

# MADRAS SCHOOL OF SOCIAL WORK

(A NAAC Accredited Autonomous College Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai – 600 008.



## PROSPECTUS

FOR

**UNDER-GRADUATE  
POST-GRADUATE &  
PG DIPLOMA COURSES**

**FOR THE ACADEMIC YEAR  
2018 – 2019**

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For General Enquiries : 044-28192824, 044-28195126 (10 a.m. – 4 p.m.)  
College Website : [www.mssw.in](http://www.mssw.in)  
E-Mail support : [admissions@mssw.in](mailto:admissions@mssw.in)



**MARY CLUBWALA JADHAV**  
**(1908 – 1975)**  
**Founder, Madras School of Social Work**

A woman with an inborn instinct and insatiable thirst for service to humanity Mrs. Mary Clubwala Jadhav, founded the Madras of School of Social Work in 1952.

Born in 1908 into a rich Parsi family, she was raised strictly in the traditional way by her mother who taught her the values of caring and sharing. In 1926, she was married to Mr. Nogi Clubwala who encouraged her to involve in social activities. She was a regular visitor to government approved schools and worked for the Red Cross. After the sudden demise of her husband, instead of retiring into a shell, she decided to occupy her time meaningfully. She became totally involved in social work with sincerity and commitment.

In 1937, Mrs. Mary Clubwala was made the honorary secretary of the Guild of Service. In 1942, During World War II, Mrs. Clubwala founded the Indian Hospitality Committee and persuaded women from all communities and walks of life to join in the effort to organize mobile canteens, hospital visits, diversional therapy and entertainment programmes for the army men. The victorious 14th Army presented her a Japanese sword in appreciation of her tremendous efforts. Mrs. Mary Clubwala was called “the Darling of the Army” by General Cariappa! After the war, her focus was once again on the Guild of Service which became a banyan tree which put down roots for various projects like health centres, bakery units, an adoption centre, family assistance schemes, Meals on Wheels, rural development projects and a school for the deaf, to name just a few.

Mrs. Clubwala’s concern for destitute children was responsible for starting the Seva Samajam Boys’ Home and the Seva Samajam Girls’ Home in Adyar in 1950. These Homes gained an international reputation as model institutions. In 1954, she helped get started, through the joint efforts of the Guild and the Madras Rotary Club, the Bala Vihar in Kilpauk, a school for mentally challenged children.

Perhaps Mrs. Clubwala’s most significant contribution was establishing the Madras School of Social Work. At that time there were only three schools of social work in India and all of them were located in the northern region. In order to facilitate easy access and appropriate practical learning for students interested in social work in the southern region she decided to start the Madras School of Social Work. Mrs. Mary Clubwala visited various schools of social work in USA to know about their functioning and finally her dream came true in 1952.

In 1941, she received the Most Excellent Order of the British Empire (MBC). She was honoured by the International Council of Social Welfare with the “Outstanding Service Award” at The Hague in 1972. She was awarded the Padma Shri, Padma Bhushan and Padma Vibushan by the Govt. of India for her outstanding services. On 6th February 1975, she breathed her last in Bombay after a surgery to fight cancer. Condoling her death, Mrs. Indira Gandhi mentioned that India lost an eminent social worker. Her dedication, perseverance and will to overcome obstacles, conviction and contacts enabled her dream of starting a school to train professional social workers came true.

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# ABOUT MADRAS SCHOOL OF SOCIAL WORK

Madras School of Social Work, an Autonomous Institution established in the year 1952 is affiliated to the University of Madras and is accredited by NAAC with an 'A' Grade. It is located in Chennai, the state capital of Tamil Nadu. The Institution is now under the aegis of Society for Social Education and Research (SSER), a registered non-profit organisation. The College has been rated as the best college for Social Work education in South India and one among the top 5 Social Work Institutions in India. Madras School of Social Work offers the following Academic Programmes adopting CBCS pattern as prescribed by the TANSICHE and the University of Madras:

## **Under-Graduate Programmes:**

- Bachelor in Social Work (BSW)
- Bachelor of Science in Psychology (B. Sc. - Psy)

## **Post-Graduate Programmes:**

- Master of Social Work (MSW)
- M.Sc. Counselling Psychology (M.Sc. CP)
- M.A. Human Resource Management (M.A. HRM)
- M.A. Human Resource & Organization Development (M.A. HR&OD)
- M.A. Development Management (M.A. DM)
- M.A. Social Entrepreneurship (M.A. SE)

## **Research Programmes:**

- M. Phil in Social Work
- M. Phil in Psychology
- Ph. D in Social Work

## **Post-Graduate Diploma Programmes:**

- Post Graduate (Hons) Diploma in Personnel Management and Industrial Relations
- Post Graduate Diploma in Human Resource Management

## **Advantages of Education at MSSW**

- Courses relevant to Industry and Society
- Updated contemporary curriculum
  - Qualified Faculty members
  - Adequate infrastructure
    - Excellent Library
  - Exclusive Placement Office
- Meaningful Internships in all Semesters
  - Earn and Learn opportunities
    - Vibrant Alumni connect
    - Certificate courses
  - Outward Bound Training
  - Compact Green campus

# VISION AND MISSION

## VISION

**To be a global leader in education, research and intervention in Social Work and allied disciplines towards transforming the human potential into socially sensitive change agents for sustainable development.**

## MISSION

MSSW will create outstanding professionals who will provide **transformational leadership** in the community and workplace. Through:

- An experiential transformative process of education and practice oriented pedagogy involving in multi-disciplinary social sciences research.
- Implementing community out-reach in our core competency areas, need and evidence- based community practice interventions and delivering training & consultancy services to Corporate, Government and Civil Society Organizations.
- Playing an active role in advocacy & policy formulation and access to contemporary knowledge resources.

# PROGRAMMES OFFERED

## UNDER GRADUATE PROGRAMMES

STREAM	SHIFT II (SELF FINANCED)	
TIMING	8.00 Am to 1.30 Pm*	8.00 Am to 1.30 Pm*
COURSE TITLE	<b>Bachelor of Social Work</b>	<b>Bachelor of Science in Psychology</b>
DURATION	3 years (full-time)	
ELIGIBILITY CRITERIA FOR ADMISSION	<p>A pass in Higher Secondary Examination (Academic or Vocational stream) conducted by Govt. of Tamil Nadu or an examination accepted as equivalent by the Syndicate, University of Madras. <b>The upper age limit for admission to UG courses will be 21 (Twenty-One) years as on 1st July 2018.</b></p> <p>However, a relaxation of 5 years is permitted for Differently Abled as per G.O.Ms.No.239, S.W. dated 3-9-93. SC/ST/BC/MBC/DNC Candidates and women candidates may be allowed the age relaxation of 3 years beyond 21 years.</p>	

\*Timings are subject to change. Management has the right to alter class timings as and when it is required.

### Note:

- Applications to the UG courses will be enabled only after the publication of 12<sup>th</sup> Standard State Board results. Candidates should apply within 10 days of the publication of results.
- CBSE and other Board students can apply only after their respective Board results are published. A few seats will be made available to the students from these Boards.

## POST GRADUATE PROGRAMMES

<b>STREAM</b>	<b>SHIFT I (AIDED)</b>	<b>SHIFT II (SELF FINANCED)</b>					
<b>TIMING</b>	8:00 AM - 1.30 PM	1:30 PM - 6:30 PM*					
<b>COURSE TITLE</b>	<b>Master of Social Work</b>	<b>Master of Social Work</b>	<b>Master of Arts in Human Resource Management</b>	<b>Master of Arts in Human Resource and Organization Development</b>	<b>Master of Arts in Development Management</b>	<b>Master of Arts in Social Entrepreneu- rship</b>	<b>Master of Science in Counselling Psychology</b>
<b>DURATION</b>	2 years (full-time)						
<b>ELIGIBILITY CRITERIA FOR ADMISSION</b>	Graduate in any discipline, of a minimum duration of 3 years or its equivalent (under the 10+2+3) pattern or any other pattern (including professional courses) that fulfils the mandatory requirements of 15 years full-time formal education from a recognized University and approved by the University of Madras. Age Criteria as per Government norms.						Graduate in Psychology or Counselling Psychology with a minimum 3 years course duration or its equivalent (under the 10+2+3) pattern that fulfils the mandatory requirements of 15 years full-time formal education from a recognized University and approved by the University of Madras. Age Criteria as per Government norms.

\*Timings are subject to change. Management has the right to alter class timings as and when it is required

## RESEARCH PROGRAMMES

STREAM	SHIFT I (AIDED)		SHIFT II (SF)
TIMING	8 AM - 1:30 PM		1:30 PM - 6:30 PM
COURSE TITLE	M. Phil (Social Work)	Ph.D (Social Work)	M. Phil (Psychology)
DURATION	1 year (full-time)	Full-time/Part-time	1 year (full-time)
ELIGIBILITY CRITERIA FOR ADMISSION	Candidates passed 2-year PG. Degree course in Social Work under 10+2+3 or 11+1+2 pattern	As per the University of Madras norms	Candidates passed 2-year PG. Degree course in Psychology under 10+2+3 or 11+1+2 pattern

Prospectus for M.Phil courses will be made available in the month of July. Prospectus for PhD Programme is available in the University of Madras website.

## PG Diploma PROGRAMMES

STREAM	SHIFT III (EVENING)	
TIMING	6.30 Pm - 8:30 Pm Monday to Friday	Tuesday & Thursday 6.30 Pm to 8.30 pm Saturday 9.30 Am to 1.30 Pm
COURSE TITLE	PG (Hons) Diploma in Personnel Management and Industrial Relations	PG Diploma in Human Resource Management
DURATION	2 year (Part-time)	1 Year (Part-Time) Trimester pattern
ELIGIBILITY CRITERIA FOR ADMISSION	Any UG Degree from a recognized University. Applicants with work experience will be preferred.	Any UG Degree from a recognized University with minimum of 2 years experience after graduation.

Detailed Prospectus for the Diploma courses is available in the College Website: [www.mssw.in](http://www.mssw.in)



# **UNDER GRADUATE PROGRAMMES**

(Affiliated to University of Madras)

## BACHELOR OF SOCIAL WORK

### About the Course

The three-year Bachelor program in Social Work is a preparatory course with a blend of theory and field practice. The uniqueness of this program is that students are exposed to experiential learning. The main objective of the course is to impart education and training in professional social work and enhance understanding of social issues through interdisciplinary perspectives.

### Pattern of the Programme

Semester I	Semester II	Semester III
Language I (Tamil/French)	Language II (Tamil/French)	Social Work Practice With Individuals And Groups - I
English I	English II	Social Work Practice With Communities - I
Introduction To Social Work	Social Work Profession	Fields Of Social Work
Sociology	Human Growth And Development	Economic And Political Systems And Processes
Field Work I	Field Work II	Field Work III
Soft Skills I	Soft Skills II	Soft Skills III
Non-Major Elective - Stress Management/Basic Tamil-I	Non-Major Elective – Basic Tamil – II / Sustainable Tourism And Social Work	Value Education
Semester IV	Semester V	Semester VI
Social Work Practice Individuals And Groups-II	Communication For Social Work	Social Welfare Administration
Social Work Practice Communities-II	Social Work Research And Statistics	Women’s Development Issues And Concerns
Social Development And Social Work	Dimensions Of Health	Research
Psychology	Social Work With Senior Citizens	Human Rights
Field Work IV	Field Work V	Field Work VI
Soft Skills IV	Soft Skills V	Soft Skills VI
Environmental Studies	Disability / Disaster Management	Introduction To Work Force Management / Social Entrepreneurship (Mandatory For Course Completion)

The course content has core subjects and allied subjects. Field practicum is an integral part of the course which consists of lab sessions, observation visits, project field work, rural camp and concurrent field work that enable the students to relate the theory learnt in the class in social settings. Each student is expected to undertake a project report on his/her area of interest in the field of Social Work under the supervision and guidance of faculty. The course is designed in such a way that it will impart essential soft skills to mould the overall personality of the students.

### Scope of the Programme:

The knowledge and practical experience gained through the theory papers and field exposure will enable the graduates to move easily into other post graduate courses like MSW, Public Administration, Development Management, Human Resource Management, Economics, Politics, Journalism and Law. It also helps to prepare the candidates for competitive examinations. Employment opportunities are open in welfare and corporate settings for the graduates of this course

## Bachelor of Science in PSYCHOLOGY

### About the Course

Madras School of Social Work is one of the leading institutions offering B.Sc. Psychology programme which is designed to give an opportunity to those students who are interested in studying human behavior and to pursue their higher studies in the different fields of Psychology. For this purpose, the programme is aptly designed comprising of theory papers, laboratory experience and field visits.

### Pattern of the Program

Semester I	Semester II	Semester III
Language I (Tamil/French)	Language II (Tamil/French)	Language III (Tamil/French)
English I	English II	English III
General Psychology – I	General Psychology – II	Social Psychology - I
Biological psychology	Child Development	Psychology of adolescence and middle adulthood
Introduction to Social Work	Fundamental statistics in psychology	Research Methods
Basic Tamil/Non-Major Elective	Basic Tamil/Non-Major Elective	Environmental Studies
Elective – Soft skills	Elective – Soft skills	Elective – Soft skills
Semester IV	Semester V	Semester VI
Language IV (Tamil/French)	Abnormal Psychology – I	Abnormal Psychology – II
English IV	Counselling Psychology	Organizational Behavior
Social Psychology – II	Case Study (Practical)	Psychological Testing
Experimental Psychology (Practical)	Elective – Health Psychology / Sports Psychology	Elective – Geriatric Psychology / Forensic
Elective – Career Psychology / Cognitive Psychology	Value Education	Survey research (Practical)
Consumer behavior & Marketing	Study Tour	
Extension Activities		

The Program will ensure that students are exposed to various fields of psychology and psychological testing, field visits, projects and hands on experience. Students will be given a strong foundation in both theory and practicum components throughout the three-year undergraduate program. They will learn about research methods, experiments in psychology and soft skills which will focus on communication and computing skills. Students are facilitated to attend at least one professional conference and workshop during the course of the study. The department strives to build in each student an all rounded personality.

### Scope of the Programme:

The undergraduate degree will be an excellent preparation for a post graduate course in the different fields of Psychology such as Counselling, Clinical, and Organizational Psychology and in related fields such as Criminology, Human Resource Management, and Social Work and so on.

# **POST GRADUATE PROGRAMMES**

(Affiliated to University of Madras)

## MASTER OF SOCIAL WORK (Aided & Self-Financed)

### About the Course

The objective of the MSW course is to prepare candidates as professionals in Community Development, Medical and Psychiatric Social work and Human Resource Management fields. The Programme is aimed at developing in them skills, attitudes and values necessary for working with people in different community and organizational settings. In addition to imparting the discipline related, specialization-related knowledge, the course will hone the values and attitudes required for inter personal and managerial skills required for effective practice.

The course is offered in both Aided (shift I) and Self- financed (shift II) streams. Though the curriculum remains the same, the class timings, academic calendar and administration are distinct.

The first semester is generic and Second semester offers insight into specializations. Semester III & IV are purely specialization centric. As the oldest programme of the college, the curriculum has matured to emerge robust and rigorous to impart the knowledge, skills and attitudes required for the profession. The curricular inputs are offered as core, interdisciplinary, elective and course completion papers. One of the highlights of the programme is field work. The field work pattern is graded and progresses in terms of its goals across the semesters.

### Specialization Details:

**Community Development (CD):** This specialization equips students to work with communities and organizations. Focusing on macro-practice in Social Work, this specialization provides the students with skills for identifying needs of rural, urban and tribal communities, plan intervention programmes, mobilize community participation, manage development projects, monitor and evaluate programmes, build capacities of communities and organizations and advocate for human rights. Employment opportunities are available with Government departments, National and International NGOS, UN Organizations and in the CSR Departments of the Corporate sector and to launch career as Social Entrepreneurs.

**Medical & Psychiatric Social Work (MPSW):** This specialization helps students to understand the physical and mental health needs of individuals and families and equips them to intervene at the personal and community levels and to formulate policies. Students are exposed to psycho-social assessments, therapies, counselling and health systems and they become competent in planning and implementing family and community health interventions. Students completing this specialization can gain employment in hospitals, mental health centres, individual and family counselling centres, community health NGOs, UN Organizations and research institutions.

**Human Resource Management (HRM):** This specialization trains students to become socially relevant and competent Human Resource Managers. Along with cutting-edge knowledge on all aspects of HRM, students are also imparted strong people skills and values. Students who graduate with this specialization of Social Work will have better adaptability, problem solving and team building skills. Employment opportunities are available in the HR and L&D departments of all types of the corporate sector and National and International NGOs. Candidates who have completed this course are also eligible to be appointed as labor welfare officers.

### Pattern of the Program:

Semester-I	Semester- II
Social Work Profession	Social Work with Communities
Social Work with Individuals.	Social Research and Statistics
Social work with groups	Social Policy & Planning (CD & MPSW) Human Resource Management (HRM)
Sociology	Basics of Counselling
Psychology	Management of Organizations
Field Work I (Observation Visits, Rural Camp, Project Field work)	Social Legislation (CD & MPSW) Labour Legislation – I (HRM)
	Field Work II – (Concurrent Pattern-NGO setting)

Soft skills I - Personal and Interpersonal Connect	Soft skills II – Leadership & Team Building (OBT)
	Summer Placement (Block Pattern-Specialisation setting)
<b>Semester-III</b>	<b>Semester-IV</b>
<b>Specialization Paper –1</b>	<b>Specialization Paper –5</b>
Rural Development and Governance(CD)	Urban Development and Governance (CD)
Mental Health and Psychiatric Social Work (MPSW)	Clinical Social Work Practice (MPSW)
Labour Legislation – II (HRM)	Organizational Change & Development (HRM)
<b>Specialization Paper –2</b>	<b>Specialization Paper 6</b>
Dalit & Tribal Empowerment(CD)	Social Work with Children & Youth (CD)
Medical Social Work (MPSW)	Therapeutic Interventions(MPSW)
Strategic Human Resource Management (HRM)	Learning & Development(HRM)
<b>Specialization Paper –3</b>	<b>Specialization Paper 7</b>
Community Development – Approaches and Tools (CD/MPSW)	Community Health (CD&MPSW)
Organizational Behaviour (HRM)	International HRM (HRM)
<b>Specialization Paper –4</b>	<b>Inter-disciplinary Paper</b>
Women and Development (CD)	Social Entrepreneurship (CD)
Social Work with Families and Senior Citizens	Disability and Social Work (MPSW)
Employee Relations & Welfare (HRM)	Compensation Management
<b>Interdisciplinary Paper</b>	Research Project II
(CD & MPSW)	Field Work IV
Performance Assessment (HRM)	Soft Skills V – Specialization Competencies
Research Project - I	Participation in Professional Forum Activity – I (Course Completion only)
Field Work II	
Soft skills I – Career and Workplace Competencies	
Participation in Professional Forum Activity – I (Course Completion only)	

<b>Certificate Courses</b>	
<b>MSW Shift I</b>	<b>MSW Shift II</b>
Development Communication	Human Rights
Human Rights	Palliative Care
Psychiatric Assessment and Therapeutic Counselling	Finance for Non Finance Professionals
Expressive Art Therapy	Business Communication
Human Resource Information System	NGO Governance, Finance and Legal Compliance

**Note:**

**Specializations will be allotted at the time of admission on the basis of application submitted. No change will be permitted after admission.**

## M.Sc. COUNSELLING PSYCHOLOGY

### About this Course

M.Sc. in Counselling Psychology is a two year full-time four semester programme. The course would prepare a student for a career in counselling. Specialization in Counselling Psychology equips the students with theory knowledge and skills that are necessary for assessing the problems of individuals and groups.

### Pattern of the Programme:

Semester I	Semester II	Semester III	Semester IV
Statistics in Psychology	Research Methodology	Counselling Across Life Span	Counselling and Therapy for Groups and Special Populations
Counselling Process and Skills	Behaviour Modification	Internship	Psychological Training Modules (Demonstration)
Theories of Personality	Psychological Assessment – I (Practical)	Counselling and Therapeutic Techniques	Dissertation
Psychopathology	Case Analysis – Praxis of Counselling	Psychological Assessment – II (Practical)	Case Analysis – Praxis of Counselling
Cross cultural Psychology	Corporate Counselling	Counselling Children With Developmental Disorders	Counselling in Schools
Health Psychology	Life Skills	Positive Psychology	Soft Skills - IV
Introduction to Management	Advanced Statistics in Behavioural Sciences	Training and Development	
Soft Skills - I	Soft Skills - II	Soft Skills - III	
	Summer Placement		

**Certificate Courses:** Marital Counselling, Rehabilitation Psychology, Integrated therapy, Tobacco Cessation Methodologies

The students of this department are taught through various innovative methods. Students are trained to administer, interpret and write reports on various psychological tests. Students must attend at least 2 conferences/workshops during the course of their study. Students are also encouraged to present papers at conferences, seminars and publish their articles in national and international journals.

### Scope of the programme:

The course will prepare the students to launch themselves in an expanding professional world as Consultant Psychologist, School/College Counsellors, Corporate Counsellors and Trainers, Therapists, Resource persons, Facilitators, Instructors and Teachers. They can pursue higher studies in Counselling Psychology, Clinical Psychology and Psycho-Oncology.

## M. A. HUMAN RESOURCE MANAGEMENT

### About the Course

This is an intensive two-year program aimed at making future HR leaders by preparing a global talent engine, capable of meeting the challenges of the competitive business environment. Students are imbued with holistic personality skills that enhance their employability.

### Pattern of the Program:

Semester I	Semester II	Semester III	Semester IV
Management Principles	Learning and Development	Employee Relations and Welfare	Organizational Change and Organizational Development
Organisational Behaviour	Labour Law-II	Workplace Counselling	Electives: Entrepreneurship Development Human Rights
Strategic Human Resource Management	Compensation Management	Accounting for Managers	International Human Resource Management
Labour Law – I	Performance Management Systems	Operational Management	Electives Financial Management Marketing Management
Managerial Economics	Research Methodology	Business Policy and Strategic Management	HR Analytics
Industry Institute Interface Component	Industry Institute Interface Component	Industry Institute Interface Component	Industry Institute Interface Component
	Summer Placement	Research Project	Block Placement
Soft skills I	Soft skills II	Soft skills III	Soft skills IV
		Outbound Training	

### Certificate Courses :

1. Competency Mapping
2. Counseling Micro skills
3. Learning and Development
4. Organisational Development

A platter of teaching methods is adopted besides classroom lectures, which includes group discussions, seminars, dip stick studies, role-plays with audio-visual aids, skill labs and other simulation based training methods. A committed faculty base, familiar with the system, having sharp classroom delivery is the strength of the Department. Excellent student-faculty ratio makes personal learning highly effective. The department also exposes the students to interact with Industry Experts through Guest Lectures, Workshops and Panel Discussions.

### Scope of the Course:

Keeping in mind the demands of the industry, this course is designed to create HR Specialists to develop and manage harmonious relationships at workplaces and to strike a balance between organizational and individual goals. Students completing MA.HRM are preferred by corporate houses for the positions of HR Trainer, Recruiter, Welfare, Executive.



## M. A. HUMAN RESOURCE AND ORGANISATION DEVELOPMENT

### About the Course

The course has been designed to cater to the growing needs of Industry and Business for young men and women in the area of not only in Human Resource Management but also in Organizational Development. Through this course, the students are instilled with technical, management and interpersonal skills.

### Pattern of the programme

Semester I	Semester II	Semester III	Semester IV
Human Resource Management	Learning & Development	Organizational Development-I	Organizational Development-II
Organizational Behavior	Industrial Relations	Operations Management	Cross-Cultural Business Management
Management Principles	Research Methodology and Statistics	Corporate Planning and Strategic Management	Human Resource Accounting and Information systems
Labour Legislation	Change Management	Performance management	Workplace Counseling
Fundamentals of Accounting and Financial Management	Managerial Economics	Compensation Management	<b>Electives</b> Entrepreneurial, development Industrial health, hygiene & safety
		Research Project	
Industry Institute Interface I	Industry Institute Interface II	Industry Institute Interface III	Industry Institute Interface IV
Soft skills I	Soft skills II	Soft skills III	Soft skills IV
	Summer Placement	Outbound Training	

**Certificate Courses:** HR analytics & Neuro Linguistic Programming.

The course offers contemporary papers suited to the needs of the Industry. Lab sessions are conducted to train students in OD skills to develop, monitor and evaluate organisational effectiveness and performance. Internships spreads across four semesters and one semester project work gives a first-hand experience for the students to diagnose organisational problems and to propose solutions for the same. Interactions with industry experts through guest lectures, workshops and panel discussions and Industrial visits to organisations provide an excellent learning platform for the students.

### Scope of the course

This course focuses on the Managerial Responsibility for the development of organization and the diverse technologies that a manager can employ to support organizational improvement. It provides a knowledge of organisational culture, values and skills that can be used by managers, leaders and administrators to influence organizational change. A parallel emphasis will focus on the roles of consultants/facilitators in the organisational development. Thereby a student completes this course can opt to take up employment in organizations as OD/Training executives and as well can take up the roles of consultants and facilitators for organisations.

## M.A. DEVELOPMENT MANAGEMENT

### About the Course

This unique programme in Development Management has been designed and introduced by the College to meet the increasing demand for trained professionals and managers in the Development sector. The students undergoing this programme are given right exposure to the challenges faced by the contemporary society and to lead organizations and empower the people to deal with the issues. The course aims to develop the management competencies and analytical capabilities of the new generation Development Managers.

### Pattern of the Programme

SEMESTER I	SEMESTER II	SEMESTER III	SEMESTER IV
Introduction to Development Management	Development Communication & Management	Project Management	Entrepreneurship Development & Management
Establishing Development Organizations	Organizational Behavior	Global Issues and Social Development	Environment Management
Human Resource Management & Labor Legislations	Research Methodology	Corporate Social Responsibility	Community Based Health and Education Management
Sociology of Development	Human Rights and Gender Issues	Accounting for Decision Making	Disaster Management
Fundamentals of Management	Pragmatic Models of Development	Development Economics	Organization Development
Development Practicum I	Development Practicum II	Research Project	Development Practicum IV
Soft Skills – I	Soft Skills – II	Development Practicum III	Soft Skills – IV
	Summer Placement	Soft Skills – III	

**Certificate Courses:** 1. Research: Mixed Methodologies                      2. Solid Waste Management

It is an Inter-disciplinary course which includes core papers, elective papers and development practicum providing excellent opportunities for experiential and application based learning in Development Organizations, Corporate Sectors, International, National and State level organizations. Interactions with field experts through Development Practicum, Guest lectures, workshops and skill lab sessions enhance the learning of the students significantly.

### Scope of the course

This course is a value added, market driven and employment oriented course. It is structured to address the specific management requirements of CSR, NGO, UN agencies, Government development projects and autonomous bodies. As the outcome of it, the passing out candidates get a good opportunity for placement in local, national and international NGOs, CSR foundations and international organisations.

## M.A. SOCIAL ENTREPRENEURSHIP

### About the Course

Social Entrepreneurship is emerging as a major field of work that adds value to peoples' lives while giving shape to the dreams of an Entrepreneur. This course is designed to provide an enriching academic and practical experience in learning about mission-driven, sustainable, socially relevant profit and nonprofit ventures.

### Pattern of the Programme

Semester I	Semester II	Semester III	Semester IV
Introduction to Social Entrepreneurship	Research Methodology	Women and Entrepreneurship	Social Entrepreneur Strategies
Fundamentals of Management for Social Enterprises	Development Economics	Entrepreneurship Development	Social Leadership
Human Resources Management	Social Marketing	Vulnerability and Sustainable Environment	Social Innovation and Entrepreneurship
Indian Society and Polity	Financial Management	Legal Framework for Social Enterprises	Project Management
Marketing Intelligence and Management	Fund Raising and Resource Mobilization	Total Quality Management	Product Management
Field Immersion I	Field Immersion II	Field Immersion III	Research Project/ Social Business Plan
Soft Skills I	Soft Skills II	Soft Skills III	Field Immersion IV
	Summer Internship		Soft Skills IV

The course is designed with ample opportunities for field engagement, participation and research. The curriculum transaction will involve lectures, interactive discussions, group assignments, providing reading material for reflection and discussions, articles / news item reviews, field based case studies / discussions and analysis, field visits and guest lectures.

### Scope of the Course

The Course will prepare and strengthen the students to stand as a confident Social Entrepreneur and to face the Challenges in the ever changing Business World. It also introduces diverse knowledge and skills that stand out to be great asset for managers, leaders and administrators in various sectors. Thereby the students on completion of the course can start their own social ventures, get enrolled in fellowships or employed in organizations with social entrepreneurship acumen.

The department also runs independent projects and there is good possibility for the students to get employed in those projects as well.

The Department will help incubate social ventures of the students as soon as they graduate and provide linkages with funding opportunities.

# **PG DIPLOMA PROGRAMMES**

(Diploma awarded by MSSW)

## **PG (HONOURS) DIPLOMA IN PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS**

### **About the Programme**

The PG(HONS) Diploma in Personnel Management and Industrial Relations started in the year 1978, is a high intensive two year programme which caters to the needs of the industry. The department has produced a large number of HR professionals who are working in highly reputed industry. Experienced HR Practitioners are engaged to handle classes so that the students will gain hands on experience. The course has been well recognized in the industrial spectrum as well as the government organizations. The candidates who graduate from this course are eligible to become Welfare Officer and the course is a prescribed qualification for direct recruitment as Assistant Commissioner of Labour(G.O.MS.No153.Dated07/09/2017)

### **Course Structure**

<b>SEMESTER I</b>	<b>SEMESTER II</b>	<b>SEMESTER III</b>	<b>SEMESTER IV</b>
Principles of Management	Performance and Rewards management	Organizational Change & Development	International Human Resource Management(IHRM)
Human Resource Management	Organizational Behaviour	Social Security & Miscellaneous Labour Legislations	Manufacturing Management OR Entrepreneurship Development (Elective)
Accounting for Planning & Control& Business Finance	Research Methodology	Employee Relations	Learning & Development
Marketing Management	Labour Legislations	Safety and Health,Hygiene(SHE)	Employee Welfare
Managerial Economics	Business Communication	Quantitative Techniques	HR Analytics
			Project /VIVA

### **Admission Criteria and Eligibility**

Any graduate who has passed out from any recognized University is eligible to apply for this course. The course is suitable for working professionals and those who aspire to become Welfare officer/Labour officer. Preference in admission will be given for working professionals. Fresh graduates will be admitted subject to availability of seats.

Duration: **Two year** (Evening Programme), **FIVE** days in a week

Timings: 6.30pm-8.30pm

### **Course Fees:**

The course fee is Rs.40,000 per year + GST. The course fees can be paid in 2 installments

**Contact:** Mr. M. Hemakumar, Coordinator, 7502045805, hemakumar@mssw.in

## PG DIPLOMA IN HUMAN RESOURCE MANAGEMENT

MSSW in partnership with Kelsa Solutions brings the Postgraduate Diploma in Human Resource Management (PGDHRM). The course is structured to accommodate and further the learning needs of working professionals who have work experience of at least two years, in any field. The modules prepare the batch with the real- world knowledge to be effective HR Leaders. The modules covered during the course are as follows:

Trimester 1	Trimester 2	Trimester 3
<ul style="list-style-type: none"> <li>• Human Behaviour in Organizations</li> <li>• Legislative Framework of Business</li> <li>• Basic Quantitative Techniques</li> <li>• Managerial Communication &amp; Communication Processes</li> </ul>	<ul style="list-style-type: none"> <li>• Organization Structure &amp; Design</li> <li>• Compensation and Rewards Management</li> <li>• Workforce Planning and Staffing</li> <li>• Elective 1*</li> <li>• <i>Project / Research Paper (over Trimesters 2 &amp; 3)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Learning and Competency Development</li> <li>• Performance Management</li> <li>• Elective 2*</li> <li>• Elective 3*</li> <li>• <i>Project / Research Paper (over Trimesters 2 &amp; 3)</i></li> </ul>

\*Elective Choices- HR Analytics, Industrial Relations 4G, Strategic HRM, Personal Effectiveness+ Train the Trainer

**Faculty:** Faculty for the programme will be industry leaders who have theoretical and practical knowledge specialized to each module.

### Course Highlights:

- Emphasis on practical learning, with a continuous comprehensive evaluation
- Guest lectures by eminent industry leaders
- Access to MSSW Alumni Association on successful completion of course

### Course Details:

- The entire programme will be structured as distinct learning modules. A student will have to complete 12 modules to be eligible for the award of the PGDHRM
- Of the 12 modules, 9 will be core modules; 3 will be electives (to be chosen from a set of 4)
- Each module will have ~30 session hours covered in ~12 sessions
- Each module will be completed over a month; classes will be conducted over 8 hours each week – 4 hours on weekdays (2 hours on 2 days) + 4 hours on Saturday
- Students will also have to complete a research / project based paper over Trimesters 2 & 3

### Course Fees:

The full course fee is Rs.1,20,000+GST. The course fees can be paid in 2 installments:

Rs. 72,000+GST on admission	Rs. 48,000+GST in January
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**Contact :** For any queries, please contact: Email: [pgdhrm@mssw.in](mailto:pgdhrm@mssw.in), Phone number: 9940231146

## FIELD WORK AND INTERNSHIP ORGANIZATIONS

Since all the programs offered by Madras School of Social Work are field based, the students undergoing the course of his/her own choice will get opportunities to undergo concurrent (weekly two days) and block (30 days in a semester of 90 days) patterns of focused field training in various specialized organizations with whom the institute has developed an excellent networking over a period of time. Following are a sample of few organizations from the lengthy list in which the students of Madras School of Social Work will get an opportunity to get placed for their field learning and practical training.

### *An indicative list of our Field Work and Internship Organizations*

ACCENTURE	SUNDARAM MEDICAL FOUNDATION
LARSEN & TOUBRO	AIDE ET ACTION
AIRTEL	ASHA NIVAS
LUCAS-TVS	ARVIND FOUNDATION
APOLLO HOSPITALS	YRG CARE
MARY ANNE CHARITABLE TRUST	WORKING WOMENS FORUM
ASHOK LEYLAND	INTERNATIONAL JUSTICE MISSION
MONTFORT COMMUNITY DEVELOPMENT	ARUWE
BANYAN	UDHAVI
MYRTLE SOCIAL WELFARE NETWORK	KARUNALAYA
BRITANNIA	DHAN FOUNDATION
ALL-SEC TECHNOLOGIES	SLUM CLEARANCE BOARD
CATERPILLAR	ASHA HOSPITAL
PORT TRUST	ELXSI
CENTRE FOR CHILD RIGHTS AND DEVELOPMENT	ADANI
PYLON CONSULTANCY	ICICI
CHOLA BUSINESS SERVICES	COGNIZANT
RANE	KELSA SOLUTIONS
CPCL	TVS SUNDARAM CLAYTON
ROYAL BANK OF SCOTLAND	SMART MEGH
DIRECTORATE OF SOCIAL DEFENCE	ALTEMETRIC
RELIANCE	WORLD BANK
DON BOSCO ANBU ILLAM	KARADI PATH
SAINT GOBAIN	VIRTUSA POLARIS
DR. REDDY'S LABORATORIES,	NOVA
SCARF	TITAN
EUREKHA CHILD FOUNDATION	EZVIDHYA
SOS CHILDREN'S VILLAGE	SESHASAYEE PAPER
SPASTIC SOCIETY	TEACH FOR INDIA
FORTIS MALAR HOSPITAL	HILTON CHENNAI
SPI CINEMAS	BILLROTH HOSPITALS
FUTURE GROUP	INDIAN COUNCIL FOR CHILD WELFARE
SUNDARAM INFOTECH SOLUTIONS LTD	HELP AGE INDIA
HAND IN HAND	CANCER INSTITUTE
TAFE	GEMBA MANAGEMENT CONSULTANCY

HCL TECHNOLOGIES	CHILD RIGHTS AND YOU
TAJ COROMANDEL	PVR CINEMAS
HDFC	RAMCO SYSTEMS
TAMIL NADU SLUM CLEARANCE BOARD	RANSTAD
HINDUSTAN COCA-COLA BEVERAGES	ROYAL ENFIELD
TATA STEEL, MUMBAI	SUTHERLAND GLOBAL SERVICES
HOTEL DECCAN PLAZA	TAMIL NADU VOLUNTARY HEALTH ASSN
THE HINDU	TATA CONSULTACY SERVICES
INSTITUTE OF MENTAL HEALTH	THE PARK
THE RESIDENCY TOWERS	THINKING PALM
INDIAN OIL CORPORATION	IRCDS
TI CYCLES	KUMARAN HOSPITAL
TVS GROUP OF COMPANIES	SRI ARUNODAYAM CHARITABLE TRUST
CRIME PREVENTION AND VICTIM CARE (PCVC)	TANKER FOUNDATION
VODAFONE	JEEVODAYA
ITC GRAND CHOLA	MARIAYALAYA
WIPRO	WEEDS
JUBILANT FOOD WORKS	ECO-KITCHEN
DOMINO'S PIZZA	DAMIEN FOUNDATION INDIA
WORLD VISION	ARUWE
KONE ELEVATORS	KALAI SELVI KURANALAYA SOCIAL SERVICE
YMCA	INDIAN COMMUNITY WELFARE ORGANISATION
KPL KAMARAJAR PORT LIMITED	BIG BAZAAR
YUM! BRANDS	IAPA
VOLUNTARY HEALTH SERVICES	INDIAN PROSTRATE CANCER FOUNDATION
CRISTIAN MEDICAL COLLEGE	SHREYAS
RAPHA UNLIMITED	GLOBAL HOSPITAL
ELEMENTH	SERENE LIFE HOSPITAL
TECHSOFT GLOBAL SERVICES	SEVALAYA
GRASSROOT SCHOOLS	OASIS INDIA
SUCHITA PSYCHOLOGICAL INSTITUTE	RAJU HOSPITAL
REAL CHARITABLE TRUST	MITHRA FOUNDATIONS
PSYMED	MURUGAPPA GROUPS
LOGITECH	ORCHID CHEMICALS AND PHARMACEUTICALS
MA FOI	CODE MANTRA PRIVATE LTD
DISTRICT RURAL DEVELOPMENT AGENCY	ARUNODHAYA
KAAR TECHNOLOGIES	HOTEL RADDISON BLU
BHEL	ZEALOUS SERVICES
HOTEL GREEN PARK	SIEMENS
LE ROYAL MERIDIAN	THE PARK
MAX RETAIL	ADECCO
INDIA PROPERTIES	JAIN HOUSING
HOTEL LEMON TREE	WABCO
TAJ CLUB HOUSE	EMERSON



REAL IMAGE MEDIA TECHNOLOGIES	TECHNOSOFT
PANTALOON RETAIL LIMITED	INATECH INFOSOLUTIONS
THE SAVERA	NOKIA
SUNDARAM MUTUAL FUNDS	VIRTUSA POLARIS
TCS BPS	POWER IT SERVICES PVT LTD
DORMA	SULEKHA
EQUITAS	CAVINKARE PRIVATE LIMITED
ASTRA ZENCA	SURYAN FM
SPYNEST	CHRYSALIS
ASJP SCAFFOLDING ENTERPRISE PVT.LTD	LEBARA
TERMOPLAST POLYPACKS	CHRISTIAN CHILDREN FUND OF CANADA
FORD	HYUNDAI MOTOR INDIA

## INFRASTRUCTURE AND STUDENT SUPPORT SERVICES

### Library

The Library offers information services to the faculty members, research scholars and students of MSSW for their academic requirements. The library holds an impressive collection of around 16,000 books and additional resources like journals, research thesis and reports. It has indexed around 30,000 articles published in various journals. The library has developed a website [www.mssw-virtuallibrary.in](http://www.mssw-virtuallibrary.in) to access free online scholarly materials. It also enables access to INBLIBNET's online resources through individual password to all faculty members, research scholars and students.

In the College the Library has set up the 'Digital Library' very recently which enables the readers to access the digital content of research theses, in-house publications (like books and journal published by MSSW), E-books and so on. Library also conducts the following programmes regularly for the benefits of its readers:

- 'Know your library' sessions regularly to the new students' class wise at the Beginning of every academic year;
- Series of inter-departmental quiz programmes to the students with prizes for winners, Runners and quiz masters; and
- A weeklong event of "Library Week Celebrations" with Various competitions and prizes & certificates for all the winners
- Information Literacy Programs for Research
- Reflections - presentation and discussions on various books and articles.

### Computer Centre

The College has a full-fledged computer centre with multimedia computers, internet, and printer facilities. Students can make use of the centre for e-mail, internet browsing, word processing, creating presentations and data analysis. Students are also given basic orientation in use of Computers and Internet.

### Audio-Visual

The College is fully equipped with audio-visual equipment to provide multimedia learning experience. The campus is Wi-Fi enabled.

### Skill Development

Apart from regular academic classes, skill development sessions, are conducted using external and internal training experts in accordance with the department's specific requirements. Self – development, Interpersonal Effectiveness, Life Skills as well as specific professional skills are imparted through special training programmes. Each department has a forum which helps students enrich themselves in their respective areas of specialties.

### Student Clubs

Various student clubs like the NSS, Red Ribbon Club, Eco Club, Consumer Club, Literary Club and the Anti Narcotic Club in the college accelerates positive growth and also creates awareness of social issues. The college has guidance and counselling support service for students and public.

## Teaching Methods

The programmes of the college are designed to prepare young men and women for future career in their respective disciplines. Hence, several teaching methods are used. Besides Lectures, Group Discussions, Seminars, Role Plays, Audio-Visual aids, Skill Labs, Field/Industry visits, Guest lectures and Simulations are also appropriately used in teaching and training

## Campus Recruitment

Campus Recruitment is facilitated by the College for job placement of students. The students are also trained to face interviews. Participation in the campus interviews will be restricted to those students who have been regular to classes, field work, active participation in the activities of the College and have secured a pass in their Internal and External examinations in all the semesters.

The recruiting organizations may also have their own eligibility criteria for campus placement. **Most organizations expect a consistent academic record with no arrears from 10th Standard onwards with minimum 60 – 70% of marks.**

## Student Forums

All students are members of the Students' Development Council. The Council arranges a variety of programmes like lectures, debates, sports, games, cultural competitions and social service projects. In addition, each department has department forum to organize co-curricular activities for the professional development of the students on self-supporting basis.

## Scholarships

In addition to Government scholarships, the Management, the departments and the Alumni Association of the College also extend financial support for deserving students on a case to case basis.

## Hostel

The Management runs a limited hostel and mess facility inside the campus for the benefit of the outstation students. Accommodation is provided for both post-graduate and under-graduate students separately for boys and girls. After getting admission in the college, students have to approach the hostel warden separately for hostel accommodation. Allotment of rooms will be made by the hostel authority on first come first serve basis. Gaining admission to a course does not guarantee a place in the Hostel. **Applicants are encouraged to explore other hostels and paying guest accommodation available in the city.**

## CAMPUS PLACEMENT

MSSW has a placement cell which is headed by full time Placement Coordinator. It provides equal opportunities to all students to register for placements and facilitates maximum number of placements, though the college does not guarantee for placements for all due to various reasons. Many of the recruiting organizations have their own eligibility criteria according to their company policies and candidates who fulfill those criteria are only preferred by the organizations. **Most organizations require a minimum of 60 - 70% marks from 10<sup>th</sup> standard to post graduation with no history of arrears to appear for campus interview.** Also students are expected to relocate to anywhere in India or abroad depending on the organizations roles.

MSSW placement cell follows the policy of one offer for one candidate to ensure that maximum number of students are benefitted. Once students register for placement process in a particular company after a pre-placement talk they have to appear for the same and accept the offer if any. Students who register and then choose not to appear will be debarred for the subsequent placement process.

### *An indicative list of our Recruiters in the last few years*

AASHIANA ALLSEC TECHNOLOGIES ALTEMETRIC APOLLO HOSPITAL ASHOK LEYLAND BANYAN BHARAT MATRIMONY BLOSSOM TRUST CANCER INSTITUTE CAPART CMC RUHSA COCA COLA INDIA PVT. LTD COGNIZANT TECHNOLOGYSOLUTIONS CONFEDERATION OF INDIAN INDUSTRIES DAIMLER DELOITTE DEUTSCHE BANK ERNST & YOUNG FLEXTRONICS FORD FRIENDS OF INDIA FUTURE GROUP GOONJ GREENPEACE INTERNATIONAL HEXAWARE HIGH PLACES INTERNATIONAL HOSPIRA HYUNDAI I CAN TRUST IGATE INNOVA IFMR INTERNATIONAL JUSTICE MISSION ITC ITCOT KARADIPATH KELSA SOLUTIONS WORLD VISION VEDANTA	LARSEN & TOUBRO MADRAS CEMENTS LIMITED MANASHASTHRA MIOT HOSPITAL MPHASIS MRF MURUGAPPA GROUP NOVA IVF ORACLE ORCHID CHEMICALS PSYMED HOSPITAL RAJSHREE SUGARS AND CHEMICALS RAMKI GROUP RANE RESTLESS DEVELOPMENT ROYAL BANK OF SCOTLAND SAINT GOBAIN SANTOSH HOSPITAL SCARF SMARTMEGH SOS CHILDREN'S VILLAGES SRISTHI SPECIAL SCHOOL STANDARD CHARTERED BANK STERLING RESORTS TAFE TATA CONSULTANCY SERVICES TEACH FOR INDIA THINKING PALM TITAN TTK HOSPITALS TVS GROUP UAE EXCHANGE ULTRA TECH CEMENTS UN AGENCIES WIPRO WORLD BANK YRG CENTRE FOR AIDS RESEARCH AND EDUCATION
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## **IMPORTANT STUDENT REGULATIONS**

### **Ragging**

Exemplary conduct is imperative for all students. Conditions stated in the prospectus and College Calendar will be binding on students and parents/guardians at all times. Ragging is strictly prohibited in the campus. Those who indulge in ragging will be summarily expelled from the college and may also be subjected to prosecution as per law.

### **Attendance and Regularity**

Minimum 75% attendance is compulsory for class room instruction and 100% for practical/fieldwork and other important events in the college. Every student must attend college regularly, punctually and perform satisfactorily throughout the course. Absence from class for one hour will be treated as absence for half a day. No student shall be absent on the re-opening day and closing day of a semester. Attendance shortage will entail punitive action including fine or denial of permission to write Semester Examinations.

### **Discipline**

Smoking, Consuming Alcoholic Drinks and Narcotic Drugs are strictly prohibited. Any unruly conduct by a student either in the class or in the premises will invite suspension and/or dismissal. Mobile phone use is restricted to college ground only. Phones used in class and inside buildings will be confiscated.

The College reserves the right to dismiss at any time, a student whose conduct is considered unsatisfactory for any reason.

### **Course Fees**

Students who are selected for admission will have to pay the course fee in full as prescribed in the Fee Structure Sheet. Students of self-financed courses will be given the facility to pay fees in two installments (semester-wise). Fees for the first semester as indicated in Fee structure slip will be paid at the time of admission and the subsequent semester fees should be paid within 30 days of commencement of the semester. Fees not paid within the stipulated time will be accepted only with fine as prescribed by the college management from time to time.

After the expiry of 30 days, the defaulter's name will be removed from the roll and he/she will be readmitted only on payment of arrears and fine up to the date of payment and re-admission fee of Rs. 50/-. Likewise, the examination related fees and hostel fees also need to be paid as per the time schedule prescribed by the authority concerned. Failure to adhere to timelines will lead to denial of hostel accommodation/appearing for examinations.

Fees can be paid online or through bank challan downloaded from website. Fees once paid will not be refunded for any reason whatsoever.

Actual expenses towards trips for field work, observation visits, rural camps, study tour, preparation of research report, will be met directly by the students concerned, as and when required. Payment to Agencies for field work training should also be borne by the students availing such training.

### **Vehicle Parking**

Students are permitted to park **only their two wheelers** inside the campus. Students are encouraged to use public transport system to reach the college. Due to inadequate parking facilities Four wheelers of students are not permitted inside the campus for any reason whatsoever.

## 2018-2019 ADMISSION REGULATIONS

(UNLESS OTHERWISE SPECIFIED IN THE COURSE DETAIL)

- i. At the time of applying, candidates studying in 3-year degree program should have passed in all the subjects from the 1<sup>st</sup> to 5<sup>th</sup> semesters and candidates studying in 4-year degree program should have passed in all the subjects for the 1<sup>st</sup> to 7<sup>th</sup> semesters.
- ii. Admission will be based on merit, For the P.G. programmes marks secured in Degree Course, Entrance Test and Interview will be taken into account for merit list preparation. The weightage for each component is as follows: Degree Marks 100, Entrance Exam: 50 and Group Discussion/Interview: 20. Community Quota allotments will be followed as per TN Govt. Rules. **OBC candidates from States other than Tamil Nadu will be considered under General Turn (GT) only.**
- iii. For the P.G. programmes candidates can apply based on marks up to II year in case of non-semester pattern and V/VII semester in case of semester pattern.
- iv. **Admission to all the programmes will be provisional until final mark sheet in case of HSC/ Bachelor's Degree Certificate and final mark lists are produced and is also subject to University's approval. Candidates failing to produce marks certificate (for ALL semesters) within the stipulated time, will forfeit the seat allotted to them.**
- v. Admission is subject to verification of marks certificates and if the mark certificates are found to be false, admission is liable for cancellation besides criminal action being taken. Fees paid for admission will not be refunded.
- vi. Sliding from one course to another course after admission may be permitted depending upon availability of seats. This will be permitted only if the candidate has applied and appeared for interview for the courses. A nominal sliding fee will be charged to facilitate the sliding.
- vii. Students whose knowledge of English or Tamil (for MSW Course) requires improvement will be notified soon after admission and it will obligatory for them to arrange tuition in these subjects at their own cost.
- viii. MSSW is an equal opportunity institution.
- ix. All admission related communication shall be notified ONLY in the college Notice Board, college website ([www.mssw.in](http://www.mssw.in)) and through the email-ids given by candidates in their application. In case of failure in delivery of emails the college authorities will not take responsibility for the same.

### Important Information:

The College does not accept donations/capitation fee for admissions. Admissions are made purely based on merit and the prescribed criteria for each course. Candidates are advised against paying any money to anyone within or outside the College to secure admission for any course at MSSW. Candidates/Parents/Guardians are requested to bring to the notice of the Principal if they come across any information regarding this. The information can be emailed to **principal@mssw.in**. Admissions will be cancelled for those students who gain admission using any malpractices.

## **APPLICATION PROCEDURE**

**Applicants can apply using any one of the following procedures**

- A. ONLINE Application using online payment gateway
- B. ONLINE Application & Demand Draft (DD) submission  
DD can be submitted to college office by post/in person along with a printout of the Application form
- C. ONLINE Application & Payment by Cash  
Cash can be paid in the College office between 10 am to 4 pm on all working days.

**For any enquiry regarding admissions call only between 10 A.M. to 4 P.M. on working days.**

**Phone:**                044 – 28192824  
                              044 – 28195126

**For detailed application procedure read the instruction for applicants given in the website.**

### **PG Entrance Exam Pattern**

	<b>COMPONENTS</b>	<b>MARKS</b>
<b>I</b>	General Aptitude	10
<b>II</b>	Quantitative Aptitude / Data Interpretation	10
<b>II</b>	Reading Comprehension / Verbal Ability	10
<b>IV</b>	Social Awareness	10
<b>V</b>	General Knowledge	10

**Model Question Paper is available the College website**

**ADMISSION SCHEDULE FOR UG & PG DEGREE PROGRAMMES**

**FOR THE ACADEMIC YEAR 2018-19**

**PG Programmes**

<b>S. No</b>	<b>Particulars</b>	<b>Date</b>
1.	Online application begins	2 <sup>nd</sup> April 2018 (Monday)
2.	Online application closes	26 <sup>th</sup> May 2018 (Saturday)
3.	Entrance Test.	1 <sup>st</sup> June 2018 (Friday)
4.	Publication of short listed candidates for Group Discussion & Interview.	4 <sup>th</sup> June 2018 (Monday)
5.	Group Discussion & Interview.	6 <sup>th</sup> June 2018 (Wednesday) 7 <sup>th</sup> June 2018 (Thursday) 8 <sup>th</sup> June 2018 (Friday) 9 <sup>th</sup> June 2018 (Saturday) 11 <sup>th</sup> June 2018 (Monday)
6.	Publication of FIRST provisional list of SELECTED & WAITLISTED candidates.	As and when the lists are ready 7 <sup>th</sup> to 11 <sup>th</sup> June 2018
7.	Certificate verification & Payment of FEES for the FIRST provisional list - <b>Shift 1 – MSW (Aided)</b> SELECTED candidates WAITLISTED candidates	13 <sup>th</sup> June 2018 (Wednesday)  8 AM 11 AM
8.	Certificate verification & Payment of FEES for the FIRST provisional list – <b>Shift 2 All Programmes</b> SELECTED Candidates WAITLISTED Candidates	13 <sup>th</sup> June 2018 (Wednesday)  2 PM 4 PM
9.	Publication of SECOND provisional list of SELECTED & WAITLISTED candidates.	13 <sup>th</sup> June 2018 (Wednesday) 5.00 PM
10.	Certificate verification & Payment of FEES for the SECOND provisional list WAITLISTED candidates.	15 <sup>th</sup> June 2018 (Friday)
11.	Principal/HOD/Faculty Meeting with Admitted Students and their Parents MSW (Shift 1 & 2) MAHRM & MA HROD MA DM, MSc (CP),MASE	22 <sup>nd</sup> June 2018 (Friday)  10.30 – 11.30 AM 12 – 1 PM 2 – 3 PM
12.	I Year Inaugural & Welcome	25 <sup>th</sup> June 2018 (Monday) 11 AM



## UG Programmes

S. No	Particulars	Date
1.	Online application begins	On the date of publication of State Board +2 results
2.	Publication of FIRST list of Provisionally SELECTED & WAITLISTED candidates for counselling	23 <sup>rd</sup> May 2018 Wednesday - 5.00 PM
3.	Certificate verification & Payment of FEES for the provisional list SELECTED & WAITLISTED candidates	25 <sup>th</sup> May 2018 Friday – 09.30 AM
4.	Publication of SECOND list of Provisionally SELECTED & WAITLISTED candidates for counselling	25 <sup>th</sup> May 2018 Friday – 05.00 PM
5.	Certificate verification & Payment of FEES for the Second provisional list SELECTED & WAITLISTED candidates	28 <sup>th</sup> May 2018 Monday – 09.30 AM
6.	Principal/HOD/Faculty Meeting with Admitted students and their Parents	22 <sup>nd</sup> June 2018 (Friday) 9 – 10 am
7.	I Year Inaugural & Welcome	25 <sup>th</sup> June 2018 (Monday) 11.00 AM

### Contact Details

The following numbers/email ids can be contacted for specific queries about the Course prospects. For any other information refer Prospectus.

Call Timings: 10 am – 4 pm (Monday to Friday). Calls outside time and day specified will not be answered.

Course	Phone Number	Email ID
Master of Social Work (Aided)		shakeelabasheer@mssw.in
Master of Social Work (SF)	9003257813	jesuin@mssw.in
M.A. Human Resource Management	9445160150	mohana@mssw.in
M.A. Human Resources & OD	9677654233	jedunston@mssw.in
M.A. Development Management	9894190530	moses@mssw.in
M.A. Social Entrepreneurship	8056074294	suchismita@mssw.in
M.Sc. Counselling Psychology	9962948296	vyjayanthimala@mssw.in
Bachelor of Social Work	9444359682	pkvathani@mssw.in
B.Sc. Psychology	8939617115	sangeeth@mssw.in