MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2014-15

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi & The National School of Drama for the year 2014-15

1. The agreement made this 12th day of May 2014 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 2014-15 amounting to Rs.5265 lakhs (Plan - Rs.1800 lakhs, Plan NE - Rs.1300 lakhs, Non-Plan - Rs.1015 lakhs, Plan Capital Assets Rs.1000 lakhs, Tribal Sub-Plan Rs.150 lakhs) is being allotted to the National School of Drama for carrying out organizational work. Quarterly target shall be as under:

   a) 1st Qtr.  Rs.790 lakhs
   b) 2nd Qtr.  Rs.1316 lakhs
   c) 3rd Qtr.  Rs.1843 lakhs
   d) 4th Qtr.  Rs.1316 lakhs


(iii) The CAG audit, if required to be done for the year 2013-14 shall be completed by September, 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 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.

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 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 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 NSD Society, Academic Council and Finance Committee 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.

    **NSD 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 the NSD shall be submitted to the Ministry by July, 2014.**
6. **Specific Issues related to NSD**:

(a) Following proposals are being sent to MOC for consideration and approval:-

(i) Redevelopment of NSD Campus by mid of May 2014.
(ii) Opening of Repertory Companies / TIE Companies initially at Maharashtra and Assam and at 2-3 more cities by March 2015.

(b) Proposals for the sanction of the following posts shall be submitted by June, 2014:

(i) Administration & Accounts Division: Deputy Registrar-one, Assistant Registrar-one, Assistant-two, UDC-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, Data Entry Operator – two.

(iii) Activity Departments: Deputy Registrar-one, Assistant Registrar-one, Assistant–two, UDC-two, LDC-two and MTS-four.

(iv) NSD’s Centres outside Delhi: Centre Director-cum-Associate Professors-three, Programme Coordinator-three, Assistant-three, Senior Clerk-three, Junior Clerk-three and MTS-three.

(v) The activities as indicated in the Annexure (programme and projects) for the year 2014-15 shall be ensured.

**Signature on Behalf of MOC**  
**Signature on behalf of the Organization**

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Activity Departments: Deputy Registrar-one, Assistant Registrar-one, Assistant–two, UDC-two, LDC-two and MTS-four.

NSD’s Centres outside Delhi: Centre Director-cum-Associate Professors-three, Programme Coordinator-three, Assistant-three, Senior Clerk-three, Junior Clerk-three and MTS-three.

The activities as indicated in the Annexure (programme and projects) for the year 2014-15 shall be ensured.

**Signature on Behalf of MOC**  
**Signature on behalf of the Organization**

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**ANDRA PRAKASH**  
**DIRECTOR**

**R. M. K. ARJUN**  
** Acting Registrar**

**NSD.**
Calendar of Events proposed for 2014-15 and those scheduled for 2013-14

Teaching / Training Programme

1. Preparation & performance of Kudiyattam art to be prepared by 2nd year students of the NSD. : July-August-October 2014
2. Preparation & performance of a new production by 3rd year students of the NSD. : August-September 2014
3. Preparation & performance of a new production by 3rd year students of the NSD. : November-December 2014
4. Traditional performance training tour in a region-cum-production by 2nd year students of the NSD. : November 2014-January 2015
5. Visit of NSD’s 3rd year students to SRFII, Kolkata to attend Theatre Appreciation Course : December 2014
6. Preparation & performance of a new production to be prepared by 2nd year students of the NSD. : February-March 2015

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 2014
2. Repeat shows of TIE plays in various schools in Delhi. : August – October 2014
3. Sunday Club Activities in which selected candidates of summer theatre workshop will participate. : August-December 2014
4. ‘Jashnebachpan / Bal Sangam’, National Theatre Festivals for Children in which various folk & traditional children theatre groups from across the country will be participating. : November 2014
5. Sunday Club Festival of six plays prepared by the participants of Sunday Club activities : January 2015
6. New production by TIE followed by shows in the NSD & various schools of Delhi. : February-March 2015

Repertory Company

1. Holding of Summer Theatre Festival of Repertory Company’s renowned plays : 22 May – 14 June 2014
2. Closing ceremony functions of Repertory : August 2014
Company’s Golden Jubilee celebrations.

3 Opening of a new production under the direction of an invitee theatre director for which rehearsals will be started from July 2014 : September 2014

4 Opening of a new production under the direction of an invitee theatre director for which rehearsals will be started from October 2014 : November 2014

5 Repeat shows of Repertory Company old plays : October-November 2014

6 Performance tour to North East region with its plays : December 2014 – January 2015

7 Preparations for a new production under the direction of an invitee theatre director : March 2015

Festivals

1 Summer Theatre Festival of NSD Repertory Company’s plays : 22 May – 14 June 2014

2 Jashnebachpan and Bal Sangam festivals by NSD Theatre-in-Education Company (Children Wing of the NSD) : November 2014

3. Holding of Sunday Club Festival in which six plays prepared by the participant children of Sunday club activities will be showcased. : January 2015

Publication / Research / Documentation

1 Publication of NSD’s quarterly Hindi theatre journal named ‘Rang Prasang’ : June, September, December 2014 & March 2015

2 Publication of half yearly English theatre journal named ‘Theatre India’ : September 2014 & March 2015

3 Publication of Raj Bhasha Manjusha, a half yearly Hindi magazine. : September 2014 & March 2015
4  Publication of materials relating to all festivals to be conducted by the NSD  :  Round the year

5  Research by passed out NSD graduates on various aspects of theatre in Delhi or in their own regions for a period of one year for which stipend of 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.  :  Round the year

6  Following documentations are carried by the NSD:-
   a) All plays of 1st, 2nd & 3rd year students of a particular year  :  Round the 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 Natya Samaroh

7. Digitization of all plays of all plays held at the NSD during the last 50 years are recorded on CD/DVD  :  Round the year

**NSD’s Centres**

1  One year teaching / training programme in dramatic arts is to be started at the NSD Bengaluru Chapter.  :  July-August 2014

2.  NSD’s Sikkim Theatre Training Centre, Gangtok 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 imparts 10 months certificate course in TIE Methodologies. The selected participants come from across the country and are school teachers.

   The centre also conducts theatre workshops in various districts of Tripura

**Extension programme**

1  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. These workshops these talents youths to pursue career in theatre to hone their theatrical skills to attain professionalism in their performance  :  Round the year