



College of Social Work (Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

N.A.A.C. Re-accredited with CGPA
of 3.53 on four point scale at
Grade 'A' 3rd Cycle (2015)

11.12.2024

IMPORTANT NOTICE FOR ALL CLASSES

Subject: - Field work Examination Viva Voce

The Fieldwork Vivavoce will be held on 2nd and 3rd January 2025 at the College of Social Work (Autonomous), Nirmala Niketan, Mumbai.

- **Reporting Time:** 9.30 a.m.
- The total mark allotted for the **External Fieldwork Assessment** is 40 marks During the Fieldwork External Assessment student will be marked for Analytical Ability and Skills (20 marks each). Each candidate has to make a PowerPoint presentation for 7-8 minutes focusing on their tasks and learnings relevant to Analytical Ability and Skills at the beginning of the viva voce. Term I tasks **may** be included in the presentation, though the focus should be the tasks accomplished in Term II.
- **Recording Files** will be reviewed by the Panelists. The candidate will collect their recordings only before the viva voce from the Faculty Advisor and return them to the Faculty Advisor after the viva voce. If Panel members retain the recording files for further review, the Recording file will be collected later from the venue by the support staff and delivered to the concerned Faculty Advisor. A copy of the **Consolidated Time Sheet** filled carefully in pen and signed by the candidate verified and signed by the Faculty Advisor/Field Instructor must be maintained in the file.
- Recording Files must be duly signed by the Field Instructors.
- Kindly place a **label on the Recording Files** that includes the student's name, class, semester, name of the Fieldwork organization, name of the Fieldwork Instructor/ Faculty Advisor, and Academic Year. A title page with the details of the student and placement and different sections could be included in the recordings. Once Recording Files are submitted to the Field Instructor, students have been informed to collect the Recording Files from the Faculty Advisor ONLY before their viva voce.
- The Fieldwork Viva Voce is an Examination. The candidate is expected to be on time and maintain appropriate attire for the Viva Voce.
- All pending Fieldwork compensation must be completed before the viva voce.

Dr. Lidwin Dias
Principal

Controller of Examination
College of Social Work

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