



**ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN  
(AFFILIATED TO MUMBAI UNIVERSITY)  
24<sup>th</sup> Road, Bandra (W), Mumbai 400 059**

**Admission Policy and Procedures**

As we are affiliated with the University of Mumbai, and all the procedures are followed as per the guidelines given by the University of Mumbai.

**General Instructions**

- Application for Admission should be in the prescribed form issued by the College Office. Application form and prospectus are issued from College Office on the payment of a nominal fee.
- Applications should be submitted personally by the Candidates. Incomplete applications will not be processed.
- One photocopy each of all relevant certificates is to be submitted along with the application form. Reservation Category candidates have to submit the photocopy of the caste/category certificate along with the application form. No original certificates should be attached to the application form.
- A list of provisionally selected candidates will be published on the college notice board and the college website specifying the date and time for Admission Interview. If a candidate does not appear for the interview at the time specified, or thereafter does not take admission offered, he/she shall forfeit the selection and the seat will be offered to another eligible candidate in the waiting list.
- The applicant should be present for admission along with the Parent/Guardian.
- All original certificates along with three stamp size photographs should be produced at the time of admission.
- The Admission Process includes Interview, Payment of Fees, and Campus Culture Briefing.
- Admissions are subject to the approval of the Mumbai University.

**Eligibility**

- A pass with the cut off marks (established by the institution from time to time) in the Qualifying Examination: Higher Secondary Examination [ XII ] or its equivalent.
- Admission will be on merit. No recommendations will be entertained.
- The applicant should satisfy all other conditions set by Mumbai University.

**Documents**

- Along with the application, one copy of each of the relevant documents mentioned below must be submitted. At the time of the admission interview, all the originals along with a set of photocopies of the same have to be produced:
- Transfer Certificate from School / College last attended
- Class X / SSLC Certificate
- CLASS XII or Equivalent Marks Card
- Conduct Certificate
- Migration Certificate in the case of students.
- SC/ST/Backward Class Minority Certificate from Tahasildar.
- Three stamp-size photographs.

## Procedures

All UG admissions to the B.A. in Multimedia and Mass Communication (BAMMC) and Bachelors in Management Studies (BMS) degree are valid only for one year and are therefore to be renewed for each subsequent year of study.

- Admission forms for the FYBAMMC/FYBMS programmes are available on the official website and print copies are available at the college office.
- St Pauls Institute conducts a personal interview (PI) with the student candidate and their parents prior to getting admission to this degree course.
- Admissions to the BAMMC/BMS course will be based on the marks scored at the Std. XII Board Exam.
- Admission to the BAMMC/BMS Course will be conducted as per the guidelines and schedule announced by the University of Mumbai. The schedule of admission will be displayed on the Notice Board & College website [www.mum.stpaulscollege.edu.in](http://www.mum.stpaulscollege.edu.in) as and when received from the University of Mumbai
- The University of Mumbai has made it mandatory for all candidates seeking admission to the First Year courses in the Degree Colleges to fill in the “Pre-Admission Online Registration Form” that is available on [www.mum.digitaluniversity.ac](http://www.mum.digitaluniversity.ac)

**All admissions are provisional subject to the approval of the University of Mumbai.**

The Merit Lists will be updated on the college website, and on the college campus notice board. Based on this Merit list, candidates will be required to visit the college premises with the College Form, Mumbai University Form, all print copies of the Mark sheets for Verification. In addition to photo-ID and address proof documents, the originals and attested photocopies to be submitted include:

- Class XII Statement of Marks
- Baptism Certificate (Wherever Applicable)
- Caste Certificate (Wherever Applicable)
- Documentary Evidence for Special Category status
- Passing Certificate
- Migration Certificate
- Leaving Certificate

## Note:

- Students coming from colleges affiliated to the University of Mumbai and selected for admission must obtain the Transfer Certificate and No Objection Certificate from her previous College and submit it to the head-clerk in the college office on time. If the Transfer Certificate is not submitted on time, examination form will not be sent to the University.
- Applicants from other than Maharashtra State Higher Secondary Board / University of Mumbai must support their statements of the last examination passed by attaching the certificates of passing and must also attach a photocopy of fee receipt of the provisional eligibility certificate at the time of admission.
- Students who have cleared their Class XII Examinations from Foreign Boards and students who have cleared their International Baccalaureate or ‘A’ levels examinations – General Certificate of Education / Cambridge International School Exam of Cambridge or University of London must first obtain an Eligibility Letter from the University of Mumbai to apply for admissions to the First Year Degree college
- Admissions to the BAMMC/BMS degree, will commence when the HSC/Class 12 results are declared.
- A notarised gap certificate is must from those students who take a break from education due to a particular reason and are now seeking to resume their formal full-time education