

# COUNCIL OF ARCHITECTURE

## 2018 Students' Awards

for

## Excellence in Documentation of Architectural Heritage

### BACKGROUND

- 1.1 **Council of Architecture (COA)**, has decided to institute award for excellence in documentation of architectural heritage in India. The **COA Heritage Award** has been instituted with an objective to encourage interest and talent of students for understanding, documentation of heritage buildings and to develop & promote sensitivity and awareness towards India's architectural heritage amongst students of architecture across the country.

### ELIGIBILITY

- 1.2 The term 'Student' shall mean a bonafide student of College of Architecture, who is a student of a full-time Architecture Degree programme.  
The term 'College' shall mean and Institute/college/school/department of architecture recognized by Council of Architecture.  
Each documentation project must be submitted through the Head of the Institute/ Principal of the college.

### PERSONS INELIGIBLE

- 1.3 No member of the organizing body or an associate or an employee or any member concerned with the preparation or organizing the competition shall be eligible to assist a student/college participating in the programme.

### PARTICIPATION IN THE AWARDS PROGRAMME

- 1.4 Each college/school/department of architecture recognized by Council of Architecture shall be invited to submit one entry per sanctioned intake of 40 students for the academic year 2018-19, in the form of A2 sized panels, minimum six and maximum ten in number, in their respective zones.  
The entry shall comprise of a documented project prepared, not before 31<sup>st</sup> May 2013, by a group of not more than 12 bonafide students of the college of architecture.  
The entries received, shall be judged by panels of three eminent architects in each of the five zones, to select five entries to represent each zone at the national final jury. At the national final jury, three architects of eminence would be invited to judge the 25 entries received from the five zones and award the prizes.
- 1.5 The conditions for participation and Registration Forms are available from the respective colleges of architecture and are also available for download on the website [www.coa.gov.in](http://www.coa.gov.in)

Each entry must be accompanied by a copy of the registration/declaration/proof of identity in the specified format (Registration Form and Declaration Forms A,B,C) signed by the students and the head of the institution, enclosed in an envelope. Each participant must be prepared to satisfy the Jury that he is the bonafide author of the project that is submitted.

The complete set of Registration Forms (Registration Form and Declaration Forms A,B,C) duly filled in and completed in all respects, together with a DVD as stipulated in 1.33, should be received, in original, by hand, registered speed post or forwarding agent at the address below not later than **24<sup>th</sup> August 2018, 5.00 pm.**

*No registration fee is charged.*

**Director,**

**Council of Architecture Training & Research Centre (COA-TRC),**

2<sup>nd</sup> Floor, A-4(B), Abhimanshree, Off. Pashan Road, Pune - 411 008.

Tel: 0-9764-000-352

email: [directorcoatrc.pune@gmail.com](mailto:directorcoatrc.pune@gmail.com), [admncoatrc.pune@gmail.com](mailto:admncoatrc.pune@gmail.com)

## **JURY PANEL**

- 1.6 A jury of three members shall be constituted. The Jury shall be appointed to advise on the conduct of award programme, adjudicate on the documentation projects submitted and make the award.
- 1.7 The jury members shall be appointed by the Convenor, Heritage Awards Committee of Council of Architecture from amongst eminent architects, conservation architects.

## **PRIZES AND MENTIONS**

- 1.8 The Council of Architecture (Promoter) undertakes to accept the decisions and awards of the jury panel and grant the following awards: There will be five zones.

## **PRIZES AND MENTIONS:**

Winners at Zonal Jury (5 Nos. in each zone)	Rs.10,000/- + Certificate each
Winners at National Jury (3 Nos.)	Rs. 75,000/- + Certificate each
Citation at National Jury (2 Nos.)	Rs. 25,000/- + Certificate each

***The awards for winners at the National level shall have two components – Cash and Crossword vouchers.***

## **SUBMISSION OF PANELS OF DOCUMENTATION PROJECTS**

- 1.9 Submission of the documentation projects implies acceptance of the awards programme's conditions. Participants are advised to retain copies of the material submitted.

- 1.10 All drawing panels comprising of an Awards programme's entry must bear on the reverse side of the panel, a sticker bearing a code number provided by the promoter. No other symbol, motto or distinguishing mark will be placed on any part of the panel except title of the project at designated location. All the drawing panels of the entire documented project of each entry shall be dispatched in a single packet using the label.
- 1.11 Submissions delivered by hand or by post or through forwarding agent should reach the designated address mentioned above and on the website [www.coa.gov.in](http://www.coa.gov.in), not later than the declared deadline. Receipt with date and time of delivery will be issued to the participants.
- 1.12 Submission of drawing panels, bearing the allotted code numbers on the reverse side, delivered by hand **should reach the respective Zonal coordinator** at his address on the website [www.coa.gov.in](http://www.coa.gov.in), not later than **5.00 pm on 07<sup>th</sup> September, 2018, Friday**. Receipt with date and time of delivery will be issued by the respective zonal coordinator to the participants.
- 1.13 Submission of drawing panels sent by post or through forwarding agent to the Zonal coordinator must be dispatched not later than **3.00 pm on 31<sup>st</sup> August 2018, Friday**. Proof of dispatch clearly showing the date of dispatch shall be forwarded to the respective zonal coordinator separately with a covering letter informing him of the dispatch of the thesis project.
- 1.14 Submission of drawing panels sent through post or through forwarding agent must reach the respective **Zonal Coordinator** at his address given on the website [www.coa.gov.in](http://www.coa.gov.in), not later than **5.00 pm on 07<sup>th</sup> September, 2018, Friday**.
- 1.15 All drawing panels should be packed together in a plain brown paper and sealed and bear the title- **COA 2018 STUDENTS' AWARDS FOR EXCELLENCE IN DOCUMENTATION OF ARCHITECTURAL HERITAGE**. If the packet has to travel a long distance, it may be dispatched in a wooden crate.

## **JUDGING PROCEDURE**

- 1.16 The promoter will place secretariat at the disposal of the jury to minute their meetings and record their decisions.
- 1.17 The deliberations of the jury will be confidential. No member of the Heritage Awards Committee or Technical Adviser or promoter's staff or Award's Secretariat may disclose any details of the awards, deliberations or decisions. The decisions of the jury are final and binding on the promoter.

1.18 The judging of the entries are scheduled to take place as listed below –

1.19 **Stage1 (Shortlisting in each zone of participation)**

A team of three assessors will visit each zonal center and short list five entries for stage 2 assessment. This will be a closed door assessment and the list shall be handed over in a sealed envelope to the representative of the promoter. The authors of the code numbers of the selected entries will be communicated and awarded at the zonal level. The selected 05 entries are invited to participate in the national jury for stage 2 assessment.

**Stage 2A (National Jury - Shortlisting)**

The panels of the twenty five selected thesis projects (five from each zone) shall be displayed at the venue of the national jury. A team of three assessors will visit the exhibition a day prior to the date of Public Jury and short list ten documentation projects for stage 2B assessment. The board of assessors may at its discretion select two entries as standby, (to be listed in order of merit), in addition to the shortlisted ten, code numbers of whom will be listed and kept in a separate sealed envelope. This envelope may be opened only if authors of any of the ten shortlisted entries are not present at the venue, and only after presentations of other shortlisted participants are complete.

**Stage 2B (National Jury-Presentation)**

Authors of the ten short listed documentation projects shall make an audio visual presentation to members of Jury (Assessors) in a public jury attended by eminent citizen, public and students, held in a public auditorium, on the given date. The participants must remain present in person to make the presentation. The sequence of presentation at the national jury will be announced by a draw of lots. Each shortlisted entry will be given a minimum of 20 minutes & maximum of 30 minutes for the entire Jury. It will consist of maximum of 15 minutes for the presentation on screen using projector only & 15-20 minutes for the question-answers

1.20 The promoter will announce the Awards for Excellence in Architectural Documentation, and Citations, on the **date to be confirmed** after completion of all the presentations.

1.21 A copy of the report of the jury will be made accessible for inspection to participants at the same time as the jury's award is made public.

**DISQUALIFICATION**

1.22 The jury may disqualify entries for the following reasons:

1. If received by COA at the address given above and on the website [www.coa.gov.in](http://www.coa.gov.in) by post or by hand after the declared deadline.

2. If the participant disregards any of the conditions of the programme
3. If the participant attempts to influence any member of the Jury Panel

## **TERMINATION OF AWARDS PROGRAMME**

- 1.23 If against all expectations entertained by the the promoter, the result of the awards programme is such that none of the participants could be declared by the jury as the winners of the awards, the programme could be regarded as terminated and the promoter will on the advice of the jury award only the citation awards to selected projects.

## **ANNOUNCEMENT OF AWARD AND EXHIBITION**

- 1.24 The promoter will publish the award of the Board of Assessors and inform the Council of Architecture after having first informed the authors of the entries.
- 1.25 All entries will be exhibited for two days (Second day being date of stage 1 assessment) at a Public gallery at each zonal center.  
Similarly, all entries selected for the National Jury will be exhibited for two days, on the day of and the day prior to the Final Jury at a public gallery at the national center.
- 1.26 Only code numbers of all entries will be displayed at the exhibition for the Zonal Jury. Names of all authors will be displayed at the exhibition of entries for the Final Jury.

## **RETURNING OF ENTRIES**

- 1.27 Within one month after closing of the exhibition, collection of the unsuccessful entries will be arranged by the respective colleges/ student authors from the zonal centers. After that the promoter will be free to dispose off the balance uncollected entries at will. The entries of 25 finalists shall be retained by the promoter for records.

## **RIGHTS**

- 1.28 All DVDs will be retained by the promoter as their property.
- 1.29 Copyright of all projects including the winning projects will be that of the authors of the documentation, however, the promoter will have the right to publish the projects received, in journals and as a compilation of entries received, for purpose of records, academic interest and creating an archive.

## **SETTLEMENT OF DISPUTES**

- 1.30 In the event of dispute not related to the judging procedure or the award of the jury panel, the settlement will be by arbitration without recourse to the legal authorities.

## AWARDS PROGRAMME SCHEDULE

1.31 The competition will be run in accordance with the following time table:

<b>C) IMPORTANT DATES for Heritage Awards 2018</b>	
Awards guidelines will be made available by the promoter	01 <sup>st</sup> August, 2018
Deadline for Registration (Forms and DVDs to be received at COA-TRC, Pune)	24 <sup>th</sup> August 2018, 5.00 pm
Allocation of code numbers to participants by COA-TRC, Pune	29 <sup>th</sup> August 2018, 5.00 pm
Deadline for dispatch of Coded Drawing Panels of Documentation project (entry) to Zonal Coordinator by post or through forwarding agent.	31 <sup>st</sup> August 2018, 3.00 pm
Deadline for receipt of Coded Drawing Panels of entries by the Zonal Coordinator by hand.	07 <sup>th</sup> September 2018, 5.00 pm
Deadline for receipt of Coded Drawing Panels of entries by post or through forwarding agent by the Zonal Coordinator.	07 <sup>th</sup> September 2018, 5.00 pm
<b>JURY DATES</b>	
<b>Zonal Jury</b> Short listing at Zonal Jury Declaration of Zonal Awards & Prize distribution	September/October 2018 Specific dates for each zonal center shall be announced later.
<b>National Jury</b> Short listing at National Jury National Jury, presentation of shortlisted entries Declaration of National Awards & Prize distribution	October/November 2018. Specific date shall be announced later.

## SUBMISSION FOR AWARDS

**Submission to the promoter at COA-TRC Pune: To be submitted at the time of registration (for receipt on or before 24<sup>th</sup> August 2018, 5.00 pm)**

**Envelope containing Forms as per 1.32a + DVD as per 1.32b**

1.32a A complete set of registration forms, in original, (Registration Form and Declaration Forms A,B,C) duly filled in and completed in all respects.

1.32b DVD containing:

- High resolution PDF files of submitted sheets
- Brief write up regarding the documentation project
- Scanned copies of the completed registration form and declaration forms A,B,C,
- Passport size photographs of the participants,
- Minimum fifteen photographs of the documented project. (All the photographs shall be in jpg format at resolution of 300 DPI.)
- **Project brief:** The participant should give a brief write up of the project in minimum 1500 words to maximum 3000 words as a MS word file in Arial 12 points, double spacing in A4 portrait format. In the first section of approx. 2000 words they should spell out the heritage significance and need for documentation of the selected

project. In the next 1000 words they may elaborate on the process of documentation of their project.

- **AutoCAD / Photoshop / Corel Draw drawings:** Drawings containing all finished plans, site plans, elevations, sections, architectural details of the project in simple line drawings with line thicknesses (without render) in proper layers and purged files in AutoCAD 2000 format. The documentation may concern itself with built form, arts and crafts, precincts and spaces, materials and techniques, oral history etc.
- **jpeg/pdf files:** 3d views, pen and ink sketches, model images, illustrated plans, sections, elevations, details should be in jpeg images/PDF format.
- **Power point presentation:** A copy of the presentation prepared for the final jury

**The submission (as per 1.32a + 1.32b) should be sent at the following address:**

**The Director,**

**Council of Architecture Training & Research Centre (COA-TRC),**

2<sup>nd</sup> Floor, A-4(B), Abhimanshree, Off. Pashan Road, Pune - 411 008.

Tel: 0-9764-000-352

email: [directorcoatrc.pune@gmail.com](mailto:directorcoatrc.pune@gmail.com), [admncoatrc.pune@gmail.com](mailto:admncoatrc.pune@gmail.com)

**Submission to be received at the zonal center on or before 07th September 2018, 5.00 pm: (After receipt of code number from Promoter on confirmation of registration, packet containing drawing panels as per 1.33)**

- 1.33 Drawing Panels to be submitted by competitors: minimum six but not more than ten in number, A2 size drawing sheets mounted on 1 mm/3 mm thick foam board bearing the allotted code numbers on label stickers (provided by the promoter) on the reverse of the sheet.

#### **ZONES OF PARTICIPATION:**

- 1.34 Details of zones, zonal centers and any **changes in dates or details of the programme will be displayed on the website [www.coa.gov.in](http://www.coa.gov.in)**
- 1.35 **Label stickers (bearing allotted code numbers to be pasted on the reverse of each sheet) for drawing sheets will be available for download on the website [www.coa.gov.in](http://www.coa.gov.in)**

1.36 *Label for Dispatch of Drawings (as per 1.33)*

To,  
**The Coordinator,**

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**COUNCIL OF ARCHITECTURE**  
**2018 STUDENTS' AWARDS FOR EXCELLENCE IN DOCUMENTATION OF ARCHITECTURAL HERITAGE**

1.37 *Label for Dispatch of Registration Forms and DVD (as per 1.32a and 1.32b)*

**REGISTRATION AND DECLARATION FORMS + DVD**

To,  
**The Director,**  
**Council of Architecture Training & Research Centre (COA-TRC),**  
2<sup>nd</sup> Floor, A-4(B), Abhimanshree, Off. Pashan Road, Pune - 411 008.  
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