



ज्ञान-विज्ञान विमुक्तये

प्रा. मनिष र. जोशी  
सचिव

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**University Grants Commission**  
(शिक्षा मंत्रालय, भारत सरकार)  
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**Sub: Guidelines for translation of books into Indian languages.**

Respected Madam/Sir,

Amidst the numerous provisions outlined in the National Education Policy- 2020, it is important to highlight the concerted efforts made to advance the promotion of Indian languages within higher educational institutions. This endeavor is primarily aimed at fostering and safeguarding the rich linguistic heritage of India. Consequently, higher educational institutions are expected to undertake certain commendable measures in this regard.

One notable provision emphasized in the National Education Policy 2020 is the promotion of the mother tongue or local language as the medium of teaching and learning in higher educational institutions. In light of this task, it is vital for all higher educational institutions to prepare the course structure, syllabus, and course material in various Indian languages which will automatically instill the universities to provide the facility of availing the writing of examination in one's own mother tongue or local language.

Therefore, by empowering the students through the way of promoting teaching and learning in the local language or mother tongue too, higher educational institutions can undertake extensive translation work along with the original writing of textbooks into various Indian languages. To pursue this broad task of translation of study materials into various Indian languages, universities may also consider employing machine translation tools as well. However, in order to provide better-translated versions of the study materials, it is crucial to uphold some language and course-specific standards while translating the study material into various Indian languages.

In this regard, to simplify the process of translating the study material into various Indian languages, due consideration should be given to maintaining consistency and ensuring the quality of the translated textbooks. To further facilitate the higher educational institutions in providing quality translation study material the University Grants Commission has set some translation guidelines. The idea behind setting up these guidelines for the translation of books into various Indian languages is to mandate the standard and quality of translated study material at both national and regional levels. The '**Guidelines for translation of books into Indian languages**' is attached herewith.

We extend our support towards this highly inclusive translation task.  
We shall be in touch for further interactions.

With kind regards,

Yours sincerely,

(Manish Joshi)

To,  
The Vice-Chancellors of all Universities  
The Principals of all Colleges/Institutes



## Guidelines for translation of books into Indian Languages

1. Translation shall be simple and concise while maintaining the original meaning of the text and concepts. Use of long sentences with multiple clauses may be avoided as far as possible.
2. 'ANUVADINI', the AI based translation tool for Indian languages, developed by the AICTE may be used for translation. This tool has many advantages, such as translation in the format of the source text file, speech to text typing, etc. All the editing facilities are also provided in the same tool. The first round of translation may be done through this tool, followed by further manual editing by using the tool. At present, the accuracy level of the tool varies from subject-to-subject and from language-to-language, which will gradually improve as more people use it for translation and editing.
3. The Commission for Scientific and Technical Terminology (CSTT) has developed standard glossaries of various subjects. They may be accessed and used while doing the translation. If translation or creation of a new word/term is needed, then the CSTT may be consulted.
4. The Grantha Academies of different states, the language departments of different universities, and other institutes have also published glossaries in regional languages. They may also be referred.
5. For the easy understanding of the students, the complex technical terms may be given in English within the brackets after the Indian language equivalents of the same if they are available. If the Indian language equivalent is not available, the English word may be transliterated in the target language script and be given in its place.
6. It is felt that more the common vocabulary in every Indian language, it will be easier to translate from one Indian language to another, and easier to comprehend by other language speakers. Hence, pan-Indian common core vocabulary (with common roots, suffixes and prefixes) shall be promoted across all Indian languages as much as possible. When there are synonyms while selecting a word, select the common word which is available or similar in more languages.
7. Though there will be many words for a particular object, the word which is generally used in that particular domain area shall be used in translation to make the concepts understandable to the readers.
8. Translation shall always convey the complete meaning and concept of the original text. It need not necessarily be a word-to-word translation.
9. Terms which may have connotative meanings with both negative and positive dimensions, or features which are not there in the source language must be avoided in the translation.
10. In case, the original text is translated into word-to-word sequence by the translation tool then for efficient and meaningful translation, it has to be rephrased partially or completely if required. After the tool translation, the text shall be carefully edited by reading each sentence several times, of both original and translated documents, for understanding the proper meaning and context of the subject.
11. Numbering (1,2,3..., or i, ii,...) or bullets (a,b,c, etc.) are to be kept as in the original.
12. Formulas, equations and symbols are to be written as such in the original text. E.g., Na, Cl,  $\alpha$ ,  $\pi$ , etc, to be kept as they are.

**\* The guidelines by and large apply for original writing of textbooks in Indian languages also.**

**\*\* The guidelines mentioned are hereby liable to change from time to time**