#### Indira Gandhi National Centre for the Arts

# Standard Operating Procedure (SoP) for cost sharing for organizing Exhibitions in and outside Delhi in collaboration with Institutions/Universities etc.

# 1. Introduction

IGNCA has been mandated to carry out organization of Exhibitions based on its research/documentation for dissemination of knowledge in the field of Indian art and culture.

### 2. Cost estimate of exhibition

As indicated above, IGNCA has to collaborate with other institutions/universities working in the field of arts and culture and other allied subject. In connection with organizing an exhibition, a reasonable amount of expenditure is required to be spent. The major heads under which expenditure are required for a successful hosting of an exhibition are given below:

- i) Acquiring of collection of exhibits.
- ii) Expenditure on its conservation and preservation.
- iii) Accessing and photography expenditure of the exhibits.
- iv) Expenditure on curation and design.
- v) Expenditure on packing/un-packing/transportation/ insurance of exhibits from one place to another including returns to IGNCA, Delhi.

- Vi) Expenditure on exhibition space (in sq.ft) and infrastructure including electricity, special lights if any, security, cleaning of the exhibition area etc.
- Vii) Display setup of the exhibition like panels, boxes, frames etc. including mounting at the collaborating institute/university.
- viii) Expenditure on travelling/lodging/boarding of the team going for organizing the exhibition at the place of the exhibitions.
- ix) Printing expenditure on invitation cards/ flyers/ panels/ banners/ flex/ poster/ catalogue etc.
- x) Hospitality expenditure in opening/inauguration of the exhibitions.
- xi) Local transportation expenditure in connection with organizing the exhibition.
- xii) Publicity expenditure including newspaper advertisement and press conference.
- xiii) Miscellaneous expenditure including honorarium etc. to expert/scholar.
- xiv) Dismantling expenditure of the exhibits.

# 3. Process before finalization of collaboration of the exhibition

i) During planning of the exhibition and before execution and entering into formal agreement, the cost estimate is to be properly prepared in consultation with the authorities of the institution/university of the hosting city.

- ii) Ideally the hosting institute/university should share 50% of the total cost estimate and it should not be less than 25% of the total cost in any case.
- iii) The collaborating institute/university must ensure proper projection of IGNCA during the whole exhibition period including opening the exhibition.
- iv) The MOU entered will be totally clear about duties and responsibilities towards cost sharing in connection with the organization of the exhibition with the collaborating Body.
- v) The exhibition materials are to be returned from the hosting city to IGNCA within 15 days of completion of the exhibition.

# 4. Exception

Any case requiring treatment other than the guidelines above will require specific approval of Member Secretary, IGNCA.