

Manual 1

Section 4(1)(b)(i)

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

- (i) Name and address of the Organization:
(Established on 9th January 1998 under Act. 2 of 1997)

<p>The Maulana Azad National Urdu University (A Central University) Gachibowli (Near Telecom Nagar) Hyderabad - 500 032 Tel. No. 040-2300 1214-16 Website: www.manuu.ac.in</p>

- (ii) Head of the Organization: Dr Mohammad Aslam Parvaiz, Vice-Chancellor

- (iii) Vision, Mission and Key objectives:

(a) Vision:- To provide access to quality education through Urdu as medium of instruction, while adhering to the inclusive policy

(b) Mission:- To empower socially, economically, educationally and culturally marginalized sections of society so that they are brought into the mainstream, and thereby contribute to the socio-economic development of the nation through formal and non-formal mode of educational delivery.

(c) Key Objectives:- The objects of the University shall be to promote and develop Urdu language; to impart education and training in vocational and technical subjects through the medium of Urdu; to provide wider access to people desirous of pursuing programmes of higher education and training in Urdu medium through teaching on the Campus as well as at a distance and to provide focus on women education. (Under Section 4 of the Act)

- (iv) **Functions and Duties of the Organization:- (Under section 5 of the Act)**

- a) to provide for instructions and research in such branches of learning as are relevant for furtherance of the objects of the University;
- b) to grant, subject to such conditions as the University may determine, diplomas or certificates to, and confer degrees or other academic distinctions on the basis of examinations, evaluation or any other method of testing, on persons, and to withdraw

any such diplomas, certificates, degrees or other academic distinctions for good and sufficient cause;

- c) to organize and to undertake extra-mural studies, training and extension services;
- d) to confer honorary degrees or other distinctions in the manner prescribed by the Statutes;
- e) to institute Professorships, Readerships, Lecturerships and other teaching or academic positions, required by the University and to appoint persons to such Professorships, Readerships (Associate Professorships), Lecturerships (Assistant Professorships), or other teaching or academic positions;
- f) to co-operate or collaborate or associate with any other University or authority or institution of higher learning in such manner and for such purposes as the University may determine;
- g) to establish, with the prior approval of the Central Government, such centres and specialised laboratories, within or outside India, as are, in the opinion of the University necessary for the furtherance of its objects;
- h) to institute and award fellowships, scholarships, studentships, medals and prizes;
- i) to establish and maintain Institutions and Halls;
- j) to make provision for research and advisory services and for that purpose to enter into such arrangements with other institutions, industrial or other organisations as the University may deem necessary;
- k) to organise and conduct refresher courses, workshops, seminars and other programmes for teachers, evaluators and other academic staff;
- l) to make special arrangements in respect of the residence, discipline and teaching of women students as the University may consider desirable;
- m) to appoint, on contract or otherwise, visiting Professors, Emeritus Professors, Consultants, Scholars and such other persons who may contribute to the advancement of the object of the University;
- n) to confer autonomous status on a Department in accordance with the Statutes;
- o) to determine standards of admission to the University which may include examination, evaluation or any other method of testing;
- p) to supervise the residences of the students of the University and to make arrangements for promoting their health and general welfare;

- q) to lay down conditions of service of all categories of employees including their code of conduct;
- r) to regulate and enforce discipline among the students and the employees and take such disciplinary measures in this regard as may be deemed by the University to be necessary;
- s) to make arrangements for promoting the health and general welfare of the employees;
- t) to receive benefactions, donations and gifts and to acquire, hold, manage and dispose of any property, movable or immovable, including trust and endowment properties for the purposes of the University;
- u) to borrow, with the approval of the Central Government, on the security of the property of the University, money for the purpose of the University;
- v) to organise suitable distance education programmes;
- w) to establish, maintain or recognize Study Centres for the delivery of the distance education system in the manner laid down by the Ordinances;
- x) to provide for the preparation of instructional material including films, cassettes, tapes, video cassettes and other software in collaboration with various Open Universities and other Institutions dealing with the distance education system;
- y) to devise and implement suitable schemes for providing a base for promotion and dissemination of Urdu and to bring about the essential continuity in education with special reference to the delivery system in distance education consistent with the objectives of the University; and
- z) to do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of its objects.

(v) **Organization Chart** : [Click](#)

(vi) **Brief details of the University:**

Maulana Azad National Urdu University is located at Gachibowli in Hyderabad, Telangana State. It is spread over an area of 200 acres. The University has been awarded the highest “A” grade by National Assessment and Accreditation Council (NAAC) in 2016. This is the second consecutive time that the University has been awarded “A” Grade. Earlier it was in 2009.

According to Maulana Azad National Urdu University Act, 1996, the President of India is the Visitor of the University. The Visitor appoints the Chancellor and the Vice-Chancellor of the

University. The Chancellor is the Head of the University and the Vice-Chancellor Principal Executive and Academic Officer.

The authority bodies of the University are: the Executive Council, Academic Council, School Boards, Boards of Studies of the Departments, Finance Committee and other such authorities as declared by the Statutes of the University. The Vice-Chancellor is an ex-officio Chairman of the Executive Council, Academic Council and Finance Committee.

MANUU's Headquarter at Gachibowli houses buildings for Administration; School of Languages, Linguistics and Indology; School of Education and Training; School of Arts and Social Sciences; School of Commerce, School of Business Management; School of Sciences; School of Mass Communication and Journalism; School of Computer Science & Information Technology; Saiyid Hamid Central Library; Polytechnic; ITI; UGC-Human Resource Development Centre; Instructional Media Centre; Directorate of Distance Education (DDE); Directorate of Translation and Publication, Directorate of Admissions, Centre for Women Studies; Centre for Urdu Culture Studies; Centre for Professional Development of Urdu Medium Teachers (CPDUMT); Al-Beruni Centre for the Study of Social Exclusion & Inclusive Policy (ACSSEIP); H.K. Sherwani Centre for Deccan Studies; Centre for Promotion of Knowledge in Urdu (CPKU); Civil Services Examination Coaching Academy; UGC-NET Coaching Centre for Minorities; UGC-Remedial Coaching Centre for Minorities; Coaching Centre for Minorities for entry into Services; Maulana Abul Kalam Azad Chair; National Service Scheme (NSS) Cell; Training and Placement Cell; Equal Opportunity Cell; University Guest House; UGC-HRDC Guest House; Sports Complex; Open Air Auditorium; four hostels for boys; two hostels for girls; Health Centre; Dean Students Welfare Office; Bank; Post Office; a Canteen; and 93 Faculty and Staff Quarters.

The Regular mode programs are imparted through 7 Schools of Studies:

- 1) Languages, Linguistics & Indology;
- 2) Arts & Social Sciences
- 3) Commerce & Business Management;
- 4) Education & Training;
- 5) Mass Communication & Journalism
- 6) Sciences
- 7) Computer Science & Information Technology

These seven Schools offer academic programs through 24 Departments: - Department of (i) Arabic; (ii) English; (iii) Hindi;(iv) Persian;(v) Urdu;(vi) Translation studies; vii) Islamic Studies; viii) Economics; ix) History; x) Political Science; xi) Public Administration; xii) Sociology; xiii) Social Work; xiv) Women Education; xv) Mathematics; xvi) Physics; xvii) Chemistry; xviii) Botany; xix) Zoology; xx) Commerce; xxi) Management Studies; xxii) Journalism & Mass Communication; xxiii) Education & Training; xxiv) Computer Science & Information Technology;

The Departments are currently offering 78 programs and courses, (21 PhD; 21 PG; 08 UG, 05 PG Diploma and 05 Diploma programs and 2 Certificate courses. The University also offers technical Diploma programs through Polytechnics (08 Diplomas) and vocational programs through Industrial Training Institutes (08 Certificate Trades). Further University is evolving to deliver Innovative and Relevant Quality Education with flexible academic framework through Choice Based Credit System and upgrade the curriculum based-on market needs periodically.

The education imparting mechanism of MANUU is structured around Schools of Studies, Departments, Colleges, Centres and Directorates. The Schools of Studies have Departments which in turn are set up based on the established fields and disciplines of studies. The Schools are supervised by the Deans and the Departments by the Heads. Each School has a Board, called School Board(SB) and every Department has a Board; which is called; Board of Studies (BoS). All matters pertaining to academics are devised, discussed and approved first in the BoS, then in the SB, from where, if approved, are passed on to the Academic Council. The Academic Council which is chaired by the Vice-Chancellor passes the proposals for implementation.

The Centres of the University offer training and research courses, and organize cultural activities. The Centres are headed by Directors. The Directorate of Distance Education offers educational programmes and courses through distance mode. The University has also established a UGC Academic Staff College which is now called UGC-Human Resource Development Centre.

Furthermore, the university has a Satellite Campus in Lucknow and a Campus at Srinagar (Jammu and Kashmir). There are Colleges of Teacher Education in Bhopal, Darbhanga, Srinagar, Aurangabad, Sambhal, Asansol, Nuh (Mewat) and Bidar. They are guided through School of Education and Training. The University runs three Polytechnic colleges, one each

in Bengaluru, Darbhanga and Hyderabad; three ITIs, one each in Bengaluru, Darbhanga and Hyderabad; and three Urdu Model Schools, one each in Darbhanga, Hyderabad and Nuh.

Moreover, the University has elected representative bodies of teachers, non-teaching staff and students.

The University is a member of the Association of Indian Universities, Association of Common Wealth Universities, Asian Association of Open Universities, Association for the study of Persionate Societies, India International Centre, Indian Academy of Social Sciences and Nizam Club.

To cater to the educational needs of Urdu speaking population clusters in the country, MANUU Directorate of Distance Education has opened nine Regional Centres and five Sub-Regional Centres in 11 different states. Moreover, the Directorate has 158 Study Centres spread all over the country.

Effective Governance System is in place for transparency and accountability with established structures. Further the University is switching over to e-Governance functioning for streamlining of internal processes.

University is also part of Mission Mode Directives of MHRD such as Swacch Bharat Abhiyan; Swacch Bharat - Swasth Bharat; Swatchhata Pakhwada; Unnat Bharat Abhiyan; Ek Bharat - Shreshtha Bharat; Beti Bachao - Beti Padao; Vittiya Shaksharat Abhiyan and PM Kaushal Vikas Yojana; in addition to Digital India project NKN - NME-ICT, which includes Campus Connect, UGC-INFLIBNET, NDL Cluster, SWAYAM, SWAYAM PRABHA, NAD, Bharatvani etc.,
