



**MEMORANDUM OF UNDERSTANDING FOR
SETTING UP WORKSTATION FOR RESEARCH ON
MICRO DATA FROM CENSUS**

March 2013



**Office of the Director of Census Operations, Goa
Ministry of Home Affairs
Government of India**

Panaji - 403001

This Memorandum of Understanding is made at Panaji, Goa on th 26 Day of March, 2013

Between

Directorate of Census Operations, Goa, Ministry of Home Affairs, Government of India, represented herein by its Joint Director, Shri Mallikarjuna having its office at Census House, Plot No. 22, EDC Complex, Patto, Panaji, Goa - 403001 (hereinafter referred as "First Party", which expression shall, unless repugnant to the meaning of the context thereof, means and includes its representatives, executors and permitted assigns) of the First Party

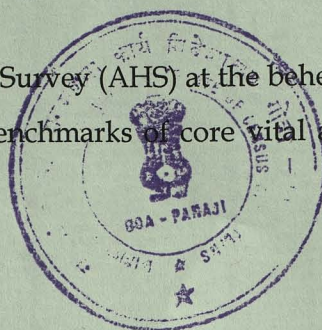
AND

Goa University, established by the Goa University Act of 1984, represented herein by its Registrar, Prof. V.P. Kamat having its office at the Administrative Building, University Campus, Taleigao, Goa (hereinafter referred as "Second Party", which expression shall, unless repugnant to the meaning of the context thereof, means and includes its representatives, executors and permitted assigns) of the Second Party

I. BACKGROUND

01. The Office of Registrar General & Census Commissioner, India (ORG&CCI) is an attached office of the Ministry of Home Affairs and has currently 35 offices all over the country. Besides the Head Office at New Delhi and the Language Division at Kolkata, 33 offices are located in States/UTs and are known as Directorate of Census Operations (DCOs). The Office of Registrar General and Census Commissioner, India (ORG&CCI) is an Attached Office of the Ministry of Home Affairs that has its own administrative setup. The office is responsible for:

- Conduct of decennial Population Census under the Census Act 1948, tabulate and disseminate the Census data;
- Coordinating and unifying at the National level, the work under the Registration of Births and Deaths Act, 1969;
- Estimating at the National and State level, fertility and mortality rates through the Sample Registration System (SRS);
- Preparation of National Register of Indian Citizens as since 2003, Registrar General, India has been designated as National Registration Authority and Registrar General of Citizen Registration under the Citizenship (Amendment) Act, 2003. As per latest decision of the Govt. a National Population Register (NPR) is being prepared;
- Conducting the Annual Health Survey (AHS) at the behest of Ministry of Health and Family Welfare to yield benchmarks of core vital and health indicators at the district level; and



- Rendering Technical & Logistic Support for Conduct of Socio-Economic and Caste Census (SECC).

02. Conduct of the Census is a role assigned to Government of India, under the Constitution. The Indian Census has a rich tradition and enjoys the reputation of being one of the best in the world. The first Census in India was conducted in the year 1872. This was conducted at different points of time in different parts of the country. In 1881 a Census was taken for the entire country simultaneously. Since then, Census has been conducted every ten years, without a break in spite of several adversities like wars, epidemics, natural calamities, political unrest, etc. This mammoth administrative exercise of collection of sample micro level data for the entire country, requiring huge commitment of manpower and material resources, is conducted by the Government of India every ten years with the active support of States/UTs. Census, 2011, conducted very recently, is the fifteenth in this unbroken series since 1872 and the seventh after independence.

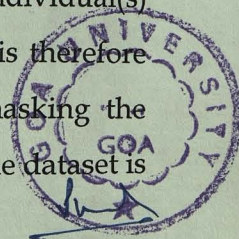
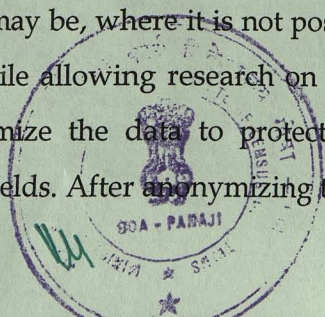
03. The Post-Census operations call for tabulation of the data collected during Census, in proper format, at the earliest, with high level of accuracy, to make it available for use by all concerned. Accordingly, after every Census, ORGI and DCOs publish a wealth of data with regard to statistics on population.

04. At the time of each decennial Census huge array of information is collected from each person in the country on various subjects like social, demographic, economic and other related aspects. Information is also collected about the household and about housing condition, amenities and assets available.

05. This huge information collected is then used to generate specific pre-formatted tables for use by a wide range of data users. At the Census 2001 about 300 tables were generated using the database of information on more than a billion people. Besides, on request from data users customized tables are also generated for their specific use from the database.

06. As information is power and as collection of information itself is very costly, many countries allow researchers the access to such a huge dataset as in Census for individual research. Indian Census has also decided to extend this facility to the researchers and has the approval of the Planning Commission, Government of India for setting up 18 Workstations for research on sample micro-data from Census within the 12th Five Year Plan (2012-17).

07. The Census Act 1948 stipulates that the information given by any respondent at the decennial Census is to be treated as confidential. Such information is also prohibited from being presented or used as exhibits in any court of law. The census data published by the Census Commissioner, India is in the form of aggregate tables at various administrative levels like, the country, state, district, sub-district, town, village or ward in town as the case may be, where it is not possible to identify the individual(s) to whom these relate to. While allowing research on sample micro-data it is therefore utmost important to anonymize the data to protect confidentiality by masking the location and a few sensitive fields. After anonymizing the record level data the dataset is



made available for in-depth research at the workstations on varying characteristics of the population of the country. The researchers are permitted to generate cross tabulations using the sample micro-data sets but are not permitted to copy or take out the data from the workstation.

II. OBJECTIVE

08. The objective for setting up the Workstation is to permit qualified researchers optimum use of anonymized sample micro-data from census for in-depth research by allowing access for generating cross-tabulations not published by the Census. The facility is open to all including those who are not enrolled or part of the university.

09. Such research would not only allow greater utilization of data by way of generating cross-tabulations from confidential sample micro-data not otherwise possible by using aggregate level data available in public domain. An in-depth study might also contribute towards using improving methodology of data collection during census as well as identify strengths and weaknesses of the sample micro-data.

10. Each set of observations arrived at the data centre after research would be the end result of decision rules covering definitions, classifications, coding procedures, processing, editing, etc. The validity and consequences of all these decision rules only become evident when the ORGI's sample micro-databases would be tested in the course of analysis. Exposing to the light of research the conceptual and processing assumptions that are embedded in the census sample micro-databases constitute an important element in improving the quality of data.

III. LOCATION:

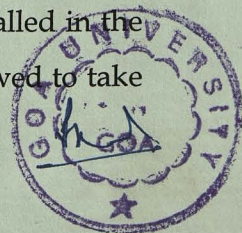
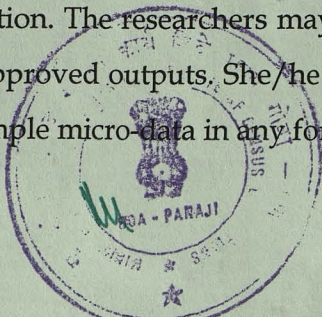
11. As agreed to by the Second Party, the workstation shall be located at the following address

Library Annex, 2nd floor
Goa University Library
Taleigao Plateau, Goa- 403206

IV. FACILITIES AVAILABLE

12. The workstation will be fully equipped with all the facilities for research on confidential micro-data from Census 2001 and Census 2011. The workstation will be fully air-conditioned and would have a network of computer terminals for accessing the data. An official from the university will be posted at the workstation to provide access to the data sets required in the approved research proposal.

13. The researcher will be permitted to only use the software made available at the workstation for tabulation. The researchers may also use the printer installed in the workstation to print the approved outputs. She/he will however not be allowed to take out the soft copy of the sample micro-data in any format.



V. SUPERVISION OF THE WORKSTATION

14. The Second Party agrees to nominate Goa University Library responsible for setting up, maintaining, and research at the workstation as agreed to in this MOU.

15. The Second Party also agrees to appoint a senior faculty member of the Department as the sole In-charge for the proper functioning of the workstation. University also agrees to appoint a separate faculty member to support the In-charge.

VI. STEERING COMMITTEE

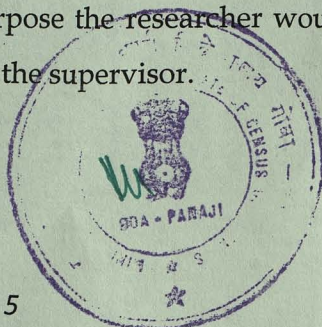
16. For examining the research proposals received from scholars, students or any other person for undertaking research, a Steering Committee will be constituted by the Goa University. The Steering Committee shall comprise of four members with two members from the University and two other members from the Directorate of Census Operations, Goa. The Steering Committee will meet regularly to examine the research proposals received at the workstation and accord permission for research, if found suitable. The facilities available at the workstation will only be open to researchers whose research proposal has been accepted and approved by the Steering Committee. In case the datasets is not available at the workstation, or up to the time it is not available, the Faculty In Charge would forward the request for generating cross-tabulations to Census Commissioner, India for consideration. If approved by the Census Commissioner, India the tables would be generated at the ORG&CCI and made available to the research scholar. The Steering Committee would make its own rules for operating the workstation. The nominated members from the First party would have the right to convene the meeting of the Steering Committee, if necessity arises.

VII. WHO PROVIDES THE DATA FOR RESEARCH

17. After the proposal from a Research Scholar is approved by the Steering Group the Faculty in charge would direct the person posted at the Workstation to allot a Computer terminal and make available the data.

VIII. RESTRICTIONS TO BE FOLLOWED

18. In order to maintain the confidentiality of the data and also to supervise and monitor use of the sample micro-data it is not permissible to take out or copy the data. The researcher would be allowed to process the sample micro-data using the software as available in the workstation and generate the table for use in her/his research. Only computer printout of the tables so generated will be allowed to be taken out of the workstation. For this purpose the researcher would have to fill in the prescribed form and obtain permission of the supervisor.



IX. SUPERVISION AND GUIDANCE

19. The Vice Chancellor of the University shall nominate a senior faculty member of the concerned Department/Centre the university for supervising the workstation. She/He would be assisted by a Junior Faculty Member in this work. The entire operation at the workstation would be supervised by the faculty so designated.

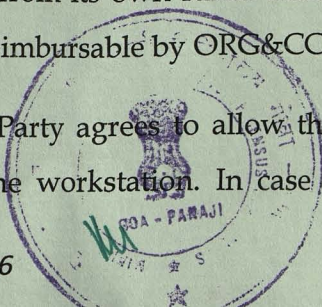
X. SETTING UP WORKSTATION

20. The Second Party agrees to set up the workstation as per modalities suggested by ORGI and elaborated in this MOU for research on sample micro-data from Census.

XI. RESPONSIBILITY OF THE SECOND PARTY

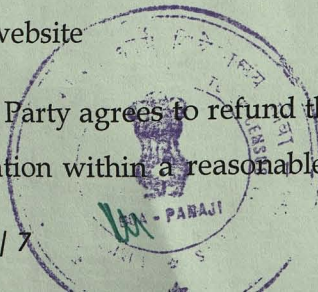
21. The Second Party, on its part, agrees to undertake and fulfill the following responsibilities in setting up, maintaining and fostering research at the Workstation being set up with fund support from ORGI:

- (a) The Second Party agrees to allot suitable room/hall with minimum 1400 sqft space to set up the workstation to the satisfaction of the RG&CCI or any officer nominated by him
- (b) The Second Party assures to utilize the grant for undertaking site preparation including minor civil and electrical work to make it ready for use as workstation in consultation and agreement with ORG&CCI and DCO Goa.
- (c) The Second Party agrees to undertake civil work (like, partitioning, painting, etc) to create separate rooms for use as (i) Server Room, (ii) Terminal Room where the Desktop PCs will be installed to access the data, (iii) Supervisors room and (iv) Reception area.
- (d) The Second Party agrees also to undertake electrical work to provide adequate lighting, air conditioning and necessary points.
- (e) The Second Party agrees to utilize the grant for purchase of Computers, Server, Desktop PCs, UPS, Printer and the software required (vide list below).
- (f) In case the grant of Rs 20 lakh given by ORGI is insufficient to meet the expenditure for purchase of all equipments and for undertaking the minor civil and electrical work, the Second Party agrees to meet the excess expenditure from its own fund. These additional funds invested by them will not be reimbursable by ORG&CCI
- (g) The Second Party agrees to allow the use of space originally allotted for setting up the workstation. In case the site has to be shifted to a new



location all expenditures towards setting up the workstation de novo will be borne by the Second Party.

- (h) The Second Party agrees to ensure proper maintenance of all equipments from its own fund.
- (i) The Second Party agrees to ensure security and cleanliness of the workstation and its surrounding areas
- (j) The Second Party agrees to make available the services of one person for system administration; make available the data required by the researchers and overall supervision. The Second Party also agrees to arrange for fund required towards payment of monthly salary from its internal resources which will not be reimbursable by ORGI & CCI.
- (k) The Second Party agrees to monitor and supervise the research work done at the workstation and also agrees to assume full responsibility of research undertaken therein
- (l) The Second Party will ensure that the data hosted on the server is not copied or taken out by anyone. For this purpose the Second Party would disable all USB Ports to disallow copying. Only the approved output tables prepared by the researchers shall be allowed to be taken out.
- (m) The Second Party agrees to be responsible for day to day running of the workstation.
- (n) The Second Party agrees to set up a Steering Committee, comprising two members from their faculty and two other members from DCO Goa to be nominated by the Registrar General & Census Commissioner, India
- (o) The Second Party agrees to send information to the First party on the number of research scholars using the workstation on a monthly basis
- (p) The Second Party agrees to undertake adequate publicity (using website, newsletters, etc) on the objectives of the workstation to facilitate research on census data
- (q) The Second Party agrees to maintain all documents/records concerning the use of the workstation and will make them available to ORGI for inspection as and when demanded.
- (r) The Second Party agrees to send to ORG&CCI a copy of the research paper, thesis or report published by the researchers (in both hard and soft copy) using the facilities available at the workstation for record and for display at the census website
- (s) The Second Party agrees to refund the grant allotted to it if it fails to set up the workstation within a reasonable time frame not exceeding 12 months



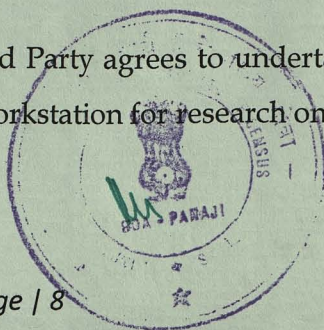
from the date of the receipt of the first installment of the grant from DCO, Goa.

XII. RESPONSIBILITY OF THE FIRST PARTY

- a. The First Party agrees to provide grant of Rs 20 lakh in two instalments for setting up the workstation as described above as per the Terms and Conditions agreed to by Goa University, vide this MOU
- b. The First Party shall disburse the grant in two instalments as stated in the following:
 - i. First instalment will be released on signing of the MOU by the University/Institute and the ORGI specifying the Terms & Conditions and intimating the total fund required for minor civil and electrical work subject to a limit of Rs 10 lakh.
 - ii. Second instalment will be released on completion of the minor civil and electrical work and on receipt of Utilization Certificate. The maximum amount for the second instalment will be Rs 10 lakh. In case the first instalment had been of less than Rs 10 lakh, the balance could be made available for purchase of equipment as second instalment if requested by the University.
 - iii. In no situation the total amount disbursed by the First party will exceed Rs 20 lakh.
- a. The First Party shall not extend any additional loan/grant to the University for the workstation set up under this programme
- b. The First Party will make available all the published tables from 1991 to 2011 Censuses for research as and when these are published
- c. The First Party will also make available sample micro-data from Census when so decided by them
- d. The First Party will generate customised tables as requested by the researchers subject to the sole discretion of the Registrar General & Census Commissioner, India till such time the census sample micro-data files are made available at the workstation
- e. The First Party will not be responsible for results arrived at or conclusion drawn by the researcher using the data hosted in the workstation.
- f. The First Party will not be responsible for day to day running of the workstation and also regarding any dispute arising in using the workstation or research undertaken therein.

XIII. SITE PREPARATION & LIST OF EQUIPMENTS

22. The Second Party agrees to undertake and complete the following civil and electric work in the workstation for research on sample micro-data from census:



Brickwork, Plaster, POP, Woodwork, Partition work, Flooring, Internal paint, False ceiling, Venetia blind, Glazed doors, Aluminium work, Air conditioners, Electric installations, Furniture, Other fixtures

23. The Second Party also agrees to install the following computer accessories for use in the workstation for research on sample micro-data from census:

Servers, Operating software, Antivirus software, Core to Duo Desktop Computers, 1 GB RAM with 17" TFT and OS (at least 6), MS Office and Antivirus software, UPS 1 KVA with four hour back up, UPS 650 VA with 30 minutes backup, Software (SPSS & STATA), HP Laserjet printer, 24 port LAN switch, Networking accessories and installation

24. The Second Party also agrees to finalize and execute the site preparation work and list of equipments with the approval of the DCO, Goa.

XIV. DISPUTES:

25. In case of any dispute arising between the First Party and the Second Party, the same shall be settled mutually and amicably. In case of non-settlement of the issue, a three-person independent committee of the persons acceptable to both the parties shall be appointed to facilitate the settlement. The recommendations of the Committee will be binding on both the parties.

Directorate of Census Operations, Goa

Goa University, Goa

Name- ShriMallikarjuna

Name- Prof. V.P. Kamat

Designation- Joint Director

Designation- Registrar

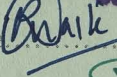
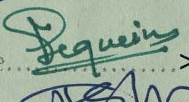
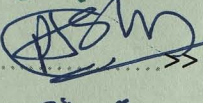
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Dated- 26.3.13

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1. <<Shri Rajendra N Naik, ADCO (T)>> <<.....Signature 
2. <<Smt. Florade Fatima Sequeira, ADCO (T)>> <<.....Signature 
3. <<Dr. P.K. Sudrashan, Associate Professor>> <<.....Signature 
4. <<Shri M. Shreedhara, Deputy Registrar (Acad)>> <<.....Signature 