

FAQ (New Institutions)

How can we submit the online application for introduction of B.Arch. course?

Promoters (i.e. Trusts/Societies and other sponsoring bodies) intending to start new institution imparting education in the field of Architecture may visit the portal of the Council <https://ecoa.in/academic/public> to apply for introduction of 5-year B.Arch. course for the academic session 2023-2024.

The promoter, after signing up for new institution on the portal, shall receive username and password. On receiving the same, the promoter shall fill up the online application form and upload the supporting documents. New Institutions shall be allowed to submit application for introduction of B.Arch. programme for intake of 40 only.

Applications for introduction of UG course (B.Arch.) shall be processed in terms of the Perspective Plan for growth of Architectural Education (Amended) prescribed by the Council. No new institution will be permitted in regions falling under Category-IV of Perspective Plan Policy of COA for introduction of B.Arch. course. The promoters are therefore recommended to go through the COA Perspective Plan Policy available at the website of the Council www.coa.gov.in under "News & Highlights" before applying.

What is the process of submission of application?

The Promoter shall be required to fill up application for introduction of B.Arch. in two stages. Form N1 shall comprise of basic profile and land and building documents which need to be submitted by the proposed institution. On successful filling up of N1, the institution shall get the pdf of application form digitally signed by the authorised signatory of the parent sponsoring body, e.g. Secretary or Chairman of Trust, etc., and upload the same and then make online payment to submit the same at the portal.

After the Form N1 has been verified, LOI letter shall be issued by the Council and proposed institution shall proceed on to fill up Form N2 comprising infrastructure and faculty details which shall also be submitted after being digitally signed by authorised signatories of the sponsoring body and proposed institution at the portal.

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 in the application.

How do we make payment towards Evaluation Charges?

After the Application pdf with digital signatures has been successfully verified by the Council, the institution can make online payment towards "Evaluation Charges" of Rs.5 lakh 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.

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.