



Programme Guide

Proficiency in Urdu through English

2022-23



**DIRECTORATE OF DISTANCE EDUCATION,
MAULANA AZAD NATIONAL URDU UNIVERSITY**

**(A Central University Established by an Act of
Parliament)**

Accredited "A" Grade by NAAC

Gachibowli, Hyderabad – 500032

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1. The University

Maulana Azad National Urdu University (MANUU) is a Central University, established by an Act of Parliament with all India jurisdiction in 1998. The headquarters and main campus of MANUU is in Gachibowli, Hyderabad. It is spread over 200 acres. MANUU is recognized as a major higher education service provider across the remote areas of the country for marginalized and first-generation learners of Urdu medium through its regular and distance mode programs. MANUU commenced with distance education programs in 1998 and consolidated its academic and research base in Urdu medium regular programs in 2004.

The University is named after Maulana Abul Kalam Azad, the first Minister of Education of Independent India, a scholar par excellence, a prolific writer, an inimitable orator, a gallant freedom fighter, a visionary of the post independent Indian education system and an architect of technical and scientific education in Independent India.

Presently, MANUU is in the process of consolidating the existing institutions, while expanding it to reach the unreached through various intervention measures. Further, to meet the rising aspirations of its youth in general and Urdu speaking community in specific, the University is making considerable progress in all fronts of academics, research and governance with specific vision, mission and objectives.

Vision

To provide access to quality education through Urdu as medium of instruction, while adhering to the inclusive policy.

Mission

To empower socially, economically, educationally and culturally marginalized sections of society so that they are brought into the mainstream, and thereby contribute to the socio-economic development of the nation through formal and non-formal mode of educational delivery.

Mandate

The Mandate of the University is:

- To promote and develop the Urdu language;
- To impart education and training in vocational and technical subjects through the medium of Urdu;
- To provide wider access to people desirous of pursuing programs of higher education and training in Urdu medium through teaching on the campus as well as through distance mode and
- To focus on women education.

Objectives

- To provide good learning experience to the students through Urdu language with due emphasis on interactive and innovative teaching-learning as well as engagement in social outreach.
- To adhere to global best practices and bench marks in respect of academic and research outcomes and also outreach initiatives.
- To increase the student capacity to meet the growing demands of competent manpower in national and international markets.
- To augment the internal revenue/receipts through continuing education, sponsored research and consultancy.

- To improve the quality of life of impoverished millions by producing competent manpower who can contribute for the growth of National economy.
- To utilize the resources effectively and optimally

1.The DDE

To achieve its mission of bringing socially, economically, educationally and culturally marginalized sections of society into the mainstream, the University has initiated distance mode programmes from its year of inception through Directorate of Distance Education popularly

known as DDE. The objectives of Directorate of Distance Education are:

- To provide quality education to Urdu Speaking population at their door-steps.
- To integrate non-conventional Urdu learners with formal education system.
- To empower Urdu learners especially women by imparting quality education.
- To help learners acquire higher qualification for better career growth.
- To generate feeder group for the PG and research programs of MANUU on-campus mode.
- To enhance the gross enrolment ratio (GER) based on market needs, gaps and trends in addition to the societal demands.

The Directorate of Distance Education, MANUU operates through Regional and Sub Regional Centres located in 11-states of India as listed below. Each Regional/Sub Regional Centre (RC/SRC) provides academic and administrative support to distance learners through Study Centres.

2.List of Regional/Sub-Regional Centres

Regional Centre Bangalore, Karnataka

Regional Centre Bhopal, Madhya Pradesh

Regional Centre Darbhanga, Bihar

Regional Centre Patna, Bihar

Regional Centre Kolkata, West Bengal

Regional Centre Delhi, Delhi

Regional Centre Ranchi, Jharkhand

Regional Centre Mumbai, Maharashtra

Regional Centre Srinagar, Jammu and Kashmir

Sub Regional Centre Amravati, Maharashtra

Sub Regional Centre Hyderabad, Telangana

Sub Regional Centre Jammu, Jammu and Kashmir

Sub Regional Centre Lucknow, Uttar Pradesh

Sub Regional Centre Nuh, Haryana

The Regional and Sub Regional Centres of Directorate of Distance Education facilitate the ODL students with support services, management of Study Centres and admission process. Directorate of Distance Education has 165 SCs within the purview of its RCs/SRCs. In its endeavour to modernize itself and enhance quality for the benefit of the ODL learners, DDE has vigorously started adopting ICT in its academic and administrative functioning. The University's Instructional Media Centre is preparing video lectures to provide anytime, anywhere learning environment to the learners through its dedicated IMC YouTube channel accessible at <http://youtube.com/u/imcmanuu>. A large repository of audio-visual educational programmes has already been prepared by the Media Centre and the work to even produce more is in process. Soft copies of SLM are also being provided to the learners through University's website. To improve communication

between DDE and learners SMS facility is now extensively used to send alerts to students about various aspects of program delivery such as Course registration, Assignments, etc.

The post-graduation, graduation, diploma and certificates awarded by the University are at par with the certificates of recognized Universities. Day-by-day the strength of the students is growing.

3. Introduction of Certificate in Proficiency in Urdu through English

The main objective of this programme is to acquaint people with Urdu language. The programme has been so devised that persons who have basic knowledge of reading and writing English language will be able to learn Urdu. This programme will also be helpful to those who are closely associated with academic institutions like libraries, archives, academies and museums. It will open up new avenues for low skilled technicians in film industry, T.V., and Radio.

3.1 Programme Structure:

Paper No.	Title	No of Assignments	Assignment Max Marks	Term End Max Marks	Total Marks (Max)
6 MONTHS					
I	Urdu Script, Basic Vocabulary	02	30	70	100
II	Basic Vocabulary, Grammar and Specimens of Prose & Poetry	02	30	70	100

3.2 Course Content:

Paper-I: Units 10 to 20

PART – I

Urdu Script اردو تحریر

Block I

Unit 1 The Urdu Alphabet

Unit 2 Forms of Letters

Unit 3 Aspirated Sounds (Do Chashmi He)

Unit 4 Writing of Letters

Unit 5 Diacritical marks (E'raab)

Block II

Unit 6 Two-letter words

Unit 7 Three-letter words

Unit 8 Four-letter words

Unit 9 Two-word sentences

Unit 10 Three-word sentences

Unit 11 Four-word sentences

Unit 12 Small sentences

PART – II

Basic Vocabulary الفاظ کا بنیادی ذخیرہ

Block III

Unit 13 Days and Months

Unit 14 Fruits and Vegetables

Unit 15 Seasons and Climate

Unit 16 House and Household Goods

Unit 17 Market, Post Office, Railway Station, Bank

Unit 18 Some Words of Common Use

Unit 19 Functional Expressions

Unit 20 Numerals

Paper-II: Units 20 to 30

PART – III

Grammar and Specimens of Prose and Poetry

قواعد اور نثر و نظم کے نمونے

Block IV

Unit 21 Noun

Unit 22 Pronoun

Unit 23 Verb

Unit 24 Adjective

Unit 25 Plural of Noun, Verb & Adjectives

Unit 26 Gender

Unit 27 Idioms and Proverbs

Block V

Unit 28 Passages

Unit 29 Poems

Unit 30 Story

3.3 Duration of Programme:

The duration of the programme is six months. But the students, according to their convenience, can complete the programme within a maximum period of two years.

3.4 Admission Criteria:

The Candidate should be acquainted with English and should complete 18 year so far age at the time of admission.

Admission Criteria: (a) 10th Class from any recognized board, (b) Knowledge of English Reading & Writing.

3.5 Programme Fee:

Admission Fee	Course Fee for SC/ST/PwD	Course Fee for Other Students	Examination Fee	Development Fee/Corpus Fund	Course Fee for SC/ST/PwD Students	Course Fee for Other Students
200/-	900/-	1,500/-	300/-	100/-	1,500/-	2,100/-

4. Instructional System:

4.1 Counseling and Support Services:

Study material will be dispatched to the students by post on confirmation of admission. No counseling classes will be conducted. However, guidance will be provided by correspondence and e-mail. Candidate may contact the Programme Co-Ordinator at Directorate of Distance Education, Headquarter (Hyderabad) through e-mail at irshad@manuu.edu.in or contact on **8297581490** strictly during office hours to clarify their doubts.

4.2 Scheme of the Examination:

The Annual Examination consists of 2 papers, each of 30+70=100 marks.

4.3 Printed and Digital Study Material:

University provides study material (which is called Self Learning Material (SLM) to the students. Soft copies of Self Learning Material (SLM) are also being provided to the learners through University's website at web link; <http://manuu.edu.in./dde/self-learning-material>

4.4 Audio-Visual Programmes:

A large repository of audio-visual educational programmes has already been prepared by the Media Centre and new lessons are regularly produced and uploaded. Students and LSCs can access the audio-visual resources of IMC at <https://www.imcmanuu.com/>. Further students can also access the video lessons available on YouTube Channel of Instructional Media Center at <http://youtube.com/u/imcmanuu>.

5. Students Support Services:

University provides students support services for all its programmes/courses in person or by using distance mode of communication. A Students Support Service Unit (SSSU) has been established in the Directorate of Distance Education at headquarters in Hyderabad for guidance of the students, enquiry and helps in terms of admission guidance, for study material, video lessons, Assignments, examinations, migration and bona-fide certificates etc. The Students Support Service Unit is also looking after the grievance of the students. Following dedicated helplines are available for the purpose:

Phone Numbers: 040-23008463

Tollfree Number:1800 425 2958 1800

E-mail: ssu.dde@gmail.com

5.1 SMS Service: SMS services are available for various purposes like confirmation of admissions, fee payments, study materials etc.

5.2 E-mail Services: e-mail services are being provided for any educational enquiry by the students or their parents. Students can use email ID of Students Support Service Unit, E-mails of course coordinator/Asst. course coordinator

5.3 Mail Service: Students can enquire regarding their educational and other issues through conventional mails. The information are being provided at best of their satisfaction.

5.4 Telephones/Mobile: Students can contact on the given phone numbers/mobile numbers for any enquiry regarding educational guidance like Admission, programmes/courses/ study materials/assignments/ examinations etc.

5.5 Phone/Email of Director, DDE:

Telephone No(s): 040-23008402/03/04

E-mail: dir.dde@manuu.edu.in

Fax No(s): 040-23008463

University website: www.manuu.edu.in

DDE Link: (<https://manuu.edu.in/dde/>)

Address:

Maulana Azad National Urdu University

Gachibowli, Hyderabad - 500 032

Phone: 91-040-23001214 – 16

Address: Director, Directorate of Distance Education, Maulana Azad National Urdu University

Gachibowli, Hyderabad - 500 032

(EPABX: 040-23008402/03/04)

Toll Free No : 1800 425 2958

5.6 Examination Branch:

Controller of Examinations Office

Controller of Examinations

Email Id: coe@manuu.edu.in

Phone : 91-40-23008405 Extn: 1500

5.7 Grievance Cell of Examination Branch:

Location: Room No. 19, Ground Floor Admin Building

Contact No.: 040-23006605 EXT. 1515

Email ID: grievance.cell@manuu.edu.in

6. Course Co-ordinator:

Dr. Irshad Ahmad, Assistant Professor, DDE

Contact No: 8297581490, E-mail: irshad@manuu.edu.in