

Guidelines for National Survey

Selection of a State Coordinator: The Administrative Head (Commissioner/Secretary) of the State Archeology & Archives/Dept. of Culture & Heritage of a state shall be requested to hold the responsibility of State Coordinator of his state and where he/she refuses the mission may find out a State Govt. Cultural or Educational Institution having state level networking of the concern state.

Memorandum of Understanding: The State Coordinator of the concern State and the Director, National Mission for Manuscripts, New Delhi may sign on a MoU to complete the Survey work within the stipulated time frame according to its terms and conditions. After the MoU signed the NMM may start releasing funds.

Releasing of Funds: The Finance Committee of the NMM fixes budgets for all states separately according to which the Mission finances. The Mission may finance 50% of the total budget of a state as the first installment on advance basis at the beginning of the survey program, other 40% as the second installment when 60-70% of survey work completes (after receiving the work progress report) and the rest 10% as the third installment after receiving the final survey report in the prescribed format as well as Utilization Certificate duly signed by a registered Chattered Accountant along with all the supportive vouchers from the concern State Coordinator.

Selection of District Coordinators: The State Coordinator shall appoint maximum two District Coordinators in each district of the concern state according to the area and population of the district.

Selection of Surveyors: All the District Coordinators shall select maximum 50 Scholars (or no. of Scholars according to the area and population) from their concern district having at least Bachelor Degree in Manuscriptology and Library Science or Master Degree in Regional Languages and Literatures; Linguistics; Sanskrit; Hindi; Indian Culture; History; Botany; Chemistry and appoint them as Surveyors with the consent of the State Coordinator.

Publicity and Media Coverage: To aware the public on activities of the Mission awareness campaigns, public meetings as well as print media (local and state level news papers) and visual media (local and state level news channels) coverage shall be done before initiation of the National Survey in the State.

Methodology to be followed: After selection of the State Coordinator and appointment of all District Coordinators and Surveyors, a grand meeting shall be arranged by the State Coordinator somewhere in the concern State to draw the layout of the survey program in the state consisting the concern minister of the state, State Coordinator; all District Coordinators and Surveyors; all MRC Coordinators of the concerned State; Director, NMM; Coordinator (Survey), NMM along with other related officials of the concern state; some repository holders and other invited guests. Allotment of different areas to different Surveyors, date of initiation and completion of survey, expected budget for training program as well survey program etc. are the matters to be discussed and settled in this meeting.

Training: Next day to the above mentioned grand meeting the officers of the National Mission for Manuscripts, New Delhi shall train all the District Coordinators and Surveyors on the methodology of National Survey of Manuscripts.

Duties of State Coordinators:

- Overall supervision of survey work in the concerned State
- Selection appointment of District Coordinators (DCs)
- As soon as the appointment of all District Coordinators and Surveyors completes, the State Coordinator shall provide their list (with their complete postal address, last qualification and contact nos.) to the Mission.
- The State Coordinator may request to all the District Collectors of the state to extend their administrative help wherever the Surveyors and District Coordinators require.
- Keep proper coordination with District Coordinators (DCs) till the submission of final survey report to the NMM head office at New Delhi.

- Issue of Identity Cards to all the District Coordinators & Surveyors before the survey starts.
- Organizing meetings, training programs and awareness campaigns around the state along with their overall supervision.
- Distribution of prescribed Questionnaire forms to all districts along with their collection after completion of documentation.
- Coordination with the Director and the Coordinator (Survey) at the NMM Head Office, New Delhi
- Fixing responsibilities for the Survey Programme in the State.
- Distributing funds in an organized fashion to the districts with clear instructions on how these funds are to be used.
- Settling accounts with NMM in a proper manner.
- Collections of the detailed list of repositories those are already documented from the active MRCs of the state to avoid repetition.
- Coordination with state MRCs/MCCs for both Post-survey documentation as well as preservation of manuscripts that will be continued after the survey.
- Submission of the final survey report along with the Utilization Certificate duly certified by a registered Chartered Accountant.

Duties of District Coordinators:

- Selection of 50 local scholars from the concern District amongst students, researchers, teachers and other academic faculties and appoint them as Surveyors with the consent of the State Coordinator.
- Supervision of survey work in the concerned area of the district.
- Distribution of Identity Cards to all Surveyors before the survey starts.
- Training to Surveyors to carry out survey work properly.

- Preparation of a rough manuscript repository map of the district on the basis of which a village list may be prepared where the Survey will be conducted.
- Conducting awareness campaigns in the district among the public as well as manuscript repositories holders to motivate them.
- Networking with local (within the concern district) authorities, prominent personalities and eminent scholars.
- Formation of a Core Committee for the Survey headed by the District Collector, media persons and consisting some reputed personalities from the local community.
- Assignment of specific areas and villages in the district to specific surveyors.
- Assignments of targets for the Surveyors along with getting ensure that these are met.
- DCs must conduct two public meetings i.e. one before the initiation of Survey work in the district and the second one is just at end of it.
- Contacting with media persons for maximum publicity and networking with local authorities to arrange vehicles and other modes of transport, bus passes for the surveyors on the days of the Survey.
- Checking the collected data whether properly filed up or not.
- Sending the (duly filled up) Questionnaire forms to the State Coordinator
- Writing a brief report on the Survey done in the district through prescribed feedback form and shall send it to the State Coordinator.
- Disbursing payments in a proper manner after receiving vouchers and receipts. The accounts must be sent to the State Coordinators.

Duties of Surveyors:

- Participating in awareness campaigns.
- Spreading the Mission's message.
- Conducting Survey work in a proper manner and adhering to the Code of Conduct.

- Filling as many Questionnaire forms as possible correctly. It is important that surveyors meet their DCs targets.
- Coordination with the DCs in all respects
- Always being alert to new sources of manuscripts, even outside of those in the manuscript map, and bringing these to the attention of the DCs.
- Assuring all repository holders of manuscripts that their manuscripts will not be forcibly taken away from them.
- Ensuring that duly filed up Questionnaire forms reach the DC

Post-survey activities: The NMM may start the Post-survey documentation work through MRCs just after the completion of the Survey work and according to the collected Survey report in the State.

Code of Conduct:

- We must be polite and cordial in all our dealings with members of the public.
- We must reassure members of the public as to the good intentions of the Mission and its objective of documenting all of India's manuscripts. We must assure owners of manuscripts that the Mission has no intention of forcibly appropriating manuscripts but on the contrary, will only accept manuscripts that are voluntarily donated.
- We must spread the message of manuscript and heritage conservation and try and bring to light the importance of saving our cultural inheritances
- We must never bring any harm to a manuscript by tearing or dirtying or in any way damaging manuscripts. We must prevent harm from reaching any manuscript.
- We must never take away a manuscript, or a part there of, from anyone by force.
- We must help anyone who requests help with the conservation or preservation or repair of a manuscript/s in their possession. We must do everything possible to ensure the preservation, correct storage and usage of manuscripts anywhere we see them.
- We must never sell a whole or part of a manuscript. When ever we see a manuscript being sold or smuggled outside the country, we must do everything in our power to

stop this loss. Where possible, we must inform the relevant authorities (police, customs officials, officers in the Culture Department etc).

- We must respect people's sentiments with regard to their manuscripts. But we must try and see that no manuscript is harmed by any member of the public.
- We must do our best to document as many manuscripts as we can as per the prescribed forms so as to expand our data base.

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