

SAVITRIBAI PHULE PUNE UNIVERSITY
(Formerly University of Pune)



Procedure for Admission to Graduate/Post Graduate/Integrated Programs : 2025-26

Following steps additional guidelines to complete the admission process.

A) 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.

B) 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.

C) 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 within **Three days** from the opening of the link for admission on SPPU website. Failure to do so will result in the cancellation of their claim to admission.
- Merit lists shall be prepared and published by the concerned departments for UG and Integrated programs by 27th May 2025 and for PG by 14th June 2025.
- The last date of admission for candidates for UG and Integrated programs is 16th June 2025 and for PG programs is 30th June 2025.
- The Waiting List will be opened and operated after the due period for the Merit List is over.

Ref. No: PGS/ 1488
Date: 13th June, 2025


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