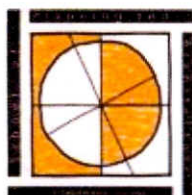


MINUTES of the Meeting



School of Planning & Architecture: Vijayawada
(Established 2008 by Ministry of Human Resource Development, Government of India)
Camp Office: Acharya Nagarjuna University Campus, Nagarjuna Nagar
Dist. Guntur, Andhra Pradesh – 522 510, India

Minutes of the Eighth Meeting of the Board of Governors of SPAV held on November 24, 2010 at 03:00 PM at Hotel Golkonda, Hyderabad, India

Members Present:

1	Prof. S.K. Khanna	Chairman
2	Sri C.R. Biswal I.A.S (Principal Secy., Dept. of Higher Education, GoAP)	Member
3	Ar. Vinay Parelkar (President, IIA)	Member
4	Dr. Mahendra Raj	Member
5	Ar. Balbir Verma	Member
6	Sri R. Srinivas in place of Sri JB Kshirsagar, Chief Planner, TCPO, MoUD, Govt. of India	Member
7	Sri Satpal Sharma in place of Shri S.K. Ray (Joint Secy. and Financial Advisor, MHRD)	Member
8	Prof. (Dr.) Shovan K. Saha (Director, SPAV)	Member
9	Prof. (Dr.) Seshu V Musunuri (HoD-Planning, SPAV)	Member
10	Prof. (Dr.) Ramesh Srikonda (HoD – Architecture, SPAV)	Member
11	Prof. Venkata Krishna Kumar Sadhu (Registrar, SPAV)	Member <i>Registrar</i>
12	Prof. A.K Sharma (Director, SPA., New Delhi)	Special Invitee

Sri N.K. Sinha (Joint Secy., Technical Education, MHRD), Sri M.K. Hada (member Secretary, AICTE), Dr. Dev Swarup (Joint Secy., UGC) and Sri Sachidanandan (President, ITPI) regretted their inability to attend the meeting, due to prior commitments.

The Chairman welcomed the members of the Board and the Special Invitee and thereafter called to session at 03.00 PM.

MINUTES

Item No. 1	To confirm the Minutes of the Seventh Meeting of the Board of Governors of SPAV held on August 04, 2010 at New Delhi
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Director, SPAV informed the Members that the Minutes of the Seventh Meeting of the Board of Governors of SPAV held on August 04, 2010, presented in Annexure – I of the Agenda and Agenda Notes of this meeting, were circulated to the Members on August 11, 2010. No comments were received till the date of this meeting.

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The Chairman requested the Members to offer comments, if any.

As no comments were received, the Minutes of the Seventh Meeting of the BoG held on August 11, 2010 were confirmed.

Item No. 2	To confirm the Minutes of the Emergent (Short Notice) Meeting of the Board of Governors of SPAV held on October 22, 2010 at Hyderabad
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Director, SPAV informed the Members that the Minutes of the Emergent (Short Notice) Meeting of the Board of Governors of SPAV held on October 22, 2010, presented in Annexure – II of the Agenda and Agenda Notes of this meeting, were circulated to the Members of the BoG on October 29, 2010. No comments were received till the date of this meeting.

The Chairman again requested the Members to offer comments, if any.

As no comments were received, the Minutes of the Emergent (Short Notice) Meeting of the BoG held on October 22, 2010 were confirmed.

Item No. 3	To report the actions taken on the Minutes of the Seventh Meeting of the Board of Governors of SPAV held on August 04, 2010 at New Delhi
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Director, SPAV informed the Members that following actions were taken on the Minutes of the Seventh Meeting of the Board of Governors of SPAV held on August 04, 2010 at New Delhi:

Agenda	Minutes of the Meeting (Excerpt)	Action taken
<u>Item No. 1:</u> To confirm the Minutes of the Sixth meeting of the Board of Governors of the School held on May 20, 2010	Minutes Confirmed	
<u>Item No. 2:</u> To report actions taken on the Minutes of the Sixth meeting of the Board of Governors of the School held on May 20, 2010	The Board of Governors noted the actions taken	



MINUTES of the Meeting

<p>Item No. 3: To report the letter dated July 06, 2010 received from MHRD for creation of faculty and Non-Faculty positions in the School</p>	<p>The Board noted the communication from MHRD. The Board decided to constitute a Committee to prepare the Recruitment Rules for teaching and non-teaching posts of the School.</p> <p>However, it was decided to issue necessary advertisements for various posts by incorporating various qualifications and experience as prescribed so far till Recruitment Rules are adopted by the Board. The School may make provision of the appointment under “contract” of “deputation”, if the suitable candidates are not available for the regular appointments.</p> <p>Further, it was mentioned that the Director should provide the documents of the School (1) Notification on Revised Pay Scales based on Sixth Pay Commission along with various provisions etc. (2) UGC prescribed qualifications / experience for various positions of teaching and other staff including regulations doctoral work etc. for the use of the Screening Committee / Selection Committee along with the appropriate Check-lists so that all provisions made by the UGC / MHRD etc. with reference to qualifications / experience and all other benefits etc. in the pay scales are carefully adhered to.</p>	<p>Draft Recruitment Rules (RRs) for Faculty and Non-Faculty posts in SPAV are placed vide Agenda Items 9 & 10 (Annexures VI & VII) for consideration and approval of the Members of the BoG in the current meeting</p>
<p>Item No. 4: To report the names of Expert Members on the Selection Committee for making selection to vacant Faculty positions in the School</p>	<p>The Board noted the names of Expert Members on the Selection Committee, meant for the selections held in July 2010.</p>	
<p>Item No. 5: To consider the recommendations made by the Selection Committees for making recruitment to the posts of Faculty positions in the School</p>	<p>The Board approved the selections recommended by the Selection Committees for the following posts:</p> <p>(1) <u>Assistant Professor of Architecture (Four Posts)</u> Structural Engg. – Mrs. Dungi JagathKumari Architecture - Mr. Daketi Srinivas Mr. Myneni Kumar Kranti</p> <p>(2) <u>Assistant Professor of Planning (Two Posts)</u> Mr. Aekbote Lakshminarayan Venkata Narayana Mr. Valliappan AL. Mr. Janga Suraj Kumar Mr. Premjeet Dasgupta</p>	<p>All the three Assistant Professors of Architecture and two Assistant Professors of Planning have been appointed vide Appointment Orders dt. August 26, 2010 and have since joined their respective positions</p>



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<p>Item No. 6: To consider the Minutes of the Building and Works Committee of the School held on 22nd July 2010</p>	<p>The Board (Board of Governors) received the Minutes of the Building Sub-Committee meeting held on July 4 & 5, 2010 and the fourth Building & Works Committee meeting held on July 22, 2010. The Board observed that each member of the Building & Works Committee awarded marks/grades independently. A compiled list of awards was prepared and presented before the Board at the Seventh meeting of the BoG held on August 04, 2010.</p> <p>The Board observed that a detailed note on the criteria adopted for the purpose of evaluation by the members of the Building & Works Committee should also be recorded and a further procedure to be followed must be recommended.</p>	<p>The list of 44 shortlisted Architects were accepted by the BoG based on the evaluation note on the criteria adopted by the BWC.</p> <p>As part of further necessary action, RFP will be issued shortly to the shortlisted Architects.</p>
<p>Item No. 7: To consider the proposal for hiring of accommodation for conducting Classes / Hostels for the students of the School</p>	<p>The Board suggested that an advertisement may be released in local news dailies immediately as a Short Notice Tender. Thus the Board noted that the School would need academic & hostel facility for a new batch commencing by August 20, 2010 and therefore all decisions must be made before this date.</p> <p>To help in this matter, the Board constituted a Committee comprising (i) Ar. Balbir Verma and (ii) Shri D.S. Meshram along with the Director to take a final view in this regard.</p>	<p>One Boys Hostel and One Girls Hostel (Two Hostels) were taken on lease in Vijayawada and are since being utilized.</p>
<p>Any other Item: Status of award of degrees to the already admitted batches of the students of B.Arch & B.Planning as the School is not yet authorized to award the degrees. The members expressed serious concern regarding award of degrees to the 1st batch of students admitted in year 2008-2009, particularly those admitted to the 4year "B.Planning" stream who would complete their course in May 2012. The Director mentioned that the queries regarding this issue are being raised by the parents and also the media.</p>	<p>The Chairman read out his letter addressed to Hon'ble Minister of State, MHRD written on April 22, 2010 in this respect. Dr. Harvinder Singh, Deputy Secretary, MHRD mentioned that the Government is aware of this concern and necessary steps are being taken expeditiously regarding the matter.</p>	<p style="text-align: center;">Noted</p>

The Board of Governors noted the actions taken on the Minutes of the Seventh Meeting of the Board of Governors of SPAV held on August 04, 2010 at New Delhi, presented as above.



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Item No. 4	To report the actions taken on the Minutes of the Emergent (Short Notice) Meeting of the Board of Governors of SPAV held on October 22, 2010 at Hyderabad
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Director, SPAV informed the Members that following actions were taken on the Minutes of the Emergent (Short Notice) Meeting of the Board of Governors of SPAV held on October 22, 2010 at Hyderabad:

Agenda	Minutes of the Meeting (Excerpt)	Action taken
<p>Item No. 1: Director SPAV presented the status regarding the land allotment, transfer of ownership etc. by the Govt. of Andhra Pradesh for SPAV.</p>	<p>The Board discussed the matter in detail and decided that the School may request the Govt. of Andhra Pradesh for giving all the three land parcels at the earliest. The Board felt that SPAV will not be in a position to run the School since the Students even after two years of its commencement do not have even the required minimum academic space and the associated facilities as per prescribed norms of the Central Govt./statutory bodies for an upcoming autonomous CFTI.</p> <p>The Board also recommended to apprise the MHRD/Central Govt. the current status on this account and to seek its intervention for getting the whole matter expedited at the earliest possible so as to avoid any crisis of SPAV (Central Govt. Institution) on this account.</p>	<p>In process***</p>
<p>Item Nos. 2&3: Status of acquiring hired premises for SPAV based on recommendations of BWC meeting held on 30/9/2010 at New Delhi and 21/10/2010 at Vijayawada.</p>	<p>The Board suggested that the bidder No.1 may be called by the BWC Sub-committee as soon as possible for reducing the quoted figure of Rs 11.5 per sq.ft</p>	<p>The bidder has submitted a revised rate of Rs. 11/- per sq. ftp.m to the Director, SPAV during the negotiations conducted at the Sub Committee (of the BWC) meeting held on Nov 03, 2010 at Hyderabad.</p> <p>Draft Lease agreement for hiring of new premises on lease is placed vide Agenda Item No. 8 in the current meeting.</p>
<p>Item No. 4: RR for appointing Professors, Associate Professors and Assistant Professors on contract basis</p>	<p>The Board recommended that for each level of appointment, the qualifications and emoluments may be as per provisions of the current Sixth Pay Commission, i.e., the lowest point of the grade pay plus the admissible allowances.</p>	<p>Noted for Compliance</p>
<p>Any other Item:</p>	<p>The Board requested the Director to ascertain</p>	<p>In process</p>



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Regarding monthly salary payable to Sri VenkataKrishna Kumar Sadhu, Associate Professor of Architecture who was appointed as temporary measure to work as Registrar in addition to his normal teaching duties, with effect from 10-8-2010	the provisions applicable in this case and report the same to the Board.	
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*** Sri C.R. Biswal I.A.S (Principal Secy., Dept. of Higher Education, GoAP), Member, informed the Board that the Revenue Authorities of Vijayawada will be instructed to facilitate Land Surveying and earmarking the boundaries of 7.0 Acre land allotted to SPAV. He had also requested SPAV to follow up the matter of land allotment with the District Collector, Krishna Dt., A.P.

The Board of Governors noted the actions taken on the Minutes of the Emergent (Short Notice) Meeting of the Board of Governors of SPAV held on October 22, 2010 at Hyderabad, presented as above.

Item No. 5	To consider and approve the proposal to change the title of Four year under graduate program in Planning from “B.Planning” to “B.Tech (Planning)” w.e.f 2011-12 A.Y, as recommended by the Academic Council of SPAV vide item no. 4 of the Minutes of the First Meeting of Academic Council held on February 11, 2010
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The Board observed that SPAV should set up an expert committee to review the proposal considering the status in other institutions in India and abroad and also the directive of the UGC/ AICTE in the matter.

Item No. 6	To consider and approve the proposed Academic Regulations for all the Doctoral Programs of SPAV as recommended by the Boards of Studies and Academic Council, SPAV
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Director, SPAV informed the Members that the Board of Governors, SPAV had approved admissions to Doctoral programs in its Fifth meeting held on February 17, 2010, subject to the condition that such admissions shall be governed by the Academic Regulations for Doctoral programs, approved by the Boards of Studies, Academic Council and Board of Governors of SPAV.

The Board of Studies of Dept. of Planning has approved the draft Academic Regulations for Doctoral programs at SPAV in its First meeting held during October 29-30, 2010. The same were also subsequently approved by the Board of Studies of Dept. of Architecture and the Academic Council by circulation. Accordingly, the draft Academic Regulations for Doctoral



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programs at SPAV were presented in Annexure - III of the Agenda and Agenda Notes of this meeting for favour of consideration of the Members.

After elaborate discussions, the Board has constituted a committee of the following to consider the proposed regulations.

1. Shri Mahendra Raj,
2. Prof. (Dr.) Seshu V Musunuri
3. Prof. (Dr.) Ramesh Srikonda
4. Dean of Studies, SPA, New Delhi

Item No. 7	To consider and approve the proposed Fee Structure for all Post Graduate and Doctoral Programs of SPAV and revised Fee Structure for Under Graduate Programs of SPAV, as approved by the Committee constituted for the purpose
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The Board desired that the matter be considered by the Finance Committee in the first instance.

Item No. 8	To consider and approve the proposed draft Lease Agreement for leasing of the premises belonging to Dr. C. Suresh, located at “Sy. No. 71/1, 71/2A, 2B, 75/3C, Done Atkur Village, Vijayawada (Rural), GannavaramMandal, Krishna District, A.P., India”, as additional Campus space for SPAV, as verified and approved by the Legal Advisor of SPAV
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The Board considered the draft lease Agreement vetted by the Legal Advisor of SPAV and approved the proposal in principle. The Board however desired that necessary documents be arranged and obtain the Fair Rent Certificate from CPWD before the final decision is taken.

Annexure – V of the Agenda and Agenda Notes of this meeting for favour of consideration of the Members.

Item No. 9 & No.10	To consider and approve the draft Recruitment Rules (RRs) for Faculty posts at SPAV, as recommended by the Committee constituted for the purpose. To consider and approve the draft Recruitment Rules (RRs) for Non-Faculty posts at SPAV, as recommended by the Committee constituted for the purpose.
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MINUTES of the Meeting

Director, SPAV informed the Members that as per the decision of the BoG vide Item No. 3 of the Minutes of the Seventh Meeting of the BoG held on August 04, 2010, Recruitment Rules for Faculty posts of the School were prepared as recommended by the Committee constituted for the purpose. Draft Recruitment Rules for Faculty posts at SPAV were presented in **Annexure – VI & Annexure-VII** of the Agenda and Agenda Notes of this meeting for favour of consideration of the Members.

The Board recommended that the Recruitment Rules be considered by the Committee by co-opting experts from SPA Delhi and SPA Bhopal. prepared showing comparison of the recommended norms by the UGC, MHRD as applicable and presented to the Board.

Item No.11	To consider and constitute a Committee for preparation of the Staff Structure for academic, administrative and technical activities of SPAV
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Director, SPAV informed the Members (with reference to Item Nos. 9 & 10 above) that since the inception of SPAV in the year 2008-09, SPAV is in receipt of approvals of the Govt. of India through MHRD., Department of Higher Education for creation of faculty and non-faculty posts at SPAV, vide sanction No. 3-23/2007-TS-VI dated August 01, 2008; No. 3-23/2007-TS-VI dated January 18, 2010 and No. 6-3/2010- TS-VI dated July 06, 2010.

However, in line with the envisaged expansion of SPAV through the coming few years, preparation of Staff structure shall be helpful to streamline and further strengthen academic, administrative and technical activities of SPAV. In this regard, **Director, SPAV** requested the Board to advise and constitute a Committee so as to evolve the said structure, through which appropriate resources (manpower) can be anticipated and are made available from time to time.

The Board constituted a committee of the following members to consider the proposed staff structure and regulations and the matter may be placed before the Board.

1. **Director, SPAV**
2. **Sri C.R. Biswal I.A.S (Principal Secy., Dept. of Higher Education, GoAP)**
2. **A representative of Administrative Staff College of India, Hyderabad and**
3. **Sri Mahendra Raj**

Item No.12	To report the proposed rules and regulations for SPAV Hostels and Hostel Mess, as recommended by the Committee constituted for the purpose
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The Board took note of the proposed regulations. (Annexure –VIII)

MINUTES of the Meeting

Item No.13	To report the engagement of Mr. Srinivasa Rao as Audit Consultant for SPAV
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The Board approved ^hiring of the services of Sri Srinivasa Rao as Consultant.

Item No.14	To report the receipt of Audit Certificate for the financial year 2008-09 (for the period ending March 31, 2009) issued by the Pr. A.G, Hyderabad, India
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The Board received Audit Certificate for the financial year 2008-09 (for the period ending March 31, 2009). (Annexure – IX)

Item No.15	To consider and approve the Receipts and Payments account of SPAV for the financial year 2008-09 (for the period ending March 31, 2009)
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RESOLUTION NO. 1

RESOLVED THAT the Board of Governors unanimously approves Receipts and Payments account of SPAV for the financial year 2008-09 (for the period ending March 31, 2009) without any changes as presented in Annexure - X.

Item No.16	To consider and approve the Annual Report of SPAV for the financial year 2008-09 (for the period ending March 31, 2009)
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RESOLUTION NO. 2

RESOLVED THAT the Board of Governors unanimously approves Annual Report 2008-09 of SPAV (for the period ending March 31, 2009) without any changes as presented in Annexure - XI.



MINUTES of the Meeting

Item No.17	To report the engagement of M/s. Shyam Sundar and Co., Vijayawada as Auditors for SPAV for the financial years 2008-09 and 2009-10 (for the period ending March 31, 2009 and March 31, 2010 respectively), whose services are being utilized since the inception of the School.
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Director, SPAV reported to the Members that the Services of M/s. Shyam Sundar and Co., Vijayawada are being utilised for preparation, maintenance and finalisation of accounts including annual accounts of the SPAV for the financial years 2008-09 and 2009-10 (for the period ending March 31, 2009 and March 31, 2010 respectively).

The Board took note of the engagement of the services of M/s. Shyam Sundar and Co. and approved the same.

Item No.18	To consider and approve the engagement of M/s. Shyam Sundar and Co. as Auditors for SPAV for the financial year 2010-11 (for the period ending March 31, 2011)
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The Board has considered the same and resolved as following:

RESOLUTION NO. 3

RESOLVED THAT the Board of Governors unanimously approves the engagement of M/s. Shyam Sundar and Co. as Auditors for SPAV for the financial year 2010-11 (for the period ending March 31, 2011).

Item No.19	To report the engagement of services of Contract Employees to support various activities of SPAV from time to time
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The Board approved the engagement of the Contract Employees as per Annexure – XII

Item No.20	To report the engagement of M/s. Ranaa Man-Power & Placement Service (P) Ltd. as outsourcing agency to support various manpower requirements of SPAV from time to time
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Director, SPAV reported engagement of M/s. Ranaa Man-Power & Placement Service (P) Ltd. as per standard procedure, to enable hiring of necessary services of personnel for functioning of various non-academic activities of SPAV, on ad-hoc/contract basis, on a need basis, from time to time.



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The Board noted the engagement of M/s. Ranaa Man-Power & Placement Service (P) Ltd and approved the same.

Item No.21	To report the engagement of services of agencies for various services
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Director, SPAV reported hiring of agencies for providing specific services as shown in the Table below.

SNo	Name of agency	Service
1	M/s. Om Tours and Travels, Vijayawada	Air ticket booking
2	M/S. Surya AdSystems Pvt. Ltd., Vijayawada	Publishing advertisements in print media at DAVP/DIPR rates
3	M/s.Manorama Tours and Travels, Vijayawada; M/s. B.K. Travels, Hyderabad; M/s. Sri Venkataramana Car Travels, Vijayawada	Taxi hiring
4	M/s. Sri Venkata Kanaka Durga Travels, Vijayawada	Hiring of bus and goods carrying vehicles
5	Andhra Pradesh State Road Transport Corporation	Hiring of buses
6	M/s. Care Detective Agency	Providing security service, guards etc.

The Board noted the list of agencies hired for various services and advised SPAV to continue to adhere to the standard procedure for engaging services of agencies.

As there was no other item to be discussed, the meeting ended with thanks to the Chair.

