

Program : Diploma in Commercial Practice	
Course Code : 2143	Course Title: Hindi
Semester : 2	Credits: 3.5
Course Category: Humanities & Social science	
Periods per week: 4 (L:3, T:0, P:1)	Periods per semester: 60

Course Objectives:

- To improve the skills of comprehension and verbal expressions in Hindi.
- To know the importance of Functional Hindi and its Constitutional provisions.
- To learn technical terminology, precise writing, different types of letters and translation of small paragraphs.

Course Prerequisites:

Topic	Course Name
Secondary level knowledge in Hindi Grammar and Composition	Secondary School

Course Outcomes:

On completion of the course, the student will be able to:

COn	Description	Duration (Hours)	Cognitive Level
CO1	Explain the importance of official Hindilanguage and constitutional provisions of Hindi.	10	Understanding
CO2	Interpret the usage of functional Hindi.	9	Understanding
CO3	Make use of essay and grammar based on selected lessons from the Hindi Text Book of class 12 th (Prescribed by SCERT).	20	Applying
CO4	Apply various type of business letters, translation, precisewriting of paragraphs and matchtechnical terminology.	19	Applying
	Series Test	2	

CO – PO Mapping:

Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	2						
CO2	2						
CO3	3						
CO4	3						

3-Strongly mapped, 2-Moderately mapped, 1-Weakly mapped

Course Outline:

Module Outcomes	Description	Duration (Hours)	Cognitive Level
CO1	Explain the importance of official Hindilanguage andconstitutional provision of Hindi.		
M1.01	Define the meaning and definition of Hindi Language.	2	Remembering
M1.02	Explain the concept of official Language.	2	Understanding
M1.03	Compare official Hindi and national language.	2	Understanding
M1.04	Explaincontact language.	2	Understanding
M1.05	Explain constitutionalprovisions of Hindi.	2	Understanding
Contents: Defining Language, meaning and illustrating its objectives. Improving knowledge of language and official Hindi. Comparing Official and National language to know the importance of Hindi language. Explanation of Contact Language for developing ideas about constitutional provision of Hindi.			
CO2	Interpret the usage of functional Hindi.		
M 2.01	Define functional Hindi.	3	Remembering
M 2.02	Explain the importance of functional Hindi.	3	Understanding
M 2.03	Explain the usage of functional Hindi.	3	Understanding
	Series Test-1	1	
Contents: Definition of Functional Hindi and its specialities. Difference between Functional and Common Hindi. Functional Hindi structure for making sentences and different usages of Functional Hindi.			

CO3	Make use of essay and grammar based on selected lessons from the Hindi Text Book of class 12th (Prescribed by SCERT).		
M3.01	Unit -1, 2 nd Lesson, 'Betike naam'. Summarize the lesson, Diary writing, Character sketch and Grammar based on the Lesson.	4	Applying
M3.02	Unit-1,3 rd Lesson, 'Mere Bharatvaasiyom.....' Summarize the Lesson, Extend the speech of Jawaharlal Nehru, conjunctions, precise writing, translation of paragraph and Grammar based on the lesson.	4	Applying
M3.03	Unit -2,1 st Lesson, 'Soorinaam me Pahla din'. Summarize the Lesson, Construct the dialogues or conversation, essay writing and Grammar based on the Lesson.	4	Applying
M3.04	Unit-2,4 th Lesson, 'Mansilki or'. Technical Terminology and Translation of Paragraphs.	4	Applying
M3.05	Unit-3,1 st Lesson 'Zameen ek slate ka naam hai'. Summarize the Lesson, short note writing, Diary Writing and Grammar based on the Lesson.	4	Applying
Contents: Summarizing the lessons, Diary, Speech, conversation, essay, character sketch and short notewriting for easy grasping of language-Precise writing for rephrase the sentence. Translation of English paragraph into Hindi- Basic Grammar like conjunctions, opposites, numbers, case endings and genders for developing language skills.			
CO4	Apply various type of business letters, translation, precise writing of paragraphs and match technical terminology.		
M4.01	Summarizing various types of business letters. Correction in small sentences.	3	Understanding
M4.02	Explain the importance of correspondence in Hindi.	2	Understanding
M4.03	Classifying different format or example of business letters like Application letters, Complaint Letters, Banking Letters, Insurance Letters.	4	Applying
M4.04	Applying technical terminology with the help of definitions, choosing and matching of English and Hinditechnical terms of Designation, Office's Name etc.	3	Applying
M4.05	Apply skills in translation of English paragraph to Hindi, paragraph-based questions and precise writing.	3	Applying
M4.06	Apply skills in typing of letters and documents using Google Handwriting and Google Input Tools.	4	Applying
	Series Test-II	1	

Contents:

Importance of correspondence and drafting letters for improving knowledge about business letters - Translation and precise writing of paragraphs – Matching of English and Hindi technical terms. Type letters and documents using Google Handwriting and Google Input Tools.

Text /Reference:

T/R	Book Title/ Author
T1	Dr.T .Shanthakumari. The Fundamentals of functional Hindi.
T2	Dr.C.J.Prasannakumari. Rajbhasha Hindi keBahumukhiAayam.
T3	Dr.P.Latha. Prayojanmoolak Hindi.
T4	Hindi Text Book of class 12 th (Prescribed by SCERT).
T5	G. Gopinathan. AnuvadSindanth or Prayog.

Online Resources:

Sl.No	Website Link
1	https://www.learnbse.in/hindi-grammar/#Hindi_Grammar_for_Class_12