



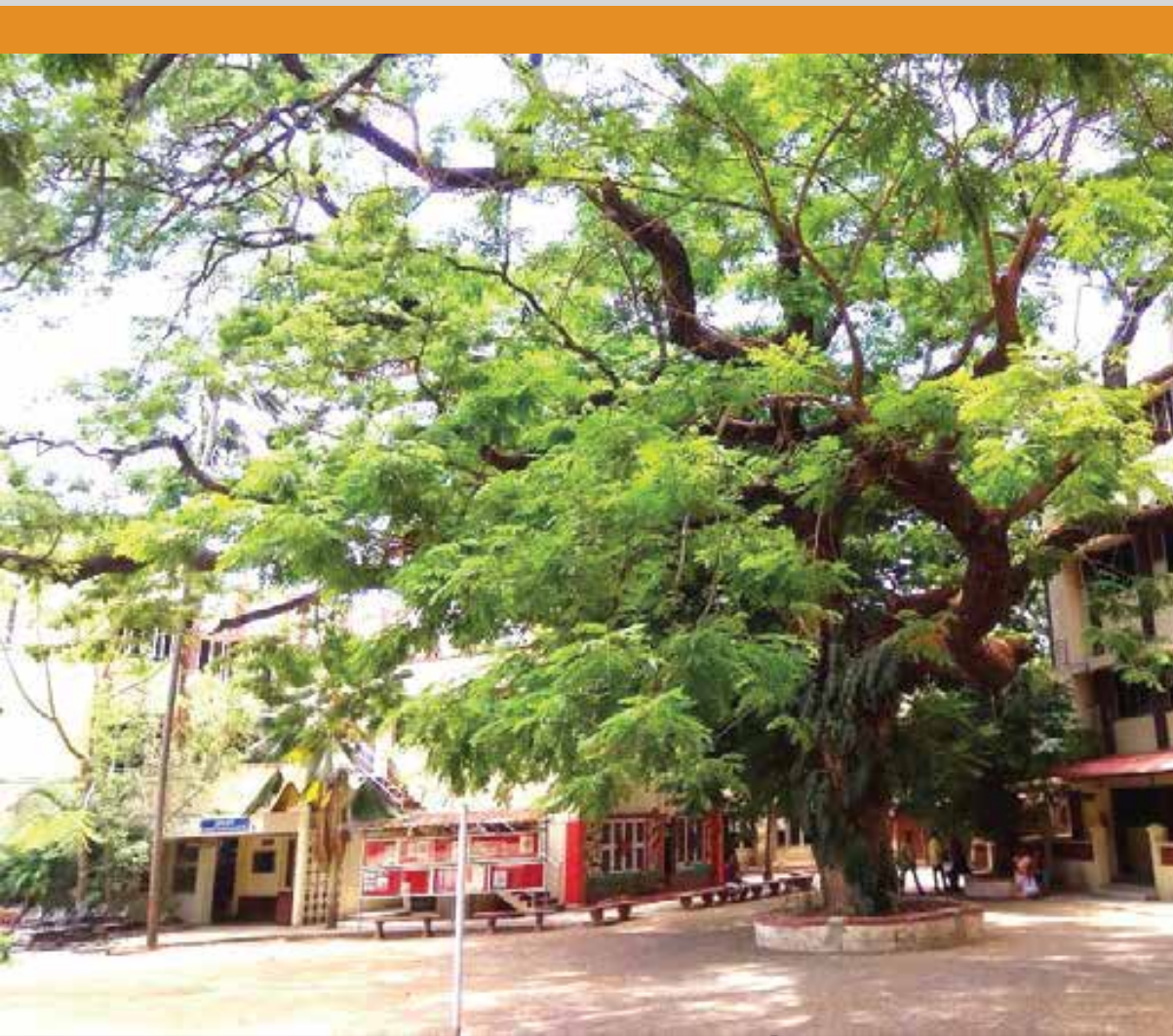
MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

Accredited by NAAC with 'A' Grade

PROSPECTUS 2020-21

www.mssw.in





MARY CLUBWALA JADHAV

(1908 – 1975)

Founder, Madras School of Social Work

Mrs. Mary Clubwala Jadhav, a woman with an inborn instinct and insatiable thirst for service to humanity, founded the Madras School of Social Work in 1952. Born in 1908 into a rich Parsi family, she was raised strictly in the traditional way by her mother who taught her the values of caring and sharing. In 1926, she was married to Mr. Nogi Clubwala who encouraged her to involve herself in social activities. She was a regular visitor to Government-approved schools and worked for the Red Cross. After the sudden demise of her husband, instead of retiring into a shell, she decided to employ her time meaningfully and immersed herself in social work with total sincerity and commitment.

In 1937, Mrs. Mary Clubwala was made the Honorary Secretary of the Guild of Service. In 1942, during World War II, Mrs. Clubwala founded the Indian Hospitality Committee and persuaded women from all communities and walks of life to join in the effort to organize mobile canteens, hospital visits, diversional therapy and entertainment programmes for the army. The victorious army presented her a Japanese sword in appreciation of her tremendous efforts and Mrs. Mary Clubwala was called “the Darling of the Army” by General Cariappa. After the war, her focus was once again on the Guild of Service which became a banyan tree that put out roots for various projects like health centres, bakery units, an adoption centre, family assistance schemes, meals on wheels, rural development projects and a school for the deaf, to name just a few.

Mrs. Clubwala’s concern for destitute children was responsible for starting the Seva Samajam Boys’ Home and Girls’ Home in Adyar in 1950. These homes gained an international reputation as model institutions. In 1954, through the joint efforts of the Guild of Service and Madras Rotary Club, she was instrumental in starting Bala Vihar in Kilpauk, a school for mentally challenged children.

Perhaps Mrs. Clubwala’s most significant contribution was establishing the Madras School of Social Work realizing the need to facilitate easy access and appropriate practical learning for students interested in social work in the southern region, as there were only three schools of social work in India and all of them were located in the North. She visited various schools of social work in the USA to learn about their functioning and finally her dream came true in 1952.

In 1941, she received the Most Excellent Order of the British Empire (MBE). She was honoured by the International Council of Social Welfare with the “Outstanding Service Award” at The Hague in 1972. She was awarded the Padma Shri, Padma Bhushan and Padma Vibhushan by the Government of India for her exceptional services. On 6th February 1975, she breathed her last in Bombay after a surgery to fight cancer. Condoling her death, the then Prime Minister Mrs. Indira Gandhi mourned that India had lost an eminent social worker. Today Madras School of Social Work stands as a testimony to her dedication, perseverance and will to overcome obstacles, which helped her realise her dream of starting a school to train professional social workers.



PROSPECTUS

2020-21

About Madras School of Social Work	1
Vision And Mission	3
Programmes Offered	4
Programme Profiles	
Undergraduate Programmes	
• Bachelor of Social Work (Self-Financed)	9
• Bachelor of Science in Psychology (Self-Financed)	10
Postgraduate Programmes	
• Master of Social Work (Aided & Self-Financed)	13
• M.Sc. Counselling Psychology (Self-Financed)	16
• M. A. Human Resource Management (Self-Financed)	18
• M.A. Human Resource And Organization Development (Self-Financed)	20
• M.A. Development Management (Self-Financed)	22
• M.A. Social Entrepreneurship (Self-Financed)	24
Postgraduate Diploma Programmes	
• Postgraduate (Hons.) Diploma in Personnel Management & Industrial Relations	27
• Postgraduate Diploma in Human Resource Management	28
Field Work & Internship Organizations	29
Infrastructure & Student Support Services	33
Campus Recruitment	35
Important Student Regulations	37
Admission Regulations	38
Application Procedure	39
Contact Details	40

About Madras School of Social Work



Madras School of Social Work, an Autonomous Institution established in the year 1952, is affiliated to the University of Madras and is accredited by NAAC with an 'A' Grade. It is located in Chennai, the state capital of Tamil Nadu. The Institution is run now under the aegis of Society for Social Education and Research (SSER), a registered non-profit organisation. The College has been rated the Best College for Social Work Education in South India and one among the top five Social Work Institutions in India by India Today and Outlook. Madras School of Social Work offers the following academic programmes adopting CBCS pattern as prescribed by the Tamil Nadu State Council for Higher Education and the University of Madras:

Undergraduate Programmes:

- Bachelor of Social Work (B.S.W.)
- Bachelor of Science in Psychology (B.Sc. Psychology)

Postgraduate Programmes:

- Master of Social Work (M.S.W.)
- M.Sc. Counselling Psychology (M.Sc. CP)
- M.A. Human Resource Management (M.A. HRM)
- M.A. Human Resource & Organization Development (M.A. HR&OD)
- M.A. Development Management (M.A. DM)
- M.A. Social Entrepreneurship (M.A. SE)

Research Programmes

M. Phil. in Social Work

M. Phil. in Psychology

Ph. D. in Social Work

Postgraduate Diploma Programmes

Postgraduate (Hons.) Diploma in Personnel Management and
Industrial Relations

Postgraduate Diploma in Human Resource Management





To be a global leader in education, research and intervention in Social Work and allied disciplines towards transforming human potential in to socially sensitive change agents for sustainable development.



MISSION

MSSW will create outstanding professionals who will provide Transformational Leadership in the community and workplace

Through:

- An experiential transformative process of education and practice-oriented pedagogy involving multi-disciplinary social sciences research.
- Implementing community outreach in our core competency areas, need- and evidence-based community practice interventions and delivering training & consultancy services to corporate, government and civil society organizations.
- Playing an active role in advocacy & policy formulation and access to contemporary knowledge resources.

PROGRAMMES OFFERED

UNDER GRADUATE PROGRAMMES

Course Title	Bachelor of Social Work	Bachelor of Science in Psychology
Stream	SHIFT II (SELF-FINANCED)	
Timing	8.00 AM to 1.30 PM	
Duration	3 years (full-time)	
Eligibility Criteria for Admission	<p>A pass in Higher Secondary Examination (Academic or Vocational Stream) conducted by Govt. of Tamil Nadu or an examination accepted as equivalent by the Syndicate, University of Madras.</p> <p>The upper age limit for admission to UG courses will be 21(Twenty-One) years as on 1st July 2020.</p> <p>However, a relaxation of 5 years is permitted for Differently Abled as per G.O.Ms.No.239, S.W. dated 3-9-1993. SC/ ST / BC/MBC/DNC Candidates and women candidates may be allowed the age relaxation of 3 years beyond 21 years.</p>	

Note :-

- Applications to the UG courses will be enabled only after the publication of 12th Standard State Board results. Candidates should apply within 10 days from the date of publication of results.
- CBSE and other Board students can apply only after their respective Board results are published. A few seats will be made available for the students from these Boards.

POSTGRADUATE PROGRAMMES

Course Title	Master of Social Work	Master of Arts in Social Entrepreneurship
Stream	SHIFT – I (AIDED)	SHIFT II (SELF FINANCED)
Timing	8.00 AM - 1.30 PM	
Duration	2 years (full-time)	

Stream	SHIFT – II (SELF-FINANCED)
Timing	1.30 PM – 6.30 PM
Course Title	Master of Social Work Master of Science in Counselling Psychology Master of Arts in Human Resource Management Master of Arts in Human Resource and Organization Development Master of Arts in Development Management
Duration	2 years (full-time)
Eligibility Criteria for Admission	Graduate in any discipline, of a minimum duration of 3 years or its equivalent (under the 10+2+3) pattern or any other pattern (including professional courses) that fulfils the mandatory requirements of 15 years full-time formal education from a recognized University and approved by the University of Madras. Age Criteria as per Government norms.

RESEARCH PROGRAMMES

Stream	SHIFT – I (AIDED)	
Timing	8.00 AM to 1.30 PM	8.00 AM to 1.30 PM
Course Title	M. Phil. (Social Work)	Ph.D. (Social Work)
Duration	1 year (full-time)	Full-time/Part-time
Eligibility Criteria for Admission	Candidates having passed 2-year P.G. Degree course in Psychology under 10+2+3 or 11+1+2 pattern” with “As per the University of Madras norms	As per the University of Madras norms

Stream	SHIFT – II (SELF-FINANCED)	
Timing	1.30 PM – 6.30 PM	
Course Title	M. Phil. (Psychology)	
Duration	1 years (full-time)	
Eligibility Criteria for Admission	Candidates having passed 2-year P.G. Degree course in Psychology under 10+2+3 or 11+1+2 pattern	

Note :-

➤ Prospectus for M.Phil courses will be made available in the month of July. Prospectus for Ph.D. Programme is available on the University of Madras web-site

POSTGRADUATE DIPLOMA PROGRAMMES

Course Title	P.G. (Hons.) Diploma in Personnel Management & Industrial Relations	P.G. Diploma in Human Resource Management
Stream	SHIFT III (EVENING)	
Timing	6.30 PM - 8:30 PM Monday to Friday	Tuesday & Thursday 6.30 PM to 8.30 PM Saturday 9.30 AM to 1.30 PM
Duration	2 Years (Part-time)	1 Year (Part-Time) Trimester Pattern
Eligibility Criteria for Admission	Any U.G. Degree from a recognized University. Applicants with work experience will be preferred.	Any U.G. Degree from a recognized University with a minimum of 2 years' experience after graduation.

Note :-

➤ Detailed Prospectus for the Diploma courses is available on the College Website: www.mssw.in

UNDER GRADUATE PROGRAMMES

(Affiliated to the University of Madras)

Bachelor of Social Work (BSW)

About the Course

The three-year Bachelor programme in Social Work is a preparatory course with a blend of theory and field practice. The uniqueness of this programme is that students are exposed to experiential learning. The main objective of the course is to impart education and training in professional social work and enhance students' understanding of social issues through interdisciplinary perspectives.

Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III
<ul style="list-style-type: none"> ➤ Language I (Tamil / French) ➤ English I ➤ Introduction to Social Work ➤ Sociology ➤ Field Work I ➤ Soft Skills I ➤ Non-Major Elective - Stress ➤ Management / Basic Tamil-I 	<ul style="list-style-type: none"> ➤ Language II (Tamil / French) ➤ English II ➤ Social Work Profession ➤ Human Growth and Development ➤ Field Work II ➤ Soft Skills II ➤ Non-Major Elective – Basic ➤ Tamil – II / Sustainable Tourism and Social Work 	<ul style="list-style-type: none"> ➤ Social Work Practice with Individuals and Groups - I ➤ Social Work Practice with Communities - I ➤ Fields of Social Work ➤ Economic and Political Systems and Processes ➤ Field Work III ➤ Soft Skills III ➤ Value Education
SEMESTER IV	SEMESTER V	SEMESTER VI
<ul style="list-style-type: none"> ➤ Social Work Practice with Individuals and Groups-II ➤ Social Work Practice with Communities-II ➤ Social Development and Social Work ➤ Psychology ➤ Field Work IV ➤ Soft Skills IV ➤ Environmental Studies 	<ul style="list-style-type: none"> ➤ Communication for Social Work ➤ Social Work Research and Statistics ➤ Dimensions of Health ➤ Social Work with Senior Citizens ➤ Field Work V ➤ Soft Skills V ➤ Disability / Disaster Management 	<ul style="list-style-type: none"> ➤ Social Welfare Administration ➤ Women's Development Issues and Concerns ➤ Research ➤ Human Rights ➤ Field Work VI ➤ Soft Skills VI ➤ Introduction to Workforce Management / Social Entrepreneurship Study Tour (Mandatory for Course Completion)

The course content has core subjects and allied subjects. Field practicum is an integral part of the course which consists of lab sessions, observation visits, project field work, rural camp and concurrent field work that enable the students to relate the theory learnt in the class to social settings. Each student is expected to undertake a project report on his/her area of interest in the field of Social Work under the supervision and guidance of faculty members. The course is designed in such a way that it will impart essential soft skills to mould the overall personality of the students.

Scope of the Programme:

The knowledge and practical experience gained through the theory papers and field exposure will enable the graduates to move easily into other postgraduate courses like MSW, Public Administration, Development Management, Human Resource Management, Economics, Politics, Journalism and Law. The course also helps prepare the candidates for competitive examinations. Employment opportunities are open in welfare and corporate settings for the graduates of this course.

Bachelor of Science in Psychology (B.SC Psychology)

About the Course

Madras School of Social Work is one of the leading institutions offering B.Sc. Psychology programme which is designed to give an opportunity to those students who are interested in studying human behaviour and those who wish to pursue their higher studies in the different fields of psychology. For this purpose, the programme is aptly designed comprising theory papers, laboratory experience and field visits.

Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III
<ul style="list-style-type: none">➤ Language I (Tamil / French)➤ English I➤ General Psychology – I➤ Biological Psychology➤ Introduction to Social Work➤ Basic Tamil I (or) Non-Major Elective - Stress Management➤ Soft Skills I	<ul style="list-style-type: none">➤ Language II (Tamil / French)➤ English II➤ General Psychology – II➤ Developmental Psychology I➤ Fundamental Statistics in Psychology➤ Basic Tamil II (or)➤ Non-Major Elective - Inter personal Skills➤ Soft Skills II	<ul style="list-style-type: none">➤ Language III (Tamil / French)➤ English III➤ Social Psychology - I➤ Developmental Psychology II➤ Research Methods➤ Environmental Studies➤ Soft Skills III
SEMESTER IV	SEMESTER V	SEMESTER VI
<ul style="list-style-type: none">➤ Language IV (Tamil / French)➤ English IV➤ Social Psychology – II➤ Experimental Psychology (Practical)➤ Consumer Behaviour & Marketing➤ Extension Activities / NSS➤ Soft Skills IV	<ul style="list-style-type: none">➤ Abnormal Psychology – I➤ Counselling Psychology➤ Case Study (Practical)➤ Elective – Sports Psychology (or) Health Psychology➤ Value Education	<ul style="list-style-type: none">➤ Abnormal Psychology – II➤ Organizational Behaviour➤ Psychological Testing (Practical)➤ Elective – Career Psychology (or) Forensic Psychology➤ Survey Research (Practical)

The Programme will ensure that students are exposed to various fields of psychology and psychological testing, field visits, projects and hands-on experience. Students will be given a strong foundation in both theory and practicum components throughout the three-year undergraduate programme. They will learn about research methods, experiments in psychology and soft skills which will focus on communication and computing skills. Students are facilitated to attend at least one professional conference and workshop during the course of the study. The department strives to build in each student an all-rounded personality.

Scope of the Programme:

The undergraduate degree will be an excellent preparation for a postgraduate course in the different fields of psychology such as Counselling, Clinical and Organizational Psychology and in related fields such as criminology, human resource management, social work and so on.

BSW & BSc Psychology

Admission Schedule

S.NO	PARTICULARS	DATE
1.	Online application opens	On the date of publication of Tamil Nadu +2 results.
2.	Online application closes	In view of the prevailing situation, the admission schedule dates will be announced later after appropriate instructions from Government. It will be emailed and sent by SMS to all applicants apart from being displayed in MSSW website and in the Applicants Login
3.	Publication of FIRST list of Provisionally SELECTED & WAITLISTED candidates for counselling	
4.	Certificate Verification & Payment of FEES for the provisional list SELECTED & WAITLISTED candidates	
5.	Publication of SECOND list of Provisionally SELECTED & WAITLISTED candidates for counseling	
6.	Certificate Verification & Payment of FEES for the Second provisional list SELECTED & WAITLISTED candidates	
7.	Principal/HOD/Faculty Meeting with Admitted students and their Parents	
8.	I Year Inaugural & Welcome	

POST GRADUATE PROGRAMMES

(Affiliated to the University of Madras)

Master of Social Work (Aided & Self-Financed)

About the Course

The objective of the MSW course is to prepare candidates as professionals in Community Development, Medical and Psychiatric Social Work and Human Resource Management fields. The programme is aimed at developing in them skills, attitudes and values necessary for working with people in different community and organizational settings. In addition to imparting discipline-related and specialization-related knowledge, the course will hone the values and attitudes required for interpersonal and managerial skills necessary for effective practice.

The course is offered in both Aided (Shift I) and Self-financed (Shift II) streams. Though the curriculum remains the same, the class timings, academic calendar and administration are distinct.

The first semester is generic and the second semester offers insight into specializations. Semester III & IV are purely specialization-centric. As the oldest programme of the college, MSW has a robust and rigorous curriculum to impart the knowledge, skills and attitudes required for the profession. The curricular inputs are offered as core, interdisciplinary, elective and course completion papers. One of the highlights of the programme is field work. The field work pattern is graded and progresses in terms of its goals across the semesters.

SPECIALIZATION DETAILS:

Community Development (CD): This specialization equips students to work with communities and organizations. Focusing on macro-practice in Social Work, this specialization provides the students with skills to identify the needs of rural, urban and tribal communities, plan intervention programmes, mobilize community participation, manage development projects, monitor and evaluate programmes, build capacities of communities and organizations and advocate for human rights. Employment opportunities are available with Government departments, National and International NGOs, UN Organizations and in the CSR Departments of the corporate sector besides the option to launch their careers as Social Entrepreneurs.

Medical & Psychiatric Social Work (MPSW): This specialization helps students to understand the physical and mental health needs of individuals and families and equips them to intervene at the personal and community levels and to formulate policies. Students are exposed to psycho-social assessments, therapies, counselling and health systems and they become competent in planning and implementing family and community health interventions. Students completing this specialization can gain employment in hospitals, mental health centres, individual and family counselling centres, community health NGOs, UN Organizations and research institutions.

Human Resource Management (HRM): This specialization trains students to become socially relevant and competent Human Resource Managers. Along with cutting-edge knowledge on all aspects of HRM, students are also imparted strong people skills and values. Students who graduate with this specialization of Social Work will have better adaptability, problem-solving and team-building skills. Employment opportunities are available in the HR and L&D departments, the corporate sector and National and International NGOs. Candidates who have completed this course are also eligible to be appointed as labour welfare officers.

Pattern of the Programme

SEMESTER I	SEMESTER II
<ul style="list-style-type: none"> ➤ Social Work Profession ➤ Social Work with Individuals ➤ Social Work with Groups ➤ Sociology ➤ Psychology ➤ Field Work I (Observation Visits, Rural Camp, Project Field Work) ➤ Soft Skills I – Personal and Interpersonal Connect 	<ul style="list-style-type: none"> ➤ Social Work with Communities ➤ Social Research and Statistics ➤ Social Policy & Planning (CD & MPSW) ➤ Human Resource Management (HRM) ➤ Basics of Counselling ➤ Management of Organisations ➤ Social Legislation (CD& MPSW) ➤ Labour Legislation - I (HRM) ➤ Field Work II – Concurrent Pattern (NGO) ➤ Soft Skills II – Leadership & Team Building (OBT) ➤ Summer Placement (Block Pattern – Specialization Setting)
SEMESTER III	SEMESTER IV
<p>Specialization Paper - 1</p> <ul style="list-style-type: none"> ➤ Rural Development and Governance (CD) ➤ Mental Health and Psychiatric Social Work (MPSW) ➤ Labour Legislation – II (HRM) <p>Specialization Paper - 2</p> <ul style="list-style-type: none"> ➤ Dalit and Tribal Empowerment (CD) ➤ Medical Social Work (MPSW) ➤ Strategic Human Resource Management (HRM) <p>Specialization Paper - 3</p> <ul style="list-style-type: none"> ➤ Community Development – Approaches & Tools (CD & MPSW) Organizational Behaviour (HRM) <p>Specialization Paper - 4</p> <ul style="list-style-type: none"> ➤ Women and Development (CD) ➤ Social Work with Families & Senior Citizens (MPSW) ➤ Employee Relations and Welfare (HRM) <p>Interdisciplinary Paper</p> <ul style="list-style-type: none"> ➤ Environment and Disaster Management (CD & MPSW) ➤ Performance Management (HRM) ➤ Research Project – I ➤ Field Work – III (Concurrent Pattern – Specialization Setting) ➤ Soft Skills – Career and Workplace Competencies ➤ Participation in Professional Forum – I (Course Completion Only) 	<p>Specialization Paper - 5</p> <ul style="list-style-type: none"> ➤ Urban Development and Governance (CD) ➤ Clinical Social Work Practice (MPSW) ➤ Organizational Change & Development (HRM) <p>Specialization Paper - 6</p> <ul style="list-style-type: none"> ➤ Social Work with Children & Youth (CD) ➤ Therapeutic Interventions (MPSW) ➤ Learning & Development (HRM) <p>Specialization Paper - 7</p> <ul style="list-style-type: none"> ➤ Community Health (CD & MPSW) ➤ International HRM <p>Interdisciplinary Paper</p> <ul style="list-style-type: none"> ➤ Social Entrepreneurship (CD) ➤ Disability and Social Work (MPSW) ➤ Compensation Management ➤ Research Project - II ➤ Soft Skills – Specialization Competencie ➤ Participation in Professional Forum – II (Course Completion Purposes)

CERTIFICATE COURSES

MSW (Aided)	MSW (Self Finance)
<ul style="list-style-type: none"> ➤ Development Communication ➤ Human Rights ➤ Psychiatric Assessment and Therapeutic Counselling ➤ Expressive Art Therapy ➤ Human Resource Information Systems & Analytics ➤ Advanced Counselling Skills ➤ Corporate Social Responsibility 	<ul style="list-style-type: none"> ➤ Human Rights ➤ Palliative Care ➤ Finance for Non-finance Professionals ➤ Business Communication ➤ NGO Governance, Finance & Legal Compliance ➤ Micro-Finance for Inclusion

Note:

Specializations will be allotted at the time of admission on the basis of application submitted. No change will be permitted after admission.

Admission schedule for MSW (Shift - I & II)

S.NO	PARTICULARS	DATE
1.	Online application begins	1 st April 2020 (Wednesday)
2.	Online application closes	
3.	Entrance Test	
4.	Publication of short-listed candidates for Group Discussion & Interview	
5.	Dates for Group Discussion & Interview	
6.	Publication of FIRST provisional list of SELECTED & WAITLISTED candidates	
7.	Certificate verification & Payment of FEES for the FIRST provisional list - Shift 1 – MSW (Aided)	
8.	SELECTED candidates & WAITLISTED candidates	
9.	Certificate verification & Payment of FEES for the FIRST provisional list -- MSW (SF) SELECTED candidates & WAITLISTED candidates	
10.	Publication of SECOND provisional list of SELECTED & WAITLISTED candidates	
11.	Certificate verification & Payment of FEES for the SECOND provisional list – Shift SELECTED & WAITLISTED Candidates	
12.	Principal /HOD/Faculty Meeting with admitted students and their parents for MSW (Both Shift I & II)	
	I Year Inaugural & Welcome	

Entrance Test Question Paper Pattern

S.NO	COMPONENTS	MARKS
1.	General Aptitude	10
2.	Quantitative Aptitude / Data Interpretation	10
3.	Reading Comprehension / Verbal Ability	10
4.	Social Awareness	10
5.	Current Affairs	10
Total		50

M.Sc. Counselling Psychology

About the Course

M.Sc. in Counselling Psychology is a two-year full-time programme spanning four semesters. The course aims at equipping students with the knowledge and skills necessary for contributing to holistic development. The curriculum highlights the combination of theory and practice in a balanced manner to build the competence of students in various settings as Professional Counsellors.

Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<ul style="list-style-type: none"> ➤ Cognitive Psychology ➤ Counselling Process and Skills ➤ Theories of Personality ➤ Psychopathology ➤ Cross-Cultural Psychology ➤ Health Psychology ➤ Introduction to Management ➤ Soft Skills - I 	<ul style="list-style-type: none"> ➤ Research Methodology ➤ Behaviour Modification ➤ Psychological Assessment – I (Practical) ➤ Case Analysis – Praxis of Counselling ➤ Corporate Counselling ➤ Life Skills ➤ Advanced Statistics in Behavioural Sciences ➤ Soft Skills – II ➤ Summer Placement 	<ul style="list-style-type: none"> ➤ Counselling Across Life Span ➤ Internship ➤ Counselling and Therapeutic Techniques ➤ Psychological Assessment – II (Practical) ➤ Counselling Children with Developmental Disorders ➤ Positive Psychology ➤ Training and Development ➤ Soft Skills - III 	<ul style="list-style-type: none"> ➤ Counselling and Therapy for Groups and Special Populations ➤ Psychological Training Modules (Demonstration) ➤ Dissertation ➤ Case Analysis – Praxis of Counselling ➤ Counselling in Schools ➤ Soft Skills - IV

Certificate Courses

Marital Counselling, Rehabilitation Psychology, Integrated Therapy, Tobacco Cessation Methodologies, Psychodrama.

The students of this department are taught through various innovative methods. Students are trained to administer, interpret and write reports on various psychological tests. Students must attend at least two conferences/workshops during the course of their study. Students are also encouraged to present papers at conferences and seminars and to publish their articles in national and international journals.

Scope of the Programme

The course will prepare the students to launch themselves in an expanding professional world as consultant psychologists, school/college counsellors, corporate counsellors and trainers, therapists, resource persons, facilitators, instructors and teachers. They can pursue higher studies in Counselling Psychology, Clinical Psychology and Psycho-Oncology.

Admission Schedule For Msc Counselling Psychology

S.NO	PARTICULARS	DATE
1.	Online application begins	1st April 2020 (Wednesday)
2.	Online application closes	
3.	Entrance Test	In view of the prevailing situation, the admission schedule dates will be announced later after appropriate instructions from Government. It will be emailed and sent by SMS to all applicants apart from being displayed in MSSW website and in the Applicants Login
4.	Publication of shortlisted candidates for Interview and Group Discussion	
5.	Interview and Group Discussion	
6.	Publication of first provisional list of selected & waitlisted candidates	
7.	Certificate verification and payment of fees for first provisional list candidates	
8.	Publication of Second provisional list of selected & waitlisted candidates	
9.	Certificate verification and payment of fees for second provisional list candidates	
10.	Principal /HOD/Faculty Meeting with admitted students and their parents for MSW (Both Shift I & II)	
11.	I Year Inaugural & Welcome	

Entrance Test Question Paper Pattern

S.NO	COMPONENTS	MARKS
1.	Language, Numerical and Reasoning – 20 questions	20
2.	Psychology – 10 Questions	10
3.	Counselling Psychology 10 questions	10
4.	Research aptitude – 10 questions	10
Total		50

M.A. Human Resource Management (M.A-HRM)

About the Course

This is an intensive two-year programme aimed at creating future HR leaders by preparing a global talent engine capable of meeting the challenges of the competitive business environment. Students are imbued with holistic personality skills that enhance their employability.

Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<ul style="list-style-type: none"> ➤ Organizational Behaviour ➤ Human Resource Management ➤ Management Principles ➤ Labour Law - I ➤ Managerial Economics ➤ Soft Skills I 	<ul style="list-style-type: none"> ➤ Research Methodology ➤ Learning and Development ➤ Performance Management ➤ Labour Law - II ➤ Compensation Management ➤ Industry-Institute Interface ➤ Soft Skills II ➤ Summer Placement 	<ul style="list-style-type: none"> ➤ Workplace Counselling ➤ Operations Management ➤ Accounting for Managers ➤ Employee Relations and Labour Welfare ➤ Business Policy and Strategic Management ➤ Industry-Institute Interface ➤ Research Project ➤ Soft Skills III ➤ Outbound Training 	<ul style="list-style-type: none"> ➤ Organizational Change and Organizational Development ➤ HR Analytics ➤ Entrepreneurial Development (or) Human Rights ➤ Financial Management (or) Marketing Management ➤ International HRM Industry-Institute Interface ➤ Soft Skills IV

Certificate Programmes offered by the Department:

1. HR Analytics
2. Labour Law and Employee Relations
3. Organisational Development

A platter of teaching methods is adopted besides classroom lectures, which includes group discussions, seminars, dipstick studies, role-plays with audio-visual aids, skill labs and other simulation-based training methods. A committed faculty base familiar with the system and capable of sharp classroom delivery is the strength of the department. Their involvement in industry-driven projects and consultancy is manifested in the classroom teachings. Excellent student-faculty ratio makes personal learning highly effective. The Industry-Institute Interface Programme aims to broaden the students' perspective by providing an exposure to the organizational environment, thereby assisting them to relate HR Management theory with practice. The department also exposes the students to interact with industry experts through guest lectures, workshops and panel discussions.

Scope of the Course:

Keeping in mind the demands of the industry, this course is designed to create HR Specialists to develop and manage harmonious relationships at the workplace and to strike a balance between organizational and individual goals. Students completing M.A.HRM are preferred by corporate houses for the positions of HR, Trainer, Recruiter, Welfare Executive, and so on.

Admission Schedule For M.A HRM

S.NO	PARTICULARS	DATE
1.	Entrance Test	Online Application begins – 1st April 2020 (Wednesday)
2.	Publication of short listed candidates for Group Discussion & Interview	
3.	Group Discussion & Interview	In view of the prevailing situation, the admission schedule dates will be announced later after appropriate instructions from Government. It will be emailed and sent by SMS to all applicants apart from being displayed in MSSW website and in the Applicants Login
4.	Publication of FIRST provisional list of SELECTED & WAITLISTED candidates	
5.	Certificate verification & Payment of FEES for the FIRST provisional list Selected Candidates – 10am Waitlisted Candidates -2pm	
6.	Publication of SECOND provisional list of SELECTED and WAITLISTED candidates 5.00pm	
7.	Certificate verification, Payment of FEES for the Second provisional list of Selected Waitlisted candidates	
8.	Principal /HOD/Faculty Meeting with admitted students and their parents for MSW (Both Shift I & II)	
9.	I Year Inaugural & Welcome	

Entrance Test Question Paper Pattern

S.NO	COMPONENTS	MARKS
1.	General Aptitude	10
2.	Quantitative Aptitude / Data Interpretation	10
3.	Verbal Ability	5
4.	Current Affairs	5
5.	Management & human Resource(Fundamental Concepts)	20
Total		50

M. A. Human Resource and Organisation Development

About the Course

The course has been designed to cater to the growing needs of the industry for young professionals equipped not only in the area of Human Resource Management but also in Organizational Development. The course has been specifically defined to instil in students the sense of managerial responsibility and keep up with the latest technology to acquire an edge over others.

Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<ul style="list-style-type: none"> ➤ Human Resource Management ➤ Organizational Behaviour ➤ Management Principles ➤ Labour Legislation ➤ Fundamentals of Accounting and Financial Management ➤ Industry-Institute Interface I ➤ Soft Skills I 	<ul style="list-style-type: none"> ➤ Learning & Development ➤ Industrial Relations ➤ Research Methodology and Statistics ➤ Change Management ➤ Managerial Economics ➤ Industry-Institute Interface II ➤ Soft Skills II ➤ Summer Placement 	<ul style="list-style-type: none"> ➤ Organizational Development-I ➤ Operations Management ➤ Corporate Planning and Strategic Management ➤ Compensation Management ➤ Performance Management ➤ Research Project ➤ Industry-Institute Interface III ➤ Soft Skills III ➤ Outbound Training 	<ul style="list-style-type: none"> ➤ Organizational Development-II ➤ Cross-Cultural Business Management ➤ Human Resource Accounting and Information systems ➤ Workplace Counselling ➤ Entrepreneurial Development (or) Industrial Health, Hygiene & Safety ➤ Industry-Institute Interface IV ➤ Soft Skills IV

Certificate Courses: HR Analytics, Six Sigma, Neuro Linguistic Programming

The course offers contemporary papers suited to the needs of the industry. Internships spread across four semesters and project work in one semester gives students the firsthand experience of diagnosing organisational problems and proposing solutions for the same. Interactions with industry experts through guest lectures, workshops, conferences, panel discussions and observational visits to organisations provide an excellent learning platform for the students.

Scope of the Course

This course focuses on the various functional aspects of Human Resource & General Management. Apart from this, it also provides students essential knowledge of organisational culture, values and skills that can be used by managers, leaders and administrators to influence organizational change. A parallel emphasis is placed on the roles of consultants/facilitators in organisational development. Therefore a student who completes this course can opt for employment in organizations as HR Executives and Organisational Development/Training executives or can take up the roles of consultants and facilitators for organisations. This degree makes candidates eligible to appear as HR officers in Public Sector Undertakings.

Admission Schedule For M.A. HR & OD

S.NO	PARTICULARS	DATE
1.	Entrance Test	Online Application begins – 1st April 2020 (Wednesday)
2.	Publication of short listed candidates for Group Discussion & Interview	
3.	Group Discussion & Interview	
4.	Publication of FIRST provisional list of SELECTED & WAITLISTED candidates	In view of the prevailing situation, the admission schedule dates will be announced later after appropriate instructions from Government. It will be emailed and sent by SMS to all applicants apart from being displayed in MSSW website and in the Applicants Login
5.	Certificate verification & Payment of FEES for the FIRST provisional list Selected Candidates – 10am Waitlisted Candidates -2pm	
6.	Publication of SECOND provisional list of SELECTED and WAITLISTED candidates 5.00pm	
7.	Certificate verification, Payment of FEES for the Second provisional list of Selected Waitlisted candidates	
8.	Principal /HOD/Faculty Meeting with admitted students and their parents for MSW (Both Shift I & II)	
9.	I Year Inaugural & Welcome	

Entrance Test Question Paper Pattern

S.NO	COMPONENTS	MARKS
1.	General Aptitude	10
2.	Quantitative Aptitude / Data Interpretation	10
3.	Verbal Ability	5
4.	Current Affairs	5
5.	Management & human Resource (Fundamental Concepts)	20
Total		50

M.A. Development Management

About the Course

This unique programme in Development Management has been designed and introduced by the College to meet the increasing demand for trained professionals and managers in the Development sector. The students undergoing this programme are given the right exposure to the challenges faced by the contemporary society and equipped to lead organizations and empower people to deal with issues. The course aims to develop the management competencies and analytical capabilities of the new generation Development Managers.

Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<ul style="list-style-type: none"> ➤ Introduction to Development Management ➤ Establishing Development Organizations ➤ Human Resource Management & Labour Legislations ➤ Sociology of Development ➤ Fundamentals of Management ➤ Development Practicum I ➤ Soft Skills – I 	<ul style="list-style-type: none"> ➤ Development Communication & Management ➤ Organizational Behaviour ➤ Research Methodology ➤ Human Rights and Gender Issues ➤ Pragmatic Models of Development ➤ Development Practicum II ➤ Soft Skills – II ➤ Summer Placement 	<ul style="list-style-type: none"> ➤ Project Management ➤ Global Issues and Social Development ➤ Corporate Social Responsibility ➤ Accounting for Decision Making ➤ Development Economics ➤ Development Practicum III ➤ Research Project ➤ Soft Skills – III 	<ul style="list-style-type: none"> ➤ Entrepreneurship Development & Management ➤ Environment Management ➤ Community Based Health and Education Management ➤ Disaster Management ➤ Organization Development ➤ Development Practicum IV ➤ Soft Skills – IV

Certificate Courses: Urban Development and Social Security

It is an interdisciplinary course which includes core papers, elective papers and development practicum providing excellent opportunities for experiential and application-based learning in development organizations, corporate sector, international, national and state level organizations. Interactions with field experts through development practicum, guest lectures, workshops and skill lab sessions enhance the learning of the students significantly.

Scope of the Course

This course is a value-added, market-driven and employment-oriented course. It is structured to address the specific management requirements of CSR, NGOs, UN agencies, Government development projects and autonomous bodies. As the outcome of such robust programme, the passing out candidates get a good opportunity for placement in local, national and international NGOs, CSR foundations and other international organizations.

Admission Schedule For M.A. Development Management

S.NO	PARTICULARS	DATE
1.	First Slot Entrance Test	Online Application begins – 1st April 2020 (Wednesday)
2.	Processing the candidates (Interview and Group Discussion)	
3.	Publication of First List of Provisionally selected candidates	In view of the prevailing situation, the admission schedule dates will be announced later after appropriate instructions from Government. It will be emailed and sent by SMS to all applicants apart from being displayed in MSSW website and in the Applicants Login
4.	Fee Payment	
5.	Second Slot Entrance Test	
6.	Processing the candidates (Interview and Group Discussion)	
7.	Publication of Second List of Provisionally selected candidates	
8.	Fee payment	
9.	Principal /HOD/Faculty Meeting with admitted students and their parents for MSW (Both Shift I & II)	
10.	I Year Inaugural & Welcome	

Entrance Test Question Paper Pattern

S.NO	COMPONENTS	MARKS
1.	General Knowledge	10
2.	Current affairs	10
3.	Comprehension with objective Q&A	10
4.	Development Agencies, Process & Issues	20
Total		50

The syllabus for Development Agencies, Process and Issues for the entrance question paper is as follows,

- Development Agencies:** UN, UNDP, UNICEF, UNHCR, World Bank, IMF, UNCHR, FAO, ILO, UN Water and other UN Organizations. Reports published by UN Organizations.
- Development issues:** Poverty, Sustainable Development and goals, human rights, Disaster Management, water Social Issues: Caste, Class and Gender.
- Research:** Nature and scope of the research, types of research, stages in social research
- Social Movements in India:** Social Reform Movements, Environment movements
- Indian Constitution and Governance:** Fundamental rights and duties, Parliament and state legislature, Local governance.

M.A. Social Entrepreneurship

About the Course

Social Entrepreneurship is emerging as a major field of work that adds value to people's lives while giving shape to the dreams of aspiring entrepreneurs. This course is designed to provide an enriching academic and practical experience in learning about mission-driven, sustainable, socially relevant for-profit and non-profit ventures.

Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<ul style="list-style-type: none"> ➤ Introduction to Social Entrepreneurship ➤ Fundamentals of Management for Social Enterprises ➤ Human Resources Management ➤ Indian Society and Polity ➤ Marketing Management ➤ Field Immersion I ➤ Soft Skills I ➤ Outbound Training 	<ul style="list-style-type: none"> ➤ Research Methodology ➤ Development Economics ➤ Social Marketing ➤ Financial Accounting and Management ➤ Fund Resource Mobilization ➤ Field Immersion II ➤ Soft Skills II ➤ Summer Internship 	<ul style="list-style-type: none"> ➤ Women and Entrepreneurship ➤ Rural Entrepreneurship ➤ Vulnerability and Sustainable Environment ➤ Legal Framework for Social Enterprises ➤ Total Quality Management ➤ Field Immersion III ➤ Soft Skills III 	<ul style="list-style-type: none"> ➤ Social Entrepreneur Strategies ➤ Social Leadership ➤ Social Innovation ➤ Product / Project Management ➤ Research Project/ Social Business Plan ➤ Field Immersion IV ➤ Soft Skills IV

The course is designed with ample opportunities for field engagement, participation and research. The curriculum transaction will involve lectures, interactive discussions, group assignments, providing reading material for reflection and discussions, articles/news item reviews, field-based case studies/discussions and analysis, field visits and guest lectures.

Certificate Programmes: Design Thinking for the Social Entrepreneur, Governance Entrepreneurship and Entrepreneurship Lessons from the Marginalised.

Scope of the Course

The course will prepare and strengthen students to emerge as confident social entrepreneurs and to face the challenges of the ever-changing business world. It also introduces them to diverse knowledge and skills that can turn out to be great assets for managers, leaders and administrators in various sectors. Thereby the students on completion of the course can start their own social ventures, get enrolled in fellowships or employed in organizations with social entrepreneurship acumen.

Social Entrepreneurship Incubation Centre:

The Social Entrepreneurship Incubation Centre is one of the Centres for Excellence in Madras School of Social Work. The Centre will help students incubate social ventures as soon as they graduate and provide linkages with funding opportunities. It also runs independent projects and there is good possibility for the students to get employed in those projects as well.

Admission Schedule For Social Entrepreneurship		
S.NO	PARTICULARS	DATE
1.	First Slot Entrance Test	Online Application begins – 1st April 2020 (Wednesday)
2.	Processing the candidates (Interview and Group Discussion)	
3.	Publication of First List of Provisionally selected candidates	
4.	Fee Payment	In view of the prevailing situation, the admission schedule dates will be announced later after appropriate instructions from Government. It will be emailed and sent by SMS to all applicants apart from being displayed in MSSW website and in the Applicants Login
5.	Second Slot Entrance Test	
6.	Processing the candidates (Interview and Group Discussion)	
7.	Publication of Second List of Provisionally selected candidates	
8.	Fee payment	
9.	Principal /HOD/Faculty Meeting with admitted students and their parents for MSW (Both Shift I & II)	
10.	I Year Inaugural & Welcome	

Entrance Test Question Paper Pattern

Entrance Test: 50 marks.

- 30 objective questions related to Social Work, Management, General knowledge, Social Entrepreneurship, General Aptitude that will carry 30 marks
- Entrepreneurial Intention, Case study and Case Impact questions carry 20 marks.

POST GRADUATE DIPLOMA PROGRAMMES

(Diploma awarded by MSSW)

Postgraduate (Honours) Diploma In Personnel Management And Industrial Relations

The P.G. (Hons.) Diploma in Personnel Management and Industrial Relations, started in the year 1978, is a highly intensive two-year programme which caters to the needs of the industry. The department has produced a large number of HR professionals who are working in highly reputed industries. Experienced HR Practitioners are engaged to handle classes so that the students will gain hands-on experience. The course has been well recognized in the industrial spectrum as well as among government organizations. The candidates who graduate from this course are eligible to become Welfare Officers and the course is a prescribed qualification for direct recruitment as **Assistant Commissioner of Labour (G.O.MS. No. 153. Dated 07/09/2017)**

Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
<ul style="list-style-type: none"> ➤ Principles of Management ➤ Human Resource Management ➤ Accounting for Planning & Control & Business Finance ➤ Marketing Management ➤ Managerial Economics 	<ul style="list-style-type: none"> ➤ Performance and Rewards Management ➤ Organizational Behaviour ➤ Research Methodology ➤ Labour Legislations ➤ Business Communication 	<ul style="list-style-type: none"> ➤ Organizational Change & Development ➤ Social Security & Miscellaneous Labour Legislations ➤ Employee Relations ➤ Safety, Health and Hygiene (SHE) ➤ Quantitative Techniques (Advance Research Methodology) ➤ Industrial Visit 	<ul style="list-style-type: none"> ➤ International Human Resource Management (IHRM) ➤ Manufacturing Management (or) Entrepreneurship Development (Elective) ➤ Learning & Development ➤ Employee Welfare ➤ HR Analytics ➤ Project / VIVA

Admission Criteria and Eligibility

Any graduate who has passed out from any recognized University is eligible to apply for this course. The course is suitable for working professionals and those who aspire to become Welfare officers/Labour officers. Preference in admission will be given for working professionals. Fresh graduates may be admitted subject to availability of seats. Duration: Two year (Evening Programme); FIVEDAYS a week

Timings: 6.30 PM - 8.30 PM

Course Fees: Rs.40,000/- per year + 18% GST

Contact: Mr. M. Hemakumar, Coordinator; Mobile: 7502045805

Email: hemakumar@mssw.in

Post Graduate Diploma In Human Resource Management

About the Programme

Madras School of Social Work in partnership with Kelsa Management Solutions Pvt. Ltd. offers the Postgraduate Diploma in Human Resource Management (PGDHRM). The course is structured to accommodate and further the learning needs of working professionals who have work experience of at least two years in any field. The modules prepare the batch with the real-world knowledge to be effective HR Leaders. The modules covered during the course are as follows:

Pattern of the Programme

TRIMESTER 1	TRIMESTER 2	TRIMESTER 3
<ul style="list-style-type: none">➤ Human Behaviour in Organizations➤ Legislative Framework of Business➤ Basic Quantitative Techniques➤ Managerial Communication & Communication Processes	<ul style="list-style-type: none">➤ Organization Structure & Design➤ Compensation and Rewards Management➤ Workforce Planning and Staffing➤ Elective 1*➤ <i>Project/Research Paper (over Trimesters 2&3)</i>	<ul style="list-style-type: none">➤ Learning and Competency Development➤ Performance Management➤ Elective 2*➤ Elective 3*➤ <i>Project/Research Paper (over Trimesters 2&3)</i>

*Elective Choices - HR Analytics, Industrial Relations 4G, Strategic HRM, Personal Effectiveness + Train the Trainer

Faculty: Faculty for the programme will be industry leaders who have theoretical and practical knowledge specialized to each module.

Course Highlights:

- Emphasis on practical learning with a continuous comprehensive evaluation
- The programme also invites freshers to apply. Freshers will be exposed to practical knowledge and diverse perspectives from current industry experts.
- Guest lectures by eminent industry leaders
- Access to MSSW Alumni Association on successful completion of course

Course Details:

- The entire programme will be structured as distinct learning modules.
- A student has to complete 12 modules to be eligible for the award of the PGDHRM
- Of the 12 modules, 9 will be core modules; 3 will be elective modules.
- Each module will have 30 session hours and will be completed over a month.
- Classes will be conducted on all Saturdays at MSSW

Contact: For any queries, please contact: Mr .K. B. Inian, Asst. Professor
Mobile: 9445945900; Email: pgdhrm@mssw.in

Field Work And Internship Organizations

About the Programme

Since all the programmes offered by Madras School of Social Work are field-based, the students pursuing the course of their choice will get opportunities to undergo concurrent (weekly two days) and block (30 days in a semester of 90 days) patterns of focused field training in various specialized organizations with whom the institute has developed an excellent network over time. Following are a sample from a long list of organizations in which the students of Madras School of Social Work will get an opportunity to get placed for their field learning and practical training.

An indicative list of our field work and internship organizations

AARVAM NGO ACCESS PEOPLE ACTION AID AGARWAL EYE HOSPITAL (CORP) AIDE ET ACTION AIESEC AIR INDIA AIRTEL ALLISON TRANSMISSION INDIA PVT. LTD. ALLSEC TECHNOLOGIES LIMITED ALPHA TO OMEGA SPECIAL EDUCATION JUNIOR SCHOOL AMBASSADOR PALLAVA AMBATTUR FASHION INDIA PRIVATE LIMITED ANNAI HOSPITAL APOLLO CANCER HOSPITAL APOLLO HOSPITAL APOLLO TYRES ARAKAWA STANLY WADOKAI INDIA ARUNODHAYA CENTRE ARUWE ARVIND FOUNDATION ASHOK LEYLAND ASSOCIATION FOR RURAL WOMEN EMPOWERMENT AND LIBERATION BALA MANDIR KAMARAJ TRUST BALA VIHAR SCHOOL BELIEF SYSTEMS BELSTAR MICROFINANCE PRIVATE LIMIT- ED BENZZ PARK BGR ENERGY SYSTEMS, CHENNAI	BHARAT HEAVY ELECTRICALS LIMITED (BHEL) –RANIPET BHEL BHEL PSSP BHUMI BILLROTH HOSPITALS BLINK BOSCH BRAKES INDIA PVT LTD BRAVOH MOVEMENT BRITANNIA INDUSTRIES LTD CAFE COFFEE DAY CAP CARBORUNDUM UNIVERSAL LIMITED (CUMI) CAREER-TREE HR SOLUTIONS CASAGRAND BUILDERS PVT. LTD. CATERPILLAR INC CAUVERY HOSPITAL CAVINKARE CCFC CELEBRITY PRIVATE LIMITED CHELLAMUTHU, MADURAI CHENNAI COUNSELLING SERVICES CHENNAI PETROLEUM CORPORATION LIMITED CHENNAI PORT TRUST HOSPITAL CHOLA INSURANCE DISTRIBUTION SER- VICES CHOLA MS RISK SERVICES CHOLAMANDALAM INVESTMENT AND FINANCE COMPANY LTD. CHRYSLIS
--	---

An indicative list of our field work and internship organizations

<p>CHUDAR CMC, VELLORE COGNIZANT FOUNDATION COMSTAR AUTOMOTIVE CONFEDERATION OF INDIAN INDUSTRIES CONGRUENT SOLUTIONS PVT LTD CONTUS COUNSELLING HOUSE CPCL CRRT CSS CORP DALMIA 404DM MARKETING & ADVERTISING DALMIA BHARAT FOUNDATION DALMIA CEMENTS DANFOSS DIAMONDPICK PRIVATE LIMITED DIRECT CHILD DEVELOPMENT INSTITUTE DIRECT DIALOGUE INITIATIVES INDIA- GREENPEACE DISYS DMC AUTOMOTIVE PVT. LTD. DOMINO'S PIZZA, JUBILANT FOODWORKS LTD. DON BOSCO ANBU ILLAM DR. MANU'S FOUNDATION DR. RUDHRAN CLINIC EID PARRY ENLIGHTED ENERGY SYSTEMS ENOAH ISOLUTION LTD ENVESTNET EQUITAS BANK EQUITAS SMALL FINANCE BANK ESAB INDIA ETACT, COIMBATORE FARM GURU FLEX FORD FORD GLOBAL TECHNOLOGY AND BUSI- NESS CENTRE FOUNDATION FOR AGRARIAN STUDIES FRONTIZO BUSINESS SERVICES FUTURE RETAIL GROUP FUTURENET GAIL INDIA</p>	<p>GAVS TECHNOLOGIES PVT. LTD. GESTAMP AUTOMOTIVE CHENNAI PVT. LTD. GLENEAGLES GLOBAL HOSPITAL AND HEALTH CITY GODREJ & BOYCE GREENPARK GRRAM: GRASS ROOT RESEARCH & ADVO- CACY MOVEMENT (MYSORE) GUILD OF SERVICE CENTRAL HCL FOUNDATION HCL TECHNOLOGIES HDFC BANK HEALTHIUM MEDTECH PVT. LTD. HEXAWARE TECHNOLOGY HINDUJA TECHNOLOGY HINDUSTAN COCA-COLA BEVERAGES PVT. LTD. HOWDEN SOLVENT INDIA PVT LTD HTC GLOBAL SERVICES ICF INDIA PISTON LTD INDIA YAMAHA MOTORS PVT LTD INDIAN COMMUNITY WELFARE ORGANI- ZATION INDIAN COUNCIL FOR CHILD WELFARE INDIAN OIL CORPORATION LTD INDIGO AIRLINES INDIGO-AGILE AIRPORT SERVICES INDUS CRAFT INSCRIBE GRAPHICS INSPIRISYS SOLUTIONS LIMITED INTEGRATED RURAL COMMUNITY DEVEL- OPMENT SOCIETY (IRCDS) INTELLECT INTERNATIONAL ALLIANCE FOR THE PREVENTION OF AIDS INTERNATIONAL JUSTICE MISSION INTHREE ACCESS SERVICES PVT. LTD. IP RINGS JUSTDIAL JUSTICE AND HOPE K.C. SANKARALINGA NADAR HR. SEC. SCHOOL KALIKA MINDSPACE</p>
---	---

An indicative list of our field work and internship organizations

<p> KANSAI NEROLAC PAINTS LIMITED, HOSUR KAUVERY HOSPITALS KCP LTD KEMIN INDUSTRIES SOUTH ASIA PRIVATE LIMITED KONE ELEVATORS INDIA PVT. LTD. KORCOMPTENZ KUMARAN HOSPITALS L&T BUILDINGS AND FACTORIES L&T CONSTRUCTIONS L&T CSR L&T SMART WORLD AND COMMUNICA- TION LIFE CELL INTERNATIONAL PVT LTD LITTLE DROPS LUCAS TVS LTD MADRAS AGRO EXCHANGE TRADING MADRAS CHRISTIAN COUNCIL OF SOCIAL SERVICE MADRAS DYSLEXIA ASSOCIATION MAGIC BUS MARIALAYA MARY ANNE CHARITY TRUST MATRIMONY.COM MAX FASHIONS MERIT SOFTWARE SERVICES PVT. LTD. MIND ZONE, CHENNAI MMM HOSPITAL MODERN FOODS ENTERPRISES MONTFORD COMMUNITY DEVELOPMENT SOCIETY MPHASIS MRF LTD. MSSW, RESEARCH AND CONSULTANCY DIVISION NAKURAS NALANDAWAY NASSCOM NAWA: NILGIRIS ADIVASI WELFARE ASSO- CIATION NEWGEN KNOWLEDGEWORKS NEWS7 NIMHANS, BANGALORE NOTION PRESS LTD </p>	<p> NOVOTEL NSK BEARINGS INDIA NTRUST INFOTECH PVT. LTD. OASIS OLAM INFORMATION SERVICES ONE LIFE HOME HEALTHCARE ONGC PAADHAI PAYIR TRUST PERIFERRY PFIZER PICKYOURTRAIL PNB MET LIFE INSURANCE POLARIS PON PURE CHEMICALS LTD. PRAXIS INSTITUTE FOR PARTICIPATORY PRACTICES PRISM TRUST PROPHEONIX TECHNOLOGIES PVR CINEMAS QUIPSERVE PVT. LTD. RADIANT INFO TECH RADISSON BLU HOTEL RAGE COMMUNICATIONS RAJU HOSPITAL RAMADA RAMCO CEMENTS RANDSTAD RANE BRAKE LINING LIMITED RANE INSTITUTE OF EMPLOYEE DEVELOP- MENT RANE (MADRAS) PVT. LTD. RANE NSK REDINGTON RENAULT - NISSAN ROYAL ENFIELD SAGA CONSULTING SAMSUNG INDIA ELECTRONICS PRIVATE LIMITED SAMUNNATI FINANCIAL INTERMEDIATION AND SERVICES PRIVATE LIMITED SANKALP OPEN SCHOOL SARAVANA STORES SARTHARK EDUCATIONAL TRUST SCARF </p>
---	---

An indicative list of our field work and internship organizations

SHIVA SHAKTHI KAKKUM KARANGAL
 SILVER OAK HEALTH , BANGALORE
 SIMS HOSPITALS
 SITARAA
 SOCIAL ACTION FOR VALUE EDUCATION
 (SAVE) TRUST
 SOCIAL BEAT
 SOS CHILDREN'S VILLAGE CHENNAI
 SOUTHERN RAILWAYS
 SPAR MAX HYPERMARKET
 SPI CINEMAS
 SPI EDGE
 SRF
 SRI RAMACHANDRA MEDICAL COLLEGE
 SRI RAMAKRISHNA MISSION TRUST
 STANLEY GOVT. HOSPITAL
 STARBUCKS
 STEEL AUTHORITY OF INDIA
 STW CONSULTANCY
 SUN TV NETWORK
 SUNDARAM FINANCE
 SUNDARAM MOTORS
 SUNDARAM MUTUAL
 SUTHERLAND GLOBAL SERVICES
 SYMRISE PRIVATE LIMITED
 TAFE - TRACTORS & FARM EQUIPMENT
 LIMITED
 TAMILNADU NEWSPRINT AND PAPERS
 LIMITED
 TANKER FOUNDATION
 TATA CONSULTANCY SERVICES LTD
 TATA MOTORS
 TCS BPS
 TECH MAHINDRA FOUNDATION
 TECHNOSOFT GLOBAL SERVICE
 THE CANDLES
 THE HINDU
 THE OTHER MEDIA
 THE RAINTREE
 THEJO ENGINEERING LTD.
 THUVAKKAM WELFARE ASSOCIATION
 TI CYCLES OF INDIA
 TITAN PRIVATE LIMITED
 TOKYO CHEMICAL INDUSTRIES
 TOSHIBA JSW POWER SYSTEMS PVT LTD

TTK HEALTHCARE LIMITED
 TUBE INVESTMENTS OF INDIA
 TUBE PRODUCTS OF INDIA
 TVS & SONS PVT. LTD.
 TVS AUTOMOBILES
 TVS BRAKES INDIA
 TVS CREDIT SERVICES LIMITED
 TVS ELECTRONICS
 TVS SUNDARAM CLAYTON
 TVS SUPPLY CHAIN SOLUTIONS LIMITED
 UNITED INDIA INSURANCE COMPANY
 VA TECH WABAG LTD.
 VAKILSEARCH
 VAZHIKAATI, COIMBATORE
 VELAN INFO SERVICES
 VERTEX INTERNATIONAL SYSTEM
 VIJAY TELEVISION
 VILLGRO
 VIRTUSA
 VISHAY PRECISION GROUP
 VISTEON CORPORATION
 VIVO - FANGS TECHNOLOGY PVT. LTD.
 WIPRO INFRASTRUCTURE ENGINEERING
 WIPRO LTD.
 WISDOM
 WOCKHARDT
 WOMEN'S EDUCATION AND ECONOMIC
 DEVELOPMENT SOCIETY (WEEDS)
 WORLD VISION INDIA
 WOW (WIN OR WIN) - MIND & BEHAV-
 IOURAL CLINIC
 YAZAKI INDIA PVT. LTD.
 YUVA TRUST
 YWCA OF MADRAS (SAHODARI PROJECT)
 ZEALOUS SERVICES

Infrastructure And Student Support Services

Library

The Library offers information services to the faculty members, research scholars and students of MSSW for their academic requirements. The library holds an impressive collection of around 16,000 books and additional resources like journals, research thesis and reports. It has indexed around 30,000 articles published in various journals. The library has developed a website www.mssw-virtuallibrary.info to access free scholarly materials online. It also enables access to INBLIBNET's online resources through individual password to all faculty members, research scholars and students.

In the College, the Library has recently set up the 'Digital Library' which enables readers to access the digital content of research theses, in-house publications (like books and journal published by MSSW), e-books and so on. Library also conducts the following programmes regularly for the benefits of its readers:

- 'Know Your Library' sessions regularly for the new students (class-wise) at the beginning of every academic year
- Series of inter-departmental quiz programmes for the students with prizes for winners, runners and quiz masters
- A weeklong "Library Week Celebration" with various competitions and prizes & certificates for all the winners
- Information Literacy Programmes for Research
- Reflections- Presentation and discussions on various books and articles

Audio-Visual

The College is fully equipped with audio-visual equipment to provide multimedia learning experience. Most classrooms are equipped with LCD projectors and audio systems. The campus is Wi-Fi enabled.

Skill Development

Apart from regular academic classes, skill development sessions are conducted using external and internal training experts in accordance with the departments' specific requirements. Self-development, interpersonal effectiveness, life skills as well as specific professional skills are imparted through special training programmes. Each department has a forum which helps students enrich themselves in their respective areas of specialties.

Student Clubs & Forums

Various student clubs like the NSS, Red Ribbon Club, Eco Club, Consumer Club, Debating and Theatre Clubs and the Anti-Narcotic Club in the college accelerate positive growth and also create awareness of social issues. The college has guidance and counselling support services for students and the public.

All students are members of the Students' Development Council. The Council arranges for a variety of programmes like lectures, debates, sports, games, cultural competitions and social service projects. In addition, each department has a department forum to organize co-curricular activities for the professional development of the students on self-supporting basis.

Teaching Methods

The programmes of the college are designed to prepare young men and women for a bright career in their respective disciplines. Hence, several teaching methods are used. Besides lectures, group discussions, seminars, role plays, audio-visual aids, skill labs, field/industry visits, guest lectures and simulations are also appropriately used in teaching and training.

Campus Recruitment

Campus recruitment is facilitated by the college for job placement of students. The students are also trained to face interviews. Participation in the campus interviews will be restricted to those students who have been regular to classes and field work, actively participated in the activities of the college and secured a pass in their internal and external examinations in all the semesters.

The recruiting organizations may also have their own eligibility criteria for campus placement. Most organizations expect a consistent academic record with no arrears from 10th Standard onwards with minimum 60–70% of marks. Students interested in placement must register for the same.

Scholarships

The following Scholarships are available to deserving students.

- SSER Management Scholarships for economically deserving students of any course at MSSW worth up to 50% of the course fees.
- Cognizant Foundation Scholarships for economically deserving students of MSW & MA Development Management for Rs.60,000 per year for both years of study.
- MSSW Alumni Association Scholarships for economically deserving students of any course at MSSW covering about 20% of the fees.
- Johnson Lifts Scholarships for 20 economically deserving students of any course at MSSW worth Rs.60,000 per year.
- AMM Foundation Scholarships for economically deserving and meritorious Bachelors degree students covering college and hostel fees for all 3 years of the course.
- ABAN Cares scholarships worth Rs. 25,000/- each for five 1st Year students in any post graduate course at MSSW.
- Swaminathan Padmavathi Trust Student Scholarship : Rs. 10,000 per student for 2 PG students from SC Community pursuing 2nd Year MSW / MADM / MASE Course

Hostel

The Management runs a limited hostel and mess facility inside the campus for the benefit of the outstation students. Preference will be given to students from States other than Tamil Nadu. Accommodation is provided for both Postgraduate and Undergraduate students separately for boys and girls. After getting admission in the college, students have to approach the hostel warden separately for hostel accommodation. Allotment of rooms will be made by the hostel authority on first-come, first-serve basis. Gaining admission to a course does not guarantee a place in the Hostel. **Applicants are encouraged to explore other hostels and paying guest accommodation available in the city.**

CAMPUS PLACEMENT

MSSW has a placement cell which is headed by a full-time Placement Coordinator. It provides equal opportunities for all students to register for placements and facilitates maximum number of placements, though the college does not guarantee placements for all, due to various reasons. Many of the recruiting organizations have their own eligibility criteria according to their company policies and candidates who fulfil those criteria alone are preferred by the organizations. **Most organizations require a minimum of 60-70% marks from 10th standard to post graduation with no history of arrears to appear for campus interview.** Further, students are expected to relocate to anywhere in India or abroad depending on the organization's roles and requirements.

MSSW placement cell follows the policy of one offer for one candidate to ensure that maximum number of students is benefitted. Once students register for placement process in a particular company after a pre-placement talk, they have to appear for the same and accept the offer, if any. Students who register and then choose not to appear will be debarred from the subsequent placement process.

An indicative list of our recruiters in the last few years

Aarde Foundation	Direct Dialogue Initiatives India
Accenture	Dr. Reddy's Foundation
Adani Port	E&Y DDU-GKY Project
Aktrea	Ford Motors
Altimetrik	Futurisk
Amway	GSK Memorial School
Ashok Leyland	Habitat for Humanity India Trust
AssessPeople Services	HEX
Avtar	HTC
AzimPremji Foundation	ICICI
BahwanCybertek	IFMR
BankBazaar	IIT Madras
BioXgreen	India Turns PINK
Birla Sun Life	Intellect
BORN Group	Involve Learning Solutions
BuildHR	ITC
BVM Global School	Jocata
CAP - Child Aid Project	JustDial
Chrysalis	Kaleesuwari
CIEL HR	Karadi Path
Cognizant	Kelsa
Connected Technologies	KLA-Tencor
Carborundum Universal	Kotak
Coromandel Cements	L & T
CTS	Leverage India
Dalmia Cements	Little Gym
Delphi TVS	Madura Coats

An indicative list of our field work and internship organizations

Mphasis	Tamilnadu PetroChemical Corporation
MV Hospitals	TATA Elxsi
Nestle	TATA Motors
Nissan	TATTVA
Ramco Cements	TCS
Ramco Systems	Teach for India
Randstad	TeamLease
Rane	The Hindu
Royal Enfield	The Indian Public School
Saga Consulting	Titan Industries Ltd
Saint-Gobain	UltraTech Cements
Siemens	Valued Epistemics
Sify	Varthana
SOS Children's Village	Vedanta Limited
Spieces Manufacturing	Velammal School
Sterling Insurance	Vestas
Sulekha	Virtusa
Sundaram Clayton	World Bank
Syntel	ZoomRx
TAFE	

IMPORTANT STUDENT REGULATIONS

Ragging

Exemplary conduct is imperative for all students. Conditions stated in the prospectus and College Calendar will be binding on students and parents/guardians at all times. Ragging is strictly prohibited on the campus. Those who indulge in ragging will be summarily expelled from the college and may also be subjected to prosecution as per law.

Attendance and Regularity

Minimum 75% attendance is compulsory for class room instruction and 100% for practical/fieldwork and other important events in the college. Every student must attend college regularly, punctually and perform satisfactorily throughout the course. Absence from class for one hour will be treated as absence for half a day. No student shall be absent on the re-opening day and closing day of a semester. Attendance shortage will entail punitive action including fine or denial of permission to write End-Semester Examinations.

Discipline

Smoking, Consuming Alcoholic Drinks and Narcotic Drugs are strictly prohibited. Any unruly conduct by a student either in the class or on the premises will invite suspension and/or dismissal. Mobile phone use is restricted to college ground only. Phones used in class and inside buildings will be confiscated.

The College reserves the right to dismiss at any time a student whose conduct is considered unsatisfactory for any reason.

Course Fees

Students who are selected for admission will have to pay the course fee in full as prescribed in the Fee Structure Sheet. Students of self-financed courses will be given the facility to pay fees in two instalments (semester-wise). Fees for the first semester as indicated in the Fee structure slip should be paid at the time of admission and the subsequent semester fees should be paid within 30 days of commencement of the semester. Fees not paid within the stipulated time will be accepted only with fine as prescribed by the college management from time to time.

After the expiry of 30 days, the defaulter's name will be removed from the roll and he/she will be readmitted only on payment of arrears and fine up to the date of payment and re-admission fee of Rs.50/-. Likewise, the hostel fee also needs to be paid as per the time schedule prescribed by the authority concerned. Failure to adhere to timelines will lead to denial of hostel accommodation.

Fees can be paid online or through bank challan downloaded from the website. Fees once paid will not be refunded for any reason whatsoever.

Actual expenses towards trips for field work, observation visits, rural camps, study tour, preparation of research report, will be met directly by the students concerned, as and when required. Payment to Agencies for field work training should also be borne by the students availing of such training.

Vehicle Parking

Students are permitted to park only two wheelers inside the campus. Students are encouraged to use public transport system to reach the college. Due to inadequate parking space, four wheelers of students are not permitted inside the campus for any reason whatsoever.

2020-2021 ADMISSION REGULATIONS

(UNLESS OTHER WISE SPECIFIED IN THE COURSE DETAIL)

- i. At the time of applying, candidates studying in 3-year degree programme should have passed in all the subjects from the 1st to 5th Semesters and candidates studying in 4-year degree programme should have passed in all the subjects for the 1st to 7th Semesters.
- ii. Admission will be based on merit. For the P.G. programmes marks secured in Degree Course, Entrance Test and Interview will be taken into account for merit list preparation. The weightage for each component is as follows: Degree Marks 100, Entrance Exam: 50 and Group Discussion / Interview: 20. Community Quota allotments will be followed as per TN Govt. Rules. OBC candidates from States other than Tamil Nadu will be considered under General Turn (GT) only.
- iii. For the P.G. programmes, candidates can apply based on marks up to II year in case of non-semester pattern and V/VII semester in case of semester pattern.
- iv. Admission to all the programmes will be provisional until final mark sheet in case of HSC / Bachelor's Degree Certificate and final mark lists are produced and is also subject to University's approval. Candidates failing to produce marks certificate (for ALL semesters) within the stipulated time will forfeit admission.
- v. Admission is subject to verification of marks certificates and if the mark certificates are found to be false, admission is liable for cancellation besides criminal action being taken. Fees paid for admission will not be refunded.
- vi. Sliding from one course to another course after admission may be permitted depending upon availability of seats. This will be permitted only if the candidate has applied and appeared for interview for the courses.
- vii. Students whose knowledge of English or Tamil (for MSW Course) requires improvement will be notified soon after admission and it will be obligatory for them to arrange tuition in these subjects at their own cost.
- viii. MSSW is an equal-opportunity institution.
- ix. All admission related communication shall be notified ONLY in the college website (www.mssw.in) and through the email-ids given by candidates in their application. In case of failure in delivery of emails, the college authorities will not take responsibility for the same.

Important Information:

The College does not accept donations/capitation fee for admissions. Admissions are made purely based on merit and the prescribed criteria for each course. Candidates are advised against paying any money to anyone within or outside the College to secure admission for any course at MSSW. Candidates/Parents/Guardians are requested to bring to the notice of the Principal if they come across any information regarding violations of this. The information can be emailed to principal@mssw.in. Admissions will be cancelled for those students who gain admission using any malpractices.

APPLICATION PROCEDURE

Applicants can apply using any one of the following procedures

- A. ONLINE Application using online payment gateway
- B. ONLINE Application & Demand Draft (DD) submission
DD can be submitted to college office by post/in person along with a printout of the Application form
- C. ONLINE Application & Payment by Cash
Cash can be paid in the College office between 10 am to 4 pm on all working days.

For any enquiry regarding admissions call only between 10A.M. to 4P.M. on working days.

Phone: +91 - 44 - 28195126 , +91 - 44 - 28194566

For detailed application procedure read the instruction for applicants given in the website.

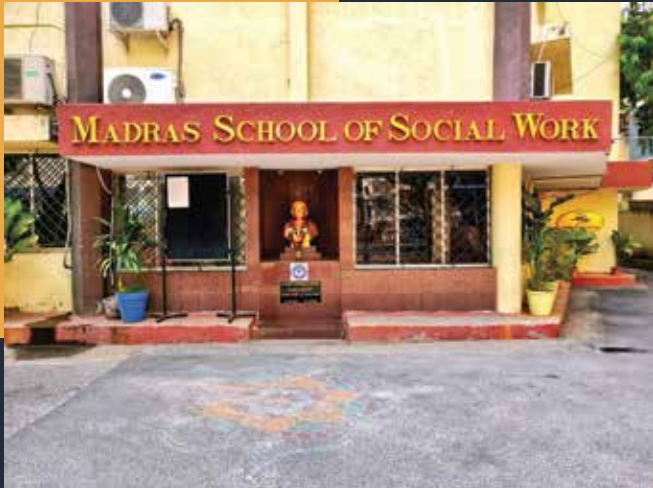
Model Question Paper is available on the College website in the Admissions page.

Contact Details

The following contact numbers / email IDs can be contacted for specific queries about the Course. For any other information refer to the Prospectus or the General enquiry lines.

Call Timings: 10 am – 4 pm (Monday to Friday). Calls outside time and day specified will not be answered.

Course	Mobile Number	Email ID
Master of Social Work (Aided)	9840670517	jsgunavathy@mssw.in
Master of Social Work (SF)	9840580971	prof.damen@mssw.in
M.A. Human Resource Management	9445160150	mohana@mssw.in
M.A. Human Resources & OD	9677654233	jedunston@mssw.in
M.A. Development Management	9894190530	moses@mssw.in
M.A. Social Entrepreneurship	9486425879	stephen@mssw.in
M.Sc. Counselling Psychology	9884565739	subasree@mssw.in
Bachelor of Social Work	9791330837	thirumagal@mssw.in
B.Sc. Psychology	8939617115	sangeeth@mssw.in



Madras School of Social Work

No 32, Casa Major Road, Egmore, Chennai - 600008

General Enquiries : +91 - 44 - 28195126 / 28194566 (10 AM - 4 PM)
E-Mail Support : admissions@mssw.in