

MANDATORY DISCLOSURE

1.	Name of the Institution (Address including Telephone, Mobile, E-Mail)	Biju Pattanaik Film & Television Institute Of Orissa Medical Road Bose Campus, Cuttack Orissa-753007. Telephone – 0671-2413968/ 2415480 Email- bpftio123@gmail.com
2.	Name and address of the Trust/ Society/ Company and the Trustees (Address including Telephone, Mobile, E-Mail)	Biju Pattanaik Film & Television Institute Of Orissa Medical Road Bose Campus, Cuttack Orissa-753007. Telephone – 0671-2413968/ 2415480 Email- bpftio123@gmail.com
3.	Name and Address of the Vice Chancellor/ Principal/Director	Sri Debasish Goshal Biju Pattanaik Film & Television Institute Of Orissa Medical Road Bose Campus, Cuttack Orissa-753007 Phone – 9432012486
4.	Name of the affiliating University	Biju Patnaik University of Technology Rourkela, Odisha
5.	Governance	
-	Members of the Board and their brief background	

1.	Shri Sanjay Pattanayak	Chairman
2.	Commissioner-cum-Secretary to Government, Skill Development & Technical Education & Training, Odisha, Bhubaneswar	Co-Chairman
3.	Director, Technical Education & Training, Odisha,	Vice- Chairman

	Cuttack	
4.	Additional Secretary to Government , Finance Department	Member
5.	Joint Secretary to Government , SD&TE Department, dealing with Diploma	Member
6.	Director Information & Public Relation, Odisha	Member
7.	Managing Director, Odisha Film Development Corporation, Cuttack	Member
8.	Director Doordarshan Kendra, Bhubaneswar	Member
9.	Pradyumna Kumar Lenka, Film Producer	Member
10.	Basanta Sahoo, Film Director	Member
11.	One Senior faculty, Biju Patnaik Film & Television Institute of Odisha to be nominated by Principal, BPFTIO	Member
12.	Dean, Satyajit Ray Film & Television Institute, Kolkata	Member
13.	Director , Biju Pattanaik Film & Television Institute, Odisha	Member Secretary

-	Frequently of the Board Meeting and Academic Advisory Body	Conducted twice in a year
	Organizational Chart and Process	Annexure-I
-	Nature and Extent of involvement of Faculty and students in academic affairs/improvements	<ul style="list-style-type: none"> · Facilities such as flexibility in timings, use of laboratories etc are extended to faculty as per requirement · The Institute is committed to develop excellence in education, training and research. Attempts are being made to promote and foster excellence in

		<p>developing knowledge skills and attitudes in all students and faculty and staff.</p> <ul style="list-style-type: none"> • The faculty focuses on developing and strengthening systems thinking, problem solving, analysis, design, team work, communication skills and preparing students for life long learning. The faculty uses innovative techniques, interactive lectures, regular lab assignments, project work and critical and creative thinking. The faculty stresses on learner centric, active and collaborative learning. Labs are used for developing skills to use and apply various general professional competences.
	<p>Mechanism/ Norms and Procedure for democratic/ good Governance</p>	<p>The roles and responsibilities of administrators / decision makers for various assigned jobs listed below clearly depict the delegation of authority, providing operational autonomy leading to a decentralized governance system.</p> <p>Director :</p> <ul style="list-style-type: none"> • Promotion of academic excellence and creation of a vibrant eco-system of teaching, learning ,research and industrial collaboration as Academic and Administrative Head of the institution. • Drawing & Disbursing Officer (DDO) in respect of all the schemes/accounts of the institution

		<ul style="list-style-type: none"> • Supervise regular day to day theory/ practical classes and Internal/semester examinations of the different disciplines as per academic calendar prescribed by the SCTE&VT/BPUT, Odisha, Bhubaneswar as well as all academic-related matters by the DTE&T, Odisha, Cuttack and SD&TE Department. • Perform duties assigned by SCTE&VT, Odisha, Bhubaneswar/ DTE&T, Odisha, Cuttack as well as SD&TE Department <p>Sr. Lecturers :</p> <ul style="list-style-type: none"> • Administrative work of the Department / Division/Section entrusted by Principal as Head/ overall in charge. • Teaching in Practical /Theory subjects as assigned by the Director and remedial classes for poor-performing students • Maintain Attendance Registers of the students, Lesson Plans, Assessment Registers and progress Register/Reports etc. • Supervision/verification of Attendance Registers of the students, Lesson
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		<p>Plans, Assessment Registers and progress Register/Reports etc. prepared by other Faculties of the Department /course as assigned by Director</p> <ul style="list-style-type: none"> • Duties connected with the conduct of Admission, Examination, Evaluation of Examination of the students. • Conducting Awareness Programmes on Career opportunities in Technical Education in the state • Conducting Seminars, webinars and various academic workshops etc. relating to the Department. • Develop Learning materials/Resource materials for Theory and Laboratory classes. • R&D work on industrial problems and Projects and other work for the promotion of industry institute partnership • Perform Training and consultancy work for internal Revenue Generation • Preparation and submission of Project Proposal for funding to the institute from External Sources and other resource mobilisation for the institute. • Dissemination of information for
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		<p>students development and community Development.</p> <ul style="list-style-type: none">• Accompanying students in study visits /Industrial Visits/ industrial Training of the students• Remain in charge of additional responsibility of the institution such as Library/Hostel/Examination etc. and extracurricular activities such as Games and sports, cultural Association etc.• Conduct Employment generating/Skill development Training Programme for unemployed youth wherever assigned.• Perform students Counseling and act as proctor of students.• Perform different Placement related activities.• Prepare and maintain the different Reports and Returns and also MIS of various kinds in the institution as assigned• Perform such work related to maintenance and upkeep of Equipment,• Laboratories, Buildings and other institution properties.• Perform any other work in the interest of the institution/public duty as
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assigned by the Director

Lecturer :

- Teaching in Practical /Theory subjects as assigned by the Director and remedial classes for poor-performing students
- Maintain Attendance Registers of the students, Lesson Plans, Assessment Registers and progress Register/Reports etc.
- Duties connected with the conduct of Admission, Examination, Evaluation of Examination of the students.
- Conducting Awareness Programmes on Career opportunities in Technical Education in the state.
- Conducting Seminars and workshops etc.
- Develop Learning materials/Resource materials for Theory and Laboratory classes.
- R&D work on industrial problems and Projects and other work for the promotion of industry institute partnership
- Perform Training and consultancy work for internal Revenue Generation
- Preparation and submission of Project Proposal for funding to the institute from External Sources and other resource mobilisation for the institute.

		<ul style="list-style-type: none">• preparation and submission of Project Proposal for funding to the institute from External Sources and other resource mobilisation for the institute.• participating in refresher courses for up-dation of knowledge and skill.• Guiding students for innovation, Entrepreneurship etc• Dissemination of information for students development and community Development.• Accompanying students in study visits /industrial Visits/ industrial Training of the students• Remain in charge of stock and store of Laboratory/ Department/ Sections wherever assigned• Remain in charge of additional responsibility of the institution such as Library/Hostel/Examination etc. and extracurricular activities such as Games and sports, cultural Association etc.• Conduct Employment generating/Skill development Training Programme for unemployed youth wherever assigned.• Perform students Counseling and act as proctor of students.• Perform different Placement related activities.• Perform such work related to
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		<p>maintenance and upkeep of Equipment, Laboratories, Buildings and other institution properties.</p> <ul style="list-style-type: none"> • Perform any other work in the interest of the institution/public duty as assigned by the Director • Perform duties connected to supervision/ inspection of different works at other institution wherever assigned • Perform different Consultancy work for IRG and works on different industrial and socially relevant projects as assigned. • Perform duties assigned by SCTE&VT, Odisha, Bhubaneswar/ BPUT/ DTE&T, Odisha, Cuttack and SD&TE Department. • Perform any other work in the interest of the institution/Public duty as assigned by the Principal /Head of the Department (HOD).
	<p>Student Feedback on Institutional Governance/ Faculty performance</p>	<p>Feedback about Faculty is taken from students. The various parameters on which teaching is assessed are: Communication Skills, Quality of Teaching/ Academic input, Subject Knowledge, Content and Method of Delivery, Resourcefulness, Readiness of teacher, Accessibility and Availability of Teacher in Campus/ Department.</p> <p>An Institute level Parent Teacher meeting is conducted. During the meeting, parents are made aware about their wards'</p>

		attendance, academic performance for the semester as well as about the various learning processes conducted in the institute.
	Grievance Redressal mechanism for Faculty, staff and students	<p>The 'Student's Grievance Cell' enables a student to express feelings by initiating and pursuing the grievance procedure in accordance with the rules and regulations of the Institute. 'Student's Grievance Cell' enquires and analyses the nature and pattern of the grievances in a strictly confidential manner.</p> <p>The objective of the cell</p> <ul style="list-style-type: none"> • To support, those students who have been deprived of the services offered by the Institute for which he / she is entitled. • To make officials of the college responsive, accountable and courteous in dealing with the students. • To ensure effective solution to the students' grievances with an impartial and fair approach.
	Establishment of Anti Ragging Committee	An Anti-Ragging Committee has been constituted vide Office Letter No.414 Dt.12.04.2022. Anti-Ragging Committee to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging; and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

		<p>The functions of Anti-Ragging Squad is to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Hostels etc. The Squad will also educate the students at large by adopting various means about the threat of Ragging and related Punishments there to.</p>
	<p>Establishment of Online Grievance Redressal Mechanism</p>	<p>An online grievance portal is available for Faculty, Staff and Students to record their grievances and can check the status of the grievance online.</p>
	<p>Establishment of Internal Complaint Committee (ICC)</p>	<p>A Committee is established vide this Office Order No.409 Dt.12.04.2022 to resolve any issues amongst staff members and the students. The committee maintains complete confidentiality and meets every semester with existing and new women faculty, staff and students to create awareness about its existence and the mechanism of approaching the committee members if anyone needs to report harassment.</p>
	<p>Establishment of Committee for SC/ST</p>	<p>A SC/ST/OBC/Minority Welfare Committee has been constituted vide this office Order No.407 Dt.12.04.2022 comprising of faculty members to take care of welfare of the students and employees who belong to the SC/ST/OBC/Minority community in accordance with the directives of state and central government. The committee, within</p>

		its scope, also endeavors to redress the problems being faced in ensuring overall welfare for students and employees who belong to said community at this institute.
	Internal Quality Assurance Cell	An Internal Quality Assurance Cell (IQAC) comprising of faculty members has been constituted to look after the planning, guiding and monitoring Quality Assurance and Quality Enhancement activities at this institute.
6.	Name of Programmes approved by AICTE	Following course have approved by AICTE F.No. Eastern/1-9318289772/2021/EOA/ Corrigendum-1
	Name of Programme	Applied Art and Craft
	Name of Course	Cinematography Sound Recording & Sound Design Film Editing
	Intake Capacity	30 in each branch
	Name of Programmes Accredited by NBA	Not applicable
	Duration of programme	4 years (Undergraduate)
	Fees	Rs.25000/- per year (Excluding of BPUT, Registration fee, Hostel charges, examination fee)
7.	Faculty	Available in website www.bpftio.org
8.	Profile of Director	

Name	:	Debasish Ghoshal
Date of Birth	:	02.10.1964
Educational Qualification	:	Post Graduate Diploma in Film from FTII, Pune
Work Experience		
Teaching	:	26 Years

Research	:	1 Year
Industry	:	5 Years
Others	:	<p>a) Documentary film made in 2018 was shortlisted for competition section in Government of West Bengal, Kolkata International Film Festival (KIFF 2018)</p> <p>b) Short fiction made in 2020 was shortlisted for competition in International Section of Government of India's Mumbai International Film Festival (MIFF-2020)</p>
Area of Specialization	:	Sound
Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level	:	Sound Recording
Master (Completed/Ongoing)	:	Yes

9.	Fee :	
	Details of Fee, as approved by State Fee Committee, for the Institution	Rs.25000/- per year (Excluding of University Charges and Caution Money)
	Time schedule for payment of Fee for the entire Programme	Each year during time of Admission / Readmission
	No. of Fee waivers granted with amount and name of students Number of scholarship offered by the Institution,	Government of India and State Government provides financial assistance to the needy students so that they can continue with their education without facing any financial hurdles. ST & SC Welfare Department is

	duration and amount Criteria for Fee waivers/scholarship	providing scholarship for OBC/SEBC /SC/ST category of students for their Admission fees, Hostel fees and Maintenance fee through Post Matric Scholarship Scheme. Skill Development & Technical Education Department is providing scholarship for the students belongs to Building & Other Construction (BOC) category. Similar students can avail Pragati / Shaksyam Scholarship scheme provided by Government of India.
	Estimated cost of Boarding and Lodging in Hostels	Rs.3000/- per year for hostel accommodation
10.	Admission	
	Number of seats sanctioned with the year of approval	Mentioned under Point 6
11.	Hostel	Yes
12.	Academic Session	As per AICTE Calendar
13.	Counselling / Mentoring	Yes
14.	Medical Facilities	Yes
15.	Student Insurance	Yes
16.	Sports Activity	Yes
17.	Magazine / Newsletter	Yes
18.	Name of PIO	Sri Rakesh Kumar Das, Sr. Lecturer