

Savitribai Phule Pune University
Department of Management Sciences (PUMBA)
Executive MBA

Instructions for Admission procedure against vacant seats

For Executive MBA Admission A.Y. (2022-23)

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

Important Dates

DATE	PROCEDURE
27 th September, 2022	Application for online admission on student dashboard starts.
On or before 6:00 pm of 30 th September, 2022	Last date of application for online admission” and “Send for department approval”.
On or before 1 th October, 2022	Students whose admission forms are approved by department to secure admission by paying the required fees.

Procedure for admission: A.Y 2022-23

Steps to be followed by students

Students in the remaining list should follow the following steps to complete the admission procedure.

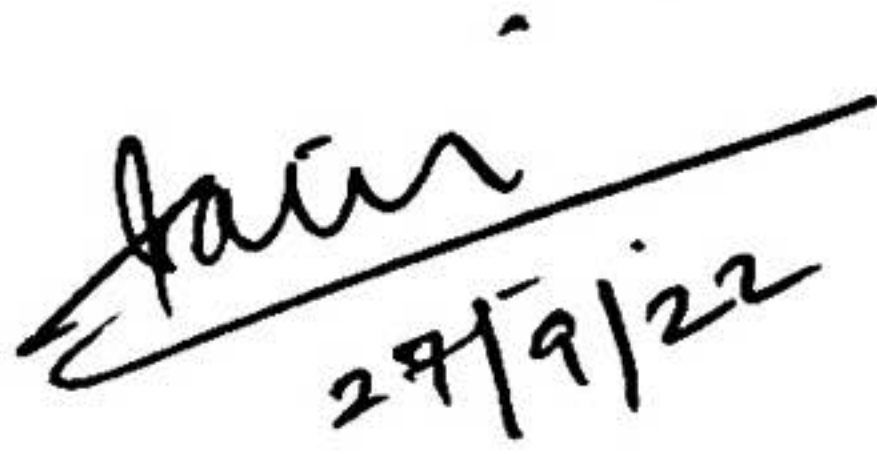
1. Students on the list should use button **Apply** which is displayed in the apply for admission column on their dashboard of online application. Students can access the online application dashboard by using their registered login id and password.
2. After clicking the apply button, fill in the necessary information and then click on **Proceed to Next** button to upload the document. Once all the documents are uploaded then click on the **Send for Department Approval** button.
3. Students should upload only the scanned copy of their mark sheet and all other required document. Links or version of document from apps like Digi locker etc. will not be accepted.
4. The **Apply** button will be visible on 27th September, 2022.
5. The department will verify all the document and approve the admission form according to the vacancies and merit amongst the applicants.
6. Candidates claiming admission under reserved category must upload Caste Certificate, Caste Validity Certificate and Non-Creamy layer Certificate for the

categories where it is mandatory. Proof of employment of at least 36 months must be submitted as per the attached list of documents. See attached list of documents needed for admission.

7. After approval of the admission form, a **Pay/Print** (admission challan) link will be available in the **Admission Details** under menu.
8. Students should pay the fees online using debit/credit card or net banking. After paying the fees online, students can download the payment receipt. The annual fee is payable in three installments.
9. Student gets provisional admission only after the payment of the fees.
10. **Approved Students should ensure to secure their admission by paying the required fees within 24 hours of the department approval.**

Note- In case if vacancy is available in any category after third round, students will be considered for admission on the basis of *Inter -Se Merit* (As per S.P.P.U guidelines).

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


29/9/22

Dr. Supriya Patil

Professor & Head