



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute

विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय

Deemed to be University Under Distinct Category

भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन

Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXV /4141(A)

Date: 27.03.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /26/00036, dated 20.03.2026, the requisite information is furnished below:

Query	Reply
1. The name and designation of the authority who has sanctioned the release of the funds for the projects and exercises of the students in the various above referred semesters after the expiry of their scheduled duration of maximum 26 weeks.	All the project budget are sanctioned by the competent authority.
2.The details, of this issue if it had been raised by the account or audit department in their internal audit inspections during last 3 years.	No such issue was raised by any audit.

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha

(Amritap Sinha)

Hardware Manager

Central Public Information Officer

पता : ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता - 700 094

दूरभाष : 91-33-2432 8355, 2432-8356, 9300

Address : E. M. Bypass Road, P.O. : Panchasayar, Kolkata - 700 094

Phone : 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल/e-mail : contact@srfti.ac.in • वेबसाइट / website : www.srfti.ac.in



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Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXV/4039

Date: 18.03.2026

Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/T/26/00008, dated 24.02.2026, the requisite information is furnished below:

Query	Reply
1.In SRFTI the duration of semesters in various academic years had been extended beyond six months periods for various courses of 3 years film and 2 years EDM courses for the students for quite some time continuously for some reason or the other leading to simultaneous and parallel running of the same semester for different batches of the students admitted in two different academic years resulting in completion of 3 years film courses in 5 to 6 years and EDM courses in 4 to 5 years. The authorities in SRFTI says that as per their records the duration of semester is laid down as minimum 26 weeks as against the provision of maximum 26 weeks in their laws which are available on public domain, that way the 3/2 years courses having 6/4 semesters obviously cannot be completed in the stipulated time. Please supply the necessary instructions of the ministry specifying the limits of the duration, both minimum and maximum, of a semester in various different courses respectively run in various universities working under the ministry in normal times, excluding emergencies etc.	Please find the attached copy of Para 2.3 at Page No.8 of the Student's Handbook of this Institute. (Annexure-A).
2.Please supply the name and designation of the concerned authority who is competent to extend the durations of semesters as against the stipulations referred in para 1 above.	The requisite information as sought for is not available on record with this Institute.
3.Please supply the dates of beginning and end of the various semesters for various courses conducted by the various universities therein during the last 3 academic years.	
4.Please supply the name and designations of the authority who had approved the extension/reduction of the such semesters where the duration of semesters as referred in para 3 above, had been beyond the stipulated limits referred in para 1.	

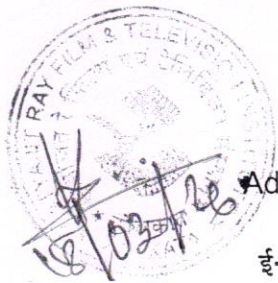
Under Section 19 (I) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

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Kolkata - 700 094

Yours faithfully,

A. Sinha

(Amritap Sinha)
Hardware Manager
Central Public Information Officer



पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

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Address E.M. Bypass Road, P.O. Panchasayar, Kolkata - 700 094

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ई-मेल / e-mail contact@srfti.ac.in • वेबसाइट / website www.srfti.ac.in

(Annexure - A)

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

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

2. Definition of Terms

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

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

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

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

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



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F. No.59055/10/2020/Admn/Part-XXXIX /4143

Date: 27.03.2026

To
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C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /26/00015, dated 24.01.2026, the requisite information is furnished below:

Query	Reply
1. The details of government order, if any, of the competent authority exonerating Prof Datta from taking theory and/or practical classes to the students of 20th batch or any other batch of Films or/and EDM wings.	No such order is available on record.
2. The norms of University Grant Commission for engagement of teaching faculty for taking lectures and/or practicals separately per week in the ranks of Professor, associate Professor and Assistant Professors separately.	No information is available on record.
3. The engagement, in terms of number hours, of Professor Datta in teaching activity with various batches of students of 3 year film courses or any other course separately during April, 2024 till date week wise when he remained on duty in the institute during that period.	For required information please see the attached copy (Annexure-A).

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
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Yours faithfully,

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3rd Sem / 19th Batch

(Annexure-A)

 (index.html) Attendance

Select Date/Week

Course

PGPC-CINEMATOGRAPHY/Sem5/14

Go

Print

- Attendance:
- Recorded
- Not Recorded
- Class Withheld

Apply Class based attendance option only for the Classes generated continuously(eg. 10AM. to 5PM) from Weekly schedule otherwise please use Hourly Attendance for each class which is the default option

Exclude option may be used to put attendance to only few students without changing or considering attendance of others.

Like GoGrp for a group of Students if Weekly schedule is generated for Group of students

YEAR : 2024 WEEK: 28

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08-07-2024	09-07-2024	10-07-2024	11-07-2024	12-07-2024	13-07-2024

10AM-11AM

RAW Module
Lighting
Practical-4,
Camera by
Dinesh Kr.
Bhadwal
Group : ALL
HL

[View](#)

10AM-11AM

RAW Module
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Sudip
Chakraborty
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3rd Sem / 19th Batch

 (index.html) Attendance

Select Date/Week

Course

PGPC-CINEMATOGRAPHY/Sem5/14

Go

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भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 271]

नई दिल्ली, बुधवार, जुलाई 18, 2018/आषाढ़ 27, 1940

No. 271]

NEW DELHI, WEDNESDAY, JULY 18, 2018/ASHADHA 27, 1940

विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 18 जुलाई, 2018

विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय संबंधी विनियम, 2018

सं. एफ. 1-2/2017 (ईसी/पीएस).—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 14 के साथ पठित धारा 26 की उपधारा (झ) के खंड (ड.) और (छ) के तहत प्रदत्त शक्तियों का प्रयोग करते हुए तथा "विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय संबंधी विनियम, 2010" (विनियम सं. एफ 3-1/2009 दिनांक 30 जून, 2010) तथा समय-समय पर इनमें किए गए सभी संशोधनों का अधिक्रमण करते हुए, विश्वविद्यालय अनुदान आयोग, एतद्वारा निम्नलिखित विनियमों को तैयार करता है, नामतः—

1. लघु शीर्षक, अनुप्रयोग एवं प्रवर्तनः

- 1.1 इन विनियमों को विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हताएं तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु उपाय) संबंधी विनियम, 2018 कहा जाएगा।
- 1.2 ये विनियम विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (झ) के तहत संबंधित विश्वविद्यालय के साथ परामर्श कर किसी केन्द्रीय अधिनियम, प्रांतीय अधिनियम, अथवा किसी राज्य अधिनियम के द्वारा स्थापित अथवा निगमित प्रत्येक विश्वविद्यालय, आयोग द्वारा मान्यता प्राप्त संघटित अथवा संबद्ध महाविद्यालय सहित प्रत्येक संस्थान और उक्त अधिनियम की धारा 3 के अंतर्गत प्रत्येक सम विश्वविद्यालय संस्थान पर लागू होंगे।
- 1.3 यह विनियम अधिसूचित किए जाने की तिथि से लागू होंगे।
2. उच्चतर शिक्षा में मानकों को बनाए रखने के एक उपाय के रूप में विश्वविद्यालय और महाविद्यालय शिक्षकों, पुस्तकाध्यक्षों और निदेशक, शारीरिक शिक्षा और खेलकूद की नियुक्ति और अन्य सेवा शर्तों की न्यूनतम अर्हताएं इन विनियमों के अनुबंध में दी जाएंगी।
3. यदि कोई विश्वविद्यालय इन विनियमों के उपबंधों का उल्लंघन करता है तो ऐसे उल्लंघन किए जाने अथवा इस प्रकार उपबंधों का पालन करने में असफल रहने पर उक्त विश्वविद्यालय द्वारा दिया गया कारण, यदि कोई हो, पर विचार करते हुए आयोग, अपनी निधियों में से विश्वविद्यालय को प्रदान किए जाने वाले प्रस्तावित अनुदानों को रोक सकता है।

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 18th July, 2018

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the “UGC Regulations on Minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010” (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. Short title, application and commencement:

- 1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.
- 1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.
- 1.3 These shall come into force from the date of notification.
2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.
3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018**Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.****1.0 Coverage**

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

- 1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail
 - i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.
 - ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly-appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

14.0 Teaching Days

- 14.1 The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

Categorisation	Number of weeks : 6-days a week pattern		Number of weeks : 5-days a week pattern	
	University	College	University	College
Teaching and Learning Process	30 (180 days) weeks	30 (180 days) weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

- 14.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with $1/3^{\text{rd}}$ of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, $1/3^{\text{rd}}$ of the period shall be credited as Earned Leave.

✓ 15.0 Workload

- ✓ 15.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor - 16 hours per week

Associate Professor/Professor - 14 hours per week

- ✓ 15.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

16.0 Service Agreement and Fixing of Seniority

- 16.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
Deemed to be University Under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXIII / 4111

Date: 24.03.2026

To
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/T /26/000014, dated 24.02.2026, the requisite information is furnished below:

Query	Reply
Please supply the following information for SRFTI, Kolkata as conflicting information is being received from the institute. 1. The classes of 20th batch for 21st week had been scheduled from 20th May, 2024 to 24 May, 2024 as per the schedule signed by Dean, Sri Vipin Vijay, HOD/DSPW, Prof Anirban Datta and Sri Sounak Kar, Course Director dated 14.05.2024. Though other professors took the scheduled classes as scheduled but Prof Sukanto Mazumdar, SRD, Prof Argha Sengupta, Animation and Prof Sounak Kar, DSPW did not take the scheduled lecture classes during that period. Also no information about their above decisions had been advised to the students, including the applicant, who went to the classes regularly as per the schedule. However, vide CPIO letter F No.59055/10/2020/Admn/Part-VII/3436 dated 02.01.2026, it was advised that the above classes had been cancelled or postponed which is not based on the facts. No official communication about such cancellation or postponement of classes had been advised to the students so far ever. The applicant had also attended the practical classes in the afternoon during the above period. Please supply the attendance of the applicant of practical classes attended by him during 20th-24th May 2024 after checking the details with the records kept in SRD and Direction departments or other concerned offices. Please, also advise the postponement/ cancellation letter, if issued ever, of the classes scheduled during that period.	No Notice of class cancellation was given to students. The classes were not officially cancelled during the week. The classes could not be conducted due to student protest outside the New CRT (class venue). Available documents have been attached herewith in the following sequence: 1. Original schedule for May 20-24, 2024 (week 21) 2. Letter of students requesting academic halt on May 20, 2024, 3. Letter of students notifying class boycott from May 21, 2024. 4. Attendance for May 20, 2024. 5. Attendance for May 21, 2024. 6. Attendance for May 22, 2024. 7. Letter by 15 students requesting for restarting classes. 8. Minutes of Dean's Council meeting on 24.05.2024. 9. Notice of academic suspension on May 27, 2024 due to cyclone. 10. Notice of extended semester break issued to the students. 11. Letter from students about rescheduling classes. 12. Responses to rescheduling of the week 21 routine. 13. Report about the incident generated by Course Coordinator 14. Revised 21 week schedule. Classes that were not conducted as per original schedule was scheduled between July 08 to 12, 2024.

Cont. P/2



पता : ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता - 700 094

दूरभाष : 91-33-2432 8355, 2432-8356, 9300

Address : E. M. Bypass Road, P.O. : Panchasayar, Kolkata - 700 094

Phone : 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल/e-mail : contact@srfti.ac.in • वेबसाइट / website : www.srfti.ac.in

recd
25/3/2026

Under Section 19 (l) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha
(Amritap Sinha)

Hardware Manager
Central Public Information Officer



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
Deemed to be University under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-VII

3436

Date: 02.01.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /24/00025, dated 06.07.2024, the requisite information is furnished below:

Query	Reply
Please arrange to advise the attendance (A copy of the attendance sheet or the total number of students attended classes whichever is readily available) in lectures held from 10.00 - 11.00, 11.00 - 13.00 hrs and practical classes held from 14.00 - 17.00 hrs for various groups i.e. Group A, B, C, D, E & F separately for 20 th batch students held from 20 th May - 24 th May, 2024 for various days.	Please find the requisite information as attached herewith as ANNEXURE-I (12 pages). In case attendance sheet is empty, it implies that the class had been postponed or cancelled.

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha

(Amritap Sinha)

Hardware Manager

Central Public Information Officer

Copy to: Ms Ivneet Kaur, Under Secretary, Govt. of India, Min. of I&B, 'A' Wing, Shastri Bhawan, New Delhi - 110001.

पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

दूरभाष : 91-33-2432 8355, 2432-8356, 2432-9300

ईमेल : info@satyajitrayinstitute.org, Kolkata - 700 094



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
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Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-VII

3436

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Date: 02.01.2026

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E/24/00025, dated 06.07.2024, the requisite information is furnished below:

Query	Reply
Please arrange to advise the attendance (A copy of the attendance sheet or the total number of students attended classes whichever is readily available) lectures held from 10.00 - 11.00, 11.00 - 13.00 hrs and practical classes held from 14.00 - 17.00 hrs for various groups i.e. Group A, B, C, D, E & F separately for 20 th batch students held from 20 th May - 24 th May, 2024 for various days.	Please find the requisite information as attached herewith as ANNEXURE-1 (12 pages). in case attendance sheet is empty, it implies that the class had been postponed or cancelled.

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha
(Amritap Sinha)

Hardware Manager
Central Public Information Officer

Copy to: Ms Ivneet Kaur, Under Secretary, Govt. of India, Min. of I&B, 'A' Wing, Shastri Bhawan, New Delhi - 110001.

पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094
दूरभाष : 91-33-2432 8355, 2432-8356, 2432-9300



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
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Deemed to be University under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXVIII / 4101

Date: 24.03.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /26/00035, dated 17.03.2026, the requisite information is furnished below:

Query	Reply
1. The number of employees to be reviewed under Rule (FR) 56 (j)/(I) and rule 42 of CCS(pension) rules 2021, Group wise, A/B/C since June 27, 2024.	No such review exercise has been undertaken during the period specified.
2. The number of employees reviewed under Rule (FR) 56 (j)/(i) and rule 42 of CCS(pension) rules 2021, Group wise, A/B/C since June 27, 2024.	

Under Section 19 (I) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha

(Amritap Sinha)

Hardware Manager

Central Public Information Officer



पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

दूरभाष : 91-33-2432 8355, 2432-8356, 2432-9300

Address E.M. Bypass Road, P.O. Panchasayar, Kolkata - 700 094

Phone: 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल / e-mail contact@srfti.ac.in • वेबसाइट / website www.srfti.ac.in



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
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भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXVII / 4100

Date: 24.03.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /26/00034, dated 16.03.2026, the requisite information is furnished below:

Query	Reply
1. The number of employees to be reviewed under Rule (FR) 56 (j)/(I) and rule 42 of CCS(pension) rules 2021, Group wise, A/B/C.	No employee of the Institute has been reviewed under the said provisions. Hence, the information sought is NIL.
2. The number of employees reviewed under Rule (FR) 56 (j)/(i) and rule 42 of CCS(pension) rules 2021, Group wise, A/B/C.	
3. The number of employees reviewed and against whom the provisions of Rule (FR) 56 (j)/(i) and rule 42 of CCS(pension) rules 2021, had been invoked/recommended, Group wise, A/B/C.	
4. The number of employees to be retired prematurely invoking Rule (FR) 56 (j)/(i) and rule 42 of CCS(pension) rules 2021, Group wise, A/B/C.	

Under Section 19 (I) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha.
(Amritap Sinha)

Hardware Manager

Central Public Information Officer

पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

दूरभाष : 91-33-2432 8355, 2432-8356, 2432-9300

Address E.M. Bypass Road, P.O. Panchasayar, Kolkata - 700 094

Phone: 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल / e-mail contact@srfti.ac.in • वेबसाइट / website www.srfti.ac.in





सत्यजित रे फिल्म एवं टेलीविजन संस्थान Satyajit Ray Film & Television Institute

विशिष्ट श्रेणी के अंतर्गत मानित बिश्वविद्यालय

Deemed to be University Under Distinct Category

भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन

Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-VI/4099

Date: 24.03.2025

Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /26/00028, dated 27.02.2026, the requisite information is furnished below:

Query	Reply
1. The name and designation of the appellate authority over the Internal Grievance Committee for the students of the University where the students can appeal if he/she is not satisfied with the decision of this internal Grievance Committee.	As per the Para 5(ix) of University Grants Commission (Redressal of Grievances of students) Regulation, 2023, any student aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of 15 days from the date of receipt of such decision.
2. The name and designation of designated Ombudsman of the deemed University.	Prof. (Dr.) Ranjan Chakrabarti, former Vice-Chancellor, Vidyasagar University, has been appointed as the Ombudsperson of SGRC of SRFTI, Kolkata.
3. Duties and powers of the Ombudsman referred in para 2 above.	i. The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations. ii. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totaling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated. iii. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination. iv. The Ombudsperson shall make all effects to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha

(Amritap Sinha)

Hardware Manager

Central Public Information Officer

पता : ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता - 700 094

दूरभाष : 91-33-2432 8355, 2432-8356, 9300

Address : E. M. Bypass Road, P.O. : Panchasayar, Kolkata - 700 094

Phone : 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल/e-mail : contact@srfti.ac.in • वेबसाइट / website : www.srfti.ac.in





सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
Deemed to be University Under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XIV /4098

Date: 24.03.2026

To
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /26/00026, dated 20.02.2026, the requisite information is furnished below:

Query	Reply
There was a Public Account Committee visit around 2016-2017 in which the issue of Institute taking abnormally long years for completing various courses causing heavy loss to the government for arranging faculty, classrooms, machines, hostels, electricity, water etc, as well to the guardians of the students for arranging extra expenditure for boarding, lodging of their wards for the long extended period besides loss of opportunities to their wards for no fault of theirs, was raised by honorable members of the committee along with other financial irregularities regarding loss of government towards not charging fees from students and others. The role of FRO was also questioned as no research work is being done in the institute. These issues mostly remain unattended even on date by academic authorities headed by the present VC & H.O.D Cinematography for a long time for which students and their guardians continue to suffer as extension of semesters, not charging fees from defaulters are illegal, no where provided in the rules of the institute. Also films without CBFC certificates are being shown illegally by FRO and Screening committee misguiding the students. Please arrange the relevant paras of the visit of that parliament committee on issues as referred above and the action taken report on them by the administration till date.	Your query is not specific. Please furnish specific query.

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha
(Amritap Sinha)

Hardware Manager

Central Public Information Officer



पता : ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता - 700 094

दूरभाष : 91-33-2432 8355, 2432-8356, 9300

Address : E. M. Bypass Road, P.O. : Panchasayar, Kolkata - 700 094

Phone : 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल/e-mail : contact@srfti.ac.in • वेबसाइट / website : www.srfti.ac.in



सत्यजित रे फिल्म एवं टेलीविजन संस्थान Satyajit Ray Film & Television Institute

विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय

Deemed to be University Under Distinct Category

भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन

Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXVI /4097

Date: 24.03.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

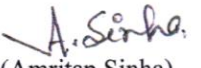
With reference to your RTI application bearing registration no. SRFTI/R/E /26/00009, dated 21.01.2026, the requisite information is furnished below:

Query	Reply
1.The name and designation of the officer and/or official who had been assigned the above job of uploading of RTI decisions on the RTI portal.	The year-wise information is forwarded to the IT Section of this Institute to upload in the website under supervision of Senior Manager (IT).
2.If the information regarding the above decisions of RTIs decided during the above period is available in somewhere else in the public domain, which is required as per provisions of RTI Act. Please supply that concerned link.	The last updated information is available from April, 2024 to March, 2025.
3.The details of any instructions issued by the competent authority, if any, not to update the website with the above decisions of RTI as referred in para 2 above.	The next updated information will be available from April, 2025 to March, 2026.

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,


(Amritap Sinha)

Hardware Manager
Central Public Information Officer



पता : ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता - 700 094

दूरभाष : 91-33-2432 8355, 2432-8356, 9300

Address : E. M. Bypass Road, P.O. : Panchasayar, Kolkata - 700 094

Phone : 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल/e-mail : contact@srfti.ac.in • वेबसाइट / website : www.srfti.ac.in



सत्यजित रे फिल्म एवं टेलीविजन संस्थान Satyajit Ray Film & Television Institute

विशिष्ट श्रेणी के अंतर्गत मानित बिश्वविद्यालय

Deemed to be University Under Distinct Category

भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन

Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXI/4096

Date: 24.03.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /24/00076, dated 30.12.2024, the requisite information is furnished below:

Query	Reply
1.Is occupying the hostel beyond 3 years after initial their registration by the students of films in various departments an offence which invites some disciplinary action in the institute, yes/no?	There is no specific provision/rule which explicitly defines occupation of hostel beyond 3 years from initial registration as an offence.
2.The rule, if any, under which occupying the hostels beyond 3 years since their initial registration by the film students is an offence.	Not applicable.
3.The rule which allow/disallow the students who continue to occupy the hostel beyond 3 years of their initial registration to sit in various examinations of different courses conducted by the institute.	Not applicable.
4.The rule which allow/disallow the students who continue to occupy the hostel beyond 3 years of their initial registration to secure merit scholarships approved by the institute in various semesters.	Not applicable.
5.Number of students of 15 th , 16 th , 17 th and 18 th batch separately who had been granted merit scholarship even after their occupation of the hostel beyond 3 years of their initial registration in various semesters.	Not applicable.
6.Number of students of 15 th , 16 th , 17 th and 18 th batch separately who had been allowed to sit in various examinations conducted by the institute even after their occupation of the hostel beyond 3 years of their initial registration.	Not applicable.

Cont: P/2



पता : ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता - 700 094

दूरभाष : 91-33-2432 8355, 2432-8356, 9300

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Phone : 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल/e-mail : contact@srfti.ac.in • वेबसाइट / website : www.srfti.ac.in

Under Section 19 (l) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,



(Amritap Sinha)

Hardware Manager

Central Public Information Officer



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
Deemed to be University under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXI/1842

Date: 27.10.2025

To,
Shri Praveen Kumar Mittal
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /24/00075, dated 29.12.2024, the requisite information is furnished below:

Query	Reply
1.How many students of 15 th , 16 th and 17 th batches had requested in writing for allotment of hostel after completion of three years since their initial registration in the Institute, separately for various batches during last 3 years.	None of the students of 15 th , 16 th & 17 th batch had requested for allotment of hostel after course duration of 3 years. However, courses had not completed within stipulated time.
2.How many students of 15 th , 16 th and 17 th batches had been allowed to deposit hostel fees after completion of three years since their initial registration in the Institute, separately for each batch during last 3 years.	The students of the said batches paid hostel fees upto 3 years.
3.The name and designation of the officials who had allowed the written request of the students as indicated in para 1 above and accepted the deposition of hostel fees for the students of 15 th , 16 th and 17 th batches after completion of 3 years stay since their initial registration in the institute during last 3 years.	There are no written request available in this regard.
4.Are hostels allowed as per the rules of the institute any student after completion of his/her three years stay in the institute since his/her initial registration.	It is not related to any information rather it is a query which does not fall in the RTI Act, 2005,

Under Section 19 (l) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Director & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

Shantanu Pal

(Shantanu Pal)

Associate Professor, Editing
Central Public Information Officer

Copy to: Ms Ivneet Kaur, Under Secretary, Govt. of India, Min. of I&B, 'A' Wing, Shastri Bhawan, New Delhi - 110001.

पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

दूरभाष : 91-33-2432 8355, 2432-8356, 2432-9300

Address E.M. Bypass Road, P.O. Panchasayar, Kolkata - 700 094

Phone: 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल / e-mail contact@srfti.ac.in • वेबसाइट / website www.srfti.ac.in



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
Deemed to be University Under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXX/4095

Date: 24.03.2026

Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/T/26/00010, dated 24.02.2026, the requisite information is furnished below:

Query	Reply
1. In SRFTI Kolkata, there has been a complete collapse of administrative machinery headed by the Vice Chancellor & H.O.D Cinematography Prof Samiran Dutta, Dean(I/C) Films & H.O.D Sound Recording & Design Prof Sukanto Mazumdar supported by H.O.Ds of other departments viz Direction, Producing and Editing, as far as the academic activities, especially of IVth Semester of 20th batch which started on 1st September 2025, are concerned. Despite the repeated verbal and written request right after the start of the semester from all concerned in the academic administration right from bottom level i.e the officials of tutorial section to the top level i.e. the above mentioned VC & Dean(I/C) and other H.O.Ds the syllabus was supplied only on 09.02.2026 in reply of an RTI application dated 28.10.25. That was after more than 17 of the total duration of 20 weeks of the semester IV had already passed. Till date the students of Sem IV of all the departments of film wing except Animation for whom the exercise is common like the Short film project, were made to engage in Mise en Scene & post, which is only a 6 week exercise as per the syllabus and there is no program/timetable given to us for completing the remaining Short Film project of 14 weeks as mentioned in the syllabus. Only one letter in beginning of the semester signed by Dean I/C, which indicates the date of beginning of the semester IV had been received so far regarding the academic schedule of the semester. In the absence of any timetable the planning, execution and completion of this project may also have the same fate as that of Mise en Scene as has happened in the past too. The VC, Dean, Registrar and all other H.O.Ds had also already been requested to arrange holding of Governing Council or Academic Council or Dean council meetings, if required, to raise the issue and get the matter sorted and advised to the students vide letter no Commencement/Sem-III/20th batch dated 28.01.2026 of the applicant, but no decision has been advised as yet from them till date. Please supply the Name and Designation & Department/organisation of members of the Governing Council and Academic Council members of the Institute separately along with their e-mail addresses so that the issue is raised at their level too for getting the necessary decision which has a direct bearing with the future of students of the entire batch and also the budget and other preparations of the respective guardians who have to arrange the finances for the tuition and hostel fees and the other expenses of boarding and lodging for their wards for the extended period of the semester etc, if any.	Please see attached copies of Academic Council and Executive Council of SRFTI.
2. The duration of time earmarked in weeks/days in the syllabus for mise en scene exercise and Short film projects for the 3 years film course in semester 4 or any other semester in other film institute of the ministry.	No information is available with this Institute on record.

Cont. P/2



पता : ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता - 700 094

दूरभाष : 91-33-2432 8355, 2432-8356, 9300

Address : E. M. Bypass Road, P.O. : Panchasayar, Kolkata - 700 094

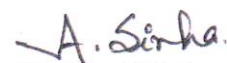
Phone : 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल/e-mail : contact@srfti.ac.in • वेबसाइट / website : www.srfti.ac.in

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,


(Amritap Sinha)

Hardware Manager
Central Public Information Officer

Academic Council, SRFTI

Sl No	Name	Profession	Contact No	E- Mail	Post in Society
1	Shri. Samiran Datta	Vice Chancellor	98310 01068	vc@srfti.ac.in	Chairperson
Dean					
2	Sukanta Majumdar	Dean (FILM), SRFTI		dean@srfti.ac.in	Member
3	Chandan Goswami	Dean (EDM), SRFTI	83360 24039	chgoswami@gmail.com	Member
4	Bishnu Dev Halder	Dean, FTII, Itanagar	94771 94772	bishnudev@ftiap.srfti.ac.in	Member
Professors					
5	Tridib Poddar	HoD, DSPW	98310 52441	tridibpoddar@gmail.com	Member
6	Kunal Kundu	HoD, Animation Cinema	98302 87891	kunalkundukreatives@gmail.com	Member
7	Sukanta Majumdar	HoD, SRD	98310 52990	sukantamajumdar77@gmail.com	Member
8	Siladitya Sanyal	HoD, Direction & Producing for EDM	98300 19201	sanyal.siladitya@gmail.com	Member
9	Tapan Bhattacharyya	HoD, Sound for EDM	98303 43195	sonictapan05@gmail.com	Member
10	Debasish Sen Sharma	HoD, Writing for EDM	98306 75587	debasish.chaepani@gmail.com	Member
11	Dominic Sangma	HoD, Screen Writing, FTII-I	98627 36578	dominic.sangma@gmail.com	Member
12	Samadarshi Datta	HoD, Screen Acting, FTII-I	97483 57060	samadarshiofficial@gmail.com	Member
Associate Professor					
13	Prasenjit Ghosh	Asso.Prof., PFT	98301 27027	pjitpie@gmail.com	Member
14	Sujoy Das	Asso.Prof., SRD	94324 37544	sujoydas_ju@yahoo.com	Member
15					Member
16	Pradipta Bhattacharyya	Asso.Prof., Editing	98306 99627	pradiptafilms@gmail.com	Member
17	Shantanu Pal	Asso.Prof., Editing for EDM	98300 21017	shantanupal1@gmail.com	Member
Assistant Professor					
18	Saikat S Ray	Asst. Prof., Editing	98318 41822	aceaceray@gmail.com	Member
19	Nilanjan Banerjee	Asst. Prof., PFT	98314 90588	nilanjanban04@gmail.com	Member
20	Sounak Kar	Asst. Prof., DSPW	99036 56345	simplysounak@gmail.com	Member
21	Joydeep Bose	Asst. Prof., MPP	98308 40370	hanabi08@gmail.com	Member
	Mukul Haloi	Asst. Prof., Screenwriting, FTII-I	6000799460	haloimukul@gmail.com	Member

Academic Council, SRFTI

Sl No	Name	Profession	Contact No	E- Mail	Post in Society
External Expert					
23	Santosh Sivan		98209 99037	santosh.sivan@gmail.com	External Experts
24	Resul Pookutty		98212 11461	resul@canariespostsound.com	External Experts
25	Sankalp Meshram		98209 50507	sankalpmeshram@gmail.com	External Experts
26	Megh Varn Pant		98191 29545	meghpant@gmail.com	External Experts
27	Prakash Moorthy		9447131107	thymoor@gmail.com	External Experts
28	Modhura Palit		79807 83054	modhurapalit@gmail.com	Alumni
Other Members					
29	Deepak Kumar	Registrar, Ex-Officio	91223 78045	registrar@srfti.ac.in	Member Secretary
30	Sougata Bhattacharyya	COE	98305 30596	fro.srfti@gmail.com	Permanent Invitee

Executive Council, SRFTI

Sl No	Name	Profession	Contact No	E- Mail	Post in Society
1	Shri. Samiran Datta	Vice Chancellor	98310 01068	vc@srfti.ac.in	Chairperson
2	Dr. K.K.Nirala	Joint Secretary	9978408551	jsip-mib@gov.in	Member
3	Shri. Sukanta Majumdar	Professor, SRD & Dean (IC)	98310 52990	sukantamajumdar77@gmail.com	Member
4	Shri. Sudipta Bhaumik	Professor, EDM Management	98362 68392	freesudipto@gmail.com	Member
5	Shri. Tridib Poddar	Professor, DSPW	98310 52441	tridibpoddar@gmail.com	Member
6	Ms. Moumita Roy	Asst. Prof., Sound for EDM	94334 03114	mail.moumitar@gmail.com	Member
7	Shri. Bishnu Dev Halder	Professor, Direction, FTII, Itanagar	94771 94772	bishnu@courtyard.net.in	Member
8	Ms. Jayasree Bhattachary	Theatre Artist & Filmmaker	9804336491	jbfilmmaker@gmail.com	Member
9	Ms. Alokanda Roy	Performing Art	9830564402	alokandaroy25@gmail.com	Member
10	Ms. Poullomi B Mukherjee	Kathak Exponent & Actor	9821583004	poullomimukherjee@yahoo.in	Member
11	Shri Mohan Kumar Valasa	Film Maker, Director	9674619946	mohanforyou@gmail.com	Member
Member Secretary					
12	Shri. Deepak Kumar	Registrar	91223 78045	registrar@srfti.ac.in	Member Secretary



सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
Deemed to be University under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXVII /4040

Date: 19.03.2026

To
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /26/00020, dated 03.02.2026, the requisite information is furnished below:

Query	Reply
In a letter of CPIO F.NO.59055/10/2020/Admn/Part-XIX/3685 dated 02.02.2026 it has been advised that, as per records, Semester consists of a minimum period of 26 weeks, in para 2 along with other details. Please supply a copy the records where this details about the minimum period of a semester being 26 weeks has been stipulated along with the reference details of the respective source of the above information.	As per Para 2.3 of Page No.8 of the Student's Handbook, the duration of the Semester is minimum 19 weeks to maximum 26 weeks. But after Covid pandemic in 2022, the academic session/semester duration has extended beyond 26 weeks due to backlog academic activities.

Under Section 19 (l) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha

(Amritap Sinha)

Hardware Manager

Central Public Information Officer

Copy to: Ms Ivneet Kaur, Under Secretary, Govt. of India, Min. of I&B, 'A' Wing, Shastri Bhawan, New Delhi - 110001.

पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

दूरभाष : 91-33-2432 8355, 2432-8356, 2432-9300

Address E.M. Bypass Road, P.O. Panchasayar, Kolkata - 700 094

Phone: 91-33-2432 8355, 2432-8356, 23-9300

ई-मेल / e-mail contact@srfti.ac.in • वेबसाइट / website www.srfti.ac.in





सत्यजित रे फिल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
Deemed to be University under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XIX

3685

Date: 02.02.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/T /25/00006, dated 13.02.2025, the requisite information is furnished below:

Query	Reply
1.The amount of hostel fees received from various students of 15th, 16th, 17th and 18th batch students in various semesters from the date of occupation.	Please see the requisite information as attached (Annexure-A).
2.The hostel fees which is charged in various semesters is for how many months. As per para 2.3 and 2.3 of the Students Hands Book 2019-22 of the institute the semester consists of a maximum period of 26 weeks.	This institute charges Hostel Fees on a Semester basis. As per records, Semester consists of a minimum period of 26 weeks.
3.If the hostel remains occupied beyond the above, maximum period of 26 weeks and the semester is extended whether any additional hostel fees is required to be deposited by the student.	No information is available on record.
4.Whether the extra expenditure on the rent beyond 26 weeks in a semester of the hostel had been sanctioned by the competent authority already or it is yet to be done.	No information is available on record.

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha

(Amritap Sinha)

Hardware Manager

Central Public Information Officer

Copy to: Ms Ivneet Kaur, Under Secretary, Govt. of India, Min. of I&B, 'A' Wing, Shastri Bhawan, New Delhi - 110001.

पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

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(Annexure A)

Sl No	Batch	Hostel Fee Received					
		1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th Sem
1	15th	7,68,000	8,48,000	8,48,000	8,80,000	7,80,200	4,29,000
2	16th	88,000	5,45,607	6,62,933	7,31,748	5,80,800	3,52,000
3	17th	2,62,136	4,52,180	5,43,927	5,22,197	3,53,997	39,320
4	18th	3,31,968	4,13,883	4,59,755	5,09,553	2,55,580	Nil
Total		14,50,104	22,59,670	25,14,615	26,43,498	19,70,577	8,20,320



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Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXV/4039

Date: 18.03.2026

Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/T/26/00008, dated 24.02.2026, the requisite information is furnished below:

Query	Reply
1.In SRFTI the duration of semesters in various academic years had been extended beyond six months periods for various courses of 3 years film and 2 years EDM courses for the students for quite some time continuously for some reason or the other leading to simultaneous and parallel running of the same semester for different batches of the students admitted in two different academic years resulting in completion of 3 years film courses in 5 to 6 years and EDM courses in 4 to 5 years. The authorities in SRFTI says that as per their records the duration of semester is laid down as minimum 26 weeks as against the provision of maximum 26 weeks in their laws which are available on public domain, that way the 3/2 years courses having 6/4 semesters obviously cannot be completed in the stipulated time. Please supply the necessary instructions of the ministry specifying the limits of the duration, both minimum and maximum, of a semester in various different courses respectively run in various universities working under the ministry in normal times, excluding emergencies etc.	Please find the attached copy of Para 2.3 at Page No.8 of the Student's Handbook of this Institute. (Annexure-A).
2.Please supply the name and designation of the concerned authority who is competent to extend the durations of semesters as against the stipulations referred in para 1 above.	The requisite information as sought for is not available on record with this Institute.
3.Please supply the dates of beginning and end of the various semesters for various courses conducted by the various universities therein during the last 3 academic years.	
4.Please supply the name and designations of the authority who had approved the extension/reduction of the such semesters where the duration of semesters as referred in para 3 above, had been beyond the stipulated limits referred in para 1.	

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Senha

(Amritap Sinha)

Hardware Manager

Central Public Information Officer



पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

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(Annexure - A)

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

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

2. Definition of Terms

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

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

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

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

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



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Deemed to be University under Distinct Category
भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXVIII/3991

Date: 12.03.2026

Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/T/26/00009, dated 24.02.2026, the requisite information is furnished below:

Query	Reply
1.The semester IV of 20th batch in SRFTI Kolkata had started on 1st September 2025 and the students of the Sound department were asked to report to Dean for further orders for classes, exercises, projects, attendance etc which they had started doing accordingly. There they had been asked to make groups for completing the mis en scene exercise for the semester which is assigned 6 weeks as per the exist in syllabus. As against this time duration, however, the Vice Chancellor, who is also looking after the H.O.D of Cinematography department, along with Dean, who is also looking after the duties of Sound Recording and Design dept and H.O.Ds of al other departments i.e Direction, Producing and Editing had allowed the exercise to be completed till February 2026 for various reasons. The departmental representatives also held pre production meetings and the shootings on locations at times. Please arrange to supply the date of completion of post production of Sound and other departments, if any, of the mis en scene exercise of the last group of this semester.	According to the departmental records, the Sound Post Production of last Misc-en-scene exercise was done on 09.02.2026.
2.The of declaration of result for semester IV of 20th SRD department.	The requisite information as sought for is not available on record with this Institute.
3.The date of beginning of the 5th semester for 20th batch of SRD department.	
4.Syllabus of Sound Recording and Design departments of various Semesters of 3 year film courses in various universities under the Ministry.	

Under Section 19 (l) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha
(Amritap Sinha)

Hardware Manager

Central Public Information Officer



पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

दूरभाष : 91-33-2432 8355, 2432-8356, 2432-9300

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Satyajit Ray Film & Television Institute
विशिष्ट श्रेणी के अंतर्गत मानित विश्वविद्यालय
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भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-VI/3884

Date: 27.02.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjharia, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E/26/00024, dated 15.02.2026, the requisite information is furnished below:

Query	Reply
1. The semester IV of 20th batch had started on 1st September 2025 and 11 students of the Sound department were asked to report to Dean for further orders for classes, exercises, projects, attendance etc which they had start doing accordingly. There they had been asked to make groups for completing the mis-en-scene exercise for the semester which is assigned 6 weeks as per the syllabus. As against this time duration, however, the Vice Chancellor, who is also looking after the H.O.D of Cinematography department, along with Dean, who is also looking after the duties of Sound Recording and Design dept and H.O.Ds of all other departments i.e. Direction, Producing and Editing had allowed the exercise to be completed till February 2026 for various reasons. The departmental representatives also held pre-production meetings and the shootings on locations at times. Please arrange to supply the date of completion of post production of Sound the mis-en-scene exercise of the last group of this semester.	According to the departmental records, the Sound Post Production of last Mise-en-scene exercise was done on 09.02.2026.
2. The of declaration of result for semester IV of 20th SRD department.	No information available with this Institute.
3. The date of beginning of the 5th semester of 20th batch of SRD department.	No information available with this Institute.

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha
(Anurita Sinha)

Hardware Manager

Central Public Information Officer



पता-ई.एम. बाईपास रोड, पो० पंचशायर, कोलकाता 700094

दूरभाष : 91-33-2432 8355, 2432-8356, 2432-9300

Address E.M. Bypass Road, P.O. Panchasayar, Kolkata - 700 094
Phone: 91-33-2432 8355, 2432-8356, 23-9300

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भारत सरकार, सूचना एवं प्रसारण मंत्रालय के अधीन
Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XVIII/3922

Date: 12.03.2026

To,
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /25/00050, dated 10.11.2025, the requisite information is furnished below:

Query	Reply
1. The name and designation of the authority who had approved the extension of Semester III of Sound Recording & Design department of 20 th batch, which commenced on 1 st Feb 2025 from the stipulated normal 21 weeks, as given in chapter 6 of the Academic bye-laws of the institute, to 26 weeks i.e. upto 31.07.2025.	1. A mid semester break on week 9 was given on student's request. The extra weeks were given for extra classes for the betterment of the students, doubt clearing and practice, also additional module based inputs. This was an internal decision with consultation of the Dean.

Under Section 19 (1) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha

(Amritap Sinha)

Hardware Manager

Central Public Information Officer

Copy to: Ms Ivneet Kaur, Under Secretary, Govt. of India, Min. of I&B, 'A' Wing, Shastri Bhawan, New Delhi - 110001.



पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

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Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXIV/3949

Date: 09.03.2026

Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/E /26/00022, dated 02.02.2026, the requisite information is furnished below:

Query	Reply
In the following specific cases as advised by the institute vide their letter F.No.59055/10/2020/Admn/Part I/3457 dated 26.03.2024, the duration of the Semesters had been conducted for various periods in the following case as on 26.03.2024. A.17th batch film- 2nd Sem from 01.03.2021-20.04.2022-(54 weeks), 4th Sem from 05.12.2022 (more than 67 weeks). B.16th batch films-4th Sem from 02.03.20 to 07.11.2023-(3 years and 32 weeks), C.4th Batch EDM-3rd Sem from 02.01.2023 to 16.02.2024-(58 weeks) D.3rd Batch EDM 2nd Sem from 03.02.20 to 29.04.2022-(2 years & 7 weeks), 4th Sem from 02.01.2023-(more than 73 weeks). In view of the above please supply the following. 1. The name and designation of the authority respectively, who had approved the above extension of semesters beyond 26 weeks as per paras 2.2 and 2.3 of the Students Handbook 2019-22, along with the date of taking those decisions in the above referred cases mentioned as A, B, C and D respectively. 2. The detail of the concerned rule of the Institute under which the concerned competent authority had taken those decisions of extensions of semesters beyond 26 weeks in the cases mentioned at A, B, C and D above.	The requisite information as sought for is not available on record with this Institute.

Under Section 19 (l) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha
(Amritap Sinha)

Hardware Manager

Central Public Information Officer



पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

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Under the Ministry of Information & Broadcasting, Govt. of India

F. No.59055/10/2020/Admn/Part-XXXII

3915

Date: 02.03.2026

To
Shri Praveen Kumar
C/O Shri Sandeep Mittal
Tobacco Merchant, Main Bazar
VPO-Jhinjhana, Dist-Shamli
Uttar Pradesh - 247773

Sub: Supply of information under RTI Act 2005.

Sir,

With reference to your RTI application bearing registration no. SRFTI/R/T /26/000013, dated 24.02.2026, the requisite information is furnished below:

Query	Reply												
Please arrange to supply a copy each of the blank form of the Annual Performance Appraisals Reports (APAR) of Assistant Professors, Associate Professors, Professors, Head of the Departments, if there is a separate proforma for that, working in various departments of various institutes/deemed universities working under the ministry separately which indicate the different factors that are being taken in to account while writing and assessing their APAR by the report writing, reviewing and accepting authorities. Please also supply the designations of APAR writing, reviewing and accepting authorities for the above different levels of academic faculty mentioned above.	Please see attached blank forms of Annual Performance Appraisal Report (APAR). The Reporting Officer and Reviewing Officer are as follows: <table><tr><th>Designation</th><th>Reporting Officer</th><th>Reviewing Officer</th></tr><tr><td>Professor</td><td>Dean</td><td>Vice Chancellor</td></tr><tr><td>Associate Professor</td><td>Professor of concerned department</td><td>Dean</td></tr><tr><td>Assistant Professor</td><td>Professor of concerned department</td><td>Dean</td></tr></table>	Designation	Reporting Officer	Reviewing Officer	Professor	Dean	Vice Chancellor	Associate Professor	Professor of concerned department	Dean	Assistant Professor	Professor of concerned department	Dean
Designation	Reporting Officer	Reviewing Officer											
Professor	Dean	Vice Chancellor											
Associate Professor	Professor of concerned department	Dean											
Assistant Professor	Professor of concerned department	Dean											

Under Section 19 (I) of Right to Information Act, 2005, an appeal can be filed within 30 days from the date of receipt of the reply before the first Appellate Authority whose particulars are given below:

Registrar & Appellate Authority
Satyajit Ray Film and Television Institute
E. M. Bypass Road, P.O. Panchasayar
Kolkata - 700 094

Yours faithfully,

A. Sinha
(Anritap Sinha)

Hardware Manager
Central Public Information Officer

पता-ई.एम. बाइपास रोड, पो० पंचशायर, कोलकाता 700094

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SATYAJIT RAY FILM & TELEVISION INSTITUTE

Annual Performance Appraisal Report of Group 'A' & 'B' Officers (posted in Academic Departments)

Report for the year / period ending on:

Part I: Personal Data (to be filled by Administration Section)

- a) Name & Designation of the Officer (in Block letters) :
- b) Whether the officer belongs to Scheduled Caste/
Scheduled Tribe :
- c) Date of Birth :
- d) Educational Qualifications :
(Details of Degrees, Educational Institutions
including Universities attended)
- e) Significant awards etc, if any :
- f) Date of continuous appointment in the :
present grade
- g) Present post and date of appointment :
thereto
- h) Period of absence from duty on leave, :
training/educational course attended etc.
during the period reported upon
- i) Any other remarks :

Part –II -Self-Appraisal (to be filled by the officer reported upon)

- 1) Brief description of duties:

- 2) Please specify targets/objectives /goals (in quantities or other terms) of work you set for yourself or were set for you, eight to ten items of works in the order of priority and your achievement against each target.

Targets/ Objectives/goals	Achievement

- 3 (A). Please state briefly the shortfalls with reference to the targets/objectives/goals refer to in item 2. Please specify constraints, if any, in achieving the targets.

- 3 (B). Please also indicate the items in which there have been significantly higher achievement and your contribution thereto

- 3 ©. “Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date, i.e., 31st January of the year following the calendar year. If not, the date of filling the return should be given”.

- 4) What were the classes assigned to you during the academic year under review?

- 5) Have you been able to complete all your teaching work within the time provided as per the syllabus? If not covered why? Did you bring to the notice of your Head of the Deptt. any difficulty in completing the syllabus?
- 6) What are the examinations conducted by you? What is your assessment of the performance of the students in your examination?
- 7) How was the attendance in your classes both theory and practical?
- 8) Have you received sufficient help and cooperation from your colleagues in your Deptt. and other Departments in discharging your duties? If not, give specific instance. Did you bring these instances to the notice of concerned persons at proper time?
- 9) Are you satisfied with the work you have done during the academic year under review?
- 10) Would you have liked to work in any other area to get greater satisfactions or to improve your teaching ability?
- 11) Have you done anything to improve your teaching ability?
- 12) Please mention your contribution to any other activity either inside or outside the Institute.

Date:

Signature

Part – III (to be filled up by Reporting Authority and Reviewing Authority)

[Numerical grading is to be awarded by the reporting and reviewing authority which should be on a scale of 1 – 10, where 1 refers to the lowest grade and 10 to the highest]

a) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1. What were the classes/work assigned to the teacher during the academic year under review.			
2. His ability to communicate with students.			
3. His devotion to work.			
4. His punctuality			
5. His relation with the students			
6. His ability to make the best use of available resources			
7. His relations with colleagues.			
8. His ability for planning and organizing classes			
9. Accomplishment of exceptional work/unforeseen tasks performed			
10. Overall Grading on "Work Output"			

b) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i) Attitude to work			

ii) Sense of responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time limit			
viii) Inter-personal relations			
Overall Grading on "personal attributes"			

c) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
Overall Grading on functional competency			

Part IV**GENERAL**

1. State of health:

2) Integrity:

(Please comment on the integrity of the officer)

[The reporting officer shall make the remarks against the integrity column in one the three options mentioned below: -

- Beyond doubt
- Since the integrity of the officer is doubtful, a secret note is attached
- Not watched the officer's work for sufficient time to form a definite judgment but nothing adverse has been reported to me about the officer.]

3) Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the Officer including area of strengths and lesser strength, extraordinary achievements, significant failures [ref: 3 (A) & 3 (B) of Part – II] and attitude towards weaker sections

4) Have you brought to the notice of the teacher his failures/short comings ?

5) Overall numerical grading on the basis of weightage given in Section (a), (b) and (c) in Part – III of the Report.

.....
Signature of the Reporting Officer

Place

Name in Block Letters.....

Date.....

Designation.....

Period of Report.....

PART - V - REMARKS OF THE REVIEWING OFFICER

1. Length of service under the Reviewing Officer

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2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part -III & Part -IV? Do you agree with the assessment of reporting officer in respect of extra ordinary achievements/ significant failures of the officer reported upon? (Ref. Part -III(a)(9) and Part - IV(3))

(in case you do not agree with any of the numerical assessment of attributes please record your assessment in the column provided for you initial section and initial your entries)

Yes	No
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3. In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

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4. Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his altitude towards weaker sections.

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5. Overall numerical grading on the basis of weightage given in Section – a), Section – b) and Section – c) in Part – III of the Report.

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.....
Signature of the Reviewing Officer

Place :

Name in Block Letters :

Date:

Designation :

Period of Report:

Guidelines regarding filling up of APAR with numerical grading :

- (i) The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) APARs graded between 8 and 10 will be rated as "outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) APARs graded between 6 and short of 8 will be rated as "very good" and will be given a score of 7.
- (v) APARs graded between 4 and 6 short of 6 will be rated as "good" and given a score of 5.
- (vi) APARs graded below 4 will be given a score of zero.