



केरल केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF KERALA

हिन्दी व तुलनात्मक साहित्य विभाग  
DEPARTMENT OF HINDI & COMPARATIVE LITERATURE  
TEJASWINI HILLS, PERIYA, KASARAGOD 671 320

CUK/HEAD/HINDI/ /19

Dated: 21.06.2019

Certificate course in Hindi for CUK Employees

Syllabus and Course details:

In a move to promote the use of Hindi across the country the Department of Hindi and Comparative Literature has developed a course with the aim to make Hindi easy and user friendly for everyday use. Those attending the course would shed their inhibition of using it as a communicating tool.

The course is divided into three modules:

1. Communicative Hindi
2. Hindi letter writing
3. Official language Hindi

The duration of the course is three months

The first module will make the participant conversant in the language and would empower to use it anywhere without any hesitation of fear. The staff members are requested to attend the course to qualify for the examination to secure the certificate thereby fulfilling their constitutional responsibility of complying with the official language act.

The classes would be held from 04.30 to 05.30 PM three days per week. Examination will be held after three months.

Course details:

Course code	Course Title	Hours	Credit	Modules
CCH 101	Certificate course in spoken Hindi and office proceedings	36 hours 3 months		i. Spoken Hindi a) Introduction to Spoken Hindi b) Conversation – Practice with action, visual media and discussion.
CCH 102	Hindi Letter writing			i. Official Letters ii. Demi official Letters iii. Business Letters iv. Requests and Complaints



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CCH 103	Official Language Hindi			<ol style="list-style-type: none"><li>1. Official language Hindi noting and drafting:<ol style="list-style-type: none"><li>i. Official terminology</li><li>ii. Routine Notings</li></ol></li><li>2. Important Rules pertaining to OL Implementation</li><li>3. Unicode and different drafts.</li></ol>
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Thanking you,  
Your's faithfully

Dr. (Prof). Sudha Balakrishnan  
Head, Dept. of Hindi & Comparative Literature