

**KURUKSHETRA UNIVERSITY, KURUKSHETRA**  
**COURSES OF READING AND SYLLABI**  
**FOR**  
**CERTIFICATE COURSE IN URDU, 2020-21**

1. This is the one year elementary course of Urdu language.
2. The classes of this course held in the evening.
3. This course comprises three tier learning system, one elementary i.e. knowledge of alphabets, script writing and making short sentences from the beginning.
4. Through this course candidates can read, write and speak Urdu very well.
5. They can use this language in radio, Television and newspaper as a job oriented through the jobs of translator and as interpreter.
6. Through this elementary course candidates can speak Urdu and any other language and its correct pronunciation to the extent of daily practical needs.
7. This course also helps and fulfill the need of research scholars in the subjects of medieval Indian History, Punjabi, Fine Arts, Ancient Indian history, Music, Indian theatre and visual arts, Law, Police administration etc.
8. This language is very useful and important for the Urdu lovers those who are interested in Urdu poetry and Sufi Shayeri and Kalaam-e-Tasawwuf or those who themselves do poetry in Urdu, Punjabi, Hindi or any other language.
9. Urdu is most important language for journalism, anchoring, advertising, and also this language improve your personality and provide you recognition through correct and proper use of Urdu words and idioms.

Outlines of test, syllabi and course of reading for Certificate Course in Urdu for the w.e.f. session 2012-2013 in is as follows:

The total marks for this course is 250 distributed as follows:

- (i) There will be two written papers of 80 marks each of 3 hours duration.
- (ii) There will be internal assessment of 40 marks for both papers i.e. 20+20 based on the following criteria:
  - (a) Two handwritten Assignments (1<sup>st</sup> Assignment after one month & 2<sup>nd</sup> Assignment after two months)
  - (b) One Class Test (One period duration)
  - (c) Attendance  
Marks for Attendance will be given as under:
    - (1) 91% onwards: 5 marks
    - (2) 81% to 90% : 4 marks
    - (3) 75% to 80% : 3 marks
    - (4) 70% to 75% : 2 marks\*
    - (5) 65% to 70% : 1 mark\*

\*for students engaged in co-curricular activities of the colleges only/authenticated medical grounds duly approved by the concerned Principal.

- (iii) There will be one viva-Voce examination of 50 marks.

**DEAN FACULTY OF ARTS & LANGUAGES  
KURUKSHETRA UNIVERSITY, KURUKSHETRA**

Scheme of One Year Certificate Course in Urdu w.e.f. Session 2020-21 under Choice Based Credit System (CBCS)

**Certificate Course in Urdu**

Paper No.	Name of the Subject	No. of Credit	Teaching Scheme (Hrs./Week)	Examination Scheme (Marks)			
				Theory Exam.	Internal Assessment	Total	Duration
CCU-101	Prose and Poetry	4	4	80	20	100	3 Hrs
CCU-102	Grammar & Composition	4	4	80	20	100	3 Hrs
CCU-103	Viva-Voce	2	-	50	-	50	-
CCU-104	Open Elective (Hindi Bhasha Aur Vyakaran )	2	2	40	10	50	2 Hrs
<b>Total Credit /Marks</b>		<b>12</b>	<b>10</b>	-	-	<b>300</b>	-

- (a) 80 Marks for External Examination and 20 Marks for Internal Assessment.
- (b) In Open Elective Paper : 40 Marks for External Examination and 10 Marks for Internal Assessment.
- (c) 50 Marks for Viva-Voce.

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**CCU-101**  
**Prose and Poetry**

**Credit: 4**  
**Time allowed : 3 hrs**

**Max. Marks: 80+20**  
**Theory-80,Internal Marks: 20**

**Instructions to the paper setter/examiner and also the distribution of marks as follows:**

- |   |          |
|---|----------|
| 1. Translation of Urdu Passage into Hindi/English.                    | 20 marks |
| 2. Re-Translation of Hindi/English Passages into Urdu.                | 20 marks |
| 3. Meanings of Urdu Words (any ten)                                   | 10 marks |
| 4. Explanation of Text Poems into Urdu/Hindi (choice to be given)     | 15 marks |
| 5. Summary of Text Prose Lessons into Urdu/Hindi (Choice to be given) | 15 marks |

**Book Prescribed**

- |               |                     |                    |
|---------------|---------------------|--------------------|
| 1. Aasan Urdu | Nandan Publications | Maler Kotla 148023 |
| 2. Nai Kiran  | Kencan Edu Care     | Delhi 110006       |

**CCU-102**  
**Grammar & Composition**

**Credit: 4**  
**Time allowed : 3 hrs**

**Max. Marks: 80+20**  
**Theory-80,Internal Marks: 20**

**Instructions to the paper setter/examiner and also the distribution of marks as follows:**

- |  |          |
|--|----------|
| 1. Essay writing any one (Choice to be given).         | 20 marks |
| 2. Application or letter any one (Choice to be given). | 20 marks |
| 3. Singular and Plural.                                | 15 marks |
| 4. Change the Gender.                                  | 10 marks |
| 5. Idioms (Muhavare and usages)                        | 15 marks |

**Books prescribed**

- |                  |                      |                     |
|------------------|----------------------|---------------------|
| 1. Muavin-e-Urdu | Nanadan Publications | Maler Kotla, 148023 |
|------------------|----------------------|---------------------|

**CCU-103**  
**Viva-Voce**

**Credit : 2**

**Max. Marks: 50**

**Distribution of numbers for Viva-Voce examination out of 50 marks:**

1. Reading:	<u>20 marks</u>
2. Conversation:	<u>10 marks</u>
3. Pronunciation and objective type question	
Answers in Urdu:	<u>20 marks</u>
Total:	<u>50 marks</u>

कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र  
(प्रदेश विधायिका एक्ट 12ए 1956 के तहत स्थापित)  
(‘ए+ श्रेणी’राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषदद्वारा प्रदत्त)

सी. बी. सी. एस. (चयन-आधारित क्रेडिट पद्धति) एवं LOCF के अंतर्गत

सर्टिफिकेट कोर्स इन उर्दू  
के लिए हिंदी पाठ्यक्रम  
सत्र 2020-21 से लागू

कोर्स कोड	कोर्स का नाम	क्रेडिट	शिक्षण घंटे / प्रति सप्ताह	परीक्षा की स्कीम (अंक)		
				परीक्षा	आंतरिक मूल्यांकन	कुल अंक
CCU-104	हिंदी भाषा और व्याकरण	02	02	40	10	50

# हिंदी भाषा और व्याकरण

क्रेडिट – 2  
समय- 2 घंटे,

कुल अंक-50  
परीक्षा अंक – 40, आंतरिक मूल्यांकन – 10

## पाठ्यक्रम का उद्देश्य

हिंदी भाषा व व्याकरण का ज्ञान।

## पाठ्यक्रम के अपेक्षित परिणाम

- हिंदी भाषा की संरचना से परिचय।
- हिंदी भाषा के विविध रूपों से परिचय।

## परीक्षा संबंधी निर्देश –

- निर्धारित पाठ्यक्रम में से 10 प्रश्न दिए जायेंगे। विद्यार्थी को किन्हीं 05 का उत्तर देना होगा। प्रत्येक के लिए 06 अंक निर्धारित हैं।
- निर्धारित समस्त पाठ्यक्रम में 10 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। विद्यार्थी को प्रत्येक का उत्तर देना होगा। इसमें कोई विकल्प नहीं होगा। प्रत्येक के लिए 01 अंक निर्धारित हैं।

## पाठ्य विषय

- हिंदी के विविध रूप (राष्ट्रभाषा, राजभाषा, संपर्क भाषा),
- हिंदी भाषा और भारतीय संविधान,
- हिंदी की बोलियां।
- व्याकरण का स्वरूप और महत्व
- देवनागरी लिपि का मानकीकरण।
- हिंदी की वर्ण-व्यवस्था: स्वर एवं व्यंजन।
- हिंदी भाषा शब्द भंडार - तत्सम, तद्भव, देशज, विदेशी
- शब्द निर्माण – उपसर्ग, प्रत्यय,
- पर्यायवाची शब्द, विलोम शब्द,
- संज्ञा, सर्वनाम, विशेषण, क्रिया
- मुहावरे, लोकोक्तियां
- हिंदी वाक्य रचना, वाक्य और उपवाक्य, वाक्य के भेद
- शब्द शुद्धि और वाक्य शुद्धि
- पारिभाषिक शब्दावली

## सहायक पुस्तकें

- हिन्दी व्याकरण – कामता प्रसाद गुरु
- हिन्दी शब्दानुशासन – किशोरीदास वाजपेयी
- हिन्दी भाषा की संरचना – भोलानाथ तिवारी
- परिष्कृत हिन्दी व्याकरण – बदरी नाथ कपूर
- सामान्य हिन्दी – हरदेव बाहरी
- सामान्य हिन्दी – डॉ. पृथ्वी नाथ पाण्डेय