File No: 3/42/2013-SD/AM Indira Gandhi National Centre for the Arts Sutradhara Division Establishment Section

Dated: 11th December, 2014

Standard Operating Procedure (SOP) for review and monitoring of academic projects, schemes of research studies, audio-visual documentations/films, etc.

- 1. IGNCA takes up several projects under its Plan Schemes. These, inter alia, include:
 - a) Research work undertaken by IGNCA scholars
 - b) Research work given to outside scholars/institutions
 - c) Post-doctoral fellowship
 - d) Publication
 - e) Audio-visual documentation/films
 - f) Workshop/seminars/exhibitions
 - g) National Projects (of Ministry of Culture)
 - h) Others
- 2. The above activities take place after due allocation of funds and after signing agreements with concerned scholars/organizations. It has been noted that there is no practice at IGNCA to formally put up to Member Secretary on file, the completion of the activities and their outcome in accordance with the Agreement signed. Lack of such a process has resulted in several projects being left mid-way for several reasons, sometimes unavoidable.
- 3. In order to streamline the academic work/audio visual documentation being undertaken by IGNCA, the following procedure is to be strictly adhered to:
 - (i) In the case of single activities like workshops, seminars, conferences, exhibitions, etc, as soon as the activity is over, and not later than one month, a report of the outcome of the activity may be put up to Member Secretary on the same file on which the budget has been approved. A brief description of the work done (which may include photographs, newspaper clippings, comments of outside persons etc.) as well as the actual expenditure may be put up. If there has been some important deviation from the original plan/budget, this is the occasion to keep on record, reasons for the same and obtain necessary post-facto approvals.

(ii) For longer term research programmes, a half-yearly report of review of projects, schemes of research studies, publication, audio visual documentations, etc., may be submitted on each file to Joint Secretary/ Member Secretary for their information. The review will include an assessment of time lines. In case there

are any budgetary issues involved, file may be routed through FA&CAO.

(iii) In the case of audio-visual documentation/films, the same procedure as above will be followed. Additionally, Media Coordinator will be kept involved in the review. While the Audio Visual Documentation/films may be completed by the film makers,

however, for purpose of monitoring, the project will not be considered as complete

till its editing and bringing out in public domain is also completed.

(iv) When the work is completed, the research documents may be put up to FA&CAO/ Joint Secretary/Member Secretary for their information as a formal closure of the project, including whether the project has fulfilled requirements of the original

Agreement and if not, reasons for the same.

This SoP will apply to all ongoing projects / schemes of research studies / publications / AV documentations including old ones that have not been completed for various reasons

(Jayanta Kumar Ray) Director (Admin)

Copy to:

1. All HoD's including SRC, ERC & NERC

2. FA & CAO

3. Guard File

Copy for information to:

1. PS to Member Secretary

2. Sr. PA to Joint Secretary