

## Value added Course

### Certificate Course in Hindi for CUK Employees

Course Code	CCH 101 & 102	
Name of Course	Certificate Course in Hindi for CUK Employees	
Speciality	Value added Course	
Credit / क्रेडिट-0	Contact Hours: 36	Duration of Course- 3 months

### Course objectives

1. In a move to promote the use of Hindi Across the country the Department of Hindi and Comparative Literature has developed a course with the aim to make Hindi easy and user Friendly for everyday use.
2. Those attending the course would shed their inhibition of using it as a communicating tool. This is value added Course.

### Course outcomes

1. Develop Communicative Hindi Skill
2. Develop Hindi letter writing Skill
3. Develop Official language Hindi skill

The duration of course is three months

The first module will make the participant conversant in the language and would empower to use it anywhere without any hesitation of fear. The staff members are requested to attend the course to quality for the examination to secure the certificate thereby fulfilling their constitutional responsibility of complying with the official language act.

The classes would be held from 04.30 to 05.30 PM three days per week. Examination will be held after three months.

Course details:

Course code	Course Title	Hours	Modules
CCH 101	Certificate course in spoken Hindi and office proceedings	36 Hours 3months	i. Spoken Hindi a) Introduction to spoken Hindi b) Conversation-Practice with action. Visual media and discussion.
CCH 102	Hindi Letter writing		i. Official Letter ii. Demi official Letters iii. Business Letters iv. Requests and complains
CCH 103	Official Language Hindi		1. Official language Hindi noting and drafting: i. Official terminology ii. Routine Noting's 2. Important Rules pertaining to OL Implementation 3. Unicode and different drafts.

### **Evaluation**

1. 75% attendance
2. Online examination at the end of the course

### **Readings**

- Develop Communicative, Hindi letter writing and official language Hindi skill.