

Annexure C

Programme	Short term course on Digital Editing (12 Weeks)
Institute Location	Tripura Film & Television Institute, Nazrul Kalakshetra, Agartala, Tripura
Level	Certificate of participation
Mode	Full Time
Probable Course Start Date & End Date	5 th February, 2024 to 26 th April, 2024
Duration of Course	12 weeks Classes: Monday to Friday 10AM to 5PM with a 1 hour lunch break (Excluding Holidays). Students may be required to be present during weekends/holidays for special classes, projects, shoots, etc.
Minimum Attendance	Minimum 80% attendance is required to get a certificate of participation
Course Entry Requirements	Minimum Academic qualification: 10+2 level or equivalent from any recognized Board
The Objective of the course	The objective of this 12-week course in Digital Editing with the goal of giving aspiring editors/filmmakers the tools they need to work with digital content and tell engaging visual stories. Students will experiment with industry standard editing program during the course and hone their skills in turning unfinished video into polished, meaningful film sequences. The focus of the course is on developing technical expertise; students learn how to improve visual aesthetics, weave cohesive stories, and produce cinematic experiences. Students will gain knowledge of a variety of skills, including video editing, applying effects, altering color grading, and honing audio elements to improve storytelling impact, through practical classes and guided instruction. Additionally, they will learn about industry-standard procedures and workflows, which will better equip them for the ever-changing filmmaking landscape. Students will develop a strong skill set and will achieve the self-assurance necessary to pursue their dreams of becoming editors/filmmakers at the end of the 12-week course.
Course design and structure	The programme would be both theoretical and practical in nature. The 12-week Digital Editing course is crafted to offer a structured and progressive learning experience. Split into distinct modules, each phase of the course builds upon the preceding one, ensuring a comprehensive grasp of digital editing principles and techniques. Initially, students will delve into the fundamentals, acquainting themselves with editing software interfaces and basic tools. As the course progresses, emphasis shifts towards advanced editing techniques, such as color correction, audio enhancement, and storytelling nuances.

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	<p>Practical exercises punctuate each module, allowing students to apply newly acquired skills in real-world scenarios. Additionally, interactive sessions and critiques foster a collaborative learning environment, encouraging peer feedback and discussion. The course design balances theoretical knowledge with practical application, ensuring that students not only comprehend the theories behind editing but also master the art through extensive practice. Furthermore, personalized guidance from experienced faculty member and access to cutting-edge editing technology will enrich the learning journey, culminating in students developing a comprehensive knowledge.</p>
English proficiency level	Beginner/Intermediate
Maximum Seats available	20
Application Process	Candidates must submit their applications either ONLINE or OFFLINE
Selection Criteria	Eligible candidates will be selected through a process of scrutiny
Merit list preparation	Merit Lists will be prepared according to the Selection Criteria.
Certification	A certificate will be awarded by SRFTI & ICA, Government of Tripura after the successful completion of the course.
Reservations	To be decided by ICA, Government of Tripura
Fees	To be decided by ICA, Government of Tripura
Admission helpdesk contacts:	To be decided by ICA, Government of Tripura
Total estimated cost:	Rupees 1,201,500.00 (Rupees Twelve Lakhs One Thousand Five Hundred) plus GST

• **Method of selection for admission in course**

1. On the basis of the academic qualification the interested candidate will be shortlisted by the selection committee to be constituted by the Department.
 2. To assess aptitude and talent such shortlisted candidates will be required to be appeared in the interview to be conducted by the selection committee to be constituted.
 3. After interview selected candidates will be allowed to get admission.
 4. In the matter of admission of candidates, the decision of selection committee constituted by the Department will be treated as final.
 5. Candidates who have already been admitted to any institution affiliated to other universities/ working in an organization will be required to produce a withdrawal/resignation/No Objection Certificate from the institution/organization concerned at the time of admission .
 6. No students are allowed to be engaged academically or professionally to any educational/ occupational institute or organization during the course tenure.
 7. The Department reserve the right to alter any of the stated reference in above with due intimation to all concerned.
- **Following Documents will be required to be submitted at the time of Admission:** Mark sheets of academic qualifications, Age proof, Residence proof ,Caste certificate,Identity proof (Aadhaar/EPIC/Similar),Experience, if any.
 - **Physical Fitness:** The selected candidates for admission will be required to undergo a medical fitness test which is to be obtained from a Government Medical Officer.
 - **Regarding course fee:** Selected candidates are required to deposit 10 % of the course fee. State Government will bear 90% of the course fee as depicted below

Sl. No.	Name of Course	Course fee	Contribution of candidates (10%)	Contribution of the State Govt. (90%)
1.	Digital Editing	Rs.60,075/-	Rs.6,007/-	Rs.54,068/-
2.	Mobile Journalism	Rs.27,775/-	Rs.2,777/-	Rs.24,998/-

- **Regarding registration fee:**Rs.500/- for candidates of UR categories; Rs.300/- for candidates belonging to ST, SC, PH

All the interested candidates are requested to visit www.ica.tripura.gov.in for regular updates about the course, admission process and allied.

**Signed by Bimbisar
Bhattacharya**

Date: 11-12-2023 08:57:19

Reason: Approved
Director

Information & Cultural Affairs

Government of Tripura
Directorate of Information & Cultural Affairs
Gandhighat, Agartala, Tripura

Subject: **ADMISSION NOTIFICATION**

Tripura Film & Television Institute (TFTI) under Information & Cultural Affairs, Government of Tripura which is running in collaboration with Satyajit Ray Film & Television Institute (SRFTI), Kolkata invites applications for admission to the following short term technical courses from the interested candidates for the session 2023-24.

Sl. No.	Name of Course	Duration of Course	Eligibility/ Essential Qualifications	Number of Seats	Medium of Instructions
1.	Digital Editing	12 Weeks	12 th Pass.	20	English, Hindi, Bengali
2.	Mobile Journalism	04 weeks	12 th Pass.	20	English, Hindi, Bengali

Essential particular are cited below:-

- **Age Limit:** Minimum 18 years and maximum 40 years.
- **Reservation of Seats:** As per the prescribed Act and Rules of Government of Tripura.
- **Application fee:** Nil
- **Application form:** The Application Forms will be available free of cost from the Tripura Film & Television Institute (TFTI), during office hours from **11th December, 2023 to 05th January, 2024**, or application form can be downloaded from www.ica.tripura.gov.in
- **Last date of submitting application:** **06th January, 2024**
- **Commencement of session-**05th February,2024
- **Mode of submission of application form:** Filled up application form can be submitted in physical mode to TFTI within the working hours up to 06th January, 2024. Filled up application form can also be submitted in online mode in tfti.icatripura@gmail.com
- **Documents to be annexed with the filled up application form:**
Self-attested copies of Mark sheets of academic qualifications, Age proof, Residence proof, Caste certificate, Identity proof (Aadhaar/EPIC/Similar), Experience, if any.

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Programme	Mobile Journalism (4 Weeks)
Institute Location	Tripura Film & Television Institute, Nazrul Kalakshetra, Agartala, Tripura
Level	Certificate of participation
Mode	Full Time
Probable Course Start Date & End Date	5 th February, 2024 to 1 st March, 2024
Duration of Course	04 weeks Classes: Monday to Friday 10AM to 5PM with a 1 hour lunch break (Excluding Holidays). Students may be required to be present during weekends/holidays for special classes, projects, shoots, etc.
Minimum Attendance	Minimum 80% attendance is required to get a certificate of participation
Course Entry Requirements	Minimum Academic qualification: 10+2 level or equivalent from any recognized Board
The Objective of the course	<p>The objective of the 4-week Mobile Journalism course offered to TFTI students is to provide a thorough understanding of the ideas and techniques of mobile journalism. This course is specifically created for aspiring journalists and filmmakers who want to efficiently acquire, report, and distribute news and stories in the digital era using the power of mobile devices. Throughout the program, students will learn about mobile journalism skills such as mobile storytelling, video production, audio recording, and editing on mobile devices. They will learn how to use a variety of mobile programs to capture high-quality video footage, conduct interviews, record audio, and edit their work using the capabilities of smart phones.</p> <p>The course will focus practical skills development as well as a thorough understanding of ethical considerations and best practices in mobile journalism. Students will explore storytelling strategies specific to mobile platforms, such as concise and engaging narratives and visual composition. They will also learn how to alter their storytelling approaches in order to engage the audience meaningfully.</p> <p>Students will have the opportunity to apply their abilities in real-world circumstances through supervised training, allowing them to establish their own mobile storytelling style. They will also receive insights into the changing landscape of mobile journalism, such as developing trends, tools, and platforms, equipping them for the industry's dynamic challenges.</p> <p>By the end of the four-week course, students will have gained the technical skills and conceptual knowledge required to create professional-quality mobile journalism content. They will be prepared to navigate the ever-changing digital media world,</p>

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	adapt to new technology, and produce compelling tales with the tools they carry.
Course design and structure	The 4-week Mobile Journalism course for students enrolling in TFTI has been carefully designed to provide a structured and immersive learning experience. The course structure is focused on equipping students with the necessary knowledge and skills in mobile journalism through a combination of theoretical instruction and hands-on practical exercises. Each week covers specific topics related to mobile storytelling, video production, audio recording, and editing using mobile devices. Students will have the opportunity to engage in real-world projects, receive guidance from experienced faculty members, and build a portfolio of mobile journalism content. The course design ensures that students develop a solid foundation of skills and gain practical experience to excel in the field of mobile journalism.
English proficiency level	Beginner/Intermediate
Maximum Seats available	20
Application Process	Candidates must submit their applications either ONLINE or OFFLINE
Selection Criteria	Eligible candidates will be selected through a process of scrutiny
Merit list preparation	Merit Lists will be prepared according to the Selection Criteria.
Certification	A certificate will be awarded by SRFTI & ICA, Government of Tripura after the successful completion of the course.
Reservations	To be decided by ICA, Government of Tripura
Fees	To be decided by ICA, Government of Tripura
Admission helpdesk contacts:	To be decided by ICA, Government of Tripura
Total estimated cost:	Rupees 555500.00 (Rupees Five Lakhs Fifty Five Thousand Five Hundred) plus GST

UNDERTAKING

DECLARATION /UNDERTAKING FROM THE STUDENT

I, Mr/Mr/Ms/Shri.....
 S/o, D/o, W/o.....
 admitted at Tripura Film & Television Institute in the
 course.....for the session commencing from
 05th February, 2024 hereby undertakes to abide by the following rules and regulations of
 the institution.

Rules and Regulations

The rules and regulations of the Institute are framed by the management and the competent authority to ensure a peaceful campus atmosphere. The institute community is bound to abide by such rules along with the directions offered by the TFTI.

Code of Conduct and Discipline in the Campus

1. Every student shall attend classes regularly.
2. Students shall always behave with dignity and courtesy.
3. Students shall desist from damaging the Institute building, disfiguring the walls, furniture etc. by writing or sticking bills. Such actions are offensive to good taste and are a positive disservice to succeeding generations of students. The cost of the damage, if any, will be recovered.
4. No student shall leave the classroom without the permission of the teacher or until the teacher has left the classroom. Students coming late shall enter the class only with the permission of the teacher
5. If somebody wishes to meet a student of a class that is in progress, she/he shall do so only after getting the written permission from the Officer In-charge.
6. No loitering is permitted during class hours
7. No meeting or entertainment shall be organized in the institute without the permission of the In-Charge officer.
8. Any article lost or found shall promptly be reported to the office.
9. Irregular attendance, insubordination to teachers, habitual shirking of class work and obscenity of any sort are sufficient grounds for the suspension or the dismissal of a student from the institution.
10. Students are advised to follow the announcements on the notice boards.
11. Students are forbidden from organizing or attending any meeting in the institute or to collect money for any purpose without the prior permission of the officer In-charge.
12. Smoking and using or keeping alcoholic drinks or drugs are strictly forbidden in the campus.

14. No student shall indulge in any activity which may cause disruption to classes or disturbances in the campus. If any student violates the above regulation, he/she is liable to be dismissed from the institution summarily.

15. Ragging, teasing, intimidating, harassing, using words of abuse etc. students especially, female students within the campus or outside is a punishable crime and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.

16. Students or outsiders are not allowed to be present in the campus after 5.30 P.M. without the permission of the authority.

17. The Registrar or institute authority may frame and issue disciplinary rules of permanent or temporary nature regulating the conduct of students within the campus. Students are bound to follow them.

Attendance and Leave

1. Attendance will be taken at the beginning of each period.

2. A student who is not in the class when attendance is taken will be marked absent. The class teacher may at his/her discretion mark present a student coming late.

3. A student requiring leave for a day or for a longer period shall make an application in the prescribed form and submit it to the Registrar. The application must be countersigned by the guardian and by the Faculty Member concerned.

4. If absence is due to illness, the application shall be supported by a medical certificate issued by a Registered Medical Practitioner.

5. The submission of leave application does not entitle the student to earn attendance for the days of absence.

6. The minimum attendance of 75% of the total number of working is absolutely essential for obtaining Course Certificate

7. No application for condonation of shortage of attendance will be recommended by the Registrar unless he is satisfied that the shortage was due to reasons beyond the control of the student and also that leave was availed of during the period of absence.

Student Behavior

1. Students are reminded that they represent the institute and its values. So, their behavior at all times shall be such that it brings credit to the institution. .

2. Students shall be polite and decent in their words and deeds and shall preserve order and decorum. They must be courteous both inside the campus as also outside. They are reminded to work for the common good.

3. Students must take pride in keeping the institution and its environs clean and beautiful.

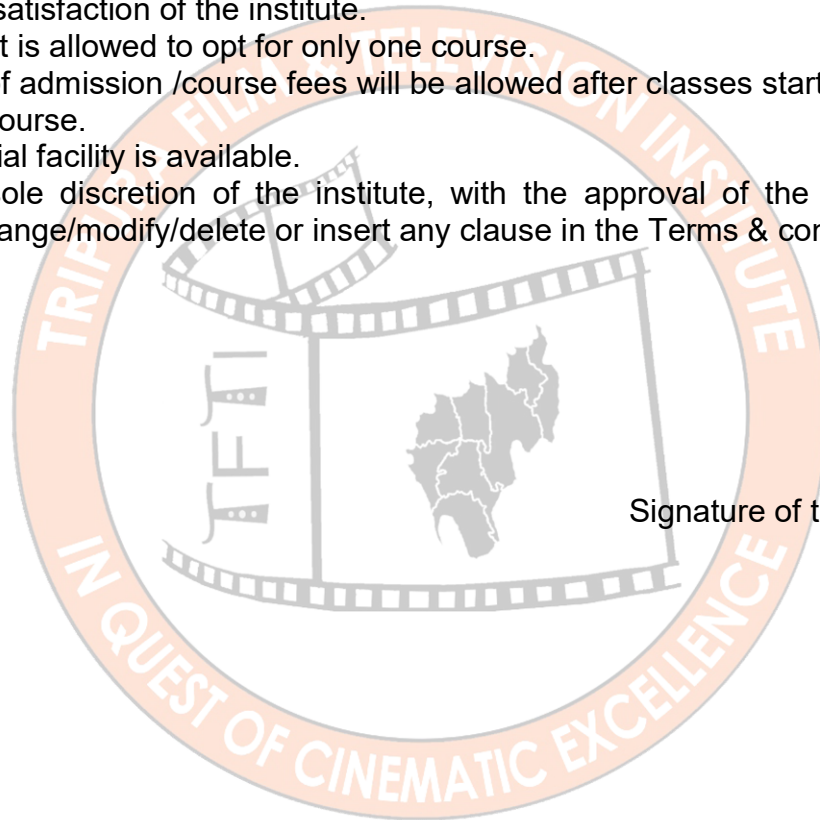
4. Once students are admitted to the institution, they are bound by the code of conduct laid down by the institution through the institute calendar and it is implied that they should observe the code of conduct necessary for the proper administration and management of the institution.

Admission and Withdrawal

1. Application for admission must be in the prescribed form, copies of which can be collected free of cost from the office.
2. At the time of admission, the student shall produce all the certificates mentioned in the admission prospectus.
- 3 .The candidates shall not be enrolled or permitted to attend classes until the prescribed fees are paid.
4. The authority reserves the right to refuse admission to any applicant without assigning any reason whatsoever.
5. The course certificates shall not be issued unless the student has completed the course to the satisfaction of the institute.
6. An applicant is allowed to opt for only one course.
7. No refund of admission /course fees will be allowed after classes start and somebody opts out of a course.
8. No residential facility is available.
9. It will be sole discretion of the institute, with the approval of the Government of Tripura. To change/modify/delete or insert any clause in the Terms & conditions.

Date:

Signature of the Candidate



MEDICAL CERTIFICATE OF FITNESS

I have examined Mr./Ms./Mrs.....Son/Daughter/of
Shri/Smt.....aged.....years, of
village.....P.O.....P.S.....
Dist.....State.....Pin.....and certify
that ,he/she is free from deafness, defective vision (including color vision) or any other
infirmity, mental or physical illness, likely to interfere with the efficiency of his/her work
any found him possessing good health.

This certificate is being given to him/her for the purpose
of.....

Signature of the candidate

(To be signed in presence of the Medical Officer)

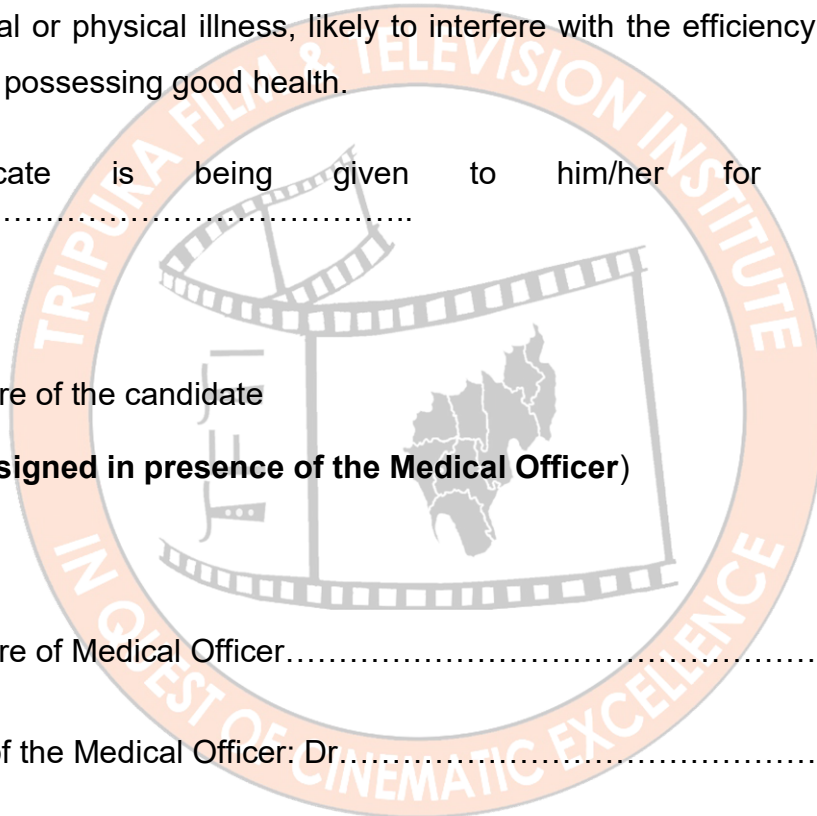
Signature of Medical Officer.....

Name of the Medical Officer: Dr.....

Registration No.....

Dated:

Seal:





TRIPURA FILM & TELEVISION INSTITUTE

(Nazrul Kalakshetra, Agartala, West Tripura)

Under Information & Cultural Affairs Department, Govt. of Tripura in
Collaboration with Satyajit Ray Film & Television Institute, Kolkata

Application Form for admission to Certificate Courses

Application Form, duly filled and to be submitted positively within **06.01.2024**

This filled in form should reach:

To
The Registrar,
Tripura Film and Television Institute
Nazrul Kalakshetra, Agartala,
West Tripura, Pin-799007

Tick the course you like to learn:

- Digital editing (12 weeks)
- Mobile Journalism (04 weeks)

Affix Recent Colour Passport
Size Photograph

1	Name of the Applicant	
2	Father's/ Husband's /Guardian's Name	
3	Aadhar No./Voter ID/ Similar	
4	Whether having PRTC or not (Yes/No)	
5	PRTC No.	
6	Date of Birth	

7	Whether, SC/ST/PH/OBC/UR/Others	
8	Gender- Male/Female	
9	Nationality	
10	Present Address	
11	Permanent Address	
12	Religion	
13	Mobile Number	
14	E-mail ID :	
15	Blood Group	
16	Transaction Ref no./ Cheque no./ Demand Draft no.	

Academic Qualification

Board/Degree	Year	University/Board/Institute	% of Marks obtained
High School/S.S.C./10 th			
Intermediate/H.S.C./12 th			
Graduation			
Post Graduation			

Experience in Theatre/Filmmaking/Acting, if any

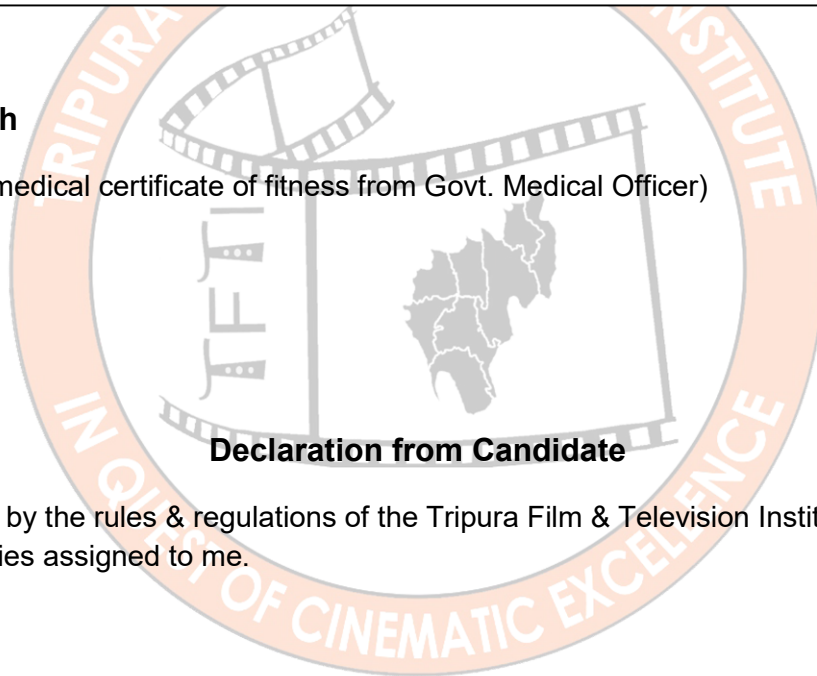
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Other Experiences/ Qualification (Instrumental, Visual Art, Editing, Art etc.) if any

Details of other Extra- Curricular Activities (if any)

State of Health

(Please attach medical certificate of fitness from Govt. Medical Officer)



Declaration from Candidate

I agree to abide by the rules & regulations of the Tripura Film & Television Institute and fulfill all the responsibilities assigned to me.

Date

Signature of Candidate