

MADRAS SCHOOL OF SOCIAL WORK
(An Autonomous Institution affiliated to the University of Madras)
Dept of Social Work (Aided)
Admission – 2023 - 2024

30.06.2023

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 / phone: 9840670517) **on or before 03.07.2023 @ 10.00 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 **03.07.2023 (Monday) at 10.00am** 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
- 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 03.07.2023 @ 10.00 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) and HOD of the MSW (Aided) (ksm@mssw.in).
- **Based on the vacancy arises from the second list, third selection list will be published.**
- Admitted candidates are requested to report to the college and to attend the Principal / HOD/Faculty meeting on **17.7.2023 (Monday)**.
- **18.7.2023 (Tuesday)** – I year Inaugural & Welcome by the Departments
- Admitted candidates must report to the college for Student Induction Programme (SIP) as per the schedule on **19th and 20th July 2023**.

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

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