

FAQ (Existing Institutions)

How can we submit the online application for extension of approval for B.Arch./M.Arch. courses?

The institutions are required to visit the new web portal of the Council at <https://ecoa.in/academic/public/> and submit application for extension of approval for B.Arch./M.Arch. course with details of infrastructure, facilities and faculty as available with the institution, for the academic session 2023-2024. which shall become operational from January 17, 2023.

For the first time, the institutions need to login at the portal using their existing user name and the generic password "Password@123#". After logging into their account, institutions can reset their passwords to continue to access their accounts. For seeking approval for Architecture programmes, the institutions shall fill up a single application containing details of all the programmes such as extension of approval for B.Arch./ M.Arch. course/ additional intake in B.Arch. or introduction of new PG course.

For extension of B.Arch. programme, the institution shall fill up details in two separate forms - Part-A (Quantitative details) and Part-B (Qualitative details). For extension of M.Arch. programme, there shall be a single form.

How do we upload digital signature of authorized signatories?

After filling up the online application form and details of respective Architecture courses, the institution shall download single pdf of the consolidated Application from the login dashboard containing details of all courses.

The institution is required to upload the pdf of application, digitally signed by head of institution and competent authority of sponsoring body of the institution. The digital signatures of authorized signatories may be procured in pen drive through any software provider and affixed at two places in the application.

How do we make payment towards Inspection/Extension of Approval Charges?

After the Application pdf with digital signatures has been successfully verified by the Council, the institution can make online payment towards "Inspection/Extension of Approval Charges" of Rs.1 lakh (each course) to submit the application at the portal. There shall be no requirement to send hard copy of the application/ enclosures/ documents unless specifically asked for by the Council.

Do we have to fill up for Form-B for extension of approval for B.Arch. course?

All institution which are imparting B.Arch. course for at least 3 years are required to submit Form-B which contains two parts. The Part-1 of the Form-B contains the qualitative aspects pertaining to B.Arch. course. The institutions need to provide information and upload data related to Design, Technology, Humanities & Environment, Professional Practice, Town Planning, Electives and Lab Subjects. The Part-2 of the Form-B of the Self-Assessment Report to be filled by the institution while awarding marks and uploading relevant information. All the data as indicated in Form-B needs to be filled up by the institution. There is no Form-B for M.Arch. courses presently.

How can faculty confirm their appointment in application?

The faculty members need to login into their existing accounts at www.coa.gov.in and select the faculty appointment option. They will be redirected to an appropriate page at academic portal where they can confirm their appointment after receiving an OTP.

How do we add a faculty member in application showing as employed at another institution?

In order to add a faculty member in application showing as employed at another institution, the second institution must delete the faculty from its application and attach relieving order. In case the institution does not delete the faculty name, the resignation and relieving order may be sent to the Council office at coasoa@gmail.com for appropriate action.

We are unable to see the previous data of the institution from the last year application.

The data from previous applications submitted by the institution has been ported in the new portal though there could be some anomalies in porting. In case of any issue, the institutions may please contact technical support @ Mr. Sushil Mob.: 9968182640.

If the issue is still remains unresolved, the institutions are requested to kindly enter the missing data in the application by refilling.