

**ANNAMALAI UNIVERSITY**  
**PART-I HINDI (COMMON FOR ALL UG DEGREE COURSES)**  
**UNDER CBCS**  
**(2022-2023)**  
**FIRST SEMESTER – HINDI PAPER I**

**Name of the course/subject: Hindi**

**Semester: I**

**Name of the Paper: Hindi Paper- I**

**Credits: 4**

**Hours of teaching: 90**

**Paper type: Language**

**Course Objectives**

To appreciate Hindi Language and Literature

- 1) To know the rules of Hindi grammar and its applications
- 2) To develop effective communication skills
- 3) To develop skills of translation and business correspondence
- 4) To develop an in-depth knowledge of human life and to imbibe moral values through the writings of great authors

**SYLLABUS AND BOOKS PRESCRIBED**

**I PROSE**

(Gadya Nikash- Ed. Dr. Shaik Abdul Wahab, Sanrachna Prakashan, Allahabad)

- 1) Yuvavastha – Pratapnarayan, Misra
- 2) Lobh - Mahaveer Prasad, Dwivedi
- 3) Sabhyata ka Rahasya - Premchand
- 4) Bharat Ek Hai - Ramdhaari Singh Dinakar
- 5) Krantikari Ki Katha - Harishankar Parsayee

**II APPLIED GRAMMAR**

Students are expected to know the various rules and applications of Hindi grammar

- 1) Noun
- 2) Pronoun
- 3) Tenses
- 4) Number (Vachan)
- 5) Causal verb (Preranarthak kriya)

**III LETTER WRITING**

Personal and Business correspondence:

- 1) Letter to Family members/Friend
- 2) Placing orders books
- 3) Letter of complaint
- 4) Advertisement
- 5) Business letters

**IV FUNCTIONAL HINDI: ADMINISTRATIVE AND BUSINESS TERMINOLOGY**

Technical Terminology: Words and phrases from English to Hindi and vice versa  
[Prescribed terminology enclosed]

**V TRANSLATION PRACTICE**

English to Hindi

(Passages from Anuvad Abhyas –Part III, D.B. Hindi Prachar Sabha, Chennai-17)

**TEXT BOOK**

- 1) Gadya Nikash- Ed. Dr. Shaik Abdul Wahab, Sanrachna Prakashan, Allahabad

**BOOKS FOR REFERENCE**

- 1) Shaikshik Vyakaran aur Vyavaharik Hindi- Dr. Krishna Kumar Goswami- Aalekh Prakashan, Delhi
- 2) Hindi Vyakaran – Shastri & Apte, D.B.H Prachar Sabha, Chennai
- 3) Pramanik Alekhan Aur Tippan- Prof. Viraj, Rajpal & Sons, Kashmere Gate, Delhi
- 4) Glossary of Administrative Terminology, Ministry of HRD, New Delhi
- 5) Anuvad Abhyas –Part III, D.B. Hindi Prachar Sabha, Chennai-17

**COURSE OUTCOME**

- CO1. After having studied unit-1, the student will be able to know the origin and development of Hindi prose and appreciate Hindi language and literature.
- CO2. After having studied unit-2, the student will be able to apply the rules of Hindi grammar for effective communication.
- CO3. After having studied unit-3, the student will be able to write business correspondence effectively.
- CO4. After having studied unit-4, the student will be able to use the business and administrative terminology in accuracy in meaning.
- CO5. After having studied unit-5, the student will be able to translate the passages from English to Hindi efficiently.

**PRESCRIBED TERMINOLOGY :****ADMINISTRATIVE AND BUSINESS TERMINOLOGY****A) FOR UNIT – IV – ENGLISH TO HINDI and VICE VERSA**

ACCOUNTANT = लेखपाल; ACTING = कार्यकारी; ADMINISTRATOR = प्रशासक; ALLOTMENT = आबंटन; AUCTION = नीलाम; AUDITOR = लेखा परीक्षक; ALLOWANCE = भत्ता; BALANCE SHEET = तुलन पत्र; BROKER = दलाल; MANAGER = प्रबंधक; BEARER = धारक; CABINET = मंत्रिमंडल; CIRCULAR = परिपत्र; CLERK = लिपिक; CONTROLLER = नियंत्रक; CONSUMER = उपभोक्ता; COMMISSIONER = आयुक्त; CASHIER = रोकडिया; CUSTOMER = ग्राहक; DEBENTURE = ऋणपत्र; DIRECTOR = निदेशक; DOCUMENT = प्रलेख / दस्तावेज़; EDITOR = संपादक; ELECTION = चुनाव; EMPLOYMENT = रोज़गार; EXCHANGE = विनिमय; FUND = निधि; GOVERNOR = राज्यपाल; GRANT = अनुदान; GAZETTE = राजपत्र; INCOME TAX = आयकर; INSPECTOR = निरीक्षक; INSURANCE = बीमा; INVOICE = बीजक; MAYOR = महापौर; MINISTRY = मंत्रालय; PRIME MINISTER = प्रधान मंत्री; MINISTRY OF DEFENCE = रक्षा मंत्रालय; MINISTRY OF FINANCE = वित्त मंत्रालय; MINISTRY OF HOME = गृह मंत्रालय; MINISTRY OF HEALTH = स्वास्थ्य मंत्रालय; MINISTRY OF RAILWAYS = रेल मंत्रालय; MINISTRY OF EXTERNAL AFFAIRS = विदेश मंत्रालय; MINISTRY OF COMMERCE = वाणिज्य मंत्रालय; PARLIAMENT = संसद; PASSPORT = पारपत्र; QUALIFICATION = अर्हता / योग्यता; SECRETARY = सचिव; DEPUTY SECRETARY = उप सचिव; JOINT SECRETARY = संयुक्त सचिव; GENERAL SECRETARY = महा सचिव; SUPER TAX = अधिकर; TENDER = निविदा; TYPIST = टंकक; UNDERTAKING = उपक्रम; VICE CHANCELLOR = कुलपति; WHIP = सचेतक.

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**B)**

उपर्युक्त = ABOVE MENTIONED; तदनुसार = ACCORDINGLY; यथा प्रस्ताव अनुमोदित = APPROVED AS PROPOSED; यथा संभव = AS FAR AS POSSIBLE; के प्राधिकार से = BY AUTHORITY OF; पद के नाते = by VIRTUE OF OFFICE; अनुमोदनार्थ प्रारूप = DRAFT FOR APPROVAL; कार्रवाई शीघ्र करें = EXPEDITE ACTION; मुझे निदेश हुआ है = I AM DIRECTED TO; से परामर्श करके = IN CONSULTATION OF; अनुमति दी जाये = MAY BE PERMITTED; पक्ष-विपक्ष = PROS AND CONS; देख लिया, धन्यवाद = SEEN, THANKS; प्रमाणित किया जाता है = THIS IS TO CERTIFY; की सीमा तक = TO THE EXTENT OF; के बारे में = with REGARD TO; अवलोकनार्थ = FOR PERUSAL; सूचनार्थ = FOR INFORMATION; मार्गदर्शन के लिए = FOR GUIDANCE; हस्ताक्षर के लिए = FOR SIGNATURE; के आदेश से = BY ORDER; लागू होना = COME INTO FORCE; टिप्पणी के लिए = FOR COMMENTS; आज ही जारी करें = ISSUE TODAY; पालन करना = ABIDE BY; इस मामले / विषय में = IN THIS CASE / IN THIS INSTANCE.

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**ANNAMALAI UNIVERSITY I YEAR B.A. / B.SC. / B.COM / BBA/BCA**  
**FIRST SEMESTER – HINDI PAPER – I QUESTION PAPER PATTERN**

Time: 3 hours

Max marks: 75

**SECTION A (10x2=20 marks)**

Q.No.1 to Q.No.5 from Applied Grammar

Q.No.1 Number- 4 words

Q. No.2 Noun- 4 words

Q. No.3 Causal words- 4 words

Q. No.4 Spell check- 4 words

Q. No.5 Change of voice- 2 sentences

Q.No.6 to Q.No.10 - Short answer type questions from Prose

**SECTION B (5x5 =25 marks)**

Q.No.11 to Q.No. 13 Annotations from Prose (Either /Or Pattern)

Q.No.14 Technical words: English to Hindi and Hindi to English (5 out of 8 each)

Q.No.15 Technical Phrases: Hindi to English/ English to Hindi (Any 5 out of 8)

**SECTION C (3x10=30 marks)**

**Answer any 3 out of 5. Q.No.20 is compulsory to answer**

Q.No.16 Essay from Prose

Q.No.17 Essay from Prose

Q.No.18 Essay from Prose

Q.No.19 from Letter writing

Q.No.20 Translation of a passage from English to Hindi.