

## Online Admissions 2024-2025

### Guidelines to Applicants

Application for PG Diploma will be ONLY Online. There is no printed Application Form or Prospectus. Download the Prospectus given on the website and refer the details of the Programs offered. The fee structure is also given.

The admission schedule dates announced are tentative and may be changed as per prevailing situation and Government regulations.

- **Read the [Prospectus](#) carefully before filling in the Online Application**
- Keep a soft copy of your passport size photograph (JPG format) and scanned copy of all the necessary certificates like SSLC, +2 Marksheet, Semester wise Mark Statements, etc.. (JPEG or PDF Format; Max. Size: 1MB) ready before filling in the online application
- Whatever certificate(s) is available with you at the time of filling up the application can be uploaded. You can submit the missed out certificates at the time of interview
- Click on **Proceed to REGISTER** button and register using your E-mail ID or Phone Number, Aadhar Number & upload your aadhar card in JPEG format. You will receive the registered User ID and Password in your E-mail Inbox.
- One Candidate can register only once using the Aadhar card. Candidates with multiple registrations will not be allowed and their applications will be summarily rejected.
- After successful registration, login using the registered ID and Password.
- Once you login, Click on ADMISSION Button on your Dashboard and then click on My Application
- 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.**
- **Give the correct Email ID and Mobile phone number** as all communication related to admission will be sent through E-mail and SMS.
- 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: RAJ KIRAN J**
- In Student Community, only the Applicants holding community certificates issued by Govt. of Tamil Nadu can select their respective community as mentioned on their community certificate. **Applicants belonging to the OBC/BC/MBC/SC/ST community from any State other than Tamil Nadu and not possessing the community certificate issued by Govt. of Tamilnadu should mark their community as OC ONLY.**
- In Mark Details, fill up the percentage of marks upto 5th/7th or ALL semesters (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.
- **Adopt the following norms to calculate the UG percentage**
  - a). Include all subjects (Part I, II, III & IV) in the % calculation
  - b). If the consolidated mark sheet gives the overall percentage, use it as it is
  - c). Engineering Colleges give CGPA for a maximum of 10 points. Multiply the given CGPA by 10 to arrive at the %

d). Some Universities give CGPA for a maximum of 4 points. Multiply it by 25 to arrive at the percentage

- The cost of application for each P.G. department is Rs.500/-.
- After filling in all the required details you will be given an opportunity to verify the correctness of the details provided by you. After you correct any errors you can click the SAVE button. The application can be edited until online application is closed.
- After submission of application online, you will get an email and SMS confirmation that your application has been submitted successfully. A PDF copy of your application will be available in your login.

#### Payment options

After saving your application, select **Submit Your Application** button and pay the required amount as calculated by the online process for your application. Applicants NEED NOT send a hard copy of their application to the College

The MSSW College Office help-line for admission related enquiries from 10 am to 4 pm on all working days is +91 - 44 – **28195126 / 28194566** . The email helpline is [admissions@mssw.in](mailto:admissions@mssw.in)