

School of Planning and Architecture, Bhopal

Custodians of Information

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

26	Student Handbook on Code of Conduct	Office of Dean (Student Affairs)	B
27	Institute level Anti-Ragging committee and squad	Dean (Student Affairs)	C
28	CIRCULAR-Instructions for use of hostel premises for any celebrations and events	Office of Dean (Student Affairs)	C
29	Scholarship/International education loan, Grants	AR (Admission & Examination)	C
30	Recruitment of regular, temporary and outsourced staff	AR(Admin)	C
31	Tendering	AR (Store and Purchase)	C
32	Vigilance	Chief Vigilance Officer	C
33	Training & Placement	Chairperson, T & P Cell	C
34	Medical benefits & reimbursement	Dean (Faculty welfare)	B
35	Admissions	AR (Admission & Examination)	B
36	Equal opportunity, caste-based_ discrimination	AR (Admission & Examination)	B
37	Ethical clearance & academic integrity	Chairperson (Ethical clearance & academic integrity)	B
38	Finance (Balance sheet)	AR (Finance & Accounts)	B
39	Faculty/Staff related details	AR (Admin)	B
40	MOUs	Registrar Office	B
41	Director's report on Convocation	Dean (Academic)	B
42	Convocation Brochure	Dean (Academic)	B
43	Annual Property Return Reports	AR(Admin)	B
	Institute Publications		
44	Institute Magazine	Hindi Raj Bhasha Vibhag	B
45	Institute Newsletter (SPACES)	Office of Dean (Student Affairs)	B
46	Annual Reports	Registrar Office	B
47	SPANDAN	Faculty Coordinator, (SPANDAN)	B
	Women Safety related		
48	Internal Complaint Committee, POSH, She Box Portal 2.0	Chairperson ICC	C
	Minutes of Meeting		
49	Board of Governors	Registrar	B
50	Senate	Registrar	B
51	Finance Committee	Registrar	B
52	Building Work Committee	Registrar	B