

**Proposed Skill Development Course**

Title of Course-		प्रयोजनमूलक हिन्दी (Functional Hindi)			
Nodal Department of HEI to run course		Political Science			
Broad Area/ Sector--		Media & Entertainment Skill Council			
Sub-Sector		Language Skills			
Nature of Course - Independent/ Progressive		Independent			
Name of suggestive Sector Skill Council		.....			
Aliened NSQF level		As per University/NEP 2020 Norms			
Expected Fees of the Course Free/Paid		Free			
Stipend from student expected from industry					
Number of seats- .....		As per University/NEP 2020 Norms			
Course Code- .....		Credits- 03 (1 Theory, 2 Practical)			
Max Marks...100..... Minimum Marks		40			
Name of Proposed Skill Partner (Please specify, Name of industry, company etc for Practical/training/ internship/ OJT		Not available			
Job Prospects- Expected Fields of Occupation where student will be able to get job after completing this course in (Please specify name/type of industry, company etc.)		This course will enhance the employability prospects of the job candidates in private, public and government sector			
<b>Syllabus</b>					
Unit	Topics	General/ Skill Component	Theory/ Practical/OJT/ Internship/ Training	No. Of theory hours (Total- 15 Hours- 1 credit)	No. Of skill hours (Total- 60 Hours = 2 credits)
I	हिंदी के विविध रूप, सर्जनात्मक भाषा, संचार भाषा, राजभाषा, माध्यम भाषा	General & Skill	Theory and Practical	02 Hours	06 Hours
II	दिए गए पाठ का अवबोध, संक्षेपण, पल्लवन, वर्तनी तथा वाक्य शुद्ध	General & Skill	Theory and Practical	06 Hours	30 Hours
III	कार्यालयी हिंदी (राजभाषा) के प्रमुख प्रकार्य- सरकारी तथा अर्ध सरकारी पत्र लेखन, कार्यालय आदेश, अधिसूचना, परिपत्र, टिप्पण	General & Skill	Theory and Practical	05 Hours	16 Hours
IV	पारिभाषिक शब्दावली: परिभाषा, स्वरूप, महत्व, ज्ञान विज्ञान के विभिन्न क्षेत्रों की पारिभाषिक शब्दावली	General & Skill	Theory and Practical	02 Hours	08 Hours
Suggested Readings:					
<ol style="list-style-type: none"> <li>1. डॉ. विनोद गोदरे, प्रयोजनमूलक हिंदी, वाणी प्रकाशन, नई दिल्ली</li> <li>2. डॉ. माधव मोनटके, प्रयोजनमूलक हिंदी: प्रयुक्ति और अनुवाद, वाणी प्रकाशन, नई दिल्ली</li> <li>3. कैलाश चंद्र भाटिया, प्रयोजनमूलक हिंदी: प्रक्रिया और स्वरूप, तक्षशिला प्रकाशन, नई दिल्ली</li> <li>4. कैलाश चंद्र भाटिया, कामकाजी हिंदी</li> <li>5. रामचंद्र संह सागर, कार्यालय कार्यविधि, आत्माराम एंड संम, नई दिल्ली</li> </ol>					
Suggested Digital Platforms/ web links for readings-					
<ol style="list-style-type: none"> <li>1. <a href="https://www.youtube.com/watch?v=2Jgluh14ka8">https://www.youtube.com/watch?v=2Jgluh14ka8</a></li> <li>2. <a href="https://www.youtube.com/watch?v=HIMqOkSGjOo">https://www.youtube.com/watch?v=HIMqOkSGjOo</a></li> </ol>					
Suggested OJT/ Internship/ Training/ Skill Partner					
Suggested Continuous Evaluation Methods:					
<ul style="list-style-type: none"> <li>• Internal and External Exams</li> </ul>					

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<ul style="list-style-type: none"> <li>• Practical assignments</li> <li>• MCQ's</li> <li>• Small Field based Projects</li> </ul>
Course Pre-requisites: No Prerequisites required, Open to all
Suggested equivalent online courses:
Any remarks/ suggestions-
Notes: <ul style="list-style-type: none"> <li>• Number of unit in Theory/Practical may vary as per need</li> <li>• Total credits/semester- 3 (it can be more credits, but students will get only 3 credits/semester or 6 credits/ year</li> <li>• Credits for Theory = 01 (Teaching Hours = 15)</li> <li>• Credits for Internship/ OJT/ Training/ Practical = 02 (Training Hours = 60)</li> </ul>

Course developed by:

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*Peeyush Tripathi*

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*4/11/21*  
*27/11/2021*  
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