

B.Ed. Faculty Details

Programme	Names of Faculty	Designation	Qualification	Nature of Appointment	Date of Joining programme and Joining Report
B. Ed.	Prof. Mushtaq Ahmed I Patel	Professor	Ph.D	Regular	27-11-2012
	Prof. Sayyad Aman Ubed	Professor	Ph.D	Regular	03-09-2019
	Prof. V.S. Sumi	Professor - Education	M.Ed./Ph.D	Regular	30-10-2024
	Dr. Pathan Md. Waseem	Associate Professor - Education	M.Ed./Ph.D	Regular	04-09-2019
	Dr. Sameena Basu	Associate Professor - EduWcation	M.Ed./Ph.D	Regular	29-11-2006



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



Office of the Registrar / कुलसचिव कार्यालय

No.MANUU/ER-1(A)(216)/F.180/2024-25/1733

03rd January, 2025

ORDERS / आदेश

Sub: MANUU - ER-I Section – Prof. Sayyad Aman Ubed, Professor – Education, Centre for Distance and Online Education – Promotion under CAS and Fixation of Pay - Orders - Issued.

Ref: 1. Order No.MANUU/ER-I(B)/F.208/2024-25/1497 dated 24.12.2024.
2. Approval of the Vice-Chancellor dated 28.01.2025.

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Consequent upon the promotion of **Prof.Sayyad Aman Ubed**, Centre for Distance and Online Education from Associate Professor-Education in Academic Level-13A in Pay Matrix Rs.1,31,400 to Rs.2,17,100 (7th CPC) to Professor in Academic Level-14 in Pay Matrix Rs.1,44,200 to Rs.2,18,200 (7th CPC) under UGC-Career Advancement Scheme with effect from **26.03.2024** vide Orders 1st cited, his pay is fixed as under:-

Sl. No.	Particulars	Pay fixed
1.	Basic Pay as on 26.03.2024 in pay matrix level 13A / Cell-5	Rs.1,47,900/-
2.	Pay to be fixed on account of Promotion as on 26.03.2024 and upto 30.06.2024 in Level-14 / Cell-2	Rs.1,48,500/-
3.	Pay fixed on the date of next increment i.e., 01.07.2024 by granting two increments on the pay drawn prior to upgradation. One annual increment and 2nd account of promotion as per FR 22(1)(a)(1)	One Annual Increment as on 01.07.2024 is Rs. 1,52,300/- Second increment on account of promotion is Rs.1,56,900/-
4.	Basic Pay fixed as on 01.07.2024	Rs.1,57,600/-
5.	Date of next increment	01.07.2025

2. The Finance and Accounts section is requested to release the difference of pay and allowances as per the pay fixed above.

3. Excess payment made, if any, due to erroneous pay fixation found later shall be recovered from future monthly pay bills.

By Order


सहायक कुलसचिव /Assistant Registrar
Establishment and Recruitment Section-I

Copy to:

1. Prof.Sayyad Aman Ubed, Professor-Education, CDOE
2. Finance Officer
3. Personal file

Gachibowli, Hyderabad - 500 032, T.S. India

Tel: +91(040) 2300-6601(VC-Office), 2300-6121(Registrar), 2300-6604(Fax)

EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in

مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)



No. MANUU/ER-I(A)(216)/F.180/2019-20/1319

November, 2019

APPOINTMENT LETTER

Sub: MANUU - ER-I Section - Appointment of Associate Professor -
Education (Directorate of Distance Education) under UR category.

Ref: 1. Offer of Appointment No. MANUU/ER-I/F.162/2019-20/898
dt.31.08.2019.

2. Acceptance letter & Joining letter dated 03.09.2019.

<<<<>>>

On the recommendations of the Statutory Selection Committee meeting held on 27.08.2019 and the approval accorded by the Executive Council of the University at its 76th meeting held on 19.10.2019, Dr.Sayyad Aman Ubed Ajar Ali S/o Mr.Ajar Ali is hereby appointed in the post of Associate Professor-Education (Directorate of Distance Education), Maulana Azad National Urdu University, Hyderabad under Un-reserved (UR) category in the Pay Matrix - ₹1,31,400,-2,17,100 (Academic Level 13A) w.e.f. 3rd September, 2019 (F.N).

2. The terms and conditions of the aforesaid appointment are as under:

(a) The above appointment shall be in the Pay Matrix - ₹1,31,400,-2,17,100 (Academic Level 13A) on a basic pay to be fixed subsequently plus usual allowances as admissible under Govt. of India / UGC / AICTE / University instructions from time to time.

(b) He is posted at Directorate of Distance Education, MANUU, Hyderabad.

(c) He shall be governed by the Act, Statutes, Ordinances and Rule/Regulations of the University for teaching employees and such other orders issued by the University/UGC/Govt. of India from time to time.

(d) He will be placed on probation for a period of one year from the date of joining duty which can be extended for further period of one year.

(e) He shall be required to perform duties in the form of teaching, tutorials, practicals, seminars and research work, to participate in extension, co-curricular and extra-curricular activities including the community service. Student related additional assignment wherever necessary. He shall be required to adhere to the teaching days and workload as prescribed by the UGC/NCTE/AICTE/University as the case may be. He shall also make available himself to the students even beyond class hours and help/guide them. As per the new requirements introduced by the University, he shall be required to mark biometric attendance, besides manual attendance in the Department/College/Directorate/Centre/Institution/Polytechnic concerned at the place of his posting.

(f) He shall be governed by the Government of India Rules on service matters including CCS (Conduct) Rules and CCS (CCA) Rules, as applicable to the employees of the University.

. Cont..2



No.MANUU/ER-I(B)/F.No.262/2019/130

3rd September, 2019

OFFICE ORDER

With reference to offer of appointment letter No.MANUU/ER-I/F.162/2019-20/898 dated 31.08.2019, on completion of the process of verification of documents, Dr.Sayyad Aman Ubed Ajgar Ali has joined the post of Associate Professor - Education, Directorate of Distance Education w.e.f. 03.09.2019 (Forenoon).

Separate orders for appointment shall be issued by ER-I Section in due course.


31/9/19
Registrar

Copy to:

1. Dr.Sayyad Aman Ubed Ajgar Ali → *He is directed to report for duty to the Director, DDE for further duties*
2. Director, Directorate of Distance Education
3. Dean, School of Education & Training
4. Head, Dept. of Education & Training
5. O/o VC/PVC/Registrar/FO/Librarian/CoE
6. Personal File
7. Office copy.

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MAULANA AZAD NATIONAL URDU UNIVERSITY

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4/6

No.MANUU/ER-I(C)/F.04/2014-15/ 151

9th September, 2014

ORDERS

In anticipation of the approval of the Executive Council of Maulana Azad National Urdu University, the Vice Chancellor is pleased to approve the promotion of the following Teacher on the recommendations of the Selection Committee under the UGC-CAS-2010 as per the details mentioned below :

Name, Designation & Pay Scale	Promoted from	Date of Selection Committee meeting	Effective date of promotion under CAS-2010
Dr.Mushtaq Ahmed I.Patel, Associate Professor-Education, Directorate of Distance Education, MANUU (Pay Band Rs.37400-67000 AGP-Rs.9000)	Associate Professor to Professor from Stage 4 to Stage 5 in the Pay Band of Rs.37400-67000 with AGP Rs.10,000 under UGC-CAS-2010	6 th September, 2014	27 th November, 2012

The above promotion shall be governed by the Rules and Regulations of MANUU for Teaching Employees and orders issued by the University/UGC/Govt. of India from time to time on the subject of CAS-2010.

Registrar

To
Dr.Mushtaq Ahmed I.Patel

Copy to:

1. Director, DDE
2. Academic Section
3. VC/PVC/Registrar's Offices
4. The Finance & Accounts Section
5. Personal File/Concerned File

25/9/14

Gachibowli, Hyderabad - 500 032, A.P., India
Tel: +91(040)23006601 (VC Office), 23006121 (Registrar), 23006604 (fax)
EPABX 23006612, 13, 14, 15 Website: www.manuu.ac.in

25/9/14
Registrar
Maulana Azad National Urdu University
Gachibowli, Hyderabad - 500 032

Date: 09.09.2014

467

To
The Registrar
Maulana Azad National Urdu University
Hyderabad.

Sub: Assuming the Post of Professor (Education) – Requested – Reg.
Ref: Order No. MANUU/E.R-I (C) 297/F.04/2014-15/1151 dated 09.09.2014

Sir,

With reference to the orders cited, today i.e. 09.09.2014, I assume the Post of Professor-Education, Directorate of Distance Education, Maulana National Urdu University, Hyderabad on the terms and conditions mentioned therein.

Thanking you,

Yours faithfully,
Mushtaq Ahmed I. Patel
(Dr. Mushtaq Ahmed I. Patel)
Professor

[Signature]
9/9/14

FRP
[Signature]
11/9

Copy to FSAC
[Signature]
11/9

[Signature]
11/9/14

6528
9/9/14

Bani Nay
307/2014

EP - I
No: 789
Date: 9/9/14



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No.MANUU/ER-I(A)/F.191/2024-25/10001

27th October, 2024

ORDERS

Sub: MANUU - ER-I Section – Place of Posting - Orders - Issued.

**Ref: 1. Appointment Letter No.MANUU/ER-I(A)/F.191/2024-25/53 dated 25.10.2024.
2. Approval of the Vice-Chancellor dated 29.10.2024.**

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In continuation to the appointment letter 1st cited, Dr.Sumi V.S., Professor - Education is hereby posted at Centre for Distance and Online Education (CDOE), MANUU Headquarters, Hyderabad.

2. She shall report to the Director, Centre for Distance and Online Education within a period of one month from the date of issue of appointment letter 1st cited failing which the appointment is liable to be cancelled
3. The other terms and conditions stipulated in the appointment letter 1st cited shall remain same.

Registrar

To

Dr.Sumi V.S
D/o Mr. Surendra V.A
Type IV, C Block C-1
MANUU Staff Quarters
Hyderabad, Telangana – 500 032

Copy to:

1. Dean, School of Education and Training
2. Director, DDE
3. Head, Dept. of Education and Training
4. Office of the VC / Registrar / Finance Officer
5. Office copy

Gachibowli, Hyderabad - 500 032, T.S. India

Tel: +91(040) 2300-6601(VC-Office), 2300-6121(Registrar), 2300-6604(Fax)

EPABX 2300-6612, 13, 14, 15 Website: www.manuu.ac.in



پروفیسر اسکے. ایشتیاق احمد، کل سچیف
پروفیسر اسکے کے ایشتیاق احمد، رجسٹرار
Prof. Sk. Ishtiaque Ahmed, Registrar

No. MANUU/ER-I(A)/F.191/2024-25/ 53
25th October, 2024

APPOINTMENT LETTER

Sub: MANUU - ER-I Section - Appointment of Professor - Education under Scheduled Caste (SC) category.

Ref: 1) Your application against Notification No.68/2024 dt.31.07.2024.
2) Selection Committee meeting held on 21.10.2024.
3) Vice-Chancellor's approval dated 24.10.2024.

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On the recommendations of the Statutory Selection Committee meeting held on 21.10.2024 and the approval accorded by the Vice - Chancellor, **Dr.Sumi V.S.** D/o Mr.Surendran V.A. is hereby appointed in the post of **Professor - Education** under Scheduled Caste (SC) category at Maulana Azad National Urdu University, Hyderabad in the Pay Matrix - ₹ 1,44,200 - 2,18,200 (Academic Level - 14).

2. The terms and conditions of the aforesaid appointment are as under:

- The above appointment shall be in the Pay Matrix - ₹ 1,44,200-2,18,200 (Academic Level - 14) on a basic pay to be fixed subsequently plus usual allowances as admissible under Govt. of India / UGC / AICTE / University instructions from time to time.
- Separate order shall be issued for place of posting.**
- He/she shall be governed by the Act, Statutes, Ordinances and Rule / Regulations of the University for teaching employees and such other orders issued by the University / UGC / Govt. of India from time to time.
- He/she shall be placed on probation for a period of one year from the date of joining duty which can be extended for further period of one year.
- He/she shall be required to perform duties in the form of teaching, tutorials, practicals, seminars and research work, to participate in extension, co-curricular and extra-curricular activities including the community service, Student related additional assignment wherever necessary. He/she shall be required to adhere to the teaching days and workload as prescribed by the UGC / NCTE / AICTE / University as the case may be. He/she shall also make available herself to the students even beyond office hours and help / guide them. As per the new requirements introduced by the University, he/she shall be required to mark biometric attendance, besides manual attendance in the Department / College / Directorate/ Centre / Institution / Polytechnic concerned at the place of his/her posting.

Cont.2

3. He/she shall require to submit the following certificates / documents at the time of joining duty:-

- a. A Medical Fitness Certificate issued from a Government Medical Officer not below the rank of Civil Surgeon or Professor in a Government Medical College or Superintended of a Government Hospital.
- b. A copy of relieving letter from the present employer, if already employed.
- c. Written Service Contract (Typed on ₹ 100/- Judicial stamp paper).
- d. Letter of joining.
- e. Two passport size photographs.

4. He/she shall report for duty to the Head, Department of Education & Training, MANUU Campus, Gachibowli, Hyderabad - 500 032 within a period of **one month** from the date of issue of appointment letter, failing which the appointment is liable to be cancelled.

To

Dr. Sumi. V.S.
D/o Mr. Surendra V.A.
Type IV, C Block C-1
MANUU Staff Quarters
Hyderabad
Telangana - 500032.
Mobile No: 9581645757
Email: drsumi@manuu.edu.in

Registrar

25/10/2024

Copy to:

1. The Director, Center for Distance and Online Education, MANUU
2. Office of the VC/ Registrar/ Finance Officer
3. Office Copy

Date: 30.10.2024

To

The Registrar

Maulana Azad National Urdu University
Gachibowli , HYDERABAD – 500 032

Through proper channel

**Sub: Joining Report as Professor-Education SC Category at the Centre for
Distance and Online Education (CDOE) -Reg.
Ref:- No.MANUU/ER-I(A)/F.191/2024-25/53 dated 25.10.2023.**

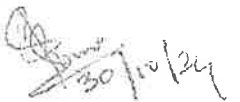
Respected Sir,

With reference to the subject cited above, I hereby join the duty as Professor-Education under SC Category at the Centre for Distance and Online Education (CDOE) on 30.10.2024 (F.N).

Kindly permit to join duty and oblige.

Thanking you,

Yours sincerely


30/10/24
Dr. V.S Sumi


30/10/24

DIRECTOR

Centre For Distance And Online Education
Maulana Azad National Urdu University
Gachibowli, Hyderabad-500 032.

DDE/642

Date:- 30/10/24



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No.MANUU/ER-I(B)/F.91/2022-23/668

30th August, 2022

ORDERS

Sub: MANUU - ER-I Section - Transfer and Posting of Teaching Staff - Orders - Issued.

Ref: Approval of the Vice-Chancellor dated 30.08.2022.

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The following Teaching staff members have been transferred and posted as under:-

S. No	Name	Designation	From	To
1.	Dr. Khan Shahnaz Bano	Associate Professor	CTE, Bhopal	CTE, Aurangabad
2.	Dr. Shaik Shaheen Altaf	Associate Professor	CTE, Aurangabad	DDE, Main Campus, Hyd.
3.	Dr. Shaik Wasim Shaik Shabbir	Associate Professor	CTE, Darbhanaga	DDE, Main Campus, Hyd.
4.	Dr. Nusaiba Anzar	Assistant Professor	CTE, Asansol	CTE, Sambhal
5.	Mr. Mohammed Hasan	Assistant Professor	CTE, Darbhanaga	CTE, Bhopal
6.	Mr. Syed Md. Kahful Wara	Assistant Professor	CTE, Bhopal	CTE, Darbhanaga
7.	Mr. Syed Azharuddin	Assistant Professor (Mathematics)	Polytechnic, Bangalore	Polytechnic, Hyderabad
8.	Mr. Mohd. Asifuddola	Assistant Professor (ECE)	Polytechnic, Darbhanga	Polytechnic, Bangalore

- ii. The above transfers are made owing to personal grounds, hence they shall not be entitled for any Transfer Grant, Joining time, etc. as per rules.
- ii. As the classes are likely to begin in mid of September, 2022, the above faculty members are directed to report at the new place of posting at the earliest.
- iv. The concerned Heads of Departments / Principals / Incharges are directed to relieve the faculty members on priority basis duly completing necessary formalities.
- v. Compliance of the above orders shall be reported to the undersigned.

Copy to:

1. The faculty concerned (by name) / 2. Director, DDE / 3. Dean, School of Education and Training / 4. Principal, CTE-Bhopal, Darbhanga, Asansol, Sambhal / 5. Principal, Polytechnic-Darbhanaga, Bangalore, Hyderabad / 6. Offices of the V.C / Registrar / Finance Officer / e. / CoE / 7. Asst. Registrar (Academic Section) / 8. Personal files / 9. Concerned file

REGISTRAR
30/08/2022

Date: 07/09/2022

To
The Registrar
Maulana Azad National Urdu University,
Gachibowli, Hyderabad.

Through: Director, Directorate of Distance Education, MANUU, Hyderabad.

Subject: Submission of Joining Duty at Directorate of Distance Education, Hyderabad. Reg.


Reference: Transfer Order No. MANUU/ER-1(B)-F.91/2022-23/668 dated 30 August 2022.

Respected Sir,

Apropos subject and reference cited above, I here by join my duty as Associate Professor at Directorate of Distance Education, MANUU main campus, Hyderabad on today i.e., on 07/09/2022 (FN).

With kind regards. Thanking You.

Yours


Dr. Shaikh Wasim Shaikh Shabbir
Associate Professor
MANUU CTE-Darbhanga.

Enclosure:

1. Relieving order
2. Copy of Transfer order

DDE/516
07/9/22

Forwarded

7/9/22

Director, DDE Office
F.M. No. 522
Inward Dt. 07
Outward Dt. 07/9/22



प्रो. एसके. इशतियाक अहमद, कुलसचिव

پروفیسر ایس کے اشتیاق احمد، رجسٹرار

Prof. Sk. Ishtiaque Ahmed, Registrar

No. MANUU/ER-I/F.208/2023-24/1011

17th October, 2023

ORDERS

Sub : MANUU - ER - I Section - **Dr.Sameena Basu**, Directorate of Distance Education - Promotion under UGC - Career Advancement Scheme (CAS) - Placement from **Assistant Professor** (Academic Level - 12) to **Associate Professor** (Academic Level - 13A) - Orders - Issued.

Ref : Vice - Chancellor's approval dated: 17.10.2023.

<<< :: >>>

On the recommendations of Statutory Selection Committee at its meeting held on 13.10.2023, the Vice-Chancellor is please to approve the promotion of **Dr.Sameena Basu**, Directorate of Distance Education from **Assistant Professor** [Academic Level - 12 in Pay Matrix ₹79,800 to ₹2,11,500 (7th CPC)] to **Associate Professor** [Academic Level - 13A in Pay Matrix ₹1,31,400 to ₹2,17,100 (7th CPC)] under UGC - Career Advancement Scheme (C.A.S.) with effect from **15.01.2022**.

2. She shall exercise Option under FR 22 (1) (a),(i) to fix her pay in the higher grade within one month from the date of issue of this order. Option once exercised shall be final. If no option is exercised within the due date her pay will be fixed from the date of promotion.

3. The above promotion shall be subject to the orders issued by the University / UGC / MoE from time to time. Release of arrears etc. arising out of the pay fixation in this case shall be governed under MANUU Office Memorandum No.MANUU/ ER-1/F.39/Vol.II/R/13 dated 14.06.2019 in terms of EC resolution No.74.4.18 dated: 17.05.2019. She is required to furnish an undertaking to the effect that any excess paid amount due to fixation on promotion shall be refundable / recoverable from the beneficiaries before the release of arrears arising out the fixation on promotion.

Copy to:

1. Dr.Sameena Basu, Associate Professor of Education, DDE
2. The Dean, School of Education & Training
3. The Director, Directorate of Distance Education
4. Office of the Vice - Chancellor / Registrar / Finance Officer
5. Personal files / Concerned file

REGISTRAR

17/10/2023

Gachibowli, Hyderabad-500 032, Telangana, India. Tel: (040), 23006602

registrar@manuu.edu.in || www.manuu.edu.in

manuuhydoofficial officialmanuu imcmanuu manuuhyd

Date: 31st May, 2022

To
The Director,
Directorate of Distance Education
MANUU, Hyderabad.

Sub: Joining Report-reg.

Sir,

In pursuance of Orders issued by the University Authorities vide no. MANUU/E.R.1(B)/F.91/2022/190, date: 20/5/2022, I hereby submit my joining report today i.e. on 31st May, 2022 in the afternoon.

Kindly accept my joining please.

Yours sincerely,


Dr. Sameena Basu

Asst. Professor

ID NO. 252

Copy forwarded to Registrar


31/5/22

AR



No MANUU/ER-I(B)/F.91/2022-23/190

-#
16 September 2022

ORDERS

Subj: MANUU – ER-I Section – Dr. Sameena Basu, Assistant Professor, DDE – Retaining at DDE – Orders – Issued.

- Ref:** 1. Order No.MANUU/ER-I(B)/F.91/2022/190 dated 20.05.2022.
2. Order No.MANUU/ER-I(B)/F.91/2022-23/669 dated 30.08.2022.
3. Letter dated 13.09.2022 of Dr. Sameena Basu.
4. Approval of the Vice-Chancellor dated 14.09.2022.

<<<>>

Dr. Sameena Basu, Assistant Professor was temporarily posted at DDE vide Orders 1st cited. Subsequently, she was repatriated to her original place of posting i.e., CTE-Srinagar vide Orders 2nd cited. Through her letter 3rd cited under reference, she has requested to retain her at MANUU Headquarters.

2. The competent authority considered the request of Dr. Sameena Basu and accordingly, she is posted at Directorate of Distance Education. However, she is assigned teaching work at Department of Education and Training in addition to her normal work at DDE.

3. Dr. Sameena Basu shall arrange her boarding and lodging on her own.

Registrar
16/9/22

Copy to:

1. Dr. Sameena Basu, Assistant Professor, DDE
2. Director, DDE
3. Dean, School of Education and Training
4. Head, Dept. of Education and Training
5. Principal i/c., CTE-Srinagar
6. Offices of the VC / Registrar / Finance Officer i/c. / Colf
7. Personal files
8. Concerned file