

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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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	
1.4	01-May-2011		Accommodating Special Characters during data entry	

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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 establishes the legal ownership rights of the waqf 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), Land Possession Certificate (LPC).

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 File 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 digital file 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 (ROR)” 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 (ROR)” 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 or 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.

- 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

- 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.

- If the DEO enters special characters e.g., & , < , > , ” and ’ while entering data in BDU then BDU Utility replaces these characters with the below mentioned characters and these get substituted automatically while parsing the XML file.
-

Character	Reference
&	&
<	<
>	>
"	"
'	'

Once Special Characters are entered, the user will see the corresponding references in those places if their *Dublin core structures* are opened in Notepad or Word Pad, which are equally correct. For e.g., once opened in Notepad or Word Pad the user will see the characters in Dublin Core XML as follows in places of such Special Characters:

```
<dcvalue element="description" qualifier="schme">Waqf Schme &amp;
administration</dcvalue>
```

```
<dcvalue element="subject" qualifier="gazettedetails">waqf gazette
&amp; and &lt; and &gt; and &#039; test &quot; and &#039; test
&#039;</dcvalue>
```

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