



**Rabindra Bharati University**  
Department of Instrumental Music

Emerald Bower Campus  
56A B.T. Road, Kolkata 700050 [India]

UGC SAP-DRS Project  
Email: [rbu.doim@gmail.com](mailto:rbu.doim@gmail.com)  
Url: <http://www.kolkatamusicmapping.com>

In the first meeting of the Advisory Committee of the UGC SAP-DRS Project of the Department of Instrumental Music held on 28 January, 2015 at the Emerald Bower Campus of Rabindra Bharati University. Following members were present.

Professor Sabyasachi Basu Ray Chaudhury [Vice Chancellor] - Chair

Professor Anil Beohar : UGC Nominee- Member

Professor Ravi Sharma : UGC Nominee - Member

Professor Goutam Nag - Head of the Department- Member

Dr. Debasish Mandal - Senior Teacher - Member

Professor Sanjoy Bandopadhyay (Project Coordinator) - Secretary

1. Professor Sanjoy Bandopadhyay, the Coordinator, presented the work-report stating the work executed since the receiving of the first grant-instalment from the University Grants Commission. Because of the release of funding from the UGC in September 2014 and readying of the set-up is still under process, the promised research work during the first year could not be fully accomplished. However, the coordinator assured that he will put in efforts to make over the lost time employing good number of data collectors with faster data collection after the set-up building is completed.

The committee advised that the set-up should be completed at the earliest. The committee expressed their satisfaction to observe that there were considerable research efforts during this period considering the restraints. The immediate reflection of the research progress on the Internet was commendable. The committee also was happy to note the proposed involvement of the research scholars and the research community in the research data collection.

The coordinator informed about the seminar titled "Kolkata Style: Looking into Indian Classical Music" proposed to be held during 03-04 March 2015.

2. The committee approved the followings:

- a. the purchase of unlimited web-space, exclusive domain and the required site protection packages from [globat.com](http://globat.com). [[kolkatamusicmapping.com](http://kolkatamusicmapping.com)]

**Decision:** Approved by the committee.

- b. the procured equipment:

- Canon 600D digital camera [Kit-II with 18-135 IS] - One
- Canon EF 50 f1.4 Prime lens for video recording - One
- Camera stand - One

Under procurement process:



**Rabindra Bharati University**  
Department of Instrumental Music

Emerald Bower Campus  
56A B.T. Road, Kolkata 700050 [India]

UGC SAP-DRS Project  
Email: [rbu.doim@gmail.com](mailto:rbu.doim@gmail.com)  
Url: <http://www.kolkatamusicmapping.com>

- 32 GB SD Card [for camera]: One
- Audio recorder, a Zoom H2n - One
- SONY UX series voice recorder - One
- Desktop computers - Three
- Laptop computer - One
- Laser printer - One
- Scanner - One
- External hard drives - 2
- M-Audio AV 40 audio monitor - 1 set
- Computer speaker systems - 2 sets

**Decision:** Approved by the committee.

c. **Proposal:** The co-ordinator stated that an additional battery for the camera, an UV filter to protect the lens, a lens hood, a dehumidifier to protect lens fungus of the camera are required for safe keeping of the camera. Total expected expense is Rs. 5,000.00

**Decision:** The committee approved the request subject to keeping the total expense of the equipment purchase within the limit of the UGC approved grant.

c. the process of book-purchase and journal procurement has been initiated.

**Decision:** Approved by the committee.

3. The committee appreciated the proposal of involving a number of research scholars in the project for data collection, data processing and other work. This will expose the scholars to the serious research environment.

4. **Proposal:** The committee discussed on the proposed Hiring Policy as following.

- a) digital transcription from audio to text : Rs. 10 per minute of audio.
- b) Bengali/Hindi to English translation and transcription work [from audio/text]: 08 paise per word in the output file.
- c) audio editing: An audio file of duration 5 mins. or less of audio: Rs. 10.00
- d) video editing: A video file of 5 mins. or less: Rs. 20.00
- e) web-related work [on requirement]: Rs. 50.00 per hour.



**Rabindra Bharati University**  
Department of Instrumental Music

Emerald Bower Campus  
56A B.T. Road, Kolkata 700050 [India]

UGC SAP-DRS Project  
Email: [rbu.doim@gmail.com](mailto:rbu.doim@gmail.com)  
Url: <http://www.kolkatamusicmapping.com>

- f) Accounts/Administration Assistance : On contract using the UGC approved fund under Hiring. Rs. 500 per day.

The data processing work require to be done in the SAP Project office. All the required set-up facilities are to be provided to the people offering the services.

**Decision:** The committee advised that rates of hiring should be collected from national institutes like National Book Trust, Sangeet Natak Academy, Sahitya Academy and the likes and hiring rates may be decided as per the findings,

5. **Proposal:** Data collection/Field Work incentive to the scholars: Rs. 200 per day. [in addition to the travel allowances, by taxi or hired car as approved by the coordinator depending on the field work situation.] as proposed. The payment can be made from the funding approved under Field Work head by the UGC.

**Decision:** The committee decided that the payment may be Rs. 300.00 per day. The quantum of minimum work should spelt out by the coordinator depending on the nature of field work.

6. The committee advised the coordinator to prepare a work manual explaining the working method for the work mentioned under serial number 4. Workshop or Training Sessions may be organized.

7. **Proposal:** An exclusive Bank Account may be opened for management of funds by the project officials. The university may provide advice/support for this.

**Decision:** The work method requires to be decided in consultation with Finance Officer, Rabindra Bharati University and with the approval of the Vice Chancellor.

8. **Decision** The committee approves the proposal of organizing Workshops, special lectures, special visits of the distinguished scholars to address research problems and for general support of the department.

9. **Proposal:** The committee discussed on the collaboration proposal of the Academic Dean, Calcutta School of Social Studies, Calcutta [CSSSC].

**Decision:** The committee in principle views this proposal as good and recognized its high merits. The committee advised to forward this proposal to the University Grants Commission for their approval.

10. The first two year's research plan, as already submitted to the UGC, was placed before the committee for information and record.



**Rabindra Bharati University**  
Department of Instrumental Music

Emerald Bower Campus  
56A B.T. Road, Kolkata 700050 [India]

UGC SAP-DRS Project  
Email: [rbu.doim@gmail.com](mailto:rbu.doim@gmail.com)  
Url: <http://www.kolkatamusicmapping.com>

The coordinator informed that the research work progress will get reflected on the project site [kolkatamusicmapping.com](http://www.kolkatamusicmapping.com), and requested the distinguished members of the committee to keep track whenever they find time and advice.

**Noted:** The committee duly noted.

11. **Suggestion:** Because of the receipt of UGC funding was late and in spite of that considerable volume of work has been executed. The committee suggested that the incurred expenditure may be disbursed as per the UGC rules.

12. **Suggestion:** The committee suggested that the Coordinator or the Dy. Coordinator along with the Head of the Department of Instrumental Music may travel across India for collection of data in connection with the project as there are considerable amount of data in different parts of the nation. The visit may be undertaken with prior permission of the Hon'ble Vice Chancellor.

Duly signed by:

- *Professor Sabyasachi Basu Ray Chaudhury [Vice Chancellor] – Chair*
- *Professor Anil Beohar : UGC Nominee- Member*
- *Professor Ravi Sharma : UGC Nominee - Member*
- *Professor Goutam Nag - Head of the Department- Member*
- *Dr. Debasish Mandal - Senior Teacher - Member*
- *Professor Sanjoy Bandopadhyay (Project Coordinator) - Secretary*