

SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL

Instructions for candidates provisionally selected for

PG Programme 2018

1. Candidates will be enrolled provisionally on payment of prescribed fees and submission of admission form to SPA Bhopal on or before **10th July 2018** as per the fee structure enclosed as Annex. A (for 1st semester fees only).
2. Institute fees (Rs. 69450/- for 1st semester only) can be paid online through SBI I-collect only. Following is the link for SBI I-collect <https://www.onlinesbi.com/prelogin/icollecthome.htm>
3. Candidates are required to submit scanned copy of duly filled up admission form (enclosed as Annex. B) along with fees submission receipt/ proof of payment through email to admission@spabhopal.ac.in
4. Candidates are required to submit their fees and duly filled admission form on or before given date i.e. **10th July 2018**, failing which their right of admission shall be forfeited/ cancelled and no further communication shall be entertained in this regard.
5. SC/ST candidates are exempted from payment of tuition fees i.e. Rs. 25000/- per semester.
6. Vacancy of seat/s, if any, shall be displayed on institute's website on **11th July 2018**.
7. Candidates are required to report at SPA Bhopal on 30th July – 31st July 2018 for registration. Classes will commence from 1st August, 2018.

At the time of reporting to the Institute, following documents are required:-

1. All original certificate(s) /mark sheets/testimonials.
2. Migration certificate for candidates whose final results are awaited.
3. One set of self attested photocopies of all the mark sheets along with other relevant documents.
4. Certificate from the institution that the final result would be declared by **1st September, 2018**.
5. Passport size photograph (4 copies).
6. Caste Certificate/PH certificate (if any) only as per Central Government prescribed format.

Candidates selected in the first list can cancel their admission on or before 16th July 2018 by 5:00 P.M. by sending an application in writing or by sending a mail at admission@spabhopal.ac.in. No fees will be refunded except one-time deposits (refundable), if admission is cancelled after 16th July, 2018.

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REFUND RULES OF INSTITUTE FEES FOR POST GRADUATE STUDENTS

- For candidate withdrawing admission from PG Programme and requesting for refund of fees in writing before the cancellation date of admission for the respective admission list, Institute fees will be refunded after deducting ₹ 1000/- as processing fees.
- For candidate withdrawing admission from PG Programme and requesting for refund of fee in writing after the cancellation date of admission for respective admission list, only one-time deposits (refundable) fees will be refunded.

REFUND RULES FOR THE HOSTEL CHARGES

- If any candidate withdraws his/her admission and avails even one day of lodging and boarding facilities of SPA Bhopal Hostel, his/her full semester hostel charges shall be deducted.
- No regular student of SPA Bhopal will be allowed to discontinue hostel facility in the middle of the session/ semester.