



Minutes of the Staff Meeting of the Dept. of Public Administration held on 12.08.2026

The staff meeting of the Department of Public Administration held on **12th August 2026** at 03:00 PM in the Office of the Department of Public Administration discussed the following items and decided as follows:

Item No.1: Nomination of Academic Coordinator

Resolution: The Staff Meeting considered the Circular No. MANUU/Acad/F. No. 426/2026-27/137 dated 03.08.2026 issued by the Dean (Academic) regarding the nomination of an Academic Coordinator. After due deliberation, it is unanimously decided to nominate **Dr. Junaid Khan**, Assistant Professor, as the Academic Coordinator of the Department of Public Administration for two years.

Item No. 2: Three Day Training Programme from 1st - 3rd September, 2026

Resolution: The members discussed the proposed **Three-Day Training Programme on "Humanitarian Resilience & Emergency Response Programme: Building Community Capacity for Emergency Response and Inclusive Disaster Risk Management"**, to be organized from **01st to 03rd September 2026** at MANUU, Hyderabad, in collaboration with **ActionAid Association**.

It was decided to constitute the following committees & coordinators for the smooth conduct of the programme;

- **Programme Committee:** Prof. Syed Najiullah
- **Reception Committee:** Prof. Kaneez Zehra
- **Reporting Committee:** Dr. Jeevan Kumar Cheruku
- **Hospitality Committee:** Dr. Ahmed Raza
- **Logistics Committee:** Dr. Junaid Khan

The Chairpersons of the respective committees shall nominate suitable M.A. students and Ph.D Research Scholars to assist in the assigned responsibilities. It was further decided that all M.A. students and Research Scholars of the Department of Public Administration shall actively engaged and extend their cooperation to make the Training Programme successful. The members approved to the above proposal.

Item No. 3: Updating the Syllabus

Resolution: The members discussed the need for updating and revising the existing syllabus, as certain portions were found to be static and required further improvement. It was decided that the syllabus should be made more detailed, comprehensive and relevant, keeping in view the current academic requirements. It was further decided to prepare a week-wise teaching plan for each course to ensure systematic coverage and timely completion of the syllabus.

Item No. 4: Any other Item with the Permission of the Chair

1. Constitution and Allocation of Departmental Committees for the Academic Year 2026–2027.



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

A Central University, Ministry of Education, Govt. of India

Department of Public Administration



Resolution: The Head of the Department presented the proposal for the constitution of various Departmental Committees for the Academic Year 2026–2027. After due deliberation, the staff meeting approved the nomination of Chairpersons, Coordinators, and In-charges for the Departmental committees as follows to ensure smooth academic and administrative functioning.

S.No.	Name of the Committee/Cell/ Programme	Chairpersons/Coordinator/Incharge (2026-27)
1.	Disciplinary Committee	Prof. Syed Najiullah, Professor & Head
2.	Training & Placement Committee	Prof. Kaneez Zehra, Professor
3.	Out Reach Programme	Dr. Jeevan Kumar, Associate Professor
4.	Internship Programme	Dr. Jeevan Kumar, Associate Professor
5.	Internal Quality Assurance Cell (IQAC)	Dr. Ahmed Raza, Assistant Professor
6.	National Institutional Ranking Framework (NIRF)	Dr. Ahmed Raza, Assistant Professor
7.	Academic Coordinator	Dr. Junaid Khan, Assistant Professor
8.	Swayam/MOOCs	Dr. Junaid Khan, Assistant Professor
9.	Student Induction Programme (SIP)	Dr. Junaid Khan, Assistant Professor

2. Updating the reference Books

Resolution: It is suggested that the identification of the reference books on Public Administration and the related research areas should be a continuous process and a database of the reference book shall be developed and the same should be recommended for procurement by the Central Library, MANUU.

The meeting concluded with the vote of thanks by the chair.


Head

Department of Public Administration

HEAD
Dept. of Public Administration
Maulana Azad National Urdu University
Gachibowli, Hyderabad 500 032