

CHANDIGARH ADMINISTRATION
GOVERNMENT COLLEGE OF ART, CHANDIGARH
“OUR PUBLIC SERVICE COMMITMENTS”
“HAMARA JAN SEWA KA SANKALP”

CITIZENS CHARTER

BRIEF HISTORY

On the Partition of the country in August 1947, the Mayo School of Art, Lahore was left in Pakistan. As its successor institution, Government College of Art (formerly known as the Government School of Art, Punjab and subsequently Government College of Art and Craft, Chandigarh) was established by the Punjab Government on 16th August 1951. Following the reorganization of the Punjab State with effect from 1st November 1966, the control of this institution has come over to the Chandigarh Administration.

INSTRUCTION/PREAMBLE

Govt. College of Art is an institution for advanced training in Visual Arts (Creative and Applied) leading to the Bachelor of Fine Art and Master of Fine Art Degree of the Punjab University. The objective of the teaching programme and training in the college is to achieve overall refinement of the students' perception not confined to the skills of the profession along but also to create the right kind of intellect, as well as emotional cultivation to arrive at a level of composite creativity and thought.

Those who graduate may become freelance artists, designers and visualizes and they would also be qualified for employment as Art Teacher (Drawing Teacher) in the Government/Private schools/institutions, as an Artist in advertising agencies and those who qualify post-graduate courses becomes eligible for the lectureship or art programmers etc.

LOCATION

This institution is situated in Sector 10-C adjoining to the Government Museum & Art Gallery, Chandigarh.

**COURSES OF STUDY, DURATION
AND SANCTIONED SEATS**

<u>Name and Duration of Course</u>	<u>Annual Intake</u>
(i) Bachelor in Fine Art (BFA) Graduate Level Courses (Four Years Degree Course)	
Applied Art	15
Painting	15
Graphics (Print-Making)	15
Sculpture	15
(ii) Master in Fine Arts (MFA) Post Graduate Courses (Two Years Degree Course)	
Applied Art	10
Painting	10
Graphics (Print-making)	10
Sculpture	10

(iii) Diploma in Fine Arts for Divyang:-

Applied Art	01
Painting	01
Graphics (Print-making)	01
Sculpture	01

Note:- Mentally Challenged Persons will be eligible for seats only in the discipline of Painting and Applied Art.

(iv) Advanced Diploma in Fine Arts for Divyang:-

Applied Art	01
Painting	01
Graphics (Print-making)	01
Sculpture	01

**RESERVATION WITHIN THE
SANCTIONED INTAKE IN BFA
COURSES**

60% seats of the total sanctioned intake of the institution Will be filled up from amongst the students who passed their qualifying examination from school/colleges recognized by the Chandigarh Administration as regular students of the said School/College. These seats will be termed as **U.T.POOL**. The remaining 40% seats will be filled from amongst the students who passed their qualifying examination from the institutions other than those located in the U.T. Chandigarh or otherwise. These seats will be termed as, **GENERAL POOL**. The students, whether belonging to reserve category or not, who have passed their qualifying examination from the institutions located in U.T Chandigarh but are not eligible for admission under U.T Pool quota, are eligible for admission in General Pool quota.

RESERVATION

Reservation for Scheduled Caste/Scheduled Tribes, dependents of Defence/Para-Military Personnel, Physically Handicapped, Children and Grand-children of Freedom Fighters, NRI/Open and Sportsmen/Women is provided as per policy laid down from time to time by the Chandigarh Administration.

SCHEDULE OF ADMISSION

Application form for admission/prospectus in BFA, MFA, Diploma in Fine Arts for Divyang and Advanced Diploma in Fine Arts for Divyang is generally available during the month of June each year. Admission Notice is given in the month of May/June in the leading English/Hindi/Punjabi newspapers.

ELIGIBILITY FOR ADMISSION

BFA Courses:
Minimum qualification for admission to all the BFA courses is 10+2 (12th pass) Examination with a minimum of 40% marks (35% in case of SC/ST candidates) or any other equivalent examination.

MFA Courses:

Candidates seeking admission to MFA courses must have passed the BFA examination of Punjab University or an examination recognized equivalent thereto with 50% or more marks in the aggregate.

Diploma in Fine Arts for Divyang:

Minimum qualifications for admission to the Diploma in Fine Arts for Divyang are a pass in the Secondary School Certificate (Class X) Examination with a minimum of 40% marks or any other equivalent examination.

Advanced Diploma in Fine Arts for Divyang:

Minimum qualifications for admission to the Advanced Diploma in Fine Arts for Divyang shall be pass four year Diploma in Fine Arts for Divyang or an examination recognized as its equivalent in relevant discipline by the Syndicate.

SELECTION PROCEDURE**BFA Courses:**

Candidates fulfilling the prescribed qualifications will have to appear for a common Aptitude test for admission to BFA courses as prescribed by the College. The Aptitude test will consist of the following:

Object Drawing, Composition & General Knowledge about Art (written paper). 60% weight age will be given to Aptitude test and 40% to the Public Academy Examination.

MFA Courses:

The candidates will be required to be present for interview with all their original certificate and a portfolio of their work before a Committee headed by the Principal of the College. Weight age of 60% marks will be given for portfolio of work and programme of study and weight age of 40% marks will be given for marks secured in the last qualifying examinations.

Diploma in Fine Arts for Divyang:

The procedure for selection shall be the same as that of BFA Degree courses except that the Aptitude Test shall consists of objective Drawing and Composition only of 75 marks each.

Advanced Diploma in Fine Arts for Divyang:

The procedure for selection shall be same as that of MFA Degree courses.

SCHEDULE OF VACATION

Summer/Winter vacations by the teaching departments of the College are observed as per schedule approved by the Panjab University.

EXAMINATIONS

Semester examinations of all the BFA, MFA, Diploma in Fine Arts for Divyang and Advanced Diploma in Fine Arts for Divyang classes are conducted by the Panjab University. No private candidate is allowed to appear in any examination.

SCHOLARSHIP

Merit Scholarship and Merit-cum-Means Scholarship to the value of Rs. 65/- and Rs. 100/- per month respectively is awarded to the eligible students.

SPORTS FACILITIES

Facilities for regular games and sports are available in the College.

LIBRARY

The institution maintains its own Library with a good collection of books on Art & Craft.

FEE & OTHER CHARGES

The fee/dues as prescribed by the Chandigarh Administration and the Panjab University from time to time are chargeable half yearly and payable in full by 10th of the month in which they fall due.

GENERAL INFORMATION

Working Hours of Faculty/classes/Administrative Staff: 09.00 am to 5.00 pm (with half an hour break from 01.00 pm to 01.30 pm)

TEACHING DEPARTMENTS OF THE COLLEGE REMAIN CLOSED ON ALL SATURDAYS, SUNDAYS & GAZETTED HOLIDAYS AS PER PANJAB UNIVERSITY CALENDAR.

ADMINISTRATIVE OFFICE REMAIN CLOSED ON ALL SATURDAYS, SUNDAYS & GAZETTED HOLIDAYS AS PER CHANDIGARH ADMINISTRATION CALENDAR.

GRIEVANCES/REDRESSAL

For the purpose of grievances and redressal the following officers may be contacted in person, on phone or in writing.

1. Principal-cum Head of Department,
Govt. College of Art,
Sector 10-C, Chandigarh,
Tel. No. 0172-2740309

Office Website:- gcart.edu.in

Office email:- gcart-chd@nic.in

Service Standards

Sr No	Services	Service/ Performance Standards (Working days)	Process	Responsible Officer
1.	Earned Leave	15 days	Receipt of application complete in all respects.	Head of the Department
2.	NOC for higher Study	15 days	i. Receipt of application. ii. Obtaining the decision of the competent authority.	Head of the Department
3.	LTC	20 days	i. Receipt of application in all respects. ii. Obtaining decision of the competent authority.	Head of the Department
4.	NOC for applying for another/higher post	15 days	i. Receipt of application. ii. Obtaining the decision of the competent authority.	Head of the Department
5.	General Provident Fund.	20 days	Receipt of application complete in all respects.	Head of the Department for Group A & B. Head of Office for Group B & C.
6.	NOC for passport	45 days	i. Receipt of application complete in all respects. ii. Obtaining vigilance clearance. iii. Obtaining the decision of the competent authority.	Head of the Department
7.	Ex-India Leave	45 days	i. Receipt of application complete in all respects. ii. Obtaining vigilance clearance. iii. Obtaining the decision of the competent authority.	Administrative Secretary
8.	Compassionate appointment.	90 days	i. Receipt of application complete in all respects. ii. Obtaining the decision of the competent authority.	Head of the Department
9.	Processing of Extension of Deputation period.	90 days	i. Examination of the proposal by the department. ii. Obtaining the decision of the competent authority.	Administrative Secretary

SUGGESTIONS FOR IMPROVEMENT

Any suggestion for improvement in this Charter will be most welcome and may be addressed to any of the above mentioned officers.

INFORMATION AND FACILIATION COUNTER

Any other information or details of the information mentioned to above may be had from the information and Facilitation Counter Set up at the reception of the Administrative Block of the institution.

**Principal-cum-Head of Department,
Govt. College of Art,
Chandigarh.**

