

Madras School of Social Work
2020-21 Admissions – MSW (aided) Department

Instructions to candidates

Dear MSW (aided) Department Applicant,

1. Admission Process will be as per the Department Admission Schedule given in the College website.
2. All announcements will be notified in the College Website. Please check college website for any updates.
3. Candidates will be shortlisted for interview based on their self-declared marks and weightage for BSW degree in the ratio of 5 candidates for every 1 seat within merit/community and specialization wise.
4. Shortlisted candidates will have to upload self-declaration form and the copies of their certificates (1^{0th}, 1^{2th}, UG semester, UG consolidated mark sheet (if available), NSS / NCC / YRC / RRC / Sports certificates during UG, Transfer Certificate (if available), and Certificates in support of claims for Government provisions (ex: Community Certificate, Ex-service men certificate, Disability certificate etc). Internet copies of marks should be self-attested (by the candidate).
5. The personal interview will be held in online mode (zoom platform). Do not share the zoom link with others.
6. Please refer learning resources on how to join zoom meetings prior to the interview date. For example, <https://www.seniortechclub.com/tech-recipe/how-to-attend-a-zoom-meeting/>
7. Being an online interview, candidates need to ensure adequate data availability (at least 1 GB), data connectivity and distraction-free environment. Please ensure good audio and video quality of your device. Candidates should attend the zoom interview in formal wear.
8. Shortlisted candidates need to login for the zoom interview (by clicking the zoom link provided) at least fifteen minutes before the prescribed time on the dates mentioned in the schedule displayed in the College Website. If you login late, you will not be able to attend the interview.
9. Candidates are required to join the interview session in their official name only. (Use of nick name or initials or gadget identity number is not allowed).
10. All candidates scheduled for an interview slot are required to be available during the entire session. Candidates will be interviewed in the order of shortlisting. The other candidates will be placed in the waiting room. Do not exit the meeting before you complete the interview. After your interview is over, you have to exit the meeting.
11. Candidates need to adequately establish their identity via video during the zoom interview. Impersonation will result in disqualification.
12. The self-declared details will be verified by the Department. Candidates are required to confirm the same during the online interview. Percentage will be calculated as under:
 - For candidates whose results are awaited, percentage calculation will be based on 5th / 7th semester marks (for all subjects).

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- For candidates who have completed the course of study, all semester marks (for all subjects) will be taken into account.
13. Candidates should have all the original certificates readily with them at the time of the zoom interview. Keep all the originals of the certificates [(10th, 12th, UG semester, UG consolidated mark sheet (if available), NSS / NCC / YRC / RRC / Sports certificates during UG, Transfer Certificate (if available), and Certificates in support of claims for Government provisions (ex: Community Certificate, Ex-service men certificate, Disability certificate etc)] that you had uploaded with you as you attend the online interview. If you wish to present other pertinent certificates / credentials, keep them ready as well.
 14. Integrity at all times should be upheld. Consultation with online or offline resources at the time of interview will be considered as malpractice. Such candidates will not be considered for further process.
 15. In case a candidate is unable to continue a zoom interview due to power failure / connectivity issues, you can represent the matter via email to admissions@mssw.in
 16. Requests for re-scheduling of Interview on alternate dates will not be entertained.
 17. If a candidate has applied for more than one specialisation, it is enough to attend the personal interview in the first listed panel.
 18. Fee payment is through online mode. It is the responsibility of the candidate to ensure that the transaction is successful.
 19. Having paid the fees in another department of the College, if you are provisionally selected in the MSW (aided) department, you can slide to the MSW (Aided) department. You have to accept the offer of provisional selection with the MSW (Aided) department on the date mentioned and then initiate the process for sliding across departments. The process for sliding across departments is mentioned in the College website.

Best Wishes.

Sd/-

HOD,

MSW (aided) Department
