

**NOTICE FOR APPROVAL PROCESS FOR 2016-2017**  
**TO ALL INSTITUTIONS**

It is hereby informed to all concerned that the online web portal of the Council of Architecture shall be open for online submission of Forms by architectural institutions for approval process for 2016-2017 **as per the dates mentioned in the Academic Calendar of the Council displayed on the website of Council**, for all institutions (new/existing) for Mandatory Disclosure of information as well as for applying for Extension of Approval of Architecture courses/Additional Intake in B.Arch. course/ Introduction of B.Arch. & M.Arch. course to the Council.

**Existing Institutions**

All the institutions imparting 5-year B.Arch. degree course are required to login into Council's online web portal and submit necessary information related to the institution and physical and academic infrastructure and facilities online at the web application available at Council's web site as mandatory disclosure.

In order to login, institution is required to send a request (containing Code of the Institution, Name of the Head of Institution & Contact Number) to the email "**coassoftware@nata.in**" with a copy to "**coasoa@gmail.com**" for issuance of User ID & password from its official Email ID only. After receipt of the request, User ID (i.e. Official Email ID of institution), password & link to the web application shall be sent to the institution within 7 days to enable the Institution to login into the application and to enter necessary information. The Institution is requested to depute a senior faculty member of institution to manage the account and profile of the institution.

Further, the institutions which are due for extension of approval of B.Arch./M.Arch. degree course or those which want to apply for additional intake or introduction of PG course in Architecture for the academic session 2016-2017 are required to login and submit their respective Forms at the above portal.

**New Institutions**

The institutions which intend to apply for introduction of B.Arch. course from academic session 2016-2017 may send request (containing name of the Institution along with address and contact details) from its official Email ID only, to the email "**coassoftware@nata.in**" with a copy to "**coasoa@gmail.com**" for issuance of User ID & password.

After receipt of the request, User ID (i.e. Official Email ID of institution), password & link to the web application shall be sent to the institution to enable the Institution to login into the application and to submit the form for the same.

All institutions (new/existing), after having submitted their respective online forms, complete in all respects, shall be required to take print out of forms and submit the same to the Council, duly signed by the Principal/Director/HOD or any competent authority of the institution, along with prescribed Fee (wherever applicable) to the Council.



Registrar  
Council of Architecture