

GOVERNMENT OF GOA

**GOA
COLLEGE
OF
ART**

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**PROSPECTUS
MFA
DEGREE COURSE IN FINE ART
2024-2025**

(Affiliated to the Goa University)

MFA DEGREE COURSES 2024-2025



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1. INTRODUCTION

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 of Graduation course [Bachelor of Fine Art (Painting) and Bachelor of Fine Art (Applied Art)] and a two years of Post Graduation course; [Master of Fine Art (Painting) and Master of Fine Art (Applied Art)].

The two years Post Graduation course is planned to prepare the students to face the current challenges of the changing art scenario and cater to the demands of the ever-growing field of Fine Art. The programme has been meticulously drawn up to meet the contemporary requirements in the co-related fields of allied arts and literature as well. The course comprises of theory and practical components besides research work to supplement the practical knowledge.

ADMINISTRATION

Shri Naresh Chavan	Head Clerk
Smt. Basilia L. Vaz	Jr. Steno
Smt. Gavita Cumbarjuenkar	UDC
Shri Geetesh Gawade, UDC	UDC
Shri Ajit Naik	LDC
Shri Nitish Panajiker	LDC
Shri Mac Lopes	LDC
Shri Siddesh Gawas	Lab. Asst.

ACCOUNTS

Shri Ashvek Sawal	Accountant
Shri Suhas Virnodkar	UDC

LIBRARY

-----	Librarian
Smt. Nita Fernandes	Library Attendant

ACADEMIC TERMS

1. First Term	22 nd July 2024 to 25 th October 2024
2. Second Term	18 th November 2024 to 30 th May 2025
3. Ganesh Chaturthi	6 th September 2024 to 11 th September 2024
4. Winter Vacation	26 th October 2024 to 16 th November 2024
5. Christmas Vacation	24 th December 2024 to 1 st January 2025
6. Summer Vacation	2 nd June 2025 to 1 st July 2025

CLASS HOURS

Monday to Friday	9.15 a.m. to 1.15 p.m. 2.00 p.m. to 5.00 p.m.
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OFFICE AND LIBRARY HOURS

Monday to Friday	9.15 a.m. to 1.15 p.m. 2.00 p.m. to 5.30 p.m.
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2. COURSES, INTAKE AND RESERVATIONS

- Courses of Study**

The College offers two Post Graduate Degree Programmes namely Master of Fine Art (Applied Art) and Master of Fine Art (Painting) each of two years duration. The intake for MFA Applied Art and MFA Painting is 10 seats each.

A minimum of two subjects of specialization are available in each stream. The seats are allotted in the respective subjects of each stream on the basis of merit at the time of admission.

- Reservation of Seats**

DISTRIBUTION OF M.F.A. SEATS

		MFA(APPLIED ART)		MFA(PAINTING)		REMARKS
		Design	Illustration	Painting	Mural	
	Total	5	5	5	5	
GENERAL	EWS	-	1	-	1	One seat reserved for EWS in each MFA programme shall be offered under one specialization alternatively
	OPEN	2	3	2	3	Seats allocated in the general open category shall be interchanged every year.
	PwD	-	-	1*	-	*One seat reserved for PwD and SC shall be offered under one specialization in one MFA programme every year as per sequence.
SC (2%)	OPEN	1*	-	-	-	
ST (12%)	OPEN	1	-	-	1	One seat reserved for ST in each MFA programme shall be offered under one specialization alternatively
OBC(27%)	OPEN	1	2	2	1	Seats allocated in the OBC open category shall be interchanged every year.

1. Vacant, unclaimed seats from within General Group i.e. EWS, PwD shall be de-reserved and first transferred to open category within the same group.
2. Vacant, unclaimed seats, from SC, ST and OBC Group shall be de-reserved and transferred to Open General Category.
3. Vacant seats of reserved category will be transferred to general category in the same branch.

3. CLASSIFICATION OF CATEGORIES

3.1 CATEGORY: GENERAL:

An applicant belonging to General Category must have passed BFA Degree in Fine Art from Goa University 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.

3.2 CATEGORY: SC (2%):

An applicant who passes BFA Degree in Fine Art from Goa University 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, 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).

3.3 CATEGORY: ST (12%):

An applicant who passes BFA Degree in Fine Art from Goa University 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, 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 or Other Backward Class 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.*

3.4 CATEGORY: OBC (27%):

An applicant who passes BFA Degree in Fine Art from Goa University 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, 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 16th February, 1968.

Bhandari Naik	Koli, Kharvi (I/c Christian Kharvi - and all synonymous communities such as Macchimar/Nustekar/Tisrekar/Kharekar/Byannis (I/c Christian Peixeria and Christian Journaleiro/Trabhaladors), Raponkar/Harkar/Magkar/Manshekar/Futanikar/Jalkar/Pagui(I/c Christian Pascadors), Tari/Tarukar/Hodekar(I/c Christian Maritino or Marinheiro), Agri(I/c Christian Saleiro/Saleineiro)	Shimpi
Christian Barber	Kalaikar/Black Smith/Tin Smith	Thakar
Christian Mahar	Kumbhar (I/c Christian Kumbhar)	Teli
Vishwakarma /Chari/ Mesta	Mahalo, Nabhik, Nai, Napit, Nhavi	Christian Renders
Dhangar	Nathjogi	Komarpan
Dhobi, Rajak, Madval (I/c Christian Dhobi)	Pagui/Gabit	
Gosavi	Satarkar	

3.5 CATEGORY: PwD

In accordance with the provisions of The Right of Persons with Disabilities Act, 2016, seats are reserved in educational Institutions for Persons with benchmark disabilities, as defined in the Act. Such applicants need to produce a certificate of disability issued by competent Certifying Authority, as designated by the State Government.

Accordingly, an applicant claiming consideration under this category must meet all other conditions of residence under General Category and produce a certificate from the Medical Board of Goa Medical College OR any other Competent Certifying Authority as designated by the State Government regarding his/her disability and ability/fitness to undergo all parts of syllabus for the course, such as theory, practical, workshop etc. The Admission Committee reserves the right to refer the case to Medical Board of Goa Medical College & Hospital, Bambolim, in case of dispute/doubt.

3.6 CATEGORY: OPEN (NO RESERVATION)

All applicants who have passed B.F.A. or any other equivalent course other than Goa University but do not fulfill the requirements of residential period shall be considered for admission provided there are vacant seats available after filling all the seats in all categories.

3.7 RESERVATION FOR ECONOMICALLY WEAKER SECTIONS (EWS) IN ADMISSIONS TO PROFESSIONAL COURSES

Government has approved implementation of reservation for Economically Weaker Sections (EWS) in admissions to Professional courses (Degree and Diploma).

These seats can be availed by candidates not covered under scheme of reservation for SC, ST and OBC, and whose family has gross annual income below Rs. 8.00 lakhs, and fulfill other specified criteria in O.M.No. 36039/1/2019-Estt. (Res) dated 31/01/2019, issued by DOPT, Ministry of Personnel, Public Grievances and Pensions, Govt. of India, as follows:

1. The term 'family' for this purpose will include the person (applicant) who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years, as also his/her spouse and children below age of 18.
2. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application i.e. for the year **2023-24**.

3. Persons, whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
 - i) 05 acres of agricultural land and above.
 - ii) Residential flat of 1000 sq. ft. and above.
 - iii) Residential plot of 100 sq. yards and above in notified Municipalities.
 - iv) Residential plot of 200 sq. yards and above in areas other than the notified Municipalities.
4. The property held by a family in different locations or different places/cities would be clubbed while applying the land or property holding criteria to determine EWS status.

Applicants wishing to avail admissions to seats reserved for EWS are required to produce Income and Assets Certificate in specified format, issued by Mamlatdar of concerned Taluka. **Such applicants are required to clearly indicate on the application form that they are availing seats reserved for EWS, and submit copy of Income and Assets Certificate in specified format issued by Mamlatdar of concerned Taluka, together with the application form.**

Seats reserved for EWS shall be offered to eligible candidates from General Category Merit lists, not covered by SC, ST and OBC reservation. The number of seats to be offered to EWS, as notified in the prospectus and shall be subject to approval of respective regulatory authority viz. UGC/AICTE etc. as well as affiliating University and the State Government, at the time of admission round.

Admissions to seats reserved for EWS, shall be offered during the General Category admission rounds.

Therefore, all applicants wishing to avail these EWS seats, during the General Category admission rounds must produce Income and Assets Certificate in specified format, issued by Mamlatdar of concerned Taluka, during the Admission rounds.

4. RULES OF ADMISSION

- All notifications related to admission shall be notified in three newspapers of the State of Goa, i.e. one English, one Konkani and one Marathi. The Principal, Goa College of Art is authorized to release notifications related to admission.
- The application form is available online.
- The application form must be downloaded from the college website, **www.goacollegeofart.com** filled in by the applicant in his/her own handwriting and duly signed by him/her.
- The applicant shall pay the application fees (Rs.1,000/- non-refundable) through the link provided on the website i.e. <https://www.onlinesbi.sbi/sbicollect/collecthome.htm?corpID=839212> and take a printout of the receipt generated thereafter.
- The last date of receiving application shall be as mentioned under the admission schedule.
- **Applicant shall submit the application form in person before the due date by obtaining the acknowledgement card. The application form must be accompanied by self attested photocopies of relevant certificates and testimonials as per the list in the application form. One recent, identical passport size photographs is required and the application fee payment receipt should also be attached to the application form.**
- In case the applicant is admitted to the M.F.A. course, he/she will be required to submit a Migration Certificate, Transference Certificate and Passing Certificate of B.F.A. Degree in the respective stream, within 30 days from the date of admission, failing which the admission stand cancelled.
- Applications received after the due date shall be summarily rejected.
- The applicant claiming a seat in the reserved category of SC/ST/OBC is required to submit the Caste Certificate from the competent authority 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 conditions of General Category.
- The College Authority will scrutinize the applications and accept only those, which are complete in all respects. Incomplete applications shall not be accepted.
- No personal communication will be sent to the applicant in the event of any change in the schedule of admission. The same will be notified through local newspapers and college website.
- The merit list shall be displayed on the College Notice Board and on the college website as per the specified schedule.
- In case an applicant has applied for verification of B.F.A. marks at the time of applying, he/she should inform the College Authority, about his/her revised results in writing before the conduct of MFA Entrance test, failing which, his/her revised marks/results, if any, shall not be considered.
- All the applicants who are offered admission shall have to pay the requisite fees on the same day. The fees shall be accepted through **cash payment only**.
- Inviting applications according to this Prospectus does not confer any right/claim to the applicant, for admission to the M.F.A. Course in this College.
- 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 is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission to such a candidate may be refused or he/she 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 to the website of UGC (www.antiragging.in) and submit the undertaking in the specified manner therein, to the respective Institute.

- Applicants, who have passed the qualifying examination from University other than the Goa University, shall be required to produce to the Head of the Institution an Eligibility Certificate **as per the Ordinance OC.31.1 (i)**, from the Registrar, Goa University, at least, one day before the Entrance Test, without which the admission shall not be confirmed.
- Applicant/Parents/Guardians shall not canvas in any form to get an undue advantage. Such action may lead to rejection of the application form or the right of admission to the applicant.
- 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.
- Answering the Entrance Test does not qualify the candidate for admission unless he/she submits all the necessary documents and passes in all the subjects of Entrance Test.

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

5. ELIGIBILITY

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

1 Nationality:

Admission to professional courses in State of Goa is open to Indian nationals fulfilling the eligibility criteria under various categories.

2 Age :

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

3 Educational Qualification

A) To be eligible for admission to the First Year for the Degree of Master of Fine Art, a candidate should have passed B.F.A. Examination of Goa University or any other equivalent University in the country. The candidate must have obtained minimum 50% marks (45% marks in case of candidates belonging to SC, ST & OBC only) in the respective subject of specialization at the qualifying examination.

B) The candidate must have passed in all the subjects of the Entrance Test conducted by the College. The minimum passing marks is 50% in an individual head. This Entrance Test is conducted at the time of admission.

The subjects for Entrance Test are as follows:

1) General Knowledge in the field of Fine Art (Written Test)	(2 hr.)	120 marks
2) A) Practicals in drawings/painting		60 marks
B) Presentation : Submission of Prints of the latest Artworks and Dissertation		20 marks

TOTAL 200 marks

- No reevaluation will be allowed in any of the papers of the Entrance test

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

Admission to the Programme shall be based on the merit determined by total marks secured in the qualifying Examination and marks scored in the Entrance Test with 50% weightage to the qualifying exam and 50% weightage for the Entrance Test.

6. GUIDELINES FOR MERIT LIST

1. The basis for preparing the merit for admissions to M.F.A. Courses shall be as under:
 - a) Admission to the Programme shall be based on the merit determined by total marks secured in the qualifying Examination and marks scored in the Entrance Test with 50% weightage to the qualifying exam and 50% weightage for the Entrance Test.
 - b) Applicants who have scored a higher total of marks i.e. sum of aggregate percentage marks in the qualifying exam (50% weightage) and the percentage of marks obtained in the aptitude test (50% weightage) put together, will be placed higher in the merit list.
 - c) In case of a tie i.e. where applicants having scored equal marks in the 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 a higher percentage of marks in the aptitude test will be placed higher in the merit list.
 - d) In case of a tie even after b) and c) criteria above have been exercised, then the candidate having a higher percentage in the subject of his/her choice at the B.F.A. level will be placed higher in the merit list.
2. *If the conditions at b), c), and d) above are found equal, then the applicant with the earlier date of birth, will be placed higher in the merit list.*

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

7. ENTRANCE TEST

The subjects of Entrance Test for MFA are as follows:

- 1) **General Knowledge in the field of Fine Art (Written Test)**
- 2) **a) Practical in Drawing/Painting.**
b) Presentation : Submission of Prints of latest Artworks and Dissertation.

Entrance Test Guidelines:

▪ **General Knowledge in the Field of Fine Art:**

- Section 1: Knowledge of the various arts in general.
- Section 2: Distinct/in-depth knowledge in the field of Fine Art (i.e. Painting and Mural).
- Section 3: Distinct/in-depth knowledge in the field of Applied Art (i.e. Communication Design and Illustration).

(Section 1 is compulsory for all the candidates and any one section from 2 or 3 as applicable to the course which the candidate has applied for in his/her selected streams)

Duration: 2 hrs

Marks: 120

▪ **a) Practicals in Drawing/Painting.**

- i) Candidate will have to execute one artwork pertaining to the requirements in the chosen stream on the basis of the question paper distributed to him/her in the chosen subject of specialization.
- ii) Drawing/Painting should be executed on the topic given either in poster/acrylic colour medium. The topics given will be based on the subject chosen in Applied Art/Painting stream.

Duration: 2 ½ hrs

Marks: 60

b) Presentation : Submission of Prints of latest Artworks & Dissertation.

- (i) The applicant will have to submit photo copies of 10 different original Art works in A3 size created by him/her in the concerned subject of selected stream
- (ii) • Candidates should carry along with him/her a copy of his/her dissertation of BFA / qualifying exam.

OR

- In case the candidate is unable to submit the dissertation he/she must submit additional photo copies of 5 different artworks not bigger than A3 size created during the final year BFA. All the work should be duly authenticated by the concerned teacher at the BFA class.

- *The Photo copies should carry all the necessary details of each work written on the reverse side of the print and submitted in an envelope.*
- *Marks will be granted for the overall presentation.*
- *Candidate should take back their dissertation while leaving the Examination hall.*
- *Photo copies of works submitted by candidates forms as an integral part of the Entrance Test, hence they will be retained by the college.*

Marks: 20

8. CERTIFICATES AND TESTIMONIALS

Scanned copies of all relevant certificates and testimonials should be attached to the application form. The documents should be attached in the following order:

ESSENTIALS FOR ALL APPLICANTS

1. Two recent 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 B. F.A. or its equivalent examination.
3. Birth Certificate from Competent Authority.
4. Transfer Certificate from College attended last, signed by the Principal of the Institute (if applicable).

FOR CLAIMING SPECIFIC CATEGORIES

1. An applicant claiming a seat reserved for SC/ST Category must produce a valid **Non-Migrant Caste Certificate** in the prescribed Proforma (Annexure II) from the Dy. Collector of the area concerned. A Certificate issued by Village Panchayat/Mamlatdar shall not be accepted.
2. An applicant claiming a seat reserved for OBC Category (4) must produce a caste certificate (**non-creamy layer and non-migrant**) in the prescribed Proforma (Annexure II) from Dy. Collector of the area concerned. A Certificate issued by Village Panchayat/Mamlatdar shall not be accepted.
3. Applicants claiming seats under Persons with Disabilities (PwD) Category must produce a certificate from the Medical Board of Goa Medical College/any other Competent Certifying Authority as designated by the State government regarding his/her disability and ability/fitness to undergo all parts of syllabus for the course, such as theory, practical, workshop, etc.
 - a) Provisional Eligibility Certificate from Goa University is to be submitted by applicants of not passing qualifying examination of Goa University.

9. ADMISSION SCHEDULE

i)	Uploading of the Prospectus on the college website.	(Wed) 10/07/2024
ii)	Last date for receiving application forms	(Wed) 24/07/2024
iii)	Declaration of Eligibility List	(Thu) 25/07/2024
iv)	Date for Entrance Test	(Fri) 26/07/2024
v)	Declaration of Entrance Test results / Merit List on the College Website and college notice board.	(Tue) 30/07/2024
vi)	Admission round as per merit list	(Thu) 01/08/2024
vii)	Date of commencement of classes for First Year MFA	(Mon) 05/08/2024

- Note:**
- 1. Only those candidates qualifying in the Entrance Test as per the guidelines in the ordinance shall be considered for admission on the basis of merit.*
 - 2. Goa College of Art reserves the right to modify the admission schedule, depending upon the exigency of the situations.*
 - 3. Additional rounds of admission, if necessary shall be duly notified on the college website.*

10. DETAILS OF FEES AND PAYMENT

Fees

Following are the yearly fees for the batch of students to be admitted in the year 2024-25.

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

Particular of Fees	<i>In Rupees</i>	
	First year	Second year
1. Admission Fee	2,500/-	2,500/-
2. Tuition Fee	29,000/-	29,000/-
3. Institutional Fees		
(a) Students Aid Fund	50/-	50/-
(b) Gymkhana Fees	500/-	500/-
(c) Extra – Curricular Fees	380/-	380/-
(d) Fees for other facilities	250/-	250/-
(e) Specialization Fee	2000/-	2000/-
(f) Caution money (Refundable) for fresh admission	700/-	---
(g) Library Deposit (Refundable) for fresh admission	700/-	---
(h) Identity Card	100/-	---
(i) Insurance fee	100/-	100/-
4. Developmental fees	3,000/-	3,000/-
Total :-	39,280/-	37,780/-

* Refer details of Institutional fees as shown at 3 above

*Gymkhana fee is subject to change as per University notification.

11. CANCELLATION OF ADMISSION AND REFUND OF FEES

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.2,500/-**) 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.2,500/-** 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.1000/- towards cancellation charges by the Institution. This amount is in addition to the deduction of admission fee of Rs.2,500/-.
- 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.

12. RULES & REGULATIONS

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

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. Students are required to equip themselves with all materials required by them during the course. They should possess all the necessary equipments, tools and materials essential to the subjects.
3. Proper neatness and cleanliness should be maintained by the students pertaining to their working desks, working table, easels as well as classroom.
4. 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.
5. Students must vacate the desks/lockers provided to them soon after their examination is over.
6. The College 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.
7. 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.
8. 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 practicals and attendance are counted for 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 student from the College.
5. The reputation of the College depends upon students' 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, 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 lectures and practicals 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 faculty/instructor. Students found indulging themselves with such unauthorized object without prior written permission of the faculty/instructor/Principal are liable for punishment including dismissal from the Institute.
15. Use of mobile phones in the Academic area (classrooms, corridor of main building and departmental building, laboratories, library, academic section and office) is banned. Phones will be confiscated if rules are violated.
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 College authority 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 recovered.
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 activities 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/honoring 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 for Kala Utsav, Kala rang 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 to the 'Goa University Affiliated Colleges Disciplinary Action Rules' framed under section 22(q) and clause 5 of the Statute No. 26 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 M.F.A. results, failing which college will not remain responsible for the same.
27. "No Dues Certificate"
An MFA student who is to leave the college should get a No Dues Certificate from the concerned class/studio incharge, department incharge and Library incharge in the proforma available in the office.

EXAMINATION RULES

1. Each student shall preserve his work in a portfolio, which should be made available, on demand 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 class work 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/she fulfils the examination conditions applicable to the respective course.

RULES FOR PASSING EXAMINATION

Rules for passing the examination have been included in the course details of each year of the M.F.A. Programme which may be referred accordingly.

13. 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 19th 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.12015/68/93-BCC(C) dated 10th September 1993 and resolution No.12015/44/96-BCC(C) dated 6th December 1996, published in Gazette of India, Extraordinary, Part-I, Section I, dated 13th September 1993 and dated 11th 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 19th 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

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 **2023-24** 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*

(This certificate is to be submitted only by candidates who wish to avail 50% concession in Tuition fees in Govt. institutions.)

ANNEXURE-V

BONAFIDE CERTIFICATE FORMAT: (to be issued on letter head of the Institution)

*This is to certify that Mast./ Ms. _____ was a
Bonafide student studying in this Institution as per details indicated below:*

<i>Academic Year/s</i>	<i>Class/Standard (s)</i>
-----	-----
-----	-----
-----	-----

This certificate is issued on the basis of records available in this Institution.

Seal:

Date:-

Place:-

Signature, name and designation of Head of Office.

ANNEXURE-VI

**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- VII

**FORMAT OF INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTION (EWS)**

(To be issued by Mamlatdar of concerned Taluka)

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Kum. _____ son/daughter/wife of
_____ permanent resident of _____, Village /
Street _____, Post Office District _____ in the
State/Union Territory _____ Pin Code _____ whose photograph is attested
below belongs to Economically Weaker Sections, since the gross annual income* of his/her
'family'** is below Rs. 8 lakhs (Rupees Eight Lakhs only) for the financial year **2023-24**. His/her
family does not own or possess any of the following assets***:

I. 5 acres of agricultural land above;

II. Residential flat of 1000 sq.ft. and above:

III. Residential plot of 100 sq.yards and above in notified municipalities:

IV. Residential plot of 200 sq.yards and above in areas other than notified municipalities:

2. Shri/Smt./Kumari _____ belongs to the _____ caste
which is not recognised as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central
List)

Signature with seal of

Recent
Passport size
attested
photograph of
the applicant

Office _____

Name _____

Designation _____

Note:

**Income covered all sources i.e. salary, agriculture, business, Profession, etc.*

***The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her
parents and siblings*

below the age of 18 years as also his/her spouse and children below the age of 18 years.

****The property held by a 'Family' in different locations or different places/cities have been clubbed
while applying the
land or property holding test to determine EWS status.*

14. COURSES

The Goa College of Art offers a 2 years course in Visual Art at the end of which a student is conferred with the degree of M.F.A. (Master in Fine Art) either in Painting or Applied Art stream.

The College aims to create a higher educational programme which shall substantially inculcate unique and creative ideas in the students. The courses offered are Painting and Mural in Painting stream and Communication Design & Illustration in Applied Art stream.

Challenges & Opportunities

The M.F.A Course is one of the few courses in Visual Art which can justifiably offer students the scope to choose a suitable job from large number of opportunities i.e. from Print and Publishing to Advertising, Media Production to Theatre and Film, Interior Designing to Environmental Design all in various Industrial/Commerce establishments whereas self employment as a Painter, Muralist to a Freelancer or an Academician.

The entire academic structure and the course is designed so as to fulfill their own placement in such a way that it empowers the students to establish his own placement after they complete the course. The hard work, discipline, creative aptitude and mindset which the students develops in the course of their study help them not only to be successful in their career but to establish their own mark and identity in the field of Visual Art.

Applied Art

The stream of Applied Art imparts knowledge and training primarily in Communication Design & Illustration. This course is streamlined to cater to the demands of the design industry; in the field of advertising, film, Illustration, animation, computer graphics, print-media and all allied fields. The training also borders on media and marketing aspects. The practical subjects are also supplemented by Theory subjects of 'Advertising' and "Visual Communication."

This course will help the students to secure 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 and encourage the students for an effective blending of the conceptual and technical excellence required to awaken and develop the potential in each and every student. This enables the students to explore his creative ability through the visual medium i.e. painting or mural.

The training in "Practical" subjects is reinforced by the "Theory" subjects of "History of Art" and "Aesthetics" as well as other theoretical supplements to the subjects of specialization. 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 creative sensibility of the students, and enhances their creative ability for a creative output. It also makes them aware about the modern and the current trends surpassing earlier ones.

Dissertation

As a part of partial fulfillment towards the MFA course, every student from both the streams has to submit a “Dissertation” based on the study, experience and achievement in the subject of his interest and specialization.

Essentials

A Candidate must clear the MFA Examination within a period of four years from the date of admission to the first year of the course.

Re-admission

1. Students who have passed MFA (Part-I) and who seek re-admission to (Part II) 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 viewed seriously.
4. The student concerned must produce two latest passport size photographs of himself/herself for the purpose of 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 required fees.

Students Council

A committee is formed as per University rules by the elected students 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.



PART - II

CURRICULUM AND SCHEME OF EXAMINATION

MFA COURSE

The course is planned to prepare the students to face the challenges of the changing art scene and take on the demands of the ever-growing field of Communication Design and Fine Art. The programme has been meticulously drawn up to meet the contemporary requirements in the related fields. The course is of two years duration and comprises of theory and practical components besides research work, to supplement the practical knowledge.

The course commences after graduation in B.F.A. or equivalent.

NATURE OF COURSE

Medium of instruction / teaching: English

Examination Pattern

First Year M.F.A. (Part-I)

- (i) Theory
- (ii) Practical

Second Year M.F.A. (Part-II)

- (i) Practical
- (ii) Dissertation
- (iii) Viva-Voce

COURSES OFFERED

M.F.A. (Applied Art)

- 1) Communication Design
- 2) Illustration

M.F.A. (Painting)

- 1) Painting
- 2) Mural

(5 seats in each stream: total 20 seats)

COURSE OBJECTIVES

- The syllabus for the MFA Degree course in the respective discipline of Painting and Applied Art has been planned to provide a higher platform for handling the complexities in the field of Visual Art and to enable the students to face the challenges of the advancing trends in visual language and communication.
 - The First Year M.F.A. (Part I) initiates the students towards advance study in the chosen subject of Applied Art /Painting. The study is extensively supplemented with relevant theory in the subject of choice leading to a deeper understanding of the chosen field of specialization.
 - The Second year M.F.A. (Part II) is as an extension of the first year. Here the student undertakes intensive study in the chosen area of specialization and while doing so is allowed to freely express his/her individuality through his/her creative skills and abilities. In this year the student is exposed to the modern and contemporary trends in the field of Fine Art and the industry through project work so that he/she is confident enough and better equipped to face new challenges in the field.
-

Ordinances and Regulations relating to the Master of Fine Art Course

- 1 Every candidate seeking admission to the M.F.A. Degree Programme in the branches of (1) Applied Art and (2) Painting shall have to register as a post graduate student of the Goa University.
- 2 To be eligible for admission to the Master of Fine Art (M.F.A.) Degree Programme a candidate must have passed the Bachelor of Fine Art (B.F.A.) Degree Examination (12+4 or 10+5 years Degree course) in the respective branch of study and subject of specialisation of Goa University or an equivalent examination of any other University in India / abroad recognised by this University as equivalent thereto. The candidate must have passed the B.F.A. Degree in the respective branch with a minimum of 50% marks.
- 3 Candidates securing admission in any of the M.F.A. Programmes must have obtained minimum 50% marks in the respective subject of specialisation at the qualifying examination (B. F. A.).
- 4 Admission to the Programme shall be based on the merit determined by total marks secured in the qualifying Examination and marks scored in the Entrance. 50% weightage of the qualifying exam and 50% weightage of the Aptitude Test shall be taken into consideration.
- 5 The duration of the Programme shall be of two academic years.
- 6 The examination for the degree of Master of Fine Art shall be held in two parts; The Part I Examination at the end of First year of the Programme and Part II Examination at the end of the Second year of the Programme
- 7 A candidate shall be permitted to appear for the Part II Examination only after he/she has cleared the Part I Examination.

- 8 The First Year M.F.A. Examination shall be conducted by the College, recognized by the Goa University and no candidate shall be admitted to the Examination unless he/she produces a certificate from the college.
- (i) Of having attended in each term at least 75% of the total number of lectures in theory and at least 75% of the total periods devoted to studio work.
 - (ii) Of having completed and submitted the minimum number of assignments in theory and practical as prescribed in the syllabus.
 - (iii) Of having secured a minimum of 40% marks in internal assessment in each subject, both in theory and practical.

SCHEME OF EXAMINATION:

A candidate studying for the degree of Masters of Fine Art in the relevant branch will have to undergo training in the prescribed course of study extending over two academic years and will have to pass the following examinations;

First Year M.F.A. (Part I)	College Exam	700	Theory and Practical
Second Year M.F.A. (Part II)	University Exam	600	Practicals, Dissertation and Viva-Voce

- 9 A candidate admitted to any of the M.F.A. Programmes shall have to complete the respective Programme within a period of four academic years from the date of his/her admission to the First Year M.F.A.
-

M.F.A. (APPLIED ART)

The following will be the subjects offered for M.F.A. in Applied Art, degree course by paper:

1. Communication Design
2. Illustration

M.F.A. in Applied Art –Part I

OC - The scheme of examination.

The following table indicates subjects and the number of assignments/
tutorials to be completed in the specified no. of hours during the First academic year

MFA Applied Art – Part I

Sr.no	Subject	Hours	Assignments
(i)	Visual Communication	70	5
(ii)	Advertising Design and Practice	70	5
(iii)	Subject of Specialization		
	a) Theory	70	5 tutorials
	b) Practicals	750	8 practical's with written analysis
	Total	960	

The Candidate will be examined in the subject as indicated in the following table.

MFA Applied Art - Part I

Sr.no.	Description	Internal marks		Exam marks	Duration	Total
		Theory	practical			
(i)	Visual Communication	50	--	100	3	150
(ii)	Advertising Design and Practice	50	--	100	3	150
(iii)	Subject of specialization					
	a) Theory	50	--	100	3	150
	b) Practical	--	50	200	25	250
Grand total :						700

The board of examiners may go through the class work of the students in any particular case/cases wherever necessary during the assessment of the practical examination.

Following are the details of the syllabus and the nature of studio practicals of various subjects for examination.

(i) Visual Communication (Theory)

- Man and the creative spirit. The need to communicate and the methods and codes man has devised to do so (from early times till the 21st century).
- The intrinsic relationship between art and craft.
- The art object and the concept of beauty.
- Art appreciation and the aesthetic experience.
- Art as communication. The subject matter, perceptual and conceptual reality, the personal response to experience, the communication of order.
- Words as visuals. Mediums of visual expression, painting and sculpture, architecture and environmental design, dance and drama, photography and film.

(ii) Advertising Design & Practice (Theory)

Unit 1. Unique Selling Propositions, the importance of Unique selling proposition (USP) in advertising, Modern methods of identifying unique selling proposition (USP) of the product, service and social issue, applying the identified USP to Advertising, Studying and Reviewing case studies pertaining to identification and application of USP in advertising.

Unit 2: Ideation and Visualization –the creative process.

The conceptualizing process: generating and developing new ideas, Methods/process of ideation/Brainstorming, Process of visualization and Translating ideas into visuals, Ideation and Visualization –the creative process, Studying and reviewing case studies pertaining to ideation and visualization into advertising

Unit 3: Marketing Strategies in Advertising

Modern procedures engaged in market strategies, Applying Market Research to Advertising, Advertising media for Marketing Channels, Studying and Reviewing case studies pertaining to Marketing and Advertising.

Unit 4: Media and media planning

Media profile, Media penetration, Media frequency, Support Media, Above the line Media, Below the line Media, Studying and Reviewing case studies pertaining to Media and Media Planning

Unit 5: Advertising psychology

Consumer Behaviour, Human needs and wants, Emotional and Intellectual Appeals used in advertising, Positive and Negative Appeals, Buying Motives, Buying Habits, Psychoanalysis in Advertising and Subliminal Advertising.

Unit 6: New Technologies

Knowledge of the latest technology available to creators of advertisements, Latest and sophisticated printing technology, Colour processing, Field trips to printing house

(iii) Subject of Specialization

Communication Design

a) Theory

Communication Design Application

Design for Sales and Advertising, for Persuasion and Propaganda, for Education and Awareness, for Social Change and Upliftment, and Environmental design.

Communication Design practice

Elements and systems of design; 2 Dimensions, 3 Dimensions and movement. Understanding the design problem and the factors that directly or indirectly influence it. Design methodology – a study of the phases from analysis through synthesis; an evaluation. Audience point of view when constructing communicable messages for the audience through visual media

Study of Typography

An overview of western and Indian language scripts, History, classification, anatomy and usage of various letterforms; Theoretical and applicable principles of communicating with letterforms, Multilingual typography, Expressive typography, Typography as a visual image, Calligraphy; experiments in western and Indian language scripts, and the 3 dimensional letter form.

Typography in different contexts like mailers, Posters, Signage, Motion graphics and other New Age media.

Study of grid and layout

Media technology - An overview of digital technology used in communication design, Designing for the internet and other online communication device, Its limitations and possibilities, Designing for the print media, Modern printing processes; constraints and possibilities, Study of production methods of books, newspapers, magazines etc. Design for packaging – materials and processes

b) Practicals

During the First Year, the candidate will have to choose any two of the three choices provided i.e. a) Service, b) Corporate, and c) Social, for project work. A minimum of 4 to a maximum 6 media would have to be executed along with a project report and comprehensive media plan under each of the two choices. One project would have to be handled during each term.

Illustration

a) Theory

- History of Illustration: the History of illustration across cultures and time periods is explored in this section, from early cave paintings to today's most advanced digital explorations
 - Definition and Characteristics: An illustration is a decoration, interpretation or visual explanation of a text, concept or process, designed for integration in published media, such as posters, flyers, magazines, books, teaching materials, animations, video games and films.
 - Artistic Genres: This section explores many artistic genres or types of illustration that have been the focus of artists working in the field, from historical to contemporary.
 - Styles and Techniques: Medium, Material and Medias.
 - Study of minimum six illustrators: The complete study of 3 National and 3 International Illustrators, their work and style. The study of diverse spectrum of illustrators, across time, cultures, and artistic styles.
- Illustration trends and future: Digital Art and innovative Medias

b) Practicals

During the First Year, the candidate will have to choose any two of the three choices provided, namely, a) Conceptual Illustration in Advertising Media. b) Graphic and Info graphics. C) Illustration for Digital Media.

A minimum of 4 and a maximum of 6 media will have to be executed along with a project report and comprehensive media plan under each of the two choices. One project would have to be handled during each term.

STANDARDS FOR PASSING THE EXAMINATION

- Candidates who obtain a minimum 50% marks in theory and practicals, together, at one and the same sitting, shall be declared as passed.
- Candidates who obtain a minimum of 55% marks and above but below 60% in theory and practicals taken together at one and the same sitting shall be placed in Second Class.
- Candidates who obtain a minimum of 60% marks and above but below 70% in Theory and Practical taken together, at one and the same sitting, shall be placed in the First Class.
- Candidates who obtain 70% and above of the total marks in Theory and Practical 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 subjects in Theory, securing a minimum of 55% marks in each head may at his option be exempted from appearing in that subject at a subsequent examination and shall be declared to have passed that whole examination, after having passed in the remaining subjects of the examination.
- Candidates who pass the Examination on the basis of OC-77.9.1 above shall not be eligible for award of Class or Prize or Scholarship to be awarded at the Examination.
- The provision for award of grace marks at the M.F.A. (Part I) and (Part II) examination shall be as per the Ordinance **OA.5.16**.
- There shall be no revaluation of the answer book/s at the M.F.A. (Part I) and M.F.A. (Part II) Examinations, except in Theory Subjects in the First Year M.F.A. (Part I)
- The First Year M.F.A. Examination shall be conducted by the College, recognized by the Goa University and no candidate shall be admitted to the Examination unless he/she produces a certificate from the college.
 - (i) Of having attended in each term at least 3/4th of the total number of lectures in theory and at least 3/4th of the total periods devoted to studio work.
 - (ii) Of having completed and submitted the minimum number of assignments in theory and practical as prescribed in the syllabus.
 - (iii) Of having secured a minimum of 40% marks in internal assessment in each subject, both in theory and practical.

M.F.A. in Applied Art –Part-II

OC - The scheme of examination will be as under:

The following table indicates subjects and the number of assignments/
tutorials to be completed in the specified number of hours during the Second academic year

MFA Applied Art – Part II

Sr.no	Subject	Hours	Assignments
(i)	Subject of specialization		
	(a) Theory	70	5 tutorials
	(b) Practicals	780	12 practicals
(ii)	Dissertation	} 110	
(iii)	Display of works and Viva Voce		
	Total	960	

MFA Applied Art – Part II

The Candidate will be examined in the subject as indicated in the following table.

Sr. no.	Description	Internal marks		Exam Marks	Duration in Hours	Total
		Theory	Practicals			
(i)	Subject of Specialization					
	a) Theoretical knowledge / assessment in the concerned subject of specialization.	25	--	100	3 Hrs.	125
	b) Practicals pertaining to visual requirements in the concerned subject, skillfully presented with suitable techniques and materials.	--	25	250	25 hrs.	275
(ii)	Dissertation	--	--	--	--	100
(iii)	Display of work and Viva-Voce	--	--	--	--	100
	Grand total of marks for the examination					600

The board of examiners may go through the class work of the students in any particular case/cases wherever necessary during the assessment of the practical examination

Following are the details of the syllabus and the nature of studio practicals of various subjects for examination.

(1) Subject of specialization

(i) Communication Design

During the Second year, the third choice of project, not undertaken during the first year, will have to be handled by the candidate. This project must be executed and professionally presented in 3 parts.

- An identity programme will have to be designed and practically executed for the project in hand.
- A total of 4 advertising media will have to be planned, designed and executed, professionally, in readiness for commercial release.
- Additional merchandising/marketing material will have to be designed and executed as part of the project.

(ii) Illustration

During the Second Year, The third choice of the project namely (a) Conceptual Illustration in Advertising OR (b) Graphic and Infographics OR (c) Illustration for Digital Media which is not undertaken during the First Year will have to be handled by the candidate. This project must be executed and presented proficiently in three parts.

- The concept designed for the project will have to be executed by hand.
- A total number of 4 media will have to be planned, designed and executed proficiently.

- Other ingeniously conceived media will have to be designed and executed as part of the project.

(2) Dissertation

The Dissertation shall be submitted at the end of second year. A dissertation comprising of a minimum 7000 upto a maximum of 10000 words, on a topic associated with the subjects of study, must be submitted by the candidate. The dissertation should be able to provide new insights on the chosen topic, through personal research and views stated by the candidate.

(3) Viva-Voce

A Viva-Voce session will be conducted as a part of the examination of the candidate wherein all work done in the practicals of the two years of MFA will have to be displayed before a panel of examiners. Of this body of work, the second year project work is compulsory while the first year projects may be presented at the discretion of the candidate.

STANDARDS OF PASSING THE EXAMINATION:

- Candidates who obtain a minimum 50% marks in theory and practicals, together, at one and the same sitting, shall be declared as passed.
- Candidates who obtain a minimum of 55% marks and above but below 60% in theory and practicals taken together at one and the same sitting shall be placed in Second Class
- Candidates who obtain a minimum of 60% marks and above but below 70% in Theory and Practical taken together, at one and the same sitting, shall be placed in the First Class.
- Candidates who obtain 70% and above of the total marks in Theory and Practical 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 subjects in Theory, securing a minimum of 55% marks in each head may at his option be exempted from appearing in that subject at a subsequent examination and shall be declared to have passed that whole examination, after having passed in the remaining subjects of the examination.
- Candidates who pass the Examination on the basis of OC-77.9.1 above shall not be eligible for award of Class or Prize or Scholarship to be awarded at the Examination.
- The provision for award of grace marks at the M.F.A. (Part I) and (Part II) examination shall be as per the Ordinance **OA.5.16**.
- There shall be no revaluation of the answer book/s at the M.F.A. (Part I) and M.F.A. (Part II) Examinations, except in Theory Subjects in the First Year M.F.A. (Part I)
- The Second Year M.F.A. Examination shall be conducted by the Goa University and no candidate shall be admitted to the Examination unless he/she produces a certificate from the institution.
 - (i) Of having attended in each term at least $\frac{3}{4}$ th of the total number of lectures in theory and at least $\frac{3}{4}$ th of the total periods devoted to studio work.
 - (ii) Of having completed and submitted the minimum number of assignments in theory and practical as prescribed in the syllabus.
 - (iii) Of having secured a minimum of 40% marks in internal assessment in each subject, both in theory and practical.

M.F.A. (PAINTING)

The following will be the subjects offered for M.F.A. in Painting, degree course by paper:

1. Painting
2. Mural

M.F.A. in Painting – Part I

The scheme of examination

The Candidate will be examined in the subjects as indicated in the following table.

Sr. no.	Description	Internal marks		Exam marks	Duration in Hours	Total
		Theory	Practicals			
(i)	History of Art	50	--	100	3	150
(ii)	Aesthetics and Art Appreciation	50	--	100	3	150
(iii)	Subject of specialization					
	a) Theory	50	--	100	3	150
	b) Practical	--	50	200	25	250
				Grand total		700

The board of examiners may go through the class work of the students in any particular case/cases wherever necessary during the assessment of the practical examination.

The following table indicates subjects and the number of assignments/tutorials to be completed in the specified no. of hours during the First academic year.

• MFA Painting – Part I

Sr.no	Subject	Hours	Assignments
(i)	History of Art	70	5
(ii)	Aesthetics and Art Appreciation	70	5
(iii)	Subject of Specialization		
	a) Theory	70	5 tutorials
	b) Practical	750	8 Practicals with written analysis
	Total	960	

Following are the details of the syllabus and the nature of studio practicals of various subjects.

(i) History of Art (Theory)

Indian paintings and painters

- a) Revivalist period (19th & 20th century schools of art).
- b) Post independent art movements.
- c) Raja Ravi Verma, Abanindranath Tagor, Nandalal Bose, Ramkinkar Baij, Benode Behari Mukherjee, Rabindranath Tagore, Gaganendranath Tagore, Jamini Roy, Amrita Shergil, N. S. Bendre, K.K. Hebbar, Siwax Chavda, S. B. Palsikar, K.H. Ara, M. F. Hussain, Laxman Pai, F. N. Souza, V. S. Gaitonde, Prafulla Dahanukar, R. Chimulkar, Antonio Xavier Trindad, Anjela Trindad, S. Haldankar, Dalal, R. P. Kamat, K. C. Pannikar, Krishan Khana, K. G. Subramanyan, Ramkumar, Akbar Padamsee, J. Swaminathan, Bikash Bhattacharjee, Ganesh Pyne, Prabhakar Barwe, Jogan Choudhari, Bhupen Khakhar, Gulam Sheikh, Anjole Ela Menon, B. Prabha, Ram Kumar, Teyeb Mehta, Jehangir Sabawala, Badri Narayan, S. H. Raza, Satish Gujral, P. V. Jankiran, Manjit Bawa, Bikash Bhattacharya, Krishna Reddy, Somnath Hore, Meera Mukherjee, Ganesh Pyne, Shankhoo Choudhary, Mrunalini Mukharjee.

Western Paintings & Painters

- a) Impressionism and Post-impressionism
- b) Twentieth-Century Art movements.
- c) Nonore Daumier, Edouard Manet, Auguste Renoir, Edgar Degas, Paul Cezanne, George Seurat, Vincent Van Gogh, Paul Gauguin, Edouard Vuillard, Henri De Toulouse – Lautrec, James Ensor, Edvard Munch, Gustave Klimt, Pablo Picasso, Henri Matisse, Emil Nolde, Wassily Kandinsky, Georges Braque, Marc Chagall, Piet Mondrian, Max Ernst, Salvador Dali, Joan Miro, Paul Klee, Max Beckmann, Edward Hopper, Jackson Pollock, Willem De Kooning, Francis Bacon, Mark Rothko etc., artist up to 20th century.

(ii) Aesthetics and Art Appreciation (Theory)

Indian Aesthetics:

1. Fundamentals of Art and its aesthetic relationship to painting.
2. Aesthetic concepts in Art, its sources, evolution and scope to works of art.
3. Attitude to Visual Art with special reference to painting and Shilpa Text.
4. Nature and function of works of art as conceived in aesthetics.
5. Inter relationship of Visual Art to Performing Arts.
6. Some theories relating to creativity:
 - (a) Imitation
 - (b) Emotion
 - (c) Imagination
 - (d) Inspiration
 - (e) Intuition

Western Aesthetics:

1. Study of aesthetics and its scope.
2. Fundamental factors in a creative form of art, its content, expression and communication.
3. Relationship between actual work of art and the principals of significant periods in art.
4. Theories relating to creativity, emotion, imagination, inspiration, play and intuition, imitation, pleasure and empathy.

5. Concepts of Art and Beauty, with special reference to the thinkers from Plato and subsequent thinkers during modern times.
6. Psychology of Art and forms of Artistic Perception.
7. Art as an object of Perception and Creation.

Art Appreciation

1. Distinction between Aesthetics and Appreciating Criticism.
2. Art as a form of self identity and social perception.
3. Application of various theories in the past to the modern/contemporary paintings.

(iii) Subject of specialization

Painting

(a) Theory

- Knowledge of the Fundamental and Visual perception of painting in India and the West.
- Study of Visual elements, their concepts and objectives, ideas in different forms of art and the contemporary trends in painting.
- Changing trends in the selection of subjects & styles, concepts & objectives and ideas in painting.
- Study of techniques, materials and methodology in various forms of art in India and the West.

(b) Practicals

- Minimum of 10 paintings each, not less than 16 Sq.ft. and a quantum of 250 Sq.ft. of work to be submitted based on the selection of subject of students own choice.
- Emphasis on definite concepts & objectives, ideas & imaginations in each paintings alongwith its impact in the mind to the student to be reflected in the works produced.
- Compositions befitting / relating to the self identity/ nature, feelings, intuitions, etc. which are to be effectively presented through the selected medium of painting.
- Focus on the consistency of the thought process involved in the subject matter and its output.
- Analytical studies in regards to all the works produced.
- A thorough analysis on all the works pictorially represented with special emphasis on the concepts and the objectives behind each painting based on the character and identity of the painter and its reflection in the works.
- Study of multiple styles, techniques and materials to be used to display unique quality and novel ideas in terms of creativity.

Mural:

(a) Theory

1. Mural – Art of decoration in its earliest phase.

2. Development of wall paintings from spiritual, religious mythological subjects to those dealing with social base.
3. Folk art of India with special emphasis over the art of wall decorations.
4. Study of traditional painting in various states of India with reference to their regional characteristics in terms of subjects, forms, styles, techniques and material.
5. Changing trend in design from prehistoric to modern.
6. European influence on the murals executed in Bombay, Calcutta & Madras.
7. Modern Indian murals executed by Indian Muralists alongwith special reference with the pioneers of modern muralists like Prof. K. G. Subramanyan and Prof. Satish Gujral.
8. Study of Portugues impact on Goan walls with special
9. Impact of Baroque and Rococo wall decoration on Goan walls.
10. Murals executed in Goa then and now – a detailed study.

(b) Practicals

1. Study of various techniques in mural from Fresco and Tempera to all the other techniques developed in the modern times.
2. Study of various types of odd and open spaces and training to beautify them into interesting and exiting decorative spaces
3. Training oneself to handle various all and neglected spaces / sites and beautifying the same with suitable designing.
4. Learning to prepare various wall surfaces to suit the appropriate mediums and techniques.
5. In-depth study of painting on the two dimensional surface, in low relief and in high relief in different medias.
6. Effective use of scrap material to produce interesting mural design.
7. Exploring the possibilities of various mix media towards and unique output.
8. Use of various materials and its effective implementation in the works.
9. Study of following processes:
 - (i) Fresco (Italian or Jaipur) wet and dry processes.
 - (ii) Tempera – Egg Gum on dry surface.
 - (iii) Mosaic (ceramic or opaque glass pieces or colour stones or metal or wood)
 - (iv) Terracotta - Light red colour – red colour – dark brown colour.
 - (v) Stained glass (traditional) or new process of stained glass or sand blosting on glass or glass melting process or on glass with transparent colour.
 - (vi) Metal or wood or coloured sand or coloured cement or fibre or paper collage with lamination.
 - (vii) Mix Media.

Total 8 assignments in all the above mentioned techniques, minimum 16 sq.ft. each have to be produced.

STANDARD FOR PASSING THE EXAMINATION:

- Candidates who obtain a minimum 50% marks in theory and practicals, together, at one and the same sitting, shall be declared as passed.
- Candidates who obtain a minimum of 55% marks and above but below 60% in theory and practicals taken together at one and the same sitting shall be placed in Second Class.
- Candidates who obtain a minimum of 60% marks and above but below 70% in Theory and Practical taken together, at one and the same sitting, shall be placed in the First Class.
- Candidates who obtain 70% and above of the total marks in Theory and Practical 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 subjects in Theory, securing a minimum of 55%marks in each head may at his option be exempted from appearing in that subject at a subsequent examination and shall be declared to have passed that whole examination, after having passed in the remaining subjects of the examination.
- Candidates who pass the Examination on the basis of OC-77.9.1 above shall not be eligible for award of Class or Prize or Scholarship to be awarded at the Examination.
- The provision for award of grace marks at the M.F.A. (Part I) and (Part II) examination shall be as per the Ordinance **OA.5.16**.
- There shall be no revaluation of the answer book/s at the M.F.A. (Part I) and M.F.A. (Part II) Examinations, except in Theory Subjects in the First Year M.F.A. (Part I)
- The First Year M.F.A. Examination shall be conducted by the College, recognized by the Goa University and no candidate shall be admitted to the Examination unless he/she produces a certificate from the college.
 - (i) Of having attended in each term at least $\frac{3}{4}^{\text{th}}$ of the total number of lectures in theory and at least $\frac{3}{4}^{\text{th}}$ of the total periods devoted to studio work.
 - (ii) Of having completed and submitted the minimum number of assignments in theory and practical as prescribed in the syllabus.
 - (iii) Of having secured a minimum of 40% marks in internal assessment in each subject, both in theory and practical.

MFA Painting – Part II

Sr.no	Subject	Hours	Assignments
(i)	Subject of specialization		
	a) Theory	70	5 tutorials
	b) Practical	780	10 Practicals with written analysis
(ii)	Dissertation		
	Display of works and Viva Voce	} 110	
	Total	960	

The board of examiners may go through the class work of the students in any particular case/cases wherever necessary during the assessment of the practical examination.

The following table indicates subjects and the number of assignment/tutorials to be completed in the specified no. of hours during the Second academic year.

• **MFA Painting Part II**

Sr. no.	Description	Internal marks		Exam Marks	Duration in Hours	Total
		Theory	Practicals			
(i)	Subject of Specialization					
	a) Theoretical knowledge / assessment in the concerned subject of specialization.	25	--	100	3 Hrs.	125
	b) Practicals pertaining to visual requirements in the concerned subject, skillfully presented with suitable techniques and materials.	--	25	250	25 hrs.	275
(ii)	Dissertation	--	--	--	--	100
(iii)	Display of work and Viva-Voce	--	--	--	--	100
	Grand total of marks for the examination					600

Following are the details of the syllabus and the nature of studio practicals of various subjects for examination.

Subject of Specialization

(i) Painting

First Term : Perceiving the external world in and around broadly and its pictorial output. Exploring various environments, situations, incidences, occasions in day to day life and its transformation into a creative output. Experiments with various styles, use of techniques and materials, surfaces for relevant self identity in a creative thought process. All paintings explicit in nature

Second Term : painting as a medium of exploring the personal insight into a creative world. Search for self identity in terms of intuitions, feelings, expressions etc. Painting as a continuous process of output conceived with a definite stylistic approach, consistency in thought process and intensions. Producing creative world in terms of understanding, visualizing another dimensions of pictorial space. All paintings implicit in nature

(ii) Mural

First Term : Qualifying oneself to the requirement of relevant style technique and materials to perfectly match to the overall architectural characteristics. Selecting any four institutions/organizations functioning with a definite purpose and having a proper space for executing mural and design the same with a suitable style forms, technique and material. The final design to reflect the illusion of the technique and the material in which the design shall be executed. Part enlargement of any of the interesting area in the design to be done in the actual technique and material in which the design shall be executed. The selection of subject and the relevant forms to clearly depict the identity and the purpose of the architecture for which the mural is designed. All the works to qualify with the skills in handling the selected material with its perfect technical knowhow characteristics at the professional level.

Four assignments in various techniques, minimum 16 sq.ft. each have to be produced.

Second Term : One complete project work of designing and executing outdoor/indoor mural for any of the existing reputed institution/organization with enough space available/reserved for executing the mural and displaying perfect understanding of all the qualities of a good work of art in terms of the selection of suitable subject/design, conceived with proper selection of techniques and material, availability of viewing distance, overall time required by the viewer.

Following are the stages:

- Study of the infrastructure and the architectural characteristics.
- Preparing sizeable 3D model of selected architecture in any of the durable medium for producing market designs to get the impact of the final output
- Initial scribbling of the proposed mural design in various styles, techniques and materials whichever deem fit.
- Preparing mini designs in various styles reflecting the illusions of the techniques and the material proportionately reduced to the actual size available on the model to get the impression of the final output.
- Enlargement of the selected designs on the macket to fit on the size of the paper not less than ¼ of the actual size of the wall reflecting the characteristics of the styles, techniques and materials in which the design is to be executed.

- Enlargement of any selected part of the final design to be done in the technique and material in which it is to be executed. The size is to be proportionately reduced to the original size of the final execution.

(2) Dissertation

The Dissertation shall be submitted at the end of second year. A dissertation comprising of a minimum 7000 upto a maximum of 10000 words, on a topic associated with the subjects of study, must be submitted by the candidate. The dissertation should be able to provide new insights on the chosen topic, through personal research and views stated by the candidate.

(3) Viva-Voce

A Viva-Voce session will be conducted as a part of the examination of the candidate wherein all work done in the practicals of the two years of MFA will have to be displayed before a panel of examiners. Of this body of work, the second year project work is compulsory while the first year projects may be presented at the discretion of the candidate.

STANDARDS OF PASSING THE EXAMINATION:

- Candidates who obtain a minimum 50% marks in theory and practicals, together, at one and the same sitting, shall be declared as passed.
- Candidates who obtain a minimum of 55% marks and above but below 60% in theory and practicals taken together at one and the same sitting shall be placed in Second Class.
- Candidates who obtain a minimum of 60% marks and above but below 70% in Theory and Practical taken together, at one and the same sitting, shall be placed in the First Class.
- Candidates who obtain 70% and above of the total marks in Theory and Practical 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 subjects in Theory, securing a minimum of 55% marks in each head may at his option be exempted from appearing in that subject at a subsequent examination and shall be declared to have passed that whole examination, after having passed in the remaining subjects of the examination.
- Candidates who pass the Examination on the basis of OC-77.9.1 above shall not be eligible for award of Class or Prize or Scholarship to be awarded at the Examination.
- The provision for award of grace marks at the M.F.A. (Part I) and (Part II) examination shall be as per the Ordinance **OA.5.16**.
- There shall be no revaluation of the answer book/s at the M.F.A. (Part I) and M.F.A. (Part II) Examinations, except in Theory Subjects in the First Year M.F.A. (Part I)
- The Second Year M.F.A. Examination shall be conducted by the Goa University and no candidate shall be admitted to the Examination unless he/she produces a certificate from the institution.
 - (i) Of having attended in each term at least 3/4th of the total number of lectures in theory and at least 3/4th of the total periods devoted to studio work.
 - (ii) Of having completed and submitted the minimum number of assignments in theory and practical as prescribed in the syllabus.
 - (iii) Of having secured a minimum of 40% marks in internal assessment in each subject, both in theory and practical.

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 counseling approach.
- l) Discreet random surveys shall be conducted amongst the fresher's 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 authorized 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

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