

Savitribai Phule Pune University
Department of Management Sciences (PUMBA)
Executive MBA

Instructions and Admission procedure for Merit list Round
for Executive MBA Admission A.Y. (2022-23)

Presence of your name in the list DOES NOT GUARANTEE ADMISSION

Important Dates

DATE	PROCEDURE
26 th August, 2022	Application for online admission on student dashboard starts.
On or before 5:00 pm of 30 th August, 2022	Last date of application for online admission” and “Send for department approval”.
On or before 5:00 pm of 1 st September, 2022	Students whose admission forms are approved by department to secure admission by paying the required fees.

Procedure for admission: A.Y 2022-23

Steps to be followed by students

Students in the merit list should follow the following steps to complete the admission procedure.

1. Students on the 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. Link of the online application <https://campus.unipune.ac.in/CCEP/Login.aspx>
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 all 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 on **26th August, 2022**.
5. **The department will verify all the document and approve the admission form according to the vacancies and merit amongst the applicants.**
6. **Candidates claiming admission under reserved category must upload [A] Cast Certificate AND [B]Cast Validity Certificate AND [C]Non-Creamy layer Certificate for the categories where it is mandatory.** Proof of employment of at least 36 must be as per the attached list of documents. See attached list of documents needed for admission.

7. After approval of the admission form, a **Pay/Print** (admission challan) link will be available in the **Admission Details** under menu.
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. Student gets provisional admission only after the payment of the partial fee as per challan generated. Remaining fees are payable as per department instructions at a later date.
10. **Approved Students must ensure to secure their admission by paying the required fees within 24 hours of the department approval.**
11. **Students can access merit list on this link**
https://campus.unipune.ac.in/CCEP/OEE/OEE_MeritList_Display.aspx

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

Dr. Surbhi Jain

Professor & Head

List of documents to be uploaded for admission to Executive MBA Program

Sr No	List of Certificates/ Documents
1	SSC Mark Sheet
2	SSC Passing Certificate
3	HSC Mark Sheet
4	HSC Passing Certificate
5	Bachelor's Degree Mark Sheet (Graduation)
6	Bachelor's Degree Certificate (Graduation)
7	Transfer Certificate
8	Migration Certificate (if applicable)
9	Caste Certificate (for reserved category)
10	Caste Validity Certificate (for reserved category)
11	Valid Non-Creamy Layer Certificate (for all required categories) for Year 2022-23
12	Nationality/ Domicile Certificate
13	Gap Certificate (100 Rs. Stamp Paper)
14	Profile /Bio-data of one page
15	[A] Work Experience Certificate duly signed and stamped by the competent authority and [B] Form16 and [3] IT return / Form26AS of Income Tax / PF statement etc. All latest documents needed for consecutive 3 Years (As a proof of Work Exp. for minimum 36 month)
16	In case of Director / Proprietor/ Partner, provide IT Return for 3 years of director/proprietor/Partner and Business /Company. Audited Financial Statements of 3 years, GST Returns for 3 years and any other relevant documents in case of Own business as required by the Executive MBA office. Registrations of Company / DIN Number/ Shop Act License.
17	Registrations of Company / DIN Number/ Shop Act License.
18	No Objection Certificate (NOC) for doing Executive MBA from Current employer.
19	Certificate from Zilha Sainik Adhikari in case of defence category.
20	Any additional document as required by the department

Note: 1. Candidate will have to furnish any other documents as asked by Executive MBA office / Admission committee / HOD, PUMBA.

2. Whenever necessary documents can be merged and uploaded as single PDF.