



SHRI VILE PARLE KELAVANI MANDAL'S
 USHA PRAVIN GANDHI COLLEGE OF ARTS, SCIENCE & COMMERCE
 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



4th August, 2020

ADMISSION NOTICE – I (2020 - 2021)
FIRST YEAR B.M.S. / B.A. (M.M.C.)/ B.Sc. (I.T.) & B.A (FTNMP)
SCHEDULE OF ADMISSION PROCESS

(As per Circular No. Enrol./Elg./Admission (2020-21)/1822 / of 2020 dated 4th August, 2020)

Friday, 24/07/2020 To *Wednesday, 05/08/2020	* Up to 1.00 p.m.	SUBMISSION OF PRE-ADMISSION ONLINE ENROLMENT FORM. On University of Mumbai website (<u>Mandatory</u>) On-line application form is available on mum.digitaluniversity.ac
Friday, 24/07/2020 To *Wednesday, 05/08/2020	* Up to 3.00 p.m.	SUBMISSION OF COLLEGE ON-LINE ADMISSION FORM (PART – I) ON THE UPG COLLEGE WEBSITE: www.upgcm.ac.in College form admission link : http://svkmpendbci.svkm.ac.in:50000/irj/portal
Thursday, 06/08/2020	11.00 a.m.	FIRST MERIT LIST
#Thursday, 06/08/2020, To * Tuesday, 11/08/2020	# From 1.00 p.m. * Up to 1.00 p.m.	<ul style="list-style-type: none"> ▪ ONLINE SUBMISSION OF COLLEGE ADMISSION FORM (PART – II) ▪ ONLINE UPLOADING & VERIFICATION OF DOCUMENTS AS PER NOTICE – II along with (U.O.M. Undertaking Form) Upto 10th August 4 pm. ▪ PAYMENT OF FEES AFTER VERIFICATION AND CONFIRMATION.
Tuesday, 11/08/2020	7.00 p.m.	SECOND MERIT LIST
Wednesday, 12/08/2020 To *Monday, 17/08/2020	* Up to 1.00 p.m.	<ul style="list-style-type: none"> ▪ ONLINE SUBMISSION OF COLLEGE ADMISSION FORM (PART – II) ▪ ONLINE UPLOADING & VERIFICATION OF DOCUMENTS AS PER NOTICE – II along with (U.O.M. Undertaking Form) Upto 16th August 4 pm. ▪ PAYMENT OF FEES AFTER VERIFICATION AND CONFIRMATION.
Monday, 17/08/2020	7.00 p.m.	THIRD MERIT LIST
Tuesday, 18/08/2020 To *Friday, 21/08/2020	* Up to 1.00 p.m.	<ul style="list-style-type: none"> ▪ ONLINE SUBMISSION OF COLLEGE ADMISSION FORM (PART – II) ▪ ONLINE UPLOADING & VERIFICATION OF DOCUMENTS AS PER NOTICE – II along with (U.O.M. Undertaking Form) Upto 20th August 4 pm. ▪ PAYMENT OF FEES AFTER VERIFICATION AND CONFIRMATION.
Monday, 24/08/2020	7.00 p.m.	FOURTH MERIT LIST
Tuesday, 25/08/2020 To *Thursday, 27/08/2020	* Up to 1.00 p.m.	<ul style="list-style-type: none"> ▪ ONLINE SUBMISSION OF COLLEGE ADMISSION FORM (PART – II) ▪ ONLINE UPLOADING & VERIFICATION OF DOCUMENTS AS PER NOTICE – II along with (U.O.M. Undertaking Form) Upto 26th August 4 pm. ▪ PAYMENT OF FEES AFTER VERIFICATION AND CONFIRMATION.
Thursday, 27/08/2020	7.00 p.m.	FIFTH MERIT LIST
Friday, 28/08/2020 To *Monday, 31/08/2020	* Up to 1.00 p.m.	<ul style="list-style-type: none"> ▪ ONLINE SUBMISSION OF COLLEGE ADMISSION FORM (PART – II) ▪ ONLINE UPLOADING & VERIFICATION OF DOCUMENTS AS PER NOTICE – II along with (U.O.M. Undertaking Form) Upto 30th August 4 pm. ▪ PAYMENT OF FEES AFTER VERIFICATION AND CONFIRMATION.
Monday, 31/08/2020	7.00 p.m.	SIXTH MERIT LIST
Tuesday, 01/09/2020 To * Thursday, 03/09/2020	* Up to 1.00 p.m.	<ul style="list-style-type: none"> ▪ ONLINE SUBMISSION OF COLLEGE ADMISSION FORM (PART – II) ▪ ONLINE UPLOADING & VERIFICATION OF DOCUMENTS AS PER NOTICE – II along with (U.O.M. Undertaking Form) Upto 2nd September 4 pm. ▪ PAYMENT OF FEES AFTER VERIFICATION AND CONFIRMATION.

Please note:

- For Technical support while filling up pre-enrolment form of University Of Mumbai (U.O.M.) website: - mum.digitaluniversity.ac (Helpline No. 8411860004)
 - Technical support for college website mail to FYUPGadmission@upgcm.ac.in
1. As per U.O.M. notification every candidate admitted to degree course in constituent / affiliated college / recognized institution, conducting the course, will have to register himself/herself with the University mandatorily through on-line procedure.
 2. No forms will be accepted after the prescribed date and time.
 3. Candidate whose name appear in the respective merit list, has to fill up the UPG College Admission form (Part – II) On-line and upload the necessary documents for verification as per the schedule mentioned above (For more details read Notice – II carefully).
 4. After On-line verification of documents Applicants will receive the Payment of Fees link. Then Applicants should pay fees through On-line mode only as per the schedule mentioned above.
 5. 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.

Dr. A. Kapoor
Principal.



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23rd July, 2020

ADMISSION NOTICE - II (2020 - 2021) ADMISSION PROCESS FIRST YEAR B.M.S. / B.A. (M.M.C.) / B.Sc. (I.T.) & B.A (FTNMP)

1. SUBMISSION OF PRE-ADMISSION ONLINE ENROLMENT FORM.

University of Mumbai on-line application link will be available from 18th July, 2020 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 SVKM Colleges under Mumbai University. Applicant will require only **ONE** single user ID to select or fill their preferences amongst SVKM Colleges Course wise and Category wise. Please note your User ID and Password as this is required during the entire admission process.

Every applicant while filling their form course wise (BMS, BA (MMC), BSc IT, BA (FTNMP)) and category wise (Open, Gujarati Minority, **PH*** and Other Reservation) has to carefully select or specify their preferences amongst SVKM Colleges. College-wise Merit List will be displayed as per the schedule mentioned in Admission Notice I on the college notice board as well as on the college website. Admission will be based on the merit list of individual colleges.

PH* (Physically Handicapped) as per circular no. Special cell/2/2008 dated 25th January 2008.

Please note no Changes will be entertained after submission of online forms and payment of Application fees.

Please ensure that the email ID provided by you is authentic and operational. The same will be used to communicate important Information / announcements. In-case of incorrect email ID provided, the college will not be responsible for any non-delivery of above information. Kindly note the name of student in the admission form, should appear same as mentioned in the XIIth Marksheet.

B. Application will be considered for merit list only after submission of **On-line payment of Rs. 100 + Rs. 18 G.S.T. + Applicable Online Bank Charges** within prescribed date & time. Those applicants who are making on-line payment are not required to submit any documents related to admission to college.

3. Verification of Application FORM

- A. Merit list will be displayed only on College website (www.upgcm.ac.in.) Only those applicants whose name appears in the merit list are required to submit necessary documents online for verification process and payment of fees after verification as per schedule mentioned in Admission Notice - I.
 - B. Applicants whose names appear in the merit list, will be required to login again onto the UPG College website or SAP Portal to fill up the Admission Form Part - II (Final Admission Form Phase II), by using the **same Login Id**, for uploading necessary documents. (Documents list mentioned below in the notice as per the criteria). **There is NO physical submission of form or documents in the college premises** due to Social Distancing norms as prescribed by the Govt. of India. All uploading and submission of forms and fees will happen online only via link sent to you once your name comes in the merit list.
 - C. Applicants have to submit Part - II form online and upload their **relevant necessary documents** for verification process in the SAP system. After the online verification process, **only verified applicants will receive the payment link on their registered E-mail ID**. These eligible applicants will have to pay the fees through different online modes within the schedule mentioned in admission Notice - I. Please note **Payment of Fees will only be done online**.
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. All admission are provisional till University confirms them.*
5. **Foreign National / NRI / PIO** applicants should apply **only** through **Single Window System** of University of Mumbai as per the circular available on University website (www.mu.ac.in). These students are not eligible to apply on college website.
6. **Diploma / IB applications applying for;**
- A. **BMS** course -the applicant should apply **under Diploma / IB category in open category only**.
 - B. For **B.A. (M.M.C.), 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. Jammu & Kashmir Students need to apply on UPG College website as well as they have to procure a letter from concerned Government authority during the admission process.
8. **List of scanned documents required to be submitted online at the time of admission:**
- A. **Mumbai University Course-wise Pre-enrolment form for UPG College - Submission copy for the respective course.**

B. Other required documents for all categories:

I) Maharashtra Board Students

- i. Scanned copy of HSC Marksheet.
- ii. Scanned copy of HSC College Leaving Certificate.

II) Other than Maharashtra Board Students

- i. For applicants other than Maharashtra Board and Foreign board (**except CBSE**), scanned copy of the Verified Letter / Stamped Marksheet.
- ii. **PLEASE NOTE: APPLICANTS HAVE TO ENTER THE TOTAL MARKS MENTIONED ON XIIth MARKSHEET. (ALL SUBJECTS).**
- iii. Scanned copy of Migration, Passing Certificate and Transfer Certificate.

III) International Board (IB) / Cambridge Board

- i. Foreign board students have to submit scanned copy of the Verified Letter / Stamped Marksheet from their Board.
- ii. Scanned copies of Migration, Passing Certificate, Transfer Certificate from their respective Board.
- iii. And scanned copy of Prima Facie Eligibility from University of Mumbai.

IV) Common documents required to be submitted online by all students

- i. Undertaking Form (format available in online system or on UPG College website):
 - a) University of Mumbai Undertaking form (Mandatory).
 - b) Documents missing Undertaking form (if applicable).
- ii. One self-attested copy of SSC / Equivalent Marksheet.
- iii. Gap Certificate (if applicable).
- iv. One self-attested copy of Aadhar Card
- v. Proof of residence - Photocopy of ration card / telephone bill / electricity bill.
- vi. Caste Certificate mandatory of S.C. /S.T. /D.T. /N.T. /O.B.C. candidate (wherever applicable).

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

1. In addition to A & B mentioned above.
2. Scanned copy of 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 /Parent showing Gujarati as a 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. (Supporting document)

D. If applied for - Other Reservation Category:

1. In addition to A & B mentioned above.
2. **Scanned copy of Physically Handicap Certificate** (from Government Hospital). As per circular no. Special cell/2/2008 dated 25th January 2008 (**Please note Learning Disability students cannot apply under this category**).

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 scanned documents required).
4. Sports & Cultural Category - Certificate (Scanned copy) of Participation in State / National / International level of **last two preceding years only are applicable**.

E. For Diploma / IB or Cambridge Board Applicants

i) **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.

ii) **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 mentioned above.

b. **Scanned copy of Prima facie eligibility certificate/letter** issued by University of Mumbai for the said course.

F. 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.

G. 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.

H. No student from the earlier merit list will be admitted after the stipulated time period and/or display of the subsequent merit list.

Fees for First Year Admission

Course	HSC from Maharashtra Board Only	HSC / Equivalent other than Maharashtra Board Only (Amount including Provisional Eligibility Fee + Document Verification Fee)
B.M.S.	17,581/-	18,301/-
B.A.(M.M.C.)	17,581/-	18,301/-
B.Sc.(I.T.)	24,387/-	25,107/-
B.A. (FTNMP)	61,981/-	62,701/-

Note: Fees revised as per University Circular No. CONCOL/FEE/292 of 2008 dt. 07/07/2008.
Foreign student fees as per University Circular No. Aff./Recog.I/232 of 2011

Applicants should pay fees through On-line mode only

The fees are subject to change and as per the notification received from the concerned authorities, balance amount of fee, if any, will be collected as and when applicable.

- 1. Required documents as per admission notice - II dated 23rd July, 2020.**
- 2. Fee to be paid through different online modes as per schedule mentioned in admission Notice - I.**
- 3. Breakage, if any, will be charged in the Second Term.**
- 4. Fees for S.C. /S.T. /O.B.C. /S.B.C. /N.T. will be as per Government rules.**

Dr. A. Kapoor
Principal

University of Mumbai

DECLARATION / UNDERTAKING FROM THE STUDENT

I, Mr. /Ms.....,

Mobile No: Email. Address: here by

declare that, information submitted in admission form is correct. I am confirming my admission

for course

at college

.....

for academic year 2020-21. My registration no of Mumbai University digital portal is

I agree that:

1. I will not confirm my admission to any other college.
2. I will submit my all original documents to the college whenever required to do so.
3. I am aware that if information in my admission form is found to be wrong and/or if it is known that I have submitted my original document to any other college, my admission will be treated as canceled.

Date:

Signature of Student

Place:

DECLARATION BY PARENT/ GUARDIAN

I, (Mother / Father / Guardian)

Hereby fully endorse the above declaration / undertaking given by my child/ward. I will further encourage my child/ward to do his/her best to observe the above stated undertaking in letter and spirit.

Date:

Signature of Mother / Father / Guardian

Place:

DOCUMENTS MISSING UNDERTAKING

Date: _____

To
The Principal,
Usha Pravin Gandhi College of Arts, Science and Commerce.
Swami Bhakti Vedanta Marg, Juhu Vile Parle,
Mumbai 400053

Subject: Request for change of details in the application form & Pending documents for the academic year 2020 - 2021.

Respected Madam,

I undersigned Mr. /Ms. _____

have applied for _____ for the academic year 2020-2021.

My UPG College application no is _____. I request you to do the following changes in my application form.

1. Update my MUMBAI UNIVERSITY APPLICATION number to _____
2. Changes in my / father's / mothers name to _____
3. Any other relevant changes

I also understand that I will submit my following original documents, in next 15 days' time from _____(date) , failing which my admission stands cancelled.

1. _____
2. _____
3. _____

As per Mumbai University requirements, I am also aware that as an **Other than Maharashtra Board** student, I have to submit Verification documents of my XII Marksheet and Passing Certificate from the respective Board.

I will abide and comply with any other document requirements as directed by the UPG college admission Authority, in compliance with university of Mumbai rules and regulations mentioned in the admission circulars or communicated via email or verbal mode, failing which my admission stands cancelled.

Thank you.

Students Sign: - _____

Parents/ Guardian's Name: _____

Parents/ Guardian's Sign: _____

ATTENDANCE UNDERTAKING

Date: _____

To,
The Principal,
Usha Pravin Gandhi College of Arts, Science and Commerce
Vile Parle (W), Mumbai - 400 056.

Subject: Undertaking for Attendance.

Respected Madam,

I, _____ am, Parent/Guardian of _____, the student of your college who is studying in Class _____ Div. _____ Roll No. ____ I am aware about Ordinance 6086 (relating to attendance) of University of Mumbai, to which your esteemed institute is affiliated. The Ordinance specifically states that the Student/Learner should mandatorily have (minimum 50% attendance for each subject) and overall average attendance of 75%. I am further given to understand that in case student fails to meet the required attendance as provided under the said ordinance, he/she will not be granted term of the said academic year and the student will not be permitted to appear for the Semester end examination.

I hereby assure you that my ward will attend all online & offline (in-classroom) lectures, practicals and tutorials regularly. In case my ward does not meet the requirement of attendance as per the above stated Ordinance of University of Mumbai, the College can take action and debar him/her from appearing in the Semester end examination to be held in Sept/Oct., 2019 for which I shall have no objection to the same.

We hereby agree to abide by the college timings as per time table allotted to us as well as the rules and regulations of the College.



Signature of Student

Signature of Father

Signature of Mother

Name of the Student : _____
Class : _____
Div : _____
Roll No. : _____
Mobile No. : _____
Email Id : _____

Name of Parent / Guardian : _____
Address : _____
Mobile No. : _____
Email Id : _____