

The Annual Quality Assurance Report (AQAR) of the IQAC

(July 1, 2010 to June 30, 2011)

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. MHCIGN 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:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.23	2009	2014

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)4

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)

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	√	DST-FIST	
UGC-Innovative PG programmes	√	Any other (<i>Specify</i>)	
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

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

- National Conference on "Maulana Abul Kalam Azad -Educational Architect of Modern India" 3rd & 4th Nov. 2010. Chief Guest: Mr. Mohd. Ali Rafat I.A.S.
 - National Seminar on "Media & Corporate World: Challenges & Opportunities" by Dept. of MCJ. Participants: Ayub Ali Khan, Amer Ali Khan, Mr. M.A. Majid, Dr. Haider Raza Adil, Mr. Fazil Hussain Parwez
 - National Seminar on Lexicography By Dept. of Persian
 - 3-day National Conference jointly organized by DDE, MANUU & Distance Educational Council on "Access & Equity through ODL in Higher Education" at DDE Auditorium on 23rd to 25th March 2011
 - 2-day seminar jointly organized by the Dept. of Hindi, MANUU and Dakshin Bharat Hindi Parchar Sabha Madras (Hyderabad Centre) on "Shamsheer Bahadur Singh" on 30th & 31st March 2011
- Seminar on "Ambedkar, Islam & Equality" by CSSEIP. **Participants:** Mr. Asaduddin Owaisi, M.P., Mr. Kaki Madhava Rao, LAS, Mr. Katbi Padma Rao, Mr. Y.B. Satyanarayana

2.14 Significant Activities and contributions made by IQAC

- ✓ Enabled the faculty to focus on Research Projects;
- ✓ Ensured fair, competent and transparent administration;
- ✓ Evolved methods of preservation and promotion of Urdu Language and Culture;
- ✓ Focussed on provision of employment oriented programmes;
- ✓ Encouraged to provide advance research environment for conduct of research to prepare research professionals;
- ✓ Introduction of programmes in science stream;
- ✓ To empower Urdu Learners through higher education;
- ✓ To serve the weaker sections of the society and bring them into mainstream of education;
- ✓ Empowerment of women/Total Quality Management;

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
<ul style="list-style-type: none"> ✓ To focus on Research Projects; ✓ To ensure fair, competent and transparent administration; ✓ Preservation and promotion of Urdu Language and Culture; ✓ To provide employment oriented programmes; ✓ To provide advance research environment for conduct of research to prepare research professionals; ✓ To produce e-learning materials; ✓ Introduction of programmes in science stream; ✓ To empower Urdu Learners through higher education; ✓ To serve the weaker sections of the society and bring them into mainstream of education; ✓ Empowerment of women/Total Quality Management; 	<ul style="list-style-type: none"> ➤ The number of Research Projects undertaken by Faculty Members increased; ➤ The Centre for Urdu Language, Literature and Culture organized number of Programmes viz., Literary Festival, Elocution and Quiz Competition in Urdu; ➤ The University strengthened the existing Polytechnics and ITIs by complying the standards of regulatory bodies AICTE & NCTVET. ➤ “Introduction of higher education programmes in science stream, at Diploma and Post Graduate in Urdu medium”; ➤ “Striving to promote its aim of social justice by educating the Urdu Speaking population”; ➤ Establishment of Colleges of Teacher Education and the Satellite Campus at Lucknow are reflective of the growth of MANUU in a short span of time;

* 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

AQAR was under preparation and after finalization approved in Dean's Meeting.

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	05	01	-	-
PG	11	01	-	-
UG	01	-	-	-
PG Diploma	02	-	-	-
Advanced Diploma	00	-	-	-
Diploma	08	-	-	-
Certificate	07	-	-	-
Others(M. Phil.)	06	-	-	-
Total	40	02	-	-
Interdisciplinary	00	-	-	-
Innovative	01	-	-	-

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

(ii) Pattern of programmes:

Semester ~~Two~~ **08**

Num

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.

The following are the innovations in curricular design in the respective departments and centres: -

- ✓ *Design of Curriculum of M. Com; M. Sc.; and M.C.A. Programmes through Campus Mode;*
- ✓ *Introduction of Guidelines for Field Trip/Industrial Visit, which is a part of Curriculum/ Syllabus;*
- ✓ *Introduction of Proficiency in Urdu to Post Graduate students of English;*
- ✓ *Assessment of Tehseen-e-Ghazal Programme through Oral Examination;*
- ✓ *New Syllabus for M. A. Translation;*
- ✓ *Introduction of "Information and Communication Technology" in B. Ed. Programme;*
- ✓ *Adoption of Syllabi of A.P. State Government for D. Ed. Programmes;*
- ✓ *Introduction of new Optional Papers in M. Ed. Programme;*
- ✓ *Revision of MSW Curriculum revision (incorporation of generic Social Work Papers in place of HRM", as specialization);*
- ✓ *The Dept. of CS & IT conducted 4th and special board of studies meeting and changed the curriculum and syllabus accordingly.*

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	130	73	27	18	-

2.2 No. of permanent faculty with Ph.D.

88

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
-	-	-	-	02	-	-	-	02	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

2

2

28

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	3	11
Presented papers	2	3	4
Resource Persons	-	1	3

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

- Introduction of “Proficiency in Urdu” to the Post Graduate Students of English; Web-Enable Library;
- Extension Lectures were conducted;
- Students are evaluated on the basis of attendance and internal assignments and tests conducted on a periodical basis

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

180

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

Continuous Evaluation

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

130

2.10 Average percentage of attendance of students

84%

2.11 Course/Programme wise distribution of pass percentage:

Sr.	Title of the Programme	No. of Students appeared	DIVISION				
			Distinction%	I%	II%	III%	Pass %
1	M.A.(URDU)	1	1	0	0	0	0
2	M.A. (PERSIAN)	0	0	0	0	0	0
3	M.A. (ARABIC)	20	7	6	6	1	0
4	M.A.(ENGLISH)	24	1	5	18	0	0
5	M.A. (HINDI)	7	0	6	1	0	0
6	M.A.(Translation Studies)	3	3	0	0	0	0
7	M.A.(MCJ)	5	2	2	1	0	0
8	M.A.(Pub. Admin.)	21	1	10	10	0	0
9	M.A.(Women's Studies)	9	2	6	1	0	0
10	MBA	34	14	15	5	0	0
11	MASTER OF EDUCATION	32	16	16	0	0	0
12	B. Ed.	425	TH=11	TH=168	TH=234	TH=12	TH=0
			PR=325	PR=97	PR=3	PR=0	PR=0
13	P.G.D.I.T	4	1	3	0	0	0
14	DIPLOMA IN EDUCATION	76	TH=7	TH=54	TH=15	TH=0	TH=0
			PR=71	PR=5	PR=0	PR=0	PR=0
15	Dip. in Arabic Transln.	5	1	4	0	0	0
16	Diploma in Arabic	2	0	2	0	0	0
17	Diploma in Persian	4	3	0	1	0	0
18	M. Phil. (Urdu)	8	7	1	0	0	0
19	M. Phil. (Hindi)	7	7	0	0	0	0
20	M. Phil. English	7	4	3	0	0	0
21	M. Phil. (Pub. Admin.)	2	0	2	0	0	0
22	M. Phi. (Women's Studies)	4	4	0	0	0	0

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.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	10
UGC – Faculty Improvement Programme	3
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	-
Others	-

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	267	01	01	-
Technical Staff	43	-	-	-

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

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

- Encourage faculty members to pursue Ph. D. Programme, if not completed;
- Encourage faculty to participate and present papers in Seminars/Workshops at National and Inter National Level;
- Facilitate faculty to take up research projects;

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	16	03	01
Outlay in Rs. Lakhs	545800	3628400	1339300	545800

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	07	03	03	07
Outlay in Rs. Lakhs	785000	325000	325000	785000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	3	12
Non-Peer Review Journals	0	14	15
e-Journals	0	0	0
Conference proceedings	2	3	15

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	2 Years	UGC	1339300	1005900
Minor Projects	1 Year	UGC	325000	223000
Interdisciplinary Projects	-	-	00	
Industry sponsored	-	-	00	
Projects sponsored by the University/ College	-	-	00	
Students research projects (other than compulsory by the University)	-	-	00	
Any other(Specify)	2 years	ICSSR	750350	235000
Total			2414650	235000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

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	-	4	1	4	-
Sponsoring agencies	-	MANUU	MANUU	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	-	1	1	-	-	-

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

64
44

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

Nil

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

JRF	2	SRF	-	Project Fellows	-	Any other(NET)	15
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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	2	College forum	-
NCC	-	NSS	-
		Any other	-

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

- Blood Donation Camps organised;
- Organising educational awareness and Job Fairs;

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	42	17	UGC	59
Laboratories	25	1	UGC	26
Seminar Halls	3	1	UGC	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	858	878	Internal & UGC	1736
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	Campus Development	UGC	61484150

4.2 Computerization of administration and library

Administration and Library are provided with Computers
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4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33855	-	4554	1445561/-	38409	-
Reference Books						
e-Books						
Journals	186	1740112/-	154	767024/-	340	2507136/-
e-Journals	1	FREE	-	-	1	-
Digital Database	3	FREE	-	-	3	-
CD & Video	389	11670	-	-	389	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	256	4	10 Mbps (BSNL)	3	1	Included in total		
Added	14	0				Included in total		
Total	270	4				Included in total		

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (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	87,400=00
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	49,01,378=00
iv) Others	NIL
Total :	49,88,778=00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Regular announcements are made in the class rooms by HODs about the Scholarships and other student related facilities like Railway Concession forms, etc.,
- Notices are displayed on the notice boards available at Lecture Hall Complex, Administrative Building and information is uploaded on the University Website

5.2 Efforts made by the institution for tracking the 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
517	516	30	64	690

(b) No. of students outside the state

1417

(c) No. of international students

2

Men	No	%	Women	No	%
	1300	72%		517	28%

General	SC	ST	IQAC	Year	Physically Challenged	Total	General	SC	ST	IQAC	Year	Physically Challenged	Total
1176	30	24	375	11	1616	1169	89	45	601	13	1817		

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:
- NET Coaching Scheme;
 - Coaching Centre for Minorities for Entry into Services ;
 - Remedial Coaching Centre;

No. of students beneficiaries

792

5.5 No. of students qualified in these examinations

NET	<input type="text" value="3"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value=""/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="4"/>

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
6	324	48	40

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	364	36,40,000=00
Financial support from government	502	138 x B. Ed. Fee 364 x P.G. Fee
Financial support from other sources	19,80,000=00 M. Phil. Scholars	23,40,000=00 Ph. D. Scholars
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: _____

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

The following are the innovations in curricular design in the respective departments and centres: -

- ✓ Design of Curriculum of M. Com; M. Sc.; and M.C.A. Programmes through Campus Mode;
- ✓ Introduction of Guidelines for Field Trip/Industrial Visit, which is a part of Curriculum/Syllabus;
- ✓ Introduction of Proficiency in Urdu to Post Graduate students of English;
- ✓ Assessment of Tehseen-e-Ghazal Programme through Oral Examination;
- ✓ New Syllabus for M. A. Translation;
- ✓ Introduction of “*Information and Communication Technology*” in B. Ed. Programme;
- ✓ *Adoption of Syllabi of A.P. State Government for D. Ed. Programmes;*
- ✓ *Introduction of new Optional Papers in M. Ed. Programme;*
- ✓ *Revision of MSW Curriculum revision (incorporation of generic Social Work Papers in place of HRM”, as specialization);*
- ✓ *The Dept. of CS & IT conducted 4th and special board of studies meeting and changed the curriculum and syllabus accordingly.*

6.3.2 Teaching and Learning

- The Committee of HODs and DEANs prepare, finalize and obtain approval of the Academic Calendar from the Academic Council; Dates of Commencement of classes and University Examination dates are taken into consideration for the making of the Calendar of events. This includes, Orientation Class for freshers, commencement of classes, winter and summer vacations, end of teaching class, commencement of exams, declaration of results, annual day;

• Contd...

Continuation:

- Guest Faculty from the Industry are identified for conduct of extension lectures for the Department of Management and Commerce and Department of Mass Communication and Journalism;
- Well equipped and furnished Seminar Halls, Conference Hall, Library, Computer Centre available;

6.3.3 Examination and Evaluation

- External and Internal Examinations are conducted;
- Double evaluation introduced, wherever necessary.
- *Revised the Entrance Test for D. Ed., B. Ed., and M. Ed. Programmes;*
- *Introduced re-evaluation in the Semester end examinations;*
- *Initiated appointment of Paper Setters, Moderator and Evaluator by the Department of Social Work;*

6.3.4 Research and Development

- Teaching faculty and Industry Experts are invited to attend Seminars and Workshops in the University Campus to interact with our students and staff;
- Question Answer sessions inspire and boosts the students and faculty members to explore the new avenues and modes of research;
- Students and faculty members are encouraged to present research papers;

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library is well equipped with Computers, Internet facility;
- Web-enabled facility is available in the Library;
- Well furnished and equipped Computer Labs, Conference Halls, Seminar Halls, Audio-visual facilities, Hostel blocks, and sports/recreation facilities are available in the Campus;

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

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

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. As per the intake and mode of admissions i.e., based on merit and based on entrance test, the admissions are made on all India basis.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> The University established a well equipped Health Centre to meet the basis requirements of Out Patient Treatment.; All the available Schemes of the Government are made available to students, teaching and non-teaching staff; Students are facilitated through the University Scholarship, Fee Reimbursement from the Government along with the maintenance fee to meet the day to day requirement.
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 examination reforms made at the University level are applicable for Autonomous College of the University.

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

Efforts are made to promote autonomy of the Constituent Colleges by delegating the administrative and financial functions to the Principals.

6.11 Activities and support from the Alumni Association

Alumni association facilitates the student by focussing on Job Fairs conducted by the leading companies and banks..

6.12 Activities and support from the Parent – Teacher Association

- PTA are associated in maintenance of discipline of students on the campus;
- Looks after the basic needs of the students;
- Also caters to the development needs of the students.

6.13 Development programmes for support staff

- All the Support Staff are subjected to Training at Institutional Level and Outside the institution;
- All the supporting staff are enable to utilize the opportunities provided by the Government from time to time:

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

- Plastic free environment is maintained;
- The campus is situated on sprawling campus of 200 acres surrounded by the greenery, hillocks, and rocks, which are not disturbed.

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.

- ✓ Design of Curriculum of M. Com; M. Sc.; and M.C.A. Programmes through Campus Mode;
- ✓ Introduction of Guidelines for Field Trip/Industrial Visit, which is a part of Curriculum/Syllabus;
- ✓ Introduction of Proficiency in Urdu to Post Graduate students of English;
- ✓ Assessment of Tehseen-e-Ghazal Programme through Oral Examination;
- ✓ New Syllabus for M. A. Translation;
- ✓ Introduction of “*Information and Communication Technology*” in B. Ed. Programme;
- ✓ *Adoption of Syllabi of A.P. State Government for D. Ed. Programmes;*
- ✓ *Introduction of new Optional Papers in M. Ed. Programme;*
- ✓ *Revision of MSW Curriculum revision (incorporation of generic Social Work Papers in place of HRM”, as specialization);*
- ✓ *The Dept. of CS & IT conducted 4th and special board of studies meeting and changed the curriculum and syllabus accordingly.*

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

- The following activities elucidates the Action Taken Report based on the plan of action decided at the beginning of the year:
- “*Introduction of higher education programmes in science stream, at Diploma and Post Graduate in Urdu medium*”;
 - “*Striving to promote its aim of social justice by educating the Urdu Speaking population*”;
 - *Establishment of Polytechnics and ITIs;*
 - *Establishment of Colleges of Teacher Education and the Satellite Campus at Lucknow are reflective of the growth of MANUU in a short span of time;*

- To fulfil the mandate of the University and to accomplish the target of the IQAC (as also as part of Sachar Committee Recommendations), the University established three ITIs and three Polytechnics in Hyderabad, Bengaluru and Darbhanga respectively. Urdu is the medium of instruction, which fulfils one of the University's objectives of imparting technical subjects in Urdu. Additionally, the University established three Colleges of Teacher Education at Srinagar, Bhopal and Darbhanga respectively, where personal and intellectual growth of teachers is realized through varied teacher training programmes.

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

- Communication Skills, Soft Skills and Students encouraged to attend Workshops/Seminars
- Regular Computer Training Classes are conducted for Students and Staff to upgrade the latest developments.

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

7.4 Contribution to environmental awareness / protection

- Plantation activities are undertaken in the newly constructed buildings;
- Greenery and Gardens are well maintained;
- Natural Flora and Fauna are not disturbed;

7.5 Whether environmental audit was conducted? Yes No

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

True to its mission of widening the wings of Urdu and instilling a passion for Urdu among the new generation, the University has also established model schools that provide quality school education. The University set up a Coaching Academy for Minorities and Women under UGC Schemes to train students from minorities and women for entry into Central & other services through competitive examinations. The jurisdiction of the academy is southern part of the Country.

8. Plans of institution for next year

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

- ✓ *To impart training to the students to systematize their efforts and academic enrichment initiatives;*
- ✓ *To encourage Faculty in research and development activities;*
- ✓ *To unfold University's ultimate objective of providing quality higher education in Science and Technology in Urdu.*
- ✓ *To organize National and International Seminars/Conferences by the University Departments and Centres;*
- ✓ *To introduce P.G. Programmes in Science and Commerce and a Diploma Programme in Pharmacy;*
- ✓ *To focus on motivation of students and research scholars to make meaningful contribution to respective disciplines and engage students in Community Service;*
- ✓ *To raise the standard of the University for measuring any educational parameter of any University or Institution.*
- ✓ *Learner-Centric Certificate; Diploma; U.G. and P.G. Programmes in Audio-Visual Technology; Multimedia;*

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
