योजना तथा वास्तुकला विधालय- नई दिल्ली-२

SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI-2

Ref.No.F.100/24/SPA/AE   Date:

CHECKLIST FOR DOCUMENTS VERIFICATION FOR UG ADMN 2024-25

DEPARTMENT_____

Shri/Km./Smt._____

Roll No._____   AIR No. _____

Category	(i)	OG/SC/ST/OBC/EWS	
	(ii)	SPONSORED/NON SPONSORED/ KASHMIRI MIGRANT/ FOREIGEN NATIONAL /ARMED PERSONNEL	
	(iii)	PwD	

TICK : √ OR X	
JOSAA	
DASA	
MEA	

The candidate has to submit duly filled application form with one latest passport size photograph **along with self-attested photocopies** of the documents **strictly in sequence of checklist given below**:

All self-attested certificates/documents along with student's application form and formal photo in .jpg format need to be scanned and mail on admission@spa.ac.in

Sl.No	Documents	Mark	Remarks
1	Admission Form(fully filled)		
2	Fee Amount Paid to JoSSA _____ Dt. _____		
3	Fee Amount Paid to School _____ Dt. _____		
4	Copy of Aadhar Card		
5	Copy of Passport(only for DASA Candidates)		
6	Copy of Admit Card issued by the JoSAA/DASA		
7	Copy of Rank Card for the JEE-2023-24		
8	A letter of offer for admission issued by CSAB **(in original)**		
9	X and XII certificates and mark-sheets showing the Date of Birth		
10	Character Certificate **(Original- Issued within 6 month from the date of physical documents verification)(To be issued by last Institute attended or from Gazetted officer)**		
11	Certificate of SC / ST / OBC (Non-Creamy layer) / Domicile / Armed Personnel / Physically Challenged / Kashmiri Migrant in respect of the candidates selected under the reserved category		OBC –NCL certificate issued within 6 month from the date physical documents verification (Annexure 1)
12	Latest EWS Certificate(Issued within 6 months of date of physical documents verification date) **(Annexure 2)**		
13	Physical Fitness Certificate from the MBBS Doctor (in Original) **(Annexure 3)**		
14	(a)Anti-Ragging from student **(from Anti-Ragging website)** (b) Anti-Ragging from parents or **guardians (from Anti-Ragging website)** (c) Undertaking **(Annexure 4)** (d) Anti-Drug (in Original) **(Annexure 5)**		

* As per UGC Regulations on curbing the menace of ragging in Higher Educational Institutions.
* **Anti-Ragging form** from students and parents will be filled from the link :
https://www.antiragging.in/affidavit_university_form.php
(While filling Anti-Ragging form from above link, kindly select **Forms->Students Undertaking->University** as a category then School of Planning and Architecture, Delhi will appear in the list)

NOTE: Student has to pay the fee as per the fee notice before the date of Physical Verification of Documents and receipt of the same need to bring on the same day of Physical Documents Verification.

Dealing Official
A&E Section

1. Received back the original certificate etc. Submitted to the School for verification.

Signature of Candidate