



TECNIA INSTITUTE OF ADVANCED STUDIES
NAAC ACCREDITED GRADE "A" INSTITUTE
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Syllabus of Value-Added Course

Certificate Course in Hindi Typing and Hindi News Writing

COURSE CODE: CCHTW	L: 2	T/P: 0	CREDITS: 2	Total Marks: 100
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Course overview:

The certificate course in Hindi Typewriting (Mangal Font) and Hindi News/Content Writing is a program designed to equip individuals with the necessary skills and knowledge to write and type in Hindi using the Mangal font. The course focuses on developing the ability to create compelling and informative news and content in Hindi. It typically includes lessons on the basics of Hindi typing, such as learning the Hindi keyboard layout and typing speed drills to improve typing proficiency. Students would be trained to use Mangal font, a widely used font in Hindi language publications, to create professional-looking documents.

Course outcomes:

- Students would be prepared from the perspective of employability for the Hindi Media Houses and Organizations.
- Students would be prepared from the perspective of employability for the role of Hindi Content Writer.
- Students would be having an understanding about the mannerism of Hindi News Writing.
- Students would be having writing skills from the employability perspective for the role of Content Writer and as well as for the News Reporter and Writer.

Module 1

1. Basics of Mangal Font (5hrs)
2. Introduction to Hindi Keyboard (Mangal) (5hrs)
3. Hindi Word spelling knowledge (हिंदीवर्तनीशुद्धि) (5hrs)

Module 2

1. Instructions of Typewriting in Mangal font (5hrs)
2. Speed Practice/ Practical Training (10hrs)

Examination Scheme:

Components	Marks	Grading Marks
Quiz Tests/Class Assignments/Home Assignments	40	4
Seminar/ Class Presentations /Class Performance	30	3
Viva-voce	30	3
Total	100	10

References:

1. Paramount Hindi Typing Practice Book (Mangal Font) by Paramount authors
2. PUJA COMPUTER HINDI TYPING (MANGAL AND KRUTI DEV FONT) (UNICODE INSCRIPT KEYBOARD) by Navjeevan
3. Lekhak Kaise Banein (Hindi Translation : How to be a Writer) by Ruskin Bond (Author), Renu Talwar (Translator)
4. समाचार: लेखन एवं रिपोर्टिंग - News: Writing and Reporting by Publisher: Shivalik Prakashan

**i. Approved in the 36th Meeting of the Departmental Academic Committee held on 24.02.2021
(Ref No. TIAS/DoJMC/DAC/2020-2021/36)**