

YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution Maulana Azad National Urdu

University

• Name of the Head of the institution Professor Syed Ainul Hasan

• Designation Vice Chancellor

• Does the institution function from its own Yes

campus?

• Phone no./Alternate phone no. 04023006601

• Mobile no 9319966833

• Registered e-mail vc@manuu.edu.in

• Alternate e-mail address vc@manuu.ac.in

• City/Town Hyderabad

• State/UT Telangana

• Pin Code 500032

2.Institutional status

• University Central

• Type of Institution Co-education

• Location Urban

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• Name of the IQAC Co-ordinator/Director Professor Syed Mohammed

Haseebuddin Quadri

• Phone no./Alternate phone no 23006602

• Mobile 9492197720

• IQAC e-mail address dir.iqac@manuu.edu.in

• Alternate Email address syedmohammedhaseebuddinquadri@gma

il.com

3. Website address (Web link of the AQAR

(Previous Academic Year)

https://manuu.edu.in/sites/defaul t/files/2021-12/AQAR%202019-2020.

pdf

4. Whether Academic Calendar prepared

during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

https://manuu.edu.in/sites/defaul t/files/2020-08/Academic-Calendar-

for-the-Year-2020-21_0.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.09	2016	25/05/2016	24/05/2021

6.Date of Establishment of IQAC

18/06/2010

7.Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Depart ment/Faculty	Scheme	Funding agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

• Upload latest notification of formation of IOAC

View File

9.No. of IQAC meetings held during the year 1

• The minutes of IQAC meeting and Yes

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compliance to the decisions have been uploaded on the institutional website. (Please upload, minutes of meetings and action taken report)

• (Please upload, minutes of meetings and action taken report)

View File

10. Whether IQAC received funding from any of the funding agency to support its activities during the year?

• If yes, mention the amount

No

No

11. Significant contributions made by IQAC during the current year (maximum five bullets)

The IQAC has prepared annual report of MANUU by collecting data from all the Departments during the current year. It has also collected data for the preparation of AQAR and carrying out academic auditing of all the departments and colleges. The IQAC has been also preparing for the third cycle of NAAC assessment and accreditation of MANUU.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes		
1) Preparation of Annual Report 2) Conducting of Academic Audit of the Departments of Studies 3) Preparation of AQAR for 2020-2021	1) Prepared 2020-2021 Annual Report of the University 2) Conducted successfully the Academic Audit of the Departments 3) Prepared AQAR 2020-2021 for submission to NAAC		

13. Whether the AQAR was placed before statutory body?

No

• Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?

15. Whether institutional data submitted to AISHE

Part A				
Data of the Institution				
1.Name of the Institution	Maulana Azad National Urdu University			
Name of the Head of the institution	Professor Syed Ainul Hasan			
Designation	Vice Chancellor			
Does the institution function from its own campus?	Yes			
Phone no./Alternate phone no.	04023006601			
Mobile no	9319966833			
Registered e-mail	vc@manuu.edu.in			
Alternate e-mail address	vc@manuu.ac.in			
• City/Town	Hyderabad			
State/UT	Telangana			
• Pin Code	500032			
2.Institutional status				
• University	Central			
• Type of Institution	Co-education			
• Location	Urban			
Name of the IQAC Co- ordinator/Director	Professor Syed Mohammed Haseebuddin Quadri			
Phone no./Alternate phone no	23006602			
• Mobile	9492197720			
• IQAC e-mail address	dir.iqac@manuu.edu.in			

Alternate Email address			syedmohammedhaseebuddinquadri@gm ail.com					
3.Website address (Web link of the AQAR (Previous Academic Year) 4.Whether Academic Calendar prepared during the year?			https://manuu.edu.in/sites/defau lt/files/2021-12/AQAR%202019-202 0.pdf Yes					
							• if yes, whether it is uploaded in the Institutional website Web link:	
5.Accreditation	Details						1	
Cycle	Grade	CGPA	A	Year of Accredit	ation	Validity fro	m	Validity to
Cycle 2	A	3	.09	2016		25/05/20 6)1	24/05/202
7.Provide the list of Special Status conferred by UGC/CSIR/DST/DBT/ICMR/TEQIP/World Edition Institution Depar tment/Faculty Funding			Bank/CPE	Year			mount	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		Nil		Nil	
Upload latest notification of formation of IQAC			View File	<u>e</u>				
9.No. of IQAC meetings held during the year			1					
The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website. (Please upload, minutes of meetings and action taken report)			Yes					

 (Please upload, minutes of meetings and action taken report) 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	No

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13.Whether the AQAR was placed before statutory body?	No
Name of the statutory body	·L

Date of meeting(s)
Nil
NO

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Year	Date of Submission	
2020-2021	05/04/2022	

16.Multidisciplinary / interdisciplinary

Maulana Azad National Urdu University (MANUU) offers interdiciplinary courses at doctoral level. All its departments encourage students to carry out research in interdiciplinary and multidisciplinary fields. The subjects that the students choose for research at doctoral level are significantly of interdisciplinary nature. At the postgraduate and undergraduate levels, the generic courses, the skill enhancement courses, and the ability enhancement courses that the University offers prepare students for multidiciplinary/interdisciplinary fields. The link given below is the testimony to what subjects MANUU offers and how interdisciplinary subjects are ingrained in the programmes of study of MANUU.

https://manuu.edu.in/Program/Syllabus

17. Academic bank of credits (ABC):

Maulana Azad National Urdu University (MANUU) has registered on the ABC through NAD portal and the same is approved by ABC.
MANUU has uploaded 13908 certificates on the ABC portal. As on 16th September 2022, 3652 certificates uploaded by MANUU have been fetched through ABC portal. MANUU has issued a Circular which is uploaded on its website, which encourages students for opening ABC account. All the Heads of the Departments have been also asked to persuade students to register on ABC. The Controller of the Examination has been nominated as the Nodal Officer from the MANUU for ABC. MANUU in its IUMS portal allows the students to update their ABC ID which shall form part of their examination form.

18.Skill development:

MANUU has been in the forefront for the Skill Developments of its students. It offers skill development courses at all the levels of its programmes for its students. All the departments of studies of all the Schools of Studies offer Skill development programmes. The School of Technology, which has Department of Computer Science and Inofrmation Technology specifically is in the forefront to offer skill development courses. Some links of

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the skill development courses are:

https://manuu.edu.in/sites/default/files/2019-10/MBA_IT%20in%20Business%20_Theroy_and_LAB%20Syllabus_2018.pdf

https://manuu.edu.in/sites/default/files/2019-10/BSc_%28MPCS%29_R evised Curriculum.pdf

https://manuu.edu.in/sites/default/files/2019-10/Generic%20Courses_All%20PG%20Syllabus.pdf

https://manuu.edu.in/sites/default/files/2021-08/PG%20Ability%20E nhancement%20and%20Generic%20Elective%20Courses%20Syllabi%20%28En glish%29.pdf

https://manuu.edu.in/sites/default/files/2021-08/UG%20Core%2C%20Ability%20Enhancement%2C%20Skill%20Enhancement%20and%20Generic%20Elective%20Courses%20Syllabi%20%28English%29.pdf

19. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

As Maulana Azad National Urdu University's (MANUU) mandate is to promote and further the Urdu language, all its programmes of studies are offered in Urdu, that is, Urdu is the medium of instruction and the medium of examination; the only exceptions are the language programmes, which are taught and examined in the respective languages. The departments that offer any programme of study well integrate Indian cuture and ethos as part of their curriculum. The following links reflect such integration:

https://manuu.edu.in/University/manuu-e-content

https://manuu.edu.in/sites/default/files/2019-12/B.A%20Syllabi_compressed.pdf

https://manuu.edu.in/sites/default/files/2019-12/GENERIC%20PAPER% 20FOR%20PG%20I%20%26%20II compressed.pdf

https://manuu.edu.in/sites/default/files/2019-11/PhD-msw-Syllabus_compressed.pdf

https://manuu.edu.in/sites/default/files/2020-12/CBCS_B.A.HISTORY _2020-21.pdf

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20. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

Maulana Azad National Urdu University (MANUU) has been focusing on Outcome Based Education (OBE), ever since its establishment. Nevertheless, since all the programmes are offered through CBCS, the OBE is spelt out clearly by MANUU. Every course has course objective and course outcome, and all programmes have programme outcomes, which are determined in the examination. The objective, the expectation and the outcome are measured in terms of results, mobility to higher education and placements of the students. The link below provides the details of outcomes in terms of course, and programmes:

manuu.edu.in/sites/default/files/IQAC/POS-PSO-COS.pdf

21.Distance education/online education:

Maulana Azad National Urdu University (MANUU) started distance mode programmes from its year of inception, that is, 1998. It established Directorate of Distance Education (DDE) which has a set up of nine Regional Centres (Delhi, Patna, Bangalore, Bhopal, Darbhanga, Srinagar, Kolkata, Mumbai, Ranchi) and six Sub-Regional Centres (Hyderabad, Jammu, Amravati, Lucknow, Nuh and Varanasi) across the country so as to provide academic and administrative support to the students. The RCs/SRCs facilitate the students with support services; management of Study Centres and admission process. At present there are 143 Learner Support Centres and 20 Programme Centers within the purview of these RCs/SRCs. The DDE facilitates online admission through SAMARTH ERP.

MANUU has established Instructional Media Centre for the preparation of audio-visual educational programmes. A large number of audio-visual educational programmes have been prepared by the Media Centre. These programmes can be viewed on YouTube (https://www.youtube.com/c/imcmanuu).

DDE offers six PG programmes (M.A. in Urdu, Hindi, Arabic, English, History and Islamic Studies), four UG programmes (B. A., B. Com., B.Sc. & B. Ed.); two Diploma Programmes (Diploma in Journalism & Mass Communication and Diploma in Teach English); and two Certificate programmes (Proficiency in Urdu through English and Functional English).

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Extended Profile				
1.Programme				
1.1	31			
Number of programmes offered during the year:				
1.2	19			
Number of departments offering academic programmes				
2.Student				
2.1	2461			
Number of students during the year				
2.2	1777			
Number of outgoing / final year students during the year:				
2.3	5592			
Number of students appeared in the University examination during the year				
2.4	12			
Number of revaluation applications during the year				
3.Academic				
3.1	987			
Number of courses in all Programmes during the year				
3.2	256			
Number of full time teachers during the year				
3.3	432			
Number of sanctioned posts during the year				
4.Institution				
4.1	12789			
Number of eligible applications received for admissions to all the				

Programmes during the year	
4.2	2323
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
4.3	112
Total number of classrooms and seminar halls	
4.4	830
Total number of computers in the campus for academic purpose	
4.5	68.22
Total expenditure excluding salary during the year (INR in lakhs)	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the University

Maulana Azad National Urdu University (MANUU) has been very focused on its curricula for all its programmes that it offers. In addition to taking local, regional, national and global needs, it has to consider the promotion of Urdu to fulfil its 'Objects', and provide the advanced content in Urdu in all the disciplines and subjects in which it is offering any programme. All its programmes have Programmes Outcomes (POs) Programme Specific Outcomes (PSOs) and Course Outcomes (COs) which are shared with students when they are provided the syllabus for their courses, besides sharing these (POs,PSOs, and COs), with all the stakehlders through the University website.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

06

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

1.1.3 - Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the University during the year

1.1.3.1 - Number of courses having focus on employability/ entrepreneurship/ skill development during the year

39

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced of the total number of courses across all programs offered during the year

39

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

1.2.2 - Number of Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented during the year

06

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

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The University offers courses on professional ethics, gender issues, human values, environment and sustainability and so on. The value added courses are required to be taken by all the students who enrolled in any programme of the University. The School of Social Sciences, through its various departments offers generic courses, which integrate crosscutting issues mentioned above. Professional ethics have been ingrained in all the scholars of MANUU who are required to take a course on professional ethics entitled 'Research and Publication Ethics'.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

80

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

1.3.3 - Total number of students enrolled in the courses under 1.3.2 above

1.3.3.1 - Number of students enrolled in value-added courses imparting transferable and life skills offered during the year

38

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

1.3.4 - Number of students undertaking field projects / research projects / internships during the year

894

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

1.4 - Feedback System

1.4.1 - Structured feedback for design and review of syllabus – semester wise / is received from Students Teachers Employers Alumni

• All 4 of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

1.4.2 - Feedback processes of the institution may be classified as follows

 Feedback collected, analysed and action taken and feedback available on website

File Description	Documents
Upload relevant supporting document	<u>View File</u>

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Demand Ratio

2.1.1.1 - Number of seats available during the year

2605

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	<u>View File</u>

2.1.2 - Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

955

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	<u>View File</u>

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Maulana Azad National Urdu University (MANUU) uses mentoring to keep track of slow learners' progress. Along with teachers some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and counselling sessions are held and additional teaching taken up if required. Slow learners are encouraged and prodded to recognize their shortcomings. Teachers are able to give one to one attention in remedial sessions and focus on individual problems. Teachers make it a point to be patient and accessible to students personally, over phone, mail, and social apps.

Sharing the evaluated answer scripts, after the end of every semester examination before the declaration of result, in reality has been of immense help to identify slow and weak learners. The slow and weak learners' performance often determine the teacher's strategy of teaching in the classroom. The discussions in the department meetings help the teacher to devise their own methods to improve the quality of students' learning.

Nevertheless, oragnising of mentoring sessions is mandatory for all the departments and colleges. The departments assign mentorship to all its faculty and allot each of them few mentees to mentor, guide and develop the quality of the mentees in terms of their learning and performance.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link For Additional Information	https://manuu.edu.in/University/Best- Practices

2.2.2 - Student - Full time teacher ratio during the year

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Number of Students	Number of Teachers
2461	256

File Description	Documents
Upload relevant supporting document	<u>View File</u>

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problemsolving methodologies are used for enhancing learning experiences

MANUU focuses on all methods that are student centric. Whereas the technical and professional programmeslike BEd, MEd, BTech, MTech, MCA, MBA, MCJ and so on haveparticipative learning and problemsolving as part of thecurriculum, the other courses also enhance learning experiences through student centric methods. MSW, and few MA programmes make participative learning compulsory through projects, seminars, workshops participation and presentation.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

2.3.2 - Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year

All the members of faculty of MANUU uses ICT enabled tools and online resources for efficacious teaching and learning.

Nevertheless, the the pandemic situation during the year, necessitated the use of ICT tools and online resources, and they just did not remain the effective techinques of teaching.

https://manuu.edu.in/University/manuu-e-content

https://manuu.edu.in/University/online-education/Digital-Learning-Resources

File Description	Documents
Upload relevant supporting document	<u>View File</u>

2.3.3 - Ratio of students to mentor for academic and other related issues during the year

2.3.3.1 - Number of mentors

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256

File Description	Documents
Upload relevant supporting document	<u>View File</u>

2.4 - Teacher Profile and Quality

2.4.1 - Total Number of full time teachers against sanctioned posts during the year

256

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

2.4.2 - Total Number of full time teachers withPh.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. during the year

215

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

2.4.3 - Total teaching experience of full time teachers in the same institution during the year

2.4.3.1 - Total experience of full-time teachers

2104

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

2.4.4 - Total number of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year

4

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

2.5 - Evaluation Process and Reforms

2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

23

2.5.1.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the year

23

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

2.5.2 - Total number of student complaints/grievances about evaluation against total number appeared in the examinations during the year

12

File Description	Documents
Upload relevant supporting document	<u>View File</u>

2.5.3 - IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution

Maulana Azad National Urdu University (MANUU) is striving hard to bring the Examination Reforms by means of improving examinations procedures, integrating tools of Information Technology and by incorporating continuous Internal Evaluation Component with higher weightage. The University has a well established and efficient Examination Management System Called 'Integrated University Management System' (iUMS) is an in-house software developed by Centre for Information Technology (CIT), Maulana Azad National Urdu University for maintaining staff and students related records and data online, to extend services to various stake holders of the University at their finger tips. The main function of iUMS is

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to store entire data on its own local server and also on cloud securely. Also, to render services related to various important phases of curricular and non curricular activities of students life at MANUU.

To improve teaching learning process in general and quality of evaluations in particular that minimizethe grievances, upon completions of moderations, the Answer Scripts are shown to the desiring students with maintaining their attendance records, If students found some grievance after observing the answer scripts, then they are allowed to register a grievance with the department and apply for revaluation as per standard pProcedure, and then results are processed.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

2.5.4 - Status of automation of Examination division along with approved Examination Manual

A. 100% automation of entire division & implementation of Examination Management System (EMS)

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

2.6 - Student Performance and Learning Outcomes

2.6.1 - The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents

MANUU has stated all its learning outcomes/graduate attributes through its website. Each Department which offers any programme of study displays on its webpage, the programmes offered, programme objectives, programme specific objectives, the course structure, and the syllabus. The syllabus prominently displays the course objectives and course outcomes. The syllabus also provides information about scheme of instruction and evaluation.

The course structure and syllabus of each programme providesscheme of instruction, and scheme of evaluation. If a course is of four credit, it is necessarily required to have four units and each

unit must be taught for minimum of 15 hours, making a 4 credit course, carrying 60 hours of instruction. Internal or continuous evaluation is allocated 30 marks and end semester evaluation is allocated 70 marks. Marks are converted in to grades, and the conversion table is provided in course structure.

Besides the course outcomes, the syllabus structure of every course carries a 'course objective' which sums up what is expected in terms of learning outcomes from the student at the end, in that course. Whereas, the programme specific outcomes of every programme in general manifest the learning outcomes of each programme, the course objective carries learning outcomes related to any given course of a given programme.

Weblink for the syllabi of all the programmes

https://manuu.edu.in/Program/Syllabus

File Description	Documents
Upload relevant supporting document	<u>View File</u>

2.6.2 - Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year

The University has a system in place for measuring the levels of attainment of course outcomes, programme specific outcomes and programme outcomes.

Attainment of the Course Outcomes

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result.

Attainment of the Programme Specific Outcomes

The programme specific outcomes is measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

Attainment of the Programme Outcomes

The general programme outcomes for PhD programmes all across the disciplines of study in the University are that the scholars make contribution to the existing body of knowledgeby discovery, innovation, problem solving, establishing of new perspective etc. The number of students completed PhD and MPhil research during the period of assessment is an evidence of the attainment of the programme outcomes.

At the Post Graduate level and Undergraduate levels, the attainment of programme outcomes is measured through students' progress to higher studies, either in MANUU or in any higher educational institution in India or abroad. Another, measurement of attainment is students' placement in companies and institutions.

https://manuu.edu.in/sites/default/files/IQAC/PO-PSO-CO.pdf

https://manuu.edu.in/University/IQAC/Documents/feedback-analysis

https://manuu.edu.in/University/POS/PhD

https://manuu.edu.in/University/POS/MPhil

Weblink of Question Papers

https://dspace.library.manuu.edu.in/handle/1/229

File Description	Documents
Upload relevant supporting document	<u>View File</u>

2.6.3 - Number of students passed during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1866

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

2.7 - Student Satisfaction Survey

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2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a web link)

https://manuu.edu.in/University/Centre/IQAC/Student-Satisfaction-Survey

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented

MANUUupdates its research facilities frequently. It has in place well defined policies for promotion of research. There is an Office of Dean, Research and Consultancy, which guides and promotes research in MANUU.

MANUU is established not only to promote higher education through Urdu by means of teaching, but also the Powers of the University in its Acts and Statutes makes it necessary that research must be carried out to promote the Objects of the University. The first power mentioned in MANUUActs and Statutes reads: to provide for instructions and research in such branches of learning as are relevant for furtherance of the objects of the University.

Therefore, MANUU mandates all the Department of Studies/Centres to prioritize all activities which lead to academic research and fulfil its vision and mission. The Departments/Centres promote research a) through PhD programmes and b) through undertaking Sponsored Research Projects

All the matters pertaining to the research that leads to the academic degree (PhD) is addressed and processed by the Departmental Research Committees (DRCs) of the Departments of Studies.

All the matters pertaining to the sponsored/funded research projects sanctioned by government or industry is dealthy Academic Section and the Office of the Dean Research and Consultancy (Dean, R&C).

https://manuu.edu.in/University/Dean-Research-Consultancy/Profile

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File Description	Documents
Upload relevant supporting document	<u>View File</u>

3.1.2 - The institution provides seed money to its teachers for research (amount INR in Lakhs)

Nil

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.1.3 - Number of teachers receiving national/international fellowship/financial support by various agencies for advanced studies/ research during the year

2

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.1.4 - Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year

49

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.1.5 - Institution has the following facilities to support research Central Instrumentation Centre Animal House/Green House Museum Media laboratory/Studios Business Lab Research/Statistical Databases Moot court Theatre Art Gallery

A. Any 4 or more of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

3.1.6 - Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other recognitions by national and international agencies during the year

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year (INR in Lakhs)

2

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.2.2 - Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)

1158.46

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.2.3 - Number of research projects per teacher funded by government and non-government agencies during the year

0.011

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

MANUU has an eco-system in terms of collaborative arrangements involving technology among all its units, from academic to administration. The strategy is not only the facilitation of administrative work but also collaboration of academic activities whether they pertain to admission, examination or teaching-learning methodology. The institutional focus which is the promotion of higher education through Urdu is maintained as the guiding principle in all these collaborative arrangements. Centre for Information Technology connects all the units of MANUU.

The initiatives pertaining to the creation and transfer of knowledge can be seen at two levels. First, the research topics allotted to scholars by any Department necessarily envisages, as carrying the potential to make contribution in the knowledge field. Secondly, as the medium of instruction in MANUU is Urdu, it literally requires transfer of knowledge material available in other languages to Urdu. To accomplish this, a Directorate of Translation and Publication (DTP) has been established. The first job of DTP is to transfer knowledge material from English (and other languages) to Urdu in all the subjects and courses that MANUU offers through campus and distance modes.

MANUU established Innovation Club in 2015 for inculcation of innovative ideas, implementation of digital India concept, initiating of startup culture and collaboration with innovators.

Order: In-charge Innovation Club

Presentation on Innovation Club: Prof. Abdul Wahid

Presentation on Innovation Club: Dr. Mohammed Yousuf Khan

Innovation: MANUU Innovation Club

Constitution of NISP committee

File Description	Documents
Upload relevant supporting document	<u>View File</u>

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

88

3.3.2.1 - Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development year wise during the year

88

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

- 3.3.3 Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year
- 3.3.3.1 Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year

5

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.4 - Research Publications and Awards

- 3.4.1 The institution ensures implementation of its stated Code of Ethics for research
- 3.4.1.1 The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following
- A. All of the above
- 1. Inclusion of research ethics in the research methodology course work
- 2. Presence of institutional Ethics committees (Animal, chemical, bioethics etc)

3. Plagiarism check

4. Research Advisory Committee

File Description	Documents
Upload relevant supporting document	<u>View File</u>

3.4.2 - The institution provides incentives to teachers who receive state, national and international recognitions/awards Commendation and monetary incentive at a University function Commendation and medal at a University function Certificate of honor Announcement in the Newsletter / website

A. All of the above

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.4.3 - Number of Patents published/awarded during the year

3.4.3.1 - Total number of Patents published/awarded year wise during the year

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.4.4 - Number of Ph.D's awarded per teacher during the year

3.4.4.1 - How many Ph.D's are awarded during the year

31

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.4.5 - Number of research papers per teacher in the Journals notified on UGC website

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during the year

397

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.4.6 - Number of books and chapters in edited volumes published per teacher during the year

3.4.6.1 - Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings during the year

243

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.4.7 - E-content is developed by teachers For e-PG-Pathshala For CEC (Under Graduate) For SWAYAM For other MOOCs platform For NPTEL/NMEICT/any other Government Initiatives For Institutional LMS

D.	Anv	2.	of	the	above
			\sim \pm		

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.4.8 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

Scopus		Web of Science
	390	285

File Description	Documents
Any additional information	<u>View File</u>
Bibliometrics of the publications during the year	<u>View File</u>

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3.4.9 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

Scopus	Web of Science
13	11

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<u>View File</u>
Any additional information	<u>View File</u>

3.5 - Consultancy

3.5.1 - Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy

MANUU has a consultancy policy in place. The following weblink carries the details of the policy:

https://manuu.edu.in/sites/default/files/NAAC/2021-03/MANUU%20Consultancy%20Policy1.pdf

File Description	Documents
Upload relevant supporting document	<u>View File</u>

3.5.2 - Revenue generated from consultancy and corporate training during the year (INR in Lakhs)

3.5.2.1 - Total amount generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.6 - Extension Activities

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3.6.1 - Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the year

As the year and academic activities in person had suffered due to Covid-19, most of MANUU's extension activities hovered round online programmes. However, MANUU itself had organsed some extension activities of which the most impacting one was setting up of vaccination camps in its Campus at Gachibowli in Hyderabad; andthrough its Health Centre it provided vaccination to all the people without charging anything. The following were the dates on which the vaccination drive had been organised:

First free vaccination drive for three days: 13 to 15 July 2021

Second free vaccination drive for three days: 7th to 9th October 2021

File Description	Documents
Upload relevant supporting document	<u>View File</u>

- 3.6.2 Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year
- 3.6.2.1 Total number of awards and recognition received for extension activities from Government / Government recognised bodies during the year

18

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.6.3 - Number of extension and outreach programs conducted by the institution including those through NSS/NCC/Red cross/YRC during the year(including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

6

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.6.4 - Total number of students participating in extension activities listed at 3.6.3 above during the year

250

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

3.7 - Collaboration

- 3.7.1 Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year
- 3.7.1.1 Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year

11

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

3.7.2 - Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year

9

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

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4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.

MANUU at its Headquarters in Hyderabad has a sprawling campus spread over 200 acres with modern buildings which comprise 7 Schools, 19 Departments, 7 Centres, Residential Quarters, Indoor Sports Complex, Open Air Theatre, Amphitheatre, Guest House, Health Centre, UGC-HRDC with Guest House, Central Library, Directorate of Distance Education, Polytechnic, 4 Boys Hostels, 2 Girls Hostels, Administrative Building, CSE Academy, Canteen and 2 Kiosks. MANUU has five multipurpose auditoriums with ICT facilities for hosting seminars/conferences/workshops and various literary and cultural activities. It also has sports ground, children's park, and several lawns.

MANUU has sufficient number of classrooms and seminar halls to accommodate the teaching learning process effectively. All faculty members have been provided with computers and printers. The departments are equipped with computers, LCD projectors, photocopiers, scanners, LAN and Wi-Fi connectivity.

Departments of Education and Training, Translation and English have Language Skill Lab, Multi Lingual Translation Lab and English Language Lab respectively. The Department of Computer Science and Information Technology has four ICT Labs, and the Department of Mass Communication and Journalism has Graphic and Animation Lab, Video Editing and Print Media Lab. The School of Sciences has Laboratories for its students.

The Library is fully automated using KOHA Open Source software (library.manuu.edu.in).

File Description	Documents
Upload relevant supporting document	<u>View File</u>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)

MANUU established Directorate of Physical Education and Sports (DPES) in 2011 for creating sports and cultural spirit in the students, faculty and staff, and providing them all required

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sports facilities.

MANUU has a multipurpose indoor facility (60x35 metres)which includes two gymnasium with cardio facility, five badminton table tennis courts, one chess room and carom room. Gymnasium is equipped with treadmill, twister, multi-station dumbbells, elliptical cross trainer, upright bikes (cycles), weight plates, seated preacher curl, AB slimmer, wrist curl machine, hack squad etc.

MANUU also has multipurpose outdoor sports ground (188x87.60 metres) for cricket, football, and volleyball. The ground is equipped with cricket practice nets (with flood-lights) and two volleyball courts out of which one is adequately equipped with proper illumination facility of a size of 28x21 and 22x14metres.

Separate sports facility has also been provided to girls at their respective Hostels. The facilities include a multi-purpose play ground, gymnasium, volleyball, badminton, table tennis courts and chess/carom facility. The gymnasium has dumbbells, treadmill, six stallion multi gym, bicycle ergo meter and exercise balls etc.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

4.1.3 - Availability of general campus facilities and overall ambience

The main campus of MANUU is located at Gachibowli, Hyderabad which has been surrounded by IT industries of Hyderabad. The campus is spread over 200 acres on rocky terrains. The campus has been beautifully landscaped. Trees, lawns and park make the campus environment distinctly green. Large academic and administrative edifices with open corridors and large playground in the campus invite academics and scholars to indulge in creative and innovative activities, and prepare students to cultivate immensity of purpose. The campus provides the students serene ambience to learn, acquire skills and develop their personality.

The natural landscape ambience has been protected and maintained while constructing new buildings in the campus. Numerous parking facilities have been also provided in the campus.

MANUU has a basic Health Care Centre to provide medical support to

needy students, faculty and staff. Further, the it has empanelled various super specialty hospitals to provide medical facilities to its staff.

Most of the buildings in the campus have ramps, lifts and toilets for differently-abled students. Efforts are underway to provide these facilities in all the buildings in the campus.

The campus also has a Bank, Post office, ATM, shopping complex and so on.

It has a Day Care Centre which provides care to children of the staff and students from infancy to school going age.

File Description	Documents
Upload relevant supporting document	No File Uploaded

4.1.4 - Total expenditure excluding salary for infrastructure augmentation during the year (INR in Lakhs)

2,127.18

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS) and has digitisation facility

The MANUU Library System, comprising of all the libraries of MANUU at the main campus and other satellite campuses, has been working to ensure that it provides the best services to its users i.e. faculty, students and staff of the University.

The Central Library of the University is fully automated using KOHA Open Source LMS with electro-magnetic tapes security gate installed in the library in the year 2008. KOHA LMS provides access to bibliographic records of all the print books available in the library, full-text of e-books, institutional repositories (using DSpace), other useful resources etc. The library OPAC along

with hyperlinks to various resources including the institutional repositories may be consulted athttps://library.manuu.edu.in/

To meet the growing needs for electronic resources and for maintaining highest academic integrity in university publications, various steps were undertaken by the library during the past few years. This includes integration of various print and electronic resources, creation of institutional repositories, digitization of rare books/documents, subscription to some of the best e-resources like Brill Encyclopaedia of Islam, Turnitin plagiarism software, Times of India archive, etc. Besides these, the library has access to databases provided by INFLIBNET under e-ShodhSindhu.

The direct access internet link of MANUU institutional repositories ishttps://dspace.library.manuu.edu.in/

File Description	Documents
Upload relevant supporting document	<u>View File</u>

4.2.2 - Institution has subscription for e-Library resources Library has regular subscription for the following: e – journals ebooks e-ShodhSindhu Shodhganga Databases

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

4.2.3 - Annual expenditure for purchase of books/ e-books and subscription to journals/e-journals during the year (INR in Lakhs)

544.18

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

4.2.4 - Number of usage of library by teachers and students per day (foot falls and login data for online access)

753

File Description	Documents
Upload relevant supporting document	<u>View File</u>

4.3 - IT Infrastructure

4.3.1 - Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year

174

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

4.3.2 - Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility

In its initial years, the Centre for Information Technology had setup a LAN using OFC and WiMAX backbone. Since 2016, the center has evolved from a small computing facility to an important central facility. Today the Center offers essential ICT services including Internet Access, E-mailing, IT Security, Wi-Fi, University Portal, SoftwareDevelopment and Maintenance. The Center supports other departments of the university in performing their core functions including the MANUU Library System, Directorate of Admission, Directorate of Distance Education, Internal Quality Assurance Cell, Controller of Examinations offices besides providing general ICT support to the entire university.

To provide Internet facility and access to online learning material, the Center administers a 1-GBPS link to National Knowledge Network.

IP based EPBX facility has been introduced for inter communication connecting all the departments by using existing network of OFC & UTP cables.

MANUU offerd the University Management System(iUMS) offered through two interfaces viz. Browser-based and Windows-based. Each student of MANUU enrolled in any regular programs is provided with an iUMS account for carrying out various students' related activities. Faculty members and staff have also been given rights to access the iUMS service through their individual accounts.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

4.3.3 - Student - Computer ratio during the year

Number of students	Number of Computers available to students for academic purposes
2461	830

4.3.4 - Available bandwidth of internet connection in the Institution (Leased line)

• ?1 GBPS

File Description	Documents
Upload relevant supporting document	<u>View File</u>

4.3.5 - Institution has the following Facilities for e-content development Media centre Audio visual centre Lecture Capturing System(LCS) Mixing equipment's and softwares for editing

A. All of the above

File Description	Documents
Upload relevant supporting document	No File Uploaded
Upload the data template	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Total expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the year

4490.88

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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MANUU has in place established systems for the maintenance and utilization of physical, academic and support facilities. Some of the sections/offices and centres which maintain, and provide these facilities are: Planning and Development Section, Campus Development and Engineering, Administration & Governance, Purchase & Store Section, Estate and Security, Directorate of Physical Education, and Centre for Information Technology.

The Campus Development and Engineering Section looks after the construction, repair, maintenance and augmentation of new buildings, roads, fencing/boundary walls, landscape development, laying of sewerage lines, provision of electricity and water and so on at the main campus as well as at the satellite campuses, model schools and regional centres.

Purchase and Store Section delas withpurchase and procurementas per GFR.

Directorate of Physical Education (DPE) arranges the physical activities, games and sports events for the students.

Centre for Information and Technology provides services like Internet Access, Emailing, IT Security, Wifi, and Student iUMS portal. The Student Dashboard on the MANUU website carries necessary guidance in respect of supports services for students.

The Central Library of MANUU has a repository of about eighty four valuable and rare manuscripts, the earliest dates back to 967 AH/ 1560 AD. Most of the manuscripts collection deals with subject like Islamic Jurisprudence, Traditions of the Prophet Muhammad (Peace be upon him and his progeny), history, literature, and so on. These rare books and manuscripts are mostly compiled in Arabic, Persian and Urdu and are written/translated inNaskhandNastaligfonts.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Total number of students benefited by scholarships and free ships provided by the institution, Government and non-government agencies (NGOs) during the year (other than the students receiving scholarships under the government schemes for reserved categories)

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84

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

5.1.2 - Total number of students benefited by career counselling and guidance for competitive examinations offered by the Institution during the year

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

5.1.3 - Following Capacity development and skills enhancement initiatives are taken by the institution Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) Awareness of trends in technology

A. All of the above

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

5.1.4 - The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organisation wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

• All of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

5.2 - Student Progression

5.2.1 - Number of students qualifying in state/ national/ international level examinations during the year (eg:NET/SLET/GATE/GMAT/CAT/ GRE/TOEFL/Civil Services/State government examinations)

5.2.1.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

147

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

5.2.2 - Total number of placement of outgoing students during the year

128

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

5.2.3 - Number of recently graduated students who have progressed to higher education (previous graduating batch) during the year

232

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter -university/state/national/international events (award for a team event should be counted as one) during the year

0

File Description	Documents
Upload the data template	No File Uploaded
Upload relevant supporting document	No File Uploaded

5.3.2 - Presence of Student Council and its activities for institutional development and student welfare

MANUU Students Union (MSU) was formed in 2012-13 in accordance with the provision of the Act S.5(xix) and based on the recommendations of Lyngdoh Commission, 2006. The office bearers of the Students Union are nominated through election which are conducted by the University annually. The main objective of formation of union in our university is for the promotion of an integral development of personality and the general welfare of students.

The Aims & Objectives of MSU are:

To uphold high academic standards in the university jointly with teachers, members of the administrative staff and other University Officials

To help in maintaining and improving the academic environment of the University.

To provide feedback to the university authorities on academic and other students related issues in order to bring out required changes and improvement for academic development.

To foster the spirit of secularism and national unity among the students of the University.

The Following committees have student representatives:

- 1. Students Council
- 2. Anti-Ragging Committee
- 3. Sports Committee
- 4. NSS Committee
- 5. Alumni Association
- 6. Internal Complaints Committee
- 7. Annual Magazine Committee
- 8. NCC Committee

File Description	Documents
Upload relevant supporting document	No File Uploaded

5.3.3 - Number of sports and cultural events / competitions organised by the institution during the year

7

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association/Chapters (registered and functional)contributes significantly to the development of the institution through financial and other support services during the year

The office of the Dean, Alumni has been created to develop a linkage between the University and its Alumni by Creating its Network. The office shall provide a platform for meeting and interaction between distinguished Alumni and students of the University.

In the process of bringing MANUU on the world map, the role of alumni is vital. The vision and mission of the office is to facilitate and provide opportunities for an interface between the University and alumni to remain connected and help them on an ongoing basis in their various endeavors and to enable them to be part of a network of batch mates, seniors, juniors and current students irrespective of location.

The Office of Dean (Alumni) initiated working on stated vision and mission. Now, we would like to request you to Tell Us You MissUs.

https://manuu.edu.in/University/Alumni/Accounts-Association

File Description	Documents
Upload relevant supporting document	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload relevant supporting document	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance

Maulana Azad National Urdu University (MANUU) has clearly stated its vision and mission which are manifest in its academic and administrative governance. It has created an eco-system of governance which is supportive and participative for all the stake holders of MANUU viz. teachers, staff and students. There is a systematic process of representation by various stake holders in its Academic and Administrative Bodies as members or special invitees. Such representation provided an opportunity to the stake holders to participate and contribute to the betterment of the governance of MANUU. Minutes of all such meetings and interactions are recorded and electronically made available through website. All major policy decisions be it academic or administration are arriving at after thorough discussions and consultative process in a transparent manner.

The Vision

To provide and promote quality higher education and research through Urdu and be recognized as the leading institution for academic excellence.

The Mission

To disseminate knowledge through the medium of Urdu.

To impart quality higher education in Urdu through regular and distance modes.

To provide highest quality of teaching, learning and research environment to the students.

To develop students' personality and enhance students' learning traits.

To produce linguistically and socially responsible graduates who

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could make substantive contribution in the society and nation.

To empower Urdu knowing people by providing higher education access to them.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

6.1.2 - The effective leadership is reflected in various institutional practices such as decentralization and participative management

The leadership of Maulana Azad National Urdu Universityhas adopted a decentralized and participative style of functioning under which day to day governance is administered through Committee based decisions. Representation of teachers have been made in administrative committees and similarly participation of statutory officers of administration and finance were encouraged in academic committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings are converted into concrete action.

The recommendations and reports of these specialized internal committees were subsequently considered and monitored by the University Authority bodies such as Academic Council and Executive Council for further implementation.

Admissions in MANUUare done through the Directorate of Admissions through online mode. The admission tests are conducted through the Examination Branch which holds such all India level tests in close coordination with the Directorate of Admissions and in the case of distance mode examination in consultation with the Directorate of Distance Education.

MANUU adopted service rules and financial rules as applicable to the Government of India institutions. The General Financial Rules have been adopted and successfully implemented. The University conforms to the minimum audit standards prescribed by the Government of India. Accounts of MANUUare audited regularly by the office of the Comptroller and Auditor General.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed

Maulana Azad National urdu University (MANUU) has a Planning & Development Division (P&D Division). The P&D division prepares proposals for academic expansion and focuses onstrengthening of the existing teaching departments and centres.

MANUU has implemented the following through its effective strategic planning:

- * Digitisation in the core administrative & financial functions.
- * Switchingover to e-Procurement and Government e-Market Place (GeM).
- * 100% digital payment is done by the finance division.
- * Development of new infrastructure for the existing teaching departments/maintained institutions at main campus, Hyderabad and satellite campuses. Higher Education Funding Agency (HEFA) has sanctioned Rs. 75.97 crore loan for nine ongoing University projects for construction of permanent buildings, hostels, etc.

All admission process has been shifted from manual to online over a period of past three years.

* Campus wide Wi-Fi connectivity has been created through National Knowledge Network (NKN).

A Complete digitisation process of the Library resources were undertaken during the last three years through KOHA software.

Created a separate unit 'Directorate of Translation & Publication'

* Detailed Recruitment & Promotion Policy for non-academic staff in conformity with the guidelines issued by the Govt. of India and UGC has been notified.

https://manuu.edu.in/sites/default/files/NAAC/2020-09/MANUU%20%28T L%20Rs.%2075.96%20Cr.%29%20-%20Sanction%20Letter.pdf

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https://manuu.edu.in/sites/default/files/NAAC/2021-08/NISP%20Documents.pdf

https://manuu.edu.in/sites/default/files/NAAC/2021-08/EOA%20Report 21-22%20%282%29.PDF

File Description	Documents
Upload relevant supporting document	<u>View File</u>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Maulana Azad National Urdu University (MANUU) functions in an effective and efficient manner. Its authority bodies are: the Court; Executive Council; Academic Council; Finance Committee; School of Studies; and Board of Studies of Departments.

MANUU has constituted various Committees to encourage participation of stakeholders, viz. Building Committee, Building Monitoring Committee, Standing Committee on the Academic Council, Equivalence Committee, Advisory Committee on Students, Hostel Management Committee, Institutional Academic Integrity Panel (IAIP), International Travel Grants Committee, Disciplinary Committee on Students, Library Advisory Committee, Research Advisory Committee, Advisory Committee for Centre of Studies and Directorates, Admission Committee etc.

Service Rules and Procedure: MANUUhas adopted UGC Service Conditions for Teachers as provided under the Statutes provided under Act. The teaching and non-teaching staff of the University is governed by various provisions of CCS (Conduct) and CCS (CCA) Rules as prescribed under Ordinance and decisions of the Executive Council.

Recruitment Process: The recruitment of teaching staff is governed by the minimum eligibility conditions as prescribed under the UGC/AICTE/NCTE Regulations, as the case may be, from time to time.

Promotional Policies: - The promotional policies for teaching and other academic staff are governed by UGC Regulations and the non-teaching staff are governed under MANUU Cadre Recruitment Rules under Ordinance-

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Grievance Redressal Mechanism: - The leadership of the University promotes an open-door policy to redress the grievances of the stakeholders viz. Students and staff.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

6.2.3 - Institution Implements e-governance in its areas of operations

6.2.3.1 - e-governance is implemented covering following areas of operation	A. All of the above
1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination	

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

Being a Central University, MANUU has been providing all Employee Welfare benefits such as Campus Housing with amenities such as Sports, Gym & Recreation facilities, Creche, children parks, ATM facility bank, post office, Guest House etc. for its employees. The University has extended GPF-cum-Gratuity-cum-Pension Scheme or National Pension Scheme, Group Insurance, Medical Reimbursement-cum-Health Scheme for serving and retired employees on nominal subscription. The University also provides all statutory social security and welfare scheme such as LTC, Maternity benefits, Child care, reimbursement of tuition fee etc. to its employees as provided by the MHRD/UGC from time to time.

The University provides due encouragement for career development equally for teaching and non-teaching by permitting to pursue higher studies, undergo training programme, attend seminars, symposium, conferences, workshops at National and International level with our without financial support and provide duty leave. Teachers were granted duty leave or special casual leave to attend

intellectual attainment for presenting research papers and take part in conferences as participants or resource persons or serve in selection committees of other institutions/Service Commissions for recruitment.

The University has been very liberal in permitting the teachers to pursue research programmes and a good number of teachers have acquired their PhDs. Faculty members and non-academic staff were permitted to attend various in house or external training, development, workshops, Management Development Programme etc. to enhance their skill and knowledge to achieve career growth.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

6.3.2 - Total number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

3

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

6.3.3 - Number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the year

35

File Description	Documents
Upload the data template	<u>View File</u>
Upload relevant supporting document	No File Uploaded

6.3.4 - Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year(Professional Development Programmes, Orientation / Induction Programmes Refresher Course, Short Term Course)

150

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File Description	Documents
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6.4 - Financial Management and Resource Mobilization

6.4.1 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

MANUU mobilizes its grants mainly from grants allocated by the University Grants Commission on various heads of expenditure under Non-Recurring (Capital Assets) and Recurring (Operation & Maintenance) Grants. Infrastructure, Equipment, Books & Journals, Furniture & Fixtures come under Non Recurring components. And Salaries, Pensions, Maintenance of buildings, Fellowships/Scholarships under Recurring components. MANUU's internal resource generation is done through Academic Receipts (Admission fee, tuition fee, examination fee) etc. At present, the internal receipt is around 5% of the total grants received by MANUU.

As per the mandate given under section 5 of the University Act, MANUU has to impart education through the medium of Urdu. The Urdu speaking students comefrom low economic background predominantly from the northern states of India (Bihar, Uttar Pradesh, and J&K). MANUU provides fee exemption (for first semester) to girlsstudents. To encourage the enrolment of Persons with Disabilities students, the University resolved to provide 100% fee waiver from the academic year 2019-20 onwards.

MANUU is getting HEFA loan from the year 2019-20 onwards to complete nine ongoing projects (academic buildings, hostels etc.).

The University ensures optimum utilization of funds through various measures such as organizing various academic activities for faculty and staff members, controlling administrative expenses, sharing common facilities among the Departments and Centres. Faculty members are encouraged to apply for projects from Government agencies to carry out their research in the campus.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

6.4.2 - Funds / Grants received from government bodies during the year for development and

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maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)

17202.73

File Description	Documents
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6.4.3 - Funds / Grants received from non-government bodies, individuals, philanthropists during the year for development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)

0

File Description	Documents
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6.4.4 - Institution conducts internal and external financial audits regularly

The Internal Audit Cell was established in 2009. It works directly under the Vice Chancellor of the University. The University engages Internal Audit Officer and Internal Auditors from the drawn from the Organized Audit and Accounts Services of the Central Government. The Cell conducts audit of all the offices, sections, departments, colleges, centres, and directorates of the University from time to time. The Audit functions are broadly divided into two types - pre audit and post audit.

Pre-audit functions: All high value tender documents and agreements are vetted by the IAO. Similarly, all high value bills over Rs. 1.00 Lakh is vetted by the IAO before sending for payment by the Finance and Accounts Division.

Post audit functions: The Internal Audit Cell conducts post audit of various units/centres/departments/campuses every year as per the audit plan approved by the Vice Chancellor.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

6.5 - Internal Quality Assurance System

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6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals

Internal Quality Assurance Cell, MANUU has contributed significantly for institutionalizing the quality assurance strategies and processes in MANUU. IQAC seeks feedback from all the stakeholders, that is, students, teachers, alumni, parents and employers to review and improve teaching learning process. It conducts Students Satisfaction Survey by using the questionnaire of NAAC for both face to face and distance mode learning students to again find out the expectation of the students and the quality that MANUU provides them for acquiring education. IQAC appointed coordinators from all the department of studies, directorates, centres, colleges of teacher education, off- campuses, administrative, academic and developmental sections of MANUU to provide and share quality related information to their respective units. IQAC, MANUU conducts Academic Audit of all the department of studies.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

6.5.2 - Institution has adopted the following for Quality assurance Academic Administrative Audit (AAA) and follow up action taken Confernces, Seminars, Workshops on quality conducted Collaborative quality initiatives with other institution(s) Orientation programme on quality issues for teachers and studens Participation in NIRF Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. Any 5 or all of the above

File Description	Documents
Upload the data template	<u>View File</u>
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6.5.3 - Incremental improvements made for the preceding during the year with regard to quality (in case of first cycle) Post accreditation quality initiatives(second and subsequent cycles)

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Some of the Post Accreditation Quality Initiatives of MANUU are as follows:

- 1. Development of Online Feedback System for Students and other Stakeholders
- 2. Examination Reformation in terms of Showing the Answer Script to the Students before the Declaration of the Results
- 3. Offering Value Added Programmes
- 4. Implementing CBCS in all its programmes
- 5. Offering all the courses in all the programmes keeping in view the learning outcomes
- 6. Revising the Curriculum taking into account market/industry needs
- 7. Focusing on courses that sensitize the students on social issues.
- 8. Bringing technology in Academics and Administration. Admissions andmost of the examination work are carried out online.
- 9. Keeping the campus green and clean
- 10. Providing pollution freeenvironment to the students.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Maulana Azad National Urdu University (MANUU) promotes and ensures women empowerment through gender equity in education. Some of the measures which have been implemented over the years are:

Waiver of tuition fee for girl students at the time of admission

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(first semester only).

Relaxation of 5% is provided to them in both the merit & entrance qualifying examination/marks.

Women candidates are also exempted from the payment of registration fee and also have age relaxation for employment. Female employees also get maternity leave, child care leave and are also entitled to avail leave on adoption of child.

All the students of MANUU are apprised of the gender issues during the Orientation/Self Induction Programeach year.

There are significant number of women cadets in MANUU NCC unit.

MANUU has taken measures to enhance the safety & security on campuses by constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing round the clock security. The women security guards are also available at Girls hostels.

The ICC ensures that posters promoting gender equity & sensitization are placed on the Notice Boards. A Complaint Box is placed outside the ICC office. Telephone / Mobile numbers of the ICC Chairperson and members are made available on the Notice Board of the ICC office, University Directory & Website. Strict confidentiality is maintained by the ICC to encourage the complainant to lodge complaint without fear.

File Description	Documents		
Upload relevant supporting document	<u>View File</u>		
Annual gender sensitization action plan(s)	https://assessmentonline.naac.gov.in/stora ge/app/public/agar/16459/16459_409_891.pdf ?1663823496		
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common rooms d. Daycare Centre e. Any other relevant information	The University provides complete protection to women in terms of safety and security. It provides complete privacy and protection to women and girls. Common rooms for women are available in school of studies buildings. The University also has a Day Care Centre.		

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7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/power-efficient equipment

C. Any 2 of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

- 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management
 - 1. Solid waste management
 - 2. Biomedical waste management
 - 3. Waste recycling system

Maulana Azad National Urdu University (MANUU) facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. MANUUhas different dustbins to segregate the different waste like solid, biomedical, etc. There are committees that deal with the minimization of waste. Every day the waste is collected in bins and disposed to a place where it can be converted into manure.

For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation.

For biomedical waste there is a classification of the waste in hazardous and non-hazardous or infectious and other hazardous.

MANUU has set up a recycling programme to meet the need of recycling the waste. All the Schools and Centers associated with MANUU are educated from time to time about the process of recycling the waste.

File Description	Documents
Upload relevant supporting document	<u>View File</u>

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

7.1.5 - Green campus initiatives include

- 7.1.5.1 The institutional initiatives for greening the campus are as follows:
 - 1. Restricted entry of automobiles
 - 2. Use of bicycles/ Battery-powered vehicles
 - 3. Pedestrian-friendly pathways
 - 4. Ban on use of plastic
 - 5. Landscaping

A.	Any	4	or	All	of	the	above
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File Description	Documents
Upload relevant supporting document	<u>View File</u>

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

- 7.1.6.1 The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:
 - 1. Green audit
 - 2. Energy audit
 - 3. Environment audit
 - 4. Clean and green campus recognitions/awards
 - **5. Beyond the campus environmental promotional activities**

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

7.1.7 - The Institution has a disabled-friendly and barrier-free environment Ramps/lifts for easy access to classrooms and centres. Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software,mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

A. Any 4 or all of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words)

Maulana Azad National Urdu University (MANUU) organises several programmes to provide inclusive environment to its students in terms of tolerance andharmony towards all diversities. MANUU, infact, serves as a perfect lab for inculcating tolerance in students towards diverse cultures, regions and communities, as it is a national university and it has students from about atleast 20 states of India.

For the promotion of unity in diversity, Organises programs/campaigns like

Ek Bharat Shrestha Bharat, Rashtriya Ekta Saptach, Communal Harmony Week, Independence Day, Republic Day, Azad Day, Jashne Baharaan, and so on.

File Description	Documents
Upload relevant supporting document	No File Uploaded

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

Maulana Azad National Urdu University (MANUU) organises several programmes for the promotion of Constitutional values, rights, duties and responsibilities of citizens. In addition to the Independence Day and Republic Day, Constitutional Day is celebrated on 26th November to commemorate the adaptation of the Constitution of India. The day highlights the efforts of the makers of the Constitution. MANUU also conducts Voters' day, Anti-Terrorrism Day, Women day, World Environment Day and so on to ensure the Constitutional values, rights and responsibilities of citizens must be promoted and served.

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on Code of Conduct are organized

All of the above

File Description	Documents
Upload relevant supporting document	<u>View File</u>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Maulana Azad National Urdu University (MANUU) celebrates/organises the following:

Independence Day on 15th August

Republic Day on 26th January

Teachers' Day on 5th September

Azad Day in the month of November

Children's Day on 14th November

National Unity Day/Week etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe one best practice successfully implemented by the Institution as per NAAC format provided in the Manual

Title of the Practice

Display and Discussion of the Answer Scripts

Objective of the Practice

Showing the answer scripts to the students and holding discussion on answer scripts with them is a practice aimed at one hand, to improve and strengthen the learning experience of the students, and on the other to make evaluation process transparent and accountable.

The Context

The Academic Council of MANUU in its 32nd Meeting held on 4th October 2018 resolved to examine the feasibility of making the answer scripts available to students, as part of the examination reforms.

The Practice

After conducting the examination, the Examination Branch had sent the answer scripts to the Heads of the Departments for distribution of the answer scripts to the respective teachers who taught the courses. After seeing the answer scripts and discussing about their performance, the students were required to sign the attendance proforma of display of the answer scripts. When the display and discussion period was over, the teachers entered the marks in their respective iUMS portal, and the answer scripts and the attendance proformas were sent to the Examination Branch. Consequent upon receiving these, the Examination Branch declared the results.

Evidence of Success

The practice had been appreciated by the students.

Problems Encountered and Resources Required

Apprehensions raised by the teaching faculty before the implementation of the practice:

Another issue that was raised by the teachers was the evaluation deviation in terms of awarding marks.

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

Promotion of Urdu in the Counrty and around the worldis Maulana Azad National Urdu University's (MANUU) distinctiveness. All the programmes in MANUU are taught in Urdu including science and technology programmes of study, except language programmes. In order to achieve, maintain and assert its distinctiveness MANUU has established a Directorate of Translation and Publication (DTP) whichdevelops study contents in Urdu. Through Centre for Urdu Culture Studies, MANUU promotes culture of Urdu and knowledge in Urdu. MANUU also has a Centre to provide professional training to the Urdu medium school teachers, viz. Centre for Professional Development of Urdu Medium Teachers. It is a teachers training centre which organizes pedagogical programs and caters to the needs of Urdu Medium Teachers having varying specializations. Since 2007, the Centre has conducted 82 such programs, witnessing more than 10,000 participants. During the pandemic, the Centre has organized about 16 online programs, including those in collaboration with organizations like NCPUL-New Delhi, Telangana Urdu Academy-Hyderabad, and other departments of MANUU.

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- http://manuu.edu.in/ur(Urdu Website)
- http://manuu.edu.in/University/Directorate/DTP/Profile(DTP)
- http://manuu.edu.in/University/Centre/CUCS/Profile(CUCS)
- https://manuu.edu.in/University/Centre/CPDUMT/Profile(CPDUMT)

7.3.2 - Plan of action for the next academic year

Maulana Azad National Urdu University wishes to implement the following in the next year:

Entering into Memorandum of Understanding and Collaborations with National and InternationalHigher Education Institutions and Other Organisations to strategize, exchange and promoteresearch activities.

To offer self financing programmes at doctoral level so that the aspirants get the rightful chance and academic research in MANUUwidens.

To improve the quality of amenities provided to the students.