

Course title	Official Language and Translation-II
Category	a. Existing course without changes
Course code	MAGETS612
Semester	III
Number of credits	5
Maximum intake	30 (on first-come-first-served-basis for all MA courses)
Day/Time	Tuesdays and Thursdays: 2-4pm
Name of the teacher/s	Dr. K. Kokila
Course description	<p>i) A brief overview of the course:</p> <p>This course is open for any M. A. student with proficiency in Hindi and English. It introduces the concept of Official Language and its characteristic features with reference to Government of India and different states, along with a brief historical account. It imparts the knowledge of Technical Terminology used in Administration. It involves study of various forms of Official Correspondence including noting and drafting. Besides the course trains the students in practical translation of official communications.</p> <p>ii) Aim of the course:</p> <ol style="list-style-type: none"> To impart the knowledge of Constitutional provisions, Official Language Act and Official Language Rule. To learn about the characteristic feature of Official Language. To learn Administrative Terminology and its translation. To learn about various Forms of Correspondence and their uses. To learn Forms of Noting and its uses. <p>iii) Course Learning Outcomes (CLOs):</p> <ol style="list-style-type: none"> Domain specific outcomes: Students get introduced to theoretical and practical knowledge of Official Language and Translation. Value Addition: The course adds value to the general programme like M.A. Hindi or M.A. English Skill Enhancement: Practical translation exercises given to the students enhance their translation skills especially useful in Administration. Employability Quotient: The students get eligibility for employment as Rajbhasha Adhikari (Hindi Officer) or Translators in the Central or State Government Offices/PSUs/Banks or they can work in any private company or as freelance translators

	<p>iv) Modules/Units/Lessons:</p> <p>Unit-1 Introduction to Official Language</p> <ol style="list-style-type: none"> 1.1. What is Official Language? 1.2. Official Language in India - Historical Perspective 1.3. Constitutional Directives on Official Language 1.4. Official Languages Act 1963 1.5. Official Language Rules 1976 <p>Unit-2 Official Language and its Relationship with Translation</p> <ol style="list-style-type: none"> 2.1. Characteristic Features of Official Language 2.2. Skills required for Translating Official documents 2.3. Administrative Terminology and its translation 2.4. Technical Terminology related to Banking and its translation 2.5. Technical Terminology related to Science and Technology <p>Unit-3 Forms of Correspondence-I</p> <ol style="list-style-type: none"> 3.1 Official Letter: Uses, Format and Sentence Structures 3.2 Demi-Official Letter: Uses, Format and Sentence Structures 3.3 Office Memorandum: Uses, Format and Sentence Structures 3.4 Office Order: Uses, Format and Sentence Structures 3.5 Order: Uses, Format and Sentence Structures <p>Unit-4 Forms of Correspondence-II</p> <ol style="list-style-type: none"> 4.1 Inter-Departmental Note: Uses, Format and Sentence Structures 4.2 Endorsement: Uses, Format and Sentence Structures 4.3 Notification: Uses, Format and Sentence Structures 4.4 Resolution: Uses, Format and Sentence Structures 4.5 Press Note: Uses, Format and Sentence Structures <p>Unit-5 Official Noting and its Types</p> <ol style="list-style-type: none"> 5.1 Note based on Incoming Letter 5.2 Self Contained Note 5.3 Routine Notes and their translation 5.4 Sentences/Phrases used in Official Correspondence (Bilingual form) 5.5 Sentences/Phrases used in Noting (Bilingual form)
Course delivery	Lecture/Seminar/Experiential learning
Evaluation scheme	<p>Internal modes of evaluation: 40%</p> <p>Mode of Evaluation: Three Assignments with Presentations</p> <p>End-semester mode of evaluation: 60%</p> <p>Mode of Evaluation: Written Examination</p>
Reading list	Essential Readings:

	<p><i>Constitution of India</i>. 2021. Government of India, Ministry of Law and Justice, Legislative Department: New Delhi</p> <p><i>Manual Regarding the Use of Official Language Hindi</i>. 2023. Department of Official Language, Ministry of Home Affairs, Government of India: New Delhi</p> <p><i>Pragya Pathmala</i>. 2011. Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, Government of India: New Delhi</p> <p><i>Pragya Abhyas Pustika</i>. 2011. Central Hindi Training Institute, Department of Official Language, Ministry of Home Affairs, Government of India: New Delhi</p> <p>Further Readings:</p> <p>“Official Languages Act 1963.” <i>Department of Official Language, Ministry of Home Affairs, Government of India</i>, 08.01.2024, https://rajbhasha.gov.in/en/official-languages-act-1963</p> <p>“President’s Oder”. <i>Department of Official Language, Ministry of Home Affairs, Government of India</i>, 18.01.2024, https://rajbhasha.gov.in/en/presidents-order-1960</p> <p>“Official Language Resolution 1968”. <i>Department of Official Language, Ministry of Home Affairs, Government of India</i>, 28.01.2024, https://rajbhasha.gov.in/en/official-language-resolution-1968</p> <p>“Official Language Rules 1976”. <i>Department of Official Language, Ministry of Home Affairs, Government of India</i>, 10.02.2024, https://rajbhasha.gov.in/en/official-language-rules-1976</p>
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