

GOVERNMENT OF GOA

**GOA  
COLLEGE  
OF  
ART**

ALTINHO, PANAJI-GOA - 403 001

Phone: 0832-2226104

Fax: 0832-2426027

Email Id : ppl-gcart.goa@gov.in

**PROSPECTUS  
2018-2019**

(Affiliated to the Goa University)  
For Indian nationals only



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## 1. INTRODUCTION

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*The Goa College of Art is recognised as the premiere and the only Art Institution in the State. Founded in the year 1972 by the Kala Academy, the College was brought under the administration of the Department of Education, Government of Goa in June, 1983. Presently, it is under Directorate of Technical Education, Goa.*

*Art education in the College aims at advancing knowledge and professional competence in the fields of Painting and Applied Art. The objective of its educational programme is to imbibe in talented Goan youth the conceptual and technical excellence vital for self-expression and competence and excellence in the field; and to prepare students for rewarding careers as artists and designers or educationists in the subject of Art.*

*The College is affiliated to the Goa University for a four years degree course in Bachelor of Fine Art (Painting) and Bachelor of Fine Art (Applied Art), providing a sound base in Visual Arts. The B.F.A. Degree Course begins with one year of basic in the respective discipline followed by three years of study which includes two years of specialization in the chosen stream.*

## **FACULTY MEMBERS**

Shri M. V. Vengurlekar

Principal

## **DEPARTMENT OF PAINTING**

Shri Hanuman Kambli

Asst. Professor

Shri Omprakash V. Naik

Asst. Professor

Smt. Harsha J. Mandurkar

Asst. Professor

## **DEPARTMENT OF APPLIED ART**

Shri Rajeev Shinde

Asst. Professor /  
In-charge Applied Art Deptt.

Smt. Sabita D. Prabhudesai

Asst. Professor

Shri Wilfred Goes

Asst. Professor

Smt. Maria M. D'Cruz Ferreira

Asst. Professor

**ADMINISTRATION**

Shri Vallabh G. Walke	Head Clerk
Smt. Basilia L. Vaz	Jr. Steno
Shri Naresh Chavan	UDC
Shri Kamlakar Ghanekar	UDC
Shri Rajendra Sawant	LDC
Shri Ajit Naik	LDC
Shri Nitish Panajiker	LDC
Smt. Supriya Vaingankar	Lab. Asst.

**ACCOUNTS**

Smt. Vaishali Shirodkar	Accountant
Shri Suhas Virnodkar	UDC

**LIBRARY**

Shri Sushant Tandel	Librarian
Smt. Nita Fernandes	Library Attendant

**ACADEMIC TERMS**

1. First Term	18 <sup>th</sup> June, 2018 to 3 <sup>rd</sup> November, 2018.
2. Second Term	26 <sup>th</sup> November, 2018 to 7 <sup>th</sup> May, 2019
3. Ganesh Chaturthi	12 <sup>th</sup> September, 2018 to 18 <sup>th</sup> September, 2018
4. Winter Break	5 <sup>th</sup> November, 2018 to 24 <sup>th</sup> November, 2018
5. Christmas Vacation	24 <sup>th</sup> December, 2018 to 1 <sup>st</sup> January, 2019
6. Summer Vacation	8 <sup>th</sup> May, 2019 to 15 <sup>th</sup> June, 2019

**CLASS HOURS**

Monday to Friday	9.30 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m.
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**OFFICE AND LIBRARY HOURS**

Monday to Friday	9.30 a.m. to 1.15 p.m. 2.00 p.m. to 5.45 p.m.
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## 2. COURSES, INTAKE AND RESERVATIONS

### 2.1 Courses of Study

The College offers two Degree Programmes namely Bachelor of Fine Art (Applied Art) and Bachelor of Fine Art (Painting) of four year duration. The intake for B.F.A. (Applied Art) is 30 seats and intake for B.F.A. (Painting) is 20 seats. The branches are allotted on the basis of merit at the time of admission.

The subject of specialization in the Third Year is granted purely on the basis of merit based on total marks obtained in all practical subjects at the Second Year B.F.A. examination and is confirmed at the time of entering the Third Year class.

The admission of each student to the specialization will be determined according to the number of specialization subjects available as option at the time † with an equal number of seats in each specialization. A minimum of three specialization subjects will be available to students and will be determined by the highest number of preferences submitted by students for the subjects

† The specialization subjects offered will be subject to availability of infrastructure i.e. space, teaching faculty, learning resources, relevant materials and a minimum of 3 students to constitute a class.

### 2.2 Reservation of Seats

### 2.2 DISTRIBUTION OF B.F.A. SEATS

		<b>BFA(AA)</b>	<b>BFA(P)</b>	REMARKS
	<b>Total</b>	<b>30</b>	<b>20</b>	
	ESM(1%)	1*		* ESM & NRI seats to be offered in alternate courses i.e. BFA(AA) & BFA(P) every year.
	NRI		1*	
	CSP(3%)	1	1	
GENERAL	TFW	2	1	<b>5% of the sanctioned intake as TFW Supernumerary Seats (2 seats under BFA(AA) &amp; 1 seat under BFA(Ptg.))</b>
	OPEN	13	10	
	PH	1***		***PH seats under general and OBC category would be offered alternatively under BFA(AA)& BFA(P) every year.
	FF	1#		# FF & GN seats shall be offered in alternate courses i.e. BFA(AA) & BFA(P) every year.
	GN		1#	
SC(2%)	OPEN	1**		**SC seat will be offered alternatively under BFA(AA) & BFA(P) every year.
ST (12%)	OPEN	4	2	
OBC(27%)	OPEN	8	4	
	PH		1***	

Note: 1 seat (supernumerary) will be allotted to Kashmiri migrants, either under BFA(AA) & BFA(P).

#### ● In view of SCI directives, total reservation should be less than 50%

- Seats are reserved for following categories (groups), as per specified percentages to CSP, ESM, NRI, SC, ST Group, OBC Group, General Group
- Seats for PH, FF and GN Category are provided under General group and  
Seats for PH category are provided under OBC groups respectively, as shown above.
  - General Group includes**
    - Open (General) – candidates fulfilling general category provisions of rule 5.1 in approved prospectus
    - PH (General) – Candidates fulfilling general category provisions of rule 5.1 & PH category provisions of rule 5.5 in prospectus.
    - FF (General) – candidates fulfilling general category provisions of rule 5.1 & FF category provisions of rule 5.6 in prospectus
    - GN (General) – candidates fulfilling Goan Native category provisions of rule 5.10 in prospectus
  - OBC Groups includes**
    - Open (OBC) – candidates fulfilling OBC category Provisions of rule 5.4 in approved prospectus
    - PH (OBC) – Candidates fulfilling OBC category provisions of rule 5.4 and PH category provisions of rule 5.5 in prospectus
- Vacant, unclaimed seats from within any Group viz. General, OBC i.e. PH, FF or GN shall be dereserved and first transferred to open category within the same group.
- Vacant, unclaimed seats, from NRI, CSP, ESM, SC, ST and OBC Group shall be dereserved and transferred to Open General Category.
- Candidates belonging to PH category from OBC community are required to submit applicable certificates, to avail reservations provided under OBC group.  
Vacant seats of reserved category will be transferred to general category in the same branch.

### **2.3 Seats under AICTE Tuition Fee Waiver Scheme**

#### **NOTE: AICTE Tuition Fee Waiver Scheme:**

Government has approved AICTE Scheme on tuition fee waiver in technical institutes.

As per the provisions of the Scheme, each institution shall admit upto maximum of 5% of its sanctioned intake in the same discipline as Supernumerary Seats. Admissions are to be done based on the same merit list as used for sanctioned intake.

Waiver is limited to approve tuition fee only and all other fees are to be paid by the beneficiaries. Under the Scheme, tuition fee waiver shall be provided upto 5% of sanctioned intake of students.

The seats shall be supernumerary and shall not be transferred to other category of applicants. Candidates whose parents annual income from all sources does not exceed Rs.6,00,000/- shall be considered eligible for availing admission under the Scheme. All eligible candidates from General Category merit list shall be considered eligible for availing seats under Tuition Fee Waiver Scheme, provided they submit an Income Certificate in specified format together with their application stating that annual total income of their parents from all sources is less than Rs.6.00 Lakhs in the year 2017-18. Candidates who fail to produce original Income Certificate during admission round shall not be considered for seats under AICTE Tuition Fee Waiver Scheme. Tuition fee waiver shall be granted for the duration of the course, and once a student is given tuition fee waiver, same shall be continued for the normal course duration.

### 3. RULES OF ADMISSION

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- 3.1 **All notifications related to admission shall be notified in the three newspapers of the State of Goa, viz. Navhind Times (English), Gomantak (Marathi), and Bhangarbhui (Konkani). The Principal, Goa College of Art is authorized to release notifications related to admission in the newspapers.**
- 3.2 The application form is available online or at the office of Goa College of Art.
- 3.3 The application form must be filled in by the applicant in his/her own handwriting and duly signed by him/her. The form should be submitted at the college office along with the application fee of **Rs.800/- in cash** at the time of submission of form.
- 3.4 **Applicant shall submit the application form in person before the due date by obtaining the acknowledgement card. Application received by post /courier will not be entertained.**
- 3.5 **The last date of receiving application at the Office of the Principal, Goa College of Art, Panaji, shall be as mentioned in Part I of Chapter 8 of admission schedule.**
- 3.6 The application form must be accompanied by **self attested photocopies** of relevant certificates and testimonials as per the list in the application form. Two recent, identical passport size photographs will be required, one should be affixed to the application form in the space provided, and the other photograph should be submitted alongwith the application.
- 3.7 In case the applicant is admitted to the B.F.A. course, he/she will be required to submit the School Leaving Certificate or Transfer Certificate, as the case may be, within 15 days from the date of admission, failing which the admission may stand cancelled.
- 3.8 Applications received after expiry of the last date shall be summarily rejected. The College shall not be responsible for loss in transit or postal delay in receiving the application. Any correspondence in this regard shall not be entertained.
- 3.9 The applicant claiming a seat in the reserve category of SC/ST/OBC is required to submit the Caste Certificate in the prescribed proforma given in Annexure II & III from the competent authority. If the required certificate is not received by the due date, his/her application will be treated as an application for the general category provided the applicant fulfils the academic condition of general category.
- 3.10 The applicant is advised to personally submit the application form complete in all respect before the due date, at the College Office and obtain the acknowledgement card. The College Authority will scrutinize the applications and accept only those forms, which are complete in all respects. Incomplete application shall not be accepted.  
  
However, incomplete applications may be accepted only on the last date of submission of form, for genuine reasons, subject to condition that the acknowledgement card shall be issued only after complying with deficiencies, within time limit specified by the college authorities. The decision of the College Authority shall be final in this regard.
- 3.11 Any change in the applicant's address should be immediately intimated to the College office for communication, if any.
- 3.12 No personal communication will be sent to the applicants. In the event of any change in the schedule of admission, the same will be notified through specified local newspapers.
- 3.13 The merit list shall be displayed on the College Notice Board as per the specified schedule.
- 3.14 In case an applicant has applied for verification of HSSC marks, he/she should inform the College Authority, about his/her revised results in writing along with a certified copy of the revised mark-sheet 5 days before the conduct of Aptitude test, failing which, his/her revised (higher) marks/results, if any, shall not be considered.



- 3.15 All the applicants who are offered admission shall have to pay the requisite fees on the same day. The fees shall be accepted in **cash only**.
- 3.16 Inviting applications according to this Prospectus does not confer any right/claim to the applicant, for admission to B.F.A. Course in this College.
- 3.17 The seats reserved for various categories, if remain vacant after completion of any round of reserve category shall be transferred to General Category.
- 3.18 The decision of the College Authority will be final in interpreting the rules of admission.

**Rules, Discipline:** All admitted candidates shall be required to strictly abide by the provisions of rules and regulations prescribed by Goa University/Institute, as regards their conduct and discipline. Ragging in any form is strictly prohibited and in case any applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution, if his explanation is not found satisfactory.

Attention of all applicants is drawn towards Annexure III containing UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and provisions of Goa Prohibition of Ragging Act, 2008 (Goa Act 9 of 2009) published in official Extra Ordinary Gazette series I, No. 26 dtd 17/07/09. Candidates and their parents are informed to refer the website of UGC ([www.antiragging.in](http://www.antiragging.in)) and submit the undertaking in the specified manner therein, to the respective Institute.

- 3.19 Applicants, who have passed the qualifying examination from University/Boards other than the Goa Board of Secondary and Higher Secondary Education, shall be required to produce an Eligibility Certificate **as per the Ordinance OC.31.1(i)**, from the Registrar, Goa University, atleast, one day before the aptitude test, to the Head of Institution, without which the admission shall not be confirmed.
- 3.20 Applicant/Parents/Guardians shall not canvas in any form to get an undue advantage. Such action may lead to rejection of application form or right of admission to the applicant.
- 3.21 **The admission schedule shall stand confirmed and is not bound to change due to delay in candidate producing authenticated mark-list/seeking verification/revaluation/awaiting official results of supplementary or any other exams.**
- 3.22 **All the parents/guardians signing the candidate option form at the time of admission/re-admission should submit their self-attested Id Proof along with a recent photograph.**
- 3.23 **Answering the aptitude test does not qualify the candidate to avail admission unless he/she submits all the necessary documents and passes in all the subjects of aptitude test.**

**Note:** *If any changes come into effect after release of the Prospectus, it will be notified on the College website.*

## 4. ELIGIBILITY

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**The applicant for admission to the B.F.A. Course must satisfy the following basic criteria:**

### 4.1 Nationality

Admission to professional courses in State of Goa is open to Indian nationals fulfilling the eligibility criteria under various categories. Non-resident Indians holding Indian passport may also apply for seats reserved under NRI category. *Overseas Citizens of India (OCI)/Persons of Indian Origin (PIO) cardholders are considered eligible for admissions to seats under NRI Category.* Foreign Nationals and Persons of Indian Origin holding non-Indian passport must apply to Govt. of India.

### 4.2 Age

No age limit for admission to B.F.A. Course has been prescribed.

### 4.3 Educational Qualification

- A) To be eligible for admission to the First Year for the Degree of Bachelor of Fine Art, a candidate should have passed 10+2 examination **obtaining at least 45% marks (40% marks in case of candidates belonging to SC, ST & OBC only)** at the qualifying examination i.e. H.S.S.C. conducted by the Goa Board of Secondary and Higher Secondary Education or an examination of any other University or Body recognised as an equivalent thereto with English as a subject.
- B) The candidate must have passed in all the subjects of the Aptitude Test conducted by the College. The minimum passing marks is 35% in an individual head. This Aptitude Test is conducted at the time of admission.

*The subjects for Aptitude Test are as follows:*

i) Drawing in Pencil	(1 hr.)	50 marks
ii) Drawing in Colour	(1 ½ hrs.)	50 marks
ii) Memory Drawing	(1 ½ hrs.)	100 marks
iii) General Knowledge of the Arts (Written Test)	(1 hr. )	100 marks
TOTAL		300 marks

- C) No revaluation will be allowed in any of the papers of Aptitude test.

**The admission to First Year B.F.A. shall be done strictly in order of merit determined as follows:**

Percentage marks in Aptitude Test conducted  
by College, divided by 2 (50% weightage)

**added to**

Percentage marks secured in qualifying  
examination, divided by 2 (50% weightage)

i.e. merit list shall be based on the aggregate percentage marks secured by according 50% weightage to percentage marks obtained at qualifying examination and 50% weightage to percentage marks scored in aptitude test conducted by the college.

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## 5. CLASSIFICATION OF CATEGORIES

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### 5.1 CATEGORY 1: GENERAL

An applicant belonging to General Category must have studied and passed Std.XIIth or equivalent examination from Schools/Colleges in the State of Goa and must have resided in Goa continuously for a minimum **period of 10 years** (5 years for those whose either of the parents/grandparents are born in Goa), immediately preceding the last date/month of application OR be son/daughter of Government of Goa deputation's and employees posted outside Goa and must have passed the qualifying examination from Central Board of Secondary Education, New Delhi or other recognized State Boards.

An applicant who is found eligible according to the above criterion in a particular year shall continue to be considered as eligible for the subsequent 4 years.

#### **Relaxations in residential requirements for category 1 to 6 & 8.**

- a) Any period spent by the applicant outside Goa on account of posting/leave/training/deputation of either of his/her parents being the Goa State Government Employee shall be counted towards the continuous residence of 10 years (5 years for those whose either of the parents/grandparents are born in Goa).
- b) Any period spent by the applicant in another State, under the scheme of Exchange Programme as the student of Navodaya Vidyalaya from Goa, shall be counted towards 10 years continuous residence in Goa (5 years for those whose either of the parents/grandparents are born in Goa).
- c) An applicant born in Goa and has studied and passed qualifying examination (Std. XIIth) from Schools/Colleges in the State of Goa, should have minimum residence of overall 10 years in the State of Goa, as on last date of submission of application for admission.

### 5.2 CATEGORY 2: SC (2%)

Applicants belonging to any of the following five castes (included in the list of Scheduled Castes in the State of Goa) shall be eligible under this category, on production of Caste Certificate from Competent Authority, provided he/she meets all other conditions of general category and he/she or his/her forefathers belong to Goa or migrated to Goa before 16th February, 1968\* (1) Bhangui, (2) Chambhar (Hadi), (3) Mahar, (4) Mahyavanshi (Vankar), (5) Mang. (Refer footnote).

### 5.3 CATEGORY 3: ST (12%)

Applicants belonging to any of the following eight castes included in the list of Scheduled Tribes in the State of Goa (Notification No.: 13/14/90-SWD(Vol. II) dated 22-04-2003) shall be eligible in this category, on production of Caste Certificate from Competent Authority, provided he/she meets all other conditions of General Category and he/she or his/her forefathers either belong to Goa or migrated to Goa before 16th February, 1968\* (1) Dhodia (Halpati), (2) Dubla (Talavia), (3) Naikda (Nayaka), (4) Siddi, (5) Varli, (6) Kunbi, (7) Gawda, (8) Velip.

**N.B. Migrant Scheduled Caste/Scheduled Tribe:** \*By Presidential Order dated 19th February, 1968, the area comprising the Union Territory of Goa was recognised as State of Goa under the Goa, Daman and Diu Re-organisation Act, 1987. Any person or his forefathers, who have migrated to Goa after the issue of the Presidential Order dated 19th February, 1968, shall not be entitled to any benefit of reservation as Scheduled Caste/Scheduled Tribe for admission to the Professional Colleges in Goa, even if their caste is specified as Scheduled Caste/Scheduled Tribe or Other Backward Class in relation to the State of Goa.

#### 5.4 CATEGORY 4: OBC (27%)

Applicants belonging to any of the following castes (included in the list of Other Backward Communities in the State of Goa) shall be eligible under this category, on production of caste certificate from Competent Authority, provided he/she belongs to **non-creamy** layer of OBC community as defined by the State/Central Government, meets all other conditions of residence under the General Category and he/she or his/her forefathers belong to Goa or migrated to Goa before 16<sup>th</sup> February, 1968.

1. Bhandari Naik	10. Kalaikar/Black Smith/Tin Smith	17. Nathjogi
2. Christian Barber	11. Kumbhar (I/c Christian Kumbhar	18. Nhavi
3. Christian Mahar	12. Mahalo	19. Pagui/Gabit
4. Vishwakarma/Chari/Mesta	13. Madval (I/c Christian Dhobi	20. Rajak
5. Dhangar	14. Nabhik	21. Satarkar
6. Dhobi	15. Nai	22. Shimpi
7. Gosavi	16. Napit	23. Thakar
8. Koli		24. Teli
9. Kharvi (I/c Christian Kharvi)		25. Christian Renders
		26. Komarpant

#### 5.5 CATEGORY 5: PH (3%)

In accordance with the provisions of Section 39 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (Central Act 1 of 1996), a person suffering from not less than **40% (forty percent)** disability shall be eligible for the consideration under this category. An applicant claiming consideration under this category must meet all other conditions of residence under the General Category and produce a certificate from the Medical Board of Goa Medical College regarding his/her disability and ability/fitness to undergo all parts of syllabus for the course such as theory, practical, workshop etc. The percentage of disability should be recorded on the fitness certificate (Vide Government of Goa Notification No. 13/140/87-PHD dated 20-7-88 to determine the extent of disability). The Admission Committee reserves the right to refer the case to Medical Board of Goa Medical College & Hospital, Bambolim in case of dispute/doubt.

#### 5.6 CATEGORY 6: FF (1%)

The children of Registered Freedom Fighters from Goa shall be eligible under this Category provided they meet all other conditions of the General Category. For this purpose, children would mean natural offspring (i.e. children by birth) of registered F.F.

#### 5.7 CATEGORY 7: CSP (3%)

Applicants who do not meet the residential and other requirements of General category and whose either of the parents belong to one of the following sub-categories shall be eligible for seats reserved under this category.

- (a) An employee of Central Government and Central Government Public Sector Undertakings, including Defence & Para-Military Personnel, serving in the State of Goa in the academic year (**June 2016 onwards**) preceding the year of admission or transferred to Goa till the date of submission of application for admission form. **OR**
- (b) An employee of Goa State Government including those of Goa State Government Public Sector Undertakings and Educational Institutions recognised by Govt. of Goa, but not an employee on daily wages/NMR/work charged. **OR**
- (c) A person residing in the State of Goa and the applicant must have studied and passed HSSC (Std. XIIth) Examination from Schools/Colleges in the State of Goa.
- (d) An employee of Central/State Government and Central/State Government Public Sector Undertaking, including Defence and Para-Military personnel who has served in Goa and has retired from their service when posted in the State of Goa and their wards continued to study in the schools in State of Goa and pass the qualifying exam from schools in Goa.

### **5.8 CATEGORY 8: ESM (1%)**

An applicant to be considered eligible under this Category must fulfill the following criterion:

1. Must be Son/daughter of Ex-Servicemen.
2. Passed Std. XIIth from Schools/Colleges in the State of Goa.

Seats reserved under this Category shall be filled up in following preferential Order:

- a. Son/daughter of Ex-Servicemen, who or his spouse, or either of the grandparents of such candidate, must be born in Goa, provided the Ex-Servicemen is duly registered with Department of Sainik Welfare, Government of Goa.
- b. In case there are no eligible candidates or the seats remain vacant as per the conditions at (a) above, then, the seats will be offered to the candidates who are sons/daughters of Ex-Servicemen/widows registered with the Department of Sainik Welfare, Government of Goa for a minimum period of ten years.
- c. In case there are no eligible candidates or the seats remain vacant as per conditions at (a) and (b) above, then, the seats will be offered to the candidates who are sons/daughters of Ex-Servicemen/widows registered with the Department of Sainik Welfare, Government of Goa for a minimum period of three years.

In the above cases, candidates must submit Ex-Servicemen Certificate issued by Department of Sainik Welfare, Government of Goa valid for the particular academic year for which the admission is sought.

- d. In case, there are no eligible candidates or the seats remain vacant as per conditions at (a), (b) and (c), above, then, the seats shall be offered to the candidates who are sons/daughters of Ex-Servicemen across the Country.

Those applicants of this category who satisfy the eligibility criteria of General Category will be eligible for both the categories

### **5.9 CATEGORY 9: LA (NO RESERVATION)**

All applicants who have passed qualifying examination from the schools and colleges located in the State of Goa, but do not fulfill the requirements of residential period for the categories No. 1 to 8 shall be eligible under this category. These applicants will be considered only for vacant seats in order of merit after merit list of other categories is exhausted.

#### **5.10 CATEGORY 10: GN (2%)**

An applicant whose either of the parents/grandparents were born in Goa shall be eligible for seats reserved under this category, provided he/she does not fulfill the residence criteria of General Category. Candidates fulfilling General Category criteria shall not be considered under this category.

#### **5.11 CATEGORY 11: NRI (One seat is reserved for the NRI)**

Non-resident Indian applicants holding Indian passport shall be eligible for consideration under this category, provided he/she has studied and passed qualifying examination from school/colleges located outside India, in the country of his/her residence. NRI candidate must produce a certificate issued by Indian Diplomatic Mission or Chancellery or Commission abroad under their seal stating that the father/parent of the applicant is an Indian resident in that country. Overseas Citizens of India (OCI)/Persons of Indian Origin (PIO) cardholders are considered eligible for admission to seats under NRI category. One seat in each branch of study in Government colleges and upto 5% of self-financed seats in the un-aided colleges are reserved for the candidates under this category. Any seat remaining vacant under this category shall be reverted to the General Category. There is no provision for "NRI sponsored" seats or by payment of "equivalent amount" against "vacant NRI seats".(AICTE circular No. F. 38-7/Legal/2001 dt. 03-10-2001). *Seats under this category shall first be offered to **NRI/OCI** applicants of Goan origin (i.e. whose either parent/grandparent is born in Goa) and thereafter, to other eligible NRI applicants.*

#### **5.12 CATEGORY 12: OGA**

An applicant from other States, who has passed the qualifying examination from schools and colleges outside the State of Goa, but within Indian Union, and fulfils academic eligibility conditions prescribed in this prospectus, shall be eligible for admission under this category for any seats that remain vacant after admitting all candidates in category No. 1 to 11 above.

#### **5.13 CATEGORY 13: KM (ON SUPERNUMERARY BASIS FOR AICTE COURSES)**

As per the directives of Secretary, Govt. of India, MHRD, letter No. F10-1/96-desk(U) dated 6-5-2000 and No. F10-1/2001-desk(U) dated 13-7-2001 and confirmation by AICTE vide letter No. F.22-1218/2001 dated 19-10-2001, one seat is reserved for the children of Kashmiri Migrants staying anywhere in India. The seat shall be deemed to have been created for Kashmiri Migrants only on supernumerary basis and shall not be transferable. The admission shall be granted strictly on merit and there shall be no discrimination between migrants settled locally and coming from outstation.

#### **5.14 TUITION FEE WAIVER SCHEME (TFW): (5% supernumerary seats)**

Under this scheme, candidates whose parents annual income from all sources does not exceed **Rs.6,00,000/-** shall be considered eligible for availing admission under the scheme. All eligible candidates from General Category merit list shall be considered eligible for availing seats under Tuition Fee Waiver Scheme, provided they submit an Income Certificate in specified format stating that annual total income of their parents from all sources is less than **Rs.6.00** Lakhs in the year 2017-2018. Candidates who fail to produce original Income Certificate during admission round shall not be considered for seats under AICTE Tuition Fee Waiver Scheme.

## 6. CERTIFICATES AND TESTIMONIALS

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Self-attested photocopies of relevant certificates and testimonials with a remark “**The certificate is True Copy of the original**” should be attached to the application form. The documents should be attached in the following order:

### ESSENTIALS FOR ALL APPLICANTS

1. Two recent identical passport size photographs (taken not earlier than 3 months from the date of application), one of which should be affixed to the application form in the space provided and the other photograph should be affixed to the Acknowledgement Card.
2. Statement of marks of H.S.S.C. (Std. XII) or its equivalent examination.
3. Birth Certificate from Competent Authority.
4. Certificate of Residence from the Mamlatdar, indicating period of continuous residence (minimum last 10 years) of the applicant in Goa, proceeding the month of application.
  - a. In case, the continuous residence in Goa is less than 10 years but more than 5 years, and the applicant wants to claim concession on the ground of parents/grandparents being born in Goa, the birth certificate of either of the parents/grandparents from the Registrar of Births and Deaths, and document to establish their link with the applicant.
  - b. An applicant claiming concession in period of residence under category 1 must produce attested photocopy of the Goa Government order indicating the place and period of deputation and posting outside the State of Goa or a certificate stating that he is a student of Navodaya Vidyalaya from Goa.
  - c. In case Residence Certificate is issued by Mamlatdar on or before **31-12-2017**, applicant shall provide documentary evidence to establish his/her continuous residence in the State of Goa, immediately proceeding the last date/month of application.
5. Leaving/Transfer Certificate from School or College attended last, signed by the Headmaster/Principal of the Institute (if applicable).
6. All those claiming concession in tuition fees (Category 1, 5, 6 & 8) and claiming for TFW Scheme must submit at the time of admission “Certificate of Income” in original issued by Panchayat,(for village areas) or Chief Officer of Municipalities (for Municipal areas) stating the annual income of both the parents, from all the sources (including agricultural income).

### FOR CLAIMING SPECIFIC CATEGORIES

7. An applicant claiming a seat reserved for SC/ST Category (2 & 3) must produce a valid Non-Migrant Caste Certificate in the prescribed Proforma (Annexure I) from the Dy. Collector of the area concerned. Certificate issued by Village Panchayat/Mamlatdar shall not be accepted.
8. An applicant claiming a seat reserved for OBC Category (4) must produce caste certificate (**non-creamy layer and non-migrant**) in the prescribed Proforma (Annexure I) from Dy. Collector of the area concerned. Certificate issued by Village Panchayat/Mamlatdar shall not be accepted.
9. An applicant claiming a seat under Physically Handicapped Category (5) must produce a certificate from Medical Board of Goa Medical College regarding his/her disability and

ability/fitness to undergo all parts of syllabus for the course, such as theory, practical, workshop, etc.

10. An applicant claiming a seat under the Children of Freedom Fighters of Goa Category (6) must produce a certificate in the prescribed Proforma, from the Home Department, (Secretariat, Goa), that either of his/her parents is registered as a Freedom Fighter of Goa indicating the date and Registration Number.
11. An applicant claiming a seat under the Children of Goa State/Central Government Employees including Goa State/Central Government/Public Sector Undertaking and Defence Personnel and Educational Institution recognized by Govt. of Goa (7a & 7b) must produce the till date Service Certificate of the parent from the Head of Office/Department about posting of the parent. The Service Certificate should indicate the full name of the parent, designation, date of transfer order, date of joining and present status of posting. ***Specimen format of the certificate to be furnished on official letter head is available at ANNEXURE-I.***
12. An applicant claiming seats under Children of Persons residing in Goa [7c] must produce residence certificate from Mamlatdar, in respect of his/her parent's residing in Goa, preceding the date of submission of application for admission and applicant having passed qualifying exams from schools in Goa. *Applicant claiming seats under Category [7d] must produce certificate from their employer in respect of his/her parents having retired from their service, when posted in the State of Goa and that their wards continued to study in the schools in State of Goa and passed the qualifying exam from schools in Goa.*
13. An applicant claiming a seat under the children of Ex-servicemen Category (8) must produce a certificate from the Secretary, Rajya Sainik Board/Department of Sainik Welfare, Goa, indicating the full name, the registration date, registration number of ex-serviceman and residential certificate of applicant from mamlatdar, including period of continuous residence (minimum three years in Goa. *Certificate shall clearly specify that it is valid for admission to professional courses in the relevant year i.e. 2018-19.*
14. An applicant claiming a seat under the children of Goan Natives Category (10) must produce a certificate of nativity (by birth in Goa), either of parents/grandparents, from the Competent Authority i.e. documentary evidence based on documents issued by Government authorities clearly establishing their link with the applicant.
15. An applicant claiming a seat under N.R.I./OCI category must furnish the following documents:
  - a) A certificate from Indian Diplomatic Mission, Chancellery, or Commission abroad under their seal that either of the parents of the applicant is an Indian Resident in that country.
  - b) OCI/PIO Card/document issued by the Competent Authority.
  - c) A certified copy of the passport as proof of being an Indian Citizen or in its absence a certificate to this effect from Department of Home, Secretariat, Goa.
  - d) Provisional Eligibility Certificate from Goa University.



## 7. GUIDELINES FOR MERIT LIST

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**7.1** The basis for preparing the merit for admissions to B.F.A. Courses shall be as under:

- a) 1. Percentage marks in Aptitude Test (50% weightage)  
conducted by college, divided by 2  
**added to**

2. Percentage marks secured in qualifying Examination, divided by 2 (50% weightage)

i.e. merit list shall be based on the aggregate percentage marks secured by according 50% weightage to percentage marks obtained at qualifying examination and 50% weightage to percentage marks scored in aptitude test conducted by the college.

- b) Applicants who have scored more number of qualifying total i.e. sum of aggregate percentage marks in the qualifying exam (50% weightage) and the percentage marks obtained in the aptitude test (50% weightage) put together will be placed higher in the merit list.
- c) In case of tie i.e. applicants of B.F.A. Course having scored equal marks in qualifying total (i.e. percentage marks of qualifying exam with 50% weightage & percentage marks of aptitude test with 50% weightage put together), the applicant with higher percentage marks in the aptitude test will be placed higher in the merit list.
- d) If the marks in the aptitude test are also equal, the applicant with higher marks in subject of English in the qualifying examination (HSSCE) will be placed higher in the merit list.

**7.2** *If the conditions at b, c, d above are found equal, then applicant with the earlier date of birth, will be placed higher in the merit list.*

*The final merit list will be displayed on notice board at the College premises as per the schedule given in the prospectus.*

## 8. ADMISSION SCHEDULE

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- |       |  |   |
|-------|--|---|
| i)    | Declaration/Uploading of the Prospectus on the college website.                      |   |
| ii)   | Last date for receiving application forms  | 11 <sup>th</sup> June 2018 upto 5.00 p.m.     |
| iii)  | Date for Aptitude Test   | 20 <sup>th</sup> & 21 <sup>st</sup> June 2018 |
| iv)   | Declaration of Aptitude Test results on the College notice board by 4.00 p.m.        | 27 <sup>th</sup> June 2018                    |
| v)    | <b>First round</b> of admission as per merit list                                    | 29 <sup>th</sup> June 2018                    |
| vi)   | Date of commencement of classes for First Year class                                 | 02 <sup>nd</sup> July 2018                    |
| vii)  | <b>Second round</b> of admission in the merit list for remaining seats including OGA | 10 <sup>th</sup> July 2018                    |
| viii) | Completion of admission process  | 13 <sup>th</sup> July 2018                    |

### ADMISSION SCHEDULE (FOR KASHMIRI MIGRANT ONLY)

- |      |   |   |
|------|---|---|
| i)   | Last date of receiving application form                         | 10 <sup>th</sup> July 2018                    |
| ii)  | Date of Aptitude Test   | 12 <sup>th</sup> & 13 <sup>th</sup> July 2018 |
| iii) | Declaration of Aptitude Test result on the College notice board | 17 <sup>th</sup> July, 2018                   |
| iv)  | Date of commencement of classes                                 | 19 <sup>th</sup> July, 2018                   |

**Note:** 1. Goa College of Art reserves the right to modify the admission schedule, depending upon the exigency of the situations.

2. A candidate appearing for Aptitude Test should bring his/her own art materials including the drawing board. The College will supply drawing/writing papers only.

3. Only those candidates passing in all subjects in the Aptitude Test will be considered for admission on the basis of merit.

## 9. DETAILS OF FEES AND PAYMENT

A candidate selected and admitted to the First Year Foundation Course should apply for enrolment to the Registrar, Goa University, in the prescribed form, through the College within one month of his/her admission by paying the necessary fees.

### Fees

Following are the yearly fees for the batch of students to be admitted in the year 2018-19.

**The fees are to be paid once in a year at the time of admission.**

		<i>In Rupees</i>			
Particulars of fees		First Year	Second Year	Third Year	Fourth Year
<b>A. 1. Admission Fee</b>		1,000/-	1,000/-	1,000/-	1,000/-
<b>2. Tuition Fee</b>		<b>14,300/-</b>	<b>14,300/-</b>	<b>14,300/-</b>	<b>14,300/-</b>
<b>3. Institutional Fees (including deposits)</b>					
(a) Students Aid Fund		50/-	50/-	50/-	50/-
(b) Gymkhana Fees		<b>400/-</b>	<b>400/-</b>	<b>400/-</b>	<b>400/-</b>
(c) Extra-Curricular Fees		300/-	300/-	300/-	300/-
(d) Fees for other facilities		250/-	300/-	300/-	300/-
(e) Subsidiary fee		<b>200/-</b>	<b>600/-</b>	<b>1000/-</b>	<b>1000/-</b>
(f) Caution money (Refundable) for fresh admission		<b>700/-</b>	---	---	---
(g) Library Deposit (Refundable) for fresh admission		<b>700/-</b>	---	---	---
(h) Identity Card <b>with strap</b>		<b>100/-</b>	---	---	---
(i) Insurance Fee		100/-	100/-	100/-	100/-
<b>4. Developmental Fee</b>		<b>2,000/-</b>	<b>2,000/-</b>	<b>2,000/-</b>	<b>2,000/-</b>
<b>Total :-</b>		<b>20,100/-</b>	<b>19,950/-</b>	<b>19,450/-</b>	<b>19,450/-</b>

## 9.1 Concessions in tuition fees :

### For SC, ST, OBC & EWS in Government Colleges only

Government of Goa offers concession in the **Tuition Fee (only)** to the students pursuing professional education, having continuous residence in Goa for 10 yrs. or more, preceding the date of application and admitted in the Government Institution as follows:

- (1) Candidates admitted against the seats reserved for the category of SC/ST/OBC shall be eligible for concession of 50% for a minimum prescribed period of course of study.
- (2) Candidates admitted against the seats reserved for the category of **FF/PH/ESM** shall be eligible for concession of 30% for a minimum prescribed period of course of study.
- (3) Candidates admitted against the seats of **General, PH, FF & ESM** categories only shall be eligible for concession of 50% for a minimum period of course of study, provided the income of both the parents from all the sources does not exceed **Rs.3,00,000/- per annum**.
- (4) Maximum concession offered under any of above clauses shall not exceed 50% (Combination of two clauses not permitted). There shall be no concession for payment seats or for the students of States other than State of Goa.

*Note: 1. Admitted candidates belonging to SC/ST categories are advised to obtain details of Fee Waiver Scheme notified by Directorate of Higher Education for SC/ST students pursuing Higher Education and avail the same through the Institution in which they are admitted.*

*3. Admitted candidates may obtain details on “Dayanand Bandodkar Scheme for Higher Education for orphans” notified by Directorate of Higher Education and avail the same through the Institution in which they are admitted.*

## 9.2 Mode of availing concession

To avail concession as above, an applicant shall follow procedure as under:

1. An applicant of category SC, ST & OBC shall not produce any income certificate/file declaration.
2. An applicant of category 1, 5, 6 & 8 shall have to produce an income certificate in original as per clause 6.6 under Certificates & Testimonials.
3. An applicant of category 1, 5, 6, & 8 who is unable to produce the required income certificate shall pay the full fee at the time of admission. He may submit the same within 60 days from the date of admission and claim refund/adjustment from the Institute.

## **10. CANCELLATION OF ADMISSION AND REFUND OF FEES**

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### **A. Cancellation of Admission by Head of the Institute**

- 1) If any information/certificate submitted by the applicant in connection with his/her admission is found to be incorrect later on at any time, his/her admission shall be cancelled forthwith and the entire fees shall be forfeited.
- 2) Admission offered to the applicants shall be cancelled, if at a later stage the Goa University declares that the applicant is not eligible for admission. In this case, the entire fees, except admission fees (**Rs.1,000/-**) will be refunded.
- 3) If the candidate expires or become invalid within ninety days of the date of final admission, the entire fee including the admission fee shall be refunded.

### **B. Cancellation of admission by the candidate**

- 1) Admission fee of **Rs.1,000/-** shall not be refunded under any circumstances except Clause A-3 above.
- 2) If an applicant cancels the admission after the start of the academic session, he/she shall be entitled for refund of fees, provided the refund is sought within 10 days from the date of first admission/date of start of academic session, whichever is later. Rs.500/- shall be deducted towards cancellation charges by the Institution.
- 3) If an applicant cancels the admission after the start of the academic session but within 30 days from the date of admission/date of start of academic session, whichever is later, he/she shall be entitled for refund of fees, after deducting Rs.1,000/- towards cancellation charges by the Institution. This amount is in addition to the deduction of admission fee of Rs.1,000/-.
- 4) No refund will be admissible, if an applicant cancels the admission 30 days after the start of the academic session. However, if the vacancy created due to his/her cancellation is filled subsequently, he/she will be entitled for the refund as per the Clause B-3 above. Such applicants shall apply for refund within 15 days of his/her cancellation and after filling up the said vacancy.

## 11. APTITUDE TEST

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### *The subjects for Aptitude Test*

#### **1) Drawing in Pencil**

A group of manmade and natural objects will be arranged in front of the candidates from which they will have to do a proportionate and accurate drawing in the given size. This drawing, then should be shaded in pencil to show a 3 dimensional effect (shade and light).

*Duration ..... 1 hour.*

*Marks ..... 50*

#### **2) Drawing in Colour**

A natural object/s (fruit, flowers, vegetables, etc.) will be arranged in front of the candidates from which they will have to prepare an accurate drawing and paint the same in colour. The final work should then be rendered (shaded/painted) in an appropriate colour scheme corresponding to the light and shade on the objects. The candidate can choose any medium, such as poster colour, water colour, pastel, etc.

*Duration ..... 1½ hours.*

*Marks ..... 50*

#### **3) Memory Drawing**

A choice of subjects will be provided to the candidate which will comprise of topics related to our environment and the activities around us. The candidate will have to select any one subject and prepare a drawing of the same from memory. The candidate is allowed to draw and/or paint in a medium of his/her choice. (Pencil, poster colour, water colour, pastel, etc.)

This test is to determine the candidate's ability to observe and draw/paint from memory.

*Duration ..... 1 ½ hour.*

*Marks ..... 100*

#### **4) General Knowledge of the Arts**

The theory paper 'General Knowledge of the Arts' will comprise of objective and subjective questions pertaining to the various forms of arts, i.e. painting, sculpture, theatre, film, music, dance, architecture, literature, advertising, etc. Hence, the candidates will be required to update their knowledge on the above mentioned topics.

*Duration ..... 1 hour.*

*Marks ..... 100*

## 12. COURSES

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The Goa College of Art offers a 4 year course in Visual Art at the end of which a student is conferred with the degree of B.F.A. (Bachelor in Fine Art) either in Painting or Applied Art which are the two specializations offered.

The College aims to create an educational programme which substantially caters to the needs and demands of the industry. The subjects taught under the programme include Communication Design, Photography, Audio-Visual, Computer Graphics, Painting, Mural Design, Print-making and Portraiture.

### **Challenges & Opportunities**

The B.F.A Course is one of the few technical courses which can justifiably offer a student the scope to choose from a large number of job opportunities in various industries - from Print and Publishing to Advertising, from Media Production to Theatre and Film, from Interior to Environmental Design, from self employment as a Painter, Muralist, Portrait painter to a Freelancer or an Academician.

The entire academic structure and the course is designed in such a way that it enables the student to establish his own placement after he completes the course. The hard work, discipline and the attitude which the student develops in the course of his study, helps him to be successful in his career.

Our students who have completed the course have been working as Visualizers, Illustrators, Designers, Photographers, Animation Artists, Free-Lance Artists, Mural-Painters, Portrait Painters, Teachers, Academicians, and in many other advance Industrial fields.

### **Applied Art**

The stream of Applied Art imparts knowledge and training primarily in Communication Design. This course is streamlined to cater to the demands of the design oriented industry in the field of advertising, film, animation, computer graphics, print-media and all allied fields. The training also borders on media and marketing aspects.

Regular subjects taught in the initial years include Drawing, Typography, Press Advertisements, Poster and Package Design and basics in Photography, Printing, Screen Printing and Desktop publishing.

In the advanced years, the students opt for specialization subjects. The specializations presently offered are Photography, Audio Visual (Film making), Illustration and Computer Graphics. Very soon the subject of Stage Craft will be included. The students are made aware of the demands in the field, and are allowed to experience the same through field work and projects.

As of today, a number of students who have passed through Applied Art have secured satisfactory jobs in India and abroad in specialized areas such as Print and Publicity, Advertising, Media Production, Theatre, Film Production, Animation, Photography, Industrial and Environmental Design, IT industry, etc. The knowledge imparted also grooms the students for entrepreneurship.

## **Painting**

The stream of Painting at the Goa College of Art trains the students for an effective blending of the conceptual and the technical excellence to awaken and develop the potential in each and every student. This enables the student to explore the creative ability through the visual medium i.e. the painting.

The specialization in Painting, which is a course of three years of duration, begins after the successful completion of intensive training at First Year Foundation.

During this course, the emphasis are laid upon the training in basic subjects of “Drawing” and “Painting” to improve the visual perception as well as achieve good draftsmanship and technical competence. Besides the rigorous training in these subjects, the students are also exposed to various techniques and materials through subjects like “Mural-Painting”, “Portraiture” and “Print-making”.

The training in different “Practical” subjects is reinforced by the “Theory” subjects of “History of Art” and “Aesthetics”. These subjects provide historical data and ideas pertaining of the development of art and culture all over the world as well as various aesthetical theories prevailing from time to time. This enhances the receptive capability and sensitivity of the student, and enhances their creative ability.

Out of the three years of specialization, during the last two years the students undergo rigorous training in any two practical subjects of his/her choice. Options are available in Painting-Portraiture, Painting-Mural, Print-Making and Sculpture, out of which one subject can be selected and Painting creative remains compulsory.

## **Dissertation**

As a part of partial fulfillment towards the Degree course, every student from both the streams has to produce a “Dissertation” based on the study and experience of the subjects of his interest and specialization.

## **Essentials**

A Candidate must clear the Final Year Examination within a period of eight years from the date of admission to the first year of the course.

## **Re-admission**

1. Students who have passed and who seek re-admission to the higher class should apply in the prescribed admission form, which is available in the office.
2. Candidates failing in any class may be re-admitted, provided the seat is available.

## **Bus Service**

The College has its own bus to provide transport facility to the students.

## **Identity Card**

1. Every student shall carry on his/her personal identity card issued by the College immediately after admission and endorsed every year.
2. The students must carry their identity cards with them while attending the college and must produce the same at the time of payment of fees or on demand by any staff member of the College.
3. Any misuse of the card shall be severely dealt with.



4. The office on payment of Rs. 50/- at the time of admission issues the identity card to the First Year Foundation class student.
5. The student concerned must produce two latest passport size photographs of himself/herself for the identity card.
6. Any change in address should be communicated to the authorities of the College at the earliest.
7. If the identity card is lost or misplaced, the student concerned must apply in writing within a week for issue of a duplicate card, which will be issued on payment of Rs.50/-.

## **Students Council**

A committee is formed as per University rules by the elected student of the college, guided by the members of the staff. This committee functions to create an air of cordiality, a feeling of friendliness and mutual respect.

The committee takes responsibility for organizing extra-curricular activities that supplement academic work and help build up personality and individual character. These activities include Kala Utsav, get-together, dance, drama and music programmes, seminars, workshops, film-shows, exhibitions and study tours.

## **Hostel Accommodation**

The College does not maintain a hostel. However, few seats are made available at Government Quarters, 'D' Block, Altinho, Panaji for boys. In the case of girls, provision is made for some seats in the Govt. Polytechnic, Girls Hostel, Altinho, Panaji as per the availability. The application for hostel accommodation should be submitted separately. This form is available in the office.

## **Hostel Fees \***

- 1) The following fees are charged towards hostel accommodation:
  - a) **Caution money deposit** **Rs.800/ (Refundable).**
  - b) **Hostel fee (Rent)** **Rs.1,200/- per term.**
- 2) *Hostel fee (rent) should be paid before occupying the hostel accommodation and shall not be refunded if left in between the term.*

**\* Applicable only if the facility is available.**

## **13. RULES & REGULATIONS**

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All the students should abide by the rules and regulations laid down by the College in order to maintain the discipline and decorum befitting an Institute of Art and Culture.

### **GENERAL RULES**

1. Students must be punctual for all classes—theory and practical. No students are allowed to leave the College premises without the prior permission of the class-in-charge/Department-in-charge.
2. The Institute has provided lockers to the students in order to keep their art/reference material and their daily assignments. They are responsible for the lockers and desks assigned to them and are expected to maintain them. The cost of repairs will be borne by the student in case of any damage to the lockers/desk. However, the College will not be responsible for any loss of material incurred by the students.
3. Students are required to equip themselves with all materials required by them during the course. At the time of opting for their specialization subject, the student must also possess the necessary equipment, tools and material essential to that subject.
4. Students should keep their desk clean; avoid mixing of colours and cutting papers thereon.
5. Students should collect their caution money and library deposit within a period of one year after completion of the course of study, failing which the money will be forfeited and deposited in the Government Treasury.
6. Students must vacate the lockers provided to them soon after their examination is over.
7. The Management undertakes no responsibility in respect of student's material and drawing instruments, etc. Students are advised to have their property clearly marked with their names, locked up and removed at the end of each year.
8. Every student shall carry the identity card issued to him/her at the time of admission. The identity card must be endorsed by the Principal of the College at the start of each new academic year.
9. In no case, will any certificate be granted to the student until all dues in the form of money, material or any other college property to the Institute have been paid or returned.

## **RULES OF CONDUCT**

1. Serious action will be taken against any student found taking part or associating in any way with disorderly proceedings within the College premises.
2. Students are expected to behave with decorum, to follow the regulations of the Institute, and to pay due respect to the Faculty and other Officials. Conduct inconsistent with general good order or persistent neglect of work, or failure to respond promptly to official notices may be punished with dismissal.
3. Students shall be regular in attending all the classes—theory and practical. Class work such as studio work, classroom studies, tutorials, workshop practical and attendance are counted towards the University/College results. The Principal shall be the competent authority to grant the terms or to detain a student if his/her performance is found to be unsatisfactory.
4. Damage to the College property by the student/s (fixtures, fittings, instruments, furniture, books/periodicals, vehicle, building, etc.) shall be viewed seriously and might result in instant expulsion of the guilty students from the College.
5. The reputation of the College depends upon student's conduct in the classrooms, the college bus, play fields, hostels and in public places. If any student falls short of a reasonable code of conduct anywhere, the Principal will enforce discipline by imposing appropriate penalties/measures including expulsion from the College.
6. Smoking within the College premises is strictly prohibited.
7. Loud talking, loitering or congregating in the corridors is a source of distraction and annoyance to others and is therefore strictly prohibited.
8. Students absent, wholly or partly at any of the class assignment/tests/tutorials are warned that their assignments will not be accepted for internal marking. Any backlog/assignment conducted during the period of the First Term will not be considered for marking/benefit in the Second Term. The authorities have the right to reject any medical certificate that may be presented by a student to justify his/her absence from any test/tutorial or regular assignment.
9. The Principal reserves the right to remove from the roll, the name of any student for failure to pay the college/hostel dues in time. The decision of the Principal in matters relating to general discipline shall be final.
10. There is no uniform prescribed, but the College students must maintain a decent dress code which does not border on vulgarity or indecency. Students are advised to wear an apron while working in the studios/and wherever necessary.
11. The students of the College are provided with a bus service in order to transport them to and from the main bus terminal. It will be the responsibility of the students to maintain discipline while travelling. Any damage caused to the bus by student/s will attract disciplinary action on the student/s.
12. The students are expected to have 100% attendance at classes as per the regulation of the Goa University and the concerned Statutory Bodies. However, the student shall be required to have a minimum cumulative attendance of 75% in the total lecture and practical's prescribed for the course after condonation due to medical grounds. Although, the attendance shall be cumulative for all the subjects put together, a student shall be required to have a minimum of 50% attendance in any individual subject. (Refer Ordinance 17.3(4)). A student having less than 75% cumulative attendance in a year and/or less than 50% attendance in any individual subject shall not be eligible to appear for the University/College examination.
13. Ragging is strictly prohibited. Any student found indulging in ragging shall be expelled from the college/hostel.

14. Students are strictly forbidden to bring to the Institute; books, magazines, tools, gadgets or any other items apart from those prescribed. All other articles brought for a special purpose may be used with prior permission of respective lecturer/instructor. Students found indulging themselves with such unauthorized object without prior written permission of the lecturer/instructor/Principal are liable for punishment including dismissal from the Institute.
15. The use of mobile phones and all such gadgets in the classroom/studio are strictly prohibited.
16. In case of damage to College property (fixtures, fittings, technical equipment, furniture, books/periodicals, vehicles, building etc.), the cost of repairs or replacement will be borne by the students responsible for the damage. The management may impose collective fines to compensate for any such damage. Besides this, disciplinary action will also be taken against the said student/s in the form of suspension or instant expulsion after the due damages are paid.
17. Students are expected to actively participate in all co-curricular activities such as seminars, workshops, dramatics, debates, excursions, sports, etc. They are also to attend all College functions such as Annual Sports, College Annual Day, Annual College Festival etc.
18. Students are not authorized to make any collections for whatever purpose in the Institute. Felicitation/honouring any member of the Institution cannot be organized without the written permission of the Principal.
19. Any student who is persistently insubordinate or mischievous or has committed any act of serious indiscipline or in the opinion of the Principal has an unwholesome influence on his classmates may be expelled permanently from the Institute or suspended for a specified period.
20. All art and design work created in the Institute by students during workshops or as special assignments using Institute material remains the property of the Institute.
21. Students are required to strictly abide by the code of conduct and any lapse will be dealt with according to the rules and regulations of the College/University
22. Students must keep their guardians informed of their progress by updating them about their performance in the regular assignments/tests, etc. Parents and guardians must realize that the training of their wards is a joint responsibility and check the progress, conduct, regularity of their wards through their respective teachers personally. Parents must come to meet the Principal without fail whenever they are called.
23. Students shall handle all equipments, objects or books with care and with prior permission of the college authorities. They shall not displace and damage any of the college property.
24. In addition the 'Goa University Affiliated Colleges Disciplinary Action Rules' framed under section 22(q) and clause 5 of the Statute No. 26 and all the other rules enforced from time to time by the Goa University shall be applicable.
25. All "Library Rules" notified in the library premises should be strictly adhered to.
26. Final Year Students are required to collect all their assignments, portfolios and other items like drawing board, art material, etc. from their respective classrooms within a period of 15 days after declaration of B.F.A. results, failing which college will not remain responsible for the same.
27. No Dues Certificate:  
Final year student or any student who is to leave the college should get no dues certificate from the concerned class/studio incharge, department incharge and Library incharge in the proforma available in the office.

## **HOSTEL RULES (applicable only if the facility is available)**

### **Admission**

1. Admission to the College hostel shall be restricted to bonafide students of the College and shall be strictly on the basis of these rules.
2. Admission to the hostel will be for the period of one academic term only.
3. Applications for hostel accommodation shall be submitted on the prescribed form available in the office any time after the commencement of each academic term.
4. Accommodation shall be provided on the basis of availability of space and need of the student. Outstation students will be given first preference.
5. Admission to the hostel and allocation of room is left at the discretion of the Principal/College authority whose decision in this regard shall be final.
6. No student shall be admitted to the hostel unless the requisite fees and caution money deposit are paid.
7. Renewal of admission to hostel and transfer of rooms shall be done at the beginning of every term including compulsory transfer as per reservations of the hostels. Mutual transfer between hostelites is not permissible under these rules.
8. Students must vacate hostel accommodation every year immediately after examination for maintenance work by P.W.D. Room possession should be given to College Office Clerk. Re-allotment for fresh year will be done only if a student had vacated the allotment in previous year in time.

### **Maintenance of Rooms**

1. Musical instruments, T.V.'s, Videos, etc. shall not be allowed in the rooms. Use of electrical appliances is not permitted.
2. The authorities are not responsible for loss of jewellery, cash, etc. from the rooms; the hostelites in their own interest are advised not to keep any valuables in the room.
3. The hostelites shall be held responsible for damages to the building, fixtures and furniture in the hostel as a result of their activity. They will be penalized for damages individually or collectively depending upon the situation.
4. Fans and lights in the room may be used only when required and should be switched off every time they leave their rooms.
5. The maintenance of peace shall be the collective responsibility of the students in the hostel. Any disturbance in the hostel of any kind may lead to disciplinary action. Gambling, possessing and consuming of alcohol and narcotic drugs are strictly prohibited in hostel premises.
6. No hostelites are allowed to keep any fire arms or lethal weapons in the hostel.
7. All students residing in the hostel are accountable to the Principal/College authorities for their orderly and good conduct. Activities other than those permitted by the Principal/College authorities are not allowed in the hostel. No political meetings shall be allowed in the hostel premises in any case.
8. The hostel authorities reserve the right to cancel the accommodation if a hostelite is found using the room infrequently.

### **Visitors to the Hostels**

9. No visitors will be allowed in the hostel room without the prior permission of the Principal/College authorities.
10. The authorities and hostel staff are authorized to enter the rooms whenever a situation demands.
11. No Guest will be allowed overnight stay in the hostel.
12. All non-residents must leave the hostel premises before 7.00 p.m. Outsiders are not allowed to stay in the resident room except for social visits during the daytime and under no circumstances after 7.00 p.m.

### **Fees**

13. The hostelites must pay the fees on admission. Failing to pay the fees may lead to cancellation of hostel admission.

### **Vacating the Room**

14. While vacating the room, the hostelite shall pay all dues of the hostel. They shall hand over the charge of the room after proper inventory to the College authorities and obtain a No Due Certificate from the Institution. Failing to do so will lead to action as deemed fit by the authorities.

### **Ragging.**

15. Ragging in any form is strictly prohibited. Any one found indulging in ragging shall be expelled from the Hostel/College. (Students should also read & follow Part-III of the Prospectus i.e. UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009)

### **Disciplinary action**

16. The hostelites shall abide by these rules and regulations relating to the hostel, reading room/T.V. room, etc. The Principal is authorized to debar a hostelite from staying in the hostel if he/she violates the rules and regulations of hostel.
17. The authorities reserve the right to suspend or terminate the admission to the hostel/college after proper inquiry. The decision of the authorities shall be final. The rules shall be subject to alteration or/and additions as deemed necessary.

### **EXAMINATION RULES**

1. Each student shall preserve his work in a portfolio, which should be made available, on request to the examiners at the time of examinations.
2. Appearing at various periodic tests, terminal examinations, etc. is compulsory. Any student caught using unfair means at any such test/examination or University examinations is liable for punishment.
3. The student must satisfactorily complete and submit the classwork as per the class/department programme to enable him to appear for examination.
4. No candidate will be admitted to the annual examination unless he fulfils the examination conditions applicable to the respective class.

### **RULES FOR PASSING EXAMINATION**

Rules for passing the examination has been included in the course details of each year of the B.F.A. Course may be referred.

## PROFORMAS/ANNEXURES

### ANNEXURE-I

#### CERTIFICATE OF RESIDENCE

OFFICE OF THE MAMLATDAR \_\_\_\_\_

Certificate No. \_\_\_\_\_

This is to certify that Shri/Kum. \_\_\_\_\_ aged \_\_\_\_\_ years,  
son/daughter of \_\_\_\_\_ is residing  
at House No. \_\_\_\_\_, situated in ward/road \_\_\_\_\_,  
town/village of \_\_\_\_\_, taluka \_\_\_\_\_,  
since last \_\_\_\_\_ ( \_\_\_\_\_ ) years.

This certificate is issued at the request of Shri/Kum. \_\_\_\_\_ for the purpose  
of seeking admission to Professional Colleges in the State of Goa.

Mamlatdar \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE STAMP

## **ANNEXURE-II**

### **CASTE CERTIFICATE (SC/ST)**

1. This is to certify that Shri/Kum. \_\_\_\_\_

\_\_\_\_\_  
son/daughter of \_\_\_\_\_  
\_\_\_\_\_ of village/town \_\_\_\_\_ of the State of Goa  
belongs to the \_\_\_\_\_ Caste/Tribe which is  
recognized as a Scheduled Caste under:

*The Constitution (Goa, Daman and Diu) Scheduled Caste Order, 1968*

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968*

2. Shri/Kum. \_\_\_\_\_ and or his/her  
family ordinarily resides in village/town \_\_\_\_\_ of Goa and is non-  
migrant/migrant (from the State of \_\_\_\_\_) as per the presidential  
order dated 19<sup>th</sup> February, 1968.

Signature: \_\_\_\_\_

Designation: Deputy Collector  
(with seal of Office)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

*Note:* The term "Ordinarily reside" used here will have the same meaning as in section 20 of the Representation of the Peoples Act, 1950.



### **ANNEXURE-III**

#### **CASTE CERTIFICATE (OBC)**

**FORM OF BACKWARD CLASS CERTIFICATE  
OFFICE OF DISTRICT MAGISTRATE/SUB-DIVISIONAL  
MAGISTRATE/MAMLATDAR**

This is to certify that Shri/Kum. \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town \_\_\_\_\_ of the State of Goa belongs to the \_\_\_\_\_ caste/community, which is recognized as a backward class under the Government of India, Ministry of Welfare, resolution No.12012/68/93-BCC(C) dated 10<sup>th</sup> September 1993 and resolution No.12012/44/96-BCC(C) dated 6<sup>th</sup> December 1996, published in Gazette of India, Extraordinary, Part-I, Section I, dated 13<sup>th</sup> September 1993 and dated 11<sup>th</sup> December 1996, respectively, as also mentioned under Govt. of Goa notification No.13/3/84-LAWD/OBC dated 12/6/1987, No.13/25/92-SWD-Part dated 4/10/1995, No.13/1/97-SWD dated 3/3/1997, No. dated 13/5/1997, No. dated 12/12/1997, No. dated 23-9-1998, No. dated 30-6-2000 as amended.

Shri/Kum. \_\_\_\_\_ and or his/her family ordinarily resides at House No. \_\_\_\_\_ in village/town \_\_\_\_\_ taluka \_\_\_\_\_ of Goa.

It is certified that he/she as on the date of issue of this certificate belongs to persons/sections of non-creamy/creamy layer mentioned in column 3 of the schedule of the Government of India, Department of Personnel & Training O.M. No.36012/22/93/Est(SCT) of 1993.

Shri/Kum. \_\_\_\_\_ and or his/her family ordinarily resides in village/town \_\_\_\_\_ of Goa and is non-migrant / migrant (from the state of \_\_\_\_\_) as per the presidential order dated 19<sup>th</sup> February, 1968.

*Signature:* \_\_\_\_\_

*Designation* \_\_\_\_\_

*Place:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*(with seal of Office)*

*Note:* The Term "Ordinarily reside" used here will have the same meaning as in section 20 of the Representation of the Peoples Act, 1950.

## ***ANNEXURE-IV***

### **ESM CERTIFICATE**

*No. RSB/CERT/*

*Government of Goa, Rajya Sainik Board,*

*Collectorate Building, Panaji-Goa.*

*Date:-*

### **C E R T I F I C A T E**

*This is to certify that Shri/Kum. \_\_\_\_\_ is the son/daughter of  
\_\_\_\_\_ Rank \_\_\_\_\_ who is  
registered as Ex-Serviceman in Goa under Reg. No. \_\_\_\_\_  
dated \_\_\_\_\_.*

*This certificate is issued at the request of above mentioned Ex-Serviceman.*

*Secretary*

*Rajya Sainik Board,  
Government of Goa*

**ANNEXURE-V**

**FREEDOM FIGHTER CERTIFICATE**

*GOVERNMENT OF GOA  
No. HD .....  
Home Department (General)  
Secretariat, Panaji-Goa.*

*Date:*

**C E R T I F I C A T E**

*This is to certify that Shri\_\_\_\_\_*  
*father/mother of\_\_\_\_\_ is/was a bonafide*  
*Freedom Fighter, registered under No. \_\_\_\_\_.*

*Under Secretary (Home)*

## **ANNEXURE-VI**

### **INCOME CERTIFICATE**

#### **C E R T I F I C A T E**

*This is to certify that total annual income from all sources (including agricultural income) of Shri/Smt. \_\_\_\_\_ and his/her spouse Shri/Smt. \_\_\_\_\_ resident of \_\_\_\_\_ and parents of Miss/Master \_\_\_\_\_ for the year \_\_\_\_\_ is Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).*

*This certificate is issued at the request of Shri/Smt. \_\_\_\_\_ for being produced to the Goa College of Art, Panaji, for the purpose of claiming concession for their ward in tuition fees available for persons with income less than Rs.3,00,000/- per annum\*.*

*The undersigned is personally satisfied about the correctness of the certificate, which has been issued after making an inquiry through the Village Panchayat/Assistant Municipal Inspector of this council and on the basis of the report number \_\_\_\_\_ and dated \_\_\_\_\_.*

*Signed by Secretary of Village Panchayat and attested by Sarpanch*

*AAO of Municipalities and Countersigned by Chief Officer of Municipalities*

**\*Rs.6,00,000/- per annum in case of students availing seat under Tuition Fee Waiver Scheme.**

**ANNEXURE-VII**

**CENTRAL/STATE GOVERNMENT EMPLOYEES (CSP CATEGORY)**

**C E R T I F I C A T E**

**CENTRAL/STATE GOVERNMENT EMPLOYEES (CSP CATEGORY)**

Proforma for Central/State Employees to be submitted on official letter head.

*This is to certify that Shri/Smt. \_\_\_\_\_ parent of  
Master/Miss \_\_\_\_\_, who has applied for admissions to Professional  
Degree Courses in the year 2018-19, in the State of Goa is posted/serving in Goa since  
\_\_\_\_\_, as \_\_\_\_\_ in this organisation till  
\_\_\_\_\_(date) (designation) (date). Certified copies of transfer/posting orders  
are enclosed.*

*Seal of Office*

*Date:-*

*Place:-*

*Signature, name and designation  
of Head of Office*

## **ANNEXURE-VIII**

### **FEE WAIVER SCHEME FOR SC/ST STUDENTS PURSUING HIGHER EDUCATION**

#### **FORMAT FOR APPLICATION**

1. Name of the Applicant : .....
2. Address of the Applicant : .....  
.....  
Phone No.:..... Mobile No.: .....
3. (a) Course for which admission is sought:.....  
(b) Duration of the Course : .....
4. Total amount of Fees paid .....  
(please attach fee receipt)
5. Name of the Parent/Guardian : .....  
.....
6. Address of the Parent/Guardian : .....  
..... Phone No.: ..... Mobile No.: .....
7. No. of years of residence in Goa : .....  
(please attach residential certificate)
8. Please attaché SC/ST Certificate

#### **DECLARATION**

I hereby certify that the information furnished by me above is true to the best of my knowledge. I am aware that in case of false information all the benefits granted to me shall be immediately withdrawn.

.....  
*Countersigned by Parent/Guardian*

.....  
*Signature of the student*

## **ANNEXURE-IX**

### **DAYANAND BANDODKAR SCHEME FOR HIGHER EDUCATION FOR ORPHANS FORMAT FOR APPLICATION**

1. Name of the Applicant : .....
2. Address of the Applicant : .....  
.....  
Phone No.:..... Mobile No.: .....
3. (a) Course for which admission is sought:.....  
(b) Duration of the Course : .....
4. Total amount of Fees paid .....  
(please attach fee receipt)
5. Name of the Guardian : .....
6. Address of the Guardian : .....  
.....Phone No.: ..... Mobile No.: .....
7. Date, month and year of father's death: .....  
(please attach death certificate)
8. Date, month and year of mother's death: .....  
(please attach death certificate)
9. No. of years of residence in Goa: .....  
(please attach residence certificate)

#### **DECLARATION**

I hereby certify that the information furnished by me above is true to the best of my knowledge. I am aware that in case of false information all the benefits granted to me shall be immediately withdrawn.

.....  
*Countersigned by Parent/Guardian*

.....  
*Signature of the student*



## **PART - II**

# **CURRICULUM AND SCHEME OF EXAMINATION**



## THE COURSE (TWELVE + FOUR)

The course is planned so as to prepare students to face the challenges of the changing art scene and take on the demands of the ever-growing field of Communication Design. The programme has been meticulously drawn up to meet the contemporary requirement in related fields. The course is sub-divided into one year of basic study and three years of advanced study in either Painting or Applied Art.

To supplement practical knowledge and provide a sturdier foundation, theory subjects such as Fundamentals of Art, Visual Communication, History of Art, Art Appreciation, Aesthetics and Advertising are also included. This will provide the required theoretical background for artistic expression in Painting and methodology based solutions in Communication Design.

The course TWELVE + FOUR is designed as per the norms laid by the A.I.C.T.E. The course commences after H.S.S.C.

### NATURE OF COURSE

- Medium of instruction/teaching: English.
- Examination Pattern:

For I year B.F.A., the examination pattern is divided into THREE Groups

- Group I ----- (Theory)
- Group II ----- (Practical)
- Group III ----- (Not for Examination)

For II year B.F.A., the examination pattern is divided into TWO Groups

- Group I ----- (Theory)
- Group II----- (Practical)

For III year B.F.A., the examination pattern is divided into TWO Groups

- Group I ----- (Theory)
- Group II ----- (Practical)

For IV year B.F.A., the examination pattern is divided into TWO Groups

- Group I ----- (Theory)
- Group II ----- (Practical)

- To be eligible for admission to the First Year B.F.A. Course for the Degree of Bachelor of Fine Art in Painting/Applied Art, a candidate must have:

- (i) Passed the XIIth (H.S.S.C.) examination conducted by the Goa Board of Secondary and Higher Secondary Education or an examination of any other University or Body recognised as an equivalent thereto.
- (ii) Passed the Entrance Exam conducted by the College concerned.

- Candidates studying for the Degree of Bachelor of Fine Arts in Painting/Applied Art will have to undergo a training in prescribed courses of study extending over four academic years—one year of basic study and three years of advanced study, and will have to pass the following examinations.

First Year	College Exam.	800* marks	Group I and Group II. <i>Group III (Not for Examination)</i>
Second Year	University Exam.	800 marks	Group I and Group II. (major and compulsory subjects) <i>Group II (supplementary subjects) (Not for Examination)</i>
Third Year	College Exam.	500 marks	Group I and Group II.
Fourth Year	University Exam.	600 marks	Group I and Group II.

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- A candidate admitted to the above courses (i.e. B.F.A. Painting/Applied Art) will have to complete the courses within a period of eight academic years from the date of his/her admission to the First Year Course.

- After successfully passing the Second Year B.F.A. Examination, a student will be eligible for admission to the Third Year B.F.A. in his/her chosen stream (i.e. Painting/Applied Art) wherein he/she will opt for any one of the specialization subjects offered in the course.

- An equal number of seats will be available in each subject of specialization in both Painting as well as Applied Art. Admission to any subject of specialization in either stream will be strictly on the basis of total aggregate marks obtained in Group II - Major and Group II - Compulsory subjects, at the Second Year B.F.A. Examination, put together.

- After successfully passing the Third Year B.F.A. Examination, a student will be eligible for admission to the Fourth Year B.F.A. Degree Course.

- A.T.K.T. - A student who has passed in all the subjects in Group II with an aggregate of 40 % is eligible for A.T.K.T.

- The candidate has to clear the A.T.K.T. Examination in two attempts i.e. first attempt examination and two consecutive attempts.

- The provision for the award of grace marks at the First, Second, Third and Fourth Year B.F.A. Examinations shall be as per the general ordinance No. OA-5.16.

- There shall be no re-evaluation of the answer books at the First, Second, Third and Fourth Year B.F.A. Examinations.

## Course Objective

The syllabus for the B.F.A. Degree Course in the discipline of Painting and Applied Art has been planned to provide a gradual entry into the complexities of Visual Art beginning with the fundamentals and leading to the creation and usage of visual language and communication.

- The First Year B.F.A. is to be treated as an intensive introductory programme to make students recognize and employ the wide variety of mediums (pencil, water based, oil, synthetic colours, dry pastels, inks, etc.), tools (including the hands and the variety of brushes specifically related to each medium of colouration), and the skills required for optimum results, through experiencing and experimentation.

- After successfully passing the First Year Examination, the candidate will be eligible for admission to the Second Year Advance Course. The Second year B.F.A. is to be treated as the year of consolidation of all practical experiences gained through study and usage of mediums, tools and skills at the foundation level. Students learn to express through the study of nature, natural and man made objects, use of imagination and mental resources to create meaningful/subjective/suggestive compositions based on a variety of themes/subjects/ /situations.

- This is also the year of selective involvement in the two streams offered at the degree level, namely, Painting and Applied Art. Through a study of various subjects, the student's practical aptitude towards a specific specialization is observed, identified and chosen for further study at the Third and Final Year graduation level.

- In the Third Year B.F.A., the student decides on his subject of specialization in the chosen stream. Having familiarized himself with Visual Art through various subjects in the Second Year and having acquired the necessary skills, he is now best able to understand his own practical aptitude and preferences enough to select his subject of specialization in whichever the stream he has chosen.

Besides the specialization subject, the student will also have to continue with the mainstream subject of the course chosen - which is, Design (I & II) in the Applied Art Stream and Painting (I & II) in the Painting Stream. This combination of a primary subject and a specialization permits the student to focus on a specific medium of expression of his choice, and at the same time allows him to explore the possibilities in his chosen field.

- The Fourth Year B.F.A. is to be treated as an extension of the Third Year. The student undertakes intensive study in his chosen specialization and is allowed to freely express his individuality while doing so. It is also a year in which the student is exposed to the contemporary field/industry through field projects and interactive assignments. This not only gives him the necessary awareness and experience, it also instills in him the confidence to face the challenges in the field.

## FIRST YEAR FOUNDATION COURSE

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- The FIRST YEAR Examination will be conducted by the College, recognised by the Goa University and no candidate will be admitted to the examination unless he produces a certificate from the Head of the Institute:
  1. Of having attended, in each term, at least three-fourth of the total number of lectures in theory and at least three-fourth of the total periods devoted to studio practice.
  2. Of having completed and submitted the minimum number of units in theory and practical's as prescribed in the syllabus and of having secured a minimum of 35% in internal assessment in each subject, both in Theory (Group I) as well as in practical's (Group II).
  3. Of having obtained a minimum of 35% marks in internal assessment in each subject under Group III.

### First Year Examination

- Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment marks	Annual Exam marks	Total marks	Duration of Exam papers
<b>Group I (Theory)</b>				
1. Fundamentals of Art and Visual Communication	40	60	100	3 hours
2. History of Art	40	60	100	3 hours
3. Environmental Studies	40	60	100	3 hours
<b>Group II (Practical's)</b>				
1. Drawing from Nature	40	60	100	5 hours
2. Drawing from Objects	40	60	100	5 hours
3. Drawing from Human Figure	40	60	100	5 hours
4. Design and Colour	40	60	100	10 hours
5. Design 3D	40	60	100	10 hours
Grand Total of marks for the examination			800	

- The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the first academic year.

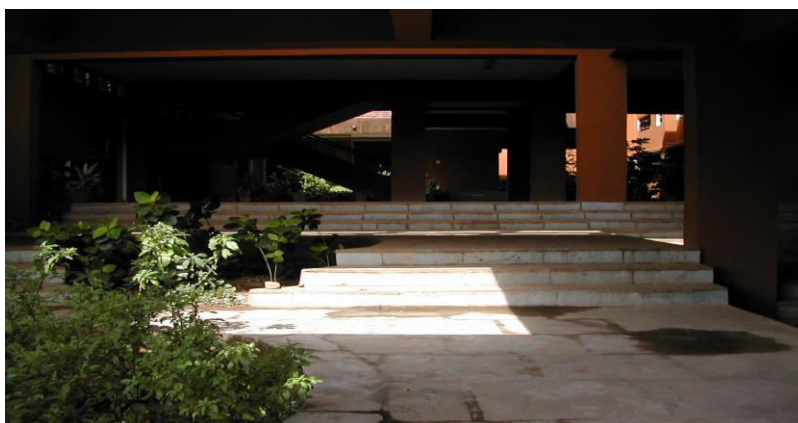
Subject	Hours	Assignments
<b>Group I: (Theory)</b>		
1. Fundamentals of Art and Visual Communication	050	06 Tutorials
2. History of Art	120	10 Tutorials
3. Environmental Studies	50	06 Tutorials
<b>Group II: (Practicals)</b>		
1. Drawing from Nature	080	10
2. Drawing from Objects	070	07
3. Drawing from Human Figure	090	08
4. i) Design 2D	130	07
ii) Colour	040	03
5. Design 3D	090	06
<b>Group III: (Not for Examination)</b>		
1. Drawing from Memory and Outdoor Sketching	050	10
2. Print Making	050	05
3. Geometry and Perspective	050	04
4. Calligraphy	050	04
5. Library	040	-
<b>Total</b>	<b>960</b>	<b>86</b>

### Standard for passing the Examination

- To pass the examination, a candidate must obtain:
  - (a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group I (Theory).

(b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals.)

- Those of the successful candidates who obtain less than 50% marks in Group I & II taken together, at one and the same sitting, shall be placed in Pass Class.
- Those of the successful candidates who obtain 50% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the Second Class.
- Those of the successful candidates who obtain 60% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the First Class.
- Those of the successful candidates who obtain 70% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in Distinction.
- The successful candidate who is a repeater shall be declared as 'Passes'.
- A candidate who has passed in any one or more subject/s in Group I, securing a minimum 40% marks in each head, may at his option be exempted from appearing in that subject at a subsequent examination and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.
- A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his option, be exempted from appearing in that Group at a subsequent examination and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.
- Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.



## **SECOND YEAR B. F. A. COURSE**

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- The SECOND YEAR Examination will be conducted by the Goa University and no candidate will be admitted to this examination unless:
  - (a) He/she has kept two terms at a College of Art affiliated to the University, subsequent to his passing the First Year Examination leading to the Degree of Bachelor of Fine Art and
  - (b) Unless he produces, from the Head of the Institute, a certificate:
    1. Of having attended, in each term, at least three-fourth of the total number of lectures in theory and at least three-fourth of the total periods devoted to studio practice.
    2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practicals (Group II-major and compulsory subjects).
    3. Of having obtained a minimum of 35% marks in the internal assessment in each subject under Group II-supplementary subjects.
- A Candidate who has passed in all the subjects at the First Year Examination leading to the Degree of Bachelor of Fine Art except in the theory subject/s under Group I will be allowed to keep terms and appear for the Second Year Examination after attending both the academic terms in the Second Year B.F.A. Class. However, he/she will not be declared to have passed the Second Year Examination for the Degree of Bachelor of Fine Art unless he/she has passed in the remaining subject/s of Group I at the First Year Examination.
- For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him in Group II at the First Year Examination shall be carried over.

## Second Year Examination

- Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment marks	Annual Exam marks	Total marks	Duration of Exam papers
<b>Group I (Theory)</b>				
1. History of Art	40	60	100	3 hours
2. Visual Communication	40	60	100	3 hours
<b>Group II (Practicals)</b>				
<b>A</b>				
i) Graphic Design	40	60	100	10 hours
ii) Lettering and Typography	40	60	100	10 hours
iii) Photography	40	60	100	10 hours
iv) Computer Graphics	40	60	100	10 hours
v) Printing Techniques	40	60	100	10 hours
<b>B</b>				
i) Pictorial Design	40	60	100	10 hours
ii) Design 3D	40	60	100	10 hours
iii) Head Study	40	60	100	10 hours
iv) Still Life	40	60	100	10 hours
v) Print Making	40	60	100	15 hours
<b>C</b>				
i) Drawing	40	60	100	10 hours
Grand Total of marks for the examination			800*	

- **The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.**

\* *The Grand Total of marks for the examination is the sum total of Group I (200 marks), + Group II - A / B (500 marks)+C (100 marks)*



The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the second academic year.

Subject	Hours	Assignments
<b>Group I (Theory )</b>		
1. History of Art	090	06 Tutorials
2. Visual Communication	090	06 Tutorials
<b>Group II ( Practicals)</b>		
<b>A</b>		
i) Graphic Design	090	09
ii) Lettering and Typography	090	09
iii) Photography	060	06
iv) Computer Graphics	060	06
v) Printing Techniques	060	06
<b>B</b>		
i) Pictorial Design	090	09
ii) Design 3D	090	09
iii) Head Study	060	06
iv) Still Life	060	06
v) Print Making	060	06
<b>C</b>		
i) Drawing	250	12
Library	050	--
<b>Total</b>	<b>960</b>	<b>60</b>

● A student will opt for any one of the subject groups (A) and (B) under Group II as his major group (which will be referred to as Group II-major) and the other will subsequently be his supplementary group (which will be referred to as Group II-supplementary). Group II (C) is compulsory.

● A student will have to complete the total number of assignments prescribed in the syllabus in each of the subjects under Group II-major and in the subject of Drawing, under Group II-C, which is compulsory, and one-third of the assignments in each of the subjects under Group II-supplementary.

## Standard for passing the Examination

- To pass the examination, a candidate must obtain:
    - (a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group I (Theory).
    - (b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals).
  - Those of the successful candidates who obtain less than 50% marks in Group I & II taken together, at one and the same sitting, shall be placed in Pass Class.
  - Those of the successful candidates who obtain 50% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the Second Class.
  - Those of the successful candidates who obtain 60% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the First Class.
  - Those of the successful candidates who obtain 70% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in Distinction.
  - The successful candidate who is a repeater shall be declared as 'Passes'.
  - A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his/her option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
  - A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his/her option, be exempted from appearing in that Group at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
  - Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.
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## **THIRD YEAR B. F. A. (APPLIED ART) COURSE**

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- The THIRD YEAR Examination will be conducted by the college, recognized by Goa University and no candidate will be admitted to this examination unless:
  - (a) he/she has kept two terms at a College of Art affiliated to the University, subsequent to his passing the Second Year Examination leading to the Degree of Bachelor of Fine Art and
  - (b) unless he/she produces, from the Head of the Institute, a certificate:
    1. Of having attended, in each term, at least three-fourth of the total number of lectures in theory and at least three-fourth of the total periods devoted to studio practice.
    2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practical (Group II).
- A Candidate who has passed in all the subjects at the Second Year Examination leading to the Degree of Bachelor of Fine Art except in the theory subject/s under Group I will be allowed to keep terms and appear for the Third Year Examination after attending both the academic terms in the Second Year B.F.A. Class. However, he/she will not be declared to have passed the Third Year Examination for the Degree of Bachelor of Fine Art unless he/she has passed in the remaining subject/s of Group I at the Second Year Examination.

For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him/her in Group II (Major & Compulsory) at the Second Year Examination shall be carried over.

### **Third Year B.F.A. (Applied Art) Examination**

- Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment marks	Annual Exam marks	Total marks	Duration of papers
<b>Group I (Theory)</b>				
1. Advertising	40	60	100	3 hours
2. Visual Communication	40	60	100	3 hours

### **Group II (Practicals)**

1) Design I	40	60	100	20 hours
2) Design II	40	60	100	20 hours
3) Subject of Specialisation	40	60	100	20 hours

Any one of the following subjects:

- i) Illustration
- ii) Photography
- iii) Audio-Visual
- iv) Computer Graphics
- v) Stage Craft

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Grand Total of marks for the examination	500
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● **The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.**

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the third academic year.

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Subject	Hours	Assignments
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### **Group I (Theory)**

1. Advertising	090	06 Tutorials
2. Visual Communication	090	06 Tutorials

### **Group II (Practical)**

1) Design I	180	05
2) Design II	180	04
3) Subject of Specialization	360	09
Library	60	--

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<b>Total</b>	<b>960</b>	<b>30</b>
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## Standard for passing the Examination

- To pass the examination, a candidate must obtain:
    - (a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group I (Theory).
    - (b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals).
  - Those of the successful candidates who obtain less than 50% marks in Group I & II taken together, at one and the same sitting, shall be placed in Pass Class.
  - Those of the successful candidates who obtain 50% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the Second Class.
  - Those of the successful candidates who obtain 60% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the First Class.
  - Those of the successful candidates who obtain 70% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in Distinction.
  - The successful candidate who is a repeater shall be declared as 'Passes'.
  - A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his/her option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
  - A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his/her option, be exempted from appearing in that Group at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
  - Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.
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## **FOURTH YEAR B. F. A. (APPLIED ART) COURSE**

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- The FOURTH YEAR Examination will be conducted by the Goa University and no candidate will be admitted to this examination unless:
  - (a) he/she has kept two terms at a College of Art affiliated to the University, subsequent to his/her passing the Third Year Examination leading to the Degree of Bachelor of Fine Art and
  - (b) unless he/she produces, from the Head of the Institute, a certificate:
    1. Of having attended, in each term, at least three-fourth of the total number of lectures in theory and at least three-fourth of the total periods devoted to studio practice.
    2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practical (Group II).
- A Candidate who has passed in all the subjects at the Third Year Examination leading to the Degree of Bachelor of Fine Art except in the theory subject/s under Group I will be allowed to keep terms and appear for the Fourth Year Examination after attending both the academic terms in the Third Year B.F.A. Class. However, he/she will not be declared to have passed the Fourth Year Examination for the Degree of Bachelor of Fine Art unless he/she has passed in the remaining subject/s of Group I at the Third Year Examination.

For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him/her in Group II at the Third Year Examination shall be carried over.

### **Fourth Year B.F.A. (Applied Art) Examination**

- Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment marks	Annual Exam marks	Total Exam marks	Duration of Exam paper
<b>Group I (Theory)</b>				
1. Advertising	40	60	100	3 hours
2. Visual Communication	40	60	100	3 hours

**Group II (Practicals)**

1) Design I	40	60	100	25 hours
2) Design II	40	60	100	25 hours
3) Subject of Specialization	40	60	100	25 hours

Any one of the following subjects:

- i) Illustration
- ii) Photography
- iii) Audio-Visual
- iv) Computer Graphics
- v) Stage Craft

4) Dissertation & Viva-Voce	40	60	100
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Grand Total of marks for the examination	600
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● The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the fourth academic year.

Subject	Hours	Assignments
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**Group I (Theory )**

1. Advertising	70	06 Tutorials
2. Visual Communication	70	06 Tutorials

**Group II ( Practicals)**

1) Design I	160	05
2) Design II	160	04
3) Subject of Specialisation	360	09
4) Dissertation & Viva-Voce	80	--
Library	60	--
Total	960	30

## Standard for passing the Examination

- To pass the examination, a candidate must obtain:
    - (a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group I (Theory).
    - (b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals).
  - Those of the successful candidates who obtain less than 50% marks in Group I & II taken together, at one and the same sitting, shall be placed in Pass Class.
  - Those of the successful candidates who obtain 50% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the Second Class.
  - Those of the successful candidates who obtain 60% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the First Class.
  - Those of the successful candidates who obtain 70% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in Distinction.
  - The successful candidate who is a repeater shall be declared as 'Passes'.
  - A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his/her option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
  - A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his/her option, be exempted from appearing in that Group at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
  - Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.
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## **THIRD YEAR B. F. A. (PAINTING) COURSE**

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- The THIRD YEAR Examination will be conducted by the college, recognized by Goa University and no candidate will be admitted to this examination unless:
  - (a) he/she has kept two terms at a College of Art affiliated to the University, subsequent to his passing the Second Year Examination leading to the Degree of Bachelor of Fine Art and
  - (b) unless he/she produces, from the Head of the Institute, a certificate:
    - 1. Of having attended, in each term, at least three-fourth of the total number of lectures in theory and at least three-fourth of the total periods devoted to studio practice.
    - 2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practical (Group II).
- A Candidate who has passed in all the subjects at the Second Year Examination leading to the Degree of Bachelor of Fine Art except in the theory subject/s under Group I will be allowed to keep terms and appear for the Third Year Examination after attending both the academic terms in the Second Year B.F.A. Class. However, he/she will not be declared to have passed the Third Year Examination for the Degree of Bachelor of Fine Art unless he/she has passed in the remaining subject/s of Group I at the Second Year Examination.
- For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him/her in Group II (Major & Compulsory) at the Second Year Examination shall be carried over.

### **Third Year B.F.A. (Painting) Examination**

- Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment marks	Annual Exam marks	Total marks	Duration of Exam papers
<b>Group I (Theory)</b>				
1. History of Art	40	60	100	3 hours
2. Aesthetics	40	60	100	3 hours

### **Group II (Practicals)**

1) Painting I	40	60	100	15 hours
2) Painting II	40	60	100	15 hours
3) Subject of Specialisation	40	60	100	20 hours

Any one of the following subjects:

- i) Portraiture
- ii) Mural
- iii) Print Making
- iv) Crafts
- v) Sculpture

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Grand Total of marks for the examination	500
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● **The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.**

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the third academic year.

Subject	Hours	Assignments
<b>Group I (Theory )</b>		
1. History of Art	120	08 Tutorials
2. Aesthetics	090	08 Tutorials
<b>Group II ( Practicals)</b>		
1) Painting I	170	08
2) Painting II	170	06
3) Subject of Specialisation	350	08
Library	60	--
<b>Total</b>	<b>960</b>	<b>38</b>

## **Standard for passing the Examination**

- To pass the examination, a candidate must obtain:
    - (a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group I (Theory)
    - (b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals).
  - Those of the successful candidates who obtain less than 50% marks in Group I & II taken together, at one and the same sitting, shall be placed in Pass Class.
  - Those of the successful candidates who obtain 50% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the Second Class.
  - Those of the successful candidates who obtain 60% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the First Class.
  - Those of the successful candidates who obtain 70% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in Distinction.
  - The successful candidate who is a repeater shall be declared as 'Passes'.
  - A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his/her option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
  - A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his/her option, be exempted from appearing in that Group at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
  - Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.
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## FOURTH YEAR B. F. A. (PAINTING) COURSE

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- The FOURTH YEAR Examination will be conducted by the Goa University and no candidate will be admitted to this examination unless:
  - (a) he/she has kept two terms at a College of Art affiliated to the University, subsequent to his/her passing the Third Year Examination leading to the Degree of Bachelor of Fine Art and
  - (b) unless he/she produces, from the Head of the Institute, a certificate:
    - 1. Of having attended, in each term, at least three-fourth of the total number of lectures in theory and at least three-fourth of the total periods devoted to studio practice.
    - 2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practicals (Group II).
- A Candidate who has passed in all the subjects at the Third Year Examination leading to the degree of Bachelor of Fine Art except in the theory subject/s under Group I will be allowed to keep terms and appear for the Fourth Year Examination after attending both the academic terms in the Third Year B.F.A. Class. However, he/she will not be declared to have passed the Fourth Year Examination for the Degree of Bachelor of Fine Art unless he/she has passed in the remaining subject/s of Group I at the Third Year Examination.

For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him/her in Group II at the Third Year Examination shall be carried over.

### Fourth Year B.F.A.(Painting) Examination

- Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment marks	Annual Exam marks	Total marks	Duration of Exam papers
<b>Group I (Theory)</b>				
1. History of Art	40	60	100	3 hours
2. Aesthetics	40	60	100	3 hours

### Group II (Practicals)

1) Painting I	40	60	100	20 hours
2) Painting II	40	60	100	20 hours
3) Subject of Specialisation	40	60	100	25 hours

Any one of the following subjects:

- i) Portraiture
- ii) Mural
- iii) Print Making
- iv) Crafts
- v) Sculpture

4) Dissertation & Viva-Voce	40	60	100	--
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Grand Total of marks for the examination	600
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● **The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.**

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the fourth academic year.

Subject	Hours	Assignments
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### Group I (Theory )

1. History of Art	100	08 Tutorials
2. Aesthetics	80	06 Tutorials

### Group II ( Practicals)

1) Painting I	120	04
2) Painting II	120	04
3) Subject of Specialisation	400	10
4) Dissertation & Viva-Voce	80	--
Library	60	--

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Total	960	32
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## Standard for passing the Examination

- To pass the examination, a candidate must obtain:
  - (a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group I (Theory).
  - (b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals).
- Those of the successful candidates who obtain less than 50% marks in Group I & II taken together, at one and the same sitting, shall be placed in Pass Class.
- Those of the successful candidates who obtain 50% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the Second Class.
- Those of the successful candidates who obtain 60% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the First Class.
- Those of the successful candidates who obtain 70% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in Distinction.
- The successful candidate who is a repeater shall be declared as 'Passes'.
- A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his/her option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
- A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his/her option, be exempted from appearing in that Group at a subsequent examination and will be declared to have passed that whole examination when he/she has passed in the remaining subjects of the examination in accordance with the Rules.
- Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.



## **PART – III**

**UNIVERSITY GRANTS COMMISSION, BAHADURSHAH ZAFAR MARG NEW  
DELHI – 110 002**

### **UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009**

(Under Section 26 (1)(g) of the University Grants Commission Act, 1956)

**Dated: 17th June, 2009.**

**F.1-16/2007(CPP-II)**

#### **PREAMBLE**

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s Council, Principals, Colleges and others" in SLP No. 24295 of 2006 dated 16-05-2007 and that dated 8-05-2009 in Civil Appeal number 887 of 2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely:–

#### **1. Title, commencement and applicability.–**

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of Section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its

departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

## **2. Objectives.–**

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

## **3. What constitutes Ragging.–**

Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;



- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### **4. Definitions.–**

1) In these regulations unless the context otherwise requires,–

- a) “Act” means the University Grants Commission Act, 1956 (3 of 1956);
- b) “Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year;
- c) “Anti-Ragging Helpline” means the Helpline established under clause (a) of Regulation 8.1 of these Regulations;
- d) “Commission” means the University Grants Commission;
- e) “Council” means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or coordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils;
- f) “District Level Anti-Ragging Committee” means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district;
- g) “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred;
- h) “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution;
- i) “Institution” means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a Degree (graduate, postgraduate and/or higher level) and/or to a university diploma;
- j) “NAAC” means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
- k) “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

- (2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

**5. Measures for prohibition of ragging at the institution level.–**

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

**6. Measures for prevention of ragging at the institution level.–**

6.1 An institution shall take the following steps in regard to admission or registration of students; namely:–

- a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioral pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behavior has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/guardians, faculty, district administration including the police, to

discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counseling to freshers and to other students after the commencement of the academic year.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely:–

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.

- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bonafide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the senior students, and that any attempt of ragging shall be promptly reported to the Anti-Ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely:–
  - (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations;
  - (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee;
  - (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members;
  - (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration;
  - (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- f) The institution shall set-up appropriate committees, including the course-incharge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to co-ordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.

- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorized to do so.
- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies, namely:—

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty/members, representatives of parents, representatives of students belonging to the freshers category as well as senior students, non-teaching staff and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
  - e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.
  - f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
  - g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall co-ordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions and it shall also keep itself abreast of the decisions of the District Level Anti-Ragging Committee headed by the District Magistrate.
  - h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.
- 6.4 Every institution shall take the following other measures, namely:–
- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
  - b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.

- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees, of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behavior, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behavior or any inclination to harm others, during his course of study in the institution.
- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be



the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

- o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.
- p) The Vice-Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

#### **7. Action to be taken by the Head of the institution.–**

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:–

- (i) Abetment to ragging;
- (ii) Criminal conspiracy to rag;
- (iii) Unlawful assembly and rioting while ragging;
- (iv) Public nuisance created during ragging;
- (v) Violation of decency and morals through ragging;
- (vi) Injury to body, causing hurt or grievous hurt;
- (vii) Wrongful restraint;
- (viii) Wrongful confinement;
- (ix) Use of criminal force;
- (x) Assault as well as sexual offences or unnatural offences;
- (xi) Extortion;
- (xii) Criminal trespass;
- (xiii) Offences against property;
- (xiv) Criminal intimidation;
- (xv) Attempts to commit any or all of the above mentioned offences against the victim (s);
- (xvi) Threat to commit any or all of the above mentioned offences against the victim (s);
- (xvii) Physical or psychological humiliation;
- (xviii) All other offences following from the definition of “Ragging”. Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal Officer of the affiliating University, if the institution is an affiliated institution. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

#### **8. Duties and Responsibilities of the Commission and the Councils.–**

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely:–

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities and State authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a Non-Governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non-compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely:–

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under Section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.

- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to co-ordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to co-ordinate with the State Level Monitoring Cell and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also co-ordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

## **9. Administrative action in the event of ragging.–**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:–
  - i) Suspension from attending classes and academic privileges.
  - ii) Withholding/withdrawing scholarship/fellowship and other benefits.
  - iii) Debarring from appearing in any test/examination or other evaluation process.
  - iv) Withholding results.
  - v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi) Suspension/expulsion from the hostel.
  - vii) Cancellation of admission.
  - viii) Rustication from the institution for period ranging from one to four semesters.
  - ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i) in case of an order of an institution, affiliated to or constituent part of a University, to the Vice-Chancellor of the University;
  - ii) in case of an order of a University, to its Chancellor;
  - iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely:–

- i) Withdrawal of affiliation/recognition or other privileges conferred.
- ii) Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University. Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
- iii) Withholding grants allocated to it by the university, if any.
- iv) Withholding any grants canalized through the university to the institution.
- v) Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely:–

- i) Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii) Withholding any grant allocated.
- iii) Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv) Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of

the Commission, declaring that the institution does not possess the minimum academic standards.

- v) Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

*(Dr. R. K. Chauhan)*  
*Secretary*

To,  
The Assistant Controller,  
Publication Division, Govt. of India,  
Ministry of Urban Development and Poverty Alleviation,  
Civil Lines Delhi -110 054

**ANNEXURE I**  
**AFFIDAVIT BY THE STUDENT**

I \_\_\_\_\_ (full name of student with admission/registration/enrolment number) s/o/d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to (name of the institution) \_\_\_\_\_, have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that –

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name:

### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or mis-stated therein.

Verified at \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_,  
(place) (day) (month) (year )

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the  
\_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ after reading the contents of this affidavit. (day)  
(month) (year)

OATH COMMISSIONER

**ANNEXURE II**  
**AFFIDAVIT BY PARENT/GUARDIAN**

I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of \_\_\_\_\_ (full name of student with admission/registration/enrolment number), having been admitted to \_\_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that – a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.  
b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_

Signature of deponent

Name:

Address:

Telephone/Mobile No.:



## VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or mis-stated therein.

Verified at \_\_\_\_\_ on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.  
(place) (day) (month) (year)

\_\_\_\_\_  
Signature of deponent

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ after  
reading the contents of this affidavit. (day) (month) (year)

OATH COMMISSIONER