

**Prospectus for Admission to
B. ARCH Degree Course
2018-23**

TKM School of Architecture

Musaliar Hills
Karuvilil P. O
Ezhukone, Kollam - 691505

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I. Preface

- a. The TKM School of Architecture, Karuvelil, has decided to conduct a separate selection procedure for admission to the B. Arch Degree Course in the college except for NRI seats and seats that may be set apart for allotment by the state (In Case of Agreement with Government).
- b. The college conduct 5 years degree course in Architecture (B. Arch) as per the syllabus of the Cochin University of Science and Technology to which the college is affiliated.
- c. This prospectus is subject to modification, addition or deletion as may be deemed necessary by the Association and subject to the Judgments of Honourable Courts of law.
- d. The prospectus contains the rules and regulations applicable to the seats to be filled by the College to the Management Quota of the the B. Arch Course for the year 2018 - 2019.
- e. The fee structure shown in the prospectus is as per the agreement with the government for academic year 2017-18. This is subject to change.

The college is a member of Architecture College Management Association [ACMA].

II. TKM School Of Architecture

a. Legacy Of Leadership

The name Thangal Kunju Musaliar conjures up memories of an era, when the call for independence echoed in every corner of the country. As a visionary, he understood that empowering an emerging nation lay in a strong and self-reliant economy. Thus, he pioneered the cashew export trade and soon built a vast business empire through impeccable planning and systematic implementation. By 1940, he had the unique distinction of being one of the world's largest employers. To him, it means sustainable income to thousands of families. His next step was to bring quality education to the society. Indeed, his extraordinary foresight made him an industrialist, educationalist and philanthropist par excellence. The life of Thangal Kunju Musaliar exemplifies a personal drive with 'vision' in its true sense. The Government of India has issued a commemorative stamp in his honour.

b. TKM College Trust

The year 1956 marked the beginning of a new epoch in the realm of higher education in the 'cashew capital' of the country, Kollam, with Janab A Thangal Kunju Musaliar founding the TKM College Trust. Ever since its inception, the Trust has traversed miles in pursuit of excellence in education. TKM College of Engineering was the first ever private engineering college in Kerala and was founded in 1958. The Trust has since established several other premier centers of learning including TKM Institute of Management, TKM College of Arts & Science, TKM Institute of Technology, TKM School of Information & IT, TKM Centenary Public School, TKM Higher Secondary School and TKM School of Architecture.

c. About TKM School of Architecture

Keeping in tune with the legacy of our founder, we at TKM College Trust firmly believe that we should always do the utmost without compromising on our ideals and goals.

The TKM School of Architecture, now into its fourth year since commencement has been conceived as the place where young minds are trained in Design Excellence so as to live and sustain in the changing global scenario. I am sure that with the design training imparted to the students of this Institution they will achieve excellence in their career, and be the design innovators of tomorrow.

The School of Architecture was set up in 2014, with an initial annual intake of 40 students. The fundamental thrust of the School's philosophy has been to emphasize the sustainable nature of the design profession. The School's pedagogical methods seek to improve the design skills of the students by concentrating on a holistic approach to the projects at hand. The Course equips the students for the profession with its six months practical training and tenth semester thesis programme.

d. Academics

The programme offered at the School is the recognized under graduate B Arch (Bachelor in Architecture) by CUSAT (Cochin University of Science & Technology) and is duly approved by the Council of Architecture, New Delhi. The School implements the credit based semester systems making use of the day to day developments in modern educational and design technologies. Many faculty of the School are actively involved in the formulation of the scheme and syllabus of the B Arch Programme of CUSAT.

e. Design Programme

The Instruction and research methodology at the School provides a foundation for design exploration and communication, offering students new ways to access design references, model buildings and a thorough knowledge of arts and sciences. This experiential knowledge would give them confidence and build industry-worthiness to compete with real-world stakeholders. Inter-class and faculty-student relationships contribute to a warm friendly atmosphere where the students feel at home and their minds and learning become a wonderful experience.

f. Administration

TKM School of Architecture is the eighth educational institution established by the TKM College Trust. The School is governed by the Governing body with its Chairman as the head of the institution. The Administrator and the Principal are the executive heads of the School along with the Dean who is in charge of the academic affairs and he is assisted by the faculty. The students in each batch are under the care and supervision of a group of advisors headed by a senior advisor and this advisory system is deemed to be very strong and effective.

g. Facilities

The School has various state of the art labs catering to the design programme. The Computer Lab apart from consisting of state of the art computer systems is also equipped with cutting edge software in design and 3D modelling. The lab also has high speed internet connectivity for students to do their projects. The Photography Lab comprises high end audio visual equipment which provides avenues for students to explore further in the visual media and documentation. The Building Science Lab is capable of measuring and analysing various parameters related to micro climate of the region. These parameters are necessary and important for evaluating thermal comfort in a building.

h. Faculty

Multi-disciplinary professionals with expertise in their respective fields coupled with vast experience form the Faculty of the School. Their experience includes academic and professional stints at IIT's European and American Universities. Many Successful Architects in Kerala can be traced to TKMCE. Their involvement in various workshops and Academic Activities as part of Visiting Faculty also gives impetus to the Design Programme initiated at the TKM School of Architecture

i. Amenities

There are separate Amenity Centres exclusively for girls and boys students. These are used strictly during intervals during the week. The Canteen functions with the sole objective of providing quality food for staff and students alike at moderate rates during the day. The School has unique and high class Hostel Facilities with separate complexes for boys and girls. The infrastructure facilities in the hostels are conducive to the highest class of learning environment.

III. College And Number Of Seats

The Government and the Management Association [ACMA] is in the process of negotiation for seat sharing. The understanding till 2017-18 is that the managements may permit the government to fillup 50% of seats. Hence this prospectus is for taking of the balance 50% seats in B. Arch Course filled by the College. Hence this prospectus is for taking of the 50% seats in B. Arch course. In case no agreement is arrived at, the colleges will fill up the entire seats. In this case the fee fixed for Management Quota will be applicable for the entire seats. Seats that may remain unfilled by the Government also will be filled by the colleges concerned and here too the fee for Management seats will be applicable.

IV. Institution Regulations

a. Advisory System

A staff member will be assigned to each class of students as their Class Advisor. The Class Advisor will maintain a dossier of personal details of all the students under him/her and will guide the students in all curricular, co-curricular, and extra-curricular activities during their entire course.

b. Attendance and Leave Regulations

Students are expected to attend all classes without fail. If for unavoidable reasons, leave for absence is required, permission from the competent authority should be taken as given below.

c. Ordinary Leave

Application for ordinary leave should be submitted to the Class Advisor concerned, who is competent to sanction leave to a maximum of 3 days at a time. For periods beyond three days at a time, the Heads of Institution will be the sanctioning authority.

d. Medical Leave

Students can apply to the Head of the Department, through the Class Advisor, for leave on medical grounds, with relevant certificates within three working days after returning to the institution, if the absence is not exceeding one week. If it exceeds one week student/parent must inform the concerned Class Advisor/ Head of the Institution regarding the leave and shall submit the relevant document on return to the institution. The students should keep the medical leave application duly sanctioned. In the event of a student falling short of attendance at the end of semester, condonation will be recommended only if they produce record to prove that the medical leave had been applied for and granted in time.

e. Duty Leave

Students are eligible for duty leave for representing the institution in activities like sports, games, arts etc and to participate in the NASA/Zonasa conventions and department association activities. Duty leave can be recommended only by the faculty members who are authorized to do so. Duty leave should be submitted to the designated authority (Advisor/Head of Institution), preferably before the duty is performed or soon after returning from the duty, but not later than three working days. After the duty leave has been sanctioned, the students must meet the respective staff members from whose classes they were absent and request them to mark the duty leave granted in their attendance register. The maximum limit of duty leave, which can be granted to a student during a semester, is 10% of the number of working days in that semester. However, in exceptional cases prior permission of the principal should be obtained to get duty leave in excess of 10%. Students who do not satisfy the attendance requirements as per university regulations will not be permitted for the university examinations.

f. Institution Academic Honesty Policy:

The T K M School of Architecture is committed to create a learning environment that is honest and ethical. Academic dishonesty will not be tolerated in the institution. Academic dishonesty includes cheating, plagiarism or any other attempt to gain an academic advantage in a dishonest or unfair manner.

g. Responsibility regarding Academic Honesty

Teachers, Class Advisors and the Principal are responsible for helping students to understand their responsibilities associated with academic honesty and disciplinary measures which will be imposed for failing to meet those responsibilities.

h. Disciplinary measures imposed for breaches of Academic Honesty

When incidents of suspected breaches of academic honesty are reported to the Class Advisor and the Principal, the Institution shall appoint a committee to investigate into the incident and hear the student's statements. The committee will give a full report to the Principal. If it is found that the student is in breach of the academic honesty policy, committee will make a recommendation to the Principal for appropriate punishment and decision of the Principal will be final which shall be entered in the student's record.

i. Student's Responsibilities

Students of T K M School of Architecture are responsible for meeting the highest standards in their academic and personal conduct. The responsibilities of the students for meeting these standards are as follows.

Academic:

- Attend the class regularly and punctually
- Be prepared for class
- Actively participate in learning activities
- Complete all assignments in time
- Fulfil assessment requirements on time and honestly
- Observe overall regulations of T K M School of Architecture
- Observe overall regulation and dress code of institution

Personal:

- Treat staff, visitors and other students with courtesy and consideration
- Respect and maintain all institution properties
- Promote appropriate behaviour, by example, at all time

j. Student Discipline:

Disciplinary measures imposed for Breach of student's responsibilities. A student shall receive only two notices or warnings (verbal or written) before a strong penalty is imposed for failing to meet any of the academic or personal responsibilities.

Banned Activities:

- Ragging in any form within the campus or outside
- Sexual harassment

- Smoking in the campus or in front of any faculty members outside
- Consumption of alcoholic substance or drugs
- Chewing of pan parag, beetle leaves etc
- Indecent dressing
- Not producing identity card on demand
- Violation of acceptable dress code
- Use of mobile phone inside the campus
- Use of two/four wheeler in the campus
- Offering gifts of cash or kind to any faculty member of the institution for tutorial assistance or any academic assistance within the campus
- Any sort of demonstration within the campus
- Party politics within the campus
- Picketing & unlawful assembling
- Organizing meeting without the prior permission of the authority
- Putting up banner & poster without permission

k. Ragging Is Prohibited

Ragging or any type of nefarious misconduct that jeopardize the tranquil educational climate in the college campus or outside will be deemed a noxious menace and attend to with severe punitive measures. Ragging means “ any conduct whether by words, spoken or written or by an act which has the effect of teasing, treating or handling with rudeness or otherwise any student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the students to do any act or perform something which a student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or morale of a fresh or junior student”. The incident of ragging will be strictly dealt as per prevailing COA/ Government/University stipulations.

Anti-Ragging Committee

The present structure of the committee is as follows.

- Principal (Chairman), with the following members:
- All Class Advisor
- One faculty in charge
- One Lady representative from the staff
- Other members will be nominated as per the norms.

l. Identity Card:

An identity card with photograph will be issued to all students. Students should wear the same when they are on the campus and must produce the same for inspection.

m. Class Timings:

Monday to Thursday

1st Period 09.00 - 10.05 AM

2nd Period 10.05 -11.10 AM

3rd Period 11.10 - 12.15 AM

Break

4th Period 01.00 - 02.05 PM

5th Period 02.05 - 03.10 PM

6th Period 03.10 - 04.15 PM

Friday

1st Period 09.00 - 10.05 AM

2nd Period 10.05 -11.10 AM

3rd Period 11.10 - 12.15 AM

Break

4th Period 02.05 - 03.10 PM

5th Period 03.10 - 04.15 PM

V. Admission

Course Offered : Bachelor of Architecture (B. Arch)

VI. Duration of course

B. Arch is a 5 years course consisting of 10 Semesters including practical training and thesis. 1st and 2nd semesters shall be combined.

VII. Criteria Of Eligibility For Admission

Admission is offered only to eligible candidates as per prevailing University norms and Council of Architecture norms

- a. Candidate must be a citizen of India
- b. Minimum academic eligibility for admission to B. Arch.:
10+2 or equivalent examination from a recognised Board with Mathematics as a subject of study by securing 50% marks in aggregate.
OR
10+3 Diploma (any stream) recognised by Central/State Governments with 50% aggregate marks with Mathematics as one of the subject of examination.
OR
International Baccalaureate Diploma, after 10 years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.
- c. In addition to the academic eligibility prescribed under clause 6.2.3 (a), only those candidates who score the minimum eligibility marks as per the Information Brochure of National Aptitude Test in Architecture (NATA) 2018 will be considered for admission to B. Arch. course. There is no relaxation in the minimum passing score of NATA to any category of candidate as per letter No. CA/5/Academic-NATA dated 11.03.2008. The candidates are advised to qualify in NATA on or before 10.06.2018.
- d. Age: Applicant should have completed 17 years of age as on 31st December 2018. No relaxation of age will be allowed.

Copy of relevant page of school record namely SSLC/CBSE/ICSE certificate showing the date of birth/copy of the birth certificate from appropriate authority should be furnished along with the application attested by Gazetted Officer / Head of the Institution where the student had studied.

VIII. Fees:

The fee structure is mentioned in details in Section XII (Fee Structure). Please note that the student have to pay the fees every year of study (That is Five Years) on 1st working day of June every year from second year to fifth year, and for first year at the time of admission.

IX. How To Apply

a). Application forms

The application form together with the information brochure can be obtained from college, on payment of Rs. 1000/- by cash or by sending Rs.1025/- by way of DD and to such candidates application form and prospectus will be sent by post.

The last date to submit filled in application form in college is by 5 p.m. on **12-06-2018**.

b). Submission of Application Form

The duly filled in application along with attested copies of necessary documents shall be submitted directly or by registered post with A/D to the respective colleges so as to reach there on or before the prescribed date.

Applications submitted to the college should be complete in all respects. The candidate should fill in all items in the application form in his/her own handwriting.

Application not accompanied by documents in proof of claims made therein will be summarily rejected without further intimation. Documents/certificates furnished after submission of the application will not be entertained under any circumstances. Also no opportunity will be given to incorporate any details or document after the submission of the application. Late and incomplete applications will be rejected.

c). List of copies of following certificate / documents attested by Gazetted Officer / Head of the Institution where the student had studied to be submitted with the application.

- 1) 12th / 10th certificate in proof of the date of birth.
- 2) NATA Score Card
- 3) Mark list of qualifying examination.
- 4) Migration certificate / Equivalency certificate in case for the students from other universities/Board
- 5) Caste Certificate
- 6) Candidates should enclose a self-addressed envelope (25x12 cm size) with Indian postage stamp/ stamps sufficient for sending the Selection Memo by Registered post with set of application form.

Things to be noted while complying with the above:

- i. Applications received late will not be accepted.
- ii. Incomplete applications will be rejected.
- iii. Candidates **should not** enclose any original certificate along with the application.

Note:

- a. The prospectus and application form can be obtained from the office of the college. Application for Admission duly filled can be submitted along with other documents indicated in above para shall be submitted in the college office.
- b. The duly filled application along with the attested copies of necessary documents should be submitted directly or by registered post with A/D to the College office so as to reach the office on or before the prescribed date. Applicants shall obtain acknowledgment from the office for applications submitted directly.
- c. Applications submitted to the office should be complete in all respects. The candidate should fill in all the items in the application form.
- d. Selection for Management Quota will be based on merit as per the rank list published. Selected candidates have to appear for an interview before the final selection without fail.

X. Rank List and Selection Procedure:

- a. Rank list for admission to B. Arch Course will be prepared by giving equal weightage to the score obtained in the 'National Aptitude Test in Architecture' (NATA) and to the marks/grades obtained in the Qualifying Examination by the candidate (As per guidelines of the Council of Architecture, India). Marks obtained by the candidate in the National Aptitude Test in Architecture (NATA) out of 200 will be added to the total marks/*grades secured by the candidate in the Qualifying Examination computed out of 200. The Rank list will be prepared based on the total marks obtained out of 400, computed as above (* If grades are awarded to candidates in their Qualifying Examination, it will be converted to equivalent marks for this purpose).
- b. Candidates to be considered for inclusion in the rank list for allotment to B. Arch course in all member colleges have to appear for 'NATA' and secure minimum score as prescribed by COA.
- c. Admission will be made by the college based on the applications received in the college. The rank list will be prepared and published on the notice board of the college.
- d. In the case of a tie in the total marks, the marks in NATA examination will be counted. If there is still a tie, the marks in Maths will be counted. If a tie still exists, the age of the candidate will be taken into account, the elder preferred to the younger. **If a tie again exists, the alphabetical ascending order of the name of the candidates in English will be taken in to account**
- e. Furnishing false information /particulars would result in the forfeiture of the candidature as well as cancellation of admission to the course, and in addition, will attract the relevant provisions of criminal law of the land.
- f. Seats lying vacant after the date fixed for the completion of admission will be treated as lapsed seats and can be filled up by the College from among the application received from the eligible candidates.

XI. Admission Procedure

- Originals of all certificates/documents enclosed with the application should be submitted at the time of admission to the College.
- The candidate shall pay full fees at the time of admission.
- Physical fitness certificate, conduct certificate and transfer certificate originals should be submitted at the time of admission to the college.

XII. Fee Structure

The Annual tuition fees now existing in the college for B. Arch is as below **per annum for Five years**. In case the Fee Regulatory Committee decides on any lower fee the matter will be taken up before the Honourable High Court and the ultimate fee will be as per the directions of the Honourable High Court. If the fee collected is in excess and any such directions, the same will be refunded or adjusted towards future fees.

Selected candidates shall take admission at the scheduled time and date in the College after paying the tuition fee and other fees failing which the admission will be cancelled. The fee will be as per the agreement executed with Govt. by the Association and the Govt Order in this regard will be applicable.

The total fee to be paid is as follows. (Kindly note that the fee mentioned below is as per the **GO in 2016-17** and the fee for 2018-19 is subject to change)

FEE STRUCTURE						
Sl. No.	Description	NRI 15%	Management (35% seats)	Govt. seats		Remarks
				General 25%	Lower income 25%	
1	Tuition Fees ***	2,20,000	137500	55,000	55,000	
2	Special Fees***	40000	40000	25,000	Nil	
3	Interest Free Refundable Caution deposit	175000	175000	Nil	Nil	

***Annual Fee for each Academic year

Institution fee, University fee, Uniform charge, ID card Charge, Insurance, Internet Charges, Locker Fe, Extracurricular fee,sSp.Facility Fee, Admission Fee , PTA Fees, Statutory Body Fee, Magazine & College day fee etc will also be charged extra at the time of admission .

Above Tuition fee is as per **G.O. (Rt) No.1686/2016/ H.Edn dt.30.06.2016** and is likely to be modified for Academic year 2018-19 by Govt. & accordingly payable for all new admissions. The tuition fees and special fee shall be paid every year on the 1st working day of June.

XIII. Discontinuation Of The Course And Payment Of Liquidated Damages

If any candidate discontinues the course after closing of admissions on **15-08-2018** (Closing date of admission), or the last date of admission mentioned in the Agreement with Govt for admission to B. Arch 2018-19 by the ACMA, the candidate has to pay liquidated damages to the tune of full fee of the course. The student shall claim for TC and other certificates only after clearing all the dues.

XIV. Original Certificates / Documents to be produced by the student at the time of Admission.

- a. Hardcopy of Admission Form (to be signed while at College)
- b. Admission Memo (issued by CEE or by College)
- c. Marks/ NATA score submission Data Sheet for B. Arch.
- d. SSLC or X pass Certificate + mark list (original + 2 attested copies)
- e. PDC or XI and XII Mark list / Memo + pass certificate (Original+2 attested copies)
- f. Transfer Certificate
- g. Migration Certificate (if applicable)
- h. Course & Conduct Certificate (from last attend institute with six months validity)
- i. Income certificate (if applicable)
- j. Caste certificate (if applicable)
- k. Physical Fitness certificate (in the format given by CEE)
- l. Passport size photograph (4No's) and stamp size (1No.)
- m. Original cash receipt from Bank (for Merit Quota students only)

XV. Declaration

I have read and understood all the terms, conditions and rules mentioned and described in the 2018-19 Admission and Course information Brochure, I also understand that any breach in the rules by way of misconduct, ragging indiscipline etc. will be dealt with and punished severely by the College.

I agree to abide by all the terms and rules mentioned in the 2018-19 Admission and Course information Brochure. And also declare to pay the fees mentioned above for the entire course period, that is for Five academic years.

Students's Name& Signature :

Address :

Branch : B. Arch 2018-2023 Batch

Date :

I agree that my ward will abide by the rules and conditions mentioned in the 2018-2023 Admission and Course Information Brochure. I hereby assure to pay the fee of my ward for all the Five Academic Years which is the total duration of the course.

Parent's name (indicate relationship) :

Signature :

Date :

XVI. Tentative Schedule

Last date for receiving Application : 15-06-2017

Publication of preliminary Rank List : 17-06-2017

Publication of Final Rank List : 18-06-2017

Date of Allotment : 19-06-2017

Date of Admission : 28-06-2017

Last date of Admission : 05-07-2017

Any seats falling vacant after 15-07-2017 shall be filled by individual colleges as Lapsed Seats.

Slight changes in the dates may be made as required based on the announcements of Higher Secondary Results.