



SOPHIA COLLEGE (AUTONOMOUS)

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## GUIDELINES ON FORM FILLING FOR APPLICANTS TO THE FIRST YEAR DEGREE PROGRAMMES

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### **GENERAL INSTRUCTIONS FOR F.Y. REGISTRATION FORM**

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#### **A. DOCUMENTS REQUIRED**

**The following documents need to be scanned and soft copies kept ready for the online registration process:**

1. University pre-registration form (details will be provided closer to the opening of admissions)
2. Std. X Marksheet: Maximum file size of 200 KB (JPG only)
3. Std. XII Marksheet: Maximum file size of 200 KB (JPG only) – if you have not received your Std. XII marksheet, a provisional marksheet authorised by the school/college, must be made available till the candidate can submit the original, preferably before fee payment
4. Recent (not more than six months old) passport size photograph of the candidate, against a white background; Maximum file size of the photo: 500 KB; file format: JPG only (no other variation will be accepted)
5. Scanned copy of student applicant's signature; maximum file size: 300 KB (JPG only)
6. Scanned copy of any official document as proof of religion for Christian Minority students of any denomination (Roman Catholics, Syrian Christians, Protestants, etc.) – Maximum file size of 200 KB (JPG only)

7. Students who have taken a break from their education after their Std XII exams are required to submit a gap certificate (on stamp paper) which can be obtained from a lawyer /notary public – Maximum file size of 200 KB (JPG only)
8. Additional documents will be required from the students of other Boards (non-HSC Boards like ISC, CBSE) e.g. Migration Certificate, which is mandatory. These need to be submitted later, within a month of online fee payment. Please ensure that you apply for these documents from your institutes.
9. International students (Non-Resident Indians and those holding foreign passports) are required to apply through the University of Mumbai at <https://mu.admissiondesk.org/>
10. Indian students from International Boards are required to submit a Provisional Eligibility Certificate obtained from the University of Mumbai – Maximum file size of 200 KB (JPG only)
11. Indian Students residing in India who have appeared for Std XII exams from International Boards are required to submit a Prima Facie Letter issued from the Eligibility Department, University of Mumbai, Kalina.

## **B. REGISTRATION with UNIVERSITY OF MUMBAI**

Please visit <http://mum.digitaluniversity.ac/> and register yourself through the pre-enrolment process with the University of Mumbai and save the copy of the document which needs to be uploaded on the college form.

Please select the following course options listed on the University pre-enrolment site, depending on your choice of stream:

<b>STREAM</b>	<b>COURSE NAME ON THE UNIVERSITY PRE-ENROLMENT SITE</b>
<b>B.A.</b>	B.A. (Autonomous) (with Credits) – Regular – CBCS – F.Y.B.A. Sem 1 (Faculty of Arts)
<b>B.Sc.</b>	B. Sc. (Autonomous) (with Credits) – Regular – CBCS – F.Y. B.Sc. (Autonomous) Sem 1 (Faculty of Science)
<b>B.A.(S.C.J.)</b> (formerly B.M.M.)	B.A. Multimedia and Mass Communication (Autonomous) (with Credits) – Regular – CBCS (Sem 1) (Faculty of Arts)
<b>B.Sc.- I.T.</b>	B.Sc. (I.T.) (Autonomous) (with Credits) – Regular – CBCS – F.Y. B.Sc. (I.T.) (Autonomous) Sem 1 (Faculty of Science)

## **C. POINTS TO REMEMBER WHILE FILLING THE APPLICATION FORM FOR F.Y. ADMISSION**

- A red asterisk (\*) in any field denotes that it is compulsory for you to provide the information; it cannot be left blank. You cannot move to the next section of the form, if you do not provide this information.

### **Personal Details: (Sections 1 and 2)**

- Please enter your Name and Surname exactly as it appears on the Marksheet.

- Guardian’s Name can be the same as your parent provided you are staying with him/her. Students residing outside Mumbai must enter the name of a person residing in the city, who will be their local guardian, as and when the college reopens for regular classes.
- Students who do not have a Last Name/Surname please put a dot (.) in that field.
- If you do not have an Aadhaar registration, please type 1,12 times (11111111111) as your Aadhaar Number.
- **University Pre-Reg. No.** refers to the Application Number mentioned on the top right corner of your University pre-enrolment registration form. Your application cannot be completed or processed without this number.
- **“No. of Attempts of Last Qualifying Exam”** refers to the number of times you have appeared for the Std XII examinations.
- **“In-house”** refers to whether you have completed your junior college education at Sophia College.

### Education:

- The data of Stds. X and XII have to be entered in section 3 marked “Education”. Click on the **“Add”** tab after entering each set of details on the page.
- Enter subjects in the order that they appear on your marksheet. Please enter ALL the subjects listed in your marksheets, in section 8 marked **“Course Question”**. After all the data has been entered, if there is any field left blank, please enter ‘NA’.
- Type the complete name of each subject in this section. Please do not use acronyms (short forms).
- In case of any technical problems, please send an e-mail to: [admission2021@sophiacollege.edu.in](mailto:admission2021@sophiacollege.edu.in) with the Subject Line: **FY ADMISSION**
- *Sophia College (Autonomous) reserves the right to reject any application for providing incomplete and/or incorrect information.*

**For any specific stream-related enquiries, please contact the concerned authorities at the appropriate email ID listed below:**

<b>F.Y.B.A.</b>	Aided Course	<a href="mailto:fyba.admission2021@sophiacollege.edu.in">fyba.admission2021@sophiacollege.edu.in</a>
<b>F.Y.B.Sc.</b>	Aided Course	<a href="mailto:fybsc.admission2021@sophiacollege.edu.in">fybsc.admission2021@sophiacollege.edu.in</a>
<b>F.Y.B.Sc.I.T.</b>	Self-Financed Course	<a href="mailto:fybscit.admission2021@sophiacollege.edu.in">fybscit.admission2021@sophiacollege.edu.in</a>
<b>F.Y.B.A.(S.C.J.)</b> (formerly B.M.M.)	Self-Financed Course	<a href="mailto:fybascj.admission2021@sophiacollege.edu.in">fybascj.admission2021@sophiacollege.edu.in</a>

# **ADDITIONAL INFORMATION FOR STUDENTS APPLYING FOR F.Y.B.A.**

## **F.Y.B.A. SUBJECT CHOICE | Section 9 of the Form (SUBJECT)**

You will have a total of **SIX PAPERS** in F.Y.B.A:

**Paper 1:** Foundation Course, and **Paper 2:** Communication Skills, are compulsory.

**Paper 3** is a Compulsory Language. Our college offers a choice between Hindi and French.

Students with learning disabilities and who have not studied Hindi or French either in Std X or XII may choose a paper titled 'Elements of Archaeology' which has been designed for them.

**Please Note:** Candidates are required to cite 3 preferences. In each preference, the subject combination should be different. Each preference should indicate your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> preference subjects in each of the three listed Groups.

**Example:**

**Preference 1** – Psychology, Philosophy, Sociology

**X Preference 2** – Psychology, Philosophy, English Ancillary

**✓ Preference 2**– Statistics Theory, Economics, English Ancillary

**PLEASE NOTE:** in case of many candidates for a particular subject, if the candidate has listed the same subject/s in successive preferences, the Vice-Principal (Arts) will decide which subject will be assigned to the candidate. You may choose a subject that you have not studied.

Click on **Add** and please check the subject combinations before proceeding to the next section.

## **How to choose your subject:**

### **I. COMPULSORY LANGUAGE**

- Hindi:** if you have studied it in Std X and Std XII
- French:** if you have studied it in Std X and Std XII and have an excellent grasp of the language
- Elements of Archaeology:** if you have not studied either Hindi/French or are a student with Learning Disability [This paper is taught by the Department of History]

The allotment of the compulsory language to candidates may be revised by Vice-Principal (Arts).

### **II. GROUP A:**

**Group A Options:** Psychology/ Statistics Theory/ Political Science/Education

Please **choose only one subject option**. Please check our website for the syllabi of these subjects.

You may look at the syllabi of the subjects that have been posted on our website (Departments > Senior College > [Concerned Department]) and select subject options based on your academic strengths.

**Eg:** Departments > Senior College > Psychology > Syllabi

**Please note:** Statistics Theory is only offered for two years (FYBA and SYBA).

**Please note:** Political Science and Education are only offered as a Double Major (3 papers) in TYBA.

### **III. GROUP B**

**Group B Subject Options:** History/Philosophy/Economics

Please **choose** only **one**. Please check our website for the syllabi of these subjects.

**Please note:** each of these can be chosen as a Single Major (6 papers) in TYBA.

### **IV. GROUP C**

**Group C Subject Options:** Sociology/Hindi Ancillary (Literature)/ English Ancillary (Literature)

Please **choose** only **one**. Please check our website for the syllabi of these subjects.

**Subject allotment depends on department capacities and other criteria laid down by departments.**

#### **NOTE:**

- **The three subjects you choose will continue in the Second Year.**
- **In the Third Year you may opt for a Double Major (combination of two subjects i.e., 3 papers per subject) or opt for a Single Major only one subject (i.e., 6 papers in one subject alone).**

In case of any queries related to subject choice or non-technical issues with regard to the B.A. programme, please send an e-mail to: [fyba.admission2021@sophiacollege.edu.in](mailto:fyba.admission2021@sophiacollege.edu.in) with the Subject Line: **FY ADMISSION**

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## **ADDITIONAL INFORMATION FOR STUDENTS APPLYING FOR F.Y.B.Sc.**

### ➔ **SELECTION of SUBJECT combinations:**

You can graduate with a B.Sc degree from Sophia College (Autonomous) in the following subjects (in T.Y.B.Sc.):

With Single Major subjects:

1. BSc in Chemistry
2. BSc in Life Sciences
3. BSc in Microbiology

With Double Major subjects:

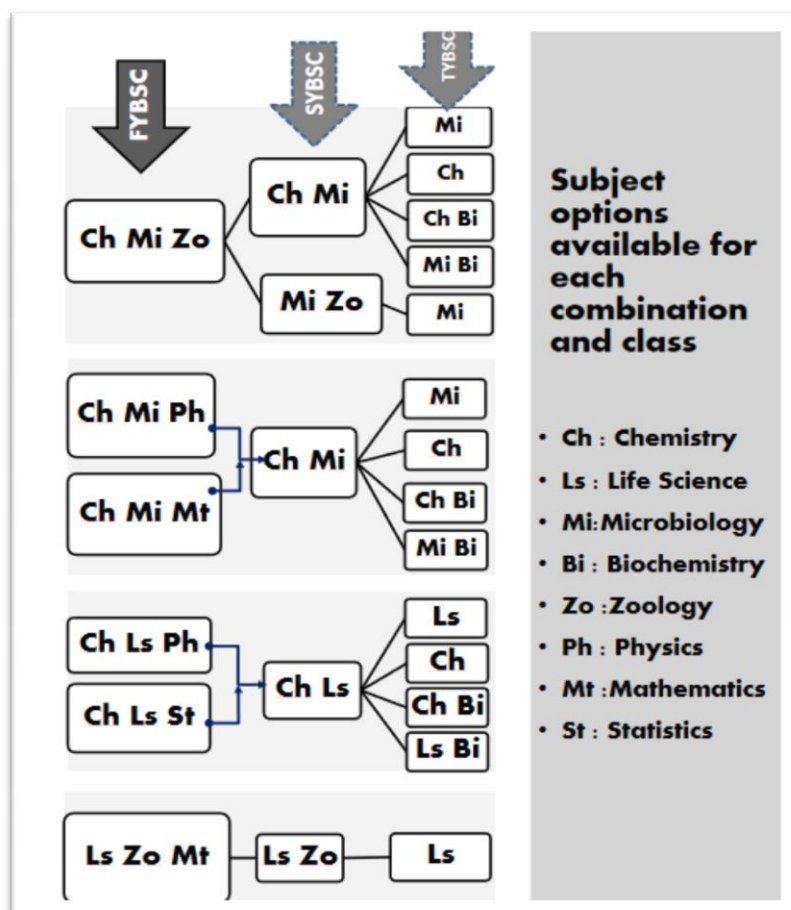
4. BSc in Chemistry –Biochemistry
5. BSc in Microbiology- Biochemistry
6. BSc in Life Sciences- Biochemistry

**Important:**

Different combinations chosen in F.Y.B.Sc may lead to the same available options in S.Y.B.Sc and hence it is important to look at the subjects you will be able to opt for in T.Y.B.Sc and work backwards to choose the appropriate preference in F.Y.B.Sc.

At the **F.Y.B.Sc. level** the Sophia College science stream (B.Sc.) offers **6 different subject combination choices** (see the **infographic below**) and you have to select **any three of these** options in the **order of your preference** at the time of filling the application form. (It is mandatory to fill 3 different preferences to ensure that you will be given admission in case your first preference is not available.)

The infographic below describes the progression of different subject combinations selected at the F.Y.B.Sc. level to the T.Y.B.Sc level.



**For any F.Y.B.Sc. admission- or subject- related query you may:**

1. Join the live Google Meet counselling sessions by clicking on the link [ [meet.google.com/syw-ucqv-pdf](https://meet.google.com/syw-ucqv-pdf) ] between 9 am and 2 pm during form filling dates as per the admission schedule given by the University of Mumbai
2. email [fybsc.admission2021@sophiacollege.edu.in](mailto:fybsc.admission2021@sophiacollege.edu.in) with the Subject Line: **FY ADMISSION**

## **ADDITIONAL INFORMATION FOR STUDENTS APPLYING FOR F.Y.B.M.M./ B.A.(S.C.J.)**

### **F.Y.B.A. (Strategic Communication and Journalism)**

**Formerly known as the Bachelor of Mass Media (B.M.M.) Programme**

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#### **INFORMATION ON THE B.A.(S.C.J.) PROGRAMME:**

- As of the incoming batch of the academic year 2020-21, the B.M.M. programme at Sophia College (Autonomous), operates under the new nomenclature, **Bachelor of Arts (Strategic Communication and Journalism) or B.A.(S.C.J.)**.
- Students who graduate from this programme will be awarded a B.A.(S.C.J.) degree from the University of Mumbai.
- The syllabi are listed on the College website (Departments > Senior College > Mass Media > Syllabi).
- The course titles for Semesters V and VI of the new B.A.(S.C.J.) programme can also be accessed in the same section.
- The current syllabi for T.Y.B.M.M., on the College website, are in keeping with the course curriculum of the older B.M.M. programme, which will be phased out by 2022.
- The papers taught in Semesters I, II, III and IV are mandatory.
- In the final year of the programme (Semesters V and VI), the students will have to choose between a specialisation in **Strategic Communication<sup>#</sup>** and **Journalism**. All the papers taught in each specialisation are mandatory.

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# **Strategic Communication**, as we approach it in the Mass Media department of Sophia College (Autonomous), is any form of management and marketing communication which spans a range of persuasive and goal-oriented messaging across multiple media platforms, channels and activities including: Advertising, Branding, Media Planning, Corporate Communications and Public Relations, Advocacy, Social, Political and Health Communication, Digital and Social Media Marketing. It is driven by an understanding of an organisation's key communication goals, comprehensive market research, an analysis of audience, and a purposive, clear message strategy.

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### **UNIVERSITY OF MUMBAI PRE-REGISTRATION FORM**

When filling out the University of Mumbai pre-registration form, please choose the following option to register for the B.A.(S.C.J.) programme at Sophia College (Autonomous):

**“B.A. Multimedia and Mass Communication (Autonomous) (with Credits) – Regular – CBCS (Sem 1) (Faculty of Arts)”**

### **F.Y.B.M.M./ B.A.(S.C.J.) ADMISSION FORM**

**POINTS TO REMEMBER WHEN FILLING OUT SECTIONS 1 AND 2 OF THE FORM:**



1. **“No. of Attempts of Last Qualifying Exam”** refers to the number of times you have appeared for the Std XII examinations.
2. **“In-house”** refers to whether you have completed your junior college education at Sophia College. (The B.A.(S.C.J.) programme does not give any preference to in-house students.)
3. **University Pre-Reg. No.** refers to the Application Number mentioned on the top right corner of your University pre-enrolment registration form. Your application cannot be completed or processed without this number.

### **POINTS TO REMEMBER WHEN FILLING SECTIONS 3 TO 9 OF THE FORM:**

1. If you seek admission into the B.M.M. / B.A.(S.C.J.) programme, please choose the “B.A.(S.C.J.) Sem I” option listed in the **“Course Selection”** section (No 5).
2. It is mandatory to enter the marks of the subjects you have appeared for in for the Std XII Board Exams in the menu that appears in the **“Course Question”** Section. Please ensure that you list out all the subjects as they appear on your marksheet. Please do not use shortcuts when entering your subject names. After all the data has been entered, if there is any field left blank, please enter ‘NA’.
3. In the **“Subject Details”** section (No 9), please choose “F.Y.B.A.(S.C.J.)” under “Group Preferences” and click on the “Add” tab.
4. Owing to the rigorous nature of the course, we typically give preference to candidates who list core subjects that are central to their academic stream in Std. XII (Arts, Science, Commerce).
5. Candidates who list Vocational Arts subjects like Child Development, Book-Keeping and Accountancy, Accounting and Office Management, Banking, Tourism and Hospitality, etc. will not be considered for the programme.
6. Candidates who apply from the ISC and CBSE Boards must list ALL their subjects and corresponding marks.
7. Candidates applying from the International Baccalaureate Board, should choose the option “IB” in the field “Last Exam Name” and enter the scores of all six subjects attempted and cleared in their Std. XII examination.
8. When giving candidates from the ISC, CBSE and IB Boards the benefit of the best five marks in calculating total percentage, non-academic subjects like Physical Education, Art, Painting, Music, Dance, etc. will NOT be considered. This calculation will be done internally by our administrative office, and cannot be determined by the candidate.

### **CONTACT INFORMATION:**

- In case of any technical problems when filling the form, please send an e-mail to:  
[fybascj.admission2021@sophiacollege.edu.in](mailto:fybascj.admission2021@sophiacollege.edu.in) with the Subject Line: **FY  
ADMISSION**

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## **ADDITIONAL INFORMATION FOR STUDENTS APPLYING FOR** **F.Y.B.Sc.-I.T.**

A Bachelor of Science in Information Technology comprises a detailed study in the field of software development, software testing and computer systems.

The BSc(IT) course will equip students with the technical skills and knowledge they need to succeed in this profession. It covers a broad spectrum of hardware and software solutions that enable organisations to gather, organise, and analyse data that helps them to achieve their goals.

We also organise industrial visits, seminars, workshops and add-on courses. We also have well-equipped laboratories with high configuration computers. After successful completion of this course, with the help of campus recruitment placement drives, many of our students have been placed into various IT companies like TCS, Infosys, Wipro, L&T, J.P. Morgan to name a few.

### **NOTE:**

For a candidate to be eligible for admission to B.Sc. (Information Technology), she should have passed the Std. XII Examination of the Maharashtra Board of Higher Education or its equivalent and have secured not less than 35% marks in aggregate with mathematics and statistics as one of the subjects.

For any admission-related query, you may message or call on the numbers given below between 9 am and 2 pm during form filling dates as per the admission schedule given by the University of Mumbai:

- **Ms. Rinjal Jain:** 98921 26689
- **Mr. Gauri Shankar Singh:** 93211 38122

Alternatively, you can send an e-mail to: [fybscit.admission2021@sophiacollege.edu.in](mailto:fybscit.admission2021@sophiacollege.edu.in)  
with the Subject Line: **FY ADMISSION**

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