

KR Narayanan National Institute of Visual Science and Arts

Thekkumthala, Kottayam

Govt of Kerala

MINUTES

Of the

5th EXECUTIVE COUNCIL MEETING

Date & Time: 21st October, 2022, 11.30 am

Venue: Hotel Horizon, Thiruvananthapuram

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KR Narayanan National Institute of Visual Science and Arts

Minutes of the 5th Meeting of the Executive Council

(Date & Time: 21.10.2022, 11:30 a.m.)

Minutes of the 5th meeting of the Executive Council of K R Narayanan National Institute of Visual Science and Arts held at 11.30 a.m. on 21.10.2022 at Hotel Horizon, Thiruvananthapuram.

Members present:

1. Shri. Adoor Gopalakrishnan(Chairman)
2. Shri.Shankar Mohan (Convenor), Director of the Institute
3. Smt.Kanchana T, Additional Secretary, Finance Department
4. Shri.Sajukumar N, Joint Secretary, Higher Education Department
5. Shri.Baby Mathew, Film Producer
6. Smt.Parvathi T, Film Actress

The meeting commenced at 11.30a.m. It was chaired by Shri.Adoor Gopalakrishnan, the Chairman of the Executive Council. Shri.Shankar Mohan, Convenor of the Council and Director, KRNNIVSA welcomed the Chairman and all the members present. Thereafter, agenda items were taken up item-wise for discussion, and the following decisions/resolutions were taken:

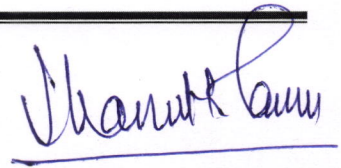
5.1. Confirmation of the Minutes of the fourth Executive Council meeting held on 20.11.2021.

The Executive Council confirmed the Minutes of the fourth Executive Council meeting held on 20.11.2021. The Executive Council also approved the action taken report based on the decisions taken in the 4th meeting. It decided to place the proposal for availing a Credit Card for the Institute in the next Governing Council meeting.

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Chairman



Director

5.2.Budget for the year 2022-2023 & 2023-24.

The Executive Council approved the Budget Estimate for the year 2022-23, 2023-24 subject to ratification by the Governing Council.

5.3 Appointment of the Administrative Officer

The appointment of Shri. Anil Kumar Nair as the Administrative Officer was placed before the Executive Council for information and the EC noted the same.

5.4.Ratification of extension of the Dean in the Institute

The Executive Council ratified the action of extending Shri. Chandramohan Nair's service, as Dean, considering his experience and qualifications, till the appointment of a new Dean.

5.5.Renewal of the term of contract engagement of staff members

The Executive Council ratified the engagement of contractual employees for a further period of one year or till the Government issues an order in the matter.

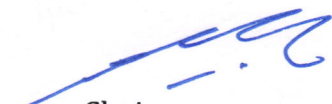
5.6. Appointment of the Site Engineer and re-designation

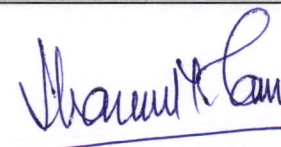
The Executive Council ratified the action of engagement of Shri.Ajeesh T R as Estate Officer for a period of one year with effect from 04.03.2022. The Executive Council decided to place the re-designation of the Site Engineer in the next Governing Council meeting for approval.

5.7. Appointment of Office Clerks

The Executive Council ratified the action of engaging Smt.Haritha B Nair & Shri.Ashik P A in the Institute as Office Clerks for a period of one year with effect from 16.05.2022 and

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Chairman


Director

29.05.2022 respectively and decided to place this matter before the next Governing Council meeting for approval.

5.8. Appointment of Driver of the official vehicle of the Director


The Executive Council ratified the engagement of Shri. Praveen R in the Institute as a Driver on daily wage basis.

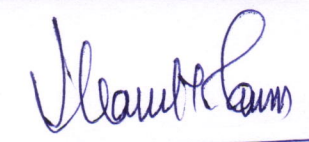
5.9. Appointment of the Plumber

The Executive Council ratified the action of engagement of Shri. Anoop Raj in the Institute as a Plumber on daily wage basis.

5.10. Appointment of Shri. Jyothichoodan Nair as Legal Consultant/Advisor

The EC was briefed about the various pro-active steps taken by the present Director to ensure academic and administrative discipline in the Institute. Unfortunately, soon after taking disciplinary/corrective action wherever necessary, writ petitions were filed in the Hon'ble High Court against the Institute by affected students and staff. In order to prepare Statement of Facts and other relevant legal drafts/documents to be submitted to the Court through the Standing Counsel, the services of an experienced lawyer who is conversant in Govt department litigations was felt necessary. Therefore, Shri Jyothichoodan Nair, retired Special Secretary, Law Department was engaged as a Legal Consultant/Advisor to the Director / Institute for preparation of the legal drafts and statement of facts at short notice, for the pending petitions. The Executive Council ratified the action of engaging Shri. Jyothichoodan Nair as a Legal Consultant/Advisor with a remuneration of Rs.4000/- per sitting (a maximum ceiling of Rs.40, 000/- per month) and eligible Travelling Allowance.


Chairman


Director

5.11.Appointment of Shri. C Sivaprasad as Guest faculty in Script Writing & Direction department for conducting the class for 2019 batch.

The Executive Council ratified the action of engagement of Shri. C Sivaprasad as a Guest faculty in Script Writing & Direction department for handling the syllabus portions of Film appreciation and Analysis for the 2019 batch students on a daily wage basis at Rs.3000/- per day.

5.12. Re-designation of Liaison Officer cum Legal Officer


The Executive Council recommended to place the matter of re-designating Shri.P R Anandan's job as Liaison Officer cum Coordinating Officer of the Institute before the Government for approval.

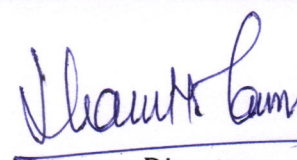
5.13. Appointment of Shri. C Sivaprasad as Guest faculty in Script Writing &Direction department in the absence of the HoD, Script Writing and Direction Department.

The Executive Council ratified the action of engagement of Shri. C Sivaprasad as a Guest faculty in Script Writing & Direction department in the absence of the HoD, Script Writing and Direction Department from 22.05.2022 to 02.08.2022, on a daily wage basis Rs.3500/- per day.

5.14. Appointment of Shri. DhruvanGowtham as Guest Faculty in Cinematography department

The Executive Council ratified the action of engaging Shri. DhruvanGowtham as interim guest faculty in the Cinematography department from 12.05.2022 to 10.06.2022 on a consolidated remuneration of Rs.35, 000/- per month.


Chairman


Director

5.15.Appointment of Caretaker through M/s KEXCON

The Executive Council ratified the action of engaging Shri.Sajo Jose as Caretaker through KEXCON from January, 2022.

5.16.Appointment of Lightmen and Lightmen Trainee

The Executive Council ratified the action of the engaging Lightmen and Lightman trainee in the Institute from the empanelled list of candidates for a period of six months on contract basis and three months on daily wage basis respectively.

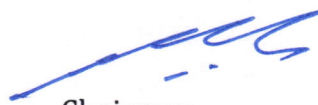
5.17.Engagement of Production Manager /Centralized Store Manager and Assistant – Production/Estate.

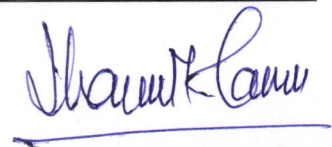
The Executive Council ratified the action of the engaging Sri.Santhosh Kumar as Production Manager /Centralized Store Manager and Assistant – Production/Estate for a period of three months from 04.04.2022.

5.18. Engagement of Shri.Vijay Sankar as Senior Faculty in Editing Department on daily wage basis due to the vacancy arising out of non-joining of the selected candidate.

1. Executive Council ratified the action of engagement of Shri.Vijay Sankar as a senior faculty in Editing Department from 06.06.2022 on daily wage basis (@Rs.3000/- per day) considering his vast experience in the field.
2. The Executive Council decided to release the consolidated amount as salary to Shri.Vijay Sankar as per his request.
3. The Executive Council recommended empowerment of the interview board in waiving/relaxing the academic qualifications of the candidate(s) in cases of exceptionally outstanding and deserving candidate(s). The Executive Council also decided to place this matter before the next Governing Council meeting for approval.

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Chairman


Director

5.19. Hiring out equipment/infrastructure & other facilities to outside filmmakers/production companies

1. The Executive Council recommended to place the proposal for hiring out of equipment/service facilities etc to outside filmmakers, production companies etc at the next Governing Council meeting.
2. The Executive Council recommended to explore the possibility of KRNNIVSA undertaking the production of government departments' advertisements and short film projects in order to strengthen the Institute's own fund reserve. It was also decided to write to the Government requesting to issue GO, empanelling the Institute as a Production house for all Govt film and AV projects.
3. The Executive Council member, Shri.Baby Mathew, Film Producer assured that he would place the matter of engaging K R Narayanan National Institute for producing advertisement and short film projects, before the next Kerala Travel Mart Society meeting, India's largest Tourism buyer - seller mart.

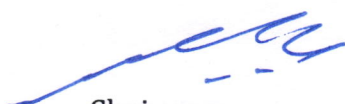
5.20. Formation of Grievance Redressal Committee

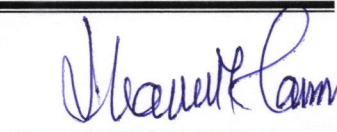
The Executive Council ratified the action of constitution of Internal Grievance Committee in the Institute to address the issues/complaints raised by the students.

5.21. Salary increment to the Demonstrator, Administrative staff and Technical staff of the Institute.

The Executive Council discussed the matter in detail. Considering the nature of work performed by the technical staff of the Institute and also to retain qualified and experienced staff in the academic departments, the Executive Council approved the proposal for enhancement of the monthly consolidated salary of the technical staff who are drawing consolidated monthly salary of Rs. 25,000/- and below, to the extent of 20% of their existing monthly salary, as an interim relief, subject to the ratification by the Governing Council.

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Director

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

The Executive Council ratified the decision of paying nominal additional food expense to the canteen management from own fund of the Institute by way of subsidy, in an interim arrangement, considering the poor financial condition of students.

5.23. Purchase of light equipment from own funds

The Executive Council ratified the decision of purchase of lighting equipment with an estimate cost of Rs.26 lakh from own fund of the Institute, considering the urgency of such procurement.

5.24. Expenditure regarding the entry fees for participation of films in festivals from own funds.


The Executive Council ratified the decision of incurring the entry fees for film festival participation from own fund of the Institute.

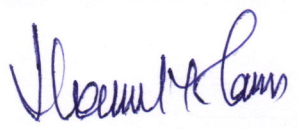
5.25. Repair/Purchases made for the students

The Executive Council ratified the repairs undertaken and purchases made by the Institute based on the requests by the students.

5.26.Appointment of Shri. Sunny Joseph as Adjunct Professor in Script Writing & Direction department subsequent to theresignation of the HoD, Script Writing and Direction Department.

The Executive Council ratified the engagement of Shri. Sunny Joseph as an Adjunct Professor in Script Writing & Direction department after the resignation of the HoD, Script Writing and Direction Department from 03.08.2022, on a daily wage of Rs.3500/- per day.


Chairman


Director

5.27. Engagement of daily wage employee on Contract Basis

The Executive Council decided to increase the salary of Lightman Trainee engaged in daily wage basis to the extent of Rs.675/- per day (minimum salary of daily wage staff) as an interim relief based on the GO(P). No.29/2021 Dated 11.02.2021.

5.28.Bata for the Lightmen , Camera Attendants and other Technical staff for the Academic activities.

The Executive Council ratified the decision to release additional batta amount for an amount of Rs.450/- to the Lightmen, Camera attendants and other technical staff in the Institute for performing extra duty during all kind of production activities.

5.29. Appointment of Office Clerk in tutorial section

The Executive Council ratified the action of engagement of Shri.Abhilashkumar K B in the Institute as Office Clerk for a period of three months with effect from 01.08.2022.


5.30. New canteen management in the Institute

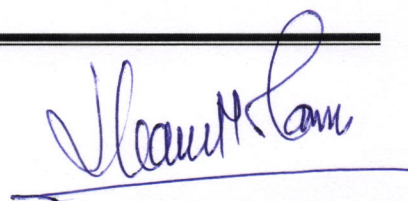
The Executive Council ratified the decision to release a subsidy amount Rs.10/- per student, per day from own fund of the Institute to meet the food expenses. It was decided to request to the Government to give additional grants of 50% of the food expenses under taken by the students (Rs.150/ students/day)

5.31. Report on the activities so far

The Executive Council approved the report on the activities so far and ratified the steps taken for proper functioning of the Institute.

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Chairman


Director

A. In addition to the above agenda points, the Chairman of the Institute placed the following items before the Executive Council for consideration.

1. **The proposal for changing the name of the Institute from “ K R Narayanan National Institute of Visual Science and Arts” to “ K R Narayanan National Film Institute”.**

Effecting change of name of a Govt body being a policy matter, the Executive Council recommended to place this matter before the next Governing Council Meeting.

2. **Revision of pay of Causal Sweepers in the Institute consequent to the 11th pay revision orders.**

The Executive Council approved the revision of pay as per the GO (P) No.27/2021/Fin Dated 10.02.2021 for the casual sweepers of the Institute, with prospective effect only.

3. **Urgent expenses met from the own fund of the Institute**

The Executive Council ratified the expenditures met from own fund of the Institute due to urgency.

4. **Release of wages to the workers in the canteen.**

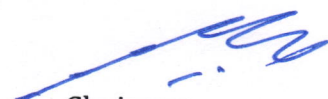
The Executive Council ratified the decision to meet the expenditure towards daily wages @ Rs. 2900/- per day to three canteen staff from own fund of the Institute, as an interim measure to ensure the continued smooth running of the canteen, till the new batch of 2022 students join the Institute on 7th November 2022.

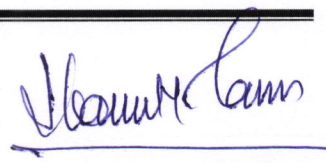
The meeting ended with a vote of thanks to the Chair.

Chairman of the Executive Council

Director /Convener of the Executive Council

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Chairman


Director