



Late Shri. Vishnu Waman Thakur Charitable Trust's

Sr. No. _____

VIVA SCHOOL OF ARCHITECTURE

New Building, VIVA Campus, Shirgaon, Virar (East), Dist. Palghar, Maharashtra - 401 305.

E-mail : vivaschoolofarch@gmail.com & principalarch@vivacollege.org

Phone : 0250 - 6908090

Fax : 0250 - 2515275

Institute Code : MH-53

Approved by Council of Architecture, New Delhi and Affiliated to University of Mumbai

APPLICATION FORM FOR ADMISSION IS 5 YEAR FULL TIME B. Arch. COURSE

Application for First Year B. Arch. (Sem - I)

Academic Year : 20____ - 20____

To,
The Principal
VIVA School of Architecture
Virar (East).

Paste your Photo
Do not Staple
Only Passport Size
Photograph to
be pasted

For Office
Use Only

DTE

INSTITUTE

I, Shri. / Kum. _____ here by wish to seek admission to the first year of 5 year Full time B. Arch. course in Architecture at your Institute. Please accept the duly completed form with the required necessary documents. I have read the instructions and agree to abide with all the rules and regulations of the school and maintain the decorum as a student in a bonafied manner. I am providing the necessary academic and personal information.

Thanking You
Sincerely,

Applicant's Signature with date

Parent or Guardians' Signature

Note: Fill all the details in CAPITAL LETTERS only.

1 ACADEMIC DETAILS :

Name of Qualifying Examination	Board	Month & Year of Passing	Exam Seat No.	Percentage of Marks Obtained
S. S. C. or Equivalent				
H. S. C. or Equivalent				
DIPLOMA				

2 ADMISSION DETAILS:

NATA NO. : _____ SCORE OBTAINED : _____ OUT OF _____

JEE NO.: _____ SCORE OBTAINED : _____ OUT OF _____

DTE ID NO. : _____

MERIT NO.: _____

STUDENT'S DATA

Note : Fill all the details in **CAPITAL LETTERS** only.

SURNAME	CANDIDATE'S NAME
FATHER'S NAME	DATE OF BIRTH (DD / MM / YYYY)
email ID	NATIONALITY
RELIGION / CASTE	OPEN / S.C. / S.T. / V.J. / EBC / OBC / S.B.C. CATEGORY (Strike out which ever Note Applicable)
RESI - LANDLINE (STD CODE & NUMBER)	MOBILE NO.

Last Institution Attended : _____

Date of Leaving : _____ Gap if Any ? : _____

(No. of years since passing H.S.C. or equivalent)

ADDRESS :**Permenant Address or Native Place -**

STATE :
Pin Code :

Current Address for Correspondence -

STATE :
Pin Code :

ACADEMIC AWARDS & EXTRA CURRICULAR ACTIVITIES :

Kindly list here any academic awards and distinctions received such as Certificates, Prizes, Awards and scholarship as well. Please enclose photocopies of the testimonials supporting your achievements.

1 _____

2 _____

3 _____

HOBBIES or ANY SPECIALISED TRAINING OBTAINED BY THE APPLICANT (Including any courses done)

Please enclose photocopies of the testimonials supporting your achievements.

1 _____

2 _____

3 _____

APPLICATION FOR IDENTITY CARD

Kindly Issue an Identity Card for the academic Year 20 - 20

The details for the I.D. Card are as Under : (Kindly fill all the details in CAPITALS)

SURNAME

CANDIDATE'S NAME

FATHER'S NAME

DATE OF BIRTH (DD / MM / YYYY)

Resi - Landline No. (with STD Code)

MOBILE NO.

YEAR : **First Year B. Arch. (Sem - I)**

Blood Group : _____

Roll No. : (To be filled by Staff)

Resi. Address -

Pin Code :

Paste your Photo
Do not Staple
Only Passport Size
Photograph to
be Pasted

Student to Sign in the adjoining box in Black Ink
Sign within the box only.

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APPLICATION FOR LIBRARY CARD

Librarian,

VIVA SCHOOL OF ARCHITECTURE

Virar East.

Paste your Photo
Do not Staple
Only Passport Size
Photograph to
be Pasted

Kindly issue me the Library Cards.

I have paid the Fees for the Academic Year 20 ____ - 20 ____ and agree to follow all the rules and regulations regarding the issue and returning of the Books.

I will maintain complete discipline in the Library and follow instructions time to time.

I will be solely responsible for all the books that have been issued on my cards and

I will pay for all the dues and penalties for delay in return of the books.

I will not lend or let out the Library books to any other student and even if said not maintained by me, any or all penalty arising out of this misuse will be borne by me.

I will return the books before due date, when demanded and or before the start of each examination. It is acceptable to me if I am not allowed or Hall ticket is denied. to me for examinations if fail to return the books and or pay the fine / penalty in full.

Name : _____

Year : **FIRST Yr. B. Arch. (Sem - I)**

Mobile : _____

email ID : _____

Student's Signature

RULES AND REGULATIONS FOR IDENTITY CARD

1. The Identity Card is property of VIVA SCHOOL OF ARCHITECTURE.
 2. The identity Card has to be worn by the student all the while, when the student in the Campus.
 3. It has to be submitted or surrendered immediately as and when demanded by bonafide staff.
 4. The student will be responsible in safe keeping the I.D. card all the time and report in case of loss or demand immediately to the principal in writing along with reason.
 5. Duplicate Card will be issued only on penalty / fine (as the reason & case may be).
 6. The Security / Staff has the authority to disallow any student from entering the Campus, premises, Class, Studio, Canteen or Library if the student do not display or does not have the I.D. Card.
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RULES AND REGULATIONS FOR LIBRARY CARD

1. The Library Card is property of VIVA SCHOOL OF ARCHITECTURE.
2. Each Student will be allowed Books for Home reading as per rules and the books have to be returned on or before the due date. Failure to abide with this rule will attract Penalty / Late Fee.
3. Each Student will be responsible for all the books issued to him / her till it is returned back in good condition. Any book/s demand soiled during the period when the book/s have been issued. The student will have to bear the cost of replacement or submit a new book to the Library.
4. Student should refrain and avoid by issuing books to others / friends on their Library Cards.
5. Student will be given Hall Tickets or will not be allowed for examinations till they return the books issued to them and clear their due if any.
6. All the students are expected to follow the rules and regulation regarding the use of the Library facility, Reading Hall, maintaining the books in the possession of students when issued.
7. The decision of the Librarian and or Principal will be final regarding any dispute.

PARENT'S / GUARDIAN'S PROFILE

Note : Fill all the details in **CAPITAL LETTERS** only.

SURNAME

FATHER / GUARDIAN'S NAME

MIDDLE NAME

MOBILE NO.

email ID

Designation at Work

ORGANIZATION

Current Address for Correspondence -

STATE :

Pin Code :

Would you like to help the School in academic ?

(If Yes, then in what capacity and ways?)

MOTHER'S DETAILS :

SURNAME

FATHER / GUARDIAN'S NAME

MIDDLE NAME

MOBILE NO.

email ID

Designation at Work

ORGANIZATION

Current Address for Correspondence -

STATE :

Pin Code :

Would you like to help the School in academic ?

(If Yes, then in what capacity and ways?)

RULES AND REGULATIONS

1. Every Learner (candidate) is expected to maintain discipline and decorum all the while.
 2. All the learners are expected to follow and abide with the rules & regulations of the School, University of Mumbai, Council of Architecture and of any other Statutory Authority from time to time.
 3. Each learner is supposed to maintain **minimum attendance of 75%** as per University Act, Ordinance and Supreme Court Order. The candidate will be declared **Not Eligible** for exams and admission to higher class, if fails to maintain minimum attendance in each class.
 4. All the parents and Learners are expected to keep themselves updated with the University of Mumbai website with regards to various issues, circulars, instructions, examinations, results and other matters related to administration and course curriculum regularly.
 5. Architectural education involves high level of interaction & participation of learners. They will be assessed for their progressive works by means of Internal Sessional Grades which will be included in the Final Grade Card (Result). Parents are requested to monitor the performances regularly.
 6. Parents & Learners are advised to download the circulars related to syllabus, Grading system, eligibility for admission to higher semesters and eligibility to the term end examinations. The said criteria and conditions are followed very strictly.
 7. There will be two Study Tours, compulsory as per the CoA norms and the revised syllabus.
 - a) Annual Architectural Study Tour of 8-10 days.
 - b) Measurement & Documentation Tour of about 4-5 Days.
 - c) Short 1 day Site Visits depending on the subject program and teachers.
Site Visits can be 3-4 per term, depending on the requirements of Syllabus
- The cost and expenses of these tours are not included in the fees and will be payable as per actuals to the Tour Operator**
8. Bus Facility is available from Virar station West (Near ST Depot) to College campus and back to Virar Station. The fees for the bus service will paid directly to the service provider and is not covered in the fees. It is advised to utilize the bus service for learner's comfort & convenience, as many a times they travel with Portfolio Bags, Models and Sessional Work.
 9. All Parents are expected to monitor the performance of their child / ward regularly and obtain regular feed back from the concerned faculty / Class In-charges whose name and contact details are available on request. Parents are also advised to visit School at least 2 time every semester, in order to know the progress and performance of their child / ward.
 10. All parents have to submit their email ids, so that important announcements and notices can be forwarded.
 11. As per Syllabus, minimum passing percentage is 50% in each subject, while minimum passing percentage in each theory examination is 40% Further more, the passing percentage is 45% in Grand Total, to be declared successful at Term End Examination.
 12. As per new Grade Point Based Assessment System, the performance of learner will be cumulative, hence every learner will have to maintain ones own performance at progressive, sessional works and the term end examinations.
 13. The school and its authorities reserves all rights to recover damages and impose penalties along with fines for nay / all damages or mischief done to the property.
 14. A strong advise is extended to parents to monitor their child / ward's activities on internet & social networks.

DECLARATION CUM UNDERTAKING BY THE APPLICANT

I, hereby declare that all the information given by me in this application is true to the best of my knowledge and belief. I am aware and agree that if any of the statement made by me in the application and the testimonials or any information provided by me in connection with my admission is later or any time, found to be false, malified or incorrect, my admission will be cancelled, my fees be forfeited and I my be expelled by the Principal. I state that, I have not been debarred from appearing at any examination held by any Government constituted or Statutory Examination authority in India. I agree and accept that it will be my duty and responsibility to see the Notices regarding admission schedule on the Notice Board of the School and inform parents accordingly.

I agree & accept to confirm and abide by any rules and regulations by the concerned statutory authorities and I shall not undertake any act eighter inside or outside the campus or premises of the School which may result in any disciplinary action against me from the institute for any infringement of the rules of conduct and discipline prescribed by the School or the University or the Council of Architecture and infringement of the undertaking given herein with.

I am aware that the fees paid by me are interim fees, subject to final approval from the statutory bodies such as University of Mumbai. Council of Architecture and Fee Regulating Authority.

I undertake to pay the difference in the fees, as and when if the fee structure is revised by Fees regulating authority, Council of Architecture, or any Statutory authority as the case may be from time to time.

I undertake to pay any fees, charges and costs recommended and approved by the said authorities that is payable by me from time to time on or before due date and in event of failure on my against me as deemed fit such as penalty and late fees.

Date : _____

Place : _____

Applicant's Name : _____

(Applicant's Signature)

DECLARATION CUM UNDERTAKING BY THE APPLICANT

I, the undersigned and as a Parent / Legal Guardian have read and understood the above stated undertaking which is signed and agreed by my chid / ward.

I undertake to pay the difference of fees or any charges that may be payable by my child / ward any amount upon revision, approval or under of any statutory body on or before due date.

I also agree to pay penalty or late fees charges on account of any payment that is paid after due date. I will ensure my child / ward maintains the required minimum attendance and obtain the required minimum marks / grades in internal sessional works in every semester.

Date : _____

Place : _____

Name : _____

(Applicant's Parent or
Guardian Signature)

CHECKLIST OF CERTIFICATES TO BE SUBMITTED ALONG WITH APPLICATION

The applicant who is allotted admission to VIVA School of Architecture in the First Year B. Arch. 5 Year course from DTE Cap round are required to attach Original Documents and 5 sets of photocopies duly attested as true copies. Five (05) Passport Size colour photographs to be submitted at the time of admission.

LIST OF DOCUMENTS REQUIRED :

(If the original documents are submitted at DTE Cap Round then tick the box under Original Documents and attach the required copy of the Original Document)

Sr. No.	Document	Original	AND	05 Attested Copies
1	Duly filled Admission Form of VIVA School of Architecture			N. A.
2	Undertaking of Acceptance			N. A.
3	Allotment letter issued by DTE CAP Round.			
4	NATA Score Card & JEE Score Card			
5	Domicile Certificate or Birth Certificate			
6	S.S.C. OR Equivalent Mark Sheet			
7	S.S.C. Or Equivalent Passing Certificate			
8	H.S.C. OR Equivalent Mark Sheet			
9	H.S.C. OR Equivalent Passing Certificate (if any break)			
10	Gap Certificate on Rs. 100/- Stamp Paper			
11	Leaving Certificate from last Institute attended			
12	Caste Certificate (If applicable)			
13	Caste Validity Certificate (If applicable)			
14	Valid Non-Creamy Layer Certificate (If applicable)			
15	Physically Handicapped Candidates - Certificate as per Format			
16	Any Other Relevant Documents including Certificates & Formats as per DTE Admission Brousher			

For Office Use Only

Documents Verified and Checked by _____

Receipt No. _____

Admission Application vide

Receipt No. _____

DTE

INSTITUTE

OTHERS

Application Received by _____