



UNIVERSITY OF CALICUT

Abstract

General and Academic IV- Faculty of Language and Literature - Syllabus of PG Diploma in Translation, Secretarial Practice and computing in Hindi with effect from 2025 admission onwards- approved -orders issued

G & A - IV - B

U.O.No. 16307/2024/Admn

Dated, Calicut University.P.O, 25.10.2024

*Read:-*1.Minutes of the meeting of the Board of Studies in Functional Hindi (SB) held on 05/09/2024

2.Remarks of the Dean, Faculty of Language and Literature dated 15/10/2024

ORDER

1. The meeting of the Board of Studies in Functional Hindi (SB) held on 05/09/2024 vide paper read (1) above approved the syllabus of the PG Diploma in Translation, Secretarial Practice and computing in Hindi with effect from 2025 admission onwards.
2. The Dean, Faculty of Language and Literature vide paper read (2) above, has approved the recommendations of the Board of Studies in Functional Hindi (SB) held on 05/09/2024.
3. Considering the urgency, the Vice-Chancellor has accorded sanction to implement the syllabus of the PG Diploma in Translation, Secretarial Practice and computing in Hindi with effect from 2025 admission onwards, by exercising the powers conferred as per clause 10(13) of Calicut University Act 1975.
4. The Syllabus of the PG Diploma in Translation, Secretarial Practice and computing in Hindi are therefore implemented in the University with effect from 2025 Admission onwards
5. Orders are issued accordingly (Syllabus appended).

Ajayakumar T.K

Assistant Registrar

To

Head,Department of Hindi

Copy to :Copy to: PS to VC/PA to PVC/ PA to Registrar/PA to CE/JCE I/JCE V/JCE

VIII/DoA/EX and EG Sections/GA I F/ DOA/CHMK Library/Information Centres/SF/DF/FC

Forwarded / By Order

Section Officer



UNIVERSITY OF CALICUT

*P. O. Calicut University
Kerala- 673635*

*Scheme and Syllabi
For
Part-time Course*

ON

POSTGRADUATE DIPLOMA IN TRANSLATION,
SECRETARIAL PRACTICE AND COMPUTING IN HINDI
CCSS-PGDTSCH-2024

With effect from 2025 admission

INDEX

Sl. No	Title	Page No.
1.	Consolidated statement of the program	iii
2.	Introduction: Nature and aim of the <i>Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi.</i>	iv
3.	Objectives of the program	v
4.	Admission to the post graduate diploma program	v
5.	Duration of the program	v
6.	Details of the program	v
7.	The final examination	v
8.	Viva-voce	vi
9.	Grading/class system	vi
10.	Expansion of the paper code	vi
11.	Question pattern	vi
Details of the Papers		
12.	Theoretical Foundations of Translation	1
13.	Official language Policy of Government of India	7
14.	Official Language and its implementation	12
15.	Translation Practice: Hindi-English-Malayalam (Vice Versa)	18
16.	Cyber World and Hindi Language	28
17.	Application of Hindi in Banking Sector	33
18.	Project Work/ VIVA-VOCE	38

Consolidated Statement of Program

**THE POSTGRADUATE DIPLOMA IN TRANSLATION,
SECRETARIAL PRACTICE AND COMPUTING IN HINDI**

Sl. No	Course code	Course title	Semester	Internal Externs Ratio	Total Marks	Credit and Hours
1.	PGDTSCH I C 501	Theoretical Foundations of Translation	one	50:50	100	4 (3 hours)
2.	PGDTSCH I C 502	Official language Policy of Government of India	one	50:50	100	4 (3 hours)
3.	PGDTSCH 1 C 503	Official Language and its implementation	One	50:50	100	4 (2 hours)
4.	PGDTSCH 1 C 504	Translation Practice: Hindi-English-Malayalam (Vice Versa)	One	50:50	100	4 (2 hours)
5.	PGDTSCH 2 C 505	Cyber World and Hindi Language	Two	50:50	100	4 (2 hours)
6.	PGDTSCH 2 C 506	Application of Hindi in Banking Sector	Two	50:50	100	4 (2 hours)
7.	PGDTSCH 2 C P 507	Project Work	Two	50:50	300	12 (6 hours)
8	COMMON VIVA-VOCE		Two	0	100	4
Total					1000	40 (credits)

INTRODUCTION

1. Nature and aims of the Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi

Translation is ever impossible, but ever necessary. In the present era translation is the sublime signs of culturally advanced society. It is not merely the transformation of the contents of the texts or the replacement of the components from one language into another, but it is the transformation of the culture too. Like literature, no doubt translation is also a sublime product of both human imagination and intellect. It is the harmonious blending of human experience, sounds, images, and emotions too. The in-depth study of Translation leads man to the higher planes of humanity and cultural disposition. Hindi is the national language of our nation and it is being used as a Lingua Franca of this land. Hence the comprehensive study of Hindi language and literature and other allied subject become a part of the nation building process too. In this process translation plays a vital role in all terms. The study of translation and its various aspects with a special stress on Indian culture and Hindi language invariably assists the students to nurture his/her innate creative power.

In the present era, a lot of endeavor has been made to make the system of education more effective and suit to the social requirements of the day. In the changing scenario and in the world of stunning development in the field of science and technology the curriculum and its components need to be structured so scientifically, new courses are to be introduced to enable the students of translation to enjoy the cultural process of education and to be in the forefront of the world of success. The whole program is designed in such a way that the positive outlook in life is to be developed and make them to equip with the basic skill required for the employability in the field of translation. Now a days translation is inevitable activity in the field of literature, journalism, mass communication international administration and interaction, teaching, cultural exchange etc.

In the present booming world, the students of translation are keen to be benefited from the scientific study of translation that opens the great employment opportunities to the students as mentioned above. It is a well accepted fact that translation is not merely a medium of communication, but the faculty that crucially interferes in every aspect of human life, thought and interaction. The human beings are born not in society, but in language. Language and literature are the carrier of culture too and as a matter of fact our ideas are molded only in language. So, Translation is being treated as the great cultural discourse by educationalist and linguists of the day. The human sensibility and human state of mind are tremendously restructured by Translation. Hence a sound study of Translation and literature is imperative for the purpose of generating a healthy social ambience. The program is designed by considering these different aspects and hence in addition to translation allied subjects like mass communication, journalism, linguistics etc. constitute the integral components of the program. The study of different domains of translation is essential for creating a socially committed and culturally enlightened generation.

2. *Objectives of the program*

The program of study concentrates on the enriched literary tradition of translation. The new genres of translation are the integral part of the program. The study of Translation promotes the development of human cultural values.

The scientific study of translation is required for the proper understanding of the internal patterns of language and the latent ingredients of the same. The functional usages and knowledge about translation aiming the development of technical skill necessary for the literary, technical translation.

3. *Admission to the Part-time Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi*

Admission to the *Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi* program shall be based on the marks/grades in the B. A. Hindi or four-year Honors Degree in Hindi or B.A. or four-year Honors in English with Hindi as a subject. 5% of weightage of the CGPA/Total Marks is given to the students belongs to students who completed their graduation/honors with Hindi as a major subject. The total seats for the course are 25. The admission to the seats will be made as per the guidelines of the University of Calicut/Government of Kerala.

4. *Duration of the program.*

The regulation shall be called *Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi*. The duration of the *Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi* shall be one year with two consecutive semesters carrying 40 credits including 12 credits project work and 4 credit VIVA-VOCE. There will be 2 hours class per day and 10 hours classes per week.

5. *Details of the Program*

The *Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi* consists of Six papers and Project with Viva-voce Examination. The program follows the semester pattern and the examination will be conducted at the end of each semester. Viva-Voce Examination will be conducted by the examiners.

6. *The final examination*

The students who secure the 75% of attendance are eligible for appearing in the end semester examinations. The final examination in theory papers is to be conducted by the University with question paper set by the University. components of the Internal Examination include Seminar (5 Marks), Viva-Voce (5 Marks), Attendance (5 Marks), Assignment (5 Marks), Internal Examination (30 Marks). The ratios of the internal and Examination will be 50:50. Students are eligible for condonation as per the university regulations.

7. Viva-voce

Viva-voce shall be conducted by two examiners appointed by the University. The maximum marks for the viva voce are 100 marks.

8. Grading/Class System

<i>Letter Grade</i>	<i>Grade Point</i>	<i>Percentage of Marks (Internal & External Put Together)</i>	<i>Class</i>
O (outstanding)	10	95% and above	First Class with Distinction
A+ Distinction (Excellent)	9	Above 85% and below 95%	
A (Very good)	8	75% to below 85%	
B+ (Good)	7	65% to below 75%	First Class
B (Above average)	6	55% to below 65%	
C (Average)	5	45% to below 55%	Second Class
P (Pass)	4	35% to below 45% aggregate (Internal and External put together) with a minimum 30% in external valuation	Third Class
F (Fail)	0	Below an aggregate of 35% or below 30% in external evaluation.	<i>Fail</i>
Ab (Absent)	0		<i>Fail</i>

9. Expansion of the paper code:

Each paper shall have an alpha Numeric code. The code to a particular paper contains four ingredients. The beginning seven letters of the course code PGDTSCH stands for Post Graduate Diploma in Translation, Secretarial Practice and Computing in Hindi, second Unit stands for Semester and Nature of Course (Core or Elective), and third one contains two components, level of Knowledge as per 'Blooms Taxonomy' (500-599 level) and last digit shows the number of papers (Course). In the case of the project 'P' stands for Project work.

10. Question Pattern:

As per the pattern attached

SYLLABI
FOR

**Post Graduate Diploma in Translation,
Secretarial Practice and Computing in Hindi
PGDTSCH**

Details of Courses



**CALICUT UNIVERSITY CHOICE BASED CREDIT SEMESTER
SYSTEM (CCSS- PGDTSCH -2024)**

Postgraduate Diploma Program:
*Postgraduate Diploma in Translation, Secretarial Practice and
Computing in Hindi (PGDTSCH)*

PROGRAMME OUTCOMES (PO):

At the end of the graduate program at Calicut University, a student would acquire:

PO 1	To acquire literary knowledge, historical sensibility, socio-cultural fibres of the texts.
PO 2	To develop language skills, new concepts of language and literature, collaboration, inclusive culture, and leadership qualities
PO 3	To enhance Human values, professional ethics, and societal responsibility.
PO 4	To apply the literary as well as linguistic concepts critically in various sphere of life
PO 5	To create new concepts about literature, language, culture and life worlds

PROGRAMME SPECIFIC OUTCOMES (PSO):

At the end of the Postgraduate level program of any discipline at Calicut University, a student would:

PSO 1	To define and explain various trends of language and Literature and to critically analyse the nature and function of language and literariness of the text and cultural life.
PSO 2	To compare, contrast and evaluate the Language patterns, linguistic categories.
PSO 3	To criticise-evaluate the various concepts related with language and Literature.
PSO 4	To appraise and assess critically the linguistic, literary, and cultural traditions of the language
PSO 5	To create, reorganize, rewrite critically the linguistic and literary concepts and use them independently in the various modes of communication.

Programme	<i>Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi (PGDTSCH)</i>
Course Code	PGDTSCH 1 C 501
Course Title	Theoretical Foundations of Translation
Type of Course	Core Course
Semester	1 (First)

Course Outcomes (CO):

Academic Level	500				
Course Details	Credit	Lecture per week	Tutorial per week	Practice per week	Total Hours
	4	3	0	2	75
Pre-requisites	Graduate level knowledge of Hindi language and Literature				
Course Summary	Translation is a linguistic and cultural activity. It is being treated nowadays as the nation building process. The course is useful for a thorough understanding of the functional applications of the language and theoretical and practical phases of translatology.				

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understand translation as a tool for inter cultural and intra cultural communications	U	F	Discussion
CO2	Understand the scope of translation	U	C	Assignment / Practical works
CO3	Understand the qualities of a translator	U	C	Seminar Presentation / Group Work
CO4	Able to understand the methods of translation	U	C	Instructor- created exams / Home Assignments
CO5	Analyse the translation approaches to scientific and technical texts and the problems in translating literature of administrative nature.	An	C	10 minutes Reflection Writing, oral presentation, extempore speech etc & assignments
* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C) # - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)				
Note: Course outcomes need not be envisioned as the outcomes for each module, they should be more generic such that they reflect the totality of the outcomes intended from a course. The additional explanation in some of the course outcomes is optional; it can serve to clarify the pedagogical objectives and strategies involved in the course.				

Detailed Syllabus:**Detailed Syllabus:**

Module	Unit	Content	Hours
		Theoretical Foundations of Translation	75
I	1.	Definition of translation, importance of translation., Translator, Interpreter.	4

	2.	Translation Western theory and Tradition	7
	3.	Translation Eastern theory and Tradition	7
	4.	Theories of translation-General principles of translation, problems, techniques of translation, Process and methods types of translations, machine translation	7
Total Hours for the module			25
II			
	5.	Literary Translation: Concepts	10
	6.	Scientific Translation: Concepts	10
	7.	Translation of Idioms and Proverbs, Concept of Untranslatability	5
Total Hours for the module			25
111			
	8.	Transliteration and Transcription: Concepts	3
	9.	Legal Translation: Concepts and limitations, Translation of Legal Phrases.	3
	10.	Translation and Culture,	3
	11.	Translation and human development	3
Total Hours for the module			12
IV			
	12.	Application of Translation, Literature, offices, journalism. Public life, communication	5
	13.	Evaluation of Translation and Criticism of Translation, Politics of Translation	8
Total Hours for the module			13
Note: The syllabus has four modules and thirteen units altogether. There are only 45 instructional hours for four modules altogether and 25, 25, 12, 13 hours for one to four modules subsequently. The 100% of the internals should be given based for innovative ideas acquired after completing the course. The internal should be conducted in the continuous evaluation method. The end-semester examination covers all four modules.			

Mapping of COs with PSOs and POs :

	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO 1	2	-	-	1	-	3	2	-	-	-
CO 2	3	-	-	-	-	3	1	-	-	-
CO 3	3	-	-	-	-	2	-	-	-	-
CO 4	3	2	-	-	-	2	3	-	-	-
CO 5	-	-	2	-	-	-	-	-	3	-

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Internal 50% & External 50%
- Assignment /Discussion / Seminar/Paraphrase/new ideas and concepts at various levels
- Midterm Exam/seminar/speech/Quiz, symposium, discussions may be conducted
- Projects/ notes writing/ adaptations of literature etc can also be made.

(Please note that these evaluation rubrics serve as illustrative examples within the context of a Data Structure course and are not intended to be definitive or prescriptive. Suggested methods of formative/summative assessment are listed in the latest version of the guidelines to BoS.)

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project/ adaptations of literature Evaluation	Presentation of Language Skills	Discussion	End Semester Examinations
CO 1	✓			✓	✓	✓
CO 2	✓			✓	✓	✓
CO 3	✓			✓	✓	✓
CO 4		✓		✓	✓	✓
CO 5		✓	✓	✓	✓	✓

Reference Books

1. Bholanath Tiwari- Anuvad vigyan
2. Poorandas Tandan- Anuvad Sadhana
3. N.E. Viswanatha Iyer- Anuvad Bhashayem Aur Samasyayem
4. G.Gopinathan- Anuvad: Sidhanth Evam Prayog
5. Anuvad Patrika- New Delhi
6. Dr. Arsu- Sahitya Anuvad Samvad Aur Samvedana
7. Dr. Iqbal Ahmed- Rajabhasha Hindi Vikas ke Vivid Ayam
8. Dept. of Official Language- Rajabhasha Sambandhi Niyam Pustak
9. Harimohan - Rajabhasha Hindi Mein Vygyanik
10. Anuvad Ki Samasyayem.
11. Reetha Rani alival -Anuvad Prakriya Evam paridrisya

12. Chandrabhan Rawat/DileepSingh-Anuvad Awadharana Evam Anuprayog
13. Dileep Singh- Vyavasayik hindi
14. Sreevasthav /Goswamy-Anuvad Sidhnath Aur Samasyayem
15. Dangal Jhalate- Prayojan Mollk Hindi:Sidhanth Aur Prayog
16. Iqbal Ahmmed-Rjabhasha Hindi Pragathi Aur Prayog
17. Kailash Chandra Bhatia-Rajabhasha Hindi
18. Kailash Chandra Bhatia- kamkaji Hindi
19. Viswanath Iyyer- Anuvad kala Further Reading:
20. Anand Prakash Khemani- Anuvad kala kuch vichar
21. Kumaran. K.C.- Ekkiswim Sadi mein Anuvad Ki Disa Evam Dasa.
22. Prabhath Prakasan- Anuvad Kala Sidhanth Aur Prayog
23. Theodore Savioury- Arts of Translation
24. Leonar Cestor seemer
25. And Warberg- Aspects of Translation
26. Eugene A Nida- Towards a Science of Translation
27. Sarthak Prakasan- Srijanathmak Sahitya Anuvad Ki Samasyayem
28. Vani Prakasan- Sahitya Anuvad Samvad Aur Sameeksha
29. Rajamani Sharma- Anuvad Vigyan Sidhanth Aur Prayogik Sandharbh
30. Suresh Kumar-Anuvad Sidhanth ki roopa rekha
31. Madhu Dhavan-Bhashantharan Kala-Ek Parchaya
32. Shiva narayan Chathurvedi-Pralekhan Swaroop/ Tippani Praroop
33. Nida A Stanford- Language Structure and Transaltion
34. Nida and Taper Leiden-The theory of Traslation
35. Catford C.J - Linguistic Theory of Translation
36. T. Savoury - Art of Translation
37. A. P Swemani- Anuvad kala Kuch Vichar
38. Charudev Sasthri- Anuvad kala
39. Jayanthi Prasad Notiyal- Anuvad Sidhanth Aur vyavahar
40. Lakhmikanth Pandey-Anuvad ka Saidhanthik Aur vyavaharik parichaya
41. Sreevasthav Sahai(Edt.)- Hindi ka Samajik SAndharbh
42. Sreevasthav Goswami- Anuparayukth Bhasha vigyan
43. B.N.Tiwari -Karyalayeen Anuvad Ki Samasyayem
44. Kalanath Shasthri- Manak Hindi Ka Swaroop
45. Gopinath Sreevasthav-Sarkari karyalayom mein Hindi ka Prayog
46. Alok Kumar Rasthogi-Hindi Meim Vyavaharik Anuvad
47. Theodore Savry- Art of Translation
48. Achuthan A.- Natyanuvad Sidhanth Aur Vivechan
49. Gopinathan G. (Edt.)- Problems of Translation
50. Arsu- Sahithyanuvad: Sidhanth Aur Samvadana
51. Prayojanmoolak Hindi – Dangal Ghalre, Prabhat Publication.
52. Raj Bhasha Hindi ke Vividh Ayam- Malik Mohammed
53. Kamkaji Hindi- Dr.K. Chandu Ehatiya
54. Raj Bhasha Hindi- Dr. Manesh Chandra Gupta
55. Prayojan Moolak Hindi- Ravindranath Shrivastav, Kendriya Hindi Sansthan
56. Hindi Prachar Antholan- P.K. Kesavan Nair
57. Hindi Patrakaritha : Kal Aaj our Kal- Suresh Gautam
58. Praroopan, Tippani Thatha Proof Sodhan- Bholanath Tiwari
59. Soochana Kranti aur Viswabhasha Hindi- Prof. Harimohan
60. Computer ke Bhashik Anuprayog- Vijaykumar Malhotra
61. Prayojanmoolak Hindi- Vinod Godre

Model Question Paper
Theoretical Foundations of Translation
Code
(PGDTSCH 1 C 501)

Time: 3 hours

Maximum Marks: 50

A. कृपया आठ प्रश्नों के उत्तर दो-तीन वाक्यों में लिखिए। (1x 8=8)

1. अनुवाद शब्द की व्युत्पत्तिगत अर्थ क्या है?
2. अनुवाद के दो भारतीय सिद्धांतकारों के नाम दीजिए?
3. कैटफार्ड की राय में अनुवाद की परिभाषा क्या है?
4. अनुवाद विज्ञान किसे कहा जाएगा?
5. जी. गोपीनाथन की अनुवाद सिद्धांत संबंधी दो अवधारणाएँ लिखिए।
6. अनुवाद असंभव होते हुए भी अनिवार्य है- कथन का तात्पर्य क्या होता है?
7. वेटिंग किसे कहते हैं?
8. लिप्यंतरण और प्रतिलेखन में क्या अंतर है?
9. रोमन जाकब्सन की अनुवाद सिद्धांत संबंधी परिकल्पनाएं लिखिए?
10. तकनीकी शब्द किसे कहते हैं?

B. निम्नलिखित चार प्रश्नों के उत्तर लिखिए। (4 x 3=12)

11. शाब्दिक अनुवाद
12. मुहावरों का अनुवाद
13. अनुवाद और लिपि
14. सर्जनात्मक अनुवाद
15. अनुवाद और पत्रकारिता
16. प्रतिलेखन

C. तीन प्रश्नों के उत्तर लिखिए। (10 x 3=30)

17. अनुवाद को प्रकारों पर विचार कीजिए।
18. अनुवाद की प्रक्रिया पर अपना विचार प्रकट कीजिए।
19. प्रशासनिक अनुवाद की समस्या को सोदाहरण समझाइए।
20. तकनीकी अनुवाद की सीमा और संभावनाओं पर अपना मत प्रकट कीजिए।
21. अनुवाद की अनिवार्यता पर एक निबंध लिखिए।



CALICUT UNIVERSITY CHOICE BASED CREDIT SEMESTER SYSTEM (CCSS-PGDTSCH-2024)

Postgraduate Diploma Program: *Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi (PGDTSCH)*

PROGRAMME OUTCOMES (PO):

At the end of the graduate program at Calicut University, a student would acquire:

PO 1	To acquire literary knowledge, historical sensibility, socio-cultural fibres of the texts.
PO 2	To develop language skills, new concepts of language and literature, collaboration, inclusive culture, and leadership qualities
PO 3	To enhance Human values, professional ethics, and societal responsibility.
PO 4	To apply the literary as well as linguistic concepts critically in various sphere of life
PO 5	To create new concepts about literature, language, culture and life worlds

PROGRAMME SPECIFIC OUTCOMES (PSO):

At the end of the Postgraduate level program of any discipline at Calicut University, a student would:

PSO 1	To define and explain various trends of language and Literature and to critically analyse the nature and function of language and literariness of the text and cultural life.
PSO 2	To compare, contrast and evaluate the Language patterns, linguistic categories.
PSO 3	To criticise-evaluate the various concepts related with language and Literature.
PSO 4	To appraise and assess critically the linguistic, literary, and cultural traditions of the language
PSO 5	To create, reorganize, rewrite critically the linguistic and literary concepts and use them independently in the various modes of communication.

Programme	For <i>Postgraduate Diploma Program: Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi (PGDTSCH)</i>
Course Code	PGDTSCH 1 C 502
Course Title	Official language Policy of Government of India
Type of Course	Core Course
Semester	1 (one)

Course Outcomes (CO):

Academic Level	500				
Course Details	Credit	Lecture per week	Tutorial per week	Practice per week	Total Hours
	4	3	0	2	75
Pre-requisites	Graduate level knowledge of Hindi language and Literature				
Course Summary	The course aims to familiarize with the concept of Official language Hindi and various functional usage of Hindi language.				

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Define Official Language Hindi	U	F	Discussion
CO2	Describe the official Language policy of the Govt.of India.	U	C	Assignment / Practical works
CO3	Application of functional Usage of Hindi.	U	F	Seminar Presentation / Group Work
CO4	Develop ability in Noting, Drafting and Letter Writing in Hindi.	U	p	Instructor- created exams / Home Assignments Projects
CO5	Develop a sound sense of application of policies of Government of India in various official contexts	U	P	10 minutes Reflection Writing, oral presentation, extempore speech etc & assignments

* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)

- Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P)

Metacognitive Knowledge (M)

Note: Course outcomes need not be envisioned as the outcomes for each module, they should be more generic such that they reflect the totality of the outcomes intended from a course. The additional explanation in some of the course outcomes is optional; it can serve to clarify the pedagogical objectives and strategies involved in the course.

Detailed Syllabus:

Module	Unit	Content	Hours
		Official language Policy of Government of India	75
I	1.	Development of Hindi as Official Language, the importance of Hindi as official language. Official language Policy of Government of India	5
	2.	Govt. Policy of India regarding official language, Article 343 – 351	10
	3.	‘Rajbasha Adhiniyam’ – 1963, Presidential order 1968	10
	4.	‘Rajbasha Sankalp’ 1968 & ‘Rajbasha Niyam’ 1976	10
Total Hours for the module			35

II			
	5.	Different form of Hindi – creative language, official Language, communication Language, Link Language, International Language etc	5
	6.	Annual Report for the implementation of the official language, Regional Implementation offices.	5
	7.	Different committees for the implementation of official language,	5
Total Hours for the module			15
111			
	8.	Parliament committee on Official Language, its history, structure of the committee	5
	9.	Role of the Parliament committee on Official Language in the implementation of Official language policy, the inspection of the committee.	10
Total Hours for the module			15
IV			
	10.	Translation Policy of the official documents, Inservice Training in Hindi on Official language.	5
	11.	Language policy of the Government of India, Monolingualism, Bilingualism, and Multilingualism, Language Surveys	5
Total Hours for the module			10
Note: The syllabus has four modules and Eleven units altogether. There are 45 instructional hours for four modules altogether and 35, 15, 15, 10 hours for one to four modules subsequently. The 100% of the internals should be given based for innovative ideas acquired after completing the course. The internal should be conducted in the continuous evaluation method. The end-semester examination covers all four modules.			

Mapping of COs with PSOs and POs :

	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO 1	3	-	-	-	-	3	1	-	-	-
CO 2	3	1	-	-	-	3	2	-	-	-
CO 3	-	-	-	-	2	-	-	-	3	-
CO 4	2	-	-	-	-	-	3	-	-	-
CO 5	2	-	-	-	-	-	-	-	-	3

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Internal 50% & External 50%
- Assignment /Discussion / Seminar/Paraphrase/new ideas and concepts at various levels
- Midterm Exam/seminar/speech/Quiz, symposium, discussions may be conducted
- Projects/ notes writing/ adaptations of literature etc can also be made.

(Please note that these evaluation rubrics serve as illustrative examples within the context of a Data Structure course and are not intended to be definitive or prescriptive. Suggested methods of formative/summative assessment are listed in the latest version of the guidelines to BoS.)

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project/ adaptions of literature Evaluation	Presentation of Language Skills	Discussion	End Semester Examinations
CO 1	✓			✓	✓	✓
CO 2	✓			✓	✓	✓
CO 3	✓			✓	✓	✓
CO 4		✓		✓	✓	✓
CO 5		✓	✓	✓	✓	✓

Reference Books

1. Raj Bhasha Hindi ke vividh ayam – Malik Mohammed
2. Kamkaji Hindi – Dr.K. Chandu Ehatiya
3. Raj Bhasha Hindi – Dr. Manesh Chandra Gupta
4. Prayojan Moolak Hindi – Ravindranath Shrivastav, Kendriya Hindi Sansthan
5. Hindi Prachar Antholan – P.K. Kesavan Nair
6. Hindi Patrakaritha : Kal Aaj our Kal – Suresh Gautam

Model Question Paper
Official language Policy of Government of India Code
(PGDTSCH 1 C 502)

Time: 3 hours

Maximum Marks: 50

A. कृपया आठ प्रश्नों के उत्तर दो-तीन वाक्यों में लिखिए। (1x 8=8)

1. संविधान के अनुच्छेद 343 में राजभाषा से संबंधित क्या निदेश दिए गए हैं?
2. राष्ट्रपति के विशेष निर्देश संविधान में प्रतिपादित मुख्य निदेश कौन-कौन से हैं?
3. संविधान के अनुसार उच्चतम न्यायालय के निर्णय की भाषा का स्वरूप क्या होगा?
4. खेर समिति की दो सिफारिश बताइए।
5. राजभाषा अधिनियम में किए गए संशोधन कौन-कौन से हैं?
6. संसद द्वारा राजभाषा संकल्प की प्रमुख दो धाराएँ लिखिए।
7. राजपत्र में प्रकाशित दो पत्राचारों के नाम लिखिए।
8. राजभाषा नियम में किए गए संशोधन कौन-कौन से हैं?
9. राजभाषा विभाग में कार्यरत अधीनस्थ कार्यालयों के नाम लिखिए।
10. संसदीय राजभाषा समिति के संरचानत्मक स्वरूप को समझाइए?

B. निम्नलिखित चार प्रश्नों के उत्तर लिखिए। (4x3=12)

11. संविधान का अनुच्छेद 343
12. राष्ट्रपति के विशेष निर्देश
13. राजभाषा संकल्प
14. त्रिभाषा सूत्र
15. हिंदी में कार्यसाधक ज्ञान और प्रवीणता
16. न्यायालय की भाषा

C. तीन प्रश्नों के उत्तर लिखिए। (10 x 3=30)

17. राजभाषा अधिनियम की विविध धाराओं का परिचय दीजिए।
18. राजभाषा संबंधी विविध समितियों का परिचय दीजिए।
19. राजभाषा विभाग के वार्षिक कार्यक्रम से संबंधित विविध प्रावधानों का परिचय दीजिए।
20. राजभाषा नियम के विविध धाराओं का परिचय दीजिए।
21. राजभाषा के रूप में हिंदी के विकास-यात्रा को रेखांकित कीजिए।



CALICUT UNIVERSITY CHOICE BASED CREDIT SEMESTER SYSTEM (CCSS-PGDTSCH-2024)

Postgraduate Diploma Program:

*Postgraduate Diploma in Translation, Secretarial Practice and
Computing in Hindi (PGDTSCH)*

PROGRAMME OUTCOMES (PO):

At the end of the graduate program at Calicut University, a student would acquire:

PO 1	To acquire literary knowledge, historical sensibility, socio-cultural fibres of the texts.
PO 2	To develop language skills, new concepts of language and literature, collaboration, inclusive culture, and leadership qualities
PO 3	To enhance Human values, professional ethics, and societal responsibility.
PO 4	To apply the literary as well as linguistic concepts critically in various sphere of life
PO 5	To create new concepts about literature, language, culture and life worlds

PROGRAMME SPECIFIC OUTCOMES (PSO):

At the end of the Postgraduate level program of any discipline at Calicut University, a student would:

PSO 1	To define and explain various trends of language and Literature and to critically analyse the nature and function of language and literariness of the text and cultural life.
PSO 2	To compare, contrast and evaluate the Language patterns, linguistic categories.
PSO 3	To criticise-evaluate the various concepts related with language and Literature.
PSO 4	To appraise and assess critically the linguistic, literary, and cultural traditions of the language
PSO 5	To create, reorganize, rewrite critically the linguistic and literary concepts and use them independently in the various modes of communication.

Programme	For <i>Postgraduate Diploma Program: Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi (PGDTSCH)</i>
Course Code	PGDTSCH 1 C 503
Course Title	Official Language and its implementation
Type of Course	Core Course
Semester	1 (One)

Course Outcomes (CO):

Academic Level	500				
Course Details	Credit	Lecture per week	Tutorial per week	Practice per week	Total Hours
	4	2	0	3	75
Pre-requisites	Graduate level knowledge of Hindi language and Literature				
Course Summary	The course aims to familiarize and equip skills in the application of Official language in various occasions and build sound vocabulary.				

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Define Official Language Hindi	U	F	Discussion
CO2	Describe the official Language policy of the Govt. of India.	U	C	Assignment / Practical works
CO3	Application of functional Usage of Hindi.	Ap	C	Seminar Presentation / Group Work
CO4	Develop ability in Noting, Drafting and Letter Writing in Hindi.	Ap	C	Instructor- created exams / Home Assignments
CO5	Develop a sound sense of application of policies of Government of India in various official contexts	Ap	C	10 minutes Reflection Writing, oral presentation, extempore speech etc & assignments
* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C) # - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)				
Note: Course outcomes need not be envisioned as the outcomes for each module, they should be more generic such that they reflect the totality of the outcomes intended from a course. The additional explanation in some of the course outcomes is optional; it can serve to clarify the pedagogical objectives and strategies involved in the course.				

Detailed Syllabus:

Module	Unit	Content	Hours
		Official Language and its implementation	75
I	1.	Official Language: A General Introduction	5
	2.	Words and technical term, Terminology: History and Development, Scientific and Technical Vocabulary commission: structure and its effort (A critical analysis), methods of glossary formation.	10
Total Hours for the module			15
II			
	3.	Various functions and applications of Official language, its nature.	5
	4.	Introducing Administrative Terminology, the formation, and its grammatical features	5

	5.	Hindi Tense forms, Active-Passive Voice construction, Prayoga, Anvaya	15
	6.	Noting in the official situations, Routine notes, and office's notes	5
Total Hours for the module			30
111			
	7.	official Correspondence and its features	5
	8.	Official letter, Demi official letter, Circular, Memorandum, Notification and resolution, Endorsement, Reminder, Order, office order	10
Total Hours for the module			15
IV			
	9.	Official language translation Practice in different tenses	5
	10.	300 technical words for translation from Hindi to English and Vice versa and its application	10
Total Hours for the module			15
Note: The syllabus has four modules and ten units altogether. There are 30 instructional hours for four modules altogether and 25, 20, 15, 15 hours for one to four modules subsequently. The 100% of the internals should be given based for innovative ideas acquired after completing the course. The internal should be conducted in the continuous evaluation method. The end-semester examination covers all four modules.			

Mapping of COs with PSOs and POs :

	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO 1	3	-	-	-	-	3	1	-	-	-
CO 2	3	1	-	-	-	3	2	-	-	-
CO 3	-	-	-	-	2	-	-	-	3	-
CO 4	2	-	-	-	-	-	3	-	-	-
CO 5	2	-	-	-	-	-	-	-	-	3

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low

2	Moderate / Medium
3	Substantial / High
Assessment Rubrics: - Internal 50% & External 50% - Assignment /Discussion / Seminar/Paraphrase/new ideas and concepts at various levels - Midterm Exam/seminar/speech/Quiz, symposium, discussions may be conducted - Projects/ notes writing/ adaptations of literature etc can also be made. (Please note that these evaluation rubrics serve as illustrative examples within the context of a Data Structure course and are not intended to be definitive or prescriptive. Suggested methods of formative/summative assessment are listed in the latest version of the guidelines to BoS.)	

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project/ adaptations of literature Evaluation	Presentation of Language Skills	Discussion	End Semester Examinations
CO 1	✓			✓	✓	✓
CO 2	✓			✓	✓	✓
CO 3	✓			✓	✓	✓
CO 4		✓		✓	✓	✓
CO 5		✓	✓	✓	✓	✓

Reference Books

1. Raj Bhasha Hindi ke vividh ayam – Malik Mohammed
2. Kamkaji Hindi – Dr.K. Chandu Ehatiya
3. Raj Bhasha Hindi – Dr. Manesh Chandra Gupta
4. Prayojan Moolak Hindi – Ravindranath Shrivastav, Kendriya Hindi Sansthan
5. Hindi Prachar Antholan – P.K. Kesavan Nair
6. Hindi Patrakaritha : Kal Aaj our Kal – Suresh Gautam
7. Pragya & Parangat texts, Department of official language, Government of India

Model Question Paper
Official Language and its implementation
Code
(PGDTSCH 1 C 503)

Time: 3 hours

Maximum Marks: 50

A. कृपया पांच प्रश्नों के उत्तर दो-तीन वाक्यों में लिखिए। (1x 5=5)

1. राजभाषा किसे कहते हैं?
2. अधिसूचना का प्रयोग कब किया जाता है?
3. अर्धसरकारी पत्र की भाषा की विशेषताएं लिखिए?
4. टिप्पणी से क्या तात्पर्य है?
5. तकनीकी शब्दावली किसे कहते हैं?
6. तकनीकी शब्दावली की स्थापना किसके लिए हुई?
7. तकनीकी शब्दावली निर्माण के विभिन्न संप्रदाय कौन-कौन से हैं?

B. निम्नलिखित एक प्रश्न का उत्तर लिखिए। (6x 1=6)

8. राजभाषा हिंदी की विशेषताएं
9. राष्ट्रभाषा और संपर्क भाषा

C. निम्नलिखित अंग्रेजी शब्दों के हिंदी तथा हिंदी शब्दों के अंग्रेजी पर्याय दीजिए (.5x 6=3)

10. Provident Fund
11. Allocation
12. Instalment
13. मसौदा
14. संलग्नक
15. वितरण

D. निम्नलिखित अंग्रेजी वाक्यों/पदबंधों का हिंदी में तथा हिंदी वाक्यों/पदबंधों का अंग्रेजी में अनुवाद कीजिए। (1x 6=6)

16. Please put up the papers with previous papers.
17. No farther correspondence will be made.
18. Action has been taken.
19. अनुमोदन दिया जाए।

- 20. प्रशासनिक मंजीर प्राप्त की जा सकती है।
- 21. नियमित सेवा पर विचार किया जाना चाहिए।

E. निम्नलिखित तीन प्रश्नों के उत्तर लिखिए।

(10x 3=30)

- 22. अधिसूचना एवं संकल्प की विशेषताएं बताते हुए दोनों का मसौदा तैयार कीजिए।
- 23. अर्धसरकारी और पत्र की विशेषताएं बताते हुए दोनों का मसौदा तैयार कीजिए।
- 24. तकनीकी शब्दावली के निर्माण की पद्धतियों को सोदाहरण बताइए।
- 25. राजभाषा हिंदी के प्रयोग के विविध प्रकरणों को सोदाहरण लिखिए।
- 26. राजभाषा के रूप में हिंदी की विकास-यात्रा को रेखांकित कीजिए।



**CALICUT UNIVERSITY CHOICE BASED CREDIT SEMESTER
SYSTEM (CCSS-PGDTSCH-2024)**

Postgraduate Diploma Program:

*Postgraduate Diploma in Translation, Secretarial Practice and
Computing in Hindi (PGDTSCH)*

PROGRAMME OUTCOMES (PO):

At the end of the graduate program at Calicut University, a student would acquire:

PO 1	To acquire literary knowledge, historical sensibility, socio-cultural fibres of the texts.
PO 2	To develop language skills, new concepts of language and literature, collaboration, inclusive culture, and leadership qualities
PO 3	To enhance Human values, professional ethics, and societal responsibility.
PO 4	To apply the literary as well as linguistic concepts critically in various sphere of life
PO 5	To create new concepts about literature, language, culture and life worlds

PROGRAMME SPECIFIC OUTCOMES (PSO):

At the end of the Postgraduate level program of any discipline at Calicut University, a student would:

PSO 1	To define and explain various trends of language and Literature and to critically analyse the nature and function of language and literariness of the text and cultural life.
PSO 2	To compare, contrast and evaluate the Language patterns, linguistic categories.
PSO 3	To criticise-evaluate the various concepts related with language and Literature.
PSO 4	To appraise and assess critically the linguistic, literary, and cultural traditions of the language
PSO 5	To create, reorganize, rewrite critically the linguistic and literary concepts and use them independently in the various modes of communication.

Programme	<i>Postgraduate Diploma Program: Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi (PGDTSCH)</i>
Course Code	PGDTSCH 1 C 504
Course Title	Translation Practice: Hindi-English-Malayalam (Vice Versa)
Type of Course	Core Course
Semester	1 (One)

Course Outcomes (CO):

Academic Level	500				
Course Details	Credit	Lecture per week	Tutorial per week	Practice per week	Total Hours
	4	2	0	3	75
Pre-requisites	Graduate level knowledge of Hindi language and Literature				
Course Summary	Familiarize Nature and application of language in the different context and equip professional skills of translation in Hindi-English-Malayalam				

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understand the basic features of the language (Hindi-English, Malayalam)	U	F	Discussion
CO2	Apply the translation theory in to practice	Ap	C	Assignment / Practical works/Translation
CO3	Experiencing the different kinds of translation	U	C	Seminar Presentation / Group Work
CO4	Experiencing the back translation, development of Vocabulary.	U	F	Instructor- created exams / Home Assignments Projects
CO5	Independently mutually translate different textual material from Hindi-English-Malayalam languages	U	P	10 minutes Reflection Writing, oral presentation, extempore speech etc & assignments
* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C) # - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)				
Note: Course outcomes need not be envisioned as the outcomes for each module, they should be more generic such that they reflect the totality of the outcomes intended from a course. The additional explanation in some of the course outcomes is optional; it can serve to clarify the pedagogical objectives and strategies involved in the course. The students should translate different pieces of translation from Hindi-English and submit the same in the form of assignments				

Detailed Syllabus:

Module	Unit	Content	Hours
		Translation Practice: Hindi-English-Malayalam (Vice Versa)	75
I			
	1.	Word building practices Synonyms, Antonyms, Proverbs, Idioms etc	10
Total Hours for the module			5
II			
	2.	Translation from Hindi to English (Vice-Versa) (Practice lessons from Literature) Poetry	6
	3.	Translation from Hindi to English (Vice-Versa) (Practice lessons from Literature) Fiction	6

	4.	Translation from Hindi to English (Vice-Versa) (Practice lessons from Literature) Drama	6
	5.	Translation from Hindi to English (Vice-Versa) (Practice lessons from Literature) News paper	6
Total Hours for the module			24
111			
	6.	Translation from Malayalam to Hindi (Vice-Versa) (Practice lessons from Literature) Poetry	5
	7.	Translation from Malayalam to Hindi (Vice-Versa) (Practice lessons from Literature) Fiction	5
	8.	Translation from Malayalam to Hindi (Vice-Versa) (Practice lessons from Literature) Drama	5
	9.	Translation from Hindi to English (Vice-Versa) (Practice lessons from Literature) News paper	5
Total Hours for the module			20
IV			
	10.	Legal text Translation from Hindi to English (Vice-Versa)	7
	11.	Scientific text Translation from Hindi to English (Vice-Versa)	7
	12.	Technical Literature Translation from Malayalam to Hindi (Vice-Versa)	7
Total Hours for the module			21
Note: The syllabus has four modules and twelve units altogether. There are 30 instructional hours for four modules altogether and 10, 24, 20, 21 hours for one to four modules subsequently. The 100% of the internals should be given based for innovative ideas acquired after completing the course. The internal should be conducted in the continuous evaluation method. The end-semester examination covers all four modules.			

Mapping of COs with PSOs and POs:

	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO 1	3	-	-	-	-	2	1	-	-	-
CO 2	-	-	-	-	3	-	-	-	3	-
CO 3	-	2	-	2	-	-	3	-	-	-
CO 4	-	2	-	2	-	-	3	-	-	-
CO 5	-	-	-	2	-	-	3	-	-	-

Correlation Levels:

Level	Correlation
-	Nil

1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Internal 50% & External 50%
- Assignment /Discussion / Seminar/Paraphrase/new ideas and concepts at various levels
- Midterm Exam/seminar/speech/Quiz, symposium, discussions may be conducted
- Projects/ notes writing/ adaptations of literature etc can also be made.

(Please note that these evaluation rubrics serve as illustrative examples within the context of a Data Structure course and are not intended to be definitive or prescriptive. Suggested methods of formative/summative assessment are listed in the latest version of the guidelines to BoS.)

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment /Translation	Project/ adaptations of literature Evaluation	Presentation of Language Skills	Discussion	End Semester Examinations
CO 1	✓			✓	✓	✓
CO 2	✓			✓	✓	✓
CO 3	✓			✓	✓	✓
CO 4		✓		✓	✓	✓
CO 5		✓	✓	✓	✓	✓

Reference Books

1. अवस्थी, सुरेश. चैंबर्स अंग्रेज़ी-हिंदी कोश. चेन्नै: एलीड पब्लिशर्स, 2000. मुद्रित.
2. आप्टे, शिवराम वामन. संस्कृत हिंदी कोश. जयानगर: मोतीलाल बनारसीदास, 1998. मुद्रित.
3. खाँ 'मद्दाह', मुहम्मद मुस्तफा. उर्दु-हिंदी शब्दकोश. लखनऊ: उत्तरप्रदेश हिंदी संस्थान, 2011. मुद्रित.
4. जोसफ, एन. के. हिंदी-मलयालम-इंग्लिश निघंडु. कोट्टयम: डी सी बुक्स, 2002. मुद्रित.
5. देव, अभय. हिंदी मलयालम डिक्शनरी. कोट्टयम: नाशनल बुक स्टॉल, 1988. मुद्रित.

6. नायर, डॉ. केशवन. नवीन हिंदी-मलयालम शब्दकोश. केरल: दक्षिण भारत प्रचार सभा, 1981. मुद्रित.
7. पिल्लै, एम. कुमार. मलयालम-मलयालम-हिंदी निघंडु. तिरुवनंतपुरम: प्रशांत पब्लिशर्स, 2001. मुद्रित.
8. पिल्लै, रामलिंगम. इंग्लिश-इंग्लिश-मलयालम निघंडु. कोट्टयम: डी सी बुक्स, 1986. मुद्रित.
9. बालकृष्णन वी. डॉ. आर. लीला देवी. विद्यार्थी मित्रम-त्रिभाषा निघंडु. कोट्टयम: विद्यार्थी मित्रम प्रेस, 1986. मुद्रित.
10. बुल्के, फादर कामिल. अंग्रेज़ी-हिंदी कोश. रांची: काथलिक प्रेस, 2005. मुद्रित.
11. भाटिया, कैलाशचंद्र. रचना भाटिया. हिंदी-अंग्रेज़ी अभिव्यक्ति कोश. दिल्ली: प्रभात प्रकाशन, 1993. मुद्रित.
12. भारती, डॉ. हरदेव. बृहत् अंग्रेज़ी-हिंदी कोश भाग एक. वाराणसी: जनमंडल लिमिटेड, 1969. मुद्रित.
13. भारती, डॉ. हरदेव. बृहत् शिक्षार्थी अंग्रेज़ी-हिंदी कोश. दिल्ली: राजपाल एण्ड सन्ज़, 2008. मुद्रित.
14. भारती, डॉ. हरदेव. राजपाल हिंदी शब्दकोश. दिल्ली: कश्मीरी गेट, 1996. मुद्रित.
15. माक ग़िगर, आर एस. ओक्सफोर्ड हिंदी-इंग्लिश डिक्शनरी. नई दिल्ली: ओक्सफोर्ड यूनिवर्सिटी प्रेस, 1997. मुद्रित.
16. मुस्साकुट्टी वे. के. हिंदी मलयालम निघंडु. कोट्टयम: वी पब्लिशर्स, 1990. मुद्रित.
17. वर्मा, रामचंद्र. संक्षिप्त हिंदी सागर. काशी: नगरी प्रचारिणी सभा, 1987. मुद्रित.
18. वी. रविकुमार. मलयालम-इंग्लिश-हिंदी निघंडु. तिरुवनंदपुरम: सिसो पब्लिशर्स, 1995. मुद्रित.
19. श्री कंठेश्वर. शब्दतारावली. कोट्टयम: साहित्य प्रवर्तका सहकरणा संघम् और नाशनल बुकस्टॉल, 2012. मुद्रित.
20. प्रशासनिक शब्दावली, केंद्रीय हिंदी निदेशालय, नई दिल्ली।

Model Question Paper
Translation Practice: Hindi-English-Malayalam (Vice Versa)
Code
(PGDTSCH 1 C 504)

Time: 3 hours

Maximum Marks: 50

A. किन्हीं चार खंडों का अनुवाद निर्देशानुसार कीजिए।

(हिंदी से अंग्रेजी)

(5 x4=20)

1. आधुनिक युग की मीरा' कही जाने वाली महादेवी वर्मा का जन्म उत्तर प्रदेश के फर्रुखाबाद में होली के दिन 1907 में हुआ था। उनकी आरंभिक शिक्षा उज्जैन में हुई और एम. ए. उन्होंने संस्कृत में प्रयाग विश्वविद्यालय से किया। बचपन से ही चित्रकला, संगीतकला और काव्यकला की ओर उन्मुख महादेवी विद्यार्थी जीवन से ही काव्य प्रतिष्ठा पाने लगी थीं। वह बाद के वर्षों में लंबे समय तक प्रयाग महिला विद्यापीठ की प्राचार्या रहीं। वह इलाहाबाद से प्रकाशित 'चाँद' मासिक पत्रिका की संपादिका थीं और प्रयाग में 'साहित्यकार संसद' नामक संस्था की स्थापना की थी।

(हिंदी से अंग्रेजी)

2. दुकानदार-आइए मैडम। कृपया मैडम अंदर आएँ।

रूबी-भैया ने मुझे सूट लिया था। दिखायी अच्छा सा सूट, कोरी नये डिजाइन में। भैया, मुझे एक सूट खरीदना है। मुझे कोई अच्छा दिखाओ, किसी नये डिजाइन में।

दुकानदार-ठीक है मैडम. आप बैठते हैं मैं अभी भी स्वामी हूँ। ओके मोहतरमा। कृपया बैठिए, मैं अभी आपको दिखाता हूँ।

रूबी-ठीक है भैया. ठीक है भैया.

दुकानदार-मैडम बताओ किस ट्रिप का शो मून? और कितने तक का? मैडम, आपको किस तरह का सूट चाहिए? और किस रेंज का?

रूबी-रेंज की कोरी बात नहीं कितने का भी हो, पर अच्छा होना चाहिए। रेंज कोई बाधा नहीं है लेकिन यह अच्छी होनी चाहिए। बंडेअर्स

दुकानदार-बेफिक्र रहिए, कुछ नए और महान डिजाइन में स्वामी हैं। पार्टी को क्या करना चाहिए? तो चिंता न करें, मैं आपको कुछ नए और अच्छे डिजाइन दिखाता हूँ। आपको पार्टी के लिए इसकी आवश्यकता है?

रूबी-हाँ भैया, मेरी माँ की लड़की की शादी है। हाँ ये है, दरअसल मेरे मामा की लड़की की शादी है।

(अंग्रेजी से हिंदी)

A manifesto is a text of principles rather than personalities, and therefore it is a reflection on the state of the nation, identifies the pressing needs of the citizens and presents feasible time-bound solutions aimed towards improving the overall standard of living. Manifestos show how parties think and their plan of action, if voted to power. Although published just before elections and legally non-binding in nature, they are expected to serve as a yardstick to measure the accountability of the elected representatives in fulfilling electoral promises. They are as much campaign material as they are a means of communicating with and educating the electorate. It is a small but important tool of political literacy.

(अंग्रेजी से हिंदी)

The Hindu is an Indian English-language daily newspaper owned by The Hindu Group, headquartered in Chennai, Tamil Nadu. It was founded as a weekly publication in 1878 by the Triplicane Six, becoming a daily in 1889. It is one of the Indian newspapers of record. As of March 2018, *The Hindu* is published from 21 locations across 11 states of India. *The Hindu* has been a family-owned newspaper since 1905, when it was purchased by S. Kasturi Ranga Iyengar from the original founders. It is now jointly owned by Iyengar's descendants, referred to as the "Kasturi family", who serve as the directors of the holding company.

(हिंदी से मलयालम)

कोरोना वायरस एक बड़े वायरस पररवार का सदस्य है जो जानवरों या मनष्यों में बीमारी का कारण हो सकता है। मनष्यों में, कई प्रकार के कोरोनावायरस से सामान्य सर्दी से लेकर मध्य पच श्वसन संसर्ग (एमईआरएस) और गंभीर तीव्र श्वसन संसर्ग (सासव) जैसी अधिक गंभीर बीमारियाँ उत्पन्न होने की वजह से उन्हें श्वसन संक्रमण का कारण माना जाता है। सबसे हाल ही में खोज गए कोरोनावायरस से कोवड-19 नामक कोरोनावायरस बीमारी उत्पन्न होती है।

(हिंदी से मलयालम)

सम्राट अशोक (ईसा पूर्व 304 से ईसा पूर्व 232) विश्वप्रसिद्ध एवं शक्तिशाली भारतीय मौर्य राजवंश के महान सम्राट थे। अशोक बौद्ध धर्म के सबसे प्रतापी राजा थे। सम्राट अशोक का पूरा नाम देवानांप्रिय अशोक (राजा प्रियदर्शी देवताओं का प्रिय) था। उनका राजकाल ईसा पूर्व 269 से, 232 प्राचीन भारत में था। मौर्य राजवंश के चक्रवर्ती सम्राट अशोक राज्य का मौर्य साम्राज्य उत्तर में हिन्दुकुश, तक्षशिला की श्रेणियों से लेकर दक्षिण में गोदावरी नदी, सुवर्णगिरी पहाड़ी के दक्षिण तथा मैसूर तक तथा पूर्व में बांग्लादेश, पाटलीपुत्र से पश्चिम में अफ़ग़ानिस्तान, ईरान, बलूचिस्तान तक पहुँच गया था। सम्राट अशोक का साम्राज्य आज का सम्पूर्ण भारत, पाकिस्तान, अफ़ग़ानिस्तान, नेपाल, बांग्लादेश, भूटान, म्यान्मार के अधिकांश भूभाग पर था, यह विशाल साम्राज्य उस समय तक से आज तक का सबसे बड़ा भारतीय

സാമ്രാജ്യ रहा है। चक्रवर्ती सम्राट अशोक विश्व के सभी महान एवं शक्तिशाली सम्राटों एवं राजाओं की पंक्तियों में हमेशा शीर्ष स्थान पर ही रहे हैं। सम्राट अशोक ही भारत के सबसे शक्तिशाली एवं महान सम्राट है। सम्राट अशोक को 'चक्रवर्ती सम्राट अशोक' कहा जाता है, जिसका अर्थ है - 'सम्राटों के सम्राट', और यह स्थान भारत में केवल सम्राट अशोक को मिला है। सम्राट अशोक को अपने विस्तृत साम्राज्य से बेहतर कुशल प्रशासन तथा बौद्ध धर्म के प्रचार के लिए भी जाना जाता है।

(मलयालम से हिंदी)

മലയാള നോവലിസ്റ്റും കഥാകൃത്തും സ്വാതന്ത്ര്യസമരപ്പോരാളിയുമായിരുന്നു ബേപ്പൂർ സുൽത്താൻ എന്ന അപരനാമത്തിൽ അറിയപ്പെട്ടിരുന്ന വൈക്കം മുഹമ്മദ് ബഷീർ (ജനനം: 21 ജനുവരി 1908 തലയോലപ്പറമ്പ്, വൈക്കം കോട്ടയം ജില്ല - മരണം: 5 ജൂലൈ 1994 ബേപ്പൂർ, കോഴിക്കോട്). 1982-ൽ ഇന്ത്യാ ഗവൺമെന്റ് അദ്ദേഹത്തെ പത്മശ്രീ പുരസ്കാരം നൽകി ആദരിച്ചു. 1970-ൽ കേന്ദ്ര സാഹിത്യ അക്കാദമി ഫെല്ലോഷിപ്പ് നൽകി. ഏറ്റവുമധികം വായിക്കപ്പെട്ട എഴുത്തുകാരിലൊരാളെന്നും അദ്ദേഹം വിശേഷിപ്പിക്കപ്പെട്ടു. ജനകീയനായ എഴുത്തുകാരനായിരുന്നു ബഷീർ.

(मलयालम से हिंदी)

ഇന്ത്യൻ ഉപഭൂഖണ്ഡത്തിൽ നിന്നുള്ള ഒരു സമ്പർക്ക കായിക വിനോദമാണ് കബഡി. ഇന്ത്യയിലെ ഏറ്റവും പ്രശസ്തമായ കായിക ഇനങ്ങളിൽ ഒന്നാണ് ഇത്, പ്രധാനമായും ഗ്രാമങ്ങളിലെ ആളുകൾക്കിടയിൽ കളിക്കുന്നു. കബഡിയിൽ നാല് ഏഷ്യൻ ഗെയിംസുകളിൽ ഇന്ത്യ പങ്കെടുത്തിട്ടുണ്ട്, അതിലെല്ലാം സ്വർണം നേടിയിട്ടുണ്ട്. ഇന്ത്യയിൽ കളിക്കുന്ന കബഡിയുടെ നാല് രൂപങ്ങൾ അമർ, സുരഞ്ജി, ഹട്ടുട്ടു, ഗാമിനി എന്നിവയാണ്. പഞ്ചാബ്, ഹരിയാന, യൂണൈറ്റഡ് സ്റ്റേറ്റ്സ്, കാനഡ, ലോകത്തിന്റെ മറ്റ് ഭാഗങ്ങൾ എന്നിവിടങ്ങളിൽ അമർ സാധാരണയായി കളിക്കുന്നു. ഇന്ത്യയിലും ലോകത്തും ഏറ്റവും കൂടുതൽ കളിക്കുന്ന കബഡി രൂപമാണ് സുരഞ്ജിവി. അന്താരാഷ്ട്ര മത്സരങ്ങളിൽ പൊതുവെ ഉപയോഗിക്കുന്നതും ഏഷ്യൻ ഗെയിംസിൽ കളിക്കുന്നതുമായ ഫോമാണിത്. മഹാരാഷ്ട്രയിലെ പുരുഷന്മാരാണ് ഹട്ടുട്ടു കളിച്ചത്. ഗാമിനി ശൈലിയിൽ, ഓരോ വശത്തും ഏഴ് കളിക്കാർ കളിക്കുന്നു, പുറത്തായ ഒരു കളിക്കാരൻ തന്റെ എല്ലാ ടീമംഗങ്ങളും പുറത്താക്കുന്നതുവരെ പുറത്തിരിക്കേണ്ടതുണ്ട്. എതിരാളിയുടെ ടീമിലെ എല്ലാ കളിക്കാരെയും പുറത്താക്കുന്നതിൽ വിജയിക്കുന്ന ടീം ഒരു പോയിന്റ് ഉറപ്പാക്കുന്നു. അത്തരം അഞ്ചോ ഏഴോ പോയിന്റുകൾ ഉറപ്പിക്കുന്നതുവരെ ഗെയിം തുടരും കൂടാതെ നിശ്ചിത സമയ ദൈർഘ്യം ഇല്ല.

B. निम्नलिखित चार समूहों में से दो समूहों का अनुवाद निर्देशानुसार कीजिए।

(1x10=10)

अंग्रेजी में अनुवाद कीजिए।

वैश्वीकरण

बहुभाषिकता

आबोहवा

खपरैल

आलू

हिंदी में अनुवाद कीजिए।

Enlightenment

Modification

Power Supply

Cabinet Minister

Suprem authority

हिंदी में अनुवाद कीजिए

കരിഞ്ചന്ത

മുതലക്കണ്ണിർ

മുതലാളി

കടമെടുപ്പ്

കൈക്കൂഴ

मलयालम में अनुवाद कीजिए

ईमानदारी

अर्थशास्त्र

विखंडीकरण

सास-ससुर

कल्पनात्मक उड़ान

C. निम्नलिखित दो समूह के शब्दों के समानार्थी शब्द लिखिए।

(1x10=10)

घर

कोशिश

विचित्र

जगह

निष्कलंक

സാന്നിധ്യം

നടപടി

മറുക്കുറി

അറിയിപ്പ്
കലഹം

Immediate

At the earliest

Calculate

improvement

Judgement

D. निम्नलिखित हिंदी लोकोक्ति/मोहावरों का निर्देशानुसार अनुवाद कीजिए। (1x10=10)

अंग्रेजी में अनुवाद कीजिए

ईंट का उत्तर पत्थर से देना

एक पंथ दो काज

बेकार से बेगार भला

उंगलियों पर नचाना

अंधों में काना राजा

हिंदी में अनुवाद कीजिए।

A Bad carpenter always

quarrels with tools

Eagles eye view

To shed crocodile's tears

To meet both ends

To beat the bush



**CALICUT UNIVERSITY CHOICE BASED CREDIT SEMESTER
SYSTEM (CCSS-PGDTSCH-2024)**

Postgraduate Diploma Program:

*Postgraduate Diploma in Translation, Secretarial Practice and
Computing in Hindi (PGDTSCH)*

PROGRAMME OUTCOMES (PO):

At the end of the graduate program at Calicut University, a student would acquire:

PO 1	To acquire literary knowledge, historical sensibility, socio-cultural fibres of the texts.
PO 2	To develop language skills, new concepts of language and literature, collaboration, inclusive culture, and leadership qualities
PO 3	To enhance Human values, professional ethics, and societal responsibility.
PO 4	To apply the literary as well as linguistic concepts critically in various sphere of life
PO 5	To create new concepts about literature, language, culture and life worlds

PROGRAMME SPECIFIC OUTCOMES (PSO):

At the end of the Postgraduate level program of any discipline at Calicut University, a student would:

PSO 1	To define and explain various trends of language and Literature and to critically analyse the nature and function of language and literariness of the text and cultural life.
PSO 2	To compare, contrast and evaluate the Language patterns, linguistic categories.
PSO 3	To criticise-evaluate the various concepts related with language and Literature.
PSO 4	To appraise and assess critically the linguistic, literary, and cultural traditions of the language
PSO 5	To create, reorganize, rewrite critically the linguistic and literary concepts and use them independently in the various modes of communication.

Programme	<i>Postgraduate Diploma Program: Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi (PGDTSCH)</i>				
Course Code	PGDTSCH 2 C 505				
Course Title	Cyber World and Hindi Language				
Type of Course	Core Course				
Semester	1 (One)				

Course Outcomes (CO):

Academic Level	500				
Course Details	Credit	Lecture per week	Tutorial per week	Practice per week	Total Hours
	4	2	0	3	75
Pre-requisites	Graduate level knowledge of Hindi language and Literature				
Course Summary	The present era is marked for its scientific and technological advancement. Hence the computer literacy is highly required for the present generation. Now adays even in the academic sphere, computer plays a vital role in the class room activities. Computer based teaching and learning has become popular and the students of Hindi language and literature should get the fundamentals of the computer application. The websites, blogs, e- literature, e-thesis, e-journals etc. are very useful in the academic activities and the students of Hindi language and literature should utilize the web-based information to compete in the present world.				

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understands the basics of Computer	U	F	Discussion
CO2	Understand and apply the DTP Hindi tools	U	C	Assignment / Practical works
CO3	Create Awareness about the online web resources	U	F	Seminar Presentation / Group Work
CO4	Equip skills for online communication and change of file formats	Ap	C	Instructor- created exams / Home Assignments Projects
CO5	Apply the skills in the preparation of tools, file formats, conversion of file formats	Ap	C	10 minutes Reflection Writing, oral presentation, extempore speech etc & assignments
* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C) # - Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)				
Note: Course outcomes need not be envisioned as the outcomes for each module, they should be more generic such that they reflect the totality of the outcomes intended from a course. The additional explanation in some of the course outcomes is optional; it can serve to clarify the pedagogical objectives and strategies involved in the course				

Detailed Syllabus:

Module	Unit	Content	Hours
		Cyber World and Hindi Language	75
I	1.	Computer –A general introduction, software, hardware, input-output device, computer softwares	5
	2.	Page maker, word file creation, PDF Files, power point, internet, internet Browsing, email, blog, websites	10
Total Hours for the module			15
II			
	3.	Hindi typing software, ISM, Unicode fonts, key boards, in script, phonetic key boards, Hindi Fonts,	5
	4.	DTP Works, settings of the pages, book publishing	10
Total Hours for the module			15
111			

	5.	e-books and Journals, e-library, e-thesis, e- publishing, google Translation, translation software, E Resources.	5
	6.	e-literature, face book and literature, Wikipedia, government websites, e- learning, plagiarism, citations from e-sources, official language and computerization, teaching, and computer	5
Total Hours for the module			10
IV			
	7.	e-typing /Voice typing, Power Point making, Reels-Video Editing, Poster making, file formatting.	20
	8.	Editing the typed materials, online tools of Editing, Chat GPT, AI tools, Copy editor, Translation tools.	15
Total Hours for the module			35

Note: The syllabus has four modules and eight units altogether. There are 30 instructional hours for four modules altogether and 15, 15, 10, 35 hours for one to four modules subsequently. The 100% of the internals should be given based for innovative ideas acquired after completing the course. The internal should be conducted in the continuous evaluation method. The end-semester examination covers all four modules.

Assignments

1. 5 pages of typed materials in Hindi
2. 10 slides PPT presentation on topics of study
3. Two posters on topics of study

Mapping of COs with PSOs and POs :

	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO 1	3	-	-	-	-	2	2	-	-	-
CO 2	3	-	-	-	3	2	2	-	3	-
CO 3	-	2	2	-	3	-	-	2	-	-
CO 4	-	-	-	-	3	-	-	-	-	3
CO 5	-	-	-	-	3	-	-	-	3	-

Correlation Levels:

Level	Correlation
-	Nil

1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Internal 50% & External 50%
- Assignment /Discussion / Seminar/Paraphrase/new ideas and concepts at various levels
- Midterm Exam/seminar/speech/Quiz, symposium, discussions may be conducted
- Projects/ notes writing/ adaptations of literature etc can also be made.

(Please note that these evaluation rubrics serve as illustrative examples within the context of a Data Structure course and are not intended to be definitive or prescriptive. Suggested methods of formative/summative assessment are listed in the latest version of the guidelines to BoS.)

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment/ Poster making/PPT	Project/ adaptations of literature Evaluation	Presentation of Language Skills	Discussion	End Semester Examinations
CO 1	✓			✓	✓	✓
CO 2	✓			✓	✓	✓
CO 3	✓			✓	✓	✓
CO 4		✓		✓	✓	✓
CO 5		✓	✓	✓	✓	✓

Reference Books

1. Anuvad-Hindi Journal, Bharathiya Anuvad Parishad, New Delhi
2. Bhaskar Juyal-Internet ki Duniya meim Hindi Ka Bhavishya
3. Ravishankar Sreevasthav- Hindi ke Badthe kadam
4. Vijay Prabhakar Kamble-Machine Anuvad
5. Vijay kumar malhotra-Soochana Praudhyogiki Aur Bharathiya Bhashayem
6. Ram Bansla- Computer Samanya Gyan Evam User Guide
7. Abhivyakthi-E- Journal(vartha/pradyogiki/2003/spbb)
8. Vijayalakshmi Malhotra-computer ka Bhashik Anuprayog
9. Hari Mohan-Computer Aur Hindi
10. V.K.Jain-Computer for Beginners
11. Radheshyam Sharma-Janasanchar

Model Question Paper
Cyber World and Hindi Language
Code
(PGDTSCH 2 C 505)

Time: 3 hours

Maximum Marks: 50

A. कृपया आठ प्रश्नों के उत्तर लिखिए।

(1x 8=8)

1. 'कंप्यूटर' की विभिन्न इकाइयों के नाम लिखिए?
2. हिंदी टंकण के लिए प्रयुक्त दो कार्यप्रणालियों के बारे में लिखिए।
3. हिंदी टंकण में प्रयुक्त दो 'फोन्टों' के नाम लिखिए?
4. हिंदी के कुंजीपटल की सहायता से 'क्र' कैसे टंकित किया जाता है?
5. 'पीडीएफ संपादन' के लिए सहायक दो वेबसाइटों के नाम दें?
6. 'मशीन अनुवाद' किसे कहते हैं?
7. हिंदी साहित्य संबंधी सामग्रियां उपलब्ध दो वेबसाइटों के नाम लिखिए?
8. 'संपादन' से क्या तात्पर्य है?
9. 'शोधगंगा' क्या होता है?
10. 'MOOC' का पूरा रूप लिखिए?

B. निम्नलिखित तीन प्रश्नों के उत्तर लिखिए।

(4x 3=12)

11. इनस्क्रिप्ट कुंजी पटल
12. ई साहित्य
13. सामाजिक माध्यम
14. हिंदी टंकण
15. फोटो एडिटिंग

C. तीन प्रश्नों के उत्तर लिखिए।

(10 x 3=30)

16. हिंदी में उपलब्ध टंकण सुविधाओं का परचय दीजिए।
17. ई सामग्री की विविध सामग्रियों का संपादन कैसे किया जा सकता है, इसपर एक आलेख लिखिए।
18. फिल्म संपादन कला पर अपनी राय व्यक्त कीजिए।
19. कॉपी संपादक कार्य और भूमिका पर अपना विचार व्यक्त करें।
20. साईबर हिंदी के भविष्य पर एक आलेख लिखें।



**CALICUT UNIVERSITY CHOICE BASED CREDIT SEMESTER
SYSTEM (CCSS-PGDTSCH-2024)**

Postgraduate Diploma Program:

*Postgraduate Diploma in Translation, Secretarial Practice and
Computing in Hindi (PGDTSCH)*

PROGRAMME OUTCOMES (PO):

At the end of the graduate program at Calicut University, a student would acquire:

PO 1	To acquire literary knowledge, historical sensibility, socio-cultural fibres of the texts.
PO 2	To develop language skills, new concepts of language and literature, collaboration, inclusive culture, and leadership qualities
PO 3	To enhance Human values, professional ethics, and societal responsibility.
PO 4	To apply the literary as well as linguistic concepts critically in various sphere of life
PO 5	To create new concepts about literature, language, culture and life worlds

PROGRAMME SPECIFIC OUTCOMES (PSO):

At the end of the Postgraduate level program of any discipline at Calicut University, a student would:

PSO 1	To define and explain various trends of language and Literature and to critically analyse the nature and function of language and literariness of the text and cultural life.
PSO 2	To compare, contrast and evaluate the Language patterns, linguistic categories.
PSO 3	To criticise-evaluate the various concepts related with language and Literature.
PSO 4	To appraise and assess critically the linguistic, literary, and cultural traditions of the language
PSO 5	To create, reorganize, rewrite critically the linguistic and literary concepts and use them independently in the various modes of communication.

Programme	For <i>Postgraduate Diploma Program: Postgraduate Diploma in Translation, Secretarial Practice and Computing in Hindi (PGDTSCH)</i>
Course Code	PGDTSCH 2C 506
Course Title	Application of Hindi in Banking Sector
Type of Course	Core Course
Semester	2 (Two)

Course Outcomes (CO):

Academic Level	500				
Course Details	Credit	Lecture per week	Tutorial per week	Practice per week	Total Hours
	4	2	0	3	75
Pre-requisites	Graduate level knowledge of Hindi language and Literature				
Course Summary	The Course focusses on the application of Hindi Language in the Banking sector				

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Understand the Banking Terminology in Hindi and English	U	F	Discussion
CO2	Understand how to apply the Banking terms in Hindi and English	U	C	Assignment / Practical works
CO3	Understand the form of Correspondences used in Baking sector.	U	F	Seminar Presentation / Group Work
CO4	Apply the Banking terminology (Hindi & English) in Noting and Drafting.	Ap	C	Instructor- created exams / Home Assignments Projects
CO5	Independently Draft, translate banking literature and compose general concepts both in Hindi and English.	C	M	10 minutes Reflection Writing, oral presentation, extempore speech etc & assignments

* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)
- Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P) Metacognitive Knowledge (M)

Note: Course outcomes need not be envisioned as the outcomes for each module, they should be more generic such that they reflect the totality of the outcomes intended from a course. The additional explanation in some of the course outcomes is optional; it can serve to clarify the pedagogical objectives and strategies involved in the course.

Detailed Syllabus:

Module	Unit	Content	Hours
		Application of Hindi in Banking Sector	75
I	1.	Terminology: An Introduction, Banking Terminology: A General Study	5
	2.	Banking Terminology and its Linguistic features	10
Total Hours for the module			15
II			
	3.	Banking Correspondence: Official Letter, Reminder, DO Letter, Memorandum, Office Order, Endorsement	10
	4.	Banking Terminology and its application (Hindi-English)	10
Total Hours for the module			20

111			
	5.	Banking Phrases and its application (Hindi-English)	10
	6.	Banking Notes and its translation, Translation of Pamphlets, leaflets, service documents	10
Total Hours for the module			20
IV			
	7.	General Essay- Hindi	10
	8.	General Essay-English	10
Total Hours for the module			20
Note: The syllabus has four modules and Eight units altogether. There are 30 instructional hours for four modules altogether and 15, 20, 20, 20 hours for one to four modules subsequently. The 100% of the internals should be given based for innovative ideas acquired after completing the course. The internal should be conducted in the continuous evaluation method. The end-semester examination covers all four modules.			

Mapping of COs with PSOs and POs :

	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO 1	3	3	-	-	-	3	3	-	-	-
CO 2	-	-	-	-	2	-	-	-	3	-
CO 3	-	2	2	-	-	-	3	-	-	-
CO 4	-	-	-	-	2	-	-	-	3	-
CO 5	-	-	-	-	3	-	-	-	-	3

Correlation Levels:

Level	Correlation
-	Nil
1	Slightly / Low
2	Moderate / Medium
3	Substantial / High

Assessment Rubrics:

- Internal 50% & External 50%
- Assignment /Discussion / Seminar/Paraphrase/new ideas and concepts at various levels
- Midterm Exam/seminar/speech/Quiz, symposium, discussions may be conducted
- Projects/ notes writing/ adaptations of literature etc can also be made.

(Please note that these evaluation rubrics serve as illustrative examples within the context of a Data Structure course and are not intended to be definitive or prescriptive. Suggested methods of formative/summative assessment are listed in the latest version of the guidelines to BoS.)

Mapping of COs to Assessment Rubrics:

	Internal Exam	Assignment	Project/ adaptations of literature Evaluation	Presentation of Language Skills	Discussion	End Semester Examinations
CO 1	✓			✓	✓	✓
CO 2	✓			✓	✓	✓
CO 3	✓			✓	✓	✓
CO 4		✓		✓	✓	✓
CO 5		✓	✓	✓	✓	✓

Reference Books

1. Banking Pragma, Central Hindi Training Institute, Department of Official Language, Government of India
2. Banking Hindi Sabdaval, Reserve bank of India

Model Question Paper
Application of Hindi in Banking Sector
Code
(PGDTSCH 2C 506)

Time: 3 hours

Maximum Marks: 50

A. कृपया आठ प्रश्नों के उत्तर दो-तीन वाक्यों लिखिए।

(1x8=8)

1. सेवाकालीन हिंदी प्रशिक्षण किसे कहते हैं?
2. बैंकिंग हिंदी की विशेषताएं क्या होती हैं?
3. वितीस संगठन किसे कहते हैं?
4. ईमेल की भाषा की विशेषता क्या होती है?
5. तकनीकी शब्दावली किसे कहते हैं?
6. बैंकिंग क्षेत्र में प्रयुक्त चार पदबंध लिखिए?
7. अर्ध सरकारी पत्र का प्रयोग कब किया जाता है?
8. पृष्ठांकन का प्रयोग कब किया जाता है?
9. बैंकों में हिंदी की क्या आवश्यकता होती है?
10. लिप्यंतरण किसे कहते हैं?

B. निम्नलिखित एक प्रश्नों का उत्तर लिखिए।

(4 x 1=4)

11. बैंकिंग हिंदी की शब्दावली
12. बैंकिंग हिंदी की शैली

C. निम्नलिखित अंग्रेजी वाक्यों/पदबंधों का हिंदी में और हिंदी वाक्यों का अंग्रेजी वाक्यों/पदबंधों में अनुवाद कीजिए

(1 x 6=6)

13. We approve your action
14. Through proper channel
15. Submitted for approval
16. समान रीति से
17. सुनिश्चित नियम
18. सीमित प्रत्याभूति

D. दो प्रश्नों के उत्तर लिखिए।

(6 x 2=12)

19. कार्यालय आदेश की विशेषताएं बताते हुए उसका एक नमूना तैयार कीजिए।
20. बैंकिंग हिंदी के संदर्भ में हिंदी और अंग्रेजी शब्दों के आपसी अनुवाद करते समय किन-किन बातों पर ध्यान दिया जाना चाहिए।
21. ज्ञापन की विशेषताएं बताते हुए ज्ञापन का एक प्रारूप तैयार कीजिए।

E. किसी एक विषय पर हिंदी में एक लघु निबंध लिखिए लिखिए।

(10 x 1=10)

22. निजीकरण के गुण और दोष
23. राजभाषा हिंदी का भविष्य

F. किसी एक विषय पर अंग्रेजी में एक लघु निबंध लिखिए लिखिए।

(10 x 1=10)

24. Role of Electronic media in creating awareness
25. Climatic Change



**CALICUT UNIVERSITY CHOICE BASED CREDIT SEMESTER
SYSTEM (CCSS-PGDTSCH-2024)**

Postgraduate Diploma Program:

*Postgraduate Diploma in Translation, Secretarial Drafting and
Computing in Hindi (Hindi-English)-PGDTSCH*

PROGRAMME OUTCOMES (PO):

At the end of the graduate program at Calicut University, a student would acquire:

PO 1	To define and explain various trends of Literature and to critically analyse the literariness of the text and cultural life.
PO 2	To compare, contrast and evaluate the Language patterns of language and cultural fibres, emotion enshrined
PO 3	To criticise-evaluate the various concepts related with language and Literature.
PO 4	To appraise and assess the literary as well as cultural traditions of the language
PO 5	To create, reorganize and rewrite the literary and linguistic concepts

PROGRAMME SPECIFIC OUTCOMES (PSO):

At the end of the Postgraduate level program of any discipline at Calicut University, a student would:

PSO 1	To define and explain various trends of language and Literature and to critically analyse the nature and function of language and literariness of the text and cultural life.
PSO 2	To compare, contrast and evaluate the Language patterns, linguistic categories.
PSO 3	To criticise-evaluate the various concepts related with language and Literature.
PSO 4	To appraise and assess critically the linguistic, literary, and cultural traditions of the language
PSO 5	To create, reorganize, rewrite critically the linguistic and literary concepts and use them independently in the various modes of communication.

Programme	For <i>Postgraduate Diploma Program: Postgraduate Diploma in Translation, Secretarial Drafting and Computing in Hindi (Hindi-English)-PGDTSCH</i>
Course Code	PGDTSCH 2 C P 507
Course Title	Project Work
Type of Course	Core Course
Semester	2 (Two)

Course Outcomes (CO):

Academic Level	500				
Course Details	Credit	Lecture per week/Guidance	Tutorial per week	Practice per week	Total Hours
	12	6	0	6	12
Pre-requisites	Graduate level knowledge of Hindi language and Literature				
Course Summary	Application of Translation theory, preparation, presentation of translated texts.				

CO	CO Statement	Cognitive Level*	Knowledge Category#	Evaluation Tools used
CO1	Application of Translation theories	U	F	Discussion
CO2	Understanding linguistic translation	U	C	Assignment / Practical works
CO3	Understating the Cultural nuances of texts	U	C	Seminar Presentation / Group Work
CO4	Application of proper language according to the linguistic and cultural feature of the source text.	Ap	C	Instructor- created exams / Home Assignments Projects
CO5	Develop the skills of translation.	App	M	10 minutes Reflection Writing, oral presentation, extempore speech etc & assignments

* - Remember (R), Understand (U), Apply (Ap), Analyse (An), Evaluate (E), Create (C)

- Factual Knowledge(F) Conceptual Knowledge (C) Procedural Knowledge (P)

Metacognitive Knowledge (M)

Note: Course outcomes need not be envisioned as the outcomes for each module, they should be more generic such that they reflect the totality of the outcomes intended from a course. The additional explanation in some of the course outcomes is optional; it can serve to clarify the pedagogical objectives and strategies involved in the course.

Description

Every student must submit a dissertation at the end of 2nd semester. The topic of the dissertation should be selected at the end of the 1st semester and same should be submitted two weeks after the end of the final semester examination. Separate Project Report viva- voce will be conducted based on dissertation submitted. There will be continuous assessment for the program project. The students should submit 20-25 printed pages (approximately 7000-10000 words) of translation project/ dissertation based on the literary/scientific literature form Hindi-English-Malayalam (Vice-Versa)

The dimension of the project report should be in A4 size. The two spiralled copies of the final report may be submitted either in typed or in neatly hand written form. There should be 3cm margin in all sides in the portrait orientation. Words Count would be minimum 7,000 words and maximum of 10,000 words.

The evaluation of the Project Report

The evaluation of the project report shall be made under the mark system. The project work carries 300. The ratio for awarding the marks for the project work is 50:50 (Internal-External (Appointed by

university).

The evaluation of the project will be at two stages.

1. Internal evaluation (Supervising teacher will assess the project and award internal marks (Maximum 150))
2. External Evaluation shall be made by an examiner appointed by the University. The internal Assessment should be completed two weeks before the last date of the fourth semester. A student shall be declared to pass in the project report course if he/she secures 40% of marks in both CA and ESE. There shall not be any improvement chance for the marks obtained in the project report.

The assessment of the different components of the project report may be taken as follows-

Internal Evaluation (Maximum 150 Marks)		
Serial Number	Components	marks
1	Punctuality	20
2	Translation tools used	30
3	Scheme of report	50
4	Viva voce	50

External Evaluation (Maximum 150 Marks for Project or Dissertation and 100 for Common Viva-Voce)		
Serial Number	Components	Marks
1	Appropriateness of Translation	50
2	Language used	50
3	Aesthetic of translation	25
4	Analysis of the translated text	25

Common Viva voce	100
------------------	-----