



SCHOOL OF PLANNING AND ARCHITECTURE

(Deemed to be a University)

4 Block – B, I.P. Estate, New Delhi – 110 002. Tel: 011-23702375/76, Fax: 011-23702383

APPLICATION TO POST GRADUATE PROGRAMMES **(Instructions to Candidates)**

Please read the instructions carefully before filling up the form, for any queries or doubts write to the Section Officer (A&E) or email to admission@spa.ac.in

GENERAL

Separate application forms are to be submitted for each course. There are no restrictions on the number of courses that the candidate may apply for. Applications by post must be submitted alongwith DD of Rs.1000/- in favour of School of Planning and Architecture, payable at New Delhi or may deposit the application fee of Rs. 1000/- at any UCO Bank Branch in favour of A/c No. 18200110004791 and submit the counterfoil duly signed alongwith application form.

Online applicants must deposit the application fee of Rs.1000/- at any UCO Bank Branch in favour of A/c No. **18200110004791** and send a scanned copy of the counterfoil duly signed alongwith the application.

Copies of the certificates, mark sheets/testimonials, etc. are not to be attached with the application.

Candidates, who are yet to appear for their final examinations, are also eligible to apply provided their final results are published before 26th July, 2010.

Applications are to be filled in English or Hindi by the candidates neatly in their own handwriting or typed. No additional pages are to be attached.

LETTERS OF RECOMMENDATION

- a) Letter of recommendation are confidential and their content will not be divulged to the candidate.
- b) Candidates who have graduated less than twelve months ago or are yet to complete their degrees are required to submit two letters of recommendations in the prescribed form from faculty members who have known the candidate for a minimum period of eighteen months.
- c) For candidates who have been employed for over one year; one professional letter of recommendation from their employee and one letter of recommendation from their faculty member who has known the candidate for a minimum period of two years.
- d) Letters of recommendations are to be sealed by the referees and signed across and should accompany the application form: name of the candidate and course applied for should be clearly mentioned on the cover.

PORTFOLIO OF WORK

Graduates in the discipline of Architecture/Planning/Design are required to submit a portfolio of their work on A4 size sheet including their latest project work/thesis and any two other chosen projects.

Candidates from all other disciplines; must submit an essay of not less than 500 words on their thesis/project work/professional work, etc.

SUBMISSION

All applications together with letters of recommendations, portfolio, essay and demand draft should reach SPA not later than 17th of May, 2010.

RESULT

Short listed candidates of Master in Planning Courses and non-architect for Industrial Design may be called for interview.

Successful applicants will be intimated individually by email/post



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APPLICATION FOR ADMISSION TO P.G. PROGRAMME

1. Application for admission to PG Programme 2010-2011 in Department:
2. Payment Details:
Bank: Branch:
DD No. Date:
3. Name:
(Surname) (Middle) (First)
4. Address for communication:
Building/H.No.:
Street/Colony:
City/Town:
Pin Code: STD Code:
Phone Nos.: Landline: Mobile:
E-mail:
5. Date of Birth:
(Date) (Month) (Year)
6. Category: SC/ST/OBC/Foreign National/
NRI/PIO/PH/any other (only if availing benefit):
7. Nationality:
8. Father's Name:
Mother's Name:
Permanent Address:

Pin Code: STD Code:
Phone Nos.: Landline: Mobile:
E-mail:
9. Education (of all examination passed after school level):

Name of the College/ University	Examination	Year of passing	Class/ Division	Marks	Percentage of Aggregate Marks Obtained

10. Aggregate % marks in qualifying examination/degree:

11. Professional experience (start with latest):

Date (From – To)	Name of Organization	Position	Description and Type of Work

12. GATE/UGC (NET)/CEED Score:

13. Awards/Scholarships etc.:

14. Referees: (1) Name:
Position:
Address:

E-mail:
(2) Name:
Position:
Address:

E-mail:

15. Statement of purpose (Not more than 500 Words):

APPLICANT'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 application/on completion of the course.

Dated: _____

Signature of the Applicant

(FOR OFFICE USE ONLY)

1. Application No. _____

2. Date of Receipt _____

3. DD, Verified: _____

4. LOR Verified 1. _____

2. _____

5. Portfolio/synopsis verified: _____



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LETTER OF RECOMMENDATION

Dear Referee,

The School of Planning and Architecture is very grateful to you for having accepted to give this letter of recommendation, we thank you for your time.

We greatly value your assessment of the candidate's abilities for the chosen course of study and state that this letter of recommendation is a very important component of the admission process. The letter of recommendation is a confidential document, whose contents will not be divulged to the candidate.

Sincerely,

Prof. Ranjit Mitra
Director

Instructions to Referees

Please fill the Letter of Recommendation Form in your own handwriting and tick the appropriate box, where provided. Please complete this form and return it to the applicant with your signature in a sealed envelope. Kindly affix your official seal with your signature.

1. Name of the Candidate Mr./Ms./Mrs. : _____
2. Course of Study applied for : _____
3. Duration for which you have known the Candidate and in what capacity : _____
4. Your evaluation of the candidate is based on a comparative group of _____ students : _____

5. Among the student's that you have known, how would you rank the candidate's academic abilities

Top 10% ☐ Top 25% ☐ Top 50% ☐

6. How would rank the candidates in the Following:

		Excellent	Very Good	Good	Average	Below Average
i.	Diligence					
ii.	Creativity/Innovation					
iii.	Oral Communication					
iv.	Writing/Drawing skills					
v.	Analytical skills					
vi.	Leadership					
vii.	Team work					
viii.	Co-curricular activities					
ix.	Overall Performance					

7. Suitability of the candidate for the chosen course of study.

Very suitable

Suitable

Not Sure

Unsuitable

8. Your recommendation of the candidate and his/her ability and motivation for pursuing the desired course of study, the candidates strengths and weaknesses (kindly write within 300 words):

Name of Referee : _____

Position : _____

Institute/Office : _____

Address : _____

E-mail: _____ Phone: _____

Seal of Institution/Office

Date and Place: _____

Signature