

**UNIVERSITY OF MADRAS**  
**UG & 5 YR INTEGRATED DEGREE – FOUNDATION COURSE**  
 EXISTING SYLLABUS (22-23) FOLLOWED FOR THE ACADEMIC YEAR 2023-2024

**FOUNDATION COURSE: PART-I HINDI PAPER-I**

**100L1E**

**Inst.Hrs. : 6**  
**Credits : 3**

**Year : I**  
**Semester : I**

<b>Programme:</b>	U.G. – FOUNDATION COURSE – PART-I HINDI	
<b>Programme Outcomes:</b>	1. Identify the literary trends, prose forms and nature of functional Hindi and its applications 2. Understand the roll of literature and importance of Functional Hindi 3. Obtain the practical knowledge of critical study of Literature, thinking, writing and expressional skills. 4. Obtain official noting, drafting and Business and personal, semi official letter writing methods and techniques 5. Employ the evaluating, summerising and differentiate contextual meanings.	
<b>Programme Specific Outcomes:</b>	1. Basic knowledge for higher studies 2. Obtain Basic professional skills i.e. business and official Correspondence and applications 3. Language application and writing skills 4. Basic idea of evaluation critical and analytical study of literature. 5. Develops ideas of creative thinking and writing	
<b>Course Objectives</b>	1. Identify the theme and aims of prose lessons and functional Hindi	K1
	2. Understand and summarise the theme	K2
	3. Explain the ideology of literary works and writers	K3
	4. Interpret the contextual meaning and differentiation	K4
	5. Evaluate on the basis of elements, features and trends of prose	K5
	6. Conceive the knowledge of literary themes and practice of functional Hindi	K6
<b>Title of the Course:</b>	PAPER – I - PROSE, FUNCTIONAL HINDI & LETTER WRITING	
<b>Pre-requisites, if any:</b>	Basic Knowledge of Hindi Prose forms and prose writers	
<b>UNITS</b>		
<b>I</b>	1. Sabhyata ka Rahasya 2. Personal Applications 3. Leave Letters 4. Introduction to office procedures 5. Official letter 6. Demi Official Letter	
<b>II</b>	1. Mitrata 2. Letter to the Editor 3. Opening an A/C	

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	<ol style="list-style-type: none"> <li>4. Demi Official Letter</li> <li>5. Office Order</li> <li>6. Administrative Terminology English to Hindi ( 30 Words )</li> </ol>
<b>III</b>	<ol style="list-style-type: none"> <li>1. Yuvavon Se</li> <li>2. Application for Withdrawal</li> <li>3. Circular</li> <li>4. Memo</li> <li>5. Enquiry</li> <li>6. Administrative Terminology Hindi to English ( 30 Words )</li> </ol>
<b>IV</b>	<ol style="list-style-type: none"> <li>1. Paramanu Oorja evam Khadya Padarth Sanrakshan</li> <li>2. Transfer of an A/C</li> <li>3. Missing of Pass Book / Cheque Leaf</li> <li>4. Official Memo</li> <li>5. Resolution and Notice</li> <li>6. Administrative Terminology English to Hindi ( 30 Words )</li> </ol>
<b>V</b>	<ol style="list-style-type: none"> <li>1. Yougyata aur Vyavasay ka Chunav</li> <li>2. Complaints</li> <li>3. Ordering for Books</li> <li>4. Notification</li> <li>5. Official Noting Hindi to English ( 25 Phrases )</li> <li>6. Official Noting English to Hindi (25 Phrases)</li> </ol>
<b>Course Outcomes</b>	<ol style="list-style-type: none"> <li>1. Explains the nature, features, elements of prose forms and Functional Hindi</li> <li>2. Understand the theme, aim of lessons and obtain application skills.</li> <li>3. Evaluate the thought, ideology, expressional and artistic skills of writers.</li> <li>4. Obtain skills of critical analysis of Literary forms and drafting skills of personal letters, business letters, noting and drafting skills</li> <li>5. Learn to Employ the obtained skills in enriching the bright future.</li> </ol>
<b>Reading List (Print and Online)</b>	<ol style="list-style-type: none"> <li>1. Sarkari karyalayon mein Hindi ka Prayog, Written by Gopinath Srivatav, Lokbharati Prakashan, 15,A, Gandhi Mrag, Allabad – 1</li> <li>2. Hi.wikipedia.org/wiki.आधुनिक_हिन्दी_गद्य_का_इतिहास</li> <li>3. <a href="https://www.infosrf.com/blog-single.php?MnBv=494">https://www.infosrf.com/blog-single.php?MnBv=494</a></li> </ol>
<b>Recommended Texts</b>	<ul style="list-style-type: none"> <li>• HINDI GADHYA MALA Ed. by Dr. Syed Rahamathulla, Poornima Prakashan 4/7-B, Begum III Street, Royapettah, Chennai – 14.</li> <li>• Karyalayeen Tippaniya :Kendriya Hindi Sansthan, Agra</li> <li>• Prayojan Moolak Hindi : Dr. Syed Rahamathulla, Poornima Prakashan, 4/7, Begum III Street, Royapettah, Chennai – 14</li> </ul>

**Method of Evaluation:**

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<b>Internal Assessment</b>	<b>End Semester Examination</b>	<b>Total</b>	<b>Grade</b>
25	75	100	

	<b>POS1</b>	<b>POS 2</b>	<b>POS 3</b>	<b>POS 4</b>	<b>POS 5</b>
<b>CO 1</b>	S	S	M	S	M
<b>CO 2</b>	S	S	S	S	S
<b>CO 3</b>	S	S	S	S	S
<b>CO 4</b>	S	S	S	S	S
<b>CO 5</b>	S	S	S	S	S