

# Madras School of Social Work (Autonomous)

(Affiliated to the University of Madras)

## Office of the Controller of Examinations

No. MSSW/COE/2019/CONVO/26


21.01.2019

### 63<sup>rd</sup> Graduation Day (23.02.2019)

Greetings from Madras School of Social Work!

The Graduation Day for this year is scheduled to be held on **23.02.2019 (Saturday) at 4 pm** in Don Bosco School Auditorium.

1. All eligible candidates (UG- 2015 batch, PG- 2016 batch and candidates of previous batches qualified during April 2018, July 2018 and November 2017 examinations) desiring to receive their degree certificates during the convocation are required to **register online (www.mssw.in)** to participate in the Graduation Day.
2. Online Registration for Convocation **begins** on **23.01.2019 (Wednesday)**
3. Online Registration for Convocation **closes** on **15.02.2019 (Friday)**
4. **Candidates who have registered online must also register in-person for the Convocation between 1 pm to 2 pm on the day of convocation i.e. 23.02.2019 (Saturday).**
5. **No candidate will be permitted after 2 pm to register in-person and they cannot participate in the formal Graduation Day proceedings.**
6. Procedure to collect Degree certificates for candidates who missed to register for / attend the convocation:
  - Candidates who are unable to receive their degree certificates during the Convocation can collect it from the College COE office, **on a later date, in person.**
  - For such candidates, search fees are applicable as under:
    - ✓ First one month from the date of convocation: Certificates can be collected free of charge
    - ✓ If collected within the next 30 days: Rs 250/-
    - ✓ If collected subsequently: Additional charges of Rs.50/- per year.
7. Any change in the date of convocation will be duly intimated in the College website.

  
Dr. K. Sathyamurthi, Ph.D.,  
Controller of Examinations

  
Dr. S. Raja Samuel, Ph.D.,  
Principal cum Secretary