



**MINUTES OF THE MEETING OF THE 87<sup>th</sup> EXECUTIVE COUNCIL OF MANUU  
 HELD ON THURSDAY, 09<sup>th</sup> DECEMBER, 2021 AT 11.30 A.M AT  
 UNIVERSITY GUEST HOUSE, MANUU, CAMPUS, GACHIBOWLI,  
 HYDERABAD**

**Members Present:**

S No.	Name	Designation	Attendance
1.	<b>Prof. Syed Ainul Hasan</b> Vice-Chancellor	Chairman	Physical
2.	<b>Prof. S. M. Rahmathullah</b> Pro-Vice-Chancellor	Member	Physical
3.	<b>Prof. Shashikant Sharma</b> Professor, Dept. of Journalism & Mass Communication Himachal Pradesh University	Member (Visitor's Nominee)	Online
4.	<b>Prof. Panchanan Mohanty</b> Former Dean, School of Humanities University of Hyderabad	Member (Visitor's Nominee)	Online
5.	<b>Prof. Bharat Bhaktibhai Ramanuj</b> Professor, Dept. of Education Saurashtra University, Rajkot. Gujarat	Member (Visitor's Nominee)	Online
6.	<b>Prof. V.Kamakshi Prasad</b> Professor, Dept. of CS & E JNTU College of Engineering, Hyderabad	Member (Visitor's Nominee)	Physical
7.	<b>Prof. Ehtesham Ahmed Khan</b> Dean, School of Mass Communication & Journalism	Member	Physical
8.	<b>Prof. Saneem Fatima</b> Dean, School of Commerce & Business Management	Member	Physical
9.	<b>Prof. Farida Siddiqui</b> Dean, School of Arts & Social Sciences	Member	Physical
10.	<b>Prof. Mohd. Razaullah Khan</b> Professor-cum-Director Incharge, DDE	Member	Physical
11.	<b>Prof. P. Fazul Rahaman</b> Professor-cum-Director, UGC-HRDC	Member	Physical
12.	<b>Dr. Sadaquat Ali Khan</b> Associate Professor, MANUU - CTE, Bidar	Member	Physical
13.	<b>Dr. Shafayath Ahmad</b> Assistant Professor, CTE-Darbhanga	Member	Online
14.	<b>Prof. Siddiqui Mohd. Mahmood</b> Dean, School of Edn. & Trng. & Registrar I/c	Ex-Officio Secretary	Physical

At the outset the Vice-Chancellor welcomed all the Members of the Executive Council and also welcomed Prof. Farida Siddiqui and Prof. Mohd. Razaullah Khan for their joining in the EC Meeting as newly appointed Members. Thereafter, the Chairman requested the Registrar to present the Agenda of the meeting.

**87.1 Confirmation of the Minutes of 86<sup>th</sup> Meeting of the Executive Council held on 09.09.2021**

The Registrar informed that the Minutes of the 86<sup>th</sup> Meeting of the Executive Council held on 09<sup>th</sup> September, 2021 were circulated to all the Members of the EC and no comments have been received from the Hon'ble Members on the Minutes. Therefore, the Executive Council approved the Minutes of the 86<sup>th</sup> Meeting held on 09.09.2021.

**87.2 Follow up Action Taken Report (ATR) on the Minutes of 86<sup>th</sup> Meeting of the Executive Council held on 09.09.2021**

The follow up action taken on the Minutes of 86<sup>th</sup> Meeting of the Executive Council held on 09<sup>th</sup> September, 2021 was presented before the EC. The Executive Council noted the Action Taken Report.

**87.3: Items for Reporting / Ratification**

**87.3.1. Appointment of Members in the Executive Council of the University**

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing the following Deans of Schools and Director I/c, DDE as Members in the Executive Council of the University from the date of appointment as mentioned against each under Statute-12 of the Statutes of the University.

S. No	Name & Designation	EC Member in the Capacity of Deans of Schools of Studies & Director I/c	Effective Date of appointment & Tenure
1.	Prof. Siddiqui Mohd. Mahmood, Professor, Dept. of Education & Training	Dean, School of Education & Training	With effect from 26.11.2021 for a period of two years
2.	Prof. Farida Siddiqui, Professor, Dept. of Economics	Dean, School of Arts & Social Sciences	With effect from 26.11.2021 for a period of two years
3.	Prof. Razaullah Khan, Director I/c, DDE	Professor-cum-Director, DDE	With effect from 29.11.2021




### **87.3.2. Appointment of Deans of Schools of Studies**

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing the following faculty members as Deans of Schools of Studies from the date of appointment as mentioned against each or till further orders whichever is earlier under Statute-7 of the Statutes of the University.

<b>S. No</b>	<b>Name &amp; Designation</b>	<b>Name of the School</b>	<b>Effective Date of appointment &amp; Tenure</b>
1.	Prof. Farida Siddiqui, Professor (Economics)	School of Arts & Social Sciences	w.e.f 27.10.2021 for a period of two years
2.	Prof. Salman Ahmed Khan, Professor (Chemistry)	School of Sciences	w.e.f 27.10.2021 for a period of two years

### **87.3.3. Appointment of Prof. P.H. Mohammed, Dept. of Sociology as Director I/c, ABCSSEIP**

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing Prof. P. H. Mohammed, Professor & Head, Department of Sociology as Director Incharge, Al-Beruni Centre for Study of Social Exclusion and Inclusive Policy (ABCSSEIP) of the University w.e.f 27.10.2021 until further orders in place of Prof. Afroz Alam.

### **87.3.4. Appointment of Prof. Razaullah Khan, Dept. of Management & Commerce as Director I/c, DDE**

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing Prof. Razaullah Khan, Professor & Head, Department of Management & Commerce as Director Incharge, Directorate of Distance Education (DDE) of the University w.e.f 01.11.2021 until further orders in place of Prof. Abul Kalam who had tendered resignation from the post of Director, DDE.

### **87.3.5. Appointment of Prof. M. A. Azeem, Dept. of Management & Commerce as Proctor of the University**

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing Prof. M. A. Azeem, Professor, Department of Management & Commerce as Proctor of the University for a period of two years w.e.f 01.11.2021 until further orders under Statute-9 of the University Act & Statutes.





**87.3.6. Extension in the term of appointment of Prof. Saneem Fatima, Dept. of Management & Commerce as Dean, Academic Affairs**

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in extending the term of appointment of Prof. Saneem Fatima, Professor, Dept. of Management & Commerce as Dean, Academic Affairs beyond 14.09.2021 until further orders on the existing terms and conditions.

**87.3.7. Extension in the term of appointment of Prof. Salma Ahmed Farooqui, HKCDS as Dean, Research & Consultancy**

The Executive Council noted & ratified the decision taken by the Vice-Chancellor in extending the term of appointment of Prof. Salma Ahmed Farooqui, Professor, H.K. Sherwani Centre for Deccan Studies (HKCDS) as Dean, Research & Consultancy beyond 02.09.2021 until further orders on the existing terms and conditions.

**87.3.8. Appointment of Provost for the Boys Hostels of the University**

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in appointing Prof. Mushtaq Ahmed I Patel, Professor (Education), Directorate Distance Education (DDE) as Provost for Boys Hostels of the University for a period of two years w.e.f. 30.09.2021 or till further orders whichever is earlier.

**87.3.9. Appointment of Wardens for Girls Hostels of the University**

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in appointing the following Faculty Members / Officer as Wardens for Girls Hostels of the University for a period of two years as mentioned against each :

S. No	Name & Designation	Appointed as	Date of appointment
1	Dr. Shugufta Parveen, Hindi Officer	Senior Warden	19.02.2021
2	Dr. Parveen Qamar, Asst. Professor, Dept. of Women Education	Warden	19.02.2021
3	Dr. Najma Begum, Asst. Professor, Dept. of Education & Training	Senior Warden	19.02.2021
4	Mrs. Afrah Fatima, Asst. Professor, Dept. of CS&IT	Warden	19.02.2021
5	Mrs. Firdaus Tabassum, Asst. Professor, Dept. of Education & Training	Residential Warden	05.03.2021
6	Mrs. Rabia Ismail, Asst. Professor, Dept. of Education & Training	Warden	01.12.2021
7	Dr. Shabana Farheen, Asst. Professor, Dept. of Political Science	Residential Warden	01.12.2021
8	Mrs. Momin Sumaiya, Asst. Professor, Dept. of Education & Training	Warden	01.12.2021





### 87.3.10. Appointment of Wardens for Boys Hostels of the University

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in appointing the following Faculty Members as Wardens for Boys Hostels of the University for a period of two years with effect from 01.10.2021 or till further orders whichever is earlier.

S. No	Name & Designation	Appointed as	Name of the Hostel
1	Dr. Alimuddin, Asst. Professor – Chemistry, School of Sciences	Senior Warden-	Boys Hostel - I
2	Dr. Govindaiah Godavarthi, Asst. Professor, Dept. of English	Warden	Boys Hostel - I
3	Dr. Md. Athar Hussain, Asst. Professor, Dept. of Education & Training	Warden	Boys Hostel - I
4	Dr. Patan Rahim Khan, Asst. Professor, Dept. of Hindi	Senior Warden	Boys Hostel - II
5	Mr. Meraj Ahmad, Asst. Professor, Dept. of MCJ	Warden	Boys Hostel - II
6	Dr. Javed Nadeem Nadvi, Asst. Professor, Dept. of Arabic	Warden	Boys Hostel - II
7	Mr. Misbahul Anzar, Asst. Professor, CPDUMT	Senior Warden	Boys Hostel – III
8	Mr. Iqbal Khan, Asst. Professor, Polytechnic	Warden	Boys Hostel – III
9	Dr. Muqem Ahmad, Asst. Professor, CS&IT	Warden	Boys Hostel – III
10	Dr. B. L. Meena, Asst. Professor, DDE	Senior Warden	Boys Hostel – IV
11	Dr. Khanday Parviez Ahamd, Asst. Professor, Dept of History	Warden	Boys Hostel – IV
12	Dr. Junai Ahmad, Asst. Professor, Dept. of Persian	Warden	Boys Hostel – IV

### 87.3.11. Appointment of Prof. P. F. Rahaman, Director, UGC-HRDC as Chairman, IAIP

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing Prof. P. F. Rahaman, Director, UGC-HRDC as Chairman, Institutional Academic Integrity Panel (IAIP) in place of Prof. Fatima Begum (Retired on superannuation) w.e.f 01.10.2021 as per the terms and conditions of the Notification No. 1543, dated 06.02.2019 issued by the University.

### 87.3.12. Appointment of Prof. Shakeel Ahmed as Consultant for School of Sciences

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing Prof. Shakeel Ahmed former Chief Scientist, National Geophysical



Research Institute (NGRI), Hyderabad and Professor, M. K. Gandhi Chair, Jamia Millia Islamia, New Delhi as Consultant for School of Sciences of the University for a period of two years w.e.f. the date of his joining duty or till he attains the age of 65 years whichever is earlier on a monthly remuneration of Rs. 1,05,000/- and provided free accommodation in the University Guest House. He joined duty on 1.11.2021 (F.N).

**87.3.13. Termination of Lien granted to Mr. Abdul Majid, Asst. Professor, HKCDS following his appointment in Central University of Karnataka**

The Executive Council ratified the decision taken by the Vice-Chancellor in terminating the one year lien period granted to Mr. Abdul Majid on the substantive post of Assistant Professor, HK Sherwani Centre for Deccan Studies, MANUU following his appointment / absorption in the Dept. of History and Archeology, Central University of Karnataka w.e.f 29.11.2020. Accordingly, the University accepted his technical resignation and relieved him from the services of MANUU w.e.f. 29.11.2020 as per rules.

**87.3.14. Extension of Lien for a period of one year granted to Mr. Mohd. Javed Ansari, Primary Teacher, Model School Nuh (Mewat)**

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in extending Lien period of Mr. Mohd. Javed Ansari, Primary Teacher, Model School Nuh (Mewat) on his substantive post of PRT in MANUU- Model School, Nuh for a further period of one year w.e.f 03.09.2021 (Second year). Mr. Mohd. Javed Ansari is presently working as Asst. Teacher (Urdu), New Delhi Municipal Council.

**87.3.15. Extension in the term of appointment of Assistant Controller of Examinations**

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in extending the term of appointment of the following Faculty members as Assistant Controller of Examinations for a further period of one year with effect from the dates mentioned against each on the existing terms and conditions.

S. No	Name & Designation	Additional Charge	Effective Date of appointment & Tenure
1.	Mr. Md. Yousuf, Asst. Professor-I.T, MANUU, Polytechnic Hyderabad	Asst. Controller of Examinations	w.e.f 12.07.2021 for a period of one year
2.	Mr. Syed Arfath Ahmed, Asst. Professor- CSE, MANUU Polytechnic Hyderabad	Asst. Controller of Examinations	w.e.f 03.10.2021 for a period of one year



**87.3.16. Grant of Study Leave to the teaching staff for pursuing Ph.D under Part time mode**

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in granting Study Leave to the following teaching staff for pursuing Ph.D under Part time mode. The Study Leave is granted on full pay as per the UGC / AICTE Regulations, 2018.

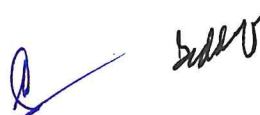
S. No	Name & Designation	Course Programme /	Effective date & period of Study leave
1.	Mr. Mohd. Tahir Qureshi, Asst. Professor, Dept. of MCJ	Ph.D from Dept. of MCJ, MANUU	For a period of Six months w.e.f. 01.11.2021.
2.	Mr. Mohtesham Pasha Quadri, Asst. Professor, Dept. of CS&IT	Ph.D from Dept. of Computer Science & Information Technology, MANUU	For a period of Six months w.e.f. 12.11.2021.
3.	Ms. Ismath Fatima, Asst. Professor, Polytechnic, Hyderabad	Ph.D from Dept. of Computer Science & Information Technology, MANUU	For a period of Six months w.e.f. 15.11.2021.

**87.3.17. Appointment of Dr. (Mrs) Rama Kondapalli, Former Advisor, NAAC as Advisor at IQAC of the University**

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing Dr. (Mrs) Rama Kondapalli former Advisor, National Assessment and Accreditation Council, (NAAC), Bangalore as Advisor for Internal Quality Assurance Cell (IQAC) of the University for a period of two years on a monthly remuneration of Rs. 70,000/-. She joined duty on 22.11.2021 (F.N).

**87.3.18. Appointment of Prof. Deepak Kumar, Former Professor of History, JNU, New Delhi as Honorary Professor at Dept. of History of the University**

The Executive Council ratified the decision taken by the Vice-Chancellor in appointing Prof. Deepak Kumar, former Professor of History, Jawaharlal Nehru University, New Delhi at Honorary Professor at Dept. of History of the University for a period of one year of till he attains the age of 70 years whichever is earlier w.e.f. the date of his joining duty on purely honorary basis. He shall be provided free boarding and lodging in the University Guest House and Airfare Economy Class to and fro. He is yet to report for duty.





### 87.3.19. Official Residence of Pro-Vice-Chancellor

The Executive Council ratified the decision taken by the Vice-Chancellor in accepting the request of Prof. S.M. Rahmathullah, Pro-Vice-Chancellor to grant exemption from residing in the Official Residence earmarked to PVC in the University Campus as his residence is located in very near locality of the University Campus and he could reach to the campus immediately if any exigency arises.

### 87.3.20. MANUUTA Elections 2021

The Executive Council noted the conduct of Maulana Azad Urdu University Teachers Association Elections – 2021 (MANUUTA-2021) vide Regd. No. 1010 held on October, 2021. As per the letter dated 07.10.2021 from the Chairman, Election Committee the following Office Bearers have been elected unopposed.

S. No	Name & Designation	Elected as
1.	Dr. Bonthu Kotaiah, Asst. Professor, Dept. of CS&IT	President
2.	Dr. Syed Mahmood Kazmi, Associate Professor, Dept. of Translation	Vice-President
3.	Mr. Md. Fasiuddin, Asst. Professor, Polytechnic, Hyd.	General Secretary
4.	Mr. Saidalavi K. Asst. Professor, Dept. of Management & Commerce	Joint Secretary – Organizing
5.	Dr. Kahkashan Latif Asst. Professor, Dept. of Translation	Joint Secretary – Publicity
6.	Dr. Syed Mohd. Fazal ul Haque, Asst. Professor, Polytechnic Hyd.	Treasurer

### 87.3.21. To report the various Office Memorandum / Circular issued by Govt. of India as forwarded by the UGC

The Executive Council noted the various Office Memorandum / Circular issued by Govt. of India as forwarded by the UGC through its letter dated 23.11.2021 as detailed under:

S. No	Authority	OM / Circular details	Subject
1	Govt. of India, Ministry of Finance, Dept. of Expenditure	No. 21/5/2017- E.II(B), dated 02.08.2017	Implementation of the recommendations of the 7 <sup>th</sup> CPC relating to grant of Transport Allowance to Central Govt. Employees who are drawing pay of Rs. 24200/- & above the Pay Level 1 & 2 of the Pay Matrix, shall be eligible for grant of TA @ Rs. 3600/- plus DA thereon.

2	Govt. of India, Ministry of Finance, Dept. of Expenditure	No.1 (5) /EV/2020, dated 07.09.2021	Central Govt. Employees retired during the period from January, 2020 to June, 2021. Calculation of Gratuity and cash payment in lieu of leave (Leave Encashment).
3	Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel & Training	No. 1/11/2021 P&PW (E), dated 03.06.2021	Payment of Family Pension, Death Gratuity and other dues to the family on death of Govt. Servant during service.
4	Ministry of Personnel, Public Grievances and Pensions, Dept. of Personnel & Training	No. 13020/1/2019-Estt.(L) dated 07.06.2021	Treatment / regularization of hospitalization / quarantine period during COVID-19 Pandemic.
5	Govt. of India, Ministry of Social Justice & Empowerment, Dept. of Empowerment of Person with Disabilities	No. 34-12/2020-DD.III dated 03.02.2021	Grant of Transport Allowance at double the normal rates to deaf and dumb employed in Central Govt.

**87.3.22. To report the communication dated 24.08.2021 received from the Ministry of Education (MoE) regarding faculty position that are lying vacant especially in the SC / ST / OBC and EWS category**

The Executive Council noted the communication vide No. D.O. 33-2/2021-TS-III (Pt.I) dated 24.08.2021 received from the Ministry of Education (MoE) directing the University to fill the faculty positions that are lying vacant, especially in the SC / ST / OBC and EWS category in the Central Higher Education Institutions functioning under the control of the Ministry of Education. It is further directed in order to clear backlog all the CHEIs should fill these vacancies in Mission Mode within a period of one year starting from 5.9.2021 to 4.9.2022 and report the action taken and progress to the Ministry of Education.

**87.3.23. To report the nomenclature of Mr. Abid Abdul Wasey as Public Relation Officer instead of Asst. Public Relations Officer**

The Executive Council noted the facts about designation of Mr. Abid Abdul Wasey as Public Relations Officer instead of Asst. Public Relations Officer.

The EC was informed that the UGC had sanctioned one post of Asst. Public Relations Officer for the University in the year 2001 in the Asst. PRO Pay Scale of Rs. 15600-39100 + GP Rs. 5400. Mr. Abid Abdul Wasey had applied to this post as notified by the University in Employment Notification No. 22/2007 dated 29.7.2007 as Public Relations Officer and got selected as PRO, but granted the APRO Pay Scale of Rs. 15600-39100 + GP Rs. 5400 as per post sanctioned by UGC. Accordingly, he



joined the duty on 28.04.2008 as PRO. On completion of two year probations period his services were confirmed. However, in the confirmation order issued by the University his designation was mentioned as Asst Public Relations Officer.

Mr. Abid Abdul Wasey upon his re-designation as Asst. PRO had submitted a representation to the then Vice-Chancellor conveying his dismay due to change in nomenclature of his designation. The then VC has considered his request and his designation was restored as Public Relations Officer vide order No. MANUU/ER.II-604/PF.373/2014-15/1281/1, dated 8.12.2014 without change in the Pay Scale i.e. continuing in the Pay Scale of APRO.

Subsequently, the Committee constituted for framing of Recruitment Rules for Non-Teaching positions has also recommended that "keeping in view of uniformity of designation among Central Universities and there are not financial implication the post of Asst. PRO may be rationalized as Public Relations Office (PRO) in the same pay scale of APRO of Rs. 15600-39100 + Grade Pay Rs. 5400. The Executive Council in its 64<sup>th</sup> Meeting held on 20.11.2017 has approved the Recruitment Rules for Non-Teaching Employees. The RRs have been sent to the Ministry for Publication in the Gazette of India.

As per records the present designation of Mr. Abid Abdul Wasey is Public Relations Officer (PRO) in the Pay Scale of APRO. Hence, the above facts submitted to the EC that the designation of Mr. Abid Abdul Wasey shall be continued as PRO in the Pay Scale of APRO. The EC noted the same.

**87.3.24. To report the communication received from the UGC clarifying the change in the category of RD's and ARD's from Other Academic Staff to Non-Teaching Staff**

*Ref: 52<sup>nd</sup> Executive Council dated 25.04.2015*

*Ref: 71<sup>st</sup> Executive Council dated 27.08.2018*

It was informed to the Executive Council that, several representations were received from the incumbents working as Regional Directors and Assistant Regional Directors against Non-Teaching category for granting teaching or academic status. Accordingly, the EC in its 52<sup>nd</sup> Meeting held on 25.04.2015 considered and approved the change in the category of the following Regional Directors and Assistant Regional Directors from Non-Teaching to Other Academic Staff. An undertaking was also obtained from the beneficiaries stating that in the event of non-consideration of change in their category from Non-Teaching position to Other Academic position by the UGC, the excess payment made to the RDs and ARDs, if any, as a result of conversion shall be recovered with effect from the date of placement."





S. No	Name	Designation
1.	Dr. Hasanuddin Haider	Regional Director
2.	Dr. Md. Arshad Ekbal	Regional Director
3.	Dr. Abul Barkat	Regional Director
4.	Dr. Md. Aijaz Ashraf	Regional Director
5.	Dr. Badeceuddin	Assistant Regional Director
6.	Dr. Tarique Imam	Assistant Regional Director
7.	Dr. Afroz Haider Rizvi	Assistant Regional Director

The above decision of the University was conveyed to the UGC vide letters dated 29.10.2015 and 6.8.2018 with a request to consider the change of category of RDS and ARDs from Non-Teaching to Other Academic Staff.

Subsequently, Dr. Shafiq Ahmed and Dr. Mohd. Shamsuddin were appointed as Assistant Regional Directors in the Other Academic position.

It was informed to the EC that, Performance Audit was conducted by the UGC in the year 2018. The Performance Audit had pointed out that the University granted Other Academic Staff status to Non-Teaching staff appointed against the posts of RDS and ARDs without the approval of the UGC. The matter was therefore placed before the Executive Council at its 71<sup>st</sup> Meeting held on 27.08.2018. The Executive Council after due deliberations resolved that, all the concerned Regional Directors and Asst. Regional Directors shall be informed that the matter is under consideration with the UGC and the decision of the UGC shall be implemented as and when received from the UGC. Accordingly, in pursuance of the EC decision all the concerned RD's and ARD's have been informed through a Notification dated 01.10.2018 that the pay benefits (Advance Increments, CAS, Age of Retirement etc.) already extended to them under Other Academic Staff categories in terms of University Notification dated 5.5.2015 shall be subject to approval sought by the University from the UGC.

Now, the UGC vide its letter dated 17.8.2021 has conveyed its decision in the above matter which is as under:

*"The Standing Committee of UGC recommends that existing incumbents of the post of Regional Directors and incumbents of the post of Assistant Regional Directors who have been appointed under Teaching category against the UGC sanctioned posts be allowed to continue till their superannuation as their service conditions cannot be changed to their prejudice. However, as soon as these posts are vacated, the University should convert the posts as Non-Teaching category.*

*The matter was also examined by the Internal Audit of UGC and decided that there is no merit in the request of the University to treat the posts of Regional Directors and Assistant Regional Directors as Other Academic positions and recommends that the contents of the UGC letter dated 30.03.2005 be reiterated and these posts be treated*

*as Non-Teaching positions. Excess payment made to the RDs and ARDs if any as a result of conversion from Non-Teaching to Other Academic positions may be recovered with effect from the date of placement".*

In compliance of the directions issued by the UGC letter vide aforesaid letter all the concerned Regional Directors and Asst. Regional Directors have been reverted from Other Academic positions to Non-Teaching positions through orders dated 22.11.2021 and accordingly their Pay has also been re-fixed under Non-Teaching. In the case of one Asst. Regional Director i.e. Dr. Tarique Imam posted at Regional Centre, Ranchi was already attained the age of (60) years on 13.01.2020. Consequently, he stands retired on superannuation and relieved from the services of MANUU w.e.f 22.11.2021 (AN). The action taken by the University in the above matter has been duly informed to the UGC vide letter dated 26.11.2021.

It was brought to the notice of the EC that the Regional Directors and Asst. Regional Directors who have been reverted back from other academic staff category to non-teaching category have submitted individual representations that the University may write to UGC to review its decision.

The Executive Council noted and ratified the action taken by the University reverting back the services of above named four Regional Directors and five Asst. Regional Directors from other academic position to non-teaching category from the date of placement. Further, the EC authorized the Vice-Chancellor to take further necessary action, to be deemed fit in this regard.

#### **87. 4: Item for Consideration:**

##### ***87.4.1. To consider the Minutes of the 43<sup>rd</sup> Academic Council Meeting (Emergent) held on 8<sup>th</sup> June, 2021***

The Minutes of the 43<sup>rd</sup> Academic Council Meeting (Emergent) held on 8<sup>th</sup> June, 2021 was placed before the Executive Council. The EC considered and **approved** the Minutes of 43<sup>rd</sup> Academic Council Meeting (Emergent) held on 8<sup>th</sup> June, 2021

##### ***87.4.2. To consider adoption of the Amendment in UGC Regulations, 2018 regarding minimum qualifications, issued vide Gazette Notification dated 11.10.2021***

The Executive Council was informed that the UGC communicated an Amendment in UGC Regulations, 2018 regarding minimum qualifications, issued vide Gazette Notification dated 11.10.2021. The UGC vide letter No. 9-1/2010(PS/Misc) Pt. Vol-II dated 12.10.2021 communicated that as per UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 stipulates that Ph.D degree shall be mandatory qualification for direct recruitment to the post of Assistant Professors in Universities from 01.07.2021.





The UGC, in view of COVID-19 pandemic, has decided to extend the date of applicability of Ph.D as mandatory qualification for direct recruitment of Assistant Professors from 01.07.2021 to 01.7.2023.

The Executive Council *approved* adoption of Amendment in UGC Regulations, 2018 regarding minimum qualifications, issued vide Gazette Notification dated 11.10.2021

**87.4.3. To consider the Minutes of the Committee Constituted for Framing of Rules for Allotment of Staff Quarters**

The Executive Council was informed that a Committee Constituted by the Vice-Chancellor with the following members for Framing of Rules for Allotment of Staff Quarters of the University.

S. No.	Name & Designation	Composition
1.	Prof. Siddiqui Mohd. Mahmood, Registrar I/c	Chairman
2.	Prof. Abdul Wahid, Dean, School of Technology	Member
3.	Mr. Jameel Ahmad, Asst. Professor, Dept of CS&IT	Member
4.	Dr. V. S. Sumi, Asst. Professor, Dept. of Education & Training	Member
5.	Dr. M. A. Quddus, Asst. Registrar , Estate & Transport Section	Member

The Executive Council after due deliberations considered and *approved* the recommendations of the Committee for Framing of Rules for Allotment of Staff Quarters

**87.4.4. To consider the representation of Dr. Syed Mahmood Kazmi, Associate Professor, Dept. of Translation for fixation of his pay**

*Ref: Item No. 77.4.4 of the 77<sup>th</sup> Executive Council Meeting dated 02.12.2019*

The Executive Council was informed that, Dr.Syed Mahmood Kazmi, Associate Professor, Dept. of Translation Studies has represented through letter dated 16.08.2021 to fix his pay and release the salary as per the new entitlements based on the Executive Council approval and Statutory Selection Committee's recommendations keeping in view of his physical disability which makes him unable to pursue his case personally.

The gist of the case of Dr.Syed Mahmood Kazmi is as follows:

- 1) Dr.Syed Mahmood Kazmi made a representation on 25.11.2019 stating that he had applied for promotion under CAS from Stage-2 to 3 and Stage-3 to 4 (from Assistant Professor to Associate Professor) and during the period of assessment for Stage-2 to 3 (2009-2014) he has attended two Translators' Orientation





Programmes (English-Urdu) from 3<sup>rd</sup> to 7<sup>th</sup> December, 2012 and from 18<sup>th</sup> to 22<sup>nd</sup> February, 2013 organized by National Translation Mission conducted at MANUU instead of a Refresher Course during the assessment period from 2009-2013 which is required for upgradation under CAS from Stage-2 to Stage-3.

- 2) His request was placed before the 77<sup>th</sup> meeting of the Executive Council held on 02.12.2019 for its consideration. The Executive Council after due deliberation considered and resolved to approve the request of Dr. Syed Mahmood Kazmi and considered his two Translators' Programmes of one week each duration attended by him during the assessment period from 2009 to 2014 in lieu of 2 weeks duration of single programme as a special case for his upgradation under UGC-CAS from Stage-2 to 3. However, UGC may be informed about the decision and his upgradation from Stage-2 to Stage-3 shall be subject to clearance by the UGC.
- 3) In view of the decision taken by the Executive Council of the University, the University vide letter dated 28.12.2020 informed the UGC on the above matter. The reply from the UGC is still awaited.
- 4) In the meantime, based on the decision of the Executive Council, Dr. Syed Mahmood Kazmi upgraded from Stage-2 to Stage-3 (Assistant Professor) under CAS w.e.f. 01.01.2014 and subsequently promoted from Stage-3 to Stage-4 (from Assistant Professor to Associate Professor) under CAS on the recommendations of the Statutory Selection Committee meeting held on 19.02.2020. Accordingly, the University issued promotion orders duly adding a clause that he has to furnish an Undertaking to the effect that he will not have any objection if he reverted back in case of non-consideration of his upgradation / promotion by the UGC and any excess amount paid to him due to fixation of pay on upgradation / promotion shall be recovered from his salary. Dr. Syed Mahmood Kazmi has duly submitted undertakings on the basis of the above promotions orders.
- 5) In pursuance of the Executive Council decision his pay was fixed on upgradation / promotion from Stage-2 to 3 (Assistant Professor) and promotion from Stage-3 to 4 (from Assistant Professor to Associate Professor) under CAS. In order to check correctness / vetting of his pay fixation the matter was referred to Internal Audit Office of the University. The IAO after verifying the Pay Fixation opined that the Pay Fixation is in order. However, the IAO suggested to implement the new Pay only upon receipt of the reply from UGC in the above matter. Therefore, the matter of pay fixation from Stage-2 to 3 and promotion from Stage-3 to 4 (from Assistant Professor to Associate Professor) under CAS of Dr. Syed Mahmood Kazmi is still pending, though his designation has been changed from Assistant Professor to Associate Professor.

The Executive Council after due deliberations considered and **approved** the request of Dr. Syed Mahmood Kazmi to release his salary as per new entitlements in the spirit of the decision taken by the EC in its 77<sup>th</sup> Meeting held on 02.12.2019 with the condition



that it shall be subject to clearance by the UGC and that he should re-submit an Undertaking to the effect that he will not have any objection if he is reverted back and recovery of excess amount paid is effected in case of non-consideration of his upgradation by the UGC.

**87.4.5. To consider the Minutes of the Committee constituted to recommend the cases for declaration of Probation and Confirmation of Services in respect of Teaching and Group – A Officers**

The Executive Council considered and *approved* the recommendations of the Committee constituted to recommend the cases for declaration of Probation and Confirmation of services in respect of Teaching and Group – A Officers. The details are as under:

**Teaching Faculty:**

Sl. No.	Name of the employee and designation	Date of joining	Date of completion of probation period	Date of confirmation of services
01	02	03	04	06
1.	Dr.Ashwani Associate Prof. - Education	03.09.2019	02.09.2020	03.09.2020
2.	Dr.Sayyad Aman Ubed Ajar Ali Associate Prof. - Education	03.09.2019	02.09.2020	03.09.2020
3.	Dr.Shaikh Wasim Shaikh Shabbir Associate Prof. - Education	04.09.2019	03.09.2020	04.09.2020
4.	Dr.Talmeez Fatma Naqvi Associate Prof. - Education	06.09.2019	05.09.2020	06.09.2020
5.	Dr.Baig Muntajeeb Ali Associate Prof. - Education	12.09.2019	11.09.2020	12.09.2020
6.	Dr.Majid Ali Chowdhary Assistant Prof. - Mathematics	04.09.2019	03.09.2020	04.09.2020
7.	Dr.Danish Nadim Assistant Prof. - Education	05.09.2019	04.09.2020	05.09.2020
8.	Mr.Sonu Rajak Assistant Prof. - Education	05.09.2019	04.09.2020	05.09.2020
9.	Mrs.Rabia Ismail Assistant Prof. - Education	11.09.2019	10.09.2020	11.09.2020
10.	Dr.Zeyaul Haque Assistant Prof. - History	26.09.2019	25.09.2020	26.09.2020
11.	Prof.Mohammed Abdul Sami Siddiqui, Professor – CPDUMT	21.10.2019	20.10.2020	21.10.2020
12.	Dr.Ahamad Khan Associate Professor - CUCS	18.10.2019 A.N.	18.10.2020	19.10.2020
13.	Dr.Abu Shaheem Khan Associate Professor - Urdu	18.10.2019 A.N.	18.10.2020	19.10.2020
14.	Dr.A. Kaleemullah Deputy Director - Physical Edu.	04.10.2019	03.10.2020	04.10.2020
15.	Mr.Mustajab Khatir Asst. Professor - Economics	01.10.2019	30.09.2020	01.10.2020



16.	Dr.K.M.Ziyouddin Asst. Professor - Sociology	01.10.2019	30.09.2020	01.10.2020
17.	Dr.A. Nageswara Rao Asst. Professor - Pol. Sc.	01.10.2019	30.09.2020	01.10.2020
18.	Mrs.Sameena Tabassum Asst. Professor - English	03.10.2019	02.10.2020	03.10.2020
19.	Mrs.Firdaus Tabassum Asst. Professor - Physical Edu.	14.10.2019	13.10.2020	14.10.2020
20.	Dr.Syed Imtiyaz Hassan Associate Professor - IT	08.11.2019	07.11.2020	08.11.2020
21.	Mr.Md.Nasar Ayoob Lecturer - EEE	13.11.2019	12.11.2020	13.11.2020
22.	Mr.Imamul Haque Lecturer - Mechanical Engg.	15.11.2019	14.11.2020	15.11.2020
23.	Dr.Md. Ehtesham Lecturer - EEE	21.11.2019	20.11.2020	21.11.2020
24.	Mr.Nissar Hussain Asst. Professor - Management & Commerce	25.11.2019	24.11.2020	25.11.2020
25.	Mr.Mohammed Khaja Moinuddin Lecturer - Civil Engineering	25.11.2019 A.N.	25.11.2020	26.11.2020
26.	Mr.Mohammad Asim Lecturer - Civil Engg.	26.11.2019 A.N.	26.11.2020	27.11.2020
27.	Prof.Mohammed Razaullah Khan, Professor - Management & Commerce	03.12.2019	02.12.2020	03.12.2020
28.	Dr.Hakeemuddin Ahmed HoD - Mechanical Engg.	02.12.2019	01.12.2020	02.12.2020
29.	Dr.Abrar Ul Haq HoD - EEE	02.12.2019	01.12.2020	02.12.2020
30.	Mr.Yousuf Parvez Lecturer - Mechanical Engg.	02.12.2019	01.12.2020	02.12.2020
31.	Mr.Biyabani Syed Omer Farooque Lecturer - Civil Engg.	02.12.2019	01.12.2020	02.12.2020
32.	Mr.Ashraf Raza Lecturer - EEE	05.12.2019	04.12.2020	05.12.2020
33.	Ms.Sharoon Aziz Choudhary Lecturer - EEE	16.12.2019	15.12.2020	16.12.2020
34.	Mr.Asaf Hanief Kohli Lecturer - Mechanical Engg.	16.12.2019	15.12.2020	16.12.2020
35.	Dr.Salahuddin Syed Associate Professor - Chemistry	27.02.2020	26.02.2021	27.02.2021
36.	Dr.S. Omprakash Associate Professor - English	27.02.2020	26.02.2021	27.02.2021
37.	Dr.Afroz Associate Professor - Mathematics	27.02.2020	26.02.2021	27.02.2021
38.	Dr.Huma Yaqub Associate Professor – English	28.02.2020	27.02.2021	28.02.2021
39.	Mr.Ashraf Nawaz Assistant Professor – Education	28.02.2020	27.02.2021	28.02.2021





40.	Mrs.Momin Sumaiya Assistant Professor - Education	28.02.2020	27.02.2021	28.02.2021
41.	Dr.Jarrar Ahamad Assistant Professor - Education	28.02.2020	27.02.2021	28.02.2021
42.	Mr.Samad T.V. Assistant Professor - Education	28.02.2020	27.02.2021	28.02.2021
43.	Dr.Khan Shahnaz Bano Associate Professor - Education	02.03.2020	01.03.2021	02.03.2021
44.	Dr.Mohammed Kalimullah Assistant Professor - Education	02.03.2020	01.03.2021	02.03.2021
45.	Dr.Umme Salma Assistant Professor - Education	02.03.2020	01.03.2021	02.03.2021
46.	Mr. Md. Mousuf Raza Assistant Professor - Education	02.03.2020	01.03.2021	02.03.2021
47.	Mr.Shabbir Ahmed Assistant Professor - Education	02.03.2020	01.03.2021	02.03.2021
48.	Dr.Imran Ansari Assistant Professor - Education	02.03.2020	01.03.2021	02.03.2021
49.	Mr.Aftab Alam Assistant Professor - Education	02.03.2020	01.03.2021	02.03.2021
50.	Mr.Jahandeer Alam Assistant Professor - Education	04.03.2020	03.03.2021	04.03.2021
51.	Mr. Mohd. Gufran Barkati Assistant Professor - Education	04.03.2020	03.03.2021	04.03.2021
52.	Ms. Dilnaaz Banoo Assistant Professor - Education	04.03.2020	03.03.2021	04.03.2021
53.	Mrs.Saba Khatoon Assistant Professor - Education	04.03.2020	03.03.2021	04.03.2021
54.	Mr. Mohd. Bahaiddin Assistant Professor - Education	04.03.2020 A.N.	04.03.2021	05.03.2021
55.	Mrs.Syeda Hajera Nausheen Assistant Professor - Education	04.03.2020	03.03.2021	04.03.2021
56.	Mr.Arasad Ayyub Assistant Professor - Education	06.03.2020	05.03.2021	06.03.2021
57.	Ms.Rubeena Assistant Professor - Education	09.03.2020	08.03.2021	09.03.2021
58.	Dr.Rubeena Khan Assistant Professor - Education	09.03.2020	08.03.2021	09.03.2021
59.	Mr.Ameen Ansari Assistant Professor – Education	09.03.2020 A.N.	09.03.2021	10.03.2021
60.	Dr.Faiza Altaf Assistant Professor - Education	13.03.2020	12.03.2021	13.03.2021
61.	Dr. Mohammad Hasan Assistant Professor – Education	29.06.2020	28.06.2021	29.06.2021
62.	Mrs.Zeeshan Sara Assistant Professor - Islamic Studies	03.09.2019	02.03.2021	03.03.2021
63.	Dr.M.A.Sikandar Associate Professor - Management & Commerce	18.10.2019	17.10.2020	18.10.2020

### Model School Teachers

Sl. No.	Name of the employee and designation	Date of joining	Date of completion of probation period	Date of confirmation of services
01	02	03	04	05
1.	Mrs.Ritu Dayma TGT - Yoga	25.09.2018	24.09.2020	25.09.2020
2.	Mr.Md. Hamid Rasool TGT - Yoga	03.10.2018	02.10.2020	03.10.2020

### Group-A Officers

Sl. No.	Name of the employee and designation	Date of joining	Date of completion of probation period	Proposed date of confirmation
01	02	03	04	05
1.	Mr.Imran Aslam System Analyst	06.12.2018	05.12.2020	06.12.2020
2.	Mr.Abdul Khader LKM Network Administrator	19.12.2018	18.12.2020	19.12.2020
3.	Mr. Md. Faizur Rahman Assistant Registrar	12.04.2019 A.N.	12.04.2021	13.04.2021
4.	Dr.M.A.Quddus Assistant Registrar	12.04.2019 A.N.	12.04.2021	13.04.2021
5.	Mr.P.Habibulla Assistant Registrar	02.05.2019	01.05.2021	02.05.2021

**87.4.6. To consider the recommendations of the Screening-cum-Evaluation Committees for up-gradation of Teaching staff under CAS from Stage-1 to Stage -2 and Stage -2 to Stage -3 for the post of Assistant Professors**

The Executive Council considered and **approved** the recommendations of the Screening-cum-Evaluation Committees constituted for up-gradation of Assistant Professor from Stage -1 to 2 and Stage 2 to 3 under Career Advancement Scheme as per UGC, Regulations, 2010 & 2018 and the formats devised by the committees for the faculty members under various research and UGC sponsored centres viz., CPDUMT, CUCS, HKSCDS, ABCSSEIP & CWS on the lines of the similar format already devised for the faculty members of the DDE and HRDC in respect of activities undertaken by them in place of the activities as stipulated in Table-I of the UGC Regulations, 2018. The details are as under:

S#	Name & Designation	Effective Date	Place of Posting
<b>STAGE 1 TO STAGE 2</b>			
1.	Dr.Rizwanul Haq Ansari, Assistant Professor	12.09.2019	Dept. of Physics
2.	Dr.Shabana Farheen, Assistant Professor	18.11.2019	Dept. of Political Science
3.	Dr.Hina Tahir, Assistant Professor	25.12.2019	English (Arts & Science College)

4.	Dr.Abdul Majeed Qadeer Khwaja, Asst.Professor of Islamic Studies	10.03.2019	Directorate of Distance Education (D.D.E.)
5.	Dr.Nagraj Mandly Assistant Professor of English	21.12.2017	Polytechnic - Bangalore
6.	Dr.Sabir Ali, Assistant Professor of Physics	30.06.2018	Polytechnic - Darbhanga
7.	Dr.Alimuddin, Assistant Professor of Chemistry	24.02.2016	Dept. of Chemistry
8.	Dr.Aftab Ahmad Sulaiman, Assistant Professor of Chemistry	24.03.2017	Polytechnic - Darbhanga
9.	Dr.Shamsur Rahman, Assistant Professor of Mathematics	03.12.2014	
10.	Dr.Reshma Nikhat, Assistant Professor	02.09.2018	
11.	Dr.Md.Rashid Farooqui, Assistant Professor	24.10.2018	Department of Management & Commerce
12.	Mr.Saidalavi K., Assistant Professor	08.03.2018	
13.	Dr.Muqem Ahmad, Assistant Professor	13.10.2018	
14.	Ms.Khaleda Afroz, Assistant Professor	11.02.2019	Department of CS&IT
15.	Ms.Afrah Fatima, Assistant Professor	09.10.2019	
16.	Mr.Mohd Omar, Assistant Professor	09.10.2019	
17.	Mr.Ahmad Talha Siddiqui, Assistant Professor	09.10.2019	
18.	Mr.Mohd Rafeeq, Assistant Professor	09.10.2019	
19.	Mr.Mohammed Islam, Assistant Professor	13.10.2019	
20.	Mr.Jameel Ahamed, Assistant Professor	13.10.2019	
21.	Ms.Geeta Pattun, Assistant Professor	31.10.2019	
22.	Mr.Mohtesham Pasha Quadri, Assistant Professor	05.11.2019	
23.	Mr.C.Mutyala Rao, Assistant Professor of IT	31.05.2017	Polytechnic Hyderabad
24.	Ms.Asiya Jaleel, Assistant Professor of IT	04.06.2019	
25.	Mr.Mohd Yousuf, Assistant Professor of IT	12.03.2020	
26.	Mr.Arafat Ahmed, Assistant Professor of CSE	31.05.2017	
27.	Mr.Syed Fazalul Haque, Assistant Professor of CSE	06.06.2019	
28.	Mr.Mohd Fasihuddin, Assistant Professor of CSE	05.06.2019	
29.	Mr.Mujahid Pasha Syed, Assistant Professor of CSE	15.09.2019	



30.	Mr.Zahir Abbas Khan, Assistant Professor of CSE	09.06.2019	Polytechnic Bangalore
31.	Mr.Fairoz Pasha, Assistant Professor of CSE	10.06.2019	
32.	Mr.Mohd Ahsan Siddiqui, Assistant Professor of CSE	12.06.2019	Polytechnic Darbhanga
33.	Mr.Raj Kumar Mondal, Assistant Professor of CSE	26.03.2020	
34.	Mr.Mirza Vilayat Ali Baig, Assistant Professor of Civil	17.02.2018	Polytechnic Kadappa
35.	Mr.Mohd Iqbal Khan, Assistant Professor of Civil	17.06.2019	Polytechnic I-Hyderabad
36.	Mr.Mohd Abdul Hafeez, Assistant Professor of Civil	20.06.2019	
37.	Mr.Syed Nurussyyidyn Madani, Assistant Professor of Civil	16.06.2019	Polytechnic Bangalore
38.	Mr.Chelluri Sai Krishna, Assistant Professor of Civil	25.03.2020	
39.	Dr.T.Manorama Kumari, Assistant Professor of Civil	08.04.2020	
40.	Mr.S.K.Wasim Anwar, Assistant Professor of Civil	31.03.2020	Polytechnic Darbhanga
41.	Ms.Ismat Fathima, Assistant Professor of ECE	04.06.2019	Polytechnic Hyderabad
42.	Ms.Nida Yasmeen, Assistant Professor of ECE	06.06.2020	
43.	Ms.Safia Shaik, Assistant Professor of ECE	25.09.2020	
44.	Mr.Ajmal Sadiq Mohd, Assistant Professor of ECE	09.06.2019	Polytechnic Bangalore
45.	Mr.Mahbob Ul Haq, Assistant Professor of ECE	13.06.2019	
46.	Mr.Amar Singh A., Assistant Professor of ECE	05.09.2019	
47.	Mr.Tufail Ahmad Zulf, Assistant Professor of ECE	13.06.2019	Polytechnic Darbhanga
48.	Mr.Mohd Asifuddola, Assistant Professor of ECE	16.06.2019	

S#	Name & Designation	Effective Date	Place of Posting
<b>STAGE - 2 TO STAGE - 3</b>			
1.	Dr.Nikhat Fatema, Assistant Professor	04.09.2019	Persian (Lucknow Campus)
2.	Dr.Parveen Qamar, Assistant Professor	26.08.2019	Dept. of Women Education
3.	Dr.K.M.Ziyauddin, Assistant Professor	10.09.2019	CSSEIP
4.	Dr.Shaik Abdul Thaha, Assistant Professor	26.02.2020	

5.	Dr.Shamshad Begum, Assistant Professor	01.12.2018	Dept. of Edn. & Trg.
6.	Dr.Naushad Husain, Assistant Professor	14.03.2019	
7.	Dr.Tarique Ahmed Masoodi, Assistant Professor	29.06.2019	CTE - Srinagar
8.	Dr.Sameena Basu, Assistant Professor	15.01.2019	
9.	Dr.Raihana Malik, Assistant Professor	24.10.2019	
10.	Mr.Mohd Shakeel, Assistant Professor	01.10.2019	

**87.4.7. To consider the recommendations of the Selection Committees for Promotion of Teaching staff under CAS from Stage-3 to Stage-4 (Asst. Professor to Associate Professor) and Stage -4 to Stage -5 (Associate Professor to Professor)**

The Executive Council considered and **approved** the recommendations of the Selection Committees for Promotion of Teaching staff from Stage-3 to Stage-4 (Asst. Professor to Associate Professor) and Stage-4 to Stage-5 (Associate Professor to Professor) under Career Advancement Scheme as per UGC, Regulations, 2010 & 2018 and the formats devised by the committees for the faculty members under various research and UGC sponsored centres viz., CPDUMT, CUCS, HKSCDS, ABCSSEIP & CWS on the lines of the similar format already devised for the faculty members of the DDE and HRDC in respect of activities undertaken by them in place of the activities as stipulated in Table-I of the UGC Regulations, 2018. The details are as under:

S#	Name of Faculty	Subject	Stage
1.	Dr.Saheel Khan	Education	4 - 5
2.	Dr.Muzaffar Hussain Khan		3 - 4
3.	Dr.Shafayat Ahmad		
4.	Dr.Talib Ather Ansari		
5.	Dr.Najmus Saher	Education (D.D.E.)	4 - 5
6.	Dr.Shamsul Hoda	Urdu	
7.	Dr.Mosarrat Jahan		
8.	Dr.Karan Singh Utwal	Hindi	
9.	Dr.G.V.Ratnakar		
10.	Dr.Tahseen Bilgrami	UGC - HRDC	4 - 5
11.	Dr.H.Aleem Basha	Physics	
12.	Dr.S.Maqbool Ahmad	Botany	
13.	Dr.Abbas Khan A.A.	Library	
14.	Dr.Syed Khaja Safiuddin	Management	3 - 4
15.	Dr.Mohd Sadat Shareef	Commerce	
16.	Dr.Ameena Tahseen	Women Education	

17.	Dr.Pradeep Kumar	CS&IT	4 - 5
18.	Dr.Syed Rabbe Subhani	Public Admin. (D.D.E.)	

**87.4.8. To consider adoption of DoPT O.M. dated 30.08.2019 for credit of Earned Leaves to Teachers working in MANUU Model Schools at par with Kendriya Vidyalaya Sangathan (KV)s)**

Ref: 1) Item No. 67.4.3 (3) of 67<sup>th</sup> EC dated 26.03.2018  
2) Item No. 68.5.3 of 68<sup>th</sup> EC dated 17.04.2018

The Executive Council was informed that Model School teachers represented for extending the benefit of Earned Leaves at par with Kendriya Vidyalaya Sangathan (KV)s).

It was further informed that, the EC at its 67<sup>th</sup> & 68<sup>th</sup> Meetings held on 26.03.2018 & 17.04.2018 respectively adopted NCTE Regulations, 2014 concerned with qualifications and recruitment rules for the appointment of MANUU Model School Teachers at par with Kendriya Vidyalaya Sangathan (KV)s norms. Further, they have been placed in the Pay Scales under 7<sup>th</sup> Central Pay Commission (CPC).

As per Rule-28 of CCS (Leave) Rules the Employees serving in a vacation department are entitled for 20 days of Half Pay Leaves in a calendar year. Now, the DoPT vide its O.M. No. 11020/01/2017-Estt.(L), dated 30.08.2019 notified the Amendment in Rule-28 and 29 of the CCS (Leave) Rules extending the benefit of Earned Leaves to Employees serving in a vacation department instead of Half Pay Leaves with effect from the date of publication in the Gazette of India i.e. 14.12.2018.. Accordingly, teaching staff working in Model Schools of the University shall be entitled to get credit of Earned Leave in two installments of five days each on the first day of January and July every year in place of Half Pay Leaves i.e. 10 days in a calendar year.

The Executive Council after due deliberations *resolved* and approved to extend the benefit of Earned Leaves instead of Half Pay Leaves to the Teachers of MANUU Model School w.e.f 14.12.2018 at par with Kendriya Vidyalaya.

**87.4.9. To consider the establishment of the e-Governance Section in the University**

The Executive Council was informed that a proposal submitted by the Director I/c, Centre for Information Technology (CIT) of the University for the Establishment of e-Governance Section to implement e-Office in the University.

It was also informed that the University is currently providing the following services through in-house software development.

- i) Student Life Cycle Management for both Regular and Distance Mode.
- ii) Feedback system for both students and faculties.






- iii) University Website
- iv) G-Suite from Google for emails
- v) DATA Centre with an array of servers is maintained by CIT 24x7.
- vi) Grievance related to software issues in the entire University.

It was observed that the offices in the University are working mostly on paper instead of digital mode. Govt. of India launched a massive campaign on Digital India, in the year 2015. In the spirit of GOI initiatives towards digitization and paper less administration, the University will be developing the e-Office Administration. (a) File Management System (b) e-File MIS Reports (c) Knowledge Management System (d) Personnel Information Management System (e) Employee Master Detail (f) Leave Management System (g) MIS Repots, Tour Management System. E-Office software needs to be implemented by Government organization of National Informatics Centre (NIC) at MANUU. Hence, an e-Office administration is highly essential to establish (e-governance) system as compared with most of the academic institutions.

A Report was examined by the Parliamentary Standing Committee on Information Technology (2005-06), for implementation of the e-Governance Projects and inter-alia as well. The following are the recommendations:

*The National Informatics Centre (NIC) implemented the e-Office Management System for May 2015 onwards, which provides a Digital Workplace Solution. It replaces the existing manual handling of files and documents with an efficient e-system; it has its inherent advantages such as data being stored digitally with audit trails for every transition being done. Regular backups and Disaster Recovery Systems are in place which ensures the Govt. files are not damaged in case of any mishap. In addition, this being a web-based application, employees can access it from anywhere; continues their work while at offsite.*

The Executive Council considered and **approved** the establishment of the e-Governance Section and e-Office in the University as annexed in **Annexure-I**.

**87.4.10. To consider the recommendations of the Review Committee constituted to review the existing Recruitment Rules for Non-Teaching Employees of the University**

The Executive Council was informed that a Review Committee was constituted by the Vice-Chancellor under the chairmanship of Prof S.M. Rahmathullah, Pro-Vice-Chancellor to review the existing Recruitment Rules for Non-Teaching Employees of the University. The Committee met on 25.11.2021 and submitted its recommendations for certain modification / amendment in the existing RR's.

The Executive Council after due deliberations **resolved** to approve the suggestions of the Review Committee for modification / amendment in the existing Recruitment Rules for Non-Teaching Employees as annexed as **Annexure - II**.



**87.4.11. To consider the revision of Retainer Fee of the Standing Council of the University**

The Executive Council was informed that the University has appointed Dr. Muddu Vijai, Advocate as Standing Counsel of the University for a period of one year w.e.f. 07.05.2021 in place of Mr. K. Ramakanth Reddy following his appointment as Senior Advocate of the High Court for the State of Telangana. The existing rate of Retainer Fee is Rs. 5000/- per month which was revised from Rs. 3000/- to Rs. 5000/- by the EC in its meeting held on 12.11.2010. As the existing retainer fee was last revised in the year 2010. Therefore, it is proposed that a suitable enhancement in the Retainer Fee of the Standing Counsel may be considered.

The Executive Council decided to enhance the Retainer Fee of the Standing Counsel of the University from Rs.5000/- to Rs.9000/- p.m. with effect from 01.01.2022.

**87.4.12. To consider the post of Professor-cum-Director, DDE to be notified on tenure / deputation basis for a period of 3 years**

The Executive Council was informed that the UGC has sanctioned one post of Professor-cum-Director for Directorate of Distance Education (DDE) under teaching category. The University has now proposed to notify the said post on tenure / deputation basis for a period of three years extendable further based on the performance.

The Executive Council considered and **approved** for notifying the post of Professor-cum-Director for Directorate of Distance Education (DDE) on tenure/deputation basis.

**87.4.13. To consider the reversion of the post of Professor, School of Sciences to its original post as Professor, DDE**

The Executive Council was informed that, Prof. P. F. Rahaman was appointed as Professor, School of Sciences by converting a post of Professor sanctioned for the Distance Education in pursuance of the decision taken by the EC in its 44<sup>th</sup> meeting held on 04.05.2013. Further, in pursuance of the decision taken by the EC in its 76<sup>th</sup> Meeting held on 19.10.2019, Prof. P. F. Rahaman was reverted back to the post of Director, UGC-HRDC. Accordingly, the post of Professor, School of Sciences vacated by Prof. P. F. Rahaman has been notified by the University in Employment Notification No. 59/2019, dated 26.11.2019 as Professor-Distance Education i.e. to its original sanctioned place.

The Executive Council considered and **approved** the reversion of the Post of Professor, School of Sciences to its original position as Professor-Distance Education.



**87.4.14. To consider the change in the nomenclature of Dean (Alumni) and Dean, International Students**

Ref: Item No. 86.4.3 of 86<sup>th</sup> EC dated 09.09.2021

The Executive Council was informed that a committee was constituted under the Chairmanship of Prof. S. M. Rahmatullah, PVC to look into the nomenclature of various functional positions under teaching and administration other than sanctioned by UGC in the process of decentralization.

The committee recommended for continuing the positions of Dean (Academic) and Dean (Research & Consultancy) as these positions exist in the UGC Regulations without change in nomenclature. However, the committee suggested for changing the nomenclature of the following positions of Deans.

S. No	Existing Nomenclature	Proposed Nomenclature
1.	Dean (Alumni)	Coordinator - Alumni
2.	Dean, International Students	Coordinator International Affairs

The Executive Council considered and **approved** the recommendations of the Committee to change the existing nomenclature of Dean (Alumni) and Dean, International Students as Coordinator - Alumni and Coordinator International Affairs respectively.

**87. 5: Any other Items with the permission of the Chair:**

**87.5.1. To consider the reallocation of one post of Asst. Professor in English (UR), MANUU Satellite Campus, Lucknow to Asst. Professor in Urdu (UR)**

The Executive Council was informed that a post of Assistant Professor – English (UR) for MANUU Satellite Campus, Lucknow is lying vacant. As per the requirement of the University, it is proposed to reallocate the said post as Assistant Professor–Urdu under Un-Reserved Category (UR) and the same may be notified in the next notification of the University.

The Executive Council considered and **approved** the reallocation of the Post of Assistant Professor-English (UR), Satellite Campus, Lucknow as Assistant Professor-Urdu (UR).

**87.5.2. To consider the reallocation of one post of Associate Professor for Persian under (UR-category)**

Ref: 74<sup>th</sup> Executive Council Meeting dated 17.05.2019

The Executive Council was informed that a post of Associate Professor – Persian was sanctioned by UGC for the Dept. of Persian. The said post was lying vacant since long and could not be filled up as no response was there inspite of notifying number



of times. Therefore, the said post of Associate Professor – Persian was allocated to School of Education & Training as Associate Professor – Education. The matter was placed before the EC in its 74<sup>th</sup> Meeting held on 17<sup>th</sup> May, 2019 and the EC resolved to allocate the said post to School of Education & Training. Accordingly, the University appointed Dr. Baig Muntajib Ali as Associate Professor – Education (UR) against Notification No. 54/2019 dated 28.05.2019.

As there is a need of Associate Professor in Persian, it is therefore proposed that a vacant post of Associate Professor – Business Management (UR) sanctioned by the UGC for Directorate of Distance Education (DDE) may be allocated for the Dept. of Persian. The said post of Associate Professor – Business Management has been notified by the University vide Notification No. 59/2019 dated 26.11.2019. The post is not yet filled by the University. However, a general clause-26 was mentioned in the notification stating that *the University reserved the right not to fill any of the vacancies advertised, if the circumstances so warrant.*

The Executive Considered and **approved** the reallocation of the Post of Associate Professor-Business Management from DDE to the Dept. of Persian as Associate Professor-Persian and the same may be notified accordingly in the next notification of the University.

**87.5.3. To consider the representation made by the Instructor working in MANUU ITI's related to anomaly in the Pay Fixation & Promotion Policy under Career Progression Scheme**

The Executive Council was informed that, the UGC vide its letter dated 29.05.2006 sanctioned (18) post of Instructors for University Industrial Training Institutes (ITI) / Vocational Training Centres (VTC) in the pre-revised pay scales of Rs.6500-10500 (5<sup>th</sup> CPC) / Rs. 9300-34800 plus GP Rs. 4600/- as per (6<sup>th</sup> CPC) for the one / two years Diploma Courses offered by the University. Whereas, the UGC vide its letter dated 11.08.2008 sanctioned (09) post of Instructors for University Polytechnics in the pay scale of Rs.5500-9000 (5<sup>th</sup> CPC) / Rs. 9300-34800 plus GP Rs. 4200/- as per (6<sup>th</sup> CPC) for the three years Diploma Courses offered by the University.

The brief detail of the case is as under:

- i) In order to have uniformity and to avoid disparity in the post of Instructors sanctioned by the UGC for ITI's and Polytechnics in two different Pay Scales, the University had notified the post of Instructors ITI/VTC and Instructors of Polytechnics in the Pay Band -2 of Rs. 9300-34800 plus Grade pay i.e. GP Rs. 4200/- as per 6<sup>th</sup> CPC instead of PB-2 of Rs. 9300-34800 plus GP Rs. 4600/- as per (6<sup>th</sup> CPC). Accordingly, the Instructors for both ITI/VTC and Polytechnic were appointed in the Grade pay of Rs.4200/- as notified.



- ii) The Instructors of ITI/VTC who were appointed by the University in the Grade Pay of Rs. 4200/- have been representing the University to place them in the appropriate Pay Scale i.e. Rs. 9300-34800 plus GP Rs. 4600/- w.e.f their date of joining as the post of Instructors sanctioned by the UGC vide letter dated 29.05.2006 in the aforesaid Pay Scale.
- iii) Taking into consideration the request of Instructors, a clarification has been sought by the University from UGC vide letter dated 17.02.2015 to look into the Pay anomaly of the Instructors of ITI/VTC and Polytechnics.
- iv) In response to the University correspondence dated 17.02.2015, the UGC vide its Lr. No. F.31-11/97(JCRC), dated 31.07.2015 had considered to extend higher Grade Pay to the Instructors working in the University Polytechnics from Grade Pay of Rs. 4200/- to Grade Pay of Rs. 4600/- in PB-2 w.e.f. 31.07.2015 with same service conditions, qualifications and mode of recruitment from the date of issue of this letter. However, the UGC did not offer its comments on the Instructor posts sanctioned to ITI/VTC.
- v) Based on the clarification received from the UGC, the University had upgraded the pay of the Instructors working in Polytechnics by upgrading GP of Rs. 4200/- to GP of 4600/- and as the Instructors post of ITI/VTC were already sanctioned by the UGC with GP 4600/-, therefore, their pay was also upgraded to GP Rs. 4600/- w.e.f the date of issue of UGC letter clarifying the position of the Instructors of Polytechnic i.e. 31.07.2015.
- vi) Consequent to above and while implementing the decision of UGC w.e.f. 31.07.2015, it was observed that the Pay drawn by all the incumbent Instructors of ITI's and Polytechnics as on 31.07.2015 was less than the entry pay under Pay Band – 2 with Grade Pay Rs. 4600/- of 6<sup>th</sup> CPC granted by the UGC. Therefore, the pay of all the incumbent Instructors of Polytechnic and ITI/VTC irrespective of their date of joining in MANUU was fixed at entry level pay in the Pay Band of Rs. 9300-34800 (PB-2) with GP 4600 i.e. Rs.17,140/- (12540+4600) w.e.f 31.07.2015. The impact factor of the decision of the UGC to upgrade the Pay of Instructors in the higher Grade Pay of Rs. 4600/- from the date of issue of its orders has resulted anomaly in their Pay i.e. senior and junior drawing equal pay and this has lead to unrest among Instructors working in the University ITIs and Polytechnics. Therefore, the Instructors appealed the University to extend the Pay Scale sanctioned by the UGC attached to the post of Instructors vide its letters UGC dated 29.05.2006 and 11.08.2008 from the date of their appointment to this post.



- vii) Further, it was informed to the EC that, as regards to the promotion policy for the posts of Instructors, the UGC has not forwarded any such policy for implementation of Career Progression Scheme to the Instructors of the University. The University will seek a clarification in this matter with the UGC.

The Executive Council after discussing the matter at length requested the Registrar to write to UGC for re-consideration to extend the Grade Pay of Rs. 4600/- to the Instructors of ITI/VTC and Polytechnics with effect from the date of their joining instead of w.e.f 31.07.2015 and forward policy for implementation of Career Progression Scheme to the Instructors of the University.

***87.5.4. To review the non-subjudiced cases where disciplinary action has been taken by the University imposing Major Penalties***

The Vice-Chancellor apprised to the Executive Council that, he has been receiving many representations from the employees of the University who were charged under various disciplinary cases and Major Penalties were imposed on them.

The Vice-Chancellor stated that the decisions of the EC for imposition of Penalties in these cases was decided based on the reports of Inquiry Officers appointed for the purpose and relevant rules. However, he felt that non-subjudiced cases need to be reviewed again by appointing a retired Judge to relook in each case and submit a report to place it before the EC.

The Executive Council after due deliberations **resolved** to authorize the Vice-Chancellor to appoint a retired Judge for review of the non-subjudiced (which are not pending in Court of Law) disciplinary cases.

*After the National Anthem, the meeting was concluded with a vote of thanks to the Chair.*

  
Registrar & Secretary to EC





**Subject: Establishment of the e-Governance Section in MANUU**

The existing technical Software division team and resources available with Centre for Information Technology(CIT) are currently providing the following services to the MANUU: -

- In-house software development to maintain the Student Life Cycle Management for both Regular and Distance mode facilities. The student community is availing the facility that around 40,000 at present. The initiatives done to maintain such management are: -
  - Application (Online) and Admission Module;
  - Online Payment facility to pay the fees of students;
  - Student Profile (Enrolment) and Course Management;
  - Knowledge Management Portal for Distance;
  - Time Table Management;
  - Attendance Management;
  - Exam Management: -
    - Entry of examination marks (both internal and external) held online.
    - Processing of results and Printing/Publishing
    - Promotions and Backlog Registration
    - The convocation management system which includes the printing of degrees
    - Online portal for degrees verification of employers employing MANUU students
- Feedback system for both students and faculties
  - Alumni Management
- A website developed with the latest technology (Drupal CMS) for the state-of-the-art of university, is fully updated and maintained by CIT.
- A GSuite from Google is managed and maintained (all emails are managed for the entire university).
- To cater all above data requirements a fully functional DATA Center with array of servers is maintained by CIT 24\*7
- To cater all above data requirements, there is fully functional DATA Centre with an array of servers which is maintained by CIT 24\*7.
- It also handles all the grievances related to software issues in the entire university.

Hon'ble Vice Chancellor observed the way of working the offices in MANUU on paper sheets instead of digitize. Digital India is a massive campaign that the Government of India launched, in the year 2015. In the digital era, the University is still moving the physical files such as official files & documents, which costs a lot of time, energy and requires a continuous monitoring from desk-to-desk before the final decision is made by the senior officials. Consequently, many crucial decisions get delayed due to the slow movement of files and/or unavailability or on leave of the senior officials in the office for clearing these files. Theft and missing of files are also not uncommon in most of the government offices, and an employee would not be able to locate, update and share the required documents and/or files in the shortest possible time, and eventually

store them with proper references. Hence, e-Office Administration System needs to be implemented at the MANUU to avail such tools from NIC. The following tools can be benefitted namely (a) File Management System, (b) e-File MIS Reports, (c) Knowledge Management System, (d) Personnel Information Management System (e) Employee Master Detail (f) Leave Management System (g) MIS Reports, Tour Management System (i) Sparrow (ii) Online Consumable Registry (OCR). e-Office software needs to be implemented by government organization or NIC at MANUU. Hence, this proposal is to establish an e-Office administration system (e-governance), which is a highly essential one as compared with most of the academic institutions. The current scenario is a totally paperless administration for which e-Governance is one of the subjects allocated to the Department of Administrative Reforms & Public Grievances under the Second Schedule to Government of India Allocation of Business Rules 1961. The Department has been entrusted the role to promote e-Governance activities in consonance with the overall national objectives and priorities. This task mainly involves conceptualization and overall coordination for governance-related issues in collaboration with the Department of Electronics and Information Technology (DeitY).

22<sup>nd</sup> Report was examined by the Parliamentary Standing Committee on Information Technology (2005-2006) for implementation of the e-Governance projects and inter-alia as well. The following recommendations are :-

*The National Informatics Centre (NIC) implemented the e-Office Management System from May 2015 onwards, which provides a Digital Workplace Solution. It replaces the existing manual handling of files and documents with an efficient e-system. Being an electronic system, it has its inherent advantages such as data being stored digitally with audit trails for every transaction being done. Regular backups and Disaster Recovery systems are in place which ensures that Government files are not damaged in case of any mishap. In addition, this being a web-based application, employees can access it from anywhere; continue their work while at offsite.*

Therefore, it is suggested to implement the above-mentioned system in MANUU which needs effectiveness and transparency in Government processes and speedy service delivery mechanism is a long-felt one. To implement this task, we need the following requirements for instance, (a) Office Space Allocation, (b) Manpower (c) Equipment furniture etc.

In this connection, whatever is to be done by CIT part is already being done i.e. internal network connectivity, and external network connectivity, space identification for eGovernance section.

The NIC undertook the e-Office as a core Mission Mode Project under the National e-Governance Plan (NeGP). The following service delivery mechanisms

- To improve efficiency, consistency and effectiveness of government responses;
- To reduce turnaround time and to meet the demands of the citizens' charter;
- To provide effective resource management to improve the quality of administration;



- To reduce processing delays; and
- To establish transparency and accountability
- Less paper office
- To provide cost effective e-storage facility
- Environment friendly, eco-friendly office

#### **eFile:**

e-File helps streamline the file movement process in the following ways:

- Scanning and diarizing of inward letters: Incoming correspondence need no longer be tracked through manual registers. e-Office facilitates scanning of receipts and their conversion into a format suitable for further processing in e-Office
- Digital signatures: Once converted to electronic form, the system ensures that receipts are 'sent' and 'delivered' securely. Digital signatures are used to authenticate users.
- Route files to appropriate authorities: e-Office creates an electronic environment that replaces the paper file system. It has features that allow selection of the next recipient in the workflow.
- Set due dates and reminders: The sender of a document can request the receiver to respond by a certain date and also trigger reminders before and after the due date.

Search and view files: Since files are maintained electronically in a central repository, e-Office provides users the facility to search files based on recipient, subject, and other keywords.

#### **Collaboration and Messaging Services:**

Under this, Instant Messaging, Discussion forum services and RSS feeds would be provided.

#### **KMS:**

Government is one of the largest entities that has to manage large volumes of documents (or, mostly called as files), which is a critical task. These documents can be Policies, Forms, Acts and Regulations, Circulars, Guidelines and Standards and Manuals. Communication between the Government departments can also be through e-mail messages and attachments. Hence, the KMS must ensure that the content must be treated in the same manner, irrespective of the type of content. Government documents have to go through several updates and finally archived.

**TOUR:** Tour and Travel management requires a lot of paper work and approval. State of the art online Tour

Management System is required to improve efficiency and ongoing saving of money and time. A solution which could keep HR & Admin departments focused on their core



tasks by avoiding redundant follow up of line managers and employees for documents, approvals, forms and photocopies.

There are many key features of online mode for:

- Submission of tour
- Approval of tour
- Confirmation of tour
- Online Tour claims:
- Settlement and Expense
- Confirm Expense
- Cancel Claim Request
- Approve/Reject Claims
- Claim History

#### **eLeave:**

Employee applying for leave is a very routine activity in any organization. A leave system is required that allows employees to apply for leave online at a convenient time and location. Approver, who approves leave also needs the same convenience. Further, reporting officer also needs to know that how many of their officers are on leave during a certain period. Administration staffs also have to work upon many tasks like addition of Earned leaves every six months, preparation of Leave notification etc. All these activities are taken care by the Leave Management System. The employees also know current leave balance at any given point of time.

#### **Key Features of eLeave System**

- Role based Access
- Leave management is per GOI
- Link Officer (for leave approval)
- Alerts at approval leave
- Online submission of Joining report
- Current Leave Balance
- Leave details of subordinates
- Admin Module

The following are the requirements for establishment the eGovernance Section:

(A)

Infrastructure, Furniture, Software and Hardware etc.

INFRASTRUCTURE REQUIREMENT		
S. No	Requirement Items	Qty.
1	Blade servers	1
2	IPS Monitor	3
3	Heavy duty scanner	1
4	Medium duty scanner	2
5	Desktop computer	3
6	Laptop	3
7	Digital Graphics tablet pad	3

#### SOFTWARE REQUIREMENT

Sl. No	Requirement Items	Qty.
8	MS Office 2019	6
9	Adobe Acrobat DC Std for 1 yr.	3
10	Adobe Illustrator CC	1
11	Kaspersky Total Security for 1 yr.	1000
12	eOffice Product Enhancement & Maintenance (for 5 years)	1000
13	eOffice Implementation & Core Roll Out Components (One time only)	1000

#### OFFICE FURNITURE

Sl. No	Furniture/fixature Items	Qty.
14	Almirah (cabinet)	2
15	Office Table	4
16	Chairs	8
17	Renovation for e-Governance Cell (inclusive of 6 Aluminum Partitions in one room)	1
18	1 Meeting furnished room with projector, podium, desktop	1 each
	Air Conditions	4

**(B)**

Following staff is required to implement and handle the eGovernance section;

- **One Section officer with experience in maintaining and implementation the eGovernance with respect to filling , documentation and communication.**
- **3 Technical Contractual staff(Software Engineer) with at least Polytechnic in CS/IT, having experience in Web Application Programming/scripting language and working knowledge of RDBMS**

The team of e-Governance will work under the supervision of Director CIT. A system analyst from CIT will also work as and when required.

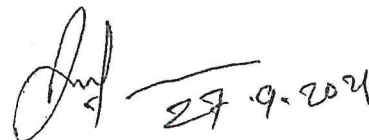
**(C)**

Following space may be allocated to eGovernance from existing building of CIT:

- One big room with partitions (cabins) for sitting the staff of the section,
- One furnished meeting room
- One Class room for training purpose

The Office and technical team of CIT will provide the necessary support for executing this project i.e. (a) Internal network connectivity, (b) External network connectivity (c) Space allotment for the space for the setup of e-Governance section at CIT premises.

The competent authority may kindly accord the administrative approval to establishment the eGovernance section and eOffice as the requirement mentioned in Para (A), (B), and (C)



Director I/c-CIT



# RECOMMENDATIONS OF THE COMMITTEE FOR MODIFICATION IN THE MANUU CADRE RECRUITMENT (NON-TEACHING EMPLOYEES INCLUDING LIBRARY AND PHYSICAL EDUCATION) RULES, 2017.

Meeting held on 25.11.2021 at 10.30 am in Admin Building, MANUU, Hyderabad

S.No	Name of the Post	Particulars of existing RR	Existing Recruitment Rule	Amendment proposed by MEWA	Recommendations of the Committee
1	Assistant Registrar	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion:</b> Among the Section Officers (including the erstwhile posts of Assistant Accounts Officers) and Private Secretaries working in Level-7 Rs. 44,900 - 1,42,400/- with at least five years of regular service in the cadre <b>Note:</b> Promotion will be based on Selection-cum-seniority based on departmental qualifying test and service record/APARs etc. <b>Deputation:</b> Officers holding analogous posts on regular basis or with 5 years regular service in Level -7/Level-8/Level-9 in the Central /State Government, Universities and other autonomous organizations and fulfilling the minimum educational qualification prescribed for direct recruits.	Written test conducted via only objective test	The Committee recommends the following pattern of examination for promotion to the post of Assistant Registrar and other positions, where promotion is through Written Test: 70% weightage for objective type questions 30% weightage for descriptive type questions (including 10% weightage to test knowledge of Urdu, where Urdu is an essential qualification) as per recruitment rules.
2	Section Officer	Education and other qualifications required for direct recruits	<b>Essential:</b> i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years Experience as Assistant in Level-6 Rs. 35,400-1,12,400/- OR Eight Years Experience as Upper Division Clerk in Level-4 Rs. 25,500-81,100 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or	<b>Essential:</b> i) Three years experience as Assistant/Computer Operator / Sr. Technical Assistant in the scale of Rs.9300-34800/- with Grade pay Rs.4200/- in any Central/ State Govt/University/PSU ii) 08 years experience as a UDC/ Sr Data Entry Operator in the Scale of Rs.5200-20200 with Grade	i) A Bachelor's Degree in any discipline from any recognised Institute/ University. ii) Three Years Experience as Assistant in Level-6 Rs. 35,400-1,12,400/- OR Eight Years Experience as Upper Division Clerk in Level-4 Rs. 25,500-81,100 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or

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			<p>drafting as per the requirement of the University.</p> <p><b>Desirable:</b> Knowledge of Urdu</p>	<p>pay Rs.2400/- in any Central / State Govt / University/ PSU</p>	<p>holding equivalent positions in any reputed Private companies/ bank with annual turnover of Rs.200/- Crores.</p> <p>iii) Proficiency in Computer Operation, noting and drafting as per the requirement of the University.</p> <p><b>Desirable:</b> Knowledge of Urdu</p>
	Section Officer	<p>Period of probation, if any</p> <p>2 Years</p>	<p>50% by Promotion from the cadre of Assistant subject to qualifying the departmental test, failing which by deputation</p> <p>50% by Direct Recruitment (based on written test and skill test)</p> <p><b>Promotion:</b> 05 years of regular service from the feeder grade of Assistant in Level-6 ₹ 35,400 - 1,12,400/- with qualification as in Col.7 above.</p>	<p>In case of Promotion there is no probation period</p> <p>Written test conduct via only objective test.</p> <p>Promotion: 05 years of regular service from the feeder grade of Assistant Computer Operator in PB-2 (Rs.9300-34800) + Grade Pay of Rs.4200/- with qualification as in Col.7 above.</p>	<p>The Committee recommends that the period of probation shall be as per GoI guidelines.</p> <p>The Committee recommends the following pattern of examination for promotion to the post of Assistant Registrar and other positions, where promotion is through Written Test: 70% weightage for objective type questions 30% weightage for descriptive type questions (including 10% weightage to test knowledge of Urdu, where Urdu is an essential qualification) as per recruitment rules.</p> <p>Further, the Committee recommends that there shall not be any change in the feeder cadre for promotion to the post of Section Officer.</p>

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		promotion or by deputation/absorption and percentage of the post to be filled by various methods.	50% by Promotion from the cadre of UDC with five years of experience according to seniority-cum-fitness, failing which by deputation.		positions, where promotion is through Written Test: 70% weightage for objective type questions 30% weightage for descriptive type questions (including 10% weightage to test knowledge of Urdu, where Urdu is an essential qualification) as per existing recruitment rules.
Assistant	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Promotion: UDC with 5 years of regular service in PB:1:Rs.5200-20200 and Grade Pay of Rs.2,400/-	Promotion: UDC/Sr. Data Entry Operator with 5 years of regular service in PB:1 Rs.5200-20200 and Grade Pay Rs.2400/-		Further, the Committee recommends that there shall not be any change in the feeder cadre for promotion to the post of Assistant.
	Age Limit for Direct Recruits	30 years		Age Relaxation: 05 years of experience of working as Contractual employee in MANUU	The Committee recommends that the age relaxation may be considered as per Gol guidelines.
	Period of probation, if any	2 Years		In case of Promotion there is no probation period	Period of Probation may be as per Gol guidelines, in case of promotion.
Lower Division Clerk	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods.	i) 85% by Direct Recruitment through written and skill test in various components of MS Office particularly in MS Word, MS Excel, etc.  ii) 10% of vacancies shall be filled up from amongst the Group 'C' employees in Level-1 Rs. 18,000-56,900 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination. The maximum age limit for eligibility for such examination is 45 Years	Note: The panel shall be valid for a period of one year.		The committee did not accept the proposal of the MEWA. However, the Committee recommends that the due weightage may be given to seniority-cum-fitness after qualifying the test with regard to implementation of 10% of quota for promotion.

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		(iii) Promotion: 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group 'C' employees who have five years regular service in posts with the Grade pay of Rs.1800/- subject to fulfilling the criteria prescribed at Col.7			
5	MTS	Age Limit for Direct Recruits 30 Years	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the post to be filled by various methods. Direct Recruitment through Written and Trade Test	Age relaxation : 05 years of experience of working s contractual employees in MANUU Written Test conducted via only objective test.	The Committee recommends that the age relaxation may be considered as per GoI guidelines. Further, the Committee recommends the following pattern of examination for promotion to the post of Assistant Registrar and other positions, where promotion is through Written Test: 70% weightage for objective type questions 30% weightage for descriptive type questions (including 10% weightage to test knowledge of Urdu, where Urdu is an essential qualification) as per existing recruitment rules.
6	Laboratory Assistant	Age Limit for Direct Recruits 32 Years	Education and other qualifications required for direct recruits Essential : (i) Bachelors' Degree in Engineering / Technology in Civil/Electrical /Mechanical/ Computer Science/ Information Technology/Apparel Technology/ Automobile Engineering from a recognized Institute/ University	Age relaxation: 05 years of experience of working as contractual employee in MANUU	The Committee recommends that the age relaxation may be as GoI guidelines.
					(i) Bachelors' Degree in Science or Bachelors' Degree in Engineering / Technology in Civil/ Electrical /Mechanical/ Computer Science/ Information Technology/Apparel Technology/ Automobile Engineering from a recognized Institute, or ITI trade

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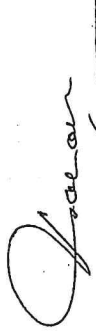


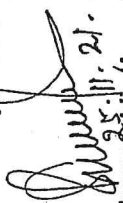


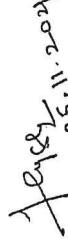



	deputation/absorption and percentage of the post to be filled by various methods.				
	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable	Laboratory Assistant with 5 years regular service in the PB-1 Rs.5200-20200 with GP Rs.240 (Pre-revised)	The Committee did not accept the proposal of MEWA.	

Note: The Committee noted that the remaining demands/proposals of the MEWA do not fall under the purview of the Committee as it pertains to change of pay scale and other service conditions. However, the committee recommends that such cases may be taken up with the UGC as per merit.


  
**Dr. B.K. Mohapatra**  
 OSD & Director I/c, Cuttack Campus  
 Member


  
**Dr. Shamsuddin/Ansari**  
 Regional Director, F & A  
 Member


  
**Mr. Shah Nawaz Ali Qureshi**  
 General Secretary, MEWA  
 Member

  
**Mr. Azhar Hussain Khan**  
 Joint Registrar, Administration  
 Member

  
**Dr. Mohd. Yousuf Khan**  
 Principal, Polytechnic, Hyderabad  
 Member

  
**Prof. Siddiqui Mohd. Mahmood**  
 Registrar i/c & Dean, SoET  
 Member

  
**Dr. Mohd. Mubashir Ahmed**  
 Assistant Registrar, ER-II  
 Convenor

  
**Prof. S. M. Rahmatullah**  
 Pro-Vice Chancellor  
 Chairperson