



**APPLICATION FORM FOR DIRECT ADMISSIONS TO POST GRADUATE (MASTERS)  
PROGRAMMES AT SPA VIJAYAWADA - ACADEMIC YEAR 2023-24**

DETAILS OF THE POST GRADUATE PROGRAMME APPLIED FOR (ONE APPLICATION IS ACCEPTED FOR EACH PROGRAMME AND FORM TO BE FILLED IN BLOCK LETTERS)				Paste Recent Passport Sized Color Photo	
Applied for Post Graduate Programme <i>(Write the name of the Masters Programme applied for. Applicant needs to submit separate application forms for each programme applied for)</i>					
Amount Paid (in Rs)					
SBI I-Collect Reference Number <i>(Enclose Online Fee Payment Proof)</i> Date of Payment					
Applicant's Information:					
1	Candidate's Name (as per SSC/Std X Marksheet)				
2	Father's Name (as per SSC/Std X Marksheet)				
3	Mother's Name (as per SSC)				
4	Date of Birth (Enclose proof of Date of Birth)	5	Gender		
6	Category (Gen/EWS/OBC- NCL/SC/ST/PwD)	(Enclose copy of OBC-NCL/EWS Category Certificates issued on or after 01 <sup>st</sup> April, 2022 in the Central Government Format and should be signed not below the rank of Tahsildar)			
7	E-mail address				
8	Mobile Number				
9	Religion	10	Nationality		
11	Aadhar Number (Enclose Aadhar Certificate copy)				
12	Address for Communication	Street/Flat/Block/Door			
		Town/City/District			
		State/Union Territory			
		Pin Code			
13	Permanent Address	Street/Flat/Block/Door			
		Town/City/District			
		State/Union Territory			
		Pin Code			

Academic Qualifications : Write aggregate % of marks OR CGPA of qualifying degree. (For list of degrees eligible for admission please refer to the Admission Notification dated 08.03.2023. Candidates pursuing final year of the UG & PG Programme can also apply, as per instructions given in Admission Notification dated 08.03.2023. Please enclose copies of mark sheets and degree certificates, as per instructions)					
14	<b>Name of the Exam</b>	<b>% of Marks / CGPA</b>	<b>Year of Passing</b>	<b>Board/University</b>	
	SSC / X (Secondary)				
	XII (Higher Secondary)				
	B.Arch./B.Plan/B.Tech				
	Masters Degree (if applicable)				
	Any Other				
15	Name of the Sponsoring Organisation and Address <i>(To be filled in case of sponsored candidate, fulfilling criteria, as per instructions given in Admission Notification dated 08.03.2023)</i>				
16	Sponsoring Organisation is: Government / Semi Government / Institution / Planning or Architectural Office (Tick whichever is applicable)				
17	Employment Tenure with the Sponsoring Organisation : <i>(As per instructions given in Admission Notification dated 08.03.2023, enclose necessary NOC and Letter indicating Grant of Leave. Employment and Sponsoring, in the event of selection)</i>				
<b>GATE Information: (Only qualifying and valid GATE scores, if Any)</b>					
18	<b>GATE Exam Paper Subject and Code</b>	<b>Category</b>	<b>Score</b>	<b>Qualifying Score</b>	<b>Year of Passing</b>
<b>Extra-Curricular Achievements (If any) Please enclose supporting certificates, if this section is filled:</b>					
19	<b>Name of the Activity</b>	<b>National/State/District</b>		<b>Type of Activity</b>	<b>Prize won</b>
<b>Work Experience (if any) Please enclose supporting experience certificates, if this section is filled::</b>					
20	<b>Name of the Organization &amp; Address</b>	<b>Nature of Responsibility</b>		<b>From Date</b>	<b>To Date</b>
<b>Give the Reference of One Eminent Person (not related to you) who is familiar with your academic background and work.</b>					
21	<b>Name</b>	<b>Designation</b>	<b>Address</b>	<b>E-mail</b>	<b>Phone No.</b>

22 Please write your "Statement of Purpose" for applying to the specific Programme at SPA Vijayawada for which you are filling this application. Please write within this box with a maximum of 700 words.

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## Other General Instructions

- i. The candidate needs to read this application form together with the Admission Notification for Direct Admissions to SPAV for PG programmes dated 08.03.2023 available at SPAV website.
- ii. Application envelopes/packets containing duly filled application form and supporting self-attested documents need to reach the following address on or before April 10, 2023 05.00 PM:

**The Registrar**  
**School of Planning and Architecture, Vijayawada**  
**Survey No.4/4, ITI Road, Vijayawada – 520008,**  
**Andhra Pradesh. Ph: +91 866 2469449**

Envelopes to be super-scribed with the text “**Application for Admission to (write the name of programme applied for)**” duly mentioning the candidate name with full postal address on the envelope, which to reach the institute through post/ courier/ in person on or before April 10, 2023 by 05.00 PM. Applications received after the last date will not be considered irrespective of postal or any other delays. The short listed / eligible candidates shall be notified on the School’s website and must produce the original certificates & a set of self-attested photocopies and project work/portfolio etc., at the time of Qualifying Examination/Interview.

- iii. Application fee (non-refundable) for PG programme per course is Rs.2,000/- for General/OBC/EWS categories and Rs.1,000/- for SC/ST/PH categories and can be paid through online only. If an applicant is applying to multiple PG Programmes, he/she should pay separate for each application & enclose the proof of payment along with each application.

Directions to application Fee Payment:

<https://www.spav.ac.in/spavadmissions.html>

- iv. Reservations for all the courses will be applicable for SC/ST/OBC/EWS/PH as per rules of the Govt of India.
- v. The candidates pursuing final year of the UG & PG Programme, can also apply and must submit the CGPA/Percentage marks secured till the VI Semester (for 4 Years UG Programme) / VIII Semester (for 5 Year UG Programme) / II Semester (for 2 year PG Programme) and submit all marksheets till the said semester. Such a student is required to submit an undertaking/certificate issued by their institute, certifying that the applicant is ‘appearing in final examination of final semester’. Such candidates, if provisionally admitted, are required to submit final year marksheets and provisional degree certificate, prior to the commencement of classes at SPA Vijayawada. Candidates who have completed the eligible programmes are required to produce provisional degree certificates, in case the original degree certificates are not yet issued.
- vi. The candidates who are employees of a Public Sector Undertaking, a Government Department, a Research & Development organization/lab, a recognized Planning / Architectural Office of repute, can apply under the Sponsored category as per norms of the Academic Ordinances. Such a candidate must have been in employment with the sponsoring organization for at least two years at the time of admission and should submit (a) letter conforming sponsorship and study leave (or extraordinary leave) from the organization for duration of PG studies at SPA Vijayawada, indicating period of employment and (b) a No Objection Certificate.
- vii. Application forms (5 pages) which are incomplete, not signed, or does not have enclosed the required self-attested copies of documents as indicated in the admission notification or the application form, is liable to be summarily rejected. On qualifying Stage I the applicant needs to appear for Stage II. The School reserves the right to reject/cancel any application without assigning any reasons.

### DECLARATION

**FOR DIRECT ADMISSIONS TO POST GRADUATE (MASTERS) PROGRAMMES AT SPA VIJAYAWADA - AY 2023-24**

*I declare that, to the best of my knowledge, the information furnished by me as above, and the enclosures attached by me as part of this application, are correct. I declare that I have read all instructions in the Admission Notification for Direct Admissions to SPAV for PG programmes dated 08.03.2023 and the application form. If selected for admission, I agree to abide by the rules and regulations of the School. I fulfill the eligibility requirements and if at any time the information provided by me is found to be incorrect, I agree that my admission may be cancelled.*

**Signature of the Candidate**

Place : .....

Date : ...../...../.....



## **CHECK LIST FOR POST GRADUATE PROGRAMME - APPLICATION**

(To be enclosed with the application)

**Candidate Name:** \_\_\_\_\_

**Applied for Programme:** \_\_\_\_\_

(For List of Programmes offered in Direct Admission, refer the Admission Notification for Direct Admissions to SPAV for PG programmes dated 08.03.2023)

<b>S. No.</b>	<b>Document</b>	<b>Submitted / Not Submitted</b>
1	Duly filled application with 01 additional passport photograph	
2	Application Fee Receipt	
3	Date of Birth Certificate	
4	Category Certificate (OBC-NCL/SC/ST/EWS/PWD) (OBC-NCL/EWS Category Certificates issued on or after 01 <sup>st</sup> April, 2022 in the Central Government Format to be enclosed and should be signed not below the rank of Tahsildar)	
5	Std. X Marks Sheet /SSC	
6	Std. XII / Diploma Marks Sheet	
7	Bachelors Degree Marks Sheets (All Semesters) / Consolidated Marks Sheet and Degree Certificate <i>(Candidates pursuing final year of the UG &amp; PG Programme can also apply, as per instructions given in Admission Notification dated 08.03.2023)</i>	
8	UG / PG Degree Certificate	
9	Masters Degree Marks Sheets (All Semesters) / Consolidated Marks Sheet, if applicable and Degree Certificate <i>(Candidates pursuing final year of the UG &amp; PG Programme can also apply, as per instructions given in Admission Notification dated 08.03.2023)</i>	
10	UG / PG Course Completion Certificate <i>(Candidates pursuing final year of the UG &amp; PG Programme can also apply, as per instructions given in Admission Notification dated 08.03.2023)</i>	
11	UG / PG Provisional Degree Certificate <i>(Candidates who have completed the eligible programmes are to produce provisional degree certificates, in case the original degree certificates are not yet issue)</i>	
12	Undertaking/Certificate from the Institute <i>(Candidates pursuing final year of the UG &amp; PG Programme can also apply, as per instructions given in Admission Notification dated 08.03.2023)</i>	
13	GATE/CEED Score Card (if any)	
14	Work Experience Certificates (if any)	
15	Identity Proof(Aadhar Card / PAN Card / Drivinglicense / Passport / Voter Card)	

**Signature of the Applicant**