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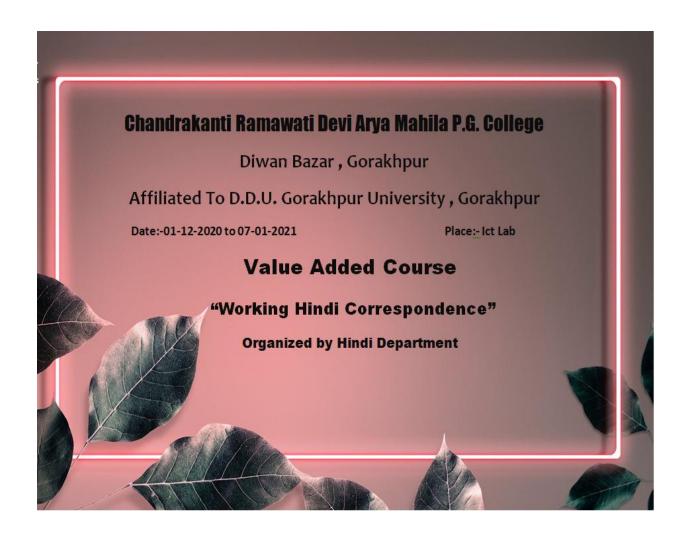
दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

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





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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.

मुक्यान्यां प्राचार्याः न्द्रकान्ति रमावती देवी आये महिला पीठ जीठ 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 familiarizeWorking 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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## **Students/Attendence Record**







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# **ATTENDANCE**

