

**DEPARTMENT OF HINDI**

**DEVA MATHA COLLEGE, KURAVILANGAD**

**Affiliated to Mahatma Gandhi University, Kottayam**



**REPORT**

**ADD ON COURSE**

**on**

**HINDI TRANSLATION & DOCUMENTATION**

**Course code : DMCK/HIN/AD 41/2021.**

**Academic Year 2021-22**

**Name of the program: HINDI TRANSLATION & DOCUMENTATION**

**Course code : DMCK/HIN/AD 41/2021.**

Academic year	: 2021-2022
Date(s) on which program conducted	: 7/2/2022 – 30/3/2022
Number of teachers coordinated the program	: 1
Number of students participated in the program	: 26


**A brief report on program**

The significance and relevance of translation in our life is multidimensional and extensive. As translation is a socio-cultural bridge between communities and countries it helps to know about the developments in the field of culture, science, history, politics, education, literature, science & technology, business & commerce, tourism industry etc. As a carrier a translator can work in translation bureaus, research organizations, foreign countries, Reserve Bank of India, publishing houses, universities, government and non-government agencies etc.

Hindi typing & documentation course provides basic ideas related to translation, the process of translation. The course introduces Hindi keyboard and gives practice in Hindi typing (Hindi Documentation). Even the students who opt Hindi as second language in undergraduate level can join masters degree in Hindi language & literature. Along with the PG course they can undergo a part time diploma course – PGDT (Post Graduate Diploma in Translation. This PGDT course qualifies the student for the post of translator.

The department of Hindi conducted an add on course titled HINDI TRANSLATION & TYPING in the year 2021-22. Along with the theory classes the students were given practical coaching to use the Hindi Keyboard. Ms. Anju.B and Deepanjali Devdas engaged the students. 26 students from various departments joined the course. 25 of them completed the course and passed the exam.( one student discontinued the course.)

After the completion of the course an exam was conducted with 10 marks of practical test and 40 marks theory test. Those who passed the exam were awarded with certificates.

  
ANJU. B  
Head of the Department  
Department of Hindi  
Devamatha College  
Kuravilangady

## SYLLABUS

**Title: Hindi Translation & Documentation**

**Instructional Hours:30 hrs**

**Duration: 3months**

**Mode of Instruction: 20 hrs online + 10 hrs offline**

**Intake Capacity: 40**

**Eligibility: +2**

### Objectives

1. Understand and define the concepts, types, required skills and tools of translation.
2. Translate literary works/documents of different fields ( banking, railway, administrative , legal etc...)
3. Enable the students in Hindi documentation ( Hindi typing).
4. Understand the scope of Hindi, Hindi translation & documentation as a career.

### Module 1 (8 Hours)

अनुवाद :परिभाषा ,स्वरूप और विशेषताएँ

अनुवाद :शिल्प, कला एवं विज्ञान

अनुवाद की प्रक्रिया

अनुवाद के प्रकार

साहित्य से अनुवाद की समस्याएँ

वैज्ञानिक साहित्य का अनुवाद

### Module 2 (6 Hours)

कार्यालयी अनुवाद

रोज़गार के रूप में अनुवाद

अनुवाद – सार्थकता एवं प्रासंगिकता

पारिभाषिक शब्दवाली

### Module 3 (8 Hours)

Translation of sentences & passages from English to Hindi

Translation of sentences & passages from Hindi to English

### Module 4 (8 Hours)

Hindi typing basics

Practice of Hindi keyboard (letter and number keys)

### COURSE OUTCOME

- Understand & define the concept of translation and types of translation.
- Understand the scope of Hindi translation as a career
- Translate texts/ documents from one language into another
- Understand and use tools of translation

- Introduce Hindi keyboard
- Hindi text documentation

#### References

1. अनुवाद विज्ञान – भोलानाथ तिवारी
2. अनुवाद विज्ञान की भूमिका – कृष्ण कुमार गोस्वामी
3. अनुवाद सिद्धांत और प्रयोग – शंकरलाल पुरोहित
4. स्नेह टाईपिंग बुक (ई- बुक) – रत्नेश कुमार
5. अनुवाद एवं संचार – डॉ पूरनचन्द टंडन
6. अनुवाद सिद्धांत एवं प्रयोग – डॉ श्रावणी भट्टाचार्य

#### Assessment Procedure

A written test is conducted to assess the theory part and a practical test is conducted to assess the typing skill. The students are also assigned with an assignment. Attendance percentage is calculated for the internal assessment along with the assignment mark.

**External marks: 90 Internal: 10 Total: 90+10=100 Marks**

**External mark includes the written test and practical test**

**Marks for the written exam 60+ Marks for the practical test 30=90**

**Internal mark includes the assignment and attendance**

**Marks for assignment 5 + Marks for attendance 5 = 10**

**Total marks= external + internal 90+10=100**

#### Grading

Percentage of marks	Grade
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
40-49	C
Below 40	Failure

**ADD ON COURSE HINDI**

**HINDI TRANSLATION AND DOCUMENTATION**

**LIST OF STUDENTS**

Sl NO.	Name of student	Class no.	Department	Contact number
1	Achu k.s	201	U G, Chemistry	9995758358
2.	Arathi Krishnan	206	U G, Chemistry	7510636838
3.	Arathy Dinesen	207	U G, Chemistry	8606202632
4	Arya k. suresh	208	U G, Chemistry	9778710678
5.	Gayathri N.L	209	U G, Chemistry	7736461802
6	Sreedevi Harimon	211	U G, Chemistry	9961752284
7.	Sandra Ann kunju	14	PG,Chemistry(SF)	9746936518
8	Jiss Maria Mathew	504	UG Economics	9446200018
9.	Athiramol G	612	U G English	9400181633
10.	Sneha Alex	645	UG English	9496453792
11.	Melbin Mathew	706	UG Malayalam	7025845107
12.	Angel Merin	21	UG Math	9995958011
13.	Anupama Shibu	05	UG Math	8281792733
14.	Gatha S. Kumar	07	UG Math	9567538783
15.	Gowri S. Kumar	08	UG Math	9567538783
16	Harita Krishna	09	UG Math	9526631286
17.	Sneha Benny	10	UG Math	9207037532
18.	Abhijith K.S	801	UG commerce	6238934119
19	Anderson Joshy	802	UG commerce	9847154413
20.	Aroomal S.K	803	UG commerce	8078224131
21.	Athul Santhosh	804	UG commerce	8089571805
22.	Emmanuel Baby	805	UG commerce	8606317934
23.	Jubin Kurian	807	UG commerce	9188431094
24	Nandu Pradeep	808	UG commerce	9400951439
25.	Devika Mukundan	813	UG commerce	9778597084
26.	Devika Nair	812	UG commerce	7594976017

ATTENDANCE SHEET

ADD ON COURSE HINDI  
HINDI TRANSLATION AND DOCUMENTATION (Attendance sheet)

Sl. No.	Name of student	Class no.	22/2	23/2	24/2	25/2	26/2	27/2	28/2	29/2	30/2	31/2	01/3	02/3	03/3	04/3	05/3
1	Achu k.s	201	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
2	Arathi Krishnan	206	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
3	Arathy Dinesan	207	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
4	Ariya k. suresh	208	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
5	Gayathri N.L	209	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
6	Sreedevi Harimon	211	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
7	Sandra Ann kunju	14	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
8	Jos Maria Mathew	504	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
9	Athiramol G	612	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
10	Sneha Alex	645	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
11	Meibin Mathew	706	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
12	Angel Merin	210	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
13	Anupama Shibu	05	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
14	Gatha S. Kumar	07	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
15	Gowri S. Kumar	08	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
16	Harita Krishna	09	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
17	Sneha Benny	10	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
18	Abhijith K.S	801	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
19	Anderson Joshy	802	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
20	Aroomal S.K	803	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
21	Athul Santhosh	804	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
22	Emmanuel Baby	805	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
23	Jubin Kurian	807	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
24	Nandu Pradeep	808	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
25	Devika Mukundan	813	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a
26	Devika Nair	812	a	a	a	a	a	a	a	a	a	a	a	a	a	a	a

20/3 Practical test (3\*00 hrs) computer Lab  
30/3 Theory - online EXAMS 2hrs

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HINDI TRANSLATION AND DOCUMENTATION (Attendance sheet)

Sl. No.	Name of student	Class no.	7/2	12/2	25/2	29/2	4/3	4/3	8/3	8/3	10/3	10/3	20/3	20/3	21/3	21/3
1	Achu k.s	201	a	a	a	a	a	a	a	a	a	a	a	a	a	a
2	Arathi Krishnan	206	a	a	a	a	a	a	a	a	a	a	a	a	a	a
3	Arathy Dinesan	207	a	a	a	a	a	a	a	a	a	a	a	a	a	a
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5	Gayathri N.L	211	a	a	a	a	a	a	a	a	a	a	a	a	a	a
6	Sreedevi Harimon	211	a	a	a	a	a	a	a	a	a	a	a	a	a	a
7	Sandra Ann kunju	14	a	a	a	a	a	a	a	a	a	a	a	a	a	a
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10	Sneha Alex	645	a	a	a	a	a	a	a	a	a	a	a	a	a	a
11	Meibin Mathew	706	a	a	a	a	a	a	a	a	a	a	a	a	a	a
12	Angel Merin	210	a	a	a	a	a	a	a	a	a	a	a	a	a	a
13	Anupama Shibu	05	a	a	a	a	a	a	a	a	a	a	a	a	a	a
14	Gatha S. Kumar	07	a	a	a	a	a	a	a	a	a	a	a	a	a	a
15	Gowri S. Kumar	08	a	a	a	a	a	a	a	a	a	a	a	a	a	a
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17	Sneha Benny	10	a	a	a	a	a	a	a	a	a	a	a	a	a	a
18	Abhijith K.S	801	a	a	a	a	a	a	a	a	a	a	a	a	a	a
19	Anderson Joshy	802	a	a	a	a	a	a	a	a	a	a	a	a	a	a
20	Aroomal S.K	803	a	a	a	a	a	a	a	a	a	a	a	a	a	a
21	Athul Santhosh	804	a	a	a	a	a	a	a	a	a	a	a	a	a	a
22	Emmanuel Esby	805	a	a	a	a	a	a	a	a	a	a	a	a	a	a
23	Jubin Kurian	807	a	a	a	a	a	a	a	a	a	a	a	a	a	a
24	Nandu Pradeep	808	a	a	a	a	a	a	a	a	a	a	a	a	a	a
25	Devika Mukundan	813	a	a	a	a	a	a	a	a	a	a	a	a	a	a
26	Devika Nair	812	a	a	a	a	a	a	a	a	a	a	a	a	a	a

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CERTIFICATE COPY

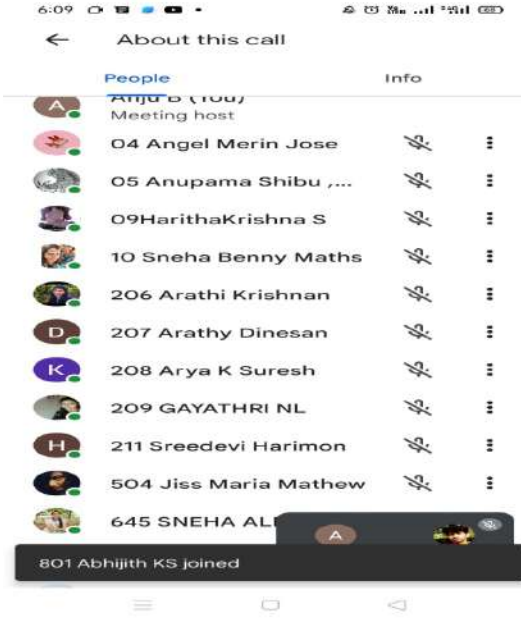
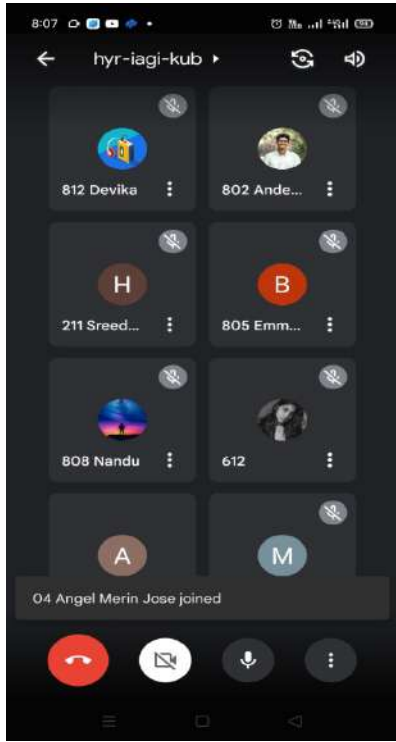


PHOTOS









Add on course coordinator: Anju.B ,

Asst. Prof. Dept of Hindi

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