

योजना तथा वास्तुकला विद्यालय, विजयवाड़ा

School of Planning and Architecture, Vijayawada

(An Institute of National Importance, Ministry of Education, Govt. of India)

No. 1.1/SPAV/Acad/UG/2023-24

02nd Aug, 2023

Under Graduate Programme Admissions for the Academic Year 2023-24

INSTRUCTIONS FOR PHYSICAL REPORTING TO CAMPUS -All students admitted to UG Programmes through DASA 2023-

Candidates who have secured admission in UG programmes through DASA 2023 are required to complete the following procedures before arriving physically at campus, for a smooth admission confirmation procedure:

1. Payment of Balance Fees (UG Admissions through DASA)

The amount of fee and payment is on annual basis at SPAV. Hence, Students admitted through DASA need to pay the balance Annual tuition fee to SPAV'S account, as per their admission category as notified by DASA 2023 and other fees as below:

i. Hostellers:

a. Balance (Annual Tuition Fees)

DASA (CIWG)	INR 62,500/-
DASA (Non-SAARC)	US \$ 4,000/-
DASA (SAARC)	US \$ 2,000/-

b. Hostel Fees (Annual)

Rs 30,000/-

c. Institute Security Deposit (Refundable & One Time)

Rs 10,000/-

d. Hostel Security Deposit (Refundable & One Time)

Rs 10,000/-

e. Mess Charges (Annual)

Rs 38,800/-

Total **Rs.88,800/-**
(plus tuition fee as per 1.i.a, as above)

ii. Non-Hostellers: Candidates wanting to be day-scholars and not taking any hostel room, require to pay (as per prescribed Fee Structure) as below:

a. Balance (Annual Tuition Fees)

DASA (CIWG)	INR 62,500/-
DASA (Non-SAARC)	US \$ 4,000/-
DASA (SAARC)	US \$ 2,000/-

b. Institute Security Deposit (Refundable & One Time)

Rs 10,000/-

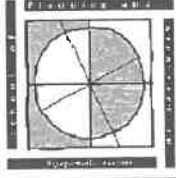
c. Annual Seat Rent (for non-hostellers) to be paid

Rs 10,000/-

Total **Rs.20,000/-**
(plus tuition fee as per 1.ii.a, as above)

For details about Fee Structure, Method of Payment, please visit - <https://spav.ac.in/feesstructure.html> and https://spav.ac.in/spav_hostel.html

2. **Filling of Hostel Intake Form:** Upon completion of payment of fees as above, the candidate wishing to take hostels, would require to fill the Hostel Inmate Form (online) at SPAV website with details (please visit - https://spav.ac.in/spav_hostel.html). In order to fill the hostel inmate form, you would require to upload scanned pdfs of :- (a) fee payment proof (refer pt 1.a, as above), (b) Anti Ragging Affidavit, (c) signed copy of Hostel Rules and Regulations, and other details.



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3. **Hostel Room Allotment:** After completion of s.no. 1 and 2 as above, you may arrive at SPAV campus as per reporting dates. Upon arrival at hostel (09AM-05.30PM), hostel authorities will verify your hostel inmate form and associated documents and then allot you a room on first-cum-first-serve basis. Please note that hostel seats are limited. For more details about rooms and hostels, you may write to the hostel wardens or call them. The hostel rooms may be individual or shared, as per Institute policy. The rooms have basic furniture of individual - cots, study table, study chair and cupboard.
 4. **Academic Semester Registration:** All students (hostellers and non-hostellers) would require to register for the Academic Odd Semester (July – Dec, 2023) ONLINE at a link which shall be made available at SPAV website and homepage, from **Aug 14th, 2023** onwards. In order to fill this Semester Registration form, you would require to upload scanned pdfs related to :- (a) fee payment proof of Tuition Fees paid earlier during admission AND the fee payment proof of 1.a (for hostellers) OR 1.b (for non-hostellers).
 - a. Hostellers need to upload proof of payment of a total Annual Fee paid (including balance Tuition, Hostel, Deposits and Mess) as per S.No.1.i, as above.
 - b. Non-Hostellers need to upload proof of payment of a total Annual Fee paid (including balance Tuition, Seat Rent, and Deposits), as per S.No.1.ii, as above.
 5. **Verification of Documents:** Upon arrival to campus, there shall be physical verification of your documents and credentials between 14th-21st August 2023 (09AM-05.30PM, except Aug 20th and 15th). NO original documents are retained by SPAV and hence, are needed to be with taken back by the student after completion of verification. Please bring originals and ONE SET self-attested copies of:
 - a. Reporting Confirmation Letter by DASA for admission in SPA Vijayawada (in original)
 - b. Applicant's Passport (Nationals of Nepal who do not have a passport, copy of Authenticated Citizenship Card has to be submitted).
 - c. Proof for date of birth (Secondary Education Board / University Certificate [Class X or equivalent] or any certificate issued by the Government authorities.
 - d. Mark Sheet of 10th, 11th and 12th (or) Equivalent examination(s).
 - e. Certificate from School authorities (in the format given in Appendix-II of DASA 2023 Brochure on letter head of the school) as proof of completion of 11th and 12th Standard or equivalent. #
 - f. Percentage/CGPA equivalence provided by the principal examination authorities, in case CGPA on a different scale than that specified is awarded OR if only grades are awarded.
 - g. Proof of 2 years of education (11th and 12th or equivalent) in foreign country in case of NRI (School leaving certificate/Mark sheets/Study Certificate as in appendix IV).
 - h. JEE Main -2023 final score card showing rank
 - i. JEE Admit Card
- In addition to above, applicant applying under CIWG quota, has to produce all the following:
- j. Copy of the passport of the parent working in the gulf.
 - k. Copy of Parent's visa with validity on any date in the year 2023.
 - l. Copy of Parent's Work Permit with validity on any date in the year 2023.



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m. Certificate from the company/organization as proof that parent is working in gulf country as per Appendix III of DASA2023 UG Brochure.

- Failure to show any of the above during physical verification may lead to cancellation of admissions.

6. Upon completion of Semester Registration, Physical Reporting, Hostel Admission, and attending of classes for first week, you shall be eligible for permanent student registration number, ID card, and other student benefits for your entire studies.

7. For any query related to admissions, please reach us at –

Related to Admissions	:	admissions@spav.ac.in
Related to Hostels	:	chiefwarden@spav.ac.in
Related to Academics of Dept of Planning	:	headplanning@spav.ac.in
Related to Academics of Dept of Architecture:	:	architecture@spav.ac.in
Related to Academics in general	:	academics@spav.ac.in

