

# विद्यार्थी पुस्तिका Student Handbook 2018-19



School of Planning  
and Architecture  
New Delhi

योजना तथा  
वास्तुकला विद्यालय  
नई दिल्ली

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**SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI**

An "Institution of National Importance" under an Act of Parliament

(Ministry of HRD, Government of India)

4, Block-B, I.P. Estate, New Delhi -110002 (India)



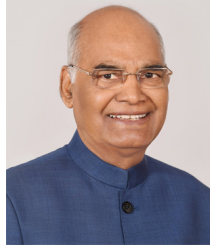
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सत्यमेव जयते



**Shri Ram Nath Kovind**  
Hon'ble President of India  
**VISITOR**



**Shri Prakash Javadekar**  
Hon'ble Minister of Human Resource  
Development, Government of India  
**CHAIRPERSON SPA COUNCIL**



**Ar. Amogh Kumar Gupta**  
**CHAIRPERSON, BOG**



**Prof. Dr. P. S. N. Rao**  
**DIRECTOR**



# MESSAGE FROM DIRECTOR



We welcome the new batch of students to the School of Planning and Architecture, New Delhi. SPA New Delhi is an Institution of National Importance of the Ministry of Human Resource Development, Government of India. Many famous professionals in the fields of architecture and planning have successfully completed their education from this very Institute to which you will now belong. This handbook has been compiled to acquaint the students with SPA New Delhi. It is to be read in conjunction with the Prospectus 2018 issued by the School. The students are advised to keep this handbook conveniently available and refer to it during the course of their studies.

With best wishes

July, 2018

Sd/-  
Prof. Dr. P.S.N. Rao  
Director





# MESSAGE FROM DEAN (STUDENT AFFAIRS)

**Dear Students,**

Congratulations to you on your great success and welcome you to School of Planning and Architecture, New Delhi, one of the Institutes of National Importance. Your joining in this prestigious professional Institute is one of the important steps of your career.

We assure you that under the guidance of our esteemed faculty, your creativity and productivity will have new wings. Here you will get an ample opportunity and relevant support to earn respectable place in the field of Architecture and Planning, depending upon your efforts and dedication.

Along with a professional environment you can also explore your strengths in extra-curricular activities like sports and in a number of societies related to photography, dance, music, theatre, painting, literary, fashion, film making and cycling. At same time, do not forget your goal and dream. My advice is to maintain a suitable balance between various choices along with your academic commitments.



संकायाध्यक्ष, छात्र कार्यकलाप  
Dean, Student Affairs

Dear students, please take care of you and your belongings viz. laptop, phone, money, etc. with-in campus or outside the campus, especially on study tours. It is advisable that you keep your parents/local guardians informed about your movement outside the campus or outside Delhi. The School is not responsible for your unlawful/ illegal acts, if any, in which you may indulge.

Please take a note that you are supposed to follow strict discipline. Your involvement in any unlawful/ illegal activity like RAGGING, sexual abuse, violence, damaging the property, theft, and riotous behaviour is termed as an offence and will be dealt as per law of land.

Smoking, consumption of alcoholic beverages and gambling (of any type) are strictly prohibited in any educational Institute as per law. Violation of this may attract action against you which may damage your dream of becoming an Architect or Planner from School of Planning and Architecture, Delhi. So please keep away from all these. I hope you are also aware of that consumption and trafficking of narcotic drugs is prohibited and punishable up to 20 years of imprisonment. So always "SAY NO TO DRUGS".

You are here to achieve new heights in your career and take it that our learned faculty are available to support you in academics and in profession all the times. I advise you to be in touch with your Head of the Department, faculty concerned, your departmental staff, caretaker (for hostellers) or me or my colleague Deans for any help.

I wish you a very happy and successful stay in School of Planning and Architecture, New Delhi.

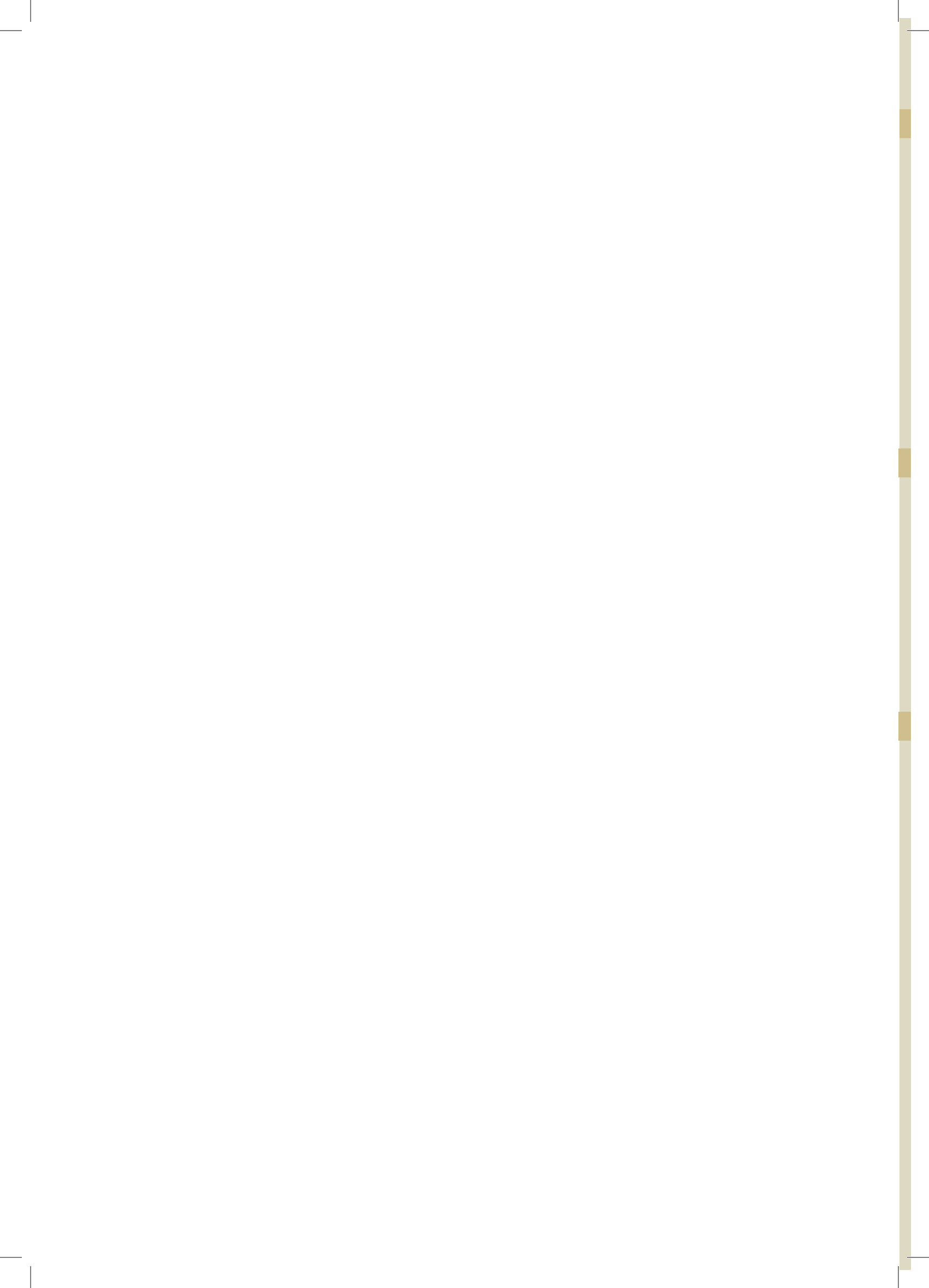
With best wishes,

Yours sincerely,

New Delhi

Sd/-  
Prof. Dr. Vinay Maitri  
प्रो. डॉ. विनय मैत्री

Dean, Student Affairs  
संकायाध्यक्ष, छात्र कार्यकलाप



## Executive Body

Mehak Agarwal  
General President

Jwangma Basumatary  
General Secretary (P.G.)

Tanmay Dev Singh  
General Secretary (U.G.)

Gaurav Jangid  
Student Representative

## Under Graduate Association

Annirudh Sharan  
President (U.G.)

Siddharth Yadav  
Secretary (U.G.)

Venkatesh Sharan  
Cultural Secretary

## Post Graduate Association

Kumund Kohul  
President (P.G.)

Vijay  
Secretary (P.G.)

Himanshu Panwar  
Social Secretary

Akshay Ukirde  
Entertainment Secretary

Deepak Kumar  
Sports Secretary

# Message from Student Council



I hope that your summer has been as wonderful as you all are, and you are back as excited students ready to tackle another year, and a first year for new admission students.

This handbook is designed to be a reference so that you have the most necessary information readily available. This year 2018-19 there are several new sections and changes in the handbook. I request you to read it.

I encourage you to make use of your time and take advantage of all resources available. Faculty, staff and current students can facilitate and enhance educational aspirations. I also recommend getting involved in college life.

The institute also host multiple engaging events, prestigious guest speakers, and stunning performances throughout the year. I hope that you learn about many more opportunities we have to offer. May you enjoy your time and fulfil your academic goals.

I wish you all the best for your future life and hope that you will make the right choices. After all, Ernest Henley once said, "we are the masters of our fate and captains of our soul".

Gaurav Jangid  
Student Representative  
Student Council 2017-18





## THE SCHOOL AT A GLANCE



### ABOUT SPA NEW DELHI

The School of Planning and Architecture, New Delhi (SPA New Delhi) is an Institution of National Importance imparting education in planning, architecture, and design. SPA New Delhi provides training at various levels, in different aspects of human habitat and environment. The School offers highly sought after academic programmes in specialised fields at Bachelor's, Master's and Doctoral level. The School, in striving for excellence has always been in the lead in extending education and research to new frontiers of knowledge. Human habitat and environment being the basic concern of the School, the spectrum of academic programmes is being continuously extended by providing programmes in new fields and emerging areas.

### HISTORY OF SPA NEW DELHI

The beginning of the School of Planning and Architecture, New Delhi (SPA-D) date back to the year 1942 when the Department of Architecture was started in the Delhi Polytechnic of the Delhi University. Subsequently, the School of Town and Country Planning was set up in the year 1955 and this later became the School of Planning and Architecture in the year 1959. Recognizing the specialised nature of the institution, the SPA was accorded the status of a "Deemed University" in the year 1979. Over the decades, the School expanded its horizons and today, it has many as 12 Departments of studies and offers programmes at the undergraduate, post graduate and doctoral levels. In the year 2014, the School was accorded the status of "an institution of national importance" under the SPA Act. Over the last 75 years, SPA has emerged as a premier national level institution in the field of architecture and town planning SPA New Delhi continuously strives to be a globally competitive centre of excellence and has set a number of tasks to be achieved in the near future :

- To introduce new academic programmes in Emerging areas of research.
- To deepen and strengthen our established links with national and international institutions of repute, and also to take fresh initiatives in this direction.
- To develop sustainable programmes for faculty recruitment, training and development.
- To continue to promote diversification of extracurricular activities for the students.
- To continue to participate and contribute in policy formulation and programme implementation at all levels of government.
- To further develop linkages with building and real estate industry.

### Planning Campus

- Department of Physical Planning
- Department of Architectural Conservation
- Department of Environment Planning
- Department of Housing
- Department of Landscape Architecture
- Department of Regional Planning
- Department of Urban Design
- Department of Urban Planning
- Department of Transport Planning

### Architecture Campus

- Department of Architecture
- Department of Industrial Design
- Department of Building Engineering and Management

<b>Deans of the School</b>	
<b>Prof. Dr. Mahavir</b> Dean (Academic)	<b>Prof. Dr. Vinay Maitri</b> Dean (Student Affair)
<b>Prof. Dr. Priyaleen Singh</b> Dean (Faculty Welfare)	<b>Prof. Dr. Sanjukta Bhaduri</b> Dean (Research)
<b>Prof. Dr. Virender Kumar Paul</b> Dean (Planning and Development)	
<b>Administration</b>	
<b>Prof. Dr. Sanjay Gupta</b> Registrar- in -Charge	<b>Ms. Jagjeet Kaur</b> Assistant Registrar (Establishment)
<b>Shri Girish Kumar</b> Assistant Registrar (Accounts and Budget)	<b>Shri Pratap Singh Rawat, S.O. (Architecture)</b> <b>Shri Kishori Lal, S.O. (PMW)</b> <b>Shri Ashok Kr. Sharma, S.O. (A&amp;E)</b> <b>Shri Rakesh Kumar Sharma, S.O. (Estt.)</b>

## Heads of Departments

Heads of Department of studies in the School are responsible for overseeing the working of both academic and non-academic staff of their departments. They prepare and issue timetables for the conduct of various courses conducted by the departments and forward these to the Dean (Academic) for interdepartmental coordination, and for final approval by the Director. All proposals and programmes including academic matters of the departments are also forwarded by Heads to the Dean (Academic) for interdepartmental coordination.

<b>Heads of the Departments</b>	
<b>Prof. Dr. Mandeep Singh</b> Head, Department of Architecture	<b>Asso. Prof. Anuradha Chaturvedi</b> Head, Department of Environment Planning
<b>Prof. Dr. Poonam Prakash</b> Head, Department of Physical Planning	<b>Prof. Dr. Meenakshi Dhote</b> Head, Department of Landscape Architecture
<b>Asso. Prof. Anuradha Chaturvedi</b> Head, Department of Architectural Conservation	<b>Prof. Dr. Ashok Kumar</b> Head, Department of Housing
<b>Asso. Prof. Parag Anand Meshram</b> Head, Department of Industrial Design	<b>Prof. Dr. Vinita Yadav</b> Head, Department of Regional Planning
<b>Asso. Prof. Arunava Dasgupta</b> Head, Department of Urban Design	<b>Prof. Dr. Sanjay Gupta</b> Head, Department of Transport Planning
<b>Prof. Dr. Anil Dewan</b> Head, Department of Building Engineering and Management	<b>Asso. Prof. M. Palaniappan</b> Head, Department of Urban Planning
<b>Key Officers of Sections, Units, Cells and Laboratories</b>	
<b>Prof. Dr. P.S.N. Rao</b> , Chairman <b>Prof. Dr. Ashok Kumar</b> , Coordinator Internal Quality Assurance Cell	<b>Prof. Dr. Vinay Maitri</b> Chairman, Sports Cell <b>Dr. Umesh</b> , Sports Officer
<b>Prof. Dr. Priyaleen Singh</b> Coordinator, Conservation Materials Lab	<b>Prof. Dr. Rabidyuti Biswas</b> Head, CASS, GIS, CRS and AV
<b>Prof. Y.K. Jain</b> Controller of Examinations <b>Prof. Dr. Vinita Yadav</b> , Deputy Controller of Examinations <b>Dr. Shweta Manchanda</b> , Deputy Controller of Examinations	<b>Prof. Dr. Mahavir</b> , Editor, SPACE Journal <b>Dr. Ashok Kumar</b> Library and Information Officer (DPU) <b>Sh. Mahavir Prasad</b> , Hindi Officer
<b>Prof. Dr. Mandeep Singh</b> Coordinator, Materials and Testing Lab <b>Sh. Piyush Kant Jain</b> Technical Officer, Materials and Testing Lab	<b>Sh. Shanti Swaroop</b> , JSA <b>Sh. Jagdish Kumar</b> , JSA <b>Sh. Abhishek Jain</b> , JSA
<b>Asso. Prof. Parag Anand Meshram</b> Coordinator, Workshop and Honorary Warden	<b>Sh. Surinder Kumar</b> Assistant Engineer
<b>Prof. Dr. Ranjana Mittal</b> , Chairperson <b>Sh. Narendra Singh Dhami</b> Library and Information Officer (Library)	

## Student Advisors

Prof. Anil Dewan,	UG (B.Arch.)	9868120869
Asst. Prof. Piyooosh Singh,	UG (B.Plan.)	9911239988
Asst. Prof. Nilanjana D. Sur,	PG	9891042174

## Research and Consultancy

Faculty of the School is engaged in state of the art research and consultancy leading to production of innovative designs and processes. Research activities in the School are also carried out by Ph.D. scholars registered for the award of doctoral degrees. Sponsored research projects undertaken by centres of research in each department of studies also contribute to research. International research projects supported by the School and institutional collaborative research endeavours further result in new research.

## Design Innovations Center

The Ministry of Human Resource Development (MHRD) launched a program to set up a number of Design Innovations Centers (DIC) throughout the country. SPA New Delhi in collaboration with SPABhopal, SPAVijaywada and Dr. B.R. Ambedkar University of Delhi (AUD) submitted a proposal with a focus on built environment and human settlements.

The proposal was approved by the MHRD with substantial funding. A number of products and processes are being developed under the DIC. These will help to mainstream design centred innovation in architecture and planning education, research and practice in India. These will also provide important design and implementation inputs for various government programs. **Prof. Dr. Sanjukta Bhaduri** is the Coordinator of the DIC.



# ACADEMIC INFORMATION

## Departments of Studies at a Glance

The School offers courses focused on planning, architecture and design aspects both at undergraduate and postgraduate levels. While Bachelor of Architecture course is one of the oldest in the country, Bachelor of Planning course was started in 1989. Overall the School offers two undergraduate programmes and 10 postgraduate programmes, each under a separate department of studies. Doctoral programmes are offered by all departments of studies. Each department as mentioned below has a Departmental Research Committee and the Head of the Department is its Chairman.

S. No.	DEPARTMENT	COURSES OFFERED
<b>UNDERGRADUATE DEGREE PROGRAMMES</b>		
1	Department of Architecture	Bachelor of Architecture
2	Department of Physical Planning	Bachelor of Planning
<b>POSTGRADUATE DEGREE PROGRAMMES</b>		
3	Department of Architectural Conservation	Master of Architecture(Architectural Conservation)
4	Department of Urban Design	Master of Urban Design
5	Department of Industrial Design	Master of Design (Industrial Design)
6	Department of Building Engineering and Management	Master of Building Engineering and Management
7	Department of Landscape Architecture	Master of Landscape Architecture
8	Department of Environmental Planning	Master of Planning (Environmental Planning)
9	Department of Housing	Master of Planning (Housing)
10	Department of Regional Planning	Master of Planning (Regional Planning)
11	Department of Transport Planning	Master of Planning (Transport Planning)
12	Department of Urban Planning	Master of Planning (Urban Planning)

## Doctoral Programme(Ph.D.)

In 1985, doctoral programme was introduced leading to the award of a Ph.D. degree in the disciplines offered at the School. Research activity in the School is carried out through fulltime Ph.D. scholars registered for doctoral programmes on their own. Sponsored research projects are undertaken by centres of research located in each department of studies. International Research Projects are supported by the School and institutional collaboration and global research endeavours are also managed at the School level. Please refer to the Ordinance II available on the website of the School, for updated Ph.D., Regulations 2018.

## Duration of Ph.D. Programme

Full Time Programme is 2 to 5 years.

Part Time Programme is 3 to 7 years.

## Coordinator of Doctoral Programmes

**Prof. Dr. Sewa Ram**

Professor, Department of Transport Planning

## Internal Quality Assessment Cell (IQAC)

IQAC was formally established in the School on 7 March 2013. One of the important functions of IQAC is to arrange for feedback responses from all stakeholders on quality related institutional processes. Director SPA Delhi is the Chairman of IQAC and **Prof. Dr. Ashok Kumar** is its Coordinator. The IQAC has three Professors including the Registrar, two Associate Professors and three Assistant Professors representing various departments of studies as its members. The primary goals of the IQAC are:

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of SPA Delhi.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## Academic Calendar

Academic Calendar 2018 as approved by Senate is detailed out below:

### ACADEMIC CALENDAR-2018: Odd Semester (Final Version as on 28.05.2018) 30<sup>th</sup> July, 2018 - 14<sup>th</sup> December, 2018

	MON	TUE	WED	THU	FRI	SAT	SUN	EVENTS
JUL/AUG	30	31	1	2	3	4	5	
AUG	6	7	8	9	10	11	12	
AUG	13	14	15	16	17	18	19	DRC*
AUG	20	21	22	23	24	25	26	DRC*/ FIELD VISITS*
AUG/ SEP	27	28	29	30	31	1	2	FIELD VISITS*
SEPT	3	4	5	6	7	8	9	FIELD VISITS*
SEPT	10	11	12	13	14	15	16	Elections for Students' Council (No Studio; Theory classes as per time-tables)
SEPT	17	18	19	20	21	22	23	JDRC 2**
SEPT	24	25	26	27	28	29	30	ACTIVITY WEEK/ MINI UTOPIA (No Studio; Theory classes as per time-tables)
OCT	1	2	3	4	5	6	7	Mid-Semester Review (3-5)***
OCT	8	9	10	11	12	13	14	
OCT	15	16	17	18	19	20	21	
OCT	22	23	24	25	26	27	28	
OCT/NOV	29	30	31	1	2	3	4	FOUNDATION DAY** (No Studio; Theory classes as per time-tables)
NOV	5	6	7	8	9	10	11	
NOV	12	13	14	15	16	17	18	
NOV	19	20	21	22	23	24	25	External Jury Examinations*
Preparatory Leave + Examination: 26 <sup>th</sup> November, 2018 – 14 <sup>th</sup> December, 2018 (3 Weeks ) <b>WINTER VACATION: 15<sup>th</sup> December, 2018 – 6<sup>th</sup> January , 2019 (3 Weeks) including NOSPLAN</b>								

\* Exact date to be decided by each Departments of Studies

\*\* Exact date to be announced

\*\*\* Mid Semester Marks to be submitted to HOD

Sd/-

Gazette Holidays and Weekends

Activity Week



(Prof. Dr. MAHAVIR)

Dean (Academics)

## List of Gazetted Holidays

The following holidays will be observed during the Calendar Year 2018

S. no.	Holiday	Date	Saka date	Day
<b>1939 SAKA ERA</b>				
1.	Republic Day	January 26	Magha 06	Friday
2.	Maha Shivaratri	February 14	Magha 25	Wednesday
3.	Holi	March 02	Phalgun 11	Friday
<b>1940 SAKA ERA</b>				
4.	Mahavir Jayanti	March 29	Chaitra 08	Thursday
5.	Good Friday	March 30	Chaitra 09	Friday
6.	Buddha Purnima	April 30	Vaisakha 10	Monday
7.	Idu'l Fitr	June 16	Jyaishta 26	Saturday
8.	Independence Day	August 15	Sravana 24	Wednesday
9.	Id-ul-Zuha (Bakrid)	August 22	Sravana 31	Wednesday
10.	Janmashtami	September 03	Bhadra 12	Monday
11.	Muharram	September 21	Bhadra 30	Friday
12.	Mahatma Birthday	October 02	Asvina 10	Tuesday
13.	Dussehra	October 19	Asvina 27	Friday
14.	Dewali (Deepawali)	November 07	Kartika 16	Wednesday
15.	Milad-Un- Nabi or Id-E-Milad (Birthday of Prophet Mohammad)	November 21	Kartika 30	Wednesday
16.	Guru Nanak's Birthday	November 23	Agrahayana 02	Friday
17.	Christmas Day	December 25	Pausha 04	Tuesday

NOTE: - If on a subsequent occasion, Government of India declares any day as a Holiday, the School will also remain closed on that day.

## FACILITIES AND SUPPORT

### Library

Library of the School has been acting as a crucial resource centre to meet the information needs of its clientele. Library is equipped with computer and electronic facilities such as online resources to support the teaching, learning and research activities of the School. The School maintains well-stocked libraries in both Planning and Architecture campuses. Together these libraries are arguably one of the richest storehouses of books/documents in the fields of planning and architecture in the entire Asian region. The Library has a collection of 81325 books/documents. Besides 50 print and e-journals library has subscription to JSTOR with access to more than 2065 archived journals. The other resources such as World e-book Library, South Asia Archive, V-IDEO and other research reference of Institute for Studies in Industrial Development (ISID) are also available online. For the convenience of users to access online resources off-campus remote access facility has been provided.

The library Online Public Access Catalogue (OPAC) is available for access on Intranet and can be searched from anywhere within the campus. The OPAC facilitates browsing and searching the databases of books, thesis/dissertation reports. For convenience of the users, library providing single bar-coded card for borrowing books from library.

Moreover, to update the readers Library brings out a monthly list of new addition in the library. To provide the readers a current awareness service the contents of the current periodicals and relevant information from the newspaper dailies, are made available electronically to the members. Photocopying services are provided to users of reference materials. The School Library is member of the Developing Library Network (DELNET). This has given the facility of access to large collection and other online resources available through DELNET. It has also strengthened the Inter-Library Loan (ILL) and resource sharing activities in meeting the needs of users related to books, articles etc. through Developing Library Network. Photocopying facility is available in both the libraries.

### Remote Access Facility

#### RemoteXs @ SPA Delhi Library

In order to facilitate and encourage the use of e-resources at the point of need and use, SPA Delhi Library provides an off- campus (remote) access to subscribed e-resources. The Library provides a remote access facility to the current Students, Faculty Members, Research Scholars and Staff Members to access the subscribed e-resources from an off-campus location through "RemoteXs" cloud based software service.

#### What is RemoteXs?

RemoteXs is a software service through which one can access the Library subscribed scholarly content from a remote location other than the SPA Delhi, ITO campuses. It provides users with a single window access to the subscribed e-resources of the Library from a remote location, anywhere, anytime all you need is a working Internet connection.

How to log in?

To use this facility, please follow the steps below:

- Logon to the SPA Delhi website ([www.spa.ac.in](http://www.spa.ac.in));
- Go to "Library" tab;

- Click on “RemoteXs” or follow <https://spadelhi.remotexs.in/user/login> link;
- You can log-in with (i.e. E-mail address and password) credentials
- Now you are ready to browse subscribed resources.

### **Guidelines and Rules for Use of Library Facilities**

- All students are expected to keep their bags and other belongings at the Library entrance check point. Students should note that the Library is not responsible for loss of any personal belongings. All books, notebooks and files/folders must be presented to the Security/Staff at the check point for inspection before leaving the library premises.
- Users must enter their name, date and time of entry and exit, in register at entry check point.
- All students should carry their library card for availing library facilities and services. (Bachelor’s and Master Degree students are allowed to borrow up to 5 books and 7 books respectively for a period of 15 days).
- Students returned books must ensure that these books are shown as cancelled against their names in the library system.
- A fine of Rs.1/- per day will be levied for the overdue books.
- Students are advised not to issue books to other against their names.
- The library is silence zone and hence users are requested not to engage in conversation and discussion in the Library. Mobile phones should be kept on silent mode.
- Like all other spaces of the School, both libraries are strictly ‘no-smoking zones’
- Students are not permitted to carry in or consume eatables and beverages inside the Library.
- Defacing books and other library property by marking, scribbling, tearing of pages etc. is forbidden and can result in cancellation of membership and a fine. Users must ascertain the condition of books before they are borrowed.
- Reference documents like encyclopedias, yearbooks, handbooks, dictionaries and journals (loose or bound) will not be issued out of the library.
- Please report loss of library book or any other reading material to the Library staff immediately.
- The books should be left on the study table. The Library staff will shelve them. Please do not try to shelve the books yourself, as you could misplace them.

### **Library Timings**

Monday to Friday	–	8.30 A.M. TO 7.30 P.M.
Saturday	–	9.00 A.M. TO 5.30 P.M.
Sunday	-	Closed

- **Prof. Dr. Ranjana Mittal**, Chairperson, Library Advisory Committee
- **Shri N.S. Dhami**, Library and Information Officer
- **Shri Hargian Singh**, Senior Library and Information Assistant (Architecture Library)
- **Shri T. Pramod Nabor**, Library Assistant (Planning Library)

### **Centre for Analysis and Systems Studies (CASS)**

CASS plays an important role in the discharge of the School's academic functions since 1980s. It has been developed as the main communication center of the School. It is equipped with servers, workstations, plotter, scanner, printers, etc. In addition, a number of tasks are performed by the Centre. Some of the important tasks of CASS include:

- Providing internet facilities within SPA.
- Maintaining the website ([www.spa.ac.in](http://www.spa.ac.in)) of the School.
- Providing technical and maintenance support to all the departments of studies, centres and units in their day to day functioning with computer related services.
- Facilitate technical support & assistance in conducting classes, workshops and training programmes
- Responsible for sever management.
- Ensuring virus free environment in the computer laboratories, departments of studies and other offices in the School.

### **Centre for Geographical Information System (GIS)**

The Centre for GIS provides facilities for conducting GIS classes for the students belonging to different department of studies of the School. It conducts training programmes from time to time for the students and faculty members on the use and application of GIS software. Its facilities are also used by the students for handson training about academic exercises and research projects. The Centre is equipped with number of software such as:

- Arc View 10.0 and Arc Info 10.0 Universal Lab Kits with extensions (spatial analyst, network analyst, 3D analyst).
- Statistical package for Social Science (SPSS) version 20.0.
- ERDAS Imagine 2011 and Leica Photogrammetry Suite (LPS) 2011.
- Auto Desk 2012 Master Suite includes Raster.

### **Centre For Remote Sensing (CRS)**

The Centre for Remote Sensing conducts theory and practical courses for various remote sensing related programmes at undergraduate and postgraduate level in the School and is presently equipped with basic tools required for stereovision and aerial photo interpretation, viz. pocket and mirror stereoscopes, parallax bars, aerial photographs, etc. The Centre also has a couple of image processing software.

### Audio Visual Unit (AVU)

The Audio Visual Unit provides audio and visual services like still photo shoots, video filming, etc. for covering various academic activities of departments of studies of the school such as special lecture talks, jury examinations, digital slides preparation, etc. In addition, it also provides necessary technical support services for School events such as annual convocation, foundation day, student events, workshops, seminars, conferences, etc. held from time to time. It is also involved in providing support inputs for the School publications such as school prospectus, journals, newsletters, etc.

Team of experts and technicians is responsible for smooth running of CASS, GIS, CRS, and AVU:

**Prof. Dr. Rabidyuti Biswas**, Head CASS  
**Shri Shanti Swaroop**, Junior System Analyst  
**Shri Jagdish Kumar**, Junior System Analyst  
**Shri Abhishek Jain**, Junior System Analyst  
**Shri Vinod Kumar**, Assistant Photographer  
**Shri Sushil Khandelwal**, Audio Visual Assistant

Students can register for using CASS, getting email ID and Internet usage by applying through forms provided in Annexures, which are also available on the school website. Similarly, Census information can be accessed by applying through another form.

### Workshop and Materials Testing Laboratory

The workshop and material testing laboratory provides a range of training and maintenance services to the SPA students. The students are trained in basic carpentry and metal works and have access to workshop facilities for making architectural models. The workshop is fully equipped for all categories of carpentry, machine tooling, welding etc. Prof. Dr. Mandeep Singh is the Coordinator of the Workshop. **Shri Piyush Kant Jain**, Technical Officer, is the in-charge of material testing laboratory.

### Documentation-Cum- Publication Unit

Documentation-cum-Publications Unit or DPU looks after the publication of SPA's half yearly journal called SPACE: The SPA Journal of Planning and Architecture, SPA Newsletter and Seminars on Architecture. Further more, newspapers are collected, copies of relevant clippings are displayed on notice boards, and scanned copies of the same are provided to library members through e-mail. Printing of various research materials are required by the departments of studies and administrative sections of the School. These requests are complied with by the DPU. Compilation, preparation and printing arrangements leading to the publication of the

School's annual reports for submission to the Parliament both in Hindi and English are also made by the DPU, Visiting Cards of faculty and identity cards of the faculty, staff and students are also prepared by the DPU. **Dr. Ashok Kumar**, Library and Information Officer (DPU) looks after the unit.

### SPACE Journal and SPA Newsletter

From 1950s to mid-1980s, the SPA journal was titled 'Urban and Rural Planning Thought', and was widely acknowledged as the foremost academic journal in this field. In 1979 the journal was renamed as the 'SPA Journal'. In 1985, the journal was renamed as the SPA Journal of Planning and Architecture to reflect a more inclusive outlook for many disciplines represented in SPA Delhi. Currently the SPACE is published half yearly. **Prof. Dr. Mahavir** is the current Editor of SPACE Journal.

## Medals, Awards and Scholarships

The school gives away several medals and awards every year to deserving scholars. The following Medals and Prizes are awarded to students of Post-Graduate courses presented at the **FOUNDATION DAY** of the School:

- Prof. N.S. Saini SPA Medal for the Best Thesis of Master of Planning (Urban Planning and Regional Planning)
- Prof. Narendra Juneja SPA Medal for the Best Performance in the Individual Project in Landscape Design –IV (Studio)
- Shriya Anand Award for the Best overall Performance in Landscape Architecture Studio in Four Semesters
- Prof. M.R. Agnihotri Award for securing highest Marks in Design Project at the final year examination in Master Degree Course in Design (Industrial Design)
- Prof. S.K. Narayana Memorial SPA Alumni Gold Medal for the Best Thesis at the final year examination in Master's Degree course in Building engineering and Management

In addition to the above-mentioned the School also awards the following medals on the **CONVOCATION DAY** of the School:

- SPA Gold Medal for the Best Student (one for each Department)
- SPA Gold Medal for the Best Thesis (for B.Arch. and B.Plan)
- SPA General Proficiency Award (for B.Arch. and B.Plan)
- Prof. T. J. Manickam Gold Medal for the Best overall academic performance (one for Bachelor's and one for Master's Programmes)
- GATE scholarship is available to post-graduate students who have successfully cleared and are eligible for the same.
- SPA KOHLER ARCHITECTURE SCHOLARSHIP: Five meritorious students of Final year B.Arch. are awarded scholarships worth Rs.75,000/- each on the Foundation Day of the School. The selection is based on academic performance in all courses with special emphasis on Architectural Design up till fourth year. There is also emphasis on co-curricular pursuits like attending seminars, conferences, making paper presentations and extra-curricular activities including participation in Utopia and being active with cultural societies.
- SPA KAJARIA SCHOLARSHIP is awarded to three students after graduation and is based on the academic performance of Final year. This scholarship is worth Rs.1,00,000/- each and is given during Foundation Day of the School.
- ADVANI CENTENNIAL SCHOLARSHIP by Blue Star Foundation is a merit-cum-means scholarship awarded to five undergraduate B.Arch./B.Plan. Students after successful completion of first year. This includes the tuition fee and hostel expenses till they graduate and is based on continuous good academic performance.



- SPA EVEREST SCHOLARSHIP is worth Rs.20,000/- and is awarded to a meritorious IVth Year student based on the academic performance till Third Year.

Students can apply for loan/grant provided by **State Governments**. The forms and details are available on the respective state government portals. Depending on the student's academic performance and the college fees slab, scholarships can be availed. The school would help in verification of documents to be submitted.

The school provides an aid to students in a circumstance of an emergency, **Student Aid Fund**. The forms are available at the Admission and Examination Department in the beginning of the even semester. Students can get an aid of up to Rs. 25,000/- that is to be returned to the school in the time period of the course.

## Students Aid Fund

The rules and regulations for Students Aid Fund (SAF) is given below:

### 1. OBJECTIVES

- The objectives of the Students Aid Fund are:

To render financial assistance on a case by case basis, to deserving students in the event of unforeseen expenditure for emergencies and to allow them to achieve their academic commitments and goals.

### 2. SOURCES OF FUND AND RESERVE FUNDS

- Every student of shall pay, at the commencement of the academic session, a sum of Rs.200/- or as revised from time to time.
- Fines collected from Students on any count shall be credited into the SAF.
- School on recommendation of the managing committee may raise voluntary contributions for augmenting the funds from suitable sources who desire to contribute to the fund.
- An amount (depending on the funds presently available) from the existing funds may be kept as a corpus. Incomes from which may be added to the amount of student contributions.

The surplus funds if any. During a year, shall be credited to the corpus of the SAF.

### 3. HEADS FOR DISBURSEMENT OF FUNDS

- Medical
- Living expenses
- Purchase of equipment for academic activities
- Travel expenses for study tours/attending conferences /workshops

#### 4. ELIGIBILITY

- All students except PG Students receiving GATE Scholarships and full-time PhD students receiving stipends

#### 5. ADMINISTRATION

- a) The SAF shall be administered by the Managing Committee constituted of the following members:
  - i) Director/ Dean of Studies of the School – chairman (Ex-Office)
  - ii) The UG and PG Student Advisors
  - iii) Two students nominated by the Director/ DOS of the School from the Student's Council.
  - iv) Registrar of the School – Secretary (Ex- officio)
- b) Four members of the Managing Committee shall form the quorum. The committee shall meet at least twice in an academic session.
- c) The minutes of the meeting of the Managing committee shall be maintained by the Secretary and confirmed within two weeks of the meeting.
- d) The budget estimates shall be framed in the first meeting of the academic session and the financial assistance granted to students on the decision of the managing committee, based on the applications received.
- e) The funds shall not be utilized for any other purpose other than providing financial assistance to students.

#### 6. PRECEDURE FOR THE GRANT OF FINANCIAL ASSISTANCE.

- i) Application for financial assistance in the prescribed form/ format may be submitted Anytime during the academic session and shall be reviewed at the next meeting of the Managing committee.
- ii) Applicants may be interviewed by the, Managing Committee,
- iii) Financial Assistance shall be granted as a onetime assistance of a minimum of Rs 10000/- and a maximum Rs. 25000/- or as revised by the Managing Committee from time to time and approved by the School. In case of students seeking financial assistance for the second time, in case of emergency, the Director can use his discretionary powers to extend such financial assistance to a student by considering the significance of the case.
- iv) Financial Assistance may be withdrawn in case of misuse of funds or misconduct on the part of the student.

#### 7. AMOUNT OF TOTAL ASSISTANCE

The total that can be disbursed at any point of time shall be decided by the Managing Committee from time to time base on the funds availability.

#### 8. ACCOUNTS AND AUDIT

- i) A separate Bank Account for the SAF shall be maintained by the School for the operation of the fund.
- ii) All disbursement shall be approved by the Director and the signatories for operating the bank account shall be the Registrar and the DR/AR/SO of the Accounts Section.
- iii) All accounts of SAF shall be maintained by the Accounts Section of the School and regularly audited.

## Students Aid Fund Managing Committee

The Managing Committee for Administering the “Students Aid Fund” has been reconstituted as per the revised Rules and Regulations and are as follows:-

S. No.	Constitution	Members
1	Director/ Dean of studies of School (Ex officio) Chairman	• <b>Prof. Dr. Vinay Maitri</b> , Dean, Student Affairs - Chairman
2	UG and PG students advisors	• <b>Prof. Dr. Anil Dewan</b> • <b>Ms. Nilanjana D Sur</b>
3	Two students nominated by the Director / DoS of the School from the Students Council.	• <b>Mr. Anirudh Sharan</b> , UG- President • <b>Mr. Kunal Koul</b> , PG-President
4.	Registrar of the School (Ex-officio) – Secretary	• <b>Prof. Dr. Sanjay Gupta</b> Registrar - Secretary

## Placement Cell

Placement Cell was officially set up in January 2015. It provides interface between the students and industry. It organizes campus placements. Industry is encouraged to follow the placement policy of SPA New Delhi. From January 2015 onwards, companies such as Turner, DARR, UMTC, CRISIL, Cushman and Wakefield, AECOM, GIFT, Synergy, ATKINS, and others have already conducted campus placement.

- **Prof. Dr. Sewa Ram**  
Placement Coordinator for EP, RP, UP, TP, Hsg, AC, UD Deptts & B. Plan. (UG)
- **Prof. Dr. Anil Dewan**  
Placement Coordinator for ID, BEM
- **Prof. Dr. Aruna Ramani Grover**  
Placement Coordinator for B. Arch. (UG)

## Hostel and Guest Room Facilities

School provides limited boys and girls hostel facilities in its hostel premises at Maharani Bagh and ITO. These hostel facilities are meant for the students who have been staying outside the NCR before joining the School. The hostels are equipped with mess facilities, canteen, health centre, internet, stationary and xeroxing facilities. Limited guest rooms are available at both the hostel premises. The hostel premises are fully secure and safe for hostel inmates.

## Hostel and Mess Rules

### Hostel Rules

- i. Resident students are strictly forbidden to visit the hostel rooms of members of opposite sex.
- ii. Use of narcotics consumption of alcoholic beverages and gambling at the hostel premises are strictly prohibited.
- iii. Playing of audio equipment in the rooms as well as in the students' common rooms shall be kept at a low pitch so that it does not disturb other residents.

- iv. A guest or visitor of the same sex may stay overnight in the Hostel room provided the room-mate gives his or her consent. Such guest may stay for two days while the concerned resident shall inform the hostel Warden within 12 hours ahead of the guests' arrival. The resident shall obtain permission of the Hostel Warden for extending the stay of the guest over more than two days. The period of stay of the guest can be extended at the maximum to 4 days. Resident student shall be charged for accommodating such guest or visitor @ Rs.25 (Rupees Twenty Five only) per day and no guest or visitor shall be allowed to stay for more than 5 days in a month.
- v. For both Boy's and Girl's Hostels no late night entry will be permitted beyond 10.00 P.M. and only one night out per week be allowed for visiting friends and relatives on the specific prior permission of the Hostel Authorities, Deputy Warden or Honorary Warden of the Hostel.
- vi. The visitor of the same sex will be required to enter his/her name, address and the time of entry in the register kept at the Reception of the Hostels and also identify himself / herself through I-Card etc. whenever asked by the Security Guard, Chowkidar, Caretaker, Deputy Warden, and Honorary Warden of the Hostel.
- vii. The Hostellers are forbidden to play any game in lawns / open spaces outside the Hostel building that may cause damage to the property of the School and disturb or cause discomfort and inconvenience to other residents.
- viii. Hostel Office at I.P. Estate (ITO) and Estate Office at Maharani Bagh may provide bulbs and tubes in a limited numbers to individual rooms if available in the School Store.
- ix. The residents shall not spoil; deface the walls, furniture and cupboards etc. They shall also not alter or temper with electric wiring and fittings. In case some damages are done he or she shall be liable for three times recovery of the value assigned by the Hostel Authorities.
- x. Hostel resident shall stay in the room allotted to him or her and would not be permitted to shift room in case such incidents is brought to the notice his or her room allotment will be cancelled.
- xi. Hostel resident shall shift to another room of vacate the Hostel if required and directed by the Honorary Hostel Warden for decision taken in the interest of the School.
- xii. Resident students shall observe decency and decorum in the Hostel and generate a healthy and wholesome environment. Any act of intimidation, violence or willful damage shall be liable for disciplinary action by Hostel Authorities.
- xiii. Resident who expect to be away from the Hostel for a short period exceeding one day shall inform the Warden Deputy Warden of his or her absence, indicating their contact address and the probable time of their return.
- xiv. Resident student shall vacate rooms immediately on the completion of the academic term and hand over the charge of the room including all the items of furniture or fixtures

supplied to them on admission to the Hostel, to the Hostel Caretaker or any other official of the hostel authorized by the Honorary Hostel Warden.

- xv. Inmates are required to keep their personal belongings in their safe custody. Any theft or loss of such personal items would be the sole responsibility of the hostel inmate.
- xvi. As per notification of Government of India regarding damage to property and equipment in the institution as a result of any demonstrations and strikes charges would have to be recovered directly from those students involved in such incidents.

## Mess Rules

- i. Mess is compulsory for all the hostellers.
- ii. All the Hostellers will be issued Mess Coupons with respective date, meal type and meal preference, which will have to be handed over to the authorized person of the Mess against which the meal will be served.
- iii. If any hosteller does not want to dine in the Mess, he or she has to seek special permission from the Honorary Hostel Warden. The permission will be given on the basis of written application with valid reason and returning the coupons for the period, before commencement of the period.
- iv. For those permitted, Rs. 500 (Rupees Five hundred only) as Non-dining Charges (NDC) per month will be charged. No Meal shall be served to the Hostellers who have opted for Mess Off and NDC.
- v. No student is allowed to take Mess utensils outside the Hostel Dining Room if anybody is found taking utensils outside the Mess, he / she shall be fined Rs.100 (Rupees Hundred only).
- vi. Food will be served by Hostel Mess Employees in the room, on demand (minimum 3 hours' notice is required) only to the sick students.
- vii. Guests of students, staff and members of faculty will only be provided service against coupons purchased in advance in the dining hall only of the respective Mess.
- viii. Rebate for prepaid Mess Coupons may be allowed provided three days' notice and return of Mess Coupons in advance, given under the following conditions:
- ix. Outstation tours (educational, study tours, training and other academic activities) with applications approved through HODs.
- x. Minimum 2 days upto a maximum 8 days per month of authorized absence from Hostel for which period approval of Honorary Hostel Warden is required.

(For more details please contact Honorary Warden or Hostel Office)

## Hostel Management Committee

School has a Hostel Management Committee for advising on policy matters related to hostels currently with the following members:

Faculty Members	Students Members
1. <b>Prof. Dr. Vinay Maitri,</b> Chairman	Hostel Management Committee - Girls
2. <b>Prof. Dr. Mayank Mathur,</b> Estate Officer	<b>Richa Singhal</b> 8800198352 HMC – MB (UG) 
3. <b>Mr. Parag Anand Meshram,</b> Honorary hostel Warden and Co-chairman	<b>Sai Manaswini Gannamaneni</b> 9871442754 HMC – ITO (UG) 
4. <b>Dr. Aarti Grover,</b> Deputy Warden (ITO Girls Hostel and Mess)	<b>Savitri Kumari</b> 8500820670 HMC – ITO (PG) 
5. <b>Mr. Bhaskar Gowd Sudagani,</b> Deputy Warden (Boys Hostel and Mess)	Hostel Management Committee - Boys
6. <b>Mr. Manu Mahajan,</b> Deputy Hostel Warden (Boys Hostel and Mess)	<b>Nitesh Maurya</b> 7065132804 HMC – MB (UG) 
7. <b>Ms. Harshita Deo,</b> Deputy Warden (ITO Girls Hostel and Mess)	<b>Shashikant Verma</b> 8089831321 HMC – MB (PG) 
8. <b>Ms. Aditi Singh,</b> Deputy Warden (MB Hostel)	
9. <b>Ms. Mekhhla Parihar,</b> Deputy Warden (MB Girls Hostel)	

### Hostel Staff of the School

<b>Dayachand</b> Caretaker	ITO Hostel (Planning Building)	9.00AM to 5.30 PM	9990407547
<b>Manik Rao</b> Jr. Assistant	ITO Hostel	9.00AM to 5.30 PM	9971824373
<b>Om Prakash</b> Hostel Caretaker	ITO Hostel	9.00AM to 5.30 PM	9871956559
<b>Bhagwan Singh</b> Hostel Caretaker	MB Hostel	9.00AM to 5.30 PM	8076862601
<b>Sher Singh</b> Jr. Assistant	MB Hostel	9.00AM to 5.30 PM	9540515422
<b>Rakesh Kumar</b> Mess Manager	ITO & MB Hostel Mess	9.00AM to 5.30 PM	9810969250
<b>Santosh Dhoundiyal</b> Hostel Clerk	ITO Hostel	9.00AM to 5.30 PM	7291090628

### Medical Officers of the School

Doctor		Available at	Timing	Days	Phone No.
<b>Dr. Poonam Rathi</b>	MBBS	ITO Hostel	1.30 PM to 3.30 PM	Monday, Wednesday, Friday, Sunday	9818346082
<b>Dr. A.K. Satsangi</b>	MBBS	MB Hostel	5.30PM to 7.30 PM	Tuesday, Thursday Saturday, Sunday	9811234308
<b>Dr. Lovleen Kaur</b>	Councilor	ITO Hostel	1.30 PM to 4.30 PM	Tuesday	9871835498
<b>Dr. Lovleen Kaur</b>	Councilor	Arch. Block	1.30 PM to 4.30 PM	Monday and Thursday	9871835498

Students can meet with Doctor directly or through Caretaker/ Dy. Warden of their respective hostel. For meeting with Councilor in ITO hostel students can meet directly or through caretaker/ Dy. Warden and in Arch Block through SO (Arch. Dept.)

### Anti Ragging Committee

S.NO	CONSTITUNCY	NAME AND DESIGNATION
1.	Head of the Institution (Chairperson)	<b>Prof Dr. P.S.N Rao</b> Director
2.	Representative of Civil & Administration	<b>Assistant Commissioner of Police</b> , Office of The ACP, Kamla Market, New Delhi-110002
3.	Media	<b>Shri Maneesh Pandey</b> 163, Prayag Apartment, Vasundhra Enclave, New Delhi-110096
4.	NGO	<b>Dr. Renu Khosla</b> , Centre of Urban & Regional Excellence, 302, Second Floor, Building No 03 Sona Apartment, Kaushalya Park , HauzKhaz, New Delhi-110016
5.	Parent	Name to be decided later
6.	Fresher's Student	Name to be decided later

7.	Seniors Students	<b>President-Students Council</b>
8.	Non-Teaching (Secretary)	<b>Shri Pratap Singh Rawat</b> , Section officer (Arch Deptt) <b>Shri Ashok Kumar Sharma</b> , Section officer ( A&E)
9.	Other Invitees	<ul style="list-style-type: none"> <li>• <b>Prof Dr. Poonam Prakash</b> (Anti-Ragging Squad-Chairperson of Planning Building)</li> <li>• <b>Prof Dr. Mandeep Singh</b> (Anti Ragging Squad-Chairperson Arch Building)</li> <li>• <b>Prof Dr. V.K Paul</b> (Anti Ragging Squad-Chairperson M.B Hostel and residential Complex), Dean (P&amp;D)</li> <li>• <b>Prof Dr. Mahavir</b>, Dean-(Academic)</li> <li>• <b>Prof Dr. Vinay Maitri</b>, Dean-(Students Affairs)</li> <li>• <b>Prof Dr. Priyaleen Singh</b>, Dean (Faculty Welfare)</li> <li>• <b>Prof Dr. Sanjukta Bhaduri</b>, Dean (Research)</li> <li>• <b>Prof Dr. Sanjay Gupta</b>, Registrar</li> <li>• <b>Shri. Parag Anand Meshram</b>, Honary. Hostel Warden</li> <li>• <b>Prof Dr. Mayank Mathur</b>, Estate officer</li> </ul>

### Anti Ragging Squad

SI. No.	Name of the faculty / Staff members	Mobile numbers
<b>PLANNING BUILDING</b>		
1.	<b>Prof. Dr. Poonam Prakash</b>	9716619999
2.	<b>Prof. Dr. Ashok Kumar</b>	9968076056
3.	<b>Prof. Dr. Mayank Mathur</b>	9911286705
4.	<b>Prof. Dr. Meenakshi Dhote</b>	9313508547
5.	<b>Dr. Aarti Grover</b>	9871370496
6.	<b>Sh. Ashok Kumar</b>	9958714444
7.	<b>Ms. Renu Sharma</b>	9717439481
<b>ARCHITECTURE BUILDING</b>		
1.	<b>Prof. Dr. Mandeep Singh</b>	9810267149
2.	<b>Prof. Y.K. Jain</b>	9810456289
3.	<b>Prof. Dr. Ranjana Mittal</b>	9810665937
4.	<b>Prof. Manoj Mathur</b>	9810004736
5.	<b>Ms. Vandana Kothari</b>	9717438130
6.	<b>Ms. Anjali Mittal</b>	9910777341
7.	<b>Dr. Umesh Dutt</b>	9818256737
8.	<b>Sh. Shuvojit Sarkar</b>	9311240368
9.	<b>Ms. Aditi Singh</b>	9999917079
10.	<b>Sh. Pratap Singh</b>	9911328212



<b>MAHARANI BAGH HOSTEL &amp; RESIDENTIAL COMPLEX</b>		
1.	<b>Prof. Dr. V. K. Paul</b> (Chairperson)	9811170779
2.	<b>Sh. Manu Mahajan</b>	9810642838
3.	<b>Sh. Parag Anand Meshram</b>	9813969969
4.	<b>Sh. Bhaskar Gowd Sudagani</b>	9555074048
5.	<b>Ms. Harsita Deo</b>	9560939931
6.	<b>Dr. Rajapraksh P.</b>	9013644236
7.	<b>Ms. Jagjeet Kaur</b>	9817320019
8.	<b>Sh. Kishori Lal</b>	9899291651

### **Terms of Reference:**

- Anti- Ragging Squads shall maintain vigil, oversee and patrolling functions and their mobile phones shall remain on alert and active at all the times.
- Anti- Ragging Squads shall make surprise visits to hostels and other places vulnerable to incidents of and having the potential of ragging and is empowered to inspect such places.
- Anti- Ragging Squads shall conduct “on the spot enquiry” into any incident of ragging and submit a report along with recommendations to the, Chairman Anti Ragging Committee and Head of the Institution through the Dean (SA), within 24 Hours, if Anti Ragging squads establishes that an incident of ragging has happened, the Chairman Anti Ragging Committee shall lodge an – FIR.
- Anti- ragging Squads shall conduct such enquiry by observing a fair and transparent procedure along- with the principles of natural justice, and after giving adequate opportunity to the students accused of ragging.
- Witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.
- During discharge of duties, if Anti Ragging Squad member(s) consider it necessary, the services of any faculty/staff can be used for Anti-Ragging efforts of the School.

### **Sexual Harassment Committee**

Towards making SPA Delhi inclusive, safe and proactive as per law of land, sexual harassment of women is made an offence. Sexual harassment means and includes unwelcome sexually determined behavior such as:

- Physical contact and advances
- A demand or request for sexual favors
- Sexually colored remarks
- Showing of pornography
- Unwelcome physical, verbal or non-verbal conduct of sexual nature
- Sexual or indecent gestures and indications

- Entry into private place marked for female employees and students with the intent to commit mischief and harassment.
- Taking of photographs of female workers or staff without permission; converting photographs and other images into visually offensive and/or pornographic material and circulating the same in any manner including electronic media.
- All such acts and conducts against women employees and students which amount to commission of offence defined in the Indian Penal code.
- Sexual Harassment is humiliating, hurts the dignity of the victim, causes mental torture, fear and anxiety and can lead to mental and physical problems of persons subjected to such behavior.

SPA New Delhi is committed to making its campuses inclusive and safe teaching learning and work environments for all. For this the School has created a Complaints Cell of faculty and staff of the School to address the incidences of sexual harassment of women. The students can contact any of the following Compliant Cell members for help and assistance:

1	<b>Prof. Dr. Aruna Ramani Grover</b> Professor of Architecture, Chairperson	9868482585
2	<b>Prof. Dr. Vinay Maitri</b> Professor of Programming and Dean (Student Affair), Member	9811253755
3	<b>Mr. Parag Anand</b> Associate Professor and Head Department of Industrial Design, Member	9873969969
4	<b>Dr. Aarti Grover</b> Assistant Professor of Landscape Architecture and Deputy Warden Girls Hostel, Member	9871370496
5	<b>Shri N. S. Dhani</b> Library and Information Officer, Member	9716332277
6	<b>Ms. Kalyani Menon,</b> NGO Representative, Member	9910306382
7	<b>Dr. L.R. Aggarwal,</b> Advocate, Member	9999798606
8	<b>Ms. Roshani,</b> Student of M.Plan. (Housing), Member	
9	<b>Shri Anirudh Sharan,</b> Student of B.Arch (III Year), Member	8130036538
10	<b>Ms. Jagjeet Kaur,</b> Assistant Registrar	9871320019

## STUDENT MENTORING PROGRAM:

The first year undergraduate students are offered support through a peer-based mentoring program. This program has been now running successfully at the Department of Architecture for the last four years.

The Student Mentoring Program at SPA New Delhi, facilitates the initiation of students from varied socio-cultural backgrounds into the vibrant campus life. The new entrants are nurtured through their academic transition into a more self-disciplined approach to education, and the seniors are empowered to be guiding responsibly. The program thrives on peer-to-peer learning that promotes academic excellence and helps in inculcating a determined attitude. This interface with seniors also introduces the juniors to the various 'student cultural societies' furthering participation and increasing campus connectedness.

Each mentoring group comprises of 1 faculty member + 2 students each year including final year and 6 students from first year. These groups meet informally through the semester with or without the faculty. There is great potential here for constructive interaction amongst the students of all years and is in the best interests of the students, especially the first years. Many a times, the mentoring groups choose to meet at different locations within the city of Delhi. Apart from familiarizing the juniors to the metropolis, it helps in creating awareness of design and architecture in general.

### List of Basic Equipment and Stationary Required by B.Arch. Students

- Sketchbook, spiral-bound (100 pages), A-3, A-4, A-5 (for Graphics and design)
- 19" X 25" white drawing paper "Ivory" (10)
- 19" X 25" tracing paper (50)
- Wood-cased drawing pencils, 6B, 4B, 2B, HB, 2H
- Staedtler color Pencil pencils, basic 24- color boxed set
- Pencil sharpener and White plastic eraser
- Set of six Pigma "Micron" drawing pens, with black India ink (005, 01, 02, 03, 05, 08)
- 4 Pilot Precise V5 Liquid Ink Rollerball Pens (0.5mm, black)
- Large bow compass with center wheel adjustment
- Circle template
- 3-piece inking French curve set
- 24" X 36" self-healing polypropylene cutting mat, gridded.
- 24" stainless steel flexible non-slip cork backed ruler with etched-on imperial and metric rule
- 6" Retractable utility (matte) knife (with metal exterior case, not plastic)
- 5 Replacement Blades for Utility Knife
- 12" Architect's triangular scale Rule with engraved gradations (metric)
- 8 oz container white glue (Fevicol)





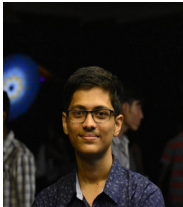







- 23" X 31" Black portfolio drawing case with ties and interior protective flaps
- Imperial board
- Parallel bar (imperial size) with inking edge and markings
- String
- Steel Scale
- Bharat Blade (3 packets)
- Measuring Tape 3m with locking adjustment
- Adjustable set square with inking edge
- Graph Papers
- Water Colours
- Duster , cloth , Rag (Min 2 in Nos)
- 1 Notebook (Graphic Pad)A4
- Poster ColourSet(6 pcs.)
- Colour Pen Set(Sketch Pen / Set of Twelve)
- Round Brushes Nos. 0,1,2,3,6.
- Rag
- Tumbler
- Colour Palette with space for mixing
- Charcoal
- Water Proof Ink (Black)

Note: This list is indicative; please consult your respective faculty before purchasing.

# BEYOND ACADEMICS

## Students Associations

### STUDENT COUNCIL: 2017-18

EXECUTIVE(GENERAL) COUNCIL	UNDERGRADUATE COUNCIL	POSTGRADUATE COUNCIL
 General President <b>Mehak Agarwal</b> 9811828154	 Undergraduate President <b>Aniruddh Sharan</b> 8130036538	 Postgraduate President <b>Kumund Kohul</b> 9582522553
 General Secretary <b>Tanmay Dev Singh</b> 9717030958	 Undergraduate Secretary <b>Siddharth Yadav</b> 9560540252	 Secretary <b>Vijay</b> 9649656847
 General Secretary (PG) <b>Jwngma Basumatary</b> 8700957242	 Cultural Secretary <b>Venkatesh Senguttuvan</b> 9599412874	 Social Secretary <b>Himanshu Panwar</b> 9311155100
 Student Representative (PG) <b>Gaurav</b> 9911239234	 Sports Secretary <b>Abhinav Sujit</b> 9980588885	 Entertainment Secretary <b>Akshay Ukirde</b> 8800473687

 <p>Editor <b>Sharon Sabu Mathews</b> 8745955751</p>		 <p>Sports Secretary <b>Deepak Kumar</b> 8287717073</p>
		 <p>Photography Secretary <b>Ishita Aryan</b> 7004560695</p>

### The SPA Alumni Association

In 1992, few Delhi based alumni of the School established the first officially recognized and registered alumni association, with the Director as its patron. The SPA Alumni organized the Golden Jubilee celebrations of the Department of Architecture the same year. This Association has tremendous potential for playing a very active supporting role in the future development of the School.

### Extra-Curricular Activities and Societies

Extracurricular activities are an integral part of student life at SPA. Students run a series of societies and associations devoted to dramatics, music, dance, photography, etc. Various student magazines and newspapers mirror both the formal and informal dimensions of student life in the three campuses.

### SPANDAN

The **theatre society** of the college, Spandan is the first society to be formed in SPA Delhi – the group put up their 60<sup>th</sup> production this year in the college's annual festival Utopia, a colourful adaptation of the play 'FitritiChor'. If you're looking to try out something new, step out of your comfort zone and unleash the actor in you, then Spandan is definitely for you.

COORDINATORS		
 <p><b>Isha Parate</b> 8826279584</p>	 <p><b>Gayathri Nair</b> 8240588019</p>	 <p><b>Flora Rao</b> 9873464647</p>

## SANKALP

The college has two music societies, of which Sankalp is the Indian Music Society. Having performed at prestigious venues, the group has now earned a name for itself, coming a long way from its humble beginnings when it had the only college-level orchestra in Delhi and used to perform on instruments that the students themselves made by hand. Erstwhile members of the society are now successful musicians, while some current members pursue their passion along with coursework, doing gigs in and outside Delhi. They also hold impromptu jam sessions, and at Sankalp, you can always find an instrumentalist ready to teach you his/her skills, making it the best place to pick up a new instrument.

### COORDINATORS



**Pamarthi Nikita**  
9650241270



**Roahan Viswanathan**  
7065198270

## CODA

The other music society is Coda, the **Western Music Society**, also equally well-known in the college music circuit. The rock bands of Coda were a hit in the 60s and 70s, and the society has given birth to some great talents and music – many erstwhile members of Coda have formed bands of their own and are breaking ground in the music scene of Delhi, such as The Pilgrim and The Middle of Nowhere. If you love music and have been on the lookout for people like you, then look no further than Coda.

### COORDINATORS



**Shreya Deep Bansod**  
7065595039



**Ritika Sharma**  
8377839233

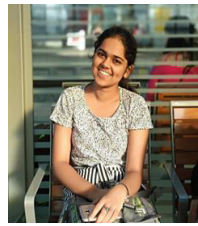
## MUDRA

With a music-obsessed student crowd, it was only after many years that Mudra, the **Dance Society** of the college took form. One of the college's youngest societies, the club has performers from all possible dance forms – hip-hop, contemporary, Indian classical (Bharatnatyam, Kathak, etc.) and even western classical forms like ballet! Former members remain in close contact with the society, hosting regular workshops and orientations for new members, and are now parts of dance collectives and studios that perform internationally. Workshops conducted frequently by coordinators are exhilarating (albeit physically demanding) experiences, allowing you to test the limits of your body along with providing a physical release from the stress of academic life.

**COORDINATORS**



**Preethi Chandrasekaran**  
9871446234



**Akshara Jayasimhan**  
8744005648



**Kajal Gupta**  
9999568341

**STROKES**

The **Painting/Arts Society** of this college, Strokes is also probably the society with the most members – come Utopia season, you will see every single person handling a paintbrush, white-washing a wall or painting murals into it. Every year, the society covers the walls, floors and yes, ceilings, with mosaics, illusions, murals and typo art – all hand-painted with love. Many alumni of the college have left behind their legacies through Strokes, preserved either in the form of paintings that have been left untouched or in the aged layers of paint hiding beneath the new images. Like other societies, this too has made its mark outside the four walls of the institution, having completed works in several cafes and restaurants. In recent years, the society has stepped into the realm of digital art and conducts workshops to teach students interested in the same.

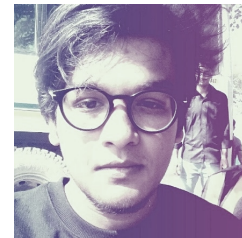
**COORDINATORS**



**Rozanne Jojo**  
8826550724



**Utkarsh Verma**  
9871850183



**Bhaumik Amin**  
8447820048

**SEPIA**

As students of architecture, most of us are gifted with an eye for the ‘aesthetic’ around us – some more gifted than the rest. Sepia, our **Photography Society**, is for those shutterbugs who like to tell their stories through photographs. The society conducts photowalks through some of the most favourite haunts of photographers in Delhi, as well as workshops on techniques, editing and choosing the right equipment. Every year, in conjunction with the annual cultural fest Utopia, Sepia holds photography contests based on various themes, the winning entries of which are displayed in an installation which is most often the center of attraction of the fest.

**COORDINATORS**



**Nirjhar Ray**  
9836657468







**Adyathan Dasyapu**  
9560996878





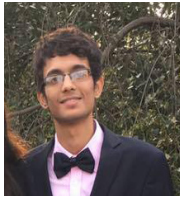
## ZEPHYR

Shoutout to all the fashion enthusiasts out there! Zephyr is the **Fashion Society** of the college and one of the most creative outlets that you can find in the college. Every year, members of the society present their creations crafted out of cloth and all kinds of recycled materials, skillfully put together to form beautiful and sometimes wacky dresses, making it the most anticipated event of the annual college fests. Zephyr has had talented designers and models as its members and some have even gone on to pursue careers in the same, following a passion which was ignited during their days in the society. Hence, the mentoring that the aspiring designers and models get from their senior members is nothing less than professional, and many of them have performed at events, conferences and inter-collegiate competitions, bagging several accolades. Zephyr also has many fashion photographers as its members who help document these creations in conjunction with the photography society (and also have amazing Instagram feeds).

COORDINATORS			
			
<b>Nandita Kumar</b> 8130370003	<b>Srishti Jauhri</b> 9716147996	<b>Ritu Gupta</b> 9999643976	<b>Kiranmayi Yenduri</b> 9871563624

## MUSE

The literary society of the college, Muse is your emotional release – you can come here and rant about submissions, debate whether the story of Abdullah is real or not and cry over ‘redos’. The society hosts ‘rant’ sessions for members to pour their hearts out, storytelling workshops and poetry slam sessions from time to time. This is one society which gets active as long as its members are enthusiastic, so if you have some great ideas that you’d want to pen down or shout out loud, Muse is for you. (And about who Abdullah is: come to Muse to find out.)

COORDINATORS		
		
<b>Bhavini Kapur</b> 7982190674	<b>Nivia Jain</b> 9958587735	<b>Abhinav Bansal</b> 8447114895

## INMOTION




The **Filmmaking Society** of the college, InMotion, has carved a niche for itself among student filmmakers in the country itself, with its International Students’ Film Festival, Beta Movement. The festival, the largest of its kind in Asia is organized as a part of Utopia, the annual cultural fest, and encourages amateur student filmmakers, screening shortlisted productions from entries received from all over the country. The society has the same attitude towards the newer members in their group, nurturing young talent and helping them at every step of their process. They also

host workshops frequently, conducted by previous InMotion members who have excelled in the field, and conduct competitions from time to time in various formats to encourage more people to enter this exciting field.

COORDINATORS		
 <p><b>Dharmapuri Sai Charan</b> 9717757994</p>	 <p><b>Faizan Jiyaudeen</b> 8588945154</p>	 <p><b>Sridhar Chauhan</b> 8826214348</p>

### SPAKRITI

One of the first things to meet your eyes during Utopia, the cultural fest of the college, will be the many installations dotting the college at various locations – below, above and around you. Scintillating light installations, kinetic sculptures, ones made completely out of recycled materials and others which glow in the dark are some of the many installations which are made by Spakriti, the **Installation Society**. The one society that gives you the most hands-on experience that you can get, it is also a great place to learn, especially for those people interested in film/theatre set design, exhibition or industrial design. The various workshops conducted by the society teach members to work with various materials – from wood to papier mache – and to assemble them into beautiful pieces of art. Interested members with special skills of their own have also conducted workshops in the past and have received great responses – who knows, maybe the next workshop could be hosted by you!

COORDINATORS		
 <p><b>Abdul Wahab</b> 8130252899</p>	 <p><b>Divyank Raj</b> 9654561876</p>	 <p><b>Md Zee Ehtram</b> 9304083383</p>

### FEAT: Forum for Exchange of Architectural Thoughts

FEAT is exactly what it is: a forum for the exchange of architectural thoughts. Taking architecture beyond the four walls of the campus, the society invites discussions over matters of relevance to architects and the other fields that our profession touches upon and aims to educate the student community on topical issues relating to architecture. It regularly arranges for visits to exhibitions and places of architectural interest and is a great place to get started if you want to expose yourself to everything that architecture has to offer.

**COORDINATORS**



**Md Zee Ehtram**  
9304083383



**Nivia Jain**  
9958587735



**Diksha Bhutani**  
9999900773

**CYBORN**

Is your idea of a perfect holiday, a day spent playing PUB-G? Then Cyborn, our **Gaming Society**, is the place for you. Perhaps the one society that stays most active throughout the year, Cyborn has all kinds of activities for gaming aficionados, like Counterstrike marathons and FIFA games played on a projected screen. If you're into the golden oldies, then they have that too – a year back, a PacMan station was set up by Cyborn during Utopia as an ode to the theme 'Reminisce'. During holidays, gamers can be seen holed up in their stations set up in hostel rooms, turning the hostel into a mini gaming hub. Grab a controller and get started!

**COORDINATORS**



**Syed Khwaja Abid**  
9643992376



**Yatharth Gupta**  
9818977289



**Harshit Varshney**  
8090796228



**Dharmapuri Sai Charan**  
9717757994

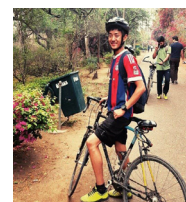
**SPOKES**

It is true when senior students say that you can start a society for literally anything in SPA Delhi – Spokes is an example for that. The society is devoted to **Cycling** and the early morning Spokes Ride is one of the highlights of Utopia, an unforgettable experience for many. The society hires cycles according to the number of participants and takes them through some of the most beautiful trails of Delhi. Some enthusiastic members even used to cycle everyday from the hostel in Maharani Bagh to the college campus!

**COORDINATORS**



**Subham Jain**  
9971418636



**Namsang Limboo**  
8505831371

## SPORTS

The Sports Cell of the School primarily deals with the various sports activities of the students across all the departments. The cell organises the annual sports meet 'ATHLOS' for the students and the annual sports meet of the staff members of the school. The Sports Cell coordinates participation of student's teams in various, national and inter-university tournaments. The Sports Cell has been organising International Yoga Day on 21st June every year since 2015. The Sports Cell promotes promising students in various sports by facilitating through coaching in various government run coaching schemes at different sports complexes across the Delhi NCR.

The School offers sports facilities for basketball, badminton, volleyball, garden gym, table tennis and billiards. The Sports Cell has also been encouraging informal sports activities such as cycling city tours inter –class matches of improvised cricket. School aims to provide a wholesome sports opportunity that contributes significantly to the personality development of the students.

### **Inter SPA held at SPA, Bhopal from 15th Feb to 17th Feb, 2018**

The 2nd Inter SPA Sports and Cultural Festival was held at SPA, Bhopal. SPA, Delhi participated with a contingent of 100 students. In the sports events the students won the gold in Football (Boys), Table Tennis (Boys and Girls), Basketball (Girls) and Volleyball (Boys and Girls) events. They won silver in Badminton (Boys) and Basketball (Boys) events. In the cultural events SPA, D secured the first place in Mono-acting and Nukkad Natak. SPA, D students also won the first prize in the informal events (Avenues Design and Plane Craft).

### **11th MNIT Sports Meet at Jaipur from 23rd Feb to 25th Feb, 2018**

The 11th MNIT Sports Fest was held at MNIT, Jaipur from 23rd Feb, 2018 to 25th Feb, 2018 in which almost 30 National Level Institutes participated. SPA Delhi participated with a contingent of 66 students in various events. The Badminton Girls team won the Bronze medal. The Chess team represented by Mudit Aggarwal, Abdul Jallal, Tanmay Karan, Kanwaljeet Singh, Saifu Shayir won the Gold

Chairman Sports Cell:

**Prof. (Dr.) Vinay Maitri**, Professor,  
Department of Transport Planning  
Dean, Student Affairs

Sports Coordinator:

**Shri. Shuvojit Sarkar**  
Assistant Professor, Department of Architecture

Sports Officer:

**Dr. Umesh**

## STUDENT PUBLICATIONS

The student body of the college has publications of its own, published yearly by the student Editorial Board. These publications serve as platforms for students to express their views regarding decisions taken in the college and to report the happenings of major events concerning them. Art, prose and poetry submissions by student artists and writers are also published as a part of these publications. The editorial board, currently an informal body, is comprised of students from all batches and departments. Currently, there are two publications produced by the college student body:

- **The Triangle:** The annual newspaper of SPA Delhi. This publication reports happenings from throughout the year in and around the college, apart from discussing issues and decisions of interest to the student community. It also features creative submissions from students and reports on student initiatives and achievements. To view *The Triangle, Issue IV*: [https://issuu.com/thetriangle.spadelhi/docs/the\\_triangle\\_issue\\_iv](https://issuu.com/thetriangle.spadelhi/docs/the_triangle_issue_iv)
- **Spaced Out:** The annual magazine of SPA Delhi, this publication was created with the greater aim of providing a platform to the creative minds in the college community, along with initiating conversations about topics relevant to the larger academic community.

## Inter-Collegiate Associations

### NASA

The National Association of Students of Architecture (NASA) is one of the largest architectural student organizations in the world with student participants from more than two hundred colleges all over the India and countries around the world. The main objective of NASA India is to create a platform for architecture students to learn and interact, engage them directly and indirectly through both online and offline platforms. NASA India conducts events, conventions, seminars, workshops, design competitions & trophies and many other activities, the major events being the zonal and national conventions organized at different locations every year. The conventions are a great platform to showcase your work along with entries from colleges from all over the nation and interact with students and architects from the professional community in India, along with exposing yourselves to new fields of thought through workshops and seminars. Leadership at NASA is a highly educative experience, and students from SPA are always encouraged to take up leadership roles within the organization. The headquarters of NASA are located in SPA Delhi. For more details and updates, visit NASA's official website (<https://www.nasaindia.co/>) and register yourself, or contact the below people.

NASA PERSONS CONTACTS		
 <p><b>Yatharth Gupta</b> 9818977289 Secretary, Executive Council</p>	 <p><b>Syed Khwaja Abid</b> 9643992376 <a href="mailto:treasurer@nasaindia.co">treasurer@nasaindia.co</a> Treasurer, Executive Council</p>	 <p><b>Ayudh Nagle</b> 7798089299 Unit Secretary</p>

### NOSPlan

NOSPlan – the National Organisation of Students of Planning is an organisation of students involved in the field of 'Planning', with members spanning 27 (23 active, 4 inactive) colleges, institutes and universities all over the country. The organisation provides a platform for all those engaged in this field to interact, hence facilitating the exchange and inception of ideas, intellect, technologies and techniques, news and events, and focuses on generating a greater interest in the field. NOSPlan also assists its members through internship opportunities, publications

(newsletters and magazines), guest lectures, conferences and other updates about our field. The NOSPlan Annual Convention, organised at the end of each year, brings together all the members of the organisation to participate in various theme-based activities and competitions. For more details and updates, visit NOSPlan's official website (<http://nosplan.org/>) or contact the below people.

 <p>General Secretary, Executive Council <b>Shreya Deep Bansod</b> gensec@nosplan.org</p>	 <p>National Treasurer, Executive Council <b>Shambhavi Gupta</b> nationaltreasurer@nosplan.org</p>	 <p>Chief Editor <b>Aakriti</b> chiefeditor@nosplan.org</p>	 <p>Unit Coordinator <b>Anirudh Ray</b> 7836850237</p>
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## EVENTS

### Mini Utopia

*Tentative Dates: 24<sup>th</sup> to 30<sup>th</sup> September 2018*

Just what it sounds like. Mini Utopia is the small-scale cultural fest that SPA Delhi conducts in the odd semester, and the first event that will be organized by the newly-inducted Student Council. The event is meant to provide a platform to the new batch of students to showcase their talents, and the Activity Week, the week before the fest, is a dedicated week of mentoring activities and workshops conducted by various society coordinators, preparing students for the main events and stretching the three day-long fest into a week-long affair. Over these weeks, the college will be filled with people painting walls, practicing their dances, musical performances, plays or poems in every possible space and some others creating installations under halogen bulbs, working late into the wee hours of morning. Mini Utopia is the best way to experience the spirit of SPA firsthand, to interact with people from different backgrounds and departments and to bond with your new family – an experience certainly not to be missed. To the first years – take this as your opportunity to try out as many events as you can; the college is filled with people who are keen to help you out!

### Utopia

*Tentative Dates: Last week of March – first week of April*

The annual cultural fest of SPA Delhi, Utopia is usually conducted in the even semester, with special events that are conducted only during the Utopia Week, such as Beta Movement, SPA Delhi's film festival. The fest showcases SPA in all of its glory, and it is in the weeks that precede the fest that some of the most creative and original work is created in the college – a time when young talents actually step out of their comfort zones and become full-fledged artists, taking over audiences and visitors with their creations and performances. It is usually theme-based, with cultural events taking up sub-themes that follow the central theme, and all societies take part in the event in some or the other manner, the schedules of which are intimated to students before the fest.

## Athlos

The annual sports fest of the college is a month-long affair with all kinds of sports, ranging from group events to single athletic events. Points are marked batch-wise, and the batch with the highest number of points wins the Athlos Trophy. The fest is organized by the enthusiastic sport aficionados of our college in style – jerseys are made for each batch and are distributed among players and the finals are held every year in the Jasola Sports Complex. Qualifying matches are held in the Maharani Bagh hostel premises, as the whole hostel is turned into a large sports complex with multiple sports being organized at different locations at the same time. Athlos is your chance to try out a new sport, or even help organize teammates from your batch, or to show some team support for your batch!

A smaller version of the fest is organized in the form of **Mini Athlos**, a small-scale sports fest with fewer events. Apart from these, the college has various **sporting leagues** for sports like Fuzzball – our version of football (FPL: Fuzzball Premier League) – cricket (CPL: Courtyard Premier League) and badminton (BPL: Badminton Premier League), all conducted in the Maharani Bagh hostel, which have year-round events happening.

# **RULES AND REGULATIONS**

## **Ordinance No.I**

### **Examinations Rules – 2017 for Undergraduate and Postgraduate Programmes**

#### **SECTIONS**

1. Introduction
2. Definitions
3. Names of Examinations
4. Credit System
5. Grades, Grade Points, SGPA & CGPA
6. Fee Requirement
7. Attendance Requirement
8. Internal Assessment
9. External Examination
10. Minimum Grade for Passing
11. Failure in Jury Examination
12. Failure in Thesis /Dissertation Jury
13. Promotion to Higher Semester
14. Promotion to Higher Year
15. Carry-Over & Grade Improvement
16. Student Exchange & Credit Transfer
17. Detention
18. Zero Year
19. Time Bar
20. Declaration of Marks
21. Moderation of Grades
22. Declaration of Results
23. Retotalling and Revaluation of Marks
24. Requirement for Award of Degree
25. Classification of Degree
26. Malpractices and use of Unfair Means
27. Discretionary Powers of Academic Administration



## 1. INTRODUCTION

- 1.1 These Rules Govern the Various Academic Programmes of the School of Planning and Architecture, New Delhi, In Respect of the Conduct of Examinations, Evaluation and Promotion of Students Leading to the Award of the Following Degrees:
- 1.1.1 5-Year (10 semesters) undergraduate programme in Architecture leading to the award of the Bachelor of Architecture (B.Arch.) Degree.
  - 1.1.2 4-Year (8 semesters) undergraduate programme in Planning leading to the award of the Bachelor of Planning (B.Plan.) Degree..
  - 1.1.3 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M.Plan.) Degree with specialization in Environmental Planning,
  - 1.1.4 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M.Plan.) Degree with specialization in Housing,
  - 1.1.5 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M.Plan.) Degree with specialization in Regional Planning,
  - 1.1.6 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M.Plan.) Degree with specialization in Transport Planning
  - 1.1.7 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M.Plan.) Degree with specialization in Urban Planning.
  - 1.1.8 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of (M. Arch.) Degree with specialization in Architectural Conservation.
  - 1.1.9 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Building Engineering and Management (M.B.E.M.) Degree.
  - 1.1.10 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Design (M.Des.) Degree.
  - 1.1.11 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Landscape Architecture (M. L. A.)Degree.
  - 1.1.12 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Urban Design (M.U.D.) Degree.
- 1.2 These rules will come into force from 2016-17. They will apply to all students admitted to any of the aforementioned programmes in the academic year 2016-17 or later, as amended from time to time.
- 1.3 These rules will not cover the Ph.D. examinations, which are covered separately in Ph.D. Rules.

## 2. DEFINITIONS

In these rules, the terms used shall have the following definitions:

- 2.1 'School' shall mean the School of Planning and Architecture, New Delhi,
- 2.2 'Director' shall mean the Director of the School of Planning and Architecture, New Delhi.
- 2.3 'Dean' shall mean the Dean (Academic) of the School of Planning and Architecture, New Delhi.
- 2.4 'Registrar' shall mean the Registrar of the School of Planning and Architecture, New Delhi.
- 2.5 'Controller of Examinations' (CoE) shall mean the faculty member/officer-in-charge

designated for the conduct of Examinations of the School of Planning and Architecture, New Delhi.

- 2.6 'Deputy Controller of Examinations' shall mean the faculty member designated to assist the Controller of Examinations.
- 2.7 'Superintendent of Examinations' shall mean the faculty member-in-charge for the supervising the operations of Theory Examinations of School of Planning and Architecture, New Delhi.
- 2.8 'Deputy Superintendent of Examinations' shall mean the faculty member designated to assist the Superintendent of Examinations. .
- 2.9 'Head of the Department' (HoD) shall mean the Head of any of the Departments of Studies of the School of Planning and Architecture, New Delhi.
- 2.10 'Department' shall mean a Department of Studies of the School of Planning and Architecture, New Delhi.
- 2.11 'Faculty' shall mean a member of the faculty of the School of Planning and Architecture, New Delhi (including Visiting Professor, Visiting Faculty, Contract Faculty, Adjunct Faculty).
- 2.12 'Subject Coordinator' shall mean the faculty member in-charge of the conduct of the course of any particular subject.
- 2.13 'Regular Student' shall mean a student who is required to pursue the prescribed course of study for a particular examination, according to the Rules of Examinations, after his registration for the semester and payment of prescribed academic fees, including examination fee.
- 2.14 'Casual Student' shall mean a student who is not a regular student of the School but is **permitted** to attend a particular course or courses under credit transfer or on request from other institutes/universities subject to approval of competent authority.
- 2.15 'He' shall mean he/she.
- 2.16 'Semester' shall mean a semester as notified in the academic calendar of the School, viz., Autumn Semester (July to December) or Spring Semester (January to May).
- 2.17 'Academic Year' shall mean a year as notified in the academic calendar, corresponding to a session of twelve months from July/ August in any calendar year to June in the next calendar year.
- 2.18 'Attendance' shall mean the record of the physical presence of the student in classes held for a course, to be maintained for each semester separately in an academic year by the concerned Department.
- 2.19 'Aggregate Attendance' shall mean the sum total of the all the classes, viz. all lectures, studios, tutorials or practicals attended by a student in all courses of a particular semester expressed as a percentage of the sum total of all classes held.
- 2.20 'Compensatory Attendance' shall mean the Attendance granted to a student in lieu of absence from class for any academic or co-curricular or extra-curricular activity with prior permission of competent authority.
- 2.21 'Academic Curriculum' shall mean the schedule of prescribed courses of study, the modes of instruction, the required periods of study per week and the scheme of examination of an academic programme as approved by the competent authority.
- 2.22 'Syllabus' shall mean the content of a course of study of a subject, the time-line for progressive achievement, the modes of testing and the criteria for evaluation of proficiency in a particular subject.
- 2.23 'Subject' shall mean a subject as defined by the academic curriculum. In case of a subject

having parts, these parts shall be called courses of the same subject.

- 2.24 'Course' shall mean the specific part of a subject to be studied in a semester and for which the student shall be evaluated. Each course shall have a unique identity given as per the academic curriculum and listed in the Grade Sheet/Transcript.
- 2.25 'Class' shall mean an event of academic interaction between teacher(s) and student(s) for instruction or internal assessment, held at a time and venue to be notified by competent authority. The duration of a class may be of one or more periods.
- 2.26 'Period' shall mean a period of study of a fixed time interval, nominally of one clock hour or as notified by the competent authority.
- 2.27 'Studio' shall mean a class for simultaneous application of inputs of multiple subjects in a comprehensive planning and/ or design of a project or case study.
- 2.28 'Lecture' shall mean a class for theoretical inputs for a subject.
- 2.29 'Tutorial' shall mean a class for analytical application of theoretical inputs.
- 2.30 'Practical' shall mean a class for practical application or demonstration of content of theoretical inputs.
- 2.31 'Internal Assessment' shall mean the periodic evaluation by the teaching faculty of coursework done for any course in a Semester and for which the score is given in marks.
- 2.32 'External Examination' shall mean an examination by examiners, who may or may not be the teaching faculty, at the end of a Semester and for which the score is given in marks.
- 2.33 'Internal Only courses (IO)' shall be those which do not have any External Examination and evaluation consists of Internal Assessment only.
- 2.34 'Internal External courses (IE)' shall be those which have both Internal Assessment and External Examination.
- 2.35 'Theory paper' which shall be a written external examination of a prescribed duration.
- 2.36 'Jury' which shall be the visual external examination including presentation of graphics, drawing and report, of the students' work done in a studio course during a semester by a panel of examiners called 'Jury'. It may or may not include any personal interaction i.e. viva-voce, etc. between the Jury and the student being examined.
- 2.37 'Viva-voce' which shall be an oral external examination by one or more examiners.
- 2.38 'Zero Year' shall mean that year in a student's academic record which may not be taken into account for purpose of Time-Bar.
- 2.39 'Carry-Over' of a subject shall mean that a student may carry over the course in which he was awarded grade 'F', to the examination of that course in a subsequent academic year.
- 2.40 'Provisional Pass Certificate' shall mean the certificate issued by respective Heads of Department to a student on passing the final examination of an academic programme, after formal declaration of the final results by the CoE.
- 2.41 'Degree' shall mean the Degree awarded to a student on successful completion of an academic programme of the School,
- 2.42 'Semester Grade Point Average' (SGPA) shall indicate the academic performance of a student in a semester, expressed as the ratio of total Points Secured and the Registered Credits for the semester.
- 2.43 'Cumulative Grade Point Average' (CGPA) shall indicate the cumulative academic performance of a student expressed as the ratio of cumulative Points Secured, and the cumulative Earned

Credits.

2.44 'Degree Grade Point Average' (DGPA) shall mean the final Grade Point Average to be mentioned on the degree and is equal to the weighted summation of SGPA.

2.45 'Grade Moderation Committee' (GMC) shall mean the committee for moderation of question papers for Theory examinations and moderation of results, consisting of :

- i. Chairman GMC (as appointed by the Director from time to time)
- ii. Head of the Department of the concerned/co-ordinating department.
- iii. Controller of Examinations.

2.46 'Control of Unfair Means Committee' (CUMC) shall mean the committee for adjudicating cases of malpractice or use of unfair means in examinations, consisting of :

- i. Dean (Academic) as Chairperson,
- ii. Head of the Department of the concerned/co-ordinating department
- iii. Superintendent of Examinations of the concerned/co-ordinating department
- iv. Controller of Examinations.

### 3. NAMES OF EXAMINATIONS

Examinations shall be conducted regularly at the end of each semester, i.e. two times in each academic year, and shall have the names as given below:

**Table 1: Examinations of Academic Programmes**

<b>Bachelor of Architecture</b>	<b>Bachelor of Planning</b>	<b>All Master's Degree Programmes</b>
I Semester Examination	I Semester Examination	I Semester Examination
II Semester Examination	II Semester Examination	II Semester Examination
III Semester Examination	III Semester Examination	III Semester Examination
IV Semester Examination	IV Semester Examination	IV Semester Examination
V Semester Examination	V Semester Examination	
VI Semester Examination	VI Semester Examination	
VII Semester Examination	VII Semester Examination	
VIII Semester Examination	VIII Semester Examination	
IX Semester Examination		
X Semester Examination		

### 4. CREDIT SYSTEM

4.1 Each course is assigned certain credits, as provided in the syllabus and Scheme of Examination of the concerned course of study.

4.2 Credits assigned to a subject shall be equal to the required hours of study per week, in any mode of instruction. One hour of study of a course per week in a semester shall be assigned one credit.

4.3 A student shall earn the assigned credits upon achieving the minimum grade required for passing a course, i.e. grade 'D'.

4.4 A student shall have to earn the required number of credits from the courses specified to successfully complete an academic programme. These shall be classified as Credit Courses.

- 4.5 A student shall have the option of studying certain other courses whose credits shall not be counted towards the total credits required for successfully completing an academic programme. These shall be classified as Audit Courses.

## 5. GRADES, GRADE POINTS AND COMPUTATION OF SGPA & CGPA

- 5.1 At the end of every semester, the sum total of numerical marks obtained by the student in the Internal Assessment and/or External Examination of a subject shall be converted to Letter Grades as per Absolute Grading Classification. For each letter Grade, the equivalent Numerical Grade Points shall be as per the Table 2 below :

**Table 2 : Conversion of Marks to Grade Points**

% Marks	% Marks Interval	Grade	Grade Point
Equal to or more than 85 %	85 – 100	O (Outstanding)	10
Equal to or more than 80 % but less than 85%	80 – 84.99	A+ (Excellent)	9
Equal to or more than 70 % but less than 80%	70 – 79.99	A (Very Good)	8
Equal to or more than 60 % but less than 70%	60 – 69.99	B+ (Good)	7
Equal to or more than 50 % but less than 60%	50 – 59.99	B (Above Average)	6
Equal to or more than 45 % but less than 50%	45 – 49.99	C (Average)	5
Equal to or more than 40 % but less than 45%	40 – 44.99	D (Pass)	4
Less than 40%	0 – 40	F (Fail)	0
No marks awarded for incomplete work (for Thesis only)		I (Incomplete)	0
Withdrawn from a registered course and not examined		X	0
Audit Course Passed		AP	0
Audit Course Failed		AF	0

- 5.2 The SGPA, CGPA and DGPA shall be calculated as follows:

- i. In any subject in a semester, the **Grade Points** awarded shall be multiplied by the **Credits** assigned to obtain the **Points Secured (PS)** for that subject. The sum total of of Points Secured (PS) in all subjects divided by the total registered credits for that semester shall be the SGPA.

$$\text{SGPA} = \frac{\text{Total Points Secured in Semester}}{\text{Registered Credits for the Semester}}$$

- ii. The cumulative total of Points Secured (PS) in all subjects in all foregoing semesters divided by the cumulative total of credits earned shall be the CGPA.

$$\text{CGPA} = \frac{\text{Cumulative Points Secured}}{\text{Cumulative Earned Credits}}$$

- iii. DGPA is same as CGPA where the Points Secured (PS) of all semesters are given weightage proportionate to the credits assigned to them respectively. However, if weightage given to different semesters varies from the proportion of respective credits, DGPA is calculated as the weighted sum of SGPAs of all semesters.

5.3 Illustrations of SGPA and CGPA computation for semester I and II and CGPA calculation with varying weightages are given in Annexure A.

#### 6. **FEE REQUIREMENTS**

A student shall be eligible to appear in the external examination only if he has paid all the prescribed academic fees including examination fees if any.

#### 7. **ATTENDANCE REQUIREMENTS**

7.1 Minimum aggregate attendance of seventy-five percent (75%) in overall lectures, tutorials, studio, laboratories, field works, etc. taken together in all subjects AND a minimum of fifty percent (50%) of classes separately in each subject, including lectures, tutorials, studio, laboratories, field works, etc. during the semester shall be the basic eligibility of a student to appear in the external examination of any subject at the end of a semester.

7.2 A student not having seventy-five percent (75%) aggregate attendance or fifty percent (50%) in individual subject in a semester shall be detained and will have to repeat all courses of a semester in a subsequent academic year irrespective of the attendance or marks obtained in any course in the foregoing semester.

7.3 Attendance shall be marked on a periodic basis e.g. a Studio of three periods shall carry three attendances and shall be marked thrice during the class and a Lecture of two periods shall have two attendances and shall be marked twice during the class.

7.4 A student present in the class shall be marked 'P'. A student absent from class shall be marked 'A'. A Student on any personal or medical leave will also be marked 'A'.

7.5 A student absent from class due to any academic or co-curricular or extra-curricular activity with the prior permission of the competent authority shall be marked 'A' but shall be entitled to compensatory attendance equivalent to the periods not attended, for the purpose of final computation of aggregate attendance, up to a maximum of 7.5% (seven and half percent) of the classes held.

7.6 A Student shall be entitled to six (6) attendances per day (three (3) for the forenoon and three (3) for afternoon) during Study Tours or Field Trips.

7.7 Medical Leave and all other instances of leave of absence for any reason whatsoever, except as mentioned in Rule 7.5 above shall be included in the twenty-five percent (25%) permissible absence as read with Rule 7.1 and 7.2 above, that may be availed by a student. No further relaxation shall be given on medical grounds.

7.8 Attendance shall be computed monthly and uploaded on the School's website.

7.9 Attendance of fresh students who join the programme after the second or subsequent admission lists are published shall be calculated from the date of joining.

#### 8. **INTERNAL ASSESSMENT**

8.1 The performance of a student shall be assessed on a continuous basis in each semester for each subject separately. The subject co-ordinator may, in consultation with the head of the department, adopt any of the methods, viz. Studio work, written test, viva-voce, tutorial assignments, seminar, practical, term paper, etc. For assessing the performance of students. The method of assessment shall be announced by the subject co-ordinator at the beginning of the semester.

8.2 Internal assessment for any subject shall be based on two (2) assessments of the students' performance in that subject, other than for a studio/practical subject or the Thesis for which there shall be a minimum of four (4) assessments. Marks awarded for each assessment shall be formally announced by the concerned Subject Co-ordinator from time to time

8.3 Marks of Internal Assessment shall be announced and locked at the end of the semester, prior to external examinations and improvement of grades can only be done by re-appearing in the theory examination of a carry-over subject, if any. A student should have secured a minimum of grade 'D' in all IO (Internal Only) subjects held during the Semester as there shall be no other possibility of improvement of grades later.

8.4 There is no requirement of minimum marks to be obtained in internal assessment for a student to be eligible for the external examination of any subject in the semester.

## 9. EXTERNAL EXAMINATION

- 9.1 External Examination shall be held at the end of a semester by way of a Theory Paper, or by a Jury or by Viva-Voce.
- 9.2 Examiners for a Theory Paper shall be appointed by the Director on recommendation of the Head of the Department and with the approval of the Dean (Academics).
- 9.3 The Jury for studios, except the jury for Thesis/ Dissertation shall consist of four members, of whom two shall be External Members to be appointed by the Director on recommendation by the Head of the Department and with approval of the Dean and two shall be Internal Members, namely,
- i) Head of the Department or his nominee
  - ii) Subject Coordinator or his nominee.
- 9.4 Examiners for a Viva-voce examination shall be appointed by the Director on recommendation of the Head of the Department and with the approval of the Dean.
- 9.5 The Jury for Thesis/ Dissertation shall consist of five members (for approx. 40 students), of whom two shall be External Members to be appointed by the Director on recommendation of the Head of the Department and with approval of the Dean and three shall be Internal Members, namely,
- i) Head of the Department or his nominee,
  - ii) Thesis/Dissertation Coordinator or his nominee and
  - iii) Thesis/Dissertation Guide.
- 9.6 The Thesis/ Dissertation Guide shall be an examiner only for the student(s) under his guidance. Marks given by the respective Thesis/Dissertation guides will be counted for computing the average marks for their students. However, the final award sheet of all the students of that class shall be signed by the HOD, the Thesis/ Dissertation Coordinator and the two external examiners only.

## 10. MINIMUM GRADE FOR PASSING A COURSE

A minimum of grade 'D' is required to earn assigned credits of any course on the basis of Internal Assessment and/or External Examination as the case may be for IO and IE courses respectively, whether it is a Theory paper or Jury or Viva-Voce. A student not passing a course shall be awarded grade 'F' and declared failed in that course.

## 11. FAILURE IN JURY EXAMINATION

- 11.1 A student declared failed with an 'F' grade in any Jury examination, other than Thesis/Dissertation, shall not be promoted to the next higher year even if he has earned the required credits for promotion as per rule 13.1 and the required CGPA as per Rule 14.1 There shall be no carry-over or improvement of grades after failing a Jury Examination. The student shall repeat the studio course along with the regular students in a subsequent academic year:
- 11.2 A Student repeating a studio course shall have the choice to repeat any or all of the other courses during the same time in order to improve the grades obtained, if desired, or retain the grades of courses already passed. The student shall exercise this choice at the time of registration for the semester.

## 12. FAILURE IN THESIS/ DISSERTATION JURY EXAMINATION

- 12.1 A student declared failed with grade 'f' will have to repeat the thesis, on the same topic or a new topic, in a subsequent academic year along with regular students.
- 12.2 A student repeating the thesis shall have the choice to repeat any or all of the other courses during the same time in order improve the grades obtained, if desired, or retain the grades of courses already passed. The student shall exercise this choice at the time of registration for the semester.
- 12.3 A student can be awarded a grade 'i' for incomplete work and he shall appear for an improvement examination not later than three months from date of the first examination upon successful completion, the student shall be awarded a passing grade not higher than grade 'c'.

**13. PROMOTION TO THE NEXT SEMESTER**

- 13.1 A student should have earned the minimum credits required for promotion from one semester to the next higher semester i.e., Fourteen (14) for Undergraduate programmes and Twelve (12) for Postgraduate programmes, as read together with section 15.2.
- 13.2 A student not earning the minimum credits required for promotion shall be detained and shall have to repeat those subjects in which he got an 'F' grade in a subsequent academic year till he earns the balance credits.
- 13.3 However, students thus detained shall have a choice to repeat any or all of the other subjects during the same time in order to improve the grades awarded, if desired, or retain the grades of subjects already passed. Students shall exercise this choice at the time of registration in the subsequent semester.

**14. PROMOTION TO THE NEXT YEAR**

- 14.1 A minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of the year shall be required for promotion to the next year, subject to the minimum credits being earned in each semester.
- 14.2 A student having CGPA below 5.0 shall be detained and shall have to repeat those subjects in which he got an 'F' grade in the same semester in a subsequent academic year.
- 14.3 However, students thus detained shall have a choice to repeat any or all of the other subjects during the same time in order to improve the grades awarded, if desired, or retain the grades of subjects already passed. Students shall exercise this choice at the time of registration in the semester.

**15. CARRY-OVER & GRADE IMPROVEMENT**

- 15.1 Only IE courses having a theory paper are permitted for Carry-over or Grade Improvement. There shall be no carry-over or grade improvement of an IO course or a course having a Jury examination and their respective grades shall be final.
- 15.2 A student promoted to the next year as per Rule 14.1 shall be permitted to carry-over not more than two (PG) / or three (UG) subjects, in which he was awarded an 'F' grade, in order to earn the un-earned credits later. The student may re-appear in the external examination of that course when it is held in a subsequent academic year.
- 15.3 A student shall also have the option for improvement of grade in a course where he was awarded a grade 'D', in order to secure the minimum CGPA of 5.0 for promotion to the next higher year.
- 15.4 Internal Assessment of a course shall remain intact for carry-over or improvement.
- 15.5 A student obtaining higher marks in the carry-over or improvement examination shall be awarded the corresponding higher grade but not higher than grade 'C'.
- 15.6 A student can re-appear in a carry-over or improvement examination for a maximum of two (2) chances subject to the time limitations set in the Section 18, Time Bar.
- 15.7 All above rules of sections 15.1 to 15.6 will be read together with provisions of sections 19.1 to 19.4 of these rules.

**16. STUDENT EXCHANGE & CREDIT TRANSFER**

- 16.1 A semester and accordingly its credits can be exchanged with the institute / university with whom a MoU has been signed to that effect.
- 16.2 A student enrolled in any department of the School undergoing an exchange programme elsewhere can earn credits equivalent to exchanged semester's credits in the host institute. Equivalent courses will be approved by the Advisory Committee of the department.
- 16.3 Students may enrol as casual students in any department of the School with the permission of the Director on the recommendation of the respective Head of Department, and approval of the Dean (Academic). Casual students shall pay the fee/ or waived off as per MoU, as decided by the competent authority.
- 16.4 At any time the maximum number of students in any department permitted to be exchanged, outgoing and incoming, shall be one each per 40 intake for undergraduate departments and one each per 30 intake for postgraduate departments.



**17. DETENTION**

A student may be not be promoted to the next semester or year and shall be detained to repeat any or all courses of a semester due to any one or more of the following reasons:

- i. **Shortage of the attendance** to qualify for appearance in external examinations
- ii. **Failure in a jury examination by award of grade 'F'**
- iii. **Shortage of credits required for promotion to next semester.**
- iv. **Shortage of CGPA required for promotion to the next year.**
- v. **Disciplinary** action for malpractice or using unfair means in an examination

**18. ZERO YEAR**

- 18.1 A student who is unable to persue studies during a semester or appear in an External Examination due to unforeseen/extraordinary circumstances viz. prolonged illness or accident, death or critical illness or severe injury of immediate family members or natural disasters etc., beyond the control of the student, may request for Zero Year.
- 18.2 Zero Year will be granted on the clear recommendation of HOD and approved by a Committee constituted by the Director.
- 18.3 Zero Year will not be counted as a year for the purpose of Time Bar and will not affect the eligibility of students for any scholarships or awards including award of degree classification:
- 18.4 Zero Year may be availed not more than twice in the duration of a the programme by undergraduate students and only once in the duration of the programme by postgraduate students.
- 18.5 A student, having availed of the Zero Year, shall repeat the full semester not completed due to the unforeseen / extraordinary circumstances in the next academic year. All other conditions such as registration for the semesters, fees, attendance and evaluation in all the coueses shall be the same as for a regular student.

**19. TIME BAR**

- 19.1 Students of B. Arch shall be required to pass
  - (a) the First Year (up to Semester II) within two (2) academic years from the semester of admission;
  - (b) the Second Year (up to Semester IV) within four (4) academic years from the semester of admission;
  - (c) the Third Year (up to Semester VI) within five (5) academic years from the semester of admission (including zero year, if any), as per COA norms;
  - (d) the Fourth Year (up to Semester VIII) within a maximum of seven (7) academic years from the semester of admission; and
  - (e) all the five years (up to semester X) within a maximum of nine (9) academic years from the semester of admission to the programme.
- 19.2 Students of B. Plan. shall be required to pass
  - (a) the First Year (up to Semester II) within two (2) academic years from the semester of admission.
  - (b) the Second Year (up to Semester IV) within four (4) academic years from the semester of admission.
  - (c) the Third Year (up to Semester VI) within five (5) academic years from the semester of admission; and
  - (d) all the eight (8) semesters within a maximum of seven (7) academic years from the date of joining the programme.
- 19.3 Students of postgraduate programs shall be required to pass all the four (4) semesters within a maximum of three (3) academic years of joining the programme.
- 19.4 Students who do not pass the examinations within these prescribed time limits shall leave the programme permanently and shall not be allowed to re-join, except with the provisions of Zero Year, as prescribed in sections 18.1 to 18.5.

**20. DECLARATION OF MARKS**

- 20.1 **Marks of All Internal Evaluations** Shall be Declared by the Hod at Least one week before the Start of Theory Examinations to be Held at the end of a Semester, Except for Subjects Having Jury Examination. Dean Shall Notify the due date for Such Declarations Well in Advance.
- 20.2 Marks of thesis/dissertation jury shall be declared by head of department immediately after the jury. Grades will be declared later only after the moderation of results.

**21. MODERATION OF GRADES**

- 21.1 Moderation shall be left to the discretion of the Grade Moderation Committee (GMC). A student cannot seek moderation of grades as a matter of right. The recommendations of the GMC will be forwarded to the Dean (Academics) whose decision shall be final and binding.
- 21.2 If more than or equal to 20% of students (rounded-off to the nearest whole number) get less than 40% marks in the evaluation of any course, passing marks may be reduced to 35% and the percentage marks interval of grade 'D' will be 35 – 44.99.
- 21.3 GMC shall have the power to moderate the marks by up to 5% of the total marks of a subject, upto a maximum of two subjects, but only to enable a student to achieve the minimum grade to pass. Marks of other students for the same evaluation shall not be moderated. This provision shall not apply to any subject with a jury examination.
- 21.4 A CGPA between 4.9 and 5.0 can be moderated to 5.0 on recommendation of Grade Moderation Committee.
- 21.5 DGPA of a student having CGPA more than 5.0 cannot be moderated except in the case of a student falling marginally short of First Class with Distinction, where the DGPA shall be increased by up to 0.2 grade points to obtain the required DGPA, i.e. a DGPA of not less than 7.3 may be moderated to 7.5. This moderation is only to award First Class with Distinction. However, the Grade Sheet/ Transcript will mention the actual DGPA.

**22. DECLARATION OF RESULTS**

- 22.1 Result of examinations of any semester shall be declared by the CoE before the commencement of registration of the next semester. In any case declaration of results shall not be later than four weeks after the last day of theory examinations.
- 22.2 The Grade Sheet/ Transcripts shall be signed by the Registrar and made available to students within ten (10) days from the declaration of results of a particular semester.
- 22.3 The Degree Certificate shall be signed by the Chairman of the Board of Governors, the Director and the Registrar.

**23. RETOTALLING AND REVALUATION OF MARKS**

- 23.1 There shall be no revaluation of answer sheets. However, retotalling can be done, on request of the candidate, on payment of fees prescribed from time to time.

**24. REQUIREMENT FOR AWARD OF DEGREE**

A student should have secured a minimum Degree Grade Point Average (DGPA) of 5.0 along with the required earned credits as per academic curriculum. The student would have cleared all other formalities of payment of fees, obtaining of 'No Dues' from all concerned departments/ sections of the school, etc.

**25. CLASSIFICATION OF DEGREE**

There shall be no classification of results of the semester examinations. The result will be classified only at the end of an academic programme, as follows:

- i. Students obtaining DGPA between 5.0 and 5.99 shall be awarded Second Class.
- ii. Students obtaining DGPA between 6.0 and 7.49 shall be awarded First Class.
- iii. Students obtaining DGPA of 7.50 and above shall be awarded First Class with Distinction.

**26. MALPRACTICES AND USE OF UNFAIR MEANS**

- 26.1 A student shall not be allowed to appear in a theory examination or jury examination or viva-voce if he is late beyond 30 minutes from the scheduled time and would be awarded a grade 'F' in that course.
- 26.2 Use of unfair means by a student, including breach of discipline, disturbing or disrupting the examination shall be a cause for disciplinary action by the competent authority as recommended by the Control of Unfair Means Committee (CUMC), ranging from:
- i. Award of grade 'F' in the specific examination where unfair means were used,
  - ii. Award of grade 'F' in all subjects of the semester,
  - iii. Expulsion for a specified period or rustication from the School.
- 26.3 Any disciplinary action related to the conduct of theory examination shall be based on the report of the Superintendent of Examinations submitted to the Controller of Examinations and forwarded to Control of Unfair Means Committee (CUMC).
- 26.4 Plagiarism in any form is discouraged. Any case of plagiarism, brought to the notice of CUMC will be dealt with in accordance with the section 26.1 to 26.5 of these rules.
- 26.5 The recommendations of CUMC will be forwarded by the Dean (Academics) to the Director, whose decision shall be final and binding.

**27. DISCRETIONARY POWERS OF ACADEMIC ADMINISTRATION**

The Director may, for reasons to be recorded in writing, relax any provisions of these Rules of Examination on the clear written recommendations of the Head of the Department and Dean (Academics) except the requirement of attendance as stipulated in sections 7.1 to 7.9 of these rules. This will however be subject to the approval of the Senate.

**ANNEXURE A: SGPA, CGPA & DGPA****A.1 Calculation of SGPA**

Based on Credits of the course and Grade Awarded, Points Secured are calculated as the product of Earned Credit and Grade Points of that particular course. SGPA is calculated as ratio of Total Points Secured and Registered Credits for the Semester.

**Illustration 1 (Masters of Planning with specialization in Transport Planning):****A.1.1 SGPA Calculation for Semester I**

Course Code	Course Credits	Grade Awarded	Earned Credit	Grade points	Points Secured
TP 151	3	A	3	8	24
TP 152	2	B+	2	7	14
TP 153	4	A	4	8	32
TP 154	3	A+	3	9	27
TP 157	2	B	2	6	12
TP 156	11	B+	11	7	77
Total	25	-	25	-	186

$$\text{SGPA} = \frac{\text{Total Points Secured}}{\text{Registered Credits for the Semester}} = \frac{186}{25} = 7.44$$

**A.1.2 SGPA calculation for Semester II**

Course Code	Course Credit	Grade Awarded	Earned Credit	Grade Points	Points Secured
TP 251	2	F	0	0	0
TP 252	2	A	2	8	16
TP 253	2	A	2	8	16
TP 254	2	B	2	6	12
TP 257	2	B+	2	7	14
TP 256	12	B	12	6	72
Total	22	-	20	-	130

$$SGPA = \frac{\text{Points Secured}}{\text{Registered Credits for the Semester}} = \frac{130}{22} = 5.91$$

**A.2 Calculation of CGPA**

CGPA is calculated as the Cumulative Points Secured and the Cumulative Earned Credits. For CGPA the courses counted are only those in which student gets passing grades.

**Illustration 2 (Masters of Planning with specialization in Transport Planning):**

**A.2.1 SGPA Calculation for Semester I & Semester II**

$$CGPA = \frac{\text{Cumulative Points Secured}}{\text{Cumulative Earned Credits}} = \frac{186+130}{25+20} = 7.02$$

**A.3 Calculation of DGPA**

When all the semesters are given weightage as per the credits allocated for respective semester, DGPA is same as CGPA. However, if the weightage of different semester/year varies, DGPA is calculated based on differential weightages as per the academic curriculum.

**Illustration 3 (Bachelor of Architecture):**

**A.2.1 DGPA Calculation with differential weightage from Semester I to**

Semester	Weightage	Points Secured	Earned Credit
First	5%	225	33
Second	5%	205	30
Third	5%	190	30
Fourth	5%	199	30
Fifth	7.5%	205	30
Sixth	7.5%	200	30
Seventh	7.5%	185	30
Eighth	7.5%	200	30
Ninth	25%	180	27
Tenth	25%	120	15

$$DGPA = \frac{\text{Weighted Summation of Grade Points Secured}}{\text{Cumulative Summation of Earned Credits}} =$$

$$\frac{(0.05 * 225) + (0.05 * 205) + (0.05 * 190) + (0.05 * 199) + (0.075 * 205) + (0.075 * 200) + (0.075 * 185) + (0.075 * 192) + (0.25 * 180) + (0.25 * 120)}{33 + 30 + 30 + 30 + 30 + 30 + 30 + 30 + 30 + 27 + 15} = 6.13$$

**Ordinance No. II Doctor of Philosophy (Ph.D.) Regulations, 2018****SECTIONS**

1. Definitions
2. Terminology
3. Classifications
4. Admissions
5. Registration
6. Course Work
7. Supervisors / Co-Supervisor
8. Fellowship / Scholarship
9. Duration
10. Residency
11. Progress of Research
12. Preparation of Thesis
13. Thesis Submission
14. Thesis Examination
15. Conduct of Viva-Voce Examination
16. Final Submission of Thesis
17. Conferment of Ph.D. Degree
18. Removal of Doubts
19. General

**DEFINITIONS**

IN THESE REGULATIONS, THE TERMS USED SHALL HAVE THE FOLLOWING DEFINITIONS:

- 1.1 **“Doctoral Degree” shall mean the Degree of Doctor of Philosophy (Ph.D.) (by the School of Planning and Architecture, New Delhi) may be conferred on a scholar who fulfils the requirements in accordance with these regulations, in a specified field pertaining to the courses of studies conducted by the School. The title of the thesis shall be mentioned in the said Degree.**
- 1.2 **“Applicant” shall mean an individual who applies for admission to the Ph. D. Programmes of the School of Planning and Architecture, New Delhi on a prescribed Application Form.**
- 1.3 **“Research Scholar” shall mean a person registered for Research for the Ph.D. Degree and in compliance with all the Regulations.**

- 1.4 **“Controller of Examinations (COE)” shall mean Controller of Examinations appointed by the School.**
- 1.5 **“Course Work” shall mean courses of study prescribed by the Department through the DRC to be undertaken by a scholar registered for the Ph.D. Degree.**
- 1.6 **“Date of Registration” shall mean the date of payment of fees on admission to the Ph. D. programme.**
- 1.7 **“Full-time Research Scholar” shall mean a person registered for the Ph.D. degree devoting full time for completing the degree requirements.**
- 1.8 **“Part-time Research Scholar” shall mean a person who is registered for the Ph.D. Degree and will devote part of his / her time for completing the degree requirements.**
- 1.9 **“School” shall mean the School of Planning and Architecture, New Delhi.**
- 1.10 **“Supervisor” shall mean a member of the full time Faculty of the School who has been approved by the DRC/JDRC to supervise/guide the research work of the Research Scholar.**
- 1.11 **“Co-Supervisor” shall mean an additional Supervisor, wherever needed, as approved by the DRC/JDRC, to supervise/guide the research work of the Research Scholar. The Co- Supervisor may or may not be a fulltime Faculty of the School.**
- 1.12 **“Minimum Registration Period” shall mean the minimum period for which a scholar must be registered, including the time spent as resident/ non-resident scholar till submission of the thesis.**
- 1.13 **“Registration Period” shall be counted from the date of registration to submission of synopsis approved by the supervisor for examination.**
- 1.14 **“Residency” shall mean the minimum period for which a Research Scholar must attend the School on Full-time basis.**
- 1.15 **“Valid Registration” shall mean that the scholar has paid all the fees/ dues.**
- 1.16 **These Regulations will come into force from the Academic Session 2018-19.**

Note: ‘He’ & ‘His’ imply ‘he’/ ‘she’ and ‘his’/ ‘her’ respectively.

## 2. TERMINOLOGY

The following terms used in the Regulations for the Award of the Degree of Doctor of Philosophy (Ph. D.) pertain to the School of Planning and Architecture, New Delhi, unless otherwise specified:

- a) Director
- b) Dean (Academic)
- c) Senate
- d) Departmental Research Committee (DRC)
- e) Joint Departmental Research Committee (JDRC)
- f) Coordinator - Ph. D. Programme (CPP)

## 2.1 Departmental Research Committee (DRC)

A Departmental Research Committee (DRC) shall be constituted for each Department of Studies by the Director on the recommendations of the concerned Head of the Department for a period of two years and shall consist of the following:

- a) *Chairperson*\*- Head of the Department.
- b) *Member* - One Professor; or Associate Professor of the Department with Ph.D. by rotation by seniority.
- c) *Members* – Two outside experts with expertise in the subjects.
- d) *Member* - Coordinator of the Ph.D. Programme (CPP).

\*Chairperson should hold Ph.D. degree or should be in the rank of Professor and should not be a research scholar. In case Head of the department is not in the rank of Professor or does not hold Ph.D. degree or Head of the department refuses to be Chairperson of DRC, Director can appoint a suitable person as Chairperson DRC.

The concerned Supervisors and Co-Supervisors shall be invited to participate in the DRC meetings only during the presentations of Ph. D. Scholars under their supervision.

- *Number of DRC Meetings:* At least two meetings of DRC shall be convened in an academic year by the Department to review the progress of work of Ph.D. scholars. The meetings shall essentially be held as per academic calendar of the School.

## 2.2 Joint Committee of Departmental Research Committee (JCDRC)

A Joint Departmental Research Committee shall be constituted to attend to the collective / interdisciplinary issues related to the admission, conduct and management of the Ph.D. programme in the School. The JCDRC shall meet twice a year as per academic calendar of the School. The JCDRC shall comprise of the following:

- a) *Chairman - Dean (Academic)*
- b) *Chairperson of DRC of each department*
  - b) *Three outside experts nominated by Chairman Senate on advice of Dean (Academic). Experts should be senior professors in architecture/ planning/ design Member*
  - c) *Coordinator of Ph.D. Programme (CPP) as Member Secretary*

## 2.3 Coordinator of Ph.D. Programmes (CPP)

The Director shall designate a senior Professor of the School as Coordinator of Ph.D. Programme (CPP), for a period of two years, who shall report to the Dean (Academic).

The Coordinator shall keep track of each Ph.D. scholar, right from his admission, registration, completion of course work, submission of thesis, defence of thesis and award of degree. His/ her main responsibility shall be to look after the interests of the Ph.D. scholars using the administrative set up of Dean (Academic) and work in close cooperation with Dean (Academic).

The Coordinator of Ph.D. Programmes (CPP) shall be member of all DRCs and JDRC.

### 3. CLASSIFICATIONS

The applicants for admission to the Ph.D. programme shall be classified under anyone of the following categories:

- a) *Research Scholar (Full time).*
- b) *Research Scholar (Part time)*
- c) *Research Scholar Sponsored (Full time/ Part time)*
  - *Financed by the Govt./ Semi-Government Organizations like CSIR, UGC, AICTE, under any other Research Schemes etc. (Full time/ Part time).*
  - *Nominated by the Government of India under a Cultural Exchange Scholarship Programme, Self-Financing Foreign student or a Scholar admitted under an MOU (Full time/ Part time).*
  - *Nominated by Academic Bodies, Educational Institutions, Professional Bodies; and NGOs.*

### 4. ADMISSION

#### 4.1 ELIGIBILITY FOR FULL-TIME RESEARCH SCHOLAR

The applicants for admission to the full time Ph.D. Programme should possess any of the following qualifications:

- a) Master's Degree in any of the courses conducted by the School/ Integrated Master's course or its equivalent conducted by any other recognized University/ Institutions with a minimum of 55% aggregate marks or equivalent grade point average.

OR

- b) Bachelor's Degree in Architecture/ Planning of the School/ Bachelor's Degree in Civil Engineering or its equivalent conducted by any other recognized University/ Institutions with a minimum of 70 per cent aggregate marks or equivalent grade and three years' experience (relevant to the proposed Ph.D. topic) in teaching/ research/ professional practice.

OR

- c) Master's Degree in relevant allied disciplines (as identified in eligibility qualifications in the various Master's Degree Programs of the School) from any recognized university/ institutions with a minimum of 70% aggregate marks and seven years' experience (relevant to the proposed Ph.D. topic) in teaching/ research/ professional practice.
- d) Relaxation of 5 per cent on marks or equivalent grade to be considered for SC/ST candidates, as per rule.

#### 4.2 ELIGIBILITY FOR PART-TIME RESEARCH SCHOLAR

Eligibility criteria of part-time scholars shall be the same as given as above in 4.1. In addition, the followings are to be met with.

- a) 'NOC', from employer, if employed.



### 4.3 ELIGIBILITY FOR FOREIGN NATIONALS

Eligibility qualifications for foreign nationals are the same as stated in 4.1 and 4.2 above. Further, they are required to submit their applications through the Ministry of Human Resource Development or the Ministry of External Affairs. All such scholars shall be full-time scholars (Ref. 1.7).

### 4.4 OTHER ADMISSION PROVISIONS

- i) Admission to the Ph.D. Programmes shall be held throughout the year subject to the holding of the meeting of DRC and JDRC.
- ii) The admission procedure shall form a part of the academic calendar, clearly stating the dates for advertisement, issue of application forms, receipt of application, meetings of DRCs date of declaration of admission results, last date for payment of fees, commencement of programme etc.
- iii) The selection of scholars shall be made by the respective DRCs after giving due consideration to the qualifications and on interviewing the candidates, such that:
  - The candidates possess the requisite qualifications and experience along with competence for the proposed research.
  - The research on the proposed subject can be successfully pursued.
  - The research work can be appropriately undertaken in the concerned Department of Studies.
- iv) All the selections shall be collectively ratified in the Joint Departmental Research Committee (JDRC) under the Chairmanship of Dean (Academic).
- v) The topic given in the application shall be considered as indicative of the area of research.
- vi) The scholars shall have the freedom to refine the topic within twelve months of registration.
- vii) In case the research topic of scholar requires multidisciplinary input, at the time of admission, the scholar shall be assigned to the department which would provide the major input to that topic and the selection of such scholars may be made by DRC. Other Departments to be associated shall also be identified simultaneously. In addition to a primary supervisor, preferably from the department to which the scholar is attached, co-supervisors (if necessary) from other associated departments/ outside the school shall also be decided by the DRC.
- viii) The CPP in consultation with the Dean (Academic) shall finalize the list of scholars as ratified by the JDRC for admission to the Ph.D. programme and shall submit it to the Director for approval.
- ix) The scholar shall be admitted to the Ph.D. programme after the approval of the Director and on payment of the prescribed fees and compliance with all other required formalities.

## 5. REGISTRATION

- 5.1 Every Ph.D. scholar shall pay the fees as notified by the school from time to time. In case fees are not paid, registration can be cancelled.
- 5.2 Each scholar shall have a valid registration at the time of submission of thesis.
- 5.3 Registration of a scholar shall be cancelled in anyone of the following eventualities, after due approval of the JDRC:
- If the full-time scholar absents himself for a continuous period of four weeks without prior intimation and sanction of leave.
  - If he/ she withdraws from the Ph.D. Programme and the withdrawal is duly accepted by the JDRC.
  - If he/ she fails to pay the fees in any academic year subject to the provisions contained in these Regulations.
  - If his/ her academic progress is found unsatisfactory (Ref. 11.2).
  - If he/ she is found involved in an act of misconduct and/ or indiscipline.

### 5.4 Full Time to Part Time Conversion

- After completion of the residential requirement of one and half years, the request of the scholar can be considered for conversion from full time to part time, subject to eligibility criteria and at the discretion of the DRC and rectification by JDRC.
- Request to be considered after one and half years but not later than two years.

### 5.5 Part Time to Full Time Conversion

- As above, however the scholarship will be as per the rules.

## 6. COURSEWORK

- 6.1 All Ph.D. Scholars shall compulsorily complete Research Methodology Course work organized by the School.
- 6.2 In addition, they shall also complete any other course work as may be prescribed by the respective DRC.
- 6.3 Apart from Research Methodology class, scholar holding UG degree needs to attend first and second semester course work as decided by DRC. Minimum eight credits should be earned by the scholar from the course work. Grades in the respective courses should be C+ or above.

## 7. SUPERVISORS / CO-SUPERVISORS

- 7.1 The Director of the School, on the recommendations of JDRC, shall approve, from among the following, to act as Supervisor for Ph.D. scholars:
- Professors of the School or
  - Associate Professor of the School with Ph.D. Degree
  - Assistant Professor of the School with Ph.D. and minimum two years of teaching experience post Ph.D.

- 7.2 The Supervisors shall be appointed in the first semester itself when the topic and area of the research is to be finalized by the student with the scrutiny of DRC.
- 7.3 A Supervisor will be allowed to supervise the number of students as per the following:
- a) Professor – 8 students
  - b) Associate Professor – 6 students
  - c) Assistant Professor – 4 students
- 7.4 Normally, there shall be only one Supervisor for a scholar.
- 7.5 Co-supervision, if applicable will also be counted as one student for the purpose of Clause 7.3.
- 7.6 In special cases or for multi-disciplinary topics, DRC may recommend appointment of Co-Supervisor from industry or from another educational institute or from other department of the School.
- 7.7 Any faculty member registered for Ph.D. in the School or any other Institute shall not qualify to be a supervisor for any Ph.D. student. Those without Ph. D. appointed as Supervisors shall cease to be supervisors if they themselves register for Ph. D.
- 7.8 In case of a Supervisor/ Co-supervisor informs unavailability to guide or resigns, retires or dies, his replacement shall be promptly arranged by the Chairperson DRC.
- 7.9 JDRC with recommendation for DRC can consider the change of Supervisor only in exceptional case when either the Supervisor or the research scholar requests in writing to DRC and JDRC with valid reason to change.
- 7.10 Based on the research topic and the availability of guidance, the scholar can be transferred from one department to another with the mutual consent of both DRCs of the respective departments and with approval of Chairman JDRC.

## **8. FELLOWSHIP/ SCHOLARSHIP**

- 8.1 The School shall award Fellowship / Contingent Grants to the eligible full-time scholars in accordance with the norms laid down by the University Grants Commission (UGC), All India Council for Technical Education (AICTE), MHRD and the Senate of the School from time to time.
- 8.2 All full-time Ph.D. Scholars, who receive Fellowship/ Scholarship, shall require to be involved in teaching assistance for about 6-8 hours of per week, as assigned by the respective Supervisor, in consultation with the Chairperson, DRC.
- 8.3 The monthly Fellowship and Contingency Grant Shall be released only on the recommendations of the Supervisor, or on the recommendations and approval of the Head of the Department in case Supervisor is absent and not available for recording his recommendation with respect to progress in Ph.D. research and compliance to requirement in clause 8.2.
- 8.4 A scholar who has been awarded Fellowship/ Contingency Grant by the School shall devote his entire time to doctoral research and shall not engage himself or herself in full-time or part-time professional practice or employment with public or private institutions or organizations. An undertaking about the same need to be submitted by the scholar.

- 8.5 Admission to the Ph.D. programme and award of fellowship are not linked. Admission to the programme does not guarantee fellowship. Those who are not awarded fellowships can continue with the programme as self-financing scholar. In the case of self-financing full-time research scholar, the conditions of clause 8.2 will not be applicable.
- 8.6 The School Fellowship/ Contingent Grants during registration period, if awarded, shall be available only for maximum of three years as per rules.
- 8.7 No scholarship will be given for leave period except for paid leaves.
- 8.8 Maximum paid leave shall not be more than 15 days in a year

## **9. DURATION**

- 9.1 Full-time scholars must submit their thesis within a maximum of five years and part-time scholars within a maximum of seven years from the date of registration.
- 9.2 The minimum period (excluding the period of leave of absence) in which a thesis can be submitted by a scholar with PG degree as per clause 4.1.a after registration to the Ph.D. programme shall be two years for full-time and three years for part-time scholars.
- 9.3 The minimum period (excluding the period of leave of absence) in which a thesis can be submitted by a scholar with UG/ PG degree as per clause 4.1.b and 4.1.c respectively after registration to the Ph.D. programme shall be four years for both full time and part-time scholars.
- 9.4 In the total duration of the doctoral studies, a full-time scholar may be “allowed” to take leave of absence (without scholarship) for a maximum period of one year in not more than two spells.
- 9.5 In case of part-time scholar, the provision shall be the same as above except that the duration allowed shall not be more than two years.
- 9.6 In any case, maximum period for submission of thesis would not be relaxed and it will be the same as clause 9.1.
- 9.7 Irrespective of the leave of absence, a total maximum period of registration for full-time and part-time scholar shall be five years and seven years respectively in accordance within clause 9.1.
- 9.8 The maximum period for the submission of thesis in cases meriting longer duration, may be extended on the recommendation of the DRC and the approval of the JDRC.
- 9.9 No scholar without permission shall join any other course of study or appear in any examination conducted by a university/ institution or any public body. In case of default, the School would have the right to cancel the registration and also to recover all payments made to the scholar under the programme.
- 9.10 Research scholars will be allowed to travel outside for any data collections or for any exchange program. Any research scholar may also draw research fellowship from host institute / organizations. During this period research scholar will surrender the scholarship from school.

## **10. RESIDENCY**

- 10.1 In case of full time scholars, every scholar is required to devote his entire time to doctoral research during three years after registration during which he/ she shall be resident.

- 10.2 Any scholar living within 50 kms. of the School shall be considered as resident.
- 10.3 In case of part-time students, the Residency Requirement shall be operative only for the period during which the scholar is undertaking the prescribed course work at the School as prescribed in the rules. After satisfactory completion of the compulsory, optional and other recommended course work, the scholar shall be free to work on his / her thesis anywhere, provided he / she stays in constant touch with his / her Supervisor / Chairperson DRC and attends the DRC meetings regularly.
- 10.4 In exceptional cases, the period of residence for a scholar may be staggered on the recommendation of the DRC and approval of the Chairperson JDRC.
- 10.5 A scholar during the period of residence of one and a half year may be permitted by the Supervisor to go out of Delhi, from time to time, as per the requirements of his research work. Out station stay of the scholar exceeding one month may be permitted on the recommendation of the supervisor and with the knowledge and approval of the Chairperson DRC.

## **11. PROGRESS OF RESEARCH**

- 11.1 Every scholar shall submit a progress report of his work in the prescribed forms to the Supervisor at the end of every six months. The Supervisor will forward six monthly progress reports with his/ her remarks for the consideration of the DRC. After reviewing the report, the DRC may recommend appropriate action to be taken by CPP and JDRC. Every scholar shall, before the end of one year after registration, submit a time schedule of his work as planned for the next one year to DRC and to CPP.
- 11.2 If there are three successive unsatisfactory reports (or absents from the meeting of the DRC) on the progress of a scholar as reviewed by DRC/ CPP or in case of breach of prescribed rules, the Chairperson JDRC may recommend cancellation of the registration of the scholar on the recommendation of the DRC/ CPP.

## **12. PREPARATION OF THESIS**

- 12.1 The thesis shall be an original work which should signify discovery of new facts or indicate new techniques or new inter-relations of facts already known. The articulation of the contents should be satisfactory, both in text and graphic presentation. The respective supervisors will ensure that the thesis has been put to plagiarism check and it meets the norms as decided by the JDRC from time to time. Plagiarism in any case shall not be more than 15 per cent and a certificate to this effect will be enclosed along with the final thesis, at the time of submission of thesis and viva-voce examination.
- 12.2 Five copies of the synopsis with exact title of the thesis shall be submitted by the scholar at least two months before the submission of the thesis.
- 12.3 The scholar shall be permitted to submit his thesis only when the Supervisor certifies the thesis is the scholar's own work and the course works and the residential requirements are fulfilled.

## **13. THESIS SUBMISSION**

- 13.1 The thesis shall be written in English or Hindi in the specified format and shall contain a comprehensive account of the scholar's research. It should signify discovery of facts; or indicate a fresh approach towards interpretation of facts and theories; or highlight significant contribution to knowledge or a combination of these. It should bear evidence of the scholar's capacity for critical analysis and judgment as well as his ability to carry out

independent research investigation, design or development.

13.2 Thesis will be signed by Research Scholar, Supervisor, Co-Supervisor (if applicable) and Chairman DRC.

13.3 A scholar may submit his/ her thesis within the time period as stipulated in clause 9.1 provided that:

- a) He/ she has completed the minimum period of registration as required in clause 9.2.
- b) He/ she has completed course work/ research methodology course requirements as required in section 6.
- c) He/ she has completed the residency requirements as required in section 10.
- d) He/ she has submitted synopsis of the thesis as required in clause 12.2.

13.4 Before submission of thesis for final examination, respective Chairperson DRC will submit compliance report in respect of

- a) Plagiarism report, as per clause 12.1.
- b) Minimum two publications emerging out of thesis work.
- c) Completion of Research Methodology Course.
- d) Minimum requirement of course work (if required as per suggestion of DRC).
- e) On completion of the thesis, the scholar shall submit four printed copies of the thesis along with two soft copies in CDs to CPP. It should conform to the format prescribed by the JDRC/ CPP.
- f) In case of joint supervision five copies of thesis shall be submitted by the scholar as applicable.

13.5 The thesis shall indicate how it incorporates the results of the scholar's own research work, and the aspects in which his research is an advancement of the knowledge of the subject.

#### **14. THESIS EXAMINATION**

14.1 Based on domain area of thesis topic, the DRC would recommend a panel of external five domain experts, preferably with Ph.D., to CPP of which two will be foreign experts of international standing in the areas to which the thesis is related. CPP will forward the recommendations of DRC to Dean (Academic). The Director (in consultation with the Dean (Academic) and the Chairperson, DRC, if desired) may select three examiners from the said panel for the thesis, one of whom shall be a foreign expert. Copies of the synopsis shall be sent by CPP to three examiners along with the offer of examinership.

14.2 On acceptance of the synopsis and acceptance of examinership, the thesis shall be referred by the Coordinator (CPP) to the above three examiners.

14.3 In case any expert decline to examiner, the synopsis will be sent to another expert from the approved panel.

14.4 Each examiner shall be asked to submit a report to the coordinator (CPP) within 6-8 weeks giving a clear recommendation stating any one of the followings:

- a) The thesis is satisfactory and the viva-voce examination of the scholar may be held;
- b) The thesis is satisfactory but requires minor corrections / modifications. After these modifications the viva-voce examination of the scholar may be held;
- c) The thesis shall be referred to the scholar for revision for reasons in the report, and thereafter the thesis shall be re-examined by the same examiners; and
- d) The thesis shall be rejected for the reasons as stated.

14.5 Reminder may be sent to the examiners by CPP after six weeks. If report is not received after eight weeks, last reminder may be sent for next two weeks.

14.6 If the report is not received within next two weeks of extension period, CPP will bring it to notice of Chairperson JDRC for further necessary action.

14.7 Chairperson JDRC may send to another examiner from the list recommended by Chairperson JDRC and approved by Chairman Senate.

## 15. CONDUCT OF VIVA-VOCE EXAMINATION

15.1 Viva-voce examinations will be conducted if

- a) All the examiners mention recommendations as per clause 14.4.a or 14.4.b.
- b) If any examiner(s) gives under 14.4.c. Thesis, after incorporating the comments, will be examined by the same examiner(s) and if final recommendation by this examiner is 14.4.a or 14.4.b, the viva-voce examinations may be conducted.
- c) In case of differences of opinion between the examiners, views of two examiners out of three will prevail.
- d) A thesis requiring major revisions may be submitted within six months of the receipt of decision of the School. The same shall normally be examined by the examiner recommending major revisions. If the examiner is unable to re-evaluate the thesis, the Director, in consultation with the Dean, CPP and Chairperson DRC shall appoint another examiner or other examiners. In such cases additional panel of examiners may also be recommended to the JDRC by the DRC/ CPP.

15.2 While recommending viva-voce examination of the scholar, the examiner may indicate the nature of questions and the issues to be clarified at the viva-voce.

15.3 In case of favourable recommendations, the viva-voce examination shall be conducted by the examination committee comprising External examiners, Chairperson DRC, Supervisor and the Coordinator (CPP) in the presence of students/ scholars and faculty of the School who want to be present at the time of viva-voce.

15.4 At least one of the examiners from outside the School must be present in the viva-voce.

15.5 The Chairperson, JDRC will chair the viva-voce committee.

15.6 In addition to obtaining satisfactory clarification of the points raised by the examiners in their reports, the viva-voce panel shall satisfy itself that the knowledge of the scholar in the broad area of his study is satisfactory.

15.7 On the consideration of the report of the viva-voce examination committee, the Chairman viva-voce committee shall finally decide whether;

- a) The degree of Doctor of Philosophy be awarded; or
- b) The scholar is required to be re-examined on a later date; or
- c) The degree of Doctor of Philosophy may not be awarded.

## **16. FINAL SUBMISSION OF THESIS**

16.1 Post viva-voce, two copies of the thesis, with all corrections and modifications and signatures as in clause 13.2 shall be submitted to the School Library in hard cover with single spacing and typed / printed on single side of paper along with two CDs for the purpose of permanent record.

## **17. CONFERMENT OF PH.D. DEGREE**

17.1 Chairperson JDRC shall recommend the minutes of the viva-voce committee to Chairman Senate and on approval from the Chairman Senate, Chairperson JDRC will forward the decisions to COE for declaration of the result.

17.2 The Degree of Doctor of Philosophy (Ph.D.) shall be conferred on the successful scholar in the forthcoming Convocation, with the formal approval of the Senate.

## **18. REMOVAL OF DOUBTS**

18.1 If any issue arising from the conduct of Ph.D. Programmes, is not covered by these Regulations, the decision of the Chairman Senate shall be final.

## **19. GENERAL**

19.1 In the event of any ambiguity in these Regulations, decision of Chairman Senate will be final and binding.

19.2 Notwithstanding anything contained in these Regulations, all categories of the scholar shall be governed by the rules and procedure framed by the Senate in this regard and in force from time to time.



## **Curbing the Menace of Ragging in Higher Educational Institution (Third Amendment), Regulations, 2016**

(under Section 26 (1)(g) of the University Grants Commission Act, 1956),  
F.1-16/2007(CPP-II) 17th June, 2009  
(as amended 1. dt. 08.10.2012, 2. dt. 25.12.2013 and 3. dt. 29.06.2016)

### **Preamble.**

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

1. Title, commencement and applicability:
  - 1.1 These regulations shall be called the "Curbing the Menace of Ragging in Higher Educational Institutions, Regulations".
  - 1.2 They shall come into force from the date of their publication in the Official Gazette.
  - 1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

### **2. Objectives:**

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student

will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

### 3. What constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student;
- j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, religion, origins, linguistic, identity, place of birth, place of residence or economic background.

with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

### 4. Definitions

- 1) In these regulations unless the context otherwise requires,-

- a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
- b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
- d) "Commission" means the University Grants Commission;
- e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
- f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
- g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
- k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

#### **5. Measures for prohibition of ragging at the institution level:**

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students

for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,

- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

**6. Measures for prevention of ragging at the institution level:**

6.1 An institution shall take the following steps in regard to admission or registration of students; namely,

- a) Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/ instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- c) Where an institution is affiliated to a University and publishes a brochure of admission/ instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to

these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year

to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely;
  - (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations;
  - (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;
  - (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ;
  - (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the

warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

- a) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.
- b) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.
- c) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- d) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- e) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- f) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- g) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.
- h) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- i) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organisation authorised to do so.
- j) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

- k) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or enroute while commuting to the institution using any means of transportation of students, whether public or private.
- l) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
  - a) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
  - b) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.
- c) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels



or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

- d) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti - Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- e) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.
- b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.

- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.
- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- o) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti- Ragging measures under these Regulations,

and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

- p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

#### 7. Action to be taken by the Head of the institution

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action

shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## **8. Duties and Responsibilities of the Commission and the Councils:**

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti-ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the University Grants Commission, to build confidence in the public and also to provide information of non-compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the University Grants Commission.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or

special schemes of the Commission that the institution has complied with the anti-ragging measures.

- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (f) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

## **9. Administrative action in the event of ragging:**

- 9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:
  - a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
  - b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
    - i. Suspension from attending classes and academic privileges.
    - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
    - iii. Debarring from appearing in any test/ examination or other evaluation process.
    - iv. Withholding results.
    - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
    - vi. Suspension/ expulsion from the hostel.
    - vii. Cancellation of admission.
    - viii. Rustication from the institution for period ranging from one to four semesters.

- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - x. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
  - ii. in case of an order of a University, to its Chancellor.
  - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- 9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;
- i. Withdrawal of affiliation/recognition or other privileges conferred.
  - ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.
  - iii. Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
  - iv. Withholding grants allocated to it by the university, if any
  - v. Withholding any grants channellised through the university to the institution.
  - vi. Any other appropriate penalty within the powers of the university.
- 9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.
- 9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;

- I. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- II. Withholding any grant allocated.
- III. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- IV. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- V. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

Sd./  
(Dr. R.K. Chauhan)  
Secretary

**Annexure - I****AFFIDAVIT BY THE STUDENT**

- I, (full name of student with admission/registration/enrolment number) s/o d/o Mr./Mrs./Ms. \_\_\_\_\_, having been admitted to (name of the institution) , have received a copy of the Curbing the Menace of Ragging in Higher Educational Institutions, Regulations, (hereinafter called the “Regulations”) carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
- b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent  
Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month) , (year) .

\_\_\_\_\_  
Signature of deponent



**Annexure - II****AFFIDAVIT BY PARENT/GUARDIAN**

- I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father/mother/guardian of, (full name of student with admission/registration/enrolment number), having been admitted to \_\_\_\_ (name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
  - 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
  - 4) I hereby solemnly aver and undertake that
    - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
    - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
  - 5) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
  - 6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_ year.

\_\_\_\_\_  
Signature of deponent

Name:

Address:

Telephone/ Mobile No.:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

\_\_\_\_\_  
Signature of deponent

**Annexure –III**

**PROFORMA FOR ACCESS TO CENSUS INFORMATION FROM CASS**

1. Name of student and ENROLMENT No:.....
2. Department Name:.....
3. Semester:.....
4. Date:.....
5. Type of data Required (Please Tick):

<b>NSS</b>	Particulars of slums Yr. 2008-09 <input type="checkbox"/>	Housing Conditions Yr .2008-09 <input type="checkbox"/>
	Unincorporated Non Agri. Enter. 2010-11 <input type="checkbox"/>	Consumer Expenditure – type-1 Uniform & mixed reference period 2011-12 <input type="checkbox"/>
	Consumer Expenditure –type-2 Modified mixed reference period -2011-12 <input type="checkbox"/>	Employment & unemployment <input type="checkbox"/>
<b>Economic Census</b>	Fifth Round of Economic Census data year 2005 <input type="checkbox"/>	
<b>Census of data-2011</b>	Table on houses, household Amenities & Assets(India)/state /District/ sub-district/ towns/city with total /rural/urban with 10 indicators <input type="checkbox"/>	
	Primary census Abstract (PCA)	<input type="checkbox"/>

6. Purpose for which data required:.....  
(Thesis/Studio/term paper /Research Activity/Others (please specify))

**UNDERTAKING BY STUDENT**

I hereby undertake to ensure that the census data obtained from CASS will be used for above mentioned purpose only and not misuse for commercial purpose

Date:

Signature of Student

7. Recommended by HOD

Signature .....

Date:.....

8. Approved by Head CASS

Signature .....

Date:.....

**DATA RECEIPT ACKNOWLEDGEMENT**

Name of student

Signature:

Date:

**Annexure - IV**

**SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI**  
**(Centre for Analysis and System Studies/GIS/RS)**  
**Student Registration Form (for CASS/GIS/RS Lab)**

<b>I. General Information</b>		
Name		
Enrollment Number		
Gender	Male / Female	
Department		Sem:
Course Duration	<b>From</b>	<b>To</b>
<b>Address</b>		
<b>Contact No.</b>	<b>Mobile No.</b>	<b>Email id</b>

I hereby declare that the above information given by me is true and correct and assure that I will use SPA's Computer facilities as per law of land.

**Date:****Signature of the Student****Recommended / Non- Recommended****Head of the Department****Office Use (Username and Password)****Date:**

User Name	
Password	

**Junior System Analyst****HOD (CASS)**

Kindly change your password immediately and do not share with anybody. Misuse of username and password may attract action as per law of land

Received the username and Password

**Signature of the Student**

**Annexure - V**

**SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI**  
**(Centre for Analysis and System Studies/GIS/RS)**  
**Student Registration Form (for CASS/GIS/RS Lab)**

**Email-id Registration Form (Student)**

<b>1. General Information</b>		
<b>Name</b>		
<b>Roll No./APP No.</b>		
<b>Department</b>		<b>Semester</b>
<b>Contact No.</b>	<b>Mobile No.</b>	<b>Email id</b>

I hereby declare that the above information given by me is true and correct and assure that I will use SPA email-id as per law of land and for Academic purpose only. I am responsible for any communication with this email-id

**Date:****Signature of Student**

**Recommended / Non-Recommended**  
**Head of the Department**

Note: SPA officials are not responsible for any communication with this mail id

**Office Use (Username and Password)****Date:**

Email-Id	
Password	

**Head (CASS)****Junior System Analyst**

Kindly change your password immediately and do not share with anybody. Misuse of Email-id and password may attract action as per law of land

Received the Email-id and Password

Signature of the Student

**Annexure - VI**

**योजना तथा वास्तुकला विद्यालय: नई दिल्ली**  
**SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI**  
 (विश्लेषण प्रणाली अध्ययन, सुदूर संवेदन एवं भौगोलिक सूचना प्रणाली केन्द्र)  
 (Centre for Analysis and System Studies/RS/GIS)  
**Student registration Form for Internet use/User -Id**

General Information	
Name:	
Department:	
Year:	Sem:
Mobile No:	Email id:

Device Type	Device Details (Make/Model)	Mac-Id (to be entered by CASS)
Laptop/computer		

I hereby declare that the above information given by me is true and correct and assure that I will use SPA Internet access/User-id as per law of land and for authenticated purpose only.

**Date:****User's Signature****(HOD) Signature****Office Copy****Date:**

User-Id	
Password	

**Signature of Engineer**

Received the User-id and Password

**User's Signature****Note:** This is being approved from the competent authority

Received the User-id and Password

**Student Copy****Date:**

User-Id	
Password	

**Signature of Engineer**

**Annexure -VII**



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**SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI**  
 l ā n dsvf/ku; e dsrgr ^jK'Vt, egRo dk l iFlku\*\*  
 An Institution of National Importance" under on Act of Parliament

**APPLICATION FORM FOR FINANCIAL ASSISTANCE FROM THE STUDENT'S AID FUND TO THE STUDENTS IN THE SCHOOL**

1. Name of the student : .....
2. Enrolment No. : .....
3. Father's Name : .....
4. Complete Address : .....
5. Aadhaar Card Number : .....
6. Bank Particulars : .....
7. Category/Community  
To which student belong : .....
8. Name of Department : .....
9. \*Semester/year of study : .....
10. Annual Family Income : .....
11. Reason for Financial Assistance : .....
12. Amount of Financial Assistance  
Required : .....
13. Any other Financial assistance/  
Scholarship, if yes give details : .....

Certified that I am not getting any Scholarship/Financial Assistance either form Central Government or from state Government.

Signature of the Student  
 Class \_\_\_\_\_  
 Mobile NO \_\_\_\_\_  
 Signature of Head of the Department

\*Income Certificate to be obtained from Tehsildar/ SDM/Authorized Financial Officer/ Copy of Income Tax Return (ITR)

# SAY NO TO RAGGING

Download  
**ANTI RAGGING**  
App

# YES TO JOYFUL CAMPUS

### What is Ragging?

**Any Act Resulting in:**

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

**A STUDENT INDULGING IN RAGGING CAN BE:**


- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
- **Collective punishment** : when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.

Immediately call  
**UGC Anti-Ragging Helpline**  
1800-180-5522 (24X7 toll free)  
or send an e-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

**MHRD**  
DEPARTMENT OF HIGHER EDUCATION  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
GOVERNMENT OF INDIA

**विश्वविद्यालय अनुदान आयोग**  
**University Grants Commission**  
quality higher education for all

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# Foolishly I ragged & got suspended


Will I get prosecuted?  
What about my Job prospects?


Download  
**ANTI RAGGING**  
App

## MY FUTURE IS A BIG ?

*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.  
Are You Being Ragged ?  
Immediately call UGC Anti Ragging Helpline- 1800-180-5522 (24x7 Toll Free)  
Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)

 **MHRD** | DEPARTMENT OF HIGHER EDUCATION  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
GOVERNMENT OF INDIA

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**BEFORE YOU EVEN  
THINK OF RAGGING**

Download

**ANTI  
RAGGING**

App



**THINK OF**

**Humiliation**

**Suspension**

**Ruined Career**

**Blacklisting**

**Expulsion**

**Possible Prosecution**

**Don't just stand and watch. Stop Ragging! Show Character**

*Remember RAGGING is for LOSERS*

Visit UGC Website i.e. [www.ugc.ac.in](http://www.ugc.ac.in) & [www.antiragging.in](http://www.antiragging.in) to see UGC Anti Ragging regulations.

**Are You Being Ragged ?**

Immediately call UGC Anti Ragging Helpline- **1800-180-5522 (24x7 Toll Free)**

Or Send an E-mail to [helpline@antiragging.in](mailto:helpline@antiragging.in)



**MHRD**

DEPARTMENT OF HIGHER EDUCATION  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
GOVERNMENT OF INDIA



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**  
quality higher education for all

**Banks, ATM, Emergency Numbers**

<b>BANKS AND ATM</b>																	
<p>State Bank of India (SBI) AGCR Building                  State: Delhi                  District: New Delhi                  Branch: AGCR Building ITO                  IFSC Code : SBIN0011780                  MICR Code: 110002302                  Branch Code: 011780                  City: Delhi                  Address: AGCR Building, New Delhi,                  Near ITO, New Delhi-10001                  Contact: (011) 23702469,23702479                  Email: sbi.11780@sbi.co.in</p>	<p>UCO Bank (IIPA, ITO)                  State : Delhi                  District : New Delhi                  Branch : IIPA                  IFSC Code : UCBA0001820                  MICR Code : 110028041                  Branch Code : 001820                  City : Delhi                  Address: UCO Bank, Indian                  Institute of Public Admin,                  4 Block- B, IP Estate Nr ITO,                  Contact : 01123318620</p>																
<p>STATE BANK OF INDIA, ITO                  State: Delhi                  District: New Delhi                  Category: Bank , ATM                  Phone: (011) 23378806, 23361631                  Address: DDA Building,                  VikasMinar, ITO, Delhi- 110002                  Landmark: Near PHQ</p>																	
<b>EMERGENCY NUMBERS</b>																	
<b>Delhi Police contacts</b>	<b>Ambulance: 102</b>																
<table border="0"> <tr> <td>Office/Police Station</td> <td>Telephone No.</td> </tr> <tr> <td>PCR 100 (24X7)(Toll Free)</td> <td></td> </tr> <tr> <td>Eyes and Ears</td> <td>1090 (Toll Free)</td> </tr> <tr> <td>Women in distress</td> <td><b>1091</b></td> </tr> <tr> <td>Special Cell(North-Eastern States)</td> <td><b>1093</b></td> </tr> <tr> <td>Missing Persons</td> <td><b>1094, 23241210</b></td> </tr> <tr> <td>Traffic</td> <td>1095, 25844444</td> </tr> <tr> <td>Vigilance</td> <td><b>1064</b></td> </tr> </table>	Office/Police Station	Telephone No.	PCR 100 (24X7)(Toll Free)		Eyes and Ears	1090 (Toll Free)	Women in distress	<b>1091</b>	Special Cell(North-Eastern States)	<b>1093</b>	Missing Persons	<b>1094, 23241210</b>	Traffic	1095, 25844444	Vigilance	<b>1064</b>	<p><b>Fire: 101</b>                  Chief Fire Officer,                  DFS, HQs, Connaught Place,                  New Delhi,                  Ph:23414333,                  Email : cfhq.dlfire@nic.in</p>
Office/Police Station	Telephone No.																
PCR 100 (24X7)(Toll Free)																	
Eyes and Ears	1090 (Toll Free)																
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Special Cell(North-Eastern States)	<b>1093</b>																
Missing Persons	<b>1094, 23241210</b>																
Traffic	1095, 25844444																
Vigilance	<b>1064</b>																

**SELECT HOSPITALS IN DELHI**

S.NO	NAME OF HOSPITAL	ADDRESS	CONTACT NO
1.	All India Institute of Medical Sciences	Ansari Nagar East, Gautam Nagar, New Delhi - 110029	26588500, 26589900 26588700
2.	VMMC and Safdarjang Hospital	Ansari Nagar New Delhi - 110029	26161960, 26194690
3.	Aruna Asaf Ali Government Hospital	Rajpur Road, Delhi - 110054	23983618, 23965532, 23922333
4.	Deen Dayal Upadhyay Hospital	Hari Nagar, New Delhi - 110064	25494402-08
5.	Delhi State Cancer Institution	GTB Hospital Complex, Shahadara, Delhi - 95	22110505
6.	Govind Ballabh Pant Hospital (G.B.P.H.)	Jawahar Lal Nehru Marg, Delhi.-110002	23234242, 23233001
7.	Guru Nanak Eye Center	Maharaja Ranjit Singh Marg, New Delhi - 110002	23234612
8.	Guru Teg Bahadur Hospital	Shahdara, Delhi - 110095	22586262, 22588383
9.	Institute of Liver & Biliary Sciences (I.L.B.S.)	Vasant Kunj, Delhi - 110057	26706700, 26706702
10.	Institute of Human Behaviour and Allied Sciences (I.H.B.A.S.)	Shahdara, Delhi-110095	22114129, 22114124
11.	Lok Nayak Hospital	Jawahar Lal Nehru Marg, Delhi - 110002	23236000, 23232400, 23233400
12.	Maulana Azad Institute of Dental Sciences	MAMCJL Nehru Marg, New Delhi-110002	23233925, 23239271-76
13.	Sushrut Trauma Centre	Ring Road, Behind I.P. College, New Delhi - 110054	23906021
14.	Ayurvedic and Unani Tibbia College & Hospital	Ajmal Khan Park, Karol Bagh, New Delhi - 110005	23524180, 23676499
15.	Nehru Homeopathic Medical College	B-Block, Defence Colony, New Delhi - 110024	24334228, 24334225-26
16.	Holy Family Hospital	Okhla Rd, New Delhi - 110025	26845900-909, 26332800-809
17.	Fortis Escorts Heart Institute	Okhla Road, New Delhi - 110025	47135000

