

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 collaboration
with Institutions/Universities/Scholars, etc.

1. **Introduction**

- i) IGNCA has been mandated to carry out research, documentation and dissemination of knowledge in the field of Indian art and culture. A stated objective given in the Deed of Declaration is (a) to provide a forum for creative and critical dialogue among the diverse arts ranging from architecture and literature to music, dance, theatre, sculpture, painting, photography, films pottery, puppetry, weaving, embroidery, etc. through performance, exhibitions, multi-media projections, conferences, seminars, and workshops, and (b) to develop linkages with other national and international centres of arts and culture and to affiliate with universities and other academic institutions.
- ii) Arising from the above, IGNCA necessarily has to collaborate with other institutions and scholars working in the field of arts and culture. Selecting collaborators in specific knowledge domains do not normally lend themselves to tendering processes of government as these programmes/ projects are research based and are often developed after selecting the collaborator so as to bring together the necessary expertise of both IGNCA and the collaborator(s).
- iii) To bring in necessary transparency and follow due processes, it has been decided to formulate an SOP on the process of collaboration with institutions and scholars.

2. **Institutions/ individuals with which IGNCA will collaborate will include:**

- i) Government institutions (be it State Government, PSUs, autonomous organizations, etc.), having expertise in the relevant knowledge domain of the proposed collaboration.

- ii) Universities, research institutions, colleges, both government and non-government, duly registered, having expertise in the relevant knowledge domain of the proposed collaboration.
- iii) Individual scholars who have expertise in the relevant knowledge domain.
- iv) Any other organizations/ individual not listed above having done significant work and having relevant experience in the knowledge domain of collaboration.

3. Areas of collaboration

The areas of collaboration will include (a) research, (b) field study, (c) documentation, (d) audio-visual documentation, (e) films (f) seminars, (g) publications, (h) conferences, (i) exhibitions, (j) workshops, (k) conservation (l) archives and (m) concerts/performances (n) any other relevant area of collaboration

4. Process for finalization of proposal of collaboration

- i) The project/programme being proposed for collaboration should normally be a part of the approved Annual Action Plan of the concerned division. However, if it is not so but is considered to be of importance, the in-principle approval of Member Secretary may be obtained and the process of evaluation etc. may be initiated.
- ii) IGNCA will either approach the institution/individual or receive a proposal which falls within the broad mandate of the IGNCA.
- iii) All relevant details will be obtained from the Collaborating institutions/ scholars as given in **Appendix-I**.
- iv) If the proposal has a financial implication of less than Rs.10.00 lakh for IGNCA, the evaluation of the proposal will be made by an in-house Committee of IGNCA of at least 3 persons, consisting of personnel from the concerned division and other relevant division. An outside expert may be called where considered necessary. Coordinator for the collaboration will also be nominated.
- v) If the proposal involves a financial implication of more than Rs.10.00 lakh for IGNCA, the Committee will have at least 2 outside experts in the specific knowledge domain to evaluate the proposal and give their recommendation.
- vi) FA&CAO or his representative will be a standing member of the Committee.
- vii) Media Centre will be consulted in all audio-visual/ film proposals.
- viii) The constitution of the Committee will be approved at the level of Joint Secretary.

- ix) The Committee will evaluate the proposal both in terms of its relevance to IGNCA and expertise of the institutions/ scholars involved and will give its recommendation as per **Appendix-II**.
- x) The recommendation of the Committee will be processed on file for approval of Member Secretary. Proposals with financial implication for IGNCA of more than Rs.50 lakh will be put up to EC for approval.

5. MOU

An MoU will be entered into with the individual or institution clearly delineating all duties and responsibilities of the collaborator as well as IGNCA. Issues of copyright/ acknowledgement, etc, will be addressed in the MoU. The format for the MoU is enclosed as at **Appendix III**.

6. Reporting to EC

- i) All collaboration proposals will be put up to EC for their information as standing agenda item.
- ii) At the end of the collaboration, report on the project will be prepared, including the deliverables.


(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:

4. PS to Member Secretary
5. Sr. PA to Joint Secretary

Details of proposal for collaboration

- 1) Name of organization/ scholar
- 2) Mandate of the organization/ CV
- 3) Experience in the specific knowledge domain for which collaboration is being proposed
- 4) Details of proposal to include:-
 - Objective
 - Deliverable (linked with timeline)
 - Research methodology
 - Experience of personnel involved
 - Implementation/ work plan (including timelines)
 - Details of cost involved
 - Any other relevant information

Minutes of committee recommending the collaboration

Recommendation to cover each of the following:-

- Proposal – in brief
- Relevance of proposal for IGNCA
- Expertise of collaborating institution/ scholar, including previous experience
- Implementation/ work plan, including timelines
- Broad budgeting estimate
- Deliverable and timelines
- Any other suggestions for smooth implementation of the collaborative programme

**Memorandum of Understanding Between
Indira Gandhi National Centre for the Arts, (IGNCA) New Delhi
(An Autonomous Trust of Ministry of Culture, Govt. of India)
And
A__B__C__ (name of Institute/scholar).**

This Memorandum Of Understanding is made and executed on this day of..... (Month),(Year), by and between the Indira Gandhi National Centre for the Arts, C.V. Mess, Janpath, New Delhi 110 001 (hereinafter referred to as First Party/IGNCA), which expression, shall unless repugnant to the context or meaning thereof be deemed to mean and include its executors, successors, administrators and assigns, on one part and. (name the collaborating institution/scholar), hereinafter referred to as Second Party, which unless repugnant to the context or meaning thereof be deemed to mean and include its executors, successors, administrators and assigns on the other part.

2. First Party / IGNCA

The First Party, i.e. IGNCA is an academic research institution. It is an autonomous Trust under the Ministry of Culture, Government of India. It has been mandated to carry out research, documentation and dissemination of knowledge in the field of Indian-art and culture.

2.1 Interest of IGNCA in the proposed collaboration to provide a forum for creative and critical dialogue among the diverse arts ranging from architecture and literature to music, dance, theatre, sculpture, painting, photography, films, pottery, puppetry, weaving, embroidery, etc., through performance, exhibitions, multi-media projections, conferences, seminars, and workshops, and to affiliate with universities and other academic institutions.

3. Second party

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(brief description of the Second Party, i.e. collaborating institution/scholar including their area of work may be given)

4. Broad objective of collaborative proposals with Institutions, Universities and also scholars.

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(Research studies / Publications / Seminars / Conferences / Workshops / Exhibitions or any other events which may be taken up for collaboration may be given)

5. Responsibilities/Deliverables/Timelines (Second Party)

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6. Responsibilities/Deliverables/Time-lines (First Party /IGNCA)

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7. Combined Responsibilities of the First and Second Party

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8. Budgetary implication on part of First Party (IGNCA), if any.

9. Budgetary implication on part of Second Party, if any.

10. Payment procedures, Schedule of Payment and other conditions like Bank Guarantee, Linking of instalments with deliverable etc.

12. Arbitration

In case of any difference arising during the course of execution, the matter will be referred to the arbitration officer of the IGNCAs, not below the rank of Joint Secretary to be appointed by Member-Secretary, IGNCAs.

13. Copyright, if any.

Now, therefore, this Memorandum of Understanding is executed and signed at New Delhi in the presence of following witness(s) on the day, month and year cited herein above.

For and on behalf of First Party (IGNCA)
C.V. Mess Building, Janpath,
New Delhi – 110 001

For and behalf of the Second Party
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Witness :

Witness :

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