

**Guidelines for Identification of Academic Institutions as Centres of
Excellence in Urban Planning and Design**



सत्यमेव जयते

**Ministry of Housing and Urban Affairs
Government of India**

September, 2022

1. Background

1.1 In the Union Budget 2022-23 speech, Hon'ble Finance Minister announced that "For developing India specific knowledge in urban planning and design, and to deliver certified training in these areas, up to five existing academic institutions in different regions will be designated as centres of excellence. These centres will be provided endowment funds of Rs 250 crore each". In this regard, Ministry of Housing and Urban Affairs (MoHUA) initiated the exercise to identify five academic institutions in different regions imparting knowledge in urban planning and design for their designation as Centres of Excellence (CoEs).

1.2 In order to steer the process of identifying and designating institutions as CoEs, a committee comprising of officials from Ministry of Housing and Urban Affairs (MoHUA), Department of Higher Education (Ministry of Education), NITI Aayog and leading domain experts was constituted by this Ministry.

1.3 The committee accordingly has set up a due process for the identification and subsequent designation of CoEs from amongst premier academic institutions that are imparting knowledge in Urban Planning and Design. The identified CoEs are expected to make suitable institutional/ organisational arrangements within their frameworks to maintain the highest standards of leadership in the urban planning and design, develop high quality research and projects that improve urban planning outcomes on the ground, foster industry – academia – government and civil society partnerships, and ensure the delivery of certified trainings.

2. Envisaged Functions of CoE

2.1 As a "Centre of Excellence" the Institute shall:

- a) Aim to become an 'Institute of International Repute' in Urban Planning and Design.
- b) Maintain the highest standards of leadership in urban planning and design in the country by becoming a catalyst for innovation, knowledge creation, dissemination of best practices, training, capacity building and creating platforms for sustained engagement of academia– industry- government and civil society.
- c) Serve as an interdisciplinary platform in the field of urban planning, urban design, and allied fields.
- d) Foster partnerships with ULBs, UDAs, State Town and Country Planning Organizations, Central Government Organisations and other relevant agencies.
- e) Organise trainings and allow research opportunities for various government, non-government and private organisations to create an eco-system of well-informed city decision makers.

- f) Provide technical support for all aspects of urban planning and design for that particular region, and partner with complementary institutes to provide wide ranging capabilities in training and enable eco system building.
- g) Collaborate with the other selected CoEs to share successes, networks, processes and also to learn from failure.
- h) Improve the documentation of Indian traditional systems of planning and sustainable practices while contextualising international best practices and research to the local context.

A reputed urban planner/ urbanist shall head the CoE and be assisted by a team of experts / advisors / consultants / RAs and administrative staff as may be required from time to time. The head may be drawn from the academia or a practitioner from the profession. If the head is drawn from practice, it is expected that the individual will be available for at least three years to head the CoE. The head of CoE should have relevant experience in implementation of urban development projects and should be able to build strong linkages with the Government.

3. Eligibility Criteria for Designation of CoEs

3.1 The Letter of Invitation (Annexure-I) is extended to academic institutes in India imparting education in urban planning and design. Responses from any other institutes shall not be accepted.

3.2 Academic Institutes from across India that have a Faculty of Urban Planning and Urban Design may apply. The Institute would include courses at the bachelors, masters/ doctoral levels in fields that include, but are not limited to architecture, urban planning, regional planning, environment, infrastructure, housing, urban design, and urban management.

3.3 Interested institutes must respond to this Letter of Invitation using the formats suggested in the Annexure-II only. Any other formats may not be accepted.

3.4 Proposals must be submitted in line with the process detailed in Section 2 only. Any deviation from the process shall make the proposal liable to be rejected.

3.5 Only proposals submitted completely in English shall be accepted. In case any component of the proposal is unavailable in English originally, they may be complimented with attested translations.

3.6 Only one proposal per institute shall be accepted. Submission of multiple proposals per institute shall make the proposals liable to be rejected.

3.7 An institute may collaborate with other institutes in the region to gain complementary/ specialised skills such as urban finance, urban infrastructure and GIS & remote sensing in urban planning to provide a multi-disciplinary offering covering the various aspects of urban planning.

3.8 Any discrepancies and false information found in the submitted proposals shall make the proposals liable to be rejected.

3.9 Proposal must be complete in all respects. Incomplete proposals shall be liable to be rejected.

3.10 MoHUA reserves the right to reject any submitted proposal without according a reason.

4. Evaluation Criteria for Identification of CoEs

4.1 The institutes that are deemed eligible the expert committee will be further examined on the Evaluation Criteria. Indicative weightages for Evaluation Criteria are as follows:

Sr	Evaluation Criteria	Particulars	Weightage
1	The number of years since the institution is providing education in urban planning and design	Institute in existence - Atleast 15 years Post- graduate and above courses in Urban Planning/ Urban Design – At least 10 years	15
2	(a) Total number of full-time faculty teaching at the institution currently (b) Total number of visiting faculty teaching at the institution currently	Full time faculty: 15nos Part time faculty: 15nos Faculty nominated for CoE related activities to be provided separately.	15
3	Statement of physical infrastructure and equipment of the Institute such as conference hall, auditorium, and computer laboratories owned/ within the premises of the institution	Suitable infrastructure inhouse to train at least 50 participants in a single batch	15

Sr	Evaluation Criteria	Particulars	Weightage
4	Number of students that passed out of UG / PG / Doctoral courses in the last 10 years	Less than 200 (2 Mark) More than 200 (4 marks) More than 400 (6 marks) More than 600 (10 marks)	10
5	Involvement in training and capacity building activities for professionals in government and private sector in the last 5 years	Number of people trained Number of Training of trainer's sessions conducted List of convening events and related activities.	10
6	Identification of Team Leader and Dy. Team Leader who can head the CoE for a minimum of 3 years	CVs to be provided while submitting the proposal. Organizational structure to handle CoE designation with well-defined roles to be provided	10
7	Projects and Consultancy achievements in last 5 years and average per year	Number of Projects undertaken with ULBs/ DAs/ State or Centre especially pertaining to urban planning and design issues such as water bodies' rejuvenation, green spaces, place making and traditional architectural and planning practices etc.	10
8	Collaborations, Joint exercises and other similar engagements in last 5 years.	Collaborations with other local or national institutes Collaborations with international institutes Co-created centres if any	10
9	Research and Development activities in last 5 years	Number of publications brought out by the institute/ faculty Number of Citations, and patents if any of the institute/ faculty	5
	TOTAL		100

5. Identification of Institutions to be established as CoEs

. The academic institutions willing to be designated as CoEs are required to submit the proposal as detailed in Annexure-II. The proposal shall include all the details about the existing profile of the institution the proposal for collaborating/partnering with industry, especially the ULBs/UDAs and state T&CP Department. The proposal should bring out clearly how the CoE expects to carry out of training and capacity building, conduct research, engage with practitioners, create knowledge, engage and collaborate with other institutions, proposals for fund utilisation and all other relevant activities required to be undertaken at the CoE. The Expert Committee on CoE shall evaluate the proposals on the basis of eligibility and evaluation criteria outlined in Section 4 of this document.

6. Funding

About Endowment Fund

An endowment fund is a pooled or gifted fund, the principal of which is typically held in perpetuity and invested. A part of the returns is utilised by the institute to meet the objectives for which the fund has been created, and a part of it is ploughed back into the principal to ensure its growth. An endowment thus allows for both, immediate funding and long-term financial security for the institution.

Benefits of Endowment funds:

Financial Stability:	The perpetual nature of funds ensures continuous availability of funds year over year
Use of Risk Capital:	The institute could take new initiatives which otherwise could not be done on account of the lack of funding.
Permanence:	Future beneficiaries for long term are impacted positively.
Positive image:	Institutes with endowment funds are generally considered stable and more mature ones.

An endowment fund of Rs 250 Cr shall be provided to each institution in one single chunk. The funds can be parked in a suitable investment option and the income generated out of its interest shall be utilised to finance the activities at CoE for the purpose of conducting research, publications, training, organising workshops, documentation of best practices, hiring of trainers for a specific purpose etc.

Terms of spending:

- The endowment fund is expected to last for a period of 25 years, in which there will be a cap in utilisation of the principal amount for the first 20 years.
- The funds can be used for strengthening of infrastructure like computers labs, remote sensing labs etc. however, a limit shall be prescribed about how much of the funds can be used for creation of new buildings.
- Cumulatively, only 10 percent of the fund can be utilised in the first five years to meet any capital investment related expenditure.
- For the first year, expenses for salary, travel, rent and other revenue expenditure can be made to the extent of Rs 5.00 crore from the principal amount.
- From the second year onwards, only the interest earned from the endowment fund can be utilised for the activities identified for CoE.
- In the last five years, the principal amount of the funds can be utilised for both for capital as well as revenue expenditure and at the end of 25 years, the funds shall be untied and they can be utilised for any other purpose the institution deems fit. The CoE identification will also end at the end of 25 years' period.
- Under any circumstances, the funds will not be utilised for any other activity not linked to CoE for any other target group other than the one identified under this scheme.
- As far as the training and hand holding is concerned, the CoE shall charge fully/ partially an amount from the participants and no such programmes should be provided free of charge.

A system of accountability shall be established to report on the fund utilisation by the CoE in each financial year. The board of governors of each academic institute shall ensure that the fund utilisation out of the endowment funds is done in accordance to the purpose for which it is established. A separate audit report regarding the utilisation and the status of funds shall be submitted to the Ministry of Finance at the end of each financial year for the next 25 years. (FY to be defined)

7. Monitoring of the Functioning of CoEs

A framework of assessment will be developed to review the functioning of CoEs and keep a check on the quality. Along with this framework, a monitoring mechanism will be set up at MoHUA to ascertain the delivery by each institution in fulfilling the functions of CoE. In case of performance below standards or any other issues pertaining to funds utilisation, the identified CoEs can be de-recognised.

8. Submission for Proposals and Short Listing

The proposal for the short listing of institutions based upon the prequalification should be submitted as per the format prescribed in Annexure-II. The proposals shall be scrutinised by Ministry of Housing and Urban Affairs. Based on the scrutiny, only those institutions shall be shortlisted who obtain minimum 70%. The shortlisted

institutions will be invited to make a presentation which will also be duly evaluated. The presentation should clearly bring out the role of the institution achieving the objectives of the CoE envisaged in the budget speech along with clear cut action plan and outcomes.

The submissions may be sent in hard copies latest by 30th October, 2022 at the following address:

To,
Shri Anup Barman,
Under Secretary,
Room No. 102G,
Nirman Bhawan,
New Delhi-110001

No. 1-59/2008/TCPO-MUT(373)/AMRUT-IIA
Government of India
Ministry of Housing & Urban Affairs
(AMRUT Division)


Nirman Bhavan, New Delhi,
Dated the 15th September, 2022.

OFFICE MEMORANDUM

Subject: Invitation to participate in challenge for designating the existing academic institutes as Centres of Excellence in urban planning and design.

The undersigned is directed to refer to union budget 2022-23 announcements which inter-alia state that for developing India specific knowledge in urban planning and design, and to deliver certified training in these areas, up to five existing academic institutions in different regions will be designated as centres of excellence. These Centres will be provided an endowment fund of Rs. 250 Crore each.

2. In order to designate the institution as Centre of Excellence, 'Guidelines for Identification of Academic Institutions as Centres of Excellence in Urban Planning and Design' (enclosed) have been prepared by this Ministry.
3. Academic institutes of Urban Planning and Design are invited to participate in the competition by submitting a technical proposal in line with the criteria and timelines prescribed in the said Guidelines.

15/9/22

(Harish Chandra Prasad)
Under Secretary to the Government of India
Tel: 011-23063488

To

The Heads of Academic Institutes of Urban Planning and Design.

Proforma for Recognition of Centre of Excellence:

1. Name of the Organization:
2. Address with E-mail and Phone No.:
3. Year of establishment / Registration number and date:
4. Year-wise data of students passed out in various disciplines in the last 10 years;
5. Whether the Organization has its own building if yes, give details of infrastructure available along with equipment, vehicle etc. of the place which is sought to be recognized as CoE:
6. Whether any other grant has been received from Central/ State Govt./Funding Agencies for projects being undertaken by the applicant institution, if so, the details thereof:
7. Track record of meritorious accomplishments /awards etc. during the last five years by the applicant institution:
8. Performance Desirables of CoE for which recognition is sought:

SL. NO.	PARTICULARS	DETAILS
1	<ul style="list-style-type: none"> • MoUs/agreements with other institutions • Number of centres co-created with Industry participation 	
2	<ul style="list-style-type: none"> • Number of Research Projects/ consultancy assignments handled and brief details there of 	
3	<ul style="list-style-type: none"> • Organizational structure with well-defined roles of each stakeholder • Academic/ trainer staff and bifurcation in terms of permanent and contractual basis (More than 50% of the staff has to be permanent) 	
4	<ul style="list-style-type: none"> • Infrastructure and latest tools, equipment available to conduct different stated activities of CoE 	

SL. NO.	PARTICULARS	DETAILS
5	<ul style="list-style-type: none"> • Number of workshops/ conferences organized • Communication strategy to reach out to different target groups • Details of recent (in last five years) meetings held with industry professionals apart from students 	
6	<ul style="list-style-type: none"> • Details of Trainings conducted in last five years 	
7	<ul style="list-style-type: none"> • Incubation centre, if any • Details of any incubation projects in last five years • Details of the networking/mentoring support given to nearby institutes 	
8	<ul style="list-style-type: none"> • Technology infrastructure that can support in training activities • Availability of updated learning resources 	
9	<ul style="list-style-type: none"> • Number of professional staff employed by applicant institution (Full time/part time & contractual) that are proposed to work for the CoE 	

Name and signature of the Director
With Seal of Office

A. Checklist of documents to be attached with the application

1. Application as per Annexure-II
2. Attested copies of the Registration Certificate, Memorandum of Association and By-laws of the Organization in case of Non-Governmental Organization/Institute.
3. Attested copy of the Audited Statement of Account for the last 3 years.
4. A note of activities in last five years especially those related to research, training and capacity building.
5. The list of publications by applicant Institution in the last five years, if any.
6. Documents supporting the previous track record of working in the field of proposed excellence.

B. Certificate to be submitted with the application

CERTIFIED THAT:

1. We shall abide by all the Terms and Conditions of the CoE guidelines
2. We shall furnish such periodical/special reports as may be required by MoHUA and Ministry of Finance.
3. MoHUA and Ministry of Finance may at their discretion, themselves or through their authorized representative evaluate the work undertaken by CoE and its progress over a period of time.
4. The undersigned shall be personally responsible for the credibility and authenticity of the information provided and documents attached with the proposal and legally liable for any default in this regard.
5. Separate records shall be maintained for finances and activities undertaken under the CoE.

Name and signature of the
Director/Vice Chancellor
With Seal of Office