



# NIRMALA COLLEGE MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661  
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**FOURTH CYCLE NAAC ACCREDITATION 2019**

## CRITERION 1

### CURRICULAR ASPECTS

1.1.2. Number of certificate/diploma program introduced during last five years

**FHCC17 CERTIFICATE COURSE - FUNCTIONAL HINDI**

*Submitted to*



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

# CRITERION 1

## CURRICULAR ASPECTS

### FHCC17 CERTIFICATE COURSE-FUNCTIONAL HINDI

1. SYLLABUS
2. STUDENTS LIST
3. ATTENDANCE REGISTER
4. ASSESSMENT PROCEDURE
5. SUMMARY REPORTS
6. CERTIFICATE
7. BROCHURE
8. MINUTES
9. PHOTOS

**NIRMALA COLLEGE, MUVATTUPUZHA**  
**P G AND RESEARCH DEPARTMENT OF HINDI**

**FUNCTIONAL HINDI**

**OBJECTIVES:**

This course offers skill development in translation, paraphrasing and lexical skills in technical terminology, drafting skill, documentation skill,

**OUTCOMES:**

This course assures a secured platform for the language related career like...Translator, Hindi officer, Office assistant, Drafting /Documentation field (DTP), Teaching, advertisement writing etc...

**MODULE :1**

Theories of translation, Technical terminology  
Translation –English to Hindi , Hindi to English,

**MODULE :2**

Communicative Hindi  
Conversation related with different fields  
Mock interviews  
Dramatization of literary forms  
Debate  
Group discussion

**MODULE : 3**

Hindi Grammar and practical sessions

**MODULE : 4**

Functional Hindi  
Official letter writing and drafting

**MODULE : 5**

DTP in Hindi  
Hindi Computing  
M S word , Power point,  
Internet and Hindi, ISM, IME, Unicode, Hindi Indic  
Ileap , google input  
Devanagari font-(Mangal)  
Google Translatation



## FUNCTIONAL HINDI-CERTIFICATE COURSE

YEAR 2017-18

34. Sachin T Sivan
35. Vishakh K C
36. Abinu Mariya Mathew
37. Aleema Nazeer
38. Alisha Shaji
39. Amrutha C S
40. Ancia Salim
41. Athira Sivanandan
42. Binny George
43. Ganga P T
44. Greeshma Ravi
45. Jinty Jose T
46. Maria Abraham
47. Meghnamol P B
48. Midhuna T M
49. Milan Maria Thomas
50. Ruksana Najeeb
51. Sreedevi S
52. Syamili Babu
53. Vijayalakshmi K
54. Vismaya Viswanath
55. Yasira P
56. Anusree S Nair
57. Josna Joy



**DR. SUJA. C.**  
Associate Professor  
P.G. & Research Dept of Hindi  
Nirmala College  
Muvattupuzha - 686 661

DR. SUJA. C.  
Associate Professor  
P.G. & Research Dept of Hindi  
Nirmala College  
Muvattupuzha - 686 661



**PG AND RESARCH DEPARTMENT OF HINDI**

**NIRMALA COLLEGE**

**List of students enrolled in the certificate course- Functional Hindi**

**2018-2019**

1. ABHIRAMI K S
2. AKHILA SUBRAMANIAN
3. ANEESHYA SEBASTIAN
4. ANJU P S
5. ASNAMOL N A
6. CELEESHYA JOSEPH
7. GANGA SIVAN
8. REENU ANNA JOHN
9. REMYA MOL T S
10. RESHMA UDAYAN
11. RESHMA P R
12. REVATHY C B
13. VISHNUMAYA C P
14. ASWATHY K V
15. ASWATHY VIJAYAN
16. ATHIRA P B
17. ATHIRA SURESH
18. KRIPA JACOB
19. RAMEESA P B
20. RINI ROSE THOMAS
21. SANUMOL K S
22. SARANYA SASI
23. SHIMNA SALIM
24. SNEHA S SUNIL
25. SONIA ALIYAS
26. URMILA UNNI
27. VRINDA GOPI



**DR. SUJA. C.**  
Associate Professor  
P.G. & Research Dept. of Hindi  
Nirmala College  
Muvattupuzha - 686 661







Sl. No	Class	Name of the Student	Fees	Mon.	Thurs.	23/7/18	26/7/18	30/7/18	2/8/18	6/8/18	9/8/18	13/8/18	19/8/18	21/8/18	23/9/18
				16/7/18	19/7/18										
1.	VH	Abhirami. K.S		✓	✓	✓	x	✓	✓	x	✓	✓	✓	✓	✓
2.	VH	Akhila Subramanian		✓	✓	✓	✓	✓	x	✓	✓	✓	✓	✓	✓
3.	VH	Aneeshya Sebastian		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	✓
4.	VH	Anju P.S		✓	✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓
5.	VH	Asna mol N.A		✓	✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓
6.	VH	Celeeshya Joseph		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.	VH	Ganga Sivan		x	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.	VH	Reenu Anna John		✓	✓	✓	✓	x	x	✓	✓	✓	✓	✓	✓
9.	VH	Remya mol T.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10.	VH	Reshma Udayan		✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓
11.	VH	Reshma. P.R		✓	✓	✓	x	✓	✓	x	✓	✓	✓	✓	✓
12.	VH	Ravathy C.B		x	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	✓
13.	VH	Vishnumaya C.P		✓	✓	✓	x	x	✓	✓	✓	✓	✓	✓	✓
14.	IVH	Aswathy. K.V		✓	✓	✓	✓	✓	x	✓	✓	✓	x	✓	✓
15.	IVH	Aswathy Vijayan		✓	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
16.	IVH	Athira P.B		✓	✓	x	✓	✓	✓	✓	✓	✓	✓	x	✓
17.	IVH	Athira. Suresh.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x
18.	IVH	Keipa Jacob		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19.	IVH	Rameesa. P.B.		✓	✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓
20.	IVH	Rini Rose Thomas		✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓
21.	IVH	Sanumol K.S		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22.	IVH	Saranya Sasi		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23.	IVH	Shimra Salim		x	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	✓
24.	IVH	Sneha S. Sunil.		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
25.	IVH	Sonia Aliyas		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
26.	IVH	Urmila Unni		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x
27.	IVH.	Vrinda Gopi		x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Dr. Julia

Jasmine Mary

SR

VI

SPV

SR

BS

BS

Dr. Julia



mp

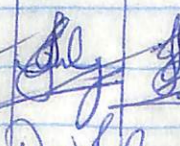

SR

VI



Sl. No	Class	Name of the Student	12/9/18	18/9/18	24/9/18	26/9/18	29/9/18 (Sat) (10 am - 1.00 pm)	1/10/18	4/10/18	6/10/18 (10 am - 1.00 pm)	8/10/18	11/10/18	12/10/18	15/10/18	17/10/18	20/10/18
1.	VH	Abhirami. K.S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓
2.	VH	Akhila Subramanian	✓	✓	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.	VH	Aneeshya Sebastian	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4.	VH	Anju. P.S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓
5.	VH	Asnamol. N.A	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓
6.	VH	Celeeshya Joseph.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7.	VH	Ganga Sivas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8.	VH	Reenu Anna John.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9.	VH	Remya mol. T.S	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10.	VH	Reshma Udayan.	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓
11.	VH	Reshma. P.R	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12.	VH.	Revathy. C.B	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
13.	IVH.	Vishnumaya. C.P.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
14.	IVH	Aswathy. K.V	✓	✓	✗	✓	✓	✓	✓	✗	✓	✓	✗	✓	✓	✓
15.	IVH	Aswathy. Vijayan.	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗
16.	IVH	Athira. P.B	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✗
17.	IVH	Athira. Suresh.	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓
18.	IVH	Kripa Jacob	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
19.	IVH	Rameesa. P-B	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
20.	IVH	Rini Rose Thomas	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓
21.	IVH	Sarumol. K.S	✓	✓	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓	✓
22.	IVH	Saranya. Sasi	✓	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓
23.	IVH	Shrima. Salem.	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
24.	IVH	Shreba. S. Sunil.	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓
25.	IVH	Soniya Aliyas	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗	✓	✓	✓	✓
26.	IVH	Urnilla Urni	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
27.	IVH.	Vrinda. Gopi.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

  
 Dr. Indira  
  
 Jasmind Mary

  
 Dr. Indira  
  
 Jasmind Mary



**NIRMALA COLLEGE, MUVATTUPUZHA**  
**P G AND RESEARCH DEPARTMENT OF**  
**HINDI**  
**CERTIFICATE COURSE IN**  
**FUNCTIONAL HINDI**


**ASSESSMENT PROCEDURE**

1. Written examination (translation passages, technical terminology, grammar, letter writing and quiz)-50 marks
2. Performance tests (debate, group discussion, I.T enabled tests as prescribed in the curriculum)-25 marks
3. Oral test (mock interview and speech)-25 marks

Students those who secure **60% and above** will be considered as passed and eligible for the certificate.

## SUMMARY REPORT OF FUNCTIONAL HINDI(2017-2018)

In the academic year 2017-2018, 59 students were enrolled for the course and only 57 students completed the course. Classes conducted from 6-01-2018 to 31-03-2018 for 30 hours. To enhance the working knowledge in Hindi, training is given on Hindi DTP, official letter writing practices, mock interviews, grammar classes etc. After the course, a written and practical examination was conducted and on the successful completion of the course certificates were distributed to the students.

  
PRINCIPAL  
NIRMALA COLLEGE  
MUVATTUPUZHA





## SUMMARY REPORT OF FUNCTIONAL HINDI (2018-2019)

In the academic year 2018-2019, 27 students were enrolled for the course. Classes conducted from 16-07-2018 to 20-10-2018 for 30 hours. To enhance the functional knowledge in Hindi we conducted Hindi DTP practices, letter drafting, translation, grammar classes etc. After the course a written and practical examination were conducted and on the successful completion of the course certificates were distributed to the students.



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MUVATTUPUZHA





**PG & RESEARCH DEPARTMENT OF HINDI**  
**Nirmala College, Muvattupuzha**

**CERTIFICATE COURSE IN FUNCTIONAL HINDI**

**Certificate**

This is to certify that Mr./Ms.....**JOSNA JOY**..... has  
successfully completed Certificate Course in Functional Hindi  
organized by PG & Research Department of Hindi,  
Nirmala College, Muvattupuzha during the academic year 2017-18

Date: **27-04-2018**



*T. Joseph*

Principal

*Sub*

Head of the Department





**PG & RESEARCH DEPARTMENT OF HINDI**  
**Nirmala College, Muvattupuzha**

**CERTIFICATE COURSE IN FUNCTIONAL HINDI**

**Certificate**

This is to certify that Mr./Ms.....**URMILA UNNI**..... has  
successfully completed Certificate Course in Functional Hindi  
organized by PG & Research Department of Hindi,  
Nirmala College, Muvattupuzha during the academic year 2018-19

Date: **29-11-2018**



*Tongyyl*

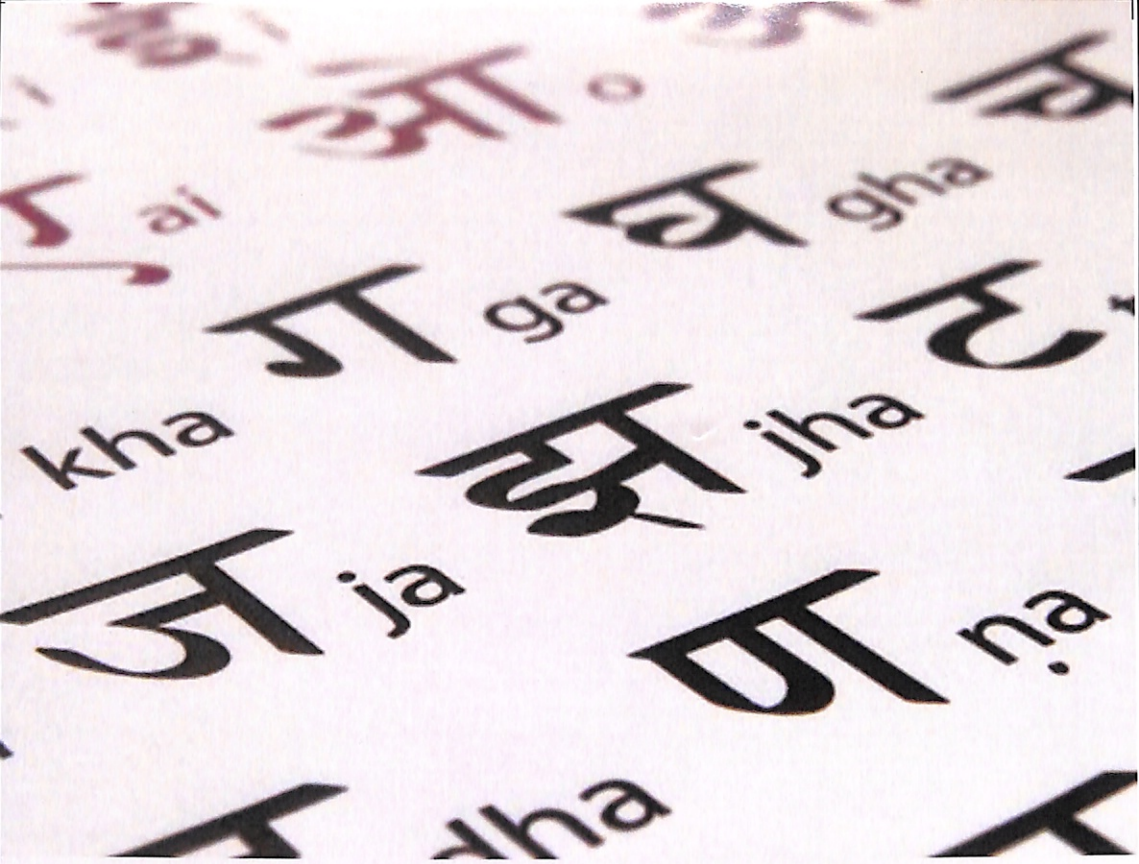
Principal

*Sub*

Head of the Department







NIRMALA COLLEGE MUVATTUPUZHA  
DEPARTMENT OF HINDI

CERTIFICATE COURSE

# Functional Hindi

Staff Coordinator:

Ms. JASMIN MARY P.J.

ASSISTANT PROFESSOR

MOB: 9447107095

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Classes begin on 06 January 2018

Number of Hours: 30



4.12.17

Staff meeting

Time: 3.30 p.m.

- Agenda :
1. Tour Planning.
  2. NAAC Template
  3. Opharaya Visit.

- Members Present :
1. Dr. Sujā. C
  2. Ms. Shini Mathew
  3. Dr. Julya Emmanuel
  4. Dr. Sreeja C.R.
  5. Dr. Neeladevara Keren
  6. Ms. Jasmine Mary P.J.
  7. Ms. Anush Sarker

- Meeting started with a silent prayer.
- \* It is decided to hire the tourist bus Angel, and this tour package for the three day tour programme of III DC [ Mysore - Kadaka ] for Rs 96200/- . The tour will start by 8. p.m on 7/12/17 and will reach back by 5. a.m on 10/12/17. Hotel Plaza Mysore is the stay place.
  - \* HOD checked the progress of filling the template
  - \* It is decided to visit the Opharaya at mylacombu on 9.12.17. Ms. Jasmine Mary will assist the students and it is also decided to collect the cloths and moon to give them.
- The meeting ended up by 4.30 p.m.



19.12.17. Tuesday. Staff meeting

Time: 3.30 p.m.

- Agenda :
1. X'mas celebration
  2. NAAC documents updation
  3. Model Examination P.G I sem
- Members Present : Q.P divisions.

- Members Present :
1. Dr. Sujā. C
  2. Ms. Shini Mathew
  3. Dr. Julya Emmanuel
  4. Dr. Sreeja C.R.
  5. Dr. Neeladevara Keren
  6. Ms. Jasmine Mary P.J.
  7. Ms. Anush Sarker P.S.

- Meeting started with a silent prayer.
- \* It is decided to participate in the X'mas carols and X'mas Paper contest. Abhishek Vallyoth of I H will act as Paper. Dr. Julya Emmanuel was entrusted the charge of college X'mas celebration.
  - \* Discussed about the updations needed in the NAAC documents and Powerpoint presentation
  - \* Restructured the Spoken Hindi and Functional Hindi to be started.
  - \* Teachers concerned with each paper entrusted the duty of preparing Q.P of P.G I sem examination conducting on 3/1/18
  - \* HOD reviewed the activities of the department in the current year.

meeting came to end by 4.30 p.m.





8.1.18

Tuesday

Staff meeting

Agenda: Mege Alumni meet on 13/1/18  
members Present

1. Dr. V.C. James
2. Dr. Suresh mal Varghes
3. Ms. Shini Mathew
4. Dr. Sreeje C
5. Dr. Jubye Emsarud
6. Dr. Sreeje C.R
7. Dr. Meerada maria kuiran
8. Ms. Jasmine mary P.J
9. Ms. Anesh Sankar P.S

Meeting started with a silent prayer

- \* HOD welcomed everyone to the new calendar year's first meeting.
  - \* Dr. Meerada maria kuiran received the charge of Alumni from Dr. Sreeje C.R. It is decided to give the whole hearted support by whole staff members to make the mege alumni meet a great success.
  - \* It is The answer script division of 1st Internal examination of IV & VI Dies done by HOD
  - \* It is also decided to update all NAAC files asap.
- Meeting came to an end by 4.30 p.m

NB:

Functional Hindi course made compulsory for all First and Second year students



Sub

9.24/1/18

Wednesday

Staff meeting

Agenda: 1. NAAC files review

2. Staff tour

members Present: 3. Functional Hindi course

1. Ms. Shini Mathew
2. Dr. Sreeje C
3. Dr. Jubye Emsarud
4. Dr. Sreeje C.R
5. Dr. Meerada maria kuiran
6. Ms. Jasmine mary P.J
7. Ms. Anesh Sankar P.S

- \* Meeting started with a silent prayer
  - \* As the SSR submission date is postponed It is decided to revise and use the bonus time to give maximum perfection to the department files.
  - \* Functional Hindi course charge handed over to Dr. Jubye from Dr. Sreeje. And the remuneration given for two classes by Dr. Sreeje is adjusted with the new batches collection
  - \* Staff ensured the maximum participation for the staff tour to Ramachalmedu as it is the last staff tour with Dr. V.C James.
- The meeting came to an end by 4.30 p.m













