

**Prospectus for Admission to
B. ARCH Degree Course
2017-22**

Nizar Rahim and MARK School of Architecture

(Approved by Govt. of Kerala & Council of Architecture, New Delhi. Recognized by CUSAT)

Nizar Estates, Roadvila, Oyur, Kollam - 691 516.

Ph: +91 9526045555, +91 474 2466666, +91 474 6065555

Web: www.nrmsa.com OR www.nrmschoolofarchitecture.com

Email: nrmschoolofarchitecture@gmail.com

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**Prospectus for Admission to
B. Arch Course 2017-2018**

Manager / Trustee / Director/ Chairman

Dr. Abdullah Alim Nizar (Chairman)

Nizar Rahim and MARK school of Architecture

Nizar Estates, Roadvila, Oyur, Kollam - 691 516.

Phone: +91 9526355555

Email: nrmschoolofarchitecture@gmail.com

Website: www.nrmsa.com OR www.nrmschoolofarchitecture.com

Principal

Ar.Prince Benziger

Nizar Rahim and MARK school of Architecture

Nizar Estates, Roadvila, Oyur, Kollam - 691 516.

Phone: +91 9526045555, +91 474 6065555

Email: nrmschoolofarchitecture@gmail.com

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PREFACE

Nizar Rahim and MARK School of Architecture is founded in 2013 and recognized by Cochin University of Science and Technology also approved by Govt. of Kerala and the Council of Architecture, New Delhi. The College is located in Oyur, Kollam. NRMSA is an independent college promoting architectural & spatial design, This institution offers classes and certificate programs for students who wish to enhance their skills and expertise. Here we bring together the faculty and students who are interested in conducting research and learning on subjects of intense interest. The serene location and strong links with the design community makes it a strategic educational center. Apart from that, being a school of architecture, we believe that our building and campus should be an example that our students could relate to and be proud to show architecture students of other institutions.

Nizar Rahim and MARK School of Architecture was established to open a new avenue for students and with an objective of serving the nation and the world by graduating talented and broadly educated Architects for dynamic and Global Careers. We bring together faculty and students interested in conducting research and learning on subjects of intense interest. The central location and strong links with the design community make it a strategic educational center. Through contemporary and rigorous educational experience, we are dedicated to much more than producing technically competent designers and architects who that facilitates personal commitment to the educational success in an environment that values diversity and community. Preliminary years will focus on sustainability and enhancement of excellence in teaching faculty selection and deployment. We strive to motivate and guide students to think, be curious, to keep themselves open to sources of experience and learning, to be politically aware and socially responsive and take an independent position, respecting knowledge and people of knowledge, with humility.

OUR MISSION

To impart comprehensive education to produce professionals sensitive to sustainable development and contribute meaningfully to the society in shaping socio-cultural aspirations.

OUR VISION

The vision of our college is to promote academic excellence using state of the art technology to meet the global needs for qualified professionals by establishing and managing world class technical and professional educational institution and to create world class citizens promoting human values and traditions.

The college is a member of Architecture College Management Association [ACMA].

Prospectus 2017-22

I. INTRODUCTION

- i. The Nizar Rahim and MARK School of Architecture has decided to conduct a separate selection procedure for admission to the B. Arch Course in the college except for NRI seats and seats that may be set apart for allotment by the state (In Case of Agreement with Government).
- ii. The college conduct 5 years degree course in Architecture (B. Arch) as per the syllabus of the Cochin University of Science and Technology.
- iii. This prospectus is subject to modification, addition or deletion as may be deemed necessary by the Association and subject to the Judgments of Honourable Courts of law.
- iv. The prospectus contains the rules and regulations applicable to the seats to be filled by the College to the Management Quota of the B. Arch Course for the year 2017 - 2018.
- v. The fee structure shown in the prospectus is as per the agreement with the government for academic year 2016-17. This is subject to change.

II. COLLEGE AND NUMBER OF SEATS

- i. The Government and the Management Association [ACMA] is in the process of negotiation for seat sharing. The understanding till 2016-17 is that the managements may permit the government to fill up 50% of seats. Hence this prospectus is for taking of the balance 50% seats in B. Arch Course filled by the College. Hence this prospectus is for taking of the 50% seats in B. Arch course. In case no agreement is arrived at, the colleges will fill up the entire seats. In this case the fee fixed for Management Quota will be applicable for the entire seats. Seats that may remain unfilled by the Government also will be filled by the colleges concerned and here too the fee for Management seats will be applicable.

III. ADMISSION

- i. Course Offered : Bachelor of Architecture (B. Arch)

ii). DURATION OF COURSE

B. Arch is a 5 years course consisting of 10 Semesters including practical training and thesis. 1st and 2nd semesters shall be combined.

iii). CRITERIA OF ELIGIBILITY FOR ADMISSION

Admission is offered only to eligible candidates as per prevailing University norms and Council Of Architecture norms

- a) Candidate must be a citizen of India
- b) Candidates who have passed 10+2 Senior Secondary School certificate examinations recognized as equivalent thereto, with 50% marks in Physics, Chemistry and Mathematics and also 50% marks in aggregate of the 10 + 2 level examination.

Explanation –

(i) *Equivalent examination shall mean any 10+2, 10+3 Diploma or any such examination, duly recognized by the Central / State Government, which has been declared equivalent to 10+2 examination by Central / State Government or its designated authority. In case of Diploma, Mathematics, Physics and Chemistry shall be the subjects of examination during the course of study.

(ii) *The candidate should have obtained minimum passing marks in Mathematics, Physics and Chemistry in case any of these subjects are taken as additional/ optional subjects at the qualifying examination.

c) In addition, candidates will have to score 40% marks (80 marks out of 200) in the NATA (National Aptitude test in Architecture). Reserved category (SC/ST/SEBC) candidates should also have obtained 40% marks in NATA, as per guidelines of Council of Architecture.

d). Age: Applicant should have completed 17 years of age as on 31st December 2017. No relaxation of age will be allowed.

Copy of relevant page of school record namely SSLC/CBSE/ICSE certificate showing the date of birth/copy of the birth certificate from appropriate authority should be furnished along with the application attested by Gazetted Officer / Head of the Institution where the student had studied.

IV. Fees:

The fee details is mentioned in details in Page No.9. Please note that the student have to pay the fees every year of study (That is Five Years) on 1st working day of June every year from second year to fifth year, and for first year at the time of admission.

V. HOW TO APPLY

a). Application forms

The application form together with the information brochure can be obtained from college, on payment of Rs.1000/- by cash or by sending Rs.1025/- by way of DD and to such candidates application form and prospectus will be sent by post.

The last date to submit filled in application form in college is by 5 p.m. on 12-06-2017.

b). Submission of Application Form

The duly filled in application along with attested copies of necessary documents shall be submitted directly or by registered post with A/D to the respective colleges so as to reach there on or before the prescribed date.

Applications submitted to the college should be complete in all respects. The candidate should fill in all items in the application form in his/her own handwriting.

Application not accompanied by documents in proof of claims made therein will be summarily rejected without further intimation. Documents/certificates furnished after submission of the application will not be entertained under any circumstances. Also no opportunity will be given to incorporate any details or document after the submission of the application. Late and incomplete applications will be rejected.

c). List of copies of following certificate / documents attested by Gazetted Officer / Head of the Institution where the student had studied to be submitted with the application.

1. 12th / 10th certificate in proof of the date of birth.
2. NATA Score Card
3. Mark list of qualifying examination.
4. Migration certificate / Equivalency certificate in case for the students from other universities/Board
5. Caste Certificate
6. Candidates should enclose a self addressed envelope (25x12 cm size) with Indian postage stamp/ stamps sufficient for sending the Selection Memo by Registered post with set of application form.

Note:

- i. Applications received late will not be accepted.
- ii. Incomplete applications will be rejected.
- iii. Candidates **should not** enclose any original certificate along with the application.

NOTE:

- a. The prospectus and application form can be obtained from the office of the college. Application for Admission duly filled can be submitted along with other documents indicated in above para shall be submitted in the college office.
- b. The duly filled application along with the attested copies of necessary documents should be submitted directly or by registered post with A/D to the College office so as to reach the office on or before the prescribed date. Applicants shall obtain acknowledgment from the office for applications submitted directly.
- c. Applications submitted to the office should be complete in all respects. The candidate should fill in all the items in the application form.
- d. Selection for Management Quota will be based on merit as per the rank list published. Selected candidates have to appear for an interview before the final selection without fail.

VI. Rank List and Selection Procedure:

1. Rank list for admission to B. Arch Course will be prepared by giving equal weightage to the score obtained in the 'National Aptitude Test in Architecture' (NATA) and to the marks/grades obtained in the Qualifying Examination by the candidate (As per guidelines of the Council of Architecture, India). Marks obtained by the candidate in the National Aptitude Test in Architecture (NATA) out of 200 will be added to the total marks/*grades secured by the candidate in the Qualifying Examination computed out of 200. The Rank list will be prepared based on the total marks obtained out of

400, computed as above (* If grades are awarded to candidates in their Qualifying Examination, it will be converted to equivalent marks for this purpose).

2. Candidates to be considered for inclusion in the rank list for allotment to B. Arch course in all member colleges have to appear for 'NATA' and secure minimum score as prescribed by COA.
3. Admission will be made by the college based on the applications received in the college. The rank list will be prepared and published on the notice board of the college.
4. In the case of a tie in the total marks, the marks in NATA examination will be counted. If there is still a tie, the marks in Math's will be counted. If a tie still exists, the age of the candidate will be taken into account, the elder preferred to the younger. **If a tie again exists, the alphabetical ascending order of the name of the candidates in English will be taken in to account.**
5. Furnishing false information /particulars would result in the forfeiture of the candidature as well as cancellation of admission to the course, and in addition, will attract the relevant provisions of criminal law of the land.
6. Seats lying vacant after the date fixed for the completion of admission will be treated as lapsed seats and can be filled up by the College from among the application received from the eligible candidates.

VII. ADMISSION PROCEDURE

- i. Originals of all certificates/documents enclosed with the application should be submitted at the time of admission to the College.
- ii. The candidate shall pay full fees at the time of admission.
- iii. Physical fitness certificate, conduct certificate and transfer certificate originals should be submitted at the time of admission to the college.

VIII. RAGGING IS PROHIBITED

Ragging or any type of nefarious misconduct that jeopardize the tranquil educational climate in the college campus or outside will be deemed a noxious menace and attend to with severe punitive measures. Ragging means "any conduct whether by words, spoken or written or by an act which has the effect of teasing, treating or handling with rudeness or otherwise any student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the students to do any act or perform something which a student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or morale of a fresh or junior student". The incident of ragging will be strictly dealt as per prevailing COA/ Government/University stipulations.

IX. FEE STRUCTURE

The Annual tuition fees now existing in the college for B. Arch is as below **per annum for Five years**. In case the Fee Regulatory Committee decides on any lower fee the matter will be taken up before the Honourable High Court and the ultimate fee will be as per the directions of the Honourable High Court. If the fee collected is in excess and any such directions, the same will be refunded or adjusted towards future fees.

Selected candidates shall take admission at the scheduled time and date in the College after paying the tuition fee and other fees failing which the admission will be cancelled. The fee will be as per the agreement executed with Govt. by the Association and the Govt Order in this regard will be applicable.

The total fee to be paid is as follows. (Kindly note that the fee mentioned below is as per the GO in 2016-17 and the fee for 2017-18 is subject to change)

FEE STRUCTURE						
S. No.	Description	NRI 15%	Management (35% seats)	Govt. seats		Remarks
				General 25%	Lower income 25%	
1	Tuition Fees ***	2,20,000	137500	55,000	55,000	
2	Special Fees***	40000	40000	25,000	Nil	
3	Interest Free	175000	175000	Nil	Nil	

***Annual Fee for each Academic year

Institution fee, University fee, Uniform charge, ID card Charge, Insurance, Internet Charges, Locker Fe, Extracurricular fee, Spl.Facility Fee, Admission Fee , PTA Fees, Statutory Body Fee, Magazine & College day fee etc. Will also be charged extra at the time of admission.

Above Tuition fee is as per G.O. (Rt) No.1686/2016/ H.Edn dt.30.06.2016 and is likely to be modified for Academic year 2017-18 by Govt. & accordingly payable for all new admissions. The tuition fees and special fee shall be paid every year on the 1st working day of June.

X. Discontinuation of the course and payment of liquidated damages

If any candidate discontinues the course after closing of admissions on 15-08-2017 (Closing date of admission), or the last date of admission mentioned in the Agreement with Govt. for admission to B. Arch 2017-18 by the ACMA, the candidate has to pay liquidated damages to the tune of full fee of the course. The student shall claim for TC and other certificates only after clearing all the dues.

XI. Original Certificates / Documents to be produced by the student at the time of Admission.

1. Hardcopy of Admission Form (to be signed while at College)
2. Admission Memo (issued by CEE or by College)
3. Marks/ NATA score submission Data Sheet for B. Arch.
4. SSLC or X pass Certificate + mark list (original + 2 attested copies)
5. PDC or XI and XII Mark list / Memo + pass certificate (Original+2 attested copies)
6. Transfer Certificate
7. Migration Certificate (if applicable)
8. Course & Conduct Certificate (from last attend institute with six months validity)
9. Income certificate (if applicable)
10. Caste certificate (if applicable)
11. Physical Fitness certificate (in the format given by CEE)
12. Passport size photograph (4No's) and stamp size (1No.)
13. Original cash receipt from Bank (for Merit Quota students only)

XII Academics – Rules and regulations

Academics – Rules and regulations

Timings

The college will function from 9.15 am to 4.15 pm for all semesters, with one hour break from 12 noon to 1 pm for lunch. On Fridays the afternoon sessions will starts at 2pm. Saturdays and Sundays are usually holidays for the college.

Dress code

Uniforms are compulsory on all working days except Wednesday inside the college campus. When they come to laboratories and workshops, they should wear blue pants and slacks. T shirts, torn jeans, low waist dress, dhotis, midi, skirts, etc will not be entertained in the college campus. In addition, they have to wear shoes. Loose chapels and the like will not be permitted. Any student violating the rule may not be allowed in the campus and may be fined accordingly.

Identity card

An identity card with photograph will be issued to all students. Students must always wear the same when they are inside the college campus and must produce the same for inspection, if asked by the authorities.

Attendance and leave regulations

Students are expected to attend all classes without fail. If for unavoidable reasons, leave of absence is required, permission from competent authority should be taken as given under. Application for ordinary leave should be submitted to the class adviser concerned who is competent to sanction leave up to a maximum of 3 days at a time. For periods beyond three days at a time, the Heads of Departments/ Principal will be sanctioning authority. Applications for ordinary leave will be considered only if submitted on the date of return from leave.

Every student is required to maintain a minimum of 75% attendance and 50% minimum separately for each subject for each semester / term, failing which the student cannot appear for the University examination.

Students must not loiter on the College premises while the classes are going on. Any student violating the rule may be fined accordingly.

Medical leave

Students can apply to the Head of Department/ Principal through the Class Adviser for leave on medical grounds, within three days of working days of returning to the college after the leave. A medical certificate should be attached with the application. The students should keep medical leave application duly sanctioned. In the event of a student falling short of attendance at the end of a semester, condonation of shortage of attendance will be recommended only if they produce record to prove that leave had been applied for and granted in time.

Duty leave

Students are eligible for duty leave on recommendation from the concerned authority if they perform certain kinds of duty for the college like representing the college in sports and games or representing college in any inters college activities. Duty leave can be recommended only by the faculty members who are authorized to do so. Duty leave should be submitted to the Principal, or the designated authority, preferably before the duty is performed or soon after returning from duty, but not later than three working days. However, for exceptional cases, such as representing University / State Athletic events, prior permission of the Principal should be obtained to get duty leave in excess of 10%.

Guidelines regarding educational tour of students

- ✓ The tour proposals should reach the office (Academic Section) at least 3 weeks before the commencement of the tour.
- ✓ The tour period shall be considered as part of the working periods of a semester.

- ✓ Details of places/ buildings proposed to be visited should be indicated in the tour program.
- ✓ Tour programs duly signed and recommended by class adviser will only be considered.
- ✓ Written consent of the parent is essential for all students who participate in the tour.
- ✓ The designation of the escorting staff members should be indicated.
- ✓ The distance, date of travel, mode of travel, boarding and lodging details etc. should be clearly indicated in the tour programmed.

No student shall collect any money or contribution for picnic, trip and Educational visit to some place, get-together, study-notes, charity or any other activity without prior sanction of the Principal.

General Guidelines

- ✓ No student will be allowed to take active part in current politics. No student shall communicate any information or write about matters dealing with the College administration to the Press.
- ✓ Students are expected to take proper care of college property and help the college authorities in keeping the premises clean. Damaging college property e.g. disfiguring walls, doors, fittings or breaking furniture, misuse of fittings, or breaking furniture, misuse of A.C. etc., is breach of discipline, and the guilty will be duly punished.
- ✓ As a part of general discipline of the college, the students must avoid sitting on parapet, curb wall, hand rails and dirtying the walls. It is the duty of every individual to maintain neatness or appearance of the institution
- ✓ Students should not leave their books, valuables and other belongings in the classroom.
- ✓ The College is not responsible for lost property. However, Student may make a claim for lost property at the office, if it is deposited in the College Office.
- ✓ Students applying for certificates, testimonials, etc. which requires the Principal's signature on any kind of document or application should first contact the College office. Students should not bring any paper directly to the Principal for his/her signature.
- ✓ All College activities are organized under the guidance and supervision of the Management
- ✓ Students must not associate themselves with any activity not authorized by the College. Serious action will be taken to students found organizing or participating in such unauthorized activities.
- ✓ Students using unfair means at examinations will not be readmitted to the College. Actions will be initiated against such students as per the norms and procedure prescribed by the University.
- ✓ It is the responsibility of the students to read the notice boards regularly for important announcements made by the College office from time to time. They will not be excused or given any concession on grounds of ignorance or not reading notices.
- ✓ Disciplinary action will be taken against students found carrying and/or using cell phones, Pagers, walk mans, Discmans, iPods etc. on the college premises during class hours.

- ✓ Do not smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the hostel or college campus.
- ✓ Students joining the College are bound by the rules and regulations of the College
- ✓ Until further orders, all students except 1st years are allowed to use their two wheelers to commute between their place of residence and college. Such vehicles must be parked at designated scooter parking sheds before 9 am and vacate between 4:15 pm and 4:50 pm. Violating this may cause cancellation of the permission.
 - i. NRM College vehicle pass must be pasted and displayed on the vehicle.
 - ii. The vehicle pass will be issued free of cost from the college, only once.
 - iii. The vehicle pass can be availed from the college office up on submission of approved application duly endorsed by the parent the form provided from the College authorities supported by copies of vehicle registration certificate and driving license
 - iv. Students are not permitted to take vehicles out during lunch break.
 - v. Students must use helmets and follow the rules and regulation of the Motor Vehicles Department while driving and more than one person on a two wheeler is not permitted. If any of the above instructions is violated, the vehicle will be seized and strict action including withdrawal of permission to use the two wheelers on the campus will be taken.
- ✓ Use of the college name 'Nizar Rahim and MARK School of Architecture or showing affiliations to it in any social media networks shall only be to uphold the decency and decorum of the institution. Postings in pages of such networks either be in any manner to insult nor to defame anybody or shall not use offensive language of any nature at any time.
- ✓ Help to maintain the beauty, serenity and greenery of the campus.

In addition to the rules and regulations stated above new rules and regulations will be enforced from time to time to maintain campus discipline and to meet the objectives of the campus. Notwithstanding anything contained in these rules, the decision of the authorities of the college in all matters shall be final and binding.

DECLARATION

I have read and understood all the terms, conditions and rules mentioned and described in the 2017-18 Admission and Course information Brouchere (13Pages), I also understand that any breach in the rules by way of misconduct, ragging indiscipline etc. will be dealt with and punished severely by the College.

I agree to abide by all the terms and rules mentioned in the 2017-18 Admission and Course information Brochure. And also declare to pay the fees mentioned above for the entire course period, that is for Five academic years.

Student's Name& Signature :

Address :

Branch : B. Arch 2017-2022Batch

Date :

I agree that my ward will abide by the rules and conditions mentioned in the 2017-2022 Admission and Course Information Brochure. I hereby assure to pay the fee of my ward for all the Five Academic Years which is the total duration of the course.

Parent's name (indicate relationship) :

Signature :

Date :

TENTATIVE SCHEDULE

Last date for receiving Application	: 15-06-2017
Publication of preliminary Rank List	: 17-06-2017
Publication of Final Rank List	: 18-06-2017
Date of Allotment	: 19-06-2017
Date of Admission	: 28-06-2017
Last date of Admission	: 05-07-2017

Any seats falling vacant after 15-07-2017 shall be filled by individual colleges as Lapsed Seats.

Slight changes in the dates may be made as required based on the announcements of Higher Secondary Results.