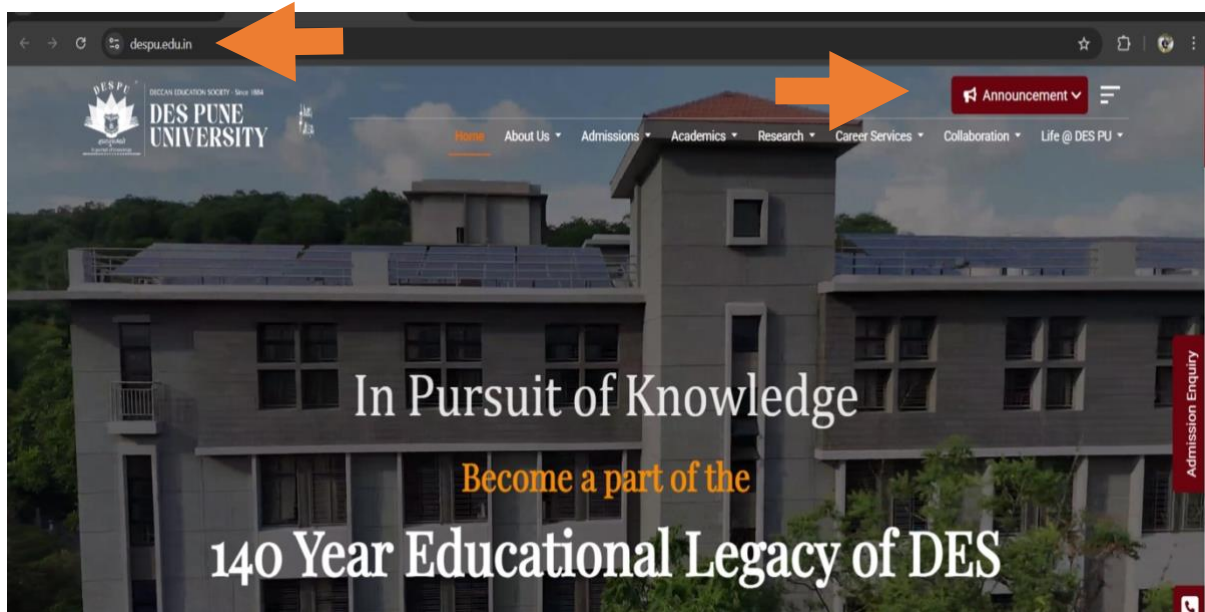


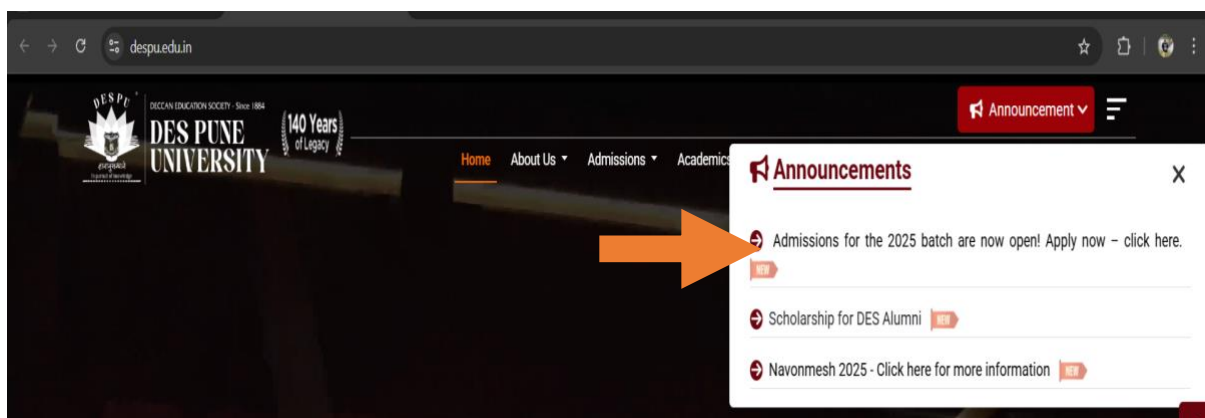


Instructions for Filling the Admission Form (Academic Year 2025-2026)

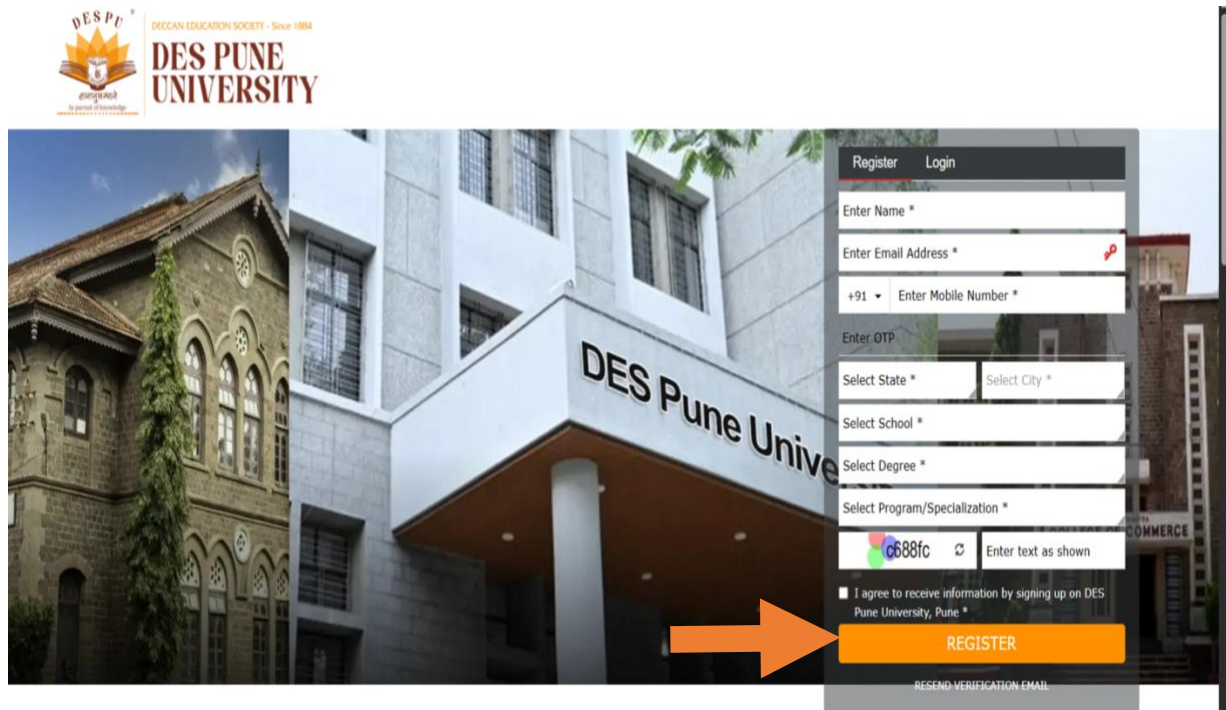
1. **Visit the Official website:** Go to <https://despu.edu.in/>



2. **Click on "Announcement":** Locate the Announcement section on the right side of the homepage
3. **Select the Admission Link:** Click on "Admissions for the 2025 batch are now open! - Apply now- Click Here"



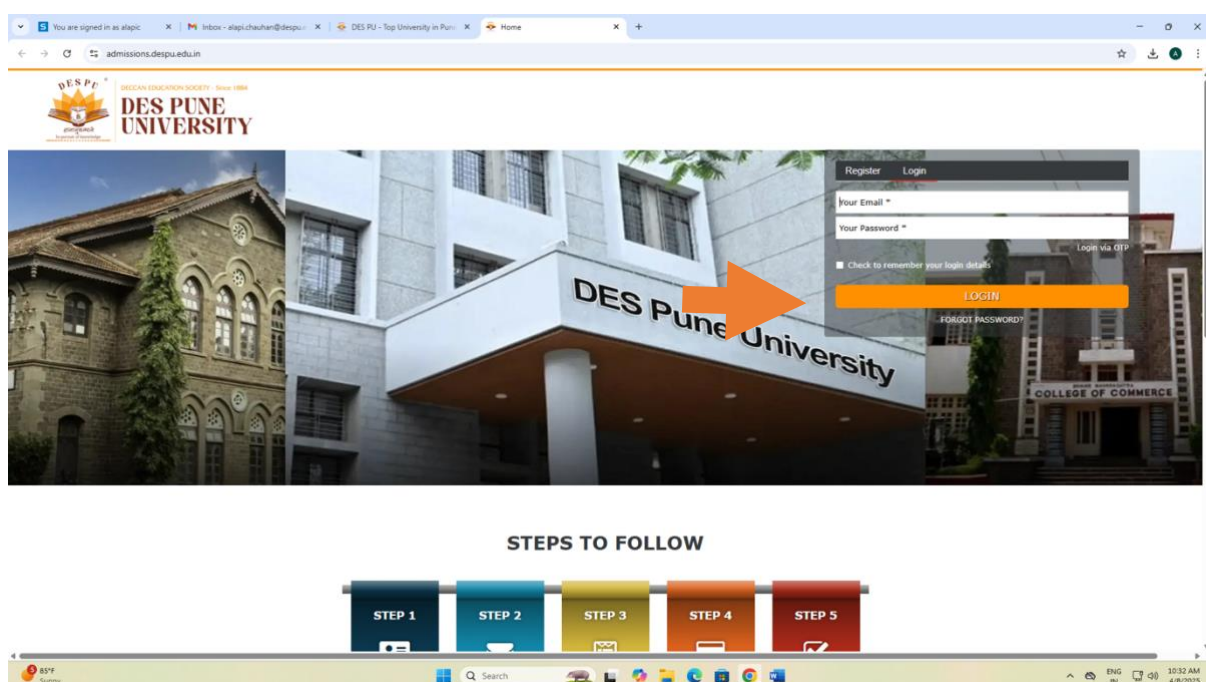
4. **Register yourself:** Fill in the required information and click on the **Register** tab to create your account.



The screenshot shows the registration form for DES Pune University. The form is overlaid on a background image of a building. The form includes the following fields:

- Register / Login tabs
- Enter Name *
- Enter Email Address *
- +91 Enter Mobile Number *
- Enter OTP
- Select State * / Select City *
- Select School *
- Select Degree *
- Select Program/Specialization *
- Enter text as shown (with a CAPTCHA image showing 'c688fc')
- ☐ I agree to receive information by signing up on DES Pune University, Pune *
- REGISTER** button
- RESEND VERIFICATION EMAIL link

5. **Check your email :** A confirmation email will be sent to your registered email address.
6. **Login credentials:** Your register e-mail ID will be your **Username**, and the **Password** will be sent to your email. By clicking on login tab you can fill your **admission application form**



The screenshot shows the login form for DES Pune University. The form is overlaid on a background image of a building. The form includes the following fields:

- Register / Login tabs
- Your Email *
- Your Password *
- ☐ Check to remember your login details
- LOGIN** button
- [FORGOT PASSWORD?](#) link

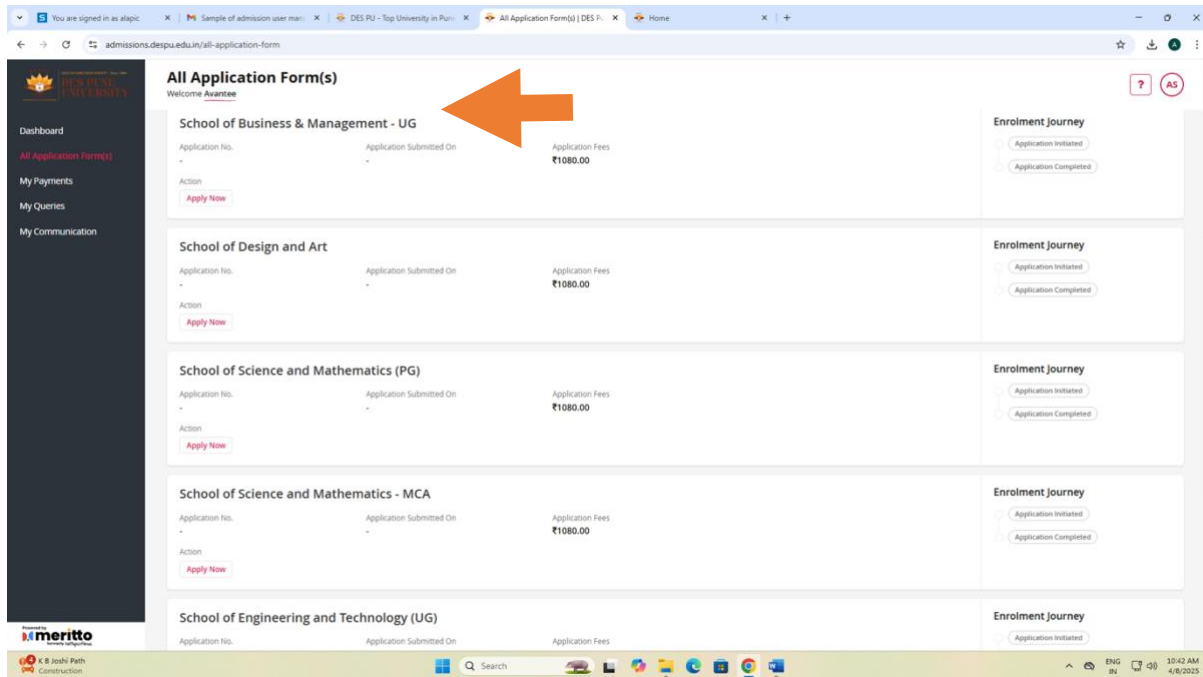
Below the login form, there is a section titled **STEPS TO FOLLOW** with five steps:

- STEP 1
- STEP 2
- STEP 3
- STEP 4
- STEP 5

7. Select the **School** offering your **choice of programme** (UG/PG) and click on **APPLY NOW**.

UG - for Under Graduate programmes

PG – for Post Graduate programmes



8. Fill in desired **programme details** and **personal details**.

9. Enter **parents details** appropriately.

The screenshot shows the 'Parents Details' step of the admission form. The progress bar indicates 59% completion. The form is titled 'FATHER'S DETAILS' and 'MOTHER'S DETAILS'. It includes fields for 'FATHER'S TITLE', 'FATHER'S NAME', 'MOTHER'S TITLE', and 'MOTHER'S NAME'. There are 'BACK', 'SAVE & EXIT', and 'Next' buttons. The browser address bar shows the URL: 'admissions.despu.edu.in/form/submit/UGRSR/YU1wOfpsalpUdk44s1VMcGdPS2xWg9U92dUSFWH2BckFw50FTSG5VhNCcW5sZn-QT12cG1HUE05EZubTVBZJITS9HWPVoFo1Y2i3Wh8Zb12vcE11NVNvTVhNGdpdQyR25wdGZCY29DczQzM2hEN1dMb...'. The desktop taskbar shows the time as 10:47 AM on 4/8/2025.

10. Enter your **address** and **contact details**.

The screenshot shows the 'Address Details' step of the admission form. The progress bar indicates 64% completion. The form is titled 'ADDRESS FOR COMMUNICATION'. It includes fields for 'COUNTRY', 'STATE', 'DISTRICT', 'CITY', 'ADDRESS LINE 1', 'ADDRESS LINE 2', and 'PINCODE'. There are 'BACK', 'SAVE & EXIT', and 'Make Payment' buttons. The browser address bar shows the URL: 'admissions.despu.edu.in/form/submit/UGRSR/YU1wOfpsalpUdk44s1VMcGdPS2xWg9U92dUSFWH2BckFw50FTSG5VhNCcW5sZn-QT12cG1HUE05EZubTVBZJITS9HWPVoFo1Y2i3Wh8Zb12vcE11NVNvTVhNGdpdQyR25wdGZCY29DczQzM2hEN1dMb...'. The desktop taskbar shows the time as 10:49 AM on 4/8/2025.

11. Pay the **Application fee**: Make a payment of **Rs.1080/-** as application form fee.

The screenshot shows the 'Payment' step of the application form for the School of Business & Management - UG. The progress bar indicates 64% completion. The 'Review Your Payment Details' section shows the following information:

Section	Details
Personal Details	Name: Avian, Email Id: avian, Phone Number: 9876543210
Payment Details	Sub Total (1): ₹ 1000.00, Convenience Charges: ₹ 80.00, Total: ₹ 1080.00
Order Details	Application Fee (1): ₹ 1000

A 'Make Payment' button is visible. The bottom of the page shows the 'meritto' logo and a Windows taskbar with the date 4/6/2023.

12. Enter **Education Qualifications** appropriately.

The screenshot shows the 'Educational Details' step of the application form for the School of Business & Management - UG. The progress bar indicates 64% completion. The 'EDUCATIONAL DETAILS' section includes the following fields:

XTHSSC DETAILS	School Name *	Board *	Year of Passing *	Marking Scheme *	Percentage / CGPA *
XthSSC Details		Select	YYYY	Select	

Below the table, there are radio buttons for 'XthSSC', 'Diploma', and 'Both'. A dropdown menu for 'ANY GAP?' is also present. The bottom of the page shows the 'meritto' logo and a Windows taskbar with the date 4/6/2023.

13. Upload **required documents** as specified

The screenshot shows the 'Upload Documents' step of the application form. The progress bar indicates 83% completion. The form is titled 'School of Business & Management - UG'. It contains four upload sections: 'RECENT PASSPORT SIZE PHOTOGRAPH', 'SIGNATURE', 'AADHAAR CARD', and 'XTH/SSC MARKSHEET'. Each section has a 'Choose Files' button and a 'No file chosen' message. The maximum upload limit for each section is 2 MB, with specific file format restrictions. At the bottom, there are 'BACK', 'SAVE & EXIT', and 'Next' buttons. The browser's address bar shows the URL 'admissions.despu.edu.in/form/submit/UGRISIR/YU1wOfpsalpUdk44a1VMcGpS2xW9vU92dU5FWHZBkfw50FTSG5vNnCw5sZzNvQT12cG1HUIE05EZubTV8ZcJT59HWPVoFo1Y2t3Wn8Zb12vcE1TNVnVTVhWNGdpd0QyR25wdGZCY29DczQmZmEN1dMbmFL2...'. The desktop taskbar at the bottom shows the date as 4/6/2025 and the time as 10:54 AM.

14. Tick the check box **I Agree** and click on **submit** to complete your application

The screenshot shows the 'Declaration' step of the application form. The progress bar indicates 91% completion. The form is titled 'School of Business & Management - UG'. It contains a declaration text: 'Hereby declare that all the particulars stated in the application form are true to the best of my knowledge and belief. In the event of fraudulent, incorrect or false information or suppression or distortion of any fact like educational qualification, marks, nationality etc., I understand that my admission/degree is liable for cancellation. I further understand that my application is purely provisional subject to the verification of the eligible condition.' Below the text is a checkbox labeled 'I Agree', which is checked. There are three input fields: 'APPLICANT NAME' (filled with 'Avantee m Sarode'), 'PARENT NAME' (filled with 'SAR'), and 'DATE' (filled with '08/04/2025'). At the bottom, there are 'BACK', 'SAVE & EXIT', 'PREVIEW', and 'Submit Application' buttons. The browser's address bar shows the URL 'admissions.despu.edu.in/form/submit/UGRISIR/YU1wOfpsalpUdk44a1VMcGpS2xW9vU92dU5FWHZBkfw50FTSG5vNnCw5sZzNvQT12cG1HUIE05EZubTV8ZcJT59HWPVoFo1Y2t3Wn8Zb12vcE1TNVnVTVhWNGdpd0QyR25wdGZCY29DczQmZmEN1dMbmFL2...'. The desktop taskbar at the bottom shows the date as 4/6/2025 and the time as 10:55 AM.

Student will get the mail after submission of application form on **register mail ID**