

REGULATIONS FOR MSW DEGREE PROGRAMME

A. Title:

These Regulations of MSW be called the Sree Sankaracharya University of Sanskrit Master of Social Work (MSW Degree) Regulations, 2011.

B. Application:

These Regulations shall apply to Master of Social Work from the academic year 2011 admission onwards.

Admission

C. Eligibility for Admission:

I A Degree in any Subject recognized by the S.S.U.S

II Admission will be on the basis of an entrance examination, Group Discussion and Interview conducted by the University to assess the aptitude of the student.(A detailed Procedure is attached)

III Those who have obtained degree or are appearing for the final year degree examination are eligible to write the entrance test.

IV The Transfer Certificate shall be produced at the time of the Admission and the Migration Certificate can be produced at a later date.

V No Person shall be eligible for admission to a P.G. Degree Programme if he/she is currently on the Rolls for a P.G. Course in another subject/discipline offered in the University.

D. Duration of Course:

I Duration of the course is a four semesters.

II A student is entitled to a zero semester provision on grounds of ill health or other unavoidable contingencies. The decision in this regard will be taken by the vice-chancellor subject to the ratification by the Academic Council on the basis of the recommendation of a committee, to be appointed by the vice-chancellor.

E. Courses and Credits:

I. Total minimum credits for the MSW Programme will be 88

II. There will be a minimum of **sixteen courses of Two/Three/Four credits from the theory part and five courses of four credits each from the Field Practicum** for the discipline. The

Department can offer one; two; three or four credit courses and the number of courses will increase accordingly.

III The students are required to clear a minimum of 12 credits in a semester and obtain the minimum pass grade for promotion to the next semester.

If any students opt for more than 88 credits, the lowest grade will be eliminated for the calculation of the cumulative grade point.

V. The students are free to opt courses from other departments, with the permission of their parent department. They should do a minimum of two 4-credit courses or equivalent from other departments, one of which should be a course of four credits in Sanskrit.

VI In each semester the department would announce the names of courses and the teachers offering them.

VII A Student is entitled to repeat a course in subsequent semesters when that course is offered again.

VIII Students are free to drop or add a course within 15 days of the registration or the commencement of the course whichever is later.

F. Attendance

I. A minimum attendance of 80% is required in each course separately. The teacher shall record the attendance of the students in every class, calculate the attendance at the end of the semester, and duly certify them and forward to the examinations department.

II. The course teacher shall display the details of the attendance at the end of 35 and 70 working days on the notice board with a copy to the Head of the Department / Campus Director.

III. The students deputed for official purposes such as representing the University in sports, cultural meets, Seminars or Workshops, NSS activities and participation in work of statutory bodies, with prior permission of the head of the Department shall be given leave for such absence and it shall be reckoned as attendance subject to the following **conditions: -**

a. The period of leave shall not exceed 10% of the total attendance of each course in a semester for a student.

b. The advisor of the student's Union, Officers i.e. of Physical education/ Officer –in- charge of NCC and NSS or teachers in charge of the team from the University are authorized to recommend to the Head of the department / Campus Director for leave. The concerned Officers Authorized to reckon the leave may also furnish the list of student as who are actually engaged as volunteers for the organizations in the conduct of approved University Sports programme, Cultural Meets, NSS programmes, University Union activities etc., for granting leave.

- c. The leave eligible shall be limited to days of:
 - 1. Up and down journey.
 - 2. The actual days of the programme as evidenced by the approved schedules and in the case of cultural activities actual days of competition evidenced by the approved programme.
- d. The officers who are authorized to recommend the leave must submit the list of students with all details such as team/teams and its members, place of tournament / meet, number of days of tournament / meet, days up and down journey, to the Head of the Department / Campus Director sufficiently in advance. Leave will not be granted if the list is not submitted within 7 days after the event.
- e. The decision of the Head of the Department / Campus Director shall be final in this Matter.
- f. Students activities like NSS camps should be conducted during the semester break / holidays to the extent possible.

IV Condonation of Shortage of Attendance:

- 1. Condonation of shortage up to 20% (maximum) per academic year (2 semester) or part thereof shall be granted by the vice-chancellor students in cases where the vice-chancellor is satisfied that the student could attain the minimum attendance i.e. 80% for reason of health or for other reason / forces beyond his/her control.
- 2. The fee for Condonation will be according to the University norms and should be remitted by way of Acknowledgement for Receipt of money. The Receipt should be attached with the application.
- 3. Application for Condonation of shortage of attendance should be made to the Registrar in the prescribed format along with due authentication or recommendations of the Head of the Department/Director of the Centre concerned, within 15 days prior to the University Examinations.
- 4. The claim for Condonation should be supported with authorized Medical Certificates or concrete documentary proof as the case may be.
- 5. Condonation is available for absence in an academic year's semesters and for this purpose the 1st and 2nd Semester will be treated as one year.
- 6. Condonation cannot be commutable or students with less than minimum attendance will not be eligible to appear for the examination.
- 7. If the attendance is below the condonable limit the student will not be permitted to appear for the examination and has to repeat the semester in the subsequent year

G. Registration of Students

1. For registration of a course, students after payment of the fee shall meet the Head of the Department of the concerned subject or his nominee and get his/ her signature in the prescribed Registration form.
2. If a student does not register in a semester without permission, he/she will not be given registration in subsequent semesters. A candidate who fails to register his/her name for the Semester Examination will not be permitted to continue his/her studies in the next semester. Those candidates who have secured the required attendance alone will be permitted to appear for the examination, others will have to get readmitted to the same semester and repeat the course.

H. Semester End Examination.

A semester end examination will be conducted by the University for Fifty percent of the grades in each course. The Maximum Grade for each Course will be A+.

A minimum of C grade cumulated with the Internal and External assessment is necessary for the pass of the student in the respective course.

Absence of the candidate from semester end external examination will be treated as “failed” in the respective examination.

1. Student who is more than 30 minutes late shall not be allowed to appear for the examination.
2. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination.
3. If any malpractices like copying, consulting other students etc during the examination, the invigilator shall enter his remarks on the answer paper under his signature. In such an eventuality the candidate shall not be allowed to continue the examination and shall be sent out the hall.
4. Before the candidate is allowed to leave the hall, a statement may be obtained from him and the invigilator shall report to the Director and the Pro Vice Chancellor immediately with full details and remarks. If a student refuses to give statement, the invigilator may record the fact.
5. The Vice Chancellor shall appoint a committee, consisting of not less than three teachers to enquire into the alleged malpractice.
6. The Committee shall submit its findings within 15 days through the Campus Director and a decision will be taken in the matter subject to the approval of the syndicate.

I. Internal Assessment:

The Maximum weightage for internal assessment will be 50% of the total grades for each course. There will be internal assessment for each course in each semester. The minimum grade

required for a pass in the internal assessment will be C of the total Grades for internal assessment. Those who fail to get the minimum Grades required in the internal assessment will be permitted to continue their studies and will be provided one more chance to qualify when the subject is offered in a subsequent semester failing which he/she will be removed from the rolls. The 100 percent weightage for Fieldwork and Skill Development along with the Block Placement will be internal and will be finalised by the concerned teacher in charge and department.

Procedures for Internal Assessment

The distribution of the internal assessment will be as following.

Courses with two credits – internal assessment one credit

Courses with four credits – internal assessment two credits

Courses with six credits -- internal assessment three credits

The criteria for internal assessment would be the following three factors with equal weights

1. Assignment on the topic on the course

The teacher shall consider the quality and timely submission of the assignment and the presentation of the assignment.

2. Internal Test

The teacher shall consider the internal test and or class tests by respective the teachers

3. Tutorial guidance of the teacher

The teacher shall consider the attendance of the student in the respective class, involvement in the class, tutorial hours done by the student and overall performance of the student.

The teacher shall maintain a register or record of the assignment submission, their grade, class attendance and internal tests done on the course. There will be two teachers (T1, T2) to make the assessment and the average grade of these two assessments will be forwarded to the University after the finalization in the department faculty council.

The format followed in other departments of the University for the Internal Assessment shall be followed in preparing the internal assessment grades.

J. Evaluation

1. The system of evaluation will be a combination of the internal and the external assessment.
2. Fifty percent of the credits will be for internal evaluation and the other fifty percent will be for end-semester examination conducted by University examiner. In the case of the three credit

courses the University evaluators will assess two credits and remaining one credit will be assessed by the internal system.

3. One of the courses in the fourth semester will be a dissertation of Six credits. The students will be required to submit a dissertation report as an end product. It should be an empirically based research programme. The process of the dissertation may be started in the third semester itself. The supervising teacher and external evaluators will assess the thesis and award grades (fifty internal and fifty external).

4. Evaluation will be based on the 9 point grading system.

A+	9	B-	4
A	8	C+	3
A-	7	C	2
B+	6	C-	1
B	5	F	0

5. An average of B- is the passing grade. This will make a student eligible for the higher education admissions.

6. If a student does not get the minimum passing grade. “B Minus” on an average in at least three courses and fieldwork in a semester that student will not be promoted to the subsequent semester.

K. Field Work

Securing B- Grade in Field Work and Block Placement is mandatory; to enable a student to be declared passed the examinations. Field Work and Block Placement assessment will be fully internal and the Department will be the final authority in awarding the grades.

L. Announcement of the Results.

1. The University shall notify the list of candidates having successfully completed all the requirements and became eligible for the award of degree. Anomalies, if any regarding the notification shall be brought to the notice of the **Vice Chancellor** by the student in writing within 7 days of the date of notification.

2. The Syndicate shall approve the final results and the University shall issue provision certificate and transcript of the grade obtained to the candidates within 7 days of the notification. It shall be open to the Syndicate to with hold the result of a candidate on any valid ground.

M. Award of Degrees

1. The degrees shall be awarded under the seal of the University to candidates who have satisfactorily completed the application formalities and graduation requirements.
2. If the result of a Candidate is discovered as vitiated by error, Malpractice, fraud, improper conduct or any other reason, the same may be cancelled or rectified with the approval of the vice-chancellor.
3. If it is found that the result of the candidate has been vitiated by Malpractice, fraud, and improper conduct. The University shall amend the result of such candidate and to make such declaration, as the Vice Chancellor may deem necessary, including debarring of the candidate from the university for such period as May be specified and the cancellation of the result of the candidate.

N. Issuing of Official Course Transcript

The University will issue an official Transcript of the course attended by any student of the MSW programme in the official format on their formal request and payment of the fees. The Transcript will be issued by the Director of the concerned center of the students' study, duly signed and certified by the Head of the department or Teacher in charge of the Department in the centre. The official format will be developed and followed by the department according to the requirement of the students. The University will fix the fees for the Transcript.

O. Removal of Difficulties

1. If any difficulty arises in giving effect to the provisions of these regulations, the Vice Chancellor May issue necessary orders for removing the difficulty.