

SAVITRIBAI PHULE PUNE UNIVERSITY

(formerly University of Pune)



Revised Procedure for Admission to Post Graduate/Integrated Programs : 2024-25

Steps to be followed by Students

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

A) Fill in the Admission Form and Upload Necessary Documents

- Students in 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 in 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.
- If the result of the qualifying examination is awaited or not declared, admission will be confirmed only if the student qualifies the examination. Such students will be admitted provisionally. **In case student fails to pass in the qualifying examination, his / her admission shall be cancelled automatically.**

B) Approval of 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 need to upload related documents for their claims. Departments will carry out the validation process.

C) 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 to pay the required fees.

- As the course starts, the Department will issue instructions about the 'Credit Courses' selection process. Accordingly, the 'Tuition Fee' and 'Laboratory Fee' will be calculated. Students are required to complete this process and pay the required Fees within **TWO** weeks from the commencement of the program. Till the payment of the entire stipulated fees admission of the student will be considered 'PROVISIONAL'. Failure in payment of the fees in the given time period will lead to cancellation of the admission.
- **If any scholarship is applicable to the program as per the Government regulations, the challan for the fees will be generated accordingly. Students seeking government scholarships will be required to fill 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, students can download the payment receipt.
- Provisional Admission will be given only after the payment of the fees as mentioned in the Challan.

D) Last Day of Payment for Merit List & Opening of Waiting List

- Students on the Merit List should ensure to secure their admission by uploading the necessary documents by 8th July, 2024, 11.59 pm and by paying the required fees by 14th July, 2024, 11.59 pm through their login account. **Failure to do so will result in the cancellation of their claim to admission.**
- The Waiting List will be opened and operated after the due period for the Merit List is over.

Ref. No: PGS/ **2083**
Date: 05th July, 2024


(Dr. M. V. Rasve)
Deputy Registrar
(PG Admission)