

FUNCTIONAL HINDI
BAI-I

V-001

(901)

1st SEMESTER

PAPER - I Official Language Policy of Government of India

(A) Theory :

Constitutional provision for introduction of Hindi-
(Article-343) - Official Languages Act 1963 and rules
framed thereafter in 1976 - Presidential orders 1960 -
Official Languages Resolution 1968 - Hindi Training and
incentives - Annual time and band programme of Official
Language Implementation Committee (as decided by
Ministry of Home Affairs..

(B) Practicals :

Preparation of a few quarterly progress reports on use
of Hindi by collecting data from Nationalised
Banks/Public Undertakings/Corporations and companies.

(C) Reference/Reading Material :

Contd P/L

1st SEMESTER

PAPER-II Practical Grammar of Hindi and Conversations
Hindi

(A) Theory :

Nature of Hindi Language-Rules relating to formation of sentences in comparison to English - Usages, Gender, Number, Verb, Adjective, suffixes and Prefixes with special emphasis on 'Ne' and other 'Vibhakti Pratyaya'. Phonology - the syllable - accent and rhythm in connected speech-Intonation-Hindi in situations.

(B) Practicals :

Grammar should be taught with illustrations and not by memorisation of rules - emphasis shall be on exercises - practice of correction of sentences, spellings - common errors and correction thereof.

Intensive drilling in accent and intonation - visit to various places offering different situations and practising conversation in actual situations.

(C) Reference/Reading Material :

Contd P/3

2nd SEMESTER

PAPER -III Translation, Terminology and Phrases.

(A) Theory :

Translation : Concept - Nature - Types (Full length translation and gist translation) - scope. Bi-lingualisation of documents coming under Section 3 (3) of the O.L. Act (General orders) - Translation of Official letters - Reminders Acknowledgements - Reports - Agenda - Minutes - proceedings of the Meetings.

Study of terms and words commonly used in Ministries, Undertakings, Banks, Corporations and Companies, Officers, Railways, Airlines, legal terms - usages thereof - phrases/ sentences - Rules pertaining to coinage of terms and words.

(B) Practicals :

(i) Students are required to translate the items referred to above.

(ii) Submission of a typed booklet containing about 250 terms/words relating to an area as would be mutually decided by the Teacher and students.

(C) Reference/Reading Material :

1. Comprehensive Glossary of Administrative Terms (English-Hindi) - (Computer Date-based) - Commission for scientific and Technical Terminology, Ministry of Human Resource Development - Government of India 1991.

Contd P/4

2nd SEMESTER

PAPER -IV Official Correspondence in Hindi.

(A) Theory :

Type of correspondence i.e., originating letter - reply to a letter, Acknowledgement - Reminders, Demi-official letters - Memorandum - Circular, order - Endorsement - Inter-departmental Notes - Standards Drafts -Tenders - Notices - Advertisement for vacancies - Press communiques - Reports.

(B) Practicals :

Preparation of draft letters on the cases, references on given subjects to be selected from among the above.

(C) Reference/Reading Material :

3rd SEMESTER

PAPER - V Noting and Drafting

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(A) Theory :

General introduction to :

Noting, language and style required to be used therein, Case-history-flagging of references, buildings, up of the case, arriving at the conclusion and proposal for action - characteristics of a Note and formalities required to be followed.

Study of different types of Drafts, language and style required to be used therein - formalities to be considered while addressing seniors/Juniors/Head Office/Regional Office/Government officials etc.,

Systems of filing papers and document :

(B) Practicals :

Practice in putting up various types of cases to higher ups on given subjects, sample notes on references along with suitable drafts.

(C) Reference/Reading Material :

Contd P/2

3rd SEMESTER

PAPER - VI Commercial and Business Correspondence

(A) Theory :

Nature of commercial and Business Correspondance -
Difference between official, commercial and Business
Correspondence, letters of offer - quotations -
Invoice/Bills - Receipts - letters of placing orders -
Advice and payments, Redressal of grievances settlement
of claims - letters regarding Banking tansactions -
letters regarding insurance, vocabulary of commercial
and Business letters.

Introduction to advertising and copy writing - Area and
scope - Importance - Language and befitting adjectives
effectiveness of expression - qualities of a successful
copywriter.

(B) Practicals :

Collection and Translation of advertisement appearing
- in various magazines and periodicals etc., from
source language to target language.

(C) Reference/Reading Material :

Contd P/3

4th SEMESTER

PAPER - VII Interpretation

- (A) What is interpretation? - Scope - Area - Role - Qualities and responsibility of an Interpreter - Briefing and explanation - authority over the language (English-Hindi and regional languages) - Difference between Interpreter and Translator - Extempore Translation - Editing - Interpretation of conclusions of meetings and discussions - Message of speech and gist of lectures.
- (B) Groupwise discussion on selected subjects and interpretation thereof - Practice in extempore translation - practice for conveying the message of speeches - lectures, programmes etc.

Contd P/4

4th SEMESTER

PAPER - VIII Press Communiques

- (A) Introduction - concept - Nature and Area - Major subject Matters of Press Release - summarization - Language and style - Terminology - Review and Editing - Authority to issue Press Release - Legal aspects of Press Release - Tenders - Notices.
- Press Reports - Arts of Report Writing - coverage - Language and style - Review and Editing - Preparation of Draft Report Prof Reading.
- (B) Preparation of Hind version of Press - News Items, Tenders, Notices - published in English Newspapers. Preparation of sample Press Releases.
- (C) Reference/Reading Material :

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B.A.III हिन्दी कार्याकी
Functional Hindi

5th SEMESTER

पुस्तक

मार्कि 50

PAPER - IX Broadcasting and Radio/Television

(A) Theory :

प्रथम प्रश्नपत्र
आकाशवाणी एवं इलेक्ट्रॉनिक कार्याक्रम प्रविधि

Fundamentals of Broadcasting - Radio/Television as medium of communication - Radio and Television Network in India and Educational Radio and Television - Current affairs and General Knowledge.

(B) Practicals :

Voice training and training in the techniques of broadcasting on the Radio/Television Practical training in facing the camera.

(C) Reference/Reading Material :

1. The Art of Broadcasting by S.P.Jain
2. Radio news writing and Editing by Carl Warren.
3. The techniques of Television Production - G.Miller

(D) Equipment :

Audio/Visual aids, Mike etc.

प्रयोगात्मक
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हिंदी कागेंदी

वी. ०. II

द्वितीय प्रश्नपत्र

(13)

पूर्णांकः

5th SEMESTER

904

PAPER - X Typing, ~~Telex~~ ^{फैक्स} and Computer Programming in Hindi

टंकण, ~~कम्प्यूटर~~ ^{सर्व संचार माध्यम}

(A) Theory : (हिंदी/अंग्रेजी टंकण, आधुनिक, फैक्स, कम्प्यूटर प्रोग्रामिंग)

A brief introduction, growing importance and increase demand of typing, stenography, ~~Telex~~ ^{फैक्स} computer operation-Introduction to Computer programme - Data Entry - Programming (Basic).

(B) Practicals :

Training in Typing, stenography, Telex operation and computer programming in Hindi.

Practicals to be decided in consultation with institutions where Hindi Telex/Computer have been installed.

(C) Equipment :

(i) Installation of Bilingual Computer and Telex machine.

(ii) Typewriter (Manual and Electronic)

शीर्षक टंकण, कम्प्यूटर एवं संचार माध्यम

(Typing, computer programming and Media)