



MAHATMA GANDHI UNIVERSITY, KERALA

<u>Abstract</u>

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

ACA 16

No. 4600/ACA 16/2025/MGU

Priyadarsini Hills, Dated: 21.05.2025

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.

<u>ORDER</u>

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.

MANOJ G

ASSISTANT REGISTRAR III (ACADEMIC) For REGISTRAR

Сору То

- 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 | |
| 2 | No Change | U | No Change | |
| 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 | 14 |
| 5 | Domessed | | | |
| 6 | Removed | | | |

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 | |

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| $ \begin{array}{ c c c c } \hline 2.2 \\ 2.3 \\ 2.4 \\ 2.4 \\ 2.5 \\ \hline 2.5 \\ \hline 2.6 \\ 12 \\ 12.6 \\ 12 \\ 12.6 \\ 12 \\ 12.7 \\ \hline 2.6 \\ 12 \\ 12 \\ 12 \\ 12 \\ 12 \\ 12 \\ 12 \\ 1$ | 2 | | | | 2 | |
| 2.3 No Change 10 stange 2 2.4 2 2 2.5 nufera snikn (srufget weaking ungets weaking Hard sover) 12 2 2.6 anufera snikn (srufget weaking ungets weaking Hard sover) 12 2 2.7 Removed 3 3 3.1 3.2 3 3 3.3 No Change 3 3 3.4 3 3 3 3.4 No Change 3 3 3.4 No Change 3 3 3.6 3 3 3 3 3.6 3 3 3 3 3.8 jkt filz nemoved 3 3 3.8 jkt filz netword 4 4 4.1 No Change 4 4 4 4.2 No Change 4 4 4 4.3 sins - cit k ti kreatkin ung 4 4 4 4.4 Guady of | | 2.1 | | No Change | 2 | |
| $ \begin{array}{ c c c c c } \hline 2.4 & & & & & & & & & & & & & & & & & & &$ | | 2.2 | | | 2 | |
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| 2.6 कार्यालय आधेश (उपर्युक्त सरकारी पात्रों का प्रारुप या नमूत्ता तैयार करना) 12 2 3 3 3 3.1 3.1 3.2 No Change No Change 3.4 3.6 | | 2.4 | | | 2 | |
| 2.6 (उपर्युक्त सरकारी पात्रों का प्रारुप या नमूना तैयार करना) 12 2 3 2.7 Removed 3 3.1 3 3 3.1 3.2 No Change 3 3.3 No Change 3 3 3.4 3 3 3 3.4 3 3 3 3.5 3 3 3 3.6 3 3 3 3.7 VR नोट 3 3 3.8 प्रेस नोट 3 3 3.8 प्रेस नोट 3 12 3.8 प्रेस नोट 3 15-16 3.9 Removed 4 4 No Change 4 4.1 No Change 4 4.3 4 4 4.3 4 4 4.4 (3पर्युक पत्रो का प्रारुप 12 4 4.4 (3पर्युक पत्रो का प्रारुप 12 4 4.4 | | 2.5 | | | 2 | |
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| 3.2 No Change 3 3 3.4 3 3 3 3.4 3 3 3 3.5 3 3 3 3.6 3 3 3 3.6 3 3 3 3.6 3 3 3 3.7 प्रेस नोट (उपर्युक्त प्रयुक्तियों का प्रारुप या नमूना तैयार करना) 12 3 3.9 Removed 4 4.1 No Change 4 4.2 4 4 4.3 Isfo-clarge No Change 4 4.3 Isfo-clarge 4 4 4.3 Isfo-clarge 4 4 4.3 Isfo-clarge 4 4 4.4 (Straft पं प्रशासनिक शब्द i an प्रां नमूना तैयार करना दि पं प्र 3 12 4 4.4 (Straft an Reit an | J | 3.1 | - | | | |
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| 4.3 4 4.3 डाक-तार में प्रशासनिक शब्द डाक – तार से सम्बंधित पत्र (उपर्युक पत्रों का प्रारूप या नमूना तैयार करना विभिन्न शब्दों का समर्थन करने के लिए अभ्यास करना) 4 | | 4.1 | No Change | No Change | 4 | |
| डाक-तार में प्रशासनिक शब्द डाक – तार से सम्बंधित पत्र (उपर्युक पत्रों का प्रारूप 12 4 या नमूना तैयार करना विभिन्न शब्दों का समर्थन करने के लिए अभ्यास करना) | | 4.2 | | | 4 | |
| शब्द डाक – तार से सम्बंधित पत्र 4.4 (उपर्युक पत्रों का प्रारूप 12 4 या नमूना तैयार करना विभिन्न शब्दों का समर्थन करने के लिए अभ्यास करना) | | 4.3 | | | 4 | |
| 4.5 Removed | | | शब्द डाक – तार से सम्बंधित पत्र (उपर्युक पत्रों का प्रारूप या नमूना तैयार करना विभिन्न शब्दों का समर्थन करने के लिए अभ्यास करना) | | 4 | |
| | | 4.5 | Removed | | | |

Mode of Assessment

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