## NIRMALA COLLEGE MUVATTUPUZHA

IRMALA COLLEG

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661 Telephones:0485 2832361, 2836300 e-mail:nirmalacollege@gmail.com, Website: www.nirmalacollege.ac.in

## 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





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 Numala College Muvattupuzha - 686 661

DR SUIA, O. Association P. G. & Market Muraliupuzha + 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 VDINDA CODI
- 27. VRINDA GOPI



DR. SUJA. C. Associate Professor P.G. & Research Dept.of Hindi Nirmala College Muvattupuzha - 686 661 2017-18

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#### 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.

PRINCIPAL NIRMALA COLLEGE MUVATTUPUZHA





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

**CERTIFICATE COURSE IN FUNCTIONAL HINDI** 

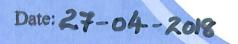
## Certificate

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



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## **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







PIN-686 661



#### NIRMALA COLLEGE MUVATTUPUZHA DEPARTMENT OF HINDI

CERTIFICATE COURSE

# **Functional Hindi**

Staff Coordinator: Ms. JASMIN MARY P.J. ASSISTANT PROFESSOR MOB: 9447107095

Classes begin on 06 January 2018

Number of Hours: 30

48 19.12.17. Tuesday. <u>Staff meding</u> <u>Gime: 3.30 p.m.</u> 4. 12. # 17 Skaff meeting 9cme : 3.30 p.m Agenda: 1. X mas celebration Agende : 2. Tour Planning. 2. NAAC Templali 3. Oxphanage Visi't. Members Present 1. Dr. Suje. C 1. Ds. Suja.C 2. Ms. Shin Mathew 3. Dr. Julye Emmanuel 4. Dr. Szerie Cr. R 5. Dr. Noveccle merie kuker G. Ms. Sasmine mary P.J. 6. Ms. Jasmine baryp.) 7. Mrs. HA Aneesh Senker Jun. Pleeting started with a sitent prayer. It is chericled to this to hire the tawist bus Angel and this low package for the three clay low programme of TH DC [ Myron - Kudaku ] for Rs 96200/- . The low will start by 8. p.m on #/12/17 and will a reach beck by 5. a.m on 10/12/17. Hotel Plaza Myor \* HOD chicked the progress of filling the temphate \* It is cleicled to visit the orphancy at mylacomber on 9.12.17. Ms. Jasmine mary will assist the students end it is also sheiched in the current year. to collect the cloths and mon to give them. The meeting ended up by 4.30 p.m. A

2. NAAC documents updation 2. Model Examination P.C. I Sens - Members Present Q.P division. 2. Ms. Spin Mather 3. Dr. Sulye Emocoul Of 4, DB. Sxeep Cr.R. 5. Neescele marchieles 7 Mrs. Anersh Sesker P.S. Meeting started with a silent prayer. \*. It is devided to participate in the X'mas carole and X'mas Papa context. Applichek valligets of I H will act as Pape. Dr. July Emsanuel was entrusted the charge of college X mas celebration A B Discussed about the applations needed in the NAAC documents and Power point presentation \* Restructured the Spaken Hindi and Fungliggor Hind to be strated. \* Geachers concerned with each paper postusted the dutip of preparing Q. p of p.g. I sen examination conducting & 3/1/18 \* FIOD reviewed the advities of the department meeting came to end by 4.30 p.m

- 51 53 9. 24/1/18 Wednesday Staff meeting 8.1.18 Tuesday. Skaff meilig Agender 1. NAAC files review 2. Skaff tour Agende: Mege Alumni meit on 13/1/18 members Present members Present 3. Functional Hind Course 1. Ds. V.C. James 1 Ms. Shini Mathew 2. Dr. Sumas mol Varghes 2. Dr. Suje. C 3. Hs. Shin Mathew Dr. Julize Emmanuel 8ª 4. LA. Seyje. C Dr. Steepin G.R. 5. Dr. Oubye Empasul 5 Ds. Neerada maria kuras LA. A Cheeje Cr. R 6. Ms. Jasmine mary P. J F. Dr. Neerede Hava kuring 7. Mr. Anush Saskas P.S 8. Mr. Jasmine mary P.J Meeting started with a silent prayer 9. Mr. Aneesh Sender P.S \* As the SSR submission date is postponed It is Meeting started with a silent prayer decided to revise and use the bonus time to give maximum perfection to the department files. HOD welcomead everyone to the new calender Functional Hind course charge handed over to Dr. Julye from Dr. Breije. And the remuneration year's first meeting. Ds. Neerada maia kuico received the charg given for two classes by Dr. Sreeje is adjusted of Alumini from Dr. Sreeje C.R. It is decided to give the whole hearted support with the new batches collection \* Staff ensued the maximum participation for by whole staff members to make the megi alumin meet a great success. It is The answer scarpt division of the staff tow to Ramachalmedu as it is the last staff lour with Ds. VC James. A The meeting came to as end by 4:30 p. 5 7 st Poterod examination of IV & VI dici It is also decided to update all TAAC A files acap . meilig come to en end by 4.30 p.m Functional Hind lower made compilsory for all First and Second generalidents of tos NB :





