

Under Graduate Programmes Admissions for the Academic Year 2024-25

INSTRUCTIONS FOR PHYSICAL REPORTING AT SPAV CAMPUS
All students admitted to UG Programmes through DASA 2024

Physical Reporting to the Institute: Candidates who have secured admission in UG programmes through DASA 2024 are required to complete the following procedures before and after arriving physically at campus between 12th and 14th August, 2024 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 2024 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 Fee(Annual)+ Hostel Annual Seat Rent

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

Rs 10,000/-

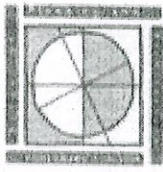
Total **Rs 20,000/-**
(plus tuition fee as per 1. ii. a, as above)

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

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](https://spav.ac.in/spav%20hostel.html))

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In order to fill the hostel inmate form, candidates are required 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 other details.

3. Hostel Room Allotment:

After completion of step 1 and 2 as above, candidates may arrive at SPAV campus as per reporting dates between 12th and 14th August 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.

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).

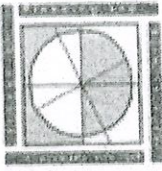
- a. Hostellers need to upload proof of payment of the total Annual Fee paid (including balance Tuition Fee, Hostel Fee, Security Deposits and Mess charges) as per S. No 1. i, as above.
- b. Non-Hostellers need to upload proof of payment of a total Annual Fee paid (including balance Tuition Fee, Hostel Annual Seat Rent, Security Deposits and Mess charges) 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 12th and 14th August, (09AM-05.30PM). NO original documents will be retained by SPAV and hence, documents and credentials are needed to be taken back by the candidate after completion of verification. Please bring the following in Original along with ONE SET of self-attested photocopies:

- a. Reporting Confirmation Letter by DASA 2024 for admission in SPA Vijayawada (in original).
- b. Applicant's Valid 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 2024 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 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-2024 Admit Card.
- i. JEE Main-2024 final score card showing rank.

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

10th July, 2024

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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 2024.
- l. Copy of Parent's Work Permit with validity on any date in the year 2024.
- m. Certificate from the company/organization as proof that parent is working in gulf country as per Appendix III of DASA 2024 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, 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