

Savitribai Phule Pune University
Department of Management Sciences (PUMBA)
BBA (Hospitality and Facilities Management)
Admissions AY. 2020-21

Instruction and Admission procedure for Third Round

For BBA (HFM) Admission A.Y(2020-21)

Presence of your name in the list DOES NOT GUARANTEE ADMISSION

Important Dates

DATE	PROCEDURE
1st October, 2021	Application for online admission on student dashboard.
4th October, 2021	Last date for “Application for online admission” and “Send for department approval”.
5th – 8th October, 2021	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 2021-22

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 **1st October 2021**.
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 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. Approved Students should ensure to secure their admission by paying the required fees within two days of department approval from **5th - 8th October 2021**.

Note- Interested students from all category 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