

**SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY**

**Regulation for the MSW Programmes under CBCSS and OBTLE System  
Effective from 2019 admission  
onwards**

**I - SHORT TITLE**

- 1.1 These Regulations shall be called "Sree Sankaracharya University of Sanskrit Regulations for MSW Programme under CBCSS and OBTLE System (SSUS – CBCSS -OBTLE–MSW) – 2019"

**II – SCOPE**

- 2.1 The Regulations provided herein shall apply to the regular MSW Programmes conducted by the Social Work Department of Sree Sankaracharya University of Sanskrit with effect from 2019 admissions.
- 2.2 The provisions herein supersede all the existing Regulations for the MSW Programmes conducted by the Social Work Department of Sree Sankaracharya University of Sanskrit unless otherwise specified.
- 2.3 The MSW Programme is structured in the **OBTLE (Outcome Based Teaching, Learning and Evaluation system)** which is a result oriented and measurable method of approaching Higher Education with Outcomes stated at the beginning, executed through instruction and attainment assessed continuously and at the end.

### III – DEFINITIONS

- 3.1 **'University'** means Sree Sankaracharya University of Sanskrit, Kalady.
- 3.2 **'Programme'** means the series of Teaching, Learning and Assessment leading to a Degree.
- 3.3 **'Duration of the Programme'** means the period of time required for the conduct of the Programme. Duration of the MSW Programme is a minimum of Four Semesters in two years (24 Months) and a maximum of Six Semesters in the event of a zero semester.
- 3.4 **'Semester'** means an academic term period consisting of a minimum of 90 working days, inclusive of assessment, distributed over a minimum of 18 weeks of 5 working days each. In addition to the regular class room activities the students are expected to complete 30 days mandatory field work activities in each semester under the supervision and evaluation of individual faculty supervisors. At the end of the two year programme the students are expected to complete one month mandatory Block Field Work Practicum with a reputed social work organization or Institutions an assessed internship. The First and Third semester will be from June to November and the Second and Fourth semester will be from December to May. The valuation of answer scripts of the end semester examinations will be conducted during November and May (See **Appendix II** for the complete field work regulations.)
- 3.5 **'Outcomes'** indicate the ability that a student gains at the end of a Programme/Course. **Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes(COs)** should be stated which are expected to form an integral link so that ultimately the stated Course Outcomes help fulfill both the stated Programme Specific Outcomes as well as the stated Programme Outcomes.

- 3.6 **Programme Outcomes (POs)** indicates the knowledge, skills and attitudes that a student is expected to acquire while completing MSW Programmes. It is a common goal. It includes both disciplinary and professional competencies in addition to socially desirable attitudes.
- 3.7 **Programme Specific Outcomes (PSOs)** indicate the abilities expected to be attained by the student while completing the MSW Programme. It includes both disciplinary and professional competencies as well as specific skills associated with the discipline.
- 3.8 **Course Outcomes (COs)** indicate what a student is able to do at the end of that specific Course. It is an effective ability-qualities, skills, knowledge- to successfully carry out an identified task. Most important aspect of CO is that it is measurable. Course Outcomes are written addressing various Cognitive Domains (Remember, Understand, Apply, Analyse, Create and Evaluate) as well as the Affective and Psychomotor Domains as deemed applicable to the MSW Programme. It has to also address the different Knowledge Categories of Factual, Conceptual, Procedural and Metacognitive knowledge as deemed suitable to the MSW Programme.
- 3.9 **'Course'** is one among the many segments of subject matter to be covered in a semester. Each Course is distinguished by an alpha numeric code number, title and the credit it bears. The code number gives comprehensive information on the Department offering the Course, the semester in which it is offered and a serial number. The course structure and detailed syllabi along with the evaluation scheme will be prepared by the Board of studies in Social work and approved by the concerned University authorities.
- 3.10 **'Credit'**<sup>1</sup> of a course is defined as corresponding to a specified hour of meaningful activity related to the Course.
- § **One Credit** shall mean one hour per week in a semester for classroom lectures or tutorials. For lab work / fieldwork this will be double and requires

two hours in a week. Four credit Courses need to have four hours of classroom lectures or tutorials and eight hours of lab\fieldwork.

§ **Total minimum Credits** to complete the MSW Programme of Study shall be **88**.

The current course structure and detailed syllabi along with the evaluation scheme is appended as the **Appendix-3**.

### 3.11 **Core Courses**

§ A '**Core Course**' <sup>ii</sup> is a compulsory component in the Programme Structure which cannot be substituted by any other Course.

§ **Core Courses for MSW Programme shall be within 34 credits**

**3.12. Concentration course** The MSW programme of Sree Sankaracharya University is offered as a programme with concentration streams. There are three concentrations offered and every student has to choose one before they enter into the third semester. The concentration courses are the core course component in the Concentration stream selected by the student and hence compulsory. The concentration streams currently offered are

- 1) Development social work Practices (DSWP)
- 2) Health Social Work Practices (HSWP)
- 3) Family Social Work Programme (FSWP)

The courses offered in each concentration stream are treated as core courses and which cannot be substituted by any other Course. The total concentration course credits are 12.

**3.13 'Elective Course'** <sup>iii</sup> means a Course which can be substituted by an equivalent Course and allows for the choice of the student.

§ Elective courses within the Department is 4 Credits.

§ Multidisciplinary Elective Courses of 8 credits should be taken by the student.

§ Among the Multidisciplinary Elective Courses one should be from any of the Sanskrit disciplines.

**3.14 Additional Electives** – A student can opt for Additional Electives <sup>iv</sup> if She/he desires.

**3.15 Field Practicum-** Field practicum is an integral part of the MSW

programme carrying 20 credits (four credits in each semester and the Block placement) internally and continuously assessed. A detailed write up on field work programme including the observation visits, Community camp, Community field work, Agency field work, Concentration based field work, study tour, and block placement procedures, management, evaluation and the supervision system is attached as an **appendix 2**.

**3.16 Dissertation** - In the second year (third and fourth semesters) there will be a Dissertation<sup>v</sup>. The dissertation is a field based empirical research programme resulting in the compilation of a detailed report. There are six credits for the dissertation out of which three are internal and three are external. The process should follow standard research methodological procedures. The first three chapters of the dissertation (Introduction, Review of the literature and the research methodology) will be finalized and internally evaluated in the third semester with two credits. The final chapters including the data presentation & analysis, Interpretation, Findings, conclusions and Suggestions are to be completed and submitted in the fourth semester. Then the students have to submit the complete dissertation two copies duly signed by the individual faculty supervisor and Head of the department / Teacher in charge and the campus Director (incorporating all the chapters). The student has to attach a certificate of presentation of a seminar paper related to the dissertation topic in a seminar (Minimum State level) along with the dissertation. The final dissertation will be evaluated internally and externally. There will be four credits in the fourth semester for this dissertation.

**3.17 Plagiarism Check of the Dissertation** - Only those dissertations that have been certified as free of plagiarism according to the guidelines of the university will be accepted for evaluation. The facilities for plagiarism check and certifying so should be given by the university at all the regional centers where MSW programme is being conducted. The student should obtain a certificate to that effect from the concerned authority which should be submitted along with the dissertation.

#### **IV – PROGRAMME STRUCTURE AND SYLLABI ACCORDING TO OBTLE**

- 4.1 As conceived in the **OBTLE (Outcome Based Teaching, Learning and Evaluation System)**, the University has already identified four **Programme Outcomes (POs)** commonly applicable to any Post Graduate Programme in the University. **(See Appendix-1)** Based on these, the Social Work Department has also stated the MSW Programme **Specific Outcomes (PSOs)**. The detailed structure of the programme and syllabus along with the evaluation scheme is attached as **appendix 3**.
- 4.2 The semester wise Course Structure stating Course Outcomes, Syllabi and credits of each PG programme shall be approved and recommended by the Department Council, the respective Board of Studies (BOS) , Faculty Council and lastly by the Academic Council (AC) for final approval.
- 4.3 New Courses proposed by a Faculty member is to be first considered and approved first in the Department Council, next in the BOS and then to be placed before the Faculty and Academic Council respectively for approval.
- 4.4 The syllabi of Courses need to be continuously revised to keep in tune with recent developments in knowledge.

#### **V – ADMISSION PROCEDURES**

- 5.1 **Eligibility** for admission- <sup>vi</sup> A Bachelor Degree in any discipline (10+2+3) recognized by the Sree Sankaracharya University of Sanskrit.
- 5.2 **Admission** –Admission to the MSW Programme will be on the basis of an Comprehensive Social Work Admission Test conducted by the University. Those who have obtained an Under Graduate Degree, or are appearing for the final semester Under Graduate Degree examination are eligible to attend the Admission test. A prospective student seeking admission to masters in social work is expected to have competencies in the following faculties and the admission test has to invariably test these aspects of the aspirant.

**Aptitude** - to serve the society and to take up social work as a profession.

**Knowledge** -a general knowledge on society, social problems and development issues for the application of them in the practice of social work and knowledge background to support the academic learning.

**Skill** -for effective communication, for organizing and managing people and programmes, and leadership qualities.

**Intellect** - to competitively perform in academic activities

**Language** - Proficiency in English apart from other working languages.

The admissions including the choice of the campus will be based on the final rank list prepared by the University according to the University regulations and government directions. 10% weightage (of the mark in the Common admission test) will be added to the mark secured in the Common admission test to the candidates having bachelor's degree in social work as their eligibility while preparing the final rank list. A relaxation of 5% will be available for applicants belonging to SC/ST and Differently Abled categories. The transfer certificate shall be produced at the time of admission and the migration certificate shall be produced at a later date.

## **VI – REGISTRATION FOR ELECTIVE COURSES FROM OTHER DEPARTMENTS**

- 6.1 Students shall have to register for the Elective Courses from disciplines /departments other than the parent for the semester within 10 days of the commencement of a semester<sup>vii</sup>. The maximum number of students to be registered in each Course shall depend upon the physical facilities available with that Department.
- 6.2 For registration<sup>viii</sup> of a Course from Departments other than the parent Department, the student shall meet the Head of the Department of the Concerned Department or her/his nominee and get her/his signature in the Prescribed registration form.

## VII – EVALUATION

7.1 The M.S. W programmes of the University shall carry an overall Internal Assessment component and End semester examination in the ratio of 50:50. The End Semester examination will be evaluated by two faculty members, one external and one internal. There shall be no separate minimum for Internal Assessment. Fulfillment of the requirements of the internal assessment and Attendance is compulsory for attending the End Semester Examinations. The Internal Examination Result will be exhibited on the Notice Boards prior to the submission of the same to the University. Provision for registering grievances regarding Internal Assessment shall be made available to the students through proper mechanisms constituted by the University.

### 7.2 **Components of Internal Assessment**<sup>ix</sup>

§ The internal assessment Credits shall be given as per the following in the case of a 4 credit course with a ratio of 50:50 for Internal Assessment and End semester examination. There must be three components for Internal Assessment for each course as follows,

§ **Seminar (Oral) Presentations.**- Grading for seminars should be based

specifically on three components ,viz., a)content and understanding b) methodology and analysis c) presentation and discussion

§ **Assignments /Tutorials-** Any type of assessment tool can be considered as an

Assignment intended to test any of the Learning Domains or Knowledge Categories. It can be Book/film Reviews, Play Production, Fieldwork Report and presentations, debate, case analysis, project preparation, Installation, Choreography, etc. based upon the nature of the Course. Appropriate components have to be developed for assessment and stated beforehand to ensure transparency.

§ **Mid Semester Examination-** Mid semester examination should be conducted before the end semester examinations and the results should be published. Question papers should follow the set pattern of the end semester

examinations or the concerned faculty can devise other written examination pattern (with the consent of the department council) which can also include take home examinations, open book examinations etc. Questions should dwell on all Cognitive Domains and Knowledge Categories suitably and as far as possible.

7.3 **External Evaluation:** There will be double valuation for the End Semester University Examination. The answer scripts will be valued by an Internal Examiner and an External Examiner. In case external examiners are not available for rare courses, the Chairperson of the Board will act as the external examiner.

7.4 If the difference of grades awarded by the two examiners does not exceed two consecutive grades, the average shall be reckoned. If it exceeds two consecutive grades, such scripts shall be valued by a third examiner or the chairperson of the Board. The grade awarded by the third examiner shall be final.

7.5 The 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

7.6. Course Outcomes should be tagged in the Seminars, Assignments, Mid-Semester examinations as well as in the end semester examinations which means indicating which outcomes have been addressed where, so that assessing attainment of Course Outcomes is made possible.

7.7. For the courses field practicum I, II, III and IV the field work viva and field work reports should be evaluated by both internal and external examiners in each semesters. The final Internship will be assessed by both internal and external examiners. The examination board consisting of an External Expert, One faculty from another Centre and the teacher in charge of the concerned department will be evaluating the students for the PSOs and Cos. They will make a final evaluation on the entire achievement of the students in terms of the spelt out outcomes of the entire MSW programme.

## VIII – ATTENDANCE RULES

8.1 A minimum attendance <sup>x</sup> of 80% is required for each Course separately to Register for the End Semester Examination. The faculty in charge of the Course shall display on the notice board the details of the attendance at the end of 35 and 70 working days with a copy to the Head of the Department/Campus Director. The format of Attendance Sign – In – sheet is appended as **Appendix - 4**

8.2 The students deputed for official purposes such as representing the University in sports, cultural meets, NSS/NCC 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:-

1. The period of leave shall not ordinarily exceed 10% of the total attendance of each course in a semester for a student.
2. The staff advisor of the Students' Union, Officers, i.e., of Physical Education/Officer-in-charge of NCC and Programme Officer, NSS are authorized to recommend to the Head of the Department/Campus Director for leave. The concerned officers authorized to recommend the leave may also furnish the list of students who are actually engaged as volunteers for the organization in the conduct of approved University Sports Programme, Cultural Meet, NSS Programmes, University Union activities, etc., for granting leave.
3. The leave eligible shall be limited to days of:
  - i) To and fro journey.
  - ii) The actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of completion evidenced by the approved Programme.

3. 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 for to and fro journey, to the Head of the Department/Campus Director sufficiently in advance.
4. The decision of the Head of the Department/Campus Director shall be final in this matter.
5. **Condonation of Shortage of Attendance:** Condonation of shortage of attendance to a
  - 5.1. Maximum of 20% per academic year (2 semesters) shall be granted by the Vice Chancellor to candidates in cases where the Vice Chancellor is satisfied that the student could attain the minimum attendance i.e., 80% for reasons of health or for other reasons/ forces beyond her/his control.
6. Application for condonation of shortage of attendance should be made to the Registrar in the prescribed format along with certificates proving reasons for leave after due authentication/ recommendations of the Head of the Department/ Director of the Centre concerned, not less than 15 days prior to the University Examinations.
7. The prescribed fee for condonation shall be remitted and the receipt of remittance of fee should be attached along with the application.
- 8.8 The claim for condonation of shortage of attendance should be supported with authorized Medical Certificates or concrete documentary proof as the case may be.
- 8.9 Condonation of shortage of attendance shall be granted only once in an academic year and for this purpose the 1st and 2nd semester will be treated as 1st year, and so on.

8.10 Condonation of shortage of attendance cannot be commutable or passed over to next year. The students who do not have the minimum attendance will not be eligible to appear for the end semester examination.

### IX – SETTING OF QUESTION PAPERS

9.1 The **Question Papers**<sup>xi</sup> are to be set by the faculty members offering the Courses and scrutinized and edited by a Board consisting of the Head of the Department, and at least one faculty member of the Department nominated by the Department Council. A copy of the minutes of the Board meeting shall be forwarded with the Question Papers to the Pro - Vice Chancellor. There will be a question bank covering the syllabus of each discipline. Question paper will be set from the question bank.

1. Questions must address all Cognitive Domains as far as possible
2. Questions should be distributed into three sections (addressing different Cognitive Domains) on the basis of percentage as given below

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section
	Section I - Remember and Understanding	20	12
	Section II - Apply and Analyse	30	18
	Section III - Evaluate and Create	50	30
	<b>Total</b>	<b>100</b>	<b>60</b>

3. More weight should go to higher levels of Cognition.
4. Weight of each section can be expressed through number of words (for eg., maximum 250 words) or number of pages ( for eg.,maximum 2 pages) or by any other appropriate method.
5. Time distribution may be Indicated.

SI. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section	Maximum time for each section
	Section I - Remember and Understanding	20	12	36 minutes
	Section II - Apply and Analyse	30	18	54 minutes
	Section III - Evaluate and Create	50	30	90 minutes
	<b>Total</b>	<b>100</b>	<b>60</b>	<b>180 minutes</b>

6. The questions set should meet the Course Outcomes.
  7. Questions should span all difficulty levels.
  8. Each question should be properly tagged to Course Outcomes (for further mapping of attainment)
- 9.2 The Head of the Department shall forward three sets of the Question papers for each course in a sealed cover to the Pro-Vice Chancellor, who shall make arrangements for the supply of question papers in the University Level Examination.

## **X – EXAMINATIONS**

- 10.1 The University shall notify the details such as date, time, and Courses with code number etc., of the examination. Students shall register themselves for the examination. There shall be a University Level Examination for each course at the end of each semester. No student who is more than 30 minutes late shall be allowed to appear for the examination. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination. If any student indulges in any malpractice like copying, consulting other students, etc., the invigilator shall enter her/his remarks on the answer paper with signature. In such an eventuality the candidate shall not be allowed to complete the examination and shall be sent out of the hall. Before the candidate is allowed to leave the hall, a statement may be obtained from her/him and the invigilator shall report to the Head of the Department/Campus Director immediately with full details and remarks. If a student refuses to give such a statement, the fact may be recorded by the invigilator. The Head of the Department, Campus Director shall report the case of alleged malpractice to the Pro-Vice Chancellor who shall initiate steps for the enquiry. The Vice Chancellor shall appoint a committee consisting of not less than three faculty members to enquire into the alleged malpractice. The Committee shall submit its findings along with its recommendations within 15 days to the Vice Chancellor who shall take a decision in the matter subject to the approval of the Syndicate.
- 10.2 The University shall notify the list of candidates having successfully completed all the requirements and become eligible for the award of the Degree. Anomalies, if any, regarding the notification shall be brought to the notice of the Pro-Vice-Chancellor by the student in writing within 7 days of the date of notification. The Syndicate shall approve the final results and the University shall issue Provisional Certificates and transcripts of the grades obtained by the candidates within 7 days of the notification. It shall be open to the Syndicate to withhold the result of a candidate on any valid ground.

- 10.3 Each Course is evaluated on 9 - point scale as provided in para 9.5 of these Regulations.
- 10.4 A Final Grade Point Average of B- (B Minus) grade is required for awarding the degree.
- 10.5 There is no separate minimum for Internal Assessment or External Assessment. However, attendance in Internal Assessment is a must for appearing the End Semester Examination.
- 10.6 The Pass Minimum for each course is B – (B Minus). A student who acquires a Pass Minimum (B- Grade) for at least 3 courses (12 Credits in a Semester) will be promoted to the next Semester. The promotion list of the students will be prepared after the evaluation of the End Semester Examination and will be published before the commencement of the next semester.
- 10.7 **Re-appearance for the End Semester Examination:** If a student gets 'F' grade in the end semester examinations of one or more Courses and provided that Internal Assessment requirements for those Courses are met, she /he may be permitted to re- appear for end semester examinations for those Courses within a period of two semesters after completion of the regular Programme after due recommendation from the Head of the Department and prior sanction from the University. Those students who have sufficient Internal Evaluation grades but had not attended the End Semester Examination of a Course can also reappear for the End Semester Examination of the Course after due recommendation from the Head of the Department and prior sanction from the University. These facilities cannot be availed more than once or beyond the stipulated two semester period. These examinations will be conducted only along with and at the time of regular end semester examinations. In the event of

syllabi change during this period, the question paper should be set in the old pattern corresponding to the Internal Assessment requirements met by the student.

**10.8 Zero Semesters:** A student is entitled to avail a Zero semester on grounds of ill health or other unavoidable contingencies in attending the academic activities prescribed for that semester. This effectively means repeating the academic activities prescribed for a semester and requires regular attendance. The decision in this regard will be taken by the Vice Chancellor on the basis of the recommendation of a Committee appointed by the Vice Chancellor, and subject to the ratification by the Academic Council. There will be only one chance to avail Zero semester in a Programme and should be done within two semesters after the completion of the regular Programme. In the event of syllabi change during this period, the student should avail the new Courses being offered in the semester corresponding to the one that was lost.

**10.9** Except Core Courses, it is not necessary for the student to repeat the same course if she/he gets only F in a course, she/he can make up the shortage of credits by doing any other Course offered by the Department.

**10.10** For all Programmes other than language Programmes, the examination and dissertation can be written either in English or Malayalam.

## **XI – GRADING PROCEDURES**

**11.1** **Grade** obtained in the assessment of a Course is a letter symbol measured on a nine point scale with maximum point as 9 (A+, A, A-, B+, B, B-, C+, C, C-, F) which indicates the broad level of performance of a student in a Course.

**11.2.** **'Grade Point' (GP)** In the 9 point grading system, each letter Grade is Assigned a Grade Point which is an Integer indicating the numerical equivalent of the broad level of performance of a student in a course.

The range of the grade point of the letter grade is

Letter Grades	Grade Points	Performance	Grade Range
A+	9	Outstanding	8.50 – 9.00
A	8	Excellent	7.50 – 8.49
A-	7	Very Good	6.50 – 7.49
B+	6	Good	5.50 – 6.49
B	5	Fair	4.50 – 5.49
B-	4	Average	3.50 – 4.49
C+	3	Below Average	2.50 – 3.49
C	2	Needs Improvement	1.50 – 2.49
C-	1	Un Satisfactory	0.50 – 1.49
F	0	Failed	0.00 – 0.49

11.3. **'Weight' (W)** is a numerical measure quantifying the comparative range

Of an answer matching the comparative importance assigned to different Cognitive Domains. It is assumed that the weight should increase as we move from **Remember, Understand, Apply, Analyse** to **Evaluate** and finally to the highest domain of **Create**. A model of the weight assigned is appended in **Appendix-5**.

11.4. **Weighted Grade Point (WGP)** is grade point (**GP**) attained by a student in the answer to a particular question multiplied by the weight (**W**) assigned to that question. The total weighted grade points (**TWGP**) obtained for all the answers of a question paper are to be divided by the total weight (**TW**) of all the questions answered in that question paper to arrive at the final grade point (**FGP**) and grade obtained in the examination for the particular Course.

**(FGP = TWGP divided by TW)**

11.5. "Credit Point'(P) of a Course is the value obtained by multiplying the final grade point (FGP) obtained in that Course with the credit assigned to that Course(C):  $P=FGP \times C$ .

11.6. 'Semester Grade Point Average' (SGPA) is the value obtained by dividing the sum of Credit Points (P) obtained by a student for all Courses taken in a semester by the total number of credits (C) taken by her/him in that semester. SGPA shall be rounded off to two decimal places.  $SGPA= P \text{ divided by } C$ .

11.7. Cumulative Grade Point Average (CGPA) is the value obtained by dividing the sum of Credit Points of all the Courses taken by a student at the end of each semester so far(CSP) by the total number of Credits earned by the student so far(CS).  $CGPA= CSP \text{ divided by } CS$

11.8 Final Grade Point Average (FGPA) is the value obtained by dividing the sum of Credit Points of all the Courses (CPP) taken by a student for the entire programme by the total number of credits for that Programme (CP). CGPA shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in the Programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on her/his CGPA.  $FGPA= CPP \text{ divided by } CP$

**The minimum FGPA i.e., cumulative index for awarding degree shall be 3.5 (i.e. B-) for the MSW Programme.**

11.9 **Grace Grade-** means grade points awarded to Course/s, as per the choice of the student, by the University in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities as listed by the University from time to time.

## **XII – GRADE CARDS**

- 12.1 **Semester Grade Report (SGR):** The University under its seal shall issue to the students a Grade Report on completion of each semester. The Semester Grade Report shall contain the grades and grade points obtained by the student for each Course taken by the student in a Semester. The report shall also contain the grade and grade points for the additional course, if any, with its credit.
- 12.2 **Final Grade Report (FGR):** The Final Grade Report issued at the end of the Programme shall contain grade points of each semester, the FGPA and overall letter grade of a student for the entire programme along with the percentage of the grade point obtained by the student.
- 12.3 The format of **SGR** and **FGR** are appended as **Appendix – 6**

## **XIII. GRIEVANCE REDRESSAL CELL**

All Departments/Regional Campuses should have to form a **Grievances Redressal Committee** to address the grievances related to evaluation and assessment of Courses/Programmes with the following composition

1. Head of the Department/ Campus Director – Chair and Convenor
2. Instructor of the Course
3. A faculty member from the Department
4. A student representative from the Department

The appellate authority (of Department as well as regional campus) of this Committee will be the **Departmental Students Grievances Committee**. If this apex committee also fails to resolve the issue, it shall be reported to the Vice Chancellor whose decision shall be final.

## **XIV. STUDENT'S FEEDBACK ON COURSES AND TEACHERS**

All Academic Departments should have arrangements to collect the students' feedback at the end of each semester for each Course and consequent reforms should be ensured.

## XV. OTHER IMPORTANT MATTERS

- 15.1 Details of Courses Registered by each student In all semesters (Statement in lieu of Semester Card) shall be forwarded to Examination Branch within one month after commencement of the semester. Format appended as **Appendix - 7**
- 15.2 **Issuing of Rank Certificates:** There is no ranking for the programme and no rank certificate will be issued to the student.
- 15.3 **Award of Degree:** The Degrees shall be awarded under the seal of the University to candidates who have satisfactorily completed the application formalities and graduation requirements.
- 15.4 If the result of a candidate is found to be 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. If it is found that the result of the candidate has been vitiated by malpractice, fraud; and improper conduct, the University shall modify the result of such candidates and make such declaration as the Vice Chancellor may deem necessary, including debarring of the candidate from the University examinations for such period as may be specified and the cancellation of the result of the candidate.
- 15.5 There will be no improvement for MSW Programme. There will be no Supplementary Examination:
- 15.6 The **Regulations** are also applicable to Innovative Programmes of the UGC.
- 15.7 **Removal of Difficulties** – If any difficulty arises in giving effect to the provisions of these Regulations, the Vice Chancellor may issue necessary orders for removing the difficulty and the same has to be reported in the next Academic Council.
- 15.8 M.S.W Programme and the Regulations thereof shall be evaluated and reviewed **every three years**.

Sd/-

Registrar

## Explanatory Notes

- <sup>i</sup> Credit indicates the weight and in-depth nature of enquiry of the course as well the time necessary for instruction. For instance, a Course with four credits should have a minimum of four weeks per week of meaningful teacher- student interface in terms of lectures or tutorials. However, if instruction is intended through field/lab work this doubles to eight hours a week.
- <sup>ii</sup> Registration for Core Courses are also open to students of other Departments provided they meet the pre-requisites, if any. A Core Course of a Department may be treated as an Elective Course for students of other Departments, and the particular Course may be preferably offered by the host Department in the hours designated for Elective Courses.
- <sup>iii</sup> An Elective Course is optional for the students to register. Students can exercise their choice among a set of Elective Courses from the same as well as other Departments specified for each Programme of study.
- <sup>iv</sup> Additional electives will not be reckoned for calculations of CGPA/FGPA/SGPA. However, if a student has undergone any additional Courses, names of such Courses and the grades earned by the student will be shown/included in her/his final grade report.
- <sup>v</sup> Monograph/Dissertation must be formally submitted on the stipulated date to the Department which may be forwarded to the Examination Branch for external evaluation and the evaluation of the Monograph/Dissertation may be carried out along with the evaluation of the end semester examination answer scripts. Evaluation must be based on the grading system specified in the section VI of this regulation.
- <sup>vi</sup> No person shall be eligible for admission to a P.G. Programme if she/he is currently on the roll for a P.G. Programme in another subject/discipline offered in the University. No student shall be eligible to join a PG Programme if that the student has already attended a PG Programme before, in any of the Universities/Colleges in Kerala including SSUS, in regular stream.
- <sup>vii</sup> The information on list of all the Courses (core and electives), along with Course Outcomes for each, offered in every Department specifying the credits, the prerequisites, a brief description of syllabus or list of topics, the instructor who is offering the Course and the time slot may be made available in the University website/circulated among the departments/publicized on the notice boards before the commencement of the semester.
- <sup>viii</sup> Students have a choice to register for Multi-disciplinary Elective Courses offered by any Department other than the parent department of which one should be from any of the Sanskrit disciplines. Different sets of electives must be offered at the different Regional Centres, based on the social, cultural and educational contexts of the Centre. The registration for the Elective Courses from other Departments shall be on first come first served basis, provided the student fulfils the prerequisites for that Course, if any. The number of students to be registered shall be based on the class room availability and other infrastructure available in the Department. Every effort shall be made by the Department to accommodate as many students as possible.

**ix** Each faculty member shall organize a continuous assessment of each of the courses assigned to her/him. The internal assessment grades shall be given as per the following in the case of a 4 credit course with 50:50 Internal Assessment and End semester examination combination.

1. The three components of assessments will be – Seminar(oral presentation), Mid Semester Examination, Assignment
2. Seminar is an integrated type of assessment and can be used to assess the higher level of cognitive domains
3. Criteria for Seminar Assessment – Students must be oriented in seminar writing, presentation and questioning skills. It must be mandatory for all students to participate in the discussions. Grading should be specified in all three components given below
  1. Content and Understanding
  2. Methodology and Analysis
  3. Presentation and Discussion
4. Seminars for each course shall be assessed by two faculty members (T1 and T2)
5. Mid semester examination – Questions must address all cognitive domains as far as possible
6. Assignments – Any type of assessment tool(Student Centric) can be considered as an Assignment. For example it can be Book Reviews, Play Production, Fieldwork Report, Choreography, etc. based upon the nature of the Course. Appropriate components have to be developed for assessment .
7. Each assessment task should be properly tagged to the Course Outcomes for the mapping of CO attainment

**x** The faculty shall record the attendance of the students in every Course and calculate the attendance at the end of the semester and duly certify the fulfillment prior to the examination. Attendance is compulsory for the lab practical/field visits/field camps etc. if the said programme is part of the syllabus.

**xi** Questions should be distributed into three sections (Cognitive Domains) on the basis of percentage as given below

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section
	Section I - Remember and Understanding	20	12
	Section II - Apply and Analyse	30	18
	Section III - Evaluate and Create	50	30
	Total	100	60

8. The lower levels of Cognition has to have more weight at UG level and at PG level more weight should go to higher levels of Cognition.
9. Weight of each section can be expressed through number of words (for eg.,maximum 250 words) or number of pages ( for eg.,maximum 2 pages) or by any other appropriate method.
10. Time distribution
11. The questions drawn should meet the Course Outcomes
12. Questions should span all difficulty levels
13. Each question should be properly tagged to Course Outcomes (for further mapping of attainment)

## **APPENDIX - 1**

### **Programme Outcomes Identified by the University**

**PO1. Critical Thinking:** Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.

**PO2. Communication:** Listen, read, comprehend, speak and write clearly and effectively in person and through electronic media in English/regional language/language of the discipline and exhibit sound domain knowledge including academic concepts and terminologies.

**PO3. Self-directed and Life-long Learning:** Engage in independent and lifelong learning in the broadest context of socio-technological changes.

**PO4. Ethics:** Understand different value systems including one's own, as also the moral dimensions of actions, and accept responsibility for it.

## APPENDIX - 3

### Model for Semester wise course distribution for M. S. W Programmes from 2019 admission onwards

#### Semester I (M)

Core Course I	-	4 Credits
Core Course II	-	4 Credits
Core Course III	-	2 Credits
Core Course IV	-	2 Credits
Core Course V	-	2 Credits
Core Course VI	-	2 Credits
Field Practicum	-	4 Credits
Skill Development	-	1 Credit

Total minimum credits for the semester - 21 Credits

#### SEMESTER II

Core Course I	-	4 Credits
Core Course II	-	2 Credits
Core Course III	-	2 Credits
Core Course IV	-	2 Credits
Core Course IV	-	2 Credits
Elective Course I	-	4 Credits
Field Practicum	-	4 Credits
Skill Development	-	1 Credit

Total minimum credits for the semester - 21

#### SEMESTER III

Core Course I	-	2 Credits
Concentration Stream Core courses		
DSW Core Course I	-	4 Credits

DSW Core Course II	-	2 Credits
HSW Core Course I	-	4 Credits
HSW Core Course II	-	2 Credits
FSW Core Course I	-	4 Credits
FSW Core Course II	-	2 Credits
Elective Course I	-	4 Credits
Elective Course II	-	4 Credits
Field Practicum	-	4 Credits
Dissertation	-	2 Credits
Skill Development	-	1 Credit

Total minimum credits for the semester – 23

**SEMESTER IV**

Core Course I	-	2 Credits
Core Course II	-	2 Credits
Concentration Stream Core courses		
DSW Core Course I	-	2 Credits
DSW Core Course II	-	2 Credits
DSW Core Course III	-	2 Credits
or		
HSW Core Course I	-	2 Credits
HSW Core Course II	-	2 Credits
HSW Core Course III	-	2 Credits
or		
FSW Core Course I	-	2 Credits
FSW Core Course II	-	2 Credits
FSW Core Course II	-	2 Credits
Field Practicum	-	4 Credits
Skill Development	-	1 Credit

Dissertation - 4 Credits

Block Placement - 4 Credits

Total minimum credits for the semester - 23

Duration of Programme	4 semesters
Minimum Credits	88 Credits
General Core Courses	34Credits
Concentration Courses	12Credits
Elective Courses in Social Work	4 Credits
Multidisciplinary Elective 2x 4	8 credits
Field Practicum 5 x 4 credits	20 Credits
Skill Development 4 x 1	4 Credits
Dissertation 02 + 04 credits	6 credits

## Appendix 4

### Model of Assignment of Weight

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section	Maximum time for each section
1.	Section I - Remember and Understanding	20	12	36 minutes
2.	Section II - Apply and Analyse	30	18	54 minutes
3.	Section III - Evaluate and Create	50	30	90 minutes
	<b>Total</b>	<b>100</b>	<b>60</b>	<b>180 minutes</b>

# Appendix - 4

Programme:

Month:

Year:

Semester:

Course Code:

Course Name:

Attendance Sign-in sheet

DEPARTMENT:

Sl. No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
1																																	
2																																	
3																																	
4																																	
5																																	
6																																	
7																																	
8																																	
9																																	
10																																	
11																																	
12																																	
13																																	
14																																	

# Appendix - 5

Dated :

## SEMESTER GRADE REPORT

Name of Student Ms/Mr.

Register Number

Programme of Study

Faculty

Subject

Semester

Month

Year

COURSE CODE	COURSE TITLE	CREDITS	CORE/ELECTIVE	GRADE		POINTS	GRADE AVERAGE
				IA	ESA		

CURRENT SEMESTER RECORD			CUMULATIVE RECORD			TOTAL VALID CREDITS EARNED
TOTAL CREDITS	TOTAL POINTS	SGPA	TOTAL CREDITS	TOTAL POINTS	CGPA	

\*Additional Elective

COURSE CODE	COURSE TITLE	CREDITS	CORE/ELECTIVE	GRADE		POINTS	GRADE AVERAGE
				IA	ESA		

PRO VICE CHANCELLOR

1. IA : Internal Assessment

2. ESA : End Semester Assessment

3. Grade : A+ A A- B+ B B- C+ C C- F ab

Numerical Value : 9 8 7 6 5 4 3 2 1 0 Absent

4. An Average of B- (B Minus) in each course is the passing grade

5. \*Additional Elective will not be reckoned in the calculation of CGPA/FGPA

Date of publication of result :

Dated :

## FINAL GRADE REPORT

Name Of Student Sri/Smt.

Register Number

Programme Of Study

Faculty

Subject

Month

Year

SEMESTER	CREDITS	POINTS EARNED
FIRST		
SECOND		
THIRD		
FOURTH		
TOTAL		

FINAL GRADE POINT AVERAGE		
GRADE	In Letters	In Words

ASSISTANT SECTION OFFICER    ASSISTANT REGISTRAR    DEPUTY REGISTRAR (EXAM.)

---

1. Grade	:	A+	A	A-	B+	B	B-	C+	C	C-	F
Numerical Value:		9	8	7	6	5	4	3	2	1	0

2. An FGPA of B- (B Minus) is the passing grade

3. Grade conversion formula :  $\% = \frac{FGPA \times 100}{9}$

Date of publication of result :

## Appendix 2

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT

(Accredited by NAAC with 'A' Grade)

Regulation for the M.S.W field Practicum and Skill Development courses under  
CBCSS and OBTLE System Effective from 2019 admission onwards

### FIELD PRACTICUM

Field Work is considered as the “signature pedagogy” of social work education. The purpose of field education is to connect the class room based theoretical/conceptual learning with the practice setting, thereby enabling the students to acquire practice skills. The training equips the students to get hands on experience in different areas as well as according to their concentration streams. With this training, it is emphasized – “doing” and deriving knowledge from that “doing”.

1.1 The fieldwork training is designed in such a way that it is spread through all four semesters. There will be five field practicum courses (including the **final internship**) which is mandatory. The outcomes of each Field practicum course will be stated in the syllabus. The field activities are organized to achieve the learning outcome of each semester’s field practicum course. In each semester the student should complete a mandatory 30 days of field work with 4 credits. In the two year MSW programme, a total of 20 credits is awarded for the field practicum (4 credits in each semester with another 4 credits for the **final internship** conducted at the end of fourth semester).

2 Pattern of field work could be either concurrent or consolidated.

2.1 Concurrent Field Work Programme - Concurrent Field Work Programme is spread through first, and second semesters. In the second semester it provides the students an opportunity to understand the functioning of an agency/ organization to get an insight into its vision, mission, objectives, strategies adopted etc. The concurrent field work organization is for a period of 30 days in each semester. The students are also expected to undertake some activities at the field after understanding the needs of the target group and agency. The field work activities should be organized on a weekly basis throughout the semester, with two or three days in each week set apart as field work days.

## **2.2 Consolidated field work programme -**

Consolidated field work programme takes place in the third and fourth semesters which are of 30 days duration and which are conducted within a single month in each of these two semesters.

The decision whether the field work should be concurrent or consolidated could be decided by the department council depending on the agency requirements at that time and the social work field opportunities arising at any given period.

## **3 Students Placements in Various Semesters**

**3.1** The first semester field practicum is structured in such a way as to enhance the student's general awareness regarding the social situation in Kerala and social problems existing in our society. Exposure Visits, Community camp and Community field work would be conducted as part of the first semester field practicum. The community field work in the 1<sup>st</sup> semester aims to expose the students to the rural and urban communities of our state. The students will be placed in the nearby community under a development agency (Governmental or Non-Governmental). In this process they also get an understanding of the community life, their culture, practices, tradition, needs, problems etc. It provides an opportunity to learn to build rapport with people in community and to improve communication skills, analytical skills, observation etc.

The students would be taken for exposure visits to public institutions, welfare agencies, development agencies, community-based agencies/non-governmental agencies working with children, youth, women and elderly to acquaint them with the existing welfare schemes and social work interventions.

**3.2** In the second semester the students are placed either in small groups or independently, in the welfare agencies managed by Government or Non-Governmental organizations in the nearby places for the practice of Social Work methods. The second semester field work should be geared towards enhancing student skills in social work methods and towards gaining practical experience in the application of these methods.

**3.3** In the third and fourth semesters, the students are placed in agencies implementing programmes in specialized areas. They are placed in respective streams they opt as Concentration. The students should get an overview of the intervention in different areas, be

it community development (urban/rural), hospitals/ rehabilitation centers or agencies working with children, women or youth, and get an in-depth understanding of their respective areas of concentrations. In addition to this, in the fourth semester the students will also go for a national level study tour visiting social work organization, communities and movements in other parts of India.

### **3.4 Final Internship**

In the final semester, after the completion of the course, the students need to undergo an internship of one-month block placement in selected agencies inside/ outside the state. This is to equip the students to the national scenario of social work, where they will soon be placed after the completion of MSW course. This empowers them to accept the challenges and get an in depth view of work situations and develop professional skills / attitudes to address the issues / problems in the field.

### **4 FIELD WORK SUPERVISION:**

The students placed in different settings are supervised at two levels.

- (a) **Agency level:** - Wherever possible the agencies are requested to assign a field work agency supervisor to the student. The students report to the supervisor regularly during field work days and plans an activity chart with their consultation and looks to him/her guidance/ facilitation for all activities related to the agency and field.
- (b) **Faculty level:** The students are placed with a faculty supervisor in the department who facilitates guidance and advices the students with regard to all their field activities. The faculty supervisor student trainee ratio should be maintained at 1: 8-10 as per the national standards. So, in each semester an individual faculty supervisor will be having 5 field work trainees from each semester (a total of 10 student trainees) for supervision. The faculty supervisor should be closely involved in the field practicum of the students under them providing for enhanced learning outcomes. And hence the workload of the faculty supervisor should be calculated as one hour per week for each student trainee in their supervision.

- (c) **Field work reports** in the prescribed formats are to be submitted to the Faculty Supervisor based on which Field Work supervisory conferences are held every week on proposed days. One hour is set apart for this consultative work.

**4.1 Field Work Supervision Visit:** - In addition to this the faculty supervisor should visit the students in their field work agency, hold discussion with agency Field Work supervisor and get updated on the progress made by the student in the field.

The teachers doing the supervisory visits in the field along with the students will be eligible for the TA and DA as per the University rules. The department has to take prior sanction from the Campus Director/Head of the department for the Supervisory visits. A proper supervisory visit diary should be maintained by the Head of the Department or Teacher in charge of the Department.

## **5 Procedures for Field Work Assessment**

### **5.1 Field Work Assessment Criteria:-**

The student placed in a field work agency / community for the field work practicum is assessed regularly and continuously on the basis of the following criteria with equal weightage: **The assessment criteria**

- (a) **Quality of Work:** The student should have conscientiously discharged the duties entrusted by the field work supervisors (either in the agency or by the faculty supervisor). The student should also display innovative and creative ways of engaging with existing problems in the field or in taking up the activities offered by the agencies without disrupting their normal procedures.
- (b) **Application of Principles, skills, tools and techniques**
- (c) **Quality of reports:** The analytical skills in understanding field work situations and agencies and an ability to integrate that analyses with the larger body of theoretical understanding should be displayed in the report.
- (d) **Procedural aspects of reports (submission regularity, punctuality)**
- (e) **Field Work Supervisory Conference**
- (f) **Feedback from the field work agency/ Field supervisor**

The criteria should dwell on all Cognitive Domains and Knowledge Categories suitably and as far as possible.

## 5.2 Components of Field Work Assessment

There must be four components for each field practicum course as follows,

- 5.2.1 **Field Work Presentations** - Grading for field work seminars should be based specifically, on four components, viz., a) content and integration of theory with field understanding b) problem/field situation analysis c) presentation skills and d) participation in discussions. The field work presentations would be assessed internally by a board of internal examiners and a minimum of two faculty members should be present in the field work presentations. The average of their grades will be taken as the presentation grade.
- 5.2.2 **Field work Reports**- shall be evaluated both externally and internally in each semester. An external examiner should evaluate all the field work reports and the average of the two grades will be final field work report grade.
- 5.2.3 **Field work viva**- shall be evaluated both externally and internally in each semester. A viva board consisting of both external and internal examiners should conduct the field practicum viva.
- 5.2.4 **Quality of work done in the field** - the assessment of which will be done in consultation with the agency supervisor and based upon the field visits of the faculty supervisor.
- 5.2.5 An average of these four components will be the final field work grade and will be forwarded to the University after the finalization in the department faculty council. The Faculty supervisor shall maintain a register or record of the report submission, their grade, field work attendance and other activities in the Field work placement. The field work grades would follow the nine-point grading pattern stipulated in the M.S.W regulations. The field work grades should be displayed in the notice board before being submitted to the university.
- 5.2.6 **Final Internship** - The final Internship will be assessed by both internal and external examiners. The examination board consisting of an External Expert, One faculty from another Centre and the Teacher in-charge of the concerned department will be evaluating the students for the PSOs and COs. They will make a final evaluation on the entire achievement of the students in terms of the spelt-out outcomes of the entire MSW programme.

## 6. Attendance for Fieldwork/Internship

- (a) Attendance is compulsory on all days of fieldwork/internship.
- (b) In the case of internships and field practicum, the maximum days of absence permitted is up to 10% of the total practicum period specified in each semester
- (b) For concurrent fieldwork (i.e., fieldwork on certain days of the week), students have to put in a minimum of 15 hours a week, including time spent in Individual Conference/General Conference but excluding travel time.
- (c) Absence of up to two days for genuine reasons such as medical/family emergencies is allowed for concurrent fieldwork and block fieldwork/internship (of one month duration) only with prior permission.
- (d) Absence beyond two days needs to be compensated in consultation with the fieldwork supervisor and agency supervisor.
- (e) Any absence without genuine reasons and without permission needs to be fully compensated.
- (f) In exceptional, genuine and unavoidable circumstances where a student is unable to complete the field work during the same semester, and if the said student has completed all other course requirement it should be considered as a **zero field practicum** semester and the student should be allowed to complete the field work at the next possible opportunity. A special committee should be constituted under the chairmanship of the Head of the Department to make decisions on such requests.

## 7. COMMUNITY CAMP PROCEDURE

A community camp will be arranged in the first semester. Usually there is a tendency to treat theory and practice or actual social situation and classroom learnings as disconnected separate entities. Community camp will be the first attempt by the department to help the students to bridge this gap and hence should be carefully incorporated into the curriculum. Care should be taken to organize community camp in such a way as to enhance the insights of the students in the foundational/core courses of social science concepts, Social analysis – India and Kerala society.

### 7.1 Scope of the camp

- The work undertaken in the camp can range from participating in a reconstruction work, rehabilitation projects, in campaigns, social action projects to research projects. The camp can also be conducted in remote rural areas, urban slums, with populations undergoing traumatic experiences, in spaces for differentially enabled people etc.
- It provides the students with an opportunity to work with diverse populations in terms of ethnicity, socio economic status so as to enable the students to have greater respect for diversity and sensitivity towards inequality and injustice.
- The work undertaken in the community should not be inconsiderate of the environmental balances, gender equality, professional and ethical values of social work.
- The camp would be organized in such a manner as to help the students have maximum experience in community living and hence should be encouraged to live with the community members as much as possible without encroaching upon their cultural specificities.
- The camp also provides the students an opportunity to work and live together as a team and this will be the first in a series of activities undertaken by them in the two year course work.

- Student is considered as adult learner and hence will be having, in consultation with the faculty supervisor, the full responsibility in planning and executing the objectives of the camp and ensuring that those objectives are met.
- Students are expected to submit a detailed record of the camp activities.

## **7.2 Modus Operandi of the camp**

**7.2.1** A committee consisting of elected representative of first semester students and supervisory teacher together will decide upon the venue of the camp and the work to be undertaken keeping in sight the objectives of the camp. Care should be taken to see to it that every student in the batch had got an opportunity to share and give leadership in most of the camp activities. Mode of evaluating the camp can be flexible and be finalized by the concerned department council in accordance with the nature of the camp. Camp will be of twelve-day duration of two segments of 4 days and 8 days each. The first component will be an **induction/orientation camp** which will effectively integrate students coming from diverse background to the MSW program.

**7.2.2 Attendance** - Participation in the camp is compulsory. If for some genuine health reason, a student is unable to participate in the camp, he/she will have to compensate for the absence, for an equivalent period, with additional community fieldwork. The compensation should be completed within that semester itself.

**7.2.3 Camp Expenses** - The University may provide a share (preferably 50 percent) of the expenses of the camp as a grant from the University. Requirements exceeding the amount sanctioned by the university should be met by the students, which can also be raised through community mobilization. The students under the supervision of the teacher in-charge will maintain a proper and meticulous accounting. The final statement of accounts will be presented in the department for the final settlement of the camp programme.

**7.2.4 Accompanying faculty members** shall be eligible for TA, DA as per the university rules. They should also get compensatory leave for the holidays coming up during the camp.

## 8. Observation visits

Visits to different organizations/ agencies working in the government and non-governmental sectors are arranged in the first semester. These visits aim to expose the students to the organizations working in various settings with various target groups. It helps students to get an idea of the existing modes of social welfare/work interventions and practice, the elements of professionalism, the issues and problems involved. In the first semester the student is expected to complete seven to ten observation visits. The settings broadly includes: -

1. Prisons
2. Special Schools
3. Old age homes
4. Adoption Centers/Agencies
5. Mental Health care Institution
6. Rehabilitation Centers
7. Sexual Health Intervention projects
8. Entrepreneurship Development /Training Centers
9. Agencies/ Panchayath successfully implementing community department programmes
10. Agencies addressing environmental issues
11. Other agencies, the Department finds suitable for the Social Work Students.

## **9. Community Field Work**

In the first semester the students will be placed in the nearby community either independently or in collaboration with a development agency (Governmental or Non-Governmental). The community field work in the 1<sup>st</sup> semester aims to expose the students to the rural and urban communities of our state. In this process they also get an understanding of the community life, their culture, practices, tradition, needs, problems etc. They are also expected to work in collaboration with the local self-government bodies and different welfare functionaries in the community. During the community field work the students are expected to implement a community intervention programme/project based on community learning. It provides an opportunity to learn to build rapport with people in community and to improve communication skills, analytical skills, observation etc.

## **10. STUDY TOUR PROCEDURE**

A study tour will be arranged in the third semester. Participation in the study tour is compulsory. Study tour can be within Kerala or outside. The student study tour coordinators and the teacher in-charge of the study tour should jointly plan the tour itinerary keeping in mind the objectives of the tour. Study tour will be of a maximum duration of two weeks including the travel.

### **10.1 OBJECTIVES**

- Tour will be an opportunity for the students to get exposed to the national scenario in contemporary social work practices and ideology. It helps them to place the social work profession as dynamic and multi-dimensional.
- To acquaint the students with the changing trends and concerns in Social work Profession.
- Study tour should provide students with an opportunity to interact with communities and client groups and social conditions that they are not used to in their regular fieldwork practicum.

- The study should become a means for the department to network and forge very fruitful relations with professionals, organizations, activists and client groups.
- Study tour should supplement the theory papers and the fieldwork experience that the students were exposed to during the first two semesters of MSW course.
- The students will have better understanding of skills and strategies currently in use and have an opportunity to analyze them with the help of experts.

### **10.2 Organizing Study Tour**

The students in consultation with faculty supervisor should handle the organizing, coordinating work of the study tour. This includes finalizing, the place, organizations and people to be met during the study tour, contacting them, and the logistical arrangements. The students themselves should meet financial requirements exceeding the amount sanctioned by the university. The department has to avail written permissions from all the agencies that the team visits well in advance and make the necessary arrangements for the smooth conduct of the programme. The department also should get Administrative sanction from the University prior the conduct of the study tour.

Accompanying faculty members shall be eligible for TA, DA as per the university rules. They should also get compensatory leave for the holidays during the programme. The study tour will be a compulsory part of the fieldwork programme of the third semester with one internal credit. Any student who is unable to participate in the study tour due to ill health or any other genuine reason should get written sanction from the University for the exemption.

## 11. PROCEDURES FOR SKILL DEVELOPMENT AND ASSESSMENT

Skill Development programme will be one course (1 credit per semester; 1x4). The four credits spread through the four semesters will constitute one course and will be added to the total grade only in the final semester. The department will give the credit grade in the respective semester to the examination department and then the final grade will be given as the average of all the four semesters' grades along with the final semester grade. The MSW programme shall cover the following skills under this course in the Programme period.

### Semester 1

1. *Soft skills*
2. *Presentation*
3. *Team work*
4. *Creativity*

### Semester 2

5. *Social Analysis and articulation Skills*
6. *Public speaking*
7. *Event Management*

### Semester 3

7. *Social Entrepreneurship*
8. *Computer- net—operational & practical*
9. *Language skill-reading & writing*

### Semester 4

9. *Interview*
10. *Equipment's – Technology*
11. *Self - Marketing skills*

The department shall devise and implement various workshops, trainings, practice session and assignments for the development of the specific skills in every semester. The teacher in-charge of skill development shall maintain a record /register for attendance and performance of students.

The criteria for evaluation of skill development are the following with equal weightage

- (i) Attendance in the specified hours of the skill development
- (j) Performance in the skill presentation workshop/test done by the faculty supervisor.
- (k) Responsibility sharing and performance in the common program of the class and departments, which shall lead to overall skill development of the students.

## 12. EXTENSION DEPARTMENT AND LIVE LABS

### 1. Introduction

The social work course comprises of classroom teaching and filed practicum. Social work education is not complete without the practice of the theories learnt and taught. There is lot of requests form the government and non-government sector for professional support from the department. Hence, it seems indeed a necessity to have an extension wing for the department of social work at each center to cater to the needs of professional social work in Kerala and outside and work as the live labs for the department.

### 2. Objectives

- To take up research studies and conduct research at own level on all matters affecting human life, within the purview of professional social work
- To provide consultancy to Government, non-government, cooperative and private institutions on development matters
- To implement specific development and intervention projects in specified areas
- To take up publishing work for the development sector

### 3. Structure

The extension departments would be under the direct control and guidance of the department of social work at the respective Regional Centers. One faculty in the department would be in charge of the extension activities.

Governing Board: The governing board is at the university level headed by the honorable Registrar of the University. It would consist of the other statutory authorities of the university, representatives from the department of social work and eminent social workers

in the field. This body would meet at every six months to review the programmes and to decide on the policy matters of the extension department.

Executive Council: The executive council would be at the centre level headed by the respective campus director. The executive council would consist of the representatives from the faculty of the department of social work and other departments, reputed social workers in the area, representatives of the students of social work in the campus and the representative of the staff of the extension wing.

#### **4. Legal Entity**

The extension department would be centrally registered according to the societies registration act. The Regional Centers would have autonomous and independently functioning departments.

#### **5. Staff**

Each center according to the need of the work would appoint the staff required for implementing different activities.

#### **6. Resources**

The finance required for the projects and programmes would be availed from the projects, trainings and studies undertaken as well as local resource mobilization. The expertise of the faculty and the work force of the students of the department would be utilized in implementing the programmes. The finance of the department would be routed through the official channels of the university and would be liable for audit by the university.