

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

**BBA in Facility and Services Management (FSM)**

**Admissions A.Y. 2025-26**

The department operates two full time undergraduate BBA programs.

1. BBA in Hospitality and Facilities Management (HFM)  
The admissions for this program is through MAH CET Admission Process. Institute code is 6001.
2. BBA in Facility and Services Management (FSM)  
Launched this year with industry collaboration, features internship embedded as part of curriculum.  
The admissions for this program are directly through the department. Read and adhere to the following process for admissions to this program.

**Instructions and Admission procedure for BBA (FSM) A.Y. 2025-26**

**Important Dates**

DATE	PROCEDURE
September 7, 2025; 6.00 pm	Applications close
September 10, 2025	Display of Merit List
September 10 – 14, 2025	Fill and upload documents on SPPU admissions portal
	SPPU CCEP Link: <a href="https://campus.unipune.ac.in/ccep/Registration.aspx">https://campus.unipune.ac.in/ccep/Registration.aspx</a>
	SPPU CCEP process link: <a href="https://drive.google.com/file/d/1JCmeqjGb1Pdt486bFISdgFL5IN6kfMyA/view?usp=sharing">https://drive.google.com/file/d/1JCmeqjGb1Pdt486bFISdgFL5IN6kfMyA/view?usp=sharing</a> For User Manual click on below link
	= <a href="https://campus.unipune.ac.in/CCEP/Documents2021/UserManual_Registration.pdf">https://campus.unipune.ac.in/CCEP/Documents2021/UserManual_Registration.pdf</a>
September 14 – September 12, 2025	Documents required link: <a href="https://drive.google.com/file/d/1fKollwR4eIwMJmI_MhgVerfISc6ZAtRZ/view?usp=sharing">https://drive.google.com/file/d/1fKollwR4eIwMJmI_MhgVerfISc6ZAtRZ/view?usp=sharing</a>
September 14 – September 12, 2025	Application for online admission on student CCEP dashboard and “Send for department approval”.
September 14-18, 2025	Students whose admission form is approved by the department to secure admission by paying the required fees within four day of department approval.

**BBA (FSM): Steps to be followed by students and procedure for admission: A.Y. 2025-26**

Students should follow the following steps to complete the admission procedure.

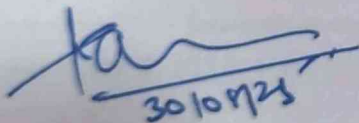
1. Students on the list should use button **Apply** which is displayed in the apply for admission column on their dashboard of online application. Students can access the online application dashboard by using their registered login id and password.
2. After clicking the apply button, fill in the necessary 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 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 **September 10, 2025**.
5. **The department will verify all the documents and approve the admission form according to the vacancies and merit amongst the applicants.**
6. After approval of the admission form, a **Pay/Print** (admission challan) link will be available in the **Admission Details** under menu.
7. For A.Y 2025-26 **full fees to be charged to all students of open and reserved category**. In case, the scholarship is applicable to the Program as per the government regulations, then the challan for the fees will be generated accordingly and students seeking government scholarship will be required to fill in the respective scholarship application form as per the government schedule and instructions.
8. Students should pay **fees** online using debit/credit card or net banking. After paying the fees online, students can download the payment receipt.
9. Provisional BBA (FSM) Admission will be confirmed only after the payment of the fees.
10. Approved Students should ensure to secure their admission by paying the required fees within four days of department approval
11. Admission confirmation after successful payment of **Total fees** and verification of original documents.



**Important, Please note –**

1. Students must bring all original documents along with three sets of photocopies as listed in the attached annexure.
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 a 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 are advised to carry their own laptop with them to facilitate/speedup the online admission process as directed at the time of admission.
7. Working hours for the admission process is 11.00 am to 5.00 pm.

**The Head of the Department's decision will be final in case of any dispute.**



30/10/25

**Dr Supriya Patil**  
**Professor & Head**

**Dr. Supriya Patil**  
Professor & Head  
Department of Management Sciences  
Savitribai Phule Pune University, Pune

### Annexure: Certificates & Other Documents Required

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

Sr. No	List of Documents required	
1	MAH BBA CET 2024 / CUET 2024 Score	
2	SSC Marksheet	
3	SSC Passing Certificate	
4	HSC Marksheet	
5	HSC Passing Certificate	
6	Gap Certificate (if applicable)	
7	Transfer Certificate	
8	Migration Certificate ( If Applicable)	
9	Nationality Certificate	
10	Domicile Certificate	
		School leaving
		Passport
		Birth Certificate
11	Income certificate (If Applicable)	
12	Caste Certificate (if applicable)	
13	Non - Creamy Layer certificate valid for current year (if applicable)	
14	Caste validity (if applicable)	
15	Caste Validity undertaking (if applicable)	
16	Profoma ( A, B, C, D, E, F, G , H) as applicable	
17	Original Undertaking (Proforma I) (if applicable)	
18	Undertaking for girl students	
19	Adhar Card Photocopy	