

Maulana Azad National Urdu University

Systems and Procedure for Maintenance of Physical, Academic and Support Facilities

MANUU has in place established systems for the maintenance and utilization of physical, academic and support facilities. Some of the sections/offices and centres which maintain, and provide these facilities are: Planning and Development Section, Campus Development and Engineering, Administration & Governance, Purchase & Store Section, Estate and Security, Directorate of Physical Education, and Centre for Information Technology.

The Planning and Development Section of MANUU prepares strategic and operational plans for the overall development. It is entrusted to look after preparation of developmental plans, general development assistance under plan, institutional projects - supported by UGC Schemes, scheme for persons with disabilities, sports infrastructure schemes and so on.

<https://manuu.edu.in/University/RegistrarOffice/PDSection/Profile>

The Campus Development and Engineering Section looks after the construction, repair, maintenance and augmentation of new buildings, roads, fencing/boundary walls, landscape development, laying of sewerage lines, provision of electricity and water and so on at the main campus as well as at the satellite campuses, model schools and regional centres.

The Deans of the Schools, Heads of the Departments, Principals of Colleges oversee the maintenance of the classrooms through engineering section.

Estate Section looks after the acquisition of land from government/donors to raise infrastructural facilities, and lease, agreements, payments & renewals of rented buildings. All the records pertaining to the properties of MANUU are maintained by the Estate Section.

House Keeping and Security Services, which are now made part of Estate and Security supervises housekeeping services at all the buildings, areas and internal roads, and also supervises security services. MANUU outsources housekeeping and security work forces.

MANUU has one lakh square meters built-up area in the year 2015, which has been expanded to almost one lakh forty thousand square meters now. The entire main campus at Hyderabad is beautifully landscaped. A full-fledged water body has been developed for water harvesting. Waste water is being used from the lake for maintaining the landscaping and various parks in the University. Plantation is carried out on a regular basis. A number of valuable and rare plants have been identified and labeled.

MANUU provides residential accommodation to Boys and Girls. Presently, in the Headquarters at Hyderabad, the capacity of the Boys Hostels is 1000 and Girls Hostel is 750.

<https://manuu.edu.in/University/RegistrarOffice/EstateSecurity/Profile>

To pay equal attention to University's satellite campuses/centres/colleges, MANUU has also established the Satellite Campus Cell which monitors their basic needs and requirements.

Administration and Governance deal with all the administrative matters of the 9 Regional Centers, 5 Sub Regional Centers, 8 CTE, 3 Model Schools, 2 satellite campus i.e. Lucknow Campus and MANUU Arts and Science College for women Budgam and 5 Polytechnics, and 3 ITIs.

Administration and Governance also process files and initiate new imprest (Contingency and Utility) amount and sanction/enhancement of imprest/closure (if any) of all the institutions of MANUU at Headquarters and Satellite Campuses.

It also deals with all the cases of complaints received from the *Centralized Public Grievance Redress and Monitoring System* (CPGRAMS), Govt. of India portal and disposing of the same within the stipulated time.

<https://manuu.edu.in/University/RegistrarOffice/Administration-Governance/Profile>

MANUU has a Purchase and Store Section. It mandates central purchase and procurement system as per GFR. The requisitions for various items are received from the schools, departments, colleges, sections, after due approval of the competent authority, with the budget allocation and provisions. All purchases carried out as per norms. Purchase section maintains and deals with annual maintenance of identified services, rate contract of services and consumables, (chemicals, stationery, store items etc.) for all kinds of open and limited tender processes. At present most of the purchases are carried out through GEM by the Purchase Section which adheres to the General Financial Rules, 2017. Inventory of all the purchased items is done using an Online Software.

<https://manuu.edu.in/University/RegistrarOffice/PurchaseSection/People>

MANUU established an Internal Audit Cell in 2009 to carry out pre-audit payments of more than Rs. 50, 000/- to review high value transactions and agreements, to conduct regular review of vouchers of Finance and Accounts, and more than most to conduct internal audit of MANUU's departments, Centres, Colleges, Schools, Polytechnics, ITIs, Directorate of Distance Education and Regional/Sub-Regional Centres.

Academic Section of MANUU implements academic policies of MANUU as per Statutes and Regulations. It formulates policies and regulations of the academic programmes in consonance with the UGC, AICTE, NCTE requirements, with the help of the heads and faculty of all the departments of MANUU.

Academic Section also provides student support services; it deals with all academic affairs of the students, including facilitating them and guiding them for State Scholarships, National Scholarships, UGC Non-NET fellowship, JRF, RGNF and MANF etc. It also extends supports for dealing with educational tour, student medical insurance, foreign students matters, and any other student related matter.

<https://manuu.edu.in/University/RegistrarOffice/Academics/Profile>

Directorate of Physical Education (DPE) arranges the physical activities, games and sports events for the students. It organizes training and coaching in sports, games and physical fitness. Outdoor facilities include play ground for conducting games like, cricket, football, volleyball, basket-ball, lawn tennis, and skating. Indoor stadium facilities for conducting games like, badminton (wooden courts), table tennis, caroms etc. MANUU has separate gymnasiums for boys and girls students. DPE also offers a course in Sports and Physical Education under choice based credit system.

<https://manuu.edu.in/University/Directorate/DPE/Profile>

Centre for Information Technology (CIT), MANUU offers ICT services not only to all the faculty and staff, but first and foremost to all the students. CIT provides services like Internet Access, Emailing, IT Security, Wifi, and Student iUMS portal. The Student Dashboard on the MANUU website carries necessary guidance in respect of supports services for students.

CIT maintains all the computers and ICT infrastructure in MANUU with the help of Purchase Section.

<https://manuu.edu.in/University/Centre/CIT/Profile>

Directorate of Translation & Publication (DTP) prepares and translates course material in the Urdu language as well as other knowledge literature in Urdu. To bring the *Madarasa* students into mainstream education, MANUU has given equivalence to more than 200 *Madarasas*, whose students may pursue different UG and PG course offered by it.

<https://manuu.edu.in/University/Directorate/DTP/Profile>

The Central Library of MANUU is a storehouse of knowledge. It boasts of collection of rare books and manuscripts in subjects like sciences, medicine, law, history, literature, etc. It has a repository of about eighty four valuable and rare manuscripts, the earliest dates back to 967 AH/ 1560 AD. Most of the manuscripts collection deals with subject like Islamic Jurisprudence, Traditions of the Prophet Muhammad (Peace be upon him and his progeny), history, literature, and so on. These rare books and manuscripts are mostly compiled in Arabic, Persian and Urdu and are written/translated in *Naskh* and *Nastaliq* fonts. The Library entered into an MoU with Rekhta Foundation, New Delhi, in 2018 for digitizing all its rare books free of cost. In addition to this the Library has obtained bibliographic records of more than 56,000 e-books from Rekhta and imported the same to KOHA, the software used for library management.

<https://manuu.edu.in/University/Centre/Library/Profile>