OFFICE MEMO

The Vice-Chancellor while approving the proposal of the Indian Academy of letters- Sahitya Academy, New Delhi to organize a National Seminar on eminent Urdu poet Kaifi Azmi on 19.08.2015 in collaboration with the Aligarh Muslim University to mark his birthday centenary celebrations, has also accorded his approval as under:

1. The University in collaboration with the Sahitya Academy, New Delhi will organize a National Seminar on Kaifi Azmi on August 19, 2015.
2. Professor M. Shafey Kidwai, Department of Mass Communication will be director of the seminar and he will submit the adjustment account.
3. The Sahitya Academy will pay travelling expenses of the participants and it will also pay honorarium to them.
4. An amount of Rs. 30,000/- be sanctioned for preparing four huge flex boards, hoardings, flags, banners and miscellaneous expenses out of the head of account “Conference/Seminar/Symposia” under XII five years plan.
5. The Secretary of Sahitya Academy, Dr. K.S. Rao, Professor Irtiza Karim, Director, NCPUL, Ministry of HRD and Mr. Chander Bhan Khayal have also confirmed their participation. For them three rooms at Guest House No. 3 be booked.
6. Six rooms be booked for the delegates at the guest house for a period from August 18 to 20, 2015. The occupants will be treated as the University Guests.
7. Inaugural ceremony is to be held at Kennedy House at 10:30 AM on August 19 and academic sessions to be held at the Arts Faculty Lounge on August 19 at 12:30 PM onward. In the evening a poetic symposium will be held at the Arts Faculty Lounge. Kennedy House and Arts Faculty Lounge be made available free of cost.
8. VC’s lunch for about 50 persons be arranged at New Guest House on August 19 at 01:30 PM.
9. Mrs. Shabana Azmi donated Kaifi’s Azmi’s collection to the University. The library has prepared a catalogue of the books and his books are stored in several almirah and it is as “Kaifi Azmi collection”. The formal inauguration of the section is to be held on August 19\textsuperscript{th} at 10:00 AM.
10. An exhibition of books of Kaifi Azmi collection also be organized by library.
11. The catalogue of Kaifi Azmi collection is to be released in the inaugural ceremony at Kennedy House on August 19, 2015.

[Signature]
Assistant Registrar
(Academic)
No. Acad/D-901/SAM
Copy to:-

1. Deans of the Faculties/ Dean Students Welfare/ Proctor
2. Chairmen of the Departments of Studies/ Head of Offices
3. Principals of Colleges/ Polytechnics/ Schools
4. Librarian, M. A. Library/ Directors/ Coordinators of the Institutes/Centre/ Units etc.
5. Director, Human Resource Development Centre/ Coordinator, Cultural Education Centre
6. Provosts of Halls of Residence including NRSC
7. Professor M. Shafay Kidwai, Department of Mass Communication, Chairman, Media Committee
8. Member-in-Charge, University Guest House
9. Internal Audit Officer/ Public Relation Officer/ Editor, AMU, Gazette
10. Deputy Registrar (Account)
11. DFO (Bills/Budget/Grant/Advance)
12. Assistant Registrar, Vice-Chancellor’s Secretariat
13. Section Officer, Pro-Vice-Chancellor’s Secretariat
14. Sr. P.A. to Registrar/Finance Officer
15. Guard File

Dated: 10.08.2015

[Signature]
Assistant Registrar
(Academic)