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 the 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.

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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, 2019-2020

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 40 students will be admitted in a batch.

PRINCIPAL **HOD** **COURSE CO-ORDINATOR**

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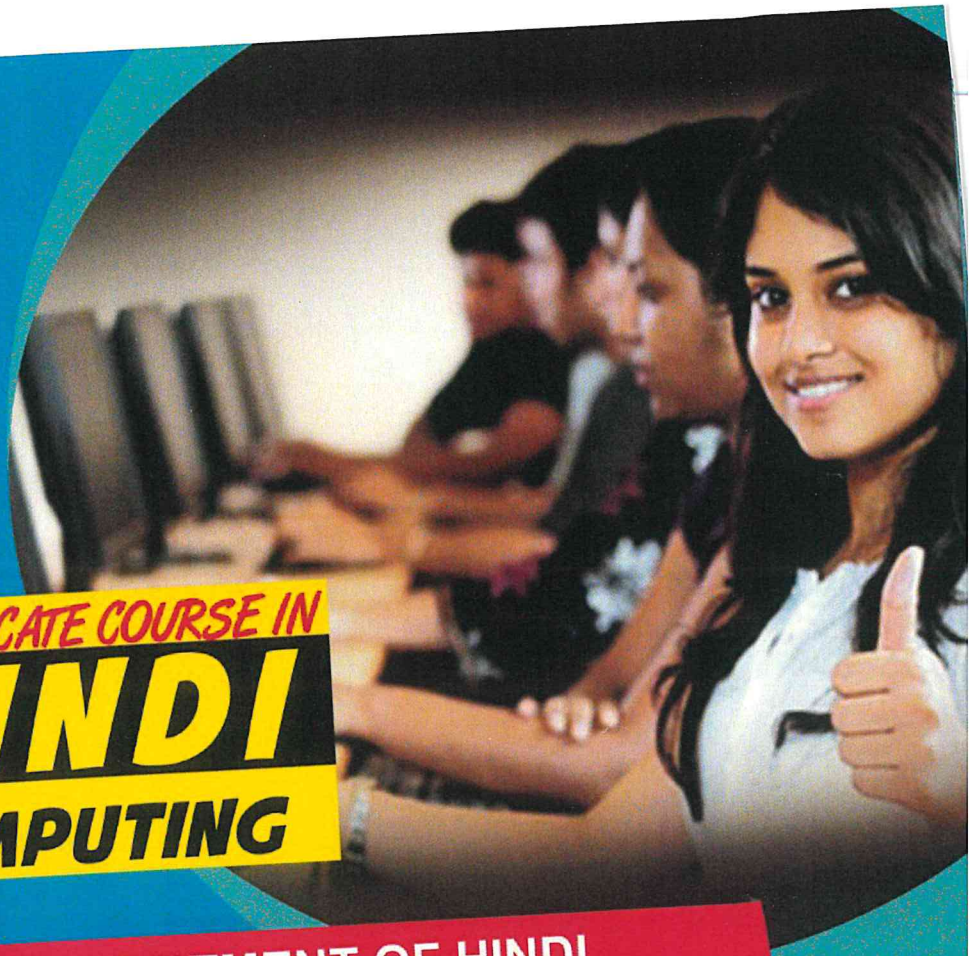
MA, B.Ed, M.Phil, Ph.d
Head of The Department
Dept. of Hindi, SN College, Kollam



CERTIFICATE COURSE IN HINDI COMPUTING

DEPARTMENT OF HINDI
SREE NARAYANA COLLEGE, KOLLAM

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20 SEATS AVAILABLE

COURSE DURATION 6 MONTHS

QUALIFICATION +2 PASS

SYLLABUS

- Knowing computer
- Operating Computer using GUI Based Operating System
- Word Processing in UNICODE Hindi
- Introduction to Internet
- Communications and collaboration
- Making Small Presentation

CONTACT

9746377111, 9349079301

NOTICE

The Department of Hindi is going to conduct a certificate course in **Hindi Computing**, in every Wednesday and Friday between 4 pm and 5pm in hall no G27. 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 **01/08/2019**. The students who wish to attend the course are informed to contact the course co-ordinator. (Dr.S Mahesh, Assistant Professor, Dept. of Hindi, S.N College, Kollam).

01/07/2019

Kollam

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

HINDI COMPUTING

2019-2020.

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

General Meeting of Hindi Department.

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

Members Presented:

Dr. P. G. Sasikala.
Dr. N. Shaji
Dr. Mahesh. S
Dr. V. S. Sreechithra
Dr. P. N. Bindhukala. BKS

A Meeting of certificate course was held on 15/07/2019 at the Department of Hindi 3.30 PM. All faculty members of the department was present in the meeting. It has been decided to conduct two certificate courses in the Academic Year. As per the suggestion of the faculties Dr. S. MAHESH is elected as the chairman and Dr. V S. Sreechithra and Dr. P N Bindhukala are the members of the Board of Studies in Hindi Computing.

Dr. P. G. Sasikala (HOD)
Dr. N. Shaji
Dr. S Mahesh (Co-ordinator)
Dr. V. S. Sreechithra.
Dr. P N Bindhukala. BKS

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

Meeting of the Board of Studies.
2019-2020.

Agenda.

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

The meeting of Board of Studies held on 19/07/2019 at the Dept. of Hindi at 3.30PM All faculty members of the department were present in the meeting. The Board of Studies decided to start the Certificate Course in 'Hindi Computing. The Syllabus of the Course was also discussed and decided to start the class on 01/08/2019.

Members present in the Meeting — Signature

Dr. P. G. Sasikala. CHOD.
Dr. S. Mahesh (Co-ordinator)
Dr. P. N. Bindhukala.
Dr. V. S. Sreechithra.

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MA, B.Ed, M.Phil, Ph.d
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Dept. of Hindi, SN College, Kollam

Meeting of the Certificate Course 2019-2020

Agenda.

1) Fixation of Exam Date.

A Meeting was held on 02/03/2020. All faculty members of the Department participated in the meeting and decided to conduct the exam on 07/03/'20 at 9.00 AM and Viva-voce at 2.00 PM.

Members attended — Signature.

Dr. P. G. Sasikala. (HOD)
Dr. Mahesh. S (Co-ordinator)
Dr. V. S. SreeChithra.
Dr. P. N. Bindhukala.

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MA, B.Ed, M.Phil, Ph.d
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Dept. of Hindi, SN College, Kollam

Sree Narayana College Kollam

Certificate Course 2019-2020

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 P S	HINDI
2	2	AMINA S	HINDI
3	3	ANUSREE	HINDI
4	4	ASWATHY S	HINDI
5	5	ATHIRAN ARAVIND	HINDI
6	6	ATHULYA	HINDI
7	7	BIJU LEKSHMI S	HINDI
8	8	BINU SREE	HINDI
9	9	CHOTHI LEKSHMI	HINDI
10	10	DEVU S	HINDI
11	11	FOUSIYA	HINDI
12	12	GEETHU L	HINDI
13	13	JASNA FATHIMA	HINDI
14	14	LEKSHMI S	HINDI
15	15	RAKHI U	HINDI
16	16	REVATHY ARJUN	HINDI
17	17	SARANYA B	HINDI
18	18	SARANYA S	HINDI
19	19	SIJIMOL	HINDI
20	20	SRUTHY KRISHNAN	HINDI

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MA, B.Ed, M.Phil, Ph.d
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HINDI COMPUTING 2019 - 2020.

ATTENDANCE REGISTER

Name of Course ..... Teacher(s) .....

Month (s) ..... No. of Instructional Hours .....

Sl. No.	Name of student	Date / Hour	7/8	24/8	25/8	26/8	30/8	18/9	20/9	25/9	27/9	2/10	4/10	9/10	11/10	16/10	18/10	23/10	25/10	30/10	1/11	6/11	8/11	13/11	15/11	20/11	22/11	27/11	29/11	4/12	6/12	11/12		No. of Hours Attended
1	Saranya. S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Saranya		
2	Lekshmi. A		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	Lekshmi		
3	Athira Aravind.		✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Athira		
4	Binu Sree		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	Binu Sree		
5	Biju lekshmi. S		✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	Anu		
6	Anusree		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Abhirami		
7	Abhirami M. P. S.		✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	Aswathy		
8	Aswathy. S.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	aisha fathima		
9	Jasna fathima.		✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Jasna		
10	Siji Mol.		✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Saranya		
11	Saranya. B.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	X	✓	✓	Saru		
12	Deeku. S.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	Geethu		
13	Geethu. L		✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Aamina		
14	Amina. S.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Abhilasha		
15	Adhulya.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	Fousiya		
16	Fousiya.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Rakhi		
17	Rakhi. U.		✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Bhagyalekshmi		
18	Bhagi Lekshmi		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Revathy		
19	Revathy.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Revathy		
20	Sruthy Krishnan.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Sruthy		

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

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CERTIFICATE

This is to certify that ~~Mr.~~/Ms./~~Mrs.~~ JASNA FATHIMA

Reg. No. ..... *Department of* HINDI *has successfully completed certificate course in* HINDI COMPUTING

..... *during* August *2019 to* February *2020.*

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

COURSE CO-ORDINATOR

PRINCIPAL

Sree Narayana College, Kollam

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

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

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

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This is to certify that ~~Mr.~~/Ms./~~Mrs~~ REVATHY ARJUN

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.....*during* August *2019 to* February *2020.*

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

COURSE CO-ORDINATOR

SREE NARAYANA COLLEGE

PRINCIPAL

Report

A Certificate Course in Hindi Computing held at the department in the Academic Year 2019-2020. Dr. Mahesh.S was the Co-Ordinator. 20 Students participated in the course. All the Student Sucessfully Completed the course. A written exam and Viva-voce was held on 07/03/2020. The certificate issued to all the Students.

Outcome

1) Understand the possibilities of Computing in Hindi

2) Updates and expands Basic informatic skills.

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