

SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



Procedure for Admission to Integrated/ Post Graduate Courses: 2020-21

Steps to be Followed by Department

Departments are requested to follow the following steps for the admission of students for the post graduate and integrated courses for the academic year 2020-21.

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 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. The Admission process for the candidates from the Merit List should be carried out from 10th to 19th December 2020.
4. Department administration should verify the documents of the candidates before confirming the admission. This year all the document verification should be done in 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 Department.
5. Department should verify documents, scrutinize the claims and send the valid claims to the IT cell for generation of Challans for the payment of fees.
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 by the candidate.
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 by 19th December 2020. This is the first round of admission.
11. Departments should mail the information about the admission status to the PG Admission Section on 21th December 2020 in the following format. The mail id is: ccep@pun.unipune.ac.in
Name of Department: _____

Course Name	Intake Capacity	Students Admitted till 19 th December (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 from 22nd December 2020 till 29th December 2020. 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/2299
Date: 07/12/2020


Dy. Registrar
(PG Admission)