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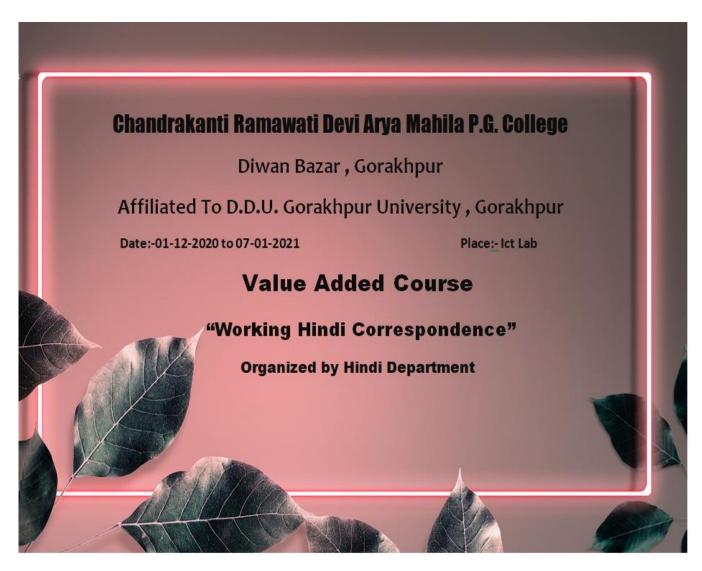
दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

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 प्राचार्या पन्द्रकान्ति रमावती देवी आर्य महिला पी० जी० कालेज,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.

मुख्यावर्ग कार्य महिला पाठार्ग न्द्रकान्ति रमावती देवी आर्य महिला पी० जी० कालेज,गोरखपुर

Principal



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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.

प्रातायां चन्द्रकान्ति रमावती देवी आर्य महिला पी० जी० कालैज,गोरखपुर



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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

पी० जी० कालेज,गोरखपुर



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MINUTES OF MEETING

"The Principal Meeting was held on 25 November 2020 for following Matters to discussed in the meeting.

- 1. Teachers were introduced to plan various certificate courses in the department of Hindi.
- 2. It was decided that the Hindi Department will be conducting a Value Added Course on "Official Hindi correspondence".

It was decided that Dr. Suman Singh would be the resource person for the value added course.

पीo जीo कालैज,गोरखपुर



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ACTIVITY



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