



Programme Guide Certificate Course in Functional English 2022-2023



**DIRECTORATE OF DISTANCE EDUCATION,
MAULANA AZAD NATIONAL URDU UNIVERSITY**

**(A Central University Established by an Act of
Parliament)
Accredited "A" Grade by NAAC**

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1. The University

Maulana Azad National Urdu University (MANUU) is a Central University, established by an Act of Parliament with all India jurisdiction in 1998. The headquarters and main campus of MANUU is in Gachibowli, Hyderabad. It is spread over 200 acres. MANUU is recognized as a major higher education service provider across the remote areas of the country for marginalized and first generation learners of Urdu medium through its regular and distance mode programs. MANUU commenced with distance education programs in 1998 and consolidated its academic and research base in Urdu medium regular programs in 2004. The University is named after Maulana Abul Kalam Azad, the first Minister of Education of Independent India, a scholar par excellence, a prolific writer, an inimitable orator, a gallant freedom fighter, a visionary of the post independent Indian education system and an architect of technical and scientific education in Independent India.

Presently, MANUU is in the process of consolidating the existing institutions, while expanding it to reach the unreached through various intervention measures. Further, to meet the rising aspirations of its youth in general and Urdu speaking community in specific, the University is making considerable progress in all fronts of academics, research and governance with specific vision, mission and objectives.

Vision

To provide access to quality education through Urdu as medium of instruction, while adhering to the inclusive policy.

Mission

To empower socially, economically, educationally and culturally marginalized sections of society so that they are brought into the mainstream, and thereby contribute to the socio-economic development of the nation through formal and non-formal mode of educational delivery.

Mandate

The Mandate of the University is:

- To promote and develop the Urdu language;
- To impart education and training in vocational and technical subjects through the medium of Urdu;
- To provide wider access to people desirous of pursuing programs of higher education and training in Urdu medium through teaching on the campus as well as through distance mode and
- To focus on women education.

Objectives

- To provide good learning experience to the students through Urdu language with due emphasis on interactive and innovative teaching-learning as well as engagement in social outreach.
- To adhere to global best practices and bench marks in respect of academic and research outcomes and also outreach initiatives.
- To increase the student capacity to meet the growing demands of competent manpower in national and international markets.
- To augment the internal revenue/receipts through continuing education, sponsored research and consultancy.
- To improve the quality of life of impoverished millions by producing competent manpower who can contribute for the growth of National economy.
- To utilize the resources effectively and optimally

2. The DDE

To achieve its mission of bringing socially, economically, educationally and culturally marginalized sections of society into the mainstream, the University has initiated distance mode programmes from its year of inception through Directorate of Distance Education popularly known as DDE. The objectives of Directorate of Distance Education are:

- To provide quality education to Urdu Speaking population at their door-steps.
- To integrate non-conventional Urdu learners with formal education system.
- To empower Urdu learners especially women by imparting quality education.
- To help learners acquire higher qualification for better career growth.
- To generate feeder group for the PG and research programs of MANUU on-campus mode.
- To enhance the gross enrolment ratio (GER) based on market needs, gaps and trends in addition to the societal demands.

The Directorate of Distance Education, MANUU operates through Regional and Sub Regional Centres located in 11-states of India as listed below. Each Regional/Sub Regional Centre (RC/SRC) provides academic and administrative support to distance learners through Study Centres/Learner Support Centres (LSC).

Regional/Sub-Regional Centres

Regional Centre Bangalore, Karnataka

Regional Centre Bhopal, Madya Pradesh

Regional Centre Darbhanga, Bihar

Regional Centre Patna, Bihar

Regional Centre Kolkata, West Bengal

Regional Centre Delhi, Delhi

Regional Centre Ranchi, Jharkhand

Regional Centre Mumbai, Maharashtra

Regional Centre Srinagar, Jammu and Kashmir

Sub Regional Centre Amravati, Maharashtra

Sub Regional Centre Hyderabad, Telengana

Sub Regional Centre Jammu, Jammu and Kashmir

Sub Regional Centre Lucknow, Uttar Pradesh

Sub Regional Centre Nuh, Mewat Haryana

Sub Regional Centre Varanasi, UP

The Regional and Sub Regional Centres of Directorate of Distance Education facilitate the ODL students with support services, management of Study Centres and admission process. In the year 2017-2018, Directorate of Distance Education had 158 LSCs within the purview of its RCs/SRCs. In its endeavour to modernise itself and enhance quality for the benefit the ODL learners, DDE has introduced Choice Based Credit System (CBCS) framework for UG & new M.A. programs. DDE has vigorously started adopting ICT in its academic and administrative functioning. Admissions to all DDE programs are now being conducted through Online mode only. The University's Instructional Media Centre is preparing video lectures to provide anytime, anywhere learning environment to the learners through its dedicated IMC YouTube channel accessible at <http://youtube.com/u/imcmanuu>. A large repository of audio-visual educational programmes has already been prepared by the Media Centre and the work to even produce more is in process. Soft copies of SLM are also being provided to the learners through University's website. To improve communication between DDE and learners SMS facility is now extensively used to send alerts to students about various aspects of program delivery such as Course registration, Assignments etc.

The post graduation, graduation, diploma and certificates awarded by the University are at par with the certificates of recognized Universities. Day-by-day the strength of the students is growing. Thus, the DDE is striving hard to reach the unreached.

3. Certificate Course in Functional English

3.1 Learning Outcomes

At the end of the six month Certificate Course in Functional English, the learner would have mastered the knowledge of the skills of the English language. The learners would be able to appreciate English and use it in their day to day life. Functional English, a certificate course, is designed to help learn English for use in daily life. It is aimed to help the Urdu Speakers to improve their proficiency (both spoken and written) in English and enable them to become good users of English language. The programme will be particularly useful to learners of English in Urdu medium schools and colleges

3.2 Programme Structure:

Course Code	Course Title	No of Assignments	Assignment Max Marks	Term End Max Marks	Total Marks (Max)
CDLE111 CCT	Listening/ Speaking	02	30	70	100
CDLE112 CCT	Reading	02	30	70	100
CDLE113 CCT	Writing	02	30	70	100

3.3 Duration:

The course is of one-semester duration. However, it may be completed in one year.

3.4 Course Content:

The Self Learning Material (SLM) is divided into three Courses:

- i. Speaking / Listening
- ii. Reading
- iii. Writing

3.5 Counselling and Support Services:

The study material will be dispatched to the student by post on confirmation of admission. No counselling classes are required. However, the students may contact the Programme Coordinator at Directorate of Distance Education, Headquarter (Hyderabad) through E-mail at majesticeloquence@gmail.com to clarify their doubts.

3.6 Scheme of Examination:

The Semester Examination consists of 3 papers each of 30+70=100 marks.

3.7 Eligibility

A candidate must have passed 10th class to be eligible for admission into Functional English course.

3.8 Instructional Design:

The instructional system for Functional English is through SLM in print form made available to the learners soon after their admission. Assignments form part of continuous assessment and academic counselling classes are held subject to University rules and regulations.

3.8.1 **Print Material:** Two types of print material are available for the learners:

- Self Learning Material for each Course is provided in modules for each block.
- Primary reading or listening material are to be accessed by the Learners through internet; library or personal purchase.

3.8.2 **Audio-Video Lessons:**

- Learners are encouraged to watch GyanDarshan AV lessons on English communication skills.
- Learners are encouraged to watch Youtube AV lessons on course content prepared by experts at <https://www.youtube.com/watch?v=fPIZjVxgGSc&list=PLK4auiSRQ36agIDJp8bSZ2FrvmMS0Qycc>

3.8.3 **Counselling Sessions:** Face-to-face counselling classes may be conducted at the designated Learner Support Centre on weekends and holidays during the period notified by the University in the Academic Calendar subject to University rules and regulations. Learners are also encouraged to contact the Programme Coordinator through digital modes like email; WhatsApp; Messenger; phone or in person during office hours at the University headquarters.

.3.9 Fee Structure

The fee structure is the same as given in the Prospectus for the current year. It is important to refer to current year Prospectus for fee structure.

Programme Name	Admission Fee	Course Fee for SC/ST/PwD/EWS/Woman/Transgender (Annual)	Course Fee for Other Students (Annual)	Lab Practical Fee	Examination Fee(Annual)	Development Fee/Corpus Fund (Annual)	Total Fee for SC/ST/PwD/EWS/Woman/Transgender Students (Annual)	Total Fee for other Students
Rupees								
Certificate Course in Functional English	300/-	1200/-	2000/-	--	500/-	200/-	2200/-	3000/-

Total Fee Includes Assignments, Practical test and term-end examination Fee.

3.10 Student Support Services

There is a dedicated Student Support Services Unit (SSU) in Room No 107 at DDE. Students may reach out to the Unit in person during office hours Monday through Friday on working days. They may also contact SSU and the Examination Branch on these numbers:

- Student Support Services
#040-23008467 Ext. 2047 Email: ssu.dde@manuu.edu.in
- Examination Branch
#040-2300 6605, 2300 8405 Email: manuueexamquery@gmail.com

Note: For programme specific queries, students may contact

- Programme Coordinator, Functional English
#08985740287 Email: majesticeloquence@gmail.com

3.11 Library Resources: Library facility at Headquarters in the Directorate of Distance Education and in the Central Library apart from such facility wherever available at the Study Centres/Learner Support Centres can be availed by the distance learners as per due procedure.

3.12 Medium of Instruction: The medium of instruction is ENGLISH. The question paper will be in English and all answers are to be in English only. However, Learners may use Urdu/Hindi/local language if they wish to, for communication with Academic Counsellors and Programme Coordinator .

3.13 Recognition

All Programmes on offer by DDE, MANUU are recognized by UGC DEB wherever applicable. The letter of approval is given in the Prospectus.

3.14 Contact Information

For enquires pertaining to

Functional English:

Prof Gulfishaan Habeeb
Prof of English, DDE &
Programme Coordinator
M.A. English
Room No 104
Directorate of Distance Education
Maulana Azad National Urdu University
Gachibowli, Hyderabad 500032
Telangana State
#08985740287
majesticeloquence@gmail.com

For any other distance mode enquiry:

The Director
Directorate of Distance Education
Maulana Azad National Urdu University
Gachibowli, Hyderabad 500032
Telangana State
#04023008311
dir.dde@manuu.edu.in

4. Evaluation

The scheme of the evaluation is given in the Prospectus of the current year. The maximum marks are 100 in each paper. 70 marks are for the term-end examination and 30 marks for assignments. The total number of the assignments to be submitted and the deadlines for submission are given in the Prospectus of the current year. A candidate must have to score a minimum of 12 marks in each assignment and a minimum of 28 marks in each paper in the term-end examination to be declared pass in that paper.

4.1 Assignments

Assignments are an integral part of the evaluation. The assignments help the candidates to practice for the term-end examination and improve their writing skills. The continuous assessment ensures the candidates read the study material provided to them. Assignments are in the blended mode. Assignment 1 is online while Assignment 2 is through offline mode. Assignments must be handwritten in the candidates own hand writing and submitted at the Learner Support Centre before the last date of submission.

4.1.1 Instructions for Assignments

The detailed instructions for submission of assignments will be provided to the learners along with the assignment question paper each year. Candidates must read and follow the instructions.

4.1.2 Guidelines for Submission of Assignments

The candidates must follow the instructions for submission of online assignment. They should submit the offline assignments at the Learner Support Centre they are enrolled in. Candidates must not send the assignments to the DDE or University headquarters or the Regional Centre.

Acknowledgement of receipt of Assignments must be obtained from the Learner Support Centre and the same must be retained by the candidate till the declaration of pass in the examination.

4.2 Term-end examination

The term-end examination is held as per the schedule given in the Prospectus of the current year/notification by the Examination Branch. The candidate will have to pass in all papers before the completion of the maximum duration of the programme.

4.2.1 Guidelines for term-end examination

The students are advised to follow the examination guidelines available on the university website www.manuu.edu.in . Hall-ticket and university student identity card must be in the possession of the candidates to gain entry into examination hall. Students must sign in the d-form and enter their answer book number.

5. Regional/Sub-Regional Centres

The complete list of Regional/Sub-Regional Centres along with contact numbers and addresses can be accessed through the current Prospectus and at the university website www.manuu.edu.in. The same is also placed at Annexure 1

6. Learner Support Centres

The complete list of Learner Support Centres along with contact numbers and addresses can be accessed through the current Prospectus and at the university website www.manuu.edu.in

7. Other Useful Information

To access any of the following please refer to current Prospectus or the university website www.manuu.ac.in

7.1 Correction in name/address

7.2 Change in RC/SRC

7.3 Change of Study Centre/ Learner Support Centre

7.4 Change of electives

7.5 Application for follow-on admission

7.6 Application for recounting/revaluation

7.7 Application for re-registration

8. Academic Calendar: It can be accessed through the current Prospectus and at the university website www.manuu.edu.in

9. List of Madarasa: List of Madarasa equivalence certificates can be accessed through the current Prospectus and at the university website www.manuu.edu.in