



Academic and Associated Bye-Law

Consistent with the Objects 3.(32) as in Memorandum Of Association (MOA) of Satyajit Ray Film and Television Institute (SRFTI) AND in exercise of the power conferred by Regulation 36.(1) of Regulations of SRFTI, the Governing Council hereby frame, adopt and enact the "Academic and Associated Byelaw" on this 17 day of the month of October of the year 2006 as approved in the 31st meeting of the Governing Council.

SATYAJIT RAY FILM AND TELEVISION INSTITUTE, KOLKATA
AN ACADEMIC INSTITUTION OF MINISTRY OF I & B, GOVERNMENT OF INDIA
Under Registration of Societies (WB) Act XXVI of 1995-96
(Regn. No. S/80900 of 1995-1996)
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**SATYAJIT RAY FILM AND TELEVISION INSTITUTE
ACADEMIC AND ASSOCIATED BYELAW**

PART – I
Preliminary

Chapter-1. Preamble

1.1.1 Short Title.

This byelaw shall be called Academic and Associated Bye-law.

1.1.2 Commencement.

This byelaw shall be deemed to have come into force with immediate effect.

1.1.3 Application.

This shall apply to all students and trainees AND such other person who is a bona fide beneficiary with respect to training / teaching not inconsistent with the Objects of SRFTI.

1.1.4 Definition.

In this byelaw unless stated otherwise,—

- a) 'Institute' shall mean Satyajit Ray Film and Television Institute (SR:FTI) Calcutta (renamed Kolkata); all following definitions are with respect to Institute.
- b) 'Governing Council' shall mean Governing Council of the Institute; hereinafter stated as GC.
- c) 'Academic Council' shall mean Academic Council of the Institute; hereinafter stated as AC.
- d) 'Chairman' shall mean Chairman of the Institute.
- e) 'Director' shall mean Director of the Institute.
- f) 'Dean' shall mean Dean of the Institute.
- g) 'Registrar' shall mean Registrar of the Institute.

- h) 'Faculty-member' shall mean the regular teaching staff not below the rank of Lecturer AND including the visiting guest(s) of eminence for academic requirement WHEREAS the 'technical-staff' shall mean those other than Faculty members who pertain to teaching/training.
- i) 'staff' shall mean person any other person other than stipulated in above 'h)', appointed / engaged by the Institute; officer shall mean such designated staff.
- j) 'student' shall mean a person selected through due process of admission AND that person's name is duly registered with the Institute.
- k) 'foreign student' shall mean student of foreign nation registered through proper channel and procedure.
- l) 'campus' shall mean the premises of the Institute.
- m) 'assets' shall mean the property, furniture & installations including vehicles.
- n) 'records' shall mean office documents / instruments; library inventory including audio & OR visual &/OR textual; publications &/or publicity material;
- o) 'equipment' shall mean machines, tools & accessories in respect of teaching, maintenance & office use.
- p) 'fees' shall mean pecuniary obligations of student in respect of training, hostel accommodation but EXCLUDING additional pecuniary penal orders.
- q) 'session' shall mean the a period of cumulative academic years for which a student has been registered.
- r) 'academic year' shall mean a period of twelve months commencing on the day as notified.

- s) 'term' shall mean a part of the session culminating in definitive exercise / project.
- t) 'exercise' & 'project' shall mean coordinated team work including & among the students of all discipline of same session AND as prescribed in the syllabus.
- u) 'sessional' shall mean an academic write-up by the student.
- v) 'guardian' shall mean parent / legal guardian as mentioned in the original application form.
- w) 'local guardian' shall mean persons as mentioned in the original application form with Kolkata address.
- x) 'guest' shall mean official invitee of the Institute in respect of work & functioning of Institute.
- y) 'visitor' shall mean person visiting the campus on invitation from &/or relative to student on specific purpose / task.
- z)
 - i. 'part' shall mean part of this byelaw;
 - ii. 'chapter' shall mean chapter of this byelaw;
 - iii. 'rule' shall mean serial rule(s) of this byelaw;
 - iv. 'regulation' shall mean serial regulations as in 'Regulations of SRFTI';
 - v. 'objects' shall mean serial objects as in Memorandum Of Association, SRFTI;

Explanation:

- i. words & expression used hereinafter but not otherwise defined shall have the meaning not inconsistent with the MOA & Regulations.
- ii. in these context "He", "His" shall also mean "She", "Her" respectively.

Chapter -2 Admission.

1.2.1 Admission committee hereinafter referred to as Ac shall be the only authorised committee to effect admission

as stipulated in these byelaws OR as may be directed by the GC.

1.2.1.1 Ac shall be consisting of following members:-

- i. The Director,
- ii. Dean,
- iii. Registrar,
- iv. All HoDs,
- v. SAO.
- vi. Two external experts having experience in institutional teaching as co-opted by the members as mentioned above 1.2.1.1i-v.

1.2.1.2 The Director shall be presiding the meetings. In absence of The Director, Dean shall be presiding at the meetings. Director &/OR Dean and four other members including one external-member present shall constitute the quorum.

1.2.1.3 Ac shall have the powers—

- i. to set norms & procedures for candidature / selection
- ii. set/relax age limit
- iii. determine intake for each specialisation if some students are allowed to repeat term
- iv. to execute set norms & procedures effecting final selection and subsequent admission of selected candidates

1.2.1.4 Ac shall constitute two sub committees— Admission(Co-ordination) hereinafter referred to as Ad(Co) & Admission(Selection) hereinafter referred to as Ad(Sel). Ac may co-opt additional members for the sub committees respectively from among the staff/faculty members. Office assistance for the sub committees shall be carried out respectively by – Superintendent Administration for Ad(Co); Superintendent Tutorial for Ad(Sel).

1.2.1.5 The terms of reference of the functions of Co-ordina-

tion committee shall be—Foreign-students related matters, arrangement co-ordination of Entrance test centres, provisions & arrangements for centre-supervisors, TA/remuneration/incidental allowance for paper-setters/evaluators/interviewers/external experts, honorarium for staff; accommodation, hospitality & amenities, staff & job allotment.

- 1.2.1.6 The terms of reference of the functions of Selection committee shall be—selection/allotment of centre-supervisors, selection of panel of paper-setter/evaluators/interviewers; policy / general guideline on paper-setting & evaluation; obtaining sample question paper from the panellist(s); moderating for the entrance test paper / modalities of second & subsequent stage of selection.
- 1.2.1.7 Dean shall be the overall in-charge & controller of admission **AND** shall be the common member of all sub committees with respect to admission **AND** shall be presiding over meetings of the sub-committees. Dean shall be the moderator along with respective subject-HcD **AND** shall be the custodian of the papers/scripts till the admission procedure is complete after which those will be kept in accordance with usual process of record keeping.
- 1.2.1.8 Ac shall meet as often as necessary following a forty-eight hour notice calling the meeting.

1.2.2 Eligibility criteria

- i. The applicant shall have —
 - (a) **minimum educational qualification of Bachelor's degree in any discipline from a recognised university OR equivalent;**
NOTE: for course in Audiography in addition to above (a) criteria, the candidate should have had Physics as one of the major subjects in 10+2 level.

- (b) good physical and mental health.
- ii. A candidate NOT qualifying as per the above criteria 1.2.1i(c) shall be refused admission.
- iii. All qualifying candidates seeking admission should submit a status report on health in the prescribed form duly signed in.
- iv. All qualifying candidates seeking admission should submit the duly executed BOND as prescribed.

1.2.2.1 Admission procedure

- i. Admission will be given to qualifying candidates selected through the following mandatory stages of screening in that order —
 - (a) Application in prescribed form AND process;
 - (b) Written-test: the written test will consist of two papers—
PAPER I: General Knowledge & Mental Aptitude- duration one hour.
Common for all candidates; based on Art & Culture, Society & people with special focus on India.
PAPER II: Specific Area Aptitude- duration one hour.
Separate papers as per area of specialisation applied for i.e. for each of Direction & Screenplay Writing, Cinematography, Editing, Audiography.
 - (c) Interactive Orientation Session(IOC): to be conducted in campus;
 - (d) Viva-voce(Vv);
 - (e) Medical consideration.
- ii. Applicant has to buy application forms from the Institute; payment so made is non-refundable; payment has to be made in advance through DD as prescribed; remittance for Prospectus & Application

form & Entrance test fee in any form other than specified will NOT be accepted.

- iii. Completed & signed application form has to be submitted to the Institute within stipulated date along with all supporting documents/photographs as required as mentioned in the prospectus.
- iv. Incomplete applications and those received after the last date of submission shall be rejected.
- v. Application from ineligible candidates shall be rejected.
- vi. After scrutinising the application forms eligible candidates only will be sent Admit card for written-test by post only to the residence address.
- vii. Institute shall neither make any allowance nor shall be responsible for postal delay in sending/ receiving the Application forms &/OR Admit card for written-test. If an applicant does not receive Admit card seven days before the date of Entrance test, he should contact the Institute.
- viii. Entrance test:
 - (a) Applicant(s) will NOT be allowed to appear for the written-test unless he produces the valid Admit card to the Centre-Supervisor of the Examination centre before entering into the examination hall.
 - (b) Standard norms & practices should be observed by the candidate(s) during the written test otherwise the Supervising officer may disqualify the candidate there only.
- ix. Duties of Centre Supervisor:
 - (a) to guard against occurrence of any kind of mal-practice / misconduct in the examination hall;
 - (b) to arrange for obtaining signatures of the candidates in the attendance roll AND verifying

their identity; Supervisor shall counter sign such attendance roll;

- (c) to ensure proper collection of answer sheet from the candidates at the end of examination AND that no candidate leaves the examination hall without submitting his answer script;
- (d) to ensure that written answer scripts are contained in due packets that are prepared & sealed properly; carry those packaged scripts safely back to Institute;
- (e) to perform such other duties as may be assigned to him.

x. The written test for eligible candidates is to be held at designated centres at different cities in India; confirmation of examination centres will be subject to approval of the Director; Institute reserves the right to cancel any examination centre without showing any reason and accommodate the candidates thereof in the nearest centre and inform the candidates accordingly. For foreign candidates respective Indian Embassy may be contacted through ICCR to assess the candidature if necessary.

xi. Only those who qualify in the written-test will be informed and asked to appear in the Interactive Orientation Session & Viva-voce.

xii. Institute will not provide for any transport OR other allowances to the candidates for attending either written-test or IOC & Vv.

xiii. Institute will make arrangement for lodging only in campus during the period of IOC & Vv.

xiv. Institute shall not enter into any correspondence in connection with admission & final selection.

xv. Recommendation / advocacy / solicitation shall disqualify the candidate for admission to the Institute.

1.2.2.2 Final Selection:

- i. final selection will be made based on the candidate's performance both in IOC & Vv.
- ii. Each selected candidate is required to submit a BOND that he/she agrees to abide by the regulations stated in the aforesaid byelaw during his/her entire stay at the Institute.
- iii. On receipt of such undertaking, final offer of admission will be made to candidates who qualified as stipulated above in 1.2.2.2 i.
- iv. The admission will be provisional and will be confirmed only on submission of the Medical Certificate declaring the student 'Medically Fit' for the course.

1.2.3 Registration

- i. All candidates offered admission for Institute's courses are required to register for the session at the commencement of the session on the day announced in the academic calendar for such registration.
- ii. Registration will be organised at the Tutorial section.
- iii. Only those candidates who have made all required advance payments for admission would be entitled to register.
- iv. Duly completed and signed registration form along with proof of required payment has to be submitted at the registration desk.
- v. After completion of registration a duly selected candidate's studentship is confirmed and he becomes a bona fide student of Institute till such time when he himself abandons the training OR it is revoked on disciplinary ground; bona fide

studentship will automatically be terminated after a student is rusticated OR expelled.

- vi. Completion of registration confirms the completion of admission.

1.2.3.1 Term Registration:

- i. Registration for each term should be done on dates as notified at the Tutorial office.
- ii. Late registration may be permitted with the approval of the Director, for a period not exceeding five working days from the last date for registration on payment of late registration charges of Rs.100 for each day of delay.

PART – II

Academic Governance

Chapter - 1 Academic Council

- 2.1.1 The AC shall be the statutory academic body of the Institute and shall have subject to the provisions of this byelaw and the regulations, the control of the maintenance of standards of learning, instruction, examination & evaluation in the Institute.**

- 2.1.1.1 AC shall have the power for academic policy formulation AND shall be the authority for making decision(s) regarding academic rules.**

- 2.1.1.2 AC shall frame and revise syllabus & curricula for the courses of studies of the Institute.**

- 2.1.1.3 AC shall have the power to constitute Review Committee whose terms of reference on academic performance will be specified and the recommendation of the committee may be accepted/rejected partly/fully by the AC or by the delegated authority on that behalf.**

2.1.1.4 AC shall be deciding —

- i. the panel of external member(s) of the Board of Assessment for the Diploma film;
- ii. the name(s) of the candidate(s) qualified & fit to be awarded & receive the Diploma;
- iii. matters relating academic policy, curricular design and academic discipline.

2.1.1.5 AC shall undertake periodic review of —

- i. academic programmes including training schedules, methods & procedures of examination, exchange programme;
- ii. academic support services including library, computer facility, teaching aids, classrooms, teaching & training infrastructure;
- iii. research, publication & promotion including writing books / articles / papers, publishing journals, promoting student-films, producing socially relevant films;
- iv. faculty refreshing & enrichment including consultancy, deputation, training, special assignment;
- v. planning & development including manpower planning, work norms, national & international collaboration / workshops, conferences & seminars, new programme;

2.1.2 Composition of AC:

Following shall be the constituting members of the AC—

- i. The Chairman of Governing Council.
- ii. Director, SRFTI.
- iii. Dean, SRFTI.
- iv. The Faculty Heads of the Department –
(a) Direction & Screenplay Writing;

- (b) Cinematography;
- (c) Editing;
- (d) Audiography;
- (e) Production

- iv. Two Ex-students/alumni from two different specialisation;
- v. Two present students – from three different specialisation not represented by ex-students;
- vi. Panel of four external experts on Cinema representing each of the specialisation- at least one should be present for the meeting;
- vii. One Educationist from FTII, Pune.

2.1.2.1 Provisions:-

- i. There shall be a roll of the members and during meeting every member shall sign the roll as prescribed.
- ii. NO person shall be deemed to be a member or be entitled to exercise any of the rights / privileges of a member unless the person has signed the roll aforesaid.
- iii. Membership ceases as per Regulation 8 & 9.
- iv. Vacancies shall be filled in accordance with the provisions of the Regulation 10.
- v. Term of a student member —
 - (a) shall be normally for one year provided that the student member shall cease to be a member of AC when he ceases to be a student of the Institute.
 - (b) term of the student member shall commence on such date as may be notified.

2.1.3 Conduct of Meetings of The Academic Council:

- i. The Academic Council shall meet at least twice in a year and at such times as may be decided by the Chairman.

- ii. The Chairman shall be the Chairman and holder of the Chair of the AC.
- iii. The Dean shall be the Secretary and the convenor of AC meeting.
- iv. Notices of meetings shall be issued as per directions of the Chairman at least 30 (thirty) days before the meeting indicating the date, venue and time of the meeting. The agenda to be discussed there shall be circulated at least 7 (seven) days prior to the date of the actual meeting.
- v. Notice of a motion to be included in the agenda for a meeting along with a detailed note thereon should reach the Dean at least 21(twenty one) days before the meeting.
- vi. The right of entertaining an item on the agenda or withdrawing it shall vest with the Chairman. In case an agenda item submitted by a member is not admitted, he will be informed of the reasons thereof.
- vii. The Chairman has the same right of moving motions or amendments and of otherwise taking part in the debate as any other member.
- viii. **QUORUM:** Half of the total members shall form the quorum with at least one of the members from the panel of external experts should be present for the AC meeting.
- ix. An adjourned or continued meeting shall not require a quorum and shall restrict its deliberations to the agenda circulated earlier except with permission of the Chairman.
- x. The Chairman or in his absence an ex-officio member as nominated by him shall regulate the conduct of business.
- xi. At every meeting of the AC the business to be

entertained shall be drawn up in the following order:

- (a) Confirmation of the minutes of the previous meeting or adjourned meeting.
- (b) The SECOND ITEM on the agenda shall be a review of implementation of decisions taken as in minutes of the last meeting.
- (c) Consideration of the report of the working of the Institute during the period preceding the meet.
- (d) Any motion for a change in the order of business, provided that such motion shall not affect the order indicated herein above, or give priority to any item of business over the item mentioned in (a) to (c) above or any of them.
- (e) Any business or motions of which due notice has been given in the order in which such business and motions are entered in the statement of business and motions to be brought forward subject to the provisions of this Regulation.

xii. Every motion shall be formally moved by the member in whose name it stands, or if he is absent or declines to move it, it may be moved by any other member and thereafter the motion shall be open to discussion AND debate may proceed on the original proposal and the amendment together.

xiii. A motion substantially IDENTICAL in part with one already disposed of may be moved at the same meeting, or at any adjournment thereof, with the OMISSION of such part.

xiv. No member shall ordinarily speak for unusually long time while proposing OR speaking on a motion on the agenda or while moving an amend-

ment OR while replying to a debate, provided always that the time limit shall be operative only when the Chair, either *suo moto* or at the instance of a member, rules that the time limit has been exhausted by the speaker concerned.

- xv. No member shall speak on a question after the mover has entered on his reply.
- xvi. If, in the opinion of the Chair, a member keeps on repeating himself, the Chair may call him to order and he shall forthwith stop such repetitions.
- xvii. If there be more than one amendment, the Chair shall determine the order in which these amendments are to be taken up for discussion. Each amendment, after discussion, if any, be voted upon and disposed of separately.
- xviii. If no member rises to speak on the motion, after it has been started from the Chair, the Chair shall proceed to put the question to vote.
- xix. Ordinarily all decisions shall be by consensus. However, the Chair may put a motion / resolution to vote.
- xx. All members, except the Secretary who is not a member, shall have a right to vote. The Chair will have a casting vote.
- xxi. On putting any question to vote, the Chair shall call for an indication of the opinion of the members by such a process he may deem fit & practical and shall declare the result thereof according to his opinion. If the votes are actually counted the number of votes on either side shall be recorded in the minutes.
- xxii. Each member shall be required to observe decorum during the conduct of meetings and shall confine his discussion to the views relevant to the

matter. He may, however, raise a point of order to be adjudicated upon by the Chair in a manner deemed fit.

- xxiii. The Chair shall have the right, in case of misconduct on the part of a member, to admonish or censure or desist him from attending a particular session/meeting.
- xxiv. The Chairman at his own or through a requisition from one-third of the total members may call Special/Emergency meetings at any time deemed fit notwithstanding the normal time parameters BUT the business to be transacted at such meetings SHALL NOT BE ANYTHING OTHER THAN THAT WAS REQUISITIONED.

2.1.4 Amendment:

- i. An amendment must be relevant to and within the scope of the motion to which it is proposed.
- ii. An amendment in the alternative shall not be moved.
- iii. No amendment shall be proposed which would reduce the proposal to a negative form.
- iv. No amendment shall be proposed which raises a question already disposed of by the meeting or is inconsistent with the Objects &/OR Regulations AND any resolution already passed by a meeting of the GC.
- v. Every amendment shall be in such form that it modifies the original motion by any or all the following methods:-
 - (a) by addition of words;
 - (b) by deletion of words;
 - (c) by substitutions of the words and the mover of the amendment may state the motion or the part thereof effected as it would stand when so amended.

vi. When all the amendments for which due notice has been given have been considered and passed in AC, the original motion or the original motion as amended in course of debate in AC both shall be placed before the GC for consideration & ratification.

2.1.5

Points of Order:

- i. Any member may call the Chair's attention to a point of order even whilst another member is addressing the meeting but beyond stating the precise point of order raised he shall not make a speech. Such a call pronounced by the Chair to be vexations, and any interruption or obstruction to the progress of the business pronounced by the Chairman to be unseemly or unreasonable, shall be deemed a breach of order.
- ii. The Chair shall be the sole judge on every point of order and may call any member to order, and if a member so called to order shall, in speaking, disregard such call, the Chair may direct him to stop and thereupon another member may speak.
- iii. In the event of any contemptuous disregard of a ruling or call to order by the Chair, he may request the member so offending to leave the meeting and on such request the member named by the Chair shall be suspended from his functions as a member during the meeting and shall be bound to withdraw immediately.

2.1.6

Exclusion:

Present-student member of AC shall NOT have the right to be present at the meeting of AC when it is up for consideration any of the following—

- i. Faculty matter
- ii. Process of actual evaluating / assessment

- iii. Appointment of examiner(s) / assessor(s) / interviewer(s) in actual process of examination.
- iv. In matters of Admission.

2.1.7 Validation:

NO act of any of the authorities or any bodies, or any committees appointed by such authorities or constituted under the provisions of Regulations or Byelaws shall be invalid merely by reason of:-

- i. any vacancy therein or defect in the constitution thereof, OR
- ii. any defect in the election, nomination or appointment of a person acting as a member thereof, OR
- iii. any irregularity in its procedure not affecting the merits of the case.

2.1.8 Withdrawal:

A motion which has been duly placed before the AC can be withdrawn from the consideration of the AC with its consent if the mover states his wish to do so.

2.1.9 Dissolution / Adjournment:

- i. A proposal 'that this meeting be now dissolved' may be moved at any time with the permission of the Chair as a distinct motion, but NOT as an amendment NOR so to interrupt a speech NOR in the midst of debate. If the motion be carried, the unfinished business before the meeting shall be dropped.
- ii. A proposal 'that the meeting be now adjourned to some specified time' may be moved at any time as a distinct question but not as an amendment, nor so as to interrupt a speech. If it is negative, the debate shall be resumed.
- iii. No amendment shall be moved to a proposal under preceding rule, except one for substituting a different time for that to which it is proposed to adjourn the meeting.

- iv. A meeting renewed or continued after an adjournment is to be deemed as one with that preceding the adjournment, provided that if the meeting to be adjourned to such date as to admit of the notice, if any amendment otherwise in order may be moved at any adjourned meeting if the notice so required duly given.
- v. The motion 'that the meeting pass to the next business or item on the statement' may be made at any time as a distinct question, but neither as an amendment nor so as to interrupt a speech. If such a motion is carried, the proposal under consideration and the amendment thereto shall not be further dealt with at the meeting.
- vi. No motion for dissolution or for the adjournment of the meeting, or for the suspension of the sitting, or to pass to the next business, shall be made or spoken to DURING A DEBATE by any member who has spoken in the debate. Any such motion shall take the place of any question that may be before such question is further dealt with.

2.1.10 **Minutes:** Not more than 15 (fifteen) days after the conclusion of the meeting the Secretary shall place the draft of the proceedings/minutes before the Chairman for confirmation to initiate implementation and shall circulate the same to all members of the Academic Council. Formal confirmation, however, will be done at the next regular meeting as the FIRST ITEM of the agenda.

2.1.11 Ordinarily any matter decided shall not be re-opened before the expiry of six months except with prior permission of the Chairman, for reasons to be recorded in writing.

2.1.12 The power to interpret, amend, repeal or add to these rules shall vest in the Academic Council save as rule 2.1.4 in case of amendment.

Chapter - 2 Dean:

2.2.1 **The Dean shall be the executive in-charge of the academic programme.**

2.2.1.1 The Dean shall be the ex-officio member of all academic activity committees formed by GC.

2.2.1.2 Dean shall be the authority to approve academic programmes **AND shall be the controlling officer of the academics AND** is authorised to exercise his discretion.

2.2.1.3 Dean shall have the privilege of enjoying full cooperation from all Faculty-members, staff (administrative/non teaching) & officers, who will be required to assist and carry out instructions arising from the Dean's office.

2.2.1.4 The Dean shall be reporting to the Director.

2.2.2 **Dean's Functions:** The Dean shall interface with the academic and non-academic administration for facilitating smooth functioning of the Institute's academic activities.

2.2.2.1 The Dean shall intervene in addressing un-anticipated problems and troubleshooting.

2.2.2.2 The Dean shall coordinate between the departments as and when the need arises, including help resolve any conflict that may emerge.

2.2.2.3 The Dean shall be interfacing and networking with institutions outside for mutually beneficial exchange, seeking and developing consultancy and research projects & planning new programmes.

2.2.2.4 The Dean shall coordinate & follow-up various administrative need of academic activity including planning for new infrastructure, faculty development, assisting in major academic events such as conferences / meetings / seminars / workshops / publication / promotion.

2.2.3 In case of the Dean's absence one of the senior Faculty members as may be nominated and notified through office order by the Director, shall be officiating as the Dean and discharge all such daily functioning.

2.2.4 The Director AS DULY APPROVED BY THE GC will delegate appropriate financial and administrative power to the Dean.

Chapter - 3 Departments

2.3.1 The Institute shall have the following departments–

- a. Direction & Screenplay-Writing
- b. Cinematography
- c. Editing
- d. Audiography
- e. Production

2.3.1.1 The institute may establish other Departments of advance study & research in different related branches.

2.3.1.2 Every department will have some academic programme or the other on every working day of the Institute.

2.3.2 **Work unit:**

- i. The basic unit of work in all department will be one-hour Lecture period.
- ii. Tutorial / practical hours will be treated as $T!$ of one teaching-hour for the purpose of computing workload.
- iii. Workload computing for HoD out of administrative work will be as—every three hours of administrative work will be equivalent to $1\frac{1}{2}$ Lecture hour.
- iv. Seminar of two-hour duration will be treated as equivalent to one teaching hour.

- v. Conducting workshop for in-service (TV) / short-term courses will be treated at per based on prior schedule.
- vi. Works / production for Community-radio / Captive TV shall be treated at per based on prior schedule as approved and published.

2.3.3 **Head of the Department (referred to as HoD):** Each department of the institute shall be placed in charge of a Head who shall be the senior-most from among the respective Professor / Associate Professor / Assistant Professor in that order of priority provided that in the opinion of the Director the situation so demands he may place it directly under the charge of the Dean.

2.3.3.1 In case of absence of the HoD the senior most respective Faculty-member to be notified through office order by the Director, shall be officiating as the HoD and discharge all such duties of proper functioning of the department.

2.3.3.2 The HoD shall be in overall charge of the department AND shall be the controlling officer to exercise general supervision over the Faculty-member & staff of the respective department;

2.3.3.3 HoD shall report to the Dean in case of respective Faculty-members AND to Registrar in case of other staff of the department regarding gross negligence/ misconduct in respect of their assigned duties; the HoD shall be accountable for the entire working of respective department.

2.3.3.4 **Duties of the HoD:** Following shall be the duties of HoD AND he shall be responsible to take effective measures to ensure —

- i. proper utilisation of existing physical & human resources;

- ii. prior programming of curriculum for the calendar year AND weekly routine; notify such programme/routine;
- iii. allocation of teaching work to the Faculty and assign such other duties as may be necessary for proper functioning of the department; prepare a roster indicating engagement of all members of Faculty covering core programme and 'free day' (as per following provision in rule 2.3.4.1 v.)
- iv. supervision, coordination and completion of courses on schedule;
- v. arrangements for holding examination(s);
- vi. necessary follow up action for expeditious publication of results;
- vii. submission of proposals suggested for inclusion in annual budget;
- viii. obtaining monthly reports from all respective Faculty-members in respect of teaching assignment carried out by them and submit these reports to the Dean.
- ix. job allocation/re-allocation to intra-departmental staff to specific task / duties and publish a job chart as delegated to them;
- x. preparation & submission of annual performance report of the department;
- xi. contribution & cooperation in matters of inter-departmental requirement.
- xii. that the decisions of the authorities of the Institute and of the Director are faithfully carried out.
- xiii. performing such other duties as may be assigned to him by the Director &/OR Dean.

2.3.4 Faculty: The primary duty of all Faculty shall be teaching / training / tutoring / guiding the student(s) in respective courses; however as may be required

they have to cooperate and assist in carrying out the functions relating to the educational responsibilities of the Institute such as —

- i. prepare & publish class routine or workshop / project / exercise schedule;
- ii. to conduct examination(s) and perform related work in any examination;
- iii. to evaluate answer-scripts of students for respective examination conducted by the institute;
- iv. to make internal assessment of students;
- v. to assess the project(s) / exercises in their own capacity or as a member of a assessment board;
- vi. preparation of result & related jobs;
- vii. to carryout assignment for study-tour / fieldwork / workshops as may be necessary for the courses taught;
- viii. to perform the duties with regard to the admission of the students;
- ix. such other duties as may be assigned by the competent authority;

2.3.4.1 Faculty norms:

- i. All Faculty members are expected to take a minimum of core academic programme; core programme includes — lectures / tutorials / practicals only.
- ii. Core load per week of a Assistant Professor will not be less than 8 (eight) hours; core load of a Lecturer per week will not be less than 16 (sixteen) hours.
- iii. All Faculty member is expected to be available in the department for minimum five hours on every working day.
- iv. HoD may have to put in upto three hours per day working on administrative matters.

v. One day in a week can be kept 'free' for each member of Faculty may be by rotation — there may be no lecture assignment on this 'free' day but the member will be available in the department for general guidance to the students & any other academic / departmental work.

2.3.4.2 Faculty meeting.

- i. Each department shall meet at least once every month. The HoD respectively shall convene such a meeting and preside over the meet.
- ii. A meeting once fortnightly of the Faculty shall be convened by the Dean on his own initiative or on the requisition of the Director or on the requisition of not less than a fourth of the members constituting the Faculty for the time being.
- iii. The Dean shall preside at meetings of the Faculty. In the absence of the Dean, the Senior member of the Faculty present shall preside at the meetings of the Faculty.
- iv. Joint meetings of the Faculty may be convened by the Director at least twice a term and shall be presided over by him. In the absence of the Director at any meeting, the Dean shall preside over the meeting.
- v. The Dean shall be the Secretary of the Joint Meetings of the Faculties, and the Committees appointed by it at such meetings.
- vi. Subject to the general supervision of the Director the joint meeting of the Faculties shall consider the following:-
 - (a) matters of common interest to more than one faculty;
 - (b) specific issues of common interest recommended by the individual faculties;

- (c) any matter referred to it by the by the Dean or by the Director or AC;
- (d) create ad-hoc committees as may be necessary.
- (e) perform such other functions as may be laid down by the Bye-laws.

2.3.5 At least one third of the number of members of the Faculty present at the Institute on the day of the meeting shall form quorum for such a meeting.

2.3.5.1 If the requisite quorum cannot be formed for half-an-hour after the time fixed for the meeting, the meeting shall be adjourned for two days; on the later day, the available members of the adjourned meeting shall transact the business set down for discussion at the meeting convened for the previous date without regard to the requirement of any quorum.

2.3.5.2 The Dean shall fix the date and time of the adjourned meeting within 10 days of the adjournment.

2.3.6 Every employee (Academic staff) shall perform such duties as may be entrusted to him/her and shall, to the best of his ability, carry out the lawful directions of the AC, of the Director or of any other authority, body or person to whose authority he may be subject, according to the rules laid down at the Institute. He shall conform to such rules governing conduct and the performance of his duties as may be framed by the AC &/OR GC from time to time.

Chapter - 4 Provisions for the students- General.

2.4.1 Medical:

A student shall generally be required to be of good health AND not suffering or carrier of infectious disease(s) that may put other persons who come in contact with him at the risk of health hazard.

2.4.1.1 In case of an allegation that there has been a suppression of fact as per stipulations in the rule 2.4.1, concerned student shall be subjected to a Medical Board hereinafter referred to as MB whose terms of reference to that respect shall be set by Institute; the decision of MB shall be final and binding.

2.4.1.2 The alleged student shall —

- (a) be quarantined during the period of medical investigation AND till the reinstatement by MB; &
- (b) pay for the medical expenditure due to MB.

2.4.1.3 In case a student fails to qualify, the concerned student shall —

- (a) not be allowed to stay in the hostel; &
- (b) be taken away by the guardians as per communiqué; &
- (c) be given a reasonable time frame for recovery before resuming.

2.4.1.4 Notwithstanding the foregoing provision in rule 2.4.1.3(c), the concerned student shall as applicable —

- (a) be allowed to resume running curriculum provide that the scheduled training/teaching lost during the special medical leave is compensated in a possible way within the remaining time available for the running academic year; OR
- (b) be NOT allowed to resume the running curriculum if the remaining time available for the running academic year is not feasible for compensating for the training/teaching lost during the special medical leave AND shall NOT be allowed to continue / pursue the course onward owing to the lack of requisite level of training; OR
- (c) be given the option to repeat the lost term in a new session AND continue / pursue the course there onward provided that the concerned stu-

dent & guardian express in writing, willingness & accept the terms and conditions to that effect;
OR

(d) cease to be a student if in the opinion of MB the student is suffering from incurable disease that may frequently relapse after temporary periods of dormancy.

2.4.2 Medical attention

- i. A student may consult with the medical officer of the Institute in campus.
- ii. in case of minor ailments/ injuries Institute's medical officer will do the diagnosis and treatment; if major/critical attention is required it will be referred to Institute's recognised hospital as the medical officer deems fit.
- iii. All expenses incurred due to the medical treatment shall be borne by the student &/OR the student AND they shall be responsible for respective payment.
- iv. A student reporting sick for more than three days should be subjected to Institute's medical officer's opinion accordingly as measures will be effected.

2.4.3 Medical consideration: In case of repeated &/OR prolonged illness the concerned student shall be referred to MB which will certify the student's physical/mental fitness required for the gruelling media; failing which and respective studentship may be terminated.

2.4.4 CAUTION: Student be aware that during their training they will be working with heavy / precarious equipment some of which are potentially electrical-hazard hence responsibility of their personal safety lies with them. In case of any eventuality/emergency Institute's liability will be limited only to shifting of the casualty to nearest available medical unit/

hospital in accordance with the practicality of the circumstance.

2.4.5 LEAVE: As a norm a student neither can claim leave as a right nor is generally allowed to leave academic schedule. However, necessary leave is permissible as per stipulations hereunder:-

- i. It is mandatory for a student to stay in campus during the academic session except for such assignments when in accordance with the project/film guideline he is required to stay out of the campus as per schedule AND as authorised by the project guide or respective HoD.
- ii. A student who wants to leave station on any ground other than curricular requirement should apply to the Dean through the respective HoD seeking permission for the special leave.
- iii. The special leave is permissible subject to detailed justification by the respective HoD of the student's absence in respect of its effect on the scheduled curriculum AND alternative measures taken to maintain the academic calendar.
- iv. Only after obtaining duly granted written permission a student may leave the station.
- v. The Institute reserves the right to grant or reject special leave to any student during the academic session.
- vi. No leave of absence will be granted post facto to a student under any circumstances for what so ever reason.
- vii. If a student wants to leave campus on medical ground seeking return to residence, it is permissible subject to authentication of the matter by the Institute's medical consultant AND supported by sufficient and reasonable substantiation.

- viii. The Director may waive all requisites for special leave in such case that he deems to be emergency and exceptional AND as applicable may grant special permission to leave station.
- ix. Unauthorized/uninformed/non-scheduled absence of a student from campus shall amount to severe violation of norm and may lead to expulsion of the respective student.
- x. It is obligatory for a student to resume his academic schedule on the date as mentioned in the leave application failing to do so the student shall be subjected to show cause from the Registrar on account of unauthorized absence.
- xi. When the absentee student reports along with the reply to the show cause, subject to sufficient and reasonable explanation thereof AND to the satisfaction of AND written administrative order from the competent authority /the Director, the defaulting student may be allowed to resume curriculum accordingly as rescheduled and redesigned by the respective Faculty to a possible way out.
- xii. No extension of leave in absentia is permissible under any circumstances whatsoever other than bona fide medical grounds supported by sufficient and reasonable substantiation.
- xiii. Unauthorized/uninformed/non-scheduled absence of a student beyond a cumulative period of two months shall lead to termination of studentship.
- xiv. In case of prolonged leave/absence of a student, the faculty member reserves the right to take alternative measures to prevent disruption of academic schedule AND to avoid backlog.

- xv. A student is not entitled to arrange and actualise visits and tours on his own alternatively AND claim official status & support from the Institute, the period of any such alternative attempt and activity shall be deemed as non-scheduled or unauthorized absence in campus.
- xvi. The scheduled curriculum of classes/exercises/workshops/study tours that has been duly completed during the period of absence/ leave of a student cannot be reorganized / rescheduled.
- xvii. As a student reports in thereafter a pending project can be rescheduled according to the possibilities in the academic calendar together with the eligibility of respective student for that project in respect of his academic/training status.

2.4.6 Travel concessions/provisions:

- i. This facility is available for participation in authorized educational tours related to training programmes, etc., and for participating in competitions for which the Institute only has nominated the student.
- ii. The provision is applicable for scheduled study tour and laboratory visit also.

2.4.7 The Institute neither guarantees nor assists AND not assumes any responsibility whatsoever upon itself for providing employment to the bona-fide students.

2.4.8 Institute bears no responsibility in respect of loss &/ OR damage of student's/boarder's personal belonging(s) whether in campus or not. No complaints in this regard will be entertained.

2.4.9 A student should communicate through proper channel only as follows —

- i. all academic matters through HoD / respective section in-charge / Coordinator to the Dean;

through Dean to Director; through the Director to The Chairman OR other authorities/bodies.

- ii. all administrative matters through HoD / respective section in-charge / Coordinator to the Registrar; through Registrar to Director; through the Director to The Chairman OR other authorities/bodies.
- iii. Student(s) under any circumstances for whatsoever reason shall not bypass the foregoing routing provision otherwise their submission shall be rejected.

Chapter – 5 Provisions for the students- Special.

2.5.1 Curricular: Notwithstanding anything contained in these rules, Regulations AND notwithstanding anything contained in any Act under which Institute was established, any & every student of Institute shall be entitled for provisions in the course in preparation there of, AND Institute shall make such arrangements for —

- i. instruction, training and guidance AND holding of examinations for such students in such manner AND in accordance with the curricula in force in Institute;
- ii. the conferment of the corresponding Diploma and other academic accreditations upon the qualified students as a result of successful completion of the course &/OR after such examinations conducted during the running of the course.

2.5.2 Rights of Student: Students shall enjoy the following inalienable rights to their discretion —

- i. right to obtain the academic plan of respective course from the department before OR on the commencing day of the academic year;

- ii. right to get counselling from the concerned course teacher; provided student(s) accepts responsibility to know the counselling hour from the concerned course teacher;
- iii. right to have congenial atmosphere in the classroom/examination hall/department AND in connection with such other related academic activities during the running of the course;
- iv. right to scrutinise their answer-scripts & its evaluation AND also compare them with those of others, AFTER DECLARATION OF RESULT;
- v. right of submission if he is not satisfied with the attentiveness of and accreditation done by a teacher;

Chapter – 6 The Academic Calendar

- 2.6.1** Each year the Institute shall draw out a calendar of academic and associated activities, which shall be adhered to as far as possible and excluding unforeseen especial emergent situation(s) beyond human control; details of curricula and syllabi shall be as decided by the AC with provision for modification from time to time as per need of the specialisation concerned.
- 2.6.1.1.** Each year shall be of 42 (forty two) weeks working including admission related preparation / teaching / examinations / workshops / exercises / projects / lab visits / study tour / exchange programme and such all other parameters relative to training / curriculum.
- 2.6.1.2.** In emergent situation additional to the foregoing rule 2.6.1.1 ten more days on account of Kolkata Film Festival (KFF) may be reckoned as working period respecting project works.

2.6.1.3. There shall be vacation of 10(ten) weeks as follows—
Forty days ~June ~ (summer)
One week ~ September/October~ (Puja)
10th-17th November, KFF
Two weeks ~February. (winter)

2.6.1.4. Public Holiday schedule will be based on Central Government calendar and shall be notified through office orders.

2.6.1.5. The academic year shall ordinarily commence in the month of July OR as may be notified.

Chapter – 7 Study tour:

2.7.1 i. Study tours undertaken by the Departments of studies shall be for the purpose of promotion of or acquiring specific knowledge as part of the regular academic programme.

ii. All academic tours shall focus attention on specific aspect of a study and shall be confined to a particular local, covering not more than two major cities.

iii. Students are required to submit tour-reports of each of the tours undertaken by them for evaluation as sessionals.

iv. Duration of study tours shall be not exceeding 15(fifteen) days including journey time. However, special tour may be undertaken with prior permission of the Dean that is duly approved and its duration shall not exceed 10(ten) days including journey days.

v. The academic study tour will be organised in a group of students of respective department under the charge of a Faculty member.

vi. The Head of the Department concerned shall submit all proposals for work / Study Tours to the

Dean at least 2(two) months before the proposed date of tour. The proposals will contain a brief description of the object of the proposed tour based on the objectives mentioned above, a detailed itinerary showing place(s) of visit, date and time of departure/arrival, mode of travel and list of students undertaking the tour along with the name of the escorting Faculty member-in-charge.

vii. The Institute shall meet the following expenses of a student:

- (a) Second Class train fare ex-Howrah at a concessional rate by shortest route and actual conveyance where necessary ex SR:FTI;
- (b) Board/lodging expenses @ maximum Rs.200/- (rupees two hundred) per day per student;
- (c) Local conveyance by the shortest route and cheapest mode of travel @ maximum Rs. 50/- (rupees fifty) per student per tour;
- (d) TA/DA to the Faculty member-in-charge as applicable as per extant rules of the Institute.

PART – III

Associated General

Chapter – 1 Conduct.

- 3.1.1 A student primarily admitted to a course shall not be allowed under any circumstances whatsoever to change over to any other course of the Institute before / without completing the course primarily admitted for.**
- 3.1.2 A student has no right / authority / obligation whatsoever to transfer / exchange / share his/her studentship in any form / manner / matter; any vio-**

lation / deviation of this provision is a major breach of terms of studentship hence the studentship shall be terminated on confirmation AND the beneficiary shall be subjected to due prosecution.

- 3.1.3 A student shall observe discipline / decorum in the campus and in respect of the Institute.
- 3.1.4 A student shall obey all the rules / regulation / directives that as exists / enforced / notified OR as amended from time to time by the Institute.
- 3.1.5 A student shall abide by the bond duly executed.
- 3.1.6 A student is NOT entitled nor permitted to accept / engage / associate with any commercial assignment before he completes the requisite academic curriculum; any violation / deviation of this provision shall be accounted as major offence.
- 3.1.7 Student(s) may attend/visit a professional media working set-up after being duly permitted & scheduled as a part of curriculum by the Faculty.
- 3.1.8 Student(s) shall not associate / engage / exploit the Institute in any form / manner / mater unless it is allowed to do so by the competent authority against a letter of request from the concerned student(s) seeking due permission / authorization / no-objection for the purpose supported by substantiation, sufficiently & reasonably stating the academic suitability to that respect.
- 3.1.9 Student(s) shall not invite a person / representative to address function in the Institute without obtaining prior permission / approval from the Director as against a written letter of request from the concerned student(s) seeking permission in that respect & to that effect.
- 3.1.10 All subjects of debate/discussion in a forum / seminar prior to its commencement in Institute must be communicated to the Director AND the Chair on such

occasion shall be occupied by a responsible person as concurred by the Director for the purpose.

3.1.11 All political activities whether covert / overt is absolutely banned within the campus AND in relation to the Institute thereby student(s) shall not effect / abet / participate in that respect; any violation / deviation of this provision shall be accounted as major offence.

3.1.12 Other than extant Student's Association, NO association in whatever form / manner / matter shall be abetted / aided / effected in the Institute without the approval of the Director.

3.1.13 **VISITOR:** the following provision shall be applicable to the person(s) invited by or related to the student(s) to the exclusion of the official guests; concerned student(s) shall be responsible to ensure effective compliance with the following provisions as the case may be:-

- i. A student may invite visitor(s) provided the same is communicated in writing to the Registrar at least three days prior to the actual arrival of the person. In case of performer(s) as required by the curriculum, the communiqui should be forwarded through the concerned Faculty member AND approved by the Dean.
- ii. The invitee while entering the campus shall duly sign in a visitor-register after which a visitor pass will be issued to the person.
- iii. While leaving the campus the invitee shall obtain the signature on the visiting pass of the student against whose name / invitation the pass was issued AND duly sign out the visitor-register AND deposit the visitor pass.
- iv. Local person(s) however may be related to cur-

riculum may not be allowed accommodation for normal schedule; only in cases of outstation person(s) accommodation may be given for the period of due engagement as per curriculum subject to availability & applicability AND against a letter of request from the concerned student through Faculty member-in-charge of the project / exercise specifying the requirement of accommodation.

- v. The foregoing provision in 3.1.13ii. is also applicable in cases of guardian / local guardian. However, the presence of the guardian / local guardian in campus shall be communicated in writing by the respective student to the Registrar immediately as the Registrar is available AND may be after the actual arrival BUT before the leaving of campus of respective guardian / local guardian.
- vi. In cases of any relative OTHER THAN THAT OF GUARDIAN / LOCAL GUARDIAN the foregoing provisions in 3.1.13ii & 3.1.13iii is applicable. However it is mandatory to communicate in writing by the concerned student to the Registrar during normal office hour OR to the on-duty security beyond office hours about the presence of such other relative(s) in campus immediately on arrival of such other relative(s).
- vii. Any uninformed / unauthorised / undue presence of person(s) in campus shall amount to trespassing & the person(s) may be subjected to due prosecution AND the respective student(s) shall be accounted for major offence.

3.1.14 A student found vexatious under the influence of alcohol &/OR drugs &/OR other narcotics &/OR such other hallucinogenic material shall be subjected to

due prosecution AND suspended from all Institute activities.

3.1.15 A student shall NOT under any circumstances for whatsoever reason cause / abet / participate in any activity that may OR actually damage / destroy / effect loss of following AND the offender(s) shall be subject to due disciplinary action AND prosecution.—

- i) equipment & accessories relative to natural functioning,
- ii) record of reference –aural / visual / textual
- iii) establishment & installations of the Institute.

3.1.16 PROHIBITIONS

A. A student shall NOT—

- i. carry/possess/use any sort of weapon/explosive or deemed weapons in the campus or in respect of Institute's activity. Notwithstanding the preceding stipulation shall be effected to the exclusion as stated below —
 - (a) the Sikh students are NOT barred from carrying "Kirpan" as prescribed by the law.
 - (b) there shall be NO bar on use of dummy weapons & pyrotechnique explosives as required in cinema-shooting or legitimate fireworks used in festivals or celebrations.
- ii. abet / effect / participate in extortion / gambling / stealing.
- iii. aid / abet / associate with any subversive organisation covertly / overtly.
- iv. commit any offence punishable under existing law of the land.

B. Any violation of the foregoing rule (A) shall be subjected to due disciplinary action as these amounts to major offence.

3.1.17 Equipment Handling

- i. A student should take utmost care of equipment

& material issued to him in respect of protection/usage/transit.

- ii. It is the responsibility of the respective student to ensure that he is receiving the equipment/material in perfect condition while being issued.
- iii. In case of damage/destruction/loss of any and every issuance, the respective student shall have to pay or replace the exact item subject to availability OR equivalent item as prescribed by the Institute.
- iv. In case a single student cannot be ascertained for the damage/destruction/loss of any and every issuance respective group of students (that may include students from same department as in the case of class room practical OR students from different departments working together as a unit as in the case of exercises/projects/workshops/Diploma film) will be held responsible AND the respective group will have to pay or replace the exact item subject to availability OR equivalent item as prescribed by the Institute.
- v. A student should not use/retain/occupy any issuance/booking beyond the scheduled allotment as prescribed by syllabus/guideline/schedule as applicable.
- vi. A student shall not carry any of Institute's materials/(inclusive of library's/general property)/equipment/document out of Institute premises without valid authorization from concerned authority. The 'Gate Pass' is the sole instrument of authorization in that respect.
- vii. The Gate Pass should be deposited with the Security-in-Charge at the gate before taking the out of campus.

3.1.18 Classroom code:

- i. Students shall not carry any food and beverage other than water inside the classrooms /lecture halls.
- ii. Students shall keep their mobile phones switched off inside the class rooms/ lecture halls.
- iii. **Requisite attendance of academic programme is compulsory for all courses.**
- iv. Students are expected to follow decent dress code and observe due decorum while attending the classes of a given course.

Chapter – 2 Indiscipline.

3.2.1 The following shall be construed as indiscipline and misconduct:

- i. Any act, which disrupts the smooth functioning respecting academic schedule and such other academic activity of the Institute, the environment conducive to the pursuit of knowledge, or the harmonious relationship amongst students of the Institute on any ground whatsoever.
- ii. Any act which causes destruction or defacing of the property of the Institute;
- iii. Any act amounting to trespass or unauthorized entry into specified premises and areas.
- iv. False statements or the submission of false / forged documents and suppression / misrepresentation of facts as may be asked for submission.
- v. Use of title of the Institute or sending any communication or purposes not specifically authorized by the Institute.
- vi. Any act or statement, distribution of any documents or literature including the issue of fliers/ circulars, pamphlets, posters, press release, etc which adversely affects the public image of the Institute or any individual member thereof.

- vii. Any act of unruly and disorderly behaviour at events and activities or other social or educational programmes organised by the Institute.
- viii. Any act of violation of the Regulations &/OR rules framed there under.
- ix. Disobeying the decisions of authorities / committees / officials as authorized / constituted / appointed by the Institute.
- x. Any act which interferes with the personal liberty of another person or subjects others to indignity, humiliation &/OR intimidation, or involves physical violence or use of abusive language.
- xi. Any act which implies interference of outside persons, organisations or authorities in the functioning of the Institute.
- xii. Unauthorised collection of funds.
- xiii. Any act involving moral turpitude.
- xiv. Possession of objectionable goods or materials.
- xv. Any other act which, in the opinion of The Chairman, The Director, The Dean, Heads of Department, Wardens and Officers of the Institute, is unbecoming of a student.

3.2.2 RULES ON RAGGING

- i. Students should note that they are prohibited from engaging in "any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher of a junior student or asking the student to do by act or perform some-

thing which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or junior student". (Order of the Supreme Court of India, dated May 04, 2001). This has also been enacted by the Government of West Bengal, vide letter no. 892(T)(53)/CS dated December 05, 2001 by the Higher Education Department.

- ii. Any and every student found to be indulging in one or more of the above-mentioned activities, is liable to be punished. Punishment could include expulsion from Institute, suspension from Institute for a limited period, a fine with a public apology, withholding of scholarship, debarring from representing in events, withholding of results and suspension or expulsion from the hostel / mess.

3.2.3 Departmental Disciplinary Committee

- i. Every Department shall have a Departmental Discipline Committee hereinafter referred to as DDC; the Committee shall have three members with the Head of the Department as its Chairman.
- ii. HoD with the approval of the Dean will constitute the DDC.
- iii. The HoD, will preside over the DDC meetings and he will make all communications/recommendations as required to the Dean.

3.2.3.1 The functions of the DDC shall be as follows :

- i. to oversee general discipline in the Department and assist the HoD in ensuring that the Department functions smoothly.
- ii. to enquire into cases of indiscipline *suo moto*, or on report from any student, teacher, staff etc.

3.2.3.2 The Committee shall be competent to admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, then the matter shall be referred to the Dean.

3.2.4 Dean's Council

i. Institute shall have a Dean's Council hereinafter referred to as DC. It shall comprise of the following :

- (a) Dean — presiding
- (b) All Heads of Departments or their nominees — Members
- (c) Registrar — member secretary

3.2.4.1 The functions of the DC shall be as follows :

- i. to oversee general discipline in the Institute and assist the Dean in ensuring that it functions smoothly.
- ii. to enquire into cases of indiscipline *suo moto*, &/ OR on report from DDC &/OR any student, teacher, staff etc.

3.2.4.2 It shall have the powers to suspend a student from attending classes for a specified period or award any other suitable punishment and shall report all such actions to the Director.

3.2.4.3 The DC may where it deems necessary, refer cases to the Director.

3.2.5 Disciplinary authority

i. The Disciplinary authority such as DDC & DC will take Disciplinary action against any & every student found guilty of violation of rules as per provisions in these byelaws.

ii. All such cases of disciplinary action taken/procedures followed shall be kept on record and as reference in the respective students' personal file.

iii. Save as provisions in rule 3.2.5i above –

- (a) In all such cases of minor offence or as authorised by the Dean, the HoD of respective Faculty shall be the disciplinary authority.
- (b) In all such case of major offence the DC shall be the disciplinary authority.

3.2.6 The disciplinary authority shall determine whether an offence committed by any and every concerned student constitutes a major/minor violation and impose penalty/punishment to the respective student found guilty:

i. PENALTY/PUNISHMENT FOR MINOR OFFENCE:—

- (a) issue written warning to the student(s)
- (b) recovery of the whole/part of the pecuniary loss caused by the student(s) to the Institute.
- (c) withdrawal of scholarship at the student(s) awarded by the Institute:
- (d) debarring of the student(s) for a fixed time scale.
- (e) suspension following an inquiry-

ii. PENALTY/PUNISHMENT FOR MAJOR OFFENCE:—

- (a) withholding promotion
- (b) imposing monetary fine
- (c) withholding Diploma
- (d) prosecution
- (e) expulsion

3.2.6.1 Any and every call for disciplinary action AND the comprehensive record of the situation and action taken thereof will be included in the personal file of the respective student as reference for each such situation

3.2.7 Without prejudice to the powers of The GC, AC, all powers relating to the discipline and disciplinary actions in relation to the students of the Institute shall vest in the Director in accordance with Regulation 42 (8). The Dean and the Registrar shall assist him.

3.2.8 Disciplinary procedure :

- i. The concerned student should be served/given with the written notice specifying charges against him so that he shall have reasonable opportunity of defending himself provided NOT that —
 - (a) he is absconding
 - (b) it is impossible to communicate with him
 - (c) the matter of fact have been established in a court of law.
- ii. After receiving the defence from the concerned student(s), the disciplinary authority may pass appropriate orders if only minor penalties are proposed, OR may institute an enquiry against the concerned student(s).
- iii. The enquiry shall be conducted by the disciplinary authority itself or by an enquiry officer/committee appointed by it.
- iv. The constitution of enquiry committee/officer should be communicated to the concerned student provided NOT that those in rule 3.2.8.i.(a),(b).
- v. There shall be provisions for presentation/submission in person by the concerned student(s) on respective matter/referred-charges before the enquiry committee/officer.
- vi. The enquiry officer/committee will submit the report on each of the articles of the charges to the disciplinary authority.
- vii. The disciplinary authority may either accept or

disagree with the findings and make a final order.

viii. Based on the report from concerned HoD of accused student the charge sheet will be prepared by the Registrar in cases of minor offence.

3.2.9 Enquiry shall be mandatory in the following cases :-

- i. To impose any of the major penalties/punishments in respect of those charges which are not accepted or
- ii. When the disciplinary authority decides that enquiry should be held even proceedings have been initiated for imposition of minor penalties or
- iii. when in minor penalty proceeding it is proposed :
 - (a) to impose suspension for more than a week
 - (b) that the term/session be repeated
 - (c) that complete recovery of the loss to the Institute is necessary but financial implication thereof may have severe adverse effect on the concerned student(s).

3.2.10 Suspension : A. The disciplinary authority may suspend a student —

- i. where disciplinary proceedings against him is contemplated or is pending.
- ii. where a case against him in respect of criminal offence is under investigation/enquiry or trial.
- iii. where in the opinion of the authority he has engaged himself in activities prejudicial to the interest of the Institute or security of the state.
- iv. where in the opinion of the respective HoD a minor offence by the student is required to be penalized that way.
- v. following an order of pecuniary punishment, with immediate effect AND till such time when he makes the ordered payment in full.

- B. The suspension due to 3.2.10i & iv shall be for period of maximum 15(fifteen) days.
- C. The suspended student shall desist from participating in curricular activity hence eventually miss the part of curriculum effective during the period of suspension as it may not be feasible to reschedule that part of curriculum beyond a practical limit.

3.2.10.1 Deemed suspension:

If a student is taken into police custody for a period of exceeding 48 hours OR sentenced to a term of imprisonment will be deemed to have been placed under suspension with effect from the date of commencement of detention AND shall remain so suspended till his reinstatement by the competent authority.

3.2.10.2 Order of suspension

- i. A formal order of suspension should necessarily be issued by the Registrar and circulated for all cases of suspension.
- ii. The order of suspension made or deemed to have been made shall continue to remain in force till it is modified or revoked or till the students' reinstatement by the competent authority.

3.2.11 Appeal :

- i. A student can prefer an appeal to the Extraordinaire Governing Council referred hereinafter as the appellate authority against an order of penalty/ punishment imposed upon the student/ordered by the disciplinary authority.
- ii. The appeal should fulfil the following requirement:
 - (a) it should be concise and not have any un-parliamentary language.
 - (b) it should specify the nature of relief sought.

- (c) it should be submitted to the appellate authority within a period of five days from the date on which the appellant has received a copy of the order appealed against.
 - i. A copy of the appeal should also be endorsed to the disciplinary authority that has passed the order so that the disciplinary authority can forward the complete records/comments/arguments thereon to the appellate authority.
 - ii. The disciplinary authority shall not withhold the appeal on any ground whatsoever.

3.2.11.1 Consideration of appeal :

- i. The appellate authority would consider the following points in regard to the appeal:
 - (a) whether the procedure laid down in the rules has been complied with and if not whether such non compliance has resulted in failure of the provisions of the constitution and in failure of justice,
 - (b) whether the findings of the disciplinary authority are warranted in the circumstances of the case,
 - (c) whether the penalty/punishment imposed is adequate/inadequate/severe.
- ii. Thereafter the appellate authority is required to pass an order either setting aside/reducing/enhancing the penalty/punishment.
- iii. The appellate authority shall not impose any enhanced penalty unless the appellant student is given reasonable opportunity to make a representation in person against such a proposal. The said opportunity should be availed ON THE DAY he has been given the opportunity failing which ex parte decision will become effective.

- iv. Orders passed by the GC to above respect —
 - (a) cannot be appealed against any further and shall be binding.
 - (b) the GC can (itself) either of its own motion or other-wise call for the records of the case in a disciplinary proceedings AND the GC can review such order(s) and pass such orders as it deems fit.

3.2.12 **Reinstatement:** A student shall be reinstated by the competent authority through an office order () in the following circumstances after suspension:

- i. after the period of suspension as prescribed in the order of suspension gets over.
- ii. when under suspension pending enquiry proceedings, on withdrawal of such proceedings.
- iii. on setting aside/revoking of the penalty/punishment order by the appellate authority.
- iv. if detention in police custody ends in release without prosecution (deemed suspension cases).
- v. if acquitted by a court of law (suspension under pending criminal proceedings or otherwise).

3.2.13 Entire process of disciplinary action(s) for each case shall be kept on record in the alleged student's personal file.

Chapter – 3 Conduct Probation

3.3.1 A student involved in the severe violation of the rules and Regulations of the Institute or in any way involved in any act of indiscipline may be placed on Conduct probation by the Dean for a specified period. During the period of this Conduct Probation the student shall stand —

- i. debarred from representing the institute in any forum, festival, event etc. AND

- ii. debarred from membership in AC or similar other bodies AND
- iii. shall remain suspended from any office that he may be holding in any committee, AND
- iv. shall not be entitled to achieve any scholarship or such other incentive/award for the term.

3.3.2 The act of placing a student on Conduct Probation shall be noted in his personnel file, and in case of consistent good conduct, subsequently recommended by the discipline committee, the adverse remark should be expunged from the record.

3.3.3 Another act of indiscipline by the student during the tendency of conduct of probation may lead to the 'Rustication' of the student, to be effected by the Director.

3.3.4 If a student who has been on conduct probation on two previous occasions commits an act of indiscipline, he shall be subjected to 'Expulsion' to be effected by The Chairman.

3.3.5 Rustication: A student involved in any act of indiscipline deemed to be intimidating to the conducive environment of the Institute OR any other act likely to bring disrepute to the Institute may be rusticated from the Institute for a specific semester(s), by the Director and will be required to leave the hostel immediately. This shall be noted in the personal file.

3.3.6 Expulsion: A student involved in any act of gross indiscipline amounting to absolute disrespect &/OR potential / proven to bring disrepute toward the Institute &/OR convicted in a court of law &/OR covertly / overtly related to subversive activity banned by the law of the land &/OR consequent upon due deliberations on account of major offence — the guilty student shall be expelled from the Institute by the

Chairman on the recommendation of the Director AND shall be debarred from readmission in the Institute. The punishment shall be entered in the personal file with intimation to Registrar for formal execution.

PART – IV

Curricular

Chapter – 1 Course Structure

4.1.1 Modality of training:

- i. All first year courses are common and compulsory.
- ii. The method of training shall be a combination of classroom teaching / practical training / writing sessions / tutorials / workshops / examinations / sessionals / exercises / projects / study tours / exchange participation.
- iii. In the specialisation year due to the varying nature of pedagogy in different courses, some courses may not have class room teaching for a part / whole of a term, AND students may be required to do project / exercise related work during that period.
- iv. Notwithstanding the foregoing provision a student should report to the respective Faculty regularly as may be directed AND shall submit interim / final write-up on subject / design-document / programme-plan with respect to the project. EXPLANATION: type of write-ups suggested:-

For Direction — idea / story / synopsis / treatment / script; floor-plan, property & costume plan, budget; script-breakdown, shooting sched-

ule, study-analysis, tour reports.

For **Cinematography**— shot breakdown, look-plan(what), technical plan(how), requisition(raw-stock/camera/lights/grips/special requirement); study tours.

For **Editing** — continuity, transition-plan, structure-plan, effects-plan, sessional on analysis.

For **Audiography** — shoot-plan, effects-plan, BG-plan, music-plan, study- analysis, tour report.

4.1.2 Pedagogic: A. workshops/study tours are integral part of training and are mandatory for students to participate in those.

B. exercises/projects & seminars (as notified) are mandatory for students to participate in those.

4.1.3 Curricular norms:

- i. A student is required strictly to adhere to the scope / purpose / schedules of coordinated practical(s) / exercise(s) / project(s).
- ii. HoD concerned shall have the right to debar a student doing any coordinated work, if he is satisfied that otherwise the schedule of other students is likely to suffer.
- iii. A student causing deviation/disruption of the schedules by an act of wilful negligence shall be liable to expulsion.
- iv. The Faculty is empowered to take alternative &/ OR interim measures at its discretion, in lieu of the debarred student, to avoid backlog.
- v. Exercises/Projects are equivalent of examinations hence parameters in that respect shall be set by the Faculty subject to approval of the Dean AND students shall not have any claim /interlocution to that respect.

- vi. The decision of the Dean with regard to the guidelines for all coordinated practical/exercise and projects shall be final & binding any disobedience in that respect shall be dealt as with major penalty.
- vii. A student may NOT be allowed to appear in any examination (including supplementary examination(s)/coordinated exercises / projects for
 - (a) failure to obtain requisite minimum prescribed attendance.
 - (b) failure to pay the Institute's fees { and penalty[ies] as applicable}
 - (c) indiscipline or serious misconduct.
 - (d) non-compliance with academic requisite(s) such as submission of sessional/others etc. on time as may be prescribed by the department from time to time.
- viii. Non-compliance with the guideline &/OR schedule and non-completion of the exercise/project shall be referred to DC wherein after due deliberations the Dean shall decide about the fate of respective exercise/project and shall issue directives to that effect.

Chapter – 2 Assessment

- 4.2.1 A student is assessed for his performance in examinations (theory &/OR practical)/projects/sessionals AND attendance.**
- 4.2.2 Method of intra-departmental assessment of the student's performance will be any OR all OR an assortment of written tests/group activity/interaction**

with the respective Faculty- as the Faculty deems fit for adoption.

- 4.2.3** The Faculty is authorised to decide on respective procedure/parameters to assess a student's performance in any exercise/examination/project AND at the primary level may follow a system based on allotting marks/percentage.
- 4.2.4** The decision on assessment by board of external-experts stands final and binding.
- 4.2.5** If any exercise/project is not completed in accordance with the schedule the same will be assessed as and where is basis. Each of the students of respective incomplete project may loose a part of their score, parameters for that will be decided by the Faculty and the Dean on a case-to-case basis.
- 4.2.6** Exercise/projects that violates any/many clause(s) of respective guideline shall be termed irregular and shall be assessed based on 50% less than that of the total marks allotted for that project.
- 4.2.7** Exercise/projects that violates most/every clauses of respective guideline shall be termed invalid and shall be assessed for attendance only AND shall not be entitled to be sent for in any of national/international fora.
- 4.2.8** A student will be eligible for assessment IF & ONLY he APPEARS in all respective examinations/assignments (theory &/OR practical) AND ATTEND all project/exercises as scheduled in accordance with the guidelines as prescribed in the syllabus.
- 4.2.9** The final year result that may be issued to the students shall be based on a 12 (twelve) point+ grading system; categorisation of these grades and their correlation shall be as under:-

QUALIFICATION	GRADE	PERCENTAGE POINT
OUTSTANDING	E+	100 to 90
EXCELLENT	E	89 TO 85
VERY GOOD	A+	84 TO 80
GOOD	A	79 TO 75
SATISFACTORY	A-	74 TO 70
ABOVE AVERAGE	B+	69 TO 65
AVERAGE	B	64 TO 60
BELOW AVERAGE	B-	59 TO 55
FAIR	C	54 TO 51
POOR	D	46 TO 50
PASS	P	45 TO 40
FAILED	F	BELOW 40

4.2.10 A transitory letter grade T(alphabet) shall be indicative of cases where the results are incomplete may be due to student's failure to appear in examination(s) &/OR non-completion of exercises / projects &/OR non-submission of sessional(s).

4.2.11 There shall be no class or division awarded to a student.

Chapter – 3 Attendance

4.3.1 A student shall join in the curriculum on the commencement day of the session (or after vacation) accordingly as notified by the Institute.

4.3.2 A student should be punctual to attend all the scheduled theory and practical classes/ workshops/ seminars and any and every other curricular requirement/ assignment as instructed/guided by the respective Faculty/ project guide.

4.3.3 It is mandatory for a student in specialization to have 80% attendance in overall aggregate for all classes (theory & practical) & workshops. The minimum attendance requirement for theory classes is 70% & for practical classes 90%.

- 4.3.4 A student is expected to have 100% attendance in workshops by eminent professionals as scheduled.
- 4.3.5 If a student falls short of required percentage of attendance, the Director may condone the shortage up to a maximum of 20% in exceptional case against sufficient & reasonable explanation in writing from respective student, which satisfies the Director AND that is put on record.
- 4.3.6 A student joining late for the session without reasonable and sufficient explanation thereof may not be allowed to enrol &/OR may be expelled.
- 4.3.7 The Tutorial section shall issue respective attendance sheet/register from a series for the week/day AND only those shall be the valid record of attendance. The Dean shall approve completed attendance sheet/register after those are returned regularly.
 - 4.3.7.1 The attendance sheet for routine pre- & post-lunch sessions shall be returned to the Tutorial section after the completion of each week.
 - 4.3.7.2 For workshops/seminars a programme-cum-callsheet shall be prepared specifically for the respective event; concerned students shall sign-in the same attendance sheet on daily commencement of the programme that will be countersigned by the co-ordinating Faculty-in-charge of the programme. This event-attendance sheet shall be returned to the Tutorial section immediately after the respective workshops/seminars is over.
- 4.3.7.3 For study-tours the accompanying Faculty-in-charge shall submit a attendance-cum-performance report of the students along with tour report within seven days of completion of the tour.
- 4.3.8 A student joining late by 15(fifteen)minutes for the class/workshop shall be deemed to have NOT

attended the respective class/period of workshop AND SHOULD BE MARKED ABSENT.

4.3.9 A student of the 1st year Integrated course will score marks while attending the weekly practical classes in rotational modules based on following formula i.e. 3 (three) marks per day for 5 (five) days per week for each of the departments per module; total marks allotted weekly 15 (fifteen) per student per department per module.

4.3.10 Monthly internal assessment for specialization students on account of attendance by the respective Faculty will be based on following formula :

% of Attendance obtained	Marks
❖ 96 to 100	10
❖ 90 to 95	09
❖ 85 to 89	07
❖ 80 to 84	05
❖ 75 to 79	04
❖ 70 to 74	03
❖ 65 to 69	02
❖ 60 to 64	01

4.3.11 A student falling short of requisite attendance shall be liable to show cause, the reply therof if fails to satisfy the Dean the concerned student shall be declared irregular AND unfit to pursue the course any further.

4.3.12 A student failing to attend the scheduled project/exercise on sufficient & reasonable ground that project/exercise may be provided alternatively wherein the rest of the crew required can be from the staff / faculty.

4.3.13 Notwithstanding the provision in rule 4.3.16 it shall not cause undue extension of the academic year and shall be subject to approval of Dean.

Chapter – 4 Evaluation

4.4.1 Evaluation will be on the following parameters: -

- i. Examination
 - (a) written theory
 - (b) viva voce
 - (c) sessionals
- ii. Internal work- intra-departmental assignments/ practicals
- iii. Coordinated work- interdepartmental exercises/ Projects.

4.4.1.1 Examination code

- i. Students will not carry any food and drinks other than water inside the examination rooms/halls.
- ii. Students will not be allowed to carry or keep mobile phones/papers/alarm clocks in their possession during examinations inside the examination room/hall.
- iii. Students will not be allowed to enter the examination hall 15(fifteen)minutes after the commencement of the exam, unless there is a natural calamity OR such situation beyond human control.
- iv. Students allowed late entry into examination hall are not entitled to get any extension/ compensatory time against late entry AND shall be allowed to attend the examination for the extent of time remaining only after his entry, unless it is due to natural calamity OR such situation beyond human control whereat lost time will be compensated at par.

- v. For an examination lasting upto 2 hours or less, students are not allowed to leave the examination hall without submitting their answer scripts. For an examination lasting more than 2 hours students can leave during the examination hall only after obtaining permission from the invigilator.
- vi. Any student found guilty of any kind of malpractice during any examination(namely— viva, mid-term, final etc.) will be punished with severe penalty. The penalty may be any one or an appropriate combination of the following, as decided by the faculty:
 - (a) Scaling down grades obtained in the specific subject.
 - (b) Awarding a permanent 'F' grade in the course concerned
 - (c) Suspension for a specified period
 - (d) Expulsion from the Institute
- vii. The same rule will apply in case of malpractice including plagiarism in term paper/sessional &OR irrelevant/disorderly Project-reports/Tour-report(s)/script and such other writings.
- viii. The DC shall be the authority to decide & confirm malpractice during examination by concerned student(s) AND shall declare him/them guilty of the same AND impose penalty as in 4.4.1.1 vi. above.

4.4.1.2 Against the appeal of a student not appeared for an examination/assignment AND sufficient and reasonable substantiation thereof, the respective HoD may recommend the concerned student to appear for a Make-up examination and forward the case for Dean's approval.

4.4.1.3 Make-up examination:

- i. Make-up examination may be conducted for students who obtained 'F' by actually appearing in the preceding failed examination AND duly applying for the same.
- ii. Make-up examination shall be conducted for students who were absent during the mid-term / end-term, only due to illness of self or sudden serious illness of parents, spouse or child, or sudden demise of parents, spouse or child. At the end of each mid-term or end-term examination, the Tutorial will prepare a course-wise list of students who are eligible for make-up examinations, upon scrutiny of necessary documents submitted by the concerned students, and communicate the same through the Dean to the concerned HoD/ Coordinator(s).
- iii. The make-up exam for a term will be conducted subject to approval of the Dean within the period of respective Academic year. However, no make-up examination will be scheduled beyond the limit of respective Academic year.
- iv. In case, a student seeks permission to appear in the make-up examination for illness, other than prolonged illness, he should produce a certificate from the Institute's medical officer.
- v. In case, a student who has left the hostel after obtaining a priority leave of absence granted by the Director he will have to produce a certificate from a Registered Medical Practitioner to be eligible to appear in the make-up examination. This certificate will have to be submitted on the day the student returns to the Institute, or the first working day that follows, in case the students returns to the Institute on a holiday.

- vi. In case, a student seeks permission on the ground of demise of parents, spouse or child, he will have to produce the death certificate to be eligible to appear in the make-up examination. This certificate will have to be submitted on the day the student returns to the Institute, or the first working day that follows, in case the student returns to the Institute on a holiday.
- vii. There shall be no make-up arrangement for the exercises/projects.

4.4.2 Evaluation will be on the basis of marks allotted as indicated in detail under 'assessment' head in the syllabus/project guideline.

- 4.4.2.1** The system of evaluation will be based on numerical scale of maximum 100 points OR part of that as may be divided as decided by the HoD between multiple examinations/parameters.
- 4.4.2.2** A student deliberately/defiantly/wilfully NOT appearing for the examinations shall be adjudged as incomplete and awarded grade 'T' AND disciplinary action shall be initiated.
- 4.4.2.3** If a student has missed the mid-term /end-term examinations or both, FOR REASONS OTHER THAN illness of self or sudden serious illness of parents, spouse or child, OR sudden demise of parents, spouse or child, he will NOT be awarded any marks for the examination and awarded grade 'T'.

4.4.3 Grace Principle for Examinations

- i. Whatever grace is decided, it is to be subject to adjustment to the extent possible and from the highest scored paper in descending order.
Explanation: A grace can be either adjusted or non-adjusted grace

- ii. A candidate falling short of pass marks or aggregate by one mark is awarded one mark automatically without mark adjustment.
Explanation: if a candidate gets 34 and requires 35 to pass, he is given 1 mark automatically without adjustment.
- iii. A candidate failing to secure 60% of marks in overall, may be given a maximum of five marks for overall improvement of his grade or to secure 60% of marks. This is to be done without mark adjustment.
- iv. The tabulation register shall reflect the grace marks(suffixed G), if any.
- v. The above grace adjustment principle will NOT apply to the cases of mass failures.
Explanation: as in a certain examination, 40 students appear and 35 (say) of them fail.
- vi. Grace is not entitled for cross-application among the departments.

4.4.4 Intra-departmental evaluation shall be based on performance in practical classes/assignments AND the sessionals submitted, the parameters/guide-lines to that respect shall be set by the respective Faculty HoD.

- 4.4.4.1** As part of internal work, at least three to four unannounced quizzes shall be conducted by the course teacher during tutorial sessions and suitable number of home assignment / sessional should be asked for.
- 4.4.4.2** If an assignment after working on it, remains incomplete within the scheduled / allotted time, the concerned student will be evaluated on the basis of stages of work actually completed by him to that respect AND parameters for which shall be decided by the concerned HoD.

4.4.4.3 Submission of incomplete sessionals shall be evaluated at 50% of the total marks allotted in that respect. The respective Faculty HoD shall at his discretion decide on the status of a sessionals whether complete or incomplete.

4.4.4.4 A student failing in sessionals he shall be awarded I-grade; that award shall remain & carryover till such time when he scores at least P-grade in sessionals.

4.4.5 Coordinated exercises shall be evaluated based on the weights on components as shown below:-

- i. job done — 60%
- ii. job reports — 20%
- iii. viva voce — 20%

4.4.6 Wherever applicable, viva voce boards will be constituted by the respective HoD with the consent of the Dean

4.4.6.1 A student who fails to get at least the P-grade in the comprehensive viva voce shall be subjected to reappear for viva voce within a period of ONE MONTH on a notified date.

4.4.6.2 On reappearing student will be awarded ONE GRADE LOWER than his actual performance except in the case of P-grade which remains unaltered.

4.4.6.3 On reappearing, he still gets an F-grade he shall have to repeat viva voce session comprehensively in the same term of following session otherwise his case shall remain incomplete.

Chapter -5 PROJECT

4.5.1 Project is a coordinated exercise, which is executed by a group of students within given objectives and guidelines resulting into a complete work that is deemed to be examination.

- 4.5.1.1 Students' Group such formed shall be mandatory from the same batch/session only.
- 4.5.1.2 One student from each of the specialisation stream – four/five such students form a unit (referred to as core crew). Unit once formed is not allowed to be changed as to maintain the academic calendar unless Dean permits a change.
- 4.5.1.3 It is mandatory for all the students to be assistants to respective core crew AND all assistants from the respective specialization should necessarily be from the same batch/session only.
- 4.5.1.4 Respective departments will issue specific job-responsibilities of the assistant-students.
- 4.5.1.5 If a student fails to work as an assistant his course shall remain incomplete and shall not be conferred with any accreditation.
- 4.5.1.6 Respective Faculty should intervene & ensure allocation of assistantship AND duly notify the allocation.
- 4.5.1.7 Outside persons shall not be allowed &/OR hired as assistant(s) to the core crew.
- 4.5.1.8 Unauthorised persons shall not be allowed to get associated/participate in Institute projects/exercises.

4.5.2 WRITING: A student should satisfy all of the following stages of writing while developing a script AND all these write-ups will be a part of sessional assessment:

- i. submission &/OR approval of synopsis
- ii. submission &/OR approval of story
- iii. submission &/OR approval of treatment
- iv. submission of first draft of script

4.5.2.1 HoD Direction & Screenplay writing faculty shall submit to the Tutorial section a date-report of series of

submissions- target /actual submission of the requisites as in rule 4.5.2.

- 4.5.2.2 A student failing to comply with the provision in rule 4.5.2 WRITING shall lose the project AND alternatively concerned Faculty shall intervene effectively for completion of the project for other members of that unit.
- 4.5.2.3 Draft script to be copied & circulated by the concerned core crew to all respective faculty departments including Production Department at least five clear days ahead of Script conference.
- 4.5.2.4 Subsequently there shall be a mandatory Script conference with all the Faculty departments including Production Department. The AP Production / Production Manager(P.M.) shall convene the conference AND keep record of the deliberations.
- 4.5.2.5 The Script conference shall deliberate upon the following based on draft script:
 - i. directorial planning
 - ii. budget proposal
- 4.5.2.6 Scripts shall be approved keeping in reference the scope & implications deliberated upon in the Script conference.
- 4.5.2.7 Approved scripts shall be copied & circulated by the concerned core crew to all the departments at least 30days before the actual shoot; same copies should also reach tutorial section & Library.
- 4.5.2.8 All prerequisite sound recording work should be completed before the Production meeting.

4.5.3 Recce for all exercises/projects other than Diploma film shall effectively be the finalisation of pre-surveyed locations; a maximum of 07(seven) days or less will be allotted for each recce and should take place

immediately after the Production Meeting as per schedule. A production-person shall be accompanying the student core crew during the recce to check out the production logistics of each location(s). He shall be the recipient / custodian/disbursing person for the recce-fund / money.

- 4.5.3.1** Students while developing respective script should also simultaneously carry out/complete primary location hunting and performer / talent selection ON HIS OWN within the scope / objective / feasibility parameters. NO reimbursements &/OR supports are permissible for these primary preparations.
- 4.5.3.2** Recce regarding diploma film should take place during the period between the Preliminary Production Meeting(PPM) & Final Production Meeting(FPM); a maximum of 15(fifteen) days or less will be allotted for each unit's recce and should be completed before the FPM as per schedule; the period will be utilised for finalising— talent, location— distance/safety & logistics /amenities regarding location and such other survey/assessment that will effectively facilitate shooting. The P.M. should accompany the student core crew during recce; he shall be the recipient / custodian/disbursing person for the recce-fund / money.
- 4.5.3.3** Recce provision for projects & exercises other than Diploma film shall be a consolidated cash allowance as approved, which is to be utilised for local transport & reasonable incidental expenses.
- 4.5.3.4** For all exercises/projects other than Diploma film AP Production/P.M. may authorise Production assistant (Pa) to accompany the unit during recce for survey/assessment/disbursement at his discretion.
- 4.5.3.5** Against a student's written request for an Art-director for recce that is forwarded with justification by HoD

Direction & Screenplay writing, Dean may approve accompaniment of such authorised person during recce.

4.5.3.6 The student Director shall duly apply for release of recce-fund allocation, which should be approved by the AP/Dir. & SPW & duly acknowledged by P.M.; only then the fund shall be released from the accounts to the P.M.

4.5.3.7 No money cash or otherwise shall be given to students.

4.5.3.8 Recce budget shall not be re-allocable.

4.5.3.9 Location(s) and other shooting related arrangement shall be approved in the Production meeting subject to the consent & recommendation report of the P.M. assigned for the respective recce.

4.5.4 Production Meeting shall be convened by the AP Production/P.M. as per calendar AND keep record of the deliberations. All HoD/AP, P.M. and all concerned students of core crew should be present at the specified venue on time. Any other person may be co-opted /deputed for the meeting as deemed fit by the Faculty / P.M.

4.5.4.1 Production meeting shall deliberate upon the following based on approved script:

- submission &/OR approval of production schedule
- obtainment of required permissions for shooting
- confirmation of arrangements for shooting
- issuance of callsheet

4.5.4.2 For Diploma films the production meeting will take place TWICE as stated below —

- Preliminary Production meet (PPM) — the PPM shall take place within 05 days of circulation of

approved script and shall deliberate upon the following:

- (a) production planning
- (b) submission for approval of recce budget proposal
- (c) any special requirement

ii. Final Production meet (FPM)— shall take place at least 10days before actual shooting begins and deliberate upon the following:

- (a) submission &/OR approval of production schedule
- (b) obtainment of required permissions for shooting
- (c) confirmation of arrangements for shooting
- (d) Final Production Requisition
 - i) equipment /raw stock (specification)
 - ii) properties and costumes
 - iii) if set is required – specify
 - iv) talent / performer list and their requirement schedule
 - v) light / Generator / Grip requirement schedule.
- (e) issuance of callsheet

4.5.5 The period after Production meet (FPM in case of Diploma film) and before the commencement of Production (shooting) shall be utilised for— completion of formalities regarding locations; set construction &/OR location propping; talent co-ordination; final preparations for costume / property / special props or requirement; equipment checking & issuing;

4.5.5.1 All purchase of costume/ property/ special property OR any shooting related purchase should be done through P.M. AND should be deposited to the costume-property section & entered into respective in-

ventory register before they are issued; ANY & ALL ALIBI OF EXIGENCY OF REQUIREMENT SHALL BE REJECTED TILL THE REGISTRATION IS COMPLETE.

4.5.6 **Production**: Shooting will have to be completed within allocated shifts as spread over which includes transit. It is mandatory to allocate & utilise the shifts CONSECUTIVELY.

4.5.6.1 One shift will be of 8 hours (or part thereof) working. An extended shift of 12 hours working maximum may be permissible and will be counted as 1½ one& half shift.

4.5.6.2 In case of hired personnel shift-accounting may vary according to the clauses of the organisation they are sourced from.

4.5.6.3 No unit will be permitted/allowed to shoot more than 12 hours at a stretch /continuously under any circumstances whatsoever.

4.5.6.4 There will be a mandatory RECESS OF ONE HOUR duration within each shift exclusive of working (shoot) time.

4.5.6.5 TURN AROUND TIME between pack up & next call time: there will be mandatory gap of minimum 10 hours between consecutive shifts.

4.5.6.6 The call time should be announced / adjusted by the 2nd assistant Student Director with the consent of the Pa, who is authorised to decide about the shift timing.

4.5.6.7 In case of cancellation of shooting schedule due to unusual, unforeseen, unavoidable circumstances beyond human control, P.M. shall immediately report every such situation and suggest alternative measures to the Dean.

4.5.6.8 Any re-scheduling shall be effected subject to The Dean's approval.

4.5.6.9 The Dean is authorised to decide upon the matter that shall be final and binding. In cases of exigency the Dean's decision maybe obtained over telephone by P.M. immediately followed by a written report by him of the situation / decision of the Dean to be ratified by the Dean.

4.5.6.10 In case of providing outsourced equipment the concerned Faculty will the give requirements and recommend the possible suppliers there after Production department will execute the requirement. The Dean shall scrutinise the requirement AND shall be the approving authority for requisition. Requisition approved by the Dean shall be final and binding.

4.5.6.11 Excluding hired equipment & accessories all approved requisites i.e. the equipment / accessories will be issued once on the eve of first shooting day during the normal office hour and will remain with the students throughout the respective stretch of shooting schedule.

4.5.6.12 Respective department shall allot/arrange for a transit storage wherein the students will keep the equipment / accessories issued to them.

4.5.6.13 The Pa will submit a report of students participation / attendance in their respective capacity to the P.M.

4.5.6.14 All outsourced / hired items should be countersigned on CHALLAN by the Pa and the concerned student.

4.5.6.15 The exposed material as prepared by the students will be officially dispatched from / by Lab-liaison towards the lab for processing and one light telecine copy for editing. Student(s) shall NOT be visiting the lab during this period.

4.5.6.16 Production related general duties of Students:

- i. The student assistants shall be responsible for the**

safekeeping / proper functioning and general safety while in use of the equipment.

- ii. After the issuance the student should carry and keep the equipment/ accessories in the transit store secured & safe, should also inform the security in-charge about the keeping.
- iii. As applicable and approved in the FPM the 3rd Assistant Director will be issued the communication equipment from the production section on the eve of 1st day of shoot during normal office hours and will remain with the students throughout the respective stretch of shooting schedule.
- iv. In case of any exigency regarding equipment, students should immediately inform the concerned department about the nature and status of the same. Students shall not try any major servicing of equipment on their own.
- v. Students on-the-job should regularly prepare their CAMERA REPORTS/CONTINUITY SHEETS/PRODUCTION REPORTS respectively. These will be submitted to the respective departments AND those shall be assessed AS PROJECT SESSIONALS.
- vi. Students shall return all equipments to the respective departments after completion of scheduled shoot or on arrival in campus within the next working hour.
- vii. All exposed film cans/tapes should be labelled properly and prepared as 'ready to despatch' along with a covering letter with clear job instruction for the laboratory to be submitted to the camera store.
- viii. All exposed/recorded material should be submitted to the sound department and subsequently prepared for pilot transfer.

ix. Production Still: all still-photo negatives after processing have to be returned to still section before Edit begins; student should obtain a clearance to that respect from MPP Faculty and submit to Editing Faculty.

4.5.7 Post-production: Postproduction schedule should be followed strictly; if a student misses/fails to conform to the schedule without prior intimation, the faculty may not allocate additional shifts in lieu AND/OR may take alternative measures to complete the job on schedule AND inform the Dean accordingly.

4.5.7.1 Notwithstanding the provisions of above rule 4.5.7, if in the opinion of the concerned Faculty the non-conformity of a student can be reasoned sufficiently and just, beyond any doubt, concerned student can be re-scheduled for the job provided re-scheduling shall not amount to extra advantage favouring the students; provided further that re-scheduling does not disrupt/extend the annual calendar severely.

4.5.7.2 Notwithstanding the foregoing provisions, any and every such rescheduling shall be subject to the approval of the Dean.

4.5.7.3 It shall be the duty of the respective Faculty to ensure effective measures for due completion of respective work of the project. Respective Faculty shall have the authority to intervene at any stage of postproduction to facilitate due completion of the project.

4.5.7.4 Once the Rush-Telecine arrives from the lab, that should be viewed (preferably on projection) mandatory by the unit, faculty / project guide – respective call sheets should be circulated by the Student Director to all concerned stating date / time / venue – Materials to be issued/collected by the respective core unit from Lab-liaison section.

- 4.5.7.5 After viewing the rush / telecine material should be submitted to the Editing department immediately.
- 4.5.7.6 The concerned unit may shoot the title & credits only; service of the graphic designer may be availed to that effect. The title / credit plates shall have to be approved by the respective Faculty & Dean before shooting it.
- 4.5.7.7 Editing will be done on existing DNLE platform, machine allocation and shift timing thereof shall be finalized at the direction of Faculty of Editing.
- 4.5.7.8 The editing shall be deemed to be duly complete once the cut list / EDL is ready. No modification whatsoever shall be allowed or permissible to the final picture cut after the cut list is out.
- 4.5.7.9 Student editor should himself do the negative cutting.
- 4.5.7.10 HoD Editing faculty shall submit to the tutorial section a date-report indicating target/actual of series of job done-such as Dump Assemble, Rough-cut, Fine-cut with optical effects, Cut-list (EDL), Negative-cut.
- 4.5.7.11 HoD Faculty of Editing shall issue a respective completion / job done certificate of the student director/editor, copies of which is to be circulated to Production Manager, Tutorial section and to the Audiography for record and/or subsequent work.
- 4.5.7.12 Audiography: Sound work will have to be done on existing sound equipment/ facility, machine/studio allocation and shift timing thereof shall be finalised at the discretion of the Faculty of Audiography.
- 4.5.7.13 Work flow-chart as given by the Faculty of Audiography shall be strictly adhered to.
- 4.5.7.14 After completion of RR, the final sound track shall be transferred on to MOD/suitable removable media, ready for subsequent lab-job.

4.5.7.15 HoD Faculty of Audiography shall submit to the Tutorial section a date-report following flow-chart issued indicating target/actual of series of job done - such as play back (if) recording, Pilot transfer, Dubbing, Foley (sync & non-sync), Back Ground music, Matching (Dub, Foley, music), pre-mixing / track laying, final mixing (re-recording).

4.5.7.16 HoD Faculty of Audiography shall issue a respective completion / job done certificate of the student director/recordist, copies of which is to be circulated / communicated to Tutorial, Production department for subsequent action for married print.

4.5.7.17 Married print: Before proceeding for the Laboratory student unit should submit to the Tutorial total credit/title card duly approved by the respective Faculty/Production section. It is mandatory that the final credit/title as actually appears in the respective married print should match exactly as per approval; any deviation from that has to be rectified as per approval AND the concerned student(s) will have to bear the entire additional expenditure due to the respective rectification.

4.5.7.18 A forwarding letter will be issued from the Tutorial toward the laboratory for related lab-job. It is mandatory for the Laboratory to have the forwarding letter to carryout the lab-job hence it is the duty of the student unit to collect a copy of the same before proceeding for the Laboratory.

4.5.7.19 The student unit shall visit the Laboratory for following job as applicable to respective project to be mentioned in the forwarding letter— optical recording; obtaining title/credit & optical effects, processing title/credit & optical effects; incorporating title/credit & optical effects, leader and trailer, final grading, married printing.

4.5.7.20 Optical effects shall mean fade in/wiped out, Dissolve, Super-impose only. No provision for any other special effects.

4.5.7.21 For all projects other than Diploma film only one married print is to be made.

4.5.7.22 For Diploma film TWO married prints are to be made – first print based on primary colour grading through analyzer. Second print shall incorporate minor table correction regarding colour rendition.

- i. A colour graded / corrected telecine copy of Diploma film shall be made.
- ii. Both the prints and telecine shall reach the Institute before being sent in for subtitling job.
- iii. Sub-titling will be done on the second print. A forwarding letter will be issued from the Tutorial toward the service provider for subtitling specifying the job to be done.

4.5.8 All pecuniary obligations should be met / satisfied before married printing; the entire core unit will be accounted as a whole hence each of the respective member has to be free of any outstanding.

4.5.9 Students ready to visit the Laboratory shall duly apply for the same and requesting release of tour money they are entitled for that will be approved by the Dean for subsequent action AND settle the adjustments thereof immediately after return from the Laboratory.

Chapter – 6 Promotions

4.6.1 Institute shall publish result of all students within a reasonable time prior to effecting promotion AND commencement of next term.

4.6.2 The promotional status of each of the students shall be indicated in the notified result as mentioned under—

- i. 'passed & promoted' indicated as **P**
Explanation: student has cleared all academic AND administrative requisites;
- ii. 'eligible for promotion with backlog' indicated as **PX**
Explanation: student has limited backlog on account of intra-departmental assignments/ sessionals from term just completed at lower level;
- iii. 'ineligible for promotion' indicated as **X**
Explanation: student is not eligible for promotion to the next higher level due to non-fulfilment of stipulations governing eligibility for promotion.

4.6.3 A student shall be eligible for promotion to next higher level/year based on the achievement satisfying following criteria:-

- i. Theory written exams - minimum 40% and above AND
- ii. Internal assessment -
 - (a) practical exercise/assignment/sessionals - min.50% & above in each
 - (b) Project - min. 50% & above in each AND
- iii. Attendance - requisite specified as under foregoing rule 4.3.3, & 4.3.4 in relation to rule 4.3.5.

4.6.4 A student shall meet/fulfil all requirements/obligations in financial matters pertaining to current session to qualify for promotion to next higher level/year failing which promotion may be withheld OR denied.

4.6.5 Students against whom disciplinary action has been initiated OR is under process shall NOT qualify for any further promotion.

4.6.6 It is mandatory for a student to be reinstated to qualify for promotion to next higher level/year.

4.6.7 Student(s) wilfully not appearing for theory/writ-

ten examinations &/OR NOT completing projects/exercises of current session &/OR NOT submitting requisite sessionals shall not be promoted. The decision therein of the Dean shall be final & binding.

Chapter – 7 Scholarship

- 4.7.1 The Institute's scholarship will be awarded based on merit.
- 4.7.2 Merit will be adjudged on basis of assessment.
- 4.7.3 Student(s) duly promoted only will be eligible for Institute scholarship.
- 4.7.4 A scholarship holder should show impeccable compliance with curriculum & exemplary conduct in respect of Institute's objectives/guidelines/rules, otherwise the scholarship should be withheld in addition to the disciplinary proceedings.
- 4.7.5 If a scholarship holder discontinues/leaves his studies before the completion of the course, he will cease to be eligible for scholarship from the date of the discontinuance of his studies.
- 4.7.6 If a scholarship is not availed by a holder for any reason whatsoever it may be awarded to the next candidate in merit list for remaining period of the course.
- 4.6.7 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 in that respect.
- 4.7.8 A student may draw loan/stipend from sources other than Institute.
- 4.7.9 Absence or leave on any ground will entail loss of scholarship for (twice) the respective period.
- 4.7.10 No foreign student shall be eligible for scholarship of Institute.

4.7.11 The disbursement of scholarship will be as follows :-

- i. Beginning of 1st year- eight(ten-if 5departments are functioning) students topping the integrated merit list, among those who have actually enrolled.
- ii. At the beginning of AND on due promotion to 2nd year- two students respectively from of each of the specialisation topping the list of promotees to 2nd year and duly enrolled, such total eight students.
- iii. At the beginning of AND on due promotion to 3rd year- two students respectively from each specialisation topping the list of promotees to 3rd year and duly enrolled, such total eight students.
- iv. No scholarship to be given/disbursed at the end of third year.

Chapter -8 Fees

4.8.1 Fees once paid are not refundable under any circumstances excepting the amount specified as such under deposit head.

4.8.2 The refund of deposit is permissible only after the confirmation of completion of the Diploma films and due submission of 'NO-CLAIM' certificates from all concerned to the Tutorial section; after deduction of all dues, fines and other pecuniary claims pending against him as applicable, the disbursement of the remaining amount will be done toward him.

4.8.2.1 If any student does not claim the refund of any amount lying to his credit within one calendar year of his leaving the Institute, it shall be considered to have been donated by him to the Institute.

Explanation: The period of one year shall be reckoned from the date of announcement of the result of

course completion or the date from which his studentship ceases or as may be notified to that respect.

4.8.2.2 After having paid the fees, if a candidate desires the admission to be cancelled, he shall be refunded all other fees and deposits, except Registration Fee, Admission fee and Enrolment Fee, provided the Registrar receives his application for withdrawal at least 10(ten) clear days before the commencement of the academic session concerned otherwise he shall be reckoned as duly enrolled AND regular pecuniary parameters shall be applicable to him.

4.8.2.3 In case a student discontinues the studies he is entitled to refund of such deposit if-

- i. the concerned student informs in writing his unwillingness to continue with the studies AND hence as applicable a refund be granted in favour of him.
- ii. in case the student fails to inform as above after a waiting period of two months of prolonged absence the studentship will be terminated AND he shall also be required to pay all fees / charges that may fall due during this period of waiting.

4.8.2.4 In case of expulsion/termination of a student on disciplinary grounds his entire deposit shall be forfeited.

4.8.2.5 In case of demise of a student the refund as applicable may be disbursed towards the respective guardian or guardian's assigns against a due application claiming the refund from the guardian.

4.8.3 Student should preserve all receipts of the Institute till the convocation.

4.8.4 All fees should be paid by the first day of the session OR within the specific date as notified.

4.8.5 The Institute shall realise from a student's deposit

money as applicable on account of any damage or loss he may have caused to the Institute, along with outstanding fees and fines, if any.

4.8.5.1 After any & every such realisation as per provision in 4.7.5 the deposit amount so reduced should be replenished to the original full amount mentioned in fee chart that will be duly notified.

4.8.6 All penalties/fines/pecuniary obligations other than the fees as imposed/directed should be paid without demur & within the allotted time frame/date through respective notice.

4.8.7 A student who has received cash allowance / advance for any purpose approved for, he should submit the respective statement &/OR proof of expenditure AND complete the adjustments as applicable & required within 7(seven) days of fulfilment of the approved purpose.

4.8.8 **Delay or Default Payment:**

- Any delay in payment of fees shall be accounted as a minor offence.
- Any delay in any payment other than fees shall be accounted as major offence.

4.8.9 **Penalty on delay/default payment:**

A. If a student does not pay fees on time, a fine shall be levied as follows:

- One rupee for the first 10(ten) days.
- Two rupees for the next 10(ten) days.
- Five rupees thereafter up to the last day of the month in which the fee is due.

B. Name of the defaulters, which shall be put up on the Notice Board, shall be struck off from the rolls of the Institute with effect from the first day of the following month

4.5.9.1 A student whose name has been struck off the rolls of the Institute may be readmitted on the recommendation of the Dean and on payment of arrears of fees in full and other dues. He shall, in addition, pay a fresh Enrolment Fee.

4.5.10 The Director may, on the recommendation of the Dean, relax any of the conditions for payment of fees in special cases provided the student concerned submits a written application setting forth the reasons for late payment of fees. Such applications should be submitted well ahead of the due dates so that a decision may be taken and communicated to the student concerned in time.

4.5.11 Details of fees in Rupees is given appendix I

PART - V

Accreditation

Chapter -1 Diploma

5.1.1 The Diploma awarded by the Institute will be indicating only the fact that the concerned student has successfully completed the requisite curriculum AND shall not indicate any class/obtained by him.

5.1.2 A separate grade chart detailing the evaluated grade finally obtained may be issued on request signed by the Dean.

5.1.3 Student shall be awarded the Diploma if he satisfactorily qualify in all of following requisite criteria such as -

- i. abidance of all academic parameters
- ii. completion of all projects
- iii. compliance with all financial obligations
- iv. no prohibition— administrative/statutory/
- v. student is in place

v. return/ submission of all materials respecting Institute

Explanation: a student should submit a notarised affidavit on a due court paper disclaiming any possession of Institute material and confirming the return of all that was — issued to him/in his custody/received by him on behalf of Institute/ in possession otherwise.

5.1.4 The Diploma shall be signed and issued jointly by the Chairman of the Institute and the Director/Executive head.

5.1.5 The Diploma shall be the only instrument of acknowledgement of successful completion of a prescribed course of study in the Institute.

5.1.6 The Diploma shall NOT be delivered through post BUT may be delivered to the messenger duly authorised by the concerned student AND for which he only shall remain responsible.

5.1.7 In case of exigency, requesting a provisional certificate of completion of curriculum against a due application by the concerned student, the same may be issued subject to rule 5.1.3 above AND as per decision of the Dean.

5.1.8 The concerned student shall submit a completion certificate duly signed by the HoD/Officer-in-Charge of all concerned department prior to the issuance of provisional certificate or the Diploma.

5.1.9 The Diploma shall be conferred through convocation

Chapter -2 Convocation

5.2.1 Convocation for the purpose of conferring diploma shall be held with prior approval of the Chair once in a year on 1st May that is the penultimate of SRFTI WEEK commencing from 26th April

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ceding days shall be utilised for presenting an annual bouquet of SRFTI with special reference to the batch of students eligible for current convocation.

- 5.2.2 The Chairman shall preside at the Convocation of the Institute for conferring diplomas.
- 5.2.3 An exponent of cinema/media shall necessarily be present at the Convocation as Guest-of-Honour.
- 5.2.4 the Registrar shall issue notices of all meetings on the Convocation NOT LESS THAN eight weeks before its commencement.
- 5.2.5 The Registrar shall, along with the notice, issue to each member of the Convocation, a program of the procedure to be observed thereat.
- 5.2.6 The candidates who have passed & qualified their examinations in the year for which the Convocation is held shall be eligible to be admitted to the Convocation. Provided also that eligible candidates from preceding years shall be admitted to their respective degrees.
- 5.2.7 In case the Convocation is not held in a particular year, the Chairman shall be competent to authorise awarding of successful candidates in that year with their respective Diploma in absentia and issue the Diploma on payment of prescribed fees.
- 5.2.8 A candidate for the Diploma must submit on or before the date prescribed for the purpose to the Registrar his confirmation for the Convocation in person along with the prescribed fees.
- 5.2.9 Such candidates as are unable to present themselves in person at the Convocation shall be awarded the Diploma in absentia by the Chairman and their diplomas shall be issued by the Registrar on application and payment of the prescribed fees.
- 5.2.10 No candidate shall be admitted to the Convocation

in person who is not in proper formal dress.

- 5.2.11 The Faculty members in consultation with the Dean & The Director shall design the details of actual programme of the event.
- 5.2.12 Existing students shall be actively incorporated for executing the actual programme of the event.
- 5.2.13 **EVENT PROCEDURE:** following shall be the order of business during Convocation meet:-
 - 5.2.13.1 Having obtained the permission of the Chairman, the Registrar shall declare the convocation open and request the Dean to declare the names of ALL the candidates
 - 5.2.13.2 The Dean shall introduce the candidates to the Guest-of-Honour & the Chairman for the award of Diploma at the Convocation. The Dean shall read out the list of the candidates, beginning in following words-
'Sir, may I now introduce to you the students who have already been considered qualified by the Institute to receive the Diploma of the Institute to which I pray, they may be admitted%'
 - 5.2.13.3 The Chairman shall admit the candidates to their respective diplomas in following words-
'By virtue of authority vested in me as the Chairman of Satyajit Ray Film & Television Institute, I admit you to your respective diplomas AND I call upon you that ever in your thought & action you prove yourself worthy of the honour conferred on you.'
 - 5.2.13.4 Awardees present shall be formally presented to The Guest-of-Honour &/OR Chairman who shall hand over the Diploma to the respective awardee to be conferred in person.
 - 5.2.13.5 The Registrar will present the names of awardees NOT PRESENT for awarding them diploma in absentia to their respective. The Registrar shall begin in the following words.

'Sir, may I now present to you the following students who are not present but have already been considered qualified by the Institute to receive the Diploma of the Institute, hence they may please be awarded the Diploma in absentia—

5.2.13.6 The Chairman shall admit the candidates to their respective diplomas in absentia in following words—
'By virtue of authority vested in me as the Chairman of Satyajit Ray Film & Television Institute, I admit you to your respective Diploma in absentia.'

5.2.13.7 The Convocation address will be delivered by the Guest-of-Honour.

5.2.13.8 The Dean shall give a vote of thanks.

5.2.13.9 Finally, with the permission of the Chairman the Registrar shall declare the Convocation Closed.

PART – VI

Proprietorial

6.1.1 A student has no claim whatsoever on the following matter such as :

- i. equipment & accessories relative to natural functioning
- ii. record of reference-aural/visual/textual
- iii. establishment & installation
- iv. assets and properties

6.1.2 Any material/gadget collected/designed/made/re-configured by the students if the expenditure thereof is borne by the Institute partly/wholly that same item becomes the property of the Institute accordingly the student(s) shall have NO claim whatsoever on any and all of that.

6.1.3 In cases of any contributions from outsider(s) toward the projects/exercises &/OR such other academic

functioning/event that shall not have any validation of any claim from the contributor as per rule 6.1.2 and the contributor/collaborator shall not effect/retain/promote any kind of version/transformation/ altered presentation.

- 6.1.4 Institute holds and retains all the present and future rights of, all the students' (project/exercises/ sessionals) academic activities resulting in some tangible form including the Diploma film and may exploit the same in any and all means as it may deem fit.
- 6.1.5 After the confirmation of completion of the project including the Diploma film, the concerned student can effect NO version/transformation/ altered presentation.
- 6.1.6 Any violation of rules 6.1.3 & 6.1.5 above at any time in future, the concerned person shall be subjected to due prosecution.
- 6.1.7 A bona-fide student who qualified for awarding of the Diploma save as clause 5.1.3 under Diploma, shall be entitled to obtain a DVD copy of their year ending projects only provided that to that respect he —
 - i. duly apply in prescribed format; &
 - ii. pay in advance the full requisite amount; &
 - iii. sign in the receipt register during delivery of the copy.
- 6.1.8 Notwithstanding the provisions in clause 6.7 above the Institute is the sole authority to decide on whether to grant OR refuse a copy of the project depending on the merit of respective project.
- 6.1.9 The merit of a year ending project for granting a respective copy shall be adjudged on whether it —
 - i. conforms to the aim & objective of the Institute;
 - &

- ii. does not violate any law of the land in any & every respect; &
- iii. is NOT derogatory / distorting / mala fide; &
- iv. does not send any message of subversion / turpitude / incitation whether overtly &/ or covertly;

6.1.10 The Institute reserves the right to amend any of the rules contained herein as and when deemed necessary. Further, Institute reserves the right to add other rules in addition to these contained herein as and when deemed necessary.

PART – VII

Hostel Rules And Regulations

Chapter –1 General

- 7.1.1 The SRFTI Hostel is meant primarily for the accommodation of regular students of the Institute.
- 7.1.2 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 into odd hours.
- 7.1.3 The Boys' hostel will be under the supervision of the Warden and the Girls' hostel under the Matron.

7.1.3.1 Responsibilities of Warden / Matron of Hostels

- i. The Warden/Matron 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 Registrar.
- ii. Subject to the stipulations of the byelaw, the Warden/Matron shall allot rooms to the students assigned to him, 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.

iii. In addition to the specific duties assigned by the Director, the Warden/Matron shall perform the following routine duties:

- (a) oversee & ensure hygienic ambience and amenities; and
- (b) to maintain daily record of the resident-students such as students present each day, students absent from the Hall together with reasons for absence; and
- (c) to ensure that the students observe the Regulations and discipline in accordance with the rules framed thereof; and
- (d) Report to the Dean, Registrar all cases of misbehaviour and indiscipline and illness of students residing respectively in his/her hostel; and
- (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.

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

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

Chapter –2 Boarding rules

7.2.1 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.

7.2.2 Boarders are expected to respect the need for quiet study of fellow boarders and not indulge in any activity likely to disturb them.

7.2.3 Boarders are NOT permitted to engage any person for service of any kind, personal or otherwise, without the prior sanction of the Director.

7.2.4 Boarders shall NOT use the asset(s) for graffiti &/ OR scribbling &/OR for displaying notices / posters (for which separate notice boards are available in the hostels).

7.2.5 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.

7.2.6 Any compliant regarding boarding facilities should be taken up with the Warden / Matron as the case may be.

7.2.7 A compliant register is available with the Warden / Matron 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 the Estate Manager or the Registrar.

7.2.8 Married students will not be allowed to house their spouse and/or children in the hostel.

7.2.9 **VEHICLES:** owner should notify the Warden/Matron about respective vehicle to keep ascertain the identity of the vehicle parked/entering the campus; AND boarders should note that —

- i. vehicles must be parked in the space allotted in the campus and not anywhere else.
- ii. vehicles are not allowed to be taken to the hostels except when they carry or have to carry heavy luggage of the trainees/students.
- iii. it is mandatory to register every vehicle entering/ exiting the campus each time at the main gate- absolute cooperation is expected from the boarders respectively.

7.2.10 Allotted Rooms: Boarders should not change their officially allotted hostel rooms without prior approval of the Warden/Matron as applicable.

7.2.10.1 Each boarder is responsible for the care of respective room in which he is lodged and of the furniture provided for him.

7.2.10.2 If any boarder does not require any item provided to his room, he should request the Warden/Matron as applicable to take back the same.

7.2.10.3 Shifting of existing furniture from one room to another can only be done with the prior permission of the Warden/Matron as applicable.

7.2.10.4 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 by others.

7.2.10.5 Boarders shall NOT tamper with the electrical and other fittings.

7.2.10.6 Permission for using electrical appliances must be obtained in advance from the Director through the Warden/Matron as applicable. As may be directed by the Director an additional payment over & above standard electricity charges may have to be made for the use of such appliances.

7.2.10.7 Boarders are requested to see that water is not wasted by leakage in the water supply fittings or by careless or extravagant use and on detection of such & other defect(s) in the building fixtures and fittings, electrical installations etc. should report to the Warden / Matron / Estate Manager for necessary action.

7.2.10.8 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 as applicable.

7.2.10.9 A boarder wilfully not completing his projects before the end of the final term has to find alternative

accommodation outside the Institute campus for the extended period.

- 7.2.11 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.
- 7.2.12 Boarders cannot have a visitor/guest with him in the hostel-room without the written permission of the Director/Warden/matron.
- 7.2.13 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. Such permission must be obtained from the Director by making prior written request.
- 7.2.14 Subject to availability of rooms the Director, at his discretion, may permit the following categories of persons to stay in the Hostel on payment of the approved charges.
 - i. Other institutional students when they come to attend approved courses/seminars/workshops;
 - ii. Those attending film short courses / seminars / workshops;
 - iii. Ex-students of the SRFTI visiting Kolkata for work connected with the SRFTI and
- 7.2.15 Absence: Students are not allowed to be absent from the hostel for the night without written permission from the Warden / Matron as applicable AND if it is not an academic requirement.
 - 7.2.15.1 Every resident student before proceeding on leave / vacation and on returning to hostel after such leave / vacation must report to the Warden / Matron respectively.
 - 7.2.15.2 Students leaving the station temporarily are required to leave their out-of-station address with the Hostel Warden/Matron respectively.

7.2.15.3 In case a student decides to leave the campus in an emergency, after office hours, he must leave a letter seeking permission to leave station together with justification & nature of emergency.

7.2.16 A student who finally vacates his accommodation after completing the session shall pay all his dues and get a 'NO-CLAIM' and that 'all furniture and equipment/fixtures provided to him in the room, along with the room where the student was lodged is in good condition'-certificate from the hostel Warden/ Matron respectively to this effect before leaving the hostel.

7.2.17 Consequent upon Pregnancy of a student, she shall have to vacate the hostel. Under no circumstances she will be allowed to stay in the hostel.

7.2.18 Hostel fees: a student shall pay full amount of hostel charges/rent as notified; NO provision for proportionate payment.

7.2.18.1 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.

7.2.18.2 Students permitted to keep their accommodation during vacation shall make payment of vacation rent as may be notified.

7.2.19 Hostel fees & other charges have to be paid only in Indian Rupees

PART VIII

Library

Chapter -1 Management

- 8.1.1 Library committee hereinafter referred to as LC shall be the standing body authorised to decide on library matters.
- 8.1.2 The Library Committee will consist of the following members:
 - i. Dean – presiding
 - ii. Registrar
 - iii. Heads of Departments
 - iv. One experts in the field of librarianship
 - v. Two experts in the field of Cinema & related arts- preferably with experience in relevant-teaching
 - vi. The Senior accounts Officer
 - vii. Two students NOT from first year
 - viii. The Librarian -Ex-Officio Secretary & convenor.
- 8.1.2.1 The term of office of the expert-members of LC shall be three years; the term of office for student members of LC shall be one year.
- 8.1.2.2 The LC shall have the following powers and function:
 - i. To frame and effect policy regarding management of the Library including services to be rendered to the members.
 - ii. To lay down guidance for the functioning of the Librarian.
 - iii. To review the functioning of the Library on annual basis.
 - iv. To control and suggest Library budget for every year.
 - vi. To allocate funds to different Departments.
 - vii. To effect any matter referred to it by the Academic Council or the GC.

viii. To add, amend or delete any rules prescribed for the use of the Library services by the readers.

8.1.2.3 The LC shall hold at least one meeting in every three months.

8.1.2.4 Half of the total members with at least one of the experts as stipulated in 8.1.2v will form the quorum for LC meeting.

8.1.2.5 Standard procedures of conducting meeting will be followed in LC meetings.

8.1.3 Membership: The following shall be eligible to become members AND hence enjoy all the privileges/ services of the Library:

- i. Faculty members including guest-faculty, students, officers and other employees of the Institute. Students through exchange program shall be allowed for reference only.
- ii. Ex-students, Ex-teachers and ex-officers of the Institute who are residing in Kolkata for reference only.
- iii. Teachers of institutions having such MOU with Institute on interlibrary services.
- iv. Any other person whose name is recommended by the HoD and approved by the Dean in such cases relative of Institute.
- v. SPECIAL MEMBER: Eminent scholars FOR REFERENCE ONLY relative to cinema studies expressing willingness with detailed substantiation of the objective/purpose of the requirement AND as approved by the Director on recommendation of the Dean.

8.1.3.1 Enrolment: All categories of members shall fill in the prescribed form and make the necessary deposit to become members of the Library.

8.1.3.2 Every member shall be provided with two/three cards; one is the membership card and another is the lending card. AND one for reference reading card for Special member as per 8.1.3v.

8.1.3.3 Library membership AND issued cards are NOT transferable.

8.1.3.4 Members are privileged to borrow/for reference AND such other related service offered by the library.

8.1.3.5 General Responsibility of member

- i. Before entering the reading area, all personal belongings such as handbags, umbrellas, files, personal books & any printed matter etc. should be left in the boxes at the entrance of the Library absolutely at his own risk. Items issued from the Library also shall not be carried into the library premises.
- ii. Books, periodicals, etc., taken by members for reading in-the-hall to be left on the tables provided for this purpose.
- iii. Each borrower will be responsible for the materials borrowed against the Card issued to the member and for the return of the same to the Library without damage. User should check the physical condition of material while borrowing the same.
- iv. If a member loses a Pass Book/Card, it should immediately be reported to the Librarian. The Librarian may issue a duplicate set of Cards/Pass Book on payment of stipulated fine as in 4.7.11.
- vi. Any member intending to terminate the membership shall return all the materials borrowed. On surrendering the Pass Book/Cards, the Librarian shall issue a "no dues" Certificate.
- vii. Kids & minors & Pets are NOT to be brought in the library.

viii. Smoking, spitting, littering & making noise is BANNED inside the Library.

8.1.4 BOOK SELECTION procedure:

- i. Each department shall review the new announcements of books in periodicals / publishers' catalogues / internet and other sources at least once a month in departmental library committee meeting.
- ii. Thereafter the department shall be sending at least quarterly, requisition for books in prescribed proforma to the librarian. If no books of interest have appeared, a NIL REQUISITION will be sent. However, the department can send the requisition on monthly basis for immediate needs.
- iii. Books selected by Librarian &/OR students &/ OR other Institute staff/authorities will be sent to the Department concerned &/OR Dean for review/ consent.
- iv. The Library will check the requisitions against the holdings and books in order to avoid duplication.
- v. Duplication will be generally avoided except in case of course/reference books where they may be duplicated at the ratio of 1:5 for issuance to the students.

8.1.4.1 The proforma for sending the requisitions shall be as follows.

Department.....

Books reviewed in the meeting of the Departmental Library Committee

on.....

Requisition for

Author	Title	Publisher	Year of Publication	Price	Copies
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1.

2.

Chapter – 2 Functioning

- 8.2.1 The Institute Librarian will be responsible for the routine management AND functioning of the system for which he will be answerable directly to the Dean.
- 8.2.2 Institute library is a special application reference library hence shall NOT function in an open access system.
- 8.2.3 Digital resource centre: there shall be a digital network that will function as virtual library accepting all forms of materials including text/image/video/audio. The infrastructure will have multiple nodes dedicated for each of the relevant departments/sections/offices/officers for online retrieval.
- 8.2.4 LIBRARY TIMINGS: The SRFTI library is open on all days (including Sundays), except on Govt. Holidays and on all second Saturdays of EACH month as per following timings :

Days	Opening hours
Monday to Saturday	08 AM to 09 PM
Sunday	01 PM to 08 PM

8.2.4.1 TIMINGS OF AUDIO-VISUAL UNIT

Monday to Saturday :	8.30 AM to 8.30 PM
Sunday :	1.30 AM to 7.30 PM

8.2.4.2 TIMINGS OF CIRCULATION COUNTER

Monday to Saturday :	8.30 AM to 8.30 PM
Sunday :	1.30 AM to 7.30 PM

8.2.4.3 TIMINGS OF REPROGRAPHY FACILITY

Monday to Saturday :	8.30 AM to 8.30 PM
Sunday :	2 PM to 7 PM

- 8.2.5 Library shall maintain & update a complete catalogue/database of its entire inventory; a member shall select books/periodicals/others by consulting the catalogue for borrowing/reading/viewing/listening.

8.2.6 Library shall provide, maintain & update digital bibliography service such as to prepare a database including various references focussing on cinema and allied subjects; indexing the related periodicals; retrievals on Indian media; handouts on important media-events; etc.

8.2.7 All requests of members for lending/reading/other-services should be done in prescribed requisition slip AND routed through library staff on duty.

8.2.8 The newly procured books shall be kept on the new-arrival display. These books can be issued out after the display period of one month is over. Monthly new arrivals' lists are circulated/notified via "new arrivals" to the members.

8.2.9 Issue policy: Books in reference section shall be issued only to faculty members/technical staff as per provision in rule 8.2.10.

8.2.9.1 Books in reference section may be issued to respective department on long-term loan.

8.2.9.2 A limited lending section of text/study material AND such other copies of manuals will also be maintained that will primarily meet the requirement of students. Bound/additional copies of selected reference books will be kept in lending section for circulation.

8.2.9.3 A library user can borrow ONE TECHNICAL MANUAL and ONE BACK ISSUE of a periodical.

8.2.9.4 Current periodicals and newspapers are NOT to be issued out.

8.2.9.5 Administrative and/or office manuals shall also be kept in the circulation section; copies of the same may be issued to respective department on a long-term loan.

8.2.9.6 Unbound journal(s)/periodical(s) may be issued for a period of THREE DAYS only.

8.2.9.7 Typical/special-application audiovisual material OR copies of the same may be kept in the respective departments on long term loan OR frequent use.

8.2.9.8 In all cases of long term loan the recipient department shall be accountable for the issued material.

8.2.9.9 Users cannot borrow any equipment from the library except with the written permission of the Director OR Dean.

8.2.9.10 DVD materials are not to be lent out, except to Faculty members and in some exceptional cases as the Librarian deems fit, to students only for overnight.

8.2.10 Provision regarding Lending of Books:

Category number	Category of members		No. of Vol.	Loan Period
01	Faculty members/ Teachers		10	Thirty days
02	Technical staff		06	Twenty days
03	Students		02	Fourteen days
04A	Administrative Staff	Officers	04	Fourteen days
04B		Other-staff	02	Seven days
05	Recommended Guest		01	Two days

8.2.10.1 The membership card along with relevant other card for respective service must be deposited to the library to avail services/privileges.

8.2.10.2 Due date slip on Book shall be indicative of when the book is to be returned.

8.2.10.3 Borrower should take note of the status of the issues outstanding against him soon after a transaction at the counter. Discrepancy, if any, should be brought to the notice of the counter person immediately; any complaint thereafter is likely to be rejected.

8.2.10.4 Borrowed materials are NOT transferable and hence should not be lend to others.

- 8.2.10.5 Immediately after issue, the borrower is required to take out the issued material from the library.
- 8.2.10.6 While going out of the library the user should ensure that they carry only those materials that are duly issued to him otherwise disciplinary action will be taken against him as per provisions for major offence.
- 8.2.10.7 During power/system failure the circulation counter will be suspended.

8.2.11 Liability of Members:

- i. If any borrowed material is lost, the member who borrowed it shall be liable to replace it; in case he submits his inability to replace the lost material he should pay the current price of the same.
- ii. The borrower/member shall be liable for compliance with the copyright act.
- iii. If any member of the library is found guilty of misusing or mutilating or defacing a book, writing in the margin or on the print, or of destroying or damaging Library property, such members shall be required to replace such books or properties damaged. If such book is one of a set or a series and the volume cannot be obtained singly, the members shall be asked to replace the entire set or series. Such members may also be fined for the offences and debarred from further use of the Library. In extreme cases of improper use of library facilities/amenities concerned member shall be liable for prosecution.

- 8.2.12 Books can be re-issued to the borrower for another period as per provision in rule 9.2.10.
- 8.2.12.1 Maximum TWO-TIME renewal is allowed, provided any other members have not requisitioned those books.

8.2.12.2 Re-issuing will be done only after the books are duly returned first along with the Library Identity Card, and fresh entry made in the due-date-slip in the book.

8.2.13 Members shall receive library materials in person by signing in issue register. However, teachers and other officers may borrow books through an authorised messenger and with a letter mentioning the names of the volumes required.

8.2.14 In the event of misuse or damage of the borrowed material by a member, the Librarian will have the power to suspend the member and report the matter to Dean for appropriate action.

8.2.15 Any member delaying the return of a books/materials after the due date will be fined as following;

- i. One rupee per day per book after the due date – For members other than students;
- ii. Rs.2/- per day per audio-visual material – For members other than students
- iii. Fifty paisa per day upto 07 days AND 8th day onward one rupee per day – For students
- iv. One Rupee per day per VCD, VHS AND One rupee per ACD (four days after issue) AND Rs.2/- per day per DVD - For Student

8.2.15.1 Consequent upon severely overdue issuance the facility of issue shall remain suspended till the issuance is returned AND for additional one month following the return under probation AND report the matter to Dean for appropriate disciplinary action.

8.2.15.2 The membership privilege will be resumed fully after the period of probation as in 8.2.15.1 AND after complying with all pecuniary requirement to the delay in return of issuance or others.

8.2.16 The Librarian shall have the power to refuse the is-

sue of a book or to recall any book from a borrower if it is considered necessary in the interest of the Institute.

- 8.2.17 All materials on loan, irrespective of the normal due date, shall be returned within a fortnight in the event of an annual stock verification as may be notified.
- 8.2.18 The outgoing students are required to produce a clearance certificate from the Librarian in the absence of which the results are liable to be withheld AND even provisional certificate may be refused.
- 8.2.19 A member who has terminated his membership may claim a refund of the caution deposit after producing the "no dues" Certificate from the Librarian. In case of members who do not have to make any caution deposit, the accounts will be settled only on production of a "no dues" Certificate from the Librarian.

Chapter -3 Reprography

8.3.1 Policy on Reprographic materials to be maintained in Departmental Libraries:

- i. Such photostat materials will be properly recorded and maintained in the departmental library for future reference and use.
- ii. This facility will be available in case of periodical articles, chapters of books and other materials not easily accessible to the students.
- iii. Requisitions in prescribed proforma will be send to the library through the HoD.
- iv. Requisitions will be send by the department with ONE MONTH's notice in advance to the actual requirement of the materials.
- v. The ratio of copies to be photostat will be 1:5 students.

8.3.2 Service for individual: Portions of a document -20% of a Book and 2 articles of a Periodical -are permissible only within limits of Copyright Act. Service will be provided under following stipulation—

- i. Indents received will be executed in the order of their receipt in the section.
- ii. The indenter will have to sign an undertaking to the effect that the photostat material will be used only for teaching and research purposes.
- iii. Full payment will have to be made against receipt before taking delivery.
- iv. Service charge – A4 size @ 50 paisa per page –
For students
@ 50 paisa per page – For Faculty members and others
@ Re.1.00 per page – For outsiders

8.3.2.1 Each member of the faculty will be entitled to get photostat of reading/teaching materials extending to about 200 pages per course done from the Library free of cost.