



SCHOOL OF PLANNING AND ARCHITECTURE
(Deemed to be a University)

4 Block ó B, I.P. Estate, New Delhi ó 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 assistantregistrarspa@gmail.com 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. GENERAL

1. Candidate should check eligibility criteria for admission to particular course (mentioned in Information Broucher) before applying for a particular course.
2. A candidate may apply for a maximum two (2) courses, on the downloaded application form from the **website (www.spa.ac.in)**.
3. Candidate should apply separately for each course on the downloaded application form with **DD ₹. 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 applying for Two Courses can also deposit DD of ₹. 2200/- **in favour of School of Planning and Architecture, New Delhi, payable at New Delhi**. They should mention the detail of DD in both the Application Form.
(Candidate should write Name and Course on the back of D.D.)
4. Candidate should mention their preference of choice by putting Tick mark (ç) in the Application Form in **Sl. No. B. In case candidate does not mention the choice, School reserves right to allocate the choice. Candidate's request for change of the choice will not be entertained by the School.**
5. Candidate should fill up the application form without any cutting.
6. Certified photo copies of the certificates, mark-sheets / GATE Score Card / Testimonial etc. are to be attached with application.
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, 2012, 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 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 / Project / Portfolio, Statement of Purpose, Test or an Interview.
9. The list of eligible candidates for Test / Interview will be displayed on the website of the School.
10. Candidate should not attach copy of Portfolio / Project / Summer Training. Candidate should bring Portfolio / Project / Training Work, in original at the time of Test / Interview.
11. 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**

B. 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.

C. IMPORTANT DATES

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|----|--|---------------|
| 1. | Application forms & prospectus available on the website of the School | 7 May, 2012 |
| 2. | Last date for receipt of applications in the School
(both in Person or by Post) | 8 June, 2012 |
| 3. | Test / Interview | |
| | i) First Preference | 2 July, 2012 |
| | ii) Second Preference | 3 July, 2012 |
| | iii) Left Out of first/second preference,
Sponsored candidates | 4 July, 2012 |
| 4. | Display of selection list and wait list | 10 July, 2012 |
| 5. | Opening of Academic Session | 23 July, 2012 |



SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI

योजना तथा वास्तुकला विधालय, नई दिल्ली

(Deemed to be a University)

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

Tel: 011-23724383, Fax: 011-23702383

Application No.....

Session: 2012-2013

A. APPLICATION FOR ADMISSION

TO MASTER'S COURSE IN

Please Affix Latest
Passport Size
Photograph duly
signed by the
candidates

Signature of Candidate

B.(i) A candidate can apply for maximum of two courses of studies (any two out of 10 listed below) in separate application form along with fee of ₹. 1100/- for each application separately or ₹. 2200/- (If applying for two courses) with all sets of enclosures for each form.

(Details of the DD should be written in both the application forms)

(ii) If you are applying for more than one Course, Tick mark (√) against the preference of your choice (Note: Admissions will be strictly on the basis of Preference).

Name of Course	1 st Preference	2 nd Preference
1. Master of Architecture (Architectural Conservation)	<input type="checkbox"/>	<input type="checkbox"/>
2. Master of Urban Design	<input type="checkbox"/>	<input type="checkbox"/>
3. Master of Design (Industrial Design)	<input type="checkbox"/>	<input type="checkbox"/>
4. Master of Building Engineering and Management	<input type="checkbox"/>	<input type="checkbox"/>
5. Master of Landscape Architecture	<input type="checkbox"/>	<input type="checkbox"/>
6. Master of Planning with specialization in Environmental Planning	<input type="checkbox"/>	<input type="checkbox"/>
7. Master of Planning with specialization in Housing	<input type="checkbox"/>	<input type="checkbox"/>
8. Master of Planning with specialization in Regional Planning	<input type="checkbox"/>	<input type="checkbox"/>
9. Master of Planning with specialization in Transport Planning	<input type="checkbox"/>	<input type="checkbox"/>
10. Master of Planning with specialization in Urban Planning	<input type="checkbox"/>	<input type="checkbox"/>

C. Details of D.D. of ₹.1100/-, ₹.2200/-

Payment Details D.D. No. Date Amount

Drawn on Branch
(Name of the Bank)

8. (a) Educational Record:

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 attested copies of certificates / marks sheets.

Name of the College / University	Examination	Year of Passing	Class / Division	Marks Obtained	Maximum Marks	% age of Marks Obtained

(b) Aggregate % Marks in qualifying examination / degree

(c) If result is not declared or candidate is due to appear in final semester / year examination, mention aggregate of previous Semesters / Years Examination

Aggregate % marks of all Previous Semesters / Years

9. Rank in class among students of the Degree Examination
(Number) (Number)

Prescribed as a qualification for admission

10. (a) Have you qualified GATE Yes No

CEED Yes No

If yes: GATE Examination Registration No

CEED Examination Registration No

(b) Score obtained in GATE

Score obtained in CEED

(c) Minimum qualifying marks in your category (as mentioned in the GATE SCORE CARD)

11. Awards, Interest and Hobbies

- (i) Particulars of Scholarships, medal and Prizes awarded. If any í ..
- (ii) Outdoor / Indoor Games í ..
- (iii) Description of any scholarly research / Publication / award for any professional activity
- (iv) Other extra-curricular interests / activities í ..

12. Details of Professional work Experience:
(Do not include Summer Training, Educational Training / Course)

Sl. No.	Name of Organization	Post Held	Description and Type of Work	Period

13. Final Year Thesis / Project / Major Project :

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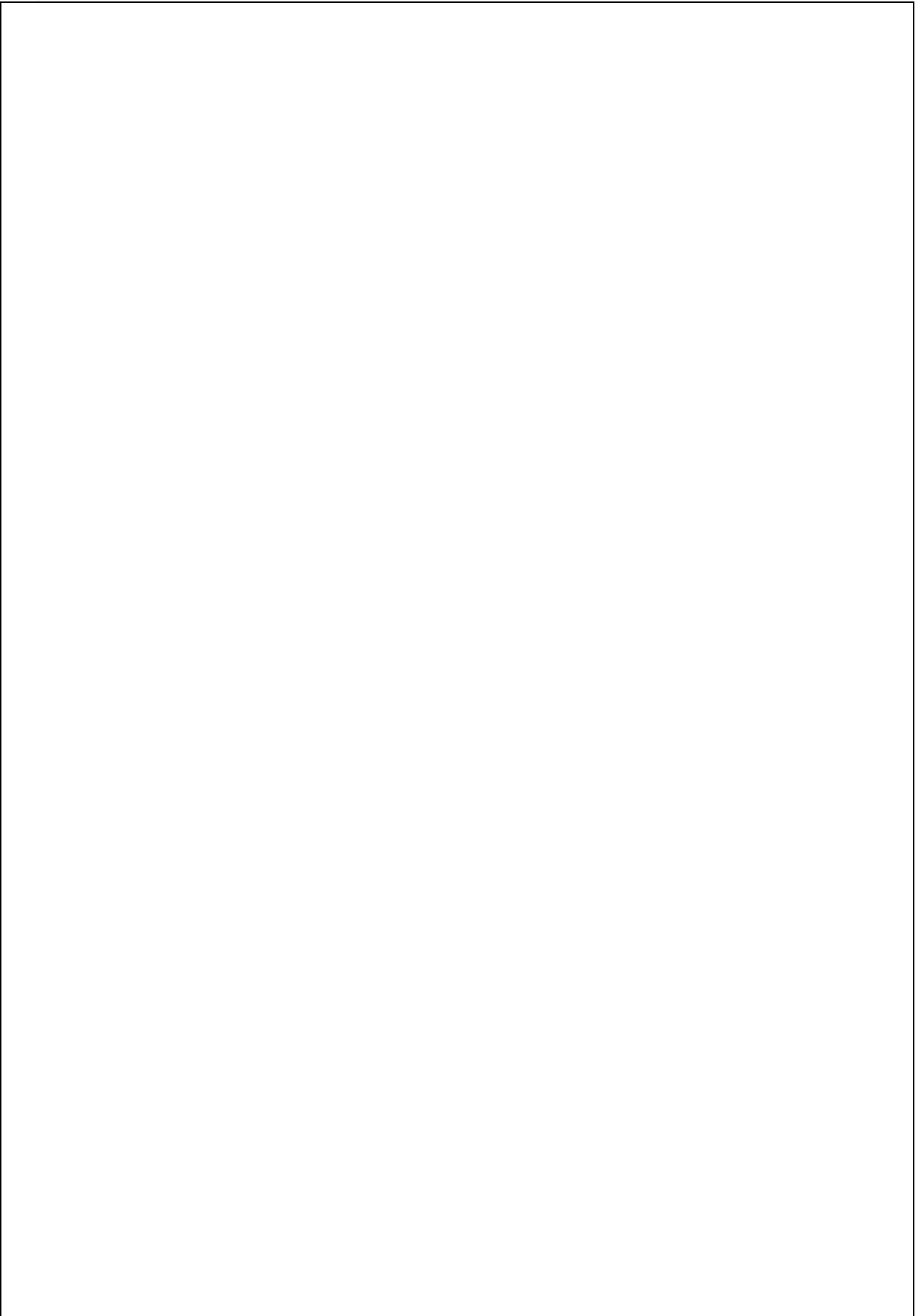
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14. **Statement of Purpose (within the space below and around 200 Words)**
(For a chosen course of admission)

A large, empty rectangular box with a thin black border, intended for the student to write their statement of purpose. The box occupies most of the page below the question.

15. Mention two names for reference (Do not attach any letter from Referees)

Referees:

(i) Name:

Position:

Address:

Phone:

E-mail:

(ii) Name:

Position:

Address:

Phone:

E-mail:

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

1. Name of the Candidate í ..
2. Designation í ..
3. (a) Date of Joiningí í í í í í í í í í í . (b) Period of Services ..í í í í í í í ..í
 (c) Pay Scaleí í í í í í í í í í í í (d) Total Emolumentsí í í í í í í í í

Date:

Signature of the Candidate

(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 í ..
 í ..í í
2. Designationí í í í í í í í í í í í í í í í ..í í
3. The candidature of í í í í í í í í í í ..is 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.

Record of Enclosures

(Attested copies of certificates / documents)

(a)	Certificate showing Date of Birth	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(b)	Passing Certificate / Qualifying Degree / Diploma Examination	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(c)	Mark-sheets of all the semester / year (for which Result is declared)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(d)	Score Card: (GATE / CEED / Both)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(e)	Prescribed Certificate for Reserved Seats (if mentioned in Sl. No. 6)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(f)	Character Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(g)	Certificate of Professional Experience (if mentioned in Sr. No. 12)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(h)	Certificate of Sponsorship (For Sponsored Candidate)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Signature of Candidate

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

(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 course 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.

Date: _____

(Signature of the Candidate)

19. PARENT'S / GUARDIAN'S DECLARATION:

My son / daughter / ward í í í í í í í í í í í í í í .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 submit to the discipline of the institution as administered by the Director.

Date: _____

Signature of the Parent / Guardian

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 Broucher.

Q.3 I want to apply only for one course. What should I fill in the Application Form in Sl. No. B?

Ans. You will Tick mark (ç) in the box of first preference against the particular course and you may leave all other boxes empty.

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. 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. 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 is the selection criteria for the selection to the particular course?

Ans. Broad selection criteria is mentioned in the Information Broucher, 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 Broucher. In case you are admitted, copy of the result should be submitted before 31st October, 2012 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.