



### 3.2.1 Innovations and Initiatives for Creation and Transfer of Knowledge

The department launched the department website with the URL <https://www.massmediashillong.com/>. The website for the Department of Mass Media at St. Anthony's College is a very innovative and user-friendly resource for students, faculty, and alumni. The site is well-organized and easy to navigate, with clear and concise information about all aspects of the department. The site also features a number of interactive features, such as a blog which allow students to learn more about the department and its offerings.

The website allows for the following

- a) Allow the students of the department to showcase their work during the semester.
- b) Allow alumni to provide information to current students like job openings and so on.
- c) Allow the faculty to update the students with the latest news of the department
- d) Allow for featuring assignments such as films and podcasts made by the students
- e) Students may also comment on each of the blog post inserted in the website



Supported by



## FINAL REPORT 2021-2022

### Project Title

The Northeast India AV Archive, St. Anthony's College, Shillong – Meghalaya, India

### Project Covered

April 1<sup>st</sup>, 2021 to March 31<sup>st</sup>, 2022

### Activities

#### General Film Collection

The Northeast India AV Archive made the first batch of film purchases from Films Division, Mumbai in September 2021. Films Division has a large collection of films relating to northeast India. The first batch of films totalling 180 DVDs were sorted and backups were made. The next batch has been ordered and we are awaiting response from Films Division Mumbai.



*Staff of the archive sorting films received from Films Division, Mumbai*

The archive engaged 8 researchers in total to research and collect documentary films from their respective states. The names of the researchers and their state are:-

- Reep Pandi from Sikkim
- Talilula from Nagaland
- Unsheen Leegang from Arunachal Pradesh
- Reuben Lalmalsawma from Mizoram
- Paromita Bora from Assam
- Johnson Rajkumar from Manipur
- Nidaphi Hynniewta from Meghalaya
- James Ratan Tripura from Tripura

One more researcher from Upper Assam was no longer engaged as the one researcher (Paromita Bora) did sufficient work. If required, later in the year, the additional researcher remuneration will be borne from other funds of the archive.

Before the researchers started their work, two workshops, on the 9th and 10th of September 2021 were conducted online namely,

1. 'Doing Research: Collecting Material and Work Practices. Some Tips 7 Observations' by Prof. Andrew May (Professor of History in the School of Historical & Philosophical Studies at the University of Melbourne)
2. 'Expanding the History of Documentary Images in Northeast India' by Mr. Tarun Bhartiya (Filmmaker) and Mr. Nathaniel Majaw (Project Director, The Northeast India AV Archive).

Engaging the researchers has been hugely successful as they have managed to collect not only the list of filmmakers and films but also received soft copies of documentary films and photographs from their respective states.

The films and other material collected so far are as follows:

- Films Collected - 805
- Photographs - Approximately 15,000
- Negatives - Approximately - 6,000
- Historical Documents - 60
- Vernacular Books - 60
- Celluloid Film - 6 cans
- VHS Tapes - Approx. 200
- Mini DV Tapes - Approx. 200

The allotted amount for this activity was not completely utilised as there was minimal need for purchase of films from filmmakers. The majority of filmmakers contributed their films without taking a fee.



Online Workshop with researchers

## Cataloguing and Archiving Two Artist's Work

### Hamlet Bareh Ngapkynta

*Ka Synjuk Ri Ki Laiphew Syiem* was shot in 16mm film format and was upscaled to 35mm. It received a certificate from the Central Board of Film Censors in 1981. In 1982 the film was shown in local cinemas in Shillong. In 1987, the film was improved by normalising the speed and blurred portions of the film were removed. *Ka Synjuk Ri Ki Laiphew Syiem* was never digitised. The only surviving copy of the *Ka Synjuk Ri Ki Laiphew Syiem* is owned by the family of Hamlet Bareh Ngapkynta. On 29th July 2021, Shri. Ribor M. B. Kharshiing (Son of Dr. Hamlet Bareh and proprietor of Merliham Arrangements) handed the film cans of *Ka Synjuk Ri Ki Laiphew Syiem* to The Northeast India AV Archive for inspection and cleaning. The condition of the celluloid film was found to be good and favourable for digitisation. There is a concern though that the entire film may not be in the five cans given to the archive by Shri. Ribor Kharshiing.



Archive team with Mr. Ribor Kharshiing (right) at his residence accepting the film cans of 'Ka Synjuk Ri Ki Laiphew Syiem'

The Team from The Northeast India AV Archive, led by Prof. Nathaniel D. N. Majaw and Prof. Dondor E. Lyngdoh, visited India's leading film processing lab *Prasad Labs*, at Chennai and digitised all the reels present in the film cans.



*Prasad Labs, Chennai*

Apart from the film, the family also contributed a large trunk containing the works of Mr. Ngapkynta. The cataloguing and digitisation of papers, letters, certificates and writings of Mr. Ngapkynta was overseen by Junisha Khongwir, Assistant Professor, Department of Mass Media / Working Committee member of The Northeast India AV Archive.

### **Dhruba Deka's Collection of Dr. Bhupen Hazarika Works**

On the 19<sup>th</sup> March 2022, a team from the North East India AV Archive, which consisted of Nathaniel Majaw (Project Director), Fullstar Sohtun (Asst. Project Director), Freddie Majaw (Project-in-charge) and Tarun Bhartiya (working committee member) visited Gaurav Rajkhowa (Researcher) in Guwahati Assam at 11am who explained about the media scene in Assam, with special reference to recording studios. He later took the team to meet Dhruba Deka at his residence who in turn showed the team his collection of Dr. Bhupen Hazarika's audio recordings. Dr. Bhupen Hazarika is an icon, he is an Assamese singer, songwriter, poet, actor and filmmaker. Dhruba Deka who is a music teacher and is passionate about Dr. Bhupen's work has an extensive collection of Dr. Bhupen. The collection includes:

- Vinyl records
- Digitise audio cassettes in audio CD format
- Audio cassette covers
- Video recordings of live performances

The plan of action is to first conduct a lengthy interview of Mr. Deka then proceed with cataloguing and making copies of his collection to be kept at The Northeast India AV Archive.

Due to unforeseen circumstances and unavailability of Mr. Dhruba, this project started late and will continue to be carried out in the months of April and May 2022.



*At the residence of Mr. Dhruba Deka*



*Archive team with Dhruba Deka (2nd from the right) researcher Gaurav Rajkhowa (2nd from the left)*

## **Oral History**

The Oral History Project is on-going even though there were disruptions and loss of time due to restrictions of the pandemic. Below are a few photos from the oral history project. The oral history project is being overseen by Rajani K. Chhetri, Assistant Professor / Working Committee member of The Northeast India AV Archive.

The videos of the oral history project can be accessed using the following link with password:

**Link:**

<https://readycloud.netgear.com/client/browselink.html#t=1iu2sq0qpwfo6bvg0zf4ikhs1l/Oral%20History>

**Password:**

YTdlYzFkMDcy



*Oral History Project Interviews*

### **Internship Programme**

This year too, the internship programme has enabled the archive to speed its cataloguing processing. The interns were also able to assist in research and managing the social media posts. In summer, we engaged three interns (Betsame Lamar, Risa Wahlang, Lisheng Loyi, Werlang Buhphang) and this winter (January 2022 - February 2022) we have engaged three interns (Christina Taipodia, Brandon E. Kharrubon, Wandaphi L. Mawlong).

### **Travelling Audio Visual Exhibition**

The travelling audio visual exhibition (Activity 6) could not be executed as government Covid-19 protocols did not allow for public gathering.



*Interns at the Archive Office*

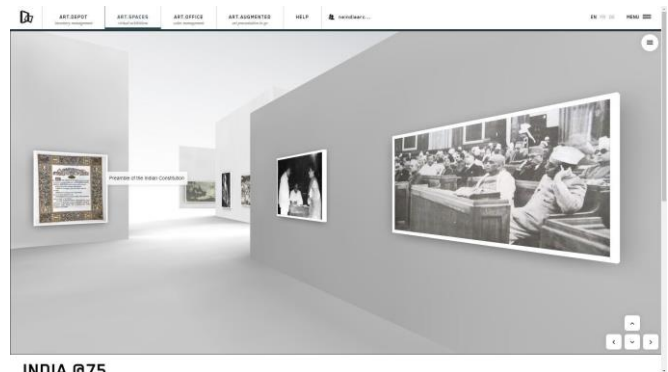
## **OTHER ACTIVITIES**

### **Purchase of AV Equipment**

With some financial support provided by the Department of Tourism, Government of Meghalaya, the archive office was able to purchase professional audio and video equipment for its oral history project. We were also able to purchase a storage server with high capacity storage.

### **Curation of Online Photo Exhibition on India at 75 (15<sup>th</sup> August 2021)**

On the 15<sup>th</sup> of August 2021, The Northeast India AV Archive curated an online exhibition based on India celebrating 75 years of Independence titled 'Celebrating India at 75' for the Department of Arts and Culture, Government of Meghalaya.



### **Visit of Ms. Aoi Ishimaru and Ms. Shalini Bisht, Japan Foundation to The Northeast India AV Archive Office (24<sup>th</sup> November 2021)**

On the 24th November, 2021, the Northeast India AV Archive was glad to welcome Ms Aoi Ishimaru and Ms Shalini Bisht of the Japan Foundation, New Delhi to the NEIAV Archive on their visit. During their short visit, we learned much about The Japan Foundation, New Delhi which was established in 1994 and its cultural communication exchange programmes through their key departments in New Delhi which include Arts

and Culture, Japanese language education, and Japanese studies and intellectual exchange. Ms Aoi Ishimaru discussed the possible future collaboration between Japan Foundation and St. Anthony's College to conduct programmes by the Japan Foundation in the college campus.



### Contributions from Ahmed Hossain (Photographer)

The Archive team visited Mr. Ahmed Hossain at his residence in Shillong to view his large collection of photographs which have been taken by him in his career spanning over 50 years. Mr. Ahmed Hossain photographed many of the tribes of Arunachal Pradesh and Nagaland in the 1970s. He has contributed some of his rare photographs to the archive. We were also able to assist Mr. Hossain in selling his photographs to the department of Information and Public Relations, Government of Meghalaya and also to the Office of the Meghalaya Legislative Assembly.



*Sorting photographs at the residence of Mr. Ahmed Hossain*

### Other Contributions

**Ms. Gertrude Lamare** (PhD Scholar) contributed three picture postcards titled 'Khasia Coolies Resting', 'Shillong Lower Elephant Falls' and 'View from Barapani Bridge', which were printed in the early 1900s. Gertrude Lamare purchased these postcards from an antique shop in London, England.



*Archive team With Ms. Gertrude Lamare (left) and contributed picture postcards (right)*

**Ms. Risa Wahlang** contributed about 100 documents dating back to the 1970s-1980s which belonged to her grand uncle. These documents were correspondence between her grand uncle, who was a political party worker, and diplomats and politicians of that time.

**Mr. Ashok Elwin** contributed various photographs from the 1970s which he took in Meghalaya. Mr. Ashok Elwin is the son of (L) Verrier Elwin, a well renowned anthropologist who worked in erstwhile NEFA (Arunachal Pradesh).

### **Visit by NIDA (Northeast India Interactive Digital Archive)**



On 24th of March 2022, Devraj Chaliha (first from the left) and his colleagues visited the archive office. They are a group of individuals interested in setting up a digital archive in Guwahati. At present, they are calling themselves 'Northeast India Interactive Digital Archive'. We discussed the materials they had and the possibility of future collaborations.

## **Assisting Various Organisation with Information and Audio-Visual Material**

These were some of the organizations and individuals which we had been able to assist them with the resource that is available at the archive.

### **Directorate of Information and Public Relations, Government of Meghalaya**

1. 2022 Meghalaya wall calendar.
2. 2022 Meghalaya table calendar.
3. 2022 Meghalaya planner/diary.
4. Short documentary film on the state's fifty years of existence.
5. The initiation and execution of the Memory Crate project, a time capsule to be opened in the year 2072.
6. Providing images for the official social media pages of the Government of Meghalaya.

### **Directorate of Arts and Culture, Government of Meghalaya**

1. Museums on Wheels, a visual exhibition on the history of the hill state movement.



2. Recording of a music album from an old song booklet which was retrieved by the archive in the year 2019. The booklet contains songs sung by the volunteers during the hill state movement in the years 1960's and 1970's.
3. Book published by the department on the Hill State movement entitled "The Hill State Movement in Meghalaya: A Socio- Historical narrative"

### **Department of Education, Government of Meghalaya**

1. Book published by the department of Education entitled " Meghalaya at Fifty 1972-2022"

**Dakti Craft**

1. Provided archival images to Dakti Craft for an exhibition held at Meghalayan Age Store, Connaught Place, New Delhi.

**Indian National Trust for Art and Cultural Heritage (INTACH)**

1. Provided images for their exhibitions held in Meghalaya.

— end —

Ms Yui Nakamura  
Senior Program Officer  
Sasakawa Peace Foundation

Prof. Nathaniel Donbor Nampui Majaw  
Project Director  
The Northeast India AV Archive  
St. Anthony's College, Shillong

**GRANT AGREEMENT**

**between**

**THE SASAKAWA PEACE FOUNDATION**

**and**

**St. Anthony's College, Shillong**

**Dated as of August 1, 2021**

**THIS AGREEMENT** is made as of August, 2021 by and between **the Sasakawa Peace Foundation** ("Foundation"), having its principal office at 1-15-16 Toranomon, Minato-ku, Tokyo 105-8524, and **St. Anthony's College (SAC)** ("Grantee"), having its office at Bomfyle Road, Laitumkhrah, Shillong 793001, Meghalaya, India.

The parties agree as follows:

**1. Engagement**

Subject to the terms and conditions hereinafter set forth, Foundation hereby engages Grantee for and Grantee hereby agrees to execute the services (the "Services")<sup>1</sup> described in the statement of work (the "Statement of Work"), attached hereto as Appendix I.

**2. Performance of Services**

2.1 The Services shall be performed in accordance with the Statement of Work (as may be amended pursuant to Section 3.1 below) during the period (the "Service Period")<sup>1</sup> starting August 1, 2021 and ending March 15, 2022 (as may be modified pursuant to Section 3.1 below) and shall be completed at or before the last date of the Service<sup>1</sup>.

2.2 Upon request of Foundation, Grantee shall submit to Foundation a written report on the progress of the performance of the Services<sup>1</sup>.

**3. Changes to Statement of Work or Service Period**

3.1 Foundation may, after consultation with Grantee, make such changes to the Statement of Work or the Service<sup>1</sup> Period and (where appropriate) the amount of the Grant specified in Section 6 below as it may deem necessary from time to time.

In the event that Grantee would likely be unable to complete the Services at or before the last date of the Service Period due to acts of God or any other causes for which it should not be held responsible, Grantee may request for an appropriate extension of the Service<sup>1</sup> Period by promptly submitting to Foundation the written request setting forth the reasons therefor. In this case, whether and how long the Service<sup>1</sup> Period should be extended shall be determined by Foundation after consultation with Grantee.

<sup>1</sup> Service should be read as Grant/Services

#### **4. Completion Report and Work Results**

4.1 Within thirty (30) days after completion of the Services<sup>1</sup>, Grantee shall submit to Foundation a written report on the completion of the Services (including a statement of expenditures with Certified Copies of all relevant vouchers and receipts attached) and (where any items resulting from or relating to the performance of the Services<sup>1</sup> is required to be submitted under the Statement of Work) such items (the "Work Results"), such report to be in the form provided or approved by Foundation.

4.2 Foundation shall, within thirty (30) days after receipt of any Work Results, inspect such Work Results and shall give written notice to Grantee as to whether such Work Results are acceptable for Foundation and (in case such Work Results are not acceptable) the rectification required by Foundation and the required date for submission of rectified Work Results.

4.3 In case the notice is given of the unacceptability of any Work Results pursuant to the preceding paragraph, Grantee shall submit rectified Work Results to Foundation at or before the required date for submission thereof, Foundation shall, within thirty (30) day after receipt of such rectified Work Results, inspect the same and shall give written notice to Grantee as to whether the rectified Work Results are acceptable for Foundation.

4.4 All books and records of Grantee (except for the vouchers and receipts submitted by Grantee to Foundation pursuant to Section 4.1 above) shall be open to inspection by a duly authorized representative of Foundation and/or a certified public accountant selected by Foundation at any time during and within three (3) years after the Service<sup>1</sup> Period to the extent necessary for the purpose of assuring that the provisions of this Agreement are properly carried out.

#### **5. Cost and Expenses**

5.1 Cost and expenses incurred or paid by Grantee in connection with the performance of the Services<sup>1</sup> hereunder within the categories and amounts specified in the budget (the "Budget") included in the Statement of Work shall be borne by Foundation by payment of the Grant provided for in Section 6.1 below.

5.2 Within thirty (30) days after receipt of the statement of expenditures, together with originals of all relevant vouchers and receipts, pursuant to

Section 4.1 above, Foundation shall inspect the cost and expenses incurred or paid by Grantee in connection with the performance of the Services<sup>1</sup> hereunder and shall give notice in writing to Grantee as to the results of such inspection.

5.3 Under no circumstances shall Foundation be obligated to bear any cost or expenses outside the categories or in excess of the budgeted amounts set forth in the Budget except where and to the extent approved by Foundation in writing.

## **6. Grant**

6.1 For all of the Services performed by Grantee hereunder, Foundation agrees to pay to Grantee the grant fund (the "Grant") in the aggregate amount of USD 46,000- (inclusive of taxes) as per the approved Budget ("Budget"). The total Grant will be released as per the schedule of installment as mentioned in the Statement of Work Appendix 1, section 6).

6.2 In connection with the fulfilment of the grant, the Foundation shall have no obligation to pay any sum of money other than the Grant.

## **7. Method of Payment**

Grantee shall furnish to the Foundation a formal request for the release of the Grant, 30 days ahead of the due date mentioned in the schedule of installment as per the Statement of Work (Section 6).

Against the formal request therefor, Foundation agrees to pay to Grantee the specified installment amount of the Grant within thirty (30) days after receipt of a proper request.

The "acceptance notice" means the favorable notice given under Section 5.2 above or, where appropriate, the favorable notice given under Section 5.2 above or the favorable notice given under Section 4.2 or 4.3 above. Payment of the Grant shall be made by wire transfer to the following bank account or to such other bank account as may be hereafter designated by Grantee in writing:

Bank Name: **State Bank of India.**

Branch: **New Delhi Main Branch (Code: 00691)**

Address: FCRA Cell, 4<sup>th</sup> Floor, State Bank of India, New Delhi Main

Branch, 11, Sansad Marg, New Delhi-110001

Account Name (Foreign Contribution Account): **ST ANTHONY'S COLLEGE**

Account No.: **40257987142 (FCRA SAVINGS ACCOUNT)**

SWIFT Code: **SBININBB104**

IFSC Code: **SBIN0000691**

FCRA Registration Number: **214240012**

#### **8. Copyright, etc.**

8.1 Unless otherwise agreed, copyright to the Work Results and any other materials, if any, created in the course of the Services<sup>1</sup> shall belong jointly to Grantee and the Foundation up until the period of collaboration with Foundation is completed. Grantee shall take or have taken by third persons all action that may be reasonably required by Foundation in order to ensure that the Foundation & Grantee will be the sole holders of such copyright.

8.2 Grantee and Grantor may, in consultation with the other party, use part of the Work Results free of charge in connection with its writing or publicity/advertising activities.

8.3 All ideas, concepts, know-how, etc. jointly developed by both parties in the performance of the Services may be used in consultation with all parties concerned free of charge.

8.4 Notwithstanding anything to the contrary contained in this agreement, content created by film-makers, photographers, writers, visual and audio artists or any other individual creation will be subject to the Individual Copyright Agreement between the individual content creator, the Grantee and Foundation.

#### **9. Suspension of Performance**

Foundation may, in its sole discretion, temporarily suspend the performance of the Services, in which event Foundation shall, at the request of Grantee, consult with Grantee as to compensation for any damage, loss or expense incurred by Grantee as a result of such suspension or as to modification of the Statement of Work or the Service<sup>1</sup> Period.

#### **10. Restriction on Subcontract**

Grantee shall not subcontract all or part of the Services to a third party without the prior written consent of Foundation which will not be unreasonably withheld by the Foundation.

## **11. Confidentiality**

11.1 Grantee shall at all times while this Agreement is in effect and thereafter keep confidential all information disclosed by Foundation in connection with the performance of the Services hereunder and all information regarding the Services or the content of the Work Results and shall not disclose the same to others without the prior written consent of Foundation. However, Grantee shall have no obligation of confidentiality as to any information disclosed by Foundation which falls under any of the following Items or as to any information regarding the Services or the content of the Work Results to which Item (a) or (b) below is substantially applicable or which falls under Item (f) below:

- (a) Information which was known to the public at the time of disclosure;
- (b) Information which becomes known to the public after disclosure without fault of Grantee;
- (c) Information which was in the possession of Grantee at the time of disclosure;
- (d) Information which is rightfully disclosed by a third party to Grantee after disclosure without any obligation of confidentiality;
- (e) Information which is independently developed by Grantee after disclosure; or
- (f) Information which is required to be disclosed pursuant to the applicable laws or the rules of the stock exchanges.

11.2 Foundation shall at all times while this Agreement is in effect and thereafter keep confidential all information disclosed by Grantee in connection with the performance of the Services hereunder and all

information regarding the Services or the content of the Work Results and shall not disclose the same to others without the prior written consent of Grantee. It shall also not:

- a. Disclose details and information of support given by the Governing Body/Management of St. Anthony's College to the Grantee
- b) Disclose development plans made by Grantee
- c) Disclose the Grantee's sources of sponsorship/funding agencies

## 12. **Force Majeure**

Neither party shall be liable or otherwise responsible for any default or delay in the performance of its obligations (other than payment obligations) hereunder attributable to any cause, circumstance or contingency beyond its reasonable control ("Force Majeure"). For this purpose, the term "Force Majeure" shall include, but not limited to, acts of God, fires, storms, floods, wars, riots or civil commotions, strikes, lockouts or other labor problems, and governmental acts, decrees or restrictions.

## 13. **Termination**

13.1 **Termination by Foundation.** Foundation may at any time terminate this Agreement by giving written notice to Grantee with immediate effect if it has good cause for termination. The Parties agree, without limiting the applicable law, the following circumstances shall constitute good cause for termination by Foundation:

- (a) If Grantee fails to begin performing the Services without justifiable reasons;
- (b) If Grantee would likely fail to complete the Services in accordance with the Statement of Work and within the Service Period for any reasons for which Grantee is responsible;
- (c) If Grantee has committed a breach of this Agreement and, where such breach is rectifiable, has failed to rectify within thirty (30) days after receiving written notice thereof from Foundation; or

(d) If Grantee becomes bankrupt or insolvent or any agreement or court proceeding is initiated relating to its financial instability.

**13.2 Termination by Grantee.** Grantee may at any time terminate this Agreement by giving written notice to Foundation with immediate effect if it has good cause for termination. The Parties agree, without limiting the applicable law, the following circumstances shall constitute good cause for termination by Grantee:

(a) If Foundation fails to pay when due the first installment of the Grant without justifiable reasons; or

(b) If Foundation has committed any other breach of this Agreement and, where such breach is rectifiable, has failed to rectify within thirty (30) days after receiving written notice thereof from Grantee.

**13.3 Rights on Termination.** In case of any termination taking place after payment of all or part of the Grant, Grantee shall, (a) as soon as practicable after the effective date of termination, prepare and submit to Foundation a statement of expenditures setting forth itemized expenditures actually disbursed by Grantee in the performance of the Services up to the effective date of termination, together with copies of all relevant vouchers and receipts; and (b) upon demand of Foundation and in accordance with the instructions given by Foundation, pay to Foundation an amount determined by Foundation in its sole discretion but not exceeding the aggregate amount already paid by Foundation to Grantee hereunder.

**13.4 Other Remedies.** Nothing in this Clause 14 shall affect or construed as a waiver of the right of the Party aggrieved by any breach of this Agreement for recovery of any loss or damage relating to such breach, either before or after the effective date of termination of this Agreement. In no event, however, shall either Party be liable for any special, consequential or incidental loss, damage or expenses (including, but not limited to, business interruption, lost business, lost profit or lost savings), whether based on breach of contract, tort or otherwise, even if it has been

advised of the possibility of such loss, damage or expenses.

**14. Limitation on Liability**

Under no circumstances shall the aggregate amount of Foundation's liability hereunder exceed the amount of the Grant set forth in Section 6.1 above.

**15. Indemnification**

Grantee agrees to indemnify, defend and hold harmless from and against any claims or demands for loss or damage to persons or property arising from willful misconduct or negligence of Grantee or its employees or agents in connection with the performance of the Services hereunder.

**16. Independent Grantee**

Grantee is acting as independent Grantee in performing the Services<sup>1</sup> hereunder and shall have no right to enter into any Grantee assume or create any responsibility on behalf of or in the name of Foundation.

**17. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of Japan.

**18. Arbitration**

Any dispute or controversy arising out of or relating to this Agreement shall be finally settled by arbitration conducted in Tokyo, Japan, in accordance with the commercial arbitration rules of the Japan Commercial Arbitration Association. Both Parties agree to be bound by any award rendered by the arbitrator(s) and further agree that the judgment upon such award may be entered in any court having competent jurisdiction.

**19. Counterparts**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**20. Notices**

Any notices required or permitted by this Agreement shall be in writing and in the English language and may be delivered personally or may be

sent by registered or certified mail, postage prepaid, by recognized courier, or by e-mail or telecopy (facsimile), addressed to the parties as follows:

If to the Foundation:

The Sasakawa Peace Foundation  
1-15-16 Toranomom, Minato-ku  
Tokyo 105-8524, Japan  
Attention: Ms. Yui Nakamura  
E-mail: y-nakamura@spf.or.jp  
Telecopy (facsimile): +81-3-5157-5420

If to St. Anthony's College (SAC):

St. Anthony's College,  
Bomfyle Road, Laitumkhrah, Shillong 793001, Meghalaya, India.  
Attention: Professor Nathaniel D. N. Majaw  
E-mail: nathaniel.majaw@gmail.com  
Telecopy (facsimile): +91 364 2229558

or to such other address as a party may hereafter designate. Any notice shall be deemed to have been given (i) if personally delivered, or sent by recognized courier, upon receipt; (ii) if sent by registered or certified mail, postage prepaid, seven (7) business days after delivery to the postal authorities by the party serving the notice; (iii) if sent by e-mail or telecopy (facsimile), when dispatched, provided, however, that the sending party bears the burden of proving that the notice was properly addressed and arrived intact at the first server owned by or under contract to the intended recipient (i.e., it is the responsibility of the recipient to ensure that properly addressed messages are routed to individual recipients within its own organization).

## 21. **Miscellaneous Provisions**

21.1 **Assignment.** This Agreement or any right or obligation hereunder

may not be assigned or transferred by either Party without the prior written consent of the other Party.

21.2 **Amendment.** Neither this Agreement nor the Statement of Work may be modified or amended except by a writing signed by authorized representatives of both Parties.

21.3 **No Waiver.** Failure by either Party to enforce any provision of this Agreement or to exercise any right or option herein provided shall not be deemed a waiver of such provision nor the right thereafter to enforce such provision or to exercise such right or option.

21.4 **Integration.** This Agreement, including the Statement of Work shall constitute the entire agreement between the Parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and agreements.

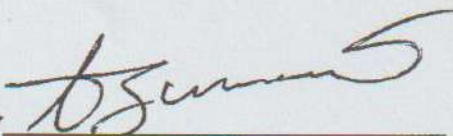
21.5 **Headings.** The section headings herein are for convenience of reference only and shall in no way affect the interpretation of this Agreement or any part thereof.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

FOUNDATION:

**The Sasakawa Peace  
Foundation**

By


  
\_\_\_\_\_  
Atsushi Sunami  
President

DATE: August 19, 2021

GRANTEE:

**St. Anthony's College,  
Shillong**

By

  
\_\_\_\_\_  
Rev. Br. Dr. Albert L. Dkhar  
Principal

Principal  
St. Anthony's College  
Shillong - 793001  
Meghalaya, India

DATE: 20 August 2021

## STATEMENT OF WORK

### **1. Background and current situation**

The Sasakawa Peace Foundation (SPF), in consultation with St. Anthony's College, Shillong, has launched a three-year project entitled: ***Creating a Public Audio-Visual Archive: Preserving and sharing histories and memories of North East India*** in April 2019 with the aim to help developed capability of local communities in order to preserve and share histories through developing archives, collecting documentary footage, and holding events that celebrate cultural diversity and peace in the region. Audio-Visual archives, especially the non-profit public archives, have drawn attention from archivists, curators and historians who consider moving images and recorded sound materials as legitimate a part of cultural heritage as books, documents and other media. To build a participatory archive is necessary to capture moments of social change and transition, which in turn influence the formation of public opinion and the coherent understanding of history.

Given the circumstances that the Covid-19 pandemic and the strict lockdown in India have severely affected the progress of the North East India AV Archive in the last 16 months, in the third year of the project, the project accelerates key activities of the Archive to recover the schedule, which include acquisition, cataloguing and digitization of documentary films and other audio-visual materials of North-eastern states, and collection of oral history in the local communities. In addition, to develop the capacity of archivists and curators, the project aims at holding online workshops and trainings by experts, and establishing a collaborative network with leading audio-visual archive associations and groups in Asia and beyond. Further, for the 50<sup>th</sup> anniversary celebration of Meghalaya's Statehood in 2022, the project continues to bring an audio-visual exhibition called 'The Road to Fifty' commenced in January 2021 to all the districts in Meghalaya. This unique travelling exhibition will not only show people's history through photographs and other audio-visual media but also collect voice recordings, songs and memories which shall be presented in the final exhibition in Shillong on January 21st 2022. The same will eventually be incorporated into the archive collection so as to create a repository of memories for the future generations.

### **2. Objective**

- (1) To establish a regional public documentary film archive, which will be the first of its kind in India
- (2) To collect and digitize films and develop website
- (3) To establish project members' knowledge of developing a digital archive and restoring films
- (4) To raise awareness among film professionals and enthusiasts about the importance of archive
- (5) To broaden networks and strengthen a platform with key actors and agents throughout the region who can be potential partners in future

**3. Description of Work**

(1) General Film Collection

- To acquire documentary films from/of Northeast India housed at various government organisations, such as Films Division, PSBT, Doordarshan, Ministry of External Affairs, and Government of India
- To access film directors in the region and collect privately owned films by appointing eight researchers on field in the eight northeast states for a period of three months

(2) Cataloguing Digitization and Archiving Works

- To systematically catalogue films and other audio materials, especially focused on the collection of two legendary artists of the region, Hamet Bareh Ngapkynta and Bhupen Hazarika respectively. To improve the existing system of digitizing and scanning materials in the Archive, and facilitate more accurate data entry based on materials.
- To engage 2 interns for a duration of two months to assist in cataloguing the archive material, especially on 5,000 printed photographs contributed by individuals.

(3) Collection of Oral History

- To complete audio-video documentation of 24 stories of people recollecting past events. The interviews will be conducted by trained students of the Mass Media Department, St. Anthony's College.
- To upload the interviews to the Northeast Audio Visual Archive.

(4) Online Training

- To host online international workshops/trainings on film restoration and digital archiving, targeting archivists and curators in the region

(5) Travelling Audiovisual Exhibition: 'The Road to Fifty'

- To hold an audio-visual exhibition called 'The Road to Fifty' in Ampati, Mawkyrwat and Khliehriat District, an event for the 50<sup>th</sup> anniversary celebration of Maghalaya's Statehood in 2022.
- To collect voice recordings, songs and memories of people in the above districts which will be presented in the final exhibition in Shillong on January 21st 2022.

(6) To provide professional advice and other assistance to the SPF when necessary.

**5. Work Results and Deadlines:**

St. Anthony's College shall submit the following narratives and financial reports to the SPF by the deadline below.

Interim report	: December 31, 2021
Final report	: March 29, 2022

**6. Instalments** USD 46,000-

SPF agrees to pay the Service Fee to St. Anthony's College in the following installments:

## Appendix 1.

First Installment: USD 20,000- Within thirty (30) days after the execution of this Agreement
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Second Installment: USD 10,000- January 15, 2022 Subject to timely receipt of the progress report
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Final Installment: Balance of the Service Fee Subject to timely receipt of the progress report and a proper invoice
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### **7. Budget sheet**

See Appendix II.

**Financial Plan and Accounts (April 2021 - March 2022)  
The Northeast India AV Archive**

Description	Financial Plan (Budget)			
	Amount	Unit	Per unit Calculation (INR.)	Total
<b>1. Honorarium</b>				
1.1 Project Assistant	12 months	1 person	30,000	360,000
1.2 Tech Assistant	12 months	1 person	30,000	360,000
	<b>Sub-total (1)</b>			<b>720,000</b>
<b>2. Program and Activity Costs</b>				
<i>General Film Collection</i>				
<b>a. Travel Expenses</b>				
1. Air travel				0
2. Local Transport	8 Cities		30,000	240,000
b. Accommodation and Per Diem [Researcher]	3 months	9 Persons	20,000	540,000
c. Collection of Materials, Printing, Publications etc		500	1,000	500,000
d. Meeting expenses (food and venue)		9 Persons	20,000	180,000
e. Miscellaneous		9 Persons	10,000	90,000
	<b>Sub-total (2)</b>			<b>1,550,000</b>
<b>3. Program and Activity Costs</b>				
<i>Collection of Oral History</i>				
<b>a. Travel Expenses</b>				
1. Local Transport	7 months		5,000	35,000
b. Accommodation and Per Diem	7 months		9,000	63,000
c. Collection of Material	7 months		10,000	70,000
d. Meeting expenses (food and venue)				
e. Miscellaneous				
	<b>Sub-total (3)</b>			<b>168,000.00</b>
<b>4. Program and Activity Costs</b>				
<i>Cataloguing and Archiving Two Artist's work</i>				
<b>Material of Bhupen Hazarika (Collection of Dhruba Deka)</b>				
<b>a. Travel Expenses</b>				
1. Local Transport	2 months		3,850	7,700
b. Accommodation and Per Diem	2 months		20,000	40,000
c. Collection of Material	2 months		10,000	20,000
d. Meeting expenses (food and venue)	2 months		3,000	6,000
e. Miscellaneous				
<b>Material of Hamlet Bareh Ngapkynta</b>				
<b>a. Travel Expenses</b>				
1. Local Transport	2 months		3,850	7,700
2. Air Travel			30,000	30,000
b. Accommodation and Per Diem	2 months		20,000	40,000
1. Accommodation at Chennai			20,000	20,000
c. Collection of Material	2 months		10,000	20,000
d. Meeting expenses (food and venue)	2 months		3,000	6,000
e. Miscellaneous				
	<b>Sub-total (4)</b>			<b>197,400</b>
<b>5. Winter Internship Programme</b>				
a. Honourarium	2 months	2 persons	8,000	32,000
	<b>Sub-total (5)</b>			<b>32,000</b>
<b>6. Program and Activity Costs</b>				
<i>Travelling Audiovisual Exhibition</i>				
<b>a. Travel Expenses</b>				
1. Local Transport				136,000
b. Accommodation and Per Diem				70,500
c. Collection of Material				0
d. Meeting expenses (food and venue)				96,000
e. Miscellaneous				
	<b>Sub-total (6)</b>			<b>304,500</b>
<b>Total Program and Activity Costs (2+3+4+5+6)</b>	<b>Sub-total (7)</b>			<b>2,281,900</b>
<b>7. Institution's overhead (10.1% of the Program and Activity Cost)</b>				
	<b>Sub-total (8)</b>			<b>443,624</b>
<b>Grand Total (Sub-total 1 + 7 + 8)</b>				<b>3,415,524</b>

The archive would like to engage 2 interns for a duration of two months during winter to assist in cataloguing the archive material. The archive at present still has over 5,000 printed photographs (contributed by individuals to the archive) which are yet to be digitised and catalogued. The interns will help speed up this process of cataloguing the photos by assisting the appointed staff of the archive – the Project Assistant and Technical Assistant. [Reason has also been included in Draft 5.0 of the Proposal]

Please check 'Travelling Exhibition' Sheet for detailed cost breakdown.

Exchange Rate USD = 74.25 Rounded off USD 46,000

### Travelling Audiovisual Exhibition - Three Districts

<b>South West Garo Hills - Ampati</b>				
<b>1 Day Exhibition / 1 Day Setup / 2 Days Travel</b>				
Personnel	Rate	Person	Days	Total
Archival Guides	1,500	2	4	12,000
Narrator - 1	1,500	1	1	1,500
Local Translators & Production - 2	1,500	2	3	9,000
Grips Support	1,500	2	4	12,000
Driver	1,500	1	4	6,000
Food Lodging	2,000	8	4	64,000
Generator	2,000		2	4,000
Vehicle	6,000		4	24,000
Pick Up	8,000		4	32,000
			<b>Sub-total Total</b>	<b>164,500</b>

<b>South West Khasi Hills - Mawkyrwat</b>				
<b>1 Day Exhibition / 1 Day Setup / 1 Day Travel</b>				
Personnel	Rate	Person	Days	Total
Archival Guides - 3	1,500	3	2	4,500
Narrator - 1	1,500	1	1	1,500
Local Translators & Production - 2	1,500	2	2	6,000
Grips Support	1,500	2	2	6,000
Driver	1,500	2	2	6,000
Food Lodging	2,000	8	2	16,000
Generator	2,000		1	2,000
Vehicle	6,000		2	12,000
Pick Up	8,000		2	16,000
			<b>Sub-total Total</b>	<b>70,000</b>

<b>East Jaintia Hills - Khliehriat</b>				
<b>1 Day Exhibition / 1 Day Setup / 1 Day Travel</b>				
Personnel	Rate	Person	Days	Total
Archival Guides - 3	1,500	3	2	4,500
Narrator - 1	1,500	1	1	1,500
Local Translators & Production - 2	1,500	2	2	6,000
Grips Support	1,500	2	2	6,000
Driver	1,500	2	2	6,000
Food Lodging	2,000	8	2	16,000
Generator	2,000		1	2,000
Vehicle	6,000		2	12,000
Pick Up	8,000		2	16,000
			<b>Sub-total Total</b>	<b>70,000</b>

<b>Total</b>	<b>304,500</b>
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