SH/H.16(1)/2012.13. 21.05.2012

**Material for Annual Report 2011-12 – OLI Section**

Official language implementation was continued in the year under consideration. .

**OLI Meetings** **:** The meeting of OLIC were held as follows and proceedings sent to all concerned:

First Meeting : 13.06.2011

Second Meeting : 24.10.2011

Third Meeting : 13.01.2012

**Hindi Training & examination :** After considering the eligibility of candidates some staff members were nominated for attending Hindi classes/ allowed to take up Hindi examinations in July 2011– Nov 2011 session .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No. | Class | No. nominated | No passed | No. for cash award \* |
| 1 | Prabodh | 07 | 05 | 04 |

\* subject to fulfilling other conditions for grant of award.

Following nominations were made for Jan- May 2011 training session.

|  |  |
| --- | --- |
| Prabodh | 1 |
| Praveen | 5 |

**OL Correspondence:** The following materials for correspondence were rendered in official language Hindi. Following is the list of works undertaken:

|  |  |  |
| --- | --- | --- |
| Sl.no. | Particulars | Nos |
| a. | General Orders, Memos, Notes, and Circulars etc. | 24 |
| b. | Training material   1. Handouts 2. Public Education Pamphlets 3. Booklets | 02  12  01 |
| c. | (i) Invitation etc  (ii) Certificates  (iii) Advertisement  (iv) Press Release  (v) Abridged Annual Report 2010-11 (80 pages)  (vi) General Format of OMs | 03  03  01  02  01  07 |

**Word a day in Hindi** at five different blocks i.e., in Administrative Block, Academic Block, Library, Therapy Clinic and Pre School was displayed every day.

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**Reports:** Monthly, Quarterly, Half yearly and yearly reports on official language were furnished in time. Annual Report 2009-10 Abridge version was rendered in to Hindi and sent to the concerned. Simultaneously,

Hindi letters to outside organizations, Office Notes etc., were **signed in Hindi** in addition to sending replies in Hindi to the letters received in Hindi.

**Hindi Week, Sept. 2011 :** Hindi Week was conducted in the Institute from 14th to 18th September 2011. Various competitions held on the occasion and prizes were awarded, thus giving impetus for propaganda of official language among the staff and students.

Further, Hindi was extensively used during Lectures, welcome speech, Pledge taking, Vote of Thanks etc., on important occasions like Institute day, Inaugural functions, Vigilance Week etc, thereby creating more avenues for promotion of OL.

Many Public Education materials, Course materials, Work Books were also rendered in to Hindi for extensive use by the communicatively handicapped persons.

**Awards/ Prizes and deputation in Workshops/ Conferences (External) etc.:**

1. AIISH was awarded by Rajbhasha Sanstan, New Delhi in for its best efforts in Southern region on Official Language Implementation, during its during its 17th Seminar and Workshop on Official Language Hindi , at Solan, HP. Dr. HP Uma Saraswathi, Hindi Translator and MsSmt R.Shanthi, UDC were deputed to attend this three day Workshop on 27-29 April 2011.
2. AIISH was awarded with ‘Karyalaya Deepa Smriti Chinh’ by Rajbhasha Sanstan, New Delhi in for better implementation of Official Language Hindi during the Special Hindi Symposium and Workshop, conducted at Dalhousie, HP. Dr. HP Uma Saraswathi, Hindi Translator and Smt N Parimala, Steno Gr.III & PA to Director attended the same and received the award.

Also, Dr Uma Sarawathi was given First prize for her paper presentation on the following subject: आधुनिक भाषा परिप्रेक्ष्य में सूचना प्रौद्योगिकी.

**Hindi Workshop: Internal**

Two day Hindi Workshop was organized from 21.12.2011 to 22.12.2011 afternoon.. Faculty from outside organizations were invited as guest lectures. Certificates were issued to the participants after the Workshop.

Hindi ***MILAP*** daily news bulletin was subscribed.

**Hindi Books Library** was kept open for general reading.

**Leap Office Software** is being extensively used at the institute.

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To the Chairman, Annual Report 2011-12 Committee & LIO