

Sree Sankaracharya University of Sanskrit Master of Fine Arts
(M.F.A) Degree regulations 2019

Practices Compulsory

1. Master of Fine Arts- Specialization one: Master of Fine arts Post Graduate degree with Specialization in Painting is compulsory to follow all courses suggested in Common studies, during all four semesters.
2. Master of Fine Arts- Specialization two: Master of Fine arts Post Graduate degree with Specialization in Mural Painting: is compulsory to follow all courses suggested in Common studies, during all four semesters.
3. Master of Fine Arts- Specialization three: Master of Fine arts Post Graduate degree with Specialization in Sculpture is compulsory to follow all courses suggested in Common studies, during all four semesters.
4. Participation to Annual Exhibition is a course objective and will be well appreciated but the Valuation of the courses is done separate display in classrooms.
5. All written papers are appreciated in presentation through preplanned seminars.
6. **Recommendation from Board of Studies:**

The members of the board of studies meeting suggests that one-1 hour is added (extra) every day to implement in all four-4 semesters to enhance the time of students for practical work without assistance/teaching from faculty. This may be known as zero-0 hour for student to engage in practical work of specialization every day, so that the total engagement of the student in institution increases to six-6 hours a day, and the duration of major chosen practical work (studies) increases up to four-4 hours a day. Time table for the syllabus may be made for six-6 hour per day.

Course Outcomes of Zero Hour practical work:

| CO | CO Statement |
|-----|-------------------------------------------------------------------------------|
| CO1 | Work specifically with intensity on specialized subject |
| CO2 | Engage on practical work with advancement in specialization subjects. |
| CO3 | Gather concentration on practical-creative work by continuous work. |
| CO4 | Produce effectively more work towards documentations of studies made. |
| CO5 | Enhance the perfection of the work with unique specialties |
| CO6 | Master the chosen medium with more understanding |
| CO7 | Create evidence through more number of works on engagement of practical works |
| CO8 | Enhance the result of creative efforts effectively |

7. **Title** These regulations shall be called Sree Sankaracharya University of Sanskrit Master of Fine Arts (M.F.A) Degree regulations 2019



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8. **Application:** These regulations shall apply to the Master of Fine Arts programme effective from the academic year 2020-21 onwards in Sree Sankaracharya University of Sanskrit, Kalady.

9. **Admission Procedure**

Eligibility for Admission: A candidate seeking admission for the two year Master of Fine Arts Degree programme shall fulfill the following conditions;

- 9.1. Should have passed the Bachelor Degree in Fine Arts of any university in concerned subject recognized by Sree Sankaracharya University of Sanskrit, Kalady with a minimum of 55% marks in aggregate.
- 9.2. No person shall be eligible for admission to a P.G programme if he/she is currently on the rolls for a regular P.G programme in another discipline offered by the University.
- 9.3. A student should produce an equivalency certificate if he/she is availed the degree from the universities outside of Kerala State.

10. **Selection Procedure:**

- 10.1. The admissions to the M.F.A programme shall be made on the basis of written test, academic record and interview/ portfolio/ performance.
- 10.2. Seats are reserved for SC/ ST/ OBC/ and Other backward class students as per government rules.

11. **Duration of the programme**

- 11.1. Duration of the programme is four semesters/two years.
- 11.2. A student is entitled to a zero semester on the grounds of ill health or other unavoidable contingencies. The decision in this regard will be taken by the Vice- Chancellor, subject to the ratification by the Academic Council on the basis of the recommendation of a committee, to be appointed by the Vice-Chancellor. **Courses and Credits**

12. **Courses and Credits.**

Total Number of Courses will be 28.

Total Credits of Courses will be 86.

13. **Attendance.**

- 13.1. No student shall be permitted to appear at any semester examination unless he/she has attended in the semester at least 80% of all lectures, theory and practical's in that semester.
- 13.2. Provided further that shortfall in percentage of attendance, on account of unavoidable reasons, not exceeding 10% per academic year (2 semesters) may be condoned as per university regulations.
- 13.3. Application for the condonation of shortage of attendance should be made to the registrar in the prescribed format along with due recommendations of the Head of the Department and with the receipt of fee remittance.
- 13.4. The claim for condonation should be supported by authorized medical certificates or concrete documentary proof as the case may be.



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14. Evaluation

- 14.1. The system of evaluation will be a combination of internal and external.
- 14.2. 50% of the total credits will be for internal evaluation and 50% of will be for the end- semester examination in the case of theory subjects and end-semester display and presentation of works done by the student in the case of practical subjects. The end- semester evaluation for display and presentation will be done by a panel of external examiners on a day decided and intimated in advance earlier.
- 14.3. If a candidate who has pursued a regular course of study in any semester and having appeared at the examination of the semester, fails to clear course/courses of that semester, shall be allowed to proceed to the next semester, but shall be required to clear such courses at the subsequent semester.
- 14.4. A student will be allowed to proceed to the next year only if he/she has after appearing in the examinations of the previous two semesters, cleared at least 50% of all the courses of the two semesters taken together. A student failing to clear at least 50% of the above courses shall be required to take admission again to the first semester of the previous year and he/she shall again have to pay the tuition, examination and other prescribed fees, and shall have to attend the regular course of study for the time being in force for the semesters concerned.
- 14.5. A student, who has pursued a regular course of study of all the semesters prescribed for a degree but has still to clear some course/courses, will be allowed to appear at the examination for these course/courses as an Ex-student according to the provisions made in this regard by the university. The student can reappear in maximum three theory courses.
- 14.6. A candidate who has cleared all the courses of all the semesters prescribed for a degree will be declared to have passed.
- 14.7. The students should submit a synopsis/seminar paper on his/her chosen area in the end of third semester and their final dissertation at the end of the final semester. The dissertations submitted after the last date for submission will not be evaluated.

15. Evaluation will be based on 9 point grading system,

A+ 9, A 8, A- 7, B+ 6, B 5, B- 4, C+ 3, C 2, C- 1, F 0

16. An average of B- (B minus) is the passing grade.

17. Examinations.

Students are expected to follow normal examination procedures of the University as follows.

- 17.1. The University shall notify the details such as date, time, and Courses with code number etc., of the examination. Students shall register themselves for the examination. There shall be a University Level Examination for each course at the end of each semester. No student who is more than 30 minutes late shall be allowed to appear for the examination. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination. If any student indulges in any malpractice like copying, consulting other students, etc., the invigilator



shall enter her/his remarks on the answer paper with signature. In such an eventuality the candidate shall not be allowed to complete the examination and shall be sent out of the hall. Before the candidate is allowed to leave the hall, a statement may be obtained from her/him and the invigilator shall report to the Head of the Department/Campus Director immediately with full details and remarks. If a student refuses to give such a statement, the fact may be recorded by the invigilator. The Head of the Department, Campus Director shall report the case of alleged malpractice to the Pro-Vice Chancellor who shall initiate steps for the enquiry. The Vice Chancellor shall appoint a committee consisting of not less than three faculty members to enquire into the alleged malpractice. The Committee shall submit its findings along with its recommendations within 15 days to the Vice Chancellor who shall take a decision in the matter subject to the approval of the Syndicate.

- 17.2. The University shall notify the list of candidates having successfully completed all the requirements and become eligible for the award of the Degree. Anomalies, if any, regarding the notification shall be brought to the notice of the Pro-Vice-Chancellor by the student in writing within 7 days of the date of notification. The Syndicate shall approve the final results and the University shall issue Provisional Certificates and transcripts of the grades obtained by the candidates within 7 days of the notification. It shall be open to the Syndicate to withhold the result of a candidate on any valid ground. Each Course is evaluated on 9 - point scale as provided in para 9.5 of these Regulations.
- 17.3. There is no separate minimum for Internal Assessment or External Assessment. However, meeting requirements of Attendance and Internal Assessment are a must for appearing in the End Semester Examination.
- 17.4. The Pass Minimum for each course is B – (B Minus). A student who acquires a Pass Minimum (B- Grade) for at least 3 courses (12 Credits in a Semester) will be promoted to the next Semester. The promotion list of the students will be prepared after the evaluation of the End Semester Examination and will be published before the commencement of the next semester.
- 17.5. A Final Grade Point Average of B- (B Minus) grade is required for awarding the degree.

18. Re-appearance for the End Semester Examination: If a student gets 'F' grade in the end semester examinations of one or more Courses and provided that Internal Assessment requirements for those Courses are met, she /he may be permitted to re- appear for end semester examinations for those Courses within a period of two semesters after completion of the regular Programme after due recommendation from the Head of the Department and prior sanction from the University. This facility cannot be availed more than once or beyond the stipulated two semester period. These examinations will be conducted only along with and at the time of regular end semester examinations. In the event of syllabi change during this period, the question paper should be set in the old pattern corresponding to the Internal Assessment requirements met by the student.

19. Zero Semesters: A student is entitled to avail a Zero semester on grounds of ill health or other unavoidable contingencies in attending the academic activities prescribed for that semester. This effectively means repeating the academic activities prescribed for a semester and requires regular attendance. The



decision in this regard will be taken by the Vice Chancellor on the basis of the recommendation of a Committee appointed by the Vice Chancellor, and subject to the ratification by the Academic Council. There will be only one chance to avail Zero semester in a Programme and should be done within two semesters after the completion of the regular Programme. In the event of syllabi change during this period, the student should avail the new Courses being offered in the semester corresponding to the one that was lost.

20. For all Programmes other than Language Programmes, the examination and dissertation can be written either in English or Malayalam.
21. The students do not have to attend any separate examinations for practical subjects of Master program other than the Internal and external evaluations time to time as noted below.
- 21.1. Students are directed to place all practical works done in various subjects as per the
- 21.2. Syllabus at the end of each month and an internal assessment will be practiced on the basis of them. The concerned faculties shall provide necessary directions and complete the procedure by grading them.
- 21.3. If any student is absent/ could not submit the works for the monthly internal assessments, or facing a redo situation, he shall be permitted by the concerned teachers to place works done under that period along with next month's internal assessments, in a separate portfolio. Student is responsible to place the works done during the missing month along with the current month, on that particular day of internal assessment with advance intimation to the concerned teacher.
- 21.4. For practical papers there will be no separate mid - semester examination other than the monthly internal assessments. The grades obtained by the students in the first two months shall be calculated cumulatively and reported against mid semester examination marks. Similar practices will be repeated in the forthcoming months after mid semester assessment. An internal assessment is conducted in the third month and the fourth Internal will be conducted at the end of the fourth semester or then after along with External evaluations. The cumulative of all four internals will be calculated as internal marks of the semester.
- 21.5. The grades acquired by students in the internal assessment shall be calculated to count CGPA after completion of necessary number of internal assessments, before the conduct of semester examinations.
- 21.6. There will be mid semester examinations for all theoretical and language papers implemented in each semester. However there will be internal assignments for students as per teaching requirements of the faculty.
- 21.7. **Cumulative Grade Point Average (CGPA)** is the value obtained by dividing the sum of Credit Points of all the Courses taken by a student at the end of each semester so far(**CSP**) by the total number of Credits earned by the student so far(**CS**). **CGPA= CSP divided by CS**. Please check the section **Grading procedures** of these regulations for more details of Grade calculations.



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22. End Semester examinations for theoretical papers.

There will be end semester written examinations conducted as per all related syllabus and regulations for all theoretical and language subjects within the course.

23. Setting of Question Papers for Theoretical papers.

23.1. The **Question Papers** ¹² are to be set by the faculty members offering the Courses and scrutinized and edited by a Board consisting of the Head of the Department, and at least one faculty member of the Department nominated by the Department Council. A copy of the minutes of the Board meeting shall be forwarded with the Question Papers to the Pro - Vice Chancellor. There will be a question bank covering the syllabus of each discipline. Question papers will be set from the question bank.

23.2. Questions must address all Cognitive Domains as far as possible

24. Questions should be distributed into three sections (addressing different Cognitive Domains) on the basis of percentage as given below. There can be flexibility in design for the different Departments provided the ascending weight pattern for different cognitive levels and total distribution of weight remains unaltered.

| Sl. No. | Type of questions (Cognitive Level) | Percentage | Total Weight of a Section |
|---------|----------------------------------------|------------|---------------------------|
| 1. | Section I - Remember and Understanding | 20 | 12 |
| 2. | Section II - Apply and Analyse | 30 | 18 |
| 3. | Section III - Evaluate and Create | 50 | 30 |
| | Total | 100 | 60 |

24.1. More weight should go to higher levels of Cognition.

24.2. Time assigned to one weight is 3.

24.3. Weight of each section can be expressed through number of words (for eg., maximum 250 words) or number of pages (for eg., maximum 2 pages) or by any other appropriate method.

24.4. Time distribution may be indicated.

| Sl. No. | Type of questions (Cognitive Level) | Percentage | Total Weight of a Section | Maximum time for each section |
|---------|-------------------------------------|------------|---------------------------|-------------------------------|
| | | | | |



| | | | | |
|----|--------------------------------------------------------|------------|-----------|--------------------|
| 4. | Section I - Remember and Understanding | 20 | 12 | 36 minutes |
| 5. | Section II - Apply and Analyse | 30 | 18 | 54 minutes |
| 6. | Section III - Evaluate and Create | 50 | 30 | 90 minutes |
| | Total | 100 | 60 | 180 minutes |

- 24.5. The questions set should meet the Course Outcomes .
- 24.6. Questions should span all difficulty levels.
- 24.7. Each question should be properly tagged to Course Outcomes (for further mapping of attainment)
- 24.8. The Head of the Department shall forward three sets of the Question papers for each course in a sealed cover to the Pro-Vice Chancellor, who shall make arrangements for the supply of question papers in the University Level Examination.

25. External assessments /Evaluations for Practical Papers.

- 25.1. There will be a day announced by the university/department at the end of each semester for External valuations of practical work done during the entire semester.
- 25.2. There will be double valuation for the End Semester University practical Examination. The practical works done during the entire semester will be valued by an Internal Examiner and an External Examiner.
- 25.3. External examiner will be suggested by the department and invited by the university on a particular day when the department made necessary arrangements.

26. The evaluations will be conducted using the following criteria.

26.1. Evaluation Criteria for Practical work assessments.

Display of works by each student in allotted space within the department shall be visited by the jury member/s including an inter university subject expert on the proposed date in presence of the student. The student/candidate will be permitted to present his viewpoints verbally, literary visually and any other mode found suitable for communication of his argument if any.

- 26.2. Student will be allowed to state the quantity of art work in each specific category mentioned in the syllabus, generated during the specific time period under evaluation on his display.
- 26.3. It may be extensively evaluated that how the productions are matching with Programme Specific outcomes stated in the syllabus.



- 26.4. It will be evaluated that how student is responsible for his production/s materialistically, economically, socially, philosophically, ethically, aesthetically and any other area identified by the jury logically related with production.
- 26.5. Spontaneity, originality and necessity of the products in connection with practical, Thought process behind the works and attitudes of the student may be evaluated.
- 26.6. How contemporary and outstanding nature of the products in connection with prevailing contemporary nature are evaluated.
- 26.7. How the selection of major medium of expression is tuned with production status may be evaluated.
- 26.8. Any other criteria found logically fit to the outcome based production of a particular candidate, which can be adopted by jury for evaluation, with acknowledgement to the candidate.

27. Grading Procedures.

- 27.1. **Grade** obtained in the assessment of a Course is a letter symbol measured on a nine point scale (A+, A, A-, B+, B, B-, C+, C, C-, F) which indicates the broad level of performance of a student in a Course.
- 27.2. '**Grade Point**' (GP) In the 9 point grading system, each letter Grade is assigned a Grade Point which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

| Letter Grades | Grade Points | Performance | Grade Range |
|---------------|--------------|-------------------|-------------|
| A+ | 9 | Exceptional | 8.5 - 9.4 |
| A | 8 | Excellent | 7.5 - 8.4 |
| A- | 7 | Very Good | 6.5 - 7.4 |
| B+ | 6 | Good | 5.5 - 6.4 |
| B | 5 | Fair | 4.5 - 5.4 |
| B- | 4 | Average | 3.5 - 4.4 |
| C+ | 3 | Below Average | 2.5 - 3.4 |
| C | 2 | Needs Improvement | 1.5 - 2.4 |
| C- | 1 | Un Satisfactory | 0.0 - 1.4 |



- 27.3. '**Weight**' (W) is a numerical measure quantifying the comparative range of an answer matching the comparative importance assigned to different Cognitive Domains. It is assumed that the weight should increase as we move from **Remember, Understand, Apply, Analyse** to **Evaluate** and finally to the highest domain of **Create**. A model of the weight assigned is appended in **Appendix-3**.

- 27.4. **Weighted Grade Point (WGP)** is grade point (GP) attained by a student in the answer to a particular question multiplied by the weight (W) assigned to that question. The total weighted grade points (**TWGP**) obtained for all the answers of a question paper are to be divided by the total weight (**TW**)

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of all the questions answered in that question paper to arrive at the final grade point (FGP) and grade obtained in the examination for the particular Course.

(FGP=TWGP divided by TW)

27.5. 'Credit Point' (P) of a Course is the value obtained by multiplying the final grade point (FGP) obtained in that Course with the credit assigned to that Course(C): $P = FGP \times C$.

27.6. 'Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of Credit Points (P) obtained by a student for all Courses taken in a semester by the total number of credits (C) taken by her/him in that semester. SGPA shall be rounded off to two decimal places. $SGPA = P$ divided by C.

27.7. Cumulative Grade Point Average (CGPA) is the value obtained by dividing the sum of Credit Points of all the Courses taken by a student at the end of each semester so far(CSP) by the total number of Credits earned by the student so far(CS). $CGPA = CSP$ divided by CS

27.8. Final Grade Point Average (FGPA) is the value obtained by dividing the sum of Credit Points of all the Courses (CPP) taken by a student for the entire programme by the total number of credits for that Programme(CP). CGPA shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in the Programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on her/his CGPA. $FGPA = CPP$ divided by CP

27.9. The minimum FGPA i.e., cumulative index for awarding degree shall be 3.5 (i.e. B-) for the M.F.A. Programme.

28. **Grace Grade-** means grade points awarded to Course/s, as per the choice of the student, by the University in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities as listed by the University from time to time.

29. **GRADE CARDS: Semester Grade Report(SGR):** The University under its seal shall issue to the students a Grade Report on completion of each semester. The Semester Grade Report shall contain the grades and grade points obtained by the student for each Course taken by the student in a Semester. The report shall also contain the grade and grade points for the additional course, if any, with its credit.

30. **Final Grade Report (FGR):** The Final Grade Report issued at the end of the Programme shall contain grade points of each semester, the FGPA and overall letter grade of a student for the entire programme along with the percentage of the grade point obtained by the student.

The format of SGR and FGR are appended as **Appendix – 4**



31. Grievances Redressal Cell.

All Departments/Regional Campuses should have to form a **Grievances Redressal Committee** to address the grievances related to evaluation and assessment of Courses/Programmes with the following composition .

Head of the Department/ Campus Director – Chair and Convenor/

Instructor of the Course

A faculty member from the Department

A student representative from the Department

The appellate authority (of Department as well as regional campus) of this Committee will be the **Departmental Students Grievances Committee**. If this apex committee also fails to resolve the issue, it shall be reported to the Vice Chancellor whose decision shall be final.

32. Students Feedback on courses and Teachers.

All Academic Departments should have arrangements to collect the students' feedback at the end of each semester for each Course and consequent reforms should be ensured.

33. Other Important Matters.

Details of Courses Registered by each student in all semesters(Statement in lieu of Semester Card) shall be forwarded to Examination Branch within one month after commencement of the semester. Format appended as **Appendix -5**

34. Issuing of Rank Certificates: There is no ranking for the programme and no rank certificate will be issued to the student.

35. Award of Degree: The Degrees shall be awarded under the seal of the University to candidates who have satisfactorily completed the application formalities and graduation requirements.

36. If the result of a candidate is found to be vitiated by error, malpractice, fraud, improper conduct or any other reason, the same may be cancelled or rectified with the approval of the Vice Chancellor. If it is found that the result of the candidate has been vitiated by malpractice, fraud, and improper conduct, the University shall modify the result of such candidates and make such declaration as the Vice Chancellor may deem necessary, including debarring of the candidate from the University examinations for such period as may be specified and the cancellation of the result of the candidate.

37. The **Regulations** are also applicable to Innovative Programmes of the UGC.

38. Removal of Difficulties – If any difficulty arises in giving effect to the provisions of these Regulations, the Vice Chancellor may issue necessary orders for removing the difficulty and the same has to be reported in the next Academic Council.

39. All M.A. Programmes and the Regulations thereof shall be evaluated and reviewed every three years.

S/D

The Registrar.



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Explanatory Notes

- ¹ Credit indicates the weight and in-depth nature of enquiry of the course as well the time necessary for instruction. For instance, a Course with four credits should have a minimum of four weeks per week of meaningful teacher- student interface in terms of lectures or tutorials. However, if instruction is intended through field/lab work this doubles to eight hours a week.
- ² Registration for Core Courses are also open to students of other Departments provided they meet the pre-requisites, if any. A Core Course of a Department may be treated as an Elective Course for students of other Departments, and the particular Course may be preferably offered by the host Department in the hours designated for Elective Courses.
- ³ An Elective Course is optional for the students to register. Students can exercise their choice among a set of Elective Courses from the same as well as other Departments specified for each Programme of study.
- ⁴ Additional electives will not be reckoned for calculations of CGPA/FGPA/SGPA. However, if a student has undergone any additional Courses, names of such Courses and the grades earned by the student will be shown/included in her/his final grade report.
- ⁵ Monograph/Dissertation must be formally submitted on the stipulated date to the Department which may be forwarded to the Examination Branch for external evaluation and the evaluation of the Monograph/Dissertation may be carried out along with the evaluation of the end semester examination answer scripts. Evaluation must be based on the grading system specified in the section VI of this regulation.
- ⁶ Detailed syllabi for all Courses offered by the Department shall be prepared with Course Outcomes in mind and organized in a specific number of units in order to fulfill these Outcomes along with full details of Text Books, Reference Books, Web based resources, Reference Reprints of papers, e-Books, Published Reports and the Monographs, etc. relevant to the course for each modules and printed made available to faculty members and students
- ⁷ No person shall be eligible for admission to a P.G. Programme if she/he is currently on the roll for a P.G. Programme in another subject/discipline offered in the University. No student shall be eligible to join a PG Programme if that the student has already attended a PG Programme before, in any of the Universities/Colleges in Kerala including SSUS, in regular stream.
- ⁸ The information on list of all the Courses (core and electives), along with Course Outcomes for each, offered in every Department specifying the credits, the prerequisites, a brief description of syllabus or list of topics, the instructor who is offering the Course and the time slot may be made available in the University website/circulated among the departments/publicised on the notice boards before the commencement of the semester.
- ⁹ Students have a choice to register for Multi-disciplinary Elective Courses offered by any Department other than the parent department of which one should be from any of the Sanskrit disciplines. Different sets of electives must be offered at the different Regional Centres, based on the social, cultural and educational contexts of the Centre. The registration for the Elective Courses from other Departments shall be on first come



first served basis, provided the student fulfils the prerequisites for that Course, if any. The number of students to be registered shall be based on the class room availability and other infrastructure available in the Department. Every effort shall be made by the Department to accommodate as many students as possible.

10 Each faculty member shall organize a continuous assessment of each of the courses assigned to her/him. The internal assessment grades shall be given as per the following in the case of a 4 credit course with 50:50 Internal Assessment and End semester examination combination.

The three components of assessments will be – **Seminar(oral presentation), Mid Semester Examination, Assignment**

Seminar is an integrated type of assessment and can be used to assess the higher level of cognitive domains

Criteria for Seminar Assessment – Students must be oriented in seminar writing, presentation and questioning skills. It must be mandatory for all students to participate in the discussions. Grading should be specified in all three components given below

Content and Understanding 2. Methodology and Analysis 3. Presentation and Discussion

Seminars for each course shall be assessed by two faculty members (T1 and T2)

Mid semester examination – Questions must address all cognitive domains as far as possible

Assignments – Any type of assessment tool(Student Centric) can be considered as an Assignment. For example it can be Book Reviews, Play Production, Fieldwork Report, Choreography, *Vakyarthavicara*, *Salakapareeksha*, *Padyarachana*, *Katharachana*, translation, precis -writing, group discussion, etc. based upon the nature of the Course. Appropriate components have to be developed for assessment .

Each assessment task should be properly tagged to the Course Outcomes for the mapping of CO attainment

11 The faculty shall record the attendance of the students in every Course and calculate the attendance at the end of the semester and duly certify the fulfillment prior to the examination. Attendance is compulsory for the lab practical/field visits/field camps etc. if the said programme is part of the syllabus.

12 Questions should be distributed into three sections (Cognitive Domains) on the basis of percentage as given below

| Sl. No. | Type of questions (Cognitive Level) | Percentage | Total Weight of a Section |
|---------|----------------------------------------|------------|---------------------------|
| 1. | Section I - Remember and Understanding | 20 | 12 |
| 2. | Section II - Apply and Analyse | 30 | 18 |
| 3. | Section III - Evaluate and Create | 50 | 30 |
| | Total | 100 | 60 |



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The lower levels of Cognition has to have more weight at UG level and at PG level more weight should go to higher levels of Cognition.

Weight of each section can be expressed through number of words (for eg.,maximum 250 words) or number of pages (for eg.,maximum 2 pages) or by any other appropriate method.

Time distribution

The questions drawn should meet the Course Outcomes

Questions should span all difficulty levels

Each question should be properly tagged to Course Outcomes (for further mapping of attainment)

There are no corrections in this document as on 23.10.2019.



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