Regulations &
Code of Conduct
for Students
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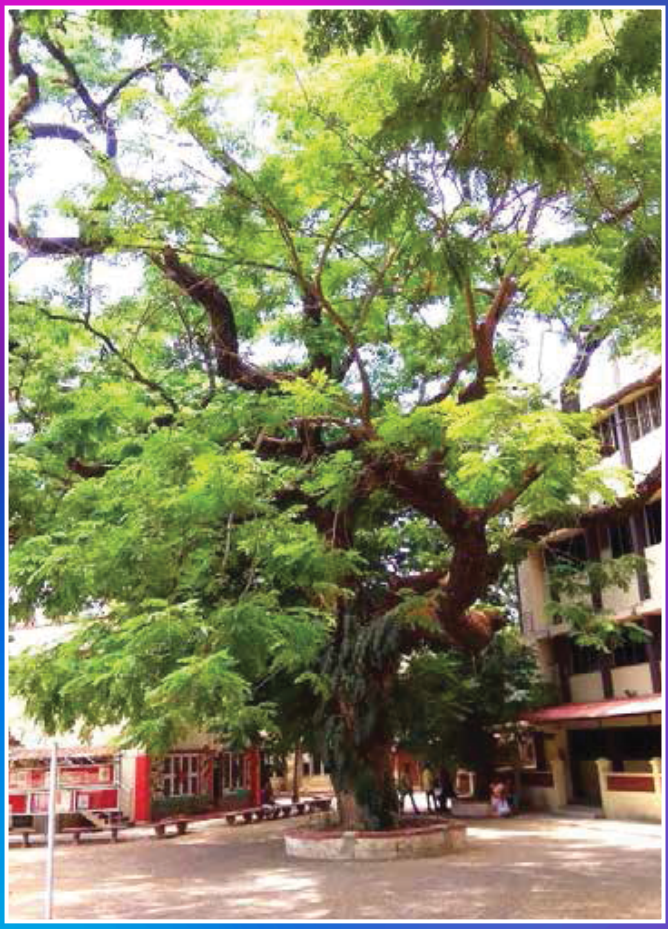
# MADRAS SCHOOL OF SOCIAL WORK

(An Autonomous Institution Affiliated to the University of Madras)

Accredited by NAAC with 'A' Grade



# CALENDAR *2021-2022*

## MARY CLUBWALA JADHAV

**(1908 – 1975)**

**Founder, Madras School of Social Work**

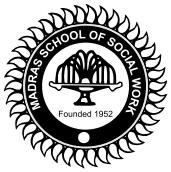
Mrs. Mary Clubwala Jadhav, a woman with an inborn instinct and insatiable thirst for service to humanity, founded the Madras School of Social Work in 1952. Born in 1908 into a rich Parsi family, she was raised strictly in the traditional way by her mother who taught her the values of caring and sharing. In 1926, she was married to Mr. Nogi Clubwala who encouraged her to involve herself in social activities. She was a regular visitor to Government approved schools and worked for the Red Cross. After the sudden demise of her husband, she came back with resilence, decided to employ her time meaningfully and immersed herself in social work with total sincerity and commitment.

In 1937, Mrs. Mary Clubwala was made the Honorary Secretary of the Guild of Service. In 1942, during World War II, Mrs. Clubwala founded the Indian Hospitality Committee and persuaded women from all communities and walks of life to join in the effort to organize mobile canteens, hospital visits, diversional therapy and entertainment programmes for the army. The victorious army presented her a Japanese sword in appreciation of her tremendous efforts and Mrs. Mary Clubwala was called “the Darling of the Army” by General Cariappa. After the war, her focus was once again on the Guild of Service which became a banyan tree that put out roots for various projects like health centres, bakery units, an adoption centre, family assistance schemes, meals on wheels, rural development projects and a school for the deaf, to name just a few.

Mrs. Clubwala’s concern for destitute children was responsible for starting the Seva Samajam Boys’ Home and Girls’ Home in Adyar in 1950. These homes gained an international reputation as model institutions. In 1954, through the joint efforts of the Guild of Service and Madras Rotaract Club, she was instrumental in starting Bala Vihar in Kilpauk, a school for mentally challenged children.

Perhaps Mrs. Clubwala’s most significant contribution was establishing the Madras School of Social Work realizing the need to facilitate easy access and appropriate practical learning for students interested in social work in the southern region, as there were only three schools of social work in India and all of them were located in the North. She visited various schools of social work in the USA to learn about their functioning and finally her dream came true in 1952.

In 1941, she received the Most Excellent Order of the British Empire (MBE). She was honoured by the International Council of Social Welfare with the “Outstanding Service Award” at The Hague in 1972. She was awarded the Padma Shri, Padma Bhushan and Padma Vibhushan by the Government of India for her exceptional services. On 6th February 1975, she breathed her last in Bombay after a surgery to fight cancer. Condoling her death, the then Prime Minister Mrs. Indira Gandhi mourned that India had lost an eminent social worker. Today Madras School of Social Work stands as a testimony to her dedication, perseverance and will to overcome obstacles, which helped her realise her dream of starting a school to train professional social workers.

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(An Autonomous Institution Affiliated to the University of Madras)

32, Casa Major Road, Egmore, Chennai– 600008

**Accredited by NAAC with 'A' Grade**

# *CALENDAR 2021 - 2022*

***Name ……..***

***Roll No : .....***

***Department : .....***

***Year .....***

**Phone: 044-28194566 / 044-28192824 (10 am to 4 pm)**

**Email:principal@mssw.in** **Website: www.mssw.in**

## தமிழ்த்தாய் வாழ்த்து

**நீராரும் கடலுடுத்த நிலமடந்தைக்கெழிலொழுகும்**
**சீராரும் வதனமெனத்திகழ்பரதக்கண்டமிதில்**
**தெக்கணமும் அதிற்சிறந்த திராவிடநல் திருநாடும்**
**தக்கசிறு பிறைநுதலும் தரித்தறும் திலகமுமே!**
**அத்திலக வாசனைபோல் அனைத்துலகும் இன்பமுற**
**எத்திசையும் புகழ்மணக்க இருந்தபெரும் தமிழணங்கே!**
**தமிழிணங்கே! உன்சீரிளமைத்திறம்வியந்து செயல்மறந்து**
**வாழ்த்துதுமே! வாழ்த்துதுமே! வாழ்த்துதுமே!**
**– மனோன்மணியம் சுந்தரனார்**

## ThamizhThaaiVazhthu

NeeraarumKadaludutha Nilamadanthaik Kezhilozhugum
SeeraarumVadhanamena ThigazhBharathak Kandamidhil
ThekkanamumAdhirchirandha DraavidaNal Thirunaadum
ThakkasiruPirainudhalum Tharitthanarum Thilakamume
AtthilakaVaasanaipol Anaithulagum Inbamura
EtthisayumPugazhManakka IrundhaPerum Thamizhanange!
Thamizhannge! UnseerilamaiThiram ViyandhuSeyal Marandhu
Vazhthudhume……. Vazhthudhume.…Vazhthudhume

- ManonmaniamSundaranar

## THE COLLEGE SONG

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

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

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

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

## THE COLLEGE

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

## VISION

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

## MISSION

MadrasSchoolofSocialWorkwillcreateoutstandingprofessionals,whowill provide transformational leadership in the community and workplace, through:

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

## OBJECTIVES

- To impart education in the fields of Professional Social Work, Human Resource and Psychology and other related social science disciplines.
- To organize need -based short-term courses and training programs for the student community and field practitioners of Government and Non - Government sectors.
- To undertake institutional and sponsored research studies on various social problems, social welfare and other issues of local, national and international concern and thereby to contribute to policymaking.
- To undertake community projects to empower the weaker sections and marginalized groups in the neighborhood community and thereby to facilitate their sustainable growth, and to enhance student's learning process.

- To arrange for lectures, seminars, conferences, symposia and discussions on problems of socialinterest.
- To offer necessary consultation and guidance to the needy individual sand groups.
- To establish a meaningful 'Institution Industry Community Interface and coordination.
- To encourage and bring out quality publications in the relevant fields.

**EDUCATIONAL AGENCY**

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

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

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

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

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

### A. GOVERNING BODY

| S. No | Name | Member |
|---|---|---|
| 1 | Mr. K. A. Mathew, I.A.S (Retd.) | Chairman |
| 2 | Mr. Muthu Kumar Thanu | Secretary |
| 3 | Mr. K. John Zachariah | Management Nominee |
| 4 | Mr. Viju Thomas | Management Nominee |
| 5 | Mr. R Natraj, IPS (Retd) | Management Nominee |
| 6 | Dr. J. S. Gunavathy | Faculty Representative |
| 7 | Dr. V Sakthi Regha | Faculty Representative |
| 8 | Mr. S. Madhavan | Educationalist/Industrialist |
| 9 | Dr. R. Nalini | UGC Nominee |
| 10 | Dr.R.Ravanan | State Government Nominee |
| 11 | Yet to be nominated | University Nominee |
| 12 | Dr. S. Raja Samuel | Principal (Ex. officio) |

## B. ACADEMIC COUNCIL

| S. No | Name | Member |
|---|---|---|
| 1 | Dr.S.Raja Samuel | Principal & Chairman |
| 2 | Dr.K.Habeeb Ahmed, Professor & Head, Department of Arabic, University of Madras | University Nominee |
| 3 | Dr.K.Jothi Sivagnanam, Professor & Head, Department of Economics, University of Madras | University Nominee |
| 4 | Dr.G.Patrick, Professor & Head, Department of Christian Studies, University of Madras | University Nominee |
| 5 | Mr.H.Narayanan | Subject Expert – Social Work |
| 6 | Ms.Angelyn Jayaseelan | Subject Expert – Human Resource Managment |
| 7 | Dr. Sujaritha Magdalin | Subject Expert – Psychology |
| 8 | Dr.J.S.Gunavathy | HOD, Department of Social Work |
| 9 | Dr. Subasree | HOD, Department of Psychology |
| 10 | Dr.P.Mohana | HOD, Department of Human Resource Management |
| 11 | Mr.Moses Selvakumar | HOD, Department of Development Management |
| 12 | Mr. Antony Stephen | HOD, Department of Social Entrepreneurship |
| 13 | Dr. Damen Queen | Program Head, Master of Social Work (SF) |
| 14 | Dr. Francis.C | Program Head, Master of Social Work (D&E) |
| 15. | Dr.A.Thirumagal Rajam | Program Head, Bachelor of Social Work |
| 16. | Dr. P. Amuthalakshmi | Program Head, Ph.D – Social Work |
| 17. | Mr.Sangeeth Gopinath | Program Head, BSc Psychology |
| 18. | Mr. Joseph Eric Dunston | Program Head, MA Human Resources and Organization Development |

**C. FINANCE COMMITTEE:-**

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

**D. BOARD OF STUDIES**

**1. FACULTY OF SOCIAL WORK**

| S. No | Name | Nomination Category |
|---|---|---|
| 1. | Dr.S.Raja Samuel | Principal, MSSW |
| 2. | Dr.J.S.Gunavathy | BOS – Chairperson&<br>HOD – MSW (Aided) |
| 3 | Dr.G.Gladston Xavier<br>Associate Professor,<br>Department of Social Work<br>Loyola College, Chennai | Vice-Chancellor's<br>Nominee & Member |
| 4. | Dr.L.Babu<br>Assistant Professor<br>Department of Social Work<br>Ramakrishna Mission Vivekananda<br>College, Mylapore,<br>Chennai – 600 004. | Subject Expert (CD) |
| 5. | Dr.Sulu Priya<br>Assistant Professor & HOD,<br>Dept. of Social Work,<br>DG Vaishnav College,<br>Arumbakkam, Chennai – 600 106. | Subject Expert (HR) |
| 6. | Dr.Priya Mary George<br>Assistant Professor<br>Department of Social Work,<br>Stella Maris College, Chennai – 600<br>086. | Subject Expert (M&P) |

| | | |
|---|---|---|
| 7. | Mr.Jeyrish Peiries<br>General Manager National Head HR,<br>Eureka Forbes Limited<br>Chennai. | PG Alumnus |
| 8. | Ms.Aspy Joyson<br>Director, ARUWE<br>Chennai – 600 023. | Industry Representative |
| 9. | Dr.Damen Queen | Program Head -<br>MSW (SF) |
| 10. | Dr.P.Amuthalakshmi | Program Head - Ph.D, Social Work |
| 11. | Dr. Thirumagal Rajam | Program Head – BSW |
| 12. | All Faculty of MSW (Aided)<br>MSW (SF), MSW (D&E) and BSW Departments | Members |

**II. FACULTY OF MANAGEMENT**

| S. No | Name | Nomination Category |
|---|---|---|
| 1. | Dr. S.Raja Samuel | Principal, MSSW |
| 2. | Dr. P. Mohana, HOD, P.G. Department of HRM | Chairperson of the Board |
| 3 | Dr.S.Manivasakam<br>Professor & Director<br>UGC – Centre for South & South East Asian Studies, University of Madras, Chennai | Vice Chancellor<br>Nominee |
| 4. | Dr.Amaleshwari, Director<br>School of Management,<br>D.G.Vaishnav College, Chennai. | Subject Expert |
| 5. | Dr.B.Aiswarya,<br>Associate Professor – HRM,<br>Loyola Institute of Business Administration (LIBA), Chennai. | Subject Expert |

| | | |
|---|---|---|
| 6. | Dr. Sulaiman – Assistant Professor, Department of Commerce, New College, Chennai. | Subject Expert |
| 7. | Dr. Sylvia – Assistant Professor, Department of Social Work, Madras Christian College, Chennai. | Subject Expert |
| 8. | Mr. Gerard Augustine<br>Principal HRIS, DXC Technology India Pvt. Ltd. | Industry Expert |
| 9. | Mr. Bertram Godwinpaul Ignatius<br>Manager – Talent Management, KONE Elevator India Pvt. Ltd. | Industry Expert |
| 10. | Mr.Stanley<br>Program Manager, Praxis Research Institute | Industry Expert |
| 11. | Dr.K.Prabhakar<br>Head – Research Inititative, Centre for Social Initiative and Management (CSIM) | Industry Expert |
| 12. | Ms.Madhurya Bhavani Hariharan<br>Asst.General Manager & Head of HR, Microsoft business unit, TCS | Alumnus |
| 13. | Mr.John Sherlin.J<br>Senior Assoicate, Samsung | Alumnus |
| 14. | Mr. Saikrishna | Alumnus |
| 15. | Mr. Joseph Eric Dunston | Program Head, MA HR&OD |
| 16. | Mr. Moses Selvakumar | Program Head, MA DM |
| 17. | Mr. M.Antony Stephen | HOD, MA SE |
| 18. | All Faculty Membersof the MA. HRM, MA.HR&OD, MA.DM. and MA.SE Departments | Members |

## III. FACULTY OF PSYCHOLOGY

| S. No | Name | Nomination Category |
|---|---|---|
| 1. | Dr.S.Raja Samuel | Principal, MSSW |
| 2. | Dr. Subasree, HoD,<br>P.G Dept. of Counseling Psychology | Chairperson of the Board |
| 3. | Dr. Thenmozhi, Professor & Head<br>Department of Counselling<br>Psychology, University of Madras,<br>Chennai. | Vice-Chancellor Nominee |
| 4. | Dr.S.Usha Rani<br>Assistant Professor<br>Dept. of Psychology,<br>Women Christian College, Chennai. | Subject Expert |
| 5. | Dr. Ramya Maheswari, HoD,<br>Department of Psychology, Ethiraj<br>College for Women, Chennai | Subject Expert |
| 6. | Dr.Sangeetha Makesh | Consultant Psychologist |
| 7. | Ms. Shruthi, H R Scope<br>International | Allied Area Expert |
| 8. | Ms.Shrudhaa. L | Alumni |
| 9. | Mr.Sangeeth Gopinath | Program Head, B.Sc<br>Psychology |
| 10. | All Faculty Members of the M.Sc<br>Counseling Psychology and B.Sc Psy-<br>chology Departments | Members |

**UGC Autonomy – Statutory & Non-Statutory Bodies 2021-2022**
**Faculty Coordinators**

| S. No | Name of the Committee / Centre | Coordinators / Members |
|---|---|---|
| 1. | Examinations Committee | Dr.S.Raja Samuel<br>(Chief Controller of Examinations)<br>Dr.Shakeela Basheer<br>(Controller of Examinations)<br>Mr.Joseph Eric Dunston<br>(Addl. Controller of Examinations)<br>Heads of the Departments |
| 2. | Students Grievance & Disciplinary Committee | Dr.S.Raja Samuel<br>Dr.C.Francis (Convenor)<br>Dr.Vyjayanthi Mala<br>Dr.A.Thirumagal Rajam |
| 3. | Internal compliance Committee & Prevention of Sexual Harassment Committee | Dr.S.Raja Samuel<br>Dr.R.Subashini (Convenor)<br>Dr.J.S.Gunavathy<br>Dr.Sarah Karunakaran<br>Ms.AspyJoyson, External Member |
| 4. | Ragging Prevention Committee | Dr.S.Raja Samuel<br>Ms. P.K. Vathani (Convenor)<br>Dr.J.S.Gunavathy<br>Dr.C.Francis |
| 5. | Library Committee | Dr.V.SakthiRegha (Convenor)<br>Department Representatives |
| 6. | Students Development Council | Mr.Inian, Coordinator<br>Ms.Ananyalakshmi,V. R (Cultural Coordinator )<br>Mr.Moses Selvakumar<br>(Sports Coordinator)<br>Department Representatives |
| 7. | MSSW Journal Committee | Dr.S.Raja Samuel , Editor<br>Dr.Arivukkarasi, Associate Editor<br>Dr.Damen Queen, Associate Editor |

| | | |
|---|---|---|
| 8. | IQAC | Dr.A.Enoch, Coordinator<br>Ms.A.Sathya, Additional Coordinator<br>Member as per NAAC guidelines |
| 9. | Research Committee | Dr.K.Sathyamurthi (Convenor)<br>Dr.Rachel<br>Dr.Arivukkarasi |
| 10. | Faculty Development Committee | Dr.J.Lakshmi (Convenor)<br>Mr.Gajendran<br>Dr.Evangeline |

**STUDENT SUPPORT CELLS 2021-2022**

| S. No | Name of the Cell | Coordinators / Members |
|---|---|---|
| 1 | Scholarship Cell | Ms.Sivaranjani, Coordinator |
| 2. | Student counselling Cell | Dr.Vyjayanthi Mala, Coordinator |
| 3. | Placement Cell | Mr.M.Pravin, Coordinator<br>Department Representatives |
| 4. | Competitive Exam Cell | Dr.Prabakaran P, Coordinator |
| 5. | Yoga & Wellness Cell | Mr.Sangeeth Gopinath, Coordinator |
| 6. | Entrepreneurship Development Cell | Dr.P.Mohana, Coordinator<br>Mr.Rufus Singh, Joint Coordinator |
| 7. | Women's Cell | Ms. Ruby Wesley George, Coordinator |

**STUDENT ACTIVITY CLUBS 2021 – 2022**

| S. No | Name of the Committee | Coordinators / Members |
|---|---|---|
| 1. | NSS & Red Ribbon Club | Ms.Sudarmathy, Coordinator<br>Ms.Madhuri, Joint Coordinator |
| 2. | Anti-Narcotics Club | Mr.Vivian,B, Coordinator |
| 3. | Eco-Club | Dr.L.Janaki, Coordinator |
| 4. | Consumer Club | Mr.Rufus Singh, Coordinator |
| 5. | English Debate Club | |
| 6. | Tamil Literary Club | Dr.C.R.Manjula, Coordinator |
| 7. | Rotaract Club | Ms.Priya Doris, Coordinator |
| 8. | Anti-Human Trafficking Club | Dr. J.Damen Queen, Coordinator |

## ASSOCIATIONS 2021 – 2022

| S. No | Name of the Associations | Coordinators |
|---|---|---|
| 1. | Staff Welfare Association | Ms. Priya Mahesh, Coordinator |
| 2. | Parent Teacher Association | Ms.Sivaranjani, Coordinator |
| 3. | Alumni Association | Mr. Inian, Coordinator |

## CENTRES 2021 – 2022

| S. No | Name of the Centre | Co-ordinators |
|---|---|---|
| 1. | Learning Management Centre | Dr. V. SakthiRekha, Coordinator<br>Dept Representatives |
| 2. | Network Resource Center<br>Youth Resource Centre (YRC) | Mr.S.XavierVivek Jerry,<br>Coordinator |
| 3. | Community Extension<br>Centre / NSS-ETI /<br>Community College | Dr. Sarah Karunakaran,<br>Coordinator<br>Dr. C Francis |
| 4. | Centre for Social<br>Entrepreneurship | Mr.M.Antony Stephen,<br>Coordinator |
| 5. | Centre for Health Psychology | Dr. R Subashini, Coordinator |
| 6. | Centre for Ageing | Ms. P K Vathani, Coordinator |
| 7. | Global Connect Centre<br>(International Collaborations) | Dr J S Gunavathy, Coordinator |

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

| DESIGNATION | NAME |
|---|---|
| Chairperson | Dr.S.Raja Samuel |
| Coordinator | Dr.A.Enoch |
| Addl. Coordinator | Ms.A.Sathya |
| **Members - Internal** | |
| Management Nominee | Mr. Viju Thomas |
| Senior Administrative officer | Dr. R Subashini, Dean, MSSW |
| Teachers | All HoDs |
| Students | Student Development Council Members |

| Members - External | |
|---|---|
| Local Society Member | Dr. Camillus Rajkumar Lawrence, Chief Administrative Officer, Damien Foundation, Chennai. |
| Alumni / Employer | Mr. H. Narayanan, Executive Secretary, AMM Foundation |
| Industrialist | Mr. Kenneth Jayaseelan, AGM-HR, TCS |
| Stakeholder/s | Prof Dr V Bharathi Harishankar, Professor and Head, Department of Women Studies, University of Madras, |

## FACULTY & ADMINISTRATIVE STAFF

### Principal

| | | |
|---|---|---|
| Dr.S.Raja Samuel (Principal) | 9444462450 | principal@mssw.in |

### DEPARTMENT OF SOCIAL WORK - MSW-SHIFT-I (AIDED)

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
|---|---|---|---|---|---|
| 1 | Dr.S.Raja Samuel (Principal) | Associate Professor | MA(SW), Ph.D | 9444462450 | rs@mssw.in |
| 2 | Dr.J.S.Gunavathy | Associate Professor & HOD | MA(SW), MBA, M.Phil, Ph.D | 9444739024 | jsgunavathy@mssw.in |
| 3 | Dr.Shakeela Basheer | Assistant Professor | MA(SW), Ph.D | 9445160165 | shakeelabasheer@mssw.in |
| 4 | Dr. K.Sathyamurthi | Assistant Professor | MA(SW), MBA, Ph.D | 9940406590 | ksm@mssw.in |
| 5 | Dr.P. Amuthalakshmi | Assistant Professor | MA(SW), MBA, M.Phil, Ph.D | 9282112020 | amuthalakshmi@mssw.in |
| 6 | Dr.A.Enoch | Assistant Professor | MSW, Ph.D | 9176269347 | enoch@mssw.in |
| 7. | Dr. J. Chandrasekar | Assistant Professor | MSW, LL.M, DLL, PGDHE, Ph.D | 9444479960 | j.chandrasekar@mssw.in |
| 8. | Dr.J.Lakshmi | Assistant Professor | MSW, PG-DHRM, Ph.D. | 9789194639 | lakshmi@mssw.in |
| 9. | Mr.K.B.Inian | Assistant Professor | MSW, MA(Soc), MA(Pub.Ad) | 9445945900 | kbinian@mssw.in |

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

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
|---|---|---|---|---|---|
| 1 | Dr.S.Raja Samuel (Principal) | Associate Professor | MA(SW), PhD | 9444462450 | rs@mssw.in |
| 2 | Dr.P.Amuthalaksmi | Assistant Professor, Program Head | MA(SW), MBA,MPhil, PhD | 9282112020 | amuthalakshmi@mssw.in |
| 3 | Dr.J.S.Gunavathy | Associate Professor | MA(SW), MBA,MPhil, PhD | 9444739024 | jsgunavathy@mssw.in |
| 4. | Dr.K.Sathyamurthi | Assistant Professor | MA(SW), MBA, PhD | 9940406590 | ksm@mssw.in |
| 5 | Dr.A.Enoch | Assistant Professor | MA(SW), Ph.D | 9176269347 | enoch@mssw.in |
| 6 | Dr.C.Francis | Assistant Professor | MA(SW), MBA, Ph.D, Dip in Gerontology (Malta) | 9941127272 | francischellapan@mssw.in |

## SELF-FINANCE STREAM - BACHELOR OF SOCIAL WORK (BSW)

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
|---|---|---|---|---|---|
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| 3 | Ms.S.Sudarmathy-Gururajan | Assistant Professor | MSW, M.Phil | 7708875651 | sudarmathy@mssw.in |
| 4 | Mr.T.Rufus Singh | Assistant Professor | MSW | 9442363081 | rufussingh@mssw.in |
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## MASTER OF SOCIAL WORK (MSW) - SHIFT –II

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| 7 | Mr.Vasantha Jayaseelan A | Assistant Professor | MA (SW) | 9500302980 | |

## MASTER OF SOCIAL WORK – Disability & Empowerment

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
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| 1 | Dr.C.Francis | Assistant Professor, Program Head | MA(SW), MBA, Ph.D, Dip in Gerontology (Malta) | 9941127272 | francischellappan@mssw.in |
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| 3 | Ms.Aswani B Nair | Assistant Professor | BA, MSW., | 8668084162 | |

## DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
## M.A. (HUMAN RESOURCE MANAGEMENT)

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
|---|---|---|---|---|---|
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| 4 | Dr.Evangeline.E.T. | Assistant Professor | MBA,M.Phil, Ph.D, | 9176109209 | evangeline@mssw.in |

## M.A. (HUMAN RESOURCE & ORGANISATION DEVELOPMENT)

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
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| 3 | Mr.P.Venkatesh | Assistant Professor | B.Com, MBA | 9710738384 | venkatesh@mssw.in |
| 4 | Ms.Ruby Wesley George | Assistant Professor | BE, MBA, PGHRM | 8825417930 | ruby@mssw.in |
| 5 | Mr.R.Narasimhan | Assistant Professor | MA, MBA, LLM | 9884470002 | narasimhan@mssw.in |

## DEPARTMENT OF PSYCHOLOGY - M.Sc. COUNSELLING PSYCHOLOGY

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
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| 3 | Dr.Kalyani Kenneth | Assistant Professor | MA, M.Ed, Ph.D | 9841616140 | kalyanikenneth@mssw.in |
| 4 | Dr.Hannah John | Assistant Professor | M.Sc, B.Ed., Ph.D | 9677035181 | hannahjohn@mssw.in |
| 5 | Mr.Vivian .B | Assistant Professor | M.Sc. HRD Psychology | 9500131936 | vivian@mssw.in |

## B.SC. PSYCHOLOGY

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| 4 | Ms.Ananyalakshmi V.R | Assistant Professor | M.Sc | 9489374241 | ananyalakshmi@mssw.in |
| 5 | Dr.Anuja.V | Assistant Professor | B.Sc., M.Sc., Ph.D | 9940634900 | anuja@mssw.in |
| 6 | Mr. Kolochuvar V J | Assistant Professor | M.A, M.Phil | 9884292965 | jk@mssw.in |

## DEPARTMENT OF DEVELOPMENT MANAGEMENT
## M.A. (DEVELOPMENT MANAGEMENT)

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
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| 1 | Mr.Moses Selvakumar | Assistant Professor, HOD | MSW, M.Sc, M.Phil | 9894190530 | moses@mssw.in |
| 2 | Dr.Sarah Karunakaran | Assistant Professor | MA(SW), M.Phil, Ph.D | 9840506307 | sarahkarunakaran@mssw.in |
| 3 | Mr.V.Gajendran | Assistant Professor | M.A | 9095046033 | gajendran@mssw.in |
| 4 | Dr.Muhammed Jabir.M.M. | Assistant Professor | MSW, M. Phil, Ph.D | 9560754557 | muhammed@mssw.in |
| 5 | Ms.Suriya | Assistant Professor | B.A.,M.A., M.Phil | 9884658607 | suriya@mssw.in |

## DEPARMTMENT OF SOCIAL ENTERNEURSHIP
## M.A.SOCIAL ENTREPRENEURSHIP

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| 3 | Dr.N.A.Arivukkarasi | Assistant Professor | MWS, Ph.D | 9444610146 | arasi@mssw.in |
| 4 | Ms.Agnesh Roshini | Assistant Professor | MA (SW)., | 9080704650 | agnes@mssw.in |
| 5 | Mr.Jackson Khumukcham | Assistant Professor | BSW, MSW, MPhil, | 9366428941 | jackson@mssw.in |
| 5 | Ms Kashfa Haque | Assistant Professor | MASE | 9830344096 | kashfa@mssw.in |

## LIBRARY & LEARNING RESOURCE CENTRE

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
|---|---|---|---|---|---|
| 1 | Dr.V.Sakthi Regha | Librarian (Associate Professor Grade) | MSW, M.LISc, M. Phil, Ph.D | 9841148865 | sakthi@mssw.in |
| 2 | Ms. Shiva Shankari | Assistant Librarian | B.Sc.Psy, M.LISc | 6385555015 | shivashankari@mssw.in |

## PG DIPLOMA PROGRAMS
## PG DIPLOMA IN PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS

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

## MSSW – KELSA –PG DIPLOMA IN HUMAN RESOURCE MANAGEMENT

| S.No | Faculty Name | Designation |
|---|---|---|
| 1 | Mr.R.Shantaram | Managing Director, Kelsa Solutions |
| 2 | Mr.Ravi Kalidas | Consultant |
| 3 | Ms.Grace Joshua | HR Director, Corporate Ark HR Consulting |
| 4 | Mr.Ashwinkumar | Consultant |
| 5 | Mr.Sidhartha Satpathy | Storyteller & Coach |
| 6 | Mr.Gandhimathinathan | VP HR, Bradken India |
| 7 | Mr.Mukundhan | Consultant |
| 8 | Mr.Dhruv Goyal | Consultant |
| 9 | Ms.Bindhu Muralidharan | Consultant |
| 10 | Ms.Jaga Janani | Consultant |
| 11 | Mr.Nandha Kumar.S | Senior Manager HR, Norton Lifelock |

## NATIONAL SERVICE SCHEME - EMPANELLED TRAINING INSTITUTION

| S.No | Names | Designation | Qualification | Mobile No | E mail ID |
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| 3 | Ms. N. Shanthi | Admin. Assistant | BCA | 8939541471 | shanthi@mssw.in |

## PLACEMENT OFFICE

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

## DEAN

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

## ADMINISTRATIVE STAFF (AIDED & UN-AIDED)

| S.No | Names | Designation | Mobile No | E mail ID |
|---|---|---|---|---|
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| 3 | Mr.R.Venkatasubramanian | Junior Assistant | 8428521025 | venkat@mssw.in |
| 4 | Mr.M.Suresh Babu | Record Clerk | 9940572584 | sureshbabu@mssw.in |
| 5 | Mr.P.H.Gopalakrishnan | Admin Officer | 9940097973 | geekay@mssw.in |
| 6 | Mr.Balaji.S | System/ Network Engineer | 9444150153 | balaji@mssw.in |
| 7 | Ms.Usha Sriram | Accountant | 9840307172 | ushaaccounts@mssw.in |
| 8 | Mr.V.Mohan.V | Accountant | 9841152436 | mohanaccounts@mssw.in |
| 9 | Mr.Delson Raja | Clerk | 8754532393 | delson@mssw.in |
| 10 | Ms.Radhabai.J | Admin.Asst | 8946087871 | radhabai@mssw.in |
| 11 | Ms.M.Gayathri | Lab.Asst | 9840240740 | gayathri@mssw.in |
| 12 | Mr.M.Marimuthu.S.M | Electrician | 7358353679 | marimuthu@mssw.in |
| 13 | Mr.Hemakumar.K | Civil Supervisor | 9940362368 | hemakumarcivil@mssw.in |

## REGULATIONS

**COLLEGE TIMINGS**
**Shift 1 :** MSW(Aided), MA- SE and UG Courses- 8 am to 1.30pm
**Shift 2 :** All other PG Courses – 1.30 pm to 6.30 pm
**Shift 3 :** PG Diploma Programmes– 6.30 pm to 8.30 pm.

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

Only the Conference Hall / Auditorium can be used the whole day by any department based on booking priority. Students of one shift/departmentshouldnotwalkalongthecorridorsoftheclassroomswhentheother shift/department students are attending class.

**All Shift 1 and Shift 2 students must leave the campus by 7 pm. They must get special permission to remain on the campus after 7 pm for any official work.**

## ATTENDANCE AND REGULARITY

1. Every student must attend the college regularly and punctually.
2. An overall minimum of 75% attendance in each paper is compulsory for class room instruction and 100% for practical / fieldwork.
3. Absence from field work will be viewed seriously. Students who do not have 100% attendance in their practical / field work will have to repeat the particular component of the practical / field work in the subsequent semester.
4. Required percentage of attendance is a pre-requisite for:
   i) Appearing for End Semester Examinations.
   ii) Recommending for the Govt. / Institution / Alumni sponsored scholarships and awards
   iii) Recommending participation in campus recruitment.
5. Hourly attendance will be taken during all class days.
6. On days of general permission / special events one time attendance marking will be done.

7. For practical / field work, the attendance certificate issued by the agency supervisors and the records of the field work faculty supervisor will be considered.
8. No student shall be absent on the reopening & closing day of the term.
9. Attendance is compulsory for all the special events / programmes conducted by the college / departments and student forums unless otherwise exempted by the principal. Absence during common college events such as College Day, MCJ Lecture, Sports Day, College Cultural Fest, Department Seminars and Community Day will be viewed seriously. Parents will be expected to meet HOD/Principal personally to explain the absence of the student.
10. To enhance student's employability & employment skills, the college / departments from time to time will be organizing relevant add on courses & training programmes. Some of them may be linked to earning credits required for course completion and may come with a nominal fee / subsidized fee. It is compulsory to attend these special programmes.

## APPLICATION FOR LEAVE & APPROVAL

1. If any student is absent on any working day to college due to social & family reasons, he /she should:

a. Give due intimation of absence to the Dept./HOD.
b. Submit leave letter to the Departmental HOD on the day of return to college after the leave. Else it will be considered as unauthorized leave / absence.

2. Attendance will not be granted for any leave. Producing Medical certificate will only help in obtaining condonation of lack of sufficient attendance to write End Semester Examinations.

## ON-DUTY PERMISSION PROCEDURE

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

- The request for OD (in writing) should be submitted to the concerned HOD.
- The request for OD if approved by the HOD, should be intimated to the concerned faculty members for incorporation in the student attendance. It is the responsibility of the concerned students to ensure that the approved

request for OD reaches the concerned faculty members.

- After the event, the students who were granted OD need to furnish their attendance certificate to the HOD.
- If OD is requested for days on which special events are scheduled, it can be granted only with the permission of the Principal.

**FEE PAYMENT**

Students are expected to pay fees before the deadline each semester. Fee payment will close after 30 days after the beginning of each semester. Students who do not pay within the deadline will be given a warning and extension for 15 days with a fine of Rs.50 per day. In case of fee default after the fine period, the names of such students will be removed from the rolls and they will not be permitted to attend classes or write the end semester examination.

## REGULATIONS REGARDING EXAMINATIONS

**Assessments**

- Each paper is evaluated by both Internal Continuous Assessment (ICA) & End semester Examination(ESE) having equal weightage.
- Requirement–Candidates should clear both ICA&ESE separately and aggregately Passing Minimum PG&UG (2018 onwards)
- 50% Aggregate in both ICA&ESE for PG Programmes.
- 40% Aggregate in both ICA&ESE for UG Programmes.

**Internal Continuous Assessments (for theory papers)**

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

**Attendance**

- Calculated paper-wise
- Students are advised to keep track of their attendance through personal student login and have errors (if any) rectified at the earliest in the concerned department.
- Minimum75%attendancepercentageineachpaperisrequiredto

be eligible to write the concerned ESE.

- Students having attendance between 65% and 74% have to pay condonation fees of Rs.250/- per paper.
- On medical grounds only, students who have attendance between 60% to 64%, may be considered by the Principal for grant of special condonation to write the ESE. If granted permission, such students can pay the condonation fine of Rs.250/- and collect their hall tickets. Such candidates must produce necessary documents that were submitted to the Department at the time of the medical condition.

**Provisions for Special Candidates**

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

**Temporary ID card / Duplicate Hall Ticket for Examination Purposes**

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

**Malpractice**

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

**Grievance Redressal**

Any grievances regarding Examinations should be given in writing to the Controller of Examinations through the HOD and the Principal. If a student desires to apply for retotaling of scripts, he / she should submit a request letter in writingendorsedbytheHODandpayasumofRs.250/-per paper as charges in the Bank.

Any grievances regarding provisional results of ESE should be communicated to the COE office through proper channel within ten working days from the date of publication of results. No claim / representation will be entertained at a later date.

**Instant Exams**

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

- To be applied in the specified format within a week from the declaration of results and paid the applicable charges: Rs.500/- payable online and acknowledgement to be submitted in COE Office.

**Issue of Duplicate Mark Sheets**

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

**Rules regarding writing arrears**

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

**Registration for Arrear Exams**

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

**Official Transcripts**

OfficialTranscriptswillbeissuedonrequest.ChargesofRs.500/-forthefirst copy of the transcript and Rs.50/- for each additional copy will have to be paid in ICICI bank and challan should be submitted in the COE Office. Such candidates need to present their mark sheets in original forverification.

## STUDENT IDENTITY CARD

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

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

**Library & Information Resource Centre**

MSSW library caters to the academic needs of faculty members, research scholars and students of MSSW by providing access to various print and online resources. It strives to promote reading of students through various initiatives like library orientation, q-labs, reflection, library week celebrations and so on. Library database can be accessed 24/7 at **https://library.mssw.in**

To download the MSSW Library android mobile app, please visit Google Playstore, download 'AutoLib' and choose the name of the institution or please click the below link to download the app, https://play.google.com/store/apps/details?id=com.autolib.selfchecking

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

**SALIENT FEATURES OF MSSW LIBRARY**

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

**General Guidelines**

1. Book Transaction

| | |
|---|---|
| UG students | : 3 Books (including one journal) at a time |
| PG students | : 4 Books (including one journal) at a time |
| Research Scholars | : 5 Books (Full-time) and 2 Books (Part-time) |

2. Books issued may be recalled by the Librarian in case of necessity.

3. Students are provided with the facility of reserving for a particular book which is already lent and on circulation. If a book is reserved by more than one student, it will be issued on the basis of reservation seniority list.

4. Books can be borrowed for the duration of ONE WEEK. Two extensions may be obtained, provided there is no reservation made for it by other members of the library.

5. If any book borrowed is not returned or renewed on the due date, overdue charges of Re.1/- per day will be levied for 10 days. From the 11th day, it will be increased to Rs.2/- per day.

6. In case, a student loses a book, he/she has to replace the book (same title and same author), otherwise triple the cost of the book will be collected

7. Reference books, back volumes of journals, dissertations and CD-ROMs are for reference only.

8. Students are allowed to bring only papers/ small note pads inside the library. Their other belongings are to be kept on the desk provided outside the library.

9. Photocopying facility is provided for the library resources (subject to copy right restriction). Re.1/- per page will be charged.

## STUDENTS ASSOCIATION / FORUMS

**A) Students Development Council:**

1. All students are members of the college Students Development Council. The council, through the elected student office bearers will arrange for a variety of programmes like lectures, debates, sports, cultural programmes, literary events, college day, community day, skill development / training programmes etc., for the enrichment of student's life on the campus.

2. Membership in the Student Development Council is automatic and compulsory for all the students.

3. The office-bearers of the Council will be elected each year.

**B) Departmental forums:**

1. Students in every programme / specialization are encouraged to organize student forums in their departments. These forums will focus on subject related guest lectures, seminars, workshops, field visits and training programmes.

2. Every semester the forums will be collecting from every student a nominal amount towards forumactivities.

3. Membership in these forums is automatic andcompulsory.

**C) StudentClubs:**

**1. Anti-Narcotics Club**

Under the guidelines of the Government of India, the Ministry of Home Affairs Narcotics Control Bureau, Chennai, the Anti-Narcotics Club at MSSW jointly works with Narcotics Control Bureau, with an aim to bulwark against the clear and present danger posed by drug abuse to our society in general and to the student's community. The club aims at sustaining a drug-free campus and society by advocating and disseminating awareness programs on the ill effects of drugs, the recommended preventive measures and means of applying them in one's life. The club activities focus on the Anti-drug pioneers/ Ambassador projects, Anti-drug education for parents and teachers, Art and Drama section and Mentorship programmes.

**2. Eco Club:**

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

**3. Consumer Club**

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

the club.

**4. Red Ribbon Club(RRC)-UG:**

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

**5. Rotaract club – MSSW**

Rotaract Club of MSSW is sponsored by Rotary Club of Kodambakkam.

The very essence of Rotaract club is to break the limitations in engaging in the acts of altruism and volunteering. Within the constraints of the same, Rotaract club will be a channel of amplification for developing leadership skills and building relevant knowledge. The Rotaract club offers the best of the both worlds, like learning and serving. It provides copious opportunities to enhance your talent and to find your passion. Most importantly, it will be an episode of enlightenment that will educate us about the power of innovation and leveraging technology. As a result, Rotaract Club is expanding to assist in the effortless transition into this unprecedented era of uncertainty.

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

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

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

**7. National Service Scheme (NSS):UG**

**National Service Scheme** is a value-based youth programme sponsored by the Ministry of Youth Affairs and Sports, Government of India. The main aim is to develop the personality of youth by involving them in community development during their leisure hours. The NSS unit of Madras School of Social Work consists of 100 volunteers. There are two kinds of programmes i.e., the Regular NSS Programme, which is organised throughout the year and the other is the Special Camping Programme, which is organized at the adopted village for ten days. These programmes are planned and executed in the light of guidelines framed by the Central and State Governments, with the view to develop the personality of the student and to develop the community at large. It is a University-mandated requirement for undergraduate students to be part of NSS.

**8. Counselling Centre:**

The College has established a special Center for rendering Guidance and Counseling support services to students and public. This Cell addresses the diverse socio-economic challenges and geographic backgrounds of heterogeneous group. The cell provides counselling to the students of the college to enhance personal and professional development and help them to meet challenges in their life. Services such as Personal, Educational and Career Guidance are provided by the Counselling Center by panel of counsellors. Special mention: during this pandemic period MCJ Counselling Center provided counselling services by help line and successfully helping needy.

**9. Entrepreneurship Development Cell:**

Entrepreneurship Development Cell (EDC) has been set up in the College with the aim of manifesting the latent entrepreneurial spirit of the young students. The Cell will organize several entrepreneurship awareness programmes, guest lectures by successful entrepreneurs, various workshops and seminars for the aspiring entrepreneurs. This Cell primarily focuses on motivating the students to pursue entrepreneurship and in sharpening entrepreneurial traits and behavior.

**10. Tamil Literary Club**

Tamil Literary Club is established as an unique club to promote the importance of Tamil Language. The club describes the pride of the Language and encourage the students to participate in various Tamil Literary events. A Tamil magazine, 'Thagali' is released for every semester to bring out the students' language skill in creative literature.

**Extracurricular activities:**

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

**RAGGING**

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

**Ragging Prevention Committee**

| **Name** | **Designation/Office** | **Contact No** |
|---|---|---|
| Dr.S. Raja Samuel | Principal | 28195125 / 9444462450 |
| Ms.P.K.Vathani | Faculty Representative & Convenor | 9444359682 |
| Dr.J. S.Gunavathy | Faculty Representative | 9444739024 |
| Dr.C. Francis | Faculty Representative, Shift | 9941127272 |
| Student Representatives | President, - SDC, MSSW Secretary, SDC, MSSW Women Student Representative | |

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

## Dress Code

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

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

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

Studentsreceivingguestsorcomingon-stagetohonourguestsorreceiveprizes must come in formalwear.
Any faculty member of the College is empowered to advise any student if the dress code is violated.

## Vehicle Parking

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

### Bonafide Certificates

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

### Use of Auditorium/Conference Hall/Common Class Rooms

The Auditorium and Conference Hall is only for special events involving participantsfromoutsideorwhenimportantguestsarevisitingtheCollegeto provide lectures. The facility must be booked in advance. Departments are expected to use their class rooms for regular classes and soft-skills.

## Women's Common Room

A women's common room is available in the Hostel Building, next to canteen. This facility is for women students to take rest before or after their shift timings. Silence must be maintained and occupants should not disturb others in the room. Furniture must be used carefully. Caution deposit of the students will be

used to repair any damaged property of the room.

**INTERNSHIPS:**

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

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

**CAMPUS PLACEMENTS:**

Campus Placements is a service provided by the college for the benefit of stu-

dents. The Placement Cell is managed by Placement Coordinator in-charge. The Placement Cell will orient students and prepare them for the placement process apart from coordinating with organizations for on-campus and off-campus placement process.

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

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

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

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

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

**GENERAL DISCIPLINE:**

1. Any ***discriminatory practice*** on the basis of gender, caste, community, religion or language will be considered as a very serious misconduct. Severe action will be taken against the offenders and it will lead to dismissal from the college.

2. Willful ***damaging of the college properties*** will be considered seriously. Disciplinary action will be taken against those indulging in such of those activities. The damage amount will be recovered from them. Students must ensure that the furniture and walls are not damaged and dirtied with food leftovers after celebrations / seminars. Decorations if any must be easily removable without leaving stains on the wall/flooring.

3. Use of ***mobile phone*** **is strictly prohibited inside the classrooms and the buildings unless the faculty permits its use for learning purposes.** Violation will lead to penalty or confiscation of the mobile phone or both. Mobile phones will be confiscated if a student is found using it for listening to songs and watching video anywhere on the Campus.

4. Bursting of firecrackers for any reason whatsoever is strictly prohibited inside the campus.

5. No religious/cultural/national festival can be celebrated within the campus without the written permission from the Principal.

6. MSSW is a tobacco and alcohol free campus. Use of tobacco products is banned inside the campus. Any student found smoking / using tobacco will be dismissed from College and may also be prosecuted as per law. Possession of any tobacco product will result in immediate suspension of the student and further action by the Disciplinary Committee.

7. Consumption of alcohol is strictly prohibited on the campus. Students found drunk or in possession of alcohol will be dismissed from the College. Consuming narcotic substances (substance abuse) is a serious crime. Any student found using will be reported to authorities and also dismissed from college.

8. The general discipline code applies to students even when they are on official trip outside the Campus. Smoking/consuming alcohol during Rural Camps, OBT and study tour will result in severe disciplinary action including a fail in the assessment component.

9. Students are responsible for the safety of their personal belongings such as Mobile phones, Tablet PCs, Laptops, Calculators, Money-purse, ATM/Credit cards etc. The College will not be held responsible in any way for the loss/theft of any personal belonging of the student. No complaints on this will be entertained by the administration.

10. The entire campus is CCTV enabled.

11. During events at College such as Seminars. Special Lectures, College Day, Forum Inaugurals etc., students must maintain the dignity of the events by strictly adopting the following guidelines:

a. Arrive on time and be seated before the programme begins.
b. Maintain silence throughout the event except when applause is required.
c. Give due respect to Invocation, College Song and National Anthem while they are being sung during the program.
d. Listen to the speakers / resource persons without disrupting the flow by talking to others / texting on mobiles etc.
e. Avoid leaving the program venue / hall before its conclusion.
f. Any faculty member of MSSW is empowered to ensure that the students follow the above guidelines. Strict action will be taken against students found outside the program venue, in the ground or in the classrooms when they are expected to attend the event.

**PRIZES, AWARDS& SCHOLARSHIPS**
**COLLEGE INSTITUTED AWARDS:**

**1. Highest Attendance Certificate** for all department final year students based on the overall percentage (not necessarily 100%) combined for all past semester's attendance.

**2. Academic Proficiency Award** for the finalyear students of all the departments(UG& PG) based on the overall percentage of marks combined for all past semesters.

**3. MSSW-PTA Best Outgoing Student Award** for the final year students of all the departments (UG & PG) based on overall performance, including attendance, academic proficiency and leadership/participation in department forum and participation outside college.

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

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

**President Dr. A M Swaminathan Prize** for **Best Performance** in the College CulturalsDejaVu.

**AWARD INSTITUTED BY THE DEPARTMENTS:**
**Bachelor of Social Work**

**1. Dr. V.A. Vijayaraghavan Best Budding Social worker award** for a final year student based on the overall percentage of marks combined for all past semesters, General discipline, contribution to the departmental activities /Laurels brought to the department and Participation in Community Work.

**2. IAPA Rolling Shield for volunteer programme and extension activity** for agraduated student based on involvement in the extension activities/community outreach programmes assigned by the department, self interested and committed towards Social Work, Social Work activities carried out by the individual through self initiation and Socially Responsible student.

**3. Excellence in Field Work Award for the Final Year Student** based on Communication, Sensitizing people on Issues and bringing about changes, Carrying out development projects after identifying local needs, Resource Mobilization, Networking, Documentation and team spirit.

**4. Excellence in Street Theatre / Mime Award for the Final Year Student** based on Creative thinking about social issues, Engagement of people, Performance and Involvement in reaching the unreached through Street Theatre.

**B.ScPsychology:**

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

**Department of Languages**

The Language Proficiency Prize is awarded to a final year UG student every year for the highest average percentage of marks obtained in English, Tamil, or French across all semesters. The average score is calculated for two semesters in the case of B.S.W. and four semesters for B.Sc. The student with the highest average marks in each language (for both classes combined) is eligible for the prize.

**Master of Social Work – Shift I (Aided):**

1. **NIPM Medal** for graduated student based on highest marks in HRM specialization.

2. **MCJ Medal** for graduated student based on highest marks in 2nd year.

3. **Maria Philip - Best all Round performance Cash prize** for graduated student based on academic, attendance, participation in co-curricular and extracurricular activities both in inside and outside the colleges.

4. **D.C.Kothari Rolling Cup** for graduated students based on the highest marks in 1st year Research paper and 2nd year Research Dissertation.

5. **N.C.Jayachandran Prize** for a graduated student based on highest attendance in all semesters.

6. **Cairn Energy Rolling Cup** for a graduated student based on the Best Re search Dissertation Viva Marks in III and IV semesters.

7. **Meera Alexander Gold Medal** for the best graduated student from CD & MPSW specialization based on academic, attendance, participation in forum activities and participation inside and outside college events.

8. **T. Nandini Memorial Prize** for a deserving all-rounder girl student who has gratuated with in HRM specialization.

9. **SaraswathiGanesan Scholarship** to economically disadvantaged students from the I Year MSW (2Nos) & II Year MSW (2Nos).

10. **Ms.G.Lalitha and Dr.G.Viswanathan Endowment** to graduated students based on merit cum means from CD & MPSW specializations.

**M.Phil – Social Work (Aided)**

**"M.Phil Rolling Cup for the Best Thesis Award"** for agraduated student based on successful completion of the M.Phil programme and highest marks secured in the dissertation.

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

1. **Prof. Margert Wens Field Work Award** to CD, MPSW & HR specialization students based on regularity in field work conference, field work report and feedback from agency apart from high marks in field work viva
2. **Madha Annaiyar Udhavi Trust Award** for a student's contribution to the department from CD, MPSW & HR specialization students for significant involvement in community development activities
3. **Dr. Robert Gasper Memorial Award** for Multi-Farious Performance in Rural Campbased on outstanding performance in all aspects of rural camp.
4. **Mr. K. V Ramanujam and S. Abhinandhan Scholarship** for economically backward First year student from HR specialization based on academic excellence.

**M.ScCounselling Psychology:**

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

**M.Phil Counseling Psychology:**

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

**M.A. - Human Resource Management**

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

3. Star Performer Award for Best Performance in Organisational Behaviour and Learning and Development for a final year student based on highest marks scored in Semester I and II papers(OB and L &D)
4. LL Champ Award for Best Performance in Labour Legislations I & II for a final year student based on highest marks scored in Semester I and II papers (LL – I & LL – II)
5. Star Performer Award for Best Performance in SSR for a final year student based on his/her Academic Excellence and 30 hours of engagement in Student Social Responsibility activities with a certificate obtained from a recognized institution for SSR activities.

**M.A. Human Resource & Organization Development**

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

**M.A. Development Management**

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

**M.A. Social Entrepreneurship**

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

**LIBRARY AWARD**

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

**SCHOLARSHIPS**

The following Scholarships are available to deserving students.

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

**Application Procedure for Scholarships**

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

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

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

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

## ACADEMIC CALENDAR 2021– 2022

| DATE & DAY | DAY COUNT | PARTICULARS |
|---|---|---|
| 01.07.2021, Thursday | | Doctor's Day |
| 02.07.2021, Friday | | |
| 03.07.2021, Saturday | | |
| 04.07.2021, Sunday | | **HOLIDAY** |
| 05.07.2021, Monday | | |
| 06.07.2021, Tuesday | | |
| 07.07.2021, Wednesday | | |
| 08.07.2021, Thursday | | |
| 09.07.2021, Friday | | |
| 10.07.2021, Saturday | | |
| 11.07.2021, Sunday | | **HOLIDAY** - World Population Day |
| 12.07.2021, Monday | | |
| 13.07.2021, Tuesday | | |
| 14.07.2021, Wednesday | | **Odd Semester (3rd& 5th) Starts for UG&PG Students– (Online)** |
| 15.07.2021, Thursday | | |
| 16.07.2021, Friday | | |
| 17.07.2021, Saturday | | Certificate Course World Day For International Justice |
| 18.07.2021, Sunday | | **HOLIDAY**<br>International Nelson Mandela Day |
| 19.07.2021, Monday | | |
| 20.07.2021, Tuesday | | |
| 21.07.2021, Wednesday | | **BAKRID – HOLIDAY** |
| 22.07.2021, Thursday | | |
| 23.07.2021, Friday | | Students Club / Forum Activity |
| 24.07.2021, Saturday | | Certificate Course |
| 25.07.2021, Sunday | | **HOLIDAY** |
| 26.07.2021, Monday | | |
| 27.07.2021, Tuesday | | |
| 28.07.2021, Wednesday | | World Hepatitis Day |

| | | |
|---|---|---|
| 29.07.2021, Thursday | | |
| 30.07.2021, Friday | | |
| 31.07.2021, Saturday | | Certificate Course |
| **AUGUST 2021** | | |
| 01.08.2021, Sunday | | **HOLIDAY** |
| 02.08.2021, Monday | | |
| 03.08.2021, Tuesday | | |
| 04.08.2021, Wednesday | | |
| 05.08.2021, Thursday | | |
| 06.08.2021, Friday | | |
| 07.08.2021, Saturday | | **Certificate Course** |
| 08.08.2021, Sunday | | **HOLIDAY** |
| 09.08.2021, Monday | | |
| 10.08.2021, Tuesday | | |
| 11.08.2021, Wednesday | | |
| 12.08.2021, Thursday | | International Youth Day |
| 13.08.2021, Friday | | Students Club / Forum Activity |
| 14.08.2021, Saturday | | **Certificate Course** |
| 15.08.2021, Sunday | | **INDEPENDENCE DAY – HOLIDAY** |
| 16.08.2021, Monday | | |
| 17.08.2021, Tuesday | | **Odd Semester Starts for PG First-Year Students** |
| 18.08.2021 Wednesday | | |
| 19.08.2021, Thursday | | **World Humanitarian Day** |
| 20.08.2021, Friday | | **MUHARRAM – HOLIDAY** |
| 21.08.2021, Saturday | | **Certificate Course** World Senior Citizen's Day |
| 22.08.2021, Sunday | | **HOLIDAY** |
| 23.08.2021, Monday | | |
| 24.08.2021, Tuesday | | |

| | | |
|---|---|---|
| 25.08.2021, Wednesday | | |
| 26.08.2021, Thursday | | |
| 27.08.2021, Friday | | Students Club / Forum Activity |
| 28.08.2021, Saturday | | Certificate Course |
| 29.08.2021, Sunday | | **HOLIDAY** |
| 30.08.2021, Monday | | **KRISHNA JAYANTHI – HOLIDAY** |
| 31.08.2021, Tuesday | | |
| **SEPTEMBER 2021** | | |
| 01.09.2021,Wednesday | | |
| 02.09.2021, Thursday | | |
| 03.09.2021, Friday | | |
| 04.09.2021, Saturday | | **Certificate Course** |
| 05.09.2021, Sunday | | **HOLIDAY, Teacher's Day** |
| 06.09.2021, Monday | | |
| 07.09.2021, Tuesday | | |
| 08.09.2021, Wednesday | | **International Literacy Day** |
| 09.09.2021, Thursday | | |
| 10.09.2021, Friday | | **VINAYAGAR CHATURDHI – HOLIDAY** |
| 11.09.2021, Saturday | | **Certificate Course** |
| 12.09.2021, Sunday | | **HOLIDAY** |
| 13.09.2021, Monday | | |
| 14.09.2021, Tuesday | | |
| 15.09.2021, Wednesday | | International Day of Democracy |
| 16.09.2021, Thursday | | **World Ozone Day** |
| 17.09.2021, Friday | | |
| 18.09.2021, Saturday | | **Certificate Course** |
| 19.09.2021, Sunday | | **HOLIDAY** |
| 20.09.2021, Monday | | |
| 21.09.2021, Tuesday | | Day for Peace & Non-Violence |

| | | |
|---|---|---|
| 22.09.2021, Wednesday | | **Rose Day - Welfare of Cancer Patients** |
| 23.09.2021, Thursday | | |
| 24.09.2021, Friday | | **Students Club / Forum Activity** |
| 25.09.2021, Saturday | | **Certificate Course** |
| 26.09.2021, Sunday | | **HOLIDAY**<br>World Contraception Day & World Rivers Day |
| 27.09.2021, Monday | | **World Tourism Day** |
| 28.09.2021, Tuesday | | |
| 29.09.2021, Wednesday | | |
| 30.09.2021, Thursday | | **World Maritime Day** |
| **OCTOBER 2021** | | |
| 01.10.2021<br>Friday | | **International Day of the Elderly** |
| 02.10.2021<br>Saturday | | **GANDHI JAYANTHI – HOLIDAY** |
| 03.10.2021, Sunday | | **HOLIDAY** |
| 04.10.2021, Monday | | **World Animal Welfare Day** |
| 05.10.2021, Tuesday | | |
| 06.10.2021, Wednesday | | |
| 07.10.2021, Thursday | | |
| 08.10.2021, Friday | | **Students Club / Forum Activity** |
| 09.10.2021, Saturday | | **Certificate Course** |
| 10.10.2021, Sunday | | **HOLIDAY**<br>World Mental Health Day |
| 11.10.2021, Monday | | |
| 12.10.2021, Tuesday | | |
| 13.10.2021, Wednesday | | **UN International Day for Natural Disaster Reduction** |
| 14.10.2021, Thursday | | **AYUDHA POOJA – HOLIDAY** |
| 15.10.2021<br>Friday | | **VIJAYADASAMI – HOLIDAY**<br>World White Cane Day - (Guiding the Blind) |

| | | |
|---|---|---|
| 16.10.2021<br>Saturday | | **Certificate Course**<br>World Food Day |
| 17.10.2021, Sunday | | **HOLIDAY** |
| 18.10.2021, Monday | | |
| 19.10.2021, Tuesday | | **MILAD-UN-NABI – HOLIDAY** |
| 20.10.2021, Wednesday | | |
| 21.10.2021, Thursday | | |
| 22.10.2021, Friday | | **Students Club / Forum Activity** |
| 23.10.2021, Saturday | | **Certificate Course** |
| 24.10.2021, Sunday | | **HOLIDAY** |
| 25.10.2021, Monday | | |
| 26.10.2021, Tuesday | | |
| 27.10.2021, Wednesday | | |
| 28.10.2021, Thursday | | |
| 29.10.2021, Friday | | |
| 30.10.2021, Saturday | | **Certificate Course** |
| 31.10.2021, Sunday | | **HOLIDAY**<br>National Unity Day |
| **NOVEMBER 2021** | | |
| 01.11.2021, Monday | | |
| 02.11.2021, Tuesday | | |
| 03.11.2021, Wednesday | | |
| 04.11.2021, Thursday | | **DEEPAVALI – HOLIDAY** |
| 05.11.2021, Friday | | **World Tsunami Awareness Day** |
| 06.11.2021, Saturday | | **Odd Semester (3rd& 5th) Ends for UG& PG Students** |
| 07.11.2021, Sunday | | **HOLIDAY** - National Cancer Awareness day |
| 08.11.2021, Monday | | |
| 09.11.2021, Tuesday | | |
| 10.11.2021, Wednesday | | |

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|---|---|---|
| 11.11.2021, Thursday | | |
| 12.11.2021, Friday | | **Students Club / Forum Activity** |
| 13.11.2021, Saturday | | **Certificate Course** |
| 14.11.2021, Sunday | | **HOLIDAY** - Children's Day & Diabetes Day |
| 15.11.2021, Monday | | **ESE Begins for (3rd& 5th) Semester Students** |
| 16.11.2021, Tuesday | | |
| 17.11.2021, Wednesday | | National Epilepsy Day |
| 18.11.2021, Thursday | | |
| 19.11.2021, Friday | | |
| 20.11.2021, Saturday | | **Certificate Course** |
| 21.11.2021, Sunday | | **HOLIDAY** |
| 22.11.2021, Monday | | |
| 23.11.2021, Tuesday | | |
| 24.11.2021, Wednesday | | |
| 25.11.2021, Thursday | | |
| 26.11.2021, Friday | | **Students Club / Forum Activity** |
| 27.11.2021, Saturday | | **Certificate Course** |
| 28.11.2021, Sunday | | **HOLIDAY** |
| 29.11.2021, Monday | | International Day of Solidarity with Palestinian People |
| 30.11.2021, Tuesday | | **ESE Ends for (3rd& 5th) Semester Students** |
| **DECEMBER 2021** | | |
| 01.12.2021, Wednesday | | **World AIDS Day** |
| 02.12.2021, Thursday | | **National Pollution Control Day** |
| 03.12.2021, Friday | | **World Disabled Day** |
| 04.12.2021, Saturday | | **Certificate Course** |
| 05.12.2021, Sunday | | **HOLIDAY** |
| 06.12.2021, Monday | | **Even Semester Starts (4th& 6th) for UG& PG Students** |

| | | |
|---|---|---|
| 07.12.2021, Tuesday | | |
| 08.12.2021, Wednesday | | |
| 09.12.2021, Thursday | | |
| 10.12.2021, Friday | | **Students Club / Forum Activity** Human Rights Day |
| 11.12.2021, Saturday | | **Certificate Course** |
| 12.11.2021, Sunday | | **HOLIDAY** |
| 13.12.2021, Monday | | |
| 14.12.2021, Tuesday | | World Energy Conservation Day |
| 15.12.2021, Wednesday | | |
| 16.12.2021, Thursday | | |
| 17.12.2021, Friday | | |
| 18.12.2021, Saturday | | **Odd Semester Ends for all the First-Year Students/Minorities Rights Day (India)** |
| 19.12.2021, Sunday | | **HOLIDAY** |
| 20.12.2021, Monday | | |
| 21.12.2021, Tuesday | | |
| 22.12.2021, Wednesday | | |
| 23.12.2021, Thursday | | Kisan Divas (Farmer's Day) (India) |
| 24.12.2021, Friday | | **Students Club / Forum Activity** National Consumers Day |
| 25.12.2021, Saturday | | **CHRISTMAS – HOLIDAY** |
| 26.12.2021, Sunday | | **HOLIDAY** |
| 27.12.2021, Monday | | **ESE Begins for First Semester Students** |
| 28.12.2021, Tuesday | | |
| 29.12.2021, Wednesday | | |
| 30.12.2021, Thursday | | |
| 31.12.2021, Friday | | |

| JANUARY 2022 | | |
|---|---|---|
| 01.01.2022, Saturday | | **NEW YEAR – HOLIDAY** |
| 02.01.2022, Sunday | | **HOLIDAY** |
| 03.01.2022, Monday | | |
| 04.01.2022, Tuesday | | |
| 05.01.2022, Wednesday | | |
| 06.01.2022, Thursday | | |
| 07.01.2022, Friday | | |
| 08.01.2022, Saturday | | **Certificate Course** |
| 09.01.2022, Sunday | | **HOLIDAY** |
| 10.01.2022, Monday | | |
| 11.01.2022, Tuesday | | |
| 12.01.2022, Wednesday | | |
| 13.01.2022, Thursday | | **ESE Ends for First Semester Students** |
| 14.01.2022, Friday | | **PONGAL – HOLIDAY** |
| 15.01.2022, Saturday | | **THIRUVALLUVAR DAY – HOLIDAY** |
| 16.01.2022, Sunday | | **UZHAVAR THIRUNAL – HOLIDAY** |
| 17.01.2022, Monday | | **HOLIDAY** |
| 18.01.2022, Tuesday | | |
| 19.01.2022, Wednesday | | **Even Semester Starts for all the First-Year Students** |
| 20.01.2022, Thursday | | |
| 21.01.2022, Friday | | |
| 22.01.2022, Saturday | | Certificate Course |
| 23.01.2022, Sunday | | HOLIDAY |
| 24.01.2022, Monday | | National Girl Child Day |
| 25.01.2022, Tuesday | | |
| 26.01.2022, Wednesday | | **REPUBLIC DAY – HOLIDAY** |

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|---|---|---|
| 27.01.2022, Thursday | | International Day of Commemoration |
| 28.01.2022, Friday | | **THAIPOOSAM – HOLIDAY** |
| 29.01.2022, Saturday | | Certificate Course |
| 30.01.2022, Sunday | | **HOLIDAY**<br>(Martyrs' Day) / World Leprosy Eradication Day |
| 31.01.2022, Monday | | |
| **FEBRUARY 2022** | | |
| 01.02.2022, Tuesday | | |
| 02.02.2022, Wednesday | | |
| 03.02.2022, Thursday | | |
| 04.02.2022, Friday | | World Cancer Day |
| 05.02.2022, Saturday | | Certificate Course |
| 06.02.2022, Sunday | | **HOLIDAY** - International Day of Zero Tolerance to Female Genital Mutilation |
| 07.02.2022, Monday | | |
| 08.02.2022, Tuesday | | |
| 09.02.2022, Wednesday | | |
| 10.02.2022, Thursday | | |
| 11.02.2022, Friday | | Students Club / Forum Activity International Day of Women and Girls in Science |
| 12.02.2022, Saturday | | Certificate Course<br>National Productivity Day |
| 13.02.2022, Sunday | | **HOLIDAY** |
| 14.02.2022, Monday | | |
| 15.02.2022, Tuesday | | |
| 16.02.2022, Wednesday | | |
| 17.02.2022, Thursday | | |
| 18.02.2022, Friday | | |

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|---|---|---|
| 19.02.2022, Saturday | | Certificate Course |
| 20.02.2022, Sunday | | **HOLIDAY**<br>World Day of Social Justice |
| 21.02.2022, Monday | | International Mother Language Day |
| 22.02.2022, Tuesday | | |
| 23.02.2022, Wednesday | | |
| 24.02.2022, Thursday | | |
| 25.02.2022, Friday | | Students Club / Forum Activity |
| 26.02.2022, Saturday | | Certificate Course |
| 27.02.2022, Sunday | | **HOLIDAY** |
| 28.02.2022, Monday | | |
| **MARCH 2022** | | |
| 01.03.2022, Tuesday | | Zero Discrimination Day |
| 02.03.2022, Wednesday | | |
| 03.03.2022, Thursday | | World Wildlife Day |
| 04.03.2022, Friday | | |
| 05.03.2022, Saturday | | Certificate Course |
| 06.03.2022, Sunday | | **HOLIDAY** |
| 07.03.2022, Monday | | |
| 08.03.2022, Tuesday | | International Women's Day |
| 09.03.2022, Wednesday | | |
| 10.03.2022, Thursday | | |
| 11.03.2022, Friday | | Students Club / Forum Activity |
| 12.03.2022, Saturday | | Certificate Course |
| 13.03.2022, Sunday | | **HOLIDAY** |
| 14.03.2022, Monday | | |
| 15.03.2022, Tuesday | | |
| 16.03.2022, Wednesday | | |
| 17.03.2022, Thursday | | |
| 18.03.2022, Friday | | |

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|---|---|---|
| 19.03.2022, Saturday | | Certificate Course |
| 20.03.2022, Sunday | | **HOLIDAY**<br>International Day of happiness / World Sparrow Day |
| 21.03.2022, Monday | | World Forestry Day / World Down Syndrome Day |
| 22.03.2022, Tuesday | | World Day for Water |
| 23.03.2022, Wednesday | | |
| 24.03.2022, Thursday | | World TB Day |
| 25.03.2022, Friday | | Students Club / Forum Activity |
| 26.03.2022, Saturday | | Certificate Course |
| 27.03.2022, Sunday | | **HOLIDAY** |
| 28.03.2022, Monday | | |
| 29.03.2022, Tuesday | | |
| 30.03.2022, Wednesday | | |
| 31.03.2022, Thursday | | |
| **April 2022** | | |
| 01.04.2022, Friday | | **GOOD FRIDAY – HOLIDAY** |
| 02.04.2022, Saturday | | Certificate Course<br>World Autism Awareness Day |
| 03.04.2022, Sunday | | **HOLIDAY** |
| 04.04.2022, Monday | | |
| 05.04.2022, Tuesday | | |
| 06.04.2022, Wednesday | | |
| 07.04.2022, Thursday | | World Health Day |
| 08.04.2022, Friday | | Students Club / Forum Activity |
| 09.04.2022, Saturday | | Certificate Course |
| 10.04.2022, Sunday | | **HOLIDAY** |
| 11.04.2022, Monday | | National Safe Motherhood Day / National Pet Day |
| 12.04.2022, Tuesday | | |

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|---|---|---|
| 13.04.2022, Wednesday | | **TELUGU NEW YEAR – HOLIDAY** |
| 14.04.2022 Thursday | | **TAMIL NEW YEAR DR.AMBEDKAR JAYANTHI HOLIDAY** |
| 15.04.2022, Friday | | |
| 16.04.2022, Saturday | | Certificate Course |
| 17.04.2022, Sunday | | **HOLIDAY** |
| 18.04.2022, Monday | | World Heritage Day |
| 19.04.2022, Tuesday | | |
| 20.04.2022, Wednesday | | |
| 21.04.2022, Thursday | | |
| 22.04.2022, Friday | | Students Club / Forum Activity<br>Earth Day |
| 23.04.2022, Saturday | | Certificate Course |
| 24.04.2022, Sunday | | **HOLIDAY** |
| 25.04.2022, Monday | | **MAHAVEER JAYANTHI – HOLIDAY**<br>World Malaria Day |
| 26.04.2022, Tuesday | | World Intellectual Property Day |
| 27.04.2022, Wednesday | | |
| 28.04.2022 Thursday | | World Day for Safety and Health at Work |
| 29.04.2022, Friday | | |
| 30.04.2022, Saturday | | **Even Semester (4th & 6th) Ends for UG & PG Students** |
| **MAY 2021** | | |
| 01.05.2022 Sunday | | **MAY DAY – HOLIDAY**<br>Worker's Day (International Labour Day) |
| 02.05.2022, Monday | | |
| 03.05.2022, Tuesday | | Press Freedom Day |
| 04.05.2022, Wednesday | | |
| 05.05.2022, Thursday | | |

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|---|---|---|
| 06.05.2022, Friday | | |
| 07.05.2022, Saturday | | Certificate Course |
| 08.05.2022, Sunday | | **HOLIDAY** - Mother's Day / World Red Cross Day |
| 09.05.2022, Monday | | |
| 10.05.2022, Tuesday | | |
| 11.05.2022, Wednesday | | |
| 12.05.2022, Thursday | | |
| 13.05.2022, Friday | | Students Club / Forum Activity |
| 14.05.2022, Saturday | | **Even Semester Ends for all the First-Year Students** |
| 15.05.2022, Sunday | | **HOLIDAY** - International Day of the Family |
| 16.05.2022, Monday | | |
| 17.05.2022, Tuesday | | World Hypertension Day |
| 18.05.2022, Wednesday | | |
| 19.05.2022, Thursday | | |
| 20.05.2022, Friday | | |
| 21.05.2022, Saturday | | National Anti-Terrorism Day |
| 22.05.2022, Sunday | | **HOLIDAY** |
| 23.05.2022, Monday | | |
| 24.05.2022, Tuesday | | |
| 25.05.2022, Wednesday | | |
| 26.05.2022, Thursday | | |
| 27.05.2022, Friday | | |
| 28.05.2022, Saturday | | |
| 29.05.2022, Sunday | | **HOLIDAY** |
| 30.05.2022, Monday | | Anti-Tobacco Day |
| 31.05.2022, Tuesday | | |
| **JUNE 2021** | | |
| 01.06.2022, Wednesday | | |
| 02.06.2022, Thursday | | |

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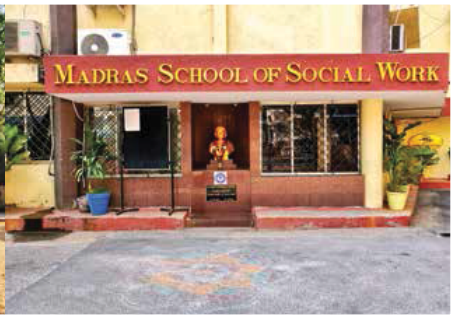
|---|---|---|
| 03.06.2022, Friday | | |
| 04.06.2022, Saturday | | International Day of Innocent Children Victims of Aggression |
| 05.06.2022, Sunday | | **HOLIDAY**<br>World Environment Day |
| 06.06.2022, Monday | | |
| 07.06.2022, Tuesday | | |
| 08.06.2022, Wednesday | | World Ocean Day |
| 09.06.2022, Thursday | | |
| 10.06.2022, Friday | | |
| 11.06.2022, Saturday | | |
| 12.06.2022, Sunday | | **HOLIDAY**<br>Anti-Child labour Day |
| 13.06.2022, Monday | | |
| 14.06.2022, Tuesday | | World Blood Donor Day |
| 15.06.2022, Wednesday | | |
| 16.06.2022, Thursday | | |
| 17.06.2022, Friday | | |
| 18.06.2022, Saturday | | |
| 19.06.2022, Sunday | | **HOLIDAY** |
| 20.06.2022, Monday | | World Refugee Day |
| 21.06.2022, Tuesday | | International Day of Yoga |
| 22.06.2022, Wednesday | | |
| 23.06.2022, Thursday | | |
| 24.06.2022, Friday | | |
| 25.06.2022, Saturday | | |
| 26.06.2022, Sunday | | **HOLIDAY**<br>International Day against Drug Abuse and Illicit Trafficking |
| 27.06.2022, Monday | | |
| 28.06.2022, Tuesday | | |
| 29.06.2022, Wednesday | | |
| 30.06.2022, Thursday | | |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MCJ AWARD 2020 TO INTERNATIONAL JUSTICE MISSION

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