



# MADRAS SCHOOL OF SOCIAL WORK

( An Autonomous Institution affiliated to the University of Madras )

Accredited by NAAC With "A" Grade

## CRITERIA 7- INSTITUTIONAL VALUES AND BEST PRACTICES

### METRIC ID: 7.1.10: HANDBOOKS, MANUALS AND BROCHURES ON HUMAN VALUES AND PROFESSIONAL ETHICS

MSSW academic calendar is a handbook for the students and under the students clubs section human values and professional ethics are given. Human values and professional ethics for students is enclosed

*S.R.S.*  
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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 forum activities.
3. Membership in these forums is automatic and compulsory.

**C) Student Clubs:**

7.1.10 Handbook -  
Human Values

**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 donation as 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 **Student Grievances / Complaints**. **Green Box** is for **Suggestions**. Students are encouraged to make use of these facilities. Complaints can also be forwarded to [principal@mssw.in](mailto:principal@mssw.in).



### **Dress Code**

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

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

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

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

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

### **Vehicle Parking**

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

### **Bonafide Certificates**

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

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

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

### **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-