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 HINDIPRAGJYOTISH COLLEGE

Santipur, Guwahati - 781009, Assam

E-mail: pragcollege@yahoo.co.in • Website: www.pragjyotishcollege.org.in

Ref..... Date 27 oct 2021 Gusalat. Melacred Monday The Principal, Pragjyotish College, Grussahati 9 Subject: Permission for Hindi Typing class Rospected Sir, With due replect I would like to inform you that were are interested to start Hindi Typing Chilit class from 29 Oct 2021 from 11:00 AM to 1:00 PM wither hampening regular class and Saturdy 1-2 PM for SEC Therefore. I request you to permit us and do needful for the leetterment of the student. yours faithfully Thanking you, Nandte Raylangs

PRAGJYOTISH

Year Class 1st/2nd/3rd H.S./Degree/(Arts/Sc./Com.)

. Shift : Day/Morning

Daily Class Attendance Register of the

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302	Deepshikha Bondoloi (BA3")	0	P	P	-	-				P	P	0	P	-	P
303	Wasima Begum (BABAd)	0	P	P		P				•	F	1			P
304	Upasana Sarma (5th sem BA)		P	P	P	0						1	'		
327	Juble Kalita (Brid SeemBA)	8	P	P		P				P	P	P	-		P
391	Jyoti kumoni chauhan (3rd Sem)	9	P	P		P		0	0	0	2/4		P	0	•
99	Chintre Thappa (1stsem)	1		P				P	1	P	P	P		P	9
153	Bikram Sharna	0		P	1			*				P		*	
301	Sandhya Kumari	(12)		P			-	0		0	P	7		, ,	
393	Nausod Hussain	10		P				P	P	P	P		1	P	
127	Rosham chetry	(9)	-	P			-	PP		P	P	0	7	P	
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252	Dikkhita Thakwia	7		P				P					7	,	
253	Pomi Thala	6		P				P				P	Pop	P	
104	Rashmita Medhi	5		P				P		P	P		Sper	P	
86	Bandita Rakha (1stse	5		P				P		P	1	P		P	
78	Shom Hi Chowdhawy	4	1	P					P			P	75	P	
276	Sanjana Harri					P						P	30	,	
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112	Georima Deka			1				P	P	4	P	-	7	P	P
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Year Class 1st/2nd/3rd H.S./Degree/(Arts/Sc./Com.) Section..... Shift Day/Morning Subject

PRAGJYOTISH

Daily Class Attendance Register of 1

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324	Bhanita kalita				P
225	Nizara Bhuyan				
305	Neha kumani Paswan				
168	Mafida Begun				
80	Vesme Oralima				
155	Rima kunni Sah				
420	Cruster Safi				
199	Anushri Bania				

PRAGJYOTISH

Year Class 1st/2nd/3rd H.S./Degree/(Arts/Sc./Com.) Shift Day/Morning Daily Class Attendance Register of the

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Students for the Month of November 2022

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