

INDEX

Sr. No.	Titles	Page No.
1.	Railway Concession	1
2.	Various types of Certificates : Bonafide, Convocation, Attestation of College Document, Passing Certificate, Medium of Instruction	2
3.	Retention of Original documents, Recommendation Letter, NOC, Transcript	3
4.	Transfer and Migration Certificate	4
5.	Admission Procedure : University and College	4 to 7
6.	Separate Quota for International Students, Fees for International Student	7
7.	Admission to Post-Graduate Courses, Cancellation of Admission, Refund of Deposits	8
8.	Alumni Association, Education Verification, College Examination	9
9.	University Examination	10
10.	Duplicate copy of marksheets: College / University, Photocopy and Revaluation : College / University	11
11.	Freeship, Scholarship	11 - 16
12.	Group Insurance, Prospectus and Admission Forms, College Magazine	17

*******HELP EVER HURT NEVER*******

Railway Concession (at office counter) :

Counter Timings: 9:30 a.m. to 1:00 p.m. and 2:00 p.m. to 4:00 p.m.

Who can apply for Railway Concession?

- Students travelling by Train can avail this facility.
- The concession will be provided only from Residence to College.
- The age limit is upto 25 years of age.
- Class available – First and Second. Period – Monthly and Quarterly.

All Girls are permitted to travel with free pass on monthly basis for second class only.

Procedure for getting Railway Concession:

Documents Required: -

- Application in prescribed format which is available outside the counter at “Security Desk” as well as on the college website.
- Valid College Id-card.
- **Long journey Concession:** - Available for going to native place only either by Train or by Air during Vacation period (summer, Diwali and winter vacation).
- Validity of Railway Concession: Upto 3 days including the date of issue.

In case of missing / lost of concession certificate / season ticket before expiry has to follow the following procedures :

- An written application with original copy of FIR from the police station.

The Railway concession will be issued within half an hour after submission of application.

BONAFIDE, CONVOCATION CERTIFICATES, ATTESTATION OF DOCUMENTS

Under Graduate and Post Graduate students:

Bonafide Certificates :

- Application in the prescribed format available on the college website.
- College ID.
- Verification by the clerk.
- Obtain signature from the Registrar.
- Pay Fee of Rs. 20/- for regular UG students, Rs. 100/- for NRI UG students and Rs. 150/- for PG students.
- Issue of certificate : Next working day.

Convocation Certificate :

- Required Documents Final Semester Mark sheet and Hall Ticket or College ID or Any ID Proof.

Attestation of College documents (Only from Original documents) :

- Mark -sheet, Transfer Certificate, Passing Certificate issued by college only.
- **ATTESTATION OF DOCUMENTS: (Office counter)**

Sr. No.	Particulars	Preparation Time
1.	Transcript	Within 1 or 2 working day/s
2.	Mark-sheet	Within 1 or 2 working day/s
3.	Syllabus	Within 1 or 2 working day/s

Passing Certificate/Attempt Certificate (First/Second):

Student can apply in writing for above certificate to the college after passing from University of Mumbai from this College. He/ She needs to submit Identity Card and a copy of Mark-sheet/s on the office counter with fees of Rs. 20/-.

- Issue of certificate : Next working day between 9:30 a.m. to 1:00 p.m.

Medium of Instruction

Regular students can apply for above certificate at the college counter along with the Identity Card, and pass out / ex-students can apply in writing along with the copy of college marksheet with fees of Rs. 20/-.

- Issue of certificate : Next working day between 9:30 a.m. to 1:00 p.m.

Retention of Original documents by the College for Enrolment/Eligibility purpose

The original Mark-sheet and Transfer/Leaving Certificate are to be sent to the University of Mumbai for confirmation of Eligibility of students passed other than Maharashtra State Board / Mumbai University. In such cases where the student cancel their admission/change the college during the admission period or immediately after taking the admission, the original certificate will be issued immediately. The student cancels the admission after appearing Semester I examination from the college the original documents will be issued to the student once the eligibility is confirmed by the University of Mumbai.

Recommendation Letter :

Written application is required from students who are going abroad for further studies.

- a. Format should be approved by the concerned teacher.
- b. Fees : Rs. 10/- per letter-head + college envelope
- c. Issue of letter : between 9:30 a.m. to 1:00 p.m.

NO OBJECTION CERTIFICATE -

Documents required:

- Application in the prescribed format
- Attested Xerox copies of Mark-sheet/s (semester/class - which he/she studied in our College)
- Verification by the clerk
- Obtain signature from the Registrar.
- Pay Fee of Rs. 20/- for regular UG students, Rs. 100/- for NRI UG students and Rs. 150/- for PG students.
- Issue of certificate : Next working day between 9:30 a.m. to 1:00 p.m.

Preparation Time within one hour

TRANSCRIPTS :

Documents Required:

- Duly filled application form, xerox copies of all Semester marksheet.
- Fees : Rs. 1,000/- for first 5 copies and Rs. 50/- for per additional copy.
- Transcript will be ready within 8 working days.

TRANSFER CERTIFICATE :

Documents Required:

(For obtaining Transfer from UPG College to another college)

Duly filled application form for Transfer Certificate available on the college website.

Submit duly filled-in Transfer form from the college where the student has secured admission.

- Attested copies of all Semester marksheets
- Fee - Pay Rs.100/-
- It will sent directly to the new college within 10 days if the certificate is offline /or student can collect in person after 3 working days.
- For online certificate it will be as per the University portal.

MIGRATION CERTIFICATE:

Documents Required:

- Duly filled in Migration Form (Available in Migration Section, University of Mumbai, Kalina, Santacruz (E), Mumbai - 400 098) Also available on the University of Mumbai website - www.mu.ac.in.
- Xerox copies : HSC marksheet and all Semester mark-sheets.
- Original + 1 xerox copy of Transfer Certificate.
- Fees Amount: a) Demand draft of Rs.220/- in favour of '**Finance and Accounts Officer, University of Mumbai**'.

Verification & Preparation by office: 3 Days to University of Mumbai. Student required to collect acknowledgement copy of covering letter submitted to the University of Mumbai and contact Migration Department, University of Mumbai, Kalina Campus within 15 working days between 11:00 a.m. to 2:30 p.m.

ADMISSION :

A. The admission procedure is basically divided into two components As stated below:

- (i) Pre-Admission Online Registration on the University Website And**
- (ii) Online Admission Application Form at the College Website.**

Pre Admission Online Registration at University Website

As per University of Mumbai the student who is going to take admission under University of Mumbai for any programme affiliated to University of Mumbai it is mandatory to enroll themselves on the University website. Details circular regarding how to apply for pre-admission Online Registration on University of Mumbai portal <http://mum.digitaluniversity.ac>

ONLINE ADMISSION PROCESS AT SVKM's UPG College.

1. The ONLINE ADMISSION PROCESS the College is in addition to the Pre-admission Registration Process of University of Mumbai.
2. Applicants can fill the on-line pre-admission form 'Part-I' from his/her residence or cyber café or any other location where computer, internet and printer facilities are available. The facility is also available in the college Computer Laboratory as per the time prescribed in the notice.
3. Applicants are required to fill separate form for each category under which he/she wishes to apply i.e. if a candidate belonging to Gujarati Speaking Linguistic Minority wishes to apply under Gujarati as well as Open Category, he/she will have to submit two separate application forms one for Gujarati Speaking Linguistic Minority Category and other for Open Category.
4. Applicants are requested to keep the following ready before they start filling the forms
 - a. Photocopy of the mark-sheet of the SSC / X class and HSC / XII class of its equivalent examinations
 - b. Scanned copy of passport size photograph and signature.
 - c. Adobe Reader installed on your machine. If not please download from the link provided.
 - d. Internet Connection.
 - e. Your browser may ask you to allow blocked Pop-Ups or to run active contents. Please choose Allowed Blocked Contents / Popup.

Candidate has to submit the form as per the procedure given below :

1. Through a single login id, student can apply for multiple courses & categories.
2. Application will be considered for merit list only after submission of On-line payment of Rs. 101.50/- / OR payment in terms of cash Rs. 100/-. Applicant who are paying cash are required to bring the hard copy of college admission form Part - I at the college office within prescribed date & time. The candidate who are doing on-line payment do not required to submit any documents related to admission. They are required to submit necessary documents if their name appears in the merit list.
3. Applicants whose name appeared in the merit list are required to fill up admission form Part - II, by using same Login Id for the particular course and category before payment of fees. They have to come along with hard copy of complete application form along with the necessary documents and Demand Draft of prescribed fees. Please note that without complete application form, fees will not be accepted.
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 BMS course under open category should apply under Diploma / IB category. For BMM course subject wise Arts, Commerce & Science in Open category. If eligible they can also apply for Gujarati / Physically Handicapped/ Sports category.
7. **List of documents required to be submitted at the time of admission :**
 - A. Pre enrolment form for UPG College - submission copy.
 - 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 click on the Post-application form.
 - D. Other required documents for all categories :**
 - i. Original and two attested copies of HSC or Equivalent Marksheet.
 - ii. Original and two attested copies of HSC College Leaving Certificate.
 - iii. One attested copy of SSC Marksheet.
 - iv. Migration, Passing Certificate, Transfer Certificate and Provisional Eligibility Certificate (for those other than Maharashtra HSC Board).
 - v. Gap Certificate (if applicable).
 - vi. 2 recent photographs.
 - 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 Patrah with the name of the applicant and family members.
 - ii. SSC Marksheet of the applicant showing Gujarati as language opted.
 - iii. SSC Marksheet of Parent with Higher Level Gujarati.
 - iv. Certificate of caste on the letter head having registration no. of the society.
 - v. If mother is Gujarati her marriage certificate is the additional proof required.
 - vi. Affidavit stating that candidate belongs to Gujarati Speaking Community.

- F. If applied for – Other Reservation Category :**
- a. In addition to A, B, C & D mentioned above.
 - b. Physically Handicap (Certificate from Government Hospital).
 - c. 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).
 - d. Sports & Cultural Category - Certificate of Participation in State / National / International level.
- G. For Diploma / IB Applicants :**
- 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. Payment of Fees :**
- Demand Draft / Pay Order in the name of **“Usha Pravin Gandhi College of Management”** as per fees prescribed in the college website.

There is a 15% additional quota for NRI / Foreign National / PIO category and 2 seats for each course for J & K.

SEPARATE QUOTA FOR INTERNATIONAL STUDENTS:

There is separate quota for International Students. All recognized colleges / institutes affiliated to University of Mumbai can admit 15% International Students in addition to the sanctioned intake of students (as per University of Mumbai circular No. Aff. /Recog. I/ 232 of 2011 dated 30th July, 2011).

FEE PAYABLE BY INTERNATIONAL STUDENTS:

The fees payable by the International Student will be five times the total prescribed fees payable for the course/program by the regular student and fees has to be paid in Indian Rupees only (as per University of Mumbai circular No. Aff. /Recog. I/ 232 of 2011 dated 30th July, 2011).

Admission to Post-Graduate Courses:

After declaration of Graduate results of University of Mumbai student has to apply Post-Graduate course as per their eligibility.

Courses Available	Qualification required	Seats Available
M.Sc.(Information Technology) (CBSGS)	B.Sc. degree with 45% by University of Mumbai or any recognized University in I.T. / Computer Science / Mathematics / Physics / Statistics / Electronics / B.E.	40
M.A. (Entertainment Media & Advertising) (CBSGS)	Bachelor degree in any discipline / faculty from University of Mumbai or any recognized University within India or outside India.	60
M.Com (Business Management) (CBSGS)	B.Com / B.Com (Banking & Insurance) / B.Com (Accounting & Finance) / B.Com (Financial Markets) / B.M.S. / B.M.M. (Advertising) from the University of Mumbai or any other recognized University by UGC as equivalent.	60

There is an on-line procedure at the college website as per mentioned for UG courses.

The students who has completed their graduation other the University of Mumbai has to enroll themselves on University of Mumbai portal <http://mum.digitaluniversity.ac>. All students are required to submit Registration Form which are available at the college counter (offline) along with the Graduation Marksheet.

Cancellation of Admission:

Documents Required :

1. Application of cancellation available on College Office / website.
2. Original Fee Receipt, Library Card and / or Identity Card.
3. Obtain signature from Chairperson Admission Committee and College Registrar.
4. Submit the form to the concerned clerk.
5. Collect the original documents immediately along with the acknowledgement of application.
6. Collect the cheque within a month from the Account clerk against acknowledgement receipt.

REFUND OF CAUTION MONEY, LABORATORY DEPOSIT AND LIBRARY DEPOSIT: DEGREE & POST - GRAUDATE COURSES

- Application for refund: Students who have completed their degree programme / cancel their admission during the programme can apply within 3 years after the date of completion / cancellation.

Documents required:

- Prescribed form is available in the college website as well in the office counter duly signed by Librarian stating NO DUES.
- Original Entry Point Fee Receipt, copy of Semester VI marksheet and 3rd year I-card and Library card.
- Payment will be made by within 15 working days after submission of form.

Alumni Association Registration Form

Students who pass out from our college can enroll themselves as alumni's and also apply for Life Membership. Registration Forms are available in the College Office / website.

EDUCATION VERIFICATION:

Documents required:

- A covering letter from the company / organization.
- Xerox copy of the Mark-sheet of the student.
- Fee Amount:

Sr. No.	Types of documents	Charges
1.	Documents issued within last 3 years.	Rs. 500/- per document for one copy.
2.	Documents issued prior to 3 years but up to 8 years.	Rs. 700/- per document for one copy.
3.	Documents issued prior to 8 years but up to 15 years.	Rs. 850/- per document for one copy.
4.	Documents issued prior to 15 years.	Rs. 1,000/- per document for one copy.
5.	Additional Copies	Rs. 200/- per document per additional copy.
(Period required for verification 1 month)		
1.	Urgently Charges	50% of the Normal Fee in addition to normal fee
(Period required for urgent copies 8 working days as per priority)		

Fees will be accepted through cash / demand draft in favour of "Usha Pravin Gandhi College of Management".

EXAMINATION

College Examination for UG Courses

Semester (I, II, III & IV) Regular and ATKT Examination

- Repeater students and students appearing for additional examination are required to fill up the exam form for September & October – Examinations and / March- April examination tentatively in the month of August or in the month of February respectively.
- Result Declaration: within 45 days after last date of completion of exam.
- Photo copy and Revaluation formats are available on office counter and also on the college website.
- University regular and repeat examination form of Sem.- V & VI need to fill on-line Exam Form or offline exam form as per university circular.
- The students wish to apply for class improvement examination can approach examination cell / college Registrar during the said period.
- College exam fees for ATKT, Additional & class improvement as per follows

Class	Regular Fees	With late fees
B.M.M.	Exam Fee Rs. 625 State. of Marks Rs. 25 Cost of Form Rs. 10	Exam Fee Rs. 625 State. of Marks Rs. 25 Cost of Form Rs. 10 Late fees Rs. 100
	TOTAL Rs. 660	TOTAL Rs. 760
B.Sc.(I.T.)	Exam Fee Rs. 625 State. of Marks Rs. 25 Cost of Form Rs. 10	Exam Fee Rs. 625 State. of Marks Rs. 25 Cost of Form Rs. 10 Late fees Rs. 100
	TOTAL Rs. 660	TOTAL Rs. 760
B.M.S.	Exam Fee Rs. 600 State. of Marks Rs. 25 Cost of Form Rs. 10	Exam Fee Rs. 600 State. of Marks Rs. 25 Cost of Form Rs. 10 Late fees Rs. 100
	TOTAL Rs. 635	TOTAL Rs. 735
B. A.	Exam Fee Rs. 625 State. of Marks Rs. 25 Cost of Form Rs. 10	Exam Fee Rs. 620 State. of Marks Rs. 25 Cost of Form Rs. 10 Late fees Rs. 100
	TOTAL Rs. 660	TOTAL Rs. 760

University Examinations

Under Graduate Semester V & VI } (Regular &
Post Graduate Semester I, II, III & IV } ATKT)

- Online Exam Forms to be filled in Month - August & December as per the University circular.
- Repeaters students / class improvement are required to pay the fees as per the University circular at the college counter.
- University exam fees for Regular & ATKT as per University circular.
- Hall Ticket Distribution for all examination as and when college received from the University of Mumbai.

RESULT OF THE UNIVERSITY OF MUMBAI EXAMINATION WILL BE DECLARED ON COLLEGE NOTICE BOARD AS AND WHEN COLLEGE RECEIVED GAZEET COPY OF RESULT FROM THE UNIVERSITY OF MUMBAI.

Marksheets / Passing Certificate will be distributed as an when college received the same from the University of Mumbai.

DUPLICATE COPY OF MARK-SHEET FOR SEMESTER I TO IV

Documents Required

- Application form available on the college website and also office counter.
- Fees : Rs.100/- per mark-sheet
- F I R (to be registered with the nearby Police station)
- Affidavit on Rs.100/- non-judicial stamp paper.

DUPLICATE COPIES ISSUED BY UNIVERSITY OF MUMBAI

Students have to apply directly to the Controller of Examination, University of Mumbai, Ambedkar Bhavan (Examination House), Kalina, Mumbai

PHOTOCOPY AND REVALUATION

College & University Examination:

Documents Required :

- Application in the prescribed format available on the counter.
- Question Paper and Xerox copy of mark-sheet.
- Photo Id card (Hall Ticket issued by University / College Id).
- **Fees :**
 - a. Revaluation Rs.510/- per subject.
 - b. Rs.110/- for Photocopy of Answer-book for each subject.
- **Scholarship/Freeship facility:**

Various facilities are available for getting the fee reimbursed. Refer to Scholarship and Freeships section/page (also available on our college web-site)

Free Studentship / Scholarship

Office counter

Students can avail following Free Studentship / Scholarship.

Student can avail **only ONE** Scholarship / Freeship.

- **Primary Teachers Free studentship/ Secondary Teachers Free studentship**

Eligibility:

- Parent must be a permanent Primary or Secondary School Teacher.

Documents required:

- Parent's Service Certificate
- Attested copies of Student's Last year's mark-sheet
 - Ration Card and
 - A copy of Current year's Fee Receipt.
 - The application form is required to be signed by the Ward Officer. (ward under which Parent's School)
 - Last date of Submission is 31 August.

◆ **Ex-Servicemen Free studentship:**

Documents required:

- Parent's Ex-Servicemen Certificate
- Attested copies of Student's Last year mark-sheet
- Ration Card
- Aadhar Card and
- Copy of Current year's Fee Receipt or Identity Card.
- Last date of Submission is 31 August.

◆ **Economically Backward Class**

◆ **Eligibility :(Income below Rs.1, 00,000/- p.a.)**

Documents required:

- Attested Copy of Parent's Income Certificate (previous-i.e, last year)
- Attested copies of Student's Last year mark-sheet/s
- Ration Card
- Copy of Current year's Fee Receipt.
- Last date of Submission is 31 August.

◆ **Scholarship / Freeship for Caste: O.B.C./S.C./V.J.N.T./D.T./S.B.C. & S.T.**

Eligibility:

- Income Limit : O.B.C./V.J.N.T./D.T./S.B.C. – Rs.1,00,000/-
- Income Limit : S.C. – Rs.2,00,000/-
- Income Limit : S.T. – Rs.2,50,000/-

Documents required:

- **Attested copies:** Caste Certificate; Non creamy layer (except for S.C. & S.T.)
- Parent's Income Certificate (previous year)/Form 16/Uttpannacha Dakhla from Tehsildar Office
- Ration Card
- Aadhar Card
- Mark-sheets from S.S.C. to previous year
- Current year's Fee Receipt or Identity Card &
- First page of Pass Book of Union Bank of India (only in case of Scholarship not Freeship).
- Online Application Forms : O.B.C./S.C./V.J.N.T./D.T./S.B.C. available on <https://mahaeschol.maharashtra.gov.in>
- Online Application Forms available for ST on: <https://etribal.maharashtra.gov.in>
- Submission as per date declared online by Social Welfare Office & Prkalpa Adhikari Office respectively.

◆ Freedom Fighters:

Eligibility : If the students Grandfather was a Freedom Fighter

Documents required:

- Grandfather's Freedom Fighter Certificate:
- Attested copy of Ration Card
- Aadhar Card
- Student's Last year mark-sheet &
- Current year's Fee Receipt or Identity Card.
- Last date of Submission is 31 August.

◆ Govt. Open Merit Scholarship for Degree College (Fresh & Renewal for S.Y. & T.Y. Degree College)**Eligibility:****Documents required:**

- **In case of Junior College:** attested copies of S.S.C. / I.C.S.E. mark-sheet; Ration card, current year's Fee receipt or Identity Card.

- **In case of Degree College:** attested copies of H.S.C. mark-sheet; Ration card, Aadhar Card; First page of Pass Book of Union Bank of India showing Student's Account No. & current year's Fee receipt or Identity Card.
- Students are selected on National Level Merit List. Selected Students have to fill Renewal Form for S.Y.J.C. Junior College & S.Y. / T.Y Degree College respectively.
- Submission from the date of Notice to 31st August.

◆ **Govt. Open Merit Scholarship for Minority Community (Fresh & Renewal)**

Application Form to be filled Online: (www.dhepune.gov.in/scholarship/ OR www.momascholarship.gov.in)

Documents required:

- Attested copies of Community Certificate or declaration of Minority Community on a page having Rs.1/- Revenue stamp duly signed by Parent
- Parent's Income Certificate (Form 16 or Uttpannacha Dakhla) or declaration of Income on a page having Rs.1/- Revenue stamp duly signed by Parent
- Previous year's Mark-sheet
- Aadhar Card
- Ration card
- First page Pass book of Student's Account in Union Bank of India or State Bank of India.
- Submission from the date of Notice to 31st August.

◆ **Handicapped Free studentship**

Documents required:

- Attested copy of Handicapped Certificate
- Last year's mark-sheet
- Ration card
- Aadhar Card
- First page of Pass Book of Union Bank of India- Student's Account &
- Current year's Fee receipt or Identity Card.
- Submission from the date of Notice to 31st August.

◆ **Kapole Baniya**

Documents required:

- Attested copies of Kapole Baniya Caste Certificate
- Last year's mark-sheet
- Ration card
- Current year's Fee receipt or Identity Card &
- Written approval from Kapole Baniya Trust.
- Submission from the date of Notice to 31st August.

◆ **Staff-ward Free studentship:**

Eligibility:

- Fee Concession given to ward of Staff Members of SVKM only.
- Student should be studying in SVKM Colleges only.
- Service Certificate of Staff Member
- Attested copies of Student's last year's mark-sheet
- Ration card &
- Current year's Fee receipt or Identity Card.

◆ **Endowment Prize:**

Eligibility:

B.M.S., B.M.M., B.Sc.(I.T.) & Post -Graduate –All students securing highest marks in different subjects under various categories are given Certificates & Prize Money sponsored by Trustees & Patrons of SVKM.

- Incomplete applications and applications received after the prescribed date will not be entertained.

◆ **POST- GRADUATE INDIRA GANDHI SCHOLARSHIP FOR SINGLE GIRL CHILD**

In order to achieve and promote girls education, UGC has introduced a Post Graduate

Indira Gandhi Scholarship for Single Girl Child with an aim to compensate direct costs of girl education to all levels especially for such girls who happen to be the only girl child in their family.

TARGET GROUP :

The girl students who are **admitted to various non-professional PG courses** in Universities / Colleges and happen to be the **only girl child** in the family without having any brother or the girl student who are **twin daughters/ fraternal daughter** may also apply for scholarship under the aforesaid scheme.

Eligibility

- Any single girl child of her parents. In a family if one son and one daughter is available then girl child will not be considered for scholarship under the scheme.
- The scheme is applicable to such a single girl child who has taken admission in regular, full-time 1st year Master's Degree course in any recognized university or a post graduate college.
- This scholarship is available to PG-I year student only. Admission to PG Course in Distance education mode is not covered under the scheme.
- **Age:** Girl students up to the age of 30 years at the time of admission in PG courses are eligible.

NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

- The number of slots for scholarships may be decided every year on the basis of eligible application correct in all respects, received through online mode against the advertisement to be published in National Dailies as well as on the UGC website. The selection would be made by the Expert committee as per the procedure of the commission. The result in respect of the list of selected

Candidates will be uploaded on the UGC website www.ugc.ac.in .

- The value of Scholarship is Rs.2,000/- p.m. for a period of two years only (10 months in the year) i.e. full duration of a PG course.
- No other additional grant will be payable in lieu of hostel charges and medical charges etc.

◆ DOCUMENTS TO BE SUBMITTED

- The candidate is required to submit an application only through **ONLINE MODE**.
- Proof of admission to I Year Master's degree course in a recognized Indian University covered under Section 2(f) and 12(B) of UGC Act.
- A certificate from the College/University where student have taken admission to first year PG Course in the current academic year.
- An affidavit on **Rs.100/- Stamp paper** from the student/parent duly attested by SDM /First Class Magistrate / Gazetted Officer (not below the rank of Tahsildar) copying the prescribed languages.

GROUP INSURANCE

All the students are covered under Group Insurance Policy on Annual basis as per University of Mumbai. A student who meets with an accident and is hospitalized he/or his family member needs to inform the college office - Accounts section/Registrar/Principal about the same within three days of hospitalization. After getting the discharge from the hospital, the student/family is required to submit the discharge certificate and original bills, reports etc. for getting the claim amount from the Insurance Company.

The students are expected to inform their family members about this facility.

Prospectus and Admission Forms:

- Prospectus is printed every year for the students in the beginning of the year.
- It provides all the details about the courses offered by the college. With various electives.
- It provides the academic calendar.
- The statutory warnings, code of conduct, Rules and regulations to be followed by the students are printed.
- It provides the information about the Management / Trust, College Staff members (Teaching & Non-Teaching) and facilities available for students.
- Fee structures, Refund Rules and Important University Ordinances related to attendance and standard of passing etc. are mentioned.
- It is also available on the College website www.upgcm.ac.in
- Admission forms are also printed on year to year basis and sold to the students at the time of admission.
- There are different forms for Junior and Degree College students.

College Magazine:

- The college magazine is printed every year and distributed amongst the students and staff in the beginning of the academic year for the previous academic year.
- The college magazine committee provides all the information printed in the magazine.
- All the events, students' achievements (academics, sports, cultural events) articles, poems, songs, cultural events, departmental events, programmes done for social cause etc. are printed with colorful photographs in different sections of the magazine.

*****SAVE WATER IT IS PRECIOUS*****