

Savitribai Phule Pune University

Department of Management Sciences (PUMBA)

Executive MBA

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
6 th January, 2021 to 11 th January, 2021	Application link for online admission on student dashboard will be open
11 th January, 2021	Last date for Application for online admission and Send for departmental approval
15 th January, 2021	Last date to secure admission by paying the required fees.

Procedure for admission to Executive MBA program: 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 **6th January 2021**.
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 **15th January 2021**.
11. **Admission will be purely against vacant seats only. Submission of application to Department approval does not guarantee admission.**

NOTE: Interested students from all category of the third-round list should apply. In case if vacancy is available in any category after third round, students will be considered for admission on the basis of *Inter – Se Merit (As per S.P.P.U guidelines)*

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

Dr Surbhi Jain

Professor & Head