



MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600008

COE Off. : 9003177712 Mail: coe@mssw.in Website : www.mssw.in

Office of the Controller of Examinations

19.1.2024

To:

The Programme Heads– UG / PG Programmes

UG/PG End Semester Examination Registration for April 2024 (Arrear Papers)

All UG / PG students belonging to the regular batches of **UG (2023-2026, 2022-2025, 2021- 2024)**, **PG (2023-2025, 2022-2024)** and **Arrear Students** who need to appear for April 2024 End Semester Examinations (Arrear Papers) are hereby informed to take note of the following dates for Exam Registration.

Arrear Exam Registration begins on 22.01.2024 (Monday)

Last date for Registration (without fine) –05.02.2024 (Monday)

Last date for Registration (with fine) – 12.02.2024 (Monday)

(Fine @ Rs.50/ per working day will be applicable)

Note:

1. **ESE Arrear - Existing batch students** – Arrear Exam Fee be paid online through Istudio Portal and the receipt can be submitted to the **COE office** between **10.30am – 4.00pm** (Lunch Break 1.30-2.30). They can get the **ESE Arrear Application Form** from the COE office and Provide the details (**Name, Registration Number, Department, Semester, Subject Name, Subject code**)

2. Arrear Fee Amount

Particulars	UG ₹	PG ₹
Theory Paper	100	150
Practical	110	200

3. **ICA Arrear:** The Existing Batch students need not Pay for ICA arrears. Regarding ICA arrear, arrear in Odd semester can be written only in upcoming Odd Semesters (i.e **ICA in I Sem can be written in III Sem & V Sem**) and arrear in Even semester can be written in upcoming Even semesters (i.e **ICA in II Sem can be written in IV Sem & VI Sem**). They can get the **ICA Arrear Application Form** from the COE office and Provide the details (**Name, Registration Number, Department, Semester, Subject Name, Subject code, HOD Signature**)

4. **Passed out candidates** must register for arrear exams through offline and applications can be obtained from the COE Office. They need to pay for ICA arrears. Final Semester students (PG- IV Sem and UG-VI- Sem) can write any of the Semester ICA arrears irrespective of the semesters.

5. Only students who have registered for the Arrear exam(s) will be permitted to write the same.

Dr. Shakeela Basheer, Ph.D.,
Controller of Examinations

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