

*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.

Tarha Alharayil
Principal
Sree Narayana College
Kollam



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SREENARAYANA COLLEGE, KOLLAM

DEPARTMENT OF HINDI

CERTIFICATE COURSE IN HINDI COMPUTING, 2020-2021

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

SREE NARAYANA COLLEGE KOLLAM

AFFILIATED TO UNIVERSITY OF KERALA
ACCREDITED BY NAAC A GRADE



DEPARTMENT OF HINDI

**Course
Duration**
6 months
(30 Hrs)

Qualification
+2
Pass

35
Seats
available

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.

Certificate Course
in
Hindi Computing
2020-2021

Course Co-ordin
Dr. MANJU.

SYLLABUS

- Knowing Computer
- Operation Computer using GUI based OS
- Word Processing in UNICODE Hindi
- Introduction to Internet
- Communication & Collaboration
- Making Small Presentation



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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 **17/02/2021**. The students who wish to attend the course are informed to contact the course co-ordinator. (Dr.Manju K N, Assistant Professor, Dept. of Hindi, S.N College, Kollam).

01/02/2021

Kollam


PRINCIPAL

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







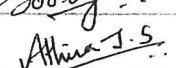

HINDI COMPUTING

2020 - 2021





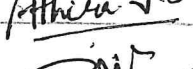
General Meeting of Hindi Department 2020-2021

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

Members Presented.

Dr. P. G. Sasikala. 
 Dr. N. Shaji 
 Dr. S. Mahesh 
 Dr. P. N. Bindhukala. 
 Dr. MANJU. K. N. 
 Dr. PAVANA. C. G. 
 Dr. SOORYA. E. V. 
 Dr. ATHIRA. J. S. 

A Meeting of Certificate Course was held on 15/01/2021 at the Dept. of Hindi 2.00 P.M. All 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. As per the suggestion of the faculties, Dr. MANJU. K. N. is elected as the Co-ordinator and Dr. P. N. Bindhukala, Dr. Pavana. C. G and Dr. Athira J. S are the members of the Board of Studies.

Dr. P. G. Sasikala (HOD) 
 Dr. MANJU. K. N. (Co-ordinator) 
 Dr. Bindhukala. P. N. 
 Dr. Pavana. C. G. 
 Dr. Athira J. S. 

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Meeting of the Board of Studies

2020 - 2021

Agenda.

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

The Meeting of Board of Studies held on 22/01/2021 at the department of Hindi at 3.30 PM. 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 17/02/2021.

Members Present in the Meeting.

Dr. P. G. Sasikala (HOD) *Sasikala*
 Dr. Manju. K. N (Co-ordinator) *Manju*
 Dr. Bindhukala P. N. *Bindhukala*
 Dr. Pavana. C. G. *Pavana*
 Dr. Athira. J. S. *Athira*

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 Dept. of Hindi, SN College, Kollam

Meeting of the Certificate Course 2020-2021

Agenda.

1. Fixation of Exam Date.

A Meeting was held on 26/08/2021. All the members of the Board of Studies participated in the meeting and decided to conduct the exam on 04/09/2021 at 9.00 AM through On-line mode and viva-voce at 2.00 PM.

Members Attended.

Dr. P. G. Sasikala (HOD) Sasikala
 Dr. Manju. K. N (Co-ordinator) Manju
 Dr. Bindhukala. P. N BKS
 Dr. Parvati. C. G. Parvati
 Dr. Athira. J. S. Athira JS

Turhathurayil
 Principal
 Sree Narayana College
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HINDI COMPUTING

SREE NARAYANA

COLLEGE, KOLLAM

REGISTER

2020-2021 STUDENT'S ATTENDANCE

Name of the programme Hindi Computing

Month & Year 2020-2021

Sl. No.	Name	Date	Hour	Name of Teacher												No of Days AP's Attended					% of Attendance						
				1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5							
1	ANJU. A.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
2	ABHIJITH. S			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
3	AMRUTHA. S. R.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
4	ANNA CHRYSSA JOE			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
5	ARCHANA SUBASH.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
6	ATHULYA ANILKUMAR			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
7	KRISHNA PRIYA. A.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
8	REMYA KRISHNAN			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
9	NAYANA NALAN			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
10	NAYANA UDAYAN			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
11	GIOWRI M PRATHAP			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
12	NIVHAMED BASHA.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
13	DEEPIKA. S.KUMAR			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
14	LEKSHMI VIJAYAN			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
15	VISHNU U.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
16	TRISANA M. R.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
17	NAYANA NIFANA.N			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
18	MITHU CHEM BALLE			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
19	RENJITHA P. S.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
20	PRATHI. M.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
21	NIGITHA PRADEEP			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
22	RISMINA. S			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
23	THAZLEEMA. A.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
24	THAZLEEMA SHARIF			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
25	SALMATH BEEGAM			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
26	MIKHIL .S.KUMAR.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
27	ARYA. S			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
28	BHAGYA BINU.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
29	DARSHANA .A.S			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
30	SARATH. S			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
31	RESHMA AJAY			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
32	GEEATHU MOL.P			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
33	SHIBANI SUNIL			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
34	INDUJA .BALAN.			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			

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Head of The Department
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Sree Narayana College Kollam

Certificate Course 2020-2021

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	ABHIJITH S	HINDI
2	2	AMRUTHA S R	HINDI
3	3	ANANDU DAS	HINDI
4	4	ANJU A	HINDI
5	5	ANNA CHRYSSA JOE	HINDI
6	6	ARATHI M	HINDI
7	7	ARCHANA SUBASH	HINDI
8	8	ARYA S	HINDI
9	9	ATHULYA ANILKUMAR	HINDI
10	10	BHAGYA BINU	HINDI
11	11	DARSANA A S	HINDI
12	12	DEEPIKA S KUMAR	HINDI
13	13	GEETHU MOL P	HINDI
14	14	GOWRI M PRATHAP	HINDI
15	15	INDUJA BALAN	HINDI
16	16	KRISHNA PRIYA A	HINDI
17	17	LEKSHMI VIJAYAN	HINDI
18	18	MUHAMMED BASHA	HINDI
19	19	MUTHU CHEMBALA E	HINDI
20	20	NAYANA NALAN	HINDI
21	21	NAYANA UDAYAN	HINDI
22	22	NIFANA N	HINDI
23	23	NIGITHA PRADEEP	HINDI
24	24	NKHIL S KUMAR	HINDI

PROF. (DR) P G SASIKALA

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

Head of The Department

Dept. of Hindi, SN College, Kollam

25	25	REMYA KRISHNAN	HINDI
26	26	RESHMA AJAY	HINDI
27	27	RISANA M R	HINDI
28	28	RISMINA S	HINDI
29	29	SALMATH BEGAM	HINDI
30	30	SARATH S	HINDI
31	31	SHIVANI SUNIL	HINDI
32	32	THAZLEEMA A	HINDI
33	33	THAZLEEMA SHARIEF	HINDI
34	34	VISHNU U	HINDI

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Sree Narayana College, Kollam

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(ATAL 'A' Band Institution)

CERTIFICATE

This is to certify that ~~Mr.~~Ms./Mrs. *Jeehija Balan*.....

Reg. No. Department of *Hindi*..... has successfully

completed certificate course in *Hindi Computing*.....

..... during *February*..... 2020 to *August*..... 2021.

Manji

COURSE CO-ORDINATOR



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

PRINCIPAL

[Signature]



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CERTIFICATE

This is to certify that Ms./Mrs. Shrivani Sunil.....
 Reg. No. Department of Hindi..... has successfully
 completed certificate course in Hindi Computing.....

 during February 2020 to August 2021.....

M. J. J.

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



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[Signature]



Sree Narayana College, Kollam

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CERTIFICATE

This is to certify that ~~Mr./Ms.~~ *Mrs. Rismina S.*

Reg. No. Department of *Hindi* has successfully

completed certificate course in *Hindi Computing*

..... during *February 2020 to August 2021*

Mr. J.

COURSE CO-ORDINATOR



DR. J. J. J.
MA, B.Ed. M.L.S.
Head of The Department
Dept. of Hindi, SN College, Kollam

[Signature]

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Sree Narayana College, Kollam

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CERTIFICATE

This is to certify that *Mr./Mrs. Nigitha Pradeep*..... has successfully
 Reg. No. Department of *Hindi*.....
 completed certificate course in *Hindi Computing*.....

 during *February 2020 to August 2021*.....

Manj

COURSE CO-ORDINATOR



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[Signature]

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CERTIFICATE

This is to certify that ~~Mr~~/Ms./~~Mrs~~..... Arya S..... has successfully
 Reg. No. Department of Hindi.....
 completed certificate course in Hindi Comp. parting.....
 during February 2020 to August 2021.....



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Manj

COURSE CO-ORDINATOR

[Signature]

PRINCIPAL

Report

A certificate course in Hindi Computing held at the department in the Academic Year 2020-2021. Dr. Manju.K.N was the Co-ordinator. 34 Students participated in the course. All the students successfully completed the course. A written exam and viva-voce was held on 04/09/21. 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
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