

Syllabus for one year PG Diploma in Translation (Hindi/English/Panjabi) session 2020-21

Scheme of Study

Name of the Paper	Periods per Week
1. Aspects of Translation	6 Periods
2. Syntactic and Semantic Structures and Translation	6 Periods
3. Information Technology and Machine Translation	6 Periods
4. Project Work	6 Periods
5. Open Elective (Hindi Bhasha Sampreshan Kaushal)	2 Periods

Scheme of One Year Post-Graduate Diploma in Translation (Hindi/English/Panjabi) 2020-21 under Choice Based Credit System (CBCS)

Paper No.	Name of the Subject	No. of Credit	Teaching Scheme (Hrs./Week)	Examination Scheme (Marks)			
				Theory Exam.	Internal Assessment	Total	Duration
PGDT-101	Aspects of Translation	6	6	80	20	100	3 Hrs
PGDT-102	Syntactic and Semantic Structures and Translation	6	6	80	20	100	3 Hrs
PGDT-103	Information Technology and Machine Translation	6	6	80	20	100	3 Hrs
PGDT-104	I) Project Work (Theory) II) Project Work (Viva-Voce)	6	6	i) 60 ii) 40	i) --- ii) ---	100	-
PGDT-105	Open Elective (Hindi Bhasha Sampreshan Kaushal)	2	2	40	10	50	2 Hours
	Credit/Marks	26	26	-	-	450	-

- (a) 80 Marks for External Examination and 20 Marks for Internal Assessment.
 (b) In Open Elective Paper : 40 Marks for External Examination and 10 Marks for Internal Assessment.
 (c) 60 Marks for Project Work and 40 Marks for Viva-Voce.

P.G. Diploma in Translation (Hindi/English/Panjabi)

**PGDT-101
Aspects of Translation**

**Credit : 6
Time : 3 Hours**

**Max. Marks : 80+20
Theory: 80, Internal Assessment : 20**

Note for students (To be printed in the question paper)

1. Besides question No. 9 which is compulsory a candidate shall choose one question from each of the four units, attempting five questions in all.
2. Each of the five questions will carry 16 marks.

Note for Paper Setters:

1. The paper setter will set 9 questions in all.
2. Two questions will be set from each unit.
3. Question No. 9 shall consist of 8 objective type questions spread over the whole syllabus. There will be no internal choice in this question.

Unit – I : Translation: Meaning, Nature and Scope,, Art, Science or Craft. History of Translation 16th cent. to 21th cent.- Western and Indian, Principles of Translation. Globalization and Translation, Translation and Culture : A Semiotic Perspective; Linguistics and Translation.

Unit –II : Process of Translation-Source Language Text, Target Language Text, Analysis, Transfer, Restructuration. Functions of Translation. Vinay and Darbelnet's Methods Of Translation; Models of the process of Translation – Nida, Newmark, Bathgate. Hallidayan Model of Language and Discourse.

Unit- III : Types of Translation on the Basis of Medium, Process and Text; Theories of Translation- Catford's Linguistics Theory, Reiss's Text Type Theory, Mary Snell Hornby's Integrated Approach, Hens J. Vermeer's Skopos Theory, Nord's Text Analysis.

Unit-IV : Issues of Translation -Notion of Untranslatability, Lose and Gain; Equivalence; Evaluation of Translation Quality- Mentalistic view, Behaviouristic View; Problems of Translation – Literary and Non-Literary. Future of Translation as an Activity and as a Discipline.

Suggested Readings

1. Jeremy Munday 2001, Introducing Translation Studies: Theories and Applications. New York, Routledge
2. Shastri, Pratima Dave 2012, Fundamental Aspects of Translation. , New Delhi , PH Learnings.
3. Bell, Roger, T. 1991. Translation and Translating: Theory and practice, London ,Longman.
4. Bassnett, Susan and Trivedi Harish (Eds.) 1999.Postcolonial Translation: Theory and Practice, London, Routledge.

P.G. Diploma in Translation (Hindi/English/Panjabi)

PGDT-102

Syntactic and Semantic Structures and Translation

Credit : 6

Time : 3 Hours

Max. Marks : 80+20

Theory: 80, Internal Assessment : 20

Note for students (To be printed in the question paper)

1. Besides question No. 9 which is compulsory a candidate shall choose one question from each of the four units, attempting five questions in all.
2. Each of the five questions will carry 16 marks.

Note for Paper Setters:

1. The paper setter will set 9 questions in all.
2. Two questions will be set from each unit.
3. Question No. 9 shall consist of 8 objective type questions spread over the whole syllabus. There will be no internal choice in this question.

Unit – I : Syntactic structures and Translation : Introduction, Scope. Structure of Sentences- Simple, Compound and complex. Different Types of Sentence Constructions; Structure of Clauses- Subordinate Clauses, Noun Clauses, Relative Clauses, Adverbial Clauses. Structure of Phrases- Noun Phrases, Post-Positional Phrases/Prepositional Phrases, Adjectival Phrases, Verbal Phrase, Adverbial Phrases. Analysis and Comparison of Syntactic Structures of Hindi/English/Panjabi.

Unit-II : Morphological Structure of Word Classes and Translation-Gender, Number, Tense, Aspect, Case, Post-Positions/Prepositions; Nouns, Noun- Inflection, Noun Derivation, Noun Compounds, Pronouns, Adjectives, verbs, Adverbs, Particles, Connectives, Articles, Voice, Interjections.

Unit- III : Semantics and Translation- Semantics, Definitions, Types of Meaning; Theories of Meaning- Thing Theory of Meaning, The Idea Theory of Meaning, The Use Theory of Meaning. Semantic Components and Semantic Links, Lexical Relations: Contrast and Affinity. Idioms- The Non-Compositional and Compositional Approach to Idioms, Idioms and Conceptual Metaphors.

Unit- IV : Lexicography and the Tools for Translation; Vocabulary and Translation- Literary, Scientific, Technical, Administrative, Business etc. Translation of Official Documents, Letters, Official Notifications. Translation of Texts- Literary, Social, Political, Environment, Law, Information Technology, Science, Journalism (Hindi to English and vice-versa Panjabi to English and Vice- Versa).

Classroom Practice

Translation practice will be based on entire syllabus.

Suggested Readings

1. Koul, Omkar N. 2009, Modern Hindi, Dunwoody Press.
2. Kachru, Yamuna 1966. An Introduction to Hindi Syntax, : The University of Illinois., Urbana
3. Kachru, Yamuna 1980 Aspects of Hindi Grammar., New Delhi, Manohar.
4. Bahl, Kalicharan 1974, Studies in the Semantic Structure of Hindi, Delhi, Motilal Banarsidas.

P.G. Diploma in Translation (Hindi/English/Panjabi)

PGDT-103

Information Technology and Machine Translation

Credit : 6
Time : 3 Hours

Max. Marks : 80+20
Theory: 80, Internal Assessment : 20

Note for students (To be printed in the question paper)

1. Besides question No. 9 which is compulsory a candidate shall choose one question from each of the four units, attempting five questions in all.
2. Each of the five questions will carry 16 marks.

Note for Paper Setters:

- 1 The paper setter will set 9 questions in all.
- 2 Two questions will be set from each unit.
- 3 Question No. 9 shall consist of 8 objective type questions spread over the whole syllabus. There will be no internal choice in this question.

Unit –I : Machine Translation- Introduction, History of Machine Translation, Current Status of Machine Translation in India, Developments and Use of Machine Translation.

Unit-II : Machine Translation process; Machine translation Approaches-Rule Based Machine Translation- Direct, Transfer Based, Interlingual, Corpus Based, Hybrid Machine Translation- Example Based, Statistical Based Approach. Natural Language Processing, Artificial Intelligence.

Unit-III : Neural Machine Translation; Word sense Disambiguation; Ontologies in Machine Translation. Evaluation of Machine Translation; Problems in Machine Translation, Ethics of Machine Translation.

Unit-IV : Machine Aided Translation; Transfer based Machine Translation- Analysis and Transformation- Hindi to English Transfer Based, Semantic Issues in Machine Translation, Syntax Based Machine Translation. Divergence Patterns in Machine Translation between Hindi and English.

Suggested Readings

1. Juliane House. Translation: A Multi Discipline Approach- Palgrave: Macmillan.
2. Henisz- Dorstert, B. et al 1879. Machine Translation, The Hague; Mouton.
3. Cronin, M. 2003 Translation and Globalization. London: Routledge.

P.G. Diploma in Translation (Hindi/English/Punjabi)

**PGDT-104
Project Work**

Credit : 6

**Max. Marks : 100
Project Work: 60 Marks
Viva-Voce: 40 Marks**

The candidate will submit two copies of his/her project work for evaluation.

The student will attach certificate of authenticity duly certified by his/her supervisor.

(a) Translation of English Literary or Non literary text into Hindi or Punjabi.

(40-50 Pages)

OR

(b) Translation of Hindi or Punjabi Literary or Non- literary text into English.

(40-50 Pages)

कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र
(प्रदेश विधायिका एक्ट 12ए 1956 के तहत स्थापित)
('ए+ श्रेणी'राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषदद्वारा प्रदत्त)

सी. बी. सी. एस. (चयन-आधारित क्रेडिट पद्धति) एवं LOCF के अंतर्गत
पोस्ट-ग्रेजुएट डिप्लोमा इन ट्रांसलेशन
के लिए हिंदी पाठ्यक्रम
सत्र 2020-21 से लागू

कोर्स कोड	कोर्स का नाम	क्रेडिट	शिक्षण घंटे / प्रति सप्ताह	परीक्षा की स्कीम (अंक)		
				परीक्षा	आंतरिक मूल्यांकन	कुल अंक
PGDT-105	हिंदी भाषा संप्रेषण कौशल	02	02	40	10	50

हिंदी भाषा संप्रेषण कौशल

क्रेडिट – 2
समय-2 घंटे,

कुल अंक-50
परीक्षा अंक – 40, आंतरिक मूल्यांकन –10

पाठ्यक्रम का उद्देश्य

हिंदी भाषा में संप्रेषण कौशल का विकास।

पाठ्यक्रम के अपेक्षित परिणाम

- हिंदी भाषा संप्रेषण में सक्षम।
- सृजनात्मक, कार्यालयी व व्यावसायिक क्षेत्र में प्रयुक्त हिंदी भाषा का ज्ञान।

परीक्षा संबंधी निर्देश –

- निर्धारित पाठ्यक्रम में से 10 प्रश्न दिए जायेंगे। विद्यार्थी को किन्हीं 05 का उत्तर देना होगा। प्रत्येक के लिए 06 अंक निर्धारित हैं।
- निर्धारित समस्त पाठ्यक्रम में 10 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। विद्यार्थी को प्रत्येक का उत्तर देना होगा। इसमें कोई विकल्प नहीं होगा। प्रत्येक के लिए 01 अंक निर्धारित हैं।

पाठ्य विषय

- संप्रेषण की अवधारणा और महत्व, संप्रेषण के प्रकार (मौखिक और लिखित),
- संप्रेषण के माध्यम, संप्रेषण में बाधाएं और चुनौतियां,
- संप्रेषण के विविध रूप (साक्षात्कार, भाषण, संवाद, सामूहिक चर्चा)
- प्रयोजनमूलक हिंदी की अवधारणा, प्रयोजनमूलक हिंदी और अनुवाद, पारिभाषिक शब्दावली और उसकी निर्माण प्रक्रिया।
- प्रशासनिक भाषा का स्वरूप और महत्व, सरकारी पत्रों के प्रमुख अंग, कार्यालयी पत्र लेखन के विभिन्न प्रकार, प्रारूपण, टिप्पण।
- सृजनात्मक भाषा (अनुभूति की प्रधानता, अर्थ की विशिष्टता एवं विविधता, भाषा शैली की विविधता) सृजनात्मक भाषा के विविध पक्ष (शब्द शक्तियां, अंलकरण, सादृश्य विधान, मानवीकरण, मुहावरे, लोकोक्तियां)
- व्यावसायिक क्षेत्र की हिंदी (बैंक, बीमा, मीडिया), विज्ञापन की भाषा का स्वरूप और विशेषताएं, प्रिंट, इलेक्ट्रॉनिक और ई-विज्ञापनों की भाषा

सहायक पुस्तकें

- हिन्दी भाषा का उद्भव और विकास – उदयनारायण तिवारी, भारती भंडार
- हिन्दी भाषा और लिपि का ऐतिहासिक विकास – सत्यनारायण तिवारी
- राष्ट्रभाषा हिन्दी : समस्याएँ और समाधान - देवेन्द्रनाथ शर्मा
- प्रयोजनमूलक हिन्दी – दंगल झाल्टे, वाणी प्रकाशन
- प्रयोजनमूलक हिन्दी – प्रो. रमेश जैन, नेशनल पब्लिशिंग हाउस
- राजभाषा सहायिका – अवधेश मोहन गुप्त, प्रभात प्रकाशन
- जनसंचारिकी सिद्धांत और अनुप्रयोग – प्रो. राम लखन मीना, कल्पना प्रकाशन
- जनसंपर्क सिद्धांत और व्यवहार – अर्जुन तिवारी

**SYLLABUS FOR ONE YEAR CERTIFICATE COURSE IN
COMMUNICATION SKILLS, Session 2020-21**

SCHEME OF STUDY

	Name of the Paper	Periods/Week
1.	Oral Communication	4 Periods
2.	Written Communication	4 Periods
3.	Personality Development	4 Periods
4.	Open Elective (Hindi Bhasha Aur Vyakaran)	2 Periods

**Scheme of One Year Certificate Course in Communication Skills w.e.f. session 2020-21
under Choice Based Credit System (CBCS)**

Paper No.	Name of the Subject	No. of Credit	Teaching Scheme (Hrs./Week)	Examination Scheme (Marks)			
				Theory Exam.	Internal Assessment	Total	Duration
CCCS-101	Oral Communication	4	4	60	15	75	3 Hrs
CCCS-102	Written Communication	4	4	60	15	75	3 Hrs
CCCS-103	Personality Development	4	4	60	15	75	3 Hrs
CCCS-104	Open Elective (Hindi Bhasha Aur Vyakaran)	2	2	40	10	50	2 Hrs
Total Credit Marks		14	14	-	-	275	-

- 60 Marks for External Examination and 15 Marks for Internal Assessment.
- In Open Elective Paper : 40 Marks for External Examination and 10 Marks for Internal Assessment.

CCCS - 101
Oral Communication

Credit: 4
Time : 3 Hours

Max. Marks: 60+15
Theory: 60, Internal Assessment : 15

- Note: -**
1. Nine questions will be set in all by the examiner and the candidates are required to attempt five questions in all including one compulsory question.
 2. Question No. 9 is compulsory consisting of short answer type questions and spread over the entire syllabus. Phonetic Transcription (10 Marks), other short answer type questions (10 Marks) (10+10 = 20 Marks)
 3. The remaining eight questions are to be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question (10 marks each) from each unit. (10 * 4 = 40 Marks)

UNIT-I: Communication: Meaning, Nature, Importance and Purpose of Communication, Types of Communication, Process of Communication, Communication Network in an Organisation, Strategy for Effective Communication, Verbal and Non-Verbal Communication, Barriers to Communication, Cross Cultural Communication Language as a tool of Communication, Technology based Communication Tools.

UNIT-II: The Process of Listening, Barriers to Listening, Types of Listening, Benefits of Effective Listening, Note Taking and Note Making.

UNIT-III: Spoken English in India, The Organs of Speech, Description and Articulation of English Speech Sounds, Syllables and Stress (Weak Forms, Intonation), Connected Speech, Spelling and Pronunciation, International Phonetic Alphabet Transcription of Received Pronunciation of Words as per the Oxford Advanced Learners Dictionary of H.S. Hornby.

UNIT-IV: Presentation Skills; Interview Skills- Preparing for an Interview, Interview Techniques, Public Speaking, Preparing the Speech, Organising the Speech, Delivering the Speech.

Classroom Practice:

- Greeting and introducing.
- Practising Short Dialogues.
- Group Discussions, Seminars/Paper-Presentations.
- Listening News/Conversations/Telephonic Conversation.

*** Internal assessment will be marked on the basis of Presentations in the class.**

Suggested Readings:

1. Sethi, J & et al. A Practice Course in English Pronunciation, Prentice Hall of India, New Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. Prasad, P. Communication Skills, S.K. Kataria & Sons.
4. Bansal, R.K. and J.B. Harrison. Spoken English, Orient Language.
5. Roach Peter. English Phonetics and Phonology.
6. A.S. Hornby's. Oxford Advanced Learners Dictionary of Current English, 7th Edition.

CCCS - 102
Written Communication

Credit: 4
Time : 3 Hours

Max. Marks: 60 + 15
Theory: 60, Internal Assessment : 15

Note:- 1. Nine questions will be set in all by the examiner and the candidates are required to attempt five questions in all including one compulsory question.

2. Question No. 9 is compulsory consisting of short answer type questions and spread over the entire syllabus. (20 marks)

3. The remaining eight questions are to be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question from each unit. (10 * 4 = 40 Marks)

UNIT-I: Reading Skills: Purpose, Process, Methodologies Strategy, Reading Comprehension.

UNIT-II: Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing, Dialogue writing, Essay writing.

UNIT-III: Idioms and Phrases, Words Often Confused, One Word Substitutes, Word Formation: Prefixes, Bases and Suffixes (Derivational & Inflectional). Word Choice: Appropriate Words, Idioms and Phrases.

UNIT-IV: Remedial Grammar and Usage, Important Aspects of English Grammar and Usage, Phrases and Clauses.

Classroom Practical:

- Based on entire syllabus.

*** Internal assessment will be marked on the basis of writing tests in the class.**

Suggested Readings:

1. Prasad, P. The Functional Aspects of Communication Skills, Delhi.
2. Sen, Leena. Communication Skills, Prentice Hall of India, New Delhi.
3. McCarthy, Michael. English Vocabulary in Use, Cambridge University Press.
4. Rajinder Pal and Prem Lata. English Grammar and Composition, Sultan Chand Publication.

CCCS - 103
Personality Development

Credit: 4
Time : 3 Hours

Max. Marks: 60 +15
Theory: 60, Internal Assessment : 15

- Note:-**
1. Nine questions will be set in all by the examiner and the candidates are required to attempt five questions in all including one compulsory question.
 2. Question No. 9 is compulsory consisting of short answer type questions and spread over the entire syllabus. (20 marks)
 3. The remaining eight questions are to be set from 4 units, at least two questions from each unit. The candidate is required to attempt four questions, selecting at least one question from each unit. (10 * 4 = 40 Marks)

UNIT-I: Soft Skills: Improving soft skills; Personality Development-Personality Analysis, Vivekananda's Concept of Personality Development, Personality Traits and Leadership Qualities; Personality Types.

UNIT-II: Career Planning- Benefits; Motivation and Achieving goals; SWOT Analysis, Team Building and Team work.

UNIT-III: Values-Power of Values, Personal Values, Cultural Values, Social Values, Etiquette; Classification of Etiquette, Practicing good Manners, Significance of Self-discipline.

UNIT-IV: Time Management- Analysis of Time Matrix, Effective Scheduling; Stress Management- Effects of Stress; Kinds of Stress, Sources of Stress.

* Internal Assessment will be marked on the basis of Questions, Group Activity and Self-Assessment test.

Suggested Readings

1. Alex, K. (2010) Soft Skills, S. Chand Publishing, New Delhi.
2. Mitra, Barun K. 2011 Personality Development and Soft Skills, Oxford University Press.

कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र
(प्रदेश विधायिका एक्ट 12ए 1956 के तहत स्थापित)
('ए+ श्रेणी'राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषदद्वारा प्रदत्त)

सी. बी. सी. एस. (चयन-आधारित क्रेडिट पद्धति) एवं LOCF के अंतर्गत

सर्टिफिकेट कोर्स इन कम्युनिकेशन स्किल
के लिए हिंदी पाठ्यक्रम
सत्र 2020-21 से लागू

कोर्स कोड	कोर्स का नाम	क्रेडिट	शिक्षण घंटे / प्रति सप्ताह	परीक्षा की स्कीम (अंक)		
				परीक्षा	आंतरिक मूल्यांकन	कुल अंक
CCCS-104	हिंदी भाषा और व्याकरण	02	02	40	10	50

हिंदी भाषा और व्याकरण

क्रेडिट – 2
समय- 2 घंटे,

कुल अंक-50
परीक्षा अंक – 40, आंतरिक मूल्यांकन – 10

पाठ्यक्रम का उद्देश्य

हिंदी भाषा व व्याकरण का ज्ञान।

पाठ्यक्रम के अपेक्षित परिणाम

- हिंदी भाषा की संरचना से परिचय।
- हिंदी भाषा के विविध रूपों से परिचय।

परीक्षा संबंधी निर्देश –

- निर्धारित पाठ्यक्रम में से 10 प्रश्न दिए जायेंगे। विद्यार्थी को किन्हीं 05 का उत्तर देना होगा। प्रत्येक के लिए 06 अंक निर्धारित हैं।
- निर्धारित समस्त पाठ्यक्रम में 10 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। विद्यार्थी को प्रत्येक का उत्तर देना होगा। इसमें कोई विकल्प नहीं होगा। प्रत्येक के लिए 01 अंक निर्धारित हैं।

पाठ्य विषय

- हिंदी के विविध रूप (राष्ट्रभाषा, राजभाषा, संपर्क भाषा),
- हिंदी भाषा और भारतीय संविधान,
- हिंदी की बोलियां।
- व्याकरण का स्वरूप और महत्व
- देवनागरी लिपि का मानकीकरण।
- हिंदी की वर्ण-व्यवस्था: स्वर एवं व्यंजन।
- हिंदी भाषा शब्द भंडार - तत्सम, तद्भव, देशज, विदेशी
- शब्द निर्माण – उपसर्ग, प्रत्यय,
- पर्यायवाची शब्द, विलोम शब्द,
- संज्ञा, सर्वनाम, विशेषण, क्रिया
- मुहावरे, लोकोक्तियां
- हिंदी वाक्य रचना, वाक्य और उपवाक्य, वाक्य के भेद
- शब्द शुद्धि और वाक्य शुद्धि
- पारिभाषिक शब्दावली

सहायक पुस्तकें

- हिन्दी व्याकरण - कामता प्रसाद गुरु
- हिन्दी शब्दानुशासन - किशोरीदास वाजपेयी
- हिन्दी भाषा की संरचना - भोलानाथ तिवारी
- परिष्कृत हिन्दी व्याकरण - बदरी नाथ कपूर
- सामान्य हिन्दी - हरदेव बाहरी
- सामान्य हिन्दी - डॉ. पृथ्वी नाथ पाण्डेय

KURUKSHETRA UNIVERSITY, KURUKSHETRA
COURSES OF READING AND SYLLABI
FOR
CERTIFICATE COURSE IN URDU, 2020-21

1. This is the one year elementary course of Urdu language.
2. The classes of this course held in the evening.
3. This course comprises three tier learning system, one elementary i.e. knowledge of alphabets, script writing and making short sentences from the beginning.
4. Through this course candidates can read, write and speak Urdu very well.
5. They can use this language in radio, Television and newspaper as a job oriented through the jobs of translator and as interpreter.
6. Through this elementary course candidates can speak Urdu and any other language and its correct pronunciation to the extent of daily practical needs.
7. This course also helps and fulfill the need of research scholars in the subjects of medieval Indian History, Punjabi, Fine Arts, Ancient Indian history, Music, Indian theatre and visual arts, Law, Police administration etc.
8. This language is very useful and important for the Urdu lovers those who are interested in Urdu poetry and Sufi Shayeri and Kalaam-e-Tasawwuf or those who themselves do poetry in Urdu, Punjabi, Hindi or any other language.
9. Urdu is most important language for journalism, anchoring, advertising, and also this language improve your personality and provide you recognition through correct and proper use of Urdu words and idioms.

Outlines of test, syllabi and course of reading for Certificate Course in Urdu for the w.e.f. session 2012-2013 in is as follows:

The total marks for this course is 250 distributed as follows:

- (i) There will be two written papers of 80 marks each of 3 hours duration.
- (ii) There will be internal assessment of 40 marks for both papers i.e. 20+20 based on the following criteria:
 - (a) Two handwritten Assignments (1st Assignment after one month & 2nd Assignment after two months)
 - (b) One Class Test (One period duration)
 - (c) AttendanceMarks for Attendance will be given as under:
 - (1) 91% onwards: 5 marks
 - (2) 81% to 90% : 4 marks
 - (3) 75% to 80% : 3 marks
 - (4) 70% to 75% : 2 marks*
 - (5) 65% to 70% : 1 mark*

*for students engaged in co-curricular activities of the colleges only/authenticated medical grounds duly approved by the concerned Principal.

- (iii) There will be one viva-Voce examination of 50 marks.

**DEAN FACULTY OF ARTS & LANGUAGES
KURUKSHETRA UNIVERSITY, KURUKSHETRA**

Scheme of One Year Certificate Course in Urdu w.e.f. Session 2020-21 under Choice Based Credit System (CBCS)

Certificate Course in Urdu

Paper No.	Name of the Subject	No. of Credit	Teaching Scheme (Hrs./Week)	Examination Scheme (Marks)			
				Theory Exam.	Internal Assessment	Total	Duration
CCU-101	Prose and Poetry	4	4	80	20	100	3 Hrs
CCU-102	Grammar & Composition	4	4	80	20	100	3 Hrs
CCU-103	Viva-Voce	2	-	50	-	50	-
CCU-104	Open Elective (Hindi Bhasha Aur Vyakaran)	2	2	40	10	50	2 Hrs
Total Credit /Marks		12	10	-	-	300	-

- (a) 80 Marks for External Examination and 20 Marks for Internal Assessment.
- (b) In Open Elective Paper : 40 Marks for External Examination and 10 Marks for Internal Assessment.
- (c) 50 Marks for Viva-Voce.

KURUKSHETRA UNIVERSITY, KURUKSHETRA
COURSES OF READING AND SYLLABI
FOR
CERTIFICATE COURSE IN URDU, 2020-21

CCU-101
Prose and Poetry

Credit: 4
Time allowed : 3 hrs

Max. Marks: 80+20
Theory-80,Internal Marks: 20

Instructions to the paper setter/examiner and also the distribution of marks as follows:

- | | |
|---|----------|
| 1. Translation of Urdu Passage into Hindi/English. | 20 marks |
| 2. Re-Translation of Hindi/English Passages into Urdu. | 20 marks |
| 3. Meanings of Urdu Words (any ten) | 10 marks |
| 4. Explanation of Text Poems into Urdu/Hindi (choice to be given) | 15 marks |
| 5. Summary of Text Prose Lessons into Urdu/Hindi (Choice to be given) | 15 marks |

Book Prescribed

- | | | |
|---------------|---------------------|--------------------|
| 1. Aasan Urdu | Nandan Publications | Maler Kotla 148023 |
| 2. Nai Kiran | Kencan Edu Care | Delhi 110006 |

CCU-102
Grammar & Composition

Credit: 4
Time allowed : 3 hrs

Max. Marks: 80+20
Theory-80,Internal Marks: 20

Instructions to the paper setter/examiner and also the distribution of marks as follows:

- | | |
|--|----------|
| 1. Essay writing any one (Choice to be given). | 20 marks |
| 2. Application or letter any one (Choice to be given). | 20 marks |
| 3. Singular and Plural. | 15 marks |
| 4. Change the Gender. | 10 marks |
| 5. Idioms (Muhavare and usages) | 15 marks |

Books prescribed

- | | | |
|------------------|----------------------|---------------------|
| 1. Muavin-e-Urdu | Nanadan Publications | Maler Kotla, 148023 |
|------------------|----------------------|---------------------|

CCU-103
Viva-Voce

Credit : 2

Max. Marks: 50

Distribution of numbers for Viva-Voce examination out of 50 marks:

1. Reading:	<u>20 marks</u>
2. Conversation:	<u>10 marks</u>
3. Pronunciation and objective type question	
Answers in Urdu:	<u>20 marks</u>
Total:	<u>50 marks</u>

कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र
(प्रदेश विधायिका एक्ट 12ए 1956 के तहत स्थापित)
('ए+ श्रेणी'राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषदद्वारा प्रदत्त)

सी. बी. सी. एस. (चयन-आधारित क्रेडिट पद्धति) एवं LOCF के अंतर्गत

सर्टिफिकेट कोर्स इन उर्दू
के लिए हिंदी पाठ्यक्रम
सत्र 2020-21 से लागू

कोर्स कोड	कोर्स का नाम	क्रेडिट	शिक्षण घंटे / प्रति सप्ताह	परीक्षा की स्कीम (अंक)		
				परीक्षा	आंतरिक मूल्यांकन	कुल अंक
CCU-104	हिंदी भाषा और व्याकरण	02	02	40	10	50

हिंदी भाषा और व्याकरण

क्रेडिट – 2
समय- 2 घंटे,

कुल अंक-50
परीक्षा अंक – 40, आंतरिक मूल्यांकन – 10

पाठ्यक्रम का उद्देश्य

हिंदी भाषा व व्याकरण का ज्ञान।

पाठ्यक्रम के अपेक्षित परिणाम

- हिंदी भाषा की संरचना से परिचय।
- हिंदी भाषा के विविध रूपों से परिचय।

परीक्षा संबंधी निर्देश –

- निर्धारित पाठ्यक्रम में से 10 प्रश्न दिए जायेंगे। विद्यार्थी को किन्हीं 05 का उत्तर देना होगा। प्रत्येक के लिए 06 अंक निर्धारित हैं।
- निर्धारित समस्त पाठ्यक्रम में 10 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। विद्यार्थी को प्रत्येक का उत्तर देना होगा। इसमें कोई विकल्प नहीं होगा। प्रत्येक के लिए 01 अंक निर्धारित हैं।

पाठ्य विषय

- हिंदी के विविध रूप (राष्ट्रभाषा, राजभाषा, संपर्क भाषा),
- हिंदी भाषा और भारतीय संविधान,
- हिंदी की बोलियां।
- व्याकरण का स्वरूप और महत्व
- देवनागरी लिपि का मानकीकरण।
- हिंदी की वर्ण-व्यवस्था: स्वर एवं व्यंजन।
- हिंदी भाषा शब्द भंडार - तत्सम, तद्भव, देशज, विदेशी
- शब्द निर्माण – उपसर्ग, प्रत्यय,
- पर्यायवाची शब्द, विलोम शब्द,
- संज्ञा, सर्वनाम, विशेषण, क्रिया
- मुहावरे, लोकोक्तियां
- हिंदी वाक्य रचना, वाक्य और उपवाक्य, वाक्य के भेद
- शब्द शुद्धि और वाक्य शुद्धि
- पारिभाषिक शब्दावली

सहायक पुस्तकें

- हिन्दी व्याकरण - कामता प्रसाद गुरु
- हिन्दी शब्दानुशासन - किशोरीदास वाजपेयी
- हिन्दी भाषा की संरचना - भोलानाथ तिवारी
- परिष्कृत हिन्दी व्याकरण - बदरी नाथ कपूर
- सामान्य हिन्दी - हरदेव बाहरी
- सामान्य हिन्दी - डॉ. पृथ्वी नाथ पाण्डेय

**KURUKSHETRA UNIVERSITY, KURUKSHETRA
DEAN FACULTY OF ARTS & LANGUAGES**

**DIPLOMA COURSE IN URDU
2020-21**

Outlines of the tests, syllabi and courses of reading for Diploma course in Urdu for the examination of 2020-21.

Total marks for the Diploma course: 250

Distribution of marks and Instruction for paper setters and examiners:

- (i) Two written paper of 03. Hr. duration: 80 marks each
(ii) Internal Assessment: 20 marks each

There will be an internal assessment of 20 marks each for both the paper.

- a) Two handwritten Assignments (1st Assignment after one month & 2nd Assignment after two months)
b) One Class Test (One period duration)
c) Attendance

Marks for Attendance will be given as under:

- (1) 91% onwards: 5 marks
(2) 81% to 90%: 4 marks
(3) 75% to 80%: 3 marks
(4) 70% to 75%: 2 marks*
(5) 65% to 70%: 1 mark*

* for students engaged in co-curricular activities of the colleges only/ authenticated medical grounds duly approved by the concerned Principal.

- (iii) Viva-voce Examination: 50 marks

Distribution of Marks:

- | | | |
|------|---------------|-----------|
| i. | Conversation | 25 marks. |
| ii. | Reading | 10 marks. |
| iii. | Pronunciation | 15 marks. |

**DEAN FACULTY OF ARTS & LANGUAGES
KURUKSHETRA UNIVERSITY, KURUKSHETRA**

Scheme of One Year Diploma Course in Urdu w.e.f. Session 2020-21 Under Choice Based Credit System (CBCS)

Diploma Course in Urdu

Paper No.	Name of the Subject	No. of Credit	Teaching Scheme (Hrs./Week)	Examination Scheme (Marks)			
				Theory Exam.	Internal Assessment	Total	Duration
DCU-101	Prose and Poetry	5	5	80	20	100	3 Hrs
DCU-102	Grammar & Composition	5	5	80	20	100	3 Hrs
DCU-103	Viva-Voce	2	-	50	-	50	-
DCU-104	Open Elective (Hindi Bhasha Sampreshan Kaushal)	2	2	40	10	50	2 Hrs
Total Credit Marks		14	12	-	-	300	-

- (a) 80 Marks for External Examination and 20 Marks for Internal Assessment in each theory paper.
- (b) In Open Elective Paper : 40 Marks for External Examination and 10 Marks for Internal Assessment.
- (c) 50 marks for Viva-Voce.

DCU-101
Prose and Poetry

Credit: 5
Time allowed : 3 hrs

Max. Marks: 80+20
Theory-80, Internal Marks: 20

- | | |
|--|-----------|
| 1. Explanation of two prose passages (choice to be given). | 20 marks |
| 2. Centre Idea of a Prose Lesson Prescribed in the text book. | 20 marks |
| 3. Explanation of a stanza from poetry portion (Choice to be given). | 20 marks |
| 4. Centre Idea of a Prose Portion (Choice to be given) | 10 marks. |
| 5. Re-Translation of an unseen passage from English/Hindi. | 10 marks. |

Book prescribed:

1. Door Pass (Aathvin Jamat Ke liye)

National Council of Educational Research
and Training, New Delhi-06.

DCU-102
Grammar and Composition

Credit: 5
Time allowed : 3 hrs

Max. Marks: 80+20
Theory-80, Internal Marks: 20

1. Write on below writers any one 15 marks
Dr. Iqbal, Maulana Hali, Faiz, Sahir Ludhianvi, Mirza Ghalib (Choice to be given)
2. Write any one below Urdu Asnaaf (Genre) 15 marks
Ghazal, Nazam, Novel, Short Story (Afsana).
3. Change the Gender (Choice to be given) 10 marks
4. Singular plural (Choice to be given) 10 marks
5. Prefix and suffixes (sabeqa and Lahqe) 10 marks
6. Mutazaad and Mutaradif 10 marks
7. Idioms (Muhavare) & usages. 10 marks

Books recommended:

1. Muavin-e-Urdu Nandan Publication Maler Kotla 148023.

**DCU-103
Viva-Voce**

Credit: 2

Max. Marks: 50

Distribution of Marks for Viva-voce Examination out of 50 marks

i.	Conversation	25 marks.
ii.	Reading	10 marks.
iii.	Pronunciation	15 marks.

कुरुक्षेत्र विश्वविद्यालय कुरुक्षेत्र
(प्रदेश विधायिका एक्ट 12ए 1956 के तहत स्थापित)
('ए+ श्रेणी'राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषदद्वारा प्रदत्त)

सी. बी. सी. एस. (चयन-आधारित क्रेडिट पद्धति) एवं LOCF के अंतर्गत
डिप्लोमा कोर्स इन उर्दू
के लिए हिंदी पाठ्यक्रम
सत्र 2020-21 से लागू

कोर्स कोड	कोर्स का नाम	क्रेडिट	शिक्षण घंटे / प्रति सप्ताह	परीक्षा की स्कीम (अंक)		
				परीक्षा	आंतरिक मूल्यांकन	कुल अंक
DCU-104	हिंदी भाषा संप्रेषण कौशल	02	02	40	10	50

हिंदी भाषा संप्रेषण कौशल

क्रेडिट – 2
समय-2 घंटे,

कुल अंक-50
परीक्षा अंक – 40, आंतरिक मूल्यांकन –10

पाठ्यक्रम का उद्देश्य

हिंदी भाषा में संप्रेषण कौशल का विकास।

पाठ्यक्रम के अपेक्षित परिणाम

- हिंदी भाषा संप्रेषण में सक्षम।
- सृजनात्मक, कार्यालयी व व्यावसायिक क्षेत्र में प्रयुक्त हिंदी भाषा का ज्ञान।

परीक्षा संबंधी निर्देश –

- निर्धारित पाठ्यक्रम में से 10 प्रश्न दिए जायेंगे। विद्यार्थी को किन्हीं 05 का उत्तर देना होगा। प्रत्येक के लिए 06 अंक निर्धारित हैं।
- निर्धारित समस्त पाठ्यक्रम में 10 वस्तुनिष्ठ प्रश्न पूछे जाएंगे। विद्यार्थी को प्रत्येक का उत्तर देना होगा। इसमें कोई विकल्प नहीं होगा। प्रत्येक के लिए 01 अंक निर्धारित हैं।

पाठ्य विषय

- संप्रेषण की अवधारणा और महत्व, संप्रेषण के प्रकार (मौखिक और लिखित),
- संप्रेषण के माध्यम, संप्रेषण में बाधाएं और चुनौतियां,
- संप्रेषण के विविध रूप (साक्षात्कार, भाषण, संवाद, सामूहिक चर्चा)
- प्रयोजनमूलक हिंदी की अवधारणा, प्रयोजनमूलक हिंदी और अनुवाद, पारिभाषिक शब्दावली और उसकी निर्माण प्रक्रिया।
- प्रशासनिक भाषा का स्वरूप और महत्व, सरकारी पत्रों के प्रमुख अंग, कार्यालयी पत्र लेखन के विभिन्न प्रकार, प्रारूपण, टिप्पण।
- सृजनात्मक भाषा (अनुभूति की प्रधानता, अर्थ की विशिष्टता एवं विविधता, भाषा शैली की विविधता) सृजनात्मक भाषा के विविध पक्ष (शब्द शक्तियां, अंलकरण, सादृश्य विधान, मानवीकरण, मुहावरे, लोकोक्तियां)
- व्यावसायिक क्षेत्र की हिंदी (बैंक, बीमा, मीडिया), विज्ञापन की भाषा का स्वरूप और विशेषताएं, प्रिंट, इलेक्ट्रॉनिक और ई-विज्ञापनों की भाषा

सहायक पुस्तकें

- हिन्दी भाषा का उद्भव और विकास – उदयनारायण तिवारी, भारती भंडार
- हिन्दी भाषा और लिपि का ऐतिहासिक विकास – सत्यनारायण तिवारी
- राष्ट्रभाषा हिन्दी : समस्याएँ और समाधान - देवेन्द्रनाथ शर्मा
- प्रयोजनमूलक हिन्दी – दंगल झाल्टे, वाणी प्रकाशन
- प्रयोजनमूलक हिन्दी – प्रो. रमेश जैन, नेशनल पब्लिशिंग हाउस
- राजभाषा सहायिका – अवधेश मोहन गुप्त, प्रभात प्रकाशन
- जनसंचारिकी सिद्धांत और अनुप्रयोग – प्रो. राम लखन मीना, कल्पना प्रकाशन
- जनसंपर्क सिद्धांत और व्यवहार – अर्जुन तिवारी