



# 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](mailto:coe@mssw.in) Website : [www.mssw.in](http://www.mssw.in)

## Office of the Controller of Examinations

12.4.2025

**ESE APRIL 2025- (PG 2024-2026 & 2023-2025 batch and UG 2024-2027, 2023-2026, 2022-25**

**& Arrear batches)**

### Instructions to Students

1. Students should **follow the ESE Time Table** carefully and report to the designated Exam Hall with seat number printed on the Hall Ticket and take the seats allotted to them at least 15 minutes before the commencement of every examination.
2. The forenoon (FN) session will commence at 10 am and the afternoon (AN) session at 2 pm.
3. **No student should make any noise in the corridor before, during or after the examination.**
4. **No student is permitted to enter the examination hall after 10.30 am or 2.30 pm** for FN & AN sessions respectively.
5. **No student is permitted to leave the examination hall before 11 am or 3 pm** for FN & AN sessions respectively.
6. As per the University of Madras norms, students will be given an extra 10 minutes to read the question paper. Hence, answer scripts will be collected at 1.10 pm and 5.10 pm for FN & AN sessions respectively. No other extra time will be provided.
7. **Candidates with special needs (ex: Dyslexia) are required to attach certificate provided by Government Doctor to the answer script.**
8. **Every candidate should produce hall ticket along with their College ID Card for verification.**
9. **Students without Identity Card or Hall Ticket must get the temporary Identity Card or Hall Ticket from the COE office on payment of Rs.100/- per document in the Accounts Section.**
10. Every student has to **fill-in all required details on the first page of the answer booklet** and also the attendance sheet. There is no provision for students to sign in the answer booklet.
11. Every student should **confirm that the hall invigilator affixes his / her signature** on the answer script.
12. Please ensure that the **right question paper is distributed to you.**
13. The candidate is required to write the register number on the question paper. Nothing else should be written on the question paper. Rough work should be done only in the space provided in the answer book.
14. **Students should present themselves to the examination with the presentable/ acceptable and formal dress code, as per the College Calendar.**

15. **Students should not bring *MOBILE PHONES, SCIENTIFIC CALCULATORS, SMART WATCHES OF ANY KIND , MP3 PLAYERS OR ANY OTHER DIGITAL EQUIPMENT INSIDE THE EXAM HALL.* The College will not be responsible for the safety of these gadgets when kept outside the hall during the course of the examination.**
16. **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 even bits of answers, copying or helping other students with answers, possession of mobile phones, digital watch, or other electronic gadgets, appealing to examiners to award marks and impersonation are some examples of malpractices.
17. **Strict silence should be maintained in the examination hall.** Talking amongst candidates, borrowing of materials etc. is strictly forbidden. No candidate should seek clarifications regarding the content of the question paper. Any ambiguity / complaints regarding questions in the question paper should be notified in writing to the **Controller of Examinations through proper channel, after the examination.**
18. **Use of statistical tables and simple calculators is allowed** only if their use is required as per the instructions given in the question paper. Statistical tables will be made available by the COE Office. Students will have to bring their own simple calculators. Borrowing or lending of calculators or other stationery is strictly forbidden.
19. Water will be made available to the students outside the exam hall. Alternatively, students can bring their own water. No other eatables or beverages are permissible inside the hall.
20. Those students who need to attend to **nature calls can be permitted on emergency basis to the nearest rest-room.** Such candidates **will be escorted by support staff** to and fro between exam hall and rest-room.
21. On completion of the examination, please **formally handover the answer sheet to the hall invigilator.**
22. **Students having exams in the forenoon and afternoon session can enter the campus only after 9.45am and 1.15pm respectively.**
23. **Any student who has finished the exam should leave the campus immediately.**



Dr.P.Amuthalakshmi, Ph.D.,  
Controller of Examinations



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