



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



مرکز برائے فاصلاتی و آن لائن تعلیم
دूरस्थ एवं ऑनलाइन शिक्षा केंद्र
CENTRE FOR DISTANCE AND ONLINE EDUCATION

Minutes of the 16th CIQA (Centre for Internal Quality Assurance) Committee
Meeting held on 16th September, 2025

A meeting of the 16th CIQA (Centre for Internal Quality Assurance) Committee was held on 16th September, 2025 at 4:00 PM in the Conference Hall, Administrative Building, MANUU Campus, Hyderabad. The following members attended the meeting:

Sl. No.	Names	Designation
1.	Prof. Syed Ainul Hasan Vice-Chancellor, MANUU	Chairperson
2.	Prof. Sk. Ishtiaque Ahmed Registrar, MANUU	Member
3.	Prof. V Venkaiah Former VC, Krishna University, AP	Member
4.	Prof. S. Jeelani Director, CDVL, HCU	Member (Online)
5.	Prof. N.I. Mulla Professor, CDOE, MANUU	Member
6.	Prof. Gulfishaan Habeeb Professor, CDOE, MANUU	Member
7.	Prof. Nikhath Jahan Professor, CDOE, MANUU	Member
8.	Prof. Syed Alim Ashraf Head, Dept. of Arabic, MANUU	Member
9.	Prof. Mohammad Fariyad Head, Dept. of MCJ, MANUU	Member
10.	Prof. H. Aleem Basha Professor, School of Sciences, MANUU	Member
11.	Prof. Shahbaz Ahmed Finance Officer, MANUU	Member
12.	Prof. Ramesh Ghanta Professor (Rtd.) Education, MANUU	Special Invitee
13.	Dr. Md. Zair Hussain Controller of Examinations	Special Invitee
14.	Prof. V S Sumi Professor (Education), CDOE	Special Invitee
15.	Prof. Sayyad Aman Ubed, Professor (Education), CDOE	Special Invitee
16.	Dr. Shaikh Wasim Associate Professor (Education, CDOE	Special Invitee
17.	Prof. Mohd Razaullah Khan, Director, CDOE	Member Secretary

At the outset Prof. Mohd Razaullah Khan, Director, CDOE welcomed all the members and thanked them for attending the 16th CIQA Meeting and with the permission of the Chair presented the agenda items before the Committee.

AGENDA ITEMS

16.1 Confirmation of Minutes of 15th CIQA Meeting held on 26th March, 2025

The Minutes of 15th CIQA Meeting held on 26th March, 2025 were circulated to the members. As no comments were received, it was resolved to approve the minutes of 15th CIQA Meeting.

16.1.2 Follow-up/Action Taken Report (ATR) on the Minutes of 15th CIQA (Centre for Internal Quality Assurance) meeting held on 26th March, 2025

Follow-up / Action Taken Report (ATR) on minutes of 15th CIQA Meeting held on 26th March, 2025:

Item No.	Particulars	Follow-up/Action Taken
15.2.1	Ratification of Skill Enhancement Course (SEC)	Complied
15.3.1	Implementation of 4 Year UG Programme (BA, B.Sc., and B.Com) in ODL mode from 2025-26 and approval of Programme Project Report (PPR) for 4-year UG Programme	Implemented
15.3.2	Approval of Self Learning Material (SLM)	Complied
15.3.3	Approval of Self Learning Material (SLM) / eSLM of MBA Programme.	Complied
15.3.4	Summer and winter vacation of CDOE Teaching Faculty	Implemented
15.3.5	Construction of Regional Centre (RC) Building in Darbhanga	Referred to Engineering Section
15.3.6	To attach three Learning Support Centres (LSCs) with Hyderabad SRC's Extension Centre at Vijayawada.	Complied
15.4.1	Proposal for allocation of budget from CDOE for procurement/upgradation of Unified Threat Management (UTM) and Network infrastructure of the University.	Complied
15.4.2	Organizing workshop for E-content Development	Preparation in progress
15.4.3	Constitution of a Committee for Online Programmes	Preparation in progress
15.4.4	Transferring/Hiring Technical Support Staff	Complied
15.4.5	Finance and Budgetary Details related to CDOE	Awaited from Finance

The action taken report was presented and it was approved.



16.2 ITEMS FOR REPORTING/RATIFICATION

16.2.1 Constitution of a Committee for Exploring In-house Printing, Binding and Publishing Facilities under CDOE

The Centre for Distance and Online Education (CDOE), Maulana Azad National Urdu University (MANUU), plays a pivotal role in the development, dissemination, and delivery of quality Self-Learning Materials (SLMs) to support distance and online learners. Currently, these materials are printed and published through outsourced vendors, which often leads to challenges in cost management, quality control, timely delivery, and logistical coordination.

To address these concerns and to explore the feasibility of establishing dedicated **in-house facilities** for printing, binding, and publishing of SLMs and other related academic publications, the Competent Authority has accorded approval to **constitute a committee** comprising the following members with relevant academic, administrative, and technical expertise:

1. **Prof. Gulfishaan Habib**, Dean, SLL&I – *Chairperson*
2. **Prof. Nikhat Jahan**, Head, MPDU; CDOE – *Member*
3. **Prof. Ehtesham Ahmed**, Department of MCJ, MANUU – *Member*
4. **Mr. P. Habibullah**, Assistant Registrar, Purchase – *Member*
5. **Dr. Aftab Alam Baig**, Assistant Registrar, CDOE – *Member*
6. **Dr. Malik Raihan Ahmed**, Convener, MPDU, CDOE – *Member-Convener*

Mandate of the Committee:

The committee will carry out a comprehensive study and submit its recommendations covering the following aspects:

1. **Operational Feasibility:**
 - o Assessment of daily operations, staffing needs, space, workflow, and inter-departmental coordination
 - o Review of best practices from other ODL institutions with in-house publishing units
2. **Economic Feasibility:**
 - o Comparison between current outsourcing costs and estimated in-house expenses (capital, recurring, maintenance)
 - o Evaluation of short and long-term return on investment (ROI) and cost-saving potential
3. **Technical Feasibility:**
 - o Identification of required equipment (digital/offset printing, binding, design tools, etc.)
 - o Infrastructure needs: space, electricity, ventilation, storage, safety and environmental compliance

The Committee agreed in-principle to have in-house printing press. The Hon'ble Vice-Chancellor suggested to identify the space for establishment of Inhouse Printing Press with a view of a long-term purpose for printing of material and publication work. The committee ratified the same.

16.2.2 Submission and Recognition Status of ODL/Online Programmes by UGC-DEB

UGC-DEB issued a Public Notification vide F.No.1-4/2025 (DEB-NER), dated 14th March, 2025, inviting fresh online applications from eligible Higher Educational Institutions (HEIs)

for recognition to offer programmes under Open and Distance Learning (ODL) mode and/or Online mode for the academic year 2025-26, beginning from July-August, 2025 and onwards.

In response, the Centre for Distance and Online Education (CDOE) successfully submitted the online application on the UGC-DEB portal on 9th April, 2025, for recognition of the following programmes:

1. 4-Year Undergraduate Programmes (BA (Hons), B.Com. (Hons) and B.Sc. (Hons))
2. MBA (ODL)
3. B.Ed. (ODL)

Subsequently, UGC-DEB communicated the deficiencies observed in the application via email dated 13th May, 2025. CDOE duly addressed and submitted compliance for the said deficiencies on 23rd May, 2025.

An Online Interface Expert Committee Meeting was held on 17th June, 2025 to review the submitted application and compliance documents.

UGC-DEB has recognized the 4YUG (BA, B.Sc. and B.Com), B.Ed. and MBA programme(s) from the academic year 2025-26 beginning from July-August and Onwards, vide their email dated 18th July, 2025 and letter No. F.No.1-10/2025(DEB-SER) dated 22nd August, 2025.

The matter was placed and the Committee ratified the same.

16.2.3 Establishment of New Learner Support Centers (LSCs)

The University has established the following new Learner Support Centres (LSCs) or Study Centres in different regions of the country, based on the recommendations of committees constituted for this purpose, namely the Inspection Committee at the Regional/Sub-Regional Centre level and the Scrutiny Committee at the Headquarters.

S. No.	Name and Address of the Learner Support Centres (LSC)	RC/SRC	Approval of the Hon. Vice-Chancellor
1	Dominant College of Education, Dausa, Gupteshwar Road, Dausa-303303, Rajasthan	RD Delhi	24.10.2024
2	Abu Hurairah Girls College, Firozabad , Aqilabad, Hasanpur, Firozabad-283203, UP		24.10.2024
3	City (PG) Degree College, Bijnor, UP NH-74, Kotwali Road, City Nagina, Dist-Bijnor- 246762, UP,		21.04.2025
4	Kamla Roy Degree College, Gopalganj, Arar Morh, Gopalganj- 841428, Bihar	RC Darbhanga	24.10.2024
5	Mohammad Hussain Azad National Degree College, Basheer Nagar, Thakurganj, (Kishanganj)- 855116, Bihar		21.04.2025
6	Milli Al Ameen College for Girls, 43, Hare Krishna Konar Road, Kolkata-700014, WB	RC Kolkata	21.04.2025
6	Kasturba Girls College, Bhopal, City Campus, 25, Jinsi Road, Jahangirabad, Bhopal-462008, MP,	RC Bhopal	24.10.2024

7	Bhadrakali College, Chatra , Itkhori, Chatra, Jharkhand, Ph/Mob: 8294856606, 9431182618	RC Ranchi	24.10.2024
8	Veer Abdul Hameed PG College , Gorakhpur, UP	SRC Varanasi	21.04.2025
9	Harf College , Nabha Road, Malerkotla-148023, Punja	RC Delhi	11.08.2025

The matter was placed and the Committee ratified the same.

16.2.4 Closure of Underperforming LSCs

The University has closed the following Learner Support Centers (LSCs)/ converted into Exam Centre, at different regions of the country on the recommendations of the Scrutiny Committee on the reasons given against their names:

S. No.	Name of the LSCs	Reasons	Jurisdiction	Approval of the Hon. Vice Chancellor
1	B. M. College, Pedi School, Khai Road, Vidisha, 464 001, MP (LSC Code: 19162)	Enrolment has been consistently declining over the past five years, and the college administration has expressed a lack of interest in continuing the LSC	RC Bhopal	21.04.2025
2	National Senior College, Nashik, National Campus, Maulana Azad Road, Nasik-422 001, Maharashtra (LSC Code: 19048)	The performance of the LSC was not up to the mark over the last three academic years, and the enrolment has been very poor.	RC Mumbai	21.04.2025
3	Nawab Azmat Ali Khan Girls Degree College, Azmat Bagh, Arya Samaj Road, Muzaffarnagar, Uttar Pradesh-251002 (LSC Code: 23264)	The institution seems uninterested.	RC Delhi	21.04.2025
4	Govt. Degree College, Uri-Baramulla - 192123, J&K (LSC Code: 19136)	Poor performance of the LSC.	RC Srinagar	21.04.2025
5	Govt. Degree College, Dooru, Anantnag-192101, J&K (LSC Code: 19138)	Poor performance of the LSC.		21.04.2025
6	Govt. Degree College, Pulwama, Newa Road, Pulwama- 192301, J&K (LSC Code: 19211) .	Poor performance of the LSC.		21.04.2025
7	Govt. Degree College, Tangdhar Teh: Karnah Dist: Kupwara, 193225, J&K. (LSC Code: 19213)	Poor performance. of the LSC.		21.04.2025

8	Govt. Degree College, Kulgam, Chawalgam Road, Near SSP Office, Kulgam - 192231, J & K (LSC Code: 19217)	Poor performance. of the LSC.		21.04.2025
9	Jawad Ali Shah Imambara Girl's Post Graduate College, Miya Bazar, Gorakhpur- 273001 UP (LSC Code:24284)	The LSC has not been effectively supporting the admission derive and has failed to provide the required MoU and other essential documents. Lack of Interest.	SRC Varanasi	21.04.2025

The matter was placed and the Committee ratified the same.

16.2.5 LSCs Converted into Exam Centre

S. No.	Name of the LSCs	Reasons	Jurisdiction	Approval of the Hon. Vice-Chancellor
1	Dept. of Urdu, Jamia Millia Islamia, Jamia Nagar, Okhla, New Delhi -110025 (LSC Code: 23266)	RD recommended that the LSC be converted into Examination Centre.	RC Delhi	21.04.2025
2	K. S. Saket P.G. College, Ayodhya, Near Rano Pali, Ayodhya, Pin: 224 123 (LSC Code: 23270)	Due to consistently low enrolment figures over the past two years.	SRC Lucknow	21.04.2025
3	Ganpat Sahai P. G. College, Sultanpur, Payagipur, Paryagraj Road, Sultanpur -228 001, UP (LSC Code: 23271)		SRC Lucknow	21.04.2025

The matter was placed and the Committee ratified the same.

16.2.6 LSCs to be Continued without Remuneration to the PTS

S. No.	Name of the LSCs	Reasons	Jurisdiction	Approval of the Hon. Vice-Chancellor
1	Al-Falah University, Dhauj, Faridabad, Haryana - 121004 (LSC Code:19130)	The Regional Director recommended that the LSC be maintained in a dormant capacity. If enrolment increases in the coming academic year, its operations may be resumed.	RC Delhi	21.04.2025

2	Gandhi Faiz -e- Aam College, Cant Area, Officers Colony, Shahjahanpur, Uttar Pradesh-242001 (LSC Code:19204)	RD recommended that the LSCs may be continued as an Examination Centre. MoU & PTS for current year may not be approved.		
3	Nayab Abbasi Degree College, Kailsa Road, Amroha, Uttar Pradesh – 224221 (LSC Code: 19207)			
4	Govt. Degree College, Doda-182 202, J&K (LSC Code:19095) under			
5	Govt. Degree College, Ramban-182 144, J&K (LSC Code:19102)	RD recommended continuing the LSCs and conducting the upcoming examinations at these centers. He also suggested not to pay remuneration to PTS, and granting an additional two years to achieve the required enrolment.	SRC Jammu	21.04.2025
6	Govt. Degree College, Kishtwar-182 204, J&K (LSC Code:19105)			
7	Govt. Degree College, Budhal, Rajouri-185 131, J&K (LSC Code:19120)			
8	Govt. Degree College, Mendhar-185 111, Poonch, J&K (LSC Code:19121)			
9	Govt. Degree College, Surankote-185121 Poonch, J&K (LSC Code:19219)			
10	Govt. Degree College, Thannamandi- 185212, Dist. Rajouri, J&K (LSC Code:23272)			
11	Govt. Degree College, Dharmari- 182313 J&K (LSC Code:24280)			

The matter was placed and the Committee ratified the same.

16.2.7 Fee for EWS Students

Administrative approval has been accorded to discontinue the fee concession for Economically Weaker Section (EWS) students seeking admission to Open and Distance Learning (ODL) programmes, effective from the academic year 2025–26 onwards.

The matter was placed and the Committee ratified the same.

16.2.8 Revision of B.Ed. Fee Structure

The Centre for Distance and Online Education (CDOE) constituted a committee vide Order No. MANUU/CDOE/2025/76 dated 9th June, 2025 to review and propose a revised fee structure for the Bachelor of Education (B.Ed.) - Open and Distance Learning (ODL) Programme.

1. Based on comparative analysis and current institutional requirements, the committee unanimously recommended an enhancement in the programme fee for the B.Ed. (ODL) programme, with all other components remaining unchanged.

Programme (B.Ed. Programme)	Admission fee (one-time non-refundable)	Programme fee for SC/ST/PWD/EWS/Women/Transgender (Annual)	Proposing 10% enhancement (annual)	Programme fee for other students (annual)	Proposing 10% enhancement (annual)	Lab practicals fee (annual)	Examination fee (annual)	Development fee / corpus fund (annual)	Total fee for SC/ST/PWD/EWS*/Women/Transgender students (annual)	total fee for other students (annual)
1 st year	1000	9000	900	15000	1500	1000	2000	1000	14900	21500
2 nd year		9000	900	15000	1500	1000	2000	1000	13900	20500
									28800	42000

Note: The remaining components of the fee structure remain unchanged.

2. Summary of Revised Total Fees

- **Unreserved/General/OBC candidates:** ₹42,000 (₹39,000 + ₹3,000)
- **SC/ST/PWD/EWS*/Women/TG candidates:*** ₹28,800 (₹27,000 + ₹1,800)

**The inclusion of EWS category is subject to CIQA review, aligning with other programme categories.*

3. Students can only re-register for the B.Ed. programme once they've reached the maximum study period of five years. After that, they have up to two more years to complete any remaining work by re-registration. Re-registered students must take exams with latest syllabus in the same subjects they originally enrolled in. If any subject has been updated, replaced, or removed, they'll be tested on the last version they studied. The re-registration fees include re-registration fee, per course fee and examination fee (per course), which is as under:

Sl. No.	Particulars	Proposed Fee
1	Re-Registration in Programme	10% of the total fee
2	Per Course Fee	Pro-rata based on number of course*
3	Examination Fee (Per Course)	₹300

*(*pro-rata means total fee / total programme courses e.g., 42000/28=1500x total programme courses)*

The committee recommends the implementation of the revised fee structure as detailed above, effective from the upcoming academic session. This revision is essential to ensure sustainability, maintain academic quality, and provide enhanced student support within the B.Ed. (ODL) Programme framework.

The matter was placed and the Committee ratified the same.

16.2.9 Approval of Fee Structure for MBA Programme

The administrative approval has been accorded for the fee structure of the MBA ODL Programme effective from the academic session 2025-26. The Prospectus Committee has recommended the following structure:

Programme		Admission Fee (One time, Non-refundable)	Programme Fee for SC/ST/ PWD/ Woman/ Transgender (Annual)	Programme fee for Other Students (Annual)	Examination Fee (Annual)	Development Fee/Corpus Fund (Annual)	Dissertation/Project Fee	Total Fee for SC/ST/ PWD/Woman / Transgender Students (Annual)	Total Fee for Other Students (Annual)
M.B.A.	I Year	1000	6600	11000	2000	1000	-----	10600	15000
	II Year	-	6600	11000	2000	1000	2000	11600	16000
								22200	31000

The matter was placed and the Committee ratified the same.

16.2.10 Approval of CDOE Prospectus 2025-26

The Prospectus for the academic year 2025-26 beginning from July – August has been prepared for the following programmes to be offered by the Centre for Distance and Online Education (CDOE):

- **Four-Year Undergraduate (4YUG) Programmes:**
 - B.A. (Hons)
 - B.Com. (Hons)
 - B.Sc. (Hons)
- **Postgraduate Programmes (PG):**
 - M.A. in Urdu, Hindi, Arabic, Islamic Studies, History, English
- **Diploma Programmes:**
 - Urdu
 - Journalism and Mass Communication
 - Employability Skills
 - Teach English
 - Early Childhood Care and Education
 - School Leadership and Management
- **Certificate Programmes:**
 - Functional English
 - Proficiency in Urdu through English

The matter was placed and the Committee ratified the same.

16.2.11 Prospectus of B.Ed. ODL Programme for the Academic year 2025-26

The Prospectus of B.Ed. (ODL) is prepared for the academic year 2025-26 beginning from July-August.

The matter was placed and the Committee ratified the same.

16.2.12 Prospectus of MBA ODL Programme for the Academic year 2025-26

The Prospectus of MBA (ODL) is prepared for the academic year 2025-26 beginning from July-August.

The matter was placed and the Committee ratified the same.

16.2.13 Tentative Academic Calendar and Admission Schedule

The administrative approval has been accorded for the following, and the same is enclosed herewith:

I. Tentative Academic Calendar for UG, PG, Diploma and certificate Programmes

S. No	Activity	Schedule
I SEMESTER		
1.	Issue of Admission Notification	27 th July, 2025
2.	Opening of Samarth Portal	28 th July, 2025
3.	Last date for registration & submission of ONLINE application form with payment of Registration fee (Rs.300)	13 th October, 2025
4.	Last date for payment of admission fee	15 th October, 2025
5.	Dispatch of SLM/eSLM	October/November, 2025
6.	Counselling-cum-Contact Sessions	November, 2025-January, 2026
7.	Submission of online/offline Assignments and Project wherever applicable	January/ February, 2026
8.	Semester End Examination	March/April, 2026
II SEMESTER		
9.	Counselling-cum-Contact Sessions	May-July, 2026
10.	Submission of online/offline Assignments and Project wherever applicable	July/ August, 2026
11.	Semester End Examination	August/ September, 2026

II. Tentative Academic Calendar for B.Ed. and MBA (ODL) Programmes

1.	Issue of Admission Notification	27 th July, 2025
2.	Opening of SAMARTH Admission Portal	28 th July, 2025
3.	Last date of submission of Forms (Online)	17 th September, 2025
4.	Issue of Hall ticket	23 th September, 2025
5.	Date of Entrance Test	28 th September, 2025
6.	Declaration of General Rank List (Result)	01 st October, 2025
7.	Declaration of 1 st Merit List	04 th October, 2025
8.	Online Document Verification / Admission Counselling & Payment of Fee	05 th to 08 th October, 2025
9.	Declaration of 2 nd Merit List (If needed)	9 th October, 2025
10.	Online Document Verification / Admission Counselling & Payment of Fee	9 th to 10 th October, 2025
11.	Spot Admissions & Payment of Fee (If needed)	12 th to 15 th October, 2025
12.	Last Date of Admission	15 th October, 2025 (06.00 pm)

The matter was placed and the Committee ratified the same.

16.2.14 Revised Eligibility Criteria for Admission into M.A. Arabic Programme.

The Competent Authority has accorded approval to modify the eligibility criteria for admissions into the M.A. Arabic Programme as follows:

Name of programme	Existing Eligibility Criteria	Proposed Eligibility Criteria
Master of Arts (M.A) Arabic	<p>I. A recognized bachelor's degree or Equivalent.</p> <p>II. Urdu as a subject/language or as medium of instruction in 10th /12th/Graduation level or equivalent Madrasa courses approved by MANUU with Urdu as medium of instruction.</p> <p>OR</p> <p>II. Studied Arabic as a language or as a subject in the qualifying examination. Such candidates will be considered for admission subject to the condition of passing the Urdu Certificate Examination conducted by MANUU before the end of the MA Arabic programme.</p>	<p>I. A recognized bachelor's degree or Equivalent.</p> <p>II. Urdu as a subject/language or as medium of instruction in 10th /12th/Graduation level or equivalent Madrasa courses approved by MANUU with Urdu as medium of instruction.</p> <p>OR</p> <p>II. Studied Arabic as a language or as a subject in the qualifying examination. Such candidates will be considered subject to take admission into Diploma in Urdu programme offered by CDOE, MANUU. However, the final result of the MA Arabic programme will not be issued until they have successfully passed the said examination (Diploma in Urdu).</p>

The matter was placed and the Committee ratified the same.

16.2.15 Proposal for Approval of Honorarium for Additional Academic Activities under B.Ed. (ODL) Programme

The honorarium rates for academic counselling, assignment evaluation, and workshop sessions under the B.Ed. (ODL) programme have been notified in previous office orders, certain essential activities related to evaluation of field-based and practicum components are yet to be formally approved. These activities are integral to the continuous and summative assessment process mandated by the NCTE and the University's ODL programme structure.

The following honorarium rates are proposed for approval for the B.Ed. (ODL) Programme:

Activity	Proposed Honorarium	Unit
Evaluation of School-Based Activities (SBA) Records	₹50	Per Record
Evaluation of Workshop-Based Activities Records	₹50	Per Record
Evaluation of Teaching Practice Record (20 Lessons per Method Course)	₹200	Per Method Course
Final Teaching Practice Lesson	₹200	Per Lesson (Maximum 5 lessons are allowed per observer - per day)

These rates were proposed in parity with existing honorarium norms for similar academic evaluation work already approved under the programme. The above rates were approved by the competent authority.

Accordingly, a separate order for honorarium of B.Ed-ODL programme related activities.

The matter was placed and the Committee ratified the same.

16.2.16 Conducting online Final Teaching Practice for B.Ed. (ODL) backlog student

The Centre for Distance and Online Education (CDOE), MANUU, vide Notice No. MANUU/CDOE/B.Ed.-II/F.01 (Vol.-II)/2025/144 dated 21.08.2025, informed about the schedule for conducting the Final Teaching Practice for backlog students enrolled in the B.Ed. (ODL) programme for the batches 2020 to 2024 (semester mode).

This initiative is in continuation of the approval granted by the competent authority on 11.08.2025 to facilitate completion of academic requirements for students who missed their earlier offline teaching practice.

Details:

1. The Final Teaching Practice lessons will be conducted exclusively through online mode for backlog students.
2. The programme is aimed at ensuring academic continuity and supporting learners to fulfil degree requirements.
3. A fee of ₹1000 per teaching method (₹2000 for two methods) is prescribed, payable by Demand Draft in favour of "MANUU," Hyderabad.
4. The Final Teaching Practice will be conducted only by the Programme Centre – CDOE, Hyderabad.
5. The Director, CDOE, may be authorized to conduct the online final teaching practice for backlog students as and when required.

The item is approved by the competent authority for conducting the online Final Teaching Practice for B.Ed. (ODL) backlog students as per the details mentioned above.

After discussion, it was resolved that the final teaching practice be conducted in hybrid mode, but it was agreed that this arrangement would not be advisable in the future. The Committee ratified the decision.

16.3 ITEMS FOR CONSIDERATION

16.3.1 No Fee Concession to MANUU Staff for Professional Courses/Programmes.

It is proposed that no fee concession shall be applicable to MANUU staff members for admission to professional courses/programmes, including but not limited to MBA, B.Ed., and other diploma or certification programmes categorized as professional in nature, offered under Distance and Online modes.

This is in line with maintaining the financial sustainability of such programmes and ensuring uniform policy implementation across all categories of applicants.

The Committee approved the same.



16.3.2 Introduction of MOOCs on ‘Teaching and Learning’ (PGED201GET)- Generic Elective Course for PG students.

As part of the initiative to expand high-quality digital content in line with UGC guidelines and NEP 2020, the CDOE proposes to offer a **MOOC on “Teaching and Learning” (Course Code: PGED201GET)**. This is a **4-credit Generic Elective course** currently offered to **Postgraduate students (MA Semester IV)** across disciplines.

The course is being developed in **Urdu medium**, aiming to enhance access and pedagogical training among Urdu-speaking learners through 4-quadrant model.

Key Features:

- **Course Title:** Teaching and Learning (PGED201GET)
- **Type:** Generic Elective | **Level:** Postgraduate
- **Duration:** 16 Weeks
- **Credits:** 4
- **Medium of Instruction:** Urdu
- **Target Learners:** PG students of Urdu, Hindi, English, Arabic, History, Islamic Studies
- **Delivery Mode:** MOOC (via University LMS / SWAYAM)
- **Assessment:** 30% internal (quizzes, forum participation), 70% external proctored exam

Course Team:

- **Course Coordinator:** Prof. V.S. Sumi
- **Content Developers:** Faculty from CDOE, Dept. Education & Training, and CTEs
- **Video & IT Support:** IMC & Digital Multimedia Studio of CDOE

Budget: The expenditure on Video production, module preparation, assessment tools, transcription, licensing, coordination, etc., will be prepared as per University norms.

The detailed proposal is presented for the consideration and approval of the same.

The Hon’ble Vice-Chancellor suggested that the Online Mode and MOOCs programme shall be started from the next semester i.e. January, 2026 onwards. The Committee approved the same.

16.3.3 Approval of Programme Project Report (PPR) for the Diploma in Guidance and Counselling (DGC).

The CDOE, MANUU proposes to launch a **one-year Diploma in Guidance and Counselling (DGCO)** in the ODL mode to address the growing need for trained counsellors and guidance professionals in schools, communities, and institutions. The programme aligns with UGC (ODL) Regulations 2020 and MANUU’s vision of inclusive and skill-based education, especially for Urdu-speaking and disadvantaged communities.

Key Features of the Programme:

- **Duration:** 1 Year (Two Semesters)
- **Credits:** 24 | **Total Marks:** 600
- **Eligibility:** 10+2
- **Medium of Instruction:** Urdu

- **Mode:** Distance (ODL) with hybrid workshops
- **Programme Fee:** As approved for Diploma courses
- **Programme Coordinator:** Dr. Shaikh Wasim, Asso. Professor, CDOE.

Course Structure:

Semester	Course Title	Credits
I	Foundations of Guidance & Counselling	4
I	Developmental Psychology	4
I	Counselling Theories & Techniques	4
II	Career Development & Guidance	4
II	Mental Health & Wellness	2
II	Assessment in Counselling	2
II	Practical (Workshop & Project)	4

- Includes workshops (20 hrs), project work, and skill-based training
- Internal & external evaluation as per UGC guidelines

Course Team:

- **Course Coordinator:** Dr. Shaikh Wasim, Asso. Professor, CDOE.
- **Content Developers:** Faculty from CDOE, Dept. Education & Training, and CTEs

Budget: The expenditure on SLM Development will be as per university norms.

The detailed PPR is presented before the committee for consideration and approval.

The Committee approved the same.

16.3.4 Proposal for approval of Payment norms for Diploma in Early Child Care Education (DECCE) & Diploma in School Leadership and Management (DSLML) Programmes

The following payment norms for Academic Counselling, Evaluation, and Administrative Expenditure for the Diploma in Early Child Care Education (DECCE) and Diploma in School Leadership and Management (DSLML) programmes are proposed for approval.

S. No.	Head	Particulars	Amount	Unit / Period
1	Academic Counselling	Academic Counsellor	₹500	Per Session (60 min)
2	Evaluation of Assignments & Practical Records	Assignment Evaluation	₹55	Per Course – per student
		Internship Record Evaluation for DECCE 1 st & 2 nd semester	₹50	Per record – per student
		Project / Case Study Record Evaluation for DSLML 2 nd semester	₹50	Per record – per student
3	Other Administrative expenditure	Administrative supporting expenditure for DECCE	₹5000	Per year
		Administrative supporting expenditure for DSLML	₹5000	Per year

The Committee approved the same.

16.3.5 Proposal for Conduct of On-Demand Examination for B.Ed-ODL Backlog Students

The detailed proposal was presented as Annexure - 7

The matter was discussed and it was resolved that instead of conducting On-Demand Examination, as a one-time measure, all annual-mode backlog students of the B.Ed. (ODL) programme (2014–2019 batches) shall be permitted to appear in the Term-End Examination. A special examination will be conducted for such students as a one-time measure. The Committee approved the resolution.

16.3.6 Approval of CIQA Report for 2024-25

The Committee approved the CIQA Report for the year 2024-25 and the same is to be placed before the Academic Council for approval.

The Committee approved the same.

16.3.7 Proposal for Award of Grace Marks in Assignments

It is proposed to allow the award of up to 2 (two) grace marks in assignments (for Assignment 1/2/3 combined) out of 30/15 marks for 6/4/2 credit courses. The same may be considered during moderation of results or at the time of uploading of marks at RCs/SRC level.

The Committee approved the same.

16.3.8 Proposal for Construction of Transit House.

The Agenda item was dropped.

16.3.9 Madrasa Connect Programme Expansion and Appointment of Consultants for a Fixed Period as per the Statue of the University

The matter was discussed in the Committee which appreciated the initiative. It was suggested that the Madrasa Connect Programme should be expanded all over India to bring madrasas in the mainstream education. The Committee authorized to the Hon'ble Vice-Chancellor to appoint a two Member Committee to suggest means and ways to move further in this regard.

The Committee approved the same.

16.4 Any other item with the permission of the Chair

16.4.1 Revised Academic Calendar and Admission Schedule of B.Ed/MBA ODL Programmes

The proposed revised schedule for admissions to the B.Ed/MBA ODL Programmes for the academic year 2025-26 is as follows:

1	Issue of Admission Notification	27 th July, 2025
2	Opening of SAMARTH Admission Portal	28 th July, 2025
3	Last Date of submission of Forms (Online)	24 th September, 2025
4	Issue of Hall ticket	26 th September, 2025
5	Date of Entrance Test	28 th September, 2025



7	Declaration of 1st Merit List	3 rd October, 2025
8	Online Document Verification & Payment of Fee	3-6 th October, 2025
9	Declaration of 2nd Merit List (If needed)	8 th October, 2025
10	Online Document Verification & Payment of Fee	8-10 th October, 2025
11	Spot Admissions & Payment of Fee (If needed)	12 th October, 2025
12	Last Date of Admission	14 th October, 2025 (06.00 pm)

The matter was placed before the Committee and discussed. The Committee authorized the Director, CDOE for revision and implementation of academic calendar for all programmes as per the requirement.

Committee Members suggested the following points:

1. Prof. V Venkaiah suggested for the MBA ODL Programme that care should be taken for delivery of pedagogy, identification of talented teachers and online support for betterment of the students. He also suggested the use of technology and digital learning resources for the programme. He also suggested that maximum videos shall be ready before launching the MOOC programme.
2. Prof. Ramesh Ghanta suggested that the Department of Education and Training, CTEs and CDOE should work in close coordination and programme centers should be established at all CTEs.
3. It was resolved to withdraw the letter of agreement no. MANUU/HY/DDE/FTS.537/2023/1171 dated 30.01.2024 with Jamia Millia Islamia, New Delhi regarding Self-Learning Material of M.A (Islamic Studies).

The meeting concluded with the vote of thanks.


Vice-Chancellor
06.10.25


Director, CDOE