

**Particulars of organisation, function and duties.**

**1. Aims and Objectives of the Organisation:**

Kala Academy Goa, the premiere institute acting in the field of Art and Culture has been doing Yeoman Service in identifying, nurturing and promoting art. Thus, it has evolved as centre of various forms of art. Even since its inception, it has been bedrock of huge number of activities and programmes organized across various fields and discipline of art to fructify the goals and aim of this institute.

**2. Mission and Vision:**

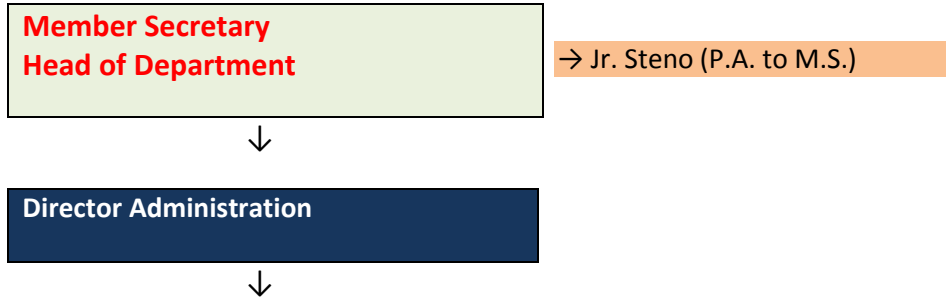
Kala Academy plays a pivotal role in forming a niche in the cultural and performing studies of Goa Kala Academy since its inception as an institution of academics has been a creative and liberal space for innovation and experimentation. As an institution, it has deeply influenced the art practices in Goa over the years.

The changing times and trends have also evolved several challenges. Providing quality art education to young people is our prime concern. Similarly providing quality space and ecosystem to young minds to engage in different art practise and forms have been our core agenda. Kala Academy is evolving as a premier institution of art in the state of Goa. The state which has ISO 9000 certified policy for Art & Culture, Kala Academy helms the academic and scholarship of art and its practice.

**3. Function of the Organisation:**

- The Academy aims at fostering and developing dance, drama, music, literature and other arts and also promoting through them the cultural unity of the country.
- To co-ordinate the activities of its affiliated bodies functioning in various parts of this State.
- To encourage exchange of ideas and techniques between various parts of this State with regard to dance, drama, music, literature and fine arts.
- To promote education in dance, drama, music, literature and fine arts.
- To encourage the development of dramatic activities in Children's Theatre, Open Air Theatre in its various forms.
- To award prizes and distinctions and give recognition to individual artistes for outstanding achievements in the field of dance, drama, music, literature and fine arts.
- To collect funds by way of donations and arranging Art festivals, besides the grant made by the Govt. and administer the said funds.
- To encourage and assist production of new plays by awarding prizes and distinctions.

#### 4. Organisation Charts of the Office of Kala Academy Goa



Programme & Development Section	Accommodation & Technical Section	Establishment Section	Accounts & Store Section	Library	Co-Ordination Section	Department of Western Music	Faculty of Indian Music & Dance	Rural Music Centres	Repertory Company	SCHOOL OF DRAMA
Programme & Development Officer – 1  Programme Executive – 2  Sr. Steno – 1  J.C.A. – 2 <b>J.C.A.-1 vacant</b> LDC/Devnagri Typist – 1  MTS - 1	Asst. Theatre Manager – 1 Jr. Engineer – 1 Theatre Assistant – 1 Carpenter – 1 Jr. Steno – 1 Jr. Steno – 1 at DAC UDC – 1 MTS – 8 Supernumerary – 1  <u>Sr. Technical Asst. - 5</u> <b>Sr. Technical Asst – 1 Vacant</b>  <u>Technical Asst. – 7</u>	Office Superintendent-1  Head Clerk – 1  LDC – 4  MTS – 5  Driver – 3  <b>Driver – 1 vacant</b>	Account Officer – 1  Accountant-1  UDC – 2  Store Keeper-1  LDC – 2  MTS – 1	Librarian Grade I -1  Librarian Grade II-1  MTS - 1	Head Clerk – 1  UDC – 1	<b>Director of Western Music – 1(on contract)</b> <u>Lecturer – 6</u> <b>Lecturer – 1 Vacant</b>  <u>Teachers – 6</u>  MTS – 1	<b>Director of Indian Music – 1 Vacant</b>  <u>Lecturer – 8</u> <b>Lecturer – 1 Vacant</b>  Jr. Teacher Kathak – 1  Music Trainers – 6 <b>Music Trainer (1 vacant)</b>  Nagma/Harmonium Player - 1  Tabla Accompanist – 6  Harmonium Accompanist – 1  Mridangam Accompanist – 1 <b>Vocal Accompanist – 1 Vacant</b>  MTS – 1	Music Trainer – 14  Tabla Accompanist – 1  <b>Harmonium Teacher (on contract) - 1</b>	<b>Chief Rep. Co. – 1(vacant)</b> Asst. Production Manager – 1  Asst. Wardrobe Incharge - 1	<b>Director School of Drama – 1(vacant)</b>  <b>Lecturer- 3 (vacant)</b>

## **5. Postal Address of main office.**

Kala Academy Goa,  
Campal, Panaji Goa 403-001.  
Tel : (0832) 2420451/52/53/54,  
Fax: (0832) 2420457  
Email : [kalaacademygoa@yahoo.co.in](mailto:kalaacademygoa@yahoo.co.in)  
Website : [www.kalaacademygoa.org](http://www.kalaacademygoa.org)

**Note:** Due to the renovation of Kala Academy Goa the office temporarily shifted to Adil Shah Palace, Old Secretariat building, Panaji Goa .

## **6. Working Hours for both Office and Public**

The working hours are from 9.30 AM to 5.45 PM with a lunch break 1.15 PM to 2.00 PM. The office provides information to general public during the working hours.

## **7. Grievance Redressal Mechanism:**

Manual 16 may be referred to for details of officers designated as Public Information Officer, Asst. Public Information Officer and Appellate Authority under the RTI Act in respect of Kala Academy Goa.

## KALA ACADEMY GOA LIBRARY

- The Kala Academy library was established during 1966 at Campal-Panaji-Goa. This also one of the famous library in Goa. The library has a very good collection of books on Music and Dance and other related subject areas. The library is having collection of more than 17000 books including some of the rarest books of Malbalrao's Sardesai, Vamanrao Kundaikar, Bhole's & Victor Rangel books and it also subscribes journals followed by CD-ROMs and audio visual, Cassettes, Gramophone Records, Spools Paintings, Photo albums & Scripts are available in the collection of library. The Library is in the process of digitalization. The students, staff and teaching faculties are the users of this library.
- This library has books on all the subjects in Sanskrit, English, Hindi, Marathi, and Konkani etc. which include folk arts, theatre, architect, music, drama, dance, tiatr, biographies, fine arts, short stories, novels, travelogues, speeches, letters, essays, satire, history-criticisms and films. Presently, this library is shifted at Art and Culture, Panaji-Goa.

The following chart will depict the type of collection of library:

Sr. No.	Document Type	Quantity
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1	Books (Purchased)	16165
2	<b>Donated Collection of Books:</b> <ul style="list-style-type: none"> <li>▪ General</li> <li>▪ MalbaraoSardesai</li> <li>▪ Vamanrao Kundaikar</li> <li>▪ Jyotsna Bhosle</li> <li>▪ Gramopadhye</li> <li>▪ Victor Rangel Rebeiro</li> <li>▪ Myra Shroff</li> </ul>	868 1184 266 92 73 743 36
3	<b>Script Bank:</b> <ul style="list-style-type: none"> <li>▪ Marathi Drama</li> <li>▪ Marathi Ekankika</li> <li>▪ Konkani Drama</li> <li>▪ Konkani Ekankika</li> <li>▪ Tiatr Competition</li> <li>▪ English One Act Play</li> <li>▪ Sangeet Natak Mahostav</li> </ul>	343 320 372 359 511 44 10
4	Cassette's	2116
5	Cds, Dvds, VcDs	1959
6	Gramophone Records	3653
7	RPM (Revolutions Per Minute) transferred on CD'S	1500
8	Spools	321
9	Photos	64615
10	Artefacts'	538

❖ **Special Features of Library Collection and Preservation:**

- Kala Academy library has erected a fumigation chamber and got rid of the old and infested books and made them clear by using an electrical process of preservation with the help of the chemical 'Thymol Crystal and Nephthalin balls'.

❖ **The very rich and rare collection donated by:**

- Victor Rangel Riberio, Malbarao Sardessai, JyotsnaBhole, Vamanrao Kundaikar and Gramopadhyeis of great importance in relation to its value to music and literature and theatre lovers.
- Collection of Western Music donated by Shri Victor Rangel Riberio which is available only in Kala Academy Library. The speciality of this collection is both male and female can sing this music and is meant for study and performance as well.

❖ **LIBRARY SERVICES:**

The Library services refer to facilities provided by the library for the use of books and reading materials and dissemination of information for the need and meet the users" requirement. The following are the important services in the Kala Academy Library:

**1. Circulation**

- The circulation section is responsible for the following items of the work:
- Registration of readers
- Issuing and return of books and other reading materials
- Reservation of Books

**2. Reference Service**

- Reference service is considered as the heart of library services. A good reference service depicts good collection. Reference service is a process of establishing contact between a reader and a book in a personal way.

**3. Online Public Access Catalogue (OPAC)**

- Online Public Access Catalogue is a catalogue consisting of a collection of bibliographic records in machine readable form maintained on a dedicated computer that provides uninterrupted interactive access via terminals or work stations in direct, continuous communication with the central computer. Most OPACs are searchable by author, title, subject headings and key words.

- a) Search, retrieval and display
- b) Cataloguing data entry
- c) Verification and validation of entered data
- d) Authority control
- e) Printing and output production
- f) Retrospective Conversion
- g) Options for converting records

#### **4. Photocopying services**

#### **5. New arrivals Display**