

مولاانا آزاد نيشنل اردو يونيورسٹی
 MAULANA AZAD NATIONAL URDU UNIVERSITY
 Gachibowli, HYDERABAD – 500 032.
 (Accredited with Grade 'A' by NAAC)



Internal Quality Assurance Cell (IQAC)

**Agenda of the Fourth Meeting of the Internal Quality Assurance Cell (IQAC) on Thursday
 18th July 2019 at Internal Quality Assurance Cell, MANUU**

| Agenda Items: | Page No. |
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| 1) The Minutes of the Third Meeting of IQAC, and Action Taken Report. <i>The item is placed for confirmation</i> | 02 |
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| 3) Faculty Achievements details on iUMS portal <i>The item is placed for reporting and discussion</i> | 03 |
| 4) NIRF Ranking <i>The item is placed for discussion</i> | 03 |
| Any other matter with the kind permission of the Chair | |

Professor Syed Mohammed Haseebuddin Quadri
 Director, IQAC

Agenda Item No.1

The Minutes of the Third Meeting of IQAC, and Action Taken Report.

(Annexure-1, page nos. 4-7)

Agenda Item No.2

IQAC Activities

- a) Submitted AQAR of 2017-2018 to NAAC on 17th January 2019 and received the acknowledgement on 13th February 2019.
- b) Introduced and implemented the System of Answer Script Display to the students before the declaration of results in May 2019, in collaboration with the Examination Branch and Centre of Information Technology (CIT)
- c) Collected Feedback online with the help of CIT and provided feedback to all the members of faculty on their respective iUMS.
- d) Organised Workshop in Collaboration with the Examination Branch on Examination Reformation.
- e) Conducted four MoU Meetings and developed a general template for entering into International and National Partnerships.
- f) Provided the data for entering into tripartite agreement with MHRD and UGC
- g) Carried out performance review of MANUU's achievements for the academic session 2018-2019

IQAC undertook a performance review of MANUU and prepared status report of the academic session 2018-19 based on the performance parameters, output targets and program of works covered in the Tri-Partite MoU signed by MANUU, UGC and MHRD.

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- h) Started preparing Annual Report 2018-2019
- i) Started collecting data for AQAR to be submitted to NAAC

Agenda Item No. 3**Faculty Achievements details on iUMS portal**

IQAC has devised a proforma titled *Faculty Achievements* to collect information pertaining to the academic and administrative achievements of the teachers from the day they entered MANUU. The Centre for Information Technology (CIT), MANUU shall make it available on iUMS of every University teacher, once it is discussed in IQAC.

Agenda Item No. 4**NIRF Ranking**

In the National Institutional Ranking Framework (NIRF) 2019, MANUU has figured between 151 to 200 in the list as against 101-150 for the 2018 NIRF. The Honourable Vice Chancellor and Registrar, MANUU wished to have a special meeting arranged by IQAC to discuss the issue, and arrive at ways to improve the Ranking. Hence, NIRF 2018 is placed as an Agenda item.

A cursory look at the parameter scores would suggest that MANUU has done well in Teaching Learning Resources, (TLR) by securing 61.94 against 100; in Outreach Inclusivity (OI) by securing 52.65 out of 100; and average in Graduation Outcomes (GO) by securing 35.61 out of 100. Nevertheless, it could not fare well in Research and Professional Practice (RPP) and Perception parameters.

Any other matter with the kind permission of the Chair.



Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC

Annexure-1

Internal Quality Assurance Cell (IQAC)

Ref: IQAC/Recon/F-4/ 2019/3

9th January 2019**The Minutes of the Third Meeting of the Internal Quality Assurance Cell (IQAC) held on 8th January 2019 at 11.00 a.m. at Internal Quality Assurance Cell, MANUU**

The following members were present:

| | |
|---|-------------|
| Dr Mohammad Aslam Parvaiz, VC | Chairperson |
| Dr M. A. Sikandar, Registrar | Member |
| Prof. Shane Kazim Naqvi, Director CIT | Member |
| Prof. Syed Najamul Hasan, Professor, Mathematics | Member |
| Prof. Shugufta Shaheen, Professor, English | Member |
| Prof. Abdul Wahid, Professor, CS&IT | Member |
| Prof. Mohammed Shahid, Professor, Social Work | Member |
| Dr Mohammed Yousuf Khan, Principal Polytechnic | Member |
| Dr M Vanaja, Associate Professor, Education | Member |
| Dr Meraj Ahmed Mubarak, Assistant Professor, MCJ | Member |
| Mr Shaik Abdul Rasheed Asst. Registrar, Academic | Member |
| Mr Syed ZabiUllah Hussaini Asst. Registrar, Examination | Member |
| Dr Urmila Pingle (NGO) | Member |
| Ms Areesha Tasneem (PhD Research Scholar-Urdu) | Member |
| Mr. Mohammed Qamar Mansoori (MCA batch 2014-17) | Member |
| Prof Syed Mohammed Haseebuddin Quadri | Director |

The following members could not attend the meeting:

| | |
|--|--------|
| Prof. P. F. Rahman Professor, Zoology | Member |
| Dr Akhtar Pervaiz, Librarian | Member |
| Mr Mohammed Habeeb Khan Asst. Registrar, Finance | Member |

Ms. Syeda Nikhath Aziz (Student, M.A. English)

Member

At the outset the Chairperson, IQAC and Vice Chancellor MANUU welcomed the members and then asked the Director, IQAC to present the Agenda. The Director IQAC thanked the Director CIT for helping IQAC in automating feedback and providing it online to MANUU students. Then the following items of Agenda were taken up for discussion, confirmation, resolution and approval.

Item No. 1

Confirmation of the Minutes of the Second Meeting of IQAC and Action Taken Report.

The IQAC resolved to confirm the minutes of the second meeting of IQAC and the action taken report thereof.

Notwithstanding the above, the following observations were made and course of action suggested thereof.

- 1) The feedback of the students must be communicated to all the teachers, Heads of the Departments and Deans, Schools of Studies respectively.
- 2) The names of all the students shall remain confidential. The Heads and Deans must make sure that every teacher addresses the issues raised (if any), and improve their quality of teaching and research.
- 3) The Heads and Deans must keep the feedback confidential and use it only to help improve the quality of teaching and learning in their respective Departments and Schools.
- 4) The feedback forms and appraisals for all the other stakeholders should soon go online.
- 5) The Teacher Appraisal/Academic Profile shall incorporate all the CAS related information. The teachers must keep updating their appraisal, once it is made available to them on their iUMS.
- 6) Examination duties and Evaluation assignments must be part of Teacher Appraisal.
- 7) The Teacher Appraisal should clearly seek information about teacher's acceptance or refusal of any administrative or academic responsibility.

Item No. 2

The 2017-2018 AQAR of IQAC

The IQAC resolved to approve the 2017-2018 AQAR of IQAC, MANUU.

Item No. 3**Volunteering for re-assessment for improvement in accredited status-Reg.**

The IQAC discussed the matter at length and resolved to apply for re-assessment for improvement in accredited status in 2020 provided if the University is fully prepared.

- 1) However, in this regard, on the submission of the Director IQAC that in the area of Research, Patents and Consultancy, the progress is not encouraging, the Chairperson and Vice Chancellor made few observations which all the members agreed to bring into the notice of the entire teaching faculty of MANUU.
- 2) The Chairperson and Vice Chancellor cautioned that the earlier the teaching community of MANUU realises this, the better it is for them. As MANUU's and their own survival hinges on research; for the quality of University is assessed on Research Projects that it possesses, the consultancy that it boasts of and the patents that it has to its credits.
- 3) Every teacher is required to realize this, and unless they bring some research projects, make some research collaborations and have patents, MANUU would lose its relevance in the present higher education setup.
- 4) It is the responsibility of every Head and Dean that they should motivate their faculty in bringing research projects and consultancy work for MANUU. The Vice Chancellor also asked the IQAC to conduct some programmes related with motivation in this regard.
- 5) Professor Mohammed Shahid (Dept. of Social Work) and Professor Najmul Hasan (Dept. of Mathematics) informed the IQAC about the research projects which they brought. The IQAC noted that and appreciated the efforts of Professor Mohammed Shahid in collaborating with the United Nation Population Fund in a research project entitled *Adolescence Education Program in Madrasas of Bihar* and also appreciated Professor Najamul Hasan for bringing a research project in Science to MANUU.
- 6) The Chairperson and Vice Chancellor observed that the teachers of MANUU must realise that *Madrasas* provide potential field and vast opportunities for them to get projects, as the interests of the international organisations suggest.

4) Any related matter with the kind permission of the Chair.

The following matters were also discussed with the permission of the Chair.

- 1) The matter pertaining to Examination and Evaluation issues was discussed at length.

- 2) The IQAC resolved to include the Controller of Examination, Dean, Alumni, and Director, DDE as members of IQAC.
- 3) On the proposal of the IQAC that there should be a Quality month wherein the entire month shall be devoted to the Quality activities in terms of teaching-learning, research, governance, and so on, the Registrar and member IQAC, proposed that it should be a Quality fortnight.
- 4) The IQAC also resolved to have environmental and academic audit of the University.

The Meeting ended with all the members extending their thanks to the Chair.



Professor Syed Mohammed Haseebuddin Quadri
Director, IQAC

Action Taken Report

The IQAC with the help of CIT has provided the feedback of the students to all the members of faculty on their iUMS dashboard. The teacher appraisal has been labeled as Faculty Achievements, it shall be provided on iUMS to all the teachers very soon. IQAC shall soon organise Quality Fortnight in the University, and carry out academic audit, once the parameters are drawn.

Annexure-2

**Performance Review of the Achievements and Status Report of
Maulana Azad National Urdu University during the Academic Session of 2018-19
On the Tri-Partite MoU signed by MANUU, UGC and MHRD**

This Review of Performance of MANUU and the Status Report thereof is based on the performance parameters, output targets, and program of works covered in the Memorandum of Understanding among Maulana Azad National Urdu University, Department of Higher Education, Ministry of Human Resources Development (MHRD), and University Grants Commission (UGC).

Performance Review and Status of:

1. The Student Admitted Intake

The target Intake for 2018-19 was 2320 students and the admitted student total was 1789. The admitted intake percentage was 77. 11. As the medium of instruction of the University is Urdu and for admission into its courses, knowledge of Urdu is mandatory, few seats remained unfilled in reservation categories of SC and ST.

2. Equity and Diversity

The University has done extremely well in providing education to women students, which is also one of the focus areas of MANUU's mandate; 32% women students are on roll in all the courses of the University. With regard to students from Other States, the target has been set as 75%, but MANUU has 86% students from Other States, which points to University's service towards providing access to higher education to all the students of Urdu background all over India. Additionally, it points towards the positive perception that MANUU has throughout the country.

MANUU has kept 1% as the target intake for international student. It has not come anywhere near to achieve this target even. However, in order to attract international students an Office of the Dean of International Students has been established. MANUU has been also signing MoUs with International Universities to reach out to international students.

3. Quality: Strengthening of Faculty

The student-teacher ratio is 15:1. MANUU could not fill vacancies during 2018-2019, however, it has notified for almost all the vacant positions.

The target that MANUU has set for visiting faculty from national universities was 25, and for international universities was 5. However, it had eight visiting faculty from national universities and two from international universities.

The target set for the visiting faculty of MANUU to other universities was 25 for national and 10 for international. The performance had not been encouraging. The Vice Chancellor has

taken a very serious note of it. As the University is entering into MoUs with several national and international universities, it is hoped that this should be addressed soon.

4. Academic Outcomes

The target was set as 150 for on-campus placements, but 29 students had been placed in the on-campus placements derive; nevertheless, the data for the off-campus and overall placements of MANUU has been very encouraging. There were 213 placements in 2018-2019. The University has been conducting various programmes through its Training and Placement Cell to prepare students for facing on-campus and off-campus interviews.

In respect of NET/SET/SLET/PhD, the University kept 50 as the target number. However, MANUU surpassed this target comfortably: 45 students cleared NET/SET and 38 Students completed their PhDs during 2018-2019.

With regard to Civil Services and Other Services, the training of Civil Services has not been conducted as the Coaching Academy did not receive any grant in 2018. The University has plans to start coaching programmes once the extension is granted to the Coaching Academy.

Concerning Vertical Mobility, about 326 students internally moved to higher education programmes in MANUU. This is way above the 100 number target set for 2018-19. However, the University has plans to make 50% pass outs every year to enter higher education.

5. Research

The University had set 300 articles as the targets for 2018-19, whereas it published 227 articles in UGC listed and peer reviewed journals. Since the medium of instruction of MANUU is Urdu and most of the teachers publish their articles in Urdu, the peer-reviewed journals have also been considered for reckoning.

The University had seven projects, four minor, one major and two international. The Vice Chancellor has impressed upon the entire teaching faculty in various meetings about the contribution they are required to make in this regard. An office of the Dean, Research and Consultancy has been established in order to address this issue, and motivate the faculty to undertake projects.

The University has been encouraging the faculty to participate in programmes like IMPRESS etc.

In respect of publications of Books and Chapters, MANUU had set the target of 60 in total, whereas it published 36 books and 96 chapters. The contribution of the faculty had been very good and it had doubly exceeded the target.

MANUU faculty had delivered about seven invited lectures and seminars in foreign universities. It has been noted that unless the faculty shares their work and research contributions through available social media resources, their specialization would not be known to the world outside; hence they are encouraged to make their work available for research community.

6. Internal Revenue Generation

MANUU had set a target of 1.5 crore for Research Grants (EMF), and about 0.10 crore for Consultancy and 0.10 crore for Continuing Education; whereas it had generated 0.22 for Research Grants (EMF), nothing in Consultancy, and 0.35 in Continuing Education (MDP). The Vice Chancellor has taken a serious note of it. MANUU through its Office of Dean, Research and Consultancy is working out different plans to increase its Internal Revenue Generation.

7. Exceptional Accomplishments

MANUU had been awarded two patents and it achieved the target set in 2018-19.

8. Co- and Extra-Curricular Activities:

MANUU had set the target of 10 sports and 12 extension activities, whereas it had organised 12 sports and 20 extension activities. The extension activities had almost doubled the target set.

9. Review of Governance

The quality of governance in respect of administration digitalization, cashless transaction, setting up of online and offline grievance redressal mechanism has been exceptional in MANUU in terms of achieving the targets. MANUU boasts of 100% digitalization of student admission/enrolment process, and cashless transaction in terms of collection of students' fees or disbursing of staff salaries.

10. &11. Budget and Finance

MANUU utilized 100% funds it received during 2018-19. It had set 5% Internal Resources to Budget, whereas, it received about 6% Internal Resources to Budget. MANUU did not set up any Corpus Fund, nor did it receive any support from the Alumni. However, an Office of the Dean, Alumni has been established to work in this regard.

12. Ranking/Grading as Applicable

MANUU has been awarded A Grade in 2009 and 2016 by NAAC.

In respect of NIRF, MANUU is ranked among 151-200. The review about the performance in NIRF had thrown up few facts.

Upon comparing the points in various categories with those of other Central Universities, it was found that Research and Perception are the two categories where MANUU had scored less.

As MANUU provides education in the medium of Urdu, it is noted that the research and publication of its faculty remains unreported in the UGC listed journals.

The score of MANUU in the Perception Category had raised very serious concerns as to how the metrics is quantified.

However, after deliberations it was decided that the University must ask its entire faculty to share their research, publications and other achievements on Google Scholar and other academic social networking domains. The IQAC and Centre for Information Technology (CIT) MANUU have devised a Faculty Achievement Profile which would be made available to every faculty member of the University on their iUMS very soon, which they are required to update every month, providing information of their academic progress continuously.

It was also felt that if MANUU is granted approval for starting courses in Sciences by UGC, its research contribution may increase.

IQAC observed that the research publication of the research scholars of MANUU is going unnoticed due to the want of its display either on University Website or academic social networking sites. Therefore, the Centre for Information Technology (CIT) is requested to take up the matter of display and dissemination of the research work of MANUU research scholars on University website and social academic networking sites.

13. Contribution to the Local Society

MANUU had adopted two villages in Unnat Bharat Abhiyan Scheme. It had organised blood donation camps, conducted Swach Bharat Summer Internship programme etc. In all during 2018-19, MANUU had conducted and undertook about 22 social activities which contributed to local societies. MANUU had spent approximately two lakh nine thousand rupees towards conducting of these activities.

14. Status of Statutory Positions

All the statutory positions were filled in MANUU.