

University of Mumbai




No. AAMS (UG) /129 of 2021

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities.

They are hereby informed that the recommendations made by the Board of Studies in English at its meeting held on 30th April, 2021 vide item No. 3(viii) and subsequently passed by the Board of Deans at its meeting held on 11th June, 2021 vide item No. 5.11 have been accepted by the Academic Council at its meeting held on 29th June, 2021, vide item No. 5.11 and subsequently approved by the Management Council at its meeting held on 29th July, 2021 vide item No. 16 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the Ordinance 6649 & 6650 Regulations 9392 & 9393 and the syllabus of **Diploma in Legal Translation** has been introduced and the same have been brought into force with effect from the academic year 2022-23, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
25th October, 2021


(Sudhir S. Puranik)
REGISTRAR

To ,

The Principals of the Affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C/5.11/29/06/2021
M.C/16/29/07/2021


No. AAMS (UG) /129-A of 2021

MUMBAI-400 032

25th October, 2021

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans
- 2) The Dean Faculty of Humanities,
- 3) The Chairman, Board of Studies in English,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Board of Students Development,
- 6) The Co-ordinator, University Computerization Centre,


(Sudhir S. Puranik)
REGISTRAR

Copy to :-

- 1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),**
- 2. The Deputy Registrar, College Affiliations & Development Department (CAD),**
- 3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),**
- 4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),**
- 5. The Deputy Registrar, Executive Authorities Section (EA),**
- 6. The Deputy Registrar, PRO, Fort, (Publication Section),**
- 7. The Deputy Registrar, (Special Cell),**
- 8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,**
- 9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,**

They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.

- 1. P.A to Hon'ble Vice-Chancellor,**
- 2. P.A Pro-Vice-Chancellor,**
- 3. P.A to Registrar,**
- 4. All Deans of all Faculties,**
- 5. P.A to Finance & Account Officers, (F.& A.O),**
- 6. P.A to Director, Board of Examinations and Evaluation,**
- 7. P.A to Director, Innovation, Incubation and Linkages,**
- 8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),**
- 9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,**
- 10. The Director of Board of Student Development,**
- 11. The Director, Department of Students Welfare (DSD),**
- 12. All Deputy Registrar, Examination House,**
- 13. The Deputy Registrars, Finance & Accounts Section,**
- 14. The Assistant Registrar, Administrative sub-Campus Thane,**
- 15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,**
- 16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,**
- 17. The Assistant Registrar, Constituent Colleges Unit,**
- 18. BUCTU,**
- 19. The Receptionist,**
- 20. The Telephone Operator,**
- 21. The Secretary MUASA**

for information.

(Appendix 'B')

**New ordinances 6649 & 6650 relating to the
Diploma in Legal Translation.**

1. Necessity of Starting this program:

Legal translation is rewriting or paraphrasing of written words in legal documents into another language. Legal translation should not be confused with court interpretation, which involves the spoken word. The employers at court or bar look for potential candidate having specific skills in translation of legal documents. Therefore, the proficiency in reading and writing of English and any Indian official Language or foreign language will only add eligibility to the opportunities available in this field.

This course offers you hands-on practice and the study of legal concepts related to the Indian legal system and in the world. Linguistics, translation theory and vocabulary are some of the topics covered in introductory translation courses. Course may allow for considerable translation practice, both within the classroom and at home.

This program is consisting of four units and each unit is specifically designed to introduce the potential learner with concepts that are essential to enhance abilities in the Legal Translation Profession. Three units have been allotted as a special module wherein the students will be able to apply their conceptual understanding into practical translation of the legal documents. The last unit is completely practical in nature as it helps in applying the skills introduced in first three units. Thus, the course objective is to allow the potential learner to enhance the skills in legal translation.

2. Whether UGC has recommended starting the said Courses?

UGC has given guidelines for introduction of career oriented courses (<https://www.ugc.ac.in/oldpdf/xiplanpdf/revisedcareerorientedcourses.pdf>). Universities are allowed to run the diploma / certificate courses and with due approval of its governing councils/ statutory council wherever required (Ref: <https://www.ugc.ac.in/faq.aspx>). However, u/s 5(16) under Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), Universities are empowered to start to prescribe the courses of instruction and studies in choice based credit system for the various examinations leading to specific degrees, diplomas or certificates in a stand- alone format or joint format with other State or national or global universities.

3. Whether all the courses have commenced from academic year 2020-21?

The above diploma course is recommended by the BoS in English, and further approved by the statutory bodies is to be introduced from the Academic Year 2021- 2022.

4. The courses started by the University are self-financed, whether adequate numbers of eligible permanent Faculties are available?

The diploma course is purely self-financed. The department/affiliated colleges interested in its affiliation need to comply with the norms laid down as above.

5. To give details regarding duration of the course and is it possible to compress the course?

The duration of the course is maximum 6 month for each semester i.e. not extending beyond two semesters {6 Months (July-December / January-June)} with total 40+20 contact hours for each course which is consist of maximum 4 Credits on completion of total 60 hours and 16 Credits on completion of entire diploma course.

6. The intake capacity of each course and no. of admissions given in the current academic year (2021-22)

The intake capacity is set to maximum 40 students per batch.

7. Opportunities of employability/employment available after undertaking these courses:

1. Employed as Legal Translator
2. Employed as Legal Interpreter

UNIVERSITY OF MUMBAI



Syllabus for the
Diploma in Legal Translation

(to be introduced with effect from the academic year 2022-23)

UNIVERSITY OF MUMBAI



Syllabus for Approval

Sr. No.	Heading	Particulars
1	Title of the Program O.6649	Diploma in Legal Translation
2	Eligibility for Admission O.6650	Candidate who passed 10+2 examination in Arts / Science / Commerce or equivalent examination
3	Passing Marks R- 9392	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
4	Ordinances / Regulations (if any)	-
5	No. of Years / Semesters R-9393	One Year-Two Semesters
6	Level	P.G. / U.G. / Diploma / Certificate (Strike out which is not applicable)
7	Pattern	Yearly / Semester (Strike out which is not applicable)
8	Status	New / Revised (Strike out which is not applicable)
9	To be implemented from Academic Year	From Academic Year 2022-2023

Date: 30/04/2021

Name of BOS Chairperson / ~~Dean~~:

Signature:

Dr. Sudhir Nikam



University of Mumbai

Diploma in Legal Translation

(With effect from the academic year 2022-2023)

Board of Studies in English

Dr. Sudhir Nikam (Chairperson)

Dr. Rajesh Karankal (Member)

Dr. Santosh Rathod (Member)

Dr. Bhagyashree Varma (Member)

Dr. Deepa Mishra (Member)

Dr. B. N. Gaikwad (Member)

Dr. Dattaguru Joshi (Member)

Dr. Satyawan Hanegave (Member) Dr. Deepa Murdeshwar-Katre (Member)

Syllabus Sub-Committee

Dr Satyawan Hanegave (Convener), Vice Principal, K J Somaiya College of Arts & Commerce, Mumbai- 400077. Email ID: satyahanegave@gmail.com Mob.: +919820387557

Dr Shashikant Mhalunkar (Member), Assistant Professor, Department of English, BNN College, Bhiwandi, Thane District, Maharashtra. Email ID: smhalunkar@gmail.com Mob.: +919422671728

Mr. Subhash Kadam (Member), Assistant Professor, Department of English, Doshi Vakil Arts, G.C.U.B. Science & Commerce College, Goregaon , Tal- Mangaon, Dist-Raigad, Maharashtra. Email ID: subhashkadam2011@gmail.com Mob.:+919922211919

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Adv Priyanka Rane (Member), Practicing Lawyer, Bombay High Court, Mumbai, priyankaranepatil@gmail.com Mob.: +919004308430

Adv Raviraj Birje (Member), Practising Lawyer, District Court, Kolhapur, Email ID: birje.associates@gmail.com Mob.: +919168004484

Syllabus

1	Title of the Program	Diploma in Legal Translation
2	Eligibility for Admission	Candidate who passed 10+2 examination in Arts / Science / Commerce or equivalent examination
3	Intake Capacity	40 Students per batch
4	Passing Marks	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
5	Selection	First Come First Served Basis
6	Credits	16 Credits
7	Duration of the Program	One year
8	Number of Contact Hours	40(lectures) + 20 (tutorial) Per Theory Paper
9	Fee Structure	Rs. 5000/- (The fee covers tuition fee, remuneration of teacher, infrastructural expenses, books, stationery, examination fee etc.)
10	Teaching Faculty Qualification	As per UGC Guidelines
11	Remuneration of Teacher	As per University / Government Guidelines
12	Centre	Any College/Department/Institution under the purview of the University of Mumbai
13	Level	U.G. / Diploma
14	Pattern	Semester
15	Status	To be implemented from the Academic Year 2022-2023

Diploma in Legal Translation

Preamble: Legal translation is rewriting or paraphrasing of written words in legal documents into another language. Legal translation should not be confused with court interpretation, which involves the spoken word. The employers at court or bar look for potential candidate having specific skills in translation of legal documents. Therefore, the proficiency in reading and writing of English and any Indian official Language or foreign language will only add eligibility to the opportunities available in this field.

This course offers you hands-on practice and the study of legal concepts related to the Indian legal system and in the world. Linguistics, translation theory and vocabulary are some of the topics covered in introductory translation courses. Course may allow for considerable translation practice, both within the classroom and at home.

This course is consisting of four units and each unit is specifically designed to introduce the potential learner with concepts that are essential to enhance abilities in the Legal Translation Profession. Three units have been allotted a special module wherein the students will be able to apply their conceptual understanding into practical translation of the legal documents. The last unit is completely practical in nature as it helps in applying the skills introduced in first three units. Thus, the course objective is to allow the potential learner to enhance the skills in legal translation.

Objectives of the Course:

Legal Translation a course in ability enhancement criteria in been designed:

- To provide learner with the opportunity to gain an insight into the needs of a professional translator in legal domain
- To introduce the learner with the legal system in India and in abroad
- To give an in-depth understanding of the nature of statutory language
- To acquaint with the various types of legal documents for translation
- To allow the learner to enhance special skills needed for practical legal translation
- To allow the learner to explore the translation of legislations, judgements, contracts, petitions or any legal document in the public domain and to evaluate them.

Target Learner:

- Working Advocates
- Graduate or Post Graduate Students looking for career in Legal Writing and Translation
- Professionals looking to sharpen their Translation Skills
- Learner Interested in Legal Translation in General

Learning outcomes of the Diploma:

Having successfully completed this course, the learner will be able to:

- Develop an understanding about the legal system in India and World
- Explore the possible opportunities in the field of legal translation
- Develop expertise in classifying the various legal documents and understand the special skills required to translate them
- Evaluate the existing translated legal documents and study them
- Master all aspects of written communication in legal field, and in particular to accuracy, readability and flow to a high level of expertise
- Implement the understanding of the available methods and tools for practical translation of the legal text
- Consolidate their technical and ethical skills and knowledge through their understanding of the legal translation profession
- Hold constructive discussions, and collaboration with legal translation service providers



University of Mumbai

Diploma in Legal Translation

Semester I

Course: Theory

Course Title: Introduction to Legal Translation

Paper: I

(With effect from the academic year 2022-2023)

01	Syllabus as per Choice Based Credit System	
I	Name of the Program	Diploma in Legal Translation
II	Course Code	
III	Course Title	Introduction to Legal Translation
IV	Course Contents	Enclosed a copy of the syllabus
V	References and Additional References	Enclosed in the Syllabus
VI	Credit Structure (No. of Credits)	04
VII	No. of lectures per Unit	15
VIII	No. of lectures per week	04
IX	No. Tutorials per week	01
X	Total Marks	100
02	Scheme of Examination	Theory Examination + Internal Evaluation (60+40)
03	Special notes, if any	No
04	Eligibility, if any	HSC or Equivalent Certificate
05	Fee Structure	As per University Structure
06	Special Ordinances / Resolutions if any	No

LEGAL TRANSLATION

COURSE-I

Unit I: Legal Translation: Meaning and Scope - Introduction to Indian Legal System -Introduction to International Legal System - Challenges and Opportunities in Legal Translation - Legal Translation and Technology - Quality in Legal Translation

Unit- II Process of Translation: Significance of Training the Translator- Role of Culture of Language and Environment in Translation - Text and Language in Translation - Process of Practical Translation: Tuning, Analysis, Understanding, transferring, Terminology, Restructuring, Checking and restructuring - Editing the Translation - Translation as a Product

Unit-III Introduction to the Types of Legal Documents: Business Contracts - Wills and Trusts - Birth Certificates -Marriage Certificates - Financial Statements- Employment Paperwork -Legal Briefs - Case Summaries -Adoption Papers and Legal Maxims

Unit IV: Translation of Statutory Language: The Nature of Legal Discourse - Translation of Different Legal Texts - Constraints of Bilingual Processing - Functional Approach in Translation of Legal Language -Methods and Strategies Adopted in Legal Translation

Case Study: Teacher can choose any Significant Supreme Court Judgements translated in either Hindi or Marathi for study.

Evaluation Pattern: (For theory)

Internal Assessment (40 Marks):

Sr. No.	Particulars	Marks
1	Classroom Attendance & Participation	10
2.	Oral Presentation (10 Minutes with or without PowerPoint)	10
3	Test/Written Assignment	20

Suggested topics for Internal Assessment:

1. Interviewing entrepreneurs
2. Mock interview
3. Group Discussion
4. Presentations (group/pair/individual) with ICT
5. SWOC Analysis

Semester End Examination (60 Marks):

Evaluation: Semester End Examination Pattern 60 Marks Hours: 02

The Semester End Examination for 60 marks will have 4 questions of 15 marks each (with internal choice):

Question 1	Objective (15/20)	15 Marks
Question 2	Short Notes (3/5)	15 Marks
Question 3	Short Answer (3/5)	15 Marks
Question 4	Application/Long answer (2/3)	15 Marks

Suggested Topics/Areas for Assignments:

1. The Scientific use of language in legal translation
2. Legal Translation: Judgment of the Court (From English to Marathi/Hindi)
3. Legal Translation: Government Gazette (From English to Marathi/Hindi)
4. Legal Translation: Contracts (From English to Marathi/Hindi)
5. Legal Translation: Wills (From English to Marathi/Hindi)
6. Legal Translation: Lease Agreements (From English to Marathi/Hindi)
7. Legal Translation: Life/Vehicle/Home/Company Insurance
8. Legal Translation: Statutes and Regulations
9. Legal Translation: Affidavits
10. Legal Translation: Legal Scholarly Writings



University of Mumbai

Diploma in Legal Translation

Semester I

Course: Practical

Course Title: Project

Paper: II

(With effect from the academic year 2022-2023)

01	Syllabus as per Choice Based Credit System	
I	Name of the Program	Diploma in Legal Translation
II	Course Code	
III	Course Title	Project
IV	Course Contents	Enclosed a copy of the syllabus
V	References and Additional References	Enclosed in the Syllabus
VI	Credit Structure (No. of Credits)	04
VII	No. of Learning Hours	60
VIII	No. of Learning hours per week	04
IX	No. Tutorials per week	01
X	Total Marks	100
02	Scheme of Examination	Internal Evaluation (75+25)
03	Special notes, if any	No
04	Eligibility, if any	HSC or Equivalent Certificate
05	Fee Structure	As per University Structure
06	Special Ordinances / Resolutions if any	No

Semester I

Course: II

Title: Project

The purpose of this course is to engage learners through the mode of project to reinforce the ideas, concepts and skills that are introduced in the theory paper. Students choose a topic for the project in consultation with the project guide. The project may be carried out individually or in collaboration with other students.

Ideas for Project:

The following are only suggested topics. Similar topics in line with the learning objectives and local context may be given to the students.

- 1. Visit a Registration Office and understand the process of registration, to learn the various types of legal documents registered the role of translation in registration office and the relevant studies. Create PPT on the same.**
- 2. One month internship with Translating Agencies/Lawyer/Law Firm working for Translation**

The students may be encouraged to use strategies such as interviews, online/offline surveys, field visits, collection of documents such as menu cards, photographs, brochures etc.

Guidelines for reporting and presenting project

The report may be submitted in Print (type-written) format or in Non-Print (Blog/Vlog /Web-page) format

Format of the Print Report:

- The full content of the report must be bound together so that the pages cannot be removed or replaced.
- The cover of the report must contain, title, name of the candidate, the award and the year of submission.
- Page numbers must be mentioned at the bottom of each page and Margin should be 1.5” on the left and 1” on the three sides.
- Use separate index sheets for all chapters should start from a new page.
- Report must contain all the necessary documents such as. Certificate of the guide, training completion Certificate by the institute/ organization, student declaration certificate, acknowledgements, table of contents, bibliography, appendix (if any) etc.

- Students should use simple and good English while writing the report. Avoid grammatical errors.
- No aspects of the structure of the report should be omitted.

Guidelines for the instruction and assessment

- Students may be allotted project mentors to guide them through the process.
- Students may be allotted a co-guide in case of availability and necessity.
- Students may be encouraged to take up a project in pair or group (depending on the context)
- Students may be trained to present final project to improve their presentation skills,
- A well-planned rubric and additional guidelines may be prepared by the study center keeping in view the core content, quality of the project and presentation of work.

Evaluation Pattern: Internal Assessment (100 Marks):

Sr. No.	Particulars	Marks
1	Project Field Work (minimum 25 hours) Report (Up to 2500 words- 20 pages including images, graphs, appendix etc.)	75
3	Presentation (Using ICT tools)	25



University of Mumbai

Diploma in Legal Translation

Semester II

Course: Theory

Course Title: Enhancing Legal Translation Skills

Course: III

(With effect from the academic year 2022-2023)

01	Syllabus as per Choice Based Credit System	
I	Name of the Program	Diploma in Legal Translation
II	Course Code	
II	Course Title	Enhancing Legal Translation Skills
IV	Course Contents	Enclosed a copy of the syllabus
V	References and Additional References	Enclosed in the Syllabus
VI	Credit Structure (No. of Credits)	04
VII	No. of lectures per Unit	15
VIII	No. of lectures per week	04
IX	No. Tutorials per week	01
X	Total Marks	100
02	Scheme of Examination	Theory Examination + Internal Evaluation (60+40)
03	Special notes, if any	No
04	Eligibility, if any	HSC or Equivalent Certificate
05	Fee Structure	As per University Structure
06	Special Ordinances / Resolutions if any	No

LEGAL TRANSLATION

COURSE-III

Unit I **Common Legal Issues in Translation:** Legal Jargon and Translation –Issues in Equivalence- **Legal Terminology and Translation** – Cultural Issues in Legal Translation – Issues of Legal Text

Unit II: **The Legal Glossary and Translation:** Concept and Scope of Translation of Legal Glossary - Equivalence of Legal Terms - Terminology Mining: A Strategy to Translate the Legal Glossary - Types of Legal Dictionaries: Monolingual, bilingual and Multi-lingual Legal Dictionaries- Online Tools Available for Legal Translation

Case Study: Compare at least 50 legal Terms translated and analyse them.

Unit III **Legal Professions and Translation :** The Essence of Legal Translation- Organisations - Constraints of Bilingual Processing- Revision / proofreading in Legal Translation- The Translator’s Responsibility- Translation of property deeds and contracts, commercial law documents and patents- Computer Assisted Legal Translation

Unit IV: **The Practical Legal Translation:** The Hermeneutical Model of Legal Translation Competence -Common Legal Issues in Translation - Revision / Proofreading in Legal Translation - The Translator’s Responsibility and Ethics - Practical Translation of Legal Documents/ Texts

Case Study: Translation of any one of the Legislations passed by Parliament or State Assembly

Instructional Guidelines:

Since this is a skill development course, it is suggested that a communicative, learning and learner centric approach be adopted. Techniques such as case study/Caselet, role play, group discussion, seminars, peer teaching may be suited for this course. The emphasis at the input level will be on training students in using appropriate language and audience-appropriate presentations.

Evaluation Pattern: Internal Assessment (40 Marks):

Sr. No.	Particulars	Marks
1	Classroom Attendance & Participation	10
2.	Oral Presentation (10 Minutes with or without PowerPoint)	10
3	Test/Written Assignment	20

Suggested Topics for Internal Assessment:

1. Self-Assessment Questionnaire
(Time-Management skills or any other interpersonal skills)
2. Role-play based on situations and its documentation
3. Game-based situations (play & learn) and draft a report
4. Interviewing entrepreneurs
6. Group Discussion on relevant topics (such as who is a good leader?)
7. Presentations (group/pair/individual) with the use of ICT
8. SWOC

N.B.: Students may select other topics in consultation with and due approval from the instructor/s.

Semester End Examination (60 Marks)

Evaluation: Semester End Examination Pattern 60 Marks Hours: 02
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The Semester End Examination for 60 marks will have 4 questions of 15 marks each (with internal choice):

Question 1	Objective (15/20)	15 Marks
Question 2	Short Notes (3/5)	15 Marks
Question 3	Short Answer (3/5)	15 Marks
Question 4	Application/Long answer (2/3)	15 Marks

Suggested Topics/Areas for Assignments:

1. Translation of a Legal Documentary
2. Problems in Legal Translation
3. Strategies used in Legal Translation
4. Issues of Legal Translation in Comparative Legal Systems: A Critical Analysis
5. Importance of Cohesion and Coherence in Legal Translation (five suitable examples)
6. Importance of Legal competence and translation competence
7. Translation Incompetence Led to Mistranslations: In Search for the Legal Translation Competence
8. Technological Competence and Language Competence in Legal Translation
9. Machine Translation vs. Human Translation in Legal Scenario (five extracts from the legal field)
10. The Use of Bilingual Dictionaries in Legal Translation with suitable examples
Issues of Plagiarism in Legal Translation (Five suitable examples)



University of Mumbai

Diploma in Legal Translation

Semester II

Course: Practical

Course Title: On-the-Job Training/Internship

Course: IV

(With effect from the academic year 2022-2023)

01	Syllabus as per Choice Based Credit System	
I	Name of the Program	Diploma in Legal Translation
II	Course Code	
III	Course Title	On-the Job Training/Internship
IV	Course Contents	Enclosed a copy of the syllabus
V	References and Additional References	Enclosed in the Syllabus
VI	Credit Structure (No. of Credits)	04
VII	No. of Learning Hours	60
VIII	No. of Learning Hours per Week	04
IX	No. Tutorials per week	01
X	Total Marks	100
02	Scheme of Examination	Internal Evaluation (75+25)
03	Special notes, if any	No
04	Eligibility, if any	HSC or Equivalent Certificate
05	Fee Structure	As per University Structure
06	Special Ordinances / Resolutions if any	No

Semester II

Course: IV

Title: On-the-Job Training/Internship

The purpose of this course is to engage learners through the mode of on-job training to reinforce the ideas, concepts and skills that are introduced in the theory course. Students choose a topic for the project in consultation with the project guide. The project may be carried out individually or in collaboration with other students.

Ideas for Internship:

The following is only a suggested topic. Similar topics in line with the learning objectives and local context may be given to the students.

Internship of minimum 30 hours in a Legal Firm, Translation house, an NGO, Government legal office be undertaken by students. The internship should allow students to take up an assistant position that enables them to exercise their soft skills.

The students may be encouraged to use strategies such as Interview, online/offline Survey, On-field visits, collection of documents such as photographs, brochure etc.

Guidelines for the study Centre:

Since the internship is an integral part of this diploma course, the study center should identify potential organizations/institutes/companies/Hotels etc. and either enter into an MoU with them or establish rapport with them so as to the students are taken as interns. It is necessary that the center issues a letter in this regard.

Guidelines for reporting and presenting project

The report may be submitted in Print (type-written) format or in Non-Print (Blog/Vlog/ /Web-page) format

Format of the Print Report:

- The full content of the report must be bound together so that the pages cannot be removed or replaced.

- The cover of the report must contain, title, name of the candidate, the award and the year of submission.
- Page numbers must be mentioned at the bottom of each page and Margin should be 1.5” on the left and 1” on the three sides.
- Use separate index sheets for all chapters should start from a new page.
- Report must contain all the necessary documents such as. Certificate of the guide, training completion Certificate by the institute/ organization, student declaration certificate, acknowledgements, table of contents, bibliography, appendix (if any) etc.
- Students should use appropriate language while writing the report. Avoid grammatical errors.
- No aspects of the structure of the report should be omitted.

Guidelines for the instruction and assessment

- Students may be allotted project mentors to guide them through the process.
- Students may be allotted a co-guide in case of availability and necessity.
- Students may be encouraged to take up a project in pair or group (depending on the context)
- Students may be trained to present final project to improve their presentation skills,
- A well-planned rubric and additional guidelines may be prepared keeping in view the core content, quality of the project and presentation of work.
- The project report will be assessed by two examiners (Guide +1).
- These two examiners will also assess the student's presentation. The students will be awarded average marks given by the 02 examiners.

Evaluation Pattern:

Internal Assessment (100 Marks):

Sr. No.	Particulars	Marks
1	Internship Field Work (minimum 30 hours) Report: Up to 2500 words (It should include images, graphs,	75

	appendix etc.)	
3	Viva Voce (Presentation should include the use of ICT tools.)	25

Recommended Reading

1. Kamala Sankaran, Ujjwal Kumar Singh 2008, Towards Legal Literacy: An Introduction to Law in India, Oxford University Press.
2. Cao, D. (2007). Translating Law. Clevedon, UK: Multilingual Matters. L. Cheng, K. Kui Sin, & A. Wagner (Eds.), The Ashgate Handbook of Legal Translation. Farnham, UK: Ashgate.
3. G mar, J. C. (Ed.). (1982). The language of the law and translation: Essays on jurilinguistics. Montreal, Canada:  diteur Officiel du Qu bec.
4. Kelly, D. (2005). A handbook for translation trainers: A guide to reflective practice. Manchester, UK: St. Jerome.
5. Kussmaul, P. (1995): Training the Translator, Philadelphia, Benjamins.
6. Mellinkoff, D. (1963): The Language of the Law, Boston.
7. Sarcevic, S. (1997): New Approaches to Legal Translation, The Hague, Kluwer Law International.
8. Őar evi , Susan. 2000. Legal Translation and Translation Theory: a Receiver-oriented Approach
9. David, Ren  & Brierley, John. 1985. Major Legal Systems in the World Today. London: Stevens.

References:

1. Alcaraz, Enrique., Hughes, Brian. 2002. Legal Translation Explained. Manchester : St Jerome Publishing.
2. Austerm hl, Frank. 2001. Electronic Tools for Translation. Manchester : St Jerome Publishing.
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