

✚ Research / Reading Hall for Scholars

- Research Hall for consultation of Records for Scholars.

✚ Instruction for Scholars / Public

- ✓ Mobile phones may be switched off or put on silent/ vibration mode before entering Reading / Research Room.
- ✓ Use of mobile cameras/ digital cameras, scanners, etc. is strictly prohibited inside Reading / Research Room.
- ✓ Bags, water bottles, beverages and edible items are not permitted inside the Reading / Research Room.
- ✓ Big bags, laptop bags and water bottles and eatables may be kept in the rack adjacent at Security Counter. Directorate of Archives and Archaeology does not hold any responsibility for items kept at the security counter.
- ✓ Scholars are requested to return the reference media to their respective shelves in the Research Room after use.
- ✓ Requisitions may be handed over at least 15 minutes before the timings mentioned above. For any clarification RR staff may be contacted.
- ✓ Scholars are requested to give only 2 requisition slips at a time.
- ✓ Records may be reserved only for a week after which they shall be returned to the repositories.
- ✓ Documents may be handled with utmost care. They are not to be marked, folded, pinned, stapled or leaned upon.
- ✓ Do not keep any writing material on the records. Use lecterns for heavy volumes.
- ✓ Use of pencils is preferred over pens in the Research Room.

✚ Rules for Scholars (Foreign / Indian National)

- ✓ The research students desiring to consult the records contained in the Directorate of Archives and Archaeology, Panaji, are required to apply to the Director of Archives and Archaeology, Government of Goa, for access to the records for the purpose of historical research. The application form is available.
- ✓ Foreigners wishing to consult records must produce introduction from their respective universities or should satisfy otherwise about their bonafides as genuine research scholars.

- ✓ The access to the records for consultation by scholars is governed by the Historical Research Rules. The records are to be consulted only within the research room and in the presence of a member of the supervisory and staff of Archives.

Registration procedure

- Indian nationals wishing to consult records are required to submit a letter of introduction from their sponsoring University/ Institution.
- Foreign nationals are required to submit a letter of introduction from their sponsoring University/ Institution.
- Scholars are required to fill the form “APPLICATION FOR ADMISSION TO THE RESEARCH ROOM OF DIRECTORATE OF ARCHIVES AND ARCHAEOLOGY, PANAJI, GOA”

Reference Media

- ❖ Various forms of reference media in the form of Check Lists, Transfer Lists are available in the department and would be provided to the user in keeping with his/ her topic of search / research.

Requisitioning of Records

- Application Forms, Requisition Slips, Lists, Catalogues etc. are available for consultation and obtaining certified copies of the documents.