

CONFIDENTIAL

**SCHOOL OF PLANNING AND ARCHITECTURE : VIJAYAWADA**

Camp Office : Acharya Nagarjuna University, Nagarjuna Nagar, District Guntur (Andhra Pradesh)

Delhi Office: C/o School of Planning and Architecture, 4-Block-B, I.P. Estate,  
New Delhi - 110002 (Phone: 23724383) E-mail: shovanksaha2005@yahoo.co.in

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

24<sup>th</sup> December, 2009

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

Dear Sir / Madam,

I am directed to forward herewith the Minutes of the Fourth Meeting of the Board of Governors held on Friday, 18<sup>th</sup> December, 2009 at 12.00 noon in the New Committee Room, School of Planning and Architecture, New Delhi-110002.

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

Yours faithfully,

Encl.: As stated above.

  
( Dr. Shovan K. Saha )  
Director

24/12/09

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

SCHOOL OF PLANNING AND ARCHITECTURE: VIJAYWADA

MINUTES OF THE FOURTH MEETING OF THE BOARD OF GOVERNORS (BOG) OF THE SCHOOL OF PLANNING AND ARCHITECTURE, VIJAYAWADA HELD ON FRIDAY, 18<sup>TH</sup> DECEMBER, 2009 AT 12.00 NOON IN THE NEW COMMITTEE ROOM OF THE SPA, NEW DELHI.

Present:-

1. Prof. S.K.Khanna, Chairman
2. Shri D.S.Meshram, Member
3. Ar. Vinay Parelkar, Member
4. Dr. Dev Swarup, Member
5. Dr. Mahendra Raj, Member
6. Ar. Balbir Verma, Member
7. Shri Navin Soi, Member
8. Dr. Shovan K.Saha ,Director SPA-VW, Member
9. Prof.(Smt.) Neerja Tiku, Member
- 10.Prof. Ranjit Mitra, Director, SPA New Delhi (Special Invitee)

Principal Secretary, Department of Higher Education, Govt. of Andhra Pradesh, Representative of Technical Bureau, MHRD, Dr. D.K.Paliwal did not attend the meeting. Prof. (Dr.) M.V.Rama Seshu regretted his inability to attend the meeting due to pre-occupation.

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





ITEM NO.1: TO CONFIRM THE MINUTES OF THE THIRD MEETING OF BOARD OF GOVERNORS HELD ON 17<sup>TH</sup> NOVEMBER, 2009.

The Chairman informed the Members that the minutes of Third Meeting of Board of Governors held on 17<sup>th</sup> November 2009 were circulated to all members on 27<sup>th</sup> November, 2009. No comments on the meeting were received. The Chairman, however, again requested the members to offer comments, if any. To a query of a Member, the Board desired that the Director should request the ITPI for organization of a Seminar/Workshop early, to attract the students for opting to join B. Planning Course

With the above observations, the Minutes of the Third Meeting were confirmed.

ITEM NO.2: TO REPORT ACTIONS TAKEN ON THE MINUTES OF THE THIRD MEETING OF BOARD OF GOVERNORS HELD ON 17<sup>TH</sup> NOVEMBER, 2009.

The Board of Governors noted the actions taken on the Third Meeting of BOG held on 17<sup>th</sup> November, 2009.

ITEM NO.3: TO ADOPT THE PAY-SCALE OF THE POST OF DIRECTOR OF THE SCHOOL.

The Board adopted the pay-scale of the post of Director of the School as per the Recommendations of Sixth Pay Commission and resolved as under:-



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Resolution No.19: "Resolved to adopt the pay-scale of the post of Director of the School as Rs.75,000/- + Special Allowance of Rs.5,000/- per month, w.e.f. 4<sup>th</sup> August, 2009."

ITEM INO.4: TO CONSIDER THE RECOMMENDATIONS MADE BY THE SELECTION COMMITTEE FOR MAKING RECRUITMENT TO THE NON-TEACHING POSTS.

The Board noted that the interviews for the posts of Registrar and Personal Assistant were yet not held and decided that the interviews for these posts be conducted soon along with the other posts being sanctioned by the Govt. of India.

The Board approved the selection committee minutes with the provision that no candidate be appointed who are not eligible for the age relaxation as per Govt. of India rules. Thus the Board decided that all candidates who are over-aged be treated as deleted from the selection lists.

The Board approved the appointments as under:

For the post of Assistant Registrar

The Board approved the name of Shri Shyam Kumar Venkata Surya P. for the post of Assistant Registrar.

Assistant Engineer-cum-Project Officer (Civil)

The Board decided that since no one is found suitable, the post may be re-advertised.

Librarian

The Board decided that since no one is found suitable, the post may be re-advertised.

Accountants

The Board could not accept recommendations of the Selection Committee for appointment of Shri Kesavarao Vijaya P. to the post of Accountant since he had not applied for the post. The Board accordingly, decided to offer the post to the next two candidates in order of merit.

*[Handwritten signature]*

1. Sri. Pavan Kumar Visnubhatla
2. Sri. Vavaprasad Leela Pyripi

#### Multi -Skill Assistants

The Board approved that the following candidates be appointed in order of merit the three posts of Multi-Skill Assistants:-

1. Ms Neelam
2. Sri.Narender Singh Bisht
3. Sri.Janardhana Reddy Munukonda
4. Sri. Praveen Kumar Ramkuri

#### Lab. Attendant

The Board approved that offer be made to **Shri Narayana Venkata Valluru** for the post of Lab. Attendant

The Board observed that in future the screening of all the candidates who apply in response to the advertisement for faculty and non-faculty posts be done by a Screening Committee consisting of Director and one Member of the Board nominated by the Chairman, BOG

ITEM NO.5: TO CONSIDER REVISION OF PAY SCALES OF NON-TEACHING STAFF OF THE SCHOOL ON THE RECOMMENDATIONS OF SIX<sup>TH</sup> PAY COMMISSION.

The Board adopted the pay-scales of the non-teaching posts in the School as per the Recommendations of Sixth Pay Commission and resolved as under:-

Resolution No.20: "Resolved to adopt the pay-scales of the non-teaching posts in the School as per enclosed Annexure-I."

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ITEM NO.6: TO CONSIDER THE LETTER RECEIVED FROM REGISTRAR, ACHARYA NAGARJUNA UNIVERSITY TO VACATE THE PREMISES FROM THE ACADEMIC SESSION 2010-2011.

The Board considered the FAX letter dated 8<sup>th</sup> December, 2009 from the Registrar, ANU addressed to the Secretary, Higher Education, MHRD, conveying its inability to continue providing accommodation for SPA, Vijayawada from the Academic Year 2010-11 since the ANU has established College of Engineering and Technology from the Academic Year 2009-2010. ANU has accordingly further requested to make arrangement for SPA VW for vacating the premises.

The Board recalled that in last week of June 2009 a Committee comprising Shri D.S.Meshram and Dr. Dev Swarup, Members of BOG visited Vijayawada for finalization of the possible rental accommodation for the students. The Report of the Committee was placed before the BOG in its meeting held on 22<sup>nd</sup> July, 2009, and at that time, the Board received a FAX letter dated 21<sup>st</sup> July, 2009 from MHRD informing that the ANU has agreed to continue accommodating the students of 1<sup>st</sup> & 2<sup>nd</sup> Year of SPA VW on its campus for academic session 2009-2010 and that the designated accommodation needs some repairs and alterations and MHRD directed SPA VW to release some funds to the ANU.

The Board felt that the matter needs immediate action. It was decided that the matter may be brought to the notice of the MHRD, Govt. of India and also authorized the Chairman, BOG to constitute a Board's Committee to identify and hire appropriate temporary accommodation for conducting the classes and hostel for boys and girls within the Vijayawada City w.e.f. next academic session 2010-2011.



ITEM NO.9: TO CONSIDER THE REQUEST RECEIVED FROM VIJAYWADA MUNICIPAL CORPORATION FOR SEEKING PROFESSIONAL ADVICE ON FOUR PROJECTS UNDER INSTITUTIONAL CONSULTANCY.

The Board agreed to SPA(VW) for undertaking the request of Vijayawada Municipal Corporation for professional advice under the Institutional Consultancy Practice Rules, as adopted by the School. The Board also agreed to open a separate Bank Account to operate the funds received under Institutional Consultancy.

ITEM NO.10: TO REPORT SERVICES RENDERED BY PROF. H.D.CHHAYA, PROFESSOR INCHARGE IN THE SCHOOL.

The Board placed on record its appreciations for the services rendered by Prof. H.D.Chhaya, Professor In-charge SPA VW.

ITEM NO.11: TO CONSIDER OPENING OF SAVING BANK ACCOUNT IN STATE BANK OF INDIA, ACHARYA NAGARJUNA UNIVERSITY BRANCH.

The Board agreed to open a Saving Bank Account in State Bank of India, ANU Branch, and resolved as under:-

Resolution NO.23:-"Resolved to approve opening a Saving Bank Accounts in State Bank of India, ANU Branch in the name of SPA, Vijayawada."

ITEM NO.12: TO CONSIDER THE CURRENT STATUS OF NEWLY RECRUITED FACULTY IN THE SCHOOL AS PER THE RECOMMENDATIONS OF SIXTH PAY COMMISSION.

The Board decided that since SPA (V) has adopted the Recommendations of Sixth Pay Commission, the pay of faculty of the School may be fixed accordingly, as per rules.





ITEM NO.13: TO CONSIDER MEDICAL FACILITIES TO BE PROVIDED TO THE EMPLOYEES OF THE SCHOOL.

The Board decided that in the absence of CGHS facility in Vijayawada city, the Medical Attendance Rules may be extended to the employees of the School, which are applicable to the Govt. employees, and reimbursement may be made accordingly.

The Board also desired that information/schemes related to medical facilities be obtained from IIT Delhi, Delhi University etc. for future reference.

ITEM NO.14: ANY OTHER ITEM.

- (i) Letter received from the Director, SPA, New Delhi regarding vacating the Rooms.

The Board agreed that a liaison office may be maintained by SPA(V) in New Delhi to coordinate academic and other matters with SPA, New Delhi, MHRD and other offices and space for an office may be hired.

- (ii) Note received from Dr. Vinay Maitri, HEAD, CASS requesting for Honorarium for the duties performed by him as Controller of Examinations.

The Board decided that the matter may be placed in the next meeting for consideration.

- (iii) To consider transport allowance to the regular staff members of the School between Vijayawada and ANU.

The Board decided that the matter may be placed in the next meeting for consideration.

*SM*  
The Board also decided that the next meeting of the BOG may be convened on 18<sup>th</sup> February, 2010 at Vijayawada.  
*(17<sup>th</sup>)*

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

Approved for circulation  
/ ( )

ANNEXURE-I

Sl. No.	Name of sanctioned post	Scale of Pay (pre-revised) (Rs.)	Scales approved by BOG as per 6 <sup>th</sup> Pay Commission Recommendations (Rs.)	Grade Pay (Rs.)
1.	Registrar	14300-18300	37400-67000	10000
2.	Assistant,Registrar	8000-13500	15600-39100	5400
3.	Asstt. Engineer-cum-Project Officer (Civil)	6500-10500	9300-34800	4600
4.	Librarian	8000-13500	15600-39100	6000
5.	Accountant	5000-8000	9300-34800	4200
6.	Multi Skill Assistant	5000-8000	9300-34800	4200
7.	P.A.	5000-8000	9300-34800	4200
8.	Lab. Attendant	2550-3200	5200-20200	1800

Annexure-II

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F. No.3-15/2000-TS.II  
Government of India  
Ministry of Human Resource Development  
Department of Secondary and Higher Education  
Technical Section II

New Delhi, the 25<sup>th</sup> November, 2002


Subj: Revised Consultancy Rules for the faculty and other staff of SPA.

A review of Consultancy Rules for the faculty and Staff of School of Planning and Architecture (SPA), New Delhi had been under the active consideration of the Ministry. It was observed that the Consultancy Rules as approved and conveyed to the Institute by the Ministry in August 1993 had not been followed scrupulously by the Institute.

2. The Statutory Audit and the Public Accounts Committee have time and again expressed serious concern on noncompliance of Government of India's instructions by the Institute in respect of Consultancy Practice by the faculty and other staff of the Institute. The action on the part of the Institute clearly amounts to willful violation of Government of India's instructions.

3. In the context of repeated inclusion of Audit Paragraphs with regard to noncompliance of Government of India's instructions by the SPA on Consultancy Rules applicable to the faculty and other staff, a review has been undertaken in the Ministry. It has been decided that the faculty and other staff of the institute should be permitted to undertake only Institutional Consultancy, as is in the case of other similarly placed centrally funded technical institutions. Under no circumstances, the faculty and other staff of the Institute are allowed to undertake Individual Consultancy. A copy of revised Consultancy Rules for their faculty and other staff of SPA, New Delhi framed in conformity with the Government's decision is sent herewith.

The revised Consultancy Rules sent herewith may be implemented in letter and spirit for the faculty and other staff of the Institute with immediate effect. No deviation from the revised Consultancy Rules should be made without prior approval of the Central Government.

  
(V.S. Pandey)

Joint Secretary to the Government of India

Handwritten notes: 6/6/02, BS/A/02

The Director  
School of Planning & Architecture,  
4, Block B, I. P. Estate  
New Delhi - 110 002.

Encls as above

Handwritten marks: D, 28/11/02



CONSULTANCY RULES

## Rules

The Director and members of the academic staff are permitted to engage themselves in consultancy practice to such extent which will not interfere with the discharge of their duties and within such limits as the Governing Body of the School may lay down from time to time. Attempts should also be made to involve the research/ post graduate students in such work. All consultancy, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of the Institute availed, is considered as Institute Consultancy. Each consultancy project will be the responsibility of the Institute and not of any individual. No consultancy project will be undertaken by academic staff and any other staff members in his individual capacity.

Institutional Consultancy

Under this arrangement, outside parties would request the Institute or a particular individual in the Institute to undertake a specified project. In case the Institute is approached, the Dean will identify the Department/ Centre that shall do the work depending upon the competence and facilities available for undertaking such work. The Head of the Department or Centre then assigns the Job to individuals that are competent to undertake the work according to some predetermined system arrived at by consensus in the Department/ Centre.

The Consultant after bilateral discussion with the 'Client Firm' arrives at the terms and conditions taking into account the standard terms and conditions for undertaking the Project. The minimum institute charges of the consultancy job should be Rs. 10,000/-.

Distribution of Consultancy Earnings

A fixed Institute share 35% of total consultancy amount shall be deducted as the Institutes charges. The distribution of 35% Institute share will be as under:

(A)	Institute	-	70%
(B)	Concerned Department/ Centre	-	15%
(C)	P.D.F. of Consultants	-	10%
(D)	Central Administrative charges - (Employer Funds)	-	5%

The remaining 65% of amount may be utilized as under:

(A) Expenses on Consultancy

- (i) Recurring - (honorarium to Staff/ out side Consultant travel, Contingency, consumables, etc)
- (ii) Non - Recurring (Equipments, Materials, etc)

(NB: Retainership by any faculty member for any firm or any kind of Organisation is not permitted)

(.....2)

(B) Fee to Consultants.

The staff in the Central Administration Offices' who deal with the correspondence and accounting work of consultancy project may be paid honorarium from the money received under Administrative Overhead Charges' only if the work was done by them in addition to their own duties. The amount to be paid in individual cases will be decided by the Dean / Director.

No ceiling limit is laid down with regard to the total amount to be received by the Consultants. The only limit is that such practice should not interfere with the regular duties of the individual consultants. It is expected that normally not more than one day in a week would be devoted to such work.

In case, the Consultant is required to visit an industry in connection with the consultancy job, the TA/DA charges are to be mutually settled between the Consultant and the party concerned and need not be related to the relevant rules of the Institute applicable to a person of the status of the Consultant. The concerned consultant has to take leave of the kind due.

In case the consultant work results in a patent, the institute Patent Rules will apply and the share of the profits accruing out of such inventions will be distributed between the institute, the 'Client Firm' and the Consultant equally.

A copy of all report submitted to the "Client Firm" will be filed in the Department. In case the information in the report is considered classified by the Consultant/ Client firm, a brief note to this effect may be filed with the Department/ Centre. The report should be made available as soon as the information contained in it is 'de-classified'.

The Consultant/ Heads of Department or Centre will deal directly with the client in all matters regarding a particular Institutional Consultancy job.

#### Other Work

Any fee received for work such as:

- i. examinations, paper setting, evaluation, superintendence, invigilation, report writing, publications and other academic work; and
- ii. meetings at outside organisations for selections, academic planning, research management, coordinating committee, invited lectures, conducting of Ph.D. oral examinations;

will not be governed by the above consultancy rates. All fee for such work will go directly to the Faculty/ Staff member concerned without any share going to the Institute. For absence from the Institute to undertake work listed under (i) and (ii) above, a staff member may avail leave of the kind due with the approval of the competent authority.