



# MADRAS SCHOOL OF SOCIAL WORK

(AN AUTONOMOUS INSTITUTION AFFILIATED TO THE UNIVERSITY OF MADRAS)

32, CASA MAJOR ROAD, EGMORE, CHENNAI-600008

Website: [www.mssw.in](http://www.mssw.in)

## ADMISSIONS - 2021



### P.G. ADMISSION GUIDELINES TO APPLICANTS



044 28194566  
044 28195126



[principal@mssw.in](mailto:principal@mssw.in)  
[admissions@mssw.in](mailto:admissions@mssw.in)

**Due to the prevailing COVID situation and as per Government directions admissions to all courses at MSSW will be online. Applicants / Selected students / Parents or Visitors are not permitted to visit MSSW campus for any reason unless asked to report.**

**Accommodation at MSSW Hostel may not be available for students admitted this year if social distancing norms are required to be in place after college reopens. However, the college will be able to help students find PG accommodation nearby.**

### **Online Admission Process – P.G. Courses**

1. PG Applications will close by 31st May 2021. Refer the Admission Schedules given in the Prospectus at the end of each Program description for the important dates in the Admission process for the PG programmes.
2. Applicants who have successfully submitted the online application and paid for the same would have received acknowledgement of application. The application form PDF will be available in their login. Entrance Test link will be provided in the login before the dates allocated for Entrance Test.
3. Online Entrance Test will be held between 1st June to 5th June. Applicants can take the exam on any of the given dates. Detailed instructions will be provided on the procedure for taking the online test. Applicants may have to take a mock test to familiarize themselves with the process. After completion of the mock test, the Entrance Test link will be enabled. The candidates are advised to take the mock test well in advance as the entrance test link will expire automatically on 5th June 2021 at 11:59pm.

4. Admission will be based on the following marks obtained and as per Government norms of merit cum community reservation.

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| <ul style="list-style-type: none"><li>• UG – 100 marks</li><li>• Entrance Test – 50 marks</li><li>• Interview – 20 marks</li></ul> <p><b>Total: 170 marks</b></p> |
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5. The following process will be implemented for admission:

a. Based on the self-declared UG percentage furnished in the application form, and the Entrance Test marks, applicants will be shortlisted as per merit/community reservation norms for online interview and the list will be published on website and emails sent to the applicants.

b. The shortlisted applicants must ensure that they have uploaded the scanned copies of the following original certificates within the deadline given in the admission schedule through the upload facility made available in their login. Each document must be either in PDF or JPG format within 1MB size. The scanned copy uploaded must be clear and the contents readable.

- SSLC Mark Sheet
- Higher Secondary Certificate (+2 Mark Sheet)
- All Semester mark sheets upto 5th Semester/7th Semester or all semesters if available. In case only Internet printout is available, it must be self-attested.
- Community Certificate (if applicable)
- Transfer Certificate (if available)
- Disability Certificate (if applicable)

**Shortlisted Applicants who have not uploaded the required documents will not be permitted to attend the online interview.**



- c. The shortlisted applicants will receive details of the online interview date and time and the Zoom link for the same will be available in their login.
- d. Online interview will be through a Zoom call. Applicants must download the Zoom App and install it to open the Zoom link sent by the college. The detailed tutorial for using Zoom to attend interview is available in this link <https://mssw.in/wp-content/uploads/2020/07/zoominterview.pdf>
- e. **Shortlisted applicants will be permitted to attend the Zoom interview only on the date and time allotted for them.** In case they are unable to join due to technical issues, they must send a mail to admissions office (admissions@mssw.in) immediately. The departments may reschedule interviews depending on the need for the same. In case their interview date and time in one department clashes with another department within MSSW, they can request for an alternative slot in one of the department.
- f. Once applicants join the Zoom call they will be put in a virtual Waiting Room (within Zoom) and allowed for the Interview one after the other. Till that time, applicants must stay in the waiting room. Once applicants are allowed in to the Interview Room, they can see the panelists and respond to questions.
- g. While attending Zoom interview, the applicants must be in formal wear and the face must be clearly visible in the video, occupying at least half of the video frame. Candidates must ensure good connectivity and distraction free environment. Video and Audio must be enabled and always on during the interview.
- h. The list of provisionally selected/waitlisted candidates for admission after interview, will be published on the scheduled date on the website and intimated through email.

i. Candidates selected/waitlisted for admission must come to MSSW campus for original Certificate verification and submission on the given date, **provided COVID regulations permit the same**. Otherwise the certificates will be collected at a later date and admissions will proceed fully online.

j. The link for fee payment will be made available in the provisionally selected candidate's login. Fees must be paid online (full annual fees or first installment) within the given dates to secure admission. Fee not paid within the deadline will result in cancellation of the provisional selection.

k. Once fees is paid, provisional admission letter will be issued along with instructions regarding joining for classes online or on-campus.

**6. Waitlisted candidates will gain opportunity for admission only if a vacancy arises due to non-reporting or ineligibility of selected candidates.**

7. In case a candidate has applied for more than one PG course at MSSW and has been admitted to a particular course and paid the fees for the same, the candidate will be permitted to slide to the next course for which he/she gets admission at a later date. Only the difference in fees has to be paid. Excess fees will be carried over to the next installment.

For any assistance candidates can reach out to the phone numbers and the email ids of the respective departments given in the Prospectus. The general email help-line is **admissions@mssw.in** which may be contacted for technical difficulties in uploading documents or paying fees online. E-mails will be responded in 1 – 2 working days.

**PRINCIPAL**