



SHRI VILE PARLE KELAVANI MANDAL's
USHA PRAVIN GANDHI COLLEGE OF MANAGEMENT
Bhakti Vedanta Swami Marg, North-South Road No. 1
Juhu Scheme, Vile Parle (West), Mumbai 400 056.
NAAC Accredited "A" Grade
Email : info@upgcm.ac.in Website: www.upgcm.ac.in



Dt: 31st May, 2017

ADMISSION NOTICE (2017 - 2018) - II
FIRST YEAR B.M.S. / B.M.M. / B.Sc.(I.T.) & B.A (FTNMP)
SCHEDULE OF ADMISSION PROCESS

(As per Circular No. Aff. / Recog.I / Admission (2017-18) / 4 of 2017 dated 29th May, 2017)

1. **SUBMISSION OF PRE-ADMISSION ONLINE ENROLMENT FORM.**
University of Mumbai on-line application link will be available on 01st June, 2017 on mum.digitaluniversity.ac
2. **SUBMISSION OF UPG COLLEGE ONLINE FORM.**
 - A. Click on the UPG College Website. www.upgcm.ac.in. Please create a new Login Id for UPG College for First year admission process. Through this login id, you can apply for multiple courses & categories within UPG College.
 - B. Application will be considered for merit list only after submission of On-line payment of Rs. 101.50/- OR Cash payment of Rs. 100/- at UPG College Office. Applicants who are paying cash are required to bring the print out of college admission form (Part - I) within prescribed date & time. Those applicants who are making on-line payment are not required to submit any documents related to admission to college. All applicants are required to submit necessary documents only if their name appears in the merit list as per schedule mentioned in admission Notice I.
3. **Verification OF Application FORM**
 - A. Applicants whose name appeared in the merit list are required to fill up admission form Part - II, by using the same Login Id created for UPG College before coming for Document verification as per schedule of admission Notice I.
 - B. Applicants have to come with hard copy of completed online application form along with the **relevant necessary documents** for verification process. Only verified applicants will be eligible to pay the fees via Demand Draft or bankers cheque as per schedule mentioned in admission Notice I.. Please note fees will not be accepted for ineligible applications.
4. **Name on Merit List does not ensure admission. Any discrepancy found in the required documents and/ or information supplied by the candidate automatically cancels the name from the merit list. Further, the candidate will not be considered for admission in subsequent lists.**
5. **Foreign National / NRI / PIO** applicants should apply under NRI category only, they are not eligible to apply under any other admission category.
6. **Diploma / IB applications applying for ;**
 - A. **BMS** course -the applicant should apply under Diploma / IB category in open category only.

- B. For **BMM, B.A (FTNMP) & B.Sc.(I.T.)** courses - the applicant should apply subject wise in Arts, Commerce & Science streams in Open category And / Or Gujarati / Physically Handicapped/ Sports categories whichever eligible.

7. **List of documents required to be submitted at the time of admission :**

- A. **Mumbai University Pre-enrolment form for UPG College - Submission copy for the respective course.**

- B. **Duly filled hard copy of Part - I (Pre-application) on-line form.**

- C. **Duly filled hard copy of Part - II (Post-application) on-line form** which is available on the college website - click on check status and then click on the Post-application form. (only if your name appears in the merit list)

- D. **Other required documents for all categories:**

I) Maharashtra Board Students

- i. Original and two self-attested copies of HSC.
- ii. Original and two self-attested copies of HSC College Leaving Certificate.

II) Other than Maharashtra Board Students

- i. For applicants other than Maharashtra Board and Foreign board (except CBSE), **verification stamp** on marksheet / Letter from their respective board is **mandatory**. Original and two self-attested copies of the Verified Letter / Stamped Marksheet.
- ii. Migration, Passing Certificate, Transfer Certificate and Provisional Eligibility Certificate (for those other than Maharashtra HSC Board).

III) Common documents for all students

- iii. One self-attested copy of SSC / Equivalent Marksheet.
- iv. Gap Certificate (if applicable).
- v. Two recent photographs.
- vi. One self-attested copy of Aadhar Card
- vii. Proof of residence - Photocopy of ration card / telephone bill / electricity bill.
- viii. Caste Certificate mandatory of S.C./S.T./D.T./N.T./O.B.C. candidate (wherever applicable).

E. If applied in Minority Category - Linguistic Gujarati Minority.

1. In addition to A, B, C & D mentioned above.
2. Gujarati Minority Proof (**ANY ONE** of following document)
 - i. Vasti Pathrak with the name of the applicant and family members.
 - ii. SSC Marksheet of the applicant showing Gujarati as language opted.
 - iii. Certificate of caste on the letter head having registration no. of the society.
 - iv. If mother is Gujarati her marriage certificate is the additional proof required.
 - v. Affidavit stating that candidate belongs to Gujarati Speaking Community.

F. If applied for – Other Reservation Category:

1. In addition to A, B, C & D mentioned above.
2. Physically Handicap (Certificate from Government Hospital).
3. i) Ward of Central / State Govt. Employee's (transfer cases) / ii) Ward of Servicemen & Ex-Servicemen Employees / iii) Ward of Freedom Fighter / iv) Widow / Divorce female student. (Relevant documents required).
4. Sports & Cultural Category – Certificate of Participation in State / National / International level only are applicable.

G. For Diploma / IB or Cambridge Board Applicants

IB Diploma students has to secure a minimum of 24 credits and has passed a minimum of 3 subjects at the Higher Level (HL) and 3 subjects at Standard Level (SL) to be eligible for admission .

Cambridge Board students' eligibility for admission is as follows:

Arts and Commerce: 2/3 Advance Level Subjects (A Level)

Science Courses : 2/3 Advance Level Subjects (A Level) From Science Group

In addition to above it is necessary to have minimum 5 Subjects including English in GCE/IGCSE/GCSE/Ordinary (O Level) examination.

- a. In addition to A, B, C & D mentioned above.
- b. **Prima facie eligibility** issued by University of Mumbai for the course.

H. If applied in FOREIGN / NRI / PIO Category: (Attested copies only)

1. In addition to A, B, C & D mentioned above.
2. Valid passport and visa or document of PIO (Person of Indian Origin).
3. A FRRO clearance certificate from the Special Branch II CID, Mumbai (for foreign students only).
4. A permanent address or residential proof in the foreign country.
5. A letter from the Consulate (for NRI students).

i. Admission will be confirmed if the applicant fulfills all the eligibility criteria requirements as prescribed by Mumbai University. The student will be informed about the requirement by the college office, as and when received from Mumbai University. The student is required to submit all relevant information / documents as prescribed by College or Mumbai University within the stipulated time period. Failing which admission can be considered null & void.

J. Admission to the First Year Courses is strictly based on the merit of the marks of the applicants. Once the name of the applicant appears in the merit list, the applicant will have to confirm the admission by paying the stipulated fees within the time frame prescribed, failing which the applicant will lose his/her chance of admission. No student from the earlier merit list will be admitted after the stipulated time period and/or display of the subsequent merit list.

K. Payment of Fees :

Demand Draft / Pay Order in the name of "Usha Pravin Gandhi College of Management" as per fees prescribed.