

**APPLICATION FOR PERMISSION TO CONSULT RECORDS IN
THE SAINT KURIAKOSE ELIAS CHAVARA ARCHIVES AND RESEARCH CENTER,
MANNANAM**

To

The Director,
Kuriakose Elias Chavara
Archives and Research Centre,
Mannanam, Kottayam, 686561

PHOTO

Respected Director,

I hereby apply for consulting records in the St. Kuriakose Elias Chavara Archives and Research Centre, Mannanam, Kottayam. I agree to comply with the rules and regulations and promise to acknowledge the source and to provide a copy of my work or particular pages based on the materials consulted at the Archives.

1. Name (Block letters) :
2. Father's /Husband's name:
3. Date of birth :
4. Qualification :
5. Nationality :
4. Profession :
5. Subject of Research/Title of Thesis :

8. Purpose of research and details thereof :

9. Degree and the University where research work is
Registered with date of registration
(Attested copy of the registration may be attached) :

10. Period covered in the Thesis/subject :

11. Approximate date of completion of the work:

12. Name and address of supervisor
(Foreign nationals should give the particulars of local
Supervising teacher and his/her recommendation):

13. Department to which the researcher is attached:

14. Period for which permission is sought:

15. Address

(i) Local :

(ii) Permanent :

17. Contact Details

Mobile:(1.)

(2.)

Land Line:

Email :

WhatsApp :

Particulars of records to be consulted

<u>Document Type</u>	<u>Period</u>	<u>Remarks</u>
1.		
2.		
3.		
4.		

St. Kuriakose Elias Chavara Archives and Research Centre**Rules and Procedures****Applicable to all researchers and visitors**

1. Appointments must be made with the permission of Director (Prior of St. Joseph's Monastery, Mannanam) for all research or reference in the Archives with early information. Office Timing of the Archives - Monday to Friday 9 am – 4 pm and Saturday 9 am to 1 pm).
2. Visitors and Researchers are requested to attach a letter of recommendation from their University/ Institution. Foreign scholars are requested to bring a letter of permission from the diplomatic representatives of their country in India as well as and submit a copy of their passport and visa.
3. Visitors and Researchers are expected to present a valid Identity card with photo identification.
4. For reference we provide only digitized copies of manuscripts through computers. Notes may be taken only with pencil.
5. Our collections should not be duplicated by the visitor/researcher.
6. The researcher must accept the responsibility of carefully handling all materials made available.
7. Books may not be leaned on, written on, folded, traced over or handled in any way that may damage them. All materials must be kept on the surface of the table.
8. Only one document may be used at a time.
9. Researchers and visitors are expected to produce a copy of the thesis (or particular pages) in which they have cited any of the documents of this Archives.
10. Photocopies – As a practice we do not give any photo copy of the books, manuscripts and documents to the visitors.
11. Cameras, mobile cameras and video cameras are not allowed in the reference section as well as in Archives.
12. Reference of the Archival material does not constitute permission to publish or distribute in any manner.
13. All personal materials (including purses, briefcases, bags, knapsacks, etc.) must be kept in the main counter in the reading room.

14. Tape recorders, personal computers, pen drives and other electronic devices are not permitted inside the reference and archival sections.
15. Personal materials essential for research must be approved by the staff members prior to the commencement of reference.

I have read the rules and procedures of this archives and I agree to fully comply with them.

Name:

Date:

Signature: