

## Three month ability enhancement Course in Hindi

Marks: = 100

Time: 11am-1pm

### Course Content:

Basic computer knowledge: 2 days

Introduction to keyboard –

- Traditional- 2days
- Kruti Dev- 2 days
- Unicode- 2 days

Word making-2days

- Use of Swar Matra
- Use of Sayunktakshar

Sentence making -3 days

- Introduction
- Essay Writing
- Unit Test

Paragraph Writing- 5 days (Marks=20 – Speed+ Page Setup+ Completion)

- Introduction
- Font
- Page Setup
- Design
- Speed Test

Preparation of Power point Presentation- 4 Days (Marks=20 – Speed+ Page Setup+ Completion)

WPS – 1day

Google docs- 4 days (Marks=10)

- Introduction
- Voice Typing
- File formation
- Page Setup

Hindi Phonetics-10 days

- Vowel
- Consonant
- Recitation of poem-15 marks (pronunciation+ Confidence + Completion)  
Or Dialogue Technique-
- Body language-15 marks (Confidence+ Over all appearance)
- Group discussion- 20 ( leadership+ knowledge+ Style+ Completion)



DEPARTMENT OF HINDI  
PRAGJYOTISH COLLEGE

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Ref.....

Date 27 Oct 2021  
Guwahati

To,  
The Principal,  
Pragjyotish College,  
Guwahati 9.

Allowed  
NANDU  
27/10/2021

Subject : Permission for Hindi Typing class.

Respected Sir,

With due respect I would like to inform you  
that we are interested to start Hindi Typing

class from 29 Oct 2021 from 11:00 AM to 1:00 PM without  
hampering regular class and Saturday 1-2 PM for SEC.  
Therefore, I request you to permit us and do  
needful for the betterment of the student.

Thanking you,

yours faithfully  
Nandita Rajlangdi



11AM - 1PM

# PRAGJYOTISH

## Daily Class Attendance Register of the

Year .....  
 Class 1st/2nd/3rd  
 H.S./Degree/(Arts/Sc./Com.)  
 Section ..... Shift: Day/Morning  
 Subject .....

Roll No.	NAME	Sign of Prof.	Date													
			29	29	29	30	01	02	09	12	13	16	23	23	26	
354	Raktima Deka. (BASK)		P	P	P											
302	Deepshikha Boro (BA 3 <sup>rd</sup> )	①	P	P	P					P	P	P	P	P	P	P
303	Wasima Begum (BA 3 <sup>rd</sup> )	⑥	P	P	P					P	P	P	P	P	P	P
304	Upasana Saarma (5th sem BA)		P	P	P											
327	Juble Kalita (3 <sup>rd</sup> Sem BA)	⑧	P	P	P					P	P	P	P	P	P	P
391	Jyoti Kumari Chauhan (3 <sup>rd</sup> Sem)	④	P	P	P						P	P	P	P	P	P
99	Chintu Thappa (1st sem)	④		P					P	P	P	P	P	P	P	P
153	Bikram Sharma	⑬		P								P				
301	Sandhya Kumari	⑫		P								P				
393	Nawab Hussain	⑩		P					P	P	P	P	P	P	P	P
127	Rashmi Chetry	(9)		P					P			P				P
42	Nure Saira Khanam (1 <sup>st</sup> Sem)	8		P					P		P	P	P	P	P	P
251	Sanjay Kc. Paswan	7		P					P							
252	Dikshita Thakuria	7		P					P							
253	Pomi Thapa	6		P					P				P			P
104	Rashmita Medhi	5		P					P		P	P				P
86	Bondita Rakha (1 <sup>st</sup> Sem)	5		P					P		P		P			P
78	Shomhi Choudhary	4		P						P			P			P
276	Sanjana Hari						P						P			
224	Sagarika Kalita								P				P			P
112	Geetima Deka								P	P	P	P				P
44	Chinta Thapa								P							
200	Sukla Debburma (BA 5 <sup>th</sup> )						P									
185	Yasri Jamatia (BA 5 <sup>th</sup> Sem)						P									
306	Neha Chetry (5 <sup>th</sup> Sem)						P									
350	Ismatun Najisa (BA 5 <sup>th</sup> Sem)						P									
55	Jinti Talukadar															P
126	Jyoti Kumari (1 <sup>st</sup> Sem)															P
360	Nargis Bultana															P
76	Dikshita Thakuria															P

(Introduction)

(Typing of Computer character)

Traditional

(Traditional)

Typing in Mangal font





