GOVERNMENT OF WEST BENGAL

OFFICE OF THE PRINCIPAL

Maulana Azad College

8, RAFI AHMED KIDWAI ROAD, KOLKATA 700013, INDIA

Phone: **033 2249-3737/2226-7814** e-mail: maulanaazadcollegekolkata@gmail.com

Website: https://maulanaazadcollegekolkata.ac.in

Summary Report, Meeting Notice, Meeting Resolution, Course Brochure /Curriculum, Course outcomes, Evaluation procedure, Sample Certificate

5. TRANSLATION AND COMPOSITION

SUMMARY REPORT OF THE COURSE

COURSE TITLE: **TRANSLATION AND COMPOSITION**

Course Code: **AD-ARB-20-21-01**

DURATION: **30 Hours (02.12.2020 - 20.01.2021)**

Organizing Department: **Department of Statistics**

No. of Enrolled Students: 37

No. of student completed the course: 37

INSTRUCTOR: Partha Pal, Anup Kumar Giri

COURSE AIMS AND OUTCOMES

Course Aims:

:أهداف الدورة
1. .تطوير مهارات الترجمة من اللغة الإنجليزية إلى اللغة العربية والعكس
2. .تحسين القدرات الكتابية والإنشائية في اللغة العربية
3. .تعزيز الفهم العميق للتراكيب النحوية والأسلوبية في كلتا اللغتين
4. .تدريب الطلاب على استخدام تقنيات وأدوات الترجمة الحديثة
5. .تطبيق مهارات الترجمة في سياقات مختلفة مثل الأدب، والصحافة، والعلوم

Course Outcomes:

:نتائج الدورة
1. .إتقان الترجمة بدقة وفعالية بين اللغتين الإنجليزية والعربية
2. .القدرة على كتابة مقالات وإنشاء نصوص أصلية باللغة العربية بأسلوب متقن
3. .فهم متقدم للتراكيب اللغوية والنحوية في كلتا اللغتين
4. .استخدام تقنيات وأدوات الترجمة بمهارة في مشاريع عملية
5. .تطبيق مهارات الترجمة والكتابة في مجالات متعددة وموضوعات متنوعة

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<u>DEPARTMENTAL MEETING NOTICE</u>

Department of Arabic
Maulana Azad College
8, Rafi Ahmed Kidwai Road, Kolkata-700013

Notice: Date: 07.11.2020

A departmental meeting will be held in online mode via Google meet platform on 15th November, 2020 at 11.00 a.m. to discuss the following agenda. All faculties are requested to attend the meeting positively.

Agenda:

1. Discussion on Online mode Classes & Examination.

2. Online mode Add-on Course.

Assistant Professor
Maulana Azad College
Kolkata

Head / Course Coordinator
Department of Arabic

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RESOLUTION OF THE MEETING

In response to the notice dated 07.11. 2020, the departmental meeting held on 15.11.2020 in online mode at 11.00 a.m. All faculty members were joined the meeting timely.

Meeting Resolution: It has been resolved unanimously that:

1. The mode of Internal Assessment will be online mode and Question pattern will be MCQ type. Also, the students should submit the assessment via Email ID of the department.

2. Add-oncourse on '**Translation and Composition**' will be held in online mode during 2nd December, 2020 to 20th January, 2021 & the enrolment should be completed by the participates before 30.11.2020.

- **Course Title**: Translation and Composition.

- **Venue**: Department of Arabic, Maulana Azad College.

- **Course Duration**: 30 hours.

- Assistance of Teaching Faculties: Classes -28 hours; Examination -2 Hours.

- Expenditure: Nil

- Facility requires within college premise: Lecture/Class Room

- Full Marks for this Course:100 Marks

- Mode of Examination: Viva-voice

Selection of Course Coordinators:

　　After detail discussion, the department has decided that S. M. M. J. S. Alquadri will act as add-on course coordinator.

Syllabus Review:

It has been resolved that the respective course coordinator will be responsible for reviewing the syllabus for both courses.

Principal
Maulana Azad College
Kolkata-13

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Evaluation Process:

It has been resolved that the evaluation process consist of the following.

o Question preparation (Theory): Full Marks 100
o For practical paper time of examination 3 Hours.
o Evaluation of answer scripts and Tabulation as decided by the coordinator.
o Grade and Marks as per following table:

Grade Scale	Grade	Performance Indicator
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
40-59	B	Satisfactory
< 40	D	Disqualified

Issue of Certificates:
o Certificates will be issued to students upon successful completion of the courses.
o The design and content of the certificates will be overseen by the course coordinators.

Additional Suggestions:
o Regular feedback will be collected from students to ensure continuous improvement of the courses.
o The coordinator should prepare a brief report of the course after taking feedback from the participants and the difficulties if any for smooth running the course.

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COURSE BROCHURE AND MODULE

Syllabus for the course on 'Translation and Composition'

الإنشاء والترجمة على أساس المواد التالية:

1) أقسام الجملة : الاسمية , الفعلية, الشرطية, الإنشائية ، المبتدأ والخبر، مواضيع تقديم المبتدأعلى الخبر، مواضيع تقديم الخبرعلى المبتدأ

2) التمرين بكتابة الرسائل في عناوين مختلفة وكتابة الطلب (Application) باللغة العربي

Module 1: Introduction to Translation

- Week 1: Basics of Translation

Module 2: Translation Practice

- Week 2: Sentence-Level Translation

Module 3: Composition Fundamentals

- Week 3: Basics of Arabic Composition

Module 4: Advanced Composition

- Week 4: Essay Writing

Module 5: Integration of Translation and Composition

- Week 5: Translating and Composing Original Texts

Module 6: Practical Applications

- Week 6: Professional Translation and Composition

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Supplementary Materials

- **Readings:** Selected texts for translation practice, composition examples

- **Assignments**: Weekly translation and composition tasks.

- **Tests**: To assess understanding and application of concepts.

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Course Outcomes:

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2. القدرة على كتابة مقالات وإنشاء نصوص أصلية باللغة العربية بأسلوب متقن.
3. فهم متقدم للتراكيب اللغوية والنحوية في كلتا اللغتين.
4. استخدام تقنيات وأدوات الترجمة بمهارة في مشاريع عملية.
5. تطبيق مهارات الترجمة والكتابة في مجالات متعددة وموضوعات متنوعة.

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Approval of HOI

To   Date: 15.11.2020

The Principal

Maulana Azad College, Kolkata

Respected Sir,

This is to convey that the Department of Sociology, Maulana Azad College, has resolved in an online meeting held on 15.11.2020 that an add-on course for semester-3 will be conducted from 02.12.2020 - 20.01.2021 on **'Translation and Composition'**. The details of the proposed course are attached. We Shall remain grateful if you very kindly give permission to pursue the aforesaid course.

With regards,

Yours Faithfully,

Assistant Professor
Maulana Azad College
Kolkata

Head / Course Coordinator

Department of Arabic

Principal
Maulana Azad College
Kolkata
Govt. of West Bengal

Principal
Maulana Azad College
Kolkata-13

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<u>Sample Certificate</u>

Maulana Azad College

8, Rafi Ahmed Kidwai Road, Kolkata-700013, India.

No. -------

Course Completion Certificate

This is to certify that -------------------------------------, bearing Enrollment No. --------------------- has actively participated and successfully completed 30 hours add-on course on "TRANSLATION AND COMPOSITION" organized by the Department of Arabic in association with IQAC, in the period 2nd December, 2020 to 20th January, 2021 and secured grade ----.

Course Coordinator   **IQAC Coordinator**   **Principal**

Principal
Maulana Azad College
Kolkata-13