

**SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI  
PG ADMISSIONS 2024-25**

**NOTICE**

- 1. All the candidates are required to check the schedule of Interview for the applicable Departments. Generally, the overlapping of different departments has been avoided. However, if there is any overlapping, it will be looked into at the time of interview.**
- 2. In case your name appears in the list of eligible candidates but it does not appear in the schedule, you may bring to our notice.**
- 3. You are supposed to bring your personal ID in original for identification.**
- 4. Students under grade point system should submit valid form/certificate/any evidence etc. for conversion of Grade Point/CGPA/SGPA/DGPA or applicable index of grade point to percentage system.**

**GENERAL QUERIES**

**Q. 1. My name is in the eligible list, what are the documents I need to carry on the day of interview.**

You are required to carry

- a) Copies of all the documents uploaded with the application form.
- b) Original GATE, UGC, CEED Score card if applicable
- c) Portfolio, Project work, any other work that is relevant for demonstrating suitability to the course.

**Q.2 What are the specification of the Portfolio to be shown to Selection Committee during the interview? Will I need laptop for presentation?**

You should bring a legible printed copy of the portfolio and not a soft copy. For the sake of convenience of carrying the portfolio A3 size is preferred. This is indicative only.

Laptop will not be required for the presentation.

**Q. 3 Do I need to carry the original documents or self-attested copies on the day of interview?**

With regard to marksheets and passing certificate/degrees, you can carry the attested copies but other documents like Portfolio, experience certificate, GATE score card etc. as mentioned in Q.1 need to be brought in ORIGINAL.

However, in case of selection, the originals of all certificates will be required to be shown at the time of document verification process. In case any false document is noticed at any stage of the admission process or during the course of study, admission will be cancelled.

**Q.4 Is it possible to change or reschedule the date of the interview?**

Candidates are supposed to attend the interview as per the time slot displayed on the website. However, if the candidate has genuine reason for her/his inability in attending the interview on the scheduled date She/he can submit her/his written request for change at [admission@spa.ac.in](mailto:admission@spa.ac.in). If it is possible to adjust their request to another slot on another day candidate will be intimated by e mail subject to feasibility within scheduled dates mentioned in the schedule. No request for change of date will be accepted after or before the dates fixed for interview process period.

**Q. 5 Can I attend interview through online mode?**

There is no provision for attending interview through online mode.

**Q.6 What will be the venue of the interview and whom to report before interview?**

On the date of interview, Candidates should reach the following venues:

1. Planning Building: For all PG programs except Industrial Design (ID) and Building Engineering & Management (BEM).
2. Architecture Department: Only for Industrial Design (ID) and Building Engineering & Management (BEM) programs (Auditorium)
3. Candidates shall report to the HELPDESK designated at their respective venues to mark their presence. Once the attendance is marked, Volunteers will be there to assist you further.

**Q.7. What is the reporting time and what to do after reporting?**

The reporting will start from 9:30 am onwards for the interview before lunch and 1.30 pm onwards for the interview scheduled after lunch.

**Q. 8 How to know about my turn for the interview?**

After reporting, you will approach the office staff/volunteers outside the room of selection Committee. They will tell you the tentative time of your turn.

**Q. 9 Should I wait for result after my interview? When will the result be declared?**

No. There is no need to wait after the interview unless you are told to wait by the Selection Committee for any specific reason. The list of selected candidates will be displayed on the website of the School on 08.05.2024.

**Q. 10 Any specific advice during the visit to SPA, ND.**

You are advised to come to SPA Delhi by public transport- Bus /Metro or hired mode. Entry of personal vehicle is strictly prohibited.

**Q.11 How far is the SPA, New Delhi from IGI Air Port, ND., Railway Station and ISBT**

- SPA, New Delhi is around 22-24 km away and depending on traffic conditions 60-90 min travel time from IGI Airport.
- 4.5 Km away and 20-25 min travel time from New Delhi Railway Station
- 6.5 Km away and 25-30 min travel time from Old Delhi Railway Station
- 13 Km away and 30-40 min travel time from Anand Vihar Railway Station
- 8 Km away and 20-25 min travel time from ISBT, Kashmiri Gate
- Nearest metro is ITO Metro Station and I.P. Metro station

**Q. 12 Will the School reimburse me for travel?**

No. The School will not reimburse travel expense.

**Q.13 If I do not have the No Objection Certificate from my organisation (In case of sponsored candidates) as it is yet to be issued, am I eligible for the interview?**

Yes. You can submit the sponsorship certificate at the time of document verification. Bring a copy of the application submitted.

**Q. 14 What should I do if my final semester result is not yet declared?**

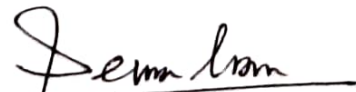
You can appear for the interview. However, in the event of your selection all documents will have to be submitted on the prescribed date announced.

**Q.15 If selected, can I pay the fees in instalments?**

NO.

**Q.16 What should I do if my caste certificate is outdated/not as per prescribed format?**

Latest Caste certificate issued by the competent authority can be submitted at the time of document verification. For OBC and EWS candidates Caste Certificate issued by the competent authority on or after 1 April 2024 will need to be submitted. Caste certificate for OBC should essentially be from the central list.



**Prof. Dr. Sewa Ram**  
(Coordinator PG Admission 2024-25)



Architecture and Planning Block, SPA, New Delhi

