

**COLLEGE OF SOCIAL WORK (AUTONOMOUS),
NIRMALA NIKETAN**

ADMISSION POLICY FOR

**BACHELOR OF SOCIAL WORK (BASIC/HONS.) WITH
SOCIAL WORK AS PROGRAMME CORE**

2023- 2024

COLLEGE OF SOCIAL WORK (AUTONOMOUS), NIRMALA NIKETAN
No 38, New Marine Lines, Churchgate, East, Maharashtra 400020

ADMISSION POLICY FOR B.S.W 2023- 2024

1. ELIGIBILITY

- Candidates aspiring for BSW programme should have completed Higher Secondary Course/ +2 from any of the Approved School Boards in India.
- There is no maximum age for admission provided the student meets all other eligibility and admission criteria required by the University and the College. Admission is open to men, women and other gender students for all our programs.

2. BACHELOR OF SOCIAL WORK (BASIC/HONS.) WITH SOCIAL WORK AS PROGRAMME CORE

1. The course offered is BSW (BASIC/ HONS) with Social work as programme core. The curriculum consists of relevant aspects of both theory and field work.
2. The need to provide individualized field instruction (practice training), demands that a relatively small number of students are admitted to the College.
3. Being a Catholic Minority College 50% seats are reserved for Catholic students.
4. English is the medium of instruction. Hence, the ability to use English as a language is essential for this course. Fluency in either Hindi or Marathi is required for field work while working with the client system.

3. ADMISSION GUIDELINES

1. Applicants aspiring for BSW admissions need to simultaneously register with the **University Pre-Admission Online Registration web portal** available at <https://mumoa.digitaluniversity.ac/>. This site becomes active as soon as results of highersecondary(XII Std) exams are declared by the Maharashtra Board Students have to fill in the online form of the college available on www.cswnn.edu.in
2. The Candidates applying from University other than the University of Mumbai have to follow eligibility process prescribed by the University of Mumbai.
3. The printout of University **Pre-Admission Online Registration** form should be submitted in the college along with the **College BSW Application Form** without fail.

Details Pertaining to the Pre-Admission Registration Number (PRN)

Applicants aspiring for BSW admissions need to simultaneously register with the **University Pre-Admission Online Registration web portal** available at <https://mumoa.digitaluniversity.ac/>. This site becomes active as soon as results of higher secondary (XII Std) exams are declared by the Maharashtra Board.

Once the registration is done in the University of Mumbai Portal, the candidate will be issued a Pre-Admission Registration Number (PRN) which needs to be added in the college online form. Candidates have an option to edit the form they have submitted by adding the PRN number later. BSW admission process will be complete only once the candidate provide the PRN details in the college application form.

Step by Step guidance to Pre-admission Online Registration Process for admissions in Mumbai University First year degree colleges.

1. Log on to the Mumbai University online portal.
2. Register on the online portal by providing the basic registration information. You will be provided a user name and password on registered email ID and mobile number.
3. Log in with the user name and password. Start filling the application form.
4. Upload the photo and signature. Fill the complete profile i.e. personal details, contact, correspondence details, reservation and educational details correctly. Submit the application form
5. Print e-Suvidha kit and enter confirmation code in the system.
6. While selecting the course for BSW please select the ***Tab BSW (Autonomous) with credits) Regular CBCS BSW Part I: Sem I [Faculty of Arts] Select the first year course***. Then, select the College of Social Work, Nirmala Niketan.and ensure you submit the required documents to be attached with the application form.
7. Take the print-out of the submitted pre-registration application form.

Important Considerations while filling in the Pre-admission Online Registration Process for admissions in Mumbai University First year degree colleges.

1. Candidates must have a valid email ID and mobile phone number for the online pre-registration process.
2. Make sure to have a scanned photograph and signature before starting the registration process.
3. Scanned mark sheets of both Class 10 and Class 12 is required to be submitted during the online registration process.
4. You are required to select the course as well as the colleges while registration. This data will be sent by the University to the college.



Kindly make a note of the Following

Read the instruction guidelines carefully before filling the form

You can also take help of online video demo available on the University portal

*Read the eligibility criteria of various courses offered in Mumbai University
(<http://mu.ac.in/courses.html>)*

PROCESS OF FILLING THE COLLEGE ONLINE APPLICATION FORM FOR BSW ADMISSION

1. The link to fill in the online college application form is attached below
Admission policy link: <https://cswnn.acadmin.in/admission/onlineform>. Please note the link will be activated based on the directions from the University
2. Fill the College Online Application form with the details required. Once the form is submitted the team will verify the application.
3. The candidate will receive an email from the admission team once the form is verified successfully. This email will have the Application Number of the candidate, link for paying the application fee and a portal to upload the details of the application fee paid.
4. The application fee for the Students is Rs500. The link for the application fee payment will be provided in the email. Please note that the application fee will not be refunded.
5. Candidates have to upload the application fee transaction details in the portal provided in the same email.
6. The application process is considered complete only after the fill in the Pre-Admission Online Registration of Mumbai University (Kindly note that this is a mandatory process to complete the application process).
7. Candidates have to upload the details of the University Application details and the PRN number in the college online application form.
8. There will be a Precounselling Session that will be organized for the candidates to get an understanding on the BSW program.
9. It should be noted that the admission of the candidate remains provisional until the college verifies the original documents as per the instructions of the University of Mumbai.

10. It is the duty of the candidate to submit the school leaving certificate and Migration Certificate (outside Maharashtra Board) from the respective schools or boards on time, failing to which the admission will remain cancelled.
11. Please check the status of application in Admission Dash Board and reply to the queries posted by the administrator. Incomplete application forms will not be accepted for admission to BSW Program

Please note: The last date of submission of application form and notification of selected candidates will be updated as per the University of Mumbai admission schedule.

Documents required for filling the online application form

- Passport size photograph
- Signature of the candidate
- SSC Mark sheet and Passing Certificate
- HSC Mark sheet and Passing Certificate
- Migration Certificate (Students outside Maharashtra Board)
- School Leaving certificate
- Caste Certificate (For SC/ST/OBC/PWD/DT/NT)
- Income Certificate (If applying for scholarship)
- Baptism Certificate (Roman Catholic candidates only)
- Disability Certificate (If applicable)
- Gap Certificate (If Applicable)
- Extra-Curricular Activities (state and national level)
- Certificate of any diploma programmes done
- Online BSW application fee payment receipt/ snapshot

Kindly note that all the documents being uploaded has to be renamed as [your Name_Surname_Name of the Document]. E.g. Raju_Patel_10th Marksheet.

BSW ADMISSION PROCESS

PROCESS STEP 1

Fill the online Pre-Admission Online Registration form of the University of Mumbai which will be available on the web portal of the university <https://mumoa.digitaluniversity.ac/>
Make a note of the PRN number

01

PROCESS STEP 2

Fill the online Online Application of the College. The link to fill in the online college application form is <https://cswnn.edu.in/Admission%20Policy%20-%20BSW>

02

PROCESS STEP 4

Once the form is submitted the team will verify the application. The candidate will receive an email from the admission team once the form is verified successfully. This email will have the Application Number of the candidate, link for paying the application fee and a portal to upload the details of the application fee paid.

04

03

Fill the College Online Application form with the details required. Once the form is submitted the team will verify the application.

PROCESS STEP 3

05

Candidates have to upload the details of the University Application in the portal which will be available in the same email. Candidates who fulfil all the basic requirement as per the admission policy shall be called for the Personal Interview through email, and college website. The dates of Personal Interview shall be informed to all eligible candidates only. After the interviews, the selected candidates for admission to the BSW 2023 program shall be informed through registered email, College website and College notice board.

PROCESS STEP 5

INTAKE CAPACITY: The intake capacity for the BSW I Program is 60 students

FOREIGN UNIVERSITY CANDIDATES: Applicants from states other than Maharashtra, and foreign nationals may also use this facility. However, foreign nationals have to undergo additional mandatory procedures by contacting the University directly before applying.

ADMISSION SCHEDULE/ PRE ADMISSION ORIENTATION PROGRAM:

The Admission Schedule will be uploaded after the XII standard Results are published. Preadmission Counselling Session will be organised for the students. The details will be intimated on College website. Selected candidates must submit a hard copy of the Printed application form along with all the attachments in the prescribed format.

EMAIL ID FOR QUERIES RELATED TO ADMISSION: All queries related to admission can be posted on nbswadmission@gmail.com