

Memorandum of understanding for the financial year 2014-2015

Between

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

And

Ministry of Culture, New Delhi

This agreement made on 12th (day) May month, 2014 between the Ministry of Culture, Government of India/represented by Joint Secretary(Akd), as the first party and Kalakshetra Foundation, an autonomous organisation 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 2014-15

1. Budget/Accounts

- (i) Budgetary outlay for the Financial Year 2014-15 amounting to Rs.135.00 lakhs for Non-Plan General, Rs 450 lakhs for Non-Plan Salaries, Rs 160 lakhs for Plan General, Rs 640 lakhs for Plan Capital Assets and Rs 50 lakhs under North-East is being allotted to Kalakshetra Foundation for carrying out organisational work. Quarterly targets shall be as per the guidelines issued by Ministry of Finance.
- ii) The Annual report and audited accounts for the year 2014-15 shall be submitted before the end of November, 2014.
- iii) The CAG audit, if required to be done for the year 2013-14 shall be completed by September, 2014.
- iv) Provisional utilization Certificate be submitted to the Ministry by May, 2014 and final utilization Certificate by November, 2014.
- v) All pending CAG audit paras and internal audit paras shall be disposed of by December 2014.
- 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 is to evolve 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.

The review is in process and will be completed during 2014

- (iii) The Process for 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, 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 phase wise within 3 months of the vacancy.

- (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 and submitted with the approval of the competent authority by September, 2014.

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.



4. **Parliament Matters**

- (i) The Audited Accounts and Annual Report for the year 2013-14 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, 2014.

- (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.

Follow up action on the PSC's 201st report shall be submitted by August, 2014 to MoC.

5. **General**

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

The meetings of the General Council, Executive Board and respective Advisory Committees will be convened and conducted by October 2014.

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

Shall be done by September 2014.

- (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.

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 by 15th May 2014.

- (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.

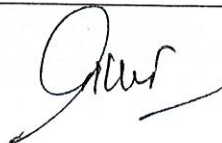
- (x) Vision Document.

The vision document of Kalakshetra Foundation shall be submitted by July, 2014.

6. Specific Issues

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	03	1. Annual Music & Dance Festival (December 2014) 2. Remembering Rukmini Devi Festival (February 2015) 3. Kathakali Festival (August 2014)
2.	Conduct of Festival on crafts	01	Textile Festival (June 2014)
3.	Organising workshops	03	1. Visual Arts Workshop 2. Bharatanatyam Workshop 3. Carnatic Music Workshop (On-going through the year)




4.	Conduct of Lectures/seminars	03	Lecture / Seminar (On-going through the year)
5.	Conduct of Residencies programmes by eminent scholars/artists	02	(On-going through the year)
6.	Digitization of archives a) Audio b) Video c) Pictorial	300 hours 150 hours 4000 photos	(On-going through the year)
7.	Cataloguing of archives a) Audio b) Video c) Pictorial	300 hours 150 hours 800 photos	(On-going through the year)
8	Conduct of Field trips	03	February/March 2015
9	Publications of Journals	02 issues	1. Kalakshetra's Journal (1) (July 2014) 2. Kalakshetra's Journal (2) (December 2014)
10	Publication on volumes/brochures on specific topics	01	To be done during the year.
11	Training programmes for faculty	01	(On-going through the year)
12	Revival of vintage productions	02	1. Andal 2. Buddha Avatar (December 2014)
13	New Productions	01	Vraja Leela Vilasa (April 2014)
14	Conduct of Heritage walks	02	1. Rukmini Devi Walk 2. Tree Walk 3. CERC Walk (On-going through the year)

JWS

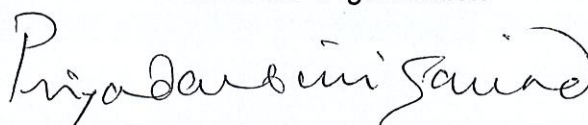
15	Conduct of outreach programmes in collaboration with Govt and non-govt agencies	02	1. Within India – a. The University of Calicut (May 2014) b. Corporation of Madras Outreach project. (June 2014 to April 2015) 2. Outside India – New Jersey, U.S.A. (July 2014)
16	Renovation and up gradation of roads	13,600 sq mtrs	To be done during the year 2014-15.
17	Creation of additional facilities in constituent units-		Work to resume in June 2014, Completion within 3 months.
	a) RDCFA	i) creation of costume department ii) Construction of 03 classrooms	
	b) BASS	i) construction of 02 classrooms	
	c) BTHS	i) construction of quadrangle covering ii) Construction of new toilet blocks	
	d) Theatre	Resumption of work on Koothambalam	(Work to resume as soon as approvals are obtained)

Signature on behalf of MOC



(CHANDRA PRAKASH)
DIRECTOR

Signature on behalf of the Organization



PRIYADARSINI GOVIND
DIRECTOR
KALAKSHETRA FOUNDATION
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