SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune)

Procedure for Admission to Post Graduate/ Integrated Courses: 2020-21
Steps to be followed by Students

Students on the Merit List and Waiting List should follow the following steps to complete the admission procedure.

1. Students on the Merit List and Waiting 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.
2. After clicking the Apply button, fill in the necessary information 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.
3. Students should upload only the scanned copy of their Marksheet and other required documents. Links or version of documents from apps like DigiLocker etc. will not be accepted.
4. The 'Apply' button will be visible from 10th December 2020.
5. The department will verify all the documents and approve the admission form.
6. 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. Concerned Departments will carry out the validation.
7. After approval of the admission form, a 'Pay/ Print (Admission challan)' link will be available in the 'Admission Details' under Menu.
8. In case, the 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.
9. Students should pay the fees online using Debit/Credit Card or Net Banking. After paying the fees online, students can download the payment receipt.
10. Admission will be confirmed only after the payment of the fees.
11. Students on the Merit List should ensure to secure their admission by paying the required fees on or before 19th December 2020. Failure to do so will result in the cancellation of their claim to admission.
12. The Waiting List will be opened and operated from 22nd December 2020.

Dy. Registrar
(PG Admission)

Ref. No: PGS/2300
Date: 07/12/2020