APPENDIX – 26(S)
Part I – HINDI
UNIVERSITY OF MADRAS
(CBCS)
(Common for all U.G. & P.G. Five Year Integrated Courses effective from the Academic Year 2013-2014)

REVISED SYLLABUS
I YEAR – I SEMESTER CREDITS : 3

PART – I PAPER – I - PROSE, FUNCTIONAL HINDI & LETTER WRITING

I. PROSE (Detailed Study): HINDI GADHYA MALA
   Ed. by Dr. Syed Rahamathulla
   Poornima Prakashan
   4/7 Begum III Street
   Royapettah,
   Chennai – 14.

LESSEONs PRESCRIBED :

1. Sabhyata ka Rahasya
2. Mitrata
3. Yuuvavon sen
4. Paramanu Oorja evam Khadya Padarth Sanrakshan
5. Yougyata aur Vyavasay ka Chunav.

II. FUNCTIONAL HINDI & LETTER WRITING
   Students are expected to know the office and Business Procedures, Administrative
   and Business Correspondence.

1. General Correspondence:
   1. Personal Applications
   2. Leave Letters
   3. Letter to the Editor
   4. Opening an A/C
   5. Application for Withdrawl
   6. Transfer of an A/C
   7. Missing of Pass Book / Cheque Leaf
   8. Complaints
   9. Ordering for Books
   10. Enquiry
III. OFFICIAL CORRESPONDENCE:

1. Government Order
2. Demi Official Letter
3. Circular
4. Memo
5. Official Memo
6. Notification
7. Resolution
8. Notice

BOOKS FOR REFERENCE:

1. Karyalayeen Tippaniya: Kendriya Hindi Sansthan, Agra
2. Prayojan Moolak Hindi: Dr. Syed Rahamathulla
   Poornima Prakashan
   4/7, Begum III Street
   Royapetthah, Chennai – 14.
UNITISED SYLLABUS

UNIT – I

1. Sabhyata ka Rahasya
2. Personal Applications
3. Leave Letters
4. Government Order
5. Administrative Terminology Hindi to English (25 Words)

UNIT - II

1. Mitrata
2. Letter to the Editor
3. Opening an A/C
4. Demi Official Letter
5. Administrative Terminology English to Hindi (25 Words)

UNIT-III

1. Yuvavon Se
2. Application for Withdrawal
3. Circular
4. Memo
5. Administrative Terminology Hindi to English (25 Words)

UNIT-IV

1. Paramanu Oorja evam Khadya Padarth Sanrakshan
2. Transfer of an A/C
3. Missing of Pass Book / Cheque Leaf
4. Official Memo
5. Administrative Terminology English to Hindi (25 Words)

UNIT-V

1. Yougyata aur Vyavasay ka Chunav
2. Complaints
3. Ordering for Books
4. Notification
5. Official Noting Hindi to English (25 words)

UNIT-VI

1. Enquiry
2. Resolution
3. Notice
4. Official Noting English to Hindi (25 words)
UNIVERSITY OF MADRAS
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I YEAR – I SEMESTER CREDITS - 3

PART – I : PAPER – I - PROSE, FUNCTIONAL HINDI & LETTER WRITING

QUESTION PAPER PATTERN

Time : 3 Hours
Maximum Marks : 75

SECTION – A (5x3= 15)
I. Answer any 5 out of 8 Questions . Answer in 50 Words
   i) 1 to 4 from Prose
   ii) 5 to 8 from Functional Hindi

5) Equivalent Administrative Terminology six from English to Hindi
6) Equivalent Administrative Terminology six from Hindi to English
7) Equivalent Official Phrases three out of five from English to Hindi
8) Equivalent Official Phrases three out of five from Hindi to English

SECTION – B ( in 200 words )(3x5= 15)

II. a) Three Annotations out of Five (3x5 = 15)
(Q. No.9 to 13 annotations from Prose only)
b) One Question from out of two (1x5 = 5)
(Q. No.14 to 15)
(Definition and references of official letter i.e., D.O., Circular, Order, Memo, Notification, Resolution, Notice Etc.)

SECTION C (4X 10 = 40)
III. Answer in 500 Words

a) Two essays out of Three from Prose (2x10 = 20)
(Q. No. 16 to 18)
b) Two Letter out of Three (2x10 =20)
(Q. No.19 to 21)
(From General Correspondence i.e. Personal Applications, Leave Letters, Letter to Editor, Opening an A/C, Application for withdrawal, Transfer of an account, Missing of Pass Book/Cheque leaf, Insurance Letters, Ordering Books, Enquiry, Complaints, Exchange, Damages etc.)
UNIVERSITY OF MADRAS
Part I – HINDI
(CBCS)
(Common for all U.G. & P.G. Five Year Integrated Courses effective from the Academic Year 2013-2014)

REVISED SYLLABUS
I YEAR – II SEMESTER CREDITS : 3

PART – I PAPER – II – ONE ACT PLAY, SHORT STORY & TRANSLATION

I. ONE ACT PLAY  (Detailed Study): AATH EKANKI
   Edited By:
   Devendra Raj Ankur, Mahesh Aanand
   Vani prakashan
   4695, 21-A Dariyagunj,
   New Delhi – 110 002

LESSONS PRESCRIBED :
1. Aurangazeb ki Aakhari Raat
2. Laksmi Ka Swagat
3. Basant Ritu ka Naatak
4. Bahut Bada Sawal

II. SHORT STORIES  (Non-Detailed Study): SWARNA MANJARI
   Edited by:
   Dr. Chitti. Annapurna
   Rajeswari Publications
   21/3, Mothilal Street, (Opp. Ranganathan Street),
   T. Nagar, Chennai – 600 017.

LESSONS PRESCRIBED :
1. Mukthidhan
2. Mithayeewala
3. Seb aur Dev
4. Vivah ki Teen Kathayen

III. TRANSLATION PRACTICE  : (English to Hindi)
   BOOKS FOR REFERENCE :
   1. Prayojan Moolak Hindi : Dr. Syed Rahamathulla
      Poornima Prakashan
      4/7, Begum III Street
      Royapetta, Chennai – 14.

   2. Anuvad Abhyas Part III : Dakshin Bharat Hindi Prachar Sabha
      T. Nagar, Chennai -17.
UNITISED SYLLABUS

UNIT – I
1. Auranzeb ki Aakhiri Raat
2. Mukhidhan
3. Practice of Annotation Writing
4. Practice of Summary and Literary evaluation Writing

UNIT – II
1. Laksmi ka Swagat
2. Mithayeewala
3. Practice of Annotation Writing
4. Practice of Summary and Literary evaluation Writing

UNIT-III
1. Basant Ritu ka Natak
2. Seb Aur Dev
3. Practice of Annotation Writing
4. Practice of Summary and Literary evaluation Writing

UNIT-IV
1. Bahut Bada Sawal
2. Vivah ki Teen Kathayen
3. Practice of Annotation Writing
4. Practice of Summary and Literary evaluation Writing

UNIT-V
1. Translation Practice. (English to Hindi)
UNIVERSITY OF MADRAS  
Part I – HINDI  
(CBCS)  
(Common for all U.G. & P.G. Five Year Integrated Courses effective  
from the Academic Year 2013-2014)  

I YEAR – II SEMESTER CREDITS - 3  
PART – I : PAPER – II – ONE ACT PLAY, SHORT STORY & TRANSLATION  

QUESTION PAPER PATTERN  

Time : 3 Hours  
Maximum Marks : 75  

SECTION – A (5x3 = 15)  
I. Answer any 5 out of 8 Questions. Answer in 50 Words  
i) 1 to 4 from One Act Play  
ii) 5 to 8 from Short Stories  

SECTION – B (in 200 words) (3x5 = 15)  
II.  
a) Three Annotations out of Five (3x5 = 15)  
(Q. No.9 to 13 annotations from One Act Play only)  
b) One Question out of two (1x5 = 5)  
(Q. No.14 to 15)  
(One characteristic out of two from short stories)  

SECTION C (4X 10 = 40)  
III. Answer in 500 Words  
a) Literary Evaluation of One Act Play -2 out of 3 (2x10 = 20)  
(Q. No. 16 to 18)  
b) Literary Evaluation of Short Story 1 out of 2 (2x10 =20)  
(Q. No.19 to 20)  
c) One Translation passage from English to Hindi (1x10=10)  
(Q. No. 21)  
