



## MAHATMA GANDHI UNIVERSITY, KERALA

### Abstract

Functional Hindi (Minor) - Third Semester - Modifications to the Course Outcomes, Course Content and pattern for End Semester Evaluation - Approved - Orders Issued.

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### ACA 16

No. 4600/ACA 16/2025/MGU

Priyadarsini Hills, Dated: 21.05.2025

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*Read:-* 1. U.O.No.5797/AC A16/2024/MGU, dated.27.06.2024.

2. Minutes of the meeting of the Expert Committee on Hindi (UG), held on 07.04.2025.

3. Orders of the Vice Chancellor under Section 10(17), Chapter III of the Mahatma Gandhi University Act 1985, dated. 15.05.2025.

### ORDER

The syllabi of various Honours Under Graduate Programmes coming under The MGU-UGP (Honours) Regulations, 2024, have been approved vide paper read as (1) above and published on the website of the University.

The Expert Committee on Hindi (UG), deliberated on modifying the Course Outcomes, Course Content and pattern for End Semester Evaluation of the DSC type course, **MG3DSCFHI200: ART OF LETTER WRITING**, in the **Third Semester** syllabus of **Functional Hindi (Minor)** and has submitted recommendations, vide paper read as (2) above.

**(Recommendations are attached as Annexure).**

Considering the urgency of the matter, sanction has been accorded by the Vice Chancellor, exercising the powers of the Academic Council vested upon him under Section 10(17), Chapter III of the Mahatma Gandhi University Act 1985, vide paper read as (3) above, to approve the aforementioned recommendations.

Hence, the **Course Outcomes, Course Content and pattern for End Semester Evaluation** of the said course in the **Third Semester** syllabus of **Functional Hindi (Minor)** stands modified to this extent.

Orders are issued accordingly.

MANOJ G

ASSISTANT REGISTRAR III  
(ACADEMIC)  
For REGISTRAR

Copy To

1. PS TO VC
2. PA to Registrar/CE
3. Convenor, Expert Committee, Hindi (UG)
4. JR 2 (Admin)/DR 2, AR 3 (Academic)
5. JR/DR/AR (Exam)
6. Tabulation/Academic Sections concerned
7. AC C1/AC C2 Sections
8. IT Cell 3/OQPM1Sections
9. PRO/IQAC/Records Sections
10. Stock File/File Copy

File No. 42656/AC A16-1/2025/AC A16

Forwarded / By Order

Section Officer

## ANNEXURE

### SEMESTER III

**Course Name : Art of Letter Writing**

**Course Code : MG3DSCFHI200**

#### **Course Outcomes**

CO. No.	Expected Course Outcome (Modified)	Learning Domains (Modified)	PO. No. (Modified)	Page No.
1	No Change	K	No Change	14
2		U		
3	Express high language competency in Hindi, enabling them to express administrative ideas accurately and persuasively, both in written and verbal communication.	A	4,5	
4	Cultivate critical thinking skills, enabling them to analyse information, make informed decisions and provide well reasoned recommendations in the process of administrative noting and drafting.	An	5,6	
5	Removed			
6				

#### **Course Content**

##### **Content for Classroom Transactions (Units)**

Module	Units	Course Description (Modified)	Hours (Modified)	CO. No. (Modified)	Page No.
1		No Change	No Change	1	15-16
	1.1			1	
	1.2			1	
	1.3			1	
	1.4			1	

2		No Change	No Change	2	15-16
	2.1			2	
	2.2			2	
	2.3			2	
	2.4			2	
	2.5			2	
	2.6	कार्यालय आदेश (उपर्युक्त सरकारी पात्रों का प्रारूप या नमूना तैयार करना)	12	2	
	2.7	Removed			
3		No Change	No Change	3	
	3.1			3	
	3.2			3	
	3.3			3	
	3.4			3	
	3.5			3	
	3.6			3	
	3.7			3	
	3.8	प्रेस नोट (उपर्युक्त प्रयुक्तियों का प्रारूप या नमूना तैयार करना )	12	3	
	3.9	Removed			
4		No Change	No Change	4	
	4.1			4	
	4.2			4	
	4.3			4	
	4.4	डाक-तार में प्रशासनिक शब्द डाक - तार से सम्बंधित पत्र (उपर्युक्त पत्रों का प्रारूप या नमूना तैयार करना विभिन्न शब्दों का समर्थन करने के लिए अभ्यास करना)	12	4	
	4.5	Removed			

## Mode of Assessment

<b>B. End Semester Evaluation (Modified)</b>				<b>Page No.</b>
<b>Total Marks: 70</b>		<b>Duration: 2 Hrs.</b>		16-17
Type of Questions		No. of Questions to be Answered	Total Marks	
Part - A	MCQ	10 out of 10 $10 \times 1 = 10$	10	
Part - B	Very short answer type questions	10 out of 12 $10 \times 2 = 20$	20	
Part - C	Short Answer type questions	6 out of 8 $6 \times 5 = 30$	30	
Part - D	Essay	1 out of 2 $1 \times 10 = 10$	10	