
The Annual Quality Assurance Report (AQAR) of the IQAC
(July 1, 2014 to June 30, 2015)



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad-500 032, Telangana State, India

Accredited "A" Grade by NAAC

The Annual Quality Assurance Report (AQAR) of the IQAC

(July 1, 2014 to June 30, 2015)

Part – A

I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. *MHCOGN 18879*)

1.4 **NAAC Executive Committee No. & Date:**
(For Example *EC/32/A&A/143 dated 3-5-2004.*
This EC no. is available in the right corner-
bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.23	2009	5 Years

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 **AQAR for the year** (for example
2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example *AQAR 2010-11 submitted to NAAC on 12-10-2011*))

AQAR _____NIL _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

1.11 Type of Faculty/Programme

Arts Commerce Law PEI(Phys Edn.)

TEI (Edu) Engineering Health Science Management

Others (Specify)

School of Sciences Computer Science and Information Technology Mass Communication and Journalism
--

1.12 Name of the Affiliating University (*for the Colleges*)

Not Applicable

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

Central

University with Potential for Excellence

-

 UGC-CPE

-

DST Star Scheme

-

 UGC-CE

-

UGC-Special Assistance Programme

<input checked="" type="checkbox"/>

 DST-FIST

-

UGC-Innovative PG programmes

<input checked="" type="checkbox"/>

 Any other (*Specify*)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1	No. of Teachers	10
2.2	No. of Administrative/Technical staff	02
2.3	No. of students	00
2.4	No. of Management representatives	00
2.5	No. of Alumni	00
2.6	No. of any other stakeholder and community representatives	00
2.7	No. of Employers/ Industrialists	00
2.8	No. of other External Experts	02
2.9	Total No. of members	14

2.10 No. of IQAC meetings held: 02

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institutional Level

2.13 (ii) Themes

- NAAC Workshop on "Sensitization of Registrars of South Zone Central Universities" at MANUU campus on 4th July, 2014.

2.14 Significant Activities and contributions made by IQAC

- IQAC recommended for introduction of Undergraduate Programmes through Campus Mode specially, in the Science Stream under Choice Based Credit System (CBCS).
- IQAC recommended routing the CAS of faculty members through IQAC as per the norms prescribed by UGC/NAAC which was immediately implemented. Initiated the process of Assessment and Accreditation by sending LOI to NAAC. A steering committee was constituted to prepare the Self-Study Report and other related activities. The IQAC suggested that the University may enter into MoUs for research collaborations with institutions (both national and international) and industry in specific areas.
- The IQAC after thorough deliberations approved the Self-Study-Report to be forwarded to NAAC. The IQAC recommended the Dean, School of CS & IT to apply for AICTE approval for B. Tech (Computer Science) Course.
- The IQAC also recommended that the Department of Social Work of the University may develop a large network with the NGOs and governmental agencies and in and around Hyderabad to provide effective and rigorous field work training.
- The IQAC strongly recommended all the Schools of Studies to impart innovative teaching learning process to be learner-centric.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
IQAC recommended the following plan of action: <ul style="list-style-type: none"> - That the University Prospectus needs to be thoroughly revised. It should also be made user friendly. Introduction of online admission system. Fee payments through net banking should be encouraged. - Health Centre services to be improved with more basic equipment and tie-up for ambulance assistance from 108 services of the State Government. Additional amenities and offices may be provided to accommodate planned new programs, Deans Offices, Classrooms, Labs etc. - Sports facilities are to be augmented with outdoor stadium, athletics track, gymnasium and indoor games infrastructure. Students and staff are to be encouraged to participate in national and international games and competitions. - Promotion of students extra-curricular and cultural activities to be encouraged to improve their personality and a state-of-art Auditorium to be constructed. Indigenous art forms to be promoted and encouraged. To take approvals of regulatory bodies for professional courses, where ever needed. 	<ul style="list-style-type: none"> ✓ The Prospectus was revised as advised by IQAC. ✓ Online registration for admissions was introduced. ✓ Payment through Challan System was introduced in place of payment of fees through D.D. to facilitate the student community. However, the same will be upgraded to net-banking in future. ✓ Additional space is provided for Health Centre building. ✓ Basic diagnostic equipment has been purchased and health insurance scheme for students has been introduced. More hospitals have been empanelled. ✓ Additional amenities and requirements for offices and classrooms were provided for planned for new programs. ✓ Cultural activities were organized for both staff and students; conducive environment for future programs was created. ✓ AICTE approval for B. Tech (Computer Science) programme offered by School of CS & IT. It was suggested that the Dean, CS & IT would apply to AICTE for the same.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other Body

Provide the details of the action taken

The AQAR was approved in IQAC Meeting and the Dean's Meeting also.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	13	02	-	-
PG	17	04	-	-
UG	02	02	-	-
PG Diploma	02	-	-	-
Advanced Diploma	00	-	-	-
Diploma	05	00	-	-
Certificate	04	-	-	-
Others	09+ 10*	4+3*	-	-
Total	52+ 10*	12+3*	-	-

* M.Phil

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	64
Trimester	00
Annual	13

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure – Annexure Enclosed as **ANNEXURE – I**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

<ul style="list-style-type: none"> ✓ Regulations for Undergraduate Programmes viz., Bachelor of Arts and Bachelor of Sciences ✓ CBCS System introduced in all Campus Based U.G. Programmes; ✓ Master of Social Work (Course Structure, Rules, Regulations & Paper Contents) Revision w.e.f. academic year 2014-15 ✓ Ph.D. (Social Work) Course Work, Regulations and Paper Contents w.e.f. academic year 2014-15
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

<p>Following New Departments established: - Sociology, History, Economics, Political Science, Botany, Zoology, Physics and Chemistry</p>
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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	407	227	52	33	95

2.2 No. of permanent faculty with Ph.D. 188

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	80	22	20	36	14	14	34	24	148	96

2.4 No. of Guest and Visiting faculty and Temporary faculty 36 04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	70	0
Presented papers	35	130	0
Resource Persons	0	34	0

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- ICT Enabled Class Rooms ;
- Web-Enabled Library;
- Extension Lectures were conducted in Dept. of MCJ & Dept. of Management & Commerce.
- Fully automated Library with Online Public access Catalogue (OPAC), acquired 4786 books in various disciplines to facilitate teaching learning and research activities. 179 journals are subscribed.

2.7 Total No. of actual teaching days during this academic year 188

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Moderation of Question Papers and Answer Scripts & introduced OMR system in Semester. Policy for Re-valuation through personal verification through photo copy Answer scripts.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop All BOS Members

2.10 Average percentage of attendance of students

86%

2.11 Course/Programme wise distribution of pass percentage:

S.No.	TITLE OF THE PROGRAMME	2015 PASSOUT							
		APPEAR D	PASSOUT	DIVISION %					PASS %
				DISTIN CTION	FIRST	SECON D	THIRD		
1	M.A.(Urdu) MANUU & Lucknow Campus	30	26	9	11	6	0	87	
2	M.A.(Persian)MANUU/Lucknow Campus	29	15	13	2	0	0	52	
3	M.A.(Arabic)MANUU/Lucknow Campus	25	24	8	16	0	0	96	
4	M.A.(English)MANUU/Lucknow Campus	27	25	9	11	5	0	93	
5	M.A. (Hindi)	18	18	7	10	1	0	100	
6	M.A.(Translation Studies)	2	1	0	1	0	0	50	
7	M.A.(Islamic Studies)	12	12	8	4	0	0	100	
8	M.A.(Mass Communication & Journalism)	10	10	3	7	0	0	100	
9	M.A.(Public Administration)	4	4	2	2	0	0	100	
10	M.A.(Political Science)	10	9	2	7	0	0	90	
11	M.A.(Women's Studies)	3	3	3	0	0	0	100	
12	Master of Social Work	23	23	0	12	11	0	100	
13	Master of Business Administration	61	55	26	24	5	0	90	
14	Master of Commerce	14	10	4	6	0	0	71	
15	M.Sc. Mathematics	5	3	1	2	0	0	60	
16	Master of Computer Applications	17	17	6	11	0	0	100	
17	Master of Education (at MANUU Campus & at CTE-Srinagar / Darbhanga/ Bhopal)	140	136	10	126	0	0	97	
18	Bachelor of Education at all CTE'S	750	708	TH=32 PR=592	TH=368 PR=116	TH=273 PR=0	TH=35 PR=0	94	
19	Polytechnic (at Hyderabad/Darbhanga /Bengaluru)(Diploma in Civil/CSE/ECE/IT)	400	215	15	197	3	0	54	
20	Diploma in Education	115	106	TH=26 PR=106	TH=73 PR=0	TH=7 PR=0	TH=0 PR=0	92	
21	Diploma in Arabic Translation	N/A	0	0	0	0	0	0	
22	Diploma in Arabic	N/A	0	0	0	0	0	0	
23	Diploma in Persian	3	3	3	0	0	0	100	
24	Diploma in Unani Pharmacy	N/A	0	0	0	0	0	0	
25	Diploma in Tehseen-e-Ghazal	N/A	0	0	0	0	0	0	
26	Certificate of Tehseen-e-Ghazal	N/A	0	0	0	0	0	0	
27	Certificate of Proficiency in Persian	N/A	0	0	0	0	0	0	
28	Certificate of Proficiency in Arabic	N/A	0	0	0	0	0	0	
29	Certificate of Amoozish-e-Urdu	3	3	1	0	1	1	100	
30	PG Diploma in Functional Hindi	15	14	9	5	0	0	93	

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- Regular Meetings of Dean's are conducted for periodic assessment of teaching and learning perspectives and follow up actions are taken;
- Internal exams are conducted for evaluation of student performance;
- Remedial classes are conducted, wherever improvement is required;

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	28
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	23
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	22
Others	55

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	344	-	4	-
Technical Staff	57	-	-	-

Criterion – III**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The Departments of Studies were advised to conduct regular meetings of Departmental Research Committee as per the recommendations of IQAC;
- The Faculty Members of Arts and Social Sciences were encouraged to undertake Research Projects from ICSSR and other such funding agencies;
- The IQAC encouraged Faculty Members to attend National and International Workshops, Seminars, and Symposia;
- The Research Scholars were permitted by the Departments to attend Research Methodology Workshops organized by other Universities;
- The Department of Studies were encourage to make Research Colloquiums' effective and functional;
- The Faculty and Research Scholars were encouraged to make periodic presentations in Research Colloquiums'

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	86	173	12
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2014-16	ICSSR	15,00,000	7,50,000
Minor Projects	2014-15	SSA(Govt. Of Telangana)	3,00,000	3,00,000
Interdisciplinary Projects	-	-	00	00
Industry sponsored	-	-	00	00
Any other(Specify)	-	-	00	00
Total			18,00,000	10,50,000

3.7 No. of books published i) With ISBN No.

37

Chapters in Edited Books

8

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	2	2	-	1	-
Sponsoring agencies	MANUU & AIPTA	MANUU & ICSSR	-	MANUU	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ Recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
2	-	-	2	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The University observed “Swachh Bharath – Swasth Bharat” a Clean India Campaign at its campus as part of a drive launched by the Central Government to mark the birth anniversary of Mahatma Gandhi on 2nd October, 2014;
- The Department of Social Work collaborated with NGOs for working in Ten Slums in Hyderabad City for working on the issues of Education, Livelihood and HIV/AIDS;
- Blood Donation Camps organised;

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	200 acres			
Class rooms	59			
Laboratories	26			
Seminar Halls	4			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	858			
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	Campus Development	UGC	10839747

4.2 Computerization of administration and library

Administration and Library are provided with Computers
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	51,822	1,87,48,112/-	2039	15,91,123/-	53861	2,03,39,23/-
Reference Books						
e-Books						
Journals	158	21,89,312/-	Nil	Nil	123	14,95,690/-
e-Journals	Received through UGC Infonet consortia - 8 data basis					
Digital Database						
CD & Video					389	CD's received with books
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	100	3	10 Mbps (BSNL)	3	1	Included in total		-
Added	156	1	-	1	-	Included in total		-
Total	256	4	-	4	1	Included in total		-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

Regular Training programmes are organized for Staff and Students by Department of Computer Sc. & IT

4.6 Amount spent on maintenance in lakhs :

i) ICT	24.14
ii) Campus Infrastructure and facilities	38.07
iii) Equipments	50.67
iv) Others	11.12
Total :	124.00

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- The IQAC recommended the Department of Studies to conduct Orientation Programmes in the beginning of Academic Session and these recommendations have been implemented;
- As per the recommendations of IQAC, a permanent University Counsellor is appointed
- Counselling sessions are conducted in the beginning of Academic Year by the University Counsellor for orienting and facilitating the students to avail counselling services;
- The Students are facilitated to avail Fee Reimbursements Schemes offered by the respective State Governments;
- The Fellowships for the Research Scholars is released on time;
- The IQAC strongly advised the Departments to designate faculty members as Mentors/Advisors to each group of students;

5.2 Efforts made by the institution for tracking the progression

- The Departments have developed linkages with the students through emails for regular update on their career progression;
- Regular meetings of the HODs and Deans are conducted to evaluate performance and evolve suitable measures for the progress of the students and academic related activities;

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	
			M. Phil.	Cert./Diploma
914	522	70	84	817

(b) No. of students outside the state

1842

(c) No. of international students

2

Men	No	%	Women	No	%
	1882	78%		525	22%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1297	13	19	585	10	1924	1338	23	32	986	28	2407

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The following Coaching Schemes are available for competitive examinations for students:

- CSE Coaching Academy.
- NET Coaching Scheme;
- Coaching Centre for Minorities for Entry into Services ;
- Remedial Coaching Centre;

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The Department of Management and Commerce, Department of Mass Communication and Journalism and Polytechnics have separate Guidance and Counseling Cells . Field Trips, Educational and Industrial Tours, and special lectures on personality development are conducted periodically.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	154	32	38

5.8 Details of gender sensitization programmes

Department of Women Education and Centre for Women Studies play an important role. They conducted gender sensitization programmes in the backward areas in and around Hyderabad and in MANUU Campus in the Girls Hostels.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	522	48.74 Lakhs
Financial support from government	-	-
Financial support from other sources	154 M. Phil. & Ph. D. Scholars	137.23 Lakhs
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- ❖ The Vision:
- ❖ To promote and develop Urdu Language;
- ❖ To provide higher, technical and vocational education through Urdu medium;
- ❖ The University primarily focuses on underprivileged group of the society;
- ❖ To focus of Women Education;
- ❖ To provide education through dual mode of education.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Course development Committees, BOS/School Board conducts meetings for preparation of Syllabi/Curriculum with the involvement of External Experts
- The curriculum review meetings of IQAC, Dean and Head frequently conducted and in consequence the University has moved towards CBCS mode

6.3.2 Teaching and Learning

- The teaching practices are made more interactive and innovate through use of ICT in addition to conventional Lecture mode;
- Students active participation in classes is encouraged and strengthened through emphasis on minimum attendance requirements.
- Innovate internal assessments through assignments and presentations has been streamlined;
- Learner-centric pedagogical practices are encouraged;
- Web Enable Library facility;

6.3.3 Examination and Evaluation

- External and Internal Examinations are conducted;
- Double evaluation introduced, wherever necessary.

6.3.4 Research and Development

- Faculty and Students are encouraged to attend Seminars and Workshops at University, State, National and International level;
- Faculty members and students are encouraged to present research papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is fully automated, well equipped and furnished;
- Library facilities and library is regularly upgraded. New Books and Journals

6.3.6 Human Resource Management

- Based on the sanction of posts by the Government of India through UGC, the recruitment is made at national level viz., for Teaching, Non-Teaching and Technical staff through the open advertisement in regular dailies, Employment News, and uploaded on University website.
- Shortfall in the staff is met through the contractual engagement of staff as per the requirement.

6.3.7 Faculty and Staff recruitment

- The University undertook massive drive for filling the vacant positions for the faculty and staff. As per the approval/sanction of posts, faculty and staff are recruited through the open advertisement in reputed national dailies, employment news and through uploading the advertisement on the University website.
- Subsequently, based on the Screening/Selection Committee, the recruitment of Faculty and Staff is finalized.

6.3.8 Industry Interaction / Collaboration

- ✓ The Department of Social Work conducts regular annual meetings with NGOs and Agencies where students are placed for field work and job placements;
- ✓ Collaboration with agencies has resulted in development of field practice manuals by the Department of Social Work(http://www.manuu.ac.in/deptsocio_intervntion.php)
- ✓ The Department of Management and Commerce and Department of Mass Communication and Journalism including Polytechnic established good linkage with the Companies, Industries and leading private banks.

6.3.9 Admission of Students

- Admission of students to various programmes is conducted through the open advertisement in national dailies and through uploading on website.
- On-line Admission process is introduced from this Academic Year 2014-15.
- GoI norms are followed for reservation policy.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • The University empanelled many Premier Hospitals for Cash Less Treatment of Teaching and Non Teaching Staff apart of strengthening the Health Centre on the Campus with provision of X-Ray Machine, and availability of all Medicines for Outpatient Treatment for Students, Faculty, and Staff; • The University introduced Mega Medical Insurance Scheme for students for Inpatient Cashless Treatment in all major premier hospitals. • The University appointed permanent Counsellor for the regular and routine counselling of the students; • A Lady Doctor – Gynaecologist is also appointed for girl students on campus;
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	IQAC	Yes	IQAC/IAO
Administrative	Yes	CAG	Yes	Do -

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The University has uniform policy for Examination and Evaluation for Main Campus and Constituent Colleges and accordingly, any reform is applicable to Constituent Colleges also.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- The representation of Constituent Colleges in University's Statutory Bodies has increased;
- The Constituent Colleges are authorised to make purchases of Infrastructural Facilities for their Colleges;

6.11 Activities and support from the Alumni Association

- MANUU Alumni Association conducts Job Mela's and facilitate students in acquiring jobs in leading Private Banks like ICICI, Axis Banks, etc.,
- MANUU Alumni Association initiated mega Annual Meet at the Campus to facilitate the students in their day to day activities.
- Activities of the Alumni Association have resulted in boosting the confidence of the MANUU Students and making them concerned to volatile market conditions.

6.12 Activities and support from the Parent – Teacher Association

- Networking and coordination with the parents has increased due to counselling of parent and students during the Admission Counselling Process. PTA are associated in maintenance of discipline of students on the campus;
- The Department of Studies, Deans Students Welfare and Proctor Office keep updating the parents on students performance, achievements and indiscipline through Telephonic conversation and letters;
- Parents are encouraged to actively in University functions and celebrations viz., Azad Day Celebrations, Convocation, etc.,

6.13 Development programmes for support staff

- All the Support Staffs are encouraged to go for capacity building trainings at MANUU and outside MANUU;
- All the supporting staff are enable to utilize the opportunities provided by the Government from time to time;
- The Supporting staff are provided training at University Academic Staff College and they are deputed outside MANUU to ISTM, and other Universities.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The University observed, “Swachh Bharath – Swasth Bharat,” a Clean India Campaign at its campus as part of a drive launched by the Central government to mark the birth anniversary of Mahatma Gandhi on 2nd October, 2014. *The Registrar administered cleanliness pledge at the inauguration of Campaign to a large number of students, teachers, and staff who participated in the campaign.* The students, teachers and staff later took up cleaning of the campus during which they swept the avenues and worked in the landscape garden;
- Plantation drives were under taken by NSS, University Administration Members and Faculty Members including the Hon’ble Vice Chancellor planted trees alongside the Administrative Building;
- Paperless Office Work is encouraged and results are up-coming.
- Plastic covers and material is removed on day to day basis.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- ✓ The Skill Lab, which was introduced an innovative academic intervention by the Department of Social Work has been institutionalised and made part of Core Curriculum w.e.f.2014-15;
- ✓ Conduct of Student Seminar increased in many departments of studies;
- ✓ Many department of studies have started student's clubs;
- ✓ The students initiated *Wall Magazines*, started in some Department of studies.
- ✓ Introduction of Paperless work in Administration specially for Notices, Circulars, Orders, etc., hence for the same adequate space is earmarked on the Web-portal..

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- ✓ The Prospectus has been revised as advised by IQAC. Copies are presented to all the members. Online registration for admission has also been introduced. Admission and program fee payments through Challan was introduced, which will be upgraded to net-banking in future;
- ✓ Additional space is provided for Health Centre building. Basic diagnostic equipment has been purchased and health insurance scheme for students has been introduced. More hospitals have been empanelled.
- ✓ Additional space creation is planned for new programs.
- ✓ Cultural activities have been organized for both staff and students; conducive environment for future programs has been created.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Circulars, Notifications, and any other important documents are uploaded on University Website, thereby paperwork and duplication of work is reduced;
- All the Departments and Schools of Studies have updated details on University Website;
- On-line Admission Process initiated through receipt of applications online;
- Introduction of Challan System in place of D.D. for payment of fees;
- Moderation of Question Papers and Answer Scripts made more effective;
- Introduction of OMR Sheet for Quick Evaluation in the Entrance Tests conducted by various departments.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- The University observed, “Swachh Bharath – Swasth Bharat,” a Clean India Campaign at its campus as part of a drive launched by the Central government to mark the birth anniversary of Mahatma Gandhi on 2nd October, 2014. *The Registrar administered cleanliness pledge at the inauguration of Campaign to a large number of students, teachers, and staff who participated in the campaign.* The students, teachers and staff later took up cleaning of the campus during which they swept the avenues and worked in the landscape garden;
- Plantation drives were undertaken by NSS, University Administration Members and Faculty Members including the Hon’ble Vice Chancellor planted trees alongside the Administrative Building;
- Paperless Office Work is encouraged and results are up-coming.
- Plastic covers and material is removed on day to day basis.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- The University has emerged as an Institution of higher learning for Urdu Medium of education at National Level and made rapid progress on academic front with the introduction of various new programmes from *Diploma to Research Level i.e., introduction of Para-Medical Courses, Undergraduate Programmes in Sciences and Ph. D. in Computer Science.*
- The University achieved significant growth and expansion in development of academic activities, provision of modern infrastructural facilities.
- The University introduced equivalency of courses offered by Madrasas to bring to mainstream of higher education.
- Towards development of infrastructural facilities, to accommodate new departments, additional floors have been added to buildings meant for *School of Arts and Social Sciences, School of Education and Training and ; School of Languages, Literature and Indology besides construction of building to serve as extension for the health Centre.*
- Towards the need for development of sports talents, an Indoor Stadium, a Sports Ground, a Gymnasium have been added to the landscape of campus where the students are trained regularly to bring laurels to the University:
- MANUU is engaged in developing infrastructure to facilitate, help and serve research/research based activities.
- Setting up of computer labs; equipping Central Library with latest books/journals; availability of Wi-Fi in the campus; well equipped auditoriums at DDE/CPDUMT/Library with 500/200/150 seats capacity respectively; seminar halls in School of Languages Linguistics & Indology, School of Education, and Lecture Hall Complex; a conference hall in Administrative Building; and meeting rooms in Guest House are all indicators of MANUU’s commitment to providing functional and constructive infrastructure to the academics, researchers and students.
- The advanced infrastructure of MANUU in reality attracted many government/academic organizations to request the University to collaborate with them in organizing their meets and conferences. Therefore, the Ministry of HRD conducted a NAAC Workshop on “Sensitization of Registrars of South Zone Central Universities” at MANUU campus on 4th July, 2014.

DIARY OF EVENTS – At a Glance (2014-2015)

1.	02-04-2014	Workshop on “ <i>Aims and Objectives</i> ” of Deeni Taleemi Markaz
2.	03-06-2014	Programme by Centre for Deccan Studies on “ <i>Conservation Challenges-A Case Study of Qutb Shahi Tombs</i> ” Speaker: Ratish Nanda, <i>Project Director</i> , Aga Khan Trust for Culture
3.	15-08-2014	Independence Day. Prof. Mohammad Miyan, V.C., hoisted the National Flag.
4.	27-08-2014	Interaction with Mr. Hasan Abdullah on “Two ‘Peaks’ of Ghalib”.
5.	05-09-2014	On the eve of Teacher Day, a Seminar on “ <i>New Initiatives in Education</i> ” was organised. Chief Guest Mr. K. Vishweshwar Reddy, TRS MP, Chevella
6.	02-10-2014	Gandhi Jayanthi, Swachch Bharat Abhyan
7.	30-10-2014	Students Union Elections
8.	31-10-2014	Sardar Patel Jayanti: National Unity Day
9.	07-11-2014	Tarana Launch Function – Inauguration of Azad Day Celebrations, Janab Gulzar, Janab Vishal Bhardwaj and Janab Sukhwinder Singh attended the function
10.	11-11-2014	Azad Day Function and National Education Day, Mr. Naseem Ahmad, <i>Chairman National Commission of Minorities</i> , New Delhi
11.	13-11-2014	National Seminar on “ <i>Jadeed Masael aur Fiqh Islami</i> ” by Dept. of Islamic Studies and Fiqh Academy India, Delhi, Keynote Address: <i>Maulana Khaled Saifullah Rahmani</i>
12.	20-11-2014	Launch of Azad Forum - Prof. Hameed Khan and Mr. A.K. Mohanty, Guests
13.	24-11-2014	24 Nov. to 3Dec. 2014 Archaeological Work for MANUU Students by HK Sherwani Centre for Deccan Studies
14.	12-12-2014	Condolence Meeting of Prof. Rehana Sultana, Faculty Member
15.	02-01-2015	Janab Zafar Sareshwala took charge as new Chancellor
16.	01-09-2015	<i>Foundation Day Function</i> , Janab Mukhtar Abbas Naqvi, <i>Chief Guest</i> & Prof. Ved Prakash, Chairman, UGC - Guest of Honour
17.	14-01-2015	First visit of Chancellor Mr Zafar Sareshwala
18.	26-01-2015	Republic Day - Prof. Mohammad Miyan, Vice-Chancellor hoisted the Flag.
19.	13-02-2015	Visit of Industry delegates with the Chancellor Mr. Zafar Sareshwala
20.	24-02-2015	Colloquium on “ <i>Mainstreaming of the Indian Muslim Women – The Way Forward</i> ” by Centre for Women’s Studies, Chief Guest: Smt. Lalitha Kumaramangalam, Chairperson, National Commission for Women, Chaired by Prof. Fatima Alikhan
21.	26-02-2015	Distinguish Lecture Series of Ministry of External Affairs, Keynote Address by Dr. Aftab Seth, Former Ambassador on “ <i>Indian Foreign Policy and Japan</i> ”
22.	06-03-2015	4-days programme 6– 9 March 2015, Educational Development Seminar-2015 “ <i>A Roadmap To Peace, Progress And Prosperity</i> ” Islamic Development Bank & MESCO
23.	10-03-2015	Science Day Lecture by Prof. Lal Ji Singh
24.	11-03-2015	Distinguished Lecture Series Lecture by Mr. Yogendra Kumar, former ambassador to Tajikistan and the Philippines
25.	17-03-2015	2-day International Conference by Dept. of MCJ on “ <i>Muslims Democracy and the Media : Challenges and Prospects</i> ”

8. Plans of institution for next year

The IQAC of the University projected following parameters towards quality enhancement: -

- ✓ The CAS of faculty members to be routed through IQAC as per the norms prescribed by UGC/NAAC;
- ✓ MoUs for research collaborations with institutions (both national and international) and industry in specific areas to be to be promoted ;
- ✓ Strengthening of the new programs initiated in the School of Sciences, School of Computer Science and Information Technology and School of Social Sciences in terms of labs, faculty, equipment etc;
- ✓ Approval of Self Study Report prepared by NAAC Steering Committee;
- ✓ Constitution of NAAC steering Committee to prepare Self-Study Report for submission to NAAC within stipulated schedule;
- ✓ Initiating process for AICTE approval for B.Tech by the Dean CS & IT;
- ✓ Introduction of CBCS from the Academic year 2015-16 is notified and therefore it was decided that the Steering Committee members shall visit each and every School to conduct meetings with the Deans of respective Schools and HODs to finalize the Choice Based Credit System. The following format was prepared to be forwarded to all HODs:-

S. No.	Subject	Titles	Weightage of marks (Theory + Internal)	No. of Classes per week per paper

- ✓ Strengthening and institutionalising the process of data collection and compilation of faculty research and academic achievements;
- ✓ Allocation of more funds and added human resources to IQAC;
- ✓ IQAC strongly recommended for constituting an Equal Opportunity Cell on the guidelines prescribed by the UGC;
- ✓ Creation of database required for NIRF;
- ✓ Establishment of Innovation club;
- ✓ Preparation for NAAC peer team visit.

Name: _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
