



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

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Principal

College Prospectus Year Wise

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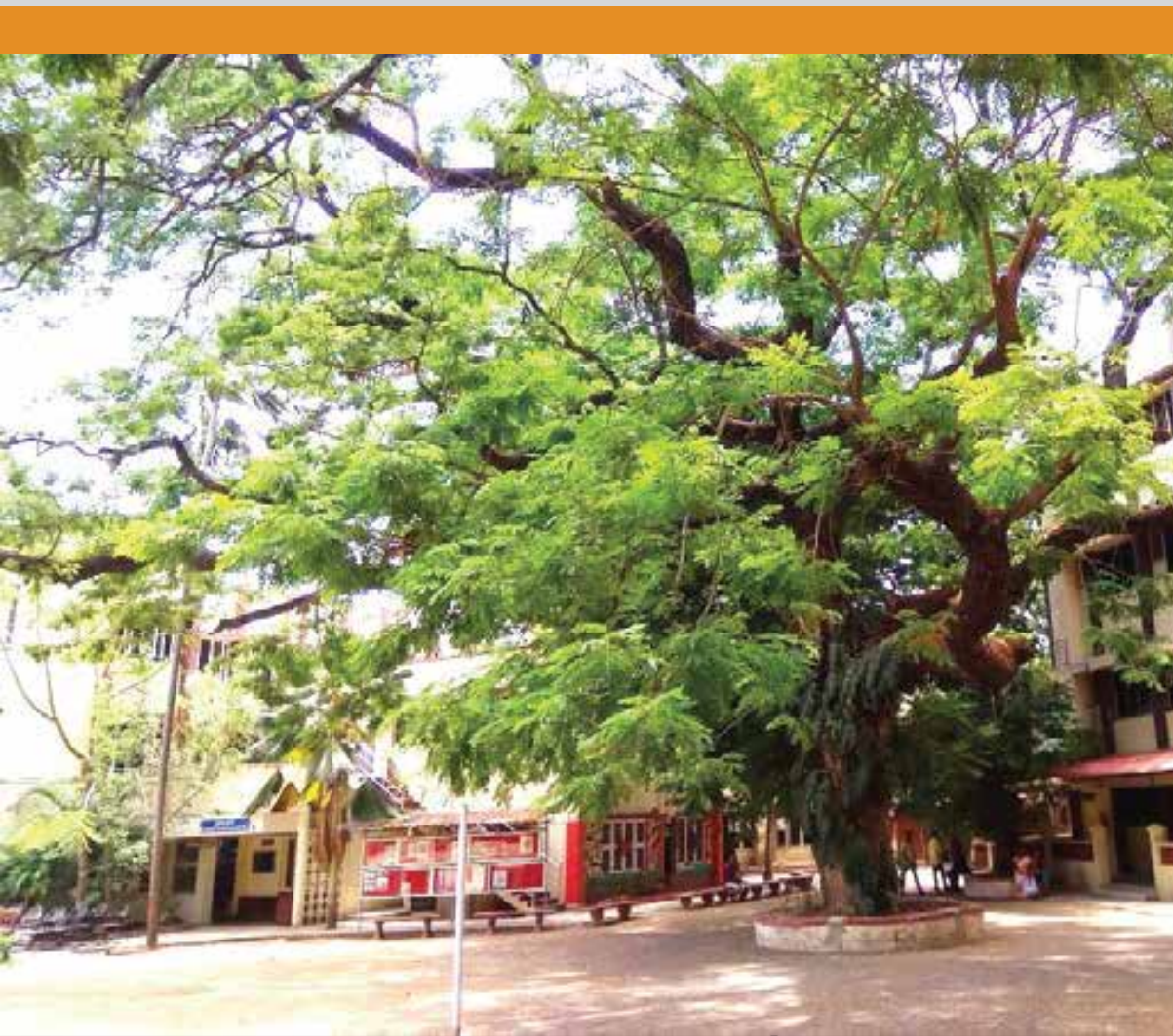
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Accredited by NAAC with 'A' Grade

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

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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.) SHIFT I & II
- 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	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
7.	Certificate verification & Payment of FEES for the FIRST provisional list - Shift 1 – MSW (Aided) SELECTED candidates & WAITLISTED candidates	
8.	Certificate verification & Payment of FEES for the FIRST provisional list -- MSW (SF) SELECTED candidates & WAITLISTED candidates	
9.	Publication of SECOND provisional list of SELECTED & WAITLISTED candidates	
10.	Certificate verification & Payment of FEES for the SECOND provisional list – Shift SELECTED & WAITLISTED Candidates	
11.	Principal /HOD/Faculty Meeting with admitted students and their parents for MSW (Both Shift I & II)	
12.	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 organizational 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
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An indicative list of our field work and internship organizations

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

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

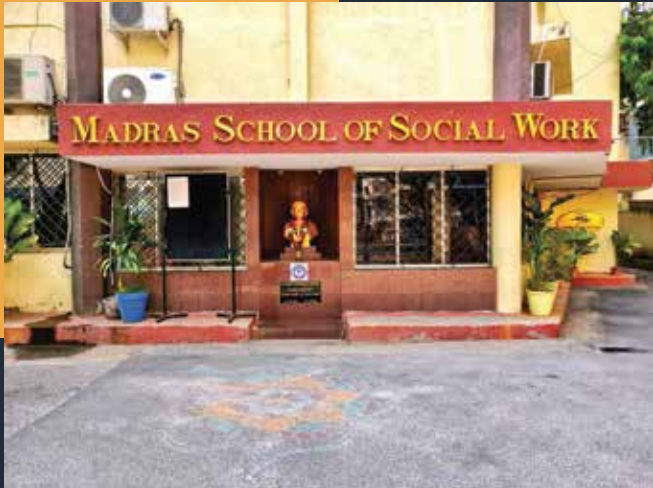
Model Question Paper is available on the College website in the Admissions page.

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



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution affiliated to the University of Madras)

Accredited by NAAC with 'A' Grade



Prospectus 2019-2020



MARY CLUBWALA JADHAV

(1908 – 1975)

Founder, Madras School of Social Work

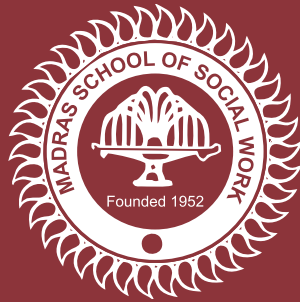
Mrs. Mary Clubwala Jadhav, a woman with an inborn instinct and insatiable thirst for service to humanity, founded the Madras School of Social Work in 1952. Born in 1908 into a rich Parsi family, she was raised strictly in the traditional way by her mother who taught her the values of caring and sharing. 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 the 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 northern region. She visited various Schools of Social Work in the USA to know 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 Vibushan by the Government of India for her outstanding services. On 6th February 1975, she breathed her last in Bombay after a surgery to fight cancer. Condoling her death, Mrs. Indira Gandhi mentioned that India had lost an eminent social worker. Today the 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 2019-2020

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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 as the Best College for Social Work Education in South India and one among the top five Social Work Institutions in India. 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 (BSW)

Bachelor of Science in Psychology (B. Sc. - Psychology)

Postgraduate Programmes

Master of Social Work (M.S.W.) Shift I & II

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

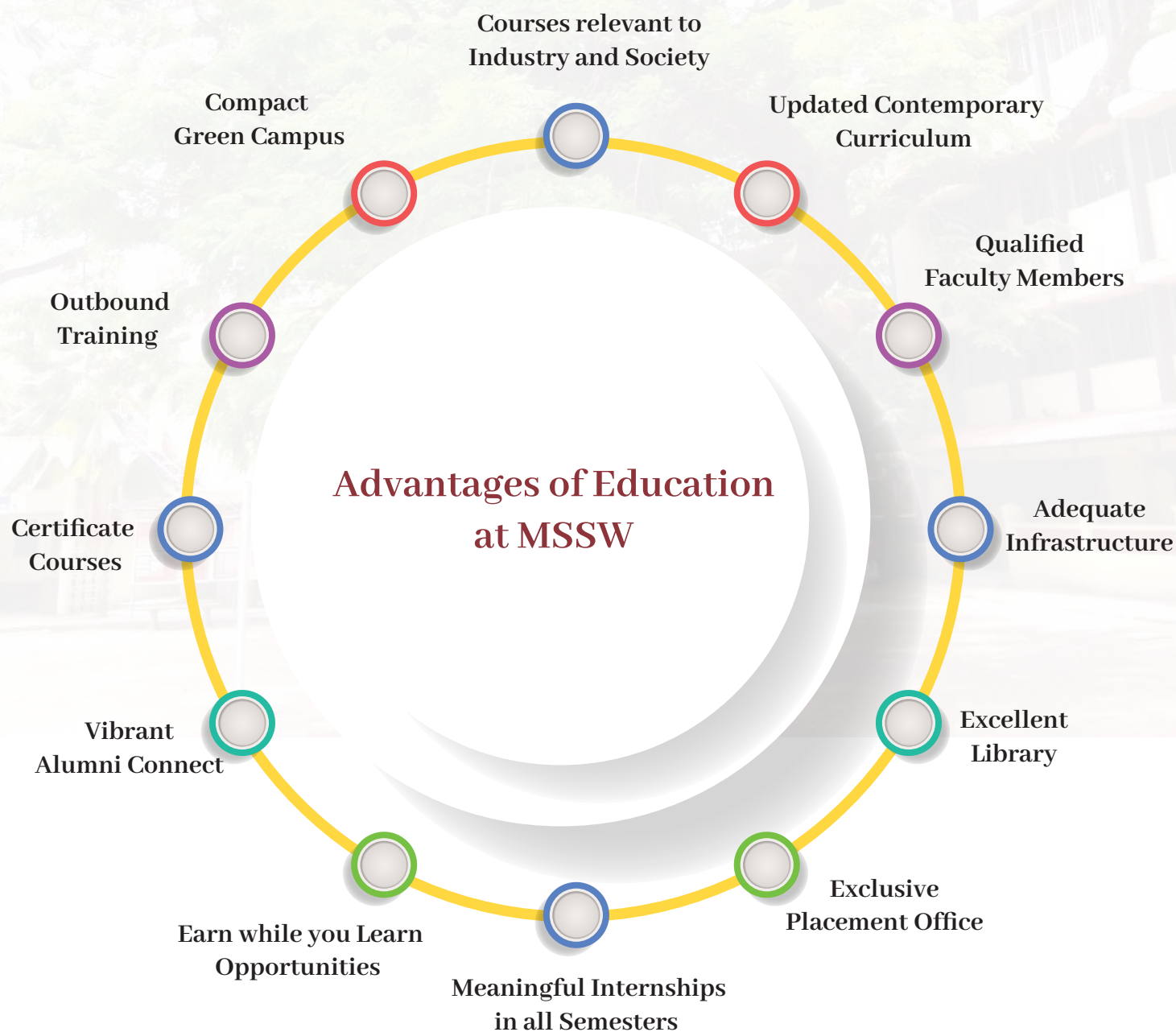
Ph. D. in Social Work

Postgraduate Diploma Programmes

Postgraduate (Hons.) Diploma in Personnel Management and

Industrial Relations

Postgraduate Diploma in Human Resource Management



VISION

To be a global leader in education, research and intervention in Social Work and allied disciplines towards transforming human potential into 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

UNDERGRADUATE PROGRAMMES

STREAM

SHIFT II (SELF-FINANCED)

TIMING

8.00 am to 1.30 pm

COURSE TITLE

**Bachelor of Social Work
Bachelor of Science in Psychology**

DURATION

3 Years (Full-Time)

ELIGIBILITY CRITERIA FOR ADMISSION

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. The upper age limit for admission to UG courses will be 21 (Twenty-One) years as on 1st July 2019. However, a relaxation of 5 years is permitted for Differently Abled as per G.O.Ms.No.239, S.W. dated 3-9-93. SC / ST / BC / MBC / DNC Candidates and women candidates may be allowed the age relaxation of 3 years beyond 21 years.

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

STREAM	SHIFT I (AIDED)
TIMING	8.00 am to 1.30 pm
COURSE TITLE	Master of Social Work
DURATION	2 Years (Full-Time)

STREAM	SHIFT II (SELF-FINANCED)
COURSE TITLE	Master of Social Work Master of Arts in Human Resource Management Master of Arts in Human Resource and Organization Development Master of Arts in Development Management Master of Arts in Social Entrepreneurship
TIMING	1.30 PM - 6.30 PM
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.

STREAM	SHIFT II (SELF-FINANCED)
TIMING	1.30 PM - 6.30 PM
COURSE TITLE	Master of Science in Counselling Psychology
DURATION	2 Years (Full-Time)

ELIGIBILITY CRITERIA FOR ADMISSION

Graduate in Psychology or Counselling Psychology with a minimum 3 years course duration or its equivalent (under the 10+2+3) pattern 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	
COURSE TITLE	M. Phil. (Social Work)	Ph.D. (Social Work)
DURATION	1 Year (Full-Time)	Full-Time/Part-Time
ELIGIBILITY CRITERIA FOR ADMISSION	Candidates passed 2-year P.G. Degree course in Social Work under 10+2+3 or 11+1+2 pattern	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 Year (Full-Time)	
ELIGIBILITY CRITERIA FOR ADMISSION	Candidates passed 2-year P.G. Degree course in Psychology under 10+2+3 or 11+1+2 pattern	

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 website.

POSTGRADUATE DIPLOMA PROGRAMMES		
STREAM	SHIFT III (EVENING)	
TIMING	6.30 PM - 8.30 PM Monday to Friday	6.30 PM to 8.30 PM Tuesday & Thursday Saturday 9.30 AM to 1.30 PM
COURSE TITLE	P.G. (Hons.) Diploma in Personnel Management and Industrial Relations	P.G. Diploma in Human Resource Management
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 minimum of 2 years experience after graduation.

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

UNDERGRADUATE PROGRAMMES

(Affiliated to University of Madras)

BACHELOR OF SOCIAL WORK

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 understanding of social issues through interdisciplinary perspectives.

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 Individuals and Groups-II → Social Work Practice 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 Work Force Management / Social Entrepreneurship Study Tour (Mandatory for Course Completion)

Pattern of the Programme

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

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.

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 → Child Development → 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 → Psychology of Adolescence and Middle Adulthood → Research Methods → Environmental Studies → Soft Skills III

Pattern of the Programme

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 → Elective – Career Psychology (or) Cognitive Psychology → 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 → Study Tour → Disability / Disaster Management 	<ul style="list-style-type: none"> → Abnormal Psychology – II → Organizational Behaviour → Psychological Testing (Practical) → Elective – Psychology of Late Adulthood (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.

POSTGRADUATE PROGRAMMES

(Affiliated to 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 the discipline-related, specialization-related knowledge, the course will hone the values and attitudes required for interpersonal and managerial skills needed 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, the curriculum has matured to emerge as robust and rigorous 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 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 and 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 throughout the corporate sector and National and International NGOs. Candidates who have completed this course are also eligible to be appointed as labour welfare officers.

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)→ Soft Skills II – Leadership & Team Building (OBT)→ Summer Placement (Block Pattern – Specialization Setting)	
SEMESTER III			
<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)	

Pattern of the Programme

SEMESTER IV

Specialization Paper - 5

- Urban Development and Governance (CD)
- Clinical Social Work Practice (MPSW)
- Organizational Change & Development (HRM)

Specialization Paper - 6

- Social Work with Children & Youth (CD)
- Therapeutic Interventions (MPSW)
- Learning & Development (HRM)

Specialization Paper - 7

- Community Health (CD & MPSW)
- International HRM

Interdisciplinary Paper

- Social Entrepreneurship (CD)
- Disability and Social Work (MPSW)
- Compensation Management
- Research Project - II
- Soft Skills – Specialization Competencies
- Participation in Professional Forum – (Course Completion Purposes)

CERTIFICATE COURSES

MSW (Aided)

- Development Communication
- Human Rights
- Psychiatric Assessment and Therapeutic Counselling
- Expressive Art Therapy
- Human Resource Information Systems & Analytics
- Advanced Counselling Skills
- Corporate Social Responsibility

MSW (Self Finance)

- 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.

M.Sc. COUNSELLING PSYCHOLOGY

About this Course

M.Sc. in Counselling Psychology is a two-year full-time four semester programme. The course would prepare a student for a career in counselling. Specialization in Counselling Psychology equips the students with theoretical knowledge and skills that are necessary for assessing the problems of individuals and groups.

SEMESTER I	SEMESTER II	Pattern of the Programme
<ul style="list-style-type: none"> → Statistics in 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 	
SEMESTER III	SEMESTER IV	
<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 2 conferences/workshops during the course of their study. Students are also encouraged to present papers at conferences, seminars and 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 psychologist, 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.

M.A. HUMAN RESOURCE MANAGEMENT

About the Course

This is an intensive two-year programme aimed at making 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.

SEMESTER I	SEMESTER II	Pattern of the Programme
<ul style="list-style-type: none">→ Organizational Behaviour→ Human Resource Management→ Management Principles→ Labour Law - I→ Managerial Economics→ Industry Institute Interface Component→ Soft Skills - I	<ul style="list-style-type: none">→ Research Methodology→ Learning and Development→ Performance Management→ Labour Law - II→ Compensation Management→ Industry Institute Interface Component→ Soft Skills - II→ Summer Placement	
SEMESTER III	SEMESTER IV	
<ul style="list-style-type: none">→ Workplace Counselling→ Operations Management→ Accounting for Managers→ Employee Relations and Labour Welfare→ Business Policy and Strategic Management (or) Research Project→ Industry Institute Interface Component→ 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 Component→ Soft Skills - IV	

Certificate Courses: HR Analytics, Labour Law and Employee Relations, Organisational Development

A platter of teaching methods is adopted besides classroom lectures, which includes group discussions, seminars, dip stick 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 manifest 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 organizational environment, thereby assisting them to relate HR Management theory to 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 workplaces 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.

M. A. HUMAN RESOURCE AND ORGANISATION DEVELOPMENT

About the Course

The course has been designed to cater to the growing needs of industry and businesses for young men and women equipped not only in the area of Human Resource Management but also in Organizational Development. Through this course, the students are instilled with technical, management and interpersonal skills.

SEMESTER I	SEMESTER II	Pattern of the Programme
<ul style="list-style-type: none">→ Human Resource Management→ Organizational Behavior→ 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	

SEMESTER III	SEMESTER IV
<ul style="list-style-type: none"> → Organizational Development-I → Operations Management → Corporate Planning and Strategic Management → Performance Management → Compensation 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 Counseling → 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. Lab sessions are conducted to train students in OD skills to develop, monitor and evaluate organisational effectiveness and performance. Internships spreads across four semesters and one semester project work gives a first-hand experience for the students to diagnose organisational problems and to propose solutions for the same. Interactions with industry experts through guest lectures, workshops and panel discussions and industrial visits to organisations provide an excellent learning platform for the students.

Scope of the Course

This course focuses on the Managerial Responsibility for the development of the organization and the diverse technologies that a manager can employ to support organizational improvement. It provides a knowledge of organisational culture, values and skills that can be used by managers, leaders and administrators to influence organizational change. A parallel emphasis will focus on the roles of consultants/facilitators in organisational development. Thereby a student who completes this course can opt for employment in organizations as OD/Training executives or can take up the roles of consultants and facilitators for organisations.

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.

SEMESTER I	SEMESTER II	Pattern of the Programme
<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 	
SEMESTER III	SEMESTER IV	
<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 inter-disciplinary 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 it, the passing out candidates get a good opportunity for placement in local, national and international NGOs, CSR foundations and international organizations.

M.A. SOCIAL ENTREPRENEURSHIP

About the Course

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

SEMESTER I	SEMESTER II	Pattern of the Programme
<ul style="list-style-type: none">→ Introduction to Social Entrepreneurship→ Fundamentals of Management for Social Enterprises→ Human Resources Management→ Indian Society and Polity→ Marketing Intelligence and Management→ Field Immersion I→ Soft Skills - I	<ul style="list-style-type: none">→ Research Methodology→ Development Economics→ Social Marketing→ Financial Management→ Fund Raising and Resource Mobilization→ Field Immersion II→ Soft Skills - II→ Summer Internship	

SEMESTER III	SEMESTER IV
<ul style="list-style-type: none"> → Women and Entrepreneurship → Entrepreneurship Development → Vulnerability and Sustainable Environment → Legal Framework for Social Enterprises → Total Quality Management → Field Immersion III → Soft Skills - III → Outbound Training 	<ul style="list-style-type: none"> → Social Entrepreneur Strategies → Social Leadership → Social Innovation and Entrepreneurship → Project Management → Product Management → Research Project/ Social Business Plan → 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.

Scope of the Course

The course will prepare and strengthen the students to stand as a confident social entrepreneur and to face the challenges of the ever-changing business world. It also introduces diverse knowledge and skills that stand 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.

The department also runs independent projects and there is good possibility for the students to get employed in those projects as well.

The department will help incubate social ventures of the students as soon as they graduate and provide linkages with funding opportunities.



POSTGRADUATE DIPLOMA PROGRAMMES

(Diploma awarded by MSSW)

POSTGRADUATE (HONOURS)

DIPLOMA IN PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS

About the Course

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 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)

SEMESTER I	SEMESTER II	Course Structure
<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 	
SEMESTER III	SEMESTER IV	
<ul style="list-style-type: none"> → Organizational Change & Development → Social Security & Miscellaneous Labour Legislations → Employee Relations → Safety, Health and Hygiene (SHE) → Quantitative Techniques 	<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 will be admitted subject to availability of seats.

Duration: Two year (Evening Programme), FIVE DAYS in 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

POSTGRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT

About the Course

MSSW in partnership with Kelsa Solutions offers 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 real-world knowledge to be effective HR Leaders. The modules covered during the course are as follows:

TRIMESTER I	TRIMESTER II	TRIMESTER III
→ Human Behaviour in Organizations	→ Organization Structure & Design	→ Learning and Competency Development
→ Legislative Framework of Business	→ Compensation and Rewards Management	→ Performance Management
→ Basic Quantitative Techniques	→ Workforce Planning and Staffing	→ Elective 2*
→ Managerial Communication & Communication Processes	→ Elective 1*	→ Elective 3*
	→ Project / Research Paper (over Trimesters 2 & 3)	→ Project / Research Paper (over Trimesters 2 & 3)

*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
- 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 will have 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 electives (to be chosen from a set of 4).
- Each module will have ~30 session hours covered in ~12 sessions.
- Each module will be completed over a month; classes will be conducted over 8 hours each week – 4 hours on weekdays (2 hours on 2 days) + 4 hours on Saturday.
- Students will also have to complete a research/project based paper over Trimesters 2 & 3.

Course Fees: The full course fee is Rs.1,20,000/- (Inclusive of GST). The course fees can be paid in 2 installments: **Rs. 72,000/- during admission | Rs. 48,000/- in January**

Contact: For any queries, please contact: Mr. Inian, Mobile: 9445945900

Email: pgdhrm@mssw.in

FIELD WORK AND INTERNSHIP ORGANIZATIONS

Since all the programmes offered by Madras School of Social Work are field-based, the students undergoing the course of his/her own 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 networking over a period of time. Following are a sample of a few organizations from the lengthy list 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

NALANDAWAY	TAFE -TRACTORS AND FARM EQUIPMENT LIMITED
INTEGRATED RURAL COMMUNITY DEVELOPMENT SOCIETY (IRCDS)	ZILKER TECHNOLOGIES
PAADHAI	MAX FASHIONS
BALA MANDIR KAMARAJ TRUST	SPI CINEMAS
BALA VIHAR SCHOOL	KAUVERY HOSPITAL
ACTION AID	LUMINA DATAMATICS
AIDE ET ACTION,	ITC WELCOME HOTEL
MARY ANNE CHARITY TRUST	TIDC INDIA
LITTLE DROPS	E.I.D.PARRY SUGAR
PRISM TRUST	SICAGEN INDIA LTD.
INDIAN COUNCIL FOR CHILD WELFARE	DALMIA CEMENTS
INTERNATIONAL JUSTICE MISSION	THE SAVERA HOTEL
DON BOSCO ANBU ILLAM	V-EXCEL CENTER FOR RESEARCH AND REHABILITATION
ONGC	UDAVI –UPLIFTMENT OF DEMOCRATIC AND VILLAGE IMPROVEMENT SOCIETY
CRUSADE HRD CENTRE	PSY HUB
SAMARPANA	AKTREA SOLUTIONS INDIA PVT. LTD.
RV MATRIX	AMCO BATTERIES
CHILDLINE	ADAYAR CANCER INSTITUTE
ARUNODHAYA	TRANSCEND – CENTRE FOR PERSONAL EXCELLENCE,
MARIYALAYA	PSYCAFE
KELLY OUTSOURCING, BANGALORE	HORIZON THERAPY CENTRE
ARUWE	ELEMENT H
MADRAS MEDICAL MISSION	WORK FREAKS CORPORATE SERVICES(P) LTD
PIONEER TRAD	TNPL
JEEVADHANAM SOCIETY	WORLD VISION INDIA
KEMIN INDUSTRIES SOUTH ASIA PVT. LTD.	TOSHIBA
PRATHAM EDUCATIONAL FOUNDATION	JUBLIANT FOODWORKS LIMITED
HELP AGE INDIA	
CHENNAI RIVERS RESTORATION TRUST	
ANBUMALAR	

ALSEC
 BRAKES INDIA LIMITED
 MADRAS CHRISTIAN COUNCIL OF
 SOCIAL SERVICE
 KONE ELEVATORS INDIA PVT. LTD.
 TVS ELECTRONICS
 TTK HEALTH CARE
 APOLLO TYRES
 BOSCH
 PFIZER
 WIPRO LTD.
 VIRTUSA
 SUTHERLAND
 RADISSON BLU
 SUNDARAM FINANCE
 NIMHANS, BANGALORE
 CMC, VELLORE
 SRI RAMACHANDRA MEDICAL COLLEGE
 RAJU HOSPITAL
 CONFEDERATION OF INDIAN INDUS-
 TRIES
 ASHOK LEYLAND
 ETACT, COIMBATORE
 JUST DIAL
 SRI RAMAKRISHNA MISSION TRUST
 THE HINDU
 LIFE CELL INTERNATIONAL PVT LTD
 CHOLA INSURANCE DISTRIBUTION SER-
 VICES
 FUTURENET
 GAVS
 MIND ZONE, CHENNAI
 CAVINKARE
 BGR ENERGY SYSTEMS, CHENNAI

ASSOCIATION FOR RURAL WOMEN
 EMPOWERMENT AND LIBERATIONBENZZ
 PARK
 BILLROTH HOSPITALSAIRTEL
 SANKALP OPEN SCHOOL
 POLARIS
 INDIGO AIRLINES
 KORCOMPTENZ
 HCL
 RADIANT INFO TECH
 REDINGTON
 PERIFERRY
 BHUMI
 SOCIAL ACTION FOR VALUE EDUCATION
 (SAVE) TRUST
 INTERNATIONAL ALLIANCE FOR THE PRE-
 VENTION OF AIDS
 CHENNAI COUNSELLING SERVICES
 MADRAS DYSLEXIA ASSOCIATION
 ARVIND FOUNDATION
 MSSW, RESEARCH AND CONSULTANCY
 DIVISION
 INDIAN OIL CORPORATION LIMITED
 HCL FOUNDATION
 DIRECT DIALOGUE INITIATIVES INDIA
 PVT. LTD.
 LARSEN AND TOUBRO CONSTRUCTION
 (L&T)
 IP RINGS
 DANFOSS
 BRITANNIA
 PNB MET LIFE INSURANCE
 GREENPARK

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.in 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 the 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 event of "Library Week Celebrations" 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 department's 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, Anti-Narcotic Club, Debating and Theatre Clubs in the college accelerate positive growth and also create awareness on 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 a variety of programmes like lectures, debates, sports, games, cultural competitions and social service projects. In addition, each department has 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 future 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, field work, active participation in the activities of the College and have 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

In addition to Government scholarships, the management, the departments and the Alumni Association of the College also extend financial support for deserving students on a case-by-case basis.

Hostel

The Management runs a limited hostel and mess facility inside the campus for the benefit of the outstation students. 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 a 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 fulfill 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 are 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

ICICI
SUNDARAM CLAYTON
SAINT-GOBAIN
ASSESS PEOPLE
IFMR
RAMCO CEMENTS
SOS CHILDREN'S VILLAGE
KELSA
CHRYSLIS
COGNIZANT
MPHASIS
KOTAK
AKTREA
KARADI PATH
TCS
ASHOK LEYLAND
VALUED EPISTEMICS
THE INDIAN PUBLIC SCHOOL
THE HINDU
VIRTUSA
BVM GLOBAL SCHOOL
DALMIA CEMENTS
SYNTEL
AMWAY
AVTAR
SIFY

CONNECTED TECHNOLOGIES
ACCENTURE
VELAMMAL SCHOOL
ROYAL ENFIELD
NISSAN
TEAMLEASE
VESTAS
JUST DIAL
RANDSTAD
STERLING INSURANCE
DELPHI TVS
DIRECT DIALOGUE INITIATIVES INDIA
HABITAT FOR HUMANITY INDIA TRUST
SPIECES MANUFACTURING
TATTVA
HTC
ITC
LITTLE GYM
MV HOSPITALS
SULEKHA
TATA MOTORS
WORLD BANK
AARDE FOUNDATIONS
ALTIMETRIC
GSK MEMORIAL SCHOOL
DR. REDDY FOUNDATIONS

INDIA TURNS PINK
RANE
BIOXIGREEN
BANKBAZZAR
E&Y DDU GKY PROJECTS
FUTURISKINTELECT
INVOLVE LEARNING SOLUTIONS
JOCATA
KALEESWARI
SAGA CONSULTING
SIEMENS
TEACH FOR INDIA
CIEL
INVOLVE LEARNING
MADURA COATS
RAMCO SYSTEMS

TAMILNADU PETRO CHEMICAL CORPO-
RATION
ADANI PORT
AZIM PREMJI FOUNDATIONS
BAHWAN CYBERTEK
BIRLA SUN LIFE
BORN GROUP
BUILD HR
CORBORANDUM UNIVERSAL
COROMANDEL CEMENTS
HEX
KLA TENCOR
NESTLE
TAFE
ULTRA TECH CEMENTS
ZOOMRX

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 in 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 Semester Examinations.

Discipline

Smoking, Consuming Alcoholic Drinks and Narcotic Drugs are strictly prohibited. Any unruly conduct by a student either in the class or in 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 will 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.

2019-2020 ADMISSION REGULATIONS

(UNLESS OTHERWISE SPECIFIED IN THE COURSE DETAIL)

1. 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.
2. 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.
3. 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.
4. 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 the seat allotted to them.
5. 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.
6. 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.
7. 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.
8. MSSW is an equal-opportunity institution.
9. All admission related communication shall be notified ONLY in the college Notice Board, 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 10 A.M. to 4 P.M. on working days.

Phone: +91 - 44 – 28192824

+91 - 44 – 28194566

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

POSTGRADUATE ENTRANCE EXAM PATTERN

S.No	COMPONENTS	MARKS
I	General Aptitude	10
II	Quantitative Aptitude/Data Interpretation	10
III	Reading Comprehension/Verbal Ability	10
IV	Social Awareness	10
V	General Knowledge	10

Model Question Paper is available on the college website

ADMISSION SCHEDULE FOR UNDERGRADUATE & POSTGRADUATE DEGREE PROGRAMMES

FOR THE ACADEMIC YEAR 2019-2020

POSTGRADUATE PROGRAMMES

S.No	PARTICULARS	DATE
1.	Online application begins	2nd April 2019 (Tuesday)
2.	Online application closes	28th May 2019 (Tuesday)
3.	Entrance Test	1st June 2019 (Saturday)
4.	Publication of short-listed candidates for Group Discussion & Interview	4th June 2019 (Tuesday)
5.	Group Discussion & Interview	7th June 2019 (Friday) 8th June 2019 (Saturday) 10th June 2019 (Monday) 11th June 2019 (Tuesday) 12th June 2019 (Wednesday)
6.	Publication of FIRST provisional list of SELECTED & WAITLISTED candidates	As and when the lists are ready 8th to 14th June 2019
7.	Certificate verification & Payment of FEES for the FIRST provisional list - Shift 1 – MSW (Aided) SELECTED candidates WAITLISTED candidates	18th June 2019 (Tuesday) 8 am 11 am
8.	Certificate verification & Payment of FEES for the FIRST provisional list – Shift 2 All Programmes SELECTED Candidates WAITLISTED Candidates	18th June 2019 (Tuesday) 2 pm 4 pm
9.	Publication of SECOND provisional list of SELECTED candidates WAITLISTED candidates	18th June 2019 (Tuesday) 5.00 pm
10.	Certificate verification & Payment of FEES for the SECOND provisional list of SELECTED candidates WAITLISTED candidates	20th June 2019 (Thursday)
11.	Principal/HOD/Faculty Meeting with Admitted Students and their Parents MSW (Shift 1 & 2) MAHRM & MA HROD MA DM, MSc (CP), MASE	24th June 2019 (Monday) 10.30 – 11.30 am 12 – 1 pm 2 – 3 pm
12.	I Year Inaugural & Welcome	25th June 2019 (Tuesday) 11 am

UNDERGRADUATE PROGRAMMES

S.No	PARTICULARS	DATE
1.	Online application begins	On the date of publication of State Board +2 results
2.	Publication of FIRST list of Provisionally SELECTED & WAITLISTED candidates for counselling	8th May 2019 (Wednesday) 04.00 PM
3.	Certificate verification & Payment of FEES for the provisional list SELECTED & WAITLISTED candidates	13th May 2019 (Monday) 09.30 AM
4.	Publication of SECOND list of Provisionally SELECTED & WAITLISTED candidates for counselling	13th May 2019 (Monday) 05.00 PM
5.	Certificate verification & Payment of FEES for the Second provisional list SELECTED & WAITLISTED candidates	17th May 2019 (Friday) 09.30 AM
6.	Principal/HOD/Faculty Meeting with Admitted students and their Parents	24th June 2019 (Monday) 09.00 AM - 10.00 AM
7.	I Year Inaugural & Welcome	25th June 2019 (Tuesday) 11.00 AM

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.

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)	-	jsgunavathy@mssw.in
Master of Social Work (SF)	9003257813	jesuin@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	8056074294	suchismita@mssw.in
M.Sc. Counselling Psychology	9962948296	vyjayanthimala@mssw.in
Bachelor of Social Work	9444359682	pkvathani@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 - 28192824 / 28194566 (10 AM - 4 PM)

E-Mail Support : admissions@mssw.in

MADRAS SCHOOL OF SOCIAL WORK

(A NAAC Accredited Autonomous College Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai – 600 008.



PROSPECTUS

FOR

UNDER-GRADUATE

POST-GRADUATE &

PG DIPLOMA COURSES

FOR THE ACADEMIC YEAR

2018 – 2019

For General Enquiries : 044-28192824, 044-28195126 (10 a.m. – 4 p.m.)

College Website : www.mssw.in

E-Mail support : admissions@mssw.in



MARY CLUBWALA JADHAV
(1908 – 1975)

Founder, Madras School of Social Work

A woman with an inborn instinct and insatiable thirst for service to humanity Mrs. Mary Clubwala Jadhav, founded the Madras of 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 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 occupy her time meaningfully. She became totally involved in social work with 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 men. The victorious 14th Army presented her a Japanese sword in appreciation of her tremendous efforts. 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 which put down 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 the Seva Samajam Girls’ Home in Adyar in 1950. These Homes gained an international reputation as model institutions. In 1954, she helped get started, through the joint efforts of the Guild and the Madras Rotary Club, the 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. At that time there were only three schools of social work in India and all of them were located in the northern region. In order to facilitate easy access and appropriate practical learning for students interested in social work in the southern region she decided to start the Madras School of Social Work. Mrs. Mary Clubwala visited various schools of social work in USA to know about their functioning and finally her dream came true in 1952.

In 1941, she received the Most Excellent Order of the British Empire (MBC). 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 Vibushan by the Govt. of India for her outstanding services. On 6th February 1975, she breathed her last in Bombay after a surgery to fight cancer. Condoling her death, Mrs. Indira Gandhi mentioned that India lost an eminent social worker. Her dedication, perseverance and will to overcome obstacles, conviction and contacts enabled her dream of starting a school to train professional social workers came true.

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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 now under the aegis of Society for Social Education and Research (SSER), a registered non-profit organisation. The College has been rated as the best college for Social Work education in South India and one among the top 5 Social Work Institutions in India. Madras School of Social Work offers the following Academic Programmes adopting CBCS pattern as prescribed by the TANSCHER and the University of Madras:

Under-Graduate Programmes:

- Bachelor in Social Work (BSW)
- Bachelor of Science in Psychology (B. Sc. - Psy)

Post-Graduate Programmes:

- Master of Social Work (MSW) Shift I & Shift II Stream
- 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

Post-Graduate Diploma Programmes:

- Post Graduate (Hons) Diploma in Personnel Management and Industrial Relations
- Post Graduate Diploma in Human Resource Management

Advantages of Education at MSSW

- Courses relevant to Industry and Society
- Updated contemporary curriculum
 - Qualified Faculty members
 - Adequate infrastructure
 - Excellent Library
 - Exclusive Placement Office
- Meaningful Internships in all Semesters
 - Earn and Learn opportunities
 - Vibrant Alumni connect
 - Certificate courses
 - Outward Bound Training
 - Compact Green campus

VISION AND MISSION

VISION

To be a global leader in education, research and intervention in Social Work and allied disciplines towards transforming the human potential into 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 in multi-disciplinary social sciences research.
- Implementing community out-reach 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

STREAM	SHIFT II (SELF FINANCED)	
TIMING	8.00 Am to 1.30 Pm*	8.00 Am to 1.30 Pm*
COURSE TITLE	Bachelor of Social Work	Bachelor of Science in Psychology
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. The upper age limit for admission to UG courses will be 21 (Twenty-One) years as on 1st July 2018.</p> <p>However, a relaxation of 5 years is permitted for Differently Abled as per G.O.Ms.No.239, S.W. dated 3-9-93. SC/ST/BC/MBC/DNC Candidates and women candidates may be allowed the age relaxation of 3 years beyond 21 years.</p>	

*Timings are subject to change. Management has the right to alter class timings as and when it is required.

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 of the 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 to the students from these Boards.

POST GRADUATE PROGRAMMES

STREAM	SHIFT I (AIDED)	SHIFT II (SELF FINANCED)					
TIMING	8:00 AM - 1.30 PM	1:30 PM - 6:30 PM*					
COURSE TITLE	Master of Social Work	Master of Social Work	Master of Arts in Human Resource Management	Master of Arts in Human Resource and Organization Development	Master of Arts in Development Management	Master of Arts in Social Entrepreneu- rship	Master of Science in Counselling Psychology
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.						Graduate in Psychology or Counselling Psychology with a minimum 3 years course duration or its equivalent (under the 10+2+3) pattern 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.

*Timings are subject to change. Management has the right to alter class timings as and when it is required

RESEARCH PROGRAMMES

STREAM	SHIFT I (AIDED)		SHIFT II (SF)
TIMING	8 AM - 1:30 PM		1:30 PM - 6:30 PM
COURSE TITLE	M. Phil (Social Work)	Ph.D (Social Work)	M. Phil (Psychology)
DURATION	1 year (full-time)	Full-time/Part-time	1 year (full-time)
ELIGIBILITY CRITERIA FOR ADMISSION	Candidates passed 2-year PG. Degree course in Social Work under 10+2+3 or 11+1+2 pattern	As per the University of Madras norms	Candidates passed 2-year PG. Degree course in Psychology under 10+2+3 or 11+1+2 pattern

Prospectus for M.Phil courses will be made available in the month of July. Prospectus for PhD Programme is available in the University of Madras website.

PG Diploma PROGRAMMES

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
COURSE TITLE	PG (Hons) Diploma in Personnel Management and Industrial Relations	PG Diploma in Human Resource Management
DURATION	2 year (Part-time)	1 Year (Part-Time) Trimester pattern
ELIGIBILITY CRITERIA FOR ADMISSION	Any UG Degree from a recognized University. Applicants with work experience will be preferred.	Any UG Degree from a recognized University with minimum of 2 years experience after graduation.

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

UNDER GRADUATE PROGRAMMES

(Affiliated to University of Madras)

BACHELOR OF SOCIAL WORK

About the Course

The three-year Bachelor program in Social Work is a preparatory course with a blend of theory and field practice. The uniqueness of this program 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 understanding of social issues through interdisciplinary perspectives.

Pattern of the Programme

Semester I	Semester II	Semester III
Language I (Tamil/French)	Language II (Tamil/French)	Social Work Practice With Individuals And Groups - I
English I	English II	Social Work Practice With Communities - I
Introduction To Social Work	Social Work Profession	Fields Of Social Work
Sociology	Human Growth And Development	Economic And Political Systems And Processes
Field Work I	Field Work II	Field Work III
Soft Skills I	Soft Skills II	Soft Skills III
Non-Major Elective - Stress Management/Basic Tamil-I	Non-Major Elective – Basic Tamil – II / Sustainable Tourism And Social Work	Value Education
Semester IV	Semester V	Semester VI
Social Work Practice Individuals And Groups-II	Communication For Social Work	Social Welfare Administration
Social Work Practice Communities-II	Social Work Research And Statistics	Women's Development Issues And Concerns
Social Development And Social Work	Dimensions Of Health	Research
Psychology	Social Work With Senior Citizens	Human Rights
Field Work IV	Field Work V	Field Work VI
Soft Skills IV	Soft Skills V	Soft Skills VI
Environmental Studies	Disability / Disaster Management	Introduction To Work Force Management / Social Entrepreneurship (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 in 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. 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 post graduate courses like MSW, Public Administration, Development Management, Human Resource Management, Economics, Politics, Journalism and Law. It also helps to 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

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 behavior and to pursue their higher studies in the different fields of Psychology. For this purpose, the programme is aptly designed comprising of theory papers, laboratory experience and field visits.

Pattern of the Program

Semester I	Semester II	Semester III
Language I (Tamil/French)	Language II (Tamil/French)	Language III (Tamil/French)
English I	English II	English III
General Psychology – I	General Psychology – II	Social Psychology - I
Biological psychology	Child Development	Psychology of adolescence and middle adulthood
Introduction to Social Work	Fundamental statistics in psychology	Research Methods
Basic Tamil/Non-Major Elective	Basic Tamil/Non-Major Elective	Environmental Studies
Elective – Soft skills	Elective – Soft skills	Elective – Soft skills
Semester IV	Semester V	Semester VI
Language IV (Tamil/French)	Abnormal Psychology – I	Abnormal Psychology – II
English IV	Counselling Psychology	Organizational Behavior
Social Psychology – II	Case Study (Practical)	Psychological Testing
Experimental Psychology (Practical)	Elective – Health Psychology / Sports Psychology	Elective – Geriatric Psychology / Forensic
Elective – Career Psychology / Cognitive Psychology	Value Education	Survey research (Practical)
Consumer behavior & Marketing	Study Tour	
Extension Activities		

The Program 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 program. 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 post graduate course in the different fields of Psychology such as Counselling, Clinical, and Organizational Psychology and in related fields such as Criminology, Human Resource Management, and Social Work and so on.

POST GRADUATE PROGRAMMES

(Affiliated to 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 the discipline related, specialization-related knowledge, the course will hone the values and attitudes required for inter personal and managerial skills required 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 Second semester offers insight into specializations. Semester III & IV are purely specialization centric. As the oldest programme of the college, the curriculum has matured to emerge robust and rigorous 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 for identifying 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 and to launch career 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 of all types of the corporate sector and National and International NGOs. Candidates who have completed this course are also eligible to be appointed as labor welfare officers.

Pattern of the Program:

Semester-I	Semester- II
Social Work Profession	Social Work with Communities
Social Work with Individuals.	Social Research and Statistics
Social work with groups	Social Policy & Planning (CD & MPSW) Human Resource Management (HRM)
Sociology	Basics of Counselling
Psychology	Management of Organizations
Field Work I (Observation Visits, Rural Camp, Project Field work)	Social Legislation (CD & MPSW) Labour Legislation – I (HRM)
	Field Work II – (Concurrent Pattern-NGO setting)

Soft skills I - Personal and Interpersonal Connect	Soft skills II – Leadership & Team Building (OBT)
	Summer Placement (Block Pattern-Specialisation setting)
Semester-III	Semester-IV
Specialization Paper –1	Specialization Paper –5
Rural Development and Governance(CD)	Urban Development and Governance (CD)
Mental Health and Psychiatric Social Work (MPSW)	Clinical Social Work Practice (MPSW)
Labour Legislation – II (HRM)	Organizational Change & Development (HRM)
Specialization Paper –2	Specialization Paper – 6
Dalit & Tribal Empowerment(CD)	Social Work with Children & Youth (CD)
Medical Social Work (MPSW)	Therapeutic Interventions(MPSW)
Strategic Human Resource Management (HRM)	Learning & Development(HRM)
Specialization Paper –3	Specialization Paper – 7
Community Development – Approaches and Tools (CD/MPSW)	Community Health (CD&MPSW)
Organizational Behaviour (HRM)	International HRM (HRM)
Specialization Paper –4	Inter-disciplinary Paper
Women and Development (CD)	Social Entrepreneurship (CD)
Social Work with Families and Senior Citizens	Disability and Social Work (MPSW)
Employee Relations & Welfare (HRM)	Compensation Management
Interdisciplinary Paper	Research Project II
(CD & MPSW)	Field Work IV
Performance Assessment (HRM)	Skills V – Specialization Competencies
Research Project- I	Participation in Professional Forum – I (Course Completion only)
Field Work II	
Soft skills I – Career and Workplace Competencies	
Participation in Professional Forum Activity – I (Course Completion only)	

Certificate Courses	
MSW Shift I	MSW Shift II
Development Communication	Human Rights
Human Rights	Palliative Care
Psychiatric Assessment and Therapeutic Counselling	Finance for Non Finance Professionals
Expressive Art Therapy	Business Communication
Human Resource Information System	NGO Governance, Finance and Legal Compliance

Note:

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

M.Sc. COUNSELLING PSYCHOLOGY

About this Course

M.Sc. in Counselling Psychology is a two year full-time four semester programme. The course would prepare a student for a career in counselling. Specialization in Counselling Psychology equips the students with theory knowledge and skills that are necessary for assessing the problems of individuals and groups.

Pattern of the Programme:

Semester I	Semester II	Semester III	Semester IV
Statistics in Psychology	Research Methodology	Counselling Across Life Span	Counselling and Therapy for Groups and Special Populations
Counselling Process and Skills	Behaviour Modification	Internship	Psychological Training Modules (Demonstration)
Theories of Personality	Psychological Assessment – I (Practical)	Counselling and Therapeutic Techniques	Dissertation
Psychopathology	Case Analysis – Praxis of Counselling	Psychological Assessment – II (Practical)	Case Analysis – Praxis of Counselling
Cross cultural Psychology	Corporate Counselling	Counselling Children With Developmental Disorders	Counselling in Schools
Health Psychology	Life Skills	Positive Psychology	Soft Skills - IV
Introduction to Management	Advanced Statistics in Behavioural Sciences	Training and Development	
Soft Skills - I	Soft Skills - II	Soft Skills - III	
	Summer Placement		

Certificate Courses: Marital Counselling, Rehabilitation Psychology, Integrated therapy, Tobacco Cessation Methodologies

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 2 conferences/workshops during the course of their study. Students are also encouraged to present papers at conferences, seminars and 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 Psychologist, 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.

M. A. HUMAN RESOURCE MANAGEMENT

About the Course

This is an intensive two-year program aimed at making 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 Program:

Semester I	Semester II	Semester III	Semester IV
Management Principles	Learning and Development	Employee Relations and Welfare	Organizational Change and Organizational Development
Organisational Behaviour	Labour Law-II	Workplace Counselling	Electives: Entrepreneurship Development Human Rights
Strategic Human Resource Management	Compensation Management	Accounting for Managers	International Human Resource Management
Labour Law – I	Performance Management Systems	Operational Management	Electives Financial Management Marketing Management
Managerial Economics	Research Methodology	Business Policy and Strategic Management	HR Analytics
Industry Institute Interface Component	Industry Institute Interface Component	Industry Institute Interface Component	Industry Institute Interface Component
	Summer Placement	Research Project	Block Placement
Soft skills I	Soft skills II	Soft skills III	Soft skills IV
		Outbound Training	

Certificate Courses :

1. Competency Mapping
2. Counseling Micro skills
3. Learning and Development
4. Organisational Development

A platter of teaching methods is adopted besides classroom lectures, which includes group discussions, seminars, dip stick studies, role-plays with audio-visual aids, skill labs and other simulation based training methods. A committed faculty base, familiar with the system, having sharp classroom delivery is the strength of the Department. Excellent student-faculty ratio makes personal learning highly effective. 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 workplaces and to strike a balance between organizational and individual goals. Students completing MA.HRM are preferred by corporate houses for the positions of HR Trainer, Recruiter, Welfare, Executive.

M. A. HUMAN RESOURCE AND ORGANISATION DEVELOPMENT

About the Course

The course has been designed to cater to the growing needs of Industry and Business for young men and women in the area of not only in Human Resource Management but also in Organizational Development. Through this course, the students are instilled with technical, management and interpersonal skills.

Pattern of the programme

Semester I	Semester II	Semester III	Semester IV
Human Resource Management	Learning & Development	Organizational Development-I	Organizational Development-II
Organizational Behavior	Industrial Relations	Operations Management	Cross-Cultural Business Management
Management Principles	Research Methodology and Statistics	Corporate Planning and Strategic Management	Human Resource Accounting and Information systems
Labour Legislation	Change Management	Performance management	Workplace Counseling
Fundamentals of Accounting and Financial Management	Managerial Economics	Compensation Management	Electives Entrepreneurial, development Industrial health, hygiene & safety
		Research Project	
Industry Institute Interface I	Industry Institute Interface II	Industry Institute Interface III	Industry Institute Interface IV
Soft skills I	Soft skills II	Soft skills III	Soft skills IV
	Summer Placement	Outbound Training	

Certificate Courses: HR analytics & Neuro Linguistic Programming.

The course offers contemporary papers suited to the needs of the Industry. Lab sessions are conducted to train students in OD skills to develop, monitor and evaluate organisational effectiveness and performance. Internships spreads across four semesters and one semester project work gives a first-hand experience for the students to diagnose organisational problems and to propose solutions for the same. Interactions with industry experts through guest lectures, workshops and panel discussions and Industrial visits to organisations provide an excellent learning platform for the students.

Scope of the course

This course focuses on the Managerial Responsibility for the development of organization and the diverse technologies that a manager can employ to support organizational improvement. It provides a knowledge of organisational culture, values and skills that can be used by managers, leaders and administrators to influence organizational change. A parallel emphasis will focus on the roles of consultants/facilitators in the organisational development. Thereby a student completes this course can opt to take up employment in organizations as OD/Training executives and as well can take up the roles of consultants and facilitators for organisations.

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 right exposure to the challenges faced by the contemporary society and to lead organizations and empower the people to deal with the 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
Introduction to Development Management	Development Communication & Management	Project Management	Entrepreneurship Development & Management
Establishing Development Organizations	Organizational Behavior	Global Issues and Social Development	Environment Management
Human Resource Management & Labor Legislations	Research Methodology	Corporate Social Responsibility	Community Based Health and Education Management
Sociology of Development	Human Rights and Gender Issues	Accounting for Decision Making	Disaster Management
Fundamentals of Management	Pragmatic Models of Development	Development Economics	Organization Development
Development Practicum I	Development Practicum II	Research Project	Development Practicum IV
Soft Skills – I	Soft Skills – II	Development Practicum III	Soft Skills – IV
	Summer Placement	Soft Skills – III	

Certificate Courses: 1. Research: Mixed Methodologies

2. Solid Waste Management

It is an Inter-disciplinary course which includes core papers, elective papers and development practicum providing excellent opportunities for experiential and application based learning in Development Organizations, Corporate Sectors, 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, NGO, UN agencies, Government development projects and autonomous bodies. As the outcome of it, the passing out candidates get a good opportunity for placement in local, national and international NGOs, CSR foundations and international organisations.

M.A. SOCIAL ENTREPRENEURSHIP

About the Course

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

Pattern of the Programme

Semester I	Semester II	Semester III	Semester IV
Introduction to Social Entrepreneurship	Research Methodology	Women and Entrepreneurship	Social Entrepreneur Strategies
Fundamentals of Management for Social Enterprises	Development Economics	Entrepreneurship Development	Social Leadership
Human Resources Management	Social Marketing	Vulnerability and Sustainable Environment	Social Innovation and Entrepreneurship
Indian Society and Polity	Financial Management	Legal Framework for Social Enterprises	Project Management
Marketing Intelligence and Management	Fund Raising and Resource Mobilization	Total Quality Management	Product Management
Field Immersion I	Field Immersion II	Field Immersion III	Research Project/ Social Business Plan
Soft Skills I	Soft Skills II	Soft Skills III	Field Immersion IV
	Summer Internship		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.

Scope of the Course

The Course will prepare and strengthen the students to stand as a confident Social Entrepreneur and to face the Challenges in the ever changing Business World. It also introduces diverse knowledge and skills that stand out to be great asset 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.

The department also runs independent projects and there is good possibility for the students to get employed in those projects as well.

The Department will help incubate social ventures of the students as soon as they graduate and provide linkages with funding opportunities.

PG DIPLOMA PROGRAMMES

(Diploma awarded by MSSW)

PG (HONOURS) DIPLOMA IN PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS

About the Programme

The PG(HONS) Diploma in Personnel Management and Industrial Relations started in the year 1978, is a high 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 industry. 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 the government organizations. The candidates who graduate from this course are eligible to become Welfare Officer and the course is a prescribed qualification for direct recruitment as Assistant Commissioner of Labour(G.O.MS.No153.Dated07/09/2017)

Course Structure

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
Principles of Management	Performance and Rewards management	Organizational Change & Development	International Human Resource Management(IHRM)
Human Resource Management	Organizational Behaviour	Social Security & Miscellaneous Labour Legislations	Manufacturing Management OR Entrepreneurship Development (Elective)
Accounting for Planning & Control& Business Finance	Research Methodology	Employee Relations	Learning & Development
Marketing Management	Labour Legislations	Safety and Health,Hygiene(SHE)	Employee Welfare
Managerial Economics	Business Communication	Quantitative Techniques	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 officer/Labour officer. Preference in admission will be given for working professionals. Fresh graduates will be admitted subject to availability of seats.

Duration: **Two year** (Evening Programme), **FIVE** days in a week

Timings: 6.30pm-8.30pm

Course Fees:

The course fee is Rs.40,000 per year + GST. The course fees can be paid in 2 installments

Contact: Mr. M. Hemakumar, Coordinator, 7502045805, hemakumar@mssw.in

PG DIPLOMA IN HUMAN RESOURCE MANAGEMENT

MSSW in partnership with Kelsa Solutions brings 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:

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
- 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 will have 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 electives (to be chosen from a set of 4)
- Each module will have ~30 session hours covered in ~12 sessions
- Each module will be completed over a month; classes will be conducted over 8 hours each week – 4 hours on weekdays (2 hours on 2 days) + 4 hours on Saturday
- Students will also have to complete a research / project based paper over Trimesters 2 & 3

Course Fees:

The full course fee is Rs.1,20,000+GST. The course fees can be paid in 2 installments:

Rs. 72,000+GST on admission	Rs. 48,000+GST in January
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Contact : For any queries, please contact: Email: pgdhrm@mssw.in, Phone number: 9940231146

FIELD WORK AND INTERNSHIP ORGANIZATIONS

Since all the programs offered by Madras School of Social Work are field based, the students undergoing the course of his/her own 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 networking over a period of time. Following are a sample of few organizations from the lengthy list 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

ACCENTURE	SUNDARAM MEDICAL FOUNDATION
LARSEN & TOUBRO	AIDE ET ACTION
AIRTEL	ASHA NIVAS
LUCAS-TVS	ARVIND FOUNDATION
APOLLO HOSPITALS	YRG CARE
MARY ANNE CHARITABLE TRUST	WORKING WOMENS FORUM
ASHOK LEYLAND	INTERNATIONAL JUSTICE MISSION
MONTFORT COMMUNITY DEVELOPMENT	ARUWE
BANYAN	UDHAVI
MYRTLE SOCIAL WELFARE NETWORK	KARUNALAYA
BRITANNIA	DHAN FOUNDATION
ALL-SEC TECHNOLOGIES	SLUM CLEARANCE BOARD
CATERPILLAR	ASHA HOSPITAL
PORT TRUST	ELXSI
CENTRE FOR CHILD RIGHTS AND DEVELOPMENT	ADANI
PYLON CONSULTANCY	ICICI
CHOLA BUSINESS SERVICES	COGNIZANT
RANE	KELSA SOLUTIONS
CPCL	TVS SUNDARAM CLAYTON
ROYAL BANK OF SCOTLAND	SMART MEGH
DIRECTORATE OF SOCIAL DEFENCE	ALTEMETRIC
RELIANCE	WORLD BANK
DON BOSCO ANBU ILLAM	KARADI PATH
SAINT GOBAIN	VIRTUSA POLARIS
DR. REDDY'S LABORATORIES,	NOVA
SCARF	TITAN
EUREKHA CHILD FOUNDATION	EZVIDHYA
SOS CHILDREN'S VILLAGE	SESHASAYEE PAPER
SPASTIC SOCIETY	TEACH FOR INDIA
FORTIS MALAR HOSPITAL	HILTON CHENNAI
SPI CINEMAS	BILLROTH HOSPITALS
FUTURE GROUP	INDIAN COUNCIL FOR CHILD WELFARE
SUNDARAM INFOTECH SOLUTIONS LTD	HELP AGE INDIA
HAND IN HAND	CANCER INSTITUTE
TAFE	GEMBA MANAGEMENT CONSULTANCY

HCL TECHNOLOGIES	CHILD RIGHTS AND YOU
TAJ COROMANDEL	PVR CINEMAS
HDFC	RAMCO SYSTEMS
TAMIL NADU SLUM CLEARANCE BOARD	RANSTAD
HINDUSTAN COCA-COLA BEVERAGES	ROYAL ENFIELD
TATA STEEL, MUMBAI	SUTHERLAND GLOBAL SERVICES
HOTEL DECCAN PLAZA	TAMIL NADU VOLUNTARY HEALTH ASSN
THE HINDU	TATA CONSULTACY SERVICES
INSTITUTE OF MENTAL HEALTH	THE PARK
THE RESIDENCY TOWERS	THINKING PALM
INDIAN OIL CORPORATION	IRCDS
TI CYCLES	KUMARAN HOSPITAL
TVS GROUP OF COMPANIES	SRI ARUNODAYAM CHARITABLE TRUST
CRIME PREVENTION AND VICTIM CARE (PCVC)	TANKER FOUNDATION
VODAFONE	JEEVODAYA
ITC GRAND CHOLA	MARIAYALAYA
WIPRO	WEEDS
JUBILANT FOOD WORKS	ECO-KITCHEN
DOMINO'S PIZZA	DAMIEN FOUNDATION INDIA
WORLD VISION	ARUWE
KONE ELEVATORS	KALAI SELVI KURANALAYA SOCIAL SERVICE
YMCA	INDIAN COMMUNITY WELFARE ORGANISATION
KPL KAMARAJAR PORT LIMITED	BIG BAZAAR
YUM! BRANDS	IAPA
VOLUNTARY HEALTH SERVICES	INDIAN PROSTRATE CANCER FOUNDATION
CRISTIAN MEDICAL COLLEGE	SHREYAS
RAPHA UNLIMITED	GLOBAL HOSPITAL
ELEMENTH	SERENE LIFE HOSPITAL
TECHSOFT GLOBAL SERVICES	SEVALAYA
GRASSROOT SCHOOLS	OASIS INDIA
SUCHITA PSYCHOLOGICAL INSTITUTE	RAJU HOSPITAL
REAL CHARITABLE TRUST	MITHRA FOUNDATIONS
PSYMED	MURUGAPPA GROUPS
LOGITECH	ORCHID CHEMICALS AND PHARMACEUTICALS
MA FOI	CODE MANTRA PRIVATE LTD
DISTRICT RURAL DEVELOPMENT AGENCY	ARUNODHAYA
KAAR TECHNOLOGIES	HOTEL RADDISON BLU
BHEL	ZEALOUS SERVICES
HOTEL GREEN PARK	SIEMENS
LE ROYAL MERIDIAN	THE PARK
MAX RETAIL	ADECCO
INDIA PROPERTIES	JAIN HOUSING
HOTEL LEMON TREE	WABCO
TAJ CLUB HOUSE	EMERSON

REAL IMAGE MEDIA TECHNOLOGIES	TECHNOSOFT
PANTALOON RETAIL LIMITED	INATECH INFOSOLUTIONS
THE SAVERA	NOKIA
SUNDARAM MUTUAL FUNDS	VIRTUSA POLARIS
TCS BPS	POWER IT SERVICES PVT LTD
DORMA	SULEKHA
EQUITAS	CAVINKARE PRIVATE LIMITED
ASTRA ZENCA	SURYAN FM
SPYNEST	CHRYSLIS
ASJP SCAFFOLDING ENTERPRISE PVT.LTD	LEBARA
TERMOPLAST POLYPACKS	CHRISTIAN CHILDREN FUND OF CANADA
FORD	HYUNDAI MOTOR INDIA

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.in to access free online scholarly materials. 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 set up the 'Digital Library' very recently which enables the 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 to the new students' class wise at the Beginning of every academic year;
- Series of inter-departmental quiz programmes to the students with prizes for winners, Runners and quiz masters; and
- A weeklong event of "Library Week Celebrations" with Various competitions and prizes & certificates for all the winners
- Information Literacy Programs for Research
- Reflections - presentation and discussions on various books and articles.

Computer Centre

The College has a full-fledged computer centre with multimedia computers, internet, and printer facilities. Students can make use of the centre for e-mail, internet browsing, word processing, creating presentations and data analysis. Students are also given basic orientation in use of Computers and Internet.

Audio-Visual

The College is fully equipped with audio-visual equipment to provide multimedia learning experience. 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 department's 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

Various student clubs like the NSS, Red Ribbon Club, Eco Club, Consumer Club, Literary Club and the Anti Narcotic Club in the college accelerates positive growth and also creates awareness of social issues. The college has guidance and counselling support service for students and public.

Teaching Methods

The programmes of the college are designed to prepare young men and women for future 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, field work, active participation in the activities of the College and have 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.**

Student Forums

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

Scholarships

In addition to Government scholarships, the Management, the departments and the Alumni Association of the College also extend financial support for deserving students on a case to case basis.

Hostel

The Management runs a limited hostel and mess facility inside the campus for the benefit of the outstation students. Accommodation is provided for both post-graduate and under- graduate 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 full time Placement Coordinator. It provides equal opportunities to all students to register for placements and facilitates maximum number of placements, though the college does not guarantee for 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 fulfill those criteria are only 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.** Also students are expected to relocate to anywhere in India or abroad depending on the organizations roles.

MSSW placement cell follows the policy of one offer for one candidate to ensure that maximum number of students are 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 for the subsequent placement process.

An indicative list of our Recruiters in the last few years

AASHIANA ALLSEC TECHNOLOGIES ALTEMETRIC APOLLO HOSPITAL ASHOK LEYLAND BANYAN BHARAT MATRIMONY BLOSSOM TRUST CANCER INSTITUTE CAPART CMC RUHSA COCA COLA INDIA PVT. LTD COGNIZANT TECHNOLOGYSOLUTIONS CONFEDERATION OF INDIAN INDUSTRIES DAIMLER DELOITTE DEUTSCHE BANK ERNST & YOUNG FLEXTRONICS FORD FRIENDS OF INDIA FUTURE GROUP GOONJ GREENPEACE INTERNATIONAL HEXAWARE HIGH PLACES INTERNATIONAL HOSPIRA HYUNDAI I CAN TRUST IGATE INNOVA IFMR INTERNATIONAL JUSTICE MISSION ITC ITCOT KARADIPATH KELSA SOLUTIONS WORLD VISION VEDANTA	LARSEN & TOUBRO MADRAS CEMENTS LIMITED MANASHASTHRA MIOT HOSPITAL MPHASIS MRF MURUGAPPA GROUP NOVA IVF ORACLE ORCHID CHEMICALS PSYMED HOSPITAL RAJSHREE SUGARS AND CHEMICALS RAMKI GROUP RANE RESTLESS DEVELOPMENT ROYAL BANK OF SCOTLAND SAINT GOBAIN SANTOSH HOSPITAL SCARF SMARTMEGH SOS CHILDREN'S VILLAGES SRISTHI SPECIAL SCHOOL STANDARD CHARTERED BANK STERLING RESORTS TAFE TATA CONSULTANCY SERVICES TEACH FOR INDIA THINKING PALM TITAN TTK HOSPITALS TVS GROUP UAE EXCHANGE ULTRA TECH CEMENTS UN AGENCIES WIPRO WORLD BANK YRG CENTRE FOR AIDS RESEARCH AND EDUCATION
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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 in 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 Semester Examinations.

Discipline

Smoking, Consuming Alcoholic Drinks and Narcotic Drugs are strictly prohibited. Any unruly conduct by a student either in the class or in 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 installments (semester-wise). Fees for the first semester as indicated in Fee structure slip will 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 examination related fees and hostel fees also need 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/appearing for examinations.

Fees can be paid online or through bank challan downloaded from 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 such training.

Vehicle Parking

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

2018-2019 ADMISSION REGULATIONS

(UNLESS OTHERWISE SPECIFIED IN THE COURSE DETAIL)

- i. At the time of applying, candidates studying in 3-year degree program should have passed in all the subjects from the 1st to 5th semesters and candidates studying in 4-year degree program 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 the seat allotted to them.**
- 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. A nominal sliding fee will be charged to facilitate the sliding.
- vii. Students whose knowledge of English or Tamil (for MSW Course) requires improvement will be notified soon after admission and it will 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 Notice Board, 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 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 10 A.M. to 4 P.M. on working days.

Phone: 044 – 28192824
044 – 28195126

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

PG Entrance Exam Pattern

	COMPONENTS	MARKS
I	General Aptitude	10
II	Quantitative Aptitude / Data Interpretation	10
II	Reading Comprehension / Verbal Ability	10
IV	Social Awareness	10
V	General Knowledge	10

Model Question Paper is available the College website

ADMISSION SCHEDULE FOR UG & PG DEGREE PROGRAMMES

FOR THE ACADEMIC YEAR 2018-19

PG Programmes

S. No	Particulars	Date
1.	Online application begins	2 nd April 2018 (Monday)
2.	Online application closes	26 th May 2018 (Saturday)
3.	Entrance Test.	1 st June 2018 (Friday)
4.	Publication of short listed candidates for Group Discussion & Interview.	4 th June 2018 (Monday)
5.	Group Discussion & Interview.	6 th June 2018 (Wednesday) 7 th June 2018 (Thursday) 8 th June 2018 (Friday) 9 th June 2018 (Saturday) 11 th June 2018 (Monday)
6.	Publication of FIRST provisional list of SELECTED & WAITLISTED candidates.	As and when the lists are ready 7 th to 11 th June 2018
7.	Certificate verification & Payment of FEES for the FIRST provisional list - Shift 1 – MSW (Aided) SELECTED candidates WAITLISTED candidates	13 th June 2018 (Wednesday) 8 AM 11 AM
8.	Certificate verification & Payment of FEES for the FIRST provisional list – Shift 2 All Programmes SELECTED Candidates WAITLISTED Candidates	13 th June 2018 (Wednesday) 2 PM 4 PM
9.	Publication of SECOND provisional list of SELECTED & WAITLISTED candidates.	13 th June 2018 (Wednesday) 5.00 PM
10.	Certificate verification & Payment of FEES for the SECOND provisional list WAITLISTED candidates.	15 th June 2018 (Friday)
11.	Principal/HOD/Faculty Meeting with Admitted Students and their Parents MSW (Shift 1 & 2) MAHRM & MA HROD MA DM, MSc (CP), MASE	22 nd June 2018 (Friday) 10.30 – 11.30 AM 12 – 1 PM 2 – 3 PM
12.	I Year Inaugural & Welcome	25 th June 2018 (Monday) 11 AM

UG Programmes

S. No	Particulars	Date
1.	Online application begins	On the date of publication of State Board +2 results
2.	Publication of FIRST list of Provisionally SELECTED & WAITLISTED candidates for counselling	23 rd May 2018 Wednesday - 5.00 PM
3.	Certificate verification & Payment of FEES for the provisional list SELECTED & WAITLISTED candidates	25 th May 2018 Friday – 09.30 AM
4.	Publication of SECOND list of Provisionally SELECTED & WAITLISTED candidates for counselling	25 th May 2018 Friday – 05.00 PM
5.	Certificate verification & Payment of FEES for the Second provisional list SELECTED & WAITLISTED candidates	28 th May 2018 Monday – 09.30 AM
6.	Principal/HOD/Faculty Meeting with Admitted students and their Parents	22 nd June 2018 (Friday) 9 – 10 am
7.	I Year Inaugural & Welcome	25 th June 2018 (Monday) 11.00 AM

Contact Details

The following numbers/email ids can be contacted for specific queries about the Course prospects. For any other information refer Prospectus.

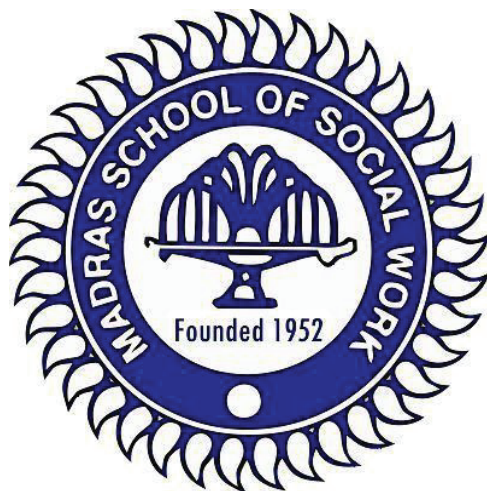
Call Timings: 10 am – 4 pm (Monday to Friday). Calls outside time and day specified will not be answered.

Course	Phone Number	Email ID
Master of Social Work (Aided)		shakeelabasheer@mssw.in
Master of Social Work (SF)	9003257813	jesuin@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	8056074294	suchismita@mssw.in
M.Sc. Counselling Psychology	9962948296	vyjayanthimala@mssw.in
Bachelor of Social Work	9444359682	pkvathani@mssw.in
B.Sc. Psychology	8939617115	sangeeth@mssw.in

MADRAS SCHOOL OF SOCIAL WORK

(A NAAC Accredited Autonomous College Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai – 600 008.



PROSPECTUS
FOR UNDER-GRADUATE,
POST-GRADUATE &
P.G. DIPLOMA COURSES
FOR THE ACADEMIC YEAR 2017 – 2018

For Enquiries	: 044-28192824, 044-28195126 (10 a.m. – 4 p.m.)
College Website	: www.mssw.in
E-mail	: admissions@mssw.in



MARY CLUBWALA JADHAV
(1908 – 1975)

Founder, Madras School of Social Work

A woman with an inborn instinct and insatiable thirst for service to humanity Mrs. Mary Clubwala Jadhav, founded the Madras of 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 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 occupy her time meaningfully. She became totally involved in social work with 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 men. The victorious 14th Army presented her a Japanese sword in appreciation of her tremendous efforts. 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 which put down roots for various projects like health centres, bakery units, an adoption centre, family assistance schemes, Meals on Wheels, rural development projects, 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 the Seva Samajam Girls’ Home in Adyar in 1950. These Homes gained an international reputation as model institutions. In 1954, she helped get started, through the joint efforts of the Guild and the Madras Rotary Club, the 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 in 1952. At that time there were only three schools of social work in India and all of them were located in the northern region. In order to facilitate easy access and appropriate practical learning for students interested in social work in the southern region she decided to start the Madras school of social work. Mrs. Mary Clubwala visited various schools of social work in USA to know about their functioning and finally her dream came true in 1952.

She had been honoured by the International Council of Social Welfare with the “Outstanding Service Award” at Hague in 1972. She has also been awarded the “Padma Shri” and her motto was service, service and service”. On

6th February 1975, she breathed her last in Bombay after a surgery to fight cancer. Condoling her death, Mrs. Indira Gandhi mentioned that India lost an eminent social worker. Her dedication, perseverance and will to overcome obstacles, conviction and contacts enabled her dream of starting a school to train professional social workers came true.

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I. 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 was founded by the doyen among Social Workers, Padmashree (Mrs.) Mary Clubwala Jadhav under the auspices of Madras State Branch of the Indian Conference of Social Work (renamed as Indian Council of Social Welfare) and Guild of Service – Central. The Institution is now under the aegis of Society for Social Education and Research (SSER), a registered non-profit organisation.

Madras School of Social Work by its long standing is a member of the Association of Schools of Social Work in India (ASSWI) and the Asia-Pacific Association of Social Work Education. The College has been rated as the best college for Social Work education in South India and one among the top 5 Social Work Institutions in India.

Madras School of Social Work offers the following Academic Programmes adopting CBCS pattern as prescribed by the TANSCHER and the University of Madras:

Under-Graduate Programmes:

Bachelor in Social Work (BSW)
Bachelor of Science in Psychology (B. Sc. - Psy)

Post-Graduate Programmes:

Master of Social Work (MSW) Shift I & II
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.Sc. Counselling Psychology (M.Sc. CP)

Research Programmes:

M. Phil in Social Work
M. Phil in Psychology
Ph. D in Social Work

P.G. Diploma Programmes:

P.G (Hons.) Diploma in Personnel Management & Industrial Relations (PGD PM&IR)

Note:

1. The academic year for all the programmes (except the M. Phil and Ph. D degree programmes) will begin by June of current year and end by May of subsequent year.
2. For the M. Phil degree programme, the academic year will begin by September and end by August of subsequent year as notified by the University of Madras.
3. Admissions to Ph. D degree programme will be made in four quarters (January, April, July, October sessions) as notified by the University of Madras.
4. For all the above mentioned programmes certificate/degree will be conferred by the University of Madras except for PGD.PM&IR for which the certificate will be issued by the Madras School of Social Work.

II. VISION AND MISSION

VISION

To be a global leader in education, research and intervention in Social Work and allied disciplines *towards transforming the human potential into 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 in multi-disciplinary social sciences research
Implementing community out-reach 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.

III. PROGRAMMES OFFERED

UNDER GRADUATE PROGRAMMES

STREAM	SHIFT II (SELF FINANCED)	
TIMING	1:30 PM - 6:30 PM	
COURSE TITLE	Bachelor of Social Work (BSW)	Bachelor of Science in Psychology (B.Sc. – Psychology.)
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. The upper age limit for admission to UG courses will be 21 (Twenty-One) years as on 1st July 2017. However, a relaxation of 5 years is permitted for Differently Abled as per G.O.Ms.No.239, S.W. dated 3-9-93 and SC/ST/BC/MBC/DNC Candidates and women candidates may be allowed the age relaxation of 3 years beyond 21 years for the admission into UG Courses.</p>	

Note: Management has the right to alter class timings as and when it is required

POST GRADUATE PROGRAMMES

STREAM	SHIFT I (AIDED)	SHIFT II (SELF FINANCED)					
TIMING	8:00 AM - 2:00 PM	1:30 PM - 6:30 PM					
COURSE TITLE	Master of Social Work (MSW)	Master of Social Work (MSW -SF)	Master of Arts in Human Resource Management (MA. HRM)	Master of Arts in Human Resource and Organization Development (MA. HR&OD)	Master of Arts in Development Management (M.A. DM)	Master of Arts in Social Entrepreneurship (M.A. - SE)	Master of Science in Counselling Psychology (M.Sc. - CP)
DURATION	2 years (full-time)						
ELIGIBILITY CRITERIA FOR ADMISSION	<p>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.</p> <p>Note: Management has the right to alter class timings as and when it is required</p>						

Graduate in B.A. or B. Sc. Psychology or any other Bachelor degree of minimum 3 years course duration 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. They should have studied at least one paper in Psychology during the course of their study. Age Criteria as per Government norms.

POST GRADUATE DIPLOMA PROGRAMMES

STREAM	SHIFT III (SELF-FINANCED)
TIMING	6:30 PM - 8:30 PM
COURSE TITLE	P.G. (Hons.) Diploma in Personnel Management and Industrial Relations (PGD. PM&IR)
	2 years (part-time)
DURATION	6 days a week
ELIGIBILITY CRITERIA FOR ADMISSION	A Bachelor degree in any discipline from University of Madras or from any other University accepted by the Syndicate as equivalent is eligible for admission to this course. Employed Persons, Fresh Graduates and Candidates currently pursuing their Post-Graduation Programme are also eligible to apply for this course.

RESEARCH PROGRAMMES

STREAM	SHIFT I (AIDED)		SHIFT II (SFS)
TIMING	8:00 AM - 2:00 PM		1:30 PM - 6:30 PM
COURSE TITLE	M. Phil (Social Work)	Ph. D in Social Work	M. Phil (Psychology)
DURATION	1 year (full-time)	Full-time/Part-time	1 year (full-time)
ELIGIBILITY CRITERIA FOR ADMISSION	Candidates passed 2-year PG. Degree course in Social Work under 10+2+3 or 11+1+2 pattern	As per the University of Madras norms	Candidates passed 2-year PG. Degree course in Psychology under 10+2+3 or 11+1+2 pattern

IV. PROGRAM PROFILES

BACHELOR OF SOCIAL WORK (BSW)

About the course

The three-year Bachelor program in Social Work is a preparatory course with a blend of theory and field practice. The uniqueness of this program 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 understanding of social issues through interdisciplinary perspectives.

Pattern of the Programme

Semester I	Semester II	Semester III
Language I (Tamil/French)	Language II (Tamil/French)	Social Work Practice with Individuals and Groups - I
English I	English II	Social Work Practice with Communities - I
Introduction to Social Work	Social Work Profession	Fields of Social Work
Sociology and its relevance for Social Work	Human Growth and Development	Economic and Political Systems and Processes
Field Work I-Lab sessions	Field Work II-Lab sessions	Field Work III- Observation visits
Soft Skills I	Soft Skills II	Soft Skills III
Non-Major Elective - Stress Management/Basic Tamil	Non-Major Elective – Basic Tamil – II / Sustainable Tourism	Value Education
Semester IV	Semester V	Semester VI
Human Behavior	Communication for Social Work	Human Rights
Social Work Practice with Individuals and Groups - II	Social Work Research and Statistics	Social Welfare Administration
Social Work Practice with Communities - II	Social Work in Health Care	Women Development: Issues and Concerns
Social Development and Social Work	Social Work with Elderly	Research
Environmental Studies	Disabilities	Introduction to Work Force Development
Field Work IV- Project	Field Work V- Rural camp	Field Work VI-Concurrent Filed work
Soft Skills IV	Soft Skills V	Soft Skills VI
		Study Tour(Mandatory for course completion)

Teaching and Training Methodology

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 in 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. 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 post graduate courses like MSW, Public Administration, Development Management, Human Resource Management, Economics, Politics, Journalism and Law. It also helps to prepare the candidates for competitive examinations. Employment opportunities are open in welfare and corporate settings for the graduates of this course

MASTER OF SOCIAL WORK (Aided & Self-Financed)

About the Course

The objective of the MSW course is to prepare the candidates for a career as a professionally trained social worker and is aimed at developing in them skills, attitudes and values necessary for working with people and organizations. Students graduating from this program will have an excellent combination of interpersonal and managerial skills. Ample opportunity is provided to develop Social Work profession related skills.

Pattern of the Program:

Semester-I	Semester II
Social Work Profession	Social Work with Communities
Social Work with Individuals.	Social Research and Statistics
Social work with groups	Social Policy & Planning (CD & MPSW) Human Resource Management (HRM)
Sociology	Basics of Counselling
Psychology	Management of Organizations
Field Work I	Social Legislation (CD & MPSW) Labour Legislation – I (HRM)
Soft skills I - Personal and Interpersonal Connect	Field Work II - Concurrent
	Soft skills II – Leadership and Team Building (OBT)
	Summer Placement (After the Second Semester theory examination during the summer vacation).
Semester-III	Semester IV
Specialization Paper –1	Specialization Paper –5
Rural Development and Governance(CD)	Urban Development and Governance (CD)
Mental Health and Psychiatric Social Work (MPSW)	Clinical Social Work Practice (MPSW)
Labour Legislation – II (HRM)	Organizational Change & Development (HRM)
Specialization Paper –2	Specialization Paper –6
Dalit & Tribal Empowerment(CD)	Social Work with Children & Youth (CD)
Medical Social Work (MPSW)	Therapeutic Interventions(MPSW)
Strategic Human Resource Management (HRM)	Learning & Development(HRM)
Specialization Paper –3	Specialization Paper –7
Community Development – Approaches and Tools (CD/MPSW)	Community Health (CD&MPSW)
Organizational Behaviour (HRM)	International HRM (HRM)
Specialization Paper –4	Inter-disciplinary Paper –2
Women and Development (CD)	Social Entrepreneurship (CD)
Social Work with Families and Senior Citizens (MPSW)	Disability and Social Work (MPSW)
Employee Relations & Welfare (HRM)	Compensation Management (HRM)
Interdisciplinary Paper – 1	Research Project II
Disaster Management & Environmental Social Work (CD/MPSW)	Field Work IV
Performance Management (HRM)	Soft Skills IV – Specialization Competencies

Research Project- I *	Block Placement (After 4th Semester Theory Exams)
Field Work III	Participation in Professional Forum Activity –II (Course Completion only)
Soft skills III – Career and Workplace Competencies	
Participation in Professional Forum Activity – I (Course Completion only)	

Certificate Courses	
MSW Shift I	MSW Shift II
Development Communication	Human Rights
Human Rights	Palliative Care
Psychiatric Assessment and Therapeutic Counselling	Finance for Non Finance Professionals
Expressive Art Therapy	Business Communication

Teaching and Training Methodology

The MSW program is a field based program extending over 4 semesters. The course is offered with three major specializations in the areas of Human Resource Management, Community Development and Medical & Psychiatric Social Work. The first year of the course will be focusing on Social Work theories and methods. During the second-year intensive specialization based training will be provided.

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 for identifying 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 and to launch career 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 sensitive and competent Human Resource Managers in the corporate sector. 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 of all types of the Corporate sector and National and International NGOs.

Note:

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

B.Sc. PSYCHOLOGY

About the Course

The Undergraduate course in Psychology as a three-year full time programme is offered to Boys and Girls only in very few colleges affiliated to the University of Madras. Madras School of Social Work is one of the leading institutions offering this course. B.Sc. Psychology programme is designed to give an opportunity to those students who are interested in studying human behavior and to pursue their higher studies in the different fields of Psychology. For this purpose, the programme is aptly designed comprising of theory papers, laboratory experience and field visits.

Pattern of the Program

Semester I	Semester II	Semester III
Language I (Tamil/French)	Language II (Tamil/French)	Language III (Tamil/French)
English I	English II	English III
General Psychology – I	General Psychology – II	Social Psychology I
Child Development	Psychology of adolescence and middle adulthood	Geriatric Psychology
Introduction to Social Work	Biological psychology	Fundamental statistics in psychology – I
Basic Tamil/Non-Major Elective	Basic Tamil/Non-Major Elective	Elective – Soft skills
Elective – Soft skills	Elective – Soft skills	Environmental Studies
Semester IV	Semester V	Semester VI
Language IV (Tamil/French)	Psychopathology – I	Psychopathology – II
English IV	Counselling Psychology	Organizational Behavior
Social Psychology – II	Experimental psychology	Psychological Testing
Cognitive Psychology	Human Resource Management	Elective – II – Sports Psychology
Fundamental statistics in Psychology – II	Elective – I - Survey methodology and case study	Elective – III – Forensic Psychology
Elective – Soft skills	Project Case Study	Project
Extension Activities	Value Education	
	Study Tour* community work	

Teaching and Training Methodology

The Program 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 program. 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 post graduate course in the different fields of Psychology such as Counselling, Clinical, and Organizational Psychology and in related fields such as Criminology, Human Resource Management, and Social Work and so on.

M.Sc. COUNSELLING PSYCHOLOGY

About this Course

M.Sc. in Counselling Psychology is a two year full-time four semester programme. The course would prepare a student for a career in counselling. Specialization in Counselling Psychology equips the students with theory knowledge and skills that are necessary for assessing the problems of individuals and groups.\

Eligibility – Minimum educational requirement for admission to this course will be B.Sc Degree in psychology or Counselling Psychology from a university recognized by the UGC with a minimum of 55% marks in aggregate. For SC/ST category, Minimum of 50% marks in aggregate is essential.

Pattern of the Programme:

Semester I	Semester II	Semester III	Semester IV
Statistics in Psychology	Research Methodology	Counselling Across Life Span	Internship
Counselling Process and Skills	Behaviour Modification	Counselling and Therapy for Groups and Special Populations	Psychological Training Modules (Demonstration)
Theories of Personality	Psychological Assessment – I (Practical)	Counselling and Therapeutic Techniques	Dissertation
Psychopathology	Case Analysis – Praxis of Counselling	Psychological Assessment – II (Practical)	Case Analysis – Praxis of Counselling
Cross cultural Psychology	Corporate Counselling	Counselling Children With Developmental Disorders	Counselling in Schools
Health Psychology	Life Skills	Positive Psychology	Soft Skills
Introduction to Management	Advanced Statistics in Behavioural Sciences	Training and Development	
Soft Skills	Soft Skills	Soft Skills	
		Summer Placement	

Certificate Courses:

Marital Counselling, Rehabilitation Psychology, Psychodrama

Teaching and Training Methodology

The students of this department are taught through various innovative methods. Students are trained to administer, interpret and write reports on various psychological tests. The course work provides comprehensive training in research methods and statistical applications where students conduct an independent empirical study in the second year and they are encouraged to do an intervention study. Students must attend at least 2 conferences/workshops during the course of their study. Students are also encouraged to present papers at conferences, seminars and 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 Psychologist, 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.

M. A. HUMAN RESOURCE MANAGEMENT

About the Course

This is an intensive two-year program aimed at making 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 Program:

Semester I	Semester II	Semester III	Semester IV
Management Principles	Learning and Development	Employee Relations and Welfare	Organizational Change and Organizational Development
Organisational Behaviour	Labour Law-II	Workplace Counselling	Entrepreneurship Development
Strategic Human Resource Management	Compensation Management	Accounting for Managers	International Human Resource Management
Labour Law – I	Performance Management Systems	Operational Management	Electives Financial Management Marketing Management
Managerial Economics	Research Methodology	Business Policy and Strategic Management	HR Analytics
Industry Institute Interface Component	Industry Institute Interface Component	Industry Institute Interface Component	Industry Institute Interface Component
	Summer Placement	Research Project	Block Placement
Soft skills I	Soft skills II	Soft skills III	Soft skills IV
		Outbound Training	

Certificate Programmes offered by the Department:

1. Competency Mapping
2. Counseling Micro skills
3. Learning and Development

Teaching and Training Methodology

A platter of teaching methods is adopted besides classroom lectures, which includes group discussions, seminars, dip stick studies, role-plays with audio-visual aids, skill labs and other simulation based training methods. A committed faculty base, familiar with the system, having sharp classroom delivery is the strength of the Department. Excellent student-faculty ratio makes personal learning highly effective.

Industry Institute Interface Programme aims to broaden the student's perspective by providing an exposure to organizational environment thereby assisting them to relate HR Management theory to 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 workplaces and to strike a balance between organizational and individual goals. Students completing MA.HRM are preferred by corporate houses for the positions of HR, Trainer, Recruiter, Welfare, Executive, etc.

M. A. HUMAN RESOURCE AND ORGANISATION DEVELOPMENT

About the Course

The course has been designed to cater to the growing needs of industry and business for young men and women in the area of not only in Human Resource Management but also in Organization Development. Through this course, the students are instilled with technical, management and interpersonal skills.

Pattern of the Program:

Semester I	Semester II	Semester III	Semester IV
Human Resource Management	Learning & Development	Organization Development-I	Organization Development-II
Organizational Behavior	Industrial Relations	Operations Management	Cross-Cultural Business Management
Management Principles	Research Methodology and Statistics	Corporate Planning and Strategic Management	Human Resource Accounting and Information Systems
Labour Legislation	Change Management	Performance Management	Workplace Counselling
Fundamentals of Accounting and Financial Management	Managerial Economics	Compensation Management	Electives a) Entrepreneurial, Development b) Industrial health, hygiene and safety
		Research Project	
Industry Institute Interface I	Industry Institute Interface II	Industry Institute Interface III	Industry Institute Interface IV
Soft skills I	Soft skills II	Soft skills III	Soft skills IV
Extension Activities	Self-Study Course		
	One-Day Educational Trip	Outbound Training	Block Placement
	Summer Placement		

Teaching and Training Methodology

The course offers contemporary papers suited to the needs of the Industry. Lab sessions are conducted to train students in OD skills to develop, monitor and evaluate organizational effectiveness and performance. Internships spread across four semesters and one semester project work gives a first-hand experience for the students to diagnose organizational problems and to propose solutions for the same. Interactions with industry experts through guest lectures, workshops and panel discussions and Industrial visits to organizations provide an excellent learning platform for the students.

Scope of the course

This course focuses on the Managerial Responsibility for the development of organization and the diverse technologies that a manager can employ to support organizational improvement. It provides a knowledge of organizational culture, values and skills that can be used by managers, leaders and administrators to influence organizational change. A parallel emphasis will focus on the roles of the consultants/facilitators in the organizational development. Thereby a student completes this course can opt to take up employment in organizations as OD/Training executives and as well can take up the roles of consultants and facilitators for organizations.

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 right exposure to the challenges faced by the contemporary society and to lead organizations and empower the people to deal with the issues. The course aims to develop the management competencies and analytical capabilities of the new generation Development Managers.

Pattern of the Program

Semester I	Semester II	Semester III	Semester IV
Introduction to Development	Development Communication	Project Management	Entrepreneurship Development
Establishing Development Organizations	Organizational Behavior	Global Issues & Social Development	Environment Management
Human Resource Management & Labor Legislations	Research Methodology	Corporate Social Responsibility	Community Based Health and Education Management
Sociology of Development	Human Rights and Gender Issues	Financial Management	Disaster Management
Fundamentals of Management	Pragmatic Models of Development	Development Economics	Organization Development
Development Practicum – I	Development Practicum – II	Research Project	Development Practicum – IV
Soft Skills - I	Soft Skills – II	Development Practicum – III	Soft Skills - IV
	Summer Placement	Soft Skills – III	Block Placement

Certificate Courses: 1. Research: Mixed Methodologies 2. Solid Waste Management

Teaching and Training Methodology

It is an Inter-disciplinary course which includes core papers, elective papers and development practicum providing excellent opportunities for experiential and application based learning in Development Organizations, Corporate Sectors, 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, NGO, UN agencies, Government development projects and autonomous bodies. As the outcome of it, the passing out candidates get a good opportunity for placement in local, national and international NGOs, CSR foundations and international organisations.

M.A. SOCIAL ENTREPRENEURSHIP

About the Course

This course is designed to provide a socially relevant academic experience in identifying the changing business field towards successful mission-driven profit and non-profit ventures that will strive to advance social change through innovative solutions.

Pattern of the Program

Semester I	Semester II	Semester III	Semester IV
Introduction to social entrepreneurship	Research methodology	Women and entrepreneurship	Social Entrepreneur Strategies
Understanding Indian society and polity	Financial Management	Rural entrepreneurship	Social Entrepreneurship Leadership And Motivation
Fundamental of management for social enterprise	Fund raising and Resource Mobilization	Marketing intelligence and management	Project Management
Understanding human resource management	Development Economics	Legal frame work of social enterprises	Social Innovation And Entrepreneurship
Social marketing	Business Accounting	Total Quality Management	Product Management
Field work	Case study analysis	Field Immersion	Research Project
Soft skills I – Personal and Interpersonal Connect	Soft skills	Soft skills III	Field Work IV
	Summer placement		Soft Skills IV
			Summer internship (After 4 th Semester Theory Exams)

Teaching and Training Methodology

This course will ensure in fulfilling the knowledge on Social Entrepreneurship and equip the students to stay relevant and updated concerns on changing faces of the business environment. The curriculum transaction will involve Lectures, interactive discussions, Group assignments/discussions, providing reading material for reflection and discussions, Article/news item reviews, Field based case studies/discussions and analysis, Field Visits and Guest Lectures.

Scope of the Course

The Course will prepare and strengthen the students to stand as a confident social business Entrepreneur and to face the challenges in the ever-changing business world. It enhances the students to approach the profit driven and demanding business world not only as an entrepreneur but in a holistic perspective which opens the doors for many related areas in the field.

P.G. DIPLOMA COURSE

About the Course

The Post Graduate Diploma courses focus on imparting professional knowledge and to accentuate the development of specialized skills in the field of Human Resource Management. This course is designed to foster attitudes essential for the working professionals to grow as competent managers and responsible leaders and to accelerate their career progression. This programme is also designed as add-on programme to give an opportunity to the students who are undergoing full-time post graduate programme to earn additional diploma in HRM and thereby to enhance their employment opportunities. They are offered as a cost effective specialized training for the working professionals and the student community and can be pursued without compromising their employment and full time pursuits.

Teaching and Training Methodology

The course imparts a thorough knowledge through classroom sessions facilitated by experienced faculty, industry experts, research project and practical experience/field exposure. It emphasizes on the conceptual and analytical approach towards problem solving which gives the students an insight into the business environment. The course develops in the students a mature personality, high professional competence and human relations skills.

Scope of the Programme

The course is meant for HR professionals working in the field and graduates looking for an additional qualification in the PM & IR domain and to move forward in their career path. The course will be useful to those students currently pursuing regular PG programme in becoming competitive and to improve their employment opportunities in industries.

P.G. (HONS) DIPLOMA IN PERSONNEL MANAGEMENT & INDUSTRIAL RELATIONS (PM&IR)

38th Batch admission 2017

Time: 6:30 PM – 8:30 PM

6 days a week

Pattern of the Program

Semester I	Semester II	Semester III	Semester IV
Principles of Management	Financial Management	Human Resource Management	Employee Welfare & Applied Industrial Relations
Managerial Economics	Advance Research Methodology	HRM Practices	Training and Development
Accounting for Managers	Managerial Communication	Social Security Legislations	International Human Resource Management
Legal Systems in Business	Reward and Compensations	Safety, Hygiene & Environment	Business Ethics & Corporate Governance
Marketing Management	Organizational Behaviour	Industrial Relations	Personnel Management (Advanced)
Research Methodology	Labour Laws	Business Strategy	Manufacturing Management/Entrepreneurship Development
			Project Work

V. FIELD WORK AND INTERNSHIP ORGANIZATIONS

Since all the program offered by Madras School of Social Work are field based, the students undergoing the course of his/her own choice will get opportunities to undergo on 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 networking over a period of time. Following are a sample of few organizations from the lengthy list 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

<p>ACCENTURE AIDE ET ACTION AIRTEL ALL-SEC TECHNOLOGIES, APOLLO HOSPITALS ARUNODHAYA ASHOK LEYLAND BALA VIHAR BANYAN BILLROTH HOSPITALS BRITANNIA CANCER INSTITUTE CATERPILLAR CENTRE FOR CHILD RIGHTS AND DEVELOPMENT CHENNAI SOLIDARITY GROUP CHILD RIGHTS AND YOU CHOLA BUSINESS SERVICES CHRISTIAN CHILDREN FUND OF CANADA CPCL DIRECTORATE OF SOCIAL DEFENCE DISTRICT RURAL DEVELOPMENT AGENCY DON BOSCO ANBU ILLAM DR. REDDY'S LABORATORIES, EUREKHA CHILD FOUNDATION FORD FORTIS MALAR HOSPITAL FUTURE GROUP GEMBA MANAGEMENT CONSULTANCY HAND IN HAND HCL TECHNOLOGIES HDFC HELP AGE INDIA HILTON CHENNAI HINDUSTAN COCA-COLA BEVERAGES HOTEL DECCAN PLAZA HYUNDAI MOTOR INDIA INSTITUTE OF MENTAL HEALTH INDIAN COUNCIL FOR CHILD WELFARE INDIAN OIL CORPORATION INTERNATIONAL FOUNDATION FOR CRIME PREVENTION AND VICTIM CARE (PCVC) ITC GRAND CHOLA JUBILANT FOOD WORKS (DOMINO'S PIZZA) KONE ELEVATORS KPL KAMARAJAR PORT LIMITED</p>	<p>LARSEN & TOUBRO LOGITECH LUCAS-TVS MA FOI MARY ANNE CHARITABLE TRUST MITHRA FOUNDATIONS MONTFORT COMMUNITY DEVELOPMENT SOCIETY MURUGAPPA GROUPS MYRTLE SOCIAL WELFARE NETWORK ORCHID CHEMICALS AND PHARMACEUTICALS OTHER MEDIA- ENVIRONMENTAL ACTIVISM POLARIS PORT TRUST PVR CINEMAS PYLON CONSULTANCY, BANGALORE RAMCO SYSTEMS RANE RANSTAD ROYAL BANK OF SCOTLAND RELIANCE ROYAL ENFIELD SAINT GOBAIN SCARF SOS CHILDREN'S VILLAGE SPASTIC SOCIETY SPI CINEMAS SUNDARAM INFOTECH SOLUTIONS LTD SUTHERLAND GLOBAL SERVICES TAFE TAJ COROMANDEL TAMIL NADU SLUM CLEARANCE BOARD TAMIL NADU VOLUNTARY HEALTH ASSOCIATION TATA CONSULTACY SERVICES TATA STEEL, MUMBAI THE HINDU THE PARK THE RESIDENCY TOWERS THINKING PALM TI CYCLES TVS GROUP OF COMPANIES VODAFONE WIPRO WORLD VISION YMCA YUM! BRANDS</p>
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VI. 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.in to access free online scholarly materials. 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 set up the 'Digital Library' very recently which enables the 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 to the new students' class wise at the Beginning of every academic year;

- Series of inter-departmental quiz programmes to the students with prizes for winners, Runners and quiz masters; and

- A weeklong event of "Library Week Celebrations" during every December with Various competitions and prizes & certificates for all the winners

- Information Literacy Programs for Research

- Reflections - presentation and discussions on various books and articles.

Computer Centre

The College has a full-fledged computer centre with multimedia computers, internet, and printer facilities. Students can make use of the centre for e-mail, internet browsing, word processing, creating presentations and data analysis. Students are also given basic orientation in use of Computers and Internet.

Audio-Visual

The College is fully equipped with audio-visual equipment to provide multimedia learning experience. 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 their 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

Various student clubs like the NSS, Red Ribbon Club, Eco Club, Consumer Club, Literary Club and the Anti Narcotic Club in the college accelerates positive growth and also creates awareness of social issues. The college has guidance and counselling support service for students and public.

Teaching Methods

The programmes of the college are designed to prepare young men and women for future 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, field work, active participation in the activities of the College and have 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 and break of studies from SSLC onwards with 60 – 70% of marks

Student Forums

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

Scholarships

In addition to Government scholarships, the departments and the Alumni Association of the College also extend financial support for deserving students on a case to case basis.

Vehicle Parking

Students are permitted to park only their two wheelers inside the campus. Students are encouraged to use public transport system to reach the college. Four wheelers of students are not permitted inside the campus for any reason whatsoever due to inadequate parking facilities.

Hostel

The Management runs a limited hostel and mess facility inside the campus for the benefit of the outstation students. Accommodation will be provided for both post-graduate 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.

VII. RECRUITERS

An indicative list of our Recruiters

The students of Madras School of Social Work by virtue of the focused exposure and specialized training they receive they are preferred by many leading industrial organizations, NGOs, welfare organizations. Government agencies prefer to employ them over other degree holders in implementing their developmental projects. Many leading corporate houses regularly visit the institution to recruit the students through campus recruitment to meet their specialized human resource requirements. An indicative list of the top notch organizations who have visited our campus for recruiting their specialized manpower requirements is given below.

AASHIANA ALLSEC TECHNOLOGIES APOLLO HOSPITAL ASHOK LEYLAND BANYAN BHARAT MATRIMONY BLOSSOM TRUST CANCER INSTITUTE CAPART CM, GRIEVANCE CELL, TN CMCRUHA COCA COLA INDIA PVT. LTD COGNIZANT TECHNOLOGY SOLUTIONS COMMUNITY FOUNDATION FOR CHILDREN AND AGEING CONFEDERATION OF INDIAN INDUSTRIES DAIMLER DELOITTE DEPT. OF APPLIED RESEARCH & EVALUATION, GOVT. OF TAMIL NADU DEPT. OF REHABILITATION SERVICES, TN DEUTSCHE BANK DIRECTORATE OF RURAL DEV. & PANCHAYAT RAJ, GOVT. OF TAMIL NADU ERNST & YOUNG FLEXTRONICS FORD FRIENDS OF INDIA FUTURE GROUP GEMBA MANAGEMENT CONSULTANCY GOONJ, BANGALORE GREENPEACE INTERNATIONAL HEXAWARE HIGH PLACES INTERNATIONAL HYUNDAI I CAN TRUST IGATE IMH INNOVA IFMR INTERNATIONAL JUSTICE MISSION INTIMATE FASHIONS ITC ITCOT KARADI PATH	LARSEN & TOUBRO MADRAS CEMENTS LIMITED MANASHASTHRA MIOT HOSPITAL MPHASIS MRF MURUGAPPA GROUPS NIMHANS NIPCCD ORACLE ORCHID CHEMICALS PSYMED HOSPITAL RAJSHREE SUGARS AND CHEMICALS RAMKI GROUPS RANE RESTLESS DEVELOPMENT ROYAL BANK OF SCOTLAND SAINT GOBAIN SANTOSH HOSPITAL. SCARF SCHOOLS FOR INDIA SOS CHILDREN'S VILLAGES SRISTHI SPECIAL SCHOOL. STATE SOCIAL WELFARE BOARD, TN STANDARD CHARTERED BANK STERLING RESORTS STERLITE INDUSTRIES TAFE TATA CONSULTANCY SERVICES TEACH FOR INDIA THINKING PALM TITAN TTK HOSPITALS TVS GROUP UAE EXCHANGE ULTRA TECH CEMENTS UN AGENCIES V –EXCEL EDUCATIONAL TRUST. WIPRO WORLD BANK WORLD VISION YGR CENTRE FOR AIDS RESEARCH AND EDUCATION
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VIII. RULES AND REGULATIONS

Physical Fitness

The academic programmes place equal emphasis on classroom work, field work and research demanding the best in each candidate. Hence, it is necessary that the candidates admitted should maintain a high standard of physical and mental competence.

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 in 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 denial of permission to write Semester Examinations.

Student ID cards

All students admitted to the college will be provided with college student identity card. Only students wearing ID card will be permitted entry in the campus. Failure to conform to this regulation will invite severe penalty and disciplinary action in case of repeated violation.

Discipline

Smoking, Consuming Alcoholic Drinks and Narcotic Drugs are strictly prohibited. Any unruly conduct by a student either in the class or in 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. However, students of self-financed courses will be given the facility to pay fees in two installments (semester-wise).

Fees for the first semester as indicated in Fee structure slip will 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 examination related fees and hostel fees also need 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/appearing for examinations. Failure to pay the requisite fees may also lead to dismissal of a student.

Fees should be remitted through bank challans available in the college: for MSW(Aided) course in Indian Bank, No.5, First Street, Sait Colony Egmore, Chennai 600008 and for all other courses in ICICI Bank, New No. 20 (Old No. 121) Egmore High Road, Chennai 600008.

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 such training.

IX. 2017-2018 ADMISSION REGULATIONS

(UNLESS OTHERWISE SPECIFIED IN THE COURSE DETAIL)

Admission:

- i. At the time of applying, candidates studying in 3-year degree program should have passed in all the subjects from the 1st to 5th semesters and candidates studying in 4-year degree program 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 weight-age 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.
- 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 the seat allotted to them.
- 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 and 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. A nominal sliding fee will be charged to facilitate the sliding.
- vii. Students whose knowledge of English or Tamil requires improvement will be notified soon after admission and it will obligatory for them to arrange tuition in these subjects at their own cost.
- viii. MSSW is an equal opportunity institution. Transgender and Physically challenged persons may also apply.
- ix. All admission related communication shall be notified ONLY in the college Notice Board, 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 this. The information can be emailed to principal@mssw.in. Admissions will be cancelled for those students who gain admission using any mal practices.

MADRAS SCHOOL OF SOCIAL WORK – CHENNAI-08
ADMISSION SCHEDULE FOR UG & PG DEGREE PROGRAMMES FOR THE
ACADEMIC YEAR 2017-18

PG Programmes

S. No	Particulars	Date
1.	Online application begins	1st April 2017 (Saturday)
2.	Online application closes	27 th May 2017 (Saturday)
3.	Entrance Test.	1 st June 2017 (Thursday)
4.	Publication of short listed candidates for Group Discussion & Interview.	3 rd June 2017 (Saturday)
5.	Group Discussion & Interview.	5 th June 2017 (Monday) 6 th June 2017 (Tuesday) 7 th June 2017 (Wednesday) 8 th June 2017 (Thursday)
6.	Publication of FIRST provisional list of SELECTED & WAITLISTED candidates.	As and when the lists are ready 06 th to 10 th June 2017
7.	Certificate verification & Payment of FEES for the FIRST provisional list - Shift 1 – MSW (Aided) SELECTED candidates WAITLISTED candidates	12 th June 2017 (Monday) 8 AM 11 AM
8.	Certificate verification & Payment of FEES for the FIRST provisional list – Shift 2 All Programmes SELECTED Candidates WAITLISTED Candidates	12 th June 2017 (Monday) 2 PM 4 PM
9.	Publication of SECOND provisional list of SELECTED & WAITLISTED candidates.	13 th June 2017 (Tuesday) 5.00 PM
10.	Certificate verification & Payment of FEES for the SECOND provisional list WAITLISTED candidates.	14 th June 2017 (Wednesday)
11.	Principal's Meeting with Admitted Students and their Parents MSW (Shift 1 & 2) MAHRM & MA HROD MA DM, MSc (CP), MASE	20 th June 2017 (Tuesday) 9 – 10 AM 10.30 – 11.30 AM 12 – 01 PM
12.	I Year Inaugural & Welcome	21 st June 2017 (Wednesday) 10 AM

UG Programmes

S. No	Particulars	Date
1.	Online application begins	On the date of publication of State Board +2 results/12 th May 2017 (Friday)
2.	Publication of FIRST list of Provisionally SELECTED & WAITLISTED candidates for counselling	17 th May 2017 Wednesday - 5.00 PM
3.	Certificate verification & Payment of FEES for the provisional list SELECTED & WAITLISTED candidates	19 th May 2017 Friday – 09.30 AM
4.	Publication of SECOND list of Provisionally SELECTED & WAITLISTED candidates for counselling	23 rd May 2017 Tuesday – 05.00 PM
5.	Certificate verification & Payment of FEES for the Second provisional list SELECTED & WAITLISTED candidates	25 th May 2017 Thursday – 09.30 AM
6.	Principal's Meeting with Admitted students and their Parents	20 th June 2017 (Tuesday) 2.00-3.00 PM
7.	I Year Inaugural & Welcome	21 st June 2017 (Wednesday) 10.00 AM

PG Diploma Programme

S. No	Particulars	Date
1.	Online application begins	1 st April 2017 (Saturday)
2.	Publication of FIRST provisional list of SELECTED candidates.	15 th June 2017 (Thursday)
3.	Certificate verification & Payment of FEES for the FIRST provisional list	19 th June-2017 (Monday) 06.00 PM
4.	Publication of Second provisional list	19 th June 2017 (Monday)
5.	Certificate verification & Payment of FEES for the SECOND provisional list	22 nd June 2017 (Thursday) 06.00 PM
6.	I Year Inaugural & Welcome	3 rd July 2017 (Monday) – 10.00 AM

XI. APPLICATION PROCEDURE

Applicants can apply using any one of the following procedures

- A. ONLINE Application using online payment gateway
(Printout of submitted application must be sent by post/in-person to college office)
- B. ONLINE Application & Demand Draft (DD) submission
(Printout of online application along with DD can be submitted to college office by post/in person)
- C. ONLINE Application
(Printout of online application along with cash payment at college office in person)

Applications Printouts with the necessary enclosures must reach the College by post/in person before **4 pm on _____ 2017(_____)**. The College will not consider postal delay or any other reason for late submission.

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

Phone: 044 – 28192824
 044 – 28195126

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

TIME: 1 HOUR		TOTAL MARKS: 50
	COMPONENTS	MARKS
I	<u>General Aptitude</u>	10
II	<u>Quantitative Aptitude/Data Interpretation</u>	10
II	<u>Reading Comprehension/Verbal Ability</u>	10
IV	<u>Social Awareness</u>	10
V	<u>General Knowledge</u>	10
Total		50

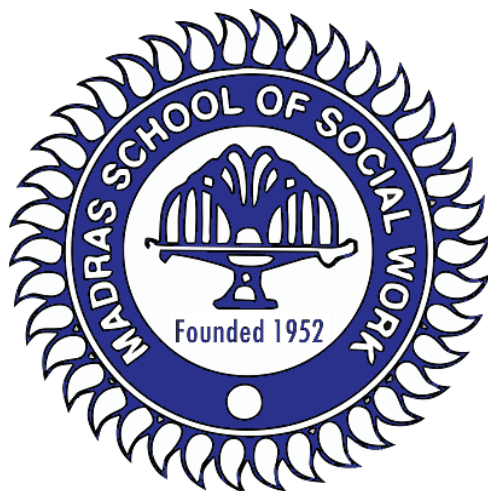
Model Question Paper will be uploaded to the College website (www.mssw.in)

MADRAS SCHOOL OF SOCIAL WORK

(ESTD.1952)

(A NAAC Accredited Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai – 600 008.



PROSPECTUS
FOR UNDER-GRADUATE,
POST-GRADUATE &
P.G. DIPLOMA COURSES
FOR THE ACADEMIC YEAR 2016 – 2017

For Enquiries	: 044-28192824, 044-28195126 (10 a.m. – 4 p.m.)
College Website	: www.mssw.in
E-mail	: admissions@mssw.in



MARY CLUBWALA JADHAV
(1908 – 1975)

Founder, Madras School of Social Work

A woman with an inborn instinct and insatiable thirst for service to humanity Mrs. Mary Clubwala Jadhav, founded the Madras of 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 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 occupy her time meaningfully. She became totally involved in social work with sincerity and commitment.

In 1937, Mrs. Mary Clubwala was made the honorary secretary of the Guild of Service. In 1942, with World War II raging, Mrs. Clubwala founded the Indian Hospitality Committee and persuaded women from all communities and walks of life to join in the effort to organise mobile canteens, hospital visits, diversional therapy and entertainment programmes for the army men. The victorious 14th Army presented her a Japanese sword in appreciation of her tremendous efforts. 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 which put down roots for various projects like health centres, bakery units, an adoption centre, family assistance schemes, Meals on Wheels, rural development projects, 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 the Seva Samajam Girls’ Home in Adyar in 1950. These Homes gained an international reputation as model institutions. In 1954, she helped get started, through the joint efforts of the Guild and the Madras Rotary Club, the 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 in 1952. At that time there were only three schools of social work in India and all of them were located in the northern region. In order to facilitate easy access and appropriate practical learning for students interested in social work in the southern region she decided to start the Madras school of social work. Mrs. Mary Clubwala visited various schools of social work in USA to know about their functioning and finally her dream came true in 1952.

She had been honoured by the International Council of Social Welfare with the “Outstanding Service Award” at Hague in 1972. She has also been awarded the “Padma Shri” and her motto was service, service and service”. On 6th February 1975, she breathed her last in Bombay after a surgery to fight cancer. Condoling her death, Mrs. Indira Gandhi mentioned that India lost an eminent social worker. Her dedication, perseverance and will to overcome obstacles, conviction and contacts enabled her dream of starting a school to train professional social workers come true.

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I. 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. It is located in Chennai, the state capital of Tamil Nadu. The Institution was founded by the doyen among Social Workers, Padmashree (Mrs.) Mary Clubwala Jadhav under the auspices of Madras State Branch of the Indian Conference of Social Work (renamed as Indian Council of Social Welfare) and Guild of Service – Central. The Institution is now under the aegis of Society for Social Education and Research (SSER), a registered non-profit organisation.

Madras School of Social Work by its long standing is a member of the Association of Schools of Social Work in India (ASSWI) and the Asia-Pacific Association of Social Work Education. The College has been rated as the best college for Social Work education in South India and one among the top 5 Social Work Institutions in India.

Madras School of Social Work offers the following Academic Programmes adopting CBCS pattern as prescribed by the TANSCH and the University of Madras:

Under-Graduate Programmes:

- Bachelor in Social Work (BSW)
- Bachelor of Science in Psychology (B. Sc. - Psy)

Post-Graduate Programmes:

- Master of Social Work (MSW) SHIFT I & II STREAM
- 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.Sc. Counselling Psychology (M.Sc. CP)

Research Programmes:

- M. Phil in Social Work
- M. Phil in Psychology
- Ph. D in Social Work

P.G. Diploma Programmes:

- P.G Diploma in Human Resource & Industrial Relations (PGD HR&IR)
- P.G (Hons.) Diploma in Personnel Management & Industrial Relations (PGD PM&IR)

Note:

1. The academic year for all the programmes (except the M. Phil and Ph. D degree programmes) will begin by June of current year and end by May of subsequent year.
2. For the M. Phil degree programme, the academic year will begin by September and end by August of subsequent year as notified by the University of Madras.
3. Admissions to Ph. D degree programme will be made in four quarters (January, April, July, October sessions) as notified by the University of Madras.
4. For all the above mentioned programmes certificate/degree will be conferred by the University of Madras except for PGD.PM&IR for which the certificate will be issued by the Madras School of Social Work.

II. VISION AND MISSION

VISION

To be a global leader in education, research and intervention in Social Work and allied disciplines *towards transforming the human potential into 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 in multi-disciplinary social sciences research
- Implementing community out-reach 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.

III. PROGRAMMES OFFERED

UNDER GRADUATE PROGRAMMES

STREAM	SHIFT II (SELF FINANCED)	
TIMING	1:30 PM - 6:30 PM	
COURSE TITLE	Bachelor of Social Work (BSW)	Bachelor of Science in Psychology (B.Sc. – Psychology.)
DURATION	3 years (full-time)	
ELIGIBILITY CRITERIA FOR ADMISSION	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. The upper age limit for admission to UG courses will be 21 (Twenty-One) years as on 1 st July 2016. However, a relaxation of 5 years is permitted for Differently Abled as per G.O.Ms.No.239, S.W. dated 3-9-93 and SC/ST/BC/MBC/DNC candidates and women candidates may be allowed the age relaxation of 3 years beyond 21 years for the admission into UG Courses.	

Note: Management has the right to alter class timings as and when it is required

POST GRADUATE PROGRAMMES

STREAM	SHIFT I (AIDED)	SHIFT II (SELF FINANCED)				
TIMING	8:00 AM - 2:00 PM	1:30 PM - 6:30 PM				
COURSE TITLE	Master of Social Work (MSW)	Master of Social Work (MSW -SF)	Master of Arts in Human Resource Management (MA. HRM)	Master of Arts in Human Resource and Organization Development (MA. HR&OD)	Master of Arts in Development Management (M.A. DM)	Master of Science in Counselling Psychology (M.Sc. - CP)
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.					Graduate in B.A. or B. Sc. Psychology or any other Bachelor degree of minimum 3 years course duration 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. They should have studied at least one paper in Psychology during the course of their study. Age Criteria as per Government norms.

Note: Management has the right to alter class timings as and when it is required

POST GRADUATE DIPLOMA PROGRAMMES

STREAM	SHIFT III (SELF-FINANCED)	
TIMING	6:30 PM - 8:30 PM	
COURSE TITLE	P.G. Diploma in Human Resource and Industrial Relations	P.G. (Hons.) Diploma in Personnel Management and Industrial Relations
	(PGD. HR&IR)	(PGD. PM&IR)
	2 years (part-time)	
DURATION	3 days a week	6 days a week
ELIGIBILITY CRITERIA FOR ADMISSION	<p>A Bachelor degree in any discipline from University of Madras or from any other University accepted by the Syndicate as equivalent is eligible for admission to this course. Employed Persons, Fresh Graduates and Candidates currently pursuing their Post-Graduation Programme are also eligible to apply for this course.</p>	

RESEARCH PROGRAMMES

STREAM	SHIFT I (AIDED)		SHIFT II (SFS)
TIMING	8:00 AM - 2:00 PM		1:30 PM - 6:30 PM
COURSE TITLE	Master of Philosophy in Social Work M. Phil (Social Work)	Ph. D in Social Work	Master of Philosophy in Psychology M. Phil (Psychology)
DURATION	1 year (full-time)	Full-time/Part-time	1 year (full-time)
ELIGIBILITY CRITERIA FOR ADMISSION	Candidates passed 2-year PG. Degree course in Social Work under 10+2+3 or 11+1+2 pattern	As per the University of Madras norms	Candidates passed 2-year PG. Degree course in Psychology under 10+2+3 or 11+1+2 pattern

IV. PROGRAM PROFILES

BACHELOR OF SOCIAL WORK (BSW)

About the course

The three-year Bachelor program in Social Work is a preparatory course with a blend of theory and field practice. The uniqueness of this program 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 understanding of social issues through interdisciplinary perspectives.

Pattern of the Programme

Semester I	Semester II	Semester III
Language I (Tamil/French)	Language II (Tamil/French)	Social Work Practice with Individuals and Groups - I
English I	English II	Social Work Practice with Communities - I
Introduction to Social Work	Social Work Profession	Fields of Social Work
Sociology and its relevance for Social Work	Human Growth and Development	Economic and Political Systems and Processes
Field Work I	Field Work II	Field Work III
Soft Skills I	Soft Skills II	Soft Skills III
Non-Major Elective - Stress Management/Basic Tamil	Non-Major Elective – Basic Tamil – II / Sustainable Tourism	Non-Major Elective -Disability
		Extension Activity
Semester IV	Semester V	Semester VI
Human Behaviour	Communication for Social Work	Human Rights
Social Work Practice with Individuals and Groups - II	Social Work Research and Statistics	Social Welfare Administration
Social Work Practice with Communities - II	Social Work in Health Care	Women Development: Issues and Concerns
Social Development and Social Work	Social Work with Elderly	Research
Environmental Studies	Value Education	Introduction to Work Force Development
Field Work IV	Field Work V	Field Work VI
Soft Skills IV	Soft Skills V	Soft Skills VI
		Study Tour

Teaching and Training Methodology

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 in 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. 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 post graduate courses like MSW, Public Administration, Development Management, Human Resource Management, Economics, Politics and Journalism. It also helps to prepare the candidates for competitive examinations. Employment opportunities are open in welfare and corporate settings for the graduates of this course.

MASTER OF SOCIAL WORK (Aided & Self-Financed)

About the Course

The objective of the MSW course is to prepare the candidates for a career as a professionally trained social worker and is aimed at developing in them skills, attitudes and values necessary for working with people and organizations. Students graduating from this program will have an excellent combination of interpersonal and managerial skills. Ample opportunity is provided to develop Social Work profession related skills.

Pattern of the Program:

Semester	Semester II
Social Work Profession	Social Work with Communities
Social Work with Individuals.	Social Research and Statistics
Social work with groups	Social Policy & Planning (CD & MPSW) Human Resource Management (HRM)
Sociology	Basics of Counselling
Psychology	Management of Organizations
Field Work I	Social Legislation (CD & MPSW) Labour Legislation – I (HRM)
Soft skills I - Personal and Interpersonal Connect	Field Work II - Concurrent
	Soft skills II – Leadership and Team Building (OBT)
	Summer Placement (After the Second Semester theory examination during the summer vacation).
Semester	Semester IV
Specialization Paper –1	Specialization Paper –5
Rural Development and Governance(CD)	Urban Development and Governance (CD)
Mental Health and Psychiatric Social Work (MPSW)	Clinical Social Work Practice (MPSW)
Labour Legislation – II (HRM)	Organizational Change & Development (HRM)
Specialization Paper –2	Specialization Paper –6
Dalit & Tribal Empowerment(CD)	Social Work with Children & Youth (CD)
Medical Social Work (MPSW)	Therapeutic Interventions(MPSW)
Strategic Human Resource Management (HRM)	Learning & Development(HRM)
Specialization Paper –3	Specialization Paper –7
Community Development – Approaches and Tools (CD/MPSW)	Community Health (CD&MPSW)
Organizational Behaviour (HRM)	International HRM (HRM)
Specialization Paper –4	Inter-disciplinary Paper –2
Women and Development (CD)	Social Entrepreneurship (CD)
Social Work with Families and Senior Citizens (MPSW)	Disability and Social Work (MPSW)
Employee Relations & Welfare (HRM)	Compensation Management (HRM)
Interdisciplinary Paper – 1	Research Project II
Disaster Management & Environmental Social Work (CD/MPSW)	Field Work IV
Performance Management (HRM)	Soft Skills IV – Specialization Competencies

Research Project- I *	Block Placement (After 4th Semester Theory Exams)
Field Work III	Participation in Professional Forum Activity –II (Course Completion only)
Soft skills III – Career and Workplace Competencies	
Participation in Professional Forum Activity – I (Course Completion only)	

Certificate Courses	
MSW Shift I	MSW Shift II
Development Communication	Human Rights
Human Rights	Disaster Management
Psychiatric Assessment and Therapeutic Counselling	
Expressive Art Therapy	

Teaching and Training Methodology

The MSW program is a field based program extending over 4 semesters. The course is offered with three major specializations in the areas of Human Resource Management, Community Development and Medical & Psychiatric Social Work. The first year of the course will be focusing on Social Work theories and methods. During the second-year intensive specialization based training will be provided.

Specialization details:

Community Development (CD): This specialization equips students to work with communities and organizations. Focussing on macro-practice in Social Work, this specialization provides the students with skills for identifying 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 and to launch career 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 sensitive and competent Human Resource Managers in the Corporate sector. 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 of all types of the Corporate sector and National and International NGOs.

Note:

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

B.Sc. PSYCHOLOGY

About the Course

The Undergraduate course in Psychology as a three-year full time programme is offered only in very few colleges affiliated to the University of Madras. Madras School of Social Work is one of the leading institutions offering this course. B.Sc. Psychology programme is designed to give an opportunity to those students who are interested in studying human behaviour and to pursue their higher studies in the different fields of Psychology. For this purpose, the programme is aptly designed comprising of theory papers, laboratory experience and field visits.

Pattern of the Program

Semester I	Semester II	Semester III
Language I (Tamil/French)	Language II (Tamil/French)	Language III (Tamil/French)
English I	English II	English III
General Psychology – I	General Psychology – II	Social Psychology I
Child Development	Psychology of adolescence and middle adulthood	Geriatric Psychology
Introduction to Social Work	Biological psychology	Fundamental statistics in psychology – I
Basic Tamil/Non-Major Elective	Basic Tamil/Non-Major Elective	Elective – Soft skills
Elective – Soft skills	Elective – Soft skills	Environmental Studies
Semester IV	Semester V	Semester VI
Language IV (Tamil/French)	Psychopathology – I	Psychopathology – II
English IV	Counselling Psychology	Organizational Behavior
Social Psychology – II	Experimental psychology	Psychological Testing
Cognitive Psychology	Human Resource Management	Elective – II – Sports Psychology
Fundamental statistics in Psychology – II	Elective – I - Survey methodology and case study	Elective – III – Forensic Psychology
Elective – Soft skills	Project Case Study	Project
Extension Activities	Value Education	
	Study Tour* community work	

Teaching and Training Methodology

The Program 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 program. 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 post graduate course in the different fields of Psychology such as Counselling, Clinical, and Organizational Psychology and in related fields such as Criminology, Human Resource Management, and Social Work and so on.

M.Sc. COUNSELLING PSYCHOLOGY

About this Course

M.Sc. in Counselling Psychology is a two year full-time four semester programme and is offered to graduate students who have taken a minimum of two papers in psychology. The course would prepare a student for a career in counselling. Specialization in Counselling Psychology equips the students with theory knowledge and skills that are necessary for assessing the problems of individuals and groups.

Pattern of the Programme:

Semester I	Semester II	Semester III	Semester IV
Statistics in Psychology	Research Methodology	Counselling Across Life Span	Internship
Counselling Theory and Skills	Behaviour Modification	Counselling and Therapy for Groups and Special Populations	Psychological Training Modules (Demonstration)
Theories of Personality	Psychological Assessment – I (Practical)	Counselling and Therapeutic Techniques	Dissertation
Psychopathology	Case Analysis – Praxis of Counselling	Psychological Assessment – II (Practical)	Case Analysis – Praxis of Counselling
Cross cultural Psychology	Corporate Counselling	Counselling Children With Special Needs	Counselling in Schools
Health Psychology	Life Skills	Positive Psychology	Soft Skills
Introduction to Management	Advanced Statistics in Behavioural Sciences	Training and Development	
Soft Skills	Soft Skills	Soft Skills	
		Summer Placement	

Certificate Courses:

1. Marital Counselling

Teaching and Training Methodology

The students of this department are taught through various innovative methods. Students are trained to administer, interpret and write reports on various psychological tests. The course work provides comprehensive training in research methods and statistical applications where students conduct an independent empirical study in the second year and they are encouraged to do an intervention study. Students must attend at least 2 conferences/workshops during the course of their study. Students are also encouraged to present papers at conferences, seminars and 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 Psychologist, 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.

M. A. HUMAN RESOURCE MANAGEMENT

About the Course

This is an intensive two-year program aimed at making 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 Program:

Semester I	Semester II	Semester III	Semester IV
Organizational Behaviour	Research Methodology	Workplace Counselling	Organizational Change and Organizational Development
Human Resource Management	Training and Development	Operational Management	Management Information Systems in Human Resource Management
Principles of Management	Performance Management System	Accounting for Managers	Entrepreneurship Development
Labour Law – I	Labour Law – II	Employee Relations and Labour Welfare	Financial Management
Managerial Economics	Compensation Management	Business Policy and Strategic Management	International Business and International Human Resources
	Self-Study Paper – Industrial Health, Hygiene & Safety	Research Project	
Industry Institute Interface Component	Industry Institute Interface Component	Industry Institute Interface Component	Industry Institute Interface Component
Soft skills I	Soft skills II	Soft skills III	Soft skills IV
	Summer Placement		Block Placement
Extension Activity	One-day Trip	Outbound Training	

Certificate Programmes offered by the Department:

1. Competency Mapping
2. Behavioral Economics
3. Advanced Excel

Teaching and Training Methodology

A platter of teaching methods is adopted besides classroom lectures, which includes group discussions, seminars, dip stick studies, role-plays with audio-visual aids, skill labs and other simulation based training methods. A committed faculty base, familiar with the system, having sharp classroom delivery is the strength of the Department. Excellent student-faculty ratio makes personal learning highly effective. The Industry Institute Interface Programme aims to broaden the student's perspective by providing an exposure to organizational environment thereby assisting them to relate HR Management theory to 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 workplaces and to strike a balance between organizational and individual goals. Students completing MA.HRM are preferred by corporate houses for the positions of HR, Trainer, Recruiter, Welfare Executive, etc.

M. A. HUMAN RESOURCE AND ORGANISATION DEVELOPMENT

About the Course

The course has been designed to cater to the growing needs of industry and business for young men and women in the area of not only in Human Resource Management but also in Organization Development. Through this course, the students are instilled with technical, management and interpersonal skills.

Pattern of the Program:

Semester I	Semester II	Semester III	Semester IV
Human Resource Management	Training & Development	Organization Development-I	Organization Development-II
Organizational Behavior	Industrial Relations	Operations Management	Cross-Cultural Business Management
Management Principles	Change Management	Corporate Planning and Strategic Management	Human Resource Accounting and Information Systems
Fundamentals of Management Accounting and Financial Management	Managerial Economics	Performance Management	Workplace Counselling
Labour Welfare and Social Security	Research Methodology & Statistics	Compensation Management	Entrepreneurial Development
		Research Project	
Industry Institute Interface I	Industry Institute Interface II	Industry Institute Interface III	Industry Institute Interface IV
Soft skills I	Soft skills II	Soft skills III	Soft skills IV
Extension Activities	Self-Study Course		
	One-Day Educational Trip	Outbound Training	
	Summer Placement		Block Placement

Certificate Programs offered by the department:

1. Neuro Linguistic Programming
2. Marketing Management

Teaching and Training Methodology

The course offers contemporary papers suited to the needs of the Industry. Lab sessions are conducted to train students in OD skills to develop, monitor and evaluate organizational effectiveness and performance. Internships spread across four semesters and one semester project work gives a first-hand experience for the students to diagnose organizational problems and to propose solutions for the same. Interactions with industry experts through guest lectures, workshops and panel discussions and Industrial visits to organizations provide an excellent learning platform for the students.

Scope of the course

This course focuses on the Managerial Responsibility for the development of organization and the diverse technologies that a manager can employ to support organizational improvement. It provides a knowledge of organizational culture, values and skills that can be used by managers, leaders and administrators to influence organizational change. A parallel emphasis will focus on the roles of consultants/facilitators in the organizational development. Thereby a student completes this course can opt to take up employment in organizations as OD/Training executives and as well can take up the roles of consultants and facilitators for organizations.

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 right exposure to the challenges faced by the contemporary society and to lead organisations and empower the people to deal with the issues. The course aims to develop the management competencies and analytical capabilities of the new generation Development Managers.

Pattern of the Program

Semester I	Semester II	Semester III	Semester IV
Interdisciplinary Approaches for Development	Development Communication	Project Management	Entrepreneurship Development
Establishing Development Organizations	Organizational Behavior	Global Issues & Social Development	Environment Management
Human Resource Management	Research Methodology	Corporate Social Responsibility	Community Based Health and Education Management
Sociology of Development	Human Rights and Gender Issues	Financial Management	Disaster Management
Fundamentals of Management	Pragmatic Models of Development	Introduction to Labor Legislations	Organization Development
Development Practicum – I	Development Practicum – II	Research Project	Development Practicum – IV
Soft Skills - I	Soft Skills – II	Development Practicum – III	Soft Skills - IV
	Summer Placement	Soft Skills – III	Block Placement

Certificate Courses

1. Youth Development
2. Child Rights

Teaching and Training Methodology

It is an Inter-disciplinary course which includes core papers, elective papers and development practicum providing excellent opportunities for experiential and application based learning in Development Organizations, Corporate Sectors, 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, NGO, UN agencies, Government development projects and autonomous bodies. As the outcome of it, the passing out candidates get a good opportunity for placement in local, national and international NGOs, CSR foundations and international organisations.

P.G. DIPLOMA COURSES

About the Course

The Post Graduate Diploma courses focus on imparting professional knowledge and to accentuate the development of specialized skills in the field of Human Resource Management. The courses are designed to foster attitudes essential for the working professionals to grow as competent managers and responsible leaders and to accelerate their career progression. These programmes are also designed as add-on programmes to give an opportunity to the students who are undergoing full-time post graduate programmes to earn additional diploma in HRM and thereby to enhance their employment opportunities. They are offered as a cost effective specialized training for the working professionals and the student community and can be pursued without compromising their employment and full time pursuits.

Teaching and Training Methodology

The course imparts a thorough knowledge of Human Resources and Industrial Relations through classroom sessions facilitated by experienced faculty, industry experts, research project and practical experience/field exposure. It emphasizes on the conceptual and analytical approach towards problem solving which gives the students an insight into the business environment. The course develops in the students a mature personality, high professional competence and human relations skills.

Scope of the Programme

The course is meant for HR professionals working in the field and graduates looking for an additional qualification in the HR&IR domain and to move forward in their career path. The course will be useful to those students currently pursuing regular PG programmes in becoming competitive and to improve their employment opportunities in industries.

P.G. DIPLOMA IN HUMAN RESOURCE AND INDUSTRIAL RELATIONS (HR&IR)

Time: 6:30 PM – 8:30 PM

3 days a week

Pattern of the Program

Semester I	Semester II	Semester III	Semester IV
Human Resources Management	Employee Relations & Labor Welfare	Training & Competency Development	Organizational Change & Organizational Development
Labor Law	Strategic HRM	Research Methodology & Quantitative Methods	Industrial Health and Safety
Organizational Behavior	Basics of Finance, Cost & Management Accounting	Production Management	Project Work

P.G. (HONS) DIPLOMA IN PERSONNEL MANAGEMENT & INDUSTRIAL RELATIONS (PM&IR)

Time: 6:30 PM – 8:30 PM

6 days a week

Pattern of the Program

Semester I	Semester II	Semester III	Semester IV
Principles of Management	Financial Management	Human Resource Management	Employee Welfare & Applied Industrial Relations
Managerial Economics	Advance Research Methodology	HRM Practices	Training and Development
Accounting for Managers	Managerial Communication	Social Security Legislations	International Human Resource Management
Legal Systems in Business	Reward and Compensations	Safety, Hygiene & Environment	Business Ethics & Corporate Governance
Marketing Management	Organizational Behaviour	Industrial Relations	Personnel Management (Advanced)
Research Methodology	Labour Laws	Business Strategy	Manufacturing Management/Entrepreneurship Development
			Project Work

V. FIELD WORK AND INTERNSHIP ORGANIZATIONS

Since all the program offered by Madras School of Social Work are field based, the students undergoing the course of his/her own choice will get opportunities to undergo on 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 networking over a period of time. Following are a sample of few organizations from the lengthy list 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

<p>ACCENTURE AIDE ET ACTION AIRTEL ALL-SEC TECHNOLOGIES, APOLLO HOSPITALS ARUNODHAYA ASHOK LEYLAND BALA VIHAR BANYAN BILLROTH HOSPITALS BRITANNIA CANCER INSTITUTE CATERPILLAR CENTRE FOR CHILD RIGHTS AND DEVELOPMENT CHENNAI SOLIDARITY GROUP CHILD RIGHTS AND YOU CHOLA BUSINESS SERVICES CHRISTIAN CHILDREN FUND OF CANADA CPCL DIRECTORATE OF SOCIAL DEFENCE DISTRICT RURAL DEVELOPMENT AGENCY DON BOSCO ANBU ILLAM DR. REDDY'S LABORATORIES, EUREKHA CHILD FOUNDATION FORD FORTIS MALAR HOSPITAL FUTURE GROUP GEMBA MANAGEMENT CONSULTANCY HAND IN HAND HCL TECHNOLOGIES HDFC HELP AGE INDIA HILTON CHENNAI HINDUSTAN COCA-COLA BEVERAGES HOTEL DECCAN PLAZA HYUNDAI MOTOR INDIA INSTITUTE OF MENTAL HEALTH INDIAN COUNCIL FOR CHILD WELFARE INDIAN OIL CORPORATION INTERNATIONAL FOUNDATION FOR CRIME PREVENTION AND VICTIM CARE (PCVC) ITC GRAND CHOLA JUBILANT FOOD WORKS (DOMINO'S PIZZA) KONE ELEVATORS KPL KAMARAJAR PORT LIMITED</p>	<p>LARSEN & TOUBRO LOGITECH LUCAS-TVS MA FOI MARY ANNE CHARITABLE TRUST MITHRA FOUNDATIONS MONTFORT COMMUNITY DEVELOPMENT SOCIETY MURUGAPPA GROUPS MYRTLE SOCIAL WELFARE NETWORK ORCHID CHEMICALS AND PHARMACEUTICALS OTHER MEDIA- ENVIRONMENTAL ACTIVISM POLARIS PORT TRUST PVR CINEMAS PYLON CONSULTANCY, BANGALORE RAMCO SYSTEMS RANE RANSTAD ROYAL BANK OF SCOTLAND RELIANCE ROYAL ENFIELD SAINT GOBAIN SCARF SOS CHILDREN'S VILLAGE SPASTIC SOCIETY SPI CINEMAS SUNDARAM INFOTECH SOLUTIONS LTD SUTHERLAND GLOBAL SERVICES TAFE TAJ COROMANDEL TAMIL NADU SLUM CLEARANCE BOARD TAMIL NADU VOLUNTARY HEALTH ASSOCIATION TATA CONSULTACY SERVICES TATA STEEL, MUMBAI THE HINDU THE PARK THE RESIDENCY TOWERS THINKING PALM TI CYCLES TVS GROUP OF COMPANIES VODAFONE WIPRO WORLD VISION YMCA YUM! BRANDS</p>
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VI. 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 theses and reports. It has indexed around 30,000 articles published in various journals. The library has developed a website www.mssw-virtuallibrary.in to access free online scholarly materials. 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 set up the 'Digital Library' very recently which enables the 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 to the new students' class wise at the beginning of every academic year;
- Series of inter-departmental quiz programmes to the students with prizes for winners, runners and quiz masters; and
- A weeklong event of "Library Week Celebrations" during every December with various competitions and prizes & certificates for all the winners
- Information Literacy Programs for Research
- Reflections - presentation and discussions on various books and articles.

Computer Centre

The College has a full-fledged computer centre with multimedia computers, internet, and printer facilities. Students can make use of the centre for e-mail, internet browsing, word processing, creating presentations and data analysis. Students are also given basic orientation in use of Computers and Internet.

Audio-Visual

The College is fully equipped with audio-visual equipment to provide multimedia learning experience. 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 their specific requirements. Self – development, Interpersonal Effectiveness, Life Skills as well as specific professional skills are imparted through special training programmes.

Teaching Methods

The programmes of the college are designed to prepare young men and women for future 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, field work, active participation in the activities of the College and have 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 and break of studies from SSLC onwards with 60 – 70% of marks

Student Forums

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

Scholarships

In addition to Government scholarships, the departments and the Alumni Association of the College also extend financial support for deserving students on a case to case basis.

Vehicle Parking

Students are permitted to park only their two wheelers inside the campus. Students are encouraged to use public transport system to reach the college. Four wheelers of students are not permitted inside the campus for any reason whatsoever due to inadequate parking facilities.

Hostel

The Management runs a limited hostel and mess facility inside the campus for the benefit of the outstation students. Accommodation will be provided for both post-graduate 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 served basis.

VII. RECRUITERS

An indicative list of our Recruiters

The students of Madras School of Social Work by virtue of the focused exposure and specialized training they receive they are preferred by many leading industrial organizations, NGOs, welfare organizations. Government agencies prefer to employ them over other degree holders in implementing their developmental projects. Many leading corporate houses regularly visit the institution to recruit the students through campus recruitment to meet their specialized human resource requirements. An indicative list of the top notch organizations who have visited our campus for recruiting their specialized manpower requirements is given below.

AASHIANA ALLSEC TECHNOLOGIES APOLLO HOSPITAL ASHOK LEYLAND BANYAN BHARAT MATRIMONY BLOSSOM TRUST CANCER INSTITUTE CAPART CM, GRIEVANCE CELL, TN CMC RUHSA COCA COLA INDIA PVT. LTD COGNIZANT TECHNOLOGY SOLUTIONS COMMUNITY FOUNDATION FOR CHILDREN AND AGEING CONFEDERATION OF INDIAN INDUSTRIES DAIMLER DELOITTE DEPT. OF APPLIED RESEARCH & EVALUATION, GOVT. OF TAMIL NADU DEPT. OF REHABILITATION SERVICES, TN DEUTSCHE BANK DIRECTORATE OF RURAL DEV. & PANCHAYAT RAJ, GOVT. OF TAMIL NADU ERNST & YOUNG FLEXTRONICS FORD FRIENDS OF INDIA FUTURE GROUP GEMBA MANAGEMENT CONSULTANCY GOONJ, BANGALORE GREENPEACE INTERNATIONAL HEXAWARE HIGH PLACES INTERNATIONAL HYUNDAI I CAN TRUST IGATE IMH INNOVA IFMR INTERNATIONAL JUSTICE MISSION INTIMATE FASHIONS ITC ITCOT KARADI PATH	LARSEN & TOUBRO MADRAS CEMENTS LIMITED MANASHASTHRA MIOT HOSPITAL MPHASIS MRF MURUGAPPA GROUPS NIMHANS NIPCCD ORACLE ORCHID CHEMICALS PSYMED HOSPITAL RAJSHREE SUGARS AND CHEMICALS RAMKI GROUPS RANE RESTLESS DEVELOPMENT ROYAL BANK OF SCOTLAND SAINT GOBAIN SANTOSH HOSPITAL. SCARF SCHOOLS FOR INDIA SOS CHILDREN'S VILLAGES SRISTHI SPECIAL SCHOOL. STATE SOCIAL WELFARE BOARD, TN STANDARD CHARTERED BANK STERLING RESORTS STERLITE INDUSTRIES TAFE TATA CONSULTANCY SERVICES TEACH FOR INDIA THINKING PALM TITAN TTK HOSPITALS TVS GROUP UAE EXCHANGE ULTRA TECH CEMENTS UN AGENCIES V –EXCEL EDUCATIONAL TRUST. WIPRO WORLD BANK WORLD VISION YGR CENTRE FOR AIDS RESEARCH AND EDUCATION
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VIII. RULES AND REGULATIONS

Physical Fitness

The academic programmes place equal emphasis on classroom work, field work and research demanding the best in each candidate. Hence, it is necessary that the candidates admitted should maintain a high standard of physical and mental competence.

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 in 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 denial of permission to write Semester Examinations.

Student ID cards

All students admitted to the college will be provided with college student identity card. Only students wearing ID card will be permitted entry in the campus. Failure to conform to this regulation will invite severe penalty and disciplinary action in case of repeated violation.

Discipline

Smoking, Consuming Alcoholic Drinks and Narcotic Drugs are strictly prohibited. Any unruly conduct by a student either in the class or in 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. However, 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 Fee structure slip will 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 examination related fees and hostel fees also need 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/appearing for examinations. Failure to pay the requisite fees may also lead to dismissal of a student.

Fees should be remitted through bank challans available in the college: for MSW(Aided) course in Indian Bank, No.5, First Street, Sait Colony Egmore, Chennai 600008 and for all other courses in ICICI Bank, New No. 20 (Old No. 121) Egmore High Road, Chennai 600008.

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 such training.

IX. 2016-2017 ADMISSION REGULATIONS

(UNLESS OTHERWISE SPECIFIED IN THE COURSE DETAIL)

Admission:

- i. At the time of applying, candidates studying in 3-year degree program should have passed in all the subjects for the 1st to 5th semesters and candidates studying in 4-year degree program 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 rank preparation. The weight-age 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.
- 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 the seat allotted to them.
- 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 and 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. A nominal sliding fee will be charged to facilitate the sliding.
- vii. Students whose knowledge of English or Tamil requires improvement will be notified soon after admission and it will obligatory for them to arrange tuition in these subjects at their own cost.
- viii. MSSW is an equal opportunity institution. Transgendered persons may also apply.
- ix. All admission related communication shall be notified ONLY in the college Notice Board, 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 this. The information can be emailed to principal@mssw.in. Admissions will be cancelled for those students who gain admission using any mal practices.

X. ADMISSION SCHEDULE FOR UG & PG DEGREE PROGRAMMES FOR THE ACADEMIC YEAR 2016-17

PG Programmes

S. No	Particulars	Date
1.	Online application begins	21 April 2016 (Thursday)
2.	Online application closes	30 May 2016 (Monday)
3.	Last date for receipt of Application Print-out with the required attachments in the College Office, both in-person or by post	31 May 2016 (Tuesday)
4.	Entrance Test.	7 June 2016 (Tuesday)
5.	Publication of short listed candidates for Group Discussion & Interview.	8 June 2016 (Wednesday)
6.	Group Discussion & Interview.	10 June 2016 (Friday) 13 June 2016 (Monday) 14 June 2016 (Tuesday)
7.	Publication of FIRST provisional list of SELECTED & WAITLISTED candidates.	16 June 2016 (Thursday)
8.	Certificate verification & Payment of FEES for the FIRST provisional list - Shift 1 – MSW (Aided) SELECTED candidates WAITLISTED candidates	20 June-2016 (Monday) 8 am 11 am
9.	Certificate verification & Payment of FEES for the FIRST provisional list – Shift 2 All Programmes SELECTED Candidates WAITLISTED Candidates	20 June 2016 (Monday) 2 pm 4 pm
10.	Publication of SECOND provisional list of SELECTED & WAITLISTED candidates.	21 June 2016 (Tuesday). 5.00 P.M
11.	Certificate verification & Payment of FEES for the SECOND provisional list WAITLISTED candidates.	22 June 2016 (Wednesday)
12.	Principal's Meeting with Admitted Students and their Parents MSW (Shift 1 & 2) MAHRM & MA HROD MA DM & MSc Counselling Psychology	27 June 2016 (Monday) 9 – 10 am 10 – 11 am 11 – 12 am
13.	I Year Inaugural & Welcome	28 June 2016 (Tuesday) 10 am

UG Programmes

S. No	Particulars	Date
1.	Online application begins	On the date of publication of State Board +2 results
2.	Last date for receipt of Print-out of application with required attachments at College office in person/by post	17-May-2016 (Tuesday)
3.	Publication of FIRST list of Provisionally SELECTED & WAITLISTED candidates for <i>counselling</i>	18-May -2016 (Wednesday 5.00 P.M)
4.	Certificate verification & Payment of FEES for the provisional list SELECTED & WAITLISTED candidates	20-May-2016 (Friday)
5.	Publication of SECOND list of Provisionally SELECTED & WAITLISTED candidates for <i>counselling</i>	25-May -2016 (Wednesday 5.00 P.M)
6.	Certificate verification & Payment of FEES for the Second provisional list SELECTED & WAITLISTED candidates	27-May-2016 (Friday)
7.	Principal's Meeting with Admitted students and their Parents	27 – June 2016 (Monday) 3 – 4 p.m.
8.	I Year Inaugural & Welcome	28 June 2016 (Tuesday) 10 a.m.

PG Diploma Programmes

S. No	Particulars	Date
1.	Online application begins	21 April 2016 (Thursday)
2.	Online application closes	13 June 2016 (Monday)
3.	Last date for receipt of Application Print-out with the required attachments in the College Office, both in-person or by post	14 June 2016 (Tuesday)
4.	Publication of FIRST provisional list of SELECTED candidates.	15 June 2016 (Wednesday)
5.	Certificate verification & Payment of FEES for the FIRST provisional list	18-June-2016 (Saturday)
6.	Certificate verification & Payment of FEES for the SECOND provisional list	25 June 2016 (Saturday)
7.	I Year Inaugural & Welcome	28 June 2016 (Tuesday) 10 a.m.

XI. APPLICATION PROCEDURE

Applicants can apply using any one of the following procedures

- A. ONLINE Application using online payment gateway
(Printout of submitted application must be sent by post/in-person to college office)
- B. ONLINE Application & Demand Draft (DD) submission
(Printout of online application along with DD can be submitted to college office by post/in person)
- C. ONLINE Application & Cash payment
(Printout of online application along with cash payment at college office in person)

Applications Printouts with the necessary enclosures must reach the College by post/in person before **4 pm on 31st May 2016 (Tuesday)**. The College will not consider postal delay or any other reason for late submission.

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

Phone: 044 – 28192824
 044 – 28195126

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

XII. QUESTION PAPER PATTERN FOR PG COURSE ENTRANCE EXAMINATION

<i>TIME: 1 HOUR</i>		<i>TOTAL MARKS: 50</i>
COMPONENTS		MARKS
I	General Aptitude	10
II	Quantitative Aptitude/Data Interpretation	10
II	Reading Comprehension/Verbal Ability	10
IV	Subject Knowledge	10
V	General Knowledge	10
Total		50

Model Question Paper will be uploaded to the College website (www.mssw.in)