



College of Vocational Studies  
(University of Delhi)

Triveni Sheikh Sarai – II, New Delhi – 110017



*Introduces*

An Add-On Course in

# APPLIED TRANSLATION

A six-weekend offline  
course starting on 20th  
September, 2025.

Helpdesk:

manasranjan@cvs.du.ac.in

**Deadline: 10th September 2025**

**REGISTER NOW**

<https://forms.gle/bwCES2VdHyzPTiwd6>

**FREE**

Certificate of Completion will be awarded by the  
College of Vocational Studies, University of Delhi.

For students  
interested in  
careers in  
translation,  
localization,  
subtitling,  
publishing, and  
other  
multilingual  
professional  
fields.

COURSE CO-ORDINATOR:

Manas Ranjan

(Assistant Professor, Department of English, CVS)



कॉलेज ऑफ वोकेशनल स्टडीज़  
(दिल्ली विश्वविद्यालय)  
त्रिवेणी, शेख सराय-II, नई दिल्ली – 110017



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### सूचना/NOTICE

## **“एप्लाइड ट्रांसलेशन” में अतिरिक्त पाठ्यक्रम के लिए पंजीकरण Registration for the Add-On Course in “Applied Translation”**

विद्यार्थियों को सूचित किया जाता है कि कॉलेज ऑफ वोकेशनल स्टडीज़ एक नया एड-ऑन सर्टिफिकेट पाठ्यक्रम **“एप्लाइड ट्रांसलेशन”** प्रारंभ कर रहा है। यह पाठ्यक्रम विद्यार्थियों को अनुवाद की मूलभूत एवं व्यावहारिक उद्योग-आधारित दक्षताएँ प्रदान करने हेतु तैयार किया गया है। इसका उद्देश्य अनुवाद, लोकलाइज़ेशन, सबटाइटलिंग, प्रकाशन तथा अन्य बहुभाषी व्यावसायिक क्षेत्रों में करियर बनाने के इच्छुक विद्यार्थियों को लाभ पहुँचाना है।

#### **पाठ्यक्रम विवरण:**

- **मोड:** केवल ऑफलाइन
- **समय-सारणी:** शनिवार (दोपहर 2:00 बजे – 4:30 बजे) और रविवार (प्रातः 10:00 बजे – 12:30 बजे)
- **अवधि:** 6 सप्ताहांत (प्रति सप्ताहांत 5 घंटे)
- **प्रारंभ तिथि:** 20 सितम्बर 2025
- **उपलब्ध सीटें:** 60 (प्रवेश/आवंटन 'पहले आओ, पहले पाओ' के आधार पर किया जाएगा।)
- **पंजीकरण की अंतिम तिथि:** 10 सितम्बर 2025

सभी इच्छुक विद्यार्थियों को सूचित किया जाता है कि वे निर्धारित समय सीमा के भीतर दिए गए गूगल फ़ॉर्म लिंक के माध्यम से अपना पंजीकरण पूर्ण करें। <https://forms.gle/bwCES2VdHyZPTiwd6>

Students are hereby informed that the College of Vocational Studies is launching a new Add-On Certificate Course in “Applied Translation.” It aims to benefit students interested in careers in translation, localization, subtitling, publishing, and other multilingual professional fields.

#### **Course Details:**

- **Mode:** Offline only
- **Schedule:** Saturdays (2:00 p.m. – 4:30 p.m.) and Sundays (10:00 a.m. – 12:30 p.m.)
- **Duration:** 6 weekends (5 hours per weekend)
- **Commencement Date:** 20 September 2025
- **Seats Available:** 60 (On a first-come, first-served basis)
- **Last Date for Registration:** 10 September 2025

All interested students are advised to complete their registration within the specified time using the provided Google Form link: <https://forms.gle/bwCES2VdHyZPTiwd6>

श्री मानस रंजन/Mr. Manas Ranjan

पाठ्यक्रम समन्वयक/Course Coordinator

अंग्रेजी विभाग/Department of English

कॉलेज ऑफ वोकेशनल स्टडीज़/College of Vocational Studies

**College of Vocational Studies**  
**University of Delhi**  
**Proposal for Add-on Course**

**APPLIED TRANSLATION**

Mr. Manas Ranjan

(Assistant Professor, Department of English, College of Vocational Studies, University of Delhi)

Course Title	<b>Applied Translation</b>
Department(s)	<b>Department of English</b>
Teacher Incharge	Dr. Pavitra Kumari
Course Convenor	Mr. Manas Ranjan
Course Trainer(s)	<ol style="list-style-type: none"> <li>1. Mr. Rakesh Kumar,</li> <li>2. Dr. Adarsh,</li> <li>3. Dr. Shankar Singh, and,</li> <li>4. Dr. Subodh Upadhyay</li> </ol>
Mode of Delivery	Offline mode only
Number of participants	Minimum – 30 Maximum – 50
Course Duration	30 hours (6 weekends – 5 hours per weekend)  02 sessions per weekend (Saturdays and Sundays) 02 hours 30 minutes per session (02:00 pm to 04:30pm on Saturdays and 10:00 am to 12:30 pm on Sundays)
Learning Objectives	<ol style="list-style-type: none"> <li>1. To introduce the historical and technical foundations of translation studies, emphasizing key definitions, theories, and evolution across cultures and time.</li> <li>2. To explore the concepts of translatability and untranslatability, with a focus on understanding the nature of texts, audience reception, and the translator's role.</li> <li>3. To develop practical skills in various forms of translation, including literary, non-literary, technical, and multimedia translation like dubbing and subtitling.</li> <li>4. To examine the ethical, cultural, and professional dimensions of translation practices and the challenges in a globalized, multilingual world.</li> </ol>

	5.To encourage critical thinking and hands-on engagement through assignments, projects, and translation exercises that foster real-world applicability.
Learning Outcomes	<p>1.Demonstrate a conceptual understanding of the evolution, definitions, and types of translation, both literary and non- literary.</p> <p>2.Identify and analyze the factors influencing translatability, including textual structure, cultural context, and intended readership.</p> <p>3.Apply translation techniques in practical contexts such as subtitling, advertisement localization, and knowledge-based texts.</p> <p>4.Evaluate ethical and professional considerations in translation practice and explore career opportunities in the field.</p> <p>5.Produce, present, and reflect upon translation projects with critical awareness of audience, medium, and cultural implications.</p>

<p>Course Curriculum</p> <p>(Contains both theory and practical components)</p>	<p><b>Module One: Foundational skills in translation (Week 1)</b></p> <p>Session 1. Types of translation, Basic strategies of translation</p> <p>Session 2. Vocabulary building</p> <p>Activity – students translate passages and discuss about the different strategies used for the same</p> <p><b>Module 2: Translation for Media (Week 2)</b></p> <p>Session 1. Translate advertisements</p> <p>Session 2. Localizing</p> <p>Activity – students engage in transcreating advertisement into different cultural context and discuss the strategies adopted</p> <p><b>Module 3: Translating knowledge texts (Week 3)</b></p> <p>Session 1. Medical translation and legal translation</p> <p>Session 2. Educational translation</p> <p>Activity - students translate knowledge texts using discipline specific techniques and glossaries</p> <p><b>Module 4. Audio visual translation</b></p> <p>Session 1. Audio Transcription</p> <p>Session 2. Vetting and Validating</p> <p>Activity – students subtitle a 2 minutes video clip and discuss the difficulties experienced</p> <p><b>Module 5: (Week 5) Creating career profiles and freelancing</b></p> <p>Session 1. Career in freelance and building portfolio</p> <p>Session 2. Editing and proofreading</p> <p>Activity – create a working portfolio of two sample translations with a cover letter and resume.</p> <p><b>Module 6: Review and Assessment</b></p>
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	<p><b>(Week 6)</b>  Session 1. Mock Test  Session 2. Project submission</p>
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Method of evaluation	<p><b>Project work (100 marks)</b> – to select a text (around 2500 words in length) and translate it from Hindi to English or vice versa). **Note – Each student need to write an individual proposal identifying the text to be translated and the rationale for the selection and translation of the selected text. Project can be undertaken only if the propos is accepted.</p> <p><b>Continuous Assessment – 50 marks (10 marks for each of the 05 classroom activities)</b></p> <p><b>Test (50 marks)</b> – At the end of the session to evaluate the practical skill developed.</p>
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	<p><b>Minimum requirement for the award of certificate:</b></p> <p>70% attendance and</p> <p>45% and above in overall evaluation (project+assignment+test)</p>
Any other information	<p>Certificate of Completion will be awarded by the College of Vocational Studies, University of Delhi.</p> <p>This course is suitable for:</p> <ol style="list-style-type: none"> <li>1. Individuals seeking to build a career in translation, localization, subtitling, or publishing industries.</li> <li>2. Who wish to expand their work into multilingual contexts or understand how translation can affect meaning, tone, and audience reception.</li> <li>3. Particularly for roles requiring bilingual communication, policy translation, or official document handling in multilingual contexts.</li> </ol> <p>NOTE:</p> <p><i>No prior experience in translation is required, but a <b>working knowledge of at least one language pair</b> (e.g., English and one Indian/regional language) will enhance the learning experience.</i></p>

For any queries/clarifications, please write at: [manasranjan@cvs.du.ac.in](mailto:manasranjan@cvs.du.ac.in)