

**napa**

National Academy of the Performing Arts

***STUDENTS HANDBOOK***

***2013***

## ***The NAPA***

### ***Code of Conduct and Behavior***

A school of learning is a sacred place, whose sanctity has to be ensured at all costs. A disciplined, healthy and congenial environment is essential for teaching and learning

This CODE OF CONDUCT provides a framework for discipline, identifying misconduct and imposition of penalties. Policies and rules of this CODE are spelled out in the following sections:

1. Academic Conduct
2. Disciplinary Conduct

#### ***Violation consequences***

Any student violating these rules shall be reported to the respective Head of Department by a NAPA faculty/staff member, who has observed the violation or been informed of the same. The student(s) will be called and provided an opportunity to explain his/her position, and if found guilty, he/she would be penalized through one or all of the following:

1. Issuing a warning letter to the student.
2. Monetary fine.
3. Letter of apology solicited from the student
4. Parents called to meet the Head of the Department.
5. Suspension for a week or more.
6. Expulsion from the Academy.
7. Any other consequence as the Head of the Department may deem fit.

## **ACAD EMIC POLICY**

### **Academ ic Conduct**

1. Plagiarism/cheating are prohibited at the Academy. Academic honesty is the essential for remaining in the Academy.

Plagiarism/ cheating in any examination, quiz, assignment, report, and/or presentation is forbidden.

2. Cell phones shall be switched off during class. Permission to attend to emergencies is to be obtained from the respective faculty member.

3. Cleanliness of the classes and the NAPA premises are the responsibility of those who use them. Litter is not to be spread. Use the dustbins generously.

### **Attendance**

Students are required to maintain a minimum of 85% attendance throughout the semesters in order to qualify for sitting in the final exam. This includes 5 absences and emergencies. Non-compliance would lead to ineligibility to appear in the final exams and repeating the course.

All special requests for absences must be made in advance to the Head of The Music / Theatre Arts Department and the respective teachers and approved a priori. In case of illness a medical certificate along with the parent/guardians signature should be submitted .

In case of more than five absences, the Head of Department may relax this rule on case-to-case basis under extra-ordinary situations, through an order in writing. This relaxation granted to a student, shall not serve as a precedent for any other student.

All rehearsals in the acting/ performance classes have to be attended very seriously. If a student is absent more than two times from rehearsals during the first three weeks then he/she would be dropped from the play and would not be allowed to take part in the performance for that semester.

### ***Examination Rules***

At NAPA, students will have to appear for mid-trimester and final examinations in each trimester. These are crucial to their promotions and academic progress. Any dishonest act will be detrimental to this progress.

Nonattendance of the exams without a prior notice and prior approval counts as a dropped course/semester.

### ***Grading Plan***

| <b><i>Letter</i></b> | <b><i>Numerical Value</i></b> |
|----------------------|-------------------------------|
| A                    | 90 + 100                      |
| B                    | 80 +                          |
| C                    | 70 +                          |
| D                    | 60 +                          |
| E                    | 50 +                          |
| F                    | 40 +                          |
| G                    | 0-40                          |

Minimum passing grade in each course is E.

Course in which F & G is awarded shall be repeated. Advanced Courses cannot be taken in case of F grade.

Any missed or dropped courses/semesters for what ever reason/reasons shall be repeated with the addition of course/semester prior to that.

Students must take the course in which they obtain F/G the very next time it is offered . Students may get attendance waiver with the consent of the Director Programmes for an E grade result.

If an incomplete grade is not completed before the specified deadline, the default grade would be an F.

No degree/diploma/certificate shall be awarded before the completion of all the Courses/semesters prescribed.

### ***Dismissal***

A student may be removed from the academy under the following conditions:

1. A student who is awarded majority Fs in three semesters of an academic year.
2. The student has been found guilty of academic dishonesty / misbehavior / misconduct.
3. Student/Students found guilty of any disorderly act especially disobedience with any faculty member/teacher, would be expelled right away.
4. In all matters, the decision of the Academic Committee will be final.

### ***Administrative Rules***

- a. All students are required to keep the administration informed of any change in their home / office address and telephone numbers.
- b. All announcements will be posted on the bulletin board outside the Administration Office. Students should regularly check the board for updates.
- c. Telephone and Photocopy facilities are available to the

students at a very nominal cost. Students are advised to check with the office / library to avail these facilities.

- d. Requests for any special student activity should be made in writing to the administration and approval sought in advance.
- e. Urgent and important incoming telephone messages for the students will be received and every effort made to convey it to the student as soon as possible.

### **Fees**

All tuition fees should be paid to the Finance office and proper receipt collected.

- a. Current tuition fees are payable for each semester at the beginning of the semester. The deadline to pay tuition fee is by the end of second week of classes (Friday by 6.00 p.m.latest)???
- b. Late fee surcharge is Rs.SO/- payable by the fourth week ofclasses.???
- c. If fee is not paid by the end of fourth week of classes,the student will not be allowed to attend classes or appear for anyexam.

### **Disciplinary Conduct**

Campus Behavior:Students are required to maintain discipline in class rooms,library,and canteen.Students are closely observed for their attitude and behavior inside and outside the classrooms.

Threatening faculty/staff: Any student found threatening or harassing any faculty/staff will be punished by the discipline committee.Such an act would lead to expulsion from the Academy.

***Smoking***

Smoking is strictly prohibited in the Classrooms, Studios, Library and offices.

***Food and Beverages***

Students are not allowed to carry cold drinks/tea and edibles in the classrooms and library. Students are required to carry their litter to the dustbins and return the plates, glasses, bottles and /or cups back to the cafeteria.

***Ragging***

Ragging is totally prohibited on the campus. Any student subjected to such behavior should report to administration immediately. Strict disciplinary action will be taken against the violators that may lead to expulsion from NAPA.

***Behavior around colleagues***

There should be self censorship. Girls and boys are expected to behave in an appropriate manner.

***Language***

Use of inappropriate language is prohibited. Cursing or uses of slang titles are not acceptable.

***Indiscreet activities***

Activities of criminal/illegal nature are prohibited e.g. taking drugs, theft, deception, fraud, unauthorized possession of weapon etc.

## LIBRARY RULES

Libraries have, from time immemorial, remained the greatest reservoir / source of knowledge and information for mankind. Though the recent advances in technology have enabled faster access to information through the Internet, the significance of libraries and their role remains pivotal.

As members of the NAPA library, you are required to follow the rules appended below:

### Library Usage Rules

- Do not make noise in the library. Speak quietly. Do not disturb other students who want to concentrate.
- Cell phones should be in silent mode.
- Use the library materials with care. Do not mark the books in any way.
- Do not bring eatable items in the library.
- Obey the Library Rules and help the library administration.
- Do not hesitate to ask for help from the library staff whenever you feel confused or have difficulty in using the library.
- Library privileges may be denied to students who violate the rules stated above or who are otherwise guilty of "misbehavior".