

MEMORANDUM OF UNDERSTANDING

BETWEEN

**MINISTRY OF CULTURE
(Govt. of India)**

AND

NATIONAL SCHOOL OF DRAMA

FOR THE YEAR 2015-16

**NATIONAL SCHOOL OF DRAMA
BAHAWALPUR HOUSE, BHAGWANDAS ROAD
NEW DELHI- 110001**

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2015-16

Memorandum of Understanding between Ministry of Culture , Shastri Bhawan , New Delhi & The National School of Drama for the year 2015-16.

1. The agreement made this 2nd day of March, 2015 between the MoC , as the first party and National School of Drama, New Delhi an organization under the Ministry of Culture , hereinafter called the second party.
2. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture. It is responsible for formulation of policies of the Government in relation to Indian Art, Culture and Heritage and also for the execution , monitoring and review of those policies and whereas the National School of Drama has the mandate / objectives as prescribed under clause 3 of its memorandum of Association.

Purpose of the MoU

To achieve the organization goals by optimum use of the funds available and proper functioning of the organization.

To achieve this, the following deliverables are required.:

1. **Budget /Accounts**
 - (i) Budgetary outlay for the year 2015-16 amounting to Rs. 6295.00 lakhs (Plan – Rs.996.00 lakhs , Plan NE –Rs. 1800.00 lakhs , Plan Capital Assets Rs. 1000.00 lakhs, Tribal Sub- Plan Rs. 700.00 lakhs) Non-Plan – Rs. 1345.00 lakhs is being proposed by the National School of Drama for carrying out organizational work. Quarterly target shall be as under :
 - a) 1st Qtr. Rs. 944.00 lakhs
 - b) 2nd Qtr. Rs. 1570.00 lakhs
 - c) 3rd Qtr. Rs. 1901.00 lakhs
 - d) 4th Qtr. Rs. 1880.00 lakhs
 - (ii) The Annual Report and Audited Account for the year 2014-15 shall be submitted before the end of November, 2015.
 - (iii) The CAG audit , if required to be done for the year 2014-15 shall be completed by September , 2015.
 - (iv) Provisional Utilization Certificate shall be submitted to the Ministry by May 2015 and final utilization Certificate by November, 2015.



02/3/15

- (v) All pending CAG audit paras and internal audit paras shall be disposed off by December , 2015.
- (v) Inputs for preparations of EFC /SFC shall be submitted as per directives of MoC.
- (vi) 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 NSD, HR Policy is to evolve for students /researchers /experts /stakeholders /fellows of intangible heritage in the field of theatrical 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.

Draft R/R has already been forwarded to MoC for concurrence

- (iii) The process of filling up vacancy of HODs to be initiated on time.

The process will be initiated and completed on time whenever vacancy arises.

- (iv) Vacancies in other ranks in the Organization 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 phase-wise within 3 months of the vacancy.

- (v) All DPC's for the year and any pending DPC's to be conducted on time.

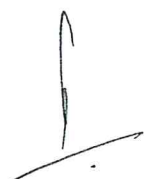
All DPC's will be conducted as per functional needs within the stipulated time frame.

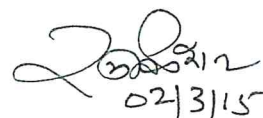
- (vi) All pending vigilance cases to be disposed off on time and as per rules.

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 and submitted with the approval of the competent authority needful is in the process and expected to be completed by June, 2015.




02/3/15

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.

- (iv) *Will be monitored timely*
The organisation will utilise online Court Case monitoring software developed by NIC for regularly monitoring its ongoing Court Cases, during the year.

4. **Parliamentary Matters**

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

Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent to MoC before end of November, 2015.

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

Shall be ensured within the stipulated time frame.

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

Shall be ensured, whenever required.

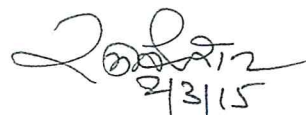
- (iv) Ensuing implementation of recommendations /suggestions of the Parliamentary Standing Committee.

Shall be done as per the directive of the MoC.

5. **General**

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

The meetings of the NSD Society , Academic Council and Finance Committee shall be convened and conducted on time.



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

Shall be done by Dec. 2015 (Tentative)

- (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, 2005 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.

NSD website is 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 by 15th May, 2015.

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

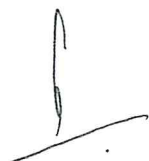
Shall be ensured within the time frame indicated by MoC.

- (ix) Ensuring compliance of the Rajbhasha Policy.

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

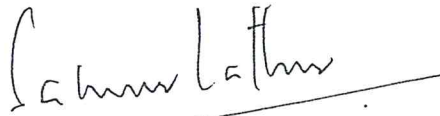
- (x) Vision Document

A copy of vision document of the NSD shall be submitted to the Ministry. However a brief statement of vision and Mission of NSD is enclosed as "Annexure II" for Information.

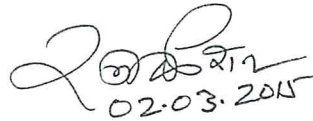

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6. **Specific Issues related to NSD :**

- (a) Following proposals are being sent to MoC for consideration and approval :-
- (i) Redevelopment of NSD Campus
 - (ii) Opening of Repertory Companies / TIE Companies initially at Maharashtra and Assam and at 2-3 more cities
 - (iii) Grant of status of Institute of National Importance to NSD.
 - (iv) Starting two year course in TIE Methodology for school teachers.
- (b) Proposals for the sanction of the following posts(Sanction awaited from MoC)
- (i) Administration & Accounts Division : Deputy Registrar – one , Assistant Registrar – one , Assistant – two, U.D.C. – two , LDC – two and MTS – two
 - (ii) Documentation unit : Cameraman – one, Editor (Audio /Video) – one, Archivist – one, Production In- charge – one , Technical Assistant (Audio /Video) – four, Studio –In- charge –one , Datar Entry Operator –two
 - (iii) Activity Department : Deputy Registrar-one , Assistant Registrar – one, Assistant – two , U.D.C. –two , LDC – two and MTS – four
 - (iv) NSD's Centres outside Delhi : Centre Director –cum- Associate Professors – three , Programme Co-ordinator- three , Assistant – three , Senior Clerk – three, Junior Clerk I three and MTS –three.
- (v) The activities as indicated in the Annexure (Programme and projects) for the year 2015-16 shall be ensured.



Signature on behalf of MoC
निदेशक/Director
संस्कृति मंत्रालय/Ministry of Culture
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi



Signature on behalf of the Organization
Acting Registrar, N.S.D.

**National School of Drama
New Delhi**

Calendar of Events proposed for 2015-16

Teaching /Training Programme

1. Preparation & performance of Kudiyaattam art to be prepared by 2nd year students of the NSD. : July- August – October 2015
2. Preparation & performance of a new production by 3rd year students of the NSD. : August- September 2015
3. Preparation & performance of a new production by 3rd year students of the NSD . : November – December 2015
4. Traditional performance training tour in a region – cum- production by 2nd year students of the NSD. : November 2015 – January 2016
5. Visit to NSD's 3rd year students to SRFII, Kolkata to attend Theatre Appreciation Course : December 2015
6. Preparation & performance of a new production to be prepared by 2nd year students of the NSD. : February – March 2016

Theatre –in-Education Company

1. One month long Summer Theatre Workshop for Children at different venues of Delhi in which around 500 children participating . : May- June 2015
2. Repeat shows of TIE plays in various schools in Delhi . : August – October 2015
3. Sunday Club Activities in which selected candidates of summer theatre workshop will participate . : August – December, 2015
4. Jashnebachpan / Bal Sangam National Theatre Festival for Children in which various folk & traditional children theatre groups from across the country will be participating. : November 2015
5. Sunday Club Festival of six plays prepared by the participants of Sunday Club Activities : January 2016
6. New Production by TIE followed by shows in the NSD & various schools of Delhi. : Feb.- March 2015

Repertory Company

1. Holding of Summer Theatre Festival of Repertory : May – June 2015
Company renowned plays.
2. Opening of a new production under the direction of : September 2015
an invitee theatre director for which rehearsals will
be started from July 2015
3. Opening of a new production under the direction of : November 2015
an invitee theatre director for which rehearsals will
be started from October 2015
4. Repeat shows of Repertory Company old plays : October – November
2015
5. \ Performance tour to North East region with its : Dec. 2015 – January
plays . 2016
6. Preparations for a new production under the : March 2015
direction of an invitee theatre director .

Festivals

1. Summer theatre festival of NSD Repertory : May – June 2015
Company's plays
2. Jashnebachpan and Bal Sangam festivals by NSD : November 2015
Theatre –in-Education Company (Children wing of
the NSD)
3. \ Holding of Sunday Club festival in which six plays : January 2016
prepared by the participant children of Sunday Club
activities will be showcased.
4. Holding of 18th Bharat Rang Mahotsav (National : 3-20 February 2016
Theatre festival) in which around 80 theatre groups
from across the country including some foreign
plays will be participating .
5. Holding of two Tribal Theatre festival at three : Dec. - 2015
regions of the country in which more that 500 tribal
artists / tribal groups will participate.
6. Holding the 7th Poorvottar Natya Samaroh (North : Dec. 2015
East Region Theatre festival) in one of the cities of
\ North East Region in which approx. 10 plays of
NER will be performed.

7. Rashtriya Natya Sammelan -3 days theatre festival : 3rd - 4th Quarter
is to be organized every year in different cities to
reach out to language specific theatre acitivity

Publication /Research / Documentation

1. Publication of NSD's quarterly Hindi theatre : June, September,
journal named 'Rang Prasang' December 2015 and
March 2016
2. Publication of NSD's half yearly English theatre : September 2016 &
journal named 'Theatre India'. March 2016
3. Publication of Raj Bhasha Manjusha, a half yearly : September 2015 &
Hindi Magazine. March 2016.
4. Publication of materials relating to all festivals to : Round the year
be conducted by the NSD
5. Research by passed out NSD graduates on various Round the year
aspects of theatre in Delhi or in their own regions
for a period of one year for which stipend to Rs.
16000/- per month is paid to them. The topic of the
research is allotted by the faculty and guide at the
NSD of the concerned passed out graduate.
- 6.. Following documentations are carried by the NSD : Round the year
 - (a) All plays of 1st, 2nd & 3rd year students of a
particular year.
 - (b) All shows of the Repertory Company
 - (c) Summer theatre workshop and all shows of
TIE Company
 - (d) All festivals, i.e. , BRM, Jashnebachpan/
Bal Sangam / Poorvottar Natry Samaroh
7. Digitization of all plays of all plays held at the NSD : Round the year
during the last 50 years are recorded on CD/DVD



NSD's Centres

1. One year teaching /training programme in dramatic arts is to be started at the NSD Bengaluru Chapter : July – August 2015
2. NSD's Sikkim Theatre Training Centre, Gangtok : Round the year
conducts 10 months long training programme in
dramatics.

The Centre has also a Repertory Company which mounts plays perform for the public in Sikkim and other parts of the North East Region.

The Centre also conducts theatre workshops in four districts of Sikkim.

3. NSD's Theatre –in- Education wing at Agartala : Round the year
imparts 10 months certificate course in TIE methodologies. The selected participants come from across the country and are school teachers.

The Centres also conducts theatre workshops in various districts of Tripura.

4. To start Teaching training course/ programme in : Tentatively from July –
dramatics at the proposed NSD – Centre at August 2015
Guwahati

Extension Programme

- To take the theatre at grass root level across the country for the theatre enthusiasts and practitioners, production oriented theatre workshops including children theatre workshops are organized on various aspects of theatre craft. Through these workshops these talented youths pursue career in theatre to hone their theatrical skills to attain professionalism in their performance.



Training In Classical Theatre

Training in Classical Theatre of six months : 1st & 3rd Quarter
duration in four regions across the country on
theatre training Methodology.

Convention of Drama Schools

National and International : 4th Quarter

Other programmes / Activities

(a) **Swachh Bharat Campaign** :

- Under the Swachh Bharat Campaign of Govt. of India, the School proposes to organize during 2015-16 production of plays/Nuker Nataks to create awareness about cleanliness & health among the general public including school childrens. Round the year
- All toilets in the NSD Campus at New Delhi will be renovated / upgraded including those used by visitors , audience of plays etc.
- Special drive to clean the NSD premises will be undertaken regularly.

(b) **Assess needs for skill development and create tailored training modules.** : Round the year

NSD would prepare skill development modules for training in collaborative with state theatre training Institutes / Rep. Co.'s etc. for the purpose of reviving lost traditional arts/ cultural skills.

(c) **Do an inventory of Cultural Spaces under the charge of the organization** : Round the year

An inventory of all Cultural spaces i.e. auditoriums, training spaces etc. will be made and uploaded on the school website.



- (d) **Increase presence on Social Media** : Round the year

Steps will be taken to increase presence of the schools programmes / activities on social networking sites / media

- (e) **Revamp website** : Round the year

NSD's website is updated periodically and as and when required.

- (f) **Identify and create –e –services** : Round the year
The school has identified the following areas for e-services

(i) Filling up of application forms for admission to various courses / programmes on line.

(ii) ordering of books etc. for purchase from the NSD's Book Shop on line.

(iii) Booking of tickets for shows of plays etc. on line.

- (g) **Create online system for application and utilization certificate** : Dec. 2015

Online system for application and utilization Certificate wherever needed will be developed and uploaded on the website after its development and testing during the year 2015-16.

- (h) **Create online system of accounting** : During the year

The feasibility of introduction of online System of accounting in NSD will be studied in consultation with the internal auditors of NSD and needful will be done as per the need and requirement in a phased manner.



- (i) **Performance audit should be done** : Tentatively by Dec, 2015

Needful will be taken up during 2015-16 with the approval of the society through a committee of experts.

- (j) **Provided archival material on intangible culture to IGNCA** : Round the year

Needful will be done. by June 2015

- (k) **Provide promotional films to DD Bharat and also make an inventory of films** : Round the year

Promotional films etc. made by NSD will also be provided to DD. by June 2015

Inventory of all available films in the school will be made. September 2015

- (l) **Consideration of the High Powered Committee's recommendations**

NSD will take necessary action for considering the recommendations made by the High Powered Committee which had been appointed for reviewing the constitution as well as the working of the academies / institutions under Ministry of Culture, after such recommendations have been approved by Ministry of Culture.

- (m) **Activities under Government of India's HRIDAY and PRASAD projects**

NSD will organize and also participate in activities for the cultural rediscovery and enrichment of different cities which have been identified by the central government in respect of HRIDAY and PRASAD (with Ministry of Tourism as the nodal implementing Ministry) and PRASAD (with Ministry of Tourism as the nodal implementing Ministry) schemes.



In connection with the above programmes NSD has adopted two schools in Varanasi namely :

- Bharti Niketan Inter College , Varanasi and
- Navyug Vidya Mandir Inter College, Varanasi

Activities to be performed during 2015-16

(a) Theme

- (1) Shri Jaishankar Prasad & Smt. Laxmi Bai (Jhansi Ki Rani)
- (2) Shri Bartendu Harish Chandra

(b) Theatrical performances with the students on the foresaid two great personalities.

(c) Children theatre workshops will be conducted with the school children.

May – June – July 2015

(d) A small exhibition on the life of Shri Jai Shankar Prasad and Sh. Bhartendu Harish Chandra

During the year .

(e) Repeat shows of the theatrical productions will be showcased in the above schools (for new batch of students)

July – August - 2015

(n) Emphasis on Cultural research and education activities

NSD would place increasing emphasis on undertaking research in different cultural fields. For the purpose of providing cultural education, it would collaborate with government funded educational institutions, National Museum Institute and the ASI.

(o) Redevelopment of NSD's Delhi Campus

NSD would make concerted efforts for ensuring the commencement and time bound progress of its New Delhi campus redevelopment project.

(p) **Initiation of Tribal Performing Art Centre** : During the year

(q) **Convocation/Awards** : During the year

(r) **Development of Documentation and Archives centre/unit in NSD** “ During the year

(s) **World Theatre Forum** “ 4th Quarter
Demonstration and lectures by eminent theatre personalities, experts on art & culture, theatre crafts etc.

(t) *The organisation will be active on the MyGov Platform for inviting suggestions, ideas regarding its activities, during the year.*



NATIONAL SCHOOL OF DRAMA
NEW DELHI

VISION

Promoting theatre through theatre training programmes, full time residential course in theatre craft , theatre festivals, publications , performance & production of plays & their shows by the Schools Repertory & TIE Co.

MISSION

- Positioning the National School of Drama as one of the foremost theatre training institution in the world.
- Create theatre awareness among theatre enthusiasts through workshops and training programmes (Ext. programme)
- Development of confidence and personality of children through theatre workshops (TIE Co.)
- Promote Folk, Tribal Arts to benefit theatre awareness.
- Dissemination of Indian plays in India and Outside the country.
- Conduct National Theatre festival in different regions of India.
- Redevelopment of NSD Campus for Cultural activities & training .
- Opening theatre training centres in states for regular courses in theatre craft (One year courses)
- Creating a Theatre Documentation and Archives in NSD.
- Organize National Children Theatre festival – Bal Sangam / Jashnebachpan
- Cultural Exchange programmes with other similar institutes in India & abroad.