



**H.K.E. SOCIETYS
B.V.BHOOMARADDI ARTS, SCIENCE AND
COMMERCE COLLEGE, BIDAR**



DEPARTMENT OF HINDI

ADD-ON COURSE ON 'KARYALAYIN HINDI'

'कार्यालयीन हिन्दी'

2019-20

Course Co-ordinator

Dr. DEEPA RAGA

Assistant Professor and Head of the Department



ADD-ON COURSE ON 'KARYALAYIN HINDI'

Preamble: This course is meant for the candidates who aspire to become expert knowledge to Official Hindi language. Hindi is the official language of administration. Its objective is to increase the prevalence of Hindi at the official level and to bring Hindi to the reach of common people. Hindi language is spoken in all state of India, but there is such a situation that in some places Hindi language is not spoken.

This type of add-on course like 'KARYALAYIN HINDI' is very help full of learning to Official Hindi

Objectives:

- To Study official Hindi language
- To create awareness about official Hindi language
- To understand the about official Hindi language
- To know the how to use in official Hindi language
- To make aware students about the importance of official Hindi language

Medium of Instruction: HINDI

Course Structure and Examination Scheme:

Total contact hours:

Theory Classes: 30 Hours

Mode of Examination:

Theory Exam: 50 Marks

Eligibility: Students enrolled in B A. Program of this college

No. of Seats: 20



Meeting minutes for Institutional Board of Studies for Add-on Course on

Introduction to 'Karyalayin Hindi' held on 01 jan 2020

The institutional Board of Studies of the Dept of Hindi for the add-on course on Introduction to 'Karyalayin Hindi' held on 01 jan 2020

Sl.No.	Name	Institute	Designation
1	Dr. Deepa Raga	H.O.D. Hindi B.V.B.College, Bidar	Chairman
2	Dr. Santosh Mahipati	Dept. of Hindi B.V.B. College, Bidar	Member
3	Dr. Rajkumaar Rathod	H.O.D. Hindi Kaviratna Kaalidas College, Bidar	External Member
4	Smt Geeta Poste	H.O.D. Hindi Karnataka Arts, Science & Commerce, College Bidar	External Member

In The beginning of the meeting the Chairman of Institutional BOS welcomed all the members and briefed them about the progress of the Department of the Hindi. The member of expressed their highly recitation and certification about the course and activities of the department.

After that institutional BOS discussed and resolved the following items.

Item 1. Starting the Add-on course on Karyalayin Hindi.

The BOS discussed the item and resolved to start the Add-on course 'Karyalayin Hindi'

Item2. Approval of Syllabus of Valued Added Course.

The BOS discussed and approved the Syllabus for the Add-on course on Introduction to 'Karyalayin Hindi'

Item3. Approval of admission criteria

The BOS discussed and approved the Criteria for admission and resolved that the students enrolled in UG course can enrol in this course. In additional to this BOS also finalized the exam pattern.

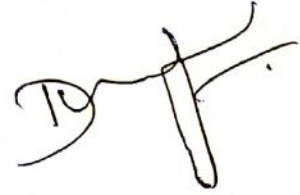
Meeting of BOS is concluded with Vote of thank by Dr. Deepa Raga, Head of the Department of Hindi present.

The following members were present in the meeting

Name of the Member Of BOS

Signature

1. Dr Deepa Raga



2. Dr. Santosh Mahipati



3. Dr. Rajkumar Rathod



4. Smt Geeta Poste





ADD-ON COURSE – 'KARYALAYIN HINDI'

Syllabus

Module:-

I) Hindi Vyakaran Ka Samanya Gyan

Hindi Swarvenjan, Dhvani, Hindi Vakya Rachana, Hindi Ling Aur Vachan, Hindi Kariyaooki Kaal Rachana

II) Hindi Basha Aur Usake Samvaidhanikstithi

Udhbavaurvikas – Rajbhasha – Aur Rashatra Bhasha Ka Roop mein Hindi Bhartiya Savidhan Mein
Hindi. Hindise Judhi Hui Vivadha Sansthaye.

III) Tippaniya Aur Alekhan

Tippaniyunke Paribhashaye Avem Prakar. Hindi Tippani Sambhandith Mahatva Poorna Batein. Alekhan Tatpariyaya. Vidhi Avem Visheshataye.

IV) Anuvadha

Anuvadhiki Paribhasha. Anuvadhka Swaroop Avem Kshetra. Anuvadike Parakar Parshanki Anuvad.

V) Sarkari Patrachar

Sarkari Patracharke Parkar. Prabhashali Patrakarikake Apechik Gun Sarkari Patronke Namune Ardha Sarkari Patrikake Namune

(REFENCES) Books Recommended

- 1) Rajendra Prasad Chatravedi - Hindi Vyakaran
- 2) Dr Malik Mohammad - Rashatra Bhasha Hindi Vikaske vividha Aayam
- 3) Prof. Viraj – Pramanik Alekha Aur Tippani
- 4) Dr Bholenath Tiwari – Anuvad Kala
- 5) Dr Vijaypal Sing - Karyalayin Hindi

3 Hrs. A Week - Total 30 and 1/2 FIELD Field Visit

1. Visit to nearby SBI Bank and Post Office for understanding Day today function.
2. Debate Discussio

H.O.D.

Department of Hindi
B.V.B. College, BIDAR

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B.V.Bhoomaraddi College
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BIDAR-595 403.



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**DEPARTMENT OF HINDI
ADD-ON COURSE 'KARYALAYIN HINDI'**

TIME TABLE 2019 -20

DAY AND TIME	08.30 TO 09.30 AM	09.30 To 10.30 AM	10.30 TO 11.30		11.40 TO 12.40 PM	12.40 TO 01.40	1.40 TO 2.40		3.00 TO 4.00
Sun				B R E A K				L U N C H	ROOM NO. 14 ADD-ON CORCE (HINDI)
Mon									ROOM NO. 14 ADD-ON CORCE (HINDI)
Tue									ROOM NO. 14 ADD-ON CORCE (HINDI)
Wed									
Thu									
Fri									
Sat									


HOD
Department of Hindi


PRINCIPAL
B.V.Bhoomaraddi College
of Arts, Science & Commerce
BIDAR-565 493.

Date: 26/12/19

To,
The Principal
B V Bhoomaraddi College of Arts, Science and Commerce.
Bidar 585401

Sub: Request to grant permission to Add-on course on 'Karyalayin Hindi' from the academic year 2019-20: Reg.

Respected Sir,

We would like to start the add-on course on "Add-on course on Karyalayin Hindi" from the academic year 2019-20 with intake of 20 students. Please permit us to start the add-on course and do the needful.

Thanking You.

permission is granted
S. S. S. S.

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दिनांक: 03-01-20

सूचना

सभी छात्र-छात्राओं को सूचित किया जाता है की, हिन्दी विभाग की ओर से 'कार्यालयिन हिन्दी' इस विषय पर 'एड-ऑन कोर्स' का आरंभ दिनांक 12-01-20 से किया जा रहा है। इच्छुक छात्र-छात्राएँ हिन्दी विभाग में आकर दिनांक 07-01-20 से पहले अपना नाम लिखवा सकते हैं। अधिक जानकारी के लिए विभाग अध्यक्ष से संपर्क करे


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ADD-ON COURSE ON 'KARYALAYIN HINDI'

Report and Outcome Analysis

Name of the Course: Add-on course on 'KARYALAYIN HINDI'

Name of the Department: HINDI

Number of Student Enrolled: 20

BOS Meeting Date: 01-01-20

Start Date of the Course: 07-01-20

End Date of the Course: 16-03-21

The Department of Hindi has conducted Add-on course on KARYALAYIN HINDI for the students of BA from 07-01-21 TO 16-03-21

The course was about the core concept of central office of gvt of india to us hindi
The total **30** students were enrolled in this course and they got fundamental knowledge about official hindi language and latter's

Course concluded with final examination and certificate distributions to the students.

Outcome of the Course

- Students learned to use fundamental skills to how us hindi language in office.
- Students understand the hindi official language
- Students understand and learn Hindi basic grammar
- Students Learned the language of official hindi
- Students were able to embed to any office and bank



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ADD-ON COURSE – 'KARYALAYIN HINDI'

Enrolment List - 2019-20

SL.No	NAME OF THE STUDENT	SIGNATURE
1	SACHINREDDY ERAREDDY	
2	SUNIL GOVIND RATHOD	
3	SONY HANMANTH	
4	BHAGYASHREE LAXMAN	
5	HANMANTH RAJKUMAR	
6	ROHINI RAJKUMAR	
7	SATISH VALMIK	
8	KAVERI BHIMANNA	
9	DHANRAJ JAGNATH	
10	SULOCHANA KASHIRAM P	
11	POOJA AMRUT	
12	SUSHILKUMAR PUNDALIKRAO	
13	RAGHVENDAR RAJU	
14	SUVARNA JAGANATH	
15	SANGEETA TUKAPPA	
16	GEETA DHANNU	
17	SHIVKANT SHIVRAJ	
18	HAFEZA SUMAYYA ALTAFA P	
19	JAIBHIM SUBHASH	
20	ROSHANI ASHOK	
Sign of Faculty		

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दिनांक: 10-03-20

सूचना

सभी छात्र-छात्राओं को सूचित किया जाता है की, 'कार्यालयिन हिन्दी' 'एड-ऑन कोर्स' की परीक्षा दिनांक 18-03-20 को समय सुबह 02 बजे से लेकर दोपहर 04 बजे तक होगा इस लिए इस कोर्स के सभी छात्र-छात्रा अपनी परीक्षा पर सही समय पर उपस्थित रहे। अधिक जानकारी के लिए विभाग अध्यक्ष से संपर्क करे


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**DEPARTMENT OF HINDI
ADD-ON COURSE ON 'KARYALAYIN HINDI'**

ATTENDANCE

SL.No	NAME OF THE STUDENT	D A T E									
		07 01-20	12 01-20	13 01-20	14 01-20	19 01-20	20 01-20	21 01-20	26 01-20	27 01-20	28 01-20
1	SACHINREDDY ERAREDDY	P	P	P	P	P	P	P	P	P	P
2	SUNIL GOVIND RATHOD	P	P	P	A	P	P	P	P	P	P
	SONY HANMANTH	P	P	P	P	P	P	P	P	P	P
4	BHAGYASHREE LAXMAN	P	P	P	P	P	P	P	P	P	P
5	HANMANTH RAJKUMAR	P	P	P	P	P	P	P	P	P	P
6	ROHINI RAJKUMAR	P	P	P	P	P	P	P	P	P	P
7	SATISH VALMIK	P	P	P	P	P	P	P	P	P	P
8	KAVERI BHIMANNA	P	P	P	P	P	P	P	P	P	P
9	DHANRAJ JAGNATH	P	P	P	P	P	P	A	P	P	P
10	SULOCHANA KASHIRAM P	P	P	P	P	P	P	P	P	P	P
11	POOJA AMRUT	P	P	P	P	P	P	P	P	P	P
12	SUSHILKUMAR PUNDALIKRAO	P	P	A	P	P	P	P	P	P	P
13	RAGHVENDAR RAJU	P	P	P	P	P	P	P	P	P	P
14	SUVARNA JAGANATH	P	P	P	P	P	P	P	P	P	P
15	SANGEETA TUKAPPA	P	P	P	P	P	P	P	P	P	P
16	GEETA DHANNU	P	P	P	P	P	P	P	P	P	P
17	SHIVKANT SHIVRAJ	P	P	P	P	P	P	P	P	P	P
18	HAFEZA SUMAYYA ALTAF P	P	P	P	P	P	P	P	P	P	P
19	JAIBHIM SUBHASH	P	P	P	P	P	P	P	P	P	P
20	ROSHANI ASHOK	P	P	P		P	P	P	A	P	P
Sign of Faculty											

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ADD-ON COURSE – 'KARYALAYIN HINDI'

2019-20

Marks List

SL.No	NAME OF THE STUDENT	Intern al Marks	Extern al Marks	Total Marks Scored
1	SACHINREDDY ERAREDDY	09	36	45
2	SUNIL GOVIND RATHOD	08	38	46
3	SONY HANMANATH	09	38	47
4	BHAGYASHREE LAXMAN	09	33	42
5	HANMANATH RAJKUMAR	08	35	43
6	ROHINI RAJKUMAR	08	38	46
7	SATISH VALMIK	09	36	45
8	KAVERI BHIMANNA	08	31	39
9	DHANRAJ JAGNATH	08	35	43
10	SULOCHANA KASHIRAM P	08	40	48
11	POOJA AMRUT	09	38	47
12	SUSHILKUMAR PUNDALIKRAO	09	36	45
13	RAGHVENDAR RAJU	08	31	39
14	SUVARNA JAGANATH	08	33	41
15	SANGEETA TUKAPPA	09	31	40
16	GEETA DHANNU	09	30	39
17	SHIVKANT SHIVRAJ	09	31	40
18	HAFEZA SUMAYYA ALTAF P	09	40	49
19	JAIBHIM SUBHASH	08	35	43
20	ROSHANI ASHOK	08	32	40
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ADD-ON COURSE ON KARYALAYIN HINDI

QUESTION PAPER

Time: 2 Hours
Marks: 40

Maximum

- I) निम्नलिखित प्रश्नों में से किन्हीं दो के संक्षेप में उत्तर लिखिए। 5x2=10
- 1) कार्यालयों में उपयोग होने वाली हिन्दी का स्वरूप बताइए।
 - 2) हिन्दी में स्वर कितने होते हैं? उदाहर के साथ व्यक्त कीजिए।
 - 3) हिन्दी में व्यक्त एक व्यंजन को उदाहरण देकर लिखिए।
- II) निम्नलिखित प्रश्नों में से किन्हीं दो के उत्तर लिखिए 10x2=20
- 1) समाचार पत्र के प्रकार तथा उसके स्वरूप को व्यक्त कीजिए।
 - 2) सरकारी पत्र का स्वरूप एवं उसका उद्देश लिखिए।
 - 3) राजभाषा हिन्दी का महत्व लिखिए।
- III) निम्नलिखित में से किन्हीं दो पर टिप्पणी लिखिए। 5x2=10
- 1) भारतीय संविधान में 'हिन्दी' इसे अपने शब्दों में लिखिए।
 - 2) हिन्दी का कार्यालय में उपयोग को समझाईए।
 - 3) आज के युग में हिन्दी का महत्व क्या है?
-

ADD-ON COURSE ON KARYALAYIN HINDI

INTERNAL QUESTION PAPER

Time: 1 Hours

Marks: 10

Maximum

I) निम्नलिखित प्रश्नों में से किन्ही दो के संक्षेप में उत्तर लिखिए

5x2=10

- 1) केंद्र सरका के कार्यालय में पत्राचार के प्रकार लिखिए।
 - 2) राजभाषा हिन्दी का महत्व व उपयोग अपने शब्दों में लिखिए।
 - 3) प्रभावशाली रूप से पत्र लिखने का नियम को लिखिए।
-

निम्नलिखित में से संक्षेप में उत्तर
लिखिए $5 \times 2 = 10$

२१ हिन्दी में स्वर कितने होते हैं ? उदाहरण के साथ व्यंजन की मदद

स्वर :- जिन वर्णों का स्वतंत्र उच्चारण किया जा सके या जिन ध्वनियों के उच्चारण के समय हवा बिना किसी रुकावट के निकलती है, वे स्वर कहलाते हैं।

जैसे :- अ, आ, इ, ई, उ, ऊ, ऋ, ए, ऐ, ओ, औ, आँ।

यहाँ उल्लेखनीय है कि 'ऋ' हिन्दी में उच्चारण की दृष्टि से स्वर नहीं है, लेखन की दृष्टि से 'ऋ' स्वर है।

स्वर में तीन प्रकार हैं।

- ५ ह्रस्व स्वर
- २६ दीर्घ स्वर
- ३६ जंति स्वर

H.K.E. SOCIETY'S

ESTD : 1960



ಬಿ.ವಿ. ಭೂಮರಡ್ಡಿ ಕಲಾ, ವಿಜ್ಞಾನ ಹಾಗೂ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ, ಬೀದರ
B.V. BHOMARADDI COLLEGE OF ARTS, SCIENCE & COMMERCE, BIDAR
(Affiliated to Gulbarga University, Kalaburagi)


Department of _____

CERTIFICATE

This is to certify that Kum./Kumari SUNIL GOVIND RATHOD of
BA IIIrd Sem Bearing Register No. / Roll No. 91910062 has
Successfully completed add-on Course/Certificate course in KARYAALAYIN TINDI
during the academic year 2019..2020.....


Head of the Dept.


IQAC Co-ordinator


Principal