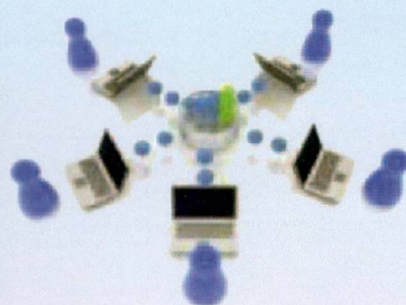


**Report of the PAC programme on  
Developing the Institutional Repository of  
RIE, Mysuru**



**S. Nagaraja**  
Programme Co-ordinator



**Regional Institute of Education**  
(National Council of Educational Research and Training, New Delhi)  
Manasagangotri  
Mysuru – 570006  
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## Preface

An institutional repository is an online archive for collecting, preserving, and disseminating digital copies of the intellectual output of an institution and serves as a meaningful indicator of an institution's academic quality. It concentrates on the institutional academic output credited by faculty members or researchers, making it easier to demonstrate the scientific, social and financial values. Thus, Institutional Repositories complements existing metrics for gauging institutional productivity and prestige.

The RIE, Mysuru conducts various Academic, research, training and extension activities and the outcome of these activities are brought out in the form of documents. Since its inception, many such activities have been undertaken in the Institute and so far no systematic effort is made for its documentation, indexing, organizing, storing, accessing, retrieval and preservation of these documents. The Institutional Repository is the one-time solution for all these issues. In view of this the Regional Institute of Education, Mysuru has taken up the initiatives for developing an Institutional Repository for the RIE, Mysuru as a permanent solution for digital archiving, easy storage and retrieval of all its in-house and its faculty publications in the digital format. A PAC proposal was prepared and submitted for approval and the coordinator is very much grateful to the Institute Advisory Board, Management Committee and the Programme Advisory Committee of the NCERT for the approval of the programme.

The Coordinator is very much thankful to Prof. Y. Shreekanth, Principal, RIE, Mysuru and Prof. D.G. Rao, former Principal of the Institute for their constant support and encouragement in completing this project. The coordinator is also very much grateful to the Director of NCERT and other higher authorities at the Council for approving this programme to RIE, Mysuru. The coordinator is thankful to all the resource persons of the programme for their constant support and valuable inputs in completing the project.

The support and guidance extended by Prof. C.G. Venkatesha Murthy, Head DEE and Prof. G. Vishwanathappa, Former Head, DEE and the entire staff of Dept. of Extension Education, RIE, Mysuru is sincerely acknowledged. The coordinator is also very much thankful to Smt. Mousumee Mahapatra, JPF of this project for giving all her technical support and assistance in completing this project successfully. The Coordinator is very much grateful to all the library staff of RIE, Mysore in extending their support to complete this project.

**S. Nagaraja**  
**Programme Co-ordinator**

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# **Report of the PAC programme Developing the Institutional Repository of RIE, Mysuru**

## **1. Introduction**

The Institutional repositories (IRs) have become a hot topic in the recent past. The IR is a very powerful tool that can serve as an engine of information transfer. It has been recognised as an essential infrastructure of scholarly information dissemination. Many research and educational institutions around the world are actively considering or working towards developing an Institutional repository. The IR provides a method for capturing and maintaining today's electronic resources so that tomorrow's scholars can understand the thinking behind the published record. An IR is a mechanism for centrally storing, presenting and storing digital material created by an institution. The IRs can contain a variety of content types and formats, for example, research outputs such as scholarly articles and preprints, reports, theses, audio, video, images, and other material.

The IRs are all part of the open access movement to make scholarly information more accessible via the web. Once an IR is operating efficiently, it can increase the visibility of an institution's scholarship while paving the way for greater collaboration among researchers outside the institution. The creation of IRs can be achieved by a number of available content management software, such as DSpace which is the most popular open source software for the development of an IR. DSpace is an open source software which can be freely downloaded. DSpace is the software of choice for academic, non-profit, and commercial organisations building open digital repositories. It is free and easy to install 'out of the box' and completely customisable to fit the needs of any organisation. DSpace preserves and enables easy and open access to all types of digital content. Including text, images, moving images, mpegs and datasets.

The Institutional repository has many benefits such as;

- It provides long term solution for information storage and preservation of Institute publications.
- It improves scholarly communication and facilitates easy access.
- It improves the visibility and wider access to institute academic output.

- Improve online teaching both on campus and also on net.
- It increases citation rate of Institution and individual faculty member's publications.
- It promotes resource sharing, collaboration and attracts project grants.

RIE, Mysuru conducts various academic, research, training and extension activities and the outcome of these activities are brought out in the form of printed documents. Since its inception, many such activities have been undertaken in the Institute and so far no systematic effort is made for its documentation, indexing, organizing, storing, accessing, retrieval and preservation of these documents for the future. The Institutional Repository is the one-time solution for all these issues.

## **2. Objectives**

The specific objectives of programme are:

- To identify, collect, store and preserve Institute research publications, faculty publications and other unpublished documents in digital form by developing an Institutional Repository for easy access and retrieval.
- To provide open access to institutional research output and other documents.
- To create global visibility for our institution's scholarship.
- To provide an opportunity to the faculty members and researchers to publish and share their research output in the institutional repository.

## **3. Methodology**

- Identification, collection and organization of the institute publications like research reports, survey report, PAC training packages, PAC reports, thesis and dissertations, project work, and any other unpublished documents to be included in the IR.
- Faculty members, researcher, project coordinators will be requested to submit the hard copies or soft copies of their publications digitalisation.
- The collected hard copies of the publications are digitalized by using high end scanner and converted in to searchable PDF formats using OCR software or alternatively this work can be out sourced to reputed governmental agency.
- Creation of Metadata for the collected documents using Dublin Core Metadata standards for its systematic organization, access, storage and easy retrieval.

- Designing and developing an Institutional Repository by using DSpace digital repository open source software.
- Technical support from Library and IT professionals will be taken for designing the IR policy framework, and ensuring continuous support and sustainability of the Institutional Repository.
- Professional OCR software like ABBYY FineReader12 Professional Edition will be used for converting the PDF documents in to searchable OCR documents.
- During the project period one JPF was engaged for assisting in collection of documents, creation of metadata for the documents, digitization of retrospective documents and uploading of digital documents on IR. Later on all IR work will be performed as an In-house activity.
- Technical support is required for the installation DSpace software, its configuration and customization of the modules as per the requirements A technical person will be invited to our Institute on prescribed payment basis.
- Hoisting of IR either on Institute LAN or on the website of the Institute.

#### **4. Workshop for the identification of documents**

The first activity of the programme was the one-day workshop for the identifications of the documents to be included in the Institutional Repository of Regional Institution of Education, Mysuru. The workshop was organised on 26<sup>th</sup> August 2016 in the conference room of the Institute. The following resource persons were attended and participated in the workshop.

##### **Resource persons:**

- Prof. D.G. Rao (Principal, RIE Mysuru)
- Prof. G. Viswanathappa (Head DEE, RIE Mysuru)
- Sri. S. Nagaraja (Programme co-ordinator)
- Prof. Ramaa S.
- Prof. M.U. Paily
- Prof. C.G. Venkatesha Murthy
- Dr. P. Harinath

During the workshop the following discussions and deliberations took place.

Programme co-ordinator Sri. S. Nagaraja, briefly explained about the Institutional Repository, its importance, objectives, functions and the advantages. He also talked about the need and benefit of the Intuition Repository and explained about the high-level design of IR. He gave examples of some DSpace Repository of institution in India. The co-ordinator explained to the resource persons the objective of the programme and informed that the IR of RIE, Mysore is designed and developed by using DSpace open source digital library software. Further, he stated that, by developing the IR of RIE, Mysuru, this the entire education fraternity will be able to access to the intellectual content of the Institute from any part of the world. A brief report of the resources added every year will be widely disseminated to the school education system so that they can also have an access to the resources developed at RIE, Mysuru. Further, informed about the different types of documents of the Institute, which can be added in to the IR of RIE, Mysuru. In the initial stage, the PAC training packages, PAC reports, Project work, Research reports, faculty publications, thesis and dissertations, etc. will be added in the IR. The resource persons suggested to include Research publications, Innovative materials, instructional materials, syllabus, innovative projects, Newsletter, Magazine, articles, NCF, Hand written books, audio books etc. The workshop was ended with a vote of thanks to all the resource persons participated in the workshop.

## **5. Workshop for the Design of IR and its Policy Framework**

The second activity of the programme was the two-day workshop for the design of IR and its policy framework. The workshop was organised during 23<sup>rd</sup>-24<sup>th</sup> January 2017 in the T-4 of the Technology Block of the Institute and the following resource persons participated in the workshop

### **Resource Persons participated:**

- Prof. Ramaa (In-charge Principal, RIE Mysuru)
- Prof. G. Viswanathappa (Head DEE, RIE Mysuru)
- Prof. M.U. Paily (RIE, Mysuru)
- Sri. S. Nagaraja (Programme co-ordinator)

**External Resource Person:**

- Mr. Vinod Kumar Mishra (Assistant Librarian, NIT Rourkela, Odisha)
- Mr. B.B. Chand (Deputy Librarian, Institute for Social and Economic Change (ISEC), Bangalore)
- Dr. B.K. Jha (Librarian, Regional Institute of Education, Ajmer)
- Dr. K. Prakash (Librarian, Karnataka State Open University, Mysuru)
- Dr. Sunil M.V. (Librarian, SDM Institute for Management Development, Mysuru)

**Schedule of the workshop**

<b>Regional Institute of Education(NCERT), Mysore</b> <b>Design and Development of Institutional Repository of Regional Institute of Education, Mysore</b> <b>2 days Workshop for the Design of IR and it's Policy Framework</b> <b>23rd to 24th January 2017</b>		
<b>Timing</b>	<b>23-Jan-17</b>	<b>24-Jan-17</b>
9:30 AM to 10:30 AM	Registration	Discussion on Policy Framework for IR of RIE, Mysore
10:30 AM to 11:30 AM	Inauguration	Model IR Policy Framework of RIE, Mysore
11:30 AM to 11:45 AM	Tea Break	Tea Break
11:45 AM to 12:30 PM	Overview of the project	Finalization of Policy Framework for IR of RIE, Mysore
12:30 PM to 1:00 PM	Implementation of IR at NIT, Rourkela & IR Policy framework (Mr. V.K. Mishra)	Finalization of Policy Framework for IR of RIE, Mysore
1:00 PM to 2:00 PM	Lunch	Lunch
2:00 PM to 2:45 PM	Implementation of IR at ISEC,Bangalore & IR Policy framework (Mr. B.B. Chand)	Design and Configuration of D-Space for IR of RIE, Mysore
2:45 PM to 3:30 PM	Model IR Policy framework (Dr. K Prakash)	Design and Configuration of D-Space for IR of RIE, Mysore
3:30 PM to 3:45 PM	Tea Break	Tea Break
3:45 PM to 4:30 PM	Presentation on IR Policy framework (Dr. Sunil M.V)	Customization of D-Space for IR
4:30 PM to 5:15 PM	Presentation on IR Policy framework (Dr. B.K. Jha)	Customization of D-Space for IR



## **Session 2: 10:30 AM to 11:30 AM**

### **Activity: Inauguration**

- In the inaugural session, Sri. S. Nagaraja, the programme co-ordinator gave brief account of the proposed project the Institutional Repository of RIE, Mysuru, its objectives, methodology and the need for the policy framework of the Institutional Repository of RIE, Mysuru. Prof. G. Viswanathappa, Head, DEE explained how the programme was proposed and the audio, video materials available at RIE may be converted in to digital format and suggested to include them in IR for its future use and preservation.
- Prof. M.U. Paily appreciated the initiative of the programme coordinator Mr. S. Nagaraja. He talked about the importance of policy framework of IR.
- Prof. Ramaa spoke about the importance of the Institutional Repository and expressed her concern about the assessment, availability and the usefulness of the Institutional Repository.
- The inaugural session ends with the vote of thanks by the programme coordinator.

## **Session 3: 11:45 AM to 12:30 PM**

### **Activity: Overview of the project**

### **Resource Person: Sri. S. Nagaraja**

- Sri. S. Nagaraja told about the schedule of the workshop (Design of IR and its Policy Framework) and mentioned about the activities to be carried over for two days of the workshop. The following points were covered in his talk.
- The objective and methodology of the IR programme.
- The documents to be included in the Institutional Repository of RIE, Mysuru i.e. Research reports, Thesis and dissertations, PAC training packages, PAC reports, Project work, Conference papers, Teaching materials etc.
- The Metadata Standards, Character Encoding standards and Harvesting Standards for IR and adopting the Dublin Core metadata standard.
- The NROER and mentioned that the Institutional Repository of RIE, Mysuru will be a part of NROER.
- The IR will be developed in DSpace platform.

- Along with the Institutional publications the faculty publication will be included in the IR and the various issues to be taken in consideration for design and development of the Institutional Repository.

#### **Session 4: 12:30 PM to 1:00 PM**

**Activity:** Implementation of IR at NIT, Rourkela & IR Policy framework

**Resource Person:** Mr. Vinod Kumar Mishra

- Mr. Vinod Kumar Mishra spoke about the application of Open source solutions for digital asset management. He spoke about how they are implementing all open source software for their institute and informed that the DSpace, EPrint and Greenstone Digital Library Software have been implemented in his Institute Library. He has covered the following points in his presentation.
- His experience in the use of DSpace in his Institute.
- The copyright, Archive and challenges faced.
- The issues related to Plagiarism and the Anti Plagiarism Software.
- The SHERPA/RoMEO - Publisher copyright policies & self-archiving.
- The issue involved in submission of documents in the IR.
- Other resource persons also participated in the discussion.
- Mr. B. B. Chand gave suggestion regarding the submission policy and told about funding and article processing charge (APC).
- Dr. K. Prakash informed about the IR policy challenges. He also mentioned the sponsored conference paper and plagiarism.
- All the resource persons discussed about the issues related to plagiarism and embargo period.
- Mr. Vinod Kumar Mishra spoke about the accessibility of the Institutional Repository i.e. whether IR can be viewed in public domain or private.
- The submission policy of IR, he explained about the metadata quality, approval process, quality and format.
- The copyright statements of the IR policy.
- The challenges faced during the archive of old document in the IR.
- The restriction policy for the IR.
- The preservation of the digital documents with respect to technical aspects. And asked whether the PDF version of the digital documents will be readable after 20 years.

- The regular upgradation of software is required and “tif” format is best for the preservation of digital documents.
- The depositor can submit documents in CD/DVD format to the library for the submission in the IR.
- The various issues and challenges in the Institutional Repository.
- The up-gradation of the software, Server management and maintenance, Security related issues, Technical manpower, Administrative/Archival Policy.
- Metadata harvesting was discussed in the session.

**Session 5: 2:00 PM to 2:45 PM**

**Activity:** Model IR Policy framework

**Resource Person:** Dr. K. Prakash

- Dr. K. Prakash spoke about the IR Policy and mentioned about the migration and workflow and his experience in implementing Institutional Repository.

**Session 6: 2:45 PM to 3:30 PM**

**Activity:** Implementation of IR at ISEC, Bangalore & IR Policy framework

**Resource Person:** Mr. B. B. Chand

- Mr. B. B. Chand spoke about the need of Institutional Repository and explained the following issues related to the IR.
- The digitization and digitization process.
- The scanner and other equipment’s required for digitization of documents.
- How they have implemented Institutional repository in their institute (Dr VKRV Rao Indian Social Science Digital Library).
- The Digital Library infrastructure and Digital Library policies.
- The IR policy they follow in the Institutional repository of Institute for Social and Economic Change (ISEC).
- The Content policy, Data policy, Preservation policy, Submission policy, Access policy, Copyright policy, privacy policy, Technical policy and Dissemination policy.

### **Session 7: 3:45 PM to 4:30 PM**

**Activity:** IR Policy framework

**Resource Person:** Dr. Sunil M.V.

- Dr. Sunil M.V. explained how his institute has implemented Institutional Repository.
- The experience of developing Institutional Repository using GSDL.
- The data migration from GSDL to DSpace.
- The working paper of faculties', institutions publications etc.
- The policy making and policy document.
- The hardware and software required for the Institutional Repository.
- The procedure to keep backup of the digital documents.
- The need of IR, usage of IR and users of IR.
- Emphasised to use Plagiarism checker tool before uploading documents in to IR.
- The type of book scanners used for the digitization of documents like Konica Minolta PS5000C.
- The software, human resources, need, usage, users are the base for policy document of Institutional Repository.

### **Session 8: 4:30 PM to 5:15 PM**

**Activity:** IR Policy framework

**Resource Person:** Dr. B.K. Jha

- Dr. B.K. Jha spoke on the IR policy framework and mentioned about the intellectual content, dissertation, progress report/status report, committee report, management committee report, infographics that can be deposited in the IR.
- How they are managing Institutional Repository in their institute RIE, Ajmer.
- The Metadata policy the Content Policy for types of document, Submission Policy concerning depositors, quality & copyright, Preservation Policy etc.
- He showed the policy framework of Institutional Repository of RIE, Ajmer.

### **Day 2: 24<sup>th</sup> January 2017**

#### **Session 1:9:30 AM to 10:30 AM**

**Activity:** Discussion on Policy Framework for IR of RIE, Mysuru

- A draft version of policy framework of Institutional Repository of RIE, Mysuru was prepared.

- The draft version of the IR policy was presented in the session.
- All the resource persons discussed on the IR policy and gave their suggestion.

**Session 2:10:30 AM to 11:30 AM**

**Activity:** Model IR Policy Framework of RIE, Mysuru

**Session 3:11:45 AM to 12:30 PM**

**Activity:** Finalization of Policy Framework for IR of RIE, Mysuru

**Session 4:12:30 PM to 1:00 PM**

**Activity:** Finalization of Policy Framework for IR of RIE, Mysuru

- After modification, a final draft of the IR policy was prepared.

**Session 5:2:00 PM to 2:45 PM**

**Activity:** Design and Configuration of D-Space for IR of RIE, Mysuru

- DSpace and supporting software were installed in HP desktop system.

**Session 6:2:45 PM to 3:30 PM**

**Activity:** Design and Configuration of D-Space for IR of RIE, Mysuru

- DSpace was configured.

**Session 7:3:45 PM to 4:30 PM**

**Activity:** Customization of D-Space for IR

- DSpace was customized according to the requirement for the IR of RIE, Mysuru.

**Session 8:4:30 PM to 5:15 PM**

**Activity:** Customization of D-Space for IR

- DSpace was customized according to the requirement for the IR of RIE, Mysuru.

The two days' workshop after a fruitful discussions and deliberations concluded with a vote of thanks to all the Resource persons.





**(Resource persons are discussing on IR policy)**



**(Resource persons are editing the IR policy)**

## **6. Policy Framework of the Institutional Repository**

### **I. Introduction**

Institutional Repository (IR) is the digital collection of scholarly output of the academic community of an institution. This involves the process of collecting, organizing, storing/archiving of scholarly institutional publications and made accessible to all users. IR constitutes the institutional publications and research articles (published in various journals, conference proceedings, and book chapters), thesis and dissertations, project reports and any other materials submitted by faculty members, research scholars, staff, students, etc. This repository is established to achieve the following objectives such as:

- To identify, collect, store and preserve Institute research publications and other unpublished documents of the institute in digital form by developing an Institutional Repository for easy access and preservation.
- To create global visibility to our institutional publications and to encourage Open Access (OA) movement.
- To provide an opportunity to the faculty members and researchers to publish and share their research output in the institutional repository.
- To support teaching & learning, research and scholarly communication processes.
- To make content such as research publications freely and persistently available.
- To provide access to the public funded research.
- To support digital preservation and future use.

### **II Purpose**

This policy is framed with the purpose to act as guideline to all users and staff of RIE, Mysuru.

1. Policy is framed to ensure that no predatory tactics are employed to rob the Institute and the faculty's important digital research assets.
2. Research that is publicly funded should be made available to all using open and interoperable digital systems and standards.

3. The policy will ensure that all scholarly publications of the institute are deposited into a repository so that the Institute has effective physical ownership of the publications.

### **III Content Policy**

1. This is an institutional repository of RIE publications.
2. Subject Specialties:
  - a. Education
  - b. Science and Mathematics
  - c. Social Science and Humanities
  - d. Multi disciplinary concerns
3. RIE, Mysuru holds various types of materials. The deposited items may include:

#### **a) Published Research Material**

Ex: Books, Book chapters, Journal articles, Conference papers, etc.

#### **b) Unpublished Research Material**

The unpublished research materials includes the preprints, working papers, thesis/dissertations, PAC reports, progress/status reports, committee reports (IAB, Management Committee etc.), teachers presentations, teaching materials, audio/video clips. Materials produced by the RMSA, Adolescence Education, SSA Cell or National Early Literacy Programme.

#### **c) Learning Resources**

Ex: Syllabus, Course materials, student produced materials, Lesson plans, Activities, PPTS etc.

#### **d) Audio-visual items**

Ex: Images, video, audio, exhibitions materials (including Science Exhibition, Presentation of teaching aid by students, Videos supplied by the AV section).

#### **e) Supporting Research material**

Ex: Data sheets, models, tests and tools developed for research, raw data

4. **Principal Languages:** English, Hindi, Kannada, Tamil, Telugu and Malayalam

#### **IV Metadata Policy for information describing items in the repository**

1. The Dublin Core Metadata Standards (DCM) with local variations will be used for description of items.
2. Anyone may access the metadata free of charge.
3. The metadata may be reused in any medium without prior permission for non-profit purposes provided the Open Archives Initiative Identifier (OAI) or a link to the original metadata record is given.
4. The Metadata harvesting from Institutional Repository (IR) may be allowed to other resources of similar kind which adheres to the interoperable standards (OAI-PMH).

#### **V Access Policy**

1. IR of RIE, Mysuru can be accessible to anyone within the institution (e.g. all staff, researchers and students) or a select group within the institution (e.g. Academic staff or PhD students only)
2. Most digital collections/materials will be widely accessible to end-users without restriction, but access to some materials may be restricted depending on the type of the document.
3. Registered users with the IR can access contents based on the privileges which may include global research community as well as internal user.
4. Without formal permission from the institute none of the items, in any format or medium should be used for commercial benefit.
5. This repository is an online archive only.
6. It is mandatory to acknowledge the Regional Institute of Education, Mysuru, where the material is used.

## **VI Submission Policy concerning depositors, quality & copyright**

1. Items may only be deposited by accredited members of the institute, or their delegated nominee.
2. Authors of scholarly publications should submit their own work for archiving.
3. Depositors have to provide bibliographical data for their publications.
4. If the member has the permission from the publisher for archiving, they may deposit the electronic copy of the accepted version of journal articles, books/monographs and conference proceedings.
5. The works can be deposited by the author or through the delegated nominee for archival with copyright statements available as Annexure 1 and 2 of this policy.
6. The RIE, Mysuru reserves the rights to accept or deny items for archiving, or removing items from the existing collection.
7. The validity and authenticity of the content of submissions will be checked by internal subject specialists.
8. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.

## **VII Preservation Policy**

1. RIE, Mysuru will try to ensure continued readability and accessibility.
  - a. Items will be migrated to new file formats where necessary.
  - b. Wherever possible, software emulations will be provided to access un-migrated formats.
  - c. It may not be possible to guarantee the readability of some unusual file formats.
2. RIE, Mysuru is working with external partners to:
  - a. Convert or migrate file formats
  - b. Develop and implement software emulations for old file formats
  - c. Preservation of metadata
  - d. Backup items in external archives
3. RIE, Mysuru may regularly take back up of IR according to the best practice.
4. Items may be removed at the request of the author/copyright holder, subject to the decision of the RIE Mysuru.
5. Reasons for withdrawal of items may include, but not limited to:
  - a. Violation of publishing policy of the Publishers



- b. Copyright violation or plagiarism
  - c. Violations of publication etiquette
  - d. National Security
  - e. Falsified research
6. Withdrawn items are not deleted per se, but are disallowed from public view.
7. Withdrawn items' identifiers/URLs are retained indefinitely.
8. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
9. The metadata of withdrawn items will not be searchable.
10. Changes to deposited items are not permitted.
11. Errata and corrigenda lists may be included with the original record if required.
12. If necessary, an updated version may be deposited. There will be links between earlier and later versions, with the most recent version clearly identified.
13. Items are allocated a checksum to facilitate the detection of alterations.
14. Items will be retained indefinitely.

## **VIII Copyright Policy**

1. Institutional Repository of RIE, Mysuru strongly discourages involving in the following activities with respect to copyright policy
  - a. Reproduction of digital material for commercial purposes
  - b. Copy, re-use and sharing of digital contents without formal permission of the copyright holder
  - c. Unauthorized access to the digital material
2. It is ensured that the authors understand the purpose of the IR, and their rights in relation to it (e.g. deposit of material does not transfer copyright to the IR)
3. For copyrighted materials, the contributor will contact the copyright holder for permission before including the materials.
4. Any copyright violations are entirely the responsibility of the authors / depositors.
5. The restricted collections which are copyrighted are available only to the authorized users of RIE, Mysuru.
6. Full-text access to the end users is restricted based on the type of material.
7. All materials in the IR must be either in the public domain or freely available to users.

## **XI Privacy Policy**

1. Individuals who are affiliated to institute or partner institutions are allowed to submit documents.
2. The content for archiving is based on vision and mission of the institute and IR.
3. The records of usage statistics of IR will be maintained.
4. Privilege matrix to access items in IR for different user categories will be maintained.
5. Privacy policy controls the functions and permissions of members involved in maintenance of IR.
6. The users' profile and their activity in IR will be maintained regularly.

## **X Technical Policy**

1. The Open Source Software - DSpace will be used for designing and development of IR of Regional Institute of Education, Mysuru.
2. The Software and hardware will be upgraded / changed as and when required.

## **XI Mediated Deposit Agreement**

The IR staff will deposit items on behalf of contributors. Contributors will sign/transfer a mediated deposit agreement available as Annexure 3, at the time item(s) are submitted to the IR staff.

### ***Further, the RIE Mysuru,***

- Encourages its research staff/faculty to retain ownership of the copyright of their publications wherever possible and only license to publishers those rights necessary for the publication [information on author addendums that can be used to retain rights – like the SPARC addendum <http://sparcopen.org/resources/authors/addendum> - may be included here].
- Encourages its members to deposit in the institutional repository which offers public access to the research data, enables data citation through persistent identifiers (DOI,

or others), provides quality metadata (including acknowledgment of research funding) based on accepted guidelines and standards all research datasets that serve as evidence for publicly available research reports and/or are referenced in peer reviewed publications.

### ***Final Remarks:***

- The RIE, Mysuru is committed to ensuring the curation and long-term preservation of research results deposited in its institutional repository.
- The RIE, Mysuru is committed to increasing the number of resources, tools and features of the repository, to facilitate the deposit, to train the researchers to use the repository, to provide information on copyright, to investigate data management plans, and to develop a preservation policy plan.
- Although this policy applies only to those publications subsequent to the date it comes into effect, the RIE, Mysuru strongly encourages its members to deposit into the institutional repository, the publications authored prior to this date and to make them openly accessible whenever possible.

“The RIE will have full right to change/modify any of the above policy as and when required”.

### ***Please Note:***

*The approach taken towards copyright will play a pivotal role in the acceptance of an institutional repository service. Copyright is fairly simple for pre-prints, which can be self-archived without seeking anyone else's permission because the author holds the copyright. However, for the refereed post-print, the author must investigate the copyright policies of the publishing journal. In some cases, authors retain copyright and unlimited rights after first publication in the journal. While in other cases, authors retain no rights to their work after it is published. In most cases it will be left to the faculty member to discover the copyright restrictions applied by publishers. The IR staff assists faculty by maintaining a web page that links users to the copyright policies of specific journals e.g. (<http://www.sherpa.ac.uk/romeo/>). If there are restrictions to copyright, authors can try to*

*modify the copyright transfer agreement to allow self-archiving, or, failing that, can append or link the file to the already self-archived preprint.*

***For more details please refer Annexure - 1 and Anexure-2***

## **Annexure 1:**

### **Institutional Repository Copyright Agreement**

#### **Copyright Use Information**

Items in IR will have a link to a copyright use statement. The statement is as follows:

#### **Regional Institute of Education, NCERT, Mysuru, INDIA**

#### **NON-EXCLUSIVE DISTRIBUTION LICENSE**

By signing and submitting this license, you (the author(s) or copyright owner) grants to Regional Institute of Education, Mysuru, the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that Regional Institute of Education, Mysuru, may, without changing the content, translate the submission to any medium or format for the purpose of preservation. You also agree that Regional Institute of Education, Mysuru, may keep more than one copy of this submission for purposes of security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not infringe upon anyone's copyright and to the best of your knowledge. If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant Regional Institute of Education, Mysuru, the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN REGIONAL INSTITUTE OF EDUCATION, MYSURU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.



Regional Institute of Education, Mysuru, will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

## **Annexure - 2**

### **E-thesis Copy right Agreement**

#### ***For work being deposited by its own author:***

In self-archiving of this collection of files and associated bibliographic metadata, I grant e-thesis the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that e-thesis does not assume any responsibility, if there is any breach of copyright in distributing these files or metadata.

*(All authors are urged to prominently assert their copyright on the title page of their work.)*

#### ***For work being deposited by someone other than its author:***

I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at e-thesis) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

*(Clicking on the deposit button indicates your agreement to these terms.)*

## **Annexure - 3**

### **Deposit Agreement**

*The mediated deposit agreement is as follows:*

You, the creator(s), request mediated deposit of the work [specified in the Title of work box in the " Submission Form"] into Regional Institute of Education, Mysuru, institutional repository, the IR and grant your permission to Regional Institute of Education, Mysuru, the non-exclusive right to post your item(s) into the IR and allow Regional Institute of Education, Mysuru, the right to copy, store, perform, display, reproduce, or distribute the submission worldwide in any format or medium. You represent that the submission is original and that you have the right to grant the rights contained within this license.

If your submitted item(s) was previously published or contains material for which you do not hold copyright, you confirm that (i) you have obtained the necessary permission of the copyright owner or publisher for the rights required by this license, (ii) a copy of such permission will be retained in your records, and (iii) such third-party material is clearly identified and acknowledged within the text or content of the submission. You also represent that your submission does not, to the best of your knowledge, infringe anyone else's copyright.

If the submission is based upon work that has been sponsored or supported by an agency or organization other than Regional Institute of Education, Mysuru, you represent that you have fulfilled any right of review or other obligations required by any contract or agreement with such agency or organization.

Regional Institute of Education, Mysuru, will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission. You will retain all rights to your submission.

## 7. Hardware and Software

The hardware and the software used in the development of Institutional Repository of RIE, Mysuru are briefly explained the following paragraphs

**System:** HP Desktop-Intel Core i5 system.

**Book Scanner:** Scansnap SV600

**OCR software:** ABBYY FineReader 14

**DSpace:** Digital library/ Institutional Repository software

## 8. About DSpace

DSpace is an open source repository application that allows to capture, store, index, preserve and distribute the digital material including text, video, audio and data. DSpace provides a way to manage materials and publications in a professionally maintained repository to give them greater visibility and accessibility over time.

DSpace (<http://www.dspace.org>) was developed jointly by the MIT library and HP. DSpace modestly describes itself as a ground-breaking digital repository system. It captures, stores, indexes, preserves and redistributes an organizations research material formats. DSpace support institutional repositories and electronic records management. DSpace is being used worldwide to meet many digital archiving needs.

There are over 1000 digital repositories worldwide using the DSpace application for a variety of digital archiving needs. DSpace is most often used as an institutional repository - a platform that provides access to research output, scholarly publications, library collections, and more.

It has three main roles:

- Facilitates the capture and ingest of materials, including metadata about the materials
- Facilitates easy access to the materials, both by listing and searching
- Facilitates the long-term preservation of the materials

The DSpace application has many customizable features and tools for managing digital content, enabling digital preservation and providing accessibility to your materials. As an

open source application, there is a very active community of developers, researchers and users worldwide that contribute their expertise to enhance the DSpace application.

### **What can DSpace be used for?**

DSpace can be used to store any type of digital materials, including:

- Documents, such as articles, preprints, working papers, technical reports, conference papers
- Books
- Theses
- Data sets
- Computer programs
- Visualizations, simulations, and other models
- Multimedia publications
- Administrative records
- Published books
- Overlay journals
- Bibliographic datasets
- Images
- Audio files
- Video files
- e-formatted digital library collections
- Learning objects
- Web pages

DSpace is an open source repository software package typically used for creating open access repositories for scholarly and/or published digital content. While DSpace shares some feature overlap with content management systems and document management systems, the DSpace repository software serves a specific need as a digital archives system, focused on the long-term storage, access and preservation of digital content. The first public version of DSpace was released in November 2002, as a joint effort between developers from MIT and HP Labs. Following the first user group meeting in March 2004, a group of interested institutions formed the DSpace Federation, which determined the governance of future software

development by adopting the Apache Foundation's community development model as well as establishing the DSpace Committer Group. In July 2007 as the DSpace user community grew larger, HP and MIT jointly formed the DSpace Foundation, a not-for-profit organization that provided leadership and support. In May 2009 collaboration on related projects and growing synergies between the DSpace Foundation and the Fedora Commons organization led to the joining of the two organizations to pursue their common mission in a not-for-profit called DuraSpace. Currently the DSpace software and user community receives leadership and guidance from DuraSpace.

## **Technology**

DSpace is a set of cooperating Java web applications and utility programs that maintain an asset store and an associated metadata store. The web applications provide interfaces for administration, deposit, ingest, search and access. The asset store is maintained on a file system or similar storage system. The metadata, including access and configuration information is stored in a relational database and supports the use of PostgreSQL and Oracle database. DSpace currently support two primary web interfaces: JSPUI which uses JSP and the Java Servlet API and XMLUI (aka Manakin) based on Apache Cocoon, using XML and XSLT. DSpace holdings are made available primarily via a web interface, but it also supports the OAI-PMH v2.0, and is capable of exporting METS (Metadata Encoding and Transmission Standard) packages. DSpace supports the common interoperability standards used in the Institutional repository domain, such as Open Archives Initiative Protocol for Metadata Harvesting, SWORD, OpenSearch, and RSS. More recent versions of DSpace also support faceted search and browse functionality using Apache Solr.

## **Reasons to Use DSpace**

- Largest community of users and developers worldwide
- Free open source software
- Completely customizable to fit your needs
- Used by educational, government, private and commercial institutions.
- Can be installed out of the box
- Can manage and preserve all types of digital content

## Installation of DSpace

The following prerequisite software as the third-party components and tools required to run a DSpace server.

- Ubuntu 14.04
- Oracle Java JDK 7
- Apache Maven 3.0.5 (Java build tool)
- Apache Ant 1.8 or later (Java build tool)
- Relational Database: PostgreSQL 9.0
- Servlet Engine: Apache Tomcat 7
- Perl

## 9. DSpace Installation (Ubuntu 14.4 LTS)

### 1. Login as root (sudo -i) than execute the following commands:

- Update the Ubuntu : apt-get update
- Upgrade the Ubuntu : apt-get upgrade
- Install OpenJDK 7 : apt-get install openjdk-7-jdk
- Apache Maven 3.x (Java build tool) and Apache ant : apt-get install ant maven
- Relational Database (PostgreSQL) : apt-get install postgresql
- Servlet Engine (Apache Tomcat 7) : apt-get install tomcat7
- apt-get install default-jdk

**Note: it is advisable to select from package list tomcat java server, postgresql and openssh-server during installation of Ubuntu server operating system.**

### 2. Create DSpace user

```
useradd -m dspace
```

```
passwd dspace [enter a password for the new user dspace]
```

```
mkdir /dspace
```

```
chown dspace /dspace
```

### 3. Configure Postgresql and Create Database

- Create the PostgreSQL "dspace" user

**Log in to postgresql:**

**sudo su postgres**

Next, we will create a database called "dspace" and database user called "dspace" with password "dspace". Don't confuse database user with normal user. Both are different.

**createuser -U postgres -d -A -P dspace**

**Enter password for new role: ## Enter password for the user dsapce**

**Enter it again: ## Re-enter password**

**If asked the following:**

Shall the new role be allowed to create more new roles? (y/n) y

**Answer "y" for yes.**

**Than type exit and come to root**

**Open up the /etc/postgresql/9.3/main/pg\_hba.conf file:**

**nano /etc/postgresql/9.3/main/pg\_hba.conf**

**Add the following line shown in red color at last of the file.**

**Local all dspace md5**

**Type the following to restart:**

**/etc/init.d/postgresql restart**

### 4. Create the PostgreSQL 'dspace' database

**Login as:**

**sudo sudspace**

**createdb -U dspace -E UNICODE dspace**

**Than type exit and come to root**

**Type the following to restart postgres:**

**/etc/init.d/postgresql restart**

**NOTE: while deleting or creating the database log in to the concern user, like for dspace user (sudo sudspace) than apply the commands**

## 5. Create DSpace directory

```
mkdir /build
chmod -R 777 /build
cd /build
```

## 6. Download DSpace to /build directory

You can check latest version of Dspace from [here](#).

Run the command mentioned below at command prompt. (Ensure that Internet is working).

```
wget https://github.com/DSpace/DSpace/releases/download/dspace-5.5/dspace-5.5-src-release.tar.gz
```

```
tar -zxf dspace-5.5-src-release.tar.gz
cd /build/dspace-5.5-src-release
mvn -fn package
cd dspace/target/dspace-installer
ant fresh_install
```

## 7. Configure Tomcat

```
nano /etc/tomcat7/server.xml
```

Insert the following chunk of text just above the closing `</Host>`

```
<!--Define a new context path for all DSpace web apps-->
<Context path="/xmlui" docBase="/dspace/webapps/xmlui" allowLinking="true"/>
<Context path="/sword" docBase="/dspace/webapps/sword" allowLinking="true"/>
<Context path="/oai" docBase="/dspace/webapps/oai" allowLinking="true"/>
<Context path="/jspui" docBase="/dspace/webapps/jspui" allowLinking="true"/>
<Context path="/solr" docBase="/dspace/webapps/solr" allowLinking="true"/>
```

Then close the file



OR

You may use the below method also to configure the Tomcat instead of inserting the above text in server.xml file

copy any web applications from /dspace/webapps/ to the appropriate place for your servlet container. For example, '\$CATALINA\_HOME/webapps' for Tomcat.

First set the environment variables to Tomcat server.

Edit file /etc/profile,

```
nano /etc/profile
```

Add the following lines at the end:

```
export CATALINA_BASE=/var/lib/tomcat7
export CATALINA_HOME=/usr/share/tomcat7
```

Save and close the file. Then, run the following command to take effect the environment variables settings.

```
source /etc/profile
```

Now, copy the dspace/webapps directory contents to the tomcat webapps directory.

```
sudo cp -r /dspace/webapps/* $CATALINA_BASE/webapps/
```

## **8. Java environment settings for Tomcat webapp server/ JVM memory (heap) setting**

```
nano /etc/default/tomcat7
```

# You may pass JVM startup parameters to Java here. If unset, the default

```
# options will be: -Djava.awt.headless=true -Xmx128m -XX:+UseConcMarkSweepGC
JAVA_OPTS="-Djava.awt.headless=true          -Xmx768m          -Xms128m          -
XX:MaxPermSize=1024m"
```

```
# Use "-XX:+UseConcMarkSweepGC" to enable the CMS garbage collector (improved
# response time). If you use that option and you run Tomcat on a machine with
# exactly one CPU chip that contains one or two cores, you should also add
# the "-XX:+CMSIncrementalMode" option.
```

```
JAVA_OPTS="-Djava.awt.headless=true -Xmx512m -XX:+UseConcMarkSweepGC"
```

```
nano /etc/init.d/tomcat7
```

```
# Default Java options
# Set java.awt.headless=true if JAVA_OPTS is not set so the
# Xalan XSL transformer can work without X11 display on JDK 1.4+
# It also looks like the default heap size of 64M is not enough for most cases
# so the maximum heap size is set to 128M
if [ -z "$JAVA_OPTS" ]; then
    JAVA_OPTS="-Djava.awt.headless=true -Xmx1024M"
```

## 9. Java environment settings for other java web applications

```
nano /etc/environment
```

Add the below line in the file:

```
JAVA_HOME="/usr/lib/jvm/default-java"
JAVA_OPTS="-Djava.awt.headless=true -Xmx1024m -Xms512m -Dfile.encoding=UTF-8"
```

Fix Tomcat permissions, and restart the Tomcat server

```
chown tomcat7:tomcat7 /dspace -R
```

Restart Tomcat

```
/etc/init.d/tomcat7 restart
```

### **10. Make an initial administrator account (an e-person) in DSpace:**

```
/dspace/bin/dspace create-administrator
```

It will ask to enter email address for user login. Enter an email address (e.g. dspace@localhost).

Enter First name and surname (e.g. dspace)

Enter a password.

### **11. View the installed default DSpace interface.**

You can load either one Dspace interface in a browser.

```
http://localhost:8080/xmlui
```

```
http://localhost:8080/jspui
```

## **10. Customization and configuration of DSpace**

After the installation of DSpace in the system, the customisation and configuration of DSpace has to be taken up as once time activity. The Administrator username and password was created. The user interface was customized according to the need of Regional Institute of Education, Mysuru. Then different communities and collections are created based on the categorisation of document amiable in the institute.

### **Community and Collections in the Institutional Repository of RIE, Mysuru**

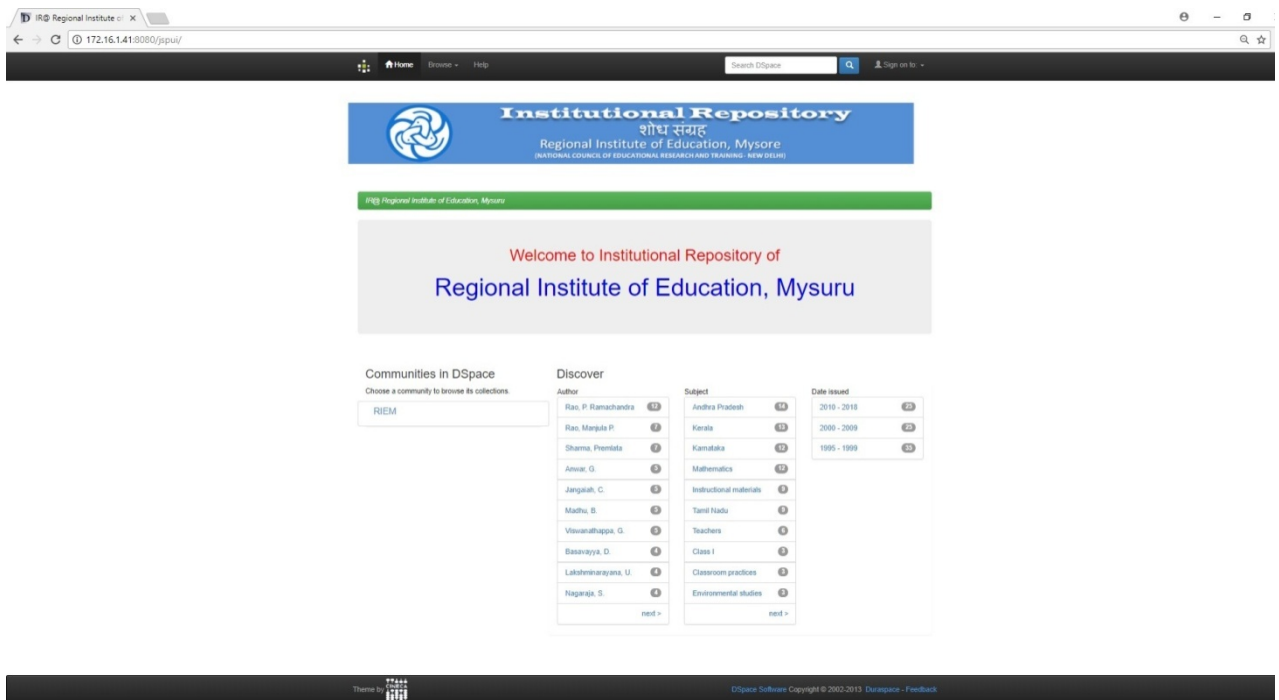
The following communities, Sub-communities and collections were created for categorisation and up-loading of documents.

Community	Sub-Communities	Collection
RIEM	Articles	Conference Articles
		Journal Articles
		Newspaper Articles
	Book	e-Books
		RIEM Books
		Source Book
	PAC Resources	PAC Programme completion Report
		PAC Research Report
		PAC Training Modules/ Materials
	Research Report	M. Ed. Dissertations
		ERIC Report
		MEd. Project Reports
		PGDGC Project Reports
		Project Completion Report
		Survey Report
		PhD Thesis
		Conference proceedings
		DPEP Project Reports
		Population Education
		Question Bank
Training/ Workshop		

## 11. Uploading of documents into the Institutional Repository of RIE, Mysuru

After creating the communities, sub-communities and collections in the DSpace the scanning and digitalisation of all the institutional publications of RIE, Mysuru were taken up. The scanned documents were edited using ABBYY FineReader 14 and converted them into

searchable pdf-A format using OCR software. The documents in pdf format were uploaded under respective collections in the DSpace Institutional Repository. While uploading the document the metadata for document was prepared as per the Dublin Core Metadata standards. The Citation for each document as per APA style was prepared for each document and uploaded into IR.



**(Home page of Institutional Repository of RIE, Mysuru)**

## Recent Submissions [RSS](#)

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Issue Date	Author	Title	Subject
------------	--------	-------	---------

### Discover

Author	Subject	Date issued
Rao, P. Ramachandra <b>12</b>	Andhra Pradesh <b>21</b>	2010 - 2018 <b>34</b>
Rao, Manjula P. <b>7</b>	Karnataka <b>12</b>	2000 - 2009 <b>51</b>
Sharma, Premiata <b>7</b>	Mathematics <b>18</b>	1990 - 1999 <b>43</b>
Anwar, G. <b>5</b>	Tamil Nadu <b>17</b>	1988 - 1989 <b>1</b>
Jangraah, C. <b>5</b>	Kerala <b>18</b>	
Madhu, B. <b>5</b>	Teachers <b>18</b>	
Viswanathappa, G. <b>5</b>	Instructional materials <b>9</b>	
Basavayya, D. <b>4</b>	Secondary level <b>9</b>	
Basil, B. C. <b>4</b>	Physics <b>8</b>	
Lakshminarayana, U. <b>4</b>	Science <b>7</b>	
next >	next >	

### Sub-communities within this community

Articles
Book
PAC Resources
Reports

### Collections in this community

Conference Proceedings
DPEP Project Reports
Population Education
Question Bank
Training/ Workshop

**(Sub-communities and Collections inside RIEM community of IR of RIE, Mysuru)**

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Issue Date	Author	Title	Subject
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Discover

Author	Subject	Date issued
Yagnamurthy, Sreekanth <b>2</b>	Education <b>1</b>	2016 <b>2</b>
Manalan, Jesudoss <b>1</b>	Motivation for reading <b>1</b>	2010 <b>1</b>
Nagaraja, S. <b>1</b>	Parental capacity <b>1</b>	
	Parental involvement <b>1</b>	
	Parental responsibility <b>1</b>	
	Parents and education <b>1</b>	
	Reading habits <b>1</b>	
	Reading preferences <b>1</b>	
	Secondary schools students <b>1</b>	
	Students Educational Achievement <b>1</b>	

Collections in this community

- Conference Articles
- Journal Article
- Newspaper Articles

**(Articles Community of the RIEM IR)**

Book Community home page

Recent Submissions [RSS](#)

Browse

Issue Date	Author	Title	Subject
------------	--------	-------	---------

Discover

Author	Subject	Date issued
Sharma, Premilata <b>2</b>	Biology Textbooks <b>1</b>	2010 - 2017 <b>2</b>
Kulkarni, S. P. <b>1</b>	Inclusive education <b>1</b>	2000 - 2009 <b>2</b>
Shaji, Karunakaran B. <b>1</b>	Internship in teaching <b>1</b>	1997 - 1999 <b>1</b>
	Kerala <b>1</b>	
	Multigrade teaching <b>1</b>	
	Primary school teachers <b>1</b>	
	Source Book <b>1</b>	
	Story <b>1</b>	
	Tales of wit and wisdom <b>1</b>	
	Teachers <b>1</b>	
	<a href="#">next &gt;</a>	

Collections in this community

<a href="#">e-Books</a>
<a href="#">RIEM Books</a>
<a href="#">Source Book</a>

**(Book Community of the RIEM IR)**



PAC Resources [Community home page](#)

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Browse

Issue Date	Author	Title	Subject
------------	--------	-------	---------

Discover

Author	Subject	Date issued
Jangaiah, C. (4)	Andhra Pradesh (10)	2010 - 2018 (17)
Madhu, B. (4)	Kerala (7)	2000 - 2009 (15)
Rao, Manjula P. (4)	Mathematics (7)	1997 - 1999 (8)
Sharma, Premlata (4)	Karnataka (5)	
Nagaraja, S. (3)	Teachers (5)	
Viswanathappa, G. (3)	Tamil Nadu (4)	
Anwar, G. (2)	Secondary level (3)	
Basavayya, D. (2)	Senior Secondary Teachers (3)	
Gopal, G.V. (2)	DIET (2)	
Lekshminarayana, U. (2)	Geogebra (2)	
<a href="#">next &gt;</a>	<a href="#">next &gt;</a>	

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<a href="#">PAC Research Report</a>
<a href="#">PAC Training Modules/Materials</a>

**(PAC Resources Community of the RIEM IR)**

[Research Report](#)
[Community home page](#)

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Issue Date	Author	Title	Subject
------------	--------	-------	---------

Discover

Author	Subject	Date issued
Prasad, S.N. <b>3</b>	Blackboard scheme <b>2</b>	2010 - 2018 <b>2</b>
Rao, Manjula P. <b>2</b>	BlackBoard scheme <b>1</b>	2000 - 2009 <b>3</b>
Madhu, B. <b>1</b>	Challenges <b>1</b>	1999 - 1999 <b>1</b>
Prameela V., Rani <b>1</b>	Cognitive skills <b>1</b>	
	Education <b>1</b>	
	Kerala <b>1</b>	
	M.Ed. <b>1</b>	
	Mysuru <b>1</b>	
	Pondicherry <b>1</b>	
	Problems <b>1</b>	
	<a href="#">next &gt;</a>	

Collections in this community

- Dissertations
  - M.Ed. Dissertations
- ERIC Report
- Project Completion Report
- Survey Report
- Thesis
  - PhD Thesis

**(Research Report Community of the RIEM IR)**

## PAC Programme completion Report

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2015	Report of the PAC training programme Capacity building of SCERT, DIET and school librarians to modernise the library	Nagaraja, S.
2011	Training of KRP's on IT enabled curriculum transaction in Science at secondary level for the states of AP, TN, KE, KA, LD and PU, Activity I and II - A Report	Gopal, G.V.
Mar-2018	Updating and digitalization of the Physics resource material for secondary school teachers- Stage I	Raman Nambodiri C. K.
Mar-2018	Development of a glossary for the technical terms of the NCERT Physics text books at senior secondary level	Raman Nambodiri C. K.
Dec-2004	Training programme on diagnosis and remediation of difficulties in learning Mathematics for teachers of A.P. residential schools society	Raju, B.S.P.
Feb-2004	Training of key-resource persons in evaluation of fine-arts subjects at the secondary school level of Karnataka	Anwar, G.
2004	Teachers' handbook of transaction of new Biology textbooks of Kerala at +2 level	Kulkarni, S. P.
Nov-2016	Report of 10 day content enrichment programme for PDT Mathematics of JNV	Madhu, B.
2017	A study on the effectiveness of NUMAT 8 Programme in the Mathematical thinking process of class X students of Kerala State	Madhu, B.
2009	Guidelines for reformulating teacher training course(TTC) of elementary education in Kerala-A Report	Rao, Manjula P.
1997	Training programme on computer awareness and utilization in educational data processing	Basavayya, D.
2004	Training programme on utilization of SPSS software package for quantitative educational data for the faculty Regional Institute of Education (NCERT), Mysore	Viswanathappa, G.; Basavayya, D.
2017	Report PAC programme development and training programme on Geographical Information System for KRP's of senior secondary teachers of Geography Karnataka State	Shivanand, Chinnappanavar
Mar-2017	Report of the PAC programme design and development of online certificate course in school librarianship (CCSL)	Nagaraja, S.
Mar-2005	Training Programme on action research for the CTE faculty of Karnataka	Kumar K., Anil
Jan-2017	Content Enrichment Programme for higher secondary school teachers of Kerala, Andhra Pradesh and Telangana in Mathematics - A report	Madhu, B.

Collection's Items (Sorted by Submit Date in Descending order): 1 to 16 of 16

### Discover

Author

Madhu, B.	3
Basavayya, D.	2
Nagaraja, S.	2
Raman Nambodiri C. K.	2
Anwar, G.	1
Gopal, G.V.	1
Kulkarni, S. P.	1
Kumar K., Anil	1
Raju, B.S.P.	1
Rao, Manjula P.	1

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Subject

Kerala	5
Karnataka	4
Mathematics	4
Andhra Pradesh	3
Secondary level	2
+ 2 level	1
Action research	1
Biology	1
Certificate course	1
Computer awareness	1

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Date issued

2010 - 2018	2
2000 - 2009	8
1997 - 1999	1



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2000	The end goal-results on attainment of MLL competencies by students of Class I and II from Bondapalli and Gandyada DIT/IT blocks of Vijayanagara, Andhra Pradesh	Sharma, Premalata; Anwar, G.; Jangalah, C.
1998	Impact of SDPII training programme on the classroom practice of teachers-A study in Karnataka	Red, Manjula R.
2000	Evaluation tools for analysing the textbooks of #2 for Andhra Pradesh	Nair, Geetha G.; Srikanthappa, S.
Jun-2007	A study of the factors affecting the academic performance of labour girl children in AITSW/BI	Patra, Swati; Ramdas, V.
1997	Impact of Interventional strategies on attainment of MLL competencies in multigrade schools	Sharma, Premalata
1998	Impact of SDPII training programme on the classroom practice of teachers-A study in Andhra Pradesh	Red, Manjula R.
2017	A study of problems in learning Telugu grammar among students of 5th class of government municipal schools in Anantapuramu, Andhra Pradesh	Harithash, P.R.
2008	Evaluation reforms in school education-A study of Kerala state	Red, Manjula R.

Collection's Items (Sorted by Submit Date in Descending order): 1 to 9 of 9

#### Discover

##### Author

- Red, Manjula R. **3**
- Sharma, Premalata **2**
- Anwar, G. **1**
- Harithash, P.R. **1**
- Jangalah, C. **1**
- Kumar, K. Suresh **1**
- Nair, Geetha G. **1**
- Patra, Swati **1**
- Ramdas, V. **1**
- Srikanthappa, S. **1**

##### Subject

- Andhra Pradesh **4**
- teachers **3**
- Kerala **2**
- MLL competencies **2**
- SDPII training programme **2**
- AITSW/BI **1**
- Class I **1**
- Class II **1**
- Classroom interaction **1**
- Classroom practice **1**

next >

##### Date issued

- 2010 - 2018 **2**
- 2000 - 2009 **4**
- 1997 - 1999 **3**

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**PAC Training Modules/Materials** Collection  
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 Issue Date Author Title Subject

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Collection's Items (Sorted by Submit Date in Descending order): 1 to 15 of 15

Issue Date	Title	Author(s)
Mar-2017	Optimum use of Science lab for Science faculty of SCERTs and DICTs for Tamil Nadu and Puducherry	Tingpu, Venkatesh
2004	Training programme on supervisory skills for headmasters of high schools and higher secondary schools of Tamil Nadu	Jengalsh, C.; Vivasanahappa, G.
1999	Training package for teacher educator on multi level teaching in multi grade schools	Sharma, Pramata
Mar-2003	Self Instructional materials in Mathematics for Primary school teacher	Revindra, G.; Upadhyaya, B. S.; Besh, B.C.
Mar-2001	Orientation on "Integrated Education for disabled children" for teacher educators of Andhra Pradesh	Jengalsh, C.; Sharma, Pramata; Rama, S.
2018	Resource materials for setting up Mathematics laboratory at upper primary and secondary level schools in Telangana state	Prasad, V. S.
1998	Environmental orientation to school education (Training materials for DICTs) of southern region	Siddiqui, M. Z.
Sep-2004	Development of teaching-learning materials (TLMs) at secondary level for inculcating environmental related values for the teachers of Andhra Pradesh and Tamil Nadu- Activity-1	Gopal, G.V.
1998	Construction of diagnostic tests in Kannada language for primary schools	Rama, S.
1998	Training package on motivation of primary teachers	Lakshminarayana, U.
Mar-2002	Induction programme for newly appointed DICT faculty of Andhra Pradesh	Jengalsh, C.; Lakshminarayana, U.; Vivasanahappa, G.
2015	Geogebra and ICB training handbook	Prasad, V. S.
Nov-2017	CCRS training manual	Shivanand, Chinnagannavar
Jan-2015	Capacity building of SCERT, DICT and school librarians to modernise the library	Nagesha, S.
Feb-2018	GeoGebra Handbook for Senior Secondary Mathematics teachers	Madhu, B.

Collection's Items (Sorted by Submit Date in Descending order): 1 to 15 of 15

**Discover**

- Author**
- Jengalsh, C. 3
  - Lakshminarayana, U. 2
  - Prasad, V. S. 2
  - Rama, S. 2
  - Sharma, Pramata 2
  - Vivasanahappa, G. 2
  - Besh, B.C. 1
  - Gopal, G.V. 1
  - Madhu, B. 1
  - Nagesha, S. 1

- Subject**
- Andhra Pradesh 3
  - Mathematics 3
  - Tamil Nadu 3
  - Geogebra 2
  - Senior Secondary teachers 2
  - Diagnostic tests 1
  - DICT 1
  - DICT faculty 1
  - DICT Library 1
  - Disabled children 1

- Date issued**
- 2010 - 2018 6
  - 2000 - 2009 5
  - 1998 - 1999 4

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Issue Date Author Title Subject

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Collection's Items (Sorted by Submit Date in Descending order): 1 to 2 of 2

Issue Date	Title	Author(s)
2018	A study of problems and challenges in effective implementation of 2 year M.Ed. course in Mysuru	Prameela V., Rani
2003	Effect of concept mapping in science on science achievement, cognitive skills and attitude of students	Rao, Manjula P.

Collection's Items (Sorted by Submit Date in Descending order): 1 to 2 of 2

Discover

Author

- Prameela V., Rani (1)
- Rao, Manjula P. (1)

Subject

- Challenges (1)
- Cognitive skills (1)
- Education (1)
- M.Ed. (1)
- Mysuru (1)
- Problems (1)
- Science achievement (1)
- Students (1)

Date issued

- 2010 - 2018 (1)
- 2003 - 2009 (1)

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Issue Date Author Title Subject

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Collection's Items (Sorted by Submit Date in Descending order): 1 to 3 of 3

Issue Date	Title	Author(s)
Mar-2018	Proceedings of the National Science day celebration - 2018	Tangpu, Vareishang
May-1999	Regional seminar on researches in school effectiveness at primary stage	Vasishtha, K. K.
Apr-1998	Regional research seminar on learning organisation ,community participation and school effectiveness at primary stage	-

Discover

Author

- Tangpu, Vareishang (1)
- Vasishtha, K. K. (1)

Subject

- School effectiveness (2)
- Community participation (1)
- Learning organisation (1)
- National Science Day (1)
- Primary education (1)
- Proceedings (1)
- Regional Institute of Education (1)
- Science and Technology (1)
- Science Day (1)
- Sustainable Development (1)

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Collection's Items (Sorted by Submit Date in Descending order): 1 to 20 of 22

Issue Date	Title	Author(s)
Dec-1996	Vignaptocavam-A case study	Rao, P. Ramachandra
Jun-2001	Study of effective and ineffective school education committees (SECs) and their impact on enrolment, retention and achievement in DPEP districts of Andhra Pradesh	Viswanathappa, G.; Lakshminarayana, U.; Jangalah, C.
1998	Research report on identifying nonmastery levels in first language, Mathematics and EV 8 for Class I and II, Vijayanagara, Andhra Pradesh	Sharma, Premata
Jan-1996	Identification of reading readiness and numeracy readiness of class-I entrants-A study	Anand, V. V.
1995	Evaluation of competency based instructional materials developed by Tamil Nadu-Mathematics	Rao, P. Ramachandra
1995	Evaluation of competency based instructional materials developed by Tamil Nadu-Environmental studies	Rao, P. Ramachandra
Jan-1996	Evaluation of competency based instructional materials developed by Kerala-Environmental studies-Standard I and II	Rao, P. Ramachandra
1996	An investigation into the feel teacher programme organised by AIMNIGHTS-A case study	Rao, P. Ramachandra
1996	Evaluation of competency based instructional materials developed by Kerala-basis Mathematics	Rao, P. Ramachandra
1996	Evaluation of competency based instructional materials developed by Kerala-Malayalam	Rao, P. Ramachandra
1995	Evaluation of competency based instructional materials developed by Tamil Nadu	Rao, Thiru. P. Ramachandra
1998	Effect of school factors on learners' achievement in Karnataka	Basavayya, D.
1995	Evaluation of competency based instructional materials developed by Karnataka-Mathematics	Rao, P. Ramachandra
1998	Impact of State Resource Group (SRG) training programmes on teachers' classroom practices and learners' achievement in DPEP districts of Andhra Pradesh	Viswanathappa, G.
1995	Evaluation of competency based instructional materials developed by Tamil Nadu-Teachers handbook	Rao, P. Ramachandra
Jul-1998	Identification of essential competencies for primary teachers	Bhat, Vasant D.
1998	Impact of teachers' motivation to work on their classroom practices	Lakshminarayana, U.
1995	Evaluation of competency based instructional materials developed by Karnataka-Kannada	Rao, P. Ramachandra
1995	Evaluation of competency based instructional materials developed by Karnataka-Environmental studies	Rao, P. Ramachandra
1995	Inservice training practices in vogue in the southern states of India	Rao, P. Ramachandra

Collection's Items (Sorted by Submit Date in Descending order): 1 to 20 of 22

Discover

Author

Rao, P. Ramachandra	12
Basavayya, D.	2
Lakshminarayana, U.	2
Viswanathappa, G.	2
Anand, V. V.	1
Bhat, Vasant D.	1
Jangalah, C.	1
Rao, Manjula P.	1
Rao, Thiru. P. Ramachandra	1
Sharma, Premata	1

Subject

Instructional materials	9
Karnataka	5
Mathematics	4
Tamil Nadu	4
Andhra Pradesh	3
Environmental studies	3
Kerala	3
Class I	2
Classroom practices	2
Learners' achievement	2

Date issued

2001	1
1998	7
1996	7
1995	7



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Collection's Items (Sorted by Submit Date in Descending order): 1 to 2 of 2

Issue Date	Title	Author(s)
1996	General framework of Adolescence education and the teacher	Rao, Sudha V.
1996	Report of a Pilot Project on the Development of an Awareness Training Package in Adolescence Education for Secondary School Teachers	Rao, Sudha V.

Collection's Items (Sorted by Submit Date in Descending order): 1 to 2 of 2

Discover

- Author
- Rao, Sudha V. (2)
- Subject
- Adolescence Education (2)
  - Secondary School Teachers (1)
  - Teacher (1)
- Date issued
- 1996 (2)

(Population Education Collection of IR of RIEM)

Question Bank Collection home page

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Issue Date Author Title Subject

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Collection's Items (Sorted by Submit Date in Descending order): 1 to 4 of 4

Issue Date	Title	Author(s)
Mar-2003	Manual on the development and design of question papers for Class VII examination of Andhra Pradesh	Anwar, G.
2001	Guidelines for paper-setters of Govt. & private TCH institutions of Karnataka state	Anwar, G.
Mar-2002	A report on the training programme of question paper setters of T.C.H. Government & private-Aided institutions of Karnataka state	Anwar, G.
Mar-2002	Question bank in Mathematics for plus 2 level of Kerala	Upadhyaya, B.S.; Basti, B.C.

Discover

- Author
- Anwar, G. (3)
  - Basti, B.C. (1)
  - Upadhyaya, B.S. (1)
- Subject
- Karnataka (2)
  - Andhra Pradesh (1)
  - Class VII examination (1)
  - Kerala (1)
  - Mathematics (1)
  - Paper setters (1)
  - Plus 2 (1)
  - Question paper setters (1)
  - Question papers (1)

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Training/ Workshop Collection home page

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Issue Date Author Title Subject

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Collection's Items (Sorted by Submit Date in Descending order): 1 to 2 of 2

Issue Date	Title	Author(s)
Oct-1996	Development of framework and networking system for formulation of educational programmes, monitoring of their implementation and evaluation	Khaparde, M.S.; Sharma, J.D.
Oct-1997	Training-cum-workshop for + 2 vocational teachers of Accountancy	Sharma, S. K.

Collection's Items (Sorted by Submit Date in Descending order): 1 to 2 of 2

Discover

Author

- Khaparde, M.S.
- Sharma, J.D.
- Sharma, S. K.

Subject

- + 2 vocational teachers
- Accountancy
- Development of framework
- Educational programmes
- Implementation and evaluation
- Monitoring
- Networking System

Date issued

- 1997
- 1996

**(Training/Workshop Collection of IR of RIEM)**

**12. Digitalisation of printed Documents**

The conversation of printed documents of the institute in to digital documents is the major task of the project. As per the decisions taken during the first workshop for the identification and categorisation of printed documents to be made available in the IR of the Institute, 410 PAC and other documents of the Institute, 813 MEd dissertations and 27 PGDGC and IDGC project report were identified for digitalisation in the first phase of the project. These documents include Books published by the Institute, the PAC training resources, PAC completion reports, Research reports, Survey reports, Conference Proceedings and abstracts, DPEP Project Reports, ERIC projects, Population Education reports, Question Bank etc. In the beginning some of the documents were digitalised in-house and as per the proposal the scanning and the digitalisation of 2,00,000 pages of different type of documents were outsourced though the National Informatics Centre Services Inc. (NICSI) New Delhi.

## **12.1 Outsourcing of Scanning of documents to NICS**

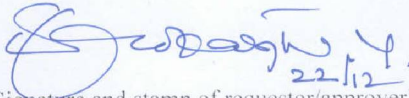
The main purpose of our IR is to digitalize, store, preserve and give online access to all the institutional publications like reports, training modules, faculty publications, thesis, dissertation and other important documents developed in-house in the institute. Nearly 1500 such documents were identified, which comes to approximately 2 Lakhs pages of information. As proposed in the project the digitalisation of the printed documents was outsourced to the NICS to convert the printed documents into searchable PDF-A documents to be uploaded in our IR for easy access and preservation.

In this connection, it was requested to NICS for sending the procedures and formalities to outsource the work to NICS Empanelment agencies. As per the request of the institute the NICS had sent us the Proforma-Invoice (PI) for the digitalisation of our publications. The required information for Proforma Invoice in the prescribed Proforma was sent to NICS for further necessary action. The copy of the Proforma Invoice request form sent by the institute to NICS, New Delhi is given below.

# National Informatics Centre Services Inc. (NICSI)

(A Government of India Enterprise under NIC)  
Ministry of Communication & Information Technology  
New Delhi

PROFORMA-INVOICE REQUEST FORM (PI Request Form)	
Date : 22/12/2017	
DETAILS OF USER	
1. Name of the User Department:	Regional Institute of Education, NCERT, Mysuru-570 006
2. User Department Alias: (i.e. short-form if any):	RIE, NCERT, Mysuru
3. GSTIN Number:	
4. User Department URL:	http://www.riemysore.ac.in/
5. User Department Phone Number & email:	0821-2514095 riemysore@rediffmail.com
6. Whether Central-Govt/State-Govt/Others: (in case of State-Govt/Others, write the name of the State or the name of the Other, as the case may be)	Central Govt.
7. Whether Central-PSU/State-PSU/ Autonomous-body/Institution/Others: (Give name also)	Autonomous body National Council of Educational Research and Training ( NCERT)
8. Name of the concerned Ministry:	Ministry of Human Resource Development
9. Name of the concerned Department (if any) in that Ministry:	Department of School Education and Literacy
10. Complete Postal Address with pin code of the user-department mentioned at (1):	Regional Institute of Education, NCERT, Manasagangotri, Mysuru-570 006
11. Name of the Contact Person & designation:	S. Nagaraja, Deputy Librarian
12. Phone Nos of Contact Person:	0821-2413670 Mob: 9901733236
13. Email-id of Contact Person:	snraj@rediffmail.com
14. Additional Details, if any:	
DETAILS OF ITEMS/SERVICES REQUIRED	
1. Requirement/Description of the ICT Items/Services for which PI is to be issued (in case of manpower please provide number of resources for each category and duration of each resource)	Scanning of 1500 printed documents consisting of 2 lakhs pages and maximum size of documents is A4 has to be scanned in to Black & White/ Colour with 300 Resolution in to a PDF A document.
2. Earlier PI Number & Date (if any) (in case of any amendment is required in the earlier PI)	Nil
3. Earlier Project No & Name (if any) (in case PI is to be issued in the same Project)	-

  
(Signature and stamp of requestor/approver)  
Principal  
Regional Institute of Education  
(N. C. E. R. T.)  
Mysore - 570 006



After receiving the request for Proforma Invoice for the digitalisation of the institutional publications, the NICS I has sent the Proforma Invoice to the Institute and requested to remit the payment to the NICS I Account, provide the necessary Payments and send the Project execution form. The copy of the Proforma Invoice received from NICS I is given below.

S.No.		SAC Code	Item Description	Actual Quantity (A)	Unit Price (INR) (B)	Total Amount (C)	Empanelled Vendor(s) (OEMs/Channel Partners)	
1		998452	Cost of Scanning (Document Size : A4 ) (Scan Type : Color ) (Scan Resolution : 0 - 300 dpi) (For 5 Quantity)	200000	4.28	1,71,200.00	DPH SOFTWARE SERVICES PVT.LTD., E Centric Solutions Pvt. Ltd., ENHIRA SOFTWARE, Writer Business Services Private Limited	
<b>Total(Rs.)</b>						<b>1,71,200.00</b>		
(i) Payment can be made through RTGS/NEFT in NICS I's account in ICICI BANK <b>IFSC Code: ICIC0000104</b> <b>A/C No.: NICSIPMIKA170813</b> <b>Branch: ICICI BANK CMS</b>				(1) Total Amount(C)		1,71,200.00		
OR through A/C Payee Demand Draft/ Cheque in favour of NICSIPMIKA170813 Payable at ICICI BANK, New Delhi				(2) CGST Payable @ 0.00% on (1)		0.00		
<b>OR</b>				(3) SGST Payable @ 0.00% on (1)		0.00		
				(4) IGST Payable @ 18.00% on (1)		30,816.00		
				<b>Gross Amount Payable (1+2+3+4+5)</b>		2,02,016.00		
(ii) Payment can be made through RTGS/NEFT in NICS I's account in Corporation Bank <b>IFSC Code: CORP0000633</b> <b>A/C No.: NICSIPMIKA170813</b> <b>Branch: Corporation Bank, CMS HUB, Bangalore</b>				Rupees : Two Lakh Two Thousand Sixteen only				
OR through A/C Payee Demand Draft/ Cheque in favour of NICSIPMIKA170813 Payable at any branch of Corporation Bank in India								
(iii) Payment can be made through PFMS in NICS I's account in ICICI Bank ICICI Bank A/c No.: 032201002813 & IFSC Code.: ICIC0000322 <b>GSTIN No.: 07AAACN2185J1ZE</b> <b>PAN No.: AAACN2185J</b>								
Note: In Case of any query or clarification in the Proforma-Invoice(PI), the concerned Project Manager (Arpita Barman) at New Delhi (HQ) shall be contacted. The Contact No. 011-22900533 and email-id is arpita.burman@nic.in								

S.No.	Terms & Conditions
1	The above Prices are inclusive of NICS I's Operating Margin @ 7 % (NICS I's Operating Margin slabs are @7% for PI value up to 50 Cr., @5% for PI Value above 50 Cr.)
2	Any modification in the Item description is to be intimated to NICS I and the respective rates may vary depending upon the change/modification request.
3	<p><b>Procedure for the Selection of Vendor/Agency from the List of NICS I Empanelled vendors/agencies for award/assignment of work:</b></p> <p><b>Case-I : (Name of vendor/agency selected directly)</b> In case the client/User-Department clearly and specifically recommends in writing the name of a particular vendor/agency from the list of NICS I Empanelled vendors/agencies, then NICS I may assign the work to that vendor/agency.</p> <p><b>Case-II : (Name of vendor/agency selected through committee)</b></p> <p>1. In case the Client/User-Department does not indicate any particular vendor/agency from the list of NICS I empanelled vendors/agencies, the work would be awarded as per the recommendations of a Committee to be set up by the client/user-department. The Committee would be headed by a Chairperson nominated from the client/user-department concerned and would include a representative of NICS I as well.</p>

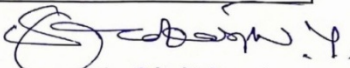
After receiving the Proforma Invoice, the necessary approval was taken from the authorities and made the payment to NICS I, and sent the project execution form to NICS I to assign the empanelled firms to take up the digitalisation work. The NICS I has issued orders to the M/s. Writers Business Services Pvt. Ltd. Gurgaon to execute the work.

**National Informatics Centre Services Inc. (NICS I)**

(A Government of India Enterprise under NIC)

Ministry of Communication & Information Technology, New Delhi

PROJECT EXECUTION FORM								
<b>(A) Department Details:</b>								
1.	Name of the Department:	Regional Institute of Education, NCERT, Mysuru						
2.	Complete Correspondence Address:	Regional Institute of Education, NCERT, Manasagangothri, Mysuru-570 006						
3.	Contact Person Details of User Department Like Name, Designation, Phone, email-id etc.	Name: S. Nagaraja	Desig: Dy. Librarian					
		Mobile: 9901733236	Phone: 0821-2413670					
		Fax : 0821-2515665	E-mail: snraj@rediffmail.com					
<b>(B) Details of Proforma-Invoice(s) of NICS I against which the Advance is being given:</b>								
4.	PI Number:	PMIKA170813						
5.	PI Date:	01/01/2018						
6.	PI Total Amount:	2,02,016.00 (Two Lakh Two Thousand Sixteen only)						
<b>(C) Details of Advance released to NICS I:</b>								
6.	DD/Cheque/RTGS/NEFT Number:	SBINR52018013000011342						
	Date:	18/01/2018						
	Bank Name/Branch:	State Bank of India, RIE Branch, Mysuru						
	Amount Given:	Rs. 2,02,016/-						
	Amount of TDS (deducted if any):	Nil						
<b>(D) Details of Item(s)/Service(s) for which Purchase/Work-order is(are) to be issued</b>								
7. (a) In case of supply of Hardware/Software/networking & other items: (use separate sheet if items are more)								
	Sr.No.	Item Details (or mention only the SNo of the item as per the PI)	Quantity	User Preferred Vendor (to be selected from the PI against each item)				
	1	Cost of Scanning (Document Size A4) (Scan Type: Colour) (Resolution: 300 dpi)	200000	1. Writer Business Services Pvt. Ltd				
7. (b) In case of Hiring of Manpower/Services: (use separate sheet if items are more)								
	Sr. No.	Item Details (or mention only the SNo of the item as per the PI)	Details of No. of increments (if any)	Quantity	Period (Months/year)	From Date	To Date	User Preferred Vendor (to be selected from the PI against each item)
8. Delivery Address: (in case of multiple Locations, Location wise address and quantity of items to be delivered need to be specified/enclosed in a separate sheet)								
		Contact Person Name						
		Designation						
		Complete Address						
		Phone No :-						
		Mobile :-						
		e-mail :-						
<b>(E) NICS I Project Details:</b>								
9.	NICS I Project No: (in case this advance is to be booked in existing project else leave blank):							
10.	Name of NIC/NICS I Project Coordinator, if any (with Designation, Phone, email-id etc)	Name:		Desig:				
		Mobile:		Phone:				
		Email:						
11	Any additional Details, if any:							

  
 (Signature & Stamp)  
 Regional Institute of Education  
 Mysore - 570 006





**नेशनल इन्फोमेटिक्स सेंटर सर्विसिज़ इंक.**  
**National Informatics Centre Services Inc.**  
 (ए० सू० वि० के० के अन्तर्गत भारत सरकार का एक उद्यम)  
 (A Government of India Enterprise under NIC)  
 इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय  
 Ministry of Electronics and Information Technology

**Purchase Order**

(GSTIN No. of NICS: 07AAACN2185J1ZE)

Purchase Order No.:-	01700745	Date	21 MAR 2018
Project No.:-	S172067MIKA		
Project Name:-	Regional Institute of Education, NCERT, Mysuru		
Issued to:	<b>Name:</b> Writer Business Services Private Limited <b>Address:</b> 34-7/1-7, KHERKI DAULA42ND, MILE ST ONE, NH-8 GURGAON <b>Contact Person:</b> Amit Srivastava <b>Phone No.:</b> 9654990242 <b>Email ID:</b> amit.srivastava@writerinformation.com		

**Subject: Placement of work-order for Scanning & Digitization work etc.**

Sir,

In reference to your Empanelment No: **10(08)/2013-NICSI Writer-Rev Valid Till: 10/05/2018** with NICS, issued with the approval of the Competent Authority, I have been directed to place an order for the supply, testing and installation of following Scanning & Digitization work and other items as per the specification and other Terms & Conditions given below:-

S.No	HSN/SAC Code	Work Description	Quantity	Unit Price (in Rs.)	Total Amount (in Rs.)	CGST (%) /Amount	SGST (%) /Amount	IGST (%) /Amount
						(D)	(E)	(F)
1	998452	Cost of Scanning (Document Size : A4 ) (Scan Type : Color ) (Scan Resolution : 0 - 300 dpi) (For 5 Quantity)	200000	4.00	1,60,000.00	0.00% 0.00	0.00% 0.00	18.00% 28,800.00
<b>Total Amount in Rs.</b>					<b>1,60,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,800.00</b>
<b>Total PO Value (All Inclusive) (Rs.):-</b>						<b>1,88,800</b>		

The Scanning & Digitization work is to be carried for the office of  
**Regional Institute of Education, NCERT, Mysuru**  
**Regional Institute of Education, NCERT, Manasgangotri, Mysuru**  
**Mysuru-570006, Karnataka**

The contact person is Mr/Ms. **S. Nagaraja, Dy. Librarian/S. Karthikeyan, SM (Contact-nos: 9901733236, 0821-2413670 and email-id: snraj@rediffmail.com, s.karthik@nic.in, kar-nicsi@nic.in, riellibrarian@gmail.com)**.

The details of multi-location Scanning & Digitization work, if any are attached in **Annexure-I**.

The Scanning & Digitization work shall be completed up to **25/04/18**

**DELIVERY, PERFORMANCE and PENALTY**

- All aspects of safe execution of the work shall be the exclusive responsibility of the Vendor. The schedule to be given for execution is to be strictly adhered to in view of the strict time schedule for implementation of various Projects by NIC/NICSI.
- The vendor would submit the output, linked with HTML link page, on two sets of CD/DVD.
- The original documents / photographs or any other material given to vendor for digitization or any other requirement should be handled with utmost care. The originals given to vendor should be returned without any damage. Protecting the sanity of originals is complete responsibility of the vendor. Any damages to the originals will invite penalties as decided by NICS and recoverable from the negligent vendor.
- If at any time during performance of the Contract, the Empanelled vendor should encounter conditions impeding timely performance of Services, the Empanelled vendor shall promptly notify the NICS and its Client in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Empanelled vendor's notice, NICS shall evaluate the situation and may at its discretion extend the time for performance in writing.
- If the quality of work executed doesn't conform to the tender/work order specifications the vendor will have to undertake it again until it meets the specifications. However, the delay shall be penalized as per above clause. If a vendor's performance is repeatedly not upto the standard, the vendor shall be taken off the panel and EMD/Security deposit shall be forfeited.

S. No.	Delay (in days)	Penalty (in Percentage)
1	0-30 days	0.25% per day of the total contract value
2	More than 30 days	Purchaser may terminate the contract and no further payments will be made of the vendor

**INVOICING & PAYMENTS**

*(Handwritten Signature)*  
21/03

Page 1 of 2

Wo. No - 01700745

21 MAR 2018

1. A pre-receipted bill (in triplicate having details of concerned PO-Number, Date and Project-Number of NICS) in the name of "National Informatics Centre Services Incorporated (NICS)-New Delhi" should be submitted at our office at Hall No:2 & 3, 6th Floor, NBCC Tower, 15-Bhikaji Cama Place, New Delhi-110066 soon after the completion of work and along with satisfactory completion certificate from concerned user/NIC/NICS Project Coordinator.
2. In case any Tax liability comes on NIC/NICS because of the late submission of bills by the vendor, the same will be recovered from the respective vendor.
3. All the Payments to the vendors will be subject to deductions of any amount for which the empanelled vendor is liable under the empanelment and subject to deduction of TDS (Tax deduction at Source) as per the Income-Tax Act, 1961 and any other taxes if any as per the Government of India rules.
4. All payments will be made through RTGS only.


S. No.	Milestone	Payment (in Percentage)
1	30% of the scanning & digitization work including scanning, indexing and cataloging, OCR/ICR (if required) and storage on the DVD media	25%. The vendor needs to present the phase completion certificate from the client defining the quality percentage and time taken to complete the assignment
2	30% of the scanning & digitization work including scanning, indexing and cataloging, OCR/ICR (if required) and storage on the DVD media	25%. The vendor needs to present the phase completion certificate from the client defining the quality percentage and time taken to complete the assignment
3	40% of the scanning & digitization work including scanning, indexing and cataloging, OCR/ICR (if required) and storage on the DVD media	50%. The vendor needs to present the phase completion certificate from the client defining the quality percentage and time taken to complete the assignment

5. Any taxation over and above factored in PO applicable at the time of invoicing will be paid by NICS.
6. Payment will be made within 30 days on receipt of bills with complete document, subject to availability /receipt of fund from User Department.

**GENERAL CONDITIONS**

1. The vendor should acknowledge the receipt of this work-Order and confirm its acceptance immediately.
2. NICS reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-a-vis urgent commitments.
3. In case any query or clarification is there relating to this Purchase-order, the concerned Project Manager (**R. K. RAINA, General Manager**) at NICS-New Delhi shall be contacted. The contact number is **011-22900533** and email-id is **rk.raina@nic.in**
4. In addition to above, all the other clauses which are not mentioned in this Purchase-order but are a part of the concerned Tender No. **NICS/SCANNING & DIGITIZATION/2014/10** and the Empanelment No. **10(08)/2013-NICS Writer-Rev Valid Till: 10/05/2018** shall be ipso-facto applicable.

For National Informatics Centre Services Inc.

  
( R. K. RAINA )  
General Manager &  
Project Manager

**Copy To:**

1. HOF(TSS) or GM/DGM, Manpower, NICS-New Delhi
2. Accounts Section, NICS-New Delhi (Email: nics-account1@nic.in)
3. Project Manager (**R. K. RAINA, General Manager**), NICS-New Delhi (Email: **rk.raina@nic.in**)
4. Concerned NICS State Coordinator.
5. PO Section NICS-New Delhi (Email: pa-ponics@nic.in)
6. Guard File.

Staff of Writers Business Services Pvt. Ltd. came to RIE, Mysuru to start the scanning process of documents. They scanned around 1500 documents.



(Scanning work done by personnel of M/s. Writers Business Services Pvt. Ltd.)

The M/s. Writers Business Services Pvt. Ltd. Bengaluru branch has successfully completed the digitalisation of all the printed documents identified for inclusion in the IR of the Regional Institute of Education, Mysuru into PDF documents. Subsequently all the documents were converted in to OCR searchable PDF/A documents and necessary meta data and citations were created using Dublin Core and APA style of citations. Further, these documents were uploaded into the Intuitional Repository after categorising them in to communities and collections.



### **13. Hosting of Institutional Repository**

The Institutional repository of RIE, Mysuru was hosted on the Local Area Network and made available in the web address <http://172.16.1.41:8080/jspui/> which can be accessed from the campus wide network. The IR LAN address also linked to the Website of the Institute and it will be made available to access the same from any part of the world after obtaining necessary approval from the authorities.