



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](mailto:info@upgcm.ac.in) Website: [www.upgcm.ac.in](http://www.upgcm.ac.in)



20<sup>th</sup> June, 2023

## ADMISSION NOTICE - II (2023 - 2024) COMMON ADMISSION PROCESS

**FIRST YEAR B.M.S. /B.A (MMC) former B.M.M./ B.A (FTNMP) & B.Sc.(I.T.)  
SCHEDULE OF ADMISSION PROCESS**  
(As per Circular No. Enrol./Elg./Admission /185/of 2023 dated 25/05/2023)

**1. SUBMISSION OF PRE-ADMISSION ONLINE ENROLMENT FORM.**

University of Mumbai on-line application link will be available from 27<sup>th</sup> May, 2023 on <https://mumoa.digitaluniversity.ac>

**2. SUBMISSION OF UPG COLLEGE ONLINE FORM.**

A. Click on the UPG College Website. [www.upgcm.ac.in](http://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 College.

Every applicant while filling their form course wise [BMS, BAMMC, BSC (IT), BA(FTNMP)] and category wise (Open, Gujarati Minority, PH\* and Other Reservation) has to carefully. Merit List will be displayed as per the schedule declared by University of Mumbai on college notice board as well as on the college website. The detailed schedule will be informed separately on the college notice board as well as on the college website. Admission will be based on the merit list.

PH\* (Physically Handicapped) As per circular No. Spl. Cell/ICC/2021-22/02 dated 30<sup>th</sup> August, 2021.

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 send 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 as in the XIIth Marksheet.

B. Application will be considered for merit list only after submission of **On-line payment of Rs. 100 + Applicable Bank Charges** within prescribed date & time. **All applicants are required to submit necessary documents only if their name appears in the merit list.**

Contd.. 2

### 3. Verification of Application FORM

Applicants have to come with hard copy of submitted online application form along with the **relevant necessary documents** for verification process. Only verified applicants will be eligible to pay the fees online as per the schedule.

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 **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 (MMC) former B.M.M., 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 documents required to be submitted at the time of admission:

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

B. **Duly filled hard copy of the College on-line admission form.**

#### C. **Other required documents for all categories:**

##### I) **Maharashtra Board Students**

- i. Original + two self-attested copies of HSC Marksheet.
- ii. Original + one 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**), Original and two self-attested copies of the Verified Letter / Stamped Marksheet.
- ii. Migration, Passing Certificate, Transfer Certificate & copy XII Admit card.

Contd... 3

**III) International Board (IB) / Cambridge Board**

- i. Foreign board students have to submit Original and two self-attested copies of the Verified Letter / Stamped Marksheet from their Board.
- ii. Migration, Passing Certificate, Transfer Certificate from their respective Board.
- iii. And **Prima Facie Eligibility from University of Mumbai.**

**IV) Common documents for all students**

- i. One self-attested copy of SSC / Equivalent Marksheet.
- ii. Gap Certificate (if applicable).
- iii. Two recent photographs.
- 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).

**D. If applied in Minority Category - Linguistic Gujarati Minority.**

1. In addition to A, B, C & D mentioned above.
2. Gujarati Minority Proof (ANY TWO 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.

**E. If applied for - Other Reservation Category:**

1. In addition to A, B, C & D mentioned above.
2. **Physically Handicap** (Certificate from Government Hospital). As per circular no. Special cell/2/2008 dated 25<sup>th</sup> January 2008.
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 of **last two preceding years only are applicable.**

Contd... 4

**F. 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, C & D mentioned above.

b. **Prima facie eligibility** issued by University of Mumbai for the course.

G. 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.

H. 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.

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

J. **Kindly refer online College prospectus for Fees Structure.**



Dr. A. Kapoor  
Principal