

SAVITRIBAI PHULE PUNE UNIVERSITY



Procedure for Admission to Graduate/ Post Graduate/ Integrated Courses: 2021-22 Steps to be Followed by Department

Departments are requested to follow the following steps for the admission of students for the UG/PG and integrated PG courses for the academic year 2021-22.

The process is as follows:

1. The IT cell would send mails to the candidates from the Merit List and Waiting List with a copy marked to the HoD of the respective Department.
2. Students in the Merit list will be asked by the IT Dept to fill in the online Admission Form. Department may follow it up with the students.
3. Merit List will be announced successively from 07th September 2021 onwards. The Admission process for the candidates from the Merit List should be carried out within **SEVEN working days** from the opening link for admission on SPPU website or **21st September 2021** whichever is later.
4. The concerned department administration should verify the documents of the candidates before confirming the admission. This year also all the document verification should be done in the online mode only. Students may not be asked to come personally for the verification of the documents. The admission of the student is subject to the submission of hard copy of their valid documents when the offline session begins or as demanded by the concerned Dept.
5. Department should verify documents, scrutinize the claims and send the valid admission forms to the IT cell for generation of Challans for the payment of fees. As per the directives of the Government of Maharashtra, some fees are revised owing the COVID conditions. Therefore, this year the fees charged at the time of admission is different that the last year.
6. Full fee is applicable for the courses which are not covered under any government approved scholarship scheme.
7. If the claim by the candidate for any scholarship is rejected by the concerned authority, the candidate should be asked to pay the stipulated fees.
8. Admission would be confirmed only after the payment of the fees as mentioned in the automatic challan generated through the online admission form.
9. The documents of the students seeking admission against Sports/Cultural quota should be verified by Director, Sports, SPPU and Head, CPA (Lalit Kala Kendra), SPPU respectively. The admission of students under these quotas should be confirmed only after the approval from the above authorities.
10. HoDs should ensure that the admission process for students from the Merit List is completed within a **SEVEN working days** from the opening link for admission on SPPU website or **21st September 2021** whichever is later. This is the first round of admission.
11. Departments should mail the information about the admission status to the PG Admission Section in the following format. The mail id is: ccep@pun.unipune.ac.in

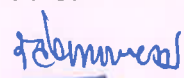
Name of Department: _____

Course Name	Intake Capacity	Students Admitted in the first round	Vacant Seats

12. Waiting list has already been provided to Department along with the Merit List. Admission from the Waiting list could be carried out after the first merit list is exhausted. In case, even the waiting list is exhausted, Departments should contact the PG Admission section for the next list of candidates. The admission of students from this list should be completed before the completion of the first week of commencement of the academic session.
13. The academic schedule of the first semester would be announced shortly.
14. For any difficulty/doubt regarding implementing the admission process HoDs / Department should contact or consult the PG Admission section.

Ref. No: PGS/3299

Date: 08/09/2021


Deputy Registrar
(P.G. Admission)