

*CERTIFICATE
COURSE*

HINDI COMPUTING

**SYLLABUS FOR
HINDI COMPUTING**

OBJECTIVE:

(30 hours)

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to use the computer in HINDI LANGUAGE for basic purposes of preparing his personnel/business letters, viewing information on Internet, sending mails etc. This allows a common man or housewife to be also a part of computer users list by making them digitally literate.

SYLLABUS OUTLINE:

1. Knowing computer:

Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

2. Operating Computer using GUI Based Operating System:

Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

3. Word Processing in UNICODE Hindi

Under standing Hindi Unicode Keyboard, Hindi Typing, Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

4. Introduction to Internet:

WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address.

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5. Communications and collaboration:

Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging.

6. Making Small Presentation:

Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

Reference Book

Soochana Evam Sanganak Published by Kerala University.

Turhaalharayil
Principal
Sree Narayana College
Kollam



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CERTIFICATE COURSE IN
HINDI
COMPUTING

DEPARTMENT OF HINDI
SREE NARAYANA COLLEGE, KOLLAM

The course is designed to aim at imparting a basic level appreciation programme for the common man. After completing the course the incumbent is able to use the computer in HINDI LANGUAGE for basic purposes of preparing their personal/business letters, viewing information on Internet, sending mails etc. This allows a common man to be also a part of computer users list by making them digitally literate.

SYLLABUS

- ① Knowing computer
- ② Operating Computer using GUI Based Operating System
- ③ Word Processing in UNICODE Hindi
- ④ Introduction to Internet
- ⑤ Communications and collaboration
- ⑥ Making Small Presentation

20 SEATS
AVAILABLE

COURSE
DURATION
6 MONTHS

QUALIFICATION
+2 PASS

CONTACT

9746377111, 9349079301

SREENARAYANA COLLEGE, KOLLAM

DEPARTMENT OF HINDI

NOTICE

The Department of Hindi is going to conduct a certificate course in **Hindi Computing**, in every Wednesday and Friday. Interested students from all departments of the college are eligible for admission to the course. No tuition fee is to be paid. Class will commence from **04/10/2017**. The students who wish to attend the course are informed to contact the course co-ordinator. (Dr.Mahesh S, Assistant Professor, Dept. of Hindi, S.N College, Kollam).

10/09/2017

Kollam


PRINCIPAL

PROF. (DR) P G SASIKALA
MA, B.Ed, M.Phil, Ph.d
Head of The Department
Dept. of Hindi, SN College, Kollam

SREENARAYANA COLLEGE, KOLLAM

DEPARTMENT OF HINDI

CERTIFICATE COURSE IN HINDI COMPUTING, 2017-2018

DURATION : 6 Months

DESIGN OF THE COURSE

The course contain six months. There will be an internal assessment for 10 marks, written examination for 30 marks and viva-voce for 10 marks.

For Internal assessment five marks will be given for attendance and five marks for test paper. There will be two test papers and marks for the test paper will be the average of two tests.

Written examination will be on the basis of syllabus prescribed for the course.

Marks for viva-voce will be awarded on the basis of the students' efficiency and knowledge in the area.

Marks for attendance will be as follows:-

Up to 75%= 1mark, 76%-80% =2, 81%-85% = 3, 86% - 90% = 4 above 90%=5

Maximum number of 30 students will be admitted in a batch.

PRINCIPAL

HOD

COURSE CO-ORDINATOR

PROF. (DR) P G SASIKALA
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Head of The Department
Dept. of Hindi, SN College, Kollam

CERTIFICATE COURSE

MINUTES Book

PROF. (DR) P G SASIKALA
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Head of The Department
Dept. of Hindi, SN College, Kollam

General Meeting of Hindi Department 2017-2018.

For the formation of Board of
Studies for the Certificate Course.

Members Presented.

- Dr. K. Meera. ~~Meera~~
- Dr. P. G. Sasikala. ~~Sasikala~~
- Dr. Preman Velloth. ~~Preman~~
- Dr. Sheela. ~~Sheela~~
- Dr. N. Shaji. ~~N~~
- Dr. Mahesh. S. ~~Mahesh~~
- Dr. V. S. Sreechitra. ~~Sreechitra~~
- Dr. P. N. Bindhukale. ~~BKS~~

A meeting of certificate course was held on 26/09/17 at the Department of Hindi. 3.30 PM. All faculty members of the department were present in the meeting. It has been decided to conduct 'Hindi Computing' as certificate course in the Academic Year 2017-2018. As per the suggestion of the faculties Dr. S. Mahesh is elected as the chairman and Dr. Preman Velloth and Dr. P. G. Sasikala are the members of the Board of Studies.

- | | |
|---|---|
| Dr. K. Meera (HOD) Meera | Dr. Mahesh. S. MS |
| Dr. P. G. Sasikala. Sasikala | Dr. Sreechitra. V. S. Sreechitra |
| Dr. Preman Velloth. Preman | Dr. P. N. Bindhukale. BKS |
| Dr. Sheela. Sheela | |
| Dr. N. Shaji. N | |

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 Head of The Department
 Dept. of Hindi, SN College, Kollam

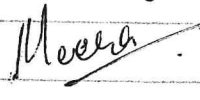
Meeting of the Board of Studies 2017-2018.

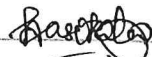
Agenda.

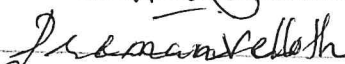
1. Preparation of Syllabus, Curriculum, and Title.
2. Starting of the Class.

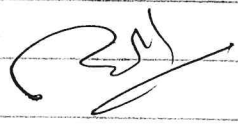
The meeting of Board of Studies held on 26/09/17 at the Dept. of Hindi at 3:30 PM. All faculty members of the department were present in the meeting. The Board of Studies decided to start 'Hindi Computing' on 04/10/2017. The Syllabus of the course was also discussed.

Members Present in the Meeting.

Dr. K. Meera. (HOD.) 

Dr. P. G. Sasikala 

Dr. Preman Velloth. 

Dr. S. Mahesh (Co-ordinator) 


Principal

Sree Narayana College
Kollam



PROF. (DR) P G SASIKALA
MA B.Ed. & Phil, Ph.d
Head of The Department
Dept. of Hindi, SN College, Kollam


Meeting of the Certificate Course 2017-2018

Agenda


Fixation of Exam Date

A Meeting was held on 02/03/2018. All faculty members of the Department participated in the meeting and decided to conduct the exam on 16/03/2018 at 9.00 AM and viva-voce at 2.00 PM.

Members attended

Dr. K. Meera (HOD) 

Dr. P. G. Sasikala 

Dr. Premavelloth 

Dr. S. Mahesh 

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Dept. of Hindi, SN College, Kollam

Sree Narayana College Kollam

Certificate Course 2017-2018

Name of Dept : HINDI

Name of Course: HINDI COMPUTING

Sl No	Enrollment No:	Name of the Student	Name of the Dept of the Student
1	1	AAMINA R	HINDI
2	2	ABHIRAMI P S	HINDI
3	3	ABHYA PRABHAKARAN	HINDI
4	4	AKHILA B	HINDI
5	5	ANJALI SUDHARSAN	HINDI
6	6	APARNA M	HINDI
7	7	ARAVIND M S	HINDI
8	8	ARDRA A L	HINDI
9	9	ARUNA LAKSHMI R	HINDI
10	10	DEEPA K	HINDI
11	11	DHANA SREE S	HINDI
12	12	HARITHA S	HINDI
13	13	KANNAN S	HINDI
14	14	KAVYA B RAJ	HINDI
15	15	PRIYANKA T S	HINDI
16	16	RAMYA RAVI	HINDI
17	17	SANTHI KRISHNA S	HINDI
18	18	SOUMYA S	HINDI
19	19	SREE KUMAR R	HINDI
20	20	SREE LEKSHMI S	HINDI

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Dept. of Hindi SN College, Kollam



SREE NARAYANA COLLEGE, KOLLAM, KERALA - 691001

UG, PG & RESEARCH DEPARTMENT OF HINDI

Certificate Course in Spoken Hindi / Hindi Computing

CERTIFICATE

Certified that Sri/Smt.**APARNA.M**..... Passed the six months
certificate course in**HINDI COMPUTING**..... conducted by the
Department of Hindi from**OCTOBER 2017**..... To**JANUARY 2018**.....

Co-Ordinator

Head of the Department



Principal
Sree Narayana College

PROF. (DR) PRASIKALA
MA

Head of The Department
Dept. of Hindi, Sree Narayana College, Kollam



SREE NARAYANA COLLEGE, KOLLAM, KERALA- 691001

UG, PG & RESEARCH DEPARTMENT OF HINDI

Certificate Course in Spoken Hindi / Hindi Computing

CERTIFICATE

Certified that Sri/Smt.DEEPA.K..... Passed the six months
certificate course inHINDI COMPUTING..... conducted by the
Department of Hindi fromOCTOBER 2017..... ToJANUARY 2018.....

Co-Ordinator

Head of the Department

Principal

Place:
Date:



Principal
PROF. SREE NARAYANA
Sree Narayana College
Kollam Phil, Phd
Head of the department
Dept. of Hindi, Sree Narayana College, Kollam



SREE NARAYANA COLLEGE, KOLLAM, KERALA-691001

UG, PG & RESEARCH DEPARTMENT OF HINDI

Certificate Course in Spoken Hindi / Hindi Computing

CERTIFICATE

Certified that Sri/Smt.KANAN S..... Passed the six months certificate course inHINDI COMPUTING..... conducted by the Department of Hindi fromOCTOBER 2017..... TOJANUARY 2018.....

Co-Ordinator

Place:
Date:

Head of the Department

PROF. (DR) P G SASIKALA

M.A. B.Ed. M.Phil. Ph.D

Head of the Department

Department of Hindi, Sree Narayana College, Kollam

Principal
Principal
Sree Narayana College
Kollam





SREE NARAYANA COLLEGE, KOLLAM, KERALA- 691001

UG, PG & RESEARCH DEPARTMENT OF HINDI

Certificate Course in Spoken Hindi / Hindi Computing

CERTIFICATE

Certified that Sri/Smt.**AAMINA .R**..... Passed the six months
certificate course in ...**HINDI...COMPUTING**..... conducted by the
Department of Hindi from ...**OCTOBER 2017**..... To ...**JANUARY 2018**.....

Co-Ordinator

Place:
Date:

Head of the Department

PROF. (DR) P G SASIKALA
M.A, B. Ed, M.Phil, Ph.D

Head of The Department Sree Narayana College, Kollam
Principal
Pranajayaballege
Kollam





SREE NARAYANA COLLEGE, KOLLAM, KERALA- 691001

UG, PG & RESEARCH DEPARTMENT OF HINDI

Certificate Course in Spoken Hindi / Hindi Computing

CERTIFICATE

*Certified that Sri/Smt. AKHILA .B..... Passed the six months
certificate course in ..HINDI..COMPUTING..... conducted by the
Department of Hindi from ..OCTOBER..2017..... To ..JANUARY 2018.....*

Co-Ordinator

Head of the Department

Place:
Date:



Principal
Sree Narayana College
Kollam

Report .

A Certificate course in Hindi Computing held at the department in the Academic Year 2017-2018. Dr. Mahesh S was the Co-ordinator. 20 Students participated in the course. All the student successfully completed the course. A written exam and viva-voce was held on 16/03/2018. The certificate issued to all the students.

Outcome .

- 1) Understand the possibilities of Computing in Hindi
- 2) Updates and expands Basic informatic Skills

Sasikala

Dr. P.G. SASIKALA
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 Head of the Department & Associate Professor
 Department of Hindi
 Sree Narayana College, Thiruvananthapuram - 695 001