



مولانا آزاد نیشنل اردو یونیورسٹی

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

INFORMATION BROCHURE

For

Two Year Full time MBA programme

Academic Year: 2020-21

AICTE MANDATORY DISCLOSURE

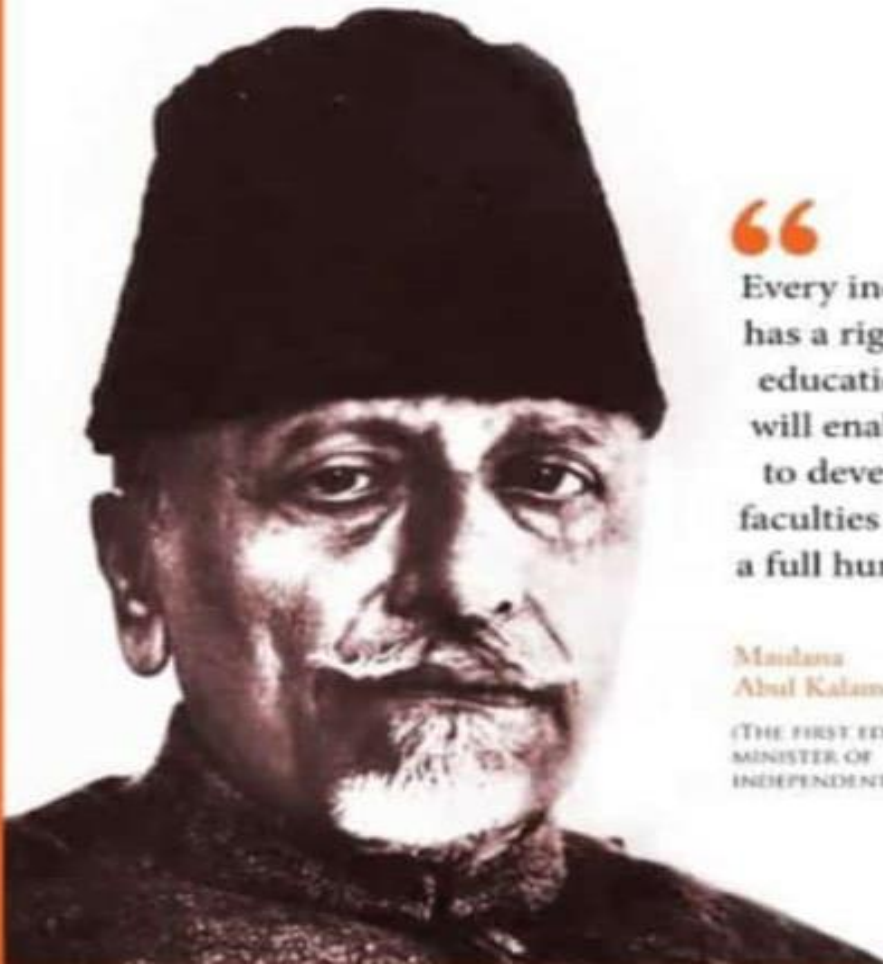
(as per Annexure-10 of Approval Process Handbook 2020-21)

SCHOOL OF COMMERCE AND BUSINESS MANAGEMENT

(Department of Management & Commerce)

**Old CSE Building, Gachibowli,
Hyderabad- 500 032 (Telangana)**

www.manuu.edu.in



“

Every individual has a right to an education that will enable him to develop his faculties and live a full human life.

”

Maulana
Abul Kalam Azad

(THE FIRST EDUCATION
MINISTER OF
INDEPENDENT INDIA)





An illuminated Administrative Block of MANUU



Boulevard
towards the
SCBM
building near
commerce
section
building



Entrance of the School building

Contents

1. Name of the Institution
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1. Name of the Institution:

School of Commerce and Business Management
MAULANA AZAD NATIONAL URDU UNIVERSITY
Gachibowli, Hyderabad – 500 032

2. Name and address of Trust/Society/Company and the Trustees:

Maulana Azad National Urdu University
(A Central University) established under the MANUU Act, 1996 (Act No. 2 of 1997)
Website: www.manuu.edu.in
Email: registrar@manuu.edu.in Tel. 040-23006602; 040-23120600-Extn. 1301

3. Name of the address of the Vice-Chancellor/Director/Dean:

Prof. S. M. Rahmatullah, Vice-Chancellor I/c
Maulana Azad National Urdu University (MANUU)
Administration Block, Gachibowli, Hyderabad-500 032
Email: vc@manuu.edu.in
Tel. 040-23006601; 040-23120600-Extn. 1101-1103

Prof. Saneem Fatima
Dean, School of Commerce and Business Management
Maulana Azad National Urdu University (MANUU)
Old CSE Building,
Gachibowli, Hyderabad – 500 032
Email: dean.bmc@manuu.edu.in
Tel. 040-23120600-Extn. 3400; 3401 (Office)
Mob. 9701923007 (only for urgent work)

4. Name of the Affiliating University: Not Applicable

5. Governance:

5.1. Members of the Governing Board (Executive Council under Statute 12)

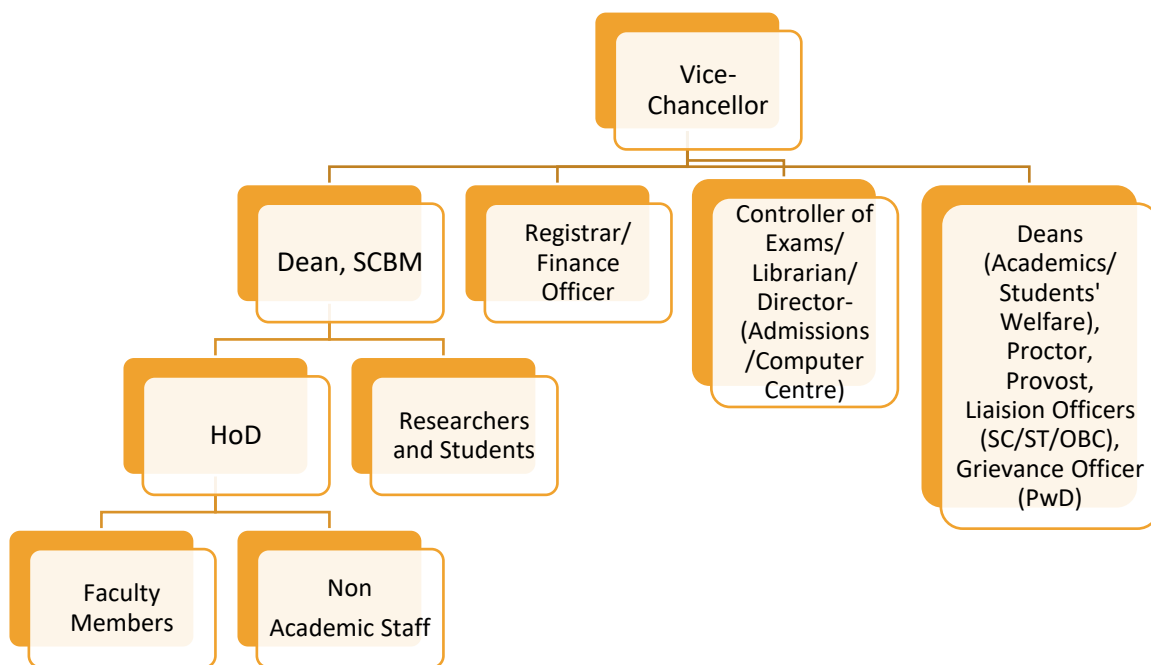
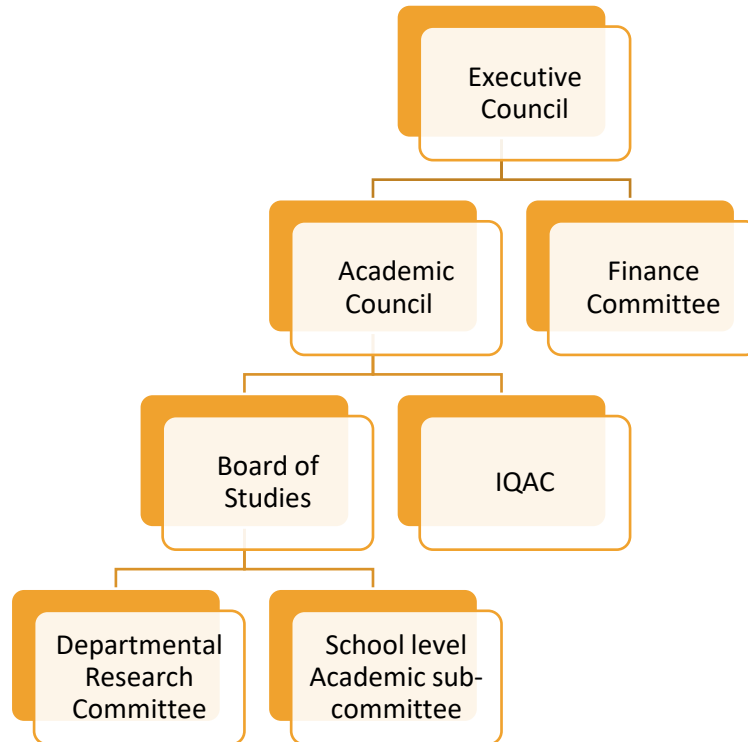
	<i>Composition of the Executive Council, MANUU</i>	
1.	Vice-Chancellor	Ex-Officio Chairman
2.	Pro Vice - Chancellor	Member (vacant)
3.	Prof. Shashikant Sharma Himachal Pradesh University, Shimla)	Member (Visitor's Nominee)
4.	Prof. Bharat Bhaktibhai Ramanuj Saurashtra University, Rajkot (Gujarat)	Member (Visitor's Nominee)
5.	Prof. V.Kamakshi Prasad JNTU, Hyderabad	Member (Visitor's Nominee)
6.	Prof. Panchanan Mohanty Retired from University of Hyderabad	Member (Visitor's Nominee)
7.	Prof. Mohd. Naseemuddin Dean, School of Languages, Linguistic & Indology	Member
8.	Prof. Abdul Wahid Dean, School of Technology	Member
9.	Prof. Ehtesham Ahmed Khan Dean, School of Mass Communication & Journalism	Member
10.	Prof. Saneem Fatima Dean, School of Commerce and Business Management	Member
11.	Director, Directorate of Distance Education (DDE)	Ex-officio Member
12.	Prof. Mohd. Zafaruddin Professor-cum-Director, CUCS	Member (Teachers' representative)
13.	Dr. Sadaquat Ali Khan Associate Professor, MANUU - CTE, Bidar	Member (Teachers' representative)
14.	Dr. Syed Mahmood Kazmi Assistant Professor, Dept. of Translation Studies	Member (Teachers' representative)
15.	Registrar	Ex-Officio Secretary

5.2. Academic Body/School Board (as per Statute/Ordinances and approved by the Academic Council of the University):

	<i>Composition of School Board</i>	Members
1.	Dean, School of Commerce and Business Management (Prof. Saneem Fatima)	Ex-officio Chair
2.	Prof. Furqan Qamar (former VC, Central University of H.P, Rajasthan University, former Secretary General, AIU) Centre for Management Studies, Jamia Millia Islamia, New Delhi	Eminent Expert nominated by Vice- Chancellor
3.	Prof. V. Sita, School of Management Studies, University of Hyderabad	Eminent Expert nominated by Vice- Chancellor
4.	Prof. A. Sudhakar, Department of Commerce, BRAOU, Hyderabad	Eminent Expert nominated by Vice- Chancellor
5.	Prof. Abdul Wahid, Dean, School of Technology, MANUU	VC Nominee
6.	Prof. Ehtesham Ahmad Khan, Dean, MCJ, MANUU	VC Nominee
7.	Prof. Badiuddin Ahmed, SCBM	Member
8.	Prof. M. A. Azeem, SCBM	Member
9.	Prof. N.I. Mulla, SCBM	Member
10.	Prof. M. Razaulla Khan, Head, DMC, SCBM	Member
11.	Dr M. A. Sikandar, Associate Professor, SCBM	Member
12.	Dr. S. Kamruddin Asstt. Professor, SCBM	Member

5.3. Frequency of Meetings: As per statutes. Meetings of School Board is held at least once in an academic year.

5.4. Organizational chart and processes: (Given below in two charts)



5.5. Nature and Extent of involvement of Faculty and students in academic affairs/ improvements:

Involvement of Faculty Members:

The faculty members in the School of Commerce and Business Management are involved in a variety of academic and teaching learning activities such as: -

- curriculum and content development
- selection of reference and text books
- class room exercise- tutorials, case studies, quiz and presentations
- undertaking continuous internal evaluation and term end examinations
- Invigilation and evaluation of answer scripts
- Mentoring the students and project guidance
- Guiding the students to organize various extracurricular activities, clubs, festivals
- Placement drives and career counselling
- Arranging industry-academia interactions
- Encouraging the students to start entrepreneurial activities and start-ups
- Helping the student to cope up the examination related stress
- Motivating them to take up Swayam online courses.
- Motivate the students to take up research and consultancy activities after course completion.

Student Involvement:

- Induction programme
- Team and individual participation in Business Quiz, start-ups, entrepreneurial meets organized by AICTE or other business schools.
- Participation in placement and career counselling
- Encouraging the students to involve themselves in organizing various school level seminars, workshops, NSS, celebration of National Education Day, Swatchhata Abhiyan, International Yoga day, Heritage Walk and other important days observed by the Ministry of Education, UGC and AICTE from time to time.
- Participation in Azad cultural Fest and elocution competitions organised at the University level
- Participation in sports activities at university and inter-university level.
- Helping faculty members to organize industry-academia interactions by industry leaders, guest lecturers by eminent persons.
- Participation in industrial tour.
- Taking up online courses related to language proficiency, skill development, emerging areas of business management.

5.6. Mechanism/ Norms and Procedure for democratic/ good Governance:

- The academic functioning of the School is based on committee based decision making process where there is an active participation by all the faculty members.
- Faculty members are involved in one or more departmental level committees on admission, examination, work-load, syllabus revision, academic coordination, NAAC & IQAC, AICTE, Library, IT infrastructure, industry-academia & MOU, placement and counselling, soft-skill enhancement, Seminar/Workshop, Research projects, IPR & innovation.
- Faculty members are encouraged to participate in seminars, workshops, conferences, FDPs, MOOCs, online FDPs in emerging areas under ATAL etc. to enhance their knowledge in their

respective field. area. Several faculty members availed the opportunity during the pandemic period.

- Faculty members are encouraged to avail international travel grants, fellowships, research grants (Minor or Major) from government departments and agencies including AICTE, UGC, ICSSR etc. Some of the faculty members have been granted research grants by ICSSR and IIM-Ahmedabad recently.
- Faculty members have been given freedom to do quality research and present papers in international conferences, publish research papers and books. PhD students have been allotted to the faculty members.
- All the faculty members have been provided promotional avenues through CAS, Study leave benefits.
- Some of the faculty members are also contributing to the University administration by accepting academic position in addition to their own duties in the School.

5.7. Student Feedback on Institutional Governance/ Faculty performance:

Compulsory student feedback online is made applicable from the academic year 2018-19 onwards and monitored through IQAC, chaired by the Vice-Chancellor. Identity of the students are kept as confidential.

5.8. Grievance Redressal mechanism for Faculty, staff and students:

The University Act provides sufficient opportunities to the teachers, students and staff through a due process. Statutory appeal to the Executive Council can be preferred by a student, teacher, non-teaching staff against the decision of the any of the authority bodies. The University has been practicing an open door policy for the teachers and students. Student grievances are promptly attended by the Head, Department of Management and Commerce at the first level. Dean, School of Commerce and Business Management at the next level. At the third level, students can approach the office of the Dean, Student Welfare at university level to redress their grievances.

Industry and Academia Interaction: Foreign Delegation of Faith leaders from USA-Turkey to the School of Commerce and Business Management to interact with the MBA students in 2019.



Industry-Academia Lecture and Interaction:



Mr. N.K. Grover, Managing Director, Central Railside Warehouse Company Ltd delivering lecture and interaction with MBA students in 2019.



INDUSTRY-ACADEMIA LINKAGE TALK SERIES



**SCHOOL OF COMMERCE &
BUSINESS MANAGEMENT**

Organizes

**'OPERATIONS PLANNING
FOR EFFECTIVENESS OF
WORK TEAMS'**

By

**Ms. ALISHA HAMID
TL- SPA, AMAZON.COM**

On 21.09.2020, 10-11 AM

Google Meet

<https://meet.google.com/pnr-uhxv-hih>

Coordinator: Mr. Saidalavi, +91-8977123419



Senior functionaries from the Institute of Company Secretaries of India, Hyderabad Chapter visited SCBM in November 2020 with a proposal to sign a MoU with the SCBM. (with Dean, SCBM and Head, Deptt. Of Management & Commerce).



INDUSTRY ACADEMIA
LINKAGE SEIRIES

STRATEGIC PRODUCT DESIGN

ON 29.09.2020

ASEEF POVANCHERY,
MANAGER, PRODUCT DESIGN
ROLLS - ROYS HOLDING PLC.,
LONDON

ORGANIZED BY DMC, MANUU

Special Convocation to award Honorary Doctorate to noted Film Actor Sharukh Khan





Visit of Prof. Anil D. Sahasrabudhe, Chairman, AICTE during his visit to MANUU Campus in 2018 to lay the foundation stone of the School of Computer Science and IT.



Prof. Anil D. Sahasrabudhe, Chairman, AICTE felicitated by the University for delivering a lecture on 'Relevance of Quality and Reforms in Technical Education' at MANUU during his visit. Students.

Hon'ble Governor Kerala, Mr. Arif Mohammad Khan visited MANUU Campus to deliver a lecture in October 2019.





FDP programme organized by the MANUU Polytechnic in collaboration with the SCBM under ATAL from 2-6 November 2020 sponsored by the AICTE (Faculty members are seen with Prof. S. M. Rahmatullah, Vice-Chancellor I/c, MANUU at the inaugural session)

5.9. Establishment of Anti Ragging Committee and squad as per UGC/AICTE guidelines

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No. MANUU/Acad/F.24 /2018-19/100

ORDERS

3rd January, 2019

Sub: MANUU – Academic – Constitution of Anti Ragging Committee. – Reg.

Ref: Vice Chancellor's approval dated 18.10.2018

In pursuance to the UGC "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009", the **Anti Ragging Committee** for MANUU Main Campus is hereby constituted under Clause 6.3:-

1	The Vice Chancellor	Ex-Officio Chairman
2	The SHO, Raidurgam P.S	Ex-Officio Member
3	Ms. Anusha Puppala, Journalist, Deccan Chronicle.	Member
4	Ms. Rubina Mazhar, CEO, SAFA Society.	Member
5	The Proctor, MANUU	Ex-Officio Member
6	The Head, Dept. of Women's Studies	Ex-Officio Member
7	The Principal, Polytechnic – Hyderabad	Ex-Officio Member
8	The HoD, Department of CS & IT	Ex-Officio Member
9	The Provost, Boys Hostel	Ex-Officio Member
10	The Provost, Girls Hostel	Ex-Officio Member
11	Ms. Asiya Yasmeen, Ph.D. Urdu, 1 st Year.	Member
12	Mr. Jarrar Ahamad, Ph.D. E & T, 4 th year.	Member
13	Mr. K. M. B. Ali Khan, (Parent representative)	Member
14	Mr. Abdul Rasheed Shaik, Asst. Registrar, Academics	Member Secretary

The Committee shall be responsible for the following: -

- To ensure compliance with the provisions of "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" as well as the provisions of any law for the time being in force concerning ragging;
- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution;
- To recommend appropriate decisions regarding the prevention, prohibition and punishment measures otherwise, on each incident of ragging established;
- To take necessary action as per Clause 9.1 of the said regulations.
- Any other connected matter.

The term of the Non Ex-officio members shall be for the academic year 2018-19 and 2019-20 or until further orders.

To
All the members

Registrar
Manuu

Copy to: 1. P.S to Vice-Chancellor; 2. P.S to Registrar; 3. Director. CIT–To upload on University website; 4. PRO – for Urdu Translation / Hindi Officer for Hindi Translation and 5. Concerned File

Gachibowli, Hyderabad– 500 032, T.S. (INDIA) Website: www.manuu.ac.in arasheed@manuu.edu.in
EPABX: +91-040 23006612-15 Fax: 23006603 Tel: +91-4023006121 (O/o Registrar) 040-23006441 (A.R. Acad.)

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MAULANA AZAD NATIONAL URDU UNIVERSITY
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No. MANUU/Acad/F.24 /2018-19/99

301 January, 2019

ORDERS

Sub: Constitution of Anti Ragging Squad (Main Campus). – Reg.

Ref: Vice Chancellor's approval dated 18.10.2018.

In pursuance to the UGC "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009", the **Anti Ragging Squad for Main Campus, MANUU** is hereby constituted under Clause 6.3(c) :-

1	The Joint Proctor	Ex-Officio Chairperson
2	Dr. Patan Rahim Khan, Asst. Professor, Hindi & Warden, Boys Hostel	Member
3	Dr. Sameena Kauser, Assistant Professor, Arabic & Warden, Girls Hostel	Member
4	Dr. Z. Abdul Rahim, Associate Professor, Polytechnic & Dy. Proctor, Boys	Member
5	Dr. Viqarunnisa, Assistant Professor, Education & Training & Asst. Proctor, Girls	Member
6	Dr. P. Sarath Chandra, Assistant Professor, Polytechnic, Hyderabad	Member

The Anti Ragging Squad shall be mainly responsible for the following: -

- To make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places;
- To conduct on-the-spot enquiry into any incident of ragging referred by the Head of the Institution or any member of the faculty or by any stakeholder of the University;
- Any other connected duties.

The tenure of the Anti Ragging Squad shall be for academic year 2018-19 and 2019-20 or until further orders.


Registrar
#Home

To
All the members

Copy to

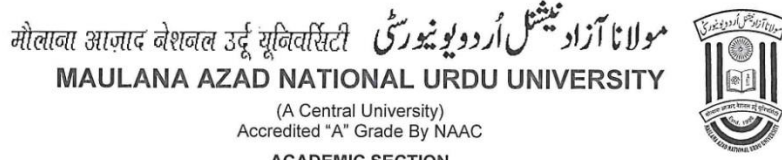
1. P.S. to Vice-Chancellor
2. P.S. to Registrar
3. Director, CIT –To upload on the University website
4. Concerned File
5. PRO – for Urdu Translation / Hindi Officer for Hindi Translation

Gachibowli, Hyderabad- 500 032, T.S. (INDIA) Website: www.manuu.ac.in arashced@manuu.edu.in
EPABX: +91-040 23006612-15 Fax: 23006603 Tel: +91-4023006121 (O/o Registrar) 040-23006441 (A.R. Acad.)

5.10. Establishment of Online Grievance Redressal Mechanism:

Students can file online grievance complaints by using emails of at the level of Department or School or University level with Office of the Dean, Student Welfare or the Vice-Chancellor level.

5.11. Establishment of Grievance Redressal Committee in the Institution:



MANUU/Acad/F.614/2019-20/87

30th September, 2019

ORDERS

Sub: MANUU - Academic - Constitution of Committee for Institutional Student Grievance Committee (ISGRC) - Reg.

Ref: Approval of Vice-Chancellor dated 27.09.2019.

In pursuance of the UGC vide D.O.No. 14-4-2012 (CPP-11) dated 7th May, the Vice-Chancellor is pleased to constitute Institutional Student Grievance Committee (ISGRC):

a)	Pro-Vice Chancellor	Chairperson
b)	Dean, Students Welfare	Member
c)	Prof. Fatima Begum, Dept. of Education & Training	Member
d)	Proctor	Member
e)	Ms. Shahina Parveen, M.Ed. III rd Semester	Special Invitee

Terms and conditions of the above committee are as follows:

- Where a complaint does not relate to any academic departments, schools or centre of a University the matter is referred to the Institutional Student Grievance Committee (ISGRC);
- The term of the members and the special invitee shall be for two years;
- The quorum for the meeting including the Chairperson, but excluding the special invitee shall be three;
- The committee shall follow principles of natural justice; and
- The committee shall send its report with recommendations, if any to the Vice Chancellor with a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.


Registrar

To,

All the Committee Members

Copy to

- Offices of the VC/PVC & Registrar
- Joint Dean, Academics
- Director, CIT (with a request to upload the same on University website)
- Concerned file.

5.12. Establishment of Internal Complaint Committee (ICC):

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
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डॉ. एम.ए. सिकंदर | Dr. M.A. Sikandar
कुलसचिव | Registrar

ڈاکٹر ایم اے سیکندر

F.No. MANUU/ER-I(B)/F.293/2018-19/1524
11th February, 2019


NOTIFICATION

Sub: MANUU - ER.I - Re-constitution of the Internal Complaints Committee (ICC)

Ref: MANUU - A&G Office Order No. MANUU/Admn &Gov/F.118/2017-18/02 dated 11th April, 2017

In terms of Clause 4 of the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, published in the Gazette of India vide Notification No. F.91-1/2013(TFGS) dated 2nd May, 2016, the competent authority of the University is pleased to re-constitute the Internal Complaints Committee of the University with immediate effect as under:-

i.	Presiding Officer (Chairperson) who shall be a women faculty member	Prof. Saneem Fathima, Department of Management Studies
		Members
ii.	Two Faculty Members	(1)Dr Bi Bi Raza Khatoon, Assistant Professor, Department of Urdu, Hyderabad (2) Dr Z. Abdul Raheem, Associate Professor- Civil, MANUU Polytechnic, Hyderabad
iii.	Two Non-teaching employees	(1) Mr. Samshuddin Ansari, Regional Director (F&A), MANUU Hyderabad (Member-Convener) (2) Mrs. C. Archana, UDC, MANUU Hyd.
iv.	Three students, if the matter involves students who shall be enrolled at undergraduate, Master's and Research Scholar levels respectively.	UG - Miss Shahana Alam, B.Tech-CS&IT PG - Mr. Mohd. Absar, MSW PhD- Miss Fowzia Afaq, MCJ
v.	One Member from among non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.	Prof. Zakia Siddiqui (former Principal Women's College, Aligarh Muslim University and Secretary, Female Education Association), Aligarh


11/2/19

1

Besides one additional nominee of the National Commission for Women, if nominated shall serve in the ICC for such term as may be notified by the University.

2. The ICC shall perform such functions as prescribed under the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.

3. The tenure of the Presiding Officer-Chairperson and Members of the Committee except Student Members shall be for a period of three years or till further orders. The tenure of the students members shall be one academic year through election to be conducted by the ICC and the present tenure of the nominated student members shall continue till the election of the new members for the new academic year 2019-20.

4. The external member/Nominee of the ICC shall be paid TA/DA and sitting allowance as per the norms of the University for attending the meetings of ICC from time to time.


11/3/15
Registrar

Copy to:-

1. The Chairperson and Members (By Name)
2. All Deans of School of Studies, Heads of Teaching Departments, Directors of Centres, Incharge, Lucknow and Budgam Campuses
3. Director, DDE/Regional Centres/Sub-Regional Centres of DDE
4. Principals of CTEs/Polytechnics/ITIs/Model Schools
5. Office of the VC/Registrar/CoE/FO/Librarian/DSW/Proctor/Director (Admissions)
6. All Section Heads and JRs/DRs/ARs/RDs/ARDs
7. Director, CIT - for uploading of the Notification on the University website
8. PRO & Hindi Officer- for Urdu and Hindi versions
9. Office Copy

Copy also forwarded to:-

1. The Member Secretary, National Commission for Women, Plot No.21, Jasola Institutional Area, New Delhi 110 025 - for information.

5.13. Establishment of Committee for SC/ ST/OBC/PwD:

RESERVATION CELL

The various activities related SCs/STs/OBCs/PwDs in the University are looked after by the following Officers.

S.N.	Name & Designation	Responsibility	Contact details
1	Dr. Parveen Jahan <i>Associate Professor</i>	<i>Grievance Redressal Officer & Liaison Officer</i> for PwDs to looked after the reservation and other matters.	Mobile : 9885186923 e-mail: dr_parveenjahan@yahoo.co.in
2	Mr. Abrar Ahmad <i>Assistant Registrar</i>	<i>Nodal Officer</i> for coordinating in collection of data /inputs / information pertaining to University in respect of SC, ST & OBC and also PwD & Minorities as required by the MHRD/UGC from time to time	Mobile : 9441781195 e-mail: abrar@manuu.edu.in
3	Dr. Samsuddin Ansari <i>Regional Director</i>	<i>Liaison Officer</i> for OBCs to looked after the reservation and other matters.	Mobile : 9493598298 e-mail : ansarishams1997@gmail.com
4	Dr. Janaid Ahmad <i>Assistant Professor</i>	<i>Liaison Officer</i> for SCs/STs to looked after the reservation and other matters.	Mobile : 8803732935 e-mail: janaidahmedalig@gmail.com

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No.MANUU/ER-1(A)/F.461/2017-18/1421

21st December, 2017

ORDERS

Sub: MANUU - ER-I Section - Appointment of Dr. Janaid Ahmad, Asst. Professor, Dept. of Persian as Liaison Officer to look after the reservation and other matters of Scheduled Caste / Scheduled Tribes - Orders - Issued.

Ref: Approval of the Vice-Chancellor dated 21.12.2017.

<<>>

Dr. Janaid Ahmad, Assistant Professor, Dept. of Persian is appointed as Liaison Officer to look after the reservation and other matters of Scheduled Caste / Scheduled Tribes with immediate effect and until further orders. This will be his additional responsibility and he will not be entitled for any additional allowance.

The order shall take immediate effect.

[Signature]
21/12/17
Registrar

To

Dr. Janaid Ahmad
Assistant Professor
Department of Persian
MANUU.

[Signature]
22/12/17

Copy to:

1. Head, Dept. of Persian
2. V.C/P.V.C / Registrar offices *[Signature]*
3. Joint Director, CIT --- for uploading on University Website
4. Personal file
5. Concerned file
6. Guard file

[Signature]
20/12/17

[Signature]
20/12/17

[Signature]
22/12/17

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No. MANUU/ER-I(B)/F.283/2018-2019/1343

۲۸
۵۸ January, 2019

ORDERS

Sub : MANUU - ER-I Section - Appointment of Dr.Parveen Jahan, Associate Professor, Dept. of Zoology as Grievance Redressal Officer under section 23(1) of RPwD Act, 2016 for redressal of grievance of PwD's employees - Reg.

Ref : Approval of the Vice Chancellor dated 26.12.2018

* * * * *

The Vice Chancellor is pleased to appoint Dr.Parveen Jahan, Associate Professor, Dept. of Zoology as 'Grievance Redressal Officer' as required under Section 23(1) of RPwD Act, 2016 for redressal of grievance of PwD employees with immediate effect and until further orders in addition to her normal duties in Department of Zoology.

2. She is required to perform such functions as required under the RPwD Act, 2016.
3. Dr. Parveen Jahan shall also act as Liaison Officer for PwD as required under DoPT instructions.
4. The Planning and Development Section shall provide support services.


REGISTRAR

Copy to:

1. Dr.Parveen Jahan, Associate Professor, Dept. of Zoology
2. Vice - Chancellor's office
3. Registrar's office
4. Finance & Accounts Section
5. Director, CIT \Rightarrow for uploading on University website
6. PRO & Hindi Officer \Rightarrow for Urdu & Hindi Translation
7. Concerned file

5.14. Internal Quality Assurance Cell:

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ACADEMIC SECTION

Ref: MANUU/Acad./F.01/2018-2019/649

16th May, 2018

ORDERS

Sub: Reconstitution of Internal Quality Assurance Cell (IQAC) of the University -Reg.

Ref: Approval of the Vice Chancellor dated: 16th May, 2018

The Vice Chancellor has reconstituted Internal Quality Assurance Cell (IQAC) in line with the NAAC Guidelines, comprising the following members to raise and sustain the quality in education, research and governance of the University.

1. Dr Aslam Parvaiz, Vice Chancellor	Chairperson
2. Professor Shakeel Ahmad, PVC	Member
3. Dr M. A. Sikandar, Registrar	Member
4. Dr Akhtar Pervaiz, Librarian,	Member
5. Prof. A Ravinder Nath, Dean Academics	Member
6. Prof. Shane Kazim Naqvi, Director CIT	Member
7. Prof. M. Akbar Ali Khan Professor, DDE	Member
8. Prof. P. F. Rahman, Professor Zoology	Member
9. Prof. Najam Hasan, Professor Mathematics	Member
10. Prof. Abdul Wahid, Professor CS&IT	Member
11. Prof. Shugufta Shaheen, Professor English	Member
12. Prof. Mohammed Shahid, Professor, Social Work	Member
13. Dr Mohammed Yusuf Khan, Principal, Polytechnic	Member
14. Dr M Vanaja, Associate Professor, Education	Member
15. Dr Meraj Ahmed Mubarak, Assistant Professor, MCJ	Member
16. Mr. Shaik Abdul Rasheed Asst. Registrar, Academic	Member
17. Mr. Syed ZabiUllah Hussaini Asst. Registrar, Examination	Member
18. Mr. Mohammed Habeeb Khan Asst. Registrar, Finance	Member
19. Ms. Areesha Tasneem, PhD Research Scholar, Urdu	Member
20. Ms. Syeda Nikhath Aziz, M.A. Student, English	Member
21. Mr. Mohammed Qamar Mansoori, Alumni (2014-17)	Member
22. Dr Urmila Pingle, NGO	Member
23. Col. AnantVasant TalPallikar, Industrialist	Member
24. Prof. Syed Mohammed Haseebuddin Quadri	Director

The tenure of IQAC shall be two years with immediate effect and until further orders. The IQAC shall function as per the NAAC guidelines.

(Signature)
Assistant Registrar
(Academics)

To: All the Members of IQAC

Copy to:

i) The Offices of VC, PVC, & Registrar; ii) All HoDs; iii) All Dean's; iv) The CoE; v) The Director & vi) Concerned file.

6. Programmes

6.1. Name of Programmes approved by AICTE : MBA (General Management)

6.2. Name of Programmes Accredited by AICTE : NA

a. Status of Accreditation of the Courses : NA

b. Total number of Courses : NA

c. No. of Courses for which applied for Accreditation

d. Status of Accreditation – Preliminary/ Applied for SAR and results awaited/ Applied for SAR and visits completed/ Results of the visits awaited/ Rejected/ Approved for Courses:

NA

6.3. For each Programme the following details are to be given:

a. Name : MBA (General Management)

b. Number of seats : 120 Intake

c. Duration : two years

d. Cut off marks/rank of admission during the last three years:

Year	Cut-off marks percentage
2017-18	Admission is strictly on the basis of All India based Entrance test conducted by the University. Seats are offered subject to availability of seats as per the deadlines fixed by the University.
2018-19	
2019-20	

e. Fee: Rs. 15,400/- (per annum)

(In Rupees)

	Admission	Tuition	Exam	Computer lab	Internet	Sports	Student union	Student welfare	Total	Caution Money
Sem.I	200	4050	350	300	100	100	25	25	5250	100
Sem.II	200	4050	350	300	100	100	25	25	5250	-
Total									10,500	
	Girls students are exempted from tuition fee for Sem.I PwD students are exempted from payment of tuition fee									
Addl. Annual	Group Medical Insurance								1200	
	Industry-interface								500	
	Industrial Tour								4000	

- f. Placement Facilities : University and School level placement Cell
- g. Campus placement in last three years with minimum salary, maximum salary and average salary: SCBM provides support to the MBA students in placements and several students from past batches have joined prominent blue chip companies and public sector as well.

Year	Minimum-Max range of salary package (In Lakh)	Average salary package (In Lakh)
2017-18	Rs. 1.80 to 4.80	Rs. 3.20
2018-19	Rs. 1.40 to 3.20	Rs. 2.40
2019-20	Rs. 1.20 to 3.20	Rs. 1.80

6.4.Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details: **NA**

7. Faculty

- a. Branch wise list Faculty members : Professor-4; Associate Professor-1; Assistant Professor-6 + 1
- b. Permanent Faculty : 12
- c. Adjunct Faculty : 1 (to teach skill-based courses)
- d. Permanent Faculty: Student Ratio : 1: 20
- e. Number of Faculty employed and left during the last three years: NIL

8. Profile of Vice Chancellor/ Director/ Principal/ Faculty (appended below): 12 faculty members with unique online ID issued by the AICTE

**Dean/Director
(Professor)**



1	Name	PROF SANEEM FATIMA
2	Date of Birth	12-12-1969
	Email ID	saneemf@manuu.edu.in
3	Unique id	1-749328853
4	Education Qualifications	MBA, Ph.D
5	Work Experience	
	Teaching	19
	Research	13
	Industry	01
	others	-
6	Area of Specialization	Human Resources Management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Managerial Economics Human Resources Management Performance Management and Leadership Human Resource Development International Human Resource Management Financial Institutions and Markets
8	Research guidance	
	Master	1000 plus
	Ph.D.	04 (Awarded) 03 (Pursuing)
9	Projects Carried out	01
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	28
13	No. of Books published with details	02

**Faculty
(Professor)**



1	Name	PROF BADIUDDIN AHMED
2	Date of Birth	10-04-1967
	Email ID	badiuddin@manuu.edu.in
3	Unique id	1-7493521576
4	Education Qualifications	M. Com, MBA, M.Phil, Ph.D.
5	Work Experience	
	Teaching	27
	Research	16
	Industry	-
	others	-
6	Area of Specialization	Marketing Management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Management theory Organizational behavior Business Environment and law International business Consumer behavior International marketing
8	Research guidance	
	Master	500 plus (M. Com & MBA) 33 (MPhil)
	Ph.D.	15 (Awarded)
9	Projects Carried out	-
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	139
13	No. of Books published with details	01 Co-Authored

**Faculty
(Professor)**



1	Name	PROF. MOHAMMED ABDUL AZEEM
2	Date of Birth	12-03-1974
	Email ID	drazeem@manuu.edu.in
3	Unique id	1-7493521703
4	Education Qualifications	MBA, Ph.D.
5	Work Experience	
	Teaching	21
	Research	13
	Industry	-
	others	-
6	Area of Specialization	Marketing Management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Research methodology Services Marketing Marketing Management Statistics for Management Sales & Advertisement Management SPSS
8	Research guidance	
	Master	200 plus 06 (MPhil)
	Ph.D.	13(Awarded)
9	Projects Carried out	-
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	30
13	No. of Books published with details	04

**HoD/Faculty
(Professor)**



1	Name	PROF. M RAZAULLAH KHAN
2	Date of Birth	28-05-1963
	Email ID	razakhan@manuu.edu.in
3	Unique id	1-7493521710
4	Education Qualifications	M. Com, PGDCA, Ph.D.
5	Work Experience	
	Teaching	30
	Research	28
	Industry	-
	others	-
6	Area of Specialization	Finance & IT
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Financial Accounting Financial management Management accounting Management support system
8	Research guidance	
	Master	500 plus(M. Com & MBA) 20 (MPhil)
	Ph.D.	10 (Awarded)
9	Projects Carried out	01
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	54
13	No. of Books published with details	02

Faculty



1	Name	DR. M. A. SIKANDAR
2	Date of Birth	08/04/1963
	Email ID	masikandar@manuu.edu.in
3	Unique id	1-7493522474
4	Education Qualifications	MBA, M.A. (Labour Studies), LL.B, M.Phil & Ph.D.
5	Work Experience	
	Teaching	1 year
	Research	1 year
	Industry	25 Years
	others	
6	Area of Specialization	Human Resource Management & Organizational Behaviour
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Human Resource Management Business Environment International Business Business Law Industrial Relations & Labour Law
8	Research guidance	
	Master	07
	Ph.D.	-
9	Projects Carried out	-
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	16
13	No. of Books published with details	-

**Faculty
(Assistant Professor-
Selection Grade)**



1	Name	DR. SYED KHAJA SAFIUDDIN
2	Date of Birth	17-11-1981
	Email ID	sksafiuddin@manuu.edu.in
3	Unique id	1-7493802806
4	Education Qualifications	M. Com, MBA, Ph.D.
5	Work Experience	
	Teaching	16
	Research	7
	Industry	-
	others	-
6	Area of Specialization	Financial Management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Accounting for management Financial management Strategic financial management Security analysis & portfolio management International finance
8	Research guidance	
	Master	100 plus 03 (MPhil)
	Ph.D.	02 (Awarded)
9	Projects Carried out	01
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	45
13	No. of Books published with details	03

**Faculty
(Assistant Professor-
Selection Grade)**



1	Name	DR. SHAIK KAMRUDDIN
2	Date of Birth	10-06-1970
	Email ID	kamruddin@manuu.edu.in
3	Unique id	1-7500426055
4	Education Qualifications	MA, MBA, MPhil & Ph.D
5	Work Experience	
	Teaching	22
	Research	10
	Industry	-
	others	-
6	Area of Specialization	HRM and Stress management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Human Resource Management Organizational Behavior General Management Performance management and Leadership
8	Research guidance	
	Master	150 plus (MBA) 02 (M.Phil)
	Ph.D.	01(Awarded) 03 (Pursuing)
9	Projects Carried out	02
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	75
13	No. of Books published with details	01

**Faculty
(Assistant Professor)**



1	Name	DR. RESHMA NIKHAT
2	Date of Birth	04-12-1968
	Email ID	r.nikhat@manuu.edu.in
3	Unique id	1-7500426600
4	Education Qualifications	B.Ed, MBA, MPhil, Ph.D. UGC-NET
5	Work Experience	
	Teaching	26
	Research	20
	Industry	25 Years
	others	
6	Area of Specialization	Marketing Management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Management theory Service marketing Research methodology Marketing management Organizational Behavior Business Environment & Law
8	Research guidance	
	Master	500 plus
	Ph.D.	-
9	Projects Carried out	-
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	51
13	No. of Books published with details	02

**Faculty
(Assistant Professor)**



1	Name	DR. RASHID FAROOQI
2	Date of Birth	21-01-1973
	Email ID	dr.mrfarooqi@manuu.edu.in
3	Unique id	1-7498477372
4	Education Qualifications	M.Com, MBA, Ph.D
5	Work Experience	
	Teaching	16
	Research	08
	Industry	01
	others	-
6	Area of Specialization	Marketing Management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Marketing Management, Consumer behavior Principles of management Rural marketing & advertisement Customer Relationship Management Research Methodology
8	Research guidance	
	Master	150 plus 01 MPhil
	Ph.D.	02 (ongoing)
9	Projects Carried out	-
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	35 plus
13	No. of Books published with details	02

**Faculty
(Assistant Professor)**



1	Name	MR. SAIDALVI K.
2	Date of Birth	29-12-1987
	Email ID	saidalavi@manuu.edu.in
3	Unique id	1-7500426594
4	Education Qualifications	MBA, MPhil, UGC-NET
5	Work Experience	
	Teaching	7
	Research	2
	Industry	
	others	
6	Area of Specialization	Marketing Management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Principle of marketing Management theory & organizational behavior Marketing of services Islamic banking and finance Sales and advertisement management
8	Research guidance	
	Master	100 plus
	Ph.D.	
9	Projects Carried out	
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	12
13	No. of Books published with details	

**Faculty
(Assistant Professor)**



1	Name	MR. NISSAR HUSSAIN
2	Date of Birth	03-08-1994
	Email ID	nissarhussain@manuu.edu.in
3	Unique id	1-7500494326
4	Education Qualifications	M.Com, NET
5	Work Experience	
	Teaching	2 years (1 year in under Delhi University)
	Research	-
	Industry	-
	others	-
6	Area of Specialization	Finance, Accounting and taxation
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Management Accounting Financial Accounting Financial Management Corporate Tax Income Tax Computer Application in Business
8	Research guidance	
	Master	06
	Ph.D.	-
9	Projects Carried out	-
10	Patents	-
11	Technology Transfer	-
12	Research Publications No. of papers published in National/ International Journals/ Conferences	-
13	No. of Books published with details	-


**Faculty
(Assistant Professor)**



1	Name	MR SYED MUZAMMIL QADRI
2	Date of Birth	08-11-1997
	Email ID	qadri0404@gmail.com
3	Unique id	
4	Education Qualifications	M.Com, NET
5	Work Experience	
	Teaching	1+ year
	Research	-
	Industry	-
	Others	
6	Area of Specialization	Finance
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	Business Environment International Business Financial Accounting Business law
8	Research guidance	
	Master	06
	Ph.D.	-
9	Projects Carried out	-
10	Patents	-
11	Technology Transfer	-
12	No. of papers published in National/ International Journals/ Conferences	01
13	No. of Books published with details	-

9. Fee

- 9.1. Details of Fee, as approved by State Fee Committee, for the Institution:
- Rs. 10,700/- per annum.
 - First semester tuition fee is exempted for girls' students.
 - Medical Insurance annual fee- Rs. 1200 (approx.)
 - Industry interface annual fee: Rs. 500/- (approx.)
 - Industrial tour – annual- Rs. 3000/- (approx.)
- 9.2. Time schedule for payment of Fee for the entire Programme: Per Semester basis
- 9.3. **No. of Fee waivers granted with amount and name of students:**
- 50% fee waiver applicable to women students in the first semester.
 - Tuition fee waiver for PwD students for all semesters.
- 9.4. Number of scholarship offered by the Institution, duration and amount :
Fees are already subsidized.
- 9.5. Criteria for Fee waivers/scholarship: Gender and Disability
- 9.6. Estimated cost of Boarding and Lodging in Hostels: (for 2019-20 batch).

Prospectus: 2020-2021		
		
19.1 Details of Hostel Fee* (2020-21)		
S. No.	Fee Particulars	Fee details in Rs
1.	Hostel Accommodation Fee	Rs. 1200/-
2.	Hostel Maintenance Fee	Rs. 1000/-
3.	Gas Charges	Rs. 1600/-
	Total	Rs. 3800/-
<i>The Above Hostel Fee is to be paid at the time of Hostel Admission.</i>		
19.2 Mess Fee and other Fee Details • (2020-21)		
S. No.	Fee Particulars	Fee details in Rs
1.	Mess Advance	Rs. 2000/-
2.	Mess Caution Deposit / Advance (Adjustable in the end of the May / June 2021)	Rs. 1500/-
3.	Crockery and Utensil Fee	Rs. 400/-
4.	Newspaper/Magazines/Recreation	Rs. 200/-
	Total	Rs. 4100/-
<i>The above fee is to be paid at the time of Hostel admission towards Mess charges.</i>		

10. Admission

- a. Number of seats sanctioned with the year of approval: **120**

- b. Number of Students admitted under various categories each year in the last three years:

Year	Approved intake by the University	General	OBC	SC/ST	Total
2017-18	60	22	25	01	48
2018-19	90	33	40	-	73
2019-20	112*	36	47	02	85
2020-21	120 (approved by AICTE)	Admission is still in progress. As on 15 November 2020, 54 students have been admitted under General/OBC/ST /EWS category. List is appended below.			

(*) increase in seats due to EWS reservation from 2019-20

- c. Number of applications received during last two years for admission under Management Quota and number admitted: N.A (Admission is on merit basis and no provision for management quota)

11. Admission Procedure

Mention the admission test being followed, name and address of the Test Agency and its URL (website) : <https://manuucoc.in/regularadmission/> (Admission portal):

- Admission to MBA programme is done through an All India Entrance Test conducted by the University every year and the programme attracts a larger number of students across the country. The SCBM offers three specializations viz. Finance, Marketing and Human Resource management.
- The curriculum of MBA is regularly updated to meet the dynamic challenges of the industry.
- The methodology of the course delivery and evaluation includes class room sessions, case studies, projects, industry visit, class participation, Business Quiz followed by internal evaluation and External Examinations.

<https://manuu.edu.in/sites/default/files/2020-05/Prospectus-Eng-2020-21.pdf> (Admission prospectus for university programmes including MBA)

Application For Regular Admission 2020-21.

Regular Program

Please login to register your claim and challenge for ET 2020
Question Papers

Online Admission Portal For Regular

Login

Register

Regular E-Prospectus

(Urdu)

(English)

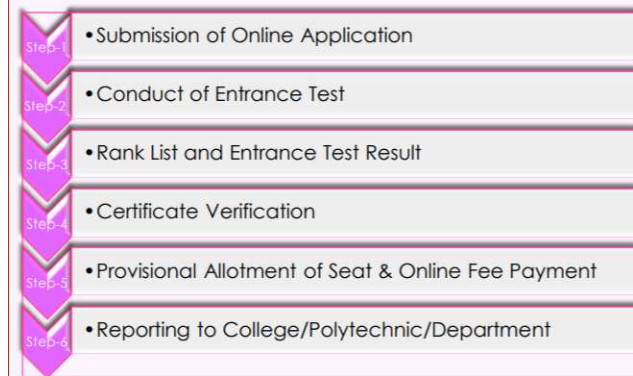
For Support/Query

Mail Us : admissionsregular@manuu.edu.in

Ph. No. : 040-23006605

Ph. No. : 040-23006612 Ext. : 1801

PROCESS OF ADMISSION



Reservation policy for MBA programme 2020-21

9.1 Reservations for SCs/STs/OBCs / Women candidates/ EWS Categories

The following table summarises **quota** for SCs/STs/OBCs/Women Candidates and EWS Categories as per **Govt. Of India and University norms in each programme:**

Vertical Mode of Reservations:		
a	Schedule Caste (SC)	15%
b	Scheduled Tribe (ST)	7.5%
c	Other Backward Class (Non-Creamy Layer)	27%
Horizontal Mode of Reservations: *		
a	Women Student	33%
b	PwD Student	05%
Economically Weaker Section Quota		
a	Economically Weaker Sections (EWS) quota from the academic year 2020-21 subject to approval from Govt. Of India, MHRD as per OM No. 12-4/2019-U1dated 17/1/19	10%

* In Horizontal reservation, the rank-based merit shall be strictly followed within the open/general pool and also reserved categories of SC /ST /OBC seats. Candidates having at least 40% physical disability can avail reservation under PwD category and need to provide medical certificate for bench-marked disability.

- 11.2. Number of seats allotted to different Test Qualified candidate separately (AIEEE/ CET (State conducted test/ University tests/ CMAT/ GPAT)/ Association conducted test):

Admission based on the Entrance Test conducted by the University on all India basis. Reservation is as per CEI Act/UGC/AICTE norms. Extracts of Prospectus for 2020-21 is appended below:

9.1 Reservations for SCs/STs/OBCs /Women candidates/EWS Categories

The following table summarises **quota** for SCs/STs/OBCs/Women Candidates and EWS Categories as per Govt. Of India and University norms in each programme:

Vertical Mode of Reservations:		
a	Schedule Caste (SC)	15%
b	Scheduled Tribe (ST)	7.5%
c	Other Backward Class (Non-Creamy Layer)	27%
Horizontal Mode of Reservations: *		
a	Women Student	33%
b	PwD Student	05%
Economically Weaker Section Quota		
a	Economically Weaker Sections (EWS) quota from the academic year 2020-21 subject to approval from Govt. Of India, MHRD as per OM No. 12-4/2019-U1dated 17/1/19	10%

* In Horizontal reservation, the rank-based merit shall be strictly followed within the open/general pool and also reserved categories of SC /ST /OBC seats. Candidates having at least 40% physical disability can avail reservation under PwD category and need to provide medical certificate for bench-marked disability.

Concessions and relaxations available to certain category of candidates as per GoI and University norms:

9.2 Weightage in Qualifying marks, Age and Concession in Registration Fee

S.No.	Category	Reservation	Weightage in Qualifying Examinations	Relaxation in Age	Concession in Registration Fee
1.	Women	Horizontal	5%	5 Yrs	Rs. 200/- for Entrance test based and Rs.100/- for merit based admissions registration
2.	PwD		5%	5 Yrs	
3.	SC/ST	Vertical	5%	5 Yrs	
4.	OBC (Non-Creamy Layer)		5%	3 Yrs	
5.	J and K Students	Supernumerary	10%	3 Yrs	
6.	Sports persons		5%	3 Yrs	

- 11.3. **Calendar for admission against Management/vacant seats:**

- a. Last date of request for applications: 24.08.2020
- b. Last date of submission of applications: 24.08.2020
- c. Dates for announcing final results:
 - First Merit List released on 18.10.2020 (with waiting list)

- Second Merit List released on 12.11.2020 (with waiting list)
 - Note: Depending upon the availability of the unfilled seats final cut off list will be released by end of November 2020. Sufficient opportunities for fee payment has been provided by the Admission Cell of the University.
- d. Date for acceptance by the candidate (time given shall in no case be less than 15 days)
 - e. Last date for closing of admission: 24.08.2020.
 - f. Starting of the Academic session: November 2020 (for new batch of admissions as per UGC/AICTE guidelines). The waiting list shall be activated only on the expiry of date of main list

Policy of refund of the Fee, in case of withdrawal, shall be as per UGC and Ministry of Education guidelines as above included in the admission brochure. Extracts from the Admission Brochure 2020-21 of the University are appended below:

11.0 Fee Payment and Refund Policy

Fee Payment: The candidates selected for the programs shall be informed through emails about the fee details (as prescribed in the prospectus) and the procedure of payment at the time admission.

Tuition Fee Exemption (only for 1st Semester) for Women candidates: The University has taken several intervention measures to ensure gender equity and also to enhance the Women enrolment in various programs (except Ph.D.), the women candidates are exempted from payment of first semester tuition fee.

Tuition Fee Exemption for PwD candidates: 100% Tuition fee waiver has been introduced from 2019-2020 for all PwD category students to encourage their enrollment in various programmes.

Fee Revision: University reserves the right to revise the fee structure of any program during the course period.

Fee Refund Policy: If the student intends to cancel or discontinue program of study at any point of time, he/she may do so. The fee refund policy is as follows:

Percentage of refund of aggregate fees	Point of time when notice of withdrawal of admission is served to University as per the UGC regulation
100%	15 days or more before the formally -notified last date of admission
90%	Less than 15 days before the formally -notified last date of admission
80%	15 days or less after the formally notified last date of admission
50%	30 days or less but more than 15 days after formally notified last date of admission.
0%	More than 30 days after formally notified last date of admission.

12. Criteria and Weightages for Admission

- a. Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.: No minimum score is prescribed.
- b. Mention the minimum Level of acceptance, if any: N.A.
- c. Mention the cut-off Levels of percentage and percentile score of the candidates in the admission test for the last three years:

Cut off marks for MBA for the two academic years:

Year	Approved intake by the University	Category	Rank (upto)	Score in the MANUU Entrance Test
2018-19	90	General	128	46
		OBC-NCL	203	35
		SC/ST/PWD	No minimum rank or cut off and subject to appearance in the E.T.	
2019-20	112	General	157	39
		OBC-NCL	191	OBC-NCL
		SC/ST/PWD/ EWS	No minimum rank or cut off and subject to appearance in the E.T.	

- Cut off marks/Rank list for the current academic year as per the second merit list (12 Nov 2020) is as under: -

Year	Approved intake as per AICTE approval	Rank (upto)				
		General	OBC (NCL)	EWS	Women	SC/ST/PwD
2020-21	120	70	163	87	233	No minimum Rank/qualifying marks required.

- d. Display marks scored in Test etc. and in aggregate for all candidates who were admitted: Results of the Entrance Test are announced through University Website <https://manucoe.in/regularadmission/> (Admission portal)

13. List of Applicants:

- 13.1. List of candidate whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats.

List of students appeared in the Entrance Test for MBA for admission in 2020-21:

Sl. No.	Hall Ticket No.	First Name	Middle Name	Last Name
1.	2025260001	MD		TALIB
2.	2025260002	Neha		Neha
3.	2021260001	Aarif	Hussain	Mir
4.	2025260003	SYED	AZHAR	SULTAN
5.	2011260001	MD	IRFAN	ALAM
6.	2018260001	MD	DARWESH	DASTAGIR
7.	2019260001	Faizan		Khan
8.	2025260004	Ibrahim		Ashrafi

9.	2013260001	MD		KASIM
10.	2024260001	MOHD		SALAHUDDIN
11.	2013260002	Sharia		Sharia
12.	2019260002	Nazir		Anwar
13.	2013260003	MOHAMMAD		DANISH
14.	2018260002	MD	WASI	ANWAR
15.	2019260003	Md		Abadat
16.	2025260005	ZOHAIB		ASIM
17.	2025260006	Md	Galib	Ahsan
18.	2025260007	MATLOOB	RAB	AKHTAR
19.	2025260008	MD	MARGHOOBUL	HAQUE
20.	2025260009	MD	SHADAB	PERWEZ
21.	2018260003	IQBAL		ASHRAF
22.	2013260004	GULSHAD		AHMAD
23.	2024260002	Shah		Alam
24.	2018260004	MD		DILNAWAZ
25.	2024260003	SAIF	ALI	KHAN
26.	2021260002	MD	SHAHZAD	ALI
27.	2026260001	Farman		Shahid
28.	2019260004	KASID		
29.	2018260005	MD	GHULAM	NABI
30.	2027260001	Altaf		Hussain
31.	2018260006	SHAZIA		ZAHEER
32.	2025260010	MD	JUNAID	ANSARI
33.	2019260005	Mohd	Zahid	Siddiqui
34.	2013260005	IMRAN		AHAMAD
35.	2025260011	MD	Hemayu	Ansari
36.	2013260006	mohammad		zeeshan
37.	2025260012	MD	ASHIQUE	AZIZ
38.	2025260013	MOHAMMAD	OWAIS	JILANI
39.	2025260014	Md		Hayatul
40.	2013260007	SARFAHAZ		AHMAD
41.	2021260003	ASFAHAN		AHMAD
42.	2023260001	MD	AMIRUL	ISLAM
43.	2017260001	SK	JAWED	AKHTAR
44.	2018260007	Tauquir		Ahmad
45.	2019260006	Razia		Rahman
46.	2025260015	MD	MAHBOOB	ALAM
47.	2024260004	MO		ADIL
48.	2025260016	MD	SALIM	YUSUF
49.	2019260007	ANAS		ZAFAR
50.	2021260004	ASHKAR		
51.	2021260005	SHAIK		IMRAN
52.	2019260008	OBAIDULLAH		
53.	2025260017	ABDUS	SALAM	NEYAZ
54.	2025260018	NEHA		PARWEEN

55.	2024260005	Mohammad Noman		
56.	2027260002	Hashim	Bashir	War
57.	2027260003	Zubair	Ahmad	Dar
58.	2018260008	SHAHANSHAH		AHAMAD
59.	2024260006	NASEEB		AHMAD
60.	2025260019	MD IMRAN	AHAD	ROUNAQUE
61.	2024260007	MOHD		TARIQUE
62.	2024260008	ANWARUL		HAQUE
63.	2025260020	MD	SHAHID	ALAM
64.	2018260009	Ayesha		Wasim
65.	2018260010	KHALILULLAH		KHAN
66.	2013260008	ABU	ARHAM	AZMI
67.	2019260009	ZAHEDA		HEYAT
68.	2025260021	MD	SHAJAR	IMAM
69.	2025260022	SADDAM		HUSSAIN
70.	2025260023	MD		CHAND
71.	2025260024	Wasim	Akram	Khan
72.	2018260011	MD	MERAZ	ANSARI
73.	2013260009	Arma		Farooqui
74.	2019260010	MD	KOUSAR	HASSAN
75.	2025260025	MD	FAIZAN	SAFI
76.	2021260006	MOHD	JAVED	ABBAS
77.	2025260026	ANWARUL		HAQUE
78.	2018260012	MD		REHAN
79.	2026260002	MOHD	AL	FAIZ
80.	2011260002	Sadia		Parveen
81.	2025260027	MD	SHAHJAHAN	ANSARI
82.	2024260009	FAIZUL		HASAN
83.	2024260010	ASIF		FAIZAN
84.	2025260028	Jauhar	Ali	Khan
85.	2019260011	MD	SALMAN	IQBAL
86.	2018260013	MD	ANZAR	SHADAB
87.	2013260010	AQDAS		RAZA
88.	2015260001	MD	shahnawaz	Zafar
89.	2021260007	Nazish		Ahmad
90.	2021260008	MOHD		FAIZAN
91.	2013260011	Subhan	Ahmad	Shaikh
92.	2013260012	MOHD	YASIR	KHAN
93.	2024260011	NAVED		KHAN
94.	2019260012	MD	Rizwan	
95.	2024260012	IZHARUDDIN		
96.	2025260029	SHOAIB		AKHTAR
97.	2018260014	MOHAMMAD	NASIM	AHAMAD
98.	2018260015	MD	ABID	RAZA
99.	2018260016	MD	MUZAFFAR	ALI
100.	2025260030	SHAHJAHAN		ANSARI

101.	2025260031	SHANSHAH		ALAM
102.	2025260032	FARHAN		ALI
103.	2025260033	RAHAT		RIZVI
104.	2025260034	Md	Sufiyan	Akhtar
105.	2024260013	MUSHEER		AHMAD
106.	2025260035	MD SAIF	ALI	KHAN
107.	2025260036	SORAIYA		FATMA
108.	2013260013	NASIR		JAMAL
109.	2019260013	mohamad	deen	mohd deen
110.	2013260014	Shakeel		Akhtar
111.	2012260001	Sarfraz ahmad	Shujauddin	Ansari
112.	2025260037	SHARIQUE		AHMAD
113.	2021260009	SHAIK MUNEER		
114.	2026260003	Farhan		Alam
115.	2026260004	Noory		Yamshi
116.	2021260010	Mohammad		Umar
117.	2025260038	MD NEYAZ	ATISH	ANSARI
118.	2025260039	OBAIDUR		RAHMAN
119.	2025260040	MD WAHID		ALAM
120.	2018260017	Zahedah		Asrar
121.	2021260011	Wajid	Hussain	Mir
122.	2025260041	MD	AYAZ	AHMAD
123.	2019260014	MD	HAMID	
124.	2025260042	SHARIB		WASI
125.	2013260015	UMAR		HAMDAN
126.	2023260002	SHADAB	SULTAN	KHAN
127.	2018260018	Md	Furqan	Ansari
128.	2026260005	MOHD		QASIM
129.	2018260019	MD	RIZWAN	ALI
130.	2019260015	Mohammad	Kumail	Khan
131.	2018260020	MD		TABISH
132.	2025260043	NADEEM		JAWED
133.	2018260021	Md aasif		Iqbal
134.	2018260022	GHOUS		FATMA
135.	2018260023	Mohd Asif		Kamal
136.	2025260044	Raunak		Parveen
137.	2019260016	SYED	NAUMAN	AHMED
138.	2026260006	MOHAMMAD	FAIZ	ALAM
139.	2021260012	md	faheem	uddin
140.	2019260017	Mohammad		Hamza
141.	2018260024	MD	SHAMSHAD	ALI
142.	2013260016	MOHAMMAD	HESHAM	ASHRAF
143.	2025260045	Zishan		Khan
144.	2021260013	MD	RAIYAN	GILANI
145.	2023260003	Quazi	Shadab	
146.	2019260018	NAGHMA		ANEES

147.	2013260017	MOHAMMAD		WASEEQUE
148.	2013260018	Khurshid		Alam
149.	2025260046	MD	WASIM	
150.	2025260047	MD	TAUHID	IQBAL
151.	2025260048	RABIYA		HASSAN
152.	2019260019	SYED	AAMIR	SHAMEEM
153.	2025260049	MD	ILTAF	RAJA
154.	2018260025	MD		SHAHBAZ
155.	2019260020	MOHD	UZAIR	KHAN
156.	2025260050	zakiya		zeenat
157.	2023260004	AAMIR		AHMAD
158.	2018260026	MAHAMMAD	AFTAB	ALAM
159.	2018260027	MD		AZAD
160.	2018260028	Md	Nirale	Mansoor
161.	2018260029	MD	Khurshid	Ahmad
162.	2019260021	Ahmad		Nasim
163.	2025260051	SHAHROUKH		AHMAD
164.	2025260052	MD		FARHAN
165.	2019260022	Syed	Shahrukh	Hussain
166.	2026260007	Mohd	Mujahid ul	Islam
167.	2024260014	ABDURRAHMAN		ABDURRAHMAN
168.	2019260023	Zakariya	Bin	Sarfaraz
169.	2025260053	IRSHAD		HUSSAIN
170.	2024260015	Mohd		Zain
171.	2025260054	Md	Manauwer	Alam
172.	2025260055	NADEEM		HASSAN
173.	2025260056	DANISH		EQUEBAL
174.	2025260057	DANISH		QUAMAR
175.	2024260016	SHAHNWAJ		AHMAD
176.	2024260017	MOHAMMAD		FURQAN
177.	2024260018	MOHAMMAD	RAFEEQUE	
178.	2018260030	MD		ADIL
179.	2025260058	Md	Shamim	Akhtar
180.	2019260024	MD		AFSAR
181.	2013260019	ZOYA		FATMA
182.	2024260019	AMREEN		
183.	2013260020	Waqar		Ahmad
184.	2024260020	Rafat		Naz
185.	2019260025	Sameer		Alam
186.	2019260026	MD	ANZER	ALAM
187.	2013260021	Osama		
188.	2013260022	MO		MOAZZAM
189.	2025260059	md	ehsan	alam
190.	2023260005	Abdus		Samad
191.	2018260031	MD	NIYAZ	ANWAR
192.	2022260001	MULLA	RIYAZ	AHMED

193.	2025260060	Md		Helal
194.	2022260002	SHAIK	SHAFEEULLAH	
195.	2024260021	FAIZUN		NABI
196.	2023260006	MD	TABREZ	ALAM
197.	2025260061	Roqaiya		Fatima
198.	2025260062	MD		DILSHAD
199.	2018260032	MEHJABIN		NAZ
200.	2025260063	Zuned		Ali
201.	2025260064	sadaf		Naz
202.	2025260065	Sabina		Khatoon
203.	2025260066	SAIF		EQBAL
204.	2026260008	MOHAMMAD		UVAISH
205.	2025260067	MD	SHARIQUE	REZA
206.	2013260023	ABU	HAZIM	
207.	2026260009	ZIYA	UR	REHMAN
208.	2021260014	Jamshed		
209.	2018260033	ATHAR		HUSSAIN
210.	2019260027	MD	NAJEEB	ALAM
211.	2012260002	MD	ABDULLAH	
212.	2019260028	Md		Kashif
213.	2025260068	KHUDDAM		HUSSAIN
214.	2013260024	MOHAMMAD		IBRAHIM
215.	2011260003	MD BASHIT		SAHEB
216.	2021260015	MD	RAHBAR	HUSSAIN
217.	2025260069	SHAKIB		ALAM
218.	2024260022	Abdul	Wadood	
219.	2018260034	Rashid		Khan
220.	2018260035	Neamtullah		
221.	2021260016	MD NIZAMUDDIN		NIZAMUDDIN
222.	2019260029	MD Masroor		Alam
223.	2024260023	AFREEN KHAN		KHAN
224.	2025260070	Sabina		Tabassum
225.	2018260036	Md		Shahnawaz
226.	2013260025	AKHLAQUE		ALI
227.	2019260030	Quadir		Alam
228.	2025260071	Md	Shahbaz	Uddin
229.	2025260072	Abdul		Samad
230.	2018260037	MD	SARFRAZ	KHUSROO
231.	2018260038	Md		Imran
232.	2021260017	MOHAMMED UMAR FARHAN		
233.	2019260031	MOHAMMAD		BASIT
234.	2025260073	SHAGUFTA		ALI
235.	2023260007	MAZHARUL		HAQUE
236.	2024260024	Muhiuddin		
237.	2017260002	Mohammad	Sayeed	Iqbal
238.	2024260025	MOHAMMAD		ILIYAS

239.	2025260074	Haris		Serwer
240.	2019260032	Mohammad	Talha Mubarak	Qudsi
241.	2019260033	Md	Tanvir	Alam
242.	2019260034	Md		Abuhamza
243.	2019260035	Md	MAHFUJUR	RAHMAN
244.	2021260018	Ahmadullah		
245.	2024260026	SAIYAD	AFJAL	ALI
246.	2018260039	MD	AARIF	HUSSAIN
247.	2018260040	GULFARAZ		ALAM
248.	2018260041	MD	FAHIMUR	RAHMAN
249.	2025260075	MD	SHAHNAWAZ	ALAM
250.	2021260019	MD	AKRAM	ALI
251.	2021260020	MOHD		ATEEQ
252.	2026260010	Arbaz		Khan
253.	2024260027	MOHAMMAD IRFAN	MOHAMMAD	IRFAN
254.	2021260021	Muhammed	Nadeer	C.V
255.	2026260011	Khalid	Khalid	Husain
256.	2026260012	Rabban		Ali
257.	2025260076	Shahid		Zafar
258.	2025260077	MD	IMRAN	TAUHEED
259.	2019260036	Ehtisham		Ahmad
260.	2019260037	MOHD	MOHID	KHAN
261.	2025260078	MD	ASIF	ALAM
262.	2013260026	Aliya	Aijaz	Shaikh
263.	2019260038	Yasir		Akhtar
264.	2019260039	MD	TABREZ	ALI
265.	2024260028	MOHD	ALI	ANSARI
266.	2025260079	Md	sajid	ali
267.	2018260042	AZEEM		HARISH
268.	2013260027	Nazim		Raza
269.	2013260028	Khurram		Abbas
270.	2013260029	Iftekhhar		Kaunain
271.	2021260022	Azra		Tazeen
272.	2023260008	MD	EAIJAN	ALAM
273.	2026260013	SHAHROUKH		KHAN
274.	2024260029	OSAMA		JAVED
275.	2013260030	Mohd		Sharique
276.	2018260043	MAZHARUL		ISLAM
277.	2018260044	ZAUFISHAN		QUAISER
278.	2016260001	MD MAIRAJ UDDIN		
279.	2018260045	MOHAMMAD	SAIF	ALI
280.	2021260023	DILSHAD PT		
281.	2021260024	Shahinsha		P
282.	2024260030	RAQEEB		UDDIN
283.	2021260025	Mohammed	Jalal	Kp
284.	2021260026	SYED		NASEER

285.	2021260027	Shabeer		P
286.	2021260028	NISAR	AHMED	
287.	2021260029	MOHD		AHAD
288.	2021260030	Mohammed	Saleem	Kv
289.	2025260080	MD	GOUHAR	IQWAL
290.	2019260040	Mohammad		Sultan
291.	2024260031	MOHAMMAD	AAMIR	
292.	2011260004	MD	SHAQLAIN	HAIDER
293.	2011260005	MD		HASIBURRAHMAN
294.	2011260006	MD		FIRDOUS
295.	2023260009	AYAZ		AHMAD
296.	2025260081	Aamir		Ahmad
297.	2025260082	MOHAMMAD		OMAIR
298.	2018260046	AHMAD		ALI
299.	2025260083	MD		ZEESHAN
300.	2024260032	Asif	Bin	Zainul
301.	2027260004	MEHRISH		ABBAS
302.	2023260010	MD		SAJID
303.	2019260041	MOHD		JUNAID
304.	2025260084	TAWANA		AFRIN
305.	2024260033	Maaz		Akhtar
306.	2019260042	MD	MINHAJ	SHARIF
307.	2025260085	Gulam		Mustafsa
308.	2013260031	MOHD		WARIS
309.	2021260031	Sajid		Ali
310.	2024260034	Sushil		Kumar
311.	2013260032	TAJALLI		HERA
312.	2018260047	MD TANWEER		
313.	2018260048	ABDUL		AASHIK
314.	2019260043	Md		Aarish
315.	2025260086	Md	Sameer	Alam
316.	2024260035	Ataullah		Khan
317.	2021260032	NEHAL		AHMAD
318.	2025260087	MD	SOHEL	DANISH
319.	2013260033	ahmad	osama	khan
320.	2013260034	NAGMA		NIZAM
321.	2019260044	MD	SAIF ALI	KHAN
322.	2018260049	MD JAWED		ANWAR
323.	2019260045	AMIR		SUHEL
324.	2021260033	Md	Alihassan	Raza
325.	2019260046	MD	ABUZAR	AKHTAR

13.2. List of candidate who have applied along with percentage and percentile score for Management quota seats:

List of candidates who have been offered admissions as on date through First Merit List (18 Oct 2020) and Second Merit list (12 Nov 2020) for admission in the academic year 2020-21:

First List of Provisionally Selected Candidates for Admission into MASTER OF BUSINESS ADMINISTRATION (Regular Mode) 2020-21						
Application No.	Hall Ticket No.	Name	Gender	General Rank	Category	Allotted Category
M200010159	2024260026	SAIYAD AFJAL ALI	M	1	General	General
M200000126	2025260003	SYED AZHAR SULTAN	M	2	General	General
M200001221	2025260014	MD HAYATUL	M	3	General	General
M200006848	2025260057	DANISH QUAMAR	M	4	General	General
M200013830	2013260033	AHMAD OSAMA KHAN	M	5	General	General
M200005066	2018260019	MD RIZWAN ALI	M	6	General	General
M200006185	2018260027	MD AZAD	M	7	General	General
M200006934	2018260030	MD ADIL	M	8	OBC	General
M200011002	2013260026	ALIYA AIJAZ SHAIKH	F	9	General	General
M200014039	2019260045	AMIR SUHEL	M	10	General	General
M200003961	2025260030	SHAHJAHAN ANSARI	M	11	OBC	General
M200006448	2025260051	SHAHRUKH AHMAD	M	12	OBC	General
M200006810	2025260055	NADEEM HASSAN	M	13	OBC	General
M200000563	2025260007	MATLOOB RAB AKHTAR	M	14	OBC	General
M200010960	2025260078	MD ASIF ALAM	M	15	OBC	General
M200001366	2023260001	MD AMIRUL ISLAM	M	16	General	General
M200010818	2025260077	MD IMRAN TAUHEED	M	17	General	General
M200005687	2021260013	MD RAIYAN GILANI	M	18	General	General
M200006856	2024260016	SHAHNWAJ AHMAD	M	19	OBC	General
M200000643	2018260003	IQBAL ASHRAF	M	20	General	General
M200006068	2019260020	MOHD UZAIR KHAN	M	21	General	General
M200003633	2025260029	SHOAIB AKHTAR	M	22	OBC	General
M200003263	2024260010	ASIF FAIZAN	M	23	OBC	General
M200004717	2025260039	OBAIDUR RAHMAN	M	24	General	General

M200000592	2025260008	MD MARGHOOBUL HAQUE	M	25	OBC	General
M200002262	2013260008	ABU ARHAM AZMI	M	26	OBC	General
M200002441	2025260021	MD SHAJAR IMAM	M	27	General	General
M200009259	2019260031	MOHAMMAD BASIT	M	28	OBC	General
M200000959	2025260010	MD JUNAID ANSARI	M	29	OBC	General
M200011438	2018260042	AZEEM HARISH	M	30	General	General
M200008080	2019260027	MD NAJEEB ALAM	M	31	General	General
M200011010	2019260038	YASIR AKHTAR	M	32	OBC	General
M200005820	2019260018	NAGHMA ANEES	F	33	OBC	Gen Women
M200010894	2019260037	MOHD MOHID KHAN	M	34	General	EWS
M200004072	2025260032	FARHAN ALI	M	35	General	EWS
M200000138	2011260001	MD IRFAN ALAM	M	36	OBC	OBC
M200006535	2024260014	ABDURRAHMAN	M	37	General	EWS
M200003150	2026260002	MOHD AL FAIZ	M	38	General	EWS
M200010060	2019260034	MD ABUHAMZA	M	39	General	EWS
M200013961	2019260044	MD SAIF ALI KHAN	M	40	General	EWS
M200000910	2018260006	SHAZIA ZAHEER	F	41	General	Gen Women
M200006127	2023260004	AAMIR AHMAD	M	45	OBC	OBC
M200006002	2025260049	MD ILTAF RAJA	M	48	OBC	OBC
M200004814	2025260041	MD AYAZ AHMAD	M	51	General	Children of Armed Personnel
M200004972	2013260015	UMAR HAMDAN	M	52	OBC	OBC
M200003514	2021260008	MOHD FAIZAN	M	54	OBC	OBC
M200005664	2013260016	MOHAMMAD HESHAM ASHRAF	M	55	OBC	OBC
M200013526	2013260032	TAJALLI HERA	F	57	OBC	Gen Women
M200000054	2025260002	NEHA	F	58	General	Gen Women
M200000635	2025260009	MD SHADAB PERWEZ	M	61	OBC	OBC
M200002176	2018260009	AYESHA WASIM	F	62	General	Gen Women
M200005214	2018260022	GHOUS FATMA	F	63	General	Gen Women
M200008538	2021260015	MD RAHBAR HUSSAIN	M	64	OBC	OBC
M200008362	2025260068	KHUDDAM HUSSAIN	M	65	OBC	OBC
M200005163	2018260020	MD TABISH	M	68	OBC	OBC
M200000776	2021260002	MD SHAHZAD ALI	M	69	OBC	OBC
M200005886	2025260046	MD WASIM	M	70	OBC	OBC

M200005345	2026260006	MOHAMMAD FAIZ ALAM	M	72	OBC	OBC
M200005172	2025260043	NADEEM JAWED	M	73	OBC	OBC
M200004074	2025260033	RAHAT RIZVI	M	74	OBC	OBC
M200003624	2024260012	IZHARUDDIN	M	75	OBC	OBC
M200005876	2013260018	KHURSHID ALAM	M	76	OBC	OBC
M200007171	2013260021	OSAMA	M	78	OBC	OBC
M200007014	2013260020	WAQAR AHMAD	M	79	OBC	OBC
M200001815	2019260007	ANAS ZAFAR	M	84	OBC	OBC
M200000032	2025260001	MD TALIB	M	86	OBC	OBC
M200013811	2021260032	NEHAL AHMAD	M	88	OBC	OBC
M200000377	2018260002	MD WASI ANWAR	M	89	OBC	OBC
M200003435	2013260010	AQDAS RAZA	M	91	OBC	OBC
M200002547	2025260022	SADDAM HUSSAIN	M	95	OBC	OBC
M200012234	2025260081	AAMIR AHMAD	M	97	OBC	OBC
M200008805	2013260025	AKHLAQUE ALI	M	98	OBC	OBC
M200000972	2013260005	IMRAN AHAMAD	M	99	OBC	OBC
M200001748	2025260016	MD SALIM YUSUF	M	101	OBC	OBC
M200004633	2026260004	NOORY YAMSHI	F	103	OBC	Gen Women
M200000059	2021260001	AARIF HUSSAIN MIR	M	111	General	J & K Migrant
M200007841	2025260064	SADAF NAZ	F	127	General	Gen Women
M200004266	2025260036	SORAIYA FATMA	F	131	General	Gen Women
M200012939	2027260004	MEHRISH ABBAS	F	135	General	Gen Women
M200001607	2019260006	RAZIA RAHMAN	F	150	General	Gen Women
M200001921	2025260018	NEHA PARWEEN	F	151	OBC	Gen Women
M200002726	2013260009	ARMA FAROOQUI	F	153	General	Gen Women
M200011781	2018260044	ZAUFISHAN QUAISER	F	154	General	Gen Women
M200009460	2025260073	SHAGUFTA ALI	F	174	General	Gen Women
M200013862	2013260034	NAGMA NIZAM	F	186	OBC	Gen Women
M200003174	2011260002	SADIA PARVEEN	F	192	OBC	OBC Women
M200001051	2025260012	MD ASHIQUE AZIZ	M	198	General	Gen PWD
M200006973	2013260019	ZOYA FATMA	F	207	General	EWS Women
M200005918	2025260048	RABIYA HASSAN	F	209	General	EWS Women
M200000325	2013260002	SHARIA	F	215	General	EWS Women
M200005267	2025260044	RAUNAK PARVEEN	F	218	OBC	OBC Women

**Second List of Provisionally Selected Candidates for Admission into
MASTER OF BUSINESS ADMINISTRATION (Regular
Mode) 2020-21**

Application No.	Hall Ticket	Name	Gender	General Rank	Category	Allotted Category
M200005820	2019260018	NAGHMA ANEES	F	33	OBC	General
M200010894	2019260037	MOHD MOHID KHAN	M	34	General	General
M200000723	2024260003	SAIF ALI KHAN	M	42	General	General
M200012227	2023260009	AYAZ AHMAD	M	43	General	General
M200003344	2019260011	MD SALMAN IQBAL	M	44	General	General
M200006127	2023260004	AAMIR AHMAD	M	45	General	General
M200000871	2018260005	MD GHULAM NABI	M	46	General	General
M200005098	2019260015	MOHAMMAD KUMAIL KHAN	M	47	General	General
M200010742	2025260076	SHAHID ZAFAR	M	49	General	General
M200005974	2019260019	SYED AAMIR SHAMEEM	M	50	General	EWS
M200000960	2019260005	MOHD ZAHID SIDDIQUI	M	66	General	EWS
M200007171	2013260021	OSAMA	M	78	OBC	OBC
M200007014	2013260020	WAQAR AHMAD	M	79	OBC	OBC
M200000972	2013260005	IMRAN AHAMAD	M	99	OBC	OBC
M200001748	2025260016	MD SALIM YUSUF	M	101	OBC	OBC
M200014064	2019260046	MD ABUZAR AKHTAR	M	102	OBC	OBC
M200013516	2024260034	SUSHIL KUMAR	M	104	OBC	OBC
M200000462	2019260003	MD ABADAT	M	105	OBC	OBC
M200006088	2025260050	ZAKIYA ZEENAT	F	107	General	Gen Women
M200008051	2021260014	JAMSHED	M	113	OBC	OBC
M200004710	2025260038	MD NEYAZ ATISH ANSARI	M	117	OBC	OBC
M200009862	2024260025	MOHAMMAD ILIYAS	M	119	OBC	OBC
M200006198	2018260028	MD NIRALE MANSOOR	M	120	OBC	OBC
M200001245	2013260007	SARFARAZ AHMAD	M	123	OBC	OBC
M200006953	2025260058	MD SHAMIM AKHTAR	M	124	OBC	OBC
M200004407	2013260014	SHAKEEL AKHTAR	M	125	OBC	OBC
M200012636	2024260032	ASIF BIN ZAINUL	M	126	OBC	OBC
M200007161	2019260026	MD ANZER ALAM	M	128	OBC	OBC
M200011866	2021260023	DILSHAD PT	M	134	OBC	OBC
M200012939	2027260004	MEHRISH ABBAS	F	135	General	Gen Women
M200003174	2011260002	SADIA PARVEEN	F	192	General	Gen Women
M200008669	2024260023	AFREEN KHAN KHAN	F	217	General	Gen Women
M200005267	2025260044	RAUNAK PARVEEN	F	218	OBC	OBC Women
M200007862	2025260065	SABINA KHATOON	F	236	General	EWS Women
M200005820	2019260018	NAGHMA ANEES	F	33	OBC	General
M200010894	2019260037	MOHD MOHID KHAN	M	34	General	General

M200000723	2024260003	SAIF ALI KHAN	M	42	General	General
M200012227	2023260009	AYAZ AHMAD	M	43	General	General
M200003344	2019260011	MD SALMAN IQBAL	M	44	General	General
M200006127	2023260004	AAMIR AHMAD	M	45	General	General
M200000871	2018260005	MD GHULAM NABI	M	46	General	General
M200005098	2019260015	MOHAMMAD KUMAIL KHAN	M	47	General	General
M200010742	2025260076	SHAHID ZAFAR	M	49	General	General
M200005974	2019260019	SYED AAMIR SHAMEEM	M	50	General	EWS
M200000960	2019260005	MOHD ZAHID SIDDIQUI	M	66	General	EWS
M200007171	2013260021	OSAMA	M	78	OBC	OBC
M200007014	2013260020	WAQAR AHMAD	M	79	OBC	OBC
M200000972	2013260005	IMRAN AHAMAD	M	99	OBC	OBC
M200001748	2025260016	MD SALIM YUSUF	M	101	OBC	OBC
M200014064	2019260046	MD ABUZAR AKHTAR	M	102	OBC	OBC
M200013516	2024260034	SUSHIL KUMAR	M	104	OBC	OBC
M200000462	2019260003	MD ABADAT	M	105	OBC	OBC
M200006088	2025260050	ZAKIYA ZEENAT	F	107	General	Gen Women
M200008051	2021260014	JAMSHED	M	113	OBC	OBC
M200004710	2025260038	MD NEYAZ ATISH ANSARI	M	117	OBC	OBC
M200009862	2024260025	MOHAMMAD ILIYAS	M	119	OBC	OBC
M200006198	2018260028	MD NIRALE MANSOOR	M	120	OBC	OBC
M200001245	2013260007	SARFARAZ AHMAD	M	123	OBC	OBC
M200006953	2025260058	MD SHAMIM AKHTAR	M	124	OBC	OBC
M200004407	2013260014	SHAKEEL AKHTAR	M	125	OBC	OBC
M200012636	2024260032	ASIF BIN ZAINUL	M	126	OBC	OBC
M200007161	2019260026	MD ANZER ALAM	M	128	OBC	OBC
M200011866	2021260023	DILSHAD PT	M	134	OBC	OBC
M200012939	2027260004	MEHRISH ABBAS	F	135	General	Gen Women
M200003174	2011260002	SADIA PARVEEN	F	192	General	Gen Women
M200008669	2024260023	AFREEN KHAN KHAN	F	217	General	Gen Women
M200005267	2025260044	RAUNAK PARVEEN	F	218	OBC	OBC Women
M200007862	2025260065	SABINA KHATOON	F	236	General	EWS Women

Admitted Students for the academic year 2020-21 (as on 15 Nov 2020) through first and second Merit List:

Sl. No.	Application No	Entrance Test Roll No.	Name	Dt of admission	Enrolment
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1.	M200000054	2025260002	NEHA	10/23/2020	A200197
2.	M200000126	2025260003	SYED AZHAR SULTAN	10/25/2020	A200198
3.	M200000138	2011260001	MD IRFAN ALAM	10/23/2020	A200199
4.	M200000325	2013260002	SHARIA	10/22/2020	A200200
5.	M200000377	2018260002	MD WASI ANSWAR	10/22/2020	A200201
6.	M200000462	2019260003	MD ABADAT	11/16/2020	NYA
7.	M200000563	2025260007	MATLOOB RAB AKHTAR	10/24/2020	A200202
8.	M200000635	2025260009	MD SHADAB PERWEZ	10/23/2020	A200203
9.	M200000643	2018260003	IQBAL ASJRAF	10/23/2020	A200204
10	M200000910	2018260006	SHAZIA ZAHEER	10/23/2020	A200205
11	M200000959	2025260010	MD JUNAID ANSARI	10/23/2020	A200206
12	M200001366	2023260001	MD AMIRUL ISLAM	10/25/2020	A200207
13	M200001607	2019260006	RAZIA RAHMAN	10/26/2020	A200208
14	M200002176	2018260009	AYESHA WASIM	10/24/2020	A200209
15	M200002441	2025260021	MD SHAJAR IMAM	10/23/2020	A200210
16	M200003150	2026260002	MOHD AL-FAIZ	10/23/2020	A200211
17	M200003263	2024260010	ASIF FAIZAN	10/29/2020	A200212
18	M200003514	2021260008	MOHD FAIZAN	10/23/2020	NYA
19	M200003633	2025260029	SHOAIB AKHTAR	10/23/2020	A200213
20	M200003961	2025260030	SHAHJAHAN ANSARI	10/25/2020	A200214
21	M200004072	2025260032	FARHAN ALI	10/26/2020	A200215
22	M200004266	2025260036	SORAIYA FATMA	10/24/2020	A200216
23	M200004633	2026260004	NOORY YAMSHI	10/24/2020	A200217
24	M200004972	2013260015	UMAR HAMDAN	10/24/2020	A171495
25	M200005172	2025260043	NADEEM JAWED	10/22/2020	A200218
26	M200005214	2018260022	GHOUS FATMA	10/23/2020	A200219
27	M200005664	2013260016	MOHAMMAD HESHAM ASHRAF	10/24/2020	A165050
28	M200005687	2021260013	MD RAIYAN GILANI	10/23/2020	A200220
29	M200005876	2013260018	KHURSHID ALAM	10/23/2020	A165076
30	M200006002	2025260049	MD ILTAF RAJA	10/23/2020	A200221
31	M200006068	2019260020	MOHD UZAIR KHAN	10/23/2020	A200222
32	M200006448	2025260051	SHAHRUKH AHMAD	10/26/2020	A200223
33	M200006535	2024260014	ABDURRAHMAN ABDURAHMAN	10/25/2020	A200224
34	M200006810	2025260055	NADEEM HASSAN	10/24/2020	A200225
35	M200006848	2025260057	DANISH QUAMAR	10/25/2020	A200226
36	M200006934	2018260030	MD ADIL	10/24/2020	A200227
37	M200006973	2013260019	ZOYA FATMA	10/22/2020	A200228
38	M200007014	2013260020	WAQAR AHMAD	11/16/2020	NYA
39	M200007841	2025260064	SADAF NAZ	10/22/2020	A200229
40	M200008080	2019260027	MD NAJEEB ALAM	10/23/2020	A171149
41	M200008362	2025260068	KHUDDAM HUSSAIN	10/26/2020	A200230
42	M200008805	2013260025	AKHLAQUE ALI	10/24/2020	A200231
43	M200009259	2019260031	MOHAMMAD BASIT	10/23/2020	A200232
44	M200009460	2025260073	SHAGUFTA ALI	10/22/2020	A200233
45	M200010060	2019260034	MD ABUHAMZA	10/26/2020	A200234

46	M200010159	2024260026	SAIYAD AFJAL ALI	10/25/2020	A200235
47	M200010960	2025260078	MD ASIF ALAM	10/24/2020	A200236
48	M200011438	2018260042	AZEEM HARISH	10/23/2020	A200237
49	M200011781	2018260044	ZAUFISHAN QUAISER	10/22/2020	NYA
50	M200013526	2013260032	TAJALLI HERA	10/23/2020	A200238
51	M200013830	2013260033	AHMAD OSAMA KHAN	10/24/2020	A200239
52	M200013862	2013260034	NAGMA NIZAM	10/24/2020	A200240
53	M200014039	2019260045	AMIR SUHEL	10/26/2020	A165075

14. Results of Admission Under Management seats/Vacant seats:

Admission is strictly based on entrance till the closing date of admissions fixed by the University for MBA programme.

- 14.1. Composition of selection team for admission under Management Quota with the brief profile of members (This information be made available in the public domain after the admission process is over): N.A.
- 14.2. Score of the individual candidate admitted arranged in order or merit: NA
- 14.3. List of candidate who have been offered admission: NA
- 14.4. Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate; NA
- 14.5. List of the candidate who joined within the date, vacancy position in each category before operation of waiting list: NA

15. Information of Infrastructure and Other Resources Available

- 15.1. Number of Class Rooms and size of each: 4

CL-1	Class Room-1	73.96 sqm
CL-2	Class Room-2	73.96 sqm
CL-3	Class Room-3	73.96 sqm
CL-4	Class Room-4	73.96 sqm

- 15.2. Number of Tutorial rooms and size of each: 01

Tut	Tutorial Room-1 (LGF)	52.41 sqm
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- 15.3. Number of Laboratories and size of each: 01

LL	Language Lab (Tut-2)	52.41 sqm
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- 15.4. Number of Drawing Halls with capacity of each: (Auditorium) - 01

AUD	Auditorium-I (LGF)	211.71 Sqm
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- 15.5. Number of Computer Centres with capacity of each: 01

CC (Lib)	Computer Centre	200 sqm
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- 15.6. Central Examination Facility, Number of rooms and capacity of each: - 01

EXAM	Examination Control Hall	96.12 sqm

Note: Besides, there is an auditorium available with 211 sqm (15.4 above) to hold the examination. Class rooms are also utilized to hold examination.

- 15.7. Barrier Free Built Environment for disabled and elderly persons:
The building is located at ground floor and lower ground floor with two approach ways. The building is barrier free. Besides, PwD toilet is also available for boys and girls.
- 15.8. Occupancy Certificate: Yes. Issued by the competent authority (CPWD).
- 15.9. Fire and Safety Certificate: Issued by the competent authority
- 15.10. Hostel Facilities: Centralized hostel facility is available for boys (4 hostels) and girls (two hostels) in the University campus. 100% hostel facility is offered to girls students.
- 15.11. Library : 292 sqm. (Departmental library). This is in addition to the adjacent Central Library
- 15.12. Number of Library books/ Titles/ Journals available (program-wise): 3324 Titles (MBA programme)
- 15.13. List of online National/ International Journals subscribed : 20 (12 Indian - 8 Foreign)
- 15.14. E- Library facilities : Available. Library is equipped with KOHA Library Management Software
- 15.15. Laboratory and Workshop : NA
- 15.16. List of Major Equipment/Facilities in each Laboratory/ Workshop : NA
- 15.17. List of Experimental Setup in each Laboratory/ Workshop: NA
- 15.18. Computing Facilities : A dedicated computer lab is available to the students of MBA programme. Besides, every faculty member is provided with either Desktop or Laptop or both with printer facilities. Centralised photocopying and scanning facilities are also available in the office.
- 15.19. Internet Bandwidth : 1GBPS (Provided by National Knowledge Network)
- 15.20. Number and configuration of System : 20+ 5 – Intel Core i3 and above
- 15.21. Total number of system connected by LAN : Some Faculty cabins, Dean's and HOD's office are connected with LAN. In Campus 400 + Terminals
- 15.22. Total number of system connected by WAN : The school building, library, hostels are connected with WAN/wifi network by the University through Centre for Information Technology (CIT).
- 15.23. Major software packages available : Open Source Software 5 - Legal System Software Windows
- 15.24. Special purpose facilities available: NA
- 15.25. Innovation Cell: Not available at present. The University is in the process of establishing one with the assistance of AICTE. Recently, the University has nominated one faculty from the School of Commerce and Business management to undergo training for implementation of National Innovation and Start-up Policy (NISP) for students and faculty under second phase
- 15.26. Social Media Cell : Yes.

Mr. Rizwan Ahmad, Director, Instructional Media Centre (IMC), MANUU is the Social Media Coordinator at University level. IMC, MANUU has been quite active in social media platforms to promote the events and activities undertaken in the University. It has a dedicated team of technical officers and staff and studio. IMC has an active Facebook following. The Web link of IMC is <https://www.imcmanuu.com/>



- 15.27. Compliance of the National Academic Depository (NAD), applicable to PGCM/ PGDM Institutions and University Departments:
Already complied with at University level and the Controller of Examination is the nodal officer for NAD at University level.

List of facilities available

- a. Games and Sports Facilities: Excellent sports and gymnasium facilities are available in the University. Besides there are ample space for outdoor games by the students. MANUU campus is spread 200 acres in the city of Hyderabad.
- b. Extra-Curricular Activities: Film screening are done regularly by IMC, MANUU. Theatre workshops, Film appreciation programmes, Urdu Calligraphy and other activities are conducted regularly.
- c. Soft Skill Development Facilities: University has been conducting English for Employability for the students with faculties from the Department of English. Besides, the MBA students are availing special lectures and workshops on soft skills development by visiting faculty members.



University Health Centre with 24 hours emergency facility



Badminton Indoor Courts



University Library Building

Sport team of MANUU



Hostel night celebrations (Boys and Girls). Naina Jaiswal, table tennis champion from Hyderabad was the chief guest and delivered a motivational lecture.



INDOOR SPORTS ZONE FOR GIRLS



Sports Day in the Outdoor Sports Ground at MANUU

Republic Day Celebration in the Campus 2019.





NCC Cadets from MANUU at the Republic Day Parade 2019.



Swachha Bharat Abhiyan March by the students of MANUU.



Launch of MANUU 'Tarana' written by Gulzar, noted Lyrist and music by Vishal Bhardwaj, Film Director at MANUU





Independence Day Celebrations 2019 by the Students of MANUU.



International Yoga Day Observation at MANUU by students and staff.



Dy Director General, NCC during his visit to the Campus on the NCC raising day.



Rock Formation in the Campus near the School of Technology which won the Heritage Award.

Teaching Learning Process

- a. Curricula and syllabus for each of the Programmes as approved by the University:
Yes
- b. Academic Calendar of the University: Approved by the Academic Council of the University every year and copies are hosted on the website. Revised and latest Academic Calendar 2020-21 is appended below:

<http://www.manuu.ac.in/Eng-Php/academic-calender.php>

مولا نا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A central University established by an Act of Parliament in the year 1998)
Accredited 'A' Grade by NAAC



ACADEMIC SECTION

Ref: MANUU/Acad/F.139/2020-21/112

16th November, 2020

NOTIFICATION

Sub: Reschedule of Academic Calendar for Odd and Even Semesters 2020-2021 for all programmes except programmes offered by School of Education & Training – Reg.

Ref: Approval of the Vice-Chancellor I/c. dated 12.11.2020

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The Competent Authority has approved the following revised Academic Calendar for Odd and Even Semesters 2020-2021 for all the programmes except Programmes offered by School of Education and Training in view of the UGC Guidelines on Academic Calendar.

Odd Semester (2020-21)	Schedule
Reopening & Induction Program	09.11.2020 to 17.11.2020
Commencement of Classes (Online till further orders) for all 1 st Semester students	09.11.2020 to 27.02.2021
Last Date for submission of Internal Assessments on IUMS	02.03.2021
Release of Admit Cards for 1 st Semester Exams	05.03.2021
Examination(Online/Offline as the case may be) (Theory Exams shall be conducted daily)	09.03.2021 to 31.03.2021

Even Semester (2020-21)	Schedule
Reopening & commencement of classes for 2 nd Semester students(Online/Offline as the case may be)	01.04.2021 to 21.07.2021
Last Date for submission of Internal Assessments on IUMS	24.07.2021
Release of Admit Cards for 2 nd Semester Exams (other than Edu. & Trg.)	27.07.2021
Examination(Online/Offline as the case may be) (theory Exams shall be conducted daily)	01.08.2021 to 20.08.2021
Summer Vacation for the Faculty and the Students	21.08.2021 to 03.09.2021
Re-opening for 2021-22	04.09.2021

The above Academic schedule is for six day week.

*Separate Academic schedule will be notified for CTE- Srinagar & ASC, Budgam


Registrar
17-11-2020

Copy to:

1. All the Deans of School of Studies/HoDs of the Teaching Departments/
Principals of Polytechnics/ In-charge Lucknow Campus;
2. Office of the VC/Registrar/FO/CoE/Librarian/Director DoA.
3. Concerned file

c. Academic Time Table with the name of the Faculty members handling the Course:

MAULANA AZAD NATIONAL URDU UNIVERSITY
TENTATIVE ACADEMIC TIME-TABLE

I Semester MBA (2020-22 Batch) – Section ‘A’: Academic year 2020-21

Day	9- 10 AM	10-11 AM	11-12 Noon	12-1 PM	1.40-2.40 PM	2.40-3.40 PM	3.40-4.40 PM
Mon	Marketing Management (Dr Reshma)	Financial Reporting and Analysis (Dr Safiuddin)	Management Theory (Prof. Baiduddin)	Business Statistics (Prof. Azeem)	Computer Application for Business (CS & IT Faculty)	AET-Enterprise Analysis (Dr Kamruddin)	Skill Development (Mr. Nissar Hussain & Mr. Muzzamil)
Tue	Managerial Economics (Prof. Saneem)	Financial Reporting and Analysis (Dr Safiuddin)	Org. Behaviour (Mr. Saidalvi)	Life Skills (Dr Kamruddin)	Mentoring (Prof. Razaulla and all Faculty)	AET-Enterprise Analysis (Dr Kamruddin)	-
Wed	Marketing Management (Dr Reshma)	Managerial Economics (Prof. Saneem)	Financial Reporting and Analysis (Dr Safiuddin)	Org. Behaviour (Mr. Saidalvi)	Generic Elective Course (Prof. Razaulla)	M.S. Office Lab (CS & IT Faculty)	-
Thurs	Business Statistics (Prof. Azeem)	Marketing Management (Dr Reshma)	Org. Behaviour (Mr. Saidalvi)	Management Theory (Prof. Baiduddin)	Computer Application for Business (CS & IT Faculty)	M.S. Office Lab (CS & IT Faculty)	-
Fri	Life Skills (Dr Kamruddin)	Business Statistics (Prof. Azeem)	Managerial Economics (Prof. Saneem)	Management Theory (Prof. Baiduddin)	-	-	-
Sat.	Management Theory (Prof. Baiduddin)	Financial Reporting and Analysis (Dr Safiuddin)	Business Statistics (Prof. Azeem)	Managerial Economics (Prof. Saneem)	Org. Behaviour (Mr. Saidalvi)	GEC-IBF-1 Comp.Appl.-2 MS Office-2 Skill Dev. 1 Mentoring-1 Total: 7	Bus. Statistics-4 Mgt. Theory-4 Managerial Econ. 4 Fin. Analysis-4 OB-4 Mkg. Mgt-3 Ent. Analysis-2 Life Skills-2 Total = 27 -

(Tea break/Faculty Tea for 10 minutes in between 2nd and 3rd period)

Lunch break from 1.00 to 1.40 PM

MAULANA AZAD NATIONAL URDU UNIVERSITY
TENTATIVE ACADEMIC TIME-TABLE

I Semester MBA (2020-22 Batch) – Section ‘B’: Academic year 2020-21

Day	9- 10 AM	10-11 AM	11-12 Noon	12-1 PM	1.40-2.40 PM	2.40-3.40 PM	3.40-4.40 PM
Mon	Management Theory (Dr Rashid)	Business Statistics (Prof. Azeem)	Managerial Economics (Prof. Saneem)	Financial Reporting and Analysis (Dr Safiuddin)	Computer Application for Business (CS & IT Faculty)	AET-Enterprise Analysis (Dr Kamruddin)	Skill Development (Mr. Nissar Hussain & Mr. Muzzamil)
Tue	Life Skills (Dr Kamruddin)	Marketing Management (Dr Reshma)	Business Statistics (Prof. Azeem)	Managerial Economics (Prof. Saneem)	Mentoring (Prof. Razaulla and all Faculty)	AET-Enterprise Analysis (Dr Kamruddin)	-
Wed	Management Theory (Dr Rashid)	Org. Behaviour (Dr Kamruddin)	Business Statistics (Prof. Azeem)	Managerial Economics (Prof. Saneem)	Islamic Banking Finance-GEC (Prof. Razaulla)	M.S. Office Lab (CS & IT Faculty)	
Thur	Financial Reporting and Analysis (Dr Safiuddin)	Life Skills (Dr Kamruddin)	Marketing Management (Dr Reshma)	Org. Behaviour (Dr Kamruddin)	Computer Application for Business (CS & IT Faculty)	M.S. Office Lab (CS & IT Faculty)	-
Fri	Financial Reporting and Analysis (Dr Safiuddin)	Marketing Management (Dr Reshma)	Org. Behaviour (Dr Kamruddin)	Management Theory (Dr Rashid)	-	-	-
Sat	Management Theory (Dr Rasheed)	Financial Reporting & Analysis (Dr Safiuddin)	Business Statistics (Prof. Azeem)	Managerial Economics (Prof. Saneem)	Org. Behaviour (Dr Kamruddin)	GEC-IBF-1 Comp.Appl.-2 MS Office-2 Skill Dev. 1 Mentoring-1 Total: 7	Bus. Statistics-4 Mgt. Theory-4 Managerial Econ. 4 Fin. Analysis-4 OB-4 Mkg. Mgt-3 Ent. Analysis-2 Life Skills-2 Total = 27

(Tea break/Faculty Tea for 10 minutes in between 2nd and 3rd period)

Lunch break from 1.00 to 1.40 PM

MAULANA AZAD NATIONAL URDU UNIVERSITY
TENTATIVE TIME-TABLE

III Semester MBA (2019-21 Batch) – Section ‘A’: Academic year 2020-21

Day	9- 10 AM	10-11 AM	11-12 Noon	12-1 PM	1.40-2.40 PM	2.40-3.40 PM	3.40-4.40 PM
Mon	International Business (Prof. Badiuddin)	Production and Operations Management (Mr. Saidalvi)	Consumer Behaviour (Dr Reshma)/	Industrial Relations Mgt & Law (Dr Sikandar)	Project Work (HoD and other faculties)	GER-Islamic Banking Finance (Mr. Saidalvi)	-
Tue	Production and Operations Management (Mr. Saidalvi)	International Business (Prof. Badiuddin)	Performance Management & Leadership (Dr Kamruddin)/	Financial Institutions & Markets (Prof. Saneem)	Project Work (HoD and other faculties)	MIS Lab	-
Wed	International Business (Prof. Badiuddin)	Marketing of Services (Prof. M.A. Azeem)	Strategic Financial Management (SFM)	Industrial Relations Mgt & Law (Dr Sikandar)	Skill Development (Mr. Nissar Hussain & Mr. Muzzamil)	GER-Islamic Banking Finance (Mr. Saidalvi)	
Thur	Production and Operations Management (Mr. Saidalvi)	International Business (Prof. Badiuddin)	Marketing of Services (Prof. M.A. Azeem)	Financial Institutions & Markets (Prof. Saneem)	Skill Development (Mr. Nissar Hussain & Mr. Muzzamil)	English for Employability (GE) (Adjunct Faculty/English Department)	
Fri	Production and Operations Management (Mr. Saidalvi)	Financial Institutions & Markets (Prof. Saneem)	Industrial Relations Management & Law (Dr Sikandar)	Marketing of Services (Prof. M.A. Azeem)	-	-	-
Sat	Consumer Behaviour (Dr Reshma)	Performance Management & Leadership (Dr Kamruddin)	Strategic Financial Management (SFM)	Project (HoD and other faculties)	-	GER-IBF-2 SDP-2 English for Employ-1 Project work-3 Total: 08	Intl. Busiess-4 Prod & Ops Mgt-4 Cons. Behaviour-4 Perfor. Mgt & L-4 SFM-4 Industrial Relations -3 FIM-3 Mkg. Of services-2 (Total= 28)

(Tea break/Faculty Tea for 10 minutes in between 2nd and 3rd period)

Lunch break from 1.00 to 1.40 PM

MAULANA AZAD NATIONAL URDU UNIVERSITY
TENTATIVE ACADEMIC TIME-TABLE

III Semester MBA (2019-21 Batch) – Section ‘B’: Academic year 2020-21

Day	9- 10 AM	10-11 AM	11-12 Noon	12-1 PM	1.40-2.40 PM	2.40-3.40 PM	3.40-4.40 PM
Mon	International Business (Dr Sikandar)	Production and Operations Management (Mr. Saidalvi)	Consumer Behaviour (Dr Reshma)/	Industrial Relations Mgt & Law (Dr Sikandar)	Project Work (HoD and other faculties)	GER-Islamic Banking Finance (Mr. Saidalvi)	-
Tues	Production and Operations Management (Mr. Saidalvi)	International Business (Prof. Badiuddin)	Performance Management & Leadership (Dr Kamruddin)/	Financial Institutions & Markets (Prof. Saneem)	Project Work (HoD and other faculties)	MIS Lab-GE	-
Wed	International Business (Dr Sikandar)	Marketing of Services (Prof. M.A. Azeem)	Strategic Financial Management (SFM)	Industrial Relations Mgt & Law (Dr Sikandar)	Skill Development (Mr. Nissar Hussain & Mr. Muzzamil)	GER-Islamic Banking Finance (Mr. Saidalvi)	-
Thur	Production and Operations Management (Mr. Saidalvi)	International Business (Dr Sikandar)	Marketing of Services (Prof. M.A. Azeem)	Financial Institutions & Markets (Prof. Saneem)	Skill Development (Mr. Nissar Hussain & Mr. Muzzamil)	English for Employability - GE (Adjunct Faculty/English Department)	-
Fri	Production and Operations Management (Mr. Saidalvi)	Financial Institutions & Markets (Prof. Saneem)	Industrial Relations Management & Law (Dr Sikandar)	Marketing of Services (Prof. M.A. Azeem)	-	-	-
Sat	Consumer Behaviour (Dr Reshma)	Performance Management & Leadership (Dr Kamruddin)	Strategic Financial Management (SFM)	Project (HoD and other faculties)	-	GER-IBF-2 SDP-2 English for Employ-1 Project work-3 Total: 08	Intl. Busiess-4 Prod & Ops Mgt-4 Cons. Behaviour-4 Perfor. Mgt & L-4 SFM-4 Industrial Relations -3 FIM-3 Mkg. Of services-3 (Total= 28)

(Tea break/Faculty Tea for 10 minutes in between 2nd and 3rd period)

Lunch break from 1.00 to 1.40 PM

- d. Teaching Load of each Faculty: As per AICTE/UGC Norms
Professor and Assistant Professor: 14 hours
Assistant Professor – 16 hours.
- e. Internal Continuous Evaluation System and in place: Continuous Evaluation System is in place as CBCS pattern and approved by the Academic Council of the University. The Examinations are managed through iUMS (integrated University Management System) online.
- f. Student’s assessment of Faculty, System in place: Yes. Through online iUMS and monitored by the IQAC.

Opening page of iUMS, MANUU



MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited with 'A' Grade by NAAC)

University Management System UMS

Home Result Sheets Course Structure Exam Result **Student Login** Employee Login

IUMS Student Login

Welcome, Please sign in

Enrollment Number

Enrollment Password

19769 Enter Captcha

MBA SYLLABUS

Introduction

The Two-year full time campus based MBA programme under the School of Commerce and Business (Department of Management and Commerce), MANUU got the approval of the AICTE from the academic year 2020-21. The revised MBA curriculum aims to bring conformity in terms of AICTE Model Curriculum Jan, 2018. The curriculum takes the MBA programme to the next level in terms of implementing Outcome Based Education (OBE) along with the Choice Based Credit System (CBCS) and Grading System as per AICTE Guidelines.

MBA Programme Focus

Programme Educational Objectives (PEOs)

1. Graduates of the MBA program will successfully integrate core, cross-functional and inter-disciplinary aspects of management theories, models and frameworks with the real world practices and the sector specific nuances to provide solutions to real world business, policy and social issues in a dynamic and complex world.
2. Graduates of the MBA program will possess excellent communication skills, excel in cross-functional, multi-disciplinary, multi-cultural teams, and have an appreciation for local, domestic and global contexts so as to manage continuity, change, risk, ambiguity and complexity.
3. Graduates of the MBA program will be appreciative of the significance of Indian ethos and values in managerial decision making and exhibit value centered leadership.
4. Graduates of the MBA program will be ready to engage in successful career pursuits covering a broad spectrum of areas in corporate, non-profit organizations, public policy, entrepreneurial ventures and engage in life-long learning.
5. Graduates of the MBA program will be recognized in their chosen fields for their managerial competence, creativity & innovation, integrity & sensitivity to local and global issues of social relevance and earn the trust & respect of others as inspiring, effective and ethical leaders, managers, entrepreneurs, intrapreneurs and change agents.

Programme Outcomes (POs)

At the end of the MBA programme the learner will possess the

1. *Generic and Domain Knowledge* - Ability to articulate, illustrate, analyze, synthesize and apply the knowledge of principles and frameworks of management and allied domains to the solutions of real-world complex business issues.
2. *Problem Solving & Innovation* - Ability to Identify, formulate and provide innovative solution frameworks to real world complex business and social problems by systematically applying modern quantitative and qualitative problem solving tools and techniques.
3. *Critical Thinking* - Ability to conduct investigation of multidimensional business problems using research based knowledge and research methods to arrive at data driven decisions
4. *Effective Communication* - Ability to effectively communicate in cross-cultural settings, in technology mediated environments, especially in the business context and with society at large
5. *Leadership and Team Work* - Ability to collaborate in an organizational context and across organizational boundaries and lead themselves and others in the achievement of organizational goals and optimize outcomes for all stakeholders.
6. *Global Orientation and Cross-Cultural Appreciation*: Ability to approach any relevant business issues from a global perspective and exhibit an appreciation of Cross Cultural aspects of business and management.
7. *Entrepreneurship* - Ability to identify entrepreneurial opportunities and leverage managerial & leadership skills for founding, leading & managing startups as well as professionalizing and growing family businesses.
8. *Environment and Sustainability* - Ability to demonstrate knowledge of and need for sustainable development and assess the impact of managerial decisions and business priorities on the societal, economic and environmental aspects.
9. *Social Responsiveness and Ethics* - Ability to exhibit a broad appreciation of the ethical and value underpinnings of managerial choices in a political, cross-cultural, globalized, digitized, socio-economic environment and distinguish between ethical and unethical behaviors & act with integrity.
10. *Life Long Learning* – Ability to operate independently in new environment, acquire new knowledge and skills and assimilate them into the internalized knowledge and skills.

Programme Specific Outcomes (PSOs)

It is expected that Institutes define the PSOs for each specialization / major-minor combination. PSOs shall also vary based upon the customized combination of Generic Core, Generic Elective, Subject Core, Subject Elective, Foundation, Enrichment & Alternative Study Credit Courses that they offer.

Graduate Attributes (GAs)

At the end of the MBA programme the learner shall exhibit:

GA1: Managerial competence

GA2: Proficiency in Communication, Collaboration, Teamwork and Leadership

GA3: Competence in Creativity & Innovation

GA4: Research Aptitude, Scholarship & Enquiry

GA5: Global Orientation

GA6: Proficiency in ICT & Digital Literacy

GA7: Entrepreneurship & Intrapreneurship Orientation

GA8: Cross-functional & Inter-disciplinary Orientation

GA9: Results Orientation

GA10: Professionalism, Ethical, Values Oriented & Socially Responsible behaviour

GA11: Life-Long Learning Orientation

Course Types

Core courses: Core courses are the compulsory courses for all the students. Core courses are of two types: Generic Core & Subject Core.

Generic Core: This is the course which should compulsorily be studied by a candidate as a core requirement to complete the requirement of a degree in a said discipline of study. Therefore, Generic Core courses are mandatory and fundamental in nature. These courses cannot be substituted by any other courses.

Subject Core: A Core course may be a Subject Core if there is a choice or an option for the candidate to choose from a broad category (grouping) of subjects (specializations / electives).

Elective Course: Elective course is a course which can be chosen from a pool of courses.

Generic Elective: An elective course which is common across disciplines / subjects is called a generic elective. Generic elective is offered at university level or at institute level. Generic Electives are classified to Skill Enhancement Courses and Ability Enhancement Courses.

Subject Elective: A 'Discipline (specialization) centric' elective is called 'Subject Elective.' Subject Elective courses, in the Semester III and IV are focused on a specialization.

Massive Open Online Courses (MOOCs): Massive Open Online Courses (MOOCs) are such online courses which are developed as per the pedagogy stated in the AICTE regulation (2016) or equivalent; following the four quadrant approach and made available on the SWAYAM platform of Government of India.

Summer Internship Project

At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 weeks. For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work. SIP shall have 6 credits. It is mandatory for the student to seek advance written approval from the faculty guide and the Head of the Department before commencing the SIP. Students shall also seek a formal evaluation of their SIP from the company guide. The formal evaluation by the company guide shall comment on the nature and quantum of work undertaken by the student, the effectiveness and overall professionalism. There shall be an external viva-voce for the SIP for 50 marks. The external viva-voce shall be conducted after the theory exam of Semester III. The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported with sufficient contents as prescribed by the SCBM.

Course contents: The revised syllabus of MBA programme by the School of Commerce and Business Management (Department of Management & Commerce) conforms to the Model Curriculum norms for MBA, prescribed by the AICTE in January 2018. According

to the norms, every Institute approved for MBA programme shall have 54 courses of Core credits, 42 credits of Electives and 6 credits of internal and field visits. Syllabus contents have been finalized by the SCBM after several rounds of peer review meetings held at the departmental level from March 2020 to October, 2020.

Pedagogy: Students will be taught through the combination of lecture, readings, case study, group presentation and class room discussions with a view to encourage them to develop their own leadership strengths and developing a path for success by improving the identified strengths and overcoming the limitations.

Workshops and Industry – Academic interaction: SCBM will organize special workshops, industry-academia lecture series by domain experts and industry leaders, Resume writing and career development workshops/classes, to improve the personality of students and improve their competitiveness and confidence level to face employment interviews.

Credits:- In terms of credits, for a period of one semester of 15 weeks:

- a) Every ONE-hour session per week of L amounts to 1 credit per semester
 - b) A minimum of TWO hours per week of T amounts to 1 credit per semester,
 - c) A minimum of TWO hours per week of P amounts to 1 credit per semester,
- Each credit is a combination of 3 components viz. Lecture (L) + Tutorials (T) + Practice (Practical / Project Work / Self Study) (P) i.e. LTP Pattern. Indicative LTP, for each course, is documented in the syllabus.

Comprehensive Internal Evaluation (CIE):

1. The course teacher shall prepare the scheme of Comprehensive Internal Evaluation before commencement of the term.
2. The Head of the Department shall approve the scheme of Internal Evaluation with or without modifications.
3. For a 3 Credit Course there shall be a MINIMUM of TWO internal evaluations. The final scores shall be converted to 25 using an average of two formula.
4. For 2 Credit Course there shall be a MINIMUM of ONE CIE items. The final scores shall be converted to 25.
5. CIE shall be spread through the duration of course and shall be conceptualized, executed, assessed and documented by the course teacher.
6. Comprehensive Internal Evaluation Methods: Course teachers shall opt for a combination of one or more CIE methods listed below; Out of which Group A is mandatory for all subjects for 15 marks. The assessment for remaining 10 marks shall be conducted using any methods from group B, C,D and E.

Group A (Individual Assessment) – Not more than 2 per course

Class Test; In-depth Viva-Voce

Group B (Individual Assessment) – Atleast 1 per course

Case Study; Situation Analysis; Presentations

Group C (Group Assessment) – Not more than 1 per course with the following:

Field Visit / Study tour and report of the same; Small Group Project & Internal Viva-Voce; Model Development; Role Play

Group D (Use of Literature / Research Publications- Individual Assessment) – Not more than 1 per course with the following:

Book Review; Drafting a Policy Brief; Drafting an Executive Summary; Literature Review; Thematic Presentation; Publishing a Research Paper

Group E (Use of Technology - Individual Assessment) – Not more than 1 per course with the following:

Online Exam; Simulation Exercises; Webinar based assessment; Creating Webpage / Website / Blog.

End Semester Evaluation (ESE):

The End Semester Evaluation (Summative Evaluation) for the Generic Core (GC), Subject Core (SC) and the Generic Elective (GE - UL) course shall be conducted by the Maulana Azad National Urdu University, Hyderabad.

Credit Transfer for MOOCs:

1. Learners are encouraged to opt for MOOCs (Massive Online Open Courses) through SWAYAM and NPTEL.

2. Not more than 20% of the total credits (22 Credits) shall be earned through the MOOCs.

3. Not more than 20% of the credits per semester (6 credits) per semester shall be earned through the MOOCs.

4. Since MOOC is a guided self-study course 40 - 45 hours of work shall be equivalent to one credit. The faculty shall oversee the progress of the learner as well as evaluate the learner for 50 marks / 2 credits.

5. Students shall apply to the Head of the Department / other designated competent academic

authority of the institute in advance and seek permission for seeking credit transfer for the proposed MOOCs, he/she wishes to pursue.

6. In case of SWAYAM, the students shall be evaluated as a part of the MOOC itself by the host institution (i.e. institution who has launched the MOOC through SWAYAM).

Passing Standards: A student shall be said to have earned the credits for a course if he/she earns minimum 40% marks.

Grading System: The Indirect and Absolute Grading System shall be used, i.e. the assessment of individual Courses in the concerned examinations will be on the basis of marks. However, the marks shall later be converted into Grades by a defined mechanism wherein the overall performance of the learners can be reflected after considering the Credit Points for any given course. The overall evaluation shall be designated in terms of Grade. The 10-point standard scale mandated by UGC shall be used.

The performance of a student will be evaluated in terms of two indices, viz.

(a) Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester

(b) Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time.

Degree Requirements: The degree requirements for the MBA programme are completion of minimum 102 credits.

Maximum Duration for completion of the Programme: The candidates shall complete the MBA Programme within 4 years from the date of admission.

Grade Improvement: A Candidate who has secured any grade other than F (i.e. passed the MBA programme) and desires to avail the Grade Improvement option, may apply under Grade Improvement Scheme within five years from passing that Examination.

Attendance:- The student must meet the requirement of 75% attendance per semester per course for grant of the term as per AICTE norms. The University may condone the shortage in attendance in exceptional circumstances, up to a maximum of 10%. The University shall have the right to withhold the student from appearing for examination of a specific course if the above requirement is not fulfilled.

Medium of Instruction:- The medium of Instruction and Evaluation shall be Urdu as per the University Act, statutes and academic Ordinances.

Detailed Course List for each semester is provided as under, followed by detailed syllabus:

a. Title of the Course:

MBA PROGRAMME SCHOOL OF COMMERCE AND BUSINESS MANAGEMENT MAULANA AZAD NATIONAL URDU UNIVERSITY HYDERABAD		
Semester-I	Type	No. of credits
Core courses		
Management Theory	CC	3
Business Analytics and Statistics	CC	3
Managerial Economics	CC	3
Financial Reporting and Analysis	CC	3
Marketing Management	CC	3
Organizational Behavior	CC	3
Computer Applications for Business	GE	2
MS-Office Lab	GE	2
Electives:		
a) Life Skills	SEC	2
b) Verbal Communication Lab		
c) Foreign Language – I		
Enterprise Analysis	AEC	2
(Core-18; GE-4; SEC-2 & AEC-2)		26
Semester-II	Type	No. of credits
Core courses		
Human Resource Management	CC	3
Business Communication	CC	3
Financial Planning and Management	CC	3
Indian Economy and Business Environment	CC	3
Legal Aspects of Business	CC	3
Business Research Methods (BRM)	CC	3
Database Management System	GE	2
DBMS Lab	GE	2
Electives		
Mentoring and Coaching Skills	SEC	2
Written Analysis & Communication Lab		
Foreign Language - II		

a) SPSS	AEC	2
b) Enterprise Analysis		
(Core-18; GE-4; SEC-2 & AEC-2)		26
Semester-III	Type	No. of credits
Core courses		
Operations and Supply Chain Management	CC	3
e-Commerce and Digital Marketing	CC	3
Corporate Social Responsibility and Business Ethics	CC	3
Elective Subject Core (SC)		
MARKETING MANAGEMENT Consumer Behaviour FINANCIAL MANAGEMENT International Finance HUMAN RESOURCE MANAGEMENT International Human Resource Management	DSE	4
Subject Elective (SE)		
MARKETING MANAGEMENT a) International Marketing b) Sales and Advertisement Management FINANCIAL MANAGEMENT a) Corporate Finance b) Behavioral Finance HUMAN RESOURCE MANAGEMENT a) Employee Relations and Labour Legislations b) Talent Management	DSE	4 + 4 (8)
M.S. Excel	GE	2
(Core-9 ; DSE-12 & GE-2)		23
Semester-IV	Type	No. of credits
Core courses		
Entrepreneurship Development	CC	3
Strategic Management (SM)	CC	3
Innovations Management	CC	3
Subject Core (Electives)		
a) Performance Management Systems b) Retail Management (Marketing) c) Investment Analysis and Portfolio Management (Fin)	DSE	4
Subject Elective (Specialization)		
Marketing Management Services Marketing Product & Brand Management FINANCIAL MANAGEMENT Taxation Financial Derivatives HUMAN RESOURCE MANAGEMENT Organizational Charge and Development Human Resource Development	DSE	4 + 4 (8)
Internship and Project + Project Viva-Voce	CC	6

(Core-9; DSE-12; internship -6)		27
(26+26+23+27 = 102 credits)		

Summary and Abbreviation:

Total Credits:					
Credits per Semester	Semester I: 26	Semester II: 26	Semester III: 23	Semester IV: 27	Total: 102
Credits per Course	Core Courses: 54	Elective Courses: 42	Internship and Project: 6		Total: 102
AEC : Ability Enhancement Course CC : Core Course- DSE : Discipline Specific Elective- E : External GE : Generic Elective I : Internal SEC : Skill Enhancement Course					

- b. Curricula and Syllabi: <https://manuu.edu.in/University/SCBM/DMC/Programs>
- c. Laboratory facilities exclusive to the Post Graduate Course (MBA): Computer Lab.
- d. Special Purpose: Auditorium and Separate Library-cum-reading room and computer centre are available for MBA students.
- e. Software, all design tools in case: MS Office software is available for MBA students.
- f. Academic Calendar and frame work: As approved by the Academic Council of the University. <https://manuu.edu.in/>

16. Enrolments of students in the last 3 years:

2018-19	2019-20	2020-21 (Intake 120 as approved by the AICTE)
73 (Intake: 90)	85 (Intake: 112)	54 (as on 15 Nov 2020). Admission is still in progress. Data will be uploaded/revised in due course.

The list of 85 students admitted last academic year 2019-20 with enrolment numbers are given below:-

S.No.	RollNumber	Enrollment	Name
1.	19MMBA001HY	A190002	MOHD ABU NOMAN
2.	19MMBA002HY	A190003	SHAPER PARWEEN
3.	19MMBA003HY	A190004	MOHD ANAS
4.	19MMBA004HY	A190005	MOHD IMRAN
5.	19MMBA005HY	A190006	FARHAN AKHTAR
6.	19MMBA006HY	A190007	MOHAMMAD ADNAN
7.	19MMBA007HY	A190008	MD SOHAIL PERWEZ
8.	19MMBA008HY	A190009	SABA PERWEEN
9.	19MMBA009HY	A190010	MD NAUSHAD ALAM
10.	19MMBA010HY	A190011	MD ANZAR
11.	19MMBA011HY	A190012	MD NASHIR IQBAL KHAN
12.	19MMBA012HY	A190013	MD SHAHZAD
13.	19MMBA013HY	A190014	SARTAJ ANSARI
14.	19MMBA014HY	A190015	SHAHJADI RISHA BANO
15.	19MMBA015HY	A190016	SARAFAT ANSARI
16.	19MMBA016HY	A190017	MAHMOODUL HASAN
17.	19MMBA017HY	A190018	ABU ZAR
18.	19MMBA018HY	A190019	IRSHAD AHMED
19.	19MMBA019HY	A190020	MD WALIULLAH
20.	19MMBA020HY	A190021	GHAZALA PERWEEN
21.	19MMBA021HY	A190022	MOHD ABID
22.	19MMBA022HY	A190023	INTEKHAB ALAM
23.	19MMBA023HY	A190024	WALI AHAD
24.	19MMBA024HY	A190025	ADNAN ADNAN
25.	19MMBA025HY	A190026	MD AFROZ ALAM
26.	19MMBA026HY	A190027	MUDDASIR AHMED
27.	19MMBA027HY	A190028	GHANIM KHAN
28.	19MMBA028HY	A190029	ZIYAUL HAQUE
29.	19MMBA029HY	A190030	ZABIHULLAH KHAN
30.	19MMBA030HY	A190031	MOHD TAMIM ANSARI
31.	19MMBA031HY	A190032	MD KIFAYTULLAH
32.	19MMBA032HY	A190033	AZAD ALAM
33.	19MMBA033HY	A190034	MD RIZWAN

34.	19MMBA034HY	A190035	MUHAMMAD MUBASHSHIR
35.	19MMBA035HY	A190036	SHAHZADEY ALAM
36.	19MMBA036HY	A190037	SANA PERWEEN
37.	19MMBA037HY	A190038	MD JAWED AKHTAR
38.	19MMBA038HY	A190039	MD ARMAN KHAN
39.	19MMBA039HY	A190040	MOHD ASIM
40.	19MMBA040HY	A190041	RUKSAR AHMAD
41.	19MMBA041HY	A190042	MOHD FAHEEM
42.	19MMBA042HY	A190043	DANISH AHMAD
43.	19MMBA043HY	A190044	ONAIZA RAHMAN
44.	19MMBA044HY	A190045	HAFIZULLAH HAFIZULLAH
45.	19MMBA045HY	A190046	MOHAMMAD RAVISH
46.	19MMBA046HY	A190047	IMRAN AHMED
47.	19MMBA047HY	A190048	MAHAFOOZ HUSSAIN
48.	19MMBA048HY	A190049	MD NADIM SARWAR
49.	19MMBA049HY	A190050	KHURSHEED JAMAL
50.	19MMBA050HY	A190051	MOHD SALIM
51.	19MMBA051HY	A190052	MOHAMMAD SAQUIB ZAFAR
52.	19MMBA052HY	A190053	SHAIK SHAHIN
53.	19MMBA053HY	A190054	MOHAMMAD LADALE
54.	19MMBA054HY	A190055	SHADAB ANWER
55.	19MMBA055HY	A190056	ABU SAIF
56.	19MMBA056HY	A190057	MD KAMIL RAZA
57.	19MMBA057HY	A190058	MD GALIB ANJUM
58.	19MMBA058HY	A190059	MOHD HILAL
59.	19MMBA059HY	A190060	MOHAMMAD MOBASSIR
60.	19MMBA060HY	A190061	MANZAR ALI
61.	19MMBA061HY	A190062	AFSAR AHMAD
62.	19MMBA062HY	A190063	WALIULLAH ANSARI
63.	19MMBA063HY	A190064	RIAZ AHMED
64.	19MMBA064HY	A190065	MOHAMMAD RASHID
65.	19MMBA065HY	A190066	ALIZA FATIMA
66.	19MMBA066HY	A190067	HOMA KAUSAR
67.	19MMBA067HY	A190068	MD SARIQUE
68.	19MMBA068HY	A190069	MOHD SHOEB ANSARI
69.	19MMBA069HY	A190070	AMIR ANSARI
70.	19MMBA070HY	A190071	FAHEEM KHAN
71.	19MMBA071HY	A190072	SHAHNAWAJ ALAM
72.	19MMBA072HY	A190073	TAHIR OBAID
73.	19MMBA073HY	A190074	AZIZULLAH AZIZULLAH
74.	19MMBA074HY	A190075	MD FAIZ
75.	19MMBA075HY	A190076	MD NASIM JAWED
76.	19MMBA076HY	A190077	MD DILSHAD
77.	19MMBA077HY	A190078	MOHD ARSHAD
78.	19MMBA078HY	A190079	AKHTAR RAZA
79.	19MMBA079HY	A190080	MD TAHSIN RAZA

80.	19MMBA080HY	A190081	MD ZAFAR ALI
81.	19MMBA081HY	A190082	MOHD SHOAIB
82.	19MMBA082HY	A190083	MOHD DANISH
83.	19MMBA083HY	A190084	RAHAT PARWEEN
84.	19MMBA084HY	A190085	EHSAN AKHTAR
85.	19MMBA085HY	A190086	MOHD HAMZA KHAN

17. List of Research Projects/ Consultancy Works

- a. Number of Projects carried out, funding agency, Grant received:
(1) ICSSR – Rs. 3.00 Lakh in 2019 IMPRESS project.
- b. Publications (if any) out of research in last three years out of masters projects: No.
- c. Industry Linkage: with five industries for student placement and internship and faculty industrial training.
- d. MoUs with Industries (minimum 3): 5 nos.

18. LoA and subsequent EoA till the current Academic Year: Attached Annexure-I (end of the document)

19. Accounted audited statement for the last three years: Attached as Annexure-II (end of the document)

20. Best Practices adopted, if any:

- As per the decision taken in the last meeting of the School Board held on 5.11.2020, the School is in the process of establishing area-wise faculty groups to focus on special lectures and research. Accordingly, there would be different group viz. HR, Marketing, Finance, Innovation & Start-up, Entrepreneurship, Business Strategy, Life skills etc. from this academic year as adopted in the School Board meeting.

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All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2020-21

Letter of Approval (LoA)

F.No. South-Central /2020-21/1-7492450931

Date: 15-Jun-2020

To,

The Principal Secretary
(Higher Education) Govt. of Telangana,
D Block, 117 Telangana Secretariat,
Hyderabad

Sub: Letter of Approval for New Institution 2020-21

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2020 notified by the Council vide notification number F No AB/AICTE/REG/2020 dated 4th February, 2020 and other notifications, as applicable and published from time to time, I am directed to convey the approval to

Permanent Id		Application Id	1-7492450931
Name of the Institution	SCHOOL OF COMMERCE AND BUSINESS MANAGEMENT MAULANA AZAD NATIONAL URDU UNIVERSITY	Institution Address	MAULANA AZAD NATIONAL URDU UNIVERSITY, GACHIBOWLI, HYDERABAD, HYDERBAD, RANGAREDDI, Telangana, 500032
Institution Type	Government	Region	South-Central

To conduct following Courses with the Intake indicated below for the Academic Year 2020-21*

Sr. No.	Program	Level	Course	Affiliating University/ Board	Intake Approved for 2020-21
1	MANAGEMENT	POST GRADUATE	MBA(GENERAL MANAGEMENT)	Maulana Azad National Urdu University, Hyderabad	120

*Note: The approval is valid for two years from the date of issue of this letter only for getting affiliation with respective University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET) (as applicable) and fulfilling State Govt. requirements for admission. If institution is unable to start in the academic session 2020-21 due to reason mentioned above, the institution will have to apply On-line on AICTE web portal in next academic session for continuation of approval.

The Society/Trust/Institution shall obtain necessary affiliation / permission from the concerned affiliating University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) as per the prescribed schedule of the University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) Admission authority etc. The Applicant Society/Trust/Institution shall send information about commencement of the above courses to AICTE. In case the Institution is not in a position to commence the above mentioned courses for whatever reason during the two years period from the date of issue of this letter, the approval becomes invalid and the applicant Society/Trust/Institution shall make fresh application to AICTE for grant of approval as per the norms prevailing at that time.

All Institution shall fulfill the following general conditions:

1. The management shall provide adequate funds for development of land and for providing related infrastructural, instructional and other facilities as per norms and standards laid down by the Council from time to time and for meeting recurring expenditure.
2. The Eligibility Criteria for admissions shall be made in accordance with the regulations notified by the Council from time to time.
3. The tuition and other fees shall be charged as prescribed by the Competent Authority within the overall criteria prescribed by the Council from time to time. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action as per the notified regulations shall be initiated against the Institution
4. The Curriculum of the course, the procedure for evaluation / assessment of students shall be in accordance with the Model Curriculum and Examination Reforms prescribed by the AICTE from time to time.
5. The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
6. No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.
7. The Institution shall not have any collaborative arrangements with any other Indian and / or Foreign Universities for conduct of technical courses without obtaining prior approval from AICTE. In case any violation is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution

Application No:1-7492450931

Note: This is a Computer generated Report. No signature is required.

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Page 1 of 3

Letter Printed On:30 June 2020

8. The Institution shall not conduct any course(s) as specified in the Approval Process Handbook without prior permission / approval of AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
9. The Institution shall operate only from the approved location, and that the institution shall not open any off campus study centers / extension centers directly or in collaboration with any other institution / university / organization for the purpose of imparting technical education without obtaining prior approval from the AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
10. The accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Council or persons authorized by it.
11. Heads of Departments, the teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the Council from time to time and pay scales are as per the norms prescribed by the AICTE from time to time. The Institution shall publish an information booklet before commencement of the academic year giving details regarding the Institution and courses / programs being conducted, Fees charged and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the technical education. The mandatory disclosure information, as per directions in the AICTE website / Approval Process Handbook, shall be put on the Institution Website. The information shall be revised every year with updated information about all aspects of the Institution.
12. It shall be mandatory for the Institution to maintain a Website providing the prescribed information. The Website information must be continuously updated as and when changes take place.
13. If the Institution fails to disclose the information or suppress and / or misrepresent the information, appropriate action as per the notified regulations shall be initiated against the Institution.
14. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any mis-representation, violation of norms & standards, mal-practices etc.
15. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.
16. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.
17. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institutions, the Council shall take appropriate action as per the notified regulations.
18. It is mandatory to comply all the essential requirements as given in APH 2020-21(appendix 6)

The Government/ Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observe any violation of the above conditions and/or non- adherence to the norms and standards prescribed by the Council, mis-representation of facts and submitting factually incorrect information to it.

NOTE: If the State Government / UT / DTE / DME has a reservation policy for admission in Technical Education Institutions and the same is applicable to Private & Self-financing Technical Institutions, then the State Government / UT / DTE / DME shall ensure that 10 % of Reservation for EWS would be operational from the Academic Year 2020-21. However, this would not be applicable in the case of Minority Institutions referred to the clause (1) of Article 30 of Constitution of India.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy to:

1. **The Director Of Technical Education****, **Telangana**
2. **The Registrar****,
Maulana Azad National Urdu University, Hyderabad
3. **The Principal / Director**,
SCHOOL OF COMMERCE AND BUSINESS MANAGEMENT MAULANA AZAD NATIONAL URDU UNIVERSITY
Maulana Azad National Urdu University, Gachibowli, Hyderabad,
Hyderabad,Rangareddi,
Telangana,500032
4. **The Regional Officer**,
All India Council for Technical Education
First Floor, old BICARD Building
Jawaharlal Nehru Technological University
Masab Tank, Hyderabad-500076

5. Guard File(AICTE)

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

****Copy of this letter will not be communicated through post/email. However, provision is made in the portal for downloading letter through Authorized login credentials allotted to concerned State Secretary/ DTE/Registrar.**

**FINANCIAL STATEMENT OF THE UNIVERSITY DULY AUDITED BY THE
COMPTROLLER AND AUDITOR GENERAL OFFICE IS APPENDED BELOW**

مولانا آزاد نیشنل اردو یونیورسٹی
مولاانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)



Statement of Income and Expenditure of the University for financial year 2018-19

Expenditure during 2018-19:

	(Rupees)
Salaries - Teaching Staff	57,34,26,246
Salaries - Non Teaching Staff	25,30,21,583
Expenses on Library Books	1,00,99,258
Expenses on maintenance of Equipment	1,60,00,201
Expenses on Building Maintenance	80,21,920
Other Expenditure	58,00,76,259
Total Expenditure	1,44,06,45,467

Income during 2018-19:

	(Rupees)
Income from Central Govt.	-
Income from State Govt.	-
Income from Student Fees	16,12,57,542
Income from Donations	-
Income from UGC	94,29,90,000
Income from other Bodies or Sources	3,41,98,672
Total Income	1,13,84,46,214

Assistant Registrar (B&A)

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Gachibowli, Hyderabad-500 032.

Finance Officer
वित्त अधिकारी / Finance Officer
मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
Maulana Azad National Urdu University
गच्छीबोली, हैदराबाद - ५०००३२
Gachibowli, Hyderabad-500 032.



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Separate Audit Report of the Comptroller & Auditor General of India on the Accounts of the Maulana Azad National Urdu University, Hyderabad, for the year ended 31 March 2017

We have audited the attached Balance Sheet of the Maulana Azad National Urdu University (MANUU), Hyderabad, as at 31 March 2017, Income & Expenditure Account and Receipts & Payment Account for the year ended on that date under Section 19(2) of the Comptroller & Auditor General's (Duties, Powers & Conditions of Service) Act, 1971 read with Section 30(1) of The Maulana Azad National Urdu University Act, 1996 (Act No.2 of 1997). These financial statements are the responsibility of the University's Management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification; conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Reports/CAG's Audit Reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by managements, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.



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4. Based on our audit, we report that:

i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

ii. The Balance Sheet and Income & Expenditure Account/ Receipts & Payment Account dealt with by this Report have been drawn in the Revised Format of Accounts, prescribed by Government of India, Ministry of Human Resource Development, for Central Educational Institutions, except as stated in the Report.

iii. In our opinion, proper books of accounts and other relevant records have been maintained by the University, as far as it appears from our examination of such books.

iv. We further report that:

A. BALANCE SHEET:

A. 1 Source of Funds

A.1.1 Designated/Earmarked/Endowment Funds: ₹ 33.81 crore (Schedule-2)

A.1.1.1 This includes closing balance amounts of ₹ 2,32,72,856/-¹ pertaining to UGC-Sponsored Projects/Schemes, which were neither routed through Schedule-3(a), Sponsored Projects/Schemes nor accounted under Current Liabilities, though mandated as per Revised Format of Accounts prescribed by MHRD {Page 7, 68, Sl.no.(c) and Page 70, Sl.no.4 under Notes-General}. This had resulted in overstatement of Designated/Earmarked Funds and understatement of Current Liabilities by ₹ 2.33 crore.

¹ (i) Major Research Projects (MRP): ₹ 39,40,865/-, (ii) Merged Schemes: ₹ 1,70,39,142/-, (iii) Coaching for Entry into Services for Minorities (CCMES): ₹ 8,87,397/- (iv) Remedial Coaching Centre for Minorities (RCCM): ₹ 2,32,162/- and (iv) Center for Women Studies (CWS): ₹ 11,73,290/-, total: ₹ 2,32,72,856/-



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A.1.1.2 This includes closing balance amounts of ₹ 25,95,682/-² pertaining to UGC Sponsored & NET Fellowships, which were neither routed through Schedule-3(b), Sponsored Fellowships & Scholarships nor accounted under Current Liabilities, though mandated as per Revised Format of Accounts prescribed by MHRD {Page 8, 68, Sl.no.(d) and Page 70, Sl.no.4 under Notes-General}. This had resulted in overstatement of Designated/Earmarked Funds and understatement of Current Liabilities by ₹ 0.26 crore.

A.1.1.3 This does not include various fees of ₹ 20,00,131/- collected during the year from students of the Institutions/Centers/Schools established under Earmarked Funds³, which were incorrectly accounted as Academic receipts in the Income & Expenditure Account (Schedule-9), instead of as 'other additions' under respective Earmarked Funds. This had resulted in understatement of Designated/Earmarked/Endowment Funds and overstatement of Income by ₹ 0.20 crore. Deficit was also understated by ₹ 0.20 crore. This incorrect Accounting treatment was pointed out in previous audits.

A.1.2 Current Liabilities & Provisions: ₹ 68.39 crore (Schedule-3)

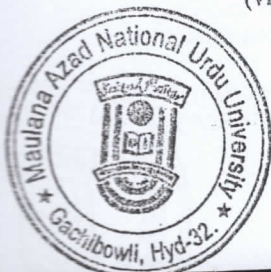
A.1.2.1 No provision was made towards Superannuation Pension liability as per Actuarial Valuation though mandated as per Accounting Standard-15.

A.1.2.2 Time-barred cheques amount of ₹ 17,81,440/- as on 31.03.2017, in respect of various Bank accounts⁴, were not written back as receipts in the books of accounts and exhibited as Stale cheques under Current Liabilities. This had resulted in understatement of Current Liabilities and Current Assets by ₹ 0.18 crore each.

² (i) Fellowships: ₹ 20,47,942/- and (ii) UGC-NET: ₹ 5,47,740/-, total ₹ 25,95,682/-

³ (i) Residential Coaching Academy (RCA): ₹ 4,82,100/-, (ii) Sachar: ₹ 1,43,520/-, (iii) Centre for Deccan Studies (CDS): ₹ 6,180/-, (iii) HRDC-Academic Staff College (ASC) fees: ₹ 10,43,702/- and (iv) HRDC-ASC Maintenance Fund Accrued: ₹ 3,24,629/-, total: ₹ 20,00,131/-

⁴ (i) Sachar A/c No.0024: ₹ 1,39,960/-, (ii) SBI Plan A/c No.7028: ₹ 10,800/-, (iii) Plan A/c No.1101: ₹ 14,30,556/-, (iv) Coaching Academy A/c No.1100: ₹ 1,155/-, (v) Merged Schemes A/c No.0023: ₹ 1,000/-, (vi) MRP A/c No.0030: ₹ 10,500/-, and (vii) Non-Plan A/c No.2601: ₹ 1,87,469/-



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A.2 Application of Funds

A.2.1 Fixed Assets: ₹ 137.21 crore (Schedule-4)

A.2.1.1 Against actual expenditure of ₹ 1,95,58,386/- to be capitalised in respect of completed CPWD deposit works, an amount of ₹ 2,55,34,009/- was incorrectly capitalised. Excess capitalisation of ₹ 59,75,623/- had resulted in overstatement of Fixed Assets and Corpus/Capital Fund by ₹ 0.60 crore each.

A.2.1.2 Against actual expenditure of ₹ 32,41,191/- to be capitalised in respect of completed CPWD deposit works an amount of ₹ 3,11,383/- was incorrectly capitalised. Short capitalisation of ₹ 29,29,808/- had resulted in understatement of Fixed Assets and Corpus/Capital Fund by ₹ 0.29 crore each.

A.2.1.3 This includes expenditure of ₹ 19,02,984/- reported by CPWD for an Electrical Deposit Work⁵, which was not completed but the amount was incorrectly capitalised under asset head Electrical Installation, instead of under Capital Works-in-Progress. This had resulted in overstatement of Fixed Assets and understatement of Capital Works-in-Progress by ₹ 0.19 crore.

A.2.1.4 This includes deposit amount of ₹ 9.78 lakh for a Deposit work⁶ against which no expenditure was reported by CPWD as per CPWA Form 65 (March 2017), but the deposit amount was incorrectly capitalised. This had resulted in overstatement of Fixed Assets and understatement of Loans, Advances & Deposits by ₹ 0.10 crore.

⁵ Replacement of Existing 125 KVA DG Set with 250 KVA DG Set at Old Substation Building in the University Campus. Schedule of Electrical Deposit Works (up to 31.03.2017) submitted by CPWD, HCED-I Division, Hyderabad (Total Deposit amount: ₹ 29,53,200/-, expenditure reported: ₹ 19,02,984/-, balance deposit: ₹ 10,50,216/- and the DG Set was mentioned as arrived at site. Installation, Testing and Commissioning not mentioned as completed)

⁶ (i) Providing Aluminum Partition and attached Toilets in School of Social Sciences etc : ₹ 9,78,000/-



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A.2.1.5 This includes expenditure amount of ₹ 5,16,369/- against an Electrical Deposit Work⁷, which was not handed over in 2016-17, but the amount was incorrectly capitalised. This had resulted in overstatement of Fixed Assets and understatement of Capital Works-in-Progress by ₹ 0.05 crore.

A.2.1.6 This includes opening balance deposit amount of ₹ 9,93,000/- against a Deposit Work⁸, which was not completed and expenditure of ₹ 5,16,369/- was only reported by CPWD as on 31.03.2017, but the deposit amount was incorrectly capitalised. This had resulted in overstatement of Fixed Assets by ₹ 0.10 crore and understatement of Capital Works-in-Progress and Loans, Deposits & Advances by ₹ 0.05 crore each.

B. Income and Expenditure Account

B.1 Expenditure: ₹ 151.13 crore

B.1.1 Depreciation of ₹ 2,50,854/- on opening balance (01.04.2017) of Net Block value of certain fixed assets under Schedule-4D Others was erroneously not provided during the year. This had resulted in understatement of Expenditure and overstatement of Fixed Assets by ₹ 0.03 crore. Consequently, Deficit was also understated by ₹ 0.03 crore.

B.1.2 This includes prepaid expenditure of ₹ 1,31,285/- incurred towards subscription of various journals and AMC of Security Gate for the period in 2017-18, which was incorrectly treated as current year expenditure, instead of as prepaid expenses under Loans, Advances & Deposits. This had resulted in overstatement of Expenditure and understatement of Loans, Advances & Deposits by ₹ 0.01 crore. Consequently, Deficit was also overstated by ₹ 0.01 crore.

⁷ Providing LT Feeder Pillars near Sports Complex and Main Entrance Gate by interchanging of 500 KVA Transformer & 250 KVA Transformer at University Campus

⁸ Providing Aluminum partitions in the Administrative Building and replacement of vitrified tiles in the VIP Guest House at University Campus



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C. General

1. Certified closing balances of certain Fund Accounts in Schedule-2, Designated/Earmarked Funds of previous year 2015-16 (Page 7), were changed and incorrectly carried forward as opening balances in the year 2016-17 (Page nos.7 & 8), which resulted in difference of ₹ 66,64,455/- and not rectified.

2. Though pointed out in previous audit, the discrepancies in the details of land possessed by the University as disclosed in Sl.no.III, of 'Notes on Accounts' (In the Table-I, Schedule-24, Page 50 of Annual Accounts), when compared to the disclosure on land holdings made in the Annual Accounts for the year 2014-15, as detailed below, were not rectified:

Sl.No	Description	Details as per Table-I (Schedule-24), Page 35 & 36, of 2014-15 Annual Accounts	Details as per Table-I (Schedule-24) of 2015-16 & 2016-17 Annual Accounts
a.	Freehold land at Darbhanga District, Bihar	Date of Acquisition: 14.05.2008	Date of Acquisition: 11.06.2009
b.	Freehold land at Srinagar, Jammu & Kashmir	(i) Details of land in acres: 12.392 (Acquired on 25.06.2012) (ii) Details of land in acres: 1.363 (Acquired on 15.12.2014)	Details of land in acres not mentioned Details of land in acres: not mentioned
c.	Leasehold land at BDACA site, Bengaluru	Details of land in acres: 0.19	Not mentioned in acres
d.	Leasehold land at BDACA site, Bengaluru	Date of Acquisition: 26.09.2008	Date of Acquisition: 04.06.2008
e.	Leasehold land at Bhopal	Date of Acquisition: 31.01.2014	Date of Acquisition: 25.2.2014
f.	Freehold land at Asansol, West Bengal	Details of land in Acres: 5.02	Details of land in Acres: 5



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Gachibowli, Hyderabad-500 032.

3. The following were not exhibited in the Annual Accounts, though mandated as per MHRD format of Accounts:

a. Utilisation of UGC-Non-Plan Grants in Schedule-3(c) of Annual Accounts (Page no.10), (MHRD format of Accounts, Page no.10).

b. Consolidated Fixed Assets Schedule-4 (MHRD format of Accounts Page 13)

c. Value of Buildings distinctly under Freehold and Leasehold land for the Net Block value of Buildings of ₹ 95,54,82,802/- under Schedule-4A (Page 12 of Annual Accounts) and ₹ 18,41,98,526/- under Schedule-4D Others (Page 19 of Annual Accounts) { MHRD format of Accounts Page 72 }.

4. An amount of ₹ 23,35,790/- was shown as Cash on Hand as on 31.03.2017 in the Receipts & Payment Accounts (Page 5), for which cash balance certificate cash book-wise and or imprest certificates from the imprest holders were not made available to Audit.

5. Negative balances of ₹ 95,03,496/-⁹ (overspent amount out of the funds) in respect of 'Designated/Earmarked Fund-Others', were transferred to Loans, Advances & Deposits (Schedule-8) as receivable, without authorization and confirmation from the funding agency/University Grants Commission (UGC) for reimbursement of the overspent amounts.

D. Effect of Audit comments on Accounts

The net impact of Audit comments given in preceding paragraphs is understatement of Liabilities by ₹ 0.07 crore, overstatement of Assets by ₹ 0.15 crore and understatement of Deficit by ₹ 0.22 crore.

°(i) HINDI: ₹ 19,61,071/- and (ii) INNOVATIVE: ₹ 75,42,425/-, total: ₹ 95,03,496/-



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Sarwar Jafar
Dean

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Maulana Azad National Urdu University
Gachibowli, Hyderabad-500 032.

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E. Grants- in- aid: Out of total grants-in-aid of ₹ 125.87 crore received during the year {Plan¹⁰: ₹ 49.00 crore (including Accrued XII Plan Grants of ₹ 14 crore sanctioned in March 2017 and Additional Plan Grants of ₹ 3.55 crore received in March 2017), Non-Plan: ₹ 76.87 crore (including Grant of ₹ 12.52 crore received in March 2017), together with unutilised balance of ₹ 39.61 crore pertaining to previous year and internal receipts/interest earned of ₹ 6.99 crore, totalling ₹ 172.47 crore, the University utilised a sum of ₹ 134.51 crore¹¹, leaving a balance of ₹ 37.96 crore unutilised as on 31st March 2017.

F. Management Letter

Deficiencies which have not been included in the Separate Audit Report have been brought to the notice of the Vice-Chancellor, Maulana Azad National Urdu University (MANUU), Hyderabad, through a Management letter issued separately for remedial/corrective action.

v. Subject to our observations in the preceding paragraphs, we report that the Balance Sheet, Income & Expenditure Account and Receipts & Payment Account dealt with by this report are in agreement with the books of accounts.

¹⁰ (i) XII-Plan General Development Assistance : ₹ 44.10 crore (Non-recurring: ₹ 17.63 crore and Recurring: ₹ 26.47 crore) (ii) HRDC-Administrative Staff College (ASC): ₹ One crore, (iii) Additional Plan Grant for establishment of Hot Spot/Wi-Fi Campus Connect in Universities: ₹ 3.55 crore (vi) UGC Fellowships: ₹ 0.34 crore and (v) Maulana Abdul Kalam Azad Chair (MAKAC): ₹ 0.01 crore

¹¹ (i) Non-Plan: ₹ 76.87 crore, (ii) XII Plan: ₹ 47.87 crore, (iii) ASC: ₹ 0.95 crore (iv) Sachar: ₹ 4.92 crore, (v) Residential Coaching Academy (RCA): ₹ 1.11 crore, (vi) UGC-Fellowships: ₹ 0.73 crore, (vii) Establishment of Centre for Deccan Studies (CDS): ₹ 0.08 crore, (viii) Development of Sports Infrastructure & Equipment in Universities: ₹ 0.10 crore, (ix) Establishment of Hot Spot/Wi-Fi Campus Connect in Universities: ₹ 1.02 crore and (x) Establishment of College of Teacher Education at Mewat District, Haryana: ₹ 0.86 crore



vi. In our opinion and to the best of our Information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts and subject to the significant matters stated above and other matters mentioned in Annexure to this Audit Report give a true and fair view in conformity with accounting principles generally accepted in India:

- (a) In so far as it relates to the Balance Sheet, of the state of affairs of the Maulana Azad National Urdu University (MANUU), Hyderabad, as at 31 March 2017; and
- (b) In so far as it relates to Income & Expenditure Account of the **Deficit** for the year ended on that date.

Sa
06/11/17
(AJAIB SINGH)

DIRECTOR GENERAL OF AUDIT (CENTRAL)

Sarwar Jattai
Dean

School of Commerce and Business Management
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500 032.



Certified Copy

Hyderabadi
19/11/2017
FINANCE OFFICER
Maulana Azad National Urdu University,
Hyderabad-500 032

ANNEXURE

1. **Adequacy of Internal Audit System:** The Internal Audit Department was functioning with one Internal Audit Officer, three (3) Internal Auditors (Contractual) and one (1) Lower Division Clerk for conducting internal audit of total sixty four (64) Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education. Internal audit for the years 2015-16 and 2016-17, was taken up respectively in respect of 5 and 4 Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education, which was completed. Thus, in a period of 2 years only 9 Departments could be covered out of 64 Departments and off-campus centres. Though pointed out in previous audits, Internal Audit mechanism was neither systematic nor adequately strengthened by posting the required staff against the sanctioned strength in order to effectively cover in a fixed time frame with an Annual Action Plan, internal audit of all the sixty four (64) Departments & off-campus centers, in a phased manner. Thus, Internal Audit system was inadequate and not commensurate with size and activities of the University. Besides, the University does not have Accounting and Internal Audit Manuals.

2. **Adequacy of Internal Control System:** The internal control system was inadequate as-

- i. There was a need to strengthen the Internal Audit System
- ii. Expenditure was incurred without proper authorization by UGC (as stated in General Comment No.5).
- iii. The Instructions in MHRD Format of Accounts was not followed (as stated in Comment Nos.A.1.1.1 and A.1.1.2).
- iv. Incorrect accounting of Internal receipts (as stated in Comment No.A.1.1.3).
- v. Time-barred cheques were not written back (as stated in Comment No.A.1.2.2) and
- vi. Value of completed CPWD Deposits Works were excess/short capitalised (as stated in Comment Nos.A.2.1.1 and A.2.1.2).

3. **System of Physical verification of assets:** Status on constitution of independent committee(s) for conduct of physical verification of Fixed Assets in respect of all the sixty four (64) Departments including Off-campus Centers of the University and factual position on conduct of physical verification was not made available to Audit. It was merely stated that Physical Verification Report was under process. Further, the volume of Library Books held by the University was not disclosed and Physical verification of Library Books was not conducted though stipulated as per Rule 215 of General Financial Rules 2017. Hence, the system of physical verification of Fixed Assets was not adequate.

4. **System of Physical verification of inventory:** Though pointed out in previous audits, there is neither an Accounting Policy on Inventories nor a system was evolved for conduct of Annual Physical Verification of Inventories maintained by the sixty four (64) Departments including Off-campus Centers of the University.

5. **Regularity in payment of statutory dues:** Statutory dues were paid regularly.



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निदेशक/केंद्रीय व्यय लेखा परीक्षा
DIRECTOR/CEA

MAULANA AZAD NATIONAL URDU UNIVERSITY

Reply to Separate Audit Report on the Accounts for the year ended 31st March 2017

Para No.	Comment	Reply of the University
A	Balance Sheet	
A.1	Sources of Funds	
A.1.1.	Designated/Endowment Funds: ₹33.81 crore (Schedule-2)	
A.1.1.1.	This includes closing balance amounts of ₹ 2,32,72,856/- ¹ pertaining to UGC - Sponsored Projects/Schemes, which were neither routed through Schedule-3(a), Sponsored Projects/Schemes nor accounted under Current Liabilities, though mandated as per Revised Format of Accounts prescribed by MHRD (Page 7, 68, Sl.no.(c) and Page 70, Sl.no.4 under Notes-General). This has resulted in overstatement of Designated/Earmarked Funds and understatement of Current Liabilities by ₹2.33 crore.	<p>The closing balance as pointed out by Audit for ₹ 2,32,72,856/- pertains to the following:</p> <p>i) Major Research Projects (MRP) - ₹39,40,865/- ii) Merged Schemes - ₹1,70,39,142/- iii) CCMES - ₹8,87,397/- iv) RCCM - ₹2,32,162/- v) CWS - ₹11,73,290/-</p> <p>Out of the above, S.No. ii to v are various Centers sanctioned by UGC as Designated/Earmarked Fund that qualifies the characteristics as stipulated under the Revised Format of Accounts prescribed by MHRD (Ref. Page No.67).</p>

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¹ (i) Major Research Projects (MRP): ₹39,40,865/-, (ii) Merged Schemes: ₹1,70,39,142/-, (iii) Coaching for Entry into Services for Minorities (CCMES): ₹8,87,397/- (iv) Remedial Coaching-Centre for Minorities (RCCM): ₹2,32,162/- and (v) Center for Women Studies (CWS): ₹11,73,290/-, total: ₹2,32,72,856/-



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		Therefore, the accountal of the closing balances of S.No. ii to v above, in Schedule 2 is correct. The comment is noted for future compliance w.r.t. S.No.i and necessary rectification will be made in the Annual Accounts 2017-18.
A.1.1.2.	This includes closing balance amounts of ₹ 25,95,682/- ² pertaining to UGC Sponsored & NET Fellowships, which were neither routed through Schedule-3(b), Sponsored Fellowships & Scholarships nor accounted under Current Liabilities, though mandated as per Revised Format of Accounts prescribed by MHRD {Page 8, 68, Sl.no.(d) and Page 70, Sl.no.4 under Notes-General}. This has resulted in overstatement of Designated/Earmarked Funds and understatement of Current Liabilities by ₹0.26 crore.	The observation is noted for compliance.
A.1.1.3.	This does not include various fees of ₹ 20,00,131/- collected during the year from students of the Institutions/Centers/Schools established under Earmarked Funds ³ , which were incorrectly accounted as Academic receipts in the Income & Expenditure Account (Schedule-9), instead of as 'other additions' under respective Earmarked Funds. This has resulted in understatement of Designated/Earmarked/Endowment Funds and overstatement of Income by ₹ 0.20 crore. Deficit was also understated by ₹0.20 crore. This incorrect Accounting treatment was pointed out in previous audits.	The Designated and Earmarked Funds are sanctioned to achieve specific purposes. In accordance with the Revised Format of Accounts prescribed by MHRD (Ref: Page No.67), income from investments only will flow back to the funds. The receipts on deployment of the fund are accounted for as internal receipts of the university and taken to Income & Expenditure accounts

² (i) Fellowships: ₹20,47,942/- and (ii) UGC-NET: ₹5,47,740/-, total ₹25,95,682/-

³ (i) Residential Coaching Academy (RCA): ₹4,82,100/-, (ii) Sachar: ₹1,43,520/-, (iii) Centre for Deccan Studies (CDS): ₹6,180/-, (iii) HRDC-Academic Staff College (ASC) fees: ₹10,43,702/- and

(iv) HRDC-ASC Maintenance Fund Accrued: ₹3,24,629/-, total : ₹20,00,131/-



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		at their gross value rather than flowing back to the fund. The fee from the students is rightly accounted for under Income & Expenditure account.
A.1.2.	Current Liabilities & Provisions: ₹68.39 crore (Schedule-3)	
A.1.2.1.	No provision was made towards Superannuation Pension liability as per Actuarial Valuation, though mandated as per Accounting Standard-15.	The observation is noted for compliance.
A.1.2.2.	Time-barred cheques amount of ₹17,81,440/- as on 31.03.2017, in respect of various Bank accounts ⁴ , were not written back as receipts in the books of accounts and exhibited as Stale cheques under Current Liabilities. This has resulted in understatement of Current Liabilities and Current Assets by ₹0.18 crore each.	Noted for compliance and requisite accounting entries will be reflected in the Annual Accounts 2017-18.
A.2.	Application of Funds	
A.2.1.	Fixed Assets: ₹137.21 crore (Schedule-4)	
A.2.1.1.	Against actual expenditure of ₹1,95,58,386/- to be capitalised in respect of completed CPWD deposit works (as detailed in Annexure-I enclosed), an amount of ₹2,55,34,009/- was incorrectly capitalised. Excess capitalisation of ₹59,75,623/- had resulted in overstatement of Fixed Assets and Corpus/Capital Fund by ₹0.60 crore each.	Noted for compliance and requisite accounting entries will be reflected in the Annual Accounts 2017-18.

⁴ (i) Sachar A/c No.0024: ₹1,39,960/-; (ii) SBI Plan A/c No.7028: ₹10,800/-; (iii) Plan A/c No.1101: ₹14,30,556/-; (iv) Coaching Academy A/c No.1100: ₹1,155/-; (v) Merged Schemes A/c No.0023: ₹1,000/-; (vi) MRP A/c No.0030: ₹10,500/-; and (vii) Non-Plan A/c No.2601: ₹1,87,469/-



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A.2.1.2.	Against actual expenditure of ₹ 32,41,191/- to be capitalised in respect of completed CPWD deposit works (as detailed in Annexure-II enclosed), an amount of ₹ 3,11,383/- was incorrectly capitalised. Short capitalisation of ₹ 29,29,808/- had resulted in understatement of Fixed Assets and Corpus/Capital Fund by ₹ 0.29 crore each.	Noted for compliance and requisite accounting entries will be reflected in the Annual Accounts 2017-18.
A.2.1.3.	This includes expenditure of ₹ 19,02,984/- reported by CPWD for an Electrical Deposit Work ⁵ , which was not completed but the amount was incorrectly capitalised under asset head Electrical Installation, instead of under Capital Works-in-Progress. This had resulted in overstatement of Fixed Assets and understatement of Capital Works-in-Progress by ₹ 0.19 crore.	Necessary correction will be carried out in the Annual Accounts 2017-18.
A.2.1.4.	This includes expenditure of ₹ 9.78 lakhs for a Deposit work ⁶ against which no expenditure was reported by CPWD as per CPWA Form 65 (March 2017), but the deposit amount was incorrectly capitalized. This had resulted in overstatement of Fixed Assets and understatement of Loans, Advances & Deposits by ₹ 0.10 crore.	Necessary correction will be carried out in the Annual Accounts 2017-18.
A.2.1.5.	This includes expenditure amount of ₹ 5,16,369/- against an Electrical Deposit Work ⁷ , which was not completed in 2016-17, but the amount was incorrectly capitalised. This had resulted in overstatement of Fixed Assets and understatement of Capital Works-in-Progress by ₹ 0.05 crore.	The actual expenditure towards providing LT Feeder Pillar near Sports Complex & Main Entrance Gate inter changing of 500 KVA Transformer & 250 KVA Transformer at MANJU, Hyderabad is ₹ 862791/-

⁵ Replacement of Existing 125 KVA DG Set with 250 KVA DG Set at Old Substation Building in the University Campus. Schedule of Electrical Deposit Works (up to 31.03.2017) submitted by CPWD, HCED-I Division, Hyderabad (Total Deposit amount: ₹ 29,53,200/-, expenditure reported: ₹ 19,02,984/-, balance deposit: ₹ 10,50,216/- and the DG Set was mentioned as arrived at site. Installation, Testing and Commissioning not mentioned as completed)

⁶ Providing Aluminium Partition and attached Toilets in School of Social Sciences etc : ₹ 9,78,000/-

⁷ Providing LT Feeder Pillars near Sports Complex and Main Entrance Gate by interchanging of 500 KVA Transformer & 250 KVA Transformer at University Campus



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A.2.1.6.	This includes opening balance deposit amount of ₹9,93,000/- against a Deposit Work ⁸ , which was not completed and expenditure of ₹ 5,16,369/- was only reported by CPWD as on 31.03.2017, but the deposit amount was incorrectly capitalised. This had resulted in overstatement of Fixed Assets by ₹0.10 crore and understatement of Capital Works-in-Progress and Loans, Deposits & Advances by ₹0.05 crore each.	The work is completed and the same is capitalized. Necessary correction will be carried out in the Annual Accounts 2017-18.
B.	Income and Expenditure Account	
B.1.	Expenditure: ₹151.13 crore	
B.1.1.	Depreciation of ₹ 2,50,854/- on opening balance (01.04.2017) of Net Block value of certain fixed assets under Schedule-4D Others was erroneously not provided during the year. This had resulted in understatement of Expenditure and overstatement of Fixed Assets by ₹ 0.03 crore. Consequently, Deficit was also understated by ₹0.03 crore.	Noted for compliance and requisite accounting entries will be reflected in the Annual Accounts 2017-18.
B.1.2.	This includes prepaid expenditure of ₹1,31,285/- incurred towards subscription of various journals and AMC of Security Gate for the period in 2017-18, which was incorrectly treated as current year expenditure, instead of as prepaid expenses under Loans, Advances & Deposits. This had resulted in overstatement of Expenditure and understatement of Loans, Advances & Deposits by ₹0.01 crore. Consequently, Deficit was also overstated by ₹0.01 crore.	Noted for compliance and requisite accounting entries will be reflected in the Annual Accounts 2017-18.
C.	General	
1.	Certified closing balances of certain Fund Accounts in Schedule-2, Designated/Earmarked Funds of	The closing balances as on 31-03-2016 includes the

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Providing Aluminum partitions in the Administrative Building and replacement of vitrified tiles in the VIP Guest House at University Campus



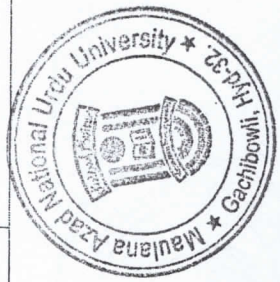
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<p>previous year 2015-16 (Page 7), were changed and incorrectly carried forward as opening balances in the year 2016-17 (Page nos.7& 8), as detailed below, which resulted in difference of ₹66,64,455/- and not rectified.</p>	<p>component of Interest accrued but not due as mandated by the MHRD format and hence the difference. This will be reflected in the Annual Accounts 2017-18.</p>
<p>2. Though pointed out in previous audit, the discrepancies in the details of land possessed by the University as disclosed in Sl.no.III, of 'Notes on Accounts' (In the Table-I, Schedule-24, Page 50 of Annual Accounts), when compared to the disclosure on land holdings made in the Annual Accounts for the year 2014-15, as detailed below, were not rectified:</p>	<p>The Audit observation is noted for compliance.</p>

Sl.No	Description	Details as per Table-I		Details as per Table-I	
		Date of Acquisition:	Date of Acquisition:	Date of Acquisition:	Date of Acquisition:
a.	Freehold land at Darbhanga	(i) Details of land in	Details of land in	acres not	mentioned in acres
b.	Freehold land at Srinagar,	Details of land in	Details of land in	acres	
c.	Leasehold land at BDACA	Date of Acquisition:	Date of Acquisition:		
d.	Leasehold land at BDACA	Date of Acquisition:	Date of Acquisition:		
e.	Leasehold land at Bhopal	Date of Acquisition:	Date of Acquisition:		
f.	Freehold land at Asansol,	Details of land in	Details of land in	acres: 5	

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	West Bengal	Acres:5.02	Noted for compliance.
3.	<p>The following were not exhibited in the Annual Accounts, though mandated as per MHRD format of Accounts:</p> <p>a. Utilisation of UGC-Non-Plan Grants in Schedule-3(c) of Annual Accounts (Page no.10), (MHRD format of Accounts, Page no. 10).</p> <p>b. Consolidated Fixed Assets Schedule-4 (MHRD format of Accounts Page 13).</p> <p>c. Value of Buildings distinctly under Freehold and Leasehold land for the Net Block value of Buildings of ₹95,54,82,802/- under Schedule-4A (Page 12 of Annual Accounts) and ₹18,41,98,526/-under Schedule-4D Others (Page 19 of Annual Accounts) (MHRD format of Accounts Page 72 }.</p>		
4.	<p>An amount of ₹23,35,790/- was shown as Cash on Hand as on 31.03.2017 in the Receipts & Payment Accounts (Page 5), for which cash balance certificate cash book-wise and or imprest certificates from the imprest holders were not made available to Audit.</p>		Will be furnished in due course of time.
5.	<p>Negative balances of ₹ 95,03,496/-⁹ (overspent amount out of the funds) in respect of 'Designated/Earmarked Fund-Others', were transferred to Loans, Advances & Deposits (Schedule-8) as receivable, without authorization and confirmation from the funding agency/University Grants Commission (UGC) for reimbursement of the overspent amounts.</p>		The UGC sanctioned various schemes to the University during X and XI Plan. UGC Academic Staff College (ASC), Innovative Programme (IP), Centre for Women Studies (CWS) and Centre for Study of Social Exclusion and Inclusive Policy (CSSEIP) were

(i) HINDI: ₹19,61,071/- and (ii) INNOVATIVE: ₹75,42,425/-, total: ₹95,03,496/-,

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sanctioned during X Plan, whereas, schemes like Hindi Department was sanctioned during the XI Plan. The approval letter of continuation of such schemes are generally issued by UGC after a substantial time gap due to procedural and administrative reasons. Since there are no specific directions from UGC for closure/termination of the schemes, particularly when it involves appointment of staff, the scheme is deemed continued unless there are specific direction from UGC to discontinue the scheme.

To substantiate the argument, the letter of continuation of ASC, CSSEIP and CWS (for the years 2012-13 to 2016-17) received during July 2017, June 2017 and February 2017 respectively (Annexure I). The letters of continuation of other two schemes i.e., Innovative Programme and Hindi Department are still awaited from UGC.

In view of the above, the treatment given to the grants receivable from UGC are correctly accounted for under Schedule 8 of the Annual Accounts.



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Certified copy.

Sumaira Latif Khuroo
 FINANCE OFFICER
 Maulana Azad National Urdu University
 Hyderabad-500032

At Sund
 Finance Officer

Separate Audit Report of the Comptroller & Auditor General of India on the Accounts of Maulana Azad National Urdu University, Hyderabad, for the year ended 31 March 2018

We have audited the attached Balance Sheet of Maulana Azad National Urdu University (MAINUU), Hyderabad, as at 31 March 2018, Income & Expenditure Account and Receipts & Payment Account for the year ended on that date under Section 19(2) of the Comptroller & Auditor General's (Duties, Powers & Conditions of Service) Act, 1971 read with Section 30(1) of The Maulana Azad National Urdu University Act, 1996 (Act No.2 of 1997). These financial statements are the responsibility of the University's Management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification; conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency cum performance aspects, etc., if any, are reported through Inspection Reports/CAG's Audit Reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by managements, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.



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4. Based on our audit, we report that:

i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

ii. The Balance Sheet and Income & Expenditure Account/ Receipts & Payment Account dealt with by this Report have been drawn in the Revised Format of Accounts, prescribed by Government of India, Ministry of Human Resource Development, for Central Educational Institutions.

iii. In our opinion, proper books of accounts and other relevant records have been maintained by the University, in so far as it appears from our examination of such books.

iv. We further report that:

A. BALANCE SHEET:

A.1 Source of Funds

A.1.1 Designated/Earmarked/Endowment Funds: ₹ 28.60 crore (Schedule-2)

A.1.1.1 Negative balances of ₹ 1.55¹ (overspent amount out of the funds) in respect of 'Designated/Earmarked Fund-Others' were transferred to Loans, Advances & Deposits (Schedule-8) as receivable, without authorization and confirmation from the funding agency/University Grants Commission (UGC) for reimbursement of the overspent amounts. This resulted in overstatement of Designated/Earmarked Funds and Loans, Advances & Deposits by ₹ 1.55 crore each.

A.1.2 Current Liabilities & Provisions: ₹ 104.25 crore (Schedule 3)

A.1.2.1 Time-barred cheques amounting to ₹ 0.27 crore as on 31.03.2018, in respect of 9 Bank accounts², were not written back as receipts in the books of accounts and exhibited as Stale cheques under Current Liabilities. This has

¹(i) HINDI: ₹ 44,05,164/- and (ii) INNOVATIVE: ₹ 1,10,59,609/-, total: ₹ 1,54,64,773/-

² (i) Coaching Academy A/c No.1100: ₹ 4,611/-(3), (ii) IOB Salaries A/c No.8330: ₹ 8,50,129/-(13), (iii) Plan A/c No.1101: ₹ 12,62,178/-(14), (iv) Deccan Studies A/c No. 2750: ₹614/-(2) (v) Merged Schemes A/c No.0023: ₹1,000/-(1), (vi) IOB Recurring Scheme A/c No.8331: ₹1,01,312/-(13), and (vii) Non-Plan A/c No.0001: ₹ 23,758/-(2), (viii) A/c No. 8542: ₹72,539/-(4)(ix) Sachar A/c No.0024: ₹4,09,007/-(13)



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resulted in understatement of Current Liabilities and Current Assets by ₹ 0.27 crore each.

(B) General

1. Though pointed out in previous audit, the discrepancies in the details of land possessed by the University as disclosed in Sl.No.III. of 'Notes on Accounts' (In the Table-I. Schedule-24. Page 50 of Annual Accounts), when compared to the disclosure on land holdings made in the Annual Accounts for the year 2014-15, as detailed below, were not rectified:

Sl. No	Description	Details as per Table-I (Schedule-24), Page 35 & 36. of 2014-15 Annual Accounts	Details as per Table-I (Schedule-24) of 2015-16, 2016-17 & 2017-18 Annual Accounts
a.	Freehold land at Darbhanga District, Bihar	Date of Acquisition: 14.05.2008	Date of Acquisition: 11.06.2009
b.	Freehold land at Srinagar, Jammu & Kashmir	(i) Details of land in acres: 12.392 (Acquired on 25.06.2012) (ii) Details of land in acres: 1.363 (Acquired on 15.12.2014)	Details of land in acres not mentioned Details of land in acres: Not mentioned
c.	Leasehold land at BIDACA site, Bengaluru	Details of land in acres: 0.19 Date of Acquisition: 26.09.2008	Not mentioned in acres Date of Acquisition: 04.06.2008
d.	Leasehold land at Bhopal	Date of Acquisition: 31.01.2014	Date of Acquisition: 25.2.2014
e.	Freehold land at Asansol, West Bengal	Details of land in Acres: 5.02	Details of land in Acres: 5

2. The following were not exhibited in the Annual Accounts, though mandated as per MHRD format of Accounts:

- Sub Schedule 2A - Endowment Fund (MHRD format of accounts Page No.5)
- Schedule 3(b) under Others - Names of the sponsors (MHRD format of accounts Page No.8)
- Schedule 10 - Prescribed format not adopted (MHRD format of accounts Page No.28)
- Schedule 15A- Employees and Terminal Benefits (MHRD format of accounts Page No.35)



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C. Effect of Audit comments on Accounts

The net impact of audit comments given in preceding paragraphs is overstatement of Liabilities and Assets by ₹ 1.28 crore.

D. Grants-in-aid: Out of total grants-in-aid of ₹ 142.24 crore received during the year {Non-Recurring ₹ 56.61³ crore (including Grants of ₹ 18.50 crore received in March 2018 and additional accrued Grants of ₹ 6.47 crore sanctioned in March 2018). Recurring ₹ 85.65⁴ crore (including Grant of ₹ 28.66 crore received in March 2018). } together with unutilised balance of ₹ 37.96 crore pertaining to previous year and internal receipts/interest earned of ₹ 0.63 crore, totaling ₹ 180.83 crore, the University utilised a sum of ₹ 147.42 crore⁵, leaving a balance of ₹ 33.41 crore unutilised as on 31st March 2018. The University also received Xth Plan grant of ₹ 0.05 crore as reimbursement.

F. Management Letter

Deficiencies that have not been included in the Separate Audit Report have been brought to the notice of the Vice-Chancellor, Maulana Azad National Urdu University (MANUU), Hyderabad, through a Management letter issued separately for remedial/corrective action.

v. Subject to our observations in the preceding paragraphs, we report that the Balance Sheet, Income & Expenditure Account and Receipts & Payment Account dealt with by this report are in agreement with the books of accounts.

³ Non-Recurring: (i) Non-recurring ₹ 26.41 crore, (ii) Polytechnic & ITI, Cuttack ₹ 15.00 crore, (iii) Polytechnic, Kadapa ₹ 12.00 crore, (iv) MAK ₹ 0.16 crore, (v) CSSEIP ₹ 1.37 crore, (vi) RCA ₹ 0.65 crore and (vii) ASC ₹ 0.95 crore

⁴ Recurring (i) Salaries ₹ 64.77 crore and (ii) Recurring ₹ 20.88 crore

⁵ Recurring : (i) Salaries ₹ 50.39 crore & (ii) Recurring ₹ 35.26 crore
Non-Recurring: (i) Non-recurring ₹ 50.91 crore, (ii) MAK ₹ 0.06 crore (iii), CSSEIP ₹ 0.80 crore, (iv) RCA ₹ 0.84 crore (v) ASC ₹ 1.28 crore and (vi) Saehar ₹ 7.88 crore



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vi. In our opinion and to the best of our Information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts and subject to the significant matters stated above and other matters mentioned in Annexure to this Audit Report give a true and fair view in conformity with accounting principles generally accepted in India:

(a) In so far as it relates to the Balance Sheet, of the state of affairs of the Maulana Azad National Urdu University (MANUU), Hyderabad, as at 31 March 2018; and

(b) In so far as it relates to Income & Expenditure Account of the *Deficit* for the year ended on that date.

[Handwritten Signature]
14/11/18

Director General of Audit(Central)



Sameer Farooq
Dean

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Certified copy.

[Handwritten Signature]
14/11/18

FINANCE OFFICER
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ANNEXURE

1. Adequacy of Internal Audit System: The Internal Audit Department was functioning with one Internal Audit Officer, three (3) Internal Auditors (contractual), One Office Assistant (Regular) and one Lower Division Clerk (contractual) for conducting internal audit of sixty four (64) Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education. Internal audit for the year 2015-16, was taken up in respect of five (05) Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education. However, status on completion of internal audit for the year 2015-16 and Internal Audit Reports issued was not made available to Audit. For the year 2016-17, internal audit was conducted & completed in respect of only four (4) Departments and Internal Audit Reports were issued. During 2017-18, internal audit was conducted & completed in respect of only seven (7) Departments and Internal Audit Reports were issued. Though pointed out in previous audit, Internal Audit mechanism was neither systematic nor adequately strengthened with an Annual Action Plan to periodically cover in a fixed time frame, internal audit of all the sixty four (64) Departments & off-campus centers, in a phased manner. Thus, Internal Audit system was inadequate. Besides, the University does not have Accounting and Internal Audit Manuals.

2. Adequacy of Internal Control System: The internal control system was inadequate as-

(a) There was a need to strengthen the Internal Audit System

(b) The Instructions in MHRD Format of Accounts was not followed (as stated in Comment No.A.1.1.1).

(c) Time-barred cheques were not written back (as stated in Comment No.A.1.2.1)

3. System of Physical verification of assets: Physical verification of Fixed Assets in respect of all the sixty four (64) Departments including Off-campus Centers of the University was not conducted. Further, the volume of Library Books held by the University was not disclosed and Physical verification of Library Books was not conducted though stipulated as per Rule 215 of General Financial Rules 2017.

4. System of Physical verification of inventory: Though pointed out in previous audits, there is neither an Accounting Policy on Inventories nor a system was evolved for conduct of annual Physical Verification of Inventories maintained by the sixty four (64) Departments including Off-campus Centers of the University.

5. Regularity in payment of statutory dues: Statutory dues were paid regularly.



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निदेशक/केंद्रीय व्यय लेखा परीक्षा
DIRECTOR/CEA

Sareen Fatima
Dean
School of Commerce and Business Management
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500 032.

MAULANA AZAD NATIONAL URDU UNIVERSITY

Reply to the Separate Audit Report (SAR) on the Annual Accounts for the year ended 31st March, 2018 (2017-18)

Para No.	Comment	Reply of the University
A	BALANCE SHEET	
A.1.	Source of Fund	
A.1.1.	Designated/Earmarked/Endowment Funds: ₹ 28.60 crore (Schedule-2)	
A.1.1.1	Negative balances of ₹ 1.55/- (overspent amount out of the funds) in respect of 'Designated/Earmarked Fund-Others', were transferred to Loans, Advances & Deposits (Schedule-8) as receivable, without authorization and confirmation from the funding agency/University Grants Commission (UGC) for reimbursement of the overspent amounts. This resulted in overstatement of Designated/Earmarked Funds and Loans, Advances & Deposits by ₹ 1.55 crore each.	The expenditure for ₹1.55 crore is majorly towards staff salaries. They are sanctioned by the UGC and are continuing without interruption. Since these are Plan based Schemes, extension of schemes given from time to time in due course and grants released subsequently. Also there are no directions for their closure or termination. Hence these schemes are deemed to be continued and expenditure was incurred. Grants of Hindi and Innovative Schemes are yet to be received. Therefore, the grants receivable from UGC are rightly accounted for under Schedule - 8 of the Annual Accounts as grants receivable.
A.1.2.	Current Liabilities & Provisions: ₹ 104.25 crore (Schedule 3)	



₹ 44,05,164/- and (ii) INNOVATIVE: ₹ 1,10,59,609/-, total: ₹ 1,54,64,773/-

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A.1.2.1	Time-barred cheques amounting to ₹ 0.27 Crores as on 31.03.2018, in respect of 9 Bank accounts ² , were not written back as receipts in the books of accounts and exhibited as Stale cheques under Current Liabilities. This has resulted in understatement of Current Liabilities and Current Assets by ₹ 0.27 crore each.		The time barred cheques (65 cheques) amounting to ₹27,25,148/- in respect of 9 bank accounts were written back in respective cash books. This will be reflected in the Annual Accounts of 2018-19.
B.	General		
1.	Though pointed out in previous audit, the discrepancies in the details of land possessed by the University as disclosed in Sl.No.III, of 'Notes on Accounts' (In the Table-I, Schedule-24, Page 50 of Annual Accounts), when compared to the disclosure on land holdings made in the Annual Accounts for the year 2014-15, as detailed below, were not rectified:		The detailed information is furnished below and necessary rectification would be carried out in the Annual Accounts for the Year 2018-19.
Sl. No.	Description	Details as per Table-I (Schedule-24), Page 35 & 36, of 2014-15 Annual Accounts	Details as per Table-I (Schedule-24) of 2015-16, 2016-17 & 2017-18 Annual Accounts
a.	Freehold land at Darbhanga District, Bihar	Date of Acquisition: 14.05.2008	Date of Acquisition: 11.06.2009
b.	Freehold land at Srinagar, Jammu & Kashmir	(i) Details of land in acres: 12.392 (Acquired on 25.06.2012) (ii) Details of land in acres: 1.363 (Acquired on 15.12.2014)	Details of land in acres not mentioned Details of land in acres: Not mentioned
c.	Leasehold land at BDACA	Details of land in acres: 0.19	Not mentioned in acres
a.	The date of acquisition in annual accounts 2015-16, 2016-17 and 2017-18 is correct.		
b.	Now mentioned in acres - 12.50.		
c.	Now mentioned in acres - 0.195 and date of acquisition mentioned as 26-09-2008 in annual accounts 2014-15 is correct.		
d.	The date of acquisition in annual accounts 2015-16, 2016-17 and 2017-18 is correct.		
e.	The details of land in acres mentioned as 5.02 in annual accounts for the year 2014-15 is correct.		

² (i) Coaching Academy A/c No.1100: ₹4,611/- (3), (ii) IOB Salaries A/c No.8330: ₹8,50,129/- (13), (iii) Plan A/c No.1101: ₹12,62,178/- (14), (iv) Deccan Studies A/c No. 2750: ₹614/- (2) (v) Merged Schemes A/c No.0023: ₹1,000/- (1), (vi) IOB Recurring Scheme A/c No.9551 U/20: ₹1,312/- (13), and (vii) Non-Plan A/c No.0001: ₹23,758/- (2), (viii) A/c No. 8542: ₹72,539/- (4) (ix) Sachar A/c No. 0024: ₹4,09,007/- (13)

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		<p>site, Bengaluru</p>	<p>Date of Acquisition: 26.09.2008</p>	<p>Date of Acquisition: 04.06.2008</p>
d.	Leasehold land at Bhopal	Date of Acquisition: 31.01.2014	Date of Acquisition: 25.2.2014	
e.	Freehold land at Asansol, West Bengal	Details of land in Acres: 5.02	Details of land in Acres: 5	

2.

- The following were not exhibited in the Annual Accounts, though mandated as per MHRD format of Accounts:
- Sub Schedule 2A – Endowment Fund(MHRD format of accounts Page No.5)
 - Schedule 3(b) under Others – Names of the sponsors(MHRD format of accounts Page No.8)
 - Schedule 10 – Prescribed format not adopted (MHRD format of accounts Page No.28)
 - Schedule 15A- Employees and Terminal Benefits(MHRD format of accounts Page No.35)

The Observation is noted for future compliance. The Schedules noted in the observation will be appended in the Annual Accounts of 2018-19.



Sareen Zehra
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Gachibowli, Hyderabad-500 032.

Certified copy
19/02/2020

(M. G. Gunasekaran)
Finance Officer

FINANCE OFFICER
Maulana Azad National Urdu University
Hyderabad-500 032

Separate Audit Report of the Comptroller & Auditor General of India on the Accounts of Maulana Azad National Urdu University, Hyderabad, for the year ended 31 March 2019

We have audited the attached Balance Sheet of Maulana Azad National Urdu University (MANUU), Hyderabad, as at 31 March 2019, Income & Expenditure Account and Receipts & Payment Account for the year ended on that date under Section 19(2) of the Comptroller & Auditor General's (Duties, Powers & Conditions of Service) Act, 1971 read with Section 30(1) of the Maulana Azad National Urdu University Act, 1996 (Act No.2 of 1997). These financial statements are the responsibility of the University's Management. Our responsibility is to express an opinion on these financial statements based on our audit.

2. This Separate Audit Report contains the comments of the Comptroller & Auditor General of India (CAG) on the accounting treatment only with regard to classification; conformity with the best accounting practices, accounting standards and disclosure norms, etc. Audit observations on financial transactions with regard to compliance with the Law, Rules & Regulations (Propriety and Regularity) and efficiency-cum-performance aspects, etc., if any, are reported through Inspection Reports/CAG's Audit Reports separately.

3. We have conducted our audit in accordance with auditing standards generally accepted in India. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit includes examining, on a test basis, evidences supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall presentation of financial statements. We believe that our audit provides a reasonable basis for our opinion.

4. Based on our audit, we report that:

i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose of our audit.

ii. The Balance Sheet and Income & Expenditure Account/ Receipts & Payment Account dealt with by this Report have been drawn in the Revised



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Gachibowli, Hyderabad-500 032.

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Format of Accounts, prescribed by Government of India, Ministry of Human Resource Development, for Central Higher Educational Institutions.

iii. In our opinion, proper books of accounts and other relevant records have been maintained by the University, in so far as it appears from our examination of such books.

iv. We further report that:

A. BALANCE SHEET:

A. 1 Source of Funds

A.1.1 Designated/Earmarked/Endowment Funds: ₹ 17.69 crore (Schedule-2)

A.1.1.1 Negative balances of ₹ 3.01 crore¹ owing to excess amount spent in respect of 'Designated/Earmarked Fund-Others', were transferred to Loans, Advances & Deposits (Schedule-8) as receivable, without authorization and confirmation from the funding agency/University Grants Commission (UGC) for reimbursement of these amounts. This resulted in overstatement of Designated/Earmarked Funds and Loans, Advances & Deposits by ₹ 3.01 crore each.

B. General

1. The following were not exhibited in the Annual Accounts, though mandated as per MHRD format of Accounts:

- a. Sub Schedule 2A -- Endowment Fund(MHRD format of accounts Page No.5)
- b. Schedule 10 -- Prescribed format not adopted (MHRD format of accounts Page No.28)
- c. Schedule 15A- Employees and Terminal Benefits (MHRD format of accounts Page No.35)

C. Effect of Audit comments on Accounts

The net impact of audit comments given in preceding paragraphs is overstatement of Liabilities and Assets by ₹ 3.01 crore.



¹(i) HINDI: ₹ -1,25,88,480/-, (ii) INNOVATIVE: ₹ -1,62,30,913/-, (iii) Center for Women Studies (CWS): ₹ -12,05,699/-, and (iv) Remedial Coaching Centre for Minorities (RCCM): ₹ -1,23,377/- Total: ₹ 3,01,48,469/-

Sareen Jafar
Dean

School of Commerce and Business Management
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D. Grants-in-aid: Out of total grants-in-aid of ₹ 94.30³ crore received during the year together with unutilized balance of ₹ 33.41 crore pertaining to previous year and internal receipts/interest earned of ₹ 22.29⁴ crore, totaling ₹ 150.00 crore, MANUU utilized a sum of ₹ 132.76 crore⁵, leaving a balance of ₹ 17.24 crore as on 31st March 2019.

E. Management Letter

Deficiencies that have not been included in the Separate Audit Report have been brought to the notice of the Vice-Chancellor, Maulana Azad National Urdu University (MANUU), Hyderabad, through a Management letter issued separately for remedial/corrective action.

v. Subject to our observations in the preceding paragraphs, we report that the Balance Sheet, Income & Expenditure Account and Receipts & Payment Account dealt with by this report are in agreement with the books of accounts.

vi. In our opinion and to the best of our information and according to the explanations given to us, the said financial statements read together with the Accounting Policies and Notes on Accounts and subject to the significant matters stated above and other matters mentioned in Annexure to this Audit Report give a true and fair view in conformity with accounting principles generally accepted in India:

(a) In so far as it relates to the Balance Sheet, of the state of affairs of the Maulana Azad National Urdu University (MANUU), Hyderabad, as at 31 March 2019; and

(b) In so far as it relates to Income & Expenditure Account of the *Deficit* for the year ended on that date.

Principal Director of Audit (Central)



³ (i) Salaries: ₹65,58,06,000/- (Schedule 10) (ii) Recurring: ₹22,71,84,000/- (UC) (iii) Capital: ₹6,00,00,000/- (Schedule 3c) Total: ₹94,29,90,000/- (UC)

⁴ (i) ₹16,12,57,542/- (Schedule 9) (ii) ₹2,95,33,413/- (Schedule 13) (iii) ₹3,21,11,678/- (Schedule 11 Income from other investments) Total: ₹22,29,02,638/-

3. (i) Salaries ₹96,23,59,000/- (UC) (ii) Recurring ₹31,07,55,000/- (UC) (iii) Capital: ₹5,44,86,036/- (Schedule 3c) Total: ₹1,32,76,00,036/- (UC)

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ANNEXURE

1. Adequacy of Internal Audit System:

The internal audit Department was constituted for conducting internal audit of sixty four (64) Academic/Non-Academic Departments/Schools/Technical Colleges & Institutes/Regional & Sub-Regional Centers of Directorate of Distance Education. Since 2015-16 till 2017-18, very few units were taken up for audit . During 2018-19, annual action plan was not drawn up and internal audit was not conducted. Though pointed out in previous audits, internal audit mechanism was neither systematic nor adequately strengthened with an Annual Action Plan to cover periodically in a fixed time frame, internal audit of all sixty four (64) Departments & off-campus centers, in a phased manner. Thus, Internal Audit system was felt to be inadequate. Besides, MANUU does not have Accounting and Internal Audit Manuals.

2. Adequacy of Internal Control System:

The internal control system was inadequate as-

- (a) There was a need to strengthen the Internal Audit System
- (b) The instructions in MHRD Format of Accounts was not followed as mentioned in main report.

3. System of Physical verification of assets:

Physical verification of fixed Assets was not conducted in any of the sixty four (64) Departments including Off-campus Centers of the University

4. System of Physical verification of inventory:

Though pointed out in previous audits, there is neither an accounting policy on inventories nor a system was evolved for conduct of annual physical verification of Inventories maintained by the sixty four (64) Departments including Off-campus Centers of the University.

5. Regularity in payment of statutory dues:

Statutory dues were paid regularly.



Certified Copy

[Signature]
FINANCE OFFICER
Maulana Azad National Urdu University
Hyderabad-500 032

[Signature]
निदेशक/ केंद्रीय व्यय लेखा परीक्षा

DIRECTOR/CEA

[Signature]
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MAULANA AZAD NATIONAL URDU UNIVERSITY

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A.1.1.	Designated/Earmarked/Endowment Funds: Rs.17.69 crore (Schedule-2)	
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(B)	General	
1.	The following were not exhibited in the Annual Accounts, though mandated as per MHRD format of Accounts: (a) Sub Schedule 2A – Endowment Fund(MHRD format of accounts Page No.5) (b) Schedule 10 – Prescribed format not adopted (MHRD format of accounts Page No.28) (c) Schedule 15A- Employees and Terminal Benefits (MHRD format of accounts Page No.35)	The University has followed MHRD guidelines for all the Main Schedules. Since there is no additional information having any material effect in the Sub-Schedules mentioned, the same are not shown. Hence, there is no impact on the financial statements.



Sameer Zuberi
Dean

School of Commerce and Business Management
Maulana Azad National Urdu University
Center for Women Studies (CWS): ₹ -12,05,699/- and (iv) Remedial Coaching Centre for Minorities (RCCM): Hyderabad-500 032.

(i) HINDI: ₹ -1,25,88,480/-, (ii) INNOVATIVE: ₹ -1,62,30,913/-, (iii) Center for Women Studies (CWS): ₹ -12,05,699/- and (iv) Remedial Coaching Centre for Minorities (RCCM): ₹ -1,23,377/- Total: ₹ 3,01,48,469/-

M. G. Gunasekaran
(M. G. Gunasekaran)
Finance Officer

Certified Copy
M. G. Gunasekaran
FINANCE OFFICER