

Links of the Action Taken Report by the Departments

- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Arabic.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-CSIT.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Economics.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Education.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-English.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-History.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Islamic-Studies.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Management%26C.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-MCJ.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Maths.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Persian.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Political-Science.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Public-admin.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Social-Work.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Women-Education.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Botany.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Chemistry.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Phyics.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Zoology.pdf>
- <https://manuu.edu.in/sites/default/files/IQAC/ATR/ATR-Hindi.pdf>





Internal Quality Assurance Cell

Action Taken Report on the Feedback of all the Stakeholders

(2014 to 2019)

The feedback obtained by Maulana Azad National Urdu University (MANUU) from students, teachers, alumni, parents and employers regarding curriculum, market relevance of the course, completion of syllabus, teaching methodology, evaluation, infrastructure, facilities and so on are provided to all the concerned for taking necessary action.

The Heads of the Departments, the Deans of the Schools of Studies, and the Principals of the Colleges, periodically appraise their colleagues in confidence about any specific feedback on teaching, quality of course content etc. Strict confidentiality about students' identity is maintained. The Heads of the Departments discuss the feedback in the Board of Studies meetings, and make improvements wherever required.

Every teacher has access to the feedback on the course that he/she teaches in each semester in his/her Integrated University Management System (IUMS). The Heads of the Departments discuss teachers' feedback with them in their meetings and if any point raised pertains to revision or modification in the curriculum, it is deliberated and taken to the Departmental Research Committee/Board of Studies meetings to take appropriate action. With respect to the teaching methodology, if any issue is significant, the Head of the Department concerned discusses that with the teachers concerned for necessary improvements and corrections.

MANUU gathers suggestions of improvement from subject experts also through appointing them as members of the Departmental Research Committees/Boards of Studies/School Boards/Academic Council. Experts or members suggestions are incorporated for the revision and improvement of curriculum.

The analyses of the feedback of all the stake holders are made available to all the Departments so that they take necessary action. The action taken reports that the Departments submit suggest that they took necessary action wherever it required.

I) The Year-Wise Action Taken Report on the Feedback of all Stakeholders:

Action Taken Report on Feedback of all Stakeholders 2014-2015

Reference material in Urdu has been provided.

Self learning material in Urdu is used as reference material and class notes.

Specific optional subjects were offered.

Innovative techniques were made compulsory in teaching learning process to make classrooms more interactive.

New books were added to enrich the Library.

Syllabus is periodically revised accommodating contents which help students prepare for the competitive examination and also fetch them employment.

Extra classes were arranged for syllabus completion.

Tutorial sessions were conducted for below average students.

Labs have been improved.

Hostel facility has been made available to all the girl students irrespective of the course they are pursuing, if they fulfill the criteria that their residence is more than 50 kms away from MANUU.

Various competitions and periodic seminars are being conducted to develop laboratory skills.

Increased interaction with the experts in the field felt and seminars and guest lectures arranged.

Action Taken Report on Feedback of all Stakeholders 2015-2016

Faculty members shared their personal Urdu material/collection of books with the students.

Online material in Urdu from the NCPUL and other sources provided.

Tests, assignments, book review, group discussion, seminars are taken up as part of continuous evaluation.

New books, journals and reference material were added to enrich the library

Workshops for communication skills were organised.

Faculty had been encouraged to attend orientation /refresher /seminar /conference /workshop /FDP.

Evaluation method has been given focus: written work, oral presentations, practicals /project /fieldwork with the assistance of course co-ordinator and mentors were arranged.

The curriculum of the programmes D.El.Ed., B.Ed. and M.Ed. was revised and was made semester wise.

To increase accommodation for girl students, Gulzar Girls Hostel was constructed.

Projects were introduced in BSc and MSc (Mathematics) final years.

Proxy mediated remote access to e-campus, e- journals/database/e-books were provided.

Remedial sessions were conducted.

Mentors were assigned to look into and guide the students with respect to their academic, financial emotional issues.

Action Taken Report on Feedback of all Stakeholders 2016-2017

The syllabus has been continuously updated as per the development, and requirement at par with UGC-NET expectations, and as per the market demands.

New books were added in the Library.

Revision of some courses of UG and PG programmes had been done.

Co-curricular and extra curricular activities have been adopted for the overall development of the students.

Study tour organised.

Extra-practical sessions were arranged in science programmes.

Laboratory facilities have been improved.

Training on aptitude had been held on the advise of some employers.

Academic Coordinators appointed to mentor and guide students with respect to their academic issues.

Action Taken Report on Feedback of all Stakeholders 2017-2018

The University started providing online connectivity to its Library resources in Urdu to the students.

Digitized contents are circulated among the students.

Most of the faculty members started using ICT facilities as teaching aids..

Hostel facilities was improved for both boys and girls hostels.

Multimedia tools such as OHP and smart board are used for teaching.

Video lectures (as E-learning) have been arranged.

Interactions of the students with scientist from other universities have been arranged.

Study material is being prepared in Urdu. Curriculum was restructured.

PhD programmes in Chemistry and Zoology were offered.

Action Taken Report on Feedback of all Stakeholders 2018-2019

Revision of curriculum was done.

Suggestions were received from teaching faculty of a department that apart from Research Advisory Committee (RAC), each PhD scholar should give monthly seminar presentation in the department and necessary feedback should be provided by the faculty and the other research scholars.

E-Contents, video lessons, and e-resources, are used and shared while conducting classes.

Employability has been focused on. Training and Placement Cell has been strengthened.

Library facilities has been improved.

Faculty focused on equity issues.

Syllabi PG programmes thoroughly revised and reading lists of courses were also updated.

Practical component has been enhanced in the programme syllabus so that students may obtain technical skills for better employment opportunity.

The syllabus has been revised based on industry-academic interface. The faculty members are utilizing the ICT based teaching and learning (MCJ).

Computer labs have been used for improving communication skills in English at the Department of Education and English.

Academic Coordinators are assigned the responsibility to help/guide the faculty and students in organising well planned teaching learning and other academic activities in every academic session.

Question papers for all entrance tests are made available on the University website.

Most of the classrooms are equipped with ICT tools.

WIFI connectivity was made available for students in all the departments and hostels.

To encourage the field work, the Department of Education and Training insisted their students to be in touch with the students, senior teachers and parents of the schools where they go for internship. Students were assigned a task to prepare a case study of any student who faced learning difficulty

II) Action Taken Report according to the Issues Raised by Stakeholders:

The issues raised by the stakeholders and the action taken by MANUU are summed up as follows:

Material Availability in Urdu

Since the University's medium of instruction is Urdu, sometimes the availability of material in Urdu particularly for the science and technical subjects poses difficulties. To address this issue of providing knowledge material in Urdu MANUU has established Directorate of Translation and Publication (DTP) precisely to translate and provide knowledge material/content in Urdu from English.

On the recommendations of the Heads, Deans, and faculty members, the Librarian tries to procure material as much available in Urdu. All the faculty members of all the Departments share their personal books/texts and knowledge material with their students.

MANUU Central Library has entered into MoU with Rekhta Foundation so that works in Urdu could be accessed by all the students.

The MANUU Central Library has online 'Institutional Repository' as well which contains MANUU's faculty publications, PhD theses, rare and valuable books and copies of select periodicals.

The MANUU Central Library also has renowned databases such as J Gate plus, Jstor, NotNul, South Asian Archives, Springer-Link, Taylor & Francis, Wiley-Blackwell, World library, Capitaline, i-Scholar (Management Collection), for all the students to access all the advanced knowledge content.

Revision/Modification of Syllabus

All the Departments and Schools regularly organize Board of Studies (BoS) and School Board (SB) respectively for discussing the issues pertaining to all academic matters, particularly if any change/modification or revision of its syllabus has to be done. The feedback received from different stake holders particularly teachers which point to the improvement in syllabi was discussed in the BoS and accordingly revised. Almost all the Departments have revised their syllabi, components specific to different Departments are included. Market relevance has been given priority. For example, a department (MCJ) keeping in view the employers' feedback, included components like video editing, graphics animation, studio production in its curriculum. MANUU has offered all its regular mode programmes in CBCS framework and in accordance with the template provided by UGC from 2016 onwards. The research programmes modification is discussed first in Departmental Research Committee (DRC), then in BoS, SB and finally it is sent for ratification in Academic Council.

The Amenities in the University

The issues connected with hostels and general amenities are raised by some stakeholders particularly alumni. MANUU has been developing eco-friendly but advanced infrastructure since its inception. The building of new hostels, its vertical expansion and improvement of hostel facilities have been always a priority for MANUU, and it has initiated work in this regard.

With respect to academic facilities, MANUU has provided LCD projectors, PA system, computers to all the Departments and Colleges. The University has Wi-Fi connectivity and LAN available in all classrooms, seminar halls and hostels and in the entire Campus.

The teachers have been asked to use as much of ICT tools as much they can for the strengthening of teaching-learning experience.

Skills development

Almost all stakeholders raised the issue of communication skills particularly in English for employability purposes. MANUU offered communication skill courses in English which have been organised by the Department of English, in addition to University's collaboration with US Consulate, Hyderabad to offer courses in English Communication Skills, under Regional English Language Office (RELO) programme. MANUU also established Language Lab to facilitate students to acquire communication skills.

MANUU also focused on personality development and soft skills. Training and Placement Cell, and various Departments organised programmes and workshops in this regard. Department of Social Work revised Structure of Skill Lab to develop professional skills. Skill Lab activities focused on team-building exercise, caste & gender sensitivity etc. Special sessions were organised to develop know-how about the usage of research tools like SPSS.

Monitoring System

Suggestions were received from teachers about academic monitoring, the University has addressed this by implementing mentor-mentee system by allocating students to the teachers to monitor their academic, research, and social progress. Counselling is also provided to the students through a professional counsellor. A department has made compulsory on the PhD scholars to give monthly seminar, and necessary feedback shared with the scholar from the teachers and other research scholars.

Collaborations

The University is entering into collaboration with national and international institutions and industries for building and strengthening academic research, exchanging of students, and future enhancement of students' placements.

Teachers Training

Acting on the feedback on teachers' methodology, the University allowed the teachers to attend training programmes, orientation programmes, refresher courses etc. at its IIRDC Staff College and other colleges all over India. The University encouraged and allowed the teachers to participate in seminars/workshops to improve ICT skills and so on. The teachers were asked to pay special attention for course designing, evaluation methods etc.

Evaluation Method

MANUU paid special attention to evaluation methods in all its Departments and colleges. The practice of showing the answer script and discussion on it has been implemented to enhance transparency in evaluation, build confidence in teachers and improve the learning experience of the students so that they know their strengths and weaknesses.



Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC, MANUU