

Application No:
(To be filled by the Office)



योजना तथा वास्तुकला विद्यालय, नई दिल्ली

(संसद के अधिनियम के तहत "राष्ट्रीय महत्व" का संस्थान)

SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI

(An Institution of "National Importance" under an Act of Parliament)

4, Block - B, I.P. Estate, New Delhi – 110002

Tel: 011-23724383, Fax: 011-23702383

Session: 2015-2016

Course Preference

1st Preference

2nd Preference

(For List of Courses, Please refer to Instructions on page 9)

Please Affix Recent
Passport Size
Photograph

PERSONAL RECORD

1. APPLICATION FOR ADMISSION TO MASTER'S COURSE IN

2. Name of Candidate (in English)
(In BLOCK Letters) First Name Middle Name Surname

(in Hindi)

3. Gender (Put (√) tick mark) Male Female Transgender

4. Date of Birth
(Date) (Month) (Year)

5. Mother's Name

Father's Name

6. Category : (Put (√) tick mark) OG SC* ST* PH* OBC*
(Non-Creamy Layer)

* Required to submit essential certificate
by competent authority

OTHERS, please specify
(Foreign National / Non-resident Indian / Person of Indian Origin)

7. Nationality:

8. Educational Record: Name of the Qualifying Degree.....

Status of the Qualifying Degree (Tick Mark in the appropriate box)

(A) Passed

(B) Result awaited / Yet to appear for final exam

N.B. (i) Information in respect of all examinations passed from the first year / semester Degree Course onwards to be recorded.

(ii) All entries must be supported by self -attested copies of certificates / marks sheets.

Name of the College and University	Name of the Degree with Branch/Discipline	Semester/ Year	Year of Passing	Max. Marks	Marks Obtained	% age of Marks/CGPA Obtained
Aggregate Percent/CGPA of qualifying degree						

9. Have you qualified GATE / CEED / UGC (JRF/NET)? If yes, give the details in the appropriate box.

GATE	CEED	UGC (JRF/NET)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes: GATE Examination Registration No:	If yes: CEED Examination Registration No:	If yes: UGC (JRF/NET) Examination Registration No:
Score obtained in GATE:	Score obtained in CEED:	Score obtained in UGC (JRF/NET):
Minimum Qualifying Marks:	Minimum Qualifying Marks:	Minimum Qualifying Marks:

14. CANDIDATE’S DECLARATION:

(i) I hereby declare that the entries in this form are true to the best of my knowledge and belief. I have satisfied myself that I fulfill all the eligibility requirements.

I understand that the admission is granted to me on the terms, conditions and rules of the School and such modifications thereof as may be made by the authorities concerned. I agree to abide by the rules and regulations of the School for the time being in force and such modifications thereof, which may hereafter be made.

(ii) I agree that the Director’s decision in all matters concerning my admission, studies, scholarship, discipline and conduct will be final and binding on me.

(iii) I understand that my association, active and passive, with any unlawful organization is forbidden.

(iv) I agree that the School shall have the right to forfeit my security deposits on the ground of my failure to claim the refund within two years from the date of withdrawal of my admission / on completion of the course.

(v) I have applied for each preferences (Maximum two) in separate application form with complete set of enclosures and I have also mentioned my preferences for admission and I am aware that choices once mentioned by me will not change.

(vi) I hereby submit that if I am selected, I will submit an affidavit of Anti-Ragging as enclosed with the application form at the time of Admission.

(vii) **I understand that my admission may be cancelled if any information furnished by me is proved to be false.**

Date: _____

(Signature of the Candidate)

(Signature of the Parent / Guardian)

15. PARENT’S / GUARDIAN’S DECLARATION:

My son / daughter / ward.....is seeking admission with my consent and I am, personally responsible to the school for the payment of all his / her dues, as the Director may decide. I also agree that the candidate will abide by the discipline of the institution as administered by the Director.

Date: _____

(Signature of the Parent / Guardian)

16. (a) For Use of Sponsored Candidates Only:

1. Name of the Candidate
2. Designation
3. (a) Date of Joining..... (b) Period of Services
- (c) Pay Scale..... (d) Total Emoluments.....

Date:

Signature of the Candidate

16. (b) SPONSORED / EMPLOYER'S CERTIFICATE

I (the undersigned) do hereby declare that to my personal knowledge, the details furnished by the candidate in the form are correct.

1. Name and Address of Employer / Organization
2. Designation.....
3. The candidature ofis forwarded for admission as a sponsored candidate.
The organization will provide the candidate full salary or adequate financial assistance during the entire period of study.

Date:

Signature & Seal of forwarding Authority

17. Attach all required enclosures and complete the following tables.

(To be filled by Candidate)

Record of Enclosures:

(Self -Attested copies of certificates / documents)

(a)	Certificate showing Date of Birth	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(b)	Passing Certificate / Qualifying Degree / Diploma Examination	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(c)	Mark-sheets of all the semester / year of qualifying degree	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(d)	Score Card: (GATE / CEED / UGC (JRF/NET))	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(e)	Prescribed Certificate (for the applicants of reserve category) (for OBC Non Creamy Layer, latest certificate should be enclosed)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(f)	Character Certificate (from the Last Institute attended/Gazetted officer)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(g)	Certificate of Professional Experience (if mentioned in Sr. No. 10)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
(h)	Certificate of Sponsorship [For Sponsored Candidate as mentioned in S. No. 16 (b)]	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

(Signature of Parent / Guardian)

(Signature of Candidate)

18(a) Address for Communication

Pin Code: STD Code:
Telephone No. Mobile No.:
E-mail ID:

18(b) Permanent Address:

Pin Code: STD Code:
Telephone No. Mobile No.:

19. Details of Application fee.

Note: A candidate can apply for maximum of two preferences (any two out of 10 listed on page 9) with fee of **Rs. 1100/-** , for each preference subject to eligibility on separate application form (Each application form must be supported by self-attested documents/certificates/testimonials). The Demand Draft should be drawn in favour of **School of Planning and Architecture, payable at New Delhi**. The preferences should be mentioned in each application form. The choices mentioned as First Preference, Second Preference in both the application forms should be same.

<u>Details of Demand Draft</u>	
Payment Details:	D.D. No.....
	Date.....Amount.....
	Drawn onBranch..... (Name of the Bank)



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4 Block – B, I.P. Estate, New Delhi – 110 002.
Tel: 011-23724383 Fax: 011-23702383

APPLICATION FOR ADMISSION TO POST GRADUATE PROGRAMMES
(Instructions to Candidate)

Please read the instructions carefully before filling up the form. For any queries email to admission@spa.ac.in or you may refer FAQ (Frequently Asked Question) uploaded on the website www.spa.ac.in. You may also see filled sample Application Form uploaded on the website of the school.

A. PREFERENCES FOR MASTER’S COURSE (TO BE FILLED ON FIRST PAGE)

Candidate applying for Two Courses should write their choices as first preference and second preference on page one. (The courses offered for admissions are listed below)

Candidate applying for single course should write the name of course against the First Preference and NIL against the Second Preference on page one.

Course	Names of Course
1.	Master of Architecture (Architectural Conservation)
2.	Master of Urban Design
3.	Master of Design (Industrial Design)
4.	Master of Building Engineering and Management
5.	Master of Landscape Architecture
6.	Master of Planning with specialization in Environmental Planning
7.	Master of Planning with specialization in Housing
8.	Master of Planning with specialization in Regional Planning
9.	Master of Planning with specialization in Transport Planning
10.	Master of Planning with specialization in Urban Planning

B. GENERAL

1. Candidate should check eligibility criteria for admission to particular course (mentioned in Information Brochure) before applying for a particular course.
2. A candidate may apply for a maximum **TWO (2)** courses on separate application form by mentioning first and second preference. The application forms may be downloaded from the **website: www.spa.ac.in**

3. Candidate should apply separately for each course on the downloaded application form with **Demand Draft of Rs. 1100/- (for each course) in favour of School of Planning and Architecture, New Delhi, payable at New Delhi** along with all sets of enclosure for each form.
(Candidate should write their Name and Course on the back of Demand Draft)
4. Candidate should write their preference of choice in both the Application Form of First Preference & Second Preference. The choices should be same in both the application forms.
5. Candidate should fill up the application form without any cutting.
6. Self-attested photo copies of the certificates, mark-sheets, GATE / CEED/ UGC (JRF/NET) Score Card, Testimonial etc. are to be attached with each application form.
7. Candidates who are yet to appear for their final examinations, are also eligible to apply provided they meet eligibility criteria and their final results are published and submitted by 31st October, 2015, 5:00 p.m. or as decided by the Authority of the School. In case a candidate is admitted to the course but on declaration of result, he/she does not meet minimum qualifying marks, candidate's admission shall stand cancelled and fee will be forfeited.
8. Admission will be based on performance in the qualifying examination and, or GATE / CEED / UGC (JRF/NET) / Project / Portfolio, Statement of Purpose, Test or an Interview as mentioned in Information Brochure.
9. The list of eligible candidates for Test, and/or Interview will be displayed on the website of the School.
10. **Candidate should not attach copy of Portfolio / Project / Summer Training. The Candidate should bring Portfolio / Project / Training Work, in original, at the time of Test / Interview.**
11. Due to very limited number of seats in the hostel, the candidate if selected, will have to make his/her own arrangement.
12. Filled Application Form should be submitted by post or in person to:

**ASSISTANT REGISTRAR (A&E),
SCHOOL OF PLANNING AND ARCHITECTURE,
4, BLOCK - B, I.P. ESTATE,
NEW DELHI – 110002**

C. CONTACT

Any query may be addressed to AR (A&E) in writing or by e-mail to admission@spa.ac.in or by -Fax 011-23702383 or by Phone-011-23724383 (Admission), 011-23350879 (Dean Office)

D. RESULT

1. Final list of candidates to be admitted will be displayed on the website of the School.
2. Admission to the course will be based on preference given by the candidate in the application form. In no case, candidate will be allowed to change the course during the study unless and until candidate is admitted to the course based on the preference and merit list / waiting list.
3. In case candidate is offered admission to the course of first choice based on sliding of the waiting list and candidate is already admitted to the course of second choice, candidates will have right to retain the second choice or move to course of first choice.
4. Candidate admitted to the course may deposit the fee as prescribed within the dates mentioned.

E.**IMPORTANT DATES**

- | | | |
|-----|---|---|
| 1. | Application forms & prospectus available on the website of the School | 29 th April, 2015
(Wednesday) |
| 2. | Last date for receipt of applications in the School
(Both in Person or by Post) | 29 th May, 2015
(Friday) |
| 3. | Display of list of eligible candidates | 16 th June, 2015
(Tuesday) |
| 4. | Test / Interview | |
| | First Preference - 23rd, 24th & 25th June, 2015 (from 9:00 a.m. onwards)
(Tuesday, Wednesday & Thursday) | |
| | Environmental Planning | 23 rd , 24 th & 25 th June, 2015 |
| | Housing | 24 th & 25 th June, 2015 |
| | Urban Planning | 23 rd , 24 th & 25 th June, 2015 |
| | Regional Planning | 24 th & 25 th June, 2015 |
| | Transport Planning | 24 th & 25 th June, 2015 |
| | Building Engineering and Management | 24 th & 25 th June, 2015 |
| | Architectural Conservation | 24 th & 25 th June, 2015 |
| | Urban Design | 23 rd , 24 th & 25 th June, 2015 |
| | Landscape Architecture | 24 th & 25 th June, 2015 |
| | Industrial Design | 24 th & 25 th June, 2015 |
| | Second Preference - 26th & 27th June, 2015 (from 9:00 a.m. Onwards)
(Friday & Saturday) | |
| | All Courses (except Urban Planning) | 26 th June, 2015 |
| | Urban Planning | 26 th & 27 th June, 2015 |
| 5. | Display of selection list and wait list | 3 rd July, 2015
(Friday) |
| 6. | Last date of fee deposit for selected candidates | 10 th July, 2015
(Friday) |
| 7. | Last date of fee deposit for first waitlist candidates | 15 th July, 2015
(Wednesday) |
| 8. | Last date of fee deposit for second waitlist candidates | 21 st July, 2015
(Tuesday) |
| 9. | Orientation & Registration | 22 nd July, 2015
(Wednesday) |
| 10. | Start of Classes | 23 rd July, 2015
(Thursday) |

FAQ (Frequently Asked Question)

Q.1 Can I apply for three courses?

Ans. No, you can only apply for maximum of two courses.

Q.2 I have completed M. Sc. Geography. Am I eligible for Housing / Transport?

Ans. Please check the eligibility for particular department in Information Brochure.

Q.3 I want to apply only for one course. What should I fill in the Application Form in Second Preference?

Ans. You should mention the name of the Course in the first preference and write NIL in the column of second preference.

Q.4 I belong to OBC. Will I get benefit of reservation?

Ans. Reservation is for OBC non creamy layer.

Q.5 Can I change my choice of preference before the test / interview?

Ans. No, preference mentioned by you in the Application Form will be considered and no other change will be permitted before the Test / Interview or at the time of Test / Interview or at the time of admission.

Q.6 If I am admitted to the course of second choice, can I retain my second choice even if my name appears in the waiting list of the first preference?

Ans. Yes, candidate admitted to the course of second choice will have an option either to retain the second choice or move to the course of first choice.

Q.7 What are the selection criteria for the selection to the particular course?

Ans. Broad selection criteria are mentioned in the Information Brochure, however actual weightage of the items considered for admission may vary for different departments.

Q.8 My result is not declared. Am I eligible for applying to the particular course?

Ans. Yes, your aggregate marks of the previous semester / year should be more than the minimum marks prescribed in Information Brochure. In case you are admitted, copy of the result should be submitted before 31st October, 2015 failing which admission will be cancelled and fee will be forfeited.

Q.9 How do I know that my application is received or not?

Ans. Candidate may be informed about the receipt of the application form through E-mail.

Q.10 I have not passed the GATE Examination. Am I eligible to apply for the particular course?

Ans. Yes.

Q.11 Can I refer filled sample application form for reference purpose?

Ans. Yes, it is uploaded on the website of the School www.spa.ac.in