

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**  
**Department of English & Foreign Languages**  
 (Established by the State Legislature Act 9 of 2003)



Syllabi and Scheme of Examination under Credit Based System of 1 semester

**Certificate Programme in Translation**

To be implemented from the Session 2024-25 Structure,  
 Scheme of Examination, Credits and Teaching Hours of  
 Certificate Course in Translation (Six Months)

Paper No.	Name of the course	No. of Credits	Teaching hours per week	Examination scheme (Marks)			
				Theory	Internal assessment	Total marks	Duration of the exam
CCT-101	Introduction to Translation	4	01	70	30	100	3 hours
CCT-102	Translation of Official and Legal Documents	4	02	70	30	100	3 hours
CCT-103	i) Project Work (Theory)	4	01	50	--	100	----
	ii) Project Work (Viva-Voce)			50	--		
<b>Total Credits, Hours per week and Marks</b>		<b>12</b>	<b>04</b>	--	--	<b>300</b>	--

**Leading to Diploma in 2<sup>nd</sup> Semester**

**As approved by Faculty of Humanities held on 11.06.2024**

# **CERTIFICATE PROGRAMME IN TRANSLATION FROM ENGLISH TO HINDI**

## **Preamble:**

The Certificate Course in Translation provides an introduction to the basics of translation from English to Hindi. It aims at imparting the key concepts of theoretical and practical forms, methods and modes of translation to groom an amateur's attempts into those of a professional enthusiast. Thus, this course will provide the basics of translation in general with the theoretical principles and functional elements of translation as a process and a skill for all those who know more than one language.

## **Necessity of the Course:**

In straight terms, translation is the area of language and knowledge that creates the connectivity and intersectionality in multiple languages, disciplines and discourses. A career in translation usually involves working from a one source language that one knows fluently and translating back into another which the translator may be familiar with as his or her target language. A career in translation involves writing rather than speaking, although many translators nowadays may use technology also for the tasks like voice recognition. Further, as per later development, the judgments of revenue, judicial courts are also to be written/pronounced in Hindi. Not only this have even the earlier judgments, Acts rules framed there under been also to be translated into Hindi for the ease of public at large.

## **The translation as a practical area of knowledge basically aims at:**

- Widening the vistas of knowledge in whichever area or discipline one wants to work.
- Spreading the mainstream ideologies in Linguistic minorities and connecting these bordered and marginalized people with those who seem to dominate the center through language or command on language.
- Increase the leadership in languages around us, in India especially as we have rich heritage of written and spoken languages.
- Increase of the worldwide readership and spreading the native and the local literature as well as disciplinary knowledge to the world outside the state / nation.
- Development of reviews, appreciations, criticism through translation in various languages.
- Evaluation and analysis of research papers, courses and the educational as well as professional documentation.
- Reaching out to the remote corners of the globe in the globalized world.

## **Programme Objectives:**

- To acquaint the students with the required competence in minimum two languages, one of which has to be English, to become a translator.
- To help the students to understand the norms and measures of a good and eligible or communicative translation to begin with, and further the ability to groom the skill of translation into expertise and accuracy levels as higher as possible
- To explain the similarities and differences in good and communicative translation and to acquaint the learners with the better standards of translation as theory as well as

practice.

- To sharpen and cultivate the interest and ability in the learners to attempt translation in the literary as well as social media and gain success in their efforts.
- To encourage the learners in practice to perform as translators in multiple areas of translation such as literary, academic and social media, legal and administrative systems, commerce and corporate world.

**Duration: 6 Month**

**Credits: 12**

Paper 1	Introduction to translation
Paper 2	Translation of official and legal documents
Paper 3	Project Work (official literature only)

### Detailed Syllabus

The programme has compulsory practical components and aims at honing the skills of the aspirants in practical translation. The first course Paper CCT-101 focuses on the basics of translation whereas the other two courses have heavy practical components. In the course Paper CCT-102, the distribution of study time for theory and practice shall be in the ratio of 50:50 and Paper CCT-103 shall be completely dedicated to practice.

Paper	Course Title	Course Details	Credits	Theory	Internal Assessment	Total	Duration of the Exam
CC T-101	Introduction to translation	Unit-1: Meaning, Nature and Scope of Translation Unit-2: Relevance of Translation in the age of Globalization Unit-3: Difficulties of Translating from English into Hindi Unit-4: Duties and Responsibilities of a Translator, Limitations of Translation.	4	70	30	100	3 hours

CC T- 102	Translation of official and legal documents	<p>Unit-1: Importance of translating official and legal documents.</p> <p>Unit-2: Translation of administrative and legal terminology.</p> <p>Unit-3: Translation of official communication various types of Official forms and formats.</p> <p>Unit-4: Translation of reports like administrative reports, reports of NGOs, corporate houses and international funding agencies like UNICEF, World Bank, DFID, UNDP etc.</p> <p>Unit-5: Translation of legal documents</p> <p><b>(Practice in Translation: One passage of 500 words shall be chosen from these categories for translation during this course)</b></p>	4	70	30	100	3 hours
CC T- 103	i) Project Work (Theory)	Translation of a text of 2500-3000 words from English to Hindi	4	50	--	100	--
	ii) Project Work (Viva-Voce)			50			

## **Learning Outcomes:**

Learning Outcomes after completing the course, the learners will be able to:-

- Apply the skills of translation in everyday communication in the fields of law, business, journalism and mass communication, politics and tourism etc.
- Translate simple literary passages in English into Hindi for academic and non-academic purposes.
- translate the legal and official communication/documents in English into Hindi and facilitate faster channels of communication in the organizations where they are working

## **List of References:**

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- Holmes, James S. (1988): The Name and Nature of Translation Studies. In Holmes, J.S., Translated! Papers on Literary Translation and Translation Studies. Amsterdam.
- Gouadee, D. Translation as a Profession. John Benjamins Publishing 2007.
- Translating official documents by Roberto Mayoral Asenio, Taylor and Franis, 2014, ISBN: 9781317641766, 1317641760.
- Translating Law by Deborah Cao, Multilingual Matters , 2007, ISBN: 9781853599545, 1853599549.
- New Advances in Legal Translation and Interpreting: Editors Detengti , Junfeng Zhao.2023, Springer nature Singapore, ISBN: 9789811994227, 9811994226
- Shastri, Pratima dave 2012, Fundamental Aspects of Transation. PH I Learning , New Delhi
- Rajpal Rajbhasha Prayog Kosh (English-Hindi), (An English-Hindi Dictionary of Official Terms & Usage) by Gopinath Srivastava, 2010, ISBN: 978-81-7028-021-7.
- Glossary of Administrative Terms (English-Hindi), Government of India, 2004