



# **Satyajit Ray Film & Television Institute**

(An Academic Institution of Ministry of Information & Broadcasting, Govt. of India)

## **Students' Handbook**

### **FILM WING**

**STUDENTS' HANDBOOK**  
**FILM WING**  
**2019 - 2022**



**SATYAJIT RAY FILM AND TELEVISION INSTITUTE**  
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## MODULAR CURRICULUM

## 1. Introduction

1.1 SRFTI FILM WING offers Post Graduate Programs in Cinema with specializations in the following streams

- 1) Animation Cinema
- 2) Cinematography
- 3) Direction and Screenplay Writing
- 4) Editing
- 5) Producing for Film & Television
- 6) Sound Recording and Design

1.2 The first two semesters of the programme offer an integrated course, where students are taught the basics of various specializations of filmmaking, besides being introduced to the history of Cinema, conventional narrative practices and the influence of other art forms on motion picture narrative. At the end of the second semester each student will work on several short narratives with a minimalist logistic environ in various capacities, to gain an understanding of the entire process of filmmaking, and fundamentals of motion picture storytelling

1.3 From the third semester onwards, students are to go through progressively intended courses in their respective specializations for greater level of learning and skill development though they continue to collaborate with students of other departments for various academic assignments and projects.

1.4 Students of Animation Cinema will move into their specialization course after the first six weeks of the integrated course for a specific area learning programme.

1.5 After successful completion of all the mandatory courses, assignments, the mid-term and term-ending projects as assigned in the three years programme (in Six Specializations), students are awarded with the Post-graduate programme Certification in respective specializations.

## **2. Definition of Terms**

2.1 '**Session**' shall mean the period of cumulative academic years for which a student has been registered.

2.2 '**Academic year**' shall mean a period of twelve months commencing on the day as notified.

2.3 '**Semester**' shall mean a part of the academic session constituted with specific modules and a defined academic programme (minimum 19 , maximum 26 weeks as constituted in the curricular programme).

2.4 '**Programme**' shall mean the academic event for which a student has been registered.

2.5 '**Module**' shall mean the study of a defined subject within an attributed time period. A module consists of a prescribed content, with a set number of lessons, lectures and a definitive learning objective in the educational curriculum as approved by the Academic Council of SRFTI. In each Module, students are assessed independently.

- 2.6 'Exercise' shall mean students' individual and/or group course work assigned by teachers.
- 2.7 'Assessment' - Wherever in the Modular curriculum the word 'Assessment' appears, it shall be taken to refer to evaluation of any work, which students are required to undertake that attributes to the final marks awarded for any module.
- 2.8 'Workshop/Seminar' shall mean group work within the batch conducted/guided by external/internal faculty or experts through lessons, lectures and instructions with a sharply focused specific learning objective within a very short period of time.
- 2.9 'Project' refers to the term ending submissions where students participate as a team (from core specializations of the same session/batch) in a collaborative output specific to the intent and goal of the exercise as per pre-given guidelines.
- 2.10 Course will address two sections of the programme a) Integrated (one year) and b) Specialization (two years)
- 2.11 'Cycle' is a complete round of defined practical lessons for all students divided in groups – collaborative or assigned to individuals including mentoring, instructions, demonstration and guidance.

### 3. Scope

- 3.1 These apply to all Taught & Mentored programmes of study, which lead to the award of a Certificate, Postgraduate Programme by the SATYAJIT RAY FILM & TELEVISION INSTITUTE.
- 3.2 Departmental guidelines with assessment strategies, guideline for integrated modules with assessment



scheme, project guidelines, financial guidelines and hostel guidelines for the students are separately available.

**4. Admission**

- 4.1** The Admission Committee, hereinafter referred to as 'ADC' shall be the only authorized committee to effect admission as stipulated in the guidelines OR as may be directed by the Academic Council.
- 4.2** ADC will decide on the eligibility criteria, entrance examinations and all other parameters time to time for admission of different academic programmes.
- 4.3** Candidates for admission to programmes of study leading to the award of certificate/diploma/degree must satisfy the Institute general entry requirements as set out by ADC in the Institute in the year in question.

**5. Period and Level of Study**

- 5.1** Every programme of study shall be such as to require a minimum period of full-time study as shown below. In order to be eligible for an award of the Institute, a student must complete the programme of study within the maximum period shown below.

AWARD	MINIMUM PERIOD OF FULL-TIME STUDY	MAXIMUM PERIOD FOR COMPLETION OF PROGRAMME OF STUDY
Post Graduate Programme	3 Academic years	3 years + Submission Time
OTHER LEVELS WILL BE ANNOUNCED LATER		

## 6. Programme of Study and Changeable Modules

- 6.1 A student primarily admitted to a specialization shall not be allowed under any circumstances whatsoever to change over to any other specialization of the Institute. However, student will have the freedom to choose the **optional modules** (if any) within the same specialization. If a student fails in an optional module, he will be allowed to choose some other alternative (if the student desires and the Dean agrees) module in the next academic session.
- 6.2 All candidates, offered admission for any academic programme of the Institute, are required to be registered at the time of commencement of the session.
- 6.3 Each registered student **has to enroll his/her names** separately at the beginning of **each semester** depositing the requisite fees.
- 6.4 The Dean will confirm the enrolment for the Semester after scrutiny of such elements as size of class, timetable constraints, fulfillment of eligibility requirements, selection test (if required) and/or merit list etc.
- 6.5 Where students have also selected extra-curricular or Audit Modules they are required to explicitly indicate which modules are intended to count towards the volume of credit for the stage and which modules are extra-curricular or audit modules. Such choices of module will be within the same timeframe as set out in 5.2 above.

- 6.6 Exchange programmes, supplementary examinations etc. will be scheduled during vacations.
- 6.7 Students are not allowed to attend outside programme like festivals, workshops and assignments out of curricular programme when the mandatory curricular programme is in place.
- 6.8 Project module will start from production conference. The approved script and production logistics (e.g. recce, selection of talents etc.) are the pre-requisite for joining the project module.
- 6.9 Students will not be allowed to participate in more than one coordinated project of their batch. Senior students, if they are free at that time, may join in a collaborative project of a junior batch if the unit/crew is not in full strength for absence/unavailability of a student in one or more specialization. In such cases the concerned department with proper justification will choose the senior students subject to approval of the Dean.
- 6.10 The Dean has all the rights to form units for the project modules if the students themselves cannot form the same. The Dean also will decide the schedule of each unit for the project modules.

## 7. Academic Modality

- 7.1 The entire **modular curriculum** is designed with three different types of modules a) practical & theory based modules b) solely practical based modules c) solely project or exercise based modules.

- 7.2 All the modules are compulsory.
- 7.3 The method of learning shall be a combination of classroom lessons / practical classes / regular coursework / presentation / writing reports, articles, diaries, journals, dissertations / tutorials / workshops / examinations / exercises / projects / study tours / exchange participation.
- 7.4 All the modules will have a **Module Coordinator (MC)**. The MC will be responsible for implementation of each Module.
- 7.5 Project Modules will have **Mentors** from each academic department in addition to the module coordinator from PFT department.
- 7.6 Notwithstanding the foregoing provision, a student should report to the respective mentor regularly as may be directed AND shall submit interim / final write-up on subject / design-document / programme-plan with respect to the project. Projects have to be submitted along with **Project journals**.
- 7.7 There is no contact learning in project/exercise-based module but the mentor, according to the demand of the project, will guide students. Self-study, research and innovation are essential for efficient completion of the project within the stipulated time. Project modules will be guided by the project guidelines.
- 7.8 **HODs**, in case of specialization or advanced modules, are responsible for the overall progress of each Module. The Module Coordinator is the leader of the course and monitors its implementation on a day-to-

day basis pertaining to the department/specialization. Finally, the Dean will supervise the harmonization of all the modules.

- 7.9 Students will be encouraged to take part in extra curricular activities including theatre, music and sports.
- 7.10 Elected member to the student's body selected to be members in various committees must take their responsibilities seriously and must make themselves available whenever required for the committee procedures, failing which they may be replaced.

## 8. Attendance

- 8.1 A **minimum of 75%** attendance is required for all taught/contact learning modules, internships and practicum/ study tour etc. Any leave will also be considered as absence. Unauthorized leave may call for disciplinary action.
- 8.2 Absences on medical or other exigent reasons may be considered by the competent authority when permission is granted for such leave against a *leave application* submitted to the Module Coordinator. The Module Coordinator in consultation with HoDs may grant leave up to 7 days. Leave beyond 7 days, may be granted in consultation with the Dean. No academic compensation is possible for any kind of absence, even for attending festivals, seminars, exchange programmes (unless the Exchange is equivalently credited by the host institute). Approved

leave period/days should not be more than 25% of contact hours in any context.

8.3 The attendance will be calculated for the entire semester (an average of all the classes and practicals).

8.4 If a student's average attendance is between 60 % and 75 % he/she will have to apply to the Director for a plea to condone him/her for the grace with proper justifications like medical certificates from a registered medical practitioner and explanations for the shortfall in attendance. If the Director finds the case genuine, the student will be condoned for the lack of minimum 75 % attendance provided he/she pays a penalty of 1000 Rs. per shortage of one percentage and will be allowed to continue studies for the next semester without being eligible for scholarship irrespective of his/her performance in the examination.

8.5 If the student's attendance is less than 60 % for the semester, he/she will be given a 'F' grade (Failed) and will not be allowed to continue the course unless he/she agrees to repeat the semester without executing coordinated exercise/ projects. Departmental assignments may be given to him/her without any financial implication. This opportunity will be given only once in the entire course period.

## **9 Assessment**

9.1 Academic performance for modules is usually graded at the end of each semester. Each module is graded separately.

## 9.2 Grading system based on marks obtained:

% of Marks obtained out of 100	Grade	Performance
80 or More	A+	Outstanding
70 or More	A	Excellent
60 or More	B+	Good
50 or More	B	Satisfactory
40 or More	C	Average
Less than 40	F	Failed

9.3 Each module/module of study, taught or exercise/project, or sessionals/research study, will be assessed through the following assessment unit types with prescribed weightages, as per a pre-defined schedule provided during the commencement of a semester. These may involve individual or group work:

- A Assignments—which are held in the module of the semester, conducted as individual or group assessments.
- B Class presentations—individual or group that are held during the semester.
- C Reflective journals or diaries or write-ups.
- D Reports or dissertations.
- E Faculty assessment of class participation and aptitude.
- F Written tests (open book, closed book, take home) conducted Viva/oral test or examination
- G Observation by faculty/supervisor

- 9.4 All modules have at least one type of evaluation instrument.
- 9.5 A student has to attempt each mode of assessment independently.
- 9.6 All assignments must be completed and submitted within the prescribed **time/deadline** limit as decided by each programme.
- 9.7 No assignment submissions are permitted beyond the assignment closure date, as prescribed by each programme and the assignment submitted after the due date will be considered as supplementary (Read Topic 10 for details on supplementary examination).
- 9.8 Institute shall publish Results of all students within 10 days of completion of the module prior to effecting promotion and commencement of the next semester.
- 9.9 Total assessment-marks for each module are equal to the credit hours of the module.
- 9.10 Mark sheets will be released after each semester with grading system and handed over to the students.
- 9.11 The final Diploma will not mention the marks, but the marks-sheets given to the students at the end of the final semester will have marks with grades.
- 9.12 70% of the marks will be assigned for on the spot assessment of the Diploma Project and remaining 30% marks assigned to assess the students' performance from the 1st semester to 5th semester.
- 9.13 The assessment once published, can't be reviewed by the students.



## **10 Supplementary Examination**

- 10.1** If a student gets 'F' grade in an exam, as per the grading system given in the topic 'Assessment', he/she will have to appear for a Supplementary exam.
- 10.2** Non-submission of assignment will be treated as **failed** in the module and the student concerned will be allowed to appear for a supplementary for that module after completion of all modes of assessment.
- 10.3** Date for supplementary examination will be announced along with the declaration of semester results. Project module does not have any supplementary exam.
- 10.4** Students will apply for supplementary, if they have had to miss an examination/s for any valid reason (sanctioned by the Dean on recommendation of the Module or Course Coordinator).
- 10.5** The supplementary assessment will be conducted as per the given schedule involving submission of assignments or examination as prescribed for each module.
- 10.6** Supplementary will have to pay exam fees.
- 10.7** If the student fails to complete the module satisfactorily through supplementary, then he/she will be declared 'Failed' in the module and he/she will not be allowed to continue the course and he/she will have to discontinue the academic activities.
- 10.8** For all modules completed through supplementary mode, an 'S' will appear on the grade card, next to the grade.

- 10.9 Students will get only a week's notice to attend the supplementary examination of a particular module. Supplementary examination normally will be conducted during the vacation.
- 10.10 Grades received through a supplementary examination mode will not be considered for any award, prize, scholarships and other mentions of any academic achievement of the institute.
- 10.11 If a student fails in a project module, the concerned department will provide an individual (non-coordinated) coursework to assess the student.

### **11 Award of Qualifications**

- 11.1 The award of a qualification may be withheld where a student owes money to the Institute (due to non-payment of the fees or any other penalty). Such students will not normally be informed of the recommendation of the Dean's council concerning them.

### **12 Institute's Scholarship**

- 12.1 The Institute's scholarship will be awarded based on semester wise merit only.
- 12.2 Only those students promoted without supplementary examinations shall be eligible for the institute scholarship in that semester
- 12.3 A scholarship holder (irrespective of whether he/she has been awarded on the basis of merit should show impeccable compliance with curriculum and exemplary conduct in respect of institute's objectives/

guidelines/ rules, otherwise the scholarship may be withheld or stopped.

- 12.4** If a scholarship holder discontinues/leaves his/her studies before the completion of the course, he /she will cease to be eligible for scholarship from the date of the discontinuation of his/her studies.
- 12.5** In case of a tie between two or more students the respective scholarship will be divided equally among all qualifying students/ the sum total of scholarship so divided shall not exceed the total allocation of money for the scholarship.
- 12.6** At the beginning of integrated course, based on the respective merit list for admission from among those who have actually enrolled, two Indian candidates topping the respective list of each specialization will be eligible for the scholarships from the Institute for the **Semester I**.
- 12.7** On the performance of Semester I, based on the respective merit list as per the term-ending final evaluation, two Indian students topping the respective list of each specialization, will be eligible for the scholarships from the Institute for the **Semester II**.
- 12.8** At the beginning of and on due promotion to specialization course from among those who have been promoted, the merit list based on students' performance in the **Semester II**, Ten Indian students topping the same list will be eligible for the

Scholarship from the Institute.

- 12.9 At the beginning of and on due promotion to **Semester III** from among those, who have been promoted, five specializations' merit list (based on their performance) in **Semester IV** will be prepared. Two Indian candidates topping the respective lists of each specialization will be eligible for the scholarship from the Institute.
- 12.10 No scholarship is to be given/disbursed at the end of **Semester VI**.
- 12.11 As per the mandate from the Ministry of Information and Broadcasting, a student holding the scholarship may forgo his/her scholarship for economically weaker student provided that student has passed his/her semester without any supplementary examination.

### 13 Festivals

- 13.1 Promotion of students' films in any festival should be processed through the office of Film Research Officer (FRO). The Institute being the Producer is the only authority to decide on Festival participation. A selection Committee consisting of Dean, FRO and faculty members representing various departments will make a final selection of films for festival entries. No student is allowed to send a film on his/her own and he /she may visit the festival only if the festival authorities fully bear the travel and accommodation.

**13.2** Submission of Censorship related documents such as picture-sound timeline, dialogue, synopsis, complete credit and bio-data of the crew are the responsibilities of the student Executive Producer. These documents should be deposited in the FRO's office for processing and obtaining certificate from the Central Board of Film Certification (CBFC). No film shall be and publicly exhibited/promoted without a certificate of CBFC.

**13.3** All the student films will be watermarked and the watermarked copies will be sent to the festivals for the selection. A student can't send the film by himself/herself to any festival or can't put it on social media, sell it, make commercial use of it and earn money. A student will be given a clean copy of the film without any watermark for his/her personal show reel after signing an undertaking document, which will have clauses and terms/conditions regarding the ownership and copyrights of the film. Any kind of misuse and violation of the copyrights in the realms of the knowledge of the institute authorities will lead to punishment/ punitive measures.

#### **14 Medical**

**14.1** A student shall generally be required to be of good mental and physical health and not suffering from any mental ailments or be carriers of infectious disease(s) that may put other persons who come in contact with him/her at the risk of health hazards.

- 14.2** A student may consult with the medical officer of the institute in the campus in case of minor ailments / injuries.
- 14.3** All expenses incurred during to the medical treatment of a student shall be borne by the student and he/ she shall be responsible for the required payment. However, Students are advised to be covered under medical insurance. The Institute is not in a position to provide any financial support to the student for any medical issues. Interested students may contact the administrative office for obtaining Medical Insurance Cover on payment of prescribed premium to National Insurance agencies.
- 14.4** Student should be aware that during their academic programme they will be working with heavy and precious equipments some of which pose potential electrical hazards. Hence responsibility of their personal safety lies with them. Students also need to be very hard-working as the programme calls for, very often, working under hectic schedule. In case of any eventuality / emergency, the institute's liability will be limited only to shifting of the casualty to the nearest available medical unit/ hospital in accordance with the practicality of the circumstance.
- 14.5** The institute has a provision of a Yoga teacher and a consultant psychologist. A student may avail these facilities if required.

## 15 Fees

15.1 Breakup of the fees is done as follows:

Sl. No.	Fee Head	Amount in Rs.
1	Admission fee (one Time)	6,655
2	Security Deposit (one Time)	55,660
3	Tuition fee (Each Semester) Includes Library & Internet Fee	37,500 (33,275+ 3,025 +1,200)
4	Hostel Admission (One time)	1,210
5	Hostel Security (One time) refundable	7,260
6	Hostel Fees (Each Semester). Includes Hostel Rent, Water & Electricity charges, Internet charges	19,660(15,125+ 4,235 + 300)

Total fees to be paid at the time of admission = 1,27,945 Rs.

Fees to be paid from second semester onwards = 57,160 Rs.

15.2 Students are expected to pay the fees within the stipulated time to avoid penalty or finally losing the studentship.

15.3 The fees have to be paid by the student for the period of the academic programme, semester-wise.

15.4 The additional fees (e.g. against damaged equipment or any property of the institute or any other penalty or non-regular fees) also need to be paid within the stipulated time else diploma may not be awarded.

15.5 A fine of 10 Rs. per day will be charged for one month from those students who don't pay fees at the beginning of the semester. After one month, if the

fee is not paid, then the student will be debarred from the hostel and from all the academic activities. The student may re-enroll his/her name paying the enrolment fee within a month.

#### **16. Dissertation Project Completion**

- 16.1** The project completion date is fixed within 3 weeks after completion of Audio Post-Production work. The student crew has to complete the project work, including deliverables, and ensure submission of other requisite documents including censor script and other deliverables for submission to Board of Film Certification within 21 days from the final day of sound post work for the particular project. Project Completion implies the end of tenure of studentship.

#### **17. Crew Formation for Collaborative Projects**

Collaborative Project – all projects are collaborative and each student has equal amount of rights of participation. The project modules are the extensions of regular academic modules where each student is assessed on his/her performance. It is a responsibility of individual students to form a group to work together well in advance. The institute cannot intervene to find solutions to various conflicts existing among students. In case of such conflicts or shortfall of core crew members, the Dean will decide in consultation with respective HoDs on the final formation of crews for project work. In case of incompatibility and other issues, the crew will be decided by a lottery. There is no way that a rigid



preference for crew member/members can have any space in the system. The institute's decision will be final, in case of any dispute, with regard to forming a team for collaborative projects.

#### **18 Checklist of Diploma film Deliverables**

- 18.1 The Department of Editing being the custodian of the deliverables will intimate the Dean's office after submission of all deliverables of the Diploma Project of a particular batch of students in the final semester.
- 18.2 The Dean will initiate the process of conferring diplomas only after receiving the confirmation from the Department of Editing on submission of all the deliverables of diploma project by all the student units of the said batch.
- 18.3 The Dean's office will initiate the process of final assessment of the diploma projects.
- 18.4 The Dean's office will then instruct the Tutorial Section to initiate the process of "Clearance" for all the students.
- 18.5 "Clearance" would mean
- 18.5.1 Academic Clearance**
- a) A particular student has successfully cleared all the modules of all the 6 semesters.
  - b) The academic clearance has to be prepared by the Tutorial section and ratified by the Dean.
  - c) The tutorial section will ensure that a particular student has cleared all the modules of all the

semesters including supplementary examination if required.

- d) The student has made all necessary submissions as per syllabus.

#### **18.5.2 Administrative Clearance**

- a) A particular student is known to have complied with all financial obligations.
- b) No Prohibition – A particular student's Administrative / Statutory / Judicial status is in place and there are no pending proceedings against him/her.
- c) 'No Dues' certificate should be acquired from all the academic as well as other concerned departments (e.g. Library)
- d) The process of Administrative Clearance will be executed by the Tutorial section and ratified by the Registrar.
- e) Both the Clearance Certificates after ratification will be sent to the Institute Director for final approval before conferring diploma to the student concerned.

#### **19. Academic Management System**

The institute website has got a digital academic system where all the details of the Academic activities are uploaded. Each student, after enrolling for the course and paying requisite amount of fees will be given a Login Id and password by the IT Department of the institute. A student can obtain the information

about Academic calendar, class schedule, attendance, semester breaks, holidays, convocation and announcement of results by logging in his/her account. A student can also fill up the feedback form and present his views and opinions about a lecture on a weekly basis.

## **HOSTEL RULES AND REGULATIONS**

(Subject to availability of Hostel facility)

## **1. General Instructions**

- 1.1. The SRFTI Hostel is meant primarily for the accommodation of regular students of the Institute, subject to availability.
- 1.2 The students duly admitted to this Institute may avail hostel accommodation. Outstation (outside Kolkata city area) students are given preference for hostel provision. Note – academic requirement often leads to working beyond normal hours.
- 1.3 The boys' hostel will be under the supervision of the Warden / Caretaker and the Girls' hostel under the Matron / Caretaker.
- 1.4 Both the hostels will be under the supervision of Proctor and Registrar.

## **2. Responsibilities of Warden / Matron of Hostels**

- 2.1 The Warden / Matron/ Caretaker of hostels shall perform such duties as are assigned to them by the Director from time to time and they shall function in consultation with the Proctor / Registrar.
- 2.2 The Warden / Matron / caretaker shall allot rooms to the students, maintain a list of students along with permanent addresses of guardians and such other information as may be required, in a form prescribed by the appropriate authority.
- 2.3 In addition to the specific duties assigned by the Director, the Warden / Matron/ Caretaker shall perform the following routine duties:
  - a) Oversee and ensure hygienic ambience and amenities.

- b) Maintain daily record of the resident students such as students present each day, students absent from the Hall together with reasons for absence.
- c) Ensure that the students observe the regulations and discipline in accordance with the rules framed thereof.
- d) Report to the Dean, Registrar and Proctor all cases of misbehaviour and indiscipline and illness of students residing respectively in his/her hostel.
- e) Ensure safe custody and maintenance of such properties of the respective hostel as are entrusted to him/her and follow-up the repairs within the laid down norms.

2.4 The Warden / Matron/ Caretaker shall have the right to inspect hostel rooms.

2.5 The Warden / Matron / Caretaker shall have administrative control over the staff assigned to the hostel.

2.6 The Warden/Matron shall have administrative control over the staff assigned to the hostel.

### **3. Duty and Responsibilities of Proctor:**

3.1 Monitoring the disciplinary climate prevailing in the students' community.

3.2 Taking preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.

- 3.3 Supervision of students outside of class and assisting in their various recreational, social and other extracurricular activities.
- 3.4 Supervising / interacting with students during leisure time and organizing counseling sessions at the Institute, as and when required.
- 3.5 Obtaining and assimilation of relevant facts about the incidents of indiscipline, evaluating the evidences and thereafter deciding / recommending the quantum of punishment to be imposed on the erring students. Wherever considered necessary, placing the relevant information before the Registrar or the Disciplinary Committee for their decision.
- 3.6 Acting as in-residence counselor, mentor, and guardian for the entire student community in this Institute.
- 3.7 Looking after student safety and well being of the students in the hostels with desired/ required maturity, flexibility, and enthusiasm.
- 3.8 Making arrangements and reviewing the security of the hostel campus from time to time and also extending all possible help to the hostel caretakers / Warden / Matron to ensure security and safety of the students.
- 3.9 Screening of applications for the contract of various canteens /shops in the hostel as well as checking of the credentials of the persons employed in these establishments

- 3.10 Maintaining liaison with the Administration in matters regarding the law and orders situation in the Students Hostel.
- 3.11 Any other duty or responsibility that may be assigned to him/her by the competent authority from time to time.

#### **4. Boarding Rules**

- 4.1 All the boarders of the Hostel are bound by the disciplinary rules of the Institute as exists OR as amended from time to time. They are expected to maintain dignity and decorum conducive to harmonious community living.
- 4.2 Boarders are expected to respect the need for quiet study of fellow boarders and not indulge in any activity likely to disturb them.
- 4.3 Boarders are not permitted to engage any person for service of any kind, personal or otherwise, without the prior sanction of Director.
- 4.4 Boarders shall not use the asset(s) for graffiti and / or scribbling and /or for displaying notices / posters (for which separate notice boards are available in the hostels).
- 4.5 The boarder(s) will be responsible individually or collectively, as the case may be for littering, breakages and damages (not due to fair, wear and tear) of asset(s), for which appropriate fine will be imposed.
- 4.6 Any complaint regarding boarding facilities should be taken up with the Warden / Matron / Caretaker as the case may be.



- 4.7 A complaint register is available with the Warden / Matron/ Caretaker and any complaint with regard to minor repairs may be filled up in the complaint register. If there is delay in attending to the complaints, the matter may be reported to Registrar through Proctor.
- 4.8 Married students will not be allowed to house their spouse and /or children in the Hostel.
- 4.9 Allotted Rooms: Boarders should not change their officially allotted hostel rooms without prior approval of the Warden/ Matron / Caretaker as applicable.
- 4.10 Each boarder is responsible for the care of respective room in which he/she is lodged and of the furniture provided for him/ her.
- 4.11 If any boarder does not require any item provided in his/her room, he/she should request the Warden/ Matron to take back the same.
- 4.12 Shifting of existing furniture from one room to another can only be done with the prior permission of the Warden/Matron/ Caretaker as applicable.
- 4.13 Boarders, on leaving the room, even for a few minutes shall switch off the lights and other electrical appliances in the room, if they are not in use.
- 4.14 Boarders shall not tamper with the electrical and other fittings.
- 4.15 Permission for using electrical appliances must be obtained in advance from the Director through the Warden / Matron / Caretaker as applicable. As may

be directed by the Director an additional payment over and above standard electricity charges may have to be made for the use of such appliances.

- 4.16 Boarders shall be responsible for ensuring that water is not wasted by leakage in the water supply fittings or by careless or extravagant use. On detection of such and other defect(s) in the building fixtures and fittings, electrical installations, etc. one should report to the Warden / Matron / Caretaker for necessary action.
- 4.17 At the end of the term or as notified, all the boarders must vacate their rooms and hand over the keys to the Warden / Matron / Caretaker as applicable.
- 4.18 A boarder intentionally not completing his/her projects/exercise before the end of the final term has to find alternative accommodation outside the Institute campus for the extended period.
- 4.19 Boarders are not entitled to bring or allow members of their families to stay with them in the Hostel; any such act shall amount to trespassing.
- 4.20 Boarders cannot have a visitor / guest with him/her in the hostel room without the written permission of the Director / Proctor, and even in cases where such permission is granted it shall not be more than one night under any circumstances.
- 4.21 Visiting parents / Guardians of students may be permitted to stay in the Guesthouse for a maximum period of 3 days subject to availability of rooms and on merit of each case. Such permission must be

obtained from the Director by making prior written request.

- 4.22 The decision of the Director to either grant or refuse permission in individual cases shall be final and binding on the student applicant concerned.
- 4.23 No pets are allowed to be kept and maintained in the hostel premises.
- 4.24 Students are not allowed to create any kind of Graffiti that contains abusive language, obscene pictures, vulgar slogans and graphical / verbal display of any sort that hurts or are likely to hurt sentiments of others.
- 4.25 Subject to availability of rooms, the Director at his/her discretion may permit the following categories of persons to stay in the Hostel on payment of approved charges.
- a) Other institutional students when they come to attend approved courses / semesters/ workshops;
  - b) Those attending short courses / seminars / workshops;
  - c) Ex-students of the SRFTI visiting Kolkata for work connected with the SRFTI.
- 4.26 Students are not allowed to be absent from the hostel for the night without written permission from the Warden / Matron / Proctor as the case may be and if it is not an academic requirement.
- 4.27 Every resident student must report to the Warden / Matron / Caretaker before proceeding on leave /

vacation and on return to the hostel after such leave / vacation.

**4.28** Students leaving the station temporarily are required to leave their out-of-station address with their respective Hostel Warden / Matron/ Caretaker

**4.29** In case a student decides to leave the campus in an emergency after office hours, he/ she must inform the concerned Warden / Matron/ Caretaker over phone and leave a letter at the Security office near the main gate or at any such place as may be advised by the Warden / Matron/ Caretaker seeking permission to leave the campus mentioning there-in the nature of emergency clearly.

**4.30** A student who finally vacates his/her accommodation after completing the session will, before leaving the hostel, pay all his/her dues and get a certificate of No Claim and to the effect that 'all furniture and equipments / fixtures provided in the room allotted to him/her, as also the room itself are in good condition'. The certificate will be issued by the concerned hostel Warden/ Matron / Caretaker in charge.

**4.31** In case of pregnancy, a student will have to vacate the hostel. Under no circumstances will a pregnant student be allowed to stay in the hostel.

## **5. Vehicles**

**5.1** Owner should notify the Warden / Matron about respective vehicles to enable the Warden/Matron to

ascertain the identity of the vehicle parked / entering the campus; AND boarders should note that –

- a) Vehicles must be parked in the space allotted in the campus and not anywhere else.
- b) Vehicles are not allowed to be taken to the hostels except when they carry or have to carry heavy luggage of the trainees / students.
- c) It is mandatory to register at the main gate, the movement of every vehicle entering / exiting inside the campus - absolute cooperation is expected from the boarders in this respect.

#### **6. Hostel Fees Rules**

- 6.1 A student shall pay the full amount of hostel charges / rent as notified; there is NO provision for proportionate payment.
- 6.2 Hostel rent once paid will not be refunded under any circumstances. Proportionate refund is not allowed if a student leaves the hostel in the middle of a term.
- 6.3 Students permitted to keep their accommodation during vacation shall make payment of vacation rent as may be notified.
- 6.4 Hostel fees & other charges have to be paid only in Indian Currency .

**A STUDENT'S GUIDE TO SEXUAL  
HARASSMENT**

## **1. What Constitutes Sexual Harassment**

- 1.1** Sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:
  - a) Physical contact and advances; b) a demand or request for sexual favours; c) sexually coloured remarks; d) showing pornography; e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- 1.2** When any of these acts is committed in circumstances where the victim has a reasonable apprehension that in relation to the students' academics, such conduct can be humiliating and may constitute a health and safety problem.
- 1.3** It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her assessment when it creates a hostile work environment.
- 1.4** Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.
- 1.5** Thus, sexual harassment need not involve physical contact. Any act that creates a hostile work environment - be it by virtue of cracking lewd jokes, verbal abuse, circulating lewd rumors etc. counts as sexual harassment.
- 1.6** The creation of a hostile work environment through unwelcome physical verbal or non-verbal conduct of

sexual nature may consist not of a single act but of a pattern of behavior comprising many such acts.

1.7 Thus, it is important that the victim report such behavior as soon as possible and not wait for it to become worse. The guidelines suggest that the complaint mechanism should ensure time bound treatment of complaints, but **they do not suggest that a report can only be made within a short period of time since the incident occurred.**

1.8 Often, the police refuses to lodge FIRs for sexual harassment cases, especially where the harassment occurred sometime ago.

## **2. Internal Complaints Committee and Local Complaints Committee**

The Sexual Harassment Act requires the institute to set up an 'Internal Complaints Committee' ("ICC") at each office or branch having more than 10 employees of any gender.

The Sexual Harassment Act, 2013 also sets out the constitution of the committees, process to be followed for making a complaint and inquiring into the complaint in a time bound manner.

## **3. Anti-sexual Harassment Policies**

3.1 Creation of a gender awareness committee with one member from Management, two faculty members and Registrar and an External member may be from an NGO or a lawyer. Such meetings are to be convened twice in a year with adequate minutes.



- 3.2 Sexual harassment specified as a form of misconduct under the employment contract or service rules, or the standing orders (if standing orders are applicable to your business)
- 3.3 Display sufficient notices and posters informing employees and students about the organization's stance on sexual harassment and the consequences of indulging in such acts
- 3.4 System or process of providing assistance to an employee who has been sexually harassed, in approaching complaints committees and in dealing with psychological and other effects of sexual harassment
- 3.5 The organization provides assistance to the harassed employee and/or student to make a criminal complaint at the police station and employees and students are informed on this.
- 3.6 Awareness campaigns on anti-sexual harassment to be framed by putting posters on notice boards, adding pages in rule book, placement newsletter etc. by highlighting Vishaka guidelines and penalties for all staff members and students.
- 3.7 One internal meeting has to be convened by this committee by the end of every month with the student class representatives, mentors and the Grievance cell members.
- 3.8 The complaint mechanism should be through written format by the victim to be submitted to this committee. And the victim also has to keep proper evidences for the complaint.

#### **4. Interim Reliefs**

- 4.1** The Sexual Harassment Act empowers the ICC to recommend to the institute, at the request of the aggrieved victim, interim measures such as granting leave to the aggrieved woman up to a period of 3 months.
- 4.2** In addition to ensuring compliance with the other provisions stipulated, the Sexual Harassment Act casts certain obligations upon the institute to, inter-alia,
- a) Provide a safe academic environment
  - b) Display conspicuously at the institute premises, the penal consequences of indulging in acts that may constitute sexual harassment and the composition of the Internal Complaints Committee.
  - c) Organize workshops and awareness programs at regular intervals for sensitizing employees on the issues and implications of workplace sexual harassment and organizing orientation programs for members of the Internal Complaints Committee.
  - d) Treat sexual harassment as misconduct under the institute rules and initiate action for misconduct.
  - e) The Director of the institute is also required to monitor the timely submission of reports by the ICC.
- 4.3** If the Director fails to constitute an Internal Complaints Committee or does not comply with any

provisions contained therein, the Sexual Harassment Act prescribes a monetary penalty of up to INR 50,000. A repetition of the same offence could result in the punishment being doubled and / or de-registration of the institute.

#### **5. Preventive Steps**

- 5.1 Sexual harassment should be affirmatively discussed at students' meetings, classes, practicals, workshops and so on.
- 5.2 Guidelines should be prominently displayed to create awareness about the rights of female students and faculty.
- 5.3 The employer should assist persons affected in cases of sexual harassment by outsiders.
- 5.4 Names and contact numbers of members of the complaints committee must be prominently displayed.
- 5.5 Orientation programmes should be organized at regular intervals to sensitize students, faculty, staff and officials to sensitize them about sexual harassment. There must be an effort to enhance communication strategies to combat violation against women.

### GENDER AWARENESS COMMITTEE

Name	Designation	Phone No.	Email ID
Prof. Tangella Madhavi	Asst. Professor	09833428930	manzilechar@gmail.com
Shri Ranajit Charai	Art Director	09038553049	ranajitgharai@gmail.com
Priyanka Dasgupta	Student Member	8334964141	priyankadasgupta19@gmail.com
Asif Kalam	Student Member	8277002955	asifkalam@gmail.com
Shri Somaditya Majumdar	Registrar	9903042124	registrar@srfti.ac.in

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### STUDENTS' GRIEVANCE COMMITTEE

Name	Designation	Phone No.	Email ID
Prof. Oindrilla Hazra Pratapan	Associate Professor	09748532280	oindrillahazrapratapan@gmail.com
Geetanjali Chaudhary	Student Member	8765145923	geetanjaliasco16@gmail.com
Shri Somaditya Majumdar	Registrar	9903042124	registrar@srfti.ac.in

All the rules and regulations mentioned in this handbook are subject to change from time to time.

**IMPORTANT CONTACT NO.s AND EMAIL ADDRESSES**  
**SRFTI Students' Body 2019-20**

Name	Designation	Phone No.	Email ID
Mahesh Krishna	President	8762988720	m53indigen@gmail.com
Manas Krishna	Vice President	8765842669	—
Aakash Chhabra	General Secretary Film	8818026796	aakashchhabra949@gmail.com
Anirban Gupta	General Secretary EDM	9967982135	anirbangupta93@gmail.com
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Purna Shukla	Library Secretary		
Sanchari Mukherjee	Library Secretary	9073534186	
Deeksha Negi	Cultural Committee	8894497501	
Vipin Vijayan	Cultural Committee		
Keshav	Sports Committee	9089917231	
Valerian Raj Felix	Sports Committee	9073100971	



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