

**SCHOOL OF PLANNING AND ARCHITECTURE, Vijayawada
(RIGHT TO INFORMATION - OBLIGATIONS OF PUBLIC
AUTHORITIES AS CONTAINED UNDER SEC. 4 OF THE ACT)**

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RIGHT TO INFORMATION - OBLIGATIONS OF PUBLIC AUTHORITIES AS CONTAINED UNDER SECTION 4 OF THE ACT

1. Particulars, Functions and Duties of the School

School of Planning and Architecture, Vijayawada is established by the Ministry of Human Resource Development, Government of India as an autonomous institute in the year 2008. The School was established with the realisation that India urgently needs quality urban and regional planners and also architects to meet the demands of the Indian economy which is growing fast. It is expected to offer Bachelor's and Master's Degrees as well as doctoral and post-doctoral programmes in architecture and planning. It was envisaged that the School would focus on "exploration of new knowledge, besides evolving strategies and solutions for issues and problems in the fields of planning, development of human settlement".

Aims and Objects:

To establish, set up, run and carry on the administration and management of the School of Planning & Architecture, Vijayawada and in particular to perform the following functions inter-alia:

- I. To create centre of excellence for imparting quality undergraduate, postgraduate, doctoral and post-doctoral education in Planning and Architecture and to provide for instruction and research in Architecture, Urban Design, Building, Town and Country Planning, Housing, Traffic and Transportation Planning, Landscape Architecture and other branches of studies pertaining to Human Settlements and the Environment;
- II. To create national level Research and Development centres with special emphasis on Research and Consultancy work in the field of Planning and Architecture.
- III. To create National level database centre and Decision Support centre for the preparation and implementation of Settlement and Habitat development programmes for the Government.
- IV. To create Nodal Centre for mentoring other architecture and spatial planning institutions in the regions;

V. To create a cadre of high caliber faculty members who will be devoted to teaching, research and consultancy in all disciplines that deal with Planning and Architecture. Also, School will be socially responsible institution providing research feedback to the Government for physical development of human settlement.

In pursuance of the above objectives, the Scho following courses:

• Under-Graduate Programmes	INTAKE
Bachelor's Degree Course in Planning	30
Bachelor's Degree Course in Architecture	75
• POST-GRADUATE PROGRAMMES	
Masters in Planning (Environment Planning and Management)	20
Master s in Planning (Urban and Regional Planning)	20
Masters in Architecture(Sustainable Architecture)	20
• Doctoral Programme in Architecture and Planning	

2. Powers and Duties of various functionaries:

The following are the authorities of the School:

- a) The Board of Governors
- b) The Chairman, Board of Governors
- c) Director
- d) Registrar
- e) Finance Committee
- f) Building & Works Committee
- g) Academic Council
- h) Such other Authorities including but not limited to Committee(s) appointed or nominated by the Board.

BOARD OF GOVERNORS

The Board of Governors is constituted as per the SPAs Act, 2014:

S.No.	Board of Governors	Designation
1	Chairman	Chairman
2	Principal Secretary /Secretary of Technical Education or Higher Education of State Govt. of UT	Member
3	One Representative from ITPI (To be nominated by President, ITPI)	Member
4	One Representative from CoA (To be nominated by President, CoA)	Member
5	One Representative from AICTE (To be nominated by Chairman, AICTE)	Member
6	One Representative form UGC	Member
7	One expert from the profession of Architecture or Landscape Architecture or urban design (To be nominated by SPA Council)	Member
8	One expert from Urban and Regional Planning (To be nominated by SPA Council)	Member
9	One from Dept. of Planning from Senate (by seniority)	Member
10	One from Dept. of Architecture from Senate (by seniority)	Member
11	Technical Education (not below the rank of Joint Secretary)	Member
12	Finance (not below the rank of Joint Secretary)	Member
13	One person not below the rank of Joint Secretary from Ministry of Urban Development	Member
14	The Director, SPAV	Member
15	The Registrar	Member Secretary

Board of Governors details:

I.	<u>CHAIRMAN</u>		
1	Ms Brinda Somaya Udyog Bhavan, 29, Walchand Hirachand Marg, Ballard Estate, Mumbai - 400001		
II.	<u>MEMBERS</u>		
2	Smt. Sumita Dawra, I.A.S Principal Secretary to GoAP Dept. of Higher Education, Room No. 407, 4 th floor, J-Block A.P Secretariat, Hyderabad, India	9	Dr Ayon K Tarafdar Head, Department of Planning SPA, Vijayawada
3	Prof Dr D S Meshram, President Emeritus Institute of Town Planners, India, 4-A, Ring Road, I.P. Estate, New Delhi – 110 002, India	10	Shri S V Krishna Kumar Head, Department of Architecture SPA, Vijayawada
4	Shri Biswaranjan Nayak President, Council of Architecture, India Habitat Centre, Core 6A, 1st Floor, Lodhi Road, New Delhi- 110003 India	11	Shri R Subramanyam Additional Secretary (I.A.S) (retired) Ministry of Human Resource Development, New Delhi
5	Prof Rajiv Mishra, Principal Sir J J College of Architecture, Mumbai	12	Ms Darshana M Dabral, Joint Secretary & Financial Advisor, Ministry of Human Resource Development, New Delhi
6	Dr. Monsingh D. Devadas Dean School of Architecture and Planning Anna University, Chennai - 600 025.	13	Shri B Anand, Joint Secretary, Works & Swachchh Bharat Mission

7	Expert from Profession of Architecture or Landscape Architecture or Urban Design to be nominated by SPAs Council.	14	Prof. (Dr.) Minakshi Jain, Director School of Planning and Architecture, Vijayawada - Ex-officio
8	Expert from Profession of Urban and Regional Planning to be nominated by SPAs Council.	15	Shri PVS Shyam Kumar Registrar I/C Secretary to BoG

FINANCE COMMITTEE

The Finance Committee as per Memorandum of Association and Rules:

The Finance Committee shall consist of such persons out of members of the Board and / or otherwise as may be nominated by the Board. Provided that a representative each from the following to be nominated by the Central Government:

Sl. No.	Name
1.	Technical Bureau, Ministry of HRD
2.	Internal Finance of Ministry of HRD

Members of Finance Committee

I.	<u>CHAIRMAN</u>		
1	Ms. Brinda Somaya New Delhi.		
II.	<u>MEMBERS</u>		
2	Shri R Subramanyam Additional Secretary (I.A.S) (retired) Ministry of Human Resource Development, New Delhi	3	Prof. (Dr.) Minakshi Jain, Director School of Planning and Architecture, Vijayawada
4	Ms Darshana M Dabral, Joint Secretary & Financial	5	Shri PVS Shyam Kumar Registrar I/C

	Advisor, Ministry of Human Resource Development, New Delhi		School of Planning and Architecture, Vijayawada

BUILDING AND WORKS COMMITTEE

The Building and Works Committee as per Memorandum of Association and Rules:

The Building and Works Committee shall consist of such persons out of members of the Board and / or otherwise as may be nominated by the Board. Provided that a representative each from the following to be nominated by the Central Government:

Sl. No.	Name & Address
1.	Technical Bureau, Ministry of HRD
2.	Ministry of Urban Development
3.	Internal Finance of Ministry of HRD

Members of BWC

I.	<u>CHAIRMAN</u>		
1	Prof. (Dr.) Minakshi Jain Director School of Planning and Architecture, Vijayawada		
II.	<u>MEMBERS</u>		
2	Shri. B.K.Bhadri Assistant Educational Adviser (DL), Ministry of Human Resource Development, Department of Higher Education,	3	Prof Rajiv Mishra Nominee of All India Council for Technical Education (AICTE) New Delhi

	Technical Section-VI, New Delhi.		
4	Prof Dr. K.V.L Subramaniam (IITH) Head of the Department Professor, Department of Civil Engineering	5	<u>Shri G.V.N. Pardha Saradhi</u> <u>D.E. (Ele.M&P) (APSPDCL)</u>
6	Mr.Karteek Guturu Assistant Professor School of Planning and Architecture Vijayawada	7	Shri PVS Shyam Kumar Registrar I/C

Senate:

The Board of Governors is constituted as per the SPAs Act, 2014:

(a)	The Director of the School is the Chairman of the Senate, <i>ex-officio</i>	Prof. (Dr.) Minakshi Jain
(b)	Five persons, from amongst the educationists of repute or eminent professionals, who are not in the service of the School, nominated by the Chairperson of the Board of Governors.	To be nominated
(c)	A nominee of the Institute of Town Planners, India	Dr D S Meshram, President ITPI, New Delhi
(d)	A nominee of the Council of Architecture	Ar Rohit Jain, Council of Architecture
(e)	A nominee of All India Council for Technical Education	To be nominated
(f)	Dean in charge of academic, research, student affairs, faculty welfare and planning and development of the School	Prof Dr S Ramesh
(g)	All the Heads of the Department.	1. Dr Ayon Kumar Tarfadar, Head,

		Department of Planning 2. Shri S V Krishna Kumar Head, Department of Architecture
(h)	All Professors other than the Head of the Departments	Prof Dr Abdul Razak M
(i)	Four members of the teaching staff, representing Associate Professors and the Assistant Professors of the School, by rotation, for a period of two years.	1. Shri D Srinivas, Assistant Professor, Department of Architecture 2. Shri Ch Anil Kumar, Assistant Professor, Department of Architecture 3. Shri D Maqbool Ahmed, Assistant Professor, Department of Planning 4. Shri P Prasanth Vardhan, Assistant Professor, Department of Planning

BOARD OF STUDIES (DEPARTMENT OF PLANNING)

Sl. No.	Name & Address	Designation
1.	Prof. Dr. Abdul Razak Mohamed Dean (Faculty welfare) and Professor, Department of Planning, SPAV	Chairman
2.	Dr. Natraj Kranthi.	Member

	Associate Professor, SPAV	
3.	Dr. Ayon K. Tarafdar Associate Professor, Head Department of Planning SPAV	Member
4.	Mr. Prasanth Vardhan Assistant Professor, SPAV	Member
5.	Mr. Maqbool Ahmed D. Assistant Professor, SPAV	Member
6.	Prof. Dr Krishne Gowda Professor of urban & Regional Planning Institute of Development Studies, Univeristy of Mysore	Member
7.	Dr. S.K. Kulushestra AO-27, Shalimar Bagh, Delhi - 110088	Member
8.	Dr. Neera Agnimitra Associate Professor, Department of Social Work University of Delhi	Member
9.	Dr. Surinder Aggarwal A 501 Mansara Apartments, Vasundhara Enclave, Delhi	Member
10.	Dr. Ratoola Kundu Assistant Professor, School of Habitat Studies, Tata Institute of Social Science, Mumbai-400088	Member
11.	Dr. S.P. Bansal 1/5 Schoobd Pratab Ashram, Lashka	Member

Note: The tenure of the above committee has expired. Constitution of the new committee is in process.

BOARD OF STUDIES (DEPARTMENT OF ARCHITECTURE)

Sl. No.	Name & Address	Designation
1.	S.V. Krishna Kumar Head, Department of Architecture,	Chairman

	SPAV	
2.	Prof. Dr. S. Ramesh Dean of Studies, SPAV	Member
3.	Mr. Anil Kumar Ch Assistant Professor, SPAV	Member
4.	Mr. Naga Satyanarayana Murthy Assistant Professor, SPAV	Member
Academic Members		
5.	Prof. Dr. Shishir Rawal Head, Faculty of Technology & Engineering The Maharaja Sayahirao University of Baroda Pratapgunj, Vadodara, Gujarat Ph: 0265 2788814 e-mail: inmsuarchisir@gmail.com	Member
6.	Prof. Paul Director Kamala Raheja Vidyanidhi Institute of Architecture and Environmental Studies Vidyanidhi Bhawan II, Vidyanidhi marg, JVPD Scheme Mumbai-400049, Maharashtra, India Ph: 91 -22 26700918	Member
7.	Dr. Leon A. Morenas Associate Professor, Department of Architecture School of Planning and Architecture 4-Block B, I.P. Estate, New Delhi e-mail: morenas@spa.ac.in	Member
Expert Members		
8.	Prof. A G K Menon N-48, Panchsila Park New Delhi-1100017 Phone : 011-	Member
9.	Mr. Dean D' Cruz Mozaic, 1 Design Valley	Member

	Alto Porvorim, Bardez Goa-403521 Ph: 0832-2410417	
10.	Dr. Priyaleen Singh Professor of Architectural Conservation School of Planning and Architecture 4-Block B, I.P. Estate New Delhi Priyaleen.delhi@gmail.com	Member

Purchase Committee

S.No.	Name	Designation
1.	Dr Ayon Kumar Tarafdar Head, Department of Architecture	Chairman
2.	Mr. Ch. Anil Kumar Assistant Professor, Dept. of Architecture	Member
3.	Mr. D. Srinivas Assistant Professor, Dept. of Architecture	Member
4.	Mr. AL Valliappan Assistant Professor, Dept. of Planning	Member
5.	Shri P V Shyam Kumar Registrar I/c	Member Secretary

Central Library Advisory and Purchase Committee (CLAPC)

S.No.	Name	Designation
1.	Mr. Venkata Krishna Kumar Sadhu Associate Professor, Head Department of Architecture	Member

2.	Mr. Deen Maqbool Ahmed Assistant Professor, Department of Planning	Member
3.	Dr. YS RAO, Deputy Librarian Central Library	Convener

Women Cell

Sl. No.	Name	Designation
1.	Smt. Jagath Kumari Asst. Professor, Architectue Dept.	Chairperson
2.	Mr. Prasanth Vardhan Asst . Professor, Planning Dept.	Member
3.	Ms. Neelam Bhatt Multi Skill Assistant	Member
4.	Ms. M.Tabhitha Lecturer, Andhra Loyola College	Member
5.	Ms. Saraswathi Raju Lyer HoD, Dept. Of Sociaology & Social Work Acharya Nagarjuna University	Member

Record Officer :

S.No.	Name	Designation
1.	P.V.S.Shyam Kumar	Assistant Registrar (Admn.) SPA Vijayawada

DRC-Architecture

S.No.	Constitution (as per PhD Academic Rules)	Member
1	Chairman	Prof. Dr. Ramesh Srikonda Professor, Dean of Studies Department of Architecture SPA Vijayawada
2	Member	Prof. Dr. Abdul Razak Mohamed Dean (Faculty welfare) Professor

		(Planning) and Coordinator of Research Programme SPA Vijayawada
3	Member	Prof. Dr. Shovan K Saha Dean, Sarada University, Greater Noida
4	Member	Prof. Dr. T. Srinivas Professor, Department of Architecture NIT Tiruchiappalli
5	Member	Professor/Associate Professor (To be nominated)
6	Members	Research Supervisor / Guide

DRC-Planning

S.No.	Constitution (as per PhD Academic Rules)	Member
1	Chairman	Dr. Ayon Tarafdar Associate Professor and Head, Department of Planning, SPAV
2	Member	Prof. Dr. Abdul Razak Mohamed Professor (Planning) and coordinator of Research Programme SPA Vijayawada
3	Member	Prof. Dr. souvanic Roy Professor, Department of Architecture, Town and Regional Planning, IEST, Shibpur, Bengal
4	Member	Prof. Dr. Mahavir Professor, SPA Delhi
5	Member	Dr. Natraj Kranthi Associate Professor, Department of Planning, SPAVijayawada
6	Member	Research Supervisor/Guide

Joint DRC

S.No.	Constitution (as per PhD Academic Rules)	Proposed Member
1	Chairman	Prof. Dr. Abdul Razak Mohamed Professor and Head Department of Planning, Dean of Studies, SPAV
2	Member	Prof. Dr. Ramesh Srikonda Professor and Head, Department of Architecture, SPAV
3	Member Secretary	Dr.Natraj Kranthi Associate Professor, Department of Planning Coordinator of Research Programme, SPAV
4	Member	Prof. Dr. Krishna Gowde Director, Mysore Institute of Development Studies University of Mysore
5.	Member	Prof. Dr. Ranjit Mitra Professor, Department of Urban Design SPA Delhi
6.	Member	Prof. Dr. Binayak Choudhury Profesor, Department of Planning, SPA Bhopal
7.	Member	Prof. Kulbhushan Jain Rtd. Professor, CEPT Ahmedabad

Note: The tenure of the above committee has expired. Constitution of the new committee is in process.

Board of Moderators (Department of Architecture)

Sl. No.	Designation	Name of the Person	Remarks
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1.	Dean of Studies	Prof. Dr. S. Ramesh	Chairperson
2.	Head, Dept. of Architecture	S.V. Krishna Kumar	Member
3.	Faculty of a sister Department, appointed by the Director	Shri Prasanth Vardhan, Dept. of Planning	Member
4.	One member appointed by the Director	Shri G. Karteek	Member
5.	Registrar/CoE	Shri P V S Shyam Kumar	Secretary

Board of Moderators (Department of Planning)

Sl. No.	Designation	Name of the Person	Remarks
1.	Dean of Studies	Prof. Dr. S. Ramesh	Chairperson
2.	Head, Dept. of Planning	Dr. Ayon K Tarafdar	Member
3.	Faculty of a sister Department, appointed by the Director	Prof.Dr. Tathagata Chatterjee, Dept.of Architecture	Member
4.	One member appointed by the Director	Shri D. Srinivas	Member
5.	Registrar/CoE (Examinations)	Shri P V S Shyam Kumar	Secretary

Alumini Association

Sl. No.	Designation	Name of the Person
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1.	Dean of studies	Prof Dr S Ramesh
2.	President	Mr.B.N. Manjunadh
3.	Vice- President	Shri Abhijit Kumar
4.	Secretary	Ms. Anuja Rawat
5.	Treasurer	Mr. Saridi Gautam Ratna Kumar
6.	Joint-Secretary	Vacant
7.	Co-Ordinator Alumni Affairs	Mr.U. Vijayanand

Note: The tenure of the above committee has expired. Constitution of the new committee is in process.

The Board of Governors - Powers and Functions:

Powers of the Board (As per Model Statue Section 5)

In addition to the powers provided under sub-section (1) of section 13 of the Act, the Board shall be empowered:

- (i) To abolish, re-designate or change the nomenclature of any post in the school; except for posts mentioned in the SPA Act.
- (ii) To make, modify or cancel the statutes with the approval of the visitor from time to time;
- (iii) Provided that the new Statute, additions or amendments in existing Statutes shall be applicable only after the assent of the Visitor: and to make, modify and cancel all or any ordinances on recommendation of the Finance Committee or Senate of the School subject to the condition that making, modification and cancellation shall not be in contravention of the Act and (or) Statutes.

Powers of the Chairperson, Board of Governors (As per Model Statue Sec 14)

In addition to the powers provided in the act, the Chairperson of the Board of Governors shall have the following powers, namely:

- (i) He shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which the appointments can be made by the Board under the provisions of the Act:
- (ii) He shall have the power to send members of the staff, except the Director of the School for training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time. Incidentally, the visit abroad by the Director shall be approved by the Chairman, School of Planning and Architecture Council.
- (iii) He shall execute the contract of service between the institute and the Director on behalf of the Central Government, but he shall not be personally liable of anything under such contract; and
- (iv) In emergent cases, the Chairperson may exercise the powers of the Board and inform the Board of the action taken by him for confirmation and ratification.

The Chairman

The Chairman of the Board of Governors is appointed by the MoHRD, Government of India and he/she convenes and presides over the meetings of the Board.

The Director

Subject to the supervision, superintendence and control of the Board of Governors, the Director shall be the principal academic and executive officer of the School and shall be responsible for the day to day management of its activities and overall academic functioning and administration of the School. She/he shall discharge these responsibilities in accordance with the rules and regulations and bye-laws of the School. In case of an emergency, she/he may take such action as may be necessary with the approval of the Chairman and report to the Board, at its next meeting. It shall be the responsibility of the Director to see that all moneys

are spent for the purpose for which they are granted or allotted. He/She shall be the custodian of the records and such other property of the School as the Board may commit to his/her charge.

Subject to the provisions of the Rules, Regulations, and the Bye-laws made there under, the Director shall, inter-alia, exercise the following functions and powers:

All expenditure within the budget grant shall be approved and sanctioned by the Director, or a member of the staff to whom he/she may delegate this power with the approval of the Board; provided that such expenditure does not exceed the limits specified in the bye-laws, if any. The Director shall also have the power to make re-appropriation of funds / allocations subject to the following conditions:

- Re-appropriation to augment the provisions under the head "Salaries and Allowances" shall require the prior consent of the Board.
- No re-appropriation shall be made from Capital to Revenue Head and vice-versa, without the prior approval of the Board.
- Re-appropriations within the heads of Capital Expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Board.
- Submit the accounts, the budget estimates and other proposals of the School to the Board for its consideration.
- Conduct all official correspondence on behalf of the School and the Board.
- Convene meetings of the Board with the approval of the Chairman.
- Keep or cause to be kept, proper records and minutes of the proceedings of the Board meetings and the General Meeting of the School and be responsible for implementation of the resolutions passed by the Board.
- Assign tasks to the staff members of the School, manage the undertaking of these tasks and exercise overall control including disciplinary control.

- To participate or nominate members of staff to participate in national conferences and in international conferences in the areas of interest of the School.
- Execute all contracts; deeds and assurances of property made on behalf of the School after obtaining the approval of the Board.
- Draw, make, accept, and endorse cheques, notes or other negotiable instruments for the purpose of the School in terms of delegation by the Board.
- Re-delegate some of his/her powers to any of his/her subordinates, with the prior approval of the Board.
- Exercise such other powers as may be assigned to him/her by these Rules, Regulations and Bye-laws framed there under.

**The Registrar of the School:
Powers and Duties**

The Registrar shall act under the administrative control of the Director and shall:

- Act as Secretary to the Board of Governors.
- Be responsible for arranging the meetings of the Board and various committees and sub-committees.
- Be responsible for keeping records and minutes of all meetings of the General body, Board and various Committees and Sub-Committees.
- Act as confidential, constitutional and continuing adviser to the Director and the School as a whole.
- Make correspondence on behalf of the School.
- Be responsible for safe custody of all documents and records relating to the School.

The Finance Committee - Powers and Functions:

The Finance Committee shall generally assist the Board by way of recommendations on the budget of the School. The Committee shall perform the following functions:

- Examine and scrutinize the annual budget of the School prepared by the Director and make recommendations to the Board.
- Give its views and make its recommendations to the Board either on the initiative of the Board or of the Director or on its own initiative on any financial matter affecting the School.
- Perform such other functions / duties as may be assigned to it by the Board.

The Building and Works Committee- Powers and Functions:

The Building and Works Committee shall perform the following functions:

- It shall be responsible for construction of all major capital works after securing the necessary administrative approval and expenditure sanction from the Board.
- It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the grant placed at its disposal for the purpose.
- It shall cause to prepare estimates for the cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- It shall be responsible for making technical scrutiny as may be considered necessary by it.
- It shall have the power to settle rates not covered, by the tender and settle claims and disputes with contractors.
- It shall perform such other functions and duties as may be assigned to it by the Board.

The Senate - Powers and Functions:

Powers of the Senate (As per Model Statue Section 8)

In addition to the powers provided in the SPA Act, 2014, the Senate shall have the power to:

- (i) Frame and revise curricula and syllabi for the courses of studies for the various Department and centres.
- (ii) Make arrangements for the conduct of examinations; appointment of examiners, moderators, tabulators and other matters relating to the examinations.
- (iii) Declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations **to the Board regarding** conferment or grant of degrees, diplomas and other academic distinctions or titles;
- (iv) Appoint Advisory Committees or Expert Committees or both for the Departments or Centres of the school to make recommendations on academic matters connected with the working of the Departments or Centres.
- (v) Appoint Committees from amongst the members of the Senate, other teachers of the School and experts from outside to advise on such specific and important academic matters as may be referred to any such Committee by the Senate:
- (vi) Consider the recommendations of the Advisory Committees attached to various Departments or Centres and that of Expert and other Committees and take such action (including the making of recommendations to the Board) as warranted by each case:
- (vii) Make periodical review of the activities of the Departments or Centres and take appropriate action (including the making of recommendations to the Board);
- (viii) Supervise the working of the Library of the School;
- (ix) Promote research and academic development or activity within the School and seek reports on such research or academic development or activity from the persons engaged therein;
- (x) Provide for the inspection of the class rooms, laboratories, library and the residential hostels;
- (xi) Plan and supervise co-curricular activities of the students of the school;
- (xii) Award stipends, scholarships, medals and prizes and make other awards in accordance with such conditions as may be attached to the awards;

- (xiii) Make recommendations to the Board with regard to the creation or restructuring of Departments or Programmes or Centres and the abolition of existing Departments or Centres thereof;
- (xiv) Make recommendations to the Board to disseminate knowledge through distance learning mode to various parts of the State or country or abroad; and
- (xv) Invite up to two student representatives during discussion of general nature not involving policy or disciplinary matters in the Senate meetings.

Powers and Duties of other Officers and Employees of the SPA V

(a) ADMINISTRATION

Deputy Registrar

Guide and supervise the work of Assistant Registrar/Section Officers dealing with Finance and Establishment matters.

Assistant Registrars

Guide and supervise the work of Assistants & Accountants dealing with Finance, Admission, Examination and Establishment matters etc.

Accountants/Multi-Skill Assistants

They work under the orders and supervision of the Assistant Registrars and are responsible for the work entrusted to them. Where the line of action on a case has already been identified by the higher officer, he will put up a note keeping in view the following points:

- to see whether all facts open to check have been correctly stated;
- to point out any mistakes or incorrect statement of the facts;
- to draw attention, wherever necessary, to precedents or Rules and Regulations on the subject;
- to bring out clearly the question under consideration and suggest a course of action wherever possible.

(b) ACADEMIC

Heads of Departments

They are responsible for overseeing the working of both academic and non-academic staff of their department. They prepare and issue time table of the Courses, conducted by the department and forward them to the Director/Dean of Studies for inter-departmental co-ordination. All proposals and programmes including academic matters of the department are also forwarded by them to the Director/Dean for inter-departmental co-ordination. They arrange for monitoring and evaluation work and bring out periodically brochures of the department on the research activities in consultation with the Director.

Professors/ Associate Professor /Assistant Professors

Teach and guide the undergraduate, post graduate students and also research scholars and are directly reporting to the respective Heads of the Department with regard to the academic activities and also progress of the students. Any other academic/administrative work may be assigned to them by the Competent Authority of the School.

Librarian

Librarian is in-charge of the library of the School. He/ She is required to maintain catalogue of books, inventory of library materials, and issue of books to faculty, staff and students.

i) Procedure followed in the decision making process, including channels of supervision and accountability

School of Planning and Architecture, Vijayawada has its Memorandum of Association defining therein the authority, responsibility and duties of the various bodies of the School and the Officers. The School also follows general principles and guidelines of the Government of India issued from time to time, in regard to the processing and disposal of cases.

Generally under the Institutional chart, the following is the channel:

Board of Governors > Director > Registrar > Dy. Registrar > Assistant Registrar > Assistant/ Dealing hand

The SPAV has Academic Council to deal with academic matters, Finance Committee for financial matters and Board of Governors generally deals with the responsibilities for dealing with the management of the affairs and overall policy matters of the School.

j) Norms for the discharge of its functions:

The School follows norms set up for various items of work as laid down in the Memorandum of Association and rules framed from time to time by Ministry of Human Resources Department, Ministry of Personnel, Public grievances and Pensions, CVC, and other guidelines, circulars, instructions laid down by the School, Board of Governors, Building and Works Committee and various other committees set up by the Board. For day to day functioning of various units in the School the time limits for disposal of important receipts are fixed by the senior officials at dak stage wherever needed. The time limit for disposal of cases depends upon their nature and various levels involved in taking necessary decisions. The Board of Governors frame regulations for dealing various aspects which are generally followed in disposing of cases.

k) Rules, Regulations, Instructions, Manuals and Records held by the School or under its control or used by its employees for discharging its functions

The School is following the Rules & Regulations framed under the Memorandum of Association. The Bye-laws and Manuals are under preparation.

l) Statement of the categories of documents that are held by the School or under its control

The School is maintaining various documents as per the Memorandum of Association and General Financial Rules of Govt. of India.

m) Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of Institute's policy or implementation thereof

The Board of Governors of the School consists of two experts from the professions of Architecture, Town Planning, Landscape Architecture and Urban Design nominated by the Govt. of India. Two representatives of the Teachers, a representative of the Alumni Association and two representatives of the elected Students Council also represent on the Board. Further, as an Autonomous Institution, the policy instructions are generally issued by the Ministry of Human Resource Development through due process of consultation with necessary Government machinery and public consultation system.

n) Statement of Boards, Councils, Committees, or other Bodies

Statement of Boards, Councils, Committees, or other Bodies consisting of two or more persons constituted as a part of the School or for the purpose of its advice and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

S.No.	Name of the Board / Council / Committee / Other Bodies	Whether meetings of these Bodies open to public	Whether minutes of their meetings accessible to public
1.	Board of Governors	-No-	Yes
2.	Academic Council	-No-	Yes
3.	Purchase Committee	-No-	Yes
4.	Finance Committee		
5.	Buildings and Works Committee	-No-	Yes
6.	Anti Ragging Committee	-No-	Yes
7.	Selection Committee for	-No-	Yes

	recruitment, etc.,		
8.	Any other Committee appointed by BoG		
	a. Doctoral Committee	-No-	Yes
	b. Moderation Committee	-No-	Yes
	c. Board of Studies i) Dept. of Architecture ii) Dept. of Planning		

9. Directory of officers and employees of the Institute

Director Office

S. No.	Land Line No.	Officer/ Individual / Dept./ Section	Designation
1.	2469-444	Prof. (Dr.) Minakshi Jain	Director
2.	2469-440	Prof. (Dr.) Minakshi Jain	Director (FAX Line)
3.	2469-445	PA to Director	PA to Director

Registrar Office & Administration

S. No.	Land Line No.	Officer/ Individual / Dept./ Section	Designation
1.	2469-446	Shri. P V S Shyam Kumar	Registrar I/C
2.	2469-447	Shri. Shyam Kumar P.V.S.	Assistant Registrar
3.	2469-451	Shri. Shyam Kumar P.V.S.	Assistant Registrar (FAX Line)
4.	2469-442	Smt. Ch. Sailaja	Assistant Registrar (Academic)
5.	2469-468	Shri. Pramod	Assistant Engineer
6.	2469-450	Shri. Pavan Kumar Vishnubhatla	Accounts Section
7.	2469-487	Shri. Prasad	Internal Auditor
8.	2469-449	Shri. Janardhana Reddy Manukonda	Multi-Skill Assistant, Establishment Section
9.	2469-448	Examination Section	Examination Section
10.	2469-472	Academics	Academic Section
11.	2469-476	Carpentry & Model Making	Carpentry & Model Making Room

		Room	
12.	2469-467	Security	Security

Architecture

S. No.	Land Line No.	Officer/ Individual / Dept./ Section	Designation
1.	2469-452	Prof. Dr. Ramesh Srikonda	Dean of Studies
2.	2469-455	Shri. Venkata Krishna Kumar Sadhu	Associate Professor & Head, Dept. of Architecture
3.	2469-453	Department of Architecture	PA to HoD Architecture
4.	2469-456	Smt. Jagath Kumari Dungi	Assistant Professor
5.	2469-457	Shri. Karteek Guturu	Assistant Professor
6.	2469-458	Shri. Anil Kumar Chilakapati	Assistant Professor
7.	2469-459	Shri. Nagaraju Kaja	Assistant Professor
8.	2469-460	Shri. Naga Satyanarayana Murthy Ranga	Assistant Professor
9.	2469-483	Shri. Daketi Srinivas	Assistant Professor
10.	2469-461	Shri. Myneni Kranti Kumar	Assistant Professor
11.	2469-497	Dr. C. Faiz Ahmed	Assistant Professor
12.	2469-480	Shri. Milind Ashok Kamble	Assistant Professor
13.	2469-480	Shri. Madhava Rao	Assistant Professor
14.	2469-492	Smt. B.N. Keerthi Naidu	Assistant Professor
15.	2469-492	Ms. P. Vanitha	Assistant Professor
16.	2469-489	Ms. Samiksha Srichandan	Assistant Professor
17.	2469-469	Shri. Soumajyothi Das	Assistant Professor
18.	2469-469	Shri. Karthik Ch	Assistant Professor
19.	2469-454	Shri. Mohan Vamsi	Assistant Professor
20.	2469-454	Shri. K. Naga Viswatej	Assistant Professor
21.	2469-485	Ms. P. Sitha Mahalakshmi	Assistant Professor
22.	2469-443	Shri. Pushpendra Kumar	Assistant Professor
23.	2469-443	Shri. Yogesh. J. Parekh	Assistant Professor

Planning

S. No.	Land Line No.	Officer/ Individual / Dept./ Section	Designation
1.	2469-464	Dr. Ayon Kumar Tarafdar	Associate Professor & Head, Dept. of Planning
2.	2469-463	Department Of Planning	PA to HoD Planning

3.	2469-462	Prof. Dr. Abdul Razak Mohamed	Professor
4.	2469-473	Dr. Natraj Kranthi	Associate Professor
5.	2469-465	Shri. Valliappan AL	Assistant Professor
6.	2469-474	Shri. Prasanth Vardhan	Assistant Professor
7.	2469-479	Ms. Shweta Sharma	Assistant Professor
8.	2469-482	Shri. Maqbool Ahmad	Assistant Professor
9.	2469-478	Ms. Shaik Aayyesha Begum	Assistant Professor
10.	2469-471	Ms. Jyolsna Pai	Assistant Professor
11.	2469-470	Shri R. Rajeev	Assistant Professor
12.	2469-470	Shri Dikshant Meshram	Assistant Professor
13.	2469-493	GIS Lab	GIS Lab

Library

S. No.	Land Line No.	Officer/ Individual / Dept./ Section	Designation
1.	2469-466	Dr. Y. Srinivasa Rao	Dy. Librarian
2.	2469-512	Library Circulation Section	Library Circulation Section

Computer Centre

S. No.	Land Line No.	Officer/ Individual / Dept./ Section	Designation
1.	2469-461	Shri. Myneni Kranti Kumar	Faculty In-charge
2.	2469-441	Shri. Malaivel Govindan.K	System Administrator
3.	2469-511	IT Support Team	IT Help Desk

10 Monthly remuneration received by Institute Officials and employees:

S.No	Designation	Pay Scales + AGP/GP (pre-revised)
1	Director	75000(Fixed) + 5000 Special Allowances
2	Registrar	37400-67000 + 10000
3	Professor	37400-67000 + 10000
4	Associate Professor	37400-67000 + 9000
5	Associate Professor	15600-39100 + 8000
6	Assistant Professor	15600-39100 + 6000
7	Deputy Librarian	15600-39100 + 8000

8	Assistant Registrar	15600-39100+5400
9	System Administrator	15600-39100+5400
10	Assistant Engineer cum Project Officer (Civil)	9300-34800 + 4600
11	Accountant	9300-34800 + 4200
12	Multi Skill Assistant	9300-34800 + 4200
13	Junior Engineer (Civil)	9300-34800 + 4200
14	Library Assistant	5200-20200 + 2000
15	Lab Attendant	5200-20200 + 1800

11. Budget allocated to various important areas, agencies, indicating the particulars of plans, proposed expenditures and reports on disbursements made.

S . N o .	Head of Expenditure	Budget Estimate for 2015-16	Grants-in-aid received	Actual Expenses 2015-16
I.	<u>Salary</u>			
	a) Faculty	546.59	592.00	252.64
	b) Non-Faculty	290.62		82.27
	TOTAL	837.2		334.91

		1		
II	(i) Leave Encashment	3.45		27.48
	(ii) LTC	5.75		2.53
	(iii) Children Education Allowance	2.30		5.19
	(iv) Retirement Benefit	17.25		
	(v) Professional Development Allowance (PDA) [only for Technical Institute]	8.05		6.27
	(vi) Medical Treatment	5.75		4.36
	TOTAL	42.55		45.83
II I.	Pension & Pensionary Benefits			
	(i)			0.00

	Pension			
	(ii) Contribution to Pension Fund			0.00
	(iii) Contribution to New Pension Scheme	10.00		19.93
	TOTAL	10.00		19.93
I V .	Other recurring items			
	(i) Academic Expenses			207.50
	(ii) Administrative & General Expenses			486.86
	(iii) Transportation Expenses	728.10	744.00	5.83
	(iv) Repairs & Maintenance			18.89
	(v) Finance			0.05

	Costs			
	(vi) Other Expenses			24.86
	(vii) Prior Period Expenses			15.91
	TOTAL	728.10	744.00	759.85
V	Capital Expenditure			
	(i) Electrical Installation and equipment			0.37
	(ii) Plants & Machinery			0.22
	(iii) Scientific & Laboratory Equipment	5950.00	1645.78	24.11
	(iv) Computer & Peripherals			11.12
	(v) Furniture,			6.33

	Fixtures & Fittings			
	(vi) Library Books & Scientific Journals			2.50
	(viii) Books purchased under CPDA			0.04
	(ix) Capital Work-in-progress (SPAV Campus Buildings)			1943.35
	(x) Computer Software			2.61
	TOTAL	5950.00	1645.78	1990.65
	GRAND TOTAL	7557.86	2981.78	3151.17

12. Manner of execution of subsidy/ concessions programme/ schemes, including the amounts allocated and the details of beneficiaries of such programme.

1. School of Planning and Architecture, Vijayawada, awards scholarships for Under-graduate and Post -graduate students in Architecture and Planning under following categories:
 - a) GATE Scholarship based on valid GATE score card as per MoHRD norms.
 - b) Merit Scholarship Scheme based on performance only.
 - c) Merit Cum Means Scholarship scheme based on performance and family income.

Besides the above the School co-ordinate grant of scholarship from the following Agencies/Schemes:

- a) Central Government Scholarship Scheme for Top Class Education to Schedule Castes (SC) students of Under Graduate programmes (for B.Arch students)
- b) Central Government Scholarship Scheme for Top Class Education to Schedule Tribes (ST) students of Under Graduate programmes (for B.Arch students)
- c) Fee reimbursement for the students of domicile of Andhra Pradesh under Government of Andhra Pradesh Scheme.
- d) Merit cum means Scholarship for Minority communities Students (Govt. of Kerala, Minority Welfare Ministry)
- e) Merit cum means Scholarship for Minority communities Students (Govt. of Maharashtra, Minority Welfare Ministry)
- f) Post -matric scholarship Scheme of Govt. of Assam
- g) Prime Minister Scholarship for wards of Ex- service man
- h) Applications for N.E.C. Stipend of APST scholarship (Itanagar)
- i) Applications for Indian Oil educational Scholarship
- j) Applications for Japanese Government Scholarship
- k) Applications for Scholarship Scheme of National Handicapped Finance And Development Corporation
- l) Applications for Scholarship Scheme for Children of BSF serving/Deceased personnel Scholarship

Guidelines for award of scholarships

GATE/NET Scholarship

This scholarship is awarded to the P.G students of M.Plan and M.Arch programmes on the basis of valid GATE/NET score secured by them as per Government of India norms. Under this scheme, eligible GATE/NET qualified students will get scholarship @ Rs. 8000 per month per student. Students who are not getting any other scholarship / Stipend/ assistance from any other source are only eligible for this scholarship. At present the recipients of this scholarship are:

Sl. No.	Name of the Student	Course/ Year	Fresh/Renewal	Remarks
1	Mohammed Waseem	M.Plan	2013-15	
2	Chipade Pratiksha Madhukar	M.Arch	2014-16	
3	Haneen Pallathodi	M.Arch	2014-16	
4	Jaya sree T.K	M.Arch	2014-16	
5	Mangle Swapnil Suresh Rao	M.Arch	2014-16	
6	Sushanth. SJ	M.Arch	2014-16	
7	Anjana James	M.Plan	2014-16	
8	Rinosh Cherian Thomas	M.Plan	2014-16	
9	M.Michelle	M.Plan	2014-16	
10	Tikam Singh	M.Plan	2014-16	
11	Urimetla Venkata Swamy	M.Plan	2014-16	
12	Konala Sai Kiran	M.Plan	2014-16	

Scholarships other than GATE/NET

The School offers the following scholarships on the basis of Merit and Merit-cum-Means criteria:

<u>Course</u>	<u>Total sanctioned student intake</u>	<u>Merit category</u>	<u>Merit – cum – Means Category</u>	<u>Total Number of scholarships.</u>
B.Arch	75	2	7	9
B.Plan	30	1	3	4
M.Arch	20	2	2	4
M.Plan	20	2	2	4
Total	145	7	14	21

The number of merit-cum-means scholarships per batch will depend on the actual intake admitted in the programme.

Merit Scheme:

The scholarship for the first year will be awarded on the basis of performance in the first semester examination. This will be applicable for whole of first year and the amount of scholarship will be payable from the date of admission in the programme. For the second year, selection of candidates for scholarship will be done on the basis of the result of the first year i.e. cumulative performance of first and second semesters.

The candidates who have appeared in the GATE/NET examinations and received scores in order of merit will be eligible to apply for Scholarship under this scheme.

Merit Cum Means Scholarship Scheme particulars for PG students:

- a. Students with their Gross Annual family income of not more than Rs.3,00,000/ from all sources are eligible for applying for scholarship under this scheme.
- b. The candidates who have appeared in the GATE/NET examinations and received scores in order of merit and as per the income criteria laid down by the SPA, Vijayawada, will be eligible to apply under this scheme.
- c. Students applying under this scheme should submit income certificate issued by Revenue Authorities.
- d. The scholarship for the whole of first year will be awarded on the basis of performance in the first semester examination. For the second year, selection of candidates is on the basis of the result of the first year.
- e. Student should not be a recipient of any other scholarship or stipend from any other sources.

Scholarship Scheme particulars for PG students:

- i. Scholarships would be provided on annual basis.
- ii. Unsatisfactory progress / misconduct / unauthorized absence from the college during the course may result in discontinuation of scholarship/Fellowship.
- iii. The candidates who will be selected under merit and merit cum means scholarship scheme would receive 100% tuition fee waiver and a monthly stipend of Rs.5500 per month further subject to the

availability of funds and on the fulfilment of conditions for such award.

- iv. In order to be eligible to receive the scholarship, the student is required to submit an undertaking on a non-judicial stamp paper that in case he/she does not fulfil the conditions/criteria mentioned by the Government of India for GATE/NET scholarships and Institutes own Scholarship schemes, he/she will refund the entire amount of scholarship without any protest.
- v. The above scholarship schemes are subject of change from time to time as per SPA, Vijayawada, rules and regulations.

Eligibility Criteria for scholarship for UG students:

Merit Scheme: The Top scorer in B. Planning and 2 top scorers in B. Architecture in the current semester under consideration would be awarded scholarships, provided the students do not have any backlogs or carry over supplementary papers of previous semesters during the semester in consideration.

Means and Merit scheme:

- i. Students with annual gross family income Rs.2,50,000/- and below are eligible for applying for scholarships under this scheme.
- ii. The top 3 scorers in B. Planning and top 7 scorers in B. Architecture, in the current semester, fulfilling the family income requirement, would be considered for award of scholarship.
- iii. Students applying under this scheme would be required to substantiate their family income with income certificate issued by Revenue Authorities.
- iv. The student should not be a recipient of any other scholarship or stipend.

Scholarship Scheme particulars for UG students:

- i. The scholarship would be given for the academic year succeeding the academic year whose performance is under consideration on annual basis.
- ii. No scholarship is available for First Year students of B.Arch. or B. Planning. The scholarship scheme would be available from Second year onwards based on the cumulative performance in the preceding academic year.
- iii. The scholarship would provide 100% tuition fee waiver.

- iv. An additional amount of Rs. 1500 would be paid per student per month as stipend. The amount may be increased or decreased by the sanctioning authority depending on various schemes/directives of Government of India.

Central Government Scholarships

Top Class Education to SC students(by Min.of Social Justice,GoI)

Eligibility Conditions:

- 1) The parental income limit, for eligibility, is Rs.4.5 lakhs per annum (family income from all the sources)
- 2) The original income certificate has to be produced by the student applicant and the school can recommend the same along with utilization certificate for the amount sanctioned during the previous year.
- 3) The scholarship amount intended for Books & Stationary / Computer / Laptop shall be released on production of original bills.
- 4) 10 scholarships per annum are sanctioned to SPA,Vijayawada for B.Arch students under this scheme.

Components of the Scheme (SC Students):-

- i. Reimbursement/waiver off full tuition fee and other non-refundable charges
- ii. Living expenses @ Rs. 2200 per month per student subject to actual.
- iii. Books & stationary @ Rs. 3000 per annum per student subject to actual.
- iv. A latest computer with full accessories limited to @ Rs. 45000 per student one time.

The following are the particulars of students who are receiving assistance under this scheme for the year 2014-15:

Sl. No.	Name of the Student	Course/ Year	Fresh/ Renewal	Remarks
1	Mr. Jai Prakash	B.Arch	Renewal	
2	Mr. P.Somorjit Singh	B.Arch	Renewal	
3	Mr. Nitul Kumar Das	B.Arch	Renewal	

4	Mr. Narender Kumar Rao	B.Arch	Renewal	
5	Ms. B.V.Priya Darshini	B.Arch	Renewal	
6	Mr. Ravi Kumar D.V	B.Arch	Renewal	
7	Mr.Dilip Kumar	B.Arch	Renewal	
8	Mr. Bhooshan Shakya	B.Arch	Renewal	
9	Mr. Pastam Manoj Kumar	B.Arch	Renewal	
10	Mr.Bandela Meshak	B.Arch	Renewal	
11	Mr. Ravi Kumar Gaholt	B.Arch	Renewal	
12	Mr.C.P.Pratyush	B.Arch	Renewal	
13	Mr.Ankush Kumar	B.Arch	Renewal	
14	Mr. Meruga Sandeep	B.Arch	Renewal	
15	K.Surya	B.Arch	Fresh	
16	Naimisha Das	B.Arch	Fresh	
17	Allampalli Pradeep	B.Arch	Fresh	

Top Class Education to ST students(by Min.of Tribal Welfare,GoI)

- 1) The Parental income limit, for eligibility, is Rs.4.5 lakhs per annum (family income from all the sources)
- 2) The original income certificate has to be produced by the student applicant and the school can recommend the same along with utilization certificate for the amount sanctioned during the previous year.
- 3) The scholarship amount intended for Books & Stationary / Computer / Laptop shall be released on production of original bills.
- 4) Five scholarships are allotted to the B.Arch Students of SPAV under this scheme.

Components of the Scheme

- i. Reimbursement/waiver off full tuition fee and other non-refundable charges.
- ii. Living expenses @ Rs.2200 per month per student subject to actual.
- iii. Books & stationary @ Rs. 3000 per annum per student subject to actual.
- iv. A latest computer with full accessories limited to @ Rs. 45000 per student one time.

The following students are getting assistance under this scheme for the year 2014-15:

Sl. No.	Name of the Student	Course/Year	Fresh/Renewal	Remarks
1	Mitin Tayeng	B.Arch	Renewal	
2	Minishree Barkachary	B.Arch	Renewal	
3	Halavath Laxman	B.Arch	Renewal	
4	Monjit Deuri	B.Arch	Renewal	
5	Pravin Oraon	B.Arch	Renewal	
6	K. Gangadhara Rao	B.Arch	Renewal	
7	Banoth Ashok Kumar	B.Arch	Renewal	
8	Nirvaan Dukpa	B.Arch	Fresh	
9	Gaurav Das Swer	B.Arch	Fresh	

NHFDC Scholarships for Differently Abled Students:

Under this scheme assistance will be given by Government of India to those students who are differently abled for pursuing Technical Education

- 1) Financial assistance for Maintenance, purchase of books / stationery, and grant for purchase of assistive devices will be credited to the student's account. Non-refundable fees shall be reimbursed to the student on production of proof of deposit of fees or will be paid directly to the Institute under intimation to the student.
- 2) The annual income of the beneficiary/ parent or guardian of the beneficiary should not exceed Rs.3.00 lakh from all sources. However, preference shall be given to economically weaker student.

The following students are getting assistance under this scheme for the year 2014-15:

Sl.No.	Name of the Student	Course/Year	Fresh/Renewal	Remarks
1	Ragala Poojotha	4 th B.Arch	Renewal	
2	Parveen Kumar	4 th B.Arch	Renewal	
3	Karri Shyam Kumar	2 nd B.Arch	Renewal	
4	B. Vinay Yadav	2 nd B.Arch	Fresh	

Financial Assistance to students from other Agencies:

Sl.No.	Name of the Student	Course/Year	Name of the organization

1.	Amlan Jyoti Pegu	4 th B.Arch	Postmatric scholarship(Renewal),Govt. of Assam-2014
2.	Arup Kumar Basumatary	5 th B.Arch	Postmatric Assam scholarship (Renewal)
3.	Savitri Kumari	3 rd B.Plan	Postmatric scholarship(Renewal),Govt. of Bihar -2014
4.	MD.Muzamil Hassan	1 st B.Plan	Postmatric Scholarship-2014 (Bihar)Fresh-2014
5.	Murtaza Ali	2 nd B.Arch	Minority Welfare-Merit cum means (Govt. of Maharashtra) /Fresh-2014
6.	Anees Ahammed R.C	2 nd B.Arch	Minority Welfare-Merit cum means (Govt. of Kerala) /Fresh-2014
7.	Muqthar	4 th B.Plan	Minority Welfare-Merit cum means (Govt. of Kerala) /Fresh-2014
8.	Alex Francis	2 nd B.Arch	Minority Welfare-Merit cum means (Govt. of Kerala) /RENEWAL-2014
9.	Surjit KS	3rd B.Arch	Scheduled Caste Development Directorate, Thiruvananthapuram
10.	K. Hari Prasad	2 nd B.Arch	Prime Minister Scholarship/ Renewal
11.	K.Surya	1 st B.Arch	Prime Minister Scholarship scholarship/ Fresh-2014
12.	Edupuganti Mohita	2 nd B.Arch	Prime Minister Scholarship (Ex service man ward scholarship/ Renewal
13.	Adithya Pavithran	1 st B.Arch	INDIAN OIL educational Scholarship-2014 (fresh)
14.	Ch.Keerthana	1 st B.Plan	INDIAN OIL educational Scholarship-204 (fresh)
15.	Tenzin Dokar	5 th B.Arch	N.E.C.Stipend of APST scholarship (Itanagar) 2014 (Renewal)
16.	Dondup Tashi	4 th B.Arch	N.E.C. Stipend of APST scholarship (Itanagar-2014)

			Renewal
17.	M.Jhansi Rani	2 nd B.Plan	MHRD,Dept. of Higher Education,(CSSS for College & University students) Renewal application-2014
18.	Amar Jyoti	3 rd B.Arch	Application for scholarship for Technical Education (Railway appl. Renewal)

Fees Reimbursement Scheme of Govt. of Andhra Pradesh

- The student should not be a recipient of any other scholarship or stipend.
- Students of SPA, Vijayawada (Domicile of Andhra Pradesh) can avail the Fee Reimbursement (Scholarships sanctioned by Andhra Pradesh Government).

Eligibility:

- Students who belongs to the Economically Backward Classes(EBC) / BC students from economically weaker sections whose parental income is Rs.1,00,000/- and below can avail the scheme.
- Students who belong to the Scheduled Castes and Scheduled Tribes whose parental income is Rs.2,00,000/- and below can avail the scheme.

The applications of the following students are forwarded to the Govt. of Andhra Pradesh and orders are awaited:

S.N	Name of the Student	Course/Year	Fresh/Renewal	Remarks
1	Challa Siva Kumar	3 rd B.Arch	Renewal	
2	Konasani Sai Krishna	2 nd B.Arch	Renewal	
3	Kolli Rajesh	2 nd B.Arch	Renewal	
4	Bachala Aswitha	2 nd B.Arch	Renewal	
5	Mohammed Maaz Ali	3 rd B.Plan	Renewal	
6	Karumoju L N	2 nd B.Plan	Renewal	

	Sridhar Achari			
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1. Detailed information about the School is available on the website www.spav.ac.in

15. IT Infrastructure of the school:

The School of Planning and Architecture campus has the following IT infrastructure with wired and wireless (WI-FI) connectivity. The two Computer Labs are equipped with AUTOCAD and GIS. **Computers & Servers:**

S.N	Particulars	No of Computers
1.	AUTOCAD Lab	60 No's
2.	GIS Lab	10 No's
3.	Plotters	2 No's
4.	HP Proliant ML350e Gen8 Server	1 No

16. Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

The Central Library, SPA, Vijayawada serves as a creative and innovative unit of the Institute. It supports the teaching, learning and research activity of the Institute to meet the mission of the academic excellence. It is one of the special libraries in the field of Architecture and Planning. Presently, the library has a total collection of more than 4221 (as on 05.08.2016) books, CDs, reports, etc., Library subscribes around 130 print and electronic journals and magazines in the field of Architecture and Planning to promote the research activity. The library reading room is presently intended to serve the academic needs of faculty and students of the School only.

Overview of SPAV Library

Library Hours	Working Days	From 9.00 a.m. to 5.30 p.m.
	During Examination	From 9.00 a.m. to 7.00 p.m.
Book Collection	Books (Print) - Text and Reference Books	Around 4221 (as on 05.08.2016)
	E-books (Open Access)	Around 2000
Journal Collection	Print Journals	Around 100
	Online Journals	Around 30
Map Collection	Toposheets	Around 126
	District Maps	Around 15
Thesis Collection	M. Arch/ M.Plan/B. Arch/B.Plan	Around 262
E-Databases	Online Databases	Districtsofindia.com
		Indiastat.com
CD-ROM databases	CD-ROMs (including Census, ASI, NSSO Data etc)	Around 80
Project Reporter Online	Covers more than 100 projects	Published on 1st and 15th of every month.
Web-OPAC	Web-based Online Public Access Catalogue	Information Search and Retrieval
Library Software	LMS - LIBSYS 7	Check-in, Check-out, Renewal and Reservation
Information Services	Circulation Services	Provided to Users
	Reference Services	

	Scanning Services	
	CD-ROM Services	
	Electronic Document Delivery	
	Photocopying Services	
	Printout Services	

17. Names, designations and other particulars of the Public Information Officers:

In terms of Section 5(1) of the Right to Information Act, 2005, the following officers of the Institute are designated as Public Information Officer/Assistant Public Information Officer in respect of the specific subject matters mentioned against their names:

S. No	Name of the person	Date of occupation	Contact Nos
1	Appellate authority Prof. (Dr.) Minakshi Jain Director Email: director @spav.ac.in		Phone Office: 0866-2469444 Fax: 0866-2469440
2	Public Information Officer Shri.D.V.Ram Mohan Rao Email: dy.registrar@spav.ac.in	01.11.2014	0866-2469446
3	Asst. Public Information Officer Shri.P.V.S. Shyam Kumar Email: asst.registrar1@spav.ac.in	28.04.2013	0866-2469447

18. Anti- Ragging Squad

S. No.	Name	Designation
1.	Mr. K Nagaraju Kaja	Asst. Professor, Dept. of Architecture
2.	Ms. D Jagath Kumari	Asst. Professor, Dept. of Architecture

3.	Mr. Anil Kumar Ch.	Asst. Professor, Dept. of Architecture
4.	Mr. Maqbool Ahmed	Asst. Professor, Dept. of Planning
5.	Mr. P.V.S Shyam Kumar	Asst. Registrar

Anti- Ragging committe

Sl. No.	Name	Designation
1	Prof. Dr. Ramesh Srikonda	HOD(Architecture), Dept.of Architecture
2	Mr. K Nagaraju Kaja	Asst. Professor, Dept. of Architecture
3	Mr. D.Srinivas	Asst. Professor, Dept. of Architecture
4	Ms. D Jagath Kumari	Asst. Professor, Dept. of Architecture
5	Mr. Maqbool Ahmed	Asst. Professor, Dept. of Planning
6	Mr. A.L. Valliappan	Asst. Professor, Dept. of Planning
7	Mr. Prashant Vardhan	Asst. Professor, Dept. of Planning
8	Mr. Satyanarayana	Project Director, Arthik Samata Mandal (NGO), Vijayawada
9	Ms. Padmaja	Reporter, Enadu Telugu Daily Newspaper
10	Mr. Rehman Joni	Sub-Inspector, Patamata Police Station, Vijayawada

19. Committee on Sexual harassment against women at work place:

A Committee has been constituted in SPAV for “Prevention, Prohibition and Redressal of sexual harassment of women at work place” with the following:

Sl. No.	Designation	Name of the Person	Remarks
1.	Head	Ms. Swetha Sharma,	Asst. Professor, SPAV

2.	Member	Ms. D.Jagath Kumari	Asst. Professor, SPAV
3.	Member	Mr. Nagaraju Kaja	Asst. Professor, SPAV
4.	Member	Ms. Ch. Sailaja	Asst. Registrar, SPAV
5.	Member (NGO)	Ms.M.Tabhita	Lecturer, Andhra Loyola College
6.	Member	Ms. Saraswati Raju Iyer	HOD (Dept. of sociology & Scocial Work)

20. Particulars of Hostels:

The School is maintaining four hostels which are run under supervision of designated faculty member.

SPAV Hostel Addresses
SPAV Boys Hostel –Kanuri Warden: Dean Maqbool Ahmed Mob: 9032604094
SPAV Boys Hostel-Ashok nagar Warden: Shri. Ch. Anil Kumar Mob: 9640173953
SPAV Boys Hostel –Bharathi Nagar Warden: Shri. Nagaraju Mob: 9866255005
SPAV Girls Hostel- kanuru Warden: Jagath Kumari D Mob: 8500635927

SPAV Girls Hostel- Kranti
Warden : Jagath Kumari D
Mob:8500635927

15. REGULATIONS FOR THE WEEDING OF OLD RECORDS

Regulations:

a. Financial, Administrative, Academic & Examination Records

The destruction of records (including correspondence) connected with Financial, Administrative, and Academics & Examination records shall be governed by the following regulations:

1. The following records shall on no account be destroyed:
 - i. Records connected with expenditure which is within the period of limitation fixed by law.
 - ii. Records connected with expenditure on projects scheme or works not completed, although beyond the period of limitation.
 - iii. Records connected with claims to services and personal matters affecting persons in the service except as indicated in the enclosed Annexure.
 - iv. Orders and sanctions of the permanent character, until revised.
2. The Records enclosed shall be preserved for not less than the period specified against them.

S. No	Description of Record	Retention Period
1	Expenditure sanctions not covered by period of limitation	2 years. or one year after completion of audit whichever is later
2	Cash book maintained by D O	10 years
3	Contingent expenditure	3 years or one year after completion of audit whichever is later

S. No	Description of Record	Retention Period
4	Arrear claims including sanction for investigation	3 years or one year after completion of audit whichever is later
5	Papers relating to: GPF Membership	1 year
	-do- Adjustment of missing credits in GPF	1 year
	-do- Final withdrawal for GPF	1 year
	-do- GPF annual statements	1 year
	-do- GPF Nomination to be filed in Vol. II of service book	1 year after settlement of GPF account
6	T.A /Transfer T.A. claims	3 years or one year after completion of audit whichever is later
7	Budget Estimates/ Revised estimates	3 years
8	Service book of officials entitled for terminal benefits	3 years after issue of final pension/ gratuity payment order
9	Service book of other employees	3 years after they have ceased to be in service
10	Leave account of officials entitled for terminal benefits	3 years after issue of final pension/ gratuity payment order
11	Leave account of other employees	3 years after they have ceased to be in service
12	Service records relating to nomination for family pension/ DCR Gratuity	1 year after settlement of benefits
13	Service records relating to Seniority lists	3 years
14	Service records relating to Alteration of date of birth	3 years
15	Service record relating to admission of previous service not supported by authenticated service record E.g., through collateral evidence	3 years or one year after completion of audit whichever is later

S. No	Description of Record	Retention Period
16	Service record relating to verification of service	5 years
17	Expenditure statements of lower formations	Be weeded out at the end of the financial year
	-do – in respect of register of monthly expenditure	Be weeded out after the appropriation accounts for the year have been finalised
18	Surety bonds executed in favour of a temporary or a retiring Govt. Servant	3 years after the bond ceases to be enforceable
19	Pay Bill Register	35 Years
20	Office copies establishment pay bills & schedules in respect of periods for which pay bill register is not maintained	35 years
21	Office copies of schedules to the pay bills in respect of periods for which pay bill register is maintained	3 years or one year after completion of audit whichever is later
22	Acquaintance roll	3 years or one year after completion of audit whichever is later
23	Muster Rolls	3 financial years excluding the year of payment
24	Bill Register maintained in Form TR-28 A	5 years
25	Paid cheques returned by the bank to the Audit/ Accounts office	5years as in the case of counter foils of used cheques
26	Files, papers, documents relating to contracts, agreements, etc.	5 years after the contract/ agreement is fulfilled or terminated. In case of audit objections raised, till such time as the objection been cleared to the satisfaction of audit.

S. No	Description of Record	Retention Period
27	Sub-vouchers relating to the secret service expenditure	3 years after expiry of the financial year in which expenditure is incurred subject to completion of administrative audit and issue of audit certificate.
RECORDS RELATING CLAIMS TO SERVICE AND PERSONAL MATTERS		
28	Creation and classification of posts: continuance/ revival of posts	1 year Subject to particulars being noted in the establishment register
	-do- Conversion of temporary posts	10 years Subject to particulars being noted in the establishment register
	-do- Creation of posts	10 years Subject to particulars being noted in the establishment register
	-do- Revision of Scales of Pay	Permanent. Subject to particulars being noted in the establishment register
	-do- upgrading of posts	10 years Subject to particulars being noted in the establishment register
29	Review for determining suitability of employees for continuance in service Establishment / Sanction Register	Permanent. For any reason the register is re-written, the old volume to be kept for three years.
30	Arbitration and litigation cases	3 years. Subject to the file not being closed until the award becomes final in all respects or final decision in appeal/revision
31	Recruitment: Condo nation of break in service	5 years Subject to suitable entry being made in service record and authenticated copy kept in Vol. II of personal file
32	Advance :Rules relating to all advances/ loans to staff framed	Permanent, weeding out the superseded ones as and when

S. No	Description of Record	Retention Period
	from time to time; and sanction orders relating to advances such as Car advance, Festival advance, GPF advance, House Building Advance, etc.	they become obsolete. Subject to suitable entries made in the registers maintained for the purpose, copies of sanction orders placed in personal files and Mortgage register and agreements kept separately under safe custody for the period of their currency
	Advance: T A advance, LTC advance, any other advance	1 year.
33	Retirement/ Pension: Rules and Orders	Permanent, weeding out the superseded ones as and when they become obsolete
	-do- Pre-verification of pension cases	3 years
	-do-In-valid pension/Family pension /other pensions	Till one year after the last beneficiary entitled, ceases to receive or 5 years whichever is later
	-do-Gratuity/ Commutation of pension	15 years
ACADEMIC AND EXAMINATION RECORDS		
34	Correspondence with Heads of Departments regarding courses of reading and related matters	Permanent
35	Syllabi of the courses of reading	Permanent
36	Files relating to delegation of powers of Director, Registrar, Dean of Studies and Heads of Departments	Permanent
37	Admission / Enrolment Register	Permanent
38	Personal files of Students	Twenty years
39	Time- Table and test Schedules of UG and PG courses	Five years
40	Files relating to cultural exchange programmes of India and abroad	Five years
41	Files relating to printing of information bulletin – academic calendar	Five years

S. No	Description of Record	Retention Period
42	Recognition of courses file	Permanent
43	Prize Distribution file	Five years
44	Correspondence with U G C	Five years
45	Entrance test question papers, if any conducted by the institute	Five years
46	Application forms for admission to Examination	Five years
47	Application forms for enrolment of ex-student	Five years
48	Files relating to enrolment of casual students	Five years
49	Files relating to appointment of part-time faculty	Five years
50	Files relating to Educational Tours etc.	Five years
51	Files relating to the staff detailed for duty during vacation	Three years
52	Correspondence with Ministry, U G C etc. on admission, examination and academic matters	Three years
53	Files relating to refund of fees	Three years
54	Dealing admission files	Three years
55	Files relating to forwarding of information bulletins, academic calendar etc. to University/Institution etc.	Three years
56	Information bulletin & prospectus	Year-wise bulletins 5 copies each to be sent to library for reference
EXAMINATIONS:		
57	Printed question papers relating to all examinations, bound volumes to be retained in the library	Permanent
58	Result Register and tabulated results	Permanent
59	Institution of medals, prizes etc., Rules and regulations thereon	Permanent
60	Files relating to unfair means	Permanent

S. No	Description of Record	Retention Period
61	Certificate issue register	Permanent
62	Files relating to scheme of examinations	Permanent
63	Award books from examiners	Ten years
64	Files relating to Moderation of Results	Five years
65	Report of examiners regarding performance of candidates	Five years
66	Files relating to issue of records, diplomas, certificates, application forms etc.,	Five years
67	Files relating to Award of scholarships, fellowships, medals and prizes	Five years
68	Files relating to examinations conducted on behalf of other authorities	Five years
69	Practical training certificate files and correspondence	Five years
70	Cases relating to exemption from compulsory test in Hindi	Five years
71	Confidential list of candidates appearing at the examinations	Three years
72	Files relating to appointment of examiners, acceptance and related items	Three years
73	Files relating to appointment of the moderators for question papers/ declaration of results	Three years
74	Conduct of Examinations, Challans, Despatch memos, and seating plans	Three years
75	Files relating to distribution of answer scripts to examiners	Three years
76	Date sheet for Examinations	One year
77	Checking of results, correspondence, applications received thereof and reports	One year

S. No	Description of Record	Retention Period
78	Files relating to supply of marks to candidates	One year
79	Files relating to Convocation	One year
80	Correspondence files relating to examinations	One year
81	Files relating to Jury panel for examinations	One year
82	Files relating to conduct of examinations	One year
83	Files relating to notification of attendance of candidates and eligibility certificates received from HoDs	One year
84	Files relating to detention of candidates	One year
85	Files relating to remuneration to paper setters, examiners and office copies of bills etc.	One year
86	Files relating to examination remuneration to internal staff	One year
87	Files relating to writing of certificates and related matters	One year
88	Files relating to appointment of Superintendents for examinations	One year
89	Results- Spare copies	One year
90	Manuscripts of question papers	One year from the date of declaration of results
91	Corrected answer scripts received from the examiners	Three months from the date of declaration of results. In case of any dispute, one year after dispute is resolved
92	Entrance examination answer scripts	Three months from the date of declaration of results. In case of any dispute, one year after dispute is resolved

3. Full details shall be maintained permanently of all records destroyed from time to time.

4. While records may be reviewed and weeded out at periodical interval in the light of the retention periods prescribed to avoid their build-up, the attempt should be to weed out unnecessary records. In other words; the working rule should be "Weed as you go."
5. The retention period in the case of a file is to be reckoned from the year in which the file is closed (i.e. action therein has been completed) and not necessarily the year which it is recorded.
6. In the case of records other than files i.e., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
7. In exceptional cases, a record may be retained for a period longer than specified, if it has certain special features or such a course is warranted. In no case, shorter than the prescribed.
8. If a record is required in connection with disposal of another record, the former will not be weeded out until after all the issues raised on the latter have marked on the former may have expired in the meantime, in fact, the retention periods initially marked on such records should be reviewed and, where necessary, revised suitably.
9. Before destroying any pay bills/pay bill registers the services of the staff concerned should be verified and necessary entries recorded in the service book of the concerned.
10. Records not covered in the Rules will be decided by the Director on their merits and in the light of practice specified in G F R of the Government of India.

21. General Administration:

- ✓ Students are provided with Bus facility for pick up and dropping from various hostels to the SPAV Campus at Nidamanuru.
- ✓ CC cameras are installed in the campus and the hostels as a vigil to avoid disturbances and to check the security from time to time.
- ✓ Biometric attendance system has been installed to maintain punctuality among staff and students.

- ✓ A well-established Mess facility with proper kitchen aids has been provided in the Campus.