

Proposal Format

(For organizing 30 day workshop on Remedial Conservation of Manuscripts of the NMM)

1. Name and address of the Coordinator of the proposed workshop:

- I. Name of the coordinator.....
- II. Designation & Address.....
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2. Name and address of the collaborating Institution/MRC/MCC/College/University:

- I. Name of the Institution/MRC/MCC/University
- II. Address.....
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3. Contact Phone, Mobile and fax No. of the coordinator along with Email ID:

- I. Contact Tel No.....
- II. Mobile No.....
- III. Email ID.....

4. Brief history of the collaborating Institution/MRC/MCC/College/ University:

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5. Infrastructural status of the collaborating Institution/MRC/MCC/College/ University.....

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Detail of participants

6. Name	Designation	Address of the Participant. Contact No.
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Detail of Resource Persons

7. Name	Designation	Address of the Resource Person Contact No.
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8. Topics:

Course Syllabus for the thirty -day Curative Conservation of Manuscripts

Week-I (Monday)		
Day 1	Programme Details	Resource Persons
Day-1		
10.00- 11.00	Registration	
11.00- 12.00	Tea break	
12.00- 12.30	Inauguration	
12.30- 01.30	Lunch break	
01.30 -02.30	<i>Presentation on NMM and Introduction of the participant</i>	
02.30- 03.30	<i>Organization of work space for remedial conservation</i>	
03.30- 04.00	Tea break	
04.00- 05.00	<i>Ethics and Principals of conservation</i>	
II day (Tuesday)		
10.00 - 11.00	<i>History of manuscripts, Familiarization of manuscripts</i>	
11.00 –11.30	Tea break	
11.30 - 12.30	Material of Mss. (Paper, palm leaf and others etc.)	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Manufacturing technique of paper	
02.30 - 03.30	<u>Material technology of Manuscripts</u> <ul style="list-style-type: none"> • Raw material used for Mss. Preparation. • Procedure of Mss. preparation <i>Nature & behavior of different materials</i>	
03.30 - 04.00	Tea break	
04.00 - 05.00	Discussed	
III – day (Wednesday)		
10.00 - 11.00	Instrumentation for studying and Demonstration of Instrumentation	
11.00 –11.30	Tea break	
11.30 - 12.30	Introduction to conservation institutions in the world	
12.30 - 01.30	Lunch	
01.30 - 02.30	Evaluation of paper quality (Micro and gsm , thickness etc)	
02.30 - 03.30	Types of ink and other writing material	
03.30 - 04.00	Tea break	
04.00 – 05.00	Physical cleaning of manuscripts	
IV – day (Thursday)		
10.00 - 11.00	Chemistry of writing material (inks etc)	
11.00 –11.30	Tea break	
11.30 - 12.30	Causes of deterioration in Mss. (general)	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Storage condition as cause of deterioration (bio)	

02.30 - 03.30	Role of Insects and fungi	
03.30 - 04.00	Tea break	
04.00 - 05.00	Light/Rh (general)	
V – day (Friday)		
10.00 - 11.00	Ethics of conservation (minimum intervention, introduction to basic charters etc.)	
11.00 –11.30	Tea break	
11.30 - 12.30	Documentation (general --nature and purpose)	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Documentation and condition assessment	
02.30 - 03.30	Documentation (practical with different materials)	
03.30 - 04.00	Tea	
04.00 - 05.00	Discussed	
VI – day (Saturday)		
10.00 - 11.00	Photographic documentation I (also intro to digital photography)	
11.00 –11.30	Tea break	
11.30 - 12.30	Photographic documentation II (emphasis on field photography with minimum equipment)	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Presentation	
02.30 - 03.30	Presentation	
03.30 - 04.00	Tea	
04.00 - 05.00	Presentation	
(Sunday)		
Week- II of first day (Monday)		
Day-1		
10.00 - 11.00	Digital photography (detail)	
11.00 –11.30	Tea break	
11.30 - 12.30	Identification of Insects	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Demo on deterioration of Mss. By Fungi	
02.30 - 03.30	Demo on measurement of illumination level and RH	
03.30 - 04.00	Tea	
04.00 - 05.00	Role of adhesive and sizing in deterioration of Mss	
II day (Tuesday)		
10.00 - 11.00	Adhesive and sizing (material chemistry)	
11.00 –11.30	Tea break	
11.30 - 12.30	Filling the report of work done	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Setting up a paper conservation laboratory	
02.30 - 03.30	Project preparation and cost estimates	
03.30 - 04.00	Tea break	
04.00 - 05.00	Reporting and accounting.	
III – day (Wednesday)		
10.00 - 11.00	Storage and upkeep of manuscripts (international practice)	

11.00 –11.30	Tea	
11.30 - 12.30	Storage and upkeep of Ms. International practice (emphasis on preventive conservation)	
12.30 - 01.30	Lunch	
01.30 - 02.30	Identification of different types of fibers	
02.30 - 03.30	Measurement of folding and tensile strength	
03.30 - 04.00	Tea	
04.00 – 05.00	Study vtours and tour reports	
IV – day (Thursday)		
10.00 - 11.00	Acidity in paper Mss. And its consequences	
11.00 –11.30	Tea break	
11.30 - 12.30	Measurement of acidity in paper	
12.30 - 01.30	Lunch break	
01.30 - 02.30	De-acidification of Mss. (Theory)	
02.30 - 03.30	De-acidification of Mss. (Theory)	
03.30 - 04.00	Tea break	
04.00 - 05.00	Tests to be conducted before de-acidification (safety parameters ink fastness etc.)	
V – day (Friday)		
10.00 - 11.00	Stains on paper (typology and nature)	
11.00 –11.30	Tea break	
11.30 - 12.30	Stain removal theory	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Practical demonstration (Stain removal)	
02.30 - 03.30	Practical demonstration (Stain removal)	
03.30 - 04.00	Tea break	
04.00 - 05.00	Fixing of Ink (practical)	
VI – day (Saturday)		
10.00 - 11.00	Previous repair (identification and testing +parameters for removal) Removal of previous repair	
11.00 –11.30	Tea Break	
11.30 - 12.30	Removal of previous restoration and Flattening of folios	
12.30 - 01.30	Lunch Break	
01.30 - 02.30	Acidity in paper	
02.30 - 03.30	Measurement of acidity in paper	
03.30 - 04.00	Tea Break	
04.00 - 05.00	Measurement of acidity in paper	
(Sunday)		
Week-III (Monday)		
Day-1		
10.00-10.30	Cleaning of paper MSS.	
10.30-11.00	Tea Break	
11.00- 11.15	Cleaning of paper MSS. (Mechanical)	
11.15 - 01.00	Lunch Break	
01.00 - 02.00	Cleaning of paper MSS. (Chemical)	
02.00 - 03.00	Types of Book Binding	

03.00 - 03.15	Tea Break	
03.15 – 04.15	Binding and related problems	
04.15 – 05.50		
II day (Tuesday)		
10.00 - 11.00	Practical (numbering of pages, opening of binding etc.)	
11.00 –11.30	Tea	
11.30 - 12.30	Practical (numbering of pages, opening of binding etc.)	
12.30 - 01.30	Lunch	
01.30 - 02.30	Preventive Conservation (theory	
02.30 - 03.30	Preventive Conservation (theory	
03.30 - 04.00	Tea Break	
04.00 - 05.00	Review	
III – day (Wednesday)		
10.00 - 11.00	Practical (Deacidification)	
11.00 –11.30	Tea Break	
11.30 - 12.30	Practical (Deacidification)	
12.30 - 01.30	Lunch Break	
01.30 - 02.30	Practical (Deacidification)	
02.30 - 03.30	Practical (Deacidification)	
03.30 - 04.00	Tea Break	
04.00 – 05.00	Practical (Deacidification)	
IV – day (Thursday)		
10.00 - 11.00	Practical (binding)	
11.00 –11.30	Tea break	
11.30 - 12.30	Practical (binding)	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Practical (binding)	
02.30 - 03.30	Practical (binding)	
03.30 - 04.00	Tea break	
04.00 - 05.00	Practical (binding)	
V – day (Friday)		
10.00 - 11.00	Lining of Mss. Folios (theory)	
11.00 –11.30	Tea break	
11.30 - 12.30	Lining of Mss. Folios (theory)	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Adhesive for paper conservation (theory)	
02.30 - 03.30	Adhesive for paper conservation (theory)	
03.30 - 04.00	Tea break	
04.00 - 05.00	Selection of fill material (theory) Emphasis on preparing the infill...tinting etc.	
VI – day (Saturday)		
10.00 - 11.00	Demo preparation of adhesive (Starch paste)	
11.00 –11.30	Tea	
11.30 - 12.30	Demo preparation of adhesive (Starch paste)	
12.30 - 01.30	Lunch	
01.30 - 02.30	Demo preparation of adhesive (Starch paste)	
02.30 - 03.30	Demo preparation of adhesive (CMC)	

03.30 - 04.00	Tea break	
04.00 - 05.00	Other adhesives (Tylose, Klucel-g etc basic info)	
(Sunday)		
Week-IV (Monday)		
Day-1		
10.00 - 11.00	Structural Integration of paper (theory) insert material properties	
11.00 –11.30	Tea Break	
11.30 - 12.30	Structural Integration of paper (practical)	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Structural Integration of paper (practical)	
02.30 - 03.30	Filling of losses in paper	
03.30 - 04.00	Tea Break	
04.00 - 05.00	Filling of losses in paper	
II day (Tuesday)		
10.00 - 11.00	Storage boxes for Mss. Design and fabrication of boxes Practical demonstration	
11.00 –11.30	Tea break	
11.30 - 12.30	Storage boxes for Mss. Design and fabrication of boxes Practical demonstration	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Illustrated Mss. (Introduction) Anatomy of paint layer etc.	
02.30 - 03.30	Problems and factors of deterioration of illustrated Mss.	
03.30 - 04.00	Tea break	
04.00 - 05.00	Problems and factors of deterioration of illustrated Mss.	
III – day (Wednesday)		
10.00 - 11.00	Condition assessment and documentation in Illustrated folios	
11.00 –11.30	Tea break	
11.30 - 12.30	Conservation of illustrated Mss.	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Conservation of illustrated Mss.	
02.30 - 03.30	Conservation of illustrated Mss.	
03.30 - 04.00	Tea break	
04.00 – 05.00	Disinfecting by ozone depletion method	
IV – day (Thursday)		
10.00 - 11.00	Conservation of illustrated Mss	
11.00 –11.30	Tea break	
11.30 - 12.30	Storage and preventive conservation procedures for illustrated Mss.	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Safety Hazards of chemicals Emphasis on fumigation	
02.30 - 03.30	Handling of archival material Procedure and precautions	
03.30 - 04.00	Tea break	

04.00 - 05.00	Storage of sensitive and fragile material	
V – day (Friday)		
10.00 - 11.00	Storage and preventive conservation	
11.00 –11.30	Tea break	
11.30 - 12.30	Encapsulation (theory and practice)	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Guarding Mss. Folios (theory)	
02.30 - 03.30	Guarding Mss. Folios (practicals)	
03.30 - 04.00	Tea break	
04.00 - 05.00	Strip lining and edge repairs	
VI – day (Saturday)		
10.00 - 11.00	Palm leaf Mss. Problems	
11.00 –11.30	Tea break	
11.30 - 12.30	Palm leaf Mss. Condition	
12.30 - 01.30	Lunch break	
01.30 - 02.30	Palm leaf Mss. Conservation	
02.30 - 03.30	Palm leaf Mss. Conservation	
03.30 - 04.00	Tea break	
04.00 - 05.00	Conservation of Palm leaf Mss	

9. Date & Time of the workshop

10. Venue

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Proposed Budget:

S. No	Expenditure head	Amount	Details
1.	Honorarium for resource persons	Rs. 1,25,000/-	Rs. 1000 per class x 5 classes x 30 days = 1,25,000/-
2.	Stationary	Rs. 15,000/-	Rs. 500 for stationary x 30
3.	TA for resource persons.	Rs. 60,000/-	To and fro II AC, apex Air fare (Subject to actual)
4.	Food & lodging for resource persons.	Rs. 1,50,000/-	5 persons x 30 days. (Subject to actual)
5.	TA for the participants	Rs. 40,000/-	Rs. 2,000 x 20 (To and fro III AC fare) Subject to actual
6.	Food & lodging for participants	Rs. 3,00,000/-	Rs. 650 x 20 x 30 days (Subject to actual)
7.	Working lunch, breakfast and tea	Rs. 1,87,500/-	Rs. 250 x 30 x 5 days
8.	Local Conveyance	Rs. 15,000/-	100 x 30 x 5 days
9.	Inaugural and valedictory function	Rs. 20,000/-	
10.	Photography	Rs. 10,000/-	
11.	Conservation Materials	Rs. 72,500/-	
12..	Photo copy for academic and certificate	Rs. 5,000/-	
	Total	Rs. 10,00,000/-	

(Budget should not exceed rupees ten lack only)

Details of Bank Account

- 1. Name of the Bank & Address.....
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- 2. Bank Account No.....
- 3. Branch Code.....
- 4. IFSC Code.....
- 5. MICR No.....
- 6. Pan Card No.....

If proposal approved, the DD shall be drawn in favor of:

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Select repository, where doing preventive conservation work

- I. Repository name:
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- II. Collection:
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Seal & Signature of
(The Coordinator)

Seal and Signature of
(The Head of the Institute)