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भारत सरकार / Government of India

मानव संसाधन विकास मंत्रालय / Ministry of Human Resource Development

उच्च शिक्षा विभाग / Department of Education

भारतीय भाषा संस्थान / Central Institute of Indian Languages

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F.No.3-10/2013-14/AM/CE2014-15/

9th May 2014

Dr. K. SRINIVASACHARYA

ACADEMIC SECRETARY i/c.

Subject: Proposals of academic programmes for preparing Calendar of Events 2014 – 15 – Regarding.

Dear all,

Kindly submit your proposals of academic programmes in the prescribed format (enclosed/attached herewith) for the Calendar of Events (CE) 2014-15 on or before **15th May 2014** by both hard and soft copies to the Academic Secretary.

After reviewing and approval of the Director, those programmes will be included in the CE. Further, kindly note the following guidelines while submitting your proposals:

1. The programmes should be related to the aims and objectives of the Institute.
2. Each proposal should be planned in such a way that there should be enough time to communicate with and to get confirmation of the participants.
3. Prior intimation of at least 3 months in advance is required to conduct workshops, seminars or conferences at the regional and national levels, and at least 6 months in advance for conducting international programmes.
4. In case of RLCs, the programmes should be conducted at the respective headquarters and during closed holidays and break periods of the 10 month teaching programme, i.e., during midterm vacation and summer vacation.
5. The programmes of RLCs should be related to language teaching and development and preparation of teaching materials, especially teaching aids, in the languages taught in the respective Centres.
6. The programme details form should be submitted by only regular officials even in case of RLCs and all Schemes and Projects.
7. Prior approval of the Director is necessary regarding the list of invitees/participants at the time of drawing advances.
8. The approved programme details form is required to be submitted each time while submitting advance drawal forms and at the time of submission of accounts and academic reports.
9. Accounts Section will accept only the programmes that are approved by the Director and included in the Calendar of Events and or forwarded through the Academic Secretary for drawal of advances.

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