

مولانا آزاد نیشنل اردو یونیورسٹی
 MAULANA AZAD NATIONAL URDU UNIVERSITY
 (A central University established by an Act of Parliament in the year 1998)
 Accredited 'A' Grade by NAAC



ACADEMIC SECTION

No. MANUU/Acad/F.613/2016-17/322

10th March, 2017

ORDERS

Sub: MANUU – Academic – Appointment of Course Coordinators to record Distance Education programmes. – Reg.

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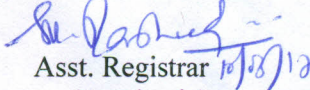
Consequent to the approval of Competent Authority, the following Course Coordinators are nominated for the DDE course mentioned against each:-

Sl. No.	Name of the Distance Education Course	Course Coordinators
1	B. Ed.	HoD, Dept. of Education (Regular), Dr. Najmus Saher (DDE)
2.	B.A. History	HoD, Dept. of History (Regular), Dr. Mahboob Basha (DDE)
	B.A. Sociology	HoD, Dept. of Sociology (Regular), Dr. Malik Raihan (DDE)
	B.A. Economics	HoD, Dept. of Economics (Regular)
	B.A. Pol. Sc.	Hod, Dept. of Political Science (Regular), Dr. S.R. Subhani (DDE)
	B.A. Pub. Adm.	HoD, Dept. of Public Adm(Regular), Dr. S.R. Subhani (DDE)
	B.A. Urdu Liter.	HoD, Dept. of Urdu (Regular), Dr. NikhatJahan (DDE)
	B.A. Arabic	HoD, Dept. of Arabic (Regular)
	B.A. Islamic Std.	HoD, Dept. of Islamic Studies(Regular), Dr. Quadeer Khwaja (DDE)
	B.A. English	HoD, Dept. of English(Regular), Prof. Gulfishaan Habeeb (DDE)
3.	B. Com	HoD, Dept. of Commerce (Regular)
4.	B.Sc. (Zoology, Botany, Chemistry)	HoD, Dept. of Botany(Regular), HoD, Dept. of Zoology(Regular) - HoD, Dept. of Chemistry (Regular)
5.	B.Sc. (Maths, Physics)	HoD, Dept. Of Mathematics(Regular), HoD, Dept. of Physics (Regular)
6.	M.A History	HoD, Dept. of History (Regular), Dr. Mahboob Basha (DDE)
7.	M.A., Urdu	HoD, Dept. of Urdu (Regular), Dr. NikhatJahan (DDE)
8	Diploma in Teach Eng.	HoD, Dept. of English(Regular), Prof. Gulfishaan Habeeb (DDE)
9.	Diploma in J & M C	HoD, Dept. of MCJ (Regular), Mr. Shams Imran (DDE)
10.	Certificate course in Proficiency in Urdu through English	HoD, Dept. of English(Regular), Prof. Gulfishaan Habeeb (DDE)
11	Certificate course in Functional English for Urdu Speakers	HoD, Dept. of Urdu (Regular), Dr. Nikhat Jahan (DDE)

The Coordinator shall be responsible for the following:

1. To ensure the recording of the programmes as per IMC recording schedule.
2. To intimate the name of the lecturer /Resource Person to IMC at least a week in advance for better production planning.
3. To ensure the systematic recording of the Distance Education course material in a chronological manner from the 1st Unit/1stChapter onwards.
4. Coordination with the faculty members from the Regular and Distance mode.

The Director shall submit report to the Competent Authority and a copy to the Academic Section for record.


 Asst. Registrar
 (Academic)

To: All the Members

Copy to: (i) O/o. the Vice-Chancellor & the Pro-Vice-Chancellor (ii) The Director, IMC (iii) Concerned File

(iv) Director, EIPIC with a request to arrange to upload. 