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Memorandum of Understanding between the Ministry of Culture, Government of India and Salar Jung Museum, Hyderabad for the year 2015-16

This agreement made on 19th March, 2015 between Ministry of Culture, Govt. of India, represented by Director, Museums Division, on the one part and Director, Salar Jung Museum, Hyderabad 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 Salar Jung Museum through optimal use of available funds and to ensure proper functioning of Salar Jung Museum.

2. The Salar Jung Museum together with the Salar Jung Library at Hyderabad which was established in the year 1961 was declared as an Institution of National Importance by the Government of India by an Act of Parliament. The Salar Jung Museum is fully funded by the Ministry of Culture, Government of India. The Museum is managed by the Salar Jung Museum Board and its various Committees. The Main objectives of the Salar Jung Museum are as follows:

- i. To plan promote, organize and to implement various activities for the development of the Museum.
- ii. To perform such other functions activities as assigned by the Central Govt.
- iii. To assist the scholars in Research matters relating to the Museum Libraries, for the advancement, learning and dissemination of knowledge.
- iv. To acquire, maintain and preserve art objects.
- v. To collaborate with institutions /organizations engaged in similar activities in India with a view to furthering the aims objects of the Institution.
- vi. To organize lectures, seminars and conferences in India and abroad to acquaint the young growing generation with the rich cultural heritage of the country.
- vii. To undertake all such activities as are incidentally necessary or conducive to the attainment of all or any of the museum activities.

3. The Salar Jung Museum in consultation with the Ministry of Culture has identified 6 key objects that it will need to deliver substantially in the next three years to improve its status and to ensure the furtherance of the objectives of the Salar Jung Museum:

(i). Reorganization of Galleries:

After construction of one floor each on Western and Eastern Blocks additional space is now available. As such under the project of reorganization of Galleries the Museum proposes to take up reorganizing the following seven galleries by shifting them from their present location to more spacious rooms duly following modern display techniques.

- a) Marble Gallery
- b) Bronze Gallery
- c) European Furniture Gallery.
- d) Miniature Gallery
- e) Modern Painting Gallery

- f) Textile Gallery; and
- g) Expansion of the Founders Gallery.

(2.) (a) Digitization of manuscripts: The Museum is having nearly 8,556 Manuscripts in its collection. As on date nearly 300 Manuscripts have been digitized. The Museum proposes to digitize 3/4th of the manuscripts by the end of next three years and 100% manuscripts in the next five years, to make a digital Library for posterity, so as to make it accessible to the Research Scholars.

(2) (b) Digitization of Archives related to Salar Jung(s) : The Archives related to the Salar Jung(s) were handed over by their family members to the State Govt. The Museum had segregated the archives in collaboration with the State Archives Department. The Museum proposes to digitize the Archives relevant to the Salar Jung Museum and to preserve the digital copies in the Library, for the benefit of the Research Scholars.

(3) : Developing Textile Conservation Centre: The Museum proposes to develop Textile Conservation Centre in collaboration with the NRLC, Lucknow, so that it can undertake conservation of nearly 200 carpets and conservation of textiles from collection.

(4) Developing interpretation Centre to the Children: Every day nearly 700 school children visits the Museum. Before allowing the children into the galleries the Museum propose to develop Children Interpretation Centre by arranging video and audio visuals to explain and educate the children on the importance of the Museum.

(5) Construction of proper Cloak Room and a Restaurant for the visitors : The Museum proposes to construct a proper Cloak Room and also a spacious restaurant for the visitors.

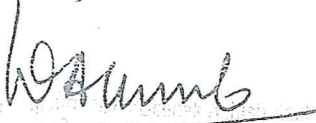
(6) Reprinting of existing publications: The Museum is having nearly 10 publications which were published way back in the years 1966 to 1996 and they are with black and white photographs. The Museum proposes to undertake the work of reprinting of the publications duly maintaining better quality standards with colour photographs.

4. **Financial Allocations**: Under the annual plan 2015-16, Salar Jung Museum has been provided a Plan budgetary provision of Rs. 13.50 crore and Non-Plan of Rs. 11.30 crore under Gross budgetary support. The above funds will be used by Salar Jung 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:** Salar Jung 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 Salar Jung 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)

Signed on behalf of the
Salar Jung Museum Board


Director

Date: 19th March 2015

Place: New Delhi

THE KEY PERFORMANCE INDICATORS FOR THE SALAR JUNG MUSEUM,
HYDERABAD : 2015-16

Administrative Matters

1. Filling up of vacancies.
2. Timely submission of Annual Reports and Audited Accounts and compliance of the observations of the Pr. A.G.
3. Training of staff and development of an HRD policy.
4. Budget allotment and expenditure incurred to meet quarterly targets.
5. Number of court cases pending and compliance with the direction of the court.
6. Number of Audit paras and action taken on the observations of the audit.
7. Timely submission of papers and, documents and reports etc., to the Ministry of Culture.
8. Ensuring compliance of the Raj Bhasha Policy.
9. Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.
10. Online monitoring of court cases.

Outreach Measures

1. Outreach programmes/Workshops/Competitions organized for different age groups.
2. Printing of Pamphlets and guide books for visitors.
3. Measures adopted to advertise and market Museum
4. Friends of the Museums and other societies –registration of Members.
5. Regular up-dating of events on Facebook, Twitter; You-tube and Museum's website on a continuous basis.

Modernisation of Museum

1. Modernisation of galleries by installing modern lighting and display.
2. New Galleries opened.
3. Upgradation of security gadgets.
4. Upgradation of Museum website.
5. Upgradation of Musuem storage
6. Improvement of visitors amenities.
7. Restoration of Deccan Paintings and designing of proper cabinets for them.

Museum Activities

1. Exhibitions, Seminars and Lectures Organized.
2. Introduction of Voluntary Guide Program.
3. Physical verification of objects.
4. Progress in implementation of the JATAN soft ware.
5. Number of objects conserved and preserved.


6. Number of objects rotated
7. The periodicity of meetings of the Board/Executive Committee/ Finance Committee discussions held and the decisions taken in the meetings.
8. Collaboration with Schools, Colleges and other Institutions for popularising the Musuem.
9. Steps taken for increasing the footfalls
10. Publication of Research work
11. Preparation of Result Framework Document (RFD) in respect of the activity being undertaken by the Museum and ensuring its implementation by the targeted dates.

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 online e-accounting system.

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




Targets for the Salar Jung Museum, Hyderabad for the year 2015-16

Srl. No.	Item	Targets
1	Arranging outreach programmes/Workshops/Competitions organized for different age groups	20
2	Printing pamphlets and guide books for visitors	4
3	Friends of the Museums and other societies - registration of New Members	250
4	Modernisation of galleries by installing modern lighting and display techniques	4
5	Creation of visitors' amenities/ improvement in visitors amenities	3
6	Exhibitions/Seminars/ lectures to be organized	20
7	Physical verification of objects	8,000 objects
8	Number of objects conserved and preserved	200 objects
9	Number of objects rotated	400 objects
10	Collaboration with Schools, Colleges and other Institutions for popularising the Musuem	6
11	New steps taken for increasing the footfalls -Musuem marketing	2
12	Year on year increase in the number of visitors.	12% over the previous year.
13	Implementation of the Jatan Collection Management Software	Approval of 6,000 records at Director level during the year
14	Voluntary Guides to be trained	30 guides
15	Laying of Audited Accounts and Annual Report on the Tables of both the Houses of Parliament	2014-15 Reports and Accounts to be laid by 31.12.2015
16	Staff Training	10 staff to be trained
17	Swachh Bharat campaign - number of activities to be undertaken.	12 activities
18	Assess needs for skill development and create tailored training modules.	For all employees
19	Make an inventory of cultural spaces under the charge of the organization.	All cultural spaces
20	Increased presence on social media (Facebook/Twitter etc.)	All activities to be uploaded on social media sites on a continuous basis.
21	Create online system for application of various services being provided by the organization.	2 services
22	Create online system of accounting.	To be completed during the year.

23	Carry out performance audit of the organization.	To be completed during the year.
24	Provide promotional films to Doordarshan and make an inventory of films.	To be completed during the year.
25	Uploading of RFD on the website of Cabinet Secretariat	Timely uploading of RFD as per guidelines.
26	Preparation of annual profit and loss account by the organization.	To be completed during the year.
27	Activities on project Mausam.	4 activities to be organized
28	Identification of organization's lands and buildings and maintenance of Asset Register.	To be completed during the year.
29	Maintenance of reservation roster.	To be completed during the year.
30	Introduction of video show for guidance of visitors to the Museum.	To be completed during the year.

