मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited with 'A' Grade by NAAC)

May 11, 2017

MINUTES OF MEETING

A meeting was held on Monday, 01-May-2017 at 03:00 PM in the office of the Pro Vice Chancellor, MANUU to discuss the status of the automation and WiFi facility work carried out in MANUU through CIT. Following were present.

1. Dr. Shakeel Ahmad, Pro Vice Chancellor, MANUU (Chairman)
2. Dr. K. P. Singh, Finance Officer, MANUU
3. Prof. P.F. Rahman, Chairman, Central Admission Committee
4. Prof. Ravinder Nath, Dean, Academics
5. Prof. Mohd. Shahid, Controller of Examination
6. Prof. Abdul Wahid, Dean, School of CS & IT
7. Mr. Mohd. Kamil, Jt. Director, CIT

The following discussions / decisions were held / taken:

1. To discuss and decide modalities for Examination Processing Module developed in-house which is being implemented for Even Semester Examination - 2017

Mr. M. Kamil, JD-CIT briefed the progress of automation work in CIT for Integrated University Management System (IUMS) and informed that Examination Processing Module (EPM) is ready for implementation. He suggested following three major activities to be performed in order to implement the EPM

◇ Course Scheme and Examination Rules
◇ Verification of Student's course registration
◇ Result Processing and Declaration

Members deliberated at length on EPM modalities to implement module from the Even Semester Examination 2017. Prof. A Wahid, Dean CS & IT emphasized the need of providing complete work-flow diagram. Prof. M. Shahid, COE pointed out that SGPA calculation includes SGPA of all previous semesters hence student's Ist semester record should be uploaded into EPM. Keeping in view of the volume and sensitivity, Dr. Shakeel Ahmad, Pro VC suggested that permanent teaching staff may be assigned to accomplish the above mentioned activities,

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he added that since the staff from the examination office plays key role, hence it should be involved at all operational level of EPM .

List of Academic Coordinators, consisting of permanent teaching staff, proposed by Joint Director was discussed and approved [annex-1]. It was also suggested that demo of the program may be given in the next meeting to the examination staff who are the actual stake-holders.

(*Action*   JD-CIT to prepare *Work flow diagram [annex-2, 3, 4] and schedule the Project Demo date*
A notice to be issued to the co-coordinator by the Registrar, Manuu)

2. To approve the design document for fiber connectivity layout and BOQ submitted by M/S Wipro, agency deputed by NICSI to provide passive network for WiFi enabled campus.

Regarding the design document and BOQ, the committee referred to matter to the Technical Committee constituted by the Vice Chancellor to monitor the WiFi project in MANUU

(Action   JD-CIT, Nodal Officer - Technical Committee meeting was held on Thursday, 11/05/2017 at 4.30 pm)

3. To discuss proposal received from School of Education for creation of separate CTEs websites for the purpose of mandatory E-Monitoring by NCTE

Committee Members felt the need for creation of separate websites for eight (8) CTEs as required by the NCTE. It was clarified that no recurring charges shall be provided by the University for hosting the websites. Pro VC suggested that a local web server may be maintained for the purpose. The Committee approved the creation of websites for all CTEs and in principle agreed the hosting of such other websites requested by other departments / Centers.

(Action   JD-CIT to establish and maintain a local web server)

4. To discuss provisioning of Online Hostel Accommodation Application Form and such other forms to be hosted on local server for which requests are being received from Deptts / Offices.

To proceed further in the direction of automation process, the committee discussed the need for Online Forms for all such activities related to students / staff. Dr. Shakeel Ahmad while elaborating the need of Hostel Accommodation Form, pointed out that point based criteria,

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as decided for this academic year, should be applied automatically and final merit list may be prepared with least manual intervention. The agenda item was approved.

(Action   JD-CIT; Local Web Server created, website for Hostel Accommodation Form is created and functional)

5. Seating arrangements/ Office Space for the newly appointed consultants in CIT building.

Joint Director, CIT pointed out that there is acute scarcity of space for office staff / programmers in CIT. We have the equipment, we have the furniture but there is no seating space for newly appointed consultants. The matter was weighed up in the meeting seriously and it was suggested that till the permanent arrangement is made a room shall be provided by the CS & IT on temporary basis. Prof. Abdul Wahid, Dean, CS & IT agreed to provide a room for the same.

(Action   Dean CS & IT to provide a room for CIT use)

The meeting was ended at 5.00 pm with thanks to the Chair

Dr. K. P. Singh   Prof. P.F. Rahman,   Prof. Abdul Wahid, Dean
Finance Officer   Chairman, CAC   School of CS & IT

Prof. Ravinder Nath
Dean, Academics   Prof. Mohd. Shahid   Mr. Mohd. Kamil
                            Controller of Examination   Jt. Director, CIT

                                                            Dr. Shakeel Ahmad
                                                            Pro Vice Chancellor
                                                            (Chairman)

LIST OF ACADEMIC CO-ORDINATOR APPOINTED FOR NEW EXAMINATION PROCESSING MODULE

S.No	School/Center	Department	LIST OF ACADEMIC	Employee ID	Mobile No	E-Mail
1	School Education & Training	Education	Dr. Vanaja M		9849494608	vanajaeducation@gmail.com
2		Education	Mr. Sayyad Aman Ubed		8688477911	sayyadamanubed@gmail.com
3	School of Arts& Social Sciences	Economics	Dr. Syed Hasan Qayed		8142683157	syedqayed@gmail.com
4		History	Dr. Danish Moin		7893965970	danishiirns@gmail.com
5		Islamic	Dr. Md Irfan Ahmed		9010849380	mohdirfanjmi@gmail.com
6		Political Science	Dr. Khurshid Alam		9573358487	khurshidjmi@gmail.com
7		Public Administration	Dr. Syed Najiullah		9705704939	syednajiullah@gmail.com
8		Social Work	Dr. Md. Aftab Alam		9391478880	aftabmsw@gmail.com
9		Sociology	Dr. Saheed		9908541640	saheedmeo@gmail.com
10		Women Education	Dr. Parween Qamar		9391973280	hmdprvn@yahoo.com
11	School of Commerce and Business Magt	Commerce	Dr . Md Sadat Shareef		9948060784	sadatshareef@yahoo.com
12		Management	Dr. S.K. Kamruddin		9247869762	khamuru.sk@gmail.com
13	School of CS & IT	Computer Sc & IT	Dr . Pradeep Kumar		9959829128	drpkumar1402@gmail.com/
14		Computer Sc & IT	Dr. Muqeem Ahmed		9642612121	muqeem.ahmed@gmail.com
15	School of Languages & Lingustics & Indology	Arabic	Dr. Sameena Kausar		8125305886	drsamtabish@gmail.com
16		English	Dr. S. Omprakash		9440371352	somapalyam@yahoo.com
17		Hindi	Dr. Karan Singh Utwal		9849441956	karan.utwal@rediffmail.com
18		Persian	Dr. Syeda Asmath Jahan		9392407578	arshiali15@yahoo.co.in
19		Translation Studies	Dr. Kahkashan Latif		9866793263	kahkashanlatif22@gmail.com
20		Urdu	Dr. Waseem Begum		9935980129	waseembegum2011@gmail.com
21	School of Mass Communication & Journalism		Mr. Syed Abbas Husain Rizvi		7893620604	husainonly@gmail.com
22	School of Science	Botany	Dr. Ira Khan		8096399282	irakhan0008@gmail.com
23		Chemistry	Dr. Qasimullah		8297383784	drqasimullah@gmail.com
24		Physics	Dr. Rizwan Haque Ansari		9490315023	rizwanans@gmail.com
25		Polytechnic	Mr. Syed Arfath Ahmed		9491742608	arfath.ahmed@gmail.com
26		Polytechnic	Mr. Mohamad Yousuf		8121776857	yousufmanuu@gmail.com
27		Zoology	Dr . Masroor Fatima		8500649108	mfatima29@rediffmail.com
28		Mathematics	Dr. K. Moinuddin		9247825104	kmoinuddin71@gmail.com
29	Centre for Social Exclusion & Inclusive Policy		Dr. S Abdul Tahaha		9440310570	sathaha@yahoo.com

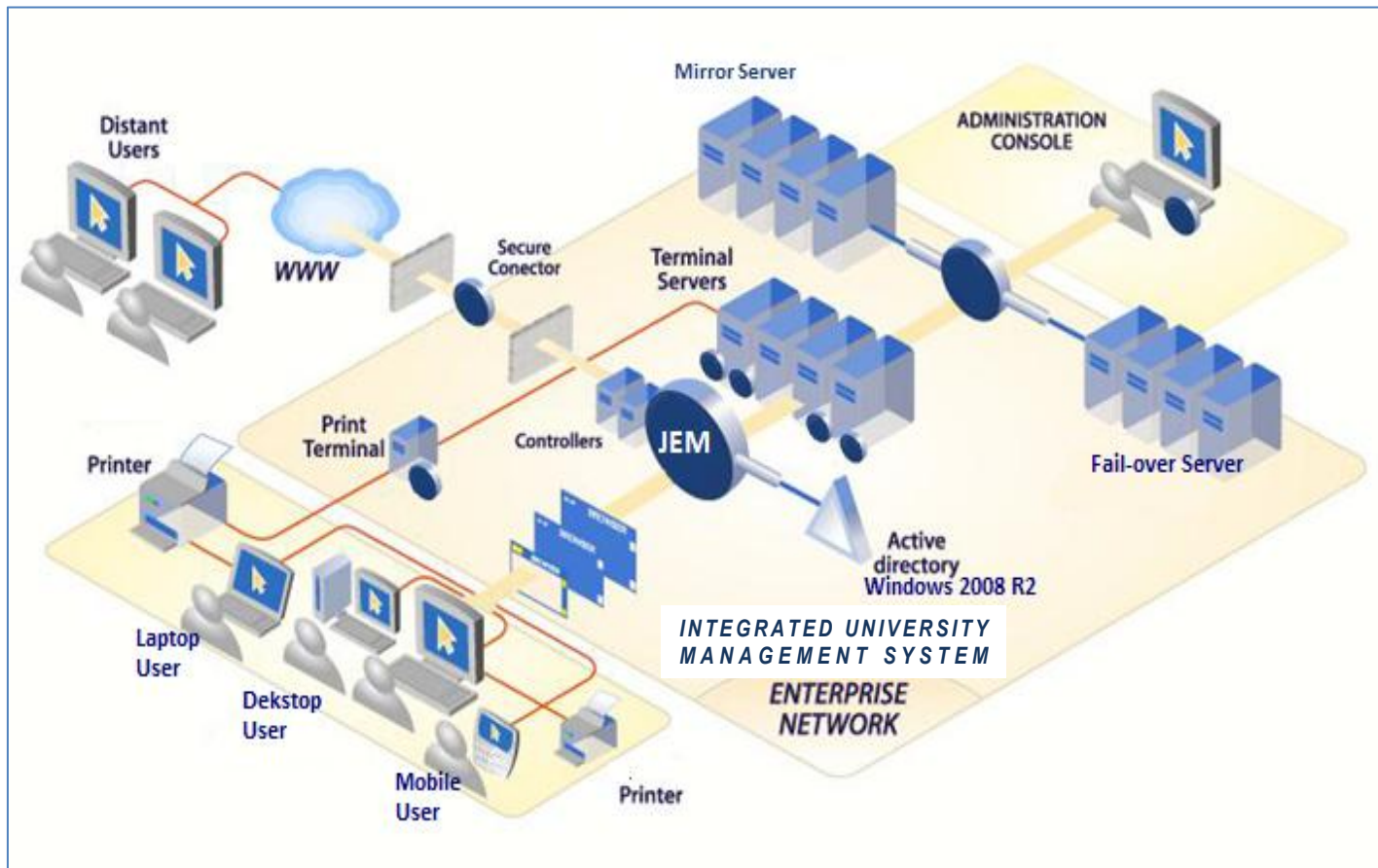MAULANA AZAD NATIONAL URDU UNIVERSITY
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OVERVIEW OF WORK-FLOW
INTEGRATED UNIVERSITY MANAGEMENT SYSTEM (IUMS)
MAULANA AZAD NATIONAL URDU UNIVERSITY - HYDERABAD

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SYSTEM WORK FLOW

Admission Module

Student Taking Annual / Semester Examination in a University Course

Online Registration Form for Examination accessed through University / Institute's Website / Local Intranet Web Server or Application Server	Updating Internal Assessment Marks by the Concerned Teacher / Academic Coordinator using Double Entry Method at departmental level	Hard Copy (Offline) Examination Registration Form (**Discontinued**)
		Existing mode distribution through the office of Head / Dean / COE for Regular, Ex-Regular, CR/DI Students

Verification and Authentication of Fee Payment Status

By Finance and Account Office / Deans Office

Verification and Authentication Process by the Head of the Department / Dean

Attendance Record, Internal Assessment Marks, Student Status - Rusticated, Debarred, not allowed etc

Registration of Examinees to University / Institute Examination

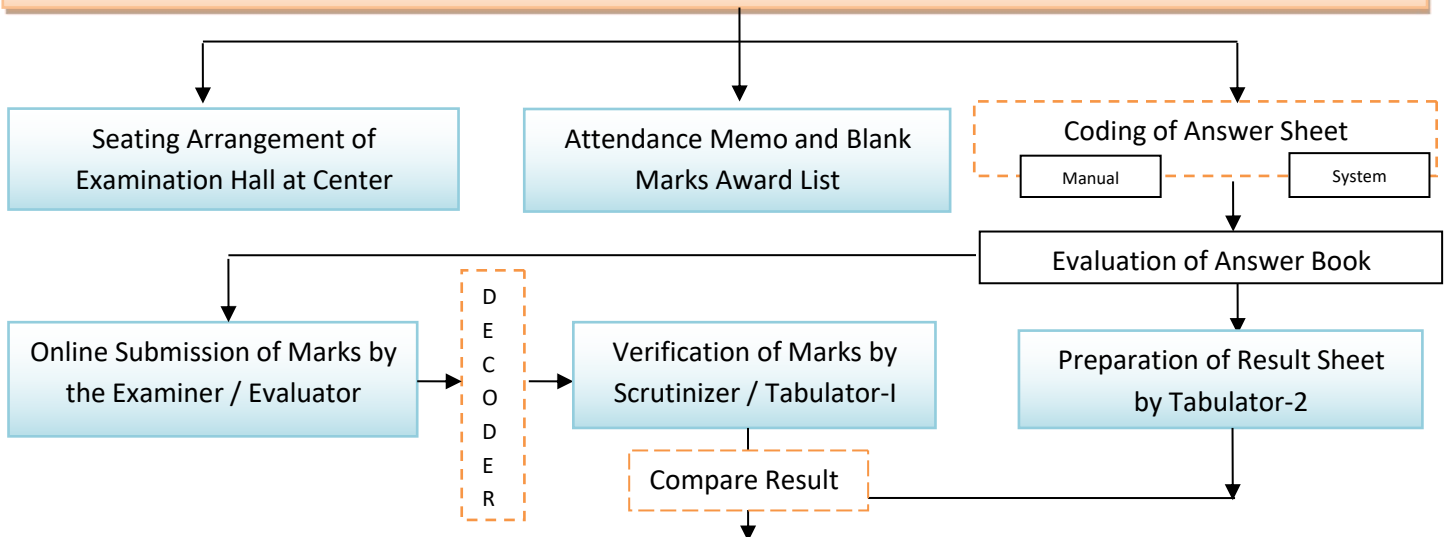| E-Roll List	Status through web, SMS, email	Hall Ticket
E-Hall Tick/down-loadable from University/Institute Application Server	Soft Copy of the Hall Ticket emailed to the Candidates	Hard Copy of the Hall Ticket delivered through deptt Office

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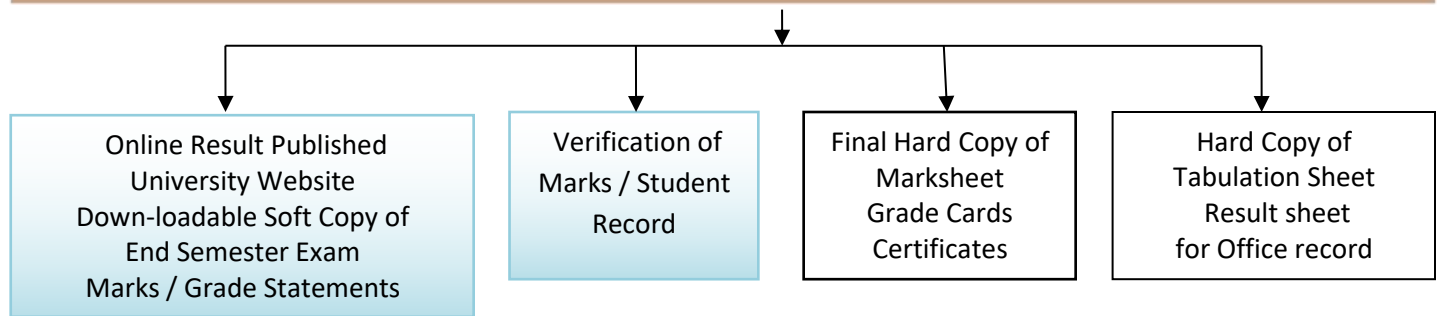(Accredited with 'A' Grade by NAAC)
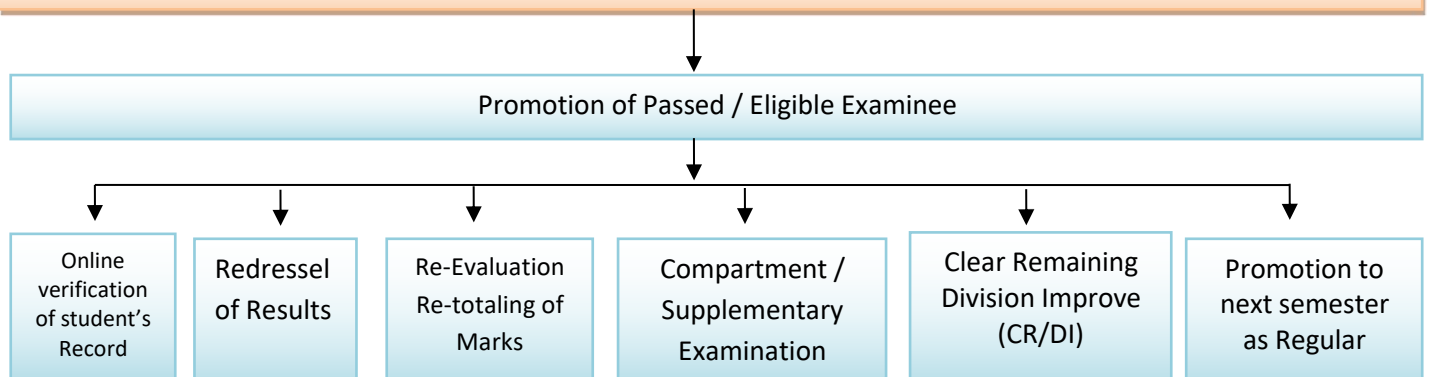
Conduction of Offline Paper-Pen Examination

Seating Arrangement of Examination Hall at Center	Attendance Memo and Blank Marks Award List	Coding of Answer Sheet
		Manual System

Evaluation of Answer Book

Online Submission of Marks by the Examiner / Evaluator	D E C O D E R	Verification of Marks by Scrutinizer / Tabulator-I	Preparation of Result Sheet by Tabulator-2

Compare Result

Online Submission of Result by Tabulator

Authentication of Result by Master Tabulator –COE, Generation of Marks/ Grade Card

Declaration of Result by Controller of Examinations

Online Result Published University Website Down-loadable Soft Copy of End Semester Exam Marks / Grade Statements	Verification of Marks / Student Record	Final Hard Copy of Marksheet Grade Cards Certificates	Hard Copy of Tabulation Sheet Result sheet for Office record

Post Declaration Process

Promotion of Passed / Eligible Examinee

Online verification of student's Record	Redressel of Results	Re-Evaluation Re-totaling of Marks	Compartment / Supplementary Examination	Clear Remaining Division Improve (CR/DI)	Promotion to next semester as Regular

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EXAMINATION PROCESING MODULE (EPS)

The Examination Processing Module is being developed in-house to automate the examination activities. System is configured on a private-cloud environment. EPS software and database runs on windows 2008 R2 / 2012 R2 servers configured in a failover clustering. It is delivered as desktop application within the enterprises wide network using application virtualization host as well as a Web Application using Secured Connector.

Examination Information System (EIS) as a service is provided through an industry standard application virtualization software on SaaS. A single instance of the EPS runs on the cloud and serves multiple-end users or clients. The application delivery client can be installed on Windows, non-windows or mobile platforms such as Win7, Win8, Win32, WinCE, Embedded Linux, Apple, Solaris, Microsoft mobile, Android mobile etc. .

Processes

The Examination Automation System provides following facilities:

- **Master Data**: Academic Session, Examination Notification, Subjects, Course Curriculum, Examination Rules, Course Rules, Paper passing Rules, Master Course Structure (Evaluation Scheme), Effective Course Set for current session, Effective Evaluation Components (Paper Set)
- **Enrollment Process (Roll Register)**: Enrollment / Student ID, Roll Number is allocated to the students at the time student is admitted to a course
- **Registration of Examinees**: Filling up the examination form by the students online with the facility of printing of Admit Card in office of the concerned department / centre ; Examination Form can be filled up by the office-staff in the department/centre concerned or in COE
- **Examination Center Management:** Includes printing of Attendance memo, attendance sheet, award list, room seating plan; This process is accomplished by the staff of COE / Exam Supdt at the Examination Centers.
- **Online submission of marks by the Examiner through local Intranet/Web**: This includes the marks entry by Examiner, Teacher and office staff. It facilitates marks updating using student' roll numbers. Provisions are such that theory / assignment marks may be made visible to the students, the moment

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these are updated by concerned examiner / teacher. Marks can be updated through a unique code in case the answer scripts are coded.

- **Online Result Processing:** Tabulator-1 and Tabulator-2 compare and submit the result online from their workplace; one tabulation sheet, signed by both the tabulators, is submitted to the COE for office record.

- **Declaration of result**: The process of Result Declaration is done by Master Tabulator in the COE Office. It also handles generation and printing of Tabulation Sheet, Result Sheet, Grade Sheet, Mark sheet, Certificates etc

- **Online Result Publication**: The moment result is declared and Result Sheet is signed by the competent authority, result is published and is made available in public domain through University's Web Portal. This also facilitates online verification of marks / grade statement by the University as well as other organizations including employers to cross check the student's transcripts and thus prevent use of forged mark sheets.

- **Online Transcript Printing and Result Access**: Student can access their result through SMS as well as through Web Portal. End-semester mark sheet can be downloaded by the student online using their enrollment number and effectively be used in place of formal marks / grade sheet. Hard copy of final transcript is printed and issued and thus makes the institution environment friendly by reducing the use of paper.

- **Alerts & Reminders through SMS/Email and Collaborative Tools for EIS Users:** Appropriate messages for all important events are sent to all stake holders of EPS i.e. students, paper-setters evaluators / examiners, tabulators, coders, decoders & university admin officers. It also supports synchronous communication among users (Chat, Instant Messenger, Handwritten communication, File Transfer, To-do tasks etc).

- **Student Login:** Apart from online access to result and downloading the mark sheet, each student is given a password to log into the system using their enrollment number. This facility is used by the student to update his / her contact detail, print admit card, and communicate to concerned officer at the COE office for individual query.

- **Post Result Processes:** Post result-declaration tasks such as printing of degree/diploma certificate and grade card; promotion to next higher class / semester / exam as regular / ex-student; submission for re-evaluation, re-totalling, re-dressal committee, registration for compartment exam, clear-remaining exam, division improvement exam etc are taken by this process.