

**(INDIAN SOCIETY OF LANDSCAPE ARCHITECTS)**

**ISOLA ELIGIBILITY STANDARDS AND PROCEDURES**

**(Operational from October 2024)**

**for**

**GRANT OF RECOGNITION (GoR)**

**to**

**Post Graduate Programs in**

**Landscape architecture**

**LIST OF DOCUMENTS TO BE SUBMITTED FOR GoR**

**Post graduate Program in Landscape Architecture**

The Institute needs to submit the prescribed documents (as given in Appendix 1) to ISOLA, with one soft copy by email in pdf format and hard copy in the form of A4 size spiral bound report including each document with date, stamp of the college and signature of the Principal and the Head of the Department (Program Head and the covering letter as specified, with an application Letter as a covering letter on Institute’s letterhead, seeking grant of Recognition.

This summary sheet, which is filled with necessary information, needs to be attached with the submittals.

1. Application Letter seeking eligibility for membership:
2. Category of GoR under (refer ISOLA document) which the application is submitted:
3. Name of the HoD / The Principal:
4. Name of the Applicant Institute and Address:
5. Year of Inception/ inception in process:
6. Title of the degree /Name of the post graduate program:
7. Phone number for communication: ---------------------------
8. Email Application with soft copy of documents sent by email to ISOLA on date ……………………………………………………………………(documents and application received in soft copy by email)
9. Reference number of the Application:
10. List of documents attached: (Kindly tick after checking to verify the valid status of each of the document):

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| --- | --- | --- |
| Sr.No. | Document and details | Attached (please tick if attached)  |
| 1 | An application by email and hard copy signed by the Principal/ Head of the Department seeking eligibility for membership |  |
| 2 | A covering letter on letterhead stating the list of documents/details attached |  |
| 3 | Self-declaration letter by the authorized person/Principal of the college/ institute on college letterhead, taking the responsibility of the authenticity of all the relevant documents and details submitted to ISOLA |  |
| 4 | Details of the program (intake, eligibility criteria, duration, location, affiliation, admission process, year of inception etc.) with copy of the approved, latest syllabus and starting year of the program |  |
| 5 | **Core and Visiting Faculty Details:** |  |
|  | 1. Subject-wise and post-wise faculty list (core faculty and

visiting faculty) with their expertise (degrees, qualification, etc.) and number of years of experience in teaching and in practice  |  |
|  | 1. post-wise faculty list (core faculty and

visiting faculty) with their expertise (degrees, qualification, etc.) and number of years of experience in teaching and in practice |  |
|  | 1. Copy of letters of appointments to each faculty (HoD, program Co-ordinator, core full time, core part time, visiting, etc.)
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|  | 1. ISOLA membership (valid) details of the core (mandatory) and visiting faculty (if applicable) who are landscape architects (renewed valid membership status)
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| 6 | Copy of faculty approval letters from the respective university |  |
| 7 | Copy of approval letter for the course from Council ofArchitecture, India or  |  |
|  | Copy of approval letter / affiliation letter of the program received from the respective university (deemed/ private approved by UGC) |  |
| 8 | Copy of approval letter for the course from AICTE (ifapplicable) |  |
| 9 | Copy of the establishment letter / approval letter from UGC with respect to the establishment of the respective deemed/private university by UGC to which the program belongs  |  |
| 10 | Self-evaluation Report in specified format given in Appendix 2 |  |
| 11 | Compilation of students’ work (Please provide semester wise list and works with credits/names of students and faculty who guided the work). Please include representative/significant works which covers all/most of the subjects / events/ activitieshighlighting the intent of the same |  |
| 11 | Any other additional information to support the application (please specify if any)  |  |
| 12 | A summary sheet (Appendix 1) filled and signed with date |  |