



SATYAJIT RAY FILM & TELEVISION INSTITUTE
(An academic Institution under the Min. of I&B, Govt. of India)

REGULATIONS

- 1. Short Title:** These Regulations may be called "Regulations of the Satyajit Ray Film & Television Institute, Kolkata".
- 2. Definition:** In these Regulations, unless the context otherwise requires:
 - (i) "Institute" shall mean the Satyajit Ray Film & Television Institute, Kolkata registered as a Society under the West Bengal Societies Registration Act., 1961.
 - (ii) "Former Institute" shall mean the Satyajit Ray Film & Television Institute, Kolkata which immediately before the registration of the Institute was in existence as a subordinate office of the Ministry of Information & Broadcasting of the Govt. of India
 - (iii) "Director" shall mean the Director of the Satyajit Ray Film & Television Institute, Kolkata which is registered as a society.
 - (iv) "President" shall mean the President of the Institute.
 - (v) "Governing Council" shall mean the body which is constituted as such under Rule 21 as the Governing Council of the Institute.
 - (vi) "Chairperson" shall mean the "Chairperson" of the Governing Council.
- 3. (i) Members of the Institute:**
The Institute shall consist of the following members: -

1. The President, to be nominated by the Central Govt.
 2. Joint Secretary in the Ministry of Information & Broadcasting, Govt. of India, dealing with films.
 3. CEO, Prasar Bharati or his/her nominee not below the rank of DDG.
 4. Additional Secretary & Financial Advisor in the Min. of I&B, Govt. of India or his nominee not below the rank of DS.
 5. Managing Director, National Film Development Corporation.
 6. Director, FTTI, Pune.
 7. Three experts nominated in their individual capacity by the Central Govt. to represent the activities of the central Govt. in the fields of Education, Cultural, External Affairs, Science & Technology or Electronics.
 8. Five persons of eminence connected with Films, Television, Education, Journalism, Literature, Fine Arts, Dramatics, Performing Arts etc. to be nominated by the Central Govt.
 9. Three persons from among the alumni of the Institute or the former Institute to be nominated by the Central Govt.
 10. Director, Satyajit Ray Film & Television Institute, Kolkata.
 11. Such other person as may be nominated by the Central Govt. or as may be co-opted by the Institute in accordance with prior directions of the Central Govt. for such period as the central Govt. may prescribe.
4. The Institute shall keep a roll of members of the Institute and every member shall sign the roll and state therein his name, occupation and

address. No person shall be deemed to be a member or be entitled to exercise any of the rights and privileges of a member unless he has signed the roll as aforesaid. The roll shall mention the date on which the member was admitted and the date on which a member ceases to be such.

5. If a member of the Institute changes his address, he shall notify his new address to the Director who shall thereupon enter his new address in the roll of members. But if he fails to notify his new address, the address existing in the roll of members shall be deemed to be his address.
6. (1) The official members shall remain members of the Institute as long as they retain the office or status by virtue of which they became members of the Institute;
(2) The non-official members of the Institute shall hold office till the expiry of the block of three years in which they are appointed unless they cease to be members by operation of Regulation 8.

Explanation:

The first block of three years shall commence from the date of resignation of the Institute and every successive block shall commence from every third anniversary of that date.

7. All outgoing members shall be eligible for further appointment.
8. A (Non Official) member of the Institute shall cease to be a member if-
 - (a) he resigns; or
 - (b) he, not being the Director, accepts any full time appointment in the Institute; or
 - (c) he fails to attend three consecutive meetings of the Institute without leave of absence granted by the President; or
 - (d) he becomes of unsound mind or insolvent or is convicted of an offence involving moral turpitude or of any offence in connection with the format, promotion, management or conduct of the members of a society or of body corporate;
 - (e) his nomination, co-option or appointment is cancelled or withdrawn by the Central Government.

9. Resignation of membership of the Institute shall be tendered to the Secretary of the Institute and shall not take effect until it has been accepted on behalf of the Institute by the President.
10. Any vacancy in the membership of the Institute may be filled up by fresh nomination by the Central Government for the remaining period of the Block of three years.
11. The Institute shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment or nomination of any of its members, and no act or proceeding of the Institute shall be invalid merely by the reasons of the existence of any vacancy therein or of any defect in the appointment or nomination of its members.
12. (1) The studies and other programmes conducted by the Institute shall be open to persons of any race, religion, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, scholars, teachers or workers in any connection whatsoever.
(2) The Institute shall reserve such number of seats as may be prescribed by the Central Government in various courses of study conducted by the Institute for the members of Scheduled Castes and Scheduled Tribes and for foreign nationals.
13. Notwithstanding anything contained in these rules, the Institute shall have the power to set guidelines for the proper functioning of the Governing council or its Committees and to issue directives to the Council and/or the Committees.
14. (1) The Annual General Meeting of the Institute shall be held at such time, date and place as may be determined by the President provided that such meeting shall be held atleast once in every year and not more than 15 months shall elapse between two successive Annual General Meetings.
(2) The President may convene a special meeting of the Institute whenever he thinks fit, provided that the President shall also call a meeting of the Institute upon a written requisition of not less than ten members specifying the subject for which the meeting is to be called.

(3) The President may invite any person/persons to attend any meeting of the Institute and to participate in the deliberations of the Institute provided that no such person shall have a right to vote on any matter in any meeting.

- 15.** Except as otherwise provided in these rules, all meetings of the Institute shall be called by notice under the signature of the Secretary.
- 16.** (1) Every notice calling a meeting of the Institute shall state the date, time & place at which such meeting will be held and shall be served upon every member of the Institute not less than twenty one clear days before the day appointed for the meeting.
- (2) The President may, for reasons to be recorded, call a special meeting on such shorter notice as he may think fit.
- (3) The accidental omission of giving any notice or the non-receipt of notice of any meeting by any member shall not invalidate the proceedings of the said meeting.
- 17.** The President or in his absence a member chosen by the members present at the meeting of the Institute shall preside over the meeting of the Institute.
- 18.** Six members of the Institute present in person shall form quorum at every meeting of the Institute. In case no business could be conducted in the meeting for want of quorum, the meeting shall stand adjourned to the same day of next week at the same time and place, unless the President (Chairperson), for special reasons to be recorded in writing, deems it proper to adjourn the meeting to some other date. No quorum shall be required for such adjourned meeting.
- 19.** All disputed questions at meetings of the Institute shall be determined by vote. Every member of the Institute including the member presiding, shall have one vote and if there be an equality of votes on any question to be determined by the Institute, the member presiding shall have an additional or casting vote.

- 20.** The Secretary shall keep a record of the proceedings of meeting of the Institute and a copy thereof shall be sent to the Central Govt.
- 21.** The General superintendence, direction, control and administration of the affairs of the Institute and its property and its income shall vest in the Governing Council of the Institute which shall exercise subject to such general or special directions as may be given by the Institute all the powers of the Institute including, without prejudice to the generality of the foregoing, the power to acquire and sell property, the power to raise loans against security or otherwise and the power to advance moneys.
- 22.** The Governing Council of the Institute shall consist of the following members of the Institute:
- i) The President of the Institute shall act as the Chairperson of the council
 - ii) Joint Secretary in the Min. of I&B, Govt. of India dealing with films.
 - iii) CEO, Prasar Bharati or his/her nominee not below the rank of DDG.
 - iv) Additional Secretary & Financial Advisor in the Min. of I&B, Govt. of India or his nominee not below the rank of DS.
 - v) Managing Director, NFDC.
 - vi) Five persons to be elected by the members of the Institute from members referred to in clauses 10, 11 and 12 of sub-regulation (1) of Regulation 3, provided that there will be atleast one member from each mentioned in clauses 10, 11 & 12.
 - vii) Director, FTII
 - viii) Director, Satyajit Ray Film & Television Institute, Kolkata, who shall be ex-officio secretary of the council.
- 23.** The Chairperson may invite any persons to attend any meeting of the Council and to participate in the deliberations of the Council provided that no such person shall have a right to vote on any matter at any meeting.

- 24.** The Official Members of the Governing Council shall hold office as long as they remain members of the Institute. Every non-official member of the Governing Council shall hold office till the expiry of the block of three years in which he is appointed unless he resigns or he ceases to be a member of the Institute as per provisions of Regulation 6 or Regulation 8.

Explanation

Every block of three years shall be computed in the manner explained under Regulation 6.

- 25.** Resignation of the Members of the Governing Council shall be tendered to the Secretary and shall not take effect until it has been accepted by the Chairperson.
- 26.** Any vacancy in the membership of the Governing Council may be filled up in accordance with Regulation 22 for the remaining period till the expiry of the block of three years.
- 27.** The Governing Council shall function notwithstanding any vacancy in its body whether by the non-appointment by the authority entitled to make the appointment of otherwise And no act proceedings of the Governing Council shall be invalid merely by reason of the happening of any of the above mentioned events or any defect in the appointment of any of its members.
- 28.** Every meeting of the Governing Council shall be presided by the Chairperson and in his absence by a member chosen by the members present at the meeting to preside for the occasion.
- 29.** Four members of the Governing Council present in person shall constitute the quorum at any meeting of the Governing Council. In case no business could be conducted in the meeting for want of quorum, the meeting shall stand adjourned to the same day of next week at the same time and place, unless the President (Chairperson), for special reasons to be recorded in writing, deems it proper to adjourn the meeting to some other date. No quorum shall be required for such adjourned meeting.

- 30.** Not less than 15 clear days notice of every meeting of the Governing Council shall be given to each member of the Council provided that the Chairperson may, for reasons to be recorded, call a meeting on such shorter notice as he may think fit.
- 31.** (1) Every notice calling a meeting of the Governing Council shall state the date, time and place at which such meeting will be held and shall, except as otherwise provided in these rules, be under the signature of the Secretary.
- (2) The accidental omission to give notice to or the non-receipt of notice of any meeting by any member or other person to whom it should be given shall not invalidate the proceedings at that meeting.
- 32.** The Governing Council shall hold at least three meetings in a year and not more than five months shall elapse between any two meetings of the Council.
- 33.** Each member of the Governing Council shall have one vote and if there shall be an equality of votes on any question to be decided by the Council, the person presiding over the meeting shall, in addition, have a casting vote.
- 34.** Any business which it may be necessary for the Governing Council to perform, may be carried out by circulation among all the members and any resolution so circulated and approved by a majority of the members entitled to vote at a meeting of Governing Council shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Council, duly called and held.
- 35.** (1) Subject as hereinafter mentioned, in case of a difference of opinion among the members of the Governing Council, the opinion of the majority shall prevail.
- (2) The Chairperson may refer any question, which, in his opinion is of sufficient importance to justify such a reference, for decision of the Central Government and such decision shall be binding on the Society and its Governing Council.

35A. Notwithstanding anything contained in Rules 34 and 35 above, in the event of disagreement between the member representing Finance Wing of the Ministry of Information & Broadcasting and other members/chairman of the Governing Council on any financial matters beyond the delegated powers of the Ministry, the matter may be referred to the appropriate authority.

36. (1) The Governing Council shall have power to frame bye laws not inconsistent with these Regulations for the administration and management of the affairs of the Institute and to alter, amend and rescind the same from time to time.

(2) Without prejudice to the generality of the foregoing provision, such bye laws may provide for the following matters :-

- (a) the preparation and sanction of budget estimates, the sanctioning of expenditure, the making and execution of contracts, the investment of the funds of the Institute and the sale or alteration of such investment, accounts and audit;
- (b) powers, functions and conduct of business by an Advisory Board or Committee, standing and other sub-committees, as may be constituted from time to time and the term of office of their members;
- (c) procedure for appointment of the officers and the staff of the Institute and the departments and faculties established and maintained by the Institute;
- (d) the terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of service of the officers and staff of the Institute.

Provided that proposals relating to emoluments structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts maximum of the scale of pay of which exceeds Rs.4000/- p.m. (revised) would need the prior approval of the Government of India.

- (e) terms and conditions governing scholarships and fellowships, refresher courses/summer schools, research schemes and projects and establishments of a library, workshop or a laboratory;
- (f) such other matters as may be necessary for the objectives, and the proper administration of affairs of the Institute;

37. Subject to these rules, the Governing Council or any person or body whom the Governing Council may authorize in this behalf shall have the power to appoint all categories of officers and all other personnel for conducting the affairs of the Institute and to determine their salary, wage, remuneration, allowances and other terms and conditions of their services subject to the provisions made in this behalf in the budget and also to define their duties, provided that

- (i) The First Director of the Institute shall be appointed by the Central Government for such period and upon such terms and conditions and every other Director shall be appointed by the Governing Council with the prior approval of the Central Government on such terms and conditions as may be approved by the central Government.
- (ii) All persons who were in the employment of the former Institute immediately before the registration of the Institute shall be retained in the employment of the Institute for such period and upon such terms and conditions as may be determined by the Governing Council with the approval of the Central Government.

38. The Governing Council may appoint any Committee for discharging such of its functions as may be deemed fit and proper.

39. (1) The Governing Council shall constitute a Standing Finance Committee consisting of four members. The members shall be the Chairperson, the representative of the Finance Wing of

Ministry of I&B, the representative of the Ministry of Information & Broadcasting and the Director of the Institute.

- (2) The following matters shall be referred to the Standing Finance Committee, which shall consider them and make its recommendations thereon, namely:
 - (a) Annual accounts showing the income and expenditure of the Institute together with the audit report thereon.
 - (b) Budget estimates showing the estimated receipts and expenditure on the Institute.
 - (c) All proposals for the creation of new posts.
 - (d) All financial matters pertaining to the Institute.
 - (e) All matters relating to the invitation and acceptance of tenders.
Provided that it shall not be necessary to refer to the Standing Finance Committee any matter in respect of which powers of the Governing Council have been delegated to the Chairman or the Director or any Committee or Sub-committee or any officer of the Institute under Regulations 40 and 41.

40. The Governing Council may by resolution delegate to the Chairman such of its powers for the conduct of business as may be deemed fit and proper with authority to him to delegate further in writing any one or more of the said powers to any of the other members of the Governing Council or any officer of the Institute or any Committee or sub-committee and a condition shall be attached to the delegation of any power that any action taken under it shall be reported to the Governing Council at the next meeting if the action has been taken by the Chairman and shall be reported to the Chairman in all other cases.

41. The Governing Council may delegate to the Director or any of its members or any other officer of the Institute such administrative and financial powers and impose such duties upon him or them as it deems proper and also prescribe limitations within which such powers and duties are to be exercised or discharged.

- 42.**
- (i) The Director shall be the Secretary of the Institute, Governing Council and of every committee formed under the provisions of these Regulations.
 - (ii) Under the direction and guidance of the Governing Council the Director shall be responsible for the proper administration of the affairs of the Institute and the Institutes and departments that may be set up by the Institute.
 - (iii) The Director shall keep, or cause to be kept, proper records and minutes of the proceedings of the meetings of the Institute, of the Governing Council and other committees and send copies thereof to the Central Government and to the Registrar wherever sending of such report is required under the Act. The Director will do everything necessary to give effect to the resolutions passed by the General Meetings of the Institute as also those passed by the Governing Council or any committee or sub-committee. The Director shall keep or cause to be kept all records of the Institute at its office and with the prior approval with Director the same will be available, for inspection by the members.
 - (iv) The Director shall, or any member of the Governing Council, if so authorized by a resolution passed in that behalf by the Governing Council, may execute all contracts, deeds and other instruments on behalf of the Institute.
 - (v) For the purpose of section 19 of the West Bengal Society Registration Act (26 of 1961) the Director shall be considered the principal Secretary of the Institute and the Institute may sue or be sued in the name of the Director of the Institute.
 - (vi) The Director may delegate any of his powers and functions to any other officer or authority appointed or established under these Regulations.
 - (vii) The Director shall, in all matters under his charge, have the powers and duties assigned to him in these Regulations and Bye-laws that may be framed or such powers and duties, as

may be delegated to him by the Institute or the Governing Council.

- (viii) The Director shall prescribe the duties of all the officers and of the staff of the Institute and shall exercise such supervision and disciplinary control as may be necessary subject to these Regulations and the Regulations that may be framed.
- (ix) It shall be the duty of the Director to co-ordinate and exercise general supervision over all research training, refresher course, seminars, summer schools and other activities carried or held under or by the Institute.

43. The Bankers of the Institute shall be The State Bank of India or other Bankers selected by the Governing Council provided it is owned or controlled by the Central Govt. All moneys shall be paid into the Institute's account with its Bank and shall not be withdrawn except through a cheque and signed and countersigned by such officers as may be duly empowered in these behalf by the Governing Council.

44. (1) The Institute shall maintain proper accounts and other relevant records in accordance with provisions of section 15 of the West Bengal Societies Registration Act, 1961 and prepare an annual statement of accounts, including the balance sheet, in such form as may be specified and in accordance with such general directions as may be issued by the Central Govt.

(2) The accounts of the Institute shall be audited annually by a qualified Chartered Accountant appointed by the Institute and the accounts of the Institute as certified by the Chartered Accountant together with the audit report thereon shall be forwarded by it annually to the Central Govt.

EXPLANATION

For the purpose of this Rule, Chartered Accountant includes, a duly qualified auditor within the meaning of the Chartered Accountants Act, 1949.

- 45.** (1) If so directed by the Central Govt. the accounts of the Institute shall also be audited by the Comptroller and Auditor General of India or by any other person or firm appointed by him or by the Central Govt. in this behalf and any expenditure incurred in connection with such audit shall be payable by the Institute to the Comptroller and Auditor General of India or to the Central Govt.
- (2) The Comptroller and Auditor General of India and/or any person or firm appointed in connection with the audit of the accounts of the Institute shall have the same rights, privileges and authority in regard to such audit as the Comptroller and Auditor General of India has in connection with the audit of the accounts of the Govt. of India and in particular shall have the right to demand the production of books, accounts and connected vouchers and other documents and papers and to inspect the office of the Institute.
- 46.** The Institute shall furnish to the Central Govt. at such time and in such form and in such manner as the Central Govt. may direct such returns, statements and particulars as the Central Govt. may, from time to time, require.
- 47.** As soon as possible, after the commencement of each financial year, the Institute shall submit to the Central Govt. a report giving a true and full account of the activities of the Institute during the previous financial year and an account of activities likely to be undertaken during the current financial year. The accounting year of the Institute will be the financial year.
- 48.** The Annual Report on the work of the Institute shall be prepared by the Governing Council for the Information of the Central Govt. and members of the Institute. The Annual Report and the yearly accounts of the Institute shall be placed before the Annual General Meeting for its consideration and approval. The Annual Report and the yearly Accounts so approved by the Institute at its Annual General Meeting

may be placed before both the Houses of the Parliament through the Ministry of Information & Broadcasting, Govt. of India within a period of nine months of the close of financial year concerned.

- 49.** (1) Notwithstanding anything contained in any of these Regulations the Central Govt. may, from time to time, issue such directives or instructions as may be considered necessary in regard to the finance, conduct of business and affairs of the Institute. The Institute shall give immediate effect to all such directives or instructions. Without prejudice to the generality of the provision, the Central Govt. may: -
- (i) give directions to the Institute with regard to the exercise and performance of its functions in matters involving national security or substantial public interest;
 - (ii) call for such returns, accounts, papers, documents, books and information with respect to the property, activities and affairs of the Institute as and when necessary;
 - (iii) reserve for their approval the five year and annual plans of development and the annual budget.
- (2) The Central Govt. may appoint one or more persons to review work and progress of Society and its Institutions and to hold enquiries into the affairs thereof and to report thereon, in such manner as the Central Govt. may direct. Upon receipt of any such report and upon obtaining the comments of the Society thereon. The Central Govt. may take such action and issue such directions as they may consider necessary in respect of any of the matters dealt with in the report and the Society shall be bound to comply with such directions.
- 50.** Subject to the provisions of the West Bengal Societies Registration Act, 1961 (26 of 1961), the Institute may alter or extend the purposes for which it is established with the previous concurrence of the Central Govt. and as per provision of West Bengal Society Registration Act, 1961.
- 51.** The Regulations of the Institute may be altered at any time with the sanction of the Central Govt. by a Resolution passed by a majority of three fourth of the members of the Institute present at any meeting of

the Institute duly convened and held for the purpose. The same will also be done as per provision of West Bengal Society Registration Act, 1961.

52. The Institute may be dissolved in accordance with the provisions of Section 24 of the West Bengal Societies Registration Act, 1961 (25 of 1961) after obtaining the previous consent of the Central Govt. in that behalf.
53. If upon the dissolution of the Institute there shall remain, after the satisfaction of all its debts and liabilities and property whatsoever, the same shall not be paid to or distributed among the members of the Institute but it shall be lawful for the members to determine by majority of three fourth of the votes of the members present personally at the time of dissolution of the Institute that such property shall be given to the Central Govt.
54. We, the following members of the Governing Council, certify that the above is a correct copy of the Regulations of the Institute: -

Name	Designation	Signature
Shri R. Basu	Director General, Doordarshan	
Shri S.K. Kapoor	Director General, All India Radio	
Shri A.S. Rajagopal	Director (Films), Min. of I&B	

EXTRACT FROM THE MEMORANDUM OF ASSOCIATION OF THE
SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA

<u>Name</u>	<u>Designation</u>	<u>Signature</u>
Shri R. Basu	Min. of I&B, Room No. 649, 'A' Wing, Shastri Bhavan New Delhi.	

Shri N.P. Nawani	Min. of I&B, Room No. 550, 'A' Wing, Shastri Bhavan New Delhi.
Shri Raghu Menon	Min. of I&B, Room No. 660, 'A' Wing, Shastri Bhavan New Delhi.
Shri N.Chowla	Min. of I&B, Room No. 552, 'A' Wing, Shastri Bhavan New Delhi.
Shri John Sankarmangalam	FTII, Law College Road, Pune 411 004
Shri Ravi Gupta	NFDC Discovery of India Building, Neheru Centre, Dr. A.B. Road, Worli, Mumbai 400 018
Smt. B. Pal Chowdhury	SRFTI Kolkata

NAMES, ADDRESSES AND OCCUPATIONS OF THE FIRST MEMBERS OF THE GOVERNING COUNCIL OF THE SATYAJIT RAY FILM & TELEVISION ISNTITUTE, KOLKATA

<u>NAME</u>	<u>ADDRESS</u>	<u>OCCUPATION</u>	<u>STATUS</u>
Shri R.Basu	Min. of I&B, Room No. 649, 'A' Wing, Shastri Bhavan New Delhi.	Govt. Servant	Member
Shri N.P. Nawani	Min. of I&B, Room No. 550, 'A' Wing, Shastri Bhavan New Delhi.	Govt. Servant	Member
Shri Raghu Menon	Min. of I&B, Room No. 660, 'A' Wing, Shastri Bhavan New Delhi.	Govt. Servant	Member
Shri N. Chowla	Min. of I&B, Room No. 552, 'A' Wing, Shastri Bhavan New Delhi.	Govt. Servant	Member
Shri John Sankarmangalam	FTII, Law College Road, Pune 411 004	Director FTII	Member
Shri Ravi Gupta	NFDC Discovery of India Building, Neheru Centre, Dr. A.B. Road,	MD, NFDC	Member

Worli,
Mumbai 400 018

Smt. B.Pal
Chowdhury

SRFTI, Kolkata

Govt. Servant Member

SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA

As certified that there is no other institution of the name of SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA registered under the Societies Registration Act, 1860.