REGULATIONS OF 2-YEAR M.SW. COURSE
Effective from 2019 – 2021 Session

BANKURA UNIVERSITY
BANKURA
WEST BENGAL
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REGULATIONS FOR MSW

1. PREAMBLE:

MSW is meant for candidates desirous of attaining post-graduate degree in Social Work. This post-graduate course would comprise theoretical and practical courses. Theoretical courses include core, major elective, minor elective (interdisciplinary choice based), compulsory foundation, and elective foundation. Practical courses consisting of various kinds of field work. In addition, research work (where applicable) in the form of a dissertation would constitute an essential part of the programme. Depending on the actual design and declared objectives, the programme provides opportunities for students to enrich their knowledge and understanding of the concerned discipline.

2. COURSE STRUCTURE:

Master of Social Work (MSW) is a two-year post-graduation course divided in four semesters. Semester I and II contain four core courses of 100 marks (6 credits) each along with one compulsory foundation course (non-credit) in semester I and one elective foundation course (non-credit) in semester II. Semester III & IV comprise of three core courses with one Elective Major of 100 marks each. Students are required to opt for either one elective major course or dissertation in semesters III and IV. A compulsory Elective Interdisciplinary (EID) course of 50 marks (4 credits) is also offered in Semester III.

3. DEFINITIONS:

In these Regulations, unless the context otherwise requires:

a. Departmental Committee' means the committee of respective departments comprising of full-time faculty members of the concerned department constituted under these Regulations;

b. 'Academic Session' means four consecutive (two odd + two even) Semesters;

c. 'Choice Based Credit System' (CBCS) provides choice for students to select from the prescribed courses as offered by the University.

d. 'Course' is a component of a programme. All courses need not carry the same weightage. Learning objectives and outcomes should be defined in each course. A course may be designed to comprise lecture/tutorial/practical work/field work/ outreach activity/project work/vocational training/viva-voce/seminar/term paper/assignment/ presentation etc. or a combination of some of these.

e. 'Core course' means a course that the student admitted to a particular programme must successfully complete to receive the degree, which cannot be substituted by any other course. All courses other than the specialization/choice based electives, are considered core courses

f. According to 'Credit Based Semester System' (CBSS) a student needs to obtain credits as specified by the university from time to time for the award of a degree.

g. 'Credit Point' is calculated on the basis of grade points and number of credits for a course obtained by a student.

h. 'Cumulative Grade Point Average' (CGPA) is a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is calculated up to two decimal places.

i. 'Elective Course' means a course other than a core course. Elective course may be

'Generic Elective' focusing on disciplines which may add generic proficiency to students or 'Discipline Centric Elective' which enables students to achieve proficiency in a specialized discipline or 'Open Elective' which may be chosen from an unrelated discipline.

j . 'Grade Point' is the numerical weightage allotted to each 'letter grade' on a ten point scale.

k. 'Letter Grade' is an index of the performance of students in a course. Grades

are denoted by letters O, A+,A, B+,B,C, P, F, and Absent will be stated as 'Ab'.

l. 'Programme' means the Masters programme conducted by the Bankura University.

m. 'Semester Grade Point Average' (SGPA) is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in

various courses prescribed in a semester and the total course credits obtained during that semester. It shall be calculated up to two decimal places.

n. "Semester" means 15 weeks of academic work following a five days week pattern.

The odd semester commences in July and ends in December and the even semester commences in January and ends in June.

o. 'Grade Card' based on grades obtained shall be issued to all the registered students after every semester. The grade card will display the details of courses studied (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA.

4. PROGRAMME OBJECTIVES:

The curriculum is designed to achieve the following general objectives of the MSW Degree Programme-

i) To impart specialized knowledge and understanding about the discipline.

ii) To assist students in developing and understanding the integration of **social work** theories and practice.

iii) To develop student's professional **social work** values, ethics and skills.

iv) To promote knowledge and understanding of research skills in conducting research in specified areas.

v) To nurture critical thinking among students pertaining to issues related to the discipline.

vi) To understand and use formal and informal assessment strategies to evaluate and ensure the continuous physical, intellectual and social development of the students.

vii) To provides more employment avenues for trained social workers

5. ACADEMIC SESSION:

i) The academic session shall be of two years duration consisting of four semesters.

ii) The academic session normally shall start in July each year.

iii) There shall be at least 75 teaching days in each semester excluding periods of examination and admission, field work, dissertation etc.

iv) Two weeks preparatory leave shall be provided before each semester examination.

6. ACADEMIC CALENDER:

i) The academic calendar shall be published for each semester prior to commencement of the semester.

ii) The calendar shall include dates of all important events, commencement of class, holiday, days of teaching and assessment, preparatory leave, dates of examination, semester break etc.

iii) The calendar shall also indicate the date of commencement of classes in the next semester.

7. INTAKE:

i) As fixed by the University Authority from time to time.

8. ELIGIBILITY:

i) General candidates who have obtained at least 45% marks in undergraduate (Hons) degree and SC, ST, OBC-A, OBC-B, and differently-able candidates who have obtained 40% marks in undergraduate (Hons.) degree from a UGC recognized university.

ii) There will be reservation of seats for SC/ST/OBC/differently-abled candidates as per government rules. For differently-abled candidate minimum disability up to 40% will be considered.

iii) For admission to MSW there should not be a gap of more than two years between the year of getting the graduation degree and the year of admission to the MSW degree programme. In respect to calculation of marks for admission to MSW programme a deduction of 1% percent per year from the marks of Hons, subject would be made in case of candidates passing out in the previous three years.

9. ADMISSION PROCEDURE:

i)   A graduation degree (Hons.) or its equivalent in a relevant discipline at the undergraduate level as specified by the Post-graduation Board of Studies (PGBS) will be the eligibility criterion for admission to the MSW degree programme. However, candidates from social science disciplines shall be given preference. The selection of candidates will be based on total merit point of Honors degree.

ii)   It is obligatory that all admission procedures in the programme be completed within two weeks of the beginning of orientation/theoretical classes and fieldwork. A student who misses the first seven consecutive fieldwork days after admission shall forfeit his/her studentship in the course.

10. FIELD WORK

Field work is an integral part of Social Work curriculum. It combines both the theory and praxis of social science disciplines.

10.1. ORIENTATION PROGRAMME:

Five-day orientation programme will be organized at the commencement of the course of each semester. No student will be admitted after the commencement of the orientation programme. Orientation visits to communities/welfare agencies/organizations/industries will be an integral part of the orientation programme. Attendance in orientation programme is compulsory.

10.2 CONCURRENT FIELD WORK:

In semesters I & II concurrent field-work is conducted at open communities of the adjacent rural areas of Bankura district. Concurrent field work makes the students familiar with social realities and prepares them for future intervention in the field of social work. Students are expected to practice the primary and secondary methods of intervention in social work. Concurrent field work carries 250 marks (6 credits) with a division of 150 marks for practicum and 100 marks for viva-voce.

10.3 INDUSTRIAL INTERNSHIP:

In semester IV, Industrial internship is conducted to expose students to industrial issues with special emphasis on human resource management and organizational behaviour. Assessment of industrial internship is based on 250 marks (6 credits) with a division of 150 marks for practicum and 100 marks for viva-voce

All field-work viva-voce is conducted by the external examiner after the completion of field work curriculum.

10.4 NGO INTERNSHIP:

NGO internship is conducted for thirty days as part of field work in semester III. The purpose of NGO internship is to introduce the students with organizational intervention in the field of social work. In semester III, field work carries 200 (6 credits) marks with a division of 100 marks for practicum and 100 marks for viva-voce.

11. FIELD WORK SUPERVISION /INSTRUCTIONS

Supervision is the most significant aspect of field work practicum. In fact, the goal of field work is achieved by placing the students under the supervision of a faculty member in the department as well as professionally trained social worker in the agency. The supervisor must strive to:

1. Prepare a schedule of meeting with students;

2. Help the students in preparing learning plan;

3. Help the students to develop maturity in dealing with different circumstances and learn to appreciate and respect multiplicity and diversity of society, culture and communities;

4. Help them to grow as professional social workers, conscious about the demands of the profession and develop capability to handle situations independently;

5. Monitor continuously the progress of students and provide feedback to them about the performance;

6. Arrange periodic visits and meetings with agency supervisor wherein the proposed course of action by the student is discussed and an affirmative response is obtained from the agency;

7. Read and check the field work reports and provide necessary guidelines to the students regarding report writing;

8. Develop insight into the process of social work intervention using social work philosophy, principles methods and skills;

9. Provide regular, timely and systematic inputs; and

10. Assessment of performance of students with a comment/ recommendation.

12. FEES:

As notified by the University Authority from time to time

13. ATTENDANCE:

The students in this course are being trained to become professional social workers. They are expected to meet the following responsibilities related to attendance:

a. The Department expects from students to be regular and punctual in the field work. Only in special cases, there is a provision of leave of absence from field work on the grounds of sickness or important personal reasons. Leave from field work should generally be applied in advance. All leave applications should be addressed to the supervisor. In case, a student is unable to attend field work due to physical problem, he/she must arrange to send message as soon as possible to the supervisor/field coordinator.

b. A student is not required to attend field work on holiday, however, it may be utilized as per the instructions of the supervisor/field coordinator and all such days will be called additional field work

c. A minimum of 75% class attendance and 80% of field work attendance are required to be eligible to appear in each ESE.

d. Attendance of all the components of field work i.e. orientation programme, individual conferences, group conferences, camps, workshops, special lectures and seminars is also compulsory.

e. In case, a student is unable to attend scheduled thirty days of concurrent field work in a semester, he/she is expected to compensate the same and this option should be exercised with prior intimation to and approval of the supervisor.

f. The students are expected to meet the following responsibilities related to submission of records/assignments:

   i. To prepare and submit learning plan, agency/community profile in a timely and appropriate manner to supervisor

   ii. To maintain a cumulative record of actual hours spent at the field work.

   iii. To complete and submit weekly records of concurrent field work in a prescribed manner.

   iv. To prepare and submit records of observation visits, orientation programme, field visits, camps, skill development workshops etc. separately.

   v. To complete and submit field work self-assessment form after termination of field work.

14. EXAMINATION & EVALUATION:

- Evaluation of theory courses combines End Semester Examination (ESE) of 80 marks and Internal Assessment (IA) of 20 marks.

- In order to qualify for the next semester, one has to acquire at least 40% of the total marks in the theory courses.

- Duration of End Semester Examination shall be 3 (three) hours per course.

- For Elective Inter-disciplinary course, duration of End Semester Examination shall be 2 (two) hours

- For Compulsory Foundation and Elective Foundation course, duration of End Semester Examination shall be 1 (one) hour

- The medium of examination of all courses shall be English.

- All courses will be set, moderated, evaluated and reviewed as per examinations norms of the University.

- Candidates failing in the field work shall have to repeat the field work in the next academic session, whereas candidates failing in theoretical courses shall have to appear only for the ESE of the respective courses as per odd/even semester. However, they shall repeat the Field work as prescribed by the Department in the next academic session.

- A candidate shall be eligible for the MSW degree on successful completion of all semester examinations and other requirements of the course.

- A candidate shall be eligible for appearing at any of the Semesters of MSW Examination, fulfilling the following two essential conditions:
    a. Students should complete internal assessments
    b. The evaluation of the students shall be a continuous process and shall be based on their performances in Assignment, Assessment, and the End-Semester Examination.

- The final performance in a course means the total or aggregate of the marks obtained in internal assessment evaluation and the marks obtained at the End-Semester Examination (Theoretical & Practical) including Assignment.

- There shall be one written and one practical examination (where applicable) at the end of each semester as per the prescribed syllabus in the subject concerned.

- There shall be no qualifying marks for internal assessment but the candidates shall have to appear at the said part of the examination.

- The qualifying marks for each course shall be 40% in each Semester combining both internal and ESE.

- The provisional result of each semester will be published stating only the total SGPA obtained by a candidate and the 'Grade Card' would be issued showing the details of courses studied (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA of all the semesters.

- If a candidate fails to secure qualifying (pass) marks in one paper or more in a particular semester examination his/her result of semester examination will be declared as 'SNC' (i.e., Semester Not Cleared). Final Semester result will be withheld till other Semester/Semesters is/are cleared.

- There will be no scope of re-appearing in internal assessment examination.
- Marks awarded in internal assessment will be credited to a candidate's performance in subsequent chances.

- To qualify for position in the merit list a candidate shall have to pass all the semesters in his/her regular chances

- A candidate shall have to complete each semester examination with 3 (three) consecutive chances including his/her first appearance in the concerned semester examination. If any of the chances mentioned above is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed.

- The student will automatically move to the next and subsequent semester immediately after completion of one semester course irrespective of the performance at the last examination provided She / he has appeared in the preceding semester examinations or filled up the form for previous semester examinations and completed internal assessment.

- The result of 4th semester examination shall be kept withheld unless a candidate clears all the semesters within the stipulated chances. She / he would be declared to have passed the final examination in the year in which she / he clears his/her all semesters.

- In case of Compulsory Foundation Course the grade will be awarded on the basis of satisfactory/unsatisfactory performance of the examinee. The minimum marks to be obtained for satisfactory grade is 30%.

- Practical examinations are to be decided by the departments concerned.

- The schedule for the End-Semester Examination shall be prepared and announced by the Controller of Examinations. Except for exigencies, all the examinations shall usually be held within the dates specified in the academic calendar.

- Names of the paper-setter (one internal and one external), examiner (internal) of each subject, and moderator (one external for each semester) shall be recommended by the Post Graduate Board of Studies and approved by the Vice-Chancellor

- **Question pattern:**
  For ESE the candidates have to attempt 5 (five) descriptive questions out of 8 (eight). Internal assessment would be based on assignment/PPT presentation/article review/discussion/written examination.

Duration of Examinations:

Subjects	Full Marks	Duration
Theoretical Paper (ESE)	80	3 Hours
Theoretical Paper (Internal Assessment)	20	1 hour and 30 minutes
Practical Paper (Field Work) Open community field work	150+100=250(I and II semesters)	6 hours X 2days =12 hours per week (30 days in a semester)
Industrial Internship	150+50=200 (III semester)	6 hours X 30 days =180 hours in a month
NGO Internship	150+100=250 (IV semester)	6 hours X 30 days =180 hours in a month

15. AWARD OF DEGREE:

(a) The final result of a candidate shall be determined on the basis of CGPA.

(b) Grade Card shall be made as per grading system. Course-wise marks (internal and ESE added together) will be converted into percentage of marks. Percentage of marks will be converted into Grade Letter and Grade Point. Credit and Grade point will be converted into Credit Point. Finally, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed.

(c) The Grade Card of a Semester shall be issued only after completion of that

Semest
er.

(d) **For the session 2016-18: Grading and marking system will be followed**

% of Marks	Letter Grade	Grade Point
90 and Above	O (Outstanding)	10
75-89	A^+ (Excellent)	9

65-74	A (Very Good)	8
55-64	B$^+$ (Good)	7
50-54	B (Above Average)	6
45-49	C (Average)	5
40-44	P (Pass)	4
Below 40	F (Fail)	0
Absent	Ab	0

(e) **From the session 2017-19: Only Grading System will be followed**

a) Conversion of Marks into grade letter and grade point

% of Marks	Letter Grade	Grade Point
81 - 90	A$^+$ (Excellent)	9
71 - 80	A (Very Good)	8
61 - 70	B$^+$ (Good)	7
56 - 60	B (Above Average)	6
51 - 55	C$^+$ (Average)	5.5
41 - 50	C (Below Average)	5
Passed with 40	P (Pass)	4
Below 40	F (Fail)	0
Absent	Ab	0

b) Computation of SGPA

Example:

Course	Credit	Grade Letter	Grade Point	Credit Point
Course 1	3	A	8	3x8=24
Course 2	4	B+	7	4x7=28
Course 3	3	B	6	3x6-18
Course 4	4	B	6	4x6=24
Total	14			94

SGPA: 94/14 = 6.71

c) Computation of CGPA

Example:

	Semester 1	Semester 2	Semester 3	Semester 4

Credit	14	16	15	14
SGPA	6.7	6.3	6.6	6.7
Credit×SGPA	14 ×6.7= 94	16×6.3= 101	15×6.6= 99	14×6.7= 94

CGPA: 388 (94+101+99+94)/59 (14+16+15+14) = 6.57

d) Conversion of SGPA/CGPA into Percentage of Marks: Ten (10) times of

SGPA/CGPA

e) Final Result / Grades Description

Semester GPA /	Alpha-Sign /	Result / Class
Program CGPA	Letter Grade	Description
9.00-10.00	O (Outstanding)	Outstanding
8.00-<9.00	A+ (Excellent)	First Class Exemplary
7.00-<8.00	A (Very Good)	First Class Distinction
6.00-<7.00	B+ (Good)	First Class
5.50-<6.00	B(Above Average)	High Second Class
5.00-<5.50	C (Average)	Second Class
4.00-<5.00	P (Pass)	Pass Class
Below 4.00	SNC	SNC
0	SNC	SNC

16. RULES FOR REVIEW:

i) Candidates seeking review may apply to the University in a prescribed form along with requisite fees within 7 working days from the date of issue of Grade Card subject to the following conditions:

a) Application for review shall be restricted to theoretical papers only,

b)   Maximum two (2) theory papers in any semester examination may be re-examined on request by the examinee subject to the condition that she/he secures a minimum of 40% marks in the rest of theory papers.

17. TERMINATION FROM THE PROGRAMME:

If a student newly admitted to the first semester remains absent from attending classes for more than the first 15 days continuously without any intimation, her/his admission will stand cancelled.

In case any dispute that may arise in connection with the above regulations, the decision of the University Authority shall be final and binding. Further the University Authority shall have the right to change any of these regulations, as may be necessary from time to time.