

ANNAMALAI UNIVERSITY
PART-I HINDI
(COMMON FOR ALL UG DEGREE COURSES)
UNDER CBCS
(2021-2022)
FIRST SEMESTER – HINDI PAPER I

Name of the course/subject: Hindi

Semester: I

Name of the Paper: Hindi Paper- I

Credits: 4 Hours of teaching: 90

Paper type: Language

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Course Objectives

1. To appreciate Hindi Language and Literature
2. To know the rules of Hindi grammar and its applications
3. To develop effective communication skills
4. To develop skills of translation and business correspondence
5. To develop an in-depth knowledge of human life and to imbibe moral values through the writings of great authors

SYLLABUS AND BOOKS PRESCRIBED

I PROSE

(Gadya Nikash- Ed. Dr. Shaik Abdul Wahab, Sanrachna Prakashan, Allahabad)

1. Yuvavastha - Pratapnarayan Misra
2. Lobh - Mahaveer Prasad Dwivedi
3. Sabhyata ka Rahasya - Premchand
4. Bharat Ek Hai - Ramdhaari Singh Dinakar
5. Krantikari Ki Katha - Harishankar Parsayee

II APPLIED GRAMMAR

Students are expected to know the various rules and applications of Hindi grammar

1. Gender (Ling)
2. Number (Vachan)
3. Causal verb (Preranarthak kriya)
4. Spell check (Shuddh roop)
5. Voice (Vachya)

III LETTER WRITING

Personal and Business correspondence:

1. Letter to Family members/Friend
2. Placing orders
3. Letter of complaint
4. Letter for job
5. Banking letters

IV FUNCTIONAL HINDI: ADMINISTRATIVE AND BUSINESS TERMINOLOGY

Technical Terminology: Words and phrases from English to Hindi and vice versa
[Prescribed terminology enclosed]

V TRANSLATION PRACTICE

English to Hindi

(Passages from Anuvad Abhyas –Part III, D.B. Hindi Prachar Sabha, Chennai-17)

TEXT BOOK

1. Gadya Nikash- Ed. Dr. Shaik Abdul Wahab, Sanrachna Prakashan, Allahabad

BOOKS FOR REFERENCE

1. Shaikshik Vyakaran aur Vyavaharik Hindi- Dr. Krishna Kumar Goswami- Aalekh Prakashan, Delhi
2. Hindi Vyakaran – Shastri & Apte, D.B.H Prachar Sabha, Chennai
3. Pramanik Alekhan Aur Tippan- Prof. Viraj, Rajpal & Sons, Kashmere Gate, Delhi
4. Glossary of Administrative Terminology, Ministry of HRD, New Delhi
5. Anuvad Abhyas –Part III, D.B. Hindi Prachar Sabha, Chennai-17

COURSE OUTCOME

- CO1. After having studied unit-1, the student will be able to know the origin and development of Hindi prose and appreciate Hindi language and literature.
- CO2. After having studied unit-2, the student will be able to apply the rules of Hindi grammar for effective communication.
- CO3. After having studied unit-3, the student will be able to write business correspondence effectively.
- CO4. After having studied unit-4, the student will be able to use the business and administrative terminology in accuracy in meaning.
- CO5. After having studied unit-5, the student will be able to translate the passages from English to Hindi efficiently.

PRESCRIBED TERMINOLOGY :

ADMINISTRATIVE AND BUSINESS TERMINOLOGY

A) FOR UNIT – IV - ENGLISH TO HINDI and VICE VERSA

ACCOUNTANT = लेखपाल; ACTING = कार्यकारी; ADMINISTRATOR = प्रशासक; ALLOTMENT = आबंटन; AUCTION = नीलाम; AUDITOR = लेखा परीक्षक; ALLOWANCE = भत्ता; BALANCE SHEET = तुलन पत्र; BROKER = दलाल; MANAGER = प्रबंधक; BEARER = धारक; CABINET = मंत्रिमंडल; CIRCULAR = परिपत्र; CLERK = लिपिक; CONTROLLER = नियंत्रक; CONSUMER = उपभोक्ता; COMMISSIONER = आयुक्त; CASHIER = रोकडिया; CUSTOMER = ग्राहक; DEBENTURE = ऋणपत्र; DIRECTOR = निदेशक; DOCUMENT = प्रलेख / दस्तावेज़; EDITOR = संपादक; ELECTION = चुनाव; EMPLOYMENT = रोज़गार; EXCHANGE = विनिमय; FUND = निधि; GOVERNOR = राज्यपाल; GRANT = अनुदान; GAZETTE = राजपत्र; INCOME TAX = आयकर; INSPECTOR = निरीक्षक; INSURANCE = बीमा; INVOICE = बीजक; MAYOR = महापौर; MINISTRY = मंत्रालय; PRIME MINISTER = प्रधान मंत्री; MINISTRY OF DEFENCE = रक्षा मंत्रालय; MINISTRY OF FINANCE = वित्त मंत्रालय; MINISTRY OF HOME = गृह मंत्रालय; MINISTRY OF HEALTH = स्वास्थ्य मंत्रालय; MINISTRY OF RAILWAYS = रेल मंत्रालय; MINISTRY OF EXTERNAL AFFAIRS = विदेश मंत्रालय; MINISTRY OF COMMERCE = वाणिज्य मंत्रालय; PARLIAMENT = संसद; PASSPORT = पारपत्र; QUALIFICATION = अर्हता / योग्यता; SECRETARY = सचिव; DEPUTY SECRETARY = उप सचिव; JOINT SECRETARY = संयुक्त सचिव; GENERAL SECRETARY = महा सचिव; SUPER TAX = अधिकर; TENDER = निविदा; TYPIST = टंकक; UNDERTAKING = उपक्रम; VICE CHANCELLOR = कुलपति; WHIP = सचेतक.

B)

उपर्युक्त = ABOVE MENTIONED; तदनुसार = ACCORDINGLY; यथा प्रस्ताव अनुमोदित = APPROVED AS PROPOSED; यथा संभव = AS FAR AS POSSIBLE; के प्राधिकार से = BY AUTHORITY OF; पद के नाते = by VIRTUE OF OFFICE; अनुमोदनार्थ प्रारूप = DRAFT FOR APPROVAL; कार्रवाई शीघ्र करें = EXPEDITE ACTION; मुझे निदेश हुआ है = I AM DIRECTED TO; से परामर्श करके = IN CONSULTATION OF; अनुमति दी जाये = MAY BE PERMITTED; पक्ष-विपक्ष = PROS AND CONS; देख लिया, धन्यवाद = SEEN, THANKS; प्रमाणित किया जाता है = THIS IS TO CERTIFY; की सीमा तक = TO THE EXTENT OF; के बारे में = with REGARD TO; अवलोकनार्थ = FOR PERUSAL; सूचनार्थ = FOR INFORMATION; मार्गदर्शन के लिए = FOR GUIDANCE; हस्ताक्षर के लिए = FOR SIGNATURE; के आदेश से = BY ORDER; लागू होना = COME INTO FORCE; टिप्पणी के लिए = FOR COMMENTS; आज ही जारी करें = ISSUE TODAY; पालन करना = ABIDE BY; इस मामले / विषय में = IN THIS CASE / IN THIS INSTANCE.

ANNAMALAI UNIVERSITY
I YEAR B.A. / B.Sc./ B.Com/ BBA/BCA
FIRST SEMESTER – HINDI PAPER – I QUESTION PAPER PATTERN

Time: 3 hours

Max marks: 75

SECTION A (10x2=20 marks)

Q.No.1 to Q.No.5 from Applied Grammar

Q.No.1 Number- 4 words

Q. No.2 Gender- 4 words

Q. No.3 Causal verbs- 4 words

Q. No.4 Spell check- 4 words

Q. No.5 Change of voice- 2 sentences

Q.No.6 to Q.No.10 - Short answer type questions from Prose

SECTION B (5x5 =25 marks)

Q.No.11 to Q.No. 13 Annotations from Prose (Either /Or Pattern)

Q.No.14 Technical words: English to Hindi and Hindi to English (5 out of 8 each)

Q.No.15 Technical Phrases: Hindi to English/ English to Hindi (Any 5 out of 8)

SECTION C (3x10=30 marks)

Answer any 3 out of 5. Q.No.20 is compulsory to answer

Q.No.16 Essay from Prose

Q.No.17 Essay from Prose

Q.No.18 Essay from Prose

Q.No.19 from Letter writing

Q.No.20 Translation of a passage from English to Hindi.

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SECOND SEMESTER – HINDI PAPER II

Name of the course/subject: Hindi

Semester: II

Name of the Paper: Hindi Paper- II

Credits: 4 Hours of teaching: 90

Paper type: Language

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Course Objectives

1. To know the origin and development of different literary forms
2. To understand and reflect on the social/cultural issues through the study of short stories and one act plays
3. To develop effective communication skills
4. To develop job oriented skills (Translation)
5. To understand the develop an in-depth knowledge of human life and to imbibe moral values through the writings of great authors

SYLLABUS AND BOOKS PRESCRIBED

I ONE ACT PLAY

(Gadya Nikash, Ed. Shaik Abdul Wahab, Sanrachna Prakashan, Allahabad)

1. Charumitra - Ramkumar Varma
2. Das Hazar - Udayshankar Bhatt
3. Raksha Bandhan - Harikrishna Premi

II SHORT-STORY (Non Detailed)

(Gadya Nikash, Ed. Shaik Abdul Wahab, Sanrachna Prakashan, Allahabad)

1. Muktidhan - Premchand
2. Raahi - Subhadrakumari Chouhan
3. Biradari Baahar - Rajendra Yadav

III DIALOGUE WRITING

1. Do Mitra
2. Do Yaatri
3. Pita Aur Putra
4. Adhyapak Aur Vidyarthi

5. Dukandar Aur Vidyarthi
6. Dukandar Aur Grahak
7. Doctor Aur Rogi
8. Bank Mein

IV APPLIED GRAMMAR

1. Jodi Ke Shabd
2. Abstract Nouns (From Noun and Adjectives)

V TRANSLATION PRACTICE

Hindi to English

(Passages from Anuvad Abhyas – Part IV, D.B. Hindi Prachar Sabha, Chennai-17)

TEXT BOOK

1. Gadya Nikash, Ed. Shaik Abdul Wahab, Sanrachna Prakashan, Allahabad

BOOKS FOR REFERENCE

1. Anuvad Abhyas – Part IV, D.B.Hindi Prachar Sabha, Chennai.
2. Shaikshik Vyakaran aur Vyavaharik Hindi, Dr. Krishna Kumar Goswami, Aalekh Prakashan, Delhi.
3. Bolchal ki Hindi, Dr. Susheela Gupta, Lokbharathi Prakashan, Allahabad.
4. Hindi Vyakaran: Sastri & Apte, D.B.H.P. Sabha, Chennai.

COURSE OUTCOME

- CO1. After having studied unit-1, the student will be able to understand the cultural traditions, moral values and social issues of life in a better way.
- CO2. After having studied unit-2, the student will be able to cultivate the habit of critical thinking and cherish life.
- CO3. After having studied unit-3, the student will be able to communicate effectively in Hindi in their day to day life.
- CO4. After having studied unit-4, the student will be able to use Hindi as a medium of communication by applying the rules of Hindi grammar.
- CO5. After having studied unit-5, the student will be able to do translation and get equipped with a job-oriented skill.

ANNAMALAI UNIVERSITYI YEAR
B.A. / B.Sc./ B.Com/ BBA/BCA
SECOND SEMESTER – HINDI PAPER – II QUESTION PAPER PATTERN

Time: 3 hours

Max marks: 75

SECTION A (10x2=20 marks)

1-8 Short answer type questions

Q.No: 1 – 4 from One Act Play

Q.No: 5 - 8 from Short Story

Q.No: 9 from Jodi ke Shabd (Meaning & Use In Sentence - 2)

Q.No: 10 Form Abstract Noun (4)

SECTION B (5x5=25 marks)

Q.No.11 to Q.No. 13 Annotations from One Act Play (Either /Or Pattern)

Q.No. 14 & Q.No. 15 Dialogue writing (Either /Or Pattern)

SECTION C (3x10=30 marks)

Answer Any 3 Out Of 5. Q.No.20 is compulsory to answer.

Q.No. 16 Essay from One Act Play

Q.No. 17 Character sketch from One Act Play

Q.No. 18 Essay from Short Story

Q.No. 19 Character sketch from Short Story

Q.No. 20 Translation of a Passage from Hindi to English