Bid Document

Bid Details	
Bid End Date/Time	04-04-2022 19:00:00
Bid Opening Date/Time	04-04-2022 19:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	45 (Days)
Ministry/State Name	Ministry Of Education
Department Name	Department Of Higher Education
Organisation Name	Council Of Architecture
Office Name	India Habitat Centre, New Delhi
Item Category	Custom Bid for Services - Software for Academics Approval Process of the Council of Architecture
Contract Period	2 Month(s)
Minimum Average Annual Turnover of the Bidder	25 Lakh (s)
Years of Past Experience required	3 Year (s)
Past Experience of Similar Services required	Yes
MSE Exemption for Years of Experience and Turnover	No
Startup Exemption for Years of Experience and Turnover	No
SHG Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled	No
RCM Applicable	Yes
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	5000000
Evaluation Method	Total value wise evaluation

EMD Detail

Advisory Bank	State Bank of India
EMD Percentage(%)	5.00
EMD Amount	250000

ePBG Detail

Advisory Bank	State Bank of India
ePBG Percentage(%)	5.00
Duration of ePBG required (Months).	6

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

Beneficiary:
Assistant
India Habitat Centre, New Delhi, Department of Higher Education, Council of Architecture, Ministry of Education
(Shankar Lal Sharma)

Splitting

Bid splitting not applied.

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this

Bid.

Additional Qualification/Data Required

Introduction about the project /services being proposed for procurement using custom bid functionality:1647520251.pdf

Instruction To Bidder:1647520263.pdf

Pre Qualification Criteria (PQC) etc if any required:1647520268.pdf

Scope of Work:1647520274.pdf

Special Terms and Conditions (STC) of the Contract:1647520279.pdf

Service Level Agreement (SLA):1647520284.pdf

Payment Terms:1647520297.pdf

Penalties:1647520306.pdf

Quantifiable Specification / Standards of The Service/ BOQ:1647520314.pdf

Project Experience and Qualifying Criteria Requirement:1647520319.pdf

Educational Qualification including Profile of SME/Consultants /Professional Resources /Technical Resources if they are part of Project .:1647520330.pdf

GEM Availability Report (GAR):1647520345.pdf

QCBS Doucment elaborating detailed QCBS Crieteria pertaining to Services / Project Procurement if any as per applicable norms:1647520393.pdf

This Bid is based on Quality & Cost Based Selelction (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per QCBS Document attached	100	60	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Presentation Venue: Yes

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
24-03-2022 15:00:00	AT COA OFFICE

Custom Bid For Services - Software For Academics Approval Process Of The Council Of Architecture (1)

Technical Specifications

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Software for Academics Approval Process of the Council of Architecture
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)	

Input Tax Credit(ITC) and Reverse Charge(RCM) Details

ITC on GST	ITC on GST Cess	RCM Applicable	GST as per RCM	GST Cess 1 as per RCM	GST Cess 2 as per RCM	Optional RCM
NA	NA	Yes	18%	NA	NA	No

Additional Specification Documents

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity of Procurement (to be chosen 1 in all circumstances)	Additional Requirement
1	Shankar Lal Sharma	110003,India Habitat Centre, Core 6A First Floor, Lodhi Road, New Delhi	1	N/A

Buyer Added Bid Specific Terms and Conditions

1. **Certificates**

   Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

2. **Certificates**

   ISO 9001: The bidder or the OEM of the offered products must have ISO 9001 certification.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the

bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions](#), conditons stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---

COUNCIL OF ARCHITECTURE

Ref. No.CA/5/Academic/GEM-E-bid/2022   March 17, 2022

TENDER DOCUMENT

Bids in two bid pattern (Technical and Commercial) are invited on Government e Marketplace (GeM) Portal, of Govt. of India, from reputed Service Providers adequately equipped with related infrastructure including latest software and web-based technologies to develop software for "**Academics & Approval Process of the Council of Architecture**" for grant of approval to institutions for imparting programmes in Architecture and to automate the different processes and functioning of Academic Department of the Council.

General Information about the tender is as follows:-

Tender Reference No.   : CA/Academic-Tender/GEM-e-BID/2022

Important Dates*

Last date and time for receipt of Tenders   : April 4, 2022 16.30 Hrs

Date and time for opening of Technical Bid   : April 5, 2022 16.30 Hrs

Date of Technical Presentation by bidders   : April 7, 2022 11.00 Hrs

Date and time for opening of Commercial Bid   : April 8, 2022 16.30 Hrs

The details about the tender, terms, conditions and other related information are mentioned in the appropriate chapters as below: -

Chapter-1   Terms and Conditions

Chapter-2   Scope of Work

Chapter-3   Technical Bid Format

Chapter-4   Commercial Bid Format

Chapter-5   Payment Schedule

Chapter-6   Evaluation of Bids

R. K. Oberoi
Registrar

(The dates may be subject to change under unavoidable circumstances)

Chapter - 1 TERMS AND CONDITIONS

1.   Canvassing in any form is strictly prohibited and the tenderers who are found canvassing are liable to have their tenders rejected outrightly.

2.   The tenderer shall deposit a sum of Rs.2,50,000/- (Rupees Two lakh Fifty Thousand only) or tender as "Bid Security" (Earnest Money) in form of the Demand Draft or Banker's Cheque from any bank, drawn in favor of *Council of Architecture* payable at New Delhi and forward the same along with the Technical Bid. **Tenders that are not accompanied by the requisite Earnest Money will not be considered in any case**. Those registered with MSME will be exempted from submission of EMD.

3.   The Service provider firm/ company shall be based and registered in India. Proof of the same to be included in the bid. SERVICE PROVIDER shall have necessary facilities within India, enabling the Council of Architecture to supervise/ monitor the work at regular intervals. The tenderer will permit representatives of the Council of Architecture direct access to the developers of the software.

4.   The Service Provider MUST have / comply with the following:

   a.   Been in existence for a minimum of 10 (ten) years.
   b.   PAN Registration
   c.   GST registration
   d.   Must have successfully Installed and commissioned at least five (5) similar kind of projects in the past 5 years, preferably in Statutory / Autonomous Bodies/ Public Sector Undertakings/ Central / State Government Authorities/ Organisations.
   e.   Key personnel heading the team must have a Master's Degree in Computer Applications/Computer Science/Computer Engineering. The list and CVs of key persons who would be handling the project and are earmarked shall be enclosed in the technical bid.

5.   The service provider shall identify a Coordinator / Contact Person from its side dedicated only for this Project, who will be answerable to the Council till the successful Installation and Commissioning of the Project as per the User requirement.

6.   Details of organizations for whom executed projects along with required copies of certificates/testimonials, letter of appointment etc. to be provided in the technical bid.

7.   The Service Provider shall be required to host the application on Council's Server after statutory audit / approvals, as may be required, for technical / service support etc. required for implementation of the project.

8.   On qualifying Technical and financial bid, the Work Order shall ordinarily be awarded to the successful bidder based on QCBS Selection Criteria, whose bid has been found to be complete in all respects. However, the Council is at liberty to reject any and all the bids at its discretion.

9.   The successful bidder will have to complete the Work as per the specifications given in the Tender document, within two months of the award of Contract. If the bidder feels that more time is required to complete the Work, the bidder may be

considered for executing the Work in modules based on priority, as approved by the Council.

10. If any tenderer withdraws his tender after opening of the Tenders or expresses his inability to perform the contract after the award of Work or makes any modifications in the terms and conditions of the tender, then the Council shall without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money Deposit / Performance Security Deposit.

11. Earnest Money deposit given by all tenderers except the one, whose tender is accepted, will be refunded before expiry of 30th day from the date of Work Order is awarded to successful bidder.

12. The Successful bidder within 07 days of the receipt of formal acceptance letter, shall be required to deposit requisite Performance Security Deposit (as mentioned on GeM), which shall be valid till the successful completion of the work as per the terms and conditions of the Tender Document. The Successful tenderer shall also execute an Agreement with the Council of Architecture in the prescribed form on a non-judicial stamp paper of Rs.100/-, as specified by the Council.

13. The Council of Architecture reserves its right not to accept the Lowest bidding tender and shall be at liberty to reject any or all Tenders without assigning any reason whatsoever.

14. Submission of the bid by a bidder shall be taken to signify his acceptance of the above term and conditions. Alterations, overwriting or erasing of any terms and conditions is not permitted. In case of such overwriting/alterations, the same shall be freshly written, certified and authenticated.

15. Technical Bid and Commercial Bid should be signed by the SERVICE PROVIDER or by a person who is duly authorized and legally competent to do so. A person signing the forms or any document forming part of the Tender process/ contract on behalf of the firm shall be deemed to have been duly authorized by the Proprietor/Partner of the Firm/Company and actions taken by such a person in pursuance of this Tender/ contract shall be deemed to have been performed by the Proprietor/ Partner/ Company and shall bind them. Unsigned Bids shall be outrightly rejected.

16. The Earnest Money shall not bear any interest.

17. Service provider must undertake the oath of secrecy and not share any data / procedures related to the project with any person or organization other than authorized persons from Council of Architecture, during the period of contract with the Council and even after termination of contract. The same shall be submitted within 7 days of after award of work by the Council.

18. Service provider must complete the task as per the time frame prescribed by the Council i.e., within 2 months from the date award of work, to make it fully operational.

19. The Service provider shall have adequate manpower to handle all the tasks associated with the project during the period of contract.

20. The service provider shall submit a signed copy of the entire bid Document in agreement with the conditions and clauses therein and include in the Technical

bid. If the signed bid document is not submitted, then the bid shall be outrightly rejected.

21.   Any disputes arising out of contract / agreement shall be subject to the jurisdiction of Delhi courts.

Chapter - 2   SCOPE OF WORK

PREAMBLE

The Council of Architecture incorporated under section 3 of Architects' Act 1972 is the body formulated to regulate profession of Architecture in India. For the purpose, the Council is also empowered to regulate education in the field of architecture and ensure quality and competency of the registered architects. To monitor the quality of education, council has prescribed minimum standards of architecture education and it conducts periodic inspections of institutes. In recent times the focus on inspection has shifted to quantitative assessment thus neglecting the qualitative aspects of education. Quantitative fulfillment alone does not in any manner ensure good quality of education and the change in focus has also resulted into unfair practices seen at certain institutes.

To overcome this shortcoming of the process, the Council has decided to reform the inspection process and focus on qualitative aspects of education. The Council had constituted a Committee on Inspection Reforms to suggest revision in the procedure of inspection together with formats of Applications forms (to be submitted by institutions) and Assessment reports (to be submitted by Inspectors appointed by the Council). In addition, the current ERP of the Council related to Academics & Inspection Process, being dated, also needs to be upgraded to conform to latest software and web technologies. The Scope of Work is based on the recommendations of the Committee and present functionalities in the current ERP of the Council, as outlined below.

INTRODUCTION

As per NEP 2020 all the institutions have to go through accreditation process and it is imperative that architecture institutions should also get geared up for this. Hence the qualitative aspects will become essential part of these reforms.

COA is expected to regulate the Architectural Education so that the Architects produced out of the educational system should be competent enough to meet the global standards. Hence upgrading the existing inspection system focusing on the assessment and evaluation of the qualitative aspects is essential.

The evaluation process is devised to take advantage of automation and artificial intelligence so as to minimize the need for human interventions, and to make the process fair and transparent for all stakeholders. The process of inspections and evaluation including allotment of Assessors and Inspectors along with the decision-making process thereof, shall be taken care of by such automation.

It is envisaged that the Executive committee of the Council should function primarily as **Appellate Authority** focusing on the appeals received from the institutions and complaints, if any, about the Institutions.

It is proposed to streamline the process of approval of all Institutions through a unified system that does away with the need to provide quantitative data repeatedly year after year. It will also have integral self-assessment Qualitative part. This will lead to a better

understanding of how to improve the quality of teaching learning process across the country using certain tangible measures and comparative assessment tools.

The new system will have 'Assessors' who will primarily assess the Qualitative aspects based on the data submitted by the Institute (Self-Assessment Report, herein after referred to as SAR). In case needed, the 'Inspectors' would be assigned by the system after first round of assessment to evaluate both Quantitative and Qualitative aspects. The list of Assessors and Inspectors, duly approved by the Executive committee would be pre-loaded in the system. The system would automatically allot the Assessors and the Inspectors (If needed) thereby ensuring transparency and fairness.

The Qualitative aspects and the Quantitative aspects will be assessed independently and the Institutions would have to clear the basic score levels in order to be eligible for number of years of extension of approval.

The Institutions after the process of first round which would include score generated for Quantitative aspects by the system and score provided after Qualitative assessment done by the Assessor would be placed under three categories and the course of action there in will be as given below:

Category	Number of years of approval recommended by the System	Action Proposed
I	Less than one year	Inspectors assigned for Physical Inspection. If after Inspection the scores still falls under less than one year then a show cause will be issued and the matter would be referred to EC. Others will be issued with one year extension of approval.
II	One or Two years	Executive Committee ratifies and system issues letter of extension of approval
III	Three years and more	Inspectors assigned for Physical Inspection. System will re-compute the scores after Inspection, incase if the scores after inspection are, a) less than three years the actual years computed by the system would be issued in the letter of extension. b) Equal to three years the letter of extension would be issued. c) More than three years the list would be sent to EC for ratification.

Note: i) For the New institutions (less than five years old), unless they fall into category I extension of approval will be granted for one year only. For those who fall into category I, physical inspection as detailed out above will be carried out. For first three years the assessment will be primarily on quantitative data. However, SAR will have to be uploaded every year.
ii) All institutions applying for additional intake/ new programme will necessarily have to undergo physical inspection.

The process for New Institutions

The provisions given in the perspective plan of COA would be applicable for new institutions. To verify the testimonials about the land and the society documents, COA will appoint an Advocate from that region for third party assessment from the list of approved advocates uploaded by COA. Depending on his/ her report letter of intent (LOI) or deficiencies will be issued. On receiving application form the inspectors would be assigned by the system for physical inspection. After inspection depending upon the score obtained under quantitative part, and after ratification from EC the institution will be issued 'Approved' or 'Not Approved' Status.

The detailed scope including all relevant forms, processes and system logic is given below.

DETAILED SCOPE OF WORK

The Council is having about 480 institutions imparting 5-year B.Arch. and 2-year M.Arch. programmes in the country which submit online applications at the portal of the Council. The Council grants approval and intake to these institutions and conducts periodic inspections to assess the Standards of Architectural Education. Further, the Council is according approval to Institutions for imparting 3-year Diploma in Architecture courses.

Presently, the Council through its existing ERP is carrying out the above stated task based on the quantitative assessment of various parameters as defined in the Minimum Standards. However, the present system is not designed to measure the qualitative aspects of architectural education. Hence, there is a need to upgrade and change the present system of evaluation.

The proposed new system inter alia should provide for the following facilities/ features:

- Institutions may create, edit and maintain their profile throughout the year containing their basic details, physical infrastructure, Academic facilities and faculty details etc. which may be displayed at Council's website.
- Institutions may, on making prescribed fee, fill up and submit online applications capturing details from the profile of institution, with digital signatures of authorized signatories, upon making prescribed fee, seeking extension of approval, additional intake, introduction of course for UG/PG/Diploma courses, within the prescribed academic calendar dates for an academic session.
- Institution may, on making prescribed fee, apply for change in name, change in site, change in sponsoring body, closure of Institution, change in name of programme, closure of programme, temporarily surrender intake, merger of institutions etc., as per the policy of the Council.
- Dynamic setting of Rules in the portal for enrolment of students, inspection and approval process of Institutions for various parameters as per COA Norms & Standards (for UG/PG/Diploma).
- Designing & developing various processes/screens for the Application as may be required by the Council and enforcing validation of data as per COA Norms & Standards (for UG/PG/Diploma) in the system.
- Generation of various types of reports for institutions based on data of faculty/infrastructure entered by institution with Norms & Standards of COA and indicating deficit/remarks. The system may show deficiencies/adequacy, recommend Intake to be awarded based on data in application form/profile/assessment report.

- Appointment of assessors and inspectors by the system automatically for evaluation of applications submitted by institutions and their inspecting for submitting assessment reports as per prescribed format. Inspections may be scheduled or sudden.
- Institutions may, on payment of prescribed fee, file online review application against the decision of the Council for non-grant of intake, reduction in intake, non-grant of additional intake or new course etc.
- Generation of various types of emails, notifications, letters of intent/approval/show cause/appeal/rejection etc. with digital signature of competent authority.
- Updation of status of Institutions on the website displaying approval status /remarks for their courses.
- Institutions may apply for enrolment numbers of students admitted in approved UG/PG/Diploma courses based on the intake, eligibility criteria prescribed by the Council for each academic session. The System to generate automated enrolment numbers based on validation and eligibility criteria for a given academic session.
- Uploading result/data of candidates appearing in aptitude test conducted by the Council and/or other authorities and verification of score of candidates using the same during enrolment process.
- Institutions to apply for nominee of Council for recruitment/selection of faculty members to be appointed by Council. Institution should be able to fill up details of faculty members which shall be visible to selection committee nominee and nominee should fill online report in the prescribed format.
- Creation of Faculty database entered by institutions with system showing status of eligibility, qualifications, experience, details of employment etc.
- Verification of faculty data as well as duplicate core & allied faculty appearing at more than one institution. Details of Head of Institution and faculties to be entered by institutions and displayed on website of COA
- Mandatory disclosure by institutions be captured and shared on website of COA - Self-Disclosure of required facilities and Infrastructure availability as submitted online on the COA Web-Portal.
- The inspectors after inspection, would be able to submit/update their TA/DA details with a copy of bill for payment by COA. The form would have necessary parameters as required. After submission, the details would be available with accounts for scrutiny.
- The provision for appointing inspection committees for conducting surprise inspections at select institutions (without prior requirement of receiving any application) as well as submission of assessment reports by inspectors.
- Utility to send mails / Bulk mails to all or selected schools/universities/ DTEs/Secretaries with body and attachments, as and when required.
- Application should provide connectivity to the mobile app of the Council and WhatsApp notifications for various users/institutions as well as APIs for related services for integration with other interfaces/websites.
- Importing data from the existing ERP, wherever required, to new system and also ensure data integration and communication with other modules of existing ERP for smooth access of data/information.
- Any other process related/incidental to Academics and Approval Process of Institutions not expressly included above.
- Various statistical reports related to :

  - Intake, enrolment, subsequent registration, admission on various related parameters
  - Status of approval, inspection, inspectors, assessors, statistics on various related parameters
  - Schools, infrastructure, profile, hoi etc. on various related parameters
  - Faculty, qualifications, experience, details etc. on various related parameters
  - Inspectors, inspection conducted, on various related parameters

- Applications on various related parameters
- Reports as available in present ERP related to Academics.

The proposed new system should take into account the quantitative as well as qualitative assessment of the institutions and also to capture data from institutions in redefined application forms to make it simpler, effective and efficient. The proposed system should be future ready, requiring minimal human intervention and interconnected with the other existing modules and database of the Council.

Assessment of an institution in proposed Approval Process will consist of two parts, namely,

A. QUANTITATIVE ASPECTS
B. QUALITATIVE ASPECTS

The analysis of the quantitative aspects would lead to identify those institutions having gross deficiency and may require corrective measures, like reduction of intake, etc. (the institutions which do not qualify for even one year of extension). Hence it is necessary to carry out the inspections of such institutions on the quantitative as well as qualitative aspects.

The analysis of both the aspects would lead to classification of institutions under three categories:

1. The institutions which do not qualify for even one year of extension. (Inspection of such institutions is necessary.)

2. The institutions which qualify for one/two years of extension, may not be inspected and letters of approval may be generated by the system /issued with digital signature of competent authority.

3. The institutions which qualify for three years and beyond (max. 5 years) of extension. (Inspections of such institutions need to be carried out to ascertain whether the extension could be considered for 3/4/5 years)

Inspections shall be necessarily carried out for the new institutions and those who apply for addition of intake/ introduction of new PG programs/ Diploma (10+3).

The present ERP of Council provides for online submission of the following applications which can be submitted by institutions through their login account for an academic session:

- Extension of Approval for B.Arch. programme
- Extension of Approval for M.Arch. programme
- Additional Intake in B.Arch. programme
- Introduction of B.Arch. programme at a new institution
- Introduction of M.Arch. programme at an existing institution

Since filling up separate applications for each programme multiplies the efforts of the institutions which may also lead to data redundancy /duplication, it is proposed that the institution may apply for a single application for an academic session which can comprehensively capture the data for all programs (as required or opted by school) including specific data related to each program.

Profile will contain permanent data of institutions (quantitative data related to basic details of institution and trust, infrastructure, faculty details, etc.) on the login account of the institution that can be used for the applications and should also be available for updating
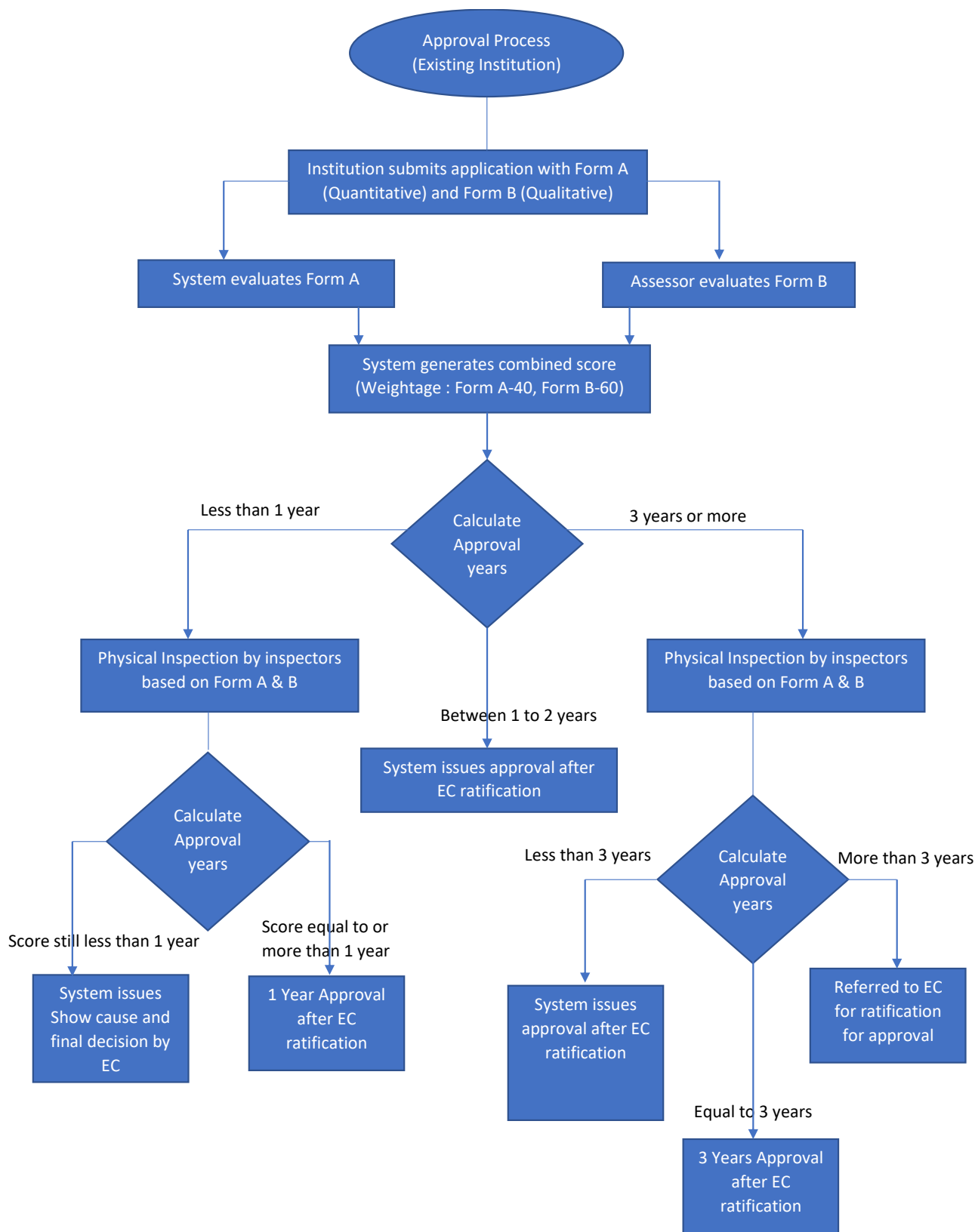
throughout the year. The quantitative aspects would be treated as the permanent data unless and until the Institution requires to modify it in the event of any change (addition / alterations in the physical infrastructure /Faculty members and other such changes).

The Qualitative aspects shall be revised and updated by the Institutions every year, irrespective of the number of years of extension granted by COA. (Council may charge annual processing fees to the institutions for the same).
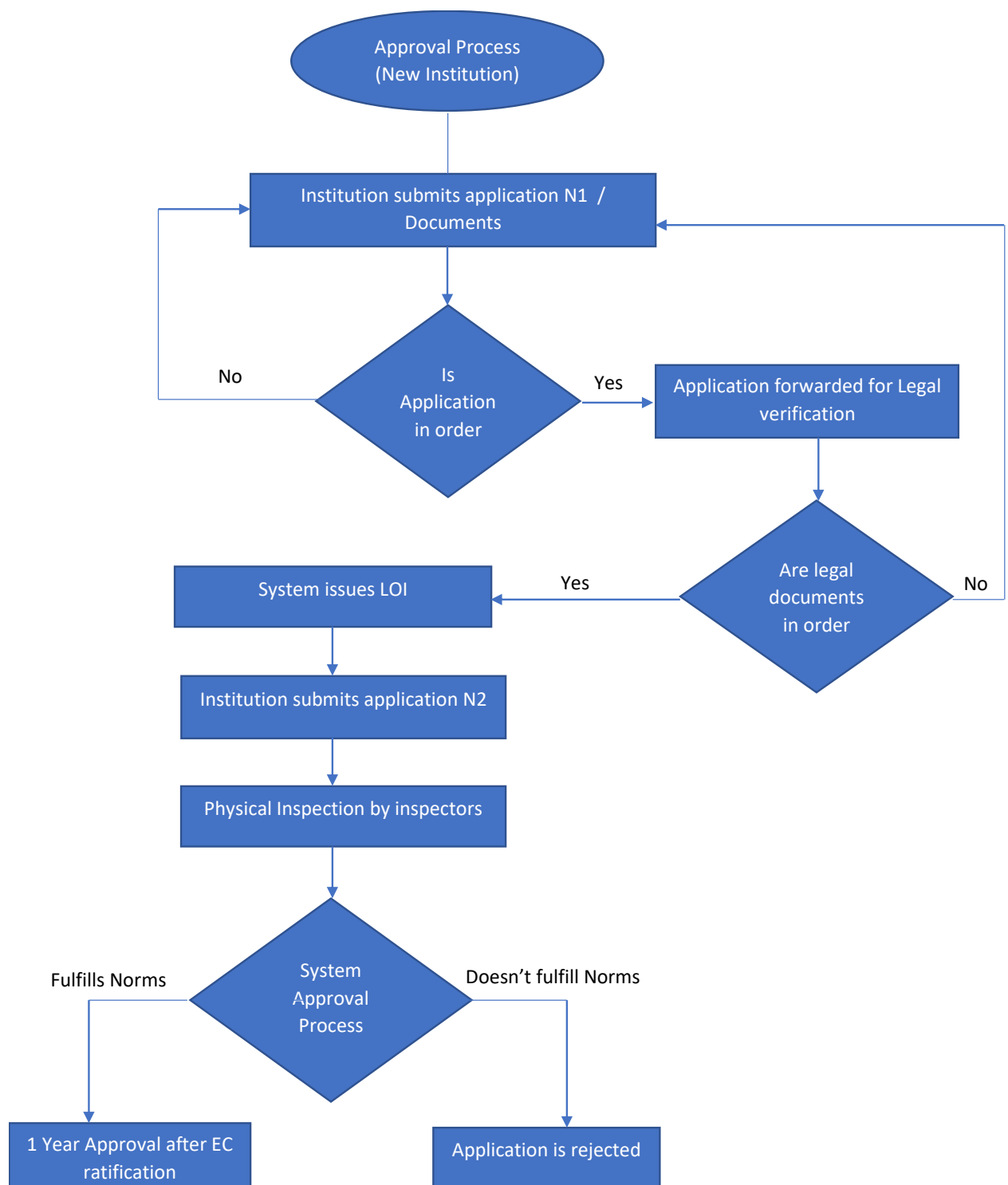
To implement the above, the following process is recommended:

1. The institutions shall fill up the forms and pay the requisite fees along with submitting the application as per the Academic Calendar prescribed by the Council from time to time. The revised formats of the application shall be provided by the Council and should be digitally signed by the Head of the institution and Chairman/President of sponsoring body.
2. The data base of the faculty members along with the relevant records and employment history of each core faculty member (registered as architect) should be maintained.
3. When an institution fills up its profile and application(s) to update any core faculty (registered as architect with the Council), a confirmation link for employment status shall be sent to architects in their respective login accounts at COA portal which every architect needs to confirm whether yes or no. The confirmation status of each core faculty needs to be displayed in the profile/application of institution.
4. The institution may also enter employment details of each faculty member (core, allied and visiting) such as designation, qualifications (to be fetched from architect login if filled up by architect), experience administrative & academic position, nature of appointment, date of joining, teaching hours etc. and upload appointment/promotion letters together with joining/consent letters in its profile/application.
5. An architect faculty member (with valid up-to-date renewal of registration) should be able to enter from login account details about higher qualifications such as PG & Ph.D (except UG recognized qualification which is already available in the database of Council) through his/her login account and also upload degree certificates.
6. The system should be able to indicate the eligibility of a faculty member for a post based on the Minimum Standards of Council in terms of qualification and experience.
7. The confirmation of non-core faculty member (i.e. allied or visiting faculty) shall be shown by the institution through email/SMS.
8. Profile will be locked for all the institutions once the form is filled and submitted. The Profile may be opened for a specified period before the inspection (as per Council policy) to enable the institution to update details.
9. The system will automatically compute the marks for the Quantitative aspects based on the criteria provided.
10. The system would assign Assessor for Qualitative aspects from the pre-approved list of Assessors. (except for new institutions) (pre-approved list will be provided by the Council)
11. Assessor will primarily look at the Qualitative aspects i.e., Self-Assessment Report (SAR) i.e. Form-B. He will not have access to the Quantitative Report and will not know the identity of the Institution. The system would generate cumulative score under various categories taking into account both Qualitative and Quantitative Assessment once the work of Assessor is completed.
12. The cases where the Inspections are necessary, as per the pre-determined criteria, the set of inspectors will be automatically allotted from the approved panel of inspectors.

13. The institutions which have applied for additional intake / new course along with the extension of approval (if due), the system will allot inspectors for both.
14. The institution should confirm three slots for inspection dates (the period of the inspection schedule will be informed by the Council) out of which the Convener of the inspection committee in consultation with the other inspectors should confirm their inspection dates.
15. At this stage, the institution would be informed the identity of Inspectors and the date of inspection.
16. During Inspection the Team will look into both Qualitative and Quantitative aspects but will not have access to Assessor's report. Upon filling of the report by the inspectors, the system would consolidate the Assessors and inspector's assessments along with the self-assessed marks by the institution and compute the final result. (For less than one year the Inspectors will be focusing on the Quantitative part and for more than three years the inspectors will focus on Qualitative part)
17. Extension of Approval for any New Institution will only be for a period of one year till the first batch passes out. (i.e. 5 years). However, the Extension may be granted without Inspection if the computed marks are found satisfactory.
18. The computation of final marks is based on weightages may be specified in Self-assessment, Assessment by Assessor &Inspectors' assessment.
19. Based on the above result the system will recommend the intake and duration of approval (1 / 2 / 3/4/5 yrs). In case of deficiency, the system should recommend the appropriate intake to be reduced based on assessment.
20. The system should be able to generate and send show cause notice to deficient institutions, indicating reduction in Intake and allow them to reply to it online by filling up form/proforma. Upon receiving the reply, the case will be referred to EC for making final decision.
21. EC may grant approval to the New Institutions and ratify system generated recommendations for other Institutions.
22. The institution may submit online appeal to Appellate Authority of Council in prescribed format with required information (specified by Council) in case of disagreement with final action of the Council. They shall fill the requisite forms and pay the fees for appeal. EC shall act as final Appellate Authority for all such cases.
23. The letters of approvals/rejections/withdrawal of approval/appeals, etc. should be generated by the system along with deficiencies, if any, and should be emailed with digital signature of the competent authority of the Council.

Approval Process
(Existing Institution)

Institution submits application with Form A
(Quantitative) and Form B (Qualitative)

System evaluates Form A

Assessor evaluates Form B

System generates combined score
(Weightage : Form A-40, Form B-60)

Calculate Approval years

Less than 1 year

Between 1 to 2 years

3 years or more

Physical Inspection by inspectors based on Form A & B

System issues approval after EC ratification

Physical Inspection by inspectors based on Form A & B

Calculate Approval years

Score still less than 1 year

Score equal to or more than 1 year

System issues Show cause and final decision by EC

1 Year Approval after EC ratification

Calculate Approval years

Less than 3 years

More than 3 years

Equal to 3 years

System issues approval after EC ratification

Referred to EC for ratification for approval

3 Years Approval after EC ratification

Proposed Approval Process for Existing Institution

```
           ┌─────────────────────────┐
           │    Approval Process     │
           │    (New Institution)    │
           └─────────────────────────┘
                        │
                        ▼
     ┌──────────────────────────────────────┐
     │  Institution submits application N1 / │
     │              Documents                │
     └──────────────────────────────────────┘
```

Approval Process (New Institution)

Institution submits application N1 / Documents

No ← Is Application in order → Yes → Application forwarded for Legal verification

System issues LOI ← Yes ← Are legal documents in order → No

Institution submits application N2

Physical Inspection by inspectors

Fulfills Norms ← System Approval Process → Doesn't fulfill Norms

1 Year Approval after EC ratification

Application is rejected

Proposed Approval Process for New Institution

PROPOSED PROCESS OF ASSESSMENT

Note: The systems being new, it is essential that the assessors and inspectors shall be suitably trained to undertake the task in competent manner. No person unless trained shall be included in the panel of approved assessors and inspectors.

PROCESS 1 : New Institutions:

I.   Declaration of Schedule (Event dates) by CoA

II.   Form number N1 to be filled by proposed Institution along with stipulated fees.

III.   Computerized Scrutiny of Proposed location & Type of Institution as per CoA Perspective plan. If suitable, proceed to Step IV, if not, discrepancy sent back to Institution for necessary correction.

IV.   Inform CoA about Location. CoA to upload details of Advocate to carry Land & Building Verification.

V.   Assign work to Advocate. He shall submit online report. If report is positive, proceed to Step VI, if not, send back to Institution for withdrawal/ correction.

VI.   Release Letter of Intent to the Institution. Also provide access to Form N2 for uploading necessary Information. Institute will also provide three one-week suitable slots for Inspection. (the period of the inspection schedule will be informed by the Council)

VII.   Upon submission of N2, automated computation of marks shall happen on predefined logic. Also, Two Inspectors (one Convener & one Member) shall be assigned for Inspection from the pre-approved list by CoA.

VIII. The Convener shall confirm the dates of Inspection after consulting other Inspector and upload the same on the Portal.

IX.   The Letter shall go to concerned Institution confirming the dates of Inspection.

X.   The Inspectors shall fill the report immediately within 12 hours after the Inspection is complete.

XI.   The final computation would be based on Inspection Report, resulting into 'Approved'& 'Not Approved' Status.

XII.   If not approved, the letter of rejection would be sent to the Institution immediately. The institution may choose to appeal for reconsideration, by filling up form N3 and paying applicable fees. EC shall be Appellate Authority and its decision will be final in the matter.

XIII. The list of approved new institutions shall go to the registrar for ratification periodically. Upon ratification, the letter of approvals shall be issued.

XIV.   All the applications of appeal shall be placed for the consideration of Executive Committee, which may also need personal appearance. The reasons of acceptance or rejection would be noted based of which final decision will be taken by the President CoA. Accordingly, the letters would be issued.

BREAK UP OF ASSESSMENT MARKS

(Quantitative aspects)

			TOTAL MARKS
A.	**HUMAN RESOURCES:**		**55**
	HEAD OF INSTITUTION.		25
	PROFESSORS.		-
	ASSOCIATE PROFESSORS.		10
	ASSISTANT PROFESSORS.		10
	ALLIED TEACHERS		5
	NON TEACHING STAFF		5
B.	**INFRASTRUCTURE:**		**35**
	STUDIOS.		15
	CLASS ROOMS.		5
	ADMIN OFFICE & OTHER SPACES		10
	LABS & WORKSHOPS		5
C.	**LIBRARY:**		**10**
	NUMBER OF TITLES.		3
	NUMBER OF BOOKS.		3
	JOURNALS, E-JOURNALS ETC.,		2
	QUALIFIED LIBRARIAN		2
	TOTAL (A+B+C)		**100**
	Weightage for evaluation		
	Quantitative PART A		100
	Qualitative PART B		NA
	TOTAL		**100**

- **NOTE: THE QUALIFYING MARKS WOULD BE 90.**

PROCESS 2 : Existing Institutions:

I.   Declaration of Schedule by CoA

II.   The Institute shall submit online application including Self-Assessment Report (SAR), digitally signed by the head of the institute and president/ secretary of the sponsoring body. The Institute shall also provide three one-week suitable slots for Inspection. (the period of the inspection schedule will be informed by the Council)

III. Upon submission of form E1/EA1/EN1, an Assessor shall be assigned for assessment of Self-Assessment Report (Qualitative assessment) submitted by the institute from the pre-approved list. On submission of his assessment, automated computation of Marks shall happen on predefined logic.

IV. If assessment indicates approval for one / two years, letter of approval shall be automatically generated, digitally signed by the registrar and sent to the institute and other concerned authorities.

V. In the cases listed below, Two Inspectors (one Convener & one Member) shall be assigned for Inspection from the pre-loaded list by CoA.

    a. The combined (Qualitative and Quantitative) assessment indicates that the institute qualifies for 3 or more than 3 years approval.

    b. Institute is not yet full-fledged (less than 5 years old)

    c. Institute does not qualify for even one year extension of approval.

    d. The institute has applied for additional intake/ additional program.

VI. The convener shall confirm the dates of Inspection after consulting other inspector and upload the same on Portal.

VII. The letter shall go to concerned Institution confirming the dates of inspection.

VIII. The Inspectors shall fill the report immediately within 12 hours after the Inspection is complete.

IX. The final computation would be resultant of system-based computation and Inspectors based computation in pre-defined proportions. Resulting into granting of Extension of Approval / Additional Intake / New Program.

X. The letter communicating the decision would be sent to the institution immediately. The institution may choose to appeal for reconsideration, by filling up prescribed form and paying applicable fees. EC shall be Appellate Authority and its decision will be final in the matter.

XI. All the applications of appeal shall be placed for the consideration of executive committee, which may also need personal appearance. The reasons of acceptance or rejection would be noted based of which final decision will be taken by the President CoA. Accordingly, the letters would be issued.

OVERVIEW OF EVALUATION CRITERIA

	QUANTITATIVE FORM- A	QUALITATIVE FORM- B	
WEIGHTAGE	**40**	**60**	
MAX MARKS	**100**	**100**	
		PART-1 **50**	**PART-2** **50**

BREAK UP OF MARKS FORM- A
(Quantitative aspects)

			TOTAL MARKS
A.	**HUMAN RESOURCES:**		**50**
	HEAD OF INSTITUTION.		10
	PROFESSORS.		10
	ASSOCIATE PROFESSORS.		10
	ASSISTANT PROFESSORS.		15
	ALLIED TEACHERS		5
B.	**INFRASTRUCTURE:**		**35**
	STUDIOS.		10
	CLASS ROOMS.		5
	ADMN OFFICE & OTHER SPACES		5
	COMPUTER LAB.		3
	SURVEY LAB.		3
	CONSTRUCTION YARD.		3
	MATERIAL MUSEUM.		3
	CLIMATE LAB		3
C.	**LIBRARY:**		**15**
	NUMBER OF TITLES.		5
	NUMBER OF BOOKS.		5
	JOURNALS, E-JOURNALS ETC.,		3
	QUALIFIED LIBRARIAN		2
	TOTAL (A+B+C)		**100**
	Weightage for evaluation		

	Quantitative FORM- A	40
	Qualitative FORM -B	60
	TOTAL	**100**

BREAKUP OF MARKS OF FORM-B

PART-1

Sr/No	ASPECTS	MARKS ALLOTTED
1	**DESIGN**	**20**
2	**TECHNOLOGY**	**10**
3	**HUMANITIES**	**10**
4	**PROFESSIONAL PRACTICE**	**05**
5	**LAB SUBJECTS**	**05**
	TOTAL	**50**

PART-2

Sr/NO	ASPECTS	MARKS ALLOTTED
1	**QUALITY OF TEACHING & LEARNING**	**14**
2	**VISION FOR EXCELLENCE**	**18**
3	**EXTRA CURRICULAR & ENGAGEMENT WITH SOCIETY**	**18**
	TOTAL	**50**

ABREVIATIONS

N1:   APPLICATION FOR INTRODUCTION OF B. ARCH PROGRAMME.

N2   TO BE SUBMITTED AFTER RECEIPT OF LETTER OF INTENT AND BEFORE INSPECTION FOR INTRODUCTION OF B. ARCH.

E1:   APPLICATION FOR EXTENSION OF APPROVAL.

EA1:   APPLICATION FOR EXTENSION OF APPROVAL AND ADDITIONAL INTAKE.

EN1:   APPLICATION FOR EXTENSION OF APPROVAL AND NEW PROGRAM IN EXISTING INSTITUTION.

INSTITUTION PROFILE

A. GENERAL PROFILE

Type of Institution *(Radio button/ drop down)*

- A. Centrally funded technical institution (IIT/NIT/SPA/ Others)
- B. State Government / State University (Dept/ constituent college)
- C. Government Aided
- D. Private Un-aided

Category *(Radio button/ drop down)*

1. General
2. Minority (religious/ linguistic)
3. Women's only

Parent organisation (In case of C or D above)

Name of Trust / Society / Company/ University	:	
Registered Address for communication	:	
Date of Registration	:	
Website	:	
Email address	:	
Number of Higher Education Institutes run by the Trust / Society/ Company	:	
Name of President/Chairperson	:	
Phones Nos	:	
E-Mail address	:	
Name of Secretary	:	
Phones Nos	:	
E-Mail address	:	
Website	:	
Whether the Trust / Society/ Company is formed by group of Architects	:	YES / NO

Institutional Details

Name of Institution	:	
Address of the Institution	:	
Longitude, Latitude, Geomap	:	
Name of the Head of the institution (Principal/ Director/ Dean/ Head of the Dept)	:	
COA registration Number	:	
Address	:	
Mobile Telephone numbers	:	
Email address	:	
Date of commencement of Architecture Program	:	

List of all programs offered by the parent body at the same location (Architecture/ Planning/ Design/ Fine Arts/ Interior architecture/ Civil Engg/ others) and their intake

Sr	Title of the Program & Degree/Diploma	Duration of the Program	Affiliating University/Approving body	Sanctioned Intake

Name of the affiliating University/body for Architecture program_____

B. ENROLMENT DATA (Program wise For Architecture: Diploma/UG/PG)
Separate table for each program

Admissions

Academic year	Program	Intake	Actual enrolment

Graduations

Academic year	Program	Passed

Current enrolment

Academic year	Program (UG/PG)	Total students in all years (For each program)

5 yr data for UG Program and 2 yr data for PG program to be displayed.

C. BUILDING RESOURCES (For New institutions only)

1. Land (For New institutions only)
for existing institutions port from previously uploaded information

Sr.	Particulars	Details Furnished	Upload Attachment
1	Ownership title: Document from revenue authority e.g. Property card, 7/12 extract, etc. If not present, Copy of registered purchase deed, Encumbrance Certificate, In case of Leased Land / Building – Copy of Registered Lease Deed	Yes/No	
2	Land Area in Sq.M.		N/A
3	Owned / Leased		N/A
4	In case of shared land/ space – statement showing shares of all institutions	Yes/No	
5	Land Use certificate from competent authority	Yes/No	

2. Building (For New institutions and additional intake only)
for existing institutions port from previously uploaded information

Total built up area: Existing………….. Proposed (if any)……………

Sr	Particulars.	Furnish Details	Upload Attachment
1	Building plans approved by the competent authority.		
2	Letter of Approval from competent authority. (Permission to build)		
3	Approved Layout (In case of campus having multiple buildings)		
4	Completion/ Occupancy certificate, where applicable. In absence, certificate of completion from architect.		
5	Drawings from architect showing use, size and areas of all floors and surrounding site		
6	Photographs of completed building from outside and inside		
7	NoC / Letter from local authority if getting plans approved is not required		
8	Whether Barrier free environment is provided		
9	Undertaking stating all legal and statutory requirements with regards to permissions, safety and security of the occupants are complied with		

1. **Area Statement (For New institutions and additional intake only)**
   for existing institutions port from previously uploaded information

Sr.	Activity Space	Room Number/Name	Floor	Length	Breadth	Area	**Remarks** Whether time shared? If yes, which programs.	**Upload Photographs**
	Studios							
	Lecture rooms							
	Labs and Workshops							
	Library							
	Girls' common room							
	Other facilities							
	GRAND TOTAL							
	Construction Yard							

Note:
1. Sharing of the academic and support areas for various architecture programs is permitted on time share basis.
2. Information regarding studios/lecture rooms should be provided for each space.

D. TEACHING RESOURCES/ AIDS

Books and Equipment

Library

Sr.	Particulars	Number	Remarks	Subscribed till (Journals)
1.	Books – Volumes			NA
2.	Books – Titles			NA
3.	Journals – National, International, E – Journals*			

*Journals **only** on the subject of architecture should be counted.

DETAILS OF EQUIPMENT

S. No.	Particulars	Name of Lab	Details of Equipment Available	Remarks
1.	LAB – 1			
2.	LAB – 2			

Computers

Numbers _____ (less than three years old, including upgradation)

Software

Sr	Name of the software and version	License valid till

Peripherals (Scanners, Plotters, Printers, etc.)

Sr	Name, type* and size

*In printers/ plotters – ribbon/inkjet/laser/pen/etc. Scanners – Flat, rollers, slides, etc.

Whether Labs are provided with all required equipment?.........Yes/ No

Whether Electronic Teaching aids are provided in the classroom?.......Yes/ No
 (Projectors/ Monitors, Smartboards, Cameras, etc.)

Details _____

E. HUMAN RESOURCES

Teachers *(Separate for each program.)*

For existing institutions to be populated from previous data. For addition, use same interfacebeing used.

Full time (Core Faculty)

Sr	Name	COA Regn No.	Designation	Date of first joining	Educational Qualifications (Incl Class/ CGPA)	Teaching experience	Professional Experience	Training programmes attended	Papers Published/ Projects Completed(last ___ years)

Visiting

Sr	Name	COA Regn No.	Educational Qualifications	Teaching experience	Professional Experience	Current load Hrs/week

Allied Faculty

Sr	Name	Educational Qualifications	Teaching experience	Professional Experience	Current load Hrs/week

Architect teachers in other programs* (PG/ Planning/ Design/ other)

Sr	Name	COA Regn No.	Designation	Date of first joining	Educational Qualifications	Teaching experience	Professional Experience	Current load Hrs/week

Will only appear if programs are listed in Section A

Non-Teaching (Librarian, Lab and workshop staff, Office staff, etc)

Sr	Name	Designation	Educational Qualification	Work Experience

F. DETAILS OF FUNDS

Particulars.	Details Furnished.	Attachment.
Statement of funds earmarked for construction and furnishing. (Where required)	Yes/No	
Mandatory Corpus/ Endowment fund as prescribed by Government/ University/ Council (Not for A and B category institutions)	Yes/No	

FORM – A

N1

APPLICATION FOR INTRODUCTION OF B. ARCH PROGRAMME

(To be submitted while applying for letter of Intent)

INSTITUTIONAL DETAILS

Name of Institution	:	
Address of the Institution	:	
Latitude & Longitude / Geomap	:	
Type of Institute	:	(Government / Government Aided / Private)
Category of Institute	:	General/ Minority/ Girls only (Attach supporting Documents) *pop up*
Intake Sought		

DETAILS OF PARENT BODY

Name of Trust / Society / University/ Company	:	
Registered Address for communication	:	
Date of Registration	:	
Number of Higher Education Institutes run by the Trust / Society/ Company		
Name of Contact Person	:	
Designation	:	
Phones Nos	:	
E-Mail ID's	:	
Website	:	
Whether the Trust / Society/ Company is formed by group of Architects	:	YES / NO

OTHER DETAILS

S. No.	Particulars	Upload Details
1.	Reason for starting the New Program	
2.	Number of Registered Architects in Town / Region	
3.	Number of Architectural Institutes functioning in Town / Region	
4.	Name of Affiliating University/Body	
5.	NOC or Copy of Application for NOC made to Affiliating University/ Body	

INFRASTRUCTURE DETAILS

S. No.	Particulars.	Furnish details	Upload Attachment
1.0	**Land Details.**		
1.1	Ownership title: Document from revenue authority e.g. Property card, 7/12 extract, etc. If not present, Copy of	Yes/No	

	registered purchase deed, Encumbrance Certificate. In case of Leased Land/ Building – Copy of Registered Lease Deed			
1.2	Land Area in Sq.M.			N/A
1.3	Owned/ Leased			N/A
1.4	In case of shared land – statement showing shares of all institutions	Yes/No		
1.5	Land Use certificate from competent authority	Yes/No		
2.0	**Building Details**			
2.1	Building plans approved by the competent authority	Yes/No		
2.2	Completion/ Occupancy certificate, where applicable			
2.3	Drawings from architect showing use, size and areas of all floors and surrounding site	Yes/No		
2.4	Photographs of completed building from outside and inside	Yes/No		
2.5	NoC/ Letter from local authority if getting plans approved is not required	Yes/No		
2.6	Whether Barrier free environment is provided.	Yes/No		N/A
2.7	Undertaking stating all legal and statutory requirements with regards to permissions and safety and security of the occupants are complied with	Yes/No		

DETAILS OF FUNDS

Particulars.	Upload Details	Document
Statement of endowment funds earmarked for programme		
Statement of funds earmarked for construction and furnishing (Where required)		

N2

TO BE SUBMITTED AFTER RECEIPT OF LETTER OF INTENT AND BEFORE INSPECTION FOR INTRODUCTION OF B. ARCH.

(The below information will be automatically available which is taken from Form – N1.)

INSTITUTIONAL DETAILS

Name of Institution	:	
Address of the Institution	:	
Latitude & Longitude / Geomap	:	
Type of Institute	:	(Government / Government Aided / Private)
Category of Institute	:	General/ Minority/ Girls only (Attach supporting Documents) *pop up*
Intake Sought		

DETAILS OF PARENT BODY

Name of Trust / Society / University/ Company	:	
Registered Address for communication	:	
Date of Registration	:	
Number of Higher Education Institutes run by the Trust / Society/ Company		
Name of Contact Person	:	
Designation	:	
Phones Nos	:	
E-Mail ID's	:	
Website	:	
Whether the Trust / Society/ Company is formed by group of Architects	:	YES / NO

OTHER DETAILS

S. No.	Particulars	Upload Details
1.	Reason for starting the New Program	
2.	Number of Registered Architects in Town / Region	
3.	Number of Architectural Institutes functioning in Town / Region	
4.	Name of Affiliating University/Body	
5.	NOC or Copy of Application for NOC made to Affiliating University/ Body	

INFRASTRUCTURE DETAILS

S. No.	Particulars.	Furnish details	Upload Attachment
1.0	**Land Details.**		
1.1	Ownership title: Document from revenue authority e.g. Property card, 7/12 extract, etc. If not present, Copy of	Yes/No	

	registered purchase deed, Encumbrance Certificate. In case of Leased Land/ Building – Copy of Registered Lease Deed			
1.2	Land Area in Sq.M.			N/A
1.3	Owned/ Leased			N/A
1.4	In case of shared land – statement showing shares of all institutions		Yes/No	
1.5	Land Use certificate from competent authority		Yes/No	
2.0	**Building Details**			
2.1	Building plans approved by the competent authority		Yes/No	
2.2	Completion/ Occupancy certificate, where applicable			
2.3	Drawings from architect showing use, size and areas of all floors and surrounding site		Yes/No	
2.4	Photographs of completed building from outside and inside		Yes/No	
2.5	NoC/ Letter from local authority if getting plans approved is not required		Yes/No	
2.6	Whether Barrier free environment is provided.		Yes/No	N/A
2.7	Undertaking stating all legal and statutory requirements with regards to permissions and safety and security of the occupants are complied with		Yes/No	

DETAILS OF FUNDS

Particulars.	Upload Details	Document
Statement of endowment funds earmarked for programme		
Statement of funds earmarked for construction and furnishing (Where required)		

These are to be filled by the new Institutions:

DETAILS OF BUILT-UP SPACE

S. No.	Activity Space	Room Number/Name	Floor	Length	Breadth	Area	Remarks	Upload Photographs
	Studios							
	Lecture rooms							
	Labs and Workshops							
	Library							

	Girls' common room								
	Other facilities								
	GRAND TOTAL								
	Construction yard								

DETAILS OF LIBRARY BOOKS

S. No.	Particulars	Number	Remarks
1.	Books – Volumes		
2.	Books – Titles		
3.	Journals – National, International, E – Journals*		

*Journals in the subject of architecture should only be mentioned. Purchase proofs of all books to be uploaded.

DETAILS OF EQUIPMENT

S. No.	Particulars	Name of Lab	Details of Equipment Available*	Remarks
1.	LAB – 1			
2.	LAB – 2			

*Purchase proof of equipment to be uploaded

DETAILS OF COMPUTER LAB

S. No.	Particulars	Configuration / Details	Number	Remarks
1.	Computers			
2.	Software(s)			

Purchase proofs to be uploaded

DETAILS OF REGULAR FACULTY MEMBERS
Letters of appointment and acceptance should be uploaded.

S. No	Faculty Name and Age	COA No. and Validity.	Academic and Administrative Designation.	Qualification Details		Work Experience		
				Degree	Class / CPGA / Percentage	Organization. / Institute	Designation	Duration

DETAILS OF VISITING FACULTY MEMBERS

S. No.	Faculty Name and Age	COA No. and Validity	Qualification	Work Experience		
				Organization / Institute	Designation	Duration

DETAILS OF NON- TEACHING STAFF

S. No.	Name of the Employee	Designation	Nature of Appointment	Qualification Details

E1 /EA1/EN1

(Actions to be taken by the software are in italics and are highlighted in yellow)

PART A

1. Is the college name changed since last inspection? Yes/ No.
2. Has the name of the trust/ society/ University changed since last inspection? Yes/ No.
3. Has the affiliating university changed since last inspection OR the institution has received autonomy? Yes/ No.
4. Is their change in location of institution since last inspection? Yes/ No.
5. Is the institution running any program other than Bachelor of Architecture, commenced since last inspection? Yes/ No.

   If answer to any one or more questions is 'yes' open 'Section A' from profile for editing

6. Please Enter Enrolment data by clicking *here*

   Open 'Section B' from profile for editing on clicking word '<u>here</u>'

7. Whether you wish to temporarily surrender part of your intake for current academic year (CAY) (in multiples of 20) based on admissions to first year for current academic year.

   If answer to above question is 'yes' open a tab for confirmation (Letter proforma to be provided)

8. Whether you wish to restore your intake to previous sanctioned intake for next academic year. (not applicable for those who have answered 'yes' for Question 7)

   If answer to above question is 'yes' ask proposed intake _____, Calculate accordingly

9. Whether you wish to surrender part of your intake permanently from next academic year onwards.

   If answer to above question is 'yes' ask proposed intake _____, Calculate accordingly

10. Is there any change/ addition in the space infrastructure of the institution? Yes/ No

   If answer to above question is 'yes' open 'Section C' for editing

11. Please update teaching resources (Books and equipment) section by clicking *here*.

   Open 'Section D' from profile for editing on clicking word '<u>here</u>'

12. Please update Human resources section by clicking *here*.
   Open 'Section E' from profile for editing on clicking word '<u>here</u>'

Note: Architect teachers should be asked to visit their profile on CoA website after updating this section and asked to confirm their profile.

13. *Do you wish to apply for additional intake or new program (PG/Diploma).*

   If 'Yes" Go to 14., if no go to Part B.

14. Please provide result of existing students in the following format

Sr	Year	Students appeared	Passed in 1st class / SGPA more than 6.75	Passed in 2nd class / SGPA more than 6.25	Passed in pass class / SGPA more than 5.75	Passed but SGPA less than 5.75	Failed / Allowed to Keep term/ Compartment (Not passed in all subjects)
Y							
Y-1							
Y-2							

Software actions (For Additional intake and New program in existing institution)

Step 1

IF Institute is not Type A or B **AND** falls in Category I or II of perspective plan **AND** (a) Y – year of commencement is Less than 5 **AND** (b) Existing Intake is less than or equal to 80 **AND** (c) Enrolment in [(Y-1+Y-2+Y-3)/3] is more than 60% of sanctioned intake **AND** (d) Score for Section C, D is 100% AND (e) More than 80% teachers positions filled and confirmed **AND** (f) more than 50% teachers Y-joining date is more than 2 **AND** (g) Average of failed students of Y, Y-1 and Y-2 is less than 40% **THAN** proceed to step 2 **ELSE** Advice, *Not Eligible to Apply'*

OR

IF Institute is not Type A or B **AND** falls in Category I or II of perspective plan **AND** (a) Y – year of commencement is More than 5 **AND** (b) Existing Intake is less than or equal to 120 **AND** (c) Enrolment in [(Y-1+Y-2+Y-3)/3] is more than 80% of sanctioned intake **AND** (d) Score for Section C, D is 100% AND (e) More than 80% teachers positions filled and confirmed **AND** (f) more than 50% teachers Y-joining date is more than 2 **AND** (g) Head

of the Institute Y-date of joining is more than 3 **AND** (h) Average of failed students of Y, Y-1 and Y-2 is less than 40% AND (i) Number of Projects completed/ Papers published by Teachers in Y, Y-1, Y-2, Y-3 is More than 3 **THAN** proceed to step 2 **ELSE** Advice ,Not Eligible to Apply'

OR

IF Institute is Type A or B **AND** (a) Y – year of commencement is More than 5 **AND** (b) Existing Intake is less than or equal to 120 **AND** (c) Enrolment in [(Y-1+Y-2+Y-3)/3] is more than 80% of sanctioned intake **AND** (d) Score for Section C, D is 100% AND (e) More than 80% teachers positions filled and confirmed **AND** (f) more than 50% teachers Y-joining date is more than 2 **AND** (g) Head of the Institute Y-date of joining is more than 3 **AND** (h) Average of failed students of Y, Y-1 and Y-2 is less than 40% AND (i) Number of Projects completed/ Papers published by Teachers in Y, Y-1, Y-2, Y-3 is More than 3 **THAN** proceed to step 2 **ELSE** Advice ,Not Eligible to Apply'

Step 2

Additional Profile (Divert to Profile part C)

BUILDING RESOURCES

Building

Total built up area – Existing, Proposed, if any

Upload

- Plans approved by competent authority
- Letter of Approval/ Permission to Build
- Approved layout (In case of Campus having multiple buildings)
- Occupancy certificate, where applicable. In absence, Letter of completion from architect of the building.
- Whether access for physically challenged persons is provided.
- Drawings from architect showing use, size and areas of all floors and surrounding site
- Photographs of completed building from outside and inside
- NoC/ Letter from local authority if getting plans approved is not required.
- Undertaking stating all legal and statutory requirements with regards to permissions and safety and security of the occupants are complied with.

Area Statement for additional space

Sr.	Space Name	Area Sq. M.	Numbers	Total Area Sq.M.
1	Studios			
2	Classrooms			

3	Other Areas			
	TOTAL			

Step 3

CoA to issue letter of Intent

Step 4

Institute to comply and Update following sections

G. TEACHING RESOURCES/ AIDS

Books and Equipment

Library (Additional Purchases)

Books _____ Volumes _____ Titles

Indian, International & E-journals _____ Numbers, Subscribed till _____

H. HUMAN RESOURCES

Teachers identified

Full time

S r	Name	CoA Reg n No.	Designatio n	Intende d Date of joining	Educational Qualification s	Teaching experienc e	Profession al Experience	Training programme s attended	Papers Published / Projects Complete d

PART B

- Please upload Self-Assessment report (Form B) for the institute.
- After completing the profile and uploading SAR, generate application
- Pay fees
- Select dates for three time slots for visit of inspection committee
- Place Digital signatures on application
- Review / Submit application

APPLICATION FOR EXTENSION OF APPROVAL

Date:

To,
The Registrar,
Council of Architecture,
New Delhi

      Institute Code: _____ (Ported by the system)
      Institute Name: _____ (Ported by the system)

Sub: Application for Extension of Approval for UG/PG/Diploma program in Architecture at our institute.

Sir,
We have updated the institute profile on _____ (Date ported by the system).
We have uploaded the Self-assessment report for academic performance on _____ (Date ported by the system).
We have paid the required fees on _____ by NEFT/RTGS/IMPS/UPI vide transaction No. _____ through _____ bank.
We have selected dates for three time windows for physical inspection (_____, _____, _____) when the institute will be functioning and students will be present at the institute.
The information contained in the profile and Self-assessment report is true and verified by me. I am aware the in case of any false representation, I will be subject to proceedings under Section _____ of Architects' Act 1972.
Kindly process our application and assign experts for physical inspection if required.
Thanking you,

Yours,
(Digital Signature of Head of the Institution)
Name, COA Number, Mobile number

I am appraised of the profile update and Self-assessment report by the head of the institution and I consent to this application.

(Digital Signature of President/ Secretary of the Trust/Society/Company OR University registrar/Director in case of CFTI)
Name, email address, Mobile number.

APPLICATION FOR EXTENSION OF APPROVAL AND ADDITIONAL INTAKE

Date:

To,
The Registrar,
Council of Architecture,
New Delhi

      Institute Code: _____ (Ported by the system)
      Institute Name: _____ (Ported by the system)

Sub: Application for Extension of Approval and Additional Intake for UG program in Architecture at our institute. Number of additional seats applied for _____
Sir,
We have updated the institute profile on _____ (Date ported by the system).
We have uploaded the Self-assessment report for academic performance on _____ (Date ported by the system).
We have paid the required fees on _____ by NEFT/RTGS/IMPS/UPI vide transaction No. _____ through _____ bank.
We have selected dates for three- time windows for physical inspection (_____, _____, _____) when the institute will be functioning and students will be present at the institute.
The information contained in the profile and Self-assessment report is true and verified by me. I am aware the in case of any false representation, I will be subject to proceedings under Section _____ of Architects' Act 1972.
Kindly process our application and assign experts for physical inspection if required.
Thanking you,
Yours,
(Digital Signature of Head of the Institution)
Name, CoA Number, Mobile number

I am appraised of the profile update and Self-assessment report by the head of the institution and I consent to this application.

(Digital Signature of President/ Secretary of the Trust/Society/Company OR University registrar/Director in case of CFTI)

Name, email address, Mobile number.

APPLICATION FOR EXTENSION OF APPROVAL AND NEW PROGRAM IN EXISTING INSTITUTION

Date:

To,

The Registrar,

Council of Architecture,

New Delhi

Institute Code: _____ (Ported by the system)

Institute Name: _____ (Ported by the system)

Sub: Application for Extension of Approval and new program in Architecture at our institute. New Program _____ Number of seats in the new program applied for _____

Sir,

We have updated the institute profile on _____ (Date ported by the system).

We have uploaded the Self-assessment report for academic performance on _____ (Date ported by the system).

We have paid the required fees on _____ by NEFT/RTGS/IMPS/UPI vide transaction No. _____ through _____ bank.

We have selected dates for three- time windows for physical inspection (_____, _____, _____) when the institute will be functioning and students will be present at the institute.

The information contained in the profile and Self-assessment report is true and verified by me. I am aware the in case of any false representation, I will be subject to proceedings under Section ____ of Architects' Act 1972.

Kindly process our application and assign experts for physical inspection if required.

Thanking you,

Yours,

(Digital Signature of Head of the Institution)

Name, CoA Number, Mobile number

I am appraised of the profile update and Self-assessment report by the head of the institution and I consent to this application.

(Digital Signature of President/ Secretary of the Trust/Society/Company OR University registrar/Director in case of CFTI)

Name, email address, Mobile number.

ANNEXURES

Logic for Computation

Full-time faculty

Looking at possibility of vacancies due to superannuation/ resignation/ delay in recruitment process, etc. 80% of the required full time teachers in employment should be considered as 'No deficiency'. (as per perspective plan)

Allied faculty

For a standalone institution with 40 or 80 intake sustaining allied faculty is difficult task as there is not enough workload for allied faculty. It may be permitted for such institutions to engage allied faculty on clock hour basis / contract basis.

Calculations (For UG/PG)

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 4, total strength shall be Sanctioned intake of (CAY + CAYm1 + CAYm2 + CAYm3 + CAYm4)

Number of core full time teachers, other than head shall be: Total strength /(20 X 1.2)-1 i.e. for Total strength 200 – 200/20 = 10 X 1.2 = 12 – 1 = 11, For 480 (Two batches of 120 & Three batches of 80) – 480/20 = 24 X 1.2 = 29 – 1 = 28

Example 1:

Total strength 200 = (200/20) x 1.2 -1 = 10 X 1.2 = 12 – 1 = 11

11/9 = 1.22   =   1 x 1.22 : 2 x 1.22 : 6 x 1.22 = 1.22 : 2.44 : 7.32

         =   1 : 2 : 7   =   10

        1 : 2 : 7 = 10, but the total Teachers required are 11. As the fraction is less than 0.5 for all categories, hence where the fraction is highest, should be rounded to the higher integer.

i.e.,   1 : 3 : 7 =   11

Example 2:

For 480 (Two batches of 120 & Three batches of 80) = 480

Total strength 480 = (480/20) x 1.2 -1 = 24 X 1.2 = 28.8 – 1 = 28

28/9 = 3.11   =   1 x 3.11 : 2 x 3.11 : 6 x 3.11   =   3.11 : 6.22 : 18.66

         =   3 : 6 : 19 =   28

Division Prof:Asso:Asst shall be 1:2:6 i.e. for 200 1+2+8, For 480 2+6+20, For 600 4+8+23 and so on.

Note: Cadre wise calculation should be: professors = total number/9, Asso Professors= total number/9 X 2, Asst Professors= total number/9 X 6. In the distribution of cadre-wise teachers, fractional number with fraction greater than or equal to 0.5 should be rounded to next higher integer, less than or equal to 0.499 should be rounded to next lower integer.

Marks shall be (actual number/required number) X assigned marks e.g. for 4 of 6 professors 4/6 =.66 X 10 = 6.6

Studios: Total strength /20 X 60 Sq.M. i.e. for 200 600 Sq.M.

Classrooms: Total strength /20 X 30 Sq.M. i.e. for 200 300 Sq.M.

Other spaces: Total strength /20 X 10 Sq.M. i.e. for 200 200 Sq.M.

Marks shall be (actual area / required area) X assigned marks.

Library

For Total strength Less than or equal to 200; Required Titles = 100 + (CAY – year of Commencement) X 40

For Strength between 201 & 400 Required Titles = 150 + (CAY – year of Commencement) X 80

For Strength between 401 & 600Required Titles = 200 + (CAY – year of Commencement) X 120

For Strength more than 601 Required Titles = 250 + (CAY – year of Commencement) X 160

For Total strength Less than or equal to 200; Required books = 300 + (CAY – year of Commencement) X 120

For Strength between 201 & 400 Required Books = 450 + (CAY – year of Commencement) X 240

For Strength between 401 & 600Required Books = 600 + (CAY – year of Commencement) X 360

For Strength more than 601 Required Books = 750 + (CAY – year of Commencement) X 480

Marks = (Actual titles/ required titles) X 5, (Actual books/ required books) X 5,

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 4, required journals = For Total Strength Less than or equal to 200 = 10, For Total Strength more than 201 = 14,

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement less than 4, required journals = For Sanctioned intake Less than or equal to 40 = 5, For Sanctioned intake more than 41 = 7

Marks shall be: (Actual titles / required titles) X 5, (Actual books / required books) X 5, (Actual journals / required journals) X 3, If Actual books more than 5000, give full marks.

Further detailing related to change in Intake will be done during the development stage with the Service Provider.

If qualified librarian (M. Lib) add 2 marks.

Labs For each of the listed lab add 3 marks

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 4:

Only if the Institution scores 28 marks out of 40 in Part "A" it qualifies for more than One year of approval. The weightage for total marks is 40 for Quantitative i.e., Part "A" and 60 for Qualitative i.e., Part "B" making the total out of 100.

Total Marks 70% or more - consider for more than two years based on combined (Part A +Part B) score.

Total marks between 60% and 69% - consider for one year to two years based on combined (Part A +Part B) score

Total marks between 55% and 59% - Ask to comply within one year based on combined (Part A +Part B) score

Total marks between 50% and 54% - Show cause why intake should not be reduced

Total marks less than 50% - Issue closure notice.

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement less than 4:

Total marks 70% or more - consider for one year

Total marks between 55% and 69% - Ask to comply within one year

Total marks less than 55% - Showcause why institute should not be closed down

In order to qualify for qualitative assessment (Part B), the following conditions shall apply:

1. The institution has completed three years since commencement.
2. The institution has scored minimum 70% marks in Part A and qualify for more than one year approval.

3. The institutions who have scored less than 69% marks in Part A, score in Part B will determine whether one year extension to be granted or showcause to be issued.
4. PART B will determine number of years for which the extension will be granted.

The Council shall advice on shortcomings in quality to all institutions based on Part B.

For combined score – 75% + = Three years and above to Max 5

70-74% = Two years

60-69% = One year

55-59% = Comply within one year

Less than 55% = Showcause

Calculations (For Diploma)

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 3, total strength shall be Sanctioned intake of (CAY + CAYm1 + CAYm2)

Number of core full time teachers, other than head shall be: Total strength /25 -1, rounded off to nearest integer i.e. for Total strength 120 – 120/25 = 5 – 1 = 4, For 200 (Two batches of 80 &one batch of 40) – 200/25 = 8 -1 = 7

HoD shall be Lecturer Sg: other can be lecturers

Note:In the calculation of teachers, fractional number with fraction greater than or equal to 0.5 should be rounded to next higher integer, less than or equal to 0.499 should be rounded to next lower integer.

Marks shall be (actual number/required number) X assigned marks e.g. for 3 of 4 Lect 3/4 =.75 X 10 = 7.5

Studios: Total strength /20 X 60 Sq.M. i.e. for 120: 360 Sq.M.

Classrooms: Total strength /20 X 30 Sq.M. i.e. for 120:180 Sq.M.

Other spaces: Total strength /20 X 10 Sq.M. i.e. for 120: 60 Sq.M.

Marks shall be (actual area / required area) X assigned marks.

Library

For Total strength Less than or equal to 120; Required Titles = 50 + (CAY – year of Commencement) X 20

For Strength between 120&240 Required Titles = 100 + (CAY – year of Commencement) X 40

For Total strength Less than or equal to 120; Required books = 100 + (CAY – year of Commencement) X 50

For Strength between 120&240 Required Books = 200 + (CAY – year of Commencement) X 100

Marks = (Actual titles/ required titles) X 5, (Actual books/ required books) X 5,

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 2, required journals = For Total Strength Less than or equal to 180 = 6, For Total Strength more than 180 = 8,

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement less than 2, required journals = For Sanctioned intake Less than or equal to 60 = 4, For Sanctioned intake more than 61 = 5

Marks shall be: (Actual titles / required titles) X 5, (Actual books / required books) X 5,(Actual journals / required journals) X 3, If Actual books more than 5000, give full marks.

If qualified librarian (M. Lib) add 2 marks.

Labs For each of the listed lab add 3 marks

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 2:

Total Marks 70% or more - consider for more than two years based on combined (Part A +Part B) score.

Total marks between 60% and 69% - consider for one year to two years based on combined (PartA +Part B) score

Total marks between 55% and 59% - Ask to comply within one year based on combined (Part A +Part B) score

Total marks between 50% and 54% - Showcause why intake should not be reduced

Total marks less than 50% - Issue closure notice.

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement less than 2:

Total marks 70% or more - consider for one year

Total marks between 55% and 69% - Ask to comply within one year

Total marks less than 55% - Showcause why institute should not be closed down

Calculations (For PG)

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 2, total strength shall be Sanctioned intake of (CAY + CAYm1)

Number of core full time teachers, other than head shall be: Total strength /10 -1, rounded off to nearest integer i.e. for Total strength 40 – 40/10 = 4 – 1= 3,

Division Prof:Asso:Asst shall be 1:1:1 i.e. for 40 1+1+1,

Note:In the calculation of teachers, fractional number should be rounded to next higher integer. The additional teachers should begin with lowest cadre, after the first set of 1:1:1 is complete.

Marks shall be (actual number/required number) X assigned marks e.g. for 3 of 4 teachers 3/4 =.75 X 10 = 7.5

Studios: Total strength /20 X 60 Sq.M. i.e. for 40: 120 Sq.M.

Other spaces: Total strength /20 X 10 Sq.M. i.e. for 40: 20 Sq.M.

Marks shall be (actual area / required area) X assigned marks.

Library

For Total strength Less than or equal to 40; Required Titles = 50 + (CAY – year of Commencement) X 20

For Total strength Less than or equal to 120; Required books = 75 + (CAY – year of Commencement) X 50

Marks = (Actual titles/ required titles) X 5, (Actual books/ required books) X 5,

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 2, required journals = For Total Strength Less than or equal to 180 = 6, For Total Strength more than 180 = 8,

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement less than 2, required journals = For Sanctioned intake Less than or equal to 20 = 4, For Sanctioned intake more than 20 = 5

Marks shall be: (Actual titles / required titles) X 5, (Actual books / required books) X 5,(Actual journals / required journals) X 3, If Actual books more than 5000, give full marks.

If qualified librarian (M. Lib) add 2 marks.

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement more than or equal to 2:

Total Marks 70% or more - consider for more than two years based on combined (Part A +Part B) score.

Total marks between 60% and 69% - consider for one year to two years based on combined (PartA +Part B) score

Total marks between 55% and 59% - Ask to comply within one year based on combined (Part A +Part B) score

Total marks between 50% and 54% - Showcause why intake should not be reduced

Total marks less than 50% - Issue closure notice.

For beginning of current academic year (CAY) (e.g. now it is 2021-22 hence 2021) – Year of commencement less than 2:

Total marks 70% or more - consider for one year

Total marks between 55% and 69% - Ask to comply within one year

Total marks less than 55% - Showcause why program should not be closed down

FORM B

PART-1

INSTITUTION PART

1. **Design (Basic design, Arch Design studios, Thesis/ Project etc)20 MARKS**

a.	Specify the semester wise Course objectives and the exercises devised ***(Upload a write up in this regard with maximum 200 words)*** *(Create the tabs for uploading write ups from Sem 1 to Sem 10) …. Software*

ASSESSORS EVALUATION (10)

	Remarks	Marks (1-10 scale)
Clarity in outlining the course objective		
Appropriateness of the process followed		
Relevance of assignments (Creativity oriented/ real life projects addressed in studio)		

Note: The remarks and observations should be very precise

b.	Explain the Design learning progression from 1st to 10th semesters highlighting the process followed (maximum 500 words). *(Create one tab for uploading the report in pdf) …..software*

ASSESSORS EVALUATION (5)

	Remarks	Marks 1-10 scale
Availability of secondary resources /		

Case study / Data analysis		
Conceptual and Critical thinking. (Are there demonstrable instances where the student has used conceptual and critical thinking in the design/ exercises)		
Whether the exercises are as per the syllabus and progressing in order of complexity		

Note: The remarks and observations should be very precise

---

c. Quality of presentation Drawings / Portfolio (Evaluation of the students work on the basis of technical correctness and quality of presentation drawings)
Upload ONE representative portfolio/ semester along with assignment/ project brief.
(Create the tabs for uploading portfolios from Sem 1 to Sem 10)

ASSESSORS EVALUATION (5)

	Remarks	Marks 1-10 scale
Quality of presentation Drawings / Portfolio (Evaluating on the basis of technical correctness and quality of presentation drawings)		

Note: The remarks and observations should be very precise

2. **Technology (construction, structures, services, specifications, etc)10 MARKS**

a. Specify the semester wise Course objectives and the exercises devised
   (Upload a write up in this regard with maximum 200 words)
   (Create the tabs for uploading write ups for min 2 and max 4 semesters) …… software

ASSESSORS EVALUATION (3)

	Remarks	Marks 1-10 scale
Clarity in outlining the course objective		
Appropriateness of the process followed		
Relevance of assignments as per the current practice in the field		

Note: The remarks and observations should be very precise

b. Explain the learning progression from 1st to 10th semesters highlighting the process followed (maximum 500 words).
   (Create one tabs for uploading write up in pdf)….software

ASSESSORS EVALUATION (2)

	Remarks	Marks 1-10 scale
Availability of secondary resources /Site study		
Current practices and innovative detailing		

Note: The remarks and observations should be very precise

c. Rating of Technical correctness of construction Drawings.
   (Upload ONE representative portfolio/ semester along with assignment/ project brief.)
   Create the tabs for uploading portfolios/ assignments for min 2 and max 4 semesters…software

ASSESSORS EVALUATION (5)

	Remarks	Marks 1-10 scale
Practical exposure		
Technical correctness of Drawings/ assignments/projects		

Note: The remarks and observations should be very precise

3. Humanities & Environment (History, humanities, landscape etc) 10 MARKS

a. Specify the semester wise Course objectives and the exercises devised *(Upload a write up in this regard with maximum 200 words)* *(Create the tabs for uploading write ups from Sem 1 to Sem 10)*

ASSESSORS EVALUATION (5)

	Remarks	Marks 1-10 scale
Clarity in outlining the course objective		
Assignments integrated with the core subjects		

Note: The remarks and observations should be very precise

b. Explain the learning progression from 1st to 10th semesters highlighting the process followed (maximum 500 words). *(Create one tab for uploading write up in pdf)*

ASSESSORS EVALUATION (2)

	Remarks	Marks 1-10 scale
Course outcome / learning		

Note: The remarks and observations should be very precise

<table>
<tr><td></td><td>c. Upload ONE representative assignment / report / project brief. (Create the tabs for uploading portfolios/ assignments for min 2 and max 4 semesters)</td></tr>
</table>

ASSESSORS EVALUATION (3)

	Remarks	Marks 1-10 scale
Assignments integrated with the core subjects		

Note: The remarks and observations should be very precise

4. Professional Practice, Town Planning, Electives etc 5 MARKS

<table>
<tr><td></td><td>a. Explain the course outcome and discuss how the course objectives were achieved? (a report of maximum 200 words) Create the tabs for uploading write ups for min 2 and max 4 semesters) ….software</td></tr>
</table>

ASSESSORS EVALUATION (3)

	Remarks	Marks 1-10 scale
Clarity in outlining the course objective		
Appropriateness of the process followed/ knowledge of current practices		

Note: The remarks and observations should be very precise

<table>
<tr><td></td><td>b. Upload ONE representative portfolio/ semester/ course along with assignment/ project brief. (Create the tabs for uploading portfolios/ assignments for min 2 and max 4 semesters)</td></tr>
</table>

	Remarks	Marks 1-10 scale
Conceptual and critical thinking involved		

Note: The remarks and observations should be very precise

5. **Lab Subjects (Climatology, Workshop, surveying, computer)5 MARKS**

> a. Explain the course outcome and discuss how the course objectives were achieved? *(a report of maximum 200 words)*
> *(Create the tabs for uploading write ups from Sem 1 to Sem 10)*

ASSESSORS EVALUATION (2)

	Remarks	Marks 1-10 scale
Clarity in outlining the course objective		
Assessment of skill imparted through lab experiments/ projects undertaken		

Note: The remarks and observations should be very precise

> b. *Upload ONE representative portfolio/ semester along with assignment/ project brief. (Create the tabs for uploading portfolios/ assignments for min 2 and max 4 semesters)*

ASSESSORS EVALUATION (3)

	Remarks	Marks 1-10 scale
Assignments to be evaluated on the basis of skill/ precision of work		

Note: The remarks and observations should be very precise.

FORM B – PART 2

NOTE: Furnish the details as per the requirements mentioned in the columns below in PDF form including write up and photographs not more than 2mb per criteria

S/no	CRITERIA		REMARKS	SELF ASSESSMENT BY ISTITUTE	ASSESMENT BY EXPERT	Break up of Marks	Total marks 50
A	Teaching innovations	Innovative Teaching methods developed		**Provision for marking by the institute plus a tab for uploading the details in pdf form**	**Provision for marking plus tab for adding remarks**	1	3
		Academic flexibility (electives, cross departmental/ global)				1	
		Transparency in publishing course information and the evaluation system (rubric system followed if any)				1	
B	Faculty Training/QIP Details/online courses of more than 30 hours		Two Programs during the last three years per faculty upto Professor level 1 mark each				2

C	Seminars/Workshops/Symposiums/ webinars **organized** during the academic year	0.5 mark per programme (maximum 2 marks) in the current academic year				3
D	Papers/Chapters/ Books authored/ curated by the faculty and published in the last three years					3
E	Initiative to address societal concerns during the academic year	Details to be uploaded				3
F	Study Tours organized during the academic year	May include self initiated study tours by students in the pandemic year				2
G	Outreach activities- Participation of faculty members in regional/ national professional bodies during the academic year	I mark each, max 3				3
H	Participation in NASA / COA Thesis awards program/ National and International competitions during the academic year	2 each for participation in COA/others, 1 for award / citation any				5
I	Awards won by students/ faculty members/ institution/ alumni in last 3 years	1 mark each max 3				3
J	Details of Extra-Curricular/Cultural Activities Participated during the academic year	1 mark each max 2				2
K	Academic Competitions conducted by the institution/ participated by students in other institutions during the academic year	1 mark each max 2				2
L	Institutional consultancy done last 5 years	1 mark/ project max 3				3

M	Higher qualifications taken by faculty members (was it supported by the institution?)		1 per faculty				3
N	Mentorship programmes - Student mentorship programmes in academics for performance enhancement/ personal levels (counselling)		If yes, 2 marks				2
O	Best practices and Activities of Heritage clubs/ Music/ Drama/ Photography/ Nature club/ similar		0.5 mark each max 2				2
P	Feedback	Compilation of student feedback	If yes, full marks (proof to be submitted)			1	3
		Compilation of Alumni feed back				1	
		Compilation of feedback from faculty members and non teaching staff				1	
Q	Academic master plan/ Road map for the five years and previous/ current year		If yes, full marks(proof to be submitted)				1
R	Internal Quality Assurance systems		If yes, full marks(proof to be submitted)				1
S	Policies and Programmes of the institute for gender parity	For students	If yes, full marks(proof to be submitted)			1	2
		Faculty members	If yes, full marks(proof to be submitted)			0.5	
		Non teaching staff	If yes, full marks(proof to be submitted)			0.5	
T	Institutional Distinctiveness/ Uniqueness		If yes, full marks(proof to be submitted)				2

U	Difficulties faced / Gaps identified / Mitigation measures taken				0
	TOTAL				**100**

NOTE: Each institution is expected to conduct self-evaluation in an earnest manner. Bonus 10 marks will be awarded to the institution, in case the overall evaluation matches with the evaluation of the expert (within a 10% variation).

System should cross check and award 10% marks if there is a match …software

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Quality of Teaching and Learning (A, B, C, D, F, P1) = 14 marks

Vision for Excellence (I, K, M, N, P2, Q, R, S, T, U) = 18 marks

Extra Curricular and Engagement with Society (E, G, H, J, L, O) = 18 marks

OTHER REQUIREMENTS:

i. The development of the entire life cycle of the project would be based upon: -

    ▪ Preparation of Functional Specifications.
    ▪ Preparation of the System Design Document.
    ▪ Application Development Phase.
    ▪ Functional Testing.
    ▪ Preparation of System administration Manual.
    ▪ Testing, Implementation and User Acceptance.
    ▪ The Service Provider shall be responsible for Installation of the required software on suitable hardware / system software platforms, so that the installation/ functionality can be performed on appropriate medium.
    ▪ The Software should be integrated with the existing ERP of the office so that the new system should be integrated with existing data / files and new data could be synchronized with the old data.
    ▪ Understanding the present & future requirements of the Council.
    ▪ Payment Shall be made stage wise on satisfactory Performance of the Project modules.

ii. The existing ERP application of COA is based upon LINUX (Operating System), Core PHP (Language), and My SQL(Database). Interested Tenderers may visit the office of Council of Architecture, to study the present ERP Module(s).

iii. A Committee of Experts of the Council shall monitor the development and implementation of the system and discuss and brief the requirement of the system with the Service Provider. Once the system is automated, the Committee shall look into glitches, if any, during the implementation stage so as to resolve the same

iv. Security audits of the application will be responsibility of the selected Service Provider at the cost of the Service Provider.

v. Service Provider, after Go-Live of the project, shall provide warranty and services of the system for a period of 2 years from the successful implementation of the project.

vi. The Service Provider shall be required to integrate the SMS and Email server for communication to various users. The cost for SMS and Email servers shall be borne by the COA.

vii. Service Provider shall submit source code and complete documentation of the Project to COA after implementation.

viii. Service Provider will have to submit Security Audit certificate and required Certification from Government authorities to COA.

Service Provider will be responsible for providing training to user Department / Staff of at COA Headquarter, New Delhi or any other place.

Chapter - 3 TECHNICAL BID OF TENDER

(Schedule to Tender)

1. Tender to be addressed to	Registrar, Council of Architecture
2. Tender to be submitted to	Registrar, Council of Architecture, India Habitat Centre, Core-6A, Ist Floor, Lodhi Road, New Delhi- 110 003
3. Tender, date and place of opening of Tender	
4. Tender open for acceptance upto	
5. Previous Experience building & developing similar applications	(Pl enclose certificates for successfully installing at least five (5) similar kind of projects in the past 5 years preferably in Statutory Bodies/ Autonomous Bodies/ Public Sector Undertakings/ Central / State Government Authorities/ Organisations. Details of organizations for whom executed projects along with required copies of certificates/testimonials, letter of appointment etc. to be provided in the technical bid. Pl also mention sample urls)
6. GST No.	Attach Proof
7. PAN No.	Attach Proof
8. The list and CVs of key persons who would be handling the project and are earmarked.	Attach Proof
9.Earnest Money of Rs.3,00,000/- deposited inthe form of DD in favor of Council of Architecture and payable at New Delhi	a) DD No._____(attached in original). b) Date _____ c) Bank_____
10.Proof of firm / company based and registered in India and having been in existence for more than 10 years	Attach Proof
11. Signed Bid document	Attach Proof

Signature of Tenderer _____

Name in the Block Letters_____

      (Name of Firm/Company with Seal)

Date_____

Capacity in which signed_____

Full Address _____

     _____

Tel.Nos._____

Chapter – 4 COMMERCIAL BID OF TENDER

(Schedule to Tender)

1. Tender to be addressed to : Registrar
2. Tender to be submitted to : Registrar, Council of Architecture
   India Habitat Centre, Core-6A,
   Ist Floor, Lodhi Road, New
   Delhi –11000 3

3. Conditions of the Tender Document : ACCEPTED

4. Details of Quotation/information as given below: -

Signature of Tenderer _____

Name in the Block Letters_____

          (Name of Firm/Company with Seal)

Date_____

Capacity in which signed_____

Full Address _____

        _____

Tel.Nos._____

Chapter - 5 PAYMENT SCHEDULE

(Schedule to Tender)

STAGES OF PAYMENT

S. No	Particular	Amount in %
1	On Software Requirement Specifications (SRS) Sign off (Complete project)	10% of Development Cost
2	On Prototype (Design Layout) Sign Of (Complete project)	30% of Development Cost
3	User Acceptance Trial (UAT) on Service Provider Server (Complete project)	30% of Development Cost
4	After Go-Live / Successful Completion of Project along with Certification and Government Audit	30% of Development Cost

CHAPTER – 6 EVALUATION OF BIDS

1.   Evaluation Procedure

i. The proposals shall be evaluated by an Evaluation Committee constituted by President, Council of Architecture, to be constituted for the purpose. The evaluation shall be a 2-step process as outlined below:

ii. **Stage-1: Technical Evaluation**: This will be done on the basis of documentary evidence submitted by the bidders as enumerated in Chapter 4 (Technical Bid of Tender)

iii. Detailed technical evaluation shall be carried out by Evaluation Committee pursuant to conditions in the tender document to determine the substantial responsiveness of each tender. For this clause, the substantially responsive bid is one that conforms to all the eligibility and terms and condition of the tender without any material deviation. CoA's determination of bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence. The CoA shall evaluate the technical bids also to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are in order.

iv. Commercial bids of only those bidders who qualify the technical criteria will be opened, provided all other requirements are fulfilled.

v. A bid determined as substantially non-responsive will be rejected by the CoA and shall not subsequent to the bid opening be made responsive by the bidder by correction of the nonconformity.

vi. **Assessment of Capacity and Experience:** This will be done on the basis of documentary evidence submitted by the bidders and a Technical Presentation on the understanding of the scope of requirement, methodology for design & development. Only those bidders will be called for making Technical Presentation whose bid documents are found complete in all aspects.

vii. **Step-2: Commercial Proposal:** The commercial bid shall be opened of only those bidders who have been found to be technically eligible for further analysis and rankingand selecting the successful bidder for placement of consultancy contract.

CoA does not bind itself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. CoA reserves the right to reject anyor all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

Technical Qualification Parameters Based Upon Quality and Cost Based Selection (QCBS)To Be Specified in the Bid.

Annual turnover during each of the last 3 FY (2018-19, 2019-20, 2020-2021) : **(Max 15 marks)**
Upto of Rs 50 Cr - 3 Marks
From Rs 51 Cr to Rs 100 Cr - 7 Marks
From Rs 101 Cr To Rs 250 crores and above - 10 MarksAbove Rs
251 Cr - 15 Marks.

Executed web design projects / web application development projects with each project of minvalue of Rs 20 lakhs during the last 5 FY (2016-2017, 2017-2018, 2018-19, 2019-20, 2020-2021): **(Max 25 marks)**
3-5 projects- 7 Marks
6-8 projects - 15 Marks
9-11 projects - 20 Marks
12-15 projects - 25 Marks.

The bidder must have minimum one of the following: **(Max 10 marks)**
ISO 9001:2015/ ISO 27001:2013 / CMMI level 3 or above certified- ISO 9001:2015 - 2 MarksISO 9001:2015 and ISO 27001:2013 - 5 Marks.
ISO 9001:2015 and ISO 27001:2013 and CMMI level 5 or above certified – 10 Marks

Total No of IT Professionals on bidder's roll in India: **(Max 20 marks)**
50 to 500 Nos: 1 Marks
501 to 1000 Nos: 3 Marks
1001 to 1500 Nos: 5 Marks
1501 or 2500 Nos: 10 Marks More than
2500 Nos: 20 Marks

Technical Presentation on the understanding of the scope of requirement, methodology for design & development. Bidders whose documents are found in order will be called for technicalpresentation. **(Max 30 marks)**