



# योजना तथा वास्तुकला विद्यालय, नई दिल्ली

(संसद के अधिनियम के तहत राष्ट्रीय महत्व का संस्थान,  
शिक्षा मंत्रालय, भारत सरकार)

## School of Planning and Architecture, New Delhi

(An Institution of National Importance under an Act of Parliament,  
Ministry of Education, Government of India)

वीरेन्द्र कुमार / Virendra Kumar  
कुलसचिव (प्रभारी) / Registrar (I/C)

File No.124/22BOG/SPA/2024

12<sup>th</sup> June, 2024.

**स्कूल ऑफ प्लानिंग एंड आर्किटेक्चर, नई दिल्ली  
के सभी बोर्ड ऑफ गवर्नर्स सदस्यों को  
TO ALL MEMBERS OF BOARD OF GOVERNORS OF  
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI**

विषय : गुरुवार, 16 मई, 2024 को अपराह्न 04.00 बजे स्कूल ऑफ प्लानिंग एंड आर्किटेक्चर, नई दिल्ली की 22वीं बोर्ड ऑफ गवर्नर्स बैठक का कार्यवृत्त। (ऑनलाइन मोड/ऑफ़लाइन)

**SUBJECT: MINUTES OF THE 22<sup>nd</sup> BOARD OF GOVERNORS MEETING OF THE SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI HELD ON THURSDAY, 16<sup>th</sup> MAY, 2024 AT 4.00 P.M. (OFFLINE / ONLINE MODE).**


महोदय/महोदया,  
Sir/Madam,

गुरुवार, मई 16 2024 को अपराह्न 04.00 बजे स्कूल के नए समिति कक्ष में (ऑफ़लाइन/ ऑनलाइन मोड) आयोजित स्कूल ऑफ प्लानिंग एंड आर्किटेक्चर, नई दिल्ली की 22 वीं बोर्ड ऑफ गवर्नर्स मीटिंग के कार्यवृत्त आप सभी सदस्यों को भेजे जा रहे हैं। आप सभी सदस्यों से अनुरोध है कि कार्यवृत्त पर टिप्पणियाँ, यदि कोई हों तो, कृपया दो सप्ताह के भीतर अग्रेषित करने की कृपा करें।

I am forwarding herewith Minutes of the 22<sup>nd</sup> Board of Governors Meeting of School of Planning and Architecture, New Delhi held on Thursday, 16<sup>th</sup> May, 2024 at 4.00 p.m. in the New Committee Room of the School (Offline/ Online Mode). Comments on the Minutes, if any, may please be forwarded within two weeks' time.

सादर/Yours sincerely,

**संलग्नक/Encl.:** उपरोक्त/As stated above

  
(वीरेन्द्र कुमार)  
कुलसचिव (प्रभारी) एवं सचिव, बीओजी



# योजना तथा वास्तुकला विद्यालय : नई दिल्ली

## SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

MINUTES OF THE 22<sup>nd</sup> BOARD OF GOVERNORS (SPECIAL) MEETING OF THE SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI, HELD ON THURSDAY, 16<sup>TH</sup> MAY, 2024 AT 4.00 P.M. IN THE NEW COMMITTEE ROOM OF THE SCHOOL (OFFLINE / ONLINE MODE)

**Present:**

1.	Prof.(Ar.) Habeeb Khan Chairperson, BOG	Chairperson
2.	Shri N.K.Patel (Representative from ITPI)	Member
3.	Ar. Sapna Prabhakar (Representative from COA)	Member
4.	Ar.Gyanendra Singh Shekhawat (Nominee of the AICTE) (Online)	Member
5.	Prof.Dr.Tarak Nath Mazumdar HOD, Regional Planning and Architecture, IIT, Kharagpur (Nominee of UGC) (Online)	Member
6.	Prof. Dr. Ashok Kumar Professor of Physical Planning (Representative from Senate (Planning))	Member
7.	Prof. Dr.Aruna Ramani Grover Professor of Architecture (Representative from Senate (Architecture))	Member
8.	Mrs.Saumya Gupta, IAS JS(TE), Ministry of Education (Online)	Member
9.	Shri Udaya Kiran K.V., Under Secretary(IFD) (Representing JS & FA), Ministry of Education (Online)	Member
10.	Prof.(Dr.) Virendra Kumar Paul Director, SPA	Member
10.	Shri Virendra Kumar Registrar(I/C)	Secretary

Ms. Thara D., Addl. Secretary, MoHUA and the Principal Secretary, TE, NCT of Delhi did not attend.

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

Shri Virendra Kumar, Registrar(I/C)-Secretary welcomed Prof.(Dr.) Virendra Kumar Paul who has assumed the charge of the post of Director, SPA w.e.f. 25.4.2024 and also welcomed all Members of the Board.

Director Prof. (Dr.) Virendra Kumar Paul welcomed all Members in the Meeting and requested the Chairperson to permit to take up the agenda items.

Prof. (Ar.) Habeeb Khan, Chairperson called the Meeting to order.

22 BOG ITEM NO. 1:	TO CONFIRM THE MINUTES OF 21 <sup>ST</sup> BOARD OF GOVERNORS MEETING OF THE SCHOOL HELD ON 13 <sup>TH</sup> MARCH, 2024 (OFFLINE/ ONLINE MODE)
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The Minutes of the 21<sup>st</sup> Board of Governors Meeting held on 13<sup>th</sup> March, 2024 were confirmed.

22 BOG ITEM NO. 2:	TO CONSIDER ACTIONS TAKEN ON THE MINUTES OF THE 21 <sup>ST</sup> BOARD OF GOVERNORS MEETING OF THE SCHOOL HELD ON 13 <sup>TH</sup> MARCH, 2024 (OFFLINE/ ONLINE MODE)
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The Action Taken Report on the Minutes of the 21<sup>st</sup> Board of Governors Meeting of the School held on 13<sup>th</sup> March, 2024 was noted and approved.

22 BOG ITEM NO. 3:	TO CONSIDER THE REPORT OF THE COMMITTEE CONSTITUTED TO PREPARE THE ORDINANCE FOR ESTABLISHING THE SENIORITY OF FACUTLY MEMBERS
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The Board Members deliberated at length but did not agree to the recommendations of the Committee, specifically to points (a) & (e) of the report, i.e. framing of the standardized marking system and the date of eligibility of CAS. The BOG wanted to know whether the TOR of the recruitment rules be modified to incorporate the point (a) and also questioned whether the point (e) relates to some specific grievance of a faculty. The BOG wanted to know whether the



implementation of point (e) relates to existing faculty or to the new faculty joining in future, etc.

In view of above, it was decided to defer the agenda and to revert the matter to the existing Committee for revisiting the report in the light of the above discussions and submit the revised report to the BOG for placing before it in its next meeting.

22 BOG ITEM NO.4:	TO CONSIDER THE RECOMMENDATIONS OF THE SELECTION COMMITTEE MEETING HELD ON 13 <sup>TH</sup> MAY, 2024 FOR PROMOTION OF ACADEMIC STAFF (HAG SCALE TO PROFESSORS)
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The BOG was apprised about the Expert Committee Meeting held on 14.5.2024 to recommend the HAG Grade to the eligible Professors. The observation made by the Expert Committee was also perused by the BOG. The extant Rule/Policy position and procedure prevalent in the 6<sup>th</sup>/7<sup>th</sup> C.P.C. was also deliberated at length.

The BOG observed that there exists a gap/lack of clarity with respect to rules/policy/procedure related to award of Promotion/Upgradation to faculty member in 7<sup>th</sup> C.P.C. Policy letter of the Ministry dated 27.10.2017.


After detailed discussion the BOG resolved as under:

**Resolution No. 193:** "The BOG resolved to study and examine the Recruitment Rules and Promotion Policy followed at National Institute of Technology (NITs), in respect of faculty and staff members for adoption by SPA appropriately."

22 BOG ITEM NO.5:	TO CONSIDER RECOMMENDATIONS OF 21 <sup>ST</sup> FINANCE COMMITTEE MEETING HELD ON 16 <sup>TH</sup> MAY, 2024
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The Board took it very serious that the estimates for the white washing and painting works were prepared on the higher side. The civil engineering staff involved in the preparing the estimates need to be warned to be careful in future.

The BOG also advised that an agenda regarding delegation of financial powers of the Director, SPA may be prepared and placed before the next BOG for its consideration with a comparative statement with the other CFTIs institutes with the same budget (NITs etc.).



The Board Members considered and approved the recommendations of the 21<sup>st</sup> Finance Committee held on 16.5.2024 (Copy of 21<sup>st</sup> FC Minutes is placed at Appendix-22BOG/I) and resolved as under:

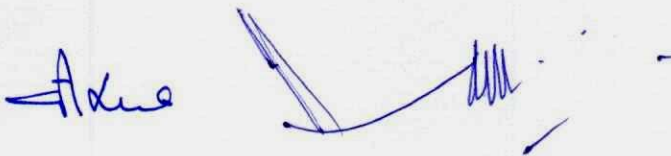
**Resolution No. 194:** "The Board accorded Administrative Approval and Financial Sanction of Rs.15,88,389/- (Rupees fifteen lakh eighty eight thousand three hundred and eighty nine only) for the white washing and painting work at Maharani Bagh Hostels through open tendering on CPP portal, as per provisions of GFR 2017, CVC guidelines and CPWD Manual, as per recommendations of the 21<sup>st</sup> Finance Committee Meeting held on 16<sup>th</sup> May, 2024."

**Resolution No. 195:** "The Board accorded Administrative Approval and Financial Sanction of Rs.10,48,086/-, (Rupees ten lakh forty eight Thousand and eighty six only) For white washing and painting work at ITO Hostels, through open tendering on CPP portal, as per provisions of GFR, CVC guidelines and CPWD Manual, as per recommendations of the 21<sup>st</sup> Finance Committee Meeting held on 16<sup>th</sup> May, 2024."

**Resolution No. 196:** "The Board accorded Administrative Approval and Financial Sanction of Rs.13,94,666/-, (Rupees thirteen lakh ninety four thousand and six hundred and sixty six only) for the work of external parking and driveway relaying of the concrete paving of appropriate thickness with provision of square cutting, in Architecture Building, through open tendering on CPP portal, as per provisions of GFR, CVC guidelines and CPWD Manual, as per recommendations of the 21<sup>st</sup> Finance Committee Meeting held on 16<sup>th</sup> May, 2024."

**Resolution No. 197:** "The Board accorded Administrative Approval and Financial Sanction of Rs.18,31,996/- (Rupees eighteen lakh thirty one Thousand nine hundred and ninety six only) for the work of external parking and driveway relaying of the concrete paving of appropriate thickness with provision of square cutting, in Planning Building, through open tendering on CPP portal, as per provisions of GFR, CVC guidelines and CPWD Manual, as per recommendations of the 21<sup>st</sup> Finance Committee Meeting held on 16<sup>th</sup> May, 2024."

**Resolution No. 198:** "The Board accorded Administrative Approval and Financial Sanction of Rs.11,29,561/- (Rupees eleven lakh twenty nine thousand five hundred and sixty one only ) for the work of extension of lobby space of Planning Building (New Committee Room) , through open tendering on CPP portal, as per provisions of GFR, CVC guidelines and CPWD Manual, as per recommendations of the 21<sup>st</sup> Finance Committee Meeting held on 16<sup>th</sup> May, 2024."

The image shows two handwritten signatures in blue ink. The signature on the left is a cursive name, possibly 'A. K. Singh'. The signature on the right is a more stylized, scribbled signature.

**Resolution No. 199:** "The Board accorded Administrative Approval and Financial Sanction of Rs.10,82,810/- (Rupees ten lakh eighty two thousand eight hundred and ten only) for carrying out miscellaneous day to day repair works during a period of six months, through open tendering on CPP portal, as per provisions of GFR, CVC guidelines and CPWD Manual, as per recommendations of the 21<sup>st</sup> Finance Committee Meeting held on 16<sup>th</sup> May, 2024."

**Resolution No. 200:** "The Board accorded Administrative Approval and Financial Sanction of Rs.28,75,000/- (Rupees twenty eight lakh seventy five thousand only) for the purchase of furniture for boys and girls hostels (200 stainless steel chair, 200 tables and 175 wooden beds), through GeM, as per provisions of GFR, and CVC guidelines, as per recommendations of the 21<sup>st</sup> Finance Committee Meeting held on 16<sup>th</sup> May, 2024."

**Resolution No. 201:** "The BOG approved the Annual Accounts for the Year 2023-2024."

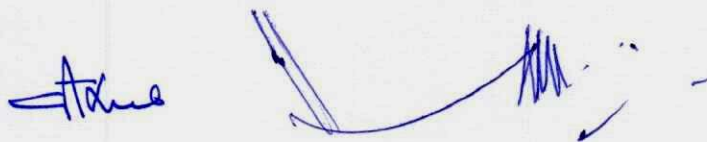
22 BOG ITEM NO.6:	TO CONSIDER THE MATTER OF CANCELLATION OF ADVERTISEMENTS ISSUED IN 2022 AND 2023 FOR THE VARIOUS TEACHING POSTS, NON-TEACHING POSTS AND FOR THE POST OF REGISTRAR IN VIEW OF THE MINISTRY OF EDUCATION LETTER NO. 3-04/2022-TS.VI DATED 23.11.2022
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The BOG was informed that the fee received from the applicants shall be refunded and the new advertisements for the Teaching and Non-Teaching posts shall be through online mode only and that too through Samarth Portal. The initial scrutiny of applications shall be done through Samarth Portal.

The BOG approved the cancellation of advertisements issued in 2022 and 2023 both for Teaching and Non-Teaching posts (Group A, B and C posts) and approved fee refund of fee to the applicants of various posts.

The BOG resolved as under:

**Resolution No. 202:** "The BOG approved cancellations of advertisements both for the Teaching and Non-Teaching (Group A, B and C posts) and refund of fee to the applicants of various posts and start of recruitment process afresh".



**22 BOG ITEM NO.7: TO CONSIDER THE REQUEST OF DR.JATINDER KAUR, ASSOCIATE PROFESSOR OF ARCHITECTURE REGARDING COUNTING OF PAST SERVICES**

The BOG considered the request of Dr.Jatinder Kaur, Associate Professor of Architecture, for counting of her past service, as under:

Sl. No.	Name, Designation & Qualifications	Presently at Stage 2 with APG Rs. 9000/-	Benefits to be counted if approved for the purpose for continuity of service at SPA-New Delhi
1	Dr. Jatinder Kaur, Associate Professor of Architecture	8.10.1998 to 13.7.2020 as Professor at Giani Zail Singh Campus College of Engineering & Technology, Maharaja Ranjit Singh Punjab Technical University, Bathinda.  Her salary will be paid w.e.f. 14 <sup>th</sup> July, 2020 i.e. the next day of her relieving from Giani Zail Singh Campus College of Engineering & Technology, Maharaja Ranjit Singh Punjab Technical University, Bathinda.  She has joined on 16.7.2020 at SPA, Delhi.	She is eligible for counting for her past service from 8.10.1998 to 15.7.2020.

The BOG resolved as under:

**Resolution No. 203: "The BOG resolved to approve counting of past service of Dr.Jatinder Kaur, Associate Professor of Architecture from 8.10.1998 to 15.7.2020".**

22 BOG ITEM NO.8:	TO CONSIDER THE REQUEST OF PROF.DR. JYOTI PANDEY SHARMA, PROFESSOR OF ARCHITECTURE REGARDING COUNTING OF PAST SERVICES.
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The BOG considered the request of Prof. Dr.Jyoti Pandey Sharma, Professor of Architecture, for counting of her past service, as under:

Sl.No.	Name, Designation & Qualifications	Presently at Pay Level-14 (144200-211800)	Benefits to be counted if approved for the purpose for continuity of service at SPA-New Delhi
1.	Prof.Dr. Jyoti Pandey Sharma Professor of Architecture	She has joined on 16.09.2021 at SPA, Delhi	She is eligible for counting for her past service from 25.3.1996 to 15.9.2021.

The BOG resolved as under:

**Resolution No. 204:** "The BOG resolved to approve counting of past service of Dr.Jyoti Pandey Sharma, Professor of Architecture from 25.3.1996 to 15.9.2021, with the benefit of Old Pension Scheme."

22 BOG ITEM NO.9:	TO CONSIDER THE REQUEST OF SHRI SUSHIL KUMAR SOLANKI, ASSOCIATE PROFESSOR OF BEM DEPTT REGARDING COUNTING OF PAST SERVICES.
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The BOG considered the request of Shri Sushil Kumar Solanki, Associate Professor of BEM, for counting of his past service, as under:

Sl. No.	Name, Designation & Qualifications	Presently at Stage 2 with APG Rs. 9000/-	Benefits to be counted if approved for the purpose for continuity of service at SPA-New Delhi
1	Shri Sushil Kumar Solanki Associate Professor of BEM B.Arch. M.BEM	01.11.2012 to 07.08.2020 As Assistant Professor (SPA, Bhopal)  His salary will be paid w.e.f. 8 <sup>th</sup> August, 2020 i.e. the next day of his relieving from SPA, Bhopal	He is eligible for counting for his past service as Assistant Professor from 01.11.2012 to 09.08.2020.

*Atk*

*[Signature]*



		He has joined on 10.8.2020 at SPA, Delhi	
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The BOG resolved as under:

**Resolution No. 205:** "The BOG resolved to approve counting of past service of Shri Sushil Kumar Solanki, Associate Professor of Building Engg. & Management from 01.11.2012 to 09.08.2020".

<b>22 BOG ITEM NO.10:</b>	<b>TO CONSIDER THE REPORT OF THE COMMITTEE ON ADMINISTRATIVE REFORMS</b>
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The BOG was apprised that in pursuance of the resolution of 21<sup>st</sup> BOG Meeting held on 13<sup>th</sup> March, 2024, the report of the Administrative Reforms Committee is placed for discussion/perusal/deliberation of the BOG. The Report of the Committee was earlier sent to all its Members vide email dated 20<sup>th</sup> March, 2024.

The BOG agreed in the first phase of implementation on experimental basis, the following Headships for 2 years (or maximum 3 years), co-terminus with term of HOD-Architecture/Urban Planning. Two faculty Members of both the Departments shall coordinate their respective Departments, on rotation basis for 1<sup>st</sup> and 2<sup>nd</sup> years on six-monthly basis:

- 1) Department of Building Engg. & Management transferred to HOD-Architecture
- 2) Department of Regional Planning transferred to HOD-Urban Planning

The BOG also discussed the Consultancy Rules and resolved to implement the same, with modifications.

In view of above discussions, the BOG resolved as under:

**Resolution No. 206:** "The BOG resolved to accept the Report of the Administrative Reforms Committee dated 21.02.2024, limited to Consultancy Rules and partial reorganization of the Departments, with modifications."

**Resolution No. 207:** "The BOG resolved to accept that in the first phase of implementation on experimental basis, the Headship of Department of BEM will be transferred to HOD - Architecture for 3 years, co-terminus with term of HOD - Architecture. Two Faculty Members of Department of BEM shall be coordinators of Department for 1<sup>st</sup> and 2<sup>nd</sup> Year on rotation basis and rotate

*Adina*

*[Handwritten signature]*

Department level coordination on 6 monthly basis. Similar arrangement will be replicated between Regional Planning (RP) and Urban Planning (UP) Departments. This approach may be replicated after review."

Resolution No. 208: "The BOG resolved to implement consultancy rules, herein after referred to as "The Consultancy Rules, 2024" given in Appendix-22BOG/II".

22 BOG ITEM NO.11:	TO CONSIDER THE CONFIRMATION OF SH. NEERAJ KUMAR, SENIOR ASSISTANT & SH. HARSHINDER PAL SINGH, SENIOR ASSISTANT (GROUP 'B'), WHO HAVE COMPLETED THEIR 02 YEARS OF PROBATION PERIOD.
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The BOG approved the probation clearance and confirmation of service of following Group B staff:

Sl. No.	Name of employee & post	Group	Date of Joining	Date of Confirmation
1.	Shri Neeraj Kumar Senior Assistant	Gr. 'B'	28.04.2022	27.04.2024
2,	Shri Harshinder Pal Singh Senior Assistant	Gr. 'B'	05.05.2022	04.05.2024

The BOG resolved as under:

Resolution No.209: "The BOG resolved to approve completion of probation period and confirmation of service in respect of Group 'B' staff (Listed at Sl.No.1 & 2 above)."

22 BOG ITEM NO.12:	TO REPORT THE APPOINTMENT OF PROF.VIRENDRA KUMAR PAUL AS DIRECTOR OF SPA, NEW DELHI
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The Chairman and the Secretary, BOG informed the Members about the appointment and assumption of charge of Director, SPA, New Delhi by Prof. (Dr.) Virendra Kumar Paul in pursuance of MOE Order No.3-15/2022-TS.VI dated 24<sup>th</sup> April, 2024. All the members extended their heartiest greetings and best wishes to the newly appointed Director for a successful tenure full of accomplishments. Director thanked everyone.

22 BOG ITEM NO.13:	TO REPORT ON NEW MOUs SIGNED BY THE SCHOOL WITH NATIONAL/INTERNATIONAL ACADEMIC INSTITUTIONS AND GOVERNMENT ORGANISATIONS
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The BOG noted the signing of following MOU:

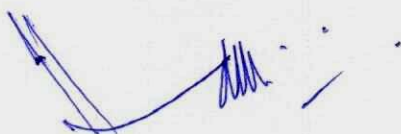
S.No.	Name of the MOU	Name of the MOU Partner	Nature of MOU
1	To foster academic and knowledge collaboration	Indian School of Business through its research institute Bharti Institute of Public Policy (ISB-BIPP)	Academic and Research

22 BOG ITEM NO.14:	TO REPORT THE PARTICIPATION OF FACULTY IN INTERNATIONAL CONFERENCE/WORKSHOPS/ SEMINAR ETC.
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The BOG noted the visit undertaken / to be undertaken abroad by the following faculty members:

1. Ms.Mekhla Parihar, Assistant Professor of Architecture  
(UK for doctoral research from 4<sup>th</sup> April, 2024 to 16<sup>th</sup> April, 2024)
2. Dr.Saptarshi Sanyal, Assistant Professor of Architecture  
(UK for Conference from 25<sup>th</sup> to 28<sup>th</sup> March, 2024, Switzerland for Congress from 24<sup>th</sup> to 28<sup>th</sup> June, 2024 and Dublin, Ireland on personal visit from 29.06.2024 to 24.07.2024)
3. Dr.Khusal Matai, Assistant Professor of Architecture  
(USA for Conference from 13<sup>th</sup> July, 2024 to 18<sup>th</sup> July, 2024)
4. Ms.T.Lakshmi Priya, Assistant Professor of Arch. Conservation  
(Canada on personal visit from 25<sup>th</sup> May, 2024 to 15<sup>th</sup> June, 2024)





22 BOG ITEM NO.15:	TO REMOVE THE NAME OF ADVOCATE SH. S. K. BHADURI FROM EMPANELMENT OF SCHOOL AND EMPANEL A REPLACEMENT
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The BOG approved the replacement of Advocate Shri S.K.Bhaduri from the empanelment, due to the administrative reason(s).

It also approved starting the process of inviting expression of interest for the empanelment as per the conditions and rates as prescribed by Ministry of Law & Justice. The Committee earlier constituted for examining the applications, their eligibility criteria and willingness to accept the conditions and rates as prescribed by Ministry of Law & Justice will be awarded the same work of scrutiny etc. However, in the EOI, it shall be mentioned that persons whose spouse, any relative working in SPA is not permitted for the empanelment. The Board approved that the replacement be made by a lady advocate.

With the above discussion, the BOG approved the replacement and the start of the process for an empanelment.

22 BOG ITEM NO.16:	TO REPORT STATUS OF SPA NEW CAMPUS PROJECT AT VASANT KUNJ
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The Director appraised the BOG about the exact status of forest clearance of Vasant Kunj Project. The outcome of his recent meetings with Principal Chief Conservator of Forests (PCCF), Govt. of NCT of Delhi and IG, Integrated Regional Office (IRO), Lucknow, MoEFCC, Government of India. The following key points emerged from the discussion:

1. Our appeal application against the Order dated 15<sup>th</sup> June, 2023 of IRO Jaipur, which rejected our request with the remarks that "not a site specific activity". Its still not submitted to I.R.O. Lucknow through Parivesh Portal, even after the lapse of 11 months' time (approx.). The same is still under examination at the Office of the PCCF, Government of NCT of Delhi.
2. The Central Empowerment Committee vide their report dated 30<sup>th</sup> September, 2021, para 15(vii) had observed that the project is not a site specific activity but the proposed project land measuring 8 ha is located at Vasant Kunj Institutional Area and has been in physical possession of SPA since 1987. It had, however, recommended permission for diversion of



80,937 sq.m. (8 ha) deemed forest land for construction of SPA Campus, subject to certain conditions.

3. As per the requirement of NEP 2020, the School is expected to enroll 3000 students by 2027. To accommodate 3000 students, the total area built in area required is 225000 sq.m. (as per norm of 75 sq.m. per student). Presently the total built up area including that of Planning Building (8019 sq.m.) / Architecture Building (5211 sq.m.) / Maharani Bagh buildings (15129 sq.m.) is 28,359 sq.m. The total allowed built up area and Vasant Kunj Project is 96,284.08 sq.m. Hence the total area, even if the Vasant Kunj Project is allowed will be 1,24,643.08, which will remain short of requirement as per above norms.

4. As per Para 1.15 of The Forest Conservation Act, 1980 : Diversion of forest land for non-site specific projects, residential projects upto one Ha, can be considered for approval under FCA 1980 by the MoEF&CC, which states as under:

*Utilization of forest area for establishing industries, construction of residential colonies, institutes, disposal of fly ash, rehabilitation of displaced persons, etc. are non-site specific activities and cannot be considered on forest land as a rule. For that matter, no non-site specific proposal can be entertained for considering approval under the FCA 1980. In exceptional circumstances, residential projects upto one Ha, can be considered for approval under FCA 1980 by the MoEF&CC, subject to appropriate justification and recommendation by the concerned State Government and the Regional Officer of the IRO of MoEFCC.*

The BOG advised that an exclusive BOG for this specific agenda be convened to take up the matter of Vasant Kunj Project.

**Any Other Item(s):**

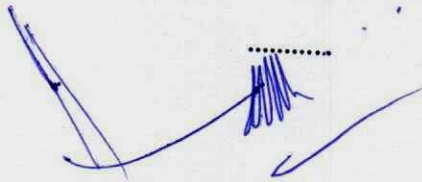
1. The matter regarding statutory performance review, the BOG authorised the Chairperson, BOG to undertake the statutory review of the performance of the School in achievement of its objects in the last 5 years and annual appraisal of Director, as per provisions of the SPA Act, framing the Terms of Reference (ToR) and the composition of committee etc. in consultation with the Ministry.

*Adme*

*[Handwritten signature]*

2. The BOG unanimously puts on record its deep appreciation and gratitude to the former Director (I/C), SPA and Vice-Chancellor, University of Delhi, Prof. Yogesh Singh for his guidance, vision dedication, commitment and very able dynamic leadership during his short span of 14 months tenure. The School made remarkable progress in all spheres of its activities.
3. Director, SPA informed the BOG that the present main hall of the Planning Building which is used for multiple academic and administrative purposes, known as "New Committee Room", is proposed to be named as "**SWAMI VIVEKANANDA SABHAGAR**". The BOG assented to the proposal and noted the same.

The Meeting ended with vote of thanks to the Chair.





# योजना तथा वास्तुकला विद्यालय, नई दिल्ली

(संसद के अधिनियम के तहत राष्ट्रीय महत्व का संस्थान,  
शिक्षा मंत्रालय, भारत सरकार)

## School of Planning and Architecture, New Delhi

(An Institution of National Importance under an Act of Parliament,  
Ministry of Education, Government of India)



Appendix- 22BOG/I

आज़ादा का  
अमृत महोत्सव

Ref.No.102/21FC/SPA/2024

4 जून, 2024

**स्कूल ऑफ प्लानिंग एंड आर्किटेक्चर, नई दिल्लीके सभी वित्त समिति सदस्यों को**  
**TO ALL MEMBERS OF FINANCE COMMITTEE OF SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI**

विषय: गुरुवार, 16 मई, 2024 को अपराह्न 3.30 बजे (ऑफ़लाइन/ऑनलाइन मोड में) स्कूल ऑफ प्लानिंग एंड आर्किटेक्चर, नई दिल्ली की 21वीं वित्त समिति की बैठक का कार्यवृत्त।

**SUBJECT: MINUTES OF THE 21<sup>st</sup> FINANCE COMMITTEE MEETING OF THE SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI HELD ON THURSDAY, 16<sup>TH</sup> MAY, 2024 AT 3.30 P.M. IN OFFLINE/ONLINE MODE**

महोदय/महोदया,  
Sir/Madam,

मैं गुरुवार, 16 मई, 2024 को अपराह्न 3.30 बजे आयोजित (ऑफ़लाइन/ऑनलाइन मोड) स्कूल ऑफ प्लानिंग एंड आर्किटेक्चर, नई दिल्ली की 21वीं वित्त समिति की बैठक के कार्यवृत्त को यहां अग्रेषित कर रहा हूं।

I am forwarding herewith the Minutes of the 21<sup>st</sup> Finance Committee Meeting of the School of Planning and Architecture, New Delhi held on Thursday, 16<sup>th</sup> May, 2024 at 3.30 p.m. (Offline/Online Mode).

सादर/Yours sincerely,

बिनोद कुमार सिंह

(प्रोफेसर डॉ. बिनोद कुमार सिंह)

रजिस्ट्रार एवं सचिव, वित्त समिति (प्रभारी)

संलग्नक: As stated above

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

MINUTES OF 21<sup>ST</sup> FINANCE COMMITTEE (SPECIAL) MEETING OF THE  
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI HELD ON THURSDAY,  
16<sup>TH</sup> MAY, 2024 AT 3.30 P.M. IN THE NEW COMMITTEE ROOM OF THE SCHOOL  
(ONLINE / OFFLINE MODE)

Present:

1.	Prof. (Ar.) Habeeb Khan	Chairperson
2.	Prof. (Dr.) Virendra Kumar Paul Director	Member
3.	Ar.Gyanendra Singh Shekhawat (Nominee of BOG)	Member
4.	Shri N.K.Patel (Nominee of BOG)	Member
5.	Smt.Saumya Gupta Joint Secretary(TE), Ministry of Education	Member
6.	Shri Udaya Kiran K.V. (Representing JS & FA, Ministry of Education)	Member
7.	Shri Virendra Kumar Registrar(I/C)	Secretary

The Members mentioned at Sl.Nos. 3, 5 & 6 attended the Meeting Online.

Shri Virendra Kumar, Registrar(I/C)-Secretary welcomed Prof. (Dr.) Virendra Kumar Paul who has assumed the charge of the post of Director, SPA w.e.f. 25.4.2024 and also welcomed all Members of the Finance Committee.

Director Prof. (Dr.) Virendra Kumar Paul welcomed all Members in the Meeting and requested the Chairperson to permit to take up the agenda items.

Prof. (Ar.) Habeeb Khan, Chairperson called the Meeting to order.

*K. Singh*  
24/5/2024



21 FC ITEM NO.01:	TO CONFIRM THE MINUTES OF THE 20 <sup>TH</sup> FINANCE COMMITTEE MEETING OF THE SCHOOL HELD ON 13 <sup>TH</sup> MARCH, 2024 AT 2.30 P.M. (ONLINE/OFFLINE MODE)
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The Minutes of the 20<sup>th</sup> Finance Committee Meeting held on 13<sup>th</sup> March, 2024 were confirmed.

21 FC ITEM NO.02:	TO CONSIDER ACTION TAKEN REPORT ON THE MINUTES MINUTES OF THE 20 <sup>TH</sup> FINANCE COMMITTEE MEETING OF THE SCHOOL HELD ON 13 <sup>TH</sup> MARCH, 2024 AT 2.30 P.M. (ONLINE/OFFLINE MODE)
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Director-Chairman informed the FC that he has assumed the charge of the post of Director, SPAD w.e.f. 25.4.2024 and need time to review the works approved in the last FC in its meeting held on 13.3.2024 and expressed that some works require to be re-assessed.

In view of this, there seems to be a need for revisiting, reviewing and withholding of works approved by FC in its last meeting held on 13.3.2024, (recommended by the 17<sup>th</sup> BWC held on 4<sup>th</sup> January, 2024), as under:

Agenda Item No.	Details Of Agenda ITEM	Action To Be Taken
4.	Internal Painting and White Washing Work at Residential Quarters in Maharani Bagh Complex, SPA-New Delhi	The work is put on hold as the external cladding work is also to be carried out in the same premises. This needs to be processed considering the cladding work after technical diagnosis report and matching the same with this work.
5.	Steel and Wood Work for Restoration of Mezzanine Floor at Department of Industrial Design in Architecture Block SPA-D.	This work needs to be reviewed, for technical feasibility, and it needs assessment. Further the timing of work also needs to be aligned with the academic activities of the Department.
6.	Water Proofing Painting and other Repairing Work at M.T Lab Architecture Block SPA-D	The process of tendering can be initiated.
7.	Replacement of Door Windows and Other Civil Work in Toilets at Girls Hostel ITO, SPA-D.	This work needs to be reviewed as the internal repair works are also to be carried out in the toilets at Girls Hostel (ITO). Revised estimates are to be prepared accordingly. If the revised

*Mehring*  
04/06/2024

		estimate is within the permissible limit of 10% then tendering process should be initiated, else an item to be placed in next BWC meeting.
8.	Replacement of Door and Other Civil Work at Maharani Bagh Hostel SPA-D.	This work needs to be reviewed as the internal repair works are also to be carried out in the toilets at Girls Hostel (MBH).
9.	External Painting in Planning Building and Boundary Wall at I.T.O SPA-D	This external painting work does not include chhajja and other repairs involving scaffolding work.
10	Providing and Fixing Granite Stone Tile on Wall at Planning Building SPA-D.	It was decided to withdraw the work from the CPWD as its usefulness is not confirmed.
11.	Dismantling Cladding and Applying Cement Plaster and Painting at Hostel Courtyard Area Maharani Bagh Campus SPA-D.	No action on this work has been initiated so far. The work to be revisited.

With the above observations, the Action Taken Report on the Minutes of the 20<sup>th</sup> Meeting of FC held on 13<sup>th</sup> March, 2024 was noted and approved.

<b>21 FC ITEM NO.03:</b>	<b>TO CONSIDER WORK OF WHITE WASHING AND PAINTING IN THE MAHARANI BAGH HOSTELS</b>
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The FC took note that the estimates for the white washing and painting in the MBH are revised to Rs.15,88,389/- (Rupees fifteen lakh eighty eight thousand three hundred and eighty nine only) and also noted that the work to be completed before allotment to the students in the next session by 29<sup>th</sup> July 2024, as per recommendations of 18<sup>th</sup> BWC held in its meeting held on 10<sup>th</sup> May, 2024

The FC considered the item and after due deliberations accorded administrative approval and financial sanction for the White Washing and painting Work at Maharani Bagh Hostels, at an estimated cost of Rs.15,88,389/- (rounded off) through open tendering on CPP portal, as per provisions of GFR 2017, CVC guidelines and CPWD Manual, subject to availability of funds under Budget Head OH 31.

*Maharani Bagh*  
04/06/2024

<b>21 FC ITEM NO.04:</b>	<b>TO CONSIDER WORK OF WHITE WASHING AND PAINTING IN THE ITO HOSTEL</b>
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The FC took note that the estimates for the white washing and painting in the ITO Hostel are revised to Rs.10,48,086/- (Rupees ten lakh forty eight thousand and eighty six only) and also noted that the work to be completed before allotment to the students in the next session by 29<sup>th</sup> July 2024, as per recommendations of 18<sup>th</sup> BWC held in its meeting held on 10<sup>th</sup> May, 2024

The FC considered the item and after due deliberations accorded administrative approval and financial sanction for the White Washing and painting Work at ITO Hostels, at an estimated cost of Rs.10,48,086/- (rounded off) through open tendering on CPP portal, as per provisions of GFRs, CVC guidelines and CPWD Manual, subject to availability of funds under Budget Head OH 31.

<b>21 FC ITEM NO.05:</b>	<b>TO CONSIDER WORK OF EXTERNAL PARKING AND DRIVEWAY RELAYING OF THE CONCRETE PAVING IN ARCHITECTURE BUILDING</b>
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The FC considered the item and after due deliberations accorded administrative approval and financial sanction for the work of external parking and driveway relaying of the concrete paving of appropriate thickness with provision of square cutting, in Architecture Building at an estimated cost of Rs.13,94,666/- (Rupees thirteen lakh ninety four thousand six hundred and sixty six only) through open tendering on CPP portal, as per provisions of GFRs and CVC guidelines and CPWD Manual. The expenditure is to be booked under Budget Head OH-35.

The payment shall be made as per actual quantities but not exceeding the estimated amount and to be verified by an independent Engineer, as recommended by the 18<sup>th</sup> BWC.

<b>21 FC ITEM NO.06:</b>	<b>TO CONSIDER WORK OF EXTERNAL PARKING AND DRIVEWAY RELAYING OF THE CONCRETE PAVING IN PLANNING BUILDING</b>
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The FC considered the item and after due deliberations accorded administrative approval and financial sanction for the work of external parking and driveway relaying of the concrete paving in Planning Building at an

*Mishra*  
*04/06/2024*

estimated cost of Rs.18,31,996/- (Rupees eighteen lakh thirty one thousand nine hundred and ninety six only) (including cutting) through open tendering on CPP portal, as per provisions of GFRs, and CVC guidelines and CPWD Manual. The expenditure to be booked under Budget Head OH-35.

The payment shall be made as per actual quantities but not exceeding the estimated amount and to be verified by an Independent Engineer, as recommended by the 18<sup>th</sup> BWC.

21 FC ITEM NO.07:	TO CONSIDER WORK OF EXTENSION OF LOBBY SPACE OF PLANNING BUILDING NEW COMMITTEE ROOM
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The FC took note of the advice of the 18<sup>th</sup> BWC that the structure design of the extension to be vetted by the faculty of the Deptt. of Building Engg. & Management.

The FC considered the item and after due deliberations accorded administrative approval and financial sanction for the work of extension of lobby space of Planning Building (New Committee Room) at an estimated cost of Rs.11,29,561/- (Rupees eleven lakh twenty nine thousand five hundred and sixty one only) through open tendering on CPP portal, as per provisions of GFRs and CVC guidelines and CPWD Manual. The expenditure to be booked under Budget Head OH-35.

21 FC ITEM NO.08:	TO CONSIDER MISCELLANEOUS DAY TO DAY REPAIR WORKS
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The FC took note of the following observation of the 18<sup>th</sup> BWC:

- 1) that the work should be renamed as 'Miscellaneous day to day repair works'.
- 2) The period/date of start/end of this misc. day to day repair works should also be specified clearly.
- 3) The payment shall be made as per actual quantities but not exceeding the estimated amount.

The FC considered the item and after due deliberations accorded administrative approval and financial sanction for an amount of Rs.10,82,810/- (Rupees ten lakh eighty two thousand eight hundred and ten only) for carrying out miscellaneous day to day repair works during a period of six months through open

*Mesingh*  
04/06/2024

tendering on CPP portal, as per provisions of GFRs 2017/2021, CVC guidelines and CPWD Manual, subject to availability of funds under Budget Head OH 31.

21 FC ITEM NO.09:	TO PURCHASE FURNITURE FOR BOYS AND GIRLS HOSTEL
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The FC considered the item and after due deliberations accorded administrative approval and financial sanction for the purchase of 200 stainless steel chair, 200 particle board top and 175 wooden bed furniture for boys and girls hostel, on the recommendations of the Purchase Committee regarding design, detailed specification and actual cost rationalization (to be obtained), at an estimated cost of Rs.28,75,000/- (Rupees twenty eight lakh seventy five thousand only) through GeM, as per provisions of GFRs, and CVC guidelines, subject to availability of funds under Budget Head OH 31.

21 FC ITEM NO.10:	TO CONSIDER THE ANNUAL ACCOUNTS FOR THE YEAR 2023-2024
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Shri Anuj Bhardwaj, Asstt. Registrar(A&B) & DDO was invited for clarifications, if any, regarding Agenda Item No.10.

The Annual Accounts for the year 2023-2024 were presented by the School. The executive summary in the form of slides was prepared and shared with the Members.

The following specific observations received from the Office of JS & FA, Ministry of Education were discussed/clarified/noted:

1. **Income Expenditure Statement:** It was pointed out that the academic fee is almost stagnant. User charges must be revised periodically at least to compensate the inflation. On this, it was informed that a committee has already been constituted for revision of the fees and the necessary fee revision will be applicable from the next academic year, after the approval on the recommendations of the Committee.
2. **Schedule-3 - Current Liabilities & Provisions:** It was pointed out that the unutilised Grant is Rs.1.93 Cr and the interest earned on the Unutilised Grants that needs to be shown separately in this schedule as liability. And after finalization of the annual accounts must be refunded to the CFI.

*Prasanna*  
*04/05/2024*

On this, it was clarified that the interest component is Rs.3.25 lakh approx. However, as per the last year observation, the unutilized grant has been shown separately in Schedule-3(7P) under other Current liabilities. As suggested now, the interest component will also be taken up separately in the next financial year.

3. **Schedule-6 - Investments:** Corpus shown is Rs.42.14 Cr. There is a decrease in the corpus in comparison to the previous year. What are the reasons?

It was informed to the FC that there is no major change in the figure. In the comments, only Rs.42.14 Cr. of the School component has been taken, whereas the total is Rs.45.06 Cr after commuting Rs.2.09 Cr. of the Consultancy Fund component.

4. **Schedule-9 - Academic Receipts:** Self Financing Fees is shown as Rs.2.66 Cr. What are the courses being run on self-financing mode?

It was informed that self-financing students are admitted under DASA majority in UG Courses. There is no Self-Financing Course as such in the School as of now.

5. **Schedule-12 - Other Income:** How much % of the Consultancy Fee received is deposited into the corpus of the Institute?

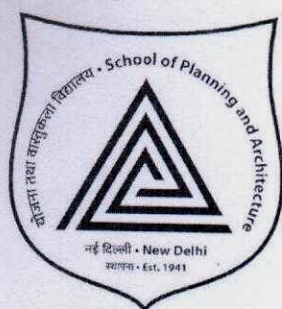
It was clarified that 20% of the School's share of Consultancy Fund is deposited as per the significant Accounting policies mentioned in Scheduled 21 under Para 7.1

With the above observations, the Annual Accounts were considered and approved by the FC.

The Meeting ended with vote of thanks to the Chair.

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*Murugan*  
*08/06/2024*



## **THE CONSULTANCY RULES, 2024**

New Delhi

16<sup>TH</sup> MAY, 2024

## **1. THE CONSULTANCY RULES, 2024**

Consequent to the approval for Board of Governors in its meeting held on 16<sup>th</sup> May, 2024 and notification dated XX June, 2024, these Consultancy Rules 2024 are implemented with effect from XX June, 2024 in the School of Planning and Architecture, New Delhi in suppression of previous rules, as per BOG Resolution No. 208 appended below:

*Resolution No. 208: "The BOG resolved to implement consultancy rules, herein after referred to as "The Consultancy Rules, 2024" given in Annexure-22BOG/I".*

### **1.1 BACKGROUND**

Consultancy services play five important roles. First, consultancy is an integral part of the development of faculty, doctoral scholars and the students because it promotes innovation and generates new knowledge. Human development in general and economic growth in particular could be taken to the highest levels possible by creating a sustained environment of innovations. Second, based on innovations, specialised consultancy plays a pivotal role in the nation building endeavours by contributing greatly to policy and plan making processes. Third, consultancy projects always act as an important vehicle for enhancing institution industry interactions. Fourth, consultancy services provide preliminary avenues of job opportunities for fresh graduates, the students and doctoral scholars to work on the real-life projects. Fifth, in the long run, consultancy services act as one of the important means by which an academic institution could create financial sustainability and reduce reliance on government funding. Above all, consultancy is a vehicle for enriching one's capability in the niche area of domain expertise of the faculty and the academic responsibilities in the department where one serves.



Eventually, it leads to value creation for the specific student cohort that one engages with. In any case, doing a routine consultancy with no academic insight is not the purpose. Therefore, as a matter of policy, the School encourages all the faculty members to undertake consultancy projects with public and private organisations and the industry. The main goals of undertaking consultancy projects remain the creation of new knowledges, widening and deepening of the existing knowledges, and enhancing the relevant experience of faculty. Further, it is also expected that the consultancy projects would bring repute to the School.

## **1.2 RULES TO UNDERTAKE CONSULTANCY PROJECTS**

The following rules shall apply to all faculty undertaking consultancy projects with the public sector, PSUs, private sector and the industry.

1.2.1 Under this arrangement of Consultancy Rules, 2024, the faculty can undertake only institutional consultancy. Upon the solicitation of the outside party / parties or initiative of the faculty as enshrined in these rules, the project can be assigned to the individual faculty or a team of faculty members, led by one of the faculty members as Principal Investigator. All such solicitations shall be routed through Dean (R), who will identify appropriate Department or faculty, if the request has identified a particular faculty member and make a recommendation to the Director. Director may, through Dean (R), invite interest form Departments/ faculty members and make a recommendation to the Director for allocating the institutional consultancy project. Director, as considered appropriate, may constitute a Committee of faculty members to assist in the process of allocation of projects to the faculty members. Such a Committee, however, shall ensure that there is no conflict of interest.

1.2.2 Director and faculty are entitled to undertake consultancy projects. The project coordinator shall be known as the 'Principal Investigator' (PI).

1.2.3 The School share shall be 50 percent of the total consultancy fee after deduction of mandatory government taxes like GST. This share shall be called the 'Institute Share'. However, in case of projects with total consultancy fee under Rs.12 lac, School share can be reduced upto 35% after deduction of mandatory Government taxes like GST with the approval of Director on case to case basis.

1.2.4 Remaining 50 percent share or upto 65% as the case may be, shall be called the 'Project Share'. This shall include project expenses (purchase of computers, equipment, etc.), and distribution amongst the PI and team members. All equipment bought from project share shall be the property of the School after the completion of the project.

1.2.5 The 'Institute Share' shall be distributed as follows:

S. No.	Recipient in the Institute	Percentage Share
1.	School General Fund	70
2.	School Corpus for the welfare of the students, to be used as decided by prescribed procedure of BOG.	30

1.2.5 After the deduction of expenses out of 50 percent Project Share, the remaining amount shall be distributed amongst the PI and project team subject to 3-months of salary (Basic Pay + DA) in a year and not more than 4 times the monthly gross salary including income from research projects. Balance amount, if any, at the end of the project work be credited to the Institute share.

Honorarium component payment limit to PIs and faculty shall be applicable retrospectively on on-going projects at the time of this consultancy Rules 2024 coming into effect.

- 1.2.6 All travel proposals shall be routed through Dean (R) and approved by the Director. Travel expenses including admissible DA, actual boarding and lodging expenses will be booked under the Project Share and paid on the production of receipts. Project expenses on local travel by taxi will be reimbursed against receipts as per actuals. However, advances upto a maximum of Rs. 5,00,000 can be drawn for all kind of expenses, which should be settled within a month's time from the date of receipt of funds.
- 1.2.7 If a consultancy project is referred to a functionary of the School, the Principal Investigator shall be identified by Dean (R), subject to approval by Director, who shall be ex-officio Chairperson of the Consultancy Committee to be constituted by the Director every year. In all cases, the PI or the concerned faculty lead shall directly deal with a client.
- 1.2.8 Since institute industry interaction is crucial to country's development, the faculty members are allowed to undertake consultancy works with public and private sector organisations and also with the industry. Bidding is also permitted after due diligence on their credibility. Faculty is allowed to be empanelled with credible public and private organizations in India and international agencies such as WHO, World Bank, ADB and institutions of similar status. Private consultancy is not allowed under any circumstances.
- 1.2.9 Payments made to ministerial staff of the department or School that should be booked under 'Project Share'. Nothing should be booked under Institute Share.

- 1.2.10 All payments of honorarium to faculty and staff shall be made on a six monthly basis reconciling with the limits prescribed. However, other expenses shall be paid as and when the invoices are raised.
- 1.2.11 The composition of the project team shall be proposed to Director for approval prior to undertaking the work prior to undertaking the work.
- 1.2.12 An individual faculty shall get the project, if a client issues any form of communication in his or her name. Routed through Dean (Research), all projects may be approved by the Director considering academic relevance to the Department.
- 1.2.13 There is no maximum cap on the number of projects a faculty member can undertake in a financial year. However, it should not interfere with the normal duties of a faculty. In case of doubt on this matter, the decision of Director shall be final.
- 1.2.14 Outsourcing of project work to the private professionals shall be restricted to a maximum of 25 percent of the total consultancy amount including the GST deductions. The primary idea is that the faculty shall take only those projects where they have established credentials and specializations.
- 1.2.15 Such outsourcing shall not be given to spouses and next of the kins. A fair process of outsourcing shall be followed and Director can direct a particular process, if considered appropriate.
- 1.2.16 All MOUs shall be signed by the Registrar and all MOAs shall be signed by the Dean (Research). Both MOUs and MOAs shall be approved by the Director after they are legally vetted. All MOUs and MOAs shall be signed and approved within

15 working days from the submission by the PI. No Legal/Financial or any other liability will be created on the part of SPA in the MOAs/MOUs.

1.2.17 Time spent by a faculty on consultancy projects shall not exceed one day per working weekdays plus one day during the weekend.

1.2.18 For all directly involved ministerial staff, the upper limit for remuneration from consultancy projects shall be 30% of their annual salary (Basic Pay plus DA) received in a financial year.

1.2.19 Ministerial staff of the Department or School shall be paid minimum honorarium from the Project Share. However, this amount shall not exceed 2 percent of the cost of a consultancy project after GST deductions.

1.2.20 Director on the recommendations of the Registrar shall decide the amount to be paid to the ministerial staff.

1.2.21 All PIs shall be entitled to the kind of leave due as per School leave rules.

1.2.22 Director shall grant approval of honorarium to the faculty after it is routed by the PI through Dean (Research) and processed by the Consultancy and Research Cell. Accounts Section shall allocate a dedicated staff to process files related to consultancy projects.

1.2.23 In the case of patents resulting from a consultancy project, the IPR Policy of the School shall be made applicable in favour of the School. Ownership shall be vested in the School, client and PI as per the IPR Policy. Proceeds from the patents shall be shared equally amongst the School and the PI.

- 1.2.24 Superannuated PIs shall be considered as outsourced professionals and considered within 25% of the total consultancy amount limit. In case of superannuation during currency of project, a new PI (an incumbent Faculty member) shall be identified by Dean(R) with the approval of Director.
- 1.2.25 PI shall keep the final reports of a consultancy project for at least 3 years or as per contractual needs from the date of closure of a project. A copy of the final reports shall be also kept in the office of the Dean (R) and Library.
- 1.2.26 Exemptions from these consultancy rules include examination work, fees for attending selection committee meetings, honorarium for report writing and publications, lectures, etc. All fees for such academic work shall be paid directly to the faculty concerned without any share accruing to the School.
- 1.2.27 The process to recruit Project Associates shall be initiated by the PI through Dean (Research). PI shall recommend the salaries of Project Associates commensurating with their educational qualifications and experience & consistent with SPA Rules. The PI shall also recommend the constitution of a committee for the recruitment of Project Associates.
- 1.2.28 Director shall grant approval of the contents of the advertisement including monthly salary and constitution of the recruitment committee for Project Associates. Once selection committee interviews and recommends a list of selected and waitlisted candidates, the Director shall approve the final appointment of Project Associates and allows appointment letters to be issued by the PI.
- 1.2.29 PIs are encouraged to involve undergraduate (UG) students after third year, postgraduate (PG) students after the first year, and PhD scholars in the

consultancy projects. In case PIs are not able to use students for project, the reasons shall be recorded. The UG and PG students and PhD scholars may be paid honorarium in a manner as decided by the Director from time to time on the recommendation of the PI. The UG and PG students and PhD scholars may be paid honorarium, if they are not getting any other scholarship or fellowship. Project sites may be also taken up as case study areas for studios.

- 1.2.30 The Consultancy Rules, 2024 shall become applicable from the date of approval by the Board of Governors (i.e. 16<sup>th</sup> May, 2024) for projects whose MoUs and MoAs are signed after that date.
- 1.2.31 The existing Revised Consultancy Rules, 2002 shall remain applicable for all the ongoing consultancy projects where MOUs and MOAs are signed before the date of approval of the Consultancy Rules, 2024 by the Board of Governors.
- 1.2.32 Director can only be permitted to undertake consultancy in exceptional cases since such undertakings can severely impact his/her role as Head of the Institution. In such cases, permission shall be taken from Chairperson, BOG and matter reported to BOG.
- 1.2.33 Responsibility and any liabilities accruing to SPA on account of consultancy shall be that of PI and School shall be indemnified against any such liabilities.
- 1.2.34 In case of any discrepancy in implementation of these rules, decision of Director, SPA Delhi shall be final.