

ELECTIVE MANUAL

INTRODUCTION:

The Post Graduate Department of Drawing and Painting was established in 1984. Since then the course has been updated several times to upkeep with the demand of the students and availability of the job opportunities. In the year 2008 the course was changed into MVA in drawing and Painting with semester pattern. In this course a unique subject called as Elective was added. This was as per the curriculum guidelines of UGC in its model curriculum of 2001. What is elective and what purpose did it served? Were the questions that were faced by the fine art students where the work itself is creative and has the potential of drawing job opportunity and is itself an application of Knowledge.

- A. Imparting professional knowledge
- B. Knowing the world out the institution framework,
- C. Learning techniques and new materials that were not possible to incorporate the classroom learning

There were certain Aims that lead to these objectives which are defined as follows:-

- 1) Developing the ability for time management
- 2) Experiencing new environment
- 3) Knowing new materials
- 4) Leadership quality
- 5) Developing and utilizing the communication skill
- 6) Finance management

What is Elective?

Elective is a guided learning for the fine art students outside the teaching learning ambience of the Institutional learning where the students are applying their knowledge from the structured and processed learning onto professional works/ assignments/ projects. They may be venturing in the various fields/ campuses/ organizations/ Institute to meet their demands. They will have to interact with the people who are having experience in Fine Art for quite some years. They will have to follow their rules and regulation and their structure of working. Striking the cord with them will be uphill task which they have to do. This is 60 hrs of learning in the third semester.

Instructions to the students:-

Before the elective:-

Elective is the program course in 4th semester and is of 60 hrs. This is calculated as eight hours per day, seven days and 4hrs in continuity. The Elective has actual 60 hrs of work in the studio/organization/industry and submission of the work to the department head/ faculty when they join back in the department. They should make note of their learning experience which they may submit in the department. If by any chance the guiding artist/ mentor/ Institute /organizational head declares an off day or the student is unwell and hence was not able to attend the day at Elective then the day is extended by similar number of days of absence.

The students are to identify the guiding artist/ mentor/ Institute /organization of their own interest or in accordance with their specialization of the material/ style or concept. The head of the department or the faculty at drawing and painting department will verify and inspect the venue and then approve.

The students are to write a formal letter to the department head seeking permission and willingness for the Elective at the desired location, along with the address, contact details of guiding artist/ mentor/ organization.

During the Elective:-

They should be regular in their work and must abide by the set norms of guiding artist/ mentor/ organization. Their behaviour should be respectful and appreciative as they are representing the University at their place of Elective. They should be maintaining the daily record of their work, interaction and instructions given by guiding artist/ mentor/ organizational head. At the end of the week they should be compiling their week's learning and get it approved by the guiding artist/ mentor/ Institute /organizational head by getting it signed. At the end of the seven and a half days and 60 hrs of this training period they will be submitting this report to the department duly signed by the guiding artist/ mentor/ organizational head. This elective is assessed for 100 Marks and 4 credits. They might like to add photos of their work.

After the Elective:-

The students are to join the department immediately the next day, the day their Elective ends. They are to present the report duly signed by the artist/ mentor/ institute/ organizational head, to the head of drawing and painting department. They should be submitting the art work to the department as an assignment.

Special Instructions to the students while participating in Elective:-

- a. They should be punctual at the place of Elective and should be present at the time given by artist/ mentor/ Institute /organizational head
- b. They should be pleasant and respectful in nature and behaviour with the employer and his / her other staff.
- c. They should dress up in accordance with the place and nature of work so as to uphold the self-dignity.
- d. They should remain careful and alert in the environment they are working, so as not to attract un-wanted incidents to happen.
- e. They should also pay attention to what is been taught to them.
- f. They should learn, imbibe and improvise upon the valuable suggestions that are being given to them by the artist/ mentor/ institute/ organizational head.
- g. Remaining absent without the knowledge of artist/ mentor/ institute/ organizational head and the faculty or head of the University department of drawing and painting will be marked negatively.
- h. Students can contact the faculty or head of University department of drawing and painting in case of difficulty.

Guidelines for artist/ mentor/ institute/ organizational head:-

- a. Artist/ mentor/ institute/ organizational head should be giving the orientation in the structured learning and work program that they would like the students to learn or the students have come to them for learning.
- b. They may like students to first learn and then do the project on their own.
- c. They will have to assess the students for their regularity, diligence, grasping power, execution skill, communication skill, eagerness to learn.
- d. A proper muster of their attendance be maintained with the artist/ mentor/ institute/ organizational head.
- e. Once the artist/ mentor/ institute/ organizational head agree to admit students into their artist studio / mentor/ institute/ organization they should ensure the safety of the learner.
- f. The artist/ mentor/ institute/ organizational head will be filling in the form of assessment for the work done by the students. This format will be given by the University department of drawing and painting.
- g. In case any of the student is remaining absent for more than one day without any valid reason and without informing artist/ mentor/ institute/ organizational head or faculty concerned then it must be conveyed to Head of University department of Drawing and Painting

- h. The artist/ mentor/ institute/ organizational head must supervise and put remark on the every sketch that the student put before them for their approval.
- i. The art work produced at the artist studio / mentor studio/ institute/ organization may be given back to the concerned student without any terms and conditions, unless artist/ mentor/ institute/ organizational head has incurred the cost of buying the material during the period of Elective.
- j. Under the circumstances as mentioned in 'i' if student wishes to pay the incurred cost of the material to the artist/ mentor/ institute/ organization then proper provisions be made for the repayment and intern should be allowed take their artwork back.

Number of Students:-

Since Elective is compulsory for the visual art students, all the part two semester three students will be joining the Elective program. The department does not have any specific medium student from English, Marathi, Gujarati and Hindi medium background are admitted to the program.

Faculty Advisor's visit to place of Elective: Once a week

A. Meeting Requirement:

Discussion with Personnel – quality of work, planning, implementation

B. Elective Procedure:

- **Before the Elective begins**

Matching-batching, orientation of students, faculty & artist/ mentor/ institute/ organizational head, schedule preparation.

- **During Elective**

Visits by faculty advisors, checking their reports, student follow-up, assessing daily work of students, etc.

- **After completion of the Elective**

Agency feedback, students' submission of art work and assessment.

C. Identifying agencies / organizations

Usually it's the student who shows their interest in working up with a particular artist. The Students selection is based on the style, medium of

working and the possibility of expansion of the subject. The faculty Supervisor job is to enter into discussion to find out whether the student will be able learn more from artist/ mentor/ institute/ organizational head or will be repetitive learning. Students are oriented into the method of selection of artist/ mentor/ institute/ organizational head and then finalized.

Evaluation Rubrics for Elective (for the whole period as well as final presentation)

Total Hours 60 credits 4 marks 100

External marks:-

100 external marks

PLACES OF ELECTIVE:-

- A. Artist studio
- B. Computer Institutes
- C. Organization run by Artists
- D. Art Directors
- E. Free lance Photographers who have their own photography studio.
- F. Govt Agencies/ institutes/ Colleges
- G. Art Galleries

Daily Report

Fieldwork Supervisors Report

Date of Report:

Name of field Supervisor:

Name of the Students:

1.

2.

3.

4.

5.

6.

Sr. No.	Date of Visit	Name of the Agency	Name of Field Contact Person	Brief Description of Student's Work	Future Plans

Evaluation Report of Elective
(To be filled by External Examiner)

Name of the University Dept: Drawing & Painting

Department Code: 394

Programme: Masters in Visual Art

Semester: III

Name of the Candidate:

Specialization

Name and Place of the Elective:

Title of Elective Project:

Sr. No.	Type of Evaluation	Criteria for Evaluation	Marks Obtained	Total
1	External Evaluation (50)	A)External Assessment(25)		
		1)Punctuality (5)		
		2)Sincerity (5)		
		3)Initiative (5)		
		4)Commitment (5)		
		5)Attitude (5)		
		B) Skills (25)		
		1)Communication(7)		
		2)Documentation(7)		
		3)Reporting(7)		
		4)Any Other (Execution)		
2	External Assessment	1)Compositional layout / External Assessment execution method (10)		
	Art Work Assessment (50)	2) Choice of material (10)		
		3)Understanding of the material (10)		
		4)Innovation (10)		
		5) technical skill (10)		

Appendix C

Elective registration form for student

1. Name of the student:
2. Address:
3. Contact No.:
4. Email :
5. Name of the Agency Supervisor :
6. Contact No.:
7. Date of joining the agency for Elective :
8. Date of Completion of Elective :

Signature of Student

Agency Head

Faculty

Appendix D
Students daily Plan for Elective

First day – Understanding of the agency, field visit to concerned areas of work

Second – Sixth day – Involvement in actual activities / Programmes / Services / tasks

Seventh and a half day- (wind up and termination of the course submission of the work for evaluation)

Appendix F

(In case of out of city Elective)

Proforma for Undertaking from Parents

Student's Name:

Address:

Tel.no. Mobile:

Age:

Date:

To,

Head,
Department of Drawing and Painting
SNDT Women's University,
Maharishi Karve Vidya Vihar,
Karve Road,
Pune. 38

Respected Madam,

I have read the above rules and regulations and hereby desire my ward to join the Elective during Sem III for MVA Drawing and Painting from_____. I am aware that my ward is placed in an agency for Elective for duration of one Ten Days.

Yours Truly,

Parents/Guardian's Name & Signature

Student's Name & Signature

FEED BACK FORM
ELECTIVE PROGRAMME
DEPARTMENT OF DRAWING & PAINTING

1) Describe your experience about Elective program that you had finished?

Ans:

2) Were there any security concerns that were felt by you or your parent?

Ans:

5) Mention the benefits that you had from Elective programme?

Ans:

6) Map your progress?

Ans:

7) Any Suggestions?

Ans:

FEED BACK FORM
ELECTIVE PROGRAMME
DEPARTMENT OF DRAWING & PAINTING

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