

Preamble

Taking cognizance of the ambient policy-making and administrative atmosphere congenial to flourishing of Hindi language discourse, it has been noted that Hindi is rapidly taking over as a preferred functional language in **administrative and judicial services environment** besides media and professional avenues.

This course is part of a campaign for promotion of programmes facilitating and enhancing academic ability hinged on bilingual proficiency in translating texts from English to Hindi as underlined by HSHEC.

The university endorses the vision of HSHEC and supports the academic mission of enhancing abilities of professionals who may need to work in environments where both Hindi and English are used as functional languages.

The following will be the particulars of the **Eight-week long Short Term Certificate Course**:

Duration (hours/ week): The course is stipulated to be 100 hours long.

Total Duration (Total number of weeks): 8 weeks

The course fee is Rs 2000/ student.

Intake: 50 students

Eligibility: Graduate in any discipline

Scope and USP: The course aims at creating professionals with bilingual proficiency in functional use of Hindi and English language suited to drafting policy-documents or interpreting them while recognising cultural and linguistic gaps.

General Information

Type: Skill-Intensive course with equal weight in terms of marks percentage for workshop.

The course fee is Rs 2000/ student;

Eligibility: Graduate in any discipline

Duration: The course is stipulated to be a 100 hours long.

Scheme and Syllabus

Scheme:

Engagement hours (theory and translation workshop): **98 hours**

Internal Exam: 2 class tests/ session tests of 1 hour each: total: **2 hours**

Total: 100 hours

Workshop Exam (Final Skill Test with Viva-Voce and Assignment): 4 hours

External exam: 3 hours

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Credits: 10 credits

Theory Classes: Weekdays: 6 hours/ week

Workshop (compulsory): Saturday: 4 hours

Total: 10 hours/ week.

DRAFT SYLLABUS

A draft of the syllabus with Cos is attached herewith:

Course Outline:

Credits: 10 credits

Course Objectives

1. The student should be able to translate legal and policy documents from English to Hindi while avoiding misinterpretations.
2. The student shall be able to apply TEP framework while translating documents.
3. The student shall be able to interpret documents overcoming cultural and linguistic barriers.
4. The student shall be able to draft documents that are grammatically correct and logically consistent.

Certificate Course in Translation [English to Hindi]

Attendance: 75 per cent attendance mandatory.

Unit-I: Translation and Introduction to Translation Studies (TS); TS as a discipline; Four (4) common types of translation- literary, technical, professional, administrative; source language-target language; elements of TS; translation, editing, proofreading; machine-translation and post-editing.

Unit-II: TEP framework; translation vis-à-vis localization and trans-creation; errors/misinterpretations/ linguistic barriers/ cultural and linguistic differences between Hindi and English; idiomatic use of language; style (through sample poems); logic; grammar- sentence structures comparing Hindi and English syntax; prepositions, adjectives and adverbs; copyediting versus proofreading.

Unit-III: Functional Hindi and English Terms for Specific Professions; Glossary of Technical Terms; and Glossary of Legal Terms.

Unit-IV: Policy documents: Samples of Documents related to Organizational (or Master) Policy; System-specific Policy; Issue-specific Policy; Sample Vision documents, Policy Documents, Budgets, Proposals, Project Reports, DO letters [Perusal and Practice].

Unit-V: Samples of Sale Documents Formats, Power of Attorney, Legal Settlements, Legal Bonds, Affidavits, Civil Court Forms, Wills, Legal Notice Formats, and Agreements (Hire Purchase; Partnership; Arbitration for Translation Exercises from English to Hindi [Perusal and Practice]

Submission of Guided Assignment: 10-20 pages

- **Unit-VI:** Translating Policy and Legal Documents from English to Hindi:

Translation Exercises in Administrative and Legal Documents: Administrative Documents, Judicial Drafts, Form and Records and Gift Deeds [Practice- Intensive]

Course Outcomes

1. The student will be able to translate legal and policy documents from English to Hindi while avoiding misinterpretations.
2. The student will be able to apply TEP framework while translating documents.
3. The student will be able to interpret documents overcoming cultural and linguistic barriers.
4. The student will be able to draft documents that are grammatically correct and logically consistent.

Assessment:

50 marks internal: two (2) internal assignments (40 marks) and class performance (10 marks)

50 marks external: final assignment (20 marks), viva-voce and test (30 marks)

Internal Assignments:

Submission (Compulsory) of Two (2) Guided Assignment: 10-20 pages of short different legal documents to be translated to Hindi.

External Assignment:

Submission of One Major Final Assignment: A. Twenty (20) news stories and twenty (20) news items with mandatory inclusion of original English transcripts from which Hindi translations have been drawn OR B. Five (5) Public Documents/ Social media Campaigns translated to Hindi (including the English original).

NB: Final Guided Submission (as per teacher-translator's directions) may be drawn on Unit IV and V

The tests could be MCQ and writing passages blended.

Pedagogy:

Teacher may use dictionaries, audios, language games and translation exercises to aid learning.



Annexure-I

These are the provisions laid out by HSHEC:

Honorarium for the Expert: Rs 500/ hour to a maximum of Rs 50,000/-

Provisions: Group C: Rs 75/ hour to a total of Rs 7500/-; Group D: Rs 50/ hour to a total of Rs 5000/-

The following modalities need to be figured out on higher level to run the programme smoothly.

Modalities:

Evening Classes on Weekdays or Morning Weekend Classes

A regular academic course is 40 hours long and requires 4 lectures per week running for 10 weeks at least.

Credits: 10 hours [L-6 ;WS-4] where L is for Lecture and WS for Worshop (WS has full credits ie. 1 hour equals 1 credit))

Suggested:

This course in translation will need a right blend of translation exercises and theory.

Day	Theory Hours	Workshop Hours
Monday	1	4 hours
Tuesday	1	0
Wednesday	2	0
Thursday	1	0
Friday	1	0
Saturday	0	4 hours
Total	6 hours	8 hours
Grand Total	14 hours	



In a week of 5 days: 14 hours for coursework

In 7 weeks: 98 hours for coursework

with additional 2 hours for internal exam: 100 hours

Moreover, above this, additional 7 hours for final workshop and written exam will be required taking the course to 8 weeks.

NB: Greater viability of the course may be further negotiated as usually certificate courses are for 40- 60 hours, while to run a 100 hours course as suggested expert opinion may be required on modalities related to time, schedule, expertise and assessment details. An expert committee may be formed to discuss modalities for a viable quality course.



Permissions for Remuneration

Final administrative and financial approvals may be taken to facilitate honorarium and remuneration of staff from competent body.

Advertisement and recruitments: Due approvals required.

Recommendation: It is underlined that since the translations are in the domain of public services and judiciary, the expert translator must belong to the domain of legal studies or policy-making with a proficiency in both English and Hindi languages. A minimum facility with Hindi language along with a sound comprehension in the subject can be certified through a CLASS X certificate re-affirmed through assessment in an interview.

Requirements:

Classrooms and Scheduling

Provisions:

The following will be the particulars regarding facility and provisions as laid out by the nodal body:

The course fee is Rs 2000/ student; Eligibility: Graduate in any discipline

Duration: The course is stipulated to be 80 hours- 100 hours long.

Honorarium: Rs 500/ hour to a maximum of Rs 50, 000/-

Provisions: Group C: Rs 75/ hour to a total of Rs 7500/-; Group D: Rs 50/ hour to a total of Rs 5000/-

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