

MAHATMA GANDHI UNIVERSITY
MASTER OF SOCIAL WORK (MSW)

COURSE SCHEME

The scheme for MSW from the Academic year 2012-2013 onwards will henceforth be under the **Mahatma Gandhi University Regulations (2011)** governing Post Graduate Programmes under the Credit Semester System (MGU-CSS-PG).

Duration of Programme

The duration of the MSW shall be of 4 semesters. Each semester consisting of a minimum of 90 working days, inclusive of examination, distributed over a minimum of 18 weeks of 5 working days each.

Admission Requirements

Candidates for admission to the first semester of the MSW programme through CSS shall be required to have passed an appropriate Degree Examination of Mahatma Gandhi University as specified or any other examination of any recognized University or authority accepted by the Academic council of Mahatma Gandhi University as equivalent thereto.

The candidate has to register all the courses prescribed for the particular semester.

Cancellation of registration is applicable only when the request is made within two weeks from the time of admission.

Programme Structure

The MSW programme shall include

- **Programme Core course** - Courses that a MSW student must successfully complete to receive the Degree.
- **Program Elective (PE) Courses** - There shall be 3 Elective courses for the MSW programme – Community Development (CD), Family and Child Welfare (FC), Medical & Psychiatric Social Work (MP), for the choice of students, subject to the availability of facility and infrastructure in the institution and the selected elective courses shall be the subject of specialization of the MSW programme. The elective course selected by a student at the beginning of the third semester will continue for the fourth semester. Choice of courses from other electives is not permitted.

- **Field Work** – Field practicum is compulsory for all the 4 semesters, each semester field work is for 6 credits (216 hours).
- **Audit Course** - Block Field Placement is the audited course for which no credits are awarded. It is a compulsory requirement for the successful completion of the programme which shall be for a minimum of 25 working days after the 4th semester.
- **Programme Project** - Programme Project means a regular project work with stated credits on which the student undergo a project under the supervision of a teacher in order to submit a dissertation on the project work as specified.

There should be an internal assessment and external assessment for the project work. The external evaluation of the Project work is followed by presentation of work including dissertation and Viva-Voce. The title and the credit with grade awarded for the program project should be entered in the grade card issued by the university.

- **Comprehensive Viva-voce** shall be conducted at the end semester of the program. Comprehensive Viva-Voce covers questions from all courses in the programme.

Attendance

The minimum requirement of aggregate attendance during a semester for appearing the end semester examination shall be 75%. Condonation of shortage of attendance to a maximum of 10 days in a semester subject to a maximum of two times during the whole period of post graduate programme may be granted by the University. A student who does not satisfy the requirements of attendance shall not be permitted to take the end Semester examinations.

Registration

A student who registered for the MSW programme shall complete the course within 4 years

Promotion: A student who registers for the end semester examination shall be promoted to the next semester

Examinations

There shall be University examination at the end of each semester.

Field Work examinations shall be conducted by the College at the end of each semester.

Project evaluation and Viva -Voce shall be conducted at the end of the programme only.

Project evaluation and Viva-Voce shall be conducted by external examiner and one internal examiner.

End-Semester Examinations: The examinations shall normally at the end of each semester.

There shall be one end-semester examination of 3 hours duration in each lecture based course.

Evaluation and Grading

Evaluation: The evaluation scheme for each course shall contain two parts; (a) internal evaluation and (b) external evaluation. 25% weightage shall be given to internal evaluation and the remaining 75% to external evaluation and the ratio and weightage between internal and external is 1:3. Both internal and external evaluation shall be carried out using direct grading system.

Internal evaluation: The internal evaluation shall be based on predetermined transparent system involving periodic written tests, assignments, seminars and attendance in respect of theory courses and based on written tests, lab skill/records/viva and attendance in respect of practical courses. The weightage assigned to various components for internal evaluation is as follows.

Components of Internal Evaluation

	<i>Component</i>		<i>Weightage</i>
i)	Assignment	-	1
ii)	Seminar	-	2
iii)	Attendance	-	1
iv)	Two Test papers	-	2

Grades for Attendance

% of attendance	Grade
>90%	A
Between 85 and 90	B
Between 80 and below 85	C
Between 75 and below 80	D
< 75	E

To ensure transparency of the evaluation process, the internal assessment grade awarded to the students in each course in a semester shall be published on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal grade.

The course teacher and the faculty advisor shall maintain the academic record of each student registered for the course which shall be forwarded to the University through the college Principal and a copy should be kept in the college for at least two years for verification.

External evaluation: The external Examination in theory courses is to be conducted by the University with question papers set by external experts. The evaluation of the answer scripts shall be done by examiners based on a well-defined scheme of valuation. The external evaluation shall be done immediately after the examination preferably through Centralized Valuation

Direct Grading System

Direct Grading System based on a 5 - point scale is used to evaluate the performance (External and Internal Examination of students)

The overall grade for a programme for certification shall be based on CGPA with a 7- point scale given below

CGPA	Grade
3.80 to 4.00	A+
3.50 to 3.79	A
3.00 to 3.49	B+
2.50 to 2.99	B
2.00 to 2.49	C+
1.50 to 1.99	C
1.00 to 1.49	D

Each course is evaluated by assigning a letter grade (A, B, C, D or E) to that course by the method of direct grading. The internal (weightage =1) and external (weightage =3) components of a course are separately graded and then combined to get the grade of the course after taking into account of their weightage.

A separate minimum of C grade is required for a pass for both internal evaluation and external evaluation for every course. A student who fails to secure a minimum grade for a pass in a course will be permitted to write the examination along with the next batch.

The same is applicable for both field work and project work

Grade Card

The Final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme including those taken over and above the prescribed minimum credits for obtaining the degree. The Final Grade Card shall show the CGPA and the overall letter grade of a student for the entire programme.

Award of Degree

The successful completion of all the courses, field work and project work with 'C+' grade shall be the minimum requirement for the award of the degree

A Faculty Advisor who is a teacher nominated by the Social Work Department Council will coordinate the continuous evaluation and other academic activities undertaken in the Department.

Grievance Redressal Committee

The College shall form a Grievance Redress Committee in each Department comprising of Course Teacher (the teacher who is taking classes on the course) and one senior teacher as members and the Head of the Department as Chairman. The Committee shall address all grievances relating to the internal assessment grades of the students.