



**Bharath**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(Declared as deemed to be university under section 3 of UGC Act 1956, vide notification No.F.9-5/2000-U.3)

**SCHOOL OF ARTS**

Date : 24.8.2020

**CIRCULAR**

**Sub: Organising Value added Course: (Online)**

**Certificate Program on Translation & Interpreting reg.,**

With reference to the above mentioned subject, we bring it to your notice that School of Arts, Bharath Institute of Higher Education & Research is organising **Value added course "Certificate Program on Translation & Interpreting"**. The syllabus and registration form is enclosed below.

The candidates those who are interested to join must fill the registration form and submit to the Course Coordinator Dr.J.Antony jeya sheela, Department of Tamil on or before 2.09.2020. The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form

Copy To:

- 1.All HODs
- 2.Office File/ Notice Board
- 3.Course Coordinator

  
Dean-Faculty of Arts & Science  
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Bharath Institute of Higher Education & Research  
(Declared as Deemed to be University U/S 3 of UGC Act. 1956)  
Chennai-600 073. INDIA



# Bharath

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## SCHOOL OF ARTS

### Registration Form

### Value Added Course

Date: 3.09.2020

Name : CHITRA . P

Reg.No. : U15BC161

Date of Birth : 22.05.1997

Gender : FEMALE

Department : B.com

Year :

Contact No. : 9887543213

Email ID : chitra @ g.mail .com

Course Applied For : certificate program on Translation & Interpreting

  
Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 03.09.2020

Name : UDHAYA KUMAR.M

Reg.No. : U15BC121

Date of Birth : 27.05.1997

Gender : MALE

Department : B.COM

Year :

Contact No. : 9645321002

Email ID : udhya @ g.mail.com

Course Applied For : certificate program on translation & Interpreting

*udhyak*  
Signature



## Bharath Institute of Higher Education &amp; Research

School of Arts

Students Registration List

Value Added Course: Certificate Program on Translation &amp; Interpreting

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U15BC115	SWATHILAKSHMI P	BC
2	U15BC116	T. R. VIGNESH	BC
3	U15BC118	THAMOTHIRAN S	BC
4	U15BC119	THERESA P	BC
5	U15BC120	THIRUKKUMARAN C	BC
6	U15BC121	THIRUVENGADAM M	BC
7	U15BC122	UDHAYA KUMAR M	BC
8	U15BC123	UMAMAHESWARI K	BC
9	U15BC125	VANI K	BC
10	U15BC126	VASANTHAKUMARA L	BC
11	U15BC127	VASANTHI S	BC
12	U15BC128	VEERA SURIYA P	BC
13	U15BC130	VENKATESAN D	BC
14	U15BC131	VIGNESH D	BC
15	U15BC132	VIGNESH K	BC
16	U15BC133	VIGNESH N	BC
17	U15BC134	VIJAY A	BC
18	U15BC135	VIJAY S	BC
19	U15BC136	VIJAYA KUMAR S	BC
20	U15BC137	VIMALRAJ R	BC
21	U15BC138	VINNARASI J	BC
22	U15BC139	VISHNUPRIYA M	BC
23	U15BC140	VIVEK D	BC
24	U15BC141	YAMUNA DEVI C	BC
25	U15BC143	YOGESH E	BC
26	U15BC144	SATHIYAN V	BC
27	U15BC145	VINITH KUMAR M	BC
28	U15BC147	VIGNESH D	BC
29	U15BC148	VIGNESHWARAN M	BC
30	U15BC149	SRINIVASAN S	BC
31	U15BC150	SELVAM C	BC
32	U15BC151	SHARUMATHI V	BC
33	U15BC152	AKASH R	BC
34	U15BC153	AJITHKUMAR M	BC
35	U15BC155	SREE RANJINI K	BC
36	U15BC156	SHARON P	BC
37	U15BC158	LINGESHWARAN.S	BC
38	U15BC159	RAM KUMAR S A	BC
39	U15BC160	SUDARSANABALAN R	BC

40	U15BC161	P.CHITRA	BC
41	U15BC162	MANIGANDAN.D	BC
42	U15BC163	MICAH IMMANUAL M	BC
43	U15BC165	SARAVANAN C	BC
44	U15BC166	AKASH D	BC
45	U15BC167	PHILIP ANTONY F	BC
46	U15BC168	VISHHAL O R	BC
47	U15BC169	SHARMILA E	BC
48	U15BC170	VENKATESAN M	BC
49	U15BC171	VIJAYALAKSHMI V	BC
50	U15BC172	MOHAN KUMAR M	BC
51	U15BC173	PARTHIBAN P	BC
52	U15BC174	DIVYA S	BC
53	U15BC175	AKASH S	BC
54	U15BC001	A. SIVA	BC
55	U15BC002	ABDUL RAHMAN S	BC
56	U15BC003	ABDULMUNAF A	BC





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## SCHOOL OF ARTS

### Value Added Course

### Certificate Program on Translation & Interpreting

#### syllabus

The applicants are empowered with the skills and knowledge in the areas of translation. Translators have very much importance in today's world. This course has been prepared to keep in view the need for translation in our socio-cultural and professional areas. Translators can find work in large and small firms, foreign embassies and also they can work as freelancers.

Learn basic translation techniques and the process of translation. Includes a practical review of the English writing, editing, and proofreading skills necessary to produce clear and polished translations. Prerequisite: Acceptance into program, bilingual proficiency. This is a three-credit course.

This is an online class: Instruction occurs online as directed by the course syllabus. An introduction to the equipment and electronic tools used by professional translators and interpreters throughout their workflow. Develop basic skills using, assessing, and choosing appropriate hardware...

Learn the role of the interpreter and translator in the business conference, medical, and courtroom setting. Familiarize the student with current business practices, i.e., determining fees and negotiating contracts. Prerequisite: Acceptance into program, bilingual proficiency. This is a three-credit course.

**Bharath Institute of Higher Education & Research****School of Arts****Students Registration List****Value Added Course: Certificate Program on Translation & Interpreting Course Duration : 30 Hrs**

<b>S.N</b>	<b>Date</b>	<b>Topic</b>	<b>Time</b>	<b>Hour</b>
1	03.09.2020	Introduction to Translation	2.00-3.00p.m	1
2	04.09.2020	Learn basic translation techniques	10.00-12.00p.m	1
3	07.09.2020	process of translation	2.00-3.00p.m	1
4	08.09.2020	practical review of the English writing	10.00-12.00p.m	2
5	09.09.2020	Editing, and proofreading skills	2.00-4.00p.m	2
6	10.09.2020	Necessary to produce clear and polished translations	10.00-12.00p.m	2
7	11.09.2020	Prerequisite	2.00-4.00p.m	2
8	14.09.2020	An introduction to the equipment	10.00-12.00p.m	2
9	16.09.2020	An introduction to electronic tools	2.00-4.00p.m	1
10	18.09.2020	Interpreters throughout their workflow	10.00-12.00p.m	2
11	21.09.2020	Develop basic skills using assessing	2.00-4.00p.m	2
12	22.09.2020	Develop basic skills choosing	10.00-12.00p.m	2
13	23.09.2020	Develop basic skills using appropriate hardware.	2.00-4.00p.m	2
14	24.09.2020	Learn the role of the interpreter	10.00-12.00p.m	2
15	25.09.2020	Learn the role of the translator in the business confer	2.00-4.00p.m	2
16	28.09.2020	Familiarize the student with current business practic	10.00-12.00p.m	2
17	30.09.2020	Acceptance into program ideas	10.00-12.00p.m	2



**Bharath Institute of Higher Education & Research****School of Arts****Students Registration List****Value Added Course: Certificate Program on Translation & Interpreting Course Duration**

<b>S.No</b>	<b>Date</b>	<b>Time</b>	<b>Hour</b>
1	03.09.2020	2.00-3.00p.m	1
2	04.09.2020	10.00-12.00p.m	1
3	07.09.2020	2.00-3.00p.m	1
4	08.09.2020	10.00-12.00p.m	2
5	09.09.2020	2.00-4.00p.m	2
6	10.09.2020	10.00-12.00p.m	2
7	11.09.2020	2.00-4.00p.m	2
8	14.09.2020	10.00-12.00p.m	2
9	16.09.2020	2.00-4.00p.m	1
10	18.09.2020	10.00-12.00p.m	2
11	21.09.2020	2.00-4.00p.m	2
12	22.09.2020	10.00-12.00p.m	2
13	23.09.2020	2.00-4.00p.m	2
14	24.09.2020	10.00-12.00p.m	2
15	25.09.2020	2.00-4.00p.m	2
16	28.09.2020	10.00-12.00p.m	2
17	30.09.2020	10.00-12.00p.m	2





# Shaheed

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

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## SCHOOL OF ARTS

### Course Feedback form

### Value Added Course

Date: 4.09.2020

Course Title: Certificate Program on Translation & Interpreting

Name: UDHAYA KUMAR

RegNo: U15BC121

Department: B.COM

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Objectives of the course clear to you				✓	
2.	Course contents met with your expectations				✓	
3.	Lecture sequence was well planned					✓
4.	Lectures were clear and easy to understand					✓
5.	Teaching aids were effective					✓
6.	Instructors encourage interaction and were helpful					✓
7.	The level of the course				✓	
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

Signature



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## SCHOOL OF ARTS

### Course Feedback form

### Value Added Course

Date: 5.09.2020

Course Title: Certificate Program on Translation & Interpreting

Name: CHIRA. P

RegNo: U15BC161

Department: B.COM

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Ojectives of the course clear to you					✓
2.	Course contents met with your expectations					✓✓
3.	Lecture sequence was well planned					✓✓
4.	Lectures were clear and easy to understand					✓
5.	Teaching aids were effective				✓	
6.	Instructors encourage interaction and were helpful					✓
7.	The level of the course					✓
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

  
Signature





**Bharath**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH

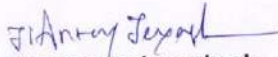
**School of Arts**

**CERTIFICATE OF PARTICIPATION**

This is to certify that

**SWATHILAKSHMI P**

Has participated in the Course on **Certificate Program on Translation & Interpreting**  
conducted by the School of Arts, BIHER from 3.09. 2020 to 30.9.2020.

  
Dr. J. Antony Jaya Sheela  
Course Co-ordinator

  
Dr. M. Chitrakannu  
Convenor

  
Dr. A. Muthukumaravel  
Dean-Arts & Science