

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

**Instructions and Admission procedure for Waiting list**

**Round for Executive MBA Admission A.Y. (2022-23)**

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

**Important Dates**

DATE	PROCEDURE
<b>On or before 6:00 pm of 14<sup>th</sup> September, 2022</b>	Last date of application for online admission” and “Send for department approval”.
<b>On or before 6:00 pm of 15<sup>th</sup> September, 2022</b>	Students whose admission forms are approved by department to secure admission by paying the required fees.

**Procedure for admission: A.Y 2022-23**

**Steps to be followed by students**

Students in the waiting 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. Link of the online application <https://campus.unipune.ac.in/CCEP/Login.aspx>
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 department will verify all the document and approve the admission form according to the vacancies and merit amongst the applicants.**
5. **Candidates claiming admission under reserved category must upload [A] Cast Certificate AND [B]Cast Validity Certificate AND [C]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.
6. After approval of the admission form, a **Pay/Print** (admission challan) link will be available in the **Admission Details** under menu.
7. Students should pay the fees online using debit/credit card or net banking. After

paying the fees online, students can download the payment receipt.

8. Student gets provisional admission only after the payment of the partial fee as per challan generated. Remaining fees are payable as per department instructions at a later date.
9. **Approved Students must ensure to secure their admission by paying therequired fees **within 24 hours** of the department approval.**
10. **Students can access waiting list on this link**  
[https://campus.unipune.ac.in/CCEP/MeritList\\_2022\\_2023/WaitingList\\_991.pdf](https://campus.unipune.ac.in/CCEP/MeritList_2022_2023/WaitingList_991.pdf)

**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**

SrNo	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 (for reserved category)
10	Caste Validity Certificate (for reserved category)
11	Valid Non-Creamy Layer Certificate (for all required categories) for Year 2022-23
12	Nationality/ Domicile Certificate
13	Gap Certificate (100 Rs. Stamp Paper)
14	Profile /Bio-data of one page
15	[A] Work Experience Certificate duly signed and stamped by the competent authority <b>and</b> [B] Form16 <b>and</b> [3] IT return / Form26AS of Income Tax / PF statement etc.  All latest documents needed 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 doing Executive MBA from Current employer.
19	Certificate from Zilha Sainik Adhikari in case of defence category.

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

To,  
The Head,  
Department of Management Sciences (PUMBA) Savitribai Phule Pune University  
Pune – 411 007

**Subject:** Undertaking for provisional admission

Dear Sir/Madam,

Myself, \_\_\_\_\_ hereby declare that I will submit the Statement of Marks, Degree Certificates, experience certificates, reservation related documents or any other document as demanded by the department. I also declare that all claims that I have made regarding experience, qualifications, reservations etc. are true and if they are found false at any time in the future, my provisional admission / admission will stand cancelled.

I promise that I will regularly attend classes. I will attend at least 75% lectures and complete concurrent evaluation in time. I have Informed my employer that I am taking admission to Executive MBA and have taken NOC to attend the course.

I will pay all the fees in stipulated time as and when directed by the department. I am aware that hostel is not allotted to Executive MBA students.

Thanking you,

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Yours sincerely,

Signature \_\_\_\_\_

\_\_\_\_\_

(Name of the Student) Adhar / PAN number: \_\_\_\_\_