

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 28.11.2025,
 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

At the outset Convenor welcomed all the Members of the Official Language Implementation Committee. Dr. Mohd. Mustafa Ali Sarwari and Dr. Shahid Jamal 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 Hindi Week-2025 was celebrated from 11.09.2025 to 17.09.2025, under which several competitions (Hindi essay, poetry recitation and workshop) were organized.
- It was informed that during Hindi Week-2025, a Hindi workshop on the topic “हिन्दी और अन्य भारतीय भाषाओं का संबंध” was organized on 15.09.2025 and certificates were distributed to the trainees who passed the Hindi Parangat Examination.
- 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 the Hindi translation of the Annual Report 2024-25 has been completed.
- 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.

Ashwani

03.12.2025

[Signature]

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 Pragma 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.

To update the name-boards of the University offices, the name of the concerned office should be written first in Hindi on one side and then in English below it and on the other side, the name of the concerned office should be written first in Hindi and then in Urdu below it.

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

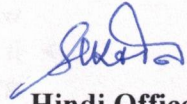
All the members of the committee were informed that, Quarterly Progress Report till September, 2025 has been sent to the Rajbhasha Vibhag, Ministry of Home Affairs. Members expressed their satisfaction.

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

To encourage the 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.

As per the University Office Order No. MANUU/Admn/F.110/2023/189, dt. 22.12.2023, the tenure of the Official Language Implementation Committee is going to be completed on 22.12.2025 as a result of which all the members opined to reconstitute the Official Language Implementation Committee.

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


Hindi Officer
Member / Convenor
MANUU, Hyderabad

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03.12
2025.

