

MADRAS SCHOOL OF SOCIAL WORK (Autonomous)

Department of Social Work (SF)

Admissions – 2024 - 2025

**Instructions to the candidates appearing for
Group Discussion & Personal Interview**

Dear Applicant,

12.06.2024

1. Admission Process will be as per the Department Admission Schedule given in the College website.
2. All candidates are requested to check the college website for announcements & updates regarding admission.
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 at **MSSW College Campus (Main Building Second Floor , MBS)** as per the schedule.
5. If a **candidate has applied for more than one specialization, candidate 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 **bring all the original certificates** readily 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 Government provisions (ex: Community Certificate, Ex-service men certificate, Disability certificate etc)]. If you wish to present other pertinent certificates / credentials, keep them ready as well.
7. 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 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, Ex-service men certificate, Disability certificate etc).
 - Internet copies of marks should be self-attested (by the candidate).
8. 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.
9. The certificate furnished by the candidate after the date of personal interview will not be considered.
10. 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 Program Head.
11. Candidates can clarify doubts by calling the Program Head between 11:00 AM to 5:00PM.
Mr.K.B.Inian – Program Head Mob: 9445945900, EMAIL: kbinian@mssw.in

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Program Head