

MADRAS SCHOOL OF SOCIAL WORK, CHENNAI-8
Dept. of Social Work (Aided) - Admissions – 2023-24
Instructions to the candidates appearing for Personal Interview

Dear Applicant,

07.6.2023

1. Admission Process will be as per the Department Admission Schedule given in the College website.
2. All announcements will be notified in the College Website. Please check the college website for any updates.
3. Candidates have been shortlisted for interview based on their self-declared marks and appearance in the entrance examination.
4. The personal interview will be held **OFFLINE** in the college as per the schedule.
5. If a candidate has applied for more than one specialization, he/she is required to attend the personal interview which is scheduled first and notify the panel about the same. The interviewing panel will assess the candidate accordingly.
6. Candidates should have all the original certificates readily available with them at the time of the personal interview in the following order: 10th, 12th, UG semester Mark Statement, UG consolidated mark sheet (if available), NSS / NCC / YRC / RRC / Sports certificates during UG, Transfer Certificate (if available), and Certificates in support of claims for the Government provisions (ex: Community Certificate, Child of Ex-service men certificate, Physically challenged/Disability certificate etc)]. If the candidates wishes to present other pertinent certificates / credentials, they should keep them ready as well.
7. Candidates are requested to be present 15 minutes prior to the scheduled timings for the personal interview
8. Candidates are requested to **submit** the following documents during the Personal Interview on the said date *failing which the candidates will not be allowed to attend the interview.*
 - Application Form duly signed by the **candidate and parents/guardian**
 - Self-attested copies of the following should be attached with the application form
 - ✓ SSLC/10th Mark Sheet
 - ✓ HSC/12th and 11th /+1 Mark Sheet
 - ✓ UG Mark Statement (Semester/Non-Semester)
 - ✓ UG consolidated mark sheet (if available)
 - ✓ NSS / NCC / YRC / RRC / Sports certificates
 - ✓ Transfer Certificate (if available)
 - ✓ Certificates in support of claims for Government provisions (ex: Community Certificate, child of Ex-service men certificate, Disability certificate etc).
 - ✓ Internet copies of marks should be self-attested (by the candidate).
9. The self-declared details will be verified by the Department. Candidates are required to confirm the same during the personal interview. Percentage will be calculated as under:
 - For candidates whose results are awaited, percentage calculation will be based on 5th / 7th semester marks (for all subjects).
 - For candidates who have completed the course of study, all semester marks (for all subjects) will be taken into account.
10. No certificate furnished by the candidate after the date of personal interview will be considered.
11. Requests for re-scheduling of Interview on alternate dates may be permitted with the valid reasons; candidate is requested to get necessary permission by writing a letter of request for rescheduling of Personal Interview from the HOD.
12. Candidates can reach out **Dr. K.Sathyamurthi, PhD., HOD. Mob: 9940406590**, Email: ksm@mssw.in for queries and clarifications between 9.00 am to 5.00pm

Head of the Department