



No.MANUU/Admn.Gov/F.43/2015-16/1169

05th February, 2016

CIRCULAR

Sub: Administration & Governance - Launching of "Certificate Course in Urdu" by Department of Urdu for Non Urdu Knowing Teaching and Non Teaching employees- Reg.

Ref: Vice Chancellor approval dated 29. 01.2016.

Apropos subject and reference cited it is informed that Department of Urdu launched a course in Urdu called "Certificate Course in Urdu" for Non Urdu Knowing Teaching and Non Teaching employees of MANUU to improve their Urdu knowledge in their day today official as well as Teaching and Research activities.

The details of the course are as follows:

1. The duration of the course is one semester and it includes in page software training also.
2. The registration fee is Rs.500/- to the employees up to the level of Section Officers and Rs.1100/- above the level of Section Officers.
3. Intake of 20 for each group of Teaching and Non Teaching.
4. 75% Attendance is compulsory.
5. The certificate of the course will be awarded only after the due process of examination (Written and Oral) and evaluation.
6. The classes will be held in the Department of Urdu from Monday to Friday from 5.00P.M to 6.00 P.M
7. Admissions will be processed on the basis of first come first serve.

For further details please contact Head, ~~of the Department~~, Department of Urdu.


Registrar
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To
All Deans of Schools of Studies
All Heads of Departments (Teaching)
Directors of DDE/Centres, All Sections Heads
/Incharge (Non-Teaching)
Regional Director, SRC, Hyderabad
Principal, Polytechnic/ITI
Principal, Model School, Hyderabad

To please note the same and bring to the notice of their staff

Copy to:

All Heads/Incharge of Regional Centres, Sub-Centres,
Colleges of Teachers Edn. VTCs, Model Schools, etc.
V.C's/Registrar's/F.O's Offices

For information