

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 18.04.2024,
 at 03:00 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, 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 been started.
- Circular related to section 3(3) of the Official Language Act, 1963 has been circulated in all the Departments and sections.
- It was informed that the Hindi Cell is preparing the notifications, orders, notices, circulars, standard forms etc. in bilingual form and uploading them on the University website from time to time.
- It was informed that the Hindi website of the university is being updated regularly by the Hindi Cell.
- All the registers/files used in the University were printed in bilingual form by the Purchase and Stores Section.

Ashwani

Shagufta

[Signature]

[Signature]

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

Members opined to visit all the departments and sections and make them aware about the implementation of Annual Program 2024-25 issued by Rajbhasha Vibhag, Ministry of Home Affairs, New Delhi and Section 3(3) of the Official Language Act, 1963 for promotion of Official language(Hindi) in all office work. Hindi Pragya 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 letterheads of the HoD's and section heads have been prepared in bilingual format and sent through e-mail.

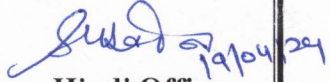
Item- 3. To Discuss on regarding Quarterly Progress Report.

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.

- To encourage the use of Rajbhasha Hindi in offices by inspecting all the departments/sections.
- To provide information related to the use of Hindi fonts by visiting all the sections.

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


Hindi Officer
Member / Convenor
MANUU, Hyderabad

Ashwan

