



**MINUTES OF THE 78th MEETING OF EXECUTIVE COUNCIL OF MANUU HELD
 ON FRIDAY THE 3rd JANUARY, 2020 AT 3.00 P.M. AT MANUU, CAMPUS,
 GACHIBOWLI, HYDERABAD**

Members Present:

S. No	Name	Designation
1	Dr. Mohammad Aslam Parvaiz Vice-Chancellor	Chairman
2	Prof. Ayub Khan Pro Vice - Chancellor	Member
3	Prof. Panchanan Mohanty, Former Dean School of Humanities, University of Hyderabad	Member (Visitor's Nominee)
4	Prof. V .Kamakshi Prasad Professor, Dept. of CS & E JNTU College of Engineering, Hyderabad	Member (Visitor's Nominee)
5	Prof. Ehtesham Ahmed Khan Dean, School of Mass Communication & Journalism	Member
6	Prof. Saneem Fatima Dean, School of Commerce & Business Management	Member
7	Prof. Abul Kalam Director, Directorate of Distance Education	Member
8	Prof. Mohd. Zafaruddin Professor-cum-Director, CUCS	Member
9	Dr. Sadaquat Ali Khan Associate Professor, MANUU - CTE, Bidar	Member
10	Dr. Syed Mahmood Kazmi Asst Professor, Dept. of Translation Studies	Member
11	Prof. S.M.Rahmatullah Registrar i/c	Ex-Officio Secretary

Prof. Shashikant Sharma, Prof. Bharat Bhaktibhai Ramanuj, Prof. Mohd. Naseemuddin and Prof. Abdul Wahid 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.

78.1 Confirmation of the Minutes of 77th Meeting of the Executive Council held on 02.12.2019

The Registrar informed that the Minutes of the 77th Meeting of the Executive Council held on 2nd December, 2019 were circulated among the members of the Executive Council. No comments were received from the Members, except the following:

Prof. Mohd. Zafaruddin, Member of EC pointed out that in the last meeting Prof. Panchanan Mohanty, Visitor Nominee suggested that the *MANUU should manage to translate Adivasi / Tribal Literature which have already been translated and are available in English / Hindi Languages. These books may be translated into Urdu Language which will help us to understand the diverse cultures that cherish the rich heritage and heterogeneous traditions of our Country.*

He requested that the above suggestion of Prof. Panchanan Mohanty may be recorded in the Minutes.

The Executive Council agreed to the request of Prof. Mohd. Zafaruddin and accepted the above suggestion. Accordingly, the Executive Council confirmed the Minutes of the 77th Meeting of the EC held on 02.12.2019.

78.2 Follow up Action Taken Report (ATR) on the Minutes of 77th Executive Council 02.12.2019

The Action Taken Report (ATR) was presented before the EC in pursuance of the decisions by the Executive Council in its 77th Meeting held on 02nd December, 2019.

The Executive Council noted the Action Taken Report.

78.3: Items for Reporting / Ratification

78.3.1. Extension in the term of appointment of Prof. Abul Kalam, Director DDE as Dean (Alumni)

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in extending the term of appointment of Prof. Abul Kalam, Director, DDE as Dean (Alumni) for a further period of one year beyond 05.12.2019 on the existing terms and conditions.

78.3.2. 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 Hostels (Girls / Boys) for a further period of one year on the dates indicated 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. Iqbal Khan, Asst. Professor, Polytechnic Hyderabad	Warden – Administration, Boys Hostel-III	05.12.2019
2.	Dr. Govindaiah Godavarthi, Asst. Professor, Dept. of English	Warden – Health, Sanitation & Recreation, Boys Hostel – I	05.12.2019
3.	Dr. Patan Rahim Khan, Asst. Professor, Dept. of Hindi	Senior Warden (Mess) for Boys Hostels	27.12.2019

78.3.3. Extension in the term of appointment of Assistant Incharge, Training & Placement Cell

The Executive Council noted and ratified the decision taken by the Vice-Chancellor in extending the term of appointment of Mr. Ch. Mutyala Rao, Assistant Professor, MANUU Polytechnic Hyderabad as Assistant Incharge for Training & Placement Cell for a further period of one year beyond 20.09.2019 in addition to his normal duties on the existing terms and conditions.

78.3.4. Pay fixation of Dr. M. A. Sikandar on his appointment as Associate Professor, Dept. of Management & Commerce

Ref: 76th Meeting of the EC dated 19.10.2019

The Executive Council noted and ratified the Pay fixation of Dr. M. A. Sikandar, Associate Professor, Dept. of Management & Commerce on the recommendations of the Selection Committee held on 17.10.2019 by grant of five advance increments on the entry pay w.e.f 18.10.2019 (FN) in the Pay Matrix (Academic Level 13-A) Rs. 1,31,400-2,17,100. The Pay of Dr. M. A. Sikandar is fixed at Rs. 1,52,300/- (Cell-6) w.e.f. 18.10.2019 and the date of next increment shall be 1.7.2020.

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

The Executive Council noted and ratified the recommendations of the Selection Committee for the appointment of the following Non-Teaching staff.

<i>S.No</i>	<i>Name of the employee</i>	<i>Designation</i>	<i>Date of joining</i>
1.	Mr. T. Muhammed Sameeullah	LDC	06.12.2019 (FN)
2.	Mr. Mohd Ather Ahmed Siddiqi	LDC	06.12.2019 (FN)
3.	Mr. Syed Fahimuddin	LDC	06.12.2019 (FN)
4.	Mr. Md. Saqueeb Raza	LDC	10.12.2019 (FN)
5.	Mr. Dilawar Hussain Dilkash	LDC	10.12.2019 (FN)
6.	Ms. Neha	LDC	10.12.2019 (FN)
7.	Mr. Mohammed Imran	LDC	10.12.2019 (AN)
8.	Mr. Syed Ghouse Mohiuddin	LDC	10.12.2019 (FN)
9.	Mr. M.A. Subhan	LDC	10.12.2019 (FN)
10.	Ms. Tekkey Saaliha Tarannum	LDC	09.12.2019 (FN)
11.	Mr. Azmath Ali Sk	LDC	11.12.2019 (FN)
12.	Mr. Palla Pavan Kumar	LDC	16.12.2019 (FN)
13.	Ms. Sumaiya Kouser	LDC	09.12.2019 (FN)
14.	Ms. Najma Kowser	LDC	09.12.2019 (FN)
15.	Mr. Ajenderraju Mannepuraju	LDC	Yet to join
16.	Mr. Kafeel Ahmed TR	LDC	Yet to join
17.	Mr. Bejjarapu Sathwik	LDC	Yet to join

78.3.6. Promotion to the following Non-Teaching employees on the recommendations of the Departmental Promotion Committee

The Executive Council noted and ratified the recommendations of the Departmental Promotion Committee (DPC) for the appointment of the following Non-Teaching staff.

- 1) Departmental Promotion Committee (DPC) meeting held on 05.12.2019 for grant of promotion to Mr. M. Muhammad Ali from Upper Division Clerk (UDC) to Assistant under UR-Category. He joined the duties on 06.12.2019. The promotion

has been considered based on his seniority, Annual Appraisal Reports and service records.

- 2) Departmental Promotion Committee (DPC) meeting held on 09.12.2019 for grant of promotion to Mr. Syed Ali Iqbal from Lower Division Clerk (LDC) to Upper Division Clerk (UDC) under UR-Category. He joined the duties on 09.12.2019. The promotion has been considered based on his seniority, Annual Appraisal Reports and service records.

78. 4: Item for Consideration:

78.4.1. Disciplinary Proceedings under Rule 14 of CCS (CCA) Rules, 1965 against Dr. Malik Raihan Ahmad, Assistant Professor, DDE - Consideration of reply received on the report of the Inquiry Officer

Ref: EC Resolution No. 72.5.1, dated 27.12.2018
EC Resolution No. 73.3.11, dated 1.3.2019
EC Resolution No. 77.4.6, dated 2.12.2019

//RECORDED SEPARATELY//

78.4.2. Adoption of the DoPT Office Memorandum dated 25.6.2010 on Reservation for the Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC) in services under the Govt. of India

The Executive Council *resolved* to adopt the Departmental of Personnel & Training (DoPT), Govt. of India Office Memorandum No. 36011/6/2010-Estt.(Res) dated 25.6.2010 on Reservation for the Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC) in services under the Govt. of India.

As per the Compendium on Reservation attached to the said O.M. under clause 6 regarding Exemption of Reservation in the sub-clause 6.2 it is stipulated that reservations also do not apply to the following:

- (i) Temporary appointments of less than 45 days duration;
- (ii) Those work-charged posts which are required for emergencies like flood relief work, accident restoration and relief etc.

78.4.3. Adoption of Draft Internal Audit Manual in the University

The Executive Council considered and *resolved* to adopt the Draft Internal Audit Manual prepared by the University on the basis of the report of Central Advisory Board of Education Committee on Autonomy of Higher Educational Institutions published by the Ministry of Human Resource Development (MHRD) Govt. of India in 2005 to strengthen Internal Audit system in every Higher Educational Institutions

to ensure effective financial management and compliance of financial rules and regulations. The Statutory Auditor (Comptroller & Auditor General of India) has also advised to have an Internal Audit Manual in place to effectively regulate the operations of Internal Control System in the University.

78.4.4. Report of the Committee constituted for procurement and disbursement of the Medicines in the University Health Centre

The Executive Council was informed that the Vice-Chancellor has constituted a Committee for procurement and disbursement of the Medicines in the University Health Centre with the following members:

1. Dr. M. K. Ansari, Chief Consultant Physician & I/c Health Centre, MANUU
2. Dr. Mohd. Jamaluddin Khan, Deputy Registrar, MANUU
3. Dr. K. Riyaz, Medical Officer, MANUU
4. Dr. Rajshree, Chief Medical Officer, University of Hyderabad.
5. Mr. P. Habibulla, Asst. Registrar, MANUU

The Committee convened its meeting on 3rd and 5th December, 2019 and submitted its report to the Vice-Chancellor. The Committee in its report has made the following recommendations:

- (i) The Committee unanimously recommended to adopt the procurement procedure of University of Hyderabad at MANUU i.e. procurement of medicines on annual basis following General Financial Rules (GFR).
- (ii) The Committee unanimously recommended to adopt the University of Hyderabad pattern of disbursement of medicines for all chronic diseases at MANUU Headquarters initially to reduce the paper work and cost effectiveness to University. This will also be convenient to employees. Further process in this regard i.e. identification of firm etc. may be initiated following GFR.
- (iii) To maintain the referral letter register for students (referred as per the guidelines of Group Insurance Scheme) and for employees (referred to empanelled Hospitals) at University Health Centre separately.
- (iv) Supporting staff at University Health Centre (Nurse / Attendant) during Sunday / Holiday and night may be made available to open the Health Centre and to attend the patient's first aid and to assist the 'on Call' Doctor.
- (v) The procedure of University of Hyderabad to maintain Medical Records of Students and Staff at University health Centre may be adopted.
- (vi) Keeping in view of the workload, the manpower may be increased accordingly.

The Executive Council **resolved** to approve the recommendations of the above said Committee.

78. 5: Any other Items with the permission of the Chair:

78.5.1. Proposal of the Director, DDE for posting of certain faculty members of DDE to some other Departments / SRC's and from other Departments to DDE

The Executive Council was informed that as per the UGC-DEB Regulations, 2017 Higher Educational Institutions offering programme in Open and Distance Learning mode and in order to facilitate learners, prepare Self Learning-Material (SLM) and revise periodically from the perspective of improving quality and learner support. In order to prepare and revise the SLM of Directorate of Distance Education, the Director, DDE required dedicated and committed faculty members to accomplish the above task in a time bound manner and to undertake other connected works. Therefore, the Director, DDE has proposed the following transfers:

S#	Name & Designation	Posting From	Posting to
1	Prof. Gulfishan Habeeb Professor-English	DDE	Sub-Regional Centre, Hyd
2	Dr.Syed Rabbe Subhani Associate Professor-Distance Edn.	DDE	UGC-HRDC
3	Dr. Dastageer Basha Chabnur Asst. Professor-Political Science	DDE	Sub-Regional Centre, Lucknow
4	Dr.Ishtiyah Ahmad Asst. Professor-Political Science	UGC-HRDC	DDE
5	Dr.Fasalurahman P.K. Asst. Professor-Economics	Dept. of Economics	DDE
6	Dr.Md.Sadat Shareef Asst. Professor-Commerce (He is DDE appointed faculty, but posted to Dept. of Mgt & Commerce following establishment of Dept. of Commerce)	Dept. of Mgt. & Commerce	DDE

It was informed that the posting of Prof.Gulfishan Habeeb, Professor-English is proposed to Sub-Regional Centre, Hyderabad as large number of girl students are visiting at the Centre and a senior lady should be available there for smooth functioning of the Centre. Similarly, at Sub-Regional Centre, Lucknow Dr.Dastageer Basha Chabnur, Assistant Professor-Political Science is proposed to be posted there as he can do administrative work smoothly as there is no RD/ARD.

The Executive Council after discussions, *resolved* to approve the proposal of the Director, Directorate of Distance Education for transfer and posting of the above faculty members in the interest of preparation and revision of Self Learning Material (SLM) and smooth functioning of Sub-Regional Centres, Hyderabad and Lucknow.

78.5.2. Recommendations of the Statutory Selection Committees for appointment of following teaching staff against Employment Notification No. 58/2019 dated 03.10.2019 :-

The Executive Council noted and ratified the recommendations of the Selection Committees held on 07.12.2019 for the appointment of the following teaching staff.

Sl. No.	Name of Post	Name of the Candidate recommended	Category	Place of posting	Date of joining
1	Professor-cum-Director DDE	Prof. Abul Kalam	UR	DDE	09.12.2019
2	Professor -Education	---Not found suitable--	UR	--	--

The meeting concluded with vote of thanks to the chair.

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