# MEMORANDUM OF UNDERSTANDING

#### **BETWEEN**

MINISTRY OF CULTURE (Govt. of India)

AND

NATIONAL SCHOOL OF DRAMA

FOR THE YEAR 2019-20

# MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2019-20

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi and National School of Drama, Bahawalpur House, New Delhi for the Financial year 2019-20.

- 1. 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.
- 2. This agreement made this \_\_\_\_\_\_ day of ...\_\_\_\_\_\_ 2019 between the MoC, as the first party and the National School of Drama(NSD), New Delhi, an organization under the Ministry of Culture, hereinafter called the second party.

#### Purpose of the MoU

To achieve the organizational goals by optimum use of the funds available and for proper functioning of the organization so as to complete the output targets.

To achieve this, the following deliverables are required.

## 1. Budget/ Accounts

(i) Budgetory Outlay for the year 2019-20 amounting to Rs. 8987.77 lakhs i.e Rs. 2100.00 lakhs for Creation of Capital Assets, Rs. 1750.00 Lakhs under North East (Revenue), Rs. 638.00 lakhs under Tribal –Sub Plan (Revenue) and Rs. 2800.00 lakhs under Revenue expenditure and Rs. 1683.77 lakh under Staff salaries & allowance, Rs. 15.00 lakh under Swachhta Action plan (SAP) etc. which is the tentative Budgetory outlay for National School of Drama for carrying out organizational work.

While incurring the expenditure requisite approval of concerned FC/EB/GB/GC or MoC, as the case may be, will have to be obtained before executing the work.

**Note**: NSD has requested additional requirement of funds detailed below:

₹322.30 Lakh under GIA – revenue general for carrying out the essential ongoing annual activities relating to academic, production and on performances of play etc. under GIA Revenue General Head and ₹342.51 lakhs for release of arrear payment of Retirees of NSD upon implementation of 7<sup>th</sup> CPC. NSD has also anticipated Internal Receipts on account of Sale of Tickets, Sale of Publications, Casual Misc. receipts during the year 2019-20 at ₹79.81 lakh approx. under revenue General Head.

The Net Additional requirements of Funds for the year 2019-20 over and above BE-2019-20 is of ₹585.00 lakh (₹322.30 lakh + ₹342.51 lakhs - ₹79.81 lakhs). However, the release of additional funds to NSD is subject to availability of funds and orders from Budget Division, M/o Culture.

- (ii) The CAG Certification Audit, if required to be done, for the year 2018-19 shall be completed by NSD in a time bound manner.
- (iii) Final utilization certificate will be submitted by NSD for the year 2018-19 by November, 2019.
- (vi) All pending CAG audit paras and internal audit paras shall be disposed off in a time bound manner.
- (v) Inputs for preparations of EFC/SFC in accordance with the extant guidelines/instructions of Ministry of Finance shall be submitted as per directives of MoC.
- (vi) Monthly report in respect of financial and physical achievement in prescribed format shall be submitted to Ministry of Culture by 1<sup>st</sup> week of the month in which it becomes due. Any other periodic report asked by the Ministry shall also be submitted within the stipulated time.

#### 2. Human Resource

- (i) NSD shall review/frame its Human Resources Policy and modify the same, if required with the approval of Competent Authority in a time bound manner.
- (ii) The NSD will initiate necessary time bound action well in advance to fill up vacant posts following the prescribed rules.
- (iii) All DPC's will be conducted by the NSD within the stipulated time frame following the prescribed rules.
- (iv) All pending vigilance cases shall be disposed off within the stipulated time following the prescribed rules by the NSD.
- (v) Training of the staff of the organization will be ensured as per the staff Training Policy. Training Policy for the staff will be worked out and submitted to the Ministry of Culture by the NSD. For this purpose, a training calendar be designed in the beginning of the year. The NSD will assess needs for skill development and create tailored training modules. NSD shall also send the status of Skill Development Module quarterly to this Ministry as per annexure-V attached.
- (vi) Verification of appointments made during the last 5-10 years has to be carried out by the NSD.

## **Legal Matters**

- (i) Memorandum of Association (MoA) shall be amended on the line of HPC's recommendation agreed by the Ministry, with the approval of the Competent Authority.
- (ii) Bye- Laws of the organization shall be framed/reviewed and made requisite amendments as per the prescribed guidelines will be made by NSD with the approval of the Competent Authority. NSD shall also update the status of the same to this Ministry as per annexure-III attached.

- (iii) Recruitment Rules in respect of all the posts will be framed/reviewed as per the laid down guidelines and prescribed procedures. The NSD will complete this process in a time bound manner. NSD shall also update the status of the same to this Ministry as per annexure-III attached.
- (iv) NSD shall ensure timely monitoring of the court cases. All the court cases with their status will also be updated on the website of Legal Information Management & Briefing System (LIMBS). The information will be kept upto date.
- (v) The organization will utilize the online Court case monitoring software developed by NIC for regularly monitoring its ongoing Court cases during the year.
- (vi) The NSD will take action for implementing the recommendations of the High Powered Committee which has been accepted by the Ministry of Culture.

#### 4. Parliament Matters

- (i) Audited Accounts and Annual Report will be placed before the Parliament on time. NSD will submit the Annual Report and Audited Account for the year 2018-19 to the Ministry of Culture by November 2019. This will be laid in the Parliament in the December 2019 session.
- (ii) Fulfillment of all pending Parliamentary/Assurances will be ensured within the stipulated time frame.
- (iii) Legislative matters, if any, will be taken up for approval of Parliament within the stipulated time frame.
- (iv) Recommendations/suggestions of the Parliamentary Standing Committee (PSC) and such other Parliamentary Committees, if any, will be implemented from time to time with the approval of the appropriate authorities of the Akademi.

## 5. General

 Mandatory meeting of the NSD Society, Academic Council and Finances Committee shall be convened and conducted on time. (ii) The performance Audit /Peer Review shall be carried out as per GFR provisions contained in chapter 9 rule 208(v). Every two years a Performance Audit should be done by reputed institutions of the activities of the school. For maintaining quality in NSD's work, an appropriate peer review system may be put in place. NSD will need to display its capacity for self – introspection; it is to remain truly independent.

NSD shall take action for implementation of the actionable points conveyed to NSD by Ministry of Culture based on the recommendation of the Committee constituted for the performance audit for the year 2017.

- (iii) NSD shall furnish /file mandatory returns/report on time. NSD shall also provide the report/returns as and when asked for by the Ministry.
- (iv) NSD shall ensure timely disposal of RTI applications/appeals. NSD shall also furnish/upload certificate/report on RTI as per the extant guidelines and also send the status of the same quarterly to this Ministry as per annexure-I attached.
- (v) For disposal of Public Grievances/complaints, NSD shall ensure that an effective grievance redressal mechanism is in place to ensure timely disposal of public grievances /complaints received through PG Portal or any other sources. NSD shall also submit the status of Public Grievances Quarterly to this Ministry as per annexure-II attached.
- (vi) The National School of Drama website shall be uploaded, reviewed and revamped from time to time as per the Government guidelines. MoA, Rules and Regulations, Service bye- laws and Recruitment Rules and amendments thereof of the Organization will also be uploaded on the website of the organization. NSD shall also update the status of the same to this Ministry as per annexure-III attached.
- (vii) NSD shall ensure the inputs for Cabinet Memos within the prescribed time frame.
- (viii) NSD shall ensure compliance with the Raj Bhasha Policy as per directives received from MHA.

- (ix) NSD shall implement New Pension Scheme (NPS) as per the norms of the NPS subject to GFR provisions and approval from IFD, M/o Culture/Competent Authority.
- (x) Swachh Bharat Campaign/ Programmes as well as cleanliness drive shall be taken up by the NSD and instruction/direction given by the Ministry in this regard shall be followed. NSD shall also send the status of Swachchta Abhiyan undertaken to this Ministry as per annexure-IV attached.
- (xi) The NSD shall do an inventory of cultural spaces under the charge of the organization and submit the same to this Ministry.
- (xii) The NSD shall be active on social media like Youtube /facebook/ twitter etc. After the programme is held, photographs and videos shall be uploaded immediately alongwith the information on the programme. NSD shall also uploaded its programmes on Mobile Apps. Followers of the NSD on the social sites have to be enhanced to double from the present number of followers expeditiously.
- (xiii) NSD will implement the following e-services
  - (a) NSD will create online system for application and utilization certificates.
  - (b) The NSD shall create online system of Accounting by December, 2019.
  - (c) The organization will be active on the My Gov platform for inviting suggestions, ideas regarding its activities during the year.
- (xiv) NSD will provide archival material on intangible culture to IGNCA.
- (xv) NSD will provide promotional films to DD Bharti and also make an inventory of films.
- (xvi) Vision and Mission document will be prepared by the Organization and uploaded on its website.

- (xvii) NSD shall also submit the status of Research/Publications/Grants undertaken/released every month to this Ministry as per annexure-VIII attached.
- (xviii) NSD shall also submit the status of Plays/workshops/Seminar/Conferences/Shruti undertaken every month to this Ministry as per annexure-VII attached.

#### 6. Specific Issues:

- (a) Timely conduct of the monthly activities to achieve monthly targets as indicated at the Annexures for the year 2019-20 shall be ensured and progress should be shared monthly. The cost/expenditure shown in the Annexure of the MoU has been estimated on the basis of average expenditure incurred in the past years. Actual expenditure on each activity shall however be subject to the availability of funds in the allocated budget of the organization and compliance with the GFR provisions besides adherence to the economy measures as issued by Ministry of Finance from time to time. If physical targets are achieved in time, allocation of additional funds could be considered to conduct more activities. Any shortfall in target may attract withdrawal /reduction in the budgetary support.
- (b) Each activity with its physical and financial targets indicated in the Annexure I of the MoU may be linked to the concerned object heads of the budgetary outlay for the year 2019-20 so that the physical and financial progress could be monitored with reference to the budgetary allocation under each object head.
- (c) The project for Re-development of National School of Drama (NSD) Campus has been approved by the competent authority in the Ministry of Culture at a total estimated cost of Rs. 180.00 crore. The project has to be completed in a phased manner for which year-wise capital expenditure has been approved. NSD will ensure completion of physical target vis-a vis financial expenditure for the financial year 2019-20.

(d) Five Regional Centres of National School of Drama (NSD) at Bengaluru, Calcutta, Maharashtra/Goa, J&K and the North East region were to be established. All the concerned state Governments have to be approached for allotment of land by NSD. NSD will expedite the matter. This is subject to sanction of additional funds for opening of five centres.

However, this proposal is subject to grant of Institute of National Importance status to NSD.

# 7. Specific deliverable for achieving MoC goals

At present all Akademis of Ministry are working in silos. NSD should remain in constant touch with other akademis so as to utilize the maximum benefit of their collective resources. Their interaction should be IT based so that real time basis information can be exchanged.

- While conducting programmes regional coverage must be broad based. NSD should conduct programmes all over India unless it is not state centered.
  - (i) NSD distributes grants and also they are the repositories of extensive research work done by scholars. Since Govt. funding is involved public should get maximum exposure of the work done by the Akademis. NSD shall also send the status of Research/Publications/Grants distributed quarterly to this Ministry as per annexure-VIII attached.
  - (ii) Management of space: NSD have extensive space in the form of auditoriums, open grounds, seminar halls etc. Optimum use of facilities should be endeavored so that common people/artists may have the access. Space which is unused by the NSD should be used for public facility areas like café, toilets, cloak rooms etc. Public space should be towards front of buildings and office areas towards the back. NSD shall also send the status of Space allotted quarterly to this Ministry as per annexure-IX attached.

- Value Addition to the NSD: NSD should be at the fulcrum of our cultural activities as far as our theatre life is concerned. All programmes should be given the maximum publicity so that extensive foot fall can be garnered. They may think to install interactive kiosks for young generation at the auditoriums and other centres. Their web-site should have a virtual facility for promotion of NSD origin, role and growth of their activities. Their websites, apps and other kiosks should be monitored and measured by the site visits of netizens.
- (iv) Outreach activities: NSD should give focus on membership and should design different types of activities to cater different type of people. They may work out a plan to bring under privileged children to the NSD for exposure to their plays, cultural programmes and other activities. NSD shall submit the details of the same as per Annexure VI attached to the Ministry. Along with annual calendar which is submitted towards beginning of the year, quarterly calendar must be reviewed and shall well in advance with the Ministry so as to ensure maximum publicity.

NSD conducts plays and cultural activities on regular basis. They may think of a collaboration with Tata Sky, Airtel and other satellite channels and content providers so that their programmes can be constantly viewed on a dedicated channel.

- (v) Marketing: All relevant public and private space should be used for marketing events. Approach new generation outfits like Spic Macay to popularize the ethos of our culture which are propagated by NSD.
- (vi) Capacity Building: Encourage courses and exchange of best practices followed in other parts of the world. Engage specialized professionals for capacity building. Informal social media group or face book pages where informal interaction about programmes takes place may also be thought of.

Signature of behalf of Ministry of Culture Signature on behalf
of National School of Drama

Registrar

### NATIONAL SCHOOL OF DRAMA NEW DELHI

# <u>Statement of object headwise budgetary outlay of National School of Drama,</u> <u>New Delhi for the Financial year 2019-20</u>

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE- 2019-20 (Rs. in lakhs)
1.	Teaching & Training Programme (3 year PG Course in Dramatics)	GIA – General	
I (i) (ii)	Scene Work  1 <sup>st</sup> Year Student Scene Work  2 <sup>nd</sup> Year Student Scene Work  (Including parcee)		
(iii)	3 <sup>rd</sup> Year Student Scene Work		26.00
II	3 <sup>rd</sup> Year Diploma Production 3 <sup>rd</sup> year Diploma Production (Rs. 60000 x 8)	4.80	4.80
III	Students Production  3rd year Students Production  - Western Realism (Rs. 12.00 lakhs x 2)  - Contemporary (Rs. 12.00 lakhs x 2)  - Devised International Director (Rs. 12.00 lakhs x 2)	24.00 24.00 24.00	72.00
IV	Production Tour with 2 <sup>nd</sup> year Students  - Traditional Production Tour  - Shakespere play production (Rs. 9.50 lakhs x 2)  - Farcee (Rs. 9.50 lakhs x2)	40.00 19.00 19.00	78.00

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE- 2019-20 (Rs. in lakhs)
V	Student Production with 1 <sup>st</sup> year students - Indian Realism (Rs. 12.00 lakhs x 2)	24.00	24.00
VI	New Admission for the		
	Academic Year 2019-20 - Administration – Audition at 12 venues /Selection process expenses	50.00	
	- Press advertisement for inviting applications for admission to 3 year PG Course (NSD)	20.00	70.00
VII	Orientation Courses and	5.00	5.00
	Workshops for 1 <sup>st</sup> year students	<b>7</b> 0.00	<b>7</b> 0.00
VIII	Classroom Teaching - Visiting Faculty	50.00	50.00
IX	Media Training 26 Students, Camara location Travel etc.		
X	Students Hostel Rent	185.00	185.00
XI	Scholarship to Students & Fellows including Production Grant	119.00	119.00
XII	Educational Tour by NSD's regular Students of 1 <sup>st</sup> year, 2 <sup>nd</sup> year and 3 <sup>rd</sup> year	15.00	15.00
XIII	Annual Sports Meet	5.00	5.00
XIV	Production Study & Training	10.00	10.00
	Expenses		662 90
2.	SUB – TOTAL Theatre workshop and Short term	60.00	663.80
۷.	workshops (3 months duration ) in various parts of the country and other training programmes on Direction /Play production technical aspects /play	00.00	

	writing/play production		
	/administration and Appreciation		
	course & workshops		
(ii)	Workshops, Seminars, Lectures		
	etc. for Training of administrative,	20.00	80.00
	Accounts, Technical Staff of NSD		
	for skill development		

Activity	Name of the Activity	Object Head	Sanctioned BE-
No.		wise Budget	2019-20
		Outlay	(Rs. in lakhs)
3.	Children Theatre Workshops		25.00
	In Delhi & Outside Delhi		
4.	Collaborative and sponsored		30.00
	productions and performances		
	including display/exhibitions etc.		
5.	NSD's Classical Theatre Training		
	Centre, Varanasi		
(i)	Interpretation Centre- Training and	2.50	
	performance in schools		
(ii)	Teaching & Training, Production &	110.00	112.50
	Performance of plays & festival		
6.	NSD's Theatre Workshops &		
	Festivals SAAR Countries (viz.		1.00
	Srilanka, Bhutan, Bangladesh,		
	Nepal & Maldive)		
<b>7.</b>	Documentation, Archieves –		10.00
	Digitization of Documents ,		
	Photograph, Audio video recordings		
	of plays etc.		
8.	Upkeep and Maintenance of NSD-		96.70
	Auditoriums and Yoga hall (4 Nos.)		
9.	NSD's Repertory Co.		
(i)	Weekend Theatre Shows	50.00	
(ii)	Sponsored Shows	20.00	
(iii)	Tour shows of Rep. Co.	50.00	
(iv)	Production of New Plays (2 No.)	40.00	
(v)	Summer Theatre Festival	60.00	220.00

10	NSD's TIE Co.		
(i)	Theatre workshop with toli artists	8.00	
(ii)	Performance of plays in Delhi &	50.00	
	Outside Delhi		
(iii)	NSD's TIE Co. Summer Theatre	105.00	
	Workshop in Delhi & in two other		
	States		
(iv)	Production of New plays (2 No.)	25.00	
(v)	NSD's TIE Co. Sunday Club I&II		
	Activities with the Children (Batch		
	of 150 Children) culminating with a	60.00	248.00
	festival of 6 plays and six shows.)		

Activity	Name of the Activity	Object Head	Sanctioned BE-
No.		wise Budget	2019-20
		Outlay	(Rs. in lakhs)
11.	Festivals		
I	Bharat Rang Mahotsav		
(i)	International Theatre Festival –	435.00	
	Bharat Rang Mahotsav in Delhi &		
	Four other cities		
(ii)	Parallel BRM Festival at 4 outside	120.00	
	Delhi venues.		
(iii)	International Children Theatre		
	Festival – Jashne Bachpan/Bal	100.00	
	Sangam		
(iv)	NSD's Festival of Classical Plays in	45.00	700.00
	two cities		
12.	Cultural Exchange Programme	GIA – Revenue	55.00
	Participation by Students and		
	faculty with performance of		
	Students production, Seminars,		
	Observation & learning Production		
	processes etc.		
13.	Office Expenses & Contingency		

	including Campus Building Maintenance Improvement in available infrastructure , upkeep, AMC's etc., Meeting Expenses, Audit fee etc.	"	190.00
14.	NSD's Centre at Mumbai (to start one year advance course in playwriting /phased workshop on playwriting)	=	1.00
15.	Light, Sound, Photography, Audio Video equipment, AMC/Maintenance in studios, Rep. Co., Computers Labs.	"	20.00
16.	Implementation of official Language Policy in NSD- Visit of Rajbhasha Committees Inspection of NSD Regional Offices, workshops, Hindi Diwas (Pakhwara)	"	5.00

Activity No.	Name of the Activity	Object Head wise Budget	Sanctioned BE- 2018-19
		Outlay	(Rs. in lakhs)
17.	NSD's Bengalure Training		
	Centre, Bangalore (Running a year	"	140.00
	regular full time residential course		
	on theatre craft.)		
18.	Library	"	10.00
19.	Theatre Olympics -2018 (from		
	18 <sup>th</sup> Feb., 2018 to 8 <sup>th</sup> April, 2018)		
	- Payment for the period from		
	17 <sup>th</sup> Feb. to 8 <sup>th</sup> April, 2018 from		
	carried over funds from 2017-		

	18 for the Theatre Olympics – 2018		
20.	Legends –E-Elkazi chair fellowship scheme	"	10.00
21.	Artist in Residence Scheme	"	-
22.	NSD's Annual Contribution to NSD Staff Welfare Fund	"	5.00
23.	Maintenance & Contingent Expenses on Students Mess & staff Canteen		10.00
24.	Expenses on staff Welfare Activities		7.00
24 (A)	Reaserch work and Publication programme of NSD & running of a Book Shop in NSD Campus.		35.00
24 (B)	MoC scheme for production/Repertory & Building grant - Meetings		65.00
2(C)	Convocation & Convention		60.00
	Total – General Revenue		2800.00
25.	Creation of Capital Assets (GIA-CCA)	GIA-CCA	
I	Procurement of sound , Light, Auditorium Archieve equipment, Computers etc.		100.00
II	Procurement of Office equipment, furniture & fixtures etc.		50.00
III	Redevelopment of NSD campus (Release of CPWD for works)		1450.00
IV	Infrastruture Improvement in H.O. Regional Centre of NSD		500.00
	TOTAL – Creation of Capital Assets		2100.00

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE- 2019-20 (Rs. in lakhs)
26.	NSD's North East Activities		
(i)	Essential Equipments for upgrading	GIA – Revenue	
	of theatre performance & training	NE	10.00
	facilities in NE Region		
1 (a)	Training workshops, Seminars,		
	Lectures for Admn., Acctts. &		20.00
	Technical staff of NSD.		

(ii)	Theatre workshops in NE Region	"	65.00
(iii)	Children Theatre workshop in NE (TIE Co.NSD)	11	25.00
(iii) (a)	NSD's TIE Co. Summer Theatre Workshops/Sunday Club activities with Children.		40.00
(iv)	Poorvottar Theatre Festival in different states of NE of 5 plays in NE from at 3 venues	GIA Revenue General NE Poorvottar	125.00
(iv) (a)	Rashtriya Poorvottar Theatre Festival of NE of 5 Plays of NE outside NE at 3-4 venues.	GIA Revenue General NE Rashtriya Poorvottar	150.00
(v)	Shows of NSD's TIE Co. in NE Region	TIE Co.	35.00
(v) (a)	NSD Rep. Co. in NE Region	Rep. Co.	60.00
(vi)	Salary of Contractual Staff, Office contingent & Other expenses including maintenance, AMC's etc.	"	320.00
(vii)	NSD's Sikkim Theatre Training Centre, Gangtok- Teaching & Training one year regular course in Dramatics Arts.	"	245.00
(viii)	NSD's TIE Wing Theatre Training Centre, Agartala (Tripura) - Teaching & Training one year residential Training programme.	"	205.00
(ix)	Children Theatre Festival – in NE - Children theatre festival in NE	"	30.00
(x)	Collaborative Theatre Festival Participation of NE Groups in the Collaborative Theatre Festival in NE/Activities /Seminars etc.	"	25.00
(xi)	NSD's poorvottar Natya Samaroh (11 <sup>th</sup> Edition PNS) with 10 plays from NE Region performing in NE.	"	105.00

Activity No.	Name of the Activity	Object Head wise Budget Outlay	Sanctioned BE- 2019-20 (Rs. in lakhs)
(xii)	Website Development for NE Activities Website Development including software maintenance for uploading information relating to NSD's NE	11	5.00
(xiii)	Activities  Workshop on play write & staging of plays /Technical workshop	11	55.00
(xiv)	Parallel BRM Festival at one venue in North East	11	55.00
(xv)	Paticipation of NE Groups, Student of NSD's TIE Centre in Gangtok/Agartala in NSD's main BRM Festival at Delhi	"	65.00
(xvi)	NSD's National Theatre festival performed in NE Region (one state) 5 plays (plays from across the country including NE)	11	45.00
(xvii)	Tour shows of plays in NE by various Theatre Groups from Outside NE	"	65.00
	TOTAL – North East Activities of NSD		1750.00
27.	Tribal Sub – Plan Activities of NSD  National Tribal Festival of Dance, Music, Folk & Theatre at 5-6 venues, organizing of workshops, Seminars, Lectures, Craft Mela, Food Bazar, folk Drama etc. alongside the festival	GIA – TSP	639.00
	TOTAL – Tribal Sub – Plan		639.00
28.	Staff Salaries & Allowances etc.	GIA- Staff Salaries	1683.77
29.	Swachhta Action Plan NSD's Swachhta Action Plan expenditure	GIA – SAP	15.00
	GRAND TOTAL		8987.77