सावित्रीबाई फुले पुणे विद्यापीठ
गणेशखिंड, पुणे — ४११००७
Savitribai Phule Pune University
Ganeshkhind, Pune - 411007

सावित्रीबाई फुले पुणे विद्यापीठ

दूरध्वनी क्रमांक : ०२०-२५६२१२०५
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संदर्भ: शै.प्रवेश/ ४३८७ दिनांक : २७/११/२०२६

प्रति,
मा. प्राचार्य/संचालक,
सर्व संलग्नित महाविद्यालये/मान्यताप्राप्त परिसंस्था,
सावित्रीबाई फुले पुणे विद्यापीठ,
पुणे—७.

विषय — उच्च शिक्षण घेणाऱ्या एकल पाल्यांची आकडेवारी संकलित करणेबाबत...
संदर्भ — मा. प्र. शिक्षण संचालक (उच्च शिक्षण), महाराष्ट्र राज्य, पुणे यांचे पत्र क्र. उशिस/एकल महिला पा.मा/मवि—१/ई.२६८७१५४, दि. ०७/१०/२०२६.

महोदय/महोदया,

उपरोक्त संदर्भीय विषयास अनुसरून आपणास कळविण्यात येते की, मा. प्र. शिक्षण संचालक (उच्च शिक्षण), महाराष्ट्र राज्य, पुणे यांनी संदर्भीय पत्रान्वये एकल पालक असलेल्या मुला—मुलींच्या (विद्यार्थी/विद्यार्थीनी) शैक्षणिक विकासाच्या दृष्टीने व त्यांच्यासाठी कल्याणकारी योजना राबविण्यासाठी त्यानुषंगाने विद्यापीठ स्तरावरील शासकीय/अशासकीय अनुदानित महाविद्यालये तसेच कायम विनाअनुदानित महाविद्यालयांची माहिती पत्रा सोबत जोडलेल्या विहित प्रपत्रामध्ये भरून देणे आवश्यक असल्याचे कळविले आहे.

त्याअनुषंगाने मा. प्राचार्य/संचालक, सर्व संलग्नित महाविद्यालये/ मान्यताप्राप्त परिसंस्था, सावित्रीबाई फुले पुणे विद्यापीठ, पुणे यांनी BOD Online → Login → Urgent Notification → एकल पालक विद्यार्थी माहिती (अतितात्कालिक) मध्ये दिलेल्या लिंक मधून दि. २५/११/२०२६पर्यंत तात्काळ माहिती भरावी. तसेच संलग्नित महाविद्यालये/मान्यताप्राप्त परिसंस्था यांच्याकडून माहिती प्राप्त न झाल्यास अशा संलग्नित महाविद्यालये/मान्यताप्राप्त परिसंस्था यांची माहिती निरंक असल्याचे गृहित धरून सदर माहिती शासनास कळविण्यात येईल, ही विनंती.

कळावे,

आपला,
27/11/2026
(डॉ. दत्तात्रय कुटे)
उपकुलसचिव

सोबत : मा. प्र. शिक्षण संचालक (उच्च शिक्षण), महाराष्ट्र राज्य, पुणे यांचे पत्र क्र. उशिस/एकल महिला पा.मा/मवि—१/ई.२६८७१५४, दि. ०७/१०/२०२६.

D:/Vishnu/Marathi letter

महाराष्ट्र शासन

उच्च शिक्षण संचालनालय, महाराष्ट्र राज्य

४१२ ई, बहिरट पाटील चौक, शिवाजीनगर, पुणे -४११०१६

Web : www.dhepune.gov.in E-Mail : mavi.dhepune@nic.in

फोन नं.०२०/२६१२२११९

क्र. उशिस/एकल महिला पा.मा /मवि-१/ई. २६८७१५४ दि.स्वाक्षरीप्रमाणे

तात्काळ

प्रति,

कुलसचिव,

राज्य सार्वजनिक /अभिमत/ स्वंयअर्थसहायीत विद्यापीठे

विषयः- उच्च शिक्षण घेणाऱ्या एकल पाल्यांची आकडेवारी संकलित करणेबाबत.

संदर्भः- शासन पत्र क्र. संकीर्ण -२०२६/पत्र.क्र.२०/समन्वय दि.२३.२.२०२६

एकल पालक असलेल्या मुला-मुलींच्या (विद्यार्थी/ विद्यार्थींनी) शैक्षणिक विकासाच्या दृष्टीने व त्यांच्यासाठी कल्याणकारी योजना राबविण्यासाठी पुढील माहिती आवश्यक आहे. त्यानुषंगाने विद्यापीठ स्तरावरील शासकीय/ अशासकीय अनुदानित महाविद्यालये तसेच कायम विनाअनुदानित महाविद्यालयांची माहिती सोबत जोडलेल्या विहित प्रपत्रामध्ये भरुन विभागीय सहसंचालकांमार्फत **तात्काळ** संचालनालयाच्या mavi.dhepune@nic.in या ईमेल आयडीवर सादर करण्यात यावी.

Digitally signed by
SHAILENDRA KAMLAKAR DEOLANKAR
Date: 07-10-2026 17:01:53

(**डॉ. शैलेंद्र देवळाणकर**)
प्र.शिक्षण संचालक (उच्च शिक्षण)
महाराष्ट्र राज्य, पुणे -१६.

प्रतः-१. सर्व विभागीय सहसंचालक, उच्च शिक्षण, महाराष्ट्र राज्य

१/- यांना कळविण्यात येते की, उपरोक्त माहिती विद्यापीठांकडून प्राप्त करुन घेवून सदर माहिती अचूक असल्याचे प्रमाणित करुन संचालनालयास सादर करावी.

प्रपत्र- अ शासकीय महाविद्यालयांची माहिती																	
अ.क्र	विभागाचे नाव	जिल्हा	तालूका	अभ्यासक्रमाचे नाव	महाविद्यालय व संस्थेचे नाव	एकल मुलांची संख्या	एकल मुलींची संख्या	एकल पालक		या विद्यार्थ्यांपैकी वसतिगृह आवश्यकता असणारी संख्या	एकल महिलांच्या पाल्यापैकी SC/ST/NT/DT/OBC						शेरा
								आई	वडील		SC	ST	NT	DT	OBC	Minority	
१	२	३	४	५	६	७	८	९		१०	११						१२
एकूण																	

प्रपत्र- ब अनुदानित महाविद्यालयांची माहिती																	
अ.क्र	विभागाचे नाव	जिल्हा	तालूका	अभ्यास क्रमाचे नाव	महाविद्यालय व संस्थेचे नाव	एकल मुलांची संख्या	एकल मुलींची संख्या	एकल पालक		या विद्यार्थ्यांपैकी वसतिगृह आवश्यकता असणारी संख्या	एकल महिलांच्या पाल्यापैकी SC/ST/NT/DT/OBC						शेरा
								आई	वडील		SC	ST	NT	DT	OBC	Minority	
१	२	३	४	५	६	७	८	९		१०	११						१२
एकूण																	

प्रपत्र- क कायम विना अनुदानित महाविद्यालयांची माहिती																	
अ.क्र	विभागाचे नाव	जिल्हा	तालूका	अभ्यास क्रमाचे नाव	महाविद्यालय व संस्थेचे नाव	एकल मुलांची संख्या	एकल मुलींची संख्या	एकल पालक		या विद्यार्थ्यांपैकी वसतिगृह आवश्यकता असणारी संख्या	एकल महिलांच्या पाल्यापैकी SC/ST/NT/DT/OBC						शेरा
								आई	वडील		SC	ST	NT	DT	OBC	Minority	
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एकूण																	

SAVITRIBAI PHULE PUNE UNIVERSITY

(Formerly University of Pune) • Board of Deans – P.G. Admission Section

SINGLE PARENT STUDENTS

एकल पालक विद्यार्थी माहिती — Reporting Year 2026-27

USER MANUAL FOR COLLEGE USERS

Covers the Single Parent Students page of the College login

Opening the page from the College Details dashboard
Adding students by eligibility number — only the single-parent details are entered
Editing, searching, the Directorate-format summary and Nil Return
Final submission, Excel download and requesting a correction

Version 1.0	Audience	Issued by
November 2026	Principal / Director and the clerk who enters the data for each affiliated college	P.G. Admission Section, Board of Deans, SPPU, Pune

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1. About This Manual

The Directorate of Higher Education, Maharashtra State, has asked the University to send college-wise numbers of students who come from **single-parent families (एकल पालक)** — students who have only a mother or only a father. The P.G. Admission Section (Board of Deans) has therefore added the page **Single Parent Students** to the College login. Every affiliated college enters this information on that page, and the University prepares the Directorate's Prapatra-A (Government), Prapatra-B (Aided) and Prapatra-C (Permanent non-aided) from it.

This manual explains, step by step, how a college user fills the page, checks the figures and submits them to the University.

THE PAGE AT A GLANCE

- **Enter the eligibility number only.** The University already holds the student's name, gender, course and other details. The page fetches them; you never retype them.
- **Add only the single-parent details** — only mother or only father, hostel required, and for children of single mothers the category and minority.
- **Check the live summary.** The page shows the totals in the Directorate's format as you add students.
- **Submit once.** After Final submit the data is locked and reaches the University.

IMPORTANT — READ BEFORE YOU ACT

- The Directorate requires the data to be **certified as accurate**. Enter it carefully and keep the college's supporting records.
- After **Final submit** you cannot add, edit or delete. A correction needs the P.G. Admission Section to unlock the page (Section 11).
- Every college must reply — a college with no such student marks **Nil return** (Section 9).

1.1 Who uses this manual

- The **Principal / Director**, who is responsible for the correctness of the data and certifies it.
- The **clerk or office in-charge** who logs in with the college user ID and enters the data.

1.2 How this manual is arranged

Sections 2 to 4 cover preparation, opening the page and the layout of the page. Sections 5 to 8 explain adding, editing and searching students and reading the summary. Sections 9 to 11 cover Nil Return and submission. Sections 12 to 14 list the messages, frequently asked questions, a checklist and the support contact.

2. Before You Start

2.1 What you need

#	Item	Why it is needed
1	Your college **user ID and password** (the login of the College Details dashboard)	The page is part of the College login. No separate login is needed.
2	The list of students of your college who have **only a mother or only a father**, as per college records	Only these students are entered.
3	The **eligibility number** of each such student (for example 12026134395)	The page finds the student by this number.
4	For single-mother students: the student's **category** (SC, ST, NT, DT, OBC, Open or Other) and whether the student belongs to a minority	The Directorate format asks for it for children of single mothers.
5	A computer with internet — Google Chrome, Microsoft Edge or Internet Explorer 11	The page works in all of them.

2.2 Who can enter the data

Only the college login can use this page, and it always works for **your own college**. You cannot see or change the data of another college, and an eligibility number of another college is not accepted.

2.3 All years of study

The letter covers students of **all years** (first, second, third and final year). Enter students of every year. The page finds the student record from whichever academic year it exists, so you do not select a year.

3. Opening the Page

1. Log in to the University portal with your college user ID and password and open the **College Details** dashboard.
2. Find the card **Urgent Notification** on the right side of the dashboard.
3. Click the link **एकल पालक विद्यार्थी माहिती (अतितात्काळ) — Single Parent Students**. It carries a blinking New mark and is shown to all colleges.
4. The page opens. Click **Back to Dashboard** (top bar) whenever you want to return.

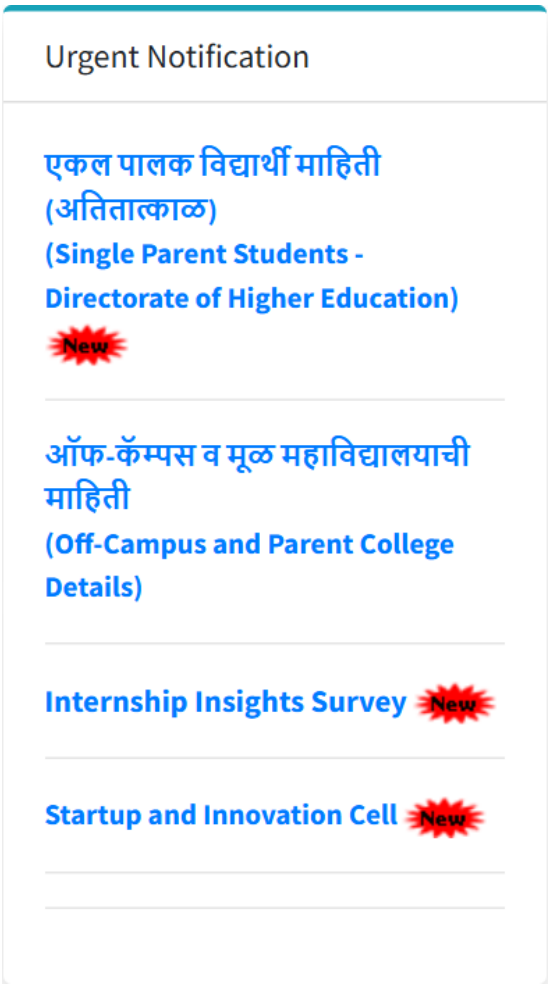


Figure 3.1 — College Details dashboard — Urgent Notification card with the Single Parent Students link.

GUIDANCE FOR COLLEGE USERS

- If the page shows a login screen or sends you to the portal, your **session has expired**. Log in again and open the link from the dashboard.
- Use **Logout** (top bar) when you finish, especially on a shared computer.

4. Understanding the Page

The page has a header and four numbered sections from top to bottom.

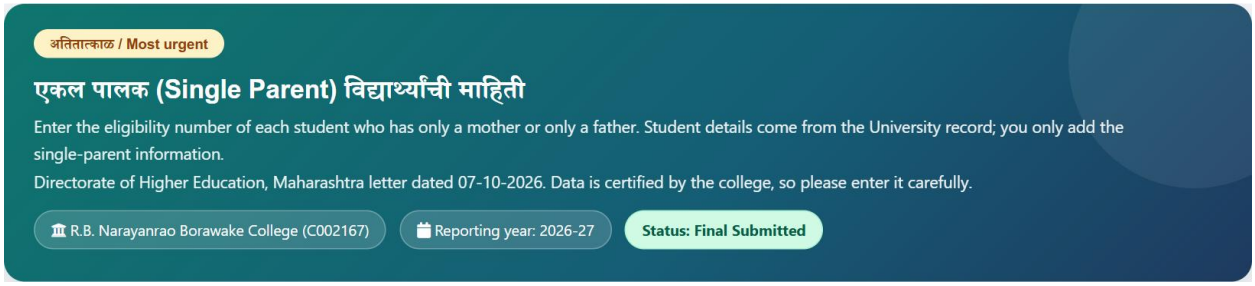


Figure 4.1 — Page header — instruction, college, reporting year and status.

Part of the page	What it shows or does
Header	Your college name and code, the reporting year, and the **status**: Draft (you can still change data) or Final Submitted (locked). A short instruction from the Directorate letter is also shown.
Step 1 — Add student	Where you type the eligibility number, fetch the student and enter the single-parent details.
Step 2 — Students entered	The list of students you have added. You can search, edit and delete here while the status is Draft.
Step 3 — Summary	Totals in the Directorate format, course by course.
Step 4 — Submit to University	Nil Return, the declaration and Final submit. After submission, the Download Excel button appears.

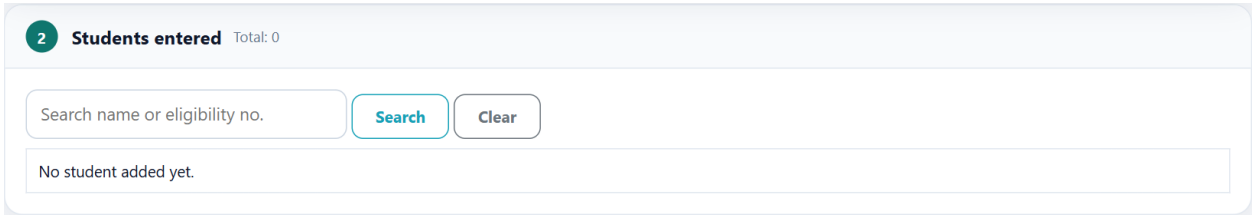


Figure 4.2 — Step 1 — type the eligibility number and click Fetch student.

5. Adding a Student

5.1 Step A — Fetch the student

1. In **Step 1 — Add student**, type the student's eligibility number in the box.
2. Click **Fetch student**.
3. A box with the student's details appears. Check that this is the correct student.

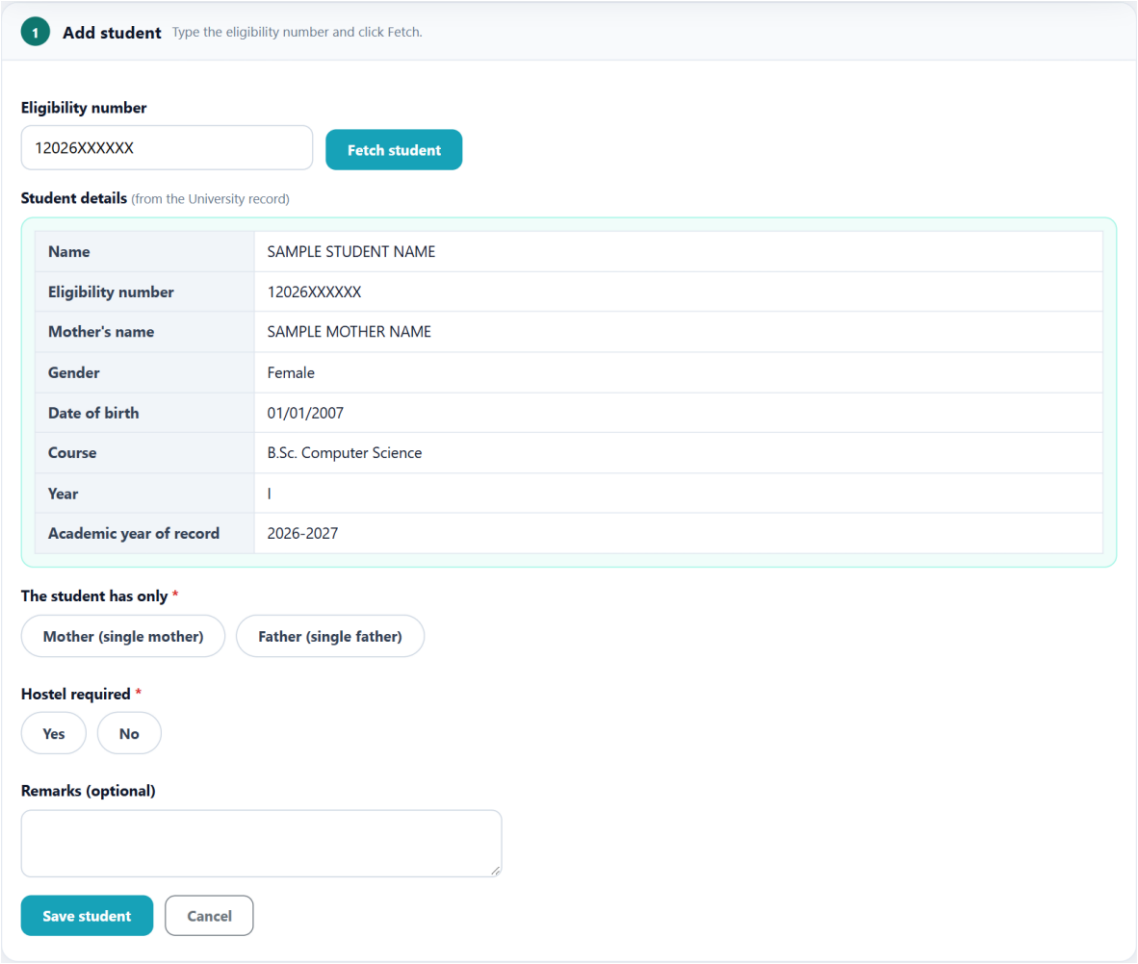


Figure 5.1 — Student details fetched from the University record (names masked in this manual).

These details are shown for your checking only; you cannot change them here.

Detail	Remark
Name	Full name of the student
Eligibility number	The number you typed
Mother's name	As in the University record
Gender	Male, Female or Other
Date of birth	Shown as dd/mm/yyyy
Course and Year	Course name and year of study
Academic year of record	The year of the eligibility record that was found

GOOD TO KNOW

- If the same eligibility number exists in more than one year, the page uses the **latest valid record of your college**. Cancelled admissions are ignored.

5.2 Step B — Enter the single-parent details

Field	What to enter
The student has only (required)	Select **Mother (single mother)** if only the mother is the parent, or **Father (single father)** if only the father is the parent.
Hostel required (required)	Select **Yes** if the student needs hostel accommodation, otherwise **No**.
Category (required — Mother only)	Appears only when you select Mother. Choose SC, ST, NT, DT, OBC, Open / General or Other.
Minority (Mother only)	Tick the box if the student belongs to a minority.
Remarks (optional)	A short note, up to 500 characters. The characters < and > are not accepted.

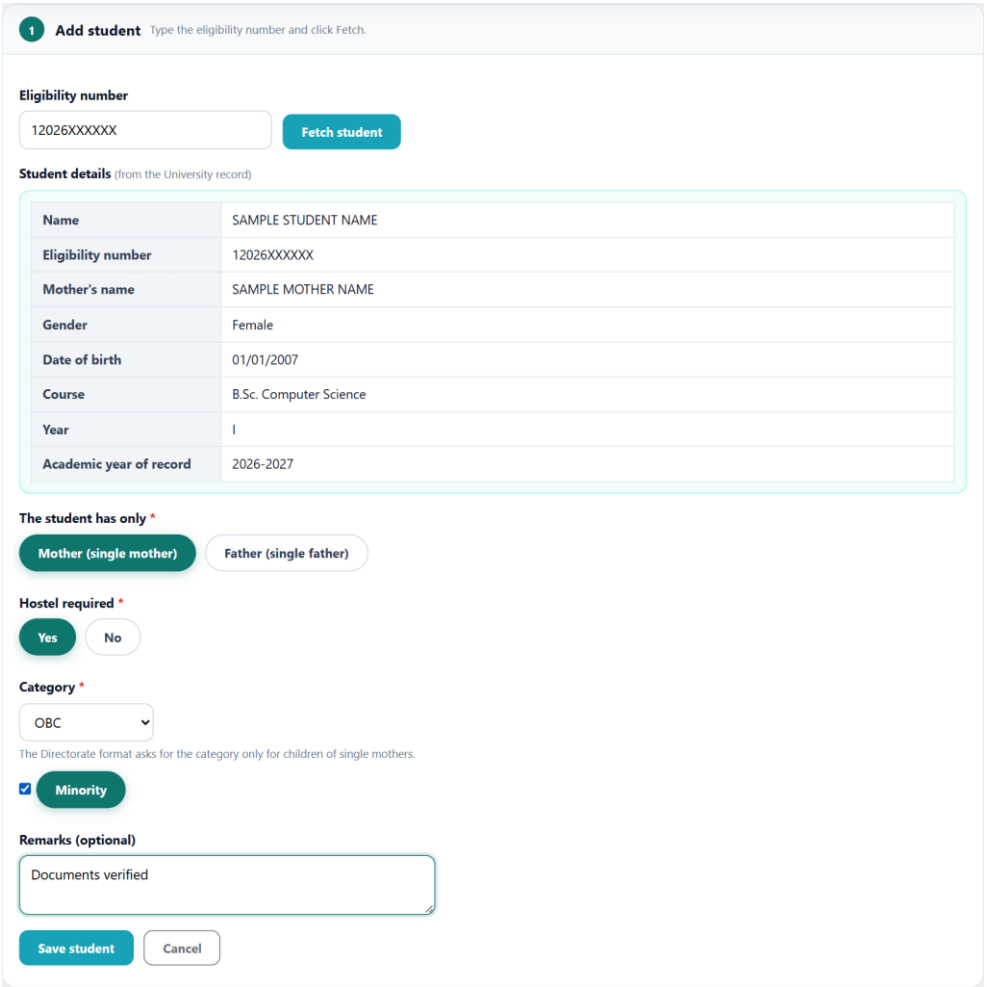


Figure 5.2 — Details entered for a single-mother student — Category and Minority are visible only for Mother.

GUIDANCE FOR COLLEGE USERS

- The Directorate format asks for **category and minority only for children of single mothers**. For a single-father student these boxes are not shown and nothing is stored for them.

5.3 Step C — Save

1. Click **Save student**. A green message **Student added.** appears and the student is listed in Step 2.
2. To leave without saving, click **Cancel**.
3. Repeat Steps A to C for the next student.

Figure 5.3 — Confirmation after saving.

IMPORTANT — READ BEFORE YOU ACT

- A student can be added **only once**. If you fetch a student who is already added, the page shows the existing entry for editing instead of creating a second one.



Figure 5.4 — Message when the student is already in the list.

6. Editing or Deleting a Student

Editing and deleting are possible **only while the status is Draft**.

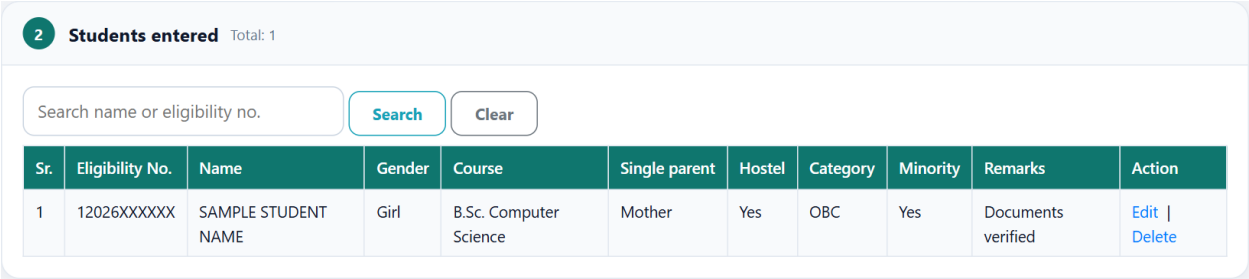


Figure 6.1 — Step 2 — list of students with Edit and Delete in each row.

6.1 To edit

1. In **Step 2 — Students entered**, click **Edit** in the row of the student.
2. Change the single-parent type, hostel, category, minority or remarks.
3. Click **Save student**. The message **Record updated.** appears.

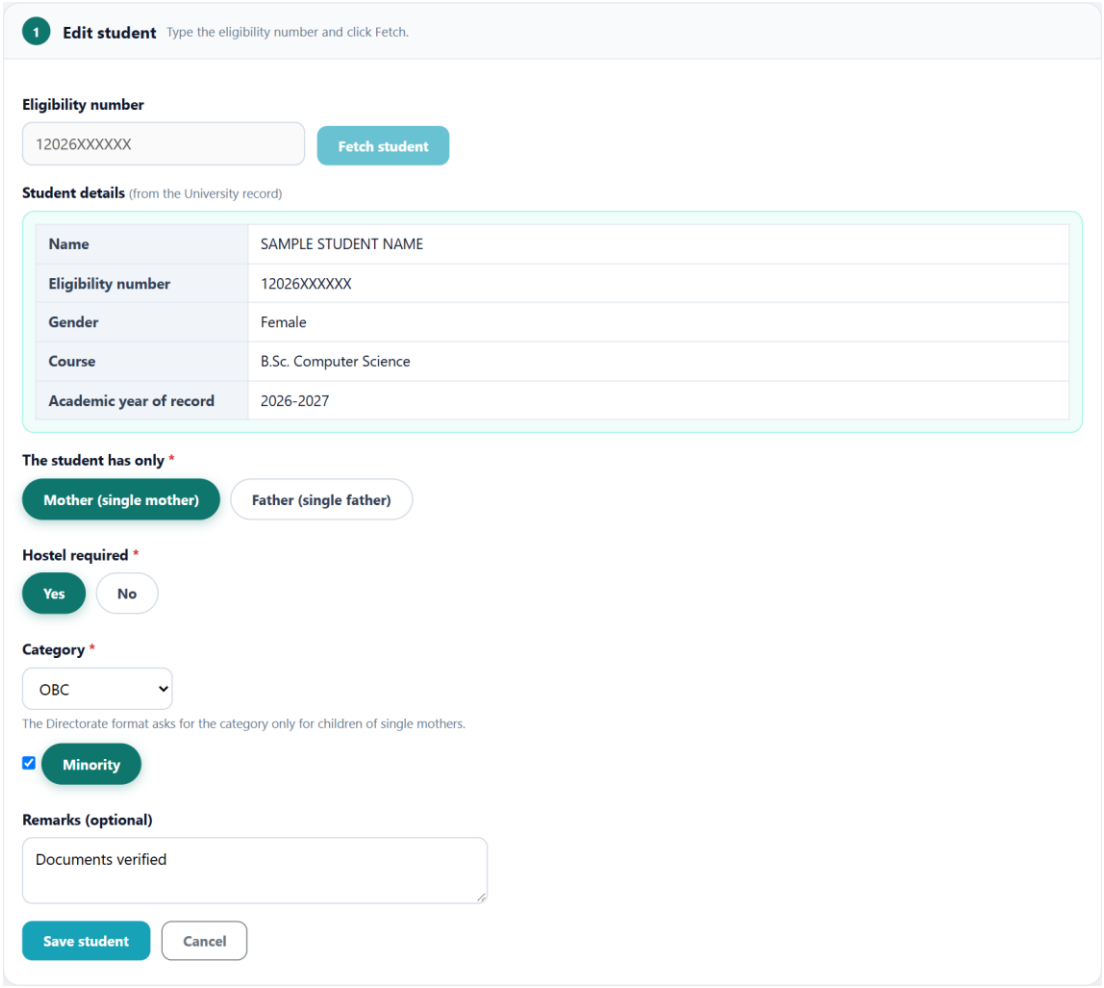


Figure 6.2 — Editing an entry — the form opens in Step 1 with the saved values.

The student's name, course and other University details cannot be edited. If you added the wrong student, delete the entry and add the correct one.

6.2 To delete

1. Click **Delete** in the row of the student.
2. Confirm the question **Delete this student from the list?**
3. The student is removed and the summary updates. The student can be added again later if needed.

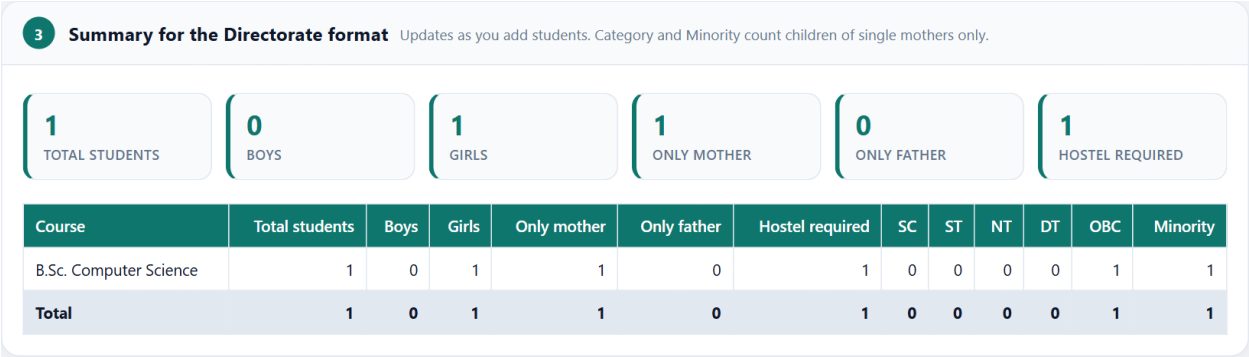
Figure 6.3 — Confirmation after deleting.

7. Searching the List

When the list is long, type part of the student's name or the first digits of the eligibility number in the search box above the list and click **Search**. Click **Clear** to show all students again. The list shows **20 students per page**; use the page numbers below the list to move between pages.

8. The Summary Table

Step 3 shows the totals of your college in the Directorate format. The figures are calculated automatically from the students you have added, course by course, with a **Total** row at the bottom. Coloured boxes above the table show the main totals.



Course	Total students	Boys	Girls	Only mother	Only father	Hostel required	SC	ST	NT	DT	OBC	Minority
B.Sc. Computer Science	1	0	1	1	0	1	0	0	0	0	1	1
Total	**1**	**0**	**1**	**1**	**0**	**1**	**0**	**0**	**0**	**0**	**1**	**1**

Figure 8.1 — Step 3 — summary tiles and the course-wise table (sample data).

Column	Meaning
Total students	Number of single-parent students in the course
Boys / Girls	Number of male and female students
Only mother / Only father	Students having only a mother or only a father
Hostel required	Students who need hostel accommodation
SC, ST, NT, DT, OBC	Category counts — only for children of single mothers
Minority	Minority students — only for children of single mothers

GUIDANCE FOR COLLEGE USERS

- Check these totals against your own records **before** you submit.

9. If Your College Has No Single-Parent Students (Nil Return)

Every college must send a reply, even if it has no single-parent student. In that case:

1. Make sure that no student is entered in the list in Step 2.
2. In **Step 4 — Submit to University**, click **No single-parent students in my college** and confirm.
3. The message **Nil return recorded.** appears and the status shows Nil return marked.
4. Continue to Final submit (Section 10).

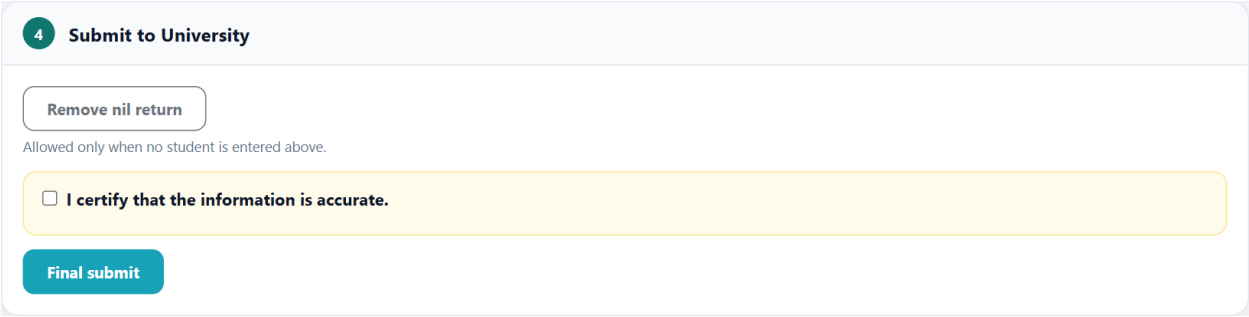


Figure 9.1 — Step 4 after marking Nil Return — the button changes to Remove nil return.

GOOD TO KNOW

- The Nil Return button is available **only when the list is empty**.
- If you add a student later, the Nil Return mark is removed automatically. To remove it yourself, click **Remove nil return**.

10. Final Submission

When all students are entered and the summary is correct, submit the data to the University.

1. Read the declaration in Step 4 and tick **I certify that the information is accurate.**
2. Click **Final submit**.
3. A box asks you to confirm. Click **OK**.
4. The page shows who submitted and when, and the status changes to **Final Submitted**.

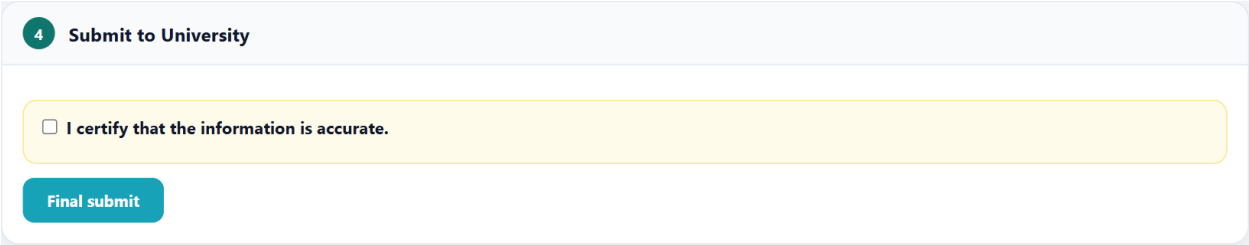


Figure 10.1 — Step 4 — declaration and Final submit button.

IMPORTANT — READ BEFORE YOU ACT

- Final submit **cannot be undone by the college**. Check the list and the summary carefully before you click it.
- Final submit works only if at least one student is added **or** Nil Return is marked.

11. After Final Submission

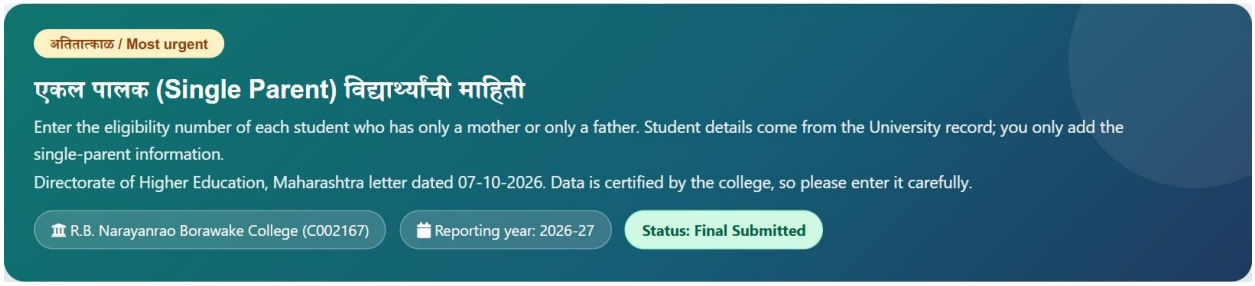


Figure 11.1 — After submission the status reads Final Submitted.

- The page becomes **read-only**. The list and summary remain visible.
- **Download Excel** — click this button to download your college's summary and student list in an Excel file, for your records.
- **Correction needed?** Write to the P.G. Admission Section with your college code and the reason. The section can unlock the page. After you correct the data, submit it again.

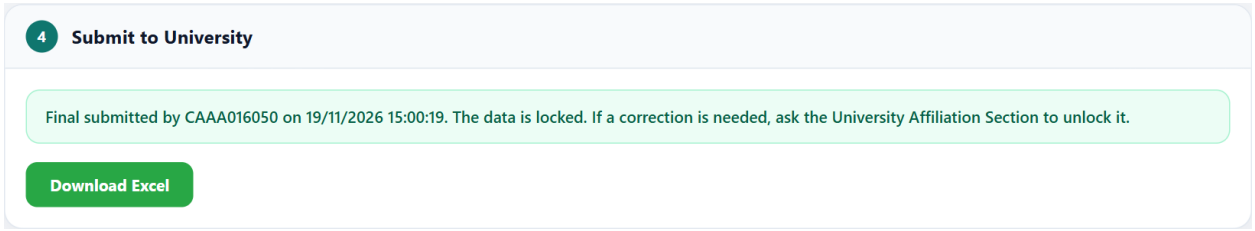


Figure 11.2 — Step 4 after submission — who submitted and when, with Download Excel.

12. Messages and What to Do

Message on the page	What it means / what to do
Enter a valid eligibility number.	The number is too short or has unusual characters. Type only letters, digits, hyphen or slash and try again.
Eligibility number not found for your college.	No student with this number exists in your college. Check the number. A student of another college cannot be added by you.
Admission of this student is cancelled. The student cannot be added.	The admission is cancelled in the University record. Do not add this student.
This student is already added for this year. You can edit the details below.	The student is already in your list. Edit the existing entry if needed.
Select whether the student has only mother or only father.	Choose Mother or Father before saving.
Select whether hostel is required.	Choose Yes or No for hostel.
Select the category of the student.	For a single-mother student the category is compulsory. Choose it from the list.
Student added. / Record updated. / Record deleted.	The action was completed successfully.
Nil return is not allowed because students are already added.	Delete all students first, or submit the data with the students.
Accept the declaration before final submit.	Tick the declaration box and click Final submit again.
Add at least one student, or tick "No single-parent students in my college".	The page has no students. Add students, or mark Nil Return.
Data is final submitted. It cannot be changed.	The data is locked. Contact the P.G. Admission Section if a correction is needed.
The page storage is not available yet.	A technical set-up message. Inform the P.G. Admission Section.

13. Frequently Asked Questions

Q1. A student has moved to the next class. Which year do I select?

You do not select a year. Type the eligibility number and the page uses the latest valid record of the student in your college.

Q2. I do not know the eligibility number of a student.

Take it from the college admission or eligibility records. The University issues the number for each student.

Q3. I added a student by mistake.

Click **Delete** in the row of the student (the status must be Draft).

Q4. Why is the category box not shown?

Category and Minority appear only when you select **Mother**. They are not required for single-father students.

Q5. Can I save and continue another day?

Yes. Each student is saved as soon as you click Save student. The status stays Draft until you click Final submit.

Q6. The page does not open or shows a login screen.

Your session may have expired. Log in again from the University portal and open the page from the dashboard.

Q7. Can I change the data after Final submit?

Not by yourself. Ask the P.G. Admission Section to unlock the page.

14. Checklist and Support

14.1 Checklist before Final submit

- All single-parent students of **all years** are added.
- For every single-mother student the **category** is selected, and **Minority** is ticked wherever applicable.
- **Hostel** requirement is correct for each student.
- The totals in Step 3 match the college records.
- If there is no such student, **Nil Return** is marked.
- The declaration is ticked and the Principal / Director is ready to certify the data.

14.2 Support

For any problem, or for a correction after Final submit, contact the P.G. Admission Section. Always quote your **college code and name**, and attach a **screenshot** of the problem.

	Details
Section	P.G. Admission Section, Board of Deans, Savitribai Phule Pune University, Ganeshkhind, Pune 411007
E-mail	pgadmis@pun.unipune.ac.in

— End of Manual —