

# Savitribai Phule Pune University

Department of Management Sciences (PUMBA)

BBA (Hospitality and Facilities Management)

Admissions AY. 2022-23

## Instruction and Admission procedure for Third Round of BBA(HFM) A.Y(2022-23)

Presence of your name in the third-round list DOES NOT GUARANTEE ADMISSION

### Important Dates

DATE	PROCEDURE
1 <sup>st</sup> to 5 <sup>th</sup> September, 2022.	Application for online admission on student dashboard.
05 <sup>th</sup> September, 2022.	Last date for “Application for online admission” and “Send for department approval”.
6 <sup>th</sup> -10 <sup>th</sup> September, 2022.	Students whose admission form are approved by department to secure admission by paying the required fees within two day of department approval.

### Procedure for admission to under graduate course: A.Y 2022-23

#### Steps to be followed by students-

Students in the third-round 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.

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 on **1<sup>st</sup> September 2022**.
5. **The department will verify all the document and approve the admission form according to the vacancies and merit amongst the applicants.**
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 **other fees** categories, online using debit/credit card or net banking. After paying the fees online, students can download the payment receipt.
9. Provisional Admission will be confirmed only after the payment of the fees.
10. Approved Students should ensure to secure their admission by paying the required fees within two days of department approval from **6<sup>th</sup>-10<sup>th</sup> September 2022**.
11. Admission confirmation after successful payment of **Total fees** (Students from Maharashtra -**Rs 69,585/-** , Students from outside Maharashtra- **Rs70,085/-**)

**Note- Students from all category are eligible for the third-round of admission vacancy if any after second round of admission (waiting list) filled initially by considering the original category and subsequently admission will be done on the basis of *Inter - Se Merit* (As per S.P.P.U guidelines) and finally if any vacancies remain admission will be given on General Merit (All open)**

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



**Dr Surbhi Jain**

**Professor & Head**