

Translation Process

1. Translators will be provided with 2 to 3 page sample transcripts. After submission, these translated transcripts will be sent for evaluation by our validators for the selection/rejection of a translator.
2. Once Selected, the translator will be assigned actual transcripts of the course depending upon the course/discipline selected. You need to translate the given transcript file in the native language and submit it back to us on the portal. The output from your side should have two files-Translated version of your language of interest (Monolingual document) and **an audio** version of the monolingual document.
3. After completion of the assignment, a translated transcript will be sent for validation by our validators.
4. After validation, your submitted translation will be completed and Honorarium will be calculated and provided.

Checkpoint for translation

For the Translated Document:

- Meaning and grammar should ensure that it should not be a word to word translation of English transcript.
- Should convey the meaning in a simple way and should not have broken sentences.
- The language used should be colloquial, not formal.
- Technical words should not be translated but transliterated & preferably to be maintained within parenthesis after transliterated word.
- No Spelling mistakes in the translated language
- The screenshot, equation, and symbols have to be present in original form i.e no need to translate the content.
- Adhere to Format: Regular, Font size: 12, Format-Align: Justified, Line spacing - 1.5 line

For Audio

- Audio has to be clear
- Should be in mp3 format
- Steady reading
- Audible
- No unwanted pause in recording
- Full content is recorded