



Council of Architecture

A statutory body of Government of India constituted under the Architects Act, 1972

Core 6-A, 1st Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 (India)

Tel: 011-24648415, 24654172 Fax: 011-24647746

E-mail:coa@ndf.vsnl.net.in, Website:www.coa.gov.in

APPLICATION FORM FOR INTRODUCTION OF 5-YEAR FULL TIME B.ARCH. DEGREE COURSE

1. Name & address of the proposed Institution : _____
: _____
: _____
Phone: _____
Fax _____ E-mail _____
2. Name & address of the Trust/Society /University : _____
(Furnish copy of registered document) : _____
: _____
Phone: _____
Fax _____ E-mail _____
3. Intake sought in B.Arch. course : _____
4. Type of Institution : _____
(Government/Govt. aided/Private unaided /University managed)
5. Whether Minority/Women Institution : _____
(If yes, Pl. specify)
6. Name & address of Affiliating University/ University with which being got affiliated : _____
(Furnish copy of NOC issued by University or application made to University, if NOC awaited) _____

7. Nearest Railway Station/Airport : _____

8. Project Report stating:-

- 1) Need for the course : *ATTACH SEPARATELY*
- 2) Financial viability including projected financial statement for next 5 years. : *ATTACH SEPARATELY*
- 3) Number of registered practicing architects in the town/region (approx.). : _____

9. Ownership and suitability of land for the proposed Institution (minimum 2 Acres)

- i. Area (in Acres)
- ii. Whether Freehold/Leased/Other (Pl.specify).....
- iii. Land use.....

Enclose copies of the following documents:

- i) *Land Ownership Document (i.e. Registered Sale Deed, Lease Deed etc.)*
- ii) *Site plan of the campus signed by the competent authority of the institution.*
- iii) *Land use certificate for institutional use from the competent authority.*
- iv) *Latest color photographs of the site and its environs.*

10. Building Status

(An under-graduate architecture course requires at least built-up space of 3000 sq.mtr.)

- i. Total Built-up Space (Ready) : (in Sq.Mtr.)
(Enclose copy of Building Plan approved by competent authority)
- ii. Total Built-up Space (Planned) : (in Sq.Mtr.)

Please enclose the following:

- a) *Vision for next 10-15 years in terms of U.G./P.G. Courses.*
- b) *Construction Schedule*

11. Availability of Built up space along with necessary infrastructure, equipment & furniture at proposed location

Sl.No.	Ready Built-up Space	Area in Sq. Mtr
1.	Studios
2.	Lecture Rooms (good for Audio Visual teaching)
3.	Computer lab (Area and Number of computers in place)
4.	Library (area and number of titles already acquired.)
5.	Model making workshop
6.	Space for Faculty
7.	Administration Office
8.	Canteen, Toilet, Students Rooms
9.	Any Other (Pl. Specify)

12. Details of Full-Time Faculty appointed/identified

Please provide names & details of Full-Time Faculty members as under:

Sl.No.	Name	Qualification (UG, PG & Doctorate)	Designation	Council's Registration No. with validity	Teaching/ work experience	Current/ last employment	Remarks

13. Endowment Fund Details
(Amount of minimum Rs. 25 Lakhs or as prescribed by University/State Govt.)

Amount of Endowment Fund earmarked by the institution: Rs.
(Please enclose necessary supporting documents.)

14. Any other information Institution may like to furnish: *ATTACH SEPARATELY*

A sum of Rs. _____ towards Evaluation Fee is remitted by Demand Draft
No _____ dated _____ drawn in favour of “**Council of Architecture**”
on _____ (Name of Bank) payable at _____ (Delhi/New Delhi).

I hereby declare that all the information furnished above is true to the best of my knowledge and belief. I also undertake that the proposed institution, if accorded approval by the Council of Architecture, shall abide by the provisions of the Architects Act, 1972 and Regulations, Norms & Standards prescribed by the Council from time to time. I fully understand that in case of any false information or misrepresentation provided, I shall be liable for any suitable action as deemed fit by the Council and as required under Law.

**Signature (with stamp) of the Director/
Principal/Dean/HOD of the Architectural
Institution/Department**

Name : _____

Designation : _____

Council Registration No. : CA/_____/_____

Mobile/Telephone : _____

**Signature (with stamp) of the
Chairman/President of the Trust/Society OR
Registrar of University if the proposed
institution is a constituent college/Department
of Architecture of a University**

Name : _____

Designation : _____

Mobile/Telephone : _____

GENERAL INFORMATION

1. The Application Form, duly filled up and signed and complete in all respects, is to be submitted in **TRIPPLICATE**, along with Evaluation Fee (Please See Sl.No.2) and sent to “Council of Architecture, India Habitat Centre, Core 6-A, First Floor, Lodhi Road, New Delhi – 110 003” (Tel : 011-24648415, 011-24654172, Fax: 011-24647746, Email : coa@ndf.vsnl.net.in, Web : www.coa.gov.in)
2. The proposed institution shall be required to submit an amount of Rs.1,00,000/- as “**Evaluation Fee**” along with its application for introduction of B.Arch. degree course with an annual intake of 40 by way of demand draft in favour of “Council of Architecture”, payable at Delhi/New Delhi. In case the proposed institution is applying for intake of more than 40 in the B.Arch. course, an additional sum of Rs.1,00,000/- shall be chargeable as “Evaluation Fee” for every additional intake of 40 students as applied.
3. Based on the information furnished by the proposed institution, a Letter of Intent will be issued by the Council. The institution shall be required to send its compliance of the conditions & requirements as contained in the Letter of Intent, after which an expert Committee appointed by the Council shall inspect the proposed institution. The Letter of Approval or otherwise shall be issued by the Council based on the report of the Expert Committee.
4. Last date for receipt of Application Forms for introduction of B.Arch. Course shall be **31st December** (or last working day of December) of a calendar year. For more information on important dates related to approval process, refer to Academic Calendar of Events uploaded on the website of the Council.

COUNCIL'S NORMS & REQUIREMENTS FOR IMPARTING FULL TIME 5-YEAR B.ARCH.DEGREE COURSE AT AN INSTITUTION

1. The 5 year full-time Bachelor of Architecture (B.Arch.) degree course is to be imparted by an architectural institution in an independent building and separate land having its own infrastructure and budgetary provisions. Every architectural institution must acquire at least a built-up space of 3000 sq.mtr. (i.e. 15 sq.mtr. per student) of its own, available for the course for an annual intake 40 students within three years of its establishment. This may be verified by the Council at any stage, based on the prescribed Regulations, Norms and Guidelines.
2. The building should include class rooms and at least 5 studios, adequate space for faculty members, library, workshop, materials museum, laboratories, exhibition/conference room, office accommodation and common area for students and staff etc. All spaces must be barrier free (i.e. disabled friendly).
3. Workshop facilities for model making and construction related activities be created. A Computer Lab be set up with 40 computers along with software related to Visual Art & Architecture. A Photography Lab and an Audio Visual room with necessary equipment also need to be set up.
4. The institution must acquire at least 500 titles before the commencement of the course and 200 titles annually and necessary subscription be made to get at least 10 professional journals (Architecture) on regular basis.
5. The institution must obtain affiliation to a "University" formed under a Central/State Legislation before actual admissions of students to the course upon grant of approval by the Council to impart 5-year full-time B.Arch. degree course. The institution shall obtain Approval/No Objection Certificate from other competent authorities concerned, wherever required.
6. Adequate architecture teaching faculty is to be recruited as per the Minimum qualifications, experience and structure for teaching posts in a degree level architectural institution as prescribed in Appendix-B1 of the "Council of Architecture – Minimum Standards of Architectural Education, 2008" which have been prescribed pursuant to Section 21 of the Architects Act, 1972 supplementing the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 1983. The same are available on the website of the Council.
7. The proposed institution shall be required to adopt Minimum Standards, Norms & Regulations as prescribed by the Council from time to time relating to Duration and Stages of the Course, Eligibility & Admission to the Architecture Course, Courses and periods of Studies, Standards of staff, equipment, accommodation, training and other facilities for architectural education and Sanctions for imparting recognized architectural education under the Architects Act, 1972.
