

## Faculty Details-M.A Urdu

Programme	Name of Faculty	Designation	Qualification	Phone No	Email ID	Nature of Appointment
<b>M.A Urdu</b>	Prof. Nikhat Jahan	Professor	Ph.D	9346258763	sanober_nikhath@yahoo.com	Regular
	Dr. Irshad Ahmad	Asst. Professor	Ph.D	8297581490	irshadnaiyyer@gmail.com	Regular
	Dr. Sabir Ali	Asst. Professor	Ph.D	9989796088		Regular
	Prof. Mohd Naseemuddin Farees	Consultant	Ph.D	9490784290	dr.naseemuddinfarees92@gmail.com	Contractual
	Dr. Talath Jahan	Consultant	Ph.D	9885608417	dr.talatj@gmail.com	Contractual
	Dr.Md. Nehal	Asst. Professor	Ph.D	9032815440	nehalm6788@gmail.com	Contractual
	Dr.Mohd Akmal Khan	Asst. Professor	Ph.D	9491971786	akmalkhanamu@gmail.com	Contractual
	Dr. Mohd Jafar	Asst. Professor	Ph.D	9450766185	Mohdjafar1985@gmail.com	Contractual

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)  
Gachibowli, Hyderabad – 500 032 (A.P.)  
(Accredited "A" Grade by NAAC)



No. MANUU/ER - I /F.162/2012-2013/3940

21<sup>st</sup> February 2013

ORDERS

**Sub:** MANUU –ER- I – Recruitment of Teaching Staff - Appointment of Associate Professor in Urdu, Directorate of Distance Education- Orders – Issued.

**Ref:** 1) Selection Committee meeting held on 31.01.2013.  
2) Approval of Executive Council dated 20.02.2013.  
3) Vice - Chancellor's approval dated 21.02.2013.

\* \* \*

Based on the recommendations of the Selection Committee, the Executive Council at its 43<sup>rd</sup> meeting held on 20.02.2013 has accorded approval for the appointment of Dr. Nikhat Jahan as Associate Professor in Urdu, Directorate of Distance Education in the pay scale of Rs. 37400-67000 with Grade Pay Rs.9000/- on a starting pay to be fixed plus usual allowances as admissible under the rules of the Govt. of India / University. She will be placed on probation for a period of one year from the date of joining duty. She is posted at Directorate of Distance Education, University Headquarters.

She will be governed by the Rules and Regulations of Maulana Azad National Urdu University for Teaching Employees, Service Contract and orders issued by the University/JGC/Govt. of India from time to time. New pension scheme in accordance with the O.M. No. 1(13) / EV/2001, Govt. of India, Ministry of Finance, Dept. of Expenditure dated 15.03.2004 shall be applicable and subsequent amendments made or will be made from time to time shall also be applicable.

She has to report for duty to the Registrar within a period of one month from the date of issue of this order, failing which the appointment is liable to be cancelled.

The University reserves the right to assign any other work to her deemed suitable in the larger interest of the University.

She may be posted either at any of the Institutions of the University in the country during the period of service within the University.

She is also required to produce the following certificates/documents in original and also attested copies thereof to the Registrar, at the time of joining the duty for verification.

1. \*Discharge/Relieving Certificate from the present employer;
2. \*Clearance Certificate issued by the present employer stating that no Vigilance/disciplinary proceedings are contemplated or pending against him;
3. Character Certificate
4. \*Last Pay Certificate issued by the Employer;
5. Service Agreement on Rs.10/- Non-Judicial Stamp Paper.  
\*Wherever applicable

Receipt of this order may kindly be acknowledged.

To

**Dr. Nikhath Jahan**  
Associate Professor - DDE  
Directorate of Distance Education  
Maulana Azad National Urdu University  
Gachibowli  
Hyderabad – 500 032.

Registrar

295

21<sup>st</sup> February 2013

To

**The Registrar**

Maulana Azad National Urdu University  
Gachibowli, Hyderabad-500 032.

Sub: Joining report for the Post of Associate Professor in Urdu, D.D.E

Ref: Appointment Order No MANUU/ER - I/F.162/2012-2013/3940 dated 21<sup>th</sup> February 2013

Sir,

In compliance with the order cited above, I am reporting for duty as Associate Professor in Urdu, D.D.E at Maulana Azad National Urdu University, Gachibowli, Hyderabad today on 21<sup>th</sup> February 2013, afternoon.

Kindly permit me to join the duty and obliged.

Thanking you


  
21/2/13

FR I

  
21/3/13

  
21/3/13

Yours faithfully,

  
21/2/2013

Dr. Nikhat Jahan

مولانا آزاد نیشنل اردو یونیورسٹی  
مौलانا آزاد نیشنل اردو یونیورسٹی

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No. MANUU/ER-I /F.162/2012-2013/ 394-1

5<sup>th</sup> March, 2013

**ORDERS**

**Sub:** MANUU - ER-I Section - Recruitment of Teaching Staff - Appointment of Assistant Professor - CULLC- Orders - Issued.

**Ref:** 1) Selection Committee meeting held on 31.01.2013.  
2) Executive Council approval dated 20.02.2013  
3) Vice-Chancellor's approval dated 05.03.2013.

\* \* \*

Based on the recommendations of the Selection Committee, the Executive Council at its 43<sup>rd</sup> meeting held on 20th February 2013 has accorded approval for the appointment of **Mr. Irshad Ahmad** as **Assistant Professor, Center for Urdu Language Literature and Culture (CULLC)** under **Other Backward Classes Category** in the Pay Band of **₹15600-39100** with **AGP ₹6000** on a starting pay to be fixed plus usual allowances as admissible under the rules of the Govt. of India / University. He will be placed on probation for a period of one year from the date of joining duty. He is posted at Center for Urdu Language Literature and Culture (CULLC), University Headquarters, Hyderabad.

He will be governed by the Rules and Regulations of Maulana Azad National Urdu University for Teaching Employees, Service Contract and orders issued by the University/UGC/Govt. of India from time to time. New pension scheme in accordance with the O.M. No. 1(13) / EV/2001, Govt. of India, Ministry of Finance, Dept. of Expenditure dated 15.03.2004 will be applicable and subsequent amendments made or will be made shall also be applicable.

He has to report for duty to the Registrar within a period of one month from the date of issue of this order, failing which the appointment is liable to be cancelled.

The University reserves the right to assign any other work to him deemed suitable in the larger interest of the University.

He may be posted either at Headquarters or any of the Institutions of the University in the country during the period of service within the University.

He is also required to produce the following certificates/documents in original to the Registrar at the time of joining the duty.

1. \*Discharge/Relieving Certificate from the present employer;
2. \*Clearance Certificate issued by the present employer stating that no Vigilance/disciplinary proceedings are contemplated or pending against him;
3. Character Certificate
4. \*Last Pay Certificate issued by the Employer;
5. A Medical Fitness Certificate from a Government Medical Officer not below the rank of Civil Surgeon or Professor in a Medical College or Superintendent of a Govt. Hospital;
6. Service Agreement on ₹10/- Non-Judicial Stamp Paper.  
\*Wherever applicable

Receipt of this order may kindly be acknowledged.

To

**Mr. Irshad Ahmad**  
S/o. Nesar Ahmad Naiyyer  
C/o. Mirza Ab Beig,  
38/7, Noor Nagar, Jamia Nagar  
New Delhi - 110 025.

**REGISTRAR**

Gachibowli, Hyderabad -500 032

Tel: +91(040) 23006612-15

Website: [www.manuu.ac.in](http://www.manuu.ac.in)

63

6<sup>th</sup> March 2013

To

The Registrar  
Maulana Azad National Urdu University  
Gachibowli, Hyderabad-500 032.

Sub: Joining report for the Post of Assistant Professor – CULLC.  
Ref: Appointment Order No MANUU/ER - I/F.162/2012-2013/3941 dated 5<sup>th</sup> March 2013

Sir,

In compliance with the order cited above, I am reporting for duty as *Assistant Professor in CULLC under OBC Category* at Maulana Azad National Urdu University, Gachibowli, Hyderabad today on 6<sup>th</sup> March 2013 forenoon.

Kindly permit me to join the duty and obliged.

Thanking you

Yours faithfully,

Irshad Ahmad

Mr. Irshad Ahmad 06-3-2013

  
6/3/13

~~F.R.~~

~~6/3~~

~~UDC~~  
~~7/3~~

~~Mohammed~~  
~~11/3~~

~~11/3/13~~

2665  
06-03-2013

1361  
6/3/13



(Accredited "A" Grade by NAAC)

No. MANUU/E.R-I(B) / F.91 /2016-17/706

05<sup>th</sup> August 2016

ORDERS

*Sub: MANUU - E.R-I Section – Transfers of certain Assistant Professors on administrative grounds – Orders – Issued.*

*Ref: Vice-Chancellor's approval dated 05.08.2016*

\* \* \*

The following Assistant Professors are transferred on administrative grounds. The new place of posting is as indicated against their names.

S. No.	Name & Designation	Present place of Posting	New Place of Posting
1	Dr. Firoz Alam, Asst. Professor	Directorate of Distance Education (DDE)	Centre for Urdu Language Literature & Culture (CULLC)
2	Dr. Irshad Ahmad, Asst. Professor	Centre for Urdu Language Literature & Culture (CULLC)	Directorate of Distance Education (DDE)

2. The above Asst. Professors are directed to report to new place of posting immediately.
3. The concerned Heads Offices are requested to relieve them by completing necessary formalities.
4. They shall report to the respective Heads of Offices.
5. The matter shall be reported to the undersigned.

  
Registrar

To

All Concerned

Copy to:

1. The Director, DDE
2. The Chief Consultant, CULLC
3. The Asst. Registrar, Academic Section
4. VC / Registrar's Office
5. Finance Accounts Section
6. Personal file
7. Concerned file

8<sup>th</sup> August, 2016

(127)

To  
The Director  
Directorate of Distance Education  
Maulana Azad National Urdu University  
Gachibowli, Hyderabad - 32

*Subject: Joining duty - Reg.*

*Ref. No.: MANUU/ER-1(B)/F.91/2016-17/706 Dated: 05.08.2016*

In compliance to the order cited above, I am to report for duty at Directorate of Distance Education (DDE).  
Hence I request you to kindly permit me to join duty at DDE today i.e. 08.08.2016 (A/N).

Thanking you,

*Forwarded to the Registrar -*  
*[Signature]*  
*8/8/2016*

Yours faithfully

*Irshad Ahmad*

Dr. Irshad Ahmad  
Assistant Professor

*DDE/823*  
*8.8.16*

*ER-I*

*9/8*

*copy to F8 A*

*[Signature]*  
*10/08/16*

2903  
09-08-2016

ER - I  
I.W.No: 1431  
Date: 09/8/16

مؤلانا آزاڊ نیشنل اُردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY

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



*Prof.Sk.Ishtiaque Ahmed*  
Registrar

No.MANUU/ER-I(A)/F.648/2026-27/84  
13<sup>th</sup> May, 2026

**APPOINTMENT LETTER**

Sub: MANUU - ER-I Section - Appointment of Assistant Professor - Urdu (CDOE) under Other Backward Classes (OBC - NCL) category.

Ref: 1) Your application against Notification No.73/2025 Dated.23.02.2026.  
2) Selection Committee meeting held on 07.05.2026.  
3) Vice - Chancellor's approval dated 12.05.2026.

<<<>>>

On the recommendations of the Statutory Selection Committee meeting held on 07.05.2026 and the approval accorded by the Vice - Chancellor, **Dr.Sabir Ali** S/o Late Abdul Kalam is hereby appointed in the post of **Assistant Professor - Urdu (CDOE)** under Other Backward Classes (OBC - NCL) category at Maulana Azad National Urdu University, Hyderabad in the Pay Matrix ₹57,700 - 1,82,400 (Academic Level - 10).

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

- (a) The above appointment shall be in the Pay Matrix ₹57,700-1,82,400 (Academic Level - 10) on a basic pay to be fixed subsequently plus usual allowances as admissible under Government of India/UGC/University instructions from time to time.
- (b) He is posted at **Centre for Distance & Online Education (CDOE)**, MANUU Headquarters, 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 / Government of India from time to time.
- (d) He 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.
- (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 office 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 concerned at the place of his posting.

Cont...2

*[Handwritten signature]*

- (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.
- (g) He will be covered under the New Pension Scheme (NPS) as introduced by the Government of India with effect from 1<sup>st</sup> January, 2004. However, if he had entered into Central/State Government Services or in the services of Central/State Autonomous Body set up by the Central/State Government, as the case may be, on or before 31<sup>st</sup> December, 2003 satisfying the conditions laid down in Government of India, Department of Personnel & Administrative Reforms, O.M/No.28-10/84-Pension Unit dated 29<sup>th</sup> August, 1984 read with Department of Pensions and Pensioner Welfare, O.M.No.28-(10)/84 P&PW/Vol.II dated 7<sup>th</sup> February 1986 as revised from time to time and are governed by the old pension scheme under Central Civil Services (Pension) Rules, 1972 or old Pension Scheme similar to Central Civil Services (Pension) Rules, 1972, he will continue to be governed by the old pension scheme. He will be eligible for counting of his past services for this purpose under Rule 26(2) of Central Civil Services (Pension) Rules, 1972 or under the provisions of O.M. dated 29<sup>th</sup> August, 1984 read with O.M. dated 7<sup>th</sup> February 1986 subject to payment of pro-rata retirement benefits for his past services to MANUU and his submission of technical resignation from the present employment in terms of Department of Pension & Pensioners Welfare O.M.No.28/30/2004-P&PW(B) dated 26<sup>th</sup> July, 2005 as modified vide O.M. of even no. dated 28<sup>th</sup> October, 2009 to take up the appointment offered by MANUU where pension scheme under Central Civil Services (Pension) Rules, 1972 already exists for employees who had entered into service on or before 31<sup>st</sup> December, 2003.
- (h) He is required to enter into a written service contract in the prescribed form enclosed herewith.
- (i) He may be posted either at Headquarters or at any of the Institutions of the University in the country during the period of service.
- (j) The University reserves its right to verification of character and antecedents, educational qualifications, experience certificate and other claims made by him in his application and other documents and his appointment shall be subject to the same.
- (k) This appointment is provisional and subject to the verification of documents / certificates etc. of his status i.e. SC/ST/OBC-NCL/EWS/PwD as the case may be through District Authorities concerned. If the verification reveals that the claims are false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provision of the Indian Penal Code for production of false certificates.
- (l) The University reserves the right to assign any other work to him deemed suitable in the larger interest of the University.

3. He shall be required to submit the following certificates/documents at the time of joining duty:-
- 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, if applicable.
  - A copy of relieving letter from the present employer, if already employed.
  - Written Service Contract (Typed on ₹100/- Judicial stamp paper).
  - Letter of joining.
  - Two passport size photographs.
4. He shall report for duty to the **Director, Centre for Distance & Online Education (CDOE)**, MANUU Campus, Gachibowli, Hyderabad 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.Sabir Ali**  
9-8-87/C/12, First Floor  
Behind Moghal Residency  
Tolichowki  
Hyderabad - 500008.  
Mobile No: 9989796088  
Email: mdsabirali70@gmail.com

Registrar  
13/05/2026



Copy to:

- The Director, Centre for Distance & Online Education (CDOE)
- Office of the Vice - Chancellor / Registrar / Finance Officer
- Office Copy

25<sup>th</sup> May, 2026

To  
**The Registrar**  
Maulana Azad National Urdu University  
Gachibowli, Hyderabad – 500032

**Subject: Joining duty as Assistant Professor – Urdu (CDOE) in the Centre for Distance and Online Education (CDOE), MANUU, Hyderabad – Reg.**

**Ref.: MANUU/ER-I(A)/F.648/2026-27/84 dated: 13<sup>th</sup> May, 2026**

Respected Sir,

With reference to office order MANUU/ER-I(A)/F.648/2026-27/84 dated 13.05.2026. I, **Dr. Md. Sabir Ali**, want to join the duty as Assistant Professor – Urdu (CDOE) in the Centre for Distance and Online Education (CDOE), Maulana Azad National Urdu University, Hyderabad.

So, I request you to please grant me permission to join the duty as Assistant Professor – Urdu (CDOE) in the above mentioned Centre of MANUU today i.e. 25.05.2026 (F/N).

Thanking you,

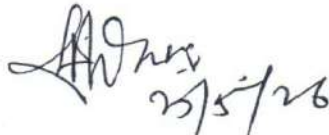
Yours faithfully



**Dr. Md. Sabir Ali**  
H. No.9-4-87/C/12, First floor  
Behind Moghal Residency  
Tolichowki, Hyderabad - 500008

Director, CDOE OFFICE
F.M. No. 87
Outward Dt. —
Inward Dt. 25/05/26

*Forwarded*



**DIRECTOR**

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



No. MANUU/ ER-I(B)/F.327/2021-22/1398

14 March, 2022

**ORDERS**

Sub:-..MANUU - ER-I - I Section - Prof.Mohd. Naseemuddin Farees - Appointment as Consultant at Directorate of Distance Education (DDE) on contractual basis - Order - Issued.

Ref:- Approval of the Vice-Chancellor dated: 25.02.2022.

\*\*\*\*

Prof.Mohd. Naseemuddin Farees is engaged as Consultant on contractual basis at Directorate of Distance Education (DDE) for a period of one year or till the need ceases whichever is earlier on the following terms and conditions:

1. The order shall take effect from the date of joining duty;
2. He shall be paid monthly remuneration of ₹70,000/-;
3. He shall work under the direct control of the Director, Directorate of Distance Education and perform duties as may be assigned to him from time to time;
4. The University reserves the right to assign any other work to him deemed suitable in the larger interest of the University;
5. He shall attend to his duties following the regular office timings;
6. That during the term of the contractual engagement, he shall not be entitled for availing any vacation or leave other than one day leave in a month;
7. The appointment shall be liable for termination at any time without assigning any reasons;
8. Upon termination of the appointment, he shall not be entitled to any terminal benefits.

To

**Prof. Mohd. Naseemuddin Farees**  
Former Professor, Dept. of Urdu  
MANUU, Hyderabad.  
(Through Director, Directorate of Distance Education)

Copy to:

1. Director, Directorate of Distance Education
2. Finance & Accounts Section
3. Office of the VC/PVC/Registrar/CoE
4. Concerned file

Registrar

11/3/22  
A. make a file  
Registrar -  
21/3/22

Date: 21<sup>st</sup> March, 2022

To  
The Registrar  
MANUU  
Hyderabad.

#Through Proper Channel#

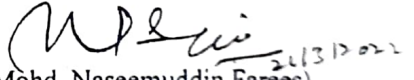
**Sub: Joining Report at DDE-reg.**  
**Ref: MANUU/ER-I(B)/F.327/2021-22/1398, dated: 14/3/22**

Sir,

With reference to the subject cited, it is to inform you that today, I have joined my duty as a Consultant at Directorate of Distance Education, MANUU on 21<sup>st</sup> March, 2022 (Forenoon).

Therefore, I request you to kindly accept my joining and obliged.

Thanking you,

  
( Prof. Mohd. Naseemuddin Farees)  
Former Professor, Dept. of Urdu  
MANUU, Hyderabad.

  
21/3/22



**Office of the Registrar**

No. MANUU/ ER-I(B)/F.327/2026-27/63

11 April, 2026

**ORDERS**

Sub:-.. MANUU - ER-I - I Section - Prof.Mohd. Naseemuddin Farees -  
Appointment as Consultant at Centre for Distance and Online  
Education (CDOE) on contractual basis - Order - Issued.

Ref:- Approval of the Vice-Chancellor dated: 09.04.2026.

\* \* \* \* \*

Prof.Mohd. Naseemuddin Farees is engaged as Consultant on contractual basis at  
Consultant at Centre for Distance and Online Education (CDOE) for a period of **three  
months** or till the need ceases whichever is earlier w.e.f. **09.04.2026** on the following terms  
and conditions:

1. He shall be paid monthly remuneration of ₹70,000/-;
2. He shall work under the direct control of the Director, Consultant at Centre for  
Distance and Online Education (CDOE) and perform duties as may be assigned to  
him from time to time;
3. The University reserves the right to assign any other work to him deemed suitable in  
the larger interest of the University;
4. He shall attend to his duties following the regular office timings;
5. That during the term of the contractual engagement, he shall not be entitled for  
availing any vacation or leave other than one day leave in a month;
6. The appointment shall be liable for termination at any time without assigning any  
reasons;
7. Upon termination of the appointment, he shall not be entitled to any terminal benefits.

//BY ORDER//

  
Assistant Registrar  
(ER-1 Section)

To  
Prof. Mohd. Naseemuddin Farees  
(Through Director, CDOE)

**Copy to:**

1. Director, Consultant at Centre for Distance and Online Education (CDOE)
2. Finance & Accounts Section
3. Office of the VC/Registrar/CoE
4. Concerned file



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



Office of the Registrar

No. MANUU/ ER-I(B)/F.327/2025-26/2187

17 January, 2026

ORDERS

Sub:- MANUU - ER-I - I Section – Dr.Talath Jahan - Appointment  
as Consultant at Centre for Distance and Online Education  
(CDOE) on contractual basis - Order - Issued.

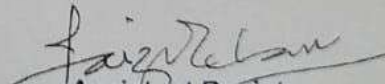
Ref:- Approval of the Vice-Chancellor dated: 08.01.2026.

\*\*\*\*

Dr.Talath Jahan is engaged as Consultant on contractual basis at Centre for Distance and Online Education (CDOE) for a period of **Six months** or till the need ceases whichever is earlier w.e.f. the date of joining duty on the following terms and conditions:

1. She shall be paid monthly remuneration of ₹50,000/-;
2. She shall work under the direct control of the Director, Centre for Distance and Online Education and perform duties as may be assigned to her from time to time;
3. The University reserves the right to assign any other work to her deemed suitable in the larger interest of the University;
4. She shall attend to her duties following the regular office timings;
5. That during the term of the contractual engagement, she shall not be entitled for availing any vacation or leave other than one day leave in a month;
6. The appointment shall be liable for termination at any time without assigning any reasons;
7. Upon termination of the appointment, she shall not be entitled to any terminal benefits.

//BY ORDER//

  
Assistant Registrar  
(ER-1 Section)

To

Dr.Talath Jahan  
(Through Director, CDOE)

Copy to:

1. Director, Centre for Distance and Online Education
2. Finance & Accounts Section
3. Office of the VC/Registrar/CoE
4. Concerned file

Date: 2<sup>nd</sup> February, 2026

To

**The Registrar**  
Maulana Azad National Urdu University  
Hyderabad

//Through Director, CDOE//

Sir,

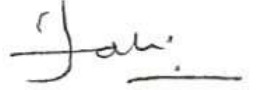
**Sub: Joining Report as Consultant – Reg.**

With reference to the Subject cited above and in compliance with the Order No. MANUU/ER-I(B)/F.327/2025-26/2187 dated 19<sup>th</sup> January, 2026, I have reported for the duty as Consultant at Centre for Distance and Online Education on 02.02.2026 (F/N)

Kindly accept the joining and oblige.

Thanking you,

Yours Sincerely



**Dr. Talat Jahan**

Forwarded  
27/1/26



No. MANUU/ER-I(B)/F-200/2020-21/610

20<sup>th</sup> October, 2020

**ORDERS**

**Sub:-** MANUU - ER - 1 Section - Dr.Md. Nehal - Contractual Engagement as Guest Faculty at Directorate of Distance Education - Orders - Issued.

**Ref:-** Approval of the Vice-Chancellor I/c dated: 12.10.2020.

\*\*\*

Dr.Md. Nehal is engaged on contractual basis to serve as **Guest Faculty – Urdu** at Directorate of Distance Education under Other Backward Classes (OBC-NCL) Category for a period of six months or till the need ceases whichever is earlier w.e.f. date of joining duty on a consolidated remuneration of ₹50,000/- per month on the following terms and conditions:-

1. That the above engagement is on full time basis and he shall attend to his duties following the regular office timings;
2. That during the term of the contractual engagement he shall not be entitled for availing any vacation or leave other than one day leave in a month;
3. That the monthly remuneration will be paid as per the attendance certified by the Incharge / Head concerned;
4. That the contractual engagement is liable for termination at any time if the performance is not satisfactory;
5. That the contractual engagement shall not entitle him for any claim whatsoever for a regular appointment in the University;
6. That he shall work under the direct control of the Director, DDE and also perform such other duties as may be assigned from time to time;
7. That he shall be assigned the work of SLM, evaluation of assignment and answer scripts in the concerned subjects and complete the assigned work as per the prescribed schedule.
8. The appointment is subject to submission one unit of SLM (typed & finalized) at the end of every month for the release of remuneration.
9. That on termination of the contractual engagement he shall not be entitled to any terminable benefits;
10. That this order shall not form a basis for claiming regular employment in the University. He shall have no claim whatsoever for further continuation on the expiry of the term of this contractual engagement.
11. That he shall report for duty within one week from the date of issue of this order and shall produce all his original educational qualification, experience certificates for verification at the time of joining duty and no TA/DA shall be given. A passport size photograph and adhar card may also be submitted along with the above documents.

To  
**Dr.Md.Nehal**  
Flat No.243, Road No.07, Street No.17  
Telecom Nagar, Gachibowli, Hyderabad - 32  
Mob.No.9032815440 Email: nehalm6788@gmail.com

*Signature*  
Registrar I/c

**Copy to:** The Director, DDE, Finance & Accounts Section, Concerned file.

The Registrar,

Maulana Azad National Urdu University,  
Gachibowli, Hyderabad. T.S.-500032.

Date: 21/10/2020

Time: 10:45 am

Sub: Joining letter as a Guest Faculty, DDE, MANUU

Ref: MANUU/ER-1(B)F-200/2020-21/610

Respected Sir,

With due respect I would like to inform you that I, Dr. Md Nehal have been appointed as a Guest Faculty in Department of Urdu, DDE, MANUU, Hyderabad. I am honored to inform you that I would like to join the department today i.e. 21/10/2020. I have gone through the terms and conditions of employment and I am bound to follow them. I humbly request you to accept my joining letter.

Thank you.

Yours faithfully

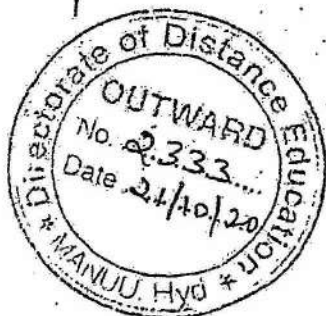


Dr. Md Nehal

Email: [nehalmid6788@gmail.com](mailto:nehalmid6788@gmail.com)

Call: 9032815440

*Forwarded  
21/10/20*



*21-10-2020*

*ER-I*

*21/10*

*50*

*L. C.A.*

Registrar's Office
OWNS: 997

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)



No. MANUU/ER-I(B)/F-272/2020-21/75

13 November, 2020

### ORDERS

**Sub:- MANUU - ER-1 Section - Dr.Mohd. Akmal Khan - Contractual Engagement as Guest Faculty at Directorate of Distance Education - Orders - Issued.**

**Ref: - Approval of the Vice-Chancellor l/c dated: 12.11.2020.**

\*\*\*

Dr.Mohd. Akmal Khan is engaged on contractual basis to serve as Guest Faculty - Urdu at Directorate of Distance Education under General Category for a period of six months or till the need ceases whichever is earlier w.e.f. date of joining duty on a consolidated remuneration of ₹50,000/- per month on the following terms and conditions:-

1. That the above engagement is on full time basis and he shall attend to his duties following the regular office timings;
2. That during the term of the contractual engagement he shall not be entitled for availing any vacation or leave other than one day leave in a month;
3. That the monthly remuneration will be paid as per the attendance certified by the Incharge / Head concerned;
4. That the contractual engagement is liable for termination at any time if the performance is not satisfactory;
5. That the contractual engagement shall not entitle him for any claim whatsoever for a regular appointment in the University;
6. That he shall work under the direct control of the Director, DDE and also perform such other duties as may be assigned from time to time;
7. That he shall be assigned the work of SLM, evaluation of assignment and answer scripts in the concerned subjects and complete the assigned work as per the prescribed schedule.
8. The appointment is subject to submission one unit of SLM (typed & finalized) at the end of every month for the release of remuneration.
9. That on termination of the contractual engagement he shall not be entitled to any terminable benefits;
10. That this order shall not form a basis for claiming regular employment in the University. He shall have no claim whatsoever for further continuation on the expiry of the term of this contractual engagement.
11. That he shall report for duty within one week from the date of issue of this order and shall produce all his original educational qualification, experience certificates for verification at the time of joining duty and no TA/DA shall be given. A passport size photograph and adhar card may also be submitted along with the above documents.

To

**Dr.Mohd. Akmal Khan**

Flat No.202, Royal Residency, Paramount Colony  
Behind Finefare Super Market, Tolichowki, Hyderabad-08  
Mob No.9491971786 Email: akmalkhanamu@gmail.com

Registrar i/c

Copy to: The Director, DDE, Finance & Accounts Section, Concerned 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

The Registrar,

Date: 13/11/2020

Maulana Azad National Urdu University,

Gachibowli, Hyderabad, T.S.-500032.

Sub: Joining letter as a Guest Faculty, DDE, MANUU

Ref: MANUU/ER-1(B)F-272/2020-21/725

Respected sir,

With reference to my Order from Establishment & Recruitment Section as mention above dated on 13/11/2020. I have the honour to report myself for duty to day as on 13/11/2020.

Please accept my joining letter, I shall be highly thankful for your cooperation.

Thank you,

Yours faithfully

*Akmal*

Dr. Mohd Akmal khan

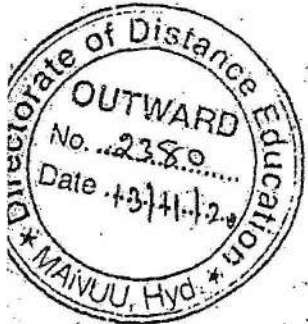
Email: akmalkhanamu@gmail.com

Call: 9491971786

*Forwarded*

*AK*

*13/11/20*



*13/11/2020*

*16/11/20*

*copy to R&A*

*16/11/2020*

*ER-1*

*[Signature]*



No. MANUU/ER-I(B)/F.309/2022-23/192

20<sup>th</sup> May, 2022

**ORDERS**

Sub:- MANUU - ER-1 Section-Dr.Mohd. Jafar - Contractual Engagement as Assistant Professor - Urdu at Directorate of Distance Education - Orders - Issued.

Ref: - Approval of the Vice-Chancellor dated: 20.05.2022.

\*\*\*

Dr.Mohd. Jafar is engaged on contractual basis to serve as Assistant Professor - Urdu at DDE under General (UR) Category for a period of six months or till the need ceases whichever is earlier w.e.f. date of joining duty on a consolidated remuneration of ₹50,000/- per month on the following terms and conditions:-

1. That the above engagement is on full time basis and he shall attend to his duties following the regular office timings;
2. That during the term of the contractual engagement he shall not be entitled for availing any vacation or leave other than one day leave in a month;
3. That the monthly remuneration will be paid as per the attendance certified by the Incharge / Head concerned;
4. That the contractual engagement is liable for termination at any time if the performance is not satisfactory;
5. That the contractual engagement shall not entitle him for any claim whatsoever for a regular appointment in the University;
6. That he shall work under the direct control of the Director, DDE and also perform such other duties as may be assigned from time to time;
7. That he shall be assigned the work of SLM, evaluation of assignment and answer scripts in the concerned subjects and complete the assigned work as per the prescribed schedule.
8. The appointment is subject to submission one unit of SLM (typed & finalized) at the end of every month for the release of remuneration.
9. That on termination of the contractual engagement he shall not be entitled to any terminable benefits;
10. That this order shall not form a basis for claiming regular employment in the University. He shall have no claim whatsoever for further continuation on the expiry of the term of this contractual engagement.
11. That he shall report for duty within one week from the date of issue of this order and shall produce all his original educational qualification, experience certificates for verification at the time of joining duty and no TA/DA shall be given. A passport size photograph and adhar card may also be submitted along with the above documents.

To

**Dr.Mohd. Jafar**

C/o Hasan Raza, 79, Napier Road,

Lucknow - 226003 (Uttar Pradesh)

Email:mohdjafar1985@gmail.com Mobile No.9450766185

Registrar 20/5/22

Copy to: The Director, DDE, Finance & Accounts Section, Concerned file.

Date: 21.05.2022

To  
The Registrar  
MANUU  
Hyderabad

(Through Proper Channel)

**Sub: Joining Duty Report-Regd.**

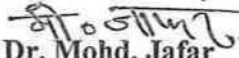
**Ref.No. MANUU/ER-I (B)/F.309/2022-23/192 dated 20.05.2022**

Respected Sir,

With reference to the University's orders cited above, I hereby join duty as Assistant Professor, Urdu (Contractual) on 21/05/2022 (FN) at Directorate of Distance Education, MANUU, Hyderabad, and reported to the Director of the Directorate of Distance Education, MANUU, Hyderabad.

Therefore, I request you to kindly accept my joining report for which I shall be grateful to you.

Dr.  
Your sincerely

  
Dr. Mohd. Jafar

Asst. Professor, Urdu (Contractual)  
Directorate of Distance Education,  
MANUU, Hyderabad.

9450 766185

Copy to;

Director, Directorate of Distance Education, MANUU, Hyderabad.

UPC-U

o/c



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



Office of the Registrar

No. MANUU/ER-I(B)/F.272/2025-26/1101

21<sup>st</sup> November, 2025

ORDERS

Sub: MANUU - ER-I Section - Engagement of Assistant Professors on contractual basis at Centre for Distance and Online Education - Orders - Issued.

Ref: Approval of the Vice-Chancellor dated: 20.11.2025.


\*\*\*\*\*

The term of engagement of following Assistant Professors working on contractual basis at Centre for Distance and Online Education (CDOE), MANUU, Hyderabad is extended for a period of six months or till the need ceases whichever is earlier with effect from the dates as mentioned against their names:

Sl. No.	Name & Designation	Category	Monthly remuneration	Date of extension
01	Dr.Md. Nehal Asst. Professor - (Contractual) Urdu	OBC	₹50,000/-	07.11.2025
02	Dr.Shah Alam Asst. Professor - (Contractual) English	GENERAL	₹50,000/-	07.11.2025
03	Dr.Mohammad Asif Asst. Professor - (Contractual) Zoology	GENERAL	₹50,000/-	21.11.2025
04	Dr.Mohd. Akmal Khan Asst. Professor - (Contractual) Urdu	GENERAL	₹50,000/-	28.11.2025
05	Mr.Mohd. Waseem Asst. Professor - (Contractual) Economics	GENERAL	₹50,000/-	28.11.2025
06	Dr.Mohd. Jafar Asst. Professor - (Contractual) Urdu	GENERAL	₹50,000/-	02.12.2025
07	Dr.Syeda Amina Asst. Professor - (Contractual) Islamic Studies	GENERAL	₹50,000/-	04.12.2025
08	Mr. S M Fasiullah Asst. Professor - (Contractual) English	EWS	₹50,000/-	04.12.2025

The other terms and conditions stipulated in earlier orders shall remain same.

//By Order//

  
Assistant Registrar  
(ER-I Section)

To  
Individuals concerned (through Director, CDOE)

Copy to:  
1. Director, CDOE  
2. Office of the Finance Officer