

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

### MSSW ADMISSION 2017 - 2018

Application for ALL UG/PG Courses 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 Courses 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.

- PG / Diploma Applications will be available online from 1st April 2017.
- **UG applications will be enabled only on the date of publication of Tamil Nadu +2 results.**
- Refer the time-schedule given in the last page of the Prospectus. It will be strictly adhered to.

#### Application Process

1. **Read the Prospectus carefully before filling in the Online Application.**
2. Keep a soft copy of your passport size photograph (JPG format less than 100 kb size with your face covering three-fourths of the photo) ready before filling in the online application.
3. Fill up the details carefully without making errors.
4. Avoid filling in multiple applications. Once you use your phone number, email id, Date of birth for one application, you will not be able to use any of them for applying a second time.
5. 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.
6. **Give the correct Email ID and Mobile phone number** as all communication related to admission will be sent through email and mobile.
7. 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**

8. In Student Community, only Applicants from Tamil Nadu can select BC if they belong to BC Community. **Applicants belonging to OBC/BC community from any State other**

**than Tamil Nadu should mark their community as OC.** However, SC/ST applicants from anywhere in India can select the community they belong to.

9. In Mark Details, fill up the percentage of marks upto 5<sup>th</sup>/7<sup>th</sup> 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.
10. Adopt the following norms to calculate the UG percentage:
  - Include all subjects (Part I, II, III & IV) in the % calculation.
  - If the consolidated mark sheet gives the overall percentage, use it as it is.
  - Engineering Colleges give CGPA for a maximum of 10 points. Multiply the given CGPA by 10 to arrive at the %.
  - Some Universities give CGPA for a maximum of 4 points. Multiply it by 25 to arrive at the percentage.
11. The cost of application for each PG course is Rs. 500 and each UG course is Rs. 350. The online application will automatically calculate the cost based on your course preference and give you the total cost.
12. PG Applicants can apply for more than one courses viz., (MSW, MA(HRM), MA(HR&OD), MSc (Coun. Psy) and MA (Dev. Mgt) in the same online PG application form by selecting the options given in the page.
13. Similarly UG applicants can apply for both BSW and BSc Psychology in the same online application form.
14. For MSW course, applicants can apply more than one Specialization viz., Community Development, Medical & Psychiatric Social Work and Human Resource Management at a time by selecting the options.
15. 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 to submit the application.
16. 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 made available in your login.
17. For PG Applicants, after successful payment of the application fees online, Hall Tickets will be available for download in your login. For applicants who pay by DD / Cash, Hall Tickets will be available 1 or 2 days after it is received by the College Office.

18. You can login anytime with the application reference number sent to you through SMS / email.

### **Payment options**

Applicants will have the following THREE types of options to pay for the application and submission of application.

- 1. *Online payment by Netbanking, Credit/Debit cards using payment gateway.***

After online submission of your application (i.e. SAVE), choose Online as the payment option and pay the required amount as calculated by the online process for your application. Applicants who pay online NEED NOT send a hard copy of their application to the College.

- 2. *Offline - Payment by Demand Draft.(only for Applicants outside Chennai city)***

After online submission of application(i.e. SAVE), choose Offline as the payment option, take a print-out of the application form PDF available there, enclose the Demand Draft for the application amount calculated by the online process and send it to College office by post / in-person. The Demand Draft must be made in favour of “THE PRINCIPAL, MADRAS SCHOOL OF SOCIAL WORK” payable at Chennai.

- 3. *Offline - Payment by Cash in the College Office.***

After online submission of application (i.e. SAVE), choose Offline as the payment option, take a print-out of the application form PDF available there, and submit it to College office in-person along with the Cash calculated by the online process for your application.

### **Admission Process – PG**

1. Applicants who have successfully submitted the online application and paid for the same will receive Hall Tickets in their email ids given by them in the Application form. The Hall Ticket will also be available as a PDF file in their login.
2. The Entrance Test will be conducted on 1<sup>st</sup> June 2017 at the MSSW Campus in Chennai. The exam will not be conducted anywhere else. The model question paper is given in the Admissions Page of the website.
3. The list of applicants who have qualified after the test for Interview / Group Discussion will be put up on the College website and eligible applicants will be informed through email. The date and time of interview/GD will also be indicated.

4. 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/GD will be entertained.
5. The following Original certificates 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)
6. 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.
7. Provisionally selected/waitlisted candidates must report on the given date and time and pay the fees failing which they will forfeit the admission.
8. Waitlisted candidates will gain opportunity for admission only if a vacancy arises due to non-reporting or ineligibility of selected candidates.
9. Apart from paying the fees, admitted candidates must surrender all their Original certificates (mentioned above) for further processing of admission.

### **Admission Process – UG**

1. There is no entrance exam for UG 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 28192824 and 28195126. The email helpline is [admissions@mssw.in](mailto:admissions@mssw.in).