

# The Schools of Planning and Architecture Statutes, 2016

UNION OF INDIA

India

## The Schools of Planning and Architecture Statutes, 2016

### Rule

### THE-SCHOOLS-OF-PLANNING-AND-ARCHITECTURE-STATUTES-2016 of 2016

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The Schools of Planning and Architecture Statutes, 2016Published vide Notification No. G.S.R. 979(E), dated 13th October, 2016Last Updated 12th December, 2018Ministry of Human Resource Development(Department of Higher Education)G.S.R. 979(E). - In exercise of the powers conferred by sub-section (1) of section 29 of the School of Planning and Architecture Act, 2014 (37 of 2014), the Central Government, with the prior approval of the Visitor, hereby frames the following Statutes for all Schools of Planning and Architecture, namely:-

#### 1. Short title, extent and commencement.

(1)These Statutes may be called the Schools of Planning and Architecture Statutes, 2016.(2)They shall apply to all Schools of Planning and Architecture established under the School of Planning and Architecture Act, 2014 (37 of 2014).(3)They shall come into force on the date of their publication in the Official Gazette.

#### 2. Definitions.

(1)In these Statutes, unless the context otherwise requires,-(a)"Act" means the School of Planning and Architecture Act, 2014 (37 of 2014);(b)"Building and Works Committee" means the Building and Works Committee of the School constituted under Statute 12.(c)"Finance Committee" means the Finance Committee of the School constituted under Statute 10.(d)"Department" in relation to a School means an academic unit of the School engaged in academic activities (like teaching, research, etc) generally relating to a particular discipline or area;(e)"Centre" in relation to a School means an academic unit of the School engaged in academic activities like teaching research etc., generally of an inter-disciplinary nature;(f)"Head of Department or Centre", by whatever name called, means

the person appointed to head the Department or Centre, as the case may be, under Statute 19;(g)"Programme" means an academic programme of the School;(h)"Schedule" means the Schedule annexed to these Statutes.(2)Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

### **3. Authorities.**

- The following shall be the authorities of the School, namely:-(i)the Board of Governors as constituted under section 13 of the Act;(ii)the Senate as constituted under section 16 of the Act;(iii)the Finance Committee as constituted under Statute 10; and(iv)the Building and Works Committee as constituted under Statute 12.

### **4. Board of Governors and Meetings thereof.**

(1)The bodies entitled to nominate Members to the Board shall be invited by the Registrar to do so within a period not exceeding five weeks from the date on which such invitations are issued by him.(2)Casual vacancies on the Board shall be filled up by following the procedure specified under Sub-statute (1) above.(3)The Board shall ordinarily meet four times during a calendar year.(4)Meetings of the Board shall be convened by the Chairperson either on his own motion or at the request of the Director or on a requisition signed by not less than four Members of the Board.(5)Seven Members shall form a quorum for a meeting of the Board:Provided that, if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week at the same time and place or on such other day, time and place as the Chairperson may determine and if in such a meeting quorum is not present within half-an-hour from the scheduled time for holding a meeting, the Members present shall form the quorum.(6)All questions considered at the meeting of the Board shall be decided by a majority of the votes of the Members present including the Chairperson and if the votes are equally divided, the Chairperson shall have a casting vote.(7)The Chairperson, if present, shall preside over every meeting of the Board:Provided that in the absence of the Chairperson, the Members present shall elect a Member from amongst themselves to preside over the meeting.(8)A written notice of every meeting shall be sent by the Registrar to every Member at least fifteen days before the date of the meeting mentioning therein the place, date and time of the meeting:Provided that the Chairperson may call a special meeting of the Board at short notice to consider urgent issues.(9)The notice may be delivered either by hand or sent by registered post or e-mail or fax, at the address of each Member as recorded in the office of the Board and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.(10)Agenda shall be circulated by the Registrar to all Members at least ten days before the meeting.(11)Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week before fixing the date of the meeting;Provided that the Chairperson may permit inclusion of any item for which due notice has not been received.(12)The ruling of the Chairperson with regard to all questions of procedure shall be final.(13)The minutes of the proceedings of a meeting of the Board shall be drawn up by the Registrar within two weeks of the meeting and circulated to all Members of the Board present in the meeting and the same along with any amendment suggested shall be placed before the Board in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute

book.(14)The minute book shall be kept open for inspection of the Members of the Board and the Council at all times during office hours.(15)If a Member of the Board fails to attend three consecutive meetings without leave of absence from the Board, he shall cease to be a Member of the Board.(16)No matter concerned with finance shall be placed before the Board unless the same has been considered by the Finance Committee.(17)No matter which is required to be first considered by the Building and Works Committee shall be placed before the Board unless the same has been considered by the Building and Works Committee after obtaining the administrative approval of the Board.

## **5. Powers of Board.**

- In addition to the powers provided under sub-section (1) of section 15 of the Act, the Board shall be empowered to -(i)re-designate or change the nomenclature of any post in the school; except for posts mentioned in the Act;(ii)approve appointments to temporary vacancies of any academic staff;(iii)specify the manner of appointment to temporary vacancies of academic staff;(iv)provide for the appointment of visiting professors, Emeritus Professors and Fellows and determine the terms and conditions of such appointments;(v)manage and regulate the finances, accounts, investments, property of the School and all other affairs of the School and to appoint such agents as may be considered fit;(vi)regulate and enforce discipline amongst the employees in accordance with the Statutes and Ordinances;(vii)entertain, adjudicate upon, or redress the grievances of the employees and the students of the School who may, for any reason, feel aggrieved;(viii)make, modify or cancel the Statutes with the approval of the Visitor from time to time:Provided that the new Statute, additions or amendments in existing Statutes shall be applicable only after the assent of the Visitor: and(ix)make, modify and cancel, if required, all or any Ordinances on the recommendations of the Senate or Finance Committee of the School subject to the condition that making, modification and cancellation shall not be in contravention of the Act or the Statutes.

## **6. Authentication of Orders of Board.**

- All orders and decisions of the Board shall be authenticated by the signature of the Director or Registrar or any person authorised by the Board in this behalf.

## **7. Senate.**

(1)The Senate shall meet as often as necessary but ordinarily not less than four times during a calendar year.(2)Meetings of the Senate shall be convened by the Chairman of the Senate either on his own motion or on a requisition signed by not less than one fifth of the members of the Senate.(3)Requisition meeting shall be a special meeting to discuss only those items of agenda for which requisition is given and shall necessarily be chaired by the Director and the requisition meeting shall be convened by the Chairman of the Senate on a convenient date and time.(4)One third of the total number of members of the Senate shall form a quorum for a meeting of the Senate.(5)The Chairman shall preside over every meeting of the Senate:Provided that in the absence of the Chairman, the senior most Professor present shall preside over the meeting.(6)A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members

of the Senate at least ten days before the meeting: Provided that the Chairman of the Senate may permit inclusion of any item for which due notice has not been given. (7) Notwithstanding the provisions of sub-statute (6), the Chairman may call an emergency meeting of the Senate at a short notice to consider urgent special issues. (8) The ruling of the Chairman of the Senate with regard to all questions of procedure shall be final. (9) The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar within two weeks of the meeting and circulated to all the members of Senate present in the meeting. (10) The minutes, along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Senate and after the minutes are confirmed and signed by the Chairman of the Senate, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Senate, the Board and the Council at all times during office hours.

## **8. Powers of Senate.**

- In addition to the powers provided in the Act, the Senate shall have the power to:-(i) frame and revise curricula and syllabi for the courses of studies for various Departments and Centres; (ii) make arrangements for the conduct of examinations, appointment of examiners, moderators, tabulators and other matters relating to the examinations; (iii) declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles; (iv) appoint Advisory Committees or Expert Committees or both for the Departments or Centres of the School to make recommendations on academic matters connected with the working of the Departments or Centres; (v) appoint Committees from amongst the members of the Senate, other teachers of the School and experts from outside to advise on such specific and important academic matters as may be referred to any such Committee by the Senate; (vi) consider the recommendations of the Advisory Committees attached to various Departments or Centres and that of Expert and other Committees and take such action (including the making of recommendations to the Board) as warranted in each case; (vii) make periodical review of the activities of the Departments or Centres and take appropriate action (including the making of recommendations to the Board); (viii) supervise the working of the library of the School; (ix) promote research and academic development or activities within the School and seek reports on such research or academic development or activities from the persons engaged therein; (x) provide for the inspection of the class rooms, laboratories, library and the residential hostels; (xi) plan and supervise co-curricular activities of the students of the School; (xii) award stipends, scholarships, medals and prizes and make other awards in accordance with such conditions as may be attached to the awards; (xiii) make recommendations to the Board with regard to the creation or restructuring of Departments or Programmes or Centres and the abolition of existing Departments or Centres thereof; (xiv) invite up to two student representatives during discussions of a general nature not involving policy or disciplinary matters in the Senate meetings.

## **9. Chairman of Senate to exercise powers in emergency.**

- If, in the opinion of the Chairman of the Senate, any emergency has arisen which requires immediate action, he may take such action as he deems necessary and shall report the same for approval to the Senate in its next meeting.

## **10. Finance Committee.**

(1) There shall be a Finance Committee for each School consisting of the following members, namely:-(i) the Chairperson, Board of Governors, ex-officio Chairperson; (ii) the Director, ex-officio member; (iii) Joint Secretary, dealing with Schools of Planning and Architecture in the Ministry of Human Resource Development, or his nominee; (iv) Joint Secretary and Financial Advisor in the Ministry of Human Resource Development or his nominee; (v) two persons nominated by the Board from amongst its members, till they remain members of the Board; and (vi) the Registrar, ex-officio, Secretary: Provided that in addition to the above, the Chairperson may, in consultation with the Director, co-opt a member as and when found necessary. (2) The Finance Committee shall ordinarily meet four times in a year and necessarily before the meetings of the Board of Governors. (3) Three members of the Finance Committee shall form a quorum for a meeting of the Finance Committee. (4) The Chairperson, shall preside over the meetings of the Finance Committee and in the absence of the Chairperson, the Director shall preside over the meetings. (5) The provisions in these Statutes regarding notices of the meetings, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall be followed in connection with the meetings of the Finance Committee also. (6) A copy of the minutes of every meeting of the Finance Committee shall be placed before the Board. (7) All financial proposals shall be placed before the Finance Committee prior to being placed before the Board for consideration and approval.

## **11. Powers of Finance Committee.**

- The Finance Committee shall have the power to-(i) examine and scrutinise the annual budget of the School prepared by the Director and make recommendations to the Board; (ii) examine all proposals relating to revision of grade, upgradation of the scales and all those items which are not included in the budget, before they are considered by the Board; (iii) fix limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the School; (iv) oversee that no expenditure shall be incurred by the School in excess of the limits so fixed; and (v) give its views and make its recommendations on any financial question affecting the School including all the proposals relating to Buildings and Works Committee of the School to the Board either on the initiative of the Board or of the Director, or on its own motion.

## **12. Building and Works Committee.**

(1) There shall be a Building and Works Committee for each School, consisting of the following members, namely:-(i) the Director, ex-officio Chairman; (ii) one member nominated by the Central Government not below the rank of Director or Deputy Secretary in the Ministry of Human Resource Development dealing with the Schools of Planning and Architecture; (iii) one member nominated by the Board of Governors; (iv) Dean, Planning and Development or similar position; (v) one expert each from the Civil and Electrical Engineering Wing of Central or State Government or any autonomous body of repute; and (vi) Registrar; ex-officio Secretary. (2) The Building and Works Committee shall meet as often as necessary but ordinarily not less than four times a year. (3) Three members shall form a quorum for a meeting of the Building and Works Committee. (4) The provisions in these Statutes regarding notices of the meetings, inclusion of items in the agenda and confirmation of the

minutes applicable to the meeting of the Board shall be followed in connection with meetings of the Building and Works Committee also.(5)A copy of the minutes of every meeting of the Building and Works Committee shall be placed before the Board.

### **13. Powers and Functions of Building and Works Committee.**

(1)The Building and Works Committee shall,-(i)under the directions of the Board, examine and execute all the construction related projects and activities of the School upon receiving the financial sanctions from the Finance Committee and final administrative approval from the Board;(ii)cause to prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like;(iii)be responsible for making technical scrutiny of the design, estimates and specifications of the material as may be considered necessary;(iv)be responsible for acceptance of tenders and shall have the power to execute the departmental works wherever necessary as per extant rules of the Central Government or Central Public Works Department and relevant provisions of the General Financial Rules.(v)have the power to give necessary administrative approval and expenditure sanction for minor works pertaining to repair and maintenance, etc., upto Rs. 10.00 Lacs, within the approved budgetary provision of the School.(2)If, in the opinion of the Chairman of the Building and Works Committee, any emergency has arisen which requires immediate action to be taken, he shall take such action and report the same to the Building and Works Committee, Finance Committee and the Board at their next meetings for ratification.(3)The Building and Works Committee shall also perform such functions and exercise such powers as may be entrusted by the Board, from time to time.

### **14. Powers of Board Chairperson.**

- In addition to the powers provided in the Act, the Chairperson of the Board of Governors shall have the following powers, namely:-(i)in emergent cases, the Chairperson may take certain decisions which are purely in the interest of the School and cannot be postponed for want of holding Board meetings, etc., and inform the Board in its next meeting of the action taken by him for confirmation and ratification;(ii)in exceptional cases on merit, he shall have the power to fix, on the recommendations of the Selection Committee and reasons to be recorded in writing, the initial pay of an incumbent at one stage higher than the minimum of the scale in respect of posts to which the appointments can be made by the Board under the provisions of the Act;(iii)he shall have the power to send members of the staff, except the Director of the School for training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time. However, the visit abroad by the Director shall be approved by the Chairman, School of Planning and Architecture Council;(iv)he shall execute the contract of service between the School and the Director on behalf of the Central Government, but he shall not be personally liable for anything under such contract;(v)in the event of the occurrence of any vacancy in the office of the Chairperson by reason of his death, resignation or otherwise or in the event of the Chairperson being unable to discharge his functions owing to absence, illness or any other cause, one of the senior most member of the Board to be decided by the members of Board present in that meeting, may discharge the functions assigned to the Chairperson under section 15 of the Act being decided in the immediate next meeting till the appointment of a regular Chairperson of the Board by the

Visitor is done.

## **15. Traveling allowances of Members of Authorities of School.**

- Members of the Board and other authorities of the School and Members of the Committees constituted under the Act or the Statutes or appointed by the Board and other authorities shall be entitled to traveling allowance, daily allowance and sitting fee for attending the meetings of the authorities and their Committees as laid down by the Board from time to time.

## **16. Departments and Centres.**

- The School shall be organised into such number of Departments and Centres, to be known by such names, as the Board may, within the budgetary provision, approve from time to time, on the recommendations of the Senate: Provided that, in case of a new department which is not contemporary to the Architecture and Planning field, the final approval shall be sought for from the Central Government.

## **17. The Appointment of Director and his powers.**

(1)The Director of the School shall be appointed by the Visitor on contract basis on the recommendation of a Selection Committee constituted for this purpose consisting of the following:

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|-------|---|-------------|
| (i)   | An eminent person from the field of Architecture or Planning  | Chairperson |
| (ii)  | Two experts in the field of Architecture or Planning  | Member      |
| (iii) | Additional Secretary or Joint Secretary dealing with Architecture Education in the Ministry of Human Resource Development | Convener    |

(2)The agreement of services of the Director is as provided under Schedule A and the eligibility criteria for the appointment of such Director are as specified in Schedule D.(3)The Director shall be appointed for a period of five years and shall be governed by the terms and conditions of the Contract of Service entered into between the School and the Director as specified in Schedule A.(4)In case the post of Director of a School of Planning and Architecture is vacant, the Central Government may assign temporary charge to the senior most Professor of the School of Planning and Architecture concerned, or to the regular director of another School of Planning and Architecture or Head of any other institute under the Ministry of Human Resource Development till such a time a regular Director is appointed.(5)Subject to the budget provisions made for the specific purpose and with the approval of the different statutory bodies of the School, the Director shall have the power to incur expenditure in accordance with the procedure and instructions as laid down from time to time by the Central Government as well as subject to the provisions of General Financial Rules(GFR).(6)The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item:Provided that such appropriation shall not involve any increase in the budget and any liability in future years:Provided further that every such appropriation shall, as soon as possible, be reported to the Board for its ratification.(7)The Director shall have the power

to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete up to a limit of twenty five thousand rupees subject to such stipulations as may be made by the Board from time to time.(8)The Director shall have the power to donate obsolete equipment or store items, as identified by a Committee constituted for this purpose by the Director, to any educational institution in the vicinity of the School up to such limits as may be decided by the Board from time to time.(9)The Director, where he is the appointing authority, shall have the power to fix, on the recommendations of the Selection Committee and reasons to be recorded in writing, the initial pay of an incumbent at one stage higher than the minimum of the scale, in respect of posts to which appointment can be made by him under the powers vested in him by the provision of the Act or these Statutes.(10)The Director shall have the power to employ Teaching Supporting Staff in the Laboratories, Technicians or Technical instructors and Skilled Workmen, paid from contingencies from time to time, based on the actual requirement, for not more than one year on such remuneration as may be decided by the Board.(11)The Director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the Ordinances.(12)The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.(13)If for any reason the Registrar is temporarily absent for a period not exceeding one month, the Director may assign to any faculty member or member of the staff of the School, any of the functions of the Registrar as he deems fit:Provided that if at any time the temporary absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorise the Director to assign the function of the Registrar, for a period exceeding one month.(14)All contracts for and on behalf of the School except the one between the School and the Director shall when authorised by a resolution of the Board passed in that-behalf be in writing and be expressed to be made in the name of the School and every such contract shall be executed on behalf of the School by the Director, but the Director shall not be personally liable in respect of anything under such contract.(15)The Director may, during his absence from headquarters, specifically authorise in writing, senior most Dean or the senior most Professor present to execute the day to day functioning of the Director including sanctioning of the advances for traveling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf.(16)The Director may, at his discretion, constitute such committees, as he may consider appropriate for smooth functioning of the School.(17)The Director may, with the approval of the Board, delegate any of his powers, authority or responsibilities vested in him by virtue of the Act and Statutes to one or more members of the Academic or Administrative Staff of the School.

## **18. Deans.**

(1)The School shall establish not more than five Deanships.(2)The Director shall appoint the Deans with intimation to the Chairperson, Board of Governors.(3)The Dean shall hold his post for two years extendable by one more year.(4)Only Professors or Associate Professors shall be eligible for becoming Deans.(5)The functions of Deans are as provided in Schedule B.



## **19. Head of Department or Centre.**

(1) Each Department and Centre of the School shall be placed in charge of a Head, who shall be selected by the Director, from amongst the Professors and Associate Professors of that Department or Centre as per seniority on rotational basis: Provided that if a Department or Centre has no Professor or Associate Professor, the Director may give the additional charge to Head of the Department of other department which is most contemporary or related to that department. (2) The Head of a Department or Centre shall hold his post for a term of two years: Provided that after the expiry of his term of office, he shall continue to hold office till the appointment of his successor: Provided further that no person shall head a Department or Centre continuously for a period exceeding three years unless he is specially appointed at least for a second term. (3) The Director may himself take temporary charge of a Department or place it under the charge of a Professor from another Department for a period not exceeding six months. (4) The Head of the Department shall be responsible for the entire working of the Department subject to the general control and supervision of the Director. (5) The Head of the Department shall be duty bound to see that the decisions of the authorities of the School and of Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director or the Senate. (6) When appointment to the post of Head of the Department or Centre becomes due, the Director shall ascertain the willingness, of the persons eligible to be appointed as Head, for being so appointed, and shall generally select a person by rotation from among eligible and willing persons. (7) Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with the prior approval of the Chairperson, Board of Governors and for reasons to be recorded in writing and shall also be reported to the Senate and the Board, along with reasons for deviation, in their next meetings.

## **20. Registrar.**

(1) The Registrar shall be appointed for a fixed term of not exceeding five years on deputation or on contract basis. (2) The Registrar shall act as Secretary of the Board, Senate, Finance Committee and such other Committees to which he may be required by the Statutes to act as such.

## **21. Classification of Members of Staff.**

(1) Except in the case of employees paid from contingencies, the members of staff of the School shall be classified as under:-(i) Academic staff :- Director, Professor, Associate Professor, Assistant Professor, Professor Training and Placement, and such other academic posts as may be decided by the Board from time to time; (ii) Technical staff :- Technical Officer, Graphic Designer, Senior Technical Assistant, Graphics Assistant, Technical Assistant, Workshop Supervisor/Superintendent Workshop/Studio Assistant, Communication System Operator, Lab Attendant, and such other technical posts as may be decided by the Board from time to time; (iii) Administrative and other staff :- Registrar, Deputy Registrar and Assistant Registrar, Accountant, Estate Officer, Finance Officer and other staff of Finance Wing, Executive Engineer Assistant and Junior Engineer, Medical Officer, Medical Assistant, Nursing Assistant, Section Officer, Private Secretary, Multi Skill Assistant, Personal Assistant, Junior Superintendent, Hindi Assistant, Junior assistant, Library Assistant,

Hostel Assistant-cum-Hostel Caretaker, Office Assistants, Data Entry Operators, and such other Administrative and other staff as may be decided by the Board from time to time.(2)Posts classified as Academic staff shall be vacation posts only.

## 22. Appointments.

(1)The posts at the School shall be filled by advertisement on all India basis:Provided that the ratio between the Direct Recruitment and Promotion posts, other than that of the post of Director, shall be as per the recruitment rules.(2)The reservation of posts shall be in accordance with the rules framed by the Central Government from time to time.(3)The Selection Committees, for filling posts under the School (other than the posts on contract basis) by advertisement or by promotion from amongst the members of staff of the School, shall be constituted in the following manner, namely:-

(A) The Selection committee for recruitment of Academic Staff(excluding the Director), or for promotion of Academic Staffshall be as under:

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| (1) Director   | Chairman |
| (2) One Nominee of the Visitor   | Member   |
| (3) Two nominees of the Board one being an expert in the field,but other than a member of the Board and other one from the Board | Member   |
| (4) One expert nominee of Senate from outside the School   | Member   |
| (5) Nominee of All India Council for Technical Education   | Member   |
| (6) Head of Department concerned (for other than the post ofProfessor)   | Member   |

(B) The Selection Committee for Technical posts shall be asfollows:

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| (1) Director   | Chairman |
| (2) One Expert from outside the School                   | Member   |
| (3) Nominee of All India Council for Technical Education | Member   |
| (4) Concerned Head of Department                         | Member   |
| (5) Registrar  | Member   |

(C) The Selection Committee for Senior Administrative and othercomparable posts carrying pay scale of Group A and above shall beas under-

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|---|----------|
| (1) Director  | Chairman |
| (2) One Expert from outside the School                    | Member   |
| (3) Nominee of the Ministry of Human Resource Development | Member   |
| (4) Nominee of Board                                      | Member   |
| (5) Registrar   | Member   |

(D) The Selection Committee for Administrative and MinisterialStaff other than Group A shall be as under:

- |   |          |
|---|----------|
| (1) Director  | Chairman |
| (2) One Expert from outside the School                    | Member   |
| (3) Nominee of the Ministry of Human Resource Development | Member   |

(4) Registrar

Member

(4)The Selection Committee for the post reserved for Scheduled Castes or Scheduled Tribes and Other Backward Classes candidates shall include one Schedule Caste or Scheduled Tribe Member and one other backward classes Member from a panel approved by the Board respectively.(5)The Registrar shall be substituted by another nominee of the Board in case the Selection is made for the Registrar or the equivalent post in terms of Grade Pay or Scale Pay.(6)Where a post is to be filled on contract basis or by invitation, the Board may, constitute such Adhoc Selection Committee, as per the circumstances of each case may require.(7)Where a post is to be filled by promotion from amongst the members of the School or temporarily for a period not exceeding twelve months, the procedure for the same shall be as specified by ordinances.(8)Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons having special skill or knowledge to suit the emergent need of any department or centre for a period not exceeding six months in the first instance and thereafter for another six months.(9)If the post is to be filled by advertisement, the Registrar shall advertise the terms and conditions of the post as specified in the recruitment rules and shall screen all applications received within the date specified in the advertisement.(10)Before fixing the time of interview, the Selection Committee shall examine credentials of all candidates who have been called for the interview. The Selection Committee shall interview all the eligible candidates and recommend the appointment of the most suitable candidate to the competent authority for approval.(11)The recommendations of the Selection Committee shall remain valid for a period of one year from the date of interview and if for any reason the recommendations are not approved by the competent authority or appointment orders not issued after the approval of recommendations within the said period of one year, the recommendations shall lapse and fresh advertisement shall have to be issued. The quorum for the Selection Committee shall be the whole constitution of the Committee itself.(12)Unless otherwise provided for under these Statutes, the Selection Committee constituted for the purpose of making recommendations for appointment to a post shall continue to exercise its functions in relation to that post till the appointment is made against that post.(13)All appointments made at the School shall be reported to the Board for its approval at its next meeting.(14)The applications of the employees eligible for promotion under Modified Assured Career Progression (MACP) or any other such scheme, if in practice, shall be considered by the Departmental Promotion Committees before any promotion or up-gradation is recommended to the competent authority.(15)The Departmental Promotion Committee shall be as follows:

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|--|----------|
| 1. Director  | Chairman |
| 2. Concerned Head of Department                                    | Member   |
| 3. One Head of Department on rotation basis from other Departments | Member   |
| 4. Nominee of Ministry of Human Resource Development               | Member   |
| 5. Registrar   | Member   |

## 23. General terms and conditions of service of permanent employees.

- Permanent employees of the School shall be governed by the following terms and conditions, namely:-(i)Subject to the provisions of the Act and the Statutes, all appointments to posts under the School shall be made on probation for a period of one year after which the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act and the Statutes, till the end of

the month in which he attains the prescribed maximum age for teaching posts, for technical, for non-technical and ministerial and administrative posts as the case may be: Provided that the appointing authority shall have the power to extend the period of probation of any employee of the school by two years and if the performance of the appointee is found to be unsatisfactory during the extended period of probation such appointee's service shall be terminated with immediate effect. (ii) The age of superannuation shall be as specified for various classes and categories of the employees of the School by the Central Government from time to time. (iii) The employees of the School shall be entitled to allowances in addition to pay, as admissible to the Central Government Employees from time to time. (iv) [The employees of the Schools, other than School of Planning and Architecture, New Delhi, shall be entitled for reimbursement of medical expenses incurred on themselves and their families as per the Central Civil Services (Medical Attendance) Rules, 1944, [Substituted by Notification No. G.S.R. 1183(E), dated 5.12.2018 (w.e.f. 13.10.2016).] (iv)(a) The employees / pensioners / family pensioners of the School of Planning and Architecture, New Delhi shall be entitled for reimbursement of medical expenses incurred on themselves and their families as per the Central Civil Services (Medical Attendance) Rules, 1944, or as per the provisions of the Central Government Health Scheme (CGHS)] (v) The employees of the School shall be governed by the Central Civil Services (Conduct) Rules, 1964, as amended from time to time. (vi) The regular employees appointed on or after 01st January, 2004 shall be governed by the new Pension scheme announced by the Government of India. (vii) The application of the employees of the School shall be forwarded for employment outside the School only two times in a year in accordance with the procedure specified in Schedule C. (viii) The employees of the School shall be entitled to Leave Travel Concession (LTC) as admissible to Central Government Employees. (ix) Overtime and night allowance shall be paid to the eligible employees of the School as is admissible to Central Government Employees.

## **24. Code of Conduct for permanent employees.**

- The code of conduct for employees shall be made by each School in consultation with the Central Government.

## **25. Suspension, penalties, disciplinary proceedings.**

- All the employees of the Schools shall be governed by the Code of Conduct as are specified in the Statutes, Ordinances and the Regulations and until such Statutes, Ordinances and Regulations are made, the provisions of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time, shall apply.

## **26. General terms and conditions of services of temporary employees.**

(1) The services of a temporary employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. (2) The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his letter of appointment.

## **27. Appointments on contract.**

(1)Notwithstanding anything contained in these Statutes, the Board with the prior approval of the Visitor may in special circumstances appoint an eminent person on contract for a period not exceeding two years.(2)Subject to the provisions of the Act, the Board may appoint any person on contract in the prescribed scales of pay and on terms and conditions applicable to the relevant post for a period not exceeding two years.(3)For making the appointments aforesaid, the Chairperson, Board of Governors shall constitute such adhoc Selection Committee, as the circumstances of each case may require:Provided that such constitution of Committee shall be reported to the Board for confirmation.

## **28. Provident fund and pension scheme.**

- Employees at the School appointed prior to 01st January, 2004 shall be governed by Central Civil Services (Pension) Rules, 1972 and Central Provident Fund (Central Services) Rules, 1960 and the Employees appointed on or after 01st January, 2004 will be governed by New Pension Scheme of the Central Government.

## **29. Resignation.**

- Notwithstanding anything contained in the foregoing provisions of these Statutes, a member of the staff of School may resign,-(i)if he is a permanent employee, only after giving three months' notice in writing to his appointing authority, or by paying three months salary in lieu thereof; and(ii)if he is not a permanent employee, only after giving one month's notice in writing to the appointing authority or by paying one month's salary in lieu thereof:Provided that such resignation shall take effect only on the date on which the resignation is accepted by the appointing authority.

## **30. Retirement.**

(1)At any time after an employee has completed twenty years qualifying service, he may, by giving notice, of not less than three months, in writing to the appointing authority, retire from service as per the terms and conditions laid down by the Central Government, from time to time, for its own employees.(2)The appointing authority has the right to retire the employee before superannuation as premature retirement in accordance with the provisions of the Central Civil Services (Pension) Rules, 1972.(3)An employee can retire from service on account of any bodily or mental infirmity that permanently incapacitates him from service subject to the following conditions, namely;-(i)the employee shall submit his application to the Registrar through proper channel and produce a medical certificate from medical authority as may be specified by the ordinances;(ii)if the medical authority grants fitness certificate for a lower post, the employee, if willing may be appointed on such post only if available; and(iii)such medical report shall precede or coincide with the date of retirement.

### **31. Advances.**

- The permanent employees of the School shall be having facility of drawing advances for various purposes as admissible to the Central Government Employees.

### **32. Deputation.**

(1)Deputation is permissible for appointment (temporary transfer) in public interest outside Schools of Planning and Architecture to other Schools of Planning and Architecture, Central Government, State Government, Universities or Autonomous Bodies including Public Sector undertakings and subject to the terms and conditions specified in the concerned recruitment rules.(2)Deputation is allowed for a maximum period of five years extendable for a further period of one year with the approval of the Director and another year, with the approval of the Board of Governors.

### **33. Residential accommodation for employees.**

(1)Every employee of the School may be allotted an unfurnished house within the campus of the School for residential use only, if available, in which he shall be required to reside, subject to such conditions as may be laid down by the House Allotment Rules of the School.(2)An employee of the School who has been allotted house for residential use, shall be charged license fee at the rate as fixed by the Board from time to time.(3)In addition to the license fee, water, electricity and charges for any other service rendered shall be recovered from an employee on actual basis or at such rates as may be determined by the Board from time to time.(4)The Board may, allot furnished or unfurnished accommodation without levying any license fee or levying such fee at concessional rates to any category of staff, if it considers it necessary to do so in the interest of the School.

### **34. Leave and Vacation rules.**

- The leave for all the employees of the School shall be governed by the Central Civil Services (Leave) Rules, 1972.

### **35. Scholarships, fellowships, medals and prizes.**

- The Board may, on the recommendation of the Senate, institute such scholarships, fellowships medals and prizes as it may consider necessary.

### **36. Fees.**

- The School shall charge the following fees, namely:-(1)The tuition and the hostel fee shall comprise of two parts-(a)tuition fees etc., determined by the School of Planning and Architecture Council which shall be the common for all Schools of Planning and Architecture; and(b)hostel fees etc. as may be determined by the concerned Boards of Governors which shall be applicable to the concerned School.(2)The caution money shall be refundable to student, scholars and fellows at the

time of finally leaving the School, after deduction of relevant dues, if any, and where no claim for refund is received within two years of finally leaving the school, the caution money shall be credited into the students welfare fund.(3)The fee concession and scholarships as may be determined by the Central Government from time to time shall also be applicable to all Schools of Planning and Architecture.

### **37. Students hostels and halls.**

(1)Every School shall be a residential School and all the students and research scholars shall reside in the hostels and halls of residence build by the School for the purpose subject to availability:Provided that in exceptional cases, for reasons to be recorded in writing, the Director may permit a student or scholar to reside with his parents or guardian, but where any such permission is accorded to a student or scholar, such student or scholar, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent had he resided in the hostel.(2)Every resident in the hostels and halls shall conform to rules laid down by the School for the purpose.(3)For each hostel or hall of residence there shall be a Warden and such number of Assistant Wardens and other staff as may be determined by the Board from time to time.(4)The members of the Academic Staff shall be appointed by the Director as Warden and Assistant Warden.(5)Wardens and Assistant Wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled.(6)The Board shall lay down rules for the management of the hostels and halls of residence.

### **38. Conferment of honorary degrees.**

- The School may confer honorary degrees for a few exceptional and outstanding persons for their illustrious contribution in their respective fields:Provided that all proposals for the conferment of honorary degrees shall be made by the Senate and shall be approved by the Board.

## **'A'**

[See Statute 17(2)]"Whereas in terms of Section 19 of the School of Planning and Architect Act, 2014 (hereinafter called the Act) read with Statute 17 (in case of SPA.....) (hereinafter called Statutes), the Visitor has been pleased to approve the appointment of Smt/Shri/Ms\_\_\_\_\_ as the Director of the School on contract for five years and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. Now These Presents Witnesseth and the parties hereto respectively agrees as follows:(i)This agreement of service shall be deemed to have been entered into subject at all times to the provision of the Act, and Statutes covering the Schools as in force from time to time as applicable to permanent confirmed employees.(ii)The appointee shall be on service under the agreement for a period of five years with effect from date of joining the post. Provided that if the appointee on conclusion of the period of service mentioned above is below 70 years of age, his service shall continue till the 30th June at the year in which the appointee concludes the said period of service or till he attains the age of 70, whichever is earlier.(iii)The appointee shall be the Principal academic and Executive Officer of the school and serve the School as the whole time Director of the

School with powers and duties provided in the said Act and Statutes.(iv)The appointee shall devote his whole time to the service of the School and will be subject to the Conduct Rules and other provisions of the said Act and the Statutes as well as rules applicable to the Central Government employees of similar scale. Any information obtained by appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects to be subject to the Indian Officials Secrets Act. 1923, as amended from time to time.(v)During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs. .... in the scale of Rs..... provided that if at any time the appointee proceeds on deputation out of India, his pay and allowances during the period of his deputation will be such as may be decided by the Board of Governors. In addition, the appointee shall draw allowances like Dearness Allowance, Traveling Allowance etc. as may be admissible from time to time as per rules of the School.(vi)During his service under these presents the appointee shall subscribe to the Contributory Provident Fund-cum-Gratuity of the School according to the provisions made in the Statutes and subject to such modifications in these provisions as may be made from time to time and shall also be entitled to the contribution of the School as admissible to the permanent confirmed employees as per the Statutes. In the event of the appointee being employer of any other School of Planning & Architecture and enjoying the benefits either under Contributory Provident Fundcum-Gratuity-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme, he shall join the corresponding Scheme of the School with transfer of this accumulation as admissible under the Statutes. In case the appointee is the employee of the same School he shall continue to be governed by Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his service under this contract like other permanent employees of the schools as per the Statutes.(vii)Notwithstanding anything hereinbefore contained, the appointee shall unless otherwise decided by the School, be entitled to receive the whole, or in part, as may be determined by the School the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be affected by the School subject to the date of these presents in the terms and conditions of the service of members of the branch of School, service to which he may for the time being belong, the decision of the School in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.(viii)The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the School under the Statutes.(ix)The appointee shall be entitled to furnished free of license fee office cum residential accommodation in the campus of the School as may be sanctioned by the Board of Governors of the School.(x)The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.(xi)The appointee shall be paid traveling expenses for joining the School as admissible to an officer of the Central Government of equivalent rank under the Transfer Traveling Allowances Rules of the Central Government deeming the appointment of the appointee as on transfer in the public interest.If the appointee is required to travel in the interest of school work, he shall be entitled to traveling allowance and the scale provided for in the T. A. Rules of the Central Government in force from time to time. Similarly the appointee shall be entitled to leave travel concession for visiting his hometown as per the LTC Rules of the Central Government.(xii)Any amount received by the appointee from books and articles



published by him at his cost shall be left to him as an encouragement for continuing his work in that line. He would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board of Governors from time to time and also based on the consultancy services rules of the Central Government applicable from time to time for consultancy.(xiii)The service of appointee may during the period of contract, be terminated by the Central Government at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the Central Government may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months. The appointee may terminate contract of his service by giving three calendar months notice in writing to the Central Government.(xiv)The appointee will be allowed the status of Professor of the Department of his specialty and take part in teaching and research in the said Department subject to his convenience.(xv)In respect of any matter for which no provision has been made in this agreement the appointee will be governed by the said School of Planning & Architecture Act, 2014 or any modification thereof for the time being in force and the Statutes made thereunder for time being in force with the due approval of the Central Government.In Witness Whereof on the day and the year first above written, the Chairman of the Board of Governors of the School has hereinto set his hand and the appointee has hereinto set his hand.Signed and delivered for theSchool of Planning and Architectureby the Chairperson.Board of Governors of the SchoolIn the presence of Signature of Witnesses with addresses Signed and delivered by the said appointee In the presence of .....Signature of .....witnesses with addresses Director, SPA .....

**'B'**

[See Statute 18 (5)]Deanships

**1. The School may have not more than five deanships. There may be following Deanships in School of Planning and Architecture with the approval of the Board of Governors:**

(i)Dean Academic;(ii)Dean Planning and Development;(iii)Dean Student Affairs;(iv)Dean Faculty Welfare; and(v)Dean Research

**2. Deanship is of functional position and not administrative one and such be discharged in its right spirit. Dean must be nominated by the Director only from amongst the Professors or Associate Professors, as the case may be, but should not be Head of the Department.**

**3. The Tenure of Deanship shall ordinarily be two years extendable by one more year, but Director with the approval of the Chairperson, Board of Governors may relieve any or all Deans before such period.**

**Duties and Responsibilities of Deans**The following duties and responsibilities have been entrusted to the Deans.

**1. Dean (Academic). - He or she will advice the Director in the following:**

(a) Admission and enrollment of students; (b) Finalization of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work; (c) Conduct of class tests and coordinating the finalization of session's evaluations and for ensuring the timely declaration of results; (d) Supervision of the maintenance of up-to-date academic records of all categories of students; (e) Publication and distribution of the syllabi; (f) Organizing meeting of all the School level academic bodies; (g) Arranging the issue of all academic certificates, medals and prizes to the students; (h) To arrange for conduct of examinations which are to be conducted by the school as stipulated in the school regulations. (i) To execute the policy of the Senate in the conduct of Post Graduate, Ph.D. and other research programmes including the examination of the thesis. (j) To coordinate for the conduct of convocation. (k) All proposals to modify the teaching programmes will be considered first by all the Deans of the School, and if approved will be sent to the Senate for formal approval. (l) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates. (m) To take suitable steps from time to time to strive for the high academic standards.

**2. Dean (Planning and Development). - He or she will advice the Director in the following:**

(a) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan and estimates related to civil, electrical, works, sanitary, network system, etc. (b) He or she will assist the Director in the supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, communication networks, water coolers, air conditioners, telephones etc. (c) Maintenance of all necessary statistical data regarding plan and projects required for compilation of various reports periodically required to be sent to Ministry of Human Resource Development and other agencies. (d) Monitoring the physical targets and utilization of funds in respect of Projects and Consultancy and in the preparation of relevant papers for submission of progress reports. (e) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard; (f) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of School and to ensure submission of progress reports. (g) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes. (h) To prepare the agenda and holding of the meeting for procurement of equipments related to projects, testing and consultancy etc. (i) Providing necessary inputs for preparing the budget estimates and revise estimates and other requisite plans to the Secretary of Building and Works Committee.

### **3. Dean (Students Affairs). - He or She will advice the Director in the following:-**

(a)Advice the Director in organising the students' counseling.(b)Responsible for the publication of students' Magazines, News Bulletins, Newsletters, etc.(c)Advice the Director in matters related to students' discipline and welfare.(d)Assist the Director in matters related to the Students Union or Association or Council, as the case may be.(e)Co-ordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extracurricular activities of the students.(f)Keep a record of Alumni and correspond with them.(g)Conduct the enquiries of students indulged in indiscipline.(h)Correspond with Parents or Guardians of Students about their progress and individual problems and welfare.

### **4. Dean (Faculty welfare). - He or she will advice the Director in matters related to:**

(a)Deputation of faculty to various institutions under Quality Improvement Programs (QIP) as per rules applicable to them.(b)Advice the Director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching, training assignments etc.(c)Chair the committee meetings of the evaluation of papers submitted or to be submitted to the conference/seminar by the faculty members.(d)Assist the Director in organizing training programmes for faculty;(e)Assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.(f)Assist the Director in maintaining the high academic standards and achieving academic excellence in the school.(g)Supervision over faculty discipline, integrity and commitment.

### **5. Dean (Research). - He or she will advice the Director in matters related to:**

(a)Framing of rules for industrial Sponsored research and consultancy.(b>Create and maintain database regarding faculty expertise.(c)Facilitate faculty in procuring equipments necessary to conduct research or consultancy work, recruitment of project staff.(d)Coordinate co-curricular activities (technical festivals, quizzes, etc.) for the students.(e)Providing guidance for submitting proposals to funding agencies.(f)Formulating policies for the conduct of research and steps to maintain suitable standards by implementing the Board of Governors or Senate decision.

**'C'**

[See Statute 23(vii)]Forwarding of Applications for Employment elsewhereI. Applications for employment shall be forwarded only as per the norms approved by the Board of Governors:II. All employees are under terms of their service, required to observe following norms for applying for other jobs in Government/ private or elsewhere:III. General Principles:(i)A permanent employee, having good promotion prospects, is under a normal obligation to devote his energies whole-heartedly to the duties of his post. It will not be unjust if his application for other employment is withheld and not forwarded.(ii)Application of a temporary employee should not be withheld unless there are compelling grounds to be recorded and communicated to such temporary

employee. Application from a temporary employee, who may have good prospects of being made permanent in due course, should be dealt with on merits.(iii)Employees who have been given some technical training at Government/School expense, should continue to serve the school at least for the bond period and withholding of application in such a case is justifiable. Board may decide the policy in such cases.(iv)Where an employee cannot be spared without serious detriment to important work in hand, his application can be withheld.IV. Application for posts advertised by Union Public Service Commission. - School employees can apply directly to posts advertised by Union Public Service Commission but should keep the Head of the Department and Director informed. Subsequently, he should seek the permission for such appointment, but before appearing for the interview.V. Posts in the other Schools of Planning and Architecture/ Central Universities and other comparable Institutions of Higher Education:(a)The application from permanent employee should accompany with an undertaking that he will either join back to the concerned School of Planning and Architecture or resign from post held by him in that School of Planning and Architecture after three years.(b)Temporary employee should give an undertaking to resign in the event of his selection and acceptance of the new appointment.VI. Foreign assignments against open advertisements-(a)The employee can apply with prior permission of the Chairperson, Board of Governors to be confirmed by the Board of Governors.(b)If the time is short, an advance copy can be sent to the concerned agency with a copy to the Chairperson, Board of Governors for approval through proper channel.(c)Such employee shall not be considered as an official nominee of School of Planning and Architecture concerned.VII. Posts not Advertised or Circulated: The application shall not be forwarded.VIII. Registration with Employment Exchange:(i)Temporary employees can register with permission, but should resign when selected.(ii)Permanent employee can register -(a)only for higher post under the Government/Public Sector Undertaking/Autonomous Body.(b)on production of a No Objection Certificate, from the School and(c)an undertaking that he will after the completion of three years of joining the new post either rejoin to the concerned school or resign.(d)when an employee rejoins his parent office, he will not be granted a "no objection certificate" for a period of three years to register his name with the Employment Exchange again.IX. Employee under Suspension or Charge Sheeted. - No application should be forwarded if the employee is under suspension or a charge sheet has been issued or filed in the court or sanction for his prosecution has been accorded.X. Employees whose conduct is under investigation. - An application of an employee whose conduct is under investigation may be forwarded with brief comments on the nature of allegations and with a note that he would not be released if the employee is placed under suspension or a charge sheet is issued or filed in the court or sanction for his prosecution is accorded before his selection.

## **'D'**

[See Statute 17(2)]Eligibility Criteria for Appointment as Director, School of Planning and ArchitectureThe appointment will be made on contract basis for a period of five years. The Director will be governed by the School of Planning and Architecture Act, 2014 and its Statutes as well as any other instructions issued from time to time by the Central Government.

## **1. Educational Qualifications:**

(i) Master's degree or equivalent qualification in the appropriate branch of Architecture/Planning; and (ii) Ph. D degree in an appropriate branch of Architecture/Planning OR Published works in referred journals equivalent to Ph. D. The published work of candidates applying for the post shall be referred to the Senate of the School, for which the appointment is being made, for decision.

**2. Experience. - 15 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Professor or above in Architecture/Planning. He/She should be an eminent person in the field.**

Desirable: Administrative experience in responsible position.

**3. Qualification and Experience for candidates from Industry and Profession. - Candidates from Industry/ Profession with first class Bachelor's/ Master's degree in the appropriate branch of Architecture/Planning**

And Professional work which is significant and can be recognized as equivalent to Ph. D. degree and with 15 years experience of which at least 5 years should be at a Senior Level comparable to that of a Professor would also be eligible. OR Officers under the Central Govt/ State Govt/ Union Territory Administrations or Public Enterprises holding a post of Joint Secretary to the Govt. of India on regular basis with 5 years experience in managing technical education system. OR Officers of Universities Research Institute of academic organizations not below the rank of Registrar of Central Universities or equivalent with at least 10 years regular service in the grade of Rs.16400-22400(pre-revised) [Revised: PB-4, 37400-67000 + 10000 AGP] Desirable: Administrative experience in a responsible position.

**4. Age. - The candidate should be below the age of 65 years.**