

SRINIVAS UNIVERSITY

Srinivas Nagar, Mukka – 574 146, Mangalore, Phone :0824-2477456

(State Private University Established by Karnataka Govt. ACT No.42 of 2013 empowered to award degrees under Section 22 of UGC Act of UGC, New Delhi, & Member of Association of Indian Universities, New Delhi)

Web :www.srinivasuniversity.ac.in, Email: info@srinivasuniversity.edu.in



**ACADEMIC REGULATIONS PERTAINING TO
MASTER OF SOCIAL WORK (MSW) PROGRAMME OF
SRINIVAS UNIVERSITY**

(2019 ONWARDS)

PREAMBLE

Srinivas University aims to achieve academic excellence by providing multi-faceted education to the students and encourage them to reach the pinnacle of success. The University has designed a system that would provide rigorous academic training and necessary skills to enable them to excel in their careers.

Srinivas University is committed to provide a conducive learning environment which ensures comprehensive development of students and make them competent, confident and good citizens. The objective of the Master of Social Work (MSW) Programme of Srinivas University is intended to fulfill the individual's desire to improve the quality of life of the community. It will help develop one's own personality and build desirable attitude. This programme mould people to work on issues related weaker and disadvantage sections of the society.

These regulations shall be cited as Academic Regulations Pertaining to Master of Social Work (MSW) Programme of Srinivas University (2019 - 21 onwards)

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Regulation

R1. EXTENT OF APPLICATION

These regulations will apply to Master of Social Work (MSW) Programme of Srinivas University (2018- 19 onwards) having approval of the University/UGC/ as the case may be.

R2. PROGRAMME OBJECTIVE

Master of Social Work (M.S.W.) is a postgraduate programme intended to fulfill the individual's desire to improve the quality of life of the community. It will help develop one's own personality and build desirable attitude. This programme mould people to work on issues related weaker and disadvantage sections of the society. There are wider opportunities to work in Industries and in Hospital settings to build as a professional. This is a regular course in nature which includes both classroom and field practicum. The medium of instruction is English with dual specialization (i) Human Resource Management and Community Development (ii) Medical and Psychiatric Social work and Community Development.

R3. MINIMUM ELIGIBILITY FOR ADMISSION

The minimum eligibility for admission to M.S.W. course is 40% aggregate marks in subjects (except languages) in any three year Bachelor Degree programme of the University or equivalent thereto

R4. ADMISSION PROCEDURE

Any person seeking admission to the course may submit an application obtainable on payment of prescribed fee from the office of the institution. Applications not submitted in the prescribed form with copies certificates of qualifying examination and age will not be considered. Applications are handled on a first come first served basis. All applicants are required to appear for an entrance test conducted by the University. A valid score in the test shall be mandatory for admission.

R5. DURATION OF THE PROGRAMME AND MEDIUM OF INSTRUCTION

The duration of the programme shall extend over 4 semesters (two academic years). Medium of instruction for all subjects and examination shall be English only.

R6. TIME LIMIT FOR COMPLETION

The candidate shall complete the programme within four years from the date of registration in the programme. The term completing the programme means passing all the prescribed examinations of the programme to become eligible for the degree.

R7. ATTENDANCE

No candidate shall be considered to have pursued a regular course of study unless he/she is certified to have attended 75% of the total number of class room sessions conducted in each semester in each paper during his/her course of study. Any student not complying with this requirement shall not be allowed to appear in the entire semester examination for all subjects.

However, a student not allowed to appear in semester examinations due to shortage of attendance, may appear in all the papers of the preceding semester along with the papers of the ensuing semester, if he/she secure not less than 75% attendance for all subjects during the current semester.

Field work also carry mandatory 75% attendance for pass, without which he/she has to undergo field work again during the corresponding semester in the ensuing semester.

R8. COURSES, CREDITS AND SPECIALISATIONS

As per Annexure A.

SUMMARY

SEMESTER	TOTAL MARKS	TOTAL CREDITS
SEMESTER I	650	25
SEMESTER II	650	25
SEMESTER III	650	25
SEMESTER IV	650	25
TOTAL	2500	100

R9. FIELD WORK/PROJECT WORK

Students will be placed for field practicum on specified days in NGOs/Industry/ Hospital as the case may be and will have to undergo field training as per the stipulations of the course. Each student will be placed under a faculty supervisor for effective guidance. Time sheets duly authenticated by agency supervisor or authorized signatory are required to be produced. Reports are to be submitted in the prescribed format and is subject to concurrent assessment followed by Viva voce examination. During summer placement students will have to undergo a block field work of one month. Report accompanied by time sheet as proof of attendance and certificate from competent authority of the agency are compulsory for evaluation.

Research project work is to be carried under the guidance of assigned supervisor and shall comply all norms stipulated therein. There shall be a viva voce for the project after submission jointly by the faculty supervisor and an external examiner.

R10. SCHEME OF EXAMINATION

Written Examinations shall be conducted at the end of each Semester as per the Academic Calendar notified in advance. Each subject will carry 100 marks of which 30 marks is meant for internal assessment. Semester based examinations are conducted. Each examination carry 50 marks for theory paper and 50 marks for internal assessment. Approved pattern is followed for setting question paper. Duration of examination shall be 2 hours for each subject. The faculty who is teaching the subject is considered as internal examiner and any other faculty who is competent in the subject will be designated as external examiner. Evaluation of answer scripts is done by both internal and external examiners.

The answer scripts after the examination bearing only register number would kept in safe custody and taken out during valuation. Coding and decoding system is followed. Marks are entered in a separate list by the internal examiner. The external examiner evaluates the answer scripts separately and enter the marks in a separate marks list. The average of marks awarded separately by internal and external examiner would be considered as the marks secured by the student. If the total marks secured by the student in both internal and external valuation has a difference of more than 25 percent, a third valuation is conducted and the average of all the three valuations is considered as the marks secured by the student. The third valuation would be conducted by a third examiner who is competent in the subject.

R11. REGISTRATION FOR EXAMINATION

Every student has to pay the prescribed examination fee before the due date. Failed candidates will have to pay examination fee according to the number of subjects failed to appear for the repeater examinations. Fine would be charged on late payment of fee. Hall ticket with photograph of the student and register number will be issued to each student intending to take examination. It shall be produced at the time of examination to the hall superintendent or competent authority.

R12. CARRY OVER PROVISION

Candidates who fail the lower examinations may take higher semester examinations. The results of candidates who have passed the fourth semester examination, but not passed all the examinations of the earlier semesters shall be announced as NCL (not completed lower examination). Such candidates shall be eligible for the degree only after completion of all the earlier examinations.

R13. STANDARD OF PASSING

Any student is considered to have passed the semester if he secure a minimum of 50% marks in theory and 50% marks together in theory and internal assessment and aggregate of 50% for all subjects in each semester. If the student does not secure 50% aggregate he/she will be considered as failed in all the subjects for which he/she has obtained less than 50% and will have to reappear for examination in the ensuing semester.

Students, if they so desire can avail the opportunity of retotaling, reviewing or challenging the valuation subject to the following conditions:

Any request for retotaling, reviewing or challenging the valuation should be done within 10 days from the date of declaration of results/marks. Requests made thereafter will not be entertained.

Retotaling of marks is admissible on payment of requisite fee of Rs.200/- per subject at the college office. If any mistake in totaling is identified, the marks awarded to the concerned student will be modified accordingly. The existing marks or the changed marks after retotaling whichever is highest will be retained.

Reviewing of answer scripts is allowed for any subject to enable the student to discuss the deficiencies in the answers with the faculty who teaches the corresponding subject, on payment of requisite fee of Rs.400/- per subject. However no student will be permitted to see the scripts of another student. Reviewing does not entitle any opportunity to view marks or retotaling or revaluation.

Revaluation (challenge) is permitted on payment of requisite fee of Rs.700/- per subject in which case third valuation is arranged to be conducted by a different examiner. In such cases if the marks secured by the student is enhanced by more than 20 per cent of what he has already secured will be taken as valid. However, only 50 per cent of the fee remitted will be reimbursable to such students.

No claim for any of these provisions is entertained after 10 days of the date of declaration of results. Permission in writing has to be obtained from the appropriate authority within this duration to be entertained for any of the above.

R14.0 COURSE WISE GRADING OF STUDENTS

Letter Grades and Grade Points (GP) Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each Course. The letter grades and the corresponding grade points are as follows:

R.14.1 The Srinivas University adopts absolute grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point

average (SGPA) and Cumulative Grade Point Average (CGPA). The CGPA will be calculated every semester, except the first semester.

ii. The grading system is with the following letter grades as given below:

Grades and Grade Points

<u>Level</u>	<u>Out standing</u>	<u>Excellent</u>	<u>Very good</u>	<u>Good</u>	<u>Above Average</u>	<u>Average</u>	<u>Poor</u>	<u>Fail</u>
<u>Letter Grade</u>	<u>O</u>	<u>S</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
<u>Grade Points</u>	<u>10</u>	<u>9</u>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>00</u>

A student obtaining Grade “F” shall be considered failed and will be required to reappear in the examination.

Such students after passing the failed subject in subsequent examination/s will be awarded with “E” grade irrespective of marks he/she scores in the subsequent examination/s.

Number of attempts taken to clear a subject/s shall be shown in the transcripts.

<u>Level</u>	<u>Out standing</u>	<u>Excellent</u>	<u>Very good</u>	<u>Good</u>	<u>Above Average</u>	<u>Average</u>	<u>Poor</u>	<u>Fail</u>
<u>Letter Grade</u>	<u>O</u>	<u>S</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
<u>Grade Points</u>	<u>10</u>	<u>9</u>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>00</u>
<u>Score (Marks) Range (%)</u>	<u>≥ 90</u>	<u><90</u>	<u><80</u> <u>≥70</u>	<u><70</u> <u>≥65</u>	<u>< 65</u> <u>≥60</u>	<u>< 60</u> <u>≥55</u>	<u>< 55</u> <u>≥ 50</u>	<u><50</u>

Computation of SGPA and CGPA

The following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal places and reported in the transcripts.

Illustration for computation of SGP and CGPA

Computation of SGPA

Illustration No.1

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	A	8	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28
Course 4	4	O	10	4x10 = 40
Course 5	4	D	5	4x5 = 20
Course 6	4	C	6	4x6 = 24
Course 7	1	S	9	1x9 = 9
Course 8	1	C	6	1x6 = 6
	26			183

Thus, SGPA = $183/26 = 7.038$

Illustration No.2

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	A	8	4x8 = 32
Course 2	4	C	6	4x6 = 24
Course 3	4	B	7	4x7 = 28

Course 4	4	O	10	$4 \times 10 = 40$
Course 5	4	F	0	$4 \times 0 = 00$
Course 6	4	C	6	$4 \times 6 = 24$
Course 7	1	S	9	$1 \times 9 = 9$
Course 8	1	C	6	$1 \times 6 = 6$
	26			163

Thus, $SGPA = 163/26 = 6.269$

Illustration No.2(a)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 5	4	E	4	$4 \times 4 = 16$
	26			C_i (First Attempt 163 + C_i Subsequent attempt 16 = 179)

Thus, $SGPA = 179/26 = 6.884$

Illustration No.3

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	A	8	$4 \times 8 = 32$
Course 2	4	C	6	$4 \times 6 = 24$
Course 3	4	B	7	$4 \times 7 = 28$
Course 4	4	O	10	$4 \times 10 = 40$
Course 5	4	S	9	$4 \times 9 = 36$
Course 6	4	C	6	$4 \times 6 = 24$
Course 7	1	S	9	$1 \times 9 = 9$
Course 8	1	C	6	$1 \times 6 = 6$
	26			199

Thus, SGPA = $199/26 = 7.653$

$$\text{CGPA} = \frac{26 \times 6.884 + 26 \times 7.653}{52} = 7.268$$

CGPA after Final Semester

Sem.1	Sem 2	Sem 3	Sem4
Credit 26	Credit 26	Credit 26	Credit 26
SGPA 7	SGPA 8.5	SGPA 6.86	SGPA 9.2

$$\text{Thus, CGPA} = \frac{26 \times 7 + 26 \times 8.5 + 26 \times 9.2 + 26 \times 6.86}{104} = 7.89$$

Transcript (Format): Based on the above recommendations on Letter grades, grade points, SGPA and CCPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.

R14.2 CONVERSION OF GRADES INTO PERCENTAGE

Conversion formula for the conversion of GPA into Percentage is

[CGPA Earned - 0.75] x 10 = Percentage of marks scored.

Illustration 1: [CGPA Earned 7.87 - 0.75] x 10 = 71.2%

Illustration 2: [CGPA Earned 7.91 - 0.75] x 10 = 71.6%

Illustration 3: [CGPA Earned 7.84 - 0.75] x 10 = 70.9%

R.14.3 A student is considered to have completed a Course successfully or achieved a pass grade and earned the credits if he / she secures a letter grade other than F in that Course. A letter grade F in any Course implies a failure in that Course.

R.14.4 A Course successfully completed cannot be repeated.

R.14.5 If a student gets a fail grade F in a course with theory and practical components, then he/she has to reappear in the end semester examinations of both.

R.14.6 To pass in a course with earnable credits a student has to score a minimum of 50% of the total normalized marks.

R.14.7 Provision of Make-up examination

For those students who have secured less than 50% marks in end semester examination the University shall conduct a make-up examination after the end of every semester and before the commencement of next subsequent semester.

Such of those students who have secured more than 50% marks in internal test together and less than 50% marks in the End Semester Examination in a given course shall appear for make-up examination in that course.

A student who is absent to End Semester Examination due to medical emergencies or such other exigencies and fulfills the minimum attendance and performance requirements in internal assessment shall appear for make-up examination.

Annexure

COURSE STRUCTURE – DUAL SPECIALIZATION

HUMAN RESOURCES DEVELOPMENT AND MEDICAL AND PSYCHIATRIC SOCIAL WORK

SEMETER 1	SEMESTER 2
Written papers 4 x 100 marks	Written papers 4 x 100 marks

1. Social Work - History and Philosophy 2. Social Case work 3. Social Group work 4. Organizational Psychology	1. Indian Society – Polity & Economy 2. Community Organization & Social Action 3. Social Welfare Administration 4. Social Research & Statistics
Fundamentals of Computer & Information Technology – 50 marks	Communication Skills and Language Proficiency – 50 marks
Field practicum – 100 marks (2 days in a week – Thursday & Friday)	Field practicum – 100 marks (2 days in a week – Thursday & Friday)
Employability Skill Assessment Programme -I	Employability Skill Assessment Programme -II
Seminar and Group presentation – 50 marks	Seminar and Group presentation – 50 marks
Total - 650 marks	Total - 650 marks
SEMETER 3	SEMESTER 4
Written papers 4 x 100 marks 1. Personnel Management & Human Resource Development 2. Medical Social Work 3. Management Concepts 4. Working with Children and Adolescence	Written papers 4 x 100 marks 1. Labour Laws 2. Industrial Relations and Labour Welfare 3. Psychiatric Social Work 4. Therapeutic Counselling
Field practicum – 100 marks (2 days in a week – Monday, Tuesday)	Field practicum – 100 marks (2 days in a week – Monday, Tuesday)
Summer Placement – 100 marks	Research Project – 100 marks (External Viva)
Seminar and Group presentation – 50 marks	Case Study on the Research Topic – 50 marks
Total - 650 marks	Total - 650 marks

COURSE STRUCTURE

SEMETER 1. Written papers 4 x 100 marks				
Sl. No.	Name of the Paper	Total Marks	Hours of Teaching/week	Credits
1	Social Work - History and Philosophy	100	4	4
2	Social Case work	100	4	4

3	Social Group work	100	4	4
4	Organizational Psychology	100	4	4
5	Fundamentals of Computer & Information Technology	50	2	1
6	Field practicum (2 days in a week – Friday, Saturday)	100	6	6
7	Employability Skill Assessment Programme -I	50	2	1
8	Seminar and Group presentation	50	2	1
	Total	650	28	25

SEMESTER 2. Written papers 4 x 100 marks

Sl. No.	Name of the Paper	Total Marks	Hours of Teaching/week	Credits
1	Indian Society – Polity & Economy	100	4	4
2	Community Organization & Social Action	100	4	4
3	Social Welfare Administration	100	4	4
4	Social Research & Statistics	100	4	4
5	Communication Skills and Language Proficiency	50	2	1
6	Field Practicum (2 days in a week – Friday, Saturday)	100	6	6
7	Employability Skill Assessment Programme -II	50	2	1
8	Seminar and Group presentation – 50 marks	50	2	1
	Total - 650 marks	650	28	25

**HUMAN RESOURCES DEVELOPMENT AND PSYCHIATRIC SOCIAL WORK
DUAL SPECIALIZATION**

SEMETER 3. Written papers 4 x 100 marks

Sl. No.	Name of the Paper	Total Marks	Hours of Teaching/ week	Credits
1	Personnel Management & HRD	100	4	4
2	Medical Social Work	100	4	4
3	Management Concepts	100	4	4
4	Working with Children and Adolescence	100	4	4
5	Field practicum (2 days in a week – Monday, Tuesday)	100	6	6
6	Summer Placement	100	4	2

7	Seminar and Group presentation	50	2	1
	Total - 650 marks	650	28	25

SEMESTER 4. Written papers 4 x 100 marks				
Sl. No.		Total Marks	Hours of Teaching/ week	Credits
1.	Industrial Relations & Labour Welfare	100	4	4
2.	Psychiatric Social Work	100	4	4
3.	Labour Laws	100	4	4
4.	Therapeutic counselling	100	4	4
5	Field practicum (2 days in a week – Monday, Tuesday)	100	6	6
6	Research Project (External Viva)	100	4	2
7	Case Study on the Research Topic	50	2	1
	Total	650	28	25

Examination Pattern :Theory Papers : Internal Assessment Marks :

Internal Assessment Marks are based on Assignments, & Internal Exams.

S. No.	Assessment Method	Marks
1	Assignments	10
2	Internal Exams (I & II)	40
	Total	50

Semester Exam Marks :

At the end of each semester, examinations will be conducted for all the papers to be covered in that semester and evaluation will be done for 50 marks each. The timings of the examination will be followed as per academic calendar.

Pattern of Question Paper in End Semester Examination :

The question paper pattern in each Semester Exam for 50 marks consists of Two marks questions 6 questions out of 8 (12 marks), Seven marks questions 4 out of 6 questions (28 marks) , and one long essay of 10 marks out of two (10 marks).

No. of Questions	Type	Question/Marks	Total Marks
8 out of 10	Objective type	8 x 1 = 08	08
4 out of 6	Short essay	4 x 7 = 28	28
1 out of 2	Long essay	1 x 10 =14	14
	Total Semester Marks		50

Practicals /Lab Papers :

Semester I

1. Computer Skills – 50 marks
2. Employability Skill Assessment Programme –I -50 marks
3. Field Practicum– 100 marks
4. Seminar and Group Presentation – 50 marks

Semester II

1. English Language Communication - 50 marks
2. Employability Skill Assessment Programme –II – 50 marks
3. Field Practicum -100 marks
4. Seminar and Group Presentation – 50 marks

Semester III

1. Summer Placemen/Industry internship – 100 marks
2. Field Practicum – 100 marks
3. Seminar and Group Presentation – 50 marks

Semester IV

1. Field Practicum – 100 marks (50 marks internal + 50 marks external Viva-Voce)
2. Seminar and Group Presentation – 50 marks
3. Research Project – 100 marks(50 marks internal + 50 marks external Viva-Voce)