

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 28.01.2026,  
 at 03:30 pm.**

The following members were present:

1. Prof. Ehtesham Ahmad Khan, **Chairperson**  
**Professor, Dept. of MCJ**
2. Dr. Shagufta Perveen, **Member / Convenor**  
**Hindi Officer, Hindi Cell**
3. Prof. Patan Rahim Khan, **Member**  
**Professor, Dept. of Hindi**
4. Dr. Govindaiah Godavarthi, **Member**  
**Assistant Professor, Dept. of English**
5. Dr. Mohd. Mustafa Ali Sarwari, **Member**  
**Public Relation Officer, MANUU**
6. Dr. Wajada Ishrat, **Member**  
**Assistant Professor, CDOE**

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, the Hindi Officer briefed the members about past activities and achievements of the Hindi Cell.

- It was informed that, Hindi Cell successfully conducted Ten Hindi Pragya, Eight Hindi Parangat Three Hindi Word Processing/ Hindi typing Course batches under the Hindi Teaching Scheme.
- It was further informed that, 27<sup>th</sup> Annual Report for the year 2024-25 was translated into Hindi by the Hindi Cell.
- The committee was also informed that, a Circular related to section 3(3) of the Official Language Act, 1963 has been circulated in all the Departments and sections.
- It was noted 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 also informed that the Hindi website of the university is being updated regularly by the Hindi Cell.

*Entire*

*Mukherjee*

*Convenor*



**Item- 2. Promotion of progressive use of official language Hindi in the University offices.**

The Members were apprised of the implementation of the Annual Programme 2025-26 issued by the Department of Official Language, Ministry of Home Affairs, New Delhi. It was suggested that a circular be issued to all departments and sections to promote awareness of the Official Language (Hindi) and to ensure compliance with Section 3(3) of the Official Languages Act, 1963 in all office work. The Hindi Pragya and Hindi Parangat passed trainees were also requested to extend their cooperation in this regard.

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, failing which it would be a violation of the rules.

Regarding the updating of name boards in the university offices, it was suggested that :

- On one side, the name of the concerned office should be written first in Hindi and then in English below it.
- On the other side, the name of the concerned office should be written first in Hindi and then in Urdu below it.


**Item- 3. Discussion regarding the Quarterly Progress Report.**

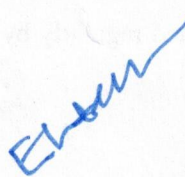
All the members of the committee were informed that, Quarterly Progress Report upto December, 2025 has been sent to the Rajbhasha Vibhag, Ministry of Home Affairs.

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

In order to further promote the use of Official language Hindi in the University, the members suggested to schedule visit for all the section & meeting with the Heads in order to make them aware of the implementation of Official Language Annual Programme 2025-26 in the offices.

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

  
Hindi Officer  
Member / Convenor  
MANUU, Hyderabad

  
Member  
