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(Incorporated under the Architects Act, 1972)
HANDBOOK OF PROFESSIONAL DOCUMENTS

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FOREWORD

The Council of Architecture is glad to bring out the sixth edition of Handbook of Professional Documents. All the previous editions of the Handbook had been widely circulated amongst Architects, Schools of Architecture, various Government & Local authorities as well as Organisations associated with built environment. The sixth edition of Handbook of Professional Documents is being published with a view to provide updated information to all concerned.

The latest Handbook consists of various Council of Architecture documents (with up-to-date amendments) viz. the Architects Act, 1972, Council of Architecture Rules, 1973, Council of Architecture Regulations, 1982, Council of Architecture (Minimum Standards of Architectural Education) Regulations, 1983 and Architects (Professional Conduct) Regulations, 1989. It also includes a number of important documents on Architectural Practice and Architectural Education such as Conditions of Engagement and Scale of Charges, Architectural Competitions Guidelines, Architects Professional Liability, Revised Guidelines for admission to first year of five year degree course in architecture, Minimum Standards of Architectural Education Guidelines of Post Graduate Programme, 2006 and Guidelines for Degree of Ph.D. in Architecture. In addition, the Council of Architecture, in pursuance to Section 21 of the Architects Act, 1972, has prescribed the Minimum Standards of Architectural Education, 2008 which shall supplement the Regulations of 1983. The same have been incorporated in this latest Handbook for adoption and adherence by all concerned. Apart from the above, the Handbook also contains important orders, circulars and letters of Central/State Governments connected with implementation of the provisions of the Architects Act, 1972.

The Handbook of Professional Documents shall prove to be a definitive guide in the field of Architectural Practice & Education for all concerned. It will be invaluable for Architects, Institutions imparting architectural education, various authorities, students undergoing undergraduate & postgraduate courses in architecture, organisations associated with built environment as well as clients. It shall also be a useful reference document for general public at large.

In the end, I wish to take this opportunity to express my heartfelt gratitude to the manufacturers, suppliers and other organisations associated with building industry for their continued support in making the publication & distribution of this Handbook a success.

Vijay Shrikrishna Sohoni
President
Council of Architecture

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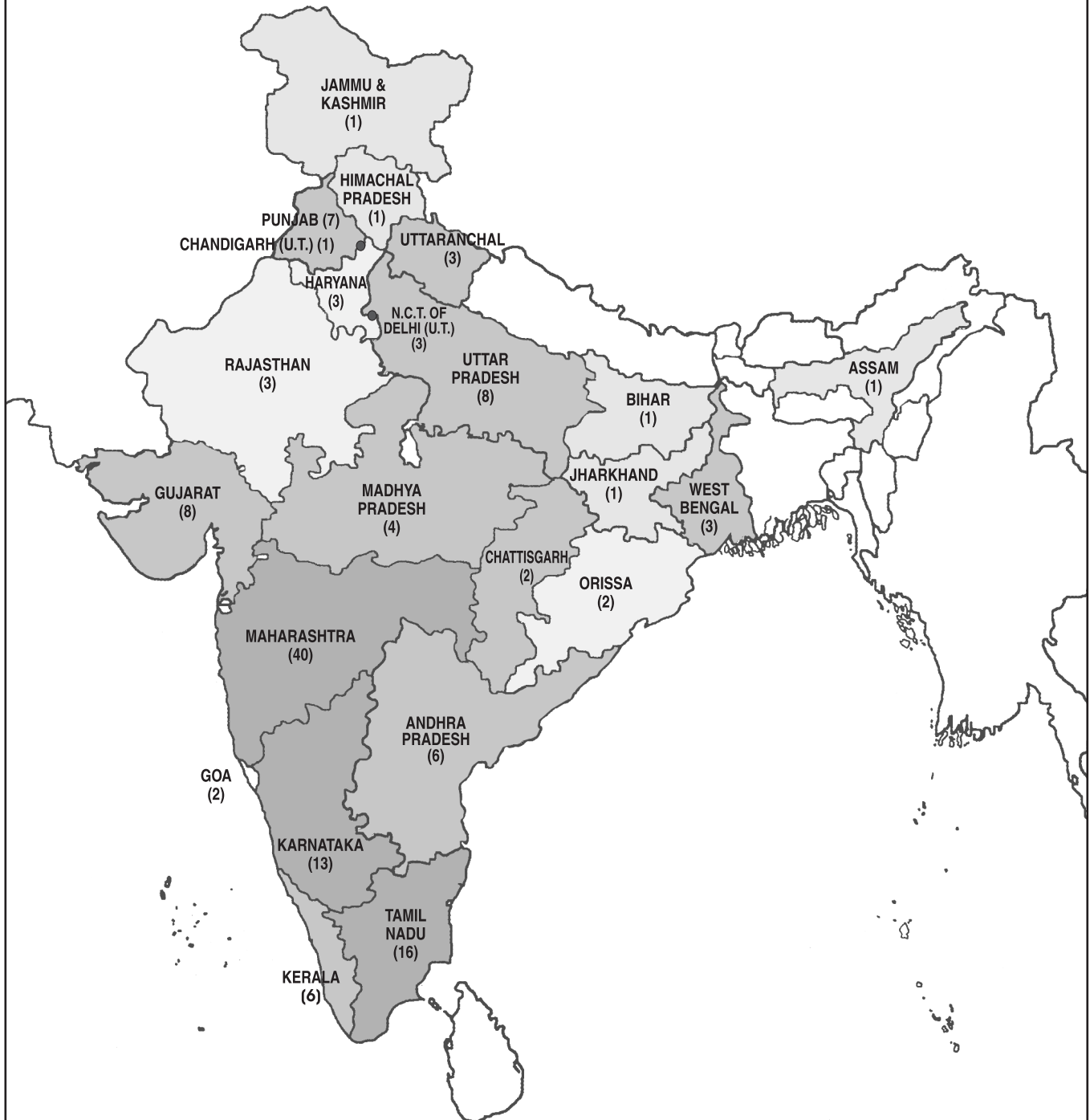
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Note: The figures given in parenthesis indicate the number of Schools in each State.

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ASSAM

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Fax: 0281-2783487, 2465945
E-Mail: rajkotschool@indiatimes.com,
kishoretrivedi@rediffmail.com

22. Inst.Code: GJ07

The Director
School of Architecture
Vadodara Design Academy
B/h. Banco Products,
Off. Padra Road,
Bil-Chapad Road,
VADODARA-391410 (Gujarat)
Tel. (O): 0265-2680840-41
Fax: 0265-2680840
E-Mail: info@vda.in,
director@vda.in

23. Inst.Code: GJ08

The Director
Institute of Architecture
Hemchandracharya North
Gujarat University, University Road,
Post Box No.21
PATAN-384 265 (Gujarat)
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Fax: 02766-231917
E-Mail: archhngu@gmail.com
Web: www.ngu.ac.in

HIMACHAL PRADESH

24. Inst.Code: HP01

The Dean
Faculty of Architecture
National Institute of Technology
(Deemed University)
HAMIRPUR-177 005 (Himachal Pradesh)
Tel. (O): 01972-254200, 4210,4215
Fax: 01972-223834
E-Mail: nithp01@nitham.ac.in,
ipsingh@nitham.ac.in,
minakshi@nitham.ac.in

HARYANA

25. Inst.Code: HR01

The Director
Sushant School of Art & Architecture
Sector-55, GURGAON-122 003 (Haryana)
Tel. (O): 0124-2570317-18, 2766071-72
Fax: 0124-2570316
E-Mail: hr01sushant@sushantschool.org
Web: www.sushantschool.org

26. Inst.Code: HR02

The Principal
School of Architecture
Deen Bandhu Chhotu Ram
University of Science & Technology
(Formerly C.R.State College of Engineering)
Murthal, DIST.SONEPAT-131 039 (Haryana)
Tel. (O): 0130-2484004-009
Fax: 0130-2484003
E-Mail: hr02doacrsce@yahoo.com,
hr02crsce@rediffmail.com

27. Inst.Code: HR03

The Principal
Gateway College of Architecture & Design
Gateway Campus, Sector - 11
Sonipat - 131 001 (Haryana)
Tel: 0130-3292216, 6450774, 9354920176
Mobile: 09812040120
Fax: 0130-2242073
E-mail: gatewayarch@yahoo.com
gateway.college@rediffmail.com

JHARKHAND

28. Inst.Code: JH01

The Dean
Faculty of Architecture
Birla Institute of Technology
(Deemed University)
Mesra, RANCHI-835 215 (Jharkhand)
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Tel. (O): 0651-2275444/2275896
Tel. (O): 0651-2276002/2276006, Fax: 2275401
E-Mail: rch_khare@sancharnet.in,
khare_ajay@hotmail.com
Web: www.bitmesra.ac.in

JAMMU & KASHMIR

29. Inst.Code: JK01

The Director
School of Architecture and Landscaping
College of Engineering
Shri Mata Vaishno Devi University Campus
Kakrial, Dist.Udhampur-182 121(J & K)
Tel: 01991-285573, 281475,281479 Extn.2131
Fax: 01991-285573
E-mail: creative_circles@yahoo.co.in
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KARNATAKA

30. Inst.Code: KA01

The Principal
School of Architecture
University Visvesvaraya College of Engineering
Bangalore University, Jnana Bharathi
BANGALORE-560 056 (Karnataka)
Tel. (O): 080-22961811
Fax: 080-23211006
E-Mail: vnguli@kar.nic.in

- 31. Inst.Code: KA02**
The Dean
Faculty of Architecture
Manipal Institute of Technology
Manipal University
MANIPAL-576 104 (Karnataka)
Tel. (O): 0820-2571060, 2571061 Extn.24111-117
Tel. (O): 0820-2924113
Fax: 0820-2571071
E-Mail: ka02foa.mahe@manipal.edu,
architecture@manipal.edu
Web: www.manipal.edu
- 32. Inst.Code: KA03**
The Principal
School of Architecture
BMS College of Engineering
Post Box No.1908, Bull Temple Road
BANGALORE-560 019 (Karnataka)
Tel. (O): 080-22427424 (Principal)
Tel. (O): 080-26622130-35, Extn.: 2058
Fax: 080-26614357
E-Mail: profrajan@gmail.com,
Web: www.bmsce.ac.in
- 33. Inst.Code: KA05**
The Principal
School of Architecture
B V Bhoomaraddi College of
Engineering & Technology
Vidyanagar, HUBLI-580 031 (Karnataka)
Tel. (O): 0836-2378123, 2378201
Tel. (O): 0836-2378101, 2374150
Tel. (O): 0836-2378201
Fax: 0836-2374985
E-Mail: principal@bvb.edu
arun_huligol@bvb.edu
- 34. Inst.Code: KA06**
The Principal
School of Architecture
Poojya Doddappa Appa College of Engineering
GULBARGA-585 102 (Karnataka)
Tel. (O): 08472-224262 Ext.435
Tel. (O): 08472-220742
Fax: 08472-255685
E-Mail: principal@pdaengg.com,
principalpda@yahoo.com,
hodarch.pdaengg.com
- 35. Inst.Code: KA07**
The Principal
School of Architecture
Dayananda Sagar College of Engineering
Shavige Malleswara Hills
Kanakapura Road, Kumaraswamy Layout
South-end of Jayanagar
BANGALORE-560 078 (Karnataka)
Tel. (O): 080-57700642, 26662226, 26660789
Fax: 080-26660789, 26635929
E-Mail: ka07dsce@gmail.com,
dsidsce_principal@yahoo.com,
- 36. Inst.Code: KA08**
The Principal
School of Architecture
BLDE Association's V.P. Dr.P.G. Halakatti
College of Engineering & Technology
Ashram Road,
BIJAPUR-586 103 (Karnataka)
Tel. (O): 08352-261120
Mobile: 09341611130 (Pri.)
Mobile: 09448141168 (HOD)
Fax: 08352-262945
E-Mail: sjarwikar@yahoo.com,
vital_tanks@yahoo.com
- 37. Inst.Code: KA09**
The Principal
Malik Sandal Institute of Art & Architecture
424, Naurasapur,
Near New District Court
Bagalkot Road, Hudco Cross
BIJAPUR-586 101 (Karnataka)
Tel. (O): 08352-276158, 276930,
Tel. (O): 220717, 276158
Fax: 0832-277353/278635
E-Mail: secabmsiaa@yahoo.com,
architectimpunekar@yahoo.co.in
- 38. Inst.Code: KA11**
The Principal
School of Architecture
MS Ramaiah Institute of Technology
Vidya Soudha, M.S.R. Nagar,
M.S.R.I.T. Post
BANGALORE-560 054 (Karnataka)
Tel. (O): 080-23606934, 23600822,
Tel. (O): 080-23606936
Fax: 080-23603124
E-Mail: ka11msrit@rediffmail.com,
hod_at@msrit.edu,
principal@msrit.edu
- 39. Inst.Code: KA12**
The Director
School of Architecture
R.V.College of Engineering
R.V.Vidyaniketan Post, Mysore Road
BANGALORE-560 059 (Karnataka)
Tel. (O): 080-28602170, 67178000,
Tel. (O): 080-65364181, 28604703
Fax: 080-28602914, 28600337, 22915050
E-Mail: ka12rvsa@gmail.com
Web: www.rvce.ac.in
- 40. Inst.Code: KA13**
The Director
School of Architecture
Siddaganga Institute of Technology
B.H.Road, TUMKUR-572 103 (Karnataka)
Tel. (O): 0816-2214055, 2214000,2214066
Fax: 0816-2282994
E-Mail: ka13sit@rediffmail.com,
tanujayogeesh@gamil.com

41. Inst.Code: KA14

The Principal
School of Architecture
Karnataka Law Society's Gogte
Institute of Technology
"Gnana Ganga", Udyambag
BELGAUM-590 008 (Karnataka)
Tel. (O): 0831-2498509, 405500 Extn.381
Fax: 0831-2441909
E-Mail: ka14_arch@rediffmail.com
hodarch@git.edu
hod_arch@rediffmail.com

42. Inst.Code: KA15

The Director
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University of Mysore
2nd Floor, Senate Bhavan,
Manasagangotri P.O.,
MYSORE-570 006 (Karnataka)
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E-Mail: darogas@rediffmail.com,
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KERALA

43. Inst.Code: KL01

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School of Architecture
College of Engineering,
Engineering College P.O.
THIRUVANANTHAPURAM-685 016 (Kerala)
Tel. (O): 0471-2598310, 2515555, 2515565
Fax: 0471-2598370
E-Mail: kl01arch@cet.ac.in
abrahamputhan@yahoo.co.in

44. Inst.Code: KL02

The Principal
School of Architecture
TKM College of Engineering
Karicode
KOLLAM-691 005 (Kerala)
Tel. (O): 0474-2712022-25
Fax: 0474-2712023
E-Mail: tkmengg@md2.vsnl.net.in,
principal@tkmce.org.in

45. Inst.Code: KL03

The Director
MES School of Architecture
MES College of Engineering
Kuttipuram, Thrikkanapuram P.O.
MALAPPURAM DISTRICT-679 573 (Kerala)
Tel. (O): 0494-3051270, 2698794, 3051111
Fax: 0494-2698794, 2698081
E-Mail: kl03mesarch@rediffmail.com,
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Web: www.mesengg.com

46. Inst.Code: KL04

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National Institute of Technology
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Tel. (O): 2286101, 0495-2287206, 2287250, 2287863,
Tel. (O): Director-2286100
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E-Mail: kl04@nit.ac.in
lizmol@nitc.ac.in,
lizmolmathew@hotmail.com
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47. Inst.Code: KL05

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Tel. (O): 0487-2334590, 2334144
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babypaul@asianetindia.com

48. Inst.Code: KL06

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E-Mail: sureg@sancharnet.in,
ashalatha@sathyam.net.in,
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MAHARASHTRA

49. Inst.Code: MH01

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MUMBAI-400 001 (Maharashtra)
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Tel. (O): 022-22632881 (Direct to Principal)
Fax: 022-22621118
E-Mail: mh01sirji@gmail.com,
jjarchitecture@hotmail.com
sirjjarchitecture@yahoo.co.in

50. Inst.Code: MH02

The Principal
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Raheja Education Complex
Opp.Colgate Palmolive Ground
Kher Nagar, Bandra (E)
MUMBAI-400 051 (Maharashtra)
Tel. (O): 022-32948890, 64514183, 26582249
Fax: 022-26582252
E-Mail: lsraheja@bom3.vsnl.net.in

- 51. Inst.Code: MH03**
The Principal
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278, Shankar Ghanekar Marg
Prabhadevi, MUMBAI-400 025 (Maharashtra)
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Fax: 022-24301724
E-Mail: mh03aoa@rediffmail.com,
aoarchitecture@yahoo.co.uk
rsaoa2008@gmail.com
- 52. Inst.Code: MH04**
The Dean
Faculty of Architecture
Visvesvaraya National Institute of Technology
(Deemed University),
South Ambhazari Road,
NAGPUR-440 011 (Maharashtra)
Tel. (O): 0712-2801376, 2222828, 2223710,
Tel. (O): 2226750 Extn.1376, 1265 (Office)
Fax: 0712-2223230, 2223969
E-Mail: mh04_vnit@yahoo.co.in,
vnit_deptarch@yahoo.co.in
director@vnitnagpur.ac.in
- 53. Inst.Code: MH05**
The Principal
BKPS College of Architecture
2043, Sadashiv Peth,
Tilak Road,
PUNE-411 030 (Maharashtra)
Tel. (O): 020-24339055
Fax: 020-24320599
E-Mail: mh05@rediffmail.com,
pm05bkps@rediffmail.com
arch@bkps.edu
shrikantbhatte@rediffmail.com
Web: www.bkps.edu
- 54. Inst.Code: MH06**
The Principal
School of Architecture
College of Engineering & Technology
At Post-Babhulgaon (Jh.) N.H.No.6
Near Shri Shivaji Park
AKOLA-444 001 (Maharashtra)
Tel. (O): 0724-2435070, 2259024
Tel. (O): 0724-2259069, 2435070
Fax: 0724-2436160, 2259076, 2259024
E-Mail: mh06soa@rediffmail.com,
akl_coeta_arch@sancharnet.in
akl_coeta_in_akola@sancharnet.in
- 55. Inst.Code: MH07**
The Principal
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Kasaba Bavada,
KOLHAPUR-416 006 (Maharashtra)
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Fax: 0231-2601432
E-Mail: dypcet@vsnl.net.in
- 56. Inst.Code: MH08**
The Principal
School of Architecture
G.S.Mandal's Marathwada
Institute of Technology
Post Box No.327, Satara Village Road
Beed Bypass, AURANGABAD-431 005
(Maharashtra)
Tel. (O): 0240-2376011 Extn.304, Prin.: 2376776
Fax: 0240-2376154
E-Mail: principal.mit@mit.asia,
wagodekar@rediffmail.com,
svmarch@gmail.com
- 57. Inst.Code: MH09**
The Principal
Shri Prince Shivaji Maratha Boarding House's
College of Architecture, 1061-A, Shivaji Peth
KOLHAPUR-416 012 (Maharashtra)
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Fax: 0231-2620914, 2625740
E-Mail: klp_pscoarch@sancharnet.in,
info@pscak.org
Web: www.pscak.org
- 58. Inst.Code: MH11**
The Principal
School of Architecture
Manoharbhairav Patel Institute of
Engineering & Technology, Kudwa
(Dist.Bhandara), GONDIA-441 614
(Maharashtra)
Tel. (O): 07182-252158, 252168, 252026, 252033
Fax: 07182-252139
E-Mail: mh11miet@rediffmail.com,
principal@mietgondia.com,
shank63@rediffmail.com
Web: www.mietgondia.com
- 59. Inst.Code: MH12**
The Principal
School of Architecture
Jawahar Lal Nehru Engineering College
N-6, CIDCO, AURANGABAD-431 003
(Maharashtra)
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Fax: 0240-2482893, 2484445
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admin@jnec.ac.in
- 60. Inst.Code: MH14**
The Principal
Bharati Vidyapeeth's College of Architecture
Sector-7, Belpada Complex
CBD (Belapur), Opp.Kharghar Railway Station
NAVI MUMBAI-400 614 (Maharashtra)
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Fax: 022-27573196, 27574515
E-Mail: bharati_arch1992@yahoo.com
principal@bvcoalm.org
bvpidd@rediffmail.com

- 61. Inst.Code: MH15**
The Principal
Kamla Raheja Vidyaniidhi
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Vidyaniidhi Marg, Off. 10th Road, Juhu Scheme
MUMBAI-400 049 (Maharashtra)
Tel. (O): 022-26208539, 26700918, 26200923
Fax: 022-26208547
E-Mail: mh15krvia@rediffmail.com,
anirudh.paul@gmail.com
Web: www.krvia.ac.in
- 62. Inst.Code: MH16**
The Principal
Padmashree Dr.D.Y.Patil College of Architecture
Dr.D.Y.Patil University Campus
Vidya Nagar, Sector-7, Nerul
NAVI MUMBAI-400 706 (Maharashtra)
Tel. (O): 022-27709545, 27709454, 27709594
Fax: 022-27709576
E-Mail: dypca@hotmail.com,
Web: http://www.patil.com
- 63. Inst.Code: MH17**
The Principal
Mahatma Education Society's
Pillais' College of Architecture
Dr.K.M.Vasudevan Pillai's Campus
10, Sector 16, NEW PANVEL-410 206
(Maharashtra)
Tel. (O): 022-27456100, 27451700 Extn.207
Tel. (O): PiCA Direct 022-56161907
Tel. (O): Mumbai Office: 022-5224856
Fax: Mumbai Office: 022-27483208, 5229587
E-Mail: mh17pica@rediffmail.com,
arch.sanjay@indiatimes.com,
picapanvel@hotmail.com
Web: www.pica.wxs.org
- 64. Inst.Code: MH18**
The Director
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Rizvi Educational Complex
Sherly Rajan Off Carter Road
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E-Mail: rca@bom2.vsnl.net.in
- 65. Inst.Code: MH19**
The Principal
Bharati Vidyapeeth University's
College of Architecture
Dhankawadi Campus,
Off Pune-Satara Road
Katraj, PUNE-411 043 (Maharashtra)
Tel. (O): 020-24375687, 24377809,
Tel. (O): 24331317, 24329658,
Tel. (O): 24335701, 24335509
Fax: 020-24372998, 24339121, 24321910
E-Mail: bvucoap@gmail.com
Web: www.bvcoapune.com
- 66. Inst.Code: MH20**
The Principal
Women's Education Society's
Smt.Manoramabai Mundle
College of Architecture
Seminary Hills, NAGPUR-440 006
(Maharashtra)
Tel. (O): 0712-2510208, 2512338
Tel. (O): 2246623, 2247192
Fax: 0712-2512338
E-Mail: mh20ladarch_ngp@sancharnet.in
admin_info@ladarch.com,
archlad@nagpur.dot.net.in
Web: www.ladarch.com
- 67. Inst.Code: MH21**
The Principal
Maharshi Karve Stree Shikshan Samstha's
Dr.Bhanuben Nanavati College of Architecture
for Women, Cummins College
of Engineering Campus,
Karve Nagar,
PUNE-411 052 (Maharashtra)
Tel. (O): 020-25476966, 25474062
Fax: 020-25474437
E-Mail: bnca@vsnl.com
Web: www.bnca.ac.in
- 68. Inst.Code: MH23**
The Principal
Shri Siddeshwar Shikshan Mandal's
College of Architecture
Sr.No.63/1A, F.P.No.34, Ujani Colony,
(Behind T.V.Tower), Kumatha Naka,
SOLAPUR-413 003 (Maharashtra)
Tel. (O): 0217-2603950, 2603455
Fax: 0217-2651633, 2603950
E-Mail: archcoa_ssm@rediffmail.com
- 69. Inst.Code: MH24**
The Principal
Shri V.B.Patil Trust's
Appasaheb Birnale College of Architecture
South Shivaji Nagar,
Sangli-Miraj Road,
Near Income Tax Office,
SANGLI-416 416 (Maharashtra)
Tel. (O): 0233-2320294, 2322336
Fax: 0233-2320294
E-Mail: abca_arch@yahoo.co.in
- 70. Inst.Code: MH25**
The Principal
School of Architecture
Kavikulguru Institute of Technology & Science
K.K.Nagar, Ramtek,
DIST. NAGPUR-441 106 (Maharashtra)
Tel. (O): 07114-255309
Fax: 07114-255236
E-Mail: mh25kits@yahoo.in,
mh25kits@rediffmail.com
Web: www.kits.edu

- 71. Inst.Code: MH26**
The Director
Priyadarshini Institute of Architecture & Design Studies
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MIDC Area, Hingna Road,
NAGPUR-440 016 (Maharashtra)
Tel/fax (O): 07104-232163, 232164, 232169
E-Mail: mh26pcea@rediffmail.com
avpurohit@sify.com,
piads@rediffmail.com
pcear@nagpur.dot.net.in
- 72. Inst.Code: MH27**
The Principal
Indian Education Society's
College of Architecture
"Vishwakarma" M.D. Lotlikar Vidya Sankul
Opp. Lilavati Hospital, 791, S.K. Marg
Bandra Reclamation, Bandra (W)
MUMBAI-400 050 (Maharashtra)
Tel. (O): 022-26553636, 26551616, 26551717
Fax: 022-26514994
E-Mail: mh27iescoarch@gmail.com,
iescoaarch@vsnl.net,
iescoarch@indiatimes.com
Web: www.ies.edu
- 73. Inst.Code: MH28**
The Principal
Dr. Baliram Hiray College of Architecture
(Formerly LBHSS Trust's College of Architecture)
S.No.341, Next to New English School
Govt. Colony, Bandra (E)
MUMBAI-400 051 (Maharashtra)
Tel. (O): 022-26570986, 26573181, 26570986
Fax: 022-26570986, 26573181, 26570892
E-Mail: college@lbhssst.org,
lbhssstarch@hotmail.com
Web: www.lbhssst.org
- 74. Inst.Code: MH29**
The Principal
Pravara Rural College of Architecture
Sadatpur Road, At Post: Loni
Tal. Shrirampur
DIST. AHMEDNAGAR-413 736 (Maharashtra)
Tel. (O): 02422-274295, 274296
Fax: 02422-273537
E-Mail: prca-principal@pravara.ren.nic.in,
principal-prca@pravara.ren.nic.in
- 75. Inst.Code: MH30**
The Principal
Vivekanand Institute of Technology's
Padmabhushan Dr. Vanantdada Patil College
of Architecture, "Annasaheb Magar Bhavan"
Sr.No.226-A-2, PMT Comm. Complex, Hadapsar
PUNE-411 028 (Maharashtra)
Tel. (O): 020-26997888, 26997889
Fax: 020-26997889
E-Mail: vitcoapune@vsnl.net,
vitscsrpune@vsnl.net
- 76. Inst.Code: MH31**
The Principal
M.C.E. Society's
Allana College of Architecture
2390-B, K.B. Hidayatullah Road
Azam Campus, Camp,
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allanacoa@azamcampus.org,
allanacoa@hotmail.com
- 77. Inst.Code: MH32**
The Principal
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PUNE-411 044 (Maharashtra)
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dypcoa@dypcoa.org
- 78. Inst.Code: MH33**
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STES Campus, S.No.44/1,
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Tel. (O): 020-24351439, 24353527,
Tel. (O): 24354721, 24356592
Fax: 020-24354721, 24351439
E-Mail: mh33scoa@sinhgad.edu,
scoa@sinhgad.edu
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Web: www.sinhgad.edu
- 79. Inst.Code: MH34**
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E-Mail: mh34bdcoa@rediffmail.com,
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dhandesh_wda@yahoo.com
- 80. Inst.Code: MH37**
The Principal
Athare Patil Memorial Foundation's
Surya School of Architecture
Athare Patil Memorial Hospital Campus
Savadi Road
AHMEDNAGAR-414 003 (Maharashtra)
Tel. (O): 0241-2323779/2329659
Fax: 0241-2411183
E-Mail: anilathare@yahoo.com

81. Inst.Code: MH39

The Principal
Asmita College of Architecture
Asmita House, Asmita Township
Naya Nagar, Mira Road (East)
THANE-401 107 (Maharashtra)
Tel. (O): 022-28111185 (5 Lines)
Fax: 022-281113562
E-Mail: cdhamne@gmail.com

82. Inst.Code: MH40

The Director
Brahma Valley College of Architecture
Brahma Valley Educational Campus
C/o.Nashik District Indl. &
Mercantile Co-Op. Bank Ltd.
Shivkamal Apartment,Canada Corner,
Sharanpur Extn. Road
NASHIK-422 005 (Maharashtra)
Tel. (O): 0253-2574028, 2315628
Tel. (O): 261155, 2570400
E-Mail: patankarvivek@gmail.com

83. Inst.Code: MH41

The Principal
Vastukala Research Foundation's
Shyamal Gupta International
College of Architecture, Nashik
C/o Nirmiti Patsanstha, 19/20,
Saptarshi, Below Hotel Patang,
Racca Colony, Sharanpur Road,
NASHIK-422 002 (Maharashtra)
Tel. (O): 0253-3203434, Telefax-2318330
E-Mail: vastukalanashik@hotmail.com
Website: www.vastukalanashik.org

84. Inst.Code: MH42

The Dean
SVKM's NMIMS University's
Balwant Sheth School of Architecture
V.L.Mehta Road, Vile Parle (W), Mumbai-400 056
Tel: 02226134577/26183688
Fax: 022-261145123
E-Mail: nmims@nmims.edu

85. Inst.Code: MH44

The Principal
Shrikrishna Educational & Cultural Mandal's
College of Architecture
'Shivmudra' 7, Draupadi Nagar, Near Manraj Park,
Jalgaon-425 001 (Maharashtra)
Tel: (O) 0257-2261136, (R) 2251477
Fax: 0257-2263036

86. Inst.Code: MH45

The Director
Samyak Sankalpa College of Architecture
Sai Ganesh Chayya, Near Jarimari Temple
Tisgaon, Kalyan (E)-421 306 (Maharashtra)
Tel: 0251-2355036, 2350412
Fax: 0251-2552123
Email: ssc_arch@rediffmail.com

87. Inst.Code: MH46

The Principal
Mahatma Gandhi College of Architecture
Plot No.35, Nanded-Latur Road
Near Ambedkar Chowk, Vasarani
Nanded – 431 603 (Maharashtra)
Tel: 02462-270495, 250544
Mobile: 098202 94738
Email: mgcab@yahoo.co.in
jnierst@yahoo.co.in

88. Inst.Code: MH47

The Principal
IDEAS-Institute of Design Education
& Architecture Studies
Gat No.124/3, P.H.No.37,
Mouza-Hudkeshwar,
Taluka-Nagpur, Outer Ring Road Junction Point,
Hudkeshwar Road
Nagpur (Maharashtra)
Tel: 0712-275 4665, 274 4577,
Tel: 098907 11511, Fax: 0712-2754 665
E-mail: ideasngp@gmail.com
sijssnagpur@gmail.com

MADHYA PRADESH

89. Inst.Code: MP01

The Dean
Faculty of Architecture
Maulana Azad National Institute of Technology
(Deemed University)
BHOPAL-462 007 (Madhya Pradesh)
Tel. (O): 0755-5206006 to 10, 2670416-17
Tel. (O): 0755-2670900, 2670327, 2671275
Fax: 0755-2670562, 2670802, 2671175
E-Mail: mp01_manit@rediffmail.com,
mp01_manit@yahoo.co.in,
Web: www.manit.ac.in, www.manit.nic.in

90. Inst.Code: MP02

The Principal
School of Architecture
Madhav Institute of Technology
Race Course Road, Gola Ka Mandir,
GUWALIOR-474 005 (Madhya Pradesh)
Tel. (O): 0751-2364684, 2364479, 4240391
Fax: 0751-50499027, 2364684
E-Mail: mp02@rediffmail.com,
mits@sancharnet.in
drpanditrk@yahoo.com

91. Inst.Code: MP04

The Principal
I.P.S.Academy's School of Architecture
Rajendra Nagar, Agra-Mumbai Road
INDORE-452 012 (Madhya Pradesh)
Tel. (O): 0731-4058673, 6538295, 9826028161
Tel/fax.: 4041627
E-Mail: mp04soaipsa@rediffmail.com,
soaipacademy@rediffmail.com,
soa@ipsacademyonline.com

92. Inst.Code: MP05

The Principal
College of Architecture
SDPS Women's College
Khandwa Road, Opp. Bilawali Tank
Indore-452 007 (M.P.)
Tel: 0731-2877587, 2877588
Fax: 0731-2474722
E-mail: info@sdpsindia.net
admin@sdpsindia.net

ORISSA

93. Inst.Code: OR01

The Dean
Faculty of Architecture and Design
College of Engineering & Technology
Biju Patnaik University of Technology
Techno Campus, Kalinga Nagar, Gahatikia
BHUBANESWAR-751 003 (Orissa)
Tel. (O): 0674-2561743, 2384337, 2384172,
Tel. (O): 2384073, 2600601
Fax: 0674-2433686, 2384075, 2472433
E-Mail: hodarch_cet@rediffmail.com
Vastukar-archi@rediffmail.com

94. Inst.Code: OR02

The Director
Piloo-Mody College of Architecture
Ajay-Binay Institute of Technology
Badambadi, CUTTACK-753 012 (Orissa)
Tel. (O): 0671-2316923, 2360719, 2362012
Fax: 0671-2312664
E-Mail: abitew@yahoo.co.in,
Web: www.abit-pmca.com

PUNJAB

95. Inst.Code: PJ01

The Dean
Faculty of Physical Planning & Architecture
Guru Nanak Dev University,
AMRITSAR-143 005 (Punjab)
Tel. (O): 0183-2258802-09, 2450601-14
Fax: 0183-2258819 & 2258820
E-Mail: psmahoora@yahoo.com,
sarbjotbehl@yahoo.com,
spsingh_gndu@yahoo.com

96. Inst.Code: PJ02

The Principal
School of Architecture
Giani Zail Singh College of
Engineering & Technology,
Dabwali Road,
BHATINDA-151 001 (Punjab)
Tel. (O): 0164-2280985, 2284731
Fax: 0164-2280164
E-Mail: arch_deptt_gzscet@yahoo.com,
principalgzscet@yahoo.com

97. Inst.Code: PJ03

The Principal
Indo Global College of Architecture
Village Abhipur, Tehsil Kharar,
Distt. S.A.S. Nagar (Mohali) -140 109 (Punjab)
Tel. (O): 0160-2664070, 2664600-01
Fax: 0160-2664600, 0172-2546015
E-Mail: contact@igef.net
Web: www.igef.net

98. Inst.Code: PJ04

The Director
Chitkara School of Planning & Architecture
Chandigarh-Patiala National Highway
Village Jhansla, Tehsil Rajpura
DIST.PATIALA-140 401 (Punjab)
Tel. (O): 01762-507084 to 86, 09216273454,
Tel. (O): Chandigarh Office: 0172-2746209
Tel. (O): Mobile Helpline: 09855252566
Fax: 01762-507084 & 85, 0172-2746154
E-Mail: pj04cspa@chitkara.edu.in,
surjit.bais@chitkara.edu.in
inderjeet.bakshi@chitkara.edu.in
Web: www.chitkara.org

99. Inst.Code: PJ05

The Principal
College of Architecture
I.E.T.Bhaddal,
I.E.T.Campus, P.O.Mianpur,
DIST.ROPAR-140 108 (Punjab)
Tel. (O): 01881-244391, 244777, 244749
E-Mail: arch@ietbhaddalropar.org,
adm@ietbhaddalropar.org
Web: www.ietbhaddalropar.org

100. Inst.Code: PJ06

The Principal
Lovely School of Architecture & Design
Lovely Professional University
Lovely Campus, Jalandhar,
Ludhiana G.T. Road,
Near Chacheru Railway Bridge
Phagwara-144 402(Punjab)
Tel. (O): Campus: 01824-510274, 500701
Tel. (O): H.O.:0181-5088805, 2233500
Fax: 01824-506111
E-Mail: info@1pu.co.in,
lovely_arch@hotmail.com,
lovely@jla.vsnl.net.in
Web: www.lovelyinstitutes.com

101. Inst.Code: PJ07

The Principal
RIMT College of Architecture
Near Floating Restaurant,
Sirhind Side,
MANDI GOBINDGARH-147 301 (Punjab)
Tel. (O): 01765-250408, 241407, 241507
Fax: 01765-241405, 250408
E-Mail: rimt_arch@yahoo.com
Web: www.rimtarch.com

RAJASTHAN

102. Inst.Code: RJ01

The Dean
Faculty of Architecture
Malviya National Institute of Technology
(Deemed University), Jawahar Lal Nehru Marg
JAIPUR-302 017 (Rajasthan)
Tel. (O): 0141-2529087, 2529033, 2702955
Fax: 0141-2529029, 2702107
E-Mail: rj01mnit@rediffmail.com,
rinasurana@hotmail.com

103. Inst.Code: RJ03

The Principal
Aayojan School of Architecture
ISI-4, RIICO Institutional Block
Sitapura, Goner Road,
Near Mahatma Gandhi Hospital,
JAIPUR-302 022 (Rajasthan)
Tel. (O): 0141-2771755-56
Fax: 0141-2771753
E-Mail: asarj03@sancharnet.in,
aayojan@sancharnet.in

104. Inst.Code: RJ04

The Dean
School of Architecture
Jagannath University, Jaipur,
Village Rampura, Tehsil Chaksu,
Jaipur (Rajasthan)
Mobile: 0984007921, 09929949917,
Mobile: 09829055198, 09929603232
E-Mail: info@jagannathuniversity.org,
agarwalrajiv1234@rediffmail.com
rajivkagarwal@gmail.com

TAMIL NADU

105. Inst.Code: TN01

The Dean
School of Architecture & Planning
Anna University, Sardar Patel Road
CHENNAI-600 025 (Tamil Nadu)
Tel. (O): 044-22352341, 22203700
Tel. (O): 22201226, 22351323
Fax: 044-22201421
E-Mail: tn01sap@annauniv.edu,
ranee_v@vsnl.net, peeyes@annauniv.edu
Web: www.annauniv.edu

106. Inst.Code: TN02

The Dean
Faculty of Architecture
National Institute of Technology
(Deemed University)
TIRUCHIRAPALLI-620 015 (Tamil Nadu)
Tel. (O): 0431-2503001, 2503551
Fax: 0431-2500133
E-Mail: director@nitt.edu, ktm@nitt.edu
chidam@nitt.edu
Web: www.nitt.edu

107. Inst.Code: TN03

The Principal
School of Architecture
Adhiyaman College of Engineering
Dr. MGR Nagar, HOSUR-635 109 (Tamil Nadu)
Tel. (O): 04344-261003, 260570-72, 261008,
Tel. (O): 28295110, 52142428, 28293218
Fax: 04344-260573
E-Mail: tn03ace@rediffmail.com,
info_ace@adhiyamaan.com,
ace_hsr@adhiyamaan.com
Web: www.adhiyamaan.com

108. Inst.Code: TN05

The Dean
School of Architecture & Interior Design
SRM University, S.R.M. Nagar
Kattankullathur - 603 203
KANCHEEPURAM DISTRICT (T.N.)
Tel. (O): 044-27452270, 27417777
Fax: 044-27453903
E-Mail: info@srmuniv.ac.in,
hod@arch.srmuniv.ac.in
mtmeni@gmail.com
Web: www.srmuniv.ac.in

109. Inst.Code: TN06

The Principal
School of Architecture
Arulmigu Meenakshi Amman
College of Engineering
Vadamavandal, Near Kancheepuram
Namandi Post, Cheyyar Taluka
THIRUVANAMALAI DIST.-604 410 (Tamil Nadu)
Tel. (O): 04182-247226
Fax: 04182-247226
E-Mail: amace@yahoo.com
amacengg@yahoo.com

110. Inst.Code: TN07

The Dean
Faculty of Architecture
Bharat University
173, Agraharam Road, Selaiyur, Tambaram
CHENNAI-600 073 (Tamil Nadu)
Tel. (O): 044-22290742, 22290125, 22293886
Tel. (O): Principal: 044-22290125 Ext.202
Fax: 044-22293886
E-Mail: bharath@giasmd01.vsnl.net.in
Web: www.bharathuniv.com

111. Inst.Code: TN08

The Principal
School of Architecture
Hindustan University
P.O.Bag No.1, Rajiv Gandhi Salai,
Old Mahabalipuram Road, Padur (Via) Kelambakkam,
Chennai-603 103 (T.N.)
Tel. (O): 044-27474262, 27474395, 27474385
Fax: 044-27474208, 22342170
E-Mail: arch@hindustanuniv.ac.in
principal@hindustanuniv.ac.in

112. Inst.Code: TN09

The Principal
 School of Architecture
 Mohammed Sathak Engineering
 College Campus, Kilakarai
 RAMANATHAPURAM DIST.-623 806 (Tamil Nadu)
 Tel. (O): 04567-244665, 241327, 245343, 242327
 Fax: 04567-245344
 E-Mail: md.ssa@sify.com,
 msecklk@sancharnet.in
 vbalakrishnaa@rediffmail.com,
 Web: www.mohamedsathak.engg.ac.in

113. Inst.Code: TN10

The Dean
 Faculty of Architecture
 Sathyabama University
 [Formerly Sathyabama Institute of Science
 & Technology (Deemed University)]
 Jeppiaar Nagar, Old Mamallapuram Road
 CHENNAI-600 119 (Tamil Nadu)
 Tel. (O): 044-24501644 (Extn. 5602), 24500813,
 Tel. (O): 24502655/245
 Fax: 044-24502344
 E-Mail: jprsatya@vsnl.com,
 directors@sathyabamauniv.ac.in

114. Inst.Code: TN11

The Principal
 School of Architecture
 Thiagarajar College of Engineering
 Thiruparankundram, MADURAI-625 015 (Tamil Nadu)
 Tel. (O): 0452-2482240 to 42, 2482430
 Fax: 0452-2483427
 E-Mail: tn11tcearch@rediffmail.com,
 tce@vsnl.com, principal@tce.edu,
 Web: www.tce.edu

115. Inst.Code: TN12

The Dean
 Faculty of Architecture
 Periyar Maniammai University
 Periyar Nagar, Vallam,
 THANJAVUR-613 403 (Tamil Nadu)
 Tel. (O): 04362-264600,
 Fax: 04362-264660
 E-Mail: tn12pmctw@rediffmail.com,
 pmctech@pmctech.edu,
 nivedhu2001@yahoo.com
 Web: www.pmctech.edu

116. Inst.Code: TN13

The Director
 MEASI Academy of Architecture
 "Association Gardens", New College Campus
 87, Peter's Road, Royapettah
 CHENNAI-600 014 (Tamil Nadu)
 Tel. (O): 044-28351126, 28350445
 Fax: 044-42085184
 E-Mail: tn13measi@rediffmail.com,
 altafinindia@yahoo.co.in,
 archeasi@md4.vsnl.net.in

117. Inst.Code: TN14

The Principal
 Salem School of Architecture
 Vinayaka Mission's Kirupananda Variyar
 Engineering College Campus
 NH-47, Sankari Main Road,
 Periya Seeragapadi (PO),
 SALEM-636 308 (Tamil Nadu)
 Tel. (O): 0427-2477594/598/316/317, 2477218,
 Tel. (O): 28255060/294/28202811
 Fax: 0427-2477903, 2477919
 E-Mail: slm_s_arch_tn14@vinayakamission.com,
 vmrf@vinayakamission.com
 Web: www.vinayakamission.com

118. Inst.Code: TN15

The Director
 Tamilnadu School of Architecture
 TCE Campus, Karumathampatti
 COIMBATORE-641 659 (Tamil Nadu)
 Tel. (O): 0421-2911555
 Fax: 0421-2332244
 E-Mail: director@tnsa.ac.in,
 info@tnsa.ac.in
 Web: tnsa.ac.in

119. Inst.Code: TN16

The Director
 McGAN'S Ooty School of Architecture
 No.204, Summer House
 Summer House Road, Ootacamund
 The Nilgiris-643 001 (Tamil Nadu)
 Tel: 0423-2442363
 Mobile: 09444069280, 09444137678
 E-mail: ootyarchitecture@gmail.com,
 architectraju@yahoo.co.in
 mcgan2008@gmail.com,
 mcganarch@gmail.com
 Web: mcgansarch.com

120. Inst.Code: TN17

The Head
 Prahar School of Architecture
 11/4, RVP Complex, 4th Cross
 Bharthi Park Road, Saibaba Colony
 Coimbatore-641 011
 Tel: 0422-6477722
 Fax: 0422-2452288
 E-mail: praharfoundation@gmail.com

UTTARANCHAL**121. Inst.Code: UA01**

The Dean
 Faculty of Architecture & Planning
 Indian Institute of Technology
 ROORKEE-247 667 (Uttaranchal)
 Tel. (O): 01332-285214, 285839
 Fax: 01332-286143, 273560
 E-Mail: aplng@isc.iitr.ernet.in,
 shardfap@iitr.ernet.in,
 shardfap@yahoo.com

122. Inst.Code: UA02

The Director
 DIT-Faculty of Architecture
 Dehradun Institute of Technology
 Mussoorie-Diversion Road
 Makkawala, P.O.Bhagawantpur
 DEHRADUN-248 001 (Uttaranchal)
 Tel. (O): 0135-2735590-93, 2738111, 2743310,
 Tel. (O): 2743312, 2735589
 Fax: 0135-2735404, 2735594
 E-Mail: ditarchua02@yahoo.co.in,
 dit@ditddun.org
 nehru_lal@yahoo.com

123. Inst.Code: UA03

The Dean
 Faculty of Architecture
 Himgiri Nabh Vishwavidyalaya
 (University in the Sky)
 144, Vasant Vihar Phase-II
 Dehradun-284 006 (Uttaranchal)
 Tel: 0135-2760465
 E-Mail: hnvus@dataone.in

UTTAR PRADESH**124. Inst.Code: UP02**

The Dean
 Faculty of Architecture
 Zakir Hussain College of Engineering & Technology
 Aligarh Muslim University,
 ALIGARH-202 002 (Uttar Pradesh)
 Tel. (O): 0571-2701895, 2700920-23,2721142
 Fax: 0571-2701895, 2701546, 2700528
 E-Mail: chairmanarch.amu@gmail.com,
 architectnawab@yahoo.com

125. Inst.Code: UP03

The Director
 School of Architecture & Planning
 Apeejay Institute of Technology
 1, Institutional Area, Surajpur Kasna Road
 P.O.Tughalpur, GREATER NOIDA-201 306
 (Uttar Pradesh)
 Tel. (O): 0120-2326509, 2326017, 2326022
 Fax: 0120-2326017
 E-Mail: asap_gnvd@apj.edu,
 nehrulal@yahoo.com

126. Inst.Code: UP04

The Principal
 School of Architecture
 Babu Banarasi Das National Institute
 of Technology & Management, Sector-1
 Akhilesh Das Nagar, Faizabad Road, Chinut
 LUCKNOW-227 105 (Uttar Pradesh)
 Tel. (O): 0522-2815191, 2815182-187, 3091371
 Fax: 0522-2815294
 E-Mail: bbdnitm@sancharnet.in,
 bbdnitm@msn.com,
 info@bbdnitm.edu
 Web: www.bbdnitm.edu

127. Inst.Code: UP05

The Dean
 Faculty of Architecture
 Integral University, Dasauli
 Post Bas-ha, Sports College,
 Kursi Road,
 LUCKNOW-226 026 (Uttar Pradesh)
 Tel. (O): 0522-2890812, 2890730,
 Tel. (O): 0522-3296117
 Fax: 0522-2890809
 E-Mail: up05.iu.arch@gmail.com,
 vc@integraluniversity.ac.in
 Web: www.integraltech.ac.in

128. Inst.Code: UP06

The Director
 Amity School of Architecture & Design
 Amity University, Uttar Pradesh
 Campus: Sector 125,
 Expressway,
 NOIDA-201 301 (Uttar Pradesh)
 Tel. (O): 0120-24392144/155
 Fax: 0120-24392155
 E-Mail: vkmathur@amity.edu

129. Inst.Code: UP07

The Director
 Amity School of Architecture & Design
 Amity Lucknow Campus,
 Viraj Khand-V,
 Gomti Nagar Scheme,
 Lucknow (Uttar Pradesh),
 Tel.: 0522-2721931, 32
 Fax: 2721934
 E-mail: projects@akcgroup.com

130. Inst.Code: UP08

The Director
 Sunder Deep College of Architecture
 NH24, Sunder Deep Nagar
 0.5 km from Dasna Toll Chek
 Post Towards Hapur,
 Opp.Reliance Petrol Pump,
 Ghaziabad-201 001 (Uttar Pradesh)
 Tel: 0120-2765254, 2766554, 2766468
 Fax: 0120-2835038, 2835088
 E-Mail: directorad@sdgi.ac.in,
 sunderdeep@sdgi.ac.in
 Web: www.sunderdeep.org

131. Inst.Code: UP09

The Dean
 Institute of Architecture
 and Town Planning
 Bundelkhand University,
 Kanpur Road,
 Jhansi-284 128 (Uttar Pradesh)
 Tel: 0510-232 0496, 232 0497
 Fax: 0510-232 0761
 E-Mail: vc@bujhansi.org
 registrar@bujhansi.org

WEST BENGAL

132. Inst.Code: WB01

The Dean
Faculty of Architecture,
Town & Regional Planning
Bengal Engineering & Science University
Shibpur, P.O.Botanic Gardens
HOWRAH-711 103 (West Bengal)
Tel. (O): 033-26684561-63
Fax: 033-26684564, 26682916
E-Mail: shalder@arch.becs.ac.in

133. Inst.Code: WB02

The Dean
Faculty of Architecture & Regional Planning
Indian Institute of Technology
KHARAGPUR-721 302 (West Bengal)
Tel. (O): 03222-282246, 283226, 282054
Fax: 03222-255303, 282246, 282700
E-Mail: merchant@arp.iitkgp.ernet.in,
head@arp.iitkgp.ac.in

134. Inst.Code: WB03

The Dean
Faculty of Architecture
Jadavpur University
KOLKATA-700 032
(West Bengal)
Tel. (O): 033-24146667
Fax: 033-24137121
E-Mail: dean_fet@jdvu.ac.in,
hod_architecture@jdvu.ac.in
Web: www.jadavpur.edu

General Information for Architects

Renewal of Registration:

Options Available	Due Date	Last Date (with grace period) (Rs.)	Amount
1. Annual Payment*	1st January of the Year	31st March or Last working day of March whichever is earlier	500.00
2. One-time payment**	-do-	-do-	5000.00

Payment in person/through post must reach the Council on or before the Last date as indicated above, **failing which**, the name of the defaulter shall be removed from the register of architects maintained by Council under Section 23 of the Architects Act, 1972.

Note:

- No separate intimation for payment of Renewal Fee will be sent to the Architect.
- * Annual Renewal Fee **in advance** (i.e. other than the current year) shall not be accepted.
- ** One-time payment of renewal fee will be accepted subject to submission of an attested copy of the Final B.Arch.Degree / G.D. Arch. Certificate, if not submitted earlier.
- All payment options shall be subject to payment of arrears, if any.
- In order to be entitled for registration and/or renewal of certificate of registration, a person/architect should reside or practice the profession of an architect in India.

Please note that in case of non-payment of renewal fee the name of the concerned Architect stands removed from the Register of Architects maintained by the Council of Architecture under section 27(2) of the Architects Act, 1972. Consequently he/she shall not be entitled to use the title and style of "Architect" for practicing the profession of Architect and to carry out the duties and responsibilities of an Architect either in Government or in any local body or institution or in private organization or to hold any faculty position in any of the institutions imparting recognized architectural qualifications in India.

Restoration Fee:

Failure to pay the renewal fee by the Last Date shall result in removal of name of the defaulter from the register of architects maintained by the Council. A defaulter whose name has been so removed can not use the title & style of an architect or practice the profession of an architect throughout India. In order to restore name in the register, only for that year, restoration fee of Rs.1000/- shall be payable w.e.f. 1st April of the year.

Fine & Additional Fine:

If any person whose name has been removed from the register fails without sufficient cause forthwith to surrender his/her certificate of registration, he/she shall be punishable with fine under section 38 of the Architects Act, 1972 which may extend to one hundred rupees, and, in the case of a continuing failure, with an additional fine which may extend to ten rupees for each day after the first during which he/she has persisted in the failure.

Endorsement on the Certificate of Registration:

- Endorsement on the Certificate of Registration towards renewal/restoration of registration should be got done as and when payment is made or any later date.
- In case of one-time payment of renewal fee endorsement on the Certificate of Registration will be made at a time for ten calendar years and thereafter, endorsement for further years should be got done, from the Registrar of the Council, without making payment therefor.

Additional Qualification:

Only architectural qualifications(s) included in the schedule of qualifications appended to the Architects Act, 1972, be got entered on the certificate of registration as an additional qualification on payment of additional qualification fee of Rs.100/- (per qualification) provided such a qualification is obtained subsequent to registration as an architect.

Mode of Payment:

- All payments shall be made in favor of '**COUNCIL OF ARCHITECTURE**' payable at Delhi or New Delhi by way of Demand Draft/M.O or Cash at the office of the Council (Cheque payment will not be accepted).
- Each payment must accompany a letter of request under the signature of the concerned Architect duly stating latest address/telephone number(s) /e-mail, with a separate Demand Draft for each Architect.

Payment Timings:

10.00 am to 01.00 p.m. & 01.30 p.m. to 04.00 p.m. on all working days (i.e. Monday to Friday)

**about
the
Council
Architecture**

The Council of Architecture (COA)

**is an autonomous Statutory Body of Govt. of India
incorporated under the Architects Act, 1972.**

**The COA has been charged with the responsibility of enforcing
the Act throughout the country, including registration of architects,
regulating the architectural profession and the architectural education
at all level. Architectural Education is being imparted in India by 000
institutions duly recognized by COA. The COA consists of members
nominated by the Central and State Governments/Union Territories,
Institution of Engineers (India) & Institutions of Surveyors
of India and members elected to represent the Indian
Institute of Architects & Heads of Institutions
imparting Architectural Education.**

The Architects Act, 1972*

NO. 20 OF 1972

[31st May, 1972]

An Act to provide for the registration of architects and for matters connected therewith.

Be it enacted by Parliament in the Twenty-third Year of the Republic of India as follows:—

CHAPTER - I

PRELIMINARY

1. (1) This Act may be called The Architects Act, 1972. Short title,
extent and
commencement.
(2) It extends to the whole of India.
(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.**
2. In this Act, unless the context otherwise requires – Definitions.
(a) "Architect" means a person whose name is for the time being entered in the register;
(b) "Council" means the Council of Architecture constituted under section 3;
(c) "Indian Institute of Architects" means the Indian Institute of Architects registered under the Societies Registration Act, 1860;
(d) "Recognised qualification" means any qualification in architecture for the time being included in the Schedule or notified under section 15;
(e) "Register" means the register of architects maintained under section 23;
(f) "Regulation" means a regulation made under this Act by the Council;
(g) "Rule" means a rule made under this Act by the Central Government.

21 of 1860

CHAPTER - II

COUNCIL OF ARCHITECTURE

3. (1) The Central Government shall, by notification in the Official Gazette, constitute, with effect from such date as may be specified in the notification, a Council to be known as the Council of Architecture, which shall be a body corporate, having perpetual succession and a common seal, with power to acquire, hold and dispose of property; both movable and immovable, and to contract, and may by that name sue or be sued. Constitution
of Council of
Architecture.
(2) The Head Office of the Council shall be at Delhi or at such other place as the Central Government may, by notification in the Official Gazette, specify.
(3) The Council shall consist of the following members, namely:-
(a) five architects possessing recognised qualifications elected by the Indian Institute of Architects from among its members;
(b) two persons nominated by the All India Council for Technical Education established by the Resolution of the Government of India in the late Ministry of Education No. F.16-10/44-E. III, dated the 30th November, 1945;
(c) five persons elected from among themselves by heads of architectural institutions in India imparting full time instructions for recognised qualifications;
(d) the Chief Architects in the Ministries of the Central Government to which the Government business relating to defence and railways has been allocated and the head of the Architectural Organisation in the Central Public Works Department, ex officio;
(e) one person nominated by the Central Government;
(f) an architect from each State nominated by the Government of that State;
(g) two persons nominated by the Institution of Engineers (India) from among its members; and
(h) one person nominated by the Institution of Surveyors of India from among its members.

* Published in the Gazette of India on 31.5.1972.

** Came into force from 1.9.1972, vide notification dated 1.9.1972.

Explanation - For the purposes of this sub-section, –

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| (a) "Institution of Engineers (India)" means the Institution of Engineers (India) first registered in 1920 under the Indian Companies Act, 1913 and subsequently incorporated by a Royal charter in 1935. | 7 of 1913 |
| (b) "Institution of Surveyors of India" means the Institution of Surveyors registered under the Societies Registration Act, 1860. | 21 of 1860 |

- (4) Notwithstanding anything contained in clause (a) of sub-section (3), the Central Government may, pending the preparation of the register, nominate to the first Council, in consultation with the Indian Institute of Architects, persons referred to in the said clause (a) who are qualified for registration under section 25, and the persons so nominated shall hold office for such period as the Central Government may, by notification in the Official Gazette, specify.
- (5) Notwithstanding anything contained in clause (f) of sub-section (3), the Central Government may, pending the preparation of the register, nominate to the first Council, in consultation with the State Governments concerned, persons referred to in the said clause (f), who are qualified for registration under section 25, and the persons so nominated shall hold office for such period as the Central Government may, by notification in the Official Gazette, specify.

President and Vice-President of the Council.

4. (1) The President and the Vice-President of the Council shall be elected by the members of the Council from among themselves:
Provided that on the first constitution of the Council and until the President is elected, a member of the Council nominated by the Central Government in this behalf shall discharge the functions of the President.
- (2) An elected President or Vice-President of the Council shall hold office for a term of three years or till he ceases to be a member of the Council, whichever is earlier, but subject to his being a member of the Council, he shall be eligible for re-election:
Provided that –
- (a) the President or the Vice-President may, by writing under his hand addressed to the Vice-President or the President, as the case may be, resign his office;
- (b) the President or the Vice-President shall, notwithstanding the expiry of his term of three years, continue to hold office until his successor enters upon office.
- (3) The President and the Vice-President of the Council shall exercise such powers and discharge such duties as may be prescribed by regulations.

Mode of elections.

5. (1) Elections under this Chapter shall be conducted in such manner as may be prescribed by rules.
- (2) Where any dispute arises regarding any such election, the matter shall be referred by the Council to a Tribunal appointed by the Central Government by notification in the Official Gazette in this behalf, and the decision of the Tribunal shall be final:
Provided that no such reference shall be made except on an application made to the Council by an aggrieved party within thirty days from the date of the declaration of the result of the election.
- (3) The expenses of the Tribunal shall be borne by the Council.

Terms of office and casual vacancies.

6. (1) Subject to the provisions of this section, an elected or nominated member shall hold office for a term of three years from the date of his election or nomination or until his successor has been duly elected or nominated whichever is later.
- (2) An elected or nominated member may, at any time, resign his membership by writing under his hand addressed to the President, or in his absence, to the Vice-President, and the seat of such member shall thereupon become vacant.
- (3) A member shall be deemed to have vacated his seat –
- (i) if he is absent without excuse, sufficient in the opinion of the Council, from three consecutive ordinary meetings of the Council; or
- (ii) if he ceases to be a member of the body referred to in clause (a), clause (g) or clause (h) of sub-section (3) of section 3 by which he was elected or nominated, as the case may be; or
- (iii) in the case where he has been elected under clause (c) of sub-section (3) of section 3, if he ceases to hold his appointment as the head of an institution, as referred to in the said clause.
- (4) A casual vacancy in the Council shall be filled by fresh election or nomination, as the case may be, and the person so elected or nominated to fill the vacancy shall hold office only for the remainder of the term for which the member whose place he takes was elected or nominated.
- (5) Members of the Council shall be eligible for re-election or re-nomination, but not exceeding three consecutive terms.

7. No act or proceeding of the Council or the Executive Committee or any other committee shall be invalid merely by reason of – (a) any vacancy in, or defect in the constitution of, the Council, the Executive Committee or any other committee, or (b) any defect in the election or nomination of a person acting as a member thereof, or (c) any irregularity in procedure not affecting the merits of the case.	Validity of act or proceeding of Council, Executive Committee or other committees not to be invalidated by reasons of vacancy etc.
8. A person shall not be eligible for election or nomination as a member of the Council, if he – (a) is an undischarged insolvent; or (b) has been convicted by a court in India for any offence and sentenced to imprisonment for not less than two years, and shall continue to be ineligible for a further period of five years since his release.	Disabilities.
9. (1) The Council shall meet at least once in every six months at such time and place and shall observe such rules of procedure in regard to the transaction of business at its meetings as may be prescribed by regulations. (2) Unless otherwise prescribed by regulations, nine members of the Council shall form a quorum, and all the acts of the Council shall be decided by a majority of the members present and voting. (3) In the case of an equal division of votes, the President, or in his absence, the Vice-President or, in the absence of both, the member presiding over the meeting, shall have and exercise a second or casting vote.	Meetings of Council.
10. (1) The Council shall constitute from among its member an Executive Committee, and may also constitute other committees for such general or special purposes as the Council deems necessary to carry out its functions under this Act. (2) The Executive Committee shall consist of the President and the Vice-President of the Council who shall be members ex-officio and five other members who shall be elected by the Council from among its members. (3) The President and the Vice-President of the Council shall be the Chairman and Vice-Chairman respectively of the Executive Committee. (4) A member of the Executive Committee shall hold office as such until the expiry of his term as a member of the Council but subject to his being a member of the Council, he shall be eligible for re-election. (5) In addition to the powers and duties conferred and imposed on it by this Act, the Executive Committee shall exercise such powers and discharge such duties as may be prescribed by regulations.	Executive Committee and other committees.
11. The President, the Vice-President and other members of the Council shall be entitled to such fees and allowances as the Council may, with the previous sanction of the Central Government, fix in this behalf.	Fees and allowances to President, Vice-President and members.
12. (1) The Council Shall – (a) appoint a Registrar who shall act its Secretary and who may also act, if so decided by the Council, as its Treasurer; (b) appoint such other officers and employees as the Council deems necessary to enable it to carry out its functions under this Act; (c) with the previous sanction of the Central Government, fix the pay and allowances and other conditions of services of officers and other employees of the Council. (2) Notwithstanding anything contained in clause (a) of sub-section(1), for the first three years from the first constitution of the Council, the Registrar of the Council shall be a person appointed by the Central Government, who shall hold office during the pleasure of the Central Government. (3) All persons appointed under this section shall be the employees of the Council.	Officers and other employees.
13. (1) There shall be established a Fund under the management and control of the Council into which shall be paid all moneys received by the Council and out of which shall be met all expenses and liabilities properly incurred by the Council.	Finances of Council.

- (2) The Council may invest any money for the time being standing to the credit of the Fund in any Government security or in any other security approved by the Central Government.
- (3) The Council shall keep proper accounts of the Fund distinguishing capital from revenue.
- (4) The annual accounts of the Council shall be subject to audit by an auditor to be appointed annually by the Council.
- (5) As soon as may be practicable the end of each year, but not later than the thirtieth day of September of the year next following, the Council shall cause to be published in the Official Gazette a copy of the audited accounts and the report of the Council for that year and copies of the said accounts and report shall be forwarded to the Central Government.
- (6) The Fund shall consist of –
- all moneys received from the Central Government by way of grant, gift and deposit;
 - any sums received under this Act whether by way of fee or otherwise.
- (7) All moneys standing at the credit of the Council which cannot immediately be applied shall be deposited in the State Bank of India or in any other bank specified in column 2 of the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970.
- Recognition of qualifications granted by authorities in India. 14. (1) The qualifications included in the Schedule or notified under section 15 shall be recognised qualifications for the purposes of this Act.
- (2) Any authority in India which grants an architectural qualification not included in the Schedule may apply to the Central Government to have such qualification recognised, and the Central Government, after consultation with the Council, may, by notification in the Official Gazette, amend the Schedule so as to include such qualification therein, and any such notification may also direct that an entry shall be made in the Schedule against such architectural qualification declaring that it shall be a recognised qualification only when granted after a specified date:
- Provided that until the first Council is constituted, the Central Government shall, before, issuing any notification as aforesaid, consult an expert committee consisting of three members to be appointed by the Central Government by notification in the Official Gazette.
- Recognition of architectural qualifications granted by authorities in foreign countries. 15. (1) The Central Government may, after consultation with the Council, direct, by notification in the Official Gazette, that an architectural qualification granted by any university or other institution in any country outside India in respect of which a scheme of reciprocity for the recognition of architectural qualification is not in force, shall be a recognised qualification for the purposes of this Act or, shall be so only when granted after a specified date or before a specified date:
- Provided that until the first Council is constituted the Central Government shall, before issuing any notification as aforesaid, consult the expert committee set up under the proviso to sub-section (2) of section 14.
- (2) The Council may enter into negotiations with the authority in any State or country outside India, which by the law of such State or country is entrusted with the maintenance of a register of architects, for settling of a scheme of reciprocity for the recognition of architectural qualifications and in pursuance of any such scheme, the Central Government may, by notification in the Official Gazette, direct that such architectural qualification as the Council has decided should be recognised, shall be deemed to be a recognised qualification for the purposes of this Act, and any such notification may also direct that such architectural qualification, shall be so recognised only when granted after a specified date or before a specified date.
- Power of Central Government to amend Schedule. 16. Notwithstanding anything contained in sub-section (2) of section 14, the Central Government, after consultation with the Council, may, by notification in the Official Gazette, amend the Schedule by directing that an entry be made therein in respect of any architectural qualification.
- Effect of recognition. 17. Notwithstanding anything contained by any other law, but subject to the provisions of this Act, any recognised qualification shall be a sufficient qualification for enrolment in the register.
- Power to require information as to courses of study and examinations. 18. Every authority in India which grants a recognised qualifications 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.
- Inspection of examinations. 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 purpose 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 –
- (a) 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
- (b) 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 –
- (a) 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
- (b) 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 qualifications 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 –
- (a) 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
- (b) 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.

Withdrawal of recognition.

Minimum standards of architectural education.

Professional conduct.

CHAPTER III

REGISTRATION OF ARCHITECTS

23. (1) The Central Government shall, as soon as may be, cause to be prepared in the manner, hereinafter provided a register of architects for India.
- (2) The Council shall upon its constitution assume the duty of maintaining the register in accordance with the provisions of this Act.
- (3) The register shall include the following particulars, namely:-
- (a) the full name with date of birth, nationality and residential address of the architect;
- (b) his qualification for registration, and the date on which he obtained that qualification and the authority which conferred it;

Preparation and maintenance of register.

		(c) the date of his first admission to the register; (d) his professional address; and (e) such further particulars as may be prescribed by rules.	
	24.	(1) For the purposes of preparing the register of architects for the first time, the Central Government shall, by notification in the Official Gazette, constitute a Registration Tribunal consisting of three persons who have, in the opinion of the Central Government, the knowledge of, or experience in, architecture; and the Registrar appointed under section 12 shall act as Secretary of the Tribunal. (2) The Central Government shall, by the same or a like notification, appoint a date* on or before which application for registration, which shall be accompanied by such fee as may be prescribed by rules, shall be made to the Registration Tribunal. (3) The Registration Tribunal shall examine every application received on or before the appointed day and if it is satisfied that the applicant is qualified for registration under section 25, shall direct the entry of the name of the applicant in the register. (4) The first register so prepared shall thereafter be published in such manner as the Central Government may direct and any person aggrieved by a decision of the Registration Tribunal expressed or implied in the register so published may, within thirty days from the date of such publication, appeal against such decision to an authority appointed by the Central Government in this behalf by notification in the Official Gazette. (5) The authority appointed under sub-section (4) shall, after giving the person affected an opportunity of being heard and after calling for relevant records, make such order as it may deem fit. (6) The Registrar shall amend, where necessary, the register in accordance with the decisions of the authority appointed under sub-section (4). (7) Every person whose name is entered in the register shall be issued a certificate of registration in such form as may be prescribed by rules. (8) Upon the constitution of the Council, the register shall be given into its custody, and the Central Government may direct that the whole or any specified part of the application fees for registration in the first register shall be paid to the credit of the Council.	First preparation of register.
Qualification for entry in register.	25.	A person shall be entitled on payment of such fee as may be prescribed by rules to have his name entered in the register, if he resides or carries on the profession of architect in India and – (a) holds a recognised qualification; or (b) does not hold such a qualification but, being a citizen of India, has been engaged in practice as an architect for a period of not less than five years prior to the date appointed under sub-section (2) of section 24; or (c) possesses such other qualifications as may be prescribed by rules : Provided that no person other than a citizen of India shall be entitled to registration by virtue of a qualification – (a) recognised under sub-section (1) of section 15 unless by the law and practice of a country outside India to which such person belongs, citizens of India holding architectural qualification registrable in that country are permitted to enter and practise the profession of architect in such country, or (b) unless the Central Government has, in pursuance of a scheme of reciprocity or otherwise, declared that qualification to be a recognised qualification under sub-section (2) of section 15.	
Procedure for subsequent registration.	26.	(1) After the date appointed for the receipt of applications for registration in the first register of architects, all applications for registration shall be addressed to the Registrar of the Council and shall be accompanied by such fee as may be prescribed by rules. (2) If upon such application the Registrar is of opinion that the applicant is entitled to have his name entered in the register, he shall enter there on the name of the applicant: Provided that no person, whose name has under the provisions of this Act been removed from the register, shall be entitled to have his name re-entered in the register except with the approval of the Council. (3) Any person whose application for registration is rejected by the Registrar may, within three months of the date of such rejection, appeal to the Council. (4) Upon entry in the register of a name under this section, the Registrar shall issue a certificate of registration in such form as may be prescribed by rules.	

* Date appointed by Central Government is 27.4.1974, vide notification dated 14.3.1974.

Renewal
fees.

27. (1) The Central Government may, by notification in the Official Gazette, direct that for the retention of a name in the register after the 31st day of December of the year following the year in which the name is first entered in the register, there shall be paid annually to the Council such renewal fee as may be prescribed by rules and where such direction has been made, such renewal fee shall be due to be paid before the first day of April of the year to which it relates.
- (2) Where the renewal fee is not paid before the due date, the Registrar shall remove the name of the defaulter from the register:
Provided that a name so removed may be restored to the register on such conditions as may be prescribed by rules.
- (3) On payment of the renewal fee, the Registrar shall, in such manner as may be prescribed by rules, endorse the certificate of registration accordingly.

28. An architect shall, on payment of such fee as may be prescribed by rules, be entitled to have entered in the register any further recognised qualification which he may obtain.

Entry of
additional
qualification.

29. (1) The Council may, by order, remove from the register the name of any architect –
 - (a) from whom a request has been received to that effect; or
 - (b) who has died since the last publication of the register.
- (2) Subject to the provisions of this section, the Council may order that the name of any architect shall be removed from the register where it is satisfied, after giving him a reasonable opportunity of being heard and after such further inquiry, if any, as it may think fit to make –
 - (a) that his name has been entered in the register by error or on account of misrepresentation or suppression of a material fact; or
 - (b) that he has been convicted of any offence which, in the opinion of the Council, involves moral turpitude; or
 - (c) that he is an undischarged insolvent; or
 - (d) that he has been adjudged by a competent court to be of unsound mind.
- (3) An order under sub-section (2) may direct that any architect whose name is ordered to be removed from a register shall be ineligible for registration under this Act for such period as may be specified.
- (4) An order under sub-section (2) shall not take effect until the expiry of three months from the date thereof.

Removal from
register

30. (1) When on receipt of a complaint made to it, the Council is of opinion that any architect has been guilty of professional misconduct which, if proved, will render him unfit to practise as an architect, the Council may hold an inquiry in such manner as may be prescribed by rules.
- (2) After holding the inquiry under sub-section (1) and after hearing the architect, the Council may, by order, reprimand the said architect or suspend him from practice as an architect or remove his name from the register or pass such other order as it thinks fit.

Procedure in
inquiries
relating to
misconduct.

31. A person whose name has been removed from the register under sub-section (2) of section 27, sub-section (1) or sub-section (2) of section 29, or sub-section (2) of section 30, or where such person is dead, his legal representative, as defined in clause (11) of section 2 of the Code of Civil Procedure, 1908, shall forthwith surrender his certificate of registration to the Registrar, and the name so removed shall be published in the Official Gazette.

Surrender of
certificates.

32. The Council may, at any time, for reasons appearing to it to be sufficient and subject to the approval of the Central Government, order that upon payment of such fee as may be prescribed by rules, the name of the person removed from the register shall be restored thereto.

Restoration to
register.

33. Where it is shown to the satisfaction of the Registrar that a certificate of registration has been lost or destroyed, the Registrar may, on payment of such fee as may be prescribed by rules, issue a duplicate certificate in the form prescribed by rules.

Issue of
duplicate
certificates.

34. As soon as may be after the 1st day of April in each year, the Registrar shall cause to be printed copies of the register as it stood on the said date and such copies shall be made available to persons applying therefor on payment of such fee as may be prescribed by rules and shall be evidence that on the said date the persons whose names are entered therein were architects.

Printing of
register.

5 of 1908

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| 35. (1) | Any reference in any law for the time being in force to an architect shall be deemed to be a reference to an architect registered under this Act. | Effect of registration. |
| (2) | After the expiry of two years from the date appointed* under sub-section (2) of section 24, a person who is registered in the register shall get preference for appointment as an architect under the Central or State Government or in any other local body or institution which is supported or aided from the public or local funds or in any institution recognised by the Central or State Government. | |

CHAPTER IV

MISCELLANEOUS

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| 36. | If any person whose name is not for the time being entered in the register falsely represents that it is so entered, or uses in connection with his name or title any words or letters reasonably calculated to suggest that his name is so entered, he shall be punishable with fine which may extend to one thousand rupees. | Penalty for falsely claiming to be registered. |
| 37. (1) | After the expiry of one year from the date appointed* under sub-section (2) of section 24, no person other than a registered architect, or a firm of architects shall use the title and style of architect: | Prohibition against use of title. |
| | Provided that the provisions of this section shall not apply to – | |
| | (a) practice of the profession of an architect by a person designated as a "landscape architect" or "naval architect"; | |
| | (b) a person who, carrying on the profession of an architect in any country outside India, undertakes the function as a consultant or designer in India for a specific project with the prior permission of the Central Government. | |
| | Explanation – For the purpose of clause (a), – | |
| | (i) "landscape architect" means, a person who deals with the design of open spaces relating to plants, trees and landscape; | |
| | (ii) "naval architect" means, an architect who deals with design and construction of ships. | |
| | (2) If any person contravenes the provisions of sub-section (1), he shall be punishable on first conviction with fine which may extend to five hundred rupees and on any subsequent conviction with imprisonment which may extend to six months or with fine not exceeding one thousand rupees or with both. | |
| Failure to surrender certificate of registration. | 38. If any person whose name has been removed from the register fails without sufficient cause forthwith to surrender his certificate of registration, he shall be punishable with fine which may extend to one hundred rupees, and, in the case of a continuing failure, with an additional fine which may extend to ten rupees for each day after the first during which he has persisted in the failure. | |
| Cognizance of offences. | 39. (1) No court shall take cognizance of any offence punishable under this Act, except upon complaint made by order of the Council or a person authorised in this behalf by the Council.
(2) No Magistrate other than a Presidency Magistrate or a Magistrate of the first class shall try any offence punishable under this Act. | |
| Information to be furnished by Council and publication thereof. | 40. (1) The Council shall furnish such reports, copies of its minutes, and other information to the Central Government as that Government may require.
(2) The Central Government may publish, in such manner as it may think fit, any report, copy or other information furnished to it under this section. | |
| Protection of action taken in good faith. | 41. No suit, prosecution or other legal proceeding shall lie against the Central Government, the Council or any member of the Council, the Executive Committee or any other committee or officers and other employees of the Council for anything which is in good faith done or intended to be done under this Act or any rule or regulation made thereunder. | |
| Members of Council and officers and employees to be public servants. | 42. The members of the Council and officers and other employees of the Council shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code. | 45 to 1860 |

* Date appointed by Central Government is 27.4.1974, vide notification dated 14.3.1974.

Power to remove difficulties.	43. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as appear to it to be necessary or expedient for removing the difficulty: Provided that no such order shall be made under this section after the expiry of two years from the date of commencement of this Act. (2) Every order made under this section shall, as soon as may be after it is made, be laid before each House of Parliament and the provisions of sub-section (3) of section 44 shall apply in respect of such order as it applies in respect of a rule made under this Act.	
Power of Central Government to make rules.	44. (1) The Central Government may, by notification in the Official Gazette, make rules to carry out the purposes of this Act. (2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:- (a) the manner in which elections under Chapter II shall be conducted, the terms and conditions of service of the member of the Tribunal appointed under sub-section (2) of section 5 and the procedure to be followed by the Tribunal; (b) the procedure to be followed by the expert committee constituted under the proviso to sub-section (2) of section 14 in the transaction of its business and the powers and duties of the expert committee and the travelling and daily allowances payable to the members thereof; (c) the particulars to be included in the register of architects under sub-section (3) of section 23; (d) the form in which a certificate of registration is to be issued under sub-section (7) of section 24, sub-section (4) of section 26 and section 33; (e) the fee to be paid under sections 24, 25, 26, 27, 28, 32 and 33; (f) the conditions on which name may be restored to the register under the proviso to sub-section (2) of section 27; (g) the manner of endorsement under sub-section (3) of section 27; (h) the manner in which the Council shall hold an enquiry under section 30; (i) the fee for supplying printed copies of the register under section 34; (j) any other matter which is to be or may be provided by rules under this Act. (3) Every rule made under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification to the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.	
	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 thereunder 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 – (a) the management of the property of the Council; (b) the powers and duties of the President and the Vice-President of the Council; (c) the summoning and holding of meetings of the Council and the Executive Committee or any other committee constituted under section 10, the times and places at which such meetings shall be held, the conduct of business thereat and the number of persons necessary to constitute a quorum; (d) the functions of the Executive Committee or of any other committee constituted under section 10; (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;	Power of Council to make regulations.

* Inserted by Notification in the Gazette of India on 19th May, 1982.

- (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;
 - (i) the standards of professional conduct and etiquette and code of ethics to be observed by architects;
 - (j) any other matter which is to be or may be provided by regulations under this Act and in respect of which no rules have been made.
- *(3) Every regulation made under this section shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the regulation or both Houses agree that the regulation should not be made, the regulations shall thereafter have effect only in such modified form or be of no effect, as the case may be; so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that regulation.

* Inserted by Notification in the Gazette of India on 19th May, 1982.

The Schedule

(See Section 14)

QUALIFICATIONS

1. Bachelor Degree of Architecture awarded by Indian Universities established by an Act of the Central or State Legislature.
2. National Diploma (Formally All India Diploma) in Architecture awarded by the All India Council for Technical Education.
3. Degree of Bachelor of Architecture (B. Arch.) awarded by the Indian Institute of Technology Incorporated under Section 3 of the institutes of Technology Act, 1961 (59 of 1961).⁹
4. Five-Year full-time Diploma in Architecture of the Sir J.J. School of Art, Bombay, awarded after 1941.
5. Diploma in Architecture awarded by the State Board of Technical Education and Training of the Government of Andhra Pradesh with effect from 1960 (for the students trained at the Government College of Arts and Architecture, Hyderabad).
6. Diploma in Architecture awarded by the Government College of Arts and Architecture, Hyderabad till 1959, subject to the condition that the candidates concerned have subsequently passed a special final examination in Architecture held by the State Board of Technical Education, Andhra Pradesh and obtained a special certificate.
7. Diploma in Architecture awarded by the University of Nagpur with effect from 1965 to the students trained at the Government Polytechnic, Nagpur.
8. Government Diploma in Architecture awarded by the Government of Maharashtra (or the former Government of Bombay).
9. Diploma in Architecture of Kalabhavan Technical Institute, Baroda.
10. Diploma in Architecture awarded by the School of Architecture, Ahmedabad.
11. Membership of the Indian Institute of Architects.
12. Diploma in Architecture awarded by the University of Nagpur during the period 1962 to 1964.¹
13. Bachelor Degree in Architecture awarded by the School of Planning of Architecture, New Delhi (an Institution deemed to be a University) with effect from 3-12-1979.²
14. Diploma in Architecture awarded by the Centre for Environment Planning and Technology (CEPT), Ahmedabad, with effect from 16-10-1980.³
15. Diploma in Architecture awarded by the Institute of Environment Design to the students trained at the D.C. Patel School of Architecture, Vallabh Vidya Nagar (Gujarat).^{4, 5 & 7}
16. Five-Year Diploma in Architecture awarded by the Sushant School of Art and Architecture, Gurgaon (Haryana) with effect from 1.6.1994 to the students trained at the Sushant School of Art and Architecture, Gurgaon (Haryana).⁶
17. Five-Year Diploma in Architecture awarded by the TVB School of Habitat Studies, Sector-D, Vasant Kunj, New Delhi with effect from 1.8.1995 to the students trained at the TVB School of Habitat Studies, Sector-D, Vasant Kunj, New Delhi.⁸
18. Bachelor Degree of Architecture awarded by every Institution for higher education declared to be a university under Section 3 of the University Grants Commission Act, 1956 (3 of 1956).⁹

FOREIGN QUALIFICATIONS RECOGNISED BY CENTRAL GOVERNMENT UNDER SECTION 15 OF THE ARCHITECTS ACT ¹⁰

AUSTRALIA

1. Degree of Bachelor of Architecture awarded by the University of Adelaide.
2. Degree of Bachelor of Architecture awarded by the University of Melbourne.
3. Degree of Bachelor of Architecture awarded by the University of New South Wales, Kensington.

GERMANY

4. Diploma-Ingenieur awarded by the Technical Universities in Federal Republic of Germany in Architecture.

SWITZERLAND

5. Doctorate of Technical Sciences in Architecture awarded by Swiss Federal Institute of Technology, Zurich (Recognised at par with Ph.D. degree of the Indian Universities).

U.K.

6. Degree of Architecture awarded by the Universities of Cambridge, Durham, Edinburgh, Glasgow, Liverpool, London, Manchester, Sheffield, Wales.
The Diploma of the Architectural Association, London.
7. Associateship Examination of the Royal Institute of British Architects, London (A.R.I.B.A. Examination)/Corporate Membership of the Royal Institute of British Architects, London).

UKRAINE

- 7A (1) Diploma/Master of Science in Architecture awarded by Odessa State Academy of Civil Engineering and Architecture, Odessa, Ukraine.¹¹
- (2) Diploma/Master in Architecture awarded by Prydniprov'ska State Academy of Civil Engineering and Architecture, Dnipropetrovsk, Ukraine.¹²

1. Notified in the Gazette of India Part II Section 3 sub-Section (i) with G.S.R. No. 780 dated 4-7-1973.
2. Notified in the Gazette of India Part II Section 3 sub-Section (i) with G.S.R. No. 790 dated 18-9-1982, Page No. 2216-17.
3. Notified in the Gazette of India Part II Section 3 sub-Section (i) with G.S.R. No. 866 dated 16-10-1982, Page No. 2423.
4. Notified in the Gazette of India vide Ministry's 16-12/87-T-12/TD-3 dated 29-11-1990.
5. Notified in the Gazette of India vide Ministry's No. F.16-12/87-T.3/T.D. III dated 7.10.1993.
6. Notified in the Gazette of India vide G.S.R. 482 dated 12-9-1994.
7. Notified in the Gazette of India vide G.R.R. No. 361 dated 29-7-1995.
8. Notified in the Gazette of India vide Ministry's F.No. 26-1/95-T-S-III dated 25-1-1996.
9. Notified, vide GSR No.108(E) dated 25-02-2005, in the Extraordinary Gazette of India Part II-Section 3-Sub-section (i) on 28-05-2005.
10. Notified in the Extra Ordinary Gazette of India Part II Section 3 sub-Section (1) dated 21-2-1973.
11. Notified, vide GSR No.318 dated 01-06-2001, in the Gazette of India Part II-Section 3 - sub-Section (i) on 16-06-2001.
12. Notified, vide GSR No.102(E) dated 02-02-2008, in the Extraordinary Gazette of India Part II-Section 3-Sub-section (i) on 21-02-2008.

8. (a) Bachelors Degree in Architecture awarded by the American Universities/Institutions, the curricula of which are accredited to the National Architectural Accrediting Board (USA)
1. University of Arizona, Tucson, Arizona.
 2. Arizona State University, Tempe, Arizona.
 3. University of Arkansas, Fayetteville, Arkansas-72701.
 4. Auburn University, Auburn, Alabama.
 5. California Polytechnic State University, San Luis, Obsro California.
 6. Carnegie-Mellon University, Pittsburgh, Pennsylvania-15213.
 7. Case Western Reserve University, University Circle, Cleveland, Ohio.
 8. The Catholoic University of America, Washington, D.C.
 9. University of Cincinnati, Cincinnati, Ohio-45221.
 10. City College, The City University of New York, New York, N.Y.
 11. Clemson University, Clemson, South Carolina-29631.
 12. University of Colorado, Boulder, Colorado.
 13. Columbia University, Momingside Heights, New York, N.Y. 10027.
 14. The Cooper Union for the Advancement of Science and Art, Cooper Square, New York, N.Y.
 15. Cornell University, Ithaca, New York.
 16. Detroit Institute of Technology, Detroit, Michigan.
 17. University of Florida, Gainesville, Florida-32601.
 18. Georgia Institute of Technology, Atlanta, Georgia-30332.
 19. Harvard University, Cambridge, Massachusetts-02138.
 20. University of Houston, Texas.
 21. Howard University, Washington, D.C. 20001.
 22. Illinois Institute of Technology, Chicago, Chicogo Illinois-60616.
 23. The University of Chicago, Chicago Illinios.
 24. The University of Illinios, Urbana, Illinios-60801.
 25. Iowa State University of Science and Technology, Ames, Iowa 50010.
 26. Kansas State University of Agriculture and Applied Science, Manhattan, Kansas-66502.
 27. University of Kansas, Lawrence, Kansas-66044.
 28. Kent State University, Kent, Ohio.
 29. University of Kentucky, Lexington, Kentucky-40506.
 30. Louisiana State University and A.M.College, Baton Rouge, Lousiana.
 31. Massachusetts Institute of Technology, Cambridge, Massachusetts-02139.
 32. Miami University, Oxford, Ohio-45056.
 33. The University of Michigan, Ann Arbor, Michigan-48104.
 34. University of Minnesota, Minneapolis, Minnesota.
 35. Montana State University, Bozeman, Montana.
 36. University of Nebraska, Lincoln, Nebraska.
 37. North Carolina State University at Raleigh, Raleigh, North Carolina.
 38. University of Notre Dame, Notre Dame, Indiana.
 39. Ohio State University, Columbus, Ohio-43200.
 40. Oklahoma State University, Stillwater, Oklahoma.
 41. University of Oklahoma, Norman, Oklahoma.
 42. University of Oregon, Eugene and Portland, Oregon-97403.
 43. The Pennsylvania State University, University Park, Pennsylvania-16802.
 44. Pratt Institute, Brooklyn, New York-11205.
 45. Reneseelayer Polytechnic Institute, Troy, New York.
 46. Rhode Island School of Design, Providence, Rhode Island.
 47. Rice University, Houston, Texas-770001.
 48. University of Southern California, Los Angeles, California.
 49. Syracuse University, Syracuse, New York-13210.
 50. The Texas A & M University, College Station, Texas.
 51. Texas Tech. University, Lubbock, Texas.

52. Stephen F. Austin State University, Nagogdoches, Texas.
 53. Tulane University of Louisiana, New Orleans, Louisiana.
 54. University of Utah, Salt Lake City, Utah.
 55. University of Virginia, Charlottesville, Virginia.
 56. Virginia Polytechnic Institute and State University, Blacksburg, Virginia.
 57. Yale University, New Haven, Connecticut.
 58. Ball State University, Muncie, Indiana.
 59. Hampton Institute, Hampton, Virginia.
 60. University of Hawaii, Honolulu, Hawaii-96822.
 61. University of Idaho, Moscow, Idaho.
 62. North Dakota State University, Fargo, North Dakota.
 63. University of Southwestern Louisiana, Lafayette, Louisiana.
 64. University of Tennessee System, Knoxville, Tennessee-37916.
 65. Tuskegee Institute, Alabama.
 66. Washington State University, Pullman, Washington.
 67. Boston Architectural Centre, Boston, Massachusetts.
- 8.(b) Graduate (Master's and Doctor's) Degree in Architecture awarded by Accredited American Universities/Institutions.
1. University of California, Berkeley Campus, California.
 2. The Catholic University of America, Washington D.C.
 3. City College, The City University of New York, New York, N.Y.
 4. Clemson University, Clemson, South Carolina.
 5. Cornell University, Ithaca, New York.
 6. University of Florida, Gainesville, Florida.
 7. Harvard University, Cambridge, Massachusetts.
 8. Howard University, Washington D.C.
 9. University of Illinois, Urbana, Illinois.
 10. Iowa State University of Science and Technology, Ames, Iowa
 11. Kansas State University of Agriculture and Applied Sciences, Manhattan, Kansas.
 12. University of Kansas, Lawrence, Kansas.
 13. Kent State University, Kent, Ohio.
 14. Massachusetts Institute of Technology, Cambridge, Massachusetts.
 15. The University of Michigan, Ann Arbor, Michigan.
 16. University of Minnesota, Minneapolis, Minnesota.
 17. University of Nebraska, Lincoln, Nebraska.
 18. The University of New Mexico, Albuquerque, New Mexico.
 19. Oklahoma State University, Stillwater, Oklahoma.
 20. University of Oklahoma, Norman, Oklahoma.
 21. University of Oregon, Eugene and Portland, Oregon.
 22. University of Pennsylvania, Philadelphia, Pennsylvania.
 23. Pratt Institute, Brooklyn New York.
 24. Princeton University, Princeton, New Jersey-08540.
 25. Rensselaer Polytechnic Institute, Troy, N.Y.
 26. Rice University, Houston, Texas.
 27. University of Southern California, Los Angeles, California.
 28. Syracuse University, Syracuse, New York.
 29. The Texas A & M University, College Station, Texas.
 30. University of Utah, Salt Lake City, Utah.
 31. Virginia Polytechnic Institute and State University, Blacksburg, Virginia.
 32. Washington University, Saint Louis, Missouri-63130.
 33. The University of Washington, Seattle, Washington.
 34. Yale University, New Haven, Connecticut.
 35. University of Hawaii, Honolulu, Hawaii.
 36. University of Idaho, Moscow, Idaho.

9. Certificate of Fellowship awarded by the Frank Lloyd Wright Foundation, USA.

U.S.S.R

- 9(a). Diploma/Master of Science in Architecture awarded by Tajik Technical University, Dushanbe, an accredited University in Tajikistan, U.S.S.R.¹

YUGOSLAVIA

10. Doctorate Degree in Architecture awarded by the Zagreb University, Yugoslavia.

UZBEKISTAN

11. Diploma / Master of Science in Architecture awarded by Tashkent Institute of Architecture & Civil Engineering, Uzbekistan.²

1. Inserted as per approval for notification in the Gazette of India accorded by the Government of India vide letter no F.No. 35-6/98 TS.IV dated 28.12.1998.
2. Notified, vide GSR No.318 dated 01-06-2001, in the Gazette of India Part II - Section 3 - sub-Section (i) on 16-06-2001.

The Notifications of Govt. of India related to the Architects Act, 1972

The Gazette of India
EXTRAORDINARY
PART II-Section 3-Sub-section (i)
NO.229 NEW DELHI, FRIDAY, SEPTEMBER1, 1972
MINISTRY OF EDUCATION AND SOCIAL WELFARE
(Department of Education)
NOTIFICATION
New Delhi, the 1st September 1972

G.S.R. 400(E). – In exercise of the powers conferred by sub-section (3) of section 1 of the Architects Act, 1972 (No.20 of 1972), the Central Government hereby appoints the First Day of September, 1972, as the date on which the said Act shall come into force.

[No. F. 12-3/72- T.I.]
L.S. CHANDRAKANT
Educational Adviser to the Govt. of India

(Gazette Notification Page No.1077)

The Gazette of India
EXTRAORDINARY
PART II-Section 3-Sub-section (i)
No.58 NEW DELHI, THURSDAY, MARCH 14, 1974
MINISTRY OF EDUCATION AND SOCIAL WELFARE
(Department of Education)

NOTIFICATION
New Delhi, the 14th March 1974

G.S.R. 129(E). – In exercise of the powers conferred by sub-section (2) of section 24 of the Architects Act, 1972 (No.20 of 1972), the Central Government hereby appoints the 27th day of April, 1974 as the date on or before which applications for registration shall be made to the Registration Tribunal.

[No. F.12-10/73T.1.]
A. B. CHANDIRAMANI
Joint Educational Adviser (T)

(Gazette Notification Page No.495)

Council of Architecture

RULES 1973*

G.S.R. 67 (E) – In exercise of the powers conferred by Section 44 of **The Architects Act, 1972** (No.20 of 1972), (Amended Vide GSR 751 Notification dt. 10.10.1987) the Central Government hereby makes the following rules, namely:-

CHAPTER I PRELIMINARY

1. Short title and commencement –

- (1) These rules may be called the Council of Architecture Rules 1973.
- (2) These rules shall come into force on the date of their publication in the official Gazette.

2. Definitions – In these rule, unless the context otherwise requires –

- (a) "Act" means the Architects Act, 1972;
- (b) "Form" means a form annexed to these rules;
- (c) "President" means the President of the Council of Architecture;
- (d) "Returning Officer" means any officer appointed as such by the Central Government for the purpose of these rules;
- (e) "Section" means a section of the Act.

Election to the Council under clause (a) of sub-section (3) of section 3.

3. Representatives of the Indian Institute of Architect –

- (1) The President shall, not later than sixty days before the date of occurrence of vacancy by the expiry of the term of office of a member, send intimation thereof to Central Government who shall, not later than forty five days before the date of occurrence of the vacancy, forward a notice by registered post to the Secretary of the Indian Institute of Architects requesting him to hold an election by a date not later than the date specified in the notice.
- (2) In the case of a vacancy under sub-section (2) or sub-section (3) of section 6 or any other vacancy, the President shall notify the Central Government as soon as possible the occurrence of such vacancy and the Central Government shall thereupon forward a notice by registered post to the Secretary of the Indian Institute of Architects requesting him to hold an election to fill that vacancy by a date not later than the date specified in the notice.
- (3) For the purpose of the first election under clause (a) of sub-section (3) of section 3, it shall be sufficient if the Central Government forward a notice by registered post to the Secretary of the Indian Institute of Architects requesting him to hold the election by a date not later than the date specified in the notice.

4. Intimation of name of elected person to Central Government – The name of the elected person shall be intimated by the Secretary of the Indian Institute of Architects to the Central Government who shall take steps to publish the name of the elected person in the Official Gazette.

Election to the Council under clause (c) of sub-section (3) of section 3.

5. Persons entitled to vote and to stand for election – All persons who are the heads of architectural institutions in India imparting full-time instruction for recognised qualifications shall be entitled to vote at and to stand for the election of a member under clause (c) of sub-section (3) of section 3.

6. Returning Officer – The Returning Officer shall call upon all the head of architectural institutions in India to elect such number of members as are referred to in clause (c) of sub-section (3) of section 3 and in the case of first election, five members shall be elected.

7. Returning Officer to decide questions relating to right of persons to vote at or to stand for election – If any question arises as to whether a person is or is not entitled to vote at or to stand for the election, the question shall be referred to the Returning Officer (for his decision)'.

8. Fixation of dates of various stages of election – The Returning Officer shall appoint and notify in the Official Gazette and in such other manner as he thinks fit, the date, the time and place for –

- (a) the receipt of nomination papers and their scrutiny;
- (b) the despatch of voting papers to the elections;
- (c) the poll, the scrutiny and counting of votes.

* Published in the Extra-ordinary Gazette of India Part-II Sec.3 Sub-Sec (i) on 20.2.1973.

1. Amended by Notification GSR No. 1104 dated 26.9.1973.

- 9. Nomination of Candidates** – Any person qualified to stand for the election under this chapter may be nominated as a candidates for election and such nomination shall be made by means of a nomination paper in Form No. 1 which shall be supplied by the Returning Officer to any elector who may apply for the same.
- 10. Nomination Paper –**
- (1) Each nomination paper shall be subscribed by two electors as proposer and seconder:
 Provided that no elector shall subscribe more nominations than there are seats to be filled up:
 Provided further that if more than prescribed number of nomination papers be subscribed by the same elector, the prescribed number of nomination papers first received by the Returning Officer shall, if otherwise in order, be held to be valid and if more than the prescribed number of nomination papers subscribed by the same elector be received simultaneously by the Returning Officer, all such nomination papers shall be held invalid.
 - (2) On receipt of each nomination paper, the Returning Officer shall forthwith endorse thereupon the date and hour of receipt.
- 11. Rejection of nomination paper** – A nomination paper which is not received before the date and the time appointed in that behalf shall be rejected.
- 12. Scrutiny of nomination paper –**
- (1) On the date and at the time appointed by the Returning Officer for the scrutiny of the nomination papers, the candidates and the proposer and the seconder of each candidate may attend the office of the Returning Officer, who shall allow them to examine the nomination papers of the candidates which have been received by him as aforesaid.
 - (2) The Returning Officer shall examine the nomination papers and decide all questions which may arise as to the validity of any nomination.¹
- 13. Withdrawal of candidate –**
- (1) Any candidate may withdraw his candidature by notice in writing signed by him and delivered to the Returning Officer not later than seventeen clear days before the date appointed for the poll.
 - (2) A candidate who has withdrawn his candidates shall not be allowed to cancel the withdrawal or to be re-nominated as a candidate for the same election.
 - (3) The Returning Officer shall, on receiving a notice of withdrawal, publish the fact of such withdrawal in the Official Gazette.
- 14. Procedure of election –**
- (1) Where the number of candidates validity nominated is equal to or less than the number of members to be elected, the Returning Officer shall forthwith declare such candidates to be duly elected.
 - (2) Where the number of such candidates is less than the number of members to be elected, the Returning Officer shall commence fresh proceedings for the election of the remaining members to be elected under clause (c) of sub-section (3) of section 3.
 - (3) Where the number of such candidates exceeds the number of members to be elected, the Returning Officer shall forthwith publish their names and addresses in the Official Gazette and shall further cause their names to be entered in the voting paper in Form No. II.
 - (4) If a poll is found necessary, the Returning Officer shall, fourteen days before the date appointed therefore, send by post to each elector a letter of intimation in Form No. IV together with a numbered declaration paper in Form No. III containing the names of the candidates in alphabetical order and bearing the Returning Officer's initials or facsimile signature, a voting paper cover addressed to him (the Returning Officer) and an outer cover also addressed to him. A certificate of posting shall be obtained in respect of each such letter of intimation sent to an elector:
 Provided that the voting paper and other connected papers may also be sent to any elector on his applying to the Returning Officer for the same before the date appointed for the poll, if the Returning Officer is satisfied that the papers have not been sent to him.
 - (5) An elector who has not received the voting and other connected papers sent to him by post or who has lost them or in whose case the papers before their return to the Returning Officer have been inadvertently spoilt, may transmit a declaration to that effect signed by himself and request the Returning Officer to send him fresh papers and if the papers have been spoilt, the spoilt papers shall be returned to the Returning Officer who shall cancel them on receipt.
 - (6) In every case in which fresh papers are issued, a note shall be kept in a register maintained for the purpose to denote that fresh papers have been issued to certain members.
 - (7) No election shall be invalid by reason of the non-receipt by an elector of his voting paper.
- 15. Votes to be sent by registered post** – Every elector desirous of recording his vote shall, after filing up the declaration paper and the voting paper according to the directions given in the letter of intimation, enclose the voting paper in the voting paper cover, seal up the cover, enclose the cover and declaration paper in the outer envelope addressed to the Returning Officer, and send the outer envelope by registered post at the elector's own cost to the Returning Officer, so as to reach him not later than the date fixed for the poll and all envelopes after that day shall be rejected.

1. Amended by Notification GSR No. 1104 dated 26.9.1973.

- 16. Endorsement by Returning Officer on registered cover** – On receipt by registered post of the envelopes containing the declaration paper and the closed cover containing voting paper, the Returning Officer shall endorse on the outer envelopes the date and hour of receipt.
- 17. Candidates may be present when registered covers are opened** –
- (1) The Returning Officer shall open the outer envelopes immediately after the closing of the poll at the place to which the envelopes are addressed to him.
 - (2) Any candidate may be present in person or may send a representative duly authorised by him in writing to attend at the time the outer envelopes are opened.
- 18. Rejection of voting papers** –
- (1) A voting paper cover shall be rejected by the Returning Officer if: –
 - (a) the outer envelope contains no declaration paper outside the voting paper cover; or
 - (b) the declaration paper is not the one sent by the Returning Officer; or
 - (c) the declaration paper is not signed by the elector, or
 - (d) the voting paper is placed outside the voting paper cover; or
 - (e) more than one declaration paper or voting paper cover have been enclosed in one and the same outer envelope.
 - (2) In each case of rejection, the word "Rejected" shall be endorsed on the voting paper cover and the declaration paper.
 - (3) After satisfying himself that the electors have affixed their signatures to the declaration papers, the Returning Officer shall keep all the declaration papers in safe custody, pending disposal under rule 20(1).
- 19. Scrutiny and counting of votes** –
- (1) The Returning Officer shall attend, for the purpose of scrutiny and counting of the votes at the date, time and place appointed by him in this behalf:
Provided that the date so appointed shall not be later than three days from the date fixed for the poll.
 - (2) All the voting paper covers, other than whose rejected under rule 18, shall be opened and the voting papers taken out and mixed together. The voting papers shall then be scrutinised and the valid votes counted.
 - (3) A voting paper shall be invalid if –
 - (a) it does not bear the Returning Officer's initials, or facsimile signature; or
 - (b) a voter signs his name or writes a word or makes any mark on it, by which it becomes recognizable as his voting paper; or
 - (c) no vote is recorded thereon; or
 - (d) the number of votes recorded there on exceeds the number of seats to be filled; or
 - (e) it is void for uncertainty of the vote exercised.
 - (4) Any candidate may be present in person or may send a representative duly authorised by him in writing to watch the process of counting.
 - (5) The Returning Officer shall show the voting papers, if requested to do so, to the candidates or their authorised representatives at the time of scrutiny and counting of votes.
 - (6) If any objection is made to any voting paper on the ground that it does not comply with the requirement or to any rejection by the Returning Officer of a voting paper, it shall be decided at once by the Returning Officer.¹
 - (7) The Returning Officer shall nominate such number of scrutinizers as he thinks fit in accordance with such directions as may be issued in this behalf by the Central Government.
- 20. Declaration of result** –
- (1) When the counting of the votes has been completed, the Returning Officer shall draw up a list of candidates in the order of highest votes polled by each and shall declare the result of the successful candidates in that order according to the number of seats to be filled up.
 - (2) When an equality of votes is found to exist among any candidates and there is difficulty in declaring the result, the determination of the person or persons who shall be deemed to have been elected shall be made by lot to be drawn by the Returning Officer or any other officer authorised by him and in such manner as he may determine.
 - (3) The Returning Officer as soon as the result is declared shall inform the successful candidate by letter of his being elected to the Council.
- 21. Voting papers to be retained for six months** – Upon the completion of the counting and after the result has been declared, the Returning Officer shall seal up the voting papers and all other documents relating to the election and shall retain the same for a period of six months and shall not destroy or cause to be destroyed the records even after six months without the previous concurrence of the Central Government.
- 22. Result of election** – The Returning Officer shall intimate the name of the elected candidates to the Central Government.

1. Amended by Notification GSR No. 1104 dated 26.9.1973.

CHAPTER IV

ELECTION OF PRESIDENT AND VICE-PRESIDENT OF THE COUNCIL UNDER SUB-SECTION (1) OF SECTION 4

23. Election of President –

- (1) The President of the Council shall be elected by the members of the Council present at the time of election from amongst themselves.
- (2) The date, time and place of election shall be intimated, to each of the members of the Council by the nominated President of the Council.¹
- (3) Any member present shall be entitled to propose the name of any other member present for election as the President and that proposal shall be required to be seconded by a member other than the proposer or the one whose name is proposed :
Provided that one member shall be entitled to propose or second only one name.
- (4) Any candidate may withdraw his candidature before the actual election.
- (5) If the name of only one candidate is duly proposed and seconded, the Returning Officer shall forthwith declare in Form No.VIII such candidate as duly elected.
- (6) If the number of candidates duly proposed and seconded exceeds one, an election shall be held by secret ballot.
- (7) Before the commencement of the election, the Returning Officer shall invite the members of the Council to inspect the ballot box, in case they like to do so, and he shall then lock the box.
- (8) At the time of actual election, the members present in the meeting shall, one by one, sign against their names in the list containing the names of all the members in alphabetical order and placed along side the ballot box.
- (9) After a member has signed his name in the said list, he shall be given a ballot paper in Form No. VII which he shall drop into the ballot box after affixing there on a cross (X) mark against the name of the candidate of his choice.
- (10) As soon as the members present and wishing to exercise the right to vote have done so, the Returning Officer shall open the ballot box and take out from it all the ballot papers, examine them and reject as invalid such of them:
 - (a) on which the vote has been given in favour of more than one candidate; or
 - (b) on which vote mark is placed in such a manner as to make it doubtful as to which candidate the vote has been given.
- (11) The Returning Officer shall then proceed to arrange the valid votes according to the candidates in whose favour they have cast and count them separately for each.
- (12) After the counting is over, the Returning Officer shall make an announcement in the meeting about the votes secured by each of the candidates and the Returning Officer shall also declare in Form No. VIII the candidate securing the largest number of valid votes as duly elected to be the President of the Council.
- (13) In the event of two or more candidates securing the same number of votes and that number being more than the number of votes secured by any candidate other than the two or more securing the same number of votes, the determination as between such candidates shall be by draw of lots and the candidate on whom the lot falls, shall be declared elected.

24. Election of Vice-President – For the election of the Vice-President, the provisions of rule 23 shall apply as if for the expressions "President" and "Nominated President" occurring therein, the expressions "Vice-President and "Elected President" were respectively substituted.

CHAPTER V

ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE OF THE COUNCIL UNDER SUB-SECTION (2) OF SECTION 10

25. Election of member –

- (1) The President of the Council shall intimate the date, time and place of the election of members of the Executive Committee to each of the members of the Council.²
- (2) On the date, time and place fixed for the purpose any member of the Council present may propose the name of any other member of the Council for election as member of the Executive Committee and such proposal shall be required to be seconded by a member of the Council other than the proposer or the one whose name is proposed:
Provided that no member can propose or second more names than there are seats of the Executive Committee to be filled up.
- (3) Any candidate may withdraw his candidature before the actual election.
- (4) Where the number of candidates duly proposed and seconded is equal to or less than the number of members to be elected, the Returning Officer shall forthwith declare such candidates to be duly elected.
- (5) Where the number of such Candidates is less than the number of Candidates to be elected, the Returning Officer shall commence fresh proceedings for the election of the remaining members of the Executive Committee to be elected.
- (6) Where the number of candidates duly proposed and seconded exceed the number of members to be elected, election shall be held by secret ballot.

1. Amended by Notification GSR No. 543(E) dated 31.12.1973.

2. Amended by Notification GSR No. 543(E) dated 31.12.1973.

- (7) Before the commencement of the election, the Returning Officer shall invite the members of the Council present to inspect the ballot box, in case they like to do so, and he shall then lock the ballot box.
- (8) At the time of actual election the members present in the meeting shall, one by one, sign against their names in the list containing names of all the members in alphabetical order and placed along side the ballot box. After the member has signed his name in the said list, he shall be given a ballot paper in Form No. IX which he shall drop into the ballot box after affixing thereon cross (X) marks against the names of as many candidates of his choice as there are seats to be filled up.
- (9) As soon as all the members present and wishing to exercise the right to vote have done so, the *Returning Officer* shall open the ballot box and take out from it all the ballot papers, examine them and reject as invalid such of them. –
 - (a) on which the vote has been given in favour of more candidates than there are seats to be filled up; or
 - (b) on which vote mark is placed in such a manner as to make it doubtful as to which candidate or candidates the vote has been given.
- (10) The Returning Officer shall proceed to arrange the valid votes according to the candidates in whose favour they have been given and count them separately for each.
- (11) After the counting is over, the Returning Officer shall make an announcement in the meeting about the votes secured by each of the candidates and the Returning Officer shall also declare in Form No. X the requisite number of the candidates securing the largest number of valid votes as duly elected to be the members of the Executive Committee of the Council.
- (12) In the event of two or more candidates securing the same number of votes, the determination as between such candidates shall be by draw of lots and the candidate on whom the lot falls shall be declared elected.

CHAPTER VI

26. **Tribunal** – When any dispute arises as a result of the election to the Council, the aggrieved party shall, within thirty days from the date of declaration of the result of the election, make an application giving full particulars of the facts supported by documentary evidence, if any, to the Secretary of the Council, who shall refer the matter to the Tribunal appointed by the Central Government under sub-section (2) of section 5.
27. Deleted.¹
28. **List of registered architects and cost of list** – The Council shall cause to be published in the Official Gazette list of registered architects along with their registration number as on the first day of April each year and the printed copy of the said list shall be made available on payment of a fee of Rs.2.
29. **Application for registration** – Every architect who desires to have his name entered in the register shall submit an application in Form No. XI together with documentary evidence about his eligibility for registration accompanied by a draft of Rs. 500* in favour of the Secretary, Council of Architecture, New Delhi, for issue of a certificate of registration and the certificate of registration shall be issued in Form No. XII.
30. **Renewal fee** – The renewal fee under sub-section (1) of section 27 shall be Rs.500* with an option for one time payment of Rs.5000*.
31. **Manner of endorsement on a certificate of registration:-** As soon as the renewal fee is paid within the specified period, the Registrar shall endorse the certificate of registration in a separate space specifically left for the purpose stating that the certificate is valid upto the 31st December.....
32. **Restoration to the register** – The Council may, on an application received in this behalf from a person whose name has been removed from the register due to non-payment of renewal fee, consider the eligibility of the restoration of his name in the register and restore his membership on payment of a restoration fee of Rs.1000*.
33. **Entry of additional qualifications** – An architect who desires to have additional qualification entered in the register may do so by paying Rs.100** for each additional qualification and the additional qualifications shall be entered in the certificate of registration under a separate column.
34. **Duplicate certificate** – Where it is shown with sufficient evidence to the satisfaction of the Registrar that the original certificate of registration has been lost or destroyed, a duplicate certificate shall be issued in Form No. XIII on payment of Rs. 500* and the fact of the issue of duplicate certificate shall be notified in the Official Gazette.

CHAPTER VII

35. **Complaints and enquiries relating to professional misconduct of an architect** –
 - (1) (a) All complaints against architects shall be investigated and all enquiries relating to misconduct of architects shall be held by a committee of the Council consisting of three members, of whom one shall be elected by the Council from among its members; one member from among the members nominated under clause (b) and one member among referred to in clause (d) of sub-section 3 of section 3.
 - (b) The Chairman of the Disciplinary Committee shall be elected by the members of that Committee from among themselves.²
 - (2) Each complaint shall be made to the Council in Form No. XIV.

* Amended by Notification GSR No. 14 dated 3.1.2002.

** Amended by Notification GSR No. 192 dated 26.9.1998.

1. Amended by Notification GSR No. 1104 dated 26.9.1973.

2. Amended by Notification GSR No. 669 dated 4.5.1977.

- (3) Each complaint shall contain the following particulars, namely:-
 - (a) the acts and omissions which, if approved, would render the architect complained against guilty of any professional or other misconduct;
 - (b) the oral or documentary evidence relied upon in support of the allegations made in the complaint.
- (4) The Secretary shall return the complaint which is not in the proper form or which does not contain the aforesaid particulars for representation after the compliance with such objection and within such time as the Secretary may satisfy.
- (5) Within sixty days ordinarily of the receipt of complaint, the Secretary shall –
 - (a) if the complaint is against an individual architect, send a copy thereof to such architect at his address as entered in the Administrative Register;
 - (b) if the complaint is against a firm, send a copy of the complaint to the firm concerned at the address of the head office of the firm with a notice calling upon the firm to disclose the name of the architect concerned and to send a copy of the complaint to such architect.
- (6) An architect against whom a complaint is made, may, within fourteen days of the receipt of a copy of the complaint, under sub-rule (5) or within such further time as the Secretary may allot, forward to him a written statement in his defence verified in the same manner as a pleading in Civil Court.
- (7) If on perusal of a complaint, and the written statement if any, of the architect concerned and other relevant documents and papers, the Council is of the opinion that there is a *prima facie* case against such architect, the Council shall cause an enquiry to be made in the matter by the Disciplinary Committee. If the Council is of the opinion that there is no *prima facie* case against such architect, the complaint shall be dismissed and the complainant and the architect concerned shall be informed accordingly:

Provided that the Council may before dismissing the complaint, call for any additional particulars or documents connected with the case, either from the complainant or from the respondent, or from both, if in its opinion it is necessary to do so.
- (8) Every notice issued by the Secretary or the Disciplinary Committee under this rule shall be sent to the architect or the firm concerned by registered post with acknowledgement due and if the notice is returned with an endorsement indicating that the addresses cannot be found at the address given, the Secretary shall ask the complainant to supply to him the correct address of the architect or firm concerned and send a fresh notice to the architect or firm at the address so supplied.

36. Procedure in any inquiry before the Disciplinary Committee –

- (1) It shall be the duty of the Secretary to place before the Disciplinary Committee all facts brought to his knowledge which are relevant for the purpose of an inquiry by the Disciplinary Committee.
- (2) An architect against whom a complaint is made shall have a right to defend himself before the Disciplinary Committee either in person or through a legal practitioner or any other architect of the Institute.
- (3) Deleted.¹
- (4) Where during the progress of an inquiry the Disciplinary Committee undergoes a change of personnel for any reason whatsoever, the respondent shall have option to have his case heard *de novo* and the enquiry conducted accordingly.

37. Report of the Disciplinary Committee –

- (1) The Disciplinary Committee shall submit its report to the Council.
- (2) The Council shall consider the report of the Disciplinary Committee and if in its opinion a further inquiry is necessary, may cause such further inquiry to be made and a further report to be submitted by the Disciplinary Committee as it may consider necessary, and after considering such further report of the Disciplinary Committee, the Council shall proceed accordingly.

38. Restoration of membership – The fee for restoration of membership under section 32 shall be Rs. 1000*.

1. Amended by Notification GSR No. 1104 dated 26.9.1973.

*Amended by Notification GSR No. 14 dated 3.1.2002.

FORM NO. I
NOMINATION PAPER

{See Rule 10(1)}

Election under clause (c) of sub-section (3) of section 3 of the Architects Act, 1972.

1. Name of candidate
2. Father's name
3. Age
4. Name of Architectural Institution
headed by the candidate
5. Address.
6. Name of signature of proposer
7. Name of the Architectural Institution
headed by the proposer
8. Name of signature of seconder
9. Name of the Architectural Institution
headed by the seconder

(Declaration)

I hereby declare that I agree to his nomination.

This nomination paper was received by me at hour on the

Signature of the candidate
(date)
Returning Officer

INSTRUCTIONS

1. Nomination papers which are not received by the Returning Officer before (date) on (date) will be invalid.
2. The names of the proposer and seconder, as they appear in the Register should be written in Block letters below their respective signature.

FORM NO. II

VOTING PAPER

{See Rule 14(3)}

Election to the Council of Architecture

Sl. No.	Name of candidates	Vote
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Returning Officer

- Note:-**
- (1) Each elector has the right to vote for as many candidates as is the number of members to be elected.
 - (2) He shall vote by placing mark 'X' opposite to the name of the candidate whom he prefers.
 - (3) The voting paper shall be invalid if –
 - (a) it does not bear the Returning Officer's initials or facsimile signature; or
 - (b) the voter signs his name or writes a word or makes any marks on it, by which it becomes recognisable as his voting paper, or
 - (c) no vote is recorded thereon; or
 - (d) if the mark 'X' is placed opposite the names of more than one candidate or if the mark is so placed as to render it doubtful to which candidate it is intended to apply.

FORM NO. III

{See Rule 14(4)}

DECLARATION PAPER

Election to the Council of Architecture under clause (c) of sub-section (3) of section 3

Serial No.

Elector's Name

Name of the Architectural Institution headed by the elector

(Elector's declaration)

I, (Name in full, and designation, if any), declare that I am an elector for the election of a member, to the Council of Architecture and that I have signed no other voting paper at this election.

Station

Date

Signature

FORM NO. IV

{See Rule 14(4)}

LETTER OF INTIMATION

Sir/Madam,

The persons whose names are listed on the voting paper sent herewith, have been duly nominated as candidates for election under clause (c) of sub-section (3) of section 3 of the Architects Act, 1972, to the Council of Architecture. Should you desire to vote at the election, I request that you will –

1. (a) fill up and sign the declaration paper (Form No. III);
(b) mark your vote in the column provided for this purpose in the voting paper;
(c) enclose the voting paper in the smaller cover and seal it up; and
(d) enclose the smaller cover and the declaration paper in the outer envelope and return the same to me by registered post so as to reach me not later than _____ P.M. on the _____ of 20_____.
2. The voting paper will be rejected if –
 - (a) the outer envelope enclosing the voting paper cover is not sent by registered post or received later than the hour fixed for the closing of the poll; or
 - (b) the outer envelope contains no declaration paper outside the smaller cover; or
 - (c) the voting paper is placed outside the voting paper cover; or
 - (d) the declaration paper is not the one sent by the Returning Officer to the voter; or
 - (e) more than one declaration paper or voting paper cover have been enclosed in one and the same outer envelope; or
 - (f) the declaration is not signed by the elector; or
 - (g) the voting paper is invalid.
3. A voting paper will be invalid, if –
 - (i) it does not bear the Returning Officer's initials or facsimile signature; or
 - (ii) a voter signs his name, or writes any word or makes any mark by which it becomes recognizable as his voting paper; or
 - (iii) no vote is recorded thereon; or
 - (iv) the number of votes recorded thereon exceeds the number to be filled; or
 - (v) it is void for uncertainty of the vote exercised.
4. If a voter inadvertently spoils a voting paper, he can return it, not later than seven days before the date appointed for the poll, to the Returning Officer who will, if satisfied, of such inadvertence, issue to him another voting paper.
5. The scrutiny and counting of votes will begin on..... (date) at..... (hour).
6. No person shall be present at the scrutiny and counting except the Returning Officer, such other persons as he may appoint to assist him, the candidates or their duly authorised representatives.

Returning Officer

FORM NO. V

{See Rule 20(1)}

RESULT OF COUNTING

Sl. No.	Name of candidates	No. of valid votes cast	Signature of Scrutinizers
			1.
			2.
			3.
			Signature of Returning Officer

FORM NO. VI

{See Rule 20(3)}

CERTIFICATE OF ELECTION

I declare that..... (Name)
of (Address)
Registration No. has been duly elected so fill the
seat of

Place:.....

Returning Officer

Date:.....

FORM NO. VII

{See Rules 23 and 24}

ELECTION OF PRESIDENT / VICE-PRESIDENT

S. No.	Name of the Candidate

Instructions

1. Each elector has only one vote.
2. The elector should place the mark (X) clearly opposite the name of the candidate of his choice.

FORM NO. VIII

(See Rules 23 and 24)

ELECTION OF PRESIDENT / VICE-PRESIDENT

I declare that.....
a member of the
has been duly elected to the office of the President/Vice-President of the said Council.

Place:.....

Returning Officer

Date :.....

(See Rule 25)

S. No.	Name of the Candidate
--------	-----------------------

1. Each elector has as many votes as there are number of seats to be filled up.
2. The elector should place the mark (X) clearly opposite the names of as many candidates of his choice as there are seats to be filled up.

(See Rule 25)

Returning Officer

(See Rule 29)

24

FORM NO.XII

(See Rule 29)¹

COUNCIL OF ARCHITECTURE

Certificate of Registration under sub-section (7) of section 24 and sub-section (4) of section 26 of the Architects Act, 1972.

CERTIFICATE OF REGISTRATION

This is to certify that the name of Shri/Shrimati..... has been entered in the register and his/her Registration No. CA/.....

This certificate is valid from the day of 20.....
to the thirty first day of December 20..... inclusive.

RENEWALS

Valid Upto

Signature of Registrar

List of Additional Qualifications :

Given under the Common Seal of the Council of Architecture,
this day of 20.....

Secretary

(Seal)

President

FORM NO. XII

(See Rule 34)²

COUNCIL OF ARCHITECTURE

Certificate of Registration under sub-section (7) of section 24 and sub-section (4) of section 26 of the Architects Act, 1972.

DUPLICATE CERTIFICATE OF REGISTRATION

This is to certify that the name of Shri/Shrimati..... has been entered in the register and his/her.
Registration No. CA/.....

RENEWALS

This certificate is valid from theday of 20.....
to the thirty first day of December 20.....

Valid Upto

Signature of Registrar

The duplicate certificate is issued as the original one has been lost/destroyed.

Given under the Common Seal of the Council of Architecture,

thisday of20.....

Secretary

(Seal)

President

FORM NO. XIV

{See Rule 35 (2)}

FORM OF COMPLAINT

The Council of Architecture

Between

Petitioner.....

and

Respondent.....

Petitioner's address :

Respondent's address :

Particulars of complaint in paragraphs consecutively numbered.

Particulars of evidence, oral and documentary, if any to substantiate the complaint.

Signature

VERIFICATION

I , the petitioner do hereby declare that what is stated above is true to the best of my information and belief.

Verified today the..... day of20.....at.....

Signature

1. Amended by Notification GSR No. 412 (E) of January, 1975.

2. Amended by Notification GSR No. 1104 dated 26.9.1973.

Council of Architecture

REGULATIONS, 1982*

In exercise of the powers conferred by sub-section (1) read with clauses (a), (b), (c), (d), (e), (f) and (i) of sub-section (2) of section 45 of the Architects Act, 1972 (20 of 1972), the Council of Architecture, with the approval of the Central Government, hereby makes the following regulations, namely : –

PART - I

PRELIMINARY

1. Short title and Commencement

- (1) These regulations may be called the Council of Architecture Regulations, 1982.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions

In these regulations, unless the context otherwise requires. –

- (a) "Act" means the Architects Act, 1972 (20 of 1972);
- (b) "Executive Committee" means the Executive Committee constituted under Section 10;
- (c) "Group D staff" means Daftries, Jamadars, Peons, Chowkidars and Sweepers appointed under clause (b) of sub-section (1) of section 12;
- (d) "Inspector" or "Inspectors" means the inspector or inspectors appointed by the Executive Committee under section 19;
- (e) "Member" unless the context otherwise requires means the Member of the Council;
- (f) "Ministerial staff" means the Superintendent, Assistants, Accountants, Clerks, Stenographers and Typists appointed under clause (b) of sub-section (1) of Section 12;
- (g) "President" means the President of the Council;
- (h) "Secretary" means the Registrar appointed under clause (a) of sub-section (1) of Section 12;
- (i) "Section" means the Section of the Act;
- (j) "Standing orders" means the standing orders of the Council issued in conformity with the provisions of the Act and Rules & Regulations made thereunder;
- (k) "Vice-President" means the Vice-President of the Council.

PART - II

COUNCIL OF ARCHITECTURE

3. Time and place, and preparation of business agenda for meetings of the Council: –

The Council shall meet at least once in every six months on such date and place as may be fixed by the Council:

Provided that the President.

- (1) may call a special meeting at any time on 15 day's notice to deal with any urgent matter requiring the attention of the Council;
- (2) shall call special meetings on 15 days' notice if he receives a requisition in writing signed by not less than 10 members and stating the purpose for which they desire the meeting to be called, such purpose being other than that mentioned in the first proviso to clause (b) of sub-regulation (9) of regulation 8 and being a purpose within the scope of the Council's functions for which they desire the meeting to be called.

4. Quorum for meetings of Council

- (1) At ordinary meetings of the Council and at special meetings under clause (i) of the proviso to regulation 3, fifteen members of the Council shall form a quorum and all the acts of the Council shall be decided by a majority of the members present and voting.
- (2) At a special meeting by requisition under clause (ii) of the proviso to regulation 3, the quorum shall be two third of the total strength of the Council.

5. Approval by circulation of papers

- (1) In case of emergency requiring Council's sanction, the approval of members may be obtained by circulation of papers:
Provided that if no reply is received from a member within 15 days after the circulation of the papers, his approval may be taken for granted.
- (2) Approval by circulation of papers shall be decided by majority.

* Published in the Gazette of India dated 2nd April, 1983.

6. Business at special meetings of Council

At a meeting referred to in clause (i) of the proviso to sub-regulation (1) of regulation 3, only the subject for consideration of which the meeting has been called shall be discussed.

7. Notices of meetings of Council

Notices of every meeting other than special meetings called under the proviso to sub-regulation (1) of regulation 3, shall be despatched by the Secretary to each member of the Council not less than 30 days before the date of meeting.

8. Business agenda for meetings of Council

- (1) The Secretary shall issue with the notice of the meeting a preliminary agenda showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the names of the movers.
- (2) A member who wishes to move any motion not included in the preliminary agenda or an amendment to any item so included shall give notice thereof to the Secretary not less than 20 clear days before the date fixed for the meeting.
- (3) The Secretary shall not less than 10 clear days before the date fixed for the meeting, and in case of special meeting, with the notice of the meeting, issue a complete agenda paper showing the business to be brought before the meeting.
- (4) A member who wishes to move an amendment to any item included in the complete agenda paper, but not included in the preliminary agenda paper shall give notice thereof to the Secretary not less than 3 clear days before the date fixed for the meeting.
- (5) The Secretary shall, if time permits, cause a list of amendments of which notice has been given under sub-regulation (4) to be made available for the use of every member before the meeting.
- (6) President may, if the Council agrees, allow a motion to be discussed at a meeting notwithstanding the fact that notice was received too late to admit of compliance with these regulations.
- (7) Nothing in these regulations shall operate to prevent the reference by the Executive Committee of any matter to the Council at a meeting following immediately or too soon after the meeting of the Executive Committee.
- (8) An amendment to a resolution or a motion can be moved when it is under discussion and no time limit of notice shall be necessary.
- (9) A motion shall not be admissible,
 - (a) if the matter to which it relates is not within the scope of the Council's functions;
 - (b) if it raises substantially the same question as a motion or amendment which has been moved or withdrawn with the leave of the Council within one year of the date of the meeting at which it is designed to be moved:

Provided that such a motion may be admitted at a special meeting of the Council convened for the purpose under clause (ii) of the proviso to regulation 3 on the requisition of not less than two-thirds of the total strength of the Council:

Provided further that nothing in these regulations shall operate to prohibit further discussion of any matter referred to the Council by the Central Government in the exercise of any of its functions under the Act;
 - (c) unless it is clearly and precisely expressed and raised substantially a definite issue;
 - (d) if it contains arguments, inferences, ironical expressions of defamatory statements.

- (10) The President shall disallow any motion which in his opinion, is inadmissible under sub-regulation (9):

Provided that if a motion can be rendered admissible by amendment, the President may in lieu of disallowing the motion admit it in amended form.

- (11) When the President disallows or accepts an amendment to a motion, the Secretary shall inform the members who gave notice of the motion of the order of disallowance or as the case may be, of the form in which the motion has been admitted.

9. Presiding officer of meetings of the Council and manner of voting

- (1) Every meeting of the Council shall be presided over by the President or, if he is absent, by the Vice-President or, if both the President and the Vice-President are absent, by a member to be elected by the member present from amongst themselves.
- (2) Every matter to be determined by the Council shall be determined on a motion moved by a member and put to the Council by the Presiding officer.
- (3) Votes shall be taken by show of hands or by division or by ballot as the Presiding officer may direct.

Provided that votes shall be taken by ballot if three members so desire and ask for it:

Provided further that if voting has been by show of hands, a division shall be taken if a member asks for it.
- (4) The Presiding officer shall determine the method of taking votes by division.
- (5) The result of the vote shall be announced by the Presiding officer of the meeting and shall not be challenged.
- (6) In the event of an equality of votes, the Presiding officer of the meeting shall have a second or casting vote.

10. Motions to be moved at meetings of the Council

- (1) When motions identical in purport stand in the names of two or more members, the Presiding officer of the meeting shall decide whose motion shall be moved and other motion or motions shall thereupon be deemed to have been withdrawn.
- (2) Every motion or amendment shall be seconded and if not seconded shall be deemed to have been withdrawn.
- (3) When a motion is seconded, it shall be stated by the Presiding officer of the meeting.
- (4) When a motion has been thus stated, it may be discussed as a question to be resolved either in the affirmative or in the negative or any members may, subject to regulation 11 move an amendment to the motion:

Provided that the Presiding officer shall not allow an amendment to be moved which if it had been a substantive motion would have been inadmissible under regulation 8.

11. Amendments to motions at the meetings of Council

- (1) At a meeting of the Council an amendment must be relevant to and within the scope of the motion to which it is proposed and shall not be moved which has merely the effect of a negative vote.
- (2) The Presiding officer of the meeting may refuse to put to vote an amendment to the motion which is in his opinion frivolous and has the effect of a negative vote.
- (3) A motion may be amended by:
 - (a) the omission, insertion or addition of words; or
 - (b) the substitution of words for any of the original words.

12. Matters which may be discussed at the time of discussion of a motion

- (1) At a meeting of the Council when a motion or amendment is under debate no proposal with reference thereto shall be made other than –
 - (a) an amendment of the motion or the amendment, as the case may be as proposed in regulation 10;
 - (b) a motion for the adjournment of the debate on the motion or amendment either to a specified date and hour or *sine die*;
 - (c) a motion for the closure, namely a motion that the question be now put;
 - (d) a motion that the Council instead of proceeding to deal with the motion do pass to the next item in the agenda.

Provided that no such motion or amendment shall be moved so as to interrupt a speech:

Provided further that no motion of the nature referred to in clauses (b), (c) and (d) shall be moved or seconded by a member who has already spoken on the question at the meeting.

- (2) Unless the Presiding officer of the meeting is of opinion that a motion for closure is an abuse of the right of reasonable debate, he shall forthwith put a motion that the question be now put and if that motion is carried the substantive motion or amendment under debate shall be put forthwith:

Provided that the Presiding officer of the meeting may allow the mover of the substantive motion to exercise his right of reply before the substantive motion under the debate is put:

Provided further that it shall not interrupt a speech, a proposal to adjourn the Council to a specified date and hour may be made at any time, but it shall be at the discretion of the Presiding officer of the meeting to put or refuse to put such a proposal to the Council.

- (3) A motion or an amendment which has been moved and seconded shall not be withdrawn save with the leave of the Council which shall not be granted, if any member dissent from the granting of such leave.
- (4) When a motion has been moved and seconded, members other than the mover and the seconder may speak on the motion in such order as the Presiding officer of the meeting may direct:

Provided that the seconder of a motion or of an amendment may, with the permission of the Presiding officer of the meeting confine himself to seconding the motion or amendment, as the case may be and speak thereon at any subsequent stage of the debate.
- (5) During the meeting, the Presiding officer of the meeting may, at any time, make any objection or suggestion or give information to elucidate any point to help the members in the discussion.
- (6) The mover of an original motion, and if permitted by the Presiding officer of the meeting, the mover of any amendment, shall be entitled to a right of final reply; and no other member shall speak more than once in the debate except with the permission of the Presiding officer of the meeting for the purpose of making a personal explanation or putting a question to the members then addressing the Council:

Provided that any member at any stage of the debate may arise to a point of order, but no speech shall be allowed on that point:

Provided further that a member who has spoken on a motion may speak again on an amendment to the motion subsequently moved.

- (7) A speech shall be strictly confined to the subject matter of the motion or amendment on which it is made.

- (8) Any motion or amendment standing in the name of a member who is absent from the meeting or unwilling to move it, may be brought forward by another member with the permission of the Presiding officer of the meeting.
- (9) If at any time the presiding officer of the meeting rises, any member speaking shall immediately resume his seat.

13. Adoption of motion

- (1) When an amendment to any motion is moved and seconded or when two or more such amendments are moved and seconded, the presiding officer of the meeting shall, before taking the sense of the Council thereon, state or read to the Council the terms of the original motion and of the amendment or amendments proposal.
- (2) An amendment to a motion shall be put to vote first.
- (3) If there be more than one amendment to a motion the Presiding officer of the meeting shall decide in what order they shall be taken.
- (4) When any motion involving several points has been discussed, it shall be at the discretion of the Presiding officer of the meeting to divide the motion and put each or any point separately to the vote as he may think fit.

14. Adjournment of meetings of the Council

- (1) The Presiding officer of a meeting of the Council may at any time, adjourn any meeting to any future date or to any hour of the same day.
- (2) When a meeting has been adjourned to a future date, the President may change such date to any other day and the Secretary shall send written notice of the change to each member.
- (3) Whenever a meeting is adjourned to a future date, the Secretary shall, send notice of the adjournment to every member.
- (4) At a meeting adjourned to a future date, any motion standing over from the previous date shall, unless the President otherwise direct, take precedence over other matter on the agenda.
- (5) Either at the beginning of the meeting or after the conclusion of the debate on a particular item during the meeting, the Presiding officer of the meeting or a member may suggest a change in the order of business on the agenda, and if the Council agrees such a change shall be made.
- (6) A matter which had not been on the agenda of the original meeting shall not be discussed at an adjourned meeting.

15. Commencement of a meeting of Council

If at any time appointed for a meeting, a quorum is not present, the meeting shall not commence until the quorum is present and if the quorum is not present on the expiration of 20 minutes from the time appointed for the meeting or during the course of any meeting, the meeting shall stand adjourned to such future date and time as the President may appoint:

Provided that in the case of meeting adjourned for want of quorum, no quorum shall be required.

16. Points of Order

- (1) The Presiding officer of the meeting of the Council shall decide all points of order which may arise, and his decision shall be final.
- (2) If any question arises with reference to procedure in respect of a matter for which these regulations make no provision, the Presiding officer of the meeting shall decide the same and his decision shall be final.

17. Minutes of the meetings of Council

- (1) The proceedings of the meetings of the Council shall be preserved in the form of minutes which shall be authenticated, after confirmation by the signature of the Presiding officer of the meeting confirming the minutes.
- (2) A copy of the minutes of each meeting shall be submitted to the President within 10 days of the meeting and attested by him and they shall then be sent to each member within 30 days of the meeting.
- (3) The minutes of each meeting shall contain such motions and amendments as have been moved and adopted.
- (4) If any objection regarding the correctness of the minutes is received within 30 days of the despatch of the minutes by the Secretary, such objection together with the minutes as recorded and attested shall be put before the next meeting of the Council for confirmation and at this meeting on other question shall be raised except as to the correctness of the records of the meeting:

Provided that if no objection regarding decision taken by the Council at a meeting is received within 30 days of the despatch by the Secretary of the minutes of that particular meeting such decision may, if expedient, be put into effect before the confirmation of the minutes at the meeting:

Provided further that the President may direct that action be taken on a decision of the Council before the expiry of the period of 30 days mentioned above.

- (5) The minutes of the Council shall, as is practicable after their confirmation, be made up in sheets and consecutively paged for Insertion in a volume which shall be permanently preserved.

PART III

POWERS AND DUTIES OF PRESIDENT AND VICE-PRESIDENT OF THE COUNCIL

18. Powers and Duties of President

- (1) The President shall exercise such powers and perform such duties as are contained in the provisions of the Act, the regulations and standing orders of the Council and shall do such acts as he considers necessary in the furtherance of the objects for which the Council is established.
- (2) The President shall preside over the deliberations of the Council and of all committees of which he is a member.
- (3) The President shall cause the meetings of the Council or Committees of the Council to be convened at such time and place as he may deem fit.
- (4) The President shall approve the items for agenda to be brought before the meetings of the Council and its Committees.

19. Powers and Duties of Vice-President

If the Office of the President is vacant or if the President for any reason, is unable to exercise the powers or perform the duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

PART IV

EXECUTIVE COMMITTEE

20. Conduct of business at the meetings of the Executive Committee

- (1) The meetings of the Executive Committee shall, unless otherwise specified, be generally governed by the regulations applicable to the meetings of the Council.
- (2) If both the Chairman and Vice-Chairman are absent, the members present shall elect one of their members to preside over the meeting.
- (3) Four members of the Executive Committee shall form a quorum.
- (4) If at the time appointed for the meeting of the Executive Committee, the quorum is not present, the meeting shall not commence until a quorum is present, and if the quorum is not present on the expiration of 30 minutes from the time appointed for the meeting or during the course of the meeting, the meeting shall stand adjourned to such future date and time as the member presiding over the meeting may appoint.
- (5) In the case of a vacancy which may occur during the interval between consecutive meetings of the Council, the Executive Committee may co-opt a member of the Council to fill the vacancy until the next meeting of the Council which shall elect one of its members to be the member of the Executive Committee.
- (6) Notice and agenda of meetings of the Executive Committee shall ordinarily be given 15 days before the meetings.
- (7)
 - (a) A copy of the minutes of each meeting shall be submitted to the Chairman within 15 days of the meeting, and after having been attested by him shall be sent to each member, within 20 days of the meeting.
 - (b) If no objection to the correctness of the minutes is received within 20 days of their despatch, any decisions therein shall be given effect to:
 - (c) The minutes shall be sent to the members of the Council after confirmation by the Executive Committee.

Provided that the President may direct that the action be taken on a decision of the Executive Committee, before the expiry of the period of 20 days mentioned above.

Provided further that the Executive Committee or the President shall refrain to act on the resolutions and the decisions taken by the Executive Committee where approval of the Central Government is required to be obtained under the provisions of the Act.
- (8) All resolutions passed and action taken by the Executive Committee after confirmation by the Committee shall be placed for ratification.
- (9) No decision of the Executive Committee shall have effect until the President has signified his approval thereof in writing and if he disapproves, until the Council has approved of the Executive Committee's decision.

21. Functions of the Executive Committee

- (1) The Executive Committee shall be the executive authority of the Council and shall be responsible for giving effect to the resolution and decision of the Council.
- (2) The Executive Committee shall have powers, such as –
 - (i) to manage the funds of the Council;
 - (ii) to invest the funds of the Council in the manner directed by the Council from time to time;
 - (iii) to appoint and supervise the work of the members of the staff and prescribe their conditions of service;
 - (iv) to consider the annual audit report and place it before the Council with its comments for its consideration;

- (v) to prepare and place before the Council the annual administration report and the statement of accounts;
- (vi) to authorise the Registrar to incur expenditure within the prescribed limits provided for in the approved budget;
- (vii) to fix travelling and other allowances to the members of the Council and its Committees and to the members of the staff;
- (viii) to delegate to the Chairman and the Vice-Chairman any of its aforementioned powers; and
- (ix) to do all other functions necessary for discharging the aforesaid functions.

PART V

COMMITTEES OF THE COUNCIL

22. Constitution and conduct of business of committees

- (1) The Council may, at any time on the adoption of a motion to this effect constitute a committee or committees consisting of any number of its members or resolve itself into a committee for the consideration of any business.
- (2) The Council shall define the functions of the Committee and the number of members to be appointed or elected.
- (3) The said committees shall have the powers to co-opt additional member or members not exceeding three in each case with prior approval of the President.
- (4) (a) If the number of members proposed as members of the committee does not exceed the total number of members to form the committee, the members so proposed shall be appointed as members of the committee.
(b) If the number of members so proposed exceeds the total number of members to form the committee, ballot shall be held and the requisite number of members who obtain the largest number of votes shall be appointed.
- (5) The President and Vice-President shall be ex-officio members of the committees constituted by the Council and shall act as Chairman and Vice-Chairman of these committees.
- (6) The quorum for a committee constituted by the Council shall not be less than one-third of the total number of the members of the committee.
- (7) Proceedings of the said committees shall be in accordance with this regulation, provided that it may at any time be relaxed at the discretion of the Chairman of the committee.
- (8) The committee shall submit its report to the Executive Committee.

PART VI

REGISTRAR AND EMPLOYEES OF THE COUNCIL

23. Term, powers and duties of Registrar

- (1) The term of the Registrar shall be fixed by the Council, with the previous sanction of the Central Government, at the time of appointment.
- (2) The Registrar shall retire from service on attaining the age of 60 years.*
- (3) The Registrar shall be the Chief Executive Officer of the Council and subject to the general supervision of the President and the relevant committees of the Council, shall exercise and perform, in addition to the powers and duties specified by the Act and these regulations in this behalf the following powers and duties, such as –
 - (i) be in charge of the Office of the Council as its Executive Head;
 - (ii) attend all meetings of the Council or of the committees unless otherwise directed;
 - (iii) keep records and minutes of the proceedings of the Council and of its committees;
 - (iv) keep in his custody the property of the Council including the Seal of the Council;
 - (v) exercise general control and supervision over the employees of the Council;
 - (vi) arrange for the deposit of moneys in bank received on behalf of the Council or its committees unless otherwise decided by the Council;
 - (vii) act as Secretary of all committees and convene meetings of the Council or its committees unless otherwise decided by the Council;
 - (viii) appoint such temporary staff as may be necessary, with the prior approval of the President to transact urgent work;
 - (ix) issue requisite notifications as prescribed and circular as may be required;

* Amended by Notification in the Gazette of India Part III, Section 4 on 31.07.1999. Further, as mandated, the Executive Committee of the Council revised the retirement age of the Registrar to 65 years.

- (x) attend to the correspondence of the Council and of the committees;
- (xi) act as Secretary of the Disciplinary Committee constituted under Rule 35 of the Council of Architecture Rules, 1973;
- (xii) issue notices and be in charge of all work in respect of the proceedings including the grant of certified copies of documents and evidence or statement of witnesses;
- (xiii) grant certified copies of documents or other proceedings referred to in the Act or the rules made thereunder or in these regulations;
- (xiv) be the custodian of the records, registers, accounts, furniture, library and such other property as the Council may acquire from time to time.
- (xv) make necessary arrangements for receiving moneys due to the Council and also issue receipts thereof;
- (xvi) cause proper accounts to be maintained and deliver accounts books and other information required by the auditors appointed by the Council for the purpose of the audit of the accounts of the Council;
- (xvii) make all other payments as sanctioned by the Council, committees and the President;
- (xviii) pay salary and allowances to officers and employees of the Council, grant leave, etc. to them and sign their increments, in accordance with the approved scale of pay;
- (xix) exercise disciplinary control over the said employees except dismissal in respect of which prior sanction of the Executive Committee shall be obtained.
- (xx) perform such other duties as may be assigned to him by the Council or the committees or the President;
- (xxi) register the architects, renew their registration and remove their names from the register of architects owing to non-payment of renewal fees.

24. Term, powers and duties of Administrative Officer

- (1) The term of the Administrative Officer shall be fixed by the Council, with the previous sanction of the Central Government, at the time of appointment.
- (2) The Administrative Officer shall retire from service on attaining the age of 60 years*.
- (3) The Administrative Officer shall perform such duties as may be assigned to him by the Executive Committee, the Registrar and by these regulations.
- (4) The Administrative Officer shall assist the Registrar in all the administrative matters in day to day working of the Office and shall assume all administrative responsibilities in the absence of the Registrar.

25. Terms and conditions of service of the employees

- (1) All other officers and employees including Ministerial and Group D Staff, shall retire from service on attaining the age of 60 years*.
- (2) The powers and duties of the employees shall be such as may be laid down, from time to time, in the standing orders.
- (3) The Registrar may subject to prior approval of the President, appoint the Ministerial staff and Class IV staff and may engage such temporary personnel as may be required from time to time and, pay a reasonable rate of remuneration to such personnel, provided it does not exceed the rate sanctioned by the Central Government for corresponding permanent staff and such appointments shall be reported to the Executive Committee.

PART VII

FINANCES, ACCOUNTS AND AUDIT

26. Finances and Accounts

- (1) The Council may receive, for the purpose of its expenses, registration fee, renewal fees and such other fees and money made admissible under the Act and the rules framed thereunder, and the proceeds of the sale of register of architects, reports and other publications :

Provided that the Council may accept grant, gift or deposit and such other financial assistance from the Central Government.
- (2) The Bankers of the Council shall be the State Bank of India or any other bank specified in column 2 of the First Schedule, to the Banking companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970).
- (3) (a) All the funds of the Council shall be paid into the Council's accounts with any of the said banks and shall be withdrawn by means of cheques signed by the Registrar and countersigned by the President or any other officer authorized by him in this behalf.

(b) The Cheque books shall remain in the personal custody of the Registrar.
- (4) The funds of the Council, surplus to current requirements may, on the recommendations of the Registrar and with the sanction of the Executive Committee, be invested in fixed deposits with any of the said banks or in any Government security or in any other security approved by the Central Government.

* Amended by Notification in the Gazette of India Part III, Section 4 on 31.07.1999. Further, as mandated, the Executive Committee of the Council revised the retirement age of the Administrative Officer, all other officers and employees to 65 years.

- (5) An investment of the funds of the Council shall be made in the name of the Council.
- (6) The safe custody of receipts shall remain in the personal charge of the Registrar and shall be verified once in the six months with the Register of Investments referred to in regulation 27 and a certificate or verification shall be recorded by the Registrar and countersigned by the President.
- (7) The Registrar shall prepare detailed estimates of the receipts and expenditure for the next financial year, and shall submit the same for the sanction of the Executive Committee.
- (8) The funds of the Council shall not be appropriated for expenditure on any item which has not been duly sanctioned by the Council or by the President or the Registrar; as the case may be.
- (9) (a) The President shall have full powers to re-appropriate funds from one unit of appropriation to another subject to the conditions that the total budget provision is not exceeded and the President's action does not lead to any future financial commitment for the Central Government.
- (b) Copies of orders sanctioning such re-appropriation shall be communicated to the Executive Committee.
- (10) The Registrar shall have power to sanction expenditure of miscellaneous and contingent nature upto an amount not exceeding Rs.200/- in each case and the expenditure in excess of this amount shall require the sanction of the President.
- (11) A permanent advance of Rs. 200/- as imprest amount shall be made to the Registrar to meet day to day expenses.
- (12) The Registrar shall be the certifying officers for travelling and other allowances to members, inspectors and employees of the Council, and the President for those of Registrar.

27. Books of Accounts

- (1) The following account books of the Council shall be maintained, namely:-
 - (i) The Cash Book.
 - (ii) The Classified Abstract.
 - (iii) The Register of Investments.
 - (iv) The Register of Equipments and Furniture.
 - (v) The Register of Cheque Books.
 - (vi) The Register of Leave and Pension or Provident Fund Contributions.
 - (vii) The Register of permanent advances.
 - (viii) Annual accounts.
- (2) (a) Monthly accounts shall be compiled in the classified abstract according to the primary units of appropriation.
- (b) Suitable secondary units may be opened at the discretion of the Registrar who shall be responsible for the due preparation and maintenance of all accounts.

28. Audit of Accounts

- (1) The annual accounts of the Council shall be audited by an auditor appointed annually by the Council.
- (2) The result of audit shall be communicated to the Executive Committee.
- (3) A copy of the audited annual accounts and the report of the Council shall be submitted to the Central Government.

PART VIII

INSPECTION OF EDUCATIONAL INSTITUTIONS OF ARCHITECTURE

29. Inspection of educational institutions and their examinations

The inspection of architectural institutions and the attendance at the time of training and examination under section 19 shall be carried out in accordance with the following manner, namely : –

- (1) each institution imparting instruction in architecture shall be inspected by the inspectors once in five years:
- (2) the Registrar shall fix the date of inspection in consultation with the inspector or inspectors and the institution;
- (3) the Executive Committee shall appoint such number of inspectors as may be deemed necessary to inspect an institution or to attend any examinations and to report thereon:

Provided that the minimum number of inspectors for such inspection shall be two.

- (4) (a) every inspector shall receive from the Chairman, Executive Committee, a formal commission in writing under the seal of the Council;
- (b) the instructions of the Chairman shall specify the institution or institutions, courses of studies and scheme of examination or examinations or training programme or educational standards including staff, equipments, accommodation, training and other facilities which are required to be inspected or attended;
- (c) the Chairman shall inform the inspector that he is to report to the Executive Committee who shall submit their final report with recommendations to the Council in accordance with these regulations;
- (d) the Registrar shall provide the inspector with a copy of the documents and of the recommendations of the Council in regard to recognition of the qualifications or educational standards and improvements to be made thereon and of the resolutions with regard to architectural education.

30. Powers and duties of Inspectors

- (1) It shall be the duty of the inspector: –
 - (a) to make himself acquainted with such previous reports, if any, on the institution or institutions which he is appointed to inspect as the Executive Committee may direct and with the observations of the University or examining body and the report of the Council thereon;
 - (b) to attend personally institution or examination or training which he is required to inspect but not to interfere with the conduct thereof;
 - (c) to inspect the institution which provides a recognized course of study or has applied for the recognition of its course of study and scheme of examination and to see that the course is in conformity with the regulations relating to education and the standards laid down by the Council;
 - (d) to report to the Executive Committee his opinion as to the sufficiency or insufficiency of standards of education or examination or institution inspected by him;
 - (e) to set forth in his report, in order, all the necessary particulars as to the question proposed in the written, oral or practical parts of each examination attended by him, the sessional and class work submitted by the candidates at the time of practical or viva-voce examination, the arrangements made for invigilation, the method and scales of marking, the standard of knowledge shown by the successful candidates and generally all such details as may be required for adjudicating on the scope and character of the examination;
 - (f) to set forth in his report necessary particulars in respect of institutions so as to enable the Executive Committee to assess the existing facilities for teaching as well as the extent to which the recommendations of the Council regarding professional education have been given effect to;
 - (g) to compare, on receipt from the Registrar, proof copy of any of his reports, the proof with the original and correct, sign and return it to the Registrar for preservation in the records of the Council as the authentic copy of such report.
- (2) Every report of the inspector or inspectors shall be signed and submitted to the Executive Committee.
- (3) The reports of inspectors shall be deemed confidential, unless in any particular case the Executive Committee otherwise directs.
- (4) Copies of the report by inspectors marked confidential shall be forwarded to the University or the examining body concerned as well as the institution with a request that the authority should furnish to the Executive Committee within six months from the date of despatch, such observations thereon as they may think necessary.
- (5) A confidential copy of report of an inspector or inspectors, with the observations of the University or the examining body or the institution thereon, shall be supplied to each member of the Council and shall be considered together with comments of the Executive Committee by the Council along with the observations thereon of the Executive Committee for consideration by the Council at their next meeting.
- (6) A copy of every report by the inspector or inspectors, with the observations of the University or the examining body and the institution concerned and the opinion of the Executive Committee thereon, shall, after approval by the Council, be forwarded to the Central Government and State Government concerned.

Council of Architecture

(Incorporated under the Architects Act, 1972)

MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 1983*

In exercise of the powers conferred by clauses (e), (g), (h) and (j) of sub-section (2) of section 45 read with section 21 of the Architects Act, 1972 (20 of 1972), the Council of Architecture, with the approval of the Central Government, hereby makes the following regulations, namely :-

1. Short Title and Commencement

- (1) These regulations may be called the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 1983.
- (2) They shall come into force on the date of their publication in the Official Gazette.*

2. Definitions

In these regulations, unless the context otherwise requires

- (a) "Act" means the Architects Act, 1972 (20 of 1972);
- (b) "Council" means of Council of Architecture constituted under Section 3;
- (c) "Executive Committee" means the Executive Committee constituted under Section 3;
- (d) "Faculty" means the full-time teaching staff members in the service of the institution;
- (e) "Institutions" means the colleges/departments/schools of architecture in India imparting instructions for recognized qualifications;
- (f) "Recognised qualifications" means any qualification in architecture for the time being included in the Schedule or notified under section 15 of Act.

3. Duration and Stages of the Course

- (1) The architecture course shall be of minimum duration of 5 academic years or 10 semesters of approximately 16 working weeks each inclusive of six months/one semester of approximately 16 working weeks of practical training after the first stage in a professional office.
- (2) The architecture course may be conducted in two stages.
- (3) The first 3 academic years / 6 semesters of approximately 16 working weeks each of the course shall be a basic standard course and shall be the first stage:

Provided that candidates admitted to the course shall complete the first stage within 5 years of admission to the course.
- (4) The second stage of the course shall be of 2 academic years / 4 semesters of approximately 16 working weeks each.
- (5) The completion of first stage shall not qualify candidates for registration under the Architects Act, 1972.

4. Admission to the Architecture Course

- (1) No candidate, with less than 50% marks in aggregate, shall be admitted to the architecture course unless he/she has passed an examination at the end of the new 10+2 scheme of Senior School Certificate Examination or equivalent with Mathematics as a subject of examinations at the 10+2 level.**
- (2) Where 10+2 scheme is not introduced, candidates must have passed after 11 years schooling the Higher Secondary/pre-university/pre-engineering or equivalent examinations in the Science group of any recognized University or Board with English, Physics, Chemistry and Mathematics as compulsory subjects.
- (3) The Institutions may subject the candidates, seeking admission to the architecture course, to aptitude tests specially designed to assess the candidates' aptitude;

Provided that no separate aptitude tests may be conducted where admissions are made through competitive examinations.
- (4) The institutions shall not give weightage of more than 50% marks for aptitude tests in the matter of admissions.

*Published in the Gazette of India, Part III Section 4, 26th March, 1983 and 27th August 1983.

**Amended by Notification in the Gazette of India dated January 7, 2006

5. Intake and Migration

- (1) The sanctioned intake of candidates at the first year level shall not exceed a maximum of 40 in a class. If more than 40 candidates are admitted, separate classes shall be organised.
- (2) The institutions may permit, at their discretion, migration of students from one institution to another subject to the maximum number of students not exceeding the permitted maximum intake in a class.

6. Courses and periods of Studies

- (1) The institutions imparting instructions in architecture required for granting recognized qualifications may follow the courses and periods of studies as prescribed in Appendix-A.
- (2) The institution shall, as an integral part of architectural education curriculum and as a part of teaching programme, arrange for study tours, visits to places of architectural interests.

7. Professional examination, Standards of proficiency and conditions of admissions, qualification of examiners

- (1) The University or an independent examining body shall conduct the examinations at the end of each stage.
- (2) The sessional work shall, as far as possible, be assessed by a jury of internal and external examiners.
- (3) The weightage of marks for subjects having both class work marks as well as examination marks may not exceed the ratio of 50:50.
- (4) The pass percentage shall not be less than 45% in each subject and shall not be less than 50% in the aggregate.
- (5) Candidates who have passed in the internal assessment, shall only be permitted to appear in an examination.
- (6) An examiner for any of the subjects of examination shall have a minimum of 3 years teaching/professional experience in his/her field of study.

8. Standards of staff, equipment, accommodation, training and other facilities for technical education

- (1) The institutions shall maintain a teacher/student ratio of 1:8.
- (2) The institutions shall have a minimum number of 12 faculty members for a student strength of 100.
- (3) The institution with the maximum intake of 40 in a class may have the faculty pattern as prescribed in Appendix-B.
- (4) The institutions shall encourage the faculty members to involve in professional practice including research.
- (5) The institutions shall provide facilities as indicated in Appendix-C.
- (6) The institutions shall encourage exchange of faculty members for academic programmes.

Notwithstanding anything contained in these regulations, the institutions may prescribe minimum standards of Architectural Education provided such standards does not , in the opinion of the Council, fall below the minimum standards prescribed from time to time by the Council to meet the requirements of the profession and education thereof.

Courses, Periods of Study and Subjects of Examination
Stage I - Basic Course

SI No.	Subjects of Examination	Minimum No. of periods of 50 to 60 minutes duration
1.	Architectural Design	600
2.	Building Construction	360
3.	Building Materials and Sciences	60
4.	Architectural Drawing and Graphics	360
5.	History of Architecture	120
6.	Workshop Practice	120
7.	Landscape Design	60
8.	Structural Mechanics and Theory of Structure	300
9.	Surveying and Levelling	60
10.	Building Services & Equipment	90
11.	Humanities	60
12.	Estimating & Costing	60
13.	Principles of Human Settlements	60
		2310

Note:

- The names given to the subjects of study are suggestive only. The same subjects pertaining to the architecture may be taught under different names. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the requirement and educational philosophy of an institution. The subjects of Landscape Design, Humanities and Estimating & Costing may, if desired, be taught in the second stage of the course.
- For the purpose of calculating the periods of study, 30 periods per week per semester/term of class are considered to be adequate. For 3 years of study at the rate of 16 weeks per semester/term, the total for first stage works out to be 2880 periods.
- In order to give freedom to the Institutions to orient the Course as per their own philosophy, approx. 75 percent of the total periods of study have been taken into account for calculating the minimum hours of study for each subject while the institutions may allot the balance approx. 25 percent of the study periods to the subjects of the choice.
- Minimum total contact periods should be 2880. Thus, 570 periods are to be allotted by the institution to the subjects of their choice.

Brief description of the subjects listed in the Stage-I of the Course

1. ARCHITECTURAL DESIGN

Applying the knowledge gained in other subjects and to design buildings of medium complexity e.g. Schools, Colleges, Dispensaries, Shops and Houses, etc., and present them in graphic form.

2. BUILDING CONSTRUCTION

Knowledge of various methods of building construction of medium complexity with timber, stone, bricks, concrete etc. including foundation, walls, roofs, staircase, joinery and finishes.

3. BUILDING MATERIAL AND SCIENCES

Knowledge of basic building materials and their behaviour such as bricks, stones, metals, timber and finishing materials. Effects of climate on built environment to be able to design for comfortable conditions.

4. ARCHITECTURAL DRAWING AND GRAPHICS

Ability to present in graphic form all elements of design - Study of shades and shadows, textures, tones, colours, geometrical form, perspectives and projections, free hand drawing and rendering.

5. HISTORY OF ARCHITECTURE

Study of various styles of Architecture and methods of construction through the ages in the world with emphasis on Indian Architecture.

6. WORKSHOP PRACTICE

Ability to make building models with various materials such as card-board, wood, plastics, plaster of paris and metals. Ability to make simple joints in timber, pipes and other materials.

7. LANDSCAPE DESIGN

Understanding of Landscape elements like trees, shrubs, plants, water, rocks and development of landscape planning and application in architectural design.

8. STRUCTURAL MECHANICS AND THEORY OF STRUCTURES

Understanding the structural concepts and behaviour of structural elements, simple calculations for columns, beams, frames, footings, slabs, walls in concrete, steel and timber.

9. SURVEYING AND LEVELLING

Understanding of various survey and levelling instruments, carrying out surveys of land of medium complexity and preparation of survey plans.

10. BUILDING SERVICES & EQUIPMENT

Study of and designing for water supply, drainage, sewage disposal, electricity supply, wiring and lighting for buildings.

11. HUMANITIES

Study of sociology, economics and culture, as applicable for design of human settlements.

12. ESTIMATING AND COSTING

Systems of taking out quantities and estimating for all trades involved in construction of medium complexity.

13. PRINCIPLES OF HUMAN SETTLEMENTS

Man and environment : Biological and behavioural responses to human settlements; Design for living, natural and built-environment.

Ancient texts and treatises on settlement and area planning in India.

Human settlements during ancient medieval and modern periods in India, Europe and other parts of the world. Characteristics of human settlements built by Muslims and Hindu rulers in India.

Stage-II

Subjects of Examination		Minimum No. of periods of 50 to 60 minutes duration
1.	Architectural design, planning and thesis	570
2.	Building Construction, Materials and Specifications	210
3.	Building Sciences & Services	60
4.	Town Planning (Theory)	60
5.	Professional Practice	90
6.	Building Bye-laws	15
7.	Structure System	45
8.	Electives such as :	
	(i) Housing	60
	(ii) Urban Design	
	(iii) Interior Design	
	(iv) Building Management	
	(v) Landscape Design	
	(vi) Urban Planning	
		1110

Note:

- The names given to the subjects of study are suggestive only. The same subjects pertaining to the architecture may be taught under different names. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the requirement and educational philosophy of an institution. Teaching in the second stage may be a lot more flexible. Students may obtain employment and may come back to complete the prescribed course later. It may also be possible to complete the second stage of the course as a part time course depending upon the facilities available in an institution.
- For the purpose of calculating the periods of study, 30 periods per week per semester/term of class are considered to be adequate for 1½ years of study at the rate of 16 weeks per semester/term, the total for second stage work out to be 1440 hours.
- In order to give freedom to the institutions to orient their course as per their own philosophy, approx. 75 per cent of the total periods of study have been taken into account for calculating the minimum period of study for each subject while the institutions may allot the balance approx. 25 per cent of the study periods to the subject of their choice.
- Minimum total contact period should be 1440. Thus 360 periods are to be allotted by the institution to the subjects of their choice.

Brief Description of the Subjects Listed in the Stage-II of the Course

1. ARCHITECTURAL DESIGN, PLANNING AND THESIS

Design of complicated buildings and campuses involving analytical studies of building and spaces from sociological, economic and cultural points of view such as Universities, industrial Estates, Housing Schemes etc. Thesis on a subject requiring detailed analytical study to lay down validity and design criteria presented in graphic form, models and report. Thesis may also be on research projects presented as a written report.

2. BUILDING CONSTRUCTION, MATERIALS AND SPECIFICATIONS

Study of advanced building construction methods with new materials such as plastics, metals, synthetic boards and latest techniques in the use of concrete.

3. BUILDING SCIENCES & SERVICES

Study of Acoustics, Air-Conditioning, Heating, Cooling, Mechanical installations, Fire-control, Water supply and Drainage system for complicated buildings.

4. TOWN PLANNING (THEORY)

A general understanding of Town Planning principles as they have evolved through the ages.

5. PROFESSIONAL PRACTICE

The examination in professional practice is designed to assess the knowledge, skill and maturity which fit the architect to fulfil his professional duties and his understanding of the management of an office organisation for such as a purpose. The syllabi should cover the following areas of study:-

General principles of Indian Contract Act; Building Contracts generally, Conditions and forms of contract, Administration of contracts, Principles of arbitration, Indian Arbitration Act, 1940, valuation of properties, Architectural competitions; Easements of properties; Report writing; Codes of Practice; Conditions of Engagement; Duties and responsibilities of an architect in relation to owner, contractor, relate professional and public; Indian Standards & Codes of Practice.

(Planning and Building legislation etc. has been omitted because this is covered under Building Bye-laws - item 6)

6. BUILDING BYE-LAWS

Study of building regulations to enable to design and prepare drawings for submission to concerned bodies.

7. STRUCTURE SYSTEMS

Study of new structural technology such as space frames, prestressing, shells and understanding of the limitations and scope of these techniques. Calculations for these techniques are not expected.

8. ELECTIVES SUCH AS:

- (a) Housing
- (b) Urban Design
- (c) Interior Design
- (d) Building Management
- (e) Landscape Design
- (f) Urban Planning

Intensive study of one or more of the subjects offered as elective depending upon the expertise available to an institution. The list of the subjects may be enlarged but they should be related to Architecture.

Statement showing the designation, pay-scale and qualification etc. required to be prescribed for faculty positions

Sl. No.	Designation	Pay-Scale	Qualifications
1.	Lecturer	Rs. 700-40-1100-50-1600	Bachelor's Degree in Architecture or equivalent plus two years of relevant professional experience. OR Master's Degree in Architecture or equivalent and one year's relevant professional experience. Provided further that if a candidate does not possess a Master's Degree in Architecture and professional experience or a person possessing such experience is not found suitable, the person appointed will be required to obtain the desired professional experience within a period of five years on his appointment failing which he will not be able to earn future increment until he fulfils this requirement.
2.	Reader/Asstt.Professor	Rs. 1200-50-1300-60-1900	B.Arch. or equivalent with 7 years experience in Teaching / Research/ Professional Work. OR M. Arch. Or equivalent with 5 years experience in Teaching/Professional Work.
3.	Professor	Rs 1500-60-1800-100-2000-125/2-2500	B.Arch. or equivalent with 10 years of experience in Teaching/Research Work. Experience of guiding research. OR M. Arch. or equivalent with 8 years of experience in Teaching/Research/ Professional Work.
4.	Principal/Head of Department	Rs. 1500-60-1800-100-2000-125/2-2500 plus special pay	B.Arch. or equivalent with 10 years experience in Teaching/Research/Professional Work. Experience of guiding research. OR M. Arch. Or equivalent with 8 years of experience in Teaching/ Research/ Professional work.
5.	The Institution may appoint Professor of Eminence.		

Note :

1. It is advisable that approx. 25% of the teaching load should be allotted to the visiting faculty so that the students are brought in closer contact with the persons actively engaged in practice.
2. Each institution may have a staff structure consisting of the following :
Principal or Head of Department and Professors, Asstt. Professors/Readers and Lecturers in the ratio of 1:2:4.
3. The Institutions may recruit qualified persons in the field of Engineering/Qty. Surveying/Art/Humanities depending on the actual requirements against the total sanctioned strength.
4. The equivalent qualification shall mean any such qualification as recognised by the Council of Architecture for registration as an Architect under section 25 of the Architects Act, 1972.

Physical Facilities

The Institution of Architecture should be located in a building to have a floor area of about 15 sq.m.m. per student. 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. The space requirements per student for architectural education whether in the Institution or in the Hostel are apt to be more than for most other types of professional courses like engineering and medicine because of the large space required for preparation of drawings. This factor should be borne in mind in the design of Hostels and Studios.

Facilities may also be provided for extra-curricular activities and sports.

The equipment in the workshop/laboratories has also to be provided to meet with the special requirement for architectural education. It is desirable to provide locker facilities in the studios for students.

The Library, Workshops, Laboratories and Photography unit should be managed by professionally qualified staff with adequate supporting staff to assist the students and faculty members in their academic programmes. There should also be administrative supporting staff to run the Architectural Institutions.

It is desirable to provide hostel accommodation and residential accommodation for staff and students in close proximity of the institution.

Council of Architecture

Minimum Standards of Architectural Education, 2008

PRESCRIBED PURSUANT TO SECTION 21 OF THE ARCHITECTS ACT, 1972

PREFACE

The Council of Architecture had prescribed the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 1983, in the year 1983. Since then, the architectural education has undergone a significant change. This has necessitated review of these standards with a fresh perspective, keeping in mind the present demands of the architectural education in the country and to introduce them with changes, wherever necessary.

The Council of Architecture is empowered under Section 21 of the Architects Act, 1972 to prescribe the Minimum Standards of Architectural Education required for granting recognized qualifications by colleges or institutions in India. Pursuant to Section 21, the Council has, from time to time, prescribed various Minimum Standards of Architectural Education during its past meetings viz. 47th Meeting of the Council held on 26.05.2006 & 27.05.2006; 84th & 89th Meetings of the Executive Committee held on 24.02.2006 & 21.03.2007 respectively; and 49th Meeting of the Council held on 29.06.2007.

These standards are now being prescribed and adopted by the Council as Council of Architecture - Minimum Standards of Architectural Education, 2008, which shall supplement the Regulations of 1983. All institutions imparting architectural education in the country for awarding recognised architectural qualifications under the Architects Act, 1972, shall be required to adhere to these minimum standards of architectural education.

COUNCIL OF ARCHITECTURE

(An statutory body of Govt. of India under the Architects Act, 1972)

MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION, 2008 PRESCRIBED UNDER SECTION 21 OF THE ARCHITECTS ACT, 1972

In exercise of the powers conferred under section 21 of the Architects Act, 1972 (20 of 1972), the Council of Architecture hereby makes the following Minimum Standards of Architectural Education supplementing the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 1983, namely:-

1. Short Title and Commencement

- (1) These standards may be called the Council of Architecture - Minimum Standards of Architectural Education, 2008.

2. Duration and Stages of the Course

- (1) The architecture course shall be of minimum duration of 5 academic years / 10 semesters of approximately 18 working weeks each inclusive of one year of practical training after the first stage in a professional's office.
- (2) The 5 years Bachelor's Degree Course in Architecture may be conducted in two stages.
- (3) The First stage of the course shall be the first 3 academic years or 6 semesters (each of approximately 18 working weeks) of institutional academic studies. The First stage shall be completed within 5 years of admission to the B.Arch. Course.
- (4) The Second stage of the course shall be of 2 academic years/ 4 semesters including one year of practical training.
- (5) Registration under the Architects Act, 1972, is acceptable only after successful completion of both the stages.

3. Admission to the Architecture Course

- (1) The Institutions shall admit only such students who have qualified in an Aptitude Test in Architecture.
- (2) The Institutions/ Competent Admission Authorities dealing with admission of candidates to the 1st year of 5-year B.Arch. Degree course are required to follow the admission norms of the Council which is placed at Appendix-A.
- (3) The institutions shall not give weightage of more than 50% marks of Aptitude Test in Architecture in the matter of admissions.

4. Courses and periods of Studies

- (1) The institutions imparting instructions in architecture required for granting recognized qualifications may follow the courses and periods of studies as prescribed in Appendix-A1.
- (2) The Guidelines for Conduct of Architectural Thesis/Project and Practical Training are prescribed in Appendix-A2.

5. Standards of staff, equipment, accommodation, training and other facilities for technical education

- (1) The institutions shall maintain a strength of full time-faculty of 15 (including Principal/HOD) for intake of 40. In addition to the full-time, the visiting faculty will take approximately 25% of the teaching load.
- (2) The institution with the maximum intake of 40 in a class may have the faculty pattern as prescribed in Appendix-B1.
- (3) The Career Advancement Scheme for the faculty has been prescribed in Appendix-B2.

6. Sanctions: Any violation of these Minimum Standards by a College/Institution/University may attract reduction in its intake/no intake/ withdrawal of intake, No Admission status and in case of continuous failure to maintain the standards, the Council may initiate process for de-recognition of qualification awarded by the particular College/ Institution/University or any such other action as the Council deems necessary in such cases.

Notwithstanding anything contained in these standards, the institutions may prescribe Minimum Standards of Architectural Education provided such standards does not, in the opinion of the Council, fall below the Minimum Standards prescribed from time to time by the Council to meet the requirements of the profession and education thereof.

REVISED GUIDELINES FOR ADMISSION TO 1ST YEAR OF 5-YEAR DEGREE COURSE IN ARCHITECTURE

1.0 ADMISSIONS:

- 1.1 The candidates admitted to 1st year of a 5-year course without passing an Aptitude Test in Architecture and who have been granted B. Arch. degree or other qualifications shall not be deemed to have attained recognised qualification listed in the schedule of qualifications appended to the Architects Act, 1972. Such candidates will not be eligible for registration as an architect with the Council of Architecture.
- 1.2 No admission shall be made under the Minority Institution/Management/Non-Resident Indian/Person of Indian Origin or any another Quota unless a candidate is subjected to an Aptitude Test in Architecture.
- 1.3 No lateral admission to any stage/semester of the 5-year course in Architecture shall be made.

2.0 ELIGIBILITY FOR ADMISSION

No candidate, with less than 50% marks in aggregate, shall be admitted to the architecture course unless he/ she has passed an examination at the end of the new 10+2 scheme of Senior School Certificate Examination or equivalent with Mathematics as subjects of examination at the 10+2 level.

or

10+3 Diploma (any stream) recognised by Central/ State Governments with 50% aggregate marks.

or

International Baccalaureate Diploma, after 10 years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.

3.0 NATIONAL APTITUDE TEST IN ARCHITECTURE

As per the Minimum Standards prescribed by Council of Architecture (CoA) under the Architects Act, 1972, admission of candidates to first year of 5-year B.Arch. degree course shall be subject to their passing an aptitude test in architecture. It is advisable to admit students in the 1st year of 5 year B.Arch. degree course on the basis of marks obtained in the National Aptitude Test in Architecture (NATA) administered by CoA

The Aptitude Test in Architecture shall consist of 2 papers:

- (i) Test - I – Aesthetic Sensitivity - 100 marks - duration of test: One hour.
- (ii) Test - II – Drawing - 100 marks - duration of test: Two hours.

3.1 Test – I

Aesthetic Sensitivity is to evaluate candidate's perception, imagination and observation; creativity and communication; and Architectural awareness. The test shall comprise of :

- (i) Visualising three dimensional objects from two dimensional drawings
- (ii) Visualising different sides of three dimensional object
- (iii) Identifying commonly used materials and objects based on their textural qualities
- (iv) Analytical Reasoning
- (iv) Mental Ability
- (vi) Imaginative comprehension and expression
- (vii) Architectural awareness

3.2 Test - II

The Drawing aptitude of the candidate shall be judged on the following aspects :

- (i) Ability to sketch a given object proportionately and rendering the same in visually appealing manner
- (ii) Visualising and drawing the effects of light on the object and shadows cast on the surroundings
- (iii) Sense of perspective drawing
- (iv) Combining and composing given three dimensional elements to form a building or structural form
- (v) Creating interesting two dimensional composition using given shapes or forms
- (vi) Creating visual harmony using colours in given composition
- (vii) Understanding of scale and sense of proportion
- (viii) Drawing from memory through pencil sketch on themes from day to day experiences

4.0 Weightage

The following shall be the weightage :

Architectural Aptitude	– 50% (Maximum)
Qualifying Examination i.e. 10+2 OR 10+3 years Diploma recognised by the Central / State governments OR IB Diploma and/ or other test.	– 50% (Maximum)

Note : In order to pass an Aptitude Test in Architecture, a candidate must obtain a minimum of 40% marks.

5.0 Competent Authority FOR ADMISSION

The admissions shall be carried out by the Competent authority i.e. the Government or University, or such authorities/ institution concerned [School/ College of Architecture]/ Association or Federation of Institutions [Schools or College of Architecture], based on the marks obtained in the Aptitude Test in Architecture and the qualifying examinations as mentioned above, in the ratio of 50:50. Admissions shall be made in fair, transparent, non-exploitative and based on merit.

All architectural institutions in the country shall be required to submit a list of students admitted in the B.Arch. degree course, mentioning the total score in an Aptitude Test in Architecture, marks secured and total marks in the qualifying examination, to the CoA.

6.0 Admission Counselling

The Admission Counselling for the candidates who have applied for admission to the 5-year Degree Course in Architecture should be held independent of the counselling for Engineering, Pharmacy and / or Medicine and other disciplines.

The word 'independent' does not imply that the admission counselling to architecture course is to be done on completion of the admission/ counseling process for all other streams. It means that the counselling for architecture should not be combined with engineering courses. The CoA insists that the admission/counselling process for architecture degree course be done first i.e before all other streams or on the same date(s) as fixed for other streams but independently/separately/simultaneously without mixing with other disciplines.

7.0 STRUCTURE, PERCENTAGE AND RESERVATION OF SEATS

The fee structure and admission of students to architecture course under various categories / admission quota shall be as determined by the concerned Government, in accordance with the Judgement of Supreme Court, dated 14.08.2003 [Writ Petition (C) No.350 of 1993 – Islamic Academy of Education and Anr. V/s State of Karnataka and Ors]. The reservation policy for admission as applicable shall be followed.

8.0 Commencement of Course

Classes for 1st year of a 5-year B.Arch. Course shall not commence later than the 1st working day in the month of September of a calendar year.

COURSES, PERIODS OF STUDY AND SUBJECTS OF EXAMINATION

Stage 1

	Subjects of Examination	Minimum No. of periods of 50 to 60 minutes duration
1.	Architectural Design	540
2.	Architectural Graphics Skills – Manual and Computer	360
3.	Building Construction Technology	306
4.	Structural Design and Systems	288
5.	Basic Design and Visual Arts	180
6.	History of Architecture, Art and Culture	126
7.	Building Services and Equipments	90
8.	Workshop Practice and Site Exposure	90
9.	Building Materials and Sciences	90
10.	Surveying and Leveling	36
11.	Estimation, Costing and Specifications writing	72
12.	Climatology, Environmental Studies and Landscape	63
13.	Humanities	30
14.	Human Settlements and Vernacular Architecture	30
15.	Building Bye Laws and Codes of Practices	30
16.	Theory of Design	63
17.	Computer Applications in Architecture (Non-Graphic)	36
	Sub Total	2430
18.	Group Subjects* (only for specialization)	810
	Total	3240

Note:

- The names given to the subjects of study are suggestive only and institutions may use different nomenclatures. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the educational philosophy of the institution and context of the region where the institution is located.
- For the purpose of calculating the periods of study, 30 periods per week per semester/term are considered.
- In order to give freedom to the Institutions to orient the Course as per their own philosophy approximately 75 percent of the total periods of study have been taken into account for calculating the minimum hours of study for each subject while the institutions shall allot the balance approximately 25 percent of the study periods to the subjects of their choice.
- Minimum total contact periods should be 3240. Thus, 810 periods are to be allotted by the institution to the subjects of their choice.
- Institutions offering specialisation in fields like interior design, eco-architecture, construction technology, etc. shall offer group of subjects relevant to the subject of specialization to consume the balance 25 percent work load.

Brief description of the subjects listed in the First Stage of the Course

1. ARCHITECTURAL DESIGN

Applying the knowledge gained in other subjects and theory of design methodology to design of buildings of medium complexity e.g. Residences, Schools, Colleges, Public Buildings, Dispensaries, Hospitals, Shops, Offices, Industries, Buildings for Recreation and Entertainment, etc., and present them in graphic form using both manual and electronic medium.

2. ARCHITECTURAL GRAPHICS SKILLS – MANUAL AND COMPUTER

Ability to present in graphic form all elements of building design - study of shades and shadows, textures, tones, colors, geometrical form, perspectives and projections, free hand drawing and rendering in different media, computer aided drafting skills in 2D and 3D, use of rendering, presentation and modeling software packages.

3. BUILDING CONSTRUCTION TECHNOLOGY

Knowledge of various structural systems and methods of construction and detailing of buildings of medium complexity using natural and man made materials including foundation, walls, roofs, staircase, joinery and finishes, culminating in the capacity to integrate the knowledge acquired to architectural design exercise for making working drawings for a three storied contemporary building and learning the skills of presenting these in the graphic form using both manual and electronic medium.

4. STRUCTURAL DESIGN AND SYSTEMS

Understanding the structural concepts and behavior of structural elements, simple calculations for columns, beams, frames, footings, slabs, walls in concrete, steel and timber and relating the knowledge acquired to architectural design.

5. BASIC DESIGN AND VISUAL ARTS

Developing skills in manual presentation techniques, use of various media for presentation, principles of two dimensional and three dimensional compositions, principles of design etc.

6. HISTORY OF ARCHITECTURE, ART AND CULTURE

Study of evolution of various styles of architecture and methods of construction and influence of art and culture on architecture through the ages in the world, with emphasis on architecture of the Indian Sub continent and the region in which the institution is located, study of Indian culture related to architectural design

7. BUILDING SERVICES AND EQUIPMENTS

Study of and design and detailing for water supply, drainage, sewage disposal, garbage disposal, electrification, illumination, air conditioning, fire hazard protection, acoustical treatment, rainwater harvesting etc. in buildings and building premises, disaster management systems, intelligent energy conservation systems, electronic security and surveillance systems for buildings

8. WORKSHOP PRACTICE AND SITE EXPOSURE

Developing skills to make building models with various materials such as card-board, wood, plastics, plaster of Paris and metals, ability to make simple joints in timber, pipes and other materials, basic electrical circuits

Exposure to building construction practices on site of various items of work from foundation to roof and finishes, Market survey for different building materials

9. BUILDING MATERIALS AND SCIENCES

Knowledge of properties and behavior of both natural and man made building materials such as bricks, stones, metals, timber, steel and finishing materials in contemporary buildings. Effects of sun, rain, wind and other climatic and environmental conditions on various building materials and built environment and the science of design for creating effective human comfort conditions.

10. SURVEYING AND LEVELLING

Understanding of various survey and leveling instruments, carrying out surveys of land of medium complexity and preparation of survey plans.

11. ESTIMATION, COSTING AND SPECIFICATIONS WRITING

Systems of taking out quantities and estimating for all trades involved in construction of medium complexity, Writing specifications for materials and various items of work

12. CLIMATOLOGY, ENVIRONMENTAL STUDIES AND LANDSCAPE

Understanding of Climate and its impact on architectural design, fundamentals of climatology and environmental studies.

Understanding of Landscape elements like trees, shrubs, plants, water, rocks and development of landscape planning and application in architectural design.

13. HUMANITIES

Study of sociology, economics and culture, as applicable for design of human settlements

14. HUMAN SETTLEMENTS AND VERNACULAR ARCHITECTURE

Man and environment: Biological and behavioral responses to human settlements; Design for living, natural and built-environment, Vernacular architecture.

Human settlements during ancient, medieval and modern periods in India, Europe and other parts of the world.

Ancient texts and treatises on settlement and area planning in India, characteristics of human settlements built by Muslims and Hindu rulers in India.

15. BUILDING BYE LAWS AND CODES OF PRACTICES

Study of building control Standards, bye laws and codes of practices prevalent in different development authorities and municipalities in India.

16. THEORY OF DESIGN

Understanding and appreciation of principles and percepts of issues related to architectural design in theory and practice. Appreciation of architectural spaces with respect to man and his behavior.

17. COMPUTER APPLICATIONS IN ARCHITECTURE (Non Graphic)

Developing skills in non-graphic applications of computer as required for architectural profession and office management, such as word processing, spreadsheets, power point presentations, databases, etc.

18. GROUP SUBJECTS OF SPECIALISATION

The names and topics for elective are suggestive. Institute may add many more elective and alter the list as per local requirements and resources. For Non-specialisation the subjects could be mix from groups below as offered by institute to suite its philosophy.

A. INTERIOR ARCHITECTURE

1. Theory of Interior Design
2. Visual Arts.
3. Advance basic design.
4. Vernacular Interiors
5. Traditional crafts.
6. Contemporary Crafts.
7. Furniture design

B. ECO ARCHITECTURE

1. Horticulture.
2. Soil studies
3. Theory of Landscape design
4. Landscape construction
5. Street furniture design
6. Ecology
7. Plant Morphology

C. CONSTRUCTION TECHNOLOGY

1. Advance workshop
2. Basics of Management
3. Site management
4. Advance Surveying & Leveling
5. PERT / CPM Techniques
6. Low cost materials
7. Design of services
8. Basic accounting

B. Architecture**Stage – 2**

	Subjects of Examination	Minimum No. of periods of 50 to 60 minutes duration
1	Project (Thesis)	288
2	Architectural Design	216
3	Building Construction and Materials	108
4	Advanced Services	36
5	Advanced Structural Design and Systems	36
6	Professional practice	72
7	Research Skills and Project introduction	36
	4 Electives	144
i	Housing	
ii	Urban Design	
iii	Interior Design	
iv	Construction Management	
v	Landscape design	
vi	Urban and Regional Planning	
vii	Architectural Conservation	
viii	Disaster Management	
ix	Architectural Journalism	
x	Theatre/Film Set Design	
xi	Expert Systems Advanced Computing	
xii	Marketing Skills	
xiii	Building Systems Integration	
xiv	Visual Communication	
xv	Sustainable Architecture	
xvi	Energy Conscious Architecture	
xvii	Intelligent Buildings	
xviii	Modular Coordination	
xix	Art in Architecture	
xx	Environmental studies	
	Total	936

Notes:

1. The names given to the subjects of study are suggestive only and institutions may use different nomenclatures. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the requirement and educational philosophy of an institution. Teaching in the second stage may be a lot more flexible. Students may obtain employment and may come back to complete the prescribed course later. It may also be possible to complete the second stage of the course as a part time course depending upon the facilities available in an institution.
2. For the purpose of calculating the periods of study, 30 periods per week per semester/term of eighteen weeks are considered.
3. In order to give freedom to the institutions to orient their course as per their own philosophy, approx. 86.66 per cent of the total periods of study have been taken into account for the whole stage and the institutions may allot the balance approx. 13.33 per cent of the study periods to the subjects/areas of their choice.
4. Minimum total contact period should be 936. Thus 144 periods are to be allotted by the institution to the subjects/areas of their choice.
5. It is expected that entire final year is devoted to practical training.
6. It is suggested that subject of Professional practice and two electives may be offered together with Project work (Thesis).

Brief Description of the Subjects Listed in the Second Stage of the Course

1. PROJECT (THESIS)

A major project selected by the students in the area of their interest and attempted after detailed analytical study of the chosen topic/subject. The project is to be done under faculty guidance and presented in a graphic form, model, computer generated graphics and report. In this project the student is expected to individually synthesize all that is learnt in the previous semesters, conduct investigative research through library and other resources, co-ordinate all pertinent architectural issues with the design concept and objectives to reach a viable solution for the resolution of the selected problem. Thesis may also be on theme-based research on architectural projects involving collection and analysis of relevant data presented as an analytical study report.

2. ARCHITECTURAL DESIGN

Design of complex buildings and campuses involving analytical studies of building and spaces from sociological, economic and cultural points of view. The topics can be universities, industrial estates, housing schemes etc.

3. BUILDING CONSTRUCTION AND MATERIALS

Study of advanced building construction methods and innovative architectural detailing with new materials such as plastics, metals, synthetic boards, glass, composite panels etc,

4. ADVANCED SERVICES

Study of advanced building services like HVAC, water supply and disposal, electrical, acoustical, lighting related to complex building situations like high-rise, complexes, cities etc.

5. ADVANCED STRUCTURAL DESIGN AND SYSTEMS

Design of complex building structures like domes, shells, retaining walls etc. Study of structural systems like Bulk active structures, Form active structures, Vector active structures, Surface active structures, Cable structures, Arches, Vaults and Domes, Shells, Membrane structures, Pneumatic structures, Folded plates, Pre stressed concrete, space frames etc.

6. PROFESSIONAL PRACTICE

Study of office practices, Office administration, Accounting, Building Bye-laws, Tendering, Contracts and Arbitration, Valuation, Professional conduct and ethics, Architects Act 1972, Role of COA, IIA and UIA, Implementing a building contract.

7. RESEARCH SKILLS AND PROJECT INTRODUCTION

Research in Architecture, Scientific methods with special emphasis on architectural research, Presentation methodologies, Evaluation, Report writing.

Introduction to the Architectural Thesis Project and preparation of Synopsis.

8. ELECTIVES

i) HOUSING

Housing survey and methodologies. Factors effecting housings. Housing Demand, Policies, Slums, Typologies, Finance, Agencies etc. Housing case studies. Post Occupancy Evaluation.

ii) URBAN DESIGN

Historicity, Determinants of urban form, Urban Design vocabulary, Imagability concepts, Design principles, Aesthetic legislation, Case studies.

iii) INTERIOR DESIGN

Historicity, Principles, Built-in and movable furniture, Interior fittings and furnishings, Color, form, texture and lighting in interiors, Materials used in interiors, Building services related to interiors.

iv) CONSTRUCTION MANAGEMENT

Objectives and functions, management tools, PERT, CPM, Other scientific methods, Line of Balance, Inspection and quality controls, Safety in construction

v) LANDSCAPE DESIGN

Man and nature, Ecology, Historical background, Environmental impact assessment, National environmental policy, Biodiversity, Contemporary landscape design, Site-structure relationship Case studies.

vi) URBAN AND REGIONAL PLANNING

Evolution of settlement design, Classification of settlements, Planning methodologies, Contribution of prominent planners, Urban planning policies, Urban renewal schemes and methodologies, Regional planning principles and methodologies, Constraints and factors of consideration for regional plans.

vii) ARCHITECTURAL CONSERVATION

History and theory of conservation, Philosophy of conservation, Values and Ethics, Cultural heritage, Conservation methods, Classifications, Management of historic sites, Studies of various charters. Role of INTACH, UNESCO, ECOMOS and other organizations.

viii) DISASTER MANAGEMENT

Study of building designs to resist, Earthquake, Fire, Flood, Cyclone, Avalanche and other natural disasters. Post disaster problem resolutions.

ix) ARCHITECTURAL JOURNALISM

Structure of Architectural journals, Writing descriptive and analytical reports, Editing write ups, Photo journalism, Books reviews, Page compositions, The public process. Electronic media.

x) THEATRE/ FILM SET DESIGN

History of set and backdrop design for performance, Theme based design strategies, Period and modern sets, Technology applications

xi) EXPERT SYSTEMS - ADVANCED COMPUTING

Networking, Web design, 3-D modeling, Rendering through software, Walk through.

xii) MARKETING SKILLS

Building materials market – demand and supply systems, Bulk and retail marketing, Materials promotion and survey.

xiii) BUILDING SYSTEMS INTEGRATION

System and Sub-systems in buildings, analysis of sub-systems and relationship and sub-system. Building systems in different building typologies, Optimizations and sub-system.

xiv) VISUAL COMMUNICATION

Visual communication in architecture, built forms and environment, Way finding in architecture and spaces between built environment

xv) SUSTAINABLE ARCHITECTURE

Sustainability- Principles and methods, Energy conscious design ecological balance conservation of natural resources, Solar passive architecture, Re-cycling.

xvi) ENERGY CONSCIENCE ARCHITECTURE

Use of energy in buildings, Conserving energy, Solar passive and solar active systems, wind energy, Biomass energy, Re-cycling.

xvii) INTELLIGENT BUILDING

Control systems for various buildings services, Types of controllers. Preparation of necessary drawings for installing control systems, Integrated building management system, Remote monitoring and management, Home automation, Developments in service control systems

xviii) MODULAR COORDINATION

Importance of modular coordination in contemporary design and construction and its application in building industry

xix) ART IN ARCHITECTURE

Role of art in history of world architecture, Symbiotic relationship of art and architecture, application of different art forms in architecture. Works of different artists and architects that reflect the inter relationship.

xx) ENVIRONMENTAL STUDIES

Environmental factors effecting human habitat such as climate, environmental pollutions, environmental degradation, green cover etc. at the micro and macro scales.

B. Architecture (Interior Design)**Stage – 2**

	Subjects of Examination	Minimum No. of periods of 50 to 60 minutes duration
1	Project (Thesis)	288
2	Architectural and Interior Design	216
3	Building and Interior Construction and Materials	108
4	Interior Design Theory	36
5	Advanced Building and Interior Services	36
6	Professional practice	72
7	Research Skills and Project introduction	36
	4 Electives	144
I	Housing	
II	Urban Design	
III	Interior Construction Management	
IV	Conservation of Buildings and Interiors	
V	Interior Landscape design	
VI	Architectural Journalism	
VII	Lighting of interiors	
VIII	Interior accessories design	
IX	History and theory of interior design	
X	Theatre/Film Set Design	
XI	Hotel interiors	
XII	Shops and malls interiors	
XIII	Marketing Skills	
XIV	Building and Interior Systems Integration	
XV	Visual Communication	
XVI	Advance Furniture design	
XVII	Art in interior design	
XVIII	Intelligent Buildings Interiors	
XIX	Modular Co-ordination	
XX	Art in Architecture and Interiors	
	Total	936

Notes:

1. The names given to the subjects of study are suggestive only and institutions may use different nomenclatures. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the requirement and educational philosophy of an institution. Teaching in the second stage may be a lot more flexible. Students may obtain employment and may come back to complete the prescribed course later. It may also be possible to complete the second stage of the course as a part time course depending upon the facilities available in an institution.
2. For the purpose of calculating the periods of study, 30 periods per week per semester/term of eighteen weeks are considered.
3. In order to give freedom to the institutions to orient their course as per their own philosophy, approx. 86.66 per cent of the total periods of study have been taken into account for the whole stage and the institutions may allot the balance approx. 13.33 per cent of the study periods to the subjects/areas of their choice.
4. Minimum total contact period should be 936. Thus 144 periods are to be allotted by the institution to the subjects/areas of their choice.

Brief Description of the Subjects Listed in the Second Stage of the Course

1. PROJECT (THESIS)

A major project selected by the students in the area of their interest and attempted after detailed analytical study of the chosen topic/subject. The project is to be done under faculty guidance and presented in a graphic form, model, computer generated graphics and report. In this project the student is expected to individually synthesize all that is learnt in the previous semesters, conduct investigative research through library and other resources, co-ordinate all pertinent architectural and interior issues with the design concept and objectives to reach a viable solution for the resolution of the selected problem. Thesis may also be on theme-based research on architectural and interior projects involving collection and analysis of relevant data presented as an analytical study report.

2. ARCHITECTURAL AND INTERIOR DESIGN

Design of complex buildings and campuses involving analytical studies of building and interior spaces from sociological, economic and cultural points of view. The topics can be universities, industrial estates, housing schemes etc. The exercises may also be oriented with emphasis on design of interior spaces.

3. BUILDING AND INTERIOR CONSTRUCTION AND MATERIALS

Advanced building and interior construction methods and innovative architectural and interior detailing with new materials such as plastics, metals, synthetic boards, glass, composite panels etc,

4. INTERIOR DESIGN THEORY

Elements of Interior Design, Principles of Interior Design, Concepts and Philosophies used in Interior Design, Interior Design methodologies.

5. ADVANCED BUILDING AND INTERIOR SERVICES

Study of advanced building services like HVAC, water supply and disposal, electrical, acoustical, lighting related to complex building and interior situations like high-rise, etc.

6. PROFESSIONAL PRACTICE

Study of office practices, Office administration, Accounting, Building Bye-laws, Tendering, Contracts and Arbitration, Valuation, Professional conduct and ethics, Architects Act 1972, Role of COA, IIA and UIA, Implementing a building contract.

7. RESEARCH SKILLS AND PROJECT INTRODUCTION

Research in Architecture and interiors, Scientific methods with special emphasis on architectural and interior research, Presentation methodologies, Evaluation, Report writing.

Introduction to the Architectural and Interior Thesis Project and preparation of Synopsis.

8. ELECTIVES

i) HOUSING

Housing survey and methodologies. Factors effecting housings. Housing Demand, Policies, Slums, Typologies, Finance, Agencies etc. Housing case studies. Post Occupancy Evaluation.

ii) URBAN DESIGN

Historicity, Determinants of urban form, Urban Design vocabulary, Imagability concepts, Design principles, Aesthetic legislation, Case studies.

iii) INTERIOR CONSTRUCTION MANAGEMENT

Managing small and large scale interior projects, project planning, material and labor management and phasing of parallel running interior projects

iv) CONSERVATION OF BUILDINGS AND INTERIORS

History and theory of conservation, Philosophy of conservation, Values and Ethics, Cultural heritage, Conservation methods, Classifications, Management of historic sites and buildings, Studies of various charters. Role of INTACH, UNESCO, ECOMOS and other organizations. Emphasis on conservation of historic interiors may be given.

v) INTERIOR LANDSCAPE DESIGN

Principles of interior landscaping, role of plant materials in interiors and their growth, and maintenance, Impact on micro climate of interiors with landscaping

vi) ARCHITECTURAL JOURNALISM

Structure of Architectural journals, Writing descriptive and analytical reports, Editing write ups, Photo journalism, Books reviews, Page compositions, The public process. Electronic media.

vii) LIGHTING OF INTERIORS

Artificial and natural lighting systems for interiors, Illumination techniques and types of luminaries used in interiors for different functions and displays, Creating ambience in interiors through lighting controls

ix) HISTORY AND THEORY OF INTERIOR DESIGN

Study of history and theories of interior design in different periods and cultures, Changing trends observed with developing technologies and new materials

x) THEATRE/ FILM SET DESIGN

History of set and backdrop design for performance, Theme based design strategies, Period and modern sets, Technology applications

xi) HOTEL INTERIORS

Case studies and analysis of trends in hotel interiors, their typologies, thematic interiors, special services requirements for hotel interiors,

xii) SHOPS AND MALL INTERIORS

Case studies and analysis of interiors of shops and malls, impact and influence of market conditions, display systems and changing social values on these interiors, high volume human traffic in large interiors and role of specification of finishing materials

xiii) MARKETING SKILLS

Building and interior materials market – demand and supply systems, Bulk and retail marketing, Materials promotion and survey.

xiv) BUILDING AND INTERIOR SYSTEMS INTEGRATION

System and Sub-systems in buildings and interiors, analysis of sub-systems and relationship in different interior typologies, Optimizations and sub-system.

xv) VISUAL COMMUNICATION

Visual communication in interiors and environment, Way finding in interior spaces, Role of graphic symbols and universal language

xvi) ADVANCE FURNITURE DESIGN

Use of materials, impact of developing technologies on furniture design, mass production of furniture, incorporating local crafts in furniture design. New materials and production technologies.

xvii) ART IN INTERIOR DESIGN

Role of art in history of interior architecture, Symbiotic relationship of art and interiors, application of different art forms in interior decoration. Works of different artists and sculptors and their contribution to interiors

xviii) INTELLIGENT BUILDINGS INTERIOR

Control systems for various buildings services in interiors of buildings, Types of controllers. Preparation of necessary drawings for installing control systems, Integrated building management system, Remote monitoring and management, Home automation, Developments in service control systems

xix) MODULAR COORDINATION

Importance of modular coordination in contemporary design and construction and its application in building industry

xx) ART IN INTERIOR DESIGN

Role of art in history of interior architecture, Symbiotic relationship of art and interiors, application of different art forms in interior decoration. Works of different artists and sculptors and their contribution to interiors

B. Architecture (Eco Architecture)**Stage – 2**

	Subjects of Examination	Minimum No. of periods of 50 to 60 minutes duration
1	Architecture and Landscape Thesis	288
2	Architectural and Landscape Design	216
3	Building and Landscape Construction and Materials	108
4	Advanced Building and Landscape Services	36
5	Urban Design and Landscape	36
6	Professional practice	72
7	Research Skills and Project introduction	36
	4 Electives	144
i	Housing	
ii	Art in Architecture and Landscape	
iii	Interior Design	
iv	Urban Ecology	
v	Environment Impact assessment	
vi	Geographical Information Systems	
vii	Landscape Construction Management	
viii	Heritage and Conservation of Landscape	
ix	Interior Landscape design	
x	Streetscapes	
xi	Landscape Services	
xii	Experts Systems Advanced Computing	
xiii	Marketing Skills	
xiv	Landscape Systems Integration	
xv	Visual Communication	
xvi	Sustainable Architecture	
xvii	Energy Conscious Architecture	
xviii	Urban landscape design	
xix	Art in Public Spaces	
xx	Water in Urban Landscapes	
	Total Hours	936

Note:

1. The names given to the subjects of study are suggestive only and institutions may use different nomenclatures. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the requirement and educational philosophy of an institution. Teaching in the second stage may be a lot more flexible. Students may obtain employment and may come back to complete the prescribed course later. It may also be possible to complete the second stage of the course as a part time course depending upon the facilities available in an institution.
2. For the purpose of calculating the periods of study, 30 periods per week per semester/term of eighteen weeks are considered.
3. In order to give freedom to the institutions to orient their course as per their own philosophy, approx. 86.66 per cent of the total periods of study have been taken into account for the whole stage and the institutions may allot the balance approx. 13.33 per cent of the study periods to the subjects/areas of their choice.
4. Minimum total contact period should be 936. Thus 144 periods are to be allotted by the institution to the subjects/areas of their choice.
5. It is expected that entire final year is devoted to practical training.
6. It is suggested that subject of Professional practice and two electives may be offered together with Project work (Thesis).

Brief Description of the Subjects Listed in the Second Stage of the Course

1. PROJECT (THESIS)

A major project selected by the students in the area of their interest and attempted after detailed analytical study of the chosen topic/subject. The project is to be done under faculty guidance and presented in a graphic form, model, computer generated graphics and report. In this project the student is expected to individually synthesize all that is learnt in the previous semesters, conduct investigative research through library and other resources, coordinate all pertinent architectural and landscape issues with the design concept and objectives to reach a viable solution for the resolution of the selected problem. Thesis may also be on theme-based research on architectural and landscape projects involving collection and analysis of relevant data presented as an analytical study report.

2. ARCHITECTURAL AND LANDSCAPE DESIGN

Design of complex buildings and campuses involving analytical studies of building and open spaces from sociological, economic and cultural points of view. The topics can be universities, industrial estates, housing schemes, parks, gardens, public spaces etc. The exercises may also be oriented with emphasis on design of landscape spaces.

3. BUILDING AND LANDSCAPE CONSTRUCTION AND MATERIALS

Advanced building and landscape construction methods and innovative architectural and landscape detailing with new materials such as plastics, metals, synthetic boards, glass, composite panels etc,

4. ADVANCED BUILDING AND LANDSCAPE SERVICES

Study of advanced building services like HVAC, water supply and disposal, electrical, acoustical, lighting related to complex building and landscape situations like high-rise, parks, open spaces etc.

5. URBAN DESIGN AND LANDSCAPE

Historicity, Determinants of urban and landscape form, Urban and Landscape Design vocabulary, Imagability concepts, Design principles, Aesthetic legislation, Case studies etc.

6. PROFESSIONAL PRACTICE

Study of office practices, Office administration, Accounting, Building Bye-laws, Tendering, Contracts and Arbitration, Valuation, Professional conduct and ethics, Architects Act 1972, Role of COA, IIA and UIA, Implementing a building contract.

7. RESEARCH SKILLS AND PROJECT INTRODUCTION

Research in Architecture, Scientific methods with special emphasis on architectural research, Presentation methodologies, Evaluation, Report writing.

Introduction to the Architectural Thesis Project and preparation of Synopsis.

8. ELECTIVES

i) HOUSING

Housing survey and methodologies. Factors effecting housings. Housing Demand, Policies, Slums, Typologies, Finance, Agencies etc. Housing case studies. Post Occupancy Evaluation.

ii) ART IN ARCHITECTURE AND LANDSCAPE

Role of art in history of world architecture and landscape, Symbiotic relationship of art and architecture, application of different art forms in architecture and landscape. Works of different artists, architects and landscape designers that reflect the inter relationship.

iii) INTERIOR DESIGN

Historicity, Principles, Built-in and movable furniture, Interior fittings and furnishings, Color, form, texture and lighting in interiors, Materials used in interiors, Building services related to interiors.

iv) URBAN ECOLOGY

Urban eco systems and its key issues, management of urban ecology, conserving site ecology through design. Concept of sustainable design in urban context. Environment management through eco friendly techniques.

v) ENVIRONMENT IMPACT ASSESSMENT

Predicting of project / development impact on the existing landscape. Correlating use and existing landscape to reduce this impact. Designing with Nature. Using tools of analysis like layering, matrices etc.

vi) GEOGRAPHICAL INFORMATION SYSTEMS

Introduction to Geographical Information System, its importance in environmental management. Aerial and satellite photo interpretation. Study of various GIS packages available in Market.

vii) LANDSCAPE CONSTRUCTION MANAGEMENT

Role of a designer in phasing and scheduling works on site. Time management. Coordinating various agencies, cost analysis, tendering, etc.

viii) HERITAGE AND CONSERVATION OF LANDSCAPE

Concepts of cultural and natural heritage landscapes. Approaches to conserve these sites and also temporally and spatially connecting them to the present day scenario. Decision making regarding interventions in these sites based upon grading of these sites.

ix) INTERIOR LANDSCAPE DESIGN

Significance of interior landscape design in urban areas. Interior environmental factors affecting landscape design. Visual landscapes in interiors.

x) STREETSCAPES

Street vegetation, traffic and design linkages, facades– Landuses – landscape linkage, Signages, etc. Concept of Imageability and legibility through landscapes.

xi) LANDSCAPE SERVICES

Services specific to Landscape design – Introduction and significance. Lighting in Landscape, Storm water management, integrating rainwater harvesting with landscape, irrigation of soft landscapes using drip irrigation, etc.

xii) EXPERT SYSTEMS - ADVANCED COMPUTING

Networking, Web design, 3-D modeling, Rendering through software, Walk through.

xiii) MARKETING SKILLS

Building materials market – demand and supply systems, Bulk and retail marketing, Materials promotion and survey.

xiv) LANDSCAPE SYSTEMS INTEGRATION

System and Sub-systems in landscapes and campuses, analysis of sub-systems and relationship between them. Optimizations and sub-system.

xv) VISUAL COMMUNICATION

Visual communication in architecture and landscape, built forms and environment, Way finding in architecture and spaces between built environment

xvi) SUSTAINABLE ARCHITECTURE

Sustainability- Principles and methods, Energy conscious design ecological balance conservation of natural resources, Solar passive architecture, Re-cycling.

xvii) ENERGY CONSCIENCE ARCHITECTURE

Use of energy in buildings, Conserving energy, Solar passive and solar active systems, wind energy, Biomass energy, Re-cycling.

xviii) URBAN LANDSCAPE DESIGN

Study of history of landscape design at urban level in different periods and cultures. Use of Urban landscape in visual, environmental and social context in modern times. Changing trends observed in new global socio-economic scenario.

xix) ART IN PUBLIC SPACES

Types of art in public places – murals, sculpture. Usable art (furniture, water bodies etc.) Concepts of Public Art and Land Art. Evolution of art in landscapes.

xx) WATER IN URBAN LANDSCAPES

Water as important element of urban landscapes. Visual, functional, ecological aspects of water as landscape element.

B. Architecture (Construction Technology)**Stage – 2**

	Subjects of Examination	Minimum No. of periods of 50 to 60 minutes duration
1	Project (Thesis)	288
2	Architectural Design and Project Management	216
3	Building Construction and Materials	108
4	Advanced Services	36
5	Project Planning and Management Systems	36
6	Professional practice	72
7	Research Skills and Project introduction	36
	4 Electives	144
i	Housing	
ii	Urban Design	
iii	Landscape Design	
iv	Project Contract System	
v	Construction Equipments and Methods	
vi	Operations Research	
vii	Construction Quality and Cost Controls	
viii	Disaster Management	
ix	Retrofitting of Buildings	
x	Labor Laws and Management	
xi	Building Bye Laws	
xii	Marketing Skills	
xiii	Expert Systems and Advanced Computing	
xiv	Infrastructure Planning and Management	
xv	Building Systems Integration	
xvi	Visual Communication	
xvii	Intelligent Buildings	
xviii	Estate Management	
xix	Modular Coordination	
xx	Building Systems Integration	
	Total	936

Note:

1. The names given to the subjects of study are suggestive only and institutions may use different nomenclatures. The emphasis on teaching various subjects may vary from institution to institution. New subjects may be introduced and certain subjects given less emphasis depending upon the requirement and educational philosophy of an institution. Teaching in the second stage may be a lot more flexible. Students may obtain employment and may come back to complete the prescribed course later. It may also be possible to complete the second stage of the course as a part time course depending upon the facilities available in an institution.
2. For the purpose of calculating the periods of study, 30 periods per week per semester/term of eighteen weeks are considered.
3. In order to give freedom to the institutions to orient their course as per their own philosophy, approx. 86.66 per cent of the total periods of study have been taken into account for the whole stage and the institutions may allot the balance approx. 13.33 per cent of the study periods to the subjects/areas of their choice.
4. Minimum total contact period should be 936. Thus 144 periods are to be allotted by the institution to the subjects/areas of their choice.
5. It is expected that entire final year is devoted to practical training.
6. It is suggested that subject of Professional practice and two electives may be offered together with Project work (Thesis).

Brief Description of the Subjects Listed in the Second Stage of the Course

1. PROJECT (THESIS)

A major project selected by the students in the area of their interest and attempted after detailed analytical study of the chosen topic/subject. The project is to be done under faculty guidance and presented in a graphic form, model, computer generated graphics and report. In this project the student is expected to individually synthesize all that is learnt in the previous semesters, conduct investigative research through library and other resources, coordinate all pertinent architectural and landscape issues with the design concept and objectives to reach a viable solution for the resolution of the selected problem. Thesis may also be on theme-based research on architectural and landscape projects involving collection and analysis of relevant data presented as an analytical study report. The thesis may lay emphasis on application of construction technology/systems on the project.

2. ARCHITECTURAL DESIGN AND PROJECT MANAGEMENT

Design of complex buildings and campuses involving analytical studies of building and spaces from sociological, economic and cultural points of view. The topics can be universities, industrial estates, housing schemes etc. Application of project management techniques on architectural projects.

3. BUILDING CONSTRUCTION AND MATERIALS

Study of advanced building construction methods and innovative architectural detailing with new materials such as plastics, metals, synthetic boards, glass, composite panels etc,

4. ADVANCED SERVICES

Study of advanced building services like HVAC, water supply and disposal, electrical, acoustical, lighting related to complex building situations like high-rise, complexes, cities etc.

5. PROJECT PLANNING AND MANAGEMENT SYSTEM

Management system and techniques for various kinds of building projects both one-off and repetitive. Project planning and scheduling, resource management as applicable to building projects.

6. PROFESSIONAL PRACTICE

Study of office practices, Office administration, Accounting, Building Bye-laws, Tendering, Contracts and Arbitration, Valuation, Professional conduct and ethics, Architects Act 1972, Role of COA, IIA and UIA, Implementing a building contract.

7. RESEARCH SKILLS AND PROJECT INTRODUCTION

Research in Architecture and construction technology, Scientific methods with special emphasis on architectural and construction technology research, Presentation methodologies, Evaluation, Report writing. Introduction to the Architectural Thesis Project and preparation of Synopsis.

8. ELECTIVES

i) HOUSING

Housing survey and methodologies. Factors effecting housings. Housing Demand, Policies, Slums, Typologies, Finance, Agencies etc. Housing case studies. Post Occupancy Evaluation.

ii) URBAN DESIGN

Historicity, Determinants of urban form, Urban Design vocabulary, Imagability concepts, Design principles, Aesthetic legislation, Case studies.

iii) LANDSCAPE DESIGN

Man and nature, Ecology, Historical background, Environmental impact assessment, National environmental policy, Biodiversity, Contemporary landscape design, Site-structure relationship Case studies.

iv) PROJECT CONTRACT SYSTEMS

Various types of Contract Systems: their suitability for diverse kinds of projects. Merits/Demerits of different systems. Management of contracts.

v) CONSTRUCTION EQUIPMENTS AND METHODS

Introduction to various construction equipments, their classification and selection keeping in view suitability of each equipment. Factors affecting output of equipments, management aspects of equipments and safety precaution aspects.

vi) OPERATIONS RESEARCH

Basic concepts of OR and its use in managing large complex projects that require effective use of various elements such as money, materials, equipment and people. Use of OR methods to determine better ways to co-ordinate these elements by applying analytical methods.

vii) CONSTRUCTION QUALITY AND COST CONTROLS

Factors effecting construction quality. Methods and processes of monitoring projects and compliance with relevant standards. Factors effecting project costs and cost control measures. Cost analysis, re-scheduling, reporting and project evaluation.

viii) DISASTER MANAGEMENT

Study of building designs to resist, Earthquake, Fire, Flood, Cyclone, Avalanche and other natural disasters. Post disaster problem resolutions.

ix) RETRO FITTING OF BUILDINGS

Reasons requiring retrofitting.. Assessment of structures through relevant tests. Various retrofitting solutions

x) LABOUR LAWS & MANAGEMENT

Introduction to Labor Laws in India. Labor disputes and settlement issues. Management aspects relating to Labor Laws.

xi) BUILDING BYE LAWS

Need and significance of Building Byelaws as Development Regulators. Study and application of some typical Byelaws on projects

xii) MARKETING SKILLS

Building materials market – demand and supply systems, Bulk and retail marketing, Materials promotion and survey. Interpersonal relationship development systems.

xiii) EXPERT SYSTEMS - ADVANCED COMPUTING

Networking, Web design, 3-D modeling, Rendering through software, Walk through.

xiv) INFRASTRUCTURE PLANNING & MANAGEMENT

Need and significance of Infrastructure as related to design of Buildings. Design, planning and application of Management Systems for infrastructure development.

xv) BUILDING SYSTEMS INTEGRATION

System and Sub-systems in buildings, analysis of sub-systems and relationship and sub-system. Building systems in different building typologies, Optimizations and sub-system.

xvi) VISUAL COMMUNICATION

Visual communication in architecture, built forms and environment, Way finding in architecture and spaces between built environment

xvii) INTELLIGENT BUILDING

Control systems for various buildings services, Types of controllers. Preparation of necessary drawings for installing control systems, Integrated building management system, Remote monitoring and management, Home automation, Developments in service control systems

xviii) ESTATE MANAGEMENT

Estate Management for controlling of budget issues (fixed/variable expenses), safety concerns regarding the structure, hiring, managing & training of staff. Management of services and utilities in existing estates.

xix) MODULAR COORDINATION

Importance of modular coordination in contemporary design and construction and its application in building industry

xx) BUILDING SYSTEMS INTEGRATION

System and Sub-systems in buildings, analysis of sub-systems and relationship and sub-system. Building systems in different building typologies, Optimizations and sub-system.

GUIDELINES FOR CONDUCT OF ARCHITECTURAL THESIS/PROJECT AND PRACTICAL TRAINING

1. The practical training of one year duration shall be carried out in the office of an experienced architect registered with the Council of Architecture or trained professional of the relevant field in stage II.
2. The practical training shall be supervised and evaluated by the institution.
3. The Architectural Thesis/Project will be initiated in the seventh semester and completed upto tenth semester.
4. The candidate shall submit a synopsis of the Thesis Project and the institution will approve this before the candidate is allowed to proceed with the Thesis project.
5. The Architectural Thesis/Project shall be prepared under the guidance of an experienced teacher/ qualified professional.
6. The institution shall conduct the internal evaluation stages for the Architectural Thesis/Project with the guide as a co-assessor.
7. A jury comprising of an internal and external examiner and the guide shall conduct the final examination of the Architectural Thesis/Project in the institution upto the end of the Tenth semester as a University examination.

MINIMUM QUALIFICATIONS, EXPERIENCE AND STRUCTURE FOR TEACHING POSTS IN DEGREE LEVEL ARCHITECTURAL INSTITUTIONS

Sr	Cadre	Educational Qualifications	Work Experience (Excluding time period for acquisition of PG/ Ph.D qualifications)	Experience for candidates from practice
1	Lecturer	First class Bachelor's Degree in Architecture OR Bachelor's Degree in Architecture; AND First Class Master's Degree in Architecture	DESIRABLE One year Teaching Experience as Visiting teacher	DESIRABLE One year Teaching Experience as Visiting teacher
2	Assistant Professor	First class Bachelor's Degree in Architecture; AND Master's Degree in Architecture OR Bachelor's Degree in Architecture; AND First Class Master's Degree in Architecture OR First class Bachelor's Degree in Architecture; AND Ph. D. in Architecture	Eight Years Teaching Experience.	Eight Years Experience in Practice/ Research; DESIRABLE Three Years Teaching Experience as Visiting teacher
3	Professor	First class Bachelor's Degree in Architecture; AND Master's Degree in Architecture OR Bachelor's Degree in Architecture; AND First Class Master's Degree in Architecture OR First class Bachelor's Degree in Architecture; AND Ph. D. in Architecture (Desirable – Ph. D. in Architecture OR Published work in referred journals OR significant professional work which can be considered equivalent to Ph. D)	Thirteen Years Teaching Experience out of which Five years of Teaching Experience as Assistant Professor. (Relaxation of upto three years in teaching experience may be given to candidates having Ph.D or equivalent)	Thirteen Years Experience in Practice/ Research; DESIRABLE Five Years Teaching Experience as Visiting teacher
4	Professor (Design Chair)	Bachelor's Degree in Architecture	-	Each institution shall have one person appointed on this chair who has at least 20 years of professional experience and having done commendable professional work. Such appointment shall be for a tenure of 3 to 5 years.
5	Principal / Director	First class Bachelor's Degree in Architecture; AND Master's Degree in Architecture OR Bachelor's Degree in Architecture; AND First Class Master's Degree in Architecture OR First class Bachelor's Degree in Architecture; AND Ph. D. in Architecture (Desirable – Ph. D. in Architecture OR Published work in referred journals OR significant professional work which can be considered equivalent to Ph. D)	Eighteen years of teaching experience out of which Ten Years Teaching Experience as Assistant Professor. OR Eighteen years of teaching experience out of which Five Years Teaching Experience as Professor. (Desirable – Experience in Administration at responsible position)	Eighteen Years Experience in Practice/ Research; INCLUDING Ten Years Teaching Experience as Visiting teacher

Notes :

- Only candidates registered with Council of Architecture (COA) under the provisions of the Architects Act, 1972 shall be eligible for the above posts.
- All the qualifications appearing in the schedule under section 14 and 15 of the Architects' Act 1972 shall be considered as at par with Bachelor's Degree in Architecture for the purpose of recruitment as teacher.

Professors – 2, Asst. Professors – 4, Lecturers – 8

For intake more than 40 proportionate increase in the above posts shall be made.

Of these full time teachers 50% may be on permanent posts and rest on tenure basis with tenures of 3, 5, 7 or 10 years depending upon their caliber as teacher.

5. In addition to above full time teachers institute may recruit qualified persons in the field of Engineering/ Planning/Quantity Surveying/Fine Arts/ Humanities, etc. depending on actual requirements, on full time/ part time basis.
6. The institute may recruit persons with post graduate qualifications in the allied field of relevant discipline depending on actual requirements, up to 1/3 of total full time strength of Lecturers and Asst. Professors.
7. The Institutes conducting B. Arch courses with specialization, may recruit persons with post graduate qualifications in the relevant field of specialization on the post of professors in proportionate numbers.
8. If class/ division is not awarded at Master's level, a minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a grade point system is adopted the CGPA will be converted into equivalent marks as given in the table E-6 of the notification no. 1-65/NEC/98-99, March 15, 2000 (Degree level – Government institutions) and may 3, 2000 (Degree level – Self financing institutions)

Grade point	Percentage of Marks
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

9. To recognize the services rendered by senior teachers who do not fit into above requirements, of approved teachers already in full-time employment for 15 years, the requirement of qualifications may be relaxed.
10. All teachers must be encouraged to actively pursue practice/ research without neglecting their duties towards school/ students and institutes may support teachers in such activities.
11. Institutes shall adopt the provisions made in the Career Advancement Scheme as appended in Appendix–B2. The benefits accruing to teachers from this scheme shall be over and above the existing positions/ vacancies listed above in this section.
12. The post of Professor (Design Chair) will be over and above the approved posts of professors.
13. The procedure to decide on the equivalence of research works in referred journals or significant professional work with Ph.D. will be determined by the Council of Architecture only.

CAREER ADVANCEMENT SCHEME

Incentives for Ph.D. / M.Arch.

- A) At the time of recruitment as Lecturers, four and two advance increments will be admissible to those who hold Ph. D. and M. Arch. Degree respectively.
- B) Two increments will be admissible to those lecturers who acquire M. Arch within four years of recruitment.
- C) A teacher will be eligible for two advance increments as and when he acquires Ph D degree in his service.

Career Advancement

- a) Minimum length of service for eligibility to move into the grade of Lecturer (senior Scale) would be four years for those with Ph D, five years for those with M Arch and six years for others as lecturer.
- b) For eligibility to move into the grade of Lecturer (Selection Grade)/Assistant Professors, the minimum length of service as Lecturer (Senior Scale) shall be uniformly five years.
- c) For movement into grades of Assistant Professor and above, the minimum eligibility criterion would be M. Arch. Those without M. Arch. can go up to the level of Lecturer (Selection Grade).
- d) An Assistant Professor with a minimum of 5 years of service will be eligible for consideration for appointment as Professor.
- e) The selection committees for career advancement shall be the same as those for direct recruitment for each category.

Lecturer (Senior Scale)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has:

- i Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Arch. and Ph.D.
- ii Participated in Quality Improvement Programs of total duration of 4 weeks or engaged in other appropriate continuing education programs of comparable quality as may be specified or approved by the Council of Architecture. OR accrued 20 credit points through attending or conducting QIP/ Teacher's Training Programs approved by Council of Architecture.
- iii Consistently satisfactory performance appraisal reports.
- iv Shows evidence of serious academic inputs like improved teaching plans, improved teaching methodologies, created innovative teaching aids etc.

Lecturer (Selection Grade)

Lecturers in the Senior Scale who do not have a M. Arch. degree or equivalent published work and who do not meet the scholarship and research standards, but fulfils the other criteria given below for the post of Assistant Professor and have a good record in teaching and preferably have contributed in various ways such as to the corporate life of the institution, examination work or through Research & Extension activities, will be placed in the selection grade subject to the recommendation of the selection committee which is the same as for promotion to the post of Assistant Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining M. Arch. and/or fulfilling other requirements for promotion as Assistant Professor and if found suitable could be given the designation of Assistant Professor.

Assistant Professor

A Lecturer in the Senior Scale will be eligible for promotion to the post of Assistant Professor if she/he has:

- i Completed 5 years of service in the Senior Scale.
- ii In addition to the sanctioned position of Professors, which must be filled in through direct recruitment through all India advertisements, promotions may be made from the post of Assistant Professor after 5 years of service as Assistant Professor.
- iii Participated in Quality Improvement Programs of total duration of 8 weeks or engaged in other appropriate continuing education programs of comparable quality as may be specified or approved by the Council of Architecture. OR accrued 40 credit points through attending or conducting QIP/ Teacher's Training Programs approved by Council of Architecture.

Professor

The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Assistant Professor to Professor, the following method of promotion may be followed.

The candidate should present herself/himself before the Selection Committee with the first two and any two of the remaining in the following:

- a. Self-appraisal reports (essential)
- b. Seminars/Conferences attended. Must have attended at least 4 seminars/ conference at national or international level OR must have attended Q.I.P.s (short-term courses) of total duration of 4 weeks.
- c. Research contribution, books, articles, etc. published (At least four papers in Journals are essential).

The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the Experts to review before coming for the selection. The candidate should be asked to submit these in 3 sets with the application.
- d. Significant contribution to teaching/academic environment /institutional corporate life.
- e. Adequate Extension and field outreach activities.
- f. Development of course material/Monographs.
- g. Participation in Continuing Education Program.
- h. Any other academic contributions.

The requirement of consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade)/Assistant Professor.

Selection Committee

For Lecturer/ Assistant Professor/ Professor

The following committee is recommended for all the levels of promotions/direct recruitment:

1. Chairman, Board of Governors
2. The Principal of the concerned College
3. Head/ chairperson of the Department not below the rank of Professor.
4.
 - a) Vice Chancellor or his nominee- not below the rank of Professor in Technical Institute.
 - b) Nominee of COA not below the rank of Professor
5. Experts
 - i) For Lecturers two subject experts, out of which one must be present
 - ii) Three subject Experts for Assistant Professor/ Professor, out of which two must be present.

Note:

- i) In case of University Department, Vice Chancellor will be the Chairman of the Selection Committee as well as Dean of the concerned Faculty will be the member of the Selection Committee.
- ii) In case of Government Colleges, where selections are made through Public Service Commission. The Commission must have three subject Experts for which the Public Service Commission must involve University in the selection. The Principal of the college should necessarily be included in the Selection Committee. The Commission may decide the Chairman of the Selection Committee.
- iii) At least four members including two outside Experts must constitute the quorum.

The process of selection should include involve the following in addition to other promoters decided by the Selection Committee:

- a) Assessment of aptitude for teaching and Research
- b) Ability to communicate clearly and effectively
- c) Ability to analyze and discuss.

Council of Architecture

REVISED GUIDELINES ON ADMISSION TO THE FIRST YEAR OF 5-YEAR FULL-TIME BACHELOR OF ARCHITECTURE (B.ARCH.) DEGREE COURSE FROM THE ACADEMIC SESSION 2007-2008 AND ONWARDS.

(These Guidelines are approved by the Executive Committee of the Council of Architecture at its 90th Meeting held on June 06, 2007 and supercedes the previous Guidelines on the same subject)

1.0 INTRODUCTION

- 1.1 In exercise of the powers conferred by clauses (e), (g), (h) and (j) of sub-section (2) of Section 45 read with Section 21 of the Architects Act, 1972 (20 of 1972), the Council of Architecture, with the approval of the Central Government, framed the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 1983. These Regulations were published in the Gazette of India, Part III, Section 4, on 26th March, 1983 and 27th August, 1983.
- 1.2 These Regulations prescribe the minimum standards of architectural education to be maintained by colleges or institutions, required for granting recognised qualifications by authorities in India, including admission to the architecture course.
- 1.3 These Regulations stipulate that admission to the 5-year B. Arch. course should be made at 1st year level through an aptitude test specially designed to assess the candidates' aptitude.
These regulations do not provide for lateral admission to any other stage/semester of the 5-year course in Architecture.
- 1.4 In terms of these Regulations and the decision of the Council of Architecture, pursuant to the Regulations:
 - (a) The conduct of aptitude test is mandatory for admissions to the 5-year B. Arch. course by all colleges or institutions where Architectural Education is given, leading to grant of Recognised Qualification by authorities. Such Colleges or Institutions include a University, its department, its constituent college and its affiliated college; a deemed to be University; institutions established by Act of Parliament; and National Institutes of Technology and institution for higher education declared to be a University.
 - (b) No admission shall be made under the Minority Institution/Management/Non-Resident Indian/Person of Indian Origin or any another Quota unless a candidate is subjected to the aptitude test in architecture.
 - (c) A separate aptitude test in Architecture should be conducted and such test should not be combined with the tests for admissions to Engineering, Pharmacy, Medicine and other disciplines. Similarly, admission counselling are to be conducted independently.
- 1.5 The candidates admitted to 1st year of a 5-year course without appearing in the aptitude test in architecture and who have been granted B. Arch. degree or other qualifications shall not be deemed to have attained recognised qualification listed in the schedule of qualifications appended to the Architects Act, 1972. Such candidates will not be eligible for registration as an architect with the Council of Architecture.
- 1.6 It has been held by the High Court of Judicature at Madras, vide its Judgement dated 21.07.2003 in Writ Petition Nos. 8806 and 9707 of 2003 [IIA Tamilnadu Chapter, Chennai V/s State of Tamilnadu, Anna University & Council of Architecture and Council of Architecture V/s State of Tamilnadu & Anna University] that guidelines on Admission to Architecture Course prescribed by the Council of Architecture have statutory force.
- 1.7 As per the Judgement, dated 08.09.2004, of High Court of Judicature at Bombay in the case of Shri P.S.M. Boarding House's College of Architecture, Kolhapur & ors. V/s State of Maharashtra and ors., in Writ Petition No. 5942 of 2004, the Council of Architecture is the final authority for the purposes of fixing norms and standards for architectural institutions.
- 1.8 As per the Judgement, dated July 12, 2005, of the High Court at Delhi in the case of Ms.Sharmishtha S.Das V/s Union of India and ors. in Writ Petition No.2669 of 2005, the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 1983 shall govern the eligibility for admission to Architecture Courses.

2.0 ELIGIBILITY FOR ADMISSION

No candidate, with less than 50% marks in aggregate, shall be admitted to the architecture course unless he/ she has passed an examination at the end of the new 10+2 scheme of Senior School Certificate Examination or equivalent with Mathematics as subjects of examination at the 10+2 level.

or

10+3 Diploma (any stream) recognised by Central/ State Governments with 50% aggregate marks.

or

International Baccalaureate Diploma, after 10 years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.

All Admissions to Architecture degree course shall be subject to passing of National Aptitude Test in Architecture (NATA) conducted by the Council of Architecture.

3.0 APTITUDE TEST

The National Aptitude Test in Architecture (NATA) conducted by Council of Architecture is mandatory for admission to first year B.Arch. course for all architectural institutions in the country, including NITs, IITs, Government Institutions, Government aided Institutions, Universities, Deemed Universities and Private Universities established by a Central or State Legislature and other private institutions,

for the academic session 2007-2008. It shall be mandatory for every architectural institution imparting 5-year B.Arch. degree course in the country to join the NATA and to admit students on the basis of valid NATA marks in the said course.

The test shall consist of 2 papers:

- (i) Test - I – Aesthetic Sensitivity - 100 marks - duration of test: One hour.
- (ii) Test - II – Drawing - 100 marks - duration of test: Two hours.

3.1 Test – I

Aesthetic Sensitivity is to evaluate candidate's perception, imagination and observation; creativity and communication; and Architectural awareness. The test shall comprise of :

- (i) Visualising three dimensional objects from two dimensional drawings
- (ii) Visualising different sides of three dimensional object
- (iii) Identifying commonly used materials and objects based on their textural qualities
- (iv) Analytical Reasoning
- (v) Mental Ability
- (vi) Imaginative comprehension and expression
- (vii) Architectural awareness

3.2 Test - II

The Drawing aptitude of the candidate shall be judged on the following aspects :

- (i) Ability to sketch a given object proportionately and rendering the same in visually appealing manner
- (ii) Visualising and drawing the effects of light on the object and shadows cast on the surroundings
- (iii) Sense of perspective drawing
- (iv) Combining and composing given three dimensional elements to form a building or structural form
- (v) Creating interesting two dimensional composition using given shapes or forms
- (vi) Creating visual harmony using colours in given composition
- (vii) Understanding of scale and sense of proportion
- (viii) Drawing from memory through pencil sketch on themes from day to day experiences

4.0 WEIGHTAGE

The following shall be the weightage :

Architectural Aptitude	–	50% (Maximum)
Qualifying Examination <i>i.e. 10+2 OR 10+3 years</i> Diploma recognised by the Central / State governments OR IB Diploma and/ or other test.	–	50% (Maximum)

Note : In order to pass the Architectural Aptitude Test, a candidate must obtain a minimum of 40% marks.

5.0 COMPETENT AUTHORITY FOR ADMISSION

The admissions shall be carried out by the Competent authority i.e. the Government or University, or such authorities/ institution concerned [School/ College of Architecture]/ Association or Federation of Institutions [Schools or College of Architecture], as approved by the Government / University, based on the marks obtained in NATA and the qualifying examinations as mentioned above, in the ratio of 50:50.

All architectural institutions in the country shall be required to submit a list of students admitted in the B.Arch. degree course, mentioning the total NATA score and total marks in qualifying examination, to the CoA.

6.0 ADMISSION COUNSELLING

The Admission Counselling for the candidates who have applied for admission to the 5-year Degree Course in Architecture should be held independent of the counselling for Engineering, Pharmacy and / or Medicine and other disciplines.

The word '*independent*' does not imply that the admission counselling to architecture course is to be done on completion of the admission/counseling process for all other streams. It means that the counselling for architecture should not be combined with engineering courses. The CoA insists that the admission/counseling process for architecture degree course be done *first* i.e before all other streams or on the same date(s) as fixed for other streams but independently/separately/simultaneously without mixing with other disciplines.

7.0 STRUCTURE, PERCENTAGE AND RESERVATION OF SEATS

The fee structure and admission of students to architecture course under various categories / admission quota shall be as determined by the concerned Government, in accordance with the Judgement of Supreme Court, dated 14.08.2003 [Writ Petition (C) No.350 of 1993 – Islamic Academy of Education and Anr. V/s State of Karnataka and Ors]. The reservation policy for admission as applicable shall be followed.

8.0 COMMENCEMENT OF COURSE

Classes for 1st year of a 5-year B.Arch. Course shall not commence later than the 1st working day in the month of September of a calendar year.

Council of Architecture

(Incorporated under the Architects Act, 1972)

MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION GUIDELINES FOR POST-GRADUATE PROGRAMME 2006

1. Short title

- 1.1 These guidelines may be called the Council of Architecture (Minimum Standards of Architectural Education for Post-Graduate Programmes) Guidelines, 2006.

2.0 Definitions

In these guidelines, unless the context otherwise requires

- 2.1 “Act” means the Architects Act 1972 (20 of 1972);
- 2.2 “Council” means the Council of Architecture constituted under Section 3;
- 2.3 “Executive Committee” means the Executive Committee constituted under Section 10.
- 2.4 “Rules” means the Council of Architecture Rules, 1973;
- 2.5 “Regulations” means the Council of Architecture Regulations, 1982;
- 2.6 “Institutions” means the universities, deemed universities, institutes, colleges, schools, departments and study centres of architecture in India imparting instructions of recognized qualifications;
- 2.7 “Faculty” means the full time, part time, core and visiting teaching staff in the service of the institution;
- 2.8 “Recognized qualifications” means any qualification in architecture for the time being included in the Schedule or notified under section 14 and 15 of Act.
- 2.9 “Under graduate course in architecture” shall mean a five year full time degree / diploma course recognized by the Council of Architecture.
- 2.10 “Post graduate course in architecture” shall mean a two year full time or three year part time degree / diploma course recognized by the Council of Architecture.

3.0 Duration and Stages of Post-Graduate Courses:

- 3.1 Post graduate full time degree / diploma courses in architecture shall have a minimum duration of 2 academic years or 4 semesters of approximately 18 working weeks duration.
- 3.2 Post graduate part time degree / diploma courses in architecture shall have a minimum duration of 3 academic years or 6 semesters of approximately 18 working weeks duration.
- 3.3 Post graduate certificate course in architecture shall have a minimum duration of one academic year or 2 semesters of approximately 18 working weeks duration. Students who have successfully completed a post graduate certificate course shall be eligible to enroll in the 3rd semester of a post graduate degree / diploma course in the same specialization.

4.0 Admission to Post Graduate Architectural Courses:

- 4.1 The candidate with a minimum of 50 % marks in aggregate in a Bachelor of Architecture degree course or equivalent courses recognized by the Council of Architecture shall be admitted to the post graduate course in architecture.

5.0 Intake and Migration

- 5.1 The sanctioned intake of candidates in the first year level shall not exceed a maximum of 20 students in a class, if more than 20 students are admitted separate classes shall be arranged.
- 5.2 The institutions may permit at their discretion, migration of students from one post-graduate institution to another institution subject to a no-objection certificate from the institute where the student was studying previously and that the institution receiving the student has a vacancy in the same course offered by the institution.

6.0 Programmes, Courses and Periods of Studies

- 6.1 The universities and institutes intending to impart post graduate programmes and courses in architecture shall furnish a detailed syllabus, course contents, period of studies and a scheme of examinations for the proposed course to the Council for its consideration and approval. A suggestive and indicative list of courses is given in appendix A.
- 6.2 The institution shall, as an integral part of post-graduate architectural educational curriculum and as a part of teaching programme, arrange for study tours, visits to places of architectural interests, construction sites, villages, towns and cities; industries manufacturing architectural materials, products and equipment; exhibitions, architectural conservation and development projects.
- 6.3 The institution shall organize seminars, conferences, workshops, exhibitions; produce audio-visual materials, publish newsletter, journals, documents and books; encourage student and faculty participation in these co-curricular and extra-curricular activities.

7.0 Professional Examination, Standards of Proficiency and Conditions of Admissions, Qualification of Examiners

- 7.1 The University or an independent examination body of institution shall conduct an examination at the end of each semester or academic year as per the scheme of examination approved by the Council of Architecture.
- 7.2 The sessional work, project, design, research shall be assessed by a jury of internal and external examiners, having a 50:50 weightage, for core subject/s each year.
- 7.3 There shall be different set of external examiners for each subject every year.
- 7.4 Weightage of marks for subjects having both sessional work as well as examination shall not exceed 60:40 ratio.
- 7.5 The pass percentage shall not be less than 45% in any subject and shall not be less than 50 % in the aggregate.
- 7.6 The candidates to every examination must have 75% attendance in formal post graduate courses and must have at least 50% marks in sessionals for each of the subjects having sessional marks, for being allowed to appear in an examination.
- 7.7 The non-formal architectural programmes such as part-time courses, distance learning, on-line, scheme of professional examinations of institutes, shall have periodic examinations in addition to the semester or yearly examination. The candidates to any non-formal examination must have a minimum of 45% marks in periodic tests.
- 7.8 An external examiner for any subject of examination shall have a minimum of 5 years of teaching / professional experience in his / her specific field of study.

8.0 Standard of Teaching Staff, Equipment, Accommodation, Training and Other facilities for Post Graduate Architectural Education.

- 8.1 The institution offering post-graduate programmes shall have a minimum core faculty consisting of 1 professor, 1 assistant professor and 2 lecturers or research associates for each of the degree / diploma course.
- 8.2 The institution offering post graduate programme shall have a faculty student ratio of 1:5.
- 8.3 The institution offering post graduate programme may have a maximum of 50% of its teachers as visiting faculty.
- 8.4 The institute shall have adequate administrative staff and supporting technical staff for each of its laboratories, computer centres, library, which may be shared with U.G. courses in architecture of the institution.
- 8.5 The institutions shall furnish the details of computers, equipment, accommodation, training and other facilities as detailed out in appendix C for post graduate architectural programmes to the Council and the expert committee of the Council.
- 8.6 The institutions shall follow the instructions given by the Council of Architecture for improvement / up-gradation and proper maintenance and submit periodic reports of action taken to the Council.

9.0 Procedure

- 9.1 An institution / university / trust / education society planning to start a post-graduate programme in architecture shall communicate in writing to the Council in a prescribed proforma giving details of the proposed programme, course structure, contents, faculty mobilization, availability of physical and infrastructural facilities along with prescribed processing fee.
- 9.2 The Council shall process the application for starting the post-graduate programmes and if found acceptable the Council shall issue a letter of intent enabling the institute to approach the University / State Authorities for their no-objection certificates / approval.
- 9.3 The Council shall send expert/s after the institution confirms its readiness for inspection by the expert/s.
- 9.4 The expert/s of the Council shall inspect the institution and present a report to the Council along with the recommendations.
- 9.5 The institute shall pay the prescribed fee as fixed by the Council from time to time for inspection by the expert/s and submit all the documents in a report to the expert/s.
- 9.6 The Council shall consider the expert/s report and the Executive Committee shall consider the expert/s report along with observations and recommendations, if any, by the expert/s and may decide to give permission with or without any conditions, or deny permission stating specific reasons.
- 9.7 The institutions shall be inspected every year for the first two years and, thereafter, once in three year or as notified by the Council to the institute for monitoring and evaluation of academic programmes and improvement of the facilities and infrastructure.
- 9.8 The same procedures prescribed for starting a course in the above Guidelines from 9.1 to 9.7 shall be applicable for any additional course/s or for increase in intake.

10.0 Development of Post Graduate Programmes

- 10.1 Notwithstanding anything containing in these guidelines, the institute may prescribe standards of Architectural Education provided such standards do not, in the opinion of the Council, fall below the minimum standards prescribed from time to time by the Council to meet the requirement of the profession and education thereof in national and international context.
- 10.2 The Council shall encourage and support within its means and resources, programmes of research, improvement, conservation, development and innovation by the institutions towards achieving excellence in post graduate architectural education.
- 10.3 The Council shall facilitate programmes of faculty improvement, continuing educational, research, publications, production of audio-visual aids and national and international interactions, visits and exchange of students and faculty members of post-graduate architectural institutions.

SUGGESTED LIST OF MASTER OF ARCHITECTURE COURSES

1. MASTER OF ARCHITECTURE
2. MASTER OF ARCHITECTURE (Architectural Conservation)
3. MASTER OF ARCHITECTURE (Urban Design)
4. MASTER OF ARCHITECTURE (Interior Architecture)
5. MASTER OF ARCHITECTURE (Landscape Architecture)
6. MASTER OF ARCHITECTURE (Housing)
7. MASTER OF ARCHITECTURE (Urban and Regional Planning)
8. MASTER OF ARCHITECTURE (Transportation Planning and Design)
9. MASTER OF ARCHITECTURE (Sustainable Humane Habitat)
10. MASTER OF ARCHITECTURE (Sustainable Architecture)
11. MASTER OF ARCHITECTURE (Environmental Architecture)
12. MASTER OF ARCHITECTURE (Computer Applications)
13. MASTER OF ARCHITECTURE (Valuation and Arbitration)
14. MASTER OF ARCHITECTURE (Building Automation)
15. MASTER OF ARCHITECTURE (Rural Architecture)
16. MASTER OF ARCHITECTURE (Regional Architecture)
17. MASTER OF ARCHITECTURE (International Architecture)
18. MASTER OF ARCHITECTURE (Architecture and Construction Project Management)
19. MASTER OF ARCHITECTURE (Digital Architecture)
20. MASTER OF ARCHITECTURE (Computer Aided Architectural Design)

Note:

This is list of post graduate courses is suggestive and indicative.

The following appendices show suggested courses and subject titles which are suggestive and indicative.

The institutions shall formulate, prepare, select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (ARCHITECTURAL CONSERVATION)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Architectural conservation process			
2.	Architectural conservation history			
3.	Architectural conservation methods			
4.	Architectural conservation research methodology			
5.	Quantities, estimates for conservation projects			
6.	Conservation and sociology			
7.	Architectural conservation of interiors and landscaped areas			
8.	Urban conservation and infrastructural services			
9.	Advance architectural conservation technologies			
10.	Architectural conservation studio I			
11.	Architectural conservation studio II			
12.	Architectural conservation studio III			
13.	Architectural conservation and development guidelines			
14.	Computer aided design and planning			
15.	Architectural conservation thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (INTERIOR ARCHITECTURE)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Interior architecture theories			
2.	Interior architecture history			
3.	Interior space planning			
4.	Interior design and psychology			
5.	Interior design and arts			
6.	Interior construction and technologies I			
7.	Interior construction and technologies II			
8.	Interior working drawings I			
9.	Interior working drawings II			
10.	Specification and Costing of interiors			
11.	Computer aided design and applications			
12.	Furniture design			
13.	Industrial / product design			
14.	Interior design and services: Lighting, acoustics, air-conditioning			
15.	Interior design project management			
16.	Interior design and conservation			
17.	Interior architecture studio I			
18.	Interior architecture studio II			
19.	Interior architecture studio III			
20.	Interior architecture thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (URBAN DESIGN)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Urban design theory			
2.	Urban design history			
3.	Urban design research methodology			
4.	Urban housing			
5.	Urban landscape design			
6.	Urban transportation and traffic design			
7.	Urban sociology			
8.	Urban economics			
9.	Urban infrastructure and services			
10.	Urban design and planning legislation			
11.	Computer aided urban design			
12.	Urban design studio I			
13.	Urban design studio II			
14.	Urban design studio III			
15.	Urban design thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (URBAN AND REGIONAL PLANNING)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Urban and regional planning theories			
2.	Urban and regional planning techniques			
3.	Urban design			
4.	Urban and regional economics			
5.	Urban sociology			
6.	Urban housing and community development			
7.	Urban landscape design / ecology			
8.	Urban transportation planning			
9.	Urban infrastructure and services			
10.	Research methodology			
11.	Computer aided planning and design and G.I.S. applications			
12.	Urban and Rural Planning Studio I			
13.	Urban and Rural Planning Studio II			
14.	Regional Planning Studio III			
15.	Urban / Rural / Regional Planning Thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

**Course Title: MASTER OF ARCHITECTURE
(TRANSPORTATION PLANNING & DESIGN)**

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Transportation planning theory			
2.	Transportation planning history			
3.	Transportation planning surveys and techniques			
4.	Research methodology			
5.	Urban transportation and landscape design			
6.	Urban transportation and infrastructure design			
7.	Road construction and technologies			
8.	Sustainable transportation policies			
9.	Barrier free design			
10.	Computer aided planning and design			
11.	Urban and regional planning legislation			
12.	Transportation planning studio I			
13.	Transportation planning studio II			
14.	Transportation planning studio III			
15.	Transportation planning thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (SUSTAINABLE HUMANE HABITAT)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Humane and sustainable habitat theories			
2.	Humane habitat history			
3.	Habitat conservation			
4.	Humane sociology			
5.	Humane habitat economics			
6.	Humane housing			
7.	Humane and sustainable community development			
8.	Humane and Sustainable development			
9.	Humane landscape and environmental design			
10.	Humane transportation systems			
11.	Humane infrastructural systems and services			
12.	Habitat building bye laws			
13.	Habitat planning and development legislation			
14.	Computer aided design and planning			
15.	Research methodology			
16.	Habitat planning techniques			
17.	Human habitat studio I			
18.	Human habitat studio II			
19.	Human habitat studio III			
20.	Human habitat thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (LANDSCAPE ARCHITECTURE)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Landscape architecture theories			
2.	Landscape architecture history			
3.	Landscape and environmental planning and design			
4.	Landscape plants, materials and horticulture			
5.	Landscape construction and technology			
6.	Landscape working drawings			
7.	Landscape development specifications and costing			
8.	Landscape project supervision and management			
9.	Conservation, planning and development legislation			
10.	Research methodology			
11.	Computer aided design and planning			
12.	Landscape architecture studio I			
13.	Landscape architecture studio II			
14.	Landscape architecture studio III			
15.	Landscape architecture thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (HOUSING)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Housing process and theories			
2.	Housing and climate responsive design			
3.	Housing and landscape design			
4.	Housing economics			
5.	Housing and sociology			
6.	Earthquake resistant housing and disaster management			
7.	Housing and transportation design			
8.	Housing and infrastructural services			
9.	Computer aided design and planning			
10.	Housing bye laws and planning legislation			
11.	Research methodology			
12.	Housing studio I			
13.	Housing studio II			
14.	Housing studio III			
15.	Housing thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (VALUATION AND ARBITRATION)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Advanced Valuation Methods			
2.	Principles of valuation			
3.	Urban land economics			
4.	Book keeping and accounting			
5.	Advanced quantity surveying			
6.	Introduction to statistics			
7.	Computer applications			
8.	Urban and regional planning legislation			
9.	Principles of law and jurisprudence			
10.	Principles of insurance and loss assessment I			
11.	Principles of insurance and loss assessment II			
12.	Advanced Building technologies I			
13.	Advanced Building technologies II			
14.	Advanced Building technologies III			
15.	Arbitration and conciliation law I			
16.	Arbitration and conciliation law II			
17.	Real estate management			
18.	Principles of rating			
19.	Valuation of real estate I			
20.	Valuation of real estate II			
21.	Environment impact assessment			
22.	Seminar on Valuation and Arbitration			
23.	Maintenance and repairs of buildings and dilapidation			
24.	Valuation Project formulation			
25.	Valuation and Arbitration Thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

**Course Title: MASTER OF ARCHITECTURE
(ARCHITECTURAL AND CONSTRUCTION PROJECT MANAGEMENT)**

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Management theories and Business organizations			
2.	Construction technologies, materials and machinery			
3.	Financial and account management			
4.	Construction project management			
5.	Advanced construction technologies			
6.	Multi-storied buildings and advanced structures			
7.	Disaster management			
8.	Statistics and quantitative analysis			
9.	Research methodology			
10.	Human resource and quality management			
11.	Marketing and management			
12.	Sustainable construction and development			
13.	Computer applications in construction management			
14.	Construction logistics, project formulation and finance			
15.	Construction and planning legislation			
16.	Contract management and tendering procedure			
17.	Professional practice			
18.	Architectural and Construction Management Thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (COMPUTER APPLICATIONS)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Theories of Architecture I			
2.	Theories of Architecture II			
3.	Digital theory			
4.	Introduction to computer applications			
5.	Digital communication and computer networks			
6.	Colloquium I			
7.	Software packages I			
8.	Software packages II			
9.	Software customization			
10.	Advanced software packages and customization			
11.	Digital Design Studio I			
12.	Digital Design Studio II			
13.	Digital Design Studio III			
14.	Digital Design Dissertation I			
15.	Digital Design Project Thesis II			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (ENVIRONMENTAL ARCHITECTURE)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Environmental architecture theory			
2.	Sustainable building design principles I			
3.	Sustainable building design principles II			
4.	Socio Economic Aspects for planning			
5.	Quantitative research methods			
6.	Urban and regional planning			
7.	Environmental management			
8.	Ecological planning			
9.	Sustainable building materials and technology I			
10.	Sustainable building materials and technology II			
11.	Environmental impact assessment			
12.	Environmental architecture studio I			
13.	Environmental architecture studio II			
14.	Environmental architecture studio III			
15.	Environmental architecture thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

Course Title: MASTER OF ARCHITECTURE (SUSTAINABLE ARCHITECTURE)

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Sustainable architecture theory			
2.	Sustainable building design principles I			
3.	Sustainable building design principles II			
4.	Socio Economic Aspects for planning			
5.	Quantitative research methods			
6.	Urban and regional planning			
7.	Environmental management			
8.	Ecological planning			
9.	Sustainable building materials and technology I			
10.	Sustainable building materials and technology II			
11.	Environmental impact assessment			
12.	Sustainable architecture studio I			
13.	Sustainable architecture studio II			
14.	Sustainable architecture studio III			
15.	Sustainable architecture thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

**Course Title: MASTER OF ARCHITECTURE
(COMPUTER AIDED ARCHITECTURAL DESIGN)**

S. No.	Subject	Periods/ Week	Periods/ Semester	Total Hrs./ Semester
1.	Digital theories			
2.	2 D representation			
3.	3 D modelling			
4.	3 D city modelling			
5.	Animation			
6.	Artificial intelligence applications in architecture.			
7.	Cased based reasoning			
8.	Collaborative design in architecture			
9.	Computer integrated customization			
10.	Constraints based design			
11.	Database systems			
12.	Architectural design methodology			
13.	Architectural design process			
14.	Digital design education in architecture			
15.	Architectural design media			
16.	Environmental simulation			
17.	Research methodology			
18.	Digital Design thesis			

Note:

The subject titles are suggestive and indicative.

The institutions shall select, add or join courses suited to their course objectives.

The institution shall prepare and submit a detailed course curriculum along with a vision statement, course objectives, periods of study and a scheme of examinations for consideration and approval by the Council of Architecture.

APPENDIX B

The post graduate department / institution of Architecture shall take necessary steps to have full time faculty (subject specific) comprising of 1 professor, 2 assistant professors and 2 lecturers or research associates for an intake of 20 students for introduction of a 2 year full time post graduate course (for each course).

Principal / H.O.D and Professors, Assistant Professors / Readers and Lecturers and/or Research Associates shall be in ratio of 1:2:2

The post graduate department / institution shall have a visiting faculty (subject specific) not covered by the full time faculty. It is advisable that a minimum of 25% and a maximum of 50% of teaching load should be allocated to the visiting faculty.

The designation, pay-scale and qualification etc. required for the faculty positions shall be as prescribed by the competent Government authority from time to time. The Statement shows the current status of the above as per the 5th pay commission 1996, which is due for revision:

Sl.No.	Designation	Pay scale	Qualifications
1.	Lecturer	Rs. 8000-275-13,500	M. Arch. or equivalent with 2 years experience in teaching / research / profession.
2.	Lecturer (Senior)	Rs. 10,000-325-15,200	M. Arch. or equivalent with 5 years experience in teaching / research / profession.
3.	Reader / Asst. Professor	Rs. 12,000 -420- 18,300	M. Arch. or equivalent with 7 years experience in teaching / research / profession.
4.	Professor	Rs. 16,400-450-20,900-500-22,400	M. Arch. or equivalent with 10 years experience in teaching / research / profession or Ph.D or equivalent with 7 years experience in teaching / research / profession.
5.	Director / Principal	Rs.18,400-500-22,400 + rent free housing + car	M. Arch. or equivalent with 12 years experience in teaching / research / profession or Ph.D or equivalent with 10 years experience in teaching / research / profession.

Note:

The equivalent qualification shall mean any such qualifications as recognized by the Council of Architecture for registration as an Architect under Section 25 of the Architects Act, 1972.

The institutions may recruit suitable qualified persons with relevant experience in related fields and disciplines such as Engineering, Technology, Arts, Humanities, Environmental Studies, etc. depending on the actual requirements against the total sanctioned strength.

The Institutions may appoint professors of Eminence as Distinguished / Emeritus Professors

It is advisable that a minimum of 25% and a maximum of 50% load should be allotted to the visiting faculty so that students are brought in closer contact with the persons actively engaged in practice and research.

APPENDIX C**Physical Facilities**

The post graduate Department / Institution of Architecture should be located in a building / campus to have a floor area of about 250 sq.m. per post graduate course per shift.

The physical space should include separate studios, computer centres, lecture rooms, faculty rooms and laboratories as required for the post graduate course.

It is desirable to provide hostel accommodation and residential accommodation for staff and students in close proximity of the institutions.

Hostel accommodation for students must be adequate for their academic needs. This factor should be borne in mind in the design of hostel rooms and studios.

Library

Steps shall be initiated to acquire about 100 books in the Library relevant to the proposed Post Graduate Course and subsequently 50 books for each P.G. Course should be added every year.

Steps shall be taken to have a collection of relevant audio-visual packages, CDs, VCDs,

Videos, Films, Slides, Maps, relevant to the P.G. Course.

Computer Centre

Steps shall be initiated to have a minimum of 10 computers per P.G. Course in the first year and additional 10 computers in the second year for each course. Computer centre shall have a server, networking and internet facilities.

Steps shall be initiated to acquire requisite software for each course.

Workshops and Laboratories

The post graduate department / institution shall have a programme of enhancement of existing workshops and laboratory facilities, if they share the facilities with under graduate course, or

The post graduate department / institution shall make adequate provision of space, equipment, storage and locker facilities for workshop and laboratories exclusively for the post graduate department.

Exhibition and Conference Facilities

The post graduate department / institution shall have exclusive or share existing facilities with under graduate department to mount exhibitions and host seminars and conferences.

Common Rooms and Sports Facilities

Common rooms for boys and girls shall be provided separately or which may be shared with existing under graduate course.

Sports facilities, both indoor and out-door shall be provided or arranged in the vicinity of the institution.

Council of Architecture

(Incorporated under the Architects Act, 1972)

GUIDELINES FOR DEGREE OF DOCTOR OF PHILOSOPHY (PH.D) IN ARCHITECTURE

The following guidelines are meant to supplement the general regulations operative in various universities in respect of Ph.D. programme and serve as a ready reference for architectural institutions intending to start Ph.D. programme in architecture.

Institutional Eligibility:

- a) An institution may be permitted to offer Ph.D. programme in architecture only after having run Master's Degree Programme in architecture/allied specializations for at least five years.
- b) The institution shall have at least five full time members on its staff, having master's degree and one or more with Ph.D. qualification in architecture/allied specialization.

The Library and other infrastructure facilities:

- a) The library should have at least the number of books and journals prescribed as minimum essential by the Council of Architecture.
- b) The institution should have the facility of 'Broad Band Internet' available freely to research scholars.
- c) 25% of Library Budget has to be reserved for research oriented books and journals.
- d) The institutional library should be associated with other large libraries in the city and/or university as part of a "Library Network".

Eligibility of Candidates:

The applicant for admission to Ph.D. programme shall possess the following qualification.

- a) Bachelor's Degree in Architecture or equivalent and Master's degree in architecture/allied specialization or equivalent from any recognized institution.
- b) Bachelors Degree in architecture or equivalent in first class with ten years experience in teaching/research/professional practice.

Course Work:

All the candidates shall successfully complete a 'Research Methodology' course and one optional course prescribed for the programme or any two courses specified and recommended by the institutional Research Committee. A candidate having only a B.Arch. Degree shall, in addition, be required to pursue the course work successfully in six subjects of the Master's Degree courses of the School recommended by the Research Committee.

Advisors/Guides Co-Guides/Supervisors:

The following may act as Advisors/Guides Co-Guides/Supervisors of a candidate for Ph.D.

- 1. Professors in Schools of Architecture.
- 2. Architects and Faculty members having a Ph.D. qualification in architecture and three years experience in teaching/research/practice.
- 3. Such other members of the faculty who guided research at P.G. level for 10 years.
- 4. Co-Guide should be from the profession of architecture.

An advisor may not normally guide more than five doctoral candidates at a time. In exceptional cases special permission of the Institutional/Departmental Research Committee or Committee for Doctoral Programme may be sought.

Doctoral Committee should have professionals who have done significant work in architectural profession.

Assignment of Teaching Load:

Each full time Ph.D. scholar receiving Govt./University/Institutional assistantship may be assigned at least four hours of teaching load in consultation with his/her respective internal guide, during the period of his/her residence at the institute.

Submission of Thesis:

On completion of the Ph.D. thesis, the candidate, apart from submitting necessary number of copies in the prescribed format as per the regulation/guideline of the respective university, must also submit a hard copy to the Council of Architecture and a CD, within three months of declaration of result of the thesis examination.

Council of Architecture

ARCHITECTS (PROFESSIONAL CONDUCT)

REGULATIONS, 1989

PREFACE

The profession of architecture calls for men of integrity, business capacity and artistic ability. The architect is entrusted with financial undertaking in which his honesty of purpose must be above suspicion. He acts as a professional advisor to his client and his advice must be absolutely disinterested; he is charged with the exercise of judicial functions as between client and contractor and must act with entire impartiality. He has moral responsibility to his profession, associates and sub-ordinates.

The Architects Professional Conduct regulations are primarily for the guidance of the architects. The object of the regulations is to provide a general standard to architects to follow. It should be noted that these regulations relate only to offences of a professional character and does not include offences of a general nature which should be regarded as disgraceful.

It is pertinent to note that in addition to his obligations to the clients, the architect has obligations to the public and to related professionals. Architects' attention is also invited to the guidelines for Architectural Competitions which must be complied with and the architects are advised not to accept membership of the Jury or take part in a competition which is not in accordance with the guidelines formulated by the Council of Architecture.

Professional service is essentially a personal one, but the comprehensive responsibilities are often fulfilled in co-operation with members of other professions. It is the architect's function to advise on the need for other professionals and he is responsible for the direction and integration of their work with that of his own.

The Council of Architecture has reviewed the matter of the appointment and the fees of architects in depth. The fees are based on the efforts involved in preparing designs, the cost involved in making drawings and other documents, the cost of supervision in terms of time and adequate compensation for responsibilities undertaken by the architect. In order to facilitate engagement, a standard Letter of Appointment based upon standard terms of engagement has been evolved.

Architects are advised to follow these conditions of engagement and fees for comprehensive services. These conditions are for the mutual benefit of both the client and architect. These stipulate the minimum fees for which the architect undertakes to provide comprehensive professional services.

Council of Architecture

(Incorporated under the Architects Act, 1972)

ARCHITECTS (PROFESSIONAL CONDUCT) REGULATIONS, 1989*

New Delhi, the 11th May, 1989

F.No. CA/1/89 – In exercise of the powers conferred by sub-section (1) read with clause (i) of sub-section (2) of Section 45 of the Architects Act, 1972 (Act No. 20 of 1972), the Council of Architecture, with the approval of the Central Government, hereby makes the following regulations to promote the standard of professional conduct/ self-discipline required of an Architect, namely :-

1. Short Title and Commencement :

- (1) These regulations may be called with Architects (Professional Conduct) Regulations, 1989.
- (2) They shall come into force on the date of their publication in the Official Gazette.*

2. ** (1) Every architect, either in practice or employment, subject to the provisions of the Central Civil Services (Conduct) Rules, 1964 or any other similar rules applicable to an architect, he shall :

- (i) ensure that his professional activities do not conflict with his general responsibility to contribute to the quality of the environment and future welfare of society,
- (ii) apply his skill to the creative, responsible and economic development of his country,
- (iii) provide professional services of a high standard, to the best of his ability,
- (iv) if in private practice, inform his Client of the conditions of engagement and scale of charges and agree that these conditions shall be the basis of the appointment,
- (v) not sub-commission to another Architect or Architects the work for which he has been commissioned without prior agreement of his Client,
- (vi) not give or take discounts, commissions, gifts or other inducements for the introduction of Clients or of work,
- (vii) act with fairness and impartiality when administering a building contract,
- (viii) maintain a high standard of integrity,
- (ix) promote the advancement of Architecture, standards of Architectural education, research, training and practice,
- (x) conduct himself in a manner which is not derogatory to his professional character, nor likely to lessen the confidence of the public in the profession, nor bring Architects into disrepute,
- (xi) compete fairly with other Architects,
- (xii) observe and uphold the Council's conditions of engagement and scale of charges,
- (xiii) not supplant or attempt to supplant another Architect,
- (xiv) not prepare designs in competition with other Architects for a Client without payment or for a reduced fee (except in a competition conducted in accordance with the Architectural competition guidelines approved by the Council),
- (xv) not attempt to obtain, offer to undertake or accept a commission for which he knows another Architect has been selected or employed until he has evidence that the selection, employment or agreement has been terminated and he has given the previous Architect written notice that he is so doing :

provided that in the preliminary stages of works, the Client may consult, in order to select the Architect, as many Architects as he wants, provided he makes payment of charges to each of the Architects so consulted,
- (xvi) comply with Council's guidelines for Architectural competitions and inform the Council of his appointment as assessor for an Architectural competition,
- (xvii) when working in other countries, observe the requirements of codes of conduct applicable to the place where he is working,

* Published in the Gazette of India [Part III - Section IV] PP 562-564 and 566 – 567 on May 27, 1989.

** Published in the Gazette of India [Part III -Section IV] PP 7108 on 3.05.2003 and PP 7594 on 21.06.2003.

- (xviii) not have or take as partner in his firm any person who is disqualified for registration by reason of the fact that his name has been removed from the Register under Section 29 or 30 of the Architects Act, 1972,
- (xix) provide their employees with suitable working environment, compensate them fairly and facilitate their professional development,
- (xx) recognize and respect the professional contribution of his employees,
- (xxi) provide their associates with suitable working environment, compensate them fairly and facilitate their professional development,
- (xxii) recognize and respect the professional contribution of his associates,
- (xxiii) recognize and respect the professional contribution of the consultants,
- (xxiv) enter into agreement with them defining their scope of work, responsibilities, functions, fees and mode of payment ,
- (xxv) shall not advertise his professional services nor shall he allow his name to be included in advertisement or to be used for publicity purposes save the following exceptions :-
 - (a) a notice of change of address may be published on three occasions and correspondents may be informed by post,
 - (b) an Architect may exhibit his name outside his office and on a building, either under construction or completed, for which he is or was an Architect, provided the lettering does not exceed 10 cm. in height,
 - (c) advertisements including the name and address of an Architect may be published in connection with calling of tenders, staff requirements and similar matters,
 - (d) may allow his name to be associated with illustrations and descriptions of his work in the press or other public media but he shall not give or accept any consideration for such appearances,
 - (e) may allow his name to appear in advertisements inserted in the press by suppliers or manufacturers of materials used in a building he has designed, provided his name is included in an unostentatious manner and he does not accept any consideration for its use,
 - (f) may allow his name to appear in brochure prepared by Clients for the purpose of advertising or promoting projects for which he has been commissioned,
 - (g) may produce or publish brochures, pamphlets describing his experience and capabilities for distribution to those potential Clients whom he can identify by name and position ,
 - ** (h) may allow his name to appear in the classified columns of the trade / professional directory and/or telephone directory/ website.

** (2) In a partnership firm of architects, every partner shall ensure that such partnership firm complies with the provisions of sub-regulation (1).

(3) Violation of any of the provisions of sub-regulation (1) shall constitute a professional mis-conduct.

K. V. NARAYANA IYENGAR
Registrar

** Published in the Gazette of India [Part III -Section IV] PP 7108 on 3.05.2003 and PP 7594 on 21.06.2003.

Council of Architecture

ARCHITECTURAL PRACTICE* (COA/DOC/03/2002/APR/12 & 13)

CONDITIONS OF ENGAGEMENT AND SCALE OF CHARGES

PREFACE

Architecture is a social art that touches all human beings at all levels of their existence everywhere and everyday. This is the only discipline, which encompasses the four major fields of human endeavour : Humanities, Science, Art, and Technology, actually putting into practice the professional inputs drawn from them. In sum, Architecture is the matrix of human civilization – an authentic measure of the social status, and an evocative expression of the ethos of an era. When conserved, it is heritage and when in ruins, it becomes archaeology, reconstructing tell-tale pictures of the past civilizations.

The demands on the profession over the years have become much more complex in nature and much wider in scope. Architecture uses the philosophic wholesomeness of Humanities, the logical rationalism of Science, the passionate imagination of Art and the inexhaustible resources of Technology. It calls for originality, creativity, conceptualization, perception, aesthetic values, and a holistic judgement of people, places, objects and events.

Architecture is primarily the art and science of designing spaces for serving the multifarious activities of human beings and for meeting their specific needs in a meaningful built environment. When various engineering services are rationally combined with Architecture's basic elements of Space, Structure and Form, the performance of human functions and the operation of mechanical utilities become efficient, pleasant and fulfilling. However, in its broadened scope and baffling complexity, Architecture has generated specializations such as Structural Design, Urban Design, City Planning, Landscape Architecture and Interior Architecture. Retrofitting of Buildings, Architectural Conservation, Construction Management have also lately emerged as specializations. Each of these compliment and support each other.

The primary objective of Structural Design is to evolve a strong, durable and an efficient skeleton so that the space which architecture encloses, and the form in which it expresses itself as interior content and an exterior container, becomes an organic extension of one another. Structure is so fundamental to architecture that it actually determines its two-pronged functions; the utilitarian appropriateness and the expressive power of aesthetics. Structural design as a creative discipline assumes an indispensable position as a natural extension of Architectural Design. Endowed with an extraordinary power of conceptualization and creativity, an architect can conjure up unprecedented structural systems leading to the genesis of design-ideas introducing new concepts of Space and Form. In other words, the architect's contribution to structural design can effectively bring about qualitative change in the built-environment to stimulate the advancement of society towards a higher order of civilization.

Urban Design is architecture of the cities, highly complex and gargantuan in scale. The primary aim of urban design is to imbibe and maintain a sense of identity and harmony among buildings, open spaces and other structures by means of a pleasant and memorable visual imagery throughout the length and breadth of an urban setting. Accessibility at city-level and the movement at all levels must be designed to operate smoothly. Volumetric relationships, harmonious spatial sequences, transition from buildings to open spaces, streetscape and the services infrastructure must together invest a townscape with an exclusive imageability.

* Prescribed under regulation 2(1)(xii) of the Architects Professional Conduct Regulations, 1989. This revised document was approved by the Council of Architecture at its 40th Meeting held on 12th and 13th April, 2002, vide Resolution No. 303.

Landscape Architecture deals with the analysis, planning, design, management, preservation and rehabilitation of land and also determines the environmental impact. It is a science capable of objective analysis and synthesis leading to an ecologically-sensitive design, which is self-sustainable. It integrates from the very conception, the elements of architecture, urban design and civil engineering for meaningful and practical solutions. Landscape architecture covers a wide spectrum of professional expertise, ranging from landscape planning at the regional and city scale on the one end, to the small and medium scale of public and private landscape at the other. It involves dealing with such sites as office plazas/ public squares, highways, city parks/ national parks, housing developments, institutional campuses, zoological and botanical parks.

In case of Interior Architecture, the primary objective is to generate a purposeful ambience such as would stimulate the user's creative potential through multifarious activities. It must facilitate the individual's sense of orientation, identification and eventual appropriation of architectural spaces, that meld the interiors and exteriors into symbiotic relationships through varied experiences of scale, volume, light and shade. Interiors are not only to protect the users from the extremes of weather but also to nurture them emotionally. Since the interior spaces are truly the life-force of any building, they must be designed (and not decorated) as detailed artistic articulation of the basic architectural concept with deep insight and sensitivity to fulfill the fundamental functional and aesthetic needs that are efficient and pleasant to live and work in. The development of design is a very conscious act and it infuses life into interiors subconsciously.

Creativity is the essence of architecture and harmony an essential aim of architects. Architecture that has been recognized as great, in the historic past as well as in our own time, has been harmonious with nature and its immediate environment. These are the essential tenets of design which architects aspire to follow.

Architecture Design essentially is a product of an individual mind but realized through association of experts from allied fields who contribute in the process of construction. Mutual respect and understanding work wonders for ensuring high quality of the end-product.

The architectural profession feels deeply concerned towards national priorities in the fields of energy conservation, ecology, environmental pollution, protection and preservation of architectural heritage and their precincts, low-cost housing, urban renewals, rural upliftment, economic development at local and district levels, etc. in the interest of quality of life both in rural and urban settlements.

The practice of the architectural profession is regulated by the Architects Act, 1972, and the regulations framed thereunder. The Council of Architecture has prescribed the Conditions of Engagement and Scale of Charges under the Architects (Professional Conduct) Regulations, 1989. The documents stipulate the parameters within which the Architect is required to function. These define the responsibilities, the scope of work and services, and prescribe the mandatory minimum scale of professional charges with a view to making the Client fully aware of the duties and services which he may expect from the Architect. The professional services required by the Client may not be comprehensive in scope in all cases and accordingly a clear understanding between the two must be arrived at. The Council of Architecture has prescribed the Conditions of Engagement based on general practice of the profession in India. These documents are applicable to all registered architects and such architects who have specialized in areas such as Structural Design, Urban Design, City Planning, Landscape Architecture, Interior Architecture and Architectural Conservation.

The revised version of these documents reflects the Council's response to the many challenges which the profession of Architecture is facing at present, and is constantly endeavouring to meet them with active concern and unflinching commitment.

Council of Architecture

COMPREHENSIVE ARCHITECTURAL SERVICES

1. SCOPE OF WORK

The Architect is required to provide services in respect of the following :

Part I - ARCHITECTURE :

- 1.1 Taking Client's instructions and preparation of design brief.
- 1.2 Site evaluation, analysis and impact of existing and / or proposed development on its immediate environs.
- 1.3 Design and site development.
- 1.4 Structural design.
- 1.5 Sanitary, plumbing, drainage, water supply and sewerage design.
- 1.6 Electrical, electronic, communication systems and design.
- 1.7 Heating, ventilation and air conditioning design (HVAC) and other mechanical systems.
- 1.8 Elevators, escalators, etc.
- 1.9 Fire detection, Fire protection and Security systems etc.
- 1.10 Periodic inspection and evaluation of Construction works.

Part II – ALLIED FIELDS :

- 1.11 Landscape Architecture
- 1.12 Interior Architecture
- 1.13 Architectural Conservation
- 1.14 Retrofitting of Buildings
- 1.15 Graphic Design and Signage

2. SCHEDULE OF SERVICES :

The Architect shall, after taking instructions from the Client, render the following services:

CONCEPT DESIGN [STAGE 1] :

- 2.01 Ascertain Client's requirements, examine site constraints & potential ; and prepare a design brief for Client's approval.
- 2.02 Prepare report on site evaluation, state of existing buildings, if any ; and analysis and impact of existing and/ or proposed development on its immediate environs.
- 2.03 Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project.
- 2.04 Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and / or proposed development on its immediate environs.
- 2.05 Prepare conceptual designs with reference to requirements given and prepare rough estimate of cost on area basis.

PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] :

- 2.06 Modify the conceptual designs incorporating required changes and prepare the preliminary drawings, sketches, study model, etc., for the Client's approval along with preliminary estimate of cost on area basis.

DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS [STAGE 3] :

- 2.07 Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

- 2.08 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

APPOINTMENT OF CONTRACTORS [STAGE 5] :

2.09 Invite, receive and analyse tenders; advise Client on appointment of contractors.

CONSTRUCTION [STAGE 6] :

2.10 Prepare and issue working drawings and details for proper execution of works during construction.

2.11 Approve samples of various elements and components.

2.12 Check and approve shop drawings submitted by the contractor/ vendors.

2.13 Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.

2.14 In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Client.

2.15 Issue Certificate of Virtual Completion of works.

COMPLETION [STAGE 7] :

2.16 Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

2.17 Issue two sets of as built drawings including services and structures.

3. PROFESSIONAL FEE :

3.01 In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges in accordance with the Scale of Charges.

3.02 Any tax levied by law, such as Service tax, etc. contingent to professional services rendered by the Architect, shall be payable by the Client, over and above the gross fees charged by the Architect in relation to the services provided.

4. SCHEDULE OF PAYMENT :

The Architect shall be paid professional fee in the following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon. :

Retainer

On appointment/ Signing of Agreement/ Acceptance of offer.	—	Rs. 20M* or 5% of the total fees payable, whichever is higher, adjustable at the last stage.
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Stage 1

On submitting conceptual designs and rough estimate of cost.	—	10% of the total fees payable.
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Stage 2

On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost.	—	20% of the total fees payable less payment already made at Stage 1.
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Stage 3

a. On incorporating Client's suggestions and submitting drawings for approval from the Client/ statutory authorities, if required.	—	30% of the total fees payable less payment already made at Stages 1 and 2.
b. Upon Client's / statutory approval necessary for commencement of construction, wherever applicable.	—	35% of the total fees payable less payment already made at Stages 1 to 3a.

Stage 4

Upon preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents.	—	45% of the total fees payable less payment already made at Stages 1 to 3b.
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*Refer explanatory note 3 under Scale of charges.

Stage 5

On inviting, receiving and analysing tenders; advising Client on appointment of contractors. — 55% of the total fees payable less payment already made at Stages 1 to 4.

Stage 6

- | | | | |
|----|---|---|---|
| a. | On submitting working drawings and details required for commencement of work at site. | — | 65% of the total fees payable less payment already made at Stages 1 to 5. |
| b. | (i) On completion of 20% of the work | — | 70% of the total fees payable less payment already made at Stages 1 to 6a. |
| | (ii) On completion of 40% of the work | — | 75% of the total fees payable less payment already made at Stages 1 to 6b(i). |
| | (iii) On completion of 60% of the work | — | 80% of the total fees payable less payment already made at Stages 1 to 6b(ii). |
| | (iv) On completion of 80% of the work | — | 85% of the total fees payable less payment already made at Stages 1 to 6b(iii). |
| | (v) On Virtual Completion | — | 90% of the total fees payable less payment already made at Stages 1 to 6b(iv). |

Stage 7

On submitting Completion Report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings. — 100% of the fees payable less payment already made at various stages and retainer.

5. EFFECTING PAYMENT TO THE ARCHITECT :

5.1 The fee payable to the Architect shall be computed on the actual cost of works on completion. The payment due to the Architect at different stages be computed on the following basis:

- | | | | |
|-------|-------------------|---|----------------------------------|
| 5.1.1 | Retainer | : | On rough estimate of cost. |
| 5.1.2 | At Stage 1 | : | On rough estimate of cost. |
| 5.1.3 | At Stages 2 to 4 | : | On preliminary estimate of cost. |
| 5.1.4 | At Stages 5 to 6b | : | Accepted tender cost. |
| 5.1.5 | At Stage 7 | : | Actual total cost. |

5.2 Progressive, on account, payments shall be made by the Client to the Architect against any of the above stages based on the quantum of work done during that stage, as may be mutually agreed to between the Client and the Architect.

5.3 No deductions shall be made from the fee of the Architect on account of penalty, liquidated damages, part rates or other sums withheld from payment or recovered from contractors/ suppliers.

5.4 When the work is executed wholly or in part with old materials or labour or carriage is provided by the Client, the percentage fees shall be calculated as if the work had been executed wholly by the contractor supplying all labour and new materials.

5.5 The actual cost of the completed works shall include cost of execution of assigned works, referred to in Scope of Work and also the cost of equipment & machinery such as Transformers, DG Sets, Sub-stations, Lifts, Air Conditioning Machines, Pumps & Motors, Water and Sewage Treatment Plant, etc., but excluding the cost of land.

6. DOCUMENTATION AND COMMUNICATION CHARGES :

Apart from the professional fee, the Client shall pay to the Architect Documentation and Communication charges, @ 10% of the professional fee payable to the Architect at all stages.

7. REIMBURSABLE EXPENSES :

In addition to the amounts reimbursable against site visits by the Architect/ Consultant, the Client will reimburse the Architect the following expenses incurred by him for discharge of his obligations:

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| 7.01. | Actual cost of travel (to & fro), boarding & lodging and local transport for any visit made by his staff to the site or such other place as may be necessary in connection with the execution of work and in connection with the performance of duties referred to in this agreement. |
| 7.02. | Cost of presentation models, computer simulation, presentation drawings, etc., prepared at the instance of the Client for purposes other than the Design and execution of the project. |

8. CLIENT'S ROLE AND RESPONSIBILITIES :

The Client shall discharge all his obligations connected with the project and engagement of the Architect as follows:

- 8.01 To provide detailed requirements of the project.
- 8.02 To provide property lease/ ownership documents.
- 8.03 To provide a site plan, to a suitable scale, showing boundaries, contours at suitable intervals, existing physical features including any existing roads, paths, trees, existing structures, existing service and utility lines and such lines to which the proposed service can be connected. In case such information is not readily available, the Client shall arrange for the survey/ collection of necessary information and pay for the same.
- 8.04 To furnish reports on soil conditions and test as required by the Architect or pay for the preparation of the same.
- 8.05 To furnish specific conditions/ Statutory stipulations/ Codes of Practice/Schedule of rates, etc., desired to be followed.
- 8.06 To pay all the fees, levies, security deposits and expenses in respect of statutory sanction.
- 8.07 To give effect to the professional advice of the Architect and cause no changes in the drawings and documents without the consent of the Architect.
- 8.08 To honour Architect's bills within one month of its submission.
- 8.09 To appoint a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project) as per the Architect's advice.

9. EXECUTION OF THE ASSIGNMENT :

- 9.01 The Architect shall keep the Client informed about the progress of work in his office.
- 9.02 The Architect shall appoint specialised consultants in consultation with the Client, if necessary.
- 9.03 The Architect shall be responsible for the direction and integration of the consultants work. The consultants, however, shall be fully responsible for the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them. The Architect shall, if requested, make available the design calculations.
- 9.04 The Architect will advise the Client on the Time Schedule (Bar Chart/PERT/ CPM Network) prepared by the contractors for the completion of work, if required.
- 9.05 The Architect shall supply to the Client, free of cost, upto six sets of drawings at different stages.
- 9.06 The Architect shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the Client.
- 9.07 Any professional services to be rendered by the Architect at the instance of the Client after the agreed project completion period shall be compensated for on mutually agreed terms.
- 9.08 The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of Contract.
- 9.09 Any revision in the drawings, tenders and documents, once approved, required to be made by the Client shall be compensated as additional services rendered by the Architect and paid for @ 50% of the fee prescribed for the relevant stage(s).
- 9.10 No change shall be made in the approved drawings and specifications at site without the consent of the Architect.
- 9.11 Any curtailment of the professional services, beyond Stage 2, shall make it obligatory for the client to pay at least 20% of the fee for the remaining Stage(s) of the curtailed work/ Services.

10. TIME SCHEDULE :

The Architect shall, in consultation with the Client, prepare a Time Schedule in respect of various services to be rendered and discharge of Client's obligations.

11. INDEMNIFICATION :

In the event that a claim or suit is brought against the Architect or the Consultants by any third party for damages arising from personal injury or property damage caused wholly by the Client, or anyone employed by the Client, or anyone for whose acts the Client may be held responsible, then the Client shall indemnify the Architect and fully reimburse any loss, damage or expenses, including the attorney's fees, which the Architect may incur in connection therewith.

12. OWNERSHIP OF COPYRIGHT :

Architectural design is an intellectual property of the Architect. The drawings, specifications, documents and models as instruments of service are the property of the Architect whether the project, for which they are made, is executed or not. The Client shall retain copies of the Architect's models, drawings, specifications and other documents for his information and use in connection with the project. These shall not be used for any other project by the Client or the Architect or any other person, except for the repetition as stipulated in the Scale of Charges.

13. TERMINATION OF AGREEMENT :

- 13.1 Agreement between the Architect and the Client may be terminated by either one giving the other a written notice of not less than 30 (thirty) days, should either fail substantially to perform his part of responsibilities/duties, so long as the failure is not caused by the one initiating the termination.
- 13.2 When termination of this Agreement is not related or attributable, directly or indirectly to any act, omission, neglect or default on the part of the Architect, the Architect shall be entitled to professional fees as stipulated under Clause 4 and sub-clauses 9.09 and 9.11 of Clause 9.
- 13.3 In the event of Architect's firm closing its business or the Client having terminated the agreement, the Client shall have the right to employ another Architect to complete the work, after making payment to the previous architect's firm.

14. INTERPRETATION :

In case of any ambiguity or difficulty in the interpretation of the Conditions of Engagement and Scale of Charges, the interpretation of the Council of Architecture shall be final and binding on the Architect and the Client.

15. ARBITRATION :

All disputes or differences which may arise between the Client and the Architect under "Conditions of Engagement and Scale of Charges" with regard to the meaning or interpretation or matter or things done or to be done in pursuance hereof, such disputes and differences shall be referred for arbitration to the Council of Architecture. The arbitrator shall be appointed by the President, Council of Architecture. The arbitration shall be conducted as per the provisions of the Arbitration and Conciliation Act, 1996. The decision and award of the arbitrator shall be final and binding on the Architect and the Client.

URBAN DESIGN

1. SCOPE OF WORK :

The Architect is required to provide services for Urban Design /Urban Renewal Scheme in respect of the following :

PART I - URBAN DESIGN/ URBAN RENEWAL

- 1.1 Taking Client's instructions and preparation of design brief.
- 1.2 Site evaluation, analysis of architectural character, social issues and heritage.
- 1.3 Feasibility study.
- 1.4 Preliminary proposal for development/ re-development and their impact on immediate environs.
- 1.5 Volumetric study and Urban form recommendations including pedestrian / vehicular movement and parking.
- 1.6 Architectural controls/ guidelines.
- 1.7 Conceptual design of :
 - i. Site development, services and their interconnectivity.
 - ii. Landscape Architecture.
 - iii. Architectural Conservation.
 - iv. Graphic Design and Signage.

PART II – SITE DEVELOPMENT

- 1.8 Comprehensive Architectural Services beyond Part I with regard to external Engineering Services and related buildings / structures; Roads, pathways, culverts & bridges; boundary walls, gates.

PART III – LANDSCAPE ARCHITECTURE

- 1.9 Landscape Architectural Services beyond Part I with regard to public spaces.

2. SCHEDULE OF SERVICES :

The Architect shall, after taking instructions from the Client, render the following services:

PROGRAMMING AND SITE EVALUATION [STAGE 1] :

- 2.01 Ascertain Client's requirements, examine site constraints & potential ; and prepare a design brief for Client's approval.
- 2.02 Study of existing land use in and around the project area.
- 2.03 Study of contextual issues, socio-cultural aspects, landscape features and built form etc.
- 2.04 Study of existing infrastructure, accessibility, circulation pattern and parking.
- 2.05 Prepare report on site evaluation, state of existing buildings, if any ; and analysis with basic approach to circulation, activity distribution, interconnectivity and external linkages including rough estimate of project cost based on allowable FAR/ re-development objectives.
- 2.06 Assessment of impact of development/ re-development plan on the project area and its immediate environs.
- 2.07 Furnish report on measures required to be taken to mitigate the adverse impact, if any, of the existing and/ or proposed development / re-development on its immediate environs.

CONCEPT DESIGN [STAGE 2] :

- 2.08 Preparation of concept design of the area showing circulation pattern, zoning of various land uses and relevant details, development/re-development strategy.

- 2.09 Assessment of utility services and their interconnectivity.
- 2.10 Furnish revised rough estimate of project cost based on FAR used in concept design/re-development objectives.
- 2.11 Preparation of three dimensional form in relation to open spaces, model showing the proposal and surrounding areas.
- 2.12 Submission of model and Conceptual design to the Client/ statutory authorities for approval & ensure compliance with codes, standards and legislation, as applicable and carry out necessary changes as may be required.

DETAILED DESIGN [STAGE 3] :

- 2.13 Preparation of drawings showing the common facilities for circulation, parking, open spaces and external Architectural form.
- 2.14 Preparation of drawings showing Architectural controls/ guidelines, features and specifications.
- 2.15 Preparation of drawings showing schematic network of services.
- 2.16 Preparation of drawings showing landscape, street furniture and graphic signage.
- 2.17 Furnish modified project cost.
- 2.18 Furnish urban design report including implementation strategy.
- 2.19 Prepare detail designs of various external elements and components.
- 2.20 Presentation of the urban design study to the statutory authorities for approval and ensure compliance with codes, standards and legislation, as applicable and carry out necessary changes as may be required.

IMPLEMENTATION [STAGE 4] :

- 2.21 Provide Comprehensive Architectural Services with regard to Site Development works, if assigned.
- 2.22 Provide Landscape Architectural Services with regard to public spaces, if assigned.
- 2.23 Review and certification of detailed Architectural design of each of the constituent components for construction or development within the area under urban design/ urban renewal before approval by statutory authorities.

EXCLUSIONS :

- 2.24 The above scope of work will not include any architectural details which are not relevant to external envelope.

3. PROFESSIONAL FEE :

- 3.1 In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges in accordance with the Scale of Charges for Urban Design/ Urban Renewal, Site Development and Landscape Architecture, as assigned.
- 3.2 Any tax levied by law, such as Service tax, etc., contingent to Professional Services rendered by the Architect, shall be payable by the Client, over and above the gross fees charged by the Architect in relation to the services provided.

4. SCHEDULE OF PAYMENT :

- 4.1 Urban Design/ Urban Renewal

The Architect shall be paid professional fee in the following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon:

Retainer

- | | |
|--|--|
| On appointment/ Signing of Agreement/ acceptance of offer. | — Rs.20 M* or 5% of the total fees payable, whichever is higher, adjustable at the last stage. |
|--|--|

Stage 1

- | | |
|---|---------------------------------|
| On submitting preliminary report containing site evaluation, development/ re-development impact assessment, feasibility study, volumetric study and urban form recommendations along with rough estimate of project cost. | — 10% of the total fees payable |
|---|---------------------------------|

*Refer explanatory note 3 under Scale of charges.

Stage 2

- | | | |
|---|---|---|
| a. On submitting concept design and revised rough estimate of project cost. | — | 25% of the total fees payable less payment already made at Stage 1. |
| b. On incorporating Client's suggestions and submitting model and final design and approval thereof from the Client / statutory authorities, if required. | — | 45% of the total fees payable less payment already made at Stages 1 and 2a, to be released in two equal instalments on submission and approval. |

Stage 3

- | | | |
|--|---|--|
| a. On submitting drawings showing the common facilities for circulation, parking, open spaces and external Architectural form. | — | 55% of the total fees payable less payment already made at Stages 1 to 2b. |
| b. On submitting drawings showing Architectural controls, features and specifications. | — | 65% of the total fees payable less payment already made at Stages 1 to 3a. |
| c. On submitting drawings showing schematic network of services, landscape, street furniture, graphic signage and modified estimate of project cost and approval thereof from the Client/ statutory authorities. | — | 80% of the total fees payable less payment already made at Stages 1 to 3b, to be released in two equal instalments on submission and approval. |
| d. On submitting urban design report. | — | 85% of the total fees payable less payment already made at Stages 1 to 3c. |

Stage 4

- | | | |
|---|---|--|
| On completion of review and certification of detailed Architectural designs of each of the constituent components for construction or development within the area under urban design, before approval by statutory authorities or on expiry of five years after stage 3d above. | — | 100% of the fees payable less payment already made at various stages and retainer. |
|---|---|--|

4.2 Site Development

The stages of payment for Site Development works beyond Part I shall be same as for Comprehensive Architectural Services.

4.3 Landscape Architecture

The stages of payment for Landscape Architectural Services beyond Part I shall be same as for Landscape Architecture.

5. EFFECTING PAYMENT TO THE ARCHITECT :

- 5.1 The payment due to the Architect for Urban Design/ Urban Renewal works, at different stages, shall be computed in accordance with Scale of Charges.
- 5.2 The payment due to the Architect for Site Development and Landscape Architecture works, at different stages, shall be computed in accordance with the respective services.
- 5.3 Progressive, on account, payments shall be made by the Client to the Architect against any of the stages based on the quantum of work done during that stage as may be mutually agreed to between the Client and the Architect.

6. DOCUMENTATION AND COMMUNICATION CHARGES :

Apart from the professional fee, the Client shall pay to the Architect Documentation and Communication charges, @ 10% of the professional fee payable to the Architect at all stages.

7. REIMBURSABLE EXPENSES :

In addition to the amounts reimbursable against site visits by the Architect/ Consultant, the Client will reimburse the Architect the following expenses incurred by him for discharge of his obligations:

- 7.01 Actual cost of travel (to & fro), boarding & lodging and local transport for any visit made by his staff to the site or such other place as may be necessary in connection with the execution of work and in connection with the performance of duties referred to in this agreement.
- 7.02 Cost of presentation models, computer simulation, presentation drawings, etc., prepared at the instance of the Client for purposes other than the Design and execution of the project.

8. CLIENT'S ROLE AND RESPONSIBILITIES :

The Client shall discharge all his obligations connected with the project and engagement of the Architect, as follows:

- 8.01 To provide detailed requirements of the project.
- 8.02 To provide property lease/ ownership documents.
- 8.03 To provide a site plan, to a suitable scale, showing boundaries, contours at suitable intervals, existing physical features including any existing roads, paths, trees, existing structures, existing service and utility lines and such lines to which the proposed service can be connected. In case such information is not readily available, the Client shall arrange for the survey/ collection of necessary information and pay for the same.
- 8.04 To furnish reports on soil conditions and test as required by the Architect or pay for the preparation of the same.
- 8.05 To furnish specific conditions/ statutory stipulations/ codes of practice/schedule of rates, etc., desired to be followed.
- 8.06 To pay all the fees, levies, security deposits and expenses required in respect of statutory sanction.
- 8.07 To give effect to the professional advice of the Architect and cause no changes in the drawings and documents without the consent of the Architect.
- 8.08 To honour Architect's bills within one month of its submission.
- 8.09 To appoint a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project) as per the Architect's advice.

9. EXECUTION OF THE ASSIGNMENT :

- 9.01 The Architect shall keep the Client informed about the progress of work in his office.
- 9.02 The Architect shall appoint specialised consultants in consultation with the Client, if necessary.
- 9.03 The Architect shall be responsible for the direction and integration of the consultants work. The consultants, however, shall be fully responsible for the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them. The Architect shall, if requested, make available the design calculations.
- 9.04 The Architect will advise the Client on the broad Time Schedule for implementation of the project.
- 9.05 The Architect shall supply to the Client, free of cost, upto six sets of drawings at different stages.
- 9.06 The Architect shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of Client.
- 9.07 Any professional services to be rendered by the Architect at the instance of the Client after the agreed project completion period shall be compensated for on mutually agreed terms.
- 9.08 The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of Contract.
- 9.09 Any revision in the drawings, tenders and documents, once approved, required to be made by the Client shall be compensated as additional services rendered by the Architect and paid for @ 50% of the fee prescribed for the relevant stage(s).
- 9.10 No change shall be made in the approved drawings and specifications at site without the consent of the Architect.
- 9.11 Any curtailment of the professional services, beyond Stage 2b, shall make it obligatory for the Client to pay at least 20% of the fee for the remaining stage(s) of the curtailed work/ services.

10. TIME SCHEDULE :

The Architect shall, in consultation with the Client, prepare a Time Schedule in respect of various services to be rendered and discharge of client's obligations.

11. INDEMNIFICATION :

In the event that a claim or suit is brought against the Architect or the Consultants by any third party for damages arising from personal injury or property damage caused wholly by the Client, or anyone employed by the Client, or anyone for whose acts the Client may be held responsible, then the Client shall indemnify the Architect and fully reimburse any loss, damage or expenses, including the attorney's fees, which the Architect may incur in connection therewith.

12. OWNERSHIP OF COPYRIGHT :

Architectural design is an intellectual property of the Architect. The drawings, specifications, documents and models as instruments of service are the property of the Architect whether the project, for which they are made, is executed or not. The Client shall retain copies of the Architect's models, drawings, specifications and other documents for his information and use in connection with the project. These shall not be used for any other project by the Client or the Architect or any other person, except for the repetition as stipulated in the Scale of Charges.

13. TERMINATION OF AGREEMENT :

- 13.1 Agreement between the Architect and the Client may be terminated by either one giving the other a written notice of not less than 30 (thirty) days, should either fail substantially to perform his part of responsibilities/ duties, so long as the failure is not caused by the one initiating the termination.
- 13.2 When termination of this Agreement is not related or attributable, directly or indirectly to any act, omission, neglect or default on the part of the Architect, the Architect shall be entitled to professional fees as stipulated under Clause 4 and sub-clauses 9.09 and 9.11 of Clause 9.
- 13.3 In the event of Architect's firm closing its business or the Client having terminated the agreement, the Client shall have the right to employ another Architect to complete the work, after making payment to the previous architect's firm.

14. INTERPRETATION :

In case of any ambiguity or difficulty in the interpretation of the Conditions of Engagement and Scale of Charges, the interpretation of the Council of Architecture shall be final and binding on the Architect and the Client.

15. ARBITRATION :

All disputes or differences which may arise between the Client and the Architect under "Conditions of Engagement and Scale of Charges" with regard to the meaning or interpretation or matter or things done or to be done in pursuance hereof, such disputes and differences shall be referred for arbitration to the Council of Architecture. The arbitrator shall be appointed by the President, Council of Architecture. The arbitration shall be conducted as per the provisions of the Arbitration and Conciliation Act, 1996. The decision and award of the arbitrator shall be final and binding on the Architect and the Client.

LANDSCAPE ARCHITECTURE

1. SCOPE OF WORK :

The Architect is required to provide services in respect of the following:

- 1.1 Site appraisal and suitability.
- 1.2 Site planning.
- 1.3 Landform and grading.
- 1.4 Surface drainage design and water management.
- 1.5 Irrigation design.
- 1.6 Open space design - hard and soft areas.
- 1.7 Planting design.
- 1.8 Landscape structures and features.
- 1.9 Garden Furniture design.
- 1.10 Illumination design.
- 1.11 Graphic design and signage.
- 1.12 Co-ordination of external services.
- 1.13 Periodic inspection and evaluation of works at site.

2. SCHEDULE OF SERVICES :

The Architect shall, after taking instructions from the Client, render the following services :

CONCEPT DESIGN [STAGE 1] :

- 2.01 Carry out site analysis and furnish a site appraisal report with regard to the potential of the site vis-à-vis activities.
- 2.02 Prepare drawings and documents to enable the Client to get done the detailed survey and soil investigation at the site of the project.
- 2.03 Furnish preliminary scheme for site planning.
- 2.04 Prepare conceptual landscape design with reference to requirements given and prepare rough estimate of cost on area basis.

PRELIMINARY DESIGN AND DRAWINGS [STAGE 2] :

- 2.05 Modify the conceptual design incorporating required changes and prepare the preliminary drawings, sketches, etc. for the Client's approval along with preliminary estimate of cost on area basis.

DRAWINGS FOR CLIENT'S/ STATUTORY APPROVALS [STAGE 3] :

- 2.06 Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

- 2.07 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

APPOINTMENT OF CONTRACTORS [STAGE 5]:

- 2.08 Invite, receive and analyse tenders ; advise Client on appointment of contractors.

CONSTRUCTION [STAGE 6] :

- 2.09 Prepare and issue working drawings and details for proper execution of works during construction.
- 2.10 Approve samples of various elements and components.
- 2.11 Check and approve shop drawings submitted by the contractor/ vendors.
- 2.12 Visit the site of work, at intervals mutually agreed upon, to inspect and evaluate the Construction Works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- 2.13 In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Client.
- 2.14 Issue Certificate of Virtual Completion of Civil Works and plantation.

COMPLETION [STAGE 7] :

2.15 Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion / Occupancy Certificate" from statutory authorities, wherever required.

2.16 Issue two sets of as built drawings including services, structures and plantation.

3. PROFESSIONAL FEE :

3.01 In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges in accordance with the Scale of Charges.

3.02 Any tax levied by law, such as Service tax, etc. contingent to professional services rendered by the Architect, shall be payable by the Client, over and above the gross fees charged by the Architect in relation to the services provided.

4. SCHEDULE OF PAYMENT :

The Architect shall be paid professional fee in the following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon.

Retainer

On appointment/ signing of Agreement/ acceptance of the offer. — Rs. 20 M* or 5% of the total fees payable, whichever is higher, adjustable at the last stage.

Stage 1

On submitting conceptual designs and rough estimate of cost. — 10% of the total fees payable.

Stage 2

On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost. — 20% of the total fees payable less payment already made at Stage 1.

Stage 3

On incorporating Client's suggestions and submitting drawings for obtaining approval from the Client/ statutory authorities, if required. — 35% of the total fees less payment already made at Stages 1 and 2.

Stage 4

Upon statutory approval, if required and preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents. — 45% of the total fees payable less payment already made at Stages 1 to 3.

Stage 5

On inviting, receiving and analysing tenders; advising Client on appointment of contractors. — 55% of the total fees payable less payment already made at Stages 1 to 4.

Stage 6

a. On submitting working drawings and details required for commencement of work at site. — 65% of the total fees less payment already made at Stages 1 to 5.

b. (i) On completion of 20% of the work. — 70% of the total fees payable less payment already made at Stages 1 to 6a.

(ii) On completion of 40% of the work. — 75% of the total fees payable less payment already made at Stages 1 to 6b(i).

(iii) On completion of 60% of the work. — 80% of the total fees payable less payment already made at Stages 1 to 6b(ii).

(iv) On completion of 80% of the work. — 85% of the total fees payable less payment already made at Stages 1 to 6b(iii).

(v) On Virtual Completion. — 90% of the total fees payable less payment already made at Stages 1 to 6b(iv).

Stage 7

On submitting Completion Report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings. — 100% of the fees payable less payment already made at various Stages and retainer.

* Refer explanatory note 3 under Scale of charges.

5. EFFECTING PAYMENT TO THE ARCHITECT :

- 5.1 The fee payable to the Architect shall be computed on the actual cost of works on completion. The payment due to the Architect at different stages be computed on the following basis :
- 5.1.1 At Retainer : On rough estimate of cost.
 - 5.1.2 At Stage 1 : On rough estimate of cost.
 - 5.1.3 At Stages 2 to 4 : On preliminary estimate of cost.
 - 5.1.4 At Stages 5 to 6b : Accepted tender cost.
 - 5.1.5 At Stage 7 : Actual total cost.
- 5.2 Progressive, on account, payments shall be made by the Client to the Architect against any of the above stages based on the quantum of work done during that stage, as may be mutually agreed to between the Client and the Architect.
- 5.3 No deduction shall be made from the fee of the Architect on account of penalty, liquidated damages, part rates or other sums withheld from payment or recovered from contractors/ suppliers.
- 5.4 When the work is executed wholly or in part with old materials or labour or carriage is provided by the Client, the percentage fees shall be calculated as if the work had been executed wholly by the contractor supplying all labour and new materials.
- 5.5 The actual cost of the completed works shall include cost of execution of assigned works, referred to in Scope of Work and also the cost of equipment & machinery such as Pumps & Motors, etc. but excluding the cost of land.

6. DOCUMENTATION AND COMMUNICATION CHARGES :

Apart from the professional fee, the Client shall pay to the Architect Documentation and Communication charges, @ 10% of the professional fee payable to the Architect at all stages.

7. REIMBURSABLE EXPENSES :

In addition to the amounts reimbursable against site visits by the Architect/ Consultant, the Client will reimburse the Architect the following expenses incurred by him for discharge of his obligations:

- 7.01 Actual cost of travel (to & fro), boarding & lodging and local transport for any visit made by his staff to the site or such other place as may be necessary in connection with the execution of work and in connection with the performance of duties referred to in this agreement.
- 7.02 Cost of presentation models, computer simulation, presentation drawings, etc., prepared at the instance of the Client for purposes other than the Design and execution of the project.

8. CLIENT'S ROLE AND RESPONSIBILITIES :

The Client shall discharge all his obligations connected with the project and engagement of the Architect, as follows:

- 8.01 To provide detailed requirements of the project.
- 8.02 To provide property lease/ ownership documents.
- 8.03 To provide a site plan, to a suitable scale, showing boundaries, contours at suitable intervals, existing physical features including any existing roads, paths, trees, existing structures, existing service and utility lines and such lines to which the proposed service can be connected. In case such information is not readily available, the Client shall arrange for the survey collection of necessary information and pay for the same.
- 8.04 To furnish reports on soil conditions and soil test as required by the Architect.
- 8.05 To furnish specific conditions/Statutory stipulations/ Codes of Practice/Schedule of rates, etc., desired to be followed.
- 8.06 To pay all the fees, levies, security deposits and expenses in respect of statutory sanction.
- 8.07 To give effect to the professional advice of the Architect and cause no changes in the drawings and documents without the consent of the Architect.
- 8.08 To honour Architect's bills within one month of its submission.
- 8.09 To appoint a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project) as per the Architect's advice.

9. EXECUTION OF THE ASSIGNMENT :

- 9.01 The Architect shall keep the Client informed about the progress of work in his office.
- 9.02 The Architect shall appoint specialised consultants in consultation with the Client, if necessary.
- 9.03 The Architect shall be responsible for the direction and integration of the consultants work. The consultants, however, shall be fully responsible for the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them. The Architect shall, if requested, make available the design calculations.
- 9.04 The Architect will advise the Client on the Time Schedule (Bar Chart/PERT/ CPM Network) prepared by the contractors for the completion of work, if required.
- 9.05 The Architect shall supply to the Client, free of cost, upto six sets of drawings at different stages.
- 9.06 The Architect shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the Client.
- 9.07 Any professional services to be rendered by the Architect at the instance of the Client after the agreed project completion period shall be compensated for on mutually agreed terms.
- 9.08 The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of Contract.
- 9.09 Any revision in the drawings, tenders and documents, once approved, required to be made by the Client shall be compensated as additional services rendered by the Architect and paid for @ 50% of the fee prescribed for the relevant stage(s).
- 9.10 No change shall be made in the approved drawings and specifications at site without the consent of the Architect.
- 9.11 Any curtailment of the professional services, beyond Stage 2, shall make it obligatory for the client to pay at least 20% of the fee for the remaining stage(s) of the curtailment work/ services.

10. TIME SCHEDULE :

The Architect shall, in consultation with the Client, prepare a Time Schedule in respect of various services to be rendered and discharge of client's obligations.

11. INDEMNIFICATION :

In the event that a claim or suit is brought against the Architect or the Consultants by any third party for damages arising from personal injury or property damage caused wholly by the Client, or anyone employed by the Client, or anyone for whose acts the Client may be held responsible, then the Client shall indemnify the Architect and fully reimburse any loss, damage or expenses, including the attorney's fees, which the Architect may incur in connection therewith.

12. OWNERSHIP OF COPYRIGHT :

Architectural design is an intellectual property of the Architect. The drawings, specifications, documents and models as instruments of service are the property of the Architect whether the project, for which they are made, is executed or not. The Client shall retain copies of the Architect's models, drawings, specifications and other documents for his information and use in connection with the project. These shall not be used for any other project by the Client or the Architect or any other person, except for the repetition as stipulated in the Scale of Charges.

13. TERMINATION OF AGREEMENT :

- 13.1 Agreement between the Architect and the Client may be terminated by either one giving the other a written notice of not less than 30 (thirty) days, should either fail substantially to perform his part of responsibilities/ duties, so long as the failure is not caused by the one initiating the termination.
- 13.2 When termination of this Agreement is not related or attributable, directly or indirectly to any act, omission, neglect or default on the part of the Architect, the Architect shall be entitled to professional fees as stipulated under Clause 4 and sub-clauses 9.09 & 9.11 of Clause 9.
- 13.3 In the event of Architect's firm closing its business or the Client having terminated the agreement, the Client shall have the right to employ another Architect to complete the work, after making payment to the previous architect's firm.

14. INTERPRETATION :

In case of any ambiguity or difficulty in the interpretation of the Conditions of Engagement and Scale of Charges, the interpretation of the Council of Architecture shall be final and binding on the Architect and the Client.

15. ARBITRATION :

All disputes or differences which may arise between the Client and the Architect under "Conditions of Engagement and Scale of Charges" with regard to the meaning or interpretation or matter or things done or to be done in pursuance hereof, such disputes and differences shall be referred for arbitration to the Council of Architecture. The arbitrator shall be appointed by the President, Council of Architecture. The arbitration shall be conducted as per the provisions of the Arbitration and Conciliation Act, 1996. The decision and award of the arbitrator shall be final and binding on the Architect and the Client.

INTERIOR ARCHITECTURE

1. SCOPE OF WORK :

The Architect is required to provide services in respect of the following :

- 1.1 Site evaluation and assessment.
- 1.2 Interior design – space planning/ development & volumetric study.
- 1.3 Architectural additions and alterations.
- 1.4 Design of fixed items of work, loose furniture & interior related civil works.
- 1.5 Illumination design.
- 1.6 Sound and acoustic design.
- 1.7 Graphic design and signage.
- 1.8 Indoor plantscape.
- 1.9 Selection of materials, equipment and other interior related elements.
- 1.10 Integration of all Engineering services.
- 1.11 Periodic inspection and evaluation of works at site.

2. SCHEDULE OF SERVICES :

The Architect shall, after taking instructions from the Client, render the following services :

CONCEPT DESIGN [STAGE 1] :

- 2.01 Furnish a site evaluation and analysis report with basic approach to circulation, activity distribution, interaction and external linkages.
- 2.02 Analyse schedule of spaces in relation to activities and site potential.
- 2.03 Prepare conceptual designs with reference to requirements and prepare rough estimate of cost on area basis.

PRELIMINARY DESIGN [STAGE 2] :

- 2.04 Modify the conceptual designs incorporating required changes, prepare the preliminary drawings, interior views and schedule of finishes for the Client's approval along with the preliminary estimate of cost on area basis.

DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3] :

- 2.05 Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4] :

- 2.06 Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

APPOINTMENT OF CONTRACTORS [STAGE 5] :

- 2.07 Invite, receive and analyse tenders, advise Client on appointment of contractors.

CONSTRUCTION [STAGE 6] :

- 2.08 Prepare and issue working drawings and details for proper execution of works during construction.
- 2.09 Approve samples of various elements and components.
- 2.10 Check and approve shop drawings submitted by the contractor/ vendors.
- 2.11 Visit the site of work and fabrication workshop, at intervals mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.
- 2.12 In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project), who shall work under the guidance and direction of the Architect and shall be appointed and paid by the Client.
- 2.13 Issue Certificate of Virtual Completion of works.

COMPLETION [STAGE 7] :

- 2.14 Prepare and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.
- 2.15 Issue two sets of as built drawings including services and structures.

3. PROFESSIONAL FEE :

- 3.01 In consideration of the professional services rendered by the Architect, he shall be paid professional fee and other charges in accordance with the Scale of Charges.
- 3.02 Any tax levied by law, such as Service tax, etc. contingent to professional services rendered by the Architect, shall be payable by the Client, over and above the gross fees charged by the Architect in relation to the services provided.

4. SCHEDULE OF PAYMENT :

The Architect shall be paid professional fee in following stages consistent with the work done plus other charges and reimbursable expenses as agreed upon :

Retainer

On appointment/ signing of Agreement/ acceptance of offer. — Rs. 20 M* or 5% of the total fees payable, whichever is higher, adjustable at the last stage.

Stage 1

On submitting conceptual designs and rough estimate of cost. — 10% of the total fees payable.

Stage 2

On submitting the required preliminary scheme for the Client's approval along with the preliminary estimate of cost. — 20% of the total fees payable less payment already made at Stage 1.

Stage 3

On incorporating Client's suggestions and submitting drawings for obtaining approval from the Client/ statutory authorities, if required. — 35% of the total fees less payment already made at Stages 1 and 2.

Stage 4

Upon Client's approval/ statutory approvals and preparation of working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and preparation of tender documents. — 45% of the total fees payable less payment already made at Stages 1 to 3.

Stage 5

On inviting, receiving and analysing tender; advising Client on appointment of contractors. — 55% of the total fees payable less payment already made at Stages 1 to 4.

Stage 6

- a. On submitting working drawings and details required for commencement of work at site. — 65% of the total fees less payment already made at Stages 1 to 5.
- b. (i) On completion of 20% of the work 70% of the total fees payable less payment already made at Stages 1 to 6a.
- (ii) On completion of 40% of the work 75% of the total fees payable less payment already made at Stages 1 to 6b(i).
- (iii) On completion of 60% of the work 80% of the total fees payable less payment already made at Stages 1 to 6b(ii).
- (iv) On completion of 80% of the work 85% of the total fees payable less payment already made at Stages 1 to 6b(iii).
- (v) On Virtual Completion 90% of the total fees payable less payment already made at Stages 1 to 6b(iv).

Stage 7

On submitting Completion Report and drawings for issuance of completion/ occupancy certificate by statutory authorities, wherever required and on issue of as built drawings. — 100% of the fees payable less payment already made at various stages and retainer.

* Refer explanatory note 3 under Scale of charges.

5. EFFECTING PAYMENT TO THE ARCHITECT :

- 5.1 The fee payable to the Architect shall be computed on the actual cost of works on completion. The payment due to the Architect at different stages be computed on the following basis:
- 5.1.1 At Retainer : On rough estimate of cost.
 - 5.1.2 At Stage 1 : On rough estimate of cost.
 - 5.1.3 At Stages 2 to 4 : On preliminary estimate of cost.
 - 5.1.4 At Stages 5 to 6b : Accepted tender cost.
 - 5.1.5 At Stage 7 : Actual total cost.
- 5.2 Progressive, on account, payments shall be made by the Client to the Architect against any of the above stages based on the quantum of work done during that stage, as may be mutually agreed to between the Client and the Architect.
- 5.3 No deductions shall be made from the fee of the Architect on account of penalty, liquidated damages, part rates or other sums withheld from payment or recovered from contractors/ suppliers.
- 5.4 When the work is executed wholly or in part with old material or labour or carriage is provided by the Client, the percentage of fees shall be calculated as if the work had been executed wholly by the contractor supplying all labour and new materials.
- 5.5 The actual cost of the completed works shall include cost of execution of assigned works, referred to in Scope of Work, but excluding the cost of premises.

6. DOCUMENTATION AND COMMUNICATION CHARGES :

Apart from the professional fee, the Client shall pay to the Architect Documentation and Communication charges, @ 10% of the professional fee payable to the Architect at all stages.

7. REIMBURSABLE EXPENSES :

In addition to the amounts reimbursable against site visits by the Architect/ Consultant, the Client will reimburse the Architect the following expenses incurred by him for discharge of his obligations:

- 7.01. Actual cost of travel (to & fro), boarding & lodging and local transport for any visit made by his staff to the site or such other place as may be necessary in connection with the execution of work and in connection with the performance of duties referred to in this agreement.
- 7.02. Cost of presentation models, computer simulation, presentation drawings, etc., prepared at the instance of the Client for purposes other than the Design and execution of the project.

8. CLIENT'S ROLE AND RESPONSIBILITIES :

The Client shall discharge all his obligations connected with the project and engagement of the Architect as follows:

- 8.01 To provide detailed requirements of the project.
- 8.02 To provide property lease/ ownership documents.
- 8.03 To provide location plan, measured drawings and photographs of existing space with full structural and relevant details, existing services and common outlets to which proposed services can be connected. In case such information is not readily available, the Client shall arrange for the collection of necessary information and pay for the same.
- 8.04 To furnish specific conditions/ statutory stipulations/ codes of practice/ schedule of rates, etc. desired to be followed.
- 8.05 To pay all the fees, levies, security deposits and expenses in respect of statutory sanction.
- 8.06 To give effect to the professional advice of the Architect and cause no changes in the drawings and documents without the consent of the Architect.
- 8.07 To honour Architect's bills within one month of its submission.
- 8.08 To appoint a Construction Manager (Clerk of Works/ Site Supervisor or Construction Management Agency in case of a large and complex project) as per the Architect's advice.

9. EXECUTION OF THE ASSIGNMENT :

- 9.01 The Architect shall keep the Client informed about the progress of work in his office.
- 9.02 The Architect shall appoint specialised consultants in consultation with the Client, if necessary.

- 9.03 The Architect shall be responsible for the direction and integration of the consultants work. The consultants, however, shall be fully responsible for the calculations, the detailed design and periodic inspection and evaluation of the work entrusted to them. The Architect shall, if requested, make available the design calculations.
- 9.04 The Architect will advise the Client on the Time Schedule (Bar Chart/PERT/ CPM Network) prepared by the contractors for the completion of work, if required.
- 9.05 The Architect shall supply to the Client, free of cost, upto six sets of drawings at different stages.
- 9.06 The Architect shall not make any deviations, alterations or omissions from the approved drawings, involving financial implications without prior consent of the Client.
- 9.07 Any professional services to be rendered by the Architect at the instance of the Client after the agreed project completion period shall be compensated for on mutually agreed terms.
- 9.08 The Architect shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection as may be necessary to ensure that works are being executed in accordance with the Conditions of Contract.
- 9.09 Any revision in the drawings, tenders and documents, once approved, required to be made by the Client shall be compensated as additional services rendered by the Architect and paid for @ 50% of the fee prescribed for the relevant stage(s).
- 9.10 No change shall be made in the approved drawings and specifications at site without the consent of the Architect.
- 9.11 Any curtailment of the professional services, beyond Stage 2, shall make it obligatory for the client to pay at least 20% of the fee for the remaining stage(s) of the curtailment work/ services.

10. TIME SCHEDULE :

The Architect shall, in consultation with the Client, prepare a Time Schedule in respect of various services to be rendered and discharge of client's obligations.

11. INDEMNIFICATION :

In the event that a claim or suit is brought against the Architect or the Consultants by any third party for damages arising from personal injury or property damage caused wholly by the Client, or anyone employed by the Client, or anyone for whose acts the Client may be held responsible, then the Client shall indemnify the Architect and fully reimburse any loss, damage or expenses, including the attorney's fees, which the Architect may incur in connection therewith.

12. OWNERSHIP OF COPYRIGHT :

Architectural design is an intellectual property of the Architect. The drawings, specifications, documents and models as instruments of service are the property of the Architect whether the project, for which they are made, is executed or not. The Client shall retain copies of the Architect's models, drawings, specifications and other documents for his information and use in connection with the project. These shall not be used for any other project by the Client or the Architect or any other person, except for the repetition as stipulated in the Scale of Charges.

13. TERMINATION OF AGREEMENT :

- 13.1 Agreement between the Architect and the Client may be terminated by either one giving the other a written notice of not less than 30 (thirty) days, should either fail substantially to perform his part of responsibilities/ duties, so long as the failure is not caused by the one initiating the termination.
- 13.2 When termination of this Agreement is not related or attributable, directly or indirectly to any act, omission, neglect or default on the part of the Architect, the Architect shall be entitled to professional fees as stipulated under Clause 4 and sub-clauses 9.09 & 9.11 of Clause 9.
- 13.3 In the event of Architect's firm closing its business or the Client having terminated the agreement, the Client shall have the right to employ another Architect to complete the work, after making payment to the previous architect's firm.

14. INTERPRETATION :

In case of any ambiguity or difficulty in the interpretation of the Conditions of Engagement and Scale of Charges, the interpretation of the Council of Architecture shall be final and binding on the Architect and the Client.

15. ARBITRATION :

All disputes or differences which may arise between the Client and the Architect under "Conditions of Engagement and Scale of Charges" with regard to the meaning or interpretation or matter or things done or to be done in pursuance hereof, such disputes and differences shall be referred for arbitration to the Council of Architecture. The arbitrator shall be appointed by the President, Council of Architecture. The arbitration shall be conducted as per the provisions of the Arbitration and Conciliation Act, 1996. The decision and award of the arbitrator shall be final and binding on the Architect and his Client.

SCALE OF CHARGES

Type of Project/ Services	Scope of Work & Services	Minimum fees/ Reimbursable expenses
1. Comprehensive Architectural Services		
1.1 Housing	As described for Comprehensive Architectural Services in the Conditions of Engagement including Site Development but excluding Landscape Architecture, Interior Architecture, Graphic Design and Signage.	i) Single Block Housing and sites upto 0.5 hectare : 5 Percent on the cost of works assigned. ii) For a site more than 0.5 hectare and upto 2.5 hectares: 3.5 Percent on the cost of works assigned. iii) For a site more than 2.5 hectares and upto 5 hectares : 2.5 Percent on the cost of works assigned. iv) For a site more than 5 hectares : 2 Percent on the cost of works assigned. v) Individual House : 7.5 Percent on the cost of works assigned. Note : The fees payable in marginal cases in respect of clauses (iii) to (v) shall not be less than the maximum fee payable in their respective preceding clauses.
1.2 All projects other than housing	As described for Comprehensive Architectural Services in the Conditions of Engagement including Site Development but excluding Landscape Architecture, Interior Architecture, Graphic Design and Signage.	5 Percent on the cost of works assigned.
1.2.1 Repetition of the building in the same campus	As described for Comprehensive Architectural Services in the Conditions of Engagement except Landscape Architecture, Interior Architecture, Graphic Design & Signage and Site Development.	2.5 percent on the cost of works assigned.
1.2.2 Repetition of the building at a different site	As described for Comprehensive Architectural Services in the Conditions of Engagement except Landscape Architecture, Interior Architecture, Graphic Design & Signage and Site Development.	3.5 percent on the cost of works assigned.
1.3 Site Development [except 1.1 and 1.2]	As described for Comprehensive Architectural Services in the Conditions of Engagement except Landscape Architecture, Interior Architecture, Graphic Design and Signage [except 1.1 and 1.2].	2.5 Percent on the cost of works assigned.
1.4 Architectural Conservation/ Retrofitting/ Additions and alterations	As described for Comprehensive Architectural Services in the Conditions of Engagement except Landscape Architecture, Interior Architecture, Graphic Design and Signage.	7.5 Percent on the cost of works assigned.
2. Urban Design	As described for Urban Design/ Urban Renewal in the Conditions of Engagement.	i) For all projects except Housing: 1 percent on the cost of works assigned, to be computed at a rate of Rs 6M per Sq.mt. of proposed built-up area. ii) Housing Projects : 20 percent of the fee payable for housing, as stated in sub-clause 1.1 above, on the cost of works assigned, to be computed at a rate of Rs 6M per Sq.mt. of proposed built-up area. iii) In case of Urban Renewal projects fee payable shall be 1.5 times of the fee stated above based on actual cost of works assigned. Above fees are subject to a minimum of Rupees 250M.

Type of Project/ Services	Scope of Work & Services	Minimum fees/ Reimbursable expenses
3. Interior Architecture/ Graphic design and signage	As described for Interior Architecture in the Conditions of Engagement.	7.5 percent on the cost of works assigned
4. Landscape Architecture	As described for Landscape Architecture in the Conditions of Engagement.	7.5 percent on the cost of works assigned
5. Site visits	Visits by an Architect/consultant in connection with Project for which commissioned. i) Outstation Visit (a) Travelling, Boarding & Lodging Expenses (b) For each day ii) Local site visit/ field visit	Actual Air/ AC First Class Fare (to & fro), AC Car, Boarding & Lodging Expenses and Local Transport. Rs. 3M Rs. 1M
6. Advisory Consultancy	i) Outstation ii) Local	All as above at 5 i) (a) plus Rs. 10M per day or part thereof. Rs. 4M per day or part thereof.
7. Documentation and Communication Charges	Applicable on all professional fee payable to the Architect.	10 percent of the professional fees.
8. Verification and Certification of Contractor's Bills	Verification of Contractor's bills for payment, based on progress of works at site, measurements of works Certified by the Construction Manager (i.e. Clerk of Works/ Site Supervisor or Construction Management Agency) and in accordance with Conditions of Contract, Drawings and instruction issued.	1 percent in addition to above fees.

Explanatory Notes:

- For works costing upto Rs. 1500 M the professional fees may be negotiable between the Architect and the Client.
- When an Architect is engaged to undertake Comprehensive Architectural Services in respect of buildings/ Site Development and/ or Landscape Architectural Services as a follow up of an Urban Design/ Urban Renewal Scheme, his professional fee for Comprehensive Architectural Services/ Landscape Architectural Services shall be reduced by 20%.
- The current value of M is 1000.

LETTER OF APPOINTMENT

From :

Ref. :

To :

Date :

Dear Sir,

We have great pleasure in appointing your firm as our architects for Comprehensive Architectural services/ Urban Design/ Landscape Architecture/ Interior Architecture as detailed below :

Project

Scope of work

Fees

Project Completion Period

This letter of appointment together with Conditions of Engagement and Scale of Charges of Council of Architecture, as appended herewith, shall govern the agreement. This letter is being sent in duplicate. One copy may please be signed in token of your acceptance and returned to us.

Thanking you,

Yours faithfully,

(Signature of Client)

ACCEPTED

Signature of Architect _____

Name of the Architect _____

Council of Architecture's
Registration No. _____

Date _____

Place _____

Seal of the Firm _____

Council of Architecture

ARCHITECTURAL PRACTICE (COA/DOC/04/2002/APR/12&13)

ARCHITECT'S PROFESSIONAL LIABILITY

INTRODUCTION

Professionals are required to discharge their obligations and commitments diligently and befitting with quality and standards of services. The laws of the land mandate that the professionals should provide services to the consumers in a required manner exercising duty of care and while doing so they should not commit any negligent act. In order to protect the interest of the consumers against the breach of duty, the deficient services have been defined by the statute and legal actions have been initiated on the erring professionals. The services rendered by architects have also been covered by the relevant laws of the country.

It has been often asked by the Architects why the legal action taken against architects whenever buildings or any other built form collapses of which they are the architects, without inquiring their faults and circumstances leading to the collapse. The suo motu action against architects have brought disrepute, embarrassment and mental agony to them, at a time, when they are unconnected with reasons responsible for the collapse of building.

What is the professional liability of architects for the buildings which have been designed and its construction and completion is supervised by them and thereafter, remain under the control and management of owners/ occupants, and not under the superintendence of an architect who was originally engaged for the design and supervision of construction. In reality, the longevity and stability of the building are dependent upon the observance of safety and maintenance norms.

Although Council of Architecture has prescribed the Conditions of Engagement and Scale of Charges, the question of professional liability of architects during the post completion period of the project remained a vexed question for many years.

It has been the constant desire and earnest request of the professionals that Council of Architecture being a statutory body regulating the Architectural Education and Profession throughout the country, it should formulate guidelines on architect's professional liability. Keeping this end in view, the Council has prescribed guidelines on "Architect's Professional Liability" to make aware of the architects and the owners and occupiers of the buildings in what manner and under which circumstances an architect should be held responsible for the negligent act/ deficient services and at the same time, it highlights the clients/ occupiers' duties and responsibilities to be undertaken by them to preserve the longevity of the building. This document has been approved by the Council of Architecture at its 40th meeting held on 12th & 13th April, 2002, vide Resolution No.302, as guidelines to the Architects and user organisations / individual clients.

Prof. Vijayshrikrishna Sohoni
President

Architect's Professional Liability

1.0 Professional Duties of Architect:

- 1.1 **Service:** "Service", as defined under Section 2 (1) (o) of the Consumer Protection Act, 1986, means service of any description which is made available to potential users and includes the provision of facilities in connection with banking, financing insurance, transport, processing, supply of electrical or other energy, board or lodging or both, housing construction, entertainment, amusement or the purveying of news or other information, but does not include the rendering of any service free of charge or under a contract of personal service. In other words, rendering professional service by an architect for "consideration" falls within the ambit of "service". The relationship between the Client and the Architect is that of recipient and provider of service. The professional services rendered by the architect mean the services rendered pursuant to the Conditions of Engagement and Scale of Charges, entered into between the Client and the Architect.
- 1.2 **Competence:** An architect, being a professional, shall possess the required knowledge and skill i.e. proficiency and competence for discharging his professional duties and functions. These are governed under the provisions of the Architects Act, 1972 and the Architects (Professional Conduct) Regulations, 1989, framed thereunder.
- 1.3 **Duty of care:** It means duty to exercise utmost skill and care. When an architect offers professional advice/architectural services, implicitly undertakes that he is possessed of the knowledge and skill for the purpose. Thus, an architect shall bring to his task a reasonable degree of knowledge and skill and must exercise a reasonable degree of care.
- 1.4 **Duties:** The duties that are required to be performed by an architect for various types of projects have been prescribed by the Council of Architecture under the Conditions of Engagement and Scale of Charges for respective areas in the field of architecture. The documents stipulate the parameters within which the Architect is required to function. However, the Conditions of Engagement and matters related therewith for a given project shall be carried out in accordance with the terms and Conditions of Agreement executed between the Client and the Architect.

2.0 Professional Conduct:

An architect shall be required to comply with the standards of professional conduct and etiquette and a code of ethics set out in clauses (i) to (xxv), read with exceptions covered by sub-clauses (a) to (h) of sub-regulation (1) of Regulation 2 of the Architects (Professional Conduct) Regulations, 1989. Violation of any of the provisions of sub-regulation (1) shall constitute a professional misconduct.

3.0 Client's – Owner's / Occupant's duties and responsibilities:

The Owner – Client shall discharge all his obligations connected with the project and engagement of the Architect in accordance with the Conditions of Agreement as agreed upon. Further, the Client(s)-Owner(s) / Occupant(s) upon completion of the building shall maintain it properly to safeguard and preserve the longevity of the building.

4.0 Professional Negligence:

- 4.1 **Negligence:** "Negligence" of an architect means failure to take reasonable degree of care in the course of his engagement for rendering professional services.
- 4.2 **Deficient Service:**
- 4.2.1 "Deficiency", as defined under Section 2(1)(g) of the Consumer Protection Act, 1986, means any fault, imperfection, shortcoming or inadequacy in the quality, nature and manner of performance which is required to be maintained by or under any law for the time being in force or has been undertaken to be performed by a person in pursuance of a contract or otherwise in relation to any service.
- 4.2.2 An architect is required to observe and uphold the Council's Conditions of Engagement and Scale of Charges while rendering architectural services in terms of Regulation 2 (1) (xii) of the Architects (Professional Conduct) Regulations, 1989. Thus, failure to provide any service/services that is/are necessary for discharge of his duties and functions for the project for which he has been engaged, amount to deficient service.
- 4.3 **Exceptions:**
- An architect is not liable for any liability, if the damage to the building has occasioned in the following circumstances :
- 4.3.1 Use of building for the purposes other than for which it has been designed.
- 4.3.2 Any changes/ modifications to the building carried out by the owner(s)/occupant(s) without the consent or approval of the architect who designed and/ or supervised the construction of the building.
- 4.3.3 Any changes/alterations/modifications carried out by consulting another architect without the knowledge and consent of erstwhile architect or without obtaining No Objection Certificate from him.
- 4.3.4 Illegal/unauthorised changes/alteration/ renovations / modifications carried out by the owner(s)/occupant(s).

* Prescribed under regulation 2(1)(xii) of the Architects Professional Conduct Regulations, 1989. This revised document was approved by the Council of Architecture at its 40th Meeting held on 12th and 13th April, 2002, vide Resolution No. 303.

- 4.3.5 Any compromise with the safety norms by the owner(s)/ occupant(s).
- 4.3.6 Distress due to leakage from terrace, toilets, water logging within the vicinity of the building and that would affect the strength/stability of the structure or general well-being.
- 4.3.7 Lack of periodical maintenance or inadequate maintenance by the owner(s)/occupant(s).
- 4.3.8 Damages caused due to any reasons arising out of 'specialised consultants' deficient services with regard to design and supervision of the work entrusted to them, who were appointed/ engaged in consultation with the Client.
- 4.3.9 Damages caused to the building for the reasons beyond the control of the architect.

5.0 Professional Negligence and Deficiency in Services – Professional Misconduct :

Any person aggrieved by the professional negligence and/ or deficiency in services provided by the architect, the matter shall be referred to the Council of Architecture under Rule 35 of the Council of Architecture Rules, 1973, to adjudicate whether the architect is guilty of professional misconduct or not.

6.0 Professional Liabilities:

- 6.1 **Indemnity Insurance:** The architect is required to indemnify the client against losses and damages incurred by the client through the acts of the Architect and shall take out and maintain a Professional Indemnity Insurance Policy, as may be mutually agreed between the Architect and the Client, with a Nationalised Insurance Company or any other recognized Insurance Company by paying a requisite premium.
- 6.2 **Maintenance of Record:** The architect is required to maintain all records related to the project for a minimum period of 4 years after the issuance of Certificate of Virtual Completion.
- 6.3 **Duration:** The architect's liability shall be limited to a maximum period of three years after the building is handed over to / occupied by the owner, whichever is earlier.

7.0 Nature of Liability:

An architect is liable for the negligent act which he committed in the performance of his duties. The action against an architect can be initiated by the Client on satisfying the following conditions :

- (a) There must exist a duty to take care, which is owed by an architect to his client.
- (b) There must be failure on the part of an architect to attain that standard of care prescribed by law, thereby committed breach of such duty; and
- (c) The client must have suffered damage due to such breach of duty.

7.1 Disciplinary action under the Architects Act, 1972

If an architect is found guilty of professional misconduct, he is liable for disciplinary action by the Council of Architecture under Section 30 of the Architects Act, 1972.

7.2 Civil and Criminal action in the Courts of Law

- 7.2.1 The disciplinary action taken by the Council of Architecture against the architect who has been found guilty of professional misconduct does not absolve him of his liabilities under the Code of Civil Procedure, 1908 and the Code of Criminal Procedure, 1973, if any.

Some of the relevant laws include, The Law of Torts, The Consumer Protection Act, 1986 and The Indian Penal Code 1860, etc.

Council of Architecture

GUIDELINES OF CONSULTANCY PRACTICE FOR THE FACULTY MEMBERS OF THE SCHOOLS OF ARCHITECTURE

PREFACE

The Council of Architecture, whilst formulating the Regulations on Minimum Standards for undergraduate architectural education has emphasized that institutions imparting architectural education shall encourage faculty members to involve in professional practice, including research. The concept and practice of Architecture, today, is far different from that of the Twenties and Thirties. The practice now is concerned with the whole activity of designing a Complex, man-made environment, especially in the urban areas. Many new factors, including the advances that science and technology is making, call for immediate attention by the profession. Architectural education will have to be broader and more encompassing, and the faculty and the teaching institutions have to keep themselves abreast of the latest techniques and development.

It is this context that the Council of Architecture has evolved Guidelines for Consultancy Practice by the faculty members of the schools of architecture. Institutions imparting architectural education must encourage faculty members to be involved in professional practice which would enrich the experience and knowledge of the faculty members and, in turn, upgrade the level/quality of teaching, training and research programmes. The Heads of the institutions must ensure that the faculty members do not, directly or indirectly, compromise their responsibility to the students and that the consultancy practice would not interfere with the faculty member's normal and primary duties to the students and other activities of the institution. The Consultancy practice permitted to the faculty must be consistent with the guidelines.

GUIDELINES OF CONSULTANCY PRACTICE FOR THE FACULTY MEMBERS OF THE SCHOOLS OF ARCHITECTURE

1. Introduction

The primary commitments of a faculty member are towards the students, teaching/research and other activities of the institution. It is a recognised fact that in the modern fast changing world with techniques of construction, planning/architecture concepts continuously going through a process of re-evaluation and change, the faculty and the institutions have to keep themselves abreast of the latest activities and developments. This can only be achieved with opportunities to the faculty members who involve in professional consultancy practice. Such a consultancy practice has also other advantages like:

- (a) The contact with the profession and industry enriches experience and knowledge of the faculty members in the professional spheres that upgrade the level quality of teaching, training and research programmes.
- (b) The faculty members have also opportunities for implementing their ideas under actual live conditions.
- (c) The contact with live teachers and actual projects would enable the students to perceive properly and relevant to the curriculum.
- (d) The students will thereby be trained at a much higher level by technological efficiency and latest techniques and research inputs resulting in their immediate absorption in employment after completion of their studies with greater confidence and the professional challenges.

With this in view it is recommended that the institutions may permit faculty members to engage themselves either in institutional consultancy practice or individual consultancy practice on the following guidelines.

2. General

- 2.1 The faculty members may be permitted to engage in private consultancy practice without detriment to their normal and primary duties to the students, research/training and other activities of the institution, either individually or in groups or in association with individuals or with established firms on a fee or retainer basis.
- 2.2 The faculty members shall not be entitled for any concession for engaging themselves in private consultancy practice.
- 2.3 The faculty members shall impart to the students the knowledge and experience gained in private consultancy practice and may also impart professional training to the students.
- 2.4 The faculty members shall not be entitled to any non-practising allowance whether engaged in consultancy practice or not.
- 2.5 The faculty members shall engage in consultancy practice at their own risk and the institution shall not be held responsible legally or otherwise arising out of such consultancy practice.
- 2.6 The faculty members may be required to carry out architectural and other related works of the institutions as and when assigned, on payment of fees.
- 2.7 The faculty members shall be required to submit at the end of every financial year, a statement indicating therein the income earned from private consultancy practice that has been indicated in the income tax return filed and duly certified by a Chartered Accountant.
- 2.8 The funds from the Research, Development and Staff Welfare Fund shall be utilised only for welfare programmes, research and development activities.

3. Institutional Consultancy Practice

- 3.1 The institutional consultancy practice may be undertaken through a Consultancy Cell established in the institution.
- 3.2 The Institutional Consultancy Cell may manage its affairs through a committee of faculty members and the authorities of the institution, duly authorised to initiate and conclude negotiations for jobs and other details like nature of job, fees, responsibilities etc.
- 3.3 The Consultancy Cell Committee, may, assign the job to faculty members individually or in groups.
- 3.4 The Consultancy Cell may make use of institution facilities with supporting infrastructure of its own.
- 3.5 The faculty members entrusted with the jobs may appoint a group leader for entering into agreement with clients on behalf of the Consultancy Cell and also to engage specialist consultants, as and when required, and to negotiate the fees thereof with the Consultancy Cell Committee's approval.

- 3.6 The Consultancy Cell shall contribute a portion of the fees not exceeding 10%, to the Research, Development and Staff Welfare Fund:

Provided further, that another 10% of the fees shall be placed at the disposal of the Consultancy Cell Committee to defray expenditure for its activities.

The remaining 80% of the fees shall be utilised for expenditure and for payment of honorarium to faculty members.

- 3.7 The faculty members shall submit progress reports to the Consultancy Cell periodically for review.

- 3.8 The Consultancy Cell Committee shall submit reports annually to the authorities of the institution.

- 3.9 The Consultancy Cell shall manage all its receipts and payments.

4. Individual Consultancy Practice

- 4.1 The faculty members shall keep the institution informed of each consultancy project to be undertaken seeking prior approval within a reasonable period of time:

Provided, if, in the opinion of the institution, the primary teaching duties of the faculty members are likely to be adversely affected by the quantum and nature of work, the reasons shall be communicated to the faculty members to satisfy the institution before actual engagement.

- 4.2 The faculty members in individual consultancy practice, shall contribute 30% of the net income from such consultancy practice as declared in the income tax return each year, to the Research Development and Staff Welfare Fund or 6% of the gross receipts from such consultancy practice in a given year, duly certified by a Chartered Accountant.

- 4.3 The net income from individual consultancy practice of faculty members shall not exceed the gross emoluments received annually from the institution in a year.

- 4.4 The faculty members may not use any of the institution facilities provided when institution facilities are made use of by faculty members, they shall be required to pay the institution on the norms laid down by the institution for the facilities used.

Council of Architecture

ARCHITECTURAL COMPETITION GUIDELINES

PREFACE

Architectural Competitions have a long history, and have produced many extremely successful buildings. They attract great public interest, and have led to the discovery of new talent and new ideas, that could only be found by throwing an architectural project wide open to competition. The Council of Architecture Competition Guidelines provide a new up-to-date code that safeguards the interests of promoters and of architects, and bring the system into line with present-day conditions.

To many clients – the choice of an architect presents no difficulty, but to many others the choice is not easy. The client's desire to see the sketch designs of several architects before he commissions him is understandable, but to ask an architect to submit a sketch design is to ask him to do the essential creative work for which he should be properly paid. If more than one or two architects are commissioned payment to each would be expensive. Architects, however, are allowed to compete against each other without charging a fee in an open architectural competition held under Council of Architecture Guidelines.

The architectural competition is a balance of advantages. Architects who would not have been considered in the normal way for an important commission, perhaps for a building of national importance have an opportunity to prove their talent and ability.

Many architects regard competitions as a valuable opportunity for research, perhaps for the study of a new building type, or for exploring the possibilities of new technical ideas and for gaining new experience. On the other hand, the profession's willingness to allow its members to compete without fee is a remarkable concession to the promoter without parallel in any other profession.

For the promoter also, there is balance of advantages. A competition will cost him a little more than if he had commissioned an architect privately and it will take a little more time. But this must be balanced against the chance to draw upon the talents of all those who respond to the architectural challenge, and the possibility that an outstanding design will emerge. He is making a public demonstration that he cares about architecture, and can take legitimate pride in his determination to find the best architect and the best design he can get. He will be rewarded with a greater public interest than is generally shown in new buildings.

Competition Guidelines as laid by the Council of Architecture protects and safeguards the interest of both the promoter and the competitors. While ensuring the promoter a design of high standard, it also ensures that each competitor competes on like conditions and within the same limitations.

The purpose of these Guidelines is to explain the architectural competitions system, and to help the client who is thinking of promoting a competition to make up his mind whether a competition is the right answer to his architectural problem, and, if so, which kind of competition would be suitable. It also tells, a would be promoter how competitions are organised, and what are the responsibilities of promoter.

Architectural Competition Guidelines

ARCHITECTURAL COMPETITION – ITS PURPOSE

Architectural Competitions give the promoters a choice from the best viable project of high standard with a variety of approaches.

Competition brings out a wide range of ideas and concepts and gives the promoter the choice of selecting that which fits into his specific requirements.

One of the principal aims of the competition is to explore hidden talents among younger Architects. To many competitors, it often is the first step to a successful career.

Competition Guidelines as laid down by the Council of Architecture protect and safeguard the interests both of the promoter and the competitor.

While ensuring the promoter a design of high standard and adjudged as such by prominent Architects acting as Assessors, it also ensures that each competitor competes on like conditions and within the same limitations.

Both the promoter and the competitor are assured by these guidelines that the entries will be judged only by those who are qualified to interpret the competitors' presentations and to judge if the design selected meets with the promoter's requirements.

The guidelines therefore lay considerable emphasis on the mandatory requirement of Assessors and the qualifications.

The appointment of the Assessors should therefore be the immediate and first step the moment the promoter decides to go in for a competition. The President of the Council of Architecture, if so requested by the promoter, may suggest a panel of names experienced in this type of project proposed, for appointment as Assessors. Their responsibilities commence with the approval of the brief of the competition project. The Assessor may even help to prepare the brief.

For practical reasons, this responsibility is often taken by the Senior Assessor who would then be available to advise the promoter on all matters connected with the competition from the promoter's decision to hold the competition till the final award.

Briefly the Assessors (or the Senior Assessor) will:

1. Assist in the preparation and approval of the brief.
2. Study and understand the requirements of the Local Authorities.
3. Visit and examine the project site, if necessary.
4. Advise on the appointment of the Technical Advisers, if necessary.
5. Finalise the competition conditions.
6. Prepare the final report/award.

The project brief is the most important document. The success of the competition will depend upon the clarity and the completeness of the brief. This can be achieved by a very close cooperation between the Promoters and the Assessors (or the Senior Assessor) in the preparation and finalisation of the brief.

Further the participation of the Assessors in the preparation of the brief will enable them to understand fully the intent of the promoter. Also as qualified Architects they would be capable of visualizing the development with reference to the promoter's requirements, site conditions etc. and in interpreting the competition entries in these terms.

For complicated projects such as Hospitals, Airports etc. which are under constant development or projects encompassing highly technical elements, a Technical Adviser would be considered necessary in the initial stage to help the Promoter and the Assessors to draw up the brief and subsequently to advise the Assessors on the technical aspect of the competition entries.

Once the promoter's requirements, the site conditions, the requirements of the local authorities etc. have been formulated into the competition brief, the Assessors (or the Senior Assessor) can advise the promoter on the type of competition that should be promoted.

Schedule 1 of the Competition Guidelines describes in detail the types of competitions, which could be adopted and successfully conducted.

The conditions for Architectural competition given in Schedule 3 specifies the procedure to be followed by the promoter for conducting competitions and these conditions have been drawn up to ensure that each competitor competes on similar conditions, that the selection is based entirely on merit, that in appreciation of the effort that would be put in by each competitor suitable and adequate prize monies and honoraria are assured, that anonymity of the competitor is maintained during the competition and that each competitor enjoys Copyright and Right of Ownership.

Response from well established Architects as well as large number of young Architects to an open competition can best be assured by wide publicity. This is all the more essential for projects which are of public interest.

Publicity could begin with the invitation of Architects to participate through widely read media. This could be followed by press conferences and finally by the publication of the Assessor's report and public exhibition of all the entries.

GUIDELINES FOR ARCHITECTURAL COMPETITIONS

INTRODUCTION :

The purpose of these Guidelines is to indicate the principles upon which competitions will be conducted and the rules which must be observed by a promoter for conducting competitions.

These guidelines have been drawn up in the interest of both the promoter and the competitor and to ensure that the architectural competitions are properly conducted and that selection of the design will be on merit alone and will satisfy the promoter's requirements.

The Code of Professional Conduct of the Council of Architecture does not allow Architects to give unpaid services in competition with each other and competitive designs shall only be submitted through competition organised within the framework of these guidelines.

GUIDELINES :

ARTICLE 1 : ELIGIBILITY TO COMPETE :

Participation in any and all competitions shall be open to:

1. Architects i.e those who are registered with the Council of Architecture under the Architects Act, 1972 on the date of announcement of the competition and thereafter.
2. Firms in which all the partners shall be registered with the Council of Architecture under the Architects Act, 1972 on the date of announcement of the competition and thereafter.¹
3. Students of a Teaching Institution, the qualifying examination of which is recognised by the Council of Architecture provided that no member of the staff of the said institution is the sole Assessor or in a jury of three or more Assessors, only one Assessor is from the staff of the said institution.
4. Neither the Promoter of the competition, Assessor/s engaged for the competition nor any of their associate, partner or employee shall compete, assist a competitor or act as an architect or joint architect for the competition project.

Competitor may be requested to submit a proof of qualification, copy of his valid Registration certificate issued by the Council of Architecture, and in case of a student, a certificate from the head of his institution which is qualified as per 3 above.

ARTICLE 2 : COMPETITION :

1. The word 'Competition' shall apply to any competition described in Schedule 1 and participation shall be open only to those qualified as per Article 1.
2. The draft competition conditions including time table, registration fees, prize monies/honoraria, board of assessors, the programme etc. of competitions shall have been finalised within the framework of the guidelines prescribed by the Council of Architecture before any announcement is made by the promoter of the competition.
3. The conditions of the competitions shall clearly give:

Conditions based upon guidelines prescribed by the Council of Architecture.

Type of Competition.

Purpose of the competition and intentions of the promoter.

Nature of the problem to be solved.

All practical and mandatory requirements to be met by the competitors.

Number, nature, scale and dimensions of the documents, plan and/or models.

Estimates if required in standard form issued with the conditions.

Nature of prizes.

Names of Assessors.

Necessary information required for conducting the competition.

1. Amended by the Council of Architecture at its 38th Meeting held on 26th & 27th July, 2001.

4. The competition shall be conducted in English.
5. All competition designs shall be submitted anonymously.

ARTICLE 3 : BOARD OF ASSESSORS :

The Board of Assessors shall at all times include Architects who are registered with the Council of Architecture and shall be in a majority of atleast one.

ARTICLE 4 : PRIZES, HONORARIA & MENTIONS :

No competition shall be conducted without adequate premium/honoraria and the competition conditions and the media announcements must state the amounts and number of prizes for the open competition and the amount of premium or honorarium to each competitor in a limited competition and in the second stage of a two stage competition.

ARTICLE 5 : COPYRIGHT & RIGHT OF OWNERSHIP :

- i. Each competitor shall retain Copyright in his own competition design.
- ii. Each competitor shall retain the right of reproduction of his own competition design.

ARTICLE 6 : EXHIBITION OF ENTRIES :

All competition designs including those disqualified by the Board of Assessors shall be exhibited for atleast one week, together with a copy of the signed report of the Board of Assessors. The exhibition shall be open to public free of charge.

ARCHITECTURAL COMPETITIONS

REGISTRATION PROCEDURE :

It is extremely important for competitors who may be asked to pay substantial registration fees to know exactly when they are registered and under what conditions the registration fee will be refunded. It is also important for intending competitors to receive sufficient information when they are invited to apply for the competition conditions to enable them to judge whether the competition falls within the guidelines for architectural competition of the Council of Architecture and whether they are capable of tackling the problem set by the competition.

The Council of Architecture recommends 3 parts Procedure:

PART I

A descriptive leaflet and / or an advertisement in general and professional media. These should include the following information:

1. Name of the Promoter
2. Purpose and nature of the competition. This should be carefully worded to give a clear idea of the scope of the project whether it is a project or an ideas competition, single or 2 stage competition and the type of material that a competitor would be asked to submit.
3. The prizes (or honoraria)
4. Names of Assessors
5. Persons eligible to compete
6. An approximate time table
7. The procedure for registration, the last date for registration and the date by which the competition conditions would be made available by the promoter.

Copies of this leaflet with a registration form attached (see model form) should be available from the promoter.

PART II

An intending competitor makes an application the bodies listed in the advertisement/leaflet for the registration form, completes the registration form as per the instructions given on the form and sends it by registered post to the promoter together with the registration fee (if any).

The registration form should be sent by the intending competitor within the time stipulated. It will establish his eligibility to compete. The registration is only complete when the promoter accepts the competitor's eligibility by placing his name on the competition register and informs him in writing accordingly.

PART III

The competition condition will be sent to the intending competitor by the promoter only when his eligibility is established and his name is entered in the competition register.

REGISTRATION FORM

(All entries in block letters)

Registration No.

OR Name of Educational Institution:

.....
.....

Year of Study

Competitor(s) Name(s)

(1) Mr/Ms.
Surname 1st Name 2nd Name

(2) Mr/Ms.
Surname 1st Name 2nd Name

(3) Mr/Ms.
Surname 1st Name 2nd Name

Address: (In case of entry by a team, give the address of the first mentioned person who will be registered by the promoter as a leader).

.....
.....
.....

Registration fee
(By Demand Draft in favour of

.....)
(indicate name of promoter)

payable at

.....
(enter name of the city)

Demand Draft for Rs. (enter amount)

no dated

drawn on (enter name of the Bank)

Declaration : (To be signed by Competitor i.e. an individual Architect or one of the partners of a firm of Architects or leader of a team of Architects)¹

I declare that at the time of application to register for the competition, I was registered with the Council of Architecture incorporated under the Architects Act 1972 and that the Registration with the Council of Architecture will be maintained, till the award of the Board of Assessors and thereafter till the completion of the project if I am declared and appointed as the Architect for the project.

OR

I declare that at the time of application to register I was studying Architecture in the _____ (indicate year of study) year of Architecture at the _____ (Indicate name of educational institution) (Optional clause if students are admitted).

Signature.....

Date.....

Notes:

- i. Registration is not transferable.
- ii. Ideas competitions: Students may register either individually or in team with other students.
- iii. Two Stage and Single Stage competitions: Students are not permitted to register and may therefore only participate in association with an accredited architect.

Title of Competition (Enter name of project and location)

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

MODEL FORM FOR IDEAS COMPETITION

ARCHITECTURAL COMPETITION FOR.....

1.00 GENERAL RULES

INVITATION

- 1.1 The promoter..... (inset name of the promoter) has decided to promote an Ideas Competition and invites Architects/Students to submit designs in competition for.....(insert the name of the project) in accordance with the conditions and instructions set out below. It is not the intention of the promoter to build. The competition is promoted as an exercise in design/or planning, to draw attention to.....(describe the purpose of the competition) and to assist the community by facilitating further research and thought into the problem.

ELIGIBILITY

- 1.2 The term " Architect" will mean any person who at the time of his application is registered with the Council of Architecture under the Architects Act, 1972. Where the application is made by a firm, all partners of the firm shall be Architects. The qualification and title of the Partner who is responsible for the business of the firm, only need be stated in the registration form.¹
- 1.3 The term 'Student' shall mean a bonafide student of a recognised institution, the qualifying examination of which is recognised by the Council of Architecture.

APPROVAL OF CONDITIONS

- 1.4 This competition will be conducted in accordance with the guidelines of the Council of Architecture, which also apply in case of points which have not been specifically covered by these conditions.
- 1.5 The Board of Assessors have seen and approved these conditions.
- 1.6 A copy of the competition conditions have been filed with the Council of Architecture.
- 1.7 Registered participant wishing to submit more than one scheme may do so with payment of further registration fee for each additional entry. Each scheme should be submitted separately and the participant must apply for further copies of relevant despatch papers for each additional scheme.

PERSONS INELIGIBLE

- 1.8 No member of the Board of Assessors shall take part either directly or indirectly in the competition nor be entrusted either directly or indirectly with work connected with the prize winning design. No member of the promoting body or an associate or an employee or any member concerned with the preparation or organising of the competition shall be eligible to compete or assist a competitor.

ENTERING IN THE COMPETITION

- 1.9 The competition conditions and registration form are available on written application from.....(name of the promoter and his address). The Registration form filled in and completed in all respects as instructed should be sent to the promoter by registered post or hand delivery together with the registration fee of Rs..... not later than.....(indicate the date).

The Registration form filled in and completed in all respects should be sent to the promoter not later than..... (indicate date). No registration fee is charged.

- 1.10 The registration fee sent along with registration form will be refunded:

1. If the applicant does not fulfil the qualification required under 1.2 and 1.3. The applicant will not be eligible to participate in the competition.
2. If the applicant returns the competition conditions with all enclosures by (indicate the date) and informs the promoter of his intentions not to participate.

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

BOARD OF ASSESSORS

- 1.11 The following members have been appointed on the Board of Assessors to advise on the conduct of the competition, adjudicate on the designs submitted and make the award. (State below name, title and designation of each Assessor)

- 1.
- 2.
- 3.
- 4.
- 5.

APPOINTMENT OF TECHNICAL ADVISERS

- 1.12 If necessary the Board of Assessors may consult Technical Adviser appointed by the Senior Architect Assessor/Board of Assessors. The Technical Adviser may be consulted on any aspect of the competition and he may be asked to be present during the judging to give advice on entries when he is invited to do so, but he shall not take part in the judging process.

PRIZES AND MENTIONS

- 1.13 The promoter undertakes to accept the decisions and the awards of the Board of Assessors and within 3 months of the date thereof to pay the following prizes:

1. To the author of the design placed first Rs.....
2. To the author of the design placed second Rs.....
3. To the author of the design placed third Rs.....
4. The promoter has also set aside an additional sum of Rs..... for further awards for mentions to be allotted at the discretion of the Board of Assessors.

ANONYMITY

- 1.14 Anonymity will be strictly observed at all stages of the competition by the competitors, by the Board of Assessors, by the Promoter and by all those concerned with the competition.

QUESTIONS AND ANSWERS

- 1.15 Competitions' questions must be written on the form provided (No. 1) (attach additional plain sheets for more questions) and sent to (name and address of the promoter) to reach not later than.....(indicate date). An explanatory memorandum dealing with the questions submitted will be dispatched to all the competitors not later than (indicate date) and will form part of the conditions and instructions of the competition.

OR

No questions will be permitted in the second stage.

SUBMISSION OF DESIGNS

- 1.16 Submission of design implies acceptance of the competition conditions. Competitors are advised to retain copies of the design submitted.
- 1.17 All plans and accompanying documents and envelopes comprising a competition entry must bear on the top right hand a 1 cm high six digit number of competitions choice. No other symbol, motto or distinguishing mark will be placed on any part of the competition entry. The design and the documents of each competitor shall be dispatched in a single packet using the label(s) provided (No. 2).
- 1.18 Each design must be accompanied by a declaration/proof of identity form (No. 3) signed by the competitor or joint competitors and enclosed in the envelope provided. Each competitor must be prepared to satisfy the Board of Assessors that he is the bonafide author of the design he has submitted.
- 1.19 Competition designs delivered by hand should reach the Promoter at his address given in 1.9 not later than (indicate date and time). Receipt with date and time of delivery will be issued by the promoter to the competitors.
- 1.20 Competition designs sent by post or through forwarding agent must be dispatched not later than (indicate date - this should be same as 1.19). Proof of dispatch clearly showing the date of dispatch shall be forwarded to the promoter separately with a covering letter informing him of the dispatch of the competition designs. This letter shall be on a plain paper unsigned and only with the six digit number.
- 1.21 Competition designs sent through post or through forwarding agent must reach the promoter at his address given in 1.9 not later than (indicate date and time)
- 1.22 All drawings, documents, report and photographs should be packed together in a plain brown paper and sealed. This packet will also include the sealed envelope (No. 4) containing the declaration/ proof of identity form (No. 31). If the packet has to travel a long distance, it may be dispatched in a wooden crate. Both the packet and the wooden crate will bear only the name and address of the promoter and the six digit number.

INSURANCE OF COMPETITION DESIGN

- 1.23 Each competitor is responsible for insuring his entry against loss, damage or non-delivery upto the time of its receipt by the promoter at the address given in 1.9.
- 1.24 On receipt by the promoter, each entry will be insured him (the promoter) for the sum of Rs..... till is return to the competitor after the award. This sum will also cover expenses to return of the design to the competitor.

JUDGING PROCEDURE

- 1.25 The promoter will place a secretariat at the disposal of the Board of Assessors to minute their meetings and record their decisions.
- 1.26 The deliberations of the Board of Assessors will be secret. No member of the Board or Technical Adviser or member of the promoter's staff or competition secretariat may disclose any details of the competitions, deliberations or decisions.
- The decisions of the Board of Assessors are final and binding on the promoter.
- 1.27 The judging of the entries are scheduled to take place during the month of(indicate month and year) and any delay agreed by the Board of Assessors will be publicly announced.
- 1.28 The promoter will announce the award of the competition not later than two weeks after the judging has been complete.
- 1.29 A copy of the report of the Board of Assessors will be sent to each competitor at the same time as the Board's award is made public.

DISQUALIFICATION

- 1.30 The Board of Assessors may disqualify entries for the following reasons:
1. If despatched by post or through the forwarding agent to or delivered in person at the promoter's address in 1.9 after the last date and time given in 1.19 and 1.20.
 2. If received by the promoter at the address given in 1.9 by post or through forwarding agent after the last date and time given in 1.21.
 3. If the competitor disregards any of the conditions of the competition.
 4. If the competitor attempts to influence any member of the Board of Assessors and/or discloses his identity.

TERMINATION OF THE COMPETITION

- 1.31 If against all expectations entertained by the promoter, the result of the competition is such that none of the participants could be declared by the Assessor as the winner of the competition, competition could be regarded as terminated and the promoter will on the advice of the Board of Assessors award the second, third and the additional prizes to the entries selected by the Board.

ANNOUNCEMENT OF AWARD AND EXHIBITION

- 1.32 The promoter will publish the award of the Board of Assessors and inform the Council of Architecture after having first informed the authors of the prize winning and premiated designs individually by telegrams and confirmed by letters.
- 1.33 All designs including those disqualified by the Board of Assessors will be exhibited from.....(indicate date) to.....(indicate date) at.....(indicate address) together with the copy of the signed report of the Board of Assessors. The above dates of the exhibition will also be conveyed individually to all competitors in advance.
- 1.34 Names of all competitors will be displayed at the exhibition. However, competitors of designs not premiated may choose to remain anonymous. They should so indicate on the envelope containing their declaration/proof of identity form.

RETURNING OF ENTRIES

- 1.35 Within one month after closing of the exhibition, all entries except the design placed first will be returned to the postal address given in the declaration form, by the promoter at his own cost.
- If the delivery to any such addresses is not accepted, a notification to that effect will be sent by the promoter by registered post to the said postal address and the entry will be kept by the promoter with him for collection by the competitor for a period of three months from the date of the registered letter. After that the promoter will be free to dispose of the entry at will.

RIGHTS

- 1.36 Drawings of the designs winning the first prize will be retained by the promoter as his property.
- 1.37 Copyright of all designs including the designs winning the first prize will be that of the authors of the designs.
- 1.38 Design awarded the first prize only will be used by the promoter.
- 1.39 The promoter's right on the designs awarded the first prize covers one execution. Repetition of the said design by the promoter will be with the written permission of the author and on confirmation of suitable terms.
- 1.40 No other designs whether premiated or not shall be used wholly or partly by the promoter.
- 1.41 Each competitor shall retain the right of reproduction of his designs.

SETTLEMENT OF DISPUTES

- 1.42 In the event of dispute not related to the judging procedure or the award of the Board of Assessors, the settlement will be by arbitration without recourse to the legal authorities.

COMPETITION TABLE

- 1.43 The competition will be run in accordance with the following time table:

Competition conditions will be made available by the promoter	 (indicate date)
Last date for registration	 (indicate date)
Last date for return of competition conditions for refunding registration fee	 (indicate date)
Last date of receipt of questions by the promoter	 (indicate date)
Last date for despatch of answers to questions to the competitor	 (indicate date)
Last date for despatch of competition entries by post or delivery of entries to the promoter by hand	 (indicate date)
Last date for receipt of entries by post or through forwarding Agent by the promoter	 (indicate date)
Judging dates	 (indicate date)
	to..... (indicate date)
Intimation to each competitor of the awards of the Board of Assessors and publication of the awards	 (indicate date)

- 2.00 Explanatory Note of the promoter, purpose and intent of the project

- 3.00 Information of General Nature

- 3.1 Economical Aspect
- 3.2 Social and Cultural Aspect
- 3.3 Climate
- 3.4 Physical Aspect and Description of the site
- 3.5 Etc.

- 4.00 Programme of Requirements

- 5.00 Drawings and Documents to be submitted by Competitors

- 5.1 Site plan and Location plan
- 5.2 Sketch design drawings
- 5.3 Perspective view (model if necessary)
- 5.4 Etc.

- 6.00 Annexures

- 6.1 Registration Form
- 6.2 Competitors' Question Form (No.1)
- 6.3 Competitors' Question Envelope (No.1)
- 6.4 Label(s) (No.2)
- 6.5 Declaration/Proof of Identity Form (No.3)
- 6.6 Declaration/Proof of Identity Envelope (No.3)
- 6.7 Location Plan
- 6.8 Site Plan
- 6.9 Photographs of surrounding area and site
- 6.10 Letter type and size for code number

Competitors' Questions (No.1) (if applicable see 1.15)

Competitors may submit questions so as to reach the promoter at.....(indicate address)
not later than.....(indicate date). Questions should be in block letters or typewritten. Add
extra sheets if necessary.

Question No.1

Question No.2

Question No.3

Question No.4

Question No.5

Address to which answers should be sent

.....

Title of competition

Envelope
(No.1)

COMPETITOR'S QUESTIONS (NO.1)

The Promoter
Title of the competition
Address

Label for
Despatch
(No.2)

The Promoter
Title of the competition
Address

DECLARATION / PROOF OF IDENTITY FORM

Registration No
(Council of Architecture)

OR Name of Educational Institution

.....

.....

Year of study

Name and Address

Competitors 1.

2.

3.

4.

In case of entry by an individual architect or a firm of Architects or a team of Architects, the first name shall be of the leader.¹

Declaration (To be signed by competitors i.e. individual Architect or all partners of a firm of Architects or all members of a team of Architect).¹

I/We declare that the design is my/our work and that the drawings have been prepared by myself/ourselves or in my/our office under my/our supervision.

I/We have complied with and accept all regulations and conditions which apply to the competition and accept the decision of the Board of Assessors.

Signature 1

2

3

4

Date:

(Note: This form is to be completed, signed and placed in the official envelope provided, which is then sealed and placed in the packet containing the competition entries. Put the six-digit number only on the right corner of the envelope.)

Title of the competition

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

DECLARATION / PROOF OF IDENTITY FORM (NO.3)

COMPETITOR'S IDENTITY NUMBER

.....

Promoter's Code Number (if given)

.....

In the event the design submitted under the above number NOT receiving an award the author(s) may remain anonymous by placing a 'X' in the box below.

☐

Title of the competition

MODEL FORM FOR SINGLE STAGE OPEN COMPETITION

ARCHITECTURAL COMPETITION FOR

1.00 GENERAL RULES

INVITATION

- 1.1 The promoter.....(insert name of the promoter) has decided to promote an architectural competition and invite Architects to submit design in a single stage competition for.....(insert the name of the project) which is proposed to be built on a site at.....(indicate the location of the site) and measuring (area) Sq.m in accordance with Conditions and Instructions set out below.

OBJECTS AND NATURE OF THE COMPETITION

- 1.2 The object of the competition is to obtain design for.....(insert name of the project) in accordance with which after further elaboration this project will be developed.

ELIGIBILITY

- 1.3 The term "Architect" will mean any person who at the time of his application is registered with the Council of Architecture under the Architects Act, 1972. Where the application is made by a firm, all partners of the firm shall be Architects. The qualification and title of the Partner who is responsible for the business of the firm only need to be stated with registration form.¹

APPROVAL OF CONDITIONS

- 1.4 This competition will be conducted in accordance with the Guidelines of the Council of Architecture, which also apply in case of points which have not been specifically covered by these conditions.
- 1.5 The Board of Assessors have seen and approved these conditions.
- 1.6 A copy of the Competition Conditions have been filed with the Council of Architecture.

PERSONS INELIGIBLE

- 1.7 No member of the Board of Assessors shall take part either directly or indirectly in the competition or be entrusted either directly or indirectly with work connected with the prize winning design. No member of the promoting body or an associate or an employee or any member concerned with the preparation or organising of the competition shall be eligible to compete or assist a competitor.

ENTERING IN THE COMPETITION

- 1.8 The competition conditions and registration form are available on written application from.....(name of the promoter and his address). The registration form filled in and completed in all respects as instructed should be sent to the promoter by registered post or hand delivery together with the registration fee of Rs.....not later than.....(indicate the date).

OR

The registration form filled in and completed in all respects should be sent to the promoter not later than.....(indicate date). No registration fee is charged.

- 1.9 The registration fee sent along with registration form will be refunded:
1. If the applicant does not fulfil the qualification required under 1.3.
 2. If the applicant returns the competition conditions with all enclosures by.....(indicate the date) and informs the promoter of his intentions not to participate.

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

BOARD OF ASSESSORS

1.10 The following members have been appointed on the Board of Assessors to advise on the conduct of the competition, adjudicate on the designs submitted and make the award. (State below name, title and designation of each Assessor)

- 1.
- 2.
- 3.
- 4.
- 5.

APPOINTMENT OF TECHNICAL ADVISERS

1.11 If necessary the Board of Assessors may consult Technical Adviser appointed by the Senior Architect/Assessor/Board of Assessors. The Technical Adviser may be consulted on any aspect of the competition and he may be asked to be present during the judging to give advice on entries when he is invited to do so but he shall not take part in the judging process.

PRIZES AND MENTIONS

1.12 The promoter shall accept the decisions and the awards of the Board of Assessors and within 3 months of the date thereof pay the following prizes:

1. To the author of the design placed first Rs.....
2. To the author of the design placed second Rs.....
3. To the author of the design placed third Rs.....
4. The promoter has also set aside an additional sum of Rs.....for further awards for mentions to be allotted at the discretion of the board of Assessors.

GUIDELINES IN RESPECT OF THE WINNING DESIGN

- 1.13 It is the intention of the promoter to build, and the author of the winning design will be appointed as the architect for the project to make final plans and render architectural and other allied services for the successful implementation of the project.
- 1.14 As soon as possible and within a reasonable time, the promoter shall confirm in writing the appointment of the winner of the competition (subject to 1.16 if applicable) as the architect in accordance with the "Conditions of Engagement and Scale of Professional Fees and Charges" of the Council of Architecture, and the prize money due to him under 1.12 shall be an advance towards his fees adjustable in his final instalment of fees.
- 1.15 In the unusual event when the promoter decides not to appoint the winner of the competition as architect to the project as per 1.13 he will compensate him equal to twice the sum total of the prize monies referred to in 1.12 in addition to the prize money awarded to him as the winner of the competition.
- 1.16 If in the opinion of the Board of Assessors the winner of the competition does not have adequate experience commensurate with the importance, complexity or magnitude of the project he may be required to associate with an individual architect or an architectural firm who in the opinion of the Board of Assessors would have the requisite experience.
- 1.17 The promoter will start the project as soon as it is possible. If due to unforeseen circumstances and in spite of true intent the appointment referred to in 1.13 or the construction of the project should be delayed and the winner of the competition is not given any further instructions to develop his design, the promoter will pay him after one year from the date of the Award, in addition to the prize money, an amount equivalent to twice the sum total of the prize monies in 1.12.
- 1.18 If for any reasons whatsoever the project is definitely called off and cancelled, the promoter will pay the winner of the competition, in addition to the amount paid as per 1.12 and 1.17, a further sum equivalent to the sum total of the prize moneys in 1.12. The total amount thus received by the winner of the competition shall be regarded as a final reward for all his work and it shall constitute full discharge by the promoter of the competition.
- 1.19 If, however, the project is called off or cancelled after the winner of the competition has been appointed as architect and he has rendered further services towards the implementation of the project, he shall be paid as per above or as per the "Conditions of Engagement and Scale of Professional Fees and Charges" of the Council of Architecture whichever is more.

ANONYMITY

1.20 Anonymity will be strictly observed at all stages of the competition by the Competitors, by the Board of Assessors, by the Promoter and by all those concerned with the competition.

QUESTIONS AND ANSWERS

- 1.21 Competitions' questions must be written on the form provided (No. 1) (attach additional plain sheets for more questions) and sent to (name and address of the Promoter) to reach not later than.....(indicate date). An explanatory memorandum dealing with the questions submitted will be dispatched to all the competitors not later than (indicate date) and will form part of the conditions and instructions of the competition.

SUBMISSION OF DESIGNS

- 1.22 Submission of design implies acceptance of the competition conditions. Competitors are advised to retain copies of the design submitted.
- 1.23 All plans and accompanying documents and envelopes comprising a competition entry must bear on the top right hand a 1 cm. high six digit number of competitions' choice. No other symbol, motto or distinguishing mark will be placed on any part of the competition entry. The design and the documents of each competitor shall be dispatched in a single packet using the label(s) provided (No. 2).
- 1.24 Each design must be accompanied by a declaration/proof of identity form (No. 3) signed by the competitor or joint competitors and enclosed in the envelope provided. Each competitor must be prepared to satisfy the Board of Assessors that he is the bonafide author of the design he has submitted.
- 1.25 Competition designs delivered by hand should reach the promoter at his address given in 1.8 not later than (indicate date and time). Receipt with date and time of delivery will be issued by the promoter to the competitors.
- 1.26 Competition designs sent by post or through forwarding agent must be dispatched not later than (indicate date this should be same as 1.25). Proof of dispatch clearly showing the date of dispatch shall be forwarded to the promoter separately with a covering letter informing him of the dispatch of the competition designs. The letter shall be on a plain paper unsigned and only with the six digit number.
- 1.27 Competition designs sent through post or through forwarding agent must reach the promoter at his address given in 1.8 not later than (indicate date and time).
- 1.28 All drawings, documents, reports and photographs should be packed together in a plain brown paper and sealed. This packet will also include the sealed envelope (No. 4) containing the declaration/ proof of identity form (No. 3). If the packet has to travel a long distance, it may be dispatched in a wooden crate. Both the packet and the wooden crate will bear only the name and address of the promoter and the six digit number.

INSURANCE OF COMPETITION DESIGN

- 1.29 Each competitor is responsible for insuring his entry against loss, damage or non-delivery upto the time of its receipt by the promoter at the address given in 1.8.
- 1.30 On receipt by the promoter, each entry will be insured by him (the promoter) for the sum of Rs..... till its return to the competitor after the award. This sum will also cover expenses for the return of the design to the competitor.

JUDGING PROCEDURE

- 1.31 The promoter will place a secretariat at the disposal of the Board of Assessors to minute their meetings and record their decisions.
- 1.32 The deliberations of the Board of Assessors will be secret. No member of the Board or Technical Adviser or member of the promoters' staff or competition secretariat may disclose any details of the competitions, deliberations or decisions. The decisions of the Board of Assessors are final and binding on the promoter and competitors.
- 1.33 The judging of the entries are scheduled to take place during the month of(indicate month and year) and any delay agreed by the Board of Assessors will be publicly announced.
- 1.34 The promoter will announce the award of the competition not later than two weeks after the judging has been complete.
- 1.35 A copy of the report of the Board for Assessors will be sent to each competitor at the same time as the Board's award is made public.

DISQUALIFICATION

- 1.36 The Board of Assessors may disqualify entries for the following reasons:
1. If despatched by post or through the forwarding agent to or delivered in person at the promoter's address in 1.8 after the last date time given in 1.25 and 1.26.
 2. If received by the promoter at the address given in 1.8 by post or through forwarding agent after the last date and time given in 1.27.
 3. If the competitor disregards any of the conditions of the competition.
 4. If the competitor attempts to influence any member of the Board of Assessors and/or discloses his identity.

TERMINATION OF THE COMPETITION

- 1.37 If against all expectations entertained by the promoter the result of the competition is such that none of the participants could be declared by the Assessor as the winner of the competition, competition could be regarded as terminated and the promoter will on the advise of the Board of Assessors award the second, third and the additional prizes to the entries selected by the Board.

ANNOUNCEMENT OF AWARD AND EXHIBITION

- 1.38 The promoter will publish the award of the Board of Assessors and inform the Council of Architecture after having first informed the authors of the prize winning and premiated designs individually.
- 1.39 All designs including those disqualified by the Board of Assessors will be exhibited from.....(indicate date) to.....(indicate date) at.....(indicate address) together with the copy of the signed report of the Board of Assessors. The above dates of the exhibition will also be conveyed individually to all competitors in advance.
- 1.40 Names of all competitors will be displayed at the exhibition. However, competitors of designs not premiated may choose to remain anonymous. They should so indicate on the envelope containing their declaration/proof of identity form.

RETURNING OF ENTRIES

- 1.41 Within one month after closing of the exhibition, all entries except the design placed first will be returned to the postal address given in the declaration form, by the promoter at his own cost.

If the delivery to any such addresses is not accepted, a notification to that effect will be sent by the promoter by registered post to the said postal address and the entry will be kept by the promoter with him for collection by the competitor for a period of three months from the date of the registered letter. After that the promoter will be free to dispose of the entry at will.

RIGHTS

- 1.42 Drawings of the designs winning the first prize will be retained by the promoter as his property.
- 1.43 Copyright of all designs including the designs winning the first prize will be that of the authors of the design.
- 1.44 Design awarded the first prize only will be used by the promoter.
- 1.45 The promoter's right on the designs awarded the first prize covers one execution. Repetition of the said design by the promoter will be with the written permission of the author and on confirmation of suitable terms.
- 1.46 No other designs whether premiated or not shall be used wholly or partly by the promoter.
- 1.47 Each competitor shall retain the right of reproduction of his designs.

SETTLEMENT OF DISPUTES

- 1.48 In the event of dispute not related to the judging procedure or the award of the Board of Assessors, the settlement will be by arbitration without recourse to the legal authorities.

COMPETITION TABLE

- 1.49 The competition will be run in accordance with the following time table:

Competition conditions will be made available by the promoter		(indicate date)
Last date for registration		(indicate date)
Last date for return of competition conditions for refunding registration fee		(indicate date)
Last date of receipt of questions by the promoter		(indicate date)
Last date for despatch of answers to questions to the competitor		(indicate date)
Last date for despatch of competition entries by post or through forwarding agent or delivery of entries to the promoter by hand		(indicate date)
Last date for receipt of entries by post or through forwarding agent by the promoter		(indicate date)
Judging dates		(indicate date)
	to	(indicate date)
Intimation to each competitor of the awards of the Board of Assessors and publication of the awards		(indicate date)

2.00 Explanatory Note of the promoter, purpose and intent of the project

3.00 Information of General Nature

- 3.1 Economical Aspect
- 3.2 Social and Cultural Aspect
- 3.3 Climate
- 3.4 Physical Aspect and Description of the site
- 3.5 Etc.

4.00 Programme of Requirements

5.00 Drawings and Documents to be submitted by competitors

- 5.1 Site plan and Location plan
- 5.2 Sketch design drawings
- 5.3 Perspective view (model if necessary)
- 5.4 Etc.

6.00 Annexures

- 6.1 Registration Form
- 6.2 Competitors' Question Form (No.1)
- 6.3 Competitors' Question Envelope (No.1)
- 6.4 Label(s) (No.2)
- 6.5 Declaration / Proof of Identity Form (No.3)
- 6.6 Declaration / Proof of Identity Envelope (No.3)
- 6.7 Location plan
- 6.8 Site plan
- 6.9 Photographs of surrounding area and site
- 6.10 Letter type and size for code number

Competitors' Questions (No.1) (if applicable see 1.15)

Competitors may submit questions so as to reach the promoter at.....(indicate address)
not later than.....(indicate date). Questions should be in block letters or typewritten.
Add extra sheets if necessary.

Question No.1

Question No.2

Question No.3

Question No.4

Question No.5

Address to which answers should be sent

.....

Title of competition

Envelope
(No.1)

COMPETITOR'S QUESTIONS (NO.1)

The Promoter

Title of the competition

Address

Label for
Despatch
(No.2)

The Promoter

Title of the competition

Address

DECLARATION / PROOF OF IDENTITY FORM

Registration No
(Council of Architecture)

OR Name of Educational Institution

.....

.....

Year of study

Name and Address

Competitors 1.

2.

3.

4.

In case of entry by an individual architect or a firm of Architects or a team of Architects, the first name shall be of the leader.¹

Declaration (To be signed by Competitors i.e. individual Architect or all partners of a firm of Architects or all members of a team of Architects.¹)

I/We declare that the design is my/our work and that the drawings have been prepared by myself/ourselves or in my/our office under my/our supervision.

I/We have complied with and accept all regulations and conditions which apply to the competition and accept the decision of the Board of Assessors.

Signature 1

2

3

4

Date:.....

(Note: This form is to be completed, signed and placed in the official envelope provided, which is then sealed and placed in the packet containing the competition entries. Put the six-digit number only on the right corner of the envelope.)

Title of the Competition

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

DECLARATION/PROOF OF IDENTITY FORM (NO.3)

COMPETITOR'S IDENTITY NUMBER

.....

Promoter's Code Number (if given)

.....

In the event the design submitted under the above number NOT receiving an award the author(s) may remain anonymous by placing a 'X' in the box below.

Title of the competition

MODEL FORM FOR TWO STAGE OPEN COMPETITION

ARCHITECTURAL COMPETITION FOR

1.00 GENERAL RULES

INVITATION

- 1.1 The promoter.....(insert name of the promoter) has decided to promote an architectural competition and invite Architects to submit design in a two stage competition for.....(insert the name of the project) which is proposed to be built on a site at.....(indicate the location of the site) and admeasuring (area)..... Sq.m in accordance with Conditions and Instructions set out below.

OBJECTS AND NATURE OF THE COMPETITION

- 1.2 The object of the competition is to obtain design in two stages for.....(insert the name of the project) in accordance with witch after further elaboration this project will be developed.

ELIGIBILITY

- 1.3 The term "Architect" will mean any person who at the time of his application is registered with the Council of Architecture under the Architects Act 1972. Where the application is made by a firm, all partners of the firm shall be Architects. The qualifications and title of the Partner who is responsible for the business of the firm, only need be stated in the registration form.¹

APPROVAL OF CONDITIONS

- 1.4 This competition will be conducted in accordance with the guidelines of the Council of Architecture, which also apply in case of points which have not been specifically covered by these conditions.
- 1.5 The Board of Assessors have seen and approved these conditions.
- 1.6 A copy of the competition conditions have been filed with the Council of Architecture.

PERSONS INELIGIBLE

- 1.7 No member of the Board of Assessors shall take part either directly or indirectly in the competition nor be entrusted either directly or indirectly with work connected with the prize winning design. No member of the promoting body or an associate or an employee or any member concerned with the preparation or organising of the competition shall be eligible to compete or assist a competitor.

ENTERING IN THE COMPETITION

- 1.8 The competition conditions and registration form are available on written application from.....(name of the promoter and his address). The registration form filled in and completed in all respects as instructed should be sent to the professional Adviser (1.11) by registered post or hand delivery together with the registration fee of Rs.....not later than.....(indicate the date).

OR

The Registration form filled in and completed in all respects should be sent to the promoter or Professional Adviser if appointed (1.11) not later than..... (indicate the date).

- 1.9 The registration fee sent along with registration form will be refunded:
1. If the applicant does not fulfil the qualification required under 1.3.
 2. If the applicant returns the competition conditions with all enclosures by.....(indicate the date) and informs the promoter of his intentions not to participate.

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

BOARD OF ASSESSORS

- 1.10 The following members have been appointed on the Board of Assessors to advise on the conduct of the competition, adjudicate on the designs submitted and make the award. (state below name, title and designation of each Assessor)

- 1.
- 2.
- 3.
- 4.
- 5.

PROFESSIONAL ADVISER

- 1.11. The promoter has appointed.....(indicate name, title and address) as Professional Adviser to supervise the conduct of the competition and assist in the preparation of the conditions. He will assist the Board of Assessors and will be present during its deliberations, but will have no vote. His responsibility will be limited to those involving the organisation of the competition.

APPOINTMENT OF TECHNICAL ADVISERS

- 1.12 If necessary the Board of Assessors may consult Technical Adviser appointed by the Senior Architect Assessor/Board of Assessors. Technical Adviser may be consulted on any aspect of the competition and he may be asked to be present during the judging to give advice on entries when he is invited to do so but he shall not take part in the judging process.

PRIZES AND MENTIONS

- 1.13 The promoter shall accept the decisions and the awards of the Board of Assessors and within 3 months of the date thereof pay the following prizes:

Each competitor selected by
the Board of Assessors to
participate further in the
second stage will receive an honorarium of

Rs.....

GUIDELINES IN RESPECT OF THE WINNING DESIGN

- 1.14 It is the intention of the promoter to build, and the author of the winning design will be appointed as the architect for the project to make final plans and render architectural and other allied services for the successful implementation of the project.
- 1.15 As soon as possible and within a reasonable time the Promoter shall confirm in writing the appointment of the winner of the competition (subject to 1.17 if applicable) as the architect in accordance with the 'Conditions of Engagement and Scale of Professional Fees and Charges' of the Council of Architecture.
- 1.16 In the unusual event when the promoter decides not to appoint the winner of the competition as architect to the project as per 1.14 he will grant him compensation equal to 0.25% of the cost of the project in addition to the honorarium due to him as per 1.13.
- 1.17 If in the opinion of the Board of Assessors the winner of the competition does not have adequate experience commensurate with the importance, complexity or magnitude of the project he may be required to associate with an individual architect or an architectural firm who in the opinion of the Board of Assessors would have the requisite experience.
- 1.18 No competition may be abandoned until the first stage shall have been completed and the Board of Assessors shall have made a selection of the competitors for the second stage. No abandonment of the competition shall be permitted after instructions have been given to the selected competitors to proceed with second stage. At no time the period between the promoter's decision to abandon or proceed with the competition shall exceed 3 months. In the event the competition is abandoned by the promoter after the first stage but before the commencement of the second stage, the sum total of the amount which would have become payable by way of honoraria as per 1.13 shall be equally divided among those competitors who would have been otherwise instructed to proceed with the second stage of the competition. These amounts shall be paid to each of the competitors within two months of the promoters decision to abandon the competition. None of the selected designs or any other design will be used either partly or wholly by the promoter and all entries shall be returned by the promoter at his own cost to the participants.
- 1.19 The Promoter will start the project as soon as it is possible. If due to unforeseen circumstances and in spite of true intent the appointment referred to in 1.14 or the construction of the project should be delayed and the winner of the competition is not given any further instructions to develop his design, the promoter will pay him after one year from the date of the Award, in addition to honorarium and the prize money, an amount equivalent to 0.25% of the cost of the project.
- 1.20 If, however the project is called off or cancelled after the winner of the competition has been appointed as architect and he has rendered further services towards the implementation of the project, he shall be paid as per 1.19 or as per the Conditions of Engagement and Scale of Professional Fees and Charges' of the Council of Architecture whichever is more.

ANONYMITY

- 1.21 Anonymity will be strictly observed at all stages of the competition by the Competitors, by the Board of Assessors, by the Promoter and by all those concerned with the competition.

QUESTIONS AND ANSWERS

- 1.22 Competitions' questions must be written on the form provided (No. 1) (attach additional plain sheets for more questions) and sent to (name and address of the Promoter or Professional Adviser if appointed to reach not later than).....(indicate date). An explanatory memorandum dealing with the questions submitted will be dispatched to all the competitors not later than (indicate date) and will form part of the conditions and instructions of the competition.
- 1.23 No questions will be permitted in the second stage.

SUBMISSION OF DESIGNS

- 1.24 These instruction in regard to the submission of designs will apply equally to both stages. Submission of design implies acceptance of the competition conditions. Competitors are advised to retain copies of the design submitted.
- 1.25 All plans and accompanying documents and envelopes comprising a competition entry must bear on the top right hand at 1 cm. high six digit number of competitors' choice.
- No other symbol, motto or distinguishing mark will be placed on any part of the competition entry. The design and the documents of each competitor shall be dispatched in a single packet using the label (s) provided (No. 2).
- 1.26 Each design must be accompanied by a declaration/proof of identity form (No. 3) signed by the competitor or joint competitors and enclosed in the envelope provided. Each competitor must be prepared to satisfy the Board of Assessors that he is the bonafide author of the design he has submitted.
- 1.27 Competition designs delivered by hand should reach the Professional Adviser at his address given in 1.11 not later than (indicate date and time). Receipt with date and time of delivery will be issued by the promoter to the competitors.
- 1.28 First stage competition designs sent by post or through forwarding agent must be despatched not later than (indicate date this should be same as 1.27). Proof of despatch clearly showing the date of despatch shall be forwarded to the Professional Adviser separately with a covering letter informing him of the despatch of the competition designs. The letter shall be on a plain paper unsigned and only with the six digit number.
- 1.29 First stage competition designs sent through post or through forwarding agent must reach the Professional Adviser at his address given in 1.11 not later than (indicate date and time)
- 1.30 All drawings, documents, report and photographs should be packed together in a plain brown paper and sealed. This packet will also include the sealed envelope (No. 3) containing the declaration/ proof of identity form (No. 3). If the packet has to travel a long distance it may be despatched in a wooden crate. Both the packet and the wooden crate will bear only the name and address of the promoter and the six digit number.
- 1.31 Instructions and date and time for the submission of designs in the second stage will be issued at appropriate time.

INSURANCE OF COMPETITION DESIGN

- 1.32 Each competitor is responsible for insuring his entry against loss, damage or non-delivery upto the time of its receipt by the professional Adviser at the address given in 1.11.
- 1.33 On receipt by the professional Adviser each entry will be insured him on behalf of the promoter for the sum of Rs till its return to the competitor after the award. This sum will also cover expenses for the return of the design to the competitor.

JUDGING PROCEDURE (First Stage)

- 1.34 The promoter will place a secretariat at the disposal of the Board of Assessors to minute their meetings and record their decisions.
- 1.35 The deliberations of the Board of Assessors will be secret. No member of the Board or Technical Adviser or member of the promoters' staff or competition secretariat may disclose any details of the competitions, deliberations or decisions.
- The decisions of the Board of Assessors are final and binding on the promoter.
- 1.36 The judging of the first stage entries is scheduled to take place during the month of(indicate month and year) and any delay agreed by the Board of Assessors will be publicly announced.
- 1.37 The Board of Assessors shall notify the promoter and the Professional Adviser of its selection in writing by providing them with the code numbers of the designs selected for the second stage.
- 1.38 Only the Professional Adviser if appointed shall open the relevant envelope (No.3) containing the declaration/proof of identity form (No.3) and shall inform individually, the author/team leader of each selected design by a telegram that he/his team is entitled to participate in the second stage.
- The declaration/proof of identity forms (No.3) shall then be resealed each in its respective envelopes (No.3) which will not be opened again until after the final award has been made. The names of those selected to proceed to the second stage will not be made public.

INSTRUCTIONS TO SECOND STAGE COMPETITORS

- 1.39 Supplementary instructions approved by the Board of Assessors will be issued by the Professional Adviser to all competitors selected to proceed to the second stage. These instructions will conform in outline to the present conditions but may include a more detailed specification of the accommodation, larger scale drawings to be prepared by the competitors, and any additional details which may appear necessary from the findings of the first stage.

JUDGING PROCEDURE (Second Stage)

- 1.40 The promoter will announce the award of the competition not later than two weeks after the judging has been complete.
- 1.41 A copy of the report of the Board of Assessors will be sent to each competitor at the same time as the Board's award is made public.

DISQUALIFICATION

- 1.42 The Board of Assessors may disqualify entries for the following reasons:
1. If despatched by post or through the forwarding agent to or delivered in person at the Professional Adviser's address in 1.11 after the last date time given in 1.28 and 1.29.
 2. If received by the Professional Adviser at the address given in 1.11 by post or through forwarding agent after the last date and time given in 1.29.
 3. If the competitor disregards any of the conditions of the competition.
 4. If the competitor attempts to influence any member of the Board of Assessors and/or discloses his identity any time during the first stage and second stage.

TERMINATION OF THE COMPETITION

- 1.43 If against all expectations entertained by the promoter the result of the competitions is such that none of the participants could be selected by the Assessor for the second stage, the competition could be regarded as terminated and the Board of Assessors will select for the first stage entries design for the award of the second, third and additional prizes. No honoraria will be paid.

ANNOUNCEMENT OF AWARD AND EXHIBITION

- 1.44 The promoter will publish the award of the Board of Assessors and inform the Council of Architecture after having first informed the authors of the prize winning and premiated designs individually by telegrams and confirmed by letters.
- 1.45 All designs including those disqualified by the Board of Assessors will be exhibited from.....(indicate date) to.....(indicate date) at.....(indicate address) together with the copy of the signed report of the Board of Assessors. The above dates of the exhibition will also be conveyed individually to all competitors in advance.
- 1.46 Names of all competitors will be displayed at the exhibition. However, competitors of designs not premiated may choose to remain anonymous. They should so indicate on the envelope containing their declaration/proof of identity form.

RETURNING OF ENTRIES

- 1.47 Within one month after closing of the exhibition, all entries except the design placed first will be returned to the postal address given in the declaration form, by the promoter at his own cost. If the delivery to any such addresses is not accepted a notification to that effect will be sent by the promoter by registered post to the said postal address and the entry will be kept by the promoter with him for collection by the competitor for a period of three months from the date of the registered letter. After that the promoter will be free to dispose of the entry at will.

RIGHTS

- 1.48 Drawings of the designs winning the first prize will be retained by the promoter as his property.
- 1.49 Copyright of all designs including the designs winning the first prize will be that of the authors of the designs.
- 1.50 Design awarded the first prize only will be used by the promoter.
- 1.51 The promoter's right on the designs awarded the first prize covers one execution. Repetition of the said design by the promoter will be with the written permission of the author and on confirmation of suitable terms.
- 1.52 No other designs whether premiated or not shall be used wholly or partly by the promoter.
- 1.53 Each competitor shall retain the right of reproduction of his designs.

SETTLEMENT OF DISPUTES

- 1.54 In the event of dispute not related to the judging or the award of the Board of Assessors, the settlement will be by arbitration without recourse to the legal authorities.

COMPETITION TABLE

1.55 The competition will be run in accordance with the following time table:

Competition conditions will be made available by the promoter	 (indicate date)
Last date for registration	 (indicate date)
Last date for return of competition conditions for refunding registration fee	 (indicate date)
Last date of receipt of questions by the promoter	 (indicate date)
Last date for despatch of answers to questions to the competitor	 (indicate date)
Last date for despatch of competition entries in First stage by post or through forwarding agent or delivery of entries to the promoter by hand	 (indicate date)
Last date for receipt of entries in first stage by post or through forwarding agent by the promoter	 (indicate date)
Judging dates for First Stage	 (indicate date)
	to
Instructions to be issued to participants selected for the second stage not later than	 (indicate date)

2.00 Explanatory Note of the Promoter, Purpose and intent of the project

3.00 Information of General Nature

- 3.1 Economical Aspect
- 3.2 Social and Cultural Aspect
- 3.3 Climate
- 3.4 Physical Aspect and description of the site
- 3.5 Etc.

4.00 Programme of Requirements

5.00 Drawings and Documents to be submitted by Competitors

- 5.1 Site plan and Location plan
- 5.2 Sketch design drawings
- 5.3 Perspective view (model if necessary)
- 5.4 Etc.

6.00 Annexures

- 6.1 Registration Form
- 6.2 Competitors' Question Form (No.1)
- 6.3 Competitors' Questions Envelope (No.1)
- 6.4 Label (No.2)
- 6.5 Declaration/proof of Identity Form (No.3)
- 6.6 Declaration/proof of Identity Envelope (No.3)
- 6.7 Location plan
- 6.8 Site plan
- 6.9 Photographs of surrounding area and site
- 6.10 Letter type and size for code number

Competitors Questions (No.1) (if applicable see 1.15)

Competitors may submit questions so as to reach the promoter at.....(indicate address)
not later than.....(indicate date). Questions should be in capital letters or
typewritten. Add extra sheets if necessary.

Question No.1

Question No.2

Question No.3

Question No.4

Question No.5

Address to which answers should be sent

.....

Title of competition

Envelope
(No.1)

COMPETITOR'S QUESTIONS (NO.1)

The Promoter

Title of the Competition

Address

Label for
Despatch
(No.2)

The Promoter

Title of the Competition

Address

DECLARATION / PROOF OF IDENTITY FORM

Registration No
(Council of Architecture)

OR Name of Educational Institution

.....
.....

Year of study

Name and address

Competitors 1.

2.

3.

4.

In case of entry by an individual architect or a firm of Architects or a team of Architects, the first name shall be of the leader.¹

Declaration (To be signed by Competitors i.e. individual Architect or all partners of a firm of Architects or all members of a team of Architects.¹)

I/We declare that the design is my/our work and that the drawings have been prepared by myself/ourselves or in my/our office under my/our supervision.

I/We have complied with and accept all regulations and conditions which apply to the competition and accept the decision of the Board of Assessors.

Signature 1.

2.

3.

4.

Date:.....

(Note: This form is to be completed, signed and placed in the official envelope provided, which is then sealed and placed in the packet containing the competition entries. Put the six-digit number only on the right corner of the envelope).

Title of the Competition

1. Amended by the Council of Architecture at its 38th meeting held on 26th & 27th July, 2001.

Envelope
(No. 3)

DECLARATION / PROOF OF IDENTITY FORM (NO.3)

COMPETITOR'S IDENTITY NUMBER

Promoter's Code Number (if given)

In the event the design submitted under the above number NOT receiving an award the author(s) may remain anonymous by placing a 'X' in the box below.

Title of the competition

SCHEDULE 1

TYPE OF COMPETITIONS

1. PROJECT AND IDEAS COMPETITIONS

Competitions may be either "Projects" or "Ideas" competitions or in certain circumstances a combination of both. The aim of a Project competition is to find the best solution for an actual building project and to appoint its author to carry out the commission. Competitions of Ideas are set as an exercise to elucidate certain aspects of architectural and town planning problems. The winner of such a competition may not be commissioned to carry out the project, and hence students of architecture may participate at the discretion of the promoter.

2. CLASSIFICATION OF COMPETITIONS

(I) OPEN COMPETITIONS

Competitions in which all Architects are invited to participate through an announcement by advertisements in suitable media and through circulars which may be issued by the promoters.

Open competitions for projects estimated at less than Rs. 10,00,000/- may be restricted to Architects who have their main or branch office in the State of the project site.

(II) LIMITED COMPETITIONS FOR COMPETITIONS BY INVITATION

Competitions in which limited amount of Architects (approx. 5 to 8) selected by the promoter on the advice of the Senior Architect Assessor or Board of Assessors, are invited to participate. Each participant who submits his designs shall receive an honorarium.

(III) SPECIAL COMPETITIONS

Besides competitions described in (i) and (ii) above a competition may also combine town planning as well as design problem, and may involve the use of industrial components or participation of developers. In such competitions participation may be required to be limited to professionals or group of professionals with certain definite expertise.

In such cases the competition announcement shall clearly define the field of expertise.

3. COMPETITION ORGANISATION

Competitions may be organised in one or two stages.

(I) SINGLE STAGE COMPETITION

In single stage competition the competition entries shall be fairly complete drawings i.e. plans, section, elevations, etc. to a suitable scale and sufficient to explain the scheme as set out in the competition conditions.

The designs so submitted shall be assessed by the Assessors for the award of the prizes and the appointment of the architect.

Such competitions are recommended for small and simple project.

(II) TWO STAGE COMPETITIONS

In two stage competition, the first stage is for soliciting ideas and therefore the competition entries at this stage would be limited to planning on broad basis and drawings to a suitable scale sufficient to indicate the intentions of the competitor.

Designs submitted in the first stage shall be assessed by the Assessors for selecting a small number of competitors (between 5 and 10). The author of these selected designs will be invited to take part in the second stage of the competition, and each architect so invited would be paid a specified sum.

In order to maintain anonymity, each competitor will be informed individually whether he has been or has not been invited to participate in the second stage. Correspondence in this respect will be the responsibility of the Promoter or Professional Adviser, if appointed. It will also be his responsibility to ensure that the names of those invited and those rejected are not revealed either to the assessor or to any person.

To ensure this anonymity the envelopes containing the names of the competitors shall be opened by the Promoter or Professional Adviser if appointed. After the intimation has been sent to each competitor they shall be resealed until the final award.

After the end of the first stage, the Board of Assessors, may, if found necessary and with the approval of the Promoter, clarify or amplify points in the competition conditions for the benefit of the second stage competitors. Such clarification or amplification shall not in any way disclose directly or indirectly or even inadvertently any of the designs submitted in the first stage to those invited for the second stage.

The period between the Assessors award for the first stage and submission of designs for the second stage shall not exceed six months. Only under exceptional circumstances period may be extended.

The second stage of the competition may be limited to only a part of the subject dealt with in the first stage.

Members of the Board of Assessors shall be the same for first stage and second stage of the competition.

The designs submitted for both the first stage and the second stage shall be exhibited and/or published only after the final award of the second stage competition.

If any design selected for the second stage is published or exhibited before the final award of the second stage has been declared, it will be disqualified.

Two stage competitions are recommended for town planning and for large scale or complex project.

III. REGIONAL SPECIAL CATEGORY COMPETITIONS

This type of competition is intended for small projects of charitable organisations in which four to six local firms will compete for the appointment as the Architect.

No premiums are given and the winner shall be appointed to carry out the project.

SCHEDULE 2

ADVISERS

(I) TECHNICAL ADVISER

Where appropriate and necessary the promoter shall in consultation with the Senior Architect Assessor/Board of Assessors appoint one or more technical advisers to assist in the preparation of the brief for the competition project and to advise the Board of Assessors, only when called upon to do so, on the competition design entries.

The advise of the technical adviser will be limited to his expertise and he will have no voting rights.

(II) PROFESSIONAL ADVISER

For a two stage competition a Professional Adviser who shall be an Architect registered with the Council of Architecture may be appointed. He will not be connected with the Board of Assessors or attend any of its meetings.

It will be the responsibility of the Professional Adviser to maintain the anonymity of each competitor and those selected for the second stage of the competition.

On completion of the first stage of the competition the sealed envelopes containing the names of the competitors shall be opened only by the Promoter or Professional Adviser if appointed and he shall without disclosing any of the names to anyone inform each competitor individually whether he has or has not been invited for the second stage. All the envelopes shall then be resealed by the Professional Adviser/Promoter till the final award.

If after the first stage, the Board of Assessors wish to clarify or amplify any aspect of the competition project, such clarification or amplification shall be conveyed to the competitors selected for the second stage only by the Professional Adviser/Promoter.

SCHEDULE 3

CONDITIONS FOR CONDUCTING ARCHITECTURAL COMPETITIONS

Careful preparation of the competition conditions including schedule of requirement shall be of primary importance for the success of the competition and as such adequate time shall be allowed for this phase of the competition.

1. CONTRACTUAL OBLIGATION

- i. The publication of competition shall constitute an offer of a contract by the promoter, and, by submission of design for the competition, the competitor accepts this contract.
- ii. The competition condition together with any replay to the competitor's questions constitute a legal basis for this contract which is legally binding on both the promoter and competitors.

2. GENERAL CONDITIONS

- i. The competition project brief and the conditions of the competition may be prepared by the promoter in consultation with the Senior Architect Assessor. They shall however be approved by the Senior Architect Assessor and the Board of Assessors before publication and issue to the competitors.
- ii. The conditions including the programme of requirement of the competition shall be identical for all competitors. A copy of complete competition conditions shall be filed with the Council of Architecture. Answers to the competitor's questions shall also be sent to the Council of Architecture for their record.
- iii. The conditions shall clearly indicate which of the requirements are mandatory and which could be freely interpreted by the competitor. The freedom in case of the latter shall be as wide as possible.
- iv. The information supplied to the competitors shall be specific and shall not be open to misinterpretation. Supplementary information if any issued by the Board of Assessors shall be sent to all the competitors simultaneously.
- v. Draft of the conditions of competitions approved as per (i) above shall be submitted to the Council of Architecture for information before publication and issue to the competitors.
- vi. The conditions of the competition shall indicate the promoter's priorities with reference to the solution of the problem (e.g. functional aspects, economy of construction or in use, solution to technical or circulation problems etc).
- vii. The condition of the competition shall state the exact use to which the promoter will put the winning design. Designs shall not be put to any other use or altered in any way except by agreement with the author.
- viii. Where a fixed amount is required to be remitted to with the promoters by the applicants for the 'Conditions of the Competition', it shall be refunded in full to the applicant if he decides not to compete and return the "Conditions of the Competition" in full within four weeks prior to the date of submission of the design.

Submission of design in Competition shall imply acceptance, by the competitor, of the conditions of competition.

- ix. Each design shall be accompanied by a declaration on the prescribed form signed by the competitor in a properly sealed envelope that the design is his bonafide work and that the drawings have been prepared under his supervision and that he undertakes to accept the award of the Assessors as final and binding.
- x. In case two or more architects form an association for the purpose of the competition then there shall exist a partnership deed for the purpose of carrying out the project in the event the said association wins the competition. Reference to this partnership must be made in the form of declaration.
- xi. The Board of Assessors must make awards which shall be final and binding and shall be made public by a date stated in the conditions.
- xii. The Board of Assessors when making an award may at its discretion adopt "promoters' choice".

In this procedure the Board of Assessors shall select not more than three designs which in their opinion are of equal merit and the selection of the winning design from the designs so selected by the Assessors could be made by the promoter.

The promoter may for making the final selection discuss with the authors of the selected designs their respective entries.

3. PRIZE MONEY & HONORARIA

- i. The condition for any competition must state the number of prizes and the amount of each prize money. This must be related to the size of the project, the amount of work involved for the competitors and the expenses he would incur for the preparation for the competition.
- ii. In Ideas competition and in competitions such as those for Town planning, where subsequently the work is generally carried out by official bodies, it is particularly important to allot adequate prize money to recompensate the competitors for the ideas and the work they have done.
- iii. The promoter shall undertake to accept the decision of the Board of Assessors and to pay the prize monies within one month of the announcement of the competition results.
- iv. Each participant in a limited competition (or competition by invitation) shall receive an honorarium.
- v. In a two stage competition a reasonable honorarium shall be paid to each of the competitors selected to take part in second stage. This sum which is intended to be reimbursed to them for the additional work carried out in the second stage shall be stated in the conditions for the competition.

4. ANONYMITY

The anonymity of the competitors shall be maintained until the final award of the Board of Assessors and in the interest of the competition, rigorous measures shall be taken to ensure that this principle is adhered to. No competitor shall terminate his anonymity in any way whatsoever till the final award. The anonymity of each competitor shall be guaranteed by adopting suitable measures.

5. COPYRIGHT & RIGHT OF OWNERSHIP

- i. Each competitor shall retain copyright in his own competition design.
- ii. The competition design awarded the first prize only shall be used by the promoter upon commissioning by him the author of the said design to render professional services to carry out the project.
- iii. No other design whether premiated or not shall be used wholly or in part by the promoter.
- iv. The promoter's right on the design awarded the first prize or the designs selected covers one execution only. The competition conditions however may provide for repetitive work and shall specify the terms thereof.
- v. Each competitor shall retain the right of reproduction of his design.

6. INSURANCE

The promoter shall insure for damage or loss by fire, floods, or by any other reason Competitor's design drawings submitted in competition when he assumes responsibility for them and for the duration of his responsibility and also for loss during transit when the design drawings are being returned to the competitor. The amount of such insurance shall be stated in the competition conditions.

7. COMPETITION TIME TABLE

- i. The notice of competition shall clearly indicate the last date for application for the competition conditions and the last date for submission of the design drawings.
- ii. The conditions of the competition shall clearly indicate:

The last date for submission of questions.

Approximate date when the answers to the questions will be sent to the competitors.

The final date for the despatch of entries by the competitors and for the receipt of the same by the promoter.

Sufficient time shall be allowed for transport, more particularly for open competitions where the competitors will be from all over the country.

The interval between the date of despatch and the date of delivery of the entries to the promoter should be between five and ten days.

In case of late delivery of the entry despatched before the last date for despatch, it will be the responsibility of the Board of Assessors to decide whether the entry was despatched in accordance with the competition time table and if circumstances can permit its admission for judging.
- iii. The competition time table shall under no circumstances be shortened.
- iv. The Board of Assessors shall decide upon the judging dates at the early stage of the competition and the date of announcement of the awards shall also be included in the conditions of the competition.

In case of two stage competitions however the conditions of competition shall indicate dates limited to the first stage only.

All the dates in respect of the second stage shall form part of the conditions with reference to the second stage.
- v. In case of unavoidable delay in judging, a new date shall be fixed by the Board of Assessors which shall be confirmed by all its members and publicly announced.

8. COST ESTIMATES

The competitors may be required to submit cost estimate of their design on areas or volume basis. The cost estimate shall however not be a determining factor in the Assessors' decision except where cost limits have to be rigidly imposed and is so stated in the competition conditions.

9. TERMINATION OF THE COMPETITION

The promoter may terminate the competition if in the opinion of the Board of Assessors none of the competition designs could be declared as a winning entry. In this event the promoter under the advice of the Board of Assessors shall award second, third and additional prizes as declared and none of the competitors will be considered for appointment as the architect for the project and the promoter will not be liable to make any further payments to any of the competitors.

10. APPOINTMENT OF ARCHITECT

- i. The award of the first prize to the competition design places the promoter under an obligation to appoint its author as the architect for the commissioning of the project.
- ii. If the Board of Assessors shall be satisfied that there is a valid objection to the appointment of the author of the winning design as the architect he may be required to associate with a senior architect or a firm of architects of his choice whose qualifications shall be approved by the Board of Assessors. Failing this the design placed next on merit shall be selected for commissioning and its author shall be appointed as the architect subject to similar conditions.

The award of the Board of Assessors shall not be varied for any reasons.

- iii. If no instructions are given to the author of the design selected by the Assessor to proceed within twelve months from the date of the award, then he shall receive payment for his services in connection with the preparation of the Competition drawings of a sum equal to 1.00 percent on the amount of the estimated cost. The first premium shall be deducted from the sum so paid. If the work is subsequently proceeded with, this sum shall form part of his ultimate fee.

If within twelve months of the award, the promoters shall decide to proceed with part of the work only, the author of the selected design shall be paid including the premium and in addition to the scale of fees on the work, which is being carried out a sum equal to 1.00 percent on the difference between the cost of the work carried out and his estimate of cost of the total project which sum shall also merge into the commission when the remainder of the work is subsequently executed.

- iv. The selected Architect having been appointed to carry out the work shall be paid in accordance with the Schedule of Charges determined and published by the Council of Architecture in consultation with the Promoters, and the premium already paid shall be deemed to be a payment on account.

11. EXHIBITION OF ENTRIES

- i. All competition designs including those disqualified by the Board of Assessors shall be exhibited for at least one week together with a copy of the signed report of the Board of Assessors. The exhibition shall be open to public free of charge.
- ii. The promoter shall notify all the competitors and shall also announce in suitable media the days and place of the public exhibition of the competition.
- iii. The promoters shall submit to the Council of Architecture a copy of the signed report of the jury and if requested photographs of the premiated designs for possible publication.

12. RETURN OF DESIGN DRAWINGS

All drawings, plans, models etc. submitted by the competitor except those of the winning design shall be returned by the promoter at the end of the public exhibition at his own cost. The drawings, plans, models of the winning design shall be returned to its author on being appointed as the Architect for the Project or after six months from the date of announcement of the award by the Board of Assessors whichever is early.

SCHEDULE 4 BOARD OF ASSESSORS

1. The Board of Assessors shall be set up before the promotion of the competition. Their names and those of the reserve members of the board, if any shall be stated in the competition conditions.
2. The Board of Assessors shall be composed of a smallest reasonable number of assessors which number shall be an odd figure.
3. The size of the Board shall depend upon the size of the competition project and preferably the number of Assessors shall not exceed seven.
4. Of the total number of Assessors the number of Assessors who shall be Architects and registered with the Council of Architecture shall be in a majority of at least one.
5. The number of Assessors representing the promoters shall not exceed two.
6. Each member of the Board shall examine and approve the competition conditions before they are made available to the competitors.
7. The Board of Assessors may invite Technical Advisers as experts in specialised fields to assist in the assessment of competition entries. Such Technical Advisers shall not have any voting rights.
8. It is essential that at least 2/3rd of the voting members of the Board shall be present at all meetings of the Board. The Board shall elect a Chairman from among its members.
9. In the event of death of an Assessor before or during the assessment of the competition or his inability to continue to act on account of illness or any other cause, another Assessor shall be appointed in his place by the promoters without affecting the majority of at least one, of the Assessors who are Architects and registered with the Council of Architecture.

10. No promoter of the competition and no assessors engaged upon it nor any partner, associate, or employee of either shall compete or assist a competitor, or act as architect or joint architect for the project.

This regulation shall not be applicable to:

- a. Staff or present students of an Institution of which a member of the regular teaching staff is on the Board of Assessors provided he is not the sole Assessor and the Board consists of two or more Assessors of whom only one is a member of the teaching staff of this or any other Institution.
 - b. Employees of a Government, Semi-Government or a Public Sector organisation of which one of its employees is on the Board of Assessors provided he is not the sole Assessor and the Board consists of three or more Assessors of whom only one is such an employee.
11. In two stage competitions, the same members of the Board shall judge both stages of the competition. In no case may a competition as a single stage competition proceed to a second stage except with knowledge of the Council of Architecture and arrangement for payment of appropriate honoraria to the competitors involved, over and above the prize money provided for in the original competition. In the event of such a secondary competition taking place, the Assessors appointed for the original competition must be reappointed by the promoters.
 12. Any drawings, photographs, models or other documents not required by the competition condition shall be excluded by the Assessors before examining the competitors' entries.
 13. The Assessors shall disqualify any design which does not conform to any of the conditions, instructions or requirements of the competition.
 14. The Board of Assessors must make an award. The award shall be final and shall be made public in open competitions, and intimated individually to all those participating in limited competition, by a date stated in the conditions. The Board of Assessors when distributing the award money shall make full use of the amounts set aside for prizes in the competition conditions. In an ideas competition, a first prize shall be awarded.
 15. The decision of the Board of Assessors shall be taken by a majority vote with a separate vote on each entry. The award including the Assessors report to the promoter, shall be signed by all the members of the Board before they disperse.
 16. The decision of the Board of Assessors regarding selection and placement of competition design shall be final and binding on the promoter and all competitors and shall be reached by a majority.
 17. The Board of Assessors will make its award known to the promoter in a formal statement signed by atleast a simple majority of its members. The statement will indicate the number of designs examined and the order of the prizes awarded. This statement must be completed before the envelopes are opened and the Assessors disperse.
 18. The fees, travel expenses and out of pocket expenses of the members of the Board shall be paid by the promoter.

SCHEDULE 5

PRIZES AND HONORARIA

ARCHITECTURAL COMPETITION GUIDELINES

Award	Project upto built-up area 5000 Sq.m. (Rs.)	Project with built-up area above 5000 Sq.m. and upto 10,000 Sq.m. (Rs.)	Project with built-up area above 10,000 Sq.m. and upto 25,000 Sq.m. (Rs.)	Project with built-up area above 25,000 Sq.m. (Rs.)
1. OPEN COMPETITION				
i. First prize (To be adjusted in professional fees)	125M	250 M	500 M	1000M
ii. Second prize	75 M	150 M	300 M	600 M
iii. Third prize	50 M	100 M	200 M	400 M
iv. Merit prizes upto 5	10 M each	20 M each	40 M each	80 M each
2. LIMITED COMPETITION				
Minimum honoraria to be paid to each competitor	50 M	100 M	200 M	300 M
Note : The current value of M is 1000				

SCHEDULE 6
COST OF CONDUCTING ARCHITECTURAL COMPETITIONS

Description	Project with built-up area upto 10,000 Sq.m. (Rs.)	Project with built-up area above 10,000 Sq.m. (Rs.)
i. Assessors' Fee	Pre-assessment 10 M and assessment 10 M per day or part thereof.	Pre-assessment 10 M and assessment 10 M per day or part thereof.
ii. Professional Advisor/ Project Coordinator's Fee	100 M	200 M
iii. Contingent Expenditure	As per estimate*	As per estimate*
Note : 1. For a two stage competition, the above fees for Professional Advisor/Project Coordinator be increased by 50%. 2. The current value of M is 1000.		

* Sub-heads for contingent expenditure :

1. Land Survey.
2. Photographs of site.
3. Printing of Brochure.
4. Advertisement.
5. Communication Expenses.
6. Administrative and Legal Expenses.
7. Exhibition.
8. Publication of competition/select entries.
9. Contingent travel, conveyance, boarding, lodging etc. for Professional Advisor / Project Coordinator, Assessors and others.
10. Other incidental expenses.

IMPORTANT LETTERS OF CENTRAL/STATE GOVERNMENTS

No.F.17-6/2002-TS.IV
Government of India
Ministry of Human Resource Development
(Deptt. of Secondary & Higher Education)

Shastri Bhawan, New Delhi
the 19th December, 2002

To,

All Chief Secretaries of States/UTs

Subject: Enforcement of the Architects Act, 1972 – issue of Licences by local authorities/agencies – Reg.

Sir,

As you are aware, the Govt. of India enacted the Architects Act, 1972 under the Act of the Parliament for the registration of Architects and for matters connected their with. This Statutory legislation had come into force w.e.f. 1st September, 1972. The main purpose of this Act is to regulate the practice of Architects and thus to protect the general public from unqualified persons working as Architects and ensure the professional conduct of the practicing Architects.

2. As per the provisions of the Act only those persons "registered" with the Council of Architecture under Architects Act 1972 can use title and style of the "Architect". The Government, therefore, can not recognize any person other than a registered architect or a firm of registered architects practicing as an "Architect" for any purpose whatsoever.

3. In spite of these provisions and also the instructions issued at the level of Central Government vide this Ministry's letter no. 17-9/81-T.3 dated 19-02-82 and 17-01/83 T.13 dated 13.06.84, it is found that the complaints are still being received in the Ministry and the Council of Architecture from various quarters regarding the violation of the provisions of the Architects Act 1972 by local authorities/agencies etc.

4. In view of above, you are requested to kindly arrange to issue necessary directions in terms of provisions of the Architects Acts, 1972 to all the local bodies viz. Municipal Corporation/Municipalities/Improvement Trust/Agencies etc. under your control to ensure that persons registered with the Council of Architecture under the Architects Act, 1972 are issued licenses to act as "Architect" only and bring to their notice also that any contravention of the rules will attract punishment under the Act.

Yours faithfully,

sd/-
(V.S. Pandey)
Joint Secretary (Technical)

Copy to The President, Council of Architecture, Zone 6-B, Habitat Centre, Lodi Road, New Delhi
with reference to his letter dated 30th November, 2002 for information and necessary action.

sd/-
(B.K. Bhadri)
Education Officer (T)

GOVERNMENT OF ANDHRA PRADESH HIGHER EDUCATION (EC) DEPARTMENT

Memo. No. 1172/EC.2/2004-1

Dated: 26-5-2005

Sub: Tech. Edn.- Architectural Education – Approvals of COA only take into consideration for the academic year 2005-06 and beyond or till the matter is finally adjudicated by the Hon'ble Supreme Court of India – Reg.

- Ref.: 1) Order dated 8th September, 2004 of Bombay High Court in W.P. No. 5942/2004.
- 2) Order dated 10.1.2005 of the Apex Court in SLP (c) No. 26936/2004 against order of Bombay High Court in W.P. No.5942/2004.
- 3) From the DTE Lr. No. E2/339/2005, dated 12.4.2005.

In pursuance of the orders passed by the Maharashtra High Court in the reference 1st cited, which has been upheld in the Interim order dated 10.01.2005 (Ref. 2nd cited) of the Supreme Court of India filed against the Maharashtra High Court Orders, the Government of A.P. hereby accept the proposals submitted by the DTE, A.P., Hyderabad in his letter 3rd cited viz., to take into cognizance approvals of Council of Architecture (COA) only in respect of Architecture education. This shall be in force till the matter is finally adjudicated by the Hon'ble Supreme Court of India in the SLP filed by the AICTE, New Delhi.

Ashutosh Mishra
Principal Secretary to Government

To

The Director of Technical Education, A.P., Hyderabad
Secretary, A.P. State Council of Higher Education, Hyderabad

Copy to:

The Registrar, Council of Architecture, India Habitat Centre, Core-6-A, 1st Floor, Lodhir Road, New Delhi – 110003.

The AICTE, I.G. Sports Complex, I.P. Estate, New Delhi- 110002

The SRO, AICTE 26, Haddows Road, Nungambakam, Chennai – 600006

P.S to M(TE)/P.S to Pri. Secy. (HE)/Sf/sc

//forwarded: by order//

sd/-
SECTION OFFICER

IMPORTANT COURT JUDGEMENTS

1. In the High Court of Delhi –
M.C.D. & others Vs. Shri Ram Kumar Bhardwaj & others in the matter of further registration of architects with M.C.D. and issue of licences to architects registered with the Council of Architecture.
2. Special Leave Petition in Supreme Court of India –
M.C.D. & others Vs. Shri Ram Kumar Bhardwaj & others in the matter of further registration of architects with M.C.D. and issue of licences to architects registered with the Council of Architecture.
3. In the High Court of Delhi –
Shri Om Prakash Mittal Vs. Council of Architecture in the matter of rejection of his application for registration u/s. 25(b) of the Architects Act, 1972, by the Council of Architecture.
4. Special Leave Petition in Supreme Court of India –
Shri Om Prakash Mittal Vs. Council of Architecture in the matter of rejection of his application for registration u/s. 25(b) of the Architects Act, 1972, by the Council of Architecture.
5. In the High Court of Delhi –
Kaustubha Nand Pandey Vs. Council of Architecture etc. in the matter of rejection of his application for registration u/s. 25(b) of the Architects Act, 1972, by the Council of Architecture.
6. Special Leave Petition in Supreme Court of India –
Kaustubha Nand Pandey Vs. Council of Architecture etc. in the matter of rejection of his application for registration u/s. 25(b) of the Architects Act, 1972, by the Council of Architecture.
7. In the Gauhati High Court –
Smt. Tulya Gogoi & others Vs. Association of Architects, Assam & others regarding prohibition against use of title & style of architect.
8. In the Court of Chief Metropolitan Magistrate , Tis Hazari at Delhi –
Council of Architecture Vs. R.R.Nagpal regarding misuse of title & style of architect.
9. In the High Court of Judicature at Bombay –
Manoj Balkrishna Lad Vs. The State of Maharashtra & others regarding the admission of 3-year Diploma holders into 2nd year of the 5-year B.Arch.course.
10. In the District Court, Civil Judge, Delhi –
Sudesh Pal Jain Vs. Council of Architecture in the matter of rejection of his application for registration u/s. 25(b) of the Architects Act, 1972, by the Council of Architecture.
11. In the High Court of Gujarat at Ahmedabad –
Girish Mistry Vs. the Chairman, Gujarat Housing Board & others regarding use of title & style of Architect by a firm of architects & its formation and what constitutes the Architectural consultancy firm for carrying out the profession of architecture.
12. Special Leave Petition in Supreme Court of India –
Girish Mistry Vs. the Chairman, Gujarat Housing Board & others regarding use of title & style of Architect by a firm of architects & its formation and what constitutes the Architectural consultancy firm for carrying out the profession of architecture.
13. In the Court of VI th Joint Civil Judge Junior Division, Pune –
M/s. Kirloskar Consultants Ltd., Pune v/s. Council of Architecture, New Delhi and another in the matter of misuse of title and style of architect by M/s. Kirloskar Consultants Ltd, Pune.
14. In the High Court of Bombay at Goa –
Executive Students Council, College of Architecture, Goa v/s. Government of Goa and ors. in the matter of upholding the provisions of the Council of Architecture Minimum Standards of Architectural Education Regulations, 1983.
15. In the High Court at Calcutta –
Utpal Bose & others Vs. State of West Bengal & others.
16. In the High Court of Judicature at Madras –
The Indian Institute of Architects & Council of Architecture Vs. Secretary, State of Tamil Nadu & Anna University
17. In the Supreme Court of India –
M.D., Army Welfare Housing Organisation Vs. Sumangal Services Pvt.Ltd.
18. In the High Court of Judicature at Bombay –
Shri Prince Shivaji Maratha Boarding House's College of Architecture, Kolhapur and others Vs. State of Maharashtra and others.
19. In the High Court of Judicature at Madras –
Minor S. Aswin Kumar and Ors. Vs State of Tamil Nadu and Ors.

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