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**Guideline for running the Music and Dance Classes in the
State Institute of Arts and Culture, Meghalaya. 2011**

1. Classes will be taken in the Arts and Culture Hall for Dance and Percussion instruments; and for other subjects, classes will be taken in respective Instructor's Room. Dance and Percussion Instructors should arrange the time-table in such a way that classes do not clash with each other in their respective classes.
2. Medium of instructions will be in English for Western Music, and for other Traditional Music and Dance, medium of instructions will be in their respective languages.
3. School and college – going students between the age bar of 8 to 20 years will be given first preference for admission. However, other class of students between the age bar of 21 to 28 years may also be admitted subject to availability of seats.
4. Students should submit their educational qualifications with age certificate thereof along with the admission form from the school/college in which they are/were studying.
5. Classes will be conducted once or twice in a week for students in the afternoon as per time-table fixed by their respective teacher.
6. Classes will be divided into batches – one hour duration for each batch in a day.
7. Tuition will be given free of cost.
8. Students should attend classes regularly, failing to attend classes for 5 (five) days continuously without any genuine reasons will invite striking off their names from the attendance Register.
9. Students will have to appear at the music examination to be conducted by the Board of State Institute of Arts and Culture, Meghalaya from time to time.
10. Certificate will be issued only to students who passed the examination conducted by the State Institute of Arts and Culture, Meghalaya.
11. Students will be sent for participating anywhere in any function/festival arranged by the Department of Arts and Culture, Meghalaya.
12. Students should maintain discipline as and when required by their respective teachers.

Sd/-
Director of Arts & Culture,
Meghalaya, Shillong.