



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>	Maulana Azad National Urdu University
• Name of the Head of the institution	Professor Syed Ainul Hasan
• Designation	Vice Chancellor
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no	04023006601
• Mobile No:	9319966833
• Registered e-mail ID (Principal)	vc@manuu.edu.in
• Alternate Email ID	vc@manuu.edu.in
• Address	Gachibowli
• City/Town	Hyderabad
• State/UT	Telangana
• Pin Code	500032
<b>2.Institutional status</b>	
• University:	Central
• Type of Institution	Co-education
• Location	Urban

• Financial Status	<b>Centrally funded</b>				
• Name of the IQAC Co-ordinator/Director	<b>Prof. Syed Mohammed Haseebuddin Quadri</b>				
• Phone no. (IQAC)	<b>23006602</b>				
• Mobile (IQAC)	<b>9492197720</b>				
• IQAC e-mail address	<b>dir.iqac@manuu.edu.in</b>				
• Alternate e-mail address (IQAC)	<b>syedmohammedhaseebuddinquadri@gmail.com</b>				
<b>3.Website address</b>	<a href="https://manuu.edu.in">https://manuu.edu.in</a>				
<b>4.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://manuu.edu.in/sites/default/files/2023-02/AQAR-2020-21.pdf">https://manuu.edu.in/sites/default/files/2023-02/AQAR-2020-21.pdf</a>				
<b>5.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://manuu.edu.in/sites/default/files/2021-11/Academic-Calander-2021-22.pdf">https://manuu.edu.in/sites/default/files/2021-11/Academic-Calander-2021-22.pdf</a>				
<b>6.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 3</b>	<b>A+</b>	<b>3.36</b>	<b>2022</b>	<b>20/12/2022</b>	<b>19/12/2027</b>
<b>7.Date of Establishment of IQAC</b>			<b>18/06/2010</b>		
<b>8.Provide the list of funds by Central/ State Government-UGC/ICSSR/ IUCTE/CSIR/DST/DBT/CPE of UGC/PMMMNTT etc.</b>					

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
MANUU	Salary	UGC	11/02/2022	11985.00
MANUU	Recurring	UGC	11/02/2022	2920.00
MANUU	Capital Assets	UGC	25/08/2021	450.00
MANUU	HEFA Interest	MoE	03/11/2021	67.25
MANUU	HEFA Interest	MoE	03/11/2021	52.09
MANUU	HEFA Repayment	MoE	03/11/2021	341.82
MANUU	HEFA Interest	MoE	03/11/2021	66.80
MANUU	HEFA Interest	MoE	17/03/2022	71.46
MANUU	HEFA Repayment	MoE	17/03/2022	341.82

<b>9. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>10. No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>11. Whether IQAC received funding from any of the funding agency to support its activities</b>	<b>No</b>

<b>during the year?</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>12. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>The IQAC has prepared annual report of MANUU by collecting data from all the Departments during the current year. It has also collected data for the preparation of AQAR and carrying out academic auditing of all the departments and colleges. The IQAC has been also preparing for the third cycle of NAAC assessment and accreditation of MANUU.</p>	
<b>13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year (web link may be provided).</b>	

Plan of Action	Achievements/Outcomes
MANUU IQAC is responsible for collection and compilation of data to monitor the achievements of the target set of individuals and Institution.	Publishing Annual Report and AQAR and Brouchers for Various Activities, submitted data for NIRF 2021-22 and NAAC, UGC, NCTE, AISHE and AICTE
As a Part of monitoring the target, IQAC also give feedback on performance of Teaching and Non-Teaching staff and support their career progression by planning appropriate intervention in terms of professional development programs.	Suggested Professional Development programmes both for Teaching and Non-Teaching staff based on performance analysis of Aprisal Reports
IQAC has compiled and prepared the University Annual Report submitted to Parliament of India for Approval.	IQAC has compiled and prepared the University Annual Report submitted to Parliament of India for Approval.
IQAC has been regularly submitting AQAR and conducting various seminar and confrences.	Submitted AQAR upto Academic Year 2020-21
For evaluating the overall institutional performance and quality, IQAC has organized conduct of Academic and Administrative Audit and report of which uploaded on University website.	IQAC has organized conduct of Academic and Administrative Audit and report of which uploaded on University website.
<b>14. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Executive Council	18/11/2022
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it</b>	<b>Yes</b>

to Assess the functioning?	
<b>16. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	15/02/2023
<b>17. Multidisciplinary / interdisciplinary</b>	
<p>Maulana Azad National Urdu University (MANUU) offers interdisciplinatory courses at doctoral level. All its departments encourage students to carry out research in interdisciplinatory and multidisciplinary fields. The subjects that the students choose for research at doctoral level are significantly of interdisciplinary nature. At the postgraduate and undergraduate levels, the generic courses, the skill enhancement courses, and the ability enhancement courses that the University offers prepare students for multidisciplinary/interdisciplinary fields. The link given below is the testimony to what subjects MANUU offers and how interdisciplinary subjects are ingrained in the programmes of study of MANUU.</p> <p><a href="https://manuu.edu.in/Program/Syllabus">https://manuu.edu.in/Program/Syllabus</a></p>	
<b>18. Academic bank of credits (ABC):</b>	
<p>Maulana Azad National Urdu University (MANUU) has registered on the ABC through NAD portal and the same is approved by ABC. MANUU has uploaded 13908 certificates on the ABC portal. As on 16th September 2022, 3652 certificates uploaded by MANUU have been fetched through ABC portal. MANUU has issued a Circular which is uploaded on its website, which encourages students for opening ABC account. All the Heads of the Departments have been also asked to persuade students to register on ABC. The Controller of the Examination has been nominated as the Nodal Officer from the MANUU for ABC. MANUU in its IUMS portal allows the students to update their ABC ID which shall form part of their examination form.</p>	
<b>19. Skill development:</b>	
<p>MANUU has been in the forefront for the Skill Developments of its students. It offers skill development courses at all the levels of its programmes for its students. All the departments/ Schools of Studies offer Skill development programmes. The School of Technology, which has Department of Computer Science and Information Technology specifically is in the forefront to offer skill development courses. Some links of the skill development courses</p>	

are:

[https://manuu.edu.in/sites/default/files/2019-10/MBA\\_IT%20in%20Business%20Theroy\\_and\\_LAB%20Syllabus\\_2018.pdf](https://manuu.edu.in/sites/default/files/2019-10/MBA_IT%20in%20Business%20Theroy_and_LAB%20Syllabus_2018.pdf)

[https://manuu.edu.in/sites/default/files/2019-10/BSc\\_%28MPCS%29\\_Revised\\_Curriculum.pdf](https://manuu.edu.in/sites/default/files/2019-10/BSc_%28MPCS%29_Revised_Curriculum.pdf)

[https://manuu.edu.in/sites/default/files/2019-10/Generic%20Courses\\_All%20PG%20Syllabus.pdf](https://manuu.edu.in/sites/default/files/2019-10/Generic%20Courses_All%20PG%20Syllabus.pdf)

<https://manuu.edu.in/sites/default/files/2021-08/PG%20Ability%20Enhancement%20and%20Generic%20Elective%20Courses%20Syllabi%20%28English%29.pdf>

<https://manuu.edu.in/sites/default/files/2021-08/UG%20Core%2C%20Ability%20Enhancement%2C%20Skill%20Enhancement%20and%20Generic%20Elective%20Courses%20Syllabi%20%28English%29.pdf>

## **20.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

As Maulana Azad National Urdu University's (MANUU) mandate is to promote and further the Urdu language, all its programmes of studies are offered in Urdu, that is, Urdu is the medium of instruction and the medium of examination; the only exceptions are the language programmes, which are taught and examined in the respective languages. The departments that offer any programme of study well integrate Indian culture and ethos as part of their curriculum. The following links reflect such integration:

<https://manuu.edu.in/University/manuu-e-content>

[https://manuu.edu.in/sites/default/files/2019-12/B.A%20Syllabi\\_compressed.pdf](https://manuu.edu.in/sites/default/files/2019-12/B.A%20Syllabi_compressed.pdf)

[https://manuu.edu.in/sites/default/files/2019-12/GENERIC%20PAPER%20FOR%20PG%20I%20%26%20II\\_compressed.pdf](https://manuu.edu.in/sites/default/files/2019-12/GENERIC%20PAPER%20FOR%20PG%20I%20%26%20II_compressed.pdf)

[https://manuu.edu.in/sites/default/files/2019-11/PhD-msw-Syllabus\\_compressed.pdf](https://manuu.edu.in/sites/default/files/2019-11/PhD-msw-Syllabus_compressed.pdf)

[https://manuu.edu.in/sites/default/files/2020-12/CBCS\\_B.A.HISTORY\\_2020-21.pdf](https://manuu.edu.in/sites/default/files/2020-12/CBCS_B.A.HISTORY_2020-21.pdf)

## **21.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Maulana Azad National Urdu University (MANUU) has been focusing on Outcome Based Education (OBE), ever since its establishment. Nevertheless, since all the programmes are offered through CBCS, the OBE is spelt out clearly by MANUU. Every course has course objective and course outcome, and all programmes have programme outcomes, which are determined in the examination. The objective, the expectation and the outcome are measured in terms of results, mobility to higher education and placements of the students. The link below provides the details of outcomes in terms of course, and programmes:

[manuu.edu.in/sites/default/files/IQAC/POS-PSO-COS.pdf](http://manuu.edu.in/sites/default/files/IQAC/POS-PSO-COS.pdf)

## **22.Distance education/online education:**

Maulana Azad National Urdu University (MANUU) started distance mode programmes from its year of inception, that is, 1998. It established Directorate of Distance Education (DDE) which has a set up of nine Regional Centres (Delhi, Patna, Bangalore, Bhopal, Darbhanga, Srinagar, Kolkata, Mumbai, Ranchi) and six Sub-Regional Centres (Hyderabad, Jammu, Amravati, Lucknow, Nuh and Varanasi) across the country so as to provide academic and administrative support to the students. The RCs/SRCs facilitate the students with support services; management of Study Centres and admission process. At present there are 143 Learner Support Centres and 20 Programme Centers within the purview of these RCs/SRCs. The DDE facilitates online admission through SAMARTH ERP.

MANUU has established Instructional Media Centre for the preparation of audio-visual educational programmes. A large number of audio-visual educational programmes have been prepared by the Media Centre. These programmes can be viewed on YouTube (<https://www.youtube.com/c/imcmanuu>).

DDE offers six PG programmes (M.A. in Urdu, Hindi, Arabic, English, History and Islamic Studies), four UG programmes (B. A., B. Com., B.Sc. & B. Ed.); two Diploma Programmes (Diploma in Journalism & Mass Communication and Diploma in Teach English); and two Certificate programmes (Proficiency in Urdu through English and Functional English).



## Extended Profile

<b>1.Programme</b>	
1.1 Number of programmes offered during the year:	<b>31</b>
1.2 Number of departments offering academic programmes	<b>19</b>
1.3 Number of Programmes offered by DDE during the year	<b>9</b>
<b>2.Student</b>	
2.1 Number of students enrolled during the year	<b>3673</b>
2.2 Number of outgoing / final year students during the year:	<b>1287</b>
2.3 Number of students appeared in the University examination during the year	<b>3037</b>
2.4 Number of revaluation applications during the year	<b>16</b>
2.5 Number of employed learners enrolled at DDE during the year	<b>333</b>
<b>3.Academic</b>	
3.1 Number of courses in all programmes during the year:	<b>952</b>
3.2 Number of full-time teachers during the year:	<b>355</b>
3.3	<b>432</b>

Number of sanctioned posts for the year:	
3.4	39
Number of full time teachers and other academics in DDE during the year	
<b>4.Institution</b>	
4.1	10800
Number of eligible applications received for admissions to all the Programmes during the year	
4.2	1698
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.3	201
Total number of Classrooms and Seminar halls	
4.4	830
Total number of computers on campus for academic purposes	
4.5	4970.69
Total expenditure, excluding salary, during the year (INR in Lakhs):	
4.6	450
Total number of rooms and seminar halls at DDE:	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

Maulana Azad National Urdu University (MANUU) has been very focused on its curricula for all its programmes that it offers. In addition to taking local, regional, national and global needs, it has to consider the promotion of Urdu to fulfil its 'Objects', and provide

the advanced content in Urdu in all the disciplines and subjects in which it is offering any programme. All its programmes have Programmes Outcomes (POs) Programme Specific Outcomes (PSOs) and Course Outcomes (COs) which are shared with students when they are provided the syllabus for their courses, besides sharing these (POs, PSOs, and COs), with all the stakeholders through the University website.

File Description	Documents
Upload Additional information	<a href="#">View File</a>
Link for Additional information	<a href="https://manuu.edu.in/sites/default/files/IOAC/POS-PSO-COS.pdf">https://manuu.edu.in/sites/default/files/IOAC/POS-PSO-COS.pdf</a>

### 1.1.2 - Percentage of Programmes where syllabus revision was carried out during the year

29%

#### 1.1.2.1 - How many Programmes were revised out of the total number of Programmes offered during the year

9

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Programme syllabus revision during the yea	<a href="#">View File</a>

### 1.1.3 - Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by the University

84%

#### 1.1.3.1 - Number of courses having focus on employability/ entrepreneurship/ skill development during the year

801

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme/ Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Average percentage of courses having focus on employability/ entrepreneurship (Data Template)	<a href="#">View File</a>

#### **1.1.4 - Electronic media and other digital components in the curriculum - Percentage of the Courses on offer that have incorporated electronic/digital media and other digital components in their curriculum delivery during the year**

**100%**

##### **1.1.4.1 - Total number of the Courses on offer by DDE have incorporated electronic/ digital media and other digital components in their curriculum during the year**

**103**

File Description	Documents
Details of Programmes incorporating electronic media and other digital components offered during the year	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### **1.2 - Academic Flexibility**

##### **1.2.1 - Number of new courses introduced of the total number of courses across all programs offered during the year**

**34**

##### **1.2.1.1 - How many new courses were introduced during the year**

**34**

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

100%

#### 1.2.2.1 - Number of Programmes in which CBCS/ Elective course system implemented

31

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The University offers courses on professional ethics, gender issues, human values, environment and sustainability and so on. The value added courses are required to be taken by all the students who enrolled in any programme of the University. The School of Social Sciences, through its various departments offers generic courses, which integrate crosscutting issues mentioned above. Professional ethics have been ingrained in all the scholars of MANUU who are required to take a course on professional ethics entitled 'Research and Publication Ethics'.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

74

#### 1.3.2.1 - How many new value-added courses are added during the year

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to value added courses	<a href="#">View File</a>
List of value added courses	<a href="#">View File</a>

### 1.3.3 - Average Percentage of students enrolled in the courses under 1.3.2 as above

83.55%

#### 1.3.3.1 - Number of students enrolled in value-added courses imparting transferable and life skills offered during the year

3069

File Description	Documents
Any additional information	<a href="#">View File</a>
List of students enrolled	<a href="#">View File</a>

### 1.3.4 - Number of students undertaking field projects / research projects / internships during the year

1395

#### 1.3.4.1 - Number of students undertaking field project or research projects or internships

1395

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Programmes and number of students undertaking field projects research projects/ / internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

##### 1.4.1 - Structured feedback for design and review of syllabus – semester wise / is received from Students Teachers Employers Alumni

- All 4 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://manuu.edu.in/University/Centre/IQAC/Feedback-Report">https://manuu.edu.in/University/Centre/IQAC/Feedback-Report</a>
Action taken report of the University on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

##### 1.4.2 - Feedback processes of the institution may be classified as follows

- Feedback collected, analysed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://manuu.edu.in/sites/default/files/IQAC/feedback/Action-Taken-Report/final-atr-new.pdf">https://manuu.edu.in/sites/default/files/IQAC/feedback/Action-Taken-Report/final-atr-new.pdf</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Demand Ratio

##### 2.1.1.1 - Number of seats available during the year

2028

File Description	Documents
Any additional information	<a href="#">View File</a>
Demand Ratio (Average of Last completed academic year) based on Data Template upload the document	<a href="#">View File</a>

### 2.1.2 - Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year ( exclusive of supernumerary seats)

71.67%

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1217

File Description	Documents
Any additional information	<a href="#">View File</a>
Average percentage of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.1.3 - Average variation in enrolment of learners in the DDE during the year

4860

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organises special Programmes/ have policies in place for different levels of learners

Maulana Azad National Urdu University (MANUU) uses mentoring to keep track of slow learners' progress. Along with teachers some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and counselling sessions are held and additional teaching taken up if required. Slow learners are encouraged and prodded to recognize their shortcomings. Teachers are able to give one to one attention in remedial sessions and focus on individual problems. Teachers make it a point to be patient and accessible to students personally, over phone, mail, and social apps.

Sharing the evaluated answer scripts, after the end of every semester examination before the declaration of result, in reality has been of immense help to identify slow and weak learners. The



slow and weak learners' performance often determine the teacher's strategy of teaching in the classroom. The discussions in the department meetings help the teacher to devise their own methods to improve the quality of students' learning.

Nevertheless, organising of mentoring sessions is mandatory for all the departments and colleges. The departments assign mentorship to all its faculty and allot each of them few mentees to mentor, guide and develop the quality of the mentees in terms of their learning and performance.

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in">https://manuu.edu.in</a>
Upload Any additional information	No File Uploaded

#### 2.2.2 - Student - Fulltime teacher ratio (data for the academic year)

Number of Students	Number of Full Time Teachers
3673	355

#### 2.2.3 - Reaching out to employed persons - Percentage of the employed learners who are enrolled during the year

1.7

##### 2.2.3.1 - Number of employed learners (including self employed) enrolled during the year

333

File Description	Documents
Number of employed learners authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 2.2.4 - Learners from Special Target Group: prison inmates - Average number of prison inmates enrolled as learners during the year

0

##### 2.2.4.1 - Number of prison inmates enrolled as learners during the year

0

File Description	Documents
Number of prisoners enrolled authenticated by Registrar of the University	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

MANUU focuses on all methods that are student centric. Whereas the technical and professional programmes like BEd, MEd, BTech, MTech, MCA, MBA, MCJ and so on have participative learning and problem-solving as part of the curriculum, the other courses also enhance learning experiences through student centric methods. MSW, and few MA programmes make participative learning compulsory through projects, seminars, workshops participation and presentation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for Additional Information	<a href="https://manuu.edu.in/University/SCSIT/CSIT/Syllabus">https://manuu.edu.in/University/SCSIT/CSIT/Syllabus</a>

2.3.2 - Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year

All the members of faculty of MANUU uses ICT enabled tools and online resources for efficacious teaching and learning. Nevertheless, the the pandemic situation during the year, necessitated the use of ICT tools and online resources, and they just did not remain the effective techniques of teaching.

<https://manuu.edu.in/University/manuu-e-content>

<https://manuu.edu.in/University/online-education/Digital-Learning-Resources>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="http://manuu.edu.in/University/manuu-e-content">manuu.edu.in/University/manuu-e-content</a>

### 2.3.3 - Ratio of students to mentor for academic and other related issues during the year

#### 2.3.3.1 - Number of students assigned to each Mentor

11

File Description	Documents
Upload during the year, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees mentor/mentee ratio	<a href="#">View File</a>

### 2.3.4 - Development of Self-Learning Material (SLM) in Print

Policy of DDE regarding Self Learning Material: University Grants Commission (UGC), Distance Education Bureau (DEB), National Council of Teacher Education (NCTE), Executive Council & Academic Council of MANUU are the guiding forces of Directorate of Distance Education, MANUU and its academic and administrative endeavours. DDE, MANUU frames all its policies and programmes in the light of guidelines and notifications issued by the aforesaid bodies / authorities. Therefore, Directorate of Distance Education's policy of Developing Self Learning Material is based on the UGC regulations and office memorandums issued by the competent authorities of MANUU.

File Description	Documents
Policy document on SLM	<a href="https://manuu.edu.in/sites/default/files/NAA/C/2020-06/Policy-Document-SLM.pdf">https://manuu.edu.in/sites/default/files/NAA/C/2020-06/Policy-Document-SLM.pdf</a>
Any other relevant information	Nil

### 2.3.5 - Availability of digitized SLMs for the learners - Percentage of programs having access to online SLMs

100%

**2.3.5.1 - Number of programmes offered by DDE where learning material of the Institution are digitized and the SLMs uploaded on the website / Online Repository/ e-content app / LMS for their availability to the learners during the year**

9

File Description	Documents
Links to Digital repository of SLMs	<a href="https://manuu.edu.in/dde/self-learning-material">https://manuu.edu.in/dde/self-learning-material</a>
Data template in Section B	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

2.3.6 - Mechanism to provide academic counselling support at DDE A mechanism is in place at DDE to provide academic counselling support to learners enrolled in different programmes including strategies for learner participation and engagement as well as development of required competencies and skills

Mechanism of Academic Counselling Support is in pace at DDE in MANUU for all its programmes: UGC (Open and Distance Learning) Regulations, 2017, Annexure VII deals with Quality Assurance Guidelines of Learning Material in Multiple Media, Human Resource, Curriculum and Pedagogy. In this annexure, UGC has given norms for the effective delivery of distance education programmes which are as under (page no.62); No. of Assignments Practical Sessions No. of Counselling Sessions Theory (10% of total study hours) Size of SLMs Range (in terms of units, to be divided into blocks) Study input Credit Value of the course 1 60 hours 6 hours 6-8 units 60 hours 2 Credits 2 120 hours 12 hours 14-16 units 120 hours 4 Credits 3 180 hours 18 hours 20-24 units 180 hours 6 Credits 4 240 hours 24 hours 30-34 units 240 hours 8 Credits The Academic Council of MANUU in its 27th Meeting held on 5/9/2017 adopted UGC (Open and Distance Learning) Regulations, 2017 (Under Item No. 27.3.03). Further, the Executive Council of MANUU in its 63rd meeting held on 7/9/2017 ratified the same. Therefore, Annexure VII is the bases of DDE's mechanism of Academic Counselling Support for all UG and PG programmes. DDE follows the aforesaid regulations in letter and spirit

File Description	Documents
Schedules of different counselling activities	<a href="https://manuu.edu.in/dde/workshop">https://manuu.edu.in/dde/workshop</a>
Any other relevant information	<a href="https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf">https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Average percentage of full time teachers against sanctioned posts during the year

82.1%

File Description	Documents
Full time teachers and sanctioned posts during the year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Average percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit. during the year

82.8%

#### 2.4.2.1 - Number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit. during the year

294

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D’Lit. and number of full time teachers for 5 years (Data Template)	<a href="#">View File</a>

### 2.4.3 - Average teaching experience of full time teachers (Data for the latest completed academic year in number of years)

17 Years

**2.4.3.1 - Total experience of full-time teachers**

6031

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept and experience details (Data Template)	<a href="#">View File</a>

**2.4.4 - Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government/Govt. recognised bodies during the year**

10%

**2.4.4.1 - Number of full time teachers receiving awards from state /national /international level from Government/Govt. recognized bodies during the year**

36

File Description	Documents
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
e-copies of award letters (scanned or soft copy)	<a href="#">View File</a>

**2.4.5 - Full-time teachers and other academics in positions – Percentage of the sanctioned posts occupied by full-time teachers and other academics respectively during the year**

81.2%

**2.4.5.1 - Number of Fulltime teachers and other academics appointed in DDE against the sanctioned post during last completed academic year**

39

File Description	Documents
Details of full time teachers and other academics As per Data Template	<a href="#">View File</a>
List of the faculty members authenticated by the Registrar of the University	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 2.4.6 - Learner : Academic Counselor ratio

##### 2.4.6.1 - Number of empanelled Academic Counsellors for the latest completed academic year

217

File Description	Documents
Number of Academic Counsellors with details of total teaching experience for the preceding academic year	<a href="#">View File</a>
As per Data Template Any other relevant information	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

##### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

20

##### 2.5.1.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results year wise during the year

20

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Programmes and date of last semester and date of declaration of results (Data Template)	<a href="#">View File</a>

##### 2.5.2 - Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the year

0.52%

**2.5.2.1 - Number of complaints/grievances about evaluation during the year**

16

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of complaints and total number of students appeared during the year	<a href="#">View File</a>
as per data templets	<a href="#">View File</a>

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Maulana Azad National Urdu University (MANUU) is striving hard to bring the Examination Reforms by means of improving examinations procedures, integrating tools of Information Technology and by incorporating continuous Internal Evaluation Component with higher weightage. The University has a well established and efficient Examination Management System Called 'Integrated University Management System' (iUMS) is an in-house software developed by Centre for Information Technology (CIT), Maulana Azad National Urdu University for maintaining staff and students related records and data online, to extend services to various stake holders of the University at their finger tips. The main function of iUMS is to store entire data on its own local server and also on cloud securely. Also, to render services related to various important phases of curricular and non curricular activities of students life at MANUU.

To improve teaching learning process in general and quality of evaluations in particular that minimize the grievances, upon completions of moderations, the Answer Scripts are shown to the desiring students with maintaining their attendance records, If students found some grievance after observing the answer scripts, then they are allowed to register a grievance with the department and apply for revaluation as per standard procedure, and then results are processed.



File Description	Documents
Any additional information	<a href="#">View File</a>
During the year number of applications, students and revaluation cases	<a href="#">View File</a>

#### 2.5.4 - Status of automation of Examination division along with approved Examination Manual

A. 100% automation of entire division & implementation of Examination Management System (EMS)

File Description	Documents
Current Manual of examination automation system	<a href="#">View File</a>
Annual reports of examination including the present status of automation	<a href="#">View File</a>
Current manual of examination automation system and Annual reports of examination including the present status of automation (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 2.5.5 - Formative Assessment Standard Operating Procedures employed for continuous (internal) assessment followed by the Institution

The following are the main indicators/highlights of DDE's policy on Evaluation Methodology 1.DDE adopts the guidelines issued by the UGC, DEB & NCTE from time to time with regard to the conduct of examinations. 2.Evaluation includes Continuous / Formative Assessment and Summative Assessment. 3.The weightage for formative assessment is 30%. It is counted as Internal Assessment. 4.Formative assessment is done through assignments, project reports, counselling and workshop sessions, presentations, field or school based activities, etc. 5.The weightage for summative assessment or term end examination is 70%. It is counted as External Assessment. 6.The Evaluation scheme of DDE includes home/tutor-marked assignments, contact programmes, workshops and practical sessions to ensure continuous assessment along with semester and year end examination. The marks or grades obtained in internal assessments are shown separately in the grade card.7.Feedback is provided to the students after all activities. 8.No semester or year-end examination is conducted unless the 75% of the programme of study stipulated for

the semester or year have been actually conducted. 9.The University executes the assessment and evaluation through various assessment tools including multiple choice questions, projects, reports, case-studies, presentations and term end examination to suit the different learning outcomes expected of the programme.

File Description	Documents
Policy documents on Evaluation Methodology of DDE	<a href="https://manuu.edu.in/dde/sites/default/files/DDE/Policy-Document-Evaluation-Methodology.pdf">https://manuu.edu.in/dde/sites/default/files/DDE/Policy-Document-Evaluation-Methodology.pdf</a>
Any other relevant information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents

MANUU has stated all its learning outcomes/graduate attributes through its website. Each Department which offers any programme of study displays on its webpage, the programmes offered, programme objectives, programme specific objectives, the course structure, and the syllabus. The syllabus prominently displays the course objectives and course outcomes. The syllabus also provides information about scheme of instruction and evaluation.

The course structure and syllabus of each programme provides scheme of instruction, and scheme of evaluation. If a course is of four credit, it is necessarily required to have four units and each unit must be taught for minimum of 15 hours, making a 4 credit course, carrying 60 hours of instruction. Internal or continuous evaluation is allocated 30 marks and end semester evaluation is allocated 70 marks. Marks are converted in to grades, and the conversion table is provided in course structure.

Besides the course outcomes, the syllabus structure of every course carries a 'course objective' which sums up what is expected in terms of learning outcomes from the student at the end, in that course. Whereas, the programme specific outcomes of every programme in general manifest the learning outcomes of each programme, the course objective carries learning outcomes related to any given course of a given programme.

Weblink for the syllabi of all the programmes

<https://manuu.edu.in/Program/Syllabus>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://manuu.edu.in/sites/default/files/IOAC/POS-PSO-COS.pdf">https://manuu.edu.in/sites/default/files/IOAC/POS-PSO-COS.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes, Programme specific outcomes and course outcomes are evaluated by the institution during the year

The University has a system in place for measuring the levels of attainment of course outcomes, programme specific outcomes and programme outcomes.

#### Attainment of the Course Outcomes

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result.

#### Attainment of the Programme Specific Outcomes

The programme specific outcomes is measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

#### Attainment of the Programme Outcomes

The general programme outcomes for PhD programmes all across the disciplines of study in the University are that the scholars make contribution to the existing body of knowledge by discovery, innovation, problem solving, establishing of new perspective etc. The number of students completed PhD and MPhil research during the period of assessment is an evidence of the attainment of the programme outcomes.

At the Post Graduate level and Undergraduate levels, the attainment of programme outcomes is measured through students' progress to

higher studies, either in MANUU or in any higher educational institution in India or abroad. Another, measurement of attainment is students' placement in companies and institutions.

<https://manuu.edu.in/sites/default/files/IQAC/PO-PSO-CO.pdf>

<https://manuu.edu.in/University/IQAC/Documents/feedback-analysis>

<https://manuu.edu.in/University/POS/PhD>

<https://manuu.edu.in/University/POS/MPhil>

**Weblink of Question Papers**

<https://dspace.library.manuu.edu.in/handle/1/229>

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://manuu.edu.in/sites/default/files/IQAC/POS-PSO-COS.pdf">https://manuu.edu.in/sites/default/files/IQAC/POS-PSO-COS.pdf</a>

### 2.6.3 - Average pass percentage of Students during the year

90

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

1160

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://manuu.edu.in/sites/default/files/2023-03/24th-Annual-Report-2022.pdf">https://manuu.edu.in/sites/default/files/2023-03/24th-Annual-Report-2022.pdf</a>

### 2.7 - Student Satisfaction Survey

**2.7.1 - Online student satisfaction survey regarding teaching learning process**

3673

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload database of all currently enrolled students (Data Template)	<a href="#">View File</a>

**2.7.2 - Online Learner Satisfaction Survey regarding teaching-learning process**

6210

File Description	Documents
Database of all currently enrolled Distance Learners	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Promotion of Research and Facilities**

3.1.1 - The institution Research facilities are frequently updated and there is well defined policy for promotion of research which is uploaded on the institutional website and implemented

MANUU updates its research facilities frequently. It has in place well defined policies for promotion of research. There is an Office of Dean, Research and Consultancy, which guides and promotes research in MANUU.

MANUU is established not only to promote higher education through Urdu by means of teaching, but also the Powers of the University in its Acts and Statutes makes it necessary that research must be carried out to promote the Objects of the University. The first power mentioned in MANUU Acts and Statutes reads: to provide for instructions and research in such branches of learning as are relevant for furtherance of the objects of the University.

Therefore, MANUU mandates all the Department of Studies/Centres to prioritize all activities which lead to academic research and fulfil its vision and mission. The Departments/Centres promote research a) through PhD programmes and b) through undertaking Sponsored Research Projects

All the matters pertaining to the research that leads to the academic degree (PhD) is addressed and processed by the Departmental Research Committees (DRCs) of the Departments of Studies.

All the matters pertaining to the sponsored/funded research projects sanctioned by government or industry is dealt by Academic Section and the Office of the Dean Research and Consultancy (Dean, R&C).

<https://manuu.edu.in/University/Dean-Research-Consultancy/Profile>

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	<a href="#">View File</a>
URL of Policy document on promotion of research uploaded on website	<a href="https://manuu.edu.in/University/Dean-Research-Consultancy/aim-and-functions">https://manuu.edu.in/University/Dean-Research-Consultancy/aim-and-functions</a>

### 3.1.2 - The institution provides seed money to its teachers for research (amount INR in Lakhs)

176.95

#### 3.1.2.1 - Total amount of seed money provided by the Institution to its faculty during the year (INR in lakhs)

176.95

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of the relevant bodies of the University	<a href="#">View File</a>
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	<a href="#">View File</a>
List of teachers receiving grant and details of grant received (Data Template)	<a href="#">View File</a>

### 3.1.3 - Percentage of teachers receiving national/ international fellowship/financial support by various agencies including the applicant university for advanced studies/ research during the year

<b>Nil</b>	
<b>3.1.3.1 - Number of teachers who received national/ international fellowship/financial support from various agencies including the applicant university, for advanced studies / research during the year</b>	
<b>6</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the award letters of the teachers	<a href="#">View File</a>
List of teachers and their international fellowship details (Data Templates)	<a href="#">View File</a>
<b>3.1.4 - Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellowships enrolled in the institution during the year</b>	
<b>44</b>	
<b>3.1.4.1 - The Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows enrolled in the institution during the year during the last completed academic year</b>	
<b>49</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of research fellows and their fellowship details (Data Template)	<a href="#">View File</a>
<b>3.1.5 - Institution has the following facilities to support research Central Instrumentation Centre Animal House/Green House Museum Media laboratory/Studios Business Lab Research/Statistical Databases Moot court Theatre Art Gallery</b>	<b>A. Any 4 or more of the above</b>

File Description	Documents
Paste link of videos and geotagged photographs	<a href="https://manuu.edu.in/University/IMC/Facilities">https://manuu.edu.in/University/IMC/Facilities</a>
Upload the list of facilities provided by the university and their year of establishment	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
as per data templets	<a href="#">View File</a>

### 3.1.6 - Percentage of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by national and international agencies (Data for the latest completed academic year)

57.89%

#### 3.1.6.1 - The Number of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by national and international agencies

11

File Description	Documents
Any additional information	<a href="#">View File</a>
e-version of departmental recognition award letters	<a href="#">View File</a>
List of departments and award details (Data Template)	<a href="#">View File</a>

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the year (INR in Lakhs)

841.60

##### 3.2.1.1 - Total Grants for research projects sponsored by Non-Government sources such as industry, corporate houses, international bodies, endowments, professional associations, endowment-Chairs in the Institution during the year (INR in Lakhs)

841.60



File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for research projects sponsored by non-government	<a href="#">View File</a>
List of project and grant details (Data Template)	<a href="#">View File</a>

### 3.2.2 - Grants for research projects sponsored by the government agencies during the year (INR in Lakhs)

228.82

#### 3.2.2.1 - Total Grants for research projects sponsored by Government sources- during the year (INR in Lakhs)

228.82

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for research projects sponsored by government	<a href="#">View File</a>
List of project and grant details (Data Template)	<a href="#">View File</a>

### 3.2.3 - Number of research projects per teacher funded by government and non-government agencies during the year

Nil

#### 3.2.3.1 - Number of research projects funded by government and non-government agencies during the during the year

13

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste Link for the funding agency website	<a href="https://www.serbonline.in/SERB/HomePage">https://www.serbonline.in/SERB/HomePage</a>

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an eco-system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

MANUU has an eco-system in terms of collaborative arrangements involving technology among all its units, from academic to administration. The strategy is not only the facilitation of administrative work but also collaboration of academic activities whether they pertain to admission, examination or teaching-learning methodology. The institutional focus which is the promotion of higher education through Urdu is maintained as the guiding principle in all these collaborative arrangements. Centre for Information Technology connects all the units of MANUU.

The initiatives pertaining to the creation and transfer of knowledge can be seen at two levels. First, the research topics allotted to scholars by any Department necessarily envisages, as carrying the potential to make contribution in the knowledge field. Secondly, as the medium of instruction in MANUU is Urdu, it literally requires transfer of knowledge material available in other languages to Urdu. To accomplish this, a Directorate of Translation and Publication (DTP) has been established. The first job of DTP is to transfer knowledge material from English (and other languages) to Urdu in all the subjects and courses that MANUU offers through campus and distance modes.

MANUU established Innovation Club in 2015 for inculcation of innovative ideas, implementation of digital India concept, initiating of startup culture and collaboration with innovators.

Order: In-charge Innovation Club

Presentation on Innovation Club: Prof. Abdul Wahid

**Presentation on Innovation Club: Dr. Mohammed Yousuf Khan**

**Innovation: MANUU Innovation Club**

**Constitution of NISP committee**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://manuu.edu.in/sites/default/files/NAA/C/Criteria-3/CR-3.3/CR-3.3.1/Constitution%20of%20NISP%20committee.pdf">https://manuu.edu.in/sites/default/files/NAA/C/Criteria-3/CR-3.3/CR-3.3.1/Constitution%20of%20NISP%20committee.pdf</a>

**3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**

**3.3.2.1 - Total number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR),Entrepreneurship, Skill development Frontier/ contemporary areas researches in law and judicial trends during the year**

**46**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars duringduring the year (Data Template)	<a href="#">View File</a>

**3.3.3 - Number of awards / recognitions received for research/innovations by the institution/teachers/research scholars/students during the year**

**3.3.3.1 - Total number of awards / recognitions received for research/innovations won by institution/teachers/research scholars/students year wise during the year**

**12**

File Description	Documents
e- copies of award letters	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of innovation and award details (Data Template)	<a href="#">View File</a>

**3.3.4 - Workshops / seminars conducted on innovative practices**

**3.3.4.1 - Total number of workshops/seminars conducted during the year on: ? Intellectual Property Rights (IPR); ? Open Educational Resources (OERs); ? Massive Open Online Courses (MOOCs); ? Technology-Enabled Learning; ? Learning Management System; ? Development of e-content and**

11

File Description	Documents
Report of the event/ link to the material developed	<a href="https://manuu.edu.in/dde/self-learning-material">https://manuu.edu.in/dde/self-learning-material</a>
List of workshops/seminars during the year	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**3.3.5 - Innovative content developed in the form of e-modules / e-SLMs / MOOCs for : A. NMEICT B. NPTEL C. SWAYAM D. e-PG Pathshala E. e-SLMs F. other MOOCs platform G. Institutional LMS**

**3.3.5.1 - Total number of e-content modules developed for any of the platforms listed above.**

132

File Description	Documents
Any other relevant information	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
List of the innovative contents developed during the year	<a href="#">View File</a>

**3.4 - Research Publications and Awards**

**3.4.1 - The institution ensures implementation of its stated Code of Ethics for research**

**3.4.1.1 - The institution has a stated Code of Ethics for research and the implementation of which is ensured through the following**

- 1. Inclusion of research ethics in the research methodology course work**
- 2. Presence of institutional Ethics committees (Animal, chemical, bio-**

**A. All of the above**

<p>ethics etc)  <b>3. Plagiarism check</b>  <b>4. Research Advisory Committee</b></p>	
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File Description	Documents
Code of ethics for Research document, Research Advisory committee and ethics committee constitution and list of members on these committees, software used for Plagiarism check, link to Website	<a href="https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-3/3.4.1.pdf">https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-3/3.4.1.pdf</a>
Any additional information	No File Uploaded
as per data templets	<a href="#">View File</a>

<p><b>3.4.2 - The institution provides incentives to teachers who receive state, national and international recognitions/awards</b>  <b>Commendation and monetary incentive at a University function</b>  <b>Commendation and medal at a University function</b>  <b>Certificate of honor</b>  <b>Announcement in the Newsletter / website</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

File Description	Documents
e- copies of the letters of awards	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of Awardees and Award details (Data Template)	<a href="#">View File</a>

**3.4.3 - Number of Patents published/awarded during the year**

**3.4.3.1 - Total number of Patents published/awarded year wise during the year**

**11**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of patents and year it was awarded (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of Ph.D's awarded per teacher during the year**

**3.4.4.1 - How many Ph.D's are awarded during the year**

61

File Description	Documents
URL to the research page on HEI web site	<a href="https://manuu.edu.in/University/POS/PhD">https://manuu.edu.in/University/POS/PhD</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 3.4.5 - Research publications – Number of research papers published per teacher of the institution in the Journals notified by UGC care list during the year

403

#### 3.4.5.2 - Number of research papers published by the faculty of the Institution in the Journals notified by UGC care list

403

File Description	Documents
Web-link of research papers published	<a href="https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-3/3.4.5.pdf">https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-3/3.4.5.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 3.4.6 - Books and Chapters in edited volumes published per teacher etc.

#### 3.4.6.1 - Number of books and chapters/ units in books/ SLMs published of the institution during the year

251

File Description	Documents
Web-link of publications	<a href="https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-3/3.4.6.pdf">https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-3/3.4.6.pdf</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

3.4.7 - E-content is developed by teachers For e- | A. Any 5 or all of the above

**PG-Pathshala For CEC (Under Graduate) For SWAYAM For other MOOCs platform For NPTEL/NMEICT/any other Government Initiatives For Institutional LMS**

File Description	Documents
Any additional information	<a href="#">View File</a>
Give links or upload document of e-content developed	<a href="https://manuu.edu.in/University/manuu-e-content">https://manuu.edu.in/University/manuu-e-content</a>
Details of e-content developed by teachers for e-PG-Pathshala, CEC (UG) (Data Template) 3.4.8 QnM Bibliometrics of the publications during the year based on average Citation Index	<a href="#">View File</a>

**3.4.8 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed**

Scopus	Web of Science
390	285

File Description	Documents
Any additional information	<a href="#">View File</a>
Bibliometrics of the publications during the year	<a href="#">View File</a>

**3.4.9 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University**

Scopus	Web of Science
13	11

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.5 - Consultancy**

3.5.1 - Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy

MANUU has a consultancy policy in place. The following weblink carries the details of the policy:

<https://manuu.edu.in/sites/default/files/NAAC/2021-03/MANUU%20Consultancy%20Policy1.pdf>

File Description	Documents
Upload minutes of the Governing Council/ Syndicate/Board of Management related to consultancy policy	<a href="#">View File</a>
Upload soft copy of the Consultancy Policy	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste URL of the consultancy policy document	<a href="https://manuu.edu.in/sites/default/files/NAAC/2021-03/MANUU%20Consultancy%20Policy1.pdf">https://manuu.edu.in/sites/default/files/NAAC/2021-03/MANUU%20Consultancy%20Policy1.pdf</a>

3.5.2 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

624.185

3.5.2.1 - Total amount generated from consultancy and corporate training during the year (INR in lakhs)

624.185

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of consultants and revenue generated by them (Data Template)	<a href="#">View File</a>

3.6 - Extension Activities

3.6.1 - Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the year



As the year and academic activities in person had suffered due to Covid-19, most of MANUU's extension activities hovered round online programmes. However, MANUU itself had organised some extension activities of which the most impacting one was setting up of vaccination camps in its Campus at Gachibowli in Hyderabad; and through its Health Centre it provided vaccination to all the people without charging anything. The following were the dates on which the vaccination drive had been organised:

First free vaccination drive for three days: 13 to 15 July 2021

Second free vaccination drive for three days: 7th to 9th October 2021

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**3.6.2 - Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the year**

**3.6.2.1 - Total number of awards received by the Institution, its teachers and students from Government / Government recognised bodies in recognition of the extension activities carried out during the year**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)**

18

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last completed academic year (Data Template)	<a href="#">View File</a>

### **3.6.4 - Average percentage of students participating in extension activities listed at 3.6.3 above, during the year**

#### **3.6.4.1 - Total number of students who participate in extension activities listed at 3.6.3 above during the year**

**1589**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Average percentage of students participating in extension activities with Govt. or NGO etc (Data Template) Key	<a href="#">View File</a>

### **3.7 - Collaboration**

#### **3.7.1 - Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year**

##### **3.7.1.1 - Total number of Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year**

**17**

File Description	Documents
Copies of collaboration	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of Collaborative activities for research, faculty etc (Data Template)	<a href="#">View File</a>

### 3.7.2 - Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year

14

File Description	Documents
e-copies of the MoUs with institution/ industry	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities during the year (Data Template)	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.

MANUU at its Headquarters in Hyderabad has a sprawling campus spread over 200 acres with modern buildings which comprise 7 Schools, 19 Departments, 7 Centres, Residential Quarters, Indoor Sports Complex, Open Air Theatre, Amphitheatre, Guest House, Health Centre, UGC-HRDC with Guest House, Central Library, Directorate of Distance Education, Polytechnic, 4 Boys Hostels, 2 Girls Hostels, Administrative Building, CSE Academy, Canteen and 2 Kiosks. MANUU has five multipurpose auditoriums with ICT facilities for hosting seminars/conferences/workshops and various literary and cultural activities. It also has sports ground, children's park, and several lawns.

MANUU has sufficient number of classrooms and seminar halls to accommodate the teaching learning process effectively. All faculty members have been provided with computers and printers. The departments are equipped with computers, LCD projectors, photocopiers, scanners, LAN and Wi-Fi connectivity.

Departments of Education and Training, Translation and English have Language Skill Lab, Multi Lingual Translation Lab and English Language Lab respectively. The Department of Computer Science and Information Technology has four ICT Labs, and the Department of Mass Communication and Journalism has Graphic and Animation Lab, Video

Editing and Print Media Lab. The School of Sciences has Laboratories for its students.

The Library is fully automated using KOHA Open Source software (library.manuu.edu.in).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://manuu.edu.in/sites/default/files/NAA_C/2021-04/Criterion-IV_4.1.1-Lab.pdf">https://manuu.edu.in/sites/default/files/NAA_C/2021-04/Criterion-IV_4.1.1-Lab.pdf</a>

4.1.2 - The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)

MANUU established Directorate of Physical Education and Sports (DPES) in 2011 for creating sports and cultural spirit in the students, faculty and staff, and providing them all required sports facilities.

MANUU has a multipurpose indoor facility (60x35 metres) which includes two gymnasium with cardio facility, five badminton table tennis courts, one chess room and carom room. Gymnasium is equipped with treadmill, twister, multi-station dumbbells, elliptical cross trainer, upright bikes (cycles), weight plates, seated preacher curl, AB slimmer, wrist curl machine, hack squad etc.

MANUU also has multipurpose outdoor sports ground (188x87.60 metres) for cricket, football, and volleyball. The ground is equipped with cricket practice nets (with flood-lights) and two volleyball courts out of which one is adequately equipped with proper illumination facility of a size of 28x21 and 22x14metres.

Separate sports facility has also been provided to girls at their respective Hostels. The facilities include a multi-purpose play ground, gymnasium, volleyball, badminton, table tennis courts and chess/carom facility. The gymnasium has dumbbells, treadmill, six stallion multi gym, bicycle ergo meter and exercise balls etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Geotagged pictures	<a href="#">View File</a>
Paste link for additional information	<a href="https://manuu.edu.in/University/Directorate/DPE/Facilities">https://manuu.edu.in/University/Directorate/DPE/Facilities</a>

#### 4.1.3 - Availability of general campus facilities and overall ambience

The main campus of MANUU is located at Gachibowli, Hyderabad which has been surrounded by IT industries of Hyderabad. The campus is spread over 200 acres on rocky terrains. The campus has been beautifully landscaped. Trees, lawns and park make the campus environment distinctly green. Large academic and administrative edifices with open corridors and large playground in the campus invite academics and scholars to indulge in creative and innovative activities, and prepare students to cultivate immensity of purpose. The campus provides the students serene ambience to learn, acquire skills and develop their personality.

The natural landscape ambience has been protected and maintained while constructing new buildings in the campus. Numerous parking facilities have been also provided in the campus.

MANUU has a basic Health Care Centre to provide medical support to needy students, faculty and staff. Further, the it has empanelled various super specialty hospitals to provide medical facilities to its staff.

Most of the buildings in the campus have ramps, lifts and toilets for differently-abled students. Efforts are underway to provide these facilities in all the buildings in the campus.

The campus also has a Bank, Post office, ATM, shopping complex and so on.

It has a Day Care Centre which provides care to children of the staff and students from infancy to school going age.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://manuu.edu.in/University/Students/Facilities/Sports-and-Games">https://manuu.edu.in/University/Students/Facilities/Sports-and-Games</a>

#### 4.1.4 - Average percentage of expenditure, excluding salary for infrastructure augmentation during the year(INR in Lakhs)

525.55

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

525.55

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.1.5 - Expenditure incurred for infrastructure augmentation –Percentage of expenditure incurred for infrastructure augmentation

7,50,000

File Description	Documents
Audited utilization statements of DDE	<a href="#">View File</a>
Budget allocation for infrastructure of DDE	<a href="#">View File</a>
as per data templets	<a href="#">View File</a>

#### 4.1.6 - Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year(INR in Lakhs)

8,79,07,000

##### 4.1.6.1 - Expenditure incurred on maintenance of physical facilities and academic support

**facilities excluding salary during the year (INR in lakhs)****8,79,07,000**

File Description	Documents
Audited statements of accounts of DDE.	<a href="#">View File</a>
Budget and Statements of Expenditure of DDE	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

4.1.7 - Academic counselling sessions held Regular conduct of academic counselling sessions (for theory and practical courses) at Learner Support Centres under each Regional Centre during the preceding academic year

The Directorate of Distance Education (DDE), Maulana Azad National Urdu University (MANUU) has in place a comprehensive document on academic counselling entitled: Mechanism for Providing Academic Counselling Support which is available at <https://manuu.edu.in/dde/sites/default/files/DDE/MechanismProviding-Academic-Counselling-Support.pdf>. Page 87/143 27-10-2022 11:59:13 Self Study Report of MAULANA AZAD NATIONAL URDU UNIVERSITY MANUU for all its distance education programmes takes extra care to provide effective academic counselling to all its students. It maintains that implementation of academic and teaching strategies in distance education need more attention and require extraordinary academic and teaching skills. The first priority of MANUU always remained recruiting of qualified academic counsellors who possess enthusiasm to counsel and teach versatile group of distance students, which may be constituted of employees, house wives, drop outs, and such learners who might never have the chance for a formal education up to even secondary level. MANUU requires 'the knowledge of Urdu' as essential qualification for all its academic counsellors. Additionally, they are required to possess Information Communication Technology (ICT) knowledge.

File Description	Documents
Records of Counselling sessions at DDE	<a href="https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf">https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf</a>
Expenditure incurred on counselling sessions at DDE	<a href="https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf">https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf</a>
As per Data Template	Nil
Any other relevant information	<a href="https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf">https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf</a>

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS) and has digitisation facility

The main campus of MANUU is located at Gachibowli, Hyderabad which has been surrounded by IT industries of Hyderabad. The campus is spread over 200 acres on rocky terrains. The campus has been beautifully landscaped. Trees, lawns and park make the campus environment distinctly green. Large academic and administrative edifices with open corridors and large playground in the campus invite academics and scholars to indulge in creative and innovative activities, and prepare students to cultivate immensity of purpose. The campus provides the students serene ambience to learn, acquire skills and develop their personality.

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Most of the buildings in the campus have ramps, lifts and toilets for differently-abled students. Efforts are underway to provide these facilities in all the buildings in the campus.



The campus also has a Bank, Post office, ATM, shopping complex and so on.

It has a Day Care Centre which provides care to children of the staff and students from infancy to school going age.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://library.manuu.edu.in/">https://library.manuu.edu.in/</a>

**4.2.2 - Institution has subscription for e-Library resources Library has regular subscription for the following: e – journals e-books e-ShodhSindhu Shodhganga Databases**

A. Any 4 or all of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga Membership, etc. (Data Template)	<a href="#">View File</a>

**4.2.3 - Average annual expenditure for purchase of books/e-books and subscription to journals/e- journals and legal databases during the year(INR in Lakhs)**

231.79

**4.2.3.1 - Annual expenditure for purchase of books, journals and e-resources during the year (INR in Lakhs)**

231.79

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books and journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Percentage per day usage of library by teachers and students ( foot falls and login data**

for online access)

18.5%

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

745

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students (Library accession register, online accession details to be provided as supporting documents)	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities.(Data to be provided only for the latest completed academic year)

86.5

##### 4.3.1.1 - Number of Classrooms and seminar hall(s) in the institution

201

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

4.3.2 - Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility

In its initial years, the Centre for Information Technology had setup a LAN using OFC and WiMAX backbone. Since 2016, the center has evolved from a small computing facility to an important central facility. Today the Center offers essential ICT services including Internet Access, E-mailing, IT Security, Wi-Fi, University Portal, Software Development and Maintenance. The Center supports

other departments of the university in performing their core functions including the MANUU Library System, Directorate of Admission, Directorate of Distance Education, Internal Quality Assurance Cell, Controller of Examinations offices besides providing general ICT support to the entire university.

To provide Internet facility and access to online learning material, the Center administers a 1-GBPS link to National Knowledge Network.

IP based EPBX facility has been introduced for inter communication connecting all the departments by using existing network of OFC & UTP cables.

MANUU offerd the University Management System(iUMS) offered through two interfaces viz. Browser-based and Windows-based. Each student of MANUU enrolled in any regular programs is provided with an iUMS account for carrying out various students' related activities. Faculty members and staff have also been given rights to access the iUMS service through their individual accounts.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://manuu.edu.in/University/Centre/CIT/policies">https://manuu.edu.in/University/Centre/CIT/policies</a>

#### 4.3.3 - Student - Computer ratio

Number of Students	Number of Computers
3671	830

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.4 - Available bandwidth of internet connection in the Institution (Leased line)

- ?1 GBPS

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.3.5 - Institution has the following Facilities for e-content development Media centre Audio visual centre Lecture Capturing System(LCS) Mixing equipment's and softwares for editing**

**A. All of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Links of photographs	<a href="https://manuu.edu.in/University/IMC/Facilities">https://manuu.edu.in/University/IMC/Facilities</a>
Facilities for e-content development such as Media Centre, Recording facility, LCS etc (Data Templates)	<a href="#">View File</a>

**4.3.6 - ICT enabled facilities at DDE: Percentage of the rooms and seminar halls of the DDE with ICT enabled facilities**

**84.44%**

**4.3.6.1 - Number of rooms and seminar halls of the DDE (cumulative) with ICT enabled facilities (data as on date)**

**380**

File Description	Documents
Photographs of infrastructure facilities at DDE	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure**

**4.4.1 - Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year(INR in Lakhs)**

4445.13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc. Describe policy details of systems and procedures for maintaining and utilizing physical and academic support facilities within a maximum of 100 -200 words.

MANUU has in place established systems for the maintenance and utilization of physical, academic and support facilities. Some of the sections/offices and centres which maintain, and provide these facilities are: Planning and Development Section, Campus Development and Engineering, Administration & Governance, Purchase & Store Section, Estate and Security, Directorate of Physical Education, and Centre for Information Technology.

The Campus Development and Engineering Section looks after the construction, repair, maintenance and augmentation of new buildings, roads, fencing/boundary walls, landscape development, laying of sewerage lines, provision of electricity and water and so on at the main campus as well as at the satellite campuses, model schools and regional centres.

Purchase and Store Section deals with purchase and procurement as per GFR.

Directorate of Physical Education (DPE) arranges the physical activities, games and sports events for the students.

Centre for Information and Technology provides services like Internet Access, Emailing, IT Security, Wifi, and Student iUMS portal. The Student Dashboard on the MANUU website carries necessary guidance in respect of support services for students.

The Central Library of MANUU has a repository of about eighty four valuable and rare manuscripts, the earliest dates back to 967 AH/ 1560 AD. Most of the manuscripts collection deals with subject like

Islamic Jurisprudence, Traditions of the Prophet Muhammad (Peace be upon him and his progeny), history, literature, and so on. These rare books and manuscripts are mostly compiled in Arabic, Persian and Urdu and are written/translated in Naskhand Nastaliq fonts.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://manuu.edu.in/sites/default/files/MANUU-Policy-of-Maintenance-Physical-Infrastructure.pdf">https://manuu.edu.in/sites/default/files/MANUU-Policy-of-Maintenance-Physical-Infrastructure.pdf</a>
Policy details of systems and procedures for maintenance and utilization of physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc. in the Institution’s website	<a href="#">View File</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government agencies (NGOs) (other than the students receiving scholarships under the government schemes for reserved categories) during the year**

36.55%

**5.1.1.1 - Number of students benefited by scholarships and freeships provided by the institution, Government and non-government agencies (NGOs) (other than the students receiving scholarships under the government schemes for reserved categories) during the year**

1342

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government agencies (NGOs) during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution, during the year

Nil

#### 5.1.2.1 - Number of students benefited by career counseling and guidance for competitive examinations as offered by the institution year-wise, during the year

25

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by career counselling and guidance for competitive examinations during the year (Data Template)	<a href="#">View File</a>

### 5.1.3 - Following Capacity development and skills enhancement initiatives are taken by the institution Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) Awareness of trends in technology

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://manuu.edu.in/">https://manuu.edu.in/</a>
Any additional information	<a href="#">View File</a>
Details of capacity development and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<p><b>5.1.4 - The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases</b>  <b>Implementation of guidelines of statutory/regulatory bodies Organisation wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b></p>	<ul style="list-style-type: none"> <li>• All of the above</li> </ul>
--	--

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

5.1.5 - Pre-admission Counseling Services Activities undertaken by the Institution for providing pre-admission counseling services to prospective learners and induction of newly enrolled learners at Institution Headquarters, Regional Centers and Learner Support Centers

Following are the Pre- admission counselling Services Date of issue of Notification for admission to various programme. Pre admission counselling at Learners Support Centers (LSCs)/Regional Centers (RCs) and Sub Regional Centers (SRCs)/Headquarters. Eligibility Criteria. Fee details. Methods of Online Admission. Prospect of Various programmes. The students remain in contact with the Learners Support Center Coordinator for counselling classes and for any other academic purpose.

File Description	Documents
Relevant information on activities undertaken at DDE	<a href="https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf">https://manuu.edu.in/dde/sites/default/files/DDE/Mechanism-Providing-Academic-Counselling-Support.pdf</a>
Any other relevant information	Nil



### 5.1.6 - Online Admission and Related Activities The status and process of online admission including payment of fees

Admission to all programmes offered by the Directorate of Distance Education, MANUU is made through online mode. The admission portal can be accessed at <http://manuu.edu.in> Admission are based on the merit list of entrance test conducted by MANUU. The provisional admission to the programme is given to the candidates subject to their ranks in Entrance Test and on production of proof of eligibility at the time of document verification. Online application are available on the University website at <http://manucoe.in> The candidates are asked to follow the step given below to submit the application: Register yourself at [www. http://manucoe.in](http://manucoe.in) This will generate user name and password for the candidate Logging into the admission portal at <http://manucoe.in> Enter Data as per the format given in the form Select programme, Regional Centers and Learner Support Centers Pay fee online once you receive message for payment. All fees related to admission, registration, backlog, clearance, registration etc. shall be remitted through online transaction only. No other modes shall be acceptable. For paying all types of fees visit <http://manucoe.in/onlinepayment> The admission is subject to verification of scanned documents at Regional Centers/Sub Regional Centers. Students are asked to produce documents for verification at later stage.

File Description	Documents
Online Admission and related activities at DDE	<a href="https://manuuadmission.samarth.edu.in/">https://manuuadmission.samarth.edu.in/</a>
Any other relevant information	<a href="https://manucoe.in/onlinepayment/">https://manucoe.in/onlinepayment/</a>

### 5.1.7 - Dispatch of Study Material and related grievance handling mechanisms Strategy followed by the Institution for dispatch of study material to learners and mechanisms to resolve grievances related to Dispatch of Study Material

The Self Learning Material (SLM) of all courses/subjects in printed forms of each programme is provided to all the students. The printed material for each course is provided in the form of Blocks. Each block consists of 4 units. The Self Learning Material (SLMs) is sent through registered post. The Video lessons are given as supplementary material for the enhancement of understanding of courses/subjects. They are shown during counselling and workshop sessions at respective programme centers. SLM of all the courses/subjects of all the programmes are provided in the Urdu language except for the language programmes like Hindi, English, and

Arabic etc. If a student fails to write answers in Urdu, marks are not awarded. Soft copies of Self Learning Material (SLM) are being also provided to the learner. Free download of Self Learning Material for all the learners is available at <https://manuu.edu.in/dde/selflearning-material>

File Description	Documents
Material dispatch related activities at DDE	<a href="https://manuu.edu.in/dde/index.php/notices/current/degree-dispatch">https://manuu.edu.in/dde/index.php/notices/current/degree-dispatch</a>
Any other relevant information	Nil

**5.1.8 - Attending to learners' queries**  
**Modes/approaches employed by the University to attend to learners' queries include:** 1. Automated interactive voice response system 2. Call centre 3. Online Help Desk 4. Social media 5. App based support 6. Chat Box 7. E-mail Support 8. Interactive radio counselling 9. Teleconferencing 10. Web-conferencing 11. Learner Services Centre/ Inquiry Counter 12. Postal communication

A. Any 8 or more of the above

File Description	Documents
Web-link to Online Help Desk, App based support, Chat Box, Interactive radio counselling, Web-conferencing, Learner Services Centre, any other	<a href="https://manuu.edu.in/dde/contact-us">https://manuu.edu.in/dde/contact-us</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**5.1.9 - Addressing learners' grievances – The Institution has a transparent mechanism for timely redressal of learner grievances. Percentage of grievances received at HQ and redressed during the year**

100%

**5.1.9.1 - Number of grievances received at HQ during the year**

583

File Description	Documents
Web link to Grievance Redressal Mechanism Committee for learners	<a href="https://manuu.edu.in/dde/contact-us">https://manuu.edu.in/dde/contact-us</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 5.2 - Student Progression

**5.2.1 - Average percentage of students qualifying in state/national/ international level examinations during the year(eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations)**

**78.07%**

**5.2.1.1 - Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT/GRE/ JAM/IELTS/TOEFL/CLAT/Civil services/ Judicial Services/Public Prosecution services/ All India Bar Exams/State government examinations) during the year**

**237**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**5.2.2 - Average percentage of placement of outgoing students during the year**

**66.27%**

**5.2.2.1 - Total number of placement of outgoing students during the year**

**853**

File Description	Documents
Self attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.3 - Percentage of recently-graduated students who have progressed to higher education during the year

26.10%

#### 5.2.3.1 - Number of recently graduated students who have progressed to higher education (previous graduating batch)

336

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education (Data Template)	<a href="#">View File</a>

### 5.2.4 - Submission of assignments - Percentage of learners submitting assignments

79.44%

#### 5.2.4.1 - Number of learners enrolled in the preceding academic year (only newly enrolled) have submitted assignments as per the academic calendar

5098

File Description	Documents
Web-link to academic calendar of the Institution	<a href="https://manuu.edu.in/dde/sites/default/files/2021-12/Revised-Academic-Calendar-Tentative_0.pdf">https://manuu.edu.in/dde/sites/default/files/2021-12/Revised-Academic-Calendar-Tentative_0.pdf</a>
List of programmes on offer	<a href="#">View File</a>
Web-link of assignments of programmes on offer	<a href="https://manuu.edu.in/dde/assignments">https://manuu.edu.in/dde/assignments</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.2.5 - Percentage of learners passed out term end examination

73.52%

#### 5.2.5.1 - Number of learners passed out the term end examination

4718

File Description	Documents
List of programmes on offer	<a href="#">View File</a>
Web-link of examination schedule	<a href="https://manuu.edu.in/dde/notices/examination">https://manuu.edu.in/dde/notices/examination</a>
Number of learners (only freshly enrolled) who have passed term end examination	<a href="#">View File</a>
As per Data Template	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter -university/state/national/international events (award for a team event should be counted as one) during the year

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at inter-university/state/national/international level during the year (Data Template)	<a href="#">View File</a>

### 5.3.2 - Presence of Student Council and its activities for institutional development and student welfare

MANJU Students Union (MSU) was formed in 2012-13 in accordance with the provision of the Act S.5(xix) and based on the recommendations of Lyngdoh Commission, 2006. The office bearers of the Students Union are nominated through election which are conducted by the University annually. The main objective of formation of union in our university is for the promotion of an integral development of personality and the general welfare of students.

The Aims & Objectives of MSU are:

To uphold high academic standards in the university jointly with teachers, members of the administrative staff and other University Officials

To help in maintaining and improving the academic environment of the University.

To provide feedback to the university authorities on academic and other students related issues in order to bring out required changes and improvement for academic development.

To foster the spirit of secularism and national unity among the students of the University.

The Following committees have student representatives:

1. Students Council
2. Anti-Ragging Committee
3. Sports Committee
4. NSS Committee
5. Alumni Association
6. Internal Complaints Committee

**7. Annual Magazine Committee****8. NCC Committee**

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in/University/Various-Committees">https://manuu.edu.in/University/Various-Committees</a>
Upload any additional information	<a href="#">View File</a>

**5.3.3 - Average number of sports and cultural events/competitions youth parliaments organised by the institution in which students of the Institution participated during the year**

86

**5.3.3.1 - Number of sports and cultural events organized at the institution during the year**

86

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events / competitions organised per year (Data Template)	<a href="#">View File</a>

**5.4 - Alumni Engagement**

5.4.1 - The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services during the year

The office of the Dean, Alumni has been created to develop a linkage between the University and its Alumni by Creating its Network. The office shall provide a platform for meeting and interaction between distinguished Alumni and students of the University.

In the process of bringing MANUU on the world map, the role of alumni is vital. The vision and mission of the office is to facilitate and provide opportunities for an interface between the University and alumni to remain connected and help them on an ongoing basis in their various endeavors and to enable them to be part of a network of batch mates, seniors, juniors and current students irrespective of location.

The Office of Dean (Alumni) initiated working on stated vision and

mission. Now, we would like to request you to Tell Us You Miss Us.

<https://manuu.edu.in/University/Alumni/Accounts-Association>

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in/University/Alumni">https://manuu.edu.in/University/Alumni</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance

Maulana Azad National Urdu University (MANUU) has clearly stated its vision and mission which are manifest in its academic and administrative governance. It has created an eco-system of governance which is supportive and participative for all the stake holders of MANUU viz. teachers, staff and students. There is a systematic process of representation by various stake holders in its Academic and Administrative Bodies as members or special invitees. Such representation provided an opportunity to the stake holders to participate and contribute to the betterment of the governance of MANUU. Minutes of all such meetings and interactions are recorded and electronically made available through website. All major policy decisions be it academic or administration are arriving at after thorough discussions and consultative process in a transparent manner.

#### The Vision

To provide and promote quality higher education and research through Urdu and be recognized as the leading institution for academic excellence.

#### The Mission



To disseminate knowledge through the medium of Urdu.

To impart quality higher education in Urdu through regular and distance modes.

To provide highest quality of teaching, learning and research environment to the students.

To develop students' personality and enhance students' learning traits.

To produce linguistically and socially responsible graduates who could make substantive contribution in the society and nation.

To empower Urdu knowing people by providing higher education access to them.

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in/administration/about-manuu">https://manuu.edu.in/administration/about-manuu</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is reflected in various institutional practices such as decentralization and participative management

The leadership of Maulana Azad National Urdu University has adopted a decentralized and participative style of functioning under which day to day governance is administered through Committee based decisions. Representation of teachers have been made in administrative committees and similarly participation of statutory officers of administration and finance were encouraged in academic committees to provide necessary inputs so that the decisions and/or recommendations arrived at such deliberations and meetings are converted into concrete action.

The recommendations and reports of these specialized internal committees were subsequently considered and monitored by the University Authority bodies such as Academic Council and Executive Council for further implementation.

Admissions in MANU are done through the Directorate of Admissions through online mode. The admission tests are conducted through the Examination Branch which holds such all India level tests in close

coordination with the Directorate of Admissions and in the case of distance mode examination in consultation with the Directorate of Distance Education.

MANUU adopted service rules and financial rules as applicable to the Government of India institutions. The General Financial Rules have been adopted and successfully implemented. The University conforms to the minimum audit standards prescribed by the Government of India. Accounts of MANUU are audited regularly by the office of the Comptroller and Auditor General.

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in">https://manuu.edu.in</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic plan is effectively deployed Describe one activity successfully implemented based on the strategic plan with details of deployment strategy, during the year in not more than 100 - 200 words

Maulana Azad National urdu University (MANUU) has a Planning & Development Division (P&D Division). The P&D division prepares proposals for academic expansion and focuses on strengthening of the existing teaching departments and centres.

MANUU has implemented the following through its effective strategic planning:

- \* Digitisation in the core administrative & financial functions.
- \* Switchingover to e-Procurement and Government e-Market Place (GeM).
- \* 100% digital payment is done by the finance division.
- \* Development of new infrastructure for the existing teaching departments/maintained institutions at main campus, Hyderabad and satellite campuses. Higher Education Funding Agency (HEFA) has sanctioned Rs. 75.97 crore loan for nine ongoing University projects for construction of permanent buildings, hostels, etc.

All admission process has been shifted from manual to online over a period of past three years.

\* Campus wide Wi-Fi connectivity has been created through National Knowledge Network (NKN).

A Complete digitisation process of the Library resources were undertaken during the last three years through KOHA software.

Created a separate unit 'Directorate of Translation & Publication'

\* Detailed Recruitment & Promotion Policy for non-academic staff in conformity with the guidelines issued by the Govt. of India and UGC has been notified.

<https://manuu.edu.in/sites/default/files/NAAC/2020-09/MANUU%20%28TL%20Rs.%2075.96%20Cr.%29%20-%20Sanction%20Letter.pdf>

<https://manuu.edu.in/sites/default/files/NAAC/2021-08/NISP%20Documents.pdf>

[https://manuu.edu.in/sites/default/files/NAAC/2021-08/EOA%20Report\\_21-22%20%282%29.PDF](https://manuu.edu.in/sites/default/files/NAAC/2021-08/EOA%20Report_21-22%20%282%29.PDF)

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://manuu.edu.in/University/RegistrarOffice/PDSection/Profile">https://manuu.edu.in/University/RegistrarOffice/PDSection/Profile</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Maulana Azad National Urdu University (MANUU) functions in an effective and efficient manner. Its authority bodies are: the Court; Executive Council; Academic Council; Finance Committee; School of Studies; and Board of Studies of Departments.

MANUU has constituted various Committees to encourage participation of stakeholders, viz. Building Committee, Building Monitoring Committee, Standing Committee on the Academic Council, Equivalence Committee, Advisory Committee on Students, Hostel Management

Committee, Institutional Academic Integrity Panel (IAIP), International Travel Grants Committee, Disciplinary Committee on Students, Library Advisory Committee, Research Advisory Committee, Advisory Committee for Centre of Studies and Directorates, Admission Committee etc.

**Service Rules and Procedure:** MANUU has adopted UGC Service Conditions for Teachers as provided under the Statutes provided under Act. The teaching and non-teaching staff of the University is governed by various provisions of CCS (Conduct) and CCS (CCA) Rules as prescribed under Ordinance and decisions of the Executive Council.

**Recruitment Process:** The recruitment of teaching staff is governed by the minimum eligibility conditions as prescribed under the UGC/AICTE/NCTE Regulations, as the case may be, from time to time.

**Promotional Policies:** - The promotional policies for teaching and other academic staff are governed by UGC Regulations and the non-teaching staff are governed under MANUU Cadre Recruitment Rules under Ordinance-

**Grievance Redressal Mechanism:** - The leadership of the University promotes an open-door policy to redress the grievances of the stakeholders viz. Students and staff.

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in/sites/default/files/IQA/C/MANUU's%20Code-of-Conduct-m.pdf">https://manuu.edu.in/sites/default/files/IQA/C/MANUU's%20Code-of-Conduct-m.pdf</a>
Link to Organogram of the University webpage	<a href="https://manuu.edu.in/sites/default/files/NAA/C/2020-09/Organogram%20MANUU%20NAAC.pdf">https://manuu.edu.in/sites/default/files/NAA/C/2020-09/Organogram%20MANUU%20NAAC.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Institution Implements e-governance in its areas of operations

#### 6.2.3.1 - e-governance is implemented covering following areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff

Being a Central University, MANUU has been providing all Employee Welfare benefits such as Campus Housing with amenities such as Sports, Gym & Recreation facilities, Creche, children parks, ATM facility bank, post office, Guest House etc. for its employees. The University has extended GPF-cum-Gratuity-cum-Pension Scheme or National Pension Scheme, Group Insurance, Medical Reimbursement-cum-Health Scheme for serving and retired employees on nominal subscription. The University also provides all statutory social security and welfare scheme such as LTC, Maternity benefits, Child care, reimbursement of tuition fee etc. to its employees as provided by the MHRD/UGC from time to time.

The University provides due encouragement for career development equally for teaching and non-teaching by permitting to pursue higher studies, undergo training programme, attend seminars, symposium, conferences, workshops at National and International level with our without financial support and provide duty leave. Teachers were granted duty leave or special casual leave to attend intellectual attainment for presenting research papers and take part in conferences as participants or resource persons or serve in selection committees of other institutions/Service Commissions for recruitment.

The University has been very liberal in permitting the teachers to pursue research programmes and a good number of teachers have acquired their PhDs. Faculty members and non-academic staff were permitted to attend various in house or external training, development, workshops, Management Development Programme etc. to enhance their skill and knowledge to achieve career growth.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies publication and other academic incentives during the year

Nil

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conferences, workshops etc. during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the year

26

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

26

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC or other relevant centres).	<a href="#">View File</a>
Reports of HRDC or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Average percentage of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year**

71.26

**6.3.4.1 - Total number of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course )during the year**

253

File Description	Documents
CIQA / IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGC HRDC or other relevant centers).	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development Programmes during the year (Data Template)	<a href="#">View File</a>

**6.4 - Financial Management and Resource Mobilization****6.4.1 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources**

MANUU mobilizes its grants mainly from grants allocated by the University Grants Commission on various heads of expenditure under Non-Recurring (Capital Assets) and Recurring (Operation & Maintenance) Grants. Infrastructure, Equipment, Books & Journals, Furniture & Fixtures come under Non Recurring components. And Salaries, Pensions, Maintenance of buildings, Fellowships/Scholarships under Recurring components. MANUU's internal resource generation is done through Academic Receipts (Admission fee, tuition fee, examination fee) etc. At present, the internal receipt is around 5% of the total grants received by MANUU.

As per the mandate given under section 5 of the University Act, MANUU has to impart education through the medium of Urdu. The Urdu speaking students come from low economic background predominantly from the northern states of India (Bihar, Uttar Pradesh, and J&K). MANUU provides fee exemption (for first semester) to girls students. To encourage the enrolment of Persons with Disabilities students, the University resolved to provide 100% fee waiver from the academic year 2019-20 onwards.

MANUU is getting HEFA loan from the year 2019-20 onwards to complete nine ongoing projects (academic buildings, hostels etc.).

The University ensures optimum utilization of funds through various measures such as organizing various academic activities for faculty and staff members, controlling administrative expenses, sharing common facilities among the Departments and Centres. Faculty members are encouraged to apply for projects from Government agencies to carry out their research in the campus.

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in/sites/default/files/2023-01/Annual-Accounts-2021-22-Combined.pdf">https://manuu.edu.in/sites/default/files/2023-01/Annual-Accounts-2021-22-Combined.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### **6.4.2 - Funds / Grants received from government bodies during the year for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs)**

14427.12

##### **6.4.2.1 - Total Grants received from government bodies for development and maintenance of infrastructure (not covered under Criteria III and V) during the year (INR in Lakhs)**

14427.12

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from government bodies during the year (Data Template)	<a href="#">View File</a>

#### **6.4.3 - Funds / Grants received from non-government bodies, individuals, philanthropists during the year for development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)**

0



File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from non-government bodies/ individuals/ philanthropists during the year (Data Template)	<a href="#">View File</a>

#### 6.4.4 - Institution conducts internal and external financial audits regularly

The Internal Audit Cell was established in 2009. It works directly under the Vice Chancellor of the University. The University engages Internal Audit Officer and Internal Auditors from the drawn from the Organized Audit and Accounts Services of the Central Government. The Cell conducts audit of all the offices, sections, departments, colleges, centres, and directorates of the University from time to time. The Audit functions are broadly divided into two types - pre audit and post audit.

**Pre-audit functions:** All high value tender documents and agreements are vetted by the IAO. Similarly, all high value bills over Rs. 1.00 Lakh is vetted by the IAO before sending for payment by the Finance and Accounts Division.

**Post audit functions:** The Internal Audit Cell conducts post audit of various units/centres/departments/campuses every year as per the audit plan approved by the Vice Chancellor.

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in/University/Reports/Audited-Annual-Accounts">https://manuu.edu.in/University/Reports/Audited-Annual-Accounts</a>
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals

**Internal Quality Assurance Cell, MANJU has contributed significantly for institutionalizing the quality assurance strategies and**

processes in MANUU. IQAC seeks feedback from all the stakeholders, that is, students, teachers, alumni, parents and employers to review and improve teaching learning process. It conducts Students Satisfaction Survey by using the questionnaire of NAAC for both face to face and distance mode learning students to again find out the expectation of the students and the quality that MANUU provides them for acquiring education. IQAC appointed coordinators from all the department of studies, directorates, centres, colleges of teacher education, off- campuses, administrative, academic and developmental sections of MANUU to provide and share quality related information to their respective units. IQAC, MANUU conducts Academic Audit of all the department of studies.

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in/University/Centre/IQAC/Initiatives">https://manuu.edu.in/University/Centre/IQAC/Initiatives</a>
Upload any additional information	<a href="#">View File</a>

**6.5.2 - Institution has adopted the following for Quality assurance Academic Administrative Audit (AAA) and follow up action taken Confernces, Seminars, Workshops on quality conducted Collaborative quality initiatives with other institution(s) Orientation programme on quality issues for teachers and studens Participation in NIRF Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

A. Any 5 or all of the above

File Description	Documents
Paste web link of Annual reports of University	<a href="https://manuu.edu.in/sites/default/files/2023-03/24th-Annual-Report-2022.pdf">https://manuu.edu.in/sites/default/files/2023-03/24th-Annual-Report-2022.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

6.5.3 - Incremental improvements made for the preceding during the year with regard to quality (in case of first cycle) Post accreditation quality initiatives(second and subsequent cycles)

Some of the Post Accreditation Quality Initiatives of MANUU are as follows:

1. Development of Online Feedback System for Students and other Stakeholders
2. Examination Reformation in terms of Showing the Answer Script to the Students before the Declaration of the Results
3. Offering Value Added Programmes
4. Implementing CBCS in all its programmes
5. Offering all the courses in all the programmes keeping in view the learning outcomes
6. Revising the Curriculum taking into account market/industry needs
7. Focusing on courses that sensitize the students on social issues.
8. Bringing technology in Academics and Administration. Admissions and most of the examination work are carried out online.
9. Keeping the campus green and clean
10. Providing pollution free environment to the students.

File Description	Documents
Paste link for additional information	<a href="https://manuu.edu.in/University/Centre/IQAC/Profile">https://manuu.edu.in/University/Centre/IQAC/Profile</a>
Upload any additional information	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year. Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus within 100 - 200 words

Maulana Azad National Urdu University (MANUU) promotes and ensures

women empowerment through gender equity in education. Some of the measures which have been implemented over the years are:

Waiver of tuition fee for girl students at the time of admission (first semester only).

Relaxation of 5% is provided to them in both the merit & entrance qualifying examination/marks.

Women candidates are also exempted from the payment of registration fee and also have age relaxation for employment. Female employees also get maternity leave, child care leave and are also entitled to avail leave on adoption of child.

All the students of MANUU are apprised of the gender issues during the Orientation/Self Induction Programeach year.

There are significant number of women cadets in MANUU NCC unit.

MANUU has taken measures to enhance the safety & security on campuses by constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing round the clock security. The women security guards are also available at Girls hostels.

The ICC ensures that posters promoting gender equity & sensitization are placed on the Notice Boards. A Complaint Box is placed outside the ICC office. Telephone / Mobile numbers of the ICC Chairperson and members are made available on the Notice Board of the ICC office, University Directory & Website. Strict confidentiality is maintained by the ICC to encourage the complainant to lodge complaint without fear.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">The University provides complete protection to women in terms of safety and security. It provides complete privacy and protection to women and girls. Common rooms for women are available in school of studies buildings. The University also has a Day Care Centre.</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy**

**B. Any 3 of the above**

conservation measures Solar energy  
Biogas plant Wheeling to the Grid Sensor-  
based energy conservation Use of LED bulbs/  
power efficient equipment

File Description	Documents
Geotagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
as per data templates	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 100 - 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

1. Solid waste management
2. Biomedical waste management
3. Waste recycling system

Maulana Azad National Urdu University (MANUU) facilitates several techniques for the management of degradable and non-degradable waste. The primary focus is to reduce, reuse and recycle the waste. MANUU has different dustbins to segregate the different waste like solid, biomedical, etc. There are committees that deal with the minimization of waste. Every day the waste is collected in bins and disposed to a place where it can be converted into manure.

For solid waste management different bins have been placed at different departments. This ensures that solid waste segregated at the source. It is also ensured that the recycling of all these components is done in minimum cost and labour. Suitable techniques are applied for disposing of solid waste. The garbage generated is preferably treated at the site of generation.

For biomedical waste there is a classification of the waste in hazardous and non-hazardous or infectious and other hazardous.

MANUU has set up a recycling programme to meet the need of recycling the waste. All the Schools and Centers associated with MANUU are educated from time to time about the process of recycling the waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geotagged photographs of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geotagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
as per data tempalets	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

**A. Any 4 or All of the above**

File Description	Documents
Geotagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
as per data templates	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
as per data templatets	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment 1. Built environment with ramps/lifts for easy access to classrooms. 2. Disabled-friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for persons with disabilities ( Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material and screen reading**

**All 5 or any 4 of the above**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Maulana Azad National Urdu University (MANUU) organises several programmes to provide inclusive environment to its students in terms of tolerance and harmony towards all diversities. MANUU, in fact, serves as a perfect lab for inculcating tolerance in students towards diverse cultures, regions and communities, as it is a national university and it has students from about at least 20 states of India.

For the promotion of unity in diversity, Organises programs/campaigns like

Ek Bharat Shrestha Bharat, Rashtriya Ekta Saptach, Communal Harmony Week, Independence Day, Republic Day, Azad Day, Jashne Baharaan, and so on.

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Maulana Azad National Urdu University (MANUU) organises several programmes for the promotion of Constitutional values, rights, duties and responsibilities of citizens. In addition to the Independence Day and Republic Day, Constitutional Day is celebrated on 26th November to commemorate the adaptation of the Constitution of India. The day highlights the efforts of the makers of the Constitution. MANUU also conducts Voters' day, Anti-Terrorism Day, Women day, World Environment Day and so on to ensure the Constitutional values, rights and responsibilities of citizens must be promoted and served.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://manuu.edu.in/sites/default/files/AQA-R-2021-22/Criteria-7/7.1.9.pdf">https://manuu.edu.in/sites/default/files/AQA-R-2021-22/Criteria-7/7.1.9.pdf</a>
Any other relevant information	Nil

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code**

**A. All of the Above**



**of Conduct Institution organized professional ethics programmes for students, teachers, administrators and other staff during the year  
Annual awareness programmes on Code of Conduct were organized during the year**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes etc., in support of the claims.	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
as per data templates	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**Maulana Azad National Urdu University (MANUU) celebrates/organises the following:**

**Independence Day on 15th August**

**Republic Day on 26th January**

**Teachers' Day on 5th September**

**Azad Day in the month of November**

**Children's Day on 14th November**

**National Unity Day/Week**

**etc.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last completed academic year	<a href="https://manuu.edu.in/sites/default/files/2023-03/24th-Annual-Report-2022.pdf">https://manuu.edu.in/sites/default/files/2023-03/24th-Annual-Report-2022.pdf</a>
Geotagged photographs of some of the events	<a href="https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-7/7.1.11.pdf">https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-7/7.1.11.pdf</a>
Any other relevant information	<a href="https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-7/7.1.11.pdf">https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-7/7.1.11.pdf</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Title of the Practice

### Display and Discussion of the Answer Scripts

### Objective of the Practice

Showing the answer scripts to the students and holding discussion on answer scripts with them is a practice aimed at one hand, to improve and strengthen the learning experience of the students, and on the other to make evaluation process transparent and accountable.

### The Context

The Academic Council of MANUU in its 32nd Meeting held on 4th October 2018 resolved to examine the feasibility of making the answer scripts available to students, as part of the examination reforms.

### The Practice

After conducting the examination, the Examination Branch had sent the answer scripts to the Heads of the Departments for distribution of the answer scripts to the respective teachers who taught the courses. After seeing the answer scripts and discussing about their performance, the students were required to sign the attendance proforma of display of the answer scripts. When the display and discussion period was over, the teachers entered the marks in their respective iUMS portal, and the answer scripts and the attendance proformas were sent to the Examination Branch. Consequent upon

receiving these, the Examination Branch declared the results.

#### Evidence of Success

The practice had been appreciated by the students.

#### Problems Encountered and Resources Required

Apprehensions raised by the teaching faculty before the implementation of the practice:

Another issue that was raised by the teachers was the evaluation deviation in terms of awarding marks.

File Description	Documents
Best practices in the Institutional web site	<a href="https://manuu.edu.in/University/Best-Practices">https://manuu.edu.in/University/Best-Practices</a>
Any other relevant information	<a href="https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-7/best-practices.pdf">https://manuu.edu.in/sites/default/files/AOAR-2021-22/Criteria-7/best-practices.pdf</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Promotion of Urdu in the Country and around the world is Maulana Azad National Urdu University's (MANUU) distinctiveness. All the programmes in MANUU are taught in Urdu including science and technology programmes of study, except language programmes. In order to achieve, maintain and assert its distinctiveness MANUU has established a Directorate of Translation and Publication (DTP) which develops study contents in Urdu. Through Centre for Urdu Culture Studies, MANUU promotes culture of Urdu and knowledge in Urdu. MANUU also has a Centre to provide professional training to the Urdu medium school teachers, viz. Centre for Professional Development of Urdu Medium Teachers. It is a teachers training centre which organizes pedagogical programs and caters to the needs of Urdu Medium Teachers having varying specializations. Since 2007, the Centre has conducted 82 such programs, witnessing more than 10,000 participants. During the pandemic, the Centre has organized about 16 online programs, including those in collaboration with organizations like NCPUL-New Delhi, Telangana Urdu Academy-Hyderabad, and other departments of MANUU.

- <http://manuu.edu.in/ur> (Urdu Website)
- [http://manuu.edu.in/University/Directorate/DTP/Profile\(DTP\)](http://manuu.edu.in/University/Directorate/DTP/Profile(DTP))
- [http://manuu.edu.in/University/Centre/CUCS/Profile\(CUCS\)](http://manuu.edu.in/University/Centre/CUCS/Profile(CUCS))
- [https://manuu.edu.in/University/Centre/CPDUMT/Profile\(CPDUMT\)](https://manuu.edu.in/University/Centre/CPDUMT/Profile(CPDUMT))

File Description	Documents
Best practices in the Institutional web site	<a href="https://manuu.edu.in/sites/default/files/AQAR-2021-22/Criteria-7/intititutional-distinctiveness.pdf">https://manuu.edu.in/sites/default/files/AQAR-2021-22/Criteria-7/intititutional-distinctiveness.pdf</a>
Any other relevant information nuyg80i0	<a href="https://manuu.edu.in/sites/default/files/AQAR-2021-22/Criteria-7/best-practices.pdf">https://manuu.edu.in/sites/default/files/AQAR-2021-22/Criteria-7/best-practices.pdf</a>