



SPA
NEW DELHI

विद्यार्थी पुस्तिका **STUDENT HANDBOOK**

2019-20

School of Planning
and Architecture
New Delhi

योजना तथा
वास्तुकला विद्यालय
नई दिल्ली

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विद्यार्थी पुस्तिका Student Handbook 2019-20



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and Architecture
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योजना तथा वास्तुकला विद्यालय, नई दिल्ली

संसद के अधिनियम के तहत "राष्ट्रीय महत्व का संस्थान"

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

4, ब्लॉक-बी, इंद्रप्रस्थ इस्टेट, नई दिल्ली-110002 (भारत)

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)

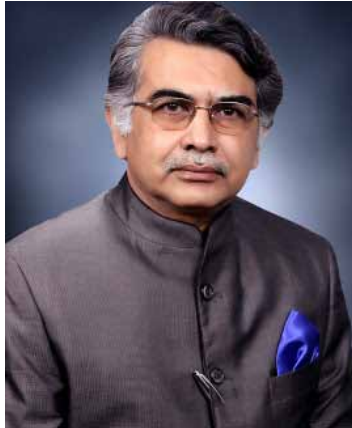
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MESSAGE FROM DIRECTOR



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 2019 and SPA Examination Rules-2017 for undergraduates and post-graduate programmes (Ordinance No. 1), 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, 2019

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. within 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,

July 2019
New Delhi

(Prof. Dr. Vinay Maitri)
प्रो. डॉ. विनय मैत्री
Dean, Student Affairs
संकायाध्यक्ष, छात्र कार्यकलाप

Executive Body

Aman Sahu
General President

Piyush Kumar
General Secretary(P.G)

Vishesh Bhardwaj
General Secretary(U.G.)

Student Representative

Under Graduate Association

Mugdha Rastogi
President

Pratyush Kumar
Secretary

Raghav Mathankar
Cultural Secretary

Sovit Kumar
Sports Secretary

Post Graduate Association

Rajnikant
President

Subhadeep Karmakar
Secretary

Debadyuti Nandi
Social Secretary

Ankush
Entertainment Secretary

Satish Nandiminti
Sports Secretary

Message From The Student Council

Architecture and Planning are one of the most emerging professions of 21st Century. Growing population and decreasing resources requires a need to study people, spaces and activities to make use of resources efficiently and without any discrimination. As students of this college we feel the responsibility of shaping this country's future. Learning the skills and earning that experience which is required to do so is instilled in me by this institute.

The academia of this institute is simply the best in the country. This is the reason all those who are reading this, are here in this institution. The faculties are alongside their students in all the cases. All the faculties are highly supportive and available all the time, which creates a bond between students and teachers like none other. Unlike any other college faculties are well aware of each student and students could approach the faculties and even the staff any time they want.

As a part of Student Council, I would also like to add that students from any department could approach any student council member, any time they want. Since the SPA family is small, student community is a strong one. The student council members are always available to help their community. The student council has always been on the forefront with a collective voice whenever the students demand.

A message from my side to the students would be to open up and explore. This college is in the heart of the country. People from all parts of the country with different cultural and social backgrounds come together in this institute. We share each other's culture. Very few get to see the colours of all parts of the country in a single place. This is something more important than any other learning's of this college. One interacts with different people, bonds with them and in that process, one eventually discovers oneself. The true and the best version of oneself. Your vision will not only be restricted to the academics but to various avenues leading to an all round development. Students of our college excel in varied and different fields which is evident from our diverse alumni base. This college would help you explore your true potential and would also allow you to pursue what you love and help you chase your dreams.

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) dates 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-D 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-D 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 implement 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

ADMINISTRATIVE MANAGEMENT

Key Functionaries

Director Prof. Dr. P.S.N. Rao	
Deans	
Prof. Dr. Mahavir Dean (Academic)	Prof. Dr. Vinay Maitri Dean (Student Affairs)
Prof. Dr. Priyaleen Singh Dean (Faculty Welfare)	Prof. Dr. Sanjukta Bhaduri Dean (Research)
Prof. Dr. Virender Kumar Paul Dean (Planning and Development)	
Administration	
Shri. Umakant Agarwal Registrar	Ms. Jagjeet Kaur Assistant Registrar (Establishment)
Shri Girish Kumar Assistant Registrar (Accounts and Budget)	Shri Pratap Singh Rawat, S.O. (Architecture) Shri Kishori Lal, S.O. (PMW) Shri Ashok Kr. Sharma, SO. (A&E) Shri Rakesh Kumar Sharma, S.O. (Estt)

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 (Academics) 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 (Academics) for interdepartmental coordination.

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

Student Advisors

Shuvojit Sarkar	UG (B.Arch.)	9311240368
Piyooosh Singh	UG (B.Plan.)	9911239988
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 Innovation 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 SPA Bhopal, SPA Vijaywada 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
UNDERGRADUATE DEGREE PROGRAMMES		
1	Department of Architecture	Bachelor of Architecture
2	Department of Physical Planning	Bachelor of Planning
POSTGRADUATE DEGREE PROGRAMME		
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 in Chapter 6 and also 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

शैक्षणिक कैलेंडर ACADEMIC CALENDAR 2019-20 Odd Semester 29th July, 2019 - 13th December, 2019

	MON	TUE	WED	THU	FRI	SAT	SUN	EVENTS
JUL/ AUG	29	30	31	1	2	3	4	
AUG	5	6	7	8	9	10	11	
AUG	12	13	14	15	16	17	18	DRC*/ ADVISORY COMMITTEE
AUG	19	20	21	22	23	24	25	DRC*/ ADVISORY COMMITTEE FIELD VISITS*
AUG/ SEPT	26	27	28	29	30	31	1	FIELD VISITS*
SEPT	2	3	4	5	6	7	8	FIELD VISITS*
SEPT	9	10	11	12	13	14	15	Elections for Students' Council (13) (No Studio; Theory classes as per time-tables)
SEPT	16	17	18	19	20	21	22	JDRC 2**
SEPT	23	24	25	26	27	28	29	ACTIVITY WEEK/ MINI UTOPIA (No Studio; Theory classes as per time-tables)
SEPT/OCT	30	1	2	3	4	5	6	Mid-Semester Review (3-4)***
OCT	7	8	9	10	11	12	13	
OCT	14	15	16	17	18	19	20	
OCT	21	22	23	24	25	26	27	
OCT/ NOV	28	29	30	31	1	2	3	CONVOCATION/ FOUNDATION DAY** (No Studio on the date of Convocation // Foundation day; Theory classes as per time-tables)
NOV	4	5	6	7	8	9	10	
NOV	11	12	13	14	15	16	17	Internal Jury
NOV	18	19	20	21	22	23	24	External Jury Examinations*
Preparatory Leave + Examination: 23 rd November, 2019- 13 th December, 2019 (3 Weeks)								
WINTER VACATION: 14 th December, 2019 – 5 th January , 2020 (3 Weeks) including NOSPLAN; Commencement of Next Semester January, 6, 2020								

* Exact date to be decided by each Departments of Studies

** Exact date to be announced

*** Mid Semester Marks to be submitted to HOD

Gazetted Holidays and Weekends
Students' Activity



(Prof. Dr. MAHAVIR)
Dean (Academics)

List of Gazetted Holidays

The following holidays will be observed during the Calendar Year 2019:

S. no.	Holiday	Date	Saka date	Day
1939 SAKA ERA				
1.	Republic Day	January 26	Magha 06	Saturday
2.	Maha Shivaratri	March 04	Phalgun 13	Monday
3.	Holi	March 21	Phalgun 30	Thursday
1940 SAKA ERA				
4.	Mahavir Jayanti	April 17	Chaitra 27	Wednesday
5.	Good Friday	April 19	Chaitra 19	Friday
6.	Buddha Purnima	May 18	Vaisakha 28	Saturday
7.	Idul Fitr	June 05	Jyaishta 15	Wednesday
8.	Id-ul-Zuha (Bakrid)	August 12	Sravana 21	Monday
9.	Independence Day	August 15	Sravana 24	Thursday
10.	Janmashtami	August 24	Bhadra 02	Saturday
11.	Muharram	September 10	Bhadra 19	Tuesday
12.	Mahatma Gandhi's Birthday	October 02	Asvina 10	Wednesday
13.	Dussehra	October 08	Asvina 16	Tuesday
14.	Dewali (Deepawali)	October 27	Kartika 05	Sunday
15.	Milad-Un- Nabi or Id-E-Milad (Birthday of Prophet Mohammad)	November 10	Kartika 19	Sunday
16.	Guru Nanak's Birthday	November 12	Kartika 21	Tuesday
17.	Christmas Day	December 25	Pausha 04	Wednesday

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

School of Planning and Architecture Library has provided 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. 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.

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);
- 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) 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 GIS (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 hands-on 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 V & VI, which are also available on the school website. Similarly, Census information can be accessed by applying through another form (Annexure IV).

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. **Asso. Prof. Parag Anand Meshram** is the Coordinator of the Workshop. **Sh Piyush Kant Jain**, Technical Officer, is 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. Furthermore, 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 and SPA Newsletter.

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 **CONVOCAATION 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.

The following Scholarships are also awarded to students of Under -Graduate courses of the School:

- **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. 100000/-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. 20000/- 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 has a Student Aid Fund to provide an aid to students in the circumstance of an emergency.

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 revised rules and regulations for Students Aid Fund (SAF) is given below. The application form for availing the same is provided in the **Annexure**.

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 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

- I) Medical
- II) Living expenses
- III) Purchase of equipment for academic activities
- IV) Travel expenses for study tours/attending conferences /workshops

4. ELIGIBILITY

- I) 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	Membership
1	Director/ Dean of studies of School (Ex officio) Chairman	Prof. Dr. Vinay Maitri, Dean-Students Affairs - Chairman
2	UG students advisor PG students advisor	Shri. Shuvojit Sarkar Ms. Nilanjana D Sur
3	Two students nominated by the Director / DoS of the School from the Students Council.	Mr. Aman Sahu, UG- President Mr. Rajnikant, PG-President
4.	Registrar of the School (Ex-officio) – Secretary	Shri Umakant Agarwal 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. Sewa Ram**
Placement Coordinator for EP,RP,UP,TP, Housing, 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. The hostel premises are 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 pre-paid 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:

Sl. No.	Faculty Members	Students Members	
		Girls Hostel Management Committee	
1	Prof. Dr. Vinay Matri, Chairman	Mondal Devjane 8178511697 HMC – MB (UG)	
2	Prof. Dr. Mayank Mathur, Estate Officer	Namitha Niji 9650745911 HMC – ITO (UG)	
3	Mr. Shuvojit Sarkar, Honorary Hostel Warden and Co-chairman	Vertika Kapoor 9971624541 HMC – ITO (PG)	
4	Ms. Aarti Grover, Deputy Warden (ITO Girls Hostel and Mess)	Boys Hostel Management Committee	
5	Mr. Bhaskar Gowd Sudagani, Deputy Warden (Boys Hostel and Mess)	Amar Singh Rana 8094989804 HMC – MB (UG)	
6	Mr. Manu Mahajan, Deputy Hostel Warden (Boys Hostel and Mess) (currently on leave)	Abhishek Kumar 8745082326 HMC – MB (PG)	
7	Ms. Harshita Deo, Deputy Warden (ITO Girls Hostel and Mess)		
8	Ms. Aditi Singh, Deputy Warden (MB Hostel)		
9	Ms. Mekhhla Parihar, Deputy Warden (MB Girls Hostel)		

Hostel Staff of the School

Jobey Caretaker	(Planning Building)	9.00AM to 5.30 PM	8826472533
Manik Rao Jr. Assistant	ITO Hostel	9.00AM to 5.30 PM	9971824373
Om Prakash Hostel Caretaker	ITO Hostel	9.00AM to 5.30 PM	9871956559
Bhagwan Singh Hostel Caretaker	MB Hostel	9.00AM to 5.30 PM	8076862601
Sher Singh Jr. Assistant	MB Hostel	9.00AM to 5.30 PM	9540515422
Rakesh Kumar Mess Manager	ITO & MB Hostel Mess	9.00AM to 5.30 PM	9810969250
Santosh Dhoundiyal Hostel Clerk	ITO Hostel	9.00AM to 5.30 PM	7291090628

Medical Officers of the School

Doctors	Available at	Timings	Days	Phone No.
Dr. A.K.Satsangi MBBS	MB Hostel	5.30PM to 7.30 PM	Tuesday, Thursday, Saturday, Sunday	9811234308
Dr. Lovleen Kaur Counsellor	ITO Hostel	1.30 PM to 4.30 PM	Tuesday	9871835498
Dr. Lovleen Kaur Counsellor	Arch. Block	1.30 PM to 4.30 PM	Monday and Thursday	9871835498

Anti Ragging Committee

Sr. No.	CONSTITUNCY	NAME AND DESIGNATION
1.	Head of the institution (Chairperson)	Prof. Dr. P. S. N. Rao Director
2.	Representation of Civil & Administration	Assistant Commissioner of Police Office of the ACP, Kamla Market, New Delhi -110002.
3.	Media	Shri Maneesh Pandey 163, Prayag Apartment, Vasundhra Enclave, New Delhi -110096.
4.	NGO	Dr. Renu Khosla Centre for Urban & Regional Excellence, 302, Second Floor, Building No. 03 Sona Apartment, Kaushalaya Park, Hauz Khas, New Delhi -110016.

5.	Parent	Name to be decided later
6.	Fresher's Students	Name to be decided later
7.	Seniors Students	President-students Council
8.	Non—Teaching (Secretary)	Shri Pratap Singh Rawat , Section Officer (Arch. Dept.), Shri Ashok Kumar Sharma , Section Officer (A&E)
9.	Other Invitees	Prof. Dr. Poonam Prakash (Anti Ragging Squad –Chairperson Planning Building) Prof. Dr. Mandeep Singh , (Anti Ragging Squad –Chairperson Arch. Building) Prof. Dr. V. K. Paul (Anti Ragging Squad –Chairperson M.B. Hostel and Residential Complex), Dean (P&D) Prof. Dr. Mahaveer , Dean (Academic) Prof. Dr. Vinay Maitri , Dean (Students Affairs) Prof. Dr. Priyaleen Singh , Dean (Faculty Welfare) Prof. Dr. Sanjukta Bhaduri , Dean (Research) Shri. Umakant Agarwal , Registrar Shri. Shuvojit Sarkar , Honorary Hostel Warden Prof. Dr. Mayank Mathur , Estate Officer

Anti Ragging Squad

Sl. No.	Name of the Faculty/Staff Members of Anti Ragging Squad	Mobile Numbers
PLANNING BUILDING		
1	Prof. Dr. Poonam Prakash (Chairperson)	9716619999
2	Prof. Dr. Ashok Kumar	9968076056
3	Prof. Dr. Mayank Mathur	9911286705
4	Prof. Dr. Meenakshi Dhote	9313508547
5	Dr. Aarti Grover	9871370496
6	Sh. Ashok Sharma	9958714444
7	Ms. Renu Sharma	9717439481
ARCHITECTURE BUILDING		
1	Prof. Dr. Mandeep Singh (Chairperson)	9810217149
2	Prof. Y.K. Jain	9810456289
3	Prof. Dr. Ranjana Mittal	9810665937
4	Prof. Manoj Mathur	9810004736
5	Ms. Vandana Kothari	9717438130
6	Ms. Anjali Mittal	9910777341

7	Dr. Umesh Dutt	9818256737
8	Sh. Shuvojit Sarkar	9311240368
9	Ms. Aditi Singh	9999917079
10	Sh. Partap Singh	9911328212

MAHARANI BAGH HOSTEL & RESIDENTIAL COMPLEX

1	Prof. Dr. V.K. Paul (Chairperson)	9811170779
2	Sh. Arunava Dasgupta	9811183853
3	Sh. Parag Anand Meshram	9873969969
4	Sh. Bhaskar Gowd Sudagani	9555074048
5	Ms. Harshita Deo	9560939931
6	Dr. Rajaprakash P.	9013644236
7	Ms. Jagjeet Kaur	9871320019
8	Sh. Kishori Lal	9899291651

Terms of Reference:

- Anti –Ragging Squad will maintain vigil, oversee and patrolling function and their mobile phones shall remain on alert and active at all the times.
- Anti- Ragging Squad will make surprise raids in hostels and other places vulnerable to incidents of and having the potential of ragging and is empowered to inspect such places at all times.
- Anti –Ragging Squad will conduct the on the spot enquiry into any incident of ragging referred to it by the head of the institution /faculty members /staff members /students / parents /guardian /employee of any service provider/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.
- Anti –Ragging Squad 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 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.
- The Chairperson of Anti –Ragging Squad of the particular building /complex (where an incident has occurred) shall 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 appropriate penal provision as per clause 7 of UGC regulation and continue with internal enquiry under clause 9 of these regulation and other measures, without waiting for action on the part of the police /local authorities and such remedial action shall be initiated and completed and in no case later than a period of seven days of the reported occurrence of the incident of ragging with intimation to the Chairman, Anti—Ragging Committee 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	Prof. Dr. Aruna Ramani Grover Professor of Architecture, Chairperson	9868482585
2	Prof. Dr. Vinay Maitri Professor of Programming and Dean (StudentAffair), Member	9811253755
3	Mr. Parag Anand Associate Professor and Head Department of Industrial Design, Member	9873969969
4	Dr. Aarti Grover Assistant Professor of Landscape Architecture and Deputy Warden Girls Hostel, Member	9871370496
5	Shri N. S. Dhami Library and Information Officer, Member	9716332277

6	Ms. Kalyani Menon, NGO Representative, Member	9910306382
7	Dr. L.R. Aggarwal, Advocate, Member	9999798606
8	Ms. Roshani, Student of M.Plan. (Housing), Member	
09	Ms. Jagjeet Kaur, Assistant Registrar	9871320019

Students Grievance Redressal Committee

A Grievance Redressal Committee under the Chairmanship of Dean (Student Affairs) has been constituted as under:

Sr. No.	CONSTITUNCY	NAME AND DESIGNATION	CONTACT NO.
1.	Chairperson	Prof. Dr. Vinay Maitri Dean (Student Affairs)	9811253755
2.	Member	Ms. Nilanjana D. Sur PG Student Advisor	9891042174
3.	Member	Mr. Shuvojit Sarkar UG Student Advisor	9311240368
4.	Member	Rajnikant PG President (Student Council)	7827403640
5.	Member	Mugdha Rastogi UG President (Student Council)	9818837814
6.	Member Secretary	Mr. Shuvojit Sarkar Hon. Hostel Warden	9311240368

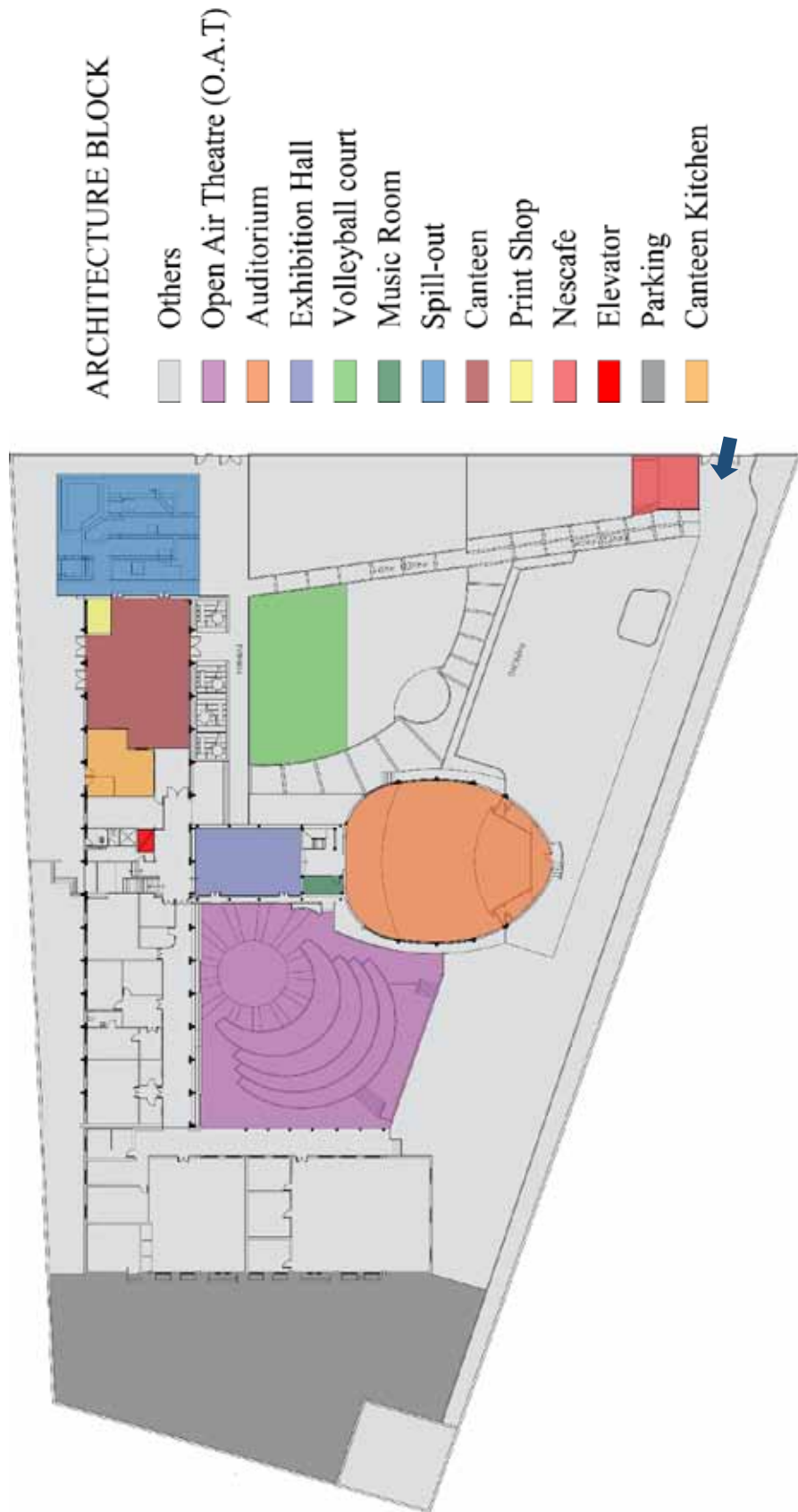
STUDENT MENTORING PROGRAM:

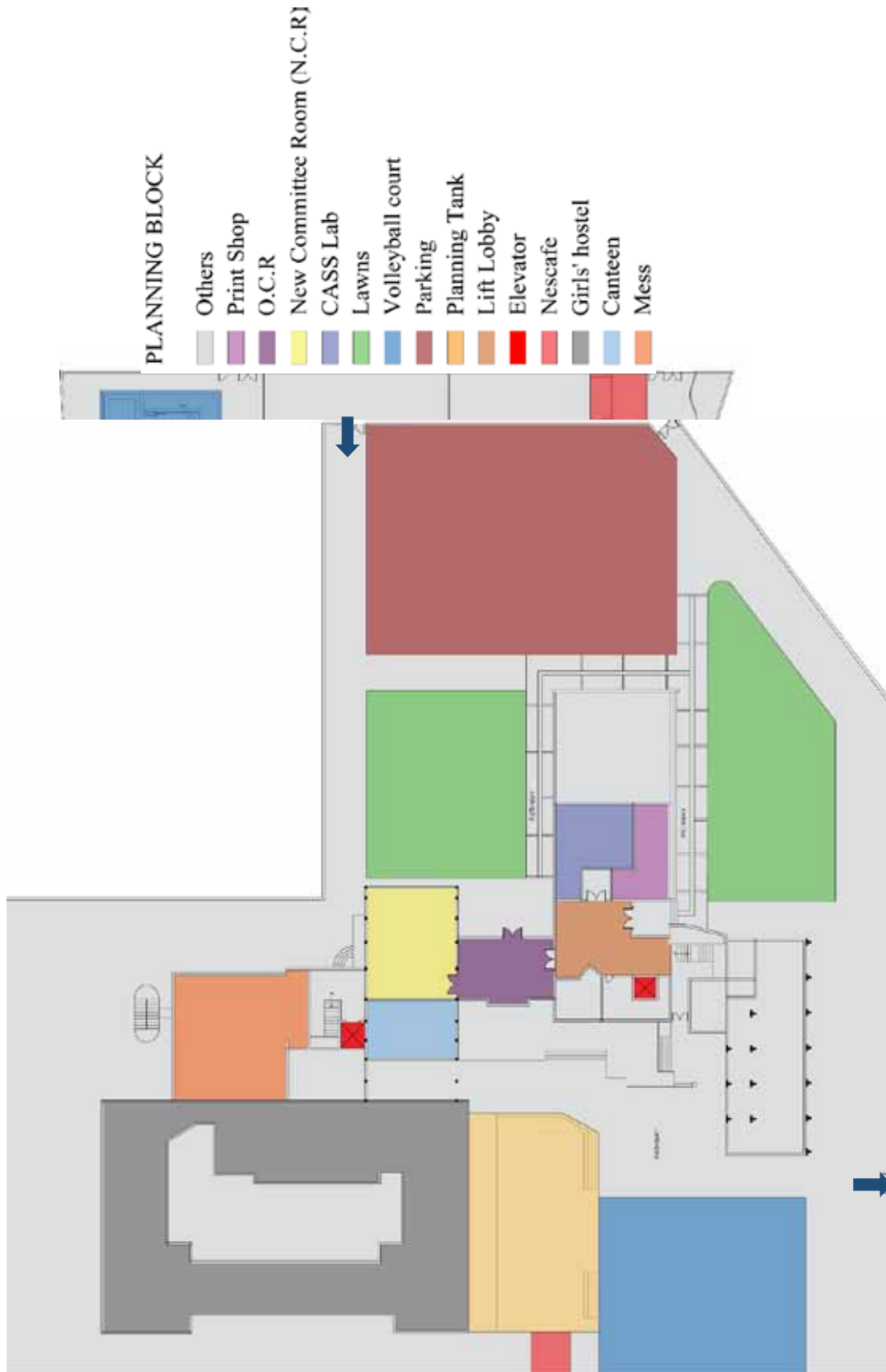
The first year undergraduate students are offered support through a peer-based mentoring programme. This programme has been now running successfully at the Department of Architecture for the last four years. The Department of Physical Planning initiated this programme last year.

The Student Mentoring Program at SPA-D 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 and 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.

KNOW YOUR CAMPUS





Places to know in and around campus

A. In the Planning block:

- The connector: The terrace styled space between both buildings of the planning block, on the second floor. Students gather here for small talks and a light banter.
- Planning Tank and Nescafe: A seating space above the big water tank on the ground floor. Convenient for hanging out due to its location between the Canteen and the Nescafe.
- New-Committee Room or NCR: A mini space used for mega issues: meetings, formal gatherings, talks, lectures; in short a multipurpose space for formal and informal events.
- Old-Committee Room or OCR: Just near the entrance to the CASS, used as studio for Masters Integrated Semester and as a spare lecture/jury room.
- Lawn(s): Though there are two lawns in the planning block, each has a different occasion for use. The one near NCR is usually pressed into use during events happening in the NCR, while the one outside near the in-gate is fully used in winters for sun-baths.
- Mess: Food for token-holders only. Otherwise, you might have to pen in as 'guest'.
- The Print shop: Cheap(er) prints for all students, and a life saver at all times. Its location is extremely well-set in tandem with the CASS Lab.
- CASS Lab: A well-equipped space furnished with Computers where food and water is not allowed for good reasons. A Study-only space.
- Library: Most people remember to utilize this very interesting place during submissions and examinations. Nevertheless, this space is never empty.
- Volleyball court: A regular-sized court, again used flexibly. Sometime people here play volleyball, or badminton, or football, depending upon the humor of the day.

B. In the Architecture block:

- The Canteen: In the Architecture block, 'The canteen' refers to Dhyaniji's canteen, the most important part of the Architecture block: especially due to the variety it offers and the space it has for students to sit and have a meal.
- Nescafe: Somewhere people love to have lots of coffee and a bowl of Maggie to get over last night's work.
- Auditorium: A huge auditorium, nicknamed 'The Audi' is where many formal and informal gatherings take place.
- The OAT: The *karambhoomi* for most actors that come out of the students. This very cozy space, shortened for the 'Open-air-theatre', also serves as muse to many artists who sketch, and sculpt in this space.

- **Spill-out:** A stepped seating area just outside Dhyaniji's canteen, which conveniently works in cohesion with the canteen.
- **Volleyball court:** Similar to the one in the Planning block, this one is also a multipurpose space use for multiple sports.
- **Library:** On the second floor of the block, a huge resource for students and academicians.
- **Terrace:** The open space above the auditorium, overlooking the volleyball court and the open air theatre, where students gather for a light chitchat.
- **Parking:** The parking behind the Industrial Design Lab might seem like a deserted space in comparison to the rest of the campus. Need some space? This space is yours.
- **The graphics lab:** On the first floor of the building, this lab is a go-to for many supplies. Also a very essential room for people with a sound fashion sense during the fests. This place is where the art blooms.

C. In the Maharani Bagh hostel:

- **TV Terrace:** A very open hang-out place for people in need for fresh air. Also very handy during musical evenings.
- **Mess Lobby:** A common area in front of the hostel mess, where ALL the festivities both organized and enjoyed by students take place. whether it be Eid, Ganesh Chaturthi, Onam, or Nabobarsho. Go to the mess lobby and you are welcome.
- **Courtyard:** The common courtyard enclosed by the hostel is an active space 24 by 7, used by all sports enthusiasts during all times of the day, whether to play badminton, basketball, or what not.
- **Basement:** The basement at the boys hostel. You shall find gym equipment, the pool table, the NASA work-stuff and what-not to help yourself with.
- **The print shop:** Located just outside the basement, a go to place for prints, even during late nights.
- **Nescafe:** Coffee hang-outs for late in the night timings, to keep you and your friends awake.

D. Otherwise?

- **ATR:** Short for 'Across the road', it is a lane where prints are available, though at a slightly costlier rate. Use the foot-over-bridge, also open till late, handy during juries.
- **The road from Archi to Planning:** A boulevard-like road with a good tree cover, connecting both the blocks of the school.
- **Wow-Pav:** A small shop outside the Planning block, if you want to have biscuits or cold soda, or a tastier maggie.

- Rose-garden: A huge garden overlooking the Feroz Shah Kotla Quila, behind the architecture block. Taking a walk here refreshes the mind, especially post lunch. Still, be back before the break is over!

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
- 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 Colour Set(6 pcs.)
- Colour Pen Set(Sketch Pen / Set of Twelve)
- Round Brushes Nos. 0,1,2,3,6.
- 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: 2018-19

EXECUTIVE (GENERAL) COUNCIL	UNDERGRADUATE COUNCIL	POST-GRADUATE COUNCIL
 <p>General President Aman Sahu 8960497180</p>	 <p>Undergraduate President Mugdha Rastogi 9818837814</p>	 <p>Postgraduate President Rajnikant 7827403640</p>
 <p>General Secretary Vishesh Bhardwaj 9999535834</p>	 <p>Undergraduate Secretary Pratyush Kumar 9599584674</p>	 <p>Secretary Subhadeep Karmakar 9123909517</p>
 <p>General Secretary (PG) Piyush Kumar 9736209906</p>	 <p>Cultural Secretary Raghav Mathankar 8882190755</p>	 <p>Social Secretary Debadyuti Nandi 8240597289</p>
 <p>Editor Karthikeyan J. 8076124066</p>	 <p>Sports Secretary Sovit Kumar 9540216029</p>	 <p>Entertainment Secretary Ankush 8860620545</p>

EXECUTIVE (GENERAL) COUNCIL	UNDERGRADUATE COUNCIL	POST-GRADUATE COUNCIL
		 <p data-bbox="1118 532 1406 637">Sports Secretary Satish Nandiminti 9015453696</p>
		 <p data-bbox="1090 916 1433 1020">Photography Secretary Viplav Sahu 8756021169</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

"Theatre is one of the greatest forms of art, the most immediate way in which a human being can share with another the sense of what it is to be a human being" - Thornton Wilder.

The theatre society of the college, Spandan is the first society to be formed in SPA Delhi. The group put up their 60th production in the college's annual festival Utopia, a colourful adaptation of the play 'Fitrati Chor'. This society is not only about drama or acting. It gives the crux of the versatility of theatre and its expanse. Theatre is about music, dance, drama, lights, graphics, costumes, flexibility, spontaneity and what not. 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

Paraz Sonowal
9678598028



Rajita Jain
9871880803

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

Ashwini Kumar Gupta
7739607372



Yash Rathore
8800509463



Kajal Aggrawal
8586013167

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

Abhishek Manraj
9560867427



Vignesh Anil
9899770302

MUDRA

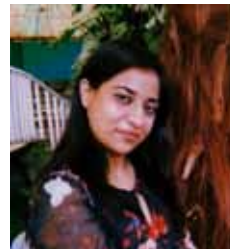
With a music-obsessed student crowd, it was only after many years that Mudra, the Dance Society of the college took form. One of the college's youngest societies, the club has performers from all possible dance forms-hip-hop, contemporary, Indian classical (Bharatnatyam, Kathak, etc.) and even western 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. Mudra brings out the hidden dancer in every student.

COORDINATORS

Aaradhna Mangla
7011338300



Prerna Singh
9013883047



Smiti Chauhan
9650393609



Shruthi Siva
9444851217

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

Sanjal Maru
9893822999



Sheena Jain
9340142253



Smriti Guglani
7389277525

ZEPHYR

“Architecture and Fashion are similar, just scale varies”-Coco Chanel

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, skilfully 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 feds).

COORDINATORS

Abhay Singh Saini
987103929



Mahima Soni
8745004635



Mehul Rai
8800507527

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

Paras Girdhar
8587871062



Pavani Gupta
9582101933

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 photo walks 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 centre of attraction of the fest.

COORDINATORS

Jayanth Verma
9492545008



Varad Singhal
9650248319

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 In |Motion 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

Maddu Vamsi Krishna
9133769773



Vignesh Pillai
9995739161



Naga Gopi Thokala
8978983194

SPAKRITI

One of the first things that 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

Ayush Kuma
6200719671



Minakshi Patir
8800459189



Nabh Hirwani
8076780714



Santrupthy Das
9971899953

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

Shubham Sarkar
9599580752



Yugaank Farigh
9910219761



Vaibhav Saini
8527121813

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 stations was set up by Cyborn during Utopia as an ode to the theme 'Reminisce'. We hold competitions during college fests and some refreshing gaming events in between the semester to release the academic pressure. If you are gamer, here is the opportunity for you to continue gaming.

COORDINATORS

Hritvik Sahu
7000793664



Jigme Ngedup
9599973705

SPOKES

It is true when senior students say that you can start a society for literally anything in SPA-D. Spokes, a group of cycling enthusiasts is an example of 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 cycle everyday from the hostel in Maharni Bagh to the college campus! However, be sure to wear you protective helmets!

COORDINATORS



Shivani Badola
7772809265



Ankit Khatoliya
9977128345

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-D. This publication reports happenings from throughout the year in and around the college, apart from discussion on issues and decisions of interest to the student community. It also features creative submissions from students and reports on student initiatives and achievements.
- **Spaced Out:** The annual magazine of SPA- D, 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.

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 2nd March to 4th March, 2019

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), Cricket (Boys), and Volleyball (Boys) events. They won silver in Badminton (Boys and Girls), Volleyball (Girls) and Basketball (Girls) events. In the cultural events SPA, D secured the first place in Dance, Classical and acoustic. SPA, D students also won the first prize in the informal events (Quiz, Column Painting and Haywire Installation).

All India Invitational Sports Meet at MNIT, Jaipur from 21st Feb to 23rd Feb, 2019

All India Invitational Sports Meet at MNIT, Jaipur from 21st Feb, 2019 to 23rd Feb, 2019 in which almost 16 National Level Institutes participated. SPA Delhi participated with a contingent of 126 students in various events. The Badminton Girls team won the Silver Medal. The Table tennis (Boys) team won the Gold Medal. The Power lifting team (Boys) won Silver and a Bronze Medal. The Bodybuilding team (Boys) won Silver and a Bronze Medal. The Weightlifting team (Boys) won 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

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 CONTACT PERSONS

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Secretary, Executive Council
(National -HQ)**Ashwith Koyyala**

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Treasurer, Executive Council
(National-HQ)**Sanya Jain**

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Unit Secretary

**Animesh Paliwal**

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animesh05paliwal@gmail.com

Unit Designee

**Hardeep Singh**

8700001728

td@nasaindia.co

Unit Treasurer Designee

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.

NOSPLAN CONTACT PERSONS



Unit Coordinator

Anirudh Ray

8368026159

anirudh697bp16@spa.ac.in



Unit Treasurer

Arun Kumar

8394931204

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Associate Editor

Siddhesh Kudale

7011655143

siddhesh751bp17@spa.ac.in

EVENTS

Mini Utopia

Tentative Dates: 24th to 30th September 2019

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

The examination rules are available as booklets which can be obtained from Admission and Examination section as well as from the website of the School. These are available as:

- **Ordinance No. I**
Examination Rules – 2017 for Undergraduate and Post-graduate Programmes
- **Ordinance No. II**
Doctor of Philosophy (Ph.D.) Regulations 2018

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.
- f. The institution shall set up appropriate committees, including the course-incharge, 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. 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.

- m. 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.
- n. 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.
- o. 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.
- p. 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.
- q. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. 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.
 - vix. 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 or 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

ANNEXURES

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

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

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):

NSS	Particulars of slums Yr. 2008-09 <input type="checkbox"/>	Housing Conditions Yr .2008-09 <input type="checkbox"/>
	Unincorporated Non Agrl. 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"/>
Economic Census	Fifth Round of Economic Census data year 2005 <input type="checkbox"/>	
Census of data-2011	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

योजना एवं वास्तुकला विद्यालय, नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI
 (विश्लेषण प्रणाली अध्ययन, एवं भौगोलिक सूचना प्रणाली केंद्र)
 (Centre for Analysis and System Studies/GIS/RS)

Student Registration Form (for CASS/GIS/RS Lab)

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

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

योजना एवं वास्तुकला विद्यालय, नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI
 (विश्लेषण प्रणाली अध्ययन, एवं भौगोलिक सूचना प्रणाली केंद्र)
 (Centre for Analysis and System Studies/RS/GIS)

Email-id Registration Form (Student)

1. General Information		
Name		
Roll No./App No.		
Department		Semester
Contact No.	Mobile No.	Email id

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 (Email-id 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

योजना एवं वास्तुकला विद्यालय, नई दिल्ली

SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

(विश्लेषण प्रणाली अध्ययन, एवं भौगोलिक सूचना प्रणाली केंद्र)

(Centre for Analysis and System Studies/RS/GIS)

Student registration Form for Internet use/User -Id

IGeneral Information		
Name		
Department		
Year		Sem:
Mobile No.		Email id

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:
(HOD) Signature

User's 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

योजना एवं वास्तुकला विद्यालय, नई दिल्ली
SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

संसद के अधिनियम के तहत 'राष्ट्रीय महत्व के संस्थान'
 An Institution of National Importance" under an Act of Parliament

APPLICATION FORM FOR FINANCIAL ASSISTANCE OUR TO 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 _____

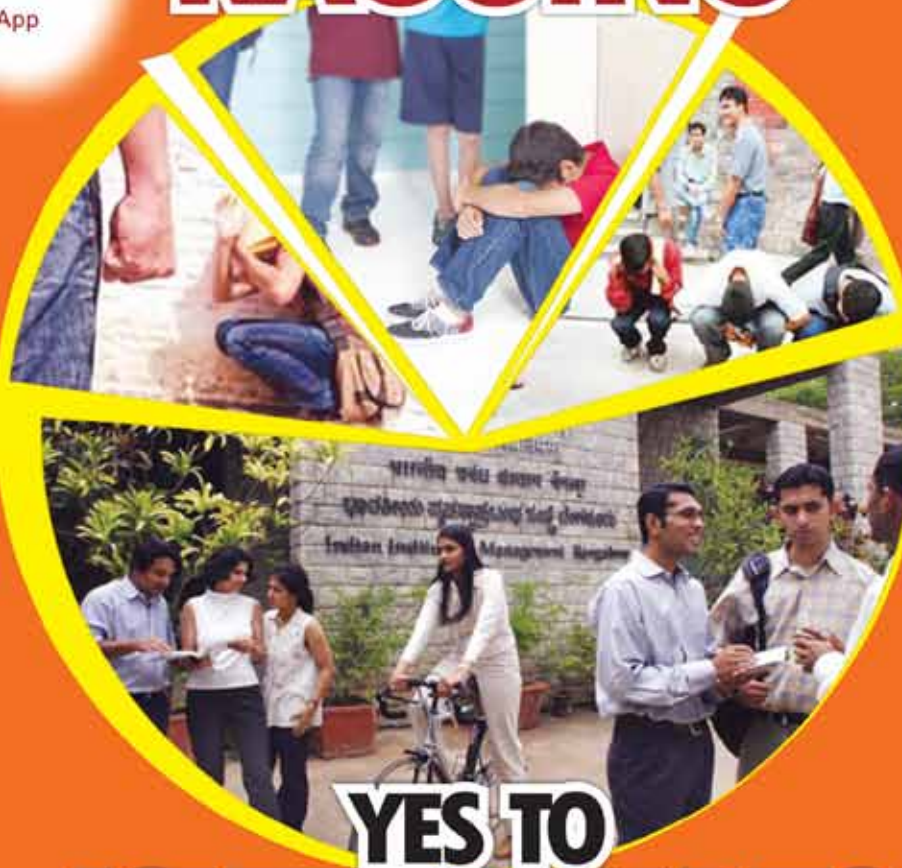
Mobile NO _____

Signature of Head of the Department

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

Download
**ANTI
RAGGING**
App

SAY NO TO RAGGING



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

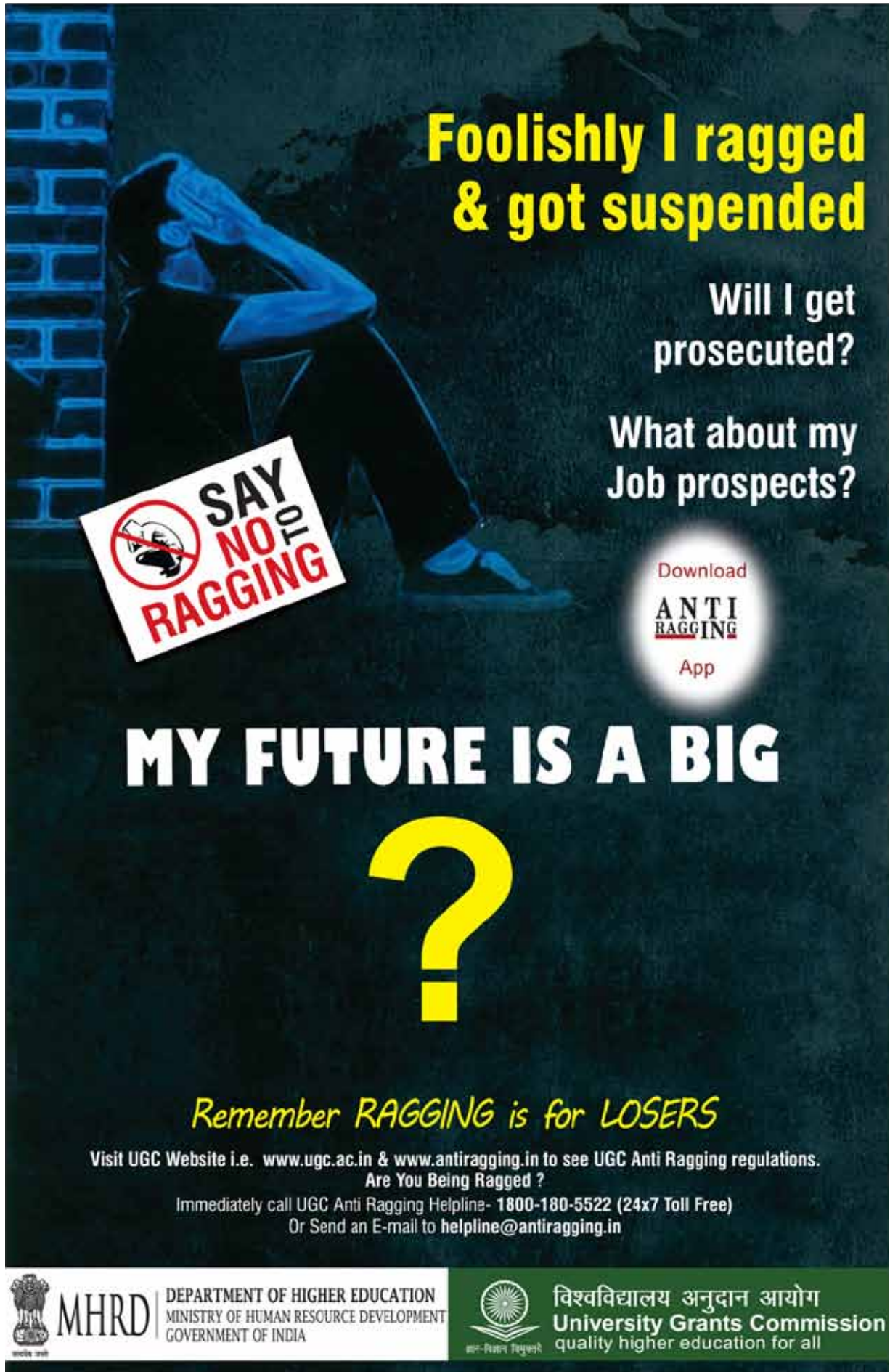


MHRD

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



विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all



Foolishly I ragged & got suspended

Will I get prosecuted?

What about my Job prospects?

SAY NO TO RAGGING


Download **ANTI RAGGING** App


MY FUTURE IS A BIG ?

Remember RAGGING is for LOSERS

Visit UGC Website i.e. www.ugc.ac.in & 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

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

 विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all



**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 & 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



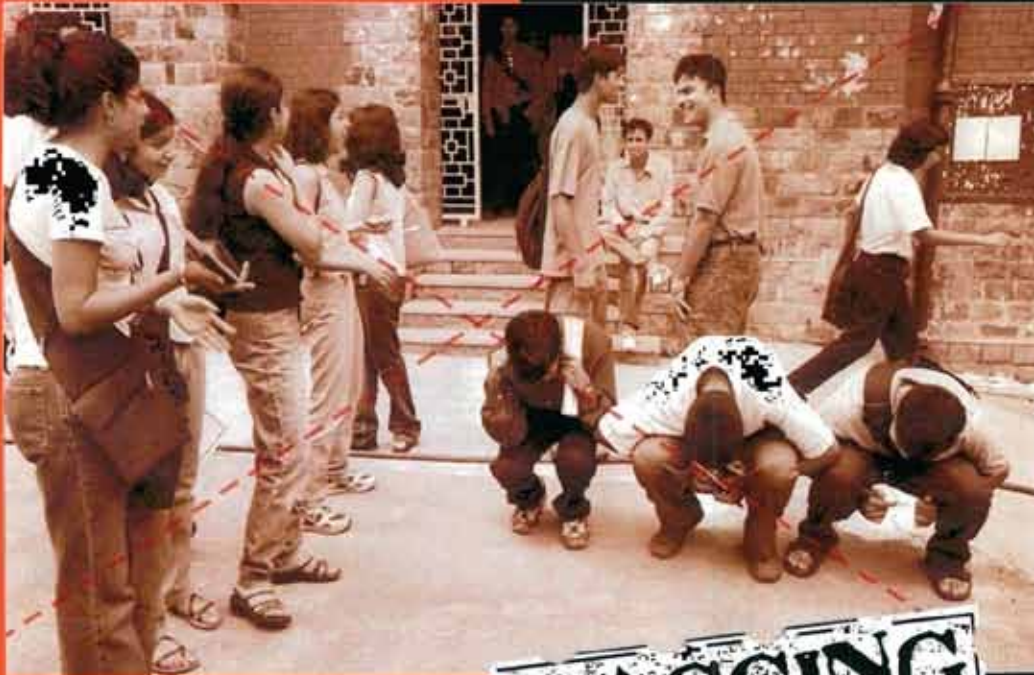
MHRD

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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA



विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all

DON'T RAG, JUST INTERACT



Visit UGC website i.e.
www.ugc.ac.in &
www.antiragging.in to
see UGC Anti Ragging
Regulations

**RAGGING
IN ANY FORM IS
PUNISHABLE**

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

Issued in public interest by:
Ministry of Human Resource Development
Department of Higher Education
Government of India

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**ANTI
RAGGING**

App

Join hands to make your campus ragging free



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MINISTRY OF HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA



ज्ञान-विद्या-विमुक्तये

विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all

Banks, ATM, Emergency Numbers

BANKS AND ATM	
<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, Vikas Minar, ITO, Delhi- 110002 Landmark: Near PHQ</p>	
EMERGENCY NUMBERS	
Delhi Police contacts	Ambulance: 102
<p>Office/Police Station Telephone No. PCR 100 (24X7)(Toll Free) Eyes and Ears 1090 (Toll Free) Women in distress 1091 Special Cell(North-Eastern States) 1093 Missing Persons 1094, 23241210 Traffic 1095, 25844444 Vigilance 1064</p>	<p>Fire: 101 Chief Fire Officer, DFS, HQs, Connaught Place, New Delhi, Ph:23414333, Email : cfohq.dlfire@nic.in</p>

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, Shaha-dara, Delhi - 95	22110505
6.	Govind Ballabh Pant Hospital (G.B.P.H.)	Jawahar Lal Nehru Marg, Del-hi.-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, Delhi - 110024	New 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



School of Planning and Architecture

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under an Act of Parliament (Ministry of HRD, Govt. of India)*

4-Block-B, Indraprastha Estate, New Delhi 110 002 India

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