The college reserves the right to make at any time without notice, changes and additions to the programmes, courses, regulations and conditions governing the conduct of students, requirements for degrees, fees and any other information or statement contained in this prospectus. No responsibility shall be accepted by the college for hardship or expenses incurred by the student or any other person or persons because of such change.

All rights reserved. No part of this prospectus may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording or any other information storage and retrieval system, without prior permission in writing from the registrar of the College.
PRINCIPAL’S MESSAGE

I welcome you to a lifetime opportunity: to study at Pakistan’s premiere art, design and architecture institution, the National College of Arts.

NCA has a history spanning almost a hundred and fifty years. It has a reputation for being the most enlightened and progressive institution in Pakistan. We offer undergraduate and graduate education in various fields of visual and performing arts. Our institution has state of the art facilities in all departments. The NCA library is one of the finest art and design libraries in the region, with a diverse collection of books, journals and archives. The library serves as a valuable resource for our graduate programmes.

The introduction of various MA programmes marks the initiation of a research-based culture in this institution. The first MA programme was initiated when an MA degree in Interior Design was introduced, followed by Masters in Visual Arts, Multimedia Arts and Cultural Studies respectively. It was our first step towards inculcating, within our institution, a serious academic approach in the discipline of design and art. The refinement in this research-based approach today is evident in the final thesis show presented by our graduating students each year.

A new chapter in the history of our institution was thus initiated. It has paved the way for the introduction of more graduate programmes, continuing NCA’s tradition as a center of excellence. NCA faculty members, alumni and students are valued assets of this institution. I invite you to be a part of an experience that will expand your intellect.

Prof. Dr. Murtaza Jafri
Principal
HISTORY AND HERITAGE

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, there since 1835, was already 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 filled the professional gaps in the society. 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 measure of autonomy under the Federal Government was ensured from this point onwards. In 1985 the college was granted a degree awarding status. This also empowered NCA to institute graduate programmes.

An MA in Visual Art and an M Phil leading to a PhD in Communication and Cultural Studies 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 of 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 to 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 graduate programme in Multimedia Arts in September 2001. The college has established departments of Musicology, Film & Television in the first decade of the 21st century. It has also established the Centre for Conservation and Cultural Heritage Management.

**THE CAMPUS**

The 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.

FOREIGN LINKAGES
International cooperation and cultural exchange have become very important for institutions to think and act globally. The need to establish linkages with international institutes was felt strongly. Initial linkages 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 Superieure des Beaux Arts, Paris, France and Instituto Superior de Arte Havano 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 benefitting 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.
<table>
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MA (HONS.) VISUAL ART
INTRODUCTION

The MA (Hons.) Visual Art Programme provides a unique opportunity to extend beyond the boundaries of art education methodologies available in Pakistan. Whereas the undergraduate programme at the NCA attempts to introduce students to the basics of fine art practice, with an emphasis on the acquisition of technical skills, the MA Programme proposes to emphasize intellectual growth and critical discourse in the context of an already established art practice.

In a time when it is recognized that various disciplines within art practice are converging, it is essential that students are offered the opportunity to understand this change in approach to art practice and discourse so as to locate themselves and their work within a local and a global context. The Programme provides a theoretical and visual infrastructure that discusses local practice and discourse within the broader contexts of South Asia and the rest of the world. The Programme addresses the issue of exchanges of information, and politico-historical realities that have created the hierarchies currently existing in the world with reference to the visual arts. The proposed ethos of the course springs from the necessity to understand these dynamics in view of the advent of globalization and multiculturalism.

South Asia is a region that has continuously been in a state of flux and the result has been a potentially rich cultural context for the making of art that is both eclectic and dynamic. This perception of geopolitical reality is a phenomenon which is not simply a part of historical debate, but is concurrent with contemporary issues in art. This awareness can exist only if these issues of the local and the global are tackled at the level of graduate study, in order to establish a generation of young artists who are cognisant of the realities of discourse, criticism and visual perceptions within the context of their own work and that of others. The Programme has, therefore, been structured to provide and interface between art theory and art practice, as well as between the historical and the contemporary.
It is important to recognise the historical and geographical uniqueness of Pakistan within the context of the visual arts and to locate the Pakistani artist within the framework of international debate. The Programme is structured to encourage students to interact with the wider environment of the city and specifically to establish links with traditional practitioners and artists who may fall outside of institutionalised art practice. The course is designed to raise questions and examine pre-established notions of western hegemony within art practice and discourse. Thereby reclaiming and validating the rich cultural heritage of this region and its contribution to art practice the world over.
ELIGIBILITY FOR ADMISSION

Applicants with minimum 16 years of education or equivalent qualification in the relevant field of Visual Arts i.e. Fine Art, Design, Architecture, Film, Music, Theatre etc. are eligible to apply. No age Limit.

Programme Structure

→ Total Number of Credits 42
→ Taught Subjects (Credits) 36
→ Thesis (Research & Design Credits) 06
→ Total Number of Semesters 04
→ Semester Duration 18 Weeks
→ Classwork 16 Weeks
→ Testing and Evaluation 02 Weeks
→ Course Load /Semester 9-12 Credits
→ Studio Courses 60 %
→ Lecture / Seminar Courses 40 %

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<td>A student will be required to produce a body of work and a written extended essay at the end of the semester.</td>
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| **Total** | **6** |
A range of mandatory and optional courses will be offered. Students will be required to follow an individual course of study in all the art practice options available within and outside the campus in consultation with their course tutors.

The students of MA (Hons.) Visual Art who do not perform well during the Year 1 according to the rules and regulation will not be promoted to year 2. However, with the consent of core faculty/administration the Post Graduate Diploma can be awarded keeping in view overall performance of the student.

**COURSE COMPONENTS**

**a. Theory**

**Art Theory and Criticism**

The Art Theory and Criticism course will consist of a weekly lecture followed by a seminar. The purpose of this course is to equip students with a greater understanding of the cultural and socio-historical context in which art is produced/practiced. This will enable them to contextualise the emergence of certain movements and trends in art, thereby providing them with a theoretical tool box with which they can engage critically with art practice.

This will include a lecture series in history so that students can identify a chronological historical order. The course will address the development of the philosophical, economic and political base from which art emerges with an emphasis on the last 200 years. In addition, other issues such as appropriation, globalization, colonization, nationalism and other more general topics, which are central to this discourse, will be addressed.

These lectures will enable students to draw parallels and acknowledge the visual and conceptual exchanges between western and non-western cultures (with an emphasis on South Asia) and understand the nature of the hierarchies that exist in the world today.

**Third Space Seminar**

The Third Space Seminar will be conducted as a follow up to the Art Theory and Criticism course. This is essentially a bridge between studio practice and
the theoretical part of the course; and will be conducted in the form of weekly seminars. The seminars will enable students to understand the relationship between Art Theory and Criticism, and Art Practice in order to develop the ability to relate it to the context of their own work and that of others.

**Research Seminar**

The research seminar will be conducted weekly over a period of two years. It aims to develop individual critical abilities and articulation skills through a study of the philosophical, structural and formalistic moorings integral to art.

A number of prevalent research methodologies will be a taught component of the seminar. These will enable students to execute the written requirements of the MA(Hons.) programme, including the mandatory extended essay.

A broader understanding of the creative arts will be achieved through Seminars on the Arts of South Asia conducted with a more holistic approach to include dance, theatre, music, film and literature.

The student’s ability to conduct research will be assessed by written exercises and through individual/group presentations.

**Extended Essay**

The Extended Essay is a compulsory component of the Research Seminar.

This comprises a written paper of 8000-10000 words in Chicago formate with supporting documentation (audio/visual, etc.) if necessary.

**Optional / ELECTIVE COURSE (Theoretical course)**

Optional / Elective Course will run during the third semester of the programme. Students will be required to take a minimum of one optional course over a period of two years.

- i) Anthropology of Art
- ii) Philosophy of Art
- iii) The History and Practical Theory of Miniature Painting
- iv) Issues in Contemporary Art

All optional courses are subject to change depending on availability of faculty.
b. **Art Practice**

The programme provides a structured learning experience in which the theoretical and practical parts of the course are devised in a way that they do not operate in isolation but support each other. Students are expected to pursue a rigorous course of study during which they design and pursue an individual line of research, through active participation and articulate their concerns both visually and theoretically.

The emphasis of the course is to develop individual ideas and intellectual capabilities, particularly with reference to critical, evaluative and conceptual concerns for the production of works of high professional quality. The Programme therefore caters to mature individuals with a high level of commitment to independent art practice.

Art does not happen in a vacuum, but occurs within its own social and cultural context. A multidisciplinary approach acknowledges the interconnectedness between disciplines and thereby promotes a non-isolationist view. Part of the ethos of the programme is to break down hierarchies in art, particularly in the context of Pakistan and the region where historically the boundaries between art and craft did not exist. This programme encourages students to explore and question these boundaries, which in turn provides the opportunity for them to go where their research leads them.

The role of art practice is to create a space for individuals to realize their self-expression and to communicate their ideas with a wider audience. Multiculturalism, as opposed to the singularity in approach, is an integral part of the ethos of this course. It is essential, therefore, that students have access to information and interaction with artists from all over the world. By drawing on international resource persons, students will be able to engage with cultures, both similar and dissimilar to ours; thereby equipping themselves with a varied conceptual and visual base that will enable a greater understanding of their own visual tools.

The MA (Hons.) Visual Art programme aims to pursue an approach in which students will be expected to find the best means of translating conceptual concerns into visual expression.
The art world has become increasingly aware of the fact that the traditional boundaries between disciplines and mediums are being removed for the benefit of art practice. The programme aims to approach art practice through a broad base, in which various disciplines and techniques may be used. Students will be free to pursue an in-depth exploration of any discipline of their choice, or to cross interdisciplinary boundaries. This allows greater flexibility in areas of concern.

**Technical Support for Art Practice**

Although the emphasis of the programme is not on the development of technical skills, it is felt that there are a number of technical support structures that need to be made available in order to facilitate practice. These are listed below. The list also includes a number of more specialised technical support courses that can be accessed on demand by individuals or by a group of students. These are deemed necessary because they provide the opportunity for students to broaden their technical base when the need arises.

**List of Technical Support Structures**

i. Grinding and making of pigments
ii. Oxidation prevention
iii. Papermaking
iv. Printmaking
a. Silkscreen
b. Lithography
c. Etching
d. Woodcut
v. Clay and plaster
vi. Fibre glass
vii. Ceramics
viii. Squirrel brush making
ix. Bookbinding, embossing and stamping
x. Basic circuitry
xi. Gilding
xii. Marbling
xiii. Egg tempera pigments
xiv. Encaustic
xv. Calligraphy
xvi. Photography
xvii. Weaving and Dyeing
xviii. Geometry
xix. Biomorphics
xx. Botanical drawings into Design Motif
xxi. Multi-media Digital Technology
Wood Workshop / Metal Workshop
A number of prevalent research methodologies will be a taught component of the seminar. These will enable students to execute the written requirements of the MA(Hons.) programme, including the mandatory extended essay.

Placement with Traditional Practitioners
The aim of the course is to question existing distinctions between art and craft, and to learn the processes, techniques and methodologies of traditional practices.

All students are required to complete a 4-6 week placement with a traditional practitioner. This will enable them to extend their studio practice and engage with an alternative cultural and visual experience.

Students will be expected to submit a written paper (800-1000 words) with documentation. All students are required to make a presentation based on their placement experience in addition to the report.

Presentation stemming from this placement may take any form including the production of a piece of work done in a traditional manner to the translation of any aspect of traditional practice into other dimensions.

Statement of Intent
A 500-1500 word statement of intent is to be submitted prior to the mid course external assessment and then for the final external assessment. The aim of the statement is to encourage students to articulate the intention behind their work thereby bringing focus and clarity to their conceptual concerns and enabling them to critically analyse their own work.

Examination and Assessment Rules
1. In theory courses, which comprise of 18 credits, 50% of the total marks will be distributed in assignments and mid-semester examination. The final examination will carry 50% weightage and will be conducted in terms of the following:
   • Essay and Critical Analysis
   • Research Paper
   • Oral Presentation and Written Report (800-1500 words)
2. In practical courses, which comprise of 18 credits, students are required to work on individual projects, which will be progressively marked.

3. By the end of the programme, students will be required to write a Research Report (8000-10000 words), which will be assessed on the basis of 1) Conceptual Clarity, 2) Idea Development, 3) Comprehension and Understanding, 4) Critical and Analytical abilities, 5) Originality and Creativity, 6) Consistency in Style (Chicago)
POST GRADUATE DIPLOMA (VISUAL ART)

The Post Graduate Diploma (PGD) is a one year diploma that proposes to emphasise the development of intellectual growth and critical discourse in an art practice. The PGD is a qualification enabling students to specialise at an advanced level in areas not included in their Bachelor’s degree. It may be used as a transitional qualification providing a pathway. The programme provides a bridge to the students who wish to pursue for the Masters studies, but lack the familiarity with visual infrastructure. The one year diploma offers the opportunity to understand the various disciplines within art practice for students to make continuous link areas not only between art theory and art practice but also between the historical and the contemporary. The Programme has therefore been structured to help students to locate themselves and their work within a local and a global context.

The Postgraduate Diploma in Visual Art consists of two semesters. The students read the same course as the MA (Hons.) Visual Art Year I students, but are not required to produce the extended essey or putup the Degree Show.

The students of MA (Hons.) Visual Art who fail to meet the required criteria of the programme by the end of Year I, will be awarded the PGD.
ELIGIBILITY FOR ADMISSION

Applicants with minimum 16 years of education or equivalent qualification in the relevant field of Visual Arts i.e. Fine Art, Design, Architecture, Film, Music, Theatre etc. are eligible to apply. No age Limit.

Programme Structure

→ Total Number of Credits 24
→ Taught Subjects (Credits) 24
→ Total Number of Semesters 02
→ Semester Duration 18 Weeks
→ Classwork 16 Weeks
→ Testing and Evaluation 02 Weeks
→ Course Load /Semester 9-12 Credits
→ Studio Courses 60 %
→ Lecture / Seminar Courses 40 %

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</table>
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Prof. Dr. Murtaza Jafri
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- Prof. Dr. Aijaz Anwar
- Prof. Salima Hashmi
- Prof. Kamil Khan Mumtaz
- Prof. Bashir Ahmed
- Prof. Dr. Marcella Sirhandi
- Prof. Naazish Atta Ullah
- Prof. Sajjad Kausar
- Prof. Dr. Shakeel Qureshi
- Prof. Dr. Shaukat Mehmood
- Prof. Quddus Mirza
- Prof. Dr. Farida Batool
- Prof. Dr. Parvaiz Vandal
- Prof. Dr. Shahida Manzoor
- Prof. Dr. Musarrat Hasan
- Prof. Dr. Tehnyat Majid
- Mr. F.S. Aijazuddin
- Ms. Summaya Durrani
- Ms. Naheed Siddiqui
- Ms. Zehra Nigah
- Mr. R. M. Naeem
- Ms. Fyza Amir
- Ms. Durriya Kazi
- Ms. Naiza Khan
- Ms. Marjorie Hussain
- Ms. Nilofar Akhmut
- Ms. Hamra Abbas
- Ms. Fatima Hussain
• Prof. Muhammad Asif Sharif
• Prof. Sabah Hussain
• Ms. Laila Rehman
• Mr. Amin ur Rehman
• Ms. Risham Hosain Sayed
• Prof. Talha Ali Khan
• Prof. Sylvat Aziz
• Ms. Masooma Syed
• Ms. Huma Mulji
• Ms. Ambreen Sidique
• Ms. Shajia Azam
• Ms. Ayesha Jatoi
• Ms. Indu Mitha
• Ms. Sara Zaman
• Ustad Parvaiz Paras
• Ustad Khurshid Alam Gohar Qalam
• Ustad Rafaqat Ali Khan
• Ustad Saif ur Rehman
• Ms. Sheema Kermani
• Mr. Taimoor Khan Mumtaz

• Ms. Ayesha Khalid
• Mr. Atif Khan
• Mr. Usman Saeed
• Ms. Razia Sadiq
• Mr. Ali Raza
• Ms. Maliha Noorani
• Mr. Ghulam Abbas
• Mr. Ali Kazim
• Ms. Fatima Saeed
• Ms. Aisha Abid Hussain
• Ms. Saba Khan
• Mr. Murad Khan Mumtaz
• Ms. Alyssa Phoebus
• Mr. Ayaz Jokhio
• Mr. Abdullah Qureshi
• Ms. Rabbiya Naseer
• Ms. Saadia Hussain
• Ms. Hareem Tanvir
• Ms. Zohreen Murtaza
• Ms. Mehreen Murtaza
MASTERS IN INTERIOR DESIGN
INTRODUCTION, HISTORY & BACKGROUND

Masters in Interior Design programme at NCA was initiated in the year 1999. It is a pioneering venture in training professional interior designers. Awareness of interior design as a discipline and profession is a fairly recent phenomenon and few institutions are offering masters in interior design. The introduction of Masters in interior design at NCA has enhanced the diversity of the Institution. This has not only imparted stimulus to this profession nationwide, but it has also created awareness about cultural sensibilities and living spaces.

The duration of this programme is 2 years and it is recognized by the HEC and acknowledged by international institutions. The rate of professional employment of NCA interior design graduates is almost 100%. Graduates of the programme are also teaching at various institutions and have played a key role in setting up new interior design programmes in HEC recognized public and private universities of the country. Interior design graduates have also gone abroad for higher studies and professional employment. In the recent years, this programme is proving to be a base for teacher training, as number of young faculty members of NCA and other institutions have enrolled in this programme and graduated.

The richest asset of the department is the learning environment and facilities comprising of various art and design departments of the National College of Arts. The students use these facilities and participate in the vibrant cultural activities of the college as well.

The programme of study consists of courses in design, materials, colour theory, lighting, drawing and presentation, art history, etc. The thesis project is completed in the fourth semester of the course.

Objectives

The Masters in Interior Design programme aims to train professionals seeking innovative and socially responsible design solutions and provide an academic platform for research in the field of interior design. It also aims to impact the profession by instilling creative and ethical qualities in the practice and finding its application in the related areas of furniture design, interior textiles, adaptive reuse of historic buildings, etc. The graduates are seen as leaders of the profession for envisioning a humane and inspiring environment for the future through design rooted in the cultural sensibilities of the region.
Philosophy and Methodology

Applicants from all over the country having diverse cultural backgrounds and education in various creative disciplines like architecture, architectural engineering, civil engineering, design, fine arts and interior design are admitted to the programme. This creates a rich mix of skills and intellectual abilities in the programme. Peer learning therefore is a key aspect of this program. This rich mix of students from diverse backgrounds of creative and liberal arts and social sciences proves to be helpful in developing a holistic and inclusive approach to design. It helps in designing inspiring environments that trigger human creative abilities.

The programme of study gradually develops through the two academic years. The initial focus is on developing sensitivity towards the built environment in the context of the social environment, culture and life. This is achieved through visiting and connecting with the city and its places of cultural importance. The unique location of NCA in the heart of the historical centre of Lahore and in close vicinity of the Walled City plays a key role in this regard.

Imagination is of core importance in interior design. Creative expression of an interior designer is based upon his power of imagination. This is achieved through an interdisciplinary approach that is unique to the NCA. Students are encouraged to visit other departments and participate in their co-curricular activities.

In the later part of the programme, students are introduced to the tools of critical thinking and analysis for design rooted in the socio-cultural realities of the region. Research methods and report writing are key skills taught to the students to encourage a well-researched and structured approach to design in the final thesis project. This thesis project provides opportunity for the students to pursue with great freedom a selected topic of their choice. The students work with their internal advisors and the thesis project is finally graded by an independent jury comprising of professionals from the field of interior design and architecture.
ELIGIBILITY FOR ADMISSION

Graduation with minimum of 16-years of education in Architecture, Design, Fine Arts, or other equivalent degree in relevant subject with minimum 60% marks are eligible to apply.

Admission Criteria
→ Aptitude Test
→ Interview

Programme Structure
→ Total Number of Credits 40
→ Taught Subjects (Credits) 34
→ Thesis (Research & Design Credits) 06
→ Total Number of Semesters 04
→ Semester Duration 18 Weeks
→ Classwork 16 Weeks
→ Testing and Evaluation 02 Weeks
→ Course Load /Semester 9-12 Credits
→ Studio Courses 70 %
→ Lecture / Seminar Courses 30 %
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**Interior Design Studio I**
This course deals with our relation to space, form, and the environment in a broad sense. The emphasis is on human factors, scale, materials, and structures. The subject progresses from the abstract to problem solving through analysis, and include consideration of professional design problems of moderate scope. The students are familiarized with the fundamentals of interior space planning by progressing from the small scale design project of their own residence to a mid-scale problem concerning the design of a corporate setup.

**Construction Technology & Materials I**
The course will first develop the fundamental understanding of the building’s structural units; this is especially for the benefit of students with a non-technical background. It would progress to different materials and their in-depth properties
and behaviours as well as their aesthetic values. Their applications would also be discussed. There would be accompanying field visits after subsequent lectures in order to clarify the process involved and the usage of these materials.

**History of Interior Design I**
This course is organized as a chronology of ideas that has shaped the discipline of interior design. It will start by discussing the beginning of human expression through Cave Art and focusing on major changes in thought throughout history in the Middle East, Europe, India and China, will conclude at the European Age of Enlightenment. The course is structured in modules based upon thematic grouping that takes into account major factors shaping societies and hence the production of art and design. The students will be taken through the historical process with a focus on the evolution of ideas and its impacts on society, art and architecture.

**Drawing Presentation I**
This course is designed to enhance the sequential developments of architectural and interior drawings from basic line to different complex geometries in a digital manner with the use of AutoCAD software. It will start with the 2d planar drafting technique, while in the parallel addressing the proportions of the form into different planar settings. Later on it will add the simple geometries to explore new concepts of designs with the further advancement of them into complex geometries. This course also assembles the visualizing dimensions of designs with the making of various geometric views which will be beneficial for the students to explore new design dimensions at different levels.

**Drawing I**
The course is designed to teach the sequential developments of design elements, from basic volumes to different compositions. Different perception modes, drawing arrangements, details and perspective will lead the course with multiple interest and flavours in it. Beside that colour balancing will also be taught in this term to respond to different interior finishes.

**Colour**
This course aims to develop an understanding of the physics of colour, the different
hues and its importance in interior design. The course will focus on colour and its implications in a space with the principals of colour theory. The students will be able to critically understand the tonal variations and the colour language.

**Interior Design Studio II**

In this course, the students will deal with the design of large-scale spaces with an emphasis on planning of hospitality and commercial spaces. The course includes an exploration of complete solutions to environmental, interior, and architectural problems based on space analysis and planning. Coordination of furnishings, materials, user needs, and equipment is emphasized.

Emphasis is placed both on the experience of macro and micro environments within the interior and on the use of metrics for assessing the performance of projected design proposals. The ability for the interior to include a range of spaces, at times public and private in their adjacency, becomes the focus for this studio.

**Construction Technology & Materials II**

This course deals with the development of understanding of different materials that are used in an interior space. The focus in this course is on the materials and systems that physically divide and create an Interior Space; the various partitioning systems. The course will explore the different ways in which different materials can be modelled and modified to translate a creative and imaginative concept into reality.

**Drawing Presentation II**

This course is designed to teach students more provocative ways in which they can imagine and make their presentations of drawings more interesting and unique. They will learn different software for the enhancement of their presentation drawings and ways to compose them. The course will start will the importing of 2D and basic 3D drawings from AutoCAD to Photoshop. It will advance to different tools available in Photoshop to create realistic and non-realistic presentation drawings that are aesthetically appealing.

**Drawing II**

The course is designed to make students improve their observational skill in order
to dissect a space into its multiple forms and components. It progresses from basic geometries to still life compositions and then moves on to the teaching of the drawing of space in the form of one point and two point perspective. Various mediums such as graphite pencils, colour pencils, watercolours, charcoal and their behaviour on different surfaces like basic paper, newsprint are explored. The concept of human scale and proportions in a space will be taught.

**Furniture Design**
The course begins with the introduction to the concepts, function, materials, and techniques of furniture design. It will further review the design theory development in two- and three-dimensional forms of a basic furniture concept or design. The course is structured as design problems involving full scale drawings and scale models in order to take students through the in-depth process involved in furniture design with hands on approach. Furthermore, the course will also teach the various kinds of finishes available and required while designing any kind of furniture.

**History of Interior Design II**
This course takes a critical look at the history of art and space design from the 19th Century onwards. It focuses on the impact of technological advancement and changing power structures on culture, the arts and ways of living. The course begins in the aftermath of the Industrial Revolution, discusses the ‘modernization’ of Western societies and its impact on the globe through imperialism and colonization and explores the mutual exchange of ideas between cultures throughout the 20th century. It concludes at the 21st century with a discussion on postmodern and contemporary art and the destruction and censorship of art and culture in the fight between ideologies.

**Interior Design Studio III**
The interior design studio III shall explore design issues of added complexity in terms of the range of design concerns addressed in the studio projects. These issues range from adaptive reuse of historic buildings to sustainable interiors to exploring the interface of interior design with other creative disciplines like music, fashion, cinema and literature. There are two projects during the semester, both of eight weeks duration. The first one is based on the interrelationship of design with
other creative disciplines like literature and art. The second project is based on adaptive reuse of historic buildings in which the chosen building has a historical and cultural significance.

**3D Studio Max**
This course is organized as to be a constructive tool towards an idea to imagine and develop a 3d space with all of its essentials. This course is structured into different categories, beginning with the basic introductory settings of the software to start a work on developing an architectural space. Later modelling section will come in which student will learn to import the 3d from the auto cad or rather import a plan and modelled the whole space into the 3d max. After that it will develop the usage of 3ds essential commanding sections like lights, materials, and camera and render settings to explore the 3d formation and manage the whole environment through the collaboration of different designed layouts.

**Lighting Design**
This course is organized from a macro to micro understanding of the electrical supply system. It starts with a broad understanding of the power distribution from the main grid to individual users. This will also touch upon the basic physics of electricity. It then narrows down to the design of electrical system in a building. It explores the importance of lighting design with respect to the intensity of lights and the selection of appropriate light fixtures. The course will also teach the fundamentals of safety while designing electrical layout of a set up. Furthermore, it will also teach the students how to present electrical design on a plan.

**Professional Practice**
The course starts with a debate about the profession of interior designer, its role in the construction industry and the responsibility of an interior designer in any given project. The course then proceeds to discuss the professional codes and regulations that affect the practice of interior design. The historical background of interior design and the preservation of interior heritage are discussed later. The students would be introduced to the different stages and phases of the project, from the initial concept to the on-site supervision and the relationship between the client and the contractor. In addition, the modern practices and how technology plays a role in the professional practice will be taught.
Thesis Research and Report writing
It is a lecture/ seminar based course that is focused on applied research methods for thesis research. It covers all the pre-design research culminating in an 8000-10000 word report. The course shall start with the students writing a statement of intent which will be developed into a synopsis. A research methodology with identified research tools and techniques shall be devised to conduct the research. This will finally go towards the thesis report covering the research aspects, case studies, design considerations and design concept.

Examination Rules
1. In theory courses comprising 18 credits, a semester report (3000 words) will carry 40% of the total marks while the final exam will be given 60% weightage. The assessment will be carried according to following criteria:
   • Knowledge of the Subject
   • Analytical Skills
   • Report Writing Skills (Referencing and Citations)
2. In practical courses, which comprise of 18 credits, students are required to work on individual projects, which will consist of practical work and a written component (500 words), which will be progressively marked.
3. By the end of the programme, the students will be required to produce a body of work on the basis of applied research. The students will initially produce written Research Report (8000-10000 words) in Chicago. The findings of the research will be tried and tested in the Design thesis project. The assessment will be carried out by External Examiners based on following criteria:
   • Analytical Skills
   • Creative Skills
POSTGRADUATE DIPLOMA IN INTERIOR DESIGN

The PGD in Interior Design is a professional course for individuals aiming for comprehensive understanding of technical, functional, and representational aspects of professional practice in the area of interior design. This 1-Year course familiarizes students with the tools, techniques, and processes to understand varied issues of particular interior design project, resolve the issues through functional and schematic development, prepare working and technical drawings and finally monitor execution. Given the constraint of one academic year, the scope of this diploma covers the more pragmatic concerns of design, although conceptual and philosophical development and discussion is encouraged, we encourage research through reference books, meeting related professionals, and visiting sites. Moreover, these aspects are also made part of the assignment.

Introduction

Awareness of interior design as a discipline and profession is a fairly recent phenomenon and few institutions are offering diplomas in interior design. This has not only imparted stimulus to this profession nationwide, but has also created awareness about cultural sensibilities and living spaces.

The duration of the programme is 1 year. The rate of professional employment of NCA interior design graduates is almost 100%. Graduates of the programme are also teaching at various institutions and have played a key role in setting up new interior design programmes in HEC recognized public and private universities of the country. Interior design graduates have gone abroad for higher studies and professional employment. In the recent years, this programme is also proving to be a base for teacher training, as a number of young faculty members of NCA and other institutions have enrolled in this programme and graduated.

The richest asset of the department is the learning environment and facilities comprising of various art and design departments of the National College of Arts. The students use the facilities of these departments and also participate in the vibrant cultural activities of the college.

The programme of study consists of courses in design, materials, colour theory, lighting, drawing and presentation, art history, etc.
Objectives
The Post Graduate Diploma in Interior Design programme aims to train professionals seeking innovative design solutions. It also aims to impact the profession by instilling creative and ethical qualities in the practice and finding its application in the related areas of furniture design, interior textiles, etc. The graduates are seen as leaders of the profession for envisioning a humane and inspiring environment for the future through design rooted in the academic and cultural sensibilities of the region.

Philosophy and Methodology
Applicants from all over the country with diverse cultural backgrounds and education in various creative disciplines like architecture, architectural engineering, civil engineering, textile design, product design, fine arts, literature and interior design are admitted to the programme. This creates a rich mix of skills and intellectual abilities. Peer learning therefore is a key aspect of this programme. It helps in designing inspiring environments that trigger human creative abilities.

Imagination is of core importance in interior design. This is achieved through an interdisciplinary approach that is unique to the NCA. Students are encouraged to connect with and visit other departments and participate in their co-curricular activities. They are also encouraged to read and write since liberal arts share their core ideas and sensibilities with the creative arts.
ELIGIBILITY FOR ADMISSION

Graduation with minimum of 16-years of education in Architecture, Design, Fine Arts, or other equivalent degree in relevant subject with minimum 60% marks are eligible to apply.

Admission Criteria
→ Aptitude Test
→ Interview

Programme Structure
→ Total Number of Credits 24
→ Taught Subjects (Credits) 24
→ Total Number of Semesters 02
→ Semester Duration 18 Weeks
→ Classwork 16 Weeks
→ Testing and Evaluation 02 Weeks
→ Course Load /Semester 9-12 Credits
→ Studio Courses 70 %
→ Lecture / Seminar Courses 30 %

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Programme Director

Prof. Syed Faisal Sajjad
B.Arch. NCA
M.Arch. U.E.T., Lahore
PhD Scholar UET, Lahore
MPCATP, AIAP

Faculty

• Mr. Umar Saeed
• Prof. Dr. Farida Batool
• Dr. Shaila Bhatti
• Dr. Mazhar Abbas Rizvi
• Mr. Azhar Syed
• Mr. Khurshid Ahmed
• Mr. Khalid Yar Khan
• Syed Aqeel Anwar Kazmi
• Mr. Masood Hameed
• Hafiz Khurram Zeeshan
• Syeda Yasmeen Amir Jafri
• Ms. Fareena Munawar
• Mr. Sulman Lateef
• Mr. Mamoon Naeem
• Ms. Mahrulkh Butt
• Mr. Salman Gohar
• Mr. Zeeshan Asim
• Ms. Sara Cheema
MASTERS IN MULTIMEDIA ARTS
INTRODUCTION

Keeping in view the necessity to meet the latest developments in Information Technology, NCA initiated a Masters, Post-Graduate Diploma and several short courses in Multimedia Arts. Multimedia Arts can be distinguished as a blend of traditional styles of visual arts making a particular art form more dynamic. The programme helps Pakistani students to come at par with prevailing international standards of Visual Arts education in the wake of phenomenal development in Information Technology.

The programme enables students to complement their previous studies and work experience with knowledge and skills in design and development of multimedia products. It prepares graduates for multi-faceted careers in the multimedia industry and opens up opportunities to develop and apply teamwork, project management skills and business planning expertise through industry based multimedia projects.

Multimedia art is an innovative discipline which seeks to unify a large range of art forms. The programme provides students with the knowledge and skills necessary to understand the rapidly developing field of Multimedia and enables them to create and critically evaluate interactive Multimedia applications. It raises the level of multimedia application in all professional areas such as video production, multimedia authoring, interactive design, game design and animation. The courses prepare students for multi-faceted careers in the multimedia industry. NCA set up the programme with financial assistance from the Punjab Information Technology Board and technical assistance from the French Government and the Ecole Supérieure D’art D’Aix-en-Provence, France.
**Academic Programmes**
- Masters in Multimedia Arts (Morning/Evening)
- Post-Graduate Diploma in Multimedia Arts

**Diploma (1 year)**
- One-year Diploma in Game Design

**Certificate Courses (6 Months)**
- Certificate course in Game Design
- Certificate course in Video Production
- Certificate course in Animation.
- Certificate course in Multimedia Arts

**Career Options**
Career options include positions in digital media, information architecture, interaction design, new media, web design, web development and web project management, animation, including animation for the Internet, architecture, character design, computer game software design, experimental animation, feature film production, film and television graphics, special effects and storyboard.

Various events are organized throughout the year to give students the opportunity to speak with industry professionals, including recruiters.

**The MMA Prepares Students For Numerous Careers, Including:**
- Media Writers/Designers
- Visual Interface Designers
- Multimedia Designers
- Art/Creative Directors
- 2D/3D Animators
- Motion Graphics Animators
- 3D Graphics Modelers
- Videographers
- Game Designers
- Game Concept Artist
- Level Designers
- Interaction Designer
MASTERS IN MULTIMEDIA ARTS (MMA)

Aim of The Course
To produce multimedia experts who can apply professional skills creatively and ethically for problem-solving through applied research with comprehension of theoretical and philosophical underpinning.

Programme Structure
→ Total Number of Credits 42
→ Taught Subjects (Credits) 36
→ Thesis (Research & Design Credits) 06
→ Total Number of Semesters 04
→ Semester Duration 18 Weeks
→ Classwork 16 Weeks
→ Testing and Evaluation 02 Weeks
→ Course Load /Semester 9-12 Credits
→ Studio Courses 70 %
→ Lecture / Seminar Courses 30 %

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Contact Hours</th>
<th>Studio/ Theory</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Courses</td>
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<td></td>
</tr>
<tr>
<td>1</td>
<td>Animation I</td>
<td>6</td>
<td>Studio</td>
</tr>
<tr>
<td>2</td>
<td>Digital Production I</td>
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<td>Studio</td>
</tr>
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<td>Media Technologies I</td>
<td>2</td>
<td>Theory</td>
</tr>
<tr>
<td>4</td>
<td>Drawing I</td>
<td>6</td>
<td>Studio</td>
</tr>
<tr>
<td>5</td>
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<td>8</td>
<td>Studio</td>
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Semester Project to qualify semester

Total 12
## Semester 2

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<th>Credit Hours</th>
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<tr>
<td>1</td>
<td>*Animation II&lt;br&gt;*Digital Production II&lt;br&gt;*Interactive Design I</td>
<td>12</td>
<td>Studio</td>
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<td>2</td>
<td>Drawing for Animation II</td>
<td>6</td>
<td>Studio</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>*Animation Basics History I&lt;br&gt;*Digital Production History I&lt;br&gt;*Interactive Basic History I</td>
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<td>Theory</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Multimedia Studio II</td>
<td>8</td>
<td>Studio</td>
<td>4(2 +2)</td>
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<td></td>
<td><strong>Semester Project to qualify semester</strong></td>
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*Select one of the course

## Semester 3

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<th>Studio/ Theory</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Multimedia Studio III&lt;br&gt;Define, Refine, Finalize I</td>
<td>6</td>
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<tr>
<td>2</td>
<td>Digital Culture I</td>
<td>2</td>
<td>Theory</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Think, Edit, Create:&lt;br&gt;*Animation I&lt;br&gt;*Game Design I&lt;br&gt;*Digital Production I</td>
<td>12</td>
<td>Studio</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Research Methods I</td>
<td>2</td>
<td>Theory</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Semester Project to qualify semester</strong></td>
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<td></td>
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</table>

*Select one of the course
Masters In Multimedia Arts

Semester 4

<table>
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<tr>
<th>No</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>A student will be required to produce a body of work and a written research report by the end of the semester.</td>
<td>6</td>
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</table>

**Total 6**

**EXAMINATION AND EVALUATION**

1. In theory courses, which comprise of 10 credits, the students will be required to work on assignments and presentations which will count for 50% of the total marks. The rest of the 50% marks will count Final exam. The students will be assessed according to the following criteria:
   - Knowledge and Understanding of the Subject
   - Research Skills

2. In Studio courses (26 credits), students are required to work on individual/group projects, which will consist of a body of work to be progressively marked. The assessment criteria will be as follows:
   - Communication
   - Skills
   - Originality
   - Coordination
   - Production Management
   - Idea, Time and Resources Management

3. By the end of the programme, students will be required to produce a body of work and write a Research Report (8000-10000 words), which will be assessed on the basis of 1) Conceptual Clarity, 2) Idea Development, 3) Comprehension and Understanding, 4) Critical and Analytical abilities, 5) Originality and Creativity, 6) Consistency in Style (Chicago)
POST GRADUATE DIPLOMA IN MULTIMEDIA ARTS

The postgraduate diploma in Multimedia Arts consists of two semesters. The students are required to complete the same course as the MMA First Year (1st and 2nd semester), but are not required to produce a thesis/body of work.

Students of MMA who fail to meet the required academic criteria of the programme by the end of the first year will be awarded the Post Graduate Diploma.

Aim of The Course
To produce professional skills in diploma students with basic theoretical underpinning for highly employable individual.

Programme Structure
- Total Number of Credits: 24
- Taught Subjects (Credits): 24
- Total Number of Semesters: 02
- Semester Duration: 18 Weeks
- Classwork: 16 Weeks
- Testing and Evaluation: 02 Weeks
- Course Load /Semester: 9-12 Credits
- Studio Courses: 70 %
- Lecture / Seminar Courses: 30 %
## Semester 1

<table>
<thead>
<tr>
<th>No</th>
<th>Courses</th>
<th>Contact Hours</th>
<th>Studio/ Theory</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Animation I</td>
<td>6</td>
<td>Studio</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Digital Production I</td>
<td>6</td>
<td>Studio</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Media Technologies I</td>
<td>2</td>
<td>Theory</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>Drawing I</td>
<td>6</td>
<td>Studio</td>
<td>2</td>
</tr>
<tr>
<td>5</td>
<td>Multimedia Studio I</td>
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*Semester Project to qualify semester*

**Total 12**

## Semester 2

<table>
<thead>
<tr>
<th>No</th>
<th>Courses</th>
<th>Contact Hours</th>
<th>Studio/ Theory</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><em>Animation II, Digital Production II, Interactive Design I</em></td>
<td>12</td>
<td>Studio</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>Drawing for Animation II</td>
<td>6</td>
<td>Studio</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td><em>Animation Basics/History I, Digital Production/History I, Interactive Basic/History I</em></td>
<td>2</td>
<td>Theory</td>
<td>2</td>
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<tr>
<td>4</td>
<td>Multimedia Studio II</td>
<td>8</td>
<td>Studio</td>
<td>4(2+2)</td>
</tr>
</tbody>
</table>

*Select one of the course

*Semester Project to qualify semester*

**Total 12**
MULTIMEDIA FACULTY

NCA maintains a highly qualified and diverse faculty with a strong emphasis on multimedia production experience. Experienced instructors, industry professionals with varied and extensive backgrounds in multimedia and guest artists from local broadcast, games and visual effects studios form the core faculty.

Academic Coordinator

Sufi Bilal Khalid
Assistant Professor
Master in Multimedia Arts, (NCA)
M.Sc Communication Studies, PU
MPhil Communication Studies, SU
PhD Scholar, Media and Communication Studies, UCP

Faculty

Ms. Izza Randle
Masters in Multimedia Art (NCA)

Mr. Basit Zain
Masters in Multimedia Art (NCA)

Mr. Asad Iqbal
Masters in Multimedia Art (NCA)

Ms. Sameeha Qadeer Ahmad
Masters in Multimedia Arts (NCA)
Multimedia Adjunct Faculty

Dr. Aijaz Anwar
PhD Art History

Dr. Fateh Daudpoto
MA (Hons.) Visual Art (NCA)
PhD Art & Craft (SU)

Dr. Kanwal Khalid
MFA Graphic Design (PU)
PhD Art & Design (PU)

Dr. Mazher Rizvi
PhD Ergonomics
MA Car Design

Prof. S.M. Anwer
M.A. English
M.A. Mass Communication, USA.

Prof. Talha Ali Khan
Masters in Multimedia Arts (NCA)

Mr. Muhammad Yahya Ehsan
Co-Founded + Creative Director
(Creative Frontiers)
Masters in Multimedia Arts (NCA)

Mr. Yasir Nawaz
Freelance Director
Masters in Multimedia Arts (NCA)

Mr. Bilal Ahmed Bhatti
Concept Artist (FRAG GAMES)
Masters in Multimedia Arts (NCA)

Mr. Abdullah Arshad
Masters in Multimedia Arts (NCA)

Mr. Irfan ul Haq
Masters in Multimedia Arts (NCA)

Mr. Zaid Safdar Sandhu
Masters in Multimedia Arts (NCA)

Mr. Muhammad Zohaib Iqbal
Masters in Multimedia Arts (NCA)

Mr. Nazim
Bacholar of Film & TV (NCA)
DEPARTMENT OF DESIGN
National College of Arts, Lahore

Masters in Multimedia Arts
MPhil in Cultural Studies
OVERVIEW
The Department of Cultural Studies offers an MPhil in Cultural Studies. This program aims to balance theoretical issues and debates in Cultural Studies with conceptual and analytical aspects of both visual and material culture. It provides students with an opportunity to examine the concept of “culture” in its many facets through time, developing the analytical and critical tools to formulate new and revealing readings of Pakistani society.

Through a combination of coursework and independent research, the MPhil program offers students a broad and rigorous education in the analysis of culture, comprehension and the use of the past and its integration into contemporary art and cultural forms. Students will be introduced to the exploration of the Pakistani cultural realm as a critical channel to address questions of identity politics, globalization, development, religion, the inter-cultural role of heritage, museums and art.

Goals
- To develop a body of scholarship and research in the discipline of Cultural Studies in Pakistan in order to theorize the forces that shape lived reality of the 21st century.
- To sensitize institutions and professionals in the domains of development, public service, media, academia, and museums and provision of with deep and multilayered understanding of cultural heritage supplemented by research and analytical skills.

The MPhil in Cultural Studies is designed for students whose interests cut across traditional modes of study in the arts, humanities and social sciences and who seek to understand the meanings of the past in our contemporary culture. Course requirements are designed to build competence in interdisciplinary cultural studies theory and practice simultaneously allowing students to develop disciplinary fluency in a particular subfield.
Entry/Admission Requirements of the Program

The MPhil Program in Cultural Studies is ideally suited for individuals with a proven interest in investigating, analyzing and writing about visual culture in the contemporary and the historical context and in its many forms.

Candidates for admission must meet the following criteria:

- Completion of 16 years of education or 4 year education (124 credit hours) after HSSC/F.A./F.Sc/Grade12 or equivalent will be required for admission in the MPhil/Master.
- Submission of relevant published or unpublished written work, or research in other media.
- Submission of Personal Statement showing aspirations and future goals of the candidate
- Evidence of excellence in theoretical courses during their previous studies.
- Passing a written aptitude test at par with GRE (General) and GRE (Subject) to demonstrate ability of comprehension and written expression of both visual and the text.
- Appearance for an interview before the admissions committee.
Programme Structure

→ Total Number of Credits 36
→ Taught Subjects (Credits) 30
→ Thesis (Research) 06
→ Total Number of Semesters 04
→ Semester Duration 18 Weeks
→ Classwork 16 Weeks
→ Testing and Evaluation 02 Weeks
→ Course Load /Semester 9-12 Credits

<p>| Semester 1 |</p>
<table>
<thead>
<tr>
<th>No</th>
<th>Courses</th>
<th>Contact Hours</th>
<th>Studio/ Theory</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cultural Studies I</td>
<td>3</td>
<td>Theory</td>
<td>3</td>
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<tr>
<td>2</td>
<td>Global Ideas and Theories I</td>
<td>3</td>
<td>Theory</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Academic Writing</td>
<td>2</td>
<td>Theory</td>
<td>2</td>
</tr>
<tr>
<td>4</td>
<td>South Asian Visual Culture</td>
<td>2</td>
<td>Theory</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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<p>| Semester 2 |</p>
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<th>Credit Hours</th>
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<tr>
<td>1</td>
<td>Cultural Studies II</td>
<td>3</td>
<td>Theory</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Global Ideas and Theories II</td>
<td>3</td>
<td>Theory</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Research Methods and Writing</td>
<td>3</td>
<td>Theory</td>
<td>3</td>
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<tr>
<td>4</td>
<td>South Asian Material Culture</td>
<td>2</td>
<td>Theory</td>
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## Semester 3

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<tr>
<td>1</td>
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<td>3</td>
<td>Theory</td>
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<tr>
<td>2</td>
<td>Proposal Writing</td>
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<tr>
<td>3</td>
<td>Elective I</td>
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## Semester 4

<table>
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<th>Course Title</th>
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<tbody>
<tr>
<td>1</td>
<td>A student will conduct research under supervision and will be required to produce a written thesis by the end of the semester.</td>
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</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>
Cultural Studies I, II, & III
This course brings together some of the foundational elements of Cultural Theory and Cultural Studies with the aim of acquainting students with an interdisciplinary perspective that views culture as an unfinished project, where engaging with culture is a critical practice with a “democratizing intent.”

Global Ideas and Theories I & II
This course will expose students to salient texts and ideas that have laid the foundation for the critical discourse of culture and society. Students would learn to grasp the theoretical underpinnings of the modern mind by placing influential ideas and systems of thought in cultural and historical contexts.

South Asian Visual Culture & South Asian Material Culture
The course is designed to provide students with a critical insight into the visual and material culture of South Asia from 1857 till present. It will investigate the nuances of art, architecture, and design that were in constant flux because of local and foreign invasions under the British Raj. The students will be exposed to the context required to understand the global position and practices of contemporary South Asian art. Student will be enabled to use this historical frame to develop a critical methodology when engaging with South Asian visual culture.

Research Methodology and Writing
The course intends to provide students with tools and techniques to carry out a variety of data collection, analyses and interpretation as may be useful when developing a social sciences/humanities and research project.

Academic Writing
Students will be introduced to the fundamental aspects of academic writing. This course will teach students to apply the tools of academic writing to express complex ideas and to study different writing approaches in academia.

Proposal Writing
This course guides students through the process of identifying a thesis topic, designing an approach and research plan, and writing a research proposal for their theses. Regular peer workshops aid the students in editing their own drafts as well as providing a critical outlook on the work of their peers.
**Thesis Research and Writing**

Students undertake independent research and writing on a topic of their choice with the supervision of the program’s faculty.

**Examination Rules**

1. In most of the courses, the students will be required to work on assignments and presentations which will count for 50% of the total marks. By the end of semester each student will be required to write a research paper (3000-5000 words) which will carry 50% of the total marks. Some of the courses will include assignments/presentations which will be progressively marked. The research paper will be assessed according to the following criteria:
   - Knowledge and Understanding of the Subject
   - Writing Skills
   - Analytical Skills
   - Research Skills

2. By the end of the programme, students will be required to write a dissertation (15000-20000 words) in Chicago Style, which will be assessed by external examiners on the basis of following criteria:
   - Knowledge and Understanding of the Subject
   - Writing Skills
   - Analytical Skills
   - Research Skills
Programme Director

Dr. Prof. Farida Batool
Professor
Master (Research) in Art History and Theory,
University of New South Wales, Australia
PhD Media and Film Studies, School of Oriental and
African Studies, University of London, UK

Faculty

Dr. Shaila Bhatti
Associate Professor
MA Museum Ethnography
University College, London, UK
PhD in Anthropology
University College, London, UK

Saher Sohail
Assistant Professor
MA History and Theory of
Contemporary Art
San Francisco Art Institute, USA

Amina Ejaz
Assistant Professor
MA, History of Arts and Display
University of Edinburgh, UK

Ammara Khalid
Lecturer
MPhil Communication Studies
University of the Punjab, Lahore

Gul Mahreen Rahman
Lecturer
MA Anthropology of Media
SOAS University of London

Naeem Dilpul
Lecturer
MPhil Applied Linguistics
University of Management and Technology, Lahore

Sehr Jalil
Lecturer
MA (Hons.) Visual Art
National College of Arts, Lahore

Zohreen Murtaza
Lecturer
MA (Hons.) Visual Art
National College of Arts, Lahore
Adjunct Faculty

Dr. Ayesha Pamela Rogers
Visiting Professor
MA, Archaeology and Ancient History, University of Birmingham, UK
PhD, Archaeology, Institute of Archaeology, University College London, UK

Mr. Awais Mehmood
MPhil in Philosophy
GC University, Lahore

Overseas Faculty

Dr. Wasim Jurgen Frembgen
Adjunct Professor at the Institute of Near and Middle Eastern Studies, Ludwig-Maximilians-University Munich.

Dr. Anna Suvorova
Professor of Indo-Islamic Culture
Columbia University, Department of Asian Literatures

Richard Engelhardt
Honorary UNESCO Chair Holder
MA – PhD, Anthropology and Archaeology, Harvard University, USA

Dr. Dina Bangdel
Director, Art History
VCU Qatar, and Virginia Commonwealth University, USA

Professor Christopher Pinney
Professor of Anthropology and Visual Culture of University College London, UK
GENERAL RULES FOR MASTER'S/MPHIL PROGRAMMES

MASTER PROGRAMMES / POST GRADUATE DIPLOMAS
GENERAL RULES FOR GRADUATE PROGRAMMES

Procedure for Application and Admission Criteria

1. An applicant seeking admission to MPhil / Master’s Programs shall apply on a prescribed form within due date given in the advertisement for admission.

2. The application shall be submitted to the NCA admission office.

3. An applicant shall be judged on the basis of the following criteria for admission:
   a. Aptitude test (50%)
   b. Interview (40%)
   c. Portfolio (10%)

Admission Criteria

1. Admission may be conducted once a year on a specified time and date.

2. The nominees of foreign countries and other government organizations may be allowed late admission with the condition that they will have to cover the courses by taking seminars, special problem and research project.

3. A candidate seeking admission to the degree must have sixteen years of education or 4-year education after F.A./F.Sc./A-Level or equivalent (at least 124 credit hours) in relevant field with at least CGPA 2.50. Moreover, the student will be required to pass the aptitude test and interview of the NCA.

4. The candidate must produce, at the time of the first enrolment, a certificate from the NCA Medical Officer to the effect that he/she is free from any communicable (contagious) disease or mental or physical disability which is likely to stand in the way of his/her pursuing the chosen field of study.

5. There is no age limit for admission.

6. NOC is required from degree holders of other institutions for admission in NCA.

Foreign Students

The admission of foreign students should be processed as under:

d. A foreign candidate should apply through his/her Home Country’s Embassy and Pakistan Mission Abroad office (in case of overseas Pakistani) along with TOEFL or IELTS or equivalent with 5.5 score/band, all educational
documents and passport etc. However, NCA ex-graduates will be exempted from TOEFL or IELTS or equivalent.

e. The concerned department will send a provisional admission letter to the Registrar along with HEC proforma of foreign students for clearance of the vetting agencies before joining the program.

f. Admission offer letter of the foreign student will be forwarded to HEC for issuance of NOC.

g. The candidate should also pass the entrance test of the concerned institution/admission on arrival or submit GRE International with admission form.

h. After fulfilling all above requirements the candidate will be allowed to attend classes with a valid visa.

Note: An HEC equivalence certificate will be required in case of qualification from Institutions other than the NCA.

**Enrolment**

1. In the beginning of a semester, the Instructor of each course should hand out a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

2. Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade W will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.

3. A student withdrawing after the 6th week shall be automatically awarded “F” grade which shall count in the GPA and stay on the transcript.

4. The BASR under special circumstances and on payment of late fee of Rs.5000 may permit a student to enroll within ten days after the commencement of the classes.

5. Enrolment in absentia is not allowed. Student is required to be present in person with a proof of identification (Computerized National Identity Card, etc.) for enrolment.

6. Enrolment shall only be considered complete after depositing of fee and the Course Registration Form is submitted to the office of the Head of concerned department.
7. If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

8. If a candidate of a degree programme does not submit his/her thesis at specified time he/she has to enroll again for thesis semester.

9. The duration for the Master’s/MPhil shall not be less than four and more than six semesters in full residence.

10. Extension for the fifth and sixth semester after the stipulated 4 semesters of Master’s/MPhil will be granted by the Principal based on the progress report of the supervisor and its endorsement by BASR.

11. The students who enroll extra semesters beyond their minimum residential requirement (four semesters) will have to pay full semester fee for each and every extra semester.

12. Master/MPhil program admission shall be cancelled by the department on the recommendations of the concerned Head/ Director/ BASR and notified by the registrar, if the scholar:
   - Earns adverse progress reports from his supervisor.
   - Fails to contact his/her supervisor or leaves the program
   - Does not complete the course work
   - Does not meet 75% attendance criteria in theory and studio separately
   - Found guilty of misconduct.

13. The aggrieved scholar may file an appeal against cancellation of Master’s/MPhil programme admission to the concerned HOD within a period of 15 days. The HOD will give him/her an opportunity to be heard in person and the case will be sent with comments to the Principal for final approval/decision. The final decision will be notified by the Registrar office.

14. There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.

15. A teacher/researcher of the NCA (regular) may be allowed to enroll himself/herself for post graduate courses after getting permission from the competent authority. He/she under this arrangement will be a part time student and a full
time employee. He/she will be allowed to enroll maximum of two courses and one seminar or special problem in a semester and pay half dues of the semester along with the examination fee. In case, he/she intends to take maximum credit hours allowed to a full time student then he/she will have to take leave from the NCA and pay full NCA dues.

16. The administrative staff (regular) will be treated at par for admission to various post graduate programmes after getting permission from the competent authority.

17. The employees of the government/ other agencies nominated for Master’s/MPhil degree at the NCA shall have to produce NOC from respective department to pursue studies as a regular student, failing which he/ she will not be admitted.

18. A full time student can enroll up to 12 credit hours in a semester.

19. A course can be repeated twice (enrolled three times) at the most. The Controller of Examinations office will mention corresponding repetitions in the result notification and the student shall mention repetition status in the Course Registration Form.

**Summer Semester**

1. Summer semester will be offered as an optional semester of 08-09 weeks duration. Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 08 credit hours during summer.

2. A student who has either failed or has been stopped to take the examination due to shortage of class attendance or wishes to improve his/her grade is allowed to register in summer.

3. A student will only be allowed to register in 1-2 courses of upto 08 credit hours for remedial work.

4. The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Spring/Fall) semester.

**Freezing of Semester**

1. If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.

2. If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of NCA for that period. The student may then enroll in these
courses in a subsequent semester, when offered; however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the NCA is not required to offer all courses in each semester.

3. In hardship cases a special criteria may be developed for freezing a semester with the prior permission of the Principal. Medical certificate must be duly signed by the College Medical Officer.

4. The duration of freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session but hardship cases can be considered by the competent authority.

5. Freezing of first semester for Master’s/MPhil is not allowed.

6. Under special hardship circumstances freezing of first semester can be considered for approval by the competent authority. The hardship cases may include:
   • Iddat
   • Maternity/Delivery
   • Death in the immediate family
   • Any other subject to acceptance on justified rationale

**Repeating Courses and Improving CGPA**

1. If a student gets ‘F’ grade, s/he will be required to repeat the course or its recommended alternate, if any. However, “F” grade obtained earlier will also be recorded on the transcript.

2. A graduate student (Master’s/MPhil) with a ‘C’ grade can repeat the course if s/he desires to improve the grade. The maximum number of courses that a student may repeat at the Graduate level is 2 per semester. In such a case, both the course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA.

3. In case of CGPA improvement, it would be recorded with (Imp) on the transcript.

**Attendance**

1. Attendance in classes is mandatory and should not be less than 75% in each course.

2. The instructor may report a student’s absences and the student may be placed on attendance probation by his/her HOD and it will be notified by the department. A student may be dropped from the NCA for violating the terms of such probation.
**Student Grievances**

1. A Student Affair Committee consisting of 03 senior faculty members, relevant Head of the department and headed by Controller of Examination will redress the grievances of the students about any course instructor or grades or for any other issue.

2. In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department shall forward the grievance application to the Committee. It is mandatory for the Committee to hear both sides (student and the instructor) and give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed to be final and binding on all parties.

3. A Departmental Committee headed by the Chairman/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & coverage of the course content.

**Re-Admission**

1. If a student fails to enroll in any semester(s) without permission of the competent authority, he/she shall cease to be on the rolls of the NCA and in case he/she desires readmission, he/she shall have to apply for the same.

2. The BASR may readmit such a candidate subject to the payment of Rs. 5,000/- as re-admission fee and Rs. 10,000/- as per semester gap fee, if applicable.

3. The BASR may refuse the re-admission if the reasons presented are not convincing.

4. The period of gap semester will not be counted towards residential requirements.

**Transfer of Credits**

1. The BASR may consider credits earned by a student at NCA or any another HEC recognized institution, subject to a maximum of 50% of the minimum credit requirements for the degree, on the recommendations of Equivalence Committee provided that:

   a. The contents of the course(s) for which credit is claimed, are identical or similar to the course included in his/her planned course work.

   b. The course for which credit is claimed should not have been used for any other degree.
c. Courses with less than B grade shall not be considered for transfer of credit hours.

2. The concerned department will have to conduct a comprehensive examination for admitting the student.

3. A course studied to qualify a degree will not be taken/considered for any other higher degree programme.

**Supervisor, Synopsis and Thesis Report**

**Supervisor**

1. The thesis supervisor of a student shall be proposed by the Departmental BOS and approved by the BASR. The supervisor should be a faculty member with at least Master’s/MPhil qualification having academic research experience.

2. A student may opt for a co-supervisor if required, who will be recommended by Departmental BOS and approved and notified by the BASR.

**Synopsis and Thesis Report**

1. The synopsis of each student will be approved by the Departmental BOS.

2. The thesis shall be submitted to the concerned department duly signed by the supervisor and the HOD.

3. A student failing to submit thesis within 60 days after completion of thesis semester, will have to enroll again.

4. The thesis duly certified by the supervisor and Head of Department that the contents and form of the thesis are satisfactory for submission shall be sent to the external examiner by the office of the Controller of Examinations (CE) for evaluation.

5. The thesis shall be evaluated by one or two external examiners from the panel of names recommended by the Departmental Board of Studies and approved by the BASR. The external examiners shall be given reasonable time to go through the contents of the thesis critically. The viva voce examination will be conducted at least after one week of the receipt of thesis by the external examiner.

6. The thesis evaluation should be completed within six months from the date of dispatch of thesis by the Controller of Examinations, failing which the student will be declared/assumed fail and shall be notified by the office of the Controller of Examinations. However, the Principal may allow extension for thesis evaluation up to one year in hardship cases.

7. In case of regret from the first External Examiner nominee, approval of second
External Examiner nominee shall be sought within eight weeks from the Principal/BASR by the Controller Examination.

8. Supervisor after consultation with external examiner shall write to the Controller Examination for notifying the date, time and venue of thesis evaluation.

9. In case of objections raised by the Examiner, the supervisor shall resend the thesis after counter signature of HOD and the Controller of Examinations making sure that the suggested changes are incorporated in the thesis report.

**Thesis Submission and Plagiarism**

1. 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.

2. Original Plagiarism report along with the Certificate from Supervisor and Declaration by the student must be submitted along with the thesis to the BASR. The BASR shall notify the dates for the semifinal and final phases of thesis submission.
3. The student shall submit an electronic copy along with three hard bound copies of the thesis report duly signed by the supervisor and HOD to the respective department.

4. The color of hard bound cover of MPhil / MS program shall be Black.

5. In case of disagreement between the Supervisor and the External Examiner regarding the acceptance of the thesis it shall be referred to another external examiner, with the due approval of the Competent Authority (Principal/BASR), whose decision shall be final.

6. If a candidate fails in the thesis examination, he/she may enroll again and will submit a revised thesis within six months after the date of declaration of the result of the last thesis examination, on payment of the prescribed thesis examination fee. He/she can avail this chance only once.

7. If the thesis, submitted by a candidate for final evaluation, is proved to be copied/plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners and the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such candidate shall be cancelled and he/she shall not be readmitted under any circumstances.

8. If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to as fail in thesis examination. Such a candidate shall not be readmitted to MPhil./M.S. under any circumstances.

**Note:** The students who enroll extra semesters beyond their minimum residential requirement will not be allowed hostel accommodation. After submission of the thesis, the students will not be allowed to stay in the NCA hostels.

**Re-Sit Examination**
The students who cannot appear in examination because of genuine excuse/ reason shall be allowed to appear in re-sit examination within one week after the examination subject to the payment of special examination fee of Rupees 5000/- for one course. If the number of courses is more than one, a lump sum of Rs. 10,000/- shall be paid as special examination fee.

**Submission of Results**
The teachers are required to submit result within two weeks after the examination
so that result shall be declared by the Examination Committee of the NCA within four weeks from examination. The result will be declared by the Controller of Examinations and copies will be sent to the respective HODs.

**Indiscipline in Examination**
The Students Affair Committee of the NCA, headed by a Professor may cancel an examination, a semester, or suggest expulsion if a student:

a) Removes a leaf from his/her answer book, the answer book shall be cancelled.
b) Submits forged or fake documents in connection with the examination.
c) Commits impersonation in the examination.
d) Copies from any paper, book or notes.
e) Mutilates the Answer Book.
f) Possesses any kind of material, which may be helpful to his/her in the examination.
g) Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
h) Refuses to obey the invigilation staff or refuses to follow the instructions issued by the NCA in connection with the examination.
i) Misbehaves or creates any kind of disturbance in or around the examination centre.
j) Uses abusive or obscene language on the answer script.
k) Possesses any kind of weapon in or around examination centre.
l) Possesses any kind of electronic device which may be helpful in the examination.

**Note:** If a student is not satisfied by the decision of the Committee, s/he can submit his/her appeal within a week after the decision of the Committee to the Principal. No appeal shall lie against the decision of the Principal.

**Probation**
Probation is a status granted to the student whose academic performance falls below the minimum College standard.

i) The students acquiring less than 2.50/4.00 GPA in a semester but passing in all papers will be promoted with the condition to achieve more than 2.5 GPA in the next semester and s/he will be put on probation for the next semester.
ii) The students acquiring GPA 2.5 and above but failing in any paper(s) will be placed on probation and promoted to the next semester conditionally. They will have to be registered for summer semester to improve the grade.

iii) Students acquiring GPA less than 2.5 in two consecutive semesters and failing in any paper(s) even after attending summer semester for one academic year will be dropped from NCA rolls. However, s/he will be eligible to seek re-admission. Re-admission will be allowed only once during MPhil program after the payment of full admission fee.

iv) Students on probation in two consecutive semesters even after attending Summer Semester in one academic year will take re-admission in that particular academic year once only.

v) There will be maximum one academic probation in MPhil programme. The probation cannot be granted / availed in first two semesters.

**Permission of Writer for Special Students**

A visually impaired student may be allowed to attempt the Mid/Final Examinations of the NCA on Braille/ Computer/any other means of facilitation.

In case a student is physically handicapped/visually impaired, s/he may apply to the Chairperson of the respective department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the NCA two weeks before the start of Tests/ Examinations. S/he will be allowed 45 minutes (maximum) extra time to solve the question paper.

The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for level 6 student, the writer should be at the most of level 5).

**Rechecking of Examination Script**

The answer book of a candidate shall not be re-assessed under any circumstances.

a. Whereas the re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book. The Controller of Examination can arrange for re-checking of examination script by any faculty member from the relevant discipline on the complaint/request of students. The Controller of Examination or any officer or rechecking committee appointed shall see that:

   (i) There is no computational mistake in the grand total on the title page of the answer book.
(ii) The total of various parts of a question has been correctly made at the end of each question.
(iii) All totals have been correctly brought forward on the title page of the answer book.
(iv) No portion of any answer has been left un-marked.
(v) Total marks in the answer book tally with the marks sheet.
(vi) The hand-writing of the candidate tally in the questions/answer book.

b. The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.

c. The marks of a candidate could even decrease in light of (a) (iii) above. In the event of reduction of marks the record shall be corrected accordingly and revised transcript will be issued.

**Damaged or Lost Answer Sheet**
1. In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, the student may be given the following options:
   i. Average marks shall be awarded to the student in that subject/course.
   ii. In case of Final Examination, if the candidate so desires, s/he shall be given another chance as a special case to take the Examination in that subject/course and no additional examination fee shall be charged from the student.
   iii. In case of Internal Assessment, if the candidate so desires, s/he shall be given another chance as a special case to take the Make-up Assessment in that subject/course in the same academic session.

**Degree Conferment**
1. The NCA should conduct Convocation once in a year to award the degrees to the qualified students as per criteria.
2. Urgent degree can be issued as per policy of NCA upon the request of student.
3. Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Controller of Examination for the issuance of duplicate degree along with the relevant documentary proof as per NCA rules.
4. The Duplicate Degree shall be signed by the Controller of Examination only.
Awards and Distinctions
1. Medals/Prizes/Rolls of Honor/Positions will be awarded to the students passing their internal as well as external examinations/term papers in the first attempt. No medal and roll of honor will be granted to candidates who passed the examination in 2nd attempt.
2. Letter Grades will be awarded on the basis of GP / GPA / CGPA and Positions would be given on the basis of CGPA. In case two or more students are acquiring same CGPA only then the Position would be decided on the basis of percentage among those students.
3. The disciplines where number of students is less than 05, no position will be awarded.
4. If the result of the candidate is not declared within the prescribed time of the degree, then no medal will be awarded.
5. No Medal/Roll of Honor will be awarded in the case of improving CGPA.

COLLEGE RULES AND REGULATIONS
Every student is expected to study to the best of her / his ability and to fulfill the academic requirements of the College. It is the expectation of the College authorities that each student will realize the value of self-control and discipline. Registration at the College implies agreement on the part of the student to willingly accept and observe reasonable standards of accountability, good conduct and appearance.

The following rules and regulations apply to all the post-graduate students studying at the National College of Arts irrespective of the year of admission.
1. It is the responsibility of all students to read and comply with the rules and regulations of the College.
2. Tuition fee, fines, etc. must be paid by the dates notified by the College Office. Should a student fail to pay the dues by the dates notified she/he will have to pay a fine of Rs.100 per day. Students whose fees are in arrears by more than seven days after the due date notified, shall be liable to be struck off the College Rolls and shall not be allowed to attend any lectures, studio sessions or examinations in the College, except with the express permission of the Principal.
3. It is the duty of the student to attend every lecture, studio session and examination.

4. Students who fail to meet the 75% attendance requirement in a course will not be permitted to sit for examinations/submit exam assignments, which will result in failing the examination/course.

5. An application for sick leave exceeding one day must be supported by a medical certificate from a registered medical practitioner and both must be submitted to the Course Director and the Head of Department and approved by the Principal before the absence can be recorded as authorized in the attendance register.

6. Application for special leave shall be addressed and submitted in writing to the Head of Department at least two days in advance and these must have the recommendations of the Course Director and the Head of Department and approval of the Principal before each absence is authorized.

8. All students will purchase their own equipment and material required for coursework.

9. The College authorities shall not be held responsible for the safe keeping of the private property of students.

10. Students shall compensate to the satisfaction of the Principal, any damage or loss they may cause to the property of the College.

11. Students’ work executed in the College must be placed at the disposal of the College authorities. Such work may be returned to a student for her/his portfolio by the Principal on the written request of the student. Work done in the College shall not be used for the purpose of any examination or evaluation of any institution other than the National College of Arts and any examination other than the one for which the work was originally intended.

12. No student of the College shall hold any exhibition of work/publication outside the College without having first obtained written permission of the Heads of the Departments Committee.

13. Students’ identification cards must be carried by the students and presented whenever so required by the College authorities. A fine of Rs. 300 shall be charged for the loss of an identity card and the issue of a duplicate.

14. Every student shall surrender her/his Identity Card to the College Office before she/he leaves the College on any account, failing which the refundable amounts (securities, etc.) of the student concerned shall be confiscated.
15. Any student found guilty of indiscipline, misconduct or misbehavior impeding the smooth running of the College shall be liable to be put on Social Probation and/or any other punishment as may be deemed fit by the concerned committee. The punishments may entail withdrawal of scholarship (if awarded), disqualification from holding any office of the Students’ Guild and participating in any College activities.

16. Severe/Repeated violation of discipline or misconduct by any student during her/his course of studies at the College shall render her/his liable to expulsion from the College.

17. No posters, banners, handbills, pamphlets or any offensive material shall be displayed or distributed in the College or any of its hostels and/or posted/shared on press/electronic/social media without permission of the Principal.

18. No outsider shall enter the College or address students of the College except on the invitation of the Principal.

19. A student will not be awarded the degree/transcripts/provisional certificates until all the books/equipment/material issued from the library/archives/lab are returned.

20. The College reserves the right to introduce new or amend existing rules at any time.

21. Students failing to fulfill the requirements of Masters degree but have completed the first two terms successfully shall be awarded the Postgraduate Diploma.

22. Smoking and use of any kind of drugs is strictly prohibited in the college premises, in case of violation strict disciplinary action will be taken.

23. In 2014, the National College of Arts (NCA) formally adopted the Higher Education Commission (HEC) of Pakistan’s sexual harassment policies. For details See in HEC publication, ‘Policy Guidelines against Sexual Harassment in Institutions of Higher Learning’

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