



**MINUTES OF THE 62nd EXECUTIVE COUNCIL MEETING OF MANUU HELD ON
 FRIDAY THE 16th JUNE, 2017 AT 3.00 PM AT UNIVERISTY GUEST HOUSE,
 HYDERABAD**

MEMBERS PRESENT:

| S.No. | Name | Designation |
|-------|---|-------------------------------|
| 1 | Dr. Shakeel Ahmad Officiating Vice-Chancellor | Chairman |
| 2 | Dr. Bisen Jogendersing Motisingh Principal, Dayanand College of Arts, Latur | Member, (Visitors Nominee) |
| 3 | Prof. Abdul Wahid Dean, School of CS & IT | Member |
| 4 | Prof. Mohd. Abdul Azeem Dean, School of Management & Commerce | Member |
| 5 | Prof. Ehtesham Ahmed Khan Dean, School of Mass Communication & Journalism | Member |
| 6 | Prof. S. M. Rahmathullah Dean, School of Arts & Social Sciences | Member |
| 7 | Prof. K. R. Iqbal Ahmed Director, DDE | Ex-Officio Member |
| 8 | Prof. Siddiqui Mohd. Mahmood Professor, Dept. of Education & Training | Member |
| 9 | Dr. Bilal Rafiq Shah Associate Professor, CTE Srinagar | Member |
| 10 | Dr. Mosarrat Jahan Assistant Professor, Dept. of Urdu | Member |
| 11 | Dr. K. P. Singh Finance Officer | Special Invitee |
| 12 | Prof. A. Ravinder Nath OSD (P&D) and Dean (Academics) | Special Invitee |

Dr. Mohammad Aslam Parvaiz, Vice-Chancellor being abroad on a personal visit, Dr. Shakeel Ahmad, Pro-Vice-Chancellor and Incharge Vice-Chancellor chaired the meeting.

Leave of absence was granted to Prof. Mazhar Asif, Dr. Alamgheer Ali Ahmad, and Dr. Sanjay Kumar.

At the outset, the Officiating Vice-Chancellor welcomed all the members of Executive Council and agenda items were taken up for discussions.

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62.1 Confirmation of the minutes of 60th & 61st Meetings of the Executive Council held on 18.03.2017 & 23.05.2017

The Executive Council was informed that the minutes of the last meetings were circulated among all the members of the Executive Council. No comments have been received from the members on the Minutes of the 60th and 61st meetings of the EC held on 18.03.2017 & 23.05.2017.

The Executive Council, therefore, confirmed the Minutes of its 60th and 61st meetings of EC held on 18.03.2017 and 23.05.2017.

62.2 Follow up action taken on the minutes of 60th & 61st Executive Council meetings held on 18.03.2017 & 23.05.2017

The action taken report was presented in pursuance of the decisions taken by the Executive Council at its 60th and 61st meetings held on 18.03.2017 & 23.05.2017. The EC noted the action taken report and approved.

62.3 Items for Reporting / Ratification

62.3(1) Sanction of lien to Ms. Nazneen Khan, Primary Teacher, Model School-Nuh

The Executive Council noted and ratified the action taken by the Vice-Chancellor to grant lien to Ms. Nazneen Khan, Primary Teacher, Model School-Nuh to relieve her from her substantive post of Primary Teacher, Model School, Nuh, initially for a period of one year as per rules following her appointment as Assistant Teacher at Dr. Zakir Hussain Memorial Sr. Secondary School, New Delhi. Accordingly, she was relieved from the services of MANUU on 15.03.2017 (A/N) to join the new post at Dr. Zakir Hussain Memorial Sr. Secondary School, New Delhi.

62.3(2) Sanction of Study Leave to Ms. Khaleda Afroaz, Asst. Professor, Dept. of CS&IT

The Executive Council noted and ratified the action taken by the Vice-Chancellor to permit Ms. Khaleda Afroaz, Assistant Professor, Dept. of Computer Science & Information Technology to pursue Ph.D (Part-Time) from University of Hyderabad and sanctioned Study Leave for a period of six months w.e.f 20.03.2017 to 19.09.2017 to do course work. The Study Leave was granted with full pay, subject to the terms and conditions, as stipulated in the UGC norms.

62.3(3) Sanction of Study Leave to Mr. Mirza Vilayath Ali Baig, Asst. Professor, MANUU Polytechnic, Hyderabad

The Executive Council noted and ratified the action taken by the Vice-Chancellor to permit Mr. Mirza Vilayath Ali Baig, Assistant Professor, MANUU Polytechnic Hyderabad to pursue Ph.D (Part-Time) from Jawaharlal Nehru Technological University, Hyderabad to sanction Study Leave for a period of six months w.e.f 06.04.2017 to 05.10.2017 to do course work. The Study leave was granted with full pay subject to the terms and conditions, as stipulated in the UGC norms.



62.3(4) Appointment of Dr. Vanaja, Associate Professor as Provost, Girls Hostels and Chairperson, ICC

The Executive Council noted and ratified the appointment of Dr. M. Vanaja, Associate Professor, Dept. of Education and Training as Provost Girls Hostels and Chairperson, Internal Complaints Committee (ICC) for a period of one year w.e.f 12.04.2017 or until further orders as the additional responsibilities.

62.3(5) Appointment of Mr. Anis Ahsan Azmi as Chief Consultant, CUCS and Incharge Horticulture

The Executive Council noted and ratified the extension in the term of appointment of Mr. Anis Ahsan Azmi as Chief Consultant at the Centre for Urdu Culture Studies (CUCS) for a period of one year w.e.f 13.04.2017 on a consolidated remuneration of Rs. 75,000/- per month. In addition to the work of CUCS, he was also assigned the additional responsibility as Incharge, Horticulture of the MANUU campus for a period of one year w.e.f 16.05.2017 or until further orders, whichever is earlier.

62.3(6) Appointment of Dr. Kaukab Azeem as Deputy Director, Physical Education

It was informed that Dr.Kaukab Azeem was appointed as Deputy Director, Physical Education as per the provisions contained in Statute-20(1) of the University Act initially for a period of one year from the date of joining in the pay band of Rs.37400-67000 with AGP Rs.9000/-. He joined duty on 12.05.2017 (FN).

The Executive Council noted and ratified the action taken for appointment of Dr.Kaukab Azeem as Deputy Director, Physical Education, MANUU.

62.3(7) Extension of term of engagement of Prof. Md. Quamruddin Khan as Nodal Officer

The Executive Council noted and ratified the extension in the term of appointment of Prof. Md. Quamruddin Khan, former Vice-Chancellor, Berhampur University as Nodal Officer for liasioning the projects related to allotment of land for MANUU at Cuttack, Orrisa for a further period of six months w.e.f 01.05.2017. He is being paid an amount of Rs. 12,000/- per month towards conveyance charges.

62.3(8) Prof. S. M. Rahmathullah, Dean, Off-Campuses - assignment of additional responsibility of purchases as Incharge, Purchase Section

The Executive Council noted and ratified the appointment of Prof. S. M. Rahmathullah, Dean, Off-Campuses as Incharge, Purchase Section as additional responsibility to look after the work related to purchases and was authorized to place orders on Govt.-e-Market (GeM) online portal as per Govt. of India norms for a period of one year w.e.f 16.05.2017 or until further orders, whichever is earlier.



62.3(9) Sanction of lien to Dr. S.Z. Ahmad Geelani, Associate Professor, CTE-Srinagar

The Executive Council noted and ratified the action taken by the Vice-Chancellor to approve the request of Dr. Syed Zahoor Ahmad Geelani, Associate Professor, CTE, Srinagar to join the post of Associate Professor in Central University of Kashmir, Srinagar. Accordingly, he has been granted lien on the substantive post of Associate Professor, initially for a period of one year w.e.f 9.5.2017 as per rules. He was relieved from the services of MANUU on 09.05.2017 (AN) to join the new post at Central University of Kashmir, Srinagar.

62.3(10) Extension of lien period of Dr. Shamim Ahmad, Assistant Professor, Dept. of Education and Training

The Executive Council noted and ratified the action taken by the Vice-Chancellor to approve the request of Dr. Shamim Ahmad, Assistant Professor, Dept. of Education & Training to extend the lien for a further period of one year w.e.f 13.05.2016, following his appointment as Associate Professor, Dept. of Education in Indira Gandhi National Tribal University, Amarkantak, M.P.

62.3(11) Assignment of additional charge of Professor-cum-Director, CPDUMT to Dr. Shakeel Ahmad, PVC

The Executive Council noted and ratified the action taken by the Vice-Chancellor regarding withdrawn of the appointment orders of Dr. Mohammad Kazim, Associate Professor, University of Delhi who was appointed as Professor-cum-Director for CPDUMT, but did not join the duty within the stipulated joining period.

Further, the Executive Council noted the additional responsibility of Professor-cum-Director for CPDUMT being given to Dr.Shakeel Ahmad as Prof. H. Khatija Begum Incharge Professor-cum-Director for CPDUMT has been proceeded on long leave on personal visit to USA.

62.3(12) Upgradation / promotion of Assistant Professors under Career Advancement Scheme from Stage 1 to 2

The Executive Council noted and ratified the recommendations of the Selection Committee for promotion of the following Assistant Professors from stage 1 to 2 under Career Advancement Scheme as per UGC Regulations 2000.

| S. No | Name of the faculty & Designation | Subject | Upgradation / Promotion | Effective Date of up-gradation |
|-------|--|-----------------------------------|--|--------------------------------|
| 1 | Dr. Ameena Tahseen Assistant Professor (PB 15600-39100+AGP 6000) | Dept. of Women Education | Stage 1 to 2 Grade pay under Stage 2 7000 | 04.10.2008 |
| 2 | Dr.Abdul Ghani Assistant Regional Director (PB 15600-39100+AGP 6000) | Directorate of Distance Education | Stage 1 to 2 Grade pay under Stage 2 7000 | 04.10.2008 |
| 3 | Dr. Shamsul Hoda Assistant Professor (PB 15600-39100+AGP 6000) | Dept. of Urdu | Stage 1 to 2 Grade pay under Stage 2 7000 | 04.10.2008 |
| 4 | Dr. Karan Singh Utwal Assistant Professor (PB 15600-39100+AGP 6000) | Dept. of Hindi | Stage 1 to 2 Grade pay under Stage 2 7000 | 21.04.2008 |

62.3(13) Upgradation / promotion of Assistant Professor under Career Advancement Scheme from Stage 2 to 3

The Executive Council noted and ratified the recommendations of the Screening-cum-Evaluation Committee for upgradation / promotion of the following Assistant Professors from stage 2 to 3 under Career Advancement Scheme as per UGC Regulations 2010 & 2013.

| S. No | Name of the faculty & Designation | Dept. | Upgradation / Promotion | Effective Date of up-gradation |
|-------|--|---------------------------|---|--------------------------------|
| 1 | Dr. Ameena Tahseen Assistant Professor (PB 15600-39100 + AGP 7000) | Women Education | Stage 2 to 3 Grade pay under Stage 3 Rs.8000 | 04.10.2013 |
| 2 | Dr. Abdul Ghani Assistant Regional Director (PB 15600-39100 + AGP 7000) | Urdu - Distance Education | Stage 2 to 3 Grade pay under Stage 3 Rs.8000 | 04.10.2013 |
| 3 | Dr. Shamsul Hoda Assistant Professor (PB 15600-39100 + AGP 7000) | Urdu | Stage 2 to 3 Grade pay under Stage 3 Rs.8000 | 04.10.2013 |

62.3(14) Appointment on various Teaching, Non-teaching positions and Model School teachers vide employment notifications Nos. 39 & 40/2016 dated 4.10.2016 & 21.11.2016 and 42/2017 dated 8.2.2017

The Executive Council noted and ratified the recommendations of the Selection Committee for the appointment of the following candidates on the posts mentioned against their names vide Employment Notification Nos. 39 & 40/2016 dated 4.10.2016 & 21.11.2016 and 42/2017 dated 8.2.2017 respectively.

| .S# | Name of the Post | No. of Post(s) & Category | Candidate appointed | Date of Selection Committee |
|-----|--|---------------------------|---------------------------|-----------------------------|
| 1. | Professor - Urdu | UR | Prof. Mohd. Farooq | 05.05.2017 |
| 2. | Primary Teacher (PRT) | SC | Mr. Himanshu | 04.05.2017 |
| 3. | Primary Teacher (PRT) | ST | Mr. Mukesh Meena | 04.05.2017 |
| 4. | Assistant Professor - Public Administration | OBC | Dr. Ahmed Raza | 06.05.2017 |
| 5. | Assistant Professor - Persian | UR | Dr. Md. Rizwan | 05.05.2017 |
| 6. | Yoga Teacher | UR | Ms. Syed Usqahafiya | 04.05.2017 |
| 7. | Trained Graduate Teacher - Social Studies | OBC | Mr. Mohd. Akhtar Raza | 04.05.2017 |
| 8. | Yoga Teacher | UR | Mr. Fareed Alam | 04.05.2017 |
| 9. | Professor - Chemistry (Converted from Professor - Arabic) | UR | Dr. Mohammad Abdul Baseer | 06.05.2017 |
| 10. | Assistant Professor - Political Science | UR | Dr. Reyaz Ahmad Ganale | 06.05.2017 |

| | | | | |
|-----|--|-----|-------------------------|------------|
| 11. | Assistant Professor - Political Science | ST | Mr. Muzaffar Hussain | 06.05.2017 |
| 12. | Assistant Professor - Arabic | OBC | Dr.Mohammed Shakir Raza | 05.05.2017 |
| 13. | Assistant Professor - Persian | ST | Mr. Janaid Ahmed | 05.05.2017 |
| 14. | Assistant Professor - ECE | ST | Mr. Mohammad Hafiez | 06.05.2017 |
| 15. | Assistant Professor - RCA (Tenure Based) | UR | Dr.Mehaboobjan Annigeri | 27.03.2017 |
| 16. | Assistant Professor-MCJ | UR | Mr.Mohd. Tahir Qureshi | 23.05.2017 |
| 17. | Assistant Professor-MCJ | OBC | Mr. Meraj Ahmad | 23.05.2017 |
| 18. | TGT-Hindi | ST | None found suitable | 22.05.2017 |
| 19. | Producer – I (IMC) | OBC | Mr. Aamir Badr | 22.05.2014 |
| 20. | Producer – I (IMC) | UR | None found suitable | 22.05.2014 |

62.3(15) Nomination of two members of the Executive Council in the Selection Committee for appointment to the post of Registrar

The Executive Council noted and ratified the appointment of the following members of the Executive Council as nominees of the Executive Council in the Selection Committee for the post of Registrar as stipulated under Statute 19 (1) (2) of the University Act.

| S# | Name of the member nominated | Notification No. |
|----|-------------------------------------|---|
| 1. | Dr. Bisen Joginder Singh Moti Singh | 43/2017 dated: 28.04.2017 for the post of Registrar |
| 2. | Prof. Mazhar Asif | |

62.3(16) Appointment of Mr.Mohd.Hashim Ali Sajid, Deputy Registrar, ER-I Section as CPIO, MANUU

The Executive Council noted and ratified the appointment of Mr.Mohd.Hashim Ali Sajid, Deputy Registrar, ER-I Section as Central Public Information Officer, (CPIO), MANUU as additional charge. He shall hold the additional charge of CPIO till further orders.

62.3(17) Settlement of advance sanctioned to Regional Director, RC, Srinagar in connection with the visit of UGC/Sachar Review Committee in J&K

The Executive Council noted and ratified the action taken by the Vice-Chancellor to approve the settlement of advance of Rs. 2,75,000/- sanctioned to the Regional Director, Regional Centre Srinagar in connection with the visit of UGC/Sachar Review Committee in Jammu & Kashmir in the year 2012.



The above said settlement bills were reported to have been lost in transit and Regional Director, Srinagar was unable to furnish the duplicate bills also as the same were washed away in the floods in the Kashmir Valley in September, 2014. Based on the evidences of occurrence of the event visit of UGC Sachar Review Committee and on the strength of the correspondence made with the Regional Director, Srinagar from time to time, the expenditure has been approved as under:

| | | |
|---|--|--------------|
| 1 | Expenditure incurred by the Regional Director Srinagar | Rs. 3,37,228 |
| 2 | Amount disallowed | Rs. 52,863 |
| 3 | Expenditure admitted | Rs. 2,84,365 |
| 4 | Less advance drawn | Rs. 2,75,000 |
| 5 | Amount to be reimbursed to RD, RC, Srinagar | Rs. 9,365 |

62.3(18) Extension of term of deputation of Mrs.Ruchika Kem, Asst. Regional Director

The Executive Council noted and ratified the extension of deputation period of Mrs.Ruchika Kem, Asst. Regional Director, RC Delhi working as Assistant Director (on Deputation) at AICTE for one more year w.e.f. 12.07.2017 to 11.07.2018 on the request letter dated 14.3.2017 received from the Administrative Officer (P), All India Council for Technical Education, New Delhi. Further, it was also conveyed that this shall be the last extension and no further extension shall be given to her.

62. 4: Item for Consideration

62.4(1) Procedural lapse occurred for the purchase of furniture & equipments for CTE Sambhal

The Executive Council was informed about the lapses occurred in procurement of furniture and equipments at the College of Teacher Education, Sambhal against the advance amount of Rs.9,32,878/- sanctioned to the Principal, CTE, Sambhal,

It was informed to the EC that the total expenditure incurred by the Principal was Rs.10,19,311/-. Due to urgent requirement and lengthy process of floating tenders which might cause further delay, the purchases were made directly from Central Govt. Agency (Kendriya Bhandar) on the recommendations of Local Purchase Committee in view of the inspection of the NCTE for establishment of the college.

The Internal Audit made the following observations on the clarifications received from the Principal, CTE Sambhal :

- a) The furniture items worth Rs.8,92,533/- were procured from Kendriya Bhandar without floating limited tender.
- b) The Plastic Chairs, etc. were purchased at a cost of Rs.98,157/- to replace the rented chairs for use in class rooms to save money. As the cost of plastic chairs is less than Rs.1.00 lakhs this purchase was made through Purchase Committee. However, prior administrative approval could have been obtained to proceed with the purchase.

- c) The Purchase Committee members hired taxis for total amount of Rs. 12,279/- . As the cost of expenditure would be same if public transport was used for the members. However, the members would have taken prior permission of competent authority before hiring taxis for consideration under public interest.
- d) It was mentioned that an advance amount of Rs.9,32,878/- has been returned to University by the earlier purchase committee. However, the same amount has been released subsequently which was used for purchasing the equipment and furniture made now. This clarification is acceptable.
- e) In view of the above, it was observed that there are procedural lapses such as deviation in following the appropriate procedure related to the particular kind of purchase, failure to obtain the administrative approval for new purchases and hiring of taxis and excess expenditure of Rs.86,311/- incurred over and above the advance.
- f) As the matter relates to period for 2013, the competent authority may consider to condone the lapses and recommend the case to the Executive Council for ratification orders so as to accept the adjustment bill for Rs.10,19,189/- subject to the instructions to the Principal CTE, Sambhal to take precaution in future to avoid recurrence of such incidences.

The Executive Council noted the above observations made by the Internal Audit of the University based on the clarifications given by the Principal, CTE Sambhal on the occurred in procurement of furniture, equipment, etc. against the advance of Rs.9,32,878/-. The EC, after discussing the matter at length, decided to condone the procedural lapses for purchase of furniture, equipment, etc. at CTE, Sambhal and approved the expenditure incurred by the Principal, CTE-Sambhal to the tune of Rs.10,19,189/- as a special case. Further, the advance of Rs.9,32,878/- drawn by the Principal may be settled and reimburse the excess expenditure of Rs.86,311/- to him. He was directed to take precaution and avoid recurrence of such incidence in future.

62.4(2) To consider Annual Accounts of the University for the Year 2016-17

The Finance Officer presented the Annual Accounts of the University for the year 2016-17 before the Finance Committee at its 33rd meeting held on 16.6.2017 for approval.

The Executive Council, based on the recommendations the Finance Committee, approved the Annual Accounts of the University for the year 2016-17. Further, the EC placed on record its appreciation for the commendable work done by the F&A Branch for utilization of UGC grants, settlement of outstanding advances and transferring outstanding accumulation of NPS contribution of the University employees to PFRDA.

62.4(3) To consider minutes of the 33rd Finance Committee meeting to be held 16.06.2017

The Executive Council approved the Minutes of the 33rd Finance Committee meeting held on 16.06.2017.



62.4(4) To consider Minutes of the 26th Academic Council meeting held on 28.04.2017

The Executive Council, approved the Minutes of the 26th Academic Council meeting held on 28.04.2017.

62.4(5) To consider Amendment to the Ordinance for Constitution of Board of Studies (BoS)

The Executive Council, based on the recommendations of the Academic Council at its 26th meeting held on 28.04.2017, considered and approved the Amendments to Ordinance for Constitution of Board of Studies under Statute 17 (2) Clause (1).

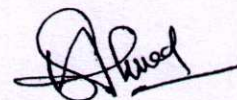
| Present Composition of Board of Studies | Proposed Amendment |
|--|---|
| <p>Clause -1: The Board of Studies shall consist of the following members:</p> <ul style="list-style-type: none"> i) All teaching staff of the Departments concerned; ii) Two external members to be nominated by the Vice-Chancellor for the period of 3 years; <p>Clause-2: The Head of Department concerned shall be the Chairman of such BoS;</p> <p>Clause-3: Fifty percent of the member shall form the quorum for the meeting.</p> | <p>Clause -1: The Board of Studies shall consist of the following members:</p> <ul style="list-style-type: none"> i) All teaching staff of the Departments concerned; ii) Two external members to be nominated by the Vice-Chancellor for the period of 3 years; iii) One Teaching staff from the Off-Campus in respective discipline nominated by the Vice-Chancellor on rotation basis; <p>Clause-2: The Head of Department concerned shall be the Chairman of such BoS;</p> <p>Clause-3: Fifty percent of the member shall form the quorum for the meeting.</p> |

62.4(6) To consider Amendment to the Ordinance for Constitution of School Board

The Executive Council, based on the recommendations of the Academic Council at its 26th meeting held on 28.04.2017, considered and approved the Amendment to Ordinance for Constitution of School Board under Statute 16 (2) Clause (1).

| Present Composition of School Board | Proposed Amendment |
|---|---|
| <p>Clause -1: The School Board shall consist of the following members:</p> <ul style="list-style-type: none"> i) Dean of the School concerned; ii) All Heads of Departments under the School concerned; iii) All Professors in the School concerned; iv) Senior most Reader / Associate Professor or equivalent cadre in each Department by rotation; v) Senior most Lecturer / Assistant Professor or equivalent cadre in each Department by rotation; vi) Two Professors from other Schools nominated by the Vice-Chancellor; vii) Three external members to be nominated by the Vice-Chancellor for a period of three years; <p>Clause-2: The Dean of the School concerned shall be the Chairperson;</p> <p>Clause-3: Fifty percent of the member shall form the quorum for the meeting.</p> | <p>Clause -1: The School Board shall consist of the following members:</p> <ul style="list-style-type: none"> i) Dean of the School concerned; ii) All Heads of Departments under the School concerned; iii) All Professors in the School concerned; iv) Senior most Associate Professor or equivalent cadre in each Department by rotation; v) Senior most Assistant Professor or equivalent cadre in each Department by rotation; vi) Two Professors from other Schools nominated by the Vice-Chancellor; vii) Three external members to be nominated by the Vice-Chancellor for a period of three years; viii) In-charge / Principal of concerned Off-Campus institution <p>Clause-2: The Dean of the School concerned shall be the Chairperson;</p> <p>Clause-3: Fifty percent of the member shall form the quorum for the meeting.</p> |

The meeting concluded with vote of thanks to the members.



**Registrar i/c &
Ex-Officio Secretary**