

MADRAS SCHOOL OF SOCIAL WORK (AUTONOMOUS)
(Affiliated to the University of Madras)
Regulations regarding 'OD' for Students

8-12-2014

Students may request for 'On Duty' (OD) to participate in or attend Course-related / Department-related / College-related activities or to represent the Department / Institution. For example, OD may be requested for

- Participating in Department Forum Activities / Inter-Departmental Activities of the College;
- Participating in any relevant seminar / conference;
- Representing the Department/College in any relevant curricular, co-curricular or extra-curricular event;
- Participating in Placement Initiatives of the College;
- Participating in special lectures / programmes organized at the College level;
- Participating in Student Development Council (SDC) Activities;
- Participating in any other activity approved by the concerned HOD.

The procedure for obtaining OD for a few candidates: (Ex: a few students participating in a seminar / participating in placement initiative etc)


- 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 the attendance certificate to the HOD.

The procedure for obtaining OD for all candidates in the class: (Ex: Entire class deputed to attend department seminar / MCJ Endowment Lecture etc)

- The list of candidates participating in the event should be made available by the Faculty Class Teacher / Faculty in-charge of the event / Faculty Representative to the concerned HOD.
- Once it is endorsed by the concerned HOD, it should be made available to the concerned faculty members for incorporation in the student attendance.

Note:

- All data related to OD should be entered within a week of the event. No requests on a later date especially at the end of the semester will be entertained.
- If OD is requested for days on which College Calendar events are scheduled, it can be granted only with the permission of the Principal.
- These norms will be applicable from the current semester onwards until further revision.


Dr. J.S. Gunavathy
Controller of Examinations


Dr. V.A. Vijayaragavan
Principal

Copy to

- HODs
- Faculty Members
- Students Notice Board
- Website