National Translation Mission

Central Institute of Indian Languages

Dept. of Higher Education, Govt. of India
Ministry of Human Resource Development
Manasagangotri, Mysore – 570 006

GRANTS FOR CONDUCTING COURSES/PROJECTS RELATED TO TRANSLATION IN 22 SCHEDULED LANGUAGES		
Please read the instructions carefully before filling up the application		
1.	**Name and address of the university / institution**	
	Telephone :	
	Fax :	
	e-mail :	
	Website :	
2.	Significance of the Course *(Please attach a separate sheet detailing the approach & methodology)*	
3.	Duration of the Course	
4.	Name and full address of the participants to be enrolled *(Please attach the details in a separate sheet)*	
5.	Age group of the participants	
6.	Particulars of previous such studies, if any, undertaken by the Institute/ University *(The details may be enclosed in a separate sheet)*	
7.	Details of grants received from State/Central/UT Government or other sources, and the amount raised by way of donation etc. during the last 3 years *(sources and purpose to be clearly and precisely indicated in each case)*	
	Source :	
	Amount :	
	Purpose :	
	Status (applied for/received) :	
	Type of costs to cover :	
8.	Estimated time for completion of the	

	course and submission of the report	
9.	**Estimated Expenditure**	(i) Honorarium to resource persons : (ii) Travel : (iii) Office Assistant : (iv) Stationery : (v) Miscellaneous : **TOTAL** : (Rupees in words)
10.	**Bank Details of the applicant** Name of the Account holder : (as in the Bank pass book) Account number (13digits only) : Name and Address of the Bank : Branch name and Code No : IFS Code :	
11.	Whether you have availed the scheme earlier from National Translation Mission?	YES ☐ NO ☐
12.	If yes, provide the details of the previous grant (s)	

Place :

Date:

Yours faithfully,

Signature

Name (in Capital) :

Office Seal :

Address :

Guidelines

GRANT-IN-AID APPLICATION FORM FOR CONDUCTING SHORT-TERM TRANSLATION COURSES / ORIENTAION COURSE / REFRESHER COURSE / CRASH COURSE IN 22 SCHEDULED LANGUAGES

Eligibility:

1. The departments (colleges/universities)/institutions applying for this scheme shall have affiliation of UGC/ AICTE or any Central/State/UT/Open university.

2. Under this scheme, universities/college departments which conduct degree/diploma courses on translation and specific research projects related to translation are eligible.

3. The departments/institutions already conducting full-time or part-time courses on translation will also be eligible.

4. Preference may be given to those departments/institutions/academies which offer translation courses on knowledge text* (KT). If not, they can submit a proposal with a course design of this nature to meet this requirement along with the application for this grant.

Terms & Conditions

1. The departments/institutions should have at least 20 participants enrolled in the current academic year of applying.

2. The duration of the course should be a minimum of 21days not exceeding 30 days.

3. The applying colleges/universities/institutions shall have a designated space for accommodating a maximum of 30 students at a time with basic facilities.

4. The grant should be utilized as per the following criteria:

    - human resources: maximum of 45%
    - books and study materials on translation: maximum of 25%
    - maintenance: maximum 15%
    - contingency: maximum 15%

5. The grantee shall utilize the grant only for the purpose for which it is sanctioned. Failure to do so shall render the universities/colleges/institutions liable to refund the grant in full with such interest thereon as the sanctioning authority may decide.

6. Once the estimates are approved and the grant sanctioned, they shall not be modified later at any stage.

7. The grantee shall maintain separate records of expenditure of the approved grant. It shall be open to inspection by the Comptroller and Auditor General of India or CIIL/NTM **representative** as and when required. The term **representative** shall mean any person acting for or on behalf of CIIL/NTM which includes directors, officers, employees, contractual appointees or professional advisers.

8. The sanctioning authority reserves the right to terminate the approved grant at any stage, if it is convinced that the grant has not been properly utilized and sufficient progress has not been achieved.

9. The grant under this scheme shall not be used for meeting previous liabilities or debts.

10. The grant released shall not be spent on developing infrastructure facilities such as construction of buildings, purchase of vehicles, air-conditioning etc.

11. The applicant shall send a fresh application every year with the copy of the necessary documents.

12. Subject to the provisions of this scheme, all disputes, claims, suits and actions arising out of this scheme will be finally decided in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996. The venue for arbitration shall be Mysore/Delhi, India.

Requirements for submission of application:

1. The application has to be forwarded through the Registrar along with the following documents:
- detailed course structure/ syllabi. For fresh course proposals, the proposed course design/curriculum/syllabus needs to be given
- list of the names of faculty/proposed members intended to teach the translation course with their CV's and recent passport size photograph.
- latest prospectus or brochure
- the application should be forwarded through the Registrar (academic), in case of university depts. and Heads in case of colleges/institutions and academies
- a copy of the estimated budget

2. The application and the manuscript should be sent to :

> Project Director,
> National Translation Mission
> SRLC Building
> Central Institute of Indian Languages
> Manasagangotri, Hunsur Road
> Mysore-570006
> Karnataka

- ➢ *The applicant should write 'NTM-GIA' in bold letters on the envelope.*
- ➢ **Applications with incomplete information will not be considered.**

Mode of Payment:

The sanctioned grant will be released in two equal installments as given below:

A) The first installment will be released on submission of the following   documents.
- aquittance
- necessary documents like bills etc
- authorization letter. In case of e-transfer, only non-personal account should be given

B) The second and final installment will be released on submission of the following documents:
- utilization certificate for the approved estimate of the grant certified by both the Finance/Audit Officer and the Registrar in case of universities and in case of institutions and academies, it shall be certified by a Chartered Accountant on the letter-head
- audited statement of accounts for the approved estimate of the grant certified by both the Finance/Audit Officer and the Registrar in the case of universities and in case of institutions and academies it shall be certified by a Chartered Accountant on the letter-head
- statement of expenditure certified by the concerned Head of department/institution
- enrollment list of the students certified by the concerned Head of department/institution