

Guidelines

Basic Level Workshop on Manuscriptology & Palaeography

The Mission conducts Basic Level Courses on Manuscriptology and Palaeography of 21 days duration. Basic Level courses are held in collaboration with an MRC or other institutions of repute. The course familiarises students with local script prevalent in their area as well as ancient scripts like Brahmi, Sharada, Modi, Grantha, Tigalari etc. in which a number of manuscripts are found all over the country. In addition, the course covers aspects of cataloguing, history of writing, basic conservation and storage of manuscripts and use of information technology in manuscript preservation and research. The faculty consists of the senior scholars in the country representing different disciplines in Manuscriptology and Palaeography.

- ❖ Duration of the basic level workshops shall be 21 days . Maximum budget for the workshop is Rs 7 lakhs.
- ❖ The total number of participants should be between 30-35. Those who have completed M.A in any language or related disciplines are eligible to apply for Basic Level Manuscriptology and Palaeography workshop.
- ❖ The duration of each class shall be 90 minutes. There will be 4 classes per day with an hour of lunch break. There will be no weekend holiday or any other holiday during the training programme. At the end of the workshop, a written test of at least two hours should be conducted the grades of which should be mentioned in the certificate.

- ❖ During the training programme at least 2 unpublished manuscripts must be taken up for transcription. These manuscripts should be selected in consultation with the Mission.
- ❖ Senior scholars should be invited to give on hands training in transcription. Care should be taken to invite scholars who would be able to spare time for at least a fortnight. Ideally the invited scholars should fully supervise and train young scholars in transcription over the whole workshop period.
- ❖ The lecture schedule will be prepared by the collaborating institute in consultation with the NMM well in advance.
- ❖ The honorarium for a resource person will be Rs.1000/- per lecture (90 min.).
- ❖ The organizers shall arrange comfortable lodging and boarding for all the resource persons invited for the course.
- ❖ The resource persons may travel by AC two tier by any train including, Rajdhani/ Express trains. They may travel by air also in economy class at their discretion.
- ❖ Local resource persons will be entitled to the reimbursement of actual expenditure on travel by taxi/own car, subject to ceiling of Rs.500/- per day or actual hire charges, whichever is less.
- ❖ The participants of the workshop are entitled to travel by AC three tier by all trains including Rajdhani and Shatabdhi express trains. The organizers shall

arrange necessary lodging and boarding for all the invited participants within the budgetary approval

- ❖ The collaborating institute/organization shall issue utilization certificate along with receipt & payment accounts, statement of accounts and copies of vouchers within one month after the completion of the programme. (blank formats for this purpose are enclosed for ready reference)
- ❖ The name and logo of the National Mission for Manuscripts must be displayed precisely and vividly in publicity material related to the workshop.
- ❖ The workshop related expenditures must be incurred as per the budgetary guidelines approved and intimated by NMM
- ❖ The certificate format of the workshop for the participants will be provided by the NMM and the organizers should get it printed with its specification within the budgetary approval of the programme.
- ❖ Information regarding the schedule of the workshop should be intimated to the Mission at least one month before the commencement of the programme.