

## **GUIDELINES FOR INSTITUTIONAL MEMBERSHIP OF IIA**

- **Who can become Institutional members and what are the fees applicable?**

Schools of Architecture in the country approved by the Council of Architecture, N Delhi are eligible to become institutional members of the Indian Institute of Architects.

The fee for institutional membership is a non-refundable one-time fee and is as follows:

Rs 25,000/- for Institutions having an intake of 40 and Rs 50,000/- for institutions having an intake of 80 and Rs. 100,000/- for institutions having intake of 120 & above, along with 18% GST.

- **What do Institutions gain by becoming institutional members of IIA?**

- (i) Institutions can work along with the local IIA Chapter / Centre / Sub Centre to provide exposure to students in the form of guest lectures, seminars and workshops, student internships and placement, etc.
- (ii) Institutions get to participate in various programs of the IIA like NATCON, Regional Conferences, Chapter Conferences, Competitions, Sports and other professional activities of the IIA.
- (iii) The Institutions get to publish the work of the students and highlight the activities and programs of the institution in the e- student newsletter published quarterly.
- (iv) The Institutions get to nominate the best outgoing student from the batch of outgoing students every year for the IIA Medal.
- (v) Institutions also get to participate and send student delegates to forums such as ARCASIA and other affiliate institutions of the IIA.
- (vi) Institutional members get a copy of the IIA journal for their libraries and also can avail of concessions for books released through IIA.

- **How do institutions become affiliated members?**

The Institutions can become affiliated members by filling an application form as provided in the annexure to this document, submitting documents as listed out and paying the membership fee.

This application has to be submitted to the Joint Secretaries of the IIA and routed through the Chapter Chairmen in the various states.

- **What happens after the formalities of the affiliation are completed?**

The Institution will get a certificate from IIA of the Institutional Membership which can be displayed in a prominent place in the Institution. Each institution will be provided with a membership number.

The Institution can establish a student Centre under a faculty in charge to run the activities and collaborate with the local Chapter/Centre. Ideally the student Centre shall have the following office bearers:– Chairperson, Vice Chairperson- from 4th year, 2 Secretaries from 2nd & 3rd year & 5 Committee Members- 1 from each year up to 4th year and Imm. Past Chairperson (ex officio) to represent the 5<sup>th</sup> year. They shall be duly elected.

The Institution through its Student Centre should encourage students to enroll as student members in the IIA by paying the requisite fee.

It is advised that students on joining the Institution in the first year be made student members for their 5 years of study so that an awareness of the IIA and its professional activities can be inculcated. Leadership in architecture can emerge from such engagements with IIA.

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**Prescribed Checklist of documents to be submitted with the Application by the Institutions imparting Architectural Education seeking affiliation with ‘The Indian Institute of Architects’**

<b>S.No.</b>	<b>Documents to be submitted</b>	
1.	Request letter seeking affiliation with IIA by the Competent Authority of the Institute on letterhead	Yes/ No
2.	Copy of the latest COA Approval of the Institution with sanctioned Intake	Yes/ No
3.	Latest Brochure / Prospectus of the Institute	Yes/ No
4.	Names, Qualifications, Experience & Designation of the Faculty	Yes/ No
6.	Any other Information the Institute may like to submit	Yes/ No
7.	<p><b>One time Non Refundable Affiliation Fees:</b>            (a) For Sanctioned Intake of 40 students = Rs. 25,000/-            (b) For Sanctioned Intake of 80 students = Rs. 50,000/-            (C)For Sanctioned Intake of 120 students = Rs. 100,000/-            (Add 18% GST on the amount payable)</p>	
<p>Note: The Cheque/bank draft towards the affiliation fees to be issued in favor of <b>“The Indian Institute of Architects”</b> payable at <b>Mumbai</b></p>		



# THE INDIAN INSTITUTE OF ARCHITECTS

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## APPLICATION FOR INSTITUTIONAL AFFILIATION

1.	NAME OF INSTITUTION		
2.	YEAR OF COMMENCEMENT		
3.	ADDRESS		
4.	CONTACT NUMBER	Landline:	Mobile:
5.	EMAIL		
6.	INTAKE (as per COA approval)		
7.	AFFILIATING UNIVERSITY		
8.	PRINCIPAL		Mobile No:
			Email:
9.	FACULTY IN CHARGE OF IIA UNIT		Mobile No
			Email:
10.	STUDENT REPRESENTATIVE(S) OF IIA UNIT		Mobile no:
			Email:
11.	PAYMENT DETAILS	Cheque/ DD Details	Amount:

Place:

Date:

Signature of Head of Institution:

Name and Designation:

Institution Seal

Forwarded by: Signature of CHAIRMAN (with date)

\_\_\_\_\_ Chapter.