

Memorandum of understanding for the financial
year 2015-2016

Between

Kalakshetra Foundation, Chennai
(*an autonomous organisation under Ministry of Culture*)

And

Ministry of Culture, New Delhi

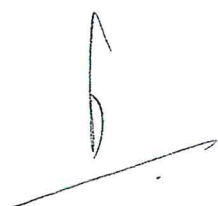
This agreement made on _____ 2015 between the Ministry of Culture, Government of India represented by Joint Secretary (Akd), as the first party and Kalakshetra Foundation, an autonomous organization under the Ministry of Culture, represented by Director (KF) hereinafter as the second party.

Whereas the Ministry of Culture is responsible for formulation of policies of the Government in relation to Indian Culture and also for the execution, monitoring and review of those policies and whereas the Kalakshetra Foundation has the mandate/objectives to promote India's ancient culture (including Bharatanatyam dance, Carnatic music and the visual arts, etc....) and set a standard of true Art.

Kalakshetra Foundation in consultation and association with the Ministry of Culture has identified the following performance goals for the year 2015 -16.

1. Budget / Accounts

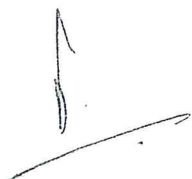
- (i) Budgetary outlay for the Financial Year 2015-16 amounting to Rs.515.00 lakh under Non-Plan salaries, Rs.145.00 lakh under Non-Plan General, Rs.450.00 lakh under Plan creation of capital assets, Rs.200.00 lakhs under Plan General has been allotted to Kalakshetra Foundation for carrying out organizational work. The above figures as shown above is the amount allocated to Kalakshetra Foundation by the Ministry of Culture Office vide letters of even nos dated 14th January 2015 and 24th February 2015 in respect of Non-plan and Non-plan grant.. Quarterly targets shall be as per the guidelines issued by Ministry of finance.
- (ii) The Annual report and audited accounts for the year 2015-16 shall be submitted before the end of November, 2015.
- (iii) The CAG audit to be done for the year 2014-15 shall be completed by September, 2015.
- (iv) Provisional utilization Certificate be submitted to the Ministry by May, 2015 and final utilization Certificate by November, 2015.



- (v) All pending CAG audit paras and internal audit paras shall be disposed within time specified by C&AG office.
- (vi) Inputs for preparations of EFC / SFC shall be submitted as per directives of MoC.
- (vii) Monthly/Periodical report shall be submitted to Ministry of Culture by 1st week of the month in which it becomes due.

2. Human Resource

- (i) Human Resource Policy for the Organization to be framed / reviewed.
In the context of KF the HR Policy has to be evolved for scholars, researchers, experts, stakeholders of intangible heritage in the field of performing arts to implement the plan schemes.
- (ii) The Recruitment Rules for all the Cadres to be framed / reviewed with the approval of the Competent Authority.
A committee is constituted and the recruitment rules will be reviewed in this financial year 2015-16.
- (iii) The Process for filling up vacancy of HODs to be initiated on time.
The Process will be initiated and completed whenever vacancy arises.
- (iv) Vacancies in other ranks in the Organization, especially those which have arisen within one year, to be filled up on time, after taking stock of the vacancies for the entire year.
The process to fill-up the vacant positions will be undertaken and completed within time.
- (v) All DPCs for the year and any pending DPCs to be conducted on time.
All DPCs will be conducted as per functional needs within the stipulated time frame.
- (vi) All Pending vigilance cases to be disposed off on time and as per rules.
All vigilance cases will be disposed of on time and as per rules.



- (vii) Training of the staff of the organization to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of the year.
Training policy for the staff will be worked out as on requirement basis.

3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.

Shall be done if required as per directives of the MoC.

- (ii) The bye-laws of the organization to be framed / reviewed.

In case need be, shall be done as per directive of the MoC.

- (iii) Monitoring of the court cases to be ensured.

Will be monitored timely.

- (iv) *The organisation will utilise the online court case monitoring software developed by NIC for regularly monitoring its ongoing court cases during the year.*

4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014--15 to be placed before the Parliament.

The Annual report for 2014-15 in respect of Kalakshetra Foundation shall be sent to MoC before end of November, 2015 in order to place the same before the parliament.

- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured.

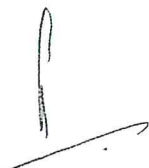
Shall be ensured within the stipulated time frame.

- (iii) Legislative matters, if any, to be taken up for approval of Parliament.

Shall be ensured, whenever required.

- (iv) Ensuing implementation of recommendations / suggestions of the Parliamentary Standing Committee.

Shall be ensured as per recommendation of the Parliamentary Standing Committee.



5. General

- (i) Mandatory meetings of all the Committees / Sub- Committees to be convened and conducted on time.

The meetings of the Governing Board and Finance Committee and respective Advisory Committees will be convened and conducted at least twice a year and as per the requirement basis.

- (ii) The performance audit of the Organization to be got done by an external evaluator.

Shall be undertaken and completed in 2015-16

- (iii) Mandatory Returns and Reports for the year to be filed on time.

Shall be submitted as per timeline given by MoC.

- (iv) Disposal of all the applications and appeals under the RTI Act. 200 to be ensured..

Shall be ensured within the stipulated time.

- (v) Disposal of public grievances to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed.

Shall be ensured as prescribed.

- (vi) Website to be reviewed and revamped if necessary.

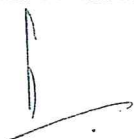
The KF website will be updated, reviewed and revamped from time to time as per need.

- (vii) Meeting the deadline for submission of RFD by the organizations and ensuring implementation.

Shall be ensured as per the timeline given by MoC..

- (viii) Ensuring that inputs for Cabinet Memos are submitted on time.

Shall be ensured within the time frame indicated by MoC.



- (ix) Ensuring compliance of the Rajbhasha Policy.

Rajbhasha Policy is being implemented as per directives received from MHA.

- (x) **Vision Document.**

The vision document of Kalakshetra Foundation will be framed and submitted in 2015-16.

- (xi) **Swatch Bharat Campaign**

The initiatives has already been undertaken and will be undertaken as per norms of Government of India.

- (xii) **Increase presence on social media**

The action has already been taken and will be sustained as per the Ministry of Culture office direction

- (xiii) **Assess needs for skill development and create tailor training modules**

Initiatives has been undertaken in the past and will be undertaken as per norms and procedures

- (xiv) **Inventory of cultural spaces under the charge of the organization**

Has already been maintained and displayed in our website

- (xv) **Identify and create e-services**

Action will be undertaken in this financial year 2015-16

- (xvi) **Create online system for application and utilization certificates**

Shall be ensured whenever required

- (xvii) **Create online system of accounting**



The existing accounting system will be reviewed and attempt will be initiated to make it online in the financial year 2015-16


- (xviii) **Provide archival material on intangible culture to IGNCA**

Action will be undertaken after signing an agreement with IGNCA

- (xix) **Provide promotional films to DD Bharat and also make an inventory of films**

Action will be undertaken after signing an agreement with DD Bharat.

- (xx) The organisation will be ~~active~~ active on the My Gov platform for inviting suggestions, ideas regarding its activities, during the year.



B) Specific targets to be achieved by the Foundation are as follows:

Sl.No.	Item	Minimum targets	Item name
1	Conduct of Festival on classical arts and on crafts	03	December Festival Kathakali Festival Remembersing Rukmini Devi Festival
2	Organizing workshops	03	
3	Conduct of Lectures / Seminars	03	1. Lecture / Seminar (On -going through the year)
4.	Conduct of Residencies programmes by eminent scholars / artists	03	(On-going through the year)
5	Digitization of archives a) Audio b) Video c) Pictorial	350 hours 200 hours 1000 photos	(On- going through the year)



Sl.No.	Item	Minimum targets	Item name
6	Cataloguing of archives a) Audio b) Video c) Pictorial	350 hours 200 hours 800 photos	(On-going through the year)
7	Conduct of Field trips	03	February / March 2016
8	Publications of Journals	02 issues	1. Kalakshetra's Journal (1) (July 2015) 2. Kalakshetra's Journal (2) (December 2015)
9	Publication on volumes / brochures on specific topics	01	
10	Training programmes for faculty	01	(On-going activity through the year)
11	Revival of vintage productions	02	
12	New Productions	01	



Sl.No.	Item	Minimum targets	Item name
13	Creation of additional facilities in constituent units.		
	Old projects		
	RDCFA	i) Re-roofing of Sambasiva Iyer Music Cottage ii) Construction of print making studio at visual arts department iii) Remodeling and upgrading works in Visual Art Department iv) Construction of Sink area and Kitchenette proposed sink at Academic studies	The works have been entrusted to CPWD in 2014-15 on deposit work basis
		v) Construction of two wheeler	

		parking for Kalakshetra Foundation at various places	
	New Projects		
	a) RDCFA	i) creation of costume department ii) Construction of 02 classrooms	
	b) BASS	i) strengthening of roof structure of classrooms	
	c) CERC	Construction of MS Structural Shed on Roof Top of CERC boys hostel	
	d) Theatre	Resumption of work on Koothambalam	(Work to resume as soon as approvals are obtained)

Kanwar Sameer Lather

कैवर् समीर लाडर/KANWAR SAMEER LATHER
Signature on behalf of MOC
संस्कृति मंत्रालय/Ministry of Culture
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

[Signature]

Signature on behalf of the Organization

