

**Department of Management Sciences
Savitribai Phule Pune University**

**MBA Executive
Admissions AY 2019-20**

Admission procedure for the Academic Year 2019-20

Presence of your name in the merit list DOES NOT GUARANTEE ADMISSION

To confirm the admission,

Step1. Candidate reports to the Department of Management Sciences in the stipulated time

Step2. Scrutiny and verification of Original Documents

Step3. Payment of fees ONLINE (through <https://campus.unipune.ac.in/CCEP/Login.aspx> portal)

Step4. Submission of the payment receipt / challan in the office

Step5. Collect letter of Admission

Important Instructions

1. The admission process for first merit list will be from Monday July 29, 2019 to Wednesday July 31, 2019.
2. The timings for admission process will be from 11 a.m. to 2 p.m. and 2.30 p.m. to 05.00 p.m.
3. Students have to carry all Original documents and two sets of self-attested Photo copies for submission.
(List of documents is attached below)
4. After document verification, candidate will be required to pay fees online or through challan (Cash payment in Bank) generated online as per the rules prescribed by the university.
Please bring your <https://campus.unipune.ac.in/CCEP/Login.aspx> log-in id and password with you

The admission to the program will be confirmed only after

- a) **Verification of Documents**
- b) **Payment of fees**

(Note: Candidates who fail to report for admission process to PUMBA within the above given dates (as per merit list), will lose their chance for admission and subsequently the seat will be offered to the students on waiting list.)

Certificates & Documents Required for Admission

The candidates will have to submit the following **original certificates and documents** for admission.

1. Statement of marks for SSC (Tenth Standard)
2. Passing certificate for SSC (Tenth Standard)
3. Statement of marks for HSC (Twelfth Standard)
4. Passing certificate for HSC (Twelfth Standard)
5. Final Year Degree Mark sheet (Graduation)
6. Degree Certificate (Graduation)
7. Transfer Certificate (Issued by College of Graduation)
8. Age & Nationality Certificate
9. Domicile Certificate
10. Migration Certificate (For candidates graduating from Universities other than S. P. Pune University)
11. Caste Certificate (For All Reserved Category Candidates belonging to State of Maharashtra)
12. Caste Validity Certificate (For All Reserved Category Candidates belonging to State of Maharashtra)
13. Non-Creamy Layer Certificate (For OBC, SBC, VJDT, NT-B, NT-C, NT-D Category Candidates) valid for the current year.
14. Candidates seeking admission in the Physically Handicapped category; J & K Quota; Social reservation (dependents of serving or retired Defence personnel) and Sports Quota shall submit relevant certificates from competent authorities.
15. Gap Certificate (100Rs. Stamp Paper)
16. Profile / Bio data
17. Work Experience Certificate
18. Form 16 & IT return For Consecutive 3 Years
19. Shop Act / Related Document in Case of Business
20. No Objection Certificate (NOC) from Current employer

Note: The candidate has to bring the original Caste Certificate and Non-Creamy Layer Certificate at the time of admission.

The Head of the Department's decision will be final in case of any dispute.