



योजना तथा वास्तुकला विद्यालय, नई दिल्ली

संसद के अधिनियम के तहत "राष्ट्रीय महत्व का संस्थान"
(मानव संसाधन विकास मंत्रालय, भारत सरकार)

School of Planning and Architecture, New Delhi

An "Institution of National Importance" under an Act of Parliament
(Ministry of Human Resource Development, Government of India)

08/6/2020

Ref.No. 07 Emerg.Senate/SPA/2020

**TO ALL MEMBERS OF SENATE OF SCHOOL OF PLANNING AND
ARCHITECTURE, NEW DELHI**

**SUBJECT: MINUTES OF THE 07TH EMERGENCY SENATE MEETING OF THE
SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI HELD ON 5TH JUNE,
2020 AT 10.30 A.M.THROUGH VIDEO CONFERENCING**

Sir/Madam,

I am directed to forward herewith the Minutes of the 07th Emergency Meeting of Senate of School of Planning and Architecture, New Delhi, held on Friday, 5th June, 2020 at 10 30 a.m. through Video Conferencing.

With regards

Yours sincerely

(Umakant Agarwal)
Registrar-Secretary


योजना तथा वास्तुकला विद्यालय : नई दिल्ली

SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

MINUTES OF THE 07TH EMERGENCY MEETING OF THE SENATE HELD ON FRIDAY, 05TH JUNE, 2020 AT 10.30 A.M. THROUGH VIDEO CONFERENCING ONLINE MODE

The following Members attended the Meeting through video conferencing:

1.	Prof. Dr. P. S. N. Rao Director-Chairman	Chairperson
2.	Prof. Dr. B. K. Sengupta (nominated by Chairperson BOG)	Member
3.	Ar. Alok Ranjan (nominated by Chairperson BOG)	Member
4.	Prof. Dr. Yogesh Garg (nominated by Chairperson BOG)	Member
5.	Prof. Dr. R. Shanthi Priya (nominated by Chairperson BOG)	Member
6.	Ar. Manguesh R. Prabhugaonkar (nominated by Chairperson BOG)	Member
7.	Shri Pradeep Kapoor (Nominee of ITPI)	Member
8.	Ar. Ashutosh Kr. Agarwal (Nominee of AICTE)	Member
9.	Ar. Shirish Govind Sukhatme (nominee of COA)	Member
10.	Prof. Dr. Mahavir Dean (Academic)	Member
11.	Prof. Dr. Priyaleen Singh Dean (Faculty Welfare)	Member
12.	Prof. Dr. Vinay Maitri Dean (Students Affairs)	Member


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13.	Prof. Dr. Sanjukta Bhaduri Dean (Research)	Member
14.	Prof. Dr. V. K. Paul Dean (Planning & Development)	Member
15.	Prof. Dr. Sanjay Gupta Head of the Dept. of Urban Planning	Member
16.	Prof. Dr. P. S. N. Rao Head of the Dept. of Housing	Member
17.	Prof. Dr. Meenakshi Dhote Head of the Dept. of Environmental Planning	Member
18.	Prof. Dr. Meenakshi Dhote Head of the Dept. of Arch. Conservation	Member
19.	Prof. Dr. Jaya Kumar Head of the Dept. of Bldg. Engg. & Management	Member
20.	Prof. Dr. Ranjana Mital Head of the Dept. of Architecture	Member
21.	Prof. Dr. Poonam Parkash Head of the Dept. of Physical Planning	Member
22.	Prof. Dr. Sewa Ram Head of the Dept. of Transport Planning	Member
23.	Prof. Dr. Vinita Yadav Head of the Dept. of Regional Planning	Member
24.	Ms. Anuradha Chaturvedi Head of the Dept. of Landscape Architecture	Member
25.	Shri Arunava Dasgupta Head of the Dept. of Urban Design	Member
26.	Prof. Dr. Mandeep Singh Professor of Architecture	Member
27.	Prof. Dr. Ashok Kumar Professor of Physical Planning	Member



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28.	Prof. Manoj Mathur Professor of Architecture	Member
29.	Prof. Dr. Aruna Ramani Grover Professor of Architecture	Member
30.	Prof. Dr. Anil Dewan Professor of Architecture	Member
31.	Prof. Dr. Mayank Mathur Professor of Physical Planning	Member
32.	Prof. Dr. R. Biswas Professor of Physical Planning	Member
33.	Ms. Anuradha Chaturvedi Associate Professor in the Dept. of Arch. Conservation	Member
34.	Shri M. Palaniappan Associate Professor in the Dept. of Urban Planning	Member
35.	Shri Arunava Dasgupta Associate Professor in the Dept. of Urban Design	Member
36.	Shri Prabhjot Singh Sugga Assistant Professor of Architecture	Member
37.	Shri Umakant Agarwal Registrar	Registrar-Secretary

Shri Parag Anand Meshram, Asso. Professor of Industrial Design, Member, did not attend the Meeting.

Director-Chairman welcomed and thanked all members, especially members from outside Delhi, for agreeing to participate in the Emergency Meeting of the Senate, through Video Conference, in view of prevalent pandemic of Covid-19, and called the Emergency Meeting to order.



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07 EMERGENCY SENATE
ITEM NO.1:

TO CONSIDER ACADEMIC PLAN FOR CLOSING
EXISTING SEMESTERS, NEW ADMISSIONS AND
RELATED MATTERS IN PREVALENT COVID 19
CIRCUMSTANCES

Director-Chairman informed the Senate that the current semesters (Even Semesters) started on 6th January, 2020 and the regular classes went on smoothly till mid-March, 2020 in regular / offline mode. However, due to the successive lockdowns announced by the Government to prevent spread of Covid-19 pandemic, the regular classes had to be discontinued and faculty were asked to take online classes.

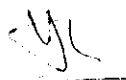
The various lockdowns also necessitated revisions in the Academic Calendar of the School, including rescheduling of Summer Vacation from 1 May 2020 to 14 June 2020.

The Director-Chairman informed that a Meeting of the Director with Deans, HODs and other senior faculty and staff of the School was held on Tuesday, 26th May, 2020 at 11.00 a.m. in Video Conferencing Mode to discuss the Academic Plan under the prevailing COVID-19 conditions. The discussions included the Academic Plan for current (Even) Semesters, next (Odd) Semesters (new Academic Session 2020-2021), New Admissions, etc.

The Minutes of the above said Meeting were provided as Agenda to the Meeting of the Senate. The Director-Chairman presented the salient points from the same.

The Senate deliberated on the various points and approved the same (Annexure-07Emergency Senate/I), and further agreed to the following modifications/observations:

1. The point No. 4 of the Agenda (Annexure-07Emergency Senate/I) to include Internal Assessment of assignments in lieu of Examinations for 'Carry Over' subjects also, where applicable.
2. The point No. 5 of the Agenda (Annexure-07Emergency Senate/I) to include Online Viva examinations for Ph.D. also, as and when necessary.
3. The point No. 9 of the Agenda (Annexure-07Emergency Senate/I) be read as "This semester will follow a six-day week, with staggering between semesters, i.e., Mon, Wed, Fri for Semesters 1, 5 and 9 and Tue, Thu, Sat for Semesters 3 and 7, to allow for social distancing".



4. As regards the point No. 14 of the Agenda (Annexure-07Emergency Senate/I) on reduced intake, the members suggested to also explore the possibility of making design interventions to convert some of the open spaces and terraces, etc. into make-shift studios etc. A suggestion was also made to explore the possibility of conducting the classes and studios in shifts.
5. The point No. 15 of the Agenda (Annexure-07Emergency Senate/I) be read as "Since classes for only 2 or 3 (out of 5) semesters for B. Arch., only 2 (out of 4) semesters for B. Planning and only 1 (out of 2) semesters for all Master's programmes would be held on any given day; the overall student strength in the campus would be reduced, thereby reducing student load/ physical presence".

The Senate also agreed that further detailing may be done by the School, as may be required during implementation of the above academic plan.

The Director-Chairman informed the Senate that as regards approval of MHRD for suitable reduction in intake, in view of the pandemic, a letter shall be sent separately and the same was agreed to.

The Director-Chairman also informed the Senate Members about the progress of Vasant Kunj Project. He informed that the matter is pending with Ridge Management Board of the Delhi Govt. for forest clearance. He also stated that the above Board meeting was postponed thrice by the Govt. of Delhi NCT due to unavoidable reasons. He stated that the School has been pursuing the matter with the Chief Secretary as well as the Principal Conservator of Forests.

The Director-Chairman expressed thanks to the members for their active participation and also conveyed his thanks to Prof. Dr. Mayank Mathur, for coordinating the Meeting through video conference.

The Meeting ended with vote of thanks to the Chair.

P. S. K. Rao

MB

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SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

MINUTES OF THE MEETING OF THE DIRECTOR WITH DEANS, HODs AND OTHER SELECT SENIOR FACULTY AND STAFF OF THE SCHOOL, HELD ON TUESDAY, 26TH MAY 2020 AT 11:00 AM, IN VIDEO CONFERENCE MODE, TO DISCUSS THE ACADEMIC PLAN UNDER THE PREVAILING COVID 19 CONDITIONS

The following attended the meeting:

DIRECTOR	Prof. Dr. P. S. N. Rao
Dean (A)	Prof. Dr. Mahavir
Dean (FW)	Prof. Dr. Priyaleen Singh
Dean (SA)	Prof. Dr. Vinay Maitri
Dean (R)	Prof. Dr. Sanjukta Bhaduri
Dean (P&D)	Prof. Dr. V. K. Paul
HOD A	Prof. Dr. Ranjana Mital
HOD PP	Prof. Dr. Poonam Prakash
HOD UP	Prof. Dr. Sanjay Gupta
HOD RP	Prof. Dr. Vinita Yadav
HOD H	Prof. Dr. P. S. N. Rao
HOD EP	Prof. Dr. Meenakshi Dhote
HOD AC	Prof. Dr. Meenakshi Dhote
HOD UD	Shri. Arunava Dasgupta
HOD LA	Ms. Anuradha Chaturvedi
HOD BEM	Prof. Dr. Jaya Kumar
HOD ID	Prof. Dr. Mandeep Singh
Hon. Hostel Warden	Dr. Shuvojit Sarkar
Estate Officer	Prof. Dr. Mayank Mathur
Head CASS and COE	Prof. Dr. R. Biswas
Registrar	Shri. Umakant Agarwal
SO (A&E)	Shri. Ashok Kumar Sharma
Special Invitee	Prof. Dr. Ashok Kumar
Special Invitee	Prof. Dr. Aruna R. Grover

Prof. Dr. Sewa Ram, HOD TP, could not attend due to miscommunication.

The meeting was Chaired by Prof. Dr. P. S. N. Rao, Director of the School.

The Academic Plan of the School had to undergo several changes resulting from the various lockdowns announced by the Government due to the spread of COVID 19 virus and its control. After discussing the various options, in supercession of the earlier Academic Calendars, the

members present discussed and agreed upon an Academic Plan to be followed for completing the current semester and for beginning the next semester, as follows:

For Current (even) Semesters

1. The School will not be reopening on June 15, 2020, as announced earlier, owing to various kinds of travel and other restrictions and government announcements due to continued prevalence of COVID-19 pandemic in the country.
2. The administrative staff will start attending to their regular office work post-lockdown 4.0, as per announcement of the Government. The faculty, mainly the HODs and Deans may also attend to office as and when required. Research staff may also start attending to their work on various projects.
3. The teaching may be resumed, in online mode, so as to cover the remaining syllabus, to the extent possible.
4. No external examination be conducted for theory subjects. All evaluations will be based on an internal assessment of assignments. If there are theory subjects with 'External Only' examination, the same will be converted into 'Internal Only' mode. All internal assessments to be completed by end of June / early July, 2020.
5. All Studio / Thesis External Jury Examinations will be conducted online, involving external examiners, as per practice. The conduct of Jury Examination in the Department of Architecture will be broadly in conformity with the guidelines issued by the COA post-Covid19. All Studio / Thesis External Jury Examinations to be scheduled in last week of July 2020.
6. A meeting of the Moderation Committee will be held, as per practice, before the declaration of the results. Dean (A) will announce the dates by which the results of all theory assessments and Jury examinations shall be made available to the COE for placing in the Moderation Committee. In any case, it is expected that the results should be declared by the first week of August 2020.
7. The outgoing batch of students may be asked to come in the first week of August 2020, if necessary, for submitting the final portfolio/ reports, etc. and for vacating the hostels by August 15, 2020.

For next (Odd) semesters (New Academic Session 2020-2021)

8. The next Academic Session will start in the first week of September 2020 (exact date to be announced).
9. This semester will follow a six-day week, with staggering between semesters, i.e., Mon, Wed, Fri for Semesters 1, 5 and 9 and Tue, Thu, Sat for Semesters 3, 5 and 7 to allow for social distancing.

10. Theory classes will be conducted online, to the extent possible. In any case, no combined physical classes among different sections (in Architecture and M. Plg. Integrated) will be held.

11. The odd semester will have no tours, no activity week, and no winter break. Closing by December 2020/ January 2021 to be decided later.

New Admissions

12. In the case of UG admissions, the JEE results are likely to come well in time to complete admissions and reopen in September 2020. In cases there is any change, the same has to be done as per instructions of JOSAA/ SAT/ MHRD.

13. For the PG admissions, an Advertisement will be made in newspapers/ media for extending the date of application and intimation of change of criteria for selection. Selection (no interviews) process to be completed by first week of July 2020 and announce Admission List. The applicants who had already applied, as well as the new applicants, will be asked to upload/ send by mail their GATE Scorecards and Portfolios. The Selection Committees for the respective Departments will, hy and large, remain the same as already announced, with some modifications in the light of a change in some HODs.

14. In order to reduce the intake of new admissions for the forthcoming year 2020-21 only due to COVID 19, so as to ensure better prevention through better social distancing and reduction of load in classrooms, hostels, etc., a request shall be made to MHRD for a) reduction in intake by 50 percent and b) implementation of remaining part of EWS additional intake in the year 2021-22 and not this year. Based on the approval of the MHRD, the intake shall be accordingly decided.

Social Distancing

15. Since for 3 days, only PG classes would be held, and for the remaining 3 days, only UG classes would be held; the overall student strength in the campus would be reduced, thereby reducing student load/ physical presence.

16. In classrooms – 1.0 m c/c minimum distance between student chairs to be maintained. Since there would be a reduced number of students, bigger classrooms could be used/ shared between departments for conducting the classes. Even after reopening of the School, Theory classes could be conducted online, to the extent possible.

17. Mess timings to be suitably altered / extended / staggered so as to ensure load distribution.

18. No combined classes in various sections of Architecture or M. Plg. (integrated)

19. In hostels - only 1 student per smaller room and 2 students per larger room will be permitted. Third-person sharing on mutual consent prohibited on health grounds. Also,

depending on the number of students and number of rooms, the newly admitted students may not be given hostel accommodation, depending on the situation.

20. All campuses to be suitably sanitised at regular intervals as per prevalent practices.
21. Wearing of face cover/ masks is mandatory for all staff, faculty and students, visitors, etc.
22. Restricted entry with sanitary handwash, footwear sole cleaning, and thermal screening facility to be provided. The entry of visitors shall be restricted.
23. Restricted movement of paper/ files and email/ teleconferencing to be used as far as possible.
24. Aarogya Setu App compulsory, if mandated by the Government of India.

Continuation of Contract Faculty


25. The Contract Faculty, present as of now, will be paid for up to a maximum of 11 months as per contract already signed. The same contract faculty may be re-appointed, after a gap of at least 1 month, for another period of 11 months, unless the HOD concerned advises otherwise. There will be no fresh selection of contract faculty in any case.

Visiting Faculty

26. In case some of the departments desire to have more than one section for conducting theory classes for any subjects, in view of the limited size of the classrooms, they may do so and visiting faculty to be accordingly slotted while putting up time tables for the next semester.

These decisions, as taken in the meeting, will be put up to the Senate for their concurrence. However, in the event of an exigencies, depending upon advisories and regulations from the Government or any other situational development, these decisions may be reviewed later as required.

The meeting ended with Thanks to the Chair.


(Prof. Dr. Mahavir)
Dean (Academic)