

Programme	<b>B.A HINDI LANGUAGE AND LITERATURE HONOURS</b>				
Course Title	<b>BANKING HINDI</b>				
Type of Course	<b>MINOR (FUNCTIONAL HINDI III)</b>				
Semester	<b>I</b>				
Academic Level	100 - 199				
Course Details	Credit	Lecture per week	Tutorial per week	Practical per week	Total Hours
	4	4	-		60
Pre-requisites	Basic knowledge of computer, Hindi Language.				
Course Summary	Equip the students to enhance their theoretical and practical wisdom to comprehend the regional requirements and contribute to the development of the society and economy. This course explores employment opportunities in Hindi				

**Course Outcomes:**

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Learn the different functions of Bank	U	C	Exams/quiz
CO2	Learn banking terminology	U	P	Seminar/Presentations
CO3	Equip the students to enhance their theoretical and practical wisdom to comprehend the regional requirements and contribute to the development of the society and economy	An	F	Exams/Home assignments
CO4	Illustrate the use of Hindi in Banking Sector	An	C	Seminar presentation/Group works
CO5	Awareness in Banking Correspondences	U	P	Assignments
CO6	Familiarize with the vocabulary and language of Business Hindi	Ap	P	Group Works, Seminar
* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C) # - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)				

**Detailed Syllabus:**

Module	Unit	Content	Hrs. (48 +12 =60)	Marks (70)
<b>I</b>	<b>Introduction to Banking</b>		<b>12</b>	<b>10</b>
	1	Meaning and types of Banking	2	
	2	Services of Banks, General utility services of Banks-conventional services-locker, references, compliance, mutual fund, capital market, guarantee for foreign trade	2	
	3	Functions of bank.	2	
	4	Housing Loans, Vehicle Loans, Personal Loans and Education Loans.	2	
	5	Computation of interest-fixed rate and floating rate. EMI- value added services	2	
	6	Technology in banking, E-banking	2	
<b>II</b>	<b>Language</b>		<b>12</b>	<b>20</b>
	7	Banking Language	2	
	8	Types of banking language	2	
	9	Indian Constitution and Official Language	2	
	10	Official Language policy	2	
	11	Official Language implementation	2	
	12	Official Language policy in banking sector	2	
<b>III</b>	<b>Banking correspondences</b>		<b>12</b>	<b>20</b>
	13	Correspondence detention, types, business correspondence	3	
	14	Official/Semi-official letters	2	
	15	Office order, Endorsement, Office Memorandum, Office Circular and Advertisements	3	
	16	Business letters, types, Principles, formats	2	
	17	Communication with online/offline media	2	
<b>IV</b>	<b>Banking terminology</b>		<b>12</b>	<b>20</b>
	18	Dictionary, definition, types, importance	3	
	19	50 Important English-Hindi /Hindi –English banking terms	2	
	20	Unicode tankan practice	3	
	21	Usage of Hindi in branch and offices	2	
	22	Benefits of Hindi language in Banking sector and emoluments for its usage	2	
<b>V</b>	<b>Open Ended/Suggested Topic</b>		<b>12</b>	
	1	Presentation of an interview with a bank manager about the functions of a bank		
	2	Role play of a bank in the classroom. Students can prepare a short note about banking system.		
	3	Or the concerned faculty can opt a topic with prior permission from UGBOS Hindi.		

**Banking Hindi - Dr. Sindhu.S.L, Dr. P.K Prathibha, Dr. Meera.P.I, (Ed), Vani Prakashan, New Delhi**

Reference:

1. Ramesh Yadav Dr, Praudyogiki Banking Aur Hindi, Hindi book centre
2. Dr. Satish kumar saha, Bharateey banking pranali E Book, SBPD publications
3. <https://chti.rajbhasha.gov.in/pdf/Banking>
4. <https://rbi.org.in/hindi/Upload/content/PDFs/114MC250713A.pdf>
5. Ramesh Yadav Dr, Praudyogiki Banking Aur Hindi, Hindi Book Center
6. Banking Siddhant evam Vyavahar, Taxman Publications
7. B Singh and Omprakash Agarwal, Vyavaharik Banking Patrachar, Jain book agency
8. <https://www.indianbank.in/departments/rajbhasha/>
9. Kamlesh Manchand,- Bharateey banking mein Rajbhasha ka mahatva, <https://monomousumi.com/>
10. [https://rajbhasha.gov.in/hi/Hindi\\_selected\\_list\\_of\\_books](https://rajbhasha.gov.in/hi/Hindi_selected_list_of_books)
11. Singh, Ram Adhar. 1982. An Introduction to Lexicography. Mysore: Central Institute of Indian Languages
12. <https://chti.rajbhasha.gov.in/pdf/Banking>

**Mapping of COs with PSOs and POs:**

	PSO 1	PS O2	PS O3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7
C O 1	1	-	-	-	-	-	-	2	-	-	2	-	-	-	-	-	1
C O 2	-	2	-	-	-	-	-	-	3	-	1	2	-	-	-	-	-
C O 3	-	-	-	3	-	-	-	-	2	-	-	-	2	-	-	3	-

C O 4	-	-	-	-	2	-	-	2	3	-	-	-	2	1	-	-	-
C O 5	1	-	-	-	-	-	-	3	3	-	-	-	3	2	-	-	-
C O 6	-	-	-	-	3	-	-	2	-	-	-	-	2	3	-	-	-

**Correlation Levels:**

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

**Assessment Rubrics:**

- Quiz / Assignment/ Quiz/ Discussion / Seminar
- Midterm Exam
- Programming Assignments (20%)
- Final Exam (70%)
- **Mapping of COs to Assessment Rubrics:**

	Internal Exam	Assignment	Project Evaluation/Seminar	End Semester Examinations
CO 1	✓			✓
CO 2			✓	✓
CO 3		✓	✓	✓
CO 4			✓	✓
CO 5		✓		✓
CO 6			✓	