



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)

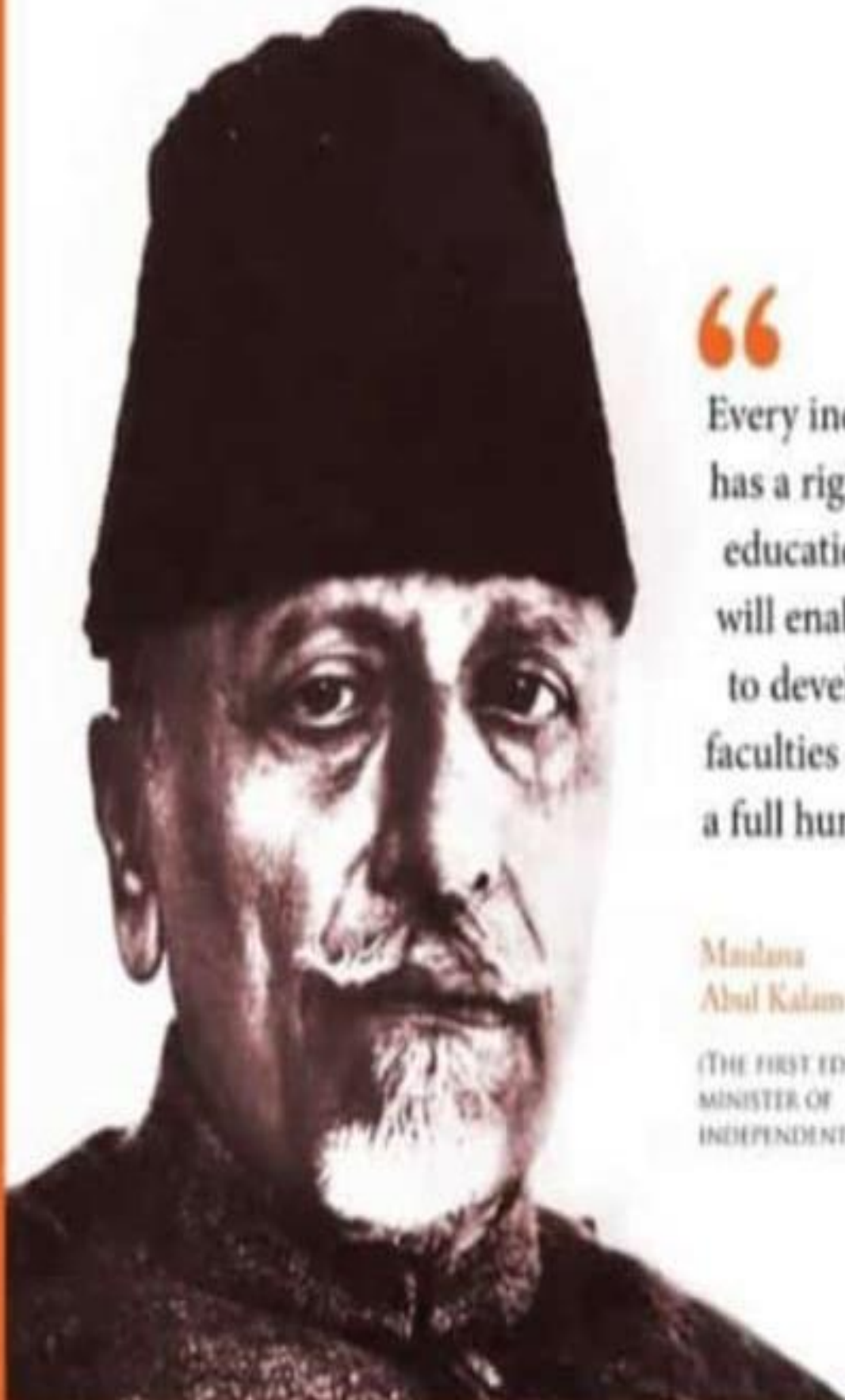
**INFORMATION BROCHURE**  
**For**  
**Two-Year Full-time MBA**  
**Programme**

**AICTE MANDATORY DISCLOSURE**  
(as per Approval Process Handbook 2021-22)

**SCHOOL OF COMMERCE AND BUSINESS MANAGEMENT**  
(Department of Management & Commerce)

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

[www.manuu.edu.in](http://www.manuu.edu.in)  
<https://manuu.edu.in/university/schools/SCBM>



“

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)





**Administrative Block of MANUU**



**UNIVERSITY AT A GLANCE**



اسکول برائے تجارت و کاروباری انتظامیہ  
**SCHOOL OF COMMERCE &  
BUSINESS MANAGEMENT**



***School of Commerce and Business Management building***



## LETTER OF APPROVAL 2020-21

### 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](http://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 4<sup>th</sup> 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, HYDERABAD, 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

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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

Application No:1-7492450931

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#### 5. Guard File(AICTE)

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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.**

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## INSTITUTIONAL DETAILS

### NAME OF THE INSTITUTION:

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

### 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](http://www.manuu.edu.in)

Email: [registrar@manuu.edu.in](mailto:registrar@manuu.edu.in) Tel. 040-23006602; 040-23120600-Extn. 1301

### NAME AND 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](mailto: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](mailto:dean.bmc@manuu.edu.in)

Tel. 040-23120600-Extn. 3400; 3401 (Office)

Mob. 9701923007 (only for urgent work)

NAME OF THE AFFILIATING UNIVERSITY: Not Applicable



**VISION:**

To be a top –tier Business School that continually strives to create leaders in business who are committed to achieve excellence in their professional and personal endeavor imbued with social consciousness and ethical values.

**MISSION:**

Providing high quality education, continuous industry-institution interaction for enhancing, leadership, entrepreneurship and managerial qualities, through development and application of knowledge.

**Goals & Objectives:**

To Provide education and learning opportunities with inclusive approaches with a balanced curriculum.

To prepare diverse group of students with knowledge and skills and enable them to be leader in business world.

To help students built their career in management profession and entrepreneurship by focusing a balanced learning methodology.

To provide a comprehensive foundation in business domain and maintain work life balance.

To follow strict course delivery and training schedules to achieve excellence.

Provide high quality teaching and training that enabled with knowledge and skills set with high ethical standards.

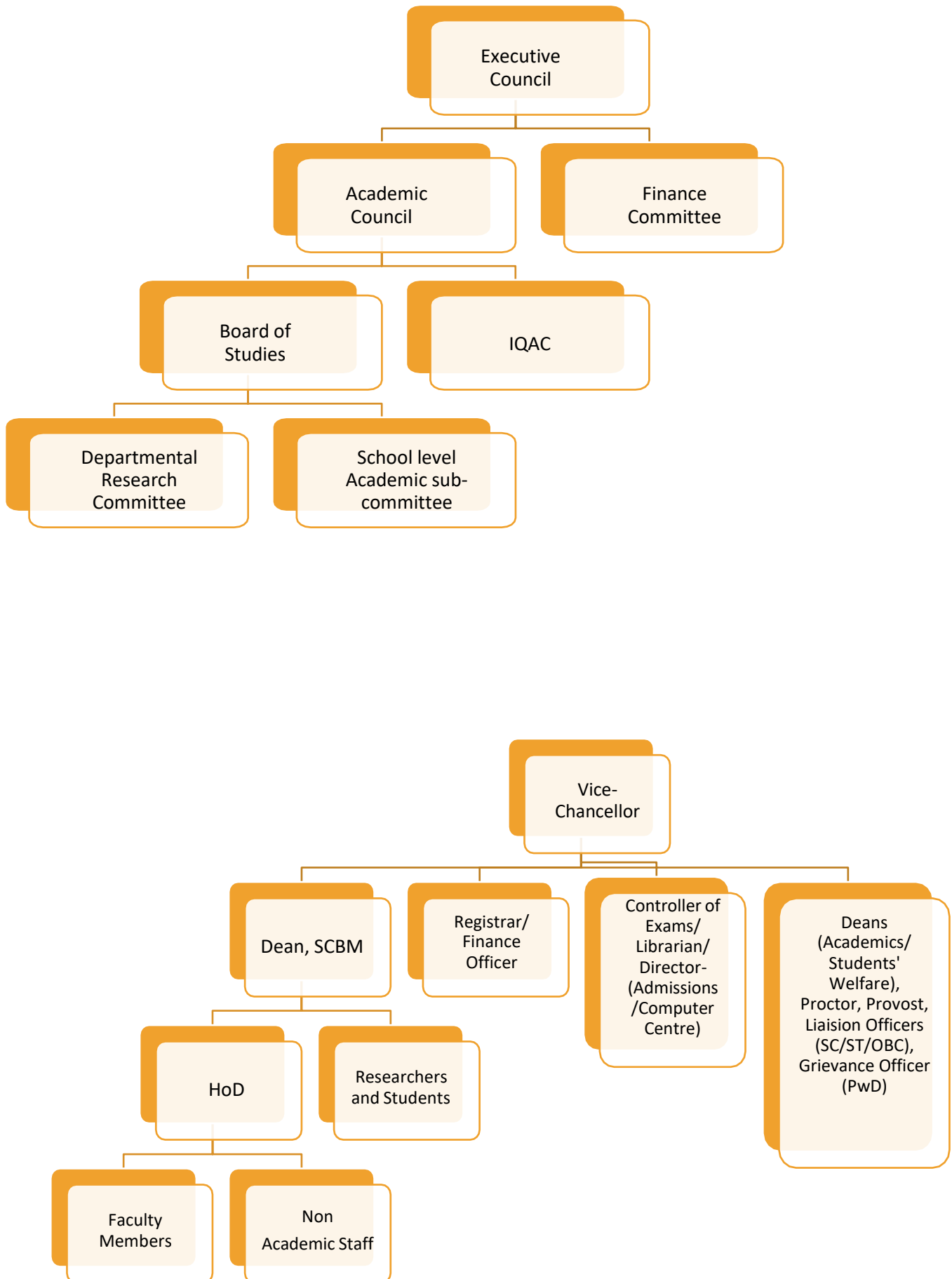
To inculcate in student's esprit-de-corps inclusive perspective on society and its progress.

To create future corporate leaders that will help in society and nation building by providing insights into priority section of the economy.

Encourage innovative practices and ethical initiative.

Encourage and develop in students the creative thinking skills to address diverse business challenges and opportunities.

*ORGANIZATIONAL CHART:*





## GOVERNANCE

### ***EXECUTIVE COUNCIL:***

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

<https://manuu.edu.in/University/Statutory-Authorities/Executive-Council>

S. No.	Name & Designation	
1.	<b>Prof. S. M. Rahmathullah</b> Vice-Chancellor I/c	Chairman
2.	<b>Prof. Shashikant Sharma</b> Professor & Chairman, Dept. of Journalism & Mass Communication, Himachal Pradesh University	Member, Visitors Nominee
3.	<b>Prof. Panchanan Mohanty,</b> Professor, Dean School of Humanities, University of Hyderabad	Member, Visitors Nominee
4.	<b>Prof. Bharat Bhaktibhai Ramanuj,</b> Professor and Head, Dept. of Education, Saurashtra University, Rajkot, Gujarat	Member, Visitors Nominee
5.	<b>Prof. V. Kamakshi Prasad,</b> Professor, Dept. of Computer Science & Engineering, JNTU College of Engineering, Hyderabad	Member, Visitors Nominee
6.	<b>Prof. Abdul Wahid</b> Dean, School of Technology	Member
7.	<b>Prof. Ehtesham Ahmed Khan</b> Dean, School of Mass Communication & Journalism	Member
8.	<b>Prof. Saneem Fatima</b> Dean, School of Commerce & Business Management	Member
9.	<b>Prof. Parveen Jahan</b> Dean, School of Sciences	Member
10.	<b>Prof. Abul Kalam</b> Professor-cum-Director, DDE	Member
11.	<b>Prof. Mohd. Zafaruddin</b> Professor-cum-Director Centre for Urdu Culture Studies (CUCS)	Member
12.	<b>Dr. Sadaquat Ali Khan</b> Associate Professor, MANUU-CTE, Bidar	Member
13.	<b>Dr. Shafayath Ahmad</b> Assistant Professor, CTE- Darbhanga	Member
14.	<b>Prof. Siddiqui Mohd. Mahmood</b> Registrar I/c	Ex-Officio Secretary

## ACADEMIC COUNCIL:

(Members of Academic Council) as on 01.03.2021

<b>CHAIRMAN</b> Prof. S. M. Rahmatullah, Vice-Chancellor I/c., & Dean, School of Arts & Social Sciences	
<b>MEMBERS</b>	
1.	Prof. Naseemuddin Farees, Dean, School of Languages, Linguistics & Indology and HoD Urdu
2.	Prof. Abdul Wahid, Dean, School of Technology
3.	Prof. Siddiqui Mohd. Mahmood, Dean, Dept. of Education & Training & Registrar I/c.
4.	Prof. Ehtesham Ahmed Khan, Dean, School of Mass Comm. & Journalism
5.	Prof. Saneem Fatima, Dean, School of Commerce & Business Management
6.	Prof. Parveen Jahan, Dean, School of Sciences
7.	Prof. Abul Kalam, Director, Directorate of Distance Education
8.	Prof. Shugufta Shaheen, Head, Dept. of English
9.	Dr. Karan Singh Utwal Head, Dept. of Hindi
10.	Prof. Syed Alim Ashraf, Head, Dept. of Arabic
11.	Prof. Mohd. Khalid Mubashir-Uz-Zafar, Head, Dept. of Translation
12.	Prof. Shahid Naukhez, Head, Dept. of Persian
13.	Prof. Mohammed Razaullah Khan, Head, Dept. Management & Commerce
14.	Dr. Syed Imtiyaz Hassan, Head, Dept. of CS&IT
15.	Dr. Afroz, Head, Dept. of Mathematics
16.	Prof. Mohd. Moshahid, Head, Dept. of Education & Training
17.	Prof. Mohd. Fariyad, Head, Dept. of MCJ
18.	Prof. Afroz Alam, Head, Dept. of Political Science & I/c Director, ACSSEIP
19.	Dr. Kaneez Zehra, Head, Dept. Public Administration
20.	Prof. Md. Shahid Raza, Head, Dept. of Social Work
21.	Prof. Shahida, Head, Dept. of Women Education
22.	Prof. P. H. Mohammad, Head, Dept. of Sociology

23.	Dr. Danish Moin, Head, Dept. of History
24.	Prof. Farida Siddiqui, Head, Dept. of Economics
25.	Prof. Mohd. Fahim Akhtar, Head, Dept. of Islamic Studies
26.	Prof. P. F. Rahman, UGC-HRDC
27.	Prof. Mohd. Zafaruddin, Professor & Director, CUCS
28.	Prof. Nisar Ahmed I. Mulla, Professor, Dept. of Management and Commerce
29.	Prof. Aziz Bano, Professor, Dept. of Persian
30.	Prof. Syed Mohammed Haseebuddin Quadri, Professor, Dept. of English
31.	Prof. Badiuddin Ahmed, Professor, Dept. of Management and Commerce
32.	Prof. Gulfishaan Habeeb, Professor, Directorate of Distance Education
33.	Prof. Mohd. Abdul Azeem, Professor, Dept. of Management and Commerce
34.	Prof. Salma Ahmed Farooqui, Professor, H.K.S. Centre for Deccan Studies
35.	Prof. Khazi Ziaulla, Professor, Directorate of Distance Education
36.	Prof. Adam Paul Patteti, Professor, Dept. of Education & Training
37.	Prof. Syed. Najamul Hasan, Dept. of Mathematics
38.	Prof. Md. Faiz Ahmed, Professor, Dept. of Education & Training
39.	Prof. Noushad Hussain, Prof. Education & Training
40.	Prof. Nikhath Jahan, Professor, Directorate of Distance Education
41.	Prof. Mohd. Shahid, Professor, Dept. of Social Work
42.	Prof. Mohd. Farooq Bakshi, Professor, Dept. of Urdu
43.	Prof. M. Vanaja, Professor, Dept. of Education & Training
44.	Prof. Abdul Raheem Principal CTE Aurangabad
45.	Prof. Mohammed Abdul Sami Siddiqui, Professor CPDUMT



46.	Prof. Salman Ahmad Khan, Professor – Chemistry SoS
47.	Dr. Sadaquat Ali Khan, Associate Professor, CTE Bidar
48.	Dr. Shafayat Ahmad, Assistant Professor, CTE Darbhanga
49.	Dr. Umar Farooque Azam, Assistant Regional Director, Sub-Regional Centre, Hyderabad
50.	Dr. Akhtar Parvez, Librarian
51.	Prof. Altaf Hussain, Vice-Chancellor, Mahatma Gandhi University, Telangana
52.	Prof. Darvesh Gopal, Director, School of Social Sciences, IGNOU, New Delhi
53.	Prof. Abdur Rasheed, Professor of Urdu, JMI, New Delhi
54.	Prof. V. Sudhakar, Professor of Education, EFLU, Telangana
55.	Prof. G. Srinivas Reddy Kakatiya University, Warangal
56.	Prof. M. A. Hussain Sri Venkateshwara University, Tirupati
<b>SECRETARY</b>	
57.	Prof. Siddiqui Mohd. Mahmood, Registrar I/c. & Dean, S E & T

**SCHOOL BOARD:**

(as per Statute/Ordinances and approved by the Academic Council of the University):

**School of Commerce and Business Management****List of School Board Members (as on 31.3.2021)**

S. NO	Name & Designation	
<u>1</u>	<b>Prof. Saneem Fatima</b> Dean, SCBM	Chairperson
2	<b>Prof. M. Razaullah Khan</b> Head, Department of Management & Commerce	Member
3	<b>Prof. Badiuddin Ahmed</b>	Member
4	<b>Prof. M. Abdul Azeem</b>	Member
5	<b>Prof. N.I. Mulla</b> DDE	Member
6	<b>Dr M.A. Sikandar</b> Associate Professor	Member
<u>7</u>	<b>Dr. Shaik Kamruddin</b> Asstt. Professor	Member
<u>8</u>	<b>Prof. Abdul Wahid</b> Dean, School of Technology	(VC Nominee)
<u>9</u>	<b>Prof. Ehtesham Ahmad Khan</b> Dean, School of MCJ	(VC Nominee)
<u>10</u>	<b>Prof. Furqan Qamar,</b> Centre for Management Studies, JMI New Delhi & former Vice-Chancellor, Rajasthan University, Jaipur and Central University of H.P. and Secretary General, AIU	(VC Nominee)
11	<b>Prof. S.M. Imamul Haque</b> Department of Commerce, Aligarh Muslim University, Aligarh	(VC Nominee)
12	<b>Prof. Aisha M Sheriff</b> University of Mysore	(VC Nominee)

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

## ROLE OF FACULTY AND STUDENTS:

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.

### **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 them in respective field. 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.

***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.

***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.

## COMMITTEES

### ANTI-RAGGING COMMITTEE:

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

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in the year 1998)



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

#### ORDERS

3/1/19

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 <sup>st</sup> Year.	Member
12	Mr. Jarrar Ahamad, Ph.D. E & T, 4 <sup>th</sup> 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  
3/1/19

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.manuua.c.in](http://www.manuua.c.in) [arasheed@manuu.edu.in](mailto:arasheed@manuu.edu.in)  
EPABX: +91-040 23006612-15 Fax: 23006603 Tel: +91-4023006121 (O/o Registrar) 040-23006441 (A.R. Acad.)



مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in the year 1998)



No. MANUU/Acad/F.24 /2018-19/99

3rd 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  
Housing

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.manuuu.c.in](http://www.manuuu.c.in) [arasheed@manuu.edu.in](mailto:arasheed@manuu.edu.in)  
EPABX: +91-040 23006612-15 Fax: 23006603 Tel: +91-4023006121 (O/o Registrar) 040-23006441 (A.R. Acad.)

## STUDENT GRIEVANCE REDRESSAL COMMITTEE:

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.

Establishment of Grievance Redressal Committee/ OMBUDSMAN in the Institution:

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University)  
Accredited "A" Grade By NAAC

ACADEMIC SECTION



MANUU/Acad/F.614/2019-20/187

30<sup>th</sup> 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 7<sup>th</sup> 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 <sup>rd</sup> 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.

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MAULANA AZAD NATIONAL URDU UNIVERSITY  
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No.MANUU/PVCO/F.107/2020-21/1562

31 March, 2021

ORDERS

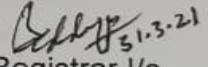
Sub: MANUU-ER-I Section - Appointment of Prof.A.Ravindranath,  
Professor, Dept. of Technology, Osmania University as  
OMBUDSMAN for Technical courses of the University - Reg.

Ref: Approval of the Vice Chancellor I/c dated 30.03.2021

\* \* \* \*

In view of AICTE Regulations, 2019, the Vice Chancellor is pleased to appoint Prof.A.Ravindranath, Professor, Dept. of Technology, Osmania University, Hyderabad as OMBUDSMAN for Technical courses of Maulana Azad National Urdu University, Hyderabad initially for a period of one year or until further orders whichever is earlier. The order shall take effect from the date of the acceptance.

He shall be paid sitting fee as per MANUU rates whenever hearings are conducted.

  
Registrar I/c

Copy to:

1. Prof.A.Ravindranath, Professor, Dept. of Technology, Osmania University, Hyderabad
2. Office of the VC/Registrar/FO
3. Dean, School of Technology
4. Office copy.



**INTERNAL COMPLAINT COMMITTEE (ICC):**

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University, accredited "A" Grade by NAAC)



ڈॉ. ام.ا. سیکندر | Dr. M.A. Sikandar  
کولسچیف | Registrar

ڈاکٹر ایم. اے. سیکندر

F.No. MANUU/ER-I(B)/F.293/2018-19/1574  
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
		<b>Members</b>
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.

  
11/3/19  
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.



(Accredited "A" Grade by NAAC)

No. MANUU/E.R-I (B) / F.293 / 2019/501

20<sup>th</sup> June 2019

**ORDERS**

**Sub:** MANUU – E.R-I Section – Appointment of Prof. Shagufta Shaheen, Professor, Dept. of English as Presiding Officer (Chairperson) Internal Complaints Committee (ICC) – Orders – Issued.

**Ref:** 1) Notification No. MANUU/ER-I(B)/F.293/2018-19/1574 dated 11.2.2019  
2) Vice-Chancellor's approval dated 20.06.2019

\*\*\*

**Prof. Shagufta Shaheen**, Professor, Department of English, MANUU is hereby appointed as Presiding Officer (Chairperson) for Internal Complaints Committee (ICC) in terms of Clause-4 of the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, for a period of three years with immediate effect or till further orders.

The other terms and conditions stipulated as Notified the by the University in its Notification 1<sup>st</sup> cited shall remain unchanged.

  
Registrar

Copy to:

1. Prof. Shagufta Shaheen, Professor, Dept. of English
2. Prof. Saneem Fatima, Professor, Dept of Management & Commerce with a request to handover the charge of O/o ICC to Prof. Shagufta Shaheen)
3. All Members of ICC- (i) Dr. Bibi Raza Khatoon, Asst. Professor, Dept. of Urdu,  
(ii) Dr. Z. Abdul Raheem, Associate Professor, Polytechnic-Hyd  
(iii) Mr. Shamsuddin Ansari, R.D (F&A Section)  
(iv) Mrs. C. Archana, UDC, ER-II Section  
(v) Miss. Shahana Alam, B.Tech Student, CS&IT  
(vi) Mr. Mohd. Absar, MSW  
(vii) Miss Fowzia Afaq, MCJ  
(viii) Prof. Zakia Siddiqui, former Principal Women's College, AMU, Aligargh

## SC/ST COMMITTEE:

<https://manuu.edu.in/University/RegistrarOffice/ReservationCell/Profile>

### 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	<b>Dr. Parveen Jahan</b> Associate Professor	<b>Grievance Redressal Officer &amp; Liaison Officer</b> for PwDs to looked after the reservation and other matters.	Mobile : 9885186923 e-mail: dr_parveenjahan@yahoo.co.in
2	<b>Mr. Abrar Ahmad</b> Assistant Registrar	<b>Nodal Officer</b> 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	<b>Dr. Samsuddin Ansari</b> Regional Director	<b>Liaison Officer</b> for OBCs to looked after the reservation and other matters.	Mobile : 9493598298 e-mail : ansarishams1997@gmail.com
4	<b>Dr. Janaid Ahmad</b> Assistant Professor	<b>Liaison Officer</b> for SCs/STs to looked after the reservation and other matters.	Mobile : 8803732935 e-mail: janaidahmedalig@gmail.com

Note:

Mrs. J. Jyothi, Office Staff attached with the School of Commerce and Business Management, MANUU has been nominated as SC/ST representative in dealing with SC/ST matters in the School.

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Gachibowli, Hyderabad-500 032



MANUU/SCBM/SC&ST/ 36

Dated: April, 2021

#### OFFICE ORDERS

**Sub:- Nomination of Member for SC ST Committee to represent School of Commerce and Business Management.**

Mrs B Jyothi, Lower Division Clerk, School of Commerce & Business Management, MANUU is hereby nominated as member in the SC & ST Committee to address the issues related to the problems of the students of Master of Business Administration (MBA) Programme being offered under the School for Commerce & Business Management until further orders.

*Samsuddin Ansari*  
Dean  
School of Commerce & Business Management  
Dean  
School of Commerce and Business Management  
Maulana Azad National Urdu University  
Gachibowli, Hyderabad-500 032.

Copy to:-

1. Mrs. B. Jyothi, SCBM
2. HoD, Department of Management & Commerce, SCBM
3. Academic Section
4. O/o the Directorate of Admission
5. Notice Board



**INTERNAL QUALITY ASSURANCE CELL:**

<https://manuu.edu.in/sites/default/files/IQAC/IQAC%20New%20Committee.pdf>

Ref:1/IQAC/Recon/2020/14

18<sup>th</sup> November 2020

**ORDERS**

Sub: Appointment of Members for IQAC, MANUU-Reg

Ref: Approval of the Vice Chancellor, Incharge, dated 22nd September 2020

The Vice Chancellor has approved the nomination of the following members for Internal Quality Assurance Cell (IQAC) of the University to raise and sustain the quality initiatives in Academics and Administration. The tenure of IQAC members shall be of two years with immediate effect.

- 1) Vice Chancellor, Chairperson
- 2) Pro Vice Chancellor, Member
- 3) Registrar, Member
- 4) Librarian, Member
- 5) Finance Officer, Member
- 6) Controller of Examinations, Member
- 7) Director, HRDC, Member
- 8) Director, DDE, Member
- 9) Director, Directorate of Admissions, Member
- 10) Director, CIT, Member
- 11) Dean, Academic Affairs, Member
- 12) Dean, Research and Consultancy, Member
- 13) Dean, International Students, Member
- 14) Dean, Alumni, Member
- 15) Dr Salma Ahmed Farooqui (Professor, HKSCDS), Member
- 16) Dr Abdul Wahid (Professor, CSIT), Member
- 17) Dr Mohammed Shahid (Professor, Social Work), Member
- 18) Dr Noushad Husain (Professor, Education), Member
- 19) Dr Pradeep Kumar (Associate Professor, CSIT), Member
- 20) Dr Danish Moin (Associate Professor, History), Member
- 21) Dr M.A. Sikandar (Associate Professor, Management), Member
- 22) Dr Mohammed Yousuf Khan (Principal, Polytechnic & I/c Placements), Member
- 23) Dr Bibi Raza Khatoon (Assistant Professor, Urdu), Member
- 24) Mr Mohammed Hashim Ali Sajid (DR, ER-I), Member
- 25) Mr Syed ZabiUllah Hussaini, (AR, Examinations), Member
- 26) Mr Abrar Ahmad, (AR, Planning & Development), Member
- 27) Mr Mohammed Habeeb Khan, (AR, Finance & Accounts), Member
- 28) Ms Rehana Basheer (Student- PhD, Urdu), Member
- 29) Mr Mirza Faisal Anwar (Student-MA, English), Member
- 30) Mr Naqi Abbas (Industrialist-Enable Employability Excellence Pvt Ltd), Member
- 31) Dr. Syed Mohammed Haseebuddin Quadri (Professor, English), Director

.....

## PROGRAMMES:

Name of Programmes approved by AICTE : MBA (General Management)  
Name of Programmes Accredited by AICTE : NA  
Status of Accreditation of the Courses : NA  
Total number of Courses : NA  
No. of Courses for which applied for Accreditation  
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

For each Programme the following details are to be given:

Name : MBA (General Management)  
Number of seats : 120 Intake  
Duration : two years  
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	

### **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.

### **PROGRAMME EDUCATIONAL OBJECTIVES (PEOS)**

- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ 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 of 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) – At least 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.

### ***FEE DETAILS:***

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.)

Time schedule for payment of Fee for the entire Programme: Per Semester basis

**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.

Number of scholarships offered by the Institution, duration and amount

Fees are already subsidized.

Criteria for Fee waivers/scholarship: Gender and Disability

**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/-
	<b>Total</b>	<b>Rs. 3800/-</b>

*The Above Hostel Fee is to be paid at the time of Hostel Admission.*

**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/-
	<b>Total</b>	<b>Rs. 4100/-</b>

**The above fee is to be paid at the time of Hostel admission towards Mess charges.**

**PLACEMENT FACILITIES:**

University and School level placement Cell

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

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**






## FACULTY

### TEACHING FACULTIES:

- a. Branch wise list Faculty members : Professor-4; Associate Professor-1;  
Assistant Professor-6 + 3
- b. Permanent Faculty : 14
- c. Adjunct Faculty : -
- d. Permanent Faculty: Student Ratio : 1: 20
- e. Number of Faculty employed and left during the last three years: NIL
- f. Salaries and Allowances : As per Govt. of India Norms

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

<b>Dean/Director (Professor)</b>		
1	<b>Name</b>	PROF SANEEM FATIMA
2	<b>Date of Birth</b>	12-12-1969
	<b>Email ID</b>	saneemf@manuu.edu.in
3	<b>Unique id</b>	1-749328853
4	<b>Education Qualifications</b>	MBA, Ph.D
5	<b>Work Experience</b>	
	Teaching	19
	Research	13
	Industry	01
	Others	-
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	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

**HoD/Faculty(Professor)**

1	<b>Name</b>	PROF. M RAZAULLAH KHAN
2	<b>Date of Birth</b>	28-05-1963
	<b>Email ID</b>	razakhan@manuu.edu.in
3	<b>Unique id</b>	1-7493521710
4	<b>Education Qualifications</b>	M. Com, PGDCA, Ph.D.
5	<b>Work Experience</b>	
	Teaching	30
	Research	28
	Industry	-
	Others	-
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	Master	500 plus (M. Com & MBA)20 (MPhil)
	Ph.D.	10 (Awarded)
9	<b>Projects Carried out</b>	01
10	<b>Patents</b>	-
11	<b>Technology Transfer</b>	-
12	<b>Research Publications</b> No. of papers published in National/ International Journals/ Conferences	54
13	<b>No. of Books published with details</b>	02

**Faculty  
(Professor)**



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

**Faculty  
(Professor)**



1	<b>Name</b>	PROF. MOHAMMED ABDUL AZEEM
2	<b>Date of Birth</b>	12-03-1974
	<b>Email ID</b>	drazeeem@manuu.edu.in
3	<b>Unique id</b>	1-7493521703
4	<b>Education Qualifications</b>	MBA, Ph.D.
5	<b>Work Experience</b>	
	Teaching	21
	Research	13
	Industry	-
	Others	-
6	<b>Area of Specialization</b>	Marketing Management
7	Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate DiplomaLevel	Research methodology Services Marketing Marketing Management Statistics for Management Sales & Advertisement Management SPSS
8	<b>Research guidance</b>	
	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

**Faculty  
Associate  
Professor**



1	<b>Name</b>	DR. M. A. SIKANDAR
2	<b>Date of Birth</b>	08/04/1963
	<b>Email ID</b>	masikandar@manuu.edu.in
3	<b>Unique id</b>	1-7493522474
4	<b>Education Qualifications</b>	MBA, M.A. (Labour Studies), LL.B, M.Phil & Ph.D.
5	<b>Work Experience</b>	
	Teaching	1 year
	Research	1 year
	Industry	25 Years
	Others	
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	Master	07
	Ph.D.	-
9	<b>Projects Carried out</b>	-
10	<b>Patents</b>	-
11	<b>Technology Transfer</b>	-
12	<b>Research Publications</b> No. of papers published in National/ International Journals/ Conferences	16
13	<b>No. of Books published with details</b>	-



**Faculty (Assistant  
Professor)**



1	<b>Name</b>	DR. SYED KHAJA SAFIUDDIN
2	<b>Date of Birth</b>	17-11-1981
	<b>Email ID</b>	sksafiuddin@manuu.edu.in
3	<b>Unique id</b>	1-7493802806
4	<b>Education Qualifications</b>	M. Com, MBA, Ph.D.
5	<b>Work Experience</b>	
	Teaching	16
	Research	7
	Industry	-
	Others	-
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	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)**



1	<b>Name</b>	DR. SHAIK KAMRUDDIN
2	<b>Date of Birth</b>	10-06-1970
	<b>Email ID</b>	kamruddin@manuu.edu.in
3	<b>Unique id</b>	1-7500426055
4	<b>Education Qualifications</b>	MA, MBA, MPhil & Ph.D
5	<b>Work Experience</b>	
	Teaching	22
	Research	10
	Industry	-
	Others	-
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	Master	150 plus (MBA) 02 (M.Phil)
	Ph.D.	01(Awarded) 03 (Pursuing)
9	<b>Projects Carried out</b>	02
10	<b>Patents</b>	-
11	<b>Technology Transfer</b>	-
12	<b>Research Publications</b> No. of papers published in National/ International Journals/ Conferences	75
13	<b>No. of Books published with details</b>	01

**Faculty  
(Assistant Professor)**



1	<b>Name</b>	DR. RESHMA NIKHAT
2	<b>Date of Birth</b>	04-12-1968
	<b>Email ID</b>	r.nikhat@manuu.edu.in
3	<b>Unique id</b>	1-7500426600
4	<b>Education Qualifications</b>	B.Ed, MBA, MPhil, Ph.D. UGC-NET
5	<b>Work Experience</b>	
	Teaching	26
	Research	20
	Industry	25 Years
	Others	
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	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	<b>Name</b>	DR. RASHID FAROOQI
2	<b>Date of Birth</b>	21-01-1973
	<b>Email ID</b>	dr.mrfarooqi@manuu.edu.in
3	<b>Unique id</b>	1-7498477372
4	<b>Education Qualifications</b>	M.Com, MBA, Ph.D
5	<b>Work Experience</b>	
	Teaching	16
	Research	08
	Industry	01
	Others	-
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	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	<b>Name</b>	MR. SAIDALVI K.
2	<b>Date of Birth</b>	29-12-1987
	<b>Email ID</b>	saidalavi@manuu.edu.in
3	<b>Unique id</b>	1-7500426594
4	<b>Education Qualifications</b>	MBA, MPhil, UGC-NET
5	<b>Work Experience</b>	
	Teaching	7
	Research	2
	Industry	
	Others	
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	Master	100 plus
	Ph.D.	
9	<b>Projects Carried out</b>	
10	<b>Patents</b>	-
11	<b>Technology Transfer</b>	-
12	<b>Research Publications</b> No. of papers published in National/ International Journals/ Conferences	12
13	<b>No. of Books published with details</b>	



**Faculty (Assistant  
Professor)**



1	<b>Name</b>	MR. NISSAR HUSSAIN
2	<b>Date of Birth</b>	03-08-1994
	<b>Email ID</b>	nissarhussain@manuu.edu.in
3	<b>Unique id</b>	1-7500494326
4	<b>Education Qualifications</b>	M.Com, NET/ JRF
5	<b>Work Experience</b>	
	Teaching	3 years (1 year in Delhi University)
	Research	-
	Industry	-
	Others	-
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	Master	06
	Ph.D.	-
9	<b>Projects Carried out</b>	-
10	<b>Patents</b>	-
11	<b>Technology Transfer</b>	-
12	<b>Research Publications</b> No. of papers published in National/ International Journals/ Conferences	-
13	<b>No. of Books published with details</b>	-

**Faculty  
(Assistant Professor)**



1	<b>Name</b>	MR SYED MUZAMMIL QADRI
2	<b>Date of Birth</b>	08-11-1997
	<b>Email ID</b>	qadri0404@gmail.com
3	<b>Unique id</b>	1-7501010074
4	<b>Education Qualifications</b>	M.Com, NET
5	<b>Work Experience</b>	
	Teaching	1+ year
	Research	-
	Industry	-
	Others	
6	<b>Area of Specialization</b>	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	<b>Research guidance</b>	
	Master	06
	Ph.D.	-
9	<b>Projects Carried out</b>	-
10	<b>Patents</b>	-
11	<b>Technology Transfer</b>	-
12	<b>No. of papers published in National/ International Journals/ Conferences</b>	01
13	<b>No. of Books published with details</b>	-

**New Guest Faculty Joined on 08 April 2021**

Mohd Athar, Assistant Professor  
ID:

***NON-TEACHING STAFF:***

<b>S.No</b>	<b>Name</b>	<b>Designation</b>	<b>Nature of Appointment</b>
1	Ms. Jyothi	LDC	Regular
2	Mr. Javed Ahmad	LDC	Contractual
3	Mr. Mohd Mazhar	MTS	Contractual
4	Mr. Ibrahim Akram	MTS	Contractual
5	Ms. Jai Shree	Sweeper	Outsourcing
6	Ms. Sugna	Sweeper	Outsourcing

Two Security Persons are on Shift Basis

### ADMISSION:

- Number of seats sanctioned with the year of approval: **120**
- Number of Students admitted under various categories each year in the last three years:

2017-18	Approved intake by the University	General	OBC	SC/ST	Total
	60	22	25	01	48
2018-19	90	33	40	-	73
2019-20	112*	36	47	02	85
2020-21	120				
	(approved by AICTE)	32 Boys and 13 Girls	35 Boys and 5 Girls	Nil	85

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)

### ADMISSION PROCEDURE:

Mention the admission test being followed, name and address of the Test Agency and its URL (website): <https://manuucoe.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)

### **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:**

<b>Vertical Mode of Reservations:</b>		
a	Schedule Caste (SC)	15%
b	Scheduled Tribe (ST)	7.5%
c	Other Backward Class (Non-Creamy Layer)	27%
<b>Horizontal Mode of Reservations: *</b>		
a	Women Student	33%
b	PwD Student	05%
<b>Economically Weaker Section Quota</b>		
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.

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:**

<b>Vertical Mode of Reservations:</b>		
a	Schedule Caste (SC)	15%
b	Scheduled Tribe (ST)	7.5%
c	Other Backward Class (Non-Creamy Layer)	27%
<b>Horizontal Mode of Reservations: *</b>		
a	Women Student	33%
b	PwD Student	05%
<b>Economically Weaker Section Quota</b>		
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	--

## FEE REFUND POLICY

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 1<sup>st</sup> 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 <b>before</b> the formally -notified last date of admission
90%	Less than 15 days <b>before</b> the formally -notified last date of admission
80%	15 days or less <b>after</b> the formally notified last date of admission
50%	30 days or less but more than 15 days <b>after</b> formally notified last date of admission.
0%	More than 30 days <b>after</b> formally notified last date of admission.

## CRITERIA AND WEIGHTAGES FOR ADMISSION:

- Describe each criterion with its respective weightages i.e. Admission Test, marks inqualifying examination etc.: No minimum score is prescribed.
- Mention the minimum Level of acceptance, if any: N.A.
- 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 meritlist (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.

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)

## ACADEMIC ACTIVITIES

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.

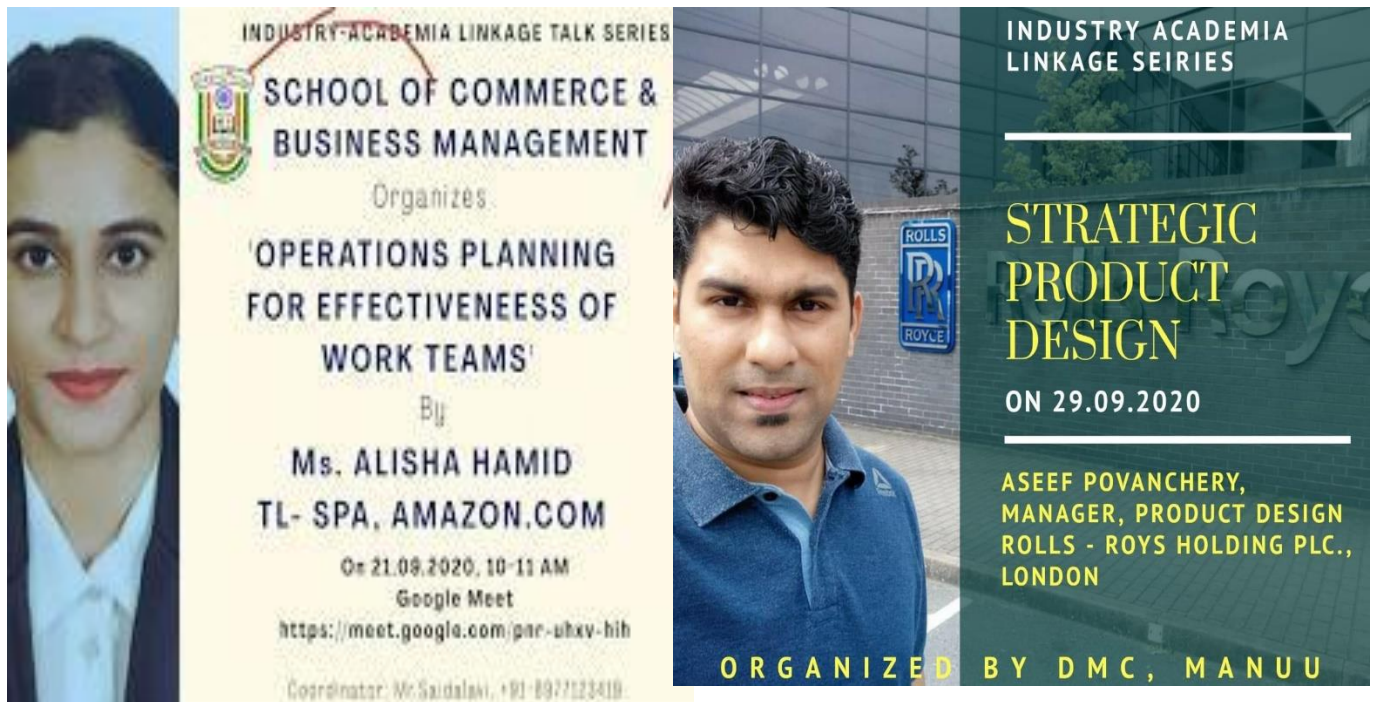




### Industry-Academia Lecture and Interaction:



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



### INDUSTRY EXPERT TALKS



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, Dept. Of Management & Commerce).



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)

## INFRASTRUTRE DETAILS:

### Information of Infrastructure and Other Resources Available

Number of Class Rooms and size of each: 4

CL-1	Class Room-1	75 sqm approx..
CL-2	Class Room-2	75 sqm approx..
CL-3	Class Room-3	75 sqm approx..
CL-4	Class Room-4	75 sqm approx..

Number of Tutorial rooms and size of each: 01

Tut	Tutorial Room-1 (LGF)	52.41 sqm
-----	-----------------------	-----------

Number of Laboratories and size of each: 01

LL	Language/Computer Lab (Tut-2)	52.41 sqm
----	-------------------------------	-----------

Number of Drawing Halls with capacity of each: (Auditorium) - 01

AUD	Auditorium-I (LGF)	211.71 Sqm
-----	--------------------	------------

Number of Computer Centres with capacity of each: 01

CC (Lib)	Computer Centre	200 sqm
----------	-----------------	---------

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.

- 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
- Occupancy Certificate: Yes. Issued by the competent authority (CPWD).
- Fire and Safety Certificate: Issued by the competent authority

### ***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.

## LIBRARY:



292 sqm. (Departmental library). This is in addition to the adjacent Central Library

Number of Library books	8082
No of Titles	3428
No of Journals Published in India	12
No of Journals Published in Abroad	8
No of Database	2
No of E-Books	272

- ✓ E- Library facilities: Available. Library is equipped with KOHA LibraryManagement Software
- ✓ Laboratory and Workshop: NA
- ✓ List of Major Equipment/Facilities in each Laboratory/ Workshop: NA
- ✓ List of Experimental Setup in each Laboratory/ Workshop: NA
- ✓ 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.
- ✓ Internet Bandwidth: 1GBPS (Provided by National Knowledge Network)
- ✓ Number and configuration of System: 40 + 5 – Intel Core
- ✓ Total number of systems connected by LAN: Some Faculty cabins, Dean's and HOD's office are connected with LAN. In Campus 400 + Terminals
- ✓ 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).
- ✓ Major software packages available: Open-Source Software 5 - Legal SystemSoftware Windows
- ✓ Special purpose facilities available: NA
- ✓ Innovation Cell: MANUU is now part of the National Innovation and Start-up Policy (NISP) for students and faculty and in the process of finalizing the


- ✓ Social Media Cell: Yes
- ✓ National Digital Library Membership: Yes

Mr. Rizwan Ahmad, Director, Instructional Media Centre (IMC), MANUU is the Social Media Coordinator at University level. IMC, MANUU has been quite active insocial 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/>



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 thenodal officer for NAD at University level.



**MANUU Mail**

MOHD RAZAULLAH KHAN professor, Dept. of Management and Commerce  
<razakhan@manuu.edu.in>


---

**Self verification of your institute completed and the club creation request submitted for final approval by NDLI Club**

1 message

NDLI CLUB <ndli.club@iitkgp.ac.in>  
To: "Mohd. Razaullah" <razakhan@manuu.edu.in>, club-support@ndli.gov.in

Thu, Apr 8, 2021 at 3:42 PM



**NDLI Club**

**Congratulations! Your Institute School of Commerce and Business Management, Maulana Azad National Urdu University, Hyderabad has been finally submitted for NDLI Club Approval**

Dear Mohd. Razaullah,  
Self verification of School of Commerce and Business Management, Maulana Azad National Urdu University, Hyderabad NDLI Club is now complete and the club creation request has been submitted to NDLI Admin for final approval. You will hear from us on further steps as soon as the request is approved.

Till then you can learn more about NDLI Club at <https://club.ndli.gov.in>

**Regards,  
NDLI Club Team,  
IIT Kharagpur.**



## **EXTRA-CURRICULAR ACTIVITIES AND OTHER FACILITIES:**

- ✓ 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.
- ✓ NCC Sub Unit 1(Telangana) Atry Bty has been established in the year 2019.
- ✓ Extra-Curricular Activities: Film screening are done regularly by IMC, MANUU. Theatre workshops, Film appreciation programmes, Urdu Calligraphy and other activities are conducted regularly.
- ✓ 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 skillsdevelopment by visiting faculty members.



University Health Centre with 24 hours emergency facility



Badminton Indoor Courts

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.



Swachhta 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:

Curricula and syllabus for each of the Programmes as approved by the University: Yes

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>

مولانا 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

16<sup>th</sup> 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**

\*\*\*\*\*

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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> 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

*Sd/-* 17-11-2020  
Registrar

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

Gachibowli, Hyderabad– 500 032, Telangana, (INDIA), [www.manuu.edu.in](http://www.manuu.edu.in)  
EPABX: +91-040 23006612-15, VC-Office: 23006601, Registrar: 23006121 Fax: 23006604

## Time Table

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	9-10AM	10-11AM	11-12 Noon	12-1PM	1.40-2.40PM	2.40-3.40PM	3.40-4.40PM
<b>Mon</b>	Marketing Management (Dr.Reshma)	Financial Reporting And Analysis (Dr.Safiuddin)	Management Theory (Prof.Baiduddin)	Business Analytics & Statistics (Prof. M A Azeem)	IT Application for Business (CS&IT Faculty)	AET-Enterprise Analysis (Prof. Razaullah)	
<b>Tue</b>	Managerial Economics (Prof.Saneem Fatima)	Financial Reporting and Analysis (Dr.Safiuddin)	Org.Behaviour (Mr.Saidalvi)	Life Skills (DrKamruddin)	Mentoring (Prof. Razaulla)	AET-Enterprise Analysis (Prof. Razaullah)	-
<b>We d</b>	Marketing Management (DrReshma)	Managerial Economics (Prof.Saneem Fatima)	Financial Reporting and Analysis (DrSafiuddin)	Org. Behaviour (Mr.Saidalvi)	AET Enterprise Analysis (Prof.Razaullah)	IT B. (CS&IT Faculty)	-
<b>Th urs</b>	Business Statistics (Prof. M A Azeem)	Marketing Management (Dr.Reshma)	Org.Behaviour (Mr.Saidalvi)	Management Theory (Prof. Baiduddin)	IT Application for Business (CS&IT Faculty)	ITB . (CS&IT Faculty)	-
<b>Fri</b>	Life Skills (DrKamruddin)	Business Analytics & Statistics (Prof.M A Azeem)	Managerial Economics (Prof Saneem Fatima)	Management Theory (Prof. Baiduddin)	Marketing Management (DrReshma)	-	-
<b>Sat.</b>	Management Theory (Prof. Baiduddin)	Financial Reporting and Analysis (DrSafiuddin)	Business Analytics & Statistics (Prof.M A Azeem)	Managerial Economics (Prof.Saneem Fatima)	Org. Behaviour (Mr.Saidalvi)		

(Tea break/Faculty Tea for 10 minutes in between 2<sup>nd</sup> and 3<sup>rd</sup> 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	9-10AM	10-11AM	11-12 Noon	12-1PM	1.40-2.40PM	2.40-3.40PM	3.40-4.40PM
Mon	Management Theory (Dr.Rashid)	Business Analytics & Statistics (Prof.M A Azeem)	Managerial Economics (Prof.Saneem Fatima)	Financial Reporting and Analysis (DrSafiuddin)	AET-Enterprise Analysis (Dr. Razaullah)	IT Application for Business (CS& IT Faculty)	
Tue	LifeSkills (DrKamruddin)	Marketing Management (DrReshma)	Business Analytic & Statistics (Prof.M A Azeem)	Managerial Economics (Prof.Saneem Fatima)	AET-Enterprise Analysis (Dr.Razaullah)		-
Wed	Management Theory (DrRashid)	Org. Behaviour (DrKamruddin)	Business Analytic & Statistics (Prof.M A Azeem)	Managerial Economics (Prof.Saneem Fatima)	IT B (CS & IT Faculty)	Marketing Management (DrReshma)	
Thu	Financial Reporting and Analysis (DrSafiuddin)	LifeSkills (DrKamruddin)	Marketing Management (DrReshma)	Org. Behaviour (DrKamruddin)			-
Fri	Financial Reporting and Analysis (DrSafiuddin)	Marketing Management (DrReshma)	Org. Behaviour (DrKamruddin)	Management Theory (DrRashid)		IT Application for Business (CS&IT Faculty)	-
Sat	Management Theory (DrRasheed)	Financial Reporting and Analysis (DrSafiuddin)	Business Analytics & Statistics (Prof.M A Azeem)	Managerial Economics Prof.Saneem Fatima)	Org. Behaviour (DrKamruddin)	IT B (CS&IT Faculty)	

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

Lunch break from 1.00 to 1.40 PM

### ***IUMS: Integrated University Management System:***

For the efficient and effective management use of IT tool to ease the academic activities University has its own integrated system. Through this Faculty, administration and students can track and acquire information regarding Examination, Admission, Internal Assessments, Fee details etc.

Opening Page of Opening page of IUMS, MANUU



**MAULANA AZAD NATIONAL URDU UNIVERSITY**  
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مولانا آزاد نیشنل اردو یونیورسٹی

University Management System **UMS**

[Home](#)
[Result Sheets](#)
[Course Structure](#)
[Exam Result](#)
[Student Login](#)
[Employee Login](#)

### IUMS Student Login

Welcome, Please sign in

19769

**MBA SYLLABUS:**

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

MBA PROGRAMME SCHOOL OF COMMERCE AND BUSINESS MANAGEMENT MAULANA AZAD NATIONAL URDU UNIVERSITY HYDERABAD		
Semester-I	Type	No. of credits
<b>Core courses</b>		
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
IT Applications for Business	GE	2
IT Lab	GE	2
<b>Electives:</b>		
a) Life Skills b) Verbal Communication Lab c) Foreign Language – I	SEC	2
Enterprise Analysis	AEC	2
<b>(Core-18; GE-4; SEC-2 &amp; AEC-2)</b>		<b>26</b>
Semester-II	Type	No. of credits
<b>Core courses</b>		
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
<b>Electives</b>		
Mentoring and Coaching Skills Written Analysis & Communication Lab Foreign Language - II	SEC	2

a) SPSS b) Industry Analysis	AEC	2
<b>(Core-18; GE-4; SEC-2 &amp; AEC-2)</b>		<b>26</b>
<b>Semester-III</b>	Type	No. of credits
<b>Core courses</b>		
Operations and Supply Chain Management	CC	3
e-Commerce and Digital Marketing	CC	3
Corporate Social Responsibility and Business Ethics	CC	3
<b>Elective Subject Core (SC)</b>		
MARKETING MANAGEMENT Consumer Behaviour FINANCIAL MANAGEMENT International Finance HUMAN RESOURCE MANAGEMENT International Human Resource Management	DSE	4
<b>Subject Elective (SE)</b>		
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
<b>(Core-9 ; DSE-12 &amp; GE-2)</b>		<b>23</b>
<b>Semester-IV</b>	Type	No. of credits
<b>Core courses</b>		
Entrepreneurship Development	CC	3
Strategic Management (SM)	CC	3
Innovations Management	CC	3
<b>Subject Core (Electives)</b>		
a) Performance Management Systems b) Retail Management (Marketing) c) Investment Analysis and Portfolio Management (Fin)	DSE	4
<b>Subject Elective (Specialization)</b>		
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					

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

#### ***List of Research Projects/ Consultancy Works***

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

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

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

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.
- The Faculty of the SCBM applied for two conducting two Online FDPs under ATAL Academy for the academic year 2021-22.

.....



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

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
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Statement of Income & Expenditure of the University for the Financial Year 2019-20

Income & Expenditure Details

Expenditure (In Lakh)

	(Rs. in Figures)
Salary Teaching Staff	75,08,55,153.00
Salary Non-Teaching Staff	33,14,43,601.00
Library	97,20,000.00
Building Maintenance	11,03,150.00
Equipment	1,50,00,000.00
Other Expenditure	45,66,65,449.82
Total Expenditure	1,56,47,87,353.82

Income (In Lakh)

	(Rs. in Figures)
Income from Central Govt.	-
Income From State Govt.	-
Income From Student Fees	4,64,38,419.00
Income from Donation	-
Income From UGC	1,17,24,18,476.00
Income from Other Bodies/Sources	1,21,42,391.00
Total Income	1,23,09,99,286.00

*[Signature]*  
Assistant Registrar  
( Budget & Accounts )  
Maulana Azad National Urdu University  
Hyderabad  
07/04/2021

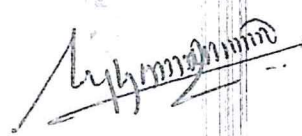
## MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD

## BALANCE SHEET AS ON 31-MARCH-2020

(Amount in Rupees)

SOURCE OF FUNDS	Schedule	Current Year	Previous Year
CAPITAL FUND	1	2,53,95,56,028	2,29,08,53,010
DESIGNATED/ EARMARKED / ENDOWMENT FUNDS	2	12,84,57,023	17,69,01,282
CURRENT LIABILITIES & PROVISIONS	3	1,28,14,85,419	1,12,03,65,398
<b>TOTAL</b>		<b>3,94,94,98,470</b>	<b>3,58,81,19,691</b>

APPLICATION OF FUNDS	Schedule	Current Year	Previous Year
FIXED ASSETS - GROSS BLOCK	4		
TANGIBLE ASSETS		3,10,06,77,812	3,07,02,59,425
INTANGIBLE ASSETS		83,41,754	83,32,551
<b>TOTAL</b>		<b>3,10,90,19,566</b>	<b>3,07,85,91,976</b>
LESS: ACCUMULATED DEPRECIATION		1,33,00,70,594	1,25,92,85,916
<b>NET FIXED ASSETS</b>		<b>1,77,89,48,972</b>	<b>1,81,93,06,060</b>
CAPITAL WORKS-IN-PROGRESS	5	86,03,70,969	39,02,24,647
<b>TOTAL</b>		<b>2,63,93,19,941</b>	<b>2,20,95,30,707</b>
INVESTMENTS FROM EARMARKED / ENDOWMENT FUNDS			
LONG TERM	5	7,02,27,568	-
SHORT TERM		14,31,28,438	21,45,29,656
INVESTMENTS - OTHERS	6	-	-
CURRENT ASSETS	7	61,57,99,164	52,86,01,429
LOANS, ADVANCES & DEPOSITS	8	48,10,23,359	63,54,57,899
<b>TOTAL</b>		<b>3,94,94,98,470</b>	<b>3,58,81,19,691</b>
SIGNIFICANT ACCOUNTING POLICIES	23		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	24		

  
(M.G. Gunasekaran)  
Finance Officer

**MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD**

**INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31-MARCH 2020**

(Amount in Rupees)

INCOME	Schedule	Current Year	Previous Year
Academic Receipts	9	16,37,65,595	16,12,57,542
Grants/ Subsidies	10	1,42,97,05,781	88,29,90,000
Income from investments	11	1,95,76,908	1,46,65,254
Interest earned (Loans to staff)	12	2,02,684	2,46,728
Other Income	13	1,46,88,349	1,95,33,418
Prior Period Income	14	94,73,627	-5,82,842
<b>TOTAL (A)</b>		<b>1,63,74,12,944</b>	<b>1,07,81,10,100</b>

EXPENDITURE	Schedule	Current Year	Previous Year
Staff Payments & Benefits (Establishment expenses)	15	1,31,78,74,221	1,08,96,34,132
Academic Expenses	16	4,34,63,004	7,19,86,777
Administrative and General Expenses	17	9,53,59,819	10,21,51,774
Transportation Expenses	18	13,11,966	11,92,767
Repairs & Maintenance	19	1,91,38,023	2,60,24,774
Finance costs	20	8,045	63,464
Depreciation	4	7,30,93,639	8,42,56,981
Other Expenses	21	-	-
Prior Period Expenses	22	3,32,00,161	2,08,79,521
<b>TOTAL (B)</b>		<b>1,58,34,48,878</b>	<b>1,39,61,90,190</b>
Balance being excess of Income over Expenditure (A-B)		5,39,64,066	-31,80,80,091
Transfer to / from Designated Fund			-
Building fund			-
<b>Extra-Ordinary Items:</b>			
Liability with regard to actuarial valuation of post retirement liabilities		14,10,66,952	19,29,52,869
<b>Balance Being Surplus / (Deficit) Carried to Capital Fund</b>		<b>-8,71,02,886</b>	<b>-51,10,32,960</b>
Significant Accounting Policies	23		
Contingent Liabilities and Notes on Accounts	24		

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

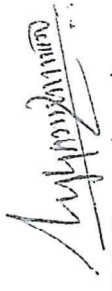


**MAULANA AZAD NATIONAL URDU UNIVERSITY, HYDERABAD**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31st MARCH 2020**

(Amount in Rupees)							
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR							
SI.No.	RECEIPTS	Current Year	Previous Year	SI.No.	PAYMENTS	Current Year	Previous year
I	Opening Balances			I	Expenses		
a	Cash Balances	25,25,833	25,14,248	a	Establishment Expenses	95,47,05,410	1,17,95,04,998
b	Bank Balance			b	Academic Expenses	2,90,88,106	5,11,50,737
i	In Current accounts	51,122	1,24,01,096	c	Administrative Expenses	5,38,67,842	10,75,39,037
ii	In Deposit accounts	4,81,86,111	-	d	Transportation Expenses	11,31,791	12,64,278
iii	Savings accounts	47,71,22,335	64,11,09,994	e	Repairs & Maintenance	26,62,035	1,10,12,805
				f	Prior Period Expenses	2,23,74,043	-
II	Grants Received				Payments against Earmarked/Endowment Funds	2,31,68,353	3,29,43,591
a	From Government of India			II	Payments against Sponsored Projects/Schemes and Seminars	1,50,08,446	-
i	Salaries	1,11,86,00,000	65,58,06,000	III	Payments against Sponsored Fellowships / Scholarships	6,37,759	8,04,118
ii	Recurring	27,36,27,000	22,71,84,000	IV	Investments and Deposits made	10,50,40,874	-
iii	Non Recurring	4,75,00,000	12,47,14,000	V	Term Deposits with Scheduled Banks	-	30,10,196
IV	HRDC (ASC)	40,00,000	94,40,000	VI	Expenditure on Fixed Assets and Capital Works - in - Progress	88,64,937	5,71,27,494
V	CSSIEP	78,67,560	-	VII	Other Payments including statutory payments	22,78,15,968	-
b	Subsidy received from State Government	-	-	VIII	Refunds of Grants	57,89,171	-
c	From International other organisations	-	-	IX	Deposits and Advances	16,83,41,807	23,23,22,184
III	Academic Receipts			X	Other Payments		
a	Distance Mode	12,00,69,910	12,14,13,906	XI	Sundry Creditors	10,72,98,098	-
b	Regular mode	4,63,28,134	4,84,26,537	a	Pre paid expenses	2,63,315	-
IV	Receipts against Earmarked/Endowment Funds	43,28,865	2,92,48,013	b	Inter Unit Fund Transfer	69,43,66,803	-
V	Receipts against Sponsored Projects/Schemes and Seminars	1,89,07,766	-	c	Guest House payments		39,18,519
VI	Receipts against sponsored Scholarships	6,49,670	16,91,092	d	staff recoveries discharged- Terminal benefits paid to employees received from third parties		3,36,683
VII	Income on Investments from Earmarked/Endowment funds	87,60,096	2,54,05,913	e	Bank Charges	11,555	1,67,233
a	Other investments	-	-	f	State Cheques	52,910	25,60,489
b	Interest received on Bank Deposits	2,39,87,599	1,54,95,468	g	Refund of Fees	2,92,870	2,49,284
VIII				h	Other Payments	8,97,39,344	1,27,347
a				i			

SI.No.	RECEIPTS	Current Year	Previous Year	SI.No.	PAYMENTS	Current Year	Previous year
b	Loans and Advances	2,078	-				
c	Savings accounts	1,38,78,255	2,15,03,397				
IX	Investments encashed	15,43,03,662	20,49,87,000				
X	Term Deposits with Scheduled Banks encashed	-	-				
XI	Other Income						
a	Other Income	1,28,59,585	52,07,351				
b	Prior Period Income	-	-				
XII	Deposits and Advances	3,61,88,352	79,72,214				
XIII	Miscellaneous Receipts including Statutory Receipts	3,48,148	2,12,120				
XIV	Any Other Receipts						
a	Sundry Creditors	12,880	-				
b	Other Liabilities	72,80,515	-				
c	Other deposits and recoveries	-	5,000	XI	Closing balances		
d	Retirement benefits	-	12,28,059	a	Cash in hand	23,94,668	25,25,833
e	Inter Unit Fund Transfer	68,98,60,291	-	b	Bank balances		
f	State Cheques	1,57,745	35,17,404	i	In Current Accounts	51,122	51,122
g	Guest House receipts	-	42,55,472	ii	In Savings Accounts	57,65,39,895	47,71,22,335
h	Other Receipts	89,17,098	-	iii	In Deposit Accounts	3,68,13,479	-
	TOTAL	3,12,63,20,611	2,16,37,38,284		TOTAL	3,12,63,20,611	2,16,37,38,284

  
(M.G. Gunasekaran)  
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 2020**

We have audited the attached Balance Sheet of Maulana Azad National Urdu University (MANUU), Hyderabad, as at 31<sup>st</sup> March 2020. 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 Format of Accounts,

prescribed by Government of India, Ministry of Education, 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: ₹ 12.84 crore (Schedule-2)**

A.1.1.1 Negative balances of ₹ 3.47 crore<sup>1</sup> (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 amount. This resulted in overstatement of Designated/Earmarked Funds and Loans, Advances & Deposits by ₹ 3.47 crore each.

**A.1.2 Current Liabilities & Provisions: ₹ 128.15 crore (Schedule 3)**

A.1.2.2 This includes amounts of ₹ 0.05 crore (Student Welfare Fund) received during the year, which were of Designated Fund, meant for specific purpose. These were incorrectly treated as liabilities and accounted under Other Liabilities. This resulted in overstatement of Current Liabilities and understatement of Designated/Earmarked Fund by ₹ 0.05 crore. The Accounting was not as per MHRD format of Accounts (Page 68). This was also pointed out in the previous audit.

**(C) General**

C.1 The deposit with CPWD (Schedule 8) is ₹ 7.84 crore whereas as per Form 65 CPWD, the total deposit was ₹ 2.99 crore. There is a difference of ₹ 4.85 crore which needs to be reconciled.

C.2 The assets were depreciated beyond the asset value of ₹4,75,103 which needs to be rectified as detailed below:

---

<sup>1</sup>(i) HINDI: ₹1,35,72,442/- and(ii) INNOVATIVE: ₹ 1,77,98,113/- (iii) Center for Women Studies (CWS): ₹ - 27,24,203/-, and (iv) Remedial Coaching Centre for Minorities (RCCM): ₹ -1,23,377/- (v) UGC-Net ₹4,57,139/-  
Total: ₹ 3,46,75,274/-



S.No.	Particulars	Cost of the asset(₹)	Depreciation allowed (₹)	Depreciation to be allowed(₹)	Difference(₹)
1	Lab equipment	3,47,633	6,95,266	3,47,633	3,47,633
2	Lab equipment	1,27,470	2,54,940	1,27,470	1,27,470
	Total				4,75,103

C.4 MHRD prescribed rate of depreciation was not followed in respect of the following assets, which resulted in understatement of depreciation of ₹ 2,33,862.

S. No	Particulars	Cost of the asset(₹)	Rate of dep. allowed	Rate of dep. to be allowed as per MHRD	Depreciation allowed (₹)	Depreciation to be allowed(₹)	Difference (₹)
1	Street lights	5174652	2%	5%	103493	258732	155239
2	UPS for school of exam and education branch	774865	2%	5%	15497	38743	23246
3	Computer software	425010	20%	40%	85002	170004	85002
4	Drawing tables	237000	20%	7%	47400	17775	(-)29625
	Total						233862

#### D. Effect of Audit comments on Accounts

The net impact of audit comments given in preceding paragraphs is overstatement of Liabilities by ₹ 3.48 crore, and Assets by ₹ 3.47 crore

E. **Grants-in-aid:** Out of total grants-in-aid of ₹ 143.97<sup>2</sup> crore received during the year, together with previous year's unutilised balance of ₹ 17.24 crore pertaining to previous year and internal receipts/interest earned of ₹ 19.80<sup>3</sup> crore (including DDE fee receipts of ₹ 12 crore of Schedule 9), totaling ₹ 181.01 crore, MANUU utilised ₹ 148.82 crore<sup>4</sup>. From DDE

<sup>2</sup>(Schedule 10)(i)Salaries: ₹1,11,86,00,000/- (ii) Recurring: ₹27,36,27,000/- (iii) Schedule 3c) Capital : ₹4,75,00,000/- Total : ₹1,43,97,27,000/-

<sup>3</sup> (i) ₹16,37,65,595/- (Schedule 9) (ii) ₹ 1,46,88,349/- (Schedule 13) (iii) ₹ 1,95,76,908/- (Schedule 11 Income from other investments) Total : ₹19,80,30,852/-

4. (i) Salaries ₹ 1,06,97,12,915/- & (ii) Recurring ₹ 35,99,92,866/- (ii) Non-Recurring: ₹ 5,84,63,310/- Total : ₹ 1,48,81,69,091/-

receipts, MANUU utilized a sum of ₹10.16 crore, leaving a balance of ₹ 22.03 crore as on 31<sup>st</sup> March 2020.

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 2020; and

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



Director General of Audit (Central)



## 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 and 2019-20, annual action plans were not drawn up. Consequently, the internal audit was also not conducted. Though pointed out in previous audit, 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 inadequate. Besides, the MANUU does not have Accounting Manual.
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) Control registers were not maintained in the prescribed format. They were maintained in ledger form only.
  - (c) ₹ 40,158 which was already paid to the contractor was added twice to the fixed assets.
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.

  
उप निदेशक/ केन्द्रीय व्यय लेखा परीक्षा  
DEPUTY DIRECTOR/ CEA

# MAULANA AZAD NATIONAL URDU UNIVERSITY

Reply to the Separate Audit Report (SAR) on the Annual Accounts for the year ended 31<sup>st</sup> March 2020 (2019-20)

Para No.	Comment	Reply of the University
<b>A</b>	<b>BALANCE SHEET:</b>	
<b>A.1</b>	<b>Source of Funds</b>	
<b>A.1.1</b>	<b>Designated/Earmarked/Endowment Funds: ₹12.84 crore (Schedule-2)</b>	
<b>A.1.1.1</b>	Negative balances of ₹3.47 crore <sup>1</sup> (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 amount. This resulted in overstatement of Designated/Earmarked Funds and Loans, Advances & Deposits by ₹3.47 crore each.	These schemes are of long term in nature and running for more than 3 years. Hence, these designated funds have been correctly shown under schedule – 2 as per MoE guidelines. Further, these Schemes are run on reimbursement mode and regulated by UGC. The grants are released after submission of Utilization Certificate.
<b>A.1.2</b>	<b>Current Liabilities &amp; Provisions: ₹28.15 crore (Schedule 3)</b>	
<b>A.1.2.2</b>	This includes amounts of ₹0.05 crore (Student Welfare Fund) received during the year, which were of Designated Fund, meant for specific purpose. These were incorrectly treated as liabilities and accounted under Other Liabilities. This resulted in overstatement of Current Liabilities and understatement of Designated/Earmarked Fund by ₹0.05 crore. The Accounting was not as per MHRD format of Accounts (Page 68). This was also pointed out in previous audit.	Student Welfare Fund collected from Students is a Current Liability and accordingly the same is correctly shown under Schedule – 3 as per MoE format.

<sup>1</sup>(i) HINDI: ₹1,35,72,442/- and(ii) INNOVATIVE: ₹ 1,77,98,113/- (iii) Centre for Women Studies (CWS): ₹27,24,203/-, and (iv) Remedial Coaching Centre for Minorities (RCCM): ₹-1,23,377/- (v) UGC-NET: ₹4,57,139/- Total: ₹ 3,46,75,274/-



(C)	General	The details of Deposit with CPWD shown in Schedule 8- 5(a) : ₹7.84 crore were already furnished to Audit. Hence, there is no overstatement of Current Assets, Loans, advances & deposits.																																																	
C.1	The deposit with CPWD (Schedule 8) is ₹7.84 crore whereas as per Form 65 CPWD, the total deposit was ₹2.99 crore. There is a difference of ₹4.85 crore which needs to be reconciled																																																		
C.2	The assets were depreciated beyond the asset value of ₹4,75,103 which needs to be rectified as detailed below: <table><tr><th>S.No.</th><th>Particulars</th><th>Cost of the asset(₹)</th><th>Depreciation allowed (₹)</th><th>Depreciation to be allowed(₹)</th><th>Difference (₹)</th></tr><tr><td>1</td><td>Lab equipment</td><td>3,47,633</td><td>6,95,266</td><td>3,47,633</td><td>3,47,633</td></tr><tr><td>2</td><td>Lab equipment</td><td>1,27,470</td><td>2,54,940</td><td>1,27,470</td><td>1,27,470</td></tr><tr><td></td><td>Total</td><td></td><td></td><td></td><td>4,75,103</td></tr></table>	S.No.	Particulars	Cost of the asset(₹)	Depreciation allowed (₹)	Depreciation to be allowed(₹)	Difference (₹)	1	Lab equipment	3,47,633	6,95,266	3,47,633	3,47,633	2	Lab equipment	1,27,470	2,54,940	1,27,470	1,27,470		Total				4,75,103	This was already rectified and furnished to Audit.																									
S.No.	Particulars	Cost of the asset(₹)	Depreciation allowed (₹)	Depreciation to be allowed(₹)	Difference (₹)																																														
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C.4	MHRD prescribed rate of depreciation was not followed in respect of the following assets, which resulted in understatement of depreciation of ₹2,33,862. <table><tr><th>S. No.</th><th>Particulars</th><th>Cost of the asset (₹)</th><th>Rate of dep. allowed</th><th>Rate of dep. to be allowed as per MHRD</th><th>Depreciation allowed (₹)</th><th>Depreciation to be allowed (₹)</th><th>Difference (₹)</th></tr><tr><td>1</td><td>Street lights</td><td>5174652</td><td>2%</td><td>5%</td><td>103493</td><td>258732</td><td>155239</td></tr><tr><td>2</td><td>Ups for school of exam and education branch</td><td>774865</td><td>2%</td><td>5%</td><td>15497</td><td>38743</td><td>23246</td></tr><tr><td>3</td><td>Computer software</td><td>425010</td><td>20%</td><td>40%</td><td>85002</td><td>170004</td><td>85002</td></tr><tr><td>4</td><td>Drawing tables</td><td>237000</td><td>20%</td><td>7%</td><td>47400</td><td>17775</td><td>(-)29625</td></tr><tr><td></td><td>Total</td><td></td><td></td><td></td><td></td><td></td><td>233862</td></tr></table>	S. No.	Particulars	Cost of the asset (₹)	Rate of dep. allowed	Rate of dep. to be allowed as per MHRD	Depreciation allowed (₹)	Depreciation to be allowed (₹)	Difference (₹)	1	Street lights	5174652	2%	5%	103493	258732	155239	2	Ups for school of exam and education branch	774865	2%	5%	15497	38743	23246	3	Computer software	425010	20%	40%	85002	170004	85002	4	Drawing tables	237000	20%	7%	47400	17775	(-)29625		Total						233862	This was already rectified and furnished to Audit.	
S. No.	Particulars	Cost of the asset (₹)	Rate of dep. allowed	Rate of dep. to be allowed as per MHRD	Depreciation allowed (₹)	Depreciation to be allowed (₹)	Difference (₹)																																												
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*(Signature)*

(M. G. Gunasekaran)

Finance Officer

*(Signature)*

مولانا 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
<b>Total Expenditure</b>	<b>1,44,06,45,467</b>

**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
<b>Total Income</b>	<b>1,13,84,46,214</b>

Assistant Registrar (B&A)

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

Finance Officer  
 वित्त अधिकारी / Finance Officer  
 مولانا آزاد نیشنل اردو یونیورسٹی  
 Maulana Azad National Urdu University  
 گچی بولی، ہیدرآباد - ۵۰۰۰۳۲  
 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.



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

(142)

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/-<sup>1</sup> 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.

<sup>1</sup> (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/-





**A.1.1.2** This includes closing balance amounts of ₹ 25,95,682/-<sup>2</sup> 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 Funds<sup>3</sup>, 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 accounts<sup>4</sup>, 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.

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

<sup>3</sup> (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/-

<sup>4</sup> (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 Work<sup>5</sup>, 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 work<sup>6</sup> 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.

<sup>5</sup> 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)

<sup>6</sup> (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 Work<sup>7</sup>, 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 Work<sup>8</sup>, 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.

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

<sup>8</sup> 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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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/-<sup>9</sup> (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.

<sup>9</sup>(i) HINDI: ₹ 19,61,071/- and (ii) INNOVATIVE: ₹ 75,42,425/-, total: ₹ 95,03,496/-



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E. Grants- in- aid: Out of total grants-in-aid of ₹ 125.87 crore received during the year {Plan<sup>10</sup>: ₹ 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 crore<sup>11</sup>, leaving a balance of ₹ 37.96 crore unutilised as on 31<sup>st</sup> 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.

<sup>10</sup> (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

<sup>11</sup> (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



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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 2017; and
- (b) In so far as it relates to Income & Expenditure Account of the **Deficit** for the year ended on that date.

*Sr*  
*06/11/17*  
(AJAIB SINGH)

DIRECTOR GENERAL OF AUDIT (CENTRAL)

*Samir Zafar*  
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*19/11/2017*  
FINANCE OFFICER  
Maulana Azad National Urdu University,  
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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) 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 31<sup>st</sup> March 2017

Para No.	Comment	Reply of the University
A	Balance Sheet	
A.1	Sources 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/- <sup>1</sup> 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> <ul style="list-style-type: none"> <li>i) Major Research Projects (MRP) - ₹39,40,865/-</li> <li>ii) Merged Schemes - ₹1,70,39,142/-</li> <li>iii) CCMES - ₹8,87,397/-</li> <li>iv) RCCM - ₹2,32,162/-</li> <li>v) CWS - ₹11,73,290/-</li> </ul> <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>

<sup>1</sup> (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 account 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/- <sup>2</sup> 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 <sup>3</sup> , 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

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

<sup>3</sup> (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 <sup>4</sup> , 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.

<sup>4</sup> (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 <sup>5</sup> , 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 <sup>6</sup> 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 <sup>7</sup> , 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 MANUU, Hyderabad is ₹ 862791/-

<sup>5</sup> 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)

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

<sup>7</sup> 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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		The work is completed and the same is capitalized.
A.2.1.6.	This includes opening balance deposit amount of ₹9,93,000/- against a Deposit Work <sup>8</sup> , 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.	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&amp; 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>																												
2.	<p>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> <table><tr><th>Sl.No</th><th>Description</th><th>Details as per Table-I</th><th>Details as per Table-I</th></tr><tr><td>a.</td><td>Freehold land at Darbhanga</td><td>Date of Acquisition:</td><td>Date of Acquisition:</td></tr><tr><td>b.</td><td>Freehold land at Srinagar,</td><td>(i) Details of land in</td><td>Details of land in acres not</td></tr><tr><td>c.</td><td>Leasehold land at BDACA</td><td>Details of land in</td><td>Not mentioned in acres</td></tr><tr><td>d.</td><td>Leasehold land at BDACA</td><td>Date of Acquisition:</td><td>Date of Acquisition:</td></tr><tr><td>e.</td><td>Leasehold land at Bhopal</td><td>Date of Acquisition:</td><td>Date of Acquisition:</td></tr><tr><td>f.</td><td>Freehold land at Asansol,</td><td>Details of land in</td><td>Details of land in acres: 5</td></tr></table>	Sl.No	Description	Details as per Table-I	Details as per Table-I	a.	Freehold land at Darbhanga	Date of Acquisition:	Date of Acquisition:	b.	Freehold land at Srinagar,	(i) Details of land in	Details of land in acres not	c.	Leasehold land at BDACA	Details of land in	Not mentioned in acres	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	<p>The Audit observation is noted for compliance.</p>
Sl.No	Description	Details as per Table-I	Details as per Table-I																											
a.	Freehold land at Darbhanga	Date of Acquisition:	Date of Acquisition:																											
b.	Freehold land at Srinagar,	(i) Details of land in	Details of land in acres not																											
c.	Leasehold land at BDACA	Details of land in	Not mentioned in acres																											
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 &amp; 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>		
5.	<p>Negative balances of ₹ 95,03,496/-<sup>9</sup> (overspent amount out of the funds) in respect of 'Designated/Earmarked Fund-Others', were transferred to Loans, Advances &amp; Deposits (Schedule-8) as receivable, without authorization and confirmation from the funding agency/University Grants Commission (UGC) for reimbursement of the overspent amounts.</p>		
	<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</p>		

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

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	<p>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.</p> <p>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.</p> <p>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.</p>
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*Certified copy*

*V. S. Singh*  
 Finance Officer

*Aswathy Lakshmi*  
 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 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 ₹ 1.55<sup>1</sup> (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 accounts<sup>2</sup>, were not written back as receipts in the books of accounts and exhibited as Stale cheques under Current Liabilities. This has

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

<sup>2</sup> (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)



*Sameer Zafar*  
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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 BDACA 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 ₹ 56.61<sup>3</sup> crore (including Grants of ₹ 18.50 crore received in March 2018 and additional accrued Grants of ₹ 6.47 crore sanctioned in March 2018). Recurring ₹ 85.63<sup>4</sup> 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 crore<sup>5</sup>, leaving a balance of ₹ 33.41 crore unutilised as on 31<sup>st</sup> March 2018. The University also received Xth Plan grant of ₹ 0.05 crore as reimbursement.

### F. Management Letter

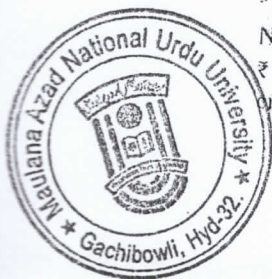
Deficiencies that have not been included in the Separate Audit Report have been brought to the notice of the Vice-Chancellor, Maulana Azad National Urdu University (MANUU), Hyderabad, through a Management letter issued separately for remedial/corrective action.

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.

<sup>3</sup> 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

<sup>4</sup> Recurring (i) Salaries ₹ 64.77 crore and (ii) Recurring ₹ 20.88 crore

<sup>5</sup> 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) Sachar ₹ 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.

*[Signature]*  
14/11/18

Director General of Audit (Central)



*[Signature]*  
Dean

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*[Signature]*  
14/11/18

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), 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.



*Shiraz*  
निदेशक/केंद्रीय व्यय लेखा परीक्षा  
DIRECTOR/CEA

*Sareen Fatima*  
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**MAULANA AZAD NATIONAL URDU UNIVERSITY**

**Reply to the Separate Audit Report (SAR) on the Annual Accounts for the year ended 31<sup>st</sup> 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 <sup>2</sup> , 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.	<b>General</b>	
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	
a.	Freehold land at Darbhanga District, Bihar	a. The date of acquisition in annual accounts 2015-16, 2016-17 and 2017-18 is correct.
b.	Freehold land at Srinagar, Jammu & Kashmir	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.
c.	Leasehold land at BDACA	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.

<sup>2</sup> (i) Coaching Academy A/c No.1100: ` ₹4,611/- (3), (ii) IOB Salaries A/c No.8330: ` ₹3,50,129/- (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: ` ₹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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	site, Bengaluru	Date of Acquisition: 26.09.2008	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.	<p>The following were not exhibited in the Annual Accounts, though mandated as per MHRD format of Accounts:</p> <p>a. Sub Schedule 2A – Endowment Fund(MHRD format of accounts Page No.5)</p> <p>b. Schedule 3(b) under Others – Names of the sponsors(MHRD format of accounts Page No.8)</p> <p>c. Schedule 10 – Prescribed format not adopted (MHRD format of accounts Page No.28)</p> <p>d. Schedule 15A- Employees and Terminal Benefits(MHRD format of accounts Page No.35)</p>		
			The Observation is noted for future compliance. The Schedules noted in the observation will be appended in the Annual Accounts of 2018-19.



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*Certified copy*  
*Sareen Zehra*  
19/02/2020

*(M. G. Gunasekaran)*  
Finance Officer

FINANCE OFFICER  
Maulana Azad National Urdu University  
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**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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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 crore<sup>1</sup> 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:

- Sub Schedule 2A -- Endowment Fund(MHRD format of accounts Page No.5)
- 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)

#### 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.

<sup>1</sup>(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/-



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

**D. Grants-in-aid:** Out of total grants-in-aid of ₹ 94.30<sup>3</sup> crore received during the year together with unutilized balance of ₹ 33.41 crore pertaining to previous year and internal receipts/interest earned of ₹ 22.29<sup>4</sup> crore, totaling ₹ 150.00 crore, MANUU utilized a sum of ₹ 132.76 crore<sup>5</sup>, leaving a balance of ₹ 17.24 crore as on 31<sup>st</sup> 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)



<sup>3</sup> (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)

<sup>4</sup> (i) ₹16,12,57,542/- (Schedule 9) (ii) ₹2,95,33,418/- (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)

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



## 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]*  
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 31<sup>st</sup> March 2019 (2018-19)**

Para No.	Comment	Reply of the University
<b>A</b>	<b>BALANCE SHEET:</b>	
<b>A.1</b>	<b>Source of Funds</b>	
<b>A.1.1.</b>	<b>Designated/Earmarked/Endowment Funds: Rs.17.69 crore (Schedule-2)</b>	
<b>A.1.1.1</b>	Negative balances of ₹ 3.01 crore <sup>1</sup> 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.	These schemes are of long term in nature and running for more than 3 years. Hence, these designated funds have been correctly shown under Schedule 2 as per MHRD guidelines.
<b>(B)</b>	<b>General</b>	
<b>1.</b>	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 Zuber*  
**Dean**  
School of Commerce and Business Management  
Maulana Azad National Urdu University  
Center for Women Studies  
Gachibowli, Hyderabad-500 032.

*Certified copy*  
*19/03/2020*  
**FINANCE OFFICER**

*[Signature]*  
**(M. G. Gunasekaran)**  
**Finance Officer**

(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/-