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

No. 1.1/SPAV/Acad/PhD/2023-24   **28th July, 2023**
PhD Programmes Admissions for the Academic Year 2023-24

INSTRUCTIONS FOR PHYSICAL REPORTING TO CAMPUS
-All students admitted to PhD Programmes through Direct Admissions 2023-

Candidates who have secured admission in PhD programmes through Direct Admissions are required to complete the following procedures before and during arriving physically at campus, for a smooth admission confirmation procedure:

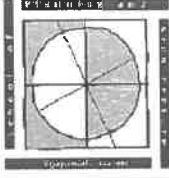1. **Payment of Balance Fees (PhD Direct Admissions)**

   a. **Hostellers:** Candidates wanting to take Hostel room, require to pay (as per prescribed Fee Structure) balance Fees, as below:

i. Overall Fee (Annual) for OBC/GEN/EWS	Rs 160,000/-
(including security deposits, tuition, hostel rent, etc)	
ii. Overall Fee (Annual) for SC/ST/PWD	Rs 105,000/-
(including security deposits, tuition, hostel rent, etc)	
iii. Overall Fee (Annual) for OBC/GEN/EWS (in-house)	Rs 90,000/-
(including security deposits, tuition, hostel rent, etc)	
iv. Fees Paid for confirmation for OBC/GEN/EWS	Rs 120,000/-
v. Fees Paid for confirmation for SC/ST/PWD	Rs 65,000/-
vi. Fees Paid for confirmation for In-house	Rs 50,000/-

Balance Fees to be Paid for OBC/GEN/EWS (Sub-Total A1)	*Rs 40,000/- (i-iv)*
Balance Fees to be Paid for SC/ST/PWD (Sub-Total A2)	*Rs 40,000/- (ii-v)*
Balance Fees to be Paid for OBC/GEN/EWS (in-house) (Sub-Total A3)	*Rs 40,000/- (iii-vi)*
Mess Charges (Annual) Sub-Total B	*Rs 38,800/-*
Total (A1 + B) for OBC/GEN/EWS	**Rs 78,800/-**
Total (A2 + B) for SC/ST/PWD	**Rs 78,800/-**
Total (A3 + B) for OBC/GEN/EWS (Inhouse)	**Rs 78,800/-**

   b. **Non-Hostellers:** Candidates wanting to be day-scholars and not taking any hostel room, require to pay (as per prescribed Fee Structure) as below:

i. Overall Fee (Annual) for OBC/GEN/EWS	Rs 130,000/-
(including security deposits, tuition, hostel rent, etc)	
ii. Overall Fee (Annual) for SC/ST/PWD	Rs 75,000/-
(including security deposits, tuition, hostel rent, etc)	
iii. Overall Fee (Annual) for OBC/GEN/EWS (in-house)	Rs 60,000/-
(including security deposits, tuition, hostel rent, etc)	
iv. Fees Paid for confirmation for OBC/GEN/EWS	Rs 120,000/-
v. Fees Paid for confirmation for SC/ST/PWD	Rs 65,000/-
vi. Fees Paid for confirmation for In-house	Rs 50,000/-

Total Balance Fees to be **paid for OBC/GEN/EWS**	**Rs 10,000/- *(i-iii)***
Total Balance Fees to be **paid for SC/ST/PWD**	**Rs 10,000/- *(ii-iv)***
Total Balance Fees to be **paid for OBC/GEN/EWS (Inhouse)**	**Rs 10,000/- *(ii-iv)***

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

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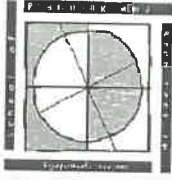
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2. **Filling of Hostel Intake Form:**

   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).
   In order to fill the hostel inmate form, you would require to upload scanned pdfs of :–
   (a) fee payment proof (refer *pt 1.a,* as above), (b) Anti Ragging Affidavit, (c) signed copy of Hostel Rules and Regulations, and (d) Aadhar Card details, etc.

3. **Hostel Room Allotment:** After completion of s.no. 1 and 2 as above, you may arrive at SPAV campus a couple of days prior to the start of classes or on the day of start of classes. Upon arrival at hostel (09AM-05.30PM), hostel authorities will verify your hostel inmate form and associated documents and then allot you a room on first-cum-first-serve basis. Please note that hostel seats are limited. For more details about rooms and hostels, you may 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 (July – Dec, 2023) ONLINE at a link which shall be made available at SPAV website and homepage, from Aug 10th, 2023 onwards. In order to fill this Semester Registration form, you would require to upload scanned pdfs 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 a total Annual Fee paid (including Tuition, Hostel, Deposits and Mess) of **Rs 1,98,800/-** for Open/OBC/EWS and **Rs 1,43,800/-** for SC/ST/PwD

   b. Non-Hostellers need to upload proof of payment of a total Annual Fee paid (including Tuition, Seat Rent, Deposits and Mess) of **Rs 1,30,000/-** for Open/OBC/EWS and **Rs 75,000/-** for SC/ST/PwD

   c. Non-Hostellers (inhouse) need to upload proof of payment of a total Annual Fee paid (including Tuition, Seat Rent, Deposits and Mess) of **Rs 60,000/-** for Open/OBC/EWS and **Rs 42,000/-** for SC/ST/PwD

5. Upon arrival to campus, there shall be physical verification of your documents and credentials between 14th-21st August 2023 (09AM-05.30PM, except Aug 20th). NO original documents are retained by SPAV and hence, are needed to be with taken back by the student after completion of verification. Please bring originals and ONE SET self-attested photocopies of the following:

   a. OBC-NCL Certificate in Central CCMT format issued **on or after 01 April 2023**, if applicable
   b. EWS Certificate in Central CCMT format issued **on or after 01 April 2023**, if applicable
   c. SC/ST Certificate in Central CCMT format, if applicable
   d. PwD Certificate in Central CCMT format, if applicable

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e. Class Ten Certificate, showing date of birth

f. Aadhar Card

g. Bachelor's Degree Certificate OR Bachelor's Provisional Degree Certificate OR Course Completion Certificate on Letterhead of Institution of UG studies signed by the Head of the Institution

h. Master's Degree Certificate OR Master's Provisional Degree Certificate OR Course Completion Certificate on Letterhead of Institution of PG studies signed by the Head of the Institution

i. Mark sheets of all semesters of Bachelors and Masters degree.

- 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, you shall be eligible for permanent student registration number, ID card, and other student benefits for your entire studies.

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 Dept of Planning	:	headplanning@spav.ac.in
Related to Academics of Dept of Architecture:		architecture@spav.ac.in
Related to Academics in general	:	academics@spav.ac.in