



# 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



### U.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 UG accommodation nearby.**

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

1. Check the admission schedule given on U.G. Admissions Page ([www.mssw.in](http://www.mssw.in)) for the important dates and updates in the Admission process for the UG 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.
3. Admission will be based on the percentage of marks obtained in +2 in the four main subjects excluding Languages.
4. Fifty per cent of seats will be filled by merit and the remaining 50% by merit within community quota as per State Government norms.
5. There is no quota for NRI.
6. 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.
7. Each document must be either in PDF or JPG format within 1MB size.

8. The scanned copy uploaded must be clear and the contents readable.

- SSLC Mark Sheet
- Higher Secondary Certificate (+2 Mark Sheet)
- +2 Provisional Mark sheet
- Community Certificate (if applicable)
- Transfer Certificate (if available)
- Disability Certificate (if applicable)
- Eligibility Certificate (if applicable)
- Migration Certificate (if applicable)

9. Candidates who are provisionally selected must pay the program fee within the stipulated time given by the respective department.

10. The link for fee payment will be made available in the provisionally selected candidate's login.

11. Fees must be paid online (full annual fees or first installment) within the given dates to secure admission.

12. Fees not paid within the deadline will result in cancellation of the provisional selection.

13. Once the fee is paid, a provisional admission letter will be issued along with instructions regarding joining for classes online or on-campus.

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

15. 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 helpline is **admissions@mssw.in** which may be contacted for technical difficulties in uploading documents or paying fees online. E-mails will be responded to in 1 – 2 working days.

**PRINCIPAL**