

MADRAS SCHOOL OF SOCIAL WORK
Important Announcement for 2020 Batch Students

To complete Admission requirements, students admitted in 2020 Batch must submit their original certificates in person to their respective Departments on the dates and time indicated below:

MSW (Aided)	21.01.2021	9 am
MSW (SF)	22.01.2021	2 pm
MAHRM	25.01.2021	2 pm
MAHROD	19.01.2021	2 pm
MSC CP	22.01.2021	2 pm
MADM	21.01.2021	2 pm
MASE	20.01.2021	9 am
BSW	29.01.2021	9 am
BSc Psy	25.01.2021	9 am

The original certificates to be submitted include the following:

1. 10th Mark Sheet
2. 12th Mark Sheet
3. UG Mark Sheets (All 6 semesters)
4. Consolidated Mark Sheet
5. Transfer Certificate
6. Community Certificate (if applicable)

Students are also expected to bring **one passport size photograph** for ID card.

All students are expected to come in person and submit their certificates. In case students are unable to come due to COVID restrictions or travel limitations, they must send the certificates through someone else (local guardian in case of outstation students) or by courier (with proper insurance). The college will not assume responsibility in case of loss of certificates in transit. If sending by courier, the package can be sent to "The Administrative Officer, Madras School of Social Work, 32, Casa Major Road, Egmore, Chennai – 600008, Ph: 9940097973" so as to reach on or before 29th January.

On the date of their visit to the college, there will be a brief interaction with the department faculty and senior students.

Hostel will be available for outstation students for 2 days to facilitate this process. Parents and anyone accompanying the students will not be able to stay in the Hostel. The Hostel warden Prof. Moses Selvakumar (9894190530, moses@mssw.in) can be contacted regarding booking the hostel room for the 2 days.

Students with fever and any COVID related symptoms will not be permitted to come. They have to ensure that the certificates reach the department through someone. Students are expected to wear face mask while coming to college. All safety protocols will be in place in the campus for this visit.

Students who do not submit their original certificates will not be permitted to continue their classes or appear for pending ICA and end semester examinations. Kindly contact your Dept HODs for further information if any.

Principal