



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



DEPARTMENT OF HINDI

ADD-ONCOURSE ON 'KARYALAYIN HINDI'

'कार्यालयीन हिन्दी'

2018-19

Course Co-ordinator

Prof. Ganpatrao Gayekvad
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



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 Huhi 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

(REFERENCES) 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 Visit

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

H.O.D.

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**Meeting minutes for Institutional Board of Studies for Add-on Course on
Introduction to 'Karyalayin Hindi' held on 31 Dec 2018**

The institutional Board of Studies of the Dept of Hindi for the add-on course on
Introduction to 'Karyalayin Hindi' held on 31 Dec 2018

Sl.No.	Name	Institute	Designation
1	Prof. Ganpatrao Gayekvad	H.O.D. Hindi B.V.B.College, Bidar	Member
2	Dr.Dr. Deepa Raga	Dept. of Hindi B.V.B. College, Bidar	Member
3	Prof. Rajkumar Rathod	H.O.D. Hindi Kaviratna Kaalidas College, Bidar	External Member
4	Prof. Kalpana	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 Prof. Ganpatrao Gayekvad, Head of the Department of Hindi present.

The following members were present in the meeting

Name of the Member of BOS

1. Prof. Ganpatrao Gayekvad

2. Dr. Deepa Raga

3. Dr. Rajkumar Rathod

4. Prof Kalpana

Signature



Date: 23-12-18

To,
The Principal
B V Bhoomaraddi College of Arts, Science and Commerce.
Bidar 585403

Sub: Request to grant permission to Add-on course on 'Karyalayin Hindi' from the academic year 2018-19: Reg.

Respected Sir,

We would like to start the add-on course on "Add-on course on Karyalayin Hindi" from the academic year 2018-19 with intake of 30 students. Please permit us to start the add-on course and do the needful.

Thanking You.

Permission is granted
W. S. G. S. G.

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DEPARTMENT OF HINDI
ADD-ON COURSE ON 'KARYALAYIN HINDI'
Enrolment List - 2018-19

SL No	NAME OF THE STUDENT	Signature
1	SUNIL SHIVAJI	Sunil
2	SUSHMA BASWARAJ	Sushma
3	ASHARANI SHUBHASH	Asu
4	RAJU NAAGESH	Raju
5	LAXMAN VITHAL	Lax
6	PAVAN KAMLAKAR	Pavan
7	SHREELTA GOPAL REDDY	Shre
8	RANEMMA RAVI	Ranem
9	PREETI RAJKUMAR	Preeti
10	RADHA HARIDAS	Radha
11	SACHIN ARJUN	Sachin
12	AMBIKA SANJY	Ambika
13	NILKANTH RAVI	Nilkanth
14	MEERABAI JAISHING	Meerabai
15	SAVITABAI VAJJINATH	Savitabai
16	POORNIMA JAGNATH	Poornima
17	MURHARI BHAGVAAN	Murhari
18	SANTOSH KASHINATH	Santosh
19	AMBIKA NAGESH	Ambika
20	ASHWINI GUNDAPPA	Ashwini
21	VENKAT D	Venkat
22	BASWARAJ R	Baswaraj
23	BHARAT VAJJINATH	Bharat
24	SHIVANNA RAMESH	Shivanna
25	PRIYANKA HANMANTH	Priyanka

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हेदराबाद कर्नाटक शिक्षण संस्था


बी. व्ही. भूमरेड्डी कला, वाणिज्या तथा विज्ञान महाविद्यालय
बिदर ५८५४०३



दिनांक 01-01-19

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 04-01-19 से किया जा रहा है। इच्छुक छात्र-छात्राएँ हिन्दी विभाग में आकार दिनांक 02-01-19 से पहले अपना नाम लिखवा सकते हैं। अधिक जानकारी के लिए विभाग अध्यक्ष से संपर्क करे


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हैदराबाद कर्नाटक शिक्षण संस्था


बी. व्ही. भूमरेड्डी कला, वाणिज्य तथा विज्ञान महाविद्यालय
बिदर ५८५४०३




दिनांक 20-03-19

सूचना

सभी छात्र-छात्राओं को सूचित किया जाता है की, 'कार्यालयीन हिन्दी' 'एड-ऑन कोर्स' की परीक्षा दिनांक 25-03-19 को समय सुबह 10 बजे से लेकर दोपहर 12 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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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: 31-12-18

Start Date of the Course: 04-01-19

End Date of the Course: 15-03-19

The Department of Hindi has conducted Add-on course on KARYALAYIN HINDI for the students of BA from 04-01-19 TO 15-03-19

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

ADD-ON COURSE ON KARYALAYIN HINDI

QUESTION PAPER

Time: 2 Hours

Maximum Marks: 40

- 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) सरकारी पत्र का स्वरूप एवं उसका उद्देश लिखिए।
 - 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) हिन्दी में स्वर कितने होते हैं? उदाहर के साथ व्यक्त कीजिए।
 - 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?
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Department of Hindi

ADD-ON COURSE ON KARYALAYIN HINDI

INTERNAL QUESTION PAPER

Time: 1 Hours

Maximum Marks: 10

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

5x2=10

- 1) राजभाषा हिन्दी का महत्व अपने शब्दों में लिखिए।
 - 2) प्रभावशाली पत्र के स्वरूप को लिखिए।
 - 3) सरकारी पत्राचार के प्रकार लिखिए।
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**ADD-ON COURSE – 'KARYALAYIN HINDI'
2018-19
Marks List**

Sl.No.	Name of the Students	Internal Obtained Marks Out of 10	Theory Obtained Marks Out of 40	Total	Percentage
1	SUNIL SHIVAJI	09	34	44	87%
2	SUSHMA BASWARAJ	10	35	46	93%
3	ASHARANI SUBHASH	08	30	38	76%
4	RAJU NAAGESH	10	38	48	96%
5	LAXMAN VITHAL	10	35	45	90%
6	PAVAN KAMLAKAR	10	32	42	84%
7	SHREELTA GOPAL REDDY	09	30	39	78%
8	RANEMMA RAVI	10	33	43	86%
9	PREETI RAJKUMAR	10	33	43	86%
10	RADHA HARIDAS	09	31	40	82%
11	SACHIN ARJUN	10	30	40	80%
12	AMBIKA SANJY	10	26	35	71%
13	NILKATH RAVI	09	30	39	76%
14	MEERABAI JAISHING	10	33	43	86%
15	SAVITABAI VAIJINATH	09	31	40	80%
16	POORNIMA JAGNATH	10	38	48	96%
17	MURHARI BHAGVAAN	10	34	44	88%
18	SANTOSH KASHINATH	10	37	48	95%
19	AMBIKA NAGESH	09	35	44	88%
20	ASHWINI GUNDAPPA	10	34	44	88%
21	VENKAT D	10	35	45	90%
22	BASWARAJ R	09	35	44	88%
23	BHARAT VAIJINATH	10	38	48	96%

24	SHIVANNA RAMESH	09	39	48	96%
25	PRIYANKA HANMANT	09	37	46	90%



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

ATTENDANCE 2018-19

SL.No	NAME OF THE STUDENT	D A T E									
		04	05	06	11	12	13	18	17	20	25
		01-19	01-19	01-19	01-19	01-19	01-19	01-19	01-19	01-19	01-19
1	SUNIL SHIVAJI	P	P	P	P	P	P	P	P	P	P
2	SUSHMA BASWARAJ	P	P	P	P	P	P	P	P	P	P
3	ASHARANI SHUBHASH	P	P	P	P	P	P	P	P	P	P
4	RAJU NAAGESH	P	P	P	P	P	P	P	P	P	P
	LAXMAN VITHAL	P	P	P	P	P	P	P	P	P	P
6	PAVAN KAMLAKAR	P	P	P	P	P	P	P	P	P	P
7	SHREELTA GOPAL REDDY	P	P	P	P	P	P	P	P	P	P
8	RANEMMA RAVI	P	P	P	P	P	P	P	P	P	P
9	PREETI RAJKUMAR	P	P	P	P	P	P	P	P	P	P
10	RADHA HARIDAS	P	P	P	P	P	P	P	P	P	P
11	SACHIN ARJUN	P	P	P	P	P	P	P	P	P	P
12	AMBIKA SANJY	A	P	P	P	P	P	P	P	P	P
13	NILKANTH RAVI	P	P	P	P	P	P	P	P	P	P
14	MEERABAI JAISHING	P	P	P	P	P	P	P	P	P	P
15	SAVITABAI VAJJINATH	P	P	P	P	P	P	P	P	P	P
16	POORNIMA JAGNATH	P	P	P	P	P	P	P	P	P	P
17	MURHARI BHAGVAAN	P	P	P	P	P	P	P	P	P	P
18	SANTOSH KASHINATH	P	P	P	P	P	P	P	P	P	P
19	AMBIKA NAGESH	P	P	P	P	P	P	P	P	P	P
20	ASHWINI GUNDAPPA	P	P	P	P	P	P	P	P	P	P
21	VENKAT D	P	P	P	P	P	P	P	P	P	P
22	BASWARAJ R	P	P	P	P	P	P	P	P	P	P
23	BHARAT VAJJINATH	P	P	P	P	P	P	P	P	P	P
24	SHIVANNA RAMESH	P	P	P	P	P	P	P	P	P	P
25	PRIYANKA HANMANATH	P	P	P	P	P	P	P	P	P	P
Signature of Faculty											

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A.V. BHOOMARADDI COLLEGE OF ARTS, SCIENCE & COMMERCE, BIDAR
(Affiliated to Gulbarga University, Kalaburagi)

Department of FINANCE

CERTIFICATE

This is to certify that Kum./Kumari Raju Rajesh of
Bearing Register No. / Roll No. 105 has

Successfully completed add-on Course/Certificate course in Kanopy in Hindi
during the academic year 2018...2019.....


Head of the Dept.


IQAC Co-ordinator


Principal