



## **Internal Quality Assurance Cell (IQAC)**

IQAC/F No.11/2019/OR1

31st December 2019

### **ORDERS**

#### **Sub: Constitution of Committees for NAAC Accreditation of MANUU-2020**

- Ref-1 The Gazette of India, Extraordinary, Part III-Section 4, UGC Open & Distance Learning Third Amendment Regulations-2018, 6 September 2018  
2 Letter NAAC, dated 13/12/2019  
3 Fifth IQAC Meeting's decision, held on 27/12/2019  
4 Approval of the Vice Chancellor dated 30/12/2019

The University is applying for National Assessment & Accreditation Council's (NAAC) Accreditation for the upgradation of its score to 3.26. In this regard, the following Committees for the preparation of NAAC Accreditation of Maulana Azad National Urdu University (MANUU)-2020 are constituted:

#### **1. Committees for Preparation of Self Study Report (SSR)**

<b>Committee for Preparation of <u>Curricular Aspect</u>-Criterion:1</b>	
Prof. Noushad Hussain, Dean, School of Education & Training	Chairperson
Prof. Fatima Begum, Dept. of Education & Training	Member
Prof Afroz Alam, Head, Department of Political Science	Member
Dr Danish Moin, Head, Department of History	Member
Mr Syed Mujahid Pasha, Polytechnic, Member	Member
Prof. Saneem Fatima, Joint Dean, Academic Affairs	Convener

<b>Committee for Preparation of <u>Teaching-Learning and Evaluation</u>-Criterion:2</b>	
Prof. M Vanaja, Director, DoA	Chairperson
Prof. Shagufta Shaheen, Dept. of English	Member
Dr Syed Khaja Safiuddin, Dept. of Management & Commerce	Member
Dr Akhtar Parveen, Dept. of Education & Training	Member
Dr D Seshu Babu, Dept. of Hindi	Member
Mr Mirza FarhatUlla Baig, Controller of the Examinations	Convener

<b>Committee for Preparation of <u>Research, Innovations and Extension</u>-Criterion:3</b>	
Prof Abdul Wahid, Dean, ST	Chairperson
Prof Mohammad Fariyad, Dept. of MCJ	Member
Prof Mohammed Shahid Raza, Head, Dept. of Social Work	Member
Dr S. Maqbool Ahmed, Coordinator, Botany	Member
Dr K M Ziyauddin, Dept. of Sociology	Member
Dr Khaleel Ahmad, Dept. of CS&IT	Convener

<b>Committee for Preparation of <u>Infrastructure and Learning Resources</u>-Criterion:4</b>	
Prof. Ehtesham Ahmed Khan, Dean, SMCJ	Chairperson
Mr Rizwan Ahmed, Director, IMC	Member
Mr Anis Ahsan Azmi, Chief Consultant, CUCS	Member
Dr Shaik Mastanvali Shareif, Incharge, Engineering Section	Member
Dr Mohammad Aslam Kunnathil, Dept. of English	Member
Mr P. Habeebulla, AR, Purchase & Store	Member
Dr Akhtar Parvez, Librarian	Convener

<b>Committee for Preparation of <u>Student Support and Progression</u>-Criterion:5</b>	
Prof Alim Ashraf Jaisi, Dean Students Welfare	Chairperson
Prof Siddiqui Mohd. Mahmood, Dept. of Education & Training	Member
Prof Mohammed Abdul Azeem, Dept. of Management & Commerce	Member
Dr H. Aleem Basha, Coordinator, Physics	Member
Dr Mohammed Akbar, CPDUMT	Member
Dr Mohammed Yousuf Khan, Principal, Polytechnic	Convener

<b>Committee for Preparation of <u>Governance, Leadership and Management</u>-Criterion:6</b>	
Prof. Shahida, Head, Dept. of Women Education	Chairperson
Mr M.G. Gunasekaran, Finance Officer	Member
Prof. Khalid Mubashir-uz-Zafar, Head, Dept. of Translation	Member
Dr Kaneez Zehra, Head, Dept. of Public Administration	Member
Dr Tehseen Bilgirami, Deputy Director, UGC-HRDC	Member
Dr M.A. Sikandar, Dept. of Management and Commerce	Convener

<b>Committee for Preparation of <u>Institutional Values and Best Practices</u>-Criterion:7</b>	
Prof. Mohammed Naseemuddin, Dean, SLL&I	Chairperson
Prof. Mohammed Zafaruddin, Director, DTP	Member
Prof Fahim Akhtar, Head, Dept. of Islamic Studies	Member
Prof Shahd Naukhez Azmi, Head, Dept. of Persian	Member
Dr Parveen Jahan, Coordinator, Zoology	Member
Mr Abid Abdul Wasay, PRO	Member
Convener: Mr Anis Ahsan Azmi, Chief Consultant, CUCS	Convener

<b>Committee for Verification and Validation of Data</b>	
Dr Pradeep Kumar, Head, CS&IT	Chairperson
Dr Arshia Azam, Principal, ITI, Hyderabad	Member
Dr D. Seshu Babu, Dept. of Hindi	Member
Dr Muqueem Ahmad, CS&IT	Member
Mr Mohtasham Pasha Quadri, CS&IT	Member
Mr S.Z. Hussaini, AR, Exams	Convener

<b>ICT Committee for NAAC Accreditation</b>	
Mr Mohammed Kamil, Director I/c, CIT	Chairperson
Mr Jameel Ahmed, Assistant Professor, CS&IT	Member
Mr Syed Arfath Ahmed, Assistant Professor, Polytechnic	Member
Mr Ch Mutyala Rao, Assistant Professor, Polytechnic	Member
Mr Mohammed Yousuf, Assistant Professor, Polytechnic	Member
Mr Imran Aslam, Convener	Convener

<b>Committee for Analysis of Metrics and Weightages</b>	
Prof Nisar Ahmed Mulla, Dept. of Management & Commerce	Chairperson
Dr Rizwanul Haq Ansari, Assistant Professor, Physics	Member
Dr Afroz, Dept. of Mathematics	Member
Dr Meraj Ahmed Mubarakhi, Dept of MCJ	

<b>Liaison Committee between MANUU Headquarter, and MANUU Off-Campuses, CTEs, RCs, &amp; SRCs for NAAC Accreditation</b>	
Dr Abdus Sami Siddiqui, Director, CPDUMT	Chairperson
All, the Incharges, Principals, RDs, & ARDs of the Off-Campuses, CTEs, RCs & SRCs respectively	Members
Dr Noushad Hussain, Examination Branch	Member
Mr Hyder Hussain Khan, CP, Examination Branch	Member
Dr Mubashir Ahmad, AR, ER-II	Convener

<b>Committee for Dealing Financial Matters Related to NAAC Accreditation</b>	
Mr M.G. Gunasekaran, Finance Officer	Chairperson
Dr Mohammed Habeeb Khan, AR, Finance & Accounts Section	Convener

<b>Committee for Dealing Audit Matters Related to NAAC Accreditation</b>	
Dr Mohammed Jamal Khan, DR, Finance & Accounts Section	Chairperson
Mr Faizur Rahman, AR, ER-1	Member
Mr Abrar Ahmed, AR, Planning and Development	Convener

<b>Composition of the Committees for Preparation of Evaluative Reports of the Departments/Colleges/Directorates/Centres/Off-Campuses/Administrative &amp; Non-Teaching Sections</b>	
Head/Principal/Director/Incharge	Chairperson
All the teaching faculty and non-teaching staff	Members
IQAC Coordinator from the Department / College/ Directorate / Off-Campus/Administrative & Non-Teaching Section	Convener

**The Director, DDE, MANUU shall nominate the members and convener(s) from DDE for the committee(s) that he constitutes for the NAAC Dual Mode Accreditation Work; he shall be the Chairperson of the committee(s).**

**The Director, IQAC is the adviser to all the Committees.**

### **Responsibilities & Powers of the Committees**

*The primary responsibility of each Committee is to seek data from the departments concerned, furnish the information sought in the assigned Criterion of Quality Indicator Framework (QIF), and prepare the report of the Criterion thereof.*

*All Committees are empowered to co-opt any member of teaching faculty and non-teaching staff of MANUU, except the staff of the secretariats (Peshi) of VC, PVC and Registrar.*

*All the Deans of the Schools, Heads of the Departments, Directors/Incharges of Directorates/Centres, Incharges of Satellite Campuses, Principals of Colleges, Academic and IQAC coordinators, Teaching Faculty and Non-Teaching Staff are necessarily required to provide information when sought by the Committees with verifiable evidence/proof.*

*All the members of teaching faculty and non-teaching staff must treat NAAC accreditation work on priority.*

### **Timeline for applying for Assessment & Accreditation for the Dual Mode**

#### **Universities:**

*Last date for submission of Institutional Information for Quality Assessment (IIQA)= 31 January 2020.*

*Result of Acceptance or Rejection of Application within 15 days of submission of IIQA.*

*Submission of Self Study Report (SSR) within 45 days after the acceptance of IIQA.*

*Peer team visit within 90 days of the submission of SSR.*

***NAAC Accreditation with the CGPA of 3.26 is required to be achieved before June 2020, or else the University shall lose the recognition of DDE programmes.***

**Note:** The IQAC Office shall remain open for all the Committees even on Saturdays and Sundays and public holidays for carrying out any NAAC Accreditation related work.



Prof Syed Mohammed Haseebuddin Quadri  
Director, IQAC, MANUU

Copy to:  
All the Teaching & Non-Teaching Offices of MANUU