

Constitution of Governing Board Regulations, 2018

In exercise of the powers conferred by Section 32 of Kalakshetra Foundation Act, 1993, The Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

1. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Constitution of Governing Board) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

3. The twelve Members to be nominated by the Central Government in terms of Section 11 (b) of the Act shall consist of the following—

- (i) Two eminent artists in the field of Bharatanatyam
- (ii) One person who has rendered valuable service to Kalakshetra
- (iii) Two eminent artists in the field of Carnatic Music – vocal or instrument
- (iv) One eminent artist from other genres of Performing Arts such as Kathak, Hindustani, Kathakali, Odissi, Kuchipudi etc.
- (v) One eminent person in the field of Visual Arts
- (vi) One eminent Architect well versed in heritage building renovation who also is a patron of art and culture
- (vii) One eminent person in the field of Education
- (viii) One eminent person in the field of or a patron of Handloom, weaving, Kalamkari Hand Painting, Block Printing, natural dye.
- (ix) One eminent academician in the field of Art History/ Indology
- (x) One eminent Lawyer who is also a patron of art and culture

Joint Secretary to the Government of India

Powers of the Governing Board Regulations, 2018

In exercise of the powers conferred by Section 32 and Section 13 of Kalakshetra Foundation Act, 1993, the Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

4. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Powers of the Governing Board) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

5. Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

6. Powers of Governing Board – In addition to the powers provided for in the Act and Rules, the Governing Board shall have the following powers, namely:

- (a) To make, alter, modify or rescind Regulations made under the Kalakshetra Foundation Act;
- (b) To pass such directions to the Director and other officers of the Foundation as may be necessary;
- (c) To carry out annual review of work done by the Foundation in the previous financial year – such review shall be carried out in the first GB meeting of the financial year;
- (d) To consider the annual action plan for the financial year as proposed by the Director and approve with changes as may be considered necessary.
- (e) To establish new divisions, centres and departments as deemed necessary for the effective functioning of the Foundation in consultation with the Finance Committee;
- (f) To protect the history and legacy of the Foundation and shall ensure that existing names of divisions, centres and departments of the Foundation are not renamed.
- (g) GB is the Appointing Authority for appointment of unit heads viz. Principal, RDCFA; Principal, Besant Arundale Senior Secondary School, Manager (Craft Education and Research Centre) and Headmistress, Besant Theosophical Higher Secondary School.
- (h) Where GB is the Appointing Authority, the powers of Disciplinary Authority shall be exercised by a Committee of GB members constituted on case to case basis and the orders of the Committee shall be communicated by Director. Appeal in such cases shall rest with GB and orders of such

appeals shall be communicated by Director.

- (i) To approve delegation of powers proposed by Director to her subordinate officers;
- (j) To approve allocation of work among officers of the Foundation as proposed by the Director;
- (k) To review the powers of Director and subordinate officers once in five years and modify them to suit the needs of the organization;
- (l) To review Recruitment Rules once in five years to modify them to suit the changing needs of the Foundation;
- (m) To approve relaxation of Recruitment Rules for reasons to be recorded;
- (n) To decide the number of regular posts required for the smooth functioning of the Foundation and to review it once in three years in consultation with Finance Committee;
- (o) To approve number of posts to be filled up on contract basis against vacant posts or in the absence of posts sanctioned for particular activity;
- (p) To downgrade a post and operate at lower level for specified period of time based on functional requirement especially when no eligible officers are available for promotion;
- (q) To upgrade a post based on functional requirement in consultation with Finance Committee;
- (r) To revive lapsed posts in consultation with Finance Committee and suggest measures to avoid lapsing of posts;
- (s) To lay down procedure for appointment of officers on contract basis;
- (t) To look into the grievances of officers of the Foundation and suggest remedial measures;
- (u) To lay down conditions of service of all categories of employees, including their code of conduct;
- (v) To review the recommendations and decisions of the Academic Committee, Works Committee etc. and modify them as deemed fit.

Joint Secretary to the Government of India

Transaction of Business of the Governing Board Regulations, 2018

In exercise of the powers conferred by Section 32 and Section 13 of Kalakshetra Foundation Act, 1993, The Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

7. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Procedure with regard to Transaction of Business of the Governing Board) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

8. Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

9. Meetings of the Governing Board thereof.-

(a) Meeting of the Governing Board shall be held in Chennai as provided in the Act. It shall be held only in the Foundation's premises.

(b) The date and time for the meetings of the Governing Board shall be determined by the Chairperson.

(c) Meetings of the Governing Board shall be convened by the Chairperson either on his own motion or on a requisition signed by not less than five members of the Governing Board.

(d) Deputy Director of the Foundation or any officer holding the charge of the post shall assist the Governing Board and shall be responsible for submission of draft agenda, draft minutes for approval of the Chairperson through the Director.

(e) A written notice of every meeting on the directions of the Chairperson shall be sent to every member at least fifteen days before the date of the meeting, specifying therein the place, date and time of such meeting:

Provided that the Chairperson may call a special meeting of the Governing Board at short notice to consider urgent issues.

(f) The notice for the meeting may be delivered either by hand or sent by post or e-mail, at the address of each member as recorded in the office of the Foundation, and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.

(g) Agenda shall be circulated to all members at least ten days before the meeting.

Notices of motions for inclusion of any item on the agenda must reach the Chairperson at least one week before the meeting. Chairperson may, permit inclusion of any item for which due notice has not been received. Decision of the Chairperson regarding inclusion of new items on the agenda shall be final.

(h) The quorum for meetings of the Governing Board shall be not less than one third of the actual strength of the Governing Board is present. In the absence of quorum at any meeting, the Chairperson may adjourn the meeting to another date:

Provided that if a meeting is adjourned for want of quorum, it shall be held on such other day, time and place, as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the scheduled time for holding a meeting, the members present shall form the quorum.

(i) The Chairperson shall preside over the meetings of the Governing Board. In his absence for unforeseen reasons, the members present may choose from among those present, one Member to preside over that particular meeting.

(j) No business which is not on the agenda shall be considered at any meeting, without the permission of the Chairperson of the meeting.

(k) All matters which the Governing Board is required to consider shall be considered either at its meeting or by circulation of papers, as the Chairperson may direct.

(l) All issues considered at the meetings of the Governing Board shall be decided by a majority of the votes of the members present including the Chairperson and if the votes be equally divided, the Chairperson shall have a casting vote.

(m) Decisions arrived at the meetings of the Board shall be recorded in a Minutes Book. The Minutes when signed by the Chairperson shall be final as proof of such decisions.

(n) The Board may pass resolutions by circulation on any urgent business. A resolution by circulation signed by a majority of members shall be deemed as passed,

(o) Where a matter is referred by circulation of papers any member may request that the matter be considered at a meeting and thereupon the Chairperson may consider the request and take appropriate decision. His decision shall be final and binding.

(p) The ruling of the Chairperson with regard to all questions of procedure shall be

final.

(q) The draft minutes of the proceedings of a meeting of the Governing Board shall be prepared by the Deputy Director within three working days of the meeting and submitted to the Chairperson through Director for approval. After approval by the Chairperson, the minutes shall be circulated to all members of the Governing Board and the same along with any amendment suggested shall be placed before the Governing Board in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute book.

(r) The minute book shall be kept open for inspection of the members of the Governing Board at the Director's Office at all times during office hours.

(s) The Governing Board may refer any issue to Finance Committee for its consideration and advise and the Finance Committee in its next meeting shall consider such issues and advise Governing Board.

(t) If a matter concerns with finance, the Governing Board shall decide the issue in consultation with Finance Committee. However, issues having financial implications of minor nature namely not exceeding Rs.10 Lakh may be decided by the Governing Board without referring it to Finance Committee. This finance limit shall stand raised by 50% once in five years.

(u) If a member of the Governing Board fails to attend three consecutive meetings without leave of absence from the Chairperson, he shall cease to be a member of the Governing Board.

Joint Secretary to the Government of India

Powers, responsibilities and entitlements of Chairperson, Governing Board) Regulations, 2018

In exercise of the powers conferred by Section 32 of Kalakshetra Foundation Act, 1993, The Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

10. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Powers, responsibilities and entitlements of Chairperson, Governing Board) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

11. Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

Powers and Responsibilities of Chairperson. - The Chairperson of the Governing Board shall have the following responsibilities, powers, and entitlements namely:

- (w) Shall visit the Foundation as often as necessary to review its functioning
- (x) Shall pass such directions to Director and other officers of the Foundation as may be necessary
- (y) Shall decide the date and time for the Governing Board meetings
- (z) Shall decide the agenda for the Governing Board meetings
- (aa) Shall approve the minutes of the Governing Board meetings
- (bb) Shall suggest a panel of names to the Central Government for appointment against the casual vacancies in the Governing Board. The GB shall be informed of the suggested panel in its next meeting.
- (cc) Shall preside over convocation of the Rukmini Devi College of Fine Arts
- (dd) Shall nominate Governing Board members to be part of various committees such as Departmental Promotion Committees, Selection Committees, Works Committees etc.
- (ee) Shall function as appellate authority to dispose of grievance petitions arising out of the decisions of the Director
- (ff) Shall be the Appellate Authority in all cases where Director exercises powers as the Disciplinary Authority
- (gg) Shall be the competent authority to dispose of representations arising out of remarks of the Director as Reviewing Officer in the Annual Performance Appraisal Reports of officers of the Foundation

- (hh) Shall approve repatriation of officers on deputation on the recommendations of the Director
- (ii) Shall review the work of Director and send an annual report to the Government
- (jj) Shall approve private foreign visits of Director
- (kk) Shall execute the contract of service between the Foundation and the Director on behalf of the Central Government
- (ll) Shall meet the staff of the Foundation at least twice in a year to hear their grievances and pass such directions to the Director and other officers as may be necessary for redressal of grievances
- (mm) Shall inquire into the complaints received against Director and officers on deputation and take action as may be necessary
- (nn) Shall take up important issues with Ministry of Culture for early resolution

Entitlements of the Chairperson

- (i) The Foundation shall provide suitable office accommodation to the Chairperson in the Foundation campus with necessary facilities such as telephone, computer, fax, printer, internet facility;
- (ii) The Foundation shall assign secretarial assistance as may be required by the Chairperson during his visits to the Foundation;
- (iii) The Foundation shall provide vehicle facility to the Chairperson in connection with the affairs of the Foundation;
- (iv) The Foundation shall provide travel and stay arrangements to Chairperson at par with Joint Secretary to the Government of India for travel/ stay in connection with the affairs of the Foundation and reimburse such out of pocket expenses as are actually incurred;
- (v) The Foundation shall provide computer/ laptop, residential telephone, mobile phone and internet facility at residence at par with with Joint Secretary to the Government of India
- (vi) The Foundation shall reimburse any expenditure incurred by the Chairperson in connection with the affairs of the Foundation or assigned to him in his capacity as Chairperson of the Foundation.

Joint Secretary to the Government of India

Procedure with regard to Transaction of Business of Finance Committee Regulations, 2018

In exercise of the powers conferred by Section 32, Section 14, Section 17 and Section 18 of Kalakshetra Foundation Act, 1993, The Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

12. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Procedure with regard to Transaction of Business of Finance Committee) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

13. Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

3. (1) The Constitution of the Finance Committee shall be as provided in Section 17 of the Act.

(2) The Financial Adviser to the Government of India or his nominee in the Ministry of the Central Government dealing with culture shall be the chairperson of the Finance Committee.

(3) Chief Accounts Officer, Kalakshetra Foundation shall function as Secretary to the Finance Committee. Secretary of the Committee shall have no voting rights. In the absence of Chief Accounts Officer, Deputy Director of the Foundation shall function as Secretary to the Committee.

3. (1) The date, place and time for meetings of the Finance Committee shall be determined by the Chairperson.

(2) Meetings of the Finance Committee shall be convened by the Chairperson either on his own motion or on a request made by Director, Kalakshetra Foundation.

(3) Meetings of the Finance Committee shall be held either at Kalakshetra Foundation or at New Delhi as may be decided by the Chairperson.

(4) The meetings of the Finance Committee shall preferably be held immediately before Governing Board meetings so that items considered and recommended by the Finance Committee can be decided by the Governing Board.

(5) The quorum for meetings of the Finance Committee shall be not less

three members. In the absence of quorum at any meeting, the Chairperson may adjourn the meeting to another date:

- (6) Provided that if a meeting is adjourned for want of quorum, it shall be held on such other day, time and place, as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the scheduled time for holding a meeting, the members present shall form the quorum.
- (7) The Chairperson shall preside over the meetings of the Finance Committee.
- (8) The agenda for the meeting shall be drawn by Secretary of the Committee and will be submitted to Chairperson for approval.
- (9) On approval of the agenda, a written notice of every meeting shall be sent by the Secretary of the Committee to every member at least fifteen days before the date of the meeting, specifying therein the place, date and time of such meeting:
- (10) Provided that the Chairperson may call a special meeting of the Governing Board at short notice to consider urgent issues.
- (11) The notice may be delivered either by hand or sent by post or e-mail, at the address of each member as recorded in the office of the Foundation, and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- (12) No business which is not on the agenda shall be considered at any meeting, without the permission of the Chairperson.
- (13) All matters which the Finance Committee is required to consider shall be considered either at its meeting or by circulation of papers, as the Chairperson may direct.
- (14) All issues considered at the meetings of the Finance Committee shall be decided by a majority of the votes of the members present including the Chairperson and if the votes be equally divided, the Chairperson shall have a casting vote.
- (15) The Committee may also pass resolutions by circulation on any urgent business. A resolution by circulation either signed by or confirmed over letter / email by a majority of members shall be deemed as passed,
- (16) The draft minutes of the proceedings of a meeting of the Finance Committee shall be prepared by the Secretary within three working days of the meeting and submitted to the Chairperson for approval.
- (17) The Minutes when signed by the Chairperson shall be final as proof of such decisions.
- (18) After approval by the Chairperson, the minutes shall be circulated to all

members of the Finance Committee and the same along with any amendment suggested shall be placed before the Finance Committee in its next meeting for confirmation.

(19) The ruling of the Chairperson with regard to all questions of procedure shall be final.

(20) The minutes of the Finance Committee shall be placed before the Governing Board.

4. In addition to the functions as specifically provided for in the Act and in the Rules, the Finance Committee shall perform the following functions, namely: -

- (a) Prescribe the financial powers of Director, Kalakshetra Foundation in incurring expenditure under Revenue Head;
- (b) Prescribe the financial limits of Director under Creation of Capital Assets Head for (i) award of new capital works of minor nature to be undertaken Departmentally (ii) repair works to existing buildings for undertaking departmentally;
- (c) Review the financial powers delegated to Director once in three years for modification if required;
- (d) Prescribe financial powers of Works Committee to approve new capital works, repairs and maintenance works;
- (e) Review financial powers of Works Committee once in three years for modification if required;
- (f) Prescribe the procedure to be followed by Kalakshetra Foundation in incurring expenditure;
- (g) Assess the number of staff required in each category for the smooth functioning of the Foundation and furnish its recommendations to the Governing Board;
- (h) Review the number of staff required for the Foundation once in five years;
- (i) Consider revival of lapsed posts and recommend to Governing Board;
- (j) Recommend on functional considerations upgradation of any post to the Governing Board for its consideration.

Joint Secretary to the Government of India

Constitution, Transaction of Business and Powers of the Academic Committee Regulations, 2018

In exercise of the powers conferred by Section 32 of Kalakshetra Foundation Act, 1993, The Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

14. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Procedure with regard to Constitution, Transaction of Business and Powers of the Academic Committee) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

15. Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

16. Director, Kalakshetra Foundation shall be the Chairperson of the Academic Committee. In the event of vacancy of the post Director, Kalakshetra Foundation any member of the Academic Committee nominated by the Central Government under Section 15(1) (c) shall be designated as Chairperson of the Academic Committee by the Chairperson, Governing Board.

17. Chairperson, Academic Committee may invite not more than three eminent persons as co-opted members to the Committee so that expert inputs are available in the areas of Bharatanatyam, Carnatic Music, Handloom, Visual Arts, Kalamkari, Block Print and related fields. Co-opted members shall be invited on meeting to meeting basis and shall have no voting rights.

18. Term of office of nominated members of the Academic Committee shall be three years from the date of nomination to the Academic Committee. They will continue to hold office after expiry of the prescribed tenure till new members are nominated.

19. The Academic Committee shall meet as often as necessary, but it shall meet atleast once in a year to take such decisions as may be necessary for the forthcoming academic year of the Rukmini Devi College of Fine Arts and the two Schools run by the Foundation.

20. The meetings of the Academic Committee shall be convened at Kalakshetra Foundation.

21. Meetings of the Academic Committee shall be convened by the Chairperson of the Academic Committee either on his own motion or on a requisition signed by not less two nominated members of the Academic Committee.

22. Requisition meeting shall be a special meeting to discuss only those items of agenda for which requisition is given and the requisition meeting shall be convened by the Chairperson of the Academic Committee on a convenient date and time.

23. One third of the total number of members of the Academic Committee shall form a quorum for a meeting of the Academic Committee.

24. A written notice of every meeting together with the agenda shall be circulated by the Chairperson to the members of the Academic Committee at least fifteen days before the meeting:

Provided that the Chairperson of the Academic Committee may permit inclusion of any item for which due notice has not been given.

25. The notice may be delivered either by hand or sent by post or e-mail, at the address of each member as recorded in the office of the Foundation, and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.

26. The Chairperson may call for an emergency meeting of the Academic Committee at short notice to consider urgent or special issues.

27. Where it is not possible to convene the meeting of the Academic Committee, the agenda will be decided by circulation.

28. The rulings of the Chairperson of the Academic Committee with regard to all questions of procedure shall be final

29. The minutes, along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Academic Committee and after the minutes are confirmed and signed by the Chairman of the Academic Committee, they shall be recorded in a minute book, which shall be kept open for inspection of the members of the Academic Committee at all times during office hours at Kalakshetra Foundation.

17.(1) Powers of the Academic Committee- Subject to the provisions of the Act and Rules made thereunder, the Academic Committee shall have the powers —

(2) In respect of Rukmini Devi College of Fine Arts—

- (i) approve new courses of study for all degrees, diplomas and certificates
- (ii) approve and revise the curricula and syllabi for the courses of studies
- (iii) lay down eligibility conditions for admission to various courses viz. education and age

- (iv) determine equivalence of qualifications for admission
- (v) lay down guidelines for relaxation of eligibility conditions
- (vi) lay down guidelines for part time courses
- (vii) lay down students-teacher ratio
- (viii) recommend training programmes to improve the capacity building of the faculty
- (ix) lay down provisions for the conduct of examinations, appointment of examiners, moderators, tabulators, declaration of results and other matters relating to the examinations
- (x) review periodically whether education is imparted in the units as per the objectives of the Foundation
- (xi) make recommendations to the Governing Board with regard to the creation, abolition or restructuring of divisions and departments
- (xii) make recommendations to the Governing Board as to the number of faculty and other administrative staff required for the smooth functioning of the College
- (xiii) lay down dress code to the faculty and the students
- (xiv) lay down code of conduct for the faculty and the students

(3) Approve introduction of new streams or closure of existing streams in the two schools of the Foundation viz. (i) Besant Arundale Senior Secondary School and (ii) Besant Theosophical Higher Secondary School

(4) Approve introduction of long term and short term courses in the areas of Kalamkari, Block-Printing, usage of natural dyes and any other area in the Craft Education and Research Unit on the recommendations of Craft Advisory Committee.

(5) In respect of all the units—

- (i) Form committees as may be considered necessary from amongst the members of the Academic Committee, faculty, officers of the Foundation and experts from outside to advise on such specific and important academic matters, as may be referred to any such committee.
- (ii) consider the recommendations of the Committees appointed by it and decide issues
- (iii) make review of the functioning of the Libraries of the Foundation

- (iv) make review of research and academic development or activity-within the Foundation and seek reports on such research or academic development or activity from the persons engaged therein
- (v) provide for the inspection of the class rooms, computer and language laboratories, library and the residential hostels
- (vi) review the facilities in the hostel and to provide for overall development of hostellers
- (vii) look into the grievances of faculty and suggest remedial actions
- (viii) plan co-curricular activities of the students of the Institute
- (ix) lay down procedure for award of stipends, scholarships, medals and prizes, and other awards
- (x) make recommendations to the Governing Board to disseminate knowledge through distance learning mode to various parts of the country or abroad
- (xi) make recommendations to the Governing Board for collaboration with foreign institutions

30. Chairperson of Academic Committee to exercise powers in emergency. If, in the opinion of the Chairperson of the Academic Committee, any emergency has arisen which requires immediate action, she may in intimation of the same to the Academic Committee take such action as she deems necessary and shall report the same for approval of the Academic Committee in its next meeting.

31. The minutes of the Academic Committee shall be submitted to the Governing Board in its immediate next meeting which at its discretion may modify the decisions/ recommendations of Academic Committee as it may deem fit.

Joint Secretary to the Government of India

Powers and Responsibilities of Director Regulations, 2018

In exercise of the powers conferred by Section 32, and Section 19 of Kalakshetra Foundation Act, 1993, the Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

2. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Powers and Responsibilities of Director) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

3. Words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

4. In addition to the duties prescribed under Section 19 of the Act, the Director shall have the following responsibilities and powers: -

(1) General:

- (i) Shall exercise general supervision and control over the affairs of the Foundation and shall be responsible for implementation of the decisions of all authorities of the Foundation
- (ii) Shall be the administrative head of the Foundation for its day to day administration;
- (iii) It shall be the duty of the Director to ensure that Act, Rules and Regulations of the Foundation are duly observed and implemented; and he/she shall have all the necessary powers in this regard;
- (iv) Subject to the provisions of the Act and Rules made thereunder, shall form such committees in the areas of hostel; syllabus; examination; repertory; festivals; remuneration payable to the invited artists; selection of artists for various programmes and other committees as may be considered necessary to aid and advise her for the efficient functioning of the Foundation;
- (v) Shall draw up short term and long term visions for the Foundation and submit to Governing Board for approval;
- (vi) Shall allocate work among staff of the Foundation with the approval of the Governing Board. If any change in the work allocation is needed in the interest of the Foundation she may modify work allocation and shall report such changes to the Governing Board in its next meeting for its confirmation;
- (vii) Shall prescribe levels of disposal of each type of cases and delegation powers to subordinate officers to ensure quick disposal of matters. Level of

disposal and delegation of powers will be submitted to Governing Board for its approval. If any change in level of disposal and delegation of powers is needed in the interest of the Foundation, she may modify and shall report such changes to the Governing Board for its approval in its next meeting;

- (viii) Shall strive for the maintenance of conducive working atmosphere in the Foundation;
- (ix) Shall undertake regular inspection of all the units of the Foundation;
- (x) Shall liaise with senior officers of the Ministry of Culture for early disposal of pending issues with the Ministry;
- (xi) Shall regularly apprise Chairman and other GB Members about the important issues of the Foundation;
- (xii) Shall make efforts for a green campus; Tree plantation drive will be conducted atleast once a year;
- (xiii) Shall make efforts for animal welfare within the campus;
- (xiv) Shall ensure documentation of important activities for posterity;
- (xv) Shall ensure accessibility of Kalakshetra Archives to public subject to restrictions and levying of charges as may be considered necessary;
- (xvi) Shall make continuous efforts for improvements to Library and Museum;
- (xvii) Shall ensure that Library is accessible for general public subject to restrictions and levying charges as may be considered necessary;
- (xviii) Shall make efforts for constant improvements to the website of the Foundation;
- (xix) Shall make efforts to tap the social media for better visibility to the Foundation; and,
- (xx) Shall undertake outreach programmes

(2) Staffing matters

- (i) Shall ensure timely filling up of posts;
- (ii) Shall be the Appointing Authority for all posts other than unit heads viz. Principal, RDCFA; Principal, Besant Arundale Senior Secondary School, Manager (Craft Education and Research Centre), Headmistress, Besant Theosophical Higher Secondary School and appointments made on deputation basis. GB, however, as the supreme authority of the Foundation, shall have the right to review appointments made by the Director to a post or to a category of posts, should such a need arise, and pass such directions as may be considered necessary.

- (iii) Shall make appointment of staff on contract basis for temporary periods to ensure smooth functioning of the Foundation;
- (iv) Shall ensure transparent procedure in appointment of staff;
- (v) Shall declare successful completion of probation of officers;
- (vi) Shall be the competent authority to accept resignation / voluntary retirement of regular officers of the Foundation except those who are on deputation;
- (vii) Shall be the competent authority for posting / transfer of staff among the various units of the Foundation;

(3) Personnel matters

- (i) She will be the grievance redressal officer of staff/ students and general public in connection with the affairs of the foundation
- (ii) Shall meet staff at regular intervals to hear their grievances;
- (iii) Shall arrange for training of all category of staff;
- (iv) Shall be the competent authority for grant of leave for all category of staff; she may delegate leave sanctioning power to subordinate officers to the extent deemed necessary;
- (v) Shall be competent to approve private foreign travel of all category of staff;
- (vi) Shall be competent to approve performance of faculty in private programmes subject to stipulations as may be laid down by the Governing Board and further subject to the condition that such participations do not adversely affect Foundation's work in any manner

(4) Disciplinary matters

- (i) Shall function as the Disciplinary Authority for all posts other than the four unit heads viz. Principal, RDCFA; Principal, Besant Arundale Senior Secondary School, Manager (Craft Education and Research Centre), Headmistress, Besant Theosophical Higher Secondary School and officers on deputation basis. GB, as the Supreme Authority of the Foundation at its discretion it shall exercise powers of Disciplinary Authority, if considered necessary, in any case or category of cases, and if justification exists.
- (ii) Shall be competent to place any subordinate officer under suspension for reasons to be recorded in writing and in case of officers on deputation the fact of placing them under suspension shall be intimated to their cadre controlling authorities immediately; She will inform the Chairperson immediately of the necessity of placing an officer under suspension.

(iii) Shall be competent to repatriate an officer on deputation before expiry of the deputation tenure for reasons to be recorded in writing and with the approval of Chairperson and in consultation with the cadre controlling authority concerned;

(5) Academic

(i) Shall ensure that Academic Committee meetings are held regularly and atleast once a year, preferably before start of the academic year to draw up plans and its approval by the Academic Committee for the forthcoming academic year;

(ii) Shall ensure that objectives of the Foundation are maintained in imparting education;

(iii) Shall ensure that all streams of Art Education viz. Dance, Music including instrumental music, Visual Arts, kalamkari, block printing and handloom get adequate attention;

(iv) Shall ensure workshops, seminars, lecture demonstrations, mentorship schemes are organized in all the units for upgradation of the knowledge of students and faculty;

(v) Shall ensure quality of education is continuously improved in the Schools and College;

(vi) Shall ensure wellbeing of hostellers and strive for their overall growth.

(6) Art related activities

(i) Shall make efforts to revive old productions;

(ii) Shall make efforts to create new productions;

(iii) Shall ensure that Art Festivals are held without a miss;

(iv) Shall introduce festivals on new themes;

(v) Shall ensure transparent procedure in selection of artists for various programmes and for the preparation of cast lists for the various productions;

(vi) Shall ensure visibility to Kalakshetra Foundation in different parts of the country;

(vii) Shall make efforts that Kalakshetra Foundation troupe travels to different parts of the world;

(viii) Shall draw a calendar of events of KF with relevant details such as event name, date, artists engaged etc. on half yearly basis and communicate to all GB members to facilitate observations/ suggestions by GB members.

(7) Publications

- (i) Shall ensure publication of journals periodically;
- (ii) Shall make efforts to bring out new publications on different themes;
- (iii) Shall encourage faculty to contribute to the publications of the Foundation;
- (iv) Shall form an Editorial Team so that publications go through a panel to avoid any one particular view and also to avoid controversies.

(8) Capital Works:

- (i) Shall approve undertaking of capital works or repair works up to the delegated powers to her as prescribed by Finance Committee and Governing Board from time to time (as on date her powers for undertaking works are up to Rs.10 Lakh);
- (ii) Shall bring proposals before Works Committee for its consideration for undertaking of capital works/ repair works estimated cost of which are beyond powers delegated to her (as on date the powers of Works Committee are to approve works up to Rs.1 crore);
- (iii) Shall ensure aesthetics are maintained in creation of new capital assets

(9) Procurement of goods and services

Shall approve procurement of goods and services required for the smooth functioning of the Foundation subject to ceilings as may be prescribed by the Finance Committee and Governing Board.

(10) Engagement of staff

Shall ensure that transparent procedure is followed in engaging staff on contract basis

- (11) Shall exercise on her own motion any other responsibility which is not specifically mentioned above that may be required for the smooth functioning and in the interest of the Foundation.

Joint Secretary to the Government of India

Constitution and powers of Works Committee Regulations, 2018.

In exercise of the powers conferred by Section 32 and Section 13 of Kalakshetra Foundation Act, 1993, The Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

32. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Constitution and powers of Works Committee) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

33. Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

34. Works Committee. - (1) There shall be a Works Committee for the Foundation, consisting of the following members, namely:

(a) Director, Kalakshetra Foundation;

(b) Two members nominated by the Chairperson, Governing Board;

(c) Deputy Director, Kalakshetra Foundation

(d) Chief Accounts Officer, Kalakshetra Foundation;

(e) Executive Engineer, Civil and Electrical from Central Public Works Department or from other Government agencies - nominated by the Director, Kalakshetra Foundation;

(f) One expert in the field of architecture or civil engineering – nominated by the Director, Kalakshetra Foundation; and,

(g) Director at her discretion may co-opt such persons as may be considered necessary to aid and advise the Works Committee. However, the co-opted members shall have no voting right.

(h) Deputy Director shall be the Secretary of the Works Committee.

(2) Members of the Works Committee at (a) to (d) are ex-officio. Remaining members will be on the basis of nomination by the Director, Kalakshetra Foundation and will continue till new members are nominated.

(3) Works Committee shall report to Governing Board

(4) The Works Committee shall meet as often as necessary; however, it shall meet at least four times a year.

(5) Director, Kalakshetra Foundation shall be Chairperson of the Works Committee

(6) Four members including Director and a Governing Board Member shall form a quorum for a meeting of the Works Committee.

(7) The provisions in these Regulations regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Governing Board shall be followed, as far as practicable may be in connection with meetings of the Works Committee also.

(8) Minutes of the Works Committee shall be circulated to all GB members immediately after the meeting so that if any GB member has any observation, the same could be conveyed timely.

(9) A copy of the minutes of every meeting of the Works Committee shall be placed before the Governing Board in its immediate next meeting.

35. Powers and Functions of Works Committee-

(1) The Works Committee shall, -

(i) examine major capital works proposed by the Foundation which are outside the financial powers of the Director and prioritize them on the basis of functional urgency/ availability of funds;

(ii) examine undertaking of major repair works which are outside the financial powers of the Director;

(iii) it shall approve undertaking of works up to the powers entrusted to it by Finance Committee and Governing Board from time to time. As on date, it shall have the powers to approve work up to a value of Rs.1 crore.

(iv) ensure that aesthetics is maintained in major capital works;

(v) ensure natural materials are used to the extent possible in capital works;

(vi) cause to be prepared estimates of cost of buildings and other major capital works and major repairs, maintenance;

(vii) be responsible for making technical scrutiny of the design, estimates and specifications of the material, as may be considered necessary;

(viii) examine and approve estimates furnished by CPWD or other implementing agency;

- (ix) approve modifications in the scope of work if any required in the ongoing works which could not be envisaged earlier;
- (x) Monitor the progress of ongoing capital works and give its recommendations;
- (xi) suggest ways for better usage of available space for creating capital assets for increasing revenue generation;
- (xii) approve undertaking of Capital Works up to the ceiling prescribed by Finance Committee and Governing Board
- (xiii) Recommend undertaking of capital works to Governing Board the anticipated expenditure of which is not within the powers of the Works Committee
- (xiv) be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works wherever necessary;
- (xv) have the power to settle claims and disputes with contractors.
- (xvi) If, in the opinion of the Chairperson of the Works Committee, any emergency has arisen which requires immediate action to be taken, she shall take such action and report the same to the Works Committee and the Governing Board at their next meeting.
- (xvii) The Works Committee shall also perform such functions and exercise such powers as may be entrusted to it by the Governing Board from time to time.

Joint Secretary to the Government of India

Constitution and responsibilities of Craft Advisory Committee Regulations, 2018

In exercise of the powers conferred by Section 32 and Section 14(1) of Kalakshetra Foundation Act, 1993, The Governing Board of Kalakshetra Foundation with the approval of Government of India hereby frames the following Regulations, namely: -

36. Short title and commencement. - (1) These Regulations may be called the Kalakshetra Foundation (Constitution and responsibilities of Craft Advisory Committee) Regulations, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

37. Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

Craft Advisory Committee

38. There shall be an Advisory Committee known as Craft Advisory Committee. The composition of the Committee shall be—

- (i) Director, Kalakshetra Foundation
- (ii) One Governing Board Member nominated by Chairperson, Governing Board
- (iii) Up to a maximum of five experts or patrons in the fields of Handloom, Kalamkari, Block Printing and Natural Dyes – approved by Governing Board in consultation with Director, KF

39. Manager, Craft Education and Research Centre or any other person nominated by the Chairperson of the Committee shall be Secretary of the Craft Advisory Committee. Secretary shall have no voting rights.

40. Term of office of non-official members of the Craft Advisory Committee shall be three years from the date of nomination to the Committee and they shall be eligible for reappointment. Non-official members shall continue to hold office after expiry of the prescribed tenure till new members are nominated.

41. The Committee shall hold meeting at least once a year.

42. Director, Kalakshetra Foundation shall be the Chairperson of the Committee. In the event of vacancy of the post of Director, Kalakshetra Foundation, the Governing Board member nominated to the Committee shall be the Chairperson of the Craft Advisory Committee.

43. The date, place and time for meetings of the Craft Advisory Committee shall be determined by the Chairperson of the Craft Advisory Committee.

44. Meetings of the Craft Advisory Committee shall be convened by the Chairperson either on her own motion or on a requisition signed by not less than three members of the Craft Advisory Committee.

45. A written notice of every meeting shall be sent by the Secretary of the Committee to every member at least fifteen days before the date of the meeting, specifying therein the place, date and time of such meeting:

Provided that the Chairperson may call a special meeting of the Advisory Committee at short notice to consider urgent issues.

46. The notice may be delivered either by hand or sent by post or e-mail, at the address of each member as recorded in the office of the Foundation, and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.

47. Agenda shall be circulated by the Secretary of the Committee to all members at least fifteen days before the meeting, except in case of meetings called at short notice.

48. The quorum for meetings of the Craft Advisory Committee shall be not less than three. In the absence of quorum at any meeting, the Chairperson may adjourn the meeting to another date:

Provided that if a meeting is adjourned for want of quorum, it shall be held on such other day, time and place, as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the scheduled time for holding a meeting, the members present shall form the quorum.

49. No business which is not on the agenda shall be considered at any meeting, without the permission of the Chairperson concerned.

50. All matters which the Craft Advisory Committee is required to consider shall be considered either at its meeting or by circulation of papers, as the Chairperson may direct.

51. All issues considered at the meetings of the Craft Advisory Committee shall be decided by a majority of the votes of the members present including the Chairperson and if the votes be equally divided, the Chairperson shall have a casting vote.

52. Decisions arrived at the meetings of the Committee shall be recorded in a Minutes Book. The Minutes when signed by the Chairperson shall be final as proof of such decisions.

53. The Committee may also pass resolutions by circulation on any urgent business provided that it does not deal with borrowing of funds. A resolution by circulation signed by a majority of members shall be deemed as passed,

54. Notices of motions for inclusion of any item on the agenda must reach the Chairperson at least one week before the meeting:

Provided that the Chairperson may, permit inclusion of any item for which due notice has not been received.

55. The ruling of the Chairperson with regard to all questions of procedure shall be final.

56. The draft minutes of the proceedings of a meeting of the Craft Advisory Committee shall be prepared by the Secretary within three days of the meeting and submitted to the Chairperson for approval. After approval by the Chairperson, the minutes shall be circulated to all members of the Craft Advisory Committee and the same along with any amendment suggested shall be placed before the Craft Advisory Committee in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute book.

57. The minute book shall be kept open for inspection of the members of the Craft Advisory Committee at the Director's Office at all times during office hours.

58. If a member of the Craft Advisory Committee fails to attend three consecutive meetings she shall cease to be a member of the Craft Advisory Committee.

59. Powers of the Craft Advisory Committee:

- (i) Decide festivals, seminars, conferences, exhibitions, workshops in relation to Craft Education and Research Centre
- (ii) Decide the number of handlooms to be made operational
- (iii) Provide for research in natural dyes
- (iv) Provide for preservation and documentation of Kalamkari and Block Printing
- (v) Provide for training to weavers, artists and workers
- (vi) Revive old sarees of the Founder
- (vii) Introduce new designs in tune with Kalakshetra tradition
- (viii) Recommend courses that can be conducted in the areas of Kalamkari, Block Printing, Natural Dyes and Handloom weaving for consideration of the Academic Advisory Committee
- (ix) Suggest measures to increase the productivity and to popularize activities relating to Craft Education and Research Centre
- (x) Suggest measures for the welfare of weavers and artisans associated with

Craft Education and Research Centre

Joint Secretary to the Government of India

