

Vs (dn)  
7/7

Memorandum of Understanding between Ministry of Culture,  
Government of India and Indian Museum, Kolkata for the year 2015-16

- luxury  
08/07/15  
So (dn)
1. This agreement made on 19<sup>th</sup> March, 2015 between Ministry of Culture, Govt. of India, represented by Director, Museums Division on the one part and Director, Indian Museum, Kolkata on the other part, lays down the responsibilities, performance indicators and targets duly agreed by both parties, with an objective to achieve organization goals by Indian Museum through optimal use of available funds and to ensure proper functioning of Indian Museum, Kolkata.
  2. Indian Museum Kolkata, fully funded by the Ministry of Culture, Government of India was established on 02.02.1814 as the first Museum in India. The Museum consists of the earliest collections of heritage in India, comprising of both Natural Heritage (Geology, Botany and Zoology) and Cultural Heritage (Anthropology, Archaeology and Art). The administration of the Museum is governed under the provisions of the Indian Museum Act 1910 and amended in 1960 as well as by the Indian Museum Rules and Bye-laws with subsequent amendments. The Museum is managed by the Board of Trustees of the Indian Museum.

The main objectives of the Indian Museum Kolkata are as follows:

- a) To establish the Indian Museum as an internationally reputed Museum and Heritage institution
  - b) To undertake curatorial works related to the Museum collections (collection, conservation, documentation, research etc) and its communication (exhibition, education, publications etc) to public
  - c) To undertake curatorial works related to the intangible heritage aspects of the Museum
  - d) To create human resource in all aspects of museum curatorship
  - e) To undertake programmes consonant with the objectives of the Ministry of Culture, Government of India
3. Indian Museum Kolkata in consultation with the Ministry of Culture, Government of India has identified four key objectives that it will need to deliver substantially in the next three years to improve its status and to ensure furtherance of the objectives of the Indian Museum Kolkata:
    - i) Review of Recruitment Rules for all posts and filling up of all vacant posts in the Museum.
    - ii) Constantly increasing public outreach of the Museum through various programmes of community involvement for increasing the footfalls in the Museum.

key

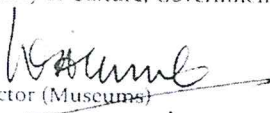
*[Signature]*  
Director / निदेशक  
Indian Museum / भारतीय संग्रहालय  
Kolkata / कोलकाता

Di (dn)

key  
7/7/15

- iii) Timely completion of the Museum modernization project Phase-I and Phase-II.
  - iv) Improving the online presence of the Indian Museum through upgradation of its website and by use of other social media sites.
4. **Financial Allocations:** Under the annual plan 2015-16, Indian Museum has been provided a budgetary provision of Rs. 15.0 crores under Plan and Rs. 10.82 crores under Non-Plan. The above funds will be used by Indian Museum for achieving measurable improvement in service delivery with reference to the key performance indicators included in Annexure I, and to attain the targets included in Annexure II of this Memorandum of Understanding.
5. **Performance and Monitoring:** Indian Museum will provide Ministry of Culture, Government of India quarterly reports in respect of the achievements on the targets set out in Annexure II of this agreement. The progress achieved will be monitored in a joint meeting six months into the financial year and at such other intervals as may be decided by Ministry of Culture. The fund allocation under Plan for Indian Museum in future years will be largely dependant on the achievement of the targets as laid down by this agreement.

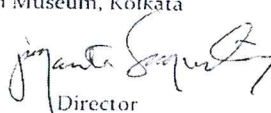
Signed on behalf of the  
Ministry of Culture, Government of India

  
Director (Museums)

Date: 19<sup>th</sup> March 2015

Place: New Delhi

Signed on behalf of the  
Indian Museum, Kolkata

  
Director

Director / निदेशक  
Indian Museum / भारतीय संग्रहालय  
Kolkata / कोलकाता

**INDIAN MUSEUM KOLKATA**  
**KEY PERFORMANCE INDICATORS FOR 2015-16**

**Annexure I**

**Administrative Matters**

1. Filling up of vacancies; Amendment to the Recruitment Rules
2. Timely compilation of Annual Reports and Audited Accounts
3. Legal: Compliance to CAG observations, Court cases, RTI queries
4. Timely Meetings of Committees / BOT
5. Budget utilization as per quarterly targets.
6. Training of staff and development of a HRD Policy.
7. Ensuring compliance with the Raj Bhasha policy.
8. Ensuring prompt implementation of recommendations / suggestions of the Parliamentary Standing Committee.
9. Preparation and submission of Result Framework Document (RFD) as per the timelines.
10. Timely submission of budget estimates, Annual Action Plan, monthly and other periodic reports on Audit paras, pending assurances etc to the MoC.
11. Strengthening of security of Indian Museum, Kolkata by induction of CISF.
12. Online monitoring of court cases.

**Museum Reforms and Modernisation**

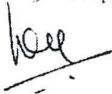
1. Modernisation of Galleries and storage systems. Timely execution of the modernisation project.
2. Upgradation of lighting system
3. Improvement of visitor facilities
4. Development of physical facilities for persons with disabilities
5. Physical verification of objects.
6. Rotation of art objects.
7. Conservation of art objects.
8. Implementation of Jatan software as per the timelines.
9. Improving online presence of the Museum through use of IT.
10. Development of project for Phase II modernization of Indian Museum.
11. New campus for extension of Indian Museum.

**Outreach Measures**

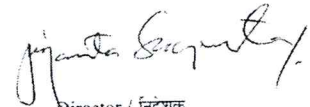
1. Outreach programmes / Workshops / Competitions organized for different age groups
2. Printing of pamphlets and guidebooks for visitors
3. Measures adopted to advertise and market the Museum
4. Friends of Museums and other societies – registration of Members

**Museum Activities**

1. Exhibitions, Seminars and Lectures organized
2. Introduction of Voluntary Guide Program
3. Cooperation with Academics and Experts



3



Director / निदेशक  
Indian Museum / भारतीय संग्रहालय  
Kolkata / कोलकाता

4. Collaboration with Schools, Colleges and other Institutions for popularizing the museum
5. Steps initiated for increasing the footfalls
6. Publication of catalogues

#### E-Governance

1. Development of online system for application of various services being provided by the organization.
2. E-ticketing.
3. Digitization of library books and uploading of a catalogue on the organization's website.
4. Implementation of an online e-accounting software.

#### Others

1. Assess needs for skill development and create tailored training modules.
2. Make an inventory of cultural spaces under the charge of the organization.
3. Increased presence on social media (Facebook/ Twitter/ You-tube and website).
4. Provide promotional films to Doordarshan and make an inventory of films.
5. Preparation of annual income and expenditure account by the organization (profit centre).
6. Activities on project Mausam.
7. Identification of organization's lands and buildings and maintenance of Asset Register.
8. Maintenance of reservation roster.
9. Introduction of video show for guidance of visitors to the Museum.
10. Preparation of basic documentary CD for 5-10 minutes giving introduction, activities and achievements of the organization.
11. Double entry book-keeping.
12. Compliance of instructions of Cabinet Secretariat, PMO and MoC, especially with respect to Swachh Bharat campaign.
13. Timely submission of monthly, quarterly, half-yearly and yearly returns in respect of administrative, financial, plan and non-plan expenditure and other important activities.
14. Opening of galleries during extended hours for special exhibitions/ occasions and change of timings to increase footfalls.
15. Printing of advance calendar of events.

*key*

*Jiganta Sanyal*

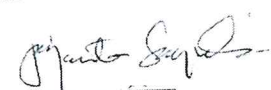
Director / निदेशक  
Indian Museum / भारतीय संग्रहालय  
Kolkata / कोलकाता



## ANNEXURE - II

## TARGETS FOR INDIAN MUSEUM 2015-16

Sl	Item	Targets
1	Arranging Outreach programmes / Workshops / Competitions organized for different age groups	20
2	Printing of pamphlets and guidebooks for visitors	2
3	Friends of Museums and other societies - registration of New Members	300 Members to be registered
4	Modernization of galleries	2
5	Installation of interactive digital kiosks, Audio guides and LCD Screens	6
6	Creation of new visitors amenities/improvement in visitors amenities	3
7	Exhibitions, Seminars and Lectures to be organized	20
8	Physical verification of objects	10,000 objects
9	Conservation and preservation of objects	200 objects
10	Rotation of objects	300 objects
11	Collaboration with Schools, Colleges and other Institutions for popularizing the museum	3
12	New Steps initiated for increasing the footfalls - Museum marketing	3
13	Year on year increase in the number of visitors	Minimum 15% over the previous year
14	Implementation of Jatan Collections Management Software	6000 records to be approved at Director's level.
15	Revision of Recruitment Rules for various posts	All old RRs to be revised.
16	Laying of the Audited Accounts and Annual Report on the tables of Both the Houses of Parliament	2014-15 Annual Report and Audited Accounts to be laid by 31.12.2015.
17	Staff training	4 staff to be trained
18	Volunteer Guides to be trained	12
19	Swachh Bharat campaign - number of activities to be undertaken.	10 activities
20	Assess needs for skill development and create tailored training modules.	For all employees
21	Make an inventory of cultural subjects under the charge of the organization.	To be completed during the year
22	Increased presence on social media (Facebook/ Twitter)	All activities to be uploaded on social media sites on a continuous basis.
23	Create online system for application of various services being provided by the organization.	2 services
24	Create online system of accounting.	To be completed during the year

  
 Director / निदेशक  
 Indian Museum / भारतीय संग्रहालय  
 Kolkata / कोलकाता

25	Carry out performance audit of the organization.	To be completed during the year
26	Provide promotional films to Doordarshan and make an inventory of films.	To be completed during the year
27	Uploading of RFD on the website of Cabinet Secretariat	As per timelines
28	Preparation of annual profit and loss account by the organization.	To be completed during the year
29	Activities on project Mausam.	5 activities
30	Identification of organization's lands and buildings and maintenance of Asset Register.	To be completed during the year
31	Maintenance of reservation roster.	To be completed during the year
32	Introduction of video show for guidance of visitors to the Museum.	To be completed during the year

*[Handwritten signature]*

*[Handwritten signature]*

Director / निदेशक  
Indian Museum / भारतीय संग्रहालय  
Kolkata / कोलकाता

Subject: **Application of Shri Sayan Bhattacharya, Education Officer, Indian Museum, for VMPME 2015 in Art Institute of Chicago** Date: 07/07/15 03:54 PM  
To: museum one <museumone@gmail.com>, From: Jayanta Sengupta <curatorvmh@gmail.com>  
Deepak Ashish Kaul <da.kaul@nic.in>,  
Indian Museum <indianmuseumkolkata@gmail.com>

Shri Satyendra Kumar Singh  
Under Secretary to the Government of India  
Ministry of Culture  
Shastri Bhawan  
New Delhi - 110 001

7 July 2015

Dear Sir,

I am pleased to forward the application of Shri Sayan Bhattacharya, Education Officer, Indian Museum, Kolkata, for a fellowship under the Vivekananda Memorial Programme in Museum Excellence in 2015. Shri Bhattacharya's credentials are excellent, and in my view he is an ideal candidate for this fellowship.

Since the notice of the VMPME was received in the Indian Museum only a few days ago, therefore some delay has been incurred in forwarding you the application. We sincerely regret the inconvenience caused.

This is for your kind information.

With my most cordial regards,

Yours sincerely

Jayanta Sengupta  
Director  
Indian Museum, Kolkata

Dr. Jayanta Sengupta  
Secretary and Curator  
Victoria Memorial Hall, Kolkata, and  
Director  
Indian Museum, Kolkata