



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

23<sup>rd</sup> November, 2017

**ORDERS**

**Sub: Academic–Nomination of Academic Coordinators for Satellite Campuses/Institutions – Reg.**

**Ref: Approval of Vice Chancellor dated 7<sup>th</sup> November, 2017.**

Consequent to the approval of Competent Authority, the following Academic Coordinators are nominated for effective implementation of Choice Based Credit System (CBCS) in the University Constituent Colleges, Satellite Campuses and Polytechnics: -

Sr.	Academic Coordinator	Satellite Campus/Institution	Department
1.	Dr. Jaki Mumtaz, Assistant Professor	CTE, Aurangabad	Education & Training
2.	Dr. Ansarul Hassan, Assistant Professor	CTE, Nuh	
3.	Dr. Md.Talib Athar Ansari, Asst. Professor	CTE, Bidar	
4.	Dr. Naushad Husain, Assistant Professor	CTE, Bhopal	
5.	Dr. Raihana Malik, Assistant Professor	CTE, Srinagar	
6.	Md. Mahmood Alam, Assistant Professor	CTE, Sambhal	
7.	Mr. Syed Tauquir Imam, Asst. Professor	CTE, Asansol	
8.	Dr. Shafayat Ahmad, Assistant Professor	CTE, Darbhanga	
9.	Mr. Ajmal Sadiq M., Asst. Professor	Bangalore	Polytechnic
10.	Dr. Mohd Ashraf, Assistant Professor	Darbhanga	
11.	Dr. S. Mohd Fayez, Assistant Professor	Satellite Campus, Lucknow	English
12.	Dr. Mujahid-ul-Islam, Assistant Professor		Urdu
13.	Dr. Sarfaraz Ahmad Khan, Asst. Professor		Persian
14.	Dr. Sumama Faisal, Assistant Professor		Arabic
15.	Dr. Shakeel Ahmad, Assistant Professor	Arts & Science College for Women, Budgam, Srinagar	Islamic Studies
16.	Mr. Lingaraj Mallik, Assistant Professor		Economics
17.	Mr. Showkat Ahmad A., Asst. Professor		English
18.	Ms. Sayidah Bano, Assistant Professor		Urdu

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  
 (Academics)

**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