

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)
ADMINISTRATION - SECTION



No.MANUU-Admn/F.102/2019-20/1002

30.04.2020

OFFICE ORDER

Sub: MANUU- Administration - Appointment of Module Admin cum Coordinators for "SAMARTH ERP" Project Implementation - Orders-Issued.

- Ref:** 1) MHRDF.No. 8-4/2018-TEL, Dated 2nd May 2019
2) MHRD D.O NO. 13-4/2020-CU.Cdn , Dated 10th Feb 2020
3) MANUU-Admn/F.102/2019-20/992 , Dated 13th March 2020
4) Vice- Chancellor's Approval dated 01.05.2020

<< ****>>

The SAMARTH ERP involves the implementation of an Enterprise Resource Planning system to transform the University's operations, allowing it to achieve operational excellence, improve productivity while meeting stakeholders' expectations. The SAMARTH ERP covers almost all areas of university's governance and administration through this IT platform. The details about the SAMARTH can be seen at <http://docs.samarth.ac.in:8090> / samarth.edu.in.

2. The MHRD has decided to implement the SAMARTH project in all 40 Central Universities and MANUU has been selected for the project implementation in the first phase. The ministry has desired a transition from the existing system to the SAMARTH which some universities have already started, replacing their legacy systems with ERP systems to improve management and administration. SAMARTH's demo can be seen at the Demo Link: <https://demo.samarth.ac.in>

3. SAMARTH covers the entire ecosystem of the University's administration and governance, therefore the active involvement of all HODs/Section Heads is crucial to implement this project at MANUU.

4. Accordingly, the Vice-Chancellor i/c. is pleased to appoint the Module Admin-cum-Coordinators of SAMARTH ERP Modules for effective implementation of this project in the University as per the list appended herewith.

5. All Module Admin cum Coordinators will be provided Admin Login credentials by the SAMARTH to enable the respective Heads to operate their Organisational Units/Modules.

6. All Module Admins-cum-Coordinators are requested to attend such web meetings without fail as and when intimated by the MANUU's SAMARTH Nodal Officer. In the case of Module Admins/HODs is not available for a Web Meeting, a suitable representative from the Dept/Section may be deputed by the Module Admin to attend the same.

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)
ADMINISTRATION - SECTION



7. All the Department/Sections of MANUU shall support the SAMARTH Project for its effective implementation in the University.

To
Director IMC & Nodal officer SAMARTH
All the SAMARTH Module Admins-cum-Coordiators


Registrar i/c.

Copy to:

- 1) VC's/Registrar's Office
- 2) All Deans of Schools of Studies
- 3) All Heads of Departments (Teaching)
- 4) All Section Heads / Incharge (Non-Teaching)
- 5) All Heads / Incharge of Off-Campuses, RCs & SRCs
- 6) Concerned file
- 7) Director, CIT for uploading on University Website

S.No.	Modules (Total 45: 35 implemented + 10 scheduled)	Pack	Features	Module Admin/Coordinator	Staff Name	Phone Number	Mail Id
1	Facilities in Organisation Structure	Pack 1	Organisational Map Data APIs to display content and OU details on Website	Incharge, CIT System Analyst, CIT	Dr Mohammad Kamil Mr Imran Aslam	8897710856 7207691855	mkamil@manuu.edu.in imran@manuu.edu.in
2	Facilities in Organigram	Pack 1	Designation Map Data APIs to display organigram on Website	Incharge, CIT System Analyst, CIT	Dr Mohammad Kamil Mr Imran Aslam	8897710856 7207691855	mkamil@manuu.edu.in imran@manuu.edu.in
3	Facilities in User Management System	Pack 1	Role based access Login Administration	Nodal Officer, SAMARTH	Mr Rizwan Ahamd	8447141163	rizwan@manuu.edu.in
4	Facilities in Student Lifecycle	Pack 3	Student Portal Academic Records Library Integration	Jt Dean Academics Librarian	Prof Saneem Fatima Dr Akhtar Parvez	9701923007 7389906902	saneemf@manuu.edu.in akhtar@manuu.edu.in
5	Facilities in Admissions System	Pack 1	Online Application for UG, PG, Ph.D/M.PHIL Applicant Dashboard Admissions based on Cutoffs Admissions based on Entrance Admissions for Distance Courses Role Based Admission Administration Programme and Course Selection Integrated Helpdesk to resolve admission related queries	Director, Directorate of Admissions Director, DDE Jt Dean Academics	Prof Vanaja M. Prof Abul Kalam Prof Saneem Fatima	9849494608 9866365003 9701923007	dir.admissions@manuu.edu.in dir.dde@manuu.edu.in saneemf@manuu.edu.in
6	Facilities in Hostel Management	Pack 2	Requests for hostel room allocation Subscription of Mess, Gym and other facilities Admin account to manage hostels and process requests Incident Record	Provost Boys, Provost Girls,	Prof Ehtesham Ahmad Khan DR Shaikh Shaheen Altaf	9440039625 9100497138	ehtik_khan@yahoo.com shaikh.shaheen9@gmail.com
7	Facilities in Grievance Management	Pack 3	Online portal for filing Grievance Admin Portal to Manage Grievances	Asst Registrar, Admin	Dr M A Quddus	8125453920	quddus_maq@hotmail.com
8	Facilities in Training and Placement	Pack 2	Company Portal Students Portal Admin Portal Internship and Job Opportunities Online posting and Application	Incharge, Training and Placement	Dr Mohd. Yousuf Khan	9348171044	yousuf_lect@yahoo.com

9	Facilities in Alumni Portal	Pack 3	Alumni Registration Event Notification Alumni Feedback Alumni Meets/Seminars Donation Interface (linked with endowment portal)	Dean, Alumni	Prof Abul Kalam	9866365003	deanalumnimanuu@gmail.com
10	Facilities in Programme Management	Pack 2	Manage Programmes Manage Curriculum Create Course Structure Seats and fee configurations	Jt Dean Academics	Prof Saneem Fatima	9701923007	saneemf@manuu.edu.in
11	Facilities in Academics Management	Pack 3	Time Table preparation & Dissemination Attendance Management Assignments & Feedback Forums and Blogs Academics Resources: Notes and - Online Material	Joint Dean Academics	Prof Saneem Fatima	9701923007	saneemf@manuu.edu.in
12	Facilities in Evaluation & Grading	Pack 3	Examination Management Result Preparation & Communication Mark card, Degree Printing Transcripts & Certificates	Controller of Examinations	Mr Mirza Farhatulla Baig	8050401976	coe@manuu.edu.in
13	Facilities in Research Project Management System (RPMS)	Pack 1	Research Project Approval Accounts Project Committee Management	Jt Dean Academics	Prof Saneem Fatima	9666492949	saneemf@manuu.edu.in
14	Facilities in File Management and Tracking System	Pack 1	Manage incoming and outgoing files Track files Report generation File history	S.O (Registrar Office)	Ms Shaik Zarina Sulthana	9989749913	zarina@manuu.edu.in
15	Facilities in Affiliation Management	Pack 3	Affiliation request Administration of affiliations	N.A			
16	Facilities in Content Federation System (CFS)	Pack 2	Federated content publishing for university web portal Role based access to Organisational Units to post approved content Content moderation and approval mechanism	Incharge, CIT System Analyst, CIT	Dr Mohammad Kamil Mr Imran Aslam	8897710856 7207691855	mkamil@manuu.edu.in imran@manuu.edu.in
17	Facilities of Endowment Portal	Pack 3	Online portal for endowment from alumni and public Payment Gateway Integration Issue Tax exemption certificate under Section 80G (2) (a) (iiif) of the IT Act, 1961	Dean Alumni	Prof Abul Kalam	9866365003	deanalumnimanuu@gmail.com
18	Facilities in Estate Management System	Pack 1	Capture and track estate of the university Employee Housing Records House Allocation	Incharge, Estate Asst Registrar, Estate	Dr Mahesh Kumar Vairagi Dr M A Quddus	9441803821 8125453920	estates.manuu@gmail.com quddus_maq@hotmail.com

19	Facilities in Inventory Management System	Pack 1	Stock Details Metadata based Asset Tracking Vendor Management Report Generation	AR Purchase AR Store	Ms Safeena Macci Mr P Habibulla	9886021094 9440367846	safeenamacci75@manuu.edu.in palgirihbi@gmail.com
20	Facilities in Recruitment System	Pack 1	UGC rule based Recruitment for Assistant Professors, Associate Professors, Professors Recruitment for non-teaching staff	DR (ER-1) AR(ER-II)	Mr Mohd Hashim Ali Sajid Dr Mohd Mubashir Ahmed	9963253293 9989000951	er1section@manuu.edu.in mubashir@manuu.edu.in
21	Facilities in Employee Management	Pack 1	Employee Record Employee Dashboard Career Advancement Scheme/APAR	DR (ER-1)AR(ER-II)	Mr Mohd Hashim Ali Sajid Dr Mohd Mubashir Ahmed	9963253293 9989000951	er1section@manuu.edu.in mubashir@manuu.edu.in
22	Facilities in Leave Management	Pack 1	Leave Dashboard Leave Application Leave application for approval Leave Cancellation Requests	DR (ER-1)AR(ER-II)	Mr Mohd Hashim Ali Sajid Dr Mohd Mubashir Ahmed	9963253293 9989000951	er1section@manuu.edu.in mubashir@manuu.edu.in
23	Facilities in Residence Allocation Management	Pack 3	Allocating residences to university staffs Managing residences Maintenance of residences	Incharge EstateAR Estate	Dr Mahesh Kumar Vairagi Dr M A Quddus	9441803821 8125453920	estates.manuu@gmail.com quddus_maq@hotmail.com
24	Facilities in Fee Management	Pack 1	Customised fee rules for various services Fee administration Event Fees Departmental Roles and Access Report Generation	Jt Dean Academics AR Finance Incharge, CIT Director, DoA	Dr Mohammad Kamil Mr Imran Aslam	8897710856 7207691855	mkamil@manuu.edu.in imran@manuu.edu.in
25	Facilities in Payroll Management	Pack 2	7th CPC With Salary Customizable salary structures Income Tax Declaration/Deposition Form 16 and Form 24 reporting Tax Deduction Remittances PF Interest Calculation Automated recurring and non-recurring salary generation Multi level approval mechanism Employee Salary Slips	DR Finance AR Finance	Dr Mohd Jamaluddin Khan Mr Md Habeeb Khan	9441253749 8886177861	jamal@manuu.edu.in mdhabeebkhan@manuu.edu.in

Handwritten signature

26	Facilities in Budget & Accounts	Pack 2	Formulation & Allocation Expenditure Monitoring DBT Grants-in-Aid (for Sponsored Projects) Budget and expenditure Other Charges Records Department Access and Dashboards	Finance Officer	Mr M G Gunasekaran	9502207373	fo@manuu.edu.in
27	Facilities in Procurement of Goods (linkage and Interfacing)	Pack 3	Integration with GEM and CPPP	AR Purchase AR Store	Ms Safeena Macci Mr P Habibulla	9886021094 9440367846	safeenamacci75@manuu.edu.in palgirihi@gmail.com
28	Facilities in Bill Tracking System	Pack 1	Manage Vendor bill Payments Activity Logs Report Generation	AR Purchase AR Finance	Ms Safeena Macci Mr Md Habeeb Khan	9886021094 8886177861	safeenamacci75@manuu.edu.in mdhabeebkhan@manuu.edu.in
29	Facilities in Research Management	Pack 3	Research Scholar Profile Supervisor & Co-Supervisor Pre-Ph.D Seminar Online thesis Management	Jt Dean Academics Librarian AR Academics	Prof Saneem Fatima Dr Akhtar Parvez Ms. Shanta	9701923007 7389906902 9010530107	saneemf@manuu.edu.in akhtar@manuu.edu.in shanta@manuu.edu.in
30	Facilities in Knowledge Management System	Pack 2	Publications Record Patents Record	Director IQAC	Prof. Syed Mohammed Haseebuddin Quadri	8897710856	director.iqac@manuu.edu.in
31	ToT Management	Pack 3	Online Platform for training of the trainers Online quizzes/ evaluation	Incharge CIT System Analyst, CIT	Dr Mohammad Kamil Mr Imran Aslam	8897710856 7207691855	mkamil@manuu.edu.in imran@manuu.edu.in
32	Facilities in RTI Management	Pack 1	University Helplines, Security Facilities, Awareness Programs/Workshops, Incident Record	CPIO CAPIO	Mr Mohd Hashim Ali Sajid Dr. Rafi Mohmad	9963253293 9959195495	cpio@manuu.edu.in dr.rafi@manuu.edu.in
33	Facilities in Legal Case Management System (LCMS)	Pack 1	Records of Legal Cases Notifications Case decisions	Incharge, Legal Cell	Mr Mohd Hashim Ali Sajid	9963253293	legalcell@manuu.edu.in
34	Facilities in Central Data Unit	Pack 3	AQAR-NAAC Reports Departmental Access University Dashboard	Director, IQAC Incharge, NAAC	Prof. Syed Mohammed Haseebuddin Quadri Prof. Syed Mohammed Haseebuddin Quadri	9492197720 9492197720	director.iqac@manuu.edu.in director.iqac@manuu.edu.in
35	Facilities in University Web Portal	Pack 3	Data APIs for website Integration with CMS	Incharge, CIT System Analyst, CIT	Dr Mohammad Kamil Mr Imran Aslam	8897710856 7207691855	mkamil@manuu.edu.in imran@manuu.edu.in
36	Facilities in Third-Party University Ranking Systems	Pack 3	QS World The World University Ranking (WUR) IndiaToday University Ranking	Director, IQAC	Prof. Syed Mohammed Haseebuddin Quadri	9492197720	director.iqac@manuu.edu.in
37	Facilities in Minutes & Resolutions Archive & Retrieval System	Pack 3	Repository of minutes and files Role based access and retrieval	Incharge, CIT System Analyst, CIT	Dr Mohammad Kamil Mr Imran Aslam	8897710856 7207691855	mkamil@manuu.edu.in imran@manuu.edu.in

38	Facilities in Sports	Pack 2	Sports Mapping Sports Facilities In Organization Sports/Gym Membership	Incharge, Physical Health & Educa	Dr A Kaleemulla	9177475299	dir.sports@manuu.edu.in
39	Facilities in Transport	Pack 2	Fleet Management - Manage Vehicles - Assigning vehicles Daily Tracking of vehicles Expenditure Reports - Miles covered - Fuel Usage	Incharge, Estate AR, Estate	Dr Mahesh Kumar Vairagi Dr M A Quddus	9441803821 8125453920	estates.manuu@gmail.com quddus_maq@hotmail.com
40	Facilities in Health	Pack 2	Health Dashboard Subscription Details Health Record	Incharge, Medical Cell Medical Officer , Medical Cell	Mr Azhar Hussain Khan Dr Syed Hammad Hashmi	9490795909 9985053814	jrmedicalcell@manuu.edu.in hammadhashmi@manuu.edu.in
41	Facilities in Security	Pack 2	University Helplines, Security Facilities, Awareness Programs/Workshops, Incident Record	Proctor	Prof Abul Kalam	9866365003	proctor@manuu.edu.in
42	Facilities in Essential Services	Pack 3	Incident Management Amenities Subscription	Incharge, Estate AR, Estate	Dr Mahesh Kumar Vairagi Dr M A Quddus	9441803821 8125453920	estates.manuu@gmail.com quddus_maq@hotmail.com
43	Facilities in Core Communication System	Pack 3	Send Bulk/Targeted Emails Send Bulk/Targeted SMS Send Bulk/Targeted Push Notifications	Incharge University Guest House Incharge CITSystem Analyst, CIT	Dr.Mohd.Jamaluddin Khan Dr Mohammad Kamil Mr Imran Aslam	9441253749 8897710856 7207691855	Jamal@manuu.edu.in mkamil@manuu.edu.in imran@manuu.edu.in
44	Facilities in IT Service Desk (for University Computer Center)	Pack 3	Manage Incidents/Service Requests Manage SLAs Service Request for University Self Service Portal	Incharge CITSystem Analyst, CIT	Dr Mohammad Kamil Mr Imran Aslam	8897710856 7207691855	mkamil@manuu.edu.in imran@manuu.edu.in
45	Facilities in Student feedback		Feedback Templates Generate Reports	DSWDirector, IQAC	Prof Syed Alim Ashraf Prof. Syed Mohammed Haseebuddin Quadri	9885700584 9492197720	manuu.dsw@manuu.edu.in director.iqac@manuu.edu.in
46	Governance of All Schools/Deptt/Centres/Colleges/Sections/other organisational UNits etc				All HODs/Section Heads/Incharge		