

MINUTES OF THE 2nd MEETING OF THE BOARD OF GOVERNORS OF REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE, KAHILIPARA, GUWAHATI-781 019 HELD ON 10th July 2014 AT 11.00 AM.

Members Present:

1. Dr. Pradeep Kumar Goswami, Academician	Chairperson,
2. Sri Swapnanil Barua, IAS, Commissioner & Secretary, Cultural Affairs Department	Member
3. Sri Tapan Sarma, Director of Cultural Affairs, Assam	Member
4. Mr. Safiur Rahman, Financial Adviser , CAD	Member
5. Sri Gautom Bora, Film Director/Producer	Member
6. Sri Bhuban Lahkar, Film Critique	Member
7. Dr. Bimal Krishna Sarma, Nodal Officer, RGFTI	Member
8. Mr. Faruk Iqbal, Lecturer, ASE, RGFTI	Member
9. Sri Anup Hazarika, Lecturer, RGFTI	Member
10. Ms. Gitimoni Phukan, Director i/c, RGFTI	Member Secretary, BoG, RGFTI

The Chairman greeted the members and requested Ms. Gitimoni Phukan, Director i/c & Member Secretary, BoG, RGFTI to start the meeting with elaboration of the follow-up action on the decision taken in the last BoG meeting held on 22-02-2014.

The Minutes of the last BoG meeting dated 22nd February 2014 was unanimously confirmed after threadbare discussion.

1. Development and upgradation of RGFTI:

Ms. Gitimoni Phukan, Director i/c briefed the members and informed that a meeting was held on 4th July 2014 with the representatives of the PWD, Assam under the Chairmanship of the Commissioner and Secretary to the Government of Assam, Cultural Affairs Department at his office Chamber at Assam Secretariat, Dispur-6. The Chief Engineer, PWD, (Building) has informed that the contractor engaged in construction of the Administrative Building, Boys' Hostel, Construction of internal Roads and Water supply expired in June 2014. Therefore, the construction works will be re-allocated to a new contractor to complete the civil works immediately so that the campus ready for inauguration and utilization for the students to conduct classes at the earliest.

The Chairman and all the members urged PWD to complete the project under NLCPR by December 2014 as it already 4-years behind schedule.

Mr. Swapnanil Barua, Commissioner & Secretary, CAD informed that a Committee has been formed by the Dept. of Planning & Development, Govt. of Assam under the Chairmanship of the Principal Secretary, P & D Deptt. to ascertain the rates and reasonableness of teaching equipments proposed for the Institute under NLCPR. He requested Ms. Gitimoni Phukan, Director i/c, RGFTI to initiate the matter with the P & D Department.

2. All India Council for Technical Education – North East Quality Improvement Scheme:

Ms. Gitimoni Phukan, Director i/c,, RGFTI informed the members that a bank account has been opened in the State Bank of India, Kahilipara, Branch, Guwahati-6 which is the nearest branch among the

nationalized banks. She also informed that Rs. 125.00 lakh has been received on 25-03-2014 from AICTE under the said scheme.

As per the decision taken in the last BoG meeting, the process of engagement of a Chartered Accountant with the approval from office of the Accountant General, Beltola is under process.

The Director i/c, also informed that proposal for appointment 'Administrative Assistant' under the project on contractual basis has been submitted to the Director of Cultural Affairs, Assam for approval.

Director i/c, RGFTI informed the members that Sri Faruk Iqbal, lecturer, ASE and Sri Kishore Kumar Sarma, Sr. Instructor, MPP have participated in the 'Broadcast Asia 2014 conference' w.e.f. 17th June to 20th June 2014 in Singapore organised by Singapore Exhibition Services Pvt. Ltd as part of the Faculty Development Programme for improving competency under this Scheme.

Sri Swapnanil Barua, Commissioner and Secretary asked both the faculty members to submit details reports on their visit to the conference at Singapore.

The committee examined Plans & Programmes to be implemented under the project AICTE-NEQIP, which have been prepared as per the project guidelines of AICTE for the year 2013-14, 2014-15 and 2015-2016 for the amount Rs. 500.00 lakh i.e. Rs. 125.00 lakh in 2013-14, Rs. 180.00 lakh in 2014-15 and Rs. 195.00 lakh in 2015-16 and duly approved the same.. One list of equipments amounting Rs. 50.00 lakh for the Dept. of Audiography and Sound Engineering, Dept. of Motion Picture Photography and Dept. of Film and Video Editing is also placed before the board for verification and approval to purchase during 2013-2014.

The list of equipments to be purchased in 2013-2014, amounting Rs. 50.00 lakh for the Dept. of ASE, MPP and FVE was approved by BoG.

At this juncture, Sri Faruk Iqbal explained the members about the difficulties in procuring the audio-visual equipment through tender process as no contractor was found ready to supply fully all the tendered teaching equipments on time with the specifications offered.

The Board unanimously passed a resolution to purchase the audio-visual equipment directly from the manufacturers instead of tendering for the same.

Sri Gautom Bora, member, BoG pointed out to submit the details about the lenses to be purchased under the project for the Dept. of MPP.

Other matters of the minutes of the 1st BoG meeting:

On the matters of acute shortage of teaching, administrative staff and technicians, Ms. Gitimoni Phukan briefed that the proposal for creation of post of Lecturers, technical and administrative staff is presently in the Finance Department for views and approval.

Sri Pradeep Kumar Goswami, Chairperson BoG stated that there should be proper ratio of Assistant Professor, Associate Professor and Professor as per AICTE guidelines.

Members of the Board took a decision that the after the creation of the posts, the required qualifications and experiences may be reviewed, if required.

Regarding the introduction of English and Humanities, Ms. Gitimoni Phukan, Director i/c informed the house that at this stage, there will be difficult to introduce new subjects due to shortage of manpower and academic infrastructure.

On the matter of re-constitution of the Academic Council, Sri Swapnanil Barua, Commissioner and Secretary, CAD asked the Hon'ble Chairman, Sri Gautom Bora and Sri Bhuban Lahkar to take initiative to re-constitute the Academic Council with local academician and industry people, which may monitor fulfillment of Institute's objectives, quality of education, reframing of syllabus as required in a regular interval, framing rules of examinations, collection of feedback from the students, maintenance of academic calendar etc.

Dr. Pradeep Kumar Goswami, Chairman pointed that some methodology should be introduced to evaluate the performances of the faculty members. He has also suggested to collect the syllabus from different Film and Television Institutes of the country and regular updating of the syllabus in every academic year.

The Board approved the proposal of the estimate of Rs. 54,50,000.00 for the year 2014-2015. Sri Swapnanil Barua, Commissioner & Secretary, CAD requested the Director i/c, RGFTI to submit proposal to the Director of Cultural Affairs, Assam for onward submission to the government and to pursue the matter in the P & D Department of the Govt.

On 'Implementation of Examination Rules and Regulations (2006-2007)' issued by the Directorate of Technical Education, the Board suggested that the rules and regulations of Directorate of Technical Education have to be followed in its capacity.

The Board emphasized to issue undertaking for the students on their understanding on the Rules and Regulations of the Directorate of Technical Education, Assam. The respective Department i/c will inform the concerned guardian the class attendance once in every two months.

Sri Anup Hazarika, Examination i/c highlighted about the difficulties in conducting the semester examination and declaring the results in time with the miniscule staff of the Institute.

The Board suggest to introduce semester break for 2 (two) weeks after every semester examination so that result can be declared within 3 (three) weeks from the last day of examination.

Any other agenda:

Enhancement of Honorarium of guest lecturers: Ms. Gitimoni Phukan, Director i/c RGFTI informed that the proposal of enhancement of honorarium has been submitted to the Government and is under process.

Upgradation of Regional Government Film and Television Institute as national Institute under the ministry of Information and Broadcasting or Ministry of DoNER, Govt. of India.

Sri Swapnanil Barua, Commissioner and Secretary, CAD proposed to prepare a detail proposal to convert Regional Government Film and Television Institute as National Institute under the Ministry of Information and Broadcasting or Ministry of DoNER, Govt. of India and submit it through the State Government to the said Ministries. He has asked the Chairman, BoG, Sri Gautom Bora and Sri Bhuban Lahkar to pursue the matter with the Hon'ble Minister of the Union Government, Sri Sarbananda Sonowal to expedite the matter.

Application of Raktav Ranjan Kaushik for condonation of age for admission into RGFTI: Ms. Gitimoni Phukan informed that Mr. Raktav Ranjan Kaushik, a student of the Dept. of Applied Acting has submitted an application for condonation of his age to appear in the RGFTI Admission Test 2014. She also informed that Mr. Kaushik has appeared the RGFTI A.T.2014 and come out successfully, but she requires the approval of the BoG for his Sage condonation.

The Board decided to forward the matter to the Directorate of Technical Education, Assam for their views. However it has been decided that there should not be any age relaxation in future for admission into RGFTI.

Admission against vacant seats under North East reserved quota from the candidates of Assam:

The board resolved to fill up all the vacant seats under North East reserved quota in all the Departments by the candidates on merit basis who have appeared in the RGFTI Admission Test w.e.f academic year 2014-15 if any seats remain vacant till the 20 days from the commencement of the 1st semester.

Approval of rates of payment:

The Board approved the following rates for payment

Sl No	Head of Expenditure	Rate of payment
1	BoG member sitting fee	Rs. 1000/- per meeting
2	Light man, Crane and trolley operator	a. Rs. 500/- per day
3	Spot boy	a. Rs. 400/- per day
4	Makeup man	a. Rs. 1200/- per day
5	Viva-voce Examiner	Rs. 1000/- per day + Rs. 200/- as local conveyance

The meeting ended with vote of thanks from the Chair.

Pradeep Kumar Goswami
4.8.14

Dr. Pradeep Kumar Goswami
Chairperson, Board of Governors,

Regional Government Film and Television Institute

Memo. No. RGFTI.122/2013/

Dated: 21st July 2014

Copy for information and necessary action:

1. Dr. Pradeep Kumar Goswami, Academician, Chairperson,
2. Sri Swapnil Barua, IAS, Commissioner & Secretary, Member Cultural Affairs Department
3. Sri Tapan Sarma, Director of Cultural Affairs, Assam, Member
4. The Director of Technical Education, Assam, Kahilipara, Guwahati-781019, Member
5. Dr. Samarendra Dandapat, Dept. of Electronics and Electrical Engineering, Indian Institute of Technology, Room No #206, G-Block Academic Complex, Guwahati AICTE Nominee, Member
6. Mr. Safiur Rahman, Financial Adviser, Cultural Affairs Department, Dispur, Ghy-6, Member
7. Sri Gautom Bora, Film Director/Producer, Silpukhuri, Guwahati, Member
8. Sri Bhuban Lahkar, Film Critique, Shastri Marg, Nabagraha, Guwhati, Member
9. Dr. Bimal Krishna Sarma, Nodal Officer, RGFTI, Member
10. Mr. Faruk Iqbal, In-charge, Dept. of Audiography & Sound Engineering, RGFTI, Member
11. Sri. Anup Hazarika, In-charge, Dept. of Applied Acting, RGFTI, Member
12. Sri Kishore Kumar Sarma, In-charge, Dept. of Motion Picture Photography, RGFTI
13. Mr. D. Sengupta, Special Invitee, Finance and Accounts Officer, RGFTI, Special Invitee
14. Ms. Gitimoni Phukan, Director i/c, RGFTI, Member Secretary, BoG, RGFTI

By order etc.

Ashutosh
6/8/14
Director-in-charge,

Regional Government Film and Television Institute

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