

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اردو یونیورسٹی
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 02.05.2025,
 at 11:00 am.**

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. Dr. Ashwani, **Member**
Associate Professor, Dept. of Education & Training
4. Dr. Shahid Jamal, **Member**
Assistant Professor, Centre for Deccan Studies

At the outset Convenor welcomed all the Members of the Official Language Implementation Committee. Prof. Patan Rahim Khan and Dr. Mohd. Mustafa Ali Sarwari could not attend the meeting.

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, circular regarding compliance of section 3(3) of the Official Language Act, 1963 has been circulated in all the Departments and sections and it was requested that assistance can also be taken from the employees who have qualified Hindi Parangat course.
- 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.

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

Members opined to circulate the circular issued by Rajbhasha Vibhag, Ministry of Home Affairs, New Delhi to all the departments and sections and make them aware about the implementation of Annual Program 2025-26 and also to aware regarding 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.

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.

(Signatures)

Item- 3. Review report of the Official Language Inspection Committee of the Ministry of Education.

The members reviewed the Official Language Inspection Committee Report of Ministry of Education and agreed to implement the suggestions of the Inspection Committee.


Item- 4. To Discuss regarding Quarterly Progress Report.

All the members of the Committee were informed that, the Quarterly Progress Report till March, 2025 has been sent to the Rajbhasha Vibhag, Ministry of Home Affairs. Members expressed their satisfaction.

Item-5. Any other items with the permission of the Chair.

To nominate more and more employees for Hindi Typing and Hindi Training under the Hindi Teaching Scheme. So that the target of the Official Language Annual Program 2025-26 can be achieved.

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



**Hindi Officer
Member / Convenor
MANUU, Hyderabad**