



MINUTES OF THE MEETING OF THE 79th EXECUTIVE COUNCIL OF MANUU
HELD ON THURSDAY THE 20th FEBRUARY, 2020 AT 11.00 A.M. AT
COMMITTEE ROOM, UNIVERSITY GUEST HOUSE, HYDERABAD

S No.	Name	Designation
1	Dr. Mohammad Aslam Parvaiz Vice-Chancellor	Chairman
2	Prof. Ayub Khan Pro Vice - Chancellor	Member
3	Prof. Shashikant Sharma Professor, Dept. of Journalism & Mass Communication Himachal Pradesh University	Member (Visitor's Nominee)
4	Prof. Abdul Wahid Dean, School of Technology	Member
5	Prof. Ehtesham Ahmed Khan Dean, School of Mass Communication & Journalism	Member
6	Prof. Mohd. Zafaruddin Professor-cum-Director, CUCS	
7	Dr. Sadaquat Ali Khan Associate Professor, MANUU - CTE, Bidar	Member
8	Dr. Syed Mahmood Kazmi Assistant Professor, Dept. of Translation Studies	Member
9	Prof. S.M.Rahmatullah Registrar I/c	Ex-Officio Secretary

Prof. Panchanan Mohanty, Prof. Bharat Bhaktibhai Ramanuj, Prof. V.Kamakshi Prasad, Prof. Mohd. Naseemuddin, Prof. Saneem Fatima & Prof. Abul Kalam could not attend the meeting due to their pre-occupation.

At the outset the Vice-Chancellor welcomed all the Members of the Executive Council and asked the Registrar to take up the agenda items for discussions.

79.1 Confirmation of the Minutes of 78th Meeting of the Executive Council held on 03.01.2020

The Registrar informed that the Minutes of the 78th Meeting of the Executive Council held on 3rd January, 2020 were circulated among the members of the Executive Council. No comments were received from the Members. Accordingly, the Executive Council confirmed the Minutes of the 78th Meeting of the EC held on 03.01.2020.

79.2 Follow up Action Taken Report (ATR) on the Minutes of 78th Executive Council 03.01.2020

The Action Taken Report (ATR) was presented before the Executive Council in pursuance of the decisions by the EC in its 78th Meeting held on 3rd January, 2020.

The Executive Council noted the Action Taken Report.

79.3: Items for Reporting / Ratification

79.3.1. Extension in the term of appointment of Deans of Schools

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in extending the term of appointment of the following Professors as Deans of various Schools for a further period on the existing terms and conditions as detailed under:

<i>S.No</i>	<i>Name</i>	<i>Name of the School</i>	<i>Effective date & Term</i>
1.	Prof. Md. Naseemuddin, Professor, Dept. of Urdu	School of Languages and Linguistics & Indology	04.02.2020 to 31.12.2021 (i.e. upto date of his superannuation)
2.	Prof. Ehtesham Ahmed Khan, Professor, Dept. of Mass Communication & Journalism	School of Mass Communication & Journalism	For a period of three years w.e.f 16.02.2020 or until further orders whichever is earlier.

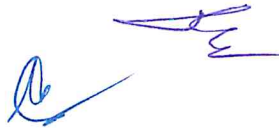
79.3.2. Assignment of additional charge to Dr. Ahmad Khan, Associate Professor, CUCS to function as Joint Director (Admissions), Directorate of Admissions

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in assigning the additional charge to Dr. Ahmad Khan, Associate Professor, Centre for Urdu Culture Studies (CUCS) to function as Joint Director (Admissions) at Directorate of Admissions for a period of one year w.e.f 21.01.2020 or till further order whichever is earlier.

79.3.3. Appointment of Wardens for Hostels

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in appointing the following faculty members as Wardens for Boys Hostels for a further period of one year as per the dates mentioned against each till further orders whichever is earlier in addition to their normal duties.

<i>S.No</i>	<i>Name</i>	<i>Designation</i>	<i>Effective Date</i>
1.	Dr. Ahmad Khan, Associate Professor, CUCS	Warden- Administration, Boys Hostel – I	22.01.2020
2.	Dr. Alimuddin, Asst. Professor – Chemistry	Senior Warden- Administration Boys Hostel – I	20.01.2020



3.	Dr. Muqem Ahmad, Asst. Professor-CS & IT	Warden-Health, Sanitation and Recreation, Boys Hostel – III	07.01.2020
4.	Dr. Afroz, Asst. Professor, Dept of Mathematics	Warden-Mess, Boys Hostel – III	07.01.2020

79.3.4. Extension in the term of appointment of Prof. Mohd. Zafaruddin, Professor-cum Director, CUCS as Director I/c, Directorate of Translation & Publication (DTP)

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in extending the term of appointment of Prof. Mohd. Zafaruddin, Professor-cum-Director, Centre for Urdu Culture Studies (CUCS) as Director Incharge, Directorate of Translation and Publications (DTP) for a further period of one year beyond 08.01.2020 in addition to his normal duties CUCS.

79.3.5. Appointment of Deputy Proctors in the Proctorial Team

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in appointing the following faculty members as Deputy Proctors in the Proctorial Team for a further period of one year as per the dates mentioned against each till further orders whichever is earlier in addition to their normal duties.

S.No	Name	Designation	Effective Date
1.	Dr. Viqarunnisa, Associate Professor, Dept. of Education & Training	Deputy Proctor	06.01.2020
2.	Dr. Ashwani, Associate Professor, Dept. of Education & Training	Deputy Proctor	06.01.2020

79.3.6. Extension in the term of appointment of Prof. Mohd. Naseemuddin, Professor, Dept. of Urdu as Director I/c, H.K. Sherwani Centre for Deccan Studies (HKSCDS)

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in extending the term of appointment of Prof. Mohd. Naseemuddin, Professor, Dept. of Urdu as Director Incharge, H.K. Sherwani Centre for Deccan Studies (HKSCDS) for a further period w.e.f. 11.09.2019 to 31.12.2021 (i.e. upto date of his superannuation) in addition to his normal duties at Dept. of Urdu.

79.3.7. Extension in Lien period of Mr. Fayaz Ahmad, Asst. Professor-History now working at Dept. of Higher Education, Govt. of Jammu & Kashmir

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in granting extension in the Lien period upto 31.03.2020 to Mr. Fayaz Ahmad, Asst. Professor-History now working at Dept. of Higher Education, Govt. of Jammu &



Kashmir. Mr. Fayaz Ahmad has also been informed that in case he does not get confirmed in his present post at Dept. of Higher Education, Govt. of Jammu & Kashmir of if he does not revert back to his post of Assistant Professor-History in MANUU prior to last extended date, Lien to his post in MANUU shall stands terminated w.e.f 01.04.2020. Consequent to this the probation period of Mr. Ikram-ul-Haque, Assistant Professor, Dept. of History appointed against the lien vacancy has been extended upto 31.03.2020.

79.3.8. Appointments of non-teaching staff at Group C level on direct recruitment basis, on the recommendations of the Selection Committees for the recruitment of Non-Teaching posts against Employment Notification No. 51/2018 dated 16.7.2018.

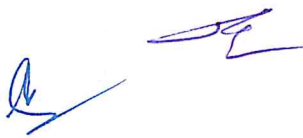
Ref: EC resolution No. 78.3.5, dated 3.1.2020

The EC noted that Mr. Ajenderaju Mannepuraju was appointed as Lower Division Clerk against the Employment Notification No. 51/2018 dated 16.7.2018 and corrigendum dated 1.8.2019. However, Mr. Ajenderaju Mannepuraju has expressed his inability to join the post. Therefore, the EC ratified the appointment of first wait-listed candidate as per the recommendation of the Selection Committee as under:

Name of the candidate	Post and category	Date of joining duty
Mr. C. Rakesh	Lower Division Clerk - OBC	29.01.2020

79.3.9. Grant of promotion to the following Non-Teaching employees on the recommendations of the Departmental Promotion Committee

- 1) The Executive Council noted and ratified the recommendations of the Departmental Promotion Committee (DPC) meeting held on 23.02.2019 for grant of promotion to Ms. Geeta Jee from Lower Division Clerk (LDC) to Upper Division Clerk (UDC) under UR-Category Pay matrix Level-4 Rs. 25500 - 81100. She joined the duties on 31.12.2019. The promotion has been considered based on his seniority, Annual Appraisal Reports and service records.
- 2) The Executive Council noted and ratified the recommendations of the Departmental Promotion Committee (DPC) meeting held on 12.04.2019 for grant of promotion to Mr. Tasdeeq Ahmed Shah from Office Attendant to Lower Division Clerk (LDC) under UR-Category Pay Matrix Level-2 Rs. 19900 - 63200. He joined the duties on 31.12.2019. The promotion has been considered based on the basis of qualifying in written test, seniority, Annual Appraisal Reports and service records.



79.3.10. Appointments of various Teaching positions on the recommendations of the Statutory Selection Committees against employment notification No. 54/2019, 58/2019 & 59/2019 dated 28.5.2019, 3.10.2019 & 26.11.2019.

The Executive Council noted and ratified the recommendations of the Selection Committees Meetings held from 13.2.2020 to 19.2.2020 for the appointment of the following Teaching positions as detailed under:

S#	Name of the Post, Category & No. of Posts	Name of the Selected Candidate
1.	Assistant Professor - Education (UR-16)	1. Dr.Mohammad Kalimullah
		2. Mr.Jahangir Alam
		3. Dr.Mohd. Hasan
		4. Ms.Saba Khatoon
		5. Ms.Tarannum Khan
		6. Ms. Rubeena
		7. Ms.Syeda Hajera Nausheen
		8. Dr.Shaheen Parveen
		9. Mr.Ashraf Nawaz
		10. Mr.Shabbir Ahmed
		11. Dr.Rubeena Khan
		12. Dr.Faiza Altaf
		13. Dr.Umme Salma
		14. Mr.Md. Mousuf Raza
		15. Ms. Momin Sumaiya
		16. Mr.Jarrar Ahmad
2.	Assistant Professor - Education (OBC-08)	1. Dr.Imran Ansari
		2. Dr.Mahejabeen
		3. Ms.Nusaiba Anzar
		4. Mr.Mohd. Bahaiddin
		5. Mr.Samad Thazhe Vadakkayil
		6. Mr. Mohd. Gufran Barkati
		7. Mr.Arasad Ayyub
		8. Mr.Ameen Ansari
3.	Assistant Professor - Education (EWS-03)	1. Ms.Atiya Parween
		2. Mr.Mohd. Aftab Alam
		3. Mr.Syed Md. Kahful Wara
4.	Assistant Professor - Education (ST-03)	1. Ms.Dilnaz Banoo
		2. Ms.Abda Shabnam
		3. None Found Suitable
5.	Associate Professor - Education (UR-01)	Dr. Khan Shehnaz Bano
6.	Professor - Chemistry (UR-01)	Dr.Salman Ahmad Khan
7.	Associate Professor - Chemistry (UR-01)	Dr. Syed Salahuddin



8.	Associate Professor - Mathematics (OBC-01)	Dr.Afroz
9.	Associate Professor - English (SC-01)	Dr.Sompalyam Omprakash
10.	Associate Professor - English (UR-01)	Dr.Huma Yaqub
11.	Assistant Professor - Education (SC-06)	None Found Suitable
12.	Associate Professor - Education (OBC-02)	None Found Suitable
13	Associate Professor - Education (ST-02)	None Found Suitable

79.3.11. To ratify the recommendations of the Selection Committees for promotion of the following teachers under UGC Career Advancement Scheme (CAS)

The Executive Council noted and ratified the recommendations of the Selection Committees for the up-gradation / appointment of the following Teachers under UGC-Career Advancement Scheme as detailed under:

Date of Interview	Name of the faculty	Details of the Post & Stage of Promotion	Subject
19.02.2020	Dr. Syed Mahmood Kazmi, Assistant Professor	Assistant Professor to Associate Professor (Stage-3 to Stage-4)	Translation
19.02.2020	Dr. Parveen Jahan, Associate Professor	Associate Professor to Professor (Stage-4 to Stage-5)	Zoology

79. 4: Item for Consideration:

79.4.1. Minutes of the 37th Academic Council Meeting held on 30.01.2020

- (i) The Executive Council considered and approved the Minutes of the 37th Academic Council held on 30.01.2020.
- (ii) The Executive Council also considered the amendment to Clause 6 of Ordinance No. 1 regarding possessing of adequate knowledge of Urdu, as recommended by the Academic Council under Resolution No. 37.4.08 and approved as under to ensure compliance of Section-4 of the University Act:-

Existing provision under Clause 6 of the Ordinance No. 1	Amendment Proposed under clause 6 of the Ordinance No. 1	After amendment to Clause 6 of the Ordinance No. 1 would read as
6. As per Section 4 of the University Act, the medium of instructions in the University is Urdu. Therefore, as a general policy, it shall be compulsory that the	6. As per Section 4 of the University Act, the medium of instructions in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for	6. As per Section 4 of the University Act, the medium of instruction in the University is Urdu. Therefore, as a general policy, Urdu shall be compulsory for all the teaching posts. The candidates



candidates should possess the ability to teach ("should be able to clearly demonstrate his knowledge of reading, writing, understanding and teaching in Urdu language") in Urdu medium, which shall be judged by the Selection Committee at the time of interview. The condition shall invariably be mentioned in each advertisement, under the qualifications reacquired.	all the teaching posts. The candidates should either be from a Urdu Medium School / Madrasa or should have studied Urdu as a subject at Xth Std. or +2/ Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Governments or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD)	should either be from a Urdu Medium School/Madrasa or should have studied Urdu as a subject at Xth Std or +2 /Intermediate level or studied Urdu as one of the subject either at X or XII from Central or State Boards recognized by the Govt. of India or Madrasa Boards of State Governments or NIOS/State Open Schools recognized by the Govt. of India (Ministry of HRD)
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

79.4.2. Case of furnishing false document for appointment in higher position in the University by Dr Bonthu Kotaiah, Assistant Professor-IT, Department of CS & IT - Reg.

Ref: EC Resolution No. 76.5.5 dated 19.10.2019

EC Resolution No. 77.4.7 dated 02.12.2019

The Executive Council was informed that Dr. Bonthu Kotaiah, Assistant Professor-IT, Department of Computer Science & Information Technology (CS & IT), MANUU, Hyderabad had applied for the post of Associate Professor-IT in the pay scale of Rs. 1,31,400-2,17,100/- (Academic Level 13A) in the Department of CS & IT, MANUU in response to the MANUU Employment Notification No. 54/2019 dated 28.5.2019 through his application dated 19.7.2019. As per the minimum eligibility conditions notified by the University for the post of Associate Professor-IT, a candidate should possess the following:

- Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND*
- At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals. AND*
- Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.*

It was further informed that Dr Bonthu Kotaiah in the said application for the post of Associate Professor-IT in MANUU had claimed that he possesses 8 years and 9 months teaching experience as under:-

Name of the University/ Institution	Designation and scale of pay	Nature of post Temporary /Permanent	Class taught		Duration (give Details)	Length of experience		Sl. No. of proof enclosed
			Under Graduate Polytechni (if applicable)	Post Graduate		years	months	
Indira Institute of Science & Technology	Assistant Professor	Temporary	B.Tech	MCA	1.3.2008 to 1.8.2011	3	5	14
Maulana Azad National Urdu University	Assistant Professor	Permanent	B.Tech	MCA	3.2.2014 to 25.6.2019	5	4	15
Total:						8	9	

At the time of applying to the post of Associate Professor-IT in MANUU, Dr Bonthu Kotaiah has furnished the following certificate on 30.6.2019:

"I hereby declare that all the details given by me in this application are true to the best of my knowledge and belief. If anything is found false at any stage(d) at the time of selection or after joining service at MANUU, my candidature/services are liable to be rejected or terminated summarily without assigning any reason thereof".

Dr Bonthu Kotaiah at the time of his appointment as Assistant Professor-IT, Department of CS & IT, in MANUU, had declared that he had served as Programmer (Temporary) in Nagarjuna University, Guntur from September 2009 to August 2011 for 2 years and produced a proof which was a NOC-cum-Service Certificate No. ANU/Esst.-TS/Mr.B.Kotaiah/No.Obj.Cert/2010 dated 23.4.2010 which states that he was working as Computer Programmer from 7.9.2009 on contract basis in the Office of the Co-coordinator of Exams, UG Courses at Acharya Nagarjuna University, Guntur (A.P.). When the matter was brought to the notice of the University at the time of scrutiny of his application for the post of Associate Professor-IT, it was decided to conduct a thorough verification of the veracity of the two different set of documents at two stages.

On scrutiny of the certificates submitted by Dr Bonthu Kotaiah for the post of Associate Professor-IT in MANUU it has been observed that he had produced a photocopy of Experience Certificate dated Nil issued by the Principal, Indira Institute of Technology & Sciences (AICTE recognized), sponsored by V.H.R. Education Society,



Darimadugu(V), Markapur, Prakasam District: 523 316 (A.P). According to which Dr Kotaiah had worked as Assistant Professor in the Department of Computer Science & Engineering with Indira Institute of Technology and Sciences, Markapur from 1st March, 2008 to 01st August, 2011 at enclosure No.14. However, during the verification process, it has been certified by the Principal, Indira Institute of Technology and Sciences vide her letter dated 21.01.2020 that Mr. Bonthu Kotaiah was not working in the college during 2008-2011 and the college itself was established in the year 2009.

The NOC-cum-Service Certificate dated 23.4.2010 issued by the Registrar, Acharya Nagarjuna University, Guntur also got verified and it was confirmed by the Office of the Registrar, Acharya Nagarjuna University vide letter dated 22.01.2020 that Mr. Bonthu Kotaiah had worked as Programmer on contractual basis from 7.9.2009 to 31.3.2013.

As a prima facie falsification of documents has been established in this case, Dr Bonthu Kotaiah was asked to explain through a Memorandum dated 4.2.2020, for the reasons for producing a false document for claiming experience as Assistant Professor under Indira Institute of Technology and Sciences for the period from 1st March 2008 to 1st August 2011 (3 years& 5 months) when he was already under a full time employment as Computer Programmer under Acharya Nagarjuna University, Guntur from 7.9.2009 to 31.3.2013.

It was further noted by the EC that Dr Bonthu Kotaiah in his written response dated 10.2.2020 to the Memorandum dated 4.2.2020 took the plea that he was not shortlisted by the University for the post of Associate Professor-IT. Therefore, the matter has ended there itself and the University has been targeting him because he has filed Writ petition No. 19499 of 2019 and Writ Appeal challenging the decision of the University to introduce biometric attendance before the High Court of Telangana. He has further questioned the validity of the issue of Memorandum dated 4.2.2020, seeking his explanation, when he was neither shortlisted nor appointed to the post of Associate Professor-IT in MANUU. According to him, even if any discrepancy is found by the University in his application for the post of Associate Professor-IT, the case should have been referred to 'Vijira Committee' formed specifically for the year 2015 to look into the irregularities of Teaching Appointments. He also made counter allegations against the University and his Dean, School of Technology and Head, Department of CS & IT. It was appraised to the EC that in the year 2018, a audit query was raised by the Performance Audit about the validity of Vijira Committee referred by Dr Bonthu Kotaiahi in his reply to Memorandum. The Audit was informed that a three Member committee comprising two retired professors and Mr. Md. Shafiqzaman, retired IAS was constituted by the Vice Chancellor to review the appointment of teaching staff which was notified on 12.05.2015, just one day before his last day in the office. The Committee did not function and became defunct and the said position was informed to the Performance Audit as well as the MHRD in the past. Moreover the EC did not

approve or ratify the constitution of the said committee at any point of time. The EC took note of the position.

The following relevant points were noted by the Executive Council in this case:-


(i) On further scrutiny of the records of Dr Bonthu Kotaiah, it has come to the notice that he applied for the post of Associate Professor, Department of Computer Science under the Central University of Himachal Pradesh vide his application dated 20.5.2019, by using the same fake experience certificate. NOC was granted to him on 4th June, 2019 and he had attended the interview held on 13.9.2019 based on the said application and fake experience certificate. A copy of the online application submitted by him available on record.

(ii) The records also indicates that he also applied to the post of Associate professor, Department of Computer Science & IT under Central University of Karnataka vide his application dated 20.5.2019. NOC was granted to him by the University on 23/24th May, 2019. However, copy of the application submitted by him is not available on records and to be obtained from the Registrar, CUK. The website of the CUK does not indicate about the interview dates for the said post.

The Executive Council felt that the above act of Dr Bonthu Kotaiah amounts to gross misconduct on his part as he has attempted to mislead the University by furnishing false experience certificate to cover up the shortfall in the teaching experience of more than 3 years while still serving as Assistant Professor in the University. This attracts of provisions of Rule 3 of CCS (Conduct) Rules as applicable to the University Employees (including teachers) in which Dr Bonthu Kotaiah being a University appointed teacher failed to maintain absolute integrity and maintain high ethical standards and honesty in this case. This is an attempted case of forgery by Dr Bonthu Kotaiah wherein he deliberately manufactured an experience certificate showing the period of service as Assistant Professor when the Institution in question was not even existence.

After deliberations, the Executive Council unanimously **resolved** to place Dr.Bonthu Kotaiah, Assistant Professor, Dept. of CS & IT under suspension with immediate effect under the provisions of CCS (CCA) Rules, 1965 as applicable to the University employees pending departmental inquiry against him. It was further resolved that the entry of Dr.Bonthu Kotaiah, Assistant Professor, Dept. of CS & IT, MANUU in the University campus shall be regulated during the period of his suspension to avoid any untoward incidents in the campus.EC authorized the Vice-Chancellor to issue Charge Sheet to Dr. Kotaiah and to appoint Inquiry Officer.

The EC also noted that above act of Dr Bonthu Kotaiah also attracts the provisions of Section 406, 420, 465 & 471 of Indian Penal Code and **resolved** to lodge a formal complaint with the Police to protect the interest of the University through the Registrar.



79.4.3. Unauthorized absence of Mr. Mohd. Abdul Azeem, UDC posted at Estate Section

Ref: EC Resolution No. 66.5 (3) dated 15.02.2018

The Executive Council was informed that Mr. Mohd Abdul Azeem was appointed as Upper Division Clerk (UDC) through Direct Recruitment basis. He joined duty on 02.11.2005. His services were confirmed on completion of two years of his probation period to the said post w.e.f 2.11.2007 vide orders dated 16.02.2010. Later he was promoted as Assistant through Departmental Promotion Committee (DPC) w.e.f 25.08.2016 and was placed on probation for a period of two years.

As per records it is observed that he started applying for long leaves (Earned Leaves, Half Pay Leaves & Extra Ordinary Leaves) on the grounds of performing some religious obligations and private affairs from the year 2011 (48 days), 2012 (66 days), 2013 (40 days & 54 days), 2014 (46 days and 12 days), 2015 (37 days, 103 days), 2016 (19 days). Based on his habit of availing long leaves, he was issued a Warning Letter dated 25.5.2015.

In spite of the fact that he supposed to refrain himself of availing long leaves, he applied again for leave w.e.f 30.01.2017 for 404 days without routing it through proper channel, which was not considered by the Competent Authority. However, Mr. Azeem had proceeded on leave w.e.f 30.01.2017 without waiting for sanction. The Competent Authority took serious note of this and issued a Show Cause Notice dated 8.2.2017 directing him to submit an explanation and report back to duty immediately. Mr. Azeem did not report back to duty nor submitted his explanation. Later vide letter dated 6.5.2017 he informed that he will report back to duty on the expiry of leave applied for (i.e. on 9.3.2018) without asking for further extension.

Mr. Mohd. Abdul Azeem was issued a Charge Sheet dated 29.9.2017 for not reporting to duty on 22.05.2017 as directed in the above show cause notice. Subsequently, he joined duty on 23.10.2017 and he was allowed to join duty on 23.10.2017 pending disciplinary outcome of the disciplinary proceedings initiated against him under CCS (CCA) Rules. In the meantime he applied for Extra Ordinary Leave (EOL) vide letter dated 19.01.2018 to consider EOL from 29.01.2018 to 22.02.2018 for 31 days on private affairs. The said leave was not considered.

As against the charge sheet, Mr. Azeem had accepted all the charges leveled against him in his written statement dated 2.11.2017. Therefore, the matter was placed before the Executive Council in its 66th Meeting held on 15.02.2018. The EC after considering the nature of charges, his written statement, his young age and other relevant facts in this case had imposed the following penalty under rule 11 (vi) of the CCS (CCA) Rules, 1965 as applicable to the employees of the University.



"Reduction to the lower post of Upper Division Clerk (UDC) in Pay Band 1 with Grade Pay of Rs. 2400/- for period of two years w.e.f 15.2.2018, which shall be bar to the promotion of Mr. Mohd. Abdul Azeem, during the currency of punishment to the higher post in the University. During the period of penalty, the said Mr. Mohd. Abdul Azeem shall earn his annual increment in the post of UDC and shall regain his original seniority in the higher post of Assistant after expiry of the penalty subject to the review of his performance by the Executive Council"

His unauthorized absence period of 266 days from 31.01.2017 to 22.10.2017 was treated as dies-non under FR-17-A and that he will be under strict watch during the period of penalty and shortcomings in his performance shall be reported to the EC at the time of his review. He will continue in the lower post of UDC in the Estate Section till further orders.

After the imposition of the above penalty a six monthly report has been called for from the Section Head and report was not satisfactory. The official was below expectation of a senior clerk in the cadre of UDC. The Official is committing mistakes in the files. Mr. Azeem again applied for 25 days of leave from 4.2.2019 to 28.2.2019 and the same was not considered. However, Mr. Azeem proceeded on leave from 11.02.2019 to 15.03.2019. He was issued a Show Cause Notice dated 12.3.2019 with a direction to submit explanation by 19.03.2019. He replied to Show Cause Notice vide his letter dated 19.03.2019 stating that due to religious exigencies he proceeded to Delhi. He deeply regretted of lapse on his part and admits his negligence. He also appealed not to initiate disciplinary proceeding which will put his family to hardship and loss. He also assured that to be obedience to the duties and will improve performance to the satisfaction of superiors.

The Disciplinary Authority not satisfied with his reply dated 19.03.2019, issued a Charge Memorandum dated 4.6.2019 under Rule 14 of CCS (CCA) Rules, 1965 as applicable to the employees of MANUU for his unauthorized absence from 11.2.2019 to 15.3.2019, insubordination and remaining absent without prior permission or leave from the Competent Authority. Mr. Azeem submitted his reply to Memorandum on 17.6.2019 stating that he was absented from duties from 11.02.2019 to 15.3.2019 with an intension and spirit behind that was his emotional attachment to religious practices. The Disciplinary Authority considering his reply dated 17.06.2019 wherein he accepted all the charges leveled against him and decided to impose following penalties:

- (i) Reduction to a lower stage in the time scale of pay by one stage for a period of one year with cumulative effect under rule 11 (iii) (2) of CCS (CCA) Rules w.e.f 16.02.2020.
- (ii) The punishment will take effect after the expiry of the currency of punishment of reduction to the lower post of UDC for a period of two years imposed vide order dated 9.3.2018 (*EC Resolution No. 66.5 (3) dated 15.02.2018*).



- (iii) He is barred from consideration for further promotion during currency of the said punishment.
- (iv) His unauthorized absence from 11.02.2019 to 15.3.2019 shall be treated as dies-non.

The Executive Council was informed that Mr. Mohd. Abdul Azeem once again vide leave application dated 13.1.2020 has applied for HPL from 29.01.2020 to 28.02.2020 for 31 days, which was not considered by the Competent Authority. Accordingly, he was informed vide letter 17.01.2020 that he has not been sanctioned leave. However Mr. Azeem had proceeded to avail leave without prior sanction. Mr. Azeem vide letter 28.01.2020 requested to re-consider his leave on the grounds that he did not availed any leave during the last one year and no work is pending on his table and due his personal work.

The Executive Council took serious note of his habituated absence and proceeding on long leaves without proper / prior sanction and in-subordination. The EC after due deliberations **resolved** to issue show cause notice with a direction to refrain himself of availing long leaves without prior sanction. The EC also directed to issue warning to Mr. Azeem that in case he found absented in future without proper leave sanction his services may liable to be terminated as per the CCS(CCA) Rules, 1965 as applicable to University employees.

79.4.4. Case of confirmation of services of Dr. Pooja Tyagi, Asst. Professor (Education) based on the qualifying Urdu Skill Test conducted by the Dept. of Urdu

Ref: EC Resolution No. 66.5 (5) dated 15.02.2018
EC Resolution No. 73.4.4 dated 01.03.2019

The Executive Council noted that in it is 73rd Meeting held on 01.03.2019 considered the cases of confirmation of services of eight (8) Teaching staff including Model School Teachers based on qualifying Urdu Skill Test conducted by the Department of Urdu and declaration of results by the Controller of Examinations except the case of Dr. Pooja Tyagi, Assistant Professor (Education), CTE-Nuh.

Dr. Pooja Tyagi failed to appear the Urdu Skill Test held on 14th & 15th January, 2019 conducted by the Dept. of Urdu. The EC therefore, took serious note of this and **resolved** to give last opportunity to Dr. Pooja Tyagi and directed her to appear Urdu Skill Test conducted by the University without any exception within a period of six months. Till then, she shall be continued to be on probation in her present post of asst Professor (Education). Accordingly, Dr. Pooja Tyagi has been informed with the decision of the EC vide letter dated 9.4.2019 directing her to appear for the Urdu Skill Test and her probation period was also extended for a further period of six month w.e.f 01.03.2019 or till she qualifies the Urdu Skill Test to be conducted by the University whichever is earlier.



Accordingly, Dr. Pooja Tyagi appeared the Urdu Skill Test conducted by the University held in December, 2019. As per results declared on 10.01.2020 by the Examination Section she now qualified the Urdu Skill Test.

The Executive Council considered the case of Dr. Pooja Tyagi and **resolved** to confirm of her services in the post of Assistant Professor (Education) w.e.f the date of completion of the declaration of results i.e. 10th January, 2020 by the Controller of Examinations.

79. 5: Any other Items with the permission of the Chair:

79.5.1. Draft manual on MANUU Code of Ethics in Research & Publications as per the Standard Operational Procedure for UGC Promotion of Academic Integrity and Prevention of Plagiarism in HEIs Regulations, 2018.

Ref: EC Resolution No. 72.5.2 dated 27.12.2018
Academic Council Resolution No. 37.8.03 dated 30.01.2020

The Executive Council was informed that the Academic Council in its 37th Meeting held on 30.01.2020 considered and resolved to recommend to upload the draft Standard Operational Procedure for UGC Promotion of academic Integrity and Prevention of Plagiarism in Higher Educational Institutions (HEIs) Regulations, 2018 on University website for comments and suggestions, if any, thereafter the same may be notified.

As per the recommendations of the Academic Council the document was uploaded on the MANUU Website seeking comments and suggestions from faculty / research scholars vide Lr. No. MANUU/Acad/ F.67/2019-20/345 dated 10.02.2020. In response to the said letter some suggestions were received from the faculty / research scholars and have been incorporated. Accordingly, the said document has been prepared by the MANUU Institutional Academic Integrity Panel (IAIP) in the Manual form and named as “MANUU Code of Ethics in Research & Publications”

The Executive Council considered and **resolved** to adopt the guidelines as “MANUU Code of Ethics in Research & Publications” including the recommendation regarding introduction of Anti Plagiarism Undertaking for candidates applying for open posts as well as CAS cases for ensuring compliance of UGC Regulations, 2018 and the University guidelines.

79.5.2. Cases of confirmation of services of certain Non-Teaching Staff on the basis of dismissal of W.P. No. 12866/2010 in the Hon'ble High Court of A.P

The Executive Council was informed that Mr. Salar Mohiuddin and Mr. M. Vijay Kumar were appointed through Direct Recruitment basis as Lower Division Clerks under OBC Category against the Employment Notification vide No. 22/2007 dated



29.7.2007. Both the selected candidates have joined duties on the forenoon of 09.04.2008. They were placed on probation for a period of two (02) years from the date of their joining the duty. Consequent upon their selection and joining to the posts of LDC, a writ petition was filed by Ms. Sridevi (applicant to the post of LDC) vide WP No. 12866/2010 in the Hon. High Court of Andhra Pradesh at Hyderabad against University and five (05) others questioning the selection of five (05) L.D.Cs including Mr. Salar Mohiuddin and Mr. M. Vijay Kumar. Out of five (5) LDCs, these two LDCs are in service and rest of three (3) two joined other organization and one was expired while is service. Therefore, confirmation of services these two (2) LDCs was kept in abeyance as their appointment was challenged in the Hon'ble High Court and the matter was sub-judice.

The EC was also informed that the Hon'ble High Court of Telangana dismissed the WP No. 12866/2010 vide orders dated 04.09.2018. Having aggrieved with the dismissal orders of the Hon'ble Court Ms. Sridevi filed the Writ Appeal WA No.1564/2018 before the Division Bench of the Court. The Hon'ble Division Bench dismissed the Writ Appeal of the Petitioner vide order dated 07.03.2019.

The Executive Council after due consideration *resolved* to recommend the confirmation of the services of two LDCs namely Mr. Salar Mohiuddin and Mr. M. Vijay Kumar with effect from date of dismissal of Writ Appeal No. 1564/2018. i.e. 07.03.2019.

79.5.3. To consider the transfer and posting of certain faculty in order strengthen the Dept. of Education & Training & CTEs to make balance of the subjects requirement as per NCTE Norms

The Executive Council was informed that University Grants Commission (UGC) has sanctioned 33 posts of Assistant Professors-Education to fulfil shortage of requirement of teachers at the Department of Education & Training. (HQs) and Colleges of Teacher Education (CTEs) of the University. The University had notified 05 posts of Associate Professor-Education and 36 posts of Assistant Professors-Education in various categories. The Selection Committee meetings were conducted from 13th to 17th Feb, 2020 for Education posts. The Selection Committee recommended 1 candidate for the post of Associate Professor and 29 candidates for the posts of Assistant Professors. The candidates have been selected as per the subjects required at various CTEs including that of the Department at HQs to fulfil NCTE norms. Offer of appointment have been issued to the selected candidates and the posting have been given as per the subjects required and the available strength of existing faculty members at the Department as well as CTEs.

In view of the recruitment of new faculty members, certain existing faculty members of the following places are to be posted to other places as indicated below to make balance of the subjects requirement as per NCTE norms:



S. No	Name of the Faculty	Designation	Present posting	New place of posting
1.	Dr.Taiyaba Nazli	Assistant Professor	Headquarters	CTE - Aurangabad
2.	Dr.Farhat Ali	Assistant Professor	Headquarters	CTE - Bidar
3.	Dr.Athar Hussain	Assistant Professor	Headquarters	CTE - Darbhanga
4.	Dr.Afroz Alam	Assistant Professor	Headquarters	CTE - Darbhanga
5.	Dr.Bhanu Pratap Pritam	Assistant Professor	Headquarters	CTE - Bhopal
6.	Dr.Irfan Jamil	Assistant Professor	CTE - Bidar	CTE - Bhopal
7.	Dr.Aftab Ahmad Ansari	Assistant Professor	CTE - Darbhanga	CTE - Asansol
8.	Dr.Bakhtayar Ahmad	Assistant Professor	CTE - Darbhanga	CTE - Asansol

The Executive Council after discussions, **resolved** to approve the proposal of the University for Transfers and posting of the above faculty members to fulfil shortage as per the subjects required and the available strength of existing faculty members at the Department as well as CTEs.

79.5.4. To consider the Minutes of the Review Committee Meeting constituted by the Vice-Chancellor to review the cases of B.Ed (Distance Mode) Admissions and with held results of 151 students

Ref: AC Resolution No. 34.4.24 dated 7.3.2019

Ref: EC Resolution No.76.5.1 dated 26.11.2019

The Executive Council was informed that the Academic Council in its 34th Meeting held on 7.3.2019 while considering the NCTE communication D.O. No. NCTE-Reg1012/3/2019-US(Regulations)-HQ/74982 dated 19th Feb, 2019 regarding furnishing of information of admitted students of B.Ed (ODL) Programme for the three academic sessions 2015-16, 2016-17 & 2017-18 on the basis of NCTE Regulations, 2014 and the inputs received from the DDE had observed that there was a possibility of some deviations made in the B.Ed (DM) admissions as the original records were not readily available with DDE. Therefore, the Academic Council authorized the Vice-Chancellor to constitute a Committee to verify the eligibility conditions possessed by the admitted students *vis-a-vis* the norms prescribed by the NCTE as notified in the Admission Prospectus. The Academic Council also issued directions to the Controller of Examination to withhold the results of those students where deviations were noticed till a final decision is taken by the Academic Council in such cases. Accordingly, the University has withheld the final results of 67 + 84

candidates who were admitted to B.Ed (DM) programme on the basis of Distance Mode Diploma in Primary Education (DPE) conducted by Government Universities. Accordingly, the Vice Chancellor had constituted a four Member Review Committee of experts under the Chairpersonship of Prof. V. Sudhakar, Dean, School of Education, EFLU & Member, Academic Council, MANUU to look into the matter regarding deviations in B.Ed (DM) admissions in terms of the decision taken in the Academic Council.

The EC in its 76th Meeting held on 26.11.2019 while considering the report of the Review Committee, authorized the Vice-Chancellor to approve the announcement of the withheld results of those candidates on case to case basis after due scrutiny by the DDE through a Committee. Accordingly, the same Review Committee constituted by the Vice-Chancellor with two special invitees nominated by the Vice-Chancellor scrutinized the admission records of 151 candidates who were admitted in B.Ed (Distance Mode) in the year 2015-16 (67 candidates) and 2016-17 (84 candidates) as per the minimum eligibility criteria prescribed by the NCTE and notified by the DDE in the Admission Prospectus in two sittings held on 15.1.2020 & 15.2.2020.

The EC noted that the Review Committee, after due verification recommended that the results of 76 candidates listed to the Minutes at Appendix-I may be declared as all these candidates are found to be eligible for B.Ed (DM) Admission. The Committee also recommended that the results of 74 remaining candidates as per the Appendix-II to the Minutes may be declared subject to production of duly countersigned employment certificate by the District Education Authorities as per the admission requirements, otherwise these candidates were found to be eligible for B.Ed (DM) Admission. The Committee was informed that the result of one candidate namely Mr. Md. Salahuddin has been declared precisely because his case was having no problem.

The EC after due consideration of the recommendations resolved to accept the above recommendations regarding declaration of results of 151 candidates and authorized the Vice-Chancellor to take further action in this regard.

The EC also felt that a suitable reply to the NCTE HQrs in response with the candidates details to its previous communication D.O. No. NCTE-Reg1012/3/2019-US(Regulations)-HQ/74982 dated 19th Feb, 2019 be sent to the effect that there were no deviations in B.Ed (DM) Admission for the period from 2015-16 & 2016-17 noticed by the Committee to bring the matter into logical conclusion.


Meeting ended with vote of thanks to the Chair.


**Registrar I/c &
Secretary, EC**

Minutes of the 79th Meeting of EC held on 20.02.2020

Page 17 of 17

कुलसचिव / Registrar


मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
Maulana Azad National Urdu University
गञ्जीबौली, हैदराबाद - ५०००३२
Gachibowli, Hyderabad-500 032.