



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai– 600008

Accredited by NAAC with 'A' Grade

CALENDAR 2020 - 2021

Name

.....

Roll. No:.....

Department:.....

Year:

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தமிழ்த்தாய் வாழ்த்து

நீராரும் கடலுடுத்த நிலமடந்தைக் கெழிலொழுகும்
சீராரும் வதனமெனத் திகழ்பரதக் கண்டமிதில்
தெக்கணமும் அதிற்சிறந்த திராவிட நல்திருநாடும்
தக்கசிறு பிறைநுதலும் தரித்தநறும் திலகமுமே!
அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற
எத்திசையும் புகழ்மணக்க இருந்தபெரும் தமிழணங்கே!
தமிழணங்கே! உன்சீரிளமைத் திறம்வியந்து செயல்மறந்து
வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!

- மனோன்மணியம் சுந்தரனார்

Thamizh Thaa Vazhthu

Neeraarum Kadaludutha Nilamadanthaik Kezhilozhugum
Seeraarum Vadhanamena ThigazhBharathak Kandamidhil
Thekkanamum Adhirschirandha Draavida NalThirunaadum
Thakkasiru Pirainudhalum Tharittthanarum Thilakamume
Atthilaka Vaasanaipol Anaithulagum Inbamura
Etthisayum PugazhManakka IrundhaPerum Thamizhanange!
Thamizhanngel! Unseerilamai ThiramViyandhu SeyalMarandhu
Vazhthudhume..... Vazhthudhume....Vazhthudhume

- ManonmaniamSundaranar

THE COLLEGE SONG

We reach out to the unreached
Providing care and compassion
We touch the untouched
With love unmatched
We strive for excellence
In what we seek
Our lives we dedicate
To scale high peaks

*So we shine
Bright like the radiant stars
Madras School of Social Work
Shine like the jewel that you are
So shine*

Our Inspiration limitless
Our hearts fearless
Marching forward
With peace and hope
We strive for excellence
In what we seek
Our lives we dedicate
To scale high peaks

*So we shine
Bright like the radiant stars
Madras School of Social Work
Light up the world with your fire
Bright like the radiant stars
Madras School of Social Work
Shine like the diamond you are
And shine*

THE COLLEGE

The Madras School of Social Work was founded in 1952 under the joint auspices of the Madras State Branch of the Indian Conference of Social Work (renamed as the Indian Council of Social Welfare) and the Guild of Service (Central). The College is now run under the aegis of the Society for Social Education and Research (SSER) formed in 1960.

VISION

To be a global leader in education, research and intervention in social work and allied disciplines towards transforming the human potential into socially sensitive change agents for sustainable development.

MISSION

Madras School of Social Work will create outstanding professionals, who will provide transformational leadership in the community and workplace, through:

- An experiential transformative process of education and practice oriented pedagogy involving multidisciplinary social sciences research
- Implementing community outreach in our core competence areas, need and evidence based community practice interventions and delivering training & consultancy services to Corporate, Government and Civil Society Organizations.
- Playing an active role in advocacy and policy formulation and access to contemporary knowledge resources.

OBJECTIVES

- * To impart education in the fields of Professional Social Work, Human Resource and Psychology and other related social science disciplines.
- * To organize need -based short-term courses and training programs for the student community and field practitioners of Government and Non-Government sectors.
- * To undertake institutional and sponsored research studies on various social problems, social welfare and other issues of local, national and international concern and thereby to contribute to policymaking.
- * To undertake community projects to empower the weaker sections and marginalized groups in the neighborhood community and thereby to facilitate their sustainable growth, and to enhance student's learning process.
- * To arrange for lectures, seminars, conferences, symposia and discussions on problems of social interest.
- * To offer necessary consultation and guidance to the needy individuals and groups.
- * To establish a meaningful 'Institution Industry Community Interface and coordination.
- * To encourage and bring out quality publications in the relevant fields

EDUCATIONAL AGENCY

**SOCIETY FOR SOCIAL EDUCATION AND RESEARCH (SSER)
MEMBERS OF MANAGING COMMITTEE**

S. No	Name	Member
1	Mr. K .A. Mathew, I.A.S (Retd.)	Hon. President
2	Mr. Muthu Kumar Thanu	Hon. Secretary
3	Mr. John Zachariah	Hon. Treasurer
4	Dr. A. Anantharaman	Member
5	Dr. K. R. Gangadharan	Member
6	Mr. C. D. Jose	Member
7	Mr. Manohar Gupta	Member
8	Dr. Muthiah Mariappan	Member
9	Mr. R. Nataraj, I.P.S (Retd.)	Member
10	Prof. S. Parasuraman	Member
11	Dr. K. Prabhakaran	Member
12	Mr. N. C. Ramesh	Member
13	Mr. C. K. Ranganathan	Member
14	Mr. Reji Abraham	Member
15	Dr. (Mrs). Revathi Balu	Member
16	Mr. P. P. Sukumaran	Member
17	Mr. Viju Thomas	Member
18	Mr.Ajit Isaac	Member
19	Mr.V.M.Thomas	Member

**MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS)
MEMBERS OF COLLEGE COMMITTEE**

S. No	Name	Member
1	Mr. K. A. Mathew, I.A.S (Retd.)	President
2	Mr. Muthu Kumar Thanu	Secretary
3	Dr. S. Raja Samuel	Principal
4	Mr. K. John Zachariah	Management Representative
5	Dr.K.Prabhakaran	Management Representative
6	Dr.K.R.Gangadharan	Management Representative
7	Mr.P.P.Sukumaran	Management Representative
8	Name is yet to be received	Nominee – University of Madras
9	Dr. J.S. Gunavathy	Faculty Representative
10	Dr. V.Sakthi Regha	Faculty Representative

**MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS)
UGC AUTONOMY STATUTORY BODIES**

A. GOVERNING BODY

S. No	Name	Member
1	Mr. K. A. Mathew, I.A.S (Retd.)	Chairman
2	Mr. Muthu Kumar Thanu	Secretary
3	Mr. K. John Zachariah	Management Nominee
4	Mr. Viju Thomas	Management Nominee
5	Mr. R Natraj, IPS (Retd)	Management Nominee
6	Dr. J. S. Gunavathy	Faculty Representative

7	Dr. V Sakthi Regha	Faculty Representative
8	Mr. S. Madhavan	Educationalist/Industrialist
9	Dr. R. Nalini	UGC Nominee
10	Dr.R.Ravanan	State Government Nominee
11	Name is yet to be received	University Nominee
12	Dr. S. Raja Samuel	Principal (Ex. officio)

B. ACADEMIC COUNCIL

Sl.No.	Name of the Member
1.	Dr.S.Raja Samuel - Principal & Chairman

University Nominees:-

Sl.No.	Name of the Member
2.	Dr.K.Habeeb Ahmed, Professor & Head, Department of Arabic, University of Madras
3.	Dr.K.Jothi Sivagnanam, Professor & Head, Department of Economics, University of Madras
4.	Dr.G.Patrick, Professor & Head, Department of Christian Studies, University of Madras

Subject Experts:-

1.	Mr.D.Mohan Raj - Human Resource
2.	Mr.H.Narayanan - Social Work
3.	Ms.Angelyn Jayaseelan - Management
4.	Dr.Sujaritha Magdalin - Psychology

Departmental Heads:-

1.	Dr.J.S.Gunavathy	HOD, MSW Shift-I, Chairperson, BOS-SW
2.	Dr.Vyjayanthi Mala	HOD, MSc.,(CP), Chairperson, BOS-CP
3.	Dr.P.Mohana	HOD, MA.HRM, Chairperson, BOS – Mgmt.

4.	Dr.C.Francis	HOD, MSW Shift-II
5.	Ms.Sivaranjani	HOD, MA.HR & OD
6.	Dr.Sarah Karunakaran	HOD, MA. Dev. Mgmt.
7.	Mr. M.Antony Stephen	HOD, MA.Social Entrepreneurship
8.	Ms.P.K.Vathani	HOD, BSW
9.	Ms.Priya Magesh	HOD, B.Sc–Psychology.
10.	Dr.K.Sathyamurthi	Controller of Examinations
11	Dr.V.Sakthi Regha	Librarian
12.	Dr.J.Chandrasekar	IQAC Coordinator
13	Mr.M.Pravin Kumar	Placement Coordinator i/c

Faculty Representatives:-

1.	Dr.A.Enoch	Co-ordinator, M.Phil&Ph.D
2.	Dr.Shakeela Basheer	Dept of MSW (Aided)
3.	Dr.Subasree	Dept. of MSc.,(CP)
4.	Ms. Damen Queen	Dept. of MSW (SF)
5.	Mr.M.Hemakumar	Dept. of MA.HRM
6.	Mr. Joseph Eric Dunston	Dept. of MA. HR & OD
7.	Mr.Moses Selvakumar	Dept. of MA.Dev.Mgt.
8.	Mr.M.Pravin Kumar	Dept. of Social Entrepreneurship
9.	Dr.A.Thirumagal Rajam	Dept. of BSW
10.	Mr.Sangeeth Gopinath	Dept. of BSc., Psy

C. FINANCE COMMITTEE

S. No	Name	Member
1	Dr. S. Raja Samuel, Principal	Chairman
2	Mr. K. John Zachariah, Hon Treasurer, SSER	Member
3	Dr. V. Sakthi Regha, Librarian	Member

D. BOARD OF STUDIES

1. FACULTY OF SOCIAL WORK

Sl.No.	Name	Nomination Category
1.	Dr.S.Raja Samuel	Principal, MSSW
2.	Dr.J.S.Gunavathy	BOS – Chairperson & HOD – MSW (Aided)
3.	Dr.C.Francis	HOD - MSW (SFS)
4.	Dr.A.Enoch	Coordinator – M.Phil
5.	Ms.P.K.Vathani	HOD – BSW
6.	Dr.G.Gladston Xavier Associate Professor, Department of Social Work Loyola College, Chennai	Vice-Chancellor's Nominee & Member
7.	Dr.Vallary Patric Assistant Professor Department of Sociology Loyola College (Autonomous) Chennai – 600 034.	Subject Expert (CD)
8.	Dr.Sulu Priya Assistant Professor & HOD, Dept. of Social Work, DG Vaishnav College, Arumbakkam, Chennai – 600 106.	Subject Expert (HR)
9.	Dr.Priya Mary George Assistant Professor Department of Social Work, Stella Maris College, Chennai – 600 086.	Subject Expert (M&P)
7.	Mr.Shaji Swarnesh Vice-President Promantis Inc.,	PG Alumnus
8.	Mr.A.Johnson Kennedy Director Udhavi Society	Industry Representative
9.	All Faculty of MSW (Aided) MSW (SF) and BSW Departments	Members

II. FACULTY OF MANAGEMENT

S. No	Name	Nomination Category
1	Dr. S. Raja Samuel, Principal	Principal – MSSW
2	Dr. P.Mohana, HOD, P.G. Department of HRM	Chairperson of the Board
3	Dr.S.Manivasakam Professor & Director UGC – Centre for South & South East Asian Studies, University of Madras Chennai	Vice Chancellor Nominee
4	Dr.Amaleshwari, Director School of Management, D.G.Vaishnav College, Chennai.	Subject Expert
5	Dr.B.Aiswarya, Assoicate Dean – Student Affairs & Associate Professor – HRM, Loyola Institute of Business Administration (LIBA), Chennai.	Subject Expert
6	Dr.Sulaiman – Assistant Professor, Department of Commerce, New College, Chennai.	Subject Expert
7	Dr.Sylvia – Assistant Professor, Department of Social Work, Madras Christian College, Chennai.	Subject Expert
8	Mr.Gerard Augustine Principal HRIS, DXC Technology India Pvt. Ltd.	Industry Expert
9	Mr.Bertram Godwinpaul Ignatius Manager – Talent Management, KONE Elevator India Pvt. Ltd.	Industry Expert
10	Mr.Stanley Program Manager, Praxis Research Institute	Industry Expert
11	Dr.K.Prabhakar Head – Research Inititative, Centre for Social Initiative and Management (CSIM)	Industry Expert
12	Ms.Madhurya Bhavani Hariharan Asst.General Manager & Head of HR, Microsoft business unit, TCS	Alumnus
13	Mr.John Sherlin.J Senior Assoicate, Samsung	Alumnus
14	Mr.Saikrishna	Alumnus
14	Ms.Sivaranjani	HOD,MA HR&OD

15	Dr.Sarah Karunakaran	HOD,MA DM
16	Mr.M.Antony Stephen	HOD, MA SE
17	All Faculty Members of the MA HRM,MA HR&OD, MA DM. and MA SE Departments	Members

III. FACULTY OF PSYCHOLOGY

S. No.	Name	Nomination Category
1	Dr. S. Raja Samuel, Principal	Principal – MSSW
2	Dr. Vyjayanthi Mala, HoD, P.G Dept. of Counseling Psychology	Chairperson of the Board
3	Name is yet to be received	Vice-Chancellor Nominee
4	Dr.S.Usha Rani Assistant Professor Dept. of Psychology, Women Christian College, Chennai.	Subject Expert
5	Dr. Ramya Maheswari, HoD, Department of Psychology, Ethiraj College for Women, Chennai	Subject Expert
6	Dr.Sangeetha Makesh	Consultant Psychologist
7	Ms. Shruthi, H R Scope International	Allied Area Expert
8	Ms.Shrudhaa. L	Alumni
9	Ms.Priya Magesh	HOD, B.Sc Psychology
10	All Faculty Members of the M.Sc Counseling Psychology and B.Sc Psychology Departments	Members

UGC Autonomy – Statutory & Non-Statutory Bodies 2020-2021 Faculty Coordinators

Sl.No.	Name of the Committee / Centre	Co-ordinators / Members
1.	Examinations Committee	Dr.S.Raja Samuel (Chief Controller of Examinations) Dr.K.Sathyamurthi (Controller of Examinations)

		Mr.Joseph Eric Dunston (Addl. Controller of Examinations) Heads of the Departments
2.	Students Grievance & Disciplinary Cell	Dr.S.Raja Samuel Dr.V.Sakthi Regha Dr.Sarah Karunakaran Prof.P.K.Vathani
3.	Library Committee	Dr.V.Sakthi Regha Department Representatives
4.	Students Development Council	Mr.Inian, Coordinator Ms.Ananyalakshmi,V. R (Cultural Coordinator) Mr.Moses Selvakumar (Sports Coordinator) Department Representatives
5.	MSSW Journal	Dr.S.Raja Samuel , Editor Dr.A.Enoch, Associate Editor Dr.Dominic Savio, Associate Editor
6.	IQAC	Dr.J.Chandrasekar, Coordinator Ms.A.Sathya, Additional Coordinator
7.	Equal Opportunity Centre	Ms.J.Damen Queen
8.	UGC Network Resource Centre	Mr.S.Xavier Vivek Jerry
9.	Women's Cell	Ms. Ruby Wesley George
10.	NSS & Red Ribbon Club	Ms.Sudarmathy, Coordinator Ms.Ananyalakshmi V R, Joint Coordinator
11.	Student Counseling Cell	Dr.Hannah John
12.	Placement Cell	Mr.M.Pravin, Department Representatives
13.	Anti-Narcotics Club	Dr.Kalyani Kenneth
14.	Eco-Club	Dr.L.Janaki
15.	Consumer Club	Mr.R.G.Sudharson
16.	English Debate Club	Ms.Iswarya
17.	Tamil Literary Club	Dr.C.R.Manjula
18.	Staff Welfare Association	Dr.Vyjayanthi Mala
19.	Parent Teacher Association	Ms.Sivaranjani
20.	Alumni Association	Mr. Inian
21.	Entrepreneurship Development Cell	Dr.P.Mohana Mr.Rufus Singh
22.	Social Entrepreneurship Centre	Mr. M.Antony Stephen
23.	Rotaract Club	Dr.S.Rachel
24.	Anti-Human Trafficking Club	Dr. A Enoch
25.	Youth Resource Centre (YRC)	Mr.S.Xavier Vivek Jerry

Internal Quality Assurance Cell (IQAC)

Designation	Name
Chairman – IQAC	Dr.S.Raja Samuel
Coordinator – IQAC	Dr. J.Chandrasekar
Addl. Coordinator	Ms.A.Sathya
Members – External	
Administrative field	Ms. Himani Datar, Hon. Secretary – Guild of Service, Egmore, Chennai.
Academician	Dr. Revathi Balu, Retd. Professor- Tata Institute of Social Sciences
Quality Expert	Mr. Nainaraj, Quality / HR Consultant
Members – Internal	
	Dean
	All Heads of the Department
	One Student Representative from each Department
	Assistant (Admin) / Administrative Officer

Internal Complaints Committee

Sl.No.	Name	Nomination Category
1.	Dr.S.Raja Samuel	Chairperson
2.	Dr.Subashini	Member
3.	Dr.J.S.Gunavathy	Member
4.	Dr.Sarah Karunakaran	Member
5.	Ms.Asphy Joyson	External Member

FACULTY & ADMINISTRATIVE STAFF

Principal

Dr.S.Raja Samuel (Principal)	9444462450	principal@mssw.in
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MSW-SHIFT-I (AIDED)

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.S.Raja Samuel (Principal)	Associate Professor	MA(SW), Ph.D	9444462450	rs@mssw.in
2	Dr.J.S.Gunavathy	Associate Professor & HOD	MA(SW), MBA, M.Phil, Ph.D	9444739024	jsgunavathy@mssw.in

3	Dr.ShakeelaBasheer	Assistant Professor	MA(SW), Ph.D	9445160165	shakeelabasheer@mssw.in
4	Dr.K.Sathyamurthi	Assistant Professor	MA(SW), MBA, Ph.D	9940406590	ksm@mssw.in
5	Dr.P.Amutha Lakshmi	Assistant Professor	MA(SW), MBA, M.Phil, Ph.D	9282112020	amuthalakshmi@mssw.in
6	Dr.A.Enoch	Assistant Professor	MSW, Ph.D	9380584769	enoch@mssw.in
7	Dr.J.Chandrasekar	Assistant Professor	MSW, LL.M, DLL, PGDHE, Ph.D	9444479960	j.chandrasekar@mssw.in
8	Dr.J.Lakshmi	Assistant Professor	MSW, PGDHRM, Ph.D.	9789194639	lakshmi@mssw.in
9	Mr.K.B.Inian	Assistant Professor	MSW, MA(Soc), MA(Pub.Ad)	9445945900	kbinian@mssw.in

M.Phil-SOCIAL WORK

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.S.Raja Samuel Principal	Principal & HOD	MA(SW), MPhil, PhD	9444462450	rs@mssw.in
2	Dr.A.Enoch	Asst.Prof & Coordinator	MSW, Ph.D	9380584769	enoch@mssw.in
3	Dr.J.S.Gunavathy	Associate Professor	MA(SW), MBA,MPhil, PhD	9444739024	jsgunavathy@mssw.in
4	Dr.K.Sathyamurthi	Assistant Professor	MA(SW), MBA, PhD	9940406590	ksm@mssw.in
5	Dr.P.Amuthalaksmi	Assistant Professor	MA(SW), MBA,MPhil, PhD	9282112020	amuthalakshmi@mssw.in

Ph.D SOCIAL WORK (Aided & Self-Finance)

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.S.Raja Samuel (Principal)	Associate Professor & HOD	MA(SW), PhD	9444462450	rs@mssw.in
2	Dr.A.Enoch	Assistant Professor & Coordinator	MSW, Ph.D	9380584769	enoch@mssw.in

3	Dr.J.S.Gunavathy	Associate Professor	MA(SW), MBA,MPhil, PhD	9444739024	jsgunavathy@mssw.in
4	Dr.K.Sathyamurthi	Assistant Professor	MA(SW), MBA, PhD	9940406590	ksm@mssw.in
5	Dr.P.Amuthalaksmi	Assistant Professor	MA(SW), MBA,MPhil, PhD	9282112020	amuthalakshmi@mssw.in
6	Dr.C.Francis	Assistant Professor	MA(SW), MBA, Ph.D, Dip in Gerontology (Malta)	9941127272	francisshellapan@mssw.in

SELF-FINANCE STREAM

BACHELOR OF SOCIAL WORK (BSW)

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Ms.P.K.Vathani	Assistant Prof & HOD	MA(SW), M.Phil	9444359682	pkvathani@mssw.in
2	Dr.A.Thirumagal Rajam	Assistant Professor	MSW, Ph.D	9791330837	thirumagal@mssw.in
3	Ms.S.Sudarmathy Gururajan	Assistant Professor	MSW, M.Phil	7708875651	sudarmathy@mssw.in
4	Mr.T.Rufus Singh	Assistant Professor	MSW	9442363081	rufussingh@mssw.in
5	Mr.S.Xavier Vivek Jerry	Assistant Professor	B.A. (EPS), MA (SW)	9626643846	xvj@mssw.in

MASTER OF SOCIAL WORK (MSW) - SHIFT –II

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.C.Francis	Assistant Prof & HOD	MA(SW), MBA, Ph.D	9941127272	francisshellapan@mssw.in
2	Ms.J.Damen Queen	Assistant Professor	MSW	9840580971	prof.damen@mssw.in
3	Dr.S.Rachel	Assistant Professor	MSW, Ph.D	9514818566	rachel@mssw.in
4	Mr.Jesuin John Bose.P	Assistant Professor	MSW, M.Phil	9003257813	jesuin@mssw.in

5	Dr.A.Dominic Savio	Assistant Professor	MSW, M.Sc, PGDHRM, Ph.D	73971 14123	dominic@mssw.in
6	Ms.A.Priya Doris	Assistant Professor	MSW, M.Phil	9486172444	dorisaugustin@mssw.in
7	Dr.L.Janaki	Assistant Professor	MA(SW), Ph.D	9677211235	janaki@mssw.in

M.A. (HUMAN RESOURCE MANAGEMENT)

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.P.Mohana	Assistant Professor & HOD	MA(HRM), MBA(HRM), M.Phil, Ph.D	9445160150	mohana@mssw.in
2	Mr.M.Hemakumar	Assistant Professor	MA(HRM), MA(LM), M.Phil.	7502045805	hemakumar@mssw.in
3	Dr.P.Prabakaran	Assistant Professor	MBA, M.Sc(Psy), PGD PMIR, Ph.D	9791471232	prabakaran@mssw.in
4	Dr.Evangeline.E.T.	Assistant Professor	MBA,M.Phil, Ph.D,	9176109209	evangeline@mssw.in

M.A. (HUMAN RESOURCE & ORGANISATION DEVELOPMENT)

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Ms.S.Sivaranjani	Assistant Prof & HOD	MBA, M.Phil	9444242131	ranjani@mssw.in
2	Mr.Joseph Eric Dunston	Assistant Professor	MA(SW)	9677654233	jedunston@mssw.in
3	Mr.P.Venkatesh	Assistant Professor	B.Com, MBA	9710738384	venkatesh@mssw.in
4	Ms.Ruby Wesley George	Assistant Professor	BE, MBA, PGHRM	8825417930	ruby@mssw.in
5	Mr.R.Narasimhan	Assistant Professor	MA, MBA, LLM	9884470002	narasimhan@mssw.in

M.A. (DEVELOPMENT MANAGEMENT)

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.Sarah Karunakaran	Asst.Prof& HOD	MA(SW), M.Phil, Ph.D	9840506307	sarahkarunakaran@mssw.in
2	Mr.Moses Selvakumar	Assistant Professor	MSW, M.Sc, M.Phil	9894190530	moses@mssw.in
3	Mr.R.G.Sudharson	Assistant Professor	MBA, MSW	9790186100	sudharson@mssw.in
4	Mr.V.Gajendran	Assistant Professor	M.A	9095046033	gajendran@mssw.in
5	Dr.Muhammed Jabir.M.M.	Assistant Professor	MSW, M.Phil, Ph.D	9560754557	muhammed@mssw.in

M.Sc.COUNSELLING PSYCHOLOGY

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.Vyjayanthi Mala	Assistant Prof & HOD	M.Sc, Ph.D	9962948296	vyjayanthimala@mssw.in
2	Dr.Subasree	Assistant Professor	MA, Ph.D	9884565739	subasree@mssw.in
3	Dr.Kalyani Kenneth	Assistant Professor	MA, M.Ed, Ph.D	9841616140	kalyanikenneth@mssw.in
4	Dr.Hannah John	Assistant Professor	M.Sc, B.Ed., Ph.D	9677035181	hannahjohn@mssw.in
5	Mr.B.Vivian	Assistant Professor	M.Sc. HRD Psychology	9500131936	vivian@mssw.in

M.Phil PSYCHOLOGY

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.Vyjayanthi Mala	Assistant Prof & HOD	M.Sc, Ph.D	9962948296	vyjayanthimala@mssw.in
2	Dr.Kalyani Kenneth	Assistant Professor	MA, M.Ed.,Ph.D	9841616140	kalyanikenneth@mssw.in

M.A.SOCIAL ENTREPRENEURSHIP

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Mr.M.Antony Stephen	Assistant Professor & HOD	MSW	7010945736	stephen@mssw.in
2	Mr.M.Pravin Kumar	Assistant Professor	MBA	9790008682	pravin@mssw.in
3	Dr.N.A.Arivukkarasi	Assistant Professor	MWS, Ph.D	9444610146	arasi@mssw.in
4	Ms.Agnesh Roshini	Assistant Professor	MA (SW)., Pursuing MA (Eng.Lit)	9080704650	agnes@mssw.in

B.SC. PSYCHOLOGY

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Ms.Priya Magesh	Assistant Prof & HOD	M.Sc, MS, M.Phil	9962133306	priyamagesh@mssw.in
2	Mr.Sangeeth Gopinath	Assistant Professor	M.Sc, MA, M.Phil	8939617115	sangeeth@mssw.in
3	Ms.Nikita Sunny	Assistant Professor	M.Sc	8056264643	nikita@mssw.in
4	Ms.Madhuri	Assistant Professor	M.A, M.Sc, M.Phil	9843792610	madhuri@mssw.in
5	Ms.Ananyalakshmi V.R	Assistant Professor	M.Sc	9489374241	ananyalakshmi@mssw.in

DEPARTMENT OF LANGUAGES

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.C.R.Manjula	Assistant Professor	MA, M.Phil, Ph.D	9940408794	manjula@mssw.in
2	Ms.Iswarya	Assistant Professor	MA, M.Phil	9791121987	iswarya@mssw.in

DEPARTMENT OF LIBRARY

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.V.Sakthi Regha	Librarian (Associate Professor Grade)	MSW, M.LISc, M.Phil, Ph.D	9841148865	sakthi@mssw.in

**P.G.CENTRE FOR PERSONNEL MANAGEMENT AND
INDUSTRIAL RELATIONS**

S.No	Faculty Name	Qualification
1	Dr.M.Ramakrishnan, Sr.Vice President, HR, Loyal textile	BSc, MA (SW), MBA, Bgl, PGD.L.L, Ph.D
2	Mr.Natarajan, VP, HR, Apollo Hospital Pvt Ltd, Chennai	BSc(maths), B.Tech (Produ Eng), MHRDM
3	Dr.Xavier Mahimai Raj, Associate Professor,Loyola College Chennai	M.Com., M.Phil.,MBA.,M.E.D.Ph.D
4	Dr.Satya Moorthi, Consultant, Visting Professor	MA, PGDBA, Ph.D
5	Mr.Rajkumar Assistant Professor, VIT, Chennai	BE, MBA,PG Diploma in E-Commerce
6	Dr.Vijaya Banu Assistant Professor	M.A., M.Phil, PhD
7	Mr.Kumar Consultant - HR & IR	BA, MA (Defence Studies), PGD.PMIR, Dip. Trg & Devt, Dip.L.L & Admin Law, (MBA)
8	Ms.Kalaivani Selvaraj, Additional Commissioner of Labour (Retd)	MA(SW), PGDPMIR,PGDLL,DCL&E
9	Mr. Ramesh Srinivasan, Consultant Lean Six Sigma Black Belt	PGD.PMIR, Diploma in T&D
10	Mr.Arun Raj, Head-HR, Modine Industry Pvt Ltd	MA(LM)
11	Mr.Santhanam, Founder -Transbiz,	PGD.PMIR (IIM Trichy)
12	Mr.Kalyanaraman, Vertical Head HR, Renault Nissan	PGDPMIR, Mphil(HR)
13	Mr. Hemakumar,M, Coordinator	MA(HRM)., MA(LM),UGC(NET-HRM)

MSSW-KELSA-P.G.DIPLOMA IN HUMAN RESOURCE MANAGEMENT

S.No	Faculty Name	Designation
1	Ms.Devika	Managing Director, Kelsa Solutions
2	Mr.R.Shantaram	Managing Director, Kelsa Solutions
3	Dr.G.Shankar	Professor, VIT

4	Mr.Ashwinkumar	Consultant
5	Ms.Shubha Kasi	HR-Head
6	Ms.Anuradha Oza	Consultant
7	Mr.Mukundhan	Consultant
8	Mr.Dhruv Goyal	Consultant
9	Dr.Ramakarishnan	Senior VP HR, Loyal Textiles
10	Ms.Nita Nambiar	HR leader - Process Consulting,Talent Management, Change Management
11	Ms.Sangeetha B	HR Director

NATIONAL SERVICE SCHEME - EMPANELLED TRAINING INSTITUTION

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Dr.Sarah Karunakaran	Training Coordinator (i/c)	MA(SW), M.Phil, Ph.D	9840506307	sarahkarunakaran@mssw.in
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3	Ms.N.Shanthi	Admin Asst.	BCA	8939541471	shanthi@mssw.in

PLACEMENT OFFICE

S.No	Names	Designation	Qualification	Mobile No	E mail ID
1	Mr.M.Pravin	Placement Coordinator i/c	MBA	9790008682	pravin@mssw.in

DEAN

S.No	Names	Designation	Mobile No	E mail ID
1	Dr.Subashini	Dean	9884045585	rsubashini@mssw.in

ADMINISTRATIVE STAFF (AIDED & UN-AIDED)

S.No	Names	Designation	Mobile No	E mail ID
1	Ms.Angel Rajam	Assistant	9884360691	angelrajam@mssw.in
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12	Ms.M.Gayathri	Lab.Asst	9840240740	gayathri@mssw.in
13	Mr.M.Marimuthu.S.M	Electrician	7358353679	marimuthu@mssw.in
14	Mr.Hemakumar.K	Civil Supervisor	9940362368	hemakumarcivil@mssw.in

REGULATIONS

COLLEGE TIMINGS

Shift 1 : MSW(Aided), MA- SE and UG Courses- 8 am to 1.30pm

Shift 2 : All other PG Courses – 1.30 pm to 6.30 pm

Shift 3 : PG Diploma Programmes – 6.30 pm to 8.30 pm.

Both Shift 1 & Shift 2 departments must avoid using the classrooms outside the designated timings for regular classes, Skill Labs, Viva or Guest Lectures. This will be applicable to Saturdays and Holidays also. In case, there is clear information that the department of a shift is not using the classrooms on a specified day, then the other Shift can use it.

Only the Conference Hall / Auditorium can be used the whole day by any department based on booking priority. Students of one shift/department should not walk along the corridors of the classrooms when the other shift/department students are attending class.

All Shift 1 and Shift 2 students must leave the campus by 7 pm. They

must get special permission to remain on the campus after 7 pm for any official work.

ATTENDANCE AND REGULARITY

1. Every student must attend the college regularly and punctually.
2. An overall minimum of 75% attendance in each paper is compulsory for class room instruction and 100% for practical / fieldwork.
3. Absence from field work will be viewed seriously. Students who do not have 100% attendance in their practical / field work will have to repeat the particular component of the practical / field work in the subsequent semester.
4. Required percentage of attendance is a pre-requisite for:
 - i) Appearing for End Semester Examinations.
 - ii) Recommending for the Govt. / Institution / Alumni sponsored scholarships and awards
 - iii) Recommending participation in campus recruitment.
5. Hourly attendance will be taken during all class days.
6. On days of general permission / special events one time attendance marking will be done.
7. For practical / field work, the attendance certificate issued by the agency supervisors and the records of the field work faculty supervisor will be considered.
8. No student shall be absent on the reopening & closing day of the term.
9. Attendance is compulsory for all the special events / programmes conducted by the college / departments and student forums unless otherwise exempted by the principal. Absence during common college events such as College Day, MCJ Lecture, Sports Day, College Cultural Fest, Department Seminars and Community Day will be viewed seriously. Parents will be expected to meet HOD/Principal personally to explain the absence of the student.
10. To enhance student's employability & employment skills, the college / departments from time to time will be organizing relevant add on courses & training programmes. Some of them may be linked to earning credits required for course completion and may come with a nominal fee / subsidized fee. It is compulsory to attend these special programmes.

APPLICATION FOR LEAVE & APPROVAL

1. If any student is absent on any working day to college due to social & family reasons, he /she should:
 - a. Give due intimation of absence to the Dept./HOD.
 - b. Submit leave letter to the Departmental HOD on the day of return to

college after the leave. Else it will be considered as unauthorized leave / absence.

2. In case of leave on medical grounds a medical / treatment certificate issued by a registered medical practitioner should be compulsorily enclosed along with the leave application. Else, the medical leave application will not be accepted. Also, under no circumstances, will medical leave application be accepted beyond seven working days after reporting to the college.
3. **Attendance will not be granted for any leave.** Producing Medical certificate will only help in obtaining condonation of lack of sufficient attendance to write End Semester Examinations.

ON-DUTY PERMISSION PROCEDURE

Students deputed for attending seminars or any other college related work out side can avail themselves of facility of On-duty permission for a maximum of 5days per semester. Student Council office bearers alone can claim 10 days OD permission. However, it is the responsibility of the student concerned to obtain necessary OD permission (from the concerned teachers / faculty coordinators) prior to their attending the programme / undertaking the assignment. No OD will be granted at a later date.

- The request for OD (in writing) should be submitted to the concerned HOD.
- The request for OD if approved by the HOD, should be intimated to the concerned faculty members for incorporation in the student attendance. It is the responsibility of the concerned students to ensure that the approved request for OD reaches the concerned faculty members.
- After the event, the students who were granted OD need to furnish their attendance certificate to the HOD.
- If OD is requested for days on which special events are scheduled, it can be granted only with the permission of the Principal.

REGULATIONS REGARDING EXAMINATIONS

Assessments

- Each paper is evaluated by both Internal Continuous Assessment (ICA)& End semester Examination(ESE) having equal weightage.
- Requirement–Candidates should clear both ICA&ESE separately and aggregately PassingMinimumPG&UG (2018 onwards)
- 50% Aggregate in both ICA&ESE for PG Programmes.

- 40% Aggregate in both ICA & ESE for UG Programmes.

Internal Continuous Assessments (for theory papers)

- For UG / PG programs, the Internal Continuous Assessment comprises two Internal Continuous Assessment tests (max=25 marks), one in-class test (max = 10 marks) and one take home assignment (max = 15 marks). The best score of the two internal tests will be taken into account.
- Students are advised to keep track of their ICA marks through their personal student login and have errors (if any) rectified at the earliest by the concerned department.

Attendance

- Calculated paper-wise
- Students are advised to keep track of their attendance through personal student login and have errors (if any) rectified at the earliest in the concerned department.
- Minimum 75% attendance percentage in each paper is required to be eligible to write the concerned ESE.
- Students having attendance between 65% and 74% have to pay condonation fees of Rs.250/- per paper.
- On medical grounds only, students who have attendance between 60% to 64%, may be considered by the Principal for grant of special condonation to write the ESE. If granted permission, such students can pay the condonation fine of Rs.250/- and collect their hall tickets. Such candidates must produce necessary documents that were submitted to the Department at the time of the medical condition.

Provisions for Special Candidates

Candidates with special needs may be accorded extra time or scribe facility as per norms. Concerned students should notify the COE Section by mid-term with written request and supporting documents (Government Doctor's certificate). Further, such candidates need to make available necessary permission letter obtained from COE Office. The same has to be attached with the answer script. Students with orthopedic challenges can request to write their examinations in the ground floor.

Temporary ID card / Duplicate Hall Ticket for Examination Purposes

Students without identity card on exam days or hall ticket must get the temporary hall ticket / identity card from the COE office on payment of Rs.100/- per document.

Malpractice

No form of malpractice will be tolerated. In case any student is found indulging in or abetting in malpractice of any kind, the matter will be reported to the COE and **all his/her exams for the semester will be cancelled**. Bringing in bits of answers, copying or helping other students with answers, possession of mobile phones or other electronic gadgets, appealing to examiners to award marks and impersonation are some examples of malpractices. Even, writing answer points on the question paper, on the desk, in the palm of one's hand etc. will be construed as malpractice. Beware!!

Grievance Redressal

Any grievances regarding Examinations should be given in writing to the Controller of Examinations through the HOD and the Principal. If a student desires to apply for retotaling of scripts, he / she should submit a request letter in writing endorsed by the HOD and pay a sum of Rs.250/-per paper as charges in the Bank. Any grievances regarding provisional results of ESE should be communicated to the COE office through proper channel within ten working days from the date of publication of results. No claim / representation will be entertained at a later date.

Instant Exams

Vide the University of Madras Communication No. Cert / Autonomous Coll/ Inst. Exam / 2014 / 138 dated 29 Jan, 2015, the University has stated that from the year 2015 onwards, for UG/PG programmes, "instant examinations have to be conducted only for the final year students that too who have one subject arrear paper in final semester". Accordingly, instant exam provision will be extended to a candidate who during the final semester, does not obtain the passing minimum in only one theory paper, provided he / she has:

- Applied in the specified format within a week from the declaration of results and paid the applicable charges: Rs.500/- payable @ ICICI bank and challan to be submitted in COE Office.

Issue of Duplicate Mark Sheets

The duplicate mark sheets will be issued based on request letter enclosed with 'non-traceable certificate' issued by Police (to be obtained by the candidate). Charges of Rs.250/- per mark sheet are applicable.

Rules regarding writing arrears

- Students who do not clear their ICA may do so in the relevant odd / even semester only.
- Students who are absent for external viva (Soft Skills & Field Work) can take it up during subsequent semester with due notification to COE Office.
- Students who do not satisfactorily complete soft skills or field work will have to approach the concerned department regarding completion.
- Students who need to reappear for any ICA during the tenure of their course are not required to pay any exam fees. However, students who desire to reappear for their ICA after the tenure of the course of study should pay the prevailing rates (as applicable to that category of ESE).
- Students who need to reappear for any theory ESE may do so during either the even or odd semester. Such students need to register for the same and pay the requisite exam fees.

Registration for Arrear Exams

Students who have not passed their papers should register for the papers for which they intend to appear in the subsequent semester. The term “**Registration**” refers to both payment of exam fees and submission of filled- in application form with Society copy of bank challan. Fees can be paid online or cash.

Official Transcripts

Official Transcripts will be issued on request. Charges of Rs.500/-for the first copy of the transcript and Rs.50/- for each additional copy will have to be paid in ICICI bank and challan should be submitted in the COE Office. Such candidates need to present their mark sheets in original for verification.

STUDENT IDENTITY CARD

Inside the college every student must wear the Student Identification Card issued to him or her at all times.

1. Students without ID cards will not be permitted to attend the classes / exams / programmes organized by the college.
2. In case of loss of the ID card it should be reported to the college office immediately and a duplicate has to be obtained without time loss.
3. Students coming by two-wheelers must stop at the gate and show the ID card before proceeding to the parking area.

MSSW Library

MSSW library caters to the academic needs of faculty members, research scholars and students of MSSW by providing access to various print and online resources. It strives to promote reading habits of students through various initiatives like library orientation, q-labs, reflection, library week celebrations and so on.

Timings: 08.00 am – 07.00 pm (Monday – Friday)
10.00 am – 1.00 pm (Saturday)
Closed on Sundays and Public Holidays
Email: library@mssw.in

SALIENT FEATURES OF MSSW LIBRARY

- ‘Know Our Library’ sessions to new batch of students
- Online Public Access Catalogue (OPAC) to search for books, journal articles, theses and other library resources
- Hands on training for accessing e-resources
- Information Literacy sessions to all final year students and research scholars
- Article indexing for over 30,000 articles
- Digital Library with e-books, e-theses, subject relevant internet resources, question papers and other such resources
- Institutional membership in British Council Library and American Library
- Display of important news items, forthcoming programmes, frequent users and frequently borrowed resources
- Competitive events (with prizes and certificates) like – Q Labs, Reflections, Library Week Celebrations, etc
- Library Committee – with faculty and student representation from each class
- ‘Inclusive collection building’- participation of students in the book selection
- ‘Career Corner’ – Resources for civil services and competitive exams
- ‘UGC-NET/SET Resource Centre’ – Resources and model question papers for UGC-NET/SET
- ‘Best Library User’ Award
- Sponsored workshops for faculty members and research scholars
- Observing important International days by displaying the relevant collections
- Access to Internet to support academic activities
- Photocopying of library resources
- Facilitating ‘Book Swap Scheme’ to get personal books swapped among the interested readers
- Coordinating ‘Igniting Minds’ (an extension programme) with MSSW student volunteers to help the students of MCJ School in developing interest in reading.

General Guidelines

1. Book Transaction

UG students	: 3 Books (including one journal) at a time
PG students	: 4 Books (including one journal) at a time
Research Scholars	: 5 Books (Full-time) and 2 Books (Part-time)
2. Books issued may be recalled by the Librarian in case of necessity.
3. Students are provided with the facility of reserving for a particular book which is already lent and on circulation. If a book is reserved by more than one student, it will be issued on the basis of reservation seniority list.
4. Books can be borrowed for the duration of ONE WEEK. Two extensions may be obtained, provided there is no reservation made for it by other members of the library.
5. If any book borrowed is not returned or renewed on the due date, overdue charges of Re.1/- per day will be levied for 10 days. From the 11th day, it will be increased to Rs.2/- per day.
6. In case, a student loses a book, he/she has to replace the book (same title and same author), otherwise triple the cost of the book will be collected
7. Reference books, back volumes of journals, dissertations and CD-ROMs are for reference only.
8. Students are allowed to bring only papers/ small note pads inside the library. Their other belongings are to be kept on the desk provided outside the library.
9. Photocopying facility is provided for the library resources (subject to copyright restriction). Re.1/- per page will be charged.

STUDENTS ASSOCIATION / FORUMS

A) Students Development Council:

1. All students are members of the college Students Development Council. The council, through the elected student office bearers will arrange for a variety of programmes like lectures, debates, sports, cultural programmes, literary events, college day, community day, skill development / training programmes etc., for the enrichment of student's life on the campus.
2. Membership in the Student Development Council is automatic and compulsory for all the students.
3. The office-bearers of the Council will be elected each year.

B) Departmental forums:

1. Students in every programme / specialization are encouraged to organize student forums in their departments. These forums will focus on subject related guest lectures, seminars, workshops, field visits and training programmes.
2. Every semester the forums will be collecting from every student a nominal amount towards forum activities.
3. Membership in these forums is automatic and compulsory.

C) Student Clubs:

1. Anti-Narcotics Club

Under the guidelines of the Government of India, the Ministry of Home Affairs Narcotics Control Bureau, Chennai, the Anti-Narcotics Club at MSSW jointly works with Narcotics Control Bureau, with an aim to bulwark against the clear and present danger posed by drug abuse to our society in general and to the student's community. The club activities focus on the Anti-drug pioneers/ Ambassador projects, Anti-drug education for parents and teachers, Art and Drama section and Mentorship programmes.

2. Eco Club:

Eco Club is established with the aim of promoting environmental consciousness among the student community and the local community and aims to conduct various programmes to address the challenges faced by the environment. It will take up many measures to promote ecofriendly activities inside and outside the college.

3. Consumer Club

The Student Consumer Club of MSSW, BELIGHT was formed with an aim to instill consciousness and commitment among the students. Enlightening students about their rights and responsibilities as consumers, promoting responsible consumer behavior, prohibiting them in the involvement of unfair marketing and business practices, providing a platform to deliberate on Consumer Disputes and to work out plans for the settlement of those disputes are the objectives of the club.

4. Red Ribbon Club (RRC)-UG:

Red ribbon club is a movement by the Government of India in educational Institutions through which students will be creating awareness about AIDS. Through RRC youth are encouraged to learn about safe and healthy lifestyles. The RRC promotes access to information on safe sexual behaviors and voluntary blood donation as well as enable them to become change agents in HIV & AIDS prevention programme.

5. Rotaract club – MSSW

Rotaract Club of MSSW is supported and sponsored by Rotary Club of

Kodambakkam. The primary aim of the club is to address key issues in the community and work towards gathering resources to resolve the issues. Rotaract club gives young adults the opportunities to rise to the occasion which in turn develops their leadership skills and qualities. It also serves as a platform for students to enrich their volunteering experiences in making a difference to the people.

6. Anti –Human Trafficking Club of MSSW (AHTC - MSSW)

AHTC (Anti-human trafficking club) is a cohort of student community that passionately involves in addressing issues of human trafficking in partnership with government and non-government agencies through activities such as - **Sensitizing** the local community on the issue; providing well researched data to **influence** the policy makers; to **report** on cases to relevant authorities; students have the opportunity to experience the fight against human trafficking in practice by four particular ways:

- i. **RECOGNISE:** Increasing their knowledge of the HT issue;
- ii. **REPORT :** Learning to recognize the instances of HT and to take an action – knowing where to turn to;
- iii. **SUPPORT:** Supporting the law enforcement agencies and care givers in their actions;
- iv. **CAMPAIGN:** Actively stepping out to raise the awareness, at their colleges, amongst their friends, in a place where they live.

7. National Service Scheme(NSS)-UG:

The National Service Scheme (NSS) is a Government sponsored public service program conducted by the Ministry of Youth Affairs and Sports, Government of India. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges and Universities working for a campus and community linkage. Participation in NSS is compulsory of all UG students.

8. Counselling Centre:

The College has established a special Cell for rendering Guidance and Counseling support services to students and public. This Cell addresses the diverse socio-economic challenges and geographic backgrounds of heterogeneous group. The cell provides guidance to the students of the college to improve their overall personalities and help them to meet challenges in their life. Services such as Personal, Educational and Career Guidance are provided by the Counselling Cell of the college.

Extracurricular activities:

1. The college on principle encourages and supports extra-curricular activities inside the college campus.
2. Such of those activities should be carried out only in consultation with the Principal or HOD / Faculty coordinators in the department.
3. No such activity will be permitted during the regular class hours.

RAGGING

Ragging is strictly prohibited. Those who are caught indulging in ragging will summarily be expelled from the college and may also be prosecuted as per law. Incidence of ragging and any other forms of harassment should be reported immediately to any of the Ragging Prevention Committee members for appropriate action.

Ragging Prevention Committee

Name	Designation/Office	Contact No
Dr.S. Raja Samuel	Principal & Convener	28195125 9444462450
Dr.J. S.Gunavathy	Faculty Representative (Dept. of MSW Shift. I)	9444739024
Dr.C. Francis	Faculty Representative, Shift – II	9941127272
Student Representatives	President, - SDC, MSSW Secretary, SDC,MSSW Women Student Representative	

For the benefit of the students as per the University directives **Black** and **Green** boxes are provided next to the IQAC room in the Main Building. **Black Box** is meant for submitting **Student Grievances / Complaints**. **Green Box** is for **Suggestions**. Students are encouraged to make use of these facilities. Complaints can also be forwarded to principal@mssw.in.

Dress Code

Students are expected to wear culturally appropriate and decent dress while coming to College. Sleeveless tops/churidhars and short tops/churidhars are not permitted. T-shirt without collar is not permitted.

For field work/internship, placement interview and other common College programs, the following formal dress code will be followed:

Women: Sari / Churidhar or Placement Dress Men: Full-hand shirt / Trousers

Students receiving guests or coming on-stage to honour guests or receive prizes must come in formal wear.

Any faculty member of the College is empowered to advise any student if the dress code is violated.

Vehicle Parking

Due to lack of space, students are not permitted to park four-wheelers inside the campus. Only two-wheeler parking is permitted in the exclusive space provided for the same. Students must avoid parking their two-wheelers in any other space outside the designated parking area. Students violating parking rules will not be permitted to bring their two-wheelers inside the campus.

Bonafide Certificates

Bonafide certificates can be obtained by students from the College Office by submitting a requisition letter addressed to the Principal and forwarded by the HOD. Students are not expected to meet the Principal for this certificate. The office will obtain the Principal's signature.

Use of Auditorium/Conference Hall/Common Class Rooms

The Auditorium and Conference Hall is only for special events involving participants from outside or when important guests are visiting the College to provide lectures. The facility must be booked in advance. Departments are expected to use their class rooms for regular classes and soft-skills.

Students Common Room

A student's common room is available in the Main Building Ground Floor. This facility is for students to take rest before or after their shift timings. Silence must be maintained and occupants should not disturb others in the room. Furniture must be used carefully. Caution deposit of the students will be used to repair any damaged property of the room.

INTERNSHIPS:

Field Work / Field Placement / Internship / Industry-Institute Interface are an important component of the curriculum at MSSW. It is a key input in the making of a professional. As interns, students are accountable to the organization / community they are placed in. It is like a work place. The codes of conduct in the work place must be adopted by the student and fully adhered to. Students represent MSSW during internship. Their behavior must uphold the values and reputation of the College. The following general guidelines must be followed apart from specific department given guidelines:

- Full attendance (100%) is compulsory.
- Days absent if any must be compensated.

- Such compensation is allowed for a maximum of 20% of the field work days with prior permission from faculty supervisor, HOD and agency supervisor.
- Absence from field work must be informed on the same day to the faculty supervisor and agency supervisor.
- Working days of the organization are working days for the student even if the college is closed for holiday.
- Compensation is permitted only if field work is missed due to unavoidable reasons. Permitting a student to compensate field work is the discretion of the department.
- Students must wear formal dress (as specified in dress code) during internship.
- Mobiles must be used only for official purposes during internship.
- Ethical guidelines of the organization must be fully adhered to.
- Work allocated by the organization must be completed.
- Each day's work must be documented in the Internship / field work records and submitted regularly to the faculty supervisor.
- Students must meet the faculty supervisor at least once a week for field work / internship supervision conference
- Students will not be permitted to appear for the internship / field work viva if:
 - a) Internship / Field work reports have not been submitted on time.
 - b) Internship / Field work conference have not been attended regularly.
 - c) Attendance to field work is not 100%.
 - d) Complaints are received from internship organization.

CAMPUS PLACEMENTS:

Campus Placements is a service provided by the college for the benefit of students. The Placement Cell is managed by Placement Coordinator in-charge. The Placement Cell will orient students and prepare them for the placement process apart from coordinating with organizations for on-campus and off-campus placement process.

Successful placement depends fully on the competency of the students. Success in campus placement is often an outcome of a combination of the following factors:

- a. Consistent academic record with 60-70 % marks from 10th standard onwards.
- b. No history of arrears.
- c. Clearing the aptitude tests.
- d. High performance in Group Discussion and Personal Interview.
- e. Willingness to work in any geographical location.
- f. Knowledge of one additional Indian language other than mother tongue.
- g. Good Knowledge of core subjects.
- h. Enthusiasm and focus.
- I. Customized preparation for each interview.

The Placement Coordinator is assisted by a placement committee consisting of student and

faculty representatives from each PG department. Placement committee members will receive all communication regarding campus placements and are expected to liaise between the placement cell and the students. The general guidelines are as follows:

- Students must participate in all placement related activities such as release of placement brochure, placement aptitude seminars and other such training programs
- A placement aptitude test will be conducted. Students will be registered for placements only after successful completion of the test.
- Students have to register for each organization placement process.
- Once registered, students must participate in the process.
- Non-Participation after registration for any reason what so ever will result in debarring the student from appearing in subsequent campus interviews.
- Debarred students will be considered for placement only after the recommendation of Principal with a penalty of Rs.500/-.
- Once a student receives an appointment offer from an organization, he/she will not be considered for any subsequent campus placement process even if he/she chooses to reject the offer.

Detailed guidelines will be shared by the Placement Coordinator during placement orientation. Students interested in placements must pay a one- time registration charge of Rs.1000/- in the beginning of 3rd Semester.

GENERAL DISCIPLINE:

1. Any ***discriminatory practice*** on the basis of gender, caste, community, religion or language will be considered as a very serious misconduct. Severe action will be taken against the offenders and it will lead to dismissal from the college.
2. Willful ***damaging of the college properties*** will be considered seriously. Disciplinary action will be taken against those indulging in such of those activities. The damage amount will be recovered from them. Students must ensure that the furniture and walls are not damaged and dirtied with food leftovers after celebrations / seminars. Decorations if any must be easily removable without leaving stains on the wall/flooring.
3. Use of ***mobile phone*** is strictly prohibited inside the classrooms and the buildings. Violation will lead to penalty or confiscation of the mobile phone or both. Mobile phones will be confiscated if a student is found using it for listening to songs and watching video anywhere on the Campus.
4. Bursting of firecrackers for any reason whatsoever is strictly prohibited inside the campus.
5. No religious/cultural/national festival can be celebrated with in the campus without the written permission from the Principal.
6. MSSW is a tobacco and alcohol free campus. Use of tobacco products is banned inside the campus. Any student found smoking / using tobacco will be dismissed from College

and may also be prosecuted as per law. Possession of any tobacco product will result in immediate suspension of the student and further action by the Disciplinary Committee.

7. Consumption of alcohol is strictly prohibited on the campus. Students found drunk or in possession of alcohol will be dismissed from the College.
8. The general discipline code applies to students even when they are on official trip outside the Campus. Smoking/consuming alcohol during Rural Camps, OBT and study tour will result in severe disciplinary action including a fail in the assessment component.
9. Students are responsible for the safety of their personal belongings such as Mobile phones, Tablet PCs, Laptops, Calculators, Money-purse, ATM/Credit cards etc. The College will not be held responsible in any way for the loss/theft of any personal belonging of the student. No complaints on this will be entertained by the administration.
10. The entire campus is CCTV enabled.
11. During events at College such as Seminars. Special Lectures, College Day, Forum Inaugurals etc., students must maintain the dignity of the events by strictly adopting the following guidelines:
 - a. Arrive on time and be seated before the programme begins.
 - b. Maintain silence throughout the event except when applause is required.
 - c. Give due respect to Invocation, College Song and National Anthem while they are being sung during the program.
 - d. Listen to the speakers / resource persons without disrupting the flow by talking to others / texting on mobiles etc.
 - e. Avoid leaving the program venue / hall before its conclusion.

Any faculty member of MSSW is empowered to ensure that the students follow the above guidelines. Strict action will be taken against students found outside the program venue, in the ground or in the classrooms when they are expected to attend the event.

PRIZES, AWARDS& SCHOLARSHIPS

COLLEGE INSTITUTED AWARDS:

1. **Highest Attendance Certificate** for all department final year students based on the overall percentage (not necessarily 100%) combined for all past semester's attendance.
2. **Academic Proficiency Award** for the final year students of all the departments(UG& PG) based on the overall percentage of marks combined for all past semesters.
3. **MSSW-PTA Best Outgoing Student Award** for the final year students of all the departments (UG & PG) based on overall performance, including attendance, academic proficiency and leadership/participation in department forum and participation outside college.

Dr. G. Viswanathan Award for the **best outgoing student of the college** based on academic proficiency, attendance, participation in co-curricular activities & extra-curricular activities at the college level and participation outside college.

President Dr. A M Swaminathan Prize for the **Best Sportsperson of the year** based on best overall performance in the annual sports of the College

President Dr. A M Swaminathan Prize for **Best Performance** in the College Cultural's DeJaVu.

AWARD INSTITUTED BY THE DEPARTMENTS:

Bachelor of Social Work

1. **Dr. V.A. Vijayaraghavan Best Budding Social worker award** for a final year student based on the overall percentage of marks combined for all past semesters, General discipline, contribution to the departmental activities /Laurels brought to the department and Participation in Community Work.
2. **IAPA Rolling Shield for volunteer programme and extension activity** for a graduated student based on involvement in the extension activities/community outreach programmes assigned by the department, self interested and committed towards Social Work, Social Work activities carried out by the individual through self initiation and Socially Responsible student.
3. **Excellence in Field Work Award for the Final Year Student** based on Communication, Sensitizing people on Issues and bringing about changes, Carrying out development projects after identifying local needs, Resource Mobilization, Networking, Documentation and team spirit.
4. **Excellence in Street Theatre / Mime Award for the Final Year Student** based on Creative thinking about social issues, Engagement of people, Performance and Involvement in reaching the unreached through Street Theatre.

B.Sc Psychology:

P.C. Mathew Prize for a passed out student based on overall performance in all semesters, highest achievements in terms of academic and constructive participation inside and outside the college.

Department of Languages

The Language Proficiency Prize is awarded to a final year UG student every year for the highest average percentage of marks obtained in English, Tamil, or French across all semesters. The average score is calculated for two semesters in the case of B.S.W. and four semesters for

B.Sc. The student with the highest average marks in each language (for both classes combined) is eligible for the prize.

Master of Social Work – Shift I (Aided):

1. **NIPM Medal** for graduated student based on highest marks in HRM specialization.
2. **MCJ Medal** for graduated student based on highest marks in 2nd year.
3. **Maria Philip - Best all Round performance Cash prize** for graduated student based on academic, attendance, participation in co-curricular and extracurricular activities both in inside and outside the colleges.
4. **D.C.Kothari Rolling Cup** for graduated students based on the highest marks in 1st year Research paper and 2nd year Research Dissertation.
5. **N.C.Jayachandran Prize** for a graduated student based on highest attendance in all semesters.
6. **Cairn Energy Rolling Cup** for a graduated student based on the Best Research Dissertation Viva Marks in III and IV semesters.
7. **Meera Alexander Gold Medal** for the best graduated student from CD & MPSW specialization based on academic, attendance, participation in forum activities and participation inside and outside college events.
8. **T. Nandini Memorial Prize** for a deserving all-rounder girl student who has graduated with in HRM specialization.
9. **SaraswathiGanesan Scholarship** to economically disadvantaged students from the I Year MSW (2 Nos) & II Year MSW (2 Nos).
10. **Ms.G.Lalitha and Dr.G.Viswanathan Endowment** to graduated students based on merit cum means from CD & MPSW specializations.

M.Phil – Social Work (Aided)

“M.Phil Rolling Cup for the Best Thesis Award” for a graduated student based on successful completion of the M.Phil programme and highest marks secured in the dissertation.

Master of Social Work – Shift II (Self Finance):

1. **Prof. Margert Wens Field Work Award** to CD, MPSW & HR specialization students based on regularity in field work conference, field work report and feedback from agency apart from high marks in field work viva
2. **Madha Annaiyar Udhavi Trust Award** for a student’s contribution to the department from CD, MPSW & HR specialization students for significant involvement in community development activities

3. **Dr. Robert Gasper Memorial Award** for Multi-Farious Performance in Rural Camp based on outstanding performance in all aspects of rural camp.
4. **Mr. K. V Ramanujam and S. Abhinandhan Scholarship** for economically backward First year student from HR specialization based on academic excellence.

M.Sc Counselling Psychology:

P.C. Mathew Award for a graduated student based on the highest marks in research dissertation. Cash Prize of Rs.5000/-

M.Phil Counseling Psychology:

P.C. MATHEW Award for the graduated student based on the best research in M.Phil., dissertation. Cash Prize of Rs.5000/-

M.A. - Human Resource Management

1. **MAHRM Alumni Best Research Award** for a final year student based on highest marks in research dissertation.
2. **MAHRM Alumni Industry Institution Interface (I.I.I) Award** for a final year student based on highest marks in field work components in the last three semesters.

M.A. Human Resource & Organization Development

1. **SSER Best Intern Award** for a final year student based on highest marks in field work components in last three semesters and best feedback from the company supervisor.
2. **SSER Best Researcher Award** for a final year student based on the uniqueness of the topic and the highest marks in research dissertation.

M.A. Development Management

1. **SSER Best Researcher Award** for a final year student based on Relevance in the topic, Timely submission of research drafts, regular discussions with the faculty coordinator and valid comments from External Examiner.
2. **SSER Best Intern Award** for a final year student based on Regular attendance, Activities conducted, Report from the organization and Application of theory into Practice.

M.A. Social Entrepreneurship

1. **SSER Best Researcher Award** for a final year student based on Relevance in the topic, Timely submission of research drafts, regular discussions with the faculty coordinator and valid comments from External Examiner.

2. **SSER Best Intern Award** for a final year student based on Regular attendance, Activities conducted, Report from the organization and incubation of a social entrepreneurship idea.

LIBRARY AWARD

Best Library User Award - This award will be given to student/s who read/s extensively, uses MSSW library resources effectively and are interested in library related activities.

SCHOLARSHIPS

The following Scholarships are available to deserving students.

1. SSER Management Scholarships for economically deserving students of any course at MSSW worth up to 50% of the course fees.
2. MSSW Alumni Association Scholarships for economically deserving students of any course at MSSW covering about 20% of the fees.
3. Johnson Lifts Scholarships for 20 economically deserving students of any course at MSSW worth Rs.60,000 per year.
4. ABAN Cares scholarships worth Rs. 25,000/- each for five 1st Year students in any post graduate course at MSSW.
5. Swaminathan Padmavathi Trust Student Scholarship : Rs. 10,000 per student for 2 PG students from SC Community pursuing 2nd Year MSW / MADM / MASE Course
6. Cognizant Foundation Scholarships for economically deserving students of MSW & MA Development Management for Rs.60,000 per year for both years of study.
7. AMM Foundation Scholarships for economically deserving and meritorious Bachelors degree students covering college and hostel fees for all 3 years of the course.
8. State Government BC / Sc / ST Scholarships
9. Central Government – Single Girl Child & other scholarships.

Application Procedure for Scholarships

Scholarships 1 – 5 : the college will put up an Application Form online during **September** each year which the students have to fill up and submit online.

Scholarship 6: Cognizant Foundation will circulate a Form between **September and November** each year which students have to fill up and submit through HODs.

Scholarship 7: UG Students have to visit AMM Foundation website and apply.

Scholarships 8 & 9: Students have to visit the respective Government website and apply.

ACADEMIC CALENDAR 2020– 2021

JULY 2020	
01.07.2020 Wednesday	Odd semester starts for II UG and all final year students (online)
02.07.2020 Thursday	
03.07.2020 Friday	
04.07.2020 Saturday	
05.07.2020 Sunday	HOLIDAY
06.07.2020 Monday	
07.07.2020 Tuesday	
08.07.2020 Wednesday	
09.07.2020 Thursday	
10.07.2020 Friday	
11.07.2020 Saturday	
12.07.2020 Sunday	HOLIDAY
13.07.2020 Monday	
14.07.2020 Tuesday	
15.07.2020 Wednesday	

16.07.2020 Thursday	
17.07.2020 Friday	
18.07.2020 Saturday	
19.07.2020 Sunday	HOLIDAY
20.07.2020 Monday	
21.07.2020 Tuesday	
22.07.2020 Wednesday	
23.07.2020 Thursday	
24.07.2020 Friday	
25.07.2020 Saturday	
26.07.2020 Sunday	HOLIDAY
27.07.2020 Monday	
28.07.2020 Tuesday	
29.07.2020 Wednesday	
30.07.2020 Thursday	
31.07.2020 Friday	

AUGUST 2020	
01.08.2020 Saturday	BAKRID – HOLIDAY
02.08.2020 Sunday	HOLIDAY
03.08.2020 Monday	
04.08.2020 Tuesday	
05.08.2020 Wednesday	
06.08.2020 Thursday	
07.08.2020 Friday	
08.08.2020 Saturday	
09.08.2020 Sunday	HOLIDAY
10.08.2020 Monday	
11.08.2020 Tuesday	KRISHNA JAYANTHI – HOLIDAY
12.08.2020 Wednesday	
13.08.2020 Thursday	
14.08.2020 Friday	
15.08.2020 Saturday	INDEPENDENCE DAY - HOLIDAY
16.08.2020 Sunday	HOLIDAY

17.08.2020 Monday	
18.08.2020 Tuesday	
19.08.2020 Wednesday	
20.08.2020 Thursday	
21.08.2020 Friday	
22.08.2020 Saturday	VINAYAGAR CHATURDHI – HOLIDAY
23.08.2020 Sunday	HOLIDAY
24.08.2020 Monday	Inauguration of I year UG Programme
25.08.2020 Tuesday	
26.08.2020 Wednesday	
27.08.2020 Thursday	
28.08.2020 Friday	
29.08.2020 Saturday	
30.08.2020 Sunday	MUHARRAM – HOLIDAY
31.08.2020 Monday	
SEPTEMBER 2020	
01.09.2020 Tuesday	

02.09.2020 Wednesday	
03.09.2020 Thursday	
04.09.2020 Friday	
05.09.2020 Saturday	
06.09.2020 Sunday	HOLIDAY
07.09.2020 Monday	
08.09.2020 Tuesday	
09.09.2020 Wednesday	
10.09.2020 Thursday	
11.09.2020 Friday	
12.09.2020 Saturday	
13.09.2020 Sunday	HOLIDAY
14.09.2020 Monday	Inauguration of I year PG Programme
15.09.2020 Tuesday	
16.09.2020 Wednesday	
17.09.2020 Thursday	
18.09.2020 Friday	

19.09.2020 Saturday	
20.09.2020 Sunday	HOLIDAY
21.09.2020 Monday	End Semester (II, IV & VI) Examination (April 2020) starts
22.09.2020 Tuesday	
23.09.2020 Wednesday	
24.09.2020 Thursday	
25.09.2020 Friday	
26.09.2020 Saturday	
27.09.2020 Sunday	HOLIDAY
28.09.2020 Monday	
29.09.2020 Tuesday	
30.09.2020 Wednesday	End Semester (II, IV & VI) Examination (April 2020) ends

OCTOBER 2020	
01.10.2020 Thursday	
02.10.2020 Friday	GANDHI JAYANTHI – HOLIDAY
03.10.2020 Saturday	

04.10.2020 Sunday	HOLIDAY
05.10.2020 Monday	
06.10.2020 Tuesday	
07.10.2020 Wednesday	
08.10.2020 Thursday	
09.10.2020 Friday	
10.10.2020 Saturday	
11.10.2020 Sunday	HOLIDAY
12.10.2020 Monday	
13.10.2020 Tuesday	
14.10.2020 Wednesday	
15.10.2020 Thursday	
16.10.2020 Friday	
17.10.2020 Saturday	
18.10.2020 Sunday	HOLIDAY
19.10.2020 Monday	
20.10.2020 Tuesday	

21.10.2020 Wednesday	
22.10.2020 Thursday	
23.10.2020 Friday	
24.10.2020 Saturday	
25.10.2020 Sunday	AYUDHA POOJA – HOLIDAY
26.10.2020 Monday	VIJAYADASAMI – HOLIDAY
27.10.2020 Tuesday	
28.10.2020 Wednesday	
29.10.2020 Thursday	
30.10.2020 Friday	MILAD-UN-NABI – HOLIDAY
31.10.2020 Saturday	
NOVEMBER 2020	
01.11.2020 Sunday	HOLIDAY
02.11.2020 Monday	
03.11.2020 Tuesday	
04.11.2020 Wednesday	
05.11.2020 Thursday	

06.11.2020 Friday	
07.11.2020 Saturday	
08.11.2020 Sunday	HOLIDAY
09.11.2020 Monday	
10.11.2020 Tuesday	
11.11.2020 Wednesday	
12.11.2020 Thursday	
13.11.2020 Friday	DEEPAVALI EVE – HOLIDAY
14.11.2020 Saturday	DEEPAVALI – HOLIDAY
15.11.2020 Sunday	HOLIDAY
16.11.2020 Monday	
17.11.2020 Tuesday	
18.11.2020 Wednesday	
19.11.2020 Thursday	
20.11.2020 Friday	
21.11.2020 Saturday	
22.11.2020 Sunday	HOLIDAY

23.11.2020 Monday	
24.11.2020 Tuesday	
25.11.2020 Wednesday	
26.11.2020 Thursday	
27.11.2020 Friday	
28.11.2020 Saturday	
29.11.2020 Sunday	HOLIDAY
30.11.2020 Monday	

DECEMBER 2020	
01.12.2020 Tuesday	
02.12.2020 Wednesday	
03.12.2020 Thursday	
04.12.2020 Friday	
05.12.2020 Saturday	
06.12.2020 Sunday	HOLIDAY
07.12.2020 Monday	
08.12.2020 Tuesday	

09.12.2020 Wednesday	
10.12.2020 Thursday	
11.12.2020 Friday	
12.11.2020 Saturday	
13.12.2020 Sunday	HOLIDAY
14.12.2020 Monday	
15.12.2020 Tuesday	
16.12.2020 Wednesday	
17.12.2020 Thursday	
18.12.2020 Friday	
19.12.2020 Saturday	
20.12.2020 Sunday	HOLIDAY
21.12.2020 Monday	
22.12.2020 Tuesday	18th Academic Council Meeting
23.12.2020 Wednesday	
24.12.2020 Thursday	CHRISTMAS EVE – HOLIDAY
25.12.2020 Friday	CHRISTMAS - HOLIDAY

26.12.2020 Saturday	
27.12.2020 Sunday	HOLIDAY
28.12.2020 Monday	End Semester Examination starts for II UG and all Final Year Students
29.12.2020 Tuesday	
30.12.2020 Wednesday	
31.12.2020 Thursday	

JANUARY 2021	
01.01.2021 Friday	NEW YEAR – HOLIDAY
02.01.2021 Saturday	
03.01.2021 Sunday	HOLIDAY
04.01.2021 Monday	
05.01.2021 Tuesday	End Semester Examination ends for II UG and all Final Year Students
06.01.2021 Wednesday	
07.01.2021 Thursday	
08.01.2021 Friday	
09.01.2021 Saturday	
10.01.2021 Sunday	HOLIDAY

11.01.2021 Monday	
12.01.2021 Tuesday	
13.01.2021 Wednesday	
14.01.2021 Thursday	PONGAL – HOLIDAY
15.01.2021 Friday	THIRUVALLUVAR DAY – HOLIDAY
16.01.2021 Saturday	UZHAVAR THIRUNAL – HOLIDAY
17.01.2021 Sunday	HOLIDAY
18.01.2021 Monday	Even semester starts for II year UG (online) and all final year students (offline)
19.01.2021 Tuesday	
20.01.2021 Wednesday	
21.01.2021 Thursday	
22.01.2021 Friday	
23.01.2021 Saturday	
24.01.2021 Sunday	HOLIDAY
25.01.2021 Monday	
26.01.2021 Tuesday	REPUBLIC DAY – HOLIDAY

27.01.2021 Wednesday	
28.01.2021 Thursday	THAIPOOSAM – HOLIDAY
29.01.2021 Friday	
30.01.2021 Saturday	
31.01.2021 Sunday	HOLIDAY

FEBRUARY 2021	
01.02.2021 Monday	
02.02.2021 Tuesday	
03.02.2021 Wednesday	
04.02.2021 Thursday	
05.02.2021 Friday	
06.02.2021 Saturday	
07.02.2021 Sunday	HOLIDAY
08.02.2021 Monday	End Semester Examination starts for I year UG and I year PG students (tentative)
09.02.2021 Tuesday	
10.02.2021 Wednesday	

11.02.2021 Thursday	
12.02.2021 Friday	
13.02.2021 Saturday	
14.02.2021 Sunday	HOLIDAY
15.02.2021 Monday	
16.02.2021 Tuesday	
17.02.2021 Wednesday	
18.02.2021 Thursday	
19.02.2021 Friday	
20.02.2021 Saturday	
21.02.2021 Sunday	HOLIDAY
22.02.2021 Monday	Even semester starts for I year UG & I year PG students (tentative)
23.02.2021 Tuesday	
24.02.2021 Wednesday	
25.02.2021 Thursday	
26.02.2021 Friday	

27.02.2021 Saturday	
28.02.2021 Sunday	HOLIDAY

MARCH 2021	
01.03.2021 Monday	
02.03.2021 Tuesday	
03.03.2021 Wednesday	
04.03.2021 Thursday	
05.03.2021 Friday	
06.03.2021 Saturday	
07.03.2021 Sunday	HOLIDAY
08.03.2021 Monday	
09.03.2021 Tuesday	
10.03.2021 Wednesday	
11.03.2021 Thursday	
12.03.2021 Friday	
13.03.2021 Saturday	
14.03.2021 Sunday	HOLIDAY

15.03.2021 Monday	
16.03.2021 Tuesday	
17.03.2021 Wednesday	
18.03.2021 Thursday	
19.03.2021 Friday	
20.03.2021 Saturday	
21.03.2021 Sunday	HOLIDAY
22.03.2021 Monday	
23.03.2021 Tuesday	
24.03.2021 Wednesday	
25.03.2021 Thursday	
26.03.2021 Friday	
27.03.2021 Saturday	
28.03.2021 Sunday	HOLIDAY
29.03.2021 Monday	
30.03.2021 Tuesday	
31.3.2021 Wednesday	

April 2021	
01.04.2021 Thursday	
02.04.2021 Friday	GOOD FRIDAY – HOLIDAY
03.04.2021 Saturday	
04.04.2021 Sunday	HOLIDAY
05.04.2021 Monday	
06.04.2021 Tuesday	
07.04.2021 Wednesday	
08.04.2021 Thursday	
09.04.2021 Friday	
10.04.2021 Saturday	
11.04.2021 Sunday	HOLIDAY
12.04.2021 Monday	
13.04.2021 Tuesday	TELUGU NEW YEAR – HOLIDAY
14.04.2021 Wednesday	TAMIL NEW YEAR DR.AMBEDKAR JAYANTHI HOLIDAY
15.04.2021 Thursday	
16.04.2021 Friday	

17.04.2021 Saturday	
18.04.2021 Sunday	HOLIDAY
19.04.2021 Monday	
20.04.2021 Tuesday	
21.04.2021 Wednesday	
22.04.2021 Thursday	
23.04.2021 Friday	
24.04.2021 Saturday	
25.04.2021 Sunday	MAHAVEER JAYANTHI – HOLIDAY
26.04.2021 Monday	
27.04.2021 Tuesday	
28.04.2021 Wednesday	
29.04.2021 Thursday	
30.04.2021 Friday	
MAY 2021	
01.05.2021 Saturday	MAY DAY - HOLIDAY
02.05.2021 Sunday	HOLIDAY

03.05.2021 Monday	
04.05.2021 Tuesday	
05.05.2021 Wednesday	
06.05.2021 Thursday	
07.05.2021 Friday	
08.05.2021 Saturday	Last working day for II UG and all final year students
09.05.2021 Sunday	HOLIDAY
10.05.2021 Monday	
11.05.2021 Tuesday	
12.05.2021 Wednesday	
13.05.2021 Thursday	
14.05.2021 Friday	RAMZAN – HOLIDAY
15.05.2021 Saturday	
16.05.2021 Sunday	HOLIDAY
17.05.2021 Monday	End Semester Examination starts for II UG and all final year students
18.05.2021 Tuesday	

19.05.2021 Wednesday	
20.05.2021 Thursday	
21.05.2021 Friday	
22.05.2021 Saturday	
23.05.2021 Sunday	HOLIDAY
24.05.2021 Monday	
25.05.2021 Tuesday	
26.05.2021 Wednesday	
27.05.2021 Thursday	
28.05.2021 Friday	
29.05.2021 Saturday	
30.05.2021 Sunday	HOLIDAY
31.05.2021 Monday	
JUNE 2021	
01.06.2021 Tuesday	
02.06.2021 Wednesday	
03.06.2021 Thursday	
04.06.2021 Friday	
05.06.2021 Saturday	Last working day for I year UG and I year PG students
06.06.2021 Sunday	HOLIDAY

07.06.2021 Monday	
08.06.2021 Tuesday	
09.06.2021 Wednesday	
10.06.2021 Thursday	
11.06.2021 Friday	
12.06.2021 Saturday	
13.06.2021 Sunday	HOLIDAY
14.06.2021 Monday	End Semester Examination starts for I year UG and I year PG students
15.06.2021 Tuesday	
16.06.2021 Wednesday	
17.06.2021 Thursday	
18.06.2021 Friday	
19.06.2021 Saturday	
20.06.2021 Sunday	HOLIDAY
21.06.2021 Monday	
22.06.2021 Tuesday	
23.06.2021 Wednesday	
24.06.2021 Thursday	
25.06.2021 Friday	
26.06.2021 Saturday	
27.06.2021 Sunday	HOLIDAY
28.06.2021 Monday	
29.06.2021 Tuesday	
30.06.2021 Wednesday	