

**MINUTES OF THE 236<sup>TH</sup> MEETING OF THE EXECUTIVE COMMITTEE OF COUNCIL OF ARCHITECTURE HELD ON 25<sup>TH</sup> FEBRUARY, 2022, 4.30 P.M. ONWARDS IN CYPRESS HALL, INDIA HABITAT CENTRE, LODHI ROAD, NEW DELHI- 110 003.**

**Present:**

1. Ar.Habeeb Khan, Chairman
2. Ar.Sapna, Vice-Chairman
3. Ar.Kapil Setia, Member
4. Ar.Bansan Singh Thangkhiew, Member
5. Ar.Abhay Purohit, Special Invitee

Ar. Ramesh Kumar, Member, EC, could not attend the meeting due to internet connectivity issue and his engagement in Panchayat elections.

The Chairman welcomed the members and thanked them for sparing their valuable time for the meeting.

The Chairman informed the Members that due to urgent meeting of Parliamentary Standing Committee of Rajya Sabha on Ministry of Education, the EC meeting was postponed to 04:30 p.m. Thereafter, the regular agenda of the meeting was taken up.

<b>ITEM NO. 01</b>	<b>CONFIRMATION OF MINUTES OF 235<sup>TH</sup> MEETING OF THE EXECUTIVE COMMITTEE MEETING HELD ON 02<sup>ND</sup> DECEMBER, 2021.</b>
	The Members perused the Minutes of the 235 <sup>th</sup> Meeting as annexed with the Agenda.  After detailed deliberations in the matter the Minutes were confirmed.
<b>ITEM NO.02</b>	<b>TO TAKE NOTE OF THE ACTION TAKEN REPORT OF THE MINUTES OF 235<sup>TH</sup> MEETING HELD ON 02<sup>ND</sup> DECEMBER, 2021.</b>
	The Members perused the Action Taken Report as Annexed with Agenda and noted the same.
<b>ITEM NO.03</b>	<b>TO TAKE NOTE OF THE SUPREME COURT OF INDIA'S JUDGMENT DATED 14.02.2022 IN CIVIL APPEAL NO. 1320 OF 2022, COUNCIL OF ARCHITECTURE VS. THE ACADEMIC SOCIETY OF ARCHITECTS (TASA) AND OTHERS.</b>
	The Members perused the judgment dated 04 <sup>th</sup> February, 2022 of Hon'ble Supreme Court of India in Civil Appeal No. 1320 of 2022, Council of Architecture Vs. The Academic Society of Architecture and Ors. and appreciated the efforts made by the Council in the matter for

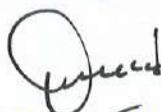


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	upholding the provisions of the Architects Act, 1972, that the Council of Architecture can prescribe Minimum Standards for Architectural Institutions under Section 21 of the Architects Act, 1972 independently of its regulation making power under Section 45 of the Act.
<b>ITEM NO.04</b>	<b>TO CONSIDER BUDGET ESTIMATES OF THE COUNCIL OF ARCHITECTURE FOR THE FINANCIAL YEAR 2022-23.</b>
	<p>The Executive Committee perused the Budget Estimates of Council for the financial year 2022-23 as annexed with the Agenda in Appendix - D and after detailed deliberations in the matter approved the same and resolved as under:</p> <p><b>Resolution No: 274</b></p> <p><b>Resolved that :</b></p> <ul style="list-style-type: none"> <li>(i) The Budget estimates of the Council of Architecture for the financial year 2022-23 with recurring expense to the extent of Rs.23,16,25,000 and non-recurring expenditure of Rs.14,43,00,000 and the income receivable Rs.37,59,41,000 is hereby approved; and</li> <li>(ii) In addition to above a sum of Rs.15,00,00,000 is approved to be spent for conduct of design competition, appointment of architect and for construction of TRC Building at Bengaluru. The amount shall be availed from out of provision made in Building Fund during the F.Y. 2017-18 to the extent of Rs.10,94,00,000 and F.Y. 2018-19 to the extent of Rs.4,06,00,000/-.</li> <li>(iii) The Budget Estimates be placed before Council for its approval.</li> </ul>
<b>ITEM NO.05</b>	<b>TO TAKE NOTE OF THE PROGRESS MADE REGARDING INTERIOR WORK OF COA OFFICE AT INDIA HABITAT CENTRE, LODHI ROAD.</b>
	<p>The Chairman informed the members that the interior work of the office of the Council at India Habitat Centre is being carried out by M/s. A.B. Systems private Limited, New Delhi and the same shall be completed by May, 2022.</p> <p>The Members suggested that the Contractor be informed that the work has to be completed at the earliest so that the work of the Council can be carried out smoothly.</p>





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ITEM NO.06	<b>TO TAKE NOTE OF THE PROGRESS MADE REGARDING THE INTERIOR WORK OF COA OFFICE AT NBCC PLACE, OKHLA, NEW DELHI.</b>
	<p>The Chairman informed the members that the Interior work of COA office at NBCC Place, Okhla, is being carried out by M/s. NCI Global Infratech, New Delhi and the work is expected to be completed by May, 2022.</p> <p>The Executive Committee suggested that the contractor be informed to adhere to the timeline given by the Council and complete the work at the earliest.</p>
ITEM NO.07	<b>TO TAKE NOTE OF THE PROGRESS MADE REGARDING CONDUCT OF NATA 2022 EXAMINATION.</b>
	<p>The Chairman informed the Members that the NATA 2022 Coordination Committee has recommended that the NATA be conducted thrice on 3 separate single days each having 2 examination sessions by 3 hours duration.</p> <p>He also informed that in case candidate appear for 2 tests then the best of 2 scores shall be considered for generation of score card and in case a candidate appears for all the 3 tests then the valid score shall be average of 2 best scores out of 3 tests. In case of single attempt, the lone score shall be valid. The Minimum passing marks for NATA shall be 70. The Medium of aptitude test shall be English. Some questions will be in regional languages also.</p> <p>The Chairman also informed the Members that the due process for appointment of vendor to assist the Council in conduct of NATA has been followed and M/s. Ginger Web Private Limited was found to be lowest bidder and accordingly work will be awarded to them.</p> <p>The Chairman also informed the Members about the meeting held in the Ministry with Ms. Saumya Gupta, Joint Secretary (NITs), Ministry of Education, who requested that CFTIs be exempted from the mandatory requirement of passing NATA.</p> <p>The Members deliberated in detail in the matter and decided that the request of the Central Government may be considered, and the matter be placed before the Full Council for a final decision in the matter.</p>
ITEM NO.08	<b>TO TAKE NOTE OF THE PROGRESS MADE REGARDING PRINTING OF THE MANUAL OF ARCHITECTURAL PRACTICE.</b>



  
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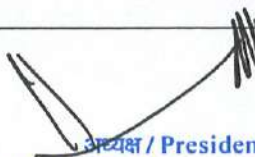
  
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	<p>The Chairman informed the Members that the Council has followed the due process by issuing tenders for appointment of a printer for printing the Manual of Architectural Practice.</p> <p>The Council has received the quotes and same have been technically and financially evaluated.</p> <p>The Executive Committee after detailed deliberations decided that the Council may issue work order for printing of the Manual of 10000 copies out of which 5000 copies in the first lot and remaining 5000 copies be procured in second lot within a period of six months and if required further copies may be printed.</p> <p>The Executive Committee decided that the cost of Manual be kept at Rs.800/- inclusive of postage charges which is at no profit/loss basis.</p>
<b>ITEM NO.09</b>	<p><b>TO TAKE NOTE OF THE PROGRESS MADE REGARDING SELECTION OF ARCHITECTS THROUGH AN OPEN TWO STAGE ARCHITECTURAL COMPETITION FOR DESIGNING AND PLANNING FOR THE COA-TRC BENGALURU BUILDING.</b></p>
	<p>The Chairman informed the Members that he has constituted a Committee consisting of Ar.Sapna, Convenor, Ar.Salil Ranadive, Member, Ar.Sandeep Shikre, Member, Ar.Prashant Sutaria, Member, Ar. Vidyadhar Wodeyar, Member, Ar.Ravindra Vasavada, Member and Ar.Bijal Parikh, Member, to prepare Competition Dossier and to conduct competition for COA TRC, Bengaluru building.</p> <p>The terms of reference of the Committee is to prepare technical specifications of the site, to detail out and finalise the requirements of TRC Building, to suggest the type of competition to be conducted, to prepare the process for conduct of design Competition, to prepare Competition Dossier, to prepare the time line for conduct of Competition to conduct the competition, to facilitate the Jury and selection of Architect.</p> <p>The Chairman further informed that it is proposed to announce the winner of competition by 15<sup>th</sup> August, 2022 and thereafter to commence the construction of building.</p> <p>The Executive Committee appreciated the efforts made in the matter and decided that the competition be conducted as per the norms of the Council and the process be completed at the earliest.</p>
<b>ITEM NO.10</b>	<p><b>TO TAKE NOTE OF REPORT OF INTERNAL AUDITORS OF THE COUNCIL FOR THE FINANCIAL YEAR 2021-22.</b></p>



  
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	The Executive Committee perused the Report of the internal auditors and desired that appropriate action be initiated on recommendations submitted by Internal Auditors and action taken report be placed before the Executive Committee.
<b>ITEM NO.11</b>	<b>TO CONSIDER THE STANDARD OPERATING PROCEDURE (SOP) TO BE FOLLOWED BY THE COUNCIL FOR CLOSURE OF ARCHITECTURAL INSTITUTIONS.</b>
	<p>The Chairman informed the Members that in order to continue the education of students and save their career, the Council has decided to appoint an Administrator in Institutions which apply for closure or which have been directed by the Council to close down.</p> <p>Accordingly, Ar.P.S.Ahuja from Nagpur was requested to prepare detailed Standard Operating Procedure (SOP) to be followed by the Administrator appointed by the Council uniformly during closure of Architectural Institutions.</p> <p>The Executive Committee perused the SOP and after detailed deliberations approved the same and passed the following Resolutions.</p> <p><b>Resolution No.:275</b></p> <p><b>Resolved that :</b></p> <ol style="list-style-type: none"> <li>1. The Standard Operating Procedure (SOP) to be followed by the Council during closure of an Institution is hereby approved.</li> <li>2. The Administrator appointed by the Council shall follow the Standards Operating Procedure (SOP) annexed herewith as <b><u>Appendix-A</u></b> for closure of Architectural Institutions in the Country.</li> <li>3. The Office of the Council shall provide a copy of the SOP to the concerned Administrator(s), as and when appointed or an application is received from an Institution for closure.</li> </ol>
<b>ITEM NO.12</b>	<b>AMENDMENT OF COA EMPLOYEES CPF TRUST DEED.</b>
	<p>The Registrar-Secretary informed the Members that in terms of the decision of the Executive Committee taken at its 234<sup>th</sup> meeting held on 10<sup>th</sup> October, 2021, the COA Employees CPF Trust Deed has been amended in terms of suggestions of Ar.Ashutosh Kumar Agarwal, Member, COA and said amendment is also registered with the office of Sub-Registrar, NCT of Delhi.</p> <p>The Registrar-Secretary further informed the members that in order to operationalize the trust it is proposed to open a new bank account with</p>



  
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	<p>State Bank of India in the name of the COA Employees CPF Trust and the Chairman and Secretary of the Trust be allowed to operate the account jointly and to manage the funds in terms of the Trust Deed with effect from 01<sup>st</sup> April, 2022.</p> <p>He further, stated that all the funds in the existing CPF accounts have to be transferred in the Bank Account of the Trust. He also brought to the knowledge of the Executive Committee that the efforts are being made for recognition of the Trust from Income Tax Department and other Authorities.</p> <p>The Executive Committee after detailed deliberation in the matter passed the following resolution:</p> <p><b>Resolution No. 276</b></p> <p><b>Resolved that:</b></p> <ol style="list-style-type: none"> <li>1. The Chairman and Secretary of CoA Employees CPF Trust are authorized to open a Bank Account in the name of the Trust and to operate the bank account jointly with effect from 01<sup>st</sup> April, 2022.</li> <li>2. The existing funds in the CPF accounts being managed by the Council of Architecture be transferred in the new account.</li> <li>3. The Council shall make all efforts for recognition of the Trust from Income Tax Department and other authorities.</li> </ol>
ITEM NO.13	<p><b>TO TAKE NOTE OF THE ORDER DATED 15.12.2021 PASSED BY THE HON'BLE BOMBAY HIGH COURT IN WRIT PETITION(S) FILED BY MH28-DR. BALIRAM HIRAY COLLEGE OF ARCHITECTURE, MUMBAI, CHALLENGING THE DECISION OF THE COUNCIL IN RESPECT OF B.ARCH. AND M.ARCH. COURSE.</b></p> <p>The Registrar-Secretary informed that the Hon'ble Bombay High Court vide its orders dated 15<sup>th</sup> December, 2021 in Writ Petition No. 7750 of 2021 for B.Arch. Course and Writ Petition 7425 of 2021 for M.Arch. course, has allowed the petitioner institutions to make admission to 160 students in B.Arch. Course and 20 seats in M.Arch Course.</p> <p>He further informed that the Council's advocates have advised for filing an affidavit before the Hon'ble Bombay High Court pointing out the errors made in the orders 15<sup>th</sup> December, 2021. The appropriate affidavit is being filed in the matter shortly.</p>
ITEM NO.14	<p><b>TO RATIFY THE ACTION TAKEN BY THE CHAIRMAN, E.C. ON THE REVISED PROPOSAL RECEIVED FROM AR. GITA BALAKRISHNAN, FOUNDER &amp; CURATOR, ETHOS, FOR</b></p>



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	<b>PARTNERSHIP WITH THE COUNCIL FOR ORGANISING A VIRTUAL EXHIBITION ON ARCHITECTURE.</b>
	<p>The Chairman informed the Members that the Executive Committee in its 235<sup>th</sup> meeting held on 02.12.2021 considered the proposal submitted by Ar.Gita Balakrishnan for organizing a virtual exhibition in collaboration with Council as an awareness campaign to demonstrate the role of Architects in bringing qualitative changes in lives of people. Ar. Gita Balakrishnan will undertake a walk for Cause of Architects for promoting Architecture Education and Profession between Kolkata to New Delhi, covering 1,700 Kms of Journey, to highlight what difference design and architecture can make in difference spheres of our lives.</p> <p>The Executive Committee sanctioned approved an amount of Rs. 30,00,000/- to ETHOS to reimburse shortfall of expenses by the COA.</p> <p>However, Ar.Gita Balakrishnan after having discussions with the Vice-Chairman and Registrar, COA, submitted the revised proposal and the Chairman, Executive Committee approved the same and decided that a sum of Rs. 8,98,000/- be reimbursed towards expenses incurred for management/ conduct of campaign/for creation of digital content for the virtual exhibition and for promotion of manual of architectural practice.</p> <p>The Executive Committee after deliberations ratified the decision taken by the Chairman, Executive Committee.</p>
<b>ITEM NO.15</b>	<b>TO CONSIDER APPROVING ACADEMIC CALENDAR FOR THE ACADEMIC SESSION 2022-23.</b>
	<p>The Chairman informed the Members that after approval of the Academic Calendar by the Executive Committee in its 235<sup>th</sup> Meeting held on 02<sup>nd</sup> December, 2021, he revised the academic calendar twice in view of representations received from Institutions due to the problems faced by them in submission of online applications on account of lockdown restrictions and also to comply with the revised form for uploading application/proposals on the Council's portal.</p> <p>The Executive Committee perused the revised academic calendar and approved the same.</p>
<b>ITEM NO.16</b>	<b>PUBLICATION OF E-MAGAZINE AND NEWS LETTER OF COUNCIL.</b>
	<p>The Registrar-Secretary informed the Members that the Council has published the Revival issue of newsletter of Council "<b>COUNCILNEWS</b>" in the month of January 2022. Further, newsletter for the month of February 2022 has also been published.</p>



*(Signature)*

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	He further apprised the members that the publication of bi-monthly magazine of Council "Architecture Time Space and People" is underway and shall be published soon.
<b>ITEM NO.17</b>	<b>TO TAKE NOTE OF THE PROGRES MADE ON PRODUCTION OF FILMS ON ARCHITECTURAL AWARENESS</b>
	<p>The Registrar-Secretary informed the Members that in terms of the decision of the Executive Committee taken in its 235<sup>th</sup> Meeting held on 02.12.2021, Ar.Shaleen Sharma was awarded the work for the production of Film at the cost of Rs.10,00,000/-. The production of films would be completed by the March, 2022.</p> <p>The Executive Committee noted the information.</p>
<b>ITEM NO.18</b>	<b>PROCUREMENT OF LOCKER IN THE NAME OF COUNCIL OF ARCHITECTURE</b>
	<p>The Registrar-Secretary informed the Members that it is proposed to procure a locker from ICICI Bank for safe keeping of important documents such as Sale deeds, MOUs, FDs etc.</p> <p>The Executive Committee after detailed deliberations in the matter decided that instead of availing locker from Bank, a Steel locker be purchased for keeping such documents in the office of Council.</p>
<b>ITEM NO.19</b>	<b>TO CONSIDER DRAFT MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION FOR PG COURSES.</b>
	<p>The Chairman informed the Members that the PG Board consisting of Ar. Prof.Abhay Purohit, Convenor, Ar.Kavita D Rao, Special Invitee, Ar. Prof.Prabhjyot Kaur Sachdeva, Special Invitee, Ar. Prof.Ujwala Shirish Chakradeo, Special Invitee, Ar. Aarti Grover, Special Invitee, Ar. Dr. Jaffer AA Khan, Special Invitee, Ar.Chakor Mehta, Special Invitee, were requested to formulate norms and standards for imparting masters in Architecture course by Architectural Institutions. The PG Board has prepared the revised norms for imparting PG Course for Architects.</p> <p>The Executive Committee perused the norms and after detailed deliberations approved the same and decided that the same be placed before Full Council for its approval..</p>
<b>ITEM NO.20</b>	<b>TO CONSIDER THE REPORT OF THE SUB-COMMITTEE ON REFORMS OF INSPECTION PROCESS OF ARCHITECTURAL INSTITUTIONS.</b>



  
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	<p>The Chairman informed the Members that he constituted a Sub-Committee comprising of Prof. Abhay Purohit, Prof. Pushkar Kanvinde, Prof. Binumol Tom, Prof. Radhika Nagpal, Prof. Anupama Sharma and Ar. Milind Kollegal to prepare modus operandi to have qualitative assessment of architectural institutions.</p> <p>The Sub-Committee after holding various meetings has submitted its Report to the Council.</p> <p>The Executive Committee perused the Report of the Sub-Committee and after detailed deliberations approved the same and decided that the same be placed before Full Council for according its approval.</p>
<b>ITEM NO.21</b>	<b>TO CONSIDER REPORT OF THE SUB-COMMITTEE FOR PRESCRIBING FEE STRUCTURE.</b>
	<p>The Chairman informed the Members that he has constituted a Sub-Committee consisting of Ar.Vandana Sehgal, Convenor, Ar.Abhay Purohit, Member, Ar. Abhijit Shirodkar, Special Invitee, Ar.PSN Rao, Special Invitee, to review and recommend fee structure for B.Arch course for adoption by Architectural Institutions/Universities in the country.</p> <p>The Executive Committee perused the Report of the Sub-Committee and after detailed deliberations approved the same and decided that the same be placed before Full Council for according its approval.</p>
<b>ITEM NO.22</b>	<b>TO CONSIDER THE REPORT OF ONE-MAN COMMITTEE APPOINTED REGARDING PREPARATION OF BRIDGE COURSE FOR STUDENTS ADMITTED WITHOUT APPROVAL OF COA BY OR08-DEPARTMENT OF ARCHITECTURE &amp; PLANNING, INDIRA GANDHI INSTITUTE OF TECHNOLOGY, AT-SARANG, PO-IGIT, DIST-DHENUKANAL, ODISHA.</b>



  
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	<p>The Chairman informed the Members that in terms of the decision of the Executive Committee a One-man Committee of Prof. Pushkar Kanvinde was constituted by the Council to lay down the bridge course for the students who were admitted by the Department of Architecture and Planning, Indra Gandhi Institute of Technology, Sarang, Odisha, without approval of the Council.</p> <p>The Council also conducted Comprehensive Academic Review of these batches of students in the year 2019 and the Review Committee noted several shortcomings.</p> <p>The Executive Committee perused the Report of One-man Committee and decided that appropriate communication be sent to the concerned Institution in terms of recommendations of the Committee to inform the students to submit their thesis project again so that the Council can appoint examiners for conducting Viva Voce.</p>
<b>ITEM NO.23</b>	<b>ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR.</b>
<b>i)</b>	<b>MERGER AND TAKE OVER BY INSTITUTION</b>
	<p>The Executive Committee perused the draft Norms for Merger and takeover of Architectural Institution and decided that the same be forwarded to One-man Committee for examining the same and authorized the Chairman to select appropriate expert in the matter.</p>
<b>ii)</b>	<b>FUNDING OF FILM ON LATE DIDI CONTRACTOR'S WORK</b>
	<p>The Council is in receipt of an email from Ms.Aparna Joshi, Ecological Foundation, New Delhi, requesting the Council to sponsor/ fund a film on Late Didi Contractors Architectural work. She worked in Kangra Valley of Himachal Pradesh on sustainable Design practices. She was also awarded Nari Shakti Puruskar by the President of India in March, 2019 for her work in local skills and inviting new technologies by using traditional materials.</p> <p>Ms.Aparna Joshi has requested the Council for support of Rs. 6,00,000/- out of total expenditure of Rs.9,00,000/- to be incurred for the film.</p> <p>The Executive Committee deliberated in detail in the matter and decided that a sum of Rs.6,00,000/- be paid to the Ecological Foundation, New Delhi for production of film on Late Didi Contractors work for promotion of Architectural Education and profession in the country. Ms. Joshi shall provide the Council with the sufficient number of DVD/CDs of the film which shall be supplied free of cost to all architectural institutions by the Council across the country.</p>



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iii)	<b>TO CONSIDER TAKING SPACE FROM AIHDA (ALL INDIA HOUSING DEVELOPMENT ASSOCIATION) ON RENT FOR A PERIOD OF 2-3 MONTHS.</b>
	<p>The Registrar-Secretary informed the Members that the Council has presently taken a meeting room and front office space from DUAC for undertaking its official activities till IHC Office at Core 6A is under renovation.</p> <p>The DUAC has asked the Council to handover the space by March end. Hence, the Council is required to take another space for a period of 2-3 months till such time the interior work of COA, IHC office is completed.</p> <p>The Registrar- Secretary informed that he has identified a space at AIHDA office and they have agreed to give space on monthly rent of Rs.1,00,000/-.</p> <p>The Executive Committee deliberated in the matter and decided that the office space of AIHDA be taken on rent for a period of 2-3 months i.e. till such time the interior work of COA Office, IHC is completed.</p>
iv)	<b>TO CONSIDER EXTENDING COMPLEMENTARY STAY FACILITIES TO FORMER PRESIDENT, VICE-PRESIDENT AND EXECUTIVE COMMITTEE MEMBERS OF THE COUNCIL.</b>
	<p>The Chairman informed the members that the Former President and Vice President and Executive Committee Members sometimes visit, New Delhi for personal and official work. It would be a matter of pride if the Council offers them a complementary stay for a period of 2 days, 2 times in a year and acknowledge their selfless contribution to the COA.</p> <p>The expenses shall include stay arrangement at IHC only. However, all other expenses such as food, beverage etc. shall be borne by them.</p> <p>The Executive Committee deliberated in the matter and agreed that the proposal of the Chairman is indeed noteworthy and desired that the Former Presidents, Vice-Presidents and Former Executive Committee Members of the Council be provided complementary stay of 2 days for 2 times in a year on receipt of request from them for the same. The Executive Committee also desired that CoA may also provide Car/Taxi to Former Presidents, in case required.</p> <p>The Executive Committee after detailed deliberations in the matter requested the Registrar-Secretary to prepare a detailed report in the matter with financial implications to Council under advice from its Chartered Accountant/ Auditors.</p>



  
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v)	<b>PROMOTION AND AWARENESS CAMPAIGN ON ARCHITECTURAL EDUCATION AND PROFESSION.</b>
	<p>The Registrar-Secretary informed the members that he has sought proposal from the FM Radio Stations for running a jingle/message of the Council for spreading awareness in the Society about the role of Architects and their contribution in improving the human habitat.</p> <p>The Executive Committee deliberated in the matter and heard the proposed jingle and decided that the proposal be got revised and the total expenditure be curtailed within Rs.12,00,000/- only.</p>
vi)	<b>SURRENDERING/ PARKING OF INTAKE BY INSTITUTION WHICH ARE NOT ABLE TO FILL-UP THEIR SANCTIONED INTAKE.</b>
	<p>The Chairman informed the members that it has been observed that majority of institutions imparting 5-year B.Arch. degree course in the country have not been able to fill-up all their seats as per intake sanctioned by the Council especially during the pandemic period as lives and livelihoods of people have been affected and many desirous students have not been able to pursue higher education.</p> <p>However, approval for imparting B.Arch. course to be granted to an institution by the Council is dependent upon the faculty requirement and physical &amp; infrastructure facilities which is calculated based on the actual intake sanctioned by the Council.</p> <p>Many institutions take the plea that since their actual intake (i.e. number of admissions) are less for a particular academic session, the requirement of faculty and infrastructure facilities should be calculated accordingly.</p> <p>Therefore, it is proposed that all such institutions may be allowed to park a part of their sanctioned intake to the Council and when their intake would be calculated for faculty and other requirements during approval process, the intake parked by institutions shall not be taken into consideration.</p> <p>The Executive Committee deliberated in the matter and decided as under:</p> <ul style="list-style-type: none"> <li>- Institutions imparting B.Arch. degree course in the country which have not been able to fill-up their seats as per intake sanctioned by the Council from the academic session 2022-2023 onwards may park a part of their intake in the multiples of 20 within 15 days of last date of admission.</li> <li>- An Institution shall apply to the Council in prescribed form/format, for parking a part of intake out of the intake sanctioned by the Council for an academic session.</li> </ul>



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	<ul style="list-style-type: none"> <li>- Approval to an institution for parking of intake shall be subject to fulfilment of Minimum Standards of Architectural Education, prescribed by the Council.</li> <li>- Once parking of intake is approved by the Council for an academic session, no request for restoration of intake shall be considered for that session.</li> <li>- After approval from the Council, the part of intake parked by the institution shall not be taken into consideration for determining the requirement for faculty and other infrastructure &amp; facilities for the next academic session and only the remaining intake (i.e. Sanctioned intake minus Parked intake) shall be considered for the same.</li> <li>- The intake parked by an institution shall remain in force for the applied academic session. An institution may again opt for parking intake for next session, subject to a maximum of three consecutive academic sessions.</li> <li>- In case an Institution, after having parked its intake for three consecutive sessions, does not intend to restore its initial total sanctioned intake, the maximum of the intakes parked by an institution shall be deducted from the total sanctioned intake and the balance intake shall become the final sanctioned intake of the institution from the ensuing academic session.</li> <li>- After deduction of parked intake from the total intake (after a period of three academic sessions), an institution shall be required to apply for additional intake of 40 along with prescribed fee for enhancing its intake.</li> <li>- The Council may, at any point of time, revoke its approval for parking of intake accorded to an institution in case of any malpractice or violation of Minimum Standards of Architectural Education prescribed by the Council.</li> <li>- Parking of intake shall not bar the Council from reducing the intake of an institution due to deficiency of infrastructure / faculty from out of the balance remaining intake.</li> </ul>
<p>The meeting ended at 08:30 p.m. with a vote of thanks to the Chair.</p>	



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## STANDARD OPERATING PROCEDURE (SOP) FOR CLOSURE OF AN ARCHITECTURAL INSTITUTION

### 1. APPOINTMENT OF AN ADMINISTRATOR

- a) Criteria – Mature and reputed practicing architect with more than 25 years of experience who can empathise with both sides (management and students) and offer an amicable solution, be it one-time or progressive closure.
- b) Honorarium –
  - i) To be paid in monthly mode, in case of one-time closure until all permissions are in place including Government Resolution (GR) of the State Government and final NOC of the affiliating University and until all students are transferred to other institutions.
  - ii) To be paid in monthly mode, in case of progressive closure until all permissions are in place including Government Resolution (GR) of the State Government and final NOC of the affiliating University and afterwards, honorarium to be paid quarterly based on the quarterly academic reviews conducted by the Administrator till the final batch of regular students passes out.
  - iii) The respective institution will be liable to deduct TDS and add GST charges if applicable while disbursing the honorarium.
  - iv) Suggested honorarium – Rs. 50,000/- in monthly mode and Rs. 1 Lakh for quarterly mode (since the workload will reduce to only academic reviews).
- c) Period of appointment - Until all permissions are in place including Government Resolution (GR) of the State Government & final NOC of the affiliating University and until all the students are transferred to other institutions (in case of one-time closure) and until final batch of regular students passes out in case of progressive closure.
- d) Consent for appointment / Letter of acceptance – Consent of appointment as Administrator to be taken prior to its declaration.
- e) Intimation of appointment – Intimation of appointment of Administrator to be communicated simultaneously to the Administrator and Management.

### 2. PRIMARY RESPONSIBILITIES OF APPOINTED ADMINISTRATOR

- a) To ensure academic standards in the wake of closure and to take necessary steps in this regard so that, prescribed standards of the Council are not compromised.
- b) To give a candid opinion and feedback to the Council of Architecture (COA) on the state of affairs at the institution and as to its intentions.
- c) To review from time-to-time the status of permissions that are to be obtained from the various statutory bodies such as the affiliating University, State Directorate of Technical Education (DTE), COA, etc. (see Annexure).
- d) To ensure requisite permissions for one-time /progressive closure are received from the statutory bodies/authorities.



*[Signature]*

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*[Signature]*

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- e) To ensure smooth transfer of students to other institutions in case of one-time closure. In case of progressive closure, to ensure maintenance of academic standards through quarterly reviews until the last batch of regular students graduate.

**In order to effectively ensure the above, the following actions are necessary –**

- i) Visiting the institution and conducting meetings with the management, faculty and students.
- ii) Ascertaining whether the management had given a formal intimation of closure by way of meetings with the faculty, students and their parents.
- iii) Gather all academic records, time tables, assessment schedule and methodologies, syllabus completion status, students' feedback on teaching and learning and initiating corrective actions, if any, based upon the above including appointing teachers. It will be mandatory for institutions to abide by corrective actions suggested by the Administrator including providing financials for implementation of the corrective actions.
- iv) File Preliminary Report with the COA after the first visit.
- v) Hold periodic review meetings with management, students and faculty for reviewing academic standards.
- vi) Hold periodic reviews with the management for reviewing status of requisite permissions for one-time closure/ progressive closure from the statutory bodies/authorities.
- vii) File Periodic Reports to the COA.

**Note - In order to carry out his/her functions effectively, the management of the institution shall appoint a Coordinator who shall be available to the Administrator at all times.**



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## ANNEXURE

### Flow / sequence in which permissions are sought / received:

1. Institution to apply for grant of permission for closure to the affiliating University and COA.
2. The affiliating University to constitute a local inquiry committee for visiting the institute and to submit a Report to the University with its recommendations which could be –
  - a) Clearly recommended
  - b) Recommended subject to conditions
  - c) Not recommended
3. Affiliating University to issue NOC for closure (Note - By default it is progressive closure).
4. The above NOC to be submitted by the institution to the COA and State DTE.
5. COA to issue NOC based upon the NOC of the State DTE (or vice-versa).
6. When all NOCs are in place, the institute to apply for GR to State Government.
7. After receipt of GR from the State Government, institute to submit GR to the affiliating University for final NOC/permission.
8. Affiliating University to issue final NOC/permission.



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