

SARDAR PATEL UNIVERSITY
 Vallabh Vidyanagar, Gujarat
 (Reaccredited with 'A' Grade NAAC (CGPA 3.25))
 Syllabus with effect from the Academic Year 2021-22

Bachelor of Arts : B.A. HINDI

Course Code	UA01GFHN52	Title of the Course	FUNCTIONAL HINDI - 2
Total Credits of the Course	04	Hours Per Week	04

Course Objective	Knowledge of Anuvad Evam Patrachar
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Course Content :		
1. ANUVAD EVEM PATRACHAR		
Unit	Description	Weightage* %
1.	<ul style="list-style-type: none"> ❖ Anuvad ka Arth, Swarup Aur Prakar ❖ Anuvad ki Prakriya ❖ Anuvad ki Samasyaen ❖ Anuvadak ke Gun 	25%
2.	<ul style="list-style-type: none"> ❖ Patralekhan ki Visheshatayen ❖ Patralekhan ke Nirdesh, Patra ke Ang ❖ Vyavasayik Patra, Samajik Patra ❖ Sarkari Patra ka Prarup, Karyapaddhati, Visheshatayen 	25%
3.	<ul style="list-style-type: none"> ❖ Paribhashik Shabdavali ki Paribhasha Aur Aavashyakata ❖ Paribhashik Shabdavali ka Mahatva ❖ Paribhashik Shabda ke Gun ❖ Paribhashik Shabda Nirman ki Pravidhi Aur Prakriya 	25%
4.	<ul style="list-style-type: none"> ❖ Paribhashik Shabda – 50 Words 	25%

Teaching-Learning Methodology	<ul style="list-style-type: none"> ● Classroom Teaching (Lectures) ● Discussion ● Seminar ● Guest Lecture
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Evaluation Pattern		
Sr.No	Details of the Evaluation	Weightage* %
1.	Internal Written / Practical Examination (As per CBCS R. 6.8.3)	15 %
2.	Internal Continuous Assessment in the form of Practical, Viva-Voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R. 6.8.3)	15 %
3.	University Examination	70 %

Course Outcomes : Having Completed this Course, the Learner will be able to	
	This paper includes Translation and letter writing As Hindi is decided as the official language in Government offices. The topics in this paper meet the objective of the same with the list of translated words in Hindi language. The topics help the students to get jobs in different government sectors.

Suggested References :	
Sr. No	References
1.	Adarash Patralekhan :
2.	Prayojanmulak Hindi : Ramkishor Sharma, Shivmurtiy Sharma
3	Prayojanmulak Hindi : Siddhanta Aur Pryog
4	Sarkari Karyalayon main Hindi ka Pryog – Gopinath Shrivastav, Lok Bharti Prakashan - Allahabad
5	Anuvad Siddhanta Aur Vyavhar -
6	Anuvad Ki Vyavharik Samasyayen : Dr. Bholanath Tiwari,
7	Aupcharik Patra Aur Anoupcharik Patra Lekhan – NCERT
8	Adhunik Patra Lekhan – Yogeshchandra Jain
9	Patra Lekhan Kala – R. Gupta
10	Vyavharik Patra Lekhan Kala – Brajkishor Prasad Singh

On-line resources to be used if available as reference material	
On-line resources	
	<ul style="list-style-type: none"> UGC – SWAYAM – MOOCS – UG COURSE – HINDI
	<ul style="list-style-type: none"> E – PATHSHALA

इकाई- ४ पारिभाषिक शब्दावली

Accountant	Identification
Acknowledgement	Inquiry
Administration	Incharge
Affidavit	Joining
Approval	Judgement
Authority	Manual
Budget	Manager
Chairman	Memorandum
Circular	Ministry
Commission	Nationalisation
Confidential	Notification
Constitution	Office
Correspondence	Payment
Declaration	Permission
Department	Promotion
Designation	Qualification
Director	Receipt
Draft	Registration
Embassy	Reservation
Executive	Reminder
Fee	Secretary
Forwarding	Supervision
Gazette	Translator
Grant	Verification
Head Office	Zonal office