

Guidelines for the Usage
of
Bulk Data Updation Utility
(BDU)
for
Waqf Estate & Waqf property Archived
Documents Management System
(WAMSI-DMS)



Minorities Affairs Informatics Division
National Informatics Centre (HQ), Government of India
New Delhi

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Waqf Estate & Waqf property Archived Documents
Management System
(WAMSI-DMS)

NIC-MoMA-WAMSI-DMS-BDU-SW-DOC v1.3

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Amendment Log

Version No.	Date	Change Number	Brief Description	Section Change
1.1	01-Nov-2010		Initial BDU usage Guidelines	
1.2	01-Dec-2010		SWB Page added, Counter added & GUI improvement	
1.3	04-Mar-2011		GUI improvement	

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Executive Summary

Fundamentally, **Metadata** is a **Catalogue** of the **Documents** stored in the **Document Management System**.

Waqf Estate & Waqf Property Archived Documents Management System – Bulk Data Updation Utility (referred hereinafter as **BDU**) will be used as a means of cataloging the Archived Documents. The purpose of this utility is to capture the Catalogue Information into digital format & associate it with related Scanned Documents. The Output of BDU will be in the form of **Dublin Core Structure**, which will be imported directly into **Waqf Estate & Waqf Property Archived Documents Management System (WAMSI-DMS)** subsequently in Batch processing.

Guidelines for Digitization

(Scanning of Documents, Installation of BDU & Data Entry in BDU)

1. Type of Documents to be scanned

It is highly recommended to scan only those documents which represent the legal ownership of the property. For example: Waqf Deeds (WD), Record of Rights (ROR) from Revenue Departments, Gazette Notifications (GZ), Land Record Documents (LR), Maps (MAP), Waqf Registration Forms (REG).

Note: If SWBs are having other Documents which they feels that they are important to be archived, then SWBs are requested to discuss them with NIC-PMU(Waqf) Team so that their DocumentCode may be agreed upon in order to have uniformity in Digital Naming Convention.

2. Scanning of the Documents

- 2.1. Scanning should be done in Grayscale as far as possible
- 2.2. If colored scanning is required, use minimum colors so as to reduce the size of the file.
- 2.3. Scanned pages should be Readable to the user
- 2.4. Scanned File/Image should be saved in multi-page PDF format for each document.
- 2.5. It is recommended that State Waqf Board Logo should be displayed in the background with very light shade (as a watermark) on every scanned page.

3. Naming Convention of the Scanned Documents

3.1. Once a document is scanned, a file has to be named as **Waqf Id DocumentCode.pdf**. For Example the user needs to follow the required naming convention.

- 3.1.1. If, For a Waqf Estate, Waqf ID created is MH000001 & related to this Waqf Estate the supporting property document to be scanned is "Record of Right" then the File Name should be given as MH000001_ROR.pdf

3.1.2.In case of multiple volumes of the same document, the File Names for the Scanned “Record of Right” documents for the same Waqf ID should be given as MH000001_ROR1.pdf & MH000001_ROR2.pdf, etc.

4. Pre-requisites for the Installation of BDU on PCs

- 4.1. MS-Windows Operating System (viz., MS-Windows 7, XP)
- 4.2. Java Runtime Environment 1.6 or above (viz., JRE 1.6)

5. Run BDU

- 5.1. Double click on BDU JAR File (i.e., MetaDataWaqf.jar) in the folder where you have extracted ZIP File provided by NIC-PMU(Waqf).
- 5.2. Following Form will be displayed (Test Data is shown for reference)

6. Guidelines for Data Entry into BDU

- 6.1. Fields marked as * are mandatory
- 6.2. Select Waqf State Name from the dropdown list.
- 6.3. Destination folder for creation of *Dublin Core Structures*
 - 6.3.1. On selecting a Particular SWB, a folder will automatically be created on the name of that SWB Abbreviation. For e.g. On selecting **Maharashtra State Board of Wakfs**, the name of the folder created automatically will be ‘MH’ & the Destination folder will be shown like “D:\MH\”
 - 6.3.2. In case the User wants to select a different path/folder or create his own destination path/folder he will have to click browse in order to do the same.
 - 6.3.3. This folder will store the *Dublin Core Structures* in individual sub-folders by the names of Waqf IDs.
 - 6.3.4. Once the user exit from the form he will have to create another destination folder
 - 6.3.5. It is recommended that User create the destination folder on the basis of Date as well as Session. So that work is not lost.

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Waqf Estate & Waqf Property Archived Documents Management System - Bulk Data Updation Utility

Select Waqf Board
Waqf Board Name * Maharashtra State Board of Wakfs

Select Destination Folder for Creation of Dublin Core Structures
Destination Folder * D:\MHR

Waqf System
Record Saved,
Press Yes-If Continue With Another Entry,
Press No-If Exit From the Form

6.4. After selecting the State Waqf Board and the Destination folder, click the Next button. Then BDU Main Form will be displayed.

6.5. BDU Form is ready for Data Entry

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Maharashtra State Board of Wakfs **Dublin Core Structure Location:- D:\MHR** **Record No.: 1**

Waqf Details
Waqf ID * (Max 8 Char) MH000001
Waqf Classification * Sunni
Waqf Type * Allal-Aulad
Waqf Scheme of Administration waqf schme
Waqf Estate Name * waqf estate name
Waqf Registration No * 000001
Waqf Registration Date * 2011/03/07
Waqf Creation Date * 100 years
Waqf Gazetted * Yes
Waqf Gazette Details waqf gazetted details

Waqif Details
Name * waqif name
Father/Husband's Name * waqif father name
Address *
City *
District *
Property Details
Immovable Property(s) * immovable details
Movable Property(s) * movable details
#Please write N.A. , if Data is not available.

Managed By
 Mutawalli Management Committee Waqf Board

Other Details
remarks

Commands

Waqf System
Record Saved,
Press Yes-If Continue With Another Entry,
Press No-If Exit From the Form

6.6. Input the Metadata Information into this Utility

6.7. Waqf ID must be 8 characters as per its format. If it is not filled correctly, then cursor will not be going forward.

6.8. Date should be entered in YYYY-MM-DD format or select from Date Picker.

6.9. In Waqf Creation Date field user can either enter Date or Characters depending on information available. For e.g. User can enter Waqf Creation Date as 'over 100 years' or '1910-01-01' depending upon the available information.

6.10. In the Property Details panel, inputting of Immovable Property details and Movable Property details are mandatory, if any Waqf

Estate doesn't have property details in either field then Please fill N.A. in that textbox.

6.11. Scanned Document File(s) must be selected for associating with the above Metadata Information by clicking on Browse & then Add Button one by one. You can also remove if you selected a wrong file by selecting that file from the display and pressing Remove Button.

6.12. On Clicking **Save** button record gets submitted & the system displays the following alert "Record Saved" and prompt user for Continuing with another Record with two buttons named as "Yes" or "No"?

6.12.1. If the user press "Yes" Button, then the user will be able to submit another Record within the same destination folder.

6.12.2. If the user press "No" Button, then Form will be closed and all the Dublin Core Structures will be available in the same destination folder so selected in the First Form.

In case the User reopens the Utility, he will have to select/create another destination folder for the new session on the same date or another date.

7. Output of BDU

7.1. After submission of each Metadata Main Form, the BDU automatically create a folder within the destination folder (refer 6.3.3) named as their Waqf ID.

7.2. Created *Dublin Core Structure* (e.g., MH000001 same as Waqf ID) will contain the following files:

7.2.1. All PDF Files associated by the user for this Waqf ID.

7.2.2. One "dublin_core.xml" File which contains the Metadata Information entered through various fields of the BDU Main Form for this Waqf ID.

7.2.3. One "contents" File which will have the names of all the PDF Files associated for this Waqf ID.

8. Important Message

This output (*Dublin Core Structures*) will directly be imported into the WAMSI-DMS in a batch processing.

For any suggestion to improve the content of this Document, please write to:

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