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17<sup>th</sup> September 2018

**Notification**

**A Course in Communication Skills in English**

The Department of English, Training & Placement Cell, and Internal Quality Assurance Cell, MANUU in collaboration with the U.S. Consulate General, Hyderabad invite **application** from the desirous students of MANUU for registration into a course in **Communication Skills in English** commencing from 24<sup>th</sup> September 2018.

**Ms Robin Cathey**, English Language Fellow, Regional English Language Office, U.S. Consulate General, Hyderabad shall be the Course Trainer. The Course shall be of eight week duration.

The application form for registration in the prescribed format should be submitted in the **Training and Placement Cell, Room No. 13 CSE Residential Coaching Academy**. The last date for submission of the application form is forenoon 24<sup>th</sup> September 2018.

The final year students of UG and PG programmes shall be given preference in admission.

The Course shall be offered in three separate batches with the following schedule:

	Class	Time
Batch 1	UG	1:45 to 2: 45 p.m.
Batch 2	UG	3:00 to 4:00 p.m.
Batch 3	PG	4:00 to 4:45 p.m.

*[Handwritten signature of Dr Mohammed Yousuf Khan]*

Dr Mohammed Yousuf Khan  
Incharge, Training & Placement

*[Handwritten signature of Prof. Syed Mohammed Haseebuddin Quadri]*

Prof. Syed Mohammed Haseebuddin Quadri  
HoD, English & Director IQAC

Copy to:  
All Deans/HoDs/ Principals/Directors  
Vice Chancellor's Office  
Pro-Vice Chancellor's Office  
Registrar's Office  
University Website  
Provost  
Wardens: Boys' & Girls' Hostels



**Application Form for Registration into Communication Skills in English**

**Batch 1 (UG)**

**Batch 2 (UG)**

**Batch 3(PG)**

*(Please tick the batch above that you opted)*

Name of the Applicant: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Gender: \_\_\_\_\_

Present Programme & Enrolment No. \_\_\_\_\_

Roll No. \_\_\_\_\_

Residential Address: \_\_\_\_\_

\_\_\_\_\_

Hostel Number/Name: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

Signature of the Applicant

Note: Please enclose a photocopy of MANUU Student Identity Card

**Maulana Azad National Urdu University & U.S. Consulate General, Hyderabad**

**Note on the Course in**

**Communication Skills in English**

A Course in Communication Skills in English is offered to all the students of MANUU on the initiation of Honourable Vice Chancellor in collaboration with U.S. Consulate General, Hyderabad. The Department of English, Placement & Training Cell and Internal Quality Assurance Cell (IQAC) MANUU will provide all the assistance to successfully run the course. The course shall be based on basic communication skills intended for building confidence in the students to speak English with ease.

The Course details are as follows:

Name of the Course: **Communication Skills in English**

Name of the Course Trainer: **Ms Robin Cathey, English Language Fellow,  
Regional English Language Office (RELO), U.S. Consulate General, Hyderabad.**

Duration of the Course: **Eight week: from 24<sup>th</sup> September to 29<sup>th</sup> November 2018.**

Number Classes per Week: **Four: Monday to Thursday**

Number of Batches: **03**

Timings of the Classes: **Batch1: 1.45 p.m. to 2.45 p.m.**

**Batch 2: 3.00 p.m. to 4.00 p.m.**

**Batch 3: 4.15 p.m. to 5.15 p.m.**

Classes Venue: **Classrooms and Auditorium, CSE Coaching Academy, MANUU**

Registration for Admission: **The registration for admission into the Course shall be done at the Training & Placement Cell, CSE Residential Coaching Academy.**

Attendance: **Attendance shall be marked for all the students. Only those students shall be considered eligible to receive the certificate who put on 80 per cent and above attendance.**

Certificates: **Upon the successful completion of the Course and fulfilling of attendance requirements students shall be awarded Certificates.**