

SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)



Procedure for Admission to Integrated/ Post Graduate Courses from Waiting List
Steps to be Followed by Department

Departments are requested to follow the following steps for the admission of students from Waiting List for the Post Graduate and Integrated courses for the academic year 2020-21.

The process is as follows:

Department should login to CCEP Portal: <https://campus.unipune.ac.in/CCEP/Login.aspx> by using department credential and follow the following steps:

- 1) **Menu go to Pre-Admission/Admission**
- 2) Then click on **Admission Merit/Waiting List Access**
- 3) **Select Course Name, Academic Year, Merit Type**
- 4) Then make every candidate **Active** or **Inactive** according to the department requirement.

1. Department should inform the wait listed candidates as per requirement.
2. The Admission process for the candidates from the waiting List should be carried out from 23rd to 28th December 2020 by Department.
3. 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.
4. 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.
5. Full fee is applicable for the courses which are not covered under any government approved scholarship scheme.
6. 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.
7. Admission would be confirmed only after the payment of the fees by the candidate.
8. 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.
9. HoDs should ensure that the admission process for students from the waiting List is completed by 30th December 2020.
10. Departments should mail the information about the admission status to the PG Admission Section on 31st 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 31 st December	Vacant Seats

11. The academic schedule of the first semester would be announced shortly.
12. For any difficulty/doubt regarding implementing the admission process HoDs/ Department should contact or consult the PG Admission section.

Ref. No: PGS/2544
Date: 23/12/2020


Dy. Registrar
(PG Admission)