

CITIZEN CHARTER

Updated on 31/12/2011

Citizens' Charter

OUR MISSION

The Institute, the second of its kind in the country, is a national center offering regular courses in film and television by imparting practical and theoretical training in all major aspects of film and television fields. The Institute confers 3-year Post Graduate Diploma. The Institute also coordinates the activities of education and skill development in the fields of film & television conception & production. The Institute has also provision for research and exploration studies in sociology, culture and technology of film & television.

OUR VISION

The Institute aims at producing film & television professionals capable of independent creative and innovative work in the field, who would contribute to the Industry directly. Our vision is to endeavor constantly to raise the technical standards of Indian film & television software and to facilitate regular flow of fresh ideas and new technical standards in the fields of cinema & television in India. Our aim is to create a new awareness among the future workforce in films & television on the potentialities of the media.

POLICY

The domain of cinema revolves around the objective of how to communicate with picture and sound in a manner that is creative. Film for the last hundred years has, in fact, been effectively doing so. The aim of Satyajit Ray Film & Television Institute is to equip its students with appropriate skill-sets and techniques to master the hardware & software of the film and video industry, so that they may attain such qualitative standards in their respective fields so as to gain employment in the above industry and to enrich the media.

MEMBERS OF THE SOCIETY

1. Shri Ranjit Mallick, Chairman.

EX-OFFICIO MEMBERS :

| <u>Designation</u> | <u>Name of the Officials</u> |
|--|------------------------------|
| 2. Addl. Secy. & Financial Adviser, Ministry of I&B, Govt. of India | Ms. Dipali khanna. |
| 3. Joint Secretary (Films), Ministry of I&B, Govt. of India | Shri D.P.Reddy. |
| 4. Chief Executive Officer, Prasar Bharati or his/her nominee not below the rank of DDG | |
| 5. Managing Director, National Film Development Corporation | Smt. N. L. Gupta. |
| 6. Director, Film & Television Institute of India | Shri Pankaj Raag. |
| 7. Director, SRFTI (Member Secretary) | Shri Shankar Mohan. |

Nominated Members :

| Sl.No. | Name of the Members | Sl.No. | Name of the Members |
|--------|---------------------|--------|---------------------|
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|-----|----------------------|-----|-------------------------------|
| 8. | Shri Bappa Roy | 13. | Shri Mike Pandey |
| 9. | Ms. Leela Samson | 14. | Shri Resul Pookutty |
| 10. | Shri A.K.Bir | 15. | Shri Budhaditya Chattopadhyay |
| 11. | Ms. Manju Bora | 16. | Shri Somdev Chatterjee |
| 12. | Shri Rituparno Ghosh | 17. | Ms. Namrata Rao |

ABOUT THE INSTITUTE & INFRASTRUCTURAL FACILITIES

Management & Organizational Framework:

SRFTI is a fully funded autonomous institute under the Ministry of I&B, run by a Society constituted by the Government of India. The Society headed by a President, runs the Institute through a Governing Council (GC) that is constituted with select members of Society. The Governing Council is the supreme body for all executive functions of the Institute. It also constitutes different committees/bodies, as deemed necessary, viz. Academic Council, Standing Finance Committee etc. The Government is represented in the Society, Governing Council and Standing Finance Committee through ex-officio members who are officials of the Ministry of I&B, Government of India and various media units.

INFRASTRUCTURE & EQUIPMENT:

Major Infrastructure & Equipment:

Satyajit Ray Film & Television Institute (SRFTI) has been constructed on a sprawling area of 39.36 acres of land located at the Eastern Metropolitan Bypass Road in Kolkata. The infrastructure of the Institute consists of the following major buildings and facilities:

(i) Direction Block:

The Film Direction block mainly houses the offices of the Direction and Screenplay Writing department. It has three A.C. Class Rooms with viewing facility and surround sound system, a computer lab with 10 PCs and printers, two entry level DNLE suits (AVID Express). The department has five P2 cameras (HVX202EN) for Direction practical classes and the documentary project in 2nd year. The department also has 2 digital recorders (M-Audio) and two sets of microphones and is in the process of setting up a basic sound dubbing room.

(ii) Audiography Block :

The Audiography Block consists of three studios and several **Digital Audio Workstations (DAWs)** for sound recording, sound editing, and track laying at the post-production stage. Recently, these studios have been equipped with **Dolby Digital Recording** system. The elegance of analogue recording, which is the traditional method of audio post production, is blended with the most advanced digital recording technologies for flexibility or freedom of an artist. The allied technologies like acoustics and electronics are also part of the syllabus to make a complete Sound Secordist in the true sense. The department also has an assortment of hard-disc-recorders, microphones/accessories of the highest standard.

(iii) Editing Block :

The Editing block consists of one film and one video section. The film section has 10 Steenbeck editing suites in separate chambers and a large hall with 10 editing tables, synchronizers, splicers, six pic-syncs and a moviola etc. The video section is equipped with Analog Video

editing suites in SVHS, U-matic and Beta formats facilitating editing work. The **Digital Non-Linear Editing (DNLE)** section consists of Avid Media Composers and Final Cut Pro with cine tool for film editing, Avid DV Xpress, FCPs and Adobe Premiere setup dedicated to non-linear editing. The department also includes five linear video editing suites and a graphics section with three dedicated workstations; The department has a special classroom, Agit-prop for regular screenings, discussions and analysis with viewing and digital edit demonstration facilities. Recently, the department has been equipped with Digital Graphics Work-Station—SMOKE, the only one of its kind in eastern India.

(iv) Cinematography Block:

Located next to the film studio and the television studio, the Cinematography department is equipped with a wide range of cameras viz. two ARRI 2C 35 mm cameras, one SR III and one SR II cameras (both 16 mm), one ARRI 435- a new generation, advanced non-blimp 35 mm camera with video assist system, two DYC 637 video cameras (one with additional SVHS attachment), two beta cam recorders, one High-band recorder, four Digital cameras, HMI lights and Basic camera accessories, including light meters and other equipment. Recently the department has been equipped with two state-of-the-art 35mm Blimp cameras 'Evolution' with accessories.

The department is further equipped with a basic 'Three Camera Set-Up' in the Television Studio and a Still Photography section with cameras and B&W film processing, developing and printing facilities. Recent induction of Arri Sun-series HMI lights has lent a sophisticated touch to the department's collection of lights. The department has active interface with front-ranking labs for regular student visits.

Ancillary Facilities:

Film Studio & Television Studio: The Institute can be rightfully proud of its two studio floors. The Film Studio is one of the best in the eastern zone. The floor size 80' x50' is ideal even for big budget spectacular sets. It has got a fully air-conditioned make-up room, underground pit for specialised camera angles, 3 tier platforms for lighting, big store room for stacking art materials and a carpentry and painting section.

The state of the art fully air-conditioned Television Studio floor of 50'x50' dimension has a 3-camera set-up with control room, dimmer panel, motorized telescopic lighting grid, and cyclorama facilities. This studio is used for on-line TV programmes and multi-camera student projects. Both the studios have separate rooms for safe keeping of camera and light equipment.

Auditorium & Screening facilities : The Institute has multi-faceted facilities for preview and screening of films both in celluloid and video format. Recently, Main Theatre has been equipped with **Dolby digital sound reproduction system.**

The Main Theatre (370 seats) and the Preview Theatre (72 seats) have multipurpose facilities of 35 mm and video projection arrangement.

The Library : The fast growing library of the Institute is located in a two-storied building with a large reading hall, a well-equipped video viewing room with several viewing booths and a music room with several booths for listening and studying music. At present, the library has an impressive collection of books, periodicals, VHS cassettes, LDs/DVDs/VCDs.

Film Library : The Institute Film Library has a collection of 1757 films (Laser Disc-37, VCD-273, DVD-815 & VHS-632). The films are used mostly for academic purposes.

Students' Hostel : The new hostel, started in 2001, has a capacity of 160 seats, in addition to two dining halls, a kitchen, recreation room and medical room with a gymnasium.

Residential Complex : The Institute has 41 quarters for housing its employees.

Guest House : The Institute has a Guest House with two VIP suites and 16 double bed room accommodations with facilities of dining hall, kitchen, a beautiful lounge, reception, storeroom and a courtyard.

Other Facilities :

One Canteen is operated by a private contractor.

Enterprise Resource Planning:

Major functional activities like academic activity management, project management, materials management and financial management are being computerized by implementing ERP (Enterprise Resource Planning) package of order of E-business suite with customised development.

This Computerization is expected to help the Institute in managing the major activities in a better fashion through integration of major functional activities.

Community Radio Station

The Government of India has opened up vistas for educational Institutions/Organizations for cultural development of the local community. The Institute has completed the construction of Community Radio Station with the help of BECIL. SRFTI Community Radio is broadcasting regular programmes for the community.

OUR ACTIVITIES:

COURSES OFFERED

SRFTI is presently offering 3-year Post-Graduate Diploma Courses in Cinema with specialization in:

1. Diploma in Film Direction & Screenplay Writing.
2. Diploma in Motion Picture Photography
3. Diploma in Editing
4. Diploma in Audiography

The Institute has a capacity of 40 students per year. All the discipline has the capacity of 10 students each, in each batch. Out of which 2 seats per specialization are reserved for the foreign students.

Course Structure

42 weeks of an Integrated Course (common to all students in a batch), followed by 84 weeks of specialisation in respective discipline. The entire course is divided into a total of six semesters, each of approximate 20 weeks duration. The Medium of instruction is English but freedom is given to the student to choose the language of the Diploma Film at the end of the course.

Pedagogy of the courses

1. Classroom lecture (Theory)
2. Practical Sessions
3. Projects
4. Film Screening Sessions
5. Interaction with professionals in forms of Workshops etc.

Essential Qualification for Admission

| | |
|-----------------------|---|
| Name of the Course | Three –Year Post Graduate Diploma in Cinema |
| Course Duration | 3 (Three) Years |
| Minimum Qualification | Graduate or equivalent |

Detail of the Entrance Examination:

Stage I

The Institute conducts a written examination for all eligible candidates in various parts of the Country. The written examination consists of two papers:

Paper-I : General Knowledge & Mental Aptitude (Duration 1 hour)

Objective Type and Comprehension Test, Common to all candidates. General Knowledge will have questions on Art & Culture, Society & People with main focus on India.

Paper-II: Specific Area Aptitude (Duration 1 hour 30 minutes)

Separate papers as per area of specialisation applied for viz. (I) Direction & Screenplay Writing, (ii) Motion Picture Photography, (iii) Editing & (iv) Sound Recording

Stage-II

The Candidate qualifying at the written examination (stage-I) is called for an Interactive Orientation Session, followed by Viva Voce by a Board of Experts to be held in the Institute Campus. The Final selection is based on the candidate's performance both in the interactive Orientation Session and the Viva Voce.

Course fees:

| SL NO | FEE HEAD | AMOUNT IN RUPEES | REMARKS | PAYABLE |
|-------|-----------------|------------------|-------------------------|--------------|
| 1 | ADMISSION | 250 | ONE TIME | on admission |
| 2 | TUITION | 30000 | PER YEAR | annually |
| 3 | LIBRARY | 1500 | PER YEAR | annually |
| 4 | INTERNET | 1500 | PER YEAR | annually |
| 5 | LIBRARY DEPOSIT | 5000 | ONE TIME. REFUNDABLE | on admission |
| 6 | SECURITY DEOSIT | 15000 | ONE TIME. REFUNDABLE | on admission |

FEE PAYABLE ON ADMISSION (excluding hostel charges) : Rs. 53250/- (Rupees Fifty Three thousand Two hundred and fifty only)

FEE PAYABLE AT BEGINNING OF 2ND YEAR & 3RD YEAR(excluding hostel charges) : Rs.33000/- (Rupees Thirty Three thousand only)

Hostel Charges:

There is provision for hostel accommodation on sharing basis. Allotment will be decided by the institute.

HOSTEL CHARGES (in Rs.) WILL BE PAYBLE AS FOLLOWS:

| | | | |
|---|-----------------------|-----------|--|
| 1 | Hostel Admission Fee: | 100.00 | one time payment on admission |
| 2 | Security Deposit: | 3000.00 | one time payment, refundable |
| 3 | Hostel Rent: | 9000.00 | annual payment at the beginning of the year |
| 4 | Electricity & water: | 1200.00 * | annual payment at the beginning of the year (*under upward revision) |

Recent Selection at International Festivals and Awards by the Students:

| SI No. | Name of the films | Awards Won | Director/Cinematographer |
|--------|--------------------------|--|----------------------------|
| 1 | Bagher Bachcha (Bengali) | Awarded as best film on social issues in the National Film Award (NFA), 2007 (Awarded in 2009) | Director: BishnuDeb Halder |

| | | | |
|----|------------------------------------|---|---------------------------------|
| 2. | Laal Juto (Bengali) | Awarded as best non-fiction film of a Director in the National Film Award (NFA), 2007 (Awarded in 2009) | Director :Shweta Marchent |
| 3 | Morichika (Bengali) | Selected in the 38 th International Students Film Festival, Sehsuchte, Germany, 2009. | Director: Srinath Ragulapalli |
| 4 | Germ (Hindi) | Selected for screening in the International Festival of Film Schools, Munich, Germany, 2009 and received best student cinematographer award. | Director: Snehal Nair. |
| 5 | Dayam (Hindi) | Selected for screening in the kieav Film Festival, Russia, 2009 | Director: Md. Shakeel |
| 6 | "Pocha Apple" (Rotten Apple) | Awarded first prize (Joint winner) as best Diploma Film at the Campus France Film School Competition of Diploma Films organised by the Embassy of France in India and campus France, in January 2010. | Director: R.Srinath |
| 7 | Germ (Hindi) | Awarded as best Experimental Film at the Tel-Aviv International Film Festival, 2009. | Director: Snehal Nair. |
| 8 | My Armenian Neighborhood (English) | Awarded as best cinematographer in Documentary Film Festival, Kerala, 2009 | Cinematographer: K.Apalla Swamy |

NEW SCHEMES

Department of Animation

In the past few years, the world of audio-visual production has gone through a sea change. One of the major areas that have been developed immensely is animation and multimedia related application. The popularity and prospects of the animation is well known. There is a vibrant vast market and potential for web related application and multimedia CD-ROMS/ Games development, in addition to animation films. In the next five years, India will become a major outsourcing destination for animation-related work. There is a huge demand for trained manpower to support these activities. Thus, it is high time to start this course to keep pace with the changing environment of audio-visual art.

In view of the changing trend and scarcity of specially trained manpower in the field, it is the need of the hour to add a new branch of study in the Institute. Thus, Institute intends to start two-year postgraduate diploma course in 'Animation and Electronic Imaging' with an intake capacity of 10 students in each batch. Tentatively the Course will commence from 2012 after creation of required infrastructure and recruitment of manpower.

Department of Production Management in Films and Television:

Audiovisual medium is multidisciplinary. A successful production requires putting all the divergence into a smooth and economic framework. To bring in efficient and professional managers having practical knowledge of media practices, is essential. Those managers will also be able to bring in trade-related discipline and transparency that will help the productions in becoming economically viable and credible. Since, this is an era of specialization, it is necessary to train and use the human resources as per requirement of the Industry.

In view of the growing demand of specially trained manpower in Production Management in Films and Television, the Institute intends to start a two-year postgraduate diploma course in Production

Management in Film and Television with an intake capacity of 10 students in each batch, from 2012, after creation of required infrastructure and recruitment of manpower.

E-Commerce

Receipt of Grants-in-aid from the Ministry is received through ECS. Some of the remittance & payments i.e; Telephone Bills etc are paid through ECS. Various Ministerial correspondences are done through e-mail. Admission Notice, Tender Notice etc are displayed in the website of the Institute.

Policy for persons with disabilities

During our admission process, effective campaign is undertaken on regular basis to ensure equal rights for persons with Disabilities. All the facilities like Auditorium, Hostel, medical etc are equally accessible to the Persons with Disabilities [except persons with visual handicap and hearing impairment, as the Institute is for visual media]. Internet room and Library are situated in the ground floor to enable easy and proper access to the persons with Disabilities. Regular workshops and discussions are held by the students and faculty to promote awareness among the public. SRFTI ensures reservation policy of the Govt. of India in Admission and Employment. There is equal opportunity in the Institute for persons with Disabilities.

Computerisation & Modernisation

Major functional activities have already being computerized by the use of ERP like Payment, Procurement, Production costing, Academic routine generation and Stock maintenance. Some of the activities are still in the implementation stage. This Computerization is expected to help the Institute in managing the major activities in a better fashion through integration of major functional activities.

Library automation by using RFID technology is likely to be implemented in near future.

Procurement of new equipment is done regularly.

Current Developments/Achievements of SRFTI

1. Introduction of two new courses on 'Animation' and 'Production Management in Films and Television' has already been approved by the Ministry of Information & Broadcasting. The construction work has already commenced. Tentative timeframe for completion of the Infrastructure is 18 months. The said courses are scheduled to commence from 2012.
2. Many Diploma and Documentary films directed by SRFTI students were selected for screening, nominated for awards and won prizes at different International film festivals. Notable among them are Dayam (Hindi), selected for screening in the Kiev Film Festival, Russia, 2009, "Pocha Apple" (Rotten Apple-English), was awarded first prize (Joint winner) as best Diploma Film at the Campus France Film School Competition of Diploma Films organised by the Embassy of France in India and campus France, in January 2010.
3. Computerization of all the activities of SRFTI is on the verge of completion. (By using ERP Software).
4. SRFTI has become one of the permanent venues of Kolkata Film Festival.
5. A Film appreciation Programme by the faculty is organised every Saturday for student-faculty interactive dialogue session.
6. A seminar series is conducted by each department regularly to probe into the complete aspects of film making facility in the light of contemporary professional practices.

OUR COMMITMENT TO CITIZEN WITH GRIEVANCES

Any Citizen, not satisfied by any service of the Office of SRFTI or aggrieved by any other action or inaction by the office, can seek redressal of his/her grievances through the Grievance Officer of the Institute. Every such Citizen shall be entitled to information about the action taken on his/her grievance within a period of 45 days from the date on which the complaint is received in his Office.

The address of the Grievance Officer of the Office of Satyajit Ray Film & Television Institute is as below.

Registrar & CVO
Satyajit Ray Film & Television Institute
E. M. By Pass Road,
Panchasayar
Kolkata - 700 094

Phone : (033) 2432-2072 (O)
Telefax : (033) 2432-0723.