

GRANT AGREEMENT

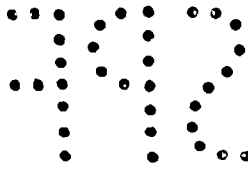
between

THE SASAKAWA PEACE FOUNDATION

and

St. Anthony's College, Shillong

Dated as of May 1, 2019



THIS AGREEMENT is made as of May 1, 2019 by and between **the Sasakawa Peace Foundation** ("Foundation"), having its principal office at 1-15-16 Toranomon, Minato-ku, Tokyo 105-8524, and **St. Anthony's College (SAC)** ("Grantee"), having its office at Bomfyle Road, Laitumkhrah, Shillong 793001, Meghalaya, India.

The parties agree as follows:

1. **Engagement**

Subject to the terms and conditions hereinafter set forth, Foundation hereby engages Grantee for and Grantee hereby agrees to execute the services (the "Services")¹ described in the statement of work (the "Statement of Work"), attached hereto as Appendix I.

2. **Performance of Services**

2.1 The Services shall be performed in accordance with the Statement of Work (as may be amended pursuant to Section 3.1 below) during the period (the "Service Period")¹ starting May 1, 2019 and ending March 31, 2020 (as may be modified pursuant to Section 3.1 below) and shall be completed at or before the last date of the Service¹.

2.2 Upon request of Foundation, Grantee shall submit to Foundation a written report on the progress of the performance of the Services¹.

3. **Changes to Statement of Work or Service Period**

3.1 Foundation may, after consultation with Grantee, make such changes to the Statement of Work or the Service¹ Period and (where appropriate) the amount of the Grant specified in Section 6 below as it may deem necessary from time to time.

In the event that Grantee would likely be unable to complete the Services at or before the last date of the Service Period due to acts of God or any other causes for which it should not be held responsible, Grantee may request for an appropriate extension of the Service¹ Period by promptly submitting to Foundation the written request setting forth the reasons therefor. In this case, whether and how long the Service¹ Period should be extended shall be determined by Foundation after consultation with Grantee.

¹ Service should be read as Grant/Services

4. Completion Report and Work Results

4.1 Within thirty (30) days after completion of the Services¹, Grantee shall submit to Foundation a written report on the completion of the Services (including a statement of expenditures with Certified Copies of all relevant vouchers and receipts attached) and (where any items resulting from or relating to the performance of the Services¹ is required to be submitted under the Statement of Work) such items (the "Work Results"), such report to be in the form provided or approved by Foundation.

4.2 Foundation shall, within thirty (30) days after receipt of any Work Results, inspect such Work Results and shall give written notice to Grantee as to whether such Work Results are acceptable for Foundation and (in case such Work Results are not acceptable) the rectification required by Foundation and the required date for submission of rectified Work Results.

4.3 In case the notice is given of the unacceptability of any Work Results pursuant to the preceding paragraph, Grantee shall submit rectified Work Results to Foundation at or before the required date for submission thereof, Foundation shall, within thirty (30) day after receipt of such rectified Work Results, inspect the same and shall give written notice to Grantee as to whether the rectified Work Results are acceptable for Foundation.

4.4 All books and records of Grantee (except for the vouchers and receipts submitted by Grantee to Foundation pursuant to Section 4.1 above) shall be open to inspection by a duly authorized representative of Foundation and/or a certified public accountant selected by Foundation at any time during and within three (3) years after the Service¹ Period to the extent necessary for the purpose of assuring that the provisions of this Agreement are properly carried out.

5. Cost and Expenses

5.1 Cost and expenses incurred or paid by Grantee in connection with the performance of the Services¹ hereunder within the categories and amounts specified in the budget (the "Budget") included in the Statement of Work shall be borne by Foundation by payment of the Grant provided for in Section 6.1 below.

5.2 Within thirty (30) days after receipt of the statement of expenditures, together with originals of all relevant vouchers and receipts, pursuant to Section 4.1 above, Foundation shall inspect the cost and expenses incurred or paid by Grantee in connection with the performance of the Services¹ hereunder and shall give notice in writing to Grantee as to the results of such inspection.

5.3 Under no circumstances shall Foundation be obligated to bear any cost or expenses outside the categories or in excess of the budgeted amounts set forth in the Budget except where and to the extent approved by Foundation in writing.

6. Grant

6.1 For all of the Services performed by Grantee hereunder, Foundation agrees to pay to Grantee the grant fund (the "Grant") in the aggregate amount of USD 25,000- (inclusive of taxes) as per the approved Budget ("Budget"). The total Grant will be released as per the schedule of installment as mentioned in the Statement of Work Appendix 1, section 6).

6.2 In connection with the fulfilment of the grant, the Foundation shall have no obligation to pay any sum of money other than the Grant.

7. Method of Payment

Grantee shall furnish to the Foundation a formal request for the release of the Grant, 30 days ahead of the due date mentioned in the schedule of installment as per the Statement of Work (Section 6).

Against the formal request therefor, Foundation agrees to pay to Grantee the specified installment amount of the Grant within thirty (30) days after receipt of a proper request.

The "acceptance notice" means the favorable notice given under Section 5.2 above or, where appropriate, the favorable notice given under Section 5.2 above or the favorable notice given under Section 4.2 or 4.3 above. Payment of the Grant shall be made by wire transfer to the following bank account or to such other bank account as may be hereafter designated by Grantee in writing:

Bank Name: **Federal Bank Ltd.**

Branch: **Shillong**

Address: **P B NO. 25, Police Bazaar G. S. Road, Shillong**

Account Name (Foreign Contribution Account): **St Anthony's College**

Account No.: **11900100073673**

SWIFT Code: **FDRLINBBXXX**

IFSC Code: **FDRL0001190**

MICR No.: **793049002**

FCRA Registration Number: **214240012**

8. Copyright, etc.

- 8.1 Unless otherwise agreed, copyright to the Work Results and any other materials, if any, created in the course of the Services¹ shall belong jointly to Grantee and the Foundation up until the period of collaboration with Foundation is completed. Grantee shall take or have taken by third persons all action that may be reasonably required by Foundation in order to ensure that the Foundation & Grantee will be the sole holders of such copyright.
- 8.2 Grantee and Grantor may, in consultation with the other party, use part of the Work Results free of charge in connection with its writing or publicity/advertising activities.
- 8.3 All ideas, concepts, know-how, etc. jointly developed by both parties in the performance of the Services may be used in consultation with all parties concerned free of charge.
- 8.4 Notwithstanding anything to the contrary contained in this agreement, content created by film-makers, photographers, writers, visual and audio artists or any other individual creation will be subject to the Individual Copyright Agreement between the individual content creator, the Grantee and Foundation.

9. Suspension of Performance

Foundation may, in its sole discretion, temporarily suspend the

performance of the Services, in which event Foundation shall, at the request of Grantee, consult with Grantee as to compensation for any damage, loss or expense incurred by Grantee as a result of such suspension or as to modification of the Statement of Work or the Service¹ Period.

10. Restriction on Subcontract

Grantee shall not subcontract all or part of the Services to a third party without the prior written consent of Foundation which will not be unreasonably withheld by the Foundation.

11. Confidentiality

11.1 Grantee shall at all times while this Agreement is in effect and thereafter keep confidential all information disclosed by Foundation in connection with the performance of the Services hereunder and all information regarding the Services or the content of the Work Results and shall not disclose the same to others without the prior written consent of Foundation. However, Grantee shall have no obligation of confidentiality as to any information disclosed by Foundation which falls under any of the following Items or as to any information regarding the Services or the content of the Work Results to which Item (a) or (b) below is substantially applicable or which falls under Item (f) below:

(a) Information which was known to the public at the time of disclosure;

(b) Information which becomes known to the public after disclosure without fault of Grantee;

(c) Information which was in the possession of Grantee at the time of disclosure;

(d) Information which is rightfully disclosed by a third party to Grantee after disclosure without any obligation of confidentiality;

(e) Information which is independently developed by Grantee after disclosure; or

(f) Information which is required to be disclosed pursuant to the applicable laws or the rules of the stock exchanges.

11.2 Foundation shall at all times while this Agreement is in effect and thereafter keep confidential all information disclosed by Grantee in connection with the performance of the Services hereunder and all information regarding the Services or the content of the Work Results and shall not disclose the same to others without the prior written consent of Grantee. It shall also not:

- a. Disclose details and information of support given by the Governing Body/Management of St. Anthony's College to the Grantee
- b) Disclose development plans made by Grantee
- c) Disclose the Grantee's sources of sponsorship/funding agencies

12. **Force Majeure**

Neither party shall be liable or otherwise responsible for any default or delay in the performance of its obligations (other than payment obligations) hereunder attributable to any cause, circumstance or contingency beyond its reasonable control ("Force Majeure"). For this purpose, the term "Force Majeure" shall include, but not limited to, acts of God, fires, storms, floods, wars, riots or civil commotions, strikes, lockouts or other labor problems, and governmental acts, decrees or restrictions.

13. **Termination**

13.1 **Termination by Foundation.** Foundation may at any time terminate this Agreement by giving written notice to Grantee with immediate effect if it has good cause for termination. The Parties agree, without limiting the applicable law, the following circumstances shall constitute good cause for termination by Foundation:

(a) If Grantee fails to begin performing the Services without justifiable reasons;

(b) If Grantee would likely fail to complete the Services in accordance with the Statement of Work and within the Service Period for any reasons for which Grantee is responsible;

(c) If Grantee has committed a breach of this Agreement and, where such breach is rectifiable, has failed to rectify within thirty (30) days after receiving written notice thereof from Foundation; or

(d) If Grantee becomes bankrupt or insolvent or any agreement or court proceeding is initiated relating to its financial instability.

13.2 Termination by Grantee. Grantee may at any time terminate this Agreement by giving written notice to Foundation with immediate effect if it has good cause for termination. The Parties agree, without limiting the applicable law, the following circumstances shall constitute good cause

for termination by Grantee:

(a) If Foundation fails to pay when due the first installment of the Grant without justifiable reasons; or

(b) If Foundation has committed any other breach of this Agreement and, where such breach is rectifiable, has failed to rectify within thirty (30) days after receiving written notice thereof from Grantee.

13.3 Rights on Termination. In case of any termination taking place after payment of all or part of the Grant, Grantee shall, (a) as soon as practicable after the effective date of termination, prepare and submit to Foundation a statement of expenditures setting forth itemized expenditures actually disbursed by Grantee in the performance of the Services up to the effective date of termination, together with copies of all relevant vouchers and receipts; and (b) upon demand of Foundation and in accordance with the instructions given by Foundation, pay to Foundation an amount determined by Foundation in its sole discretion but not exceeding the aggregate amount already paid by Foundation to Grantee hereunder.

13.4 Other Remedies. Nothing in this Clause 14 shall affect or construed as a waiver of the right of the Party aggrieved by any breach of this Agreement for recovery of any loss or damage relating to such breach, either before or after the effective date of termination of this Agreement. In no event, however, shall either Party be liable for any special, consequential or incidental loss, damage or expenses (including, but not limited to, business interruption, lost business, lost profit or lost savings), whether based on breach of contract, tort or otherwise, even if it has been advised of the possibility of such loss, damage or expenses.

14. Limitation on Liability

Under no circumstances shall the aggregate amount of Foundation's liability hereunder exceed the amount of the Grant set forth in Section 6.1 above.

15. Indemnification

Grantee agrees to indemnify, defend and hold harmless from and against

any claims or demands for loss or damage to persons or property arising from willful misconduct or negligence of Grantee or its employees or agents in connection with the performance of the Services hereunder.

16. Independent Grantee

Grantee is acting as independent Grantee in performing the Services¹ hereunder and shall have no right to enter into any Grantee assume or create any responsibility on behalf of or in the name of Foundation.

17. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Japan.

18. Arbitration

Any dispute or controversy arising out of or relating to this Agreement shall be finally settled by arbitration conducted in Tokyo, Japan, in accordance with the commercial arbitration rules of the Japan Commercial Arbitration Association. Both Parties agree to be bound by any award rendered by the arbitrator(s) and further agree that the judgment upon such award may be entered in any court having competent jurisdiction.

19. Notices

All notices and requests given or made by either Party to the other under this Agreement shall be in writing and shall be addressed to the Party's address first above set forth or at such other address as the Party shall hereafter designate to the other in accordance with this Section 19.

20. Miscellaneous Provisions

20.1 Assignment. This Agreement or any right or obligation hereunder may not be assigned or transferred by either Party without the prior written consent of the other Party.

20.2 Amendment. Neither this Agreement nor the Statement of Work may be modified or amended except by a writing signed by authorized representatives of both Parties.

20.3 No Waiver. Failure by either Party to enforce any provision of this

Agreement or to exercise any right or option herein provided shall not be deemed a waiver of such provision nor the right thereafter to enforce such provision or to exercise such right or option.

20.4 **Integration.** This Agreement, including the Statement of Work shall constitute the entire agreement between the Parties with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and agreements.

20.5 **Headings.** The section headings herein are for convenience of reference only and shall in no way affect the interpretation of this Agreement or any part thereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

FOUNDATION:

**The Sasakawa Peace
Foundation**

GRANTEE:

**St. Anthony's College,
Shillong**

By _____

Shuichi Ohno
President

By _____

Rev. Br. Albert L. Dkhar
Principal

DATE: *May 10, 2019*

DATE: *16/5/2019.*

Principal
St. Anthony's College
Shillong - 793001
Meghalaya, India

STATEMENT OF WORK

1. Background

The Sasakawa Peace Foundation (SPF), in consultation with St. Anthony's College, Shilong, has launched a three-year project entitled ***Creating a Public Audio-Visual Archive for Northeast India***. Despite the fact that the region has been represented by outsiders and the people in the region have attempted to transmit the images through various mediums, there is no true film archive, or at least no one has adequately developed one so far. Consequently, it has been difficult for the people to access the history of these moving images.

Audio-Visual archives, especially the non-profit public archives, came into being because archivists, curators and historians accepted that moving image and recorded sound material were as legitimate a part of society's cultural heritage as books, documents and other media. We believe that there is a need to build a participatory archive in capturing moments of social change and periods of transition, in turn influencing the formation of public opinion and a sense of history. There are hundreds of archives, libraries, universities, television stations and individuals across the world that collect and store moving images and recorded sound. The archives are significant repositories of a country's legacy, a means of collecting knowledge and documenting history.

2. Objective

To establish a regional public documentary film archive, the first of its kind, in the premises of St. Anthony's College, Shilong, Meghalaya, India, this project undertakes collection of films, digitisation and program development and website development. Further, this project conducts research and holds workshops and a conference in order to enable project members to equip themselves special knowledge for developing a digital archive and restoring films, as well as to raise awareness of the importance of an archive among film professionals and enthusiasts.

Founded in 1934, St. Anthony's College is one of the first colleges of the Northeast located in Shilong, the city itself has been an educational hub of the country for decades.

. The college has been at the forefront in establishing pioneering professional courses. The mass media department has in fact been the first in the entire country to provide an undergraduate course in Mass Communication. Established with a sense of public purpose, since its inception it has contributed to learning, research and professionalism in various media fields. It has many eminent media personalities as its alumni. Therefore, the collaboration with St. Anthony's College will not only ensure the success of the project but also build a broad network and a strong platform with key actors and agents throughout the region who can be potential partners for the SPF in the forthcoming years.

3. Activities

- (1) Research and collection of Films
- (2) Conference for filmmakers, news channel owners, archivist and historians of North East India
- (3) Workshops
 - Workshop for development of the media archive program.
 - Workshop on film restoration
- (4) Digitization
- (5) Program development and website development
- (6) Intimation to the Yamagata International Documentary Film Festival (YIDFF) and launch of the archive.

4. Description of Work

- (1) To conduct an online survey as well as a field-based research study aimed at 1) documenting and collecting moving images and documentary films of/from Meghalaya, Assam and beyond in the Northeast.
- (2) To identify and coordinate with participants and collaborators in holding the above mentioned event activities, such as a conference for filmmakers, news channel owners, archivist and historians of Northeast India, workshops for development of the media archive program and film restoration, and other related events.
- (3) To organize the above mentioned events and activities listed under the project by making all necessary arrangements, including travel, accommodation, etc. for international/local participants either directly or by engaging such service providers as may be necessary.
- (4) To design a digital archive of moving images of Northeast India and to store film and visual data acquired from different sources.
- (5) To develop a website to disseminate outcomes of the archive through the website and publications.
- (6) To create a public relations strategy and to maximize media coverage of each activity.
- (7) To launch the archive in conjunction with the Yamagata International Documentary Film Festival (YIDFF)
- (8) To provide professional advice and other assistance to the SPF when necessary.

5. Work Results and Deadlines:

St. Anthony's College shall submit the following narratives and financial reports to the SPF by the deadline below.

Interim report	: 15 November, 2019
Final report	: 15 March, 2020

6. Installments USD 25,000-
SPF agrees to pay the Service Fee to St. Anthony's College in the following installments:

First Installment: USD 20,000- Within thirty (30) days after the execution of this Agreement
Second Installment: USD 3,000- November 30, 2019 Subject to timely receipt of the progress report
Final Installment: Balance of the Service Fee.-on April 31, 2020 Subject to timely receipt of the progress report and a proper invoice

7. Program details, timeline and detailed budget sheet
See Attachment

**Financial Plan and Accounts (May 2019 - March 2020)
The North East India Archive**

Description	Financial Plan (Budget)			
	Amount	Unit	Per unit	Total
	Calculation (INR.)			
1. Honorarium				
1.1 Project Assistant	10 months	1 person	25,000.00	250,000.00
1.2 Research Consultant	6 months	1 persons	45,000.00	270,000.00
1.3 Research Associates + Travel Expenses	2 months	2 persons	35,000.00	140,000.00
1.4 Tech Assistant	10 months	1 persons	25,000.00	250,000.00
1.5 Legal Consultation				
a. Air Travel		1 person		15,000.00
b. Accommodation		1 person		10,000.00
c. Fee		1 person		60,000.00
	Sub-total (1)			995,000.00
2. Program and Activity Costs				
Media Archive Program Workshop (Software)				
a. Travel Expenses				
1. Air travel		2 persons	8,000.00	16,000.00
2. Local Transport		2 trips	2500.00	5,000.00
b. Accommodation and Per Diem				40,000.00
c. Collection of Materials, Printing, Publications etc				10,000.00
d. Meeting expenses (food and venue)				
e. Miscellaneous				
	Sub-total (2)			71,000.00
3. Program and Activity Costs				
Conference for Filmmakers, News Channel Owners, Archivist and Historians of North East India				
a. Travel Expenses				
1. Air travel		5 persons	3700.00	18,500.00
2. Road Transport		14 persons	4000.00	56,000.00
3. Local Transport				5,000.00
b. Accommodation		19 persons	3605.00	68,500.00
c. Publicity and Stationery				20,000.00
d. Meeting expenses (food and venue)				20,000.00
e. Miscellaneous				
	Sub-total (3)			188,000.00
4. Program and Activity Costs				
Workshop on Film Restoration				
a. Travel Expenses				
1. Air travel		2 persons	8,000.00	16,000.00
2. Local Transport		2 trips	2500.00	5,000.00
b. Accommodation and Per Diem				50,000.00
c. Collection of Materials and Resources for Restoration				150,000.00
d. Meeting expenses (food and venue)				10,000.00
e. Miscellaneous				
	Sub-total (4)			231,000.00
5. Program and Activity Costs				
Collection of Oral History				
a. Travel Expenses				
1. Local Transport	10 months		5000.00	10,000.00
b. Accommodation and Per Diem	10 months		10,000.00	50,000.00
c. Collection of Material	10 months		10000.00	100,000.00
d. Meeting expenses (food and venue)				
e. Miscellaneous				
	Sub-total (5)			160,000.00
Total Program and Activity Costs (2+3+4+5)	Sub-total (6)			650,000.00
7. Institution's overhead (20% of the Program and Activity Cost)				
	Sub-total (7)			130,000.00
Grand Total (Sub-total 1+ Sub-total 2+ Sub-total 3+Sub-total 4+Sub-total 5+Sub-total 7)				1,775,000.00

Exchange Rate
1USD= 71INR

Rounded off

USD
25,000.00

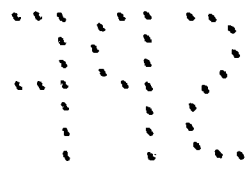


The North East India Archive

Creating a Public Audio-Visual Archive for
Northeast India

Prepared for
The Sasakawa Peace Foundation, Japan

Prepared by
St. Anthony's College, Shillong



I.

Pilot Project Overview

II.

Why St. Anthony's College, Shillong

III.

Objectives

IV.

Activities

V.

Timeline

VI.

Requirements

VII.

Budget Sheet

I. Pilot Project Concept and Overview

Concept

Despite North East India's rich audio visual legacy, there is no true film archive, or at least not one that has been adequately developed. Personal collectors may have important archival pieces, but access to them is limited. The idea of setting up a film archive stems from present concerns related to the dissemination of different types of image, their role in making history by proponents of various truths, and the fragility of the medium itself.

Some of the concerns that lead to the need of the archive include:

Can the audio visual image lend itself to a deeper, more intricate understanding of our society's mood, or chart shifts in perspective?

Can it fully encapsulate a singular moment?

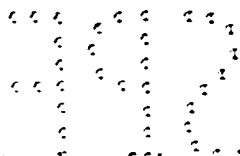
And how can archive facilitate an activation of memories that have long been forgotten or are in process of being forgotten?

Audio-Visual archives, especially the non-profit public archives, came into being because archivists, curators and historians accepted that moving image and recorded sound material were as legitimate a part of society's cultural heritage as books, documents and other media. We believe that there is a need to build a participatory archive engaging with the 'moving' image's role in capturing moments of social change and periods of transition, in turn influencing the formation of public opinion and a sense of history. There are hundreds of archives, libraries, universities, television stations and individuals across the world that collect and store moving images and recorded sound. The archives are significant repositories of a country's legacy, a means of collecting knowledge and documenting history.

Sadly, there is none in the region.

The Pilot Project

The Pilot Project is a project to setup a public documentary film archive in the premises of St. Anthony's College, Shillong, Meghalaya, India. Working in collaboration with the Yamagata International Documentary Film Festival – Expertise and films will be given by the team at Yamagata. The pilot will be a smaller version of a larger envisioned archive - which will contain documentary films, newsreels, photographs, video interviews from the eastern Himalayan region and north east



India. Although a scaled down version of the envisioned archive, it will have almost all the capabilities, functionalities of a proper archive. The pilot archive will contain documentary films, newsreels of and from Meghalaya and documentary films from Assam. The following is a list of sources where the documentary films and newsreels will be acquired:

- Peitngor Cable News (Local News Channel)
- Ri Khasi Channel (Local News Channel)
- Media Plus (Local News Channel)
- T7 (Local News Channel)
- Batesi (Local News Channel)
- Films Division India (Government Organisation)
- Public Service Broadcasting Trust (Government Organisation)
- Doordarshan Kendra Shillong (Government Organisation)
- Student Films from media departments of Meghalaya and Assam

Apart from the above list, documentary films from independent filmmakers, video clippings from film enthusiasts and researchers will also be added to the archive.

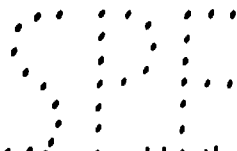
Similar to the setup of the Yamagata Film Library in Yamagata, Japan, the archive at St. Anthony's College will have state of the art storage and viewing facilities. For this pilot, video booths will be present where a user can easily search for films present in the archive. The pilot will also have books relating to not only films but books on history of north east India.

Web Presence and Data Management Software Development

One of the most important aspects of the pilot is to have a strong and dynamic web presence. This will be done by setting up of a website where the public can know about what type of films and film material is available at the archive. Data like Title of Film, Year of Production and Synopsis of the Films present in the archive can made be made available to the public. Whether this access if limited and/or monitored is yet to be decided. The films however will not be made available online and interested individuals/parties will have to visit the physical archive to view the films. The website will also display lists of curated films from time to time. For example – A list of the best Environment Films from Manipur. Important and award winning films will also be well highlighted in the website.

In collaboration with the Department of Computer Science, St. Anthony's College, a software will be developed (based on *pan.do/ra* media archive program) to manage the data of the films of the archive. This software will allow for effective searching capabilities based tagging and annotations added to the archived films.

Administration and Management of the Archive



The archive will be run and maintained by the administration of the college and the faculty of the Department of Mass Media of the college. A working committee comprising of the faculty of the Department of Mass Media along with a film researcher has been constituted. An advisory board will also be setup for the archive to advise and check the quality of the work of the archive and ensure that the archive is actively engaging with the public.

II. Why St. Anthony's College, Shillong

'Shillong', the city itself has been an educational hub of the North-Eastern region of the country for decades now.

St. Anthony's college is one of the first colleges of the region and the first ever University College worldwide of the Don Bosco Society, established in 1934.

The college has received due recognition from the University Grants Commission, the National Assessment & Accreditation Council (NAAC), Foundation for Academic Excellence and Access (FAEA), and DOEACC Society.

The University Grants Commission (UGC) has selected the College under the CPE (College with Potential for Excellence).

The National Assessment and Accreditation Council (NAAC), *(an autonomous body established by the University Grants Commission (UGC) in September 1994 to ensure quality in higher education in the country)* has awarded the highest grade of 'A', to the college placing it among the top Colleges of the country as an 'Institution with High Level of Academic Accomplishment'. As per the report provided by the NAAC, the factors that have led to this, include, besides others, the commitment, dedication and service of the Management, the Principal and the teaching staff in particular. This efficiency in the said human resources of the college were counted as the key attributes in allowing the college to venture into new interdisciplinary courses and pioneering into uncharted territories of higher education.

Another reason cited by the NAAC for the evaluation provided, was the development and "an ensured optimal use of an excellent infrastructure that have encouraged various organizations to come forward to contribute funds with confidence about their proper utilization. The maintenance of infrastructure gets much attention and is regarded as everyone's job."

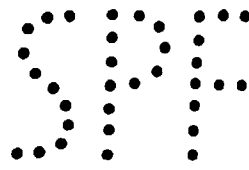
The research culture among the faculty of the College has also been one of the reasons. Linkages have been established with a number of academic institutions, Government and Non-Government organizations, that have come forward to

support the research. The expertise of the College has benefited other organizations, allowing the College to provide consultancy services in the said areas.

Also in recognition of the excellence in performance by the college, it has been chosen by the Foundation for Academic Excellence and Access (FAEA), *(an organisation sponsored by the Ford Foundation)*, as one among a select few colleges in India for financial support for further improvement in academic excellence.

St. Anthony's College has also been conducting DOEACC Accredited Courses for 'O' and 'A' Levels. The DOEACC Society has been continuously monitoring accredited institutes to ensure quality education and training environment. Factors such as the institute's performance in examination, laboratories, faculty, library, etc. were taken into consideration while rating the institute. The DOEACC Society has given the College the rating of A+ for 'O' Level and B+ for 'A' Level courses.

The college has been at the forefront in establishing pioneering professional courses. The Mass Media Department itself is among its many pioneering departments. Established with a sense of public purpose, since its inception it has contributed to learning, research and professionalism in various media fields. It has many eminent media personalities as its alumni. It boasts of an expertise in audio visual technology and has the needed infrastructure to provide quality higher education to future media professionals. The mass media department has in fact been the first in the entire country to provide an undergraduate course in Mass Communication. Others followed suit much later. Many organizations have readily associated themselves with the department to organize various workshops and programs at a regional, national and international level.



III. Objectives

The following are the key objectives of the pilot at St. Anthony's College.

Accessibility – When the pilot is up and running, it will undoubtedly be one of the region's largest archive of documentary films. Hence, public access of the data of the archive and the films themselves are of prime importance. Individuals, Educational Institutions, Researchers, Organisations and Government can make best use of the material present in the archive.

Participatory – Another key objective is to ensure that enough interest is raised by the activities of the pilot that people start contributing to the archive. This contribution may be in the form of filmmakers contributing their films to the archive or even individuals providing additional information to the material in the archive in the form of everyday life films, video clips, photographs, documents and books.

A Successful Model – We are certain that with enough resources, the pilot project can be a successful model for developing an even larger film archive at par with well know and dynamic film archives around the world – Gathering all audio-visual material from the eastern Himalayan region and north east India. A successful pilot also means possibilities for the archive to sustain itself for many decades to come.

IV. Activities

Research and Collection of Films

With the help of a research consultant and research assistant, the pilot will need to obtain all films on/from Meghalaya.

Workshops

There are two workshops/conferences that we think are necessary for the pilot.

The first is a **Workshop for development of the media archive program and website**. This workshop will help faculty of the Mass Media Department and Computer Science develop the software which is needed to maintain the data of the archive. This software will be integrated into the website of the archive.

Conference for Filmmakers, News Channel Owners, Archivist and Historians of North East India - to highlight the importance

of the archive and encourage their participation and contribution.

Workshop on Film Restoration – This workshop will enable film enthusiasts to learn the techniques required to restore and digitise films and in fact any video from various media like U-matic, VHS, 8mm, Digital 8, Hi8, BETACAM, Mini DV, DVD.

Collection of Oral History – The pilot will also collect interviews and profiles of people. Students of the Mass Media Department (as part of their academic curriculum) will record interviews (on video) of people recollecting past events. These same interviews will be combined with relevant video footage/photographs and will be screened publically. The short films made based on these interviews can be screened in towns and villages of Meghalaya, especially if these towns and villages are the subject of the interview.

Purchase of Films

Some of the documentary films (Films on Meghalaya) of the pilot need to be purchased from organisation like Films Division India, Public Service Broadcasting Trust and Doordarshan Kendra Shillong.

Digitisation

Many films acquired from different sources will be digitised and stored in Hard Drives and Blu-ray Discs and converted into formats which can be easily accessed (in the best quality) in the archive. These films will need to be digitised from their native formats like BETA CAM, VHS, MINI DV, etc.

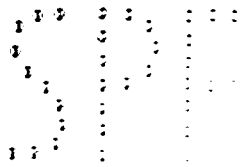
Online Platform Development and Website Development

Software Developers from the Department of Computer Science will develop the media archive program and also the website of the archive.

Intimation to Yamagata International Documentary Film Festival (YIDFF) and Launch of the Archive.

As collaborators of the pilot, YIDFF will also be updated on the pilot's progress and the official launch of the film archive at St. Anthony's College will be during the YIDFF in October 2019.

V. Timeline



Research and Collection of Films

– April 2019 to May 2019

Workshop for Development of the Media Archive Program

– May 2019

Preparation of Room 47

– May 2019 to September 2019

Purchase of Films

– June 2019 to September 2019

Digitisation of Films

– June 2019 to March 2020

Development of Archiving Platform

– June 2019 to August 2019

Collection of Oral History

– May 2019 to March 2020

Development of Website

– June 2019 to September 2019

Conference for Filmmakers, News Channel Owners, Archivist and Historians of North East India

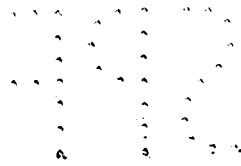
– August 2019

Launch of the Archive

– October 2019

Workshop on Film and Video Restoration

– December 2019



VI. Requirements

Tangible

- Physical space for the film archive
- Cabinets
- Air Conditioner
- Server
- Computers for Viewing Station
- UPS
- Printer
- Scanner
- Projector
- Projector Screen
- Sound System
- Headphones
- DVD Burner
- Blu-Ray Burner
- Video Capture Deck
- Mobile Documentation Setup
- Digitisation Station
- Stationery
- Software
- Website
- Books

Intangible

- Research Consultation and Assistance
- Legal Consultation
- Software Consultation
- Workshops and Conferences

VII. Budget Sheet

(Attached in the email)