

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 February 2019

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
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	-	Not applicable	23,084,492	1,657,649

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
1	Dec 15 to Jan 16	Para 7 1.3 Inadequate	Detailed report sent to ICCR for	Reply from ICCR is still awaited	Periodic reminder sent

		budgetary management and misclassification of expenditure	ex post facto sanction		
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	Cooking class: Vegetable Pulao & Rajma by Mrs. Alka Chaudhary	08/02	SVCC-SP		Venue, equipment, publicity	R\$ 250	
2	Meditation workshop by Manjupriya	14/02	SVCC-SP		Venue, equipment, publicity		
3	Students' Day (Dance students)	15/02	SVCC-SP		Venue, equipment, publicity	R\$ 468	
4	Aisvara Yoga by Tathata Vrindham Brazil	19/02	SVCC-SP		Venue, equipment, publicity		
5	'Know India' series 1 st lecture of the series: India, an overview by Ambassador Fausto Godoy	21/02	SVCC-SP		Venue, equipment, publicity	R\$ 150	
6	Mindfulness workshop	22/02	SVCC-SP		Venue, equipment, publicity		
7	Vipassana session by Ecos da Paz	26/02	SVCC-SP		Venue, equipment, publicity		

8	Aisvara Yoga by Tathata Vrindham Brazil	28.02	SVCC- SP		Venue, equipment, publicity		
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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	2	15	15	Vacation season
02	Bharatanatyam	8	14	14	Vacation season
03	Kathak	6	05	5	Vacation season
04	Yoga	44	111	111	Vacation season
05	Hindi	4	11	11	Vacation season
06	Meditation	5	10	10	Vacation season
07	Sanskrit	5	13	12	Vacation season

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
1	Yoga Teacher	Fortnightly classes for prison functionaries	20			
2	Yoga Teacher	Regular classes at the male prison	25/30			

11) Outreach activities

S.N o.	Nature of Activity (class/performance/ workshop/exhibition/lecture etc.)	Venue/ city	No. of guests/ Participan ts/ students	Organize r/ Partner of the event	Remarks/ level of support extended/ received
1	Participation of Director SVCC and TIC along with Consul Cul in the ceremony of donation of Yoga mats to prisoners on 28.02. The event was telecasted/webcasted	CDP II Provisory Prison Unity of São Paulo	30	SAP	Full operational support

12) Academic Interaction

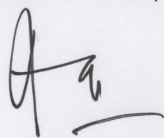
S.No.	Nature of Activity (seminar/Conference/ lecture/interaction etc.)	Venue/city	No. of guests/ Participants/ students	Partner institution/ university	Remarks/level of support extended/ received
01					

13) Presence in the social media

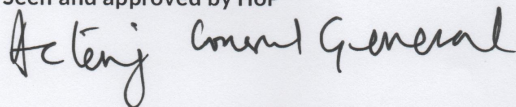
S.No.	Type of social Media (Website, Facebook, Twitter, Instagram, YouTube, local social media network)	No. of posts	No. of likes/ visitors	No. of comments	Remarks
01	Facebook	12	870	112	-

14) General Remarks/Suggestions/New Initiatives

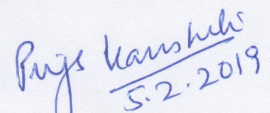
The Local dance teachers have been phased out as instructed by ICCR. They will be serving a months notice period. This would mean that the centre will not have any dance classes from the month of April. Request ICCR to kindly depute an India based dance and music teacher for Sao Paulo Centre. A separate mail indicating an alternative arrangement for the teachers until India based teachers are deputed from India has been sent to ICCR last week.



Seen and approved by HoP



(Anil Kumar Chaudhary)
Consul (Hoc & Cons)
Consulate General of India
São Paulo


(Puja Kaushik)
Director, ICC

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 February 2019

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

- 1) **Name of the Teacher & Discipline:** Mr Sanjay Kumar -Yoga/Hindi/Sanskrit
- 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
44	44	Yoga: 09	Adults from 20 to 70 y. o.	Approx. 150	Approx. 150	-
04	04	Hindi: 01		Approx. 11	Approx. 13	
04	04	Meditation: 01		Approx. 11	Approx. 17	
02	02	Yoga Training (SAP): 01		Approx. 25/30	Approx. 25/30	
04	04	Sanskrit: 01		Approx 11	Approx 13	

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
CDP II (Provisory Prison Unity of São Paulo)	Fortnight classes scheduled as per availability of the unity	20	adults	20	-

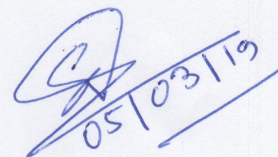
6) Achievements by students

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 participants/ guests/ audience	Chief Guest	Remarks/Outcome
01	Training to SAP	SVCC-SP	25/30		Forthnight training to Security Agents of Prisons of State of São Paulo
02	Participation of Director SVCC and TIC along with Consul Cul in the ceremony of donation of Yoga mats to prisoners on 28.02 2019. The event was telecasted/webcasted on TV Cultura, Brazil.	CDP II Provisor y Prison Unity of São Paulo	30		The 25 Yoga mats were given as a donation by 'Aurobindo Pharma' for the male penitentiary in Sao Paulo. The handing over ceremony was covered by a new channel, which included a short interview of TIC and Consul (Cul).

8) Any other information/Suggestion



05/03/19

(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 Kumar is dedicated to his work and takes classes regularly. The students are benefiting from his classes.
- 2) Any short-coming in the conduct and performance of the Teacher: -
- 3) Special achievement during the month: Participation of Director SVCC and TIC along with Consul Cul in the ceremony of donation of Yoga mats to prisoners on 28.02.2019. The event was telecasted/webcasted. The link of the same will be shared.
- 4) Recommendations/suggestions to enhance the utility of the Teacher: SVCC, has started with a 'Know India' series, for which Mr. Sanjay will be delivering lectures on Indian Culture. Preparations have also started for IDY 2019.

Certified that the information provided by the Teacher in his/her Monthly Report for the month of February 2019 is correct entirely.

Puja Kaushik
5.2.2019

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