



CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE

चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज

(Accredited by NAAC)

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662

Mail ID- crdpgcollege.gkp@gmail.com

Address: New Colony, Dewan Bazar Gorakhpur -273001

Official Hindi Correspondence

Dept:-Hindi Department

Course Code:- VAC2104

Duration:-30 Days

Chandrakanti Ramawati Devi Arya Mahila P.G. College

Diwan Bazar , Gorakhpur

Affiliated To D.D.U. Gorakhpur University , Gorakhpur

Date:-01-12-2020 to 07-01-2021

Place:- Ict Lab

Value Added Course

“Working Hindi Correspondence”

Organized by Hindi Department



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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.

Aparna Mishra
प्राचार्या
चन्द्रकान्ति 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

INTRODUCTION

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



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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.

COURSE OBJECTIVES:

The objectives of the course is to sensitize the students –

1. To the aesthetic and cultural aspects of literary appreciation and analysis.
2. To introduce Hindi Prose to the students and to understand the cultural, social and moral values of Hindi Prose.
3. To familiarize Working Hindi Correspondence , Official Correspondence , General letter correspondence and technical words.
4. To motivate to demonstrate human value in different life situations.



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Subject & Syllabus

Subject:- Official Hindi Correspondence

Unit-I:-Concept of Official Hindi

Unit-II:-Official Hindi Correspondence

Introduction

Unit-III:-Correspondence Features

Unit-IVL:-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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MINUTES OF MEETING

REGARDING Value Added COURSE APPROVAL

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

1. Teacher 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. Aparna mishra , Dr Suman Singh would be the resource person for the value added course.

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