योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

No. 1/SPAV/Acad./Admissions/PhD

09th June, 2026

INSTRUCTIONS FOR PHYSICAL REPORTING AT CAMPUS
All students admitted to PhD Programmes through Rolling PhD Admissions July Session, A.Y 2026-27

Physical Reporting to the Institute: Candidates who have secured admission in PhD programmes through Direct Admissions for July Session, A.Y 2026-27 are required to complete the following procedure on 15th July, 2026 arriving physically at campus, for a smooth admission confirmation procedure.

1. **Academic Semester Registration:**
All students would require to register for the July 2026 Session through SAMARTH Portal which shall be made available at SPAV website and homepage, from 15th July, 2026 onwards. In order to fill this Semester Registration form, candidates would be required to submit Fee payment proof of Tuition Fees including Institute Security deposit paid earlier during admission.

2. **Verification of Documents on 15th July 2026:**
Upon arrival to campus, there shall be physical verification of documents and credentials on 15th July 2026 (09AM-05:30PM). No original documents will be retained by SPAV and hence, documents 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:

a. OBC-NCL Certificate in Central Govt format issued on or after 01 April 2026, if applicable
b. EWS Certificate in Central Govt format issued on or after 01 April 2026, if applicable
c. SC/ST Certificate in Central Govt format, if applicable.
d. PWD Certificate in Central Govt format, if applicable
e. Class Ten Certificate, showing date of birth
f. Aadhar Card
g. 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.
h. 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.
i. 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.

3. Upon completion of Physical Reporting and Semester Registration, the candidates wishing to avail Hostel Admission may proceed for Hostels for Hostel registration and attend for classes from 20/07/2026. Further, the candidate shall be eligible for permanent student Registration number, Student ID card.

4. For any query related to admissions, please reach us at-

Related to Admissions	:	admissions@spav.ac.in
Related to Hostels	:	chief.warden@spav.ac.in
Related to Academics of Dep. of Planning	:	headplanning@spav.ac.in & planning@spav.ac.in
Related to Academics of Dep. of Architecture	:	headarchitecture@spav.ac.in & architecture@spav.ac.in
Related to Academics in general	:	academics@spav.ac.in

Registrar