

School of Planning and Architecture. Bhopal		
Custodians of Information		
S.No	Title of Manual / Handbook / Source of Information	Custodian of Information
1	Curriculum of B Arch.	Dean (Academic)
2	Curriculum of B. Plan	Dean (Academic)
3	Curriculum of B. Plan (Integrated)	Dean (Academic)
4	Curriculum of M. Plan (Urban and Regional Planning)	Dean (Academic)
5	Curriculum of M. Plan (Environmental Planning)	Dean (Academic)
6	Curriculum of M. Plan (Transport Planning and Logistic Management)	Dean (Academic)
7	Curriculum of M.BEM	Dean (Academic)
8	Curriculum of M. Design	Dean (Academic)
9	Curriculum of M Arch. (Landscape Architecture)	Dean (Academic)
10	Curriculum of M Arch. (Conservation)	Dean (Academic)
11	Curriculum of M Arch (Urban Design)	Dean (Academic)
12	Ordinances for Bachelor Programmes	Dean (Academic)
13	Ordinances for Master Programmes	Dean (Academic)
14	Ordinances for Doctoral Programmes	Dean (Academic)
15	Cultural Activities and Clubs	Dean (Student Affairs)
16	Workshops/STCs/ FDPs/Conferences	Dean (Faculty welfare)
17	House Allotment Rules Estate	Dean (P&D)
18	Intellectual Property Right (IPR Related	Dean (Research)
19	Current list of Projects	Dean (Research)
20	Innovation and Startup Policy	Dean (Research)
21	Rules of Research & Development and Consultancy	Dean (Research)
22	SPA Alumni Network	Dean (Student Affairs)
23	Indent form/Supply Orders (GeM & CPP Portal)/Detail of works executed in the fiscal year 2023-24	Store & Purchase section and Registrar office
24	Purchase rule (GFR 2017)	A R (Store & Purchase)

25	Hostel Management Rules	Dean (Student Affairs)
26	Student Handbook on Code of Conduct	Office of Dean (Student Affairs)
27	Institute level Anti-Ragging committee and squad	Dean (Student Affairs)
28	CIRCULAR-Instructions for use of hostel premises for any celebration and events	Office of Dean (Student Affairs)
29	Scholarship/International education loan, Grants	AR (Admission & Examination)
30	Recruitment of Regular, temporary and outsource staff	AR(Admin)
31	Tendering	AR (Store and Purchase)
32	Vigilance	Chief Vigilance Officer
33	Training & Placement	Chairperson, T&P Cell
34	Medical benefits & reimbursement	Dean (Faculty welfare)
35	Admissions	AR (Admission & Examination)
36	Equal opportunity cast-based discrimination	AR (Admission & Examination)
37	Ethical clearance & academic integrity	Chairperson, (Ethical clearance & academic integrity)
38	Finance (Balance sheet)	AR (Finance & Accounts)
39	Faculty/ Staff related details	AR (Admin)
40	MOUs	Registrar Office
41	Director reports on Convocation	Dean (Academic)
42	Convocation Brochure	Dean (Academic)
43	Annual Property Return Reports	AR (Admin)
	Institute Publications	
44	Institute Magazine	Hindi Raj Bhasha Vibhag
45	Institute Newsletter (SPACES)	Office of Dean (Student Affairs)
46	Annual Reports	Registrar Office
47	SPANDAN	Faculty Coordinator, (SPANDAN)
	Women Safety related	
48	Internal Complain Committee, POSH, She Box Portal 2.0	Chairperson ICC
	Minutes of Meeting	
49	Board of Governors	Registrar
50	Senate	Registrar
51	Finance Committee	Registrar
52	Building work Committee	Registrar