

# HIRALAL BHAKAT COLLEGE

## Department of Urdu

Nalhati, Birbhum, West Bengal, Pin-731220

Affiliated to the University of Burdwan and Re-accredited by NAAC

2<sup>nd</sup> July 2018

### Agenda

A departmental meeting will be held on 03<sup>rd</sup> July 2018 at 12:00 noon in the office of the principal. All members who associated with this course are requested to attend the meeting. The agenda are as follows:

- ❖ How to start “Urdu Script Learning Course” in the session 2018-2019.
- ❖ Any other item related to the course.

### Committee Member:

1. Dr. Gautam Sen

(IQAC Coordinator)

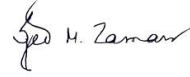


2. Dr. Babul Alam

(Course Coordinator)



3. Prof. Syed Manuaruz Zaman (Member)



**Dr. Babul Alam**  
(Course Coordinator)



**Dr. Debabrata Saha**  
(TIC)

Hiralal Bhakat College  
Nalhati, Birbhum-731220



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Email: [hbcollge@gmail.com](mailto:hbcollge@gmail.com) Website: [www.hbcnht.edu.in](http://www.hbcnht.edu.in)

04<sup>th</sup> July 2018

Sir,

A meeting department of Urdu, Hiralal Bhakat College, Nalhati, Birbhum to discuss that how to start a short-term certificate course in Urdu i.e. "Urdu Script Learning Course" in the session 2018-2019 was held on 03<sup>rd</sup> July 2018 at 12:00 noon in the office of the principal, Hiralal Bhakat College, Nalhati, Birbhum.

Thanking you

Yours' faithfully



**Dr. Babul Alam**

**(Course Coordinator)**

Department of Urdu, HBC

Nalhati, Birbhum-731220



Copy to:

1. TIC, Hiralal Bhakat College, Nalhati
2. All Committee member of "Mushaira"

FAX+~ 03465 -255252  
E-mail: hbcollege@gmail.com

# HIRALAL BHAKAT COLLEGE

(Affiliated to the University of Burdwan in Arts & Commerce Accredited by NAAC)

P.O. – NALHATI, DIST. – BIRBHUM, W. B., Pin-731220.

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To  
The Coordinator IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum

**Ref.: Appeal to collaborate in a Short-term Certificate Course in Urdu**

Respected Sir,

This is to inform you that the department of Urdu, Hiralal Bhakat College, Nalhati, Birbhum is going to start a short-term Certificate course in Urdu i.e. "Urdu Script Learning Course" in the session 2018-2019.

You are hereby requested to allow a collaboration with IQAC, Hiralal Bhakat College, Nalhati, Birbhum, in this regard for further advancement of academic excellence as well as environmental sensitization.

Thanking you.

Yours sincerely



(Dr. Babul Alam)

Department of Urdu

Dated, 13<sup>th</sup> July 2018



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P.O. – NALHATI, DIST. – BIRBHUM, W. B., Pin-731220.

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To  
The Course Coordinator  
Department of Urdu  
Hiralal Bhakat College  
Nalhati, Birbhum.

Subject: Confirmation of collaboration.

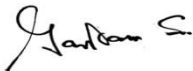
Dear Sir/ Madam,

It is hereby intimated that IQAC, Hiralal Bhakat College, Nalhati, Birbhum does hereby confirm that a collaboration in the Short-term Certificate Course in Urdu in the session 2018-2019 has been established following your letter dated 13-07-2018.

Kindly consider it as a formal declaration of collaboration in this regard and oblige.

Thanking you,

Yours Sincerely,



Coordinator,  
IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum.  
Dated, 26-07-201

Coordinator, IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum

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**P.O. – NALHATI, DIST. – BIRBHUM, W. B., Pin-731220.**


Date -30/07/2018

## NOTICE

It is hereby notified for all concerned that the Department of Urdu of Hiralal Bhakat College, Nalhati, Birbhum is going to start a six months Short-term Course i.e. “**Urdu Script Learning Course**” to hone the reading, writing and speaking skill in Functional Urdu. The Course details and application form are attached with this notice.

The interested candidates are hereby requested to submit the filled in application form within 31<sup>st</sup> July to 30<sup>th</sup> August 2018 within the said period. Class will be start on 3<sup>rd</sup> September 2018.

Dated: 30.07.2018  
Place: Nalhati, Birbhum

  
(Dr. Debabrata Saha)  
TIC  
Hiralal Bhakat College  
Nalhati, Birbhum



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**P.O. – NALHATI, DIST. – BIRBHUM, W. B., Pin-731220**

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## Urdu Script Learning Course

### **Criteria:**

- Course Duration: 6 Months
- Course Fee: Free
- Minimum Age: 18 Years
- Maximum Age: No bar
- Eligibility: 10+2
- Medium of Instruction: English/Bengali

### **Who this course is for:**

- Beginner of Urdu Language
- Keen to learn Urdu Language for Daily usage.
- Knows basic Urdu but unable to speak or write properly.

### **What will you learn after completion of the course?**

- Can have conversation in Urdu.
- Can use grammatically correct sentences in daily life.
- Can describe things, places and personalities.

### **Job Prospects:**

**A Certificate holder can work for the following sectors/positions:**

- Work for MNCs/BPOs/KPOs.
- Can apply for a number of Gov. jobs available for Urdu speakers.

## Course Structure

The course is of 16 Credits:

| SN | Course Details                      | Course-Subdivision                 |
|----|-------------------------------------|------------------------------------|
| 1  | <b>Unit-I:<br/>Basic Concept</b>    | Alphabets and its different shapes |
|    |                                     | Hakari Words and its uses          |
|    |                                     | Connect the words                  |
| 2  | <b>Unit-II:<br/>Applied Grammar</b> | Idiom/ Phrase                      |
|    |                                     | Gender: Masculine-Feminine         |
|    |                                     | Number: Singular and Plural        |
| 3  | <b>Unit-III:<br/>Writing Skill</b>  | Exercise on Word                   |
|    |                                     | Sentence Formation                 |
| 4  | <b>Unit-IV:<br/>Speaking Skill</b>  | Pronunciation exercise             |
|    |                                     | Group Discussion                   |

# **HIRALAL BHAKAT COLLEGE**

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**Email: [hbcollge@gmail.com](mailto:hbcollge@gmail.com) Website: [www.hbcnht.edu.in](http://www.hbcnht.edu.in)**

## **A Brief Report on “Urdu Script Learning Course” Department of Urdu**

### **Objective:**

The objective of the course was to highlight the multifaceted benefits of learning Urdu, from personal growth to professional opportunities.

### **Details:**

The Department of Urdu, Hiralal Bhakat College had been offered “Urdu Script Learning Course” in the session 2018-2019. We are happy that the Course had been successfully completed on February 2019. A total of six students or learners took admission in this course. I want to tell you that those learners were very happy after doing this course. Because those learners had now learned to read and write Urdu to some extent. We hope that this course will be helpful in his professional life. And we hope so proficiency in Urdu will be beneficial in fields like International Business, Diplomacy and Cultural exchange program.

### **Committee Member:**

- |                             |                    |
|-----------------------------|--------------------|
| • Dr. Gautam Sen            | IQAC Coordinator   |
| • Dr. Babul Alam            | Course Coordinator |
| • Prof. Syed Manuaruz Zaman | Member             |



**List of Students who have completed this Course:**

| Sl. No. | Name of the Students | Gender | Course      | Reg. No.      | Status    |
|---------|----------------------|--------|-------------|---------------|-----------|
| 1.      | Imdadul Haque        | Male   | B.A. Arabic | 201701025279. | Completed |
| 2.      | Afreja Banu          | Female | B.A. Arabic | 201801025337  | Completed |
| 3.      | Emdadul Islam        | Male   | B.A. Arabic | 201801025556  | Completed |
| 4.      | Md. Samiul Islam     | Male   | B.A. Arabic | 201801025784  | Completed |
| 5.      | Mosiur Rahman        | Male   | B.A. Arabic | 201801025843  | Completed |
| 6.      | Khairullah SK        | Male   | B.A. Arabic | 201801025699  | Completed |



**Dr. Babul Alam**  
**(Course Coordinator)**



**Dr. Debabrata Saha**  
**(TIC)**  
Hiralal Bhakat College  
Nalhati, Birbhum-731220



# CERTIFICATE OF COMPLETION



This is to certify that

*Imdadul Haque*

had successfully completed the six months Certificate Course titled  
"Urdu Script Learning Course" from 3rd September, 2018 to 28th  
February, 2019, organized by the department of Urdu in collaboration  
with IQAC, Hiralal Bhakat College, Nalhati, Birbhum with A+ grade.

*Eubul Haque*

Head

Department of Urdu, Hiralal Bhakat  
College

*Gardan S.*

Coordinator

IQAC, Hiralal Bhakat College

*Bha.*  
Principal, Hiralal Bhakat College

*Eubul Haque*

HOD  
Department of Urdu  
HBC, Nalhati

Head  
Department of Urdu  
Hiralal Bhakat College  
Nalhati, Birbhum

*Gardan S.*

Coordinator  
IQAC  
Hiralal Bhakat College

Coordinator, IQAC  
Hiralal Bhakat College  
Nalhati, Birbhum

*Bha.*

Teacher-in-Charge  
Hiralal Bhakat College  
Nalhati, Birbhum.

Teacher-in-Charge  
Hiralal Bhakat College  
Nalhati, Birbhum



