

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, I P ESTATE, NEW DELHI – 110 002

Indian Cultural Centre, São Paulo
Monthly Report for the month of December 2018

1) India-based Staff

S. No.	Name	Designation	Date of appointment	Duties/Remarks
1	Puja Kaushik	Director	3 rd September, 2018	To look into the overall working of the ICC.

2)(a) Teaching Staff - IB

S. No.	Name	Discipline	Date of appointment	Duties/Remarks
01	Sanjay Kumar	Yoga and Indian Culture (Hindi, Sanskrit and Vedic literature)	08.02.2018	Regular classes of Yoga and Indian culture, including lectures, classes and activities outside ICC.

2)(b) Teaching Staff - Local

S. No.	Name	Discipline	Date of contract entered upon	Duties/Remarks
01	Gyaneshree Karahe	Kathak	17.10.2011	02 dance classes per week, coordination of performances by students.
02	Silvana Pereira	Odissi	17.10.2011	02 dance classes per week, coordination of performances by students.
03	Iara Ananda	Bharata Natyam	17.10.2011	02 dance classes per week, coordination of performances by students.

3) Local Staff

S. No.	Name	Designation	Date of contract entered upon	Duties/Remarks
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01	Rafael Espadine	Senior Assistant	04.08.2011	Administration and Cultural (events planning, management, publicity, translations, compering, preparation of documents, payments, archiving, library. etc.)
02	Simone Orth	Senior Assistant	16.11.2011	Administration and Cultural (events planning, management, publicity, mailing, preparation of documents, payments, archiving, library. etc.)

4) Contingency/Contractual staff

S. No.	Name	Designation	Contract Period	Payment
01	M/S Bandeira Paulista (outsourced cleaning agency) staff: Maria Isabel Jesus Reis	cleaner	20.11.2013	R\$ 3,326.07 Covers cleaning service, cleaning materials and substitute staff
02	M/S GR (outsourced security agency) staff: Bruno Vicente da Matta	Security guard/receptionist	18.05.2016	R\$ 4,067.93 Covers services of security guard and substitute staff

5) Budget/Expenditure/Remittance –

S.No.	Annual approved budget	Remittance received during the quarter	Revenue generated through fee from students	Progressive Expenditure on ICC Budget on the last day of the month	Expenditure on Budget
01	22,000,000		Nil	11,789,263	1,931,922

6) Outstanding Audit Para pertaining to ICCR Budget

S.No.	Year of Audit Para	Details of Observation of Audit Para	Action taken by Mission/ICC	Action required by ICCR (if any)	Remarks
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1	Dec 15 to Jan 16	Para 7 1.3 Inadequate budgetary management and misclassification of expenditure	Detailed report sent to ICCR for ex post facto sanction	Reply from ICCR is still awaited	Periodic reminder sent
2	Dec 15 to Jan 16	Increase of cleaning charges without approval from the competent authority	Detailed report sent of ICCR for ex post facto sanction	Reply from ICCR is still awaited	Periodic reminders sent
3	June 2018 POM 16	Non Utilization of slots under ICCR scholarship Schemes	Interim response given to audit		
4	June 2018 POM 18	Failure of the Consulate to send a local employee on compulsory one month leave resulted in avoidable expenditure of R\$. 31,050.64 or Rs. 6.15 lakhs on account of vacation remuneration	Interim response given to audit		
5	June 2018 POM 19	Failure of the Consulate to send a local employee on compulsory one month leave resulted in avoidable expenditure of R\$. 20,584.76 or Rs. 4.26 lakhs on account of vacation remuneration	Interim response given to audit		

6	June 2018 POM 24	Non collection of receipts in India Cultural Centre	--		
7	June 2018 POM 25	Observation on Accession Register of Indian Cultural Centre	Interim response given to audit		Library accessioning work has started. A computerized database is being created based on the FORM GFR 18 rules.
8	June 2018 POM 27	Non adherence of guidelines by ICC for use of budgetary allocation under the head of Activities	Interim response given to audit		
9	June 2018 POM 28	Hiring of legal security guard without obtaining approval of the Ministry	Interim response given to audit		

Plan of Activities:

7) Performing/Visual Art events by artistes/groups from India

S.No.	Name of artiste/group	date	Venue	No. of audience	Details of local support	Expenditure incurred	Remarks/ Details of Honorarium
01							

8) Performing/Visual Art events by local artistes/groups, lectures, movie screenings, workshops, etc.

S.No.	Event	Date	Venue	No. of audience	Details of local support	Expenditure incurred	Remarks
1	Meditation session and Satsang by Yogui Jivan Vismay	4.12	SVCC-SP	30	Venue, equipment, publicity		

	from Shri Vivek Yoga.						
2	Launch of Art and Philosophies Itinerary of India, Nepal and Bhutan by Mrs. Susana Uribarri from 'Spaço Viagens de Conhecimento'.	6.12	SVCC-SP	35	Venue, equipment, publicity		
3	Love, the source of all virtues by Mrs. Solange Viana, from Choose the Calm Program of Brahma Kumaris organization.	11.12	SVCC-SP	45	Venue, equipment, publicity		
4	Lecture: Civilization sapiens; A Brief History of Stress and Meditation by the yoga teacher Mr. Marcelo Peri.	13.12	SVCC-SP	30	Venue, equipment, publicity		
5	Mindfulness Workshop by Mrs. Shirlene Lopes, from Mindfulness Paulista Center.	14.12	SVCC-SP	30	Venue, equipment, publicity		
6	Cooking workshop with Mrs. Suja Venugopal, consul's wife, featuring the recipes Tamarind rice and Suji Ka Halwa (Semolina pudding)	17.12	SVCC-SP	45	Venue, equipment, publicity		

7	Vipassana Meditation by Mr. Newton Zimmermann, from Echoes of Peace program.	20.12	SVCC-SP	40	Venue, equipment, publicity	R\$ 150	
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9) Classes by Teachers (India-based and local)

S. No.	Name/Discipline of Teacher	No. of classes at ICC (per month)	No. of students in the current month	No. of students in the previous month (approx.)	Remarks/ Reason for increase/ decrease
01	Odissi	10	15	15	
02	Bharatanatyam	6	16	16	
03	Kathak	10	05	06	
04	Yoga	22	97	103	The TIC was on leave from 10 December 2018 – 23 December 2018
05	Hindi	4	13	13	In TIC's absence Director, ICC was taking classes
06	Meditation	2	15	17	
07	Sanskrit	2	12	13	

10) Other activities by Teachers (India-based and local)

S.No.	Name/ Discipline of Teacher	No. of performances	No. of performances by students	No. of workshops/ lecture-demo	Fee charged	Total resource generated
01						

11) Outreach activities

S.N o.	Nature of Activity (class/performance/workshop/exhibition/lecture etc.)	Venue/ city	No. of guests/ Participants/ students	Organizer/ Partner of the event	Remarks/level of support extended/ received

12) Academic Interaction

S.No.	Nature of Activity (seminar/Conference/ lecture/interaction etc.)	Venue/city	No. of guests/ Participants/ students	Partner institution/ university	Remarks/level of support extended/ received
01					

13) Presence in the social media

S.No.	Type of social Media (Website, Facebook, Twitter, Instagram, YouTube, local social media network)	No. of posts	No. of likes/ visitors	No. of comments	Remarks
01	Facebook	11	850	34	-

14) General Remarks/Suggestions/New Initiatives

We are starting the following new initiatives in 2019.

1. Lecture and workshop series called 'Discover India'. A series of lectures and events planned on subjects like Indian art, architecture, culture, religion, festivals to give the Brazilian population an insight into India.
2. Monthly screening of Bollywood films, documentaries on India.

Puja Kaushik
2.1.2019
(Puja Kaushik)
Director, ICC

Seen and approved by HoP

[Signature]
2/1/19

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, 1 P ESTATE, NEW DELHI – 110 002

Indian Cultural Centre, São Paulo
Monthly Report by the IB Teacher for the month of December 2018

PART A
(to be filled-in by the Teacher)

- 1) **Name of the Teacher & Discipline** Mr. Sanjay Kumar – Yoga / Indian Culture
- 2) **Tenure/Contract Period** Two (2) years
- 3) **Name & Designation of Reporting Officer** Puja Kaushik (Director)
- 4) **Classes at ICC/Mission**

No. of classes at ICC	No. of teaching hours	No. of batches	Age group of students	No. of students	No. of students in the preceding month	Reason for increase/decrease in the current month
30	30	Yoga: 09	Adults from 20 to 70 y. o.	Approx. 97	Approx. 103	Due to Christmas and New year many students had taken leave.
04	04	Hindi: 01		Approx. 13	Approx. 13	
04	04	Meditation: 01		Approx. 15	Approx. 17	
02	02	Yoga Training (SAP): 01		Approx. 25/30	Approx. 25/30	

5) **Classes at other venues**

Venue	No. of classes & duration per month	No. of students	Age group of students	No. of students in the preceding month	Reason for increase/decrease in the current month
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CDP II	Fortnight classes scheduled as per availability of the unity	20	adults	20	-
Provisory Prison Unity of São Paulo					

6) Achievements by students

S.No.	Name of the student	Achievement	Remarks
01			
02			

7) Other Activities by Teacher

S.No	Activity (workshop/ lecture/TV interview/Performance/official duty etc.	Venue/ City	Number of participant s/ guests/ audience	Chief Guest	Remarks/Outcome
01	Training to SAP	SVCC-SP	25/30		Fortnight training to Security Agents of Prisons of State of São Paulo
02	Article on Yoga classes taught by TIC Sanjay Kumar at the Provisional Detention Center of Pinheiros II, São Paulo in the online news site http://r7.com/nJiT	Provisional Detention Center of Pinheiros II			Article published in the online news site

8) Any other information/Suggestion



(Sanjay Kumar - TIC)

PART B

(to be filled-in by the Reporting Officer of the level of Second Secretary or above)

- 1) General Remarks about the performance of the Teacher – Mr. Sanjay is a hard-working sincere person continues to motivate and inspire students to make Yoga a part of their daily lives.
- 2) Any short-coming in the conduct and performance of the Teacher – None
- 3) Special achievement during the month - Article on Yoga classes taught by TIC Sanjay Kumar at the Provisional Detention Center of Pinheiros II, São Paulo in the online news site <http://r7.com/nJiT>
- 4) Recommendations/suggestions to enhance the utility of the Teacher – Looking at the success of the Yoga classes in the Male prison we are considering introducing Yoga classes at the female prison and government hospital as well. Talks have been initiated with the government regarding the same.

Certified that the information provided by the Teacher in his/her Monthly Report for the month of September is correct entirely.

Puja Kaushik
2.1.2019

(Signature/Name/Designation)
Puja Kaushik
Director, SVCC, Sao Paulo