

ADMISSION TO MASTERS IN PUBLIC POLICY (MPP) (2019), AT ST. XAVIER'S COLLEGE (AUTONOMOUS), MUMBAI

1. INTRODUCTION:

- 1.1.** St. Xavier's College (Autonomous) under the University of Mumbai, invites applications for Admission to the two-year full-time Masters in Public Policy (MPP) for the **Academic Year 2019-2020**. Please refer to the College Website Homepage for the College history as well as the Course and Syllabi content.
- 1.2.** Students with a Bachelor's Degree in any faculty or discipline, with a minimum of 50% marks can apply for this course.
- 1.3.** Candidates can log on to the Homepage of St. Xavier's College (Autonomous), Mumbai: www.xaviers.edu and click on the link provided to fill the online Application Form for the Entrance Test.
- 1.4.** The online application portal will be open from **10 am (IST) on Wednesday, 1st May, 2019 to 5 pm (IST) on Friday, 31st May, 2019**.
- 1.5.** Candidates are required to make an online payment through the provided payment portal only.
- 1.6.** Instructions for Applying Online:
 - 1.6.1.** Log on to www.xaviers.edu (between 1st May and 31st May, 2019).
 - 1.6.2.** Follow instructions given on the website for filling the online Application Form.
 - 1.6.3.** Once a payment has been officially received, the candidate will receive a confirmation email, informing him / her about the same.
 - 1.6.4. Last date for receipt of Application Form: Friday, 31st May, 2019 (5.00 pm).**
Any application received after this date will not be accepted.
- 1.7.** The admission process for MPP 2019-20 will take place in three stages.
 - 1.7.1.** Online Entrance Test on **Saturday, 15th June, 2019** (refer Sections 2 to 6)
 - 1.7.2.** Interviews during **19th to 22nd June, 2019** (refer Section 7)
 - 1.7.3.** Final Admission (refer Sections 8 to 9)

- 1.8.** The names of candidates who qualify for the interview stage will be displayed on the College Website on **Monday, 17th June, 2019**
- 1.9.** Initially, only those who secure the top 100 scores at the on-line Entrance Test will proceed to the interview stage.
- 1.10.** **The Final Category-wise Merit List** will be computed as per the details shown in Table 1:

Table 1

Criteria	On-Line Test	LoR, SoP & CV	Interview	Total Score
Weightage	50%	20%	30%	100
Section	3	2	7	
Page No.	3	2	4	

- 1.11.** For Important Dates regarding the admission process refer Section 10, page 7.
- 1.12.** All queries with regard to the centres should be clarified and settled within the stipulated time [helpline email address will be provided].
- 1.13.** Lectures for MPP-1 will commence on the first Monday of July 2019 – i.e., 01/07/19.

2. UPLOADING OF DOCUMENTS FOR COMPLETING APPLICATION:

- 2.1.** Students need to upload scanned copies of the following documents at the time of application submission:
- 2.1.1.** At least one Letter of Recommendation, which should contain the following of the Recommender(s): Personal Name, Designation, Affiliated Organization and Contact Details. The Recommender(s) should be familiar with the applicant's academic and work performance. The College may contact the Recommender(s) for further information.
- 2.1.2.** Statement of Purpose should mainly deal with the question 'Why do I want to join the Masters in Public Policy Programme?' - (800 words).
- 2.1.3.** The updated CV should have a recent passport-size photograph attached and it should describe academic and extra-curricular credentials of the applicant, including paper presentations / publications, internships, work experience, etc.

3. DETAILS OF 2019 ONLINE ENTRANCE TEST:

- 3.1. Date of Online Test: **Saturday, 15th June, 2019.**
- 3.2. The Schedule of the Online Entrance Test will remain unaltered even if the above date is declared a Public Holiday.
- 3.3. Entrance Test Duration: **2 hours.**
- 3.4. Maximum Marks of On-line Entrance Test: **100 Marks**
- 3.5. Online Application Form and MPP 2019 Entrance Test Fee: **Rs. 1000/-**
- 3.6. Timings: Will be intimated on the Admit Card.
- 3.7. Admit Card with the allotted Centres: (Refer Section 5 – Page 4)
- 3.8. A mock procedure will be administered to the students. This session can be availed of by the registered students from any place of their convenience. This mock procedure session will help the registered students to familiarize themselves with the online test process. **NOTE:** the outcome of this session will have no bearing on the scores of the final test.

4. COMPONENTS OF 2019 ONLINE ENTRANCE TEST:

- 4.1. The Question Paper for the Online Test will be in English only.
- 4.2. There is NO NEGATIVE marking.
- 4.3. The online Entrance Test will consist of areas indicated (with weightage) in Table 2:

Table 2

Sr. No.	Syllabus	Weightage
1.	General Knowledge	20%
2.	Data Interpretation & Logical Reasoning	20%
3.	English Language & Comprehension Skills	20%
4.	Policy Oriented Case Studies (Economic, Environment, Gender, International Relations, Rural Development, Social Policy)	40%

5. ISSUING OF ADMIT CARDS FOR 2019 ONLINE ENTRANCE TEST:

- 5.1. Candidates will be intimated, via an SMS, to download the Entrance Test Admit Card from Monday, 10th June, 2019 to Friday, 14th June, 2019.
- 5.2. The Admit Card will have the Centre and Instructions printed on it.
- 5.3. The issued Admit Card should be brought to the Examination Centre on the day of the Entrance Test. (The same will be collected by the Test Administrators during the Entrance Test). Candidates are also required to bring along their Aadhaar Card / Pan Card / Passport / Driving License as documentary proof for verification of Identity.
- 5.4. If the Admit Card is not received by Wednesday, 12th June, 2019, the candidate should write to Web-Admin through the email address provided on the College website.

6. PROVISIONS FOR & DOCUMENTS REQUIRED FROM STUDENTS WITH DISABILITIES FOR 2019 ENTRANCE TEST:

- 6.1. For students with disabilities, 30 extra minutes will be given.
- 6.2. In order to avail the above provision, students with a disability will have to meet the person in charge at the Help Desk and submit the following documents:
 - 6.2.1. A valid Disability Certificate (From a Government recognized authority)
 - 6.2.2. Where an external writer is to be availed of, a Writer Declaration Form will have to be filled. This form will be available at the Help Desk in the Centre. This form has to be filled and signed by the student and the writer along with a copy of the writer's identity proof document (as given in 5.3, Page 4).
 - 6.2.3. In the absence of submission of the documents, the provisions stated in point 6.1 above will not be available.

7. PERSONAL INTERVIEWS:

- 7.1. Interviews: Between Wednesday, 19th June, 2019 and Saturday, 22nd June, 2019
- 7.2. Personal Interviews for candidates based within the Mumbai Metropolitan Region.
- 7.3. Skype Interviews (for candidates from other Cities and Towns in Maharashtra and other states in India).

8. ANNOUNCEMENT OF 1st ADMISSION MERIT LIST MPP (2019-20):

8.1. The Category-wise 1st Merit List from all those who qualify for admission through the 2019 Entrance Procedure will be announced through the College website on Tuesday, 25th June, 2019.

8.2. Admission intake of St. Xavier's College (Autonomous), Mumbai is as per Table 3 below:

Table 3

F.Y. MPP (60 seats)		
Category	No. of Seats	Criteria
TOTAL SEATS 100% (60)		
Management Quota 15% of 60 seats	9	Case A
BALANCE SEATS 85% (51)		
Christian Minority 50% of 85% of 60 seats	25	Case B
General Category 42% of 85% of 60 seats	23	Case B
Others Categories: 1. Persons with Disability: 5% of 85% of 60 seats	2	Case B
2. Special**: 3% of 85% of 60 seats	1	Case B
Key: Case A: Only for those, the College is obliged to admit Case B: Admission on the basis of Merit Rank secured at the Entrance Procedure.		
**Special Category refers to: Wards of Transferred State / Central Government and Private Sector employees, employees of Defense Department / Ex- Servicemen. Wards of Freedom Fighter Award Winners at District/State/National Level in Sports or Cultural Activities		
Candidates should note that they are not allowed to apply in more than one of the Categories indicated above.		

8.3. Reservation of Seats:

8.3.1. As per the Judgement dated 12th October 2017 of the Honourable Bombay High Court vide Writ Petition No.1726 of 2001, Minority Colleges do not need to set aside seats for Backward Classes. This was reiterated by the University of Mumbai Circular (No.Aff. / Recog.I / Admission (2018-19) / 10 / of 2018) dated 30th May 2018.

8.3.2. This Judgment renders null & void the Directives regarding Reservation of Seats given by the University of Mumbai vide Circular No. Spl. Cell (68) / 218/ 2005 dated 3rd June 2005 [i.e, SC (13%) / ST (7%) / DT(A) (3%) / NT(B) (2.5%) / NT (C) (3.5%) / NT (D) (2%) / OBC (19%) / SBC(2%)].

8.3.3. The Merit Lists are time-bound in keeping with the dates mentioned in the Admission Notification.

8.3.4. If a candidate in the 1st Merit List fails to complete the admission process within the stipulated date and time as mentioned on the notification, their candidature stands lapsed. The candidates in the 2nd and subsequent Merit Lists will subsequently be offered admission.

8.3.5. Candidates who accept the offer of admission shall pay the necessary fees (as displayed on the College Website or College Notice Board or in the College Handbook).

8.3.6. Fees for the **Course** once paid will not be refunded.

8.3.7. **The revised fee structure for the MPP program for the academic year 2019 - 2020 will be posted on the College Website soon.**

9. GENERAL INFORMATION FOR THOSE SEEKING ADMISSION IN ST. XAVIER'S COLLEGE (AUTONOMOUS), MUMBAI:

9.1. At the time of admissions, the candidate must submit the Degree Marksheets in original and two attested copies of the same and one attested copy of other relevant documents as mentioned below:

9.1.1. Bachelor's Degree Marksheets – (Original + 2 attested photocopies)

9.1.2. Baptism Certificate (For the Minority community – Christians)

9.1.3. Documentary Evidence regarding special category.

9.2. Provisional Eligibility Certificate: Students passing Degree Examinations from Universities other than Mumbai University or from a Foreign University have to apply for a Provisional Eligibility Certificate issued by the University of Mumbai at the time of admission through the College. The duly filled in forms are required to be returned to the College with an attested copy of the Degree marksheet and a passport size photograph along with a prescribed fee of Rs.320/- for eligibility and Rs.500/- (towards verification of documents) totalling Rs.820/-. The other documents that have to be handed in are: Degree Marksheet (original), Pass Certificate (original) and Migration Certificate (original). The duly filled in application form will then be forwarded to the University of Mumbai for issue of the Provisional Eligibility Certificate.

9.3. Students passing Degree Examinations from Mumbai University will be required to submit the Transfer Certificate issued by their respective Colleges. This needs to be submitted after the completion of the admission process of St Xavier's College (Autonomous), Mumbai.

10. IMPORTANT DATES:

Sr. No.	Events	Dates
1	Start of Applications	10 am, Wednesday, 1 May, 2019
2	Last date of submission of Applications	5 pm, Friday, 31 May, 2019
3	Issue of Admit Cards to Candidates	Monday, 10 June to Friday, 14 June, 2019
4	Date of online Entrance Test	Saturday, 15 June, 2019
5	Announcement of candidates qualified for Interviews	Monday, 17 June, 2019
6	Interviews	Wednesday, 19 June, 2019 to Saturday 22 June, 2019
7	First Merit List	Tuesday, 25 June, 2019
8	Commencement of Lectures for MPP 1	Monday, 1 July, 2019

PRINCIPAL

St. Xavier's College (Autonomous), Mumbai.