

**Department of Fine Arts & Music
Rajiv Gandhi University
Rono Hills, Doimukh-791112**

No.RGU/FAM/Dept-M/09-2021

Date 22nd Sept.2021

Minutes of Departmental Meeting

The departmental meeting was held on 22nd Sept.2021 at 11.00 AM, HoD chamber, Dept. of Fine Arts & Music.

The following faculty members were present in the meeting: -

Sl.No.	Name of Faculty	Designation
1	Punyo Chobin (HoDi/c)	Asstt. Prof.
2	Ashok Barman	Asstt. Prof.
3	Trigunatita Bandyopadhyay	Visiting Faculty
4	Subhendu Manna	Guest Asstt. Prof.

The HOD (i/c) welcomed all the faculty members and then following points were discussed: -

- 1) The suggestion for the change of AECC (English Communication) schedule in the Time Table (Odd Semester, 2021-22) for 1st semester of B. Music and BFA Courses.
- 2) The new Mentorship/Studio Coordinators are made for session 2021-22. The following are Mentors/Studio Coordinator of Fine Arts Programme are:-
 - a) Mr. Punyo Chobin ----- B.F.A., 1st Year
 - b) Mr. PallovSaikia ----- B.F.A., 2nd Year (both Painting & Sculpture Hons.)
 - c) Mr. Manoj S. Baviskar ----- B.F.A., 3th Year (both Painting & Sculpture Hons.)
 - d) Mr. Amitava Adhikari ----- B.F.A., 4th Year (both Painting & Sculpture Hons.)

The following are Mentors of Music Course:-

- e) Mr. Trigunatita ----- B.Music and MPA, 1st Year
- f) Mr. Ashok Barman ----- B.Music and MPA, 2nd Year
- g) Mr. Subhendu Manna ----- B.Music, 3rd Year

Work/Duty of Mentors/Studio Coordinators:-

- To check students' attendance monthly
- Counselling with students twice in a every month
- Motivating students output
- Record keeping of students achievements
- Inspiring students to discipline and manners.

Format for Mentor/Studio Coordinators Register

Sl.No.	Name of Student	Date	Subject	Signature of Mentee/student	Remarks	Signature of Mentor
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With above mentioned points the meeting was concluded and HoD (i/c), once again thanked to all the faculty members for their presence and feedback.

[Handwritten Signature]

22.09.2021

(Punyo Chobin), Head i/c
Fine Arts & Music
RGU

Coy to:-

- 1) All faculty members
- ✓ 2) Office copy

Head
Dept. of Fine Arts and Music
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