

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Sutradhara Division (Admn. Unit)

Date: 19th June, 2014

**Standard Operating Procedure (SOP) for Events at/by
Southern Regional Centre, IGNC**

Introduction

The Southern Regional Centre (SRC), IGNC was established to undertake activities in different fields of culture as per IGNC mandate, in the four Southern States i.e. Tamil Nadu, Andhra Pradesh, Karnataka, Kerala including Pondicherry (UT) and now Telangana. The existing financial powers of Executive Director/Hon. Director of Regional Centres, is Rs.5,000/- in each case subject to a ceiling of Rs.25,000/- p.m. for recurring expenditure and Rs.10,000/- in each case subject to a ceiling of Rs.50,000/- p.m. for non-recurring expenditure. This is at par with powers of Head of Division at IGNC HQ. The approval of Director (A)/JS/MS is required for any expenditure beyond these limits. The different divisions of IGNC are co-located at HQ. and divisions can obtain the financial sanction without delay due to close geographical proximity. However, for regional centres, getting approvals will be a time consuming process due to postal delays etc. and will, therefore, adversely impact their operational functioning.

In view of the above, this SOP seeks to delegate financial power to Executive Director, SRC, Bengaluru, while also laying down other requirements.

Objective

A. Programmes (Activities)

1. **Public Lectures** : The SRC will conduct Lectures (with or without Film Screenings) related to the Culture and Heritage of South India. These will be conducted in Bangluru and other cities in Southern States for creating awareness of academic work done in the cultural field. The deliverables will be :-
 - a. Lecture can be used by IGNSA for dissemination and the content of the lecture used for research purposes in the cultural domain.
 - b. SRC will maintain a copy---audio/video recording and written transcript, where applicable---for each lecture. In the long run, this will help create a rich database for research utilization for scholars in the SRC's Cultural Archives Project.
 - c. Copy of the paper presented at lecture will be uploaded on SRC website.
2. **Exhibitions** : The SRC will conduct Exhibitions curated by the H.O and these will travel to Bangalore and select places in South India (Chennai, Thanjavur, Mysore, Hyderabad, Madurai, Trivandrum, Dharwad, Thrissur, Pondicherry etc.). As far as possible such exhibitions may be taken to cities outside Bangluru also. The main aim of the exhibition will be dissemination of cultural artifacts and outreach for IGNSA curated and researched cultural materials.
3. **Workshops**: SRC will conduct Workshops in Bangalore and outside so as to provide the audiences an opportunity to interact with the artists and gain first-hand knowledge about the creative process and the art. The main deliverables will be :-
 - a. The output of workshops (like painting, sculpture etc) created during the workshop will be donated by the artists to SRC for display and archival purposes.
 - b. Creation of a cultural materials repository.

4. **Seminars & Conferences** : SRC will conduct Academic Seminars/Conferences in Bangluru other cities in southern states to foster academic discussion among scholars in the cultural domain. The main deliverables will be:-

- a. Creation of knowledge in the cultural domain after scholarly discussion and brain-storming.
- b. The content i.e. papers presented and conference proceedings will be published in e-form and used for research purposes and made available online on SRC website.
- c. Audio/Video recordings of proceedings will be made available in Library and Cultural Archives of SRC.

5. **Concerts and Performances** : SRC will conduct concerts and performances cutting across Classical Music, Classical Dance and Folk Art forms, both in Bangluru and other cities in Southern States. These will primarily be of educational value. The main deliverable/condition will be :-

- a. Concert/performance is to be in line with IGNCA's outreach and dissemination objectives with educational value, especially, for young people.
- b. Recordings (Audio and Video) of the performances will be preserved at SRC Cultural Archives. These recordings will be also made available to scholars of IGNCA/outside for research and reference.

B) Items of Expenditure

1. **Travel** : As far as possible only local resource persons are to be called for various programmes and they have to be paid local travel taxi fare. For conveyance of a group of people for performance etc. an appropriate bigger vehicle can be hired. However, if outstation resource persons are

called then they may be paid AC-II/III class rail fare for onward and return journey. Economy air fare may be paid to scholars/artists of eminence.

2. **Accommodation** : Resource persons/artists may be accommodated in the University/ Institution/ Central/ State Govt. Guest Houses and budget hotels upto a maximum of Rs. 1500/- per day. Eminent persons may be accommodated in hotels subject to a ceiling of Rs.3,000/- per day.
3. **Hospitality** : ED, SRC may incur expenditure on providing hospitality to scholars/artists invited for the various programmes as per requirement. Tea/light snacks can also be served to audience, if required.
4. **Honorarium for Resource Persons**: Scholars/speakers invited can be paid honorarium subject to maximum of Rs.3,000/- per day . For artists, etc. SRC, IGNC A can fix the rates as per local conditions.
5. **Venue/Space Charges**: As far as possible, various events and programmes are to be organized by SRC at its own location or with various universities/State/Central government Cultural Organisations and other Institutes to restrict the expenditure. However, if it is unavoidable then hiring charges for private venues/spaces can be paid.
6. **Publicity**: ED, SRC may hire PR agency for undertaking publicity work during major events. The rates and PR agency will be approved by IGNC A Headquarter.
7. **Miscellaneous**: SRC may incur expenditure on hiring of tents /furniture/stage lighting and equipments for audio/video recordings, etc.
8. **Collaboration**: ED, SRC may collaborate with Universities/State/Central Government Cultural Organisations and other Institutes. Such proposals will be examined by a committee with an outside subject expert. In such cases, a Memorandum of Understanding clearly defining items of expenditure to be borne by SRC, deliverables and other details of the programmes is to be entered in to with the collaborating institution.
9. **Financial Limit** : Every efforts is to be made by SRC to keep expenditure to the minmum by being economical and adopting all possible austerity measures. The maximum limit of expenditure which may be incurred for the various types of programmes us as under :-

- (a) Public Lectures : Rs. 20,000/- (Rupees twenty Thousand only) each
- (b) Exhibitions : Rs. 1,00,000/- (Rupees one Lakh only) each
- (c) Workshops : Rs.70,000/- (Rupees seventy thousand only) each
- (d) Seminars & Conferences : Rs.1,00,000/-(Rupees one lakh only) each
- (e) Concerts and Performances : Rs.50,000/-(Rupees Fifty thousand only) each

10. Finalisation of Accounts: All the bills are to be cleared and the accounts finalised within one month of completion of an event. Final accounts are to be signed by ED, SRC.

11. Reports: While each segment of activity has got its own deliverables, SRC may submit the report to the Head Office within a month of conclusion of the event/programme. These reports will be put up in Head Office to the Member Secretary every month.

B. General Conditions

The various programmes to be a conducted by SRC and expenditure incurred will be subject to the following conditions:-

- (a) All laid down GFR Provisions are to be followed ;
- (b) The Programmes will be a part of the approved Annual Action Plan (as approved by Headquarter, IGNC A);
- (c) The expenditure is subject to allotment of funds;

(d) The expenditure on transportation of exhibitions curated/arranged by Head Office will be met by Head Office in case it is beyond the financial ceiling of the exhibition; and

(e) Any expenditure not specifically covered above and is beyond the powers of ED, SRC is to be incurred only after obtaining sanction from Headquarter, IGNC A ;

(Jayanta Kumar Ray)
Director (Admn.)

Executive Director, SRC Banaglore

Copy to:

- 1.PS to MS
- 2.Sr. PA to JS
- 3.All HoDs
- 4.FA&CAO
- 5.AFA & AO, SRC Banaglore
- 6.SO (Admn.)