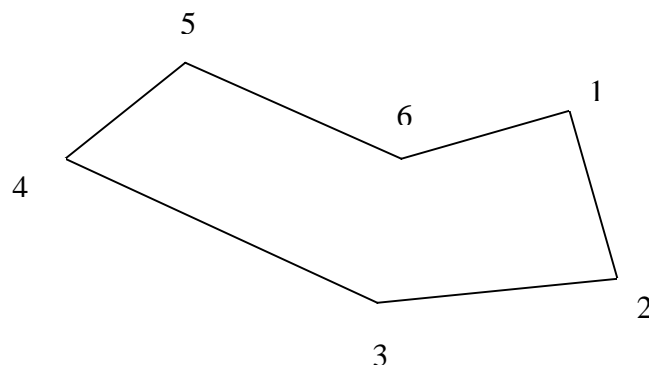


GOOD PRACTICES FOR COLLECTING GPS COORDINATES

1. Always keep an extra set of Batteries for GPS Receiver when leaving for the Field Visit.
2. Default settings of the GPS Receiver should be set as GPS+GLONASS and Degree-Minute-Second for Satellites Mode and Coordinates Format respectively.
3. When approaching the site, please switch 'ON' the GPS Receiver and switch "OFF" when leaving the site to save Battery Life.
4. Make a rough Lay-out of the Waqf Property on "GPS Field Survey Form" and numbered the Vertices (or Corners) in a cyclic order (say 1, 2, 3, ...) either Clock-wise or Anti Clock-wise, as indicated below:



Definition: Vertex typically means a corner or a point where lines meet. For example a square has four corners, a pentagon has five corners, each one called a Vertex. The plural form of vertex is Vertices.

5. Record the pair of Latitude & Longitude in Degree-Minute-Second Format from the GPS Receiver Device for each Vertex as indicated in the above Rough Layout by actually standing at that position for a moment till maximum +/- 3m Error (depending upon the maximum error limit of the device and surroundings) is displayed and record the same in the "GPS Field Survey Form" appropriately.

Please Note: In case, noting down the Vertices of the Layout is not feasible due to various reasons or the Waqf Properties are on the same land/plot like different floors/flats/Shops then you can take any point from the top of the Building for the purpose of locating the Waqf Property on the Map, but it should be entered as "Center" instead of "Vertex".

6. Download and Install free "**Google Earth**" Software (if previously not installed) on your Internet enabled Desktop/Laptop for correcting the GPS Coordinates vis-à-vis actual Layout of the Waqf Property before entering into WAMSI On-line System.
7. Enter any pair of Latitude & Longitude as numbers with white spaces in-between the Degree, Minute & Second and ", " as separator in-between Latitude & Longitude, in the Search Box of "Google Earth" to fly to that point on the Satellite Imagery (such as Paryavaran Bhawan, New Delhi enter as **28 35 21.22, 77 14 09.69**). Once there, you will recognize the Waqf Property you visited. Now, when you take the Mouse Cursor to its Vertices then you can note down their correct pairs of Latitude & Longitude from the Status Bar at the bottom of "Google Earth" Interface for entering into WAMSI On-line System. You can use different color of the Pen like Red Pen to note down correct pairs of Latitude & Longitude just below the Field Collected Readings after ~~Strike through~~ on the "GPS Field Survey Form", so as to facilitate easy recognition while entering the data into WAMSI On-line System and for record keeping purposes.

GPS Survey and Verification of Waqf Property Basic Data from the Field Visit

WaqfID
Name

PropID
Name

BRIEF DESCRIPTION (SPECIFICATION) OF WAQF PROPERTY

ROUGH POLYGON (LAYOUT) WITH VERTEX NOS. MARKED ON IT (1, 2, 3,)

GPS COORDINATES:

VER TEX	LATTITUDE	LONGITUDE	VER TEX	LATTITUDE	LONGITUDE
1.			11.		
2.			12.		
3.			13.		
4.			14.		
5.			15.		
6.			16.		
7.			17.		
8.			18.		
9.			19.		
10.			20.		

Date: _____ **Time:** _____

Signature of Field Staff

GPS Instrument: _____ **Field Staff Name:** _____ (Page 1 of 3)