

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 18.08.2025,  
 at 03:30 pm.**

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**  
**Head of the Dept., Dept. of Hindi**
4. Dr. Ashwani, **Member**  
**Associate Professor, Dept. of Education & Training**
5. Dr. Mohd. Mustafa Ali Sarwari, **Member**  
**Associate Professor, Dept. of MCJ & Public Relation Officer**
6. Dr. Shahid Jamal, **Member**  
**Assistant Professor, Centre for Deccan Studies**

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, 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, Circular related to establish check points in the office to prevent violation of the Official Language Act and Rules framed for implementation of the Official Language Policy of the Union and to promote the progressive use of Official Language Hindi.
- It was informed that, the certificates of the trainees who passed the Seventh batch of Hindi Parangat Course under Hindi Teaching Scheme have been received from Hindi Teaching Scheme and Central Hindi Training Sub-Institute, Official Language Department, Home Ministry, Govt. of India.
- It was informed that, under the Hindi Teaching Scheme, the Hindi Parangat Course for the July-November, 2025 session and the Hindi Typing class have been postponed due to low number of enrollments.
- 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.

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

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

**Item- 4. To discuss on Hindi Diwas / Week / Fortnight.**

The members suggested to celebrate Hindi Week-2025 from 11.09.2025 to 17.09.2025 and organize some online/offline programs/competitions for the employees/students, which are as under :

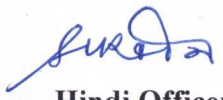
क्र.सं.S. No.	कार्यक्रम/ Events	तिथि/ Date
01.	हिन्दी सप्ताह पोस्टर का विमोचन / Release of Hindi Week Poster	11.09.2025
02.	प्रशासनिक वाक्यांशों का अनुवाद/ Translation of Administrative Phrases Competition	12.09.2025
03.	स्लोगन लेखन, वाद-विवाद प्रतियोगिता / Slogan Writing & Debate Competition	15.09.2025
04.	हिन्दी निबंध/टिप्पण लेखन प्रतियोगिता / Hindi Essay/Noting Writing Competition	16.09.2025
05.	समापन सत्र/ Valedictory Session	17.09.2025

The members suggested that, through PPT, “Best wishes for Hindi Diwas” and quotes related to Hindi language should be displayed on the LED Screen near the main gate of the University.

**Item-5. Any other item with permission of the Chair.**

- To encourage the promotion of the use of Hindi by providing information related to the implementation of Official Language Annual Programme 2025-26 in the offices of all departments.

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

  
Hindi Officer  
Member / Convenor  
MANUU, Hyderabad