

*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.

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

**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.

*Abdul Hameed*  
Principal  
Sree Narayana College  
Kollam



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



**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 **03/10/2018**. 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).

10/09/2018

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, 2018-2019**

**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**  
MA, B.Ed, M.Phil, Ph.d  
Head of The Department  
Dept. of Hindi, SN College, Kollam

HINDI COMPUTING  
2018 - 2019.

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

## General Meeting of Hindi Department 2018-2019.

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

### Members Presented

Dr. K. Meera  
 Dr. P.G. Sasikala ~~Sasikala~~  
 Dr. Premam Velloth ~~Premam~~  
 Dr. Sheela ~~Sheela~~  
 Dr. N. Shaji ~~N.S.~~  
 Dr. Mahesh. S ~~M.S.~~  
 Dr. V.S. Sreechithra ~~Sreechithra~~  
 Dr. P.N. Bindhukala ~~P.N.~~

A meeting of Certificate Course was held on 24/09/2018 at the Department of Hindi at 3.30 pm. All the faculty members of the department was present in the meeting. It has been decided to Conduct Hindi 'Computing' as Certificate Course in the Academic year 2018-2019. As per the suggestion of the faculties Dr. S. Mahesh is elected as the chairman, and Dr. Premam Velloth and Dr. P.G. Sasikala are the members of the Board of Studies.

~~Dr. K. Meera~~ (HOD)

Dr. P.G. Sasikala (HOD) ~~Sasikala~~

Dr. Premam Velloth ~~Premam~~

Dr. Sheela ~~Sheela~~

Dr. N. Shaji ~~N.S.~~

Dr. Mahesh. S ~~M.S.~~

Dr. Sreechithra. V.S. ~~Sreechithra~~

Dr. P.N. Bindhukala ~~P.N.~~

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



## Meeting of the Board of Studies 2018-2019.

### Agenda

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

The meeting of Board of Studies held on 27/9/2018 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 3/10/2018. The syllabus of the course was also discussed.

Members present in the meeting.

~~Dr. P. G. Sasikala~~ (HOD)

Dr. P. G. Sasikala (HOD. ~~Sasikala~~)

Dr. Premam Velloth ~~Premam~~

Dr. S. Mahesh (Co-ordinator)

Dr. Bindhu Kala . P. N. ~~BKS~~

PROF. (DR) P G SASIKALA  
MA, B.Ed, M.Phil, Ph.d  
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Meeting of the Certificate Course 2018-2019.

Agenda:

Fixation of Exam Date.

A meeting was held on 23/1/2019. All faculty members of the Department participated in the meeting and decided to conduct the exam on 2/2/2019 at 9.00 am and Viva-Voce at 2.00 pm.

Members attended

~~Dr. K. Meena~~ ~~(HOD)~~

Dr. P.G. Sasikala (HOD)

Dr. Premam Velloth

Dr. S. Mahesh.

Dr. Bindhukala P.N. BKS

*Turhatharajil*  
Principal  
Sree Narayana College  
Kollam



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

# Sree Narayana College Kollam

Certificate Course 2018-2019

## SELECTION LIST OF STUDENTS

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	ABHIRAMI U	HINDI
2	2	AKHIL DEV A	HINDI
3	3	AMBILI D	HINDI
4	4	AMRUTHA T	HINDI
5	5	ANJANA P	HINDI
6	6	ANJU A	HINDI
7	7	ANJU U	HINDI
8	8	ARCHANA A	HINDI
9	9	DEVIKA SS	HINDI
10	10	GEETHU G PRASAD	HINDI
11	11	JAYALEKSHMIY V	HINDI
12	12	KEERTHANA M	HINDI
13	13	KRISHNA SANAL	HINDI
14	14	MEENU L	HINDI
15	15	NANDANA S	HINDI
16	16	NEETHU G	HINDI
17	17	PRAVEENA L	HINDI
18	18	RAKHI RAJ	HINDI
19	19	RESHMA L	HINDI
20	20	SANDHYA RAJ	HINDI

**PROF. (DR) P G SASIKALA**  
MA, B.Ed., M.Phil, Ph.D  
Head of the Department  
Dept. of Hindi, SNC College, Kollam

# ATTENDANCE REGISTER

Name of Course .....

Teacher(s) .....

No. of Instructional Hours .....

Sl. No.	Name of student	Date		Teacher(s)												No. of Instructional Hours		No. of Hours Attended
		Day	Hour	1	2	3	4	5	6	7	8	9	10	11	12			
1	Abhisarai C	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Akshil Dev. B.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Aravind D.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Arunachal T.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Arjana P.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Arjun A.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Anita U.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Arshad A.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Devika S.S.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Geetha G Prasad.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Jayalokshy V	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Keerthana M	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13	Krishna Senal.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14	Meenu L	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
15	Nandana S	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16	Neethu G	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
17	Praveen L	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
18	Rakhi Raj.	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19	Rashmi L	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20	Sandhya Raj	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

**PROF. (DR) P C SASIKALA**  
 MA, B.Ed., M.Phil, Ph.d  
 Head of The Department  
 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. ....AKHIL.DEN.A ..... Passed the six months  
certificate course in ..... HINDI COMPUTING ..... conducted by the  
Department of Hindi from ...OCTOBER 2018 ..... To ...JANUARY 2019.....

Co-Ordinator

Head of the Department

**PROF. (DR) P G SASIKALA**

MA P.Ed, M.Phil, Ph.d

Head of the Department Sree Narayana College

Principal  
Kollam

Place:  
Date:



Dept. of Hindi



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certificate course in ..... HINDI COMPUTING ..... conducted by the  
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Co-Ordinator

Place:  
Date:

Head of the Department

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



**Principal**  
Sree Narayana College  
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# SREE NARAYANA COLLEGE, KOLLAM, KERALA - 691001

## UG, PG & RESEARCH DEPARTMENT OF HINDI

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Department of Hindi from ..... OCTOBER 2018 ..... To ..... JANUARY 2019 .....

Co-Ordinator

Head of the Department



Place:  
Date:

Principal  
Sree Narayana College  
Kollam

Head of The Department  
Dept. of Hindi, SN College, Kollam  
MA, B.ED, M.Phil, PhD



# SREE NARAYANA COLLEGE, KOLLAM, KERALA- 691001

## UG, PG & RESEARCH DEPARTMENT OF HINDI

### Certificate Course in Spoken Hindi / Hindi Computing

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Certified that Sri/Smt. .... MEENU . L ..... Passed the six months  
certificate course in ..... HINDI..... COMPUTING..... conducted by the  
Department of Hindi from ..... OCTOBER.. 2018..... To ..... JANUARY..... 2019.....

Co-Ordinator

Place:

Date:

Head of the Department



**PROF. (DR) P. G. SASIKALA**  
M.A. P. ED. M. Phil. Ph.D.  
Principal  
Sree Narayana College  
Dept. of Hindi, S.K. Shree Narayana College, Kollam





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Department of Hindi from ...OCTOBER 2018..... To .....JANUARY 2019.....

Co-Ordinator

Head of the Department

**PROF. (DR) P G SASIKALA**  
MA, S.Ed, M.Phil, Ph.D  
Head of The Department  
Dept. of Hindi, Sri Narayana College, Kollam

**Principal**

Sree Narayana College  
Kollam

Place:  
Date:



## Report

A Certificate Course in Hindi Computing held at the department in the academic year 2018-2019. Dr. Mahesh S. was the Co-ordinator. 20 students participated in the course. All the students successfully completed the course. A written exam and viva-voce was held on 2/2/2019. 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**  
 MA., B.Ed., M.Phil., Ph.D  
 Head of the Department & Associate Professor  
 Department of Hindi  
 Sree Narayana College, Kollam - 691 001