



Savitribai Phule Pune University

(Formerly Pune University)

USER MANUAL

Apply Online for API Verification

(Only for Other Than Regular Approved SPPU Teacher)

Academic Section | Board of Deans
<https://www.unipune.ac.in>



Table of Contents

Sr. No.	Steps	Page No.
1	Process Flow	3
2	Registration	6
3	Login	7
4	Apply for API Verification	8
5	Make Payment	10
6	Print & Upload	12



Step 1: Process Flow

The diagram below illustrates the end-to-end process for applying online for API Verification.

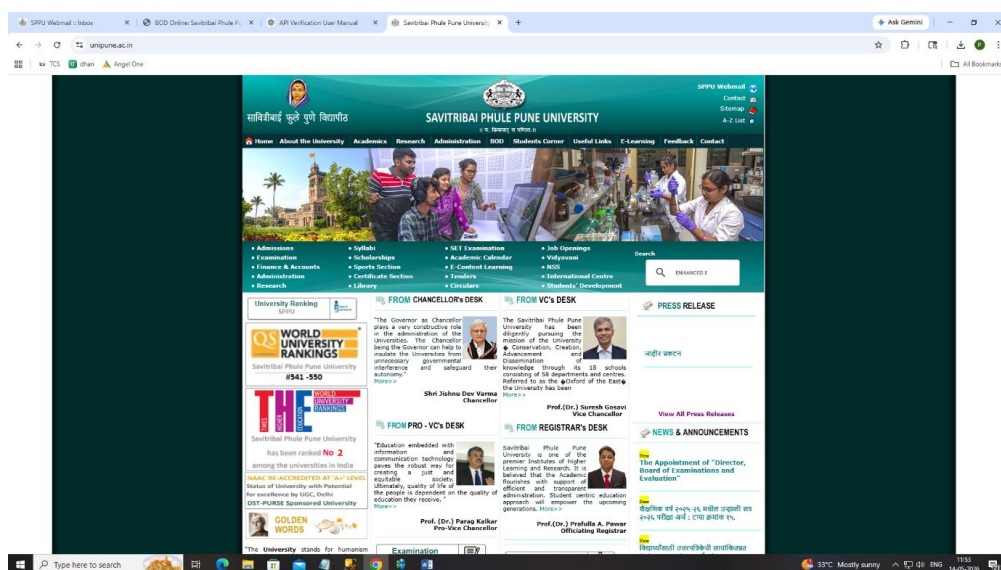


Figure 1.1 – Process Flow Diagram

The application process consists of the following six stages:

- ◆ Registration – Create a new account on the portal.
- ◆ Login – Access the portal using your registered credentials.
- ◆ Apply for API Verification – Submit the required academic details.
- ◆ Make Payment – Complete the fee payment through the online payment gateway.
- ◆ Print & Upload – Download the API Request Letter, take a printout, and upload the signed copy.



Step 2: Accessing the University Portal

Follow the steps below to navigate to the API Verification application link on the SPPU website.

Step 1: Open an internet browser (e.g., Google Chrome, Mozilla Firefox, or Microsoft Edge).

Step 2: In the address bar, type the following URL and press Enter:

<https://www.unipune.ac.in>

Step 3: On the SPPU homepage, click on the BOD tab located in the navigation menu.

Step 4: From the BOD section, click on the Academic Section.

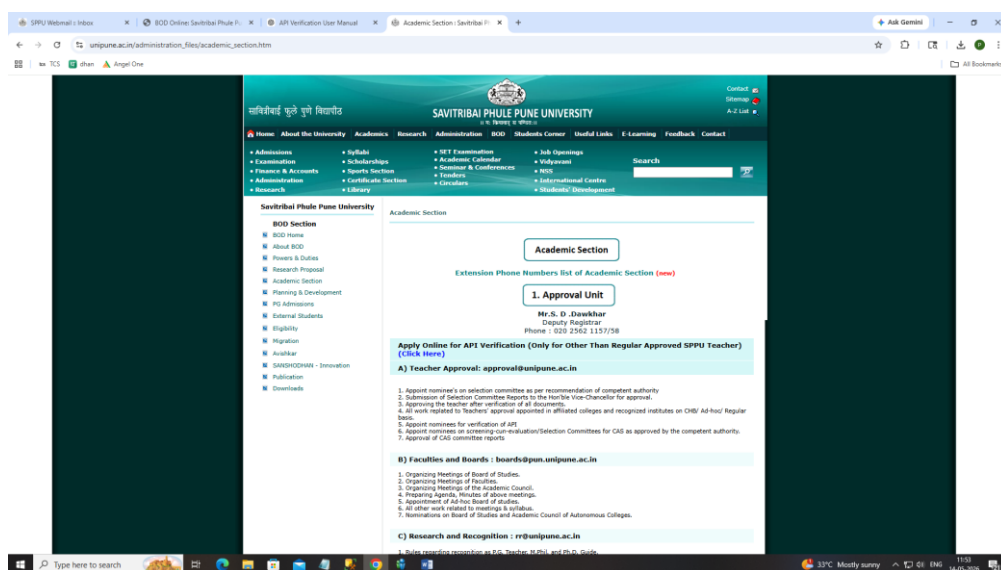


Figure 2.1 – SPPU Homepage showing the BOD tab

Step 5: On the Academic Section page, locate and click on the link:

Apply Online for API Verification

(Only for Other Than Regular Approved SPPU Teacher)

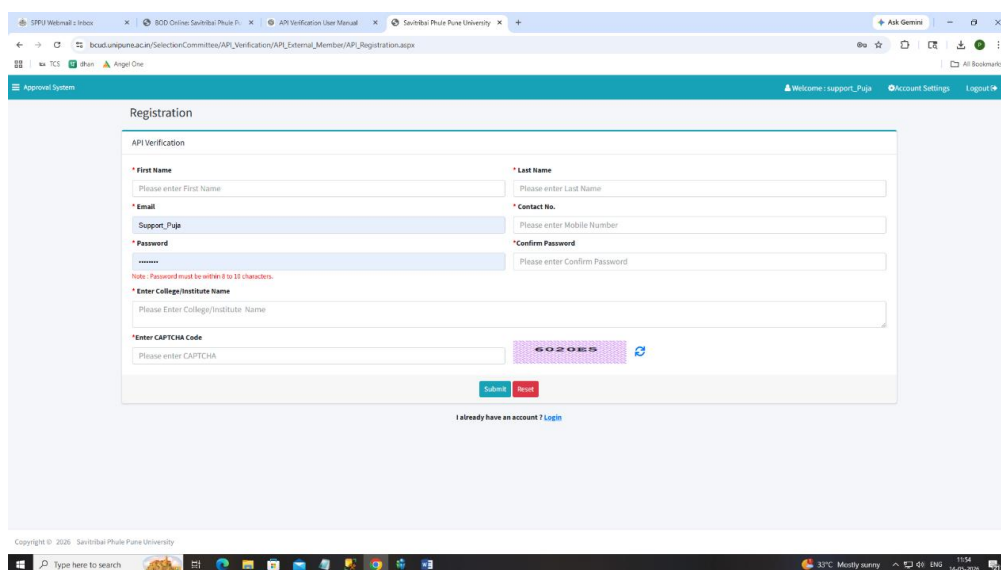


Figure 2.2 – Academic Section page with the API Verification link



i Note: Ensure you are using an updated web browser for the best experience. Internet Explorer is not recommended.



Step 3: Registration

If you are a new user, you must register on the portal before logging in. Complete the Registration Form as described below.

◆ How to Register

- ◆ Fill in all mandatory fields in the Registration Form with accurate personal and contact information.
- ◆ Provide a valid email address, as your login credentials will be sent to this email ID upon successful registration.
- ◆ Enter a strong password and confirm it in the 'Confirm Password' field.
- ◆ Enter your College/Institute Name in the designated field.
- ◆ Enter the CAPTCHA code displayed on the screen.
- ◆ Click the Submit button to complete the registration process.

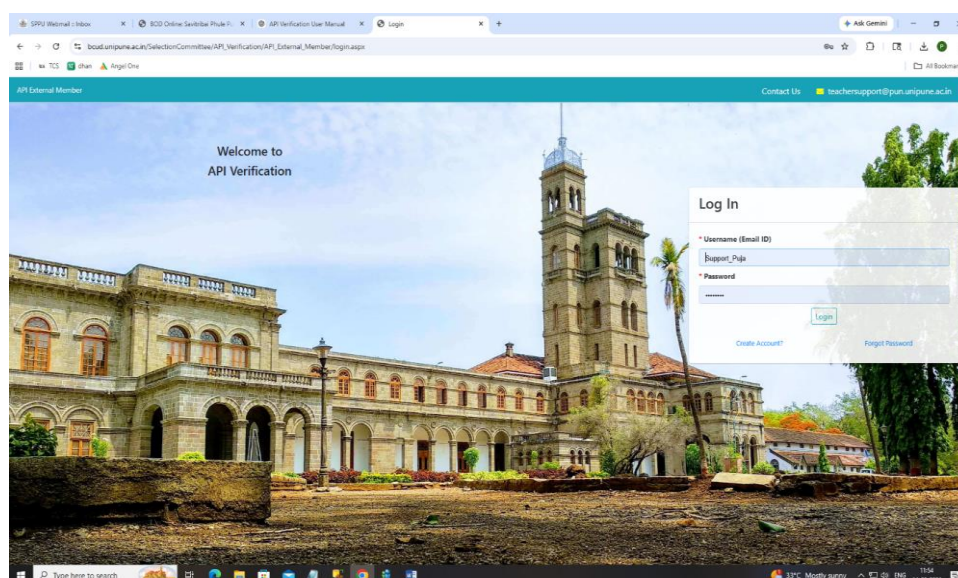


Figure 3.1 – Registration Form

i Note: After successful registration, login credentials will be sent to the registered email address. Please check your Spam/Junk folder if you do not receive the email within a few minutes.



Step 4: Login

Once registration is complete, use your credentials to log in to the API Verification portal.

◆ Login Procedure

- ◆ Navigate to the API Verification portal login page.
- ◆ Enter your registered Email ID in the Username (Email ID) field.
- ◆ Enter your Password in the Password field.
- ◆ Click the Login button to access your account.

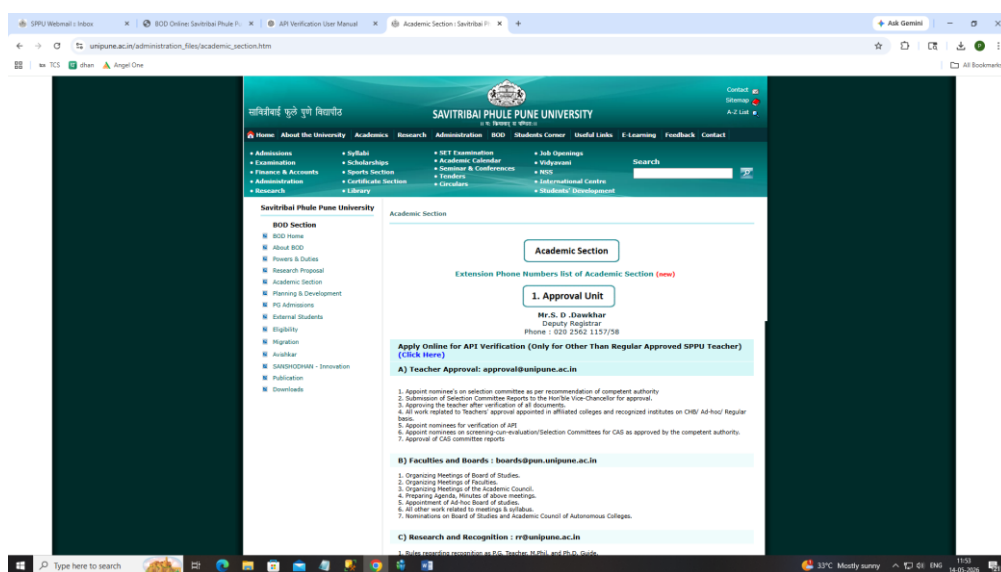


Figure 4.1 – Login Page

Note: If you have forgotten your password, click the 'Forgot Password' link on the login page to reset it via your registered email address.



Step 5: Apply for API Verification

After successfully logging in, follow the steps below to submit your API Verification application.

◆ Submitting Your Application

Step 1: On the Teacher Details dashboard, click on the Add New button to initiate a new application.

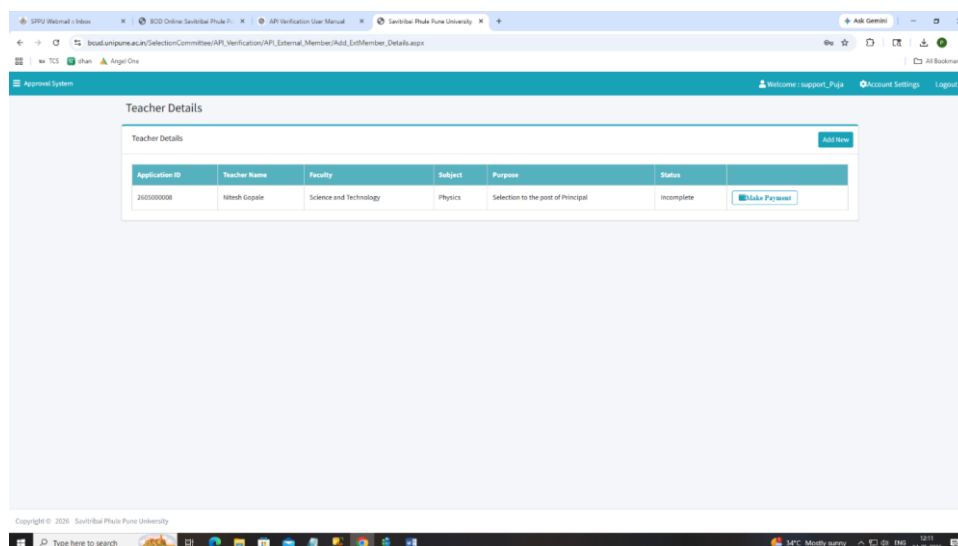


Figure 5.1 – Teacher Details Dashboard with 'Add New' button

Step 2: In the 'Add Teacher Details' form, fill in all required fields:

- Faculty / Board Name – Select the appropriate faculty from the dropdown list.
- Subject – Select your subject from the dropdown list.
- Designation – Select your current designation.
- Category – Select the applicable category.
- Purpose of API Verification – Select the purpose (e.g., Selection to the post of Principal, Career Advancement Scheme, etc.).
- Employment Status – Select either Working or Retired.

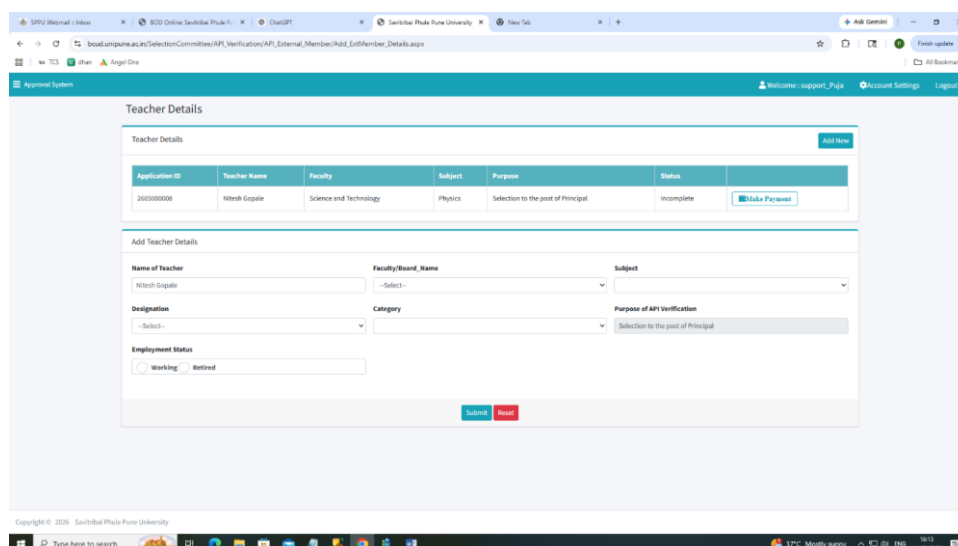




Figure 5.2 – Add Teacher Details Form

Step 3: After filling in all the required fields, click the Submit button to save and submit your application.

Note: All fields marked with an asterisk (*) are mandatory. Ensure all details are accurate before submitting, as they will be used in your API Request Letter.



Step 6: Make Payment

After submitting your application, you will be redirected to the Online Payment System to complete the fee payment.

◆ Payment Procedure

Step 1: Review your payment details on the Online Payment System screen (Application No., Challan No., Amount, and personal details).

Step 2: Select your preferred Payment Gateway from the available options:

- Bank of Maharashtra (via Easebuzz)
- Axis Bank
- PhonePe

Step 3: Click on the selected payment gateway to proceed.

Step 4: On the payment page, choose your payment method — Credit Card, Debit Card, UPI, Net Banking, or EMI.

Step 5: Enter the required payment details and click Pay to complete the transaction.

The screenshot displays the 'Online Payment System' interface. At the top, the header includes the university logo, name, and contact information. The main content area is divided into sections:

- Payment Details:** Displays application and payment information.

*Application No.:	*Challan No.:	*Amount:
2605000008	26470039042	₹ 1000.0000

*Full Name:	*Email:	*Mobile No.:
Nitesh Gopale	gopalnitesh25@gmail.com	8805828393
- Select Payment Gateway:** Offers logos for 'Bank of Maharashtra' (via Easebuzz), 'AXIS BANK', and 'Razorpay'.
- Note:** NIL charges applicable for all the Payment modes for Bank of Maharashtra Payment Gateway.
- Proceed to Payment:** A button to move forward.
- Previous transactions against this challan number:** A table listing past transactions.

SR.NO.	Payment ID	Name	Amount	Transaction ID	Application ID	Challan No.	Transaction Status	Remark
1	E2605090YELU2	Nitesh Gopale	1000.0	5129429032026170706	2605000008	26470039042	bounced	Transaction abandoned by customer on checkout page
2	E2605140YODER7	Nitesh Gopale	1000.0	66604214052026113008	2605000008	26470039042	bounced	Transaction abandoned by customer on checkout page
3	E2605060YBC8RC	Nitesh Gopale	1000.0	5447426032026130435	2605000008	26470039042	userCancelled	NA

Figure 6.1 – Online Payment System – Select Payment Gateway

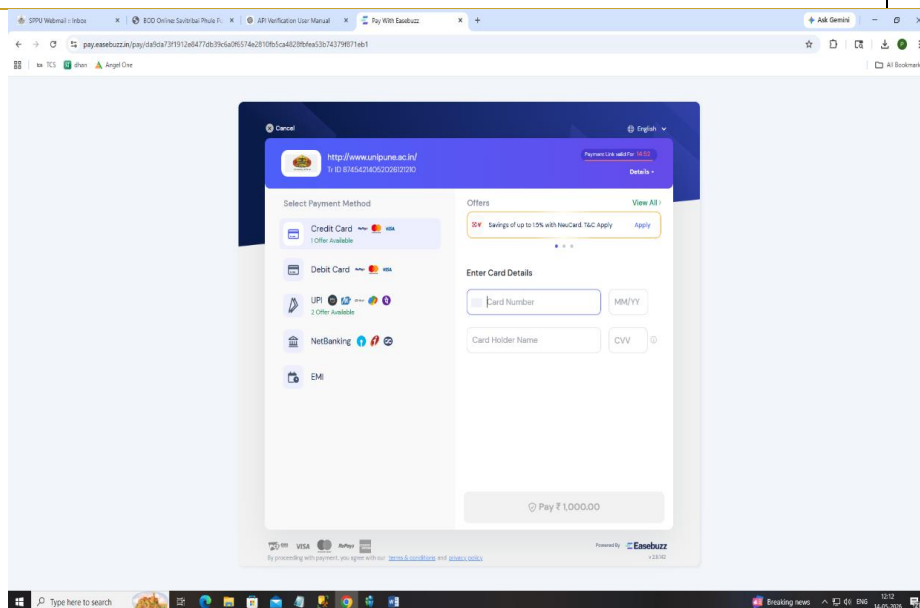


Figure 6.2 – Payment Method Selection Page

Note: Note: NIL charges are applicable for all payment modes for Bank of Maharashtra Payment Gateway. Keep the transaction ID safe for future reference.



Step 7: Print & Upload

After the payment is successfully processed, you must print the API Request Letter, sign it, and upload the scanned copy to complete the application.

◆ Print & Upload Procedure

Step 1: Log in again to the API Verification portal using your registered credentials.

Step 2: On the Teacher Details dashboard, your application will now show the status as 'Payment Received & Request Letter Upload Pending'.

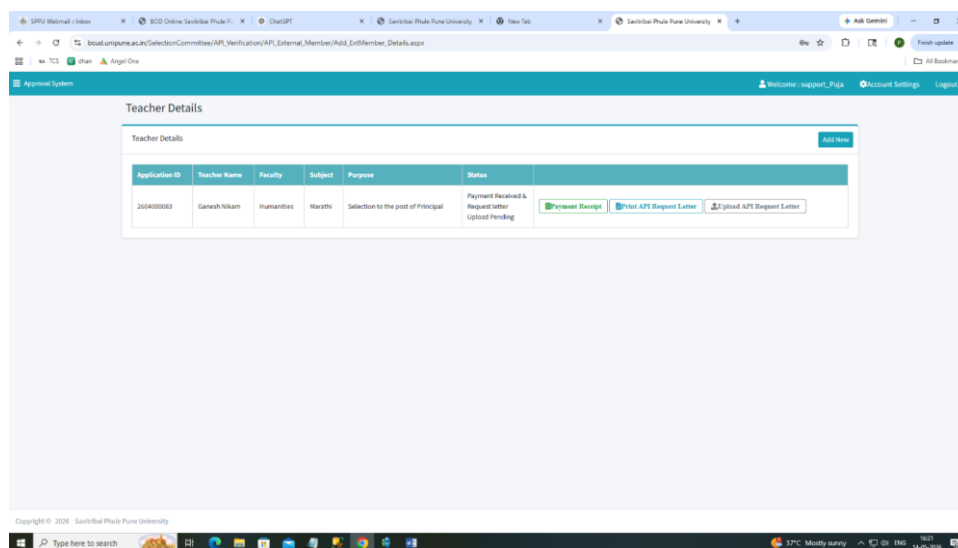


Figure 7.1 – Teacher Details Dashboard after successful payment

Step 3: Click on the Print API Request Letter button to download and print your API Request Letter.

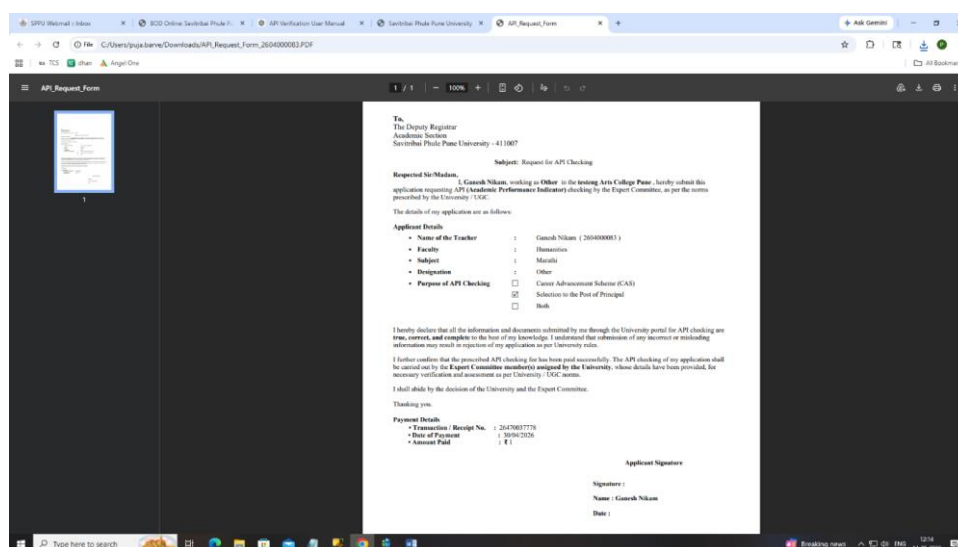


Figure 7.2 – Sample API Request Letter

Step 4: Sign the printed letter and scan it as a PDF file (maximum file size: 1 MB).



Step 5: Click on Upload API Request Letter. In the dialog box, click Choose File, select the scanned PDF, and then click Upload Letter.

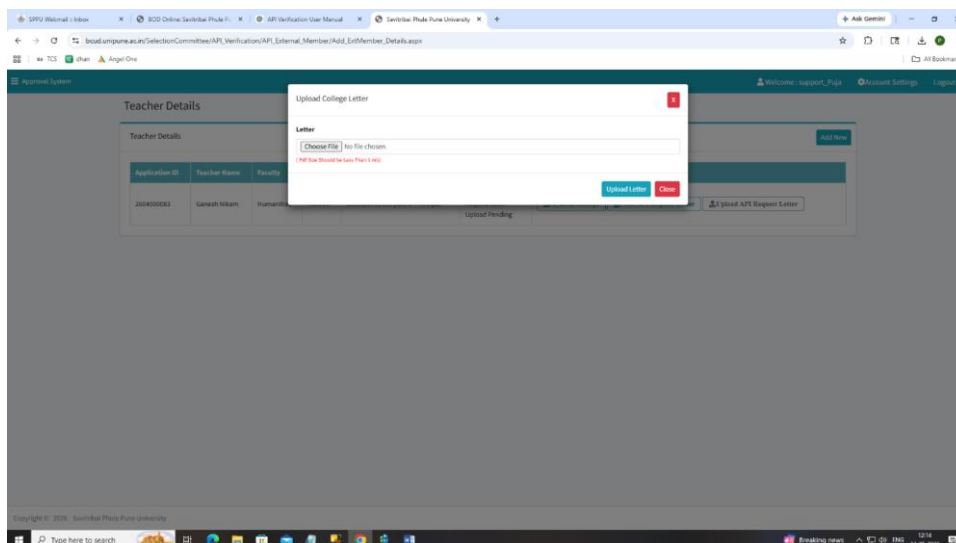


Figure 7.3 – Upload College Letter Dialog Box

Step 6: Upon successful upload, your application will be submitted to the Academic Section for further processing.

Note: The uploaded file must be in PDF format and must not exceed 5 MB in size. Uploading an invalid file format may result in rejection of your application.



Thank You!

For any queries or technical assistance, please contact:

Academic Section, Savitribai Phule Pune University

Email: teachersupport@pun.unipune.ac.in

Website: <https://www.unipune.ac.in>