

# The D. G. Ruparel College of Arts, Science and Commerce

Mahim, Mumbai 400 016.

## Schedule of admissions to F.Y.B.A., F.Y.B.Com., F.Y.B.Sc., F.Y.B.Sc. (Computer Science), F.Y.B.Sc. (I.T.) and F.Y.B.M.S. classes for the academic year 2018-2019

Admissions to F.Y.B.A., F.Y.B.Com, F.Y.B.Sc., F.Y.B.Sc. (Computer Science), F.Y.B.Sc. (I.T.) and F.Y.B.M.S. classes will be made as per the guidelines issued by the University of Mumbai from time to time. Students are advised to refer the College Prospectus for Admission/Cancellation Rules and Regulations. All admissions will be made strictly on merit basis.

1. Students who have passed their H.S.C. Examination from this College (**in-house students**) will be first admitted to F.Y.B.A., F.Y.B.Com. and F.Y.B.Sc. classes only. They should follow the admission schedule given to them along with the HSC mark statement. Vacant seats (if any) will be filled up by admitting students from other Colleges strictly on merit basis and University of Mumbai guidelines.
2. **Students from other Colleges who wish to seek admission to F.Y.B.A. and F.Y.B.Com. classes should note that very few seats will be available after the admissions of in-house (Ruparel College) students.**
3. Admission Forms and Prospectus will be available on payment of Rs.100/- only on 31/05/2018 to 09/6/2018 from 11.00 a.m. to 01.30 p.m. and 02.30 p.m. to 04.00 p.m. at Students' Council Room in the foyer of Arts building.
4. Venue for submission of duly filled in Admission Forms and payment of Fees is as follows:
  - i) F.Y.B.A./F.Y.B.Com : Room No. 6 Arts (Ground Floor, Arts building)
  - iii) F.Y.B.M.S./F.Y.B.Sc. (I.T.) / F.Y.B.Sc. (Comp. Sc.) : Room No. 7 Arts (Ground Floor, Arts building)
  - ii) F.Y.B.Sc. : Room No. 13 Arts/14 Arts (First Floor, Arts building)
5. The admission schedule is as follows:

Sale of Admission Form	Thursday, 31 <sup>st</sup> May 2018 to Saturday 09 <sup>th</sup> June 2018 (on working Days from 10:30 am to 4:00 pm)
Pre Admission online enrolment forms (on University Website : <a href="http://mum.digitaluniversity.ac">mum.digitaluniversity.ac</a> )	Friday 1 <sup>st</sup> June 2018 to Monday 11 <sup>th</sup> June 2018
Submission of Admission forms along with printed copy of Pre-Enrolment Forms (mandatory)	Thursday 7 <sup>th</sup> June 2018 to Tuesday 12 <sup>th</sup> June 2018 (11:00 am to 4:00 pm on working days)
First Merit list	Tuesday 12 <sup>th</sup> June 2018 (6:00 pm)
Verification of Documents & Payment of fees	Wednesday 13 <sup>th</sup> June 2018 to Friday 15 <sup>th</sup> June 2018 (upto 4:00 pm) (working days only)
Second Merit list	Friday 15 <sup>th</sup> June 2018 (5:00 pm)
Verification of Documents & Payment of fees	Monday 18 <sup>th</sup> June 2018 to Wednesday 20 <sup>th</sup> June 2018 (upto 4:00 pm)
Third & Final Merit list	Wednesday 20 <sup>th</sup> June 2018 (upto 5:00 pm)
Verification of Documents & Payment of fees	21 <sup>st</sup> June 2018 to 25 <sup>th</sup> June 2018 (upto 4:00 pm)(working days only)

6. The timings for submission of Admission Forms and payment of fees will be from 10.30 a.m. to 04.00 p.m.
7. Students should submit duly filled in Admission Form along with the photocopies of the following documents:
  - I. Printed copy of Pre-admission Online enrolment form (available on University of Mumbai website)
  - II. H.S.C. Examination Marks Statement,
  - III. Leaving Certificate of the last Junior College attended,
  - IV. Caste Certificate from competent authority in case of students belonging to Reserve Category.
  - V. Certificate from competent authority if admission is claimed under any one of the following categories:
    - (a) Divorcee/Widow girl candidate.
    - (b) Wards of (i) Recently transferred employees of Central/State Government, (ii) In-Service/Retired Armed personnel.
    - (c) Wards and grandchildren of Freedom Fighters.
    - (d) Participation in Sports/Cultural Activities at National/State Level.
    - (e) Physically Challenged candidates.

8. Percentage of seats reserved under various categories is as follows:  
SC – 13%, ST – 7%, DT/VJ(A) – 3%, NT(B)/NT(1) – 2.5%, NT(C)/NT(2) – 3.5%, NT(D)/NT(3) – 2%, OBC – 19%, SBC – 2%, For categories mentioned in Para 7(IV) – 3%. (As per University of Mumbai Guidelines)
9. Submission of Admission Forms does not entitle a candidate to admission.
10. Admission forms, either incomplete or without Photocopies of Documents mentioned above shall be rejected.
11. List of students selected for admission will be displayed on the Notice Board in the foyer of Arts Building.
12. If a student fails to confirm admission by payment of fees on the schedule dates, he would forfeit his claim for admission and the vacant seats will be offered to other students.
13. Fees to be paid at the time of admission:

Class	Open Category	Reserve Category
F.Y.B.A.	For payment of fees, please refer Notice Board (Arts Bldg. ground floor)	
F.Y.B.Com. (Aided) (Div. I & II)		
F.Y.B.Com. (Unaided) (Div. III & IV)		
F.Y.B.Sc.(Other than Computer Science)		
F.Y.B.Sc.(Computer Science) (Unaided Course)		
F.Y.B.Sc.(IT) [Unaided Course]		
F.Y.B.M.S. [Unaided Course]		

14. Students should refer Notice Board for detailed Fee structure.
15. *Fees should be paid at the Admission Counters only and not to any unauthorized persons. The College will not be responsible for any lapse in this matter.*
16. **Important instructions for Reserve Category students:**  
**Eligible Reserve Category students will be exempted from paying full fees prescribed by the University of Mumbai. Their proposal will be sent to the Social Welfare Department, Government of Maharashtra for its sanction. They will be required to pay the Fees not sanctioned by the Social Welfare Department in the Second Term. F.Y.B.Sc.(I.T.) and F.Y.B.M.S. students belonging to only SC/ST are eligible for concession.**  
**Important: If reserved category student cancels the admission and has paid fees as per reserved category, he will be treated as student of general category and the admission cancellation deduction rules will be applicable as per general category students.**
17. In addition to the above mentioned Fees,
  - F.Y.B.A. students who opt for Statistics as one of the subjects will be required to pay Rs.800/- as Laboratory fees.
  - Students who are not from Maharashtra HSC Board will be required to pay additional fees of Rs.400/- as Document Verification Fees.
18. Fees will be accepted in Cash, Cheque or Demand Draft payable at Mumbai. Cheques/Demand Drafts should be drawn in favour of **Principal, D. G. Ruparel College.**
19. At the time of Admission and payment of fees, selected students should submit duly filled in Admission Form along with
  - Acknowledgement slip issued during submission of application form to the College.
  - Printed copy of Pre-admission Online enrolment form (available on University of Mumbai website)
  - Original H.S.C. Examination Mark statement along with its two attested Photocopies,
  - Attested Photocopy of Leaving Certificate of the last Junior College attended.
  - Duly filled in Identity Card Slip with recent Passport size photographs affixed on it.
  - Attested Photocopy of Caste Certificate from competent authority in case of students belonging to Reserve Category.
  - Attested Photocopy of Certificate from competent authority if admission is claimed from any one of the categories mentioned in Para 7

**Students are advised to keep adequate attested Photocopies of Original H.S.C. mark statement and Leaving Certificate before its submission.**
20. At the time of Admission, students should produce Originals of S.S.C. Examination Mark statement, Caste Certificate (if applicable) and Certificate from competent authority if admission is claimed from any one of the categories mentioned in para 7 for verification.
21. Students are advised to refer the Notice Boards for other instructions.

**Principal**