

**Institute Level Admission Round
Admission to MBA (After CAP)**

Academic Year 2025-26

Applications are invited for admissions to the MBA Program against vacant seats after CAP Round – I, II, III, IV and future cancellations/vacancies thereafter, if any, at the following two institutions:

**6001 - Department of Management Sciences (PUMBA), Savitribai Phule
Pune University, Pune.**

5015 - Savitribai Phule Pune University Sub Centre, Nashik.

**Reporting Time for Candidates at the respective Admission Centre:
Thursday, 11/09/2025 at 9.00 am**

Admission Venue

For 6001	Department of Management Sciences (PUMBA), Savitribai Phule Pune University, Pune 411007
For 5015	Savitribai Phule Pune University Sub Centre, Nashik, Lekha Nagar, Nashik - 422009

The vacancy status after Round IV will be displayed on 08/09/2025. Please check the website www.pumba.in or MHCET website after 08/09/2025

Important Dates –

Date	Activity
03/09/25 TO 09/09/2025 UPTO 5.00 PM	Opening of online application for Institute Level Round AND Online Submission & Confirmation of Application for Institute Level Round on PUMBA website
08/09/2025	Display of Vacancy for Institute Level Round by MHCET & PUMBA website
Visit PUMBA website after 10/09/2025, 4 pm	Display of Final Merit list for Vacant seats on PUMBA website
11/09/2025 at 9.00 am	Grievance redressal

<p>11/09/2025 (At 9.30 AM)</p>	<p>Reporting to the Institute and Confirmation of Admission as per the merit list by submitting the required documents and payment of the fees;</p> <p>For PUMBA (6001): Department of Management Sciences, PUMBA, Savitribai Phule Pune University, Pune 411007</p> <p>For Sub Centre Nashik (5015): Savitribai Phule Pune University Sub Centre, Nashik, Lekha Nagar, Nashik - 422009</p>
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Admission Procedure:

1. Candidates will have to report for **Institute Level Round on Thursday, 11 September 2025 at 9.00 am STRICTLY.**
2. Candidates must carry with them details about AI Merit Number, State General Merit Number, University General Merit Number wherever applicable. Bring two copies of the Final Merit Status, downloaded from the MahaCET website.
3. Students will be admitted in the respective category against vacancies based on merit in the counseling round from amongst the candidates who have applied and are physically present for the round. Rules of MHCET CELL / DTE shall be followed for the allotment of seats to the candidates who are present for the round.
4. Admission will be done according to State Merit Number. All candidates should be ready with the Application ID - Number and Password to verify details.
5. Selected candidates will have to secure their admission immediately by submitting all required original documents and by paying requisite fees.
6. **All candidates are required to bring the original documents for scrutiny and verification (and two sets of photocopies of all original documents) as per the list attached at the end.**
7. Students are required to fill the following registration forms for participating in the institute level round of admission

<https://campus.unipune.ac.in/CCEP/Login.aspx>
8. Payment of fees is through the online mode of admission portal of the University at the time of reporting (students will be guided accordingly at the time of admission).

9. Submission of the payment receipt/challan in the office to confirm the admission.
10. Admission shall be confirmed after successful verification and submission of all Original Documents and Payment of Fees. It will be the sole responsibility of students to submit valid documents as required by admission rules. If at any moment any document found is not valid as required then admission may get canceled and the respective student will be liable for the subsequent actions as per rules
11. A waiting list of candidates shall be prepared based on merit from amongst the candidates present for the counseling round at the same time for future vacancies arising out of cancellations if any. These candidates will be called (contacted by the department) for admissions if any vacancies arise, after the counselling round.
12. Admissions will be carried out for all seats falling vacant through waiting list prepared during ADMISSION ROUND ON 11/09/2025 till 13/09/2024 (Up to 3:00 PM)
13. Students admitted through this round will not get a scholarship or free-ship scheme of government. Thus, all admitted students will have to pay full fees irrespective of any category as specified by the government.
14. Student require to pay Rs. 1000/- as admission process fees at institute level round at the time of application.
15. In case of any dispute, the decision of the Head of the Department will be final.

Carefully read Pre Admission Registration Process:- View User Manual

To visit central admission portal and create new Account for application. Click Here

Registration Link: <https://campus.unipune.ac.in/CCEP/Registration.aspx>

User Manual Link:

https://campus.unipune.ac.in/CCEP/Documents_2025_26/Full_CCEP_User_Manual_2025-2026.pdf



(<https://campus.unipune.ac.in/CCEP/Login.aspx>)

Instructions for Candidates seeking admission to MBA at the Department of Management Sciences (PUMBA) Savitribai Phule Pune University 2025-26.

Candidates allotted seats at the institutional round are required to confirm their admission at the Department of Management Sciences with all their original documents and fees during the institutional level admission round on 11/09/2025 at 9.30 am.

Admission Process is as below -

Step 1 - Candidate reports to the Department of Management Sciences (PUMBA).

Step 2 - Scrutiny and Verification of Original Documents at PUMBA.

Step 3 – 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 as directed during admission process.

The candidate needs to submit the Fee Payment Challan copy in PUMBA office for confirmation of admission. Registration and Payment of fees through ONLINE MODE only - through SPPU One Campus portal (student are advised to carry own laptop with them to facilitate/speedup the online admission process as directed at the time of admission.).

OR

Alternatively, all the students who have been allotted the admission at PUMBA by CET CELL are advised to register and upload the documents on SPPU admission portal by their own as directed in user manual before reporting to the PUMBA as in Step -1.

For registration and upload of documents -Click on the following Links-

<https://campus.unipune.ac.in/CCEP/Login.aspx>

For User Manual click on below link -

https://campus.unipune.ac.in/CCEP/Documents2021/UserManual_Registration.pdf

Please Note -Fees payment approval will be given on reporting at PUMBA at the time of confirmation of admission. So students just need to register, fill up all necessary information and upload the documents as asked on one campus portal to save the time and facilitate fast admission process.

Step 4 - Submission of the payment receipt/challan in the PUMBA office and collection of admission letter.

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/UPI).*
- 5. Students should wear mask and follow physical distancing norms and instructions as given at the time of admission.*
- 6.. Preferably, students are advised to carry own laptop with them to facilitate/speedup the online admission process as directed at the time of admission.*
- 7. Details of Fees structure*

For PUMBA (6001): Department of Management Sciences, PUMBA, Savitribai Phule Pune University, Pune 411007	RS. 1,50,233
For Sub Centre Nashik (5015): Savitribai Phule Pune University Sub Centre, Nashik, Lekha Nagar, Nashik - 422009	RS. 83,583

Sr. No	List of Documents required	
1	CET / MAT / ATMA / CAT / XAT / Score Card	
2	SSC Marksheet	
3	SSC Passing Certificate	
4	HSC Marksheet	
5	HSC Passing Certificate	
6	Graduation Marksheet	
7	Graduation Passing / Degree Certificate	
8	Post Graduation Marksheet (if applicable)	
9	Post Graduation Degree Certificate (if applicable)	
10	Gap Certificate (if applicable)	
11	Transfer Certificate	
12	Migration Certificate (If Applicable)	
13	Nationality Certificate	
14	Domicile Certificate	
		School leaving
		Passport
		Birth Certificate
	Income certificate (If Applicable)	
16	Caste Certificate (if applicable)	
17	Non - Creamy Layer certificate valid for current year (if applicable)	
18	Caste validity (if applicable)	
19	Caste Validity undertaking (if applicable)	
20	Profoma (A, B, C, D, E, F, G , H) as applicable	
21	Original Undertaking (Proforma I) (if applicable)	
22	Adhar Card Photocopy	
23	Facility center verified letter with documents set (Original)	

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.