

# The Madras School of Social Work ( Estd. 1952 )

( Under the auspices of Society for Social Education and Research )  
( AFFILIATED TO THE UNIVERSITY OF MADRAS FOR M.A. & M.Phil )  
32, Casa Major Road, Egmore, Chennai-600 008.


Telephone : 8 2 6 8 5 6 5  
Grams : "SOCIAL WORK"  
Fax No. : 91-44-8274329

12th October, 98

## Appointment order.

Mr.S. Raja Samuel is hereby appointed temporarily as Lecturer at Madras School of Social Work in the scale of pay Rs 2200-75-2800-100-4000 in the regular vacancy with effect from 12th October, 1998 subject to approval by the competent authorities(i.e.by the Directorate of Collegiate Education/Jt.Director of Collegiate Education, Chennai Region,He will be on probation for a period of two years from 12th October 1998 and his confirmation in the above post is subject to satisfactory completion of the probation period. His seniority will be as per the communal rotation roster.

Mr.S.Raja Samuel,  
A.P.547, 15th East Cross Rd,  
Mahakavi Bharati Nagar  
Chennai-39.

  
(R.Sampath)  
Secretary  
College committee.



# The Madras School of Social Work (Estd. 1952)

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32, Casa Major Road, Egmore, Chennai-600 008.

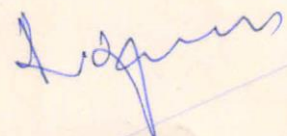
Telephone : 8268565  
Grams : "SOCIAL WORK"  
Fax No. : 91-44-8274329  
E-Mail : mssw@vsnl.com  
Website : www.mssw.  
homepage.com

12th July, 2000

## Appointment Order

Miss J.S. Gunavathy is hereby appointed temporarily as Lecturer at Madras School of Social Work in the scale of pay Rs 8000-275-13500 in the regular vacancy with effect from 12th July, 2000 subject to approval by the competent authorities (i.e. by the Directorate of Collegiate Education/ Jt. Director of Collegiate Education, Chennai Region, Chennai-2. She will be on probation for a period of two years from 12th July, 2000 and her confirmation in the above post is subject to satisfactory completion of the probation period.

Miss J.S. Gunavathy,  
39, Ganga Nagar,  
Kodambakkam,  
Chennai-600 024.

  
(R. Sampath)  
Secretary  
College Committee.





Telephone : 28192824  
Grams : "Social Work"  
Fax No. : 91-44-28195127  
E-mail : mailtoprincipal  
@yahoo.co.in  
Website : www.mssw.info

## The Madras School of Social Work (Autonomous)

(Under the auspices of Society for Social Education and Research)  
32, Casa Major Road, Egmore, Chennai - 600 008.


AIR COMMODORE R. SAMPATH (Retd)  
Secretary

Dr. FATIMA VASANTH, Ph.D.  
Principal

17.06-2008

### APPOINTMENT ORDER

**MRS.SHAKEELA BASHEER** is hereby appointed temporarily as **Lecturer** at Madras School of Social Work in the scale of pay **Rs.8000-275-13500** in the regular vacancy with effect from **17<sup>th</sup> June,2008** subject to approval by the competent authorities (i.e. Madras University, Director of Collegiate Education and Jt. Director of Collegiate Education, Chennai Region, Chennai -15). You will be on probation for a period of two years from 17-6-2008 and confirmation in the above post is subject to satisfactory completion of the probation period.

  
R.SAMPATH  
Secretary  
College Committee

To,

Mrs.Shakeela Basheer,  
No.70, Ponnappa Mudali St.,  
Pursawalkam, Chennai - 84.

*Received the appointment  
order on 17-6-'08.*

*Shakala B.  
17/6/08.*





**TRAINING, ORIENTATION AND RESEARCH CENTRE  
NATIONAL SERVICE SCHEME**

**Madras School of Social Work**

(Under the auspices of Society for Social Education and Research)

October 24, 2005

Mr K Sathyamurthi  
9/24, Rajiv Gandhi Nagar  
Kolathur 1<sup>st</sup>Main Road  
Kolathur  
Chennai-99

Dear Sir

Sub: Appointment Order for Lecturer-cum-Community Organiser post in TORC-NSS

This has reference to the interview attended by you on 24.10.2005 for the post of Lecturer-cum-Community Organiser in TORC-NSS.

We are glad to inform you that you have been selected for the post of Lecturer-cum-Community Organiser in the Training, Orientation & Research Centre-National Service Scheme. Your Scale of Pay will be Rs.8000-275-13500 plus admissible allowances under the Government of Tamilnadu. This appointment is subject to the approval of the Government of India.

This appointment is for a period of three years. On the expiry of the said period, we may consider extending this contract of employment for a further period of one year subject to the approval of the Dept of Youth Affairs & Sports, Government of India.

Even during the said period of three years, the contract of employment may be terminated by a month's notice on either side or on payment of a month's salary in lieu thereof without assigning any reason.

The rules of the Tamilnadu Government as applicable to temporary employees shall be applicable in respect of leave.

In case you accept this offer, you are requested to report for duty immediately.

You will be working under the supervision and guidance of the Co-ordinator (Training), TORC-NSS and under the overall directions of the Hon. Director. Following are among the tasks assigned to you.



1. Delivering and organizing lecturers for training courses in NSS.
2. Involvement in demonstration projects including field visits and organizing camps.
3. Visiting universities and educational institutions in regard to NSS Programmes.
4. Participation in evaluation and research programmes in NSS.

In addition, you will have to perform such other duties as may be assigned to you by the Hon. Director and the Co-ordinator (Trng.), TORC-NSS from time to time.

Kindly sign in the copy of the letter in token of your acceptance indicating your date of joining.

Yours faithfully



R Sampath  
Hon. Director  
SSER/MSSW





Telephone : 28192824  
Grams : "Social Work"  
Fax No. : 91-44-28195127  
E-mail : mailtoprincipal  
@yahoo.co.in  
Website : www.mssw.info

## The Madras School of Social Work (Autonomous)

(Under the auspices of Society for Social Education and Research)  
32, Casa Major Road, Egmore, Chennai - 600 008.


AIR COMMODORE **R. SAMPATH** (Retd)  
Secretary

**Dr. FATIMA VASANTH**, Ph.D.  
Principal

17.06-2008

### APPOINTMENT ORDER

**MR.K.SATHYAMURTHI** is hereby appointed temporarily as **Lecturer** at Madras School of Social Work in the scale of pay **Rs.8000-275-13500** in the regular vacancy with effect from **17<sup>th</sup> June,2008** subject to approval by the competent authorities (i.e. Madras University, Director of Collegiate Education and Jt.Director of Collegiate Education, Chennai Region, Chennai -15). You will be on probation for a period of two years from 17-6-2008 and confirmation in the above post is subject to satisfactory completion of the probation period.

  
R.SAMPATH  
Secretary  
College Committee

To,

Mr.K.Sathyamurthi,  
Plot No.9, Door No.24,  
Rajiv Gandhi Nagar,  
Kolathur Ist Main Road,  
Chennai – 99.



Telephone: 28192824  
Grams : "Social Work"  
Fax No. : 91-44-28195127  
E-mail : mailtoprincipal  
@yahoo.co.in  
Website : www.mssw.info

## The Madras School of Social Work (Autonomous)

(Under the auspices of Society for Social Education and Research)  
32, Casa Major Road, Egmore, Chennai - 600 008.


AIR COMMODORE R. SAMPATH (Retd)  
Secretary

Dr. FATIMA VASANTH, Ph.D.  
Principal

20.06-2008

### APPOINTMENT ORDER

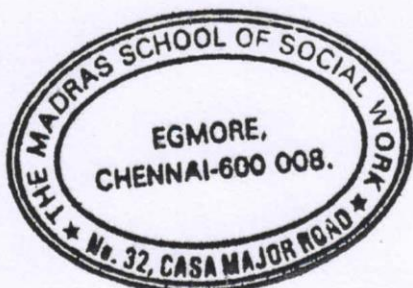
DR.MRS.P.AMUTHALAKSHMI is hereby appointed temporarily as Lecturer at Madras School of Social Work in the scale of pay Rs.8000-275-13500 in the regular vacancy with effect from 20<sup>th</sup> June,2008 subject to approval by the competent authorities (i.e. Madras University, Director of Collegiate Education and Jt.Director of Collegiate Education, Chennai Region, Chennai -15). You will be on probation for a period of two years from 20-6-2008 and confirmation in the above post is subject to satisfactory completion of the probation period.

  
R.SAMPATH  
Secretary  
College Committee

To,

Dr.Mrs.P.Amuthalakshmi,  
No.19 & 20 Block-C,  
Kaderiambal Nagar,  
Jain Nagar Extn., Hastinapuram,  
Chennai.

*Received the appointment order.*  
*P. Anur*  
*20/6/08*



PRINCIPAL  
MADRAS SCHOOL OF SOCIAL WORK





College Off : 28195126  
Principal : 28192824  
Fax : 91-44-28192712  
E-mail : mailtoprincipal@yahoo.co.in  
Website : www.mssw.in

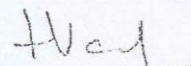
**Madras School of Social Work**  
(An Autonomous institution Affiliated to the University of Madras)  
32, Casa Major Road, Egmore, Chennai - 600 008.

Dr. FATIMA VASANTH, M.A., M.Phil., Ph.D.,  
PRINCIPAL CUM SECRETARY  
Member Senate & Former Syndicate Member  
University of Madras

**APPOINTMENT ORDER**

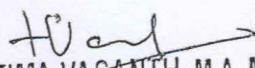
20.06.2013

Dr. A. ENOCH is hereby appointed temporarily as Assistant Professor at the Madras School of Social Work in the scale of pay of Rs.15600-39100+6000 GP in the regular vacancy with effect from 20.06.2013 subject to the approval by the competent authorities(i.e. University of Madras, Director of Collegiate Education and Regional Jt.Director of Collegiate Education, Chennai Region, Chennai - 15) and will be on probation for a period of two years from 20.06.2013 and confirmation in the above post is subject to satisfactory completion of the probation period.

  
DR. FATIMA VASANTH  
Principal cum Secretary

To

Dr. A. Enoch  
Sabari Apartments  
2/23, Temple Road  
Medavakkam Tank Colony  
Kilpauk  
CHNNAI 600 010

  
DR. FATIMA VASANTH, M.A., M.Phil., Ph.D.  
PRINCIPAL CUM SECRETARY  
MADRAS SCHOOL OF SOCIAL WORK  
32, Casa Major Road,  
Egmore, Chennai - 600 008.





# THE SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## The Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**P.C. MATHEW** ICS (Retd)  
President

**C.D. JOSE**  
Hony. Secretary

16-6-2007

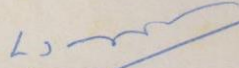
To  
Mr. J. Chandrasekar,  
30(35A) Vannier II-St.,  
Choolaimedu, Chennai 600 094.  
Mobile: 94444 79960

### ORDER:

Sub:--Establishment—Appointment to the Post of Lecturer for  
MSW Course—Reg.

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The management is pleased to offer you appointment as Lecturer in Self financing MSW course provisionally granted affiliation by University annually on the terms and conditions agreed. Your appointment is subject to the continuation of affiliation of MSW (Self financing) course by University.

  
Hon. Secretary.





College Off : 28195126  
Principal : 28192824  
Fax : 91-44-28192712  
E-mail : mailtoprincipal@yahoo.co.in  
Website : www.mssw.in

## Madras School of Social Work

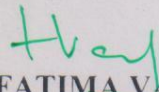
(An Autonomous institution Affiliated to the University of Madras)  
32, Casa Major Road, Egmore, Chennai - 600 008.

**Dr. FATIMA VASANTH, M.A., M.Phil., Ph.D.,**  
PRINCIPAL CUM SECRETARY  
Member Senate & Former Syndicate Member  
University of Madras

### APPOINTMENT ORDER

20.06.2013

Mr. J. Chandrasekar is hereby appointed temporarily as Assistant Professor at the Madras School of Social Work in the scale of pay of Rs.15600-39100+6000 GP in the regular vacancy with effect from 20.06.2013 subject to the approval by the competent authorities(i.e. University of Madras, Director of Collegiate Education and Regional Jt. Director of Collegiate Education, Chennai Region, Chennai – 15) and will be on probation for a period of two years from 20.06.2013 and confirmation in the above post is subject to satisfactory completion of the probation period.

  
**DR. FATIMA VASANTH**  
Principal cum Secretary

To

Mr. J. Chandrasekar  
New No.30, Old No.35A  
Vanniar Street  
Choolaimedu  
CHENNAI 600 094





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

To

Mrs. J. Lakshmi,  
No. 1B, II-Street, Sanjay Gandhi Nagar,  
Virugambakkam,  
Chennai 600 092  
Mobile: 97891 94639

DT. 24-6-2011.

5/7

Dear Mrs. Lakshmi,

Sub:--~~Establishment~~ Appointment to the Post of Assistant Professor in  
NGO Management Course Reg.

Ref:--Your application dt. 9-5-11 and the subsequent interview.

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the Department of NGO Management on the following terms and conditions, subject to your medical fitness.

(1) Your appointment is purely on contract basis with us effective 24th June 2011, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.

(2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.

(3) You will be paid a consolidated salary of Rs. 17,000/- (Rupees seventeen thousand only) per month. You will be working from Monday Thru Friday every week from 12.30 pm to 6.30 pm.

(4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.

(5) You will be governed by the service rules and regulations and leave rules of the Society as applicable to teaching staff from time to time.

(6) You will be reporting to the Principal MSSW through your HOD / Department Coordinator and will be under the administrative control of the Society.

(7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

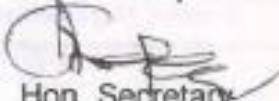


SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,  
For Society for Social Education & Research

  
Hon. Secretary

Cc: President / Principal }  
D(F) } AR

# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1960

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)



**C.D. JOSE**  
President

**A. LOYOLA**  
Hon. Secretary &  
Director, Management Division

DL 13-12-2011

To  
Mr K.B. Inian  
No.5, Ganesh Nagar II St.,  
Madipakkam, Chennai 600 091  
Mobile: 98847 81570

Dear Mr. Inian,

Sub.—Establishment—Appointment to the Post of Assistant Professor in  
Madras School of Social Work—Reg  
Ref.—Your application and subsequent interview.

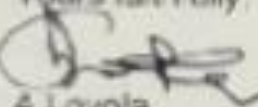
In continuation to your application and the subsequent interview you had with us, please be advised that you are selected to be considered for the post of Asst. Professor on a monthly consolidated salary of Rs.15,000/- (Rupees fifteen thousand only) in our Institution, effective from 13-12-2011.

A detailed order of appointment setting forth the terms and conditions as applicable shall be separately issued to you.

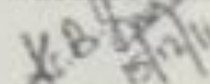
Kindly sign the copy of this letter as a token of your acceptance of the above.

Expecting your long meaningful professional association with us.

Thanking you,  
Yours faithfully,

  
A. Loyola  
(Hon. Secretary) 13/12-11

I accept the above and I have joined Institution on 13-12-2011

  
(Signature and date)  
Mr. K.B. Inian





# THE SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## The Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**P.C. MATHEW** ICS (Retd.)  
President

**C.D. JOSE**  
Vice President / Hony. Secretary

Date: 2-8-2010

To  
Mr. C. Francis,  
No. 12, Plot No. 78, II-Main Road,  
Palaniappa Nagar,  
Gowrivakkam, Chennai 600 073.  
Mobile: 99411 27272

### ORDER:

Sub:--Establishment--Appointment to the Department of  
M.SW-Shift-II (Self financing Course)--Reg.

Ref:--(1) Your application 16-7-10 and interview on 29-7-2010.  
(2) This office provisional order dt. 30-7-10.

The management is pleased to offer you appointment as Asst. Professor, Department of MSW-Shift-II, provisionally granted affiliation by the University of Madras annually, on the following terms and conditions. Your appointment is on contract basis from 2-8-2010 subject to University approval and continuation of affiliation by University of Madras for Self financing course:

1. You will be paid a consolidated salary of Rs. 12,500/- (Rupees twelve thousand and five hundred only) per month. You will not be eligible for any other allowance other than the above.

2.(a) The normal working hours on working days shall cover 6 hours per day from Monday to Friday. The College will be working in two shifts, first shift and second shift and you will be posted in either of the shift as required by the Management.

2(b) Your duties as Lecturer include a number of quasi-academic, administrative and coordinating functions in addition to lecturing in class and holding examinations. You shall be available to perform such duties either on your own initiative or at the instance of the Principal or Director of the Unit, not only on weekdays but also on Saturdays and vacation days when no class lectures are scheduled.

3. Your appointment is subject to your medical fitness and subject to your producing your original certificates.

4. You are entitled in a Calendar year 12 days Casual Leave and 15 days Earned Leave (EL can be availed only on completion of one year of service) and days declared as closed public holidays by the Educational Department. This is in super session of all the earlier leave rules applicable to SSER teaching staff.



5. You will be academically responsible to the Principal/Coordinator, Self financing Courses and take instructions from her regarding such duties to be discharged by you.

6. You will be under the administrative control of the Hon. Secretary/Director. You shall discharge faithfully such duties allotted to you as Lecturer.

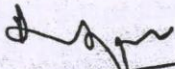
7. The employment shall cease on the termination of the period of affiliation.

8. Without prejudice to other terms of appointment both parties have the right to terminate the contract without assigning any reason with one month's notice on either side, or payment of one month's pay in lieu thereof.

9. Your service can be transferred to any other equivalent post as per the requirement of the Management of SSER.

10. You will be governed by the Service Rules and Regulations for teaching staff of the Society for Social Education and Research, which are in force from time to time.

If you are agreeable to the above terms, please sign below on a copy of this order in token of having agreed to and accepted the aforesaid conditions of appointment.

  
Hon. Secretary





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

20<sup>th</sup> June 2013

To

Ms. J. DAMEN QUEEN,  
No.13, Church Street,  
Gandhi Nagar, Pattabiram,  
Chennai - 600 072.

Dear Ms. Damen Queen,

Sub : Establishment - Appointment to the post of Assistant Professor in  
the Department of Social Work (Shift II)  
Ref. Your application dated 05-03-13 and the subsequent interview on  
20-06-2013.

+++++

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the Department of Social Work (Shift II), on the following terms and conditions, subject to your medical fitness :

1. Your appointment is purely on contract basis with us effective 20<sup>th</sup> June 2013, in the Department approved by the University of Madras and also subject to the Affiliation by the University being continued without any interruption.
2. Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
3. You will be paid a consolidated salary of Rs.18,000/- (Rupees eighteen thousand only) inclusive of all allowances, per month. No other allowance is payable to you. You will be working from Monday through Friday, every week from 12.30 p.m. to 6.30 p.m.
4. You shall discharge your duties diligently and devotedly. You shall besides your normal duties, be attending to quasi-academic, administrative and other allied co-ordinating activities as and when assigned.

Contd... (2)

- 5) You will be governed by the Rules & Regulations and Leave Rules of the Society for Social Education and Research as applicable to teaching Staff from time to time.
- 6) You will be reporting to the Principal, MSSW through your HOD and will be under the administrative control of the Society.
- 7) Your services are liable to be terminated without assigning any reason whatsoever by giving one month's notice or payment of one month's salary in lieu thereof. Please be advised that no Resignation shall be entertained during the course of the academic year.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully

For SOCIETY FOR SOCIAL EDUCATION & RESEARCH

  
Hon. Secretary 20.6.13

Copy to :

- a) President
- b) Principal
- c) Hon. Director (Finance)





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**

President

**A. LOYOLA**

Hony. Secretary &  
Director, Management Division

To,

12<sup>th</sup> December, 2013

**Mrs S Rachel**

No.94/1, Tana Street,  
Purasaivakkam, CHENNAI – 600 007

Dear **Mrs Rachel**,

Sub: Establishment – **Temporary** Appointment to the Post of Assistant Professor  
in MSW Dept – Reg

Ref: Your application dated 18-11-2013 and the subsequent interview

We are pleased to inform you that you are appointed on temporary basis to the post of Assistant Professor in our Institution in the Department of MSW, on the following terms and conditions.

- (1) Your appointment shall be from 12<sup>th</sup> December 2013 to 31<sup>st</sup> March 2014, in the Department of MSW
- (2) You will be paid a consolidated salary of Rs.18,000/-(Rupees eighteen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm and Saturdays if scheduled .
- (3) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (4) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.
- (5) You will be reporting to the Principal, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.

::2::

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,  
For SOCIETY FOR SOCIAL EDUCATION & RESEARCH ,



HON. SECRETARY 13.12.13 .

Copy to

- 1 President
- 2 Principal
- 3 Hon. Director (Fin)

O/c.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**

President

**A. LOYOLA**

Hony. Secretary &  
Director, Management Division

To,

14<sup>th</sup> November, 2013

**Mr. Jesuin John Bose P.,**  
MIG 407, 3<sup>rd</sup> Main Road, 5<sup>th</sup> Cross Street  
Mogappair ERI Scheme,  
**CHENNAI – 600 037**

Dear Mr Jesuin John Bose P.,

Sub: Establishment–Appointment to the Post of Assistant Professor in  
Management Development Dept–Reg  
Ref: Your application dated 29-10-013 and the subsequent  
interview on 12-11-2013

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the PG Department of Development Management, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on contract basis with us effective 2<sup>nd</sup> December 2013, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- (2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.18,000/- (Rupees eighteen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- (4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.

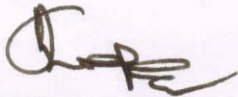
::2::

- (6) You will be reporting to the Principal, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,  
For SOCIETY FOR SOCIAL EDUCATION & RESEARCH ,



SECRETARY 14.11.13.

Copy to

1. President
2. Principal
3. Hon. Director (Fin)





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

To,

28<sup>th</sup> May , 2014

**Mr. A Dominic Savio A.,**  
# 92/1, Rama Street,  
Nungambakkam, Chennai – 600 034  
Cell 9445802776

Dear **Mr Dominic Savio,**

Sub: Establishment – Appointment to the Post of Guest Lecture in  
PG Department of HR & OD – Reg

Ref: Your application dtd.NII & the subsequent interview on 27-5-'14

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the PG Department of Social Work, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on contract basis with us effective 2nd June 2014, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- (2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.17,000/- (Rupees seventeen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- (4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.

-2-



::2::

- (6) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For **SOCIETY FOR SOCIAL EDUCATION & RESEARCH**,

  
SECRETARY 29.5.14

Copy to

1. President
2. Principal/Dean SF
3. Hon. Director (Fin)





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

30-06.2017

To

Miss.Priya Doris

537/1 Phase 3, Sathuvachari,

Vellore-632009

Dear Miss.Priya Doris,

Sub: Establishment – Appointment to the post of Assistant professor in  
MSW (shift II) (self financed Dept) Department – regarding

Ref: 1. Your application dated 28.4.2017 and the subsequent interview on 18.5.2017

2. Our offer letters dated 19.5.2017 and 2.6.2017

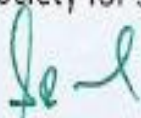
With reference to your above application and the subsequent interview held on 21.02.2018,  
You are appointed to the post of Assistant Professor in MSW Department( shiftII) (self  
financed) of Madras School of Social Work on the following terms and conditions:

- 1) Your appointment is purely on temporary basis with us effective from 15<sup>th</sup> junc 2017 in the department approved by the University of Madras.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.

3. You will be paid a consolidated salary of Rs.27000.00 (Rs. Twenty Seven Thousand only) p.m.
4. You are expected to report to College on all working days and other days as per requirement of work
5. You are required to report to college on regular class days from 11.30 a.m to 5.30p.m. You may be expected to come earlier than 11 30 a.m for special assignments or programmes and/or stay back after college hours, if required.
- 6.. You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities
7. You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time .
8. You will be reporting to the Principal , MSSW through the HOD or Department Coordinator and will be under the administrative control of the Society.
9. Your services could be terminated without assigning any reason whatsoever by giving one month notice on either side or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your faithfully  
For Society for Social Education & Research



PRINCIPAL

Copy to:

1, President/Principal/Dean/Finance Department





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

To,

16<sup>th</sup> May 2014

**Dr. L Janaki,**  
Flat #5, Alankar Nathan's Villa,  
Thiruveediyar Street,  
Gopalapuram, **CHENNAI – 600 086**  
Cell 9677211235

Dear **Dr L Janaki.**,

Sub: Establishment – Appointment to the Post of Assistant Professor in  
HR & OD Dept – Reg  
Ref: Your application dtd.Nil & the subsequent interview on 25-4-'14

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the PG Department of Human Resource & Organisational Development, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on contract basis with us effective 1<sup>st</sup> June 2014, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- (2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.20,000/- (Rupees twenty thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- (4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.





::2::

- (6) You will be reporting to the Principal, <sup>/Dean</sup> MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For **SOCIETY FOR SOCIAL EDUCATION & RESEARCH**,

**SECRETARY**

**Copy to**

1. President
2. Principal <sup>/Dean</sup>
3. Hon. Director (Fin)

---

**SOCIETY FOR SOCIAL EDUCATION AND RESEARCH**

(Registered in 1960 under Act XXI of 1860)

32, Casa Major Road, Egmore, Chennai - 600 008





# THE SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

Estd. 1952

Registered in 1960 under Act XXI of 1860

## The Madras School of Social Work

(Affiliated to University of Madras)

**P.C. Mathew** ICS (Retd)  
President

**C.D. Jose**  
Hony. Secretary

Dt.10-7-06

To  
Mrs.P.K.Vathani,  
No.235 (old No.103)T.T.K. Road,  
Alwarpet, Chennai 600 0189.  
Ph:94443 59682.

### ORDER

Sub: Establishment—Appointment to the post of Lecturer in  
SSER-MSSW for MSW Course.

We are pleased to appoint you as Lecturer for MSW Course on the following terms and conditions:

1. The appointment is on contract for one year from the date of your joining the post.
2. You shall be paid a consolidated remuneration of Rs.8,000/- (Rupees eight thousand only) per month and no other benefits are due or admissible to you.
3. You will not be eligible for permanency in service or any benefit associated with permanency.
4. Your appointment will stand automatically terminated on completion of the stated tenure of appointment.
5. You will be governed by the Service Rules and Regulations of the Society for Social Education and Research.
6. You will report to the Principal and take instructions from her regarding the duties to be discharged by you. You will be under the administrative control of the Principal.
7. Your office timings are from 9A.M. to 4.00 P.M. on all working days from Monday to Friday. Depending on exigencies, you may be required to work hours beyond those specified above.
8. You shall discharge faithfully all the duties allotted to you as Lecturer.
9. Other works assigned to you from time to time by the Principal will also have to be attended to.
10. Your services can be transferred to any other equivalent post as per the requirement of the Management of SSER.

THE SOCIETY FOR SOCIAL EDUCATION AND RESEARCH



11. Your appointment is terminable on one month's notice on either side.

If you are agreeable to the above terms, you may please return a copy of this order duly signed in token of having agreed to and accepted the aforesaid conditions of appointment.

Hon. Secretary

P. K. Vathani

To  
M/s P. K. Vathani  
No 235 (old No. 103) T. K. Road  
Aiyazpet, Chennai 600 0189  
P. 60443 89882  
O R D E R

Sub. Establishment - Appointment to the post of Lecturer in  
SSER-MSSW for MSW Course

We are pleased to appoint you as Lecturer for MSW Course on the following terms and conditions:

1. The appointment is on contract for one year from the date of your joining the post.
2. You shall be paid a consolidated remuneration of Rs. 8,900/- (Rupees eight thousand only) per month and no other benefits and/or allowances to you.
3. You will not be eligible for permanency in service or any benefit associated with permanency.
4. Your appointment will stand automatically terminated on completion of the stated tenure of appointment.
5. You will be governed by the Service Rules and Regulations of the Society for Social Education and Research.
6. You will report to the Principal and take instructions from him regarding the duties to be discharged by you. You will be under the administrative control of the Principal.
7. Your office timings are from 9:30 A.M. to 4:00 P.M. on all working days from Monday to Friday. Working on exigencies you may be required to work for 12 hours beyond those specified above.
8. You shall discharge faithfully all the duties allotted to you as Lecturer.
9. Other work assigned to you from time to time by the Principal will also have to be attended to.
10. Your services can be transferred to any other equivalent post as per the requirement of the Management of SSER.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

26<sup>th</sup> June 2012

To,

**Dr. Thirumagal Rajam,**  
No.19/15, II Floor,  
Shastri Nagar Main Road  
Adambakkam, **CHENNAI – 60 008**

Dear **Dr. Thirumagal Rajam,**

Sub: Establishment – Appointment to the Post of Assistant Professor in Social Work Dept – Reg  
Ref: Your application dated 7-03-2012 and the subsequent interview

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the Department of Social Work, on the following terms and conditions, subject to your medical fitness

- 1) Your appointment is purely on contract basis with us effective 4<sup>th</sup> June 2012, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- 2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a consolidated salary of Rs.18,000/- (Rupees eighteen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- 4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- 5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.
- 6) You will be reporting to the Principal, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.


7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For **SOCIETY FOR SOCIAL EDUCATION & RESEARCH**,



**HON. SECRETARY**

**Copy to**

1. President
2. Principal
3. Hon. Director (Fin)





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

To,

20<sup>th</sup> June, 2013

**Mrs Sudarmathy Gururajan S.,**  
S1, Pearl Garden, 2<sup>nd</sup> Floor,  
No.37, Devadoss Street, Guruswamy Ngr,  
Madanandapuram, Porur  
, **CHENNAI – 600 116**

Dear **Mrs Sudarmathy, S.,**

Sub: Establishment – Appointment to the Post of Assistant Professor in Social Work Dept – Reg

Ref: Your application dated Nil and the subsequent interview on 19-6-2013

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the UG Department of Social Work, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on contract basis with us effective 20<sup>th</sup> June 2013, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- (2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.18,000/- (Rupees eighteen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- (4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.
- (6) You will be reporting to the Principal, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.



7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For SOCIETY FOR SOCIAL EDUCATION & RESEARCH ,

  
HON. SECRETARY

Copy to

1. President
2. Principal
3. Hon. Director (Fin)





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

20<sup>th</sup> June 2013

To

Mr. RUFUS SINGH, T.  
47, 5-B/1-1, Peniel Jacob Street,  
NAGERCOIL - 629 001.

Dear Mr. Refus Singh,

Sub : Establishment - Appointment to the post of Assistant Professor in Social Work Department - Reg.  
Ref. Your application dated 13<sup>th</sup> May 2013 and the subsequent interview on 19-06-2013.

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the Department of Social Work, on the following terms and conditions, subject to your medical fitness

1. Your appointment is purely on contract basis with us effective 20<sup>th</sup> June 2013, in the Department approved by the University of Madras and also the Affiliation by the University being continued without any interruption.
2. Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
3. You will be paid a consolidated salary of Rs.18,000/- (Rupees eighteen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 p.m. to 6.30 p.m.
4. You shall discharge your duties diligently and devotedly. You shall besides your normal duties, be attending to quasi-academic, administrative and other allied co-ordinating activities as and when assigned.

Contd... (2)

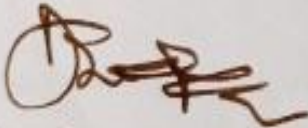
- 5) You will be governed by the Rules & Regulations and Leave Rules of the Society for Social Education and Research as applicable to teaching Staff from time to time, subject to medical fitness.
- 6) You will be reporting to the Principal, MSSW through your HOD and will be under the administrative control of the Society.
- 7) Your services are liable to be terminated without assigning any reason whatsoever by giving one month's notice or payment of one month's salary in lieu thereof. Please be advised that no Resignation shall be entertained during the course of the academic year.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully

For SOCIETY FOR SOCIAL EDUCATION & RESEARCH



Hon. Secretary

dg. b-13

Copy to :

- a) President
- b) Principal
- c) Hon. Director (Finance)





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

To,

16<sup>th</sup> May, 2014

**Mr. S Xavier Vivek Jerry,**  
#2, Notchivayal Road,  
Ramanathapuram – 623 501

Dear **Mr Xavier.**,

Sub: Establishment – Appointment to the Post of Assistant Professor in  
UG Department of Social Work – Reg  
Ref: Your application dtd.Nil & the subsequent interview on 25-4-'14

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the UG Department of Social Work, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on contract basis with us effective 1<sup>st</sup> June 2014, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- (2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.18,000/- (Rupees eighteen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- (4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.



(6) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.

(7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For **SOCIETY FOR SOCIAL EDUCATION & RESEARCH**,

**SECRETARY**

**Copy to**

1. President
2. Principal/Dean SF
3. Hon. Director (Fin)

---

**SOCIETY FOR SOCIAL EDUCATION AND RESEARCH**

(Registered in 1960 under Act XXI of 1860)

32, Casa Major Road, Egmore, Chennai - 600 008





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

To,

15<sup>th</sup> June , 2016

**Dr. C R Manjula,**  
1/205-A, Muneeswaran Koil St  
Injambakkam,  
**CHENNAI – 600 115**  
Cell 9940408794

Dear Dr C R Manjula,

Sub: Establishment – Appointment to the Post of Assistant Professor in Tamil for UG Dept – Reg  
Ref: Your application dtd.17-5-2016 & the subsequent interview on 10-6-2016

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the UG Department of Social Work and Psychology, on the following terms and conditions, subject to your medical fitness

- (1) You are appointed in a full-time regular position with effect from 1<sup>st</sup> July 2016.
- (2) Your services are transferable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.25,000/- (Rupees Twenty five thousand only) per month, including employee PF contribution .
- (4) You are expected to report to College on all working days and other days as per work requirement.
- (5) You are required to report to College on regular class days from 12.30 pm to 6.30 pm. You may be expected to come earlier than 12.30 pm for special assignments or programmes.
- (6) You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (7) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.



::2::

(8) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.

(9) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,  
For **MADRAS SCHOOL OF SOCIAL WORK**,



**Dr. S. RAJA SAMUEL**  
**PRINCIPAL**

**Copy to**

1. President
2. Dean SF
3. Finance Dept.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

NO.18/AO/2018

18.6.2018

To

Ms. Iswarya,  
No.7, Selvi Flats,  
15<sup>th</sup> Avenue, Ashok Nagar,  
Chennai -600083

Dear Ms. Iswarya,

Sub: Establishment – Appointment to the post of Assistant professor in the Department of English – regarding

Ref: 1. Your application and the subsequent interview on 6.6..2018

With reference to your above application and the subsequent interview held on 6.6.2018 you are appointed to the post of Assistant Professor in Department of English of Madras School of Social Work on the following terms and conditions:

- 1) Your appointment is purely on temporary basis with us effective from 18.6.2018 in the department approved by the University of Madras. You will be on probation for one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total salary of Rs..26,000.00 (Rupees twenty six thousand only) per month.



- 4) You are expected to report to college on all working days and other days as per requirement of work.
- 5) You are required to report to college on regular class days from 8 a.m. 2 p.m. You may be expected to come earlier than 11.30a.m for special assignments or programmes and/or stay back after college hours, if required.
- 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.
- 7) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to teaching staff from time to time.
- 8) You will be reporting to the Principal, MSSW through the HOD and will be under the administrative control of the Society.
- 9) ) You services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your sincerely  
For Society for Social Education & Research

PRINCIPAL

Copy to:Dean/Accounts Section

---

**SOCIETY FOR SOCIAL EDUCATION AND RESEARCH**

(Registered in 1960 under Act XXI of 1860)

32, Casa Major Road, Egmore, Chennai - 600 008.





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**

Principal & Secretary, College Committee

Date: 17.05.2019

To,

Ms.Divya Kumar  
M1, Castle Rock apartments,  
Diwakar Street, Bharani Colony,  
Saligramam, Chennai – 600 093.

Dear Ms.Divya Kumar,

In pursuance of the meeting you had with the undersigned on 16.05.2019, we offer you the assignment of Guest lecturer for French for two UG courses in MSSW, viz.B.Sc Psychology and BSW on the following terms.

1. You will be required to take French language class for 8 hours in a week.
2. You will be paid at the rate of Rs.600/- per hour.
3. You will be required to carry out all academic activities for the two UG classes as far as French language is concerned.
4. You will be reporting to the Principal through the HODs of the two departments.
5. You should join duty on 17.06.2019.

Kindly confirm your acceptance to this assignment letter through email.

Dr.S.Raja Samuel  
(Principal)





# THE SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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## The Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**P.C. MATHEW** ICS (Retd)  
President

**C.D. JOSE**  
Hony. Secretary

Date:20-5-2009

To  
Ms.R.P.Jaya Priya  
No.5, Angels Cottage,  
Main Cross St., Kamaraj Nagar,  
Avadi, Chennai 600 071  
Mobile: 94446 93926

### ORDER:

Sub:--Establishment—Appointment to the Post of Lecturer for  
M.Sc.(Counseling Psychology) Self financing Course—Reg.  
Ref:--Your application dt.21-4-2009

The management is pleased to offer you appointment as Lecturer in the self-financing course provisionally granted affiliation by the University of Madras annually, on the following terms and conditions. Your appointment is on contract basis for the academic year 2009-2010 subject to University approval and continuation of affiliation by University of Madras for Self financing course.

1. You will be paid a consolidated salary of Rs.10,000/-(Rupees ten thousand only) per month. You will not be eligible for any other allowance other than the above.
- 2.(a) The normal working hours on working days shall cover 6 hours per day from Monday to Friday. The College will be working in two shifts, first shift and second shift and you will be posted in either of the shift as required by the Management.
- 2(b) Your duties as Lecturer include a number of quasi-academic, administrative and coordinating functions in addition to lecturing in class and holding examinations. You shall be available to perform such duties either on your own initiative or at the instance of the Principal or Director of the Unit, not only on weekdays but also on Saturdays and vacation days when no class lectures are scheduled.
3. Your appointment is subject to your medical fitness and subject to your producing your original certificates.
4. You are entitled in a Calendar year 12 days Casual Leave and 15 days Earned Leave(EL can be availed only on completion of one year of service) and days declared as closed public holidays by the Educational Department. This is in super session of all the earlier leave rules applicable to SSER teaching staff.
5. You will be academically responsible to the Principal and take instructions from him regarding such duties to be discharged by you.



6. You will be under the administrative control of the Hon. Secretary/Director. You shall discharge faithfully such duties allotted to you as Lecturer.

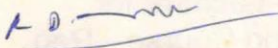
7. The employment shall cease on the termination of the period of affiliation.

8. Without prejudice to other terms of appointment both parties have the right to terminate the contract without assigning any reason with one month's notice on either side, or payment of one month's pay in lieu thereof.

9. Your service can be transferred to any other equivalent post as per the requirement of the Management of SSER.

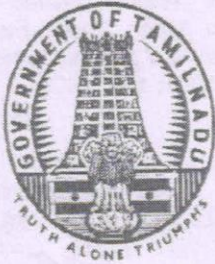
10. You will be governed by the Service Rules and Regulations for teaching staff of the Society for Social Education and Research, which are in force from time to time.

If you are agreeable to the above terms, please sign below on a copy of this order in token of having agreed to and accepted the aforesaid conditions of appointment.



Hon. Secretary





# TAMIL NADU GOVERNMENT GAZETTE

PUBLISHED BY AUTHORITY

No. 16]

CHENNAI, WEDNESDAY, APRIL 25, 2012  
Chithirai 13, Thiruvalluvar Aandu-2043

## Part VI—Section 4

Advertisements by private individuals and private institutions

### CONTENTS

#### PRIVATE ADVERTISEMENTS

	<i>Pages</i>
Change of Names ..	911-974
Notice ..	974

#### NOTICE

NO LEGAL RESPONSIBILITY IS ACCEPTED FOR THE PUBLICATION OF ADVERTISEMENTS REGARDING CHANGE OF NAME IN THE *TAMIL NADU GOVERNMENT GAZETTE*. PERSONS NOTIFYING THE CHANGES WILL REMAIN SOLELY RESPONSIBLE FOR THE LEGAL CONSEQUENCES AND ALSO FOR ANY OTHER MISREPRESENTATION, ETC.

(By Order)

*Director of Stationery and Printing.*

#### CHANGE OF NAMES

**13124.** I, V.V. Rajalakshmi, wife of Thiru S. Jayaraj Pillai, born on 16th November 1954 (native district: Ernakulam-Kerala), residing at Old No. 8, New No. 73, Syrian Church Road No. 3, Coimbatore-641 001, shall henceforth be known as LAKSHMI JAYARAJ.

V.V. RAJALAKSHMI.

Coimbatore, 16th April 2012.

**13125.** I, S. Saddam Hussain, son of Thiru J. Shaik Dawood, born on 20th January 1991 (native district: Chennai), residing at Old No. 56, New No. 73, Patel Nagar 1st Street, Tondiyarpet, Chennai-600 081, shall henceforth be known as S. SADDAM HUSSAIN.

S. SADDAM HUSSAIN.

Chennai, 16th April 2012.

**13126.** I, S. Jaffer Sathiq, son of Thiru J. Shaik Dawood, born on 20th January 1991 (native district: Chennai), residing at Old No. 56, New No. 73, Patel Nagar 1st Street, Tondiyarpet, Chennai-600 081, shall henceforth be known as S. JAFFAR SADIQUE.

S. JAFFER SATHIQ.

Chennai, 16th April 2012.

D.T.P.—VI-4 (16)—1

**13127.** I, T. Philomenal, wife of Thiru Joseph S. Jayachandran, born on 24th March 1949 (native district: Dindigul), residing at Old No. 75, New No. 4, Ameerjan Street, Flat 8, Dolours Villa, Choolaimedu, Chennai-600 094, shall henceforth be known as J PHILOMENA.

T. PHILOMENAL.

Chennai, 16th April 2012.

**13128.** My son, M. Johnjeyakar, born on 19th November 2009 (native district: Tirunelveli), residing at No. 7, ACS Medical College and Hospital, Velapanchavady, Chennai-600 077, shall henceforth be known as M. JOHN SAMUEL.

J. MESHACK.

(Father.)

Chennai, 16th April 2012.

**13129.** My son, R. Sree Balaji, born on 9th February 1995 (native district: Tirunelveli), residing at No. 41, Palaiyakaran Street, Kodambakkam, Chennai-600 024, shall henceforth be known as R. SREE BALA KRISHNAN.

K. RADHAKRISHNAN.

(Father.)

Chennai, 16th April 2012.



13490. I, K. Seetha, wife of Thiru M. Sethupathi, born on 18th June 1965 (native district: Ramanathapuram), residing at Old No. 9, New No. 4, 8th Street, Ashtalakmi Nagar, Velachery, Chennai-600 042, shall henceforth be known as S. SEETHALASHMI.

K. SEETHA.

Chennai, 17th April 2012.

13491. My daughter, P. Sivasankari, born on 3rd January 2009 (native district: Pondichery), residing at Old No. 6/28, New No. 6/50, Lababpettai, Makkan Street, Mangadu Post, Arcot Taluk, Vellore-632 503, shall henceforth be known as P. SUBHASRI.

S. PALANI.  
(Father.)

Vellore, 17th April 2012.

13492. I, M. Nagakuppan, son of Thiru P. Mani, born on 13th April 1993 (native district: Chennai), residing at No. 40, Indra Nagar, Fishermen Quarters, Royapuram, Chennai-600 013, shall henceforth be known as M. KUPPAN.

M. நாககுப்பன்.

Chennai, 17th April 2012.

13493. My son, Nagamuthu, son of Thiru P. Mani, born on 27th June 1997 (native district: Chennai), residing at No. 40, Indra Nagar, Fishermen Quarters, Royapuram, Chennai-600 013, shall henceforth be known as M. AJITH.

M. யிளநகர்.  
(Mother.)

Chennai, 17th April 2012.

13494. I, T. Raju, son of Thiru K. Thayappan, born on 15th January 1954 (native district: Dharmapuri), residing at Old No. 16, New No. 26, Mangala Eri 1st Cross Street, Thiruvannamiyur, Chennai-600 041, shall henceforth be known as T. CHELLAN.

T. RAJU.

Chennai, 17th April 2012.

13495. I, M.A. Mohamed Asharudeen, son of Thiru Mohamed Anwarudeen, born on 7th July 1988 (native district: Tirunelveli), residing at No. 9, Baba Nagar, Adhanoor, Urappakam, Kancheepuram-603 202, shall henceforth be known as M.A. MOHAMMED AZHARUDEEN.

M.A. MOHAMMED ASHARUDEEN.

Kancheepuram, 17th April 2012.

13496. My daughter, M. Ronita, born on 6th July 2006 (native district: Thiruvananthapuram-Kerala), residing at Old No. 12, New No. 25, Lakshmi Amman Koil Street, Perambur, Chennai-600 011, shall henceforth be known as A. RONITTA.

K. AROKIA RAJ.  
(Father.)

Chennai, 17th April 2012.

13497. My son, A. Felikel, born on 25th May 1998 (native district: Thoothukkudi), residing at No. 3/75, Tiruvallur Salai Main Road, Senkadu, Sriperumpudur Taluk, Kancheepuram District, shall henceforth be known as A. FELIX AMUTHAN.

G. ANTHONY MICHAELRAJ.  
(Father.)

Kancheepuram, 17th April 2012.

13498. I, S. Hacknes Rani Bagum, wife of Thiru T.S. Mohamed Ismail, born on 22nd March 1969 (native district: Sivagangai), residing at No. 7/21/1, Kurunji 2nd Street, Bharathi Nagar, Mahatma Gandhi Nagar, Madurai-625 014, shall henceforth be known as S. HACKNESS BEGUM.

S. HACKNES RANI BAGUM.

Madurai, 17th April 2012.

13499. I, P. Morison, son of Thiru Rayappapitchai Fernand, born on 21st October 1967 (native district: Tirunelveli), residing at No. 50/3, Uvari Mela Street, Paradhavai, Radhapuram Taluk, Tirunelveli-627 658, shall henceforth be known as R.P. ANTONY XAVIER MORISON.

P. MORISON.

Tirunelveli, 17th April 2012.

13500. I, E. Kumar, son of Thiru V. Ekambaram, born on 25th June 1974 (native district: Kancheepuram), residing at No. 3/1245, Gandhi Nagar 12th Street, Kovilambakkam, Chennai-600 117, shall henceforth be known as E. RAVIKUMAR.

E. KUMAR.

Chennai, 17th April 2012.

13501. My son, M. Sanjay, born on 21st August 2008 (native district: Chennai), residing at No. 1, Arumuga Vaithiyar Street, Triplicane, Chennai-600 005, shall henceforth be known as M. SANJAYRAM.

M. முத்துசுமார்.  
(Father.)

Chennai, 17th April 2012.

13502. I, R.P. Jaya Priya, wife of Thiru K.R. Magesh Babu, born on 28th July 1981 (native district: Tiruvallur), residing at Old No. 3, New No. 5, Angels Cottage, Main Cross Street, Kamaraj Nagar, Avadi, Chennai-600 071, shall henceforth be known as PRIYA MAGESH.

R.P. JAYA PRIYA.

Chennai, 17th April 2012.

13503. I, S. Sathish, son of Thiru K. Shanmugam, born on 9th June 1977 (native district: Kancheepuram), residing at No. H/126, T.N.H.B. Quarters, Rajarajan Street, Pallavan Nagar, Kancheepuram-631 501, shall henceforth be known as K. S. SATHISH.

S. SATHISH.

Kancheepuram, 17th April 2012.

13504. My daughter, S. Gayathri, born on 3rd April 2002 (native district: Ramanathapuram), residing at Old No. 2/29, New No. 2/31, Selvanayagapuram, Muthugulathur, Ramanathapuram-623 704, shall henceforth be known as S. YOGEEETHA.

K. SWAMINATHAN.  
(Father.)

Ramanathapuram, 17th April 2012.

13505. I, B. Usmanali, son of Thiru K. Babu, born on 28th June 1971 (native district: Chennai), residing at No. 53/33, Muthumariamman Koil Street, Navalur Nagar, Anna Nagar West, Chennai-600 040, shall henceforth be known as B. USMAN.

B. USMANALI.

Chennai, 17th April 2012.

13506. My son, S. Nagaraj, born on 14th October 1999 (native district: Chennai), residing at Old No. 29-A, New No. 9, Market Lane, Kaladipet, Chennai-600 019, shall henceforth be known as S. NAVEEN NAGARAJ.

K. SENTHIL KUMAR.  
(Father.)

Chennai, 17th April 2012.

13507. I, R. Chandran, son of Thiru K. Raman, born on 26th January 1959 (native district: Madurai), residing at No. 18-6-7/1, Allakovil Pallivasal Street, T. Vadipatti Post, Madurai-625 218, shall henceforth be known as A.R. JAYACHANDRAN.

R. சந்திரன்.

T. Vadipatti, 17th April 2012.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

**Madras School of Social Work**

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

To,

1<sup>st</sup> February, 2016

**Mr. Sangeeth Gopinath,**  
# 35/2, Sait Colony  
2<sup>nd</sup> Street, Egmore  
Chennai -600008  
Cell 8939617115

Dear **Mr Sangeeth Gopinath,**

Sub: Establishment – Appointment to the Post of Assistant Professor in Psychology Dept – Reg  
Ref: Your application dtd. Nil & the subsequent interview on 23-1-2016

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the UG Department of Psychology, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on contract basis with us effective 1<sup>st</sup> February, 2016, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- (2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.22,000/- (Rupees twenty two thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- (4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.



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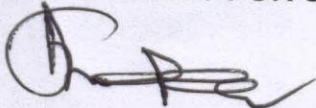
- (6) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

**For SOCIETY FOR SOCIAL EDUCATION & RESEARCH ,**



**SECRETARY**

**Copy to**

1. President
2. Principal / Dean SF
3. Finance Dept.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

No.36/AO/18

01.10.2018

To  
Ms.Madhuri.A,  
Raj Park Annex, New No:10, Old No:27,  
Muthukalathi Street,  
Triplicane,  
Chennai-600005.

Dear Ms.Madhuri,

Sub: Establishment – Appointment to the post of Assistant professor in UG Psychology  
Department– regarding

Ref: Your application and the subsequent interview on 26.09.2018

With reference to your above application and the subsequent interview held on 26.09.2018  
you are appointed to the post of Assistant Professor in UG Psychology Department of Madras  
School of Social Work on the following terms and conditions:

- 1) Your appointment is purely on temporary basis with us effective from 01.10.2018, the date of your joining, in the department approved by the University of Madras. You will be on probation for one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total salary of Rs25,000.00 (Rupees twenty five thousand only) per month.





4) You are expected to report to college on all working days and other days as per requirement of work.

5) You are required to report to college on regular class days from 8.00 a.m to 2.00 p.m. You may be expected to come earlier than 8.00 a.m for special assignments or programmes and/or stay back after college hours, if required.

6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.

7) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to teaching staff from time to time.

8) You will be reporting to the Principal, MSSW through the HOD and will be under the administrative control of the Society.

9) ) Your services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your sincerely  
For Society for Social Education & Research

A handwritten signature in green ink, appearing to be "S. S. S.", is written over the printed name of the Principal.

PRINCIPAL

Copy to:

Dean/Finance Department





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**K.A. MATHEW, I.A.S., (Retd.)**  
Chairman

**MUTHU KUMAR THANU**  
Hony. Secretary

**K. JOHN ZACHARIAH**  
Finance Director

19.8.2019

To

Ms. Ananyalakshmi, V.R.  
Presentation Ladies Hostel  
NO.1, Rukmani Lakshmi Pathy Road,  
Egmore, Chennai-8  
Dear Ananyalakshmi,

Sub: Establishment – Appointment to the post of Assistant Professor in Psychology  
Department, MSSW– regarding  
Ref: 1. Your application and the subsequent interview on 17.7.2019

With reference to your above application and the subsequent interview held on 17.7.2019 you are appointed to the post of Assistant Professor in the Psychology Department of Madras School of Social Work on the following terms and conditions:

- 1) Your appointment is purely on temporary basis with us effective from 1.8.2019, the date of your joining, in the department approved by the University of Madras. You will be on probation for one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total salary of Rs.22,000.00 (Rupees twenty two thousand only) per month.





-2-

- 4) You are expected to report to college on all working days and other days as per requirement of work.
- 5) You are required to report to college on regular class days from 8.00a.m to 2.00 p.m. You may be expected to stay later than 2.00p.m. for special assignments or programmes and/or stay back after college hours, if required.
- 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.
- 7) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to teaching staff from time to time.
- 8) You will be reporting to the Principal, MSSW through the HOD and will be under the administrative control of the Society.
- 9) ) You services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your sincerely  
For Society for Social Education & Research

**Dr. S. RAJA SAMUEL, M.A., Ph.D.,**

Principal  
Principal  
Madras School of Social Work (Autonomous)  
Copy No. 32, C.D. U.G. Psychology Department/Dean  
No. 32, C.D. U.G. Road,  
Egmore, Chennai - 600 008.



# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**

President

**A. LOYOLA**

Hony. Secretary &  
Director, Management Division

24<sup>th</sup> June 2013

To

Dr. Y. Vyjayanthi Mala,  
A-5, Mahalakshmi Flats,  
No.7, Jothi Ramalingam First Street,  
West Mambalam, Chennai – 600 033.

Dear Ms. Vyjanthimala,

Sub : Establishment – Appointment to the post of Assistant Professor in  
the Department of Psychology.

Ref. Your application dated 20-06-13 and the subsequent interview on  
24-06-2013.

+++++

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the Department of Psychology, on the following terms and conditions, subject to your medical fitness.

1. Your appointment is purely on contract basis with us effective 24<sup>th</sup> June 2013, in the Department approved by the University of Madras and also the Affiliation by the University being continued without any interruption.
2. Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
3. You will be paid a consolidated salary of Rs.20,000/- (Rupees twenty thousand only) No other allowance is payable to you. You will be working from Monday through Friday, every week from 12.30 p.m. to 6.30 p.m.
4. You shall discharge your duties diligently and devotedly. You shall besides your normal duties, be attending to quasi-academic, administrative and other allied co-ordinating activities as and when assigned.

Contd... (2)



- 5) You will be governed by the Rules & Regulations and Leave Rules of the Society for Social Education and Research as applicable to teaching Staff from time to time.
- 6) You will be reporting to the Principal, MSSW through your HOD and will be under the administrative control of the Society.
- 7) Your services are liable to be terminated without assigning any reason whatsoever by giving one month's notice or payment of one month's salary in lieu thereof. Please be advised that no Resignation shall be entertained during the course of the academic year.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully

For SOCIETY FOR SOCIAL EDUCATION & RESEARCH

  
Hon. Secretary

24-6-13

Copy to :

- a) President
- b) Principal
- c) Hon. Director (Finance)



# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**

Principal & Secretary, College Committee

To,

13<sup>th</sup> June , 2016

**Dr. R Subasree ,**  
No.6, 10<sup>th</sup> Main Road  
Vijay Nagar, Velachery  
**CHENNAI – 600 042**  
Cell 9884565739

Dear Dr R Subasree,

Sub: Establishment – Appointment to the Post of Assistant Professor in Psychology Dept – Reg  
Ref: Your application dtd.24-5-2016 & the subsequent interview on 10-6-2016

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the PG Department of Psychology, on the following terms and conditions, subject to your medical fitness

- (1) You are appointed in a full-time regular position with effect from 15<sup>th</sup> June 2016.
- (2) Your services are transferable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.35,000/- (Rupees Thirty five thousand only) per month, including employee PF contribution .
- (4) You are expected to report to College on all working days and other days as per work requirement.
- (5) You are required to report to College on regular class days from 12.30 pm to 6.30 pm. You may be expected to come earlier than 12.30 pm for special assignments or programmes.
- (6) You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (7) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.



::2::

- (8) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (9) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For **MADRAS SCHOOL OF SOCIAL WORK**,



**Dr. S. RAJA SAMUEL**  
**PRINCIPAL**

**Copy to**

1. President
2. Dean SF
3. Finance Dept.



# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)  
(An Autonomous Institution Affiliated to the University of Madras)  
32, Casa Major Road, Egmore, Chennai 600 008  
College Off. : 28192824 / 5126 Principal 281995125  
E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

Date: 15.06.2016

To

Dr. Kalyani Kenneth,  
No.18, MES Road  
6<sup>th</sup> St, 8<sup>th</sup> Lane, Muthapudupet,  
Air Force Stn., Avadi,  
Chennai – 600 055.  
Cell 98416 16140

Dear Dr. Kalyani Kenneth,

Sub: Establishment – Appointment to the post of Assistant professor in Psychology Dept – Reg

Ref: Your Application dtd.4-5-2016 & the subsequent interview on 10-6-2016.

We are pleased to inform you that you are appointed to the post of Assistant Professor in our institution in the P.G. Department of Psychology, on the following terms and conditions, subject to your medical fitness.

- 1) You are appointed in a full-time regular position with effect from 20<sup>th</sup> June 2016.
- 2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a consolidated salary of Rs.35,000/- (Rupees Thirty five thousand only) per month, including employee PF contribution.
- 4) You are expected to report to college on all working days and other days as per work requirement.
- 5) You are required to report to college on regular class days from 12.30 p.m to 6.30 p.m. You may be expected to come earlier than 12.30 p.m for special assignments or programmes.
- 6) You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- 7) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.



::2::

8) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.

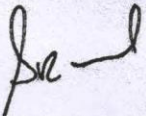
9) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Your's faithfully

For MADRAS SCHOOL OF SOCIAL WORK



**DR. S. RAJA SAMUEL**  
**PRINCIPAL**

Copy to:

1. President
2. Dean SF
3. Finance Dept.

Received  
Kalyani





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

12.9.2017

To

Mrs.Hannah John,  
13B, Ambika Nagar,  
Madambakkam,Tambaram East,  
Chennai-600072.

Dear Mrs.Hannah John,

Sub: Establishment – Appointment to the post of Assistant Professor in Counselling  
Psychology Department – regarding

Ref:1. Your application dated Nil and the subsequent interview on 1.9.2017

2. Our Offer Letter dated 6.9.2017

With reference to your above application and the subsequent interview held on 1.9..2017  
you are appointed to the post of Assistant Professor in Counselling Psychology  
Department of Madras School of Social Work,Egmore, Chennai-6008 on the following terms  
and conditions:

1. Your appointment is purely on temporary basis with us effective from 7.9.2017,  
the date of your joining in the Department approved by the University of Madras
2. Your services are transferrable and you may be rotated to any other appropriate  
department depending on necessity during the course of the academic year .
3. You will be paid a consolidated salary of Rs.26,500.00 (Rs. Twenty six thousand  
five hundred only) p.m.



4. You are expected to report to College on all working days and other days as per requirement of work.
5. You are required to report to college on regular class days from 11.30 a.m to 5.30p.m. You may be expected to come earlier than 11.30 a.m for special assignments or programmes and/or stay back after college hours, if required.
- 6.. You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities
7. You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time .
8. You will be reporting to the Principal , MSSW through the H.O.D and will be under the administrative control of the Society.
9. Your services could be terminated without assigning any reason whatsoever by giving one month notice on either side or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your faithfully  
For Society for Social Education & Research

  
PRINCIPAL





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**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

Dated: 25.09.2019

No.24/AO/19

To,  
Mr. Vivian B  
B-19, Kavitha Flats, SBI Staff Colony  
III Street, Arumbakkam,  
Chennai - 600 106

Dear Mr. Vivian,

Sub: Establishment - Appointment to the post of Assistant Professor in the P.G. Department of Counselling Psychology, MSSW- regarding

Ref: 1. your application and the subsequent interview on 27.08.2019

With reference to your above application and the subsequent interview held on 27.08.2019 you are appointed to the post of Assistant Professor in the P.G. Department of Counselling Psychology of Madras School of Social Work on the following terms and conditions:

- 1) Your appointment is purely on temporary basis with us effective from 16.09.2019, the date of your joining, in the department approved by the University of Madras. You will be on probation for one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total salary of Rs.22,000.00 (Rupees twenty two thousand only) per month.

*Pr*  
25-9-19

*Pr*  
26/9/19

*B.V.*





# MADRAS SCHOOL OF SOCIAL WORK

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**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

-2-

- 4) You are expected to report to college on all working days and other days as per requirement of work.
  - 5) You are required to report to college on regular class days from 12.30 p.m to 06.30 p.m. You may be expected to stay later than 06.30p.m. for special assignments or programmes and/or come earlier, if required.
  - 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.
  - 7) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to teaching staff from time to time.
  - 8) You will be reporting to the Principal, MSSW through the HOD and will be under the administrative control of the Society.
  - 9) ) You services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.
- Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your sincerely  
For Society for Social Education & Research

PRINCIPAL

Copy to: H.O.D MSc. Counselling Psychology Department/Dean





# THE SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

Registered in 1960 under Act XXI of 1860

## The Madras School of Social Work – (Estd. 1952)

(Affiliated to University of Madras)

**P.C. MATHEW, ICS (Retd.)**  
President

**C.D. JOSE**  
Hon. Secretary

To,

4<sup>th</sup> June'07

Ms. P. Mohana,  
95, Chellappa Street,  
Ottery,  
Chennai 600 012.

### ORDER

Sub:- Establishment – Appointment to the post of Lecturer in  
SSER/MSSW for MA.HRM Course.

The management is pleased to appoint you as lecturer in our self financing MA.HRM course unit of MSSW subject to passing PG program and producing the original certificates.

1. You will be paid a consolidated salary of Rs.8,000/- per month.
2. The normal working hours on working days shall cover 6 hours per day from Monday to Saturday. The College will be working in two shifts, first and second shift and you will be posted in one of the shifts at the discretion of the Management.
3. Your appointment is subject to your medical fitness and subject to your producing your original certificates.
4. You are entitled in a Calendar year to 12 days Casual Leave and 30 days Earned Leave, besides 12 days declared as closed public holidays including National Holidays.
5. You will be responsible to the Principal and take instructions from her regarding the academic duties to be discharged by you.
6. You will be under the administrative control of the Management. You shall discharge faithfully all the duties allotted to you as Lecturer.
7. The employment shall cease on the termination of the period of affiliation.




8. Without prejudice to clause 3 above both parties have the right to terminate the contract without assigning any reason with one month's notice on either side, or payment of one month's pay in lieu thereof.

9. Other works assigned to you from time to time by the Principal will also have to be attended to.

10. Your services can be transferred to any other equivalent post as per the requirement of the Management of SSER.

If you are agreeable to the above terms, you may please return a copy of this order duly signed in token of having agreed to and accepted the aforesaid conditions of appointment.

  
Hon. Secretary

Copy to: Principal

Copy to: Accountant

Copy to: Order Copy file

Accepted the offer &  
joining the duty  
on 15th June, 07  
P. M. S. Rao  
A/c/07





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

To,

26<sup>th</sup> June 2012

**Mr. Hemakumar M**

New No.2, Old No.50,  
Gajabathy Lal Street,  
Munusamy Nagar, Triplicane  
**CHENNAI – 600 005**

Dear **Mr. Hemakumar, M.**,

Sub: Establishment – Appointment to the Post of Assistant Professor in HRM  
Dept – Reg  
Ref: Your application dated Nil and the subsequent interview

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the Department of HRM, on the following terms and conditions, subject to your medical fitness

- 1) Your appointment is purely on contract basis with us effective 4<sup>th</sup> June 2012, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- 2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a consolidated salary of Rs.17,000/- (Rupees seventeen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- 4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- 5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.
- 6) You will be reporting to the Principal, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.



7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For **SOCIETY FOR SOCIAL EDUCATION & RESEARCH**,



**HON. SECRETARY**

**Copy to**

1. President
2. Principal
3. Hon. Director (Fin)



# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28195126 Principal : 28192824

E-Mail : [mailtoprincipal@yahoo.co.in](mailto:mailtoprincipal@yahoo.co.in) Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal (i/c)

**A. LOYOLA**  
Secretary, College Committee

To,

5<sup>th</sup> July , 2016

**Mr. P Prabakaran,**  
No.2,8<sup>th</sup> Cross St,  
Iyappa Nagar,  
Kamarajapuram  
**CHENNAI – 600 073**  
Cell 9884754654

Dear **Mr P Prabakaran,**

Sub: Establishment – Appointment to the Post of Assistant Professor in HRM Dept – Reg  
Ref: Your application dtd.Nil & the subsequent interview on 1-7-2016

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the PG Department of Human Resource Management, on the following terms and conditions, subject to your medical fitness

- (1) You are appointed in a full-time regular position with effect from 4th August 2016.
- (2) Your services are transferable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.24,000/- (Rupees Twenty four thousand only) per month, including employee PF contribution .
- (4) You are expected to report to College on all working days and other days as per work requirement.
- (5) You are required to report to College on regular class days from 12.30 pm to 6.30 pm. You may be expected to come earlier than 12.30 pm for special assignments or programmes.
- (6) You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (7) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.



::2::

- (8) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (9) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,  
For MADRAS SCHOOL OF SOCIAL WORK ,



**Dr. S. RAJA SAMUEL**  
**PRINCIPAL**

**Copy to**

1. President
2. Dean SF
3. Finance Dept.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

**Madras School of Social Work**  
(Autonomous College Affiliated to University of Madras)

**K.A. MATHEW, I.A.S., (Retd.)**  
Chairman

**MUTHU KUMAR THANU**  
Hony. Secretary

**K. JOHN ZACHARIAH**  
Finance Director

No.03/AO/20

01.09.2020

To

Dr.E T Evangeline  
17/17, Thilagar Nagar  
1<sup>st</sup> Street Extension, Kaladipet  
Chennai 600 019.  
Dear Ms. Logeswari,

Sub: Establishment – Appointment to the post of Assistant professor in the PG department  
Of Human Resources Management.

Ref: Your application and the subsequent interview on 18<sup>th</sup> July 2020

With reference to your above application and the subsequent interview held on 18.07.2020 you are appointed to the post of Assistant Professor in P.G. Department of Human Resources Management of Madras School of Social Work on the following terms and conditions, subject to your qualification approval by University of Madras.

- 1) Your appointment is purely on temporary basis effective from 01.09.2020, the date of your joining, in the department approved by the University of Madras. You will be on probation for a period of one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total gross salary of Rs.40,000.00 per month.
- 4) You are expected to report to college on all working days and other days as per requirement of work.
- 5) You are required to report to college on regular class days from 12.30 p.m to 6.30 p.m. You may be expected to come earlier than 12.30 p.m for special assignments or programmes and/or stay back after college hours, if required.
- 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.



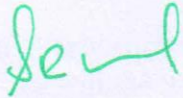
7) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to teaching staff from time to time.

8) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.

9) Your services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your's sincerely  
For Society for Social Education & Research



PRINCIPAL

**Dr. S. RAJA SAMUEL, M.A., Ph.D.,**  
**Principal**  
**Madras School of Social Work (Autonomous)**  
**No. 32, Casa Major Road,**  
**Egmore, Chennai - 600 008.**

Copy to:  
Dean/Finance Department





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

20<sup>th</sup> June 2013

To

Ms. S. Sivaranjani,  
L-38/8, Udhyam Welfare Association,  
Central Avenue, Korattur, Chennai

Dear Ms. Sivaranjani,

Sub : Establishment – Appointment to the post of Assistant Professor in  
the Department of Human Resources & Organization Development  
Ref. Your application dated 18-05-13 and the subsequent interview on  
19-06-2013.

+++++

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the Department of Human Resources and Organization Development, on the following terms and conditions, subject to your medical fitness

1. Your appointment is purely on contract basis with us effective 20<sup>th</sup> June 2013, in the Department approved by the University of Madras and also the Affiliation by the University being continued without any interruption.
2. Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
3. You will be paid a consolidated salary of Rs.18,000/- (Rupees eighteen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 p.m. to 6.30 p.m.
4. You shall discharge your duties diligently and devotedly. You shall besides your normal duties, be attending to quasi-academic, administrative and other allied co-ordinating activities as and when assigned.

Contd... (2)



Page : 2

5) You will be governed by the Rules & Regulations and Leave Rules of the Society for Social Education and Research as applicable to teaching Staff from time to time, subject to medical fitness.

6) You will be reporting to the Principal, MSSW through your HOD and will be under the administrative control of the Society.


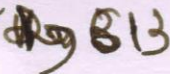
7) Your services are liable to be terminated without assigning any reason whatsoever by giving one month's notice or payment of one month's salary in lieu thereof. Please be advised that no Resignation shall be entertained during the course of the academic year.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully

For SOCIETY FOR SOCIAL EDUCATION & RESEARCH

  
Hon. Secretary 

Copy to :

- a) President
- b) Principal
- c) Hon. Director (Finance)



# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

To,

28<sup>th</sup> May , 2014

**Mr. E Joseph Eric Dunston,**  
# L9/13, TNHB Ayapakkam,  
Chennai – 600 077  
Cell No. 9677654233

Dear Mr Joseph Eric Dunston,

Sub: Establishment – Appointment to the Post of Guest Lecture in  
PG Department of HR & OD – Reg  
Ref: Your application dtd.Nil & the subsequent interview on 27-5-'14

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the PG Department of HR & OD, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on contract basis with us effective 2nd June 2014, in the Department approved by the University of Madras and also the affiliation by the University being continued without any interruption.
- (2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.17,000/-(Rupees seventeen thousand only) per month. You will be working from Monday thru Friday every week from 12.30 pm to 6.30 pm.
- (4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.



- (6) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (7) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For SOCIETY FOR SOCIAL EDUCATION & RESEARCH ,

  
SECRETARY  
29.5.14

Copy to

1. President
2. Principal/Dean SF
3. Hon. Director (Fin)





# MADRAS SCHOOL OF SOCIAL WORK

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**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

To,

15<sup>th</sup> June , 2016


**Mr. P Venkatesh ,**  
M-9/2, Flat No.14,  
Aishwarya Colony,  
Indira Nagar, Adyar  
**CHENNAI – 600 020**  
Cell 9445615085

Dear Mr P Venkatesh,

Sub: Establishment – Appointment to the Post of Assistant Professor in HR&OD Dept – Reg  
Ref: Your application dtd.Nil & the subsequent interview on 10-6-2016

We are pleased to inform you that you are appointed to the post of Assistant Professor in our Institution in the PG Department of Human Resource & Organisation Development, on the following terms and conditions, subject to your medical fitness

- (1) You are appointed in a full-time regular position with effect from 1<sup>st</sup> July 2016.
- (2) Your services are transferable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.30,000/- (Rupees Thirty thousand only) per month, including employee PF contribution .
- (4) You are expected to report to College on all working days and other days as per work requirement.
- (5) You are required to report to College on regular class days from 12.30 pm to 6.30 pm. You may be expected to come earlier than 12.30 pm for special assignments or programmes.
- (6) You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (7) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.

  
15/6/2016



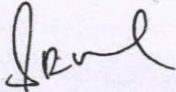
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- (8) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (9) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,  
For MADRAS SCHOOL OF SOCIAL WORK ,



**Dr. S. RAJA SAMUEL**  
**PRINCIPAL**

**Copy to**

1. President
2. Dean SF
3. Finance Dept.





# MADRAS SCHOOL OF SOCIAL WORK

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**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

2. 8.2017

To  
Mrs. Ruby Wesley George  
9/6, Home Finders Estate,  
Ramapuram,  
Chennai-60089.

Dear Mrs. Ruby Wesley George,

Sub: Establishment – Appointment to the post of Assistant Professor in  
M.H.O.D Department – regarding

Ref:1. Your application dated Nil and the subsequent interview on 8.7.2017  
2. Our offer letter dated 18.7.2017

With reference to your above application and the subsequent interview held on 8.7.2017 you are appointed to the post of Assistant Professor in M.H.O.D Department of Madras School of Social Work on the following terms and conditions:

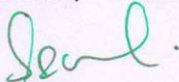
1. Your appointment is purely on temporary basis with us effective from 27<sup>th</sup> July 2017, the date of your joining, in the Department approved by the University of Madras.
2. Your services are transferrable and you may be rotated to any other appropriate department depending on necessity during the course of the academic year .
3. You will be paid a consolidated salary of Rs.26500.00 (Rs. Twenty six thousand five hundred only)p.m.



4. You are expected to report to College on all working days and other days as per requirement of work.
5. You are required to report to college on regular class days from 11.30 a.m to 5.30p.m. You may be expected to come earlier than 11.30 a.m for special assignments or programmes and/or stay back after college hours, if required.
- 6.. You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities
7. You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time .
8. You will be reporting to the Principal , MSSW through the H.O.D and will be under the administrative control of the Society.
9. Your services could be terminated without assigning any reason whatsoever by giving one month notice on either side or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your faithfully  
For Society for Social Education & Research



PRINCIPAL

Copy to:

1, President/Principal/Dean/Finance Department





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

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**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

No.16/AO/19

02.07.2019

To

Mr.R.Narasimhan,  
146 Avvai Shanmugham Salai,  
Royapettah,  
Chennai-600014

Sub: Establishment – Appointment to the post of Assistant professor in MA Human Resources & Organisation Development– regarding

Ref: Your application and the subsequent interview on 21.06.2019

With reference to your above application and the subsequent interview held on 21.6.19 you are appointed to the post of Assistant Professor in Human Resource & Organisation Development Department of Madras School of Social Work on the following terms and conditions, subject to your qualification approval by University of Madras.

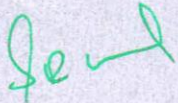
- 1) Your appointment is purely on temporary basis effective from 26.6.2019, the date of your joining, in the department approved by the University of Madras. You will be on probation for a period of one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total gross salary of Rs.30,000.00 per month.
- 4) You are expected to report to college on all working days and other days as per requirement of work.



- 5) You are required to report to college on regular class days from 12.30 p.m to 6.30 p.m. You may be expected to come earlier than 12.30 p.m for special assignments or programmes and/or stay back after college hours, if required.
- 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.
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- 8) You will be reporting to the Principal, MSSW through the HOD and will be under the administrative control of the Society.
- 9) Your services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your's sincerely  
For Society for Social Education & Research



PRINCIPAL

**Dr. S. RAJA SAMUEL, M.A., Ph.D.,**  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, Chennai - 600 008.

Copy to:  
Dean/Finance Department





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : [principal@mssw.in](mailto:principal@mssw.in) Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

30.6.2017

To  
Dr.Sarah Karunakaran,  
69/31, Fairlands Apartments,  
Mookathal Street,  
Purasawalkam,  
Chennai 600007.

Dear Dr.Sarah Karunakaran,

Sub: Establishment – Appointment to the post of Assistant Professor and HOD in  
Development Management Department – regarding

Ref:1. Your application dated 28.4.2017 and the subsequent interview on 18.5.2017  
2. Our offer letters dated 19.5.2017 and 2.6.2017

With reference to your above application and the subsequent interview held on 18.5.2017  
You are appointed to the post of Assistant Professor and HOD in the Development  
Management Department of Madras School of Social Work on the following terms and  
conditions:

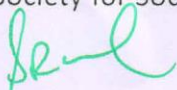
1. Your appointment is purely on temporary basis with us effective from 15<sup>th</sup> June  
2017 in the Department approved by the University of Madras



3. You will be paid a consolidated salary of Rs.37500.00 (Rs. Thirty seven Thousand Five hundred only) p.m.
4. You are expected to report to College on all working days and other days as per requirement of work
5. You are required to report to college on regular class days from 11.30 a.m to 5.30p.m. You may be expected to come earlier than 11.30 a.m for special assignments or programmes and/or stay back after college hours, if required.
- 6.. You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities
7. You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time .
8. You will be reporting to the Principal , MSSW and will be under the administrative control of the Society.
9. Your services could be terminated without assigning any reason whatsoever by giving one month notice on either side or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your faithfully  
For Society for Social Education & Research



PRINCIPAL

Copy to:

1, President/Principal/Dean/Finance Department





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**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

To,

17<sup>th</sup> September , 2016

**Mr. Moses Selvakumar,**  
**CHENNAI – 600 008**  
Cell

Dear **Mr Moses Selvakumar,**

Sub: Establishment – Appointment to the Post of Assistant Professor in DM Dept – Reg  
Ref: Our letter dated 6-9-2016 on the above

Further to our letter dated 6-9-2016 appointing you as Assistant Professor in the PG Department of Development Management, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on temporary basis with us from 6<sup>th</sup> September 2016 in the Department approved by the University of Madras.
- (2) Your services are transferable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.25,000/- (Rupees Twenty five thousand only) per month.
- (4) You are expected to report to College on all working days and other days as per work requirement.
- (5) You are required to report to College on regular class days from 12.30 pm to 6.30 pm. You may be expected to come earlier than 12.30 pm for special assignments or programmes.
- (6) You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (7) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.



::2::

- (8) You will be reporting to the Principal/Dean SF, MSSW through your HOD/Department Coordinator and will be under the administrative control of the Society.
- (9) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

**For MADRAS SCHOOL OF SOCIAL WORK ,**



**Dr. S. RAJA SAMUEL  
PRINCIPAL**

**Copy to**

1. President
2. Dean SF
3. Finance Dept.





# MADRAS SCHOOL OF SOCIAL WORK

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E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

30.6.2017

To  
Mr.R.G.Sudharson  
2/60 Gnammal Illam  
Labour well street  
Adambakkam,Chennai-600058

Dear Mr.Sudharson,

Sub: Establishment – Appointment to the post of Assistant Professor in  
Development Management Department – regarding

Ref:1. Your application dated 28.4.2017 and the subsequent interview on 18.5.2017  
2. Our offer letters dated 19.5.2017 and 2.6.2017

With reference to your above application and the subsequent interview held on 18.5.2017  
You are appointed to the post of Assistant Professo in MSW Department (shift ii) (self-  
financed) of Madras School of Social Work on the following terms and conditions:

1. Your appointment is purely on temporary basis with us effective from 15<sup>th</sup> June 2017 in the Department approved by the University of Madras
2. Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year .



2. Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year .
3. You will be paid a consolidated salary of Rs.22,500.00 (RupeesTwenty two Thousand five hundred only) p.m.
4. You are expected to report to College on all working days and other days as per requirement of work
5. You are required to report to college on regular class days from 11.30 a.m to 5.30p.m. You may be expected to come earlier than 11.30 a.m for special assignments or programmes and/or stay back after college hours, if required.
- 6.. You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities
7. You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time .
8. You will be reporting to the Principal , MSSW through the HOD or Department Coordinator and will be under the administrative control of the Society.
9. Your services could be terminated without assigning any reason whatsoever by giving one month notice on either side or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your faithfully  
For Society for Social Education & Research

  
PRINCIPAL

Copy to:

1, President/Principal/Dean/Finance Department





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

No.20/AO/18

2.7.2018

To  
Mr.V.Gajendran  
No.3, Third Floor  
Indiragandhi Third Street,Choolaimedu,  
Chennai-600094.

Dear Mr.Gajendran,

Sub: Establishment – Appointment to the post of Assistant professor in MA Development Management Department– regarding

Ref: Your application and the subsequent interview on 18.5.2018

With reference to your above application and the subsequent interview held on 18.5.2018 you are appointed to the post of Assistant Professor in MA Development Management Department of Madras School of Social Work on the following terms and conditions:

- 1) Your appointment is purely on temporary basis with us effective from 2.7.2018, the date of your joining, in the department approved by the University of Madras. You will be on probation for one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total salary of Rs23,000.00 (Rupees twenty three thousand only) per month.
- 4) You are expected to report to college on all working days and other days as per requirement of work.





- 5) You are required to report to college on regular class days from 12.30 p.m to 6.30 p.m. You may be expected to come earlier than 12.30 p.m for special assignments or programmes and/or stay back after college hours, if required.
- 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.
- 7) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to teaching staff from time to time.
- 8) You will be reporting to the Principal, MSSW through the HOD and will be under the administrative control of the Society.
- 9) ) You services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your sincerely  
For Society for Social Education & Research

PRINCIPAL  
Copy to:  
Dean/Finance Department

---

**SOCIETY FOR SOCIAL EDUCATION AND RESEARCH**

(Registered in 1960 under Act XXI of 1860)

32, Casa Major Road, Egmore, Chennai – 600 008





# MADRAS SCHOOL OF SOCIAL WORK

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College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**

Principal & Secretary, College Committee

To

Mr.M.M.Muhammed Jabir  
Maliyeckal House, Nadackal P.O,  
Erattupetta, Kottayam  
Kerala-686121

Date: 26.07.2019

Dear Mr.M.M.Muhammed Jabir,

With reference to your application and the subsequent interview held in our college on 21.06.2019, you are provisionally selected for appointment to the post of Assistant Professor in the P.G. Department of Development Management, at MSSW.

The salary for you will be a minimum of Rs.22,000.00 based on your qualification plus weightage for previous service at the rate of Rs.1000/- per year of experience in teaching and at the rate of Rs.500.00 per year of experience in field. For your work experience you should produce certificates from the concerned employer. On the basis of the work experience details given by you in your resume and confirmed during the interview and subject to production of experience certificates, your monthly salary will be fixed as follows:

Minimum salary based on qualification.	Rs. 22,000.00
Weightage for Teaching experience of 3 years	3,000.00
Weightage for Field experience of 1.6 yrs.(taken as 2 years )	1,000.00
	-----
	Rs.26,000.00
	-----

You will be paid an additional amount of Rs.3000/- p.m from the date of award of Ph.D.

You will be on probation for a period of one year.

You will be required to join duty immediately.

Kindly confirm your acceptance to this offer of appointment through an e mail.

You are required to bring all your original certificates for verification, when you join.

Formal appointment order will be issued on your joining duty.

Yours sincerely,

**Dr. S. RAJA SAMUEL, M.A., Ph.D.,**

Principal

Madras School of Social Work (Autonomous)

No. 32, Casa Major Road,  
Egmore, Chennai - 600 008.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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**Madras School of Social Work**  
(Autonomous College Affiliated to University of Madras)

**K.A. MATHEW**, I.A.S., (Retd.)  
Chairman

**MUTHU KUMAR THANU**  
Hony. Secretary

**K. JOHN ZACHARIAH**  
Finance Director

No.17/AO/19

18.07.2019

To

Mr. Antony Stephen  
No.13 Sangaimam Residency  
Near SBOIA School  
Ranimeimmai Nagar,  
Airport-620007

Dear Mr. Antony Stephen,

Sub: Establishment – Appointment to the post of Assistant professor in Social Entrepreneurship Department

Ref: Your application and the subsequent interview on 21.06.2019

With reference to your above application and the subsequent interview held on 21.6.19 you are appointed to the post of Assistant Professor in P.G.Department of Social Entrepreneurship of Madras School of Social Work on the following terms and conditions, subject to your qualification approval by University of Madras.

- 1) Your appointment is purely on temporary basis effective from 5.07.2019, the date of your joining, in the department approved by the University of Madras. You will be on probation for a period of one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total gross salary of Rs.35,000.00 per month.





- 4) You are expected to report to college on all working days and other days as per requirement of work.
- 5) You are required to report to college on regular class days from 12.30 p.m to 6.30 p.m. You may be expected to come earlier than 12.30 p.m for special assignments or programmes and/or stay back after college hours, if required.
- 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.
- 7) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to teaching staff from time to time.
- 8) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.
- 9) Your services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your's sincerely  
For Society for Social Education & Research

PRINCIPAL  
**Dr. S. RAJA SAMUEL, M.A., Ph.D.,**  
Principal  
Madras School of Social Work (Autonomous)  
No. 32, Casa Major Road,  
Egmore, Chennai - 600 008.

Copy to:  
Dean/Finance Department

---

**SOCIETY FOR SOCIAL EDUCATION AND RESEARCH**

(Registered in 1960 under Act XXI of 1860)

32, Casa Major Road, Egmore, Chennai - 600 008.





# MADRAS SCHOOL OF SOCIAL WORK

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32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : [principal@mssw.in](mailto:principal@mssw.in) Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**

Principal & Secretary, College Committee

17.7.2017

To

Mr.M.Pravin Kumar,  
9/9 South Gangai Amman Koil 2<sup>nd</sup> Street,  
Choolaimedu,  
Chennai-600094

Dear Mr.Pravin Kumar,

Sub: Establishment – Appointment to the post of Assistant Professor in M.A.  
Social Entrepreneurship Department – regarding

Ref:1. Your application dated Nil and the subsequent interview on 8.7.2017  
2. Our offer letter dated 9.7.2017

With reference to your above application and the subsequent interview held on 8.7.2017  
you are appointed to the post of Assistant Professor in M.A. Social Entrepreneurship  
Department of Madras School of Social Work, Egmore, Chennai-60008 on the following terms  
and conditions:

1. Your appointment is purely on temporary basis with us effective from 17<sup>th</sup> June 2017, the date of your joining, in the Department approved by the University of Madras
2. Your services are transferrable and you may be rotated to any other appropriate department depending on necessity during the course of the academic year .



3. You will be paid a consolidated salary of Rs.33000 (Rs. Thiry three thousand only) p.m.
4. You are expected to report to College on all working days and other days as per requirement of work.
5. You are required to report to college on regular class days from 11.30 a.m to 5.30p.m. You may be expected to come earlier than 11.30 a.m for special assignments or programmes and/or stay back after college hours, if required.
6. You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities
7. You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time .
8. You will be reporting to the Principal , MSSW through the H.O.D and will be under the administrative control of the Society.
9. Your services could be terminated without assigning any reason whatsoever by giving one month notice on either side or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your faithfully  
For Society for Social Education & Research

  
PRINCIPAL

Copy to:

1, President/Principal/Dean/Finance Department





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

No.24/AO/18

30.07.2018

To  
Ms.N.A.Arivukkarasi,  
Old No.18,New No.16,Srinivasan street,  
Mandaveli,  
Chennai-600028.

Dear Ms.Arivukkarasi,

Sub: Establishment – Appointment to the post of Assistant professor in MA Social Entrepreneurship Department– regarding

Ref: Your application and the subsequent interview on 26.07.2018

With reference to your above application and the subsequent interview held on 26.07.2018 you are appointed to the post of Assistant Professor in MA Social Entrepreneurship Department of Madras School of Social Work on the following terms and conditions:

- 1) Your appointment is purely on temporary basis with us effective from 30.07.2018, the date of your joining, in the department approved by the University of Madras. You will be on probation for one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total salary of Rs25,000.00 (Rupees twenty five thousand only) per month.
- 4) You are expected to report to college on all working days and other days as per requirement of work.





-2-

- 5) You are required to report to college on regular class days from 12.30 p.m to 6.30 p.m. You may be expected to come earlier than 12.30 p.m for special assignments or programmes and/or stay back after college hours, if required.
  - 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.
  - 7) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to teaching staff from time to time.
  - 8) You will be reporting to the Principal, MSSW through the HOD and will be under the administrative control of the Society.
  - 9) ) Your services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.
- Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your sincerely  
For Society for Social Education & Research

PRINCIPAL

Copy to:  
Dean/Finance Department

---

**SOCIETY FOR SOCIAL EDUCATION AND RESEARCH**

(Registered in 1960 under Act XXI of 1860)

32, Casa Major Road, Egmore, Chennai - 600 008.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

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## Madras School of Social Work (Autonomous College Affiliated to University of Madras)

**K.A. MATHEW, I.A.S., (Retd.)**  
Chairman

**MUTHU KUMAR THANU**  
Hony. Secretary

**K. JOHN ZACHARIAH**  
Finance Director

No.4/AO/2020

11.09.2020

To  
Ms. Agnesh Roshini  
3.56A Vilamal post,  
Thiruvarur – 610004

Dear Ms. Agnesh Roshini,

Sub: Establishment – Appointment to the post of Assistant professor in the PG department  
Of Social Entrepreneurship

Ref: Your application and the subsequent interview on 01<sup>th</sup> August 2020

With reference to your above application and the subsequent interview held on 01<sup>th</sup> August 2020 through virtual mode you are appointed to the post of Assistant Professor in the P.G. Department of Social Entrepreneurship of Madras School of Social Work on the following terms and conditions, subject to your qualification approval by University of Madras.

- 1) Your appointment is purely on temporary basis effective from 01.09.2020, the date of your joining, in the department approved by the University of Madras. You will be on probation for a period of one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total gross salary of Rs.27,500.00 per month.
- 4) You are expected to report to college on all working days and other days as per requirement of work.
- 5) You are required to report to college on regular class days from 8.00a.m to 2.00 p.m. You may be expected to stay later than 2.00p.m. for special assignments or programmes and/or stay back after college hours, if required.
- 6) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.




7) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to teaching staff from time to time.

8) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.

9) Your services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

Kindly confirm your acceptance to the above by signing in the copy of this letter.

Your's sincerely  
For Society for Social Education & Research



PRINCIPAL

**Dr. S. RAJA SAMUEL, M.A., Ph.D.,**  
**Principal**  
**Madras School of Social Work (Autonomous)**  
**No. 32, Casa Major Road,**  
**Egmore, Chennai - 600 008.**

Copy to:  
Dean/Finance Department



# The Madras School of Social Work (Estd. 1952)

(Under the auspices of Society for Social Education and Research)

(AFFILIATED TO THE UNIVERSITY OF MADRAS FOR M.A., & M.Phil.)

32, Casa Major Road, Egmore, Chennai-600 008.

Telephone : 8 2 6 8 5 6 5

Grams : "SOCIAL WORK"

Fax No. : 91-44-8274329

E-Mail : mssw@vsnl.com

Website : www.mssw.homepage.com

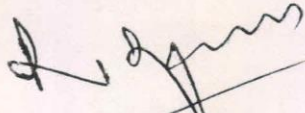
24-01-2001

## APPOINTMENT ORDER

Ms. V. Sakthi Regha is hereby appointed as Librarian at Madras School of Social Work in the scale of pay of Rs.8000-275-13500 in the regular vacancy with effect from 24-01-2001, subject to approval by the competent authorities (i.e. by the Directorate of Collegiate Education/Jt. Director of Collegiate Education, Chennai Region, Chennai-2, and the University of Madras). She will be subject to the rules and regulations laid down in the TNPC(R) Act, 1976 and the relevant rules and regulations of the College. She will be on probation for a period of two years from 24-01-2001 and her confirmation in the above post is subject to satisfactory completion of the probationary period.

To:

Ms. V. Sakthi Regha,  
A/F5, Sri Akilandeshwary Apts,  
7, Cart Track Road,  
Velacherry,  
Chennai-42.

  
R. SAMPATH

Hon. Secretary  
MADRAS SCHOOL OF SOCIAL WORK





# MADRAS SCHOOL OF SOCIAL WORK

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**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

8<sup>th</sup> Nov 2017

Miss. Devaki Mahendiran,  
11/12, South kandi Street,  
Besant Nagar,  
Trichy-1

Dear Miss. Devaki Mahendiran;

With reference to the interview held on 26/10/2017, you are appointed as Assistant Librarian at Madras School of Social Work with effect from 1<sup>st</sup> November 2017.

- 1) Post of appointment : Assistant Librarian.
- 2) The appointment is purely on Temporary basis in the Library section of MSSW.
- 3) You will be on probation for a period of one year which is extendable at the discretion of the management.
- 4) Your Services are transferrable to any other department of the Institution depending on necessity during the course of the academic year.
- 5) Rs.15,000/- (Rupees Fifteen thousand only) will be paid to you as consolidated pay per month.
- 6) You shall discharge duties diligently and devotedly.
- 7) Besides normal duties, you shall be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.

(PTO)

Received

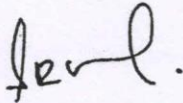
By  
M. S. S.  
8/11/17



8) You shall be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to the staff from time to time.

9) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.

10) You services shall be liable to be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.



PRINCIPAL

Copy to : 1) The President  
2) Dean / SF





# MADRAS SCHOOL OF SOCIAL WORK

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E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

To,

Date: 19.10.2020

Ms. M Jayalakshmi  
28/49 Mosque Street,  
Jaya Nagar,  
Porur, Chennai – 116.

Dear Ms. Jayalakshmi,

With reference to your application dated 03.10.2020, you are appointed as Assistant Librarian at Madras School of Social Work with effect from 19.10.2020 on the following terms.

- 1) Post of appointment : **Assistant Librarian**
- 2) The appointment is purely on contract basis for a period of 6 months from the date of your joining (19.10.2020) in the Library section of MSSW.
- 3) Your services are transferable to any other department of the Institution depending on necessity during the course of the academic year.
- 4) Rs.15,000/- (Rupees Fifteen thousand only) will be paid to you as consolidate pay per month.
- 5) You shall discharge duties diligently and devotedly.
- 6) Besides normal duties, you shall be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- 7) You shall be governed by the service rules of Society for Social Education and Research as applicable to the staff from time to time.
- 8) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.

PRINCIPAL

Copy to: 1. The Librarian  
2. Accounts Section



சென்னை மண்டல கல்லூரிக் கல்வி இணை இயக்குநரின் செயல்முறைகள், சென்னை-2

ந.க. இ.எண்.: 4058/உ2/91 நாள்: 4.12.95

பொருள்: நியமனம் - உதவிபெறும் கல்லூரிகள் - சென்னை. சமூகப்பணிப்பள்ளி சென்னை. 8 - திருமதி ஏஞ்சல் இராஜம்-பதிவறை. எழுத்தர்... - மானியத்திற்கு ஏற்பு வழங்கப்படுகிறது.

பார்வை: 1) கல்லூரி செயலரின் கடித எண் இல்லை

நாள் 26.6.95.

2) அரசு கடித எண். 69064/பிபி1/93-9, கஅதொ.சுறை, 24.4.95  
3) க.க.இ.செ.மு.ந.க.எண். 98400/எபி3/90-1, நாள் 8.5.95

பார்வையில் காணும் கடிதங்களில் விவரித்துள்ள சூழ்நிலைகளில் கீழ்க்கண்ட

பணியாளரது நியமனம் கீழ்க்குறிப்பிடப்பட்டுள்ள நிபந்தனைகளின்படி அன்னாரது

நியமன நாள் முதல் அரசு மான்யத்திற்கு அங்கீகரிக்கப்படுகிறது. அரசு

நிதியிலிருந்து விதிப்படி மான்யமும் பெற அனுமதியும் வழங்கப்படுகிறது.

வ.எண்	பெயரும், பதவியும்	பணியிடம் ஏற்பட்ட விதம்	நியமன காலம்
1.	திருமதி ஏஞ்சல் இராஜம் பதிவறை எழுத்தர்	8.3.86 நாளிட்ட க.க.இ. செயல்முறைகள் ந.க.எண். 28404/எ4/85-1ல் அனுமதிக்கப்பட்ட சுருதல் பணியிடம்	11.4.91 முதல்

\* வேலை வாய்ப்புகளை கலக்காமல் செய்யப்பட்ட இந்நியமனம் தொடர்பாக நிர்வாகம் தொடர்ந்த வழக்கு டபிள்யூ.பி.எண். 15071/90ல் டபிள்யூ.எம்.பி.எண். 23563/90ல் மீது வழங்கப்பட்ட இடைக்கால தடையுத்தரவில் அடிப்படையில் பார்வை (2)ல் காணும் அரசு கடிதத்தில் வழங்கப்பட்ட அறிவுரைகளின்பேரில் இந்நியமனத்திற்கு ஒப்புதல் வழங்கப்பட்டுள்ளது. இம்மூல வழக்கின் தீர்ப்பு நிர்வாகத்திற்குப் பாதகமாக அமையுமானால் இவருக்கு வழங்கப்படும் மானியத்தை நிர்வாகம் அரசுக்கு திரும்ப செலுத்த வேண்டும். இது தொடர்பாக செயலரால் 22.6.95ல் அளிக்கப்பட்ட உறுதிமொழியில் அடிப்படையில் இந்நியமனத்திற்கு ஒப்புதல் அளிக்கப்படுகிறது.

நிபந்தனைகள்:

1) செயலரால் கொடுக்கப்பட்ட நியமன விவரங்கள் சரியானவை அல்ல என்று பின்னர் தெரியவந்தால் இவ்வாண தனிச்செயாகவே இரத்தாகும்.

2) இந்நியமனம் தனிக்கைக்கு உட்பட்டதாகும்.

\* 3)

பெறுநர்:  
செயலர்

(ஒம்) டி.அ. அபூர்வசாமி,  
கல்லூரிக் கல்வி இணை





Telephone: 28192824  
Grams : "Social Work"  
Fax No. : 91-44-28192712  
E-mail : mailtoprincipal  
@yahoo.co.in  
Website : www.mssw.org.in

## Madras School of Social Work (Autonomous)

(Under the auspices of Society for Social Education and Research)  
32, Casa Major Road, Egmore, Chennai - 600 008.

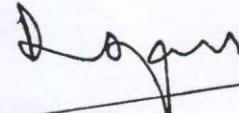
AIR COMMODORE **R. SAMPATH** (Retd)  
Secretary

**Dr. FATIMA VASANTH**, Ph.D.  
Principal

### APPOINTMENT ORDER

Reference to our offer of appointment dated 27-10-2009 and confirmation of your acceptance, you are hereby appointed as Record Clerk under **OC** Category at the Madras School of Social Work in the scale of pay of **Rs.4800-10000** in the regular vacancy with effect from 28-10-2009, subject to the approval by the competent authorities (i.e. by the Director of Collegiate Education / Joint Director of Collegiate Education, Chennai Region, Chennai-15). You will be subject to the rules and regulations laid down in the TNPC(R) Act, 1976 and the relevant rules and regulations of the Society. You will be on probation for a period of two years from the date of your joining and your confirmation in the above post is subject to satisfactory completion of the probationary period.

28-10-2009

  
**R. SAMPATH**  
Secretary  
College Committee

To:

Mr. V. Purushothaman,  
NO.8/375, 5<sup>th</sup> Street,  
10<sup>th</sup> Main Road,  
Kaviarasu Kannadasan Nagar,  
Chennai 600 118.









Telephone : 28192824  
Grams : "Social Work"  
Fax No : 91-44-28195127  
E-mail : mailtoprincipal  
@yahoo.co.in  
Website : www.mssw.info

## The Madras School of Social Work (Autonomous)

(Under the auspices of Society for Social Education and Research)  
32, Casa Major Road, Egmore, Chennai - 600 008.

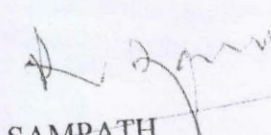
AIR COMMODORE R. SAMPATH (Retd)  
Secretary

Dr. FATIMA VASANTH, Ph.D.  
Principal

### APPOINTMENT ORDER

Reference to our offer of appointment dated 8-1-2010 and confirmation of your acceptance, you are hereby appointed as Junior Assistant OC Category at the Madras School of Social Work in the scale of pay of **Rs.5200-20200** in the regular vacancy with effect from 29-1-2010, subject to the approval by the competent authorities (i.e. by the Director of Collegiate Education / Joint Director of Collegiate Education, Chennai Region, Chennai-15). You will be subject to the rules and regulations laid down in the TNPC(R) Act, 1976 and the relevant rules and regulations of the Society. You will be on probation for a period of two years from the date of your joining and your confirmation in the above post is subject to satisfactory completion of the probationary period.

29-1-2010

  
R. SAMPATH  
Secretary  
College Committee

To:

Mr. R. Venkatasubramanian,  
86/110, North Agraharam Street,  
Watrap-626132,  
Virdhunagar District.





Telephone: 28192824  
Grams : "Social Work"  
Fax No. : 91-44-28192712  
E-mail : mailtoprincipal@yahoocoin  
Website : www.mssw.org.in

## Madras School of Social Work (Autonomous)

(Under the auspices of Society for Social Education and Research)  
32, Casa Major Road, Egmore, Chennai - 600 008.

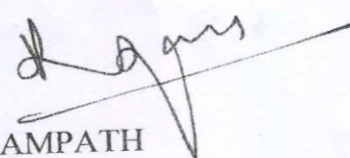
AIR COMMODORE **R. SAMPATH** (Retd)  
Secretary

**Dr. FATIMA VASANTH**, Ph.D.  
Principal

### APPOINTMENT ORDER

Reference to our offer of appointment dated 27-10-2009 and confirmation of your acceptance, you are hereby appointed as Record Clerk under **SC** Category at the Madras School of Social Work in the scale of pay of **Rs.4800-10000** in the regular vacancy with effect from 29-10-2009, subject to the approval by the competent authorities (i.e. by the Director of Collegiate Education / Joint Director of Collegiate Education, Chennai Region, Chennai-15). You will be subject to the rules and regulations laid down in the TNPC(R) Act, 1976 and the relevant rules and regulations of the Society. You will be on probation for a period of two years from the date of your joining and your confirmation in the above post is subject to satisfactory completion of the probationary period.

29-10-2009

  
**R. SAMPATH**  
Secretary  
College Committee

To:

Mr. M. Suresh Babu,  
158/38, Jayanth Colony,  
20<sup>th</sup> Main Road,  
Annanagar West,  
Chennai 600 040.





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : principal@mssw.in Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**  
Principal & Secretary, College Committee

Mr. P H Gopalakrishnan  
200 A/2 "Sai Villa"  
4<sup>th</sup> Cross Street, Natesa Nagar  
Chennai 600 092.

22nd May 2017

Dear Mr. Gopalakrishnan

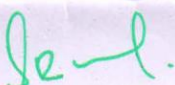
Further to our offer letter dated 24<sup>th</sup> April 2017, we are pleased to append below our terms and conditions of your appointment with effect from 24<sup>th</sup> April 2017:-

- 1) Post of appointment : Administrative Officer.
- 2) The appointment is purely on contract basis in the administrative section of MSSW subject to medical fitness certificate to be produced by you.
- 3) Services are transferrable to any other department of the Institution depending on the necessity during the course of the academic year.
- 4) Rs.25,000/- (Rupees Twenty five thousand only) will be paid as consolidated pay per month.
- 5) You shall discharge duties diligently and devotedly.
- 6) Besides normal duties, you shall be attending quasi-academic, administrative and other allied coordinating activities as and when assigned.
- 7) You shall be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to the staff from time to time.



8) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.

9) Your services shall be liable to be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

  
PRINCIPAL 22/5/17.

Copy to:      1)      The President  
                  2)      Dean SF  
                  3)      Finance Dept.





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**C.D. JOSE**  
President

**A. LOYOLA**  
Hony. Secretary &  
Director, Management Division

17<sup>th</sup> July, 2014

To,

**Mr. S. BALAJI,**  
# 3, Thottam Ave., Nellikuppam Road  
Guduvanchery, Chennai – 603 202  
Cell No. 9444150153

Dear Mr Balaji,

Sub: Establishment – Appointment to the Engineer Systems Operations in  
MSSW – Reg  
Ref: Your application dtd.Nil

We are pleased to inform you that you are appointed to the post of Engineer - Systems Operations in our Institution, on the following terms and conditions, subject to your medical fitness

- (1) Your appointment is purely on contract basis with us effective 17<sup>th</sup> July 2014, in our Computer Department.
- (2) Your services are transferrable to any other department depending on necessity.
- (3) You will be paid a consolidated salary of Rs.18,000/- (Rupees eighteen thousand only) per month.
- (4) You will be working from Monday thru Saturday every week from 9.30 am to 5.30 pm.
- (5) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (6) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to the teaching staff from time to time.



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(7) You will be reporting to the Director (Finance) administratively and to the Principal I/c functionally in line with the duties and responsibilities to be communicated separately.

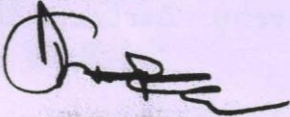
(8) Your services could be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For SOCIETY FOR SOCIAL EDUCATION & RESEARCH ,



SECRETARY

Copy to

1. President
2. Principal/Dean SF
3. Hon. Director (Fin)

Received original

Shy  
12/23/14  
17/7/14





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance


Date: 14<sup>th</sup> February 2018

Mrs. Usha Sriram  
No.A1, Shree Varu Homes,  
13/16, Zakariah Colony 2nd Street,  
Choolaimedu,, Chennai-94

Dear Mrs. Usha Sriram;

With reference to the interview held on 31/01/2018, and the subsequent offer letter given to you, you are appointed as Accountant at Society for Social Education and Research with effect from 14/02/2018, date of your joining duty.

- 1) Post of appointment - **Accountant.**
- 2) The appointment is purely on Temporary basis in the Accounts section of SSER.
- 3) You will be paid a total gross salary of Rs.25, 000/- (Twenty Five Thousand Only) per month.
- 4) You will be on probation for a period of one year which is extendable at the discretion of the management.
- 5) Your Services are transferrable to any other department of the Institution depending on necessity during the course of the academic year.
- 6) You shall discharge duties diligently and devotedly.
- 7) Besides normal duties, you shall be attending to any other work as assigned by the management from time to time.
- 8) You shall be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to the staff from time to time.
- 9) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.
- 10) You services shall be liable to be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

  
President





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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**Madras School of Social Work**

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

No.6/AO/2018

15<sup>th</sup> March 2018

**Mr. V. Mohan,**

No:7, II Street Viswanathapuram,  
Guduvancheri,  
Kanchipuram Dist.

Dear Mrs. Mohan;

With reference to the interview held on 21.02.2018, and the subsequent offer letter given to you, you are appointed as Accountant at Society for Social Education and Research with effect from 15/03/2018, date of your joining duty.


- 1) Post of appointment : **Accountant.**
- 2) The appointment is purely on Temporary basis in the Accounts section of SSER.
- 3) You will be paid a total gross salary of Rs.25,000/- (Rupees Twenty Five Thousand Only) per month.
- 4) You will be on probation for a period of one year which is extendable at the discretion of the management.
- 5) Your Services are transferable to any other department of the Institution depending on the necessity during the course of the academic year.
- 6) You shall discharge your duties diligently and devotedly.
- 7) Besides normal duties, you shall be attending to any other work as assigned by the management from time to time.
- 8) You shall be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to the staff from time to time.





9) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.

10) Your services shall be liable to be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

  
President





# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai 600 008

College Off. : 28192824 / 5126 Principal : 28195125

E-Mail : [principal@mssw.in](mailto:principal@mssw.in) Website : [www.mssw.in](http://www.mssw.in)

**Dr. S. RAJA SAMUEL, M.A., Ph.D.**

Principal & Secretary, College Committee

To,

27<sup>th</sup> October, 2016

**Mr. B Delson Raja,**  
No122, Kasturibai Colony,  
B Block, 4<sup>th</sup> St, Kannigapuram  
Chennai-600 012  
Cell 8754532393

Dear **Mr B Delson Raja,**

Sub: Establishment – Appointment to the Post of Clerk in MSSW. – Reg  
Ref: Your application dated 23-08-2016 & subsequent interview dt.26-10-2016

We are pleased to inform you that you are appointed to the post of Clerk in our Institution on the following terms and conditions, subject to your medical fitness.

- (1) Your appointment is purely on contract basis with us effective 1<sup>st</sup> November, 2016, in the Administrative Section of MSSW.
- (2) Your services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- (3) You will be paid a consolidated salary of Rs.10,000/- (Rupees ten thousand only) per month. You will be working as per the scheduled timings of the Office.
- (4) You shall discharge your duties diligently and devotedly. You shall, besides your normal duties, be attending to quasi-academic, administrative and other allied coordinating activities as and when assigned.
- (5) You will be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to the staff from time to time.



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- (6) You will be reporting to the Principal, MSSW through your Department Coordinator and will be under the administrative control of the Society.
- (7) You will be on probation for a period of six months from the date of appointment. The appointment will be confirmed on successful completion of the probation period.
- (8) Your services shall be liable to be terminated without assigning any reason whatsoever by giving one month's notice on either side, or payment of one month's salary in lieu thereof.

Kindly indicate your acceptance of the above by signing in the copy of this letter.

Looking forward to your meaningful professional contribution and association with us.

Yours faithfully,

For **MADRAS SCHOOL OF SOCIAL WORK ,**



**(Dr S RAJA SAMUEL)**  
**PRINCIPAL**

**Copy to**

1. President
2. Dean SF
3. Finance Dept





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

No: 7/AD/2019

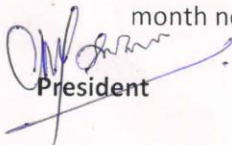
29<sup>th</sup> April 2019

**MS.Radhabai,**  
No.205'A' Block,  
Swamy Ramalinga Colony Main Road,  
Ponnammanmedu,  
Chennai - 600 110.

Dear Ms.Radhabai;

With reference to the interview held on 15.04.2019, and the subsequent offer letter given to you and accepted by you, you are appointed as Admin Assistant in Society for Social Education and Research with effect from 02.05.2019, date of your joining duty.

1. Post of appointment : **Admin Assistant.**
2. The appointment is purely on Temporary basis in the Administrative section of SSER.
3. You will be paid a total gross salary of Rs.12,000/- (Rupees Twelve Thousand Only) per month (Inclusive of PF and ESI).
4. You will be on probation for a period of one year which is extendable at the discretion of the management.
5. Your Services are transferrable to any other department of the Institution depending on the necessity during the course of the academic year.
6. You shall discharge your duties diligently and devotedly.
7. Besides normal duties, you shall be attending to any other work as assigned by the management from time to time.
8. You shall be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to the Non Teaching staff from time to time.
9. You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.
10. Your services shall be liable to be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

  
President





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

No.37/AO/18

1.10.2018

To

Ms.Gayathri.M,  
Old No.20/1, New No.12, Raj Flats,  
Flat No:S3, Kothandaraman 1<sup>st</sup> Lane,  
Old Washermenpet,  
Chennai-600021.

Dear Ms.Gayathri,

Sub: Establishment – Appointment to the post of Lab Assistant Psychology Department – regarding

Ref: Your application and the subsequent interview on 26.09.2018

With reference to your above application and the subsequent interview held on 26.09.2018 you are appointed to the post of Lab Assistant in Psychology Department of Madras School of Social Work on the following terms and conditions:

- 1) Your appointment is purely on temporary basis with us effective from 01.10.2018, the date of your joining, in the department approved by the University of Madras. You will be on probation for one year.
- 2) Your Services are transferrable and you may be rotated to any other department depending on necessity during the course of the academic year.
- 3) You will be paid a total salary of Rs18,000.00 (Rupees Eighteen thousand only) per month.
- 4) You are expected to report to college on all working days and other days as per requirement of work.





-2-

- 5) You are required to report to college on regular class days from 9.00 a.m to 4.00 p.m. You may be expected to come earlier than 9.00 a.m for special assignments or programmes and/or stay back after college hours, if required.
  - 6) As Lab Assistant of the department you are the custodian of all Lab equipments, maintaining proper records therefor.
  - 7) You should help the students to carryout all Lab assignments in a proper manner.
  - 8) You should ensure that all equipments in the Lab are used by the students during practical classes without causing any damage to the equipments.
  9. You are required to maintain Department Library books.
  10. You are required to prepare all the materials to conduct practical examinations.
  - 11) You shall, besides your normal duties, be attending to quasi-academic and administrative and other allied coordinating activities.
  - 12) You will be governed by the service rules and regulations and leave rules of the Society for Social education and Research as applicable to staff from time to time.
  - 13) You will be reporting to the Principal, MSSW through the HOD and will be under the administrative control of the Society.
  - 14) Your services could be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.
- Kindly indicate your acceptance to the above by signing in the copy of this letter.

Your sincerely  
For Society for Social Education & Research

PRINCIPAL

Copy to:

Dean/Finance Department

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**SOCIETY FOR SOCIAL EDUCATION AND RESEARCH**

(Registered in 1960 under Act XXI of 1860)

32, Casa Major Road, Egmore, Chennai – 600 008





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

Registered in 1960 under Act XXI of 1860

## Madras School of Social Work

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

Mr. S. M. Marimutu  
No:3/35, E, Meenachipuram,  
Maharajapuram,  
Srivilliputhur Taluk,  
Virudhunagar District.

1.3.2018

Dear Mr. Marimuthu,

With reference to the interview held on 21.02.2018 for the post of Electrician-cum-Plumber at MSSW. You have been appointed to the post of Electrician-cum-Plumber at Society for Social Education & Research on a financial package of Rs.18,000.00 per month.

- 1) Post of appointment : Electrician-cum-Plumber.
- 2) The appointment is purely on a temporary basis.
- 3) You will be on probation for a period of one year which is extendable at the discretion of the Management.
- 4) Your Services are transferrable to any other department of the Institution depending on necessity.
- 5) You will be paid a total gross salary of Rs.18,000/- (Eighteen Thousand Only) .
- 6) You shall discharge duties diligently and devotedly.
- 7) Besides normal duties, you shall be attending to any other work as assigned by the management from time to time.

(PTO)





8) You shall be governed by the service rules and regulations and leave rules of the Society for Social Education and Research as applicable to the staff from time to time.

9) You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.

10) You services shall be liable to be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

*[Signature]* 1/3/18  
PRESIDENT

~~Received~~ to 1/3/18

S.M. Mani Mathu.

CRC. Accounts Dept SSER

Received  
S. Srinivas





# SOCIETY FOR SOCIAL EDUCATION AND RESEARCH

(Established 1952)

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**Madras School of Social Work**

(Autonomous College Affiliated to University of Madras)

**Dr. A.M. SWAMINATHAN**  
President

**MUTHU KUMAR THANU**  
Hony. Secretary

**VIJU THOMAS**  
Director Finance

No:43/AO/2018

07.11.2018

Mr.K.Hemakumar,  
No:30/1 Manikkanayakar palla street,  
Agaraharam,  
Korattur,  
Ambathur Taluk,  
Thiruvallur Dist – 600 076.

Dear Mr.Hemakumar;

With reference to the interview held on 12.10.2018 for the post of Civil Supervisor you are appointed to the post of Civil Supervisor at Society for Social Education & Research with effect from 01.11.2018 on a consolidated financial package of Rs.14,000 per month.

1. Post of appointment : Civil Supervisor
2. You will be paid a total gross salary of Rs.14,000/- (Fourteen Thousand Only) including PF.
3. The appointment is purely on a temporary basis.
4. You will be on probation for a period of one year which is extendable at the discretion of the Management.
5. Your services are transferrable to any other department of the institution depending on necessity.
6. You shall discharge duties diligently and devotedly.
7. Besides normal duties, you shall be attending to any other work as assigned by the management from time to time.
8. You shall be governed by the service rules and regulations and leave rules of the Society for Social Education & Research as applicable to the staff from time to time.





9. You will be reporting to the Principal, MSSW and will be under the administrative control of the Society.
10. Your services shall be liable to be terminated without assigning any reason whatsoever with one month notice on either side or by giving one month's salary in lieu thereof.

*[Signature]*  
PRESIDENT

*Copy to Accounts Subhan, SSER*

*L. will  
7-11-18*

*Prasan  
D. Hand  
07-11-2018*



கலை நிக் கல்வி இயக்குநர் அவர்களின் செயல்துறைகள், சென்னை 600 006

ந.க.எக்: 26486/எ4/86-2 நாள்: 4/12/86

பொருள்: உயர் பெரும் கலை நிக் . . . திருச்சி கலை நிக் திருச்சி திரு.வி.ஏ.விவரங்கள், சமூகப் பணி உதவிப்போராளியர் சென்னை சமூகப் பணிப் பரிந்துரை - தீர்த்தர மாற்றம் அளிக்கப்படுகிறது.

பார்ப்பு: 1. அரசாங்க எண் 1696 கல்வித் துறை நாள் 7.8.81

2. திருச்சி சமூகப் பணிப் பரிந்துரை கலை நிக் கல்வித் துறை இயக்குநரின் 11.9.85 நாள் உத்தரவு மூலமாக ந.க.எக்: 9011/எ1/86 உடன் பெறப்பட்ட திரு.வி.ஏ.விவரங்கள் எப்போதி 18.8.86 நாள் உத்தரவு

திருச்சி சமூகப் பணிப் பரிந்துரை உதவிப்போராளியர் திரு.வி.ஏ.விவரங்கள் எப்போதி சென்னை சமூகப் பணிப் பரிந்துரை சமூகப் பணித் துறைக்கு 1986-87ம் ஆண்டு தயார் செய்யப்பட்ட ஒரு கருவிக் உதவிப்போராளியர் பரிந்துரைத் தீர்த்தர மாற்றம் சென்னை பொருள் பரிந்துரைத் தீர்த்தர மாற்றம் அளிக்கப்பட்டிருக்கிறது தீர்த்தர மாற்றம் அளிக்கப்பட்டிருக்கிறது.

**விபரண்கள்:**

1. இவ்வாசிரியர் பணியில் சேரவிருக்கும் பணியும் ஒப்புதலளிக்கப்பட்ட பணியின்களில் ஒன்றாக இருத்தல் வேண்டும்.
2. இம்மாற்றத்தினால் அரசுக்கு எவ்வித கடுதல் செலவும் ஏற்படக்கூடாது.
3. இவ்வாசிரியர் பணியிலிருந்து விடுவிக்கப்படும் கலை நிக் கல்வித் துறை அளவீடு உரிமைகளையும் இழக்க ஒப்புதல் கொள்ள வேண்டும். மேலும் இவர் தன்னுடைய பணி நிறுவன இழக்கவும் பூரிதராக சேரவிருக்கும் கலை நிக் சமூகப் பணித் துறையில் பணி நிறுவன யினவும் இவ்வாசிரியர் அத்தொறயல் கடைசி பணியாளராக பணியில் சேர சம்மதிக்க வேண்டும்.
4. இம்மாற்றத்தினால் அரசு நிதியிலிருந்து எவ்விதமான படியும் வழங்கப்பட மாட்டாது.
5. இவ்வாசிரியர் லுப்பு பணிபுரிந்த காலங்கள் ஒவ்வொன்று பங்களிக்கும் காலத்தில் கொள்ளப்படும்.
6. இம்மாற்றத்தினால் எவ்வித பணி இடைநிறுத்தும் இல்லாதபடி இவர் விடுவிக்கப்படும் கலை நிக் பணியாளராக பணிக்காலமும் அது உயர்வுக்குக் காலத்தில் கொள்ளப்படும். பணியில் இடை நிறுத்தும் பூரிதராக கலை நிக் தொடர்ந்தே ஓரளவு காலம் பணியாளராக பின்பே அது உயர்வு பெற இயலும்.
7. இம்மாற்றத்தின் விளைவாக பணியிலிருந்து மத்திய பணியேற்பு தகவல்களை சார்த்தி குறிப்பில் பணிப் பரிந்துரைப் பது வேண்டும்.

ச.பி.பா.



8. லீவர் திருத்தி பி.உ.பி உற்பரி கள்ள ரிசீ 2.9.83 ஆம் நியமிக்கப்பட்டவர் எல்லா தெரிவிக்கப்பட்டதை. எனவே, லீவர் பணிப்பாளர்களுக்கு கட்டுவதற்காக எனவே லீவர் மாதத்தில் செல்லும் செலவை சமீப பணி பள்ளியில் உபநியாசகர் பட்சத்தி பணிப்பாளர்களுக்கு தோரணமாக.

மேலே கட்டுள்ள நிபந்தனைகள் 2, 3, 4 ஆகியவைகளை நிபந்தனைகளுக்கு ஒப்புதல் தெரிவிக்கும் சம்மதக் கடிதத்தில் ஆசிரியர்களுக்கு பெற்ற பிள்ளை இவ்வாறியதர பணிகளுக்கு விடுவதில் வேண்டும். அவ்வாறு பெறும் சம்மதக் கடிதத்தின் மூலமாக அனுப்புவதில் வேண்டும்.

தி.சுப்பிரமணியம்

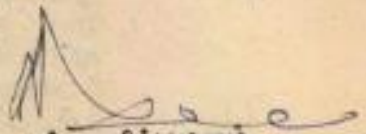
கள்ள ரிசீ கல்வி இயக்குநர் தலைவர்

பெயர்

செயலர், பி.உ.பி உற்பரி கள்ள ரி, திருச்சிராப்பள்ளி  
 நகல்: செயலர், சென்னை சமீப பணி பள்ளி, சென்னை 600 008  
 நகல்: மண்டல கள்ள ரிசீ கல்வித் துறை இயக்குநர், திருச்சிராப்பள்ளி  
 சென்னை 600002

நகல்: பணிப்பாளர் கோப்புகள்  
 நகல்: கோப்புகள்

...உத்தரவுகள்... உத்தரவுகளை... அனுப்புவதற்காக...

  
 செயலர்  
 7.1.83

ச/51286

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