

KR Narayanan National Institute of Visual Science and Arts

Thekkumthala, Kottayam

Government of Kerala

EXECUTIVE COUNCIL

7th MEETING

MINUTES

Date & Time : 07.11.2023, 11.am

Venue: Hotel Horizon, Thiruvananthapuram

CONTENTS

Sl. No.	Items	Page
1	Expenditure for the Financial Year 2021-22& 2022-23	1
2	Ratification of renewal of the term of contract engagement of staff members	1
3	Ratification of Appointment of Office Clerks	1
4	Ratification of appointment of Guest Faculty in Cinematography, Editing & Audiography department	1
5	Engagement of Production Manager and Art Director	1
6	New Admissions for 3 years PG course in 6 disciplines	1
7	Re-structuring the existing PG diploma course (2022 batch) – the two year full time PG diploma course into three year full-time PG Diploma - two year full time diploma course into three year full-time PG Diploma in Animation & VFX.	2
8	Subsidy amount paid to canteen from the own fund of the Institute	2
9	Expenditure regarding the participation of students in films festivals from own funds	2
10	Expenditure regarding the film festival participation cell	2
11	Expenditure regarding participation of “EnteKeralam” Programme from own funds.	2
12	Recruitment of Academic staff	3
13	Performance appraisal	3
14	Technical upgradation	3
15	Proposal for creation of Permanent post	4
16	Reconstitution of Academic Council	5
17	Reconstitution of Technical Committee	5
18	Reconstitution of Syllabus Committee	6
19	Masters in Residence	6
20	Engagement of Administrative Staff	6
21	Special rules for the institute	7
22	The conduct of convocation 2015&2016 Batch	7

23	Identifying necessary source of water in the campus	7
24	Aademic/administrative Staff Quarters	7
25	Exchange Programme, Research Centre, Incubation Centre	8
26	Manual of Office Procedures (MOP)	8
27	Academic Timing	8
28	National Accreditation	8
29	Vacation Salary	8
30	Renewal of CILECT membership	8
31	Out of Agenda Items	8
	1. Mentor for the Institute	8
	2. Reservation Policy for Recruitment	9
	3. Centralized store	9

KR Narayanan National Institute of Visual Science and Arts

MINUTES

of

7th Meeting of the Executive Council

(Date & Time: 07.11.2023, 11.AM)

1. Expenditure for the Financial Year 2021-22& 2022-23

The Executive Council suggested to place the audited statement of expenditure of the Institute in the next meeting of the EC

2. Ratification of renewal of the term of contract engagement of staff members

The Executive Council ratified the already taken action of engagement of contractual employees for a further period of one year/three months or until the Government issues an order in the matter.

3. Ratification of Appointment of Office Clerks

The Executive Council ratified the action of engaging Shri.Manoj Kumar K and Smt.Anitha M N in the Institute as Office Clerks for a period of three months with effect from 03.08.2023 & 04.08.2023 respectively.

4. Ratification of appointment of Guest Faculty in Cinematography, Editing & Audiography department

The Executive Council ratified the action of the engagement of interim guest faculties in the Cinematography, Editing & Audiography department from March,2023.

5. Engagement of Production Manager Art Director & Lightman Cum Crane operator.

The Executive Council ratified the engagement of Production Manager, Art Director and Lightman cum crane operator considering the urgency.

6. New Admissions for 3 years PG Diploma courses in 6 disciplines

Considering all the factors connected, the Executive Council observed that the new batch of students could be admitted after rectifying all the shortcomings affecting the



Director



Chairman