**Guidelines for MSW Admission 2016-2017**

**For admission to MSW programme, there are two modes of admission- Online and Offline.**

- There are separate instructions for both the modes of admission. For further details kindly check the college website [www.cswnn.edu.in](http://www.cswnn.edu.in).

- The MSW admission forms (both online and offline) will be available from 1st April, 2016 till 31st May, 2016.

**Eligibility:**

- The qualifying examination to be able to apply for admission into the MSW programme of the college is Bachelor’s degree in any discipline from a UGC recognized University. Foreign candidates are required to contact University of Mumbai for further clarification.

- The minimum percentage required for admission into the MSW programme is 50% for candidates from General Category and 45% for candidates from Minority (Roman Catholic) and Reserved Categories (SC/ST/NT/DT and OBC from within the State of Maharashtra).

- Please note that an aggregate percentage (in the manner detailed in table below) will be taken to consider the eligibility for the MSW programme:

<table>
<thead>
<tr>
<th>Qualifying exam at undergraduate level</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Annual pattern</td>
<td>Aggregate percentage of 1st and 2nd year, if the 3rd year results are pending</td>
</tr>
</tbody>
</table>
| 2. Semester pattern                    | • Aggregate percentage from Semester I to VI.  
• Kindly note that all the candidates should have cleared Semester V.  
• Candidates should be able to produce the confidential report of the results for VI Semester, from their respective Universities.  
• For candidates from University of Mumbai: Aggregate percentage from Semester I to V, for those candidates whose Semester VI results are pending. |
In case the Semester VI results are pending, for applicants from other than University of Mumbai, will be allowed to appear for the written test **ONLY if they produce their results / confidential report of the results from their respective Universities on the day of written test.**

**Mode of Application**

Applicants are requested to use **only** one mode of application.

<table>
<thead>
<tr>
<th>Mode of application</th>
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<tbody>
<tr>
<td><strong>Online Mode</strong></td>
<td><strong>Offline Mode</strong></td>
</tr>
<tr>
<td>• For this mode, a candidate has to log into the college website with his/her own email id and password.</td>
<td>• For this mode, a candidate has to take the print out of online application form and submit the filled in form in office along with all the relevant documents and DD.</td>
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<tr>
<td>• After logging in, candidate has to fill the online form as per the instructions given. All the relevant documents have to be uploaded wherever required.</td>
<td>• Admission form will also be available in the College office.</td>
</tr>
<tr>
<td>• For both online and offline mode of application, a hardcopy of the filled in form along with documents attached has to reach the college by post/courier/hand delivery on or before 31st May, 2016 (for college administrative purposes).</td>
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</tbody>
</table>

The online MSW admission form will be available to candidates only after the payment of fees (Rs. 800/- for General candidates and Rs. 600/- for Roman Catholics and SC/ST/NT/DT/OBC candidates) in the form of Demand Draft. DD has to be prepared in favour of “College of Social Work”, payable at Mumbai, with the candidate’s Name, and email/phone number on the rear side of the DD. DD has to be prepared from nationalized bank only.

The application form will not be accepted in the absence of relevant documents and Demand Draft. Candidates are also required to give a **Statement of Purpose in their own hand writing in English or Hindi or Marathi** (one/two page write up mentioning your purpose for joining this course) along with the application form. This **Statement of Purpose** carries **FIVE** marks and will be calculated for the admission process.
Candidates are required to submit following documents along with MSW application form. In case of online mode of application, kindly upload the scanned copies of following documents in PDF format only:

1. Demand Draft
2. Baptism Certificate- only for Roman Catholic candidates
3. Caste certificate (if applicable)
4. Disability certificate (if applicable)
5. Mark sheets of SSC
6. Mark sheet of HSC
7. School Leaving certificate
8. Graduation mark sheets (year wise in case of Annual pattern and Semester wise in case of semester pattern)
9. Consolidated marksheet of all semesters (requirement as per University of Mumbai)
10. Income certificate
11. Marriage certificate, if applicable
12. Two photos (passport size)

2. Proceed to upload Demand Draft with DD No, date and amount. Application forms with incorrect DD Nos will not be accepted.

3. For details about the MSW Program and the Fee Structure, kindly read the Prospectus available on the website.

4. Please check the status of application in Admission Dash Board and reply to the queries posted by the administration. Incomplete application forms will not be accepted for admission to MSW Programme.