



योजना तथा वास्तुकला विद्यालय, नई दिल्ली  
संसद के अधिनियम के तहत "राष्ट्रीय महत्व का संस्थान"  
(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
**School of Planning and Architecture, New Delhi**  
An "Institution of National Importance" under an Act of Parliament  
(Ministry of Human Resource Development, Government of India)

Ref.No.09BOG/SPA/2020

14<sup>th</sup> September, 2020.

**TO ALL MEMBERS OF BOARD OF GOVERNORS OF SCHOOL OF PLANNING  
AND ARCHITECTURE, NEW DELHI**

**SUBJECT: MINUTES OF THE 09<sup>TH</sup> BOARD OF GOVERNORS MEETING OF  
THE SCHOOL OF PLANNING AND ARCHITECTURE, NEW  
DELHI HELD ON MONDAY, 14<sup>TH</sup> SEPTEMBER, 2020 AT 02.00 P.M.  
(ONLINE /OFFLINE MODE).**

Sir/Madam,

I am directed to forward herewith Minutes of the 09<sup>th</sup> Board of Governors Meeting of School of Planning and Architecture, New Delhi held on Monday, 14<sup>th</sup> September, 2020 at 02.00 p.m. at New Committee Room of the School. Comments on the Minutes, if any, may please be forwarded within two weeks' time.

Yours faithfully,

(Umakant Agarwal)  
Registrar-Secretary

**Encl: As stated above**

1	<b>Dr. Amogh Kumar Gupta</b> 15, Amaltas Phase-I, Chuna Bhatti, Bhopal-462016	8	<b>Prof. Dr. Vinay Maitri</b> Dean (Students Affairs) SPA, New Delhi-110002
2	<b>Shri H. Rajesh Prasad, IAS</b> Principal Secretary (Technical Education) Govt. of NCT, Muni Mayaram Marg, Pitampura, Near TV Tower, New Delhi- 110088	9	<b>Shri Madan Mohan</b> ADG (NITs/SPAs) & Bureau Head (TE) Government of India Ministry of Education Department of Higher Education, Room No.431-C, Shastri Bhawan, New Delhi-110001
3	<b>Prof. Dr. D. S. Meshram</b> President, Institute of Town Planners, 4-A, Ring Road, I.P. Extn., New Delhi-110002	10	<b>Ms. Darshana M. Dabral</b> Joint Secretary & Financial Advisor Government of India Ministry of Education Department of Higher Education Room No.120-C, Shastri Bhawan New Delhi-110001
4	<b>Ar. Sapna</b> Chief Architect, Department of Architecture Punjab, SCO No.149-152 Sector 17-C, Chandigarh-160017	11	<b>Ms.D.Thara</b> Joint Secretary (AMRUT) Ministry of Housing & Urban Affairs, Room No.144, C Wing, First Floor, Nirman Bhawan, New Delhi- 110011
5	<b>Prof. Subrata Chattopadhyay</b> Avinash Gupta Chair Professor & Former Head, Dept. of Architecture & Regional Planning Dean, Alumni Affairs IIT Kharagpur-721302	12	<b>Prof. Dr. P. S. N. Rao</b> Director School of Planning and Architecture, New Delhi-110002
6	<b>Prof. Dr. Ranees Vedamuthu</b> Dean School of Architecture and Planning Anna University, Chennai - 600025	13	<b>Shri Umakant Agarwal</b> Registrar - Secretary School of Planning and Architecture, New Delhi-110002
7	<b>Prof. Dr. Priyaleen Singh</b> Dean (Faculty Welfare) SPA, New Delhi-110002		

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

MINUTES OF THE 09<sup>TH</sup> BOARD OF GOVERNORS MEETING OF SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI, HELD ON MONDAY, 14<sup>TH</sup> SEPTEMBER, 2020 AT 2.00 P.M. IN THE NEW COMMITTEE ROOM, SPA, NEW DELHI (OFFLINE / ONLINE MODE)

Present:

1.	Dr.Amogh Kumar Gupta	Chairperson
2.	Prof.Dr.D.S.Meshram (Representative from ITPI)	Member
3.	Ar.Sapna (Representative from COA)	Member
4.	Prof.Dr.Subrata Chattopadhyay (Representative AICTE)	Member
5.	Prof. Dr.Ranee Vedamuthu (Representative from UGC)	Member
6.	Prof. Dr. Priyaleen Singh, Dean(FW) (Representative from Senate (Architecture))	Member
7.	Prof. Dr. Vinay Maitri, Dean(SA) (Representative from Senate (Planning))	Member
8.	Shri Madan Mohan ADG(NITs/SPAs) & Bureau Head(Technical), MOE, Govt. of India	Member
9.	Shri Anil Kumar, Director(IFD), MoE, Govt. of India (Representative of Ms. Darshana M. Dabral, JS & FA, MOE)	Member
10.	Ms.D. Thara Joint Secretary (AMRUT), MoHUA, Govt. of India	Member
11.	Prof.Dr.P.S.N.Rao Director, SPA, Delhi	Member
12.	Shri Umakant Agarwal Registrar	Secretary

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Principal Secretary, TTE, Govt. of NCT of Delhi did not attend.

The Members mentioned at Sl.Nos. 3, 4, 5, 8, 9 & 10 attended the Meeting Online through VC Mode.

The Chairperson welcomed all the members of BOG and called the Meeting to order.

09 BOG ITEM NO.01	TO CONFIRM THE MINUTES OF 07 <sup>th</sup> BOARD OF GOVERNORS MEETING OF THE SCHOOL HELD ON 13 <sup>TH</sup> NOVEMBER, 2019
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The Minutes of the 07<sup>th</sup> Board of Governors Meeting of the School held on 13<sup>th</sup> November, 2019 were circulated to the all members on 28<sup>th</sup> November, 2019 with the request to forward their comments, if any, on the Minutes within two weeks' time. No comments were received.

The Minutes of the 07<sup>th</sup> Meeting of Board of Governors were confirmed.

**Resolution No. 68: "Resolved to confirm the Minutes of the 07<sup>th</sup> Meeting of the Board of Governors held on 13<sup>th</sup> November, 2019."**

09 BOG ITEM NO.02	TO CONFIRM THE MINUTES OF 08 <sup>th</sup> BOARD OF GOVERNORS SPECIAL MEETING OF THE SCHOOL HELD ON 7 <sup>TH</sup> JULY, 2020
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The Minutes of the 08<sup>th</sup> Board of Governors Special Meeting of the School held on 07<sup>th</sup> July, 2020 were emailed to the all members on 10<sup>th</sup> July, 2020.

The Minutes of the 08<sup>th</sup> Meeting of Board of Governors were confirmed.

**Resolution No. 69: "Resolved to confirm the Minutes of the 08<sup>th</sup> Special Meeting of the Board of Governors held on 7<sup>th</sup> July, 2020."**

  
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09 BOG ITEM NO.03	TO CONSIDER ACTIONS TAKEN ON THE MINUTES OF THE 07 <sup>th</sup> BOARD OF GOVERNORS MEETING OF THE SCHOOL HELD ON 13 <sup>TH</sup> NOVEMBER, 2019
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As regards 07 BOG item No.11, the BOG was informed that after adjustment of all dues of Ms.Moulshri Joshi, an amount of approx. Rs.1.50 lakh still remains pending from her.

After detailed deliberations, it was decided to initiate the disciplinary/legal proceedings against Ms.Moulshri Joshi to recover the outstanding amount.

With the above observation, the ATR on the Minutes of the 07<sup>th</sup> BOG Meeting held on 13<sup>th</sup> November, 2019 was noted and approved by the BOG.

**Resolution No. 70:** *“Resolved to initiate disciplinary/legal action to recover the outstanding dues from Ms.Moulshri Joshi.”*


09 BOG ITEM NO.04	TO CONSIDER ACTIONS TAKEN ON THE MINUTES OF THE 08 <sup>th</sup> BOARD OF GOVERNORS SPECIAL MEETING OF THE SCHOOL HELD ON 07 <sup>TH</sup> JULY, 2020
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The Action Taken Report (ATR) on the Minutes of 08<sup>th</sup> BOG was noted and approved by the BOG.

09 BOG ITEM NO.05	TO CONSIDER RECOMMENDATIONS OF 11 <sup>th</sup> FINANCE COMMITTEE MEETING TO BE HELD ON 14 <sup>th</sup> SEPTEMBER, 2020
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The BOG considered the recommendations of the 11<sup>th</sup> FC at its Meeting held on 14<sup>th</sup> September, 2020 and approved the same, as under:

**Resolution No.71:** *“Resolved to approve the recommendations of the 11<sup>th</sup> FC made at its Meeting held on 14<sup>th</sup> September, 2020 (Minutes of 11<sup>th</sup> FC enclosed at Annexure-09 BOG/I).”*

  
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09 BOG ITEM NO.06	TO CONSIDER RECORD RETENTION SCHEDULE FOR THE APPLICATION FORMS FOR NON-SELECTED STUDENTS IN THE SCHOOL
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The BOG approved weeding out the application forms for non-selected PG students after two years of the announcement of admission results instead of one year, as approved by the 06<sup>th</sup> Senate. The files of candidates for whom RTI, court case are received, should be retained as per requirement of the case.

**Resolution No.72:** *“Resolved to approve weeding out the application forms for non-selected students after two years of the announcement of admission results, except for candidates for whom RTI, court cases etc. are pending.”*

09 BOG ITEM NO.07	TO CONSIDER RESIGNATION OF MS.TARU JAIN, ASSISTANT PROFESSOR OF PHYSICAL PLANNING
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The BOG deliberated at length in the matter of acceptance of resignation of Ms.Taru Jain. It was informed that as per requirement of acceptance of resignation, a demand note of Rs.33,90,646/- was sent to her. The reply received and clarification given by SPA were also provided to Members in Agenda itself.

It was also informed that a part payment of approx. Rs.6.00 lakh has been deposited by Ms.Taru Jain. There is still a balance of approx. Rs.27.00 lakh pending as part of demand note. The amount towards CPF, Gratuity, leave encashment, etc. can be adjusted/refunded after acceptance of her resignation.

BOG advised to issue a show cause notice to Ms.Jain to settle all pending dues in 45 days, failing which a) Australian Embassy/concerned employer, if any, may be informed and b) further action as per Service Rules may be initiated.

**Resolution No.73:** *“Resolved to issue show cause notice to Ms.Taru Jain, Assistant Professor of Physical Planning for clearing all outstanding dues as per demand note within 45 days’, failing which a) Australian Embassy/concerned employer, if any, may be informed and b) further action as per Service Rules may be initiated.”*

  
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09 BOG ITEM NO.08	<b>TO CONSIDER AND APPROVE -</b> <b>A) IPR POLICY</b> <b>B) IP CELL, AND</b> <b>C) SETTING UP SECTION 8 COMPANY</b>
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The BOG considered and approved, in principle, the following:

- a) IPR Policy
- b) IP Cell and
- c) Setting up Section 8 Company

Further details may be put up in subsequent BOG.

**Resolution No.74: "Resolved to approve, 'in principle' - (a) the IPR Policy, (b) IP Cell, and (c) setting up Section 8 Company in the School, as per guidelines of Government of India/Ministry in this regard and work out further details for approval in BOG before operationalization."**

09 BOG ITEM NO.09	<b>TO CONSIDER PROPOSALS OF SETTING UP OF CENTRES AS APPROVED BY THE SENATE OF THE SCHOOL</b>
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The Board considered the recommendations of the Senate regarding establishment of the Centres, and on clarification about funding, it was decided that the Centres will be on self-funding mode and be headed by a Professor-In-Charge. One Professor can head only one Centre at a time, as far as possible.

The BOG considered and approved setting up of following Centres and resolved as under:

Sl.No.	Name of Centre
1.	Centre for Urban Freight Studies (CUFS)
2.	Centre for Road Safety (CRS)
3.	Centre for Urban Design Innovation (CUDI)
4.	Centre for Water Studies
5.	Center for Urban Biodiversity and Ecosystem Services
6.	Center for Fire Studies
7.	Centre for Shared & Electric Mobility Studies

**Resolution No.75: "Resolved to approve setting up of Centres as listed above (Sl.No.1-7)."**

  
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09 BOG ITEM NO.10	TO REPORT PROGRESS REPORT OF VASANT KUNJ PROJECT OF SPA NEW DELHI
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The BOG noted the progress of the Vasant Kunj Project. However, as regards compensating afforestation, the Chairman, BOG suggested that the School can write to DDA for allowing afforestation at the School site area also, if permissible.

09 BOG ITEM NO.11	TO REPORT ON CHANGE OF DEAN (ACADEMIC) & DEAN(P&D)
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The BOG noted the change of Dean (Academic) and Dean(P&D). Further, it was discussed that as there was no need for a separate OSD (Vasant Kunj Project) (as per 98 EC Item No.35 held on 5<sup>th</sup> February, 2016), the same may be discontinued and the functions may be looked after by Dean(P&D) itself, as per the SPA Statutes.

**Resolution No.76: "Resolved to discontinue the appointment of a Faculty as OSD( Vasant Kunj Project)."**

**Additional Agenda:**

09 BOG ITEM NO.12	SKILL TEST FOR THE POST OF JUNIOR ASSISTANT : REGARDING
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As per existing Recruitment Rules of the School, the skill test (Typewriting test) requirement is 35 words per minute in English or 30 words per minutes in Hindi on computer. Therefore, the same is proposed to be incorporated/updated in the Selection Criteria and Scheme of Examination for direct recruitment to the post of Junior Assistant.

Accordingly, the BOG approved the conduct of Skill Test for the post of Junior Assistant, as per existing RRs, as under:

English Typewriting test - 35 words per minute  
Hindi Typewriting test - 30 words per minutes

Accordingly, Selection Criteria, Scheme of Examination and Syllabus may be amended.

**Resolution No.77: "Resolved to conduct the Skill Test for the post of Junior Assistant as per existing Recruitment Rules - Typewriting Test at 35 w.p.m. and 30 w.p.m. for English and Hindi respectively and amendment in Selection Criteria, Scheme of Examination and Syllabus accordingly."**

  
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09 BOG ITEM NO.13	TO REPORT APPOINTMENT OF CONTRACT FACULTY DURING 2020-2021 AS PER SECTION 7 (I) (H) OF SPA ACT, 2014
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The BOG noted and ratified the decision of the 07<sup>th</sup> Emergency Senate Meeting held on 5<sup>th</sup> June, 2020 and also the appointments of the Contract Faculty during 2020-21.

**Resolution No.78:** *“Resolved to ratify the appointments of the Contract Faculty during 2020-21, as per decision of the 07<sup>th</sup> Emergency Senate Meeting held on 5<sup>th</sup> June, 2020.”*

**Any other Item:**

1. Chairman-BOG informed that the recruitment of faculty in some of the posts of Professor and Asstt. Professor on regular basis are not being held due to COVID-19 pandemic. He proposed for conducting interviews for the posts of Professor through online mode. On this, ADG, MHRD advised if the advertisement mentions about the online mode, then only the School should conduct online interviews. The Members could not arrive at a consensus for conducting online interviews. It was agreed that the complete proposal in this regard shall be forwarded to all BOG Members, in due course, by circulation, for finalizing on the mode of interview, as may be required.

The Meeting ended with vote of thanks to the Chair.

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14/9/2020

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

MINUTES OF 11<sup>th</sup> FINANCE COMMITTEE MEETING OF THE SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI, HELD ON MONDAY, 14<sup>th</sup> SEPTEMBER, 2020 AT 11.00 A.M. IN THE NEW COMMITTEE ROOM OF THE SPA, DELHI (OFFLINE / ONLINE MODE)


Present:~

1.	Dr. Amogh Kumar Gupta Chairperson, FC	Chairperson
2.	Prof. Dr. P.S.N. Rao Director	Member
3.	Shri Pawan Kumar, US, MoE (Representative of Shri Madan Mohan ADG (NITs/SPAs) & Bureau Head(TE), Ministry of Education)	Member
4.	Shri Anil Kumar, Director(Fin), MoE (Representative of Ms.Darshana M.Dabral, JS & FA, Ministry of Education)	Member
5.	Prof. Dr. D.S. Meshram (Nominee of BOG)	Member
6.	Prof. Dr. Raneer Vedamuthu (Nominee of BOG)	Member
7.	Shri Umakant Agarwal Registrar	Secretary

The Members mentioned at Sl.Nos. 3,4, & 6 attended the Meeting Online through VC Mode.

Shri Umakant Agarwal, Registrar-Secretary welcomed all Members of the FC and requested the Chairman to start the Meeting.

The Chairman welcomed all the Members and called the meeting to order.

  
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11 FC ITEM NO. 1:	TO CONFIRM THE MINUTES OF 10 <sup>th</sup> FINANCE COMMITTEE MEETING OF THE SCHOOL HELD ON 13 <sup>th</sup> NOVEMBER, 2019
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The Minutes of the 10<sup>th</sup> Finance Committee Meeting of the School held on 13<sup>th</sup> November, 2019 were circulated to the all Members on 25<sup>th</sup> November, 2019 with the request to forward their comments, if any, on the Minutes within two weeks' time. No comments were received.

The Minutes of the 10<sup>th</sup> Meeting of Finance Committee were confirmed.

11 FC ITEM NO. 2:	TO CONSIDER ACTIONS TAKEN ON THE MINUTES OF THE 10 <sup>th</sup> FINANCE COMMITTEE MEETING OF THE SCHOOL HELD ON 13 <sup>th</sup> NOVEMBER, 2019
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The FC noted and approved the ATR on the Minutes of the 10<sup>th</sup> FC.

11 FC ITEM NO. 3:	TO CONSIDER REVISION IN HIRING CHARGES OF PREMISES OF THE SCHOOL
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The FC approved the revision of charges to be charged as proposed and also approved to procure PA System from GeM for usage.

11 FC ITEM NO. 4:	TO CONSIDER REVISION IN THE PAYMENT OF HONORARIUM FOR THE SPECIAL LECTURES ORGANIZED DURING EDUCATIONAL TOURS
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The FC approved the payment of honorarium of Rs.1,600/- per lecture hour for the Special lectures delivered during Educational Tours.

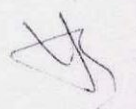
  
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11 FC ITEM NO. 5: TO CONSIDER ENHANCEMENT OF CHARGES FOR VARIOUS ACADEMIC CERTIFICATES

The FC approved the enhancement of charges, as under:

S.No.	Description of Work	Existing Amount (In Rs.)	Proposed Amount (In Rs.)	Remarks
1	Provisional Certificate	Nil	Nil	
2	Degree Certificate - Registration Fee	500	1000	
3	Duplicate marksheet per exam (1-2 years)	200	500	
4	Duplicate marksheet per exam (2-10 years)	500	1000	
5	Duplicate marksheet per exam (Above 10 years)	1000	2500	
6	Duplicate Identity Card	200	500	
7	Migration Certificate	500	1000	
8	Carryover/Supplementary Examination Fee	500	1000	
9	Re-totalling of Award Sheet subject wise	200	500	
10	Duplicate Degree Certificate	1000	5000	
11	Degree Verification Fee	1500 (US\$ 50)	2000 (US\$100)	
12	Attestation of Academic Records for pursuing higher Studies after passing from the School	Nil	1000 per set + 1500 Postage charges*	*Various universities/ Organisations are accepting attested document through post only
13	Attestation of Academic Records for pursuing higher Studies presently studying in the School	Nil	500 per set + 1500 Postage charges*	*Various universities/ Organisations are accepting attested document through post only
14	Attestation of Academic Records for Evaluation purposes	1500	2500 per set + 2000 Postage charges	

It was also deliberated that charges for Item No.9 regarding retotaling will be refundable to the student if error in retotaling is noticed.

  
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11 FC ITEM NO. 6: TO CONSIDER ANNUAL ACCOUNTS RECEIVED FROM CA OF THE SCHOOL

The annual accounts were in the uniform format issued by MHRD. The FC considered and approved the Audited Annual Accounts of the School for the financial year 2019-2020, subject to adding a statement showing depreciation of assets from the last financial year in the Income and Expenditure Statement of the Annual Accounts, as per format of Ministry.

11 FC ITEM NO. 7: TO CONSIDER NOTIFICATION REGARDING ENHANCEMENT IN LICENCE FEE AND ADOPTING THE SAME FOR RESIDENTIAL FLATS AT MAHARANI BAGH RESIDENTIAL COMPLEX OF THE SCHOOL


The FC approved the recommendation of the Committee and adopting the same from the staff residing in the SPA residential flats. It was approved to adopt revise rates as per notification of the Directorate of Estates from time to time.

11 FC ITEM NO. 8: TO CONSIDER TEMPORARY REVISION OF MESS SUBSIDY (BY MHRD) OF 75% TO 100%, DURING HOSTEL CLOSURE, DUE TO COVID-19

Considering the situation, the FC recommended the contribution of 100% mess subsidy, during hostel closure period till the situation normalizes.

11 FC ITEM NO. 9: TO CONSIDER ESTABLISHING INTERNET CONNECTIVITY FROM PLANNING BUILDING TO ARCHITECTURE BUILDING THROUGH UNDERGROUND OPTICAL FIBRE CABLE

The FC recommended the internet connectivity through underground optical fibre cable at a one time cost of Rs.10,00,000/-, adhering to the GFR provisions as per CVC guidelines issued from time to time.

  
14/5/2020

11 FC ITEM NO. 10:	TO CONSIDER RECOMMENDATIONS OF THE 09 <sup>TH</sup> BWC HELD ON 08 <sup>TH</sup> SEPTEMBER, 2020
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The FC noted the recommendations of the 09<sup>th</sup> BWC held on 8<sup>th</sup> September, 2020 and recommended as under:

1. With regard to 09 BWC ITEM NO.1, Comprehensive Renovation and Modernization of Kitchen and Dining Hall in the Planning Campus at ITO, the FC recommended the work of renovation and modernization of Kitchen and Dining Hall in the Planning Campus at a total cost of 26,07,083/- (Rupees twenty-six lakh seven thousand and eighty-three only). The work should be carried out as per CPWD procedure/rates adopted in such matters and also adhering to the GFR provisions including transparency in award of such works as per CVC guidelines issued from time to time.
2. With regard to 09 BWC ITEM NO.2, - Structural Audit of the Buildings of the School to Make Buildings Seismically Compliant, the FC recommended to get the structural safety audit for seismic compliance done by a government engineering college / university/IIT Delhi, with suitable support from CPWD.

11 FC ITEM NO. 11:	TO CONSIDER REVISION OF- (A) UPPER AGE LIMIT AND (B) REMUNERATION FOR ENGAGEMENT OF CONSULTANTS
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The FC discussed the matter and approved the following:

- (a) Extension of age of appointment of retired Government employees as consultants shall be restricted to 65 years. Further, no new ad hoc appointments \ Consultants shall be made on account of COVID-19 financial restrictions.
- (b) Enhancement of remuneration of specialist medical officer/clinical psychologist etc. to Rs.30,000/- p.m. plus Rs.2,500/- per visit, if the visits exceed 15 visits in a given month (subject to maximum 4 extra visits) i.e. not exceeding Rs.40,000- in a month.

The Meeting ended with vote of thanks to the Chair.

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