

**MADRAS SCHOOL OF SOCIAL WORK**  
(An Autonomous Institution affiliated to the University of Madras)  
Dept of Social Work (Aided)  
Admission - 2022-2023

29-07-2022

**Instructions for Provisionally Selected Candidates**

**Greetings from MSW (Aided)!!**

Congratulations for making it to the Provisional Selection List. Instructions for Provisionally Selected Candidates

**STEP – I : Fee Payment – Candidates Login**

- MSW (Aided) programme fees should be paid partly through ONLINE and partly through OFFLINE
  - ONLINE mode using link given in Student Login:
  - OFFLINE mode using Challan issued by college office at Indian Bank, Egmore Branch. For details, Pls. Contact : Mr.Purushothaman, Office Staff

**STEP –II – Submission of Fees paid Receipt**

- Candidates are required to submit fees paid receipt (ONLINE) to **Mr.Purushothaman, Office Staff** (email: [purushothaman@mssw.in](mailto:purushothaman@mssw.in) / phone: 9840670517) **on or before 1<sup>st</sup> August, 2022, 9.30 am.**

**STEP –III - Admission – Submission of Original Mark sheets & Certificates**

- Candidates are required to report to the **Conference Hall, Third Floor, and Main Building** on **01-08-2022 (Monday) at 10:30 am** with all their original mark sheets / certificates.

**General Instructions**

- This is only a provisional selection. Admission will be confirmed only after the receipt of all original certificates including all semester mark sheets.
- Fee not paid within the deadline will result in cancellation of the provisional selection.
- Please follow the detailed instructions regarding fee payment available on the Admissions page on the College website.
- It is the responsibility of the candidate to ensure that the transaction is successful. For any issues regarding success of online transactions, pl clarify via email to [admissions@mssw.in](mailto:admissions@mssw.in)
- Once fee is paid, after verification by the accounts section and submission of certificates, Provisional Admission will be processed.
- Provisionally selected candidates who are admitted must produce **all their Original Certificates on 01<sup>st</sup> August 2022 @ 10:30 am**, failing which the candidate will forfeit the seat.
- Candidates unable to produce original mark sheets of 5th and 6th Semester must furnish website copy attested by their Controller of Examinations or Principal with official seal.

***Option to Slide to MSW (Aided) Department:***

- If you have already paid the fees in another department of the College and if you wish to accept the offer of provision selection in the MSW (Aided) department, you can slide to the MSW (Aided) department.
- To slide to MSW (Aided) Department, you have to accept the offer of provisional selection with the MSW (Aided) department on the date mentioned and then initiate the process for sliding across departments. The process for sliding across departments is mentioned in the College website.
- Candidates opting to slide should send email to the admitted department HOD marking copy of the mail to Principal ([principal@mssw.in](mailto:principal@mssw.in)) and HOD of the MSW (Aided) ([ksm@mssw.in](mailto:ksm@mssw.in)).

***Consideration of Waitlisted Candidates:***

After the admission of candidates from the first provisional selection list, depending on the number of vacant seats available, candidates from the provisional waitlist will be considered for admission.

- College opens on 3<sup>rd</sup> August 2022 (Wednesday) for I years at 9:00 AM
- Admitted candidates must report to the college for Student Induction Programme (SIP) as per the schedule.
- Waitlisted candidates will be considered for admission in case vacancies arise in the subsequent Provisional Selection List and the same will be published in the website.

Further clarifications contact: **Dr. K. Sathyamurthi, HOD, Mob: 9940406590**

**Head of the Department,  
Department of Social Work (Aided)**