

Programme	B.A HINDI LANGUAGE AND LITERATURE HONOURS				
Course Title	BANKING HINDI				
Type of Course	MINOR (FUNCTIONAL HINDI III)				
Semester	I				
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)
I	Introduction to Banking		12	10
	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	
II	Language		12	20
	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	
III	Banking correspondences		12	20
	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	
IV	Banking terminology		12	20
	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	
V	Open Ended/Suggested Topic		12	
	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
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	PSO 2	PSO 3	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
CO 1	1	-	-	-	-	-	-	2	-	-	2	-	-	-	-	-	1
CO 2	-	2	-	-	-	-	-	-	3	-	1	2	-	-	-	-	-
CO 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			✓	

Programme	B.A HINDI LANGUAGE AND LITERATURE HONOURS				
Course Title	VYAVASAYIK HINDI (BUSINESS HINDI)				
Type of Course	MINOR (FUNCTIONAL HINDI III)				
Semester	II				
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	Understand communication techniques of Hindi in the fields of Business. This course explores employment opportunities in Hindi.				

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understand communication techniques of Hindi in the fields of Business	U	C	Exams/quiz
CO2	Understand the scope of communication in the field of business	An	P	Seminar/Presentations
CO3	Apply different types of communication techniques	An	F	Exams/Home assignments
CO4	Put into practice the theoretical, practical and performative elements within the learning of language	An	C	Seminar presentation/Group works
CO5	Apply language to everyday realities of life and living.	An	P	Assignments
CO6	To demonstrate his/her ability to write error free business communication	Ap	P	Practical/observation of practical skills
* - 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
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				(70)
I	Communication		13	13
	1	Communication- Definition	2	
	2	Process of Communication	2	
	3	Types of Communication	3	
	4	Linguistic Communication, Written Communication	2	
	5	Various Forms of Written Communication	2	
	6	Principles of Communication	1	
	7	Communication barriers	1	
II	Business Communication		14	22
	8	Business Communication	2	
	9	Business Hindi	2	
	10	Business Letters	2	
	11	Nature and Principles of Business Letter Writing	2	
	12	Language of Business Letters Essentials of Business Letters	2	
	13	Importance of Business Correspondence and Qualities of Business Letters, Objectives of Business Letters	2	
	14	Types of Business Letters, Business and Official Letters	2	
		Major Business Communications	11	16
III	15	Agency Letter, Advertisement Letter,	3	
	16	Enquiry Letter, Purchase Order Letter	2	
	17	Reference Letter	2	
	18	Complaint Letter	2	
	19	Payment related Letter	2	
IV		Other Communications	10	19
	20	Bank Letter, Insurance Letter	4	
	21	Business Memos, Business Circulars and Business Notices,	4	
	22	Business Communication with Media through News Release	2	
		Open Ended		
	Employment Communications and Basic Language Skills		12	
	1	Employment Messages, Resume writing		
	2	Group Discussion ,Interview Techniques		

3	Effective Listening Skills	
4	Types of Listening, Barriers to Effective Listening, Ways to overcome the Barriers	
5	Reading Skill ,Writing Skill, Speeches, Debates, Discussions	
6	Seminar presentation of the students on innovative ideas of small-scale business	
7	Interview with successful business persons	
8	Discussion on new generation business ideas	
	OR The faculty can suggest the topic with prior permission from UGBOS Hindi.	

Prescribed Text

VYAVASAYIK HINDI (BUSINESS HINDI), Dr.SINDHU.S.L , Dr. P.K PRATHIBHA., Dr.T.A.ANAND, Dr. MEERA.P.I, JAYESH .P.NAIR, (ED) „Radhakrishna Prakashan,NewDelhi.

Reference books:

- 1.Kailashchandrbhatiya-Prayojanmoolak Hindi Prakriya aur Swaroop, Takshshila Prakashan, New Delhi
 - 2.Dr. Vinod Godre-Prayojanmoolak Hindi, Vani prakashan, NewDelhi
 - 3.Dr. Anoopchand Bhayani -Vyavasaayik sampreshan – Rajpal& Sons Kashmiri Gate, Delhi
 - 4.Dr. Kailashanath Pandey -Karyalayeeeya Hindi — Prabhat Prakashan, New Delhi
 - 5- Madhav Sontakke-.Prayojanmoolak Hindi – Prayukti aur Anuvaad– Vaniprakasha
 - 6.Ramkishor Sharma-Vyavaharik Hindi, Lokbharathi Prakashan
 - 7.Paramanand Gupt-Vyavaharik Hindi, Vidyamandir Bag
- https://chti.rajbhasha.gov.in/pdf/pragya_pathmala2.pdf
- <https://nios.ac.in/media/documents/301-New/Book-2/L-20NF.pdf>
- <https://egyankosh.ac.in/bitstream/123456789/56335/1/B-1U-3.pdf>

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	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8	PSO 9	PSO 10	PO1	PO2	PO3	PO4	PO5	PO6	PO7
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CO 3	3	3	-	3	-	-	-	3	1	1	3	2	3	-	-	3	3
CO 4	3	3	2	-	3	-	-	3	-	1	-	3	3	-	-	3	2
CO 5	3	3	1	-	3	-	-	2	-	1	3	3	3	-	-	3	2
CO 6	3	-	-	-	-	-	-	2	-	-	2	3	3	-	-	1	-

Correlation Levels:

Level	Correlation
-	Nil
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CO 2	✓	✓		✓
CO 3		✓		✓
CO 4		✓	✓	✓
CO 5				✓
CO 6			✓	✓