



**UNIVERSITY OF CALICUT**

**Abstract**

PG Diploma in Translation and Official Language Management in Hindi - Scheme and Syllabus- implemented with effect from 2014 Admission - Approved - Orders Issued.

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**Academic Staff College**

U.O.No. 3894/2014/Admn

Dated, Calicut University.P.O, 22.04.2014

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- Read:-*1. Item no 5 of the Minutes of the meeting of the Board of Studies in Hindi PG held on 18.12.2013
2. Item no i of the Minutes of the meeting of the Faculty of Language and Literature held on 23.01.2014
3. Item no II E of the Minutes of the meeting of the Academic Council held on 20.03.2014

**ORDER**

Vide paper read first the Board of Studies in Hindi (PG) discussed the letter from the Vice Chancellor and resolved to introduce a new course titled PG Diploma in Translation and Official language Management in Hindi course in tune with the demand of time and the Board observed that the course is professional in nature and can be introduced through School of Distance Education as the course will enable students to get jobs as Translators, Hindi Assistants , Hindi Officers etc in various Central Government Departments.

Vide paper read second the Faculty of Language and Literature has approved item number 5 of the Minutes of the Meeting of the Board of Studies in Hindi PG held on 18.12.2013.

Vide paper read third the Academic Council has approved item number i of the Minutes of the Meeting of the Faculty of Language and Literature.

Accordingly, orders are issued implementing the Syllabus of PG Diploma in Translation and Official Language Management in Hindi with effect from 2014 admission.

The Revised Syllabus is uploaded in the University Website.

Deputy Registrar

To

The Director,  
School of Distance Education.

Copy to CE/EX Section/EG Section/SF/DF/FC

Forwarded / By Order

Section Officer

## Paper - I - Theory and principles of Translation

100 marks

1. Anuvad : Paribhasha, Kshetru aur Seemayemn
2. Anuvad ka Swaroop : Anuvad Kala, Vigyan adhava Shilp
3. Anuvad ki Ekai - Shabdh, Padabandh, Vakyu, Paad
4. Anuvad ki Prakriya aur Pravidhi : Visleshan, Antharan, Punargadan  
Anuvad Prakriya ke vibhinu charan, sroth bhasha ke paad ka visleshan evam uske arthgrahan ki prakriya, sroth bhasha aur lakshyu bhasha ki thulna thadha arthantharan ki prakriya. Anoothith paad ka punargadan aur arth-sampreshan ki prakriya. Anuvad prakriya ki prakrithi
5. Anuvad thadha samthulyatha ka sidhanth
6. Anuvad ke kshethru evam prakaar - karyalayi, vyganic evam thakaneeki, sahithyak, manviki, sancharmadyam, vityapan aadi.
7. Anuvad ki samasyayemn, Karyalayi anuvad ki samasyayemn, vyganic evam thakaneeki sahithy ke anuvad ki samasyayemn, vidhi-sahithy ke anuvad ki samasyayemn, kosh evam paribhashik sabdharth ki nirman ki samasyayemn, media kshethru ke anuvad ki samasyayemn, vyganic ke anuvad ki samasyayemn.
8. Anuvad ke upakaran : kosh, paaribhashika, shabdavali, dhisarath, computer aadi.
9. Anuvad : Punareekshan, Sampathan, Moolyankan
10. Machinee Anuvad
11. Anuvad ki sarthakatha, prasangikatha evam vyavasayic paridrisyu
12. Anuvadakomn ke gun
13. Paad ki avadharana aur prakriti - paad sabdh prathi sabdh, saabdic anuvad, bhavanuvad

*Books for reference*

1. Anuvad - Kala : Kuch Vichar (Ed. Anand Prakashan Khemani) S.Chand & Co.Delhi
2. Towards a Science of Translation, Dugine, A. Nida (Americal Bible Society)
3. Arts of Translation - Theord Savry
4. Anuvad Vigyan - Dr. Bolanath Tiwari
5. Aspects of Translation - Leonard Cersfer Secker & Warberg, London
6. Anuvad Sidhanth aur Prayog - Dr. G. Gopinathan, Lokbharathi Prakashan
7. Natyanuvad Sidhanth aur Vivechan - Dr. A.Achuthan, Vani Prakashan
8. Ikhisveen shati mein Anuvad - Ed. Dr. Pramod kovvaprath, Jawahar, Mathura
9. Anuvad : Bhashayemn aur Samasyayemn - Dr. N.E. Viswanatha Iyer, Swati Prakashan, Trivandrum
10. Problems of Translation - Ed. Dr. G. Gopinathan, Lokbharathi
11. Anuvad Kala : Siddanth aur Prayog - Prabhat Prakashan
12. Sahityanuvad - Samvad aur Samvedana - Dr. Arsu, Vani Prakashan

PAPER II - ADMINISTRATIVE DRAFTING, NOTING AND TECHNICAL TERMINOLOGY. 100 marks

1. Place of correspondence in the modern world. Role of correspondence in official work - General introduction - Types of correspondence.
2. Types of letters - Personal, business - administrative etc. Parts of a letter, Characteristics of an ideal letter, Matters dealt in administrative letters - Appointment, transfer, leave, notification, circular, D.O. letter, Memorandum, Administrative Order, sanction, reminder, notice or meeting, Endorsement, complaint, petition.
3. Noting and drafting - Different types of noting and drafting.
4. Common expressions of the administrative language; familiarity with Hindi equivalence of common term used in Banks and Public offices. Important designations and their Hindi equivalents.
5. Terminology of Industry, Sciences, Law etc.
6. Preparing minutes of an official meeting.
7. Preparing a budget and annual report or a report of a problem to a higher authority.
8. Preparation of a journalistic report.
9. Preparation of advertisement of filling posts and response;

Books for reference :

1. Karyalay Hindi - Central Hindi Institute, Agra.
2. Karyalay Sahayika - Kendriya Hindi Sachivalay, Hindi Parishad, New Delhi.
3. Sarkari Kamkaj Hindi mem - Hindi Prachar Pustakalay, Varanasi
4. Rajabhasha Hindi ke Vividh Ayam - Dr. Malik Mohamed.
5. Vyaparik tatha prasanik patra vyavahar - Dr.H.E. Viswanatha Iyer.

Paper - III -- Hindi Computing

100 marks

1. Computer -- Parichay - Upayog thatha Kshetra Rooprekha, Hardward, Software, CPU, Operating System, Computer Bhasha, Web Publishing ka Parichay
2. Hindi mein Computer Suvidhayen, Lipi, Font, etc. Sabda Sansadhan, Aakada Sansadhan, Desk Top Prakasan, Hindi mein Parichalan Pranali aur Samakash, Suvidhayen, Varthani sodhak
3. Information Technology - Internet Sampark Upakaran - Prakaryatmak rakhrakhav, Internet Portal, Samay mith vyayatha ka sidhant, Internet Browsing Software - Net Scape, Internet Explorer, Web Publishing
4. Information Technology and Hindi - E-mail Bhejna/Prapt Karna - Hindi ke Pramukh Internet Portal, Downloading va uploading Hindi software package, Hindi mein Web Publishing.
5. Computer sadhit Bhasha sikshan, Rajbhasha Hindi ke karyanwayan mein Computer, Rajbhasha prasikshan mein computer kee bhumika.
6. Machine Translation - merits and demerits.

**Reference books**

1. Computer Samanyu Jnan evam User Guide - Ram Bansal Vinjnacharyu, Vani Prakashan, New Delhi
2. Computer Parichalan Thathv - Ram Bansal Vinjnacharyu, Sathyu Sahityu Prakashan, New Delhi
3. Computer ke Bhashik Anuprayog - Vijay Kumar Malhotra, Vani Prakashan, New Delhi
4. Soochana Kranthi aur Vishwa Bhasha Hindi - Prof. Harimohan, Thakshashila Prakashan, New Delhi
5. Bhasha aur Soochana Prodhogiki - Amarsinh Vadhan, Bhavana Prakashan, Delhi
6. Bhasha aur Prodhogiki - Dr. Vinod Kumar Prasad, Vani Prakashan, New Delhi
7. Bharat mem Computer Kranthi - Subhash Chander, Bhavana Prakashan, Delhi
8. Bhasha Vinjan aur Hindi - Ramgopal Sharma Dinesh, Vikas Paperboax, Delhi
9. Computer aur Hindi - Dr. Hari Mohan, Thakshasila Prakashan, New Delhi
10. Bhasha (Patrika), Soochana Proudhyogiki Viseshank

## Paper - IV - Official Language Management 100 marks

- Unit I : Prabandhan ke Mukhya Tatwa, Niyojan, Sangatan, Nirdeshan, Samanvayan, Niyantran  
 Unit II : Rajbhasha ke Roop mein Hindi ka Vikas  
 Unit III : **Samvidhan me Hindi, Rajbhasha Adhiniyam, Sankalp aadi.**  
 Unit IV : Rajbhasha Prabandhan

Rajbhasha Karmik Prabandha (Official Language Personnel Management)

Rajbhasha Prashanik Prabandhan (Official Language Administrative Management)

Rajbhasha Vith Prabandhan (Official Language Finance Management)

Rajbhasha Protsahan Prabandhan (Official Language Incentive Management)

Vividh kshetrom mein Rajbhasha - Prabandhan-Prasikshan, Anuvad, Vyavasayik Takneeki, Vidhi

Rajbhasha Prabandhan aur Proudhyogiki - Computer suvidhayen, Softwares

### Reference Books :

1. Management, Hicks H.G. & Gulit, C.R., Makagro Hill International Book Company
2. Rajbhasha Prabandh, Govardhan Takur, Mythili Prakashan, Secandarabad
3. Computer ke Bhashik Anuprayog, Vijaykumar Malhotra, Vani Prakasan, New Delhi
4. Prabandhan ke Sidhanth, Basant Desai, Grandh Academy, Old Daryagang, New Delhi
5. Management of an Enterprise, C. Cainbouy Balderston, Prentice Hall, Newyork
6. Onward Industry - Principles of Organisation, James.D.Mune & Elen, C. Rale, Hopper & Raw, New York
7. Administrative Function - The Technique of Organisation and Management, William Newman, Prentice Hall, Angelwood Clicks
8. Prayojanmoolak Hindi, Vinod Godre, Vani Prakasan, New Delhi
9. Hindi ke Bhageeradh Yatra, Kanhayyalal Gandhi, Prabhat Prakasan, Asaf Ali Road, New Delhi
10. Bharatiya Sanvidhan (Sarkari Sanskaran)
11. Hindi - Rashtrabhasha, Rajbhasha, Janbhasha, Sankar Dayal Sinh, Kitabghar Prakasan, Daryagangu, New Delhi
12. Hindi Bhasha Athceeth se Aaj thak, Dr. Vijay Agrawal, Vani Prakasan, New Delhi
13. Vyavaharik Hindi : Bhasha aur Vyakaran, Dr. Umesh Chandra Mishra, Sahitya Ratnalayu, Kanpur
14. Rajbhasha Hindi - Vikas ki Manjilemn, Dr. K.P. Sathyanathan Nair, Poorna Publications, Calicut
15. Hindi Andholan, Lakshmikanth Varma (I.d.)

PAPER V - TRANSLATION : ENGLISH TO HINDI, HINDI TO ENGLISH,  
HINDI TO MALAYALAM & MALAYALAM TO HINDI, 100 marks

1. Translation of one passage out of two from English to Hindi.
2. Translation of one passage out of two from Hindi to English
3. Translation of one passage out of two from Malayalam to Hindi
4. Translation of one passage from Hindi to Malayalam.

(The passages for translation should be on any topic connected with science, industry, commerce, literature, art and culture).

Paper VI. Translation project work-

(25 printed pages of any kind of script to be translated from English or Malayalam to Hindi to be submitted on the last day of the examination.) 100marks

Total -

600marks

**P.G.Diploma in Translation and Official language management in Hindi**

**PATTERN OF QUESTION PAPER:**

**For paper I,II,III&IV-**

I.Four paragraph type question out of six-4x5=20

II.Four essay type questions out of six-4x20=80

**For paper V-**

I.One passage from English to Hindi out of two-1x25=25

II. One passage from Hindi to English out of two-1x25=25

III. One passage from Malayalam to Hindi out of two-1x25=25

IV. One passage from Hindi to Malayalam out of two-1x25=25

**For paper VI -**

translation project work to be submitted