



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
*Maulana Azad College*



8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA

Phone: 033 2249-3737/2226-7814 e-mail: [maulanaazadcollegekolkata@gmail.com](mailto:maulanaazadcollegekolkata@gmail.com)

Website: <https://maulanaazadcollegekolkata.ac.in>

Summary Report, Meeting Notice, Meeting Resolution, Course Brochure  
/Curriculum, Course outcomes, Evaluation procedure, Sample Certificate

## 23. Essay, Letter & Precis Writing

### Summary Report

Course Name: **Essay, Letter & Precis Writing**

Course Code: **AD-URD-22-23-01**

Organizing Department: **Department of Urdu**

Course Duration: **30 Hours (02.05.2023-15.06.2023)**

No. of Enrolled Students: 210

No. of student completed the course: 201

#### **Objectives:**

1. Enhance students' ability to express their thoughts clearly and effectively through various forms of writing, including essays, letters, and précis.
2. Teach students to structure their writing logically, ensuring coherence and clarity in their communication.
3. Encourage critical thinking and the ability to analyze different perspectives and arguments.
4. Focus on the ability to convey ideas succinctly without losing essential meaning, especially in précis writing.
5. Teach students to revise and edit their work to improve accuracy, grammar, and overall quality.

#### **Outcomes:**

1. Students will be able to write clear, coherent, and well-organized essays, letters, and précis.
2. Students will demonstrate the ability to critically analyze topics and present well-reasoned arguments in their essays.
3. Students will effectively communicate their ideas and arguments in both formal and informal writing contexts.
4. Students will be skilled at summarizing lengthy texts into concise précis, capturing the main ideas and essential points.



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**Departmental Meeting Notification**

PG. Department of Urdu  
Maulana Azad College  
8, Rafi Ahmed Kidwai Road  
Kolkata 700013

**NOTICE**

Date: 03-04-2023

This is for all concern that Departmental meeting will be held on 11-04-2023 in the department at 2:00 pm to discuss about the introduction of Add-on Course for the students of M.A Urdu and B.A Urdu (Hons) for the session 2022-23.

Sl.No	ADD-ON Course Name	Course Code	Year of Implementation
1	Essay, Letter & Precis Writing	AD-URDA-22-23-01	2022-23
2	Cataloging	AD-URDA-22-23-02	2022-23

**Agenda:**

1. Selection of course coordinator(s).
2. Syllabus formation.
3. Evaluation producer.
4. Issue Certificate.

Head

P.G. Department of Urdu

Dr. Dabir Ahmed, WBS  
Associate Professor & Head  
Post Graduate Dept. of Urdu  
Maulana Azad College



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## Departmental Meeting Resolution

PG. Department of Urdu  
Maulana Azad College  
8, Rafi Ahmed Kidwai Road  
Kolkata 700013

In the Reference to the notice dated 03-04-2023 the following teachers have attended the meeting held on 11-04-2023 at 2:00 pm .

Sl. No.	Name of the Teachers	Signature of the Teachers
1	Dr. Dabir Ahmed	
2	Dr. Shahnawaz Shibli	
3	Dr. S.M. Hashmi	
4	Dr. Md. Iqbal	
5	Mr. Md. Manzar Hussain	
6	Dr. Md Irshad Ali	

### Minutes of the meeting:

All the teachers agreed unanimously for smooth running of the proposed ADD-ON courses to enhance the skills our students.

#### 1. Agenda 1. Selection of course coordinator(s).

After detail discussion, the department has decided that the teachers of this department will act as ADD-ON course coordinator as per following:

Sl.No	Course Name & Code	Course Coordinator	Duration	Duration Hours
1	Essay, Letter & Precis Writing (AD-URDA-22-23-01)	Dr. Md. Iqbal	02-05-23 to 15-06-23	30
2	Cataloging (AD-URDA-22-23-02)	Dr. Md. Irshad Ali	02-05-23 to 15-06-23	30



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## Evaluation Procedure

### 2. Agenda 2. Syllabus formation.

It has been resolved that the respective course coordinator will be responsible for Syllabus formation with the help of other faculty members and coordinate with IQAC time to time.

### 3. Agenda 3. Evaluation producer.

It has been resolved that the evaluation Process consist of the following.

- Question preparation (Theory/Practical/Viva): Full Marks: 100
- For theory paper time of examination 3 hours.
- Evaluation of ANSWER Scripts and Tabulation as decided by the coordinator.
- Grade and Marks as per following table:

Grade Scale	Grade	Performance Indicator
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
40-59	B	Satisfactory
< 40	C	Disqualified

### 4. Agenda 4. Issue Certificate.

It has been resolved that the certificate will be issued to those candidates who have successfully completed the course. The coordinator should prepare a brief of the course after taking feedback from the participants and the difficulties if any for smooth running the course.

Head

P.G. Department of Urdu

Dr. Dabir Ahmed, *WBES*  
Associate Professor & Head  
Post Graduate Dept. of Urdu  
Maulana Azad College



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## Brochure/Curriculum/Syllabus

مضمون نویسی، خطوط نویسی اور تلخیص نگاری

Essay, Letter & Precis Writing

تعارف:

کسی بھی زبان میں ترسیل کے لیے مضمون، خطوط اور تلخیص نگاری کا اہم حصہ ہے۔ اردو ادب میں ان اصناف کی مکمل تاریخ موجود ہے۔ اردو ادب کے طالب علموں کے لیے ان میں مہارت حاصل کرنا بہت ضروری ہے۔ کیوں کہ ادب کا طالب علم اپنی باتوں کو دوسروں تک پہنچانے کے لیے ان اصناف سے استفادہ کرتا ہے۔ ان طالب علموں کو نصاب میں ان چیزوں کو ضرور پڑھایا جاتا ہے جس سے ان میں اس تعلق سے کچھ معلومات حاصل ہو جاتی ہیں۔ پوسٹ گریجویٹ شعبہ اردو، مولانا آزاد کالج اپنے طالب علموں کو اس تعلق سے مزید تعلیم دینا چاہتا ہے۔ اس لیے شعبہ نے گرمی کی تعطیل میں اپنے طالب علموں کے ایڈ۔ آن کورس شروع کرنے جا رہا ہے۔ اس کورس کے ذریعہ اردو آنرز کے طالب علموں کے لیے مضمون نویسی، خطوط نگاری اور تلخیص نگاری پڑھایا جائے۔ اس کورس میں زیادہ سے زیادہ عملی کام کرایا جائے گا تاکہ طالب علموں کو ان تینوں اصناف کی خوب اچھی طرح سے مشق ہو جائے۔

پہلی اکائی: مضمون نگاری (۱۲ گھنٹے)

مضمون کی تعریف۔ مضمون کی روایت۔ اردو میں مضمون کے ابتدائی نقوش۔ اردو میں مضمون کی روایت۔ مضمون نویسی کے اقسام۔ مختلف

(۱) حکایتی مضمون

(۲) فکری مضمون

(۳) ادبی مضمون

(۴) شخصی مضمون

(۵) تحقیقی مضمون

دوسری اکائی: خطوط نویسی (۱۰ گھنٹے)

خطوط کی تعریف۔ خطوط کی روایت۔ اردو میں خطوط کے ابتدائی نقوش۔ اردو میں خطوط نگاری کی روایت

خطوط نویسی کے اقسام:

(۱) ذاتی خطوط

(۲) دفتری خطوط

(۳) کاروباری خطوط

(۴) مراسلہ نگاری



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تیسری اکائی:

تلخیص نگاری : (۸ گھنٹے)

تلخیص کی تعریف۔ تلخیص کی روایت۔ اردو میں تلخیص کے ابتدائی نقوش۔ اردو میں تلخیص نگاری کی روایت۔ تلخیص کے اقسام

حوالہ جاتی کتب:

آفتاب انظہر صدیقی	مضمون نگاری	☆
فہیم الدین نوری	فن مضمون نگاری	☆
عشرت لکھنوی	مضمون نویسی	☆
ڈاکٹر سیدہ جعفر	اردو مضمون کا ارتقا	☆
شاداب تبسم	اردو مکتوب نگاری	☆
بیگم نیلو فر احمد	اردو میں ادبی خط نگاری کی روایت اور غالب	☆
ڈاکٹر فرمان فتح پوری	اردو نثر کا فنی ارتقا	☆



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**Sample Certificate**

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सत्यमेव जयते

**Completion Certificate**

No. IHCA/2-----

**Session: 2022-23**

This is to certify that ----- (Enrollment No. -----) has participated and successfully completed 30 hours ADD-ON course on "Essay, Letter & Precis Writing" (Course Code: AD-URD-22-23-01), organized by the Department of Urdu in association with IQAC, in the period 02-05-2023 to 15-06-2023, and secured Grade -----.

  
Course Coordinator

  
IQAC Coordinator

  
Principal



  
Principal  
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