

Course Specification

Fields of Study: Hindi

1.	Code of the Course Unit	HIND 31724
2.	Title of the Course Unit	Hindi for Professional Purposes and Interdisciplinary Studies
3.	Number of Credits	4
4.	Type	Compulsory
5.	Coordinator of the Course Unit	Most senior lecturer of the relevant course unit
6.	Introduction This course unit is designed to develop professional skills (hard skills + soft skills) and confidence of undergraduates to adapt into work environments accordingly and to strengthen networking between undergraduates and industry/ other disciplines.	
7.	Pre-requisites	Not applicable
8.	Main objective of the course To develop professional skills and confidence of undergraduates to adapt into work environments accordingly	
9.	Expected/Intended Learning Outcomes (ILOs) At the completion of this course unit, the student will be able to: <ol style="list-style-type: none"> 1. Prepare and organize official letters, simple documents, news, reports in Hindi and emails, notices and invitations in Hindi/ English 2. Create a professional profile and organize CVs 3. Identify and develop soft skills, work ethics and professional conduct 4. Use ICT effectively to create a professional profile and develop professional skills 5. Analyze the importance and uses of Hindi language in different disciplines and fields of employment 6. Assess the use of registers and language in different disciplines 	
10.	Course Content: <ol style="list-style-type: none"> 1. Preparing official letters, simple documents, news, reports in Hindi and emails, notices and invitations in Hindi/ English 2. Preparing a professional profile and a curriculum vitae 3. Soft skills, work ethics and professional conduct 4. Importance and uses of Hindi in different disciplines and different fields of employment 5. Registers used in different disciplines 	

Week	Contents		Mode of Delivery / Way of Delivery (T/L Materials)	No. of Hrs	ILO No.	Integrated Skills/ Competencies
	Main Themes	Sub Themes				
1 st	1. Preparing official letters, simple documents, news, reports, emails, notices and invitations	Preparing official letters	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	1 3	Adaptability, interview skills, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving
	3. Soft skills, work ethics and professional conduct	Soft skills		2		
2 nd	1. Preparing official letters, simple documents, news, reports, emails, notices and invitations	Preparing notices (Hindi/ English)	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	1 4	ICT skills, adaptability, time management, communication skills, organizing, networking and social skills, collaboration, problem solving, creativity
		Preparing invitations (Hindi/ English)		2		
3 rd	1. Preparing official letters, simple documents, news, reports, emails, notices and invitations	Preparing emails (Hindi/ English)	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	1 3 4	ICT skills, adaptability, interview skills, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving, creativity
		3. Soft skills, work ethics and professional conduct		Soft skills	2	
4 th	2. Preparing a professional profile and a curriculum vitae	Main categories and concerns of a curriculum vitae	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	2 4 5	ICT skills, adaptability, interview skills, communication skills, organizing, work ethics
	4. Importance and uses of Hindi in different disciplines and different fields of employment	Introduction and general discussion		2		

5 th	3. Soft skills, work ethics and professional conduct	Work ethics and professional conduct (Guest lectures)	Lectures, guest lectures, discussions, workshops, activities, role plays, online learning materials, Computer Assisted Learning	2	3 5	ICT skills, adaptability, interview skills, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving, creativity
	4. Importance and uses of Hindi in different disciplines and different fields of employment	Importance and uses of Hindi in one discipline/ fields of employment (Guest lectures)		2		
	1. Preparing official letters, simple documents, news, reports, emails, notices and invitations	Preparing news	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	1 2 4	ICT skills, adaptability, interview skills, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving, creativity
	2. Preparing a professional profile and a curriculum vitae	Preparing a curriculum vitae		2		
6 th	1. Preparing official letters, simple documents, news, reports, emails, notices and invitations	Preparing reports	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	1 2 4	-Do-
	2. Preparing a professional profile and a curriculum vitae	Preparing a professional profile		2		
7 th	Continuous assessment	Activity		2		
	5. Registers used in different disciplines	Introduction and characteristics	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	5	Adaptability, communication skills, organizing, networking and social skills, problem solving

9 th	3. Soft skills, work ethics and professional conduct	Soft skills, work ethics and professional conduct (Guest lectures)	Lectures, guest lectures, discussions, workshops, activities, role plays, online learning materials, Computer Assisted Learning	2	3 5	ICT skills, adaptability, interview skills, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving, creativity
	4. Importance and uses of Hindi in different disciplines and different fields of employment	Importance and uses of Hindi in one discipline/ fields of employment (Guest lectures)		2		
10 th	1. Preparing official letters, simple documents, news, reports, emails, notices and invitations	Preparing official letters	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	1 5	Adaptability, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving, creativity
	5. Registers used in different disciplines	Registers used in other disciplines		2		
11 th	3. Soft skills, work ethics and professional conduct	Soft skills, work ethics and professional conduct (Guest lectures)	Lectures, guest lectures, discussions, workshops, activities, role plays, online learning materials, Computer Assisted Learning	2	3 5	ICT skills, adaptability, interview skills, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving, creativity
	4. Importance and uses of Hindi in different disciplines and different fields of employment	Importance and uses of Hindi in one discipline/ fields of employment (Guest lectures)		2		
12 th	2. Preparing a professional profile and a curriculum vitae	Presenting a professional profile/ cover letter	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2	2 4 5	-Do-
	5. Registers used in different disciplines	Registers used in other disciplines		2		

	13 th	3. Soft skills, work ethics and professional conduct 4. Importance and uses of Hindi in different disciplines and different fields of employment	Soft skills, work ethics and professional conduct (Guest lectures) Importance and uses of Hindi in one discipline/ fields of employment (Guest lectures)	Lectures, guest lectures, discussions, workshops, activities, role plays, online learning materials, Computer Assisted Learning	2 2	3 5	-Do-
	14 th	Continuous assessment	Role play		4		
	15 th	1. Preparing official letters, simple documents, news, reports, emails, notices and invitations 5. Registers used in different disciplines	Preparing simple documents Registers used in other disciplines	Lectures, discussions, activities, online learning materials, Computer Assisted Learning	2 2	1 5	Adaptability, interview skills, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving, creativity
11.	Number of Notional Hours:						
	1. Lecture Hours – 60		3. Self-study and Homework Preparation Hours – 70				
	2. Tutorial / Practical / Presentation Hours – 70		4. Hours for Field Surveys / Factory Visits / Social Activities – Expected if possible				
12.	Evaluation and Assessment:						
	In Course Evaluation (Mid Semester Evaluation) 20% - 40% from Total Marks Allocated						
	Activity- 10%, role-play- 10%, active participation- 10%						
	Expected soft skills to be evaluated through the continuous assessments:						
	ICT skills, adaptability, interview skills, time management, communication skills, organizing, work ethics, networking and social skills, collaboration, problem solving, creativity						
	End of Course Evaluation (End Semester Evaluation) 60% - 80% from Total Marks Allocated						
	Question Paper:						
	Answering a 3-hour question paper at the end of the first semester- 60%, presentation- 10%						

13.	<p>Recommended Readings:</p> <ol style="list-style-type: none"> 1. Career Development Center (n.d.) <i>CV and Cover Letter Guide</i>, Otago: University of Otago. Available at: https://www.otago.ac.nz/careers/jobs/cv/otago281401.pdf 2. Career Development Center (n.d.) <i>Interview Skills</i>, Otago: University of Otago. Available at: https://www.otago.ac.nz/careers/jobs/interview/otago285001.pdf 3. Central Translation Bureau (n.d.) <i>Saral Prashasanik Shabdavali</i>, Delhi: Department of Official Language, Government of India. Available at: https://rajbhasha.gov.in/sites/default/files/saralshabdavali.pdf 4. Gupt, Sukhpal (1995) <i>Bhasha Nibandh Tatha Rachna</i>, New Delhi: Arya Book Depot. 5. Prasad, Vinod Kumar (2008) <i>Bhasha Aur Praudyogiki</i>, New Delhi: Vani Prakashan. 6. Sharma, Lakshmi Narayan (1990) <i>Hindi Sanrachna Ka Adhyayan-Adhyapan</i>, Agra: Central Institute of Hindi. 7. Smith, Jordan (2019) <i>Communication at work: A College-to-Career Guide to Success</i> [Online] Available at: https://ecampusontario.pressbooks.pub/communicationatwork/
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Remarks:

* English to be used in teaching/ learning and assessment of modules 1, 2 and 3 of HIND 31724

* OBE-LCT and blended learning approaches to be used the course unit HIND 31724