

**CONFIDENTIAL**

**SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA**  
Camp Office : Acharya Nagarjuna University, Nagarjuna Nagar, District Guntur (Andhra Pradesh)  
E-mail: shovanksaha2005@yahoo.co.in

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Ref.No.F.107-1/2009/SPA(V)

17<sup>th</sup> March, 2010

**TO ALL MEMBERS OF THE BOARD OF GOVERNORS OF THE  
SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA**

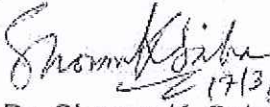
Sir,

I am directed to forward herewith the Minutes of the Fifth Meeting of the Board of Governors held on Wednesday, 17<sup>th</sup> February, 2010 at 10.00 a.m. in the Committee Room of the School of Planning and Architecture, Vijayawada.

You are requested kindly to forward your comments, if any, within two weeks time.

Encl.: As stated above.

Yours faithfully,

  
( Dr. Shovan K. Saha )  
Director

1. Prof. S.K. Khanna,  
Chairman, BOG, SPA Vijayawada,  
C/o Jaypee Institute of Information  
Technology University,  
A-10, Sector - 62,  
Noida - 201 307 (U.P.)
2. Principal Secretary to the  
Govt. of Andhra Pradesh,  
Department of Higher Education,  
Room No.407, 4<sup>th</sup> Floor, J-Block,  
Andhra Pradesh Secretariat,  
Hyderabad (A.P.)
3. Shri D.S. Meshram,  
President,  
Institute of Town Planners, India,  
4-A, Ring Road, I.P. Estate,  
New Delhi - 110 002
4. Ar. Vinay Parelkar,  
President,  
Indian Institute of Architects,  
Prospect Chambers Annexe,  
5<sup>th</sup> Floor, Dr. D.N. Road, Fort,  
Mumbai - 400 001
5. Dr. D.K. Paliwal,  
Acting Member-Secretary,  
All India Council for Technical Education,  
7<sup>th</sup> Floor, Chanderlok Building,  
Janpath,  
New Delhi - 110 001
6. Dr. Dev Swarup,  
Joint Secretary,  
University Grants Commission,  
Bahadurshah Zafar Marg,  
New Delhi - 110 002
7. Dr. Mahendra Raj,  
Mahendra Raj Associates,  
A-43, 1st Floor, Okhla Phase-I,  
New Delhi - 110 025
8. Ar. Balbir Verma,  
Balbir Verma & Associates,  
F-49, 1st Floor,  
East of Kailash,  
New Delhi - 110 065
9. Shri N.K. Sinha,  
Joint Secretary (Technical Education),  
Ministry of Human Resource Development,  
Department of Higher Education,  
Shastri Bhawan,  
New Delhi - 110 115
10. Shri S.K. Ray,  
Joint Secretary & Financial Adviser (HRD),  
Ministry of Human Resource Development,  
Department of Higher Education,  
Shastri Bhawan,  
New Delhi - 110 115
11. Prof. (Dr.) Shovan K. Saha,  
Director,  
School of Planning and Architecture, Vijayawada  
C/o Acharya Nagarjuna University,  
Nagarjuna Nagar, Guntur - 522 510 (A.P.)
12. Prof. Neerja Tiku,  
Head of the Department,  
Department of Architecture,  
School of Planning & Architecture,  
6, Block-B, I.P. Estate,  
New Delhi - 110 002
13. Prof. (Dr.) M.V.Rama Seshu,  
Head of the Department,  
Department of Physical Planning,  
School of Planning & Architecture,  
Vijayawada,  
Andhra Pradesh.
14. Prof. Ranjit Mitra, (Special Invitee)  
Director,  
School of Planning & Architecture,  
4, Block-B, I.P. Estate,  
New Delhi - 110 002
15. Prof. (Dr.) Ramesh Srikonda, (Spl. Invitee)  
Head of the Department of Architecture,  
School of Planning and Architecture,  
Vijayawada, C/o Acharya Nagarjuna University,  
Distt. Guntur, Andhra Pradesh.

SCHOOL OF PLANNING AND ARCHITECTURE: VIJAYAWADA

MINUTES OF THE FIFTH MEETING OF THE BOARD OF GOVERNORS OF THE SCHOOL OF PLANNING AND ARCHITECTURE, VIJAYAWADA HELD ON WEDNESDAY, 17<sup>th</sup> FEBRUARY, 2010 at 10.00 A.M. IN THE COMMITTEE ROOM OF THE SCHOOL.

Present:

1. Prof. S. K. Khanna, Chairman
2. Dr. Shovan K Saha, Member
3. Shri T. V. A. Ram in place of Shri S. K. Ray, Member
4. Shri D. S. Meshram, Member
5. Prof. (Smt.) Neerja Tiku, Member
6. Prof. Seshu V. Musunuri, Member
7. Prof. Ranjit Mitra, Special Invitee
8. Prof. Ramesh Srikonda, Special Invitee

Principal Secretary, Department of Higher Education, Govt. of Andhra Pradesh, Ar. Vinay Parelkar, Dr. Mahendra Raj, Dr. Dev Swarup, Ar. Balbir Verma, expressed their inability to attend the meeting and have conveyed regrets for not attending meeting due to unavoidable circumstances. Dr. D. K. Palwal and Shri N. K. Sinha could not attend the meeting due to pre-occupation.

The Chairman welcomed the members of the Board of Governors and thereafter the meeting was called to session.

ITEM NO. 1: TO CONFIRM THE MINUTES OF THE FOURTH MEETING OF THE BOARD OF GOVERNORS OF THE SCHOOL HELD ON DECEMBER 18, 2009.

The Chairman informed the members that the minutes of the Fourth Meeting of the Board of Governors held on 18<sup>th</sup> December, 2009, were circulated to all Members on 24<sup>th</sup> December, 2009. No comments on the minutes were received. The Chairman, however, again requested the members to offer comments, if any. The Chairman advised that the Director should request the Principal Secretary (Higher Education) to the Government of Andhra Pradesh to facilitate continuation of the School in the ANU Campus for at least one more academic year, i.e. 2010-11, taking into consideration the fact that development of the new campus would take at least one year.



With regard to the action taken on *ITEM NO. 13, regarding medical facilities to be provided to the employees of the School, the Board advised that the School should also compile its own manual on the above subject after considering the prevailing procedure in IITs, UGC and other premier institutes. Till such rules are finalized, the Board approved the adoption of the Medical Attendance Rules, 1944 (Govt. of India) as amended from time to time, and the same may be followed in the School. The Board further authorised the Director of the School to appoint an Authorized Medical Attendant and designate few selected hospitals for the regular employees of the School.*

**ITEM NO. 2: TO REPORT ACTION TAKEN ON THE MINUTES OF THE MEETING OF BOARD OF GOVERNORS OF THE SCHOOL HELD ON DECEMBER 18, 2009.**

The Board noted the action taken on the Fourth meeting of the Board of Governors held on 18<sup>th</sup> December, 2009.

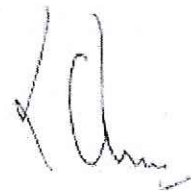
**ITEM NO. 3: TO REPORT THE LETTER DATED JANUARY 18, 2010 RECEIVED FROM MHRD FOR CREATION OF FACULTY AND NON-FACULTY POSITIONS IN THE SCHOOL.**

The Board noted and advised to start the process for the recruitment of newly created and backlog positions for Faculty and Non-faculty in the School, and to complete the entire process before the commencement of the next academic year.

**ITEM NO. 4: TO REPORT THE LETTER DATED JANUARY 25, 2010 RECEIVED FROM GOVERNMENT OF ANDHRA PRADESH, OFFICE OF THE COMMISSIONER OF TECHNICAL EDUCATION, ANDHRA PRADESH.**

The Chairman congratulated all the members of the BOG for the grant of 7 acres of land to School at Government Polytechnic, Vijayawada. The Chairman advised that immediate necessary action should be taken to complete the formalities for transfer of possession of the land from Government Polytechnic, Vijayawada.

The survey plan of 7 acres of land was also presented by the Director.



The Director informed the members that during the recent meeting of the Chairman (BOG), Director and Heads of Department of Architecture and Planning had with Principal Secretary (Higher Education) Government of Andhra Pradesh; the issue of the demand for retaining the School at Vijayawada was discussed. The Chairman reiterated Government of India's commitment and resolve to establish the School in Krishna District only and that they have no intention to relocate elsewhere.

**ITEM NO. 5: TO CONSIDER THE REQUEST OF DR. VINAY MAITRI, HEAD, CASS, SPA, NEW DELHI TO GRANT HONORARIUM FOR THE DUTIES PERFORMED BY HIM AS CONTROLLER OF EXAMINATIONS OF SPA (V).**

The matter was discussed in the meeting and Board decided that all pending proposals may be placed before the Board for its consideration.

**ITEM NO. 6: TO CONSIDER THE TRANSPORT ALLOWANCE TO THE REGULAR EMPLOYEES OF THE SCHOOL BETWEEN VIJAYAWADA CITY AND SPA CAMP OFFICE, A.N.U.**

The Board approved the Transport Allowance for the regular employees of the School who are coming from Vijayawada City/Manglagiri to new temporary Camp Office (ANU) Distt. Guntur and will get Transport Allowance (on km. basis) as per their entitle class on the basis of TA Rules as notified by the Govt. of India vide O.M. dated 23<sup>rd</sup> September, 2008.

During the temporary Camp Office (ANU) the regular employees who will get the Transport Allowance (on km. basis) will not be eligible for Transport Allowance per month with the salary as notified by the Govt. of India. For journey by autorickshaw/taxi/car, entitlement will be at the rates notified by the concerned local Transport Authority. If no rates have been notified/prescribed by the municipality of the District (State), than following rates will be applicable:

For journeys performed in own car/taxi	-	Rs.16/-km + toll tax
For journeys performed by autorickshaw/ Own scooter	-	Rs.8/- km



In view of the above, the Board resolved as under:-

Resolution No.24:- "Resolved to approve the reimbursement of Transport Allowance(on kms basis) to the regular employees of the School who are coming from the Vijaywada City/Mangalagiri to new temporary Camp Office (ANU) Distt. Guntur, as per their entitle class on the basis of TA Rules notified by the Govt. of India vide O.M. dated 23<sup>rd</sup> September, 2008 and on receipt of this they will not entitle for regular Transport Allowance with salary, with immediate effect".

**ITEM NO. 7: TO CONSIDER COMPOSITION OF BOARD OF STUDIES FOR THE DEPARTMENT OF ARCHITECTURE/PLANNING.**

The Board approved for constitution of Board of Studies each for all the Departments of Studies and resolved as under:-

**Resolution No. 25:** "Resolved to approve for constitution of Board of Studies each for all the Departments of Studies in the School, as per enclosed Annexure-I".

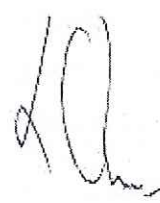
**ITEM NO. 8: TO REPORT THE ACTION TAKEN ON THE LETTER RECEIVED FROM ACHARYA NAGARJUNA UNIVERSITY TO VACATE THE SPORTS HOSTEL.**

The Board was apprised that the School shifted some of the students (boys) from the Sports Hostel (ANU) and accommodated them in the renovated Hostel in block of Building presently provided by the ANU to the School. Rest of the students (boys) were accommodated in a building hired at Guntur City, on lease @ Rs 78,000/- pm up to the month of December 2010, which is approx 16 Kms from the ANU Campus. In order to tide over the emergency like situation, an alternative arrangement for transport has been made accordingly for the students accommodated in Guntur.

**ITEM NO. 9: ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR.**

- (i) To consider the proposal of guest house of the School in Hyderabad.

The Board was apprised that the School should have a guest house-cum-meeting room in Hyderabad leasing suitable accommodation for the use by guests and visiting faculty in transit. The place of accommodation may be identified at Hyderabad. The detailed proposal may be submitted for consideration by the Board in its next meeting.



- (ii) Proposal to construct a temporary Structure for teaching at Government Polytechnic Vijayawada site.

The Members discussed the need for planning and preparing suitable accommodation for the next academic year by erecting temporary structures in the newly allotted land of 7 acre site at Government Polytechnic, Vijayawada. The site plan, schematic proposals including line estimates may be prepared and submitted to the Building & Works Committee's for its consideration and recommendations.

- (iii) Proposal for advertisement to be published in newspaper for hostel requirement.

The Board recommended that the School may initiate the process of leasing hostel accommodation for the next academic year starting July 2010, including the new admissions.

- (iv) Proposal for commencement of Doctoral Program with effect from the academic year 2010-11.

Proposal for commencement of Doctoral Program with effect from the academic year 2010-11.

The Director explained to the members the need to start Doctoral (Ph.D.) program in both the Departments with effect from the academic year 2010-11. This would help in enabling research activities apart from providing opportunities to the faculty members to acquire their Ph.D.s without compromising their academic activities.

After discussions, the Board resolved as under:-

**Resolution No. 26 :** Resolved (i) to start the doctoral programme (Ph.D.) in the School from the academic year 2010-11; and (ii) authorised the Director to frame the basic rules of the Doctoral Programmes. The rules may be placed before the Board for approval after routing through Board of Studies and Academic Council.

The meeting ended with a vote of thanks to the Chair.



COMPOSITION OF THE BOARD OF STUDIES APPROVED BY THE BOARD OF GOVERNORS VIDE RESOLUTION NO.25. AT ITS MEETING HELD ON 17<sup>TH</sup> FEBRUARY 2010.

**COMPOSITION**

1. Head of the Department (HOD) – Chairman
2. Dean of Studies, Member
3. All Professors of the Department, Members
4. Assistant Professors of the Department by rotation according to seniority, subject to the maximum of two, Members
5. Lecturers of the Department by rotation according to seniority, subject to the maximum of two, Members
6. Three External Experts from the academic field to be nominated by the Director of School, Members
7. Three External Experts from the concerned profession to be nominated by the Director of School, Members.

**SELECTION FOR EXPERTS, TERM AND QUORUM**

- a. Members shall be selected and appointed by the Director from a panel of names for each of the categories 3-7 given above, as recommended by the respective HOD.
- b. The term of Office shall be two years (extendable) for the panel of Members of the Board of Studies, other than the Ex-Officio members.
- c. One half of the Members (or the next highest whole number) of the Board of Studies shall form the quorum at any meeting of the Board of Studies of the respective Departments.

**POWERS AND FUNCTIONS:**

1. To recommend new courses of studies and Academic Regulations, Course Structure, and Syllabus for all existing and proposed courses of study.
2. To recommend Panels of Examiners in all theory/design/project evaluation, and other experts, including their rates of remuneration, as required from time to time.
3. To review and suggest measures for improvements in standards of teaching and research areas in the Department and to recommend physical facilities required for the academic and research activities of the Department.
4. To review and recommend programmes for continuing education like short-term courses, symposia, seminars, etc. within the broad framework of the Department."

