

SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar, Gujarat
(Reaccredited with 'A' Grade NAAC (CGPA 3.11)
Syllabus with effect from the Academic Year 2023-24

B.A. (Hindi) Semester -1

Course Code	UA 1MIFHI01	Title of the Course	Functional Hindi (Rajbhasha evm karyalayi hindi ke pramukh prakary)
Total Credits of the Course	04	Hours per Week	04

Course Objectives	1. राजभाषा एवं कार्यालयी हिन्दी के प्रमुख प्रकार्य
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Course Content		
Unit		Weightage*(%)
Unit 1.		25
1.	राजभाषा हिन्दी संरचना और व्यवहार	
2.	राजभाषा और राष्ट्रभाषा में अंतर	
3.	राजभाषा संम्बन्धि राष्ट्रपति के आदेश	
4.	राजभाषा कार्यान्वय समितियां	
Unit 2.		25
1.	राजभाषा आयोग	
2.	राजभाषा अधिनियम- १९५६	
3.	राजभाषा संकल्प- १९६८	
4.	राजभाषा नियम- १९७६	
Unit 3.		25
1.	संक्षेपण का अर्थ और स्वरूप	
2.	संक्षेपण की प्रक्रिया	
3.	संक्षेपण के लाभ	
4.	प्रारूपण का अर्थ और स्वरूप	
Unit 4.		25
1.	टिप्पण का अर्थ और स्वरूप	
2.	टिप्पण के भेद और उद्देश्य	
3.	पल्लवन का अर्थ और स्वरूप	
4.	पल्लवन की प्रक्रिया	

Teaching-Assignments, Learning	Lecture, Recitation, Group discussion, Guest speaker, Debate, Seminar, Quizzes Methodology
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Evaluation Pattern		
Sr. No.	Details of the Evaluation	Weightage
1.	Internal Written / Practical Examination (As per CBCS R.6.8.3)	15%
2.	Internal Continuous Assessment in the form of Practical, Viva-voce, Quizzes, Seminars, Assignments, Attendance (As per CBCS R.6.8.3)	15%
3.	University Examination	70%

Course Outcomes: Having completed this course, the learner will be able to	
	The paper Functional Hindi aims to prepare students for Professional Purposes. It primary deals with Hindi as an official language as it is been declared in Indian constitution , in addition the paper will also help students to understand various rules regarding Hindi as an official language The paper helps the students that how Hindi language can being opportunities in their life.

Suggested References:	
Sr No	References
1.	Rajbahsha Hindi – Kailashachandra Bhatiya, Hindi Book Centre – Delhi
2.	Ajivika Sadhak Hindi – Puranchand Tandan, Naman Prakashan-Delhi
3.	Prashasanik Hindi - Puranchand Tandan, Pandulipi Prakashan-Delhi
4.	Sarkari Karyalayo main Hindi ka Pryog – Gopinath Shrivastav, Lok Bharti Prakashan – Allahabad
5.	Prayojanmulak Vyavharik Hindi - Om Prakash Dhigal, Jagatram & Sans- Delhi
6.	Prayojanmulak Hindi : Ramkishor Sharma, Shivmurtiy Sharma
7.	Prayojanmulak Hindi : Sampadak - Ravindranath Shrivastva
8.	
9.	
10.	
11.	
On-line resources to be used if available as reference material	
On-line Resources	
Relevant entries on Wikipedia and Encyclopaedia Britannica	