Instructions for Candidates seeking admission to BBA in Hospitality and Facilities Management (HFM) at the Department of Management Sciences (PUMBA) Savitribai Phule Pune University 2026-27.

Candidates allotted seats by CET CELL, MAHARASHTRA are required to confirm their admission at the Department of Management Sciences with all their original documents and fees during CAP Round -1,2, 3, & 4 as per schedule declared by CET CELL

Admission Process is as below -

Step 1 - Candidate reports to the Department of Management Sciences (PUMBA).

Step 2 - Scrutiny and Verification of Original Documents at PUMBA.

Step 3 – After successful verification of all certificates and documents, the candidate will proceed to pay the fees Online through the One Campus Portal of the Savitribai Phule Pune University as directed during admission process.

The candidate needs to submit the Fee Payment Challan copy in PUMBA office for confirmation of admission. Registration and Payment of fees through ONLINE MODE only - through SPPU One Campus portal (student are advised to carry own laptop with them to facilitate/speedup the online admission process as directed at the time of admission.).

OR

Alternatively, all the students who have been allotted the admission at PUMBA by CET CELL are advised to register and upload the documents on SPPU admission portal by their own as directed in user manual before reporting to the PUMBA as in Step -1.

For registration and upload of documents -Click on the following Links-
https://campus.unipune.ac.in/CCEP/Login.aspx

For User Manual click on below link -
https://campus.unipune.ac.in/CCEP/Documents2021/UserManual_Registration.pdf

Please Note -Fees payment approval will be given on reporting at PUMBA at the time of confirmation of admission. So students just need to register, fill up all necessary information and upload the documents as asked on one campus portal to save the time and facilitate fast admission process.

Step 4 - Submission of the payment receipt / challan in the PUMBA office and collection of admission letter.

Please note –

1. Students must bring all original documents along with three sets of photocopies as listed below.

2. Students should bring all original documents as listed below in soft copy form (Scanned documents-PDF Format) to facilitate the uploading of documents in the university system at the time of admission.

3. Students should bring scan copy (JPG-Format) of photograph and signature to upload in the university system at the time of admission.

4. Students should have provision for online payment of fees (Net banking/Debit card/Credit card/UPI).

5.. Preferably, student are advised to carry own laptop with them to facilitate/speedup the online admission process as directed at the time of admission.

The candidates are required to submit the following original certificates (both hard copies and soft copies) and documents along with <u>THREE photocopies</u> to confirm admission.

Sr. No	List of Documents required	
1	MAH CET 2026 (BBA/PCM/PCB)	
2	SSC Marksheet	
3	SSC Passing Certificate	
4	HSC Marksheet	
5	HSC Passing Certificate	
6	Graduation Marksheet	
7	Graduation Passing / Degree Certificate	
8	Gap Certificate (if applicable)	
9	Transfer Certificate	
10	Migration Certificate (If Applicable)	
11	Nationality Certificate	
12	Domicile Certificate	
13		School leaving
		Passport
		Birth Certificate
14	Income certificate (If Applicable)	
15	Caste Certificate (if applicable)	
16	Non - Creamy Layer certificate valid for current year (if applicable)	
17	Caste validity (if applicable)	
18	Caste Validity undertaking (if applicable)	
19	Profoma (A, B, C, D, E, F, G , H) as applicable	
20	Original Undertaking (Proforma I) (if applicable)	
21	Adhar Card Photocopy	
22	Facility center verified letter with documents set (Original)	