

SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)



Procedure for Provisional Admission PG Diploma/Diploma: 2022-23

Steps to be Followed by Department

Departments are requested to take the following steps for the provisional admission of students for the PG Diploma/Diploma courses for the academic year 2022-23.

The process is as follows:

1. The IT cell would send mails to the candidates from the Merit List and later from the 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 within **EIGHT WORKING DAYS** from the opening of the link for admission on SPPU website.
4. The Department administration should thoroughly verify the documents of the candidates before confirming the admission. 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 copies of their valid documents when the course commences offline or as demanded by the Department. **Student should submit the undertaking in the format provided.**
5. Department should verify documents, scrutinize the claims and approve the valid admission forms on the admission portal facility so that the Challans for the payment of fees could be generated.
6. This year, at the time of 'Confirmation of Admission', fees only under various 'other' heads EXCEPT 'Tuition Fees' & 'Laboratory Fees' will be charged. So this year, the fess at the time of Admission will appear less than that of last year. Upon payment of the 'Other' fess students will be given provision admission.
7. Fess under 'Tuition' and 'Laboratory' will be charged per credit per semester. Departments are requested to instruct the admitted students to complete the credit selection process as allowed under the respective course structure. The Tuition and Laboratory fees will be calculated accordingly. Students will have to pay the required Tuition and Laboratory Fees to confirm their admission. Department should ensure that this entire process of credit selection and payment of 'Tuition and Laboratory Fees is completed by students within two weeks from the commencement of the course.
8. Full fee is applicable for the courses which are not covered under any government approved scholarship scheme.
9. 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.
10. The documents of the students seeking admission against Sports/Cultural quota should be verified by the Director, Sports, SPPU and Head, Centre for Performing Arts (Lalit Kala Kendra), SPPU respectively.

The admission of students under these quotas should be confirmed only after the approval from the above authorities.

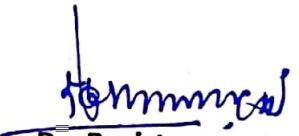
11. HoDs should ensure that the admission process for students from the Merit List within **EIGHT WORKING DAYS** from the opening of the link for admission on SPPU website. This is the first round of admission.
12. At the End of the first round (i.e. before beginning with the Waiting List) Departments should mail the information about the admission status to the PG Admission Section in the following format.

Name of Department: _____

Course Name	Intake Capacity	Students Admitted at the End of the FIRST round	Vacant Seats per category

13. Waiting list has been already provided to Department along with the Merit List. Admission from the Waiting list should be carried out only after the exhausting the merit list. In case, even the waiting list is gets 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.
14. The academic schedule of the first semester would be announced shortly.
15. For any difficulty/doubt regarding implementing the admission process HoDs may contact or consult the PG Admission section.

Ref. No: PGS/4424
Date: 13/09/2022


Dy. Registrar
(PG Admission)