

**INSTITUTE OF TOWN PLANNERS, INDIA**  
4-A, Ring Road, I.P. Estate, New Delhi – 110 002

**FORMAT FOR RECOGNITION / REVIEW OF PLANNING COURSES / SCHOOLS**

(to be submitted along with prescribed fee by D.D. drawn in favour of  
Secretary General, Institute of Town Planners, India payable at New Delhi)

**1.0 General** (Refer Explanatory Note – 1,2)

- 1.1 Name of the Institution / University : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Nos. : \_\_\_\_\_  
\_\_\_\_\_  
Fax No. : \_\_\_\_\_  
E-mail : \_\_\_\_\_
- 1.2 Name of the Course : \_\_\_\_\_  
a) Undergraduate : \_\_\_\_\_  
b) Postgraduate : \_\_\_\_\_
- 1.3 Date of Commencement : \_\_\_\_\_
- 1.4 Is the course recognized by the State Government? : Yes / No  
a) If yes, was there any condition at the time of recognition. (Attach letter)  
b) Have the conditions been fulfilled by the Institution in part or full, give details. : Yes / No
- 1.5 Is the course recognized by AICTE, Government of India : Yes / No  
a) If yes, was there any condition at the time of recognition.  
b) Have the conditions been fulfilled by the Institution in part or full, give details.
- 1.6 Whether recognized by ITPI : Yes / No  
a) If yes, give details (Attach letters)  
b) If no, give details
- 1.7 Whether the course is operational under the separate Department or clubbed with any other Department / University : Yes / No  
a) If yes, give the name of Department / University : \_\_\_\_\_

b) Whether that University is under AICTE / UGC? : \_\_\_\_\_

**2.0 Course Structure** (Refer Explanatory Note – 3)

2.1 Duration of Course, number of Semesters, and Weeks Per Semester : \_\_\_\_\_

2.2 Admission Procedure: (Including GATE)

for Regular students      for Sponsor students

a) Minimum qualification of entrants : \_\_\_\_\_  
b) Minimum qualifying marks : \_\_\_\_\_  
c) Admission test (if any) GATE : \_\_\_\_\_  
d) % weightage for exam and Interview : \_\_\_\_\_

2.3 Is the course regular or part time or under distance education mode (clarify) :

2.4 Students Intake (Refer Explanatory Note – 4)

Regular students      Sponsors students

a) Sanctioned strength : \_\_\_\_\_  
b) Scope for migration : \_\_\_\_\_

2.5 Prevailing Examination Rules (Refer Explanatory Note – 5)

a) Minimum contact periods for qualifying, for appearing in exams. : \_\_\_\_\_  
b) % of pass marks in theory and Sessional work. : \_\_\_\_\_  
c) Weightage of marks on theory and Sessional work. : \_\_\_\_\_  
d) External Jury

**3.0 Course Content** (Refer Explanatory Note – 6)

3.1 The institutions are required to follow the course content as prescribed by ITPI time to time.

| 3.2   | Subject Offered (in various stages attach list) | Contact Periods | Brief Objectives (of each subject) |
|---|---|-----------------|------------------------------------|
| a) Core                                       | _____   | _____           | _____                              |
| b) Elective                                   | _____   | _____           | _____                              |
| c) Studio / Labs.<br>(Attach separate sheet). | _____   | _____           | _____                              |

3.3 List of Thesis by student's (in the last three year, attach separate sheet) : \_\_\_\_\_

3.4 List of student's work on Professional Matters (Development Plan exercises, etc.) : \_\_\_\_\_

- 3.5 Special Achievement, if any : \_\_\_\_\_
- 3.6 Any Other Information : \_\_\_\_\_

**4.0 Faculty and Academics (Refer Explanatory Note – 7)**

- 4.1 Statement showing designations, Pay scale, Qualifications, experience excluding studio exercises, etc., for each faculty. Also specify whether regular, on contract or adjutant faculty (Give details for each faculty – including their CV). Separate sheets to be attached) : \_\_\_\_\_

- 4.2 Minimum qualification for teacher (enclose a copy of Recruitment Rules)
- (a) How many registered for Ph.D? and what level? : \_\_\_\_\_
- (b) How many are members of ITPI. (Give Name and Registration Number) : \_\_\_\_\_

- 4.3 Strength of Faculty (Exclusively for Planning Department)

| Sl. No. | Full Time | Visiting | Field of Specialization |
|---------|-----------|----------|-------------------------|
|         |           |          |                         |
|         |           |          |                         |
|         |           |          |                         |

- 4.4 Loading pattern (number of hours / teacher / week) : \_\_\_\_\_
- 4.5 Faculty Student Ratio : \_\_\_\_\_
- (a) Regular
- (b) Contract
- (c) Adjutant Act
- 4.6 Exchange Faculty Program (if any) : \_\_\_\_\_
- 4.7 Model Synopsis for subjects taught : \_\_\_\_\_
- 4.8 Examples of study problems, tutorial Exercises and sample question papers (Give details) : \_\_\_\_\_
- 4.9 Number of planning related books in Library (give list) : \_\_\_\_\_
- 4.10 Details of teaching aids used : \_\_\_\_\_
- 4.11 Any other information : \_\_\_\_\_
- 4.12 Duration of planning studio field work (minimum requirement of 7 working days) : \_\_\_\_\_

**5.0 Facilities for Technical Education** (Refer Explanatory Note – 8)

5.1 Academic Area :

| Sl. No. | Academic Area                                       | Floor Area | Equipments Available* |
|---------|---|------------|-----------------------|
| 1       | Class rooms for lectures, tutorials and discussions |            |                       |
| 2       | Design Studios for Planning Workshop                |            |                       |
| 3       | Exhibition-cum-Conference room                      |            |                       |
| 4       | Computer Laboratory                                 |            |                       |
| 5       | Library   |            |                       |
| 6       | Auditorium  |            |                       |
| 7       | Resource centre                                     |            |                       |
| 8       | Any other (specify)                                 |            |                       |
|         |   |            |                       |
|         |   |            |                       |
|         |   |            |                       |

\* Hardware and software like – LCD Projectors; Overhead Projectors; Public Address System; Drawing Boards with T Squares; Computers with software and GIS / GPS facilities; etc.

5.2 Administrative Area (Management staff, faculty rooms and office space) :

5.3 Amenities Area (including canteen, common room, store indoor, recreation room, etc.) :

5.4 Residential Areas for staff :

5.5 Students Hostel (a) Boys :

(b) Girls :

5.6 Office Staff :

| Sl. No. | Category            | Numbers |
|---------|---------------------|---------|
| 1       | Superintendent      |         |
| 2       | Accountant          |         |
| 3       | Stenographer        |         |
| 4       | Clerks              |         |
| 5       | Librarian           |         |
| 6       | Mechanics           |         |
| 7       | Laboratory          |         |
| 8       | Attendant           |         |
| 9       | Peons               |         |
| 10      | Any other (Specify) |         |

5.7 Budget Provisions and Recurring Expenditure (Refer Explanatory Note – 9)

Budget and Expenditure incurred for last two financial years on following items:

| Sl. No. | Items                                     | Number | Duration |
|---------|---|--------|----------|
| 1       | Training                                  |        |          |
| 2       | Field Trips                               |        |          |
| 3       | Educational Tour                          |        |          |
| 4       | Site Visits                               |        |          |
| 5       | Contingency expenditure                   |        |          |
| 6       | Maintenance expenditure                   |        |          |
| 7       | Library expenditure                       |        |          |
| 8       | Replacement of obsolete equipment's       |        |          |
| 9       | Seminar / workshop / training for faculty |        |          |

5.8 Whether the faculty members are paid : \_\_\_\_\_  
As per latest Pay Commission Rules  
If yes, please mention the Pay Commission  
Period?

**6.0 Various Committees Formation**

(Please attach their constitution only for planning and affiliation to other bodies and also specify whether these are separate for planning or included under other disciplines?)

6.1 Governing Council : \_\_\_\_\_

6.2 Academic Council : \_\_\_\_\_

6.3 Senate : \_\_\_\_\_

6.4 Executive Committee : \_\_\_\_\_

6.5 Board of Studies (only for Planning) : \_\_\_\_\_

6.6 Any other : \_\_\_\_\_

**7.0 Professional Involvement**

7.1 List of consultancy planning projects : \_\_\_\_\_  
handled by faculty / students  
(in last three years).

7.2 Participation in ITPI activities by staff : \_\_\_\_\_  
and students (including NOS-Plan, etc.

7.3 Faculty involvement in community work : \_\_\_\_\_  
(NSS / NCC; etc.)

7.4 Students participation in co-curricular activities (debate, competition, NOS-Plan, Workshops, Seminars, etc.) : \_\_\_\_\_

**8.0 Research and Training**

8.1 List of Research work undertaken by Faculty / Department (in last 3 years) : \_\_\_\_\_

8.2 List of Publications / Monograph (in the field of planning only) made by Faculty / Students (in last 3 years) (Give details for each faculty / student)  
a) In Journals (Indian / Foreign for last three years) : \_\_\_\_\_  
b) In Refreed Journals : \_\_\_\_\_  
c) News letters (attach separate sheet, if required)

8.4 Organized Seminar / Workshop / Training programme / short-term courses (in last 3 years) : \_\_\_\_\_

8.5 Any special achievements / awards / Commendations by Faculty / Students : \_\_\_\_\_

**9.0** Any other information which you would like to substantiate (Attach separate sheet, if necessary) : \_\_\_\_\_

**10.0** Difficulties faced in day to day operation (Fund / Manpower / Space / Others; etc.) Attach separate sheet, if necessary : \_\_\_\_\_

(Signature and Name and Address of the authorized faculty member, along with seal of Institute; email ID and Mobile No.)

Dated: \_\_\_\_\_

## EXPLANATORY NOTES

1. Institutions means the College / Department / School of planning in India imparting town and country planning education for recognized qualifications, prescribed by ITPI.
2. Institute may please authorize one faculty member and give his email ID and contact numbers for speedy communication:
3. Refer item 2.0 of Format
  - (a) The planning course in Master's shall be of two years duration or four semesters of 16 working weeks in each semester.
  - (b) Undergraduate Program (B. Planning) shall be of four years duration or eight semesters.
  - (c) Both Undergraduate and Postgraduate courses need to be conducted as per syllabus prescribed by ITPI / AICTE.
  - (d) The candidates shall possess atleast one of the following educational qualification for Master's program.
    - (i) Bachelor's degree in Planning, or Civil Engineering, or Architecture (from any University / Institutions in India or Abroad or its equivalent recognized by the Government of India); OR
    - (ii) Master's degree in Economics, or Sociology, or Geography (from any University / Institution in India or Abroad recognized by the Government of India).
    - (iii) Other qualifications or experience which the ITPI Council may accept from time to time as equivalent to the above after considering the background, training and experience of a candidate individually.
  - (e) For Undergraduate Program (B. Planning) the candidates shall possess the qualifications prescribed by AICTE.
  - (f) No candidate with less than 55% marks in aggregate at the preceding university examination shall be admitted to the planning course which may be released for SC and ST candidates, as per Government rules.
  - (g) Institution may subject the candidate, seeking admission to the planning to an entrance test specifically designed to assess the candidate's aptitude; admission shall be made preferably through entrance test at the national level.
  - (h) Institution may also conduct an interview before final admission. The weightage for such interview shall not exceed 20% of the marks for the entrance test in the matter of admission.
4. Refer Item No. 2.3 of Format
  - (a) The sanctioned intake of candidates at the postgraduate level in planning course in each specialization shall not exceed 20 in a class.
  - (b) If the sanctioned intake is more than 20 candidates, separate class shall be organized.
  - (c) The sanctioned intake of candidates at undergraduate level shall not exceed 40 in a Class.
5. Refer Item No. 2.4 of Format
  - (a) The University / Institution shall conduct the examination at the end of each semester.
  - (b) The Sessional Work (planning workshop studio) shall be assessed by a jury of internal and external examiners (50:50 ratio).

- (c) The pass marks shall not be less than 35% in each theory subject and 40% for all studio projects. The aggregation shall not be less than 50%.
- (d) The weightage of marks for all theory subjects and the Sessional Work may not exceed the ratio 50 : 50 in the first two stages of the course.
- (e) The weightage of marks for subjects having both Class work marks / internal assessment as well as examination marks may not exceed the ratio of 40 : 60 respectively.
- (f) An examiner for any of the subjects of examination shall have a minimum of 3 years teaching / professional experience in his / her field of study.
- (g) Candidates who have passed in the internal assessment, shall only be permitted to appear for the final exam.

6. Refer Item No.3.0 of Format

- (a) The institution imparting town and country planning education at undergraduate and postgraduate levels needs to follow the syllabus prescribed by ITPI / AICTE.
- (b) The Institution shall as an integral part of academic curriculum arrange for field study tours (tour not less than seven working days, so as the students to understand the necessity of data gathering / interviews / stakeholder meetings, etc.) and visits to important places relevant from planning point of view and participate in national level competitions like NOS-Plan, ITPI Best Thesis Award, etc.

7. Refer Item No. 4.0 of Format

- (a) The institution shall maintain a teacher / student ratio of 1:5 for Postgraduate and 1:8 for Undergraduate levels.
- (b) The Institution shall have access and input from teachers representing fields of human settlements, namely demography, housing, transportation, utilities, socio-economics, etc.
- (c) All the teachers teaching planning subjects shall be the member of ITPI.
- (d) The Institution may have the faculty pattern as prescribed in the UGC / AICTE norms and follow the UGC pay structure.
- (e) The Institution shall encourage the faculty members to involve in professional practice and research.
- (f) The institution shall encourage exchange of faculty members for academic program.

8. Refer Item No. 5.0 of Format

- (a) The norms suggested herein for space are related to an independent Planning School / Institute with an annual intake of 20 students (for postgraduate level) and 40 students (for undergraduate level) maximum in a class. These norms prescribe the minimal standards of space which must be provided for in an institution for efficient functioning.

(b) **Academic Area**

| Sl. No. | Items   | Total    | Per Capita |
|---------|---|----------|------------|
| 1       | Class rooms                                   | 240sq.m  | 1.2 sq.m.  |
| 2       | Design Studios                                | 100sq.m  | 5.0 sq.m.  |
| 3       | Exhibition-cum-conference room,<br>Laboratory | 200 sq.m | 1.0 sq.m.  |
| 4       | Workshop                                      | 200sq    | 0.5 sq.m.  |



|   |                 |         |            |
|---|-----------------|---------|------------|
| 5 | Library         | 150sq   | 0.75 sq.m. |
| 6 | Resource Centre | 80 sq.m | 0.4 sq.m.  |
| 7 | Auditorium      | 300sq   | 15.sq.m.   |

(c) **Administrative Area**

| Sl. No. | Items                   | Total    | Per Capita |
|---------|-------------------------|----------|------------|
| 1       | Director and Management | 100sq.m. | 0.5 sq.m.  |
| 2       | Faculty                 | 250sq.m. | 1.25 sq.m. |
| 3       | Amenities Area          | 250sq.m. | 1.25 sq.m. |

(d) Residential Area

| Sl. No. | Description  | Norm                     |
|---------|--|--------------------------|
| 1       | Housing in industrial centres, urban areas, etc.; where college is situated within city / town     | Provision for 50% staff  |
| 2       | Highly urbanized areas / Industrial areas, where the college is situated far away from city / town | Provision for 100% staff |

(e) Students Hostel Norms

(i) 50% of total student strength to be provided with hostel accommodation.

- Single room : 10 sq.m.
- Two seater room : 16 sq.m.
- Three seater room : 20 sq.m.

(ii) There shall be a separate Hostel for all girl students requiring accommodation with all amenities and special security arrangements.

9. Refer Item No. 5.7 of Format

Provision of mapping with hardware, software and computers facilities equipped with GIS, GPS, etc., along with printing facilities is required to be provided.