

Rules for Multimedia Documentation Services

1. All request for consultancy / documentation services will be taken up only if possible without disturbing routine academic activities at the Department.
2. Interested parties may write an application for approval to the Head/Departmental Advisory Committee before availing the facilities/services. Such requests may be made at least seven days before availing the facilities.
3. Interested parties have to fill in an undertaking prior to availing the facilities. Equipment shall be handled by the technical experts/empanelled students under the supervision of a faculty member of the department nominated by the Head of the Department.
4. Students interested in associating with providing services for documentation work need to apply to the department, which shall be placed before the Departmental Advisory Committee for consideration and approval.
5. Equipment operators/ technical assistance / script writer/ content writer to be provided with honorarium. (Refer Annexure – II & III)
6. The total amount will be fixed as per the work requirements before the actual production. The users have to deposit 20% of the total amount as an advance to the Finance Section, Tezpur University before availing the facilities. A copy of the Challan has to be submitted to the Department before availing the facilities.
7. The users shall have to provide a storage media (Pen Drive/ Hard Disc) for the final Audio-Video Production.

Annexure – I

List of Equipment and Services available for Documentation Services:

- A. Editing:
 - i. Single camera
 - ii. Multi-camera
 - iii. Editing (Rough)
 - iv. Editing (with effects, graphics, title etc.)

- B. Camera:
 - i. Panasonic P2 HD
 - ii. DSLR – Canon 600D/1500D
 - iii. DSLR – Canon 5D

- C. Studio Services:
 - i. Television Production
 - ii. Radio Production

- D. Documentation Services:
 - i. Photography
 - ii. Audio
 - iii. Video

- E. Design:
 - i. Newsletter
 - ii. Leaflet
 - iii. Poster
 - iv. Banner

- F. Other services
 - i. Script Writing
 - ii. Content writing

Annexure – II

Tariff plan of Equipment/facilities for Multimedia Documentation Services (MDS):

Sl. No	Name of Equipment/facilities	Rates (Rs.) for Internal/Official users	Rates (Rs.) for External/Personal users
a.	TV Studio without recording device	5000/- per day	10000/- per day
b.	Panasonic P2 HD Video camera	2000/- per day	2500/- per day
c.	Sony Handycam	1000/- per day	1500/- per day
d.	DSLR – Canon 600D/1500D	2000/- per day	2500/- per day
e.	DSLR – Canon 5D	3000/- per day	4000/- per day
f.	Camera Microphone, Collar microphone	500/- per day	700/- per day
g.	Portable Audio Recorder	500/- per day	600/- per day
h.	Sound Designing Console	1000/- per hour	1500/- per hour
i.	Non Linear Video Edit Suite	1500/- per hour	2000/- per hour
j.	Print laboratory (Print Layout Designing)	500/- per hour	600/- per hour
k.	Data Storage 1TB	300/- per day	500/- per day
l.	Photographs (8 x 11 inch)	600/- per copy	600/- per copy

Tariff Plan of Service charges for Multimedia Documentation Services:

Sl. No	Services/facilities	Rates (Rs.) for Internal users	Rates (Rs.) for External users
a.	Camera person	2000/- per day	2500/- per day
		* Not more than 8 hours a day	
b.	Data ingestor (for 1TB)	1000/- per day	1500/- per day
c.	Video editor (Offline)	100/- per minute (Total output time of the video)	120 /- per minute (Total output time of he video)
	Extra charges will be applicable for animation and other motion graphics / VFX.		
d.	Video editor (Online multi camera editing)	2000/- per hour	2500/- per hour
e.	Sound editor	500/- per hour	700/- per hour
f.	Photographer	1500/- per day	2000/- per day
g.	Graphic Designer (Newsletter/leaflet/poster/ Banner)	3000/- per day	3500/- per day
h.	Content Animation	1000/- per hour	1500/- per hour
i.	Content writer (non-creative) for web/print	2/- per word	3/- per word
j.	Script writer/ Screen writer	2000/- per hour	2500/- per hour
k.	Technical Assistance	1000/- per day	1500/- per day
l.	Technical Supervisor	2000/- per day	2500/- per day

Annexure – III
(For MOOCS under Swayam and Sponsored Projects)

Tariff Plan of Equipment/facilities for multimedia documentation services:

Sl. No	Name of Equipment/facilities	Rates (Rs.)
a.	TV Studio without recording device	6000/- per module
b.	Panasonic P2 HD Video camera	500/- per module
c.	Sony Handycam	300/- per module
d.	DSLR – Canon 600D/1500D	400/- per module
e.	DSLR – Canon 5D	2500/- per module
f.	Camera Microphone, Collar mic	500/- per module
g.	Portable Audio Recorder	500/- per module
h.	Sound Designing Console	2000/- per module
i.	Non Linear Video Edit Suite	2000/- per module
j.	Print laboratory (Print Layout Designing)	1000/- per module

Tariff Plan of Service charges for multimedia documentation services:

Sl. No	Services/facilities	Rates (Rs.)
Pre-Production cost		
a.	Instructional Designer	3000/- per module
b.	Camera person	2000/- per module
c.	Sound editor/ Recorder	1000/- per module
d.	Photographer	1500/- per module
e.	Lighting Assistant	1000/- per module
f.	Technical Assistance	1000/- per module
g.	Technical review	500/- per module
h.	Technical Supervisor	2000/- per module
Post Production cost		
i.	Video editor (with effects, graphics etc.)	2000/- per module
j.	Data Ingestor	1000/- per module
k.	Sound editor/ Recorder	1000/- per module
l.	Graphic Designer/ Animation	3000/- per module
m.	Content editor (e-learning)	2000/- per module
n.	Technical Assistance	1000/- per module