

IGNCA
National Mission for Manuscripts

General Guidelines for MRCs & MCCs

1. MRCs and MCCs will work together with mutual cooperation.
2. MCC will begin the work of conservation after receiving the metadata information from the MRCs.
3. MRC will fill up all mandatory fields of manuscript descriptive metadata in the Bharatiya Kriti Samapada (BKS) web application(www.bhartiyakritisampada.nic.in)
4. The concerned designated MRC & MCC Zonal Coordinators of NMM will be the “Link Officer” for smooth functioning for digital archiving.
5. Once the digitization process is complete, verification of all data entries and the uploading of the digital images will be carried out in-house through the NMM
6. Digitized data will be published after successful uploading and verification of complete procedure
7. The workflow chronology:
 - a. MRC cataloguer will enter information of the manuscript on the prescribed hard copy called Master data-sheet i.e. **SIDE A**
 - b. The Master data- sheet will include the (i) name of the manuscript, (ii) number of folios, (iii) script, (iv) language (v) scribe etc.
 - c. The cataloguer will upload the followings:
 - (1) Image of master data sheet
 - (2) Images of the first two content pages
 - (3) Images of last two content pages
 - d. The completed Metadata Sheet (hard copy) will be sent to the Manuscript Conservation Centre. After the submission of manuscript descriptive data of MRCs; the task of MCCs will begin
 - e. The MCC, after reconciling the MRC information, will carry out preventive and curative conservation of the related manuscripts; thereafter, the details of the conservation will be recorded on back side of the Master data Sheet i.e. **SIDE B**
 - d. Once the conservation work is complete, hard copy of the Master data Sheet will be kept with the manuscript bundle as the tag of NMM.
 - e. The MCC will create an Excel spreadsheet of the conserved manuscripts with all details such as the (i). Names of the manuscript,(ii.) number of folios, (iii). Details of the conservation process, etc. The MCC coordinator will also fill up conservation sheet in BKS.

- f. MCC will then submit the spreadsheet along with the Utilization Certificate (UC) for release of the subsequent installment of funds.
- g. The digitization will begin after receiving an authentic report from the Link Officers

8. In case of the Plain Area, the break of the payment of Rupees 150/- per data will be as follows:

Scholar: Rupees 110/- (75/- for offline filling up the form + 15/- for online entry in BKS & 20/- for uploading of the images **Asst. Coordinator:** Rupees 20/- per data

Coordinator: Rupees 20/- (10/- for time to time Awareness Program & 10/- for personal expenses)

9. In case of the Hilly Area, the break of the payment of Rupees 340/- per data will be as follows:

10. **Scholar:** Rupees 290/- (250/- for offline filling up the form + 20/- for online entry in BKS & 20/- for uploading of the images **Asst. Coordinator:** Rupees 20/- per data

11. **Coordinator:** Rupees 30/- (15/- for time to time Awareness Program & 15/- for personal expenses)

Appendix: A specimen of the Metadata Sheet (both sides)

One cataloguer is allowed to document maximum 25 manuscripts per day and 450 per month.

In case of spelling mistakes, unclear images; the data will be returned

Abbreviations:

NMM = National Mission for Manuscripts

MRC= Manuscripts Resource Centre

MCC = Manuscript Conservation Centre

BKS= Bhartiya Kirti Sampada