

Post Graduate Programmes Admissions for the Academic Year 2024-25

INSTRUCTIONS FOR PHYSICAL REPORTING AT CAMPUS

All students admitted to PG Programmes through Direct Admissions 2024

Physical Reporting to the Institute: Candidates who have secured admission in PG programmes through Direct Admissions are required to complete the following procedure between 12th and 14th August, 2024, before and after arriving physically at campus, for a smooth admission confirmation procedure.

1. Payment of Balance Fees (PG Direct Admissions)

a. Candidates wanting to take Hostel room, require to pay (as per prescribed Fee Structure) as below:

Hostel Fees (Annual) + Hostel Annual Seat Rent	Rs 30,000/-
Hostel Security Deposit (Refundable & Onetime)	Rs 10,000/-

Sub-Total A	Rs 40,000/-
Mess Charges (Annual)	Sub-Total B
	Rs 38,800/-

Total	Rs 78,800/-

b. Candidates wanting to be day-scholars and not taking any hostel room required to pay (as per prescribed Fee Structure) as below:

Hostel Annual Seat Rent (for non- hostellers) to be paid is - **Rs 10,000/-**

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

2. Filling of Hostel Intake Form:

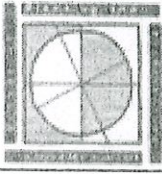
Upon completion of payment of fees as above, the candidate wishing to take hostels, would require to fill the **Hostel Inmate Form (online)** at SPAV website with details (please visit- https://spav.ac.in/spav_hostel.html)

In order to fill the hostel inmate form, candidates are require to upload scanned pdf of :- (a) Fee payment proof (ref pt 1.a, as above), (b) Anti Ragging Affidavit, (c) signed copy of Hostel Rules and Regulations, and (d) Aadhar Card details.

3. Hostel Room Allotment:

After completion of step 1 and 2 as above, candidates may arrive at SPAV campus a couple of days prior to the start of classes (between 12-08-2024 and 14-08-2024). Upon arrival at hostel (09AM-05.30PM), hostel authorities will verify hostel inmate form and associated documents and then a room will be allotted on first-cum-first-serve basis. Please note that hostel seats are limited. For more details about rooms and hostels, candidates can 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.

(Signature)



No. 1.1/SPAV/Acad/PG/2024-25

10th July, 2024

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4. Academic Semester Registration:

All students (hostellers and non-hostellers) would require to register for the Academic Odd Semester (August - December, 2024) ONLINE at a link which shall be made available at SPAV website and homepage, from August 12, 2024 onwards. In order to fill this Semester Registration form, candidates would be required to upload scanned pdf 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).

- Hostellers need to upload proof of payment of a total Annual Fee paid (including Tuition Fee, Hostel Fee, Security Deposits and Mess charges) of Rs **1,88,800/-** (Rs 1,10,000+Rs 78,800) for Open / OBC-NCL / EWS and **Rs 1,38,800/-** (Rs. 60,000+Rs 78,800) for SC / ST / PWD.
- Non-Hostellers need to upload proof of payment of a total Annual Fee paid (including Tuition Fee, Hostel Annual Seat Rent, Security Deposits and Mess charges) of **Rs 1,20,000/-** (Rs 1,10,000+Rs 10,000) for Open / OBC-NCL / EWS and **Rs 70,000/-** (Rs 60,000+Rs 10,000) for SC / ST / PWD.

5. Verification of Documents:

Upon arrival to campus, there shall be physical verification of documents and credentials between 12th and 14th August 2024 (09AM-05.30PM). NO original documents will be retained by SPAV and hence, documents and credentials are needed to be taken back by the student after completion of verification. Please bring the following in Original and ONE SET of self-attested photocopies:

- OBC-NCL Certificate in Central CCMT 2024 format issued on or after 01 April 2024, if applicable
- EWS Certificate in Central CCMT2024 format issued on or after 01 April 2024, if applicable
- SC/ST Certificate in Central CCMT 2024 format, if applicable.
- PWD Certificate in Central CCMT 2024 format, if applicable.
- Class Ten Certificate, showing date of birth.
- Aadhar Card.
- Bachelor's Degree Certificate 'OR' Bachelor's Degree Provisional Certificate 'OR' Course Completion Certificate on the Letterhead of Institution of UG studies signed by the Head of the Institution/Department.
- Master's Degree Certificate 'OR' Master's Degree Provisional Certificate 'OR' Course Completion Certificate on the Letterhead of Institution of PG studies signed by the Head of the Institution (if applicable)
- Mark sheets of all semesters of Bachelor's / Master's degree.

-Failure to produce any of the above during physical verification of documents may lead to cancellation of admission.

6. Upon completion of Semester Registration, Physical Reporting, Hostel Admission, and attending of classes for first week, the candidate shall be eligible for permanent student Registration number, ID card, and other student benefits for the entire period of study.

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 Dep. of Planning	:	headplanning@spav.ac.in
Related to Academics of Dep. of Architecture	:	headarchitecture@spav.ac.in
Related to Academics in general	:	academics@spav.ac.in


Registrar *ik*