

# ROOPKALA KENDRO

A Film and Social Communication Institute  
Information & Cultural Affairs Department, Govt. of West Bengal  
Block – GM, Sector – V, Salt Lake City, Kolkata – 700091

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## DECLARATION / UNDERTAKING FROM THE STUDENT

I, Mr./Ms....., s/o or d/o  
....., permanent resident of  
.....  
.....  
(Permanent home address) Phone No: .....  
Email ID..... having my local  
address as .....  
.....  
.....  
am a student of ..... Department,  
Batch No. .... and Admission Year 20....., do hereby undertake on this  
the..... (Day), of..... (Month)..... (Year), as under:-

1. I hereby declare that the entries made by me in the Application Form are complete and true to the best of my knowledge, belief and information.
2. I hereby undertake to present the original documents for verification immediately upon demand by the concerned authorities of Roopkala Kendro.
3. I hereby promise to abide by the rules and regulations concerning admission, attendance, discipline etc. of Roopkala Kendro and conduct myself as desired from a student. I acknowledge that Roopkala Kendro has the authority for taking punitive actions against me for violation or non-compliance of the same.
4. I understand that 75% attendance in classes in each Semester is compulsory and I commit myself to adhere to the same. I also understand, in case my attendance

falls short, for any reason, the competent authority may take such punitive action against me, as may be deemed fit and proper.

5. I will pay all my fees as per the regulations of Roopkala Kendro and clear all my semester dues within the stipulated timeline. I understand that I may not be allowed to continue my semester upon failing to adhere this.

6. I hereby declare that I will neither join in any agitation/strike/postering/wall writing/etc. for the purpose of forcing the authorities of Roopkala Kendro to resolve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquility of academic environment of the Roopkala Kendro premises.

7. I hereby declare that I shall be solely responsible for my involvement in any kind of unlawful activities whether inside or outside the campus, and shall be liable for punishment as per the law of the land. I further understand that Roopkala Kendro shall in no way provide any support to me and will not be held responsible for my any such action.

8. I hereby acknowledge that I shall be liable for expulsion forthwith from Roopkala Kendro on being found involved in or committing any offence cognizable and punishable under the Narcotic Drugs and Psychotropic Substances Act, 1985.

9. I also declare that I am not suffering from any serious/contagious ailment. I will also inform in writing if I have/had any psychiatric/psychological disorder at the time of taking the admission.

10. I further declare that my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me are found to be incorrect.

11. I hereby undertake to inform Roopkala Kendro about any changes in information submitted by me in the Application Form and any other documents, including change in addresses, phone nos. and email id, from time to time.

12. I understand that Roopkala Kendro and its competent authorities shall have the final preference in selecting teams for the Combined Course semester films/projects. I further understand that if any particular team falls short of any member, then a suitable replacement will be arranged by Roopkala Kendro only.

13. I will adhere to the budget, schedules and guidelines given to me for making and completing the films/projects as necessary for my course. I understand that authorities of Roopkala Kendro has the right to grant me an extension period only if I furnish proof of my reason and they are satisfied upon its review. I further understand that if I fail to complete my part in the film, Roopkala Kendro has the right to replace or even expel me.

14. I acknowledge that I will take utmost care of the equipment and/or any other property of Roopkala Kendro, whether in class or while at shooting. Equipment issued under my name shall be my responsibility. I will not use them for any other purpose other than the academic needs of Roopkala Kendro. In case of damage of any sorts to any equipment, I shall be liable for penalization as deemed fit by the authorities.

15. I understand that if I have any Grievance pertaining to anything concerning Roopkala Kendro, I shall submit it in writing either to my concerned Faculty or to the Director & CEO of Roopkala Kendro only.

16. I further declare to follow all the instructions in the CODE of CONDUCT.

I have read all the points carefully and agree to abide by them.

**Signature of the Student :** \_\_\_\_\_  
**Place : Kolkata**

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## **Code of Conduct**

**1.** The guideline of Student Conduct at the institute is intended to foster and protect the integrity and dignity of the institute. Students' behavior plays an important part to bolster that fact. This guideline helps to create an atmosphere compatible with a creative place like Roopkala Kendro.

**2.** Every student shall, at all times, maintain a very high standard of integrity, good conduct, discipline and as well as decorum with a strict sense of decency.

**2A)** No student shall behave in a manner which is improper and unbecoming of a student and derogatory to the prestige of the institution.

**2B)** A student who indulges in following activities, such as:-

- i)** violent activity which means and includes group violence, mass disturbance, use of criminal force, riot, affray, ransack, intimidation etc;
- ii)** use of abusive, filthy language to anyone within the premises of the institution;
- iii)** vandalization of notice board or any other form of vandalism in respect of the property including library books etc. of the institution;
- iv)** causing hurt to any one;
- v)** swearing in any language or calling other students names based on their race or colour,
- vi)** shall be deemed to be behaving in a manner which is improper and unbecoming and is liable to be placed under immediate suspension as well as expulsion from the institute by the disciplinary authority or competent authority or head of the institute.

**3.** The institute is hereby declaring the following conduct as misconduct from the part of the student which may attract disciplinary action by the competent authority.

Students who are liable for such misconduct may be expelled from the institute by the disciplinary authority or head of the institute;

### **A) Academic Misconduct:-**

Attendance in both theory and practical classes is compulsory. Minimum of 75% attendance in both theory & practical classes is necessary, full attendance and participation in all the projects is also necessary as set by the institute. Failure to meet the attendance requirements shall attract disciplinary action instituted against the candidates by the Head of the Institution.

Students shall not upload any kind of project material such as continuity film, pre-dialogue exercise, mis-en-scene, diploma film etc., to the sites viz. FACEBOOK, YOUTUBE etc. for commercial purpose.

- a) Single shots, rushes, incomplete project shall not be taken to home and should not be uploaded to any sites.
- b) Complete projects shall not be uploaded to any sites without the prior permission of the Institute.
- c) The students shall submit their adjustment of advance, if any, taken for their projects, immediately after completion of their work.

Students must pay their fee/dues on or before the prescribed deadline failing which appropriate action will be taken. Students may note that fees once paid will not be refunded/adjusted. If a student leaves the course before completion, he/she will be required to pay the fee for the entire course.

### **B) Ragging:-**

Ragging of junior students or co-students in any form is completely banned, & if in case any such event is brought to the notice of the Head of the Institute, legal action will be instituted against such students in accordance with the country's legal system. Senior students who indulge in such ragging shall be placed under immediate suspension by the head of the institute.

### **C) Contempt to the authority/head of the institute:-**

It means and includes,

- i) Failure to appear before competent authority when summoned;
- ii) Willful disobedience to the order of the competent authority;
- iii) Failure to comply with any disciplinary sanction imposed by the institute.

### **D) Consumption of intoxicating drinks and narcotic drugs and psychotropic substances:-**

- i) Student shall not be under the influence of any intoxicating drinks or drugs or psychotropic substances during his presence within the premises of the institute;
- ii) He/she shall refrain from consuming such intoxicating drinks or drugs or psychotropic substances during his presence within the premises of the institute;
- iii) He/she shall not appear in the class or in the institute in a state of intoxication.

### **E) Endangerment:-**

The creation of hazard, endangering the physical safety of self or others by engaging in a dangerous activity in any manner or using hazardous materials or chemicals in the class or within the premises of the institute.

4. The institute will not be held responsible for any sort of misconduct of the students, which attracts the laws of the state.

5. It is the responsibility of the students to read the notice boards regularly for important announcements made by the institute office from time to time. They will not be excused or given any concession on grounds of ignorance.

6. Every student shall handle institute property with care and shall do everything in his/her power to preserve cleanliness and tidiness of the furniture, building and the premises.

7. Students are prohibited to take part in any activity which is detrimental to the dignity of the institute. Any student found violating the rule or bringing disrepute to the institute shall attract disciplinary action instituted against the candidates by the Head of the Institution.

**8.** The institute reserves the right to take any action that it deems as necessary or appropriate to protect the intellectual integrity, safety and wellbeing of the campus community. And to that end the students are expected to abide by the rules, regulations and policies as time to time framed by the institute.

**9.** Matters not covered by the above points will rest at the absolute discretion of the institute.

Signature of Student : \_\_\_\_\_

Stream : \_\_\_\_\_

Signature of Guardian : \_\_\_\_\_

Date : \_\_\_\_\_

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## ANTI RACIAL DISCRIMINATION DECLARATION

I, Mr./Ms....., s/o or  
d/o ....., permanent resident  
of .....

.....  
.....  
(Permanent home address) Phone No: .....  
Email ID..... am a student of  
..... Department, Batch No.  
..... and Admission Year 20....., do hereby declare

1. I have perused relevant laws and regulation and am aware as to what constitutes Racial Discrimination and the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting Racial Discrimination, actively or passively, or being part of a conspiracy to promote Racial Discrimination.

2. I hereby solemnly aware and undertake that  
a) I will not indulge in any behavior or act that may be constituted as Racial Discrimination  
b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as Racial Discrimination

3. I hereby affirm that, if found guilty of Racial Discrimination, I am liable for punishment, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

---

Date

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Signature of Student

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To be filled-in by Parent/Guardian only

## ANTI RACIAL DISCRIMINATION DECLARATION

I, Mr./Mrs./Ms.....,  
Father/Mother/Guardian of .....,  
a student of ..... Department,  
Batch No. .... and Admission Year 20....., do hereby declare

1. I have perused relevant laws and regulation and am aware as to what constitutes Racial Discrimination and the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting Racial Discrimination, actively or passively, or being part of a conspiracy to promote Racial Discrimination.

2. I hereby solemnly aware and undertake that my ward  
a) Will not indulge in any behavior or act that may be constituted as Racial Discrimination  
b) Will not participate in or abet or propagate through any act of commission or omission that may be constituted as Racial Discrimination

3. I hereby affirm that, if found guilty of Racial Discrimination, he/she is liable for punishment, without prejudice to any other criminal action that may be taken against him/her under any penal law or any law for the time being in force.

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Date

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Signature of Parent/Guardian

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Undertaking to be Filled-in and signed by the Students and the Parents of Newly Admitted Students

## ANTI RAGGING UNDERTAKING

I, Mr./Ms....., s/o or  
d/o ....., permanent resident  
of .....

.....  
.....  
(Permanent home address) Phone No: .....

Email ID..... am a student of  
..... Department, Batch No.  
..... and Admission Year 20....., do hereby undertake the following

1. That, I am aware of the system of punishment in case of ragging to other student(s) and that incase I am found to be involved in any case of ragging, in any form whatsoever, I am liable for any punishment, including, but not limited to, the following :-
  - a) Cancellation of admission
  - b) Suspension from attending classes
  - c) Suspension from attending workshops/seminars/screenings
  - d) Debarring from appearing for any test/examination and/or other evaluation process
  - e) Withholding result of any test/examination;
  - f) Debarring from representing Roopkala Kendro at any seminar/film festival/events
  - g) Rustication/Suspension/Expulsion from Roopkala Kendro

2. That, I, hereby, declare that, I am aware of the Supreme Court of India directive.
3. That, I, further declare that, I fully understand the meaning of ‘Ragging’ and know that ragging in any form is a punishable offence and the same is banned by the Laws of the land.
4. That, I also understand that, in case I am involved in ragging, the law will take its own course and I will be liable for such punishment and may be deeded fit and proper by concerned authorities.

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Date

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Signature of Student

**ANTI RAGGING DECLARATION BY PARENT / GUARDIAN**

I, Mr./Mrs./Miss....., hereby, fully endorse the undertaking given by my child / ward, hereinabove and I, further declare that in case of the violation of any of the declaration made in this undertaking by my child/ward will be liable for such punitive action as may be prescribed by the concerned authorities, for which we will be held solely responsible.

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Date

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Signature of Mother / Father / Guardian

# ROOPKALA KENDRO

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## ANTI SEXUAL HARASSMENT DECLARATION

I, Mr./Ms....., s/o or  
d/o ..... , permanent resident  
of .....

.....  
.....  
(Permanent home address) Phone No: .....  
Email ID..... am a student of  
..... Department, Batch No.  
..... and Admission Year 20....., do hereby declare

1. I have perused relevant laws and regulation and am aware as to what constitutes Sexual Harassment and the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting Sexual Harassment, actively or passively, or being part of a conspiracy to promote Sexual Harassment.

2. I hereby solemnly aware and undertake that  
a) I will not indulge in any behavior or act that may be constituted as Sexual Harassment  
b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as Sexual Harassment

3. I hereby affirm that, if found guilty of Sexual Harassment, I am liable for punishment, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

---

Date

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Signature of Student

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To be filled-in by Parent/Guardian only

## ANTI SEXUAL HARASSMENT DECLARATION

I, Mr./Mrs./Ms.....,  
Father/Mother/Guardian of .....  
a student of ..... Department,  
Batch No. .... and Admission Year 20....., do hereby declare

1. I have perused relevant laws and regulation and am aware as to what constitutes Sexual Harassment and the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting Sexual Harassment, actively or passively, or being part of a conspiracy to promote Sexual Harassment.

2. I hereby solemnly aware and undertake that my ward  
a) Will not indulge in any behavior or act that may be constituted as Sexual Harassment  
b) Will not participate in or abet or propagate through any act of commission or omission that may be constituted as Sexual Harassment

3. I hereby affirm that, if found guilty of Sexual Harassment, my ward will be liable for punishment, without prejudice to any other criminal action that may be taken against him/her under any penal law or any law for the time being in force.

---

Date

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Signature of Parent/Guardian

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## DECLARATION OF COPYRIGHT

I, Mr./Ms....., s/o or  
d/o ....., permanent resident  
of .....

.....  
.....  
(Permanent home address) Phone No: .....  
Email ID..... am a student of  
..... Department, Batch No.  
..... and Admission Year 20.....

I acknowledge that the films I make/work in Roopkala Kendro are solely properties of Roopkala Kendro only. I will seek for a No Objection Certificate (N.O.C) from Roopkala Kendro before submitting/screening the films in/at film festivals/awards/public gatherings/private or public screenings/etc or before uploading it on any Online Platform/Social Media; whether partially/fully.

I take it as my responsibility to inform Roopkala Kendro if the film wins any award at any film festival/award shows/etc. as soon as declared.

I understand that a similar N.O.C will be needed to submit the films for Censor Certification.

**Signature of the Student :** \_\_\_\_\_

**Place :** Kolkata

**Date :** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

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To be filled-in during final admission after Verification & Medical Test clearance

## ENROLLMENT PAYMENT DECLARATION

Sl No	Description	Details
1.	Candidate Name	
2.	Stream	
3.	Application No.	
4.	Examination Roll No.	
5.	Amount Paid	
6.	Payment Mode	QR Scan <input type="checkbox"/> UPI <input type="checkbox"/> NEFT <input type="checkbox"/>
7.	Transaction ID / UTR No.	
8.	Date of Payment	

\_\_\_\_\_  
Full Signature of Candidate

Date: