

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.

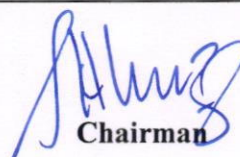
The Executive Council ratified the engagement of Production Manager, Art Director and Lightman cum crane operator considering the urgency.

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

academics of the Institute. Hence it was resolved to commence the next batch of students afresh in June 2024 and to recommend the Government to sanction accordingly.

7. Re-structuring the existing PG diploma and diploma course (2022 batch) –

The executive council approved the decision of the Academic Council for the restructuring of the ensuing courses of 2022 batch and recommended the Government to approve the same - Two-year full-time PG diploma courses (Script Writing & Direction, Cinematography, Editing, Audiography) into three year full-time PG Diploma. Two year full time diploma in Animation & VFX course into three year full-time Diploma.

8. Subsidy amount paid to canteen from the 'own fund' of the Institute

The Executive Council ratified the payment of additional food expense from 'own fund' of the Institute to the canteen as a subsidy for the interim arrangement of canteen, by considering the financial condition of students. The Executive Council also suggested to explore the possibility of utilizing the 'Kudumbasree' for managing the canteen of the Institute.

9. Expenditure regarding the participation of students in film festivals from own funds

The Executive Council deferred the proposal and suggested to place the detailed statement of expenditure that incurred with regard to the participation of students in film festivals in the next meeting of the EC

10. Expenditure regarding the film festival participation cell

1. The Executive Council deferred the proposal and suggested that the detailed statement of expenditure that incurred on account of participation in film festivals with the films produced by the Institute may be placed in the next meeting of the EC for approval.
2. The Executive Council also suggested to incorporate experts from the film industry, members from the Academic Council and also representatives of students in the committee that selects films for festival participation.

11. Expenditure for participation of "enteKeralam" Programme from own funds.

1. The Executive Council ratified the decision of meeting the expenditure of Rs.76,624/- incurred for the participation of "Ente Keralam" from own fund of the Institute



Director



Chairman

2. The Executive Council suggested that the participation of the Institute in such Government organized programmes shall be the presentation of the achievements of the Institute only such as screening of students films.

12. Recruitment of Academic staff

In view of fixing the term of contract of the faculty members to a minimum period of three years, the Executive Council took the following decisions:

1. All the faculty members of the Institute will be recruited afresh through proper notification. The existing faculty members will be given a weightage against the feedback of their performance in the institute. It was also insisted to update the EC members regarding the recruitment processes not later than 17th of December 2023 through e-mail.
2. The Executive Council suggested that, to ensure due consideration to the contributions of existing academic staff members, a proper feedback/appraisal form has to be prepared and that has to be approved by the Academic Council. Smt.Parvathy, the EC member was also entrusted to involve in finalizing the Feedback/appraisal form.
3. The newly recruited faculty members will be engaged on contract basis for a period of three years.

13. Performance appraisal

1. The Executive Council authorized the Director to constitute an appraisal committee for appraisal of the existing staff members (Other than faculty members) and may be engaged for a period of one year on contract based on the performance appraisal report.
2. The Executive Council also decided to conduct recruitment to appoint remaining staff positions and may be engaged for a period of one year.

14. Technical upgradation

The EC approved the proposal for technical upgrading of equipment and facilities that are necessary for the academics and decided to recommend the government for sanctioning an initial fund of Rs 75 Lakhs.



Director



Chairman

15. Proposal for creation of Permanent post

The Executive Council approved the proposal for creation of 42 essential posts with an estimated annual commitment of Rs.3,45,91,041/- as detailed below and decided to recommend to government for sanctioning these posts.

Proposal for Creation of Posts with Annual Commitment				
Sl.No.	Name of Post	Number of post	Proposed scale of pay as per the 11th pay revision	Total Annual Commitment
1	Dean	1	112800-163400	15,02,496
2	Professor	6	107800-160000	86,15,376
3	Associate Professor	6	95600-153200	76,40,352
4	Assistant Professor	6	63700-123700	50,90,904
5	Demonstrator	8	39300-83000	41,87,808
6	Office Superintendent	1	43400-91200	6,26,262
7	Librarian Grade -III	1	43400-91200	6,26,262
8	Clerk	4	26500-60700	15,29,580
9	Light man cum Crane Operator	2	31100-66800	8,97,546
10	Store Keeper	1	35600-75400	5,13,708
11	Camera Attendant	2	35600-75400	10,27,416
12	Warden	1	27900-63700	4,02,597
13	Site Engineer cum Estate Officer	1	55200-115300	7,96,536
14	Art Director	1	39300-83000	5,67,099
15	Production Manager	1	39300-83000	5,67,099
		42		-
Total Commitment				3,45,91,041



Director



Chairman

16. Reconstitution of Academic Council

The Executive committee ratified the action in reconstitution of the Academic council with the following members:

1. Shri Kamal K M- Eminent Film Director
2. Shri.VikramJoglaker – Member- Eminent Audiograpgher
3. Ms.NinaSabnani- Eminent Animat / Film Maker-Member
4. Shri.C.S.Venkateswaran, Eminent Film Critic -Member
5. Ms-Miriam Joseph- Eminent Production designer & Film Academician - Member
6. Shri.SaumyanandaSahi–Eminent Cinematographer Member
7. Prof(Dr.). Abhilash Pillai - Eminent Theatre personality- Member
8. Ms.Sameera Jain – Eminent Documentary Maker - Member
9. Shri. Ashwini Kumar- Eminent Academician & Poet-Member
10. Ms.Surabhi Sharma-Eminent Academician &Filmmaker Member
11. One Student Representative –Chairman of Student Council- Member
12. One Student Representative - Alumni- Member
13. Dean of the institute- Member
14. Director ofthe institute - Convenor

The HOD's of all academic departments of the Institute may be included as special invitees to the Academic Council

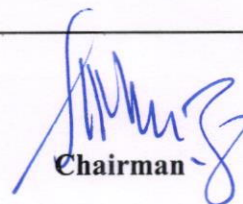
17. Reconstitution of Technical Committee

The Executive committee ratified the action of reconstitution of Technical Committee with the following members:

- 1 .Shri.Sajan K Jose (Cinematography)
2. Shri.Tony Tom (Animation)
3. Shri. Ajith Abraham George (Audiography)
4. Shri.ManojKannoth (Editing)



Director



Chairman

5. HoD, Department of Computer Science, Rajiv Gandhi Institute of Technology ,Pampady
6. Dean - Convener

18. Reconstitution of Syllabus Committee

The Executive committee ratified reconstitution of Syllabus Committee with following members:

1. Dean -Convener
2. Head of the Departments – 6 Departments
3. Students Representatives – 2 Numbers
4. Experts
 - a. Mr. Kamal K M – Chairman, Academic Council (Script Writing & Direction)
 - b. Ms. Surabhi Sharma – Academic Council member (Script Writing & Direction)
 - c. Mr. Krishand R – Direction
 - d. Mr. Paresh Kamdar – Editing
 - e. Mr. Vikram Joglekar – Academic Council member (Audiography)
 - f. Mr. Abhilash Pillai - Academic Council member (Acting)
 - g. Ms. Nina Sabnani - Academic Council member (Animation)
 - h. Mr. Andrew D'crus - Visual Effects
 - i. Mr. Ramani R V – Cinematography
 - j. Mr. Ashwani Kumar - Academic Council member

19. Masters in Residence

1. The Executive Council approved the proposal for Masters in Residence. By which the Institute has to invite eminent personalities from different fields of Art, Theatre, and Literature etc to the campus for a certain period to enrich the students and faculties during the academic programs.
2. The Executive Council also resolved to recommend the Government to allocate a separate budget to the extent of Rs.20 Lakhs for the 'Masters in residence' programme.

20. Engagement of Administrative Staff

The Executive Council approved to appoint three clerical Staff through notification and recruitment.



Director



Chairman

21. Special rules for the institute

The Executive Council approved the proposal for drafting Special rules for the institute. The Director is entrusted to identify a competent person for the same. The EC also suggested the person/committee constituted for drafting the special rules shall conduct meetings with the heads of the academic departments to identify the various issues.

22. The conduct of Convocation 2015&2016 Batch

The Executive Council approved the proposal for Convocation of 2015&2016 Batch. The EC also observed that the course name and pattern of marking scheme in the certificates already issued cannot be changed.

23. Identifying necessary source of water in the campus

The Executive Council resolved to sanction digging of two bore wells in the campus and also decided to recommend the Government to take up the matter with the department of Ground Water for materializing the proposal.

24. Academic/administrative Staff Quarters

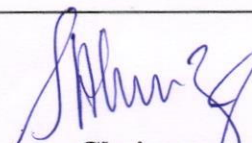
1. The Executive Council approved the proposal for setting up the accommodation facilities for the academic and other Staff members of the institute and also with a vision to accommodate eminent personalities visiting the Institute as part of 'Masters in residence' programme.

The Executive Council also suggested considering the limitation of fund, the construction of quarters may be proposed in a phased manner. Thus it was decided to submit a revised proposal to Government for constructing quarters limited to accommodate faculty members, Dean, Director, senior officials and invited guests only.

2. The Executive Council also resolved to recommend the Government to approve the proposal for constructing the Quarters and allocate fund for the same.



Director



Chairman

25. Exchange Programme, Research Centre and Incubation Centre

The Executive Council decided to place these items in the Academic Council and based on the recommendation these may be considered in the upcoming meeting of the Executive Council

26. Manual of Office Procedures (MOP)

Considering the absence of the nominee from Finance department, the Executive Council suggested to place it in the next meeting of the EC.

27. Academic Timing

The Executive Council suggested to place it before the Academic Council for remarks and the same may be considered in the next meeting.

28. National Accreditation

The Executive Council approved the proposal to initiate action for getting eligible association/ accreditation with AICTE, UGC, AIU for the Institute. EC authorised the Director of the Institute for this.

29. Vacation Salary

The Executive Council suggested to place it before the Government.

30. Renewal of CILECT membership

The Executive Council ratified the action in having renewed the CILECT membership

31. Out of Agenda items

1. Mentor for the Institute

The Executive Council observed that a role of mentor is essential for the Institute. Hence a person with a vision may be entrusted as the Mentor of the Institute. The Executive Council decided to recommend government to approve the engagement of a Mentor for the Institute. The Director was entrusted to submit a detailed proposal with terms and conditions of engagement of Mentor in consultation with the Chairman of the EC to Government.



Director



Chairman

2. Reservation Policy for recruitment

The Executive Council decided to follow the reservation policy applicable for all recruitments in the Institute based on the rules in force. Guidance and clarifications in the matter may be obtained from the Government.

3. Centralized Store.

The Executive Council suggested to take urgent steps to complete the setting up of centralized store. The EC also suggested to set the qualifications for the centralized store manager.

The Executive Council also suggested to explore the possibilities for providing specific training to the existing Camera Store Keeper for maintaining the Editing and Audio equipment and facilities.



Director



Chairman