



**B.P.S. MAHILA VISHWAVIDYALAYA, KHANPUR KALAN, SONEPAT**  
(A State University Established under the Legislative Act No. 31/2006)  
**DEPARTMENT OF SOCIAL WORK**

**ORDINANCE**

**Master in Social Work**

(w.e.f. 2023-24)

**1. Definitions:**

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

**2. Duration:**

- 2.1 The duration of the programme leading to the Master in Social work shall be of two academic years, comprising of **four 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 the norms of the 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 in any stream with at least 45% marks for general category (42.75% marks for SC/ST/Differently abled candidates).
  - 3.2 No candidate who is in employment (whole-time, part-time, or honorary service) shall be eligible to take admission in MSW 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 merit/entrance/or as per the university rules.
4. **Fee:** The Programme fee shall be paid by the candidate as prescribed by the University from time to time.

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## 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 while working with people and understand and learn about various projects implementation, its objectives and interventions of welfare organizations within the communities. For field work activities, the student enrolled in MSW programme will be charged an amount towards **field work/study tour** at the time of admission. The fee is also reflected under fee bifurcation and the same amount may be utilized to conduct Study Visits/ Study Tours/Field Work/Rural Camps of the students. The Field Work Practicum consists of following opportunities:

- i. Orientation Programme-** There will be a ten-day orientation programme for the fresh students of social work, which will be organized during the initial 10 days of commencement of 1<sup>st</sup> semester. The objective of the programme is to introduce the new students about the theoretical framework, professional requirements, values, principle, ethics and scope of social work. Apart from this, the Department will organize field visits (up to three days) for the students within or out of the State in order to provide them exposure to the rural/urban society or practical interventions of welfare organizations with various vulnerable sections and social issues.
- ii. 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) and shall continue till 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. Students are required to complete 25-30 days of field work in each semester with minimum 180 hours of field work.
- iii. Rural Camp/Study Tour-** of study tour/rural camp (five to seven days) will be organized for the students to provide them exposure of the cultural, socio-economic and political life and problems of people. The rural camp/study tour will be organized under the guidance of the faculty members. Attendance during the camp is compulsory. There shall be 20 marks for performance, participation, critical analysis of the situations, self-conduct and learning in rural camp/study tour which shall be awarded by camp/tour in-charge and faculty members supervising the students during the visit.
- iv. Field Visits/Industrial Visits/Organizational Visits –** The department will organize field and industrial visits to various welfare organizations, industrial establishments within and outside Haryana for the students during 1<sup>st</sup> and 2<sup>nd</sup> semesters to provide exposure to them about interventions of welfare organizations, service delivery, strategies to tackle the problems, networking with organizations, public relation, people participation, role of social workers, and to learn opportunities for intervention by Social Workers in various fields like

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Industry, Hospital, Special Homes, Courts etc. Field visits will be coordinated by faculty members with compulsory attendance of the all students. There shall be 20 marks for evaluation of the students by the faculty members accompanying them during the visit.

- v. **Block Field Work:** Block placement of the students will be done after the final Examinations of 2<sup>nd</sup> semester. Students have to start block placement within one week of completion of the theory examinations and they have to submit the report within one week of completion of the block placement. Students can be placed for Block Placement in welfare organizations, industry, hospital setting or any other such organizations, which are working to address different social issues. Every student must be placed under the joint supervision of the agency/organisation and the Department. The departmental supervisor i.e. a faculty member of the Department would continuously monitor the attendance and progress of the students during placement. There will be 30 marks of internal evaluation by the faculty member in the form of viva-voce in the presence of all faculty members. The viva-voce for block placement will be conducted in the month of July-August.

### 5.3 Field Work Supervision


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

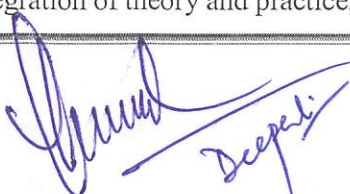
**Individual Conference (IC)** is a tutorial approach to field work supervision. It is a medium through which the supervisor provides the individually planned educational experience primarily to help the student find information and facts about social work practice in the field.

**Group Conference (GC)** Group conference is a vital part of the field work training, as it enables the students to develop some of the basic skills to become an effective social work professional. Group Conference is organized with the intention to increase the knowledge and practical exposure of students through delivering presentations on assignments and learnings done during field work undertaken by them. The Group Conference is held with a group of students (once in every semester) with the presence of respective supervisors and other faculty members. A schedule for group conference shall be announced by the Department.

**Agency Visits** Each supervisor will visit field work agencies on field work days. The supervisors 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. The goals of such agency visits are to:

- (i) Review the students' assignments and tasks;
- (ii) Provide support to the students;
- (iii) Discuss students' learning experience with agency supervisor;
- (iv) Monitor the quality of 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 departmental supervisor, in consultation with the agency supervisor, to assess the student's performance and make necessary recommendations to pass or detain the student in fieldwork.

#### Guidelines for Field Work Practicum

Field Work Practicum is an integral part of Social Work programme and the guidelines for students are as follows:

- a) Every student will do field work as per the syllabus under the constant guidance of the supervisor.
- b) Minimum 25-30 days of field work are compulsory in each semester and students have to submit the report to the concerned supervisor on every Monday or first working day of the coming week.
- c) Students will ensure timely submission of the reports to their supervisors. Late submission and non-submission of reports, under exceptional circumstances may be accepted, for the first time, on the recommendations of the departmental supervisor, latest by the next week. In case of repetition of the late submission or not submission of report, concerned supervisor/department faculty may take decision to fail or not allow such students to appear in viva-voce of field work practicum.
- d) Every student will maintain a field work diary with complete record of all field work in each semester, **IC and GC**. The same should also be got checked regularly and signed from respective supervisor.
- e) No student will remain absent from the field work, without information to /permission of the supervisor or field work coordinator. In case of absence/leave from field work due to any urgency/health issues or any other reason, the student will inform the supervisor or field work coordinator, otherwise, their previous three field works will be cancelled and repetition of the same may lead repercussions like detainment in field work and the student will not be allowed to appear in viva-voce.
- f) The timing of the field work will be 09.00 AM to 03.30 PM. Though, timing may be changed (with the prior written information and permission from concerned supervisor as per the convenience of the students/supervisor, the students have to spend a minimum of six and a half hours during every field work day)
- g) During each semester, every student will present a Group Conference paper on her interventions with community people/in an agency.
- h) Study tour/rural camps, field visits are compulsory for each student and absence from the same, will be considered as fail in study tour.
- i) Minimum 10 Individual Conferences are compulsory for every student in each semester.
- j) Block Placement is compulsory, carrying 30 marks of evaluation. The report should be submitted within a week of the completion of the placement.

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- k) In case of any emergent situation, (administrative, academic or due to some other reasons) faculty of social work can make the necessary changes in the field work practicum in consultation with PGBOS members and the same will be intimated to Academic Branch and Examinations Branch.

#### 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:** One credit per tutorial hour per week per semester will be adopted.
- 6.3 **Practical/Practicum:** Half Credit per hour per week per semester will be assigned half credit.

#### 7. Examination:

##### Theory 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 course and shall be recommended by the Post Graduate Board of Studies (PG BOS).

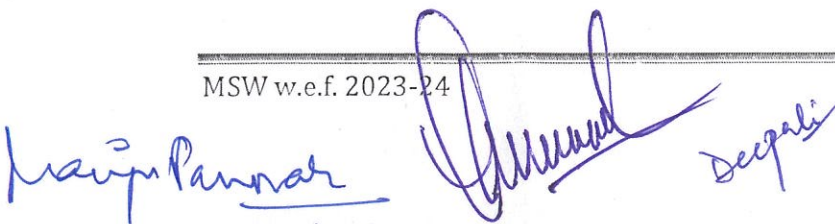
7.3. The examination shall consist of theory papers and practical examination. Examiners shall be appointed by the Vice chancellor from a panel of examiners submitted by the chairperson of the department duly approved by the PGBOS of the department.

##### 7.4 Practical Examination

7.4.1 For Concurrent Field Work- Viva-voce shall be conducted jointly by the external and internal examiners.

7.4.2 For Block Placement- Viva-voce of the students, who are doing Block placement after 2<sup>nd</sup> semester, shall be conducted by the internal faculty within one week of the completion of block placement for the students. The weightage will be 30 marks out of total internal marks for field work practicum. Viva-voce will normally be conducted in the month of July-August or any suitable date, fixed by the faculty.

Overall evaluation for the internal examination/evaluation of practical/field work practicum will be done on the basis of bifurcation of marks for various components of field work practicum as follows:



a) For internal examination/evaluation of practical/field work practicum of 1<sup>st</sup> Semester.

Sr. No	Field Work Component	Minimum Prescribed Days/numbers	Internal Marks
1	Orientation visit (As a part of ten days Orientation programme)	Up to three days	10
2	Concurrent Field Work (Including 20 marks of Study tour/rural camp /field visit/industrial visit up to seven days)	25 days in each semester	170
3	Individual Conferences	Ten	10
4	Group Conferences	Ten	10
5	<b>Total internal marks for Field Work practicum</b>		<b>200</b>

b) For internal examination/evaluation of practical/field work practicum of 2<sup>nd</sup> Semester.

Sr. No	Field Work Component	Minimum Prescribed Days/numbers	Internal Marks
1	Concurrent Field Work (Including 20 marks of Study tour/rural camp /field visit/industrial visit up to seven days)	25 days in each semester	100
2	Individual Conferences	Ten	10
3	Group Conferences	Ten	10
4	Block Placement (done after 2 <sup>nd</sup> semester examination)	4 weeks	30
5	<b>Internal marks</b>		<b>150</b>
6	<b>External Marks</b>		<b>50</b>
7	<b>Total</b>		<b>200</b>

c) For internal examination/evaluation of practical/field work practicum of 3<sup>rd</sup> Semester.

Sr. No	Field Work Component	Minimum Prescribed Days/numbers	Internal Marks
1	Concurrent Field Work (Including 20 marks of Study tour/rural camp /field visit/industrial visit up to seven days)	25 days in each semester	180
2	Individual Conferences	Ten	10
3	Group Conferences	Ten	10
4	<b>Total internal marks for Field Work practicum</b>		<b>200</b>

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d) For internal examination/evaluation of practical/field work practicum of 4<sup>th</sup> Semester.

Sr. No	Field Work Component	Minimum Prescribed Days/numbers	Internal Marks
1	Concurrent Field Work (Including 20 marks of Study tour/rural camp /field visit/industrial visit up to seven days)	25 days in each semester	130
2	Individual Conferences	Ten	10
3	Group Conferences	Ten	10
4	<b>Internal marks</b>		<b>150</b>
5	<b>External Marks</b>		<b>50</b>
6	<b>Total</b>		<b>200</b>

- The marks for evaluation of study tour/rural camp/field visit/industrial will be allotted to the students during the semester, in which the same is conducted or organised. In case of non-conducting of study tour/rural camp/field visit/industrial, the above mentioned marks will be considered as part of concurrent field work.
- External examination of field work practicum will be conducted after completion of concurrent field work days during even semester examinations i.e. 2<sup>nd</sup> and 4<sup>th</sup> semesters. The external examiner will be invited for viva-voce as per the guidelines of the Examinations Branch. 50 marks are assigned to external evaluation.

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/ course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.6 Every course 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 **course coordinator**. 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 appear in 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

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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 1<sup>st</sup> 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.

## 8. Re-appear Examination/Supplementary

### 8.1 Reappear in Theory Papers

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

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

### 8.2 Reappear in Practical Course (Field Work Practicum)

- Students have to pass both in internal as well as external examination of field work practical separately with minimum 40% marks in each. If a student fails to complete the prescribed number of field work days or is not able to complete field work diary/ICs/GCs or other field work related assignments and has not obtained passing marks (40%) in internal examination, she will not be allowed to appear for external examination (viva-voce). If a student fails in internal exam of field work practicum, she will be considered as fail in complete field work practicum of the semester and will not be eligible to appear in external examination of the same. In this case, she has to repeat the complete field work practicum for the respective semester.
- If any student fails in internal or external evaluation of the field work practicum, she will not carry on these internal and external marks during further re-appear examinations for the same. During the re-appear in the next academic years/semester exam, these marks will be considered as NIL and she will have to pass both with minimum 40% in each (internal and external).
- **The final marks obtained by students in internal as well as external exam at the time of re-appear of the practical/field work paper, will be considered for her final evaluation when she actually qualifies/passes the paper in both internal as well as external with minimum 40 %.**

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- No simultaneous field works for two semesters will be allowed in the regular duration of the programme. The re-appear in field work practicum will be done during the subsequent semesters, i.e. after completion of the duration of the programme.
- Generally re-appear/Supplementary examination for practical/field work practicum will be held for odd semesters in November-December and for even semester in April-May.

### 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 External evaluation (theory 80% and Social work practicum 20%) and;

9.1.3 Internal comprehensive continuous evaluation (Sessional) : 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 of theory examinations as per the University Rules/norms.** (However, students have to **qualify social work practicum examinations internal and external separately with 40% in each**) 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)

Component	Weightage
9.3.1 Class tests/minor test/Sessional tests	10% i.e. 10 marks out of 100
9.3.2 Assignments/Presentations/Seminars/ Group Discussions/ability enhancement workshop/ extension lecture	5% i.e. 5 marks out of 100
9.3.3 Attendance	5% i.e. 5 marks out of 100.

Less than 60% 0 marks

Up to 65% 1 marks

Up to 70% 2 marks

Up to 75% 3 marks

Up to 80% 4 marks

Above 80% 5 marks

#### 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%

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9.3.6	Participation in Group Conferences	= 10%
9.3.7	Study tour / Orientation Tour	= 15%
<b>(External- Total Marks 50)</b>		
9.3.8	Viva voce (Overall performance)	= 100%

9.4 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.

#### 9.5 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.

9.5.1. 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.

9.5.2 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.

9.5.3 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).

9.5.4. 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:

#### 9.6 Grading

The academic performance of a student shall be graded on a scale as prescribed by the university. The award of grades based upon marks obtained out of 100 shall be made as follows:

#### Grades and Grade Points

Letter Grade	Grade Points
Outstanding (O)	10
Excellent (A+)	09
Very Good (A)	08
Good (B+)	07
Above Average (B)	06
Average (C)	05
Pass (P)	04
Fail (F)	00
Absent (AB)	00

Award of Grades and corresponding grade points should be based on Absolute grades as under :

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### Grade Conversion

Letter Grade	Grade Points	Marks
Outstanding (O)	10	85-100
Excellent (A+)	9	75-84
Very Good(A)	8	65-74
Good (B+)	7	55-64
Above Average (B)	6	50-54
Average (C)	5	41-49
Pass (P)	4	04 40
Fail (F)	0	Less than 40
Absent (AB)	0	Absent

### 10. Division:

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

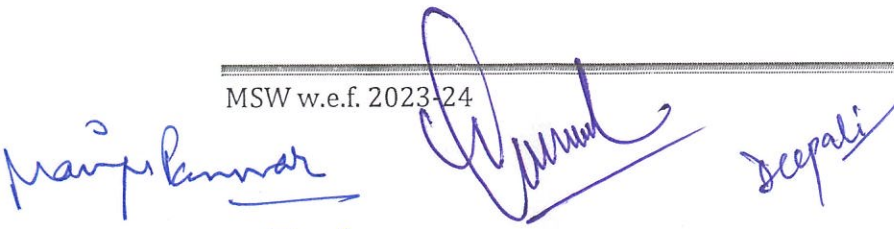
- (i) Those who obtained 60% or more of the aggregate number of marks in the all subject in all semesters mention total semesters taken together shall be placed in first division.
- (ii) Those who obtain less than 60% but not less than 50% of the aggregate number of marks in all subjects in all semesters 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 third Division.

**11. Promotion:** A student will be eligible for promotion if She has passed 50% of total papers of 1<sup>st</sup> and 2<sup>nd</sup> semesters taken together.  
Explanation: 50% of five papers will be taken as three

### 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 +two weeks without intimating to the Chairperson/ Paper Co-ordinator of the department, her

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name will be struck off from the department rolls with information to the Academic Branch and R & S branch.

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

**13 Improvement Case:**

The student will be allowed improving her previous performance as per the rules framed by the university from time to time.

**14. General Guidelines:**

14.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.

14.2 Eligibility criteria, fee structure, and academic calendar for the academic year shall be given in the University Prospectus.

14.3 Admission, teaching schedule, preparatory holidays, examination schedule, sports calendar and cultural calendar, winter/summer vacation, shall be followed as specified in academic calendar of University.

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

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

14.4.2 She has paid all fees due from her; and

14.4.3 There is no case of indiscipline pending against her.

14.5 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.

14.6 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 the Dean of Academics Affairs.

14.7 The calendar for the academic year will be framed and declared at the beginning of the session by the university.

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