

## **Guidelines**

### **Advance level Workshop on Manuscriptology & Palaeography**

The Mission conducts Advance level courses on Manuscriptology and Paleography. In this course, about 25 to 30 best students from among the participants who have attended basic level Manuscriptology & Paleography courses are given intensive training, grounding and practical training in transcription, collation and critical editing. Various aspects of conservation and preservation of manuscripts are also included in this course. The faculty consists of senior scholars in the country representing different disciplines in Manuscriptology and Palaeography.

- ❖ Duration of an advance level workshop shall be 30 days. Maximum budget for the workshop of 30 days excluding Sundays is 8 lakhs.
- ❖ The total number of participants should be between 25-30. Those who have successfully completed NMM's basic level workshop in any language and script are eligible to apply for advance level manuscriptology and paleography workshop.
- ❖ The duration of each class is 90 minutes. There will be 4 classes per day with an hour lunch break. Only Sunday will be off but no other holidays will be applicable.

- ❖ During the training programme at least 3 unpublished manuscripts must be taken up for transcription and editing. These manuscripts should be selected in consultation with the Mission.
- ❖ Senior scholars should be invited to give on hands training in transcription and critical editing. 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 and editing 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 also travel by air also in economy class at their discretion.
- ❖ Local resource persons will be entitled for reimbursement of actual expenditure on travel by taxi/own car, subject to ceiling of Rs.500/- per day.

- ❖ 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 will 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 format of certificate of the workshop for the participants will be supplied 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 authorities at least one month before the commencement of the programme.