



MANNU/Acad./F. 426 /2017-18/193(A)

23rd November, 2017

ORDERS

Sub: Academic–Nomination of Academic Coordinators for various Departments on Campus – Reg.

Ref: Approval of Vice Chancellor dated 7th November, 2017.

Consequent to the approval of Competent Authority, the following Academic Coordinators are nominated for effective implementation of Choice-Based-Credit-System(CBCS): -

Sr.	Academic Co-ordinator	Department
1.	Dr. Sameena Kausar, Assistant Professor	Arabic
2.	Dr. Ira Khan, Assistant Professor	Botany
3.	Dr. S Abdul Taha, Assistant Professor	CSSEIP
4.	Dr. Qasimullah, Assistant Professor	Chemistry
5.	Dr. Md Sadat Shareef, Assistant Professor	Commerce
6.	Dr. Khaleel Ahmed, Assistant Professor	Computer Sc & IT
7.	Dr. Syed Hasan Qayed, Assistant Professor	Economics
8.	Dr. Shaheen Shaik, Associate Professor	Education and Training
9.	Dr. S. Omprakash, Assistant Professor	English
10.	Dr. Karan Singh Utwal, Assistant Professor	Hindi
11.	Dr. Danish Moin, Associate Professor	History
12.	Dr. Md Irfan Ahmed, Assistant Professor	Islamic Studies
13.	Dr. Shaik Kamruddin, Assistant Professor	Management Studies
14.	Dr. Meraj Ahmed Mubarki, Asst. Professor	Mass Communication & Journalism
15.	Dr. K. Moinuddin, Assistant Professor	Mathematics
16.	Dr. Syeda Asmath Jahan, Assistant Professor	Persian
17.	Dr. Rizwan Haque Ansari, Assistant Professor	Physics
18.	Dr. Khurshid Alam, Assistant Professor	Political Science
19.	Mr. Syed Arfath Ahmed, Assistant Professor	Polytechnic
20.	Dr. Syed Najiullah, Assistant Professor	Public Administration
21.	Dr. Md. Aftab Alam, Assistant Professor	Social Work
22.	Dr. Saheed, Assistant Professor	Sociology
23.	Dr. Faheemuddin Ahmed, Assistant Professor	Translation Studies
24.	Dr. Waseem Begum, Associate Professor	Urdu
25.	Dr. Shabana Kesar, Assistant Professor	Women Education
26.	Dr. Masroor Fatima, Assistant Professor	Zoology

The terms of reference and functions of Academic Coordinators are attached as Annexure-I. The Academic Coordinators shall function for a period of 2 years or until further orders.


Assistant Registrar
(Academic)

To: All the Academic Coordinators

Copy to: i) O/o VC/PVC/Registrar/CoE; ii) ER-I; iii) Jt. Director, CIT: with a request to upload on University website & iv) Concerned file.



ACADEMIC SECTION

DUTIES AND RESPONSIBILITIES OF ACADEMIC COORDINATOR

The Academic Coordinators shall be nominated by all the Heads of the Departments on rotation basis, who shall coordinate with the Department to liaison with Examination Branch, Center for Information Technology and Academic Section in facilitating for effective implementation of Choice Based Credit System (CBCS). Further, also to counsel and guide the students in making CBCS more interesting and appealing to them. All the HoD's shall inform the students about the appointment of Academic Coordinator so that they may contact him/her regarding any problem in the selection of courses or like. The following shall be the duties and responsibilities of Academic Coordinators:

Student Guidance and Support Services:

1. To be accessible for the counseling of students.(Dedicated time of at least two hours in a Week).
2. To guide the students of their department to enable them to choose and register the courses in addition to electives from their department and from other departments under CBCS and also to the students of other departments in choosing the generic electives.
3. To inform the students about the courses offered by the department concerned as per the schedule given in the relevant curriculum. More choices in elective courses shall be offered depending on the availability of the staff and other facilities and therefore any particular elective course may not be offered even though it may exist in the list of possible elective courses. Finally, guide the students to opt for available courses.

Department Liaison and Facilitation Services:

4. To authenticate the registration of courses opted by the students under CBCS in the first four weeks of commencement of semester.
5. To facilitate all the works related to Attendance, Course Work, Examination and Evaluation.
6. To display the statement of attendance for every month and also Continuous Internal Evaluation (CIE) marks before the beginning of the semester end exams for information to the students.
7. To ensure that the monthly attendance statement and consolidated marks of CIE should be uploaded on to the exam branch portal of MANUU website before the beginning of the semester end exams.
8. To attend, if any directions from Controller of Examinations, Academic Section, and the CIT to be in coordination with the Head of the Department.

All the respective Heads of the Departments and Deans, Schools of Studies shall extend necessary support and facilitate the Academic Coordinators for better functioning.

The Office of the Dean, Academics shall facilitate for any clarification and decision pertaining to CBCS courses and matters therewith.


Dean, Academic Affairs