NATIONAL INSTITUTE OF INDIAN MEDICAL HERITAGE

Central Council for Research in Ayurvedic Sciences Ministry of Ayush, Government of India Revenue Board Colony, Hyderabad 500036

GUIDELINES TO OBTAIN COPIES OF MANUSCRIPTS

National Institute of Indian Medical Heritage (NIIMH), Hyderabad is functioning under Central Council for Research in Ayurvedic Sciences, Ministry of Ayush, Government of India. The Institute undertakes Literary Research and Medico-Historical Studies in Ayush Systems of Medicine. The Institute maintains Medico-Historical Museum, which has collections of medico-historical importance. A Medico-Historical Library housed in the Institute has significant collection of manuscripts, rare books and periodicals which serves as a reference material to scholars, academicians, historians etc., Further, the Institute maintains digitized repository of medical manuscripts and rare books pertaining to Ayush medical systems digitized by the Council.

A portal titled 'AMAR – Ayush Manuscripts Advanced Repository' a comprehensive electronic descriptive catalogue of Ayush Medical manuscripts digitized by CCRAS has been launched on 05-07-2021 for wider dissemination and is successfully maintained at the Institute.

The copy of such manuscripts may be provided by NIIMH, Hyderabad on request basis for research purpose only.

- 1. All Colleges, Universities, National Institutes, Organizations of either Government or private sector of Ayush Systems of Medicine and other related Institutes/ Organizations may seek copies of manuscript from NIIMH, Hyderabad for research purpose.
- 2. The request for the copy of manuscript should be forwarded to NIIMH, Hyderabad through proper channel by the Researcher/Faculty duly counter signed by Head of the Institute as well as through the Guide in case of PG/Ph.D. studies.
- 3. Copies of requisite manuscripts shall be provided as a photocopy with unique ID number subject to following charges.

S. No.	Description	Amount in Rupees
1.	Copy on A4 size plain copier paper (75 GSM)	Rs. 5/-
		(rate per image)
2.	Colour Xerox on A4 size (175 GSM)	Rs. 10/-
		(rate per image)
3.	Postage and packing charges	On actual basis

- 4. Researcher should submit following documents in order to process the request at NIIMH, Hyderabad.
 - a. Duly filled in Requisition Form (Form at Annexure 1).
 - b. Duly signed Declaration Form (Form at Annexure 2).
 - c. Copy of ID card issued by Institute/ Organization.
 - d. Request letter from the Head of Institute (Format at Annexure 3).
- 5. Based on the above documents a, b, c and d (of S. No. 4), an invoice generated as per the rates (given at S.No.3) will be communicated to Researcher through e-mail.
- 6. The researcher shall make requisite payment in advance through Demand Draft or NEFT and the details of payment shall be communicated to the NIIMH, Hyderabad through e-mail. After confirming the payment status, the photocopy of manuscript along with comprehensive metadata and receipt for transaction will be dispatched by Registered Speed Post by NIIMH, Hyderabad. Additional Payment, if required shall be made before dispatch of copies.
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- 9. Original source of Manuscript Repository; Ministry of Ayush, Government of India; Central Council for Research in Ayurvedic Sciences, New Delhi and National Institute Indian Medical Heritage, Hyderabad shall be duly acknowledged in all works emerging out of the provided manuscript.
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- 11. The researcher will not be allowed to publish the manuscript in book form through any private publisher. The publication of manuscript in the form of book will be the sole right of CCRAS, which will be done with due acknowledgment to the scholar and concerned institute. However, in case, any other govt. organization desires to publish the manuscript, the same may be done after taking prior permission from DG, CCRAS.
- 12. Any other issue which is not covered in the above said conditions may be referred to DG, CCRAS for further decision therein.

Assistant Director In charge

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REQUSITION FORM

Name			
Educational Qualification			
Area of Specialization	☐ Ayurveda	□ Unani	☐ Siddha ☐ Homoeopathy ☐ Others Specify
Designation	□ 50wa-Kigpa	□ Sanskiit	- Others Specify
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Assistant

Research Officer (Ay.)

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Ī	Signature of the Researcher Date:
	Station: Signature of Guide
	Signature of the Head of the Institute along with seal

Date:
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Assistant Director In-charge National Institute of Indian Medical Heritage Revenue Board Colony Hyderabad 500036 Telagana.
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