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WELCOME NOTE

Dear Students,

The mission of our institution is “Excellence in Education for All!” This mission applies to our students, teachers, and everyone involved in our educational system. As you approach this new academic year, it is our hope that our students and staff will work together to achieve this goal. National College of Arts holds the expectation that its students will strive to be equipped, responsible, and respectful learners. These expectations guide this handbook and also our teaching space procedures since they serve as the framework for students to achieve their potential.

The policies, guidelines, and procedures in place exist to ensure that we have a safe environment, conducive to learning. This handbook serves as a guideline for students to help them understand the regulations and dealings at the National College of Arts. We expect the students to read and review them carefully so that they each have an understanding of what is anticipated. We enable our students to have the best learning opportunities possible and to have a resourceful learning experience in this College.

It is with the aim and hope for a better term at NCA, we look forward to have you in our institution for pursuing your educational program.

MISSION STATEMENT

The National College of Arts is founded upon humanist and liberal values. Since its inception, the College has stood as a beacon of progressive values and social change. It has stayed committed to bringing together the people and cultures of Pakistan and championing freedom of thought and expression even in the most troubled of times.

National College of Arts also recognizes its obligation to advance and disseminate knowledge and to provide greater outreach through services, programs and activities. It fulfills its obligation to disseminate knowledge by maintaining an intellectual environment that encourages the development and application of knowledge. Recognizing that service is an important function of every educational institution, NCA continues to provide outreach programs and activities to meet the needs of the country.

Graduate and postgraduate programmes continue to focus on fields of study in which NCA has the ability to achieve excellence and to respond to specific regional or national needs.

INTRODUCTION

The Mayo School of Art was established along with the Lahore Museum in 1875, with the intention to have a center that would serve the requirements of the museum by preserving and patronizing the crafts of Punjab. This was twenty-four years after “The Great Exhibition of 1851” in London. The world at that point in time was busy arguing about how to train designers in response to the introduction of the machine. John Lockwood Kipling was made curator of the Lahore Museum and Principal of the Mayo School of Arts. His vision and his genuine regard for indigenous art allowed the craft of the region to sustain at a time when it was under siege in industrialized Britain. The London School of Design, now Royal College of Arts, has been already there since 1835, functioning and debating the curriculum for Industrial Design. It was perhaps due to this dialogue that the thinker and artist Lockwood Kipling took up the task of teaching the artists and designers the critical function of craft and traditions.

The industrial change had to be accepted and in 1958 the Mayo School was restructured by the Government of Pakistan as the National College of Arts. Professor Mark Ritter Sponenburg (1916-2012), a prominent figure in art and design education and a great agent of change was given the charge of Principal. He also established the links of craft with modern art and design. The exhibition ‘Folk Arts of Swat’ based on research in Swat area by him and the students of National College of Arts still stands in a remote corner of the Lahore Museum. Primarily three departments were established: Fine Art, Design and Architecture.

The new breed of artists, designers and architects contributed to the society with a new spirit of professionalism. In 1963, the Government recognized the College as the premier Art institution in Pakistan. It was consequently taken away from the Department of Industries and placed under the Education Department with its own Board of Governors.

The new policy in 1972 recognized the achievements of the College and contributed to its development in such a way that it emerged as a center of excellence in the Visual Arts. A unique measure of autonomy under the Federal Government was ensured from this point on. In 1985 the College was granted a degree awarding status. This also empowered NCA to institute postgraduate programmes in the field of Visual Arts. An MA in Visual Art and an M Phil leading to a PhD in Communication and Cultural Studies were programmes that were initiated in 1999. In the same year a Research and Publication Centre was established that has produced a number of books on history, art and various other disciplines within the social sciences and humanities. A project for the restoration and conservation of the archival records of Mayo School of Arts was also introduced, which has broadened in scope include the archives of NCA. In 1999 the College started a two-year Master's Degree programme in Interior Design. Acknowledging the importance of information technology in the creative fields, NCA initiated a post graduate programme in Multimedia Arts in September 2001. In 2002, the College established Department of Musicology, and in 2005, Department of Film & Television. The College also established the Centre for Conservation and Cultural Heritage Management in the Walled City of Lahore. In 2018, an undergraduate programme in Cultural Studies was also initiated.

The Lahore Campus

The Lahore Campus is ideally located in the heart of the cultural capital. NCA is flanked on either side by the Lahore Museum and the Town Hall respectively, with Punjab University Old Campus across the road. The lure of the city for students is not just limited to the magic of history and the world heritage sites but the area between the Badshahi Mosque and the NCA is also a treasure trove of materials, from the conventional to the contemporary. This is an extraordinary space for research, collaboration and innovation, one that is utilized by NCA students as a home away from home from the first day of their entrance into the College.

Not far away is Royal Park, the iconic cinema district where the Pakistan film industry lived and worked in an air of its own creation. Cinema hoardings with their unique style were painted in its narrow lanes. Recently Lahore has begun to reclaim its own in South Asia; the city is home to theatre, art exhibitions, music festival, symposia and lectures conducted all year round with local and international participation, all of which are accessible to the students of NCA.

The Rawalpindi Campus

Responding to the increasing popular demand for quality education in creative arts and design in Pakistan, the Board of Governors of the NCA proposed the formation of a second campus in Rawalpindi city in 2005. Higher Education Commission (HEC) and Ministry of Education provided the funds and Federal Ministry of Information and Broadcasting provided logistic support for acquiring land for the development of the NCA Rawalpindi Campus. The faculty and staff of the NCA Lahore helped their counterparts in Rawalpindi to lay the foundation of the new Campus by providing support in infrastructure and curriculum development.

The Campus offers introductory and advanced classes in Painting, Sculpture, Graphic Design, Drafting, Digital Art, Ceramics, Photography, Printmaking and Architecture, among many other areas of specialization. To complement studio practice, students are given a solid base in Art History, Cultural Studies and Liberal Arts. The faculty comprises of permanent members, visiting, contract and guest faculty members, drawn from within and without Pakistan. Students graduate from the NCA with a variety of skills necessary for a career as a creative artist in today's dynamic and constantly shifting art world.

The NCA, Rawalpindi Campus, is a multi-level building comprising of more than 50 rooms and the historic Liaquat Memorial Hall with a seating capacity of 850, which furnishes a long history of thriving performing arts.

The Students

It is the student body that truly makes NCA distinctive. Approximately 1200 students are enrolled at Lahore campus and about 400 at the Rawalpindi Campus. Our students come from all parts of the country and from extremely diverse socioeconomic and cultural backgrounds. The variety of backgrounds, identities, ideological positions and languages are our strength. The diversity of our student body engenders a unique NCA culture where debate and discourse is promoted. This also encourages creativity, understanding, individuality and tolerance. Our foreign students are easily absorbed into the College mainstream.

International Linkages

The need to establish linkages with international institutes was felt strongly so these were established through a variety of activities like international film festivals, international exhibitions and artist-in residence programmes. The College has entered into a memorandum of understanding (MOU) with a number of institutions: The College of Fine Arts, University of New South Wales, Australia, Ecole Nationale Supérieure des Beaux Arts, Paris, France and Instituto Superior de Arte Havana Cuba for faculty and student exchange programme. An MOU has been established between NCA and Visual Islamic and Traditional Arts Programme, (VITA), Prince's Foundation, UK. Our institution is currently benefiting from the VITA Programme with a student from the MA (Hons.) Visual Art Programme, travelling to UK each year under the aegis of this collaboration.

These opportunities provide members of the NCA community with a much needed competitive edge to thrive internationally. At the same time, our programmes bring students and staff from all over the world to experience NCA. Institutional linkage partners are the British Council, Annie Marie Schemmil Haus and Alliance Frances

ADMINISTRATIVE SERVICES

Registrar Office

Registrar office is the custodian of College administrative affairs. It registers students, record grades, prepare/ issue student transcripts, degrees, evaluate academic records, responsible to implement rules and regulation for the smooth day to day operations. In short, all administrative work is done through the registrar's office.

The students may contact the following in case of any emergency:

- | | |
|--|----------|
| • Concerned Class Teacher/Head of Department | 99210599 |
| • Foundation Year Student Coordinator | 99210599 |
| • Chief Security Officer (CSO) | 99210599 |
| • Deputy Registrar | 99212702 |
| • Registrar /Additional Registrar | 99212701 |

College Reception Office

In case of any administrative or academic issues/problems/complaints, the students should submit these in writing at the College reception. Request forms for the provision of transcript, degree, provision letter, etc. are available at the College reception, and must be duly signed by the concerned Head of the Department before submission.

Foundation Year Coordinator

The Foundation Year Coordinator is responsible for:

- Arrangement of orientation session of foundation year.
- Monitoring students' attendance, discipline and academic performance.
- Monitoring teachers' attendance and performance in their respective studios and classes.
- Recommending student leave during the foundation year.
- Forwarding monthly studio attendance records to the Education Department.
- Collecting final results of studio and theory classes, counter checking and forwarding to Examination Branch.
- Arranging parent-teacher meeting if required.

Student Coordinator

The Student Coordinator is responsible for:

- Communicating students' problems to the administration and faculty members.
- Interacting with students and providing them with administrative or personal guidance.
- Receiving students' requests for change of department, transfer between campuses, freezing of the semester/term, withdrawal from College, etc. on request forms available at the College reception.

Admission Office

Admission Office deals with all matters related to admissions, transfer and withdrawal of students.

Information Technology Department

Information about services required.

Campus Management System (CMS)

CMS provides complete set of tools and applications for administering all College procedures as a mechanized system. The CMS has advance modules to keep a track record of students' academic year wise progress in College.

Student Registration & Identification Cards

Students' complete profile data is entered in the CMS, which manages students' registration and generates students' Identification Cards. Students must visit the IT department within the first week of joining College to collect their Identification cards. Students without identification cards will not be allowed to enter College after 15 days of joining College.

Student Biometric Attendance

To enter or exit the College premises, students will use their Identification cards. The biometric attendance will be recorded in the CMS and will be used to verify students' attendance in College before end each term.

Campus Security System

NCA is committed to protect faculty, students and staff at both campuses. The campus security force ensures vehicle lockouts, provides security escorts to anyone on campus, and requires use of ID cards when wanting access to campus activities and services.

Students should carry their identification card as long as they are in the College. Outsiders/ guests of

students are strictly not allowed on College premises due to security issues. No outsider/guest of a student shall enter the College or address students of the College except by permission of the Principal.

Campus Security Officer (CSO)

Campus Security Officer is in charge of campus security system. In case of an emergency or security threat, students must approach the CSO immediately. The CSO and his team patrol the campus to ensure complete safety on campus. Students are advised to cooperate with security team, use walk through gates to enter College and get their bags checked.

Caretaker

The caretaker is responsible for campus maintenance. Students can direct any complaints regarding class and studio maintenance to the caretaker.

CCTV

There are a number of cameras in the College and hostel to provide 24-hour video monitoring and recording for surveillance and security purposes.

Fire Alarm and Extinguisher

Student must remain alert to fire alarm and are advised to use fire extinguisher or vacate the area and let the security team handle the situation in case of emergency.

First Aid

The National College of Arts provides first aid service to students. In case of accidents and emergencies students must contact the CSO office.

Campus Parking

Students' car parking is not allowed on College premises due to security reasons.

Pick and Drop Services

The College provides pick and drop services. For details of routes contact the Education Department or the College website.

Disability Support Services

Discrimination between students is highly discouraged at the National College of Arts. Special support services are available for students with hearing, visual, and/or motor limitations and learning/cognitive disabilities. Especially skilled faculty is available in the College to support disabled students in their studies.

Disciplinary Committee

The Disciplinary Committee of the College is responsible for addressing disciplinary issues in accord with the College rules and policies.

ACADEMIC SERVICES

The Education Office

The education office is responsible to maintain each student academic record up to date and to inform the authorities in case of any discrepancy.

Academic Calendar

Every student is expected to fulfill the academic requirements of the College. An academic session shall consist of two terms each concluded by a term examination. The students can obtain Academic Calendar from the Registrar Office.

Examination Office

The examination office conducts exams, compiles and displays results. The office forwards students'

result to the education department for record and intimates authorities in case a student fails or is absent. Apart from conducting examination and compiling result the examination office is also responsible for the verification & issuance of Transcripts & Degrees to College students.

Foundation Programme

Theory and studio courses are compulsory in the foundation year. Personal understanding and insight is developed through tutorials, seminars and critiques. Aside from the compulsory theory and practice components, the courses also include extended visits to historical monuments, contemporary buildings of architectural value, galleries, museums, industrial and commercial units and various other sites where art and music are practiced as part of a living tradition.

Departments

The National College of Arts offers nine disciplines which develop students' abilities to perform creatively and professionally. The departments of Fine Arts, Design (Visual Communication Design, Textile Design, Ceramic Design, and Product Design), Cultural Studies, Film and TV, and Musicology offer four years of study in their undergraduate programs, whereas the Department of Architecture offers five years of study leading to the Bachelor of Architecture (B. Arch) degree.

Plagiarism Standing Committee

The Standing Committee constituted by the College (consisting of 3 senior faculty members and 2 experts) may consider cases of plagiarism. Details regarding plagiarism are available on Higher Education Commission's web site:

www.hec.gov.pk/insideHEC/Division/QALI/QADivision/Pages/Plagiarism.aspx

Awards, Medals, Honours and Prizes

Students should focus on their academic performance in order to strive for the following awards and prizes:

M. Ajmal Kardar Gold Medal	Abdul Rashid Kardar Gold Medal
Bhai Ram Singh Award	Shakir Ali Award
Chughtai Award	Kipling Award
Principal's Honour List	Haji Sharif Prize
Sir Percy Brown Prize	Saadat Hassan Manto Prize

FINANCIAL ASSISTANCE

Scholarships

The students are not entitled to any scholarship during foundation year but their outstanding educational performance will be considered for scholarship second year onwards. These include merit based scholarships, fee concession grants and need-cum-merit basis scholarships, etc.

Fee Installment

Payment of fees in installments is not applicable in foundation year, but in exceptional cases it may be considered after assessment by the Principal. To apply for fee payment in installments the student must:

- Write an application to the Principal of the National College of Arts about financial problems.
- Attach monthly pay-slip of guardian with said application.
- Attach postdated cheque (dated after one month of the submission date of an application).
- Get the application recommended from the First Year Coordinator.

- Submit application to the Student Coordinator at the Student Coordinator's Office.

In case of approval the student must further:

- Get the fee challan of the first installment from the Accounts Office.
- Pay the installment on the same date as of approval.
- Submit paid challan to the College Accounts Office.
- Submit photocopy of approved application and paid challan to the Student Coordinator.

Note: Foundation year students are not entitled to any fee concession.

CAMPUS FACILITIES

Library

The College library is well-stocked with books, journals, and newspapers. The library also has computers to access online material. The students must have library cards to get the books issued. They can contact the library in-charge for registration of library cards. A fine will be charged for failure to return issued books within due dates.

Moreover, there is also a library of Music located in the Musicology Department. Students can access the material after a permission from the HOD Musicology.

Internet Facility

Wi-Fi is available in the College. In case of connectivity issues, students can submit complaints to the IT in-charge, Foundation Year Coordinator or the Student Coordinator. Students are requested to understand the limits of the internet server and only one gadget be connected at a time by each student so maximum users can avail the internet connection. Internet services shall not be used for transmitting, retrieving or storing objectionable content.

Zahoor-ul-Akhlaq Gallery

The gallery regularly curates exhibitions and is open to both students and the public. When the gallery is not in use as a formal exhibition space it is utilized by students to exhibit their work.

Auditorium

NCA auditorium is used as a theatre, concert hall, examination center and as the Foundation Year classroom. It can accommodate up to 500 students. All College events, seminars and workshops are held at the auditorium.

Archives

The Archives of the National College of Arts holds records dating from the inception of the College in 1875 as Mayo School of Arts up to the present. The Archives is divided in two sections: the College Archives and the Historical Collection of the Mian Abdul Majeed. Students can access the Archives for projects after recommendation by their respective Head of Department and approval of the Principal.

Computer Labs

The National College of Arts currently houses several computer labs on campus, with at least one lab dedicated to the students of each department.

- The Department of Architecture operates two labs located on the third and fourth floors of the Architecture Department building with a combined capacity of 85 workstations. Both labs are equipped with multimedia projectors. The labs also facilitate students with a large digital library of architectural e-books and documentaries.
- The Design lab is located in the basement of the Architecture Department building and has a total capacity of 24 workstations.
- The Fine Arts lab is located on the ground floor of the Fine Arts Department. This lab provides

services to all Fine Arts and MA Visual Arts students.

- The Department of Film & TV has two computer labs located on the fifth floor of the Architecture Department building. The Mac lab is exclusively for thesis year students. Both labs are equipped with multimedia projectors.
- The Product Design lab is located on the first floor of the Department of Product Design and houses 12 workstations.

ATM

The facility of ATM is available on College premises. The College however, will not be responsible for any loss of students' money or cards.

Lockers

Lockers are available for students on College premises. The Foundation Year Coordinator will provide guidance for registration of lockers. The College however, shall not be held responsible for any loss of students' belongings.

Canteen

The College canteen has a price list of eatables on display. Complaints regarding the canteen should be communicated to the Foundation Year Coordinator and the Student Coordinator.

Material shop

A material shop is available inside the College. However, it is not mandatory to buy material from this shop. Any complaints regarding the material shop should be communicated to the Foundation Year Coordinator and the Student Coordinator.

Printing Shop

A printing shop is located near the back gate of the College premises. Any complaints regarding the printing shop should be communicated to the Foundation Year Coordinator and the Student Coordinator.

Wood work and metal workshop

The College has highly equipped wood and metal workshops available for students.

College Festivals

The following two festivals are held annually:

1. Welcome Festival (March) - 2 days event from 4pm to 11 pm
2. Farewell Festival (November) - 2 days event from 4pm to 11 pm

The festivals are strictly for the students on campus therefore outsiders including former students of the College are not allowed to attend. The students are bound to carry their College ID cards for entry during festivals

Student Societies and Clubs

There are 13 active student societies of the College. Every society is required to have one or more Teacher/Patron and is to be headed by a Director and Co-Director appointed by the Principal. The societies are open to all students. Prospective members are required to fill a membership form stating personal willingness, parental permission and undertaking.

1. Alif Adaab
2. Nautanki
3. Mime
4. N. T. Mime

5. Skits
6. Dance
7. Puppeteers
8. Eastern Music Society
9. Western Music Society
10. The Qi
11. The End
12. NCA Hope
13. Khirad

HOSTEL LIFE

Accommodation

The College provides adequate accommodation to regular full-time students who are non-residents. Applications for admission to the College hostels should be made at the beginning of each academic session. However, Lahore is a university town, and the immediate area houses thousands of students from a number of universities and colleges. It is relatively easy for the students to find suitable accommodation close to the campus.

Wardens

There are three wardens available for students in the hostels: one warden for the boys' hostel and two wardens for the girls' hostel. Wardens are responsible for maintaining an overall healthy atmosphere in the hostels. Students are expected to cooperate with wardens, any misconduct or misbehavior may result in withdrawing hostel facility.

Maintenance

Wardens and the Students' Hostel Committee are responsible for the maintenance of the hostels. It is expected of the students to cooperate with wardens and the Students Hostel Committee. Students are required to maintain hygiene and cleanliness in the hostel premises. In case of any maintenance issues, students must submit a complaint in writing, to the hostel warden or the Students' Hostel Committee.

Students' Hostel Committee

To create a friendly and healthy atmosphere within the hostels, the Students' Hostel Committee is available to assist residents. This committee consists of four posts: Head Representative, Deputy Head Representative, Maintenance Representative and Mess Representative. Only courteous and well-mannered hostel residents with an outstanding educational history can apply for these posts. Students' Hostel Committee representatives are elected via elections at the hostel and are finalized after approval by the Principal.

Hostel Festivals

Celebration of traditions and culture has always been an integral part of the NCA. Since diverse cultures coalesce at the NCA hostel. Festivals and other activities help in creating a bond between students.

Recommendation from the faculty Hostel Committee and approval by the Principal is mandatory to hold any festival on hostel premises.

Sports

There are two sport weeks in each semester. The resident and non-resident students can participate in the College sports week through the Sports Committee.

RULES AND REGULATIONS

Punctuality and Attendance

- It is the responsibility of the student to regularly attend classes (lecture or studio) and to sit in examinations.
- Every student must have a minimum of 75 percent attendance in the scheduled classes, lectures and studios conducted in each subject during the academic session.
- In case a student fails to maintain 75 percent attendance; the student will not be eligible to appear in the term examination or promoted to the next level.

Leave Rules

- Applications for sick leave must be supported by medical certificates from registered medical practitioners and both must be recommended/signed by respective teachers and the foundation year coordinator and submitted to the Registrar within one week.
- Applications mentioning other reasons must be supported by proof of the incident, recommended by respective teachers and the foundation year Coordinator and submitted to the Registrar's Office within one week.
- Leave for more than 3 days must be recommended by the foundation year Coordinator and submitted to the Registrar's Office within one week. Leave may be granted to a student after assessment of reason by the Committee of the Heads of the Departments chaired by the Principal.
- A maximum period of 15 days absence is granted in an academic session to students in case of illness, or in exceptional cases such as an accident or death of a close relative, subject to the condition that they submit a medical certificate or an application and proof of the incident within one week from the first day of absence.
- Fines for unauthorized absence shall be charged on the basis of each class (lecture or studio) unattended by a student at Rs.50/-per absence.
- An enrolled student shall be allowed to take a leave after clearance of the outstanding dues and will have to pay re-admission fee on rejoining the College before the leave/absence can be recorded as authorized in the attendance register.
- Application for special leave shall be addressed and submitted in writing to the registrar at least two days in advance and it must have the recommendations of the respective Head of Department and approval of the Principal.
- All approvals and decisions on students' requests for the leave will be intimated to them by the Registrar's Office.

Examination Rules

- Students must appear in all exams and assignments as per given date sheet/timeline.
- Failure to take any examination or submit assignments and/or projects after the specified time shall be considered as a failure in the examination, assignment and/or projects.
- All examinations shall be held on the dates and times announced. No extension shall be granted under any circumstances at the time assigned for a given project or assignment.
- The exercise of objectionable conduct and the use of unfair means during an examination on the part of the student shall render him/her liable to punishment to the extent of expulsion from the College.
- In case of failure in clearing the dues by the last date for payment with fines the student shall not be allowed to sit in the examination.
- In order to pass the examination, the student shall be required to obtain 60% marks in each subject.

- A student failing in 60% or less of the subjects will be given a supplementary examination and will be allowed to join the next class provisionally, pending the supplementary examination result.
- A student failing in any subject in the supplementary examination will be dropped from the College rolls and will not be allowed to continue further studies in the College.

Hostel Rules

- All residents in the College hostel are required to co-operate amongst themselves, the hostel warden, the hostel management committee and the Principal to ensure a smooth running of the hostel.
- Students may apply for hostel facility in writing on the hostel accommodation form available from the College reception. Hostel accommodation is given on first come, first serve basis (depending on the availability of the space/room).
- After the declaration of the final year result, all final year students are required to vacate the hostel within ten days.
- All students are expected to be inside the College hostel by 10:30 pm. In order to stay out after 10:30 pm, a student must apply in writing to the hostel warden. Permission will not be granted more than twice in a week.
- Permission for a night-stay out from the hostel may be applied for in writing to the hostel warden who will forward the request to the Hostel Management Committee for approval. All such applications must carry the full address and telephone numbers of the guardians being visited.
- No loud music and noise is allowed after 11.00 pm.
- No male from the boy's hostel is allowed to cross the boundary of the girl's hostel and vice versa.
- Every student is bound to follow the Mess Rules.
- Students with vehicles will have to submit a copy of the vehicle registration to the hostel security staff. No other transport/vehicle shall be allowed inside the hostel premises.
- Rusticated or expelled students cannot enter the hostel premises. A hostel student accommodating a rusticated or expelled student will face serious consequences.
- Any student who has frozen the semester will be treated as a visitor on the hostel premises.
- Students shall maintain a courteous and polite behavior towards the hostel staff. In case of any misconduct by the hostel staff, students are requested to contact the hostel wardens/management.
- Any resident, guilty of indiscipline, misconduct, or misbehavior shall be liable to any punishment to the extent of cancellation of residency, as may be deemed fit by the hostel administration in view of the nature and gravity of conduct.
- Every student is bound to enter/leave the hostel premises, using the biometric system. The record of the attendance will be shared with his/her parents.
- All residents are required to pay their electricity, gas, water and mess charges regularly every month, failing which a warning will be issued for the first month. Subsequent to this if all hostel dues are not cleared, the hostel facility will be withdrawn from such residents.
- Any resident who has contracted any contagious disease will not be allowed to reside in the hostel.
- The hostel administration shall not be responsible for any loss or damage of the personal belongings of students.
- In case of any damages to hostel property (e.g. mishandling of CCTV cameras, adjacent lights, solar power systems, networking equipment, furniture, fixtures, College vehicles etc.), offenders will have to face serious consequences (legal or administrative actions to the extent of

expulsion).

- Keeping/Using alcohol, drugs or weapons (licensed or unlicensed) and smoking in the hostel is strictly prohibited. Any violation of this rule will result in an immediate expulsion from the hostel.
- Any kind of harassment/ragging including abusive language, physical violence etc. must be strictly avoided. Anyone found guilty will face strict consequences.
- Every part of the hostel premises shall remain open for inspection to the authorities at all hours. However, the presence of hostel warden and security staff is compulsory during the time of inspection.
- All residents must inform the hostel warden in writing when going home for vacations and must report back in writing on their return. In case there is some delay in their return the College authorities must be informed.
- No student shall claim any expenses of renovation/decoration of the room at the time of expulsion/re-allocation/withdrawal.
- Leaving room vacant for more than two weeks (without intimation) shall result in an immediate cancellation of registration. Hence the hostel administration will have all the rights to re-allocate the room to another applicant.
- No student shall be allowed to handover the room for any other student under any circumstances. Hence, the Hostel Committee will be the final authority to take actions.
- No student is allowed to lock the respective room before going on semester break. The Hostel administration will have the right to enter the room, if locked, for maintenance or re-allocation (if required). In case of any loss or damage, the administration will not be responsible.
- Visitors (family/friends/relatives) are not allowed to stay at night in the hostel due to space limitations and security issues.
- Residents will entertain their visitors only in those areas of the hostel which have been specified for this purpose.
- Hostel students may visit only those guardians, whose list is provided to the College authorities.
- No Day Scholar is allowed to stay in the hostel area after 10:30 PM.

Penalization

- Fees must be paid by the date notified by the College. If a student fails to pay the dues by the date notified, the student will have to pay a fine of Rs.50 per day. Students whose fees are in arrears for more than fifteen days after the date notified shall be struck off the College rolls without any notice and shall not be allowed to attend any class, lecture, studio or take examinations in the College except with the express permission of the Principal.
- Any student found guilty of indiscipline, misconduct, misbehavior or found disrupting the smooth running of the College, or behavior with intentions to impair, interfere with or obstruct the orderly conduct, processes and functions of the College will be subject to disciplinary action to the extent of expulsion from the College, rustication or placement on social probation and fine.
- Social Probation shall entail withdrawal of scholarship (if awarded), disqualification from holding any office or membership of the student bodies/societies and being barred from participation in College extra-curricular and social activities or any other punishment as may be deemed fit by the Disciplinary Committee.

Rules for Scholarship

- Scholarship holders must continue to have good academic performance to retain the scholarship during their studies.

- College scholarships are awarded on merit every year for a period of one academic session.
- College scholarships are awarded on merit in accordance with the result of the first term examination in the case of first year students and on the score of annual evaluation in the case of students from other years.
- College scholarships are awarded on the undertaking that the holder shall attend the College as a regular student and pursue her/his studies with industry. If it should appear at any time that a scholarship holder fails to make satisfactory progress or has been involved in inappropriate conduct or not maintaining the required attendance, the scholarship will be cancelled.
- No student shall be permitted to hold two or more scholarships at the same time. A scholarship holder however is free to compete for awards and prizes.
- The scholarship shall lapse if it is not availed by the last date of disbursement as may be notified by the College.
- Need based scholarship applicants are required to fill up a form to establish their financial need.

Plagiarism Policy

The Plagiarism Policy recommended by the Higher Education Commission of Pakistan is endorsed by the National NCA of Arts. However, keeping in view the nature of disciplines pertaining to art, the policy is extended as follows.

- a) Plagiarism will include the full and partial copying of the content and form of an art work from an oral, print or electronic source without attributing it to a source or sources.
- b) A student is required to present an original work and is not allowed to represent, fully or partially, another student's work as his or her own.
- c) The research process should be determined by the originality of the whole project and its final outcome rather than by its individual parts.
- d) It will be acknowledged that in art (music, visual art, design, and filmmaking) teaching by example is an integral part of the pedagogical process. The faculty members of the NCA appreciate the importance of drawing inspiration or to emulate or even imitate, however, there is a fine line between 'drawing inspiration while acknowledging the source' and making an unethical literal copy. The Standing Committee proposed by the NCA should consist of 5 members (3 faculty members of which one should be from the department concerned) and 2 experts (one with a legal background) to consider cases. The Standing Committee will consider originality, research process, context, examination requirements and ascertain that the fine line between making an unethical copy and drawing inspiration and acknowledging source is not crossed.