

**Savitribai Phule Pune University**  
**Department of Management Sciences (PUMBA)**  
**Executive MBA**

**Instructions and Admission procedure for counselling Round**

**For Executive MBA Admission A.Y. (2021-22)**

**Presence of your name in the list DOES NOT GUARANTEE ADMISSION**

**Important Dates**

| DATE  | PROCEDURE  |
|---|--|
| <b>1<sup>st</sup> October, 2021</b>                         | Application for online admission on student dashboard starts.  |
| <b>On or before 5:00 pm of 5<sup>th</sup> October, 2021</b> | Last date of application for online admission” and “Send for department approval”.                         |
| <b>On or before 8<sup>th</sup> October, 2021</b>            | Students whose admission forms are approved by department to secure admission by paying the required fees. |

**Procedure for admission: A.Y 2021-22**

**Steps to be followed by students**

Students in the remaining 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 all 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> 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. **Candidates claiming admission under reserved category must upload Cast Certificate, Cast Validity Certificate and Non Creamy layer Certificate for the**

**categories where it is mandatory.** Proof of employment of at least 36 must be as per the attached list of documents. See attached list of documents needed for admission.

7. After approval of the admission form, a **Pay/Print** (admission challan) link will be available in the **Admission Details** under menu.
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. Student gets provisional admission only after the payment of the fees.
10. **Approved Students should ensure to secure their admission by paying the required fees within 24 hours of the department approval.**

**Note- Interested students from all categories 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**

## List of documents to be uploaded for admission to Executive MBA Program

| Sr No | List of Certificates / Documents   |
|-------|--|
| 1     | SSC Mark Sheet   |
| 2     | SSC Passing Certificate  |
| 3     | HSC Mark Sheet   |
| 4     | HSC Passing Certificate  |
| 5     | Bachelor's Degree Mark Sheet (Graduation)  |
| 6     | Bachelor's Degree Certificate (Graduation)   |
| 7     | Transfer Certificate   |
| 8     | Migration Certificate (if applicable)  |
| 9     | Caste Certificate (if applicable)  |
| 10    | Caste Validity Certificate (if applicable)   |
| 11    | Non-Creamy Layer Certificate (if applicable) For Year 2021-22  |
| 12    | Nationality/ Domicile Certificate  |
| 13    | Gap Certificate (100Rs.Stamp Paper)  |
| 14    | Profile / Bio-data of one page   |
| 15    | Work Experience Certificate including competent authority and duly signed and stamped, Form16 / IT return / Form 26as of Income Tax / PF statement etc. For Consecutive 3 Years (As a proof of Work Exp. for minimum 36 month)   |
| 16    | In case of Director / Proprietor/ Partner, provide IT Return for 3 years of director/proprietor/Partner and Business /company. Audited Financial Statements of 3 years, GST Returns for 3 years and any other relevant documents in case of Own business as required by the Executive MBA office. Registrations of Company / DIN Number/ Shop Act License. |
| 17    | Registrations of Company / DIN Number/ Shop Act License.   |
| 18    | No Objection Certificate (NOC) for Current employee  |
| 19    | Any additional document  |

**Note:**

1. **Candidate will have to furnish any other documents as asked by Executive MBA office / Admission committee / HOD, PUMBA.**
2. Whenever necessary documents can be merged and uploaded as single PDF.