

**LORETO
COLLEGE
Department of**

Hindi

TIME PLAN 2024-25

Name of the teacher : Dr. Priyanka Kumari Singh
Initials : PKS

Teaching Objectives:

- To make students understand the various aspects of Hindi as the official language of India according to the Indian constitution.
- To help the students gain efficiency in writing official documents in Hindi.

**2nd Semester IDC Topic-
wise Time Plan**

Topics	Hours allotted	Topics (as per curriculum)	Teaching method	Learning outcome (output)	Assessment

<p>कार्यालयी हिंदी के प्रयोग का परिचय (Introduction to the application of Official form of Hindi)</p> <p>Theory-50 Tutorial- 25</p>	<p>75</p>	<p>1. आवेदन पत्र के प्रकार- शासकीय पत्र, अर्द्ध-शासकीय पत्र, कार्यालयी आदेश, परिपत्र, अधिसूचना, कार्यालयी ज्ञापन, निविदा, टिप्पणी, मसौदा लेखन, व्यावसायिक पत्र-लेखन, प्रारूपण (Types of Official letters- Official letter, semi-official letter, office-order, circular, notification, office-memorandum, tender-writing, official note, drafting, commercial letter writing)</p> <p>2. संचार माध्यम (आकाशवाणी, दूरदर्शन, चलचित्र) की हिंदी और उसके प्रमुख लक्षण (Characteristics of Hindi used in mass-media platforms like television, radio and news)</p> <p>3. हिंदी में पारिभाषिक शब्द-निर्माण: प्रक्रिया एवं प्रस्तुति (Technical terminology in Hindi: Processes and Presentation)</p>	<p>Class lecture and document reading-writing sessions. Revisions.</p>	<p>To achieve a fervent understanding of official use of Hindi.</p>	<p>Class tests and home assignments</p>
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