

Draft

**Memorandum of Understanding
between
Ministry of Culture, Shastri Bhawan, New Delhi
and Anthropological Survey of India, Kolkata
for the year 2015-16

Memorandum of understanding between Ministry of Culture, Shastri Bhawan, New Delhi and Anthropological Survey of India for the financial year 2015-16.

1. This agreement made on 30th March 2015 between the Ministry of Culture, Government of India, represented by Director / Deputy Secretary (Culture), Government of India representing Ministry of Culture on the one part and Anthropological Survey of India, under the Ministry of Culture, represented by Director, Anthropological Survey of India (AnSI), on the other part, lays down the responsibilities, performance indicators and targets duly agreed by both parties, with an objective to achieve organizational goals by the AnSI through optimal use of available funds and to ensure proper functioning of the AnSI.

2. Anthropological Survey of India is a subordinate office of the Ministry of Culture, Government of India and a premier institute for Anthropological Research in the country. Established in 1945 at Varanasi and shifted to Kolkata in 1948. The Survey through its Head Office, Regional and Sub-Regional Centres, Field Stations and Camp Office is primarily engaged in popularizing Anthropology through its research in the field of Anthropology and its allied disciplines on Indian population and disseminating knowledge through its museums, exhibitions, seminars, publications, website, social media and outreach programmes. The statement of Mission of AnSI is briefly summarized as under:
 - Mapping Bio-Cultural Profile of Indian population utilising manpower specialized in Cultural, Physical and paleo Anthropology, Human Ecology, statistics, Psychology, Biochemistry, Linguistics and Folklore.
 - Develop the organization as launching pad for advanced academics and high technology based research to be applied in human development
 - Understanding, documenting, preparing database and disseminating information on bio-cultural diversity of Indian population through published research work, seminars, workshops, awareness programmes, audio-visual documentation, museum documentation and so on.
 - Development of Library for facilitating Research in Anthropology.

3. The important objectives of the Anthropological Survey of India are:
 - Mapping Bio-Cultural Profile of Indian population (utilizing manpower specialized in Cultural, Physical and palaeo Anthropology, Human Ecology, Psychology, Biochemistry, Linguistics and Folklore).

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- Understanding, documenting, preparing database and disseminating bio-cultural diversity of Indian population (through published research work, seminars, workshops, awareness programmes, audio-visual documentation, museum documentation and so on).

4. Some of the major Functions of the Anthropological Survey of India are:

- Anthropological research in the country involving other sub-disciplines such as Ecology, Psychology, Linguistics, Folklore and Biochemistry through approved Plan Schemes.
- Mapping Bio-Cultural Profile of Indian population.
- Documentation of culture and Dissemination of knowledge through ethnographic film making, outreach programmes such as Health Awareness Camp, Mounting Exhibitions through Zonal Anthropological Museums, Publication of research findings and holding workshops, seminars etc.
- Capacity Building for anthropological research in the country holistically.
- Contributing to achieve the Missions of the Government of India through trained manpower of the Survey.

5. Anthropological Survey of India, in consultation with the Ministry of Culture, has identified following key objectives that it will need to deliver substantially to enhance its achievements and to ensure the furtherance of its objectives in the next three years.

- a) Setting up of new field stations and collaborating with other research institutes, universities in India and abroad and government departments for optimizing research findings.
- b) Modernization of Zonal Anthropological Museums (ZAMs) to enhance visitors' experience.
- c) Strengthen outreach activities and popularising research findings through social media and website.
- d) Organize professional development training programmes for professionals in AnSI and others.
- e) Mapping intangible cultural heritage (ICH)
- f) Participation in the mission of the Government of India putting research contributions on projects PRASAD, HRIDAY, MAUSAM etc.

6. Financial Allocations:

Under the annual plan 2015-16, AnSI has been provided a budgetary provision of Rs.1000 lakhs under Plan (including TSP and North East Projects), and Rs.1960 lakhs (Non-plan) and Rs.1500 lakh (Capital Works) has been sanctioned to the AnSI for carrying out organizational, scientific research and administrative work 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.


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7. Performance and Monitoring:

AnSI 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 in every six months in to the financial year and at such other intervals as may be decided by Ministry of Culture. The fund allocation under Plan for AnSI in future years will be largely dependent on the achievement of the targets as laid down by this agreement.

Signed on behalf of Ministry of Culture,
Government of India


Director -

Signed on behalf of
Anthropological Survey of India


Director
Kolkata

Date: 30.3.2015

Place: New Delhi

Key Performance Indicators for Anthropological Survey of India 2015-16

I. Administrative and Financial Matters:

1. Revision of Recruitment Rules.
2. Recruitments for filling up of Vacant Posts.
3. Submission of Annual Report and Audited Accounts and compliance with CAG observations.
4. Timely conducting the meetings of the National Advisory Committee and Executive Committee of the AnSI.
5. Monitoring of Budget allotment (Plan & Non-Plan) and Expenditure on various heads.
6. Monitoring of pending Court cases & Compliance with directions of the court
7. Timely submission of papers, documents, replies, Monthly/Significant events Reports and Periodical Reports etc. to Ministry of Culture.
8. Timely reply to the observation and Paras of Audit Reports.
9. Compliance of instructions of Government of India on various matters including financial, statutory and administrative and others through the Ministry of Culture.
10. Ensuring implementation of recommendations / suggestions of the Parliamentary Standing Committee, Finance Committee, National Advisory Committee and Executive Committee of the AnSI and Ensuring that inputs for Cabinet Memos are submitted on time.
11. Ensuring compliance of the Rajbhasa Policy
12. Preparation of RFD in respect of AnSI and ensuring its implementation by the target date.
13. A fresh proposal for implementation of FCS in AnSI will be prepared referring the same to the earlier efforts made and sent to the 7th Pay commission.
14. Ensuring that the inputs for preparation of EFC/SFC will be submitted on time, if required.

II. Major Research Projects:

1. Bio-cultural Diversity, Environment and Sustainable Development
2. Man Environment: Study of Biosphere Reserves in India
3. DNA Polymorphism of the Contemporary Indian Populations and Ancient Skeletal Material
4. Community Genetics and Health: Bio-Cultural Adaptation
5. Physical Growth & Development of Children in North East India: A Public Health Issue

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6. Palaeo-anthropological Research
 7. Development of DNA Banking
 8. Documentation & Dissemination
 9. Study on cities under projects HRIDAY/ PRASAD
 10. Organizing an exhibition on Indigenous Boat tyology for the Festivals of India under Project MAUSAM etc.
 11. Mapping ICH

III. Outreach Measures:

1. Public Awareness Programme: Exhibitions, Popular Lectures, Publication, Library Services, Audio-Visual Shows, Making Documentary Films and its telecasting.
2. Documentation and Dissemination of Indian culture including Tribal Culture, Genetic Screening and Awareness Camp, Documenting and Promotion of Indigenous Culture and Training on Cultural Practices including Tribal culture.
3. Dissemination of culture through Zonal Anthropological Museums and development of museum activities.
4. Organizing Genetic Screening and Health Awareness Camp among the tribal and other communities and Documenting Cultural Events Tribal culture.

IV. Collaborative Research:

1. Collaborative Programmes with Universities and other Research Institutes
2. Collaboration with International Institutes for establishment of Ancient Bio-Molecular Laboratory
3. Collaboration with National Institutes on Remote Sensing for study of Biosphere Reserves
4. Finalization of Human Genetic Resource (Collection and Regulation) Bill.
5. Continuation of Indo-US JPAC Mission.

V. Research support Programme:

1. Award of Fellowship in various categories.
2. Organization of Seminars/Workshops and Partial Financial Assistance for organizing seminar/ workshops to other institutes
3. Grant to State Governments for relevant research (subject to approval of MoC).

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VI. Publication:

1. Publication of books, monographs, Research Reports and other occasional publications. in addition to publication of Newsletter (quarterly) and House Journal (Biannually).
2. AnSI will prepare Annual Reports (one current and two backlog) during 2015-16.

VII. E-Governance

1. Development of online system for application of various services being provided by the organization
2. E-ticketing introduction in the Zonal Anthropological Museum.
3. Digitization of Museum Collections, Library Books and administrative records/files
4. Introduction of online system of accounting
5. Identifying and creating other e-services.

VIII. Others

1. Periodical training for all staffs
2. Assess needs for skill development and create tailored training modules
3. Revamping of Website and informatics data will be reviewed from time to time.
4. The presence of the organization on social media will be increased by asking media to cover all activities of the Survey taking place even in the remote locations in the country.
5. Increased presence on Social Media (Facebook, You Tube & Twitter)
6. Providing archival material on Intangible Culture to IGNCA will be initiated.
7. Making an inventory of cultural spaces under the charge of the organization
8. The Survey will provide films produced by AnSI to DD Bharat and an inventory of such films will be made.
9. Revamping of Website and regular updating of information
10. Preparation of annual income & expenditure account by the organization
11. Maintenance of Asset register
12. Maintenance of reservation roster
13. Introduction of video show / kiosk for guidance of visitors to the Zonal Anthropological Museums (ZAMs)
14. Updating basic documentary CD for 5-10 minutes giving introduction, activities and achievements of the organization
15. Double entry book keeping
16. Compliance of instructions of Cabinet Secretariat, PMO & MoC, especially related to Swachh Bharat campaign.
17. Timely submission of monthly, quarterly, half-yearly and yearly returns in respective of administrative, financial, plan-non-plan expenditure and other important activities.
18. Printing of advance calendar of events.

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19. Digitization of data on 4635 Indian Communities studied by the AnSI and published in 43 volumes under POI.
20. Upgrading /modernization of gene sequencing facilities in AnSI Centres.
21. Development of Ancient Bio-Molecular Study Facility.
22. Coordination between AnSI and ASI on preservation and study of human skeletal remain.
23. Modernization of ZAMs & professional development of museum staff.
24. Organization of activities under International School of Anthropology for professional development of research personnel including collaborative/networking programme with national and international institutions.
25. Utilization of data/information generated from the AnSI studies / development of documentary and its publicity through suitable agency & networking with Planning Commission
26. National Repository of Human Genetic Resources (Collection and Regulation) Bill.
27. Formulation of scheme to Award best Anthropological work done in India during the year.

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Annexure-II

Target for AnSI 2015-2016

Sl. No.	Items	Target
I. Research Activities		
1.	Study on Cities under projects HRIDAY/PRASAD	03
2.	Organizing an exhibition on boat building for the Festivals of India under Project MAUSAM	01
3.	Study on villages under Project "Bio-Cultural Diversity, Environment and Sustainable Development"	10
4.	Study under Project "Man & Biosphere"	01
5.	Genetic Screening of Blood Sample among tribal and other populations under the Project "DNA Polymorphism of the Contemporary Indian Populations and Ancient Skeletal Material"	1000
6.	Screening of Genetic Disorder under the Project "Community Genetics and Health: Bio-Cultural Adaptation"	1000
7.	Measurement of children under the Project "Physical Growth & Development of Children in North East India: A Public Health Issue"	500
8.	Palaeo-anthropological Research in Siwalik Hills, Excavation of Sites	01
9.	Storing of Samples under the Project "DNA Banking"	2000
10.	Mapping ICH	To be initiated during the year
II. Outreach Programmes		
11.	Mounting Exhibitions	5
12.	Documentation of Tribal and other Cultural Events	5
13.	Screening and Health Awareness Camp	10
14.	Workshops	05
15.	Seminars	01
16.	Making Documentary Films	03
III. Collaborative Activities		
17.	Providing Partial Financial Assistance for organizing seminars/ symposiums	10
18.	Indo-US JPAC Mission	To be continued
19.	Finalization of Human Genetic Resource (Collection and Regulation) Bill.	To be finalized during the year
IV. Capacity Building		
20.	Training Programme under International School of Anthropology	04
21.	Training of AnSI Manpower	50
V. Publication		
22.	Books, Monographs, Research Reports	10
23.	Newsletter and journal	06

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24.	Annual Report	01 current & 02 years backlog to be completed
VI. Monitoring and Evaluation of Activities		
25.	Meeting of the National Advisory Committee	As per schedule
26.	Meeting of the Executive Committee	As per schedule
VII. Others		
27.	Annual increase of visitors in ZAMs	15%
28.	Swachh Bharat Campaign-number of activities to be undertaken	10
29.	Assess need for skill development and create tailored training modules	For all employees
30.	Make an inventory of Cultural Spaces under the charge of the organization	To be completed during the year
31.	Increased presence on Social Media (Facebook/Twitter/You Tube and Website)	All activities to be uploaded on social media on a continuous basis
32.	Create online system for application of various services being provided by the organization	To be completed during the year
33.	Create online system of accounting	To be completed during the year
34.	Carry out performance audit of the organization	To be completed during the year
35.	Provide AnSI produced films to Doordarshan and also to make inventory of films	To be completed during the year
36.	Uploading of RFD on the website of Cabinet Secretariat	As per timelines
37.	Maintenance of Asset Register	To be completed during the year
38.	Maintenance of Reservation Roster	To be completed during the year
39.	Introduction of video show/ kiosk for guidance of visitors /people visiting the ZAMs	To be completed during the year

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