



## GOVT. DEGREE COLLEGE BODHAN

Affiliated to Telangana University

Rakasipet, Bodhan, Dist Nizamabad, Telangana 503185

Website : <https://gdcts.cgg.gov.in/bodhan.edu> Email : [gdcbodhan@gmail.com](mailto:gdcbodhan@gmail.com)

### Department of Urdu

### Minutes of the meeting

2019-20

Dt: 30.10.2019.

A meeting is held on 30.10.2019 with the Principal, IQAC Coordinator in the department of Urdu and resolved the following :

1. Resolved to introduce a certificate Course on " Urdu Typing" for a period of 25 days(01.11.2019 to 30.11.2019) during the year.

The committee also discussed the following items:

1. Discussed about the need of the Certificate course mentioned above
2. Discussed about the importance and demand for the course
3. Discussed about the current value of the course

Head of Department

IQAC Coordinator

Principal

# NOTICE

Date: 28-10-2019

All the students of B.A., B.Com., B.Sc., U/M, I, II, III rd year are here by informed to enroll their names of Urdu Typing certificate course organized by Dept. of Urdu. Duration of the course is 25 days (50 Hours) time daily 2:00pm to 4:00Pm Urdu Typing certificate course will be start on 01-11-2019. Interested students registered their names to Smt. Naheeda Begum, Asst. Prof. of Urdu by tomorrow i.e. 29-10-2019.



Head department of Urdu





Principal

Principal


Government Degree College  
BODHAN - 503185

 B.Com I yr

 B.Com - II

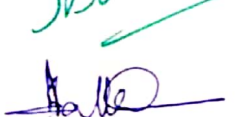
 B.Z.C. - I yr

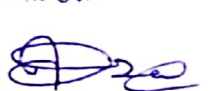
 B.Z.C. - I year


 B.A. II year

 B.A. Urdu.

 B.A. B.Com I yr

 B.A. - III U/M.

 B.Com - I yr.

 B.A. II yr U/M

# Urdu Typing

41

## Certificate Course

1-11-2019 to 30-11-2019

Urdu department this year also Urdu typing certificate course has been organized on the interest and desire of students to learn Urdu typing. Urdu department of our college was organized "Urdu typing" certificate course on 1-11-2019 to 30-11-2019. In the commerce lab. In this programme principal S. Rangarathnam explained importance of Urdu typing certificate course and motivate the students to participate and learn with full interest. Bharat Raj sir vice principal of the college encourage the students to participate the course and learn new skill. Smt. Naheeda Begum course co-ordinator spoke about the course, time table duration, Introduction, objectives, Naheeda Begum presented vote of thanks.

### Introduction:

The current era is the era of information and technology domination. Adapting to the modern requirements of this era in the field of education is a must for both teacher and students. Today every student is well acquainted with the use of smartphones and computers. If we look at the teaching of Urdu at the college level. We see that Urdu is taught as a second language in Junior and degree colleges. Smart phones are now used by both teachers and students. The students whose mother tongue is Urdu could write in Urdu but didn't know typing.



A programme to teach Urdu typing in 25th  
has been started for these students.

## Objective

- 1) Urdu typing throws open new doors for students.
- 2) The students whose mother tongue is Urdu could write in Urdu but did not know typing.
- 3) This course has been developed keeping in mind the demand for Urdu typing work being done in Urdu.
- 4) Lesson can be prepared in Urdu through PPT.
- 5) The learner for employment by providing a vocational skill.

## Outcomes

Self employment type writing Urdu will enable to get the learner employed as Urdu Typist / Urdu assistant, where the medium of work largely Urdu.

After completing the course students should type in Urdu and submit the assignment.

They are being equipped with Urdu typing skills.

(11/1)

COURSE CO-ORDINATOR

80/11  
Principal  
PRINCIPAL  
GOVT. DEGREE COLLEGE  
BODHAN

Patron	Sri. S. Ranga Ratnam Principal (FAC)	
CONVENOR	Naheeda Begum, Head of the Department of Urdu	
COORDINATORS	K. Bharath Raj	
ADVISORY COMMITTEE	Sri. K. Bharath raj Sri. K. Vinay Kumar Sri. K. Rahul	
ORGANIZING COMMITTEE	Rubina Kouser, Lecturer in economics	

**Resource Persons  
& Trainer**

Smt. Naheeda Begum  
Asst. Prof of Urdu  
GDC, Bodhan  
9032316770

**GOVT. DEGREE COLLEGE**

**BODHAN**

(Affiliated to Telangana University)



**Certificate Course**

on

**URDU TYPING**

01.11.2019  
To  
30.11.2019

Organized by

DEPARTMENT OF  
Urdu

[gdebohdhan@gmail.com](mailto:gdebohdhan@gmail.com)  
[www.gdebohdhan.info](http://www.gdebohdhan.info)



NEWNESS INSPIRES ME. NEW  
OPPORTUNITIES. NEW  
PLACES. NEW EXPERIENCES.  
LEARNING NEW THINGS,  
NEW SKILLS. NEW RULES.

Cordially invite you

To,

.....

.....



# 44 Student's Attendance

S.No	Roll No	Name of the students	1	2	3	4	5	6	7	8	9	10
01	1705500701	Afreen Begum	1	2	3	4	5	6	7	8	9	10
02	-702	Afshan Begum	1	2	3	4	5	6	7	8	9	10
03	-703	Anjum sultana	1	2	3	4	5	6	7	8	9	10
04	-705	Fareeda Begum	1	2	3	4	5	6	7	8	9	10
05	-706	Fariya Begum	1	2	3	4	5	6	7	8	9	10
06	-707	Fouzia Yasmeen	1	2	3	4	5	6	7	8	9	10
07	-708	Gul Afshan Farheen	1	2	3	4	5	6	7	8	9	10
08	-709	Gul Naaz Sultana	1	2	3	4	5	6	7	8	9	10
09	-710	Haleema Begum	1	2	3	4	5	6	7	8	9	10
10	-711	Heena	1	2	3	4	5	6	7	8	9	10
11	-713	Jabeen Begum	1	2	3	4	5	6	7	8	9	10
12	-716	md. parveen Khan	1	2	3	4	5	6	7	8	9	10
13	-717	Nazia Begum	1	2	3	4	5	6	7	8	9	10
14	-718	Nazia Begum	1	2	3	4	5	6	7	8	9	10
15	-719	Nazia Begum	1	2	3	4	5	6	7	8	9	10
16	-721	Rabiga Begum	1	2	3	4	5	6	7	8	9	10
17	-723	Reshma	1	2	3	4	5	6	7	8	9	10
18	-724	Rohina Begum	1	2	3	4	5	6	7	8	9	10
19	-725	Rubeena Naaz	1	2	3	4	5	6	7	8	9	10
20	-726	Saba Firdouse	1	2	3	4	5	6	7	8	9	10
21	1705500701	Abdul Afroz	1	2	3	4	5	6	7	8	9	10
22	-703	Fahena Tabassum	1	2	3	4	5	6	7	8	9	10
23	-704	Juresia Naaz	1	2	3	4	5	6	7	8	9	10
24	-705	Khaekasha	1	2	3	4	5	6	7	8	9	10
25	-706	Mallik Afzar ur Rahman	1	2	3	4	5	6	7	8	9	10
26	-707	md. Ansar Ahmed	1	2	3	4	5	6	7	8	9	10
27	-708	md. Arbaz Ahmed	1	2	3	4	5	6	7	8	9	10
28	-709	Mohammed Minhaj	1	2	3	4	5	6	7	8	9	10
29	-710	Mohammed Sadiq	1	2	3	4	5	6	7	8	9	10
30	-711	Mohammed Ashad	1	2	3	4	5	6	7	8	9	10
31	-201	Fabreen Sultana	1	2	3	4	5	6	7	8	9	10
32	203	Anjum Begum	1	2	3	4	5	6	7	8	9	10



	13/11	15/11	16/11	17/11	18/11	19/11	20/11	21/11	22/11	23/11	24/11	26/11	27/11	28/11	29/11	30/11	
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	25
9	10	11	12	13	13	14	15	16	17	18	19	20	21	22	23	24	24
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9	10	11	12	13	14	15	16	17	18	19	20	21	21	22	23	24	24



# Student's Attendance

S.No	Roll No	Name of the students	Days						
			1	2	3	4	5	6	7
33	805	Asma Firdouse	1	2	3	4	5	6	
34	808	Firdouse Begum	1	2	3	4	5	6	
35	810	Konser Fatima	1	2	3	4	5	6	
36	812	Masooma Firdouse	1	2	3	4	5	6	
37	814	Alazia Farha	1	2	3	4	5	6	
38	816	Neha Anjum	1	2	3	4	5	6	
39	817	Neha Sultana	1	2	3	4	5	6	
40	819	Rabia Shaheen	1	2	3	4	5	6	
41	820	Rameza Begum	1	2	3	4	5	6	
42	822	Rubeena Kaser	1	2	3	4	5	6	
43	824	Saba Anjum	1	2	3	4	5	6	
44	826	Sadiya Begum	1	2	3	4	5	6	
45	827	Sadiya Firdouse	1	2	3	4	5	6	
46	829	Samreen Begum	1	2	3	4	5	6	
47	831	Samreen Sultana	1	2	3	4	5	6	
48	832	Samreen Sultana	1	2	3	4	5	6	
49	834	Sania Farheen	1	2	3	4	5	6	
50	836	Sarober Gazala	1	2	3	4	5	6	
51	838	Seema Begum	1	2	3	4	5	6	
52	840	Shagufta Jabeen	1	2	3	4	5	6	
53	842	Shaik Rizwan	1	2	3	4	5	6	
54	843	Shaik Shakir	1	2	3	4	5	6	
55	844	Shireen Begum	1	2	3	4	5	6	
56	846	Sk. Tabreez	1	2	3	4	5	6	
57	847	Sk. Younus	1	2	3	4	5	6	
58	851	Tabassum Begum	1	2	3	4	5	6	
59	853	Tahnayath Kouser	1	2	3	4	5	6	
60	855	Tahseen Anjum	1	2	3	4	5	6	
61	858	Uzma Parveen	1	2	3	4	5	6	
62	859	Yasmeen Begum	1	2	3	4	5	6	
63	860	Zeba Parveen	1	2	3	4	5	6	
64	850	Syed. Mohammad Ali	1	2	3	4	5	6	







S.No	Roll no	Name of the students	1	2	3	4	5	6	7	8
65	801	Astra Parveen	1	2	3	4	5	6	7	8
66	803	Heema Begum	1	2	3	4	5	6	7	8
67	805	Khaja Musharraf uddin	1	2	3	3	4	5	6	7
68	806	Luzia Zubia	1	2	3	4	5	6	7	8
69	809	Md. Sohail	1	2	3	4	5	6	7	8
70	810	Md. Faisal Ahmad	1	2	3	4	5	6	7	8
71	811	Muskan Begum	1	2	3	4	5	6	7	8
72	812	Nazia Begum	1	2	3	4	5	6	7	8
73	824	Uzma Begum	1	2	3	4	5	6	7	8
74	823	Tuba Nazneem	1	2	3	4	5	6	7	8
75	815	Shaik Fayaz	1	2	3	4	5	6	7	8
76	806	Amreen Fatima	1	2	3	4	5	6	7	8
77	812	Ishrat Begum	1	2	3	4	5	6	7	8
78	807	Badiunnisa Begum	1	2	3	4	5	6	7	8
79	808	Bushra Khanam	1	2	3	4	5	6	7	8
80	822	Mirza Farman Baig	1	2	3	4	5	6	7	8
81	824	Mohammed Zubair	1	2	3	4	5	6	7	8
82	850	Uzma Naaz	1	2	3	4	5	6	7	8
83	849	Tasneem Fatima	1	2	3	4	5	6	7	8
84	837	Sameer Khan	1	2	3	5	5	6	7	8
85	827	Muskan Sultana	1	2	3	4	5	6	7	8



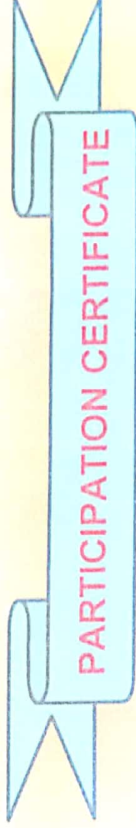




**GOVERNMENT DEGREE COLLEGE, BODHAN**  
DIST. NIZAMABAD TELANGANA STATE



**Department of URDU**  
**URDU TYPING CERTIFICATE COURSE**



This is to Certify that Kum./Smt. \_\_\_\_\_

of Govt. Degree College, Bodhan studying in \_\_\_\_\_

has participated in 25 days "URDU DTP" organized by Urdu Department from  
01.11.2019 to 30.11.2019.

Convener

Principal



# GOVT. DEGREE COLLEGE, BODHAN, NIZAMABAD (DIST)

## Feedback Form

Name of the programme... Urdu typing (Certificate) Date... 30.11.2019  
 Resource person Naheda Begum (course) Organised by... Urdu department  
 Designation ASST. professor of Urdu Beneficiaries... 85  
 Address UDC, Bodhan.

A. Excellent      B. V.Good      C. Good      D. Average

S.No	Name	Class	Quality of the Programme				Suggestions	Sign
			A	B	C	D		
01	Afreen Begum	B.A III year ✓					Excellent programme	Afreen
02	Nazia Farha	B.A III year ✓					Good programme	Nazia
03	Seema Begum	B.A III year ✓					Better programme	Seema
04	Masoma Firdouse	B.A II year ✓					v.Good programme	Masoma
05	Samsreen Begum	B.com III year ✓					Excellent programme	Samsreen
06	Turfa Tajeen	B.A II year ✓		✓			v. Good programme	Turfa
07	Uzma Parveen	B.A II year ✓					Good programme	Uzma
08	Sadiya Begum	B.A II ✓	✓	✓			Amazing experience	Sadiya
09	Samsreen Begum	B.A II year ✓					Excellent programme	Samsreen
10	Sania Fatheen	B.A I ✓		✓			v.Great Programme	Sania
11	Shagufta Jabeen	B.A III year ✓		✓			v.great programme	Shagufta
12	Saba Anjum	B.com ✓					Better programme	Saba
13	Muskam Begum	B.com II ✓					v.Good programme	Muskam
14	Rabeema Begum	B.A III year ✓					Amazing programme	Rabeema
15	Asma Firdouse	B.A II ✓					Better programme	Asma
16	Shireen Begum	B.A III year ✓					Better programme	Shireen

17	Rameeza Begum.	B.A III year ✓	good	Rmt
18	Saba Anjum	B.com III ✓	Excellent programme	Saba
19	Tabasum Begum	B.A II ✓	good programme	Tab
20	Yasmeen Begum	B.A III ✓	Great	Yas
21	Aisha parveen	B.A II ✓	excellent	Yas
22	Sabira	B.com year ✓	good programme	Tab
23	Sanobia Gazala	B.A III year ✓	v. good	Sanob
24	Samreen Sultan	B.A III year ✓	excellent p	Sam
25	Zeba Parveen	B.Sc III ✓	Good programme	Zebaf
26	Naziya Begum	B.A III year ✓	Excellent programme	Naz
27	Tuba Nazim	B.com II ✓	Better programme	T
28	Tuba Nazim	B.com II year ✓	excellent programme	Tuba
29	Luzia Zubia	B.A III year ✓	Good programme	Luzia
30	Heena Begum	B.com III ✓	Better Program	
31	Aarreen fathima	B.A III year ✓	Informative programme	Aarreen
32	Tasneem fathima	B.com III ✓	Very Good	Taf
33	Uzma Naz	B.A III year ✓	Good program	uzma
34	Ashra Khan	B.A II year ✓	Informative programme	Ashra
35	Samreen Khan	B.com III ✓	V. Good programme	Sam
36	Tahira Begum	BA II ✓	excellent programme	Tab
37	Uzma Naz	B.com III year ✓	Informative programme	uz

Analysis A = 28, B = 9 C = 0 D = 0 over all grade = A

(Signature)

Signature of the Lecturer

(Signature)

Signature of the In-Charge

(Signature)

Signature of the Principal