

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
 A Central University under Ministry of Education
 Government of India



**Minutes of the Official Language Implementation Committee Meeting held on 07.02.2024,
 at 03:15 p.m.**

The following members were present:

1. Prof. Syed Najamul Hasan, **Chairperson**
Professor, School of Sciences
2. Dr. Shagufta Perveen, **Member / Convenor**
Hindi Officer, Hindi Cell
3. Prof. Patan Rahim Khan, **Member**
Professor, Dept. of Hindi
4. Dr. Ashwani, **Member**
Associate Professor, Dept. of Education & Training
5. Dr. Shahid Jamal, **Member**
Asst. Prof., Centre for Deccan Studies
6. Dr. Boska Bhagyamma, **Member**
Asst. Professor, Dept. of Education & Training

At the outset convenor welcomed all the members of the Official Language Implementation Committee

Thereafter the agenda items were taken up for discussion.

Item- 1. Review of the past activities of the Hindi Cell.

As desired by the Chairperson, Hindi Officer, briefed the members about past activities and achievements of the Hindi Cell.

- It was informed that, the Hindi Cell has translated the 26th Annual Accounts and 25th Annual Report of the University for the year 2022-23 in Hindi and submitted it to the concerned section.
- It was informed that, all the candidates of seventh (7th) batch (July-November, 2023) of Hindi Parangat course under Hindi Teaching Scheme have successfully qualified the examination and 8th Batch (January-May, 2024 session) of Hindi Parangat course has commenced.
- It was informed that, circular related to section 3(3) of the Official Language Act, 1963 has been circulated in the offices of all the section heads.
- It was informed that the Hindi Cell is preparing the notifications, orders, notices, circulars, standard forms etc. in bilingual format and uploading them on the University website from time to time.
- It was informed that, the errors in the spellings of Hindi names of some offices of the administrative building have been handed over to the Engineering Section for correction.
- It was informed that the Hindi website of the university is being updated regularly by the Hindi Cell.

Item- 2. To promote progressive use of official language Hindi in the University offices.

Members opined that, as per the instructions of the Ministry of Education, Dept. of Official Language, New Delhi, to issue a circular regarding Section 3(3) of the Official Language Act, 1963, requesting all the Heads of Departments to make efforts to promote the use of the official language in all office work. Hindi Pragma and Parangat passed trainees should also extend their cooperation.

Members opined that, Section Heads shall nominate their staff to Hindi Word Processing/Hindi Typing under Hindi Teaching Scheme.

The members suggested that, as per the Rule 5 of the Official Language Act, 1976, efforts should be made to reply in Hindi to the letters received in Hindi from the Govt. offices and other institutions, otherwise it will be violation of the rules.

The members opined that, efforts should be made to print all the registers/files of the university bilingual (Hindi and English).

The letterheads of the section heads have been prepared in bilingual format and sent through e-mail.

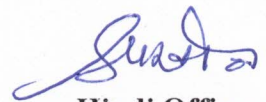
Item- 3. To Discuss on regarding Quarterly Progress Report.

All the members of the committee were informed that, Quarterly Progress Report till December, 2023 has been sent to the Rajbhasha Vibhag, Ministry of Home Affairs. Members expressed their satisfaction.

Item- 4. Any other item with permission of the Chair.

- It was suggested that bilingual administrative dictionaries should be procured and distributed to all the section heads.
- It was suggested that to encourage and increase the usage of Rajbhasha Hindi in offices, the Official Language Implementation Committee (OLIC) members should visit all the departments/sections in the University.
- It was suggested that the awareness of the Hindi version of the MANUU website has to be spread.
- The office OLIC should make a data base of the content translated into Hindi in the University.
- It was suggested that the University courses mentioned in the Prospectus should also be translated into Hindi.
- Dr. Ashwani suggested that an annual journal in Hindi should be published by MANUU. Members present opined that this suggestion is good and is purely academic, and hence should be taken up by the Department of Hindi rather than the Hindi Cell since it doesn't come under the purview of the Hindi Cell. Hindi Cell adheres to the directives / Annual Plan of action received from the Ministry of Home Affairs, Rajbhasha Vibhag which focuses mainly on implementation of the Official language (Hindi) and for effective use of Hindi language in the different official work.

The meeting ended with a vote of thanks to the Chair.



Hindi Officer
Member / Convenor
MANUU, Hyderabad