

# MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS), CHENNAI-8

## ADMISSION 2023- 2024

Application for ALL UG/PG Programs will be ONLY Online. There is no printed Application Form or Prospectus. Download the Prospectus given in the website and refer the details of the Programs offered. The fee structure is also given separately. Visit College website [www.mssw.in](http://www.mssw.in) and click on ADMISSIONS tab and apply following the Instructions given below.

**The admission schedule dates announced are tentative and may be changed based on Government instructions. The UG Admission process will commence on the date of publication of Tamil Nadu +2 results and online applications will be available only from that date onwards. The PG Admission process commence with Entrance Test between 1<sup>st</sup> June 2023 – 6<sup>th</sup> June 2023. Any changes in the schedule will be notified on MSSW website and in the Applicants Login.**

### Application Process

1. **Read the Prospectus and guidelines carefully before filling in the Online Application.**
2. Keep a soft copy of your passport size photograph, (JPEG format less than 100 kb size with your face covering three-fourths of the photo), aadhar card in JPEG format ready before filling in the online application.
3. Visit [admission.mssw.in](http://admission.mssw.in)
  - i. Read the guidelines thoroughly and click on “**Proceed to Registration**”
  - ii. You will get your **password in your E-mail** inbox.
  - iii. Login again using the registered E-mail/Phone number and the password to apply
  - iv. Once you login, click on **Admission Button** and then **My Application button**.
  - v. Fill the form carefully and provide the details correctly.
  - vi. **Save** the form and preview it.
  - vii. If you find that all the details are correct, then click on “**Submit your Application**”
  - viii. This will take you to the payment gateway page to pay the application fee.
  - ix. You can edit your application form until the online application is closed. **You cannot edit the application form after the closing date.**
  - x. After submitting the application form by paying the fee, if you still wish to apply for some other new program, then login again and **click on Apply for New Programs**.
  - xi. You can choose the new programs that you wish to apply and pay the required fee.
4. Fill up the details carefully without making errors. Be very careful in filling up the Name with correct spelling and initials, email id, phone number, date of birth, community and overall percentage of marks. **Any error in these details may result in the rejection of your application.**

5. **Give the correct Email ID and Mobile phone number** as all communication related to admission will be sent through only to this email id and mobile number.
6. Fill up your name using CAPITAL LETTERS with initials after your name with space in between your name and initials. Do not use full stop (dot) anywhere.

**For Example: ANANDA KRISHNAN M**

7. **Communal Reservation**
  - a) Candidates belonging to Other States are eligible under “**Open Competition**” category only.
  - b) Tamil Nadu native candidates alone will be considered under BC / BCM / MBC (V), MBC & DNC, MBC / SC / SCA / ST categories. ( As per the Higher Education Department of Govt. of Tamil Nadu - G.O.(D) No, 184 dated 05.08.2021)
8. In Mark Details, fill up the percentage of marks upto 5th/7th or ALL semesters/ years (if available). **While calculating percentage of marks, include all the courses from Part I to Part IV/V including electives, language and any other paper** for which marks (both internal and/or external) have been awarded.
9. **Adopt the following norms to calculate the UG percentage:**
  - i. Include all subjects (Part I, II, III & IV) in the % calculation.
  - ii. If the consolidated mark sheet gives the overall percentage, use it as it is.
  - iii. Engineering Colleges give CGPA for a maximum of 10 points. Multiply the given CGPA by 10 to arrive at the %.
  - iv. Some Universities give CGPA for a maximum of 4 points. Multiply it by 25 to arrive at the percentage.
10. The cost of application for each PG program is Rs. 600/- and each UG program is Rs. 400/-. For MSW Programs, Rs.50/- will be added for each specialization. The online application will automatically calculate the cost based on your program preference and give you the total cost. A concession of Rs.50/- will be given to SC/ST Candidates.
11. PG Applicants can apply for more than one programs viz., (MSW (Shift I & II), MSW (D&E), MA (HRM), MA(HR&OD), MSc (Coun. Psy), MSc (FC), MA (Dev. Studies) and MA (Social Entrepreneurship) in the same online application form.
12. Similarly, UG applicants can apply for both BSW and BSc Psychology in the same online application form.
13. For MSW program, applicants can apply for more than one Specialization viz., Community Development, Medical & Psychiatric Social Work and Human Resource Management at a time by selecting the options.

14. After filling in all the required details you will be given an opportunity to verify the correctness of the details provided by you (**Preview**). If any modifications/corrections, you can edit or modify, after you correct any errors you can click the SAVE button and then click on **“Submit Your Application button” to submit the application.**
15. After submission of application online, you will get an email confirmation that your application has been submitted successfully. A PDF copy of your application will be available in your login.
16. You can login anytime with the login credentials sent to you through E-mail.

### Admission Process – P.G

1. Applicants who have successfully submitted the online application and paid for the same will receive the application fee payment acknowledgement and PDF of the Application in their login. The link for online Entrance Test will be enabled in their login at the appropriate date.
2. Applicants are expected to complete their online Entrance Test between 1<sup>st</sup> June 2022 – 6<sup>th</sup> June 2022 as per the Department/Programme schedule. There will be a mock test which applicants have to complete before attempting the Entrance Test.
3. The Entrance Test will be for one hour duration with 50 objective type questions with four answer choices in each question. Questions will be automatically generated by the system and the set of questions will be unique for each applicant. The test has to be completed within the given time. In case of network failure, the test will restart from the point in which it was interrupted and all answered questions will be saved automatically.
4. Entrance Tests

SN	Program Name	Entrance Test
1.	MSW Shift – I (Aided) MSW Shift – II (Self Finance) MSW (Disability & Empowerment)	Common Test
2.	M.A. HRM & M.A. HR & OD	Common Test
3.	M.Sc Counselling Psychology M.Sc Family Counselling	Common Test
4.	M.A. DM	Separate Test
5.	MASE	Separate Test

5. The list of applicants who have qualified after the Entrance test for Interview will be put up on the College website and eligible applicants will be informed through e-mail. The date and time of interview will also be indicated.

6. Interview will be held on campus at MSSW, Chennai. Applicants who do not appear for the interview in the scheduled date and time will not be considered for admission. In case the time given by a department within the College overlaps with another department within College, requests can be made for a change of timings. No other request for change in date and timing of interview will be entertained.
7. The following Original certificates must be uploaded by the applicants from their login by clicking on “**Update Certificate**” button at the time of submitting the application form and a xerox copy of the same must be produced at the time of the Interview:
  - a. SSLC Mark Sheet
  - b. Higher Secondary Certificate (+2 Mark Sheet)
  - c. All Semester mark sheets. Internet Print-outs will be accepted only with the attestation of the COE/Principal.
  - d. Community Certificate (if applicable)
  - e. Transfer Certificate / Conduct Certificate
  - f. Disability Certificate (if applicable)
8. The list of provisionally selected/waitlisted candidates for admission will be published on the scheduled date on the website and intimated through email giving the details of reporting date and time for payment of fees.
9. Provisionally selected/waitlisted candidates must report on the given date and time and pay the fees failing which they will forfeit the admission.
10. Waitlisted candidates will gain opportunity for admission only if a vacancy arises due to non-reporting or ineligibility of selected candidates.
11. Apart from paying the fees, admitted candidates must surrender all their Original certificates (mentioned above) for further processing of admission.

### **Admission Process – U.G**

1. There is no entrance exam for U.G. admissions.
2. The list of provisionally selected/waitlisted candidates will be published on the scheduled date on the website and intimated through email giving the details of reporting date and time for payment of fees.
3. Provisionally selected/waitlisted candidates must report on the given date and time along with their parents and pay the fees failing which they will forfeit the admission.
4. Waitlisted candidates will gain opportunity for admission only if a vacancy arises due to non-reporting or ineligibility of selected candidates.

5. Apart from paying the fees, admitted candidates must surrender all the following Original certificates for further processing of admission.
  - a. SSLC Mark Sheet
  - b. Higher Secondary Certificate (+2 Mark Sheet)
  - c. Community Certificate (if applicable)
  - d. Transfer Certificate / Conduct Certificate
  - e. Disability Certificate (if applicable)

The MSSW College Office help-line for admission related enquiries from 10 am to 4 pm on all +working days is +91 - 44 - **28192824 / 28194566**. The email helpline is [admissions@mssw.in](mailto:admissions@mssw.in).

**PRINCIPAL**