

No. 1/IVP/MIFF-2024

Dated 26th April, 2024

To.
Principal.
Podar, College.
Mumbai

Dear

Greetings from the Ministry of Information & Broadcasting, Government of India.

We take immense pleasure in announcing the 18th edition of the **Mumbai International Film Festival (MIFF)** for Documentary, Short Films & Animation which will be held from 15th June to 21st June, 2024 at FD-NFDC Complex, 24 -G. Deshmukh Road, Mumbai-400 026. It is being organized by the Ministry of Information & Broadcasting, Government of India through National Film Development Corporation in a hybrid manner.

2. It is our pleasure to enlist your active participation in making it a grand success. We are looking forward to render an invitation to you to place a few of your enthusiastic students at the disposal of the ensuing MIFF to extend their service as Volunteers from 15th May to 21st June, 2024 which shall cover the period of nearly one and a half month. Following are the basic functions anticipated from the Volunteers :

- Baggage Management ;
- Code scanning ;
- Print material distribution & feedback;
- In-theatre support and service Supervision;
- Reliever duty ;
- Card distribution (Opening/Closing/Dinner & Other Cards , if any.);
- Delegate Card /Festival Kit /Publications and print material distribution;
- To guide the visitors ;
- To assist in general requirements etc.

3. We shall be pleased to extend following, not as a remuneration but as a minimal support to the participating Volunteers from your institution:

- 2 T-shirts for each student;
- Free delegate pass for MIFF-2024;
- Internship/Experience Certificate issued by NFDC, Govt. of India;
- Meal as per the shift duties;
- Rs. 500/- for local railway pass for 2 months.

राष्ट्रीय फिल्म विकास निगम लिमिटेड (भारत सरकार का उद्यम)

एनएफडीसी-एफडी कॉम्प्लेक्स, 24, डॉ. गोपालराव देशमुख मार्ग, मुंबई - 400 026

National Film Development Corporation Limited (A Government of India Enterprise)

NFDC-FD Complex, 24, Dr. Gopalrao Deshmukh Marg, Mumbai - 400 026

CIN - U92100MH1975GOI022994 | GSTIN - 27AAACN3540R1Z3

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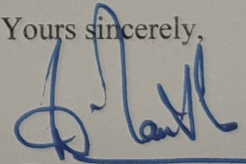
4. Due to financial constraints and administrative implications, we are constrained to delimit any further possibilities. However, the student participants as Volunteers shall get extensive exposure to film fraternity-both national and international, opportunity to upgrade their communication and management skills apart from on-hand experience of work. Presently, we are looking forward to engage more than 75 volunteers for the purpose. We are approaching various platforms and layers to meet our requirements. Yours being one of the premier institutions, we felt it prudent to approach you at the initial stage.

5. In view of the above, we shall highly appreciate if you could kindly look into the matter and depute/nominate truly enthusiastic students to participate as Volunteers in the acclaimed MIFF 2024. For any further query, you may have a word with Shri Pravin P. Nage, Artist Grade -I, Coordinator & Shri Sandesh B. Shinde, AAO, Unit Head. Unit's Email ID is ivpmiff@gmail.com and mobile number of Shri Praving Nage is 9821404266.

6. Before we conclude the conversation it is brought to your kind perusal that an extensive training session shall be arranged for the prospective Volunteers at Films Division Complex, Mumbai-4000026 from 15th to 18th May 2024. We shall be grateful if you could nominate suitable number of your students for the above program and render your hand for the grand celebration of documentary, short and animation films-best known as MIFF. The nominations may kindly be sent by 3rd May, 2024 via above E-mail. The selection of the candidates is subject to suitability and assessment by the Competent Authority.

7. Looking forward for a positive and quick response, we are , with regards ,

Yours sincerely,



(D. Ramakrishnan)
General Manager