



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore – 641 043, Tamil Nadu, India

BA. Functional Hindi

Programme Specific Outcomes:

1. Develop their Communicative & Reading Skills in Hindi
2. Gain Computational Skills in Hindi
3. Get practical knowledge & Experience as they go for on the Job Training in Banks/Central Govt. Offices.
4. Can be placed as Teacher, Reporter & Typist.
5. Higher Studies can be continued in both Journalism & Literature.

Scheme of instruction and examinations (For students admitted from 2019-2020 & onwards)

Part	Subject Code	Name of Paper/Component	Hours of Instruction/week		Scheme of Examination				
			Theory	Practical	Duration of exam	CIA	CE	Total	Credit
First Semester									
I	18BLT001/ 18BLH001/ 18 BLF001/ 19BLS001	Ilakkiyam I - Ilakkanam, Ilakkiya varalaru/ Prose and NonDetailedTexts/ French-I Pravesha	5	-	3	50	50	100	4
II	18BLE001	English Language for Communication - I	5	-	3	50	50	100	4
III	Core Course								
	19BFHC01	Bhasha ka Parichay	5		3	50	50	100	3
	19BFHC02	Hindi Grammar and General Essay	5	-	3	50	50	100	3
	19BFHC03	Karyalayeen Hindi	5	-	3	50	50	100	3
Discipline Specific Elective									
	18BFHI01	DSE - I Elements of Sociology (Extension)	4	-	3	50	50	100	3
		Games		1		-	-	-	-
Second Semester									

I	18BLT002/ 18BLH002/ 18BLF002/ 19BLS002	Ilakkiyam II- Ilakkanam,Ilakkiya varalaru/ Grammar,Translation and General Essay/ French-II	5	-	3	50	50	100	4
II	18BLE002	English Language for Communication -II	5		50	50	10 0	4	4
III		Core Course							
	19BFHC04	Official Correspondence Noting and Drafting	5	-	3	50	50	100	3
	19BFHC05	Official Language Policy of Government of India and Functional Hindi	5	-	3	50	50	100	3
	19BFHC06	History of Hindi Literature (Ancient and Medieval)	5	-	3	50	50	100	3
	18BFHI02	DSE –II Tamil Isai (Music)	2	3	3	50	50	100	3
		Games		1		-	-	-	-

Bhasha ka Parichay

Semester - I
19BFHC01

Hours of Instruction / week : 5
No. of credits : 3

Objectives:

1. Make the students learn basics of Hindi
2. Enable them to read and write in Hindi
3. Help them to manage situations in Hindi speaking areas

Unit I Akshar

Vowels, Consonants, Joint Letters, Words

15hrs.

Unit II Shabdh

Flowers, Fruits, Vegetables, Animals, Birds

15 hrs.

Unit III Vakya /Dialogues

Formation of Simple Sentences .Dialogues- Two Friends, Shopkeeper and Customer, Hotel

15 hrs.

Unit IV Numbers

Numbers, Measurements, Days Colour, Meanings, Opposites

15 hrs.

Unit V Precise Writing

Paragraphs.

15 hrs

Total Hours : 75

Course Outcomes:

1. Learn Basics of Hindi
2. Know different names in Hindi
3. Learn Sentences in Hindi
4. Know Numbers and dialogues in Hindi
5. Learn Precise Writing

Text Books:

1. Swarna Bharathi, Dept. of Hindi, (2000), Avinashilingam University for women, Coimbatore -43.
2. Dr. Shashi Prabha Jain & Dr. G. Shanthi, (2011), Paribhashik Shabdavali, Saradalya Press, Avinashilingam University for women, Coimbatore -43.
3. Pavithra Madhusuan, (2011), Spoken Hindi, Madhu Books Publication, Coimbatore-18.

Reference Books:

1. S. Leela, (2006), Pathinainthu Natkalil Tamil Vazhi Hindi Mozhi, Narmada Publications, Chennai-17
2. Ramesh Kumar Sharma, (2011), Paryaivachi Kosh, Jayabharathi Prakashan, Allahabad
3. Dr. Lakshminarayan Pandey, (2000), Vyavaharik Hindi, Sahithya Ratnalai, Kanpur

Hindi Grammar and General Essay

Semester I
19BFHC02

Hrs. of instruction / week:5
No. of credits: 3

Objectives:

- 1.To make them aware about the importance of grammar in language
2. Enable the student learners to gain knowledge about Hindi Grammar.
- 3.Train them to write essays on various topics

Unit I Introduction

Vyakaran- definition meaning, language and grammar

15hrs.

Unit II Shabdh Vichar

Noun ,Pronoun , Adjective, Number

15hrs.

Unit III Kriya Evam Kaal

Verb ,Tense

15hrs.

Unit IV Gender

Gender , Prefix, Suffix

15hrs.

Unit V General Essay

Naari shiksha, Pradooshan, Rashtriya Ekikaran , Vigyan Vardaan ya Abhishap

15hrs.

Total Hours :75

Course Outcomes:

1. Learn importance of grammar
2. Understand Shabdh vichar
3. Learn verb, Tense.
4. Learn Gender, Prefix, Suffix
5. Gain Knowledge on different topics.

Text Books:

- 1.Prof. V.Venkatramana Rao (2013), Hindi Bhasha, Sanrachna Aur Vyavaharik Vyakaran , Aman Prakashan, Kanpur
- 2.Dr.Ravindranath – (2002)Hindi Ke Samajik Sandarbh –Sreevastav,Central Hindi Institute, Agra.
- 3.Dr.Maya Prakash Pandey, (2001)Hindi Bhasha Evam Vyakaran- Chintan Prakashan ,Kanpur

Reference Books:

1. Kavitha Kumar,(2004)Vyakaran ek naveen drushtikon, Kithab Ghar Prakashan, New Delhi.
2. Prof. Viraj,(2000), Pramanik Aalekan aur Tippan, Rajpal and Sons, New Delhi.
- 3.Dr. Lakshminarayan Pandey,(2000) Vyavaharik Hindi, Sahithya Rathnalai, Kanpur.

Karyalayeen Hindi

Semester - I

19BFHC 03

Hours of Instruction/week : 5

No. of credits : 3

Objectives:

1. To enable the students to have a special knowledge of administration and functional Hindi.
2. To enable students to be familiarized with language and style used in Government Office.
3. To familiarize them with technical terms.

Unit I Introduction

Introduction to Functional and Rajbhasha Hindi.

15 hrs.

Unit II Official Hindi

Meaning, definition – Usage and various types of communications in Office.

15hrs.

Unit III Technical Terms

Nature and use of Technical terms 50 technical terms from Administrative and Banking field.

10 hrs.

Unit IV Difference between Literary and Official Language

.Learning the concept of Literary and Official Language and its importance

15 hrs.

Unit V Translation

Paragraphs – Hindi to English/Tamil. English/Tamil to Hindi.

20 hrs.

Total Hours : 75

Course Outcomes :

1. Learn the language.
2. Learn Official Hindi
3. Learn types of Technical Terminology
4. Know Literary and Official Language
5. Learn Translation

Text Books :

1. Prof. Viraj, Pramanik Aalekhan aur Tippan Rajpal and Sons, Delhi 110 006
2. Dr.D.S.Poklaiya, Vyavaharik Patralekhan kala Takkshashila Prakashan, Dariyaganj, new Delhi 110 002.
3. Dr.Bholanath Tiwari, Dr.Vijaykul Shresht, Patra vyavhar Nirdeshika – Vani Prakashan, New Delhi 110 002.

References Books :

1. Dr.Shivnarayan Chaturvedi, Aavedan Praroop – Radhakrishnan Prakashan, Dariyaganj, New Delhi.
2. Dr.Rabindranathan Srivatsav Hindi ka Samajik Sandarb Central Hindi Directorate, Agra
3. Dr.Vinod godre , Prayojanmoolak Hindi, Vani Prakashan.

Official Correspondence Noting and Drafting

Semester - II
19BFHC 04

Hours of Instruction/week : 5
No. of credits : 3

Objectives:

1. To enable the students to have a special knowledge of administration.
2. To enable students to be familiarized with language and style used in Government Office.
3. To familiarize them with technical terms.

Unit I Introduction 15 hrs.

Official Letters – importance – Qualities, main features and types. Acknowledgement, Reminders, Letters, memorandum, circular, order and endorsement, standard draft and tender notices

Unit II Types 15 hrs.

Noting and drafting, definition – study of different types of drafts press note and press communique

Unit III Commercial and Business correspondence 15 hrs.

Nature of commercial and business correspondence, difference between official, commercial and business correspondence, Letter of offer – quotation – invoice bill.

Unit IV Languages & Vocabulary 15 hrs.

Languages required to be used. Letters regarding banking transactions – insurance / vocabulary of commercial / business letters.

Unit V Technical terms 15 hrs.

Collection and 50 technical terms used in routine use in different fields. Telecom / Agriculture / Defence / Transport

Total Hours : 75

Course Outcomes :

1. Learn types of Letter.
2. Learn noting and drafting
3. Learn concept of Commercial & Business Letter.
4. Learn language used in letters.
5. Learn different types of Technical Terminology.

Text Books :

1. Prof. Viraj, Pramanik Aalekhan aur Tippian Rajpal and Sons, Delhi 110 006
2. Dr.D.S.Poklaiya, Vyavaharik Patralekhan kala Takkshashila Prakashan, Dariyaganj, new Delhi 110 002.
3. Dr.Bholanath Tiwari, Dr.Vijaykul Shresht, Patra vyavhar Nirdeshika – Vani Prakashan, New Delhi 110 002.

References Books :

1. Dr.Shivnarayan Chaturvedi, Aavedan Praroop – Radhakrishnan Prakashan, Dariyaganj, New Delhi.
2. Dr.Rabindranathan Srivatsav Hindi ka Samajik Sandarb Central Hindi Directorate, Agra
3. Dr.Venod godre, Prayojanmoolak Hindi, Vanee Prakashan.

Official Language Policy of Government of India and Functional Hindi

Semester - II
19BFHC05

Hours of instruction/ week : 5
No of Credits : 3

Objectives :

1. To make students learn constitutional Hindi.
2. Make them know the policies undertaken in various ministries
3. To have sound knowledge of constitution and programme of Official language implementation committees.

Unit I Society and language

15 hrs.

Inter relationship- language and Society – types, mother tongue, Standard language, contact language, national language , official language and Regional language.

Unit II Constitutional provision

15 hrs.

Introduction of Hindi Article Official Language Act 1963 Official Language Resolution 1968. Official language rules 1976 – Hindi training and incentives. Hindi and constitution Official language rules and implementation

Unit III Functional Hindi

15 hrs.

Concept and definition. Functional Hindi in different fields. Technical terminology – history – use, importance.

Unit IV Institutions

15 hrs.

Efforts of the public and private institution's in promoting Functional Hindi.

Unit V Lexicography

15 hrs.

Kosh- arth ,paribhasha, vikas, vibhinna prakar, mahatva.

Total Hours : 75

Course Outcomes :

1. Study - types of Languages.
2. Know constitutional provisions of official language.
3. Study different fields of Functional Hindi and Technical Terminology.
4. Know about Institutions.
5. Learn various types of dictionaries.

Text Books :

1. Kailash Chandra Bhatia (2002)Rajbasha Hindi, , Vani Prakashan, New Delhi.
2. Dr.NagaLakshmi , Prayojanmoolak Hindi Prasangikta evam paridrishya, Javahar Poostakalya, Mathura, 2003
3. Tajpal chowdary, Bhasha aur Bahsha vigyan, Vekas Prakashan, Kanpur, 2002

Reference Books:

1. Bholanath Thiwari (2000) Rajbasha Hindi, , Prabhath Prakashan, New Delhi.
2. Dr.Rajendra Misr,Rakesh Sharma (2005)Prayojanmoolak Hindi Ke Vividh Roop, Thakshashila Prakashan, New Delhi.
3. Dr.Rajbeer singh, Rajbasha Hindi Swaroop aur Prayog, New Delhi

History of Hindi Literature (Ancient and Medieval)

Semester - II
19BFHC06

Hours of Instruction/week : 5
No. of Credits : 3

Objectives :

- 1.To become familiar with salient features of ancient and medieval period of Hindi Literature.
- 2.To learn in detail about the major poets, writers, and critics.
3. The contribution of the poets to the society

Unit I Introduction **15 hrs.**
Aadikal-Udbhav aur vikas, Sahithik Pravruithiyaan.

Unit II Sahitya-Prakar **15 hrs.**
Raso Sahiya - visheshtayein, kavi aur rachnayein Sidh Sahitya, visheshtayein, kavi aur rachnayein ,Nath Sahitya- visheshtayein, pramukh kavi.

Unit III Bhakti Kaal **15 hrs.**
Bhakti kaal Udbhav aur vikas, Paristitiyan.

Unit IV Nirgun Bakthi **15 hrs.**
Nirgun Dhara - visheshtayein, Poets with special reference to Kabir, Kavi Jayasi – rachnayein aur visheshtayein.

Unit V Sagun Bakthi **15 hrs.**
Ram Bhakti Shakha Visheshtayein, Tulsidas – Rachnayein, Krishnabhakti Shakha ki visheshtayein Surdas – Rachnayein, anya krishnabhakt kavi.

Total Hours : 75

Course Outcomes :

1. Learn basic concepts of Aadikal.
2. Analyse various literary aspects.
3. Learn basic concepts of Bhaktikaal.
4. Learn literary works & poets.
5. Compare great Hindi poets in BhaktiKaal.

Text Books :

1. Sri Ramachandra Shukla,(.2002.) Hindi Sahitya ka Alochanatmak Ithihas Rajkamal prakashan, New Delhi
2. Dr.Nagendra, (2000). Hindi Sahitya ka Ithihas –Vani Prakashan, Delhi.
3. Dr.Dhirandr Varma, Hindi Sahitya, New Delhi.

Reference Books :

- 1.Dr.Hazari Prasad Dwivedi(2000) Hindi Sahitya ka Ithihas, Rajkamal Prakashan New Delhi.
- 2.Dr.Ranveer Srivastav (2000),Hindi Sahitya ka Saral Ithihas, Bharatiya Granth Nikethan, Delhi.
- 3.Ramchandra Shukla, (1990), Hindi Sahitya ka Itihas, Indian Press Banaras.