

## JOB DESCRIPTION

	Name of the Department / Section	Designation	Job Responsibilities
<b>Teaching positions</b>			
01	Direction & Screenplay Writing	Associate Professor	<p>To conduct theory classes in respective subjects in conventional and new emerging Digital/ Electronic Media, as applicable in syllabus.</p> <p>To conduct practical classes as per departmental requirements and guide students on one-to-one basis.</p> <p>To prepare &amp; publish class / practical / workshop schedules of the department.</p> <p>To assist in carrying out the functions relating to the academic activities of the department like exercises, projects, workshops , study tours / field work etc. including mentoring and supervision of student work.</p> <p>To do coordination of workshops.</p> <p>To conduct examination(s) and do departmental / internal assessment / evaluation including assessment / evaluation of coordinated exercises / projects .</p> <p>To evaluate answer -sheets of entrance examinations conducted by the Institute and perform the duties with regard to the admission process.</p> <p>To supervise academic activities of the department as assigned by HOD and cooperate in smooth running condition of the Department.</p> <p>To assist in strengthening knowledge resource of the department as well as Institute by way of suggesting new textual and audio-visual study / reference material</p> <p>To help in maintaining Academic Discipline in the department</p> <p>To perform such other duties and functions as may be assigned to her/him by HOD ,Dean, Director and other Authorities from time to time.</p>
		Assistant Professor	<p>To conduct theory classes in respective subjects and to conduct practical classes of specialisation as well as common Course as per departmental requirements.</p> <p>To guide student on one-to-one basis.</p> <p>To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision .</p>

			<p>To supervise academic practical / workshop / exercises / projects of the students and provide theoretical and practical knowledge.</p> <p>To coordinate and carry out assignment for study tour/fieldwork/workshops as may be necessary for the courses.</p> <p>To carry out assignment with regard to the entrance examination / admission of the students.</p> <p>To help in maintaining Academic Discipline in the department</p> <p>To perform such other duties and functions as may be assigned to her/him by HOD ,Dean, Director and other Authorities from time to time.</p>
02	Cinematography	Associate Professor	<p>To conduct theory classes in respective subjects in conventional and new emerging Digital/ Electronic Media, as applicable in syllabus.</p> <p>To conduct practical classes as per departmental requirements and guide students on one-to-one basis.</p> <p>To prepare &amp; publish class / practical / workshop schedules of the department.</p> <p>To assist in carrying out the functions relating to the academic activities of the department like exercises, projects, workshops , study tours / field work etc. including mentoring and supervision of student work.</p> <p>To do coordination of workshops.</p> <p>To conduct examination(s) and do departmental / internal assessment / evaluation including assessment / evaluation of coordinated exercises / projects .</p> <p>To evaluate answer -sheets of entrance examinations conducted by the Institute and perform the duties with regard to the admission process.</p> <p>To supervise academic activities of the department as assigned by HOD and cooperate in smooth running condition of the Department.</p> <p>To assist in strengthening knowledge resource of the department as well as Institute by way of suggesting new textual and audio-visual study / reference material</p> <p>To help in maintaining Academic Discipline in the department</p> <p>To perform such other duties and functions as may be assigned to her/him by HOD ,Dean, Director and other Authorities from time to time.</p>

		Assistant professor	<p>To conduct theory classes in respective subjects and to conduct practical classes of specialisation as well as common Course as per departmental requirements.</p> <p>To guide student on one-to-one basis.</p> <p>To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision .</p> <p>To supervise academic practical / workshop / exercises / projects of the students and provide theoretical and practical knowledge.</p> <p>To coordinate and carry out assignment for study tour/fieldwork/workshops as may be necessary for the courses.</p> <p>To carry out assignment with regard to the entrance examination / admission of the students.</p> <p>To help in maintaining Academic Discipline in the department</p> <p>To perform such other duties and functions as may be assigned to her/him by HOD ,Dean, Director and other Authorities from time to time.</p>
03	Editing	Assistant Professor	<p>To conduct theory classes in respective subjects and to conduct practical classes of specialisation as well as common Course as per departmental requirements.</p> <p>To guide student on one-to-one basis.</p> <p>To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision .</p> <p>To supervise academic practical / workshop / exercises / projects of the students and provide theoretical and practical knowledge.</p> <p>To provide theoretical knowledge and conduct to practical of Editing in NLE (Non -Liner editing) systems like AVID Media Composer, FCP 7th version and X th version, Adobe Premier Pro etc.</p> <p>To supervise academic practical / workshop / exercises / projects of students and to conduct theory and practical exam and evaluation of the same.</p> <p>To work as faculty supervisor for students exercises / projects and do mentor ship as per assignment.</p> <p>To assist department in updating knowledge of other digital platform in editing</p>

			<p>To coordinate and carry out assignment for study tour/fieldwork/workshops as may be necessary for the courses.</p> <p>To carry out assignment with regard to the entrance examination / admission of the students.</p> <p>To help in maintaining Academic Discipline in the department</p> <p>To perform such other duties and functions as may be assigned to her/him by HOD ,Dean, Director and other Authorities from time to time.</p>
04	Sound Recording & Sound Design	Assistant Professor	<p>To conduct theory classes in respective subjects and to conduct practical classes of specialisation as well as common Course as per departmental requirements.</p> <p>To guide student on one-to-one basis.</p> <p>To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision .</p> <p>To supervise academic practical / workshop / exercises / projects of the students and provide theoretical and practical knowledge.</p> <p>To coordinate and carry out assignment for study tour/fieldwork/workshops as may be necessary for the courses.</p> <p>To carry out assignment with regard to the entrance examination / admission of the students.</p> <p>To help in maintaining Academic Discipline in the department</p> <p>To perform such other duties and functions as may be assigned to him by HOD, Dean, Director and other Authorities from time to time.</p>
05	Art Direction & Production Design	Associate Professor	<p>To conduct theory classes in respective subjects in conventional and new emerging Digital/ Electronic Media, as applicable in syllabus.</p> <p>To conduct practical classes as per departmental requirements and guide students on one-to-one basis.</p> <p>To provide theoretical knowledge to students and conduct practical of Art Direction &amp; Production Design in the areas of Visual design ( Design Elements, Painting, Composition, Colour, , space &amp; design, Set Construction and Material etc and related software such as 3D max, Google Sketch up , Photoshop, Premeire / after effects etc.) and to provide one-to-one guidance to the students.</p> <p>To assist in carrying out the functions relating to the academic activities of the department including regular classes, practical, projects, workshops, study tours / field work, etc.</p>

			<p>To prepare &amp; publish class / practical / workshop schedules of the department including coordination of workshops.</p> <p>To do mentoring , supervision of academic practical / workshop / exercises / projects of students and to assess, review and evaluate student activities and progress.</p> <p>To conduct examination(s) and do departmental / internal assessment / evaluation including assessment / evaluation of coordinated exercises / projects .</p> <p>To evaluate answer -sheets of entrance examinations conducted by the Institute and perform the duties with regard to the admission process.</p> <p>To supervise academic activities of the department as assigned by HOD and cooperate in smooth running condition of the Department.</p> <p>To assist in strengthening knowledge resource of the department as well as Institute by way of suggesting new textual and audio-visual study and reference material.</p> <p>To help in maintaining Academic Discipline in the department</p> <p>To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time</p>
		Assistant Professor	<p>To conduct theory classes in respective subjects and to conduct practical classes of specialisation as well as common Course as per departmental requirements.</p> <p>To guide student on one-to-one basis.</p> <p>To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision .</p> <p>To coordinate and carry out assignment for study tour/fieldwork/workshops as may be necessary for the courses.</p> <p>To provide theoretical knowledge to students and conduct practical of Art Direction &amp; Production Design in the areas of Visual design ( Design Elements, Painting, Composition, Colour, , space &amp; design, Set Construction and Material etc and related software such as 3D max, Google Sketch up , Photoshop, Premeire / after effects etc.)</p> <p>To supervise academic practical / workshop / exercises / projects of students and to assess, review and evaluate student activities and progress.</p>

			<p>To carry out assignment with regard to the entrance examination / admission of the students.</p> <p>To work as faculty supervisor for students exercises / projects and do mentor ship as per assignment.</p> <p>To help in maintaining Academic Discipline in the department</p> <p>To perform such other duties and functions as may be assigned to her/him by HOD ,Dean, Director and other Authorities from time to time.</p>
06	Screen Acting	Assistant Professor	<p>To conduct theory and practical classes of screen acting as per subject / topic requirements .</p> <p>To guide student on one-to-one basis.</p> <p>To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision.</p> <p>To supervise academic practical / workshop / exercises / projects of the students and provide theoretical and practical knowledge.</p> <p>To coordinate and carry out assignment for study tour/fieldwork/workshops as may be necessary for the courses.</p> <p>To assist guest/senior faculties during their workshops and classes.</p> <p>To work as faculty supervisor for all internal practical /exercises/projects like Play, Diploma Film, Shooting of scene work, etc.</p> <p>To help in maintaining Academic Discipline in the department.</p> <p>To carry out assignment with regard to the entrance examination / admission of the students</p> <p>To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time.</p>
07	Feature Film Screenplay Writing	Assistant Professor	<p>To conduct theory classes in respective subjects and to instruct students in basic screenwriting theory and nuances of the writing process of specialisation as well as common Course as per departmental requirements.</p> <p>To guide student on one-to-one basis and provide theoretical and practical knowledge .</p> <p>To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision.</p>

			<p>To coordinate and carry out assignment for study tour/fieldwork/workshops as may be necessary for the courses.</p> <p>To carry out assignment with regard to the entrance examination / admission of the students.</p> <p>To help and assist in the administrative functions of the department.</p> <p>To help in maintaining Academic Discipline in the department.</p> <p>To assisting the senior faculty in the planning and execution of the department's academic plan.</p> <p>To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time.</p>
08	Film Production	Associate Professor	<p>Head of the Production section and responsible for coordination of academic activities of all courses in films wing in collaboration with Hod's and Academic co-ordinator.</p> <p>Responsibilities of Associate Professor of Film Production are ;</p> <p>To take classes in the respective subject.</p> <p>To plan and prepare time-tables of common course and all co-ordinated academic exercises / projects in coordination with Head of the departments and Academic co-ordinator.</p> <p>To supervise and carry out the academic exercises / projects of all film wing courses with the help of Production section officers and staff members.</p> <p>To help in maintaining Academic Discipline during coordinated exercises / projects.</p> <p>To do departmental / internal assessment / evaluation of sessional / examination(s).</p> <p>To project requirements of production section from time to time for execution of academic shootings in collaboration with Production Manager</p> <p>To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time</p>
09	TV / Video Editing	Assistant Professor	<p>To conduct theory classes in respective subjects and to conduct practical classes of specialisation as well as common Course as per departmental requirements.</p> <p>To guide student on one-to-one basis.</p>

			<p>To assist in carrying out the functions relating to the educational responsibilities including coordination and supervision .</p> <p>To supervise academic practical / workshop / exercises / projects of the students and provide theoretical and practical knowledge.</p> <p>To provide theoretical knowledge and conduct to practical of Editing in NLE (Non -Liner editing) systems like AVID Media Composer, FCP 7th version and X th version, Adobe Premier Pro etc.</p> <p>To supervise academic practical / workshop / exercises / projects of students and to conduct theory and practical exam and evaluation of the same.</p> <p>To work as faculty supervisor for students exercises / projects and do mentor ship as per assignment.</p> <p>To assist department in updating knowledge of other digital platform in editing</p> <p>To help in maintaining Academic Discipline of the department.</p> <p>To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time</p>
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<b>Non-teaching positions</b>			
01	Academic Office / Section	Academic Co-ordinator cum Controller of Examination.	<p>Head of the Academic office &amp; Examination office and responsible for co-ordination of academic activities. Academic co-ordinator cum Controller of Examination is also responsible for maintaining academic timelines, execution of the admission process of all courses of Film and Television wings of FTII including management of all student affairs related to academics such as ;(1) Registration (2) Providing ID Cards, Handbook / Rulebook, Syllabus copy, Certificates ( Bonafide / Course Completion (3)) Documentation, Recordkeeping and scholarship disbursements (4) Examination and Results etc. in coordination with Dean of both wings and Registrar.</p> <p>Other responsibilities of Academic Co-ordinator cum Controller of Examination are ;</p> <ol style="list-style-type: none"> <li>1. To ensure timely implementation of curriculum and address issues if any, related to the implementation of the curriculum of all semesters / year of film and television wing courses.</li> <li>2. To ensure timely completion of assessment of each and every module, exercise, project and written examination / sessional / dissertation / script submissions etc. and also to monitor the feedback</li> </ol>



			<p>of / from the students and teachers.</p> <p>3. To monitor the functioning of the Academic Office and ensure smooth implementation of the CBCS and to rationalize the credit points for specialization modules, if any by offering suggestions from time to time to all departments regarding the same.</p> <p>4. To coordinate the formulation of guidelines for exercises and projects along with Deans of both the wings and all HOD-s from time to time as and when required.</p> <p>5. To do coordination with all the departments of film and television wing and provide inputs regarding the courses of Open Electives</p> <p>6. To do coordination with Head of the departments, Dean (Films) and Dean(Television) for</p> <p>(i) Creating data base for quality guest faculties related to various modules in various departments and also create a data base comprising the strong points in terms of expertise of the existing faculty members.</p> <p>(ii) Creating parameters for academic performance by the faculty members and designing programs,for faculty up gradation</p> <p>7.To work as Controller of all Examinations of FTII including Entrance Examination</p> <p>8.To conduct and supervise examination and admission process of FTII and also to coordinate with SRFTI for JET.</p> <p>9.To coordinate with head of the departments and Deans of both wings for paper setting and evaluation of all examinations of FTII.</p> <p>10. To implement as well as suggest solution/action in case of non-compliance of academic discipline by the students and to coordinate with Proctor office for information on other / non-academic disciplinary issues of the students and its academic implementations .</p> <p>11. To coordinate with Dean (Films), Dean(Television) and Registrar and report the progress of each semester / year as well as examinations conducted to Director FTII from time to time</p> <p>12. To maintain Academic Discipline at all times.</p> <p>13. To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time</p>
		Assistant Academic Co-ordinator	To assist Academic Co-ordinator cum Controller of Examination in carrying out all his responsibilities on a day-to-day basis and to look

			<p>after the work of Academic Coordinator in her/his absence.</p> <p>To assist in administrative work of Academic office which includes</p> <p>To do Registration of student and to issue ID Cards, Handbook / Rulebook, Syllabus copy to the bonafide students.</p> <p>To issue Certificates to the students ( Bonafide / Course Completion) after due process.</p> <p>To supervise the Documentation, Recordkeeping work of the Academic office.</p> <p>To carry out scholarship related work and its disbursements</p> <p>To prepare results in coordination with all HoDs</p> <p>To do coordination for academic assessment process.</p> <p>To assist in administrative work of Examination office.</p> <p>To prepare report of the progress of each semester / year as well as examinations conducted.</p> <p>To do mailing / communication with students and concerned faculty members / authorities in all academic and examination matters.</p> <p>To coordinate with all concerned during all processes of Admissions including Joint Entrance Test, Orientation and Interviews as well as internal examinations and assessment / result preparation of the same.</p> <p>To maintain Academic Discipline at all times.</p> <p>To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time</p>
02	Screen Studies & Research	Film Research Officer	<p>To do research in the areas of films produced across the globe and make list of films of academic importance.</p> <p>To do coordination for all academic screenings of FTII with HoD's , Dean(films) and with outside agencies such as NFAI.</p> <p>To look after the maintenance and upkeep of academic films of FTII ( Celluloid and Digital )and supervise the functioning of FTII Vault and its staff.</p> <p>To carry out certification of FTII's academic productions and do compilation of academic exercises for sending / entering to various film festival.</p>

			<p>To liaison with Indian and International festival co-ordinators.</p> <p>To look after the publication of FTII magazine LENSIGHT in coordination with HoD.</p> <p>To look after the publicity of award winning FTII production as and when required.</p> <p>To liaison with Press as and when required.</p> <p>To liaison with filmmakers and producers for special screenings at FTII if any.</p> <p>To look after the organizations of Seminars / special events related to film and television academics.</p> <p>To prepare catalogue of FTII films and update the same.</p> <p>To organise screenings of FTII films at different places as and when required.</p> <p>To do the administrative work related to al the above.</p> <p>To maintain Academic Discipline at all times.</p> <p>To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time</p>
	Laboratory	Digital Colourist	<p>To work as head colourist and do management of colour grading systems of FTII - Base light and Da Vinci Resolve colour grading system</p> <p>To teach and give demonstration of colour grading work and systems including hardware and software to the students as per the instruction of HoD Cinematography.</p> <p>To do colour grading of all practical/exercises/projects of FTII as per the requirements of Cinematography department and of Outside productions.</p> <p>To supervise the work of Assistant colorists and guide them.</p> <p>To report to the Laboratory Manager / HoD Cinematography on technical as well as administrative matters .</p> <p>To help and assist in up gradation .</p> <p>To maintain record of all official work.</p> <p>To maintain Academic Discipline at all times.</p> <p>To perform such other duties and functions as may be assigned to</p>

			her/him by Director, Dean, concerned HOD and other Authorities from time to time.
		Assistant Digital Colourist	<p>To do colour grading of all practical/exercises/projects of FTII as instructed by Digital Colourist / Lab Manager / HoD Cinematography as per the requirements of Cinematography department of FTII and of Outside productions.</p> <p>To give demonstration of colour grading work and systems including hardware and software to the students as per the instruction of Digital Colourist / Lab Manager / HoD Cinematography</p> <p>To look after the maintenance and upkeep of colour grading set-up which includes all systems ( Baselight, Da Vinci Resolve ) of Digital lab of FTII as well as projection and sound systems.</p> <p>To assist Digital Colourist in carrying out all work on a day-to-day basis .</p> <p>To maintain academic discipline in the Laboratory.</p> <p>To perform such other duties and functions as may be assigned to her/him by Director, Dean, concerned HOD and other Authorities from time to time.</p>

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