

**Guidelines for Producing Films by alumni and faculty of FTII,Pune**  
**under DCDFC scheme**

In pursuance of FTII, Pune's mandate to nurture, promote, and disseminate cinematic and audio-visual excellence, and in recognition of the creative achievements of its alumni (recent graduates) and faculty members, this policy establishes a structured and transparent framework for commissioning feature films and short films based on wholesome themes by FTII, Pune passing out students, alumni and faculty members. Projects shall be supported through the DCDFC, with FTII, Pune retaining complete ownership and rights over the commissioned works.

**A. Projects Categories**

- I. Feature Film (>72 min); fund provision within the ceiling of Rs 1 Cr
- II. Short Film (<72 min); fund provision within the ceiling of Rs 20 lacs

**B. Eligibility criteria**

- I. Director of the Project to be the Alumni or Faculty of FTII, Pune
- II. Cast and Crew for Feature Film Project:
  - a. At least 4 HoDs (including Director) should be the Alumni or Faculty of FTII Pune
  - b. At least 50% of the key cast and crew should be the Alumni of FTII Pune preferably from the recent graduate batches
  - c. Director of the Project in case of faculty, no additional eligibility; in case of alumni belonging from Direction department he/she shall have successfully completed at least one 20 + minutes production outside of FTII to his/her credit as a director; in case any pass-out of any other department he/she shall have completed at least two 20 + minutes production to his or her credit as a director.
- III. Cast and Crew for short film:
  - a. At least 4 HoDs (including Director) should be the Alumni or Faculty of FTII Pune preferably from the recent graduate batches.
  - b. At least 50% of the key cast and crew should be the Alumni of FTII Pune from the recent graduate batches.
  - c. Director of the Project in case of faculty and/or alumni from Direction department, no additional eligibility; in case alumni from any other department (he/she shall have successfully completed at least one 15 + minutes production to his or her credit as a director.
- IV. Definitions:
  - a. "Alumni" means Alumni of FTII, Pune from the batches 2016 to 2020

(Film Wing Three-year Courses); 2016 to 2021 (Film Wing two-year courses); and 2016 to 2022 (TV wing one-year courses)

- b. “Recent graduates” means students passed out in last two years.
- c. “Faculty” means faculty members of FTII, Pune either regular or presently engaged contractual faculty having completed one year of his or her service in FTII, Pune during the ongoing tenure.

### **C. Selection Procedure**

- I. Application window may be opened on the FTII Website and interested candidates may apply through a Google form as per the requisites. Please refer to ‘Annexures’ for further details.
- II. Projects will be screened based on the eligibility criteria and eligible projects will be screened and evaluated on the basis of Evaluation Criteria (total 100%) which are as under:
  - a. Artistic Merit and Originality – 40%
  - b. Financial and Execution viability – 20%
  - c. Socio-cultural relevance (thematic) & adoption of technology/innovation – 20%
  - d. Credentials, track record and professional competency of team – 20%
- III. A 5-member committee as per Guidelines of Ministry of I & B with VC FTII as Chairperson will identify the projects/themes/budget and make its recommendation to Joint Secretary (Films) in Ministry of I&B for approval.
- IV. Approved projects along with the recommendations (if any) and approved budget will have communicated to the applicant who shall be required to commence the work in a time bound manner.
- V. A filmmaker is allowed to enter only one application in each category. If selected in both the categories the filmmaker will be given a choice to choose between feature film or short film he/she intends to go ahead with. He / She shall have only one active project.

### **D. Contract Engagement**

The selected proposals will be announced on FTII website. The directors will be informed by email only. FTII (producer) and the Director (Filmmaker) will sign a mutual contract for the smooth production process. The MOU will also have the details of production timeline, budget approved and the deliverables. For feature film the timeline is of 6 months and for a short film the timeline is of 3 months from the beginning of the project.

### **E. Funding & Disbursement**

- I. Commissioned projects shall be financed by FTII under the DCDFC scheme of

Ministry of I & B.

- II. No external equity investment or third-party ownership shall be permitted without prior approval of FTII.
- III. The budget of each project shall be approved separately within the overall ceiling.
- IV. The filmmaker will submit a detailed budget for the film considering all the future submissions including the film with English subtitles, original language and international sound track, CBFC certification, work completion certificate and audited expenditure sheet against the budget proposed. All deliverables with regard to film will be submitted on a separate hard drive.
- V. Funds shall be disbursed in **four stages** linked to production milestones:
  - a. Stage 1- 20% of the approved budget: Project Initiation  
  
On signing of the commissioning agreement and upon Submission and approval of final script/screenplay, detailed budget, and production schedule. Confirmation of key creative team members.
  - b. Stage 2- 50% of the approved budget: Start of Principal Photography / Image Creation (In case of animation or AI based projects).  
  
On verification of pre-production progress: casting, crew engagement, location permissions, and production readiness. And Submission of compliance documents (insurance, permits, agreements with collaborators).
  - c. Stage 3- 20% of the approved budget – Rough Cut Delivery  
  
Upon submission of a rough cut within the stipulated schedule. Verification of expenditures against the sanctioned budget.
  - d. Stage 4 – 10% of the approved budget: Final Delivery & Closure  
  
On submission of the final cut in prescribed formats, with subtitles and delivery materials. Handover of project accounts, invoices, and vouchers for audit.
  - e. At all stages funds will be released only after clearance from FTII, Pune Project Monitoring Committee (PMC) after meeting up of the all requirements including but not limited to third party certifications etc.

#### **F. Rights & Ownership**

- I. All intellectual property rights, including copyright, distribution, broadcast, streaming, and archival rights, shall vest exclusively with FTII, Pune.
- II. Alumni creators shall receive appropriate screen credits in all formats of exhibition.
- III. The Directors of the project and/or the core crew members need to comply with

all relevant copyright laws and practices. In case of any infringement of copyrights the liability lies with the Director of the project and FTII, Pune shall not bear any liability. An undertaking on this matter shall be drawn up during the commissioning of the project.

- IV. Disputes arising out of or in connection with this project/project policy shall be subject to the exclusive jurisdiction of the courts located in Pune
- V. The film must be CBFC certified by the filmmaker. Necessary documents as a producer will be provided by FTII, Pune after a formal request in writing.
- VI. The film should not be submitted to festival of any nature without prior intimation to the FTII committee. The expenditures regarding the festival submissions (in case the submission is done by the director of the film) will be borne by the filmmaker with intimation to the FTII committee. The filmmaker will intimate each festival selection and award won if any. Each award won by the film (Individual or for the film, the award money will be shared equally between all the HODs with intimation to FTII committee. The crew member other than the director will not have any right over submission of film on his/ her/ their own wish to any festival.
- VII. No requests will be entertained by FTII authority in this regard.

#### **G. Monitoring & Accountability**

- I. A Project Monitoring Committee (PMC) shall oversee production progress, adherence to schedules, and fund utilization.
- II. FTII may appoint Executive Producer for one or more project who shall be paid from the expenses of that project(s).
- III. Monthly progress reports during pre-production and fortnightly reports during production shall be submitted to the PMC.
- IV. All projects shall comply with safety and insurance requirements as per Government of India norms.
- V. Failure to deliver within the stipulated timeline may result in termination, recovery of funds, and forfeiture of the Security Deposit.
- VI. Each project shall engage CA/Legal professional for certifying expenses, progress and other operational administrative, financial and legal obligations.

#### **H. Transparency & Ethical Standards**

- I. The commissioning process shall uphold principles of fairness, inclusivity, and non-discrimination on the basis of gender, language, region, or genre.
- II. Conflict of interest shall be strictly avoided in the selection process.

#### **I. General guidelines:**

- I. The applicant must be the Director of the project

- II. An alumnus of faculty will not hold more than one active commissioned project at a given time.
- III. Films may be produced in any Indian language, including English, with subtitles.
- IV. All productions must have valid production and public liability insurance covering cast and crew.
- V. An interest-free refundable Security Deposit equivalent to 5% of the sanctioned budget shall be placed with FTII, Pune by Director before or during the release of the first disbursement. The deposit shall be refunded upon successful completion, acceptance of deliverables, and submission of audited accounts.
- VI. Principal photography must commence within one month of signing the Commissioning Agreement, failing which the sanction shall lapse unless extended by FTII, Pune.
- VII. All expenditures must adhere to the sanctioned line-item budget; overruns require prior written approval from PMC.
- VIII. Misuse or diversion of funds, or failure to deliver, shall invite termination and recovery of funds including forfeiture of the Security Deposit and legal proceedings.
- IX. Operational costs (project monitoring, audit, accounts) shall be covered by the commissioned projects. Not more than 10% of the project cost each sanction will be assigned to this purpose from DCDFC funds.
- X. For additional Terms and Conditions for Alumni please refer Annexures.

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### **Annexure-I**

#### **Application Requirements for Commissioning Proposals**

Applicants are required to submit a comprehensive dossier, containing the following documents and materials:

##### **1. Project Synopsis and Treatment**

A logline

A concise one-page synopsis outlining the story, theme, and central conflict.

A detailed treatment (3-4 pages) covering narrative structure, character arcs, tone, visual approach, and intended audience.

Where applicable, indicate the genre, cultural relevance.

##### **2. Script**

A full script (standard format).

### 3. Director's Statement of Intent

A 1 page note explaining the filmmaker's personal vision, artistic approach, and motivation behind the project. Commentary on relevance, originality, and intended social/cultural impact. Clarification of how the project contributes to the filmmaker's creative journey.

### 4. Budget Estimate

A line-item detailed budget (in INR), justification of cost heads, ensuring realism and accountability.

### 5. Production Schedule

A month-wise or week-wise time line covering:

Pre-production milestones (casting, locations, crew finalisation)

Shooting schedule (principal photography, units, locations)

Post-production phases (editing, sound, music, colour grading, final cut)

Delivery date of the completed work in line with FTII, Pune's commissioning cycle.

### 6. Details of Creative Team

Curriculum Vitae (CV) of key collaborators: producer, co-writer, cinematographer, editor, production designer, sound designer, etc.

Role and responsibilities of each collaborator within the project.

Confirmation of availability during the proposed production schedule.

### 7. Alumni Credentials and Previous Works

Copy of FTII, Pune graduation certificate/academic record.

Filmography with links to showreels, previous films, festival screenings, awards, or notable work. A brief narrative of professional experience since graduation, including collaborations, industry placements, or fellowships.

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## Annexure-II

### Funding & Disbursement Mechanism

#### 1. Financial Accountability

1.1 All expenditures must strictly adhere to the sanctioned line-item budget.

1.2 Budget overruns shall not be reimbursed unless pre-approved in writing by PMC FTII,

Pune.

1.3 FTII, Pune reserves the right to with hold or recover funds in case of: Misuse or diversion of funds Non-compliance with agreed timelines Failure to provide financial records

## **2. Audit & Verification**

2.1 All projects shall be subject to internal audit by FTII, Pune and external audit as mandated by Government of India financial norms.

2.2 Alumni filmmakers must maintain voucher-supported accounts and submit:

Statement of expenditure, Certified utilization certificate (UC) from a Chartered Accountant,

Copies of GST/TDS compliance wherever applicable

## **3. Compliance Obligations**

3.1 Alumni filmmakers must ensure compliance with:

Copyright laws, labour regulations, insurance requirements, and safety standards.  
Government of India guidelines for utilisation of grant-in-aid.

3.2 Any non-compliance may result in termination of the project and recovery of funds.

## **Annexure-III**

### **Eligibility Restrictions:**

Applicants (Either Alumni or Faculty) must disclose any past or pending disciplinary matter at the time of submission. The Five Member committee will take a call on the suitability of the candidate depending on the seriousness of the matter.

#### **1) Administrative Clearance & Conflict of Interest:**

a. Faculty applicants must obtain written administrative clearance through proper channels confirming:

(i) permission to be engaged in external production activity during the proposed schedule,

b. Compliance with leave/ relief arrangements.

c. The usual procedures on conflict of interest apply for faculty applicants.

#### **2) Contractual & Accountability Terms:**

a. Faculty projects, if sanctioned, will be governed by the standard commissioning agreement, disbursement schedule, monitoring and audit requirements of the FTII, Pune commissioning policy (including security deposit, insurance, progress reporting, and rights transfer). Faculty must additionally comply with any internal HR / service rules relating to

outside assignments.

**3) Remuneration & Crew Composition:**

- a. Faculty applicants' remuneration will be governed by the current policy of outside engagement and as per UGC norms when they come into force after formulation of the policy.
  - b. All such alumni (who are HODs of Film among the core crew members) must be graduates of FTII, Pune from eligible batches.
  - c. All such faculty (who are Directors or HODs of Departments among the core crew members) may either be regular faculties or contractual faculties (with contract of at least 1 year and having completed at least one year of their term)
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