

The Directorate has six main administrative units to look after different aspects of its functioning. These are:

Unit	Functions
Academic Affairs Unit (AAU)	<ul style="list-style-type: none"> - Programme Planning, - Preparation of Programme Project Reports (PPRs), - Design and Development of SLM (both print and digital forms), - Preparation of Academic calendars/schedules, prospectus, programme guides, - Preparation of assignments and question papers, - Preparation of Annual reports, IQAR reports, etc - Preparation and Planning of DDE for NAAC - Coordination with Examination Branch, - Coordination with IMC& DTP, etc - Other allied academic matters
Head	Prof. Gulfishaan Habeeb, Professor, DDE
Members	Dr. B.L. Meena, Asst. Professor, DDE
	Dr. Mudassir Ahmed, Guest Faculty, DDE
	Dr. Mohd. Akmal Khan, Guest Faculty, DDE
	Dr. Md. Nehal, Guest Faculty, DDE
	Dr. Zafar Gulzar, SO, DTP
	Mr Md Imtiyaz Alam, Jr Research Officer IMC
	Mr. Shaik Ismail, UDC, DDE
Member Convener	Dr. Shafiq Ahmed, ARD, DDE

Unit	Functions
Administration & Finance Unit	<p>Administrative Functions:</p> <ul style="list-style-type: none"> - Opening & closing of LSCs, PCs, handling of agreements/MoUs - Constitution of committee for inspections of LSCs, PCs and examination centres, - Statutory compliances of regulatory bodies including UGC-DEB, NCTE, etc., - Preparation of agenda for authority bodies of the University and implementation of its decisions, - Conduct of meetings of CIQA, maintenance of minutes& implementation of its decisions, - Conduct of official meetings and correspondence, - Monitoring and maintenance of attendance and leave records of teachers, academic and non-teaching staff posted at DDE and its RCs/SRCs, - Processing of personal claims, requests of staff, - General correspondence with various Divisions/Departments/Units, regulatory bodies and external agencies, - General procurement and maintenance of stores, assets register, handling of dispatch section (Receipt & Issue Registers)
	<p>Finance Related Functions:</p> <ul style="list-style-type: none"> - Preparation of Annual budget estimates under various heads/units as per the requirements - Preparation of financial reports and returns

	<ul style="list-style-type: none"> - Collection of fee and reconciliations - Handling of all advances and its settlements, Bills/claims related to LSCs, PCs, RCs, SRCs - Experts related to offering the academic programmes, audit replies and allied activities - Drawal of advances, - Handling of Imprest money and its settlement for various expenditure related to DDE
Head	Prof. N.I. Mulla, Professor, DDE
Members	Dr. P.S.Munawar Hussain, JR, DDE
	Dr. Aftab Alam Baig, AR, DDE
	Dr. Dastagir Basha Chabnur, Asst. Professor, DDE
	Dr. Irshad Ahmad, Asst. Professor, DDE
	Mr. Mohiddeen Shaik, Personal Assistant, DDE
	Mohd. Ayub, Assistant, DDE
	Mr. Narsimhulu, UDC, DDE
	Mrs. Safiya Jeelani, LDC, DDE
Member Convener	Ms. Durga Bhavani, Section Officer, DDE

The Joint Registrar, DDE shall be primarily responsible for all the routine Administrative & Accounts related functions as per the established norms and according to the requirements. He is expected to handle the cases independently with University Divisions/Departments.

Unit	Functions
Staff Training, Research & Quality Unit (STRAQ)	<ul style="list-style-type: none"> - Organize capacity Building Programmes for teaching, other academic staff of DDE, Coordinators of the LSCs & PCs, - Organize Seminars, Conferences, Workshops, etc - Collaborate in research work with other departments and instructions engaged in ODL and other allied matters
Head	Dr. Najmus Saher, Asso. Professor, DDE
Members	Prof. Sami Siddiqui, Director, CPDUMT, MANUU
	Dr. Rabbe Subhani, Asso. Professor, DDE
	Dr. Mahboob Basha, Asst. Professor, DDE
	Mr. Fasalurrahman, P.K., Asst. Professor, DDE
	Dr. Abdul Aleem, Guest Faculty, DDE
	Mr. Mohd. Aasim, Guest Faculty (History), DDE
Member Convener	Dr. Ishtiyahq Ahmad, Asst. Professor, DDE

Unit	Functions
Student Support Services Unit	<ul style="list-style-type: none"> - Provide information/assistance/counseling/facilitation services to prospective/enrolled/passed out students and to address their grievances. - Provide services with close interface with the Examination branch, RCs/SRCs/LSCs and CIT for its activities - Function as repository of student data and its analysis in coordination with Directorate of Admissions for planning and decision-making process. - Deal all issues concerning student support services
Head	Dr. Rabbe Subhani, Asso. Professor, DDE
Members	Dr. Sadat Shareef, Asst. Professor, DDE
	Dr. Atiya Naheed, Asst. Professor, DDE
	Dr. Abdul Basit, Guest Faculty, DDE
	Dr. Faheem Anwar, Guest Faculty, DDE
	Mr. Shaik Ismail, UDC, DDE
	Mr. Mohd Waseem Khan, LDC, DDE
	Mr. Mohammad Imran, LDC, DDE
Member Convener	Mr. Md. Shahnawaz Haider, SO, DDE

Unit	Functions
Material Production and Distribution Unit (MPDU)	- Printing, preservation (print and soft forms), storage, distribution of SLM (both print and digital forms) and other allied matters
Head	Prof. Nikhat Jahan, Professor, DDE
Members	Dr. Aftab Alam Baig, AR, DDE
	Dr. Qadeer Khwaja, Asst. Professor, DDE
	Dr. Aslam Parvaiz, DTP
	Mr. P. Habeebullah, Asst. Registrar, Purchase Section, DDE
	Mr. Shaik Ismail, UDC, DDE
	Mr. Mohd Abdul Naseer, SO, DDE
Member Convener	Dr. Malik Rehan, Asst. Professor, DDE

Unit	Functions
Technical Support Unit	<ul style="list-style-type: none"> - Provide all technical support requirements for the effective communications, academic delivery of the programmes, evaluation, online student feedback (blended learning, open learning resources, MOOCs), web based and mobile enabled e-services including self-regulation through disclosures, declarations and reports, etc. required under UGC-ODL Regulations, digitization of the processes in DDE - Maintenance and updating of DDE Website - Submission of Online forms on UGC & NCTE portals as and when required - Oversee the functions of IUMS portal of the University to facilitate distance learners - Exploring and executing connectivity through IUMS or Study Center Management System for RDs/ARDs/LSCs/PCs - Exploring independent ICT / ERP for DDE (Samarth or any other) - Look into the possibilities of digitalization of DDE administrative and academic affairs, etc
Head	Prof. Mushtaq Ahmed I. Patel
Members	Dr. Sayyad Aman Ubed, Asso. Professor, DDE
	Dr. Abdul Basit Ansari, Asst. Professor, DDE
	Mr. Imran Aslam, System Analyst, CIT, MANUU
	Mr. Shahnawaz, Programmar, CIT, MANUU
	Dr. Arfath Ahmed, Asst. Prof., Polytechnic & Asst. COE, MANUU
	Mr. Mohd Abdul Naseer, SO, DDE
	Mr. Md. Shahnawaz Haider, SO, DDE
	Mr Md Shakeel Ahmad, Engineer-Gr-1 IMC
Member Convener	Mr. Shams Imran, Asst. Professor, DDE