



**MINUTES OF THE MEETING OF THE 59th EXECUTIVE COUNCIL HELD ON
 THE 21st NOVEMBER, 2016 AT 11.30 AM AT VIP GUEST HOUSE, MANUU**

MEMBERS PRESENT:

S.No.	Name	Designation
1	Dr. Mohammad Aslam Parvaiz Vice-Chancellor	Chairman
2	Prof. Mazhar Asif, Dept. of Persian, Gauhati University	Member, Visitors Nominee
3	Dr. Sanjay Kumar Associate Professor, & Head, Dept. of Economics, Govt. College, Daman & Diu	Member, Visitors Nominee
4	Dr. Alamgheer Ali Ahmad Associate Professor, Dept. of Hindi, Shibli National College, Azamgarh	Member, Visitors Nominee
5	Dr. Bisen Jogendersing Motisingh Principal, Dayanand College of Arts, Latur	Member, Visitors Nominee
6	Prof. Abdul Wahid Dean, School of CS & IT	Member
7	Prof. Mohd. Abdul Azeem Dean, School of Management & Commerce	Member
8	Prof. Ehtesham Ahmed Khan Dean, School of Mass Communication & Journalism	Member
9	Prof. S. M. Rahmathullah Dean, School of Arts & Social Sciences	Member
10	Prof. K. R. Iqbal Ahmed Director, DDE	Ex-Officio Member
11	Prof. Siddiqui Mohd. Mahmood Professor, Dept. of Education & Training	Member
12	Dr. Mosarat Jahan Assistant Professor, Dept. of Urdu	Member
13	Dr. Shakeel Ahmad Registrar	Ex-Officio Secretary

Dr. Bilal Rafiq Shah, Associate Professor, CTE, Srinagar did not attend the meeting due to cancellation of flight.

The following discussions were held under Zero Hour:

At the outset the Vice-Chancellor welcomed all the members of Executive Council. The Vice-Chancellor asked the Registrar to proceed with the agenda items. The Registrar welcomed all the members of EC and agenda items were taken up.

59.1 Confirmation of the minutes of 57th and 58th Meeting of the Executive Council held on 21.06.2016 and 06.10.2016

The Registrar informed that the minutes of the meetings were circulated among the members. No comments have been received from the members on the Minutes of 57th and 58th Executive Council held on 21.06.2016 and 06.10.2016 respectively.

The Executive Council while confirming the minutes of the 58th EC meeting held on 06.10.2016 and Action Taken Report, took a serious note on the attitude of Mr. Shaheer Zaman, Asst. Professor for non-compliance of the EC decision to join Polytechnic, Darbhanga on administrative grounds and in academic interest.

The Executive Council while taking a serious note of non-compliance of transfer orders resolved that he is directed to join duties at Polytechnic Darbhanga within 15 days from the date of issue of this letter, otherwise appropriate action will be initiated as per University norms / code of conduct.

The Executive Council confirmed the Minutes of its 57th and 58th meetings held on 21.06.2016 and 06.10.2016 respectively.

59.2 Follow up action taken report on the minutes of 57th and 58th Executive Council meetings held on 21.06.2016 and 06.10.2016

The Registrar presented the action taken reports on the decisions taken by Executive Council at its 57th and 58th meetings held on 21.06.2016 and 06.10.2016 respectively. The Executive Council noted the action taken reports and approved.

59.3 Items for Reporting / Ratification

59.3(1) Appointment of Member of Executive Council of MANUU

The Executive Council noted the appointment of the following as member of Executive Council.

S. No.	Name & Designation	Composition of EC as per Statute 40	Effective date of appointment
1	Dr. Bilal Rafiq Shah, Associate Professor, MANUU-CTE-Srinagar	As Associate Professor by rotation according to seniority	11.08.2016

59.3(2) Appointments of Heads for Dept. of Education & Training and Dept. of Urdu

The Executive Council noted and ratified the appointment of the following Heads of Departments as per Statute-8 of the University Act.

S. No.	Name of the Faculty	Department	Duration	Effective date
1	Prof. H. Khatija Begum, Professor	Education & Training	3 years	20.09.2016
2.	Prof. Mohd. Naseemuddin, Professor	Urdu	3 years	04.11.2016

59.3(3) Appointment of Prof. Mushtaq Ahmed I Patel, Professor, DDE as Dean of Students Welfare

The Executive Council noted and ratified the appointment of Prof. Mushtaq Ahmed I Patel, Professor, DDE as Dean of Students Welfare for a period of one year w.e.f 23.09.2016 or until further orders whichever is earlier.

59.3(4) Appointment of Prof. Shahida, Professor, Dept. of Women Education as Joint Proctor

The Executive Council noted and ratified the appointment of Prof. Shahida, Professor, Dept. of Women Education as Joint Proctor for a period of one year w.e.f 23.09.2016 or until further orders whichever is earlier.

59.3(5) Appointment of Deputy Dean of Students Welfare

The Executive Council noted and ratified the appointment of Dr. Danish Moin, Associate Professor, Dept. of History as Deputy Dean of Students Welfare for a period of one year w.e.f. 26.08.2016 or until further orders whichever is earlier.

59.3(6) Appointment of Senior Warden for Boys Hostels

The Executive Council noted and ratified the appointment of Dr. Md. Moshahid, Associate Professor, Dept. of Education and Training as Senior Warden for Boys Hostels for a period of two years w.e.f. 05.08.2016 or until further orders whichever is earlier.

59.3(7) Extension of Study Leave to Mr. M. Aslam Kunnathil, Asst. Professor for pursuing Ph.D

The Executive Council noted and ratified the extension of the Study Leave to the following Asst. Professor.

S. No	Name, Designation & Department	Subject of Ph.D	Period of Study leave availed	Period of Study Leave extended
1	Mr. Aslam Kunnathil, Asst. Professor, Dept. of English	English	3.9.2015 to 2.9.2016	For one year w.e.f. 3.9.2016 to 2.9.2017

59.3(8) Appointments of Wardens for Hostels

The Executive Council noted and ratified the appointment of the following teaching faculty as Wardens for various positions for Boys and Girls Hostels.

S. No.	Name & Designation	Nature of Assignment	Type of Hostel	Date of appointment & Period
1	Dr. Patan Rahim Khan, Asst. Professor, Dept. of Hindi	Warden Mess	Boys Hostel-I	For 2 years w.e.f 17.07.2016
2	Dr. Najma Begum, Asst. Professor, Dept. of Education & Training	Warden	Gulzar Girls Hostel	For 2 years w.e.f 01.07.2016

3	Ms. Ismath Fatima, Asst. Professor, Polytechnic, Hyd	Warden	Old Girls Hostel	For 2 years w.e.f 01.07.2016
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59.3(9) Appointment of Mr. Mir Ayoob Ali Khan as Media Consultant

The Executive council noted and ratified the appointment of Mr. Mir Ayoob Ali Khan as Media Consultant for a period of one year or till further orders on a consolidated remuneration of Rs. 70,000/- per month.

59.3(10) Appointment of Dr. Shane Kazim Naqvi as Director, CIT, MANUU

The Executive council noted and ratified the appointment of Dr. Shane Kazim Naqvi as Director, Centre for Information Technology, MANUU initially for a period one year in the Pay Band of Rs. 37400-6300 plus AGP Rs. 10,000 on deputation basis from Jamia Millia Islamia, New Delhi. He joined duty on 4.8.2016 (FN). His services in MANUU shall be governed as per standard terms & conditions of deputation of GoI / UGC rules and as amended from time to time.

59.3(11) Appointment of Prof. (Dr.) Rihan Khan Suri as Advisor for Training & Placement) MANUU

The Executive council noted and ratified the appointment of Prof. (Dr.) Rihan Khan Suri as Advisor (Training and Placement) in MANUU for a period of one year or until further orders whichever is earlier. He will stay in the University for one week in each calendar month. He shall be compensated with a sum of Rs. 50,000/- per month towards travelling expenses and incidental charges. He shall also be provided free boarding and lodging during his stay at MANUU.

59.3(12) Liveries provided to the Security Supervisors working under Proctor Office

The Executive Council noted and ratified action taken by the University for the Procurement of Uniforms to provide the same to Security Supervisors.

59.3(13) Appointment of Asst. Professor for Islamic Studies

The Executive Council noted and ratified the appointment of the following candidate under teaching category.

S. No	Name of the Candidate	Name of the Post	Category	Date of Selection Committee	Date of joining
1	Mr. Mohammad Serajuddin	Asst. Professor	OBC	23.07.2016	01.08.2016

59.3(14) Upgradation / promotion of Associate Professor under Career Advancement Scheme from Stage 4 to 5

The Executive Council noted and ratified the upgradation / promotion of the following under UGC- Career Advancement Scheme.

S. No	Name of the faculty & Designation	Subject	Upgradation / Promotion	Date of Selection Committee	Effective Date of up-gradation
1	Dr. Saneem Fatima, Associate Professor	Business Management	Professor Stage 4 to 5 PBIV-37400-67000 plus aGP Rs. 10,000	20.10.2016	01.03.2015

59.3(15) Appointment on various teaching and other Academic positions vide employment notification Nos. 36 & 37 dated 05.04.2015 & 23.06.2016

The Executive Council noted and ratified the appointments of the following candidates under teaching and Other Academic positions.

S. No	Name of the Post	Number of Posts & Category	Name of the Selected Candidate	Date of interview
1	PGT-History	1 (UR)	Mr. Ahmad	19.10.2016
2	Physical Education Teacher	1 (UR)	Mr. Abdul Bari	19.10.2016
3	Primary Teachers	3 (UR)	1. Mr. Mohammad Imran Ansari 2. Ms. Shehnaz Khan 3. Mr. Mohd. Rizwan	19.10.2016
4	Assistant Professor (MCJ)	1 (UR)	<i>Not found suitable</i>	20.10.2016
5	Assistant Professor (MCJ)	1 (OBC)	<i>Not found suitable</i>	20.10.2016
6	Assistant Professor (Social Work)	1 (UR)	Mr. Abu Osama	20.10.2016
7	Asst. Regional Director	1 (ST)	Mr. Shafiq Ahmed	20.10.2016
8	Principal – Model School	1 (UR)	Mr. Mohd. Arshad Khan	20.10.2016

59.3(16) Appointment on various non- teaching positions vide employment notification No. 37 dated 23.06.2016

The Executive Council noted and ratified the appointments of the following candidates under non-teaching category.

S. No	Name of the Post	Number of Posts & Category	Name of the Selected Candidate	Date of interview
1	Executive Engineer-Civil	1 (UR)	Mr. S. Narasimha Rao	07.09.2016



2	Director (Media Centre)	1 (UR)	Mr. Rizwan Ahmad	24.10.2016
3	Medical Officer	1 (UR)	Dr. Mohammed Abdul Sami	24.10.2016

Candidates selected through Evaluation:

S. No	Name of the Post	Number of Posts & Category	Name of the Selected Candidate	Date of interview
1	Assistant Engineer-Electrical (through deputation)	1 (UR)	Mr. Mohammed Abdul Hakeem Abdul Karim	07.09.2016

Candidates selected through Written Test:

S. No	Name of the Post	Number of Posts & Category	Name of the Selected Candidate	Date of written test
1	Assistant -	1 (OBC)	Mr. Mohd. Arshad	15.10.2016

59.3(17) Appointment of Prof. Saneem Fatima, Professor of Business Management as Joint Dean of Students Welfare

The Executive Council noted and ratified the appointment of Prof. Saneem Fatima, Professor of Business Management as Joint Dean of Students Welfare MANUU for a period of one year w.e.f 21.10.2016 or until further orders whichever is earlier.

59.3(18) Promotion to the post of Assistant and UDC through DPC

The Executive Council noted and ratified the promotions of the following candidates under non-teaching category.

S. No	Name of the employee	Designation	Promoted Post through DPC
1	Mr. Mohd. Abdul Azeem	Upper Division Clerk	Assistant
2	Mr. Nasrullah Shariff M	Lower Division Clerk	Upper Division Clerk

59.3(19) Upgradation / promotion of Prof. Badiuddin Ahmed from Associate Professor to Professor (Stage 4 to 5) under Career Advancement Scheme

The Executive Council noted and ratified the upgradation / promotion of the following under UGC- Career Advancement Scheme.

S. No	Name of the faculty & Designation	Subject	Upgradation / Promotion	Date of Selection Committee	Effective Date of up-gradation
1	Dr. Badiuddin Ahmed, Associate Professor	Business Management	Professor Stage 4 to 5 PBIV-37400-67000 plus AGP Rs. 10,000	24.07.2016	24.11.2012

Further to inform that Prof. Badiuddin Ahmed was earlier appointed to the post of Professor under direct recruitment. However, he opted for promotion of Professor under Career Advancement Scheme.

In view of his exercising the above option, the post of Professor in Commerce held by him through direct recruitment shall fall vacant. The vacant post of Professor in Commerce will be notified in due course.

59.3(20) The suspension orders of Mr. Jintedra Kuamr Nawariya, TGT-Hindi, MANUU Model School Hyderabad were revoked and transferred to Model School, Nuh on administrative grounds

The Executive Council noted and ratified the action taken by the University.

59.3(21) Appointment of Mr. Awadesh Kumar Sinha Consultant (Finance)

The Executive Council noted and ratified the appointment of Mr Awadesh Kumar Sinha as Consultant (Finance) for a period of one year or till further orders whichever is earlier on a consolidated remuneration of Rs. 50,000/- per month.

59. 4: Item for Consideration

59.4(1) To consider to write-off / ratification of Outstanding paras of previous Audit Reports

The Registrar informed the Executive Council that the Audit Paras / Objection of previous Audit Reports were reviewed during the Audit Committee Meeting held in December, 2015, but remains pending for want of write-off / ratification of the Executive Council. The Registrar requested the Finance Officer to present the brief details of the pending paras. The Finance Officer presented the following pending Audit paras before the EC for consideration and write-off / ratification.

Para No	Gist of Para
1 (A&B) 2009-10	A) Non-returning and non-realization of Demand Drafts by the Bank amounting to Rs. 2,34,091/- and Rs. 23,810/-. B) Time-barred Demand Draft amounting to Rs. 10,435/- pertaining to Distance Mode A/c No. 22 and Non-plan A/c No. 01.
8 (B&C) 2009-10	Remedial Coaching Centre for Minorities and Coaching Centre of Minorities for Entry into services: The RCCM and CCMES schemes wer provided to engage part-time staff on contractual basis as per the XI Plan guidelines. But, the works relating to these activities were got done by two regular employees and distributed the remuneration between them. The Audit Committee commented that Non-recruitment of Part-time staff for the schemes and the action taken in deviation of the stipulations of the schemes may be brought to the notice of the Executive Council for their remarks and ratification orders may be obtained and intimated to Audit, along with supporting documents.
10 2009-10	Non-recovery of damage made to the Girls Hostel from students amounting to Rs. 14,000/-.



18 2009-10	Rs. 6,500/- towards pending dues on the grounds of inability to collect from the 5 old students, considering the efforts made by the officers concerned.
7 (A&B) 2012-13	A) Improper maintenance of Cash Book of Academic Staff College and non-remittance of Demand Drafts returned by the bank worth Rs. 3,500/-. B) Improper maintenance of Cash Book of Academic Staff College and non-remittance of Demand Drafts returned by the bank worth Rs. 500/-.
5 2013-14	Audit observations on conduct of UGC sponsored Sensitivity Awareness Motivation (SAM) workshop. Procedural lapses occurred due to urgency and rush of events and the circumstances beyond control.
5 2013-14	Avoidable payments of hiring charges of vehicle and contractual staff engaged by the Hyderabad Camp Office of MHRD Rs. 5.37 lakhs.

The Executive Council after due deliberations and as per Schedule-VII under Rule 13 of the Delegation of Financial Powers and in exercising the powers vested for conduct of all administrative affairs of the University as per Statute 13 (1) of the MANUU Act & Statutes has approved to write-off / ratify above pending paras.

59.4(2) To consider to dispose the old application forms exceeding five years of period received against direct recruitment (teaching and non-teaching) and under CAS for various positions

The Executive Council was informed that a large number of old application forms received against previous notifications for the appointment of various teaching and non-teaching positions as well as CAS are lying with **Establishment Recruitment-I & Establishment Recruitment-II Sections** both teaching and non-teaching. Due to short of space, it has become very difficult to keep this record safe from dust & insects. Further, recruitment is a continuous process and against each notification, we have been receiving huge number of application forms. It has become difficult to hold / stack these applications in the office due to paucity of space.

The Executive Council approved the proposal of the University to dispose-off the application forms in the following manner.

- 1) All applications not shortlisted / not recommended by Screening Committee to be disposed-off after two years.
- 2) All applications shortlisted / recommended by the Screening Committee to be disposed-off after three years. However, the application forms of the Selected Candidate shall be retained with the office and to be attached in his / her personal file.
- 3) One set of application form in respect of teaching staff promoted under Career Advancement Scheme shall be retained with the office and attached in his / her personal file. However, all other extra sets of applications shall be disposed-off after two years.
- 4) All applications received for consideration of Departmental Promotion Committee in respect of Non-teaching staff shall be disposed-off after three years. However, the application forms of the promoted candidate shall be retained with the office and attached in his / her personal file.

- 5) Any particular case of appointment that are challenged in the Court of Law such application forms related to the case and are under sub-judice shall not be disposed-off till the matter gets settled in the Court and appeal time also lapses or 1 year of the court settlement.

59.4(3) Release of New Pension Scheme and other terminal benefit to the nominee of late Rafiqur Rahman, Producer-I, IMC who died while in service

The Executive Council was informed that Mr. Rafiq ur Rahman, Producer-I, Instructional Media Centre died while in service on 19.10.2015. He joined the University on 29.03.2007 and was covered under New Pension Scheme. At the time of joining MANUU he was un-married and submitted declaration form and nominated his two nieces namely Ms. Madiha Salma and Ms. Atiya as his nominees to receive the terminal benefits. Subsequently, he married Ms. Najma Kowser and submitted a request letter dated 18.09.2008 to include the name of his spouse for future benefits. Therefore, the University based on his request changed the nomination for the purpose of terminal benefits and made an entry into his service book. As per Rule 50 (6) of CCS (Pension) Rules, 1972, wife comes first in meaning of family and niece are not in the list of family members. Accordingly, his wife would be eligible for payment of Death Gratuity and Leave encashment based on nomination furnished by the deceased.

The University referred the case to Internal Audit and Standing Counsel for Legal opinion. The Internal Audit and the Standing Counsel opined that his wife Ms. Najma Kowser is eligible to receive all the terminal benefits as per Rule 54 of CCS (Pension) Rules, 1972.

The Executive Council accorded approval to release payments towards New Pension Scheme, Death Gratuity and Leave encashment in favour of nominee Mrs. Najma Kowser wife of deceased employee Mr. Rafiq ur Rahman as per eligibility.

59.4(4) Minutes of the 25th meeting of the Academic Council

The Executive Council approved the Minutes of the 25th meeting of the Academic Council held on 10.11.2016

59.4(5) Minutes of the 30th Finance Committee

The Executive Council approved the Minutes of the 30th meeting of the Finance Committee held on 20.11.2016.

59.4(6) Annual Report of the University for the Year 2015-16

The Executive Council approved the Annual Report of the University for the Year 2015-16 for placing the same in both the houses of Parliament.

59.4(7) Audited Annual Accounts of the University for the Year 2015-16 and Audit Certificate

The Executive Council approved the Audited Annual Accounts and Audit Certificate along with the Audit replies of the University for the Year 2015-16 on the recommendation of the 29th meeting of the Finance Committee for placing the same in both the Houses of Parliament as per Section-30(4) of the University Act & Statutes.

59.4(8) To consider adoption of UGC Regulations-2016 (4th Amendment)

The Executive Council considered and approved to adopt the UGC-Regulations-2016 4th Amendment issued by UGC vide Gazette Notification dated 11.07.2016.

59.5 Any other item with the permission of the Chair.

59.5(1) To confer the Doctor of Letters, Honoris Causa to the eminent personalities

The Executive Council was informed that the 25th meeting of the Academic Council held on 10.11.2016 proposed to confer Doctor of Letters, Honoris Causa in the ensuing 6th Convocation of the University. The Academic Council proposed the names of **Janab Sanjiv Saraf**, Founder of Rekhta Foundation and **Janab Shah Rukh Khan**, Indian Film Actor.

The Executive Council approved the proposal of the Academic Council and agreed to recommend the above names to the Visitor of the University, Honorable President of India to approve these names to confer the Doctor of Letters, Honoris Causa in the forthcoming 6th Convocation of University scheduled on 26.12.2016.

59.5(2) To consider the appointment of Librarian

The Executive Council was informed that the Post of Librarian lying vacant for a long. In spite of calling notifications repeatedly, the University did not find any suitable candidate for this post.

The Registrar presented the C.V. in respect of Dr. Akhtar Parvez (especially Urdu Knowing person) before the Executive Council to consider his candidature for the post of Librarian. The Registrar informed that Dr. Akhtar Parvez is currently working with the Indian Institute of Management, Indore as Librarian. He consented to serve as Librarian if provided an opportunity. The Registrar explained the need of a good Librarian having Urdu knowledge for our University to help in effective development and overall functioning of the Library.

The Executive Council after due deliberation has unanimously resolved to appoint Dr. Akhtar Parvez as Librarian initially for period of one year and extendable further based on the performance or until further orders whichever is earlier. Further, the Executive Council members appreciated the efforts made by the Vice-Chancellor and the Registrar for providing an opportunity to the outstanding and competent persons to serve MANUU.

59.5(3) To consider the appointment of Dr. Shakeel Ahmad, Registrar (Joint Secretary on deputation from the University Grants Commission, Ministry of Human Resource Development, Govt. of India) as Pro-Vice-Chancellor

The Vice-Chancellor recommended the name of Dr. Shakeel Ahmad, Registrar (Joint Secretary on deputation from the University Grants Commission, Ministry of Human Resource Development, Govt. of India) to appoint him as Pro-Vice-Chancellor as per provisions contained in the Statute-4(1) of the University Act & Statutes. Further, the Vice-Chancellor informed the EC that the services rendered by Dr. Shakeel Ahmad as Registrar since his joining MANUU are of enormous recognition. His hard work and



dedication towards his responsibilities has made the overall progress and development of the University during the last year.

The Executive Council on the recommendations of the Vice-Chancellor resolved unanimously to appoint Dr. Shakeel Ahmad, Registrar (Joint Secretary on deputation from the University Grants Commission, Ministry of Human Resource Development, Govt. of India) as Pro-Vice-Chancellor of MANUU as per provisions contained in Statute-4 of the University Act & Statutes for a period of five years or until the expiration of the term of Office of the Vice-Chancellor, whichever is earlier.

Dr. Shakeel Ahmad was not present in the meeting while discussing and taking the above decision by the Executive Council.

The meeting concluded with a vote of thanks to the Chair.



**Registrar &
Ex-Officio Secretary**