
Archives of Contemporary India Guidelines for Scholars

1.1 Admission/Registration Rules

Admission to the Reading Room of the Archives is granted to only bona fide research scholars:

- a) Faculty members, research scholars and students of Ashoka University.
- b) Faculty members and research scholars of recognized universities of India.
- c) Research scholars/assistants of recognized universities or institutions who produce introduction letter from their supervisor or Professor or Head of the Department of Universities or Principals of their Colleges or Heads of Institutions or any other evidence that may prove they are bona fide scholars acceptable to the Chair, Archives of Contemporary India.
- d) Other scholars, authors, journalists etc. engaged in writing work related to the collections in the Archives.

Note: Documentary film makers, curators of exhibitions, scholars, etc. wishing to consult and use the sources of the archives will have to take special permission from the Chair of the Archives and will have to give a written undertaking to abide by all the copyright issues pertaining to the material selected from the collections. And they should duly acknowledge the Archives for the archival material consulted by them. Shooting/using professional camera will be allowed only after making advance payment as per the Archives rules.

1.1.1 Foreign Scholars

- a) Foreign scholars including OCI/PIO card holders wishing to consult the primary sources in the Archives should bring a letter of introduction from their respective Universities/Institution with their topic of research. They should also submit another letter of introduction from their respective Missions in India addressed to the Chair of the Archives of Contemporary India.

b) Foreign scholars submitting their projects through Indian Missions abroad or through foreign institutions based in India, or such cases where the research projects would involve field work, would require necessary clearance from the concerned Ministry. To avoid any loss of time after their arrival in the country, it is advisable that the scholars should send their applications well in advance directly to the concerned Ministry for the necessary clearances. Scholars under this category will be admitted to the Reading Room only after they submit such clearance on their visit to the Archives.

c) All scholars should email their application on the prescribed form enclosing all documents as mentioned above to the Director, Archives and submit the original documents to the supervisor in the Reading Room on their arrival.

d) Online membership can be taken from ACI website: archives.ashoka.edu.in by signing up.

1.1.2 Fee structure for membership of Archives

Indian Scholars

Time	Price
1 Year	Rs. 1500
6 Months	Rs.1000
1 Week	Rs. 400
1 Day	Rs. 200

Foreign Scholars

Time	Price
1 Year	Rs. 3000
6 Months	Rs. 2000
1 Week	Rs. 1000

Time	Price
1 Day	Rs. 500

1.2 Access Rules for Collections ACI

a) All private/institutional papers in the archives are open for consultation except where the donor/donors have placed restrictions or closed the papers for a specific period of time.

b) **Reading Room of the Archives:** Catalogues/Collections can be consulted in the Reading Room of ACI on the University campus. **Consulting the catalogues and viewing the metadata of files on the desktop in the Reading Room are Free of Charge.**

- i) Files/documents for reading can be requisitioned by filling the **Requisition Form** available in the Reading Room and on the ACI website too.
- ii) **Membership of the Archives (see 1.1.2) has to be acquired for requisitioning files/documents from the collections for reading.** Duly filled Membership and Requisition Forms can be sent by email also to Director/Supervisor of the Reading Room in advance to save time.
- iii) Papers/files will be issued to the scholar only after the approval of the competent authority. There are **No Charges** for reading the files/documents requisitioned in the Reading Room. However, **scholars will be charged for duplication of files/ documents as per ACI duplication rules (see 1.3.1).**
- iv) Brittle and delicate original papers will not be allowed for physical consultation but can be shown in digital form.
- v) No access to the original files and documents that have been digitized.
- vi) Scholars can reserve files for a week. Files not consulted for a week will be restored.
- vii) Scholars should seek, in writing, permission from the Director of Archives in case they need to engage an assistant for research.
- viii) Scholars are advised to handle the papers with utmost care. Membership is likely to be terminated in case a scholar is found damaging or disfiguring the document.

c) **Online Access on ACI website (archives.ashoka.edu.in):** Catalogues of collections **can be read online on ACI website and downloaded without registering as a member of ACI. Metadata of the collection, giving details of each file and document, can also be read online without acquiring ACI membership.** Scholars who want to requisition a file for downloading will have to both register and take membership of ACI. (see 1.1.2). Requisition Form can be downloaded and submitted online. Files/documents requested will be uploaded online only after receiving the requisition on the prescribed form and advance payment as per the ACI duplication rules (see 1.3.1).

1.3 Reprographic Services Rules

- a) Reprographic services are available for scholars.
- b) Duplication of a document or a file is permitted only after the approval of the competent authority.
- c) Duplication of documents is undertaken only after receiving the requisition on the prescribed form and advance payment as per the archives rules.
- d) Duplication of an entire collection is not permitted. Only ¼th duplication of the entire collection is permitted.
- e) Duplication of ¼th of a category (General Correspondence, Subject Files, Writings by Him & Others, etc) within a collection is permitted but not the entire category within a collection.
- f) In cases where there are photographs/albums, only ¼ of the photographs/albums are permitted for duplication.
- g) In cases where there are videos and sound recordings in a collection, only ¼th of such material will be allowed for duplication.
- h) Both video and sound recordings will be duplicated only in their full duration.
- i) Separate rates may be charged for different reprography services such as scanning, copies on pendrive/emails - hard copies and soft copies.

j) Scholars are advised to handle the papers with utmost care. Membership is likely to be terminated in case a scholar is found damaging or disfiguring the document.

k) Copyright rules would apply to duplication of images, photos, audios, videos, etc.

l) Photography/scanning by any means is strictly prohibited in the Reading Room.

1.3.1 Reprographic Charges

Indian Scholars

i) Duplication/scanning per page A1-A4: Rs. 10 per page (for pendrive, separate charges as per GB).

ii) Photograph/images 300 dpi: Rs. 200 per photo + pen drive /600 dpi: Rs. 400 per photo + pen drive charges.

iii) Photo copyright charges for Indian publishers: Rs. 2,000 per photo.

iv) Shooting from photos in Archives premises: Rs. 10,000 per day.

Foreign Scholars

i) Duplication/scanning per page A1-A4: Rs. 40 per page (for pendrive, separate charges as per GB).

ii) Photograph/images 300 dpi: Rs. 600 per photo + pen drive/600 dpi: Rs. 1,000 per photo + pen drive charges.

iii) Photo copyright charges for foreign publishers: Rs. 10,000 per photo.

iv) Shooting from photos in Archives premises: Rs. 25,000 per day.

1.4 General Instructions for Research Scholars

- a) Archives Reading Room shall remain open from Monday to Friday, 10 a.m. – 5 p.m. except on holidays notified by the university.
- b) Timings for requisition of files: 10 a.m. - 4.15 p.m.
- c) Closure of Reading Room: 4.40 p.m.
- d) Files requisitioned at 4.15 p.m. will be supplied next day after 10.30 a.m.
- e) Request to register for membership along with the required documents may be emailed in advance to Director, Archives.
- f) Every scholar must carry their photo ID proof and should be able to show it to the supervisor of the Reading Room when requested.
- g) No open shelf access of archival material.
- h) No papers/files to leave the Reading Room of the Archives.
- i) No bags, mobiles, cameras, paper cutters/knives, staplers/pins/cigarette lighter are allowed inside the Reading Room.
- j) Food, drink, chewing gums and cigarettes not permitted in the Archives.
- k) Pens are not allowed inside the Reading Room. Only pencils, laptops, writing notebooks or papers may be taken inside.
- l) Documents to be handled with utmost care, no marking on the files, no folding or pinning the papers in the file.

I hereby declare that I have read and understood the rules governing admission/registration/access policy/reprographic rules of the Archives of Contemporary India.

Name of Scholar (Block Letters): _____

Archives Membership Card No: _____

Date: _____ Time: _____ Signature: _____

2. Forms for Scholars

2.1

Archives of Contemporary India

Membership Form

Name of the Applicant: _____

Father's/Mother's Name: _____

Date of Birth: (DD/MM/YYYY) _____

Nationality: _____

Educational Qualifications:

Topic/Subject of Research: _____

Name of University/Institution: _____

Profession: _____

Membership Validity: _____

Email Id: _____

Contact No: (Mob.): _____ (Res.): _____

Aadhaar Card No./Passport/Election ID (Copy to be enclosed): _____

Present Address: _____

Permanent Address: _____

I hereby declare that the above mentioned information is correct to the best of my knowledge and belief.

Date: _____ **Time:** _____

Signature: _____

Please
paste/insert your
recent passport
size photo (photo
should not be
more than 2 MB
for uploading)

Note: Please read the Archives Rules attached with this form carefully.

2.2

Archives of Contemporary India

Reading Room

Requisition for files/documents

Applicant's Name: _____

Archives Membership Card No: _____

Name of the Collection: _____

Correspondence A-Z: _____

Subject File No./Nos.: _____

Speeches and Writings: _____

Printed Material/Others: _____

Note: All requisitions for files/documents are to be submitted by 3 pm., and will be processed the next working day.

Date: _____ Time: _____ Signature: _____

2.3
Archives of Contemporary India

Requisition for Reprography Services

Applicant's Name: _____

Nationality: _____

Archives Membership Card No: _____

Order Details (**Please fill separate forms for each Collection/Material**):

- Name of the Collection/Details of Material _____

- Correspondence A-Z: Page No.: _____

- Subject File No/Nos.: Page No.: _____

- Speeches and Writings: Page No.: _____

- Printed material/Others: Page No.: _____

- Total No. of Pages: _____

I hereby declare that I will use the copies of archival material received for *only* non-commercial research purposes.

Date: _____ Time: _____ Signature: _____

To be filled by the Archives Staff

Total No of Pages/Items: _____ Postal Charges (if applicable): _____

Total Amount: _____ Mode of Payment – Cash/Card: _____

Name of Archives Staff: _____

Date: _____ Time: _____ Signature: _____

Date and Time of delivery of material: _____

Delivered by: _____ Received by: _____

2.4
Archives of Contemporary India

Copyright Clearance
Declaration Form

(To be filled by the Applicant in Capital Letters)

Name of the Applicant: _____

Nationality: _____

Archives Membership Card No.: _____

Name of the Collection/Other Item: _____

- **Category of Papers/Item:** _____
- **File/Item No.:** _____
- **Nos. of Pages/Items, etc.:** _____

Purpose of Requisition: _____

Signature of the Applicant

I have read through copyright rules and will abide by them as per the Archives extant guidelines.

I hereby agree to acknowledge the Donor/Donor of the Collection/Collections and Archives of Contemporary India, Ashoka University, Sonapat, Haryana for use of archival material for publication/exhibition/film/any other.

I further declare that I shall be responsible for obtaining the necessary copyright clearance and permission from the concerned person or authority.

I _____ S/o _____

R/o _____

Here by also declare on the day _____ month _____ Year _____ that the above mentioned information is true and correct to best of my knowledge and belief.

Signature of the Applicant