



Office of HOD, Fine arts Department

Dated :9-01-2025

Ref. No: DFA/NBSCFF/227

EVEN SEM

To,

Circular for the Meeting of BOS Department of Fine Arts

All the Members of Board of Studies  
Department of Fine Arts  
Faculty of Fine Arts

Sir/ Ma'am,

I am pleased to inform you that for Even semester of session 2024-2025 we need to discuss about academic and administrative agendas. Kindly present on 24-01-2025 in HOD Office at 11:30 am agendas are as:

**Agenda :Confirmation of earlier BOS Minutes of Meeting Dated:16/8/2024**

**Item No. 1:**Kindly find attached herewith the Minutes of the 1<sup>st</sup> Meeting of the session 2024-25 of Board of Studies of the Department of Fine Arts held on 16/8/2024 at 11:30AM at NBSCFF. Hard copy of the Minutes is also being sent to you. Since the next meeting is scheduled to be held on 00-01-2025, I request that comments, if any may please be sent by email at ([siff09uniii@gmail.com](mailto:siff09uniii@gmail.com)) at the earliest. If no comments are received, within a week, the Minutes may be taken as confirmed.

**(Annexure-I)**

**Agenda:Confirmation of earlier Action Taken Report (ATR) of Department of Fine Arts Dated: 30-12-2024**

**Item No.2:** To confirm in the meeting.

**(Annexure-II)**

**Agenda: Subject allotment in Time Table will be prepared according to periods in UG to PG Courses of Fine Arts.**

**Item No.3:**Time table of the classes & faculty will be schedule for the even semester. All the Coordinators will prepare time table with the help of department faculties. **(Annexure-III)**

**Agenda:Mentor- Mentee strategies for slow learners and fast learners.**

**Item No.4:** Deputation of mentors for the students so that student's holistic development can be done. In this regard strategies for slow learner and fast learner will decide. **(Annexure-IV)**

**Agenda:To conduct Value added Course in the Department of Fine Arts.**

**Item No.5:** Proposal for Value Added Course in Department of Fine Arts. Its duration will be minimum 16 hours. All the faculties are agreed on this agenda and said it will be highly beneficial for our UG & PG students as painting student will learn about Resin Painting, Silk Screen Printing, Mural in low relief.

**(Annexure V)**

**Agenda:Organizing 13<sup>th</sup> Annual Art Exhibition at Raja Ravi Verma Art Gallery, NBSCFF.**

**Item No.6:** Every year Department of Fine Arts organized annual art exhibition in which all the students and faculties has been participated. This year planning is also necessary.

**Agenda:Proposed Examiner Panel for upcoming Practical Exams.**

**Item No.7:**Panel for External theory & Practical Exams of BFA & MFA Courses for the current session should be deciding.**(Annexure-VI)**

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# Nandlal Bose Subharti College of Fine Arts & Fashion Design

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**Agenda: Feedback form of stakeholder result discussion after analysis.**

**Item No.8:** After completion of the even semester exams feedback analysis report needs to be discussed.

**Agenda: Examine the proposed course outcome and programme outcomes.**

**Item No.9:** After completion of the even semester exams course outcome and programme outcomes needs to be discussed.

**Agenda Item No- 10. Implementation of IKS and RASHTRABODH in curriculum.**

**Agenda Item No- 11. To propose "WAO" start up and "Raja Ravi Verma Art Gallery" centre of excellence from Faculty of Fine Arts.**

Thanking You

Regards

*Archana Srinivastava*

Sign Member Secretary

*Pooja*  
Sign Chairperson

**Dr. POOJA GUPTA**  
Professor & Head  
Fine Arts Department  
NBSCFF, SVSU

Copy to:

- Dr. Archana Rani (Subject Expert)

## Minutes of Meeting Board of Studies- Department of Fine Arts

Meeting of Board of Studies of Department of Fine Arts was held on 24-1-2025 in HOD office, Department of Fine Arts. All the members of Fine Arts Departments are called at 11:30 am. Following members were presents:

- Dr. Pooja Gupta – Chair Person
- Dr. Archana Rani (Subject Expert)
- Dr. Pintu Mishra Member
- Dr. Sonal Bhardwaj Member
- Dr. Anshu Srivastav Member
- Dr. Vandana Tomar Member
- Mr. Dhramraj Member
- Dr. Pavandra Tiwari Member
- Mr. Sunny Sharma Member
- Mr. Kishan Kumar Member
- Mr. Ashish Mishra Member
- Mr. Lucky Tyagi Member
- Mr. Sudeep Member
- Ms. Shashi Verma (Alumni & Industry Expert)

Chairperson Dr. Pooja Gupta addresses the meeting and welcome to all the members including External subject expert Dr. Archana Rani. The following agendas were discussed in the meeting-

- **Agenda Item No- 1**

**Agenda :** Confirmation of earlier BOS Minutes of Meeting Dated:16/8/2024.

**Discussion:**All the members confirmed earlier BOS minutes of meeting satisfactorily.

**Resolution :** Discussed and confirmed.

- **Agenda Item No-2**

**Agenda :** Confirmation of earlier Action Taken Report (ATR) of Department of Fine Arts Dated: 30-12-2024.

**Discussion:**All the agendas were successfully completed and no agenda found pending.

**Resolution :** Confirmed.

- **Agenda Item No- 3**

**Agenda :** Subject allotment in Time Table will be prepared according to periods in UG to PG Courses of Fine Arts.

**Discussion:**It is decided that subject expert faculty will get the subject.

**Resolution :** It was discussed and approved.

- **Agenda Item No- 4**

**Agenda :** Mentor- Mentee strategies for slow learners and advanced learners.

**Discussion:**There are two types of students we have with us as slow learner and advanced learners. To



make slow learners in to fast learners and advance learners in to active learners , we need some helpful strategies. All the faculty members will create a planner.

1 of 1

**Resolution :** Discussed and confirmed.

• **Agenda Item No- 5**

**Agenda :** To conduct Value added Course in the Department of Fine Arts.

**Discussion:**For the development of regular course value added course will be organized in the Department . Those who complete the course will get a certificate.

**Resolution :** Discussed and confirmed.

• **Agenda Item No- 6**

**Agenda :** Organizing 13<sup>th</sup> Annual Art Exhibition at Raja Ravi Verma Art Gallery, NBSCFF.

**Discussion:**As an annual activity and Best practice we should organized annual art exhibition in which student as well as faculty of Department of Fine arts participate. This year theme will be Art and Expression.

**Resolution:** Discussed and approved

• **Agenda Item No- 7**

**Agenda :** Proposed Examiner Panel for upcoming Practical Exams.

**Discussion:**Asper the need of conduction of external exams , each subject faculty will give names of external examiner.

**Resolution:** Discussed and approved

• **Agenda Item No- 8**

**Agenda :** Feedback form of stakeholder result discussion after analysis.

**Discussion:**After completion of course faculty will arrange feedback from students. Then as whole we all compile the feedback and analysis them.

**Resolution:** Discussed report on feedback collected and necessary action will be taken.

• **Agenda Item No- 9**

**Agenda :**Examine the proposed course outcome and programme outcomes.

**Discussion:**After completion of even semester result of course outcome and programme outcome should be discussed.

**Resolution:** Discussed and approved

The Board of Studies expressed its satisfaction on the progress made in the department. The meeting ended with a vote of thanks to the Chair.

Thanking You

Regards

*Anshu Srivastava*

**Sign of Member Secretary**

**Sign and Stamp of Chairperson**

**Dr. POOJA GUPTA**

**Professor & Head**

**Fine Arts Department**

**NBSCFF, SVSU**

Mr. Sunny Sharma, Mr.

**Copy to:**

- Dr. Archana Rani (Subject Expert)
- Dr. Pooja Gupta, Prof. Pintu Mishra, Dr. Sonal Bhardwaj, Dr. Vandana Tomar, Dr. Jyoti Mishra, Mr. Sunny Sharma, Mr. Krishan Kumar, Mr. Sudeep, Dr. Anshu Srivastav, Mr. Ashish Mishra, Mr. Lucky Tyagi, Mr. Dharmraj
- Ms. Shashi Verma (Alumni & Industry Expert)



**Resolution :** Discussed and confirmed.

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• **Agenda Item No- 10. Implementation of IKS and RASHTRABODH in curriculum.**

**Resolution:** Discussed and approved

• **Agenda Item No- 11. To propose "WAO" start up and "Raja Ravi Verma Art Gallery" centre of excellence from Faculty of Fine Arts.**

**Resolution :** Discussed and confirmed.

The Board of Studies expressed its satisfaction on the progress made in the department. The meeting ended with a vote of thanks to the Chair.

Thanking You

Regards

*Anesh Sivastava*

Sign of Member Secretary

*Pooja*  
Sign and Stamp of Chairperson  
**Dr. POOJA GUPTA**  
Professor & Head



Office of HOD, Fine arts Department

Dated : 30-12-2024

Ref. No: DFA/NBSCFF

**ATR on minutes of meeting held on 16/08/2024 at 11: 30 am.**

Agenda Item No.	Agenda	Discussion & Resolution	Assigned Task and Timeline	Task completed on	Remark
1.	Confirmation of earlier BOS Minutes of Meeting Dated: 15-1-2024 .	All the members confirmed earlier BOS minutes of meeting satisfactorily.			
2.	Confirmation of earlier Action Taken Report (ATR) of Department of Fine Arts Dated: 24-7-2024.	All the agendas were successfully completed and no agenda found pending.			
3.	Proposed a week orientation programme for new students.	New students should know about the department, other departments and colleges so that they will be benefited and get knowledge for their betterment. Members were decides to add some activates also.	To the coordinators of Applied art/ Painting/ Sculpture specializations	1 <sup>st</sup> of Session 2024-2025	Approved and execute
4.	Proposed Academic Calendar of Department of Fine Arts.	For smoothly functioning of curriculum as well as extra curricula activities academic Calendar should be decided.	To the HOD Fine Arts	Successfully completed task till December month	Passed
5.	Mentor- Mentee strategies for slow learners and advanced learners.	There are two types of students we have with us as slow learner and advanced learners. To make slow learners in to fast learners and advance learners in to active learners , we need some helpful strategies. All the faculty members will create a planner.	To all the faculties of Department of Fine arts	Before the exams of Odd Semester	Approved
6.	Subject allotment in Time Table will be prepared according to periods in UG to PG Courses	It is decided that subject expert faculty will get the subject.	To all the faculties of Department of Fine Arts	Completed courses till 30 <sup>th</sup> November 2024	Passed



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A	of Fine Arts.				
7.	Proposed Examiner Panel for upcoming Practical Exams.	As per the need of conduction of external exams, each subject faculty will give names of external examiner.	To all the faculties of Department of Fine arts	Before the exams of Odd Semester in the month of October.	Successfully Executed
8.	Feedback form of stakeholder result discussion after analysis.	After completion of course faculty will arrange feedback from students. Then as whole we all compile the feedback and analysis them.	To the Head of Department Fine Arts	6-8 December 2024	Passed
9.	Implementation of UG Diploma Course as per NEP in Department of Fine Arts.	As per Faculty Board decision the UG Diploma Course as per NEP was started from session 2024-2025 in BFA.	To Faculty Board of Faculty of Fine Arts.	Starting of the session	Implemented

*Ancha Sivist an*

Sign Member Secretary

Sign Chairperson

*Pooja*  
Dr. POOJA GUPTA  
Professor & Head  
Fine Arts Department  
NBSCFF, SVSU

### Copy to:

- Dr. Archana Rani (Subject Expert)
- Dr. Pooja Gupta, Prof. Pintu Mishra, Dr. Sonal Bhardwaj, Dr. Vandana Tomar, Dr. Pavandra Tiwari, Mr. Sunny Sharma, Mr. Krishan Kumar, Mr. Sudeep, Dr. Anshu Srivastav, Mr. Ashish Mishra, Mr. Lucky Tyagi, Mr. Dharmraj.
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