

Manual 1

Section 4(1)(b)(i)

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

- (i) Name and address of the Organization:

(Established on 9th January 1998 under Act. 2 of 1997)

The Maulana Azad National Urdu University
(A Central University)
Gachibowli (Near Telecom Nagar)
Hyderabad - 500 032
Telangana State
Tel. No. 040-2300 1214-16
Website: <https://manuu.edu.in/>

- (ii) Head of the Organization: **Prof. Syed Ainul Hasan**, Vice-Chancellor

- (iii) **Vision, Mission and Key objectives:**

(a) Vision: To provide access to quality education through Urdu as medium of instruction, while adhering to the inclusive policy

(b) Mission: To empower socially, economically, educationally and culturally marginalized sections of society so that they are brought into the mainstream, and thereby contribute to the socio-economic development of the nation through formal and non-formal mode of educational delivery.

- (c) Key Objectives:**

- *The objects of the University shall be to promote and develop Urdu language;*
- *To impart education and training in vocational and technical subjects through the medium of Urdu;*
- *To provide wider access to people desirous of pursuing programmes of higher education and training in Urdu medium through teaching on the Campus as well as at a distance and*
- *To provide focus on women education. (Under Section 4 of the Act)*

- (iv) Functions and Duties of the Organization: (Under section 5 of the Act)**

- a) to provide for instructions and research in such branches of learning as are relevant for furtherance of the objects of the University;
- b) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of

examinations, evaluation or any other method of testing, on persons, and to withdraw any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

- c) to organise and to undertake extra-mural studies, training and extension services;
- d) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- e) to institute Professorships, Readerships, Lecturerships and other teaching or academic positions, required by the University and to appoint persons to such Professorships, Readerships (Associate Professorships), Lecturerships (Assistant Professorships), or other teaching or academic positions;
- f) to co-operate or collaborate or associate with any other University or authority or institution of higher learning in such manner and for such purposes as the University may determine;
- g) to establish, with the prior approval of the Central Government, such centres and specialised laboratories, within or outside India, as are, in the opinion of the University necessary for the furtherance of its objects;
- h) to institute and award fellowships, scholarships, studentships, medals and prizes;
- i) to establish and maintain Institutions and Halls;
- j) to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations as the University may deem necessary;
- k) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
- l) to make special arrangements in respect of the residence, discipline and teaching of women students as the University may consider desirable;
- m) to appoint, on contract or otherwise, visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the object of the University;
- n) to confer autonomous status on a department in accordance with the Statutes;
- o) to determine standards of admission to the University which may include examination, evaluation or any other method of testing;
- p) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;
- q) to lay down conditions of service of all categories of employees including their code of conduct;
- r) to regulate and enforce discipline among the students and the employees and take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- s) to make arrangements for promoting the health and general welfare of the employees;
- t) to receive benefactions, donations and gifts and to acquire, hold, manage and dispose of any property, movable or immovable, including trust and endowment properties for the purposes of the University;
- u) to borrow, with the approval of the Central Government, on the security of the property of the University, money for the purpose of the University;

- v) to organise suitable distance education programmes;
- w) to establish, maintain or recognize Study Centres for the delivery of the distance education system in the manner laid down by the Ordinances;
- x) to provide for the preparation of instructional material including films, cassettes, tapes, video cassettes and other software in collaboration with various Open Universities and other Institutions dealing with the distance education system;
- y) to devise and implement suitable schemes for providing a base for promotion and dissemination of Urdu and to bring about the essential continuity in education with special reference to the delivery system in distance education consistent with the objectives of the University; and
- z) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

(v) **Organization Chart :** [Click](#)

(vi) **Brief details of the University:**

Maulana Azad National Urdu University (MANUU) is a Central University, established by an Act of Parliament in 1998 with all India jurisdiction. The headquarters and main campus of MANUU is in Gachibowli, Hyderabad. It is spread over 200 acres. MANUU is recognized as a major higher education service provider across the remote areas of the country in Urdu Medium through its regular and distance mode programmes. MANUU commenced with distance education programmes in 1998 and consolidated its regular academic and research programmes in 2004.

The University is named after Maulana Abul Kalam Azad, a scholar par excellence, a prolific writer, an inimitable orator, a gallant freedom fighter, a visionary of the post independent Indian education system and an architect of technical and scientific education in Independent India.

Presently, MANUU is in the process of consolidating the existing institutions, while expanding them to reach the unreached through various intervention measures. Further, to meet the rising aspirations of its youth in general and Urdu speaking community in specific, the University is making considerable progress in all fronts of academics, research and governance with a specific vision, mission and objectives.

The University is a member of the Association of Indian Universities, Association of Common Wealth Universities, Asian Association of Open Universities, Association for the study of Persianate Societies, India International Centre, Indian Academy of Social Sciences and Nizam Club.

According to Maulana Azad National Urdu University Act, 1996, the President of India is the Visitor of the University. The Visitor appoints the Chancellor and the Vice-Chancellor of the University. The Chancellor is the Head of the University and the Vice-Chancellor Principal Executive and Academic Officer.

The authority bodies of the University are the Executive Council, Academic Council, School Boards, Boards of Studies of the Departments, Finance Committee, and other such authorities

as declared by the Statutes of the University. The Vice-Chancellor is an ex-officio Chairman of the Executive Council, Academic Council and Finance Committee.

The education imparting mechanism of MANUU is structured around Schools of Studies, Departments, Colleges, Centres and Directorates. The Schools of Studies have Departments that in turn are set up based on the established fields and disciplines of studies. The schools are supervised by the Deans and the Departments by the Heads. Each School has a Board, called School Board (SB) and every Department has a Board; which is called Board of Studies (BoS). All matters pertaining to academics are devised, discussed and approved first in the BoS, then in the SB, from where, if approved, are passed on to the Academic Council. The Academic Council which is chaired by the Vice-Chancellor passes the proposals for implementation.

MANUU's Headquarter at Gachibowli houses buildings for Administration; School of Languages, Linguistics and Indology; School of Education and Training; School of Arts and Social Sciences; School of Commerce and Business Management ; School of Sciences; School of Mass Communication and Journalism; School of Technology; School of Law; Saiyid Hamid Central Library; Polytechnic; ITI; UGC-MMTTC (Human Resource Development Centre); Instructional Media Centre; Centre for Distance and Online Education (formerly Directorate of Distance Education); Directorate of Admissions, Directorate of Translation, Translation Studies, Lexicography and Publications, Centre for Women Studies; Centre for Urdu Culture Studies; Centre for Professional Development of Urdu Medium Teachers (CPDUMT); Al Beruni Centre for the Study of Social Inclusion (ABCSSI); H.K. Sherwani Centre for Deccan Studies; Centre for Promotion of Knowledge in Urdu (CPKU); Civil Services Examination Coaching Academy; UGC-NET Coaching Centre for Minorities; UGC-Remedial Coaching Centre for Minorities; Coaching Centre for Minorities for entry into Services; Maulana Abul Kalam Azad Chair; National Cadet Corps (NCC); National Service Scheme (NSS) Cell; Training and Placement Cell; Equal Opportunity Cell; University Guest House; UGC-HRDC Guest House; Sports Complex; Open Air Auditorium; Shopping Complex; four hostels for boys; two hostels for girls; Health Centre; Dean Students Welfare Office; Bank; Post Office; a Canteen; and 93 Faculty and Staff Quarters.

The Regular mode programs are imparted through 8 Schools of Studies:

- 1) Languages, Linguistics and Indology;
- 2) Arts and Social Sciences
- 3) Commerce and Business Management;
- 4) Education and Training;
- 5) Mass Communication and Journalism
- 6) Sciences
- 7) Technology
- 8) Law

These Eight Schools offer academic programs through 19 Departments and 6 Sections: -

School of Languages, Linguistics and Indology ((i) Department of Arabic; (ii) Department of English; (iii) Department of Hindi;(iv) Department of Persian and Central Asian Studies;(v) Department of Urdu; and (vi) Department of Translation studies;)

School of Arts and Social Sciences: (vii) Department of Islamic Studies; viii) Department of Economics; ix) Department of History; x) Department of Political Science; xi) Department of Public Administration; xii) Department of Sociology; xiii) Department of Social Work; xiv) Department of Women Education and Legal Studies Section)

School of Sciences (xv) Department of Mathematics; xvi) Botany Section; xvii) Physics Section; xviii) Chemistry Section and xix) Zoology Section and Department of Vocational Studies & Skill Development;

School of Commerce and Business Management (xx) Department of Commerce and Management Studies;

School of Mass Communication and Journalism xxii) Department of Journalism & Mass Communication;

School of Education and Training xxiii) Department of Education and Training;

School of Technology xxiv) Computer Science & Information Technology;

School of Law

The University currently offers the following Programmes (31 Ph.D., 33 PG, 19 UG, 22 Diploma, 01 Advance Diploma, 4 PG Diploma Programmes and 10 Certificate Courses). The University also offers Technical Diploma Programmes through Polytechnics (08 Diplomas) and Vocational Programmes through Industrial Training Institutes (08 Trades). The University also offers PG, UG, Diploma, and Certificate Programmes through ODL under the Directorate of Distance Education. The University delivers innovative and relevant quality education with flexible academic framework through National Credit Framework (NCrF) and National Higher Education Qualifications Framework (NHEQF) and Curriculum and Credit Framework for Undergraduate Programmes (CCFUGP) under NEP 2020 guidelines.

The academic thrust of MANUU lies in its unique service of providing education from elementary to doctoral levels in the Urdu language. MANUU has carved a niche as one of the preferred destinations of higher education for academically marginalized section of the society.

There are 18 satellite and off-campus of MANUU in 11 States across India. About 6,000 students are pursuing various programmes in regular mode. The Centre for Distance and Online Education (formerly Directorate of Distance Education) offers various academic programmes in distance mode through a network of Nine Regional and Five Sub-Regional Centers and 161 Learners Support Centers catering to more than one lakh students at their doorstep. The University has campuses across the country viz., Five Industrial Training

Institutes (ITIs) at Hyderabad (Telangana), Bengaluru (Karnataka), Darbhanga (Bihar) Kadapa (Andhra Pradesh) and Cuttack (Odisha); Five Polytechnics at Hyderabad (Telangana), Bengaluru (Karnataka), Darbhanga (Bihar), Kadapa (Andhra Pradesh) and Cuttack (Odisha).

These institutions aim to fulfil the objectives of the University of imparting vocational and technical subjects in Urdu medium. The University has Eight Colleges of Teacher Education at Srinagar (Jammu & Kashmir), Darbhanga (Bihar), Bhopal (Madhya Pradesh), Nuh (Haryana), Asansol (West Bengal), Sambhal (Uttar Pradesh), Aurangabad (Maharashtra) and Bidar (Karnataka) to train prospective teachers. The University also has satellite campus at Lucknow (Uttar Pradesh) offering UG, PG and Research programmes. To address mission of empowering Women, the University established an exclusive - College of Arts and Science at Budgam (J & K) offering post-graduate and research programmes.

True to its mission of spreading the wings of Urdu and instilling a passion for Urdu among the new generation learners, the University has also established three Model Schools at Hyderabad, Darbhanga and Nuh to provide quality school education in Urdu medium.

The University has several academic support centres such as UGC-Malaviya Mission Teacher Training Centre MMTTC ((Earlier Human Resource Development Centre (HRDC))), Instructional Media Centre (IMC), Centre for Information Technology (CIT), Directorate of Translation, Translation studies, Lexicography and Publications (DTTLP), Directorate of Admissions (DoA) and Internal Quality Assurance Cell (IQAC) which provides value addition to the University.

The endeavour of MANUU in providing instruction, carrying out research and making contribution through the medium of Urdu has made it a trailblazer and trendsetting university in beaconing vast opportunities to all Indian languages institutions for tapping their potential to offer education in science & technology.

The MANUU clearly envisaged the need to enhance, enlarge and expand its activities that are relevant to the emerging economic environment of the country and also to fulfil the shortfall of workforce needs due to intensifying activities as per the plan mandate of the UGC and also in tune with the directions of Ministry of Education with reference to quality education, research promotion, internal resource generation, infrastructure development, student-centric measures, e-governance initiatives, outreach activities, etc. Further, it adheres to the National Agenda of Access, Equity and Quality and also to ensure that all the graduating students acquire adequate knowledge of English and Information Technology. This enables the Urdu medium students to compete with the rest of the students in the country for both vertical and horizontal mobility. Moreover, the University has elected representative bodies of teachers, non-teaching staff and students.

An effective Governance System is in place for transparency and accountability with established structures. Further, the University is switching over to e-Governance(through SAMARTH ERP) functioning for streamlining internal processes.

University is also part of Mission Mode Directives of MHRD/GOI such as NEP implementation, CUET, ITEP, Azadi ka Amrit Mahotsav, Swachh Bharat Abhiyan; Swachh

Bharat - Swasth Bharat; Swatchhata Pakhwada; Unnat Bharat Abhiyan; Ek Bharat - Shreshtha Bharat; Beti Bachao - Beti Pado; Vittiya Shaksharat Abhiyan and PM Kaushal Vikas Yojana; in addition to Digital India project NKN-NME-ICT, which includes Campus Connect, UGC-INFLIBNET, NDL Cluster, SWAYAM, SWAYAM PRABHA, NAD, Bharatvani, Samarth ERP etc.
