

# **HERITAGE AWARDS FOR EXCELLENCE IN DOCUMENTATION OF UNPROTECTED HERITAGE**

## **2022 - 23**



### **Guidelines for Submission of Entries**

## BACKGROUND

- 1.1 Indian National Trust for Art and Cultural Heritage (INTACH) offers a nation-wide Heritage Awards programme for excellence in Documentation of Unprotected Heritage Structures in India. The INTACH Heritage Awards Programme was established with an objective to encourage interest and talent of the students for the understanding and documentation of heritage buildings, and also develop and promote sensitivity and awareness amongst students of architecture across the country.
- 1.2 The programme was instituted jointly with Council of Architecture (CoA) in year 2015. INTACH is running the Heritage Awards programme independently since 2017.

## ELIGIBILITY

- 1.3 The term 'Student' shall mean a bonafide student of College of Architecture, which runs a full-time Architectural degree course.
- 1.4 Each documentation entry/ project must be submitted by the students of architecture colleges, affiliated with the Council of Architecture with due consent of the Head of the Department or Head of Institute.

## PERSONS INELIGIBLE

- 1.5 No member of the organizing body or an associate or an employee or any member concerned with the preparation or organizing of the competition shall be eligible to assist a student/college participating in the programme.

## ENTERING IN THE AWARDS PROGRAMME

- 1.6 The complete set of Registration Forms (Registration form and Declaration Forms A, B, C) duly filled in and completed in all respects should be sent to Heritage Awards Programme Coordinator, INTACH Heritage Academy, New Delhi, through Principal/HOD, by e-mail and by registered speed post to the address below, not later than 15th January 2023 with the panels.

Heritage Awards Programme Co-Ordinator,  
INTACH Heritage Academy,  
INTACH,  
71, Lodhi Estate,  
New Delhi 110003, India  
T: +91 11 2462 7371  
E-mail: res1.iha@gmail.com / admn.iha@gmail.com

## JURY PANEL

- 1.7 A jury of two-three members shall be constituted. The Jury shall be appointed to advise on the conduct of award programme, adjudicate on the documentation projects submitted and finalize the award-winning entries. The Jury Members shall be appointed by INTACH from amongst eminent architects, conservation architects and academics.

## PRIZES AND MENTIONS

1.8 INTACH Heritage Academy undertakes to accept the decisions of the Jury Panel and grant the following awards in different categories

1.9 Zones:

There will be three zones:

- North Zone
- Central Zone
- South Zone

1.10 Awards:

Awards of Excellence To the author of the best documentation project	Rs. 1,00,000 + Book + Certificate
Award of Merit To the authors of the first runner-up documentation project in each zone	Rs. 30,000 + Book + Certificate
Commendation Awards To the authors of the three-special mention – documentation projects in each zone	Rs. 15,000 + Book + Certificate



The awards mentioned above shall have two components – Cash and Books.

## SUBMISSION OF DOCUMENTED PROJECTS

1.11 Submission of the documentation projects implies acceptance of the award programme's conditions. Participants are advised to retain copies of the material submitted.

1.12 All drawing panels comprising of an Award programme's entry must bear on the back side of the panel a sticker provided by the IHA. No other symbol, motto or distinguishing mark will be placed on any part of the panel except title of the project at designated location. The entire design project and all the documents of each participant shall be dispatched in a single packet using the label.

Each project must be accompanied by a copy of the registration/declaration/proof of identity in the specified format (Registration Form and Declaration Forms A, B, C) signed by the student and the head of the institution, enclosed in an envelope. Each competitor must be prepared to satisfy the Jury that he/she/they is the bonafide author of the project they have submitted.

1.13 Submissions delivered by hand or by post should reach the INTACH Office at its address mentioned above and, on the website, [www.heritage.intach.org](http://www.heritage.intach.org), not later than 3.00 pm on 15th January 2023.

1.14 All drawing panels and CD should be packed together in a plain brown paper and sealed and bear the title- INTACH AWARDS FOR EXCELLENCE IN DOCUMENTATION OF UNPROTECTED HERITAGE AWARDS 2022-23. This packet will also include the sealed envelope containing the registration/declaration/

proof of identity forms (Registration Form and Declaration Forms A, B, C). If the packet has to travel a long distance, it may be dispatched in a damage-proof material.

## JUDGING PROCEDURE

1.15 The judging of the entries is scheduled to take place as listed below –  
The jury panel will review the submissions and make their final suggestions on the Awards under various categories

1.16 IHA will announce the INTACH Award for Excellence in Architectural Documentation, Award of Merit and Commendation Awards, in March 2023 and awards would be given to the winning entries in a ceremony on 18th April 2023. The timings for the ceremony would be conveyed to the winners in an email from the Co-Ordinator.

A copy of the report of the Jury will be made accessible for inspection to participants at the same time as the Jury's award is made public (if required)

## DISQUALIFICATION

- The Jury may disqualify entries for the following reasons:
- If received by the INTACH office at the address given above and, on the website, [www.heritage.intach.org](http://www.heritage.intach.org) by post or by hand after 3.00 pm on 15th January 2023
- If the participant disregards any of the conditions of the programme
- If the participant attempts to influence any member of the Jury Panel

## TERMINATION

1.17 If against all expectations entertained by the IHA, the result of the awards programme is such that none of the participants could be declared by the Jury as the winners of the Awards, the programme could be regarded as terminated and IHA will on the advice of the Jury award ONLY the consolation awards to all the selected projects.

## ANNOUNCEMENT OF AWARD AND EXHIBITION

- IHA will publish the award entries as per guidelines.
- All projects will be exhibited for two days.
- Names of all colleges will be displayed at the exhibition.

## RETURNING OF ENTRIES

1.18 Within one month after closing of the exhibition, collection of the unsuccessful entries will be arranged by the respective colleges/ student authors from the INTACH office. After that IHA will be free to dispose of the balance uncollected entries at will. The entries of 7 finalists shall be retained by IHA for records.

## RIGHTS

1.19 All CDs will be retained by IHA as their property.  
Copyright of all projects including the project winning the first prize will be that of the authors of the entries, however, IHA will have right to publish the projects received, in journals and as compilation of entries received, for purpose of records and academic interest.

## SETTLEMENT OF DISPUTES

- 1.20 In the event of dispute not related to the judging procedure or the award of the Jury panel, the settlement will be by arbitration without recourse to the legal authorities.

## AWARDS PROGRAMME SCHEDULE

- 1.21 The competition will be run in accordance with the following time-table:

Awards guidelines will be made available by IHA	25 August 2022
Last Date for receipt of entries by post or by hand	15th January 2023
Short Listing of Jury and declaration of Awards	March 2023
Award Ceremony	18 April 2023

## SUBMISSION FOR AWARDS

- 1.22 To be submitted at the time of registration (on or before last date of receipt of entries):
- Drawings and Documents to be submitted by Competitors: minimum six but not more than ten Nos. A2 size drawing sheets mounted on 1 mm thick foam board.
  - The participant(s) must share a soft copy of all their composed sheets in the following formats in a CD or a google drive link:
    - PDF (high resolution)
    - Photoshop files with layers
    - If there are any AutoCAD files, then those should be converted in PDF file and submitted.
    - Renders, sketches, photographs and model images (high resolution)
    - Font files used in presentation.
  - The participant (s) should give a brief write-up of the project in minimum 600 words to maximum 1000 words as a MS word file in font Arial 11 point in an A4 sheet. This brief write-up may contain the following things:
    - Background of the building/site which includes the name, location, ownership, past-use, present- use, typology of the building/site – residential, institutional, religious, commercial etc.
    - History of the documented site/building
    - Architectural, cultural, historical, association (if any) value-based assessment.
    - Significance of the documented building/site and existing condition.
  - All the above softcopy material should be shared with the Programme Coordinator via accessible Google Drive link on the following address:

E: [res1.iha@gmail.com](mailto:res1.iha@gmail.com)

To, HA Programme Coordinator

Subject line: HA 2022 <insert entry name>

Name Address and Contact Details  
Heritage Awards Programme Coordinator,  
INTACH Heritage Academy,  
INTACH,  
71, Lodhi Estate,  
New Delhi 110 003, India  
T: +91 11 2462 7371 (Direct)  
email: [res1.iha@gmail.com](mailto:res1.iha@gmail.com)  
Zones of Participation: North, Central and South.

Any changes in dates or details the programme will be displayed on the website  
[www.heritage.intach.org](http://www.heritage.intach.org)

Label (stickers) for drawings (No.1.2)

Label stickers (to be pasted on the reverse of each sheet) Also available at the end of this document