

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

Syllabus and Course Details:

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. Those attending the course would shed their inhibition of using it as a communicating tool. This is value added Course.

The course is divided into three modules:

1. Communicative Hindi
2. Hindi letter Writing
3. Official language Hindi

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	36 Hours 3months	i. Spoken Hindi a) Introduction to spoken Hindi b) Conversation-Practice with

	and office proceedings		action. Visual media and discussion.
CCH 102	Hindi Letter writing		<ul style="list-style-type: none"> i. Official Letter ii. Demi official Letters iii. Business Letters iv. Requests and complains
CCH 103	Official Language Hindi		<ul style="list-style-type: none"> 1. Official language Hindi noting and drafting: <ul style="list-style-type: none"> i. Official terminology ii. Routine Noting's 2. Important Rules pertaining to OL Implementation 3. Unicode and different drafts.



केरल केंद्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम द्वारा स्थापित 2009 वर्ष, *Established under the Act of Parliament in 2009*)

TEJASWINI HILLS, PERIYA P.O., KASARAGOD - 671316, KERALA

हिन्दी एवं तुलनात्मक साहित्य विभाग
Department of Hindi & Comparative Literature

Time Table

Certificate Course in Hindi for CUK Employees

Course Incharge : Dr. Ram Binod Ray

Day	Course Code	Course Title	Teacher Name	Time
Monday	CCH101	Certificate Course in Spoken Hindi & Office Proceedings	Dr. Seema Chandran	4.30-5.30 PM
Tuesday	CCH102	Hindi Letter Writing	Dr. Supriya P	4.30-5.30 PM
Wednesday	CCH103	Official Laungage Hindi	Dr. Dharmendra Pratap Singh/ Dr. Ram Binod Ray	4.30-5.30 PM


Dr. Taru S. Pawar

विभागाध्यक्ष / Head of the Dept.
हिन्दी विभाग / Dept. of Hindi
केरल केंद्रीय विश्वविद्यालय
Central University of Kerala
कासरगोड / Kasaragod



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NAME/नाम

1. सीजा के.पी. Sreeja K.P
2. प्रिया के. प्रिया K
3. डॉ. कन्नन Dr. Kannan
4. प्रमल कुमार पी.सी. Prasanna Kumari P.C
5. अबुल फतेहीम सी. Abdul Fazeem C
6. मुहम्मद शमीर Mohd Shameen
7. शाबु एम.एस. Shahu M.A.
8. मुहम्मद अख्तरक टी.पी. Mohd Asraf T.P.
9. डॉ. गिरिश कुमार टी.के. Dr. Girish Kumar T.K.
10. रवी.के. Ravi K
11. वी. कुमार V Kumar
12. आशा एस. Asha S.
13. शॉन पी. Shon P.
14. अशोक थोमस Ashok Thomas
15. नसलीमा टी.टी. Nasleema T.T
16. श्रीधर पी. Sreedhar P.
- 17.
- 18.
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