



MSW ADMISSION 2025-26: FIRST PHASE

Instructions for the Selected Candidates

1. MSW Admission 2025-26: First Phase Final Rank list has been published
2. The allotment and related instructions will be published in the **college website** based on Rank list and the vacancies arising from time to time.
3. You are advised to follow **College website** on a daily basis.
4. Admission is for the first batch of the MSW programme (20 seats). After the admission process for the first batch is completed, any remaining candidates on the rank list will be considered for the next batch (20 Seats), along with candidates from the second phase.

Sure List Candidates:

1. Candidates of all category included in the sure list are requested to **complete the mark entry in the application (if not already done), upload the documents and remit the fee before 1 pm, 2 June 2025.**
2. The admission you secure at this stage is provisional. You will be called to the college for a admission interview in which you have to submit the original documents.
3. **Your admission will be finalised only after the verification of your original documents in the admission interview.**
4. Candidates have to report for Admission interview at the Department of Social Work (with relevant documents (Original & Photocopy)) from 9.30am to 10.30 am, **on 9 June 2025.**
5. Those who fail to remit the fee before the stipulated time **SHALL LOSE THEIR CLAIM FOR ADMISSION.**

Your admission will be finalised only after the verification of your original documents in the admission interview.

Details of Fee Payment for Selected Candidates

The selected candidates have to pay the whole fee amount in a single instalment. Please follow the procedure below for fee payment.

1. Login to the online registration portal using the login credentials received at the time of registration.
2. Click on the **“Pay Fee”** button available on the top right position of the page.
3. Then Fee details will be displayed on the screen.
4. Click on the **“Pay”** tab from the page and you will be directed to the payment portal.
5. After successful payment, a popup message will be displayed on the screen as **“Payment Successful”** and you can download the receipt from the **“Receipt”** tab on the left menu bar.
6. Ensure you save the receipt for the further admission processes.

Details of Uploading Document for Candidates Selected for First Allotment

The selected candidates are requested to **merge the below-mentioned documents into a single PDF**. Please follow the procedure given below for uploading documents.

1. Login to the online registration portal using the login credentials received at the time of registration.
2. Click on the **“Upload Certificates”** tab on the sidebar menu at the left side of the page. The candidate can upload the document by clicking **“Select Files”**.

Documents to be scanned and sent to the Email ID

| Sl. No | Name of Document |
|---------------|--|
| 1. | Online Application Form |
| 2. | 10th Standard Certificate – Front Page |
| 3. | Degree Consolidated Mark List |
| 4. | Transfer Certificate |
| 5. | Conduct Certificate |
| 6. | Caste/Community Certificate (In case of SC/ST/OEC/OBC/OBC(H)/LC/ ETB/OBH) |
| 7. | Nativity Certificate (Outside Kerala Candidates) |
| 8. | Letter from Parish priest (Original – for community merit category) |
| 9. | PwD Candidates (Certificate issued by medical board) |
| 10. | Plus Two Mark List |

NB:

1. Applicants secured degree from the universities **other than University of Calicut** have to produce the **Migration certificate**.
2. Applicants secured degree from the universities **Outside Kerala** have to produce **Equivalency/Recognition Certificate** from University of Calicut and **Migration certificate**
3. **Original of all above mentioned documents need to be produced for verification at the time of Admission interview.**

| Programme | E-mail ID |
|------------------------------------|--|
| Master of Social Work (MSW) | mswadmission1@gmail.com |

Documents to be submitted at the time of Admission interview

| Sl. No | Name of Document |
|--------|--|
| 1. | Online Application Form |
| 2. | 10th Standard Certificate – Front Page – Copy |
| 3. | Degree Mark List – Original (If available)/Online Print out |
| 4. | Original /Provisional Degree Certificate |
| 5. | Transfer Certificate – Original |
| 6. | Conduct Certificate - Original |
| 7. | Caste/Community Certificate (In case of SC/ST/OEC/OBC/OBC(H)/LC/OBX/ETB/OBH) |
| 8. | Nativity Certificate (Outside Kerala Candidates) |
| 9. | Letter from Parish priest (Original – for community merit category) |
| 10. | PwD Candidates (Certificate issued by medical board) |
| 11. | Plus Two Mark List (photocopy) |
| 12. | Aadhaar Card Copy |
| 13. | Calicut University Application Form – Copy (If applied) |

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3. **Original of all above mentioned documents need to be produced for verification at the time of Admission interview.**