

ORDINANCE NO.BPSMV/SW/PG/MSW/2009/01

Academic Ordinance for Duration, Admission, Fee, Teaching Methodology, Examination, Evaluation, Promotion and Attendance (2008-09)

TWO-YEAR FULL TIME MASTER OF SOCIAL WORK PROGRAMME (MSW)

1. DEFINITIONS:

- 1.1) **Programme** stands for MSW
- 1.2) **Course** stands for individual paper

2. DURATION:

The curricular work leading to the award of Masters Degree in Social Work shall be spread over two academic years having the minimum of 4 semesters, two monsoon semesters and two winter semesters. However, maximum duration for completion of the course shall be four years from the date of initial admission to the course. Provided that a semester or a year may be declared zero semester or zero year in the case of a student if she could not continue with the academic program during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship, subject to the fulfillment of requirements as laid down by the relevant regulations, such zero semester/year shall not be counted for calculation of the duration of the academic program.

3. ADMISSION:

3.1) Eligibility:

The minimum eligibility for admission to the MSW course shall be 50% marks aggregate in graduation of 10+2+3 pattern in addition to criterion approved by admission committee of the University. For SC/ST candidates there shall be relaxation of 5% in minimum requirement of marks in qualifying exam.

3.2) Procedure:

The procedure for admission to the programme shall be based on the interview of the candidate. Based on the marks obtained by the student in the interview a merit list shall be prepared of the selected candidates for admission to the course. However, in case of less number of applicants for the number of seats, the decision of the admission committee shall be final.

- 3.2.1) The last date of receipt of admission form shall be notified by the University.

3.2.2) The admission to the Programme shall be provisional and shall be subjected to the fulfillment of the eligibility criteria.

3.2.3) The first and second semesters shall ordinarily commence from and end on dates to be fixed by the Academic council.

3.3) Registration:

The Registration of the students is governed by the rules and regulations as laid down by the University from time to time. Registration is the responsibility of the student. No student will be allowed to attend a course without registration.

3.3.1) Late registration will be allowed up to a maximum of two weeks after the beginning of a semester with payment of late registration fee as prescribed by the University.

4. FEE:

The Programme fee shall be paid by the candidate as prescribed by the University from time to time.

5. TEACHING METHODOLOGY:

The methodology of the teaching shall include: Classroom Teaching, Team Teaching, Discussions, Group Sessions, Assignments, Audio Visual Aids, Workshops/Seminar, Exposure Visits, Study Tour, Presentations, Quiz and Social Work Practicum; Block Placement, Computer labs etc.

6. EXAMINATION:

6.1) The examination for each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners for each course shall be recommended by the Board of Studies.

6.2) The examination shall consist of Theory and social work Practicum. The theory papers are to be set by external/internal paper setters.

6.3) Social work examination shall be conducted jointly by the external and internal examiners. The external examiner shall be appointed by the Vice-Chancellor on the recommendations of the Head of the Department.

6.4) The end-term examination (External Examination) for the odd semester shall ordinarily be held in the month of December/January and for even semesters in the month of May/June on such dates as may be fixed by the University.

6.5) A supplementary examination for the first and third semesters will be held along with regular second and fourth semester's examinations and second and fourth semester's examinations will be held along with the regular first and third semester's examinations. This is applicable for the students who desire to pass/improve their marks in paper/papers.

- 6.6) A student will be declared passed only if she has cleared all the papers in all the semesters including social work practicum.
- 6.7) The schedule for holding the Internal examination will be finalized by the concerned faculty in consultation with the Head of the Department.
- 6.8) The medium of instruction and the examination shall be English.

7. EVALUATION:

- 7.1) A student will be evaluated out of 2600 marks during the course, 2000 for theory papers and 600 for Fieldwork.
- 7.2) The assessment will be 50 marks internal and 50 marks external.
- 7.3) The minimum pass percentage in a course shall be 40 % marks.
- 7.4) The student has to qualify internal and external examinations separately.
- 7.5) The weightage for internal assessment for theory papers is as follows:

	Subcomponent	Weightage
7.5.1)	Attendance	5%
7.5.2)	Quiz	20%
7.5.3)	Mid term Evaluation	50%
7.5.4)	Unit Test	25%

7.6) Social Work Practicum Evaluation:

- 7.6.1) Components of social work practicums as envisaged in the curriculum include concurrent Field Work, Study Tour and Block Placement.
- 7.7) The continuous evaluation of the social work practicum shall be based on the submission of weekly Log Sheets and Field Work report by the student. Along with the monthly evaluation which shall be based on monthly Social Work Appraisal Form duly filled by the concerned supervisor.
 - 7.7.1) External evaluation shall be done by the external examiner based on the viva-voce and the students overall performance in the continuous evaluation.
 - 7.7.2) Final evaluation shall be carried out on the basis of the monthly progress report of the student to be shared with the concerned student. The marks obtained in the final evaluation shall be merged with the external evaluation.
 - 7.7.3) Every student shall be required to undergo Block placement after the fourth semester for a minimum period of 30 days. The students will be expected to work in an agency independently with minimum departmental supervision. The Block placement will not be subjected to evaluation. However, a certificate of satisfactory completion of the

Block placement will be required from the department/agency before the degree is awarded to the students.

8. PROMOTION:

- 8.1) A student will be eligible for promotion to second, third and fourth semester(s) who—
- 8.1.1) has been on the rolls of the department during the semester preceding the respective semester examination; and
 - 8.1.2) has attended not less than 75% of lectures and 75% of Social work Practicum days in the respective semester; and
 - 8.1.3) has passed at least 50% of the theory papers in the preceding year examination; and
(EXPLANATION: 50% of five papers will be taken as three.)
 - 8.1.4) has passed the Social work practicum examination of the semester proceeding the respective semester.
 - 8.1.5) Student failing to fulfill the requirements mentioned in points (8.1.1, 8.1.2,) in the first semester will not be promoted to second semester respectively. However, for promotion to the third semester a student should have cleared at least 50% of the theory papers in each of the proceeding year including social work practicum. The final evaluation of the social work practicum shall be carried out in the second semester examination during the first academic year and fourth semester examination in the second academic year respectively.
- 8.2) A candidate shall have to pass all the four semester examinations within maximum period of four years of her admission to the first semester of two year MSW (Programme) failing which she will be deemed to be unfit for the programme.

9. ATTENDENCE:

- 9.1) A student is required to have not less than 75% attendance in each semester. While for Social work Practicum, a student is required to have more than 75% attendance so as to qualify for the semester examination. A deficiency upto 10% may be condoned by the Head of the Department.
- 9.1.1) If a student is absent from the department for more than four weeks without notifying to the chairperson/incharge, her name will be removed from the department rolls.
 - 9.1.2) In case the student's name is struck off due to non payment of fee and is readmitted later her attendance shall not be counted for that period.

10. GENERAL:

- 10.1) Where this document is silent about any rule, the University Ordinance from time to time will be applicable.
- 10.2) Each academic year shall be divided into two semesters and each semester shall be of 90 days. Eligibility criteria, Fee structure, Academic calendar, Examination schedule, Sports calendar and Cultural calendar for the academic year shall be given in the University prospectus.
- 10.3) Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.
- 10.4) A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
 - 10.4.1) She has satisfied all the academic requirements as per the regulations; and
 - 10.4.2) She has paid all fees due from her; and
 - 10.4.3) There is no case of indiscipline pending against her.
- 10.5) All Academic problems of the student other than those affecting the department rules and regulations framed from time to time may be looked into by the Dean of Academics.