

Savitribai Phule Pune University

Department of Management Sciences (PUMBA)

BBA (Hospitality and Facilities Management)

Admissions A.Y 2020-21

Instruction and Admission procedure for students in the waiting list A.Y(2020-21)

Presence of your name in the waiting list DOES NOT GUARANTEE ADMISSION

Important Dates

DATE	PROCEDURE
11 th to 14 th September, 2020	Application for online admission on student dashboard.
14 th September, 2020	Last date for “Application for online admission” and “Send for department approval”.
17 th September, 2020	Last date to secure admission by paying the required fees.

Procedure for admission to under graduate / integrated post graduate courses: 2020-21 Steps to be followed by students-

Students on the waiting list should follow the following steps to complete the admission procedure.

1. Students on the waiting list should use button **Apply** 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 document. 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 mark sheet and other required document. Links or version of document from apps like Digi locker etc. Will not be accepted.
4. The **Apply** button will be visible from **11 September 2020**.
5. The department will verify all the document and approve the admission form.
6. After approval of the admission form, a **Pay/Print** (admission challan) link will be available in the **Admission Details** under menu.
7. 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 scholarship will be required to fill in the respective scholarship application form as per the government schedule and instructions.
8. Students should pay the fees online using debit/credit card or net banking. After paying the fees online, students can download the payment receipt.
9. Admission will be confirmed only after the payment of the fees.
10. Students on the waiting list should ensure to secure their admission by paying the required fees on or before **17 September 2020**.

The Head of the Department's decision will be final in case of any dispute.

Dr Surbhi Jain

Professor & Head