

**UNIVERSITY OF MUMBAI**

No. UG/229 of 2016-17

**CIRCULAR:-**

A reference is invited to the syllabi relating to the Certificate Course, Diploma Course and Advance Diploma Course in Urdu **vide** this office Circular No.UG/440 of 1994, dated 6<sup>th</sup> September, 1994 and No.UG/290 of 1997 dated 21<sup>st</sup> August, 1997 and the Head, University Department of Urdu and the Principals of the affiliated Colleges in Arts are hereby informed that the recommendation made by the Board of Studies in Urdu at its meeting held on 27<sup>th</sup> May, 2016 has been accepted by the Academic Council at its meeting held on 24<sup>th</sup> June, 2016 **vide** item No. 4.40 and that in accordance therewith, the revised syllabus of Certificate Course, Diploma Course and Advance Diploma Course in Urdu, which is available on the University's web site ([www.mu.ac.in](http://www.mu.ac.in)) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI – 400 032

17<sup>th</sup> January, 2017

To

(Dr.M.A.Khan)  
REGISTRAR

The Head, University Department of Urdu and the Principals of the affiliated Colleges in Arts.

**A.C/4.40/24/06/2016**

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No. UG/229 -A of 2016-17

MUMBAI-400 032

17<sup>th</sup> January, 2017

Copy forwarded with Compliments for information to:-

- 1) The Co-Ordinator, Faculty of Arts,
- 2) The Chairperson, Board of Studies in Urdu,
- 3) The Professor-cum-Director, Institute of Distance and Open Learning,
- 4) The Director, Board of College and University Development,
- 5) The Controller of Examinations.
- 6) The Co-Ordinator, University Computerization Centre,

(Dr.M.A.Khan)  
REGISTRAR

....PTO

**AC – 24/06/2016**  
**Item No. 4.40**



**UNIVERSITY OF MUMBAI**

**REVISED SYLLABUS**

**FOR**

**Certificate Course, Diploma Course and Advance  
Diploma Course in Urdu**

**(FOR THE ACADEMIC YEAR 2016-2017)**

## **Course Title: Certificate Course in Urdu**

### **Ordinance :**

#### **Eligibility:**

Passed the SSC Examination from Maharashtra State Board of Secondary Education, Pune or studied up to Std. V through Urdu medium. However if a non SSC candidate is found to be eligible by way of appearing for a personal interview and oral test conducted by the Department, he/she may be admitted to the Certificate Course in Urdu as a special case.

#### **Regulations:**

##### **R- Fee Structure:**

The fee structure of the course is as follows:

1. Tuition Fees -----Rs. 1500/-
2. Registration Fees ---- Rs. 100/-
3. Examination Fee as per University norms

##### **R- Duration:**

Duration of the course will be one year and the examination will be held at the end of the academic year.

2 Lectures of one hr. each will be held twice a week.

(4 Lectures per week of one hour duration)

**(The candidate will not be admitted to the examination if he/she fails to keep 75% Attendance)**

##### **R- Intake Capacity:**

The Intake capacity of the students is 20.

##### **R- Standard of passing :**

In order to pass the examination for the certificate in Urdu a candidate must obtain 40 percent of the full marks in written and oral examinations separately and 50 percent in the aggregate.

## **Syllabus for Certificate Course in Urdu**

The following shall be the syllabus for the course for the Certificate Course in Urdu :

1. Introduction to Urdu Language.
2. Introduction to Urdu Alphabets. The relation between sounds and script.
3. Urdu sounds : Vowels and Consonants
4. Joining of letters and combination of words.
5. Writing and reading practice.
6. Some Grammatical features to be introduced:
  - a) Gender b) Opposites c) Singular-Plural
7. Numerals and Ordinals (1 to 25)
8. Punctuation (Full stop, Comma)
9. Selected poems and prose passages to be read and utilised for oral examination only.
10. The First book of Urdu Bal-Bharati will be used as text book.

### **Scheme for Examination:**

There will be a written examination of 3 hours duration carrying 100 marks and an oral examination carrying 50 marks. The scheme of marks will be as under:

#### ➤ **Written Examination:**

1. Simple textual questions. (10 Marks)
2. Objective questions on Grammar. (18 Marks)
3. Composition on given topics from the text (10 lines). (10 Marks)
4. Comprehension of an unseen passage. (06 Marks)
5. Answer in two three sentences.(3 out of 5) (12 Marks)
6. Writing ability. (25 Marks)
7. Objective questions on numerals and ordinals. (09 Marks)
8. Translation (English to Urdu). (10 marks)

#### ➤ **Oral Examination:**

- a) Reading (10 marks)
- b) Recitation (10 marks)
- c) Dictation (15 marks)
- d) Conversation

## **Course Title :Diploma Course in Urdu**

### **Ordinance:**

**Eligibility:**To be eligible for admission to the Diploma Course in Urdu a candidate must have either passed the Certificate Course in Urdu examination of this University or he/she must have learnt Urdu equivalent to certificate course level provided he/she passes the entrance test conducted by the Department.

### **Regulations:**

#### **R- Fee Structure:**

The fee structure of the course is as follows:

1. Tuition Fees -----Rs. 1500/-
2. Registration Fees ---- Rs. 100/-
3. Examination Fee as per University norms

#### **R- Duration:**

Duration of the proposed course will be one year and the examination will be held at the end of the academic year.

2 Lectures of one hr each will be held twice a week.

(4 Lectures per week of one hour duration)

**(The candidate will not be admitted to the examination if he/she fails to keep 75% attendance)**

#### **R- Intake Capacity :**

The Intake capacity of the students is 15.

#### **R- Standard of passing:**

In order to pass the examination for the Diploma Course in Urdu a candidate must obtain at least 40 percent of the full marks in written and oral examinations separately and 50 percent in the aggregate.

## **Syllabus for Diploma Course in Urdu**

The following shall be the syllabus for the course for the Diploma Courses in Urdu:

1. Revision of writing skills.
2. Advanced Urdu writing.
3. Joining of letters and combination of words.
4. Some Advanced Grammatical features to be introduced :
  - a) Singular-Plural
  - b) Prefix and Suffix
  - c) Tenses
  - d) Idioms
  - e) Parts of Sentences
5. Writing and reading practice.
6. Punctuation
7. Numerals and Ordinals (26 to 30)
8. Selected poems and prose passages to be read and utilised for oral examination only.
9. The Second book of Urdu Bal-Bharati will be used as text book.

### **Scheme for Examination:**

There will be a written examination of 3 hours duration carrying 100 marks and oral examination carrying 50 marks. The scheme of marks will be as under:

#### ➤ **Written Examination:**

- |   |            |
|---|------------|
| 1. Simple textual questions                             | (05 Marks) |
| 2. Objective questions on Grammar                       | (20 Marks) |
| 3. Punctuation  | (05 Marks) |
| 4. Composition on given topics from the text (10 lines) | (10 Marks) |
| 5. Comprehension of an unseen passage                   | (06 Marks) |
| 6. Answer in two three sentences                        | (09Marks)  |
| 7. Writing ability                                      | (15 Marks) |
| 8. Letter writing                                       | (10 Marks) |
| 9. Story writing  | (10 Marks) |
| 10. Roman English to Urdu                               | (10 marks) |

### **Oral Examination**

- |                 |            |
|-----------------|------------|
| a) Reading      | (10 marks) |
| b) Recitation   | (10 marks) |
| c) Dictation    | (15 marks) |
| d) Conversation | (15 marks) |

## **Course Title : Advanced Diploma Course in Urdu**

### **Ordinance:**

**Eligibility:** For being eligible for admission to the course for the Advanced Diploma in Urdu a candidate must have passed the Diploma Course in Urdu examination of this University or he/she must have learnt Urdu equivalent to Diploma Course level provided he/she passes the entrance test conducted by the Department.

### **Regulations:**

#### **R- Fee Structure:**

The fee structure of the course is as follows:

1. Tuition Fees -----Rs. 1500/-
2. Registration Fees ---- Rs. 100/-
1. Examination Fee as per University norms

#### **R- Duration:**

Duration of the proposed course will be one year and the examination will be held at the end of the academic year.  
2 Lectures of one hr each will be held twice a week.  
(4 Lectures per week of one hour duration)

#### **R- Intake Capacity:**

The Intake capacity of the students is 10.

**(The candidate will not be admitted to the examination if he/she fails to keep 75% attendance.)**

#### **R- Standard of passing :**

In order to pass the examination for the Advanced Diploma Course in Urdu candidate must obtain 40percent of the full marks in written and oral examinations separately and 50 percent in the aggregate.

## **Syllabus for Advanced Diploma Course in Urdu**

The following shall be the syllabus for the Advanced Diploma Course for the certificate in Urdu:

1. Linguistic Background of Urdu Language.
2. Historical Background of Urdu Literature.
3. Nuances of Urdu prose and poetry.
4. Composition and story writing
5. Advanced Grammar and Composition.
6. Urdu Rhetoric and Proverbs.
7. Explanation of poems and prose.
8. Selected poems and prose passages to be read and utilised for oral examination only.
9. The third book of Urdu Bal-Bharati will be used as text book.

### ➤ **Scheme for Examination:**

There will be a written examination of 3 hours duration carrying 100 marks and oral examination carrying 50 marks. The scheme of marks will be as under:

- |   |            |
|---|------------|
| 1. Linguistic Background of Urdu Language | (10 Marks) |
| 2. Historical Background of Urdu Language | (10 Marks) |
| 3. Nuances of Urdu prose and poetry       | (10 Marks) |
| 4. Composition                            | (10 Marks) |
| 5. Story writing                          | (10 Marks) |
| 6. Comprehension                          | (10 Marks) |
| 7. Letter writing                         | (10 Marks) |
| 8. Writing ability                        | (10 Marks) |
| 9. Roman English to Urdu                  | (10 Marks) |
| 10. Explanation of couplets prose         | (10 Marks) |

(Two couplets and lines of prose will be given out of which one couplet and one prose will be explained by the student.)

### ➤ **Oral Examination:**

- |                 |            |
|-----------------|------------|
| a) Reading      | (10 marks) |
| b) Recitation   | (10 marks) |
| c) Dictation    | (15 marks) |
| d) Conversation | (15 marks) |



