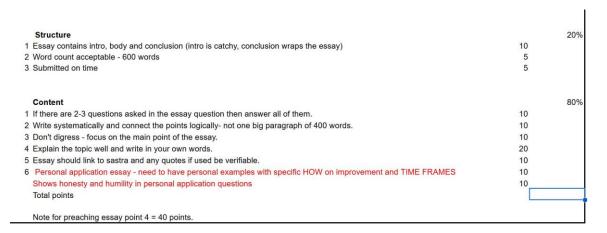# Open Book Assessment Guidelines for Bhakti-Vaibhav Students

- Students are required to submit their assessments exclusively through Google Classroom unless prior arrangements have been made with the Course Coordinator.

- All essays must be submitted by the specified deadlines. Late submissions may be subject to a grade penalty unless prior arrangements are made with the coordinator.

- Please avoid direct copying or using ChatGPT-generated responses.

- Please ensure that all assessment instructions are carefully followed. For example, if the requirement is to submit three essays and only two are submitted, marks will be deducted.

- If a student does not achieve the passing mark, they will receive notification from the Essay Coordinator via Google Classroom. Students are advised to review the provided feedback closely. They will be granted a second opportunity to re-submit the essay within the specified timeframe. Failure to do so will result in no further chances for re-submission, and the student will be required to retake the module.

- Follow this structure

Structure		20%
1 Essay contains intro, body and conclusion (intro is catchy, conclusion wraps the essay)	10	
2 Word count acceptable - 600 words	5	
3 Submitted on time	5	

Content		80%
1 If there are 2-3 questions asked in the essay question then answer all of them.	10	
2 Write systematically and connect the points logically- not one big paragraph of 400 words.	10	
3 Don't digress - focus on the main point of the essay.	10	
4 Explain the topic well and write in your own words.	20	
5 Essay should link to sastra and any quotes if used be verifiable.	10	
6 Personal application essay - need to have personal examples with specific HOW on improvement and TIME FRAMES	10	
Shows honesty and humility in personal application questions	10	
Total points		

Note for preaching essay point 4 = 40 points.

- For any questions regarding essay submissions or related inquiries, please contact us at **will provide email address**.