



**COLLEGE OF SOCIAL WORK, NIRMALA NIKETAN
(AUTONOMOUS)
(AFFILIATED TO UNIVERSITY OF MUMBAI)**

38, New Marine Lines, Mumbai 400020

MSW Admission Policy and Admission Procedure

Candidates aspiring for the MSW Programme should have completed Graduation (10+2+3) from any of the UGC approved University in India or from a foreign University approved by AIU. The minimum percentage for marks at the Graduation Course for eligibility to MSW admission process is 50% for General Category candidates and 45% for the candidates from Minority and Reserved Category.

College of Social Work, Nirmala Niketan is a Catholic Minority Institute and hence 50 percent reservation is for Catholic students. College follows the circular of the University of Mumbai No. Enrol./Elg./Admission/(2022-23/402 of 2022.

For applying for the admission into MSW Programme, only online mode is available. The Online MSW admission form will be available to candidates only after the payment of fees (Rs. 500/-) through online mode. Students who have difficulty in filling the online form are provided with assistance in the computer lab at the college campus.

As per the circular issued by University of Mumbai, all the applicants of Post-Graduate (PG) Programmes, including applicants of MSW programme of College of Social Work, Nirmala Niketan, need to register on the following URL for PG admission Portal, University of Mumbai: <http://muadmission.samarth.edu.in>. This is the mandatory part of the MSW admission process.

Candidates with Semester VI results pending from other than University of Mumbai are required to produce their confidential reports of the Semester VI results from their respective University on the day of MSW Interview/ Group discussion failing which candidates will not be eligible for further process of admissions. The Candidates applying from University other than University of Mumbai have to follow eligibility process subscribed by the University of Mumbai.

Candidates from University of Mumbai are required to submit their result of Undergraduate program to the College as soon as it is declared. If the candidate is declared failed in Semester VI by University of Mumbai and other University, the admission of MSW program stands cancelled.

The Candidates applying from University other than University of Mumbai have to follow eligibility process subscribed by the University of Mumbai. Candidates from countries other than India are required to contact University of Mumbai for further process.

At the time of taking admission to the course by paying fees, the students will have to submit to the College the required number of attested copies of Mark Sheets / Degree certificates, together with the original documents. Applicants must submit other relevant documents, such as a baptism certificate, caste certificate, income certificate, or disability certificate, whichever are applicable.

For the MSW Programme admissions are based on a series of admission tests, a group discussion and a panel interview conducted offline at the College of Social Work (Autonomous), Nirmala Niketan, 38, New Marine Lines, Mumbai 400020. These admission tests include entrance test, group discussion and interview and they take into consideration the candidate's past academic performance, proficiency in the English language, general knowledge, background in social work experience, interest and aptitude for the profession.

Candidates applying for the M.S.W. programmes should have passed in the previous exam that they appeared for. However, a higher quality of performance at the selection procedure is expected from the students in order to be admitted to the course. College authorities reserve the right to cancel the application of any candidate at any stage of the admission process if the formalities and documentation required are not completed by the candidate.

Admission shall be confirmed after paying fees, and verification of Mark Sheets / Degree certificates and submission of other documents such as baptism certificate, caste certificate, income certificate, disability certificate whichever are applicable.

After admitting the student, the College will apply to the University of Mumbai for Provisional Eligibility Certificate and get the documents verified from the Board / University from which the students have completed the qualifying examination. If the student does not have a 'Migration Certificate' and a Passing or Degree Certificate from his / her previous University, an application should be made for the same in the proforma prescribed by the University from which the candidate graduated. After obtaining the Provisional Eligibility, Migration and Passing or Degree Certificates, the College will then follow up the process of obtaining 'Permanent Eligibility' for candidates. All the original documents will be returned in due course of time to the students by the College. Prior to applying for the Provisional Eligibility Certificate, the College will verify the

certificate of the students.

Accessibility Provisions in Admission Policy

Equal Opportunity Cell:

The Equal Opportunity Cell was established to address the issues related to staff & students belonging to Schedule Caste/Schedule Tribe, Other Backward Caste, minorities and Persons with Disabilities (PWDs) on a continual basis. Equal Opportunity Cell (EOC) activities focus on ensuring fairness and inclusion for disadvantaged groups (like SC/ST, women, PwDs) in educational settings, involving awareness programs, counselling & support, grievance redressal (investigating discrimination), policy monitoring, and promoting a diverse, inclusive campus atmosphere through seminars, skill-building, and facilitating access to schemes and rights. The Equal Opportunity Cell organises a series of events in the academic year, starting from Pre-Admission Information Session prior to the MSW admissions process every year.

Equal Opportunity Cell of the College, along with the MSW Admission Committee, conducts an online 'pre-admission information session' for the candidates with disabilities and those belonging to reserved category on the admission process. The session starts with an introduction to the College of Social Work (Autonomous), Nirmala Niketan and a brief orientation to its Master in Social Work (MSW) programme. Then the process of MSW admissions entrance exam is explained in detail along with the documents that would be required and the nature of written test, group discussion and interviews. It is followed by a question-answer session wherein all the queries and doubts of the applicants are answered.

Reservation of seats for candidates with benchmark disabilities:

As per UGC regulations and in alignment with the norms of University of Mumbai and Government of Maharashtra regulations, college has always been implementing 3% reservation policy for persons with disabilities in BSW and MSW admissions.

Availability of accessible infrastructure and reasonable accommodation:

Candidates with disability appearing for entrance exam for admission in the College are given extended time to write the entrance test (Typically 20 minutes per hour of examination (as per disability norms). Applicants with visual impairment and those with learning disability are assigned scribes/readers during the admission entrance exam.

Candidate may bring their own scribe (subject to approval), or use a college-appointed scribe. Scribe qualification level should be lower than that of the exam.

For candidates with mobility challenges (locomotor disability or chronic medical conditions affecting speed) entrance exam (written test, interview and group discussion) is arranged in the classroom on the ground floor and there is a lift that can be accessed by them. Arrangement is made for a quiet or separate room (for instance in the Ph.D. room in library) for students who need them during the entrance tests (and also after admission, for exams.)

Extra preparation time is given to a candidate with disability, if needed, before responding in an interview and group discussion. In case of an applicant with hearing impairment, additional interview can be taken instead of group discussion. Request for online interview is considered on a case by case basis in case of a medical condition or crisis.