



ख्वाजा मुईनुद्दीन चिश्ती भाषा विश्वविद्यालय, लखनऊ
KHWAJA MOINUDDIN CHISHTI LANGUAGE UNIVERSITY, LUCKNOW



Department of Urdu

Proposed Syllabus

نصاب

Value Added Course (Urdu)

ویلیو ایڈڈ کورس

As per guidelines of NEP 2020 and UG Ordinance

(Approved in the meetings of
Board of Studies, held on 04.06.2026
and
Academic Council dated)



Khwaja Moinuddin Chishti Language University
Lucknow
2026



Syllabus Value Added Courses

Programme	UG/ PG Level	Credit	Nil
Semester	Any	Maximum Marks	100
Course (VAC)	Introduction to InPage	Practical Marks	75
Code	VAC 001	Viva-Voce	25

Course Description:

This course provides an introduction to InPage, a popular word processing software specifically designed for typing and formatting text in Urdu and other right-to-left languages. It covers the basics of InPage, including creating, formatting, and editing documents, using various features and tools, and exploring different options for printing and exporting documents in InPage.

Course Objectives:

- Familiarize with the interface and basic functions of InPage.
- Learn to create, format, and edit documents in Urdu using InPage.
- Explore different features and tools available in InPage for text formatting, layout design, and document management.
- Understand options for printing and exporting documents in InPage.
- Gain practical skills to create professional documents in Urdu using InPage.

Course Outline:

Unit I

- Introduction to InPage, Overview and its features
- Understanding the InPage interface
- Creating a new document in InPage
- Basic text formatting in InPage, such as font, size, color, and alignment
- Document Formatting in InPage, such as bold, italic, underline, and shading
- Formatting paragraphs and applying styles

Unit II

- Adding headers and footers to documents
- Using different types of bullets and numbering
- Layout Design in InPage
- Managing margins, columns, and gutters in InPage
- Inserting and formatting tables in InPage



- Working with images and other objects in InPage
- Applying different types of page breaks in InPage

Unit III

- Editing and Proof reading in InPage
- Finding and replacing text in InPage
- Managing fonts, dictionaries, and other language settings in InPage
- Saving, opening, and closing documents in InPage
- Managing multiple documents and windows in InPage
- Using different views and zoom options in InPage
- Understanding file formats and options for saving and exporting documents in InPage

Unit IV

- Printing and Exporting in InPage
- Printing documents in InPage with different layout options
- Exporting documents in InPage to different formats, such as PDF, JPEG, and HTML
- Exploring advanced features in InPage, such as keyboard shortcuts, styles, and templates
- Customizing settings and preferences in InPage
- Tips and tricks for efficient document creation and formatting in InPage
- Final Project and Review

Assessment Methods:

In-class assessments, such as quizzes, tests, and assignments
Practical exercises and projects to assess hands-on skills in using InPage
Participation in class discussions and activities
Final project presentation and review

Course Outcome:

- The learner will be able to learn Urdu script.
- The learner will be able to read, write and type in Urdu.
- He/she will be able to work with Urdu software.
- It will be easy to him/ her to get a job in various publishing house.
- The student will also pursue a value-added course to enhance their ability in soft skill along with the original degree.

Reference Book:

1. Urdu Software, NCPUL, New Delhi
2. In Page Sikhiye (Urdu Version), Karachi, Pakistan



Syllabus Value Added Courses

Programme	UG/ PG Level	Credit	Nil
Semester	Any	Maximum Marks	100
Course (VAC)	Introduction to Microsoft Word	Practical Marks	75
Code	VAC 002	Viva-Voce	25

Course Description:

This course provides an introduction to Microsoft Word, a widely used word processing software for creating, formatting, and editing documents. It covers the basics of Microsoft Word, including creating and saving documents, formatting text, using various features and tools, and exploring different options for printing and sharing documents.

Course Objectives:

- Familiarize with the interface and basic functions of Microsoft Word.
- Learn to create, format, and edit documents using Microsoft Word.
- Explore different features and tools available in Microsoft Word for text formatting, document layout, and document management.
- Understand options for printing and sharing documents in Microsoft Word.
- Gain practical skills to create professional documents using Microsoft Word.

Course Outline:

Unit I

- Introduction to Microsoft Word, Overview and its features
- Understanding the Microsoft Word interface and Creating a new document in Microsoft Word
- Basic text formatting in Microsoft Word, such as font, size, color, and alignment
- Document Formatting in Microsoft Word, such as bold, italic, underline, and highlighting
- Formatting paragraphs and applying styles
- Adding headers and footers to documents
- Using different types of bullets and numbering

Unit II

- Document Layout in Microsoft Word



- Managing margins, page orientation, and paper size in Microsoft Word
- Inserting and formatting tables in Microsoft Word
- Working with images and other objects in Microsoft Word
- Applying different types of page breaks in Microsoft Word
- Editing and Proofreading in Microsoft Word
- Using Microsoft Word tools for finding and replacing text as well as spell checking, grammar and auto-correction

Unit III

- Applying track changes and reviewing changes in Microsoft Word
- Managing fonts, dictionaries, and other language settings in Microsoft Word
- Document Management in Microsoft Word such as Saving, opening, and closing documents in Microsoft Word
- Managing multiple documents and windows in Microsoft Word
- Using different views and zoom options in Microsoft Word
- Understanding file formats and options for saving and sharing documents in Microsoft Word
- Printing and Sharing in Microsoft Word

Unit IV

- Configuring print settings and options in Microsoft Word
- Printing documents in Microsoft Word with different layout options
- Sharing documents in Microsoft Word via email, cloud storage, or other methods
- Exploring advanced features in Microsoft Word, such as mail
- Tips and tricks for efficient document creation and formatting in Microsoft Word
- Final Project and Review
- Applying the learned skills to create a professional document using Microsoft Word

Assessment Methods:

In-class assessments, such as quizzes, tests, and assignments

Practical exercises and projects to assess hands-on skills in using Microsoft Word

Participation in class discussions and activities

Final project presentation and review

Course Outcome:

- The learner will be able to work on MS Word,
- The learner will be able to interact with MS Word as well as other MS Office Software
- He/she will be able to type, format and make layout design through this software



- It will be easy to him/ her to get a job in various publishing house.
- The student will also pursue a value-added course to enhance their ability in soft skill along with the original degree.



Syllabus Value Added Courses

Programme	UG/ PG Level	Credit	Nil
Semester	Any	Maximum Marks	100
Course (VAC)	Translation in Urdu	Practical Marks	75
Code	VAC 003	Viva-Voce	25

Course Description:

This course provides an introduction to the principles and practice of translation between Urdu and English languages. It covers the basic concepts and techniques of translation, including understanding the cultural nuances, grammar, syntax, and vocabulary of both languages. The course aims to develop the skills needed for accurate and effective translation, including translation strategies, techniques, and tools, and focuses on both written and oral translation.

Course Objectives:

- Develop an understanding of the principles and techniques of translation
- Acquire knowledge of the cultural nuances, grammar, syntax, and vocabulary of Urdu and English
- Develop skills for accurate and effective translation between Urdu and English
- Familiarize with different types of texts for translation, such as literary, technical, and legal texts
- Enhance linguistic and cultural competence for translation purposes
- Explore translation strategies, techniques, and tools
- Develop oral translation skills for real-life scenarios

Course Outline:

Unit I

- Understanding the role of a translator and translation ethics
- Introduction to different translation approaches and methods
- Review of Urdu and English grammar and syntax
- Understanding common challenges in translating grammatical structures
- Practice exercises for grammatical and syntactical translation
- Understanding idioms, proverbs, and culturally specific expressions
- Developing skills for terminology research and usage in translation
- Practice exercises for vocabulary and terminology translation



Unit II

- Understanding cultural differences and nuances in Urdu and English
- Identifying and addressing cultural challenges in translation
- Practice exercises for translating cultural references and expressions
- Sensitivity and ethics in translating culturally sensitive texts
- Overview of literary translation concepts and techniques
- Translating poetry, prose, and other literary genres
- Understanding the challenges and strategies in literary translation
- Practice exercises for literary translation in Urdu and English

Unit III

- Introduction to technical and legal translation concepts
- Translating technical documents, such as scientific, medical, and technical texts
- Translating legal documents, such as contracts, agreements, and legal texts
- Practice exercises for technical and legal translation
- Exploring different translation strategies and techniques
- Understanding the use of translation tools, such as CAT (Computer-Assisted Translation) tools
- Practice exercises for using translation strategies and tools effectively
- Evaluating and improving translation quality

Unit IV

- Developing oral translation skills for real-life scenarios, such as interpreting, dialogues, and conversations
- Understanding the challenges and strategies in oral translation
- Practice exercises for oral translation in Urdu and English

Final project:

- Translating a real-life text or conducting an oral translation in a simulated scenario

Assessment Methods:

In-class assessments, such as quizzes, tests, and assignments
Translation exercises to assess translation skills in different genres
Participation in class discussions and activities
Final project presentation and review



Syllabus Value Added Courses

Programme	UG/ PG Level	Credit	Nil
Semester	Any	Maximum Marks	100
Course (VAC)	Journalism and Print Media (Urdu)	Practical Marks	75
Code	VAC 004	Viva-Voce	25

Course Description:

This course provides an introduction to the field of journalism and print media with a focus on Urdu-language journalism. Students will explore the history, principles, and ethics of journalism, as well as the skills and techniques required for effective news reporting, feature writing, and newspaper production. The course aims to develop students' understanding of the role of journalism in society and equip them with the foundational knowledge and practical skills necessary to pursue a career in print media.

Course Objectives:

- To introduce students to the fundamentals of journalism and print media in the Urdu language.
- To provide an overview of the history, principles, and ethics of journalism.
- To develop students' skills in news reporting, feature writing, and newspaper production.
- To enhance students' critical thinking and analytical abilities in the context of journalism.
- To familiarize students with the challenges and opportunities in the field of Urdu journalism.
- To encourage ethical and responsible journalism practices among students.

Course Outline:

Unit I

- Introduction to Journalism
- Definition and importance of journalism
- Evolution of journalism in Urdu
- News Reporting
- Elements of news reporting
- News sources and verification techniques



Unit II

- Writing news in Urdu
- News Writing and Editing
- News structure and Headline writing in Urdu
- News editing and proof reading
- Feature Writing
- Introduction to feature writing
- Types of feature articles

Unit III

- Ethics and Responsibilities
- Ethical considerations in journalism
- Role of journalists in society
- Media laws and regulations
- Interviewing Skills
- Types of interviews
- Interview preparation and techniques
- Conducting interviews in Urdu

Unit IV

- Press Release Writing
- Structure and format of press releases
- Writing effective press releases in Urdu
- Distributing press releases
- Opinion Journalism in Urdu
- Analyzing opinion journalism in Urdu media
- Developing critical thinking and argumentative skills



Syllabus Value Added Courses

Programme	UG/ PG Level	Credit	Nil
Semester	Any	Maximum Marks	100
Course (VAC)	Translation Studies: Theory and Practice	Practical Marks	75
Code	VAC 005	Viva-Voce	25

Course Description:

This course is designed to provide students with a comprehensive understanding of translation theory and its practical application. The syllabus combines theoretical concepts with hands-on translation exercises to enhance students' translation skills and develop a critical understanding of the translation process. The course covers various aspects of translation, including different translation techniques, strategies, and ethical considerations. Through a combination of readings, discussions, and practical assignments, students will gain a solid foundation in translation theory and develop practical skills to become proficient translators.

Course Objectives:

- Familiarize students with key concepts and theories in translation studies.
- Enhance students' translation skills through practical exercises.
- Provide an understanding of different translation techniques and strategies.
- Explore the ethical considerations involved in translation.
- Develop research skills in translation studies.

Course Duration: 30 Hrs. (4 Weeks)

Unit I

- Introduction to Translation Theory
- Equivalence theory
- Functional theories of translation
- Descriptive and prescriptive theories

Unit II

- Text Analysis for Translation
- Source text analysis
- Register and style analysis
- Textual cohesion and coherence

Unit III



- Computer-Assisted Translation Tools and Ethics
- Introduction to CAT tools
- Translation memory and terminology management
- Ethical Considerations in Translation
- Cultural and ideological factors in translation
- Bias and manipulation in translation

Unit IV

- Practical Translation Exercises (General Texts)
- Short texts for translation practice
- Peer feedback and discussion

Assessment Methods:

Translation assignments (40%)

Class participation and discussions (20%)

Research project (30%)

Quizzes and tests (10%)

Course Outcome:

- News gathering and reporting skills.
- Writing and editing for print media.
- Understanding and practicing ethical journalism.
- Knowledge of media law and ethics.
- Proficiency in interviewing techniques.
- Research and investigation skills.
- Layout and design principles for print media.
- Critical thinking and analysis of news and media.