COUNCIL OF ARCHITECTURE

(A Statutory authority of Ministry of Education,
Government of India constituted under
the Architects Act ,1972)

APPROVAL PROCESS HAND BOOK

2026 - 2027

FOREWARD

The Parliament of India enacted the Architects Act, 1972 and set up Council of Architecture inter alia to prescribe the Standards of Architectural Education and Profession in the country so as to ensure that general public is served by qualified and competent professionals who can ensure construction of safe and economic buildings and optimum utilization of natural resources.

To bring in more transparency in the working of the Council of Architecture and to make all institutions and stakeholders aware of the approval process, the Council has come out with the Handbook of Approval Process for Architectural Institutions

It is hoped that this Handbook will act as a ready reckoner not only for the architectural institutions but also for the members of the Council, inspectors, administrators and all concerned to keep themselves aware of the minimum standards and requirements laid down by the Council.

Prof. Abhay V. Purohit

President

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ABBREVATIONS

1. Abbreviation

AIU	Association of Indian Universities
APH	Approval Process Handbook
B.Arch.	Bachelor of Architecture
CBSE	Central Board of Secondary Education
CCTV	Closed Circuit Television
CoA	Council of Architecture
DPR	Detailed Project Report
DTE	Directorate of Technical Education
EC	Executive Committee of Council of Architecture
EWS	Economically Weaker Section
FAR	Floor Area Ratio
FDR	Fixed Deposit Receipt
FSI	Floor Space Index
GATE	Graduate Aptitude Test in Engineering
GoI	Government of India
HEI	Higher Educational Institution
IIT	Indian Institute of Technology
J&K	Jammu & Kashmir
LCD	Liquid Crystal Display
LoA	Letter of Approval
LoI	Letter of Intent
LoR	Letter of Rejection
M.Arch.	Master of Architecture
MSAER	Minimum Standards of Architecture Education and Regulations
NAAC	National Assessment and Accreditation Council
NATA	National Aptitude Test in Architecture
NBC	National Building Code
NDL	National Digital Library of India
NEP	National Education Policy
NIRF	National Institutional Ranking Framework
NIT	National Institute of Technology
NOC	No Objection Certificate
NRI	Non-Resident Indian
NTA	National Testing Agency
OCI	Overseas Citizen of India
PC	Personal Computer
PF	Provident Fund
PG	Post Graduate
Ph.D.	Doctor of Philosophy
PwD	Persons with Disabilities
TDS	Tax Deduction at Source
UGC	University Grants Commission
UT	Union Territory
Wi-Fi	Wireless Fidelity

DEFINITIONS

1 Definitions

1.	"Academic Year" means academic activities of the concerned affiliating University/ Board/Technical Institution in a Year (Odd Semester followed by Even Semester).
2.	"Act" means The Architects Act, 1972 (No.20 of 1972).
3.	"Advocate" means an Advocate registered with the Bar Council of India.
4.	"Affidavit" is a written sworn statement of fact voluntarily made by a deponent under an oath or affirmation administered by a person authorized to do so by Law. Such statement is witnessed as to the authenticity of the deponent's signature by a taker of oaths, such as: a Notary Public or Commissioner of Oaths.
5.	"CoA Web-Portal or Portal" means the website hosted by the Council at URL
6.	"Applicant" is the one who makes an application to the Council for seeking any kind of approval under these Regulations.
7.	"Approval Process Handbook (APH)"is a Handbook published by CoA, prescribing norms and procedures for processing of applications submitted for grant of various approvals from time to time.
8.	"Approved Institution" means an Institution offering Architectural Programmes approved by the Council.
9.	"Approved Intake" means the maximum number of students that can be admitted in a Course (excluding the Supernumerary Seats) as approved by the Council.
10.	"Architect" means an Architect holding valid registration with the Council of Architecture established under the Architects Act, 1972.
11.	"Architecture Institution" means an Institution set up by the Government or Trust/ Society/ Company for conducting Course(s)/ Programme(s) in the field of Architecture Education, Training and Research in Architecture and such other Programme(s) and areas as notified by the Council.
12.	"Autonomous Institution" means an Institution to which autonomy is granted by UGC and is designated to be so by the Statutes of affiliating University/ Board to Standalone Institutions.
13.	"Bandwidth Contention" means the contention ratio, the ratio of the potential maximum demand to the actual bandwidth of network.
14.	"Board" means the Board of Examination established by the state government.
15.	"Co-Ed Institution" means the Institution admitting male, female and transgender students.
16.	"Commission" means the University Grants Commission established under Section 4 of the UGC Act, 1956.
17.	"Company" means a Company established/ registered under Section 8 of the Companies Act, 2013.
18.	"Competent Authority for Admission" means an Organization that has the legally delegated authority, capacity, or power to do admission to Architecture Institutions in the State Government/ UT concerned and in case of a private University of Deemed to be University, the concerned University/ Institution.
19.	"Compliance Report" means the Report submitted by the Architectural Institution complying with the requirements as specified in the Approval Process Handbook for the deficiencies observed by Inspection Committee/issues mentioned in the Show Cause Notice/Speaking Order.
20.	"Constituent College" means an Institution/ Department/ College/ School which forms a Part of the University.
21.	"Council" means Council of Architecture incorporated under Section 3 of The Architects Act.
22.	"Course" means one of the subjects of learning in a Programme such as Architecture, Urban Design, Landscape Architecture, etc.
23.	"Division" means • A batch of a maximum of Forty (40) seats in Under Graduate Degree in Architecture Programme, excluding supernumerary seats, if any; • A batch of a maximum of Twenty (20) seats in Post Graduate Degree Programmes excluding supernumerary seats, if any;

24.	“EoA” means Extension of Approval granted by CoA for the conduct of UG/PG Programme(s) to an Institution for certain number of academic year(s).
25.	“Executive Committee” means the Committee constituted by the Council under Section 10 of Architects Act.
26.	“Inspectors/ Inspection Committee” means the Committee constituted by the Council as per the Act and Regulations framed thereunder to verify offline/ online the Academic standards and Infrastructural facilities of an Institution and/ or an examination held by an institution.
7.	“Faculty member” means an individual qualified as per CoA MSAE Regulations, working on Full Time basis in an Institution/ University.
28.	“Government aided Institution” means an Institution that meets 50% or more of its recurring expenditure out of the grant received from the Government or Government Organizations.
29.	“Government Institution” means Institution established and/ or fully maintained by the Government.
30.	“Head of the Institution” means the Vice-Chancellor in case of a university or an Institution Deemed to be University, the Principal/Director/such other designation as the Administrative Head of the Institution of the Architecture Institution referred.
31.	“Institution Deemed to be University” means an Institution for Higher Education so declared, on the recommendation of the Commission, by the Central Government under Section 3 of the UGC Act, 1956.
32.	“Level” means Under Graduate Degree and Post Graduate Degree Programmes
33.	“LoI” means “Letter of Intent” issued to new institution(s) on acceptance of application and scrutiny of organization/land/ building related details.
34.	“Minority Institution” means an Educational Institution established and administered by a minority Trust/Society/Company and recognized by Competent Authority as Minority Institution up to the duration specified.
35.	New Institution means an institution which is applying for introduction of Architecture Programme and is yet to commence the same.
36.	“Private University” means a University duly established through a State/Central Act by a sponsoring body viz., a Society registered under the Societies Registration Act 1860, or any other corresponding Law for the time being in force in a State or a Public Trust or a Company registered under Section 8of the Companies Act, 2013.
37.	“Programme” means educational instructional Programme in the field of Architecture or such other areas as notified by the Act and Regulations framed thereunder.
38.	“Restoration of Intake” means restoring back to the “Approved Intake” of the Institution that was existing prior to any penal action.
39.	“Self-Financing Institution” means an Institution started by a Trust/ Society/ Section 8 Company and does not receive grant/fund from Central/ State Government/ UT for meeting its recurring expenditure.
40.	“Society” means a Society registered under Societies Registration Act, 1860.
41.	“Scrutiny Committee” means a Sub-Committee constituted by the Executive Committee for the Scrutiny of reports received from Inspection Committee on visits to Architecture institutions.
42.	“Supernumerary seats” means seats over and above the “Approved Intake” as may be notified by the Central Government for various categories from time to time.
43.	“Trust” means a Trust registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts.
44.	“University Department” means a department established and maintained by the University.
45.	“University” means a university as defined under the UGC Act, 1956.
46.	“Visiting Faculty” means a Practicing Architect engaged by the institution to teach certain courses and paid on per clock hour basis.
47.	Any other word and expression used herein and not defined but defined in the Act or Regulations shall have the same meaning as assigned to them in the said Act or Regulations.

PREAMBLE

3.1 Background

The Architects Act, 1972 provides for registration of Architects, recognized qualifications, prescription of standards of education and standards of professional conduct and etiquette and a code of ethics for architects. The Council of Architecture set up under section 3 of the Act is charged with the responsibility to regulate the education and practice of profession throughout India besides maintaining the register of architects at national level. For this purpose, the Government of India has framed Rules and Council has framed Regulations as provided for in the Architects Act, with the approval of Government of India.

The Council is one of the statutory bodies that works independently and entirely on democratic principles. For the purpose Government has framed Rules and Council has, from time to time, with approval of the Government formulated Regulations to effectively regulate the profession and education.

Relevant provisions in the Architects Act, 1972:

18. Every authority in India which grants a recognised qualification shall furnish such information as the Council may, from time to time, require as to the courses of study and examinations to be undergone in order to obtain such qualification, as to the ages at which such courses of study and examinations are required to be undergone and such qualification is conferred and generally as to the requisites for obtaining such qualification

19. 1. The Executive Committee shall, subject to regulations, if any, made by the Council, appoint such number of inspectors as it may deem requisite to inspect any college or institution where architectural education is given or to attend any examination held by any college or institution for the purposes of recommending to the Central Government recognition of architectural qualifications granted by that college or institution.

2. The inspectors shall not interfere with the conduct of any training or examination but shall report to the Executive Committee on the adequacy of the standards of architectural education including staff, equipment, accommodation, training and such other facilities as may be prescribed by regulations for giving such education or on the sufficiency of every examination which they attend.

3. The Executive Committee shall forward a copy of such report to the college or institution and shall also forward copies with remarks, if any, of the college or institution thereon, to the Central Government.

20. 1. When upon report by the Executive Committee it appears to the Council -

1. That the courses of study and examination to be undergone in, or the proficiency required from the candidates at any examination held by, any college or institution, or
2. That the staff, equipment, accommodation, training and other facilities for staff and Training provided in such college or institution, do not conform to the standards prescribed by regulations, the Council shall make a representation to that effect to the appropriate Government.

2. After considering such representation the appropriate Government shall forward it along with such remarks as it may choose to make to the college or institution concerned, with an intimation of the period within which the college or institution, as the case may be, may submit its explanation to the appropriate Government.

3. On receipt of the explanation or where no explanation is submitted within the period fixed, then on the expiry of that period, the State Government, in respect of the college or institution referred to in clause(b) of sub-section (5), shall make its recommendations to the Central Government.

4. The Central Government --

1. After making such further enquiry, if any, as it may think fit, in respect of the college or institution referred to in sub-section (3), or

2. On receipt of the explanation from a college or institution referred to in clause (a) of sub-section (5), or where no explanation is submitted within the period fixed, then on the expiry of that period, May, by notification in the Official Gazette, direct that an entry shall be made in the Schedule against the architectural qualification awarded by such college or institution, as the case may be, declaring that it shall be a recognised qualification only when granted before a specified date and the Schedule shall be deemed to be amended accordingly.

5. For the purposes of this section, "appropriate Government" means-

1. In relation to any college or institution established by an Act of Parliament or managed,controlled or financed by the Central Government, the Central Government, and
2. In any other case, the State Government.

21. The Council may prescribe the minimum standards of architectural education required for granting recognised qualifications by colleges or institutions in India

22. 1. The Council may by regulations prescribe standards of professional conduct and etiquette and a code of ethics for architects.

2. Regulations made by the Council under sub-section (1) may specify which violations thereof shall constitute infamous conduct in any professional respect, that is to say, professional misconduct, and such provision shall have effect notwithstanding anything contained in any law for the time being in force.

45. 1. The Council may, with the approval of the central Government, *[by notification in the Official Gazette] make regulations not inconsistent with the provisions of this Act, or the rules made there under to carry out the purposes of this Act.

2. In particular and without prejudice to the generality of the foregoing power, such regulations may provide for-

e. The courses and periods of study and of practical training, if any, to be undertaken, the subjects of examinations and standards of proficiency therein to be obtained in any college or institution for grant of recognised qualifications;
f. The appointment, powers and duties of inspector.
g. The standards of staff, equipment, accommodation, training and other facilities for architectural education;
h. The conduct of professional examinations, qualifications of examiners and the conditions of admission to such examinations.

3.2 Vision

It is aspired by the Parliament of India that the general public is served by qualified and competent architects so that safe and economic buildings are constructed.

In order to cherish the vision of Indian Parliament, the Council from time to time is prescribing the minimum standards Architectural Education for imparting recognised qualifications by Architectural Institutions.

3.3 Support to Academic Community

1. Training & Research - In order to support the academic community, CoA in the year 2006 had set up National Institution of Advanced Studies in Architecture (NIASA) in the interest of architectural education and profession, as an academic unit of the Council for promoting advanced research in the various fields of architecture, to teachers of architecture, professionals and individuals / students. The training programmes were conducted for teachers and professional Architects for enhancement of education and skill of the concerned. Today CoA has been conducting various activities through its Training & Research Centres at Pune (Formerly NIASA) and Bhopal, such as: -

a. Training for Teachers, students as well as for professionals to keep them updated with contemporary developments and to update them with latest technological advancements so as to meet the challenges posed by globalisation, preservation of environment and scarcity of natural resources.

b. Research support fundamental research by academicians as well as to accept assignments from construction industry for research.

Over the years it is seen as well-established channel for teachers to keep themselves updated and also debate various new ideas. Every year close to 40 training programmes are conducted by TRCs which are very well attended by young teachers & architects.

2. National Aptitude Test in Architecture: The Council in the year 2006 started National Aptitude Test in Architecture (NATA) as nationwide single test for admission to Architecture. This test replaced individual tests carried out by each institution and substantially reduced hassles, anxiety and money of prospective candidates looking forward to take up architecture as a career.

   As per COA (Minimum Standards of Architectural Education) Regulations, 2020 prescribed by the Council, all candidates seeking admission to Architecture programme are required to qualify an Aptitude Test conducted by the Council i.e. NATA.

3. Conduct of Award Programmes: The Council started awards programme for architecture students for their final year projects/ thesis. The programme also had secondary aim to hold the exhibitions and presentation functions of students' work in public auditoriums for promotion of architecture as a profession for upliftment of community and prosperous career.

   a. Award programme for students for excellence in Thesis at UG and PG level

   b. Award programme for students for excellence in Architectural Heritage

   c. International Essay Competition for Students and Teachers in Architecture

4. Publications: The Council in order to encourage and publish research as well as books written by Indian architects has published and distributed number of books authored by Indian architects for benefit of academic institutions through its TRCs.

3.4 Important Judgement of Apex Court on Role of Council (CoA) In Architectural Education

The Hon'ble Supreme Court of India in Civil Appeal No.364 of 2005, vide order dated 08.11.2019, upheld the decision of the Hon'ble Bombay High Court in "Shri Prince Shivaji Maratha Boarding House case" that Council of Architecture is the final authority for Architectural Institutions in the country and held that "AICTE would not have any regulatory control over the concerned institution so far as architecture education is concerned".

Hon'ble Supreme Court held that so far as recognition of degrees and diplomas of architecture education is concerned, the 1972 Act shall prevail. AICTE will not be entitled to impose any regulatory measure in connection with the degrees and diplomas in the subject of architecture. Norms and Regulations set by CoA and other specified authorities under the 1972 Act would have to be followed by an institution imparting education leading to degrees and diplomas in architecture.

Grant of Approvals

4.1 Academic Calendar

The Council has prescribed the Academic Calendar for grant of approval to institutions for the academic session 2026-2027 as under:

Event	Last date for Application	Charges for Application	Extended date with Penalty	Last date for issue of LOI	Period of Inspection	Last date for communicating approval/ refusal	Last date for receipt of Review application
Application for Extension of Approval by existing institutions due for inspection	31st December, 2025	Rs.1 Lakh per Course	15th January, 2026 with penalty of Rs.10,000/-	-	2nd February to 16th March, 2026	30th March, 2026	30th April, 2026
Application for Additional Intake by existing institutions	31st December, 2025	Rs.2.50 Lakh (40 intake)	15th January, 2026, with penalty of Rs.25,000/-	22nd January, 2026	2nd February to 16th March, 2026	30th March, 2026	30th April, 2026
Application for introduction of PG course (M. Arch.) by existing institutions	31st December, 2025	Rs. 2 Lakh per course (20 intake)	15th January, 2026, with penalty of Rs.25,000/-	22nd January, 2026	2nd February to 16th March, 2026	30th March, 2026	30th April, 2026
Application for introduction of UG course (B.Arch.)/ Diploma by new institutions	31st December, 2025	Rs.5 Lakh for 40 intake only	15th January, 2026, with penalty of Rs.25,000/-	22nd January, 2026	2nd February to 16th March, 2026	30th March, 2026	30th April, 2026
Application for Introduction/ Extension of Approval by Diploma institutions	31st December, 2025	Rs.15 Thousand per course	15th January, 2026, with penalty of Rs.1,000/-	22nd January, 2026	2nd February to 16th March, 2026	30th March, 2026	30th April, 2026
Application for Mandatory disclosure (to be filled by institutions not due for extension)	31st December, 2025	Rs.25000/- (Twenty five Thousand only, Per programme)	15th January, 2026, with penalty of Rs.5,000/-				

Note: 1.

1. Applications for introduction of UG course (B.Arch.) and additional intake shall be accepted by the Council only for maximum intake of 40 and shall be processed in terms of the Perspective Plan for growth of Architectural Education prescribed by the Council (available at COA website).
2. No new institution will be permitted in regions falling under Category-IV of Perspective Plan of COA for introduction of B.Arch. course.
3. Applications for additional intake shall be accepted only from institutions which have been imparting B.Arch. course for a minimum period of 3 years (i.e. at least 3 batches at the institution) and processed as per Perspective Plan of COA.
4. Any institution which has applied for introduction of B.Arch. for academic session 2026-2027 may withdraw its application prior to inspection with charges of Rs.50,000/-.
5. Institutions which are not due for extension of approval for 2026-2027 are required to fill up Application for Mandatory disclosure with charges of Rs.25,000/- per programme.
6. The Classes for B.Arch / M.Arch./Diploma programmes shall commence latest by September 1, 2026

The Academic Calendar may be subject to revision from time to time, as decided by the Council.

4.2 Approval for Existing Institutions

Existing Institutions may apply online for approval for following at the portal of the Council:

- Continuation of the UG/PG/Diploma programme(s) with the existing intake (including restoration of intake).
- Additional intake for the existing programme(s).
- Introduction of additional/ new PG/Diploma programme in the new/existing institutions.

4.2.1 Extension of Approval

Procedure

1. Every institution shall apply for extension of approval online at the portal of the Council during the last academic year of current approval as per academic calendar duly published on CoA website. For extension of B.Arch. and M.Arch. programme, the institution shall fill up details in two separate forms - Part -A (Quantitative details) and Part-B (Qualitative details). For extension of Diploma programme, there shall be a single application form.

2. The applications received for seeking approval for imparting B.Arch./M.Arch./Diploma programmes shall be processed in terms of the Minimum Standards prescribed by the Council for these programmes, as attached at Appendix-B.

3. Institutions shall not admit students unless prior extension of approval for the academic year is granted by the Council.

4. The institution may submit its request for restoration of intake or reduction in intake in the online application. For reduction, a Resolution of the Trust/ Society/ Company in the Format prescribed in Appendix G may be submitted.

5. The applications received shall be processed as per the MSAER 2020 and procedures specified in the Approval Process Handbook. For aspects not dealt with in MSAER 2020 and APH, the Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Body, say affiliating university, etc., if applicable.

6. Academic calendar specifying first and last dates of application and other procedures shall be published on CoA website www.coa.gov.in from time to time. After the Online application is submitted unless requested by the Council for any specific document(s).

7. Login name and password is initially allotted to all the existing institutions. The application shall be submitted using the same login and password during the stipulated time window.

8. All applicants must ensure that the data entered in the form is correct and authentic. Editing is possible till the 'submit' button is clicked. However, no editing is possible once form is submitted. Utmost care must be taken to preview and correct the data where required till the final submission.

9. On successful filling up of online application, the institution shall get the application form digitally signed by the Head of the Institution and authorised signatory of the parent sponsoring body, e.g. Secretary or Chairman of Trust, etc., and upload the same and then make online payment to submit the same at the portal.

10. All institutions, including Government institutions are required to pay processing fees as prescribed from time to time.

11. Only those applications received till cut-off date shall be processed, subject to realisation of payment of processing fees.

12. On receiving the completed application and fees, CoA shall constitute a team of Inspection committee to visit the institution for verification of the information provided in the application and to see and judge the quality of academic work and examinations undertaken by the institution.

13. The institution as well as members of the Inspection committee shall be informed by email about the constitution of the committee.

14. On receiving the communication, the institution shall get in touch with the Convenor of the Inspection committee and finalise the date of visit.

15. The institution shall also arrange and provide local hospitality, i.e. accommodation, food and transport, to the members of the committee from point of arrival (Airport/ railway station/ bus station/etc.) till the point of departure.

16. The travel expenses otherwise, i.e. airfare/ railway or bus ticket/ taxi fare, etc. is borne by the CoA. The institution shall not reimburse this amount to the members of the committee.

17. The model visit itinerary is explained in Appendix H.

18. On conclusion of the inspection, the Inspection Committee shall submit the assessment report online, preferably before leaving the institution. The Institution shall make available in its premises a computer connected to internet and having printing facility to facilitate filling up and submitting the report and printing a copy of the same.

19. The Convenor shall, after taking signature of fellow members, submit the hardcopy of the report to CoA at a later date.

20. EC shall go through the scrutiny/summary report of the institution and if required call for complete report for its consideration and accordingly grant or refuse extension of approval to the said institution. Depending upon the status, EC may reduce the intake if infrastructural facilities are found inadequate for the existing intake.

21. The decision of the EC will be communicated to the institution, with copy to affiliating university and State/ Central government/ and other concerned authority.

22. In case an institution wishes to file a Review/ Appeal on the decision of EC, it may present an application to that effect on payment of prescribed fees and present the case to the EC in person. Result of such appeal will be final and binding on the institution.

4.2.2 Additional Intake for the Existing Programme

1. Every institution may apply for additional intake of 40 in the existing B.Arch. programme as per academic calendar duly published on CoA website.

2. Additional intake shall be granted strictly in accordance to the perspective plan for Architecture education and related policy of the Council. (Refer Appendix-C for Policy 8.1 in COA Perspective Plan for Growth of Architectural Education).

3. On completing the application, applicant shall carefully review it before submission. On successful filling up of online application, the institution shall get the application form digitally signed by the Head of the Institution and authorised signatory of the parent sponsoring body, e.g., Secretary or Chairman of Trust, etc., and upload the same and then make online payment to submit the same at the portal.

4. Only the applications received before cut-off date and submitted along with processing fees shall be considered.

5. All the data entered in the application form must be correct and authentic. This must be checked by the applicants before clicking the 'Submit' button on the form.

6. On receiving the completed application and fees CoA, LOI shall be issued to the concerned institution to make preparations for the inspection.

7. On completing preparations for inspection, the applicant shall inform to the Registrar. On receiving such communication, the Council shall constitute a team of inspectors to visit the institution for verification of the information provided in the application and to see and judge the quality of academic work and examinations undertaken by the institution. The institution as well as members of the Inspection Committee shall be informed by email about the constitution of the committee.

8. On receiving the communication, the institution shall get in touch with the Convenor of the Inspection Committee and finalise the date of visit.

9. The institution shall also arrange and provide local hospitality, i.e., accommodation, food and transport, to the members of the committee from point of arrival (Airport/ railway station/ bus station/etc.) till the point of departure.

10. The travel expenses otherwise i.e., airfare/ railway or bus ticket/ taxi fare, etc. is borne by the CoA. The institution shall not reimburse this amount to the members of the committee.

11. The model visit itinerary is explained in Appendix H.

12. On conclusion of the visit, the Inspection Committee shall submit the visit report online, preferably before leaving the institution. The Institution shall make available in its premises a computer connected to internet and having printing facility to facilitate filling up and submitting the report and printing a copy of the same.

13. The Convenor shall, after taking signature of fellow members, submit the hardcopy of the report to CoA.

14. EC shall go through the scrutiny/summary report and if required call for complete report for its consideration and accordingly grant or refuse extension of approval to the said institution. Depending upon the status, EC may reduce the intake if infrastructural facilities are found inadequate for the existing intake.

15. The decision of the EC will be communicated to the institution, with copy to affiliating university and state/ central government.

16. In case an institution is not in agreement of the recommendation of EC, it may go into appeal and present the case to the EC in person. Result of such appeal will be final and binding on the institution.

4.2.3 Introduction of additional/ new PG/Diploma Programme in the Existing Institutions

1. Every institution may apply for introduction of additional/ new PG/Diploma programme with intake of 20 (PG) /40 (Diploma) as per academic calendar duly published on CoA website.

2. The applications received for introduction of PG/Diploma programmes shall be processed in terms of the Minimum Standards prescribed by the Council for these programmes, as attached at Appendix-B.

3. On completing the application, applicant shall carefully review it before submission. On successful filling up of online application, the institution shall get the application form digitally signed by the Head of the Institution and authorised signatory of the parent sponsoring body, e.g., Secretary or Chairman of Trust, etc., and upload the same and then make online payment to submit the same at the portal.

4. Only the applications received before cut-off date and submitted along with processing fees shall be considered.

5. All the data entered in the application form must be correct and authentic. This must be checked by the applicants before clicking the 'Submit' button on the form

6. On receiving the completed application and fees CoA, LOI shall be issued to the concerned institution to make preparations for the inspection.

7. On completing preparations for inspection, the applicant shall inform to the Registrar. On receiving such communication, the Council shall constitute a team of inspectors to visit the institution for verification of the information provided in the application and to see and judge the quality of academic work and examinations undertaken by the institution. The institution as well as members of the Inspection Committee shall be informed by email about the constitution of the committee.

8. On receiving the communication, the institution shall get in touch with the Convenor of the Inspection Committee and finalise the date of visit.

9. The institution shall also arrange and provide local hospitality, i.e., accommodation, food and transport, to the members of the committee from point of arrival (Airport/ railway station/ bus station/etc.) till the point of departure.

10. The travel expenses otherwise i.e., airfare/ railway or bus ticket/ taxi fare, etc. is borne by the CoA. The institution shall not reimburse this amount to the members of the committee.

11. The model visit itinerary is explained in Appendix H.

12. On conclusion of the visit, the Inspection Committee shall submit the visit report online, preferably before leaving the institution. The Institution shall make available in its premises a computer connected to internet and having printing facility to facilitate filling up and submitting the report and printing a copy of the same.

13. The Convenor shall, after taking signature of fellow members, submit the hardcopy of the report to CoA.

14. EC shall go through the report and if required call for complete report for its consideration and accordingly grant or refuse extension of approval to the said institution. Depending upon the status, EC may reduce the intake if infrastructural facilities are found inadequate for the existing intake.

15. The decision of the EC will be communicated to the institution, with copy to affiliating university and state/central government.

16. In case the institution is not in agreement of the recommendation of EC it may go into appeal and present the case to the EC in person. Result of such appeal will be final and binding on the institution.

4.3 Applications for other approvals

The institutions may apply for following by submitting application to the Council on its letter head along with fee, as may be prescribed, enclosing therewith relevant documents as prescribed:

- Change in site/location.
- Change in Name of the institution/ Trust/ Company.
- Change in affiliating university/ conversion to deemed university.
- Closure of the institution.

Please refer Appendix D for the list of documents to be submitted with various applications.

Please refer Appendix J for processing fees to be paid for various applications.

4.3.1 Change in the site/location of the existing institution

Requirements and Eligibility

- Any change of location of the existing institution is possible only following the sanction of COA.
- The existing institution seeking approval for the Change of Site/ Location shall apply to the Council on its letter head along with the application for Extension of Approval submitted for the academic year.
- Additional documents as mentioned in Appendix D of the Approval Process Handbook are to be submitted.
- The Change of Site/ Location shall be allowed within the jurisdiction of the current affiliating University. Outside the University will not be treated as Change of site/ Location and will come under the category of new proposal.

Procedure

a. On receiving the completed application and fees CoA shall constitute a team of inspectors to visit the institution for verification of the information provided in the application. The institution as well as members of the Inspection Committee shall be informed by email about the constitution of the committee.
b. It shall be necessary to provide spaces are as per norms required for the conduct of the existing Programme(s) at the new Site/ Location. The Expert Committee shall verify the completeness of Infrastructure ONLY to ensure that academic and other activities be initiated at the new Site/Location.
c. All the Equipment in the various labs, Books in the Library, furniture in the studio and other spaces as per requirement and other movable property in the existing Institution shall be shifted to the new Site/ Location, only after approval by the Council for Change of Site/ Location.
d. The Inspection Committee appointed by the CoA shall visit the new location to oversee whether all movable property including Equipment in the various labs, Books in the Library, furniture in the studio and other spaces as per requirement from the existing Institution are shifted and are in proper place in the new Site/ Location before the start of academic session of the current Academic Year again to verify the availability of facilities at the new Site/Location.
e. The Change of Site/Location shall come into force only on receipt of final approval in respect of new location and approval for activities at previous location shall cease. The same has to be intimated to the University to which the institution is affiliated to and take necessary consent from them.
f. On approval of new Location, all activities of the Institution shall necessarily be carried out at newly approved location only.
g. Any violation in this respect shall lead to Withdrawal of Approval and termination letter will be issued. Institution shall not be allowed to continue its activities in either of the locations.
h. Partial shifting of the institution and its courses shall not be entertained.
i. No Institution will be allowed to function in an unauthorized /temporary location, and if any institution is found to be violating the norms as specified in the Approval Process Handbook, the Council shall take appropriate disciplinary action.
j. The Council at its 69th Meeting held on 13th and 14th April, 2018, vide Resolution No.498 had decided to seek an amount of Rs.25,00,000/- (Twenty-Five Lakhs only) from all new private institutions, as interest free security deposit, out of which the amount of Rs.20,00,000/- shall be returned to the institution after a period of 10 years without interest, subject to satisfactory compliance of the Norms of the Council.
k. The relaxation in location (category) criteria may be granted to the Society/Trust having proven excellent track record in such cases

4.3.2 Closure of the Institution

An existing Institution seeking Closure, through its Promoter, shall apply to the Council, in prescribed format along with documents as may be required, on payment of prescribed charges. In case the institution has submitted Security Deposit to the Council, the amount may be deducted from the Security Deposit and balance amount, if any, be refunded to the institution.

A. The existing Institution may apply for Progressive Closure or Complete Closure as per the norms prescribed by the Council. In case of Complete Closure, the Institution shall be closed completely in one Instance and the students, if any, pursuing B.Arch. Course shall be transferred/migrated to appropriate semester/level of the course to other institutions approved by the Council in the State within the sanctioned intake as per the available vacancy of seats. The institutions/universities receiving the migrated students from such institutions applying for closure may be required to conduct examination, classes etc. in case student(s) have any pending papers/backlogs in previous semesters.

B. In case of Progressive Closure, Closure at the First Year Level shall be allowed in the current Academic Year and the subsequent years of working shall be closed at the end of each Academic Year progressively. However, final Closure order shall be issued after completion of the Programme(s) and submission of requisite documents by the Institution.

C. The Executive Committee of the Council of Architecture (COA) at its 272nd meeting had decided that if an existing institution seeking Progressive Closure has already deposited the security deposit with the Council, no charges shall be levied towards Progressive Closure. If the security deposit has not been deposited earlier, the institution shall be required to deposit it before applying for Progressive Closure. Once the existing batches have passed out, the security deposit shall be refunded along with the issuance of the final closure order, subject to compliance with the conditions prescribed for closure by the Council.

NoC for Progressive Closure or Complete Closure is subject to no pending Court case filed against the Institution and no Charge sheet filed against the Institution and submission of requisite documents. The application for closure shall be approved by the Council subject to submission of documents as mentioned in Appendix D.

In case the institution did not commence the B.Arch. programme after approval from the Council and did not admit any students, only relevant documents, as may be applicable, shall be submitted by the institution.

4.3.3 Change in Name of Programme(s)/Closure of Programme(s)

The institution shall make an application on its letter head enclosing therewith relevant documentary evidence towards change in name of Name of programme(s)/ Closure of programme(s). Documents as mentioned in Appendix D of the Approval Process Handbook are to be submitted.

4.3.4 Change in the Name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University)

The institution shall make an application on its letter head enclosing therewith relevant documentary evidence towards change in the name of the Institution or affiliating University/ Board or Type of Institution (Institution(s) converted into a University). Documents as mentioned in Appendix D of the Approval Process Handbook are to be submitted.

(Note: Charges towards “Change in name” shall not be charged from institutions which apply to the Council for addition of any field/discipline in their names in view of any new courses in allied areas of Architecture being offered by them).

4.3.5 Change in the Minority Status of the Institution

The institution shall make an application on its letter head enclosing therewith relevant documentary evidence towards change of in the Minority Status of the Institution. Documents as mentioned in Appendix D of the Approval Process Handbook are to be submitted.

4.3.6 Action in case of violations of the Regulations

Any violation of the Regulations by an Institution/ University may attract action as listed below. In case of continuous failure to maintain the standards, the Council may initiate process for de-recognition of the qualification awarded by the particular college/ institution/ University or any such other action as the Council deems necessary in such cases.

1) An institution offering a B.Arch. Degree programme without approval of the Council shall be treated as an unapproved Institution.

2) The Executive Committee may impose a penalty on an institution, as it may found appropriate, and also take other legal action to prohibit such institution from imparting B.Arch. programme.

3) An Institution approved by the Council, if found to be conducting a B.Arch. programme in violation of the Regulations, based on a report of the inspectors and/ or observations/ recommendations of Scrutiny Committee or any other Committee of the Council, shall be liable to face appropriate action including withdrawal of recognition under Section 20 of the Act as under:

   i) Issuance of Warning letter.
   ii) Reduction in period of approval.
   iii) Reduction in Intake
   iv) Suspension of Admission/No Admission status.
   v) Transfer of existing students to other approved institutions
   vi) Any other Legal action as Council may deem fit.

4) An Institution shall be provided pre-decisional opportunity to submit reply by the Executive Committee before initiating any action against it in terms of Clause 3 (ii) to (vi).

5) Review of the decision of the Executive Committee under Clause 3(ii) to (vi) may be sought by an institution which claims to have remedied the deficiencies, if such representation is made within the prescribed period as per the calendar of the Council. Only one opportunity seeking Review of decision of Executive Committee will be provided to an institution.

6) Any institution which is not satisfied with the decision of the Executive Committee for rejecting its application for grant of approval, for commencement of architecture programme or additional intake, may seek Review of the decision of the Executive Committee, if such representation is made within the prescribed period along with Review Fee as per the calendar of the Council. Only one opportunity seeking Review of decision of Executive Committee will be provided to an institution.

4.3.7 POLICY FOR MERGER OF INSTITUTIONS AND TAKING OVER OF AN INSTITUTION BY A NEW SPONSORING BODY

The New Education Policy 2020, the stand-alone institutions may need to seek merger or collaboration with larger institutions to attain critical enrolment of 3000+ students. Existing institutions under same promoting body/Trust may also seek merger in near future for the same reason. For details, kindly refer to Appendix-K

The Executive Committee of the Council of Architecture (COA) at its 269th meeting held on 19th March, 2025, had decided that any institution being merged with another institution or being taken over by an institution by a new sponsoring body shall be considered as a new institution and all sponsoring bodies/institutions applying for merger of institutions/taking over of an institution by a new sponsoring body shall be required to deposit an amount of Rs.25,00,000/- (Twenty-Five Lakhs only), as interest free security deposit, out of which the amount of Rs.20,00,000/- shall be returned to the institution after a period of 10 years without interest, subject to satisfactory compliance of the Norms of the Council. In case the institution(s) have already submitted the security deposit to the Council, the same shall be deductible from the security deposit to be paid.

4.4 Setting up New Institutions

New institutions shall be required to apply online for introduction of B.Arch. programme and upload the documents required as follows:

1. All promoters intending to start new institution imparting education in the field of Architecture are recommended to go through the COA Perspective Plan for Growth of Architectural Education (Amended) at Appendix-C.
2. The Institution imparting education in the field of Architecture shall be established by providing Infrastructure and other requirements as per the norms specified in MSAER2020 and listed the Approval Process Handbook.
3. New Institution imparting education in the field of Architecture shall not be established without prior
4. approval of the Council.
5. Admission Authority/ Body/ Institution shall not admit students to any Architecture Programme of an Institution, which do not have requisite prior approval of the Council.
6. The applications received shall be processed as per the norms and procedures specified in the Approval Process Handbook. The Institution shall also have to adhere to the existing Central, State and Local Laws and norms of other Regulatory Bodies (Such as Affiliating universities) also, if applicable.
7. The following entities can promote/ propose to start a new institution imparting education in the field of
8. Architecture:

   a. A Society, registered under the Societies Registration Act, 1860 through the Chairman/ Secretary of Society;

      OR

   b. A Trust, registered under the Indian Trust Act, 1882 as amended from time to time or any other relevant Acts through the Chairman/ Secretary of the Trust;

      OR

   c. A Company established under Section 8 of the Companies Act, 2013;

      OR

   d. Central/ State Government/ UT Administration or by a Society/ Trust registered with them.
   e. A Company having any foreign equity directly or indirectly as shareholding shall NOT be permitted to apply for setting up an Institution imparting education in the field of architecture.

2. The Promoter Trust/ Society/ Company shall have the Land as required and its Lawful possession with clear title in the name of the Promoter Trust/Society/Company on or before the date of submission of application.

Procedure

1. The promoter may visit the portal of the Council and sign up for new institution to receive username and password. On receiving the same the applicants shall fill up the online application form and upload the supporting documents listed in Appendix D.

i. New Institutions shall be allowed to submit application for introduction of B.Arch. programme for intake of 40 only. The Application shall be submitted in two Parts – Form N1 and Form N2. Form N1
ii. shall comprise of basic profile and land and building documents which need to be submitted by the proposed institution. After the Application Form N1 has been scrutinized, LOI shall be issued and proposed institution shall proceed on to fill up Form N2 comprising infrastructure and faculty details.
iii. On completing the application (both N1 & N2), applicant shall carefully review it before submission. On successful filling up of online application, the institution shall get the application form digitally signed by the Head of the Institution and authorised signatory of the parent sponsoring body, e.g. Secretary or Chairman of Trust, etc., and upload the same and then make online payment to submit the same at the portal.
iv. Only the applications received before cut-off date and submitted along with processing fees shall be considered.
v. All the data entered in the application form must be correct and authentic. This must be checked by the applicants before clicking the 'Submit' button on the form.
vi. After LOI is issued and Application Form N2 is submitted, the applicant upon completing preparations for inspection shall inform to the Registrar. On receiving such communication, the Council shall constitute a team of inspectors to visit the institution for verification of the information provided in the application and to see and judge the quality of academic work and examinations undertaken by the institution. The institution as well as members of the Inspection Committee shall be informed by email about the constitution of the committee.
vii. On receiving the communication, the institution shall get in touch with the Convenor of the Inspection
viii. Committee and finalise the date of visit.
ix. The institution shall also arrange and provide local hospitality, i.e. accommodation, food and transport, to the members of the committee from point of arrival (Airport/ railway station/ bus station/etc.) till the point of departure.
x. The travel expenses otherwise, i.e. airfare/ railway or bus ticket/ taxi fare, etc. is borne by the CoA. The institution shall not reimburse this amount to the members of the committee.
xi. The model visit itinerary is explained in Appendix H.
xii. On conclusion of the visit, the Inspection Committee shall submit the visit report online, preferably before leaving the institution. The Institution shall make available in its premises a computer connected to internet and having printing facility to facilitate filling up and submitting the report and printing a copy of the same.
xiii. The Convenor shall, after taking signature of fellow members, submit the hardcopy of the report to CoA.
xiv. EC shall go through the report and if required call for complete report for its consideration and accordingly grant or refuse extension of approval to the said institution. Depending upon the status, EC may reduce the intake if infrastructural facilities are found inadequate for the existing intake.
xv. The decision of the EC will be communicated to the institution, with copy to affiliating university and state / central government.
xvi. In case the institution is not in agreement of the recommendation of EC it may go into appeal and
xvii. present the case to the EC in person. Result of such appeal will be final and binding on the institution.

5. Setting up consultancy cells for active architectural practice in institutions

The institutions shall set up consultancy cells and staff members along with students are encouraged to participate in consultancy works during the off academic hours and this will help in active learning of the nuances of the profession. The norms of such practice shall be as prescribed by Council of Architecture.

6. Participation in societal outreach programmes by the institution

Each institution is encouraged to take part in socially responsible projects through the social outreach cell of the institution. The details of the same are to be published in the website of the institution from time to time including a brief project description and explanatory photographs/ video links. The copy of the same has to be submitted during the annual submission of mandatory disclosure along with the application of extension of approval to Council of Architecture. The same will be reviewed during the scrutiny/ inspection of institutions.

7. Participation of students in competitions, nasa etc

The institutions are encouraged to participate in NASA activities as well as other inter institutional competitions for the overall development of the students. They are to be encouraged to take part in competitions and the certificate of merits are to be listed in the application for approval as a separate appendix, which will carry due credit.

8. Formation of heritage clubs in institution

Every institution shall take necessary steps to set up a Heritage club to facilitate creating awareness among students and faculty members about the rich cultural heritage of India. Such clubs shall initiate activities to list, document and protect endangered tangible and intangible heritage of their regions. The coordination job of all such activities shall be bestowed on a faculty member with interest /expertise in heritage conservation.

9. Formation of cell to promote universal human values in students and staff members

The institution shall set up a cell to educate and promote Universal Human values in students and staff members. A faculty member may be assigned the task of coordinating talks, seminars and other activities for the fruitful functioning of this cell in the campus.

10. Participation in coa initiatives

The institutions shall participate in all the COA initiatives such as UG and PG thesis Award Programme, Essay Writing Competitions and other programmes as announced from time to time for promoting research and innovation and further the cause of architectural education and profession in the country.

APPENDIX - A

Online Application Content

The online application shall contain information and data related to basic information, land & building, activity spaces, faculty, library and physical facilities available at the institution. The documents, as may be applicable, need to be uploaded by the institution at CoA web-portal.

APPENDIX - B

COA (Minimum Standards of Architecture Education) Regulations, 2020

COA (Minimum Standards of Architectural Education for Post – Graduate Degree Programme) Guidelines, 2022

COA (Minimum Standards of Architectural Education) Guidelines for Diploma Course, 2022

APPENDIX – C

COA Perspective Plan for Growth of Architectural Education

APPENDIX – D

Documents to be uploaded/submitted for Extension of Approval for existing Programme(s)/ Setting up a New Programme at Under Graduate Degree in Architecture at New Institution OR New PG Programme at existing Institution OR Additional Intake for UG programme at existing Institution

Listed below are documents, as may be applicable, to be furnished/uploaded along with application(s) submitted at the Council Web-portal. The Council may request for any other document(s), as may be necessary.

The Applicant shall upload the following supporting documents with the application and present the same in original, along with one copy, duly self- attested and other necessary information to the Inspection Committee at the time of visit.

Documents to be submitted by all applicants

- Land documents as mentioned below in the next section.
- Site plan, Building Plan of the Institution should have been prepared by an Architect and approved by the Competent Authority as designated by concerned State Government/ UT. The Institution should upload the scanned copy of approved Building Plan.
- In Municipal areas, Occupancy Certificate/ Completion Certificate/ Building License/ Form D (as applicable) from the Competent Authority (as per standard format prescribed by the issuing Authority). For the rest, an Affidavit on a Non-Judicial Stamp Paper/ e-stamp paper of ₹100/-, duly sworn before a First-Class Judicial Magistrate or Notary or an Oath Commissioner, that the building is complete in all respects and ready for occupancy.
- Fire Safety Certificate issued by the Competent Authority.
- Certificate issued by an Advocate regarding Land related documents (New Institution).
- Certificate issued by an Architect regarding approved Building Plans and stage of completion.
- Certificate issued by the Structural Consultant regarding structural stability of the building.
- A registration document of the Trust/ Society/ Company/ indicating its members, objectives and Memorandum of Association and Rules, duly attested/ certified by the concerned Competent Authority.
- In the case of a Company established under Section 8 of the Companies Act, 2013, the MoA and Rules must contain a provision that the objective of the Company is not profit making and any surplus earning shall be used exclusively for the purpose of development of Architecture Institution. The relevant document to be submitted/uploaded.
- Resolution of the Applicant Organization, pertaining to start architecture programme/ seek additional seats.
- Wherever applicable, FSI/ FAR Certificate shall have been obtained from the Competent Authority as designated by the concerned Municipal Corporation or the local authority that approves Building Plans or the State Government/ UT.
- Floor Plans, sections and elevations of all proposed/ existing Buildings exclusively intended for use for the proposed Institution at the permanent site with a table clearly mentioning all rooms, with carpet area of each in sq.m., as specified in Instructional, Administrative and Amenities requirements certified by the Architect. Safety and hygiene precautions ensured during partial occupation, if any, certified by the Architect.

- Appointment letters and Joining/consent letters of the Faculty.
- No objection certificate issued by the affiliating University/ Board.
- Course curriculum / Syllabus of programme duly approved by the Governing Council of University and/or competent authority
- In case of minority institution, certificate regarding Minority Status, at the time of application.
- Detailed Project Report (DPR) for new programme.
- In case of Buildings constructed by Government Departments before 50 years, for Government/ Government aided Institutions/ State or Central University/ Defense Institutions where the documents could not be submitted, a letter from the Competent Authority that the Building norms of CoA are fulfilled shall be produced to this effect.

Land related documents

- Land ownership Document issued by the competent authority of the state government/ UT showing the name of the owner, area of the land and proposed land use. (Extract of Property register/ 7-12 extract/ Land revenue record). In case, the Land documents are in vernacular Language, notarized English translation of the documents shall be produced.
- Land use/ land conversion certificate issued by the Competent Authority permitting the Land to be used for an educational purpose to establish an Institution along with locality Map indicating Land Survey Numbers and road showing location of the proposed site of the Institution.

Documents to be submitted at the time of visit of the Expert/Inspection Committee

- The Applicant shall present following supporting documents in original along with one copy, duly attested and other necessary information to the Expert Committee.
- Copy of the advertisement in at least one National Daily, for recruitment of Principal/ Director and Faculty members.
- Appointment letters, joining/consent letters of the faculty members along with the teaching load and time table of the programme.
- Stock Register of dead stock items including Laboratory Equipment, Computers, system and application software, printers, Office Equipment and other dead stock items.
- Proof of provision of Internet bandwidth in Mbps and contention ratio.
- Copy of the accession register showing titles of Books and Volumes of each purchased for the Library.
- Copy of Invoice/ Cash Memo for Equipment and Library Books.
- List and details of hard copy of National Journals subscribed.
- List and details of hard copy of International Journals subscribed.
- Details of subscription of Journals.
- A Certificate by an Architect, giving details of sewage disposal system, barrier free environment and toilets.

created for physically challenged and all-weather motorable approach roads.

- Details of all other Educational Institutions run by the same Trust/ Society/ Company or by any other Trust/ Society/ Company to which the Chairman/ Secretary of the Applicant is a member.

In addition, following documents as may be applicable, shall be submitted at the time of application.

- Certificate of Registration of Trust
- Certificate of Registration of companies
- Memorandum of Association and Article of Association
- Certificate of incorporation
- Situation of the registered Office of the Company
- Particulars of the Directors, Managers or Secretaries
- PAN number
- TAN number
- Companies' general rules and forms
- Audited Statement or the last 3 years clearly indicating turnover through operations.

Documents to be submitted for approval of an existing Institution applied for Change of Site/ Location

- No Objection Certificate from Concerned State Government/ UT
- No Objection Certificate from affiliating University
- Resolution of the Trust/ Society/ Company approving the Institution for Change of Site/Location, as applicable, duly signed by the Chairman/ Secretary.
- Registered Sale Deed towards land ownership of the new premises of institution.
- The total land area and built-up area available with the institution along with documentary evidence.
- Land use certificate for institutional use of new premises from the competent local authority.
- Building plans and site plan along with building approval/permission/completion letter of new premises approved by competent local authority.
- Occupancy Certificate/Completion Certificate issued by the competent authority.
- Color photographs of the site, land and building with functional infrastructural facilities.

ii. Documents to be submitted for approval of Closure of the Institution

- Details of Architecture programme (s) being imparted at the institution along with year-wise number of students admitted/passed out (if any) from institution since inception of the programme.
- Year-wise list of current students (if any) studying the Architecture programme including name, father's name, date of birth, enrolment numbers issued by Council, NATA/Aptitude Test marks/rank with Roll No, year/ semester of programme, previous ATKT subjects & status of pass/fail, etc.
- Reasons for closure of institution.
- The permission/NOC of the concerned University and competent authority of the respective State/ Central Government.
- The consent/NOC of students currently studying, if any.
- Certificate from competent authority of institution that no matter related to students are pending at the institution.
- Certificate from competent authority of institution that all marksheets have been issued to the students for their previous examinations.
- Undertaking from competent authority of institution that all original certificates of the students shall be returned to the students after application for closure is approved by the Council.
- No due certificate of salary and other allowances/dues of faculty, non-teaching staff.Certificate that no Court case is filed/ pending against the Institution related to conduct of programme and no Charge sheet is filed against the Institution.

Documents to be submitted for approval of Change in the Name of the Institution/ Change in the Minority Status of the Institution

- No Objection Certificate from affiliating University or a receipt with the Official Seal from the authorized signatory of the affiliating University as proof of submission of these documents (Not applicable to Change in the Minority Status of the Institution).
- Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the Institution/ Change in the Minority Status of the Institution duly signed by the Chairman/ Secretary in the Format.
- Government Order of the concerned State/UT declaring the Society/Institution as Minority Society/ Institution or approval from the National Commission for Minority Educational Institutions along with the specified duration (if any).

Documents to be submitted for approval of Change in Name of Programme(s)/ Closure of Programme(s)

- No Objection Certificate from affiliating University or a receipt with the Official Seal from the authorized signatory of the affiliating University as proof of submission of these documents.
- Resolution of the Trust/Society/Company approving the Institution for Change in the Name of the Institution/ Change in the Minority Status of the Institution duly signed by the Chairman/ Secretary in the Format.

- In case of merger of Trust/ Society/ Company, the transferor Trust/ Society/ Company should transfer its Land, assets and Infrastructure by a registered transfer/conveyance deed in the Name of the transferee Trust/ Society/Company.

- Approval from the Charity Commissioner/ Registrar of Societies/ Registrar of Companies regarding any change in the Name(s) of the Trustee(s)/Member(s).

- Resolution of the Trust/Society/Company approving change in the Name of the Trust/Society/Company Mentioning the reasons for such change in the Name duly signed by the Chairman/Secretary in the Format prescribed in Appendix-G.

APPENDIX - E

Prevention and Prohibition of Ragging

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, the Council of Architecture has adopted the UGC Regulations in the matter. All CoA approved Institutions have to comply with the provision made in the above Regulations. Any violation of above Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate publicity through various mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;

- Setting up of Anti-Ragging Cell;

- Installing CCTV cameras at vital points;

- Anti-Ragging Workshops;

- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;

- Regular interaction and counselling with the students;

- Identification of trouble-triggers;

- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and

- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behavior / incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180- 5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in.

The Institution may be requested to hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They may be requested to display Anti Ragging posters at all prominent places such as Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.

The Institution may be requested to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Architectural Institutions at www.antiragging.in.

Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.

Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

"(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background".

APPENDIX - F

Grievance Redressal Mechanism for Students

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, Council has notified for establishment of grievance redressal mechanism which is available at the Web-portal of the Council. Non-compliance of the above Regulations shall call for punitive action.

APPENDIX – G*

Common Format for Resolution of the Trust/ Society/ Company

(Print only relevant part)

That the Trust/ Society/ Company <name and address> vide its Executive meeting held on …… vide item no.has resolved that, For the

i. Establishment of new Institution and apply to CoA for approval to start<Name of the Institution>to offer <Programme> in Architecture and shall allocate, plot of land at <complete address with survey numbers, plot numbers> measuring.....Sq. M., and earmarked for the proposed <Name of the Institution> at <full address> required funds for creation of built infrastructure.

ii. Change of Site/ Location of the Institution from <Name of the Institution>at<address>, (Old) to<Name of the Institution>at<address>(new)

iii. Starting of new UG/PG/Diploma Programme. At <Name of the Institution><address>

iv. Increase in Intake in _ Programme at <Name of the Institution><address>

v. Reduction in Intake at <Name of the Institution><address>

vi. Closure of Programme(s) <Name of the Institution><address>

vii. Closure of the Institution <Name of the Institution><address>

viii. Change of Type of Institution (Institution(s) converted into a university) from <Name of the

ix. Change the Name of the Institution from <Name of the Institution> (Old) at <address>to<Name of the Institution>(new)

x. Change in the Minority Status of the Institution from <Type of the Institution> to <Type of the Institution>

xi. Change in the Name of the affiliating University/Board from<present University/Board>to the <new University/ Board>. Also, it is hereby resolved that, < Name of the Trust/ Society/ Company > shall apply for NOC to both the Universities

xii. Change in the Name of the Trust/ Society/ Company from<Name of the Trust/ Society/ Company> (Old) at<address>to<Name of the Trust/ Society/Company>(new)The <Name of the Institution> shall apply to CoA. (Signature and Name of the Chairman/ Secretary of the Trust / Society/ Company), (Designation),

1. (Name of the Organization)

2. Note: Format given by the Institutions reflecting the content of the concerned Format shall be accepted*of i to xii, retain only what is applicable

APPENDIX – H

Ideal itinerary for Inspection Committee visit.

Common for Extension of Approval of existing institution and new institution.

- Finalizing agenda before the inspection by the Inspection Committee with the institution
- Arrival at the institution
- Meeting with Head of the institution for formal introduction and setting of visit.
- Round of institution to see all physical facilities, infrastructure
- Verification of uploaded and other documents from originals
- Meeting with identified teachers (New Institution)
- Meeting with Chairman/Secretary of Trust/Society/Company
- Concluding meeting with the head of the institution.
- Filling up report online by the Inspection committee

Additional agenda for extension of Approval for existing institution

- Visit to Studios and interaction with students. Inspection of students' work and assignment for various courses and verifying original work of documents uploaded with Form B
- Meeting with the Vice Chancellor of the affiliating University

- Meeting with the director of technical education (where required)
- Meeting with students in absence of teachers
- Meeting with teachers, both core and visiting, in absence of head of the institution.
- Meeting with Alumni
- Meeting with local professionals

The Visit to existing institution may be spread over two days

APPENDIX - I

Competent Authorities for various infrastructure related approvals (for reference purpose only)

Sr	State /UT	Land Use certificate	Land Conversion Certificate	Site plan/ Building plan/ Completion/ Occupancy certificate
1	Andaman & Nicobar Islands	Chief Engr, PWD	Sub Div magistrate/ Dy Commissioner office	PWD/ Municipal Corpn
2	Andhra Pradesh	Urban Dev Authority/ Municipal Corpn/ Town & Country Planning Dept	Revenue Divisional Officer	Urban Dev Authority/ Municipal Corpn/ Town & Country Planning Dept
3	Arunachal Pradesh	Dy Commissioner	Dept of Land management	Dy Commissioner
4	Assam	Revenue Circle office	Revenue Circle office	Urban Dev Authority/ Municipal Corpn./ Village Panchayat/
5	Bihar	Circle Officer	Circle Officer	Panchayat/ Municipality/ Dev Authority
6	Chandigarh	Town & Country Planning Dept/ Municipality	Town & Country Planning Dept/ Municipality	Town & Country Planning Dept/ Municipality
7	Chhattisgarh	Town & Country planning Dept.	Sub div magistrate/ Diversion office	Town & Country planning dept/ Municipal Corpn.
8	Dadra & Nagarhaveli	Deputy Collector	Mamlatdar	Associate Town Planner
9	Daman and Diu	Deputy Collector	Mamlatdar	Associate Town Planner
10	Delhi	Commissioner DDA/ Municipal Corpn of Delhi	Commissioner DDA/ Municipal Corpn of Delhi	Commissioner DDA/ Municipal Corpn of Delhi
11	Goa	Town & Country Planning Dept	Collector	Town & Country Planning Dept
12	Gujrat	Urban: Urban Devp. Authority/ Municipal Corpn. Rural: Town planning & valuation Dept	Collector	Urban: Urban Devp Authority/ Municipal Corpn./ Town planner Rural: Town planning & valuation Dept/ Nagar panchayat
13	Haryana	Town & Country Planning Dept	Town & Country Planning Dept	Town & Country Planning Dept

14	Himachal Pradesh	Town & Country Planning Dept/ Municipality/ Dev Authority	Revenue Dept/ Municipality/ Dev Authority	Revenue Dept/ Municipality/ Dev Authority/ Panchayat
15	Jammu	Urban: Municipality Rural: Asst Commissioner Revenue	Urban: Dy Commissioner Revenue Rural: Asst Commissioner Revenue	Urban: Municipality Rural: Asst Commissioner Revenue
16	Jharkhand	Dy Commissioner	N.A.	Muni Corp./ Panchayat/ Regional Dev Authority
17	Karnataka	Urban Dev Authority/ Municipal Corpn/ Town Planning Dept	Revenue Dept	Urban local body/ Panchayat
18	Kashmir	Urban: Municipality Rural: Asst Commissioner Revenue	Urban: Dy Commissioner Revenue Rural: Asst Commissioner Revenue	Urban: Municipality Rural: Asst Commissioner Revenue
19	Kerala	Tahsildar	District Collector	Urban/ Rural local body/ Town Planning Dept
20	Ladakh	Urban: Municipality Rural: Asst Commissioner Revenue	Urban: Dy Commissioner Revenue Rural: Asst Commissioner Revenue	Urban: Municipality Rural: Asst Commissioner Revenue
21	Lakshadweep			
22	Madhya Pradesh	Town & Country planning dept.	Tahsildar/ Sub Div Magistrate	Municipal Corpn/ Panchayat/ Town & Country Planning dept.
23	Maharashtra	Collector/ Municipal Corpn	Collector/ Municipal Corpn	Town Planning Dept/ Municipal Corpn
24	Manipur	Dept of Settlements & Land records	Dept of Settlements & Land records	Municipality/ Block Dev Officer
25	Meghalaya	Land revenue office	N. A.	Urban Dev Authority/ PWD
26	Mizoram	Secretary, Land Revenue & Settlement	District Settlement officer	Municipal Corpn/ Settlement officer
27	Nagaland	Land Revenue Authority	Land Revenue Authority	PWD/ Urban Dev Dept
28	Odisha	Revenue and Disaster Management Department	Revenue and Disaster Management Department	Rural: Block Dev Officer Urban: Housing & Urban Dev Dept/ Municipal Corpn/ Urban Dev Authority
29	Puducherry	Revenue Divisional Officer/ Tahsildar	Revenue Divisional Officer/ Tahsildar	Town & Country Planning Dept
30	Punjab	Dist Town Planner, Town & Country Planning Dept	Senior Town Planner, Town & Country Planning Dept	Senior/ Chief Town Planner, Town & Country Planning Dept
31	Rajasthan	Dist. Administration Collector/SDM/ADM/SDO	Collector/SDO/State Govt.	Nagar Nigam/ Nagar Parishad/ Nagar Palika/UIT/ Local Development Authority

32	Sikkim	Land Revenue Dept	Land Revenue Dept	Div Engr Building & Housing/ Urban Development Department
33	Tamil Nadu	Revenue Divisional Officer/ Tahsildar	Revenue Divisional Officer/ Tahsildar	Town & Country Planning Dept/ Municipal Corpn/ Dev Authority
34	Telangana	Urban Dev Authority/ Municipal Corpn/ Town & Country Planning Dept	Revenue Divisional Officer	Urban Dev Authority/ Municipal Corpn/ Town & Country Planning Dept
35	Tripura	Land Revenue Authority	Land revenue Authority	Municipal Council/ PWD
36	Uttar Pradesh	Town & Country Planning Dept/ Dev Authority/ Housing & Urban Planning Dept	Revenue Authority/ Dev Authority/ Municipality	Dev Authority/ Municipality/ Zilla Panchayat
37	Uttarakhand	Sub Div Magistrate	Sub Div Magistrate	Panchayat/ Sub Div Magistrate/ Tehsildar
38	West Bengal	Rural: BL & LRO Urban: ADM (Land & LR)	Rural: BL & LRO Urban: ADM (Land & LR)	Rural: Panchayat Urban: Municipal Corpn/ Dev Authority

APPENDIX – J

Schedule of Fees to be paid to CoA with Application

Sr	Application type	Fees Rs.
1	New Institution with introduction of UG programme	Rs.5 Lakh for 40 intake only
2	New PG Programme in existing institution*	Rs. 2 Lakh per programme (20 intake)
3	Additional seats in UG programme	Rs. 2.50 Lakh (40 intake)
4	Extension of Approval UG programme	Rs.1 Lakh per programme
5	Extension of Approval PG programme	Rs.1 Lakh per programme
6	Introduction/Extension of Approval Diploma in Architecture/ Architectural Assistantship/Interior Design programme	Rs.15,000 per programme
7	Change in location of institution	Rs.2.0 Lakh
8	Change in the name of institution	Rs.2.0 Lakh
9	Change in affiliating university/ board	Nil
10	Change in Minority status of the institution	Nil
11	Change in the name of affiliating University/Board or Type of Institution (Institution(s)c converted into a University)	Nil
12	Closure of the institution	Rs.5.0 Lakh
13	Appeal against non-grant of EoA/ New Institution/ New Programme/ Additional seats	Rs.0.5 lakh
14	Penalty for late submission of Applications:	
14a	a. Extension of Approval	Rs.10,000
14b	b. additional Intake	Rs.25,000
14c	c. introduction of PG programme (M.Arch.)	Rs.25,000
14d	d. introduction of UG programme (B.Arch.) by new institutions	Rs.25,000
15	Merger of Institutions	Rs.2,00,000
16	Security Deposit for all new Private Institutions	Rs.25,00,000

*Existing institution means institution already running architecture programme approved by CoA

APPENDIX - K

Policy for Merger of Institutions and taking over of an Institution by a new Sponsoring Body

FORMAT 1

Certificate of an Advocate (On in the Letterhead of Advocate)

1. Certificate of an Advocate
(To be produced in the Letterhead of Advocate)

The copies of <Trust/ Society/ Company> registration documents, Land documents, Land use Certificate, Land Conversion Certificate in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Institution offering undergraduate Programme in Architecture were provided to me by<Name and address of the Applicant> for verification regarding their authenticity appropriateness and validity.

A. Trust/ Society/ Company Registration Documents:

Registration Certificate No.	
Date of Registration	
Registered at	
Registered under the Act	

I have verified the above-mentioned Trust/ Society/ Company registration documents from the Office of <Competent Authority>.

1. The above-mentioned Trust/ Society/ Company registration documents are/ are not registered at the Office of <Competent Authority>.
2. The above-mentioned Trust/ Society/ Company registration Documents are/ are not authentic/ valid.

B. Land Documents:

Sl. No.	Name of the Deed Holder	Document No.	Survey No.	Registration No. and Date	Land Area in Acre
				Total Area (in Acre)	

I hereby certify that:

1. I have verified the above-mentioned Land documents from the Sub Registrar Office<place>.
2. The above-mentioned Land documents are registered at the Sub Registrar Office<place>
3. The above-mentioned Land documents are authentic.
4. The above-mentioned Land documents are in the name of the Applicant.
5. The title of the Land pertaining to the above-mentioned Land documents are clear.
6. The Applicant is in Lawful possession of the Land pertaining to the above-mentioned Land documents.

C. Land Use Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The Competent Authority has issued the Land Use Certificate respect of Land under reference for the proposed Institution mentioned above is…..
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land use Certificate from the Office of<Competent Authority>.
4. The above-mentioned Land Use Certificate is authentic.
5. It has been issued for the full extent of Land.

D. Land Conversion Certificate:

Letter No.	
Letter dated	
Issued by	
Extent of Land	

I hereby certify that:

1. The Competent Authority has issued the Land Conversion Certificate respect of Land under reference for the proposed Institution mentioned above is……
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land Conversion Certificate from the Office of <Competent Authority>.
4. The above-mentioned Land Conversion Certificate is authentic.
5. It has been issued for the full extent of Land.

E. Land Classification Certificate:

Letter No.	
Letter dated	
Issued by	
Land Classification	

I hereby certify that:

1. The Competent Authority has issued the Land Classification Certificate respect of Land under reference for the proposed Institution mentioned above is……..
2. It has been approved by the Competent Authority.
3. I verified the above-mentioned Land Classification Certificate from the Office of <Competent Authority>.
4. The above-mentioned Land Classification Certificate is authentic.
5. It has been issued for the full extent of Land.

Date:

Place:

Signature of the Advocate Name of the Advocate ….

Registration No. ….. Registration Valid upto _____Practicing at …..

Seal/ Stamp of the Advocate

*Strike off whichever is not applicable

FORMAT 2

Certificate of an Architect (On the Letterhead of the Architect)

The copies of the approved Site Plan and Building Plans in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Institution<Name of the Institutions> at <address> were provided to me by <Name and address of the Applicant>for verification regarding their authenticity and appropriateness.

Details of Site Plan and Building Plans

Plans approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The Competent Authority has approved the site Plan and Building Plans of an Educational Institution at the proposed site mentioned above is …..
2. I have verified the above-mentioned site Plan and Building Plans from the Office of <Competent Authority>.
3. The above-mentioned site Plan and Building Plans have been approved by the Competent Authority.
4. The above-mentioned site Plan and Building Plans are authentic.

5. Construction of Building admeasuring with the following details has been completed in all respects as per the approved Building Plan.

Sl No	Room No	Room type (mention Class Room/ Laboratory/ Toilet, etc.)	Carpet area (in m2)	Completion of Flooring	Completion of Walls and painting	Completion of Electrification and lighting

Details of the Occupancy/ Completion Certificate/ Building License/ Form D

Certificate approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. I have verified the above-mentioned Certificates from the Office of <Competent Authority>.
2. The above-mentioned Certificates have been issued/ approved by the Competent Authority.
3. The above-mentioned Certificates are authentic.

Date:

Place:

Signature of the Architect

Name of the Architect .....

Registration No.....Valid upto____

Seal/ Stamp of the Architect

*Strike off whichever is not applicable

FORMAT 3

Structural Stability Certificate (To be issued by practicing structural consultant on his letterhead)

I have inspected the structural drawings for the building in respect of application submitted by <Name and address of the Applicant> who is an Applicant for establishment of new Institution<Name of the Institutions> at <address> were provided to me by <Name and address of the Applicant>for verification regarding their authenticity and appropriateness. Further I have visited the building at above address and verified the stability of the building.

I have inspected and verified the structural stability certificate issued as below:

Certificate approved by	
Approval Number	
Date of Approval	

I hereby certify that:

1. The Competent Authority has approved the Occupancy/ Completion Certificate/ Building License/ Form D and the Structural Stability Certificate, if applicable, mentioned above is…..
2. I have verified the above-mentioned Certificates from the Office of <Competent Authority>.

Date:

Place:

Signature of the Structural Consultant

Name of the Structural Consultant.…

Registration No. _____

(with local body/ Municipal Authorities)

Seal/ Stamp of the Structural Consultant

*Strike off whichever is not applicable