

Mandatory Disclosure as per 8 (14) of NCTE Norms

1.	Details of the Institution	
1.1	Name of Institution	Directorate of Distance Education, Maulana Azad National Urdu University, Hyderabad
1.2	Year of Establishment	1998
1.3	Name of the Director	Prof. Mohd. Razaullah Khan, Professor - cum - Director
1.4	Postal Address	Directorate of Distance Education, Maulana Azad National Urdu University, Gachibowli, Hyderabad – 500032
1.5	Phone	91-040-23006612 - 15
1.6	Fax	04023008402 , 03, 04
1.7	Email	director.dde@manuu.edu.in , ssu.dde@gmail.com , ssu.dde@manuu.edu.in
1.8	Website Address	http://manuu.edu.in/dde/
1.9	Nearest Railway Station	Lingampally
1.10	Nearest Metro Station	Hi Tech City
1.11	Type of Institution	Co-Education
1.12	Status of Institution	Directorate of a Central University
2.	Management	
2.1	Government Owned	Yes
2.2	Govt. Aided	Yes
2.3	Self Financed	Not Applicable
2.4	University Department	Yes
3	Details of Programme	
3.1	Name of Teacher Education Programme	B.Ed (ODL)
3.2	Level of the Programme	UG
3.3	Mode of the Programme	Distance Mode
3.4	Duration of the Programme	Minimum 2 Years – Maximum 5 Years
3.5	Programme Fees	27000/- Rs (For SC/ST/EWS/Women) & 39000/- (For General/OBC)

3.6	Present Intake	1000
3.7	Programme Co-ordinator	Dr. Najmus Saher, Professor, DDE, MANUU, Hyderabad
3.8	Affiliating Body	Maulana Azad National Urdu University, Hyderabad
4.	Land	
4.1	Land Area of the University	200 Acres
4.2	Land Area of DDE	1250 Sq.mt (Built Up - 3390 Sq. Mt)
4.3	Whether the Title of the Land is Ownership basis	Yes
4.4	Title of the Land is one Lease as per Law	No
4.5	Duration of the Lease	Not Applicable
5.	Building	
5.1	Where the Construction of the Building is Complete	Yes
5.2	Total Built Up Area	3390 Sq. Mt
5.3	Building is yet to be constructed	No
5.4	Building has fire safety measures	Yes
5.5	Building is disabled friendly	Yes
5.6	Date of Completion of the Building	31/07/2007
5.7	Number of Classrooms	04
5.8	Other Facilities	Director's Chamber, Staff Rooms, Seminar Hall, Library-cum-Reading Room, Student Support Unit, SLM Dispatch Section, Administrative Block, Auditorium, Bill Section, Postal Section, Store Rooms, Lift, Electricity, Generator, Drinking Water, Internet, Wi-fi, Intercom, Fax, etc.
6	Library	
6.1	Number of Books	3376
6.2	Number of Educational Journals/Periodicals	10
6.3	Number of Encyclopedias	21
6.4	Seating Capacity	50
6.5	Whether the institution has access of Central	Yes.

	Library of the University and Libraries of other departments.	
7	Instructional Facilities	
7.1	Facilities for Instructional Media	<p>To develop the media components as part of the media-mix of the distance education offerings, MANUU has established a full-fledged 'Instructional Media Centre (IMC) on its campus. While the IMC primarily serves the distance education needs of the University, it will also help on-campus students by providing them with supplementary learning materials to enhance class-room learning</p> <p>The basic infrastructure of IMC consists of one Video studio, one Audio studio, associated control rooms, and a comprehensive post production facility by way of audio edit suites, non-linear editing, computer graphics & animation etc. A sets construction workshop, props & costume stores, make-up room, and a tapes library are an integral part of the infrastructure. In addition, the IMC also houses two computer labs, and one e-class room.</p>
7.2	Details of Laboratories available	<p>As a Dual mode Central & National University and as a composite institute DDE utilizes the instructional facilities of other departments, such as; Dept. of Education & Training and Instructional Media Center of MANUU.</p> <p>The laboratories available in the campus are as under; Psychology Lab – 1, Computer Lab – 1, Language Lab – 1, Arts & Crafts Lab – 1, Health and Physical Education Lab – 1, Mathematics Lab – 1, Social Sciences Lab – 1, Physical Science Lab – 1, Science Lab – 1, etc</p>
7.3	Facilities added in last Quarter	<p>DDE has added the facilities of video/audio conferencing in the committee room of Director, DDE. It has Multipurpose conference hall for editing, revision and production of SLM with facilities like LCD projector, podium, tables, and chairs. DDE is also developing repository for soft and camera ready copies of Self-Learning Material of DDE.</p>
7.4	Arrangements made for Practice Teaching	Yes

7.5	Number of Schools for Practice Teaching	05.
7.8	Names of Schools for Practice Teaching	M.H. ZPHS, New Hafizpet, Serlingampally
		ZPHS, Dargaha, Hyderabad
		GBHS, First Lancer, Ahmednagar, Hyderabad
		GBHS, Golconda, Hyderabad
		MANUU-Model School, Falaknuma, Hyderabad
		M.H. ZPHS, New Hafizpet, Serlingampally
8	Details of Teaching and Non-Teaching Staff	
8.1	Details of Teaching Staff in 2018-19 session	
	1. Prof. Mushtaq Ahmed I. Patel	Professor, M.Sc (Physics), M.Ed., NET, PGDGC, PGDDE , CCMT, Ph.D (Edu)
	2. Prof. Najmus Saher	Professor, M.A (Urdu), M.Ed., NET, M.Phil. & Ph.D. (Urdu)
	3. Prof. Shaikh Shaheen Altaf	Professor, M.A (English, Philosophy), M.Ed., NET & SET, Ph.D. (Education)
	4. Dr. Sayyad Aman Ubed	Associate Professor, M.A (English, History, Subject Communication), M.Ed., NET (JRF) & SET (Education), Ph.D. (Education)
	5. Dr. Shaikh Wasim	Associate Professor, M.A (English, History), M.Ed., NET, Ph.D. (Education)
	6. Dr. B. L. Meena	Assistant Professor, M.A (Geography), M.Ed., NET, Ph.D. in Education
	7. Dr. Sameena Basu	Assistant Professor, M.Sc, M.Ed., NET, Ph.D in Education
	8. Dr. Sumi V.S	Assistant Professor, M.Sc, M.Ed., NET, Ph.D in Education
	9. Dr. Abdul Basit	Assistant Professor (Contractual), M.A (Urdu), M.Ed., NET (JRF), Ph.D in Education
	10. Mr. Faheem Anwar	Assistant Professor (Contractual), M.Sc (Botany), M.Ed., NET in Education
8.2	Details of Non – Teaching Staff	
	1. Dr. Mohd. Jamaluddin Khan	Deputy Registrar
	2. Dr. Aftab Alam Baig	Assistant Registrar
	3. Dr. Shafiq Ahmed	Asst. Regional Director
	4. Mr. Md. Shahnawaz Haider	SO (Student Support Unit)
	5. Ms. E. Durga Bhavani	Section Officer (Bill Section)
	6. Mr. Mohd. Abdul Naseer,	Section Officer (SLM Dispatch Section)

	7. Mr. Shaik Ismail,	UDC (SLM Dispatch Section)
	8. Mr. M. Waseem Ahmed Khan,	UDC (Student Support Services)
	9. Mr. S. Narasimulu,	UDC (Administrative Section)
	10. Mr. Tajuddin	Computer Operator
9	Facilities for Games and Sports	
9.1	Own Play Ground	Yes
9.2	Facilities for Gymnasium	Yes
9.3	Facilities for Athletics	Yes
9.4	Facilities for Indoor Games	Yes
9.5	Facilities for Outdoor Games	Yes
10	Other Facilities Available	
10.1	Canteen Facilities available or not:	Yes
10.2	Medical Facilities available or not:	Yes. For more details please visit: http://manuu.edu.in/University/Centre/UHCentre/Profile
10.3	Hostel Facilities available or not:	Yes
10.4	Separate Facilities available for girls and boys	Yes
10.5	Guest House facilities available for Guests	Yes. For more details please visit: http://manuu.edu.in/University/University-Guest-House
10.6	Open Air Theatre available or not:	Yes
	For more details please visit on:	http://www.manuu.ac.in/Eng-Php/index-english.php , http://manuu.edu.in/ , http://manuu.edu.in/dde/ , https://manuucocoe.in/ http://manuu.edu.in/University/SET/DET/Profile http://manuu.edu.in/University/Centre/IMC/Profile http://manuu.edu.in/University/Centre/UHCentre/Profile