



Ordinance

B.P.S.MAHILA VISHWAVIDYALAYA, KHANPUR KALAN, SONEPAT-131305

(A State University Established under the Legislative Act No. 31/2006)

DEPARTMENT OF SOCIAL WORK

ORDINANCE

Master of Arts in Social Work (M.A. Social Work) (w.e.f. 2018-19)

1. Definitions:

- 1.1 **Programme** stands for **Master of Arts in Social Work (M.A. Social Work)**
- 1.2 **Credit** is the weightage assigned to a paper in terms of contact hours.
- 1.3 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a paper on the 10 point scale.
- 1.4 **Grade point** stands for the numerical equivalent of the letter grade.

2. Duration:

- 2.1 The duration of the programme leading to the Master of Arts in Social work shall be of two academic years, comprising of **two semesters** i.e. July to November/ December and January to May/June each year. There will be teaching/ instruction of 90 days in a semester, comprising 180 days in a year as per University Grants Commission (U.G.C.)
- 2.2. The minimum and maximum duration to complete the MSW shall be 2 year (4 semesters) and 4 years respectively. A candidate, who fails to pass MSW examination within a period of four years of her admission to the programme, shall be required to repeat the paper *de novo*.

3. Admission:

3.1. Eligibility: Bachelor's Degree of a recognized university with at least **50% marks** in aggregate in addition to the criterion approved by the admission committee of the BhagatPhool Singh MahilaVishwavidyalaya (B.P.S.M.V). There shall be a relaxation of 5% marks in case of Minimum pass marks required in case of Scheduled Caste (SC) and Scheduled Tribe (ST) candidates and Person with Disabilities.

3.2 No candidate who is in employment (whole-time, part-time, or honorary service) shall be eligible to take admission in M.A. Social Work programme without taking leave from her institution/ office etc., from the date of admission to the termination of her examination including Social work practicum requirements. She has to submit an affidavit in this regard. If found in violation of this rule ,her admission shall stand cancelled.

3.3 Procedure: Admission shall be done on the basis of the Common Entrance Test (CET)/Merit/personal interview or any other criteria decided by the university from time to time conducted by the BhagatPhool Singh MahilaVishwavidyalaya (B.P.S.M.V) for such purpose. However in case of less number of applicants for the number of seats the decision of vice- chancellor shall be final.

4. Fee

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

5. Teaching Methodology

5.1. Theory Classes

The methods of teaching shall include classroom instructions, assignments, seminars, workshops, presentations, social work practicum, Group discussions, Group Conference, Individual Conference exposure etc. The medium of instruction shall be English/Hindi.

5.2. Field Work Practicum

Field work is an integral part of social work practice, which provides exposure to students to study and observe grass root realities of the social issues, working with people and to learn the implementation of projects, objectives and intervention of the welfare organizations with the community. The Field Work Practicum consists of following opportunities:

- 1) Orientation Tour-** Students of semester-1 will be given an opportunity to visit and observe various agency/community setting in order to know about the initiatives of governmental and non-governmental organizations towards social problems. This will be part of Orientation Programme.
- 2) Concurrent Field Work -** Concurrent field work will be required to be done simultaneously with class-room teaching of theory papers from the very beginning of all the semesters (both odd and even) of all three year and shall continue till the preparation leave before the commencement of the examinations. Two days in a week will be allotted to the students to perform concurrent field work. The students may be placed in social welfare agencies or open community settings to initiate and participate in the direct service delivery. A minimum of 15 hours (including report writing) per week of concurrent field work will be required for each student. On the basis of 14 weeks of field experience per semester, the students should accumulate minimum 200 hours each semester or a total of 400 hours for two consecutive semesters.
- 3) Study Camp/tours/field visits/ Industrial Visits-** Five-day of study camp/Industrial visit will be organized for the students of social work to provide exposure to the students about the socio-economic, political and cultural situations and problems in different states. It will also provide students the opportunity to learn how to work as a social worker in industrial set up, health setting and other welfare organizations. It is targeted to learn the role of labour welfare officer, labour legislations and HR practice in the industrial settings. Apart from it, the field visits will be organized under the guidance of the faculty members. Attendance of the camp is compulsory. There shall be 20 marks for performance, behavior and learning in rural camp which shall be awarded by camp in charge and faculty supervising camp activities.
- 4) Block Field Work:** At the end of semester-2 of first year, students will be required to undergo four-week block field work training in a social welfare agency or project in or outside Haryana. It is treated more as pre-employment experience. The block field work agencies/projects will be selected with the consent/choice of students. A student must be placed under the supervision of professionally qualified social worker in the agency.

5.3 Field Work Supervision/Instruction

Field work supervision inputs are made at different levels. Each student should get at least one hour of supervision per week with the respective college supervisor/instructor on a well-planned basis and without any interruption. These hours of supervision will be essentially calculated in total teaching hours of a college supervisor/instructor as per the placement of students under him/her. Generally three major method of supervision/instruction are: Individual Conference; Group Conference; and Agency Visits.

Individual Conference is a tutorial approach to field work supervision. It is a medium through which the college supervisor/instructor provides the individually planned educational experience.

Group Conference is organized with the intention to increase the knowledge of students by learning from experience of other students. It is held with a group of students with their respective supervisors. A schedule of group conference should be announced by the department of the college. The college supervisors/instructors must get in touch with the field work agencies under their supervision by making regular visits in order to be vigilant on the students' field work tasks and to meet agency supervisor (at least one visit per month to each agency under their supervision and more if necessary). The goals of such agency visits are to: (i) Review the students' assignments and tasks; (ii) Provide support for the students; (iii) Discuss students' learning experience with agency supervisor; (iv) Monitor that the students are receiving quality field work training; (v) Facilitate the integration of theory and practice; and (vi) Know about the performance of the students.

It is the responsibility of the college supervisor/instructor, in consultation with the agency supervisor, to assess the students' performance with a pass/fail recommendation.

6. Credit Weightage

One contact hour per week per paper per semester is equivalent to one credit.

Each paper has a certain number of credits which reflect its weightage. Credits of a paper are evaluated as under:-

6.1 Lecture: One credit per lecture per week per semester will be adopted.

6.2 Tutorial: Half credit per tutorial hour per week per semester will be adopted.

6.3 Practical: Half Credit per hour per week per semester will be assigned half credit.

7. Examination:

7.1. At the end of the each semester, there shall be an examination where each candidate shall be examined in the paper studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination and third semester examination and so on.

7.2. The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examination shall be appointed for each paper and shall be recommended by the Under Graduate Board of Studies (UG BOS).

7.3. The examination shall consist of theory papers and practical examination. Theory papers are to be set by the internal / external papers appointed by the Vice chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department.

7.4. For practical examination viva – voce shall be conducted jointly by the **external and internal examiners**. If an internal examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned department with the intimation to the Controller of Examinations in the following preferential order: i) From outside: ii) From BPSMV, KhanpurKalan.

7.5 The examination for all odd semester will normally be held in December/ January and for even semesters in May/ June on such date as provided by the University. The concerned teacher/ paper coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.6. Every paper is coordinated by a member of the teaching staff of the department which is offering the paper in a given semester. This faculty member is called **the paper coordinator**. He/She has the full responsibility for conducting the paper, coordinating the work of the other members of the faculty involved in the paper, holding the minor test and assignments. For any difficulty, the student is expected to approach the paper coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the paper-coordinator.

7.7 Every student has to appear in the minor tests. If a student does not take a minor test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination branch.

7.8 If a candidate, after attending the classes for the paper of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers at subsequent examinations without attending a fresh paper of studies for that semester such a candidate may, in the meantime, prosecute his/her studies for the next semesters. Supplementary examinations for the last two semesters will be held after six months i.e. for odd semester in the month of May and for even semester in the month of December/January.

7.9 For holding the Minor Tests during even and odd semester the schedule of minor exam shall be laid down by teacher(s) concerned in consultation with the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.

7.10 If any of the department wants to alter the dates due to some reason to the satisfaction of the Chairperson of the Department, the date for conduct of Major Test should not be beyond the 1st week of January so that the results are not delayed.

7.11 For Minor Test, the syllabus for Examination will be what is covered in particular term. The Major Test will be based on the entire syllabus. Every teacher will submit in writing to the Chairperson at the end of term i.e. intervening period between Minor Tests and Major Test, the content of the syllabus covered during the term.

7.12 The examination branch will design standardized proformas for maintaining the following records at the Department level:-

- 1 Minor Test Awards
- 2 Major Test Awards
- 3 Awards and Co-curricular Activities with details of activities.
- 4 Consolidates Results.

8. Re-appear Examination/Supplementary

Re-appear/Supplementary examination will be held in even semester for even semester papers and in odd semester for odd semester papers. For 3rd and 4th semester the paper will be held in subsequent semester.

Semester	1	2	3	4
Along with	3	4	Subsequent semester	Subsequent semester

9. Evaluation & Grading:

9.1 The assessment will be 20% internal and 80% external.

9.1.1 The evaluation of learners shall be a two-tier system depending upon various activities ranging from internal assessment to end semester (Theory and Practical) examination in equal ratio. More specifically it comprises:

9.1.2 End semester external evaluation (theory 80% and Social work practicum 20%) and;

9.1.3 Internal comprehensive continuous evaluation (Sessionals) : 20 %

9.1.4 Social work practicum - External (end term) evaluation shall be done by an external examiner and shall be based on the viva-voce and overall performance of the student in the continuous evaluation.

9.2 The students will have to **qualify internal and the external examinations separately**. Internal examination in every semester shall be evaluated by the internal examiners. Terminal/end semester theory papers- paper may be set and evaluated by the internal/external examiners depending on the situations. **The minimum passed percentage in paper (internal & external) shall be 40% marks**. The student is required to pass internal and end semester external evaluation (external) separately.

9.3 The weightage for internal evaluation shall be:-

Component of Theory Papers (Total Marks 20)

	Weightage	
9.3.1 Sessionals	= 50%	
9.3.2 Ability Enhancement workshop/Extension Lecture	= 40%	
9.3.3 Attendance	= 10%	

Components of Social Work Practicum (Total Marks 150)

(Internal- Total Marks 200)

9.3.4 Concurrent Field Work and Report Writing	= 65%
9.3.5 Participation in Individual Conferences	= 10%
9.3.6 Participation in Group Conferences	= 10%
9.3.7 Study tour / Orientation Tour	= 15%

(External- Total Marks 50)

9.3.9 Viva voce (Overall performance)	= 100%
---------------------------------------	--------

9.4. Ad-hoc Grace

If there is any discrepancy/ out of syllabus/ printing error/ untoward incident during the examination, the matter be referred to a Standing Committee of

- (i) Controller of Examinations.
- (ii) Head of the Department
- (iii) One faculty member concerning the subject.

The Committee may recommend re- conduct the paper or uniform grace marks to all but that should not exceed 10% marks of that particular paper.

9.5. Moderation of Marks:

(a)Internal Examinations:- If there are more than one teacher associated in any internal assessment, one of the member be made co-coordinator by the concerned HOD and he along with the others can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage. It can be done by fixing criteria before hand.

(b)External examinations: if there is unusual variation (very high or very low) in the awards, the COE may refer the matter to a Moderation Committee consisting of

- (i)Controller of Examinations
- (ii)Head of the Department
- (iii)One faculty member concerning the subject.

As per recommendation of the committee the result may be revised.

9.6 In case, the candidate is fail or has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the head of the department.

9.7 **Grading:**

The academic performance of a student shall be graded on a scale as prescribed by the Examination Branch of the University. The department concerned shall only prescribe the pass grade.

9.7.1. After finalization of the marks the same shall be displayed on the department notice board for a duration of two days for information of the students. Students who have a specific grievance against the marks awarded to her, may discuss the same with the concerned Paper coordinator who after consideration of the grievances of all the students shall finalize the marks to be awarded for the paper.

9.7.2 Before submission of the finalized award list in a prescribed formation to the concerned administrative office the individual Paper Co-ordinator shall discuss the marks distribution for his/ her Faculty of Study. However, the final decision with regards to marks will vest with the Paper Co-ordinator.

9.7.3 On receipt of the award lists for all papers offered by a given Faculty of Study the concerned administrative office shall put up the consolidated results for that Faculty for discussion and approval from the Departmental Staff Council (All Faculty Members).

9.7.4. The academic performance of a student shall be graded on a ten–point scale. The award of grades based upon marks obtained out of 100 shall be made as follows:

Academic Performance	Letter Grades	Grade Points (p)	
Outstanding	A ⁺	10	
Extraordinary	A	09	
Excellent	B ⁺	08	
Very Good	B	07	
Good	C ⁺	06	
Average	C	05	
Poor	D	04	
Very Poor	E	03	

Note: 1. Pass Grade is Grade ‘C’ and above.

2. Grades ‘D’, and ‘E’ are fail grades.

9.7.5. The award of grades based on absolute marks out of 100 shall be made as follows:

<u>Marks</u>		<u>Grades</u>	<u>Marks</u>
90	≤	A ⁺	≤ 100
80	≤	A	≤ 89
70	≤	B ⁺	≤ 79
60	≤	B	≤ 69
50	≤	C ⁺	≤ 59
40	≤	C	≤ 49
30	≤	D	≤ 39
0	≤	E	≤ 29

9.7.6. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-

$$\text{GPA} = \frac{\sum (\text{Number of credits} \times \text{Grade Points})}{\sum (\text{Number of Credits Registered})}$$

For the purpose of calculation of GPA for SGPA and CGPA only those programmes (including projects) will be taken into account in which the student has been awarded one of the pass grades. Here S stands for the sum of

$$(i) \text{ SGPA} = \frac{\sum C_i P_i}{\sum C_i}$$

Where

C_i = Number of credits earned in the ith programme of a semester for which SGPA is to be calculated.

p_i = Grade point earned in ith programme

I = 1, 2, 3 n, represent the number of programmes in which a student is registered in the concerned semester.

$$(ii) \text{ CGPA} = \frac{\sum C_j P_j}{\sum C_j}$$

Where

C_j = Number of credits earned in the jth programme upto the semester for which CGPA is to be calculated.

P_j = Grade point earned in the jth programme. Any grade lower than the pass grade in a programme shall not be taken into account.

$j = 1, 2, 3 \dots\dots\dots n$, represent the number of programmes in which student was registered and obtained a grade not lower than 'C' upto the semester for which CGPA is to be calculated.

10. Division:

The successful candidates shall be classified in three division as under:

(i) Those who obtained 60% or more of the aggregate number of marks in all the subject in all semesters mention total semesters of that course.

taken together shall be placed in first division.

(ii) Those who obtain less than 60% but not less than 50% of the aggregate number of marks in all subjects in all semesters taken together, shall be placed in the second division.

(iii) Those who obtain below 50% and not less than 40% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the First Division.

11. Promotion

The candidate will have to pass all the papers in maximum 4 years.

12. Attendance:

12.1. No candidate shall be considered to have pursued a regular paper of the study unless she has attended not less than 75% of the lectures in each paper/seminar, case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each paper of study. A deficiency up to 10% may be condoned by the Chairperson of the department. In some special cases the Hon'ble Vice-Chancellor may condone a further 15%.

12.2 If a student remain absent from the Department for more than four weeks without intimating to the Chairperson/ Paper Co-ordinator of the department, her name will be struck of from the department rolls with information to the Academic Branch

12.3 In case the student name is struck of due to nonpayment of fee and is re-admitted later, her attendance shall not be counted for that period.

13.Scholarship:

A candidate while appearing in the re-appear examination shall not be eligible for a scholarship, a prize or a medal.

14.Declaration of Results:

Six weeks after the termination of the examination or as soon thereafter as is possible, the controller of examination shall declare the result. After successful competition of the course, the candidate shall award did a degree mentioning the division.

15. Improvement Case:

15.1 A person who has qualified for the award of B.A./B.Sc./M.Sc. and other UG and PG course) from this university may be allowed to re-appear as an ex-student in at the most two subject(s) in which she appeared earlier, with a view to improve her previous performance. The candidate shall be awarded only two consecutive chances alongwith the re-appear students in the subject(s) concern immediately after her passing for her degree.

15.2. No candidate shall be eligible for improvement after one year of passing the examination for the degree course.

15.3 The Candidate will have to deposit fee and form for each examination separately.

15.4 The higher score in the subject(s) in which she re-appears for improvement will be taken into account towards the final result and the marks already obtained by the candidate in the subjects in which she has not opted to improve her result shall be carried forward. The candidate shall be awarded a new DMC clearly mentioning '**Improvement case**' subject(s) with improved marks, only and the new grand total.

15.5 In case the candidate does not improve her result, it shall be declared as '**Previous Result Stands**'.

16. General Guidelines:

16.1 Where this document is silent about any rule, the University policy regulation as framed from time to time will be applicable.

16.2 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.

16.3 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:

a. She has satisfied all the academic requirements as per the regulations; and

b. She has paid all fees due from her; and

c. There is no case of indiscipline pending against her.

d. Satisfied the minimum academic and residence requirements;

e. Satisfactorily completed the requirements for the short duration across-curricular paper, industry internship and NCC/NSS as may be prescribed by the Academic Council;

16.4 A student who has completed all the graduation requirement listed above shall be eligible for award of degree/ certificate. However, under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Academic Council may recommend to the Executive Council to withdraw the degree already awarded.

16.5 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.

16.6 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the University.

16.7 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean of the faculty.