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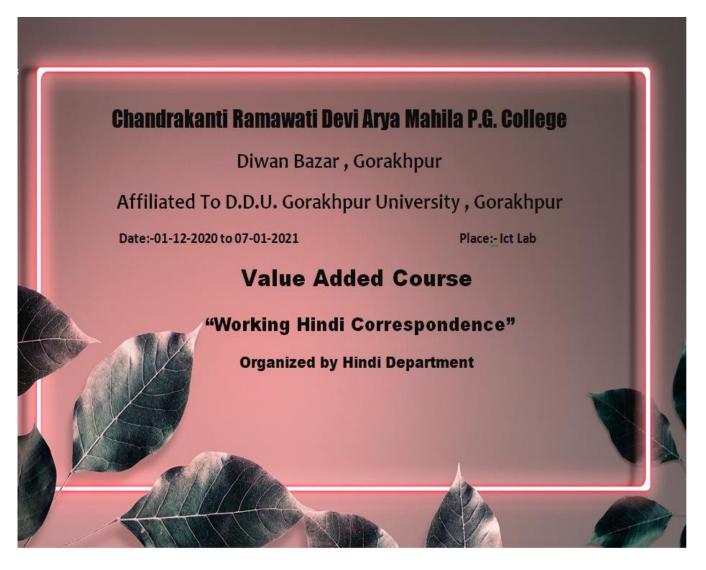
दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID- <u>crdpgcollege.gkp@gmail.com</u>
Address: New Colony, Dewan Bazar Gorakhpur -273001

OFFICIAL HINDI CORRESPONDENCE

Dept.:-Hindi Department

Course Code:- VAC2104 Duration:-30 Days



प्राचार्या इन्द्रकान्ति रमावती देवी आर्य महिला पी० जी० कालैज,गोरखपुर



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Permission Letter

Permission is granted to conduct one month value added course in "official Hindi Correspondence" by Hindi Department of Chandrakanti Ramawati Devi Arya Mahila P.G. College Gorakhpur, From 01-12- 2020 to 07-01-2021.

स्विक्याविकारिक प्राचार्या न्द्रकान्ति रमावती देवी आर्य महिला पी० जी० कालेज,गोरखपुर

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SYLLABUS & PROGRAM SCHEDULE

Name of the Program: Value Added Course on "Official Hindi Correspondence"

Duration of the Programme:- 1 Months

The Value Added Course on "official Hindi Correspondence" will be for 1 Month and conducted daily for one hour through offline mode. Its aim is to provide proper education of working hindi to the students.

FACULTY DETAILS

Dr. Suman Singh

COURSE OBJECTIVES:

- **1.** The objectives of the course is to sensitize the students –
- **2.** To the aesthetic and cultural aspects of literary appreciation and analysis.
- **3.** To introduce Hindi Prose to the students and to understand the cultural, social and moral values of Hindi Prose.

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COURSE OUTCOME

- 1. Understanding the concept and importance of Working Hindi.
- 2. Understanding various forms of Working Hindi and its usage according to its area of application
- 3. Knowledge about good civilization qualities and culture.
- 4. Knowledge about the importance of human values.

SYLLABUS

Unit-I:-Concept of Official Hindi

Unit-II:-Official Hindi Correspondence Introduction

Unit-III:-Correspondence Features

Unit-IV:-Types of official correspondence –

- 1. Application Form
- 2. Official Letter
- 3. Semi-Official Letter
- 4. Office Order
- 5. Circular
- 6. Notification
- 7. Office Memorandum
- 8. Advertisement

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ACTIVITY



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ACTIVITY REPORT

OFFICIAL HINDI CORRESPONDENCE

Period: 1st December 2020 to 7th January 2021

Institution: Chandrakanti Ramawati Devi Arya Mahila PG College, Gorakhpur

INTRODUCTION

This report summarizes the official Hindi correspondence activities conducted during the specified period at Chandrakanti Ramawati Devi Arya Mahila PG College. The focus was on enhancing communication in Hindi, promoting the use of the language in official matters, and fostering a greater appreciation for Hindi literature among students and staff.

ACTIVITIES CONDUCTED

1. Workshops on Hindi Correspondence

- o **Date:** 10th December 2020
- o **Description:** A workshop was organized for faculty and administrative staff to improve skills in official Hindi writing. Key topics included formats, etiquette, and common terminologies used in official correspondence.

2. Hindi Language Competitions

- o **Date:** 15th December 2020
- Description: Various competitions, including essay writing and letter writing in Hindi, were conducted to encourage students to express themselves effectively in the language.

3. Guest Lecture Series

- o **Date:** 22nd December 2020
- o **Description:** A renowned Hindi author was invited to deliver a lecture on the significance of Hindi in contemporary society. The session emphasized the importance of effective communication in Hindi.

4. Hindi Language Training Sessions

- o **Date:** 3rd January 2021
- Description: Training sessions were held for non-Hindi speaking staff to improve their proficiency in Hindi, focusing on basic conversation and written communication.

5. Feedback Collection

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o **Date:** 5th January 2021

O **Description:** A feedback survey was distributed among students and faculty to assess the impact of the activities and gather suggestions for future improvements.

OUTCOMES

• Increased awareness and interest in Hindi among students and staff.

• Improved skills in official Hindi correspondence among participants.

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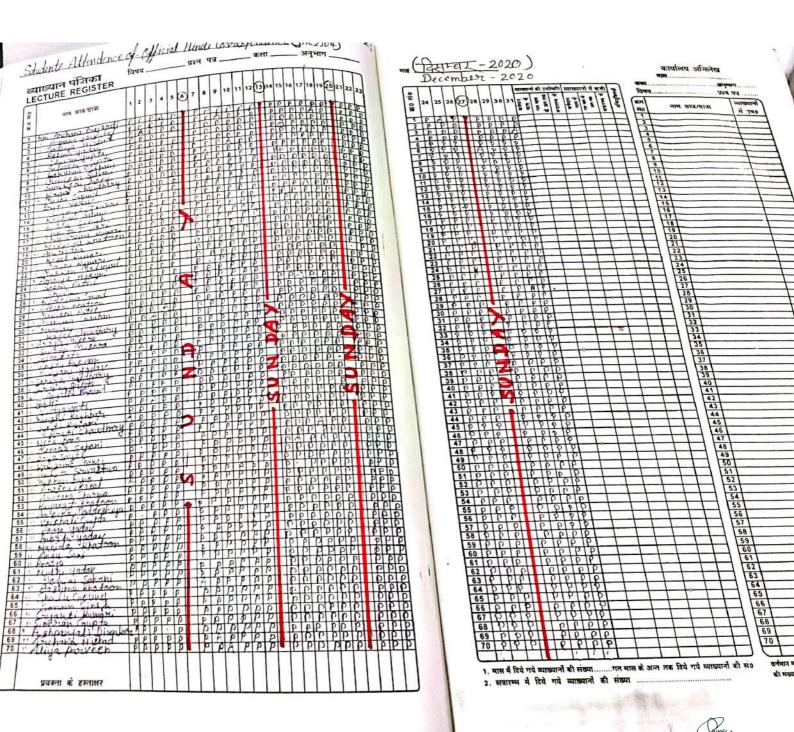
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