

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. (2023-24)

Presence of your name in the list DOES NOT GUARANTEE ADMISSION

Important Dates

DATE	PROCEDURE
On or before 5:00 pm of 3rd August, 2023	Last date of application for online admission” and “Send for department approval”.
On or before 5:00 pm of 7th August, 2023	Students whose admission forms are approved by department to secure admission by paying the required fees.

Procedure for admission: A.Y 2023-24

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 documents. Links or version of document from apps like Digi locker etc. will not be accepted.
4. **The department will verify all the document and approve the admission form according to the vacancies and merit amongst the applicants.**
5. **Candidates claiming admission under reserved category must upload [A] Caste Certificate AND [B] Caste Validity Certificate AND [C] Non- Creamy layer Certificate for the categories where it is mandatory.** Proof of employment of at least 36 months must be uploaded as per attached list of documents. See attached list of documents needed for admission.

6. After approval of the admission form, a **Pay/Print** (admission challan) link will be available in the **Admission Details** under menu.
7. Students should pay the fees online using debit/credit card or net banking. After paying the fees online, students can download the payment receipt.
8. 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. Fees are subject to revision.
9. **Approved Students must ensure to secure their admission by paying the required fees within 24 hours of the department approval.**
10. **Students can access merit list on this link**
https://campus.unipune.ac.in/CCEP/MeritList_2023_2024/MeritList_991.pdf

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

**Dr. Supriya Patil
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) valid till 31st March 2024.
12	Nationality / Domicile Certificate (in lieu of Nationality Certificate, copy of Passport to be provided)
13	Each student should submit 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 / Professional, provide [A] IT Return for 3 years of director/proprietor/Partner and [B] ITR of Business /Company. [C] Audited Financial Statements of 3 years / GST Returns for 3 years and [D] Registrations of Company / DIN Number/ Shop ActLicense / Udyam. Any other relevant documents in case of Own business / Profession as required by the Executive MBA office.
17	No Objection Certificate (NOC) for doing Executive MBA from Current employer.
18	Certificate from Zilha Sainik Adhikari in case of defense category.
19	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.