



D Y PATIL
UNIVERSITY

PUNE, AMBI

ADMISSION HANDBOOK

School of Management

(Academic Year 2021-2022)

Programmes :-

B.B.A., M.B.A., M.C.A., & Ph. D.

Website - www.dypatiluniversitypune.edu.in

E- Mail - admissions@dypatiluniversitypune.edu.in
info@dypatiluniversitypune.edu.in

Admission Enquiry Mobile No - 8448444230

INDEX

Sr.No.	Contents	Page Number
1	Programme and Intake	3
2	Programme Eligibility	4
3	Reservation Policy	6
4	Programme Fees and Payment Schedule	9
5	Application /Registration Process for Admission	10
6	Activity Schedule	12
7	Confirmation of Admission	14
8	Refund Policy	15
9	Important Contacts	15
10	Guidelines for Anti Ragging	16

PROGRAMMES & INTAKE

Programme	Duration (In Years)	Intake	Form Fee in Rs.	Fees in Rs. (Per Annum)
Under-Graduate Programmes (UG)				
Bachelor of Business Administration (BBA)	3 Years	60	800	90,000
Post-Graduate Programmes (PG)				
Master of Business Administration (MBA)	2 Years	120	1000	1,50,000
Master of computer Application (MCA)	2 Years	120	1000	1,00,000

ELIGIBILITY CRITERIA

Bachelor of Business Administration (BBA)	
Maharashtra State Candidate	All India Candidates
1. The Candidate should be an Indian National.	1. The Candidate should be an Indian National.
2. The Candidate should have passed Class XII (10+2) OR its equivalent examination in any stream (Arts/ Science/ Commerce/ Humanities/ MCVC) with English as one of the subject in HSC and having 45 % aggregate Marks (40% for Backward Class Candidates belonging to Maharashtra State Only).	2. The Candidate should have passed Class XII (10+2) in any stream or equivalent examination passed in any discipline from any recognized Board/ Council/ University. Candidate should have passed with minimum 45% Marks

Master of Business Administration (MBA)	
Maharashtra State Candidate	All India Candidates
1. The Candidate should be an Indian National.	1. The Candidate should be an Indian National.
2. Passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories and Persons With Disability belonging to Maharashtra State only).	2. Passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent.
3. Obtained non zero score in CAT/MAT/XAT/ GMAT/ CMAT/ MH-MBA-CET/ PERA-CET 2021.	3. Obtained non zero score in CAT/MAT/XAT/ GMAT/ CMAT/ MH-MBA-CET/ PERA-CET 2021.

Master of computer Application (MCA)

Maharashtra State Candidate	All India Candidates
1. The Candidate should be an Indian National.	1.The Candidate should be an Indian National.
2. Passed BCA / B.Sc./ B.Com./ B.A. with Mathematics as one of the subjects (at 10+2 level or at Graduation level examination) and obtained at least 50% marks in aggregate (at least 45% in case of candidates of backward class categories and Persons with Disability belonging to Maharashtra State only).	2. Passed BCA / B.Sc./ B.Com./ B.A. with Mathematics as one of the subjects (at 10+2 level or at Graduation level examination) and obtained at least 50% marks in aggregate.
3. Obtained non zero positive score in MAH-CET / PERA-CET 2021.	3. Obtained non zero positive score in MAH-CET / PERA-CET 2021.

Eligibility Criteria rules as stated by AICTE and UGC will be applicable time to time.

For International Students

Students applying through PIO(Person of Indian Origin)/FN (Foreign National)/ OCI (Overseas Citizenship of India) are requested to write a mail to admissions@dypatiluniversitypune.edu.in or contact Admission Office on 8448444230.

RESERVATION POLICY

- D Y Patil University adheres to the Reservation Policies stated by Government of Maharashtra and Directorate of Technical Education, Maharashtra State. All the reservations given below shall be applicable to **candidates belonging to Maharashtra State only** subject to the fulfillment of the eligibility criteria specified by respective authorities from time to time.
- **Reservation for Backward Class category Candidates:**

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra state candidates. Backward class candidates shall claim the category to which they belong to at the time of submission of application form.

Sr. No.	Category of Reservation	Percentage of seats Reserved
1	Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13%
2	Schedule Tribes (ST)	7%
3	Vimukta Jati(VJ)/De Notified Tribes(DT) - (NT-A)	3%
4	Nomadic Tribes 1 (NT-B)	2.50%
5	Nomadic Tribes 2 (NT-C)	3.50%
6	Nomadic Tribes 3 (NT-D)	2%
7	Other Backward Classes (OBC)	19%
Total		50%

Reservation for Sons/Daughters of Defense Service Personnel:

Five percent (5%) seats of the total sanctioned intake of an institute, subject to a maximum of five(5) seats in each institute shall be reserved for Children of ex- service personnel who are Domiciled in Maharashtra State (DEF-1), Children of active service personnel who are Domiciled in Maharashtra State (DEF-2), Children of active service personnel (DEF-3) who are transferred to Maharashtra State but are not domiciled in Maharashtra State, or who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the HSC examination from a school/college situated in the State of Maharashtra.

1. These seats are within the sanctioned intake and are available as **State Level seats**.
2. A combined single merit list of all eligible DEF1, DEF2 and DEF3 candidates shall be prepared.
3. Candidates claiming these seats shall produce additional documents in Proforma C, D and/or E as applicable.
4. This provision is NOT available to the children of CIVILIAN STAFF who is working /who has worked in the Indian Defense Service.

Reservation for SBC Category Candidates:

SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category.

If the Backward Class Category seat remains vacant, such seat shall be considered for allotment to the Candidates of SBC Category, limited to the extent of 2% seats.

Reservation for Persons with Disability Candidate:

Five percent (5%) seats of total sanctioned intake shall be reserved for Candidates having minimum 40% benchmark disability.

A single merit list of all eligible candidates shall be prepared. The allotment of seats reserved for the Candidates with Disability shall be done on the basis of an inter-se merit. **These seats are available for Maharashtra domiciled candidates.**

The candidates claiming reservation under this category shall submit the certificates from the authority competent for issuing such certificate. The certificate (Pro-forma) should clearly state that the extent of disability is not less than 40% (Forty percent) and the disability is permanent in nature.

Note: -

Candidates with Disability should note that on admission to degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities.

Reservation for EWS Candidate:

As per the provisions in Government Resolution No.राआधो-4019/e.w.31/16-अ, dated 12th February 2019, 10% seats shall be reserved for EWS candidates. These seats shall be filled by the Competent Authority as per the policies of the Government declared from time to time. These seats shall be over & above the sanctioned intake.

Reservation for female candidates:

As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu. -1, dated 17th April, 2000, 30% seats shall be reserved for female candidates. There shall be no reservation for Female candidates under Defense, Persons with Disability and Orphan categories.

PROGRAMME FEES AND PAYMENT SCHEDULE

A) FEE STRUCTURE : (UG & PG)

Sr. No.	Programme	Academic Fees (per Annum)	University Deposit (Refundable)	Amount in Rs.
1	BBA	90,000	10,000	1,00,000
2	MBA	1,50,000	10,000	1,60,000
3	MCA	1,00,000	10,000	1,10,000

B) PAYMENT SCHEDULE:

Installment No	Programme			Particulars
	BBA	MBA	MCA	
	Amount In Rs.			
1 st	24,000	24,000	24,000	As "Seat Acceptance Fee" at the time of provisional admission before the due date from allotment of seat for the Academic Year 2021-22
2 nd	21,000	46,000	26,000	On or before 31st December 2021
3 rd	25,000	40,000	25,000	On or before 31st March 2022
4 th	20,000	40,000	25,000	On or before 31st May 2022

APPLICATION/REGISTRATION PROCESS FOR ADMISSION

Steps for filling Online Application Form for Admission to DYPU Pune Ambi	
The candidates should apply online on www.dypatiluniversitypune.edu.in as per schedule and fill the Online Application Form step by step as shown below.	
1	Read the " Admission Rules " carefully for Eligibility and other information.
2	Before filling of online Application Form, keep ready with you the following documents for filling the data in the form:
	a) For B.B.A.
	- SSC Marks Sheet/Certificate (At the time Application)
	- HSC/Diploma Marks Sheet/Certificate (At the time of Reporting for Admission)
	- Reservation Documents (At the time of Reporting for Admission)
	- Debit Card / Credit Card/Net Banking etc.
	b) For M.B.A./ M.C.A.
	- SSC Marks Sheet/Certificate (At the time of Application)
	- HSC Mark Sheet/Certificate (At the time of Application)
	- Degree Mark Sheet/Certificate (At the time of Application)
	- Reservation Documents (At the time of Reporting for Admission)
	- CET Score Card (At the time of Application)
	- Debit Card/Credit Card/Net Banking etc.
3	Click for option " B.B.A. / M.B.A./ M.C.A. " Application
4	Fill first part " Personal Details / Information " completely.
5	Click " Save " and then click " Next " button.
6	Fill " Educational Details / Information " completely and accurately.
7	Click " Save " and then click " Next " button.
8	Set the " Preference Numbers " as per the " Choice of Branches ". Students are required to enter all seven choices.
9	Upload Your recent Photo and Signature .
10	Read " Declaration " carefully and Tick in Acceptance Box.
11	Click " Save " and then click " View " button.
12	Check entire information and do necessary correction if any. For correction click " EDIT " button.
13	Go to " Payment Details " towards Application Fees for BBA Rs. 800/- and For MBA/MCA Rs. 1000 which is non-refundable
14	Click " PAY NOW " button.
15	After successful payment, window will display " Application form submitted & Application fees received successfully ".
NOTE: After successful completion of Application Form, a login details will be generated. Candidates need to use the same login details for future reference particularly entering HSC/ UG/ CET Marks after the declaration of result.	

Instructions:

The candidate should read the following Instructions carefully and follow the steps:

1. The candidate should fill the Online Application Form as per the notified schedule.
2. Candidates are required to fill in all the fields as per the instructions.
3. After filling the information in the Application Form, the Candidates shall verify that the data is filled correctly.
4. Candidate can edit/update Application Form before submitting it online.
5. Once the Application Form submitted, the information cannot be changed by candidate.

ACTIVITY SCHEDULE OF ADMISSION FOR AY: 2021-22

- For the schedule of upcoming admission round please refer the link - <https://bit.ly/3vYyVku>
- To apply online for BBA, MBA & MCA Programme, refer the following links -
 - BBA: <https://bit.ly/3vZ1wWO>
 - MBA: <https://bit.ly/3cl5h1b>
 - MCA: <https://bit.ly/3uT3Ux3>

Date of commencement of classes for Academic Year 2021-22 shall be declared on DYPU website very soon. However, newly admitted students need to undergo Pre-Foundation Programme which will be conducted before the commencement of classes.

This programme will take place on suitable online platform and Students can attend this Pre-Foundation Programme from their places.

Important Provisions:

1. Reserve Category Candidates and Person with Disability shall be considered for allotment in Open Category seat by virtue of their Inter-Se-Merit if the seats reserved for them are not available at their merit.
2. If the seat reserved for Category Candidate and Person with Disability remains vacant, such seat shall be considered for the allotment to the Candidate of any type.
3. The candidates reporting late for the admission shall be considered for allotment against seats which are available at that time
4. If the seat remains vacant due to non-allotment and non-reporting for admission, such seat will be considered in subsequent rounds.
5. Failure to report in person for Seat acceptance will be considered as if the Candidate has rejected the offer to take admission.
6. Allotted Seat will be cancelled if, at any time, any of the documents or certificates are found to be invalid or fraudulent and/or the Candidate does not meet the eligibility
7. **Admissions once confirmed shall be final and candidate shall not be allowed to seek transfer of their admission to some other branch/specialization/programme during entire duration of the programme.**

CONFIRMATION OF ADMISSION

1. Candidate shall confirm the admission in D Y Patil University, Pune by paying First Installment of the Tuition Fees as Seat Acceptance fees.
2. Candidates are required to submit Original Documents along with two sets of photocopies of all documents in the School to which admission is granted as per schedule.
3. If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other Institution, he or she shall produce a certificate from the Head of Institution where he/she has already taken admission stating that he/she has been admitted to a particular programme in that Institution on a particular date and hence Original Certificates have been retained in that Institution till candidate cancels the admission. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned Institution.
4. Such candidates shall be required to pay the fees immediately at the time of admission and candidates shall be permitted to submit the required Original Certificates within 04 working days after the date of payment of fees.

REFUND POLICY

Sr. No.	Point of Time when Request for cancellation of Admission is Received	Status of Refund Applicable
1	Request received before cut-off date i.e. 31 st December 2021.	Entire Fee less Rs. 1000/- Handling charge
2	Request received after cut-off date i.e. 31 st December 2021.	No Refund

- a) Candidate shall apply for cancellation in due format available with DYPU Pune and submit signed copy of application in person to DYPU Student Section.
- b) After receiving admission cancellation request from the candidate, the concerned department of DYPU shall cancel the admission immediately and give the acknowledgement of cancellation of admission.

IMPORTANT CONTACTS

Website	www.dypatiluniversitypune.edu.in
E- Mail	admissions@dypatiluniversitypune.edu.in
Admission Enquiry Mobile No	8448444230
Technical Helpline No	7276107356
Phone No	020-71533830

GUIDELINES FOR ANTI-RAGGING

- 1) Ragging within or outside of DYPU Pune Campus is prohibited.
- 2) Ragging is a Criminal Offence Punishable. Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside the University Campus will be punishable by Law Resulting in Imprisonment and / or Penalty as per University Grants Commission Circulation No. F1-16 / 2009 (CPP II), dated September 2009 as per the order of Hon. Supreme court Of India vide ref no.: In SLP No. 24295 of 2006 & Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging.