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Minutes of Meeting

As per UGC (ODL & Online Programmes) Regulations, 2020, Annexure I, Clause IV (3), the Committee of Centre for Internal Quality Assurance (CIQA) shall meet at least once in a semester. In this regard, a meeting of CIQA was held on 25th November, 2021 (Thursday) at 3.30 pm in Conference Hall, University Administrative Building. Following members attended the meeting;

| Sr. No | Name | Designation |
|--------|---|------------------|
| 1 | Prof. S.M. Rahmatullah, PVC, MANUU | Chairperson |
| 2 | Prof. Siddiqui Mohammed Mahmood, Registrar, MANUU | Member |
| 3 | Prof. Nikhat Jahan, Professor, DDE | Member |
| 4 | Prof. Mohammed Sami Siddiqui, Director, CPDUMT | Member |
| 5 | Prof. Mohammed Naseemuddin Farees, Head, Dept. of Urdu | Member |
| 6 | Prof. P.H. Mohammed, Head, Dept. of Sociology, MANUU | Member |
| 7 | Prof. Parveen Jahan, Head, Dept. of Zoology, MANUU | Member |
| 8 | Prof. V. Venkaiah, Former VC, Krishna University, A.P. | Member |
| 9 | Prof. S. Jeelani, Director, CDVL, University of Hyderabad | Member |
| 10 | Dr. P.S. Munawar Hussain, Joint Registrar, DDE | Member |
| 11 | Dr. Mohd. Jamaluddin Khan, Deputy Registrar, Finance | Member |
| 12 | Mr. Mirza Farhatulla Baig, Controller of Examinations | Special Invitee |
| 13 | Prof. N.I. Mulla, Professor, DDE | Special Invitee |
| 14 | Prof. Gulfishaan Habeeb, Professor, DDE | Special Invitee |
| 15 | Prof. Mushtaq Ahmed I. Patel, Professor, DDE | Special Invitee |
| 16 | Dr. Najmus Saher, Asso. Professor, DDE | Special Invitee |
| 17 | Dr. Rabbe Subhani, Asso. Professor, DDE | Special Invitee |
| 18 | Dr. Sayyad Aman Ubed, Asso. Professor, DDE | Special Invitee |
| 19 | Mr. P. Habibulla, A.R. (Purchase & Store) | Special Invitee |
| 20 | Prof. Mohd. Razaullah Khan, Director i/c, DDE | Member Secretary |

Prof. Syed Ainul Hasan, Honourable Vice-chancellor could not attend the meeting due to his preoccupation. Prof. S.M. Rahmatullah, PVC, MANUU presided the meeting. Prof. P.H. Mohammad & Prof. Parveen Jahan could not attend the meeting due to their preoccupations.

Agenda Item 1: Confirmation of Minutes of the last meeting held on 29th July, 2021

The minutes of last CIQA meeting held on 29.07.2021 at 03:00 pm at Conference Hall, Administrative Building, MANUU were confirmed.

Agenda Item 2: Reporting of Recognition from UGC-DEB for academic session 2021-22

Director i/c reported the status of recognition of academic session 2021-22 from UGC-DEB. UGC-DEB informed the University vide letter. F.No.8-2/2018(DEB-III) dated 7th October, 2020, that, *“It has been noticed that MANUU, Hyderabad has not submitted online application on the DEB portal as per the public notice, hence, its request cannot be considered for recognition of ODL programmes.”*

After constant follow up and communication with UGC-DEB, the UGC-DEB issued a letter.F.NO.8-2/2018 (DEB-III) dated 22nd November, 2021, and *informed the University that its application will be processed for January, 2022 academic session.* Further, on 24th November, 2022, UGC-DEB opened the access of its portal and DDE uploaded the affidavit and submitted the online application form.

The certified hard copies of the application form with annexure is being posted to UGC-DEB.

The University is likely to get the detailed programmes from UGC-DEB January, 2022 session.

The committee acknowledged the same.

Agenda Item 3: Reporting on tendering of SLM Printing

Director i/c, DDE reported the committee that as per the SOP the tenders for printing of the SLM is floated well in advance to avoid any delay. However, presently the currency of the contract is over in August, 2021 with Printer and we need to float the tenders and complete the formalities of the finalization of printers. The purchase dept. has informed that the process will take minimum one month and after giving the indent, the printer will take minimum lead time of 20 days. It means if we provide the soft copy of SLM we may be able to get it printed after 50 days.

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The committee acknowledged the same.

Agenda Item 4: Reporting of Students' Registration (2018-2020) batches:

Director i/c, DDE reported the status of registration of follow-on courses of DDE. The committee acknowledged the same.

| 2018-19 Annual mode | | |
|---------------------|--|--|
| exam id | course name | No of students Promoted from 2nd to 3rd year |
| A21 | B.Sc.(Life Science) (DM) (Distance Mode) | 530 |
| A21 | Bachelor of Arts (Distance Mode) | 2959 |
| A21 | BACHELOR OF COMMERCE (DISTANCE MODE) | 66 |
| A21 | Bachelor of Science (Physical Science) (Distance Mode) | 158 |

| 2019 annual mode | | |
|------------------|--|-------------------------------------|
| exam id | course name | No of students promoted to 2nd year |
| A20 | Master of Arts (English) (Distance Mode) | 1428 |
| A20 | Master of Arts (History) (Distance Mode) | 545 |
| A20 | Master of Arts (Islamic Studies) (Distance Mode) | 463 |
| A20 | Master of Arts (Urdu) (Distance Mode) | 3487 |
| A20 | Master of Arts in Hindi (Distance Mode) | 131 |

| 2019 batch (semester mode) | | | |
|----------------------------|--|-------------------|---------|
| examid | coursename | Admitted students | Remarks |
| O19 | B. SC. (LIFE SCIENCES) Distance Mode | 1056 | |
| O19 | Bachelor of Arts Distance Mode | 5669 | |
| O19 | BACHELOR OF COMMERCE (B.COM.) Distance Mode | 91 | |
| O19 | Bachelor of Science (Physical Science) Distance Mode | 385 | |
| O19 | Master of Arts (Arabic) Distance Mode | 422 | |
| Examid | Coursename | Promoted students | |
| E20 | Bachelor of Arts Distance Mode | 2806 | |
| E20 | Master of Arts (Arabic) Distance Mode | 109 | |

| 2020 batch (semester mode) | | | |
|----------------------------|--|----------------|----------------------------------|
| exam id | course name | No of students | Remarks |
| O20 | B. SC. (LIFE SCIENCES) Distance Mode | 498 | I sem examinations not conducted |
| O20 | Bachelor of Arts Distance Mode | 1811 | |
| O20 | BACHELOR OF COMMERCE (B.COM.) Distance Mode | 37 | |
| O20 | Bachelor of Science (Physical Science) Distance Mode | 178 | |
| O20 | Diploma in Journalism and Mass Communication (Distance Mode) | 129 | |

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|-----|--|-----|--|
| O20 | Master of Arts (Arabic) Distance Mode | 252 | |
| O20 | Master of Arts (History) (Distance Mode) | 1 | |

Agenda Item 5: Academic Calendar:

Director i/c, DDE presented the Tentative Academic Calendar of ongoing batches of UG/PG programmes. The committee acknowledged and approved the same.

**Revised Academic Calendar
2020-21 Admission Batch (Tentative)
Annual Mode PG (M.A – Urdu, English, Hindi, History, Islamic Studies)
1st Year**

| S.No | Activity | Date/Period |
|------|--|--|
| 1 | Counselling Classes | January – February, 2022 |
| 2 | * Last date for Submission of Assignments | On or before March, 31, 2022 |
| 3 | Despatch of Assignment Award List to RC/SRC by LSC | 15 th April, 2022 |
| 4 | Submission of Assignment Award List by RC/SRC to Examination Branch in soft copies | 25 th April, 2022 |
| 5 | Uploading of Assignment Award List by RCs/SRCs on IUMS portal | 30 th April, 2022 |
| 6 | Commencement of Examination | May - June, 2022 |
| 7 | Declaration of Results | Within 45 days from last examination |
| 8 | Despatch of Memorandum of Marks | Within 10 days from declaration of results |

*As per course/programme specification

**Revised Academic Calendar
2020-21 Admission Batch (Tentative)
Semester Mode PG/UG
1st Semester
(Including backlog of Semester Mode 2019-2020 Batch)**

| S.No | Activity | Date/Period |
|------|--|---|
| 1 | Counselling Classes | 27 th November, 2021 to 31 st January, 2022 |
| 2 | * Last date for Submission of Assignments | 10 th January, 2022 |
| 3 | B.Sc. Practicals | January - February, 2022 |
| 4 | Despatch of Assignment Award List to RC/SRC by LSC | 20 th January, 2022 |
| 5 | Submission of Assignment Award List by RC/SRC to Examination Branch in soft copies | 25 th January, 2022 |

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|---|---|--|
| 6 | Uploading of Assignment Award List by RCs/SRCs on IUMS portal | 30 th January, 2022 |
| 7 | Commencement of Examination | 14 th February, 2022 |
| 8 | Declaration of Results | Within 45 days from last examination |
| 9 | Despatch of Memorandum of Marks | Within 10 days from declaration of results |

*As per course/programme specification

(BA/B.Com – 3 assignments, B.Sc. & PG – 2 assignments)

**Revised Academic Calendar
2020-21 Admission Batch (Tentative)
Semester Mode
B.Ed.
2nd Semester**

| S.No | Activity | Date/Period |
|------|---|--|
| 1 | SLM upload on website | 1 st December, 2021 |
| 2 | Conduct of Counselling Sessions and Workshop | 15 th January, 2022 to 23 rd January, 2022 |
| 3 | Submission of Assignments and other Records by Learner at PC | 15 th February, 2022 |
| 4 | Submission of Award List and other Records to RC/SRC by PC | 25 th February, 2022 |
| 5 | Submission of Award List by RC/SRC to Examination Branch with a copy to DDE | 1 st Week of March, 2022 |
| 6 | Commencement of Examination | March/April 2022 |
| 7 | Declaration of Results | Within 45 days from last examination |
| 8 | Despatch of Memorandum of Marks | Within 10 days from declaration of results |

**Revised Academic Calendar
2019 - 20 Batch (Tentative)
2nd Semester
UG & M.A (Arabic)**

| S. No | Activity | Date/Period |
|-------|--|------------------------------|
| 1 | Counselling Classes | January – February, 2022 |
| 2 | *Last date for Submission of Assignments | 10 th March, 2022 |
| 3 | Despatch of Assignment Award List to RC/SRC by LSC | 20 th March, 2022 |
| 4 | Submission of Assignment Award List by RC/SRC to Examination Branch in soft copies | 25 th March, 2022 |
| 5 | Uploading of Assignment Award List by RCs/SRCs on IUMS portal | 30 th March, 2022 |

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|---|---------------------------------|--|
| 6 | Commencement of Examination | 21 st March, 2022 |
| 7 | Declaration of Results | Within 45 days from last examination |
| 8 | Despatch of Memorandum of Marks | Within 10 days from declaration of results |

*As per course/programme specification

Revised Academic Calendar
2nd Year of 2019 - 20Batch (Tentative)
Annual Mode PG

| S.No | Activity | Date/Period |
|------|--|--|
| 1 | Counselling Classes | January – February, 2022 |
| 2 | *Last date for Submission of Assignments | On or before March, 31, 2022 |
| 3 | Despatch of Assignment Award List to RC/SRC by LSC | 15 th April, 2022 |
| 4 | Submission of Assignment Award List by RC/SRC to Examination Branch in soft copies | 25 th April, 2022 |
| 5 | Uploading of Assignment Award List by RCs/SRCs on IUMS portal | 30 th April, 2022 |
| 6 | Commencement of Examination | May - June, 2022 |
| 7 | Declaration of Results | Within 45 days from last examination |
| 8 | Despatch of Memorandum of Marks | Within 10 days from declaration of results |

*As per course/programme specification

Note: 3rd Year Annual Mode Exam for UG 2018-19 Batch will be held in May-June, 2022

Agenda Item 6: Establishment of Administrative Units of DDE:

Prof. Venkaiah Committee on ‘Quality Assurance Measures and Effective Monitoring, Auditing and Functioning of DDE’ recommended various units in DDE which was duly approved by the Academic Council in its 25th meeting vide resolution 25.4.21. In order to conform to the statutory compliances of various provisions of the UGC-DEB and to streamline the day-today academic and administrative work of DDE, the following units must to be functional with immediate effect;

| Unit | Functions |
|-----------------------------|---|
| Academic Affairs Unit (AAU) | <ul style="list-style-type: none"> - Programme Planning, - Preparation of Programme Project Reports (PPRs), - Design and Development of SLM (both print and digital forms), - Preparation of Academic calendars/schedules, prospectus, programme guides, - Preparation of assignments and question papers, |

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| | <ul style="list-style-type: none"> - Preparation of Annual reports, IQAR reports, etc - Preparation and Planning of DDE for NAAC - Coordination with Examination Branch, - Coordination with IMC& DTP, etc - Other allied academic matters |
| Head | Prof. Gulfishaan Habeeb, Professor, DDE |
| Members | Dr. B.L. Meena, Asst. Professor, DDE |
| | Dr. Mudassir Ahmed, Guest Faculty, DDE |
| | Dr. Mohd. Akmal Khan, Guest Faculty, DDE |
| | Dr. Md. Nehal, Guest Faculty, DDE |
| | Dr. Zafar Gulzar, SO, DTP |
| | Mr Md Imtiyaz Alam, Jr Research Officer IMC |
| | Mr. Shaik Ismail, UDC, DDE |
| Member Convener | Dr. Shafiq Ahmed, ARD, DDE |

| Unit | Functions |
|--|--|
| Administration & Finance Unit | <p>Administrative Functions:</p> <ul style="list-style-type: none"> - Opening & closing of LSCs, PCs, handling of agreements/MoUs - Constitution of committee for inspections of LSCs, PCs and examination centres, - Statutory compliances of regulatory bodies including UGC-DEB, NCTE, etc., - Preparation of agenda for authority bodies of the University and implementation of its decisions, - Conduct of meetings of CIQA, maintenance of minutes& implementation of its decisions, - Conduct of official meetings and correspondence, - Monitoring and maintenance of attendance and leave records of teachers, academic and non-teaching staff posted at DDE and its RCs/SRCs, - Processing of personal claims, requests of staff, - General correspondence with various Divisions/Departments/Units, regulatory bodies and external agencies, - General procurement and maintenance of stores, assets register, handling of dispatch section (Receipt & Issue Registers) |
| | <p>Finance Related Functions:</p> <ul style="list-style-type: none"> - Preparation of Annual budget estimates under various heads/units as per the requirements - Preparation of financial reports and returns - Collection of fee and reconciliations - Handling of all advances and its settlements, Bills/claims related to LSCs, PCs, RCs, SRCs - Experts related to offering the academic programmes, audit replies |

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| | and allied activities - Drawal of advances, - Handling of Imprest money and its settlement for various expenditure related to DDE |
| Head | Prof. N.I. Mulla, Professor, DDE |
| Members | Dr. P.S. Munawar Hussain, JR, DDE |
| | Dr. Aftab Alam Baig, AR, DDE |
| | Dr. Dastagir Basha Chabnur, Asst. Professor, DDE |
| | Dr. Irshad Ahmad, Asst. Professor, DDE |
| | Mr. Mohiddeen Shaik, Personal Assistant, DDE |
| | Mohd. Ayub, Assistant, DDE |
| | Mr. Narsimhulu, UDC, DDE |
| | Mrs. Safiya Jeelani, LDC, DDE |
| Member Convener | Ms. Durga Bhavani, Section Officer, DDE |

The Joint Registrar, DDE shall be primarily responsible for all the routine Admn& Accounts related functions as per the established norms and according to the requirements. He is expected to handle the cases independently with University Divisions/Departments.

| Unit | Functions |
|--|---|
| Staff Training, Research & Quality Unit (STRAQ) | <ul style="list-style-type: none"> - Organize capacity Building Programmes for teaching, other academic staff of DDE, Coordinators of the LSCs & PCs, - Organize Seminars, Conferences, Workshops, etc - Collaborate in research work with other departments and instructions engaged in ODL and other allied matters |
| Head | Dr. Najmus Saher, Asso. Professor, DDE |
| Members | Prof. Sami Siddiqui, Director, CPDUMT, MANUU |
| | Dr. Rabbe Subhani, Asso. Professor, DDE |
| | Dr. Mahboob Basha, Asst. Professor, DDE |
| | Mr. Fasalurrahman, P.K., Asst. Professor, DDE |
| | Dr. Abdul Aleem, Guest Faculty, DDE |
| | Mr. Mohd. Aasim, Guest Faculty (History), DDE |
| Member Convener | Dr. Ishtiyah Ahmad, Asst. Professor, DDE |

| Unit | Functions |
|--------------------------------------|---|
| Student Support Services Unit | <ul style="list-style-type: none"> - Provide information/assistance/counseling/facilitation services to prospective/enrolled/passed out students and to address their grievances. - Provide services with close interface with the Examination branch, RCs/SRCs/LSCs and CIT for its activities - Function as repository of student data and its analysis in coordination with Directorate of Admissions for planning and |

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| | decision-making process. - Deal all issues concerning student support services |
| Head | Dr. Rabbe Subhani, Asso. Professor, DDE |
| Members | Dr. Sadat Shareef, Asst. Professor, DDE |
| | Dr. Atiya Naheed, Asst. Professor, DDE |
| | Dr. Abdul Basit, Guest Faculty, DDE |
| | Dr. Faheem Anwar, Guest Faculty, DDE |
| | Mr. Shaik Ismail, UDC, DDE |
| | Mr. Mohd Waseem Khan, LDC, DDE |
| | Mr. Mohammad Imran, LDC, DDE |
| Member Convener | Mr. Md. Shah Nawaz Haider, SO, DDE |

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| Unit | Functions |
| Material Production and Distribution Unit (MPDU) | - Printing, preservation (print and soft forms), storage, distribution of SLM (both print and digital forms) and other allied matters |
| Head | Prof. Nikhat Jahan, Professor, DDE |
| Members | Dr. Aftab Alam Baig, AR, DDE |
| | Dr. Qadeer Khwaja, Asst. Professor, DDE |
| | Dr. Aslam Parvaiz, DTP |
| | Mr. P. Habeebullah, Asst. Registrar, Purchase Section, DDE |
| | Mr. Shaik Ismail, UDC, DDE |
| | Mr. Mohd Abdul Naseer, SO, DDE |
| Member Convener | Dr. Malik Rehan, Asst. Professor, DDE |

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| Unit | Functions |
| Technical Support Unit | <ul style="list-style-type: none"> - Provide all technical support requirements for the effective communications, academic delivery of the programmes, evaluation, online student feedback (blended learning, open learning resources, MOOCs), web based and mobile enabled e-services including self-regulation through disclosures, declarations and reports, etc. required under UGC-ODL Regulations, digitization of the processes in DDE - Maintenance and updating of DDE Website - Submission of Online forms on UGC & NCTE portals as and when required - Oversee the functions of IUMS portal of the University to facilitate distance learners - Exploring and executing connectivity through IUMS or Study Center Management System for RDs/ARDs/LSCs/PCs - Exploring independent ICT / ERP for DDE (Samarth or any |

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| | other) - Look into the possibilities of digitalization of DDE administrative and academic affairs, etc |
| Head | Prof. Mushtaq Ahmed I. Patel |
| Members | Dr. Sayyad Aman Ubed, Asso. Professor, DDE |
| | Mr. Imran Aslam, System Analyst, CIT, MANUU |
| | Mr. Shahnawaz, Programmar, CIT, MANUU |
| | Dr. Arfath Ahmed, Asst. Prof., Polytechnic & Asst. COE, MANUU |
| | Mr. Mohd Abdul Naseer, SO, DDE |
| | Mr. Md. Shahnawaz Haider, SO, DDE |
| | Mr Md Shakeel Ahmad, Engineer-Gr-1 IMC |
| Member Convener | Mr. Shams Imran, Asst. Professor, DDE |

*All units should start working on the functions of their units with immediate effect in close coordination with other units and centers/departments of the University.

*Every unit should go through UGC (ODL & Online Regulations), 2020 and subsequent decisions of the University and initiate work accordingly.

*Any unit may co-opt members of other units as and when required.

The committee approved the establishment of administrative units of DDE as proposed by the Director i/c, DDE.

Agenda Item 7: Appointment of Programme Coordinators and Asst. Programme Coordinators for smooth and effective administration of ODL programmes of DDE – Reg;

Following faculty members of DDE are rendered with the responsibility of Programme Coordinators and Asst. Programme Coordinators to facilitate smooth and effective administration of different ODL programmes of DDE;

| Sr. No | Name | Designation | Programme |
|---------------|---|-------------------------|------------------|
| 1. | Prof. Nikhat Fatima, Professor, DDE | Programme Coordinator | M.A (Urdu) |
| 2. | Dr. Irshad Ahmad, Asst. Professor, DDE | Asst. Prog. Coordinator | M.A (Urdu) |
| 3. | Prof. Gulfishaan Habeeb, Professor, DDE | Programme Coordinator | M.A (English) |
| 4. | Dr. Aftab Alam Baig, AR, DDE | Programme | M.A (Hindi) |

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|-----|---|-------------------------|-----------------------------------|
| | | Coordinator | |
| 5. | Dr. Abdul Aleem, Guest Faculty, DDE | Programme Coordinator | M.A (Arabic) |
| 6. | Dr. Qadeer Khwaja, Asst. Professor, DDE | Programme Coordinator | M.A (Islamic Studies) |
| 7. | Mr. Mohammed Haziq, Guest Faculty, DDE | Asst. Prog. Coordinator | M.A (Islamic Studies) |
| 8. | Dr. Mahaboob Basha, Asst. Professor, DDE | Programme Coordinator | M.A (History) |
| 9. | Mr. Mohd. Asim, Guest Faculty, DDE | Asst. Prog. Coordinator | M.A (History) |
| 10. | Dr. Rabbe Subhani, Asso. Professor, DDE | Programme Coordinator | B.A |
| 11. | Dr. Malik Raihan, Asst. Professor, DDE | Asst. Prog. Coordinator | B.A |
| 12. | Dr. Qasiumullah, Asst. Professor, DDE | Programme Coordinator | B.Sc (BZC & MPC) |
| 13. | Prof. N. I. Mulla, Professor, DDE | Programme Coordinator | B.Com |
| 14. | Dr. Sadat Shareef, Asst. Professor, DDE | Asst. Prog. Coordinator | B.Com |
| 15. | Dr. Najmus Saher, Asso. Professor, DDE | Programme Coordinator | B.Ed |
| 16. | Dr. Sayyad Aman Ubed, Asso. Professor, DDE | Asst. Prog. Coordinator | B.Ed |
| 17. | Mr. Shams Imran, Asst. Professor, DDE | Programme Coordinator | DMCJ |
| 18. | Dr. Irshad Ahmad, Asst. Professor, DDE | Programme Coordinator | PIU(E), PIU(H) |
| 19. | Prof. Gulfishaan Habeeb, Professor, DDE | Programme Coordinator | Certificate in Functional English |
| 20. | Dr. Shah Alam, Guest Faculty, DDE | Asst. Prog. Coordinator | Certificate in Functional English |
| 21. | Prof. Gulfishaan Habeeb, Professor, DDE | Programme Coordinator | Diploma in Teach English |
| 22. | Dr. Mudassir Ahmad Gori, Guest Faculty, DDE | Asst. Prog. Coordinator | Diploma in Teach English |

* Programme Coordinators and Asst. Programme Coordinators should work in close coordination with each other to avoid any administrative or communication gap.

*Asst. Programme Coordinators may work as in-charge programme coordinators in the absence of Programme Coordinators.

*Subject coordinators will continue to work as Subject Coordinators for their respective subjects in addition to the above

*All the Programme coordinators are instructed to develop Programme Guides of their respective programmes (Both Annual & Semester mode) by 15th December, 2021.

The committee approved the appointments of Programme Coordinators and Asst. Programme coordinators as proposed by the Director i/c, DDE.

Agenda Item 8: Appointment of Subject Coordinators and Asst. Subject Coordinators for design and development of SLM

| S.No. | Course | Subject Coordinator | Asst. Subject Coordinator |
|-------|---------------|-------------------------|---|
| 1 | English | Prof. Gulfishaan Habeeb | Dr. Shah Alam & Dr. Mudassir Gori |
| 2 | Urdu | Prof. Nikhath Jahan | Dr. Irshad Ahmad, Dr. Mohd. Akmal Khan, Dr. Md. Nehal |
| 3 | Arabic | Prof. Syed Alim Ashraf | Dr. Mohd. Abdul Aleem |
| 4 | Islamic Stds. | Dr. A. M. Qadeer Khwaja | |
| 5 | History | Dr. Shaik Mahboob Basha | Dr. Meer Abul Hussain |
| 6 | Hindi | Dr. Aftab Alam Baig | Dr. Wajad Ishrat |
| 7 | Pol. Science | Mr. Ishtiyah Ahmad | |
| 8 | Pub. Admin | Mr. Ishtiyah Ahmad | |
| 9 | Sociology | Dr. Malik Raihan Ahmed | |
| 10 | Economics | Dr. Fasalurrahman P.K | |
| 11 | Commerce | Prof. N. I. Mulla | Dr. Mohd. Sadat Shareef |
| 12 | MCJ | Dr. Shams Imran | |
| 13 | B.Ed | Dr. Najmus Saher | |
| 14 | Maths | Dr. Khaja Moinuddin | |
| 15 | Physics | Dr. Priya Hasan | |
| 16 | Chemistry | Dr. Qasimullah | |
| 17 | Botany | Dr. Merajul Islam Robab | |
| 18 | Zoology | Dr. Arif Ahmed | |

The committee approved the appointments of Subject Coordinators and Asst. Subject Coordinators as proposed by the Director i/c, DDE.

Agenda item 09: Constitution of a committee for Revision of Remuneration / Honorarium of Study Center staff and SLM related work

| Committee for Revision of Remuneration / Honorarium of SLM | Term of Reference |
|---|---|
| Chairperson | Dr. P.S. Munawwar, Joint Registrar, DDE |
| Members | Prof. N.I. Mulla, Professor, DDE |
| | Prof. Gulfishaan Habeeb, Professor, DDE |
| | Prof. Sami Siddiqui, Director, CPDUMT |
| | Dr. Rabbe Subhani, Asso. Professor, DDE |
| | Mr. Shamsuddin Ansari, RD, Finance & Accounts |
| | Dr. Shafiq Ahmed, ARD, DDE |
| Member Convener | Dr. Aftab Alam Baig, AR, DDE |

The matter was discussed in detail and it was agreed that the Director shall submit a note to the competent authority for approval and constitution of a committee for the revision of honorarium of Part Time Staff and Academic Counsellors at the LSCs and the honorarium of SLM related work.

The above committee may be expanded or reconstituted as suggested by members and accordingly the note may be forwarded to authorities for consideration and accord of approval.

Agenda 10: Constitution of a Committee to streamline the functioning of DDE as directed by the Hon'ble Vice-Chancellor.

As per the instructions of Honorable Vice Chancellor, it is proposed to constitute a committee of following members to discuss and deliberate on streamlining the functioning of DDE;

| Sr. No | Name | Designation |
|--------|---|-----------------|
| 1. | Prof. S. M. Rehmatullah, PVC, MANUU | Chairperson |
| 2. | Prof. Abdul Wahid, Director, CIT, MANUU | Member |
| 3. | Prof. Saneem Fatima, Dean, Academics, MANUU | Member |
| 4. | Dr. Mirza Farhatullah Baig, COE, MANUU | Member |
| 5. | Director, DDE | Member Convener |

The mandate of the committee is as under;

- (i) Decentralization of DDE work among RDs / ARDs
- (ii) Exploring the possibility of conducting evaluation of answer scripts at the RC/SRC level
- (iii) Supply of SLM to the learners from RCs & SRCs
- (iv) Recommendations on streamlining the DDE functioning
- (v) Any other related matter

The term of the committee will be two years. The committee may co-opt members having spinalization in ODL. The committee is also empowered to consult RDs/ARDs and other stakeholders in this regard.

Agenda Item 11: Appointment of Asst. COE for DDE

It was proposed to appoint an Asst. Controller of Examination for DDE, who will look after and coordinate all the work of Examination / IT work for DDE. This will help in resolving the issues of students particularly with regard to declaration of results. The committee approved the same.

Agenda Item 12: Review of length of SLM Unit for UG/PG subjects

Director i/c informed the committee that it was suggested by the faculty members of PG that the length of SLM has been fixed as 23 pages which is not rationale. They are of the view that there is no clarity about how many pages should be there in a unit for PG courses? Further, there is a lack of unit writers in Urdu, therefore, there should be some relaxation regarding the educational qualification of unit writers.

After the discussion, it was decided to constitute a committee with following members to suggest solutions to the problems related to the development of SLM in the light of UGC (ODL & Online Programmes) Regulations, 2020;

| Sr. No | Name | Designation |
|--------|---|-----------------|
| 1. | Prof. Venkaiah, Advisor, DDE | Chairperson |
| 2. | Prof. S. Jeelani, Director, CDVL, University of Hyderabad | Member |
| 3. | Prof. Gulfishaan Habeeb, Professor & Head of AAU | Member |
| 4. | Dr. Mahaboob Basha, Asst. Professor, DDE | Member |
| 5. | Dr. Sadat Shareef, Asst. Professor, DDE | Member |
| 6. | Dr. Shafiq Ahmed, ARD, DDE | Member Convener |

The committee may co-opt members as and when required. The committee is also empowered to consult with all the stakeholders in this regard.

Agenda 13: Reporting the progress of DDE Manual Preparation

Director i/c informed the CIQA that a committee constituted for preparing DDE manual has submitted the draft DDE Manual. The work of Manual shall be taken up for finalization after changes of different aspects of admission, examination, remuneration, etc. tentatively, in March 2022.

Meeting concluded with the vote of thanks to the Chair.



Prof. S. M. Rahmatullah,
Pro-Vice Chancellor



Director i/c, DDE