

*25. Audio Visual Research Centre **

(Amendment approved by the Senate on 23.01.1999, assented to by the Chancellor on 08.06.2000, Gazette dated 25.07.2000)*

(1) The Audio Visual Research Centre of the University of Calicut shall be a separate, academic, non vacation department with administrative, academic and financial powers for its functioning to the extent envisaged in the Memorandum of Understanding (MOU) and the guidelines issued by the Consortium for Educational Communication (CEC) and adopted and implemented by the University of Calicut. The Director shall be the Head of the Centre

(2) The primary objective of the centre shall be to produce audio visual programmes of education (formal and non-formal) and to conduct research in the hardware and software aspect of audio visual technology for the University Grants Commission countrywide class room project for maximum utilisation of the electronic media for education. In addition, it shall undertake all such activities as are provided in guidelines issued by the UGC and CEC from time to time.

(3) The Centre shall have academic, technical and other administrative staff as provided by the UGC. The appointment of the staff shall be as per the qualifications and procedures for recruitment recommended by the UGC. The academic, technical and other staff of the centre shall be treated as equivalent to teaching, technical and other staff of the University. They shall enjoy all facilities of the University staff in matter such as house rent allowance, housing loan, TA and DA, Leave, Vehicle Loans, gratuity bonus, pension, provident fund, insurance etc.

(4) The Centre shall be headed by a Director appointed for the purpose as per the UGC guidelines relating to qualification, tenure and term of appointment. To look after its affairs the Media Centre

shall have a 8(eight) number Board of Management (BOM) with the Vice-Chancellor as chair persons per the guidelines of the UGC.

(5) Powers of the Director : The following administrative and financial powers shall be exercised by the Director (Head of media centre) as per the guidelines issued by the UGC from time to time.

1 To sanction and insure expenditure on items in the approved budget including the following upto a value of Rs.30,000 (Thirty thousand only)

(i)Purchase of capital good including production, research and office equipment, furniture, air-conditioning plants, power generators and others and on their operation, repair and maintenance.

(ii) Purchase of books, audio/video tapes journals and magazines including subscriptions for them and related incidental expenses etc.

(iii)Purchase of consumables, stores, apparatus, chemicals, cloth uniform etc.

(iv)Service like water, electricity, telephone, telex, fax, computer facilities, electronic mail and network systems, insurance etc.

(v)Repair and period-specific maintenance contracts for the service and maintenance of vehicles, equipments, etc.

(vi)Hiring of equipment, vehicles, production facilities/property etc.

(vii)Printing, Stationery, advertising in media, postage and telephone etc.

(viii)Hospitality, incidental expense on visiting faculty and technical and other personnel.

(ix)Approval of the budget for individual programme production within the total budget allocation and to sanction expenditure thereof.

(x) Repair and alterations in the civil work, maintenance and development of garden of the media centre compound.

(xi) Any other expenditure relevant to the functioning of the Media Centre.

2 To hire artists, commentators, subject experts scripts writers camera persons, editors, translators, researchers and other free lancers and casual labourer for the purpose of production of programmes and meeting the needs of the Media Centre and sanction and pay them fees/honorarium as per the guidelines issued by the Commission from time to time.

Explanation: Persons employed in departments other than the Media Centre of the University/Institutions are eligible for receiving the said fees/honorarium. However persons directly associated in the day today functioning of the Media Centre shall not be eligible for receiving this payment against production of programmes.

3 Sanction and assign production of programmes to outside agencies on contractual basis and pay them fees as per the guidelines issued by the commission from time to time.

4 To make adhoc appointment of staff for not more than 3 months at a time of all categories, as sanctioned for the media centre by the commission, subject to the specified minimum qualifications and experiences.

5 For selection/appointment of all categories of Media Centre staff and subject in the terms and conditions laid down in the relevant guidelines to :

(i) prepare and approve the draft advertisement for inviting applications for the normal recruitment of all categories of Staff as laid down in the guidelines relating to the staff matters and to release the advertisement.

(ii) Receive and process all applications for staff positions so advertised.

(iii) Determine eligibility of applicants for calling them for interviews in consultation with the Chairperson and the Selection Committee.

(iv) Make arrangements for holding the interview which will include

(a) Fixing up the date and time for interview in consultation with Chairperson of the relevant selection committee.

(b) Issuing notifications of the interviews to members for the selection committee and eligible applicants.

6 To specify from time to time the job requirements of all staff in the Media Centre.

7 To sanction leave for the Media Centre staff as per University rules.

8 To approve tour programmes and sanction resultant expenditure for all staff and also those on assignment adhoc or casual basis. In the case of Director, Chairperson of the Board of Management will sanction tour etc. However foreign travel/tours of all categories of staff will require approval of the Commission.

9 To organise seminars/workshops/conference, refresher course etc. as per the approved budget and to inhere all expenses related thereto including travel and incidental expenses on resource and other personnel. This includes the power to fix and collect such fees deemed necessary in income generating/self supporting seminars etc. and also to fix honoraria/remuneration and make payments accordingly to faculty and other personnel connected with such programmes organised by the Media Centre.

10 To permit Media Centre Staff to attend academic and production oriented conferences, symposia, seminars, refresher courses, trade exhibitions etc., and sanction related expenses including travel.

11 To dispose off all scrap equipment machinery, furniture and such other materials that have outlined their utility as per the University Rules.

12 To dispose of old records as per the University Rules.

13 To sanction

(i) Payment of advance against proforma invoices to parties for making purchases.

(ii) Cash advances for making petty purchases for running various activities of the Media Centre.

(iii)Advances for attending conferences, seminars symposia, workshops, refresher courses, trade exhibition etc.

14 To seek accept invest and / or deposit donations financial assistance/earning from government, public/private national agencies received for the Media Centre and sanction, incur and disburse expenditure from such funds/donations/ earnings so received as per the guidelines there of.

15 To manage and regulate properties placed at the disposal of the Media Centre.

16 To fix, demand and receive such fees and other charges (as regulated by the Commission guidelines) for services rendered by the Media Centre and/or its staff.

17 To administer funds placed at the disposal of the Media Centre for specific purposes.

18 In pursuance of effective exercise of the power listed above to open a savings/current account in the name of the Audio Visual Research Centre followed by the name of the University with any nationalised Bank and Director/Officiating Director, Administrative Officer and Accounts Officer of the Centre be authorised to operate it as drawing and disbursing Officer / and further to hold an impress advance of upto Rs.10,000 (Rupees ten thousand only)

19 For purchase of equipments and other contingency items of a value of more than Rs.30,000 (Rupees thirty thousand only) the Director shall seek and obtain prior sanction from the competent authorities of the University.

In matters other than those listed above the University Rules and Regulations shall be applicable.