

## **Instructions for Candidates seeking admission to MBA at Department of Management Sciences ( PUMBA) Savitribai Phule Pune University-2021.**

The candidates allotted seats by Directorate of Technical Education (DTE) are required to confirm their admission at the Department of Management Sciences with all their original documents and fees during CAP Round -1&2 as per specified dates by DTE.

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.

The candidate needs to submit the Fee Payment Challan copy in PUMBA office for confirmation of admission.

Admission Process will follow steps as below -

Step1. Candidate reports to the Department of Management Sciences

Step2. Scrutiny and Verification of Original Documents.

Step3. Registration and Payment of fees by ONLINE payment only-Through SPPU One Campus.

Step4. Submission of the payment receipt / challan in the PUMBA office

*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).*

*5. Students should wear mask and follow physical distancing norms and instructions as given at the time of admission.*

**Certificates & Other Documents Required (List of Documents required).**

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

Original Document / Certificate - Submitted

<b>Sr. No</b>	<b>Particular</b>
<b>1</b>	<b>FC Letter</b>
<b>2</b>	<b>Freeze Confirmed Letter</b>
<b>3</b>	<b>CET Score</b>
<b>4</b>	<b>MAT</b>
<b>5</b>	<b>CMAT</b>
<b>6</b>	<b>CAT</b>
<b>7</b>	<b>SSC Marksheet</b>
<b>8</b>	<b>SSC Passing Certificate</b>
<b>9</b>	<b>HSC Marksheet</b>
<b>10</b>	<b>HSC Passing Certificate</b>
<b>11</b>	<b>Graduation Marksheet</b>
<b>12</b>	<b>Graduation Passing / Degree Certificate</b>
<b>13</b>	<b>Post Graduation Marksheet</b>
<b>14</b>	<b>Post Graduation Degree Certificate</b>
<b>15</b>	<b>Gap Certificate</b>
<b>16</b>	<b>Transfer Certificate</b>
<b>17</b>	<b>Migration Certificate ( If Applicable)</b>
<b>18</b>	<b>Nationality Certificate</b>
<b>19</b>	<b>Domicile Certificate</b>
<b>20</b>	<b>School leaving</b>
<b>21</b>	<b>Passport</b>
<b>22</b>	<b>Birth Certificate</b>
<b>23</b>	<b>Income certificate (If Applicable)</b>
<b>24</b>	<b>Caste Certificate</b>
<b>25</b>	<b>Caste Validiity Certificate</b>
<b>26</b>	<b>Non - Creamy Layer for year</b>
<b>27</b>	<b>EWS ( Income Certificate Compulsory)</b>
<b>28</b>	<b>TFWS ( Income Certificate Compulsory)</b>
<b>29</b>	<b>Adhar Card Xerox</b>