



## **A Brief on Administrative Sections**

### **i. University Administration**

The Registrar is the Head of the University's administration. Presently, the University has 3 Deputy Registrars, 11 Assistant Registrars, 2 Assistant Directors, 30 Section Officers and 2 Assistant Accounts Officers and around 100 Administrative, Technical and IT Supporting Staff.

For systemic strengthening and streamlining the University administration, a trifurcation of the Administrative Section was done with establishment of the following:

- Establishment & Recruitment I (ER – I) – to look after affairs related to teaching staff
- Establishment & Recruitment II (ER – II) - to look after affairs related to non-teaching staff
- Administration & Governance – to look after general matters of administration

For better communication between the University and other Governmental wings such as the UGC, Dept. of Higher Education, local Municipalities for acquiring pending funds or land acquisition etc. the University started a Development Cell. The University is about to start an online file tracking system. The Internal Audit System of the University has also been strengthened and a number of reforms have been implemented in the Examination system in both regular and distance mode.

### **Academic Section**

The Academic Section is engaged in implementation of academic policies of the University as per the Statutes, Academic Ordinances and Regulations of the University in consonance with the notifications issued by the University Grants Commission and other regulatory bodies from time to time. The Section also facilitates students from within the country and foreign students.

The Academic Section conducts the Academic Council meetings regularly, processes the files for conduct of meetings of the School Boards and Boards of Studies respectively, issues Admission Notification for regular on-campus Programs of the University and the annual Admission Notification.

The Section also processes and sanctions the release of university monthly Scholarships to students. The “Earn While You Learn Scheme” is a unique system introduced by the University to enable the campus students to get hands on experience of working and to earn while pursuing their studies.

### **Administration and Governance**

The University has established the Administration & Governance (A & G) cell to take care of the following work:

- Issue of general orders/notification/circulars;
- Process of Children Education Allowance;



- Processing of vehicle (two /four wheelers) loans;
- Festival and special advances;
- Processing of medical bills of out- patient/inpatient/hospitals;
- Processing of Medical advances;
- Issue of Health Cards;
- Issue of referral letters to empanelment hospitals;
- Empanelment of new hospital and MOAs with hospitals;
- Process of Imprests,
- Contingencies,
- Security bills and other advances of Regional Centers/Sub Regional Centers/CTEs/ITIs/Polytechnics, Model Schools & Other campuses and Sections & Departments in the Campus.

### **Campus Development**

The Campus Development (Engineering Section) wing has been functioning in the University Campus since 1999. As per the UGC guidelines, the University constituted the University Building Committee for examining the details of the construction of different buildings for valuable guidance and recommendations for all the developmental activities of MANUU. The Campus Development is involved in getting the work done for the different departments of the University located at Hyderabad, and other campuses.

During the past five years, a number of construction projects have been entrusted to the CPWD and Bharat Sanchar Nigam Limited. Following constructions have been under taken: Additional Substation building, Development of Sports Ground, CSE Coaching Academy building, New Girls Hostel, Boys Hostel III, School of Commerce & Management building, University College of Undergraduate Studies building, extension of 2<sup>nd</sup> floor for School of Education & Training, extension of 2<sup>nd</sup> floor for School of Languages, Linguistics and Indology, extension of CPDUMT Boys Hostel, extension of University Health Centre, extension of UGC-ASC Guest House, extension of VIP Guest House, Raising the height of existing boundary wall & providing concertina coil fencing, Providing peripheral cement concrete road along the boundary wall, construction of Over Head Tank (2 lakhs liters capacity) and Underground Sump (3 lakhs litres capacity) including distribution lines and pump house in residential area, Centralized Computer Centre and Digital Resource Centre; Centre for Deccan Studies building; Vertical extension (3rd floor) over the Lecture Hall Complex and Information Centre building.

Other than this, construction work is also going on at regional centers of MANUU such as Bengaluru, Darbhanga, Aurangabad, Srinagar and Sambhal where land has been acquired by MANUU.

### **Estate Section & Maintenance Cell**

The Estate Section looks after maintenance of the buildings and campus: A Maintenance Cell has recently been formed to look after the upkeep of the afore mentioned buildings and also horticulture in the Campus. The Engineering Section looks after maintenance of Civil & Electrical work such as day to day maintenance of all the civil work and attending to the complaints received from Residential and Non-



Residential buildings in the Campus. The horticulture work has been entrusted to CPWD (Horticulture) for planting avenue trees along the road side and also the gardens with carpet grass and shrubs around existing buildings.

These Sections are also responsible for managing the facilities of Security, Telephones, Housekeeping, and University Canteen which have been outsourced. The other responsibilities of Estate Section includes allotment of Quarters, upkeep of amenities including facility management at University Quarters, maintenance of Lease Agreements of Regional Centers and processes rents of buildings of Regional Centers.

### **Public Relations Office**

Public Relations is a modern tool for image building and enhancement. A vibrant public relations system ensures and reflects rapid growth and expansion of any institution or organization. The Public Relations Officer, besides being the face of the organization works as a close link between external and internal public. The importance of the public relations increases manifold during the time of crisis. An efficient PR executive mitigates the problems of institution and performance damage control where need be.

In a unique organization like MANUU, the role of PRO is of immense importance to disseminate information across the country. The Public Relations office is headed by the Public Relations Officer. The university has appointed a Media Coordinator to advice on matters of media management and publicity of MANUU programs. PRO is in-charge of publishing the University Magazine, Al-Kalam and the university calendar/diary; arrangement of all important university events; liaisons with different agencies and media houses.

### **Purchase Section**

The Purchase Section plays a vital role to supply in time to all the departments/sections the required equipment, furniture stationery and other essential infrastructure. The University observes a centralised purchase system for procurement through Purchase Section as per General Financial Rules. All the purchases are carried out as per norms, under DGS&D rate contract or through M/s Kendriya Bhandar/M/s. N.C.C.F./or as per the recommendations of the Purchase Committees within the permissible limits. Tenders are floated to materialize purchases through expert committee opinion and as approved by authority following General Financial Rules.

### **Statistical Cell**

As per the recommendations of National Statistical Commission and instructions of University Grants Commission, a Statistical Cell was established on 3rd March, 2006. The Statistical Cell is responsible to generate and maintain database on Higher Education System in the University to make all kinds of data/information readily be available for the onward transmission to the Govt. Organization. Such data reflects at a glance the students' strength program and course wise, gender ratio, teaching and non-teaching staff and a lot more about the University. This database also facilitates



University authorities to be acquainted with the position about the reservations in admissions and appointments in the University.

### **Internal Audit Cell**

The internal audit department is working under the control of the Hon'ble Vice Chancellor with one Internal Audit Officer, and some clerical staff. The IAC is responsible for pre-audit and also assists in post-audit. The IAC also conducts physical verification of assets and library books and submits reports of enquiry on several departments.

### **Hindi Cell**

As per directions of the Ministry of Home Affairs, Rajbasha Vibhag, Maulana Azad National Urdu University has established a 'Hindi Cell' for implementation of the Official Language Policy to the employees of MANUU. To implement Official Language Policy in an effective manner the UGC has sanctioned three posts exclusively for the Hindi Cell i.e. Hindi Officer, Translator and Hindi Typist.

The Cell takes measures to implement the official language policy in the University, organizes training for officers/employees of MANUU under Hindi Teaching Scheme, ensures regular meetings of the committee members for Official Language Implementation, administers Incentive schemes proposed by the Ministry of Home Affairs, and encourages employees of the University to work in Hindi. It also prepares quarterly/half yearly progress reports for information of the RajBhasha Office, MHRD, prepares a batch/team of the non-teaching employees through nomination by the Heads of the Departments/Sections to undergo for training by attending the classes of Hindi Prabodh/Praveen/Pragya under Hindi Teaching Scheme of Department of Official Language, Ministry of Home Affairs, Govt. of India. Rajbhasha/Hindi Training has been started with an aim to speed-up propagation and development of Official Language Hindi, to accelerate its progressive use in the Govt. offices for official purposes and to get them acquainted with the rules/regulations and policies of the Central Government. The University encourages all employees to attend the classes under this scheme to achieve the target fixed by the Ministry.

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