

Job Chart and Responsibilities (Work Allocation and Duties)

Sl. No.	Name & Designation	Work Allocation	Duties
1	Monita Borgohain Director I/c, DBHRGFTI	Over all in-charge of Academic & Administrative matters of the institute	1. Liaisoning with government in the institute related matters
			2. Liaisoning with the industry people seeking better suggestions for upliftment of the institute
			3. Taking initiative in up gradation & development of the institute
			4. Timely organize the Board of Governance (BoG) & Academic Council meetings of the institute
			5. Looking after the punctuality & discipline of the students, faculty members as well as of the administrative staff of the institute
			6. Look after the administration of the institute
			7. Look after the timely implementation and completion of the academic calendar of the institute
			8. Active participation in all the institute related matters of All India Council of Technical Education (AICTE)
			9. Co-ordinating with the Office of the Director of Technical Education (DTE) in Examination related matters of the institute
			10. Attending film festivals to upgrade myself with the new trends of world cinema and at the same time also inspire the students to see as many good films in various film festivals for their technical, intellectual & aesthetical enrichment as a film student.
			11. Looking after the timely up gradation of the institute's syllabus as well as teaching aids
			12. Handling all the files related to administration and academic matters of the institute.
			13. Take initiative in celebrating different cultural festivals in the institute to maintain a healthy atmosphere.
			14. Look after the admission related matters of the institute
2	Dr. Bimal Krishna Sarma Nodal Officer	Arrangement of Regular Academic Programmes of the institute	1. Preparation of Academic schedule in consultation with all the faculty members
			2. Preparation of panel of guest lecturers
			3. Students' academic data

			management
			4. Feedback from the students
		Management of institute office in consultation with the director	1. Official file management
			2. Selecting team members for special academic tasks
			3. Setting academic goals for fulfillment of academic objectives of the institute
			4. Motivating team members
			5. Monitoring and reviewing the execution of goals
		Admission	1. Arrangement of State level entrance exam
			2. Applicants academic record management and reviewing the same
			3. Arrangement of Viva voce examination with due permission from DTE
			4. Preparation of merit list on the basis of performance
			5. Monitoring the admission process
			6. Deposit of admission fees and class enrollment book
			7. AICTE Registration management
		Preparation of Annual Budget	1. Preparation and submission of Annual Budget to the government in consultation with the director and concerned HoDs.
			2. Submission of proposals and further persuasion of files in the government
			3. Initiation of tendering process, placing purchase orders and review of necessary bills in the treasury
		Fees collection	1. Students' fees management
			2. Depositing the government's share of revenue in the treasury
			3. Management judicious expenditure with approval and permission of the director.
		Expenditure Management	1. Over all expenditure management of State and Central Grants
			2. Monitoring and reviewing all AICTE expenditures
		All the affairs relating to All India Council For Technical Education (AICTE)	1. All works related to getting of Annual Extension of Approval
			2. Management of AICTE portal
			3. All sorts of data communication with AICTE
			4. AICTE NeQUIP project
			5. Participation in AICTE meetings, workshops and seminars inside and out of the state

		Management of All India Survey on Higher Education under Ministry of HRD , Govt. of India	<ol style="list-style-type: none"> 1. Management of the portal of All India Survey on Higher Education 2. Management and Supply of Academic data to the Ministry of HRD annually and as and when required
		Functions relating to Board of Governors of the Institute	<ol style="list-style-type: none"> 1. Arrangement of meeting and setting agenda in consultation with the chairman and the director 2. Briefing the members during the meetings. 3. Writing minutes of the BoG meeting and distribution of the same. 4. Initiation of the execution of BoG's resolutions in consultation with the director. 5. Liaisoning with the board members as and when required
		Functions relating to Academic Council of the Institute	<ol style="list-style-type: none"> 1. Holding academic council's meeting as ,member secretary 2. Execution of academic decisions in consultation with the director 3. Liaisoning with the Academic Council members as and when required
		Liaisoning with the Government	<ol style="list-style-type: none"> 1. Persuasion in the government department on institute matters 2. Initiation for e-procurement 3. Submission of various data as and when required to various government and non govt. departments/institutions
3	Anup Hazarika Lecturer, Applied Acting Department (Film & TV)	I/C Applied Acting Department	<ol style="list-style-type: none"> 1. Conduct Theory and Application classes 2. Invite empanelled visiting faculties to conduct classes 3. Maintenance of students Attendance Registrar 4. Providing time to time individual counseling to the students and motivating them to regularly attend classes 5. Provide study materials to the students 6. Look after the timely up gradation of the syllabus 7. Participate in Board of Governance (BoG) meeting of the institute as and when required 8. Participate in Academic Council's meeting of the institute 9. Set question papers for

			conducting examinations
			10. Evaluate answer scripts
			11. Evaluate students' practical works
			12. Writing script & directing short-films for the students
			13. Preparing the list of teaching aids to be purchased for the department
			14. Handling of Files related to Applied Acting Department
			15. Communicate with the film festival authority for participation in the film festivals
			16. Online submission of Delegate forms
			17. Look after the students Travel & Accommodation as a teacher guide
			18. Maintain required formalities at the festival office
			19. Look after students' maintenance of proper decorum, discipline & safety during the tour
			20. Ensure the submission of tour reports by the participant students of the festival
		I/C Library	1. Maintain the books issue registrar
			2. Timely update the Books & films Records in both Soft and Hard copy
			3. Maintenance of Digital and Hard copy of the audio-visual teaching aids like films & documentaries etc.
			4. Prepare the list of books and other audio-visual teaching aids to be purchased
			5. Maintenance of the computers & internet connection facilities for E-Learning in the Library.
			6. Handling of Files related to Library
		I/C Examination	1. Co-ordinate with Directorate of Technical Education in order to conduct the semester examinations
			2. Exam Notification
			3. Prepare the Examination Programme under the guidance of Directorate of Technical Education (DTE)

			4. Issuing & Receiving of Examination forms
			5. Collect question paper and other exam related stationeries from DTE
			6. Issue Admit Cards to the students
			7. Conduct the theory and application examinations on due date
			8. Arrange to evaluate the answer scripts
			9. Collect the answer scripts after evaluation
			10. Declaration of the results
			11. Issuing of Mark Sheets
			12. Handle the financial part of the Semester Examinations
			13. Handling of files related to Examination of the institute
		I/C Students Diploma Film	1. Provide time to time counseling to the final year diploma students in various phases of their film making
			2. Arrange screening of the diploma film & Viva voce Examination for the final year students
			3. Handle the financial part of the diploma film
			4. Handing of files related to Diploma Films of the students
		I/c Website matters of the institute	1. Master Trainer of Standard Website Framework (SWF)
			2. Researcher of Web materials of DBHRGFTI
			3. Content writer for the website of DBHRGFTI
		Managerial Activity of the institute	1. Participate in all major policy making decisions of the institute
4	Faruk Iqbal Lecturer, Audiography & Sound Engineering Department	I/C Audiography & Sound Engineering Department	1. Conduct Theory & Practical classes
			2. Set question papers & evaluate answer scripts
			3. Attend NITTTR workshops and execution of the same in the institute
			4. Design and installation of the equipment for the institute and for other government departments
		I/C Film & Video Editing Department	1. Academic Management of FVE Department
			2. Set question papers & evaluate answer scripts
		AICTE Project Coordinator	1. Execution of different projects

			funded by AICTE under North East Quality Improvement Project (NEQIP)
			2. Attend Project Meetings
			3. Purchase teaching aids under AICTE projects
			4. Submission of Utilization Certificate
			5. Responsible for the outcome of the project
		Managerial Activity of the institute	1. Participate in all major policy making decisions of the institute
5	Kishore Kumar Sarma Sr. Instructor, Motion Picture Photography Department	In-Charge Motion Picture Photography Department (MPP)	1. Conduct Theory and Application classes
			2. Invite visiting faculties to conduct classes
			3. Invite nationally and internationally acclaimed film personalities to conduct workshops/ master classes etc. with the students of MPP department
			4. Proper maintenance of students Attendance Registrar
			5. Ensure the regular attendance of students in class & practicals
			6. Look after timely up gradation of the syllabus (Introducing new topics and new technology)
			7. Participate in Board of Governance (BoG) meeting of the institute as policy maker
			8. Set question papers for conducting examinations
			9. Evaluate answer scripts
			10. Evaluate students' practical works
			11. Active participation in the state film award festival as Liaisoning officer
			12. Constant Supervising of the various student projects MPP department
		Associate Coordinator AICTE NEQIP project	1. Communication with AICTE Delhi & Guwahati Office
			2. Preparation of equipments list to be purchased for all the departments of DBHRGFTI
			3. Necessary official formalities for Tender Processing (Preparation of Tender documents)
			4. Communication with the authorized companies and dealers
			5. Verification of supplied materials
		Managerial Activity of the	1. Participate in all major policy

		institute	making decisions of the institute
6	Hiranya Kalita Regular Guest Faculty, Film & Video Editing Department	Regular Guest Faculty Film and Video Editing Department (FVE)	1. Taking theory & Practical classes of FVE department from 1 st -6 th semester.
			2. Prepare Academic calendar of FVE department from 1 st -6 th semester.
			3. Maintenance of students Attendance Registrar.
			4. Ensure the regular attendance of classes by students
			5. Provide time to time individual counseling to the students and motivate them to regularly attend classes.
			6. Provide study materials to the students.
			7. Look after timely up gradation of the syllabus.
			8. Set question papers for conducting examinations.
			9. Evaluate answer scripts.
			10. Evaluate students' practical works.
			11. Direct tele-films for the students.
			12. Assist HoD of FVE department in organizing workshop, seminars etc.
			13. Departmental expert at Viva Entrance examination
			14. Verify educational and other documents of the students at Viva Entrance Examination.
		Supervision of the various student projects of FVE department.	1. In charge of audio-visual student projects of FVE department from 1 st -6 th semester (overall in-charge of Paper cutting, Short film, Photo Feature, Song Picturisation, NLE, Continuity Exercise, Chroma Keying, Mise-en-scene, Telefilm, Documentary and departmental in-charge of Final Diploma Film).
			2. Proper guidance to the students starting from story selection, script writing, shooting, editing, sound to final submission of the projects.
			3. Arrangement of all required logistics for the resource persons during students'

			projects/workshops etc.
		Assistant Examination Superintendent	1. Co-ordinating with Directorate of Technical Education.
			2. Assist in Exam Notification.
			3. Assist in Examination Programme preparations.
			4. Issuing of Examination forms.
			5. Receiving of Examination forms.
			6. Collecting and sealing the answer script after the examination.
			7. Distribute answer scripts to the respective evaluator.
			8. Receive answer scripts from the respective evaluator.
			9. Scrutinize the evaluated answer scripts.
			10. Check the Tabulation Sheets after preparing.
			11. Check the mark sheets after preparing.
			12. Seal the evaluated answer scripts and submit to DTE.
			13. Copy and update the Tabulation Sheets (Duplicate & Triplicate) at DTE.
			14. Get the Mark Sheets and Tabulation Sheets signed by the Controller of Examination, DTE.
			15. Issue the Mark Sheets to the students.
		Preparation of the required paper works for yearly Extension of Approval of AICTE.	1. Prepare required documents for "Extension of Approval" (EoA) of the Institute.
			2. Upload and online submission of "Extension of Approval" (EoA).
			3. Submission the hard copy of "Extension of Approval" (EoA) to Directorate of Technical Education, Directorate of Cultural Affairs and AICTE Regional Office at Guwahati.
			4. Prepare required documents for "All India Survey on Higher Education" (AISHE) of the Institute.
			5. Upload and online submission of "All India Survey on Higher Education" (AISHE).
		Attend the workshops, seminars, meetings conducted by AICTE.	1. Attending "Stakeholders Meeting & Training to Master Trainers" at AICTE Head Office, New Delhi.
			2. Attending Workshops and

			<p>Seminars at Gauhati University and Assam Engineering Institute, Guwahati conducted by AICTE.</p>
			<p>3. Attending workshop of “All India Survey on Higher Education” (AISHE) on “Maintenance and Updating of Institutional Data for Technical Institutions of Assam” at Assam Don Bosco University.</p>
		Prepare the list of equipments to be purchased for Film and Video Editing Department.	<p>1. Assisting to preparation of equipment list to be purchased for all the Film and Video Editing Department of DBHRGFTI.</p>
		Guide the various Student’s Educational Tour	<p>1. Online Communicate with the film festival authority.</p>
			<p>2. Online submission of Delegate forms.</p>
			<p>3. Look after the students Travel.</p>
			<p>4. Look after the students’ accommodation.</p>
			<p>5. Look after whether the students are regularly viewing the films or not.</p>
			<p>6. Look after whether the students are maintaining proper decorum or not.</p>
		Assist in preparing different project proposals for financial assistance and Establishment of the institute.	<p>1. Associated with preparing DPR and NLCPR project.</p>
			<p>2. Assist in preparing projects for the up gradation of the institute.</p>
			<p>3. Assist in preparing various work plan for smooth running of the institute.</p>
		1. Work as publicity consultant in various expos participated by DBHRGFTI.	<p>1. Participation in various festivals and expos on behalf of the institute, e.g. Departmental expo of Assam Govt. at Sarusajai Stadium, Brahmaputra literary Festival at Srimanta Sankardev Kalakhetra in Guwahati etc.</p>
			<p>2. Attending various exhibitions for marketing of institute for taking admissions, e.g. Edufest at Sonaram High school playground, Assam Police Battalion campus, Directorate of Employment and Craftsmen Training, Assam campus etc.</p>
			<p>3. On behalf of the institute supervise various activities conducted by the students e.g. Saraswati Puja, Biswakarma Puja, Freshmen social, Alumni meet etc.</p>

7	Pranjul Kashyap Regular Guest Faculty Film & Video Editing Department	Conduct Theory & Application classes for FVE department	<ol style="list-style-type: none"> 1. Conduct theory & Application classes 2. Set question paper 3. Evaluate answer scripts 4. Taking theory and application classes for other MoU universities / institutions 5. Work as a guide for students' study tour
			<ol style="list-style-type: none"> 6. Workshop coordinator for the department
		Conduct Theory & Application classes on Television for integrated course	<ol style="list-style-type: none"> 1. Conduct theory & Application classes 2. Set question paper 3. Evaluate answer scripts 4. Script evaluation for the common shooting projects 5. Preparing budget for the common shooting projects 6. Guide the students throughout their projects
		Prepare the list of teaching aids to be purchased for the department	<ol style="list-style-type: none"> 1. Preparing the list of updated audio-visual equipments /teaching aids for the department to be purchased 2. Installation & Maintenance of Audio-Visual workstations for the Department
		Website Related works	<ol style="list-style-type: none"> 1. Research oriented works for the development of website as and when required by the institute 2. Preparing Audio-visual part of the institute's website
		Work as audio visual expert in all govt. exhibitions participated by the institute	<ol style="list-style-type: none"> 1. Work as an audio visual expert in all govt. exhibitions participated by the institute as and when required
8	Sanjib Parasar Regular Guest Faculty, Motion Picture Photography Department	Look After the Motion Picture Photography(MPP) Department	<ol style="list-style-type: none"> 1. Taking theory classes of Motion Picture Photography(MPP) Department from 1st-6th semester. 2. Taking practical classes of Motion Picture Photography (MPP) Department from 1st-6th semester. 3. Prepare Academic calendar of MPP department from 1st-6th semester. 4. Proper maintain students Attendance Registrar of Motion Picture Photography(MPP) Department 5. Ensure regular attendance of

			students in class & practicals
			6. Provide time to time individual counseling to the students and motivate them to regularly attend classes.
			7. Provide study materials to the students.
			8. Look after timely up gradation of the syllabus.
			9. Set question papers for conducting examinations.
			10. Evaluate answer scripts.
			11. Evaluate students' practical works.
			12. Supervise the class projects for the students.
			13. Assist HoD of MPP department in organizing workshop, seminars etc.
		Constant supervision of the various student projects of MPP department.	1. Supervision of the Cinematography aspect of audio-visual student projects from MPP department from 1 st -6 th semester (Short film, Photo Feature, Song Picturisation, Continuity Exercise, Chroma Keying, Mise-en-scene, Telefilm, Documentary and Final Diploma Film).
			2. Guidance to the students starting from story selection, script writing, , visual design, lighting, light requirements, camera requirements, shooting, editing, sound to final submission of the projects.
			3. Arrangement of all required logistics for the resource persons during students' projects/workshops etc.
			4. Prepare equipment list to be purchased for Film and Video Editing Department.
		Conducting and coordinating the projects and seminars in DBHRGFTI.	1. Preparation of budget for the workshops/ projects/ seminars. 2. Co-ordinate with the Instt., Resource persons and te concerned people/officers in workshops/projects/seminars. 3. Submission of expenditure statement for the workshops/ eminars/

			projects.
			4. Making correspondence for the workshops/ seminars/ projects.
			5. Arranging the logistics for the workshops/projects/seminars.
			6. Preparing papers for the workshops/projects/seminars.
		Liaising with government and non-government bodies and officials/persons on behalf of the Institute.	1. Co-ordination with the concerned government and non-government official.
			2. Appraising the official regarding the concerned issues.
			3. Taking care of all the aspects of his accommodation during his stay in Guwahati.
		Guide the students for attending Film Festivals, Audio Visual Expos and institutional visit. (e.g. "Kolkata International Film Festival" & "Satyajit Rai Film and Television Institute", Kolkata etc.	1. Online Communicate with the film festival authority.
			2. Online submission of Delegate forms.
			3. Look after the students Travel.
			4. Look after the students' accommodation.
			5. Look after whether the students are regularly viewing the films or not.
			6. Look after whether the students are maintaining proper decorum or not.
		Verification of all students' testimonials at the time of Entrance Examination.	1. Departmental expert at Viva Entrance examination
			2. Verify educational and other documents of the students at Viva Entrance Examination.
		Assist in preparing different project proposals for financial assistance and Establishment of the institute.	1. Associated with preparing MODROBS and NEQIP project.
			2. Assist in preparing projects for the up gradation of the institute.
			3. Assist in preparing various work plan for smooth running of the institute.
		Work as publicity consultant in various expos participated by DBHRGFTI.	1. Participation in various festivals and expos on behalf of the institute, e.g. Departmental expo of Assam Govt. at Sarusajai Stadium, Brahmaputra literary Festival at Srimanta Sankardev Kalakhetra in Guwahati etc.
			2. Attending various exhibitions for marketing of

			<p>institute for taking admissions, e.g. Edufest at Sonaram High school playground, Assam Police Battalion campus, Directorate of Employment and Craftsmen Training, Assam campus etc.</p>
			<p>3. On behalf of the institute supervise various activities conducted by the students e.g. Saraswati Puja, Biswakarma Puja, Freshmen social, Alumni meet etc.</p>
9	Chungkham Ingo Regular Guest Faculty, Audiography & Sound Engineering Department	Conduct theory & Application classes for the Department	<p>1. Taking theory classes of Audiography & Sound Engineering (ASE) from 1st-5th semester.</p> <p>2. Taking practical classes of Audiography & Sound Engineering (ASE) Department from 1st-5th semester.</p> <p>3. Guide the 6th Semester students in their diploma film projects</p> <p>4. Prepare Academic calendar of Audiography & Sound Engineering (ASE) from 1st-6th semester.</p> <p>5. Proper maintain students Attendance Registrar of Audiography & Sound Engineering (ASE) Department</p> <p>6. To monitor whether the students are regularly attending the classes or not.</p> <p>7. Provide time to time individual counseling to the students and motivate them to regularly attend classes.</p> <p>8. Provide study materials to the students.</p> <p>9. Look after timely up gradation of the syllabus with the Head of the Department.</p> <p>10. Set question papers for conducting examinations with the Head of the Department.</p> <p>11. Evaluate answer scripts.</p> <p>12. Evaluate students' practical works.</p>

			13. Supervise the class projects for the students.
			14. Assist HoD of Audiography & Sound Engineering (ASE) in organizing workshop, seminars etc.
		Installation & maintenance of all computers and audio-visual equipments of the institute	1. Install all the new electronic audio-visual equipments at the institute
			2. Look after the maintenance part of electronic audio-visual equipments at the institute
		Look after the students audio-visual common projects of the institute	1. Prepare the design of the project
			2. Prepare the budget of the project
			3. Guide the students in implementing the project
		Look after the internet connections & networking of the institute	1. Connect all the PCs of the institute with internet through wire as well as wireless connections
			2. Distribution of bandwidth of the institute's internet connection the for students, faculty members and administrative section of DBHRGFTI
			3. Maintenance of the internet connectivity
		Work as guide for student's study tour	1. Online Communication with the film festival authority.
			2. Online submission of Delegate forms.
			3. Look after the students Travel.
			4. Look after the students' accommodation & discipline
		Prepare the projects for updating & purchasing of audio-visual teaching aids for the institute in consultation with Head of the Department	1. Do required research work what latest audio-visual teaching aids to be purchased for the department
			2. Prepare the list of audio-visual teaching aids to be purchased from time to time
			3. Prepare the budget for purchasing the teaching aids
			4. Maintain stock register of the audio-visual equipments of the Audiography & Sound Engineering (ASE) Department
10	Lakshi Das Laboratory Assistant, Motion Picture Photography Department	Assistance in Establishment works	1. Preparations of all sorts of bills viz. Salary bill, Guest lecturers Honorarium, Contractors & Suppliers bills etc.
			2. Assist in preparation of the

			Budget for the institute
			3. Submission of all sorts of bills / Challans at Treasury
			4. Submission of the proposal for Budget, at Directorate of Cultural Affairs
			5. Pursue in Sanction of the budget & Fixation of Ceiling
			6. Prepare students identity cards
			7. Maintenance of all sorts of leave applications of the employees
		Store in-charge	1. Maintenance of stock register
		Bank Transactions	1. Deposits & withdrawals of cashes in the bank
11	Mridusmita Sadhanidar Office Assistant (On Contract)	Assistance in AICTE works	1. Assist in preparing reports
			2. Power point presentation for meeting
		Assistance in Administrative works	1. Prepare report
			2. Issue Admission forms
			3. Receive Admission forms
			4. Prepare documents during new and ongoing admissions
			5. Power point presentation for meeting
		Assistance in Library works	1. Maintain of stock register of books and DVDs
			2. Issue books and DVDs
			3. Issue internet service to students under library
			4. Issue projector for screening class
		Assistance in Examination works	1. Issue and receive examination forms