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**PRESIDENT**

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**ADVISORY FOR COMPLETION OF THESIS AND PRACTICAL TRAINING, ASSESSMENT & ONLINE TEACHING FOR THE STUDENTS OF BACHELOR OF ARCHITECTURE (B.ARCH.) DEGREE COURSE AND OTHER IMPORTANT ISSUES.**

1. To the Vice Chancellors, Registrars, Controller of Examination of all Universities awarding B.Arch. degrees
2. To Heads of all Architectural Institutions imparting B.Arch. degree and their Managements
3. To Chief Secretaries and Director of Technical Education of all State Governments/UTs
4. To Director, Department of Higher Education, MHRD
5. To all the Practising Architects registered with the Council of Architecture

Dear Colleagues,

Our country is undergoing a phase of national emergency due to outbreak of COVID19 pandemic and subsequent lockdown until the 3rd of May 2020. There is a probability that few states or cities may extend the lockdown period due to enhanced infection rate and to facilitate containment of the pandemic. It will be few months after the lifting of the lockdown that life may return to its normal working. In view of this emergency and its subsequent consequences it is important that architectural education should also transform and adapt itself to the changing scenario. Keeping in mind this, please find below the advisory from Council of Architecture to be followed in letter and spirit.

**1. PRACTICAL TRAINING:**

**On-going practical training:**

All students have come back home midway through their practical training- a mandatory part of the undergraduate curriculum. While some offices are giving the students the opportunity to 'work from home', many have just let them go. Ideally, ALL firms, who had engaged trainees should give them enough assignments to 'work from home', which they can showcase in the viva voce that will ensue.

The certification that comes out of the offices should be in two parts: 'weeks in office' and 'weeks as work from home'. The total weeks that are required should be reflected as mandatory requirement.

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Alternately, the school may be authorized to give the students one major working drawing assignment which the students can finish at home and show in their portfolio in the online viva- voce in lieu of the work that they could have done in the time period that was left.

In extreme case where, the above is not possible, the balance period may be condoned.

The employer Architect should convey the assessment, required certification directly to the respective institutions on e-mail or alternatively the institutions can create an online form (Google forms etc.) to get the information desired on a uniform format.

All Architects are requested to co-operate in facilitating the training period and adequately complying with the institutions request. Please understand that this is an important part of our professional conduct apart from our responsibility to groom future architects of our country.

All Universities and their respective Board of studies are requested to follow this advisory for uniform implementation in their jurisdiction.

All institutions are requested to arrive at a common framework of this within their affiliated universities.

### **Incoming Practical Training:**

The incoming Practical Training may be shifted to the last semester or swapped with other semesters. However, institutions should adopt this if all affiliated colleges in the University follow the same shifting or swapping. Universities and their board of studies are requested to facilitate this in the spirit of the extra ordinary times our world is facing.

Finding a placement in these tough times may be almost impossible. Students are advised and the Institutions should encourage placement in local offices to avoid travel.

It is advised that training happen only in local offices or offices at the hometowns of the students to avoid unnecessary travel and encourage work from home model. This will minimise travel and if at all needed, will be restricted to local commute.

There has to be lot of hand-holding by Schools and local Architects to procure a job as a trainee for the students. Architectural firms who have already confirmed with the students should be requested not to cancel the appointments. In addition, to this in cases of a likelihood of students not being able to procure a placement for training, Institutes should come out with a uniform policy within the University and inform the Council about the same.

Institutions that have consultancy cells are encouraged to employ students in the consultancy cells.

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## 2. ASSESSMENT/JURIES/EXAMS:

All the viva-voce, juries, thesis reviews and final jury should be done on-line and on time. Few online platforms are available and the Institute is encouraged to select the most suitable one and are requested to buy an official version to address security concerns by the institutes. These should be used keeping in mind the mandatory GOI protocols that have been issued.

The scanned report/ portfolio/ thesis design/ thesis reports/ concept notes in Acrobat (pdf) may be uploaded on special online drives created by the Institute, which may be downloaded and shared with the jury beforehand, for their perusal. This will take care of the submission time and presence.

The jury can meet on any of the platforms by connecting through the links provided to them, where the students can present their portfolio or design and interact with the jury. As a standard protocol time of starting the jury could be conveyed to the students beforehand. A minimum time of 30-40 minutes may be given to each student. The jury should be monitored by the respective in-charge and internal juror. The time and duration of the jury should be recorded and conveyed to the student with his/ her confirmation and also sent to the University along with assessment marks/ report as confirmation of the jury completion. Institutes are encouraged to record the jury for internal purposes and pre-empting any disputes.

The mark sheet in excel or word format can be mailed to the jury before hand, which they can fill and mail back through their personal/ official mail. A meeting of the jury and thesis incharge/ internal jury member, for discussing the proceedings of the day or the entire jury process shall be facilitated and recorded. If possible the jury members should be encouraged to read out the marks, already sent by them and the whole process be recorded.

Honorarium to the jury members may be transferred through online banking.

## 3. ONLINE TEACHING/INSTRUCTIONS:

Institutes are requested to instruct their staff members to prepare atleast 10 online lectures or instructions. These could be in the form of voice over power point/ keynote presentations, video recorded clips or any other suitable format.

Universities and their respective Board of study are also requested to prepare a road map for the oncoming semester. This is to pre-empt any unforeseen eventuality of future possible lockdowns. The road map should be in consultation with the affiliated institutes and should be shared with the Council within a fortnight of this advisory.

Online teaching portals like Google classrooms etc. are an effective method of imparting remote online instructions. Institutes are encouraged to use the same and post the same on their respective websites for general information.

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#### 4. OTHER:

- A. **Payment of salary to faculty & staff members:** It has come to the notice of the Council through reliable means that many institutes are not paying salary to their faculty and staff members, for the duration of the lockdown. Some institutes are paying reduced or cut-down salary. It is advised that this should be withdrawn and regular salary be reimbursed immediately. The fee has been paid by the students usually in advance and there is no reason to not pay the salary. Also terminations, if any of any faculty or staff member, either on full time regular basis or contractual/ adhoc during the period of the lockdown should be withdrawn immediately. Managements of all private institutions and universities are requested to follow this in letter and spirit.
- B. **Payment of Fees:** It is advised that all the fee collection, admission or term or any other such fee should be collected after the lockdown is lifted and normalcy is restored. The institutions should not force the students to pay the fee during this period. Information to this effect should be displayed prominently on the websites of respective institutions and communicate to the students through usual means of communication adopted by the respective institute.
- C. **Online access/facility:** There may be a possibility of restricted access to the internet, reduced bandwidth or other technical problems, especially in rural and other areas. Institutions are requested to keep this in mind and arrive at a mutually acceptable framework with the students. However, providing internet & communication services is not affected by lockdown and the student be given reasonable time to source the same. This should be incorporated on reasonable basis without delaying the assessment procedure of the institute.

All Universities and Institutions are advised to follow the above in letter and spirit, in the larger interest of architectural education.



**H A B E E B K H A N**

“TOGETHER WE CAN BRING ABOUT A CHANGE”