

**Admission Notice for Masters in Public Policy (MPP) for the
Academic Session 2017-19
St. Xavier's College (Autonomous), Mumbai**

The online Application Forms for Masters in Public Policy (MPP) will be made available on the College website from **Wednesday, 15th March 2017**. The last date for submission of online Application Forms is **Saturday, 20th May 2017**. The online application fee is Rs 500.

COURSE FEES

Rs. 60,000 p.a. (payable in 2 instalments at Principal's discretion).

LECTURES TIMINGS

Evenings (5 pm to 8 pm); 2 lectures per day, on all working days of the week.

SEATS AVAILABLE

60 students

ALLOCATION OF SEATS

The College is a Catholic Minority College, administered under the Provisions of the Indian Constitution, to promote the welfare of the minority community and to extend its services to all other communities in India, so as to contribute to the harmony and integration of Indian society. 50% of seats are reserved for Catholic minority students. The reservation of seats (as per the directives given in the University of Mumbai Circular No.Spl.Cell/(68)/218/2005 dated 3rd June, 2005) is given below:

Sr. No.	Category	No. of Seats
	TOTAL SEATS	60
1.	Management Quota 15%	8 (Only those the College is obliged to)
	BALANCE SEATS – 85%	52
2.	Minority: 50% seats of the balance 85% seats	26
3.	General Category:25% seats of the balance 85% seats	14
4.	Reserved Category : (SC/ST/DT(A) / NT(B) /NT(C) /NT/(D)/OBC/SBC) Visually/Physically Challenged and **Special Category.	** 12

** The Special category is for the wards of transferred State / Central Government and Private Sector employees, Defence Personnel, Ex-Servicemen, Freedom Fighters; for students who have met with an accident and also for award winners at the District / State / National Level in Sports or Cultural activities.

ELIGIBILITY FOR ADMISSIONS:

Students with a Bachelor's Degree in any faculty or discipline, with a minimum of 50% marks can apply for this course.

SELECTION PROCESS:

Stage 1: Online application (two components: CV with two references and SoP)

The students need to upload two documents at this stage- CV and Statement of Purpose (SoP). The CV must mention at least two academic/work references. The referees may be contacted by the college for further information. The SoP needs to answer the following question: why do you want to join the Masters in Public Policy? Word limit: 1000 words.

The short-listing process will take into account the following criteria:

1. academic, co-curricular and extra-curricular activities as reflected in the CV (60 per cent),
2. SoP (40 per cent)

Announcement of Short-list: Tuesday, 30th May 2017

Stage 2: Interviews

Only shortlisted candidates will be allowed to appear for the second round. During the interviews, the candidates will be assessed based on the following criteria:

1. Questions from CV/SoP (20 marks)
2. General awareness (20 marks),
3. Academic interest (20 marks),
4. Articulation (20 marks),
5. Motivation/suitability for an applied and multidisciplinary programme like MPP (20 marks).

The interviews will take place during the first week of June 2017. Candidates based in Mumbai Metropolitan Region will attend the interview at St Xavier's College-Autonomous, Mumbai. The college would prefer personal interviews, but in the event any outstation candidate is unable to travel, we may conduct telephonic interviews. The final list of selected candidates will be put up on **Thursday, 8th June 2017**. The lectures for MPP part 1 and 2 will start from Monday, 19th June 2017.

Candidates in the absence of their 5th and/or 6th semester degree results are eligible to apply for admission to the MPP course. Provisional admission could be offered depending on the scores at the interview; but, such admissions would be finalized only on the presentation of the Degree's result by the candidates.

The Grades awarded by some Universities are converted to percentages according to a formula provided by their respective Universities or by the Association of Indian Universities, New Delhi for students coming from Foreign Universities.

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:

- a) Degree Marksheets – (Original + 2 attested copies)
- b) Baptism Certificate (For the Minority community – Christians)
- c) Caste Certificate (for reserved category)
- d) Documentary Evidence regarding special category.

ELIGIBILITY CERTIFICATE:

1. Provisional Eligibility Certificate:

Students passing the Degree Examinations 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) total 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.

2. Students passing the Degree Examinations from Mumbai University will be required to submit the Transfer Certificate issued by their respective Colleges. This needs to be submitted after completion of the admissions process to the College.