Council of Architecture

REGULATIONS, 1982*

In exercise of the powers conferred by sub-section (1) read with clauses (a), (b), (c), (d), (e), (f) and (i) of sub-section (2) of section 45 of the Architects Act, 1972 (20 of 1972), the Council of Architecture, with the approval of the Central Government, hereby makes the following regulations, namely : –

PART - I

PRELIMINARY

1. Short title and Commencement

(1) These regulations may be called the Council of Architecture Regulations, 1982.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Definitions

In these regulations, unless the context otherwise requires. –

(a) "Act" means the Architects Act, 1972 (20 of 1972);

(b) "Executive Committee" means the Executive Committee constituted under Section 10;

(c) "Group D staff" means Daftries, Jamadars, Peons, Chowkidars and Sweepers appointed under clause (b) of sub-section (1) of section 12;

(d) "Inspector" or "Inspectors" means the inspector or inspectors appointed by the Executive Committee under section 19;

(e) "Member" unless the context otherwise requires means the Member of the Council;

(f) "Ministerial staff" means the Superintendent, Assistants, Accountants, Clerks, Stenographers and Typists appointed under clause (b) of sub-section (1) of Section 12;

(g) "President" means the President of the Council;

(h) "Secretary" means the Registrar appointed under clause (a) of sub-section (1) of Section 12;

(i) "Section" means the Section of the Act;

(j) "Standing orders" means the standing orders of the Council issued in conformity with the provisions of the Act and Rules & Regulations made thereunder;

(k) "Vice-President" means the Vice-President of the Council.

PART - II

COUNCIL OF ARCHITECTURE

3. Time and place, and preparation of business agenda for meetings of the Council: –

The Council shall meet at least once in every six months on such date and place as may be fixed by the Council:

Provided that the President.

(1) may call a special meeting at any time on 15 day's notice to deal with any urgent matter requiring the attention of the Council;

(2) shall call special meetings on 15 days' notice if he receives a requisition in writing signed by not less than 10 members and stating the purpose for which they desire the meeting to be called, such purpose being other than that mentioned in the first proviso to clause (b) of sub-regulation (9) of regulation 8 and being a purpose within the scope of the Council's functions for which they desire the meeting to be called.

4. Quorum for meetings of Council

(1) At ordinary meetings of the Council and at special meetings under clause (i) of the proviso to regulation 3, fifteen members of the Council shall form a quorum and all the acts of the Council shall be decided by a majority of the members present and voting.

(2) At a special meeting by requisition under clause (ii) of the proviso to regulation 3, the quorum shall be two third of the total strength of the Council.

5. Approval by circulation of papers

(1) In case of emergency requiring Council's sanction, the approval of members may be obtained by circulation of papers:

Provided that if no reply is received from a member within 15 days after the circulation of the papers, his approval may be taken for granted.

(2) Approval by circulation of papers shall be decided by majority.

* Published in the Gazette of India dated 2nd April,1983.

6. **Business at special meetings of Council**

At a meeting referred to in clause (i) of the proviso to sub-regulation (1) of regulation 3, only the subject for consideration of which the meeting has been called shall be discussed.

7. **Notices of meetings of Council**

Notices of every meeting other than special meetings called under the proviso to sub-regulation (1) of regulation 3, shall be despatched by the Secretary to each member of the Council not less than 30 days before the date of meeting.

8. **Business agenda for meetings of Council**

(1) The Secretary shall issue with the notice of the meeting a preliminary agenda showing the business to be brought before the meeting, the terms of all motions to be moved of which notice in writing has previously reached him and the names of the movers.

(2) A member who wishes to move any motion not included in the preliminary agenda or an amendment to any item so included shall give notice thereof to the Secretary not less than 20 clear days before the date fixed for the meeting.

(3) The Secretary shall not less than 10 clear days before the date fixed for the meeting, and in case of special meeting, with the notice of the meeting, issue a complete agenda paper showing the business to be brought before the meeting.

(4) A member who wishes to move an amendment to any item included in the complete agenda paper, but not included in the preliminary agenda paper shall give notice thereof to the Secretary not less than 3 clear days before the date fixed for the meeting.

(5) The Secretary shall, if time permits, cause a list of amendments of which notice has been given under sub-regulation (4) to be made available for the use of every member before the meeting.

(6) President may, if the Council agrees, allow a motion to be discussed at a meeting notwithstanding the fact that notice was received too late to admit of compliance with these regulations.

(7) Nothing in these regulations shall operate to prevent the reference by the Executive Committee of any matter to the Council at a meeting following immediately or too soon after the meeting of the Executive Committee.

(8) An amendment to a resolution or a motion can be moved when it is under discussion and no time limit of notice shall be necessary.

(9) A motion shall not be admissible,

(a) if the matter to which it relates is not within the scope of the Council's functions;

(b) if it raises substantially the same question as a motion or amendment which has been moved or withdrawn with the leave of the Council within one year of the date of the meeting at which it is designed to be moved:

Provided that such a motion may be admitted at a special meeting of the Council convened for the purpose under clause (ii) of the proviso to regulation 3 on the requisition of not less than two-thirds of the total strength of the Council:

Provided further that nothing in these regulations shall operate to prohibit further discussion of any matter referred to the Council by the Central Government in the exercise of any of its functions under the Act;

(c) unless it is clearly and precisely expressed and raised substantially a definite issue;

(d) if it contains arguments, inferences, ironical expressions of defamatory statements.

(10) The President shall disallow any motion which in his opinion, is inadmissible under sub-regulation (9):

Provided that if a motion can be rendered admissible by amendment, the President may in lieu of disallowing the motion admit it in amended form.

(11) When the President disallows or accepts an amendment to a motion, the Secretary shall inform the members who gave notice of the motion of the order of disallowance or as the case may be, of the form in which the motion has been admitted.

9. **Presiding officer of meetings of the Council and manner of voting**

(1) Every meeting of the Council shall be presided over by the President or, if he is absent, by the Vice-President or, if both the President and the Vice-President are absent, by a member to be elected by the member present from amongst themselves.

(2) Every matter to be determined by the Council shall be determined on a motion moved by a member and put to the Council by the Presiding officer.

(3) Votes shall be taken by show of hands or by division or by ballot as the Presiding officer may direct.

Provided that votes shall be taken by ballot if three members so desire and ask for it:

Provided further that if voting has been by show of hands, a division shall be taken if a member asks for it.

(4) The Presiding officer shall determine the method of taking votes by division.

(5) The result of the vote shall be announced by the Presiding officer of the meeting and shall not be challenged.

(6) In the event of an equality of votes, the Presiding officer of the meeting shall have a second or casting vote.

10. Motions to be moved at meetings of the Council

(1) When motions identical in purport stand in the names of two or more members, the Presiding officer of the meeting shall decide whose motion shall be moved and other motion or motions shall thereupon be deemed to have been withdrawn.

(2) Every motion or amendment shall be seconded and if not seconded shall be deemed to have been withdrawn.

(3) When a motion is seconded, it shall be stated by the Presiding officer of the meeting.

(4) When a motion has been thus stated, it may be discussed as a question to be resolved either in the affirmative or in the negative or any members may, subject to regulation 11 move an amendment to the motion:

Provided that the Presiding officer shall not allow an amendment to be moved which if it had been a substantive motion would have been inadmissible under regulation 8.

11. Amendments to motions at the meetings of Council

(1) At a meeting of the Council an amendment must be relevant to and within the scope of the motion to which it is proposed and shall not be moved which has merely the effect of a negative vote.

(2) The Presiding officer of the meeting may refuse to put to vote an amendment to the motion which is in his opinion frivolous and has the effect of a negative vote.

(3) A motion may be amended by:

(a) the omission, insertion or addition of words; or

(b) the substitution of words for any of the original words.

12. Matters which may be discussed at the time of discussion of a motion

(1) At a meeting of the Council when a motion or amendment is under debate no proposal with reference thereto shall be made other than –

(a) an amendment of the motion or the amendment, as the case may be as proposed in regulation 10;

(b) a motion for the adjournment of the debate on the motion or amendment either to a specified date and hour or *sine die*;

(c) a motion for the closure, namely a motion that the question be now put;

(d) a motion that the Council instead of proceeding to deal with the motion do pass to the next item in the agenda.

Provided that no such motion or amendment shall be moved so as to interrupt a speech:

Provided further that no motion of the nature referred to in clauses (b), (c) and (d) shall be moved or seconded by a member who has already spoken on the question at the meeting.

(2) Unless the Presiding officer of the meeting is of opinion that a motion for closure is an abuse of the right of reasonable debate, he shall forthwith put a motion that the question be now put and if that motion is carried the substantive motion or amendment under debate shall be put forthwith:

Provided that the Presiding officer of the meeting may allow the mover of the substantive motion to exercise his right of reply before the substantive motion under the debate is put:

Provided further that it shall not interrupt a speech, a proposal to adjourn the Council to a specified date and hour may be made at any time, but it shall be at the discretion of the Presiding officer of the meeting to put or refuse to put such a proposal to the Council.

(3) A motion or an amendment which has been moved and seconded shall not be withdrawn save with the leave of the Council which shall not be granted, if any member dissent from the granting of such leave.

(4) When a motion has been moved and seconded, members other than the mover and the seconder may speak on the motion in such order as the Presiding officer of the meeting may direct:

Provided that the seconder of a motion or of an amendment may, with the permission of the Presiding officer of the meeting confine himself to seconding the motion or amendment, as the case may be and speak thereon at any subsequent stage of the debate.

(5) During the meeting, the Presiding officer of the meeting may, at any time, make any objection or suggestion or give information to elucidate any point to help the members in the discussion.

(6) The mover of an original motion, and if permitted by the Presiding officer of the meeting, the mover of any amendment, shall be entitled to a right of final reply; and no other member shall speak more than once in the debate except with the permission of the Presiding officer of the meeting for the purpose of making a personal explanation or putting a question to the members then addressing the Council:

Provided that any member at any stage of the debate may arise to a point of order, but no speech shall be allowed on that point:

Provided further that a member who has spoken on a motion may speak again on an amendment to the motion subsequently moved.

(7) A speech shall be strictly confined to the subject matter of the motion or amendment on which it is made.

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(8) Any motion or amendment standing in the name of a member who is absent from the meeting or unwilling to move it, may be brought forward by another member with the permission of the Presiding officer of the meeting.

(9) If at any time the presiding officer of the meeting rises, any member speaking shall immediately resume his seat.

13. Adoption of motion

(1) When an amendment to any motion is moved and seconded or when two or more such amendments are moved and seconded, the presiding officer of the meeting shall, before taking the sense of the Council thereon, state or read to the Council the terms of the original motion and of the amendment or amendments proposal.

(2) An amendment to a motion shall be put to vote first.

(3) If there be more than one amendment to a motion the Presiding officer of the meeting shall decide in what order they shall be taken.

(4) When any motion involving several points has been discussed, it shall be at the discretion of the Presiding officer of the meeting to divide the motion and put each or any point separately to the vote as he may think fit.

14. Adjournment of meetings of the Council

(1) The Presiding officer of a meeting of the Council may at any time, adjourn any meeting to any future date or to any hour of the same day.

(2) When a meeting has been adjourned to a future date, the President may change such date to any other day and the Secretary shall send written notice of the change to each member.

(3) Whenever a meeting is adjourned to a future date, the Secretary shall, send notice of the adjournment to every member.

(4) At a meeting adjourned to a future date, any motion standing over from the previous date shall, unless the President otherwise direct, take precedence over other matter on the agenda.

(5) Either at the beginning of the meeting or after the conclusion of the debate on a particular item during the meeting, the Presiding officer of the meeting or a member may suggest a change in the order of business on the agenda, and if the Council agrees such a change shall be made.

(6) A matter which had not been on the agenda of the original meeting shall not be discussed at an adjourned meeting.

15. Commencement of a meeting of Council

If at any time appointed for a meeting, a quorum is not present, the meeting shall not commence until the quorum is present and if the quorum is not present on the expiration of 20 minutes from the time appointed for the meeting or during the course of any meeting, the meeting shall stand adjourned to such future date and time as the President may appoint:

Provided that in the case of meeting adjourned for want of quorum, no quorum shall be required.

16. Points of Order

(1) The Presiding officer of the meeting of the Council shall decide all points of order which may arise, and his decision shall be final.

(2) If any question arises with reference to procedure in respect of a matter for which these regulations make no provision, the Presiding officer of the meeting shall decide the same and his decision shall be final.

17. Minutes of the meetings of Council

(1) The proceedings of the meetings of the Council shall be preserved in the form of minutes which shall be authenticated, after confirmation by the signature of the Presiding officer of the meeting confirming the minutes.

(2) A copy of the minutes of each meeting shall be submitted to the President within 10 days of the meeting and attested by him and they shall then be sent to each member within 30 days of the meeting.

(3) The minutes of each meeting shall contain such motions and amendments as have been moved and adopted.

(4) If any objection regarding the correctness of the minutes is received within 30 days of the despatch of the minutes by the Secretary, such objection together with the minutes as recorded and attested shall be put before the next meeting of the Council for confirmation and at this meeting on other question shall be raised except as to the correctness of the records of the meeting:

Provided that if no objection regarding decision taken by the Council at a meeting is received within 30 days of the despatch by the Secretary of the minutes of that particular meeting such decision may, if expedient, be put into effect before the confirmation of the minutes at the meeting:

Provided further that the President may direct that action be taken on a decision of the Council before the expiry of the period of 30 days mentioned above.

(5) The minutes of the Council shall, as is practicable after their confirmation, be made up in sheets and consecutively paged for insertion in a volume which shall be permanently preserved.

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PART III

POWERS AND DUTIES OF PRESIDENT AND VICE-PRESIDENT OF THE COUNCIL

18. Powers and Duties of President

(1) The President shall exercise such powers and perform such duties as are contained in the provisions of the Act, the regulations and standing orders of the Council and shall do such acts as he considers necessary in the furtherance of the objects for which the Council is established.

(2) The President shall preside over the deliberations of the Council and of all committees of which he is a member.

(3) The President shall cause the meetings of the Council or Committees of the Council to be convened at such time and place as he may deem fit.

(4) The President shall approve the items for agenda to be brought before the meetings of the Council and its Committees.

19. Powers and Duties of Vice-President

If the Office of the President is vacant or if the President for any reason, is unable to exercise the powers or perform the duties of his office, the Vice-President shall act in his place and shall exercise the powers and perform the duties of the President.

PART IV

EXECUTIVE COMMITTEE

20. Conduct of business at the meetings of the Executive Committee

(1) The meetings of the Executive Committee shall, unless otherwise specified, be generally governed by the regulations applicable to the meetings of the Council.

(2) If both the Chairman and Vice-Chairman are absent, the members present shall elect one of their members to preside over the meeting.

(3) Four members of the Executive Committee shall form a quorum.

(4) If at the time appointed for the meeting of the Executive Committee, the quorum is not present, the meeting shall not commence until a quorum is present, and if the quorum is not present on the expiration of 30 minutes from the time appointed for the meeting or during the course of the meeting, the meeting shall stand adjourned to such future date and time as the member presiding over the meeting may appoint.

(5) In the case of a vacancy which may occur during the interval between consecutive meetings of the Council, the Executive Committee may co-opt a member of the Council to fill the vacancy until the next meeting of the Council which shall elect one of its members to be the member of the Executive Committee.

(6) Notice and agenda of meetings of the Executive Committee shall ordinarily be given 15 days before the meetings.

(7) (a) A copy of the minutes of each meeting shall be submitted to the Chairman within 15 days of the meeting, and after having been attested by him shall be sent to each member, within 20 days of the meeting.

(b) If no objection to the correctness of the minutes is received within 20 days of their despatch, any decisions therein shall be given effect to:

(c) The minutes shall be sent to the members of the Council after confirmation by the Executive Committee.

Provided that the President may direct that the action be taken on a decision of the Executive Committee, before the expiry of the period of 20 days mentioned above.

Provided further that the Executive Committee or the President shall refrain to act on the resolutions and the decisions taken by the Executive Committee where approval of the Central Government is required to be obtained under the provisions of the Act.

(8) All resolutions passed and action taken by the Executive Committee after confirmation by the Committee shall be placed for ratification.

(9) No decision of the Executive Committee shall have effect until the President has signified his approval thereof in writing and if he disapproves, until the Council has approved of the Executive Committee's decision.

21. Functions of the Executive Committee

(1) The Executive Committee shall be the executive authority of the Council and shall be responsible for giving effect to the resolution and decision of the Council.

(2) The Executive Committee shall have powers, such as –

(i) to manage the funds of the Council;

(ii) to invest the funds of the Council in the manner directed by the Council from time to time;

(iii) to appoint and supervise the work of the members of the staff and prescribe their conditions of service;

(iv) to consider the annual audit report and place it before the Council with its comments for its consideration;

(v) to prepare and place before the Council the annual administration report and the statement of accounts;

(vi) to authorise the Registrar to incur expenditure within the prescribed limits provided for in the approved budget;

(vii) to fix travelling and other allowances to the members of the Council and its Committees and to the members of the staff;

(viii) to delegate to the Chairman and the Vice-Chairman any of its aforementioned powers; and

(ix) to do all other functions necessary for discharging the aforesaid functions.

PART V

COMMITTEES OF THE COUNCIL

22. Constitution and conduct of business of committees

(1) The Council may, at any time on the adoption of a motion to this effect constitute a committee or committees consisting of any number of its members or resolve itself into a committee for the consideration of any business.

(2) The Council shall define the functions of the Committee and the number of members to be appointed or elected.

(3) The said committees shall have the powers to co-opt additional member or members not exceeding three in each case with prior approval of the President.

(4) (a) If the number of members proposed as members of the committee does not exceed the total number of members to form the committee, the members so proposed shall be appointed as members of the committee.

(b) If the number of members so proposed exceeds the total number of members to form the committee, ballot shall be held and the requisite number of members who obtain the largest number of votes shall be appointed.

(5) The President and Vice-President shall be ex-officio members of the committees constituted by the Council and shall act as Chairman and Vice-Chairman of these committees.

(6) The quorum for a committee constituted by the Council shall not be less than one-third of the total number of the members of the committee.

(7) Proceedings of the said committees shall be in accordance with this regulation, provided that it may at any time be relaxed at the discretion of the Chairman of the committee.

(8) The committee shall submit its report to the Executive Committee.

PART VI

REGISTRAR AND EMPLOYEES OF THE COUNCIL

23. Term, powers and duties of Registrar

(1) The term of the Registrar shall be fixed by the Council, with the previous sanction of the Central Government, at the time of appointment.

(2) The Registrar shall retire from service on attaining the age of 60 years.*

(3) The Registrar shall be the Chief Executive Officer of the Council and subject to the general supervision of the President and the relevant committees of the Council, shall exercise and perform, in addition to the powers and duties specified by the Act and these regulations in this behalf the following powers and duties, such as –

(i) be in charge of the Office of the Council as its Executive Head;

(ii) attend all meetings of the Council or of the committees unless otherwise directed;

(iii) keep records and minutes of the proceedings of the Council and of its committees;

(iv) keep in his custody the property of the Council including the Seal of the Council;

(v) exercise general control and supervision over the employees of the Council;

(vi) arrange for the deposit of moneys in bank received on behalf of the Council or its committees unless otherwise decided by the Council;

(vii) act as Secretary of all committees and convene meetings of the Council or its committees unless otherwise decided by the Council;

(viii) appoint such temporary staff as may be necessary, with the prior approval of the President to transact urgent work;

(ix) issue requisite notifications as prescribed and circular as may be required;

*Amended by Notification in the Gazette of India Part III, Section 4 on 31.07.1999. Further, as mandated, the Executive Committee of the Council revised the retirement age of the Registrar to 65 years.

(x) attend to the correspondence of the Council and of the committees;

(xi) act as Secretary of the Disciplinary Committee constituted under Rule 35 of the Council of Architecture Rules, 1973;

(xii) issue notices and be in charge of all work in respect of the proceedings including the grant of certified copies of documents and evidence or statement of witnesses;

(xiii) grant certified copies of documents or other proceedings referred to in the Act or the rules made thereunder or in these regulations;

(xiv) be the custodian of the records, registers, accounts, furniture, library and such other property as the Council may acquire from time to time.

(xv) make necessary arrangements for receiving moneys due to the Council and also issue receipts thereof;

(xvi) cause proper accounts to be maintained and deliver accounts books and other information required by the auditors appointed by the Council for the purpose of the audit of the accounts of the Council;

(xvii) make all other payments as sanctioned by the Council, committees and the President;

(xviii) pay salary and allowances to officers and employees of the Council, grant leave, etc. to them and sign their increments, in accordance with the approved scale of pay;

(xix) exercise disciplinary control over the said employees except dismissal in respect of which prior sanction of the Executive Committee shall be obtained.

(xx) perform such other duties as may be assigned to him by the Council or the committees or the President;

(xxi) register the architects, renew their registration and remove their names from the register of architects owing to non-payment of renewal fees.

24. Term, powers and duties of Administrative Officer

(1) The term of the Administrative Officer shall be fixed by the Council, with the previous sanction of the Central Government, at the time of appointment.

(2) The Administrative Officer shall retire from service on attaining the age of 60 years*.

(3) The Administrative Officer shall perform such duties as may be assigned to him by the Executive Committee, the Registrar and by these regulations.

(4) The Administrative Officer shall assist the Registrar in all the administrative matters in day to day working of the Office and shall assume all administrative responsibilities in the absence of the Registrar.

25. Terms and conditions of service of the employees

(1) All other officers and employees including Ministerial and Group D Staff, shall retire from service on attaining the age of 60 years*.

(2) The powers and duties of the employees shall be such as may be laid down, from time to time, in the standing orders.

(3) The Registrar may subject to prior approval of the President, appoint the Ministerial staff and Class IV staff and may engage such temporary personnel as may be required from time to time and, pay a reasonable rate of remuneration to such personnel, provided it does not exceed the rate sanctioned by the Central Government for corresponding permanent staff and such appointments shall be reported to the Executive Committee.

PART VII

FINANCES, ACCOUNTS AND AUDIT

26. Finances and Accounts

(1) The Council may receive, for the purpose of its expenses, registration fee, renewal fees and such other fees and money made admissible under the Act and the rules framed thereunder, and the proceeds of the sale of register of architects, reports and other publications :

Provided that the Council may accept grant, gift or deposit and such other financial assistance from the Central Government.

(2) The Bankers of the Council shall be the State Bank of India or any other bank specified in column 2 of the First Schedule, to the Banking companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970).

(3) (a) All the funds of the Council shall be paid into the Council's accounts with any of the said banks and shall be withdrawn by means of cheques signed by the Registrar and countersigned by the President or any other officer authorized by him in this behalf.

(b) The Cheque books shall remain in the personal custody of the Registrar.

(4) The funds of the Council, surplus to current requirements may, on the recommendations of the Registrar and with the sanction of the Executive Committee, be invested in fixed deposits with any of the said banks or in any Government security or in any other security approved by the Central Government.

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* Amended by Notification in the Gazette of India Part III, Section 4 on 31.07.1999. Further, as mandated, the Executive Committee of the Council revised the retirement age of the Administrative Officer, all other officers and employees to 65 years.

(5) An investment of the funds of the Council shall be made in the name of the Council.

(6) The safe custody of receipts shall remain in the personal charge of the Registrar and shall be verified once in the six months with the Register of Investments referred to in regulation 27 and a certificate or verification shall be recorded by the Registrar and countersigned by the President.

(7) The Registrar shall prepare detailed estimates of the receipts and expenditure for the next financial year, and shall submit the same for the sanction of the Executive Committee.

(8) The funds of the Council shall not be appropriated for expenditure on any item which has not been duly sanctioned by the Council or by the President or the Registrar; as the case may be.

(9) (a) The President shall have full powers to re-appropriate funds from one unit of appropriation to another subject to the conditions that the total budget provision is not exceeded and the President's action does not lead to any future financial commitment for the Central Government.

(b) Copies of orders sanctioning such re-appropriation shall be communicated to the Executive Committee.

(10) The Registrar shall have power to sanction expenditure of miscellaneous and contingent nature upto an amount not exceeding Rs.200/- in each case and the expenditure in excess of this amount shall require the sanction of the President.

(11) A permanent advance of Rs. 200/- as imprest amount shall be made to the Registrar to meet day to day expenses.

(12) The Registrar shall be the certifying officers for travelling and other allowances to members, inspectors and employees of the Council, and the President for those of Registrar.

27. Books of Accounts

(1) The following account books of the Council shall be maintained, namely:-

(i) The Cash Book.

(ii) The Classified Abstract.

(iii) The Register of Investments.

(iv) The Register of Equipments and Furniture.

(v) The Register of Cheque Books.

(vi) The Register of Leave and Pension or Provident Fund Contributions.

(vii) The Register of permanent advances.

(viii) Annual accounts.

(2) (a) Monthly accounts shall be compiled in the classified abstract according to the primary units of appropriation.

(b) Suitable secondary units may be opened at the discretion of the Registrar who shall be responsible for the due preparation and maintenance of all accounts.

28. Audit of Accounts

(1) The annual accounts of the Council shall be audited by an auditor appointed annually by the Council.

(2) The result of audit shall be communicated to the Executive Committee.

(3) A copy of the audited annual accounts and the report of the Council shall be submitted to the Central Government.

PART VIII

INSPECTION OF EDUCATIONAL INSTITUTIONS OF ARCHITECTURE

29. Inspection of educational institutions and their examinations

The inspection of architectural institutions and the attendance at the time of training and examination under section 19 shall be carried out in accordance with the following manner, namely : –

(1) each institution imparting instruction in architecture shall be inspected by the inspectors once in five years;

(2) the Registrar shall fix the date of inspection in consultation with the inspector or inspectors and the institution;

(3) the Executive Committee shall appoint such number of inspectors as may be deemed necessary to inspect an institution or to attend any examinations and to report thereon:

Provided that the minimum number of inspectors for such inspection shall be two.

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(4) (a) every inspector shall receive from the Chairman, Executive Committee, a formal commission in writing under the seal of the Council;

(b) the instructions of the Chairman shall specify the institution or institutions, courses of studies and scheme of examination or examinations or training programme or educational standards including staff, equipments, accommodation, training and other facilities which are required to be inspected or attended;

(c) the Chairman shall inform the inspector that he is to report to the Executive Committee who shall submit their final report with recommendations to the Council in accordance with these regulations;

(d) the Registrar shall provide the inspector with a copy of the documents and of the recommendations of the Council in regard to recognition of the qualifications or educational standards and improvements to be made thereon and of the resolutions with regard to architectural education.

30. **Powers and duties of Inspectors**

(1) It shall be the duty of the inspector: –

(a) to make himself acquainted with such previous reports, if any, on the institution or institutions which he is appointed to inspect as the Executive Committee may direct and with the observations of the University or examining body and the report of the Council thereon;

(b) to attend personally institution or examination or training which he is required to inspect but not to interfere with the conduct thereof;

(c) to inspect the institution which provides a recognized course of study or has applied for the recognition of its course of study and scheme of examination and to see that the course is in conformity with the regulations relating to education and the standards laid down by the Council;

(d) to report to the Executive Committee his opinion as to the sufficiency or insufficiency of standards of education or examination or institution inspected by him;

(e) to set forth in his report, in order, all the necessary particulars as to the question proposed in the written, oral or practical parts of each examination attended by him, the sessional and class work submitted by the candidates at the time of practical or viva-voce examination, the arrangements made for invigilation, the method and scales of making, the standard of knowledge shown by the successful candidates and generally all such details as may be required for adjudicating on the scope and character of the examination;

(f) to set forth in his report necessary particulars in respect of institutions so as to enable the Executive Committee to assess the existing facilities for teaching as well as the extend to which the recommendations of the Council regarding professional education have been given effect to;

(g) to compare, on receipt from the Registrar, proof copy of any of his reports, the proof with the original and correct, sign and return it to the Registrar for preservation in the records of the Council as the authentic copy of such report.

(2) Every report of the inspector or inspectors shall be signed and submitted to the Executive Committee.

(3) The reports of inspectors shall be deemed confidential, unless in any particular case the Executive Committee otherwise directs.

(4) Copies of the report by inspectors marked confidential shall be forwarded to the University or the examining body concerned as well as the institution with a request that the authority should furnish to the Executive Committee within six months from the date of despatch, such observations thereon as they may think necessary.

(5) A confidential copy of report of an inspector or inspectors, with the observations of the University or the examining body or the institution thereon, shall be supplied to each member of the Council and shall be considered together with comments of the Executive Committee by the Council along with the observations thereon of the Executive Committee for consideration by the Council at their next meeting.

(6) A copy of every report by the inspector or inspectors, with the observations of the University or the examining body and the institution concerned and the opinion of the Executive Committee thereon, shall, after approval by the Council, be forwarded to the Central Government and State Government concerned.