



No.MANUU/P&D/F.104/2019-20/31

04th April, 2019

ORDERS

Sub: Appointment of Coordinators for UGC's Equal Opportunity Cell (Coaching Schemes for SC/ST/OBC [Non-Creamy Layer] & Minority Students) - Orders issued - Reg.

Ref: Approval of the Vice Chancellor dated 01.04.2019

The Vice Chancellor is pleased to appoint following faculty members as Coordinator for UGC's schemes as detailed below for a period of one year or until further orders whichever is earlier:

Sl. No.	Name & Designation of the Faculty	UGC Scheme
01	Mr. Mohammed Mustafa Ali Associate Professor - MCJ Dept. of MCJ	Remedial Coaching for SC/ST/OBC (Non-Creamy Layer) & Minority Community students
02	Dr.S.Maqbool Ahmed Associate Professor - Botany Dept. of Botany	Coaching Classes for Entry into Service for SC/ST/OBC (Non-Creamy Layer)
03	Dr.Syed Najiullah Assistant Professor - Public Admn. Dept. of Public Administration	Coaching for National Eligibility Test or State Eligibility Test for SC/ST/OBC (Non-Creamy Layer) & Minority Community Students.

The main responsibilities of the Coordinators are as follows:

- To collect, Collate and Monitor for data on input and its output of the coaching scheme with a responsibility of setting up standards of collection and compilation, documentation and dissemination.
- To prepare, provision and verification of financial statements of grants sanctioned and also its utilization and expenditure statement within the sanctioned budgets as per the schemes guidelines.
- Preparation of Appraisal/Progress reports for physical performance of the scheme and reports shall be submitted to UGC from time to time.
- Maintaining the proper records the duration for which the coaching was organized, classes / periods, and the number of the candidates who actually participated in the programme. The number of candidates who actually appeared in the examination (name of the examination). The number of successful candidates (name of the candidate) in the examination.
- Hiring of the services of resource persons duly approved by the competent authority. The subject in which they were tutored, the names of the teacher and their subject discipline.


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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)



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The above assignment shall be in addition to their primary duties at Departments. They shall be entitled for additional honorarium as per rule.


Deputy Registrar
(ER-I Section)

To
Faculty concerned (By Name)

Copy to:

1. Joint Dean, Academics
2. Head of the Departments concerned
3. Nodal Officer, Equal opportunity Cell
4. Office of the V.C/PVC/Registrar/FO/COE
5. Director, CIT for uploading the same on the University website
6. Concerned file.