

Eighth Meeting of the Senate

School of Planning and Architecture, Vijayawada

20 January, 2021 through Virtual Meeting
Survey No.4/4, ITI Road, Vijayawada-520008, Andhra Pradesh, India.

Minutes of the Meeting



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

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Jani



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Emergent Senate Meetings of SPAV through circulation

In view of COVID-19 Pandemic and Lockdown, three emergent senate meetings [7(i), 7(ii) & 7(iii)] were held via circulation vide references cited below:

Ref 1: UGC Guidelines on Examinations and Academic Calendar for the Universities in view of COVID-19 Pandemic and Subsequent Lock-down in the month of April, 2020 email dated 08.05.2020

Ref 2: Emergent Senate Meeting for the concurrence for the forthcoming Exams/Viva-Voce/Juries/ Presentations/ PG admission in SPAV due to COVID-19 pandemic email dated 28.06.2020

Ref 3: Agenda related to admission of students for various courses at SPA, email dated 10.12.2020

In addition to the above, a Web meeting of Honorable Chairperson, BOG with esteemed Members of BOG and Senate of SPAV was held on July 21, 2020 at 11.00 am virtually to discuss on the activities conducted by SPAV during the lock-down and subsequent unlock period and to invite suggestions and recommendations for the way forward to achieve global standards.

The Agenda of the Emergent meeting were circulated to the following members:

S.No.	Name	Designation
1	Prof. Dr. Minakshi Jain, Director, SPAV	Chairperson
2	Prof. Dr. Ajay Khare (Nominee of Chairperson, BoG)	Member
3	Mrs. Amita Baig (Nominee of Chairperson, BoG)	Member
4	Shri Dean Gabriel D`Cruz (Nominee of Chairperson, BoG)	Member
5	Shri. Vivek Sahai (Nominee of Chairperson, BoG)	Member

6	Shri Sanjay Prakash (Nominee of Chairperson, BoG)	Member
7	Prof. Dr. Ashok Kumar (ITPI Nominee)	Member
8	Dr. P S Harimohan Pillai (CoA Nominee)	Member
9	Prof. Rajeev Shringi (AICTE Nominee)	Member
10	Dr. Lilly Rose A, Dean Academic, SPAV	Member
11	Dr. Ayon Kumar Tarafdar, Associate Professor, Department of Planning, & Dean Planning and Development, SPAV	Member
12	Prof. Dr. M Kailasa Rao, Professor, Department of Architecture, & Dean Student Affairs, SPAV	Member
13	Dr. Adinarayanane R, Dean Faculty Welfare I/c. & Head, Department of Planning, SPAV	Member
14	Prof. Dr. Iyer Vijayalaxmi Kasinath, Dean Research, SPAV	Member
15	Dr. Janmejy Gupta, Head, Department of Architecture, SPAV	Member
16	Prof. Dr. Abdul Razak Mohamed, Professor, Department of Planning, SPAV	Member
17	Prof. Dr. S Ramesh, Professor, Department of Architecture, SPAV	Member
18	Shri Nagaraju Kaja, Assistant Professor, Department of Architecture, SPA Vijayawada	Member
19	Shri Karteek Guturu, Assistant Professor, Department of Architecture, SPA Vijayawada	Member
20	Shri Kranti Kumar Myneni, Assistant Professor, Department of Architecture, SPA Vijayawada	Member
21	Dr. Amitava Sarkar, Associate Professor, Department of Architecture and Registrar i/c, SPA Vijayawada	Member & Secretary

All the Agenda items for approval of Senate circulated via email vide references cited above were concurred by the Senate members and approved by the chairperson, Senate.

Minutes of the Eighth Meeting of the Senate of SPAV

The Agenda and Notes for the Eighth Meeting of the Senate were circulated to Senate Members and a virtual meeting was held on 20 January, 2021 at 11.00 AM. The minutes of the Eighth Meeting are based on the response received from the Senate Members.

The Chairperson, Senate welcomed all the external members Shri Dean Gabriel D`Cruz, Ms.Poonam Verma, Prof. Dr. Ashok Kumar, Dr. P S Harimohan Pillai and the internal members for the virtual meeting of Eighth Senate of SPAV. Prof.P.M.Rawal (AICTE Nominee) could not attend the meeting.

The Chairperson- Senate extended a warm welcome to the new members of the Eighth Senate of SPAV and conveyed her gratitude to the outgoing members of the Senate namely Prof.Dr. Ajay Khare, Mrs. Amita Baig, Prof. Rajeev Shringi, Shri Sanjay Prakash and other internal members for their valuable suggestions and support.

The following Senate Members were present during the Virtual Meeting:

S.No.	Name	Designation
1	Prof. Dr. Minakshi Jain, Director, SPAV	Chairperson
2	Shri Dean Gabriel D`Cruz (Nominee of Chairperson, BoG)	Member
3	Ar. Poonam Verma Mascarenhas (Nominee of Chairperson, BoG)	Member
4	Prof. Dr. Ashok Kumar (ITPI Nominee)	Member
5	Dr. P S Harimohan Pillai (CoA Nominee)	Member
6	Dr. Lilly Rose A, Dean Academic, SPAV	Member
7	Prof. Dr. Iyer Vijayalaxmi Kasinath, Dean Research, SPAV	Member
8	K V Uma Maheswara Rao Registrar , SPAV	Member & Secretary
9	Dr. Shanmuga Priya G, Dean Faculty Welfare, SPAV	Member
10	Dr. Amitava Sarkar, Dean Student Affairs, SPAV	Member
11	Dr. Adinarayanane R, Dean Planning and Development I/c. & Head, Department of Planning, SPAV	Member
12	Dr. Janmejy Gupta, Head, Department of Architecture, SPAV	Member
13	Prof. Dr. Abdul Razak Mohamed, Professor, Department of Planning, SPAV	Member
14	Prof. Dr. S Ramesh, Professor, Department of Architecture, SPAV	Member
15	Prof. Dr. M Kailasa Rao, Professor, Department of Architecture, SPAV	Member
16	Dr. Ayon Kumar Tarafdar, Associate Professor, Department of Planning, SPAV	Member
17	Ms. Naina Gupta, Assistant Professor, Department of Planning, SPAV	Member
18	Dr. Prashanti Rao, Assistant Professor, Department of Architecture, SPAV	Member
19	Dr. Faiz Ahmed C, Assistant Professor, Department of Architecture, SPAV	Member
20	Mr. Prasanth Vardhan, Associate Dean – Academic, SPAV	Special Invitee

The details of discussions / deliberations of the Eighth Senate are as below:

Description of the Item
To present the Action Taken Report on the Minutes of the Seventh Senate meeting of SPA Vijayawada held through Circulation on 20 April 2020.

Item No.	Agenda	Minutes	Action Taken	Observations/R esolution
7.1	To consider and approve the detailed syllabus of Second Year of 'Master of Architecture' in (Sustainable Architecture) effective for the batches admitted from the A.Y. 2019-2020 onwards	The Senate approved the Course Structure and detailed syllabus for second year Master of Architecture (Sustainable Architecture), except for the course "MSAR215 – Traditional Wisdom and Sustainability Concepts". Prof. Dr. Harimohan Pillai suggested through email to introduce the concept of language and city to the Master level students and in this connection, he has suggested few additions/ amendments to the syllabus of the subject "MSAR215 – Traditional Wisdom and Sustainability Concepts". Also, Ar. Sanjay Prakash through his email suggested to introduce a course on Post-Covid Architecture for M.Arch (SA) course and volunteered to guide the faculty members to develop the course content in detail. Further in view of the COVID-19 pandemic situation and requirement of social distancing, Ar. Sanjay Prakash suggested SPAV to explore the	The Syllabus of MSAR215 – Traditional Wisdom and Sustainability Concepts, Has been modified as per the suggestions and is placed as Annexure -I for consideration and approval. With respect to Ar. Sanjay Prakash's suggestion on introduction of Post-Covid Architecture, all Studio exercises across Architecture Course (including M.Arch) have incorporated Covid-Specific (and other Pandemic) Architectural Interventions in their design solutions and we have had expert webinars with respect to post pandemic architectural interventions, to sensitise students and faculty. To explore the possibilities of effective teaching - learning through internet has been included as agenda Item # 8.4 as suggested by Ar.Sanjay Prakash.	The Senate noted the same and item stands closed.

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Item No.	Agenda	Minutes	Action Taken	Observations/Resolution
		possibilities of effective teaching -learning though internet by referring to courses offered at Coursera as an example and advised to put it on the agenda of the next senate meeting.		
7.2	To consider and approve the detailed syllabus of Second to Fifth Year of 'Bachelor of Architecture' effective for the batches admitted from the A.Y. 2019-2020 onwards	The Senate approved the revised Detailed Syllabus of Second Year to Fifth Year of 'Bachelor of Architecture'.	The Senate is requested to close the item	The senate noted the same and the item stands Closed.
7.3	To consider and approve the detailed syllabus of Second year of 'Master of Planning' in (Urban and Regional Planning) and (Environmental Planning and Management) effective for the batches admitted from the A.Y. 2019-2020 onwards	The Senate approved the Course Structure and detailed syllabus for Syllabus of the Second year of Master of Planning in (Urban and Regional Planning) and (Environmental Planning and Management) with a suggestion to introduce a subject on Post-Covid Planning for M.Plan (EPM) Programme.	As per the suggestions of the Senate Members, the subject 'Pandemic Resilient City Planning' has been introduced for M.Plan(EPM) programme and placed as Annexure II for consideration and approval. The Senate is requested to close this item.	The Senate approved the item and the item stands Closed.
7.4	To consider and approve the detailed syllabus of Second to Fourth Year of 'Bachelor of Planning' effective for the batches admitted from the A.Y. 2019-2020 onwards	The Senate approved the revised Detailed Syllabus of Second Year to Fourth Year of 'Bachelor of Planning'.	The approved syllabus has been implemented from the A.Y. 2020-2021. The item stands closed from the Senate	The senate noted the same and the item stands Closed.
7.5	To consider and approve the subject codes and syllabus of PhD Self Study courses as Electives in 'Master of Architecture' (Sustainable	The Senate approved the subject codes and syllabus of PhD Self Study courses as Electives in 'Master of Architecture' (Sustainable Architecture)	Action initiated by the Department of Architecture. The Senate is requested to close the item.	The senate noted the same and the item stands Closed.

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Item No.	Agenda	Minutes	Action Taken	Observations/Resolution
	Architecture)			
7.6	To consider and approve the replacement of the elective course 'Prefabricated Structures' in the IV Semester MBEM programme with 'Disaster Management'	The Senate approved the replacement of the elective course 'Prefabricated Structures' in the IV Semester MBEM programme with 'Disaster Management'. The detailed syllabus for MBEM programme (I Semester to IV Semester) along with the modified course structure is placed for the consideration and approval of the Senate Members	The approved syllabus has been implemented from the A.Y. 2020-2021. The item stands closed from the Senate	The senate noted the same and the item stands Closed.
7.7	To approve the elective subject 'Future Cities' as an Open Elective for Postgraduate Programmes	The Senate approved the elective subject 'Future Cities' as an Open Elective for Postgraduate Programmes. Further, Prof. Dr. Amita Baig through her email suggested that a detailed curriculum needs to be developed for the "Future Cities" Course which include modules on problems of migrant populations in cities (addressing the Post-Covid Era scenarios) and traditional architecture with a focus on sustainable materials, properties (thermal performance, insulation etc.), air movement and design layouts.	As per the suggestions of the Senate Members, the Syllabus has been Incorporated in Unit I and Unit IV in the subject 'Future Cities' and is placed as Annexure – III for consideration and approval.	Prof. Ashok Kumar (ITPI Nominee) suggested reducing the syllabus contents in each Unit. The Senate chairperson suggested to include the word resilience and to develop a comprehensive syllabus. The syllabus after incorporating the suggestions would be circulated to the members for approval.

Minutes of the Eighth Meeting of Senate of SPAV

AGENDA ITEMS

Items for Approval

Item # 8.1	To consider and approve the Award of Degrees to the Graduands at the Fifth Convocation of SPAV to be held on 30 January 2021 through virtual platform	Annexure – IV
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The Dean Academic apprised the Senate members on the Fifth Convocation of SPA Vijayawada to be held through Virtual mode on 30 January 2021. Three Doctoral Degree Graduands, Eighty Graduands from the Post-Graduate Degree Program and Seventy-Six Graduands from the Under-Graduate Degree Program are eligible for the award of the degree at the 5th Convocation of School of Planning and Architecture, Vijayawada. Seven Gold Medalists and Seven Best Thesis Awardees are eligible for the award.

The list of Gold Medal recipients and Graduands is placed for consideration and approval of the Senate as Annexure - IV.

The Senate noted the same and approved the list of Gold Medal recipients and Graduands of the Fifth Convocation of SPAV. Ar. Poonam Verma Mascarenhas suggested to include the details of best thesis and gold medal recipients on the SPAV website.

Item # 8.2	Proposed Refund policy for Withdrawals from Degree Programme at SPA Vijayawada	Annexure – V
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The draft refund policy for withdrawal from Degree Programme at SPA Vijayawada has been prepared by referring to other National institutes and after deliberations with the experts, the proposed policy is placed for consideration and approval of the Senate.

After deliberations, the Senate approved the proposed refund policy for withdrawals from the Degree Programme at SPA Vijayawada. The Senate approved the full refund of fees to all student withdrawals/ cancellation of Admissions during the AY 2020-21 as a special case considering the pandemic.

Item # 8.3	To consider and approve the special leave to Postgraduate students	Annexure – VI
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After discussions and deliberations, DPGC, Department of Architecture has forwarded the request of two Postgraduate students for consideration of Special leave in view of the fundamental principles adopted by the National Education Policy (NEP) which emphasizes imaginative and flexible curricular structures that enables creative combinations of disciplines for study, offering multiple entry and exit points, thus, removing currently prevalent rigid boundaries and creating new possibilities for life-long learning (page no.37 (11.5) of the NEP 2020).

Ms. Swathi N (1190500094) of M. Arch(SA) II Year who has joined as Junior Architect in the Tamil Nadu Architect Service in Public Works Department has requested for a break of study and would complete it at a later date. Mr. Hemanth Vendra (1190500095) of M.Arch(SA) II Year course who is involved at community level projects on eco-friendly and recycled materials, waste management, composting and organic farming during the pandemic has requested for a special leave of one academic year (2020-2021). The above students have successfully completed two semesters of their four semester Postgraduate Programme in July 2020 and their requests submitted for consideration as placed in Annexure VI. In view of the above the same is submitted for consideration and approval of the Senate.

After deliberations, the Senate approved the special leave to Postgraduate Students and recommended to have multiple entry and exit points for students in line with the principles adopted by the National Education Policy 2020.

Item # 8.4	To Explore the possibilities of effective teaching - learning through online	
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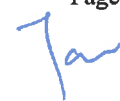
The departments have continuously aimed at improving the efficiency of online teaching-learning process through various virtual platforms. A virtual design studio

workshop was organized in September 2020 to explore and enhance the application of various virtual online design-based techniques for all the architectural design and other courses. Expert lectures and online tutorials and workshops helped students and faculty members to determine the scope and finalize the design problems and enhance the teaching-learning processes. Further, a six-day eSTTP and Industry-Academia Outreach Program was organized in the month of Nov-Dec 2020, which aimed at updating and developing capacities of professionals, researchers, faculty and students in urban planning, climate change and environmental management. A six day online professional development program was organized in the month of Nov 2020 on applications of GIS in Urban Resilience Planning and a series of guest lectures and online tutorials were organized as a part of PDP.

Besides, in lieu of the summer internship, students were advised with a list of online courses available through E-platforms viz., SWAYAM, NPTEL, MOOC, Edx, Coursera, (Harvard, MIT and Stanford Online leaning) etc., in order to fulfil the requirements. The potential online courses offered in the current academic year were identified by the Departments and circulated batch-wise.

The Senate noted the same and commended the Departments for the initiatives undertaken to improve the efficiency of online teaching-learning process through various virtual platforms. Ar. Poonam Verma and Dr. P S Harimohan Pillai suggested to upload the recorded videos of online programs and works of students, and suggested to have an official virtual channel.

The Senate suggested having a joint studio combining the architecture and planning students on Smart City projects as a part to planning and design studio courses with specific objectives. Ar. Poonam Verma recommended to include the senate members as a part of the virtual academic initiatives so as to keep the members updated regularly. Dr. Harimohan Pillai also suggested on permitting other discipline experts to enrol for PhD programs to bring in interdisciplinary value addition to architecture and planning; and to



encourage students in developing a personal 'Studio@Home' as part of online learning.

Ar. Poonam Verma Mascarenhas recommended to organize workshop on traditional materials (like Lime, Timber, Stone and Mud), Field work, to organize seminars on Soft Skill training - such as presentation skills, etc and to have a four member Thesis panel for the Architectural Conservation students. However, the Senate was apprised about the clause 6.14.4 of Academic Ordinances which empowers three member panel for Thesis Evaluations for all programmes.

Item # 8.5	Proposed admission to Sponsored Candidates in the Postgraduate and Doctoral Programme	Annexure - VII
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In accordance with Clause 3.6 of Academic Ordinance for Post Graduate & Doctoral Programmes (Rules and Regulations) 2019 placed in Annexure VII, Admission of Sponsored Candidates are provided to the students on fulfilling the eligibility criteria in Postgraduate and Doctoral Programme. Hence, it is proposed to include one seat (upto a Maximum of 5% of the total sanctioned seats) in each programme to the Sponsored Candidates from the upcoming Academic Year 2021-22.

Submitted for consideration and approval of the Senate.

The Senate noted the same and approved the proposed admission criteria for sponsored candidates in to the Postgraduate and Doctoral Programme at SPAV.

Item # 8.6	Proposed Standard Operating Procedure for retention and disposal of records at the Examination Section	Annexure - VIII
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The Answer Scripts and records of the students are stored in the Examination Section since 2008 i.e from the inception of the Institute. Hence, a Standard Operating Procedure for retention and disposal of records at the Examination

Section is proposed at Par with other centrally funded Institutes and is placed as **Annexure VIII.**

Submitted for consideration and approval of the Senate.

After discussions and detailed deliberations, the Senate approved the proposed Standard Operating Procedure for retention and disposal of records at the Examination Section, SPAV.

Items for Ratification

Item # 8.7	Evaluation criteria for late submissions of the online End Semester Examinations January 2021	Annexure -IX
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The End Semester Theory Examinations for the Odd Semester of the Academic Year 2020-21 were scheduled from 04 January 2021 to 09 January 2021 through online mode, for all UG and PG students except first year UG and PG students. It was observed during the Mid-semester Examination conducted in the month of November 2020, students had handed in the answer scripts beyond the stipulated time (which included the grace period of 20 minutes). In order to bring in fair assessment in the evaluation process for all the students, it was decided to reduce a certain percentage of marks scored based on the time of submission considering the genuine cases with prior intimation to the students. The Evaluation Criteria is placed as Annexure IX for ratification. The same procedure shall be adopted for the First-year batches also.

The Senate ratified the evaluation criteria for the late submission of the online end semester examinations held in January 2021.

Item # 8.8	Refund of Fees to students for withdrawal /cancellation of Admissions during the AY 2020-21 as a special case considering the pandemic	Annexure -X
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Based on the mandatory directives of UGC on full refund of fees to be made on account of all cancellation of admissions/migration of students for this very session 2020-21 as a special case, the students who were admitted through

CCMT/JOSAA/CSAB/Direct Admissions and submitted course withdrawal, the full refund of fees and placed as Annexure X for ratification.

The Senate noted the same and ratified the refund of fees to students for withdrawal/ cancellation of Admission during the AY 2020-21 as a special case considering the pandemic.

Item # 8.9	Fee Structure for the A.Y.2020-2021	Annexure -XI
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As per the recommendation of fee review committee, the fee structure for the current AY.2020-2021 has not been changed as notified in the AY.2019-2020. The fee structure of institute, hostel and mess fee due to COVID-19 and actual is prepared and placed at Annexure-XI for ratification.

The Senate noted the same and ratified the Fee Structure for the A.Y.2020-21.

Reporting Items

Item # 8.10	Online End Semester Examinations of the Academic Year 2020-21
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The End Semester Examinations for the Odd Semester of the Academic Year 2020-21 was scheduled from 04 January 2021 to 13 January 2021 through online mode, for all UG and PG students except first year UG and PG students. The End Semester Examinations for the first-year PG students are scheduled from 18 January 2021 to 23 January 2021. The special exams and supplementary examinations for the previous Academic Years will be scheduled through online mode during the even semester of the academic year 2020-21.

The Senate noted the Reporting Item on the Online End Semester Examinations of the AY 2020-21 held in Jan, 2021.

Item # 8.11	To report various activities undertaken by SPAV	Annexure -XII
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SPAV has organized several Special Lectures, Seminars, Workshops and Training Programmes through virtual mode amidst the pandemic situation to enrich student's knowledge and enhance their creativity skills. The detailed lists of activities organized will be tabled during the meeting.

The Senate noted the report on various activities undertaken by SPAV.

Item # 8.12	Any other items with the permission of Chair	Annexure -XIII
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a) Subscription of Online Databases, e Journals and Plagiarism Software for Central Library

The subscription of online databases, e-journals and anti-plagiarism software for Central Library to meet the education, research and innovation needs of the students, researchers and faculty has been framed and placed at Annexure XIII for consideration and approval.

The Senate noted the same. The Senate members were requested to suggest a few online journals, relevant to the students of Architecture and Planning. The senate decided that the faculty shall prepare comprehensive notes for the studio / theory courses by reading a variety of relevant literature from online database and from the books available in the library.

b) PhD Oral Examination of the scholar Mr.Nagaraju Kaja (Regn. No. 1120300004) – Department of Architecture

The PhD Oral Examination of the Scholar Mr.Nagaraju Kaja (Regn. No. 1120300004), has been scheduled on 22 January 2021, after the receipt of the evaluation reports from all three examiners and the approval of the PhD Oral Board members. After the successful completion of the PhD Oral Examination and the receipt of the Evaluation Report from the PhD Oral Board at the Academic Section;

and with the approval of the Chairperson Senate, the scholar shall be included in the list of Graduands for the award of Doctor of Philosophy in the Department of Architecture, School of Planning and Architecture, Vijayawada.

The Senate noted the same and recommended to include the name in the list of Graduands after the successful completion of the PhD Oral Examination and the receipt of the Evaluation Report with the approval of Chairperson Senate.

C) Many anonymous letters, emails to the Ministry, Board and Senate members with a list of complaints.

The Senate members were informed that several anonymous/pseudonymous letters, emails were received by the Ministry, Board and Senate members with a list of complaints. As per the Board's suggestion, the institute need to deal with all these letters by following the DoPT and CVC guidelines. It was apprised to the Senate members that another complaint with identity has been received in an important portal and the institute has sent a legal notice to the defaulter and a legal suit of defamation shall be filed soon, for damaging the reputation of the Institute.

The Senate noted the same.

d) Special Examination for the student Mr.Talagana Dileep Kumar (Regn. No. 1150100553) – B.Arch, V Year.

Mr.Talagana Dileep Kumar (Regn. No. 1150100553) – B.Arch, V Year, had failed in the Architectural Design Thesis subject in the End Semester Examination conducted in the month of June 2020, and as per the provisions of UGC guidelines, Special examination was conducted in the month of January 2021. Based on the results, the candidate has successfully completed the minimum academic requirements for the award of Degree (Bachelor of Architecture). The Senate is requested to approve the candidate for the award of the Degree at the Fifth Convocation of SPAV.

The Senate noted and approved the same.

As there was no other item, the meeting ended with a note of thanks to the Chair.

