



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited with Grade "A" by NAAC)

Dated: May 27, 2019

NOTICE

Centre for Information Technology, MANUU has developed File Tracking System Module under the iUMS Version 2.0 initiative of the University. The objective of the module is to enable users track their office files from their respective offices. The module is to be made available to the users of all departments/centres/ offices of MANUU, Hyderabad Campus shortly.

To enable users effectively use the system, CIT will conduct training programs as per the schedule attached herewith. Heads of Departments/Sections are requested to kindly nominate ONE person dealing with files in their respective office to attend the training.

Prof. S. Kazim Naqvi
Director

Copy to:

- Vice Chancellor/Pro-Vice Chancellor
- Registrar/Finance Officer/Controller of Examination
- All Deans of Schools/Dean Students Welfare/Dean Alumni/Heads of Departments/ Directors of Centres
- Director DDE/Director, Admissions
- Provost Boys/Girls
- Heads of Sections/Cells in Administration



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Schedule of Training Program on Usage of File Tracking System

May 29, 2019 10:30 – 12:30 p.m.	
1	Vice - Chancellor's Office
2	Pro Vice - Chancellor's Office
3	Registrar's Office
4	Finance Officer's Office
5	Maulana Azad Chair
6	Proctor Office
7	Academic Section
8	Controller of Examinations
9	Directorate of Distance Education
10	Central Library
11	Internal Audit Officer
12	Establishment & Recruitment - I
13	Establishment & Recruitment - II
14	Administration & Governance
15	Development Cell
16	Statistical cell, SC ST Cell
17	Public Relation officer
18	Campus Development/ Engineering Section
19	Purchase Section/Transport Section
20	CSE Coaching Academy
21	CUCS
22	University Health Centre
23	Guest House
24	Provost
25	ITI/VTC Hyderabad
May 29, 2019 02:30 – 04:30 p.m.	
26	Polytechnic Hyderabad
27	Boys Hostel - I
28	Boys Hostel - II
29	Girls Hostel
30	Hindi Cell
31	CPDUMT
32	Estate Section
33	UGC Net Coaching Centre for Minorities
34	Day Care Centre



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35	National Service Scheme (NSS)Cell
36	Central Public Information Officer(CPIO)
37	Centre for Information Technology(CIT)
38	H.K. Sherwani Centre for Deccan Studies(CDS)
39	Centre for the study of Social Exclusion and Inclusive Policy(CSSEIP)
40	Dean, School of CS&IT
41	Dean, School of LL & I
42	Dean, School of E& Trg
43	Dean, School of SASS
44	Dean, School of BM &C
45	Dean, School of MCJ
46	Dean, School of Sciences
47	Dean Alumni
48	Dean Satellite Campuses
49	Department of CS&IT
50	Department of Urdu
May 30, 2019 10:30 – 12:30 p.m.	
51	Department of English
52	Department of Arabic
53	Directorate of Admissions
54	Department of Persian
55	Department of Hindi
56	Department of Translation
57	Department of Education & Training
58	Department of Public Administration
59	Department of Political Science
60	Department of Social Work
61	Department of Management
62	Department of Commerce
63	Department of Physical Education
64	Department of Islamic Studies
65	Department of Mathematics
66	Department of Physics
67	Department of Chemistry
68	Department of Biology
69	Department of Zoology
70	Department of Women Studies
71	Department of Mass Communication and Journalism
72	Department of Botany
73	Department of Sociology
74	Department of Economics
75	Department of History



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