

Updated as on 17.06.2011

SCHEME FOR ACQUISITION, CATALOGING, DIGITIZATION AND PUBLICATION OF TEXT BOOK & MANUSCRIPTS

1. Introduction

Ayurveda, Yoga, Naturopathy, Unani, Siddha and Homoeopathy (AYUSH) are codified knowledge systems containing wealth of information. These systems are becoming increasingly popular in education, research and health care circles. Over the years there has been phenomenal growth of AYUSH sector in all its spheres. Emerging demands for natural medicine and the process of globalization have inspired a few initiatives in the AYUSH sector to see its knowledge readily available through electronic means. Such initiatives need support and expansion. Use of information technology can add dimensions to the domain and scope for modernization of the AYUSH sector for its better accessibility to the stakeholders.

There are estimated to be around a 100,000 medical manuscripts in different languages and scripts in Public and private collections in India and abroad. An extremely small fraction (less than 1%) of these manuscripts are actually published. There is no comprehensive catalogue of the medical manuscripts of India with their locations. It is only recently, that NMM has initiated work in the country for digitization of the manuscripts. Enormous work is involved in cataloging and digitization and in the translation and preparation of critical editions of prioritized manuscripts. Given NMM's expertise in the cataloging and digitization of manuscripts, the AYUSH department has decided to implement the scheme in coordination with National Manuscripts Mission, Department of Culture, Government of India. A large body of AYUSH knowledge exists in the country in the form of classical text material, manuscripts, scientific outcomes, personal experiences, folklore, local health practices, ethno-medicine, tribal medicine etc. This information needs to be properly catalogued and digitized in user-friendly manner and make it easily accessible as well as protected. Similarly, flow of information of statistical importance from the field to the State headquarters and from States to Center needs to be streamlined and electronic networking of institutions facilitated.

2. Objectives of the scheme

- a) To catalog & digitize the medical manuscripts in a standard format as prescribed by NMM.
- b) To support translation and critical editions of medical manuscripts, selected on the basis of objective criteria.
- c) To disseminate information regarding medical manuscripts of India to all AYUSH educational and research institutions in the Govt. & Non Govt. sector.
- d) To utilize Information Technology for greater dissemination of AYUSH knowledge to practitioners / researchers / teachers and to promote creation of AYUSH databases for policy formulation / IEC etc.
- e) To support National Manuscript Mission to undertake a sub-mission on Medical Manuscripts.

3. Eligibility

1. Organizations/Institutions fulfilling the following criteria will be eligible to apply under the scheme:
 - i) The applicant organization/ institution must have proven track record in the areas of cataloguing / digitization / informatics and credible in-house technical expertise in the AYUSH systems and Information Technology. Organizations having proven track record and experience in either information technology or AYUSH systems and having collaborations with organizations having proven track record in the other area can also be considered.
 - ii) Adequate institutional logistic support for carrying out the given work should be available with the project-implementing team/institution.
 - iii) Applicant institution/implementing agency must be in existence for at least five years.
 - iv) Institutions/agencies having worked on similar projects for State/Central Government departments with credible outcomes will be preferred.
 - v) National Manuscripts Mission.
2. Any institution that has obtained funding from any other Central Government Ministry/ Department for the same purpose in the last five years shall not be eligible for funding under this scheme.
3. Applicant shall have to make information available regarding any assistance taken from any State/Central Agency in the last 5 years.

4. Funding Pattern

- i) Financial assistance will be provided direct to the institution in two to four installments depending upon the duration of the project. 1st installment of 30% of the project cost will be released on acceptance of the project proposal. Further assistance would be released in two installments of 30% each on the basis of satisfactory progress report and audited statement of expenditure. The balance 10% amount will be reimbursed on receipt and acceptance of detailed technical & financial report of the project becoming operational and audited expenditure statement & Utilization Certificate of the grant.
- ii) The funding under the scheme would be restricted only to preserve, translate, digitize and cataloging of the AYUSH manuscripts.

OTHER CONDITIONS:-

- a) Department of AYUSH shall have the right to recover the grant with 10% penal interest from the date of release of fund.or take legal action against the organization for any default or deviation from the terms & conditions of sanction of grant.
- b) The Department will not take responsibility for either the staff employed by the organization or any other liability other than the grant sanctioned.

c) The applicant institution is required to sign an agreement with the Department of AYUSH before sanction of grant-in-aid for implementation of the project within a time frame.

5. Structure of proposals

- a) Application in prescribed format (Annexure) along with a 'Detailed Project Report (DPR)' on the relevance of the proposal to the AYUSH sector should be forwarded with recommendation from the head of the applicant institution.
- b) The proposal must reflect clearly the objectives, action plan, duration, mode of implementation; logistic requirements, milestones, deliverables & outcomes and broad budget break up of the project.
- c) The proposals for preservation / digitization of AYUSH manuscripts and preparation of digitized databases, expert systems etc. should confine to the following priority areas and any other area of relevance for the AYUSH sector-
 - i) Pharmacopoeia and Formularies of Ayurveda./ Unani/Siddha/ Homoeopathy .
 - ii) AYUSH manuscripts of different languages such as; Sanskrit, Urdu, Persian, Tamil,, Telegu etc.
 - iii) Diagnosis support databases based on classical AYUSH texts and their commentaries.
 - iv) Databases based on published research & scientific studies/data on AYUSH.
 - v) Database of AYUSH Teaching institutions in respect of infrastructure and subject-wise listing of AYUSH teachers.
 - vi) AYUSH-related epidemiological data.
 - vii) Databases related to Market Authorization requirements of TM products in other countries, information like Quality standards.
 - viii) Negative / positive lists of US-FDA / EU etc. regarding category-wise listing of AYUSH products manufactured under Drugs & Cosmetics Act.
 - ix) AYUSH databases for promoting good clinical practices, good laboratory practices etc.
 - x) Clinical data of AYUSH hospitals and dispensaries.
 - xi) Theme-specific compilation of AYUSH information in digitized format.
 - xii) Trans-disciplinary glossaries of AYUSH terms.
 - xiii) Electronic networking of AYUSH institutions and authorities at District, State and Central levels for smooth flow of statistical and other information.
 - xiv) Publication of AYUSH textbooks and manuscripts is acceptable in highly exceptional cases for reasons to be recorded in writing with the approval of Project Sanctioning Committee (PSC). Priority will be given to the digitization of rare text books manuscripts and rare classical literatures.

6. Staff requirement

Programme Manager: A young professional with requisite domain knowledge and work processing skills will be hired @ Rs.20,000/- P.M. to act as the Programme Manager.

7. Selection Procedure:-

The selection of a proposal will be in the following steps:-

STEP –I: Examination of Proposal in the Section:

- (i) After receiving the proposal the programme officer will initiate process within 7 days.
- (ii) The proposal found suitable at initial examination will be put up to further examination of the Technical Committee as mentioned in STEP-II.
- (iii) Proposals with minor deficiencies will be returned to the organization for submitting revised/modified proposal, after removal of minor deficiencies.
- (iv) The proposal /concept note not found suitable and in accordance with scheme's guidelines at initial examination i.e. proposal with major deficiencies (deviating from the objectives and eligibility criteria) will be rejected and applicant will be informed accordingly.

STEP – II: Examination by the Technical Committee:

- (i) Technical Committee will examine the proposal received after passing through the scrutiny in STEP-I. The composition of the Technical committee is as under:
 - A) DG/ or in his absence his representative from all the Research Councils of the Department.
 - B) Adviser / Jt. Advisor / Dy. Adviser of all system from the Department.\
 - C) Representative from National Manuscripts Mission (NMM)
 - D) A Public Health Expert nominated by the Secretary (AYUSH)
 - E) The Director (AYUSH) will be the member secretary of the technical committee.
- (ii) The Committee may meet at such intervals as may be necessary, preferably every month and scrutinize the proposals.
- (iii) The proposals found suitable or with minor deficiencies will be put up in the Project Appraisal Committee after the deficiency has been corrected by the organization.
- (iv) In case any major deficiency is found the proposal would be rejected and applicant organization shall be informed accordingly.

(v) This Committee will also evaluate the proposals before releasing 2nd/ 3rd or further installment.

(vi) The Technical committee will frame the deliverables for each project.

(vii) The basic minimum deliverables will be framed by the technical committee. The deliverables can only be strengthened further/ expanded/ made more stringent and not diluted in any way at each subsequent committee levels.

STEP – III: Project Appraisal Committee (PAC):

(A) The composition of the Project Appraisal Committee will be as under:-

- i. Joint Secretary (AYUSH) - Chairman
- ii. Representative of Planning Commission - Member
- iii. Adviser (Ay.) / (Unani) / (Homoeopathy) of the Department -Member
- iv. DG /Directors of AYUSH Research Councils - Member
- v. One IT Expert from CSIR, Member
- vi. Director, NIC or his representatives- Member.
- vii. Representative from National Manuscripts Mission (NMM) – Member.
- viii. One AYUSH expert familiar with IT application – Member.
- ix. Director in-charge of the Scheme – Convener

(A) The proposals found suitable and recommended by the Technical Committee in step -II will be considered by the Project Appraisal Committee. The applicant organizations recommended by Technical Committee may be invited for a presentation before the Project Appraisal Committee (PAC) headed by Joint Secretary (AYUSH).

(B) The proposals found suitable will be recommended for consideration of Project Sanctioning Committee (PSC).

(C) If the PAC finds minor deficiency, the applicant organization will be given an opportunity to rectify the deficiencies before it is placed before the Project Sanctioning Committee. The PAC will reject the proposals having major deficiencies.

(D) The proposals found suitable will be recommended for consideration of Project Sanctioning Committee (PSC).

(E) If the PAC finds minor deficiency, the applicant organization will be given an opportunity to rectify the deficiencies before it is placed before the Project Sanctioning Committee.

(F) The PAC will reject the proposals having major deficiencies.

STEP – IV:- Project Sanctioning Committee (PSC):

(A) The Composition of the Project Sanctioning Committee will be as under:-

- i. Secretary (AYUSH) - Chairperson
- ii. Joint Secretary (AYUSH) - Member
- iii. Financial Advisor of the Ministry or his nominee – Member

- iv. Adviser/Dy. Adviser of concerned System- Member
- v. Director NMM- Member
- vi. One IT Expert nominated by Secretary (AYUSH)-Member
- vii. Director in-charge of the Scheme – Convener

(B) The proposals recommended by the Project Appraisal Committee will be considered by the Project Sanctioning Committee for final approval.

(C) The Project Sanctioning Committee will sanction the proposals which are found suitable and useful under the Scheme.

(D) The Sanctioning Committee may accord in-principle approval to the proposals with minor deficiencies, subject to correction as suggested by the committee, and the proposals not found suitable will be rejected.

(E) All the above 4 steps will be completed within 90 days of receipt of proposal.

8. Submission of applications

- i) Scheme details and application format shall be available on the Department website: www.indianmedicine.nic.in under the heading "Schemes". Copies of the scheme will be distributed to all potential applicants and can be collected from the Department of AYUSH. In case sufficient proposals are not received, the scheme can be advertised in leading newspapers for obtaining competitive proposals.
- ii) Application complete in all aspects with Detailed Project Report may be submitted to the Director, Department of AYUSH, Red Cross Society Building, New Delhi-110001.
- iii) Certificate as under is required along with application from the head of the organization-Certified that:
 - a) The organization shall abide by all the 'Terms and Conditions' of the grant stipulated by the Department of AYUSH, Government of India.
 - b) Separate accounts for the project will be maintained.
 - c) All records and reports related to the project shall be shown and furnished as and when required by the Department of AYUSH or its authorized representatives.
 - d) Project shall be open for evaluation of physical progress and utilization of funds at the discretion of Department of AYUSH.
 - e) The undersigned shall be responsible for the authenticity of the information & documents furnished in the proposal and subsequently in the progress & final reports.
 - f) Department of AYUSH shall have the right to recover the grant or take legal action against the organization for any default or deviation from the terms & conditions of sanction of grant.

Passport size photograph of the
Head of the applicant-organisation,
duly attested by a Gazetted Officer.

Signature
Name and Stamp of the Head of the organization

Annexure

APPLICATION FORM FOR SEEKING CENTRAL ASSISTANCE UNDER THE SCHEME FOR ACQUISITION, CATALOGING, DIGITIZATION AND PUBLICATION OF TEXT BOOK AND MANUSCRIPTS.

1. Name of the organization:
2. Registered Address:

Phone Number with STD code-
Fax Number with STD code-
Email-
3. Mailing Address:
4. Registration No. and date (for NGOs only)
5. Income & Expenditure details of last five years (for NGOs only):
6. Details of assets (building, equipment, vehicles etc available with the organization):
5. List of technical and non-technical personnel related to domain knowledge & information technology employed with the organisation: (enclose the particulars of each personnel like name, gender & age, qualifications, work assigned, major abilities etc.)
8. Major activities of the organization:
9. Major achievements of the organization in last five years:
10. Whether any grant received earlier from Ministry of Health & Family Welfare, if so, furnish the details thereof:
9. Whether funds were/are received from any other Central/State Government source, if yes, furnish details thereof:

12. What is the title of proposed project:
13. What are the components of the project
(Attach Detailed Project Report)-
14. Total amount and break up of grant
required, with justification for each item-
15. Attach following documents with the application-
 - i) Detailed Project Report
 - ii) Attested Copy of Registration (for NGOs only)
 - iii) Attested copies of Audited Statements of
Accounts for last five years (for NGOs only) -
 - iv) Bank Account details (for NGOs only)-
 - v) Certificate of abiding to the terms & conditions as
mentioned in para 8 (iii)
16. Give two references (with address, phone number etc.) other than District
AYUSH/Health Officer and State AYUSH/Health Secretary-
 - i)
 - ii)
 - .

Signature

(Name and Seal of the head /authorized officer of the organization)