

**SAVITRIBAI PHULE PUNE UNIVERSITY**  
(Formerly University of Pune)



**Procedure for Provisional Admission to Post Graduate/ PG Diploma/Diploma Courses:**

**2022-23**

**Steps to be followed by Students**

Students on the Merit List and Waiting List should take the following steps to complete the provisional admission process.

**A) Fill In the Admission Form and Upload Necessary Documents**

- Students on the Merit List should use 'Apply' button 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. For the students on the Waiting List this button and the subsequent process will be available after the admission of candidates from the Merit List.
- After clicking the 'Apply' button, fill in the necessary information in the 'Admission Form' and then click on 'Proceed to Next' button to upload the documents. Once all the documents are uploaded then click on the 'Send for Department Approval' button.
- Students should upload only the scanned copies of their Marksheet and other required documents. Links or version of documents from apps like DigiLocker etc. will not be accepted.

**B) Approval of Your Admission Form by the Department**

- The department will verify all the documents and approve the Admission Form.
- The documents of the students seeking admission against Sports/Cultural quota will be verified by Director, Sports, SPPU and Head, CPA (Lalit Kala Kendra), SPPU respectively. The admission of students under these quotas will be confirmed only after the approval from the above authorities. Students only need to upload respective documents for their claims. Departments will carry out the validation process.

**C) Student should submit the undertaking in the format provided.**

**D) Generation of Admission Challan & Payment of Fees**

- After approval of the admission form by the Department, a 'Pay/ Print (Admission challan)' link will be available in the 'Admission Details' under 'Menu'. This link will generate Admission Challan which will tell you the Amount of Fee and Instruction for Payment.

- This year, 'Tuition Fee' and 'Laboratory Fee' is not included in 'Admission Challan' at the time of Admission. Fees under these two heads will be charged after the commencement of the course. At the time of Admission, fee under various 'Other' categories is charged.
- As the course starts, your Department will give you instructions about the 'Credit Courses' selection process. Accordingly, the 'Tuition Fee' and 'Laboratory Fee' will be calculated. Students are expected to complete this process and pay the Tuition and Laboratory Fee within **TWO** weeks from the commencement of their course. Till the payment of the entire stipulated fees (including Tuition and Lab Fee) admission of the student will be considered 'PROVISIONAL'. Failure in payment of 'Tuition' & 'Lab' fee in the given time period will lead to cancellation of the admission.
- If any scholarship is applicable to the course as per the Government regulations, then the challan for the fees will be generated accordingly. Students seeking government scholarships will be required to fill in the respective scholarship application form as per the Government schedule and instructions. If the claim for the scholarship is rejected by the concerned authority, the candidate will have to pay the stipulated fees.
- Students should pay the fees online using Debit/Credit Card or Net Banking. After paying the fees online, students can download the payment receipt.
- Provisional Admission will be given only after the payment of the fees as mentioned in the Challan.

**E) Last Day of Payment for Merit List & Opening of Waiting List**

- Students on the Merit List should ensure to secure their admission by paying the required fees on or before **10<sup>th</sup> September, 2022**. Failure to do so will result in the cancellation of their claim to admission.
- The Waiting List will be opened and operated till **15<sup>th</sup> September, 2022**.

Ref. No: PGS/ 2022/ 4208

Date: 26/08/2022

  
Dy. Registrar  
(PG Admission)