

Memorandum of Understanding between Ministry of Culture, Government of India and Victoria Memorial Hall, Kolkata for the year 2014-15

1. This agreement made on <sup>8<sup>th</sup></sup> May, 2014 between Ministry of Culture, Govt. of India, represented by Director, Museums Division, on the one part and Seretary & Curator, Victoria Memorial Hall, 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 the Victoria Memorial Hall through optimal use of available funds and to ensure proper functioning of the Victoria Memorial Hall.
2. Victoria Memorial Hall, fully funded by the Ministry of Culture, Government of India, was opened to public in the year 1921. It was declared as an Institution of National Importance by the Government of India in 1935. The Museum is governed under Victoria Memorial Act, 1903 and Victoria Memorial Rules, 1973 as amended from time to time. It is managed by a Board of Trustees and its various Committees.

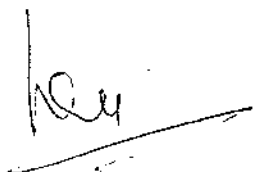
The main objective of Victoria Memorial Hall is the erection, maintenance and management of the ~~Memorial of the Queen Victoria~~. The Rules made under this act mentioned it as a museum and laid down explicitly its following functions:

Victoria Memorial Hall

- (i) Proper maintenance of its building and environs.
- (ii) Acquisition of Art objects.
- (iii) Inventory and cataloguing of the objects deposited therein.
- (iv) Display of the objects.
- (v) Preservation of the objects.
- (vi) Making duplicates of the objects and arrange for its sales.

As VMH is a museum, undertaking various activities like organizing public lectures, seminars etc and other educational activities for various sections of society is also one of its objectives.

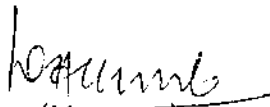
3. Victoria Memorial Hall, in consultation with the Ministry of Culture, has identified 4 key objectives that it will need to deliver substantially in the next three years to improve its status and to ensure the furtherance of the objectives of Victoria Memorial Hall.
  - (a) Modernization of the galleries and stores.
  - (b) Care, Management and display of its collections.
  - (c) Educational and outreach activities.
  - (d) Strengthening of the administrative mechanism.



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4. **Financial Allocations:** Under the annual plan 2014-15, Victoria Memorial Hall has been provided a budgetary provision of Rs. 35 crore under Plan and Rs. 4.70 crore under Non-Plan head. The above funds will be used by Victoria Memorial Hall 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:** Victoria Memorial Hall 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 Victoria Memorial Hall in future years will be largely dependant on the achievement of the targets as laid down by this agreement.

Signed on behalf of  
Ministry of Culture, Government of India

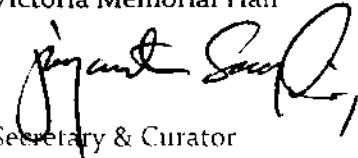


Director (Museums)

Date: 8.5.2014

Place: New Delhi

Signed on behalf of  
Victoria Memorial Hall



Secretary & Curator

**KEY PERFORMANCE INDICATORS FOR VICTORIA MEMORIAL HALL,**  
**2014-15**

**Modernization of the galleries and stores:**

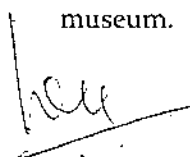
1. Creation of a new Museum Shop and a Security Enclosure in the North Porch of the VMH building.
2. Restoration and renovation of the basement area, store areas and the areas earmarked for museum shop and security enclosure.
3. Repairs of roof and walls.
4. Renovation of the areas earmarked for conservation and restoration laboratories on the 1<sup>st</sup> floor.
5. Renovation of all other areas on 1<sup>st</sup> floor earlier including the areas used as office of the Secretary & Curator, and other office spaces
6. Upgradation and renovation of the galleries on the 1<sup>st</sup> floor (present National Leaders' gallery and Indian Art gallery)
7. Completion of the tender formalities for upgradation of galleries and spaces situated on the northern part of the building (Royal Gallery, Portrait Gallery, Entrance Hall, office spaces earmarked for technical units) and commencement of work.

**Care, Management and display of its collections:**

1. Restoration of oil paintings.
2. Conservation of paper, metal and stone objects.
3. Making entry of the data and photographs of museum objects in JATAN software.
4. Digitization of paper objects through the digitization and documentation unit of the School of Cultural Texts and Records, Jadavpur University.
5. Periodic physical counting and verification of objects.
6. Holding new exhibitions of objects from VMH's own collections as an endeavour to rotate objects in the galleries.
7. Collaboration with museums, institutions, etc., in India & abroad to hold exhibition with their objects at VMH.
8. Collaboration with museums, institutions etc in India to showcase VMH's collections in other museums through exhibitions.

**Educational and outreach activities:**

1. Organizing lectures, seminars, workshops, film screenings, etc.
2. Observing important National and International Days/Weeks by organizing suitable programmes for different sections of the society.
3. Organizing programmes involving the members of the Activity Club and Young Friends of the Victoria Memorial.
4. Collaboration with schools, colleges and other institutions for popularizing the museum.



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5. Printing of information brochures / booklets for Visitors' education.
6. Research on VMH's collection.
7. Participation in fairs / festivals organized in the districts by registered organizations with exhibitions on VMH's collections etc. as outreach activities.
8. Collaborating with reputed organizations to organize literary, cultural meets, etc.
9. Publication of catalogues on objects in VMH collections.

**Strengthening of Administrative mechanism:**

1. Revision of Recruitment Rules for various posts.
2. Framing of policies for acquisition of objects, collaboration with other organizations, human resources, etc.
3. Initiating the process of amendment of VMH Acts, Rules and Regulations.
4. Training of staff.
5. Preparation and submission of Annual Report on time.
6. Setting quarterly targets of the budgetary outlay and expenditure and ensuring its compliance.
7. Timely submission of budget estimates, Annual Action Plan, monthly and other periodic reports and returns, reports to audit paras, assurances, etc. to MoC.
8. Ensuring compliance with the Rajbhasha policy.
9. Meeting the deadline for submission of RFD by organizations and ensuring its implementation.
10. Ensuring the implementation of recommendations / suggestions of the Parliamentary Standing Committee.
11. Timely submission of inputs for Cabinet Memos.
12. Effort to increase the footfall in the museum and gardens.
13. Effort to increase revenue by publication and sale of souvenir items etc.

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## Annexure - II

## TARGETS FOR VICTORIA MEMORIAL HALL 2014-15

Sl. No.	Items	Targets
1.	Creation of Souvenir shop and Security enclosure	1
2.	Upgradation of galleries	2
3.	Upgradation of Stores	2
4.	Restoration of oil paintings	16
5.	Conservation of Artefacts	54
6.	Entry of the data on artefacts in JATAN software	4,800
7.	Stock verification, cataloguing and digitization of objects of RBS collection	2,000
8.	Digitization of paper objects by SCTR, Jadavpur University	16,000 sheets
9.	Exhibitions	8
10.	Travelling exhibition	1
11.	Holding of Lectures / Seminars / Workshops / Film screenings etc.	10
12.	Programs of Students' Activity Club	7
13.	Collaborative programmes with other organization	3
14.	Publication of information brochures/ leaflets	8
15.	Revision of Recruitment Rules	For 100% posts
16.	Laying of Audited Accounts and Annual Report, 2013-14	By 31.12.2014
17.	Increase in footfall	5%
18.	Publication / Production of souvenir items	6
19.	Training of Volunteer Guides	12
20.	Rotation of objects	40
21.	Creation / Improvement of visitors facilities	2

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