

Devanagari Post Graduate College, Gulaothi, Bulandshahr

Proposed Skill Development Course

| Title of Course- | | प्रयोजनमूलक हिन्दी (Functional Hindi) | | | |
|---|--|---|---|---|--|
| Nodal Department of IIEI 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 | | | |
| Syllabus | | | | | |
| 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, शिक्षण | 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"> 1. डॉ. विनोद गोदरे, प्रयोजनमूलक हिंदी, वाणी प्रकाशन, नई दिल्ली 2. डॉ. माधव सोनटके, प्रयोजनमूलक हिंदी: प्रयुक्ति और अनुवाद, वाणी प्रकाशन, नई दिल्ली 3. कैलाश चंद्र भाटिया, प्रयोजनमूलक हिंदी: प्रक्रिया और स्वरूप, तक्षशिला प्रकाशन, नई दिल्ली 4. कैलाश चंद्र भाटिया, कामकाजी हिंदी 5. रामचंद्र सिंह मागर, कार्यालय कार्यविधि, आत्माराम एंड संस, नई दिल्ली | | | | | |
| Suggested Digital Platforms/ web links for readings- | | | | | |
| <ol style="list-style-type: none"> 1. https://www.youtube.com/watch?v=2Jgluh14ka8 2. https://www.youtube.com/watch?v=HIMqOkSGjOo | | | | | |
| Suggested OJT/ Internship/ Training/ Skill Partner | | | | | |
| Suggested Continuous Evaluation Methods: | | | | | |
| <ul style="list-style-type: none"> • Internal and External Exams | | | | | |

*Keypur
D. P. K.*

4/11/22
27/11/22
प्राचार्य
डी.एन.पी.जी कॉलेज
गुलावठी (बुलन्दशहर)

- Practical assignments
- MCQ's
- Small Field based Projects

Course Pre-requisites: No Prerequisites required, Open to all

Suggested equivalent online courses:

Any remarks/ suggestions-

Notes:

- Number of unit in Theory/Practical may vary as per need
- Total credits/semester- 3 (it can be more credits, but students will get only 3 credits/semester or 6 credits/ year)
- Credits for Theory = 01 (Teaching Hours = 15)
- Credits for Internship/ OJT/ Training/ Practical = 02 (Training Hours = 60)

Course developed by:

Mr. Peeyush Tripathi, Assistant Professor, Department of Political Science

Peeyush Tripathi

Tripathi, P.
27/11/2021
प्राचार्य
डी.एन.पी.जी कॉलेज
गुनावठी (बुलन्दशहर)