

1st SONA Architect Award

2013

CODE OF PROCEDURE

1. AWARD CATEGORIES

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|---|---|
| A. SONA Architect Award (SAA)
There is one (1) award under this category | Award shall be
Rs. 50,000 Cash & Citation |
| B. Jury Commendation Award
There are five (5) awards under this category | Award shall be
Rs. 10,000 Cash & Citation |
| C. Nomination for ARCASIA Architectural Awards (AAA)
Selected entries from the above award winners will be forwarded to ARCASIA as SONA's nominations for ARCASIA Architectural Awards -2013 provided they meet AAA criteria (pls.refer website http://www.arcasia.org/award) | |

2. ENTRY SUBMISSION GUIDELINES

2.1 SONA Awards Secretariat shall invite entries every 2 years from SONA members by following means:

- Notification on notice board of Institute of architect offices / sub - offices.
- Downloading of code of procedure & entry forms from Web site
- Email notifications

2.2 Entries shall be submitted as per Eligibility Criteria (chapter 3 of this Code of Procedure)

2.3 Enclosures with the Entry form:

- **Project Drawings**

Dimensional Drawings with scale of project in coloured / black & white reproduction in A-2 size **without any mount sheet. (The name of applicant architect shall be written only on the backside of drawings).**

No. of drawings enclosed shall be composed within (A-2 size) 2 Sheets only. Drawings Must Include Floor Plans, Sections & Elevations.

- **Project Photographs**

Coloured Photographs of the completed project shall be composed within the above A-2 Size Sheets.

No. of photographs included shall be minimum of 2 photos.

Only actual photographs of the project shall be given. Computer generated/modified photographs not valid. External photographs of project are compulsory.

- **Architects Bio-data**

Bio-data of participant shall be submitted on a separate sheet along with the Entry form.

- **Completion**

Project/s completed between BS 2047 to 2069 are eligible.

- **Special Information**

For Rehabilitation - Conservation - Restoration Project, details of previous structure with photographs and history shall also be submitted. For Group Housing project, Layout drawing of entire scheme with plan, elevation & relevant other views shall also be sent. Details of Materials used in construction are compulsory.

2.4 Only one Entry Form for 1 (one) Project shall be submitted by an architect. There is no entry fee. One can send more than 1 entry but not exceeding 3 . Downloading from web site or photocopy of entry forms is valid.

2.5 One entry shall be eligible for one award only. Entry selected as winner shall not be considered for future SAA.

2.6 SAA Secretariat shall consider all entries received upto the date specified in the notification / advertisement / code of procedure / entry form. No acknowledgment shall be sent for receipt of entry.

2.7 Entries having insufficient information/ enclosures may not be displayed for jury.

2.8 Participating architect shall take note of following conditions in entry form to which he agrees:

- Entry project confirms to building bye- laws & development conditions applicable to site concerned where the project -is constructed.
- No action is initiated or pending in the office of the Building Plan sanctioning a completion certifying authorities.

2.9 Entries found non-confirming to local rules & bye-laws shall not be considered for evaluation.

2.10 SONA shall form a committee not exceeding 3-5 members to screen the entry drawings to determine if they confirm to the requirements and conditions of the award. Only the drawings forwarded by the committee shall be considered for award by the by the jury.

3. ELIGIBILITY CRITERIA

3.1. SONA Architect Award is open to Individual Nepalese Citizen Architects, Firms or Organizations (having a valid SONA Membership) engaged in Architecture profession for the projects done anywhere in Nepal or abroad.

4. JURY

4.1 Jury comprises of eminent architects and allied professions Nepal.

4.2 Jury members shall be from the field of Architecture and allied professions, whose professional competence is nationally or internationally recognized. Executive Committee of SONA or SAA Committee shall nominate them.

4.3 Quorum of Jury shall be three to five members present including Chairman or Administrator (SAA)

4.4 Jury shall convey their decision for each Award to Administrator (SAA) for further communication and notices.

4.5 Jury, by majority opinion, can remove any entry from evaluation, if due to any reasons, it is found so necessary.

4.6 Decision of Jury shall be by majority.

- Decisions, deliberations, opinions and proceedings of Jury shall not be made public or otherwise revealed.
- Decision of Jury shall be final and without appeal and shall be binding on all.

4.7 Chairman / Administrator (SAA) or Co-ordinating Jury shall announce the Awards. Co-ordinating Jury shall be chosen from amongst the jury members.

4.8 Any member of Jury can propose an amendment in Code of Procedure. The amended proposal will be incorporated the following year after obtaining consent from SONA.

5. GENERAL CONDITIONS

5.1 Secretariat for conducting award related activities is located at Official SONA Office as per contact details given on the last page of this document.

5.2 Winning of any entry in no-way legalizes its status, if it is found to be involved in any revenue dispute or in violation of any kind of statutory laws/regulations at any time. Award has no legal standing/validity in such dispute & violation. Award Administration relies on personal declaration duly signed & stamped by Architect/Firm in the entry form. If any such violation comes to the notice of SAA committee with documentary evidence, before handing over of the awards, SONA and SAA committee has the right to withdraw the award, in consultation with Jury.

5.3 Utmost care is taken for entries received. However, the SAA committee will not be responsible for any loss/damage to entry.

5.4 Jury members, firms of Jury Members, Professional Advisors, and/or any other person/agency associated with the SAA administration and Sponsors are debarred from participating in competition.

5.5 Organizers shall have right to make amendments in Code of Procedure in consultation with Jury or through other independent opinion.

5.6 Society of Nepalese Architects (SONA) in collaboration with _____ (Sponsor) have instituted this award.

5.7 Chairman (SAA) or Administrator (SAA) can extend the Last date of sending entry, if the situation warrants it.

5.8 Any entry/ies can be exhibited by SONA in any forum. Entries, together with photographs etc., can be used for publication purpose in brochures, journals, advertisements, magazines etc. during their possession as may be decided by SONA.

6. Presentation of Awards

- 6.1** Presentation of Awards shall be made at any suitable place decided by organizers.
- 6.2** The Award shall be given to an individual. In case of an entry made by a Team & Firm /Organization, award shall be given to the Team Leader or to a person so nominated by Team /Firm & Organization.
- 6.3** The Awardee shall be invited to receive the Award in person. If an Awardee for whatsoever reason cannot be present, his nominee can receive the Award on his behalf with prior confirmation.
- 6.4** Winner entries shall be exhibited at award Presentation Ceremony. Entries, together with Awardees photographs etc., can be used for publication purpose in brochures, journals, advertisements, magazines etc. as maybe decided by the organizers.
- 6.5** Award money to the winners shall be paid in Nepalese Rupees.
- 6.6** Should an Awardee decline an Award, then the amount will immediately revert to SONA.