

**Memorandum of Understanding between Ministry of Culture,
Government of India and Indian Museum, Kolkata for the year 2014-15**

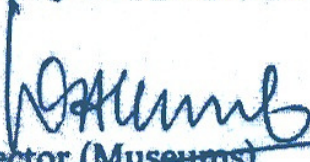
1. This agreement made on 8th May, 2014 between Ministry of Culture, Govt. of India, represented by Director, Museums Division, on the one part and Director, Indian Museum, Kolkata on the other part, lays down the responsibilities, performance indicators and targets duly agreed by both parties, with an objective to achieve organization goals by Indian Museum through optimal use of available funds and to ensure proper functioning of Indian Museum, Kolkata.
2. Indian Museum Kolkata, fully funded by the Ministry of Culture, Government of India was established on 02.02.1814 as the first Museum in India. The Museum consists of the earliest collections of heritage in India, comprising of both Natural Heritage (Geology, Botany and Zoology) and Cultural Heritage (Anthropology, Archaeology and Art). The administration of the Museum is governed under the provisions of the Indian Museum Act 1910 and amended in 1960 as well as by the Indian Museum Rules and Bye-laws with subsequent amendments. The Museum is managed by the Board of Trustees of the Indian Museum.

The main objectives of the Indian Museum Kolkata are as follows:

- a) To establish the Indian Museum as an internationally reputed Museum and Heritage institution
 - b) To undertake curatorial works related to the Museum collections (collection, conservation, documentation, research etc) and its communication (exhibition, education, publications etc) to public
 - c) To undertake curatorial works related to the intangible heritage aspects of the Museum
 - d) To create human resource in all aspects of museum curatorship
 - e) To undertake programmes consonant with the objectives of the Ministry of Culture, Government of India
3. Indian Museum Kolkata in consultation with the Ministry of Culture, Government of India has identified four key objectives that it will need to deliver substantially in the next three years to improve its status and to ensure furtherance of the objectives of the Indian Museum Kolkata:
 - i) Review of Recruitment Rules for all posts and filling up of all vacant posts in the Museum.
 - ii) Constantly increasing public outreach of the Museum through various programmes of community involvement for increasing the footfalls in the Museum.

- iii) Timely completion of the Museum modernization project Phase-I and Phase-II.
 - iv) Improving the online presence of the Indian Museum through upgradation of its website and by use of other social media sites.
4. **Financial Allocations:** Under the annual plan 2014-15, Indian Museum has been provided a budgetary provision of Rs. 64 crores under Plan and Rs. 8.44 crores under Non-Plan. The above funds will be used by National Museum 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.
5. **Performance and Monitoring:** Indian Museum 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 six months into the financial year and at such other intervals as may be decided by Ministry of Culture. The fund allocation under Plan for Indian Museum in future years will be largely dependent on the achievement of the targets as laid down by this agreement.

Signed on behalf of the
Ministry of Culture, Government of India


Director (Museums)

Signed on behalf of the
Indian Museum, Kolkata


Director

Date: 8.5.2014.

Place: New Delhi

Kolkata

INDIAN MUSEUM KOLKATA
KEY PERFORMANCE INDICATORS FOR 2014-15

Administrative Matters

1. Filling up of vacancies; Amendment to the Recruitment Rules
2. Timely compilation of Annual Reports and Audited Accounts
3. Legal: Compliance to CAG observations, Court cases, RTI queries
4. Timely Meetings of Committees / BOT
5. Budget utilization as per quarterly targets.
6. Training of staff and development of a HRD Policy.
7. Ensuring compliance with the Raj Bhasha policy.
8. Ensuring prompt implementation of recommendations / suggestions of the Parliamentary Standing Committee.
9. Preparation and submission of Result Framework Document (RFD) as per the timelines.
10. Timely submission of budget estimates, Annual Action Plan, monthly and other periodic reports on Audit paras, pending assurances etc to the MoC.

Museum Reforms and Modernisation

1. Modernisation of Galleries and storage systems. Timely execution of the modernisation project.
2. Upgradation of lighting system
3. Improvement of visitor facilities
4. Development of physical facilities for persons with disabilities
5. Physical verification of objects.
6. Rotation of art objects.
7. Conservation of art objects.
8. Implementation of Jatan software as per the timelines.
9. Improving online presence of the Museum through use of IT.

Outreach Measures

1. Outreach programmes / Workshops / Competitions organized for different age groups
2. Printing of pamphlets and guidebooks for visitors
3. Measures adopted to advertise and market the Museum
4. Friends of Museums and other societies - registration of Members

Museum Activities

1. Exhibitions, Seminars and Lectures organized
2. Introduction of Voluntary Guide Program
3. Cooperation with Academics and Experts
4. Collaboration with Schools, Colleges and other Institutions for popularizing the museum
5. Steps initiated for increasing the footfalls
6. Publication of catalogues

ANNEXURE - II

TARGETS FOR INDIAN MUSEUM 2014-15

Sl	Item	Targets
1	Arranging Outreach programmes / Workshops / Competitions organized for different age groups	20
2	Printing of pamphlets and guidebooks for visitors	2
3	Friends of Museums and other societies - registration of New Members	300 Members to be registered
4	Modernisation of galleries	2
5	Installation of interactive digital kiosks, Audio guides and LCD Screens	6
6	Creation of new visitors amenities or Improvement in visitors amenities	3
7	Exhibitions, Seminars and Lectures to be organized	15
8	Physical verification of objects	2500 objects
9	Conservation and preservation of objects	200
10	Rotation of objects	300
11	Collaboration with Schools, Colleges and other Institutions for popularizing the museum	3
12	New Steps initiated for increasing the footfalls - Museum marketing	3
13	Year on year increase in the number of visitors	Minimum 15% over the previous year
14	Implementation of Jatan Collections Management Software	5000 records to be approved at Director's level.
15	Revision of Recruitment Rules for various posts	75% of the total number of posts whose RR's have been notified before 5 years
16	Laying of the Audited Accounts and Annual Report on the tables of Both the Houses of Parliament	2013-14 Annual Report and Audited Accounts to be laid by 31.12.2014.
17	Staff training	4 staff to be trained
18	Volunteer Guides to be trained	12

