

Guidelines for submitting the Proposals of academic programmes for preparing Calendar of Events

1. Proposals for conducting academic programmes should be submitted in the prescribed format (can be downloaded and filled through the given link) for inclusion in the Calendar of Events (CE) for the year 2014-15 in both hard and soft copies to the Academic Secretary **on or before 20th May 2014**.
2. The proposals are subject to review and approval of the Director.
3. The programmes should be related to the aims and objectives of the Institute.
4. 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.
5. 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.
6. 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.
7. 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.
8. The programme details form should be submitted by only regular officials even in case of RLCs and all Schemes and Projects.
9. Prior approval of the Director is necessary regarding the list of invitees/participants at the time of drawing advances.
10. 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.
11. 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.
12. Director has the power to approve or not to approve a programme without giving any reason and he may assign any programme to any official and nominate coordinator(s).
13. Collaborative programmes should also be put up in the same programme details form and follow the same guidelines as stated above, in case an individual officer receives the proposals.
14. The Director may forward proposals received by him directly to any official by nominating him as coordinator. The coordinator is required to submit such collaborative programmes in the same prescribed format in consultation with the collaborative institutions or with their designated coordinators, if needed for any information.

Contact: Dr. K. Srinivasacharya, Academic Secretary i/c. Ph. 0821-2345100 (Office); Cell: (0)9986801078; e-mail. Id.: <ksrinivasacharya@gmail.com>