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:

- 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. Identity 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:

- 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

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

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

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

		3. Soft skills, work	Soft skills, work	Lectures, guest	2	3	-Do-
	13 th	ethics and	ethics and	lectures,		5	
		professional conduct	professional	discussions,			
			conduct (Guest	workshops,			
			lectures)	activities, role			
		4. Importance and uses	Importance and	plays, online	2		
		of Hindi in different	uses of Hindi in	learning materials,			
		disciplines and	one discipline/	Computer			
		different fields of	fields of	Assisted Learning			
		employment	employment				
			(Guest lectures)				
	Continuous		Palaulau		4		
	14 th	assessment	Role play		_		
		1. Preparing official	Preparing simple	Lectures,	2	1	Adaptability,
	15 ^{ւհ}	letters, simple	documents	discussions,		5	interview skills, time
		documents, news,		activities, online			management,
		reports, emails,		learning materials,			communication
		notices and		Computer			skills, organizing,
		invitations		Assisted Learning			work ethics,
		5. Registers used in	Registers used in		2		networking and
		different disciplines	other disciplines				social skills,
							collaboration,
							problem solving,
							creativity

11. Number of Notional Hours:

- **1.** Lecture Hours 60
- **2.** Tutorial / Practical / Presentation Hours 70
- **3.** Self-study and Homework Preparation 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. Recommended Readings:

- Career Development Center (n.d.) CV and Cover Letter Guide, Otago: University of Otago. Available at: https://www.otago.ac.nz/careers/jobs/cv/otago281401.pdf
- 2. Career Development Center (n.d.) *Interview Skills*, Otago: University of Otago. Available at: https://www.otago.ac.nz/careers/jobs/interview/otago285001.pdf
- 3. Central Translation Bureau (n.d.) *Saral Prashasanik Shabdavali*, Delhi: Department of Official Language, Government of India. Available at: https://rajbhasha.gov.in/sites/default/files/saralshabdavali.pdf
- 4. Gupt, Sukhpal (1995) Bhasha Nibandh Tatha Rachna, New Delhi: Arya Book Depot.
- 5. Prasad, Vinod Kumar (2008) Bhasha Aur Praudyogiki, New Delhi: Vani Prakashan.
- 6. Sharma, Lakshmi Narayan (1990) Hindi Sanrachna Ka Adhyayan-Adhyapan, Agra: Central Institute of Hindi.
- 7. Smith, Jordan (2019) *Communication at work: A College-to-Career Guide to Success* [Online] Available at: https://ecampusontario.pressbooks.pub/communicationatwork/

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