



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
*Director*

MANUU/CDOE/F.205/ 338 .

Date: 20-11-2024

**OFFICE ORDER**

**Sub: Reorganization of various Administrative Units of CDOE for effective working – Reg.**

This has reference to the Office Order No. MANUU/DDE/F.205/ 179, dt. 30.11.2021, the various Units of CDOE were established for streamlining the day today academic and administrative work of CDOE. After superannuation / transfer of the staff / faculty, the following Units/ Cells of Centre for Distance and Online Education (CDOE) have been reorganized for its smooth functioning:

Unit	Functions
<b>1. Academic Affairs Unit (AAU)</b>	<ul style="list-style-type: none"> <li>• <b>Programme Planning:</b> Plan and organize academic programs.</li> <li>• <b>Preparation of Programme Project Reports (PPRs):</b> Develop PPRs for new programs.</li> <li>• <b>Design and Development of SLM (Self-Learning Materials):</b> Create SLMs in both print and digital formats.</li> <li>• <b>Academic Calendars/Schedules, Prospectus, and Program Guides:</b> Prepare academic schedules, prospectus, and program guides.</li> <li>• <b>Activity Calendar:</b> Prepare the annual activity calendar for CDOE.</li> <li>• <b>Coordination for Content Development:</b> Work with the Instructional Media Centre (IMC) and Desktop Publishing (DTP) for content creation.</li> <li>• <b>Best Practices:</b> Facilitate the implementation of best practices for distance education.</li> <li>• <b>Allied Academic Matters:</b> Handle other academic responsibilities related to program management.</li> </ul>
<b>Coordinator</b>	Prof. Gulfishan Habeeb, Professor
<b>Members</b>	Dr. Sameena Basu, Associate Professor
	Dr. Irshad Ahmed, Asst. Professor
	Dr. Khaja Moinuddin, Associate Professor
	Dr. Fasalurrahman P.K., Assistant Professor
	Mr. Shaik Ismail, UDC
<b>Member-Convener</b>	Dr. Shafiq Ahmed, Asst. Regional Director



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
*Director*

Unit	Functions
<b>2. Administrative &amp; Finance Unit (A &amp; FU)</b>	<p><b>Administrative Functions:</b></p> <ul style="list-style-type: none"> <li>• <b>LSCs and PCs Management:</b> Open, close, and manage Learning Support Centers (LSCs) and Programme Centers (PCs), including agreements and MoUs.</li> <li>• <b>Committee Constitution:</b> Form committees for inspection of LSCs, PCs, and exam centers.</li> <li>• <b>Regulatory Compliance:</b> Ensure compliance with UGC-DEB, NCTE, and other statutory bodies.</li> <li>• <b>Meeting Preparation:</b> Organize meetings for CIQA, prepare minutes, and implement decisions.</li> <li>• <b>Attendance and Leave Monitoring:</b> Manage attendance and leave records of faculty and staff at CDOE, Regional Centers (RCs), and Sub-Regional Centers (SRCs).</li> <li>• <b>General Correspondence:</b> Handle communications with University divisions, regulatory bodies, and external agencies.</li> <li>• <b>Procurement &amp; Maintenance:</b> Manage procurement, asset registers, and the dispatch section.</li> </ul> <p><b>Finance-Related Functions:</b></p> <ul style="list-style-type: none"> <li>• <b>Budget Preparation:</b> Draft annual budgets for various units.</li> <li>• <b>Financial Reporting:</b> Prepare financial reports and returns.</li> <li>• <b>Fee Collection and Reconciliation:</b> Collect fees and ensure reconciliation.</li> <li>• <b>Claims and Settlements:</b> Process advances, settlements, and claims for LSCs, PCs, RCs, and SRCs.</li> <li>• <b>Audit Replies:</b> Handle audit-related responses and other financial tasks.</li> <li>• <b>Imprest Management:</b> Manage imprest money for CDOE expenditures.</li> </ul>
<b>Coordinator</b>	Prof. N.I. Mulla, Professor
<b>Members</b>	Dr. Deepak Chauhan, Deputy Registrar
	Dr. Dastagir Basha Chabnur, Asst. Professor
	Dr. Aftab Alam Baig, Assistant Registrar
	Dr. Shafiq Ahmed, ARD
	Mr. Mohd. Ayub, Assistant
	Mr. S. Narasimhulu, UDC
	Mrs. Syeda Safia Jelani, I.DC
	Mr. Mohammed Tajuddin, DEO
<b>Member-Convener</b>	Ms. Durga Bhavani, Section Officer

The Deputy Registrar / Asst. Registrar/ ARD are primarily responsible for all routine Admn. and Accounts related functions as per the established norms and according to the requirements. They are expected to handle the cases in harmony with University Divisions/ Departments.



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
*Director*

Unit	Functions
<b>3. Material Production and Distribution Unit (MPDU)</b>	<ul style="list-style-type: none"><li>• Printing, Preservation (print and soft forms), storage, distribution of SLM (both print and digital forms) and other allied matters</li><li>• Identifying and call for quotation and preparation</li><li>• Maintaining archives of SLM in hard and soft copy</li><li>• Coordinating with Purchase Section for tender/quotation, etc</li><li>• Approving the quality of SLM delivered as per SOP</li></ul>
<b>Coordinator</b>	Prof. Nikhath Jahan, Professor
<b>Members</b>	Dr. Atiya Naheed, Asst. Professor
	Dr. Aftab Alam Baig, Asst. Registrar
	Dr. Shafiq Ahmed, Asst. Regional Director
	Mr. Habibullah Palghiri, Asst. Registrar, Purchase Section
	Mr. Mohd. Abdul Naseer, Section Officer
	Dr. Aslam Parvaiz, DTP
	Mr. Shaik Ismail, UDC
	Mr. Mohd. Rashed, Computer Operator
	Mr. Ibrahim Akram, DEO
<b>Member-Convener</b>	Dr. Malik Rehan Ahmad, Asst. Professor



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
*Director*

Unit	Functions
4. Staff Training, Unit (STU)	<ul style="list-style-type: none"> <li>• <b>Capacity Building Programs:</b> Conduct training programmes for teaching and administrative staff, coordinators and part-time staff of LSCs &amp; PCs, Academic Counsellors, etc., focusing on modern pedagogical techniques and administration.</li> <li>• <b>Seminars, Conferences, and Workshops:</b> Organize professional development events to promote knowledge exchange, including seminars, conferences, and workshops on distance and online education trends.</li> <li>• <b>Training in Quality Management:</b> Provide support for quality management through training on assurance frameworks (e.g., NAAC, NIRF) and continuous improvement practices.</li> <li>• <b>Assignments and Question Papers:</b> Develop assignments and question papers for various programs.</li> <li>• <b>Technological Integration:</b> Equip staff with digital literacy skills, focusing on e-learning tools, LMS, online tools, and Open Educational Resources (OERs), etc.</li> <li>• <b>Mentoring and Support:</b> Establish peer mentoring and offer consultations to help staff adapt to new teaching methods and improve course delivery.</li> </ul>
Coordinator	Prof. Najmus Saher, Professor
Members	Prof. Sami Siddiqui, Director, CPDUMT
	Dr. Deepak Chauhan, Dy. Registrar
	Dr. Sayyad Aman, Associate Professor
	Dr. Jarrar Ahmad, Asst. Professor
Member-Convener	Dr. Ishtiyahq Ahmad, Asst. Professor



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
*Director*

Unit	Functions
<b>5. Student Support Services Unit (SSSU)</b>	<ul style="list-style-type: none"><li>• <b>Information and Counseling Services:</b> Provide information, assistance, and counseling to prospective, current, and former students.</li><li>• <b>Grievance Redressal:</b> Address student grievances and issues.</li><li>• <b>Coordination with Other Branches:</b> Collaborate with the examination branch, RCs, SRCs, and LSCs to support student services.</li><li>• <b>Student Data Management:</b> Serve as the repository for student data, coordinating with the Directorate of Admissions for planning and decision-making.</li><li>• <b>Student Support Issues:</b> Handle all matters related to student support services.</li></ul>
<b>Coordinator</b>	Prof. Rabbe Subhani, Professor
<b>Members</b>	Dr. Sadat Sharief, Associate Professor
	Mr. Mohd. Waseem Ahmed Khan, LDC
	Mr. Mohammad Imran, LDC
<b>Member-Convener</b>	Mr. Md. Shahnawaz Haider, Section Officer



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



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
 Director

Unit	Functions
<b>6. Technical Support Unit (TSU)</b>	<ul style="list-style-type: none"> <li>• <b>Technical Support for Academic Delivery:</b> Provide technical support for effective academic delivery, including blended learning and MOOCs.</li> <li>• <b>Online Student Feedback and e-Services:</b> Manage online student feedback systems and web/mobile-enabled e-services.</li> <li>• <b>CDOE Website Maintenance:</b> Maintain and update the CDOE website regularly.</li> <li>• <b>IUMS/SAMARTH Portal Management:</b> Oversee the IUMS/SAMARTH portals to facilitate distance learners and ensure digitalization of administrative and academic processes.</li> <li>• <b>Digitalization Initiatives:</b> Explore and implement digitalization efforts for administrative and academic affairs.</li> </ul>
<b>Coordinator</b>	Prof. Mushtaq Ahmed I Patel, Professor
<b>Members</b>	Dr. Arfath Ahmed, Asst. Professor, Polytechnic
	Mr. Imran Aslam, System Analyst, CIT
	Mr. Md. Shakeel Ahmad, Engineering-Gr-I, IMC
	Mr. Mohd. Abdul Naseer, Section Officer
	Mr. Md. Shahnawaz Haider, Section Officer
	Mr. Shahnawaz, Programmer, CIT
	Mr. Seraj Khan, Computer Programmer
	S. Narasimhulu, UDC
<b>Member-Convener</b>	Mr. Shams Imran, Asst. Professor



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
*Director*

Unit	Functions
<b>7. Quality Management Unit (QMU)</b>	<ul style="list-style-type: none"> <li>• <b>Quality Policy and Procedures:</b> Develop and implement quality policies and procedures for distance education.</li> <li>• <b>Quality Improvement:</b> Identify areas for improvement and implement changes to enhance the distance education system.</li> <li>• <b>Quality Checks:</b> Conduct regular quality audits and checks on distance education programs and processes.</li> <li>• <b>Annual Reports:</b> Prepare and submit the CIQA report, PAR report, Annual reports and AQAR reports.</li> <li>• <b>Quality Audits:</b> Ensure compliance with national and international quality standards through audits and inspections.</li> <li>• <b>IQAC Coordination:</b> Collaborate with the University's IQAC to ensure compliance with quality standards.</li> <li>• <b>NAAC Preparation:</b> Coordinate efforts for NAAC accreditation/ CIQA Reports.</li> </ul>
<b>Coordinator</b>	Prof. Sumi V.S., Professor
<b>Members</b>	Dr. Shaik Wasim, Associate Professor
	Dr. Sayyad Aman Ubed, Associate Professor
	Dr. Sameena Basu, Associate Professor
	Dr. Deepak Chauhan, Deputy Registrar
	Dr. Shafiq Ahmed, Asst. Registrar
	Mr. Shams Imran, Asst. Professor & IQAC Coordinator of CDOE
	Dr. Fasalurrahman P.K. Asst. Professor & Placement Coordinator of CDOE
	Ms. Durga Bhavani, Section Officer
	Mr. S. Narasimhulu, UDC
	Mrs. Safia Jeelani, LDC
	Mr. Abdul Waseem, DEO
<b>Member-Convener</b>	Dr. Aftab Alam Baig, Asst. Registrar

This unit is responsible for all routine compliances of UGC, UGC-DEB, NCTE, IQAC, etc. They are expected to collect data from stakeholders, prepare the reports and submit to relevant authorities or upload on relevant portals.



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
*Director*

Unit	Functions
<b>8. Research and Innovation Unit (RIU)</b>	<ul style="list-style-type: none"><li>• <b>Research Collaboration:</b> Partner with ODL institutions for joint research projects.</li><li>• <b>Surveys and Feedback:</b> Conduct surveys and gather feedback from students, faculty, staff and all other stakeholders.</li><li>• <b>Data Analysis:</b> Analyze feedback to identify areas for improvement.</li><li>• <b>Innovative Research:</b> Promote research in ODL methodologies and digital education.</li><li>• <b>Publications:</b> Publish research findings and share best practices.</li><li>• <b>Collaboration with Regulatory Bodies:</b> Align research with national education standards.</li><li>• <b>Research Grants:</b> Seek funding for research projects in distance education.</li><li>• <b>Research Projects:</b> Undertake major and minor research projects in ODL and Online Education</li><li>• Any other allied activities</li></ul>
<b>Coordinator</b>	Dr. Shaikh Wasim, Associate Professor
<b>Members</b>	Dr. Shaik Mahaboob Basha, Asst. Professor
	Mr. Shams Imran, Asst. Professor
	Dr. Fasalurrahman P.K. Asst. Professor
<b>Member-Convener</b>	Mrs. Safia Jeelani, LDC





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



Centre for Distance and Online Education

Prof. Mohd. Razaullah Khan  
Director

Unit	Functions
9. Examination Coordination Unit (ECU)	<ul style="list-style-type: none"><li>• <b>Examination Grievance Redressal:</b> Address grievances related to examinations.</li><li>• <b>Examination Coordination:</b> Work with the Examination Branch for conducting exams, evaluation, and result declaration.</li><li>• <b>Coordination with RCs, SRCs, and LSCs:</b> Collaborate with regional and sub-regional centers, as well as LSCs, on exam-related matters.</li></ul>
Coordinator	Prof. Nishikant Kolge, Professor
Members	Dr. Badeeuddin, RD, Examination Branch
	Dr. Deepak Chauhan, Deputy Registrar
	Mr. Syed Arfath Ahmed, Technical Coordinator
	Mr. Seraj Khan, Computer, Programme
	Mr. Mohammad Imran, LDC
Member-Convener	Mr. Mohd. Abdul Naseer, Section Officer



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



**Centre for Distance and Online Education**

*Prof. Mohd. Razaullah Khan*  
*Director*

Unit	Functions
<b>10. Digital Multimedia Unit (DMU)</b>	<ul style="list-style-type: none"><li><b>Digital Multimedia Center:</b> Develop, maintain and effectively utilize digital multimedia center of CDOE</li></ul>
<b>Coordinator</b>	Mr. Shams Imran, Asst. Professor
<b>Members</b>	Mr. Mohd. Abdul Naseer, Section Officer
	Mr. Md. Shakeel Ahmad, Engineering-Gr-I, IMC
	Mr. Seraj Khan, Computer Programmer
<b>Member-Convener</b>	Dr. Aftab Alam Baig, Asst. Registrar

- Every unit should go through UGC (ODL & Online Regulations), 2020 and subsequent decisions of the University for efficient and effective administration of ODL and Online Education.
- Any unit may take the services of other unit members as and when required.
- Any Unit may take the services of guest faculties as and when required.

  
Director