

**COLLEGE OF SOCIAL WORK (AUTONOMOUS), NIRMALA NIKETAN
CONTINUOUS INTERNAL ASSESSMENT POLICY**



COLLEGE OF SOCIAL WORK (AUTONOMOUS), NIRMALA NIKETAN

EXAMINATION POLICY

The **Examinations Policy** is formulated to provide information on the procedures associated with examinations and assessment during the academic year. The Examination Policy includes information on Continuous Internal Assessment and Passing Norms.

CAVEAT: The authority to review the application of the Policy will be with the Hon Principal and Examination Board depending on the circumstances under consideration.

ASSESSMENT

The College conducts **assessments** for all theory and practical courses each semester, in the following manner:

1. The Continuous Internal Assessments (CIA I and CIA II) for 40 percent of the total marks of the course.
2. End Semester Examination for 60 percent of the total marks of the said course.

CONTINUOUS INTERNAL ASSESSMENT

BSW II, III and MSW I, MSW II

1. The course of study for the degree of Master of Social work shall be full time and its duration shall be four semesters extending over a period of two academic years. Each academic year shall be divided into two semesters, coinciding with the two terms as announced by the University of Mumbai for every academic year.
2. The Examination for the degree of Master of Social Work shall be held in four parts, at the end of semesters I, II, III, IV.

The College conducts **assessment** for all theory and practical courses in each semester, in the following manner: The assessment for the Bachelor of Social Work and Master of Social Work **Four-Credit Courses** consists of the Continuous Internal Assessment of 40 marks and End Semester Examination of 60 marks. The Internal Continuous Assessment includes an assignment, class test, attendance, and class participation. Class participation marks are based on task-based assessments such as group presentations, demonstration, preparing information, education and communication material, participation in field visits, and class assignments given in groups or individually. The Paper Pattern of the Class Test (10 marks) can be inclusive of objective and subjective questions.



CONTINUOUS INTERNAL ASSESSMENT

BSW II, III and MSW I, MSW II

For Courses with Four Credits

Marks: 100 Marks

| | |
|--------------------------------|--|
| Continuous Internal Assessment | 40 marks 20 marks- Assignment 10 marks- Class test 5 marks- Attendance 5 marks - Class participation |
| End Semester Exam | 60- marks |

The Assessment for the Bachelor of Social Work and Master of Social Work, **Two-Credit Courses** consist of the Continuous Internal Assessment of 20 marks and End Semester Examination of 30 marks. The Internal Continuous Assessment includes assignments, class tests, attendance, and class participation. Class participation marks could be based on task-based assessments such as group presentations, demonstration, preparing information, education and communication material, participation in field visits, and class assignments given in groups or individually. The Paper Pattern of the Class Test (5 marks) can be inclusive of objective and subjective questions.

CONTINUOUS INTERNAL ASSESSMENT

BSW II, III and MSW I, MSW II

For Courses with Two Credits

Marks: 50 Marks

| | |
|--------------------------------|--|
| Continuous Internal Assessment | 20 marks 10 marks- Assignment 5 marks -Class Test 2.5 marks- Attendance 2.5 marks - Class participation |
| End Semester Exam | 30 marks |

For the BSW (Hons) Program

Bsw I Course

Internal Assessment Components

| Internal Assessment Components | 2 Credits | 4 Credits |
|--------------------------------|-----------|-----------|
| Assignment | 10 | 20 |
| Class Test | 10 | 20 |
| Internal Assessment Marks | 20 | 40 |



PASSING NORMS

Theory Courses

To pass a course Students must obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks in the Internal Assessment and 40% marks in Semester End Examination. *For a four credit paper the student shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course. For a two credit paper the student shall obtain minimum of 40% marks (ie 8 out of 20) in the internal assessment and 40% marks in Semester End Examination (ie 12 out of 30) separately to pass the course. (Amendment IQAC meeting 11th October 2023)*

| Total Marks allotted to the subject | Qualifying Marks | | |
|-------------------------------------|---|--|---|
| 100 marks | 40 percent marks (Total marks of Continuous Internal Assessment: Assignments and Class Tests and End Semester Examination) | 40 percent marks(Total marks of Continuous Internal Assessment: Assignments and Class Tests) | 40 percent marks End Semester Examination |
| | 40/100 | 16/40 | 24/60 |
| 50 marks | 20 marks (Total marks of Continuous Internal Assessment: Assignments and Class Tests and End Semester Examination) | 40 percent marks(Total marks of Continuous Internal Assessment: Assignments and Class Tests) | 40 percent marks End Semester Examination |
| | 20/50 | 8/20 | 12/30 |

ASSIGNMENT POLICY

Assignments/Class Tests are an important aspect of assessment of students aimed at improving student engagement and performance. The Assignment Policy is a guideline aimed at ensuring quality of student's course work and accountability.

Generic Rules:

1. The sections of the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism In Higher Educational Institutions) Regulations, 2018 would be considered in the assessment of all assignments/projects submitted as part of course work wherever and whenever applicable. Ref: https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf
2. Every student submitting an assignment etc as part of the academic work shall submit an undertaking indicating that the document has been prepared by the student and that the document is the student's original work and free of any plagiarism.
3. The student should ensure that all quoted work is reproduced with all necessary permission and/or attribution. All references, bibliography, table of content, preface and acknowledgments, and all generic terms, laws, standard symbols, and standards equations are provided in the assignment.
4. Penalties in case of plagiarism: Such student shall be asked to submit a revised script within a stipulated period not exceeding 6 months and/or such student shall be awarded zero marks in the assignment.
5. There should be a minimum gap of **30 days** between announcing the assignment topic and its submission, even if the relevant portion has not been covered. There should be a minimum gap of **30 days** between covering the portion relevant to the assignment and its submission.
6. **Absenteeism** on a submission date will **not** entail a re-examination/re-assignment and will lead to the student getting **nil** marks for the missed assignment/class test. However, such a decision will be solely at the Principal's and the discretion of the examination committee.
7. **Students** are responsible for noting the dates of given assignments/class tests.
8. If a submission date falls on a public holiday, the next working day will be the submission date.
9. The type of assignment will eventually be decided by the Course Coordinator/Subject Teacher
10. A rubric specifying the criteria of evaluation for Formative Assessments is recommended
11. The Unfair Means Policy of the College will be applicable for all academic work assigned as part of the Formative Assessments.

Types of Assignments (a few examples)

| | Type | Details |
|---|-------------------------------|---|
| 1 | Book/Film Review | The book/film should be relevant to the subject matter Assignment should identify the issue/theme developed in the book/film Students should develop their critique on the book/film Publication/production details must be given clearly A proforma for the book review report will be submitted to the students. |
| 2 | Observation/Case Study | Individuals, groups, and communities can be observed. A format of analysis will be provided to students for report submission. |
| 3 | Presentation/Demo | Specifically meant for subjects like Nutrition, Education, etc that lend themselves to this methodology (e.g., Nutrition students could select a low-cost recipe, identify the food groups, and understand the method of preparation, nutrition value, budget, and target group) The Project should be accompanied by a write-up Course Coordinator/Subject Teacher should outline assignment structure for report submission |
| 4 | Creating IEC Material | Preferably for BSW-I and MSW-I students depending on the subject matter. IEC material could include Brochures; Posters; Wall calendars; Murals; Desktop flip charts (for one-on-one and small group education) and so on. |
| 5 | Any Other Type | Can be considered in consultation with the Course Coordinator/Subject Teacher provided it adequately challenges the reading and reflecting abilities of the student as per the course objectives |

Evaluation of assignments can be based on the Formatting (paragraphing and sub-titling) and presentation of ideas, Content: Analysis of causal factors, drawing inferences, theory linkage, connectivity and logical flow of ideas, summarizing, references, and originality and creativity.

Points to Remember:

1. A candidate who passes internal but fails external shall carry over internal marks and reappear for external assessment.
2. The internal assessment will be done by the teachers who teach the subjects, and the marks will be communicated to students except in Research Projects/Term Paper and Fieldwork.



**INSTRUCTIONS FOR ASSIGNMENT SUBMISSION and CLASS TEST
BSW II, BSW III, MSW I and MSW II**

1. Students are expected to take note of the dates of the given assignments sent by the Examination Committee.
2. Assignment should be centrally submitted to the Admin office (Ms. Maya) on the scheduled date by 3pm.
3. In case of submission after the scheduled date every single day of late submission, one mark will be deducted.
4. If assignment submissions are delayed due to medical reasons an email must be sent to the Controller of Examinations (cswnn2019exam@gmail.com) and the subject teacher specifying the reasons and with a duly attached medical certificates. The revised dates for submission will be intimated by the subject teacher.
5. If the student is unable to attend the class test due to medical reasons an email must be sent to the Controller of Examinations (cswnn2019exam@gmail.com) and the subject teacher specifying the reasons and with a duly attached medical certificates. The revised dates for submission will be intimated by the subject teacher.
6. The marks assigned for the Class Test and Assignments for Four credit paper and two credit paper is given below

Internal Assessment Components

| Internal Assessment Components | 2 Credits | 4 Credits |
|--------------------------------|-----------|-----------|
| Assignment | 5 | 10 |
| Class Test | 10 | 20 |
| Student Participation | 2.5 | 5 |
| Attendance | 2.5 | 5 |
| Internal Assessment Marks | 20 | 40 |

7. Marks will be assigned for Attendance (5 Marks for 4 credit paper and 2.5 marks for 2 credit paper).

Marks Assigned for Attendance

| Percentage | 4 Credits | 2 Credits |
|-------------------|-----------|-----------|
| 96 to 100 percent | 5 | 2.5 |
| 91 to 95 percent | 4 | 2 |
| 86 to 90 percent | 3 | 1.5 |
| 81 to 85 percent | 2 | 1 |
| 75 to 80 percent | 1 | .5 |
| Below 75 percent | Zero | 0 |

8. If the student is failing in the internal exams the subject teacher in consultation with the examination committee will give a Reassignment / Retest (any one of the above) before the final exam.



INSTRUCTIONS FOR ASSIGNMENT SUBMISSION and CLASS TEST FOR THE BSW (HONS) PROGRAM

1. Students are expected to take note of the dates of the given assignments sent by the Examination Committee.
2. Assignment should be centrally submitted to the Admin office (Ms. Maya) on the scheduled date by 3pm.
3. In case of submission after the scheduled data every single day of late submission, one mark will be deducted.
4. If assignment submissions are delayed due to medical reasons an email must be sent to the Controller of Examinations (cswnn2019exam@gmail.com) and the subject teacher specifying the reasons and with a duly attached medical certificates. The revised dates for submission will be intimated by the subject teacher.
5. If the student is unable to attend the class test due to medical reasons an email must be sent to the Controller of Examinations (cswnn2019exam@gmail.com) and the subject teacher specifying the reasons and with a duly attached medical certificates. The revised dates for submission will be intimated by the subject teacher.
6. The marks assigned for the Class Test and Assignments for Four credit paper and two credit paper is given below

Internal Assessment Components

| Internal Assessment Components | 2 Credits | 4 Credits |
|---------------------------------------|------------------|------------------|
| Assignment | 10 | 20 |
| Class Test | 10 | 20 |
| Internal Assessment Marks | 20 | 40 |

7. If the student is failing in the internal exams the subject teacher in consultation with the examination committee will give a Reassignment / Retest (any one of the above) before the final exam.



PROCEDURE FOR PLAGIARISM CHECK FOR ASSIGNMENT SUBMISSION

ASSIGNMENT REQUISITES

1. The course Assignments will require the student to demonstrate critical thinking via assimilation and synthesis of ideas when using credible, outside and course specific resources.
2. References are compulsory and should be based on the APA guidelines. All sources from where material whether newspaper or magazine articles, books, papers, websites, the unpublished matter must be acknowledged in the Bibliography/references, etc. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own”. For assessment of assignments, in which more there is more than 10 % of similarities with any referred source/sources, the guidelines as specified by the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 will be applied.

PROCEDURE FOR PLAGIARISM CHECK FOR ASSIGNMENT SUBMISSION

Kindly note the student is expected to submit the Plagiarism verification report along with the assignments

THE FOLLOWING STEPS SHALL BE PERFORMED FOR THE PLAGIARISM CHECK

1. After the student completes the assignment the student is expected to share the soft copy of the assignment for the plagiarism check
2. The students are expected to submit a soft copy to the librarian in a folder with their name subject and topic of the assignment
3. The Plagiarism check shall be performed using the Plagiarism software **DRILL BIT**. This software is designed to reduce the duplication of research.
4. The software checks the percentage of duplicity of the content with the online sources by providing the source link of the plagiarized section to ensure comprehensive checking.

CONTENTS OF THE SOFT COPY THAT MUST BE SUBMITTED

1. The Plagiarism check shall be applied for the entire assignment.
2. Please note while submitting the soft copy of your assignment the following sections must not be included (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018

- The Cover page

- Table of content/Index,
- List of tables,
- List of figures,
- List of symbols,
- List of abbreviations
- References/bibliography and appendices [vide section 7.ii of UGC nt (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018]

3. As per the UGC regulations, following penalties will be imposed in case of plagiarism in assignments considering the severity of plagiarism:

| 1. | Level | Similarity Percentage | Penalty |
|----|-----------------|-------------------------------|--|
| 2. | Level 0: | Similarities up to 10% | Minor Similarities, no penalty |
| 3. | Level 1 | Similarities above 10% to 40% | Such students shall be asked to submit a revised script within a stipulated time period |
| 4. | Level 2 | Similarities above 40% to 60% | Such students shall be debarred from submitting the final assignment. The final submission will be allowed only if required modifications are brought in the final document. |
| 5. | Level 3 | Similarities above 60% | Such student shall not be allowed to submit the final assignment. |

4. The subject teacher must duly note that while computing the percentage the following can be excluded. Check the generated report while computing the percentage of similarity during plagiarism check:

- "[G]eneric terms, laws, standard symbols and standards equations" [vide section 7.iii of (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018] and other expressions of common knowledge such as scientific laws, concepts and theories.
- Self-citations with appropriate attributions
- All quoted text with appropriate attributions

5. On receipt of the Plagiarism / Similarity check test report with the percentage from the Librarian, the subject teacher shall ensure that if the percentage is above the permissible limit the student



needs to submit the revised version within three days.

6. Similarities above 10% to 40% - Such students shall be asked to submit a revised script within a stipulated time period.
7. Similarities above 40% to 60% - Such students shall be debarred from submitting the final assignment. The final submission will be allowed only if required modifications are brought in the final document.
8. Similarities above 60% -Such student shall not be allowed to submit the final assignment.
9. The permissible similarity index shall not be more than 10%. However even after verification if it is above 10% due to repetitive terms, acts and other such expressions of common knowledge, the research committee will take a decision conjointly in a review meeting with the student.
10. In case, plagiarism is detected in such assignment at a later stage, procedures will follow as per section 12 of UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.



ALLOWED TO KEEP TERMS

Those students in Bachelor of Social Work who fail in Courses up to four subjects (excluding Field Work) across both the semesters in an academic year, will be 'Allowed to Keep Terms' (ATKT) and appear for the Additional Examination(s) in the subsequent Semester. Those students who fail in courses adding up to more than four subjects across both semesters in an academic year will be declared failed in that academic year. However, a candidate who has obtained 40 percent or more of the full marks in Fieldwork may claim an exemption in Fieldwork. The internal marks of the student will be carried forward for the additional examination and student must appear for external exams of 60 marks or 30 marks based on the credits for each subject.

The BSW candidate who has backlog of four subjects across all four Semesters can be admitted in Semester V. If the backlog is not cleared before the Semester V exams the candidate is not allowed to appear for Semester V but be allowed to attend classes of Semester VI. While giving the Semester VI exams candidate must clear all ATKT of Sem 1 to 4 and is allowed to keep 2 ATKT of Semester V to appear for Semester VI. The Semester VI results will be kept on RW (Results Withheld), and results of Semester VI will not be declared till the Semester V ATKT are cleared.

Those students in Master of Social Work who fail in Courses up to four subjects (excluding Field Work) across both the semesters in an academic year, will be 'Allowed to Keep Terms' (ATKT) and appear for the Additional Examination(s) in the subsequent Semester. Those students who fail in courses adding up to more than four subjects across both semesters in an academic year will be declared failed in that academic year. However, a candidate who has obtained 40 percent or more of the full marks in Fieldwork may claim an exemption in Fieldwork. The MSW candidate who has backlog of four subjects across all four Semesters can be admitted in Semester III. If the backlog is not cleared before the Semester III exams the candidate is not allowed to appear for Semester III but be allowed to attend classes of Semester IV. While giving the Semester IV exams the candidate must clear all ATKT of Semester 1 and II and is allowed to keep 2 ATKT of Semester III to appear for Semester VI. The Semester VI results will be kept on RW (Results Withheld) till the Semester III ATKT are cleared.



Fieldwork

Fieldwork is assessed for 100 marks each at the end of every semester of the Master of Social Work and Bachelor of Social Work academic programme. To pass a Fieldwork Practicum Course, the student should obtain 40 percent marks in each semester.

For Bachelor of Social Work, Semester I, Semester III and Semester V, and Master of Social Work, Semester I, Semester III the assessment of the student is done for 100 marks internally. Evaluation conferences are held at the end of each semester. A written review of the student's progress based on the guidelines outlined in the Fieldwork Manual is prepared by the Field Instructor and the student and presented during the Individual Evaluation scheduled by the Field Instructor.

The evaluation process goes through three levels for Bachelor of Social Work Semester I, Semester III, and Semester V and Master of Social Work, Semester I and Semester III.

1. Individual Evaluation of the student with the Faculty Advisor/Field Instructor done through Evaluation Conferences. The students are marked based on the proforma given by the Fieldwork Committee.
2. Small-Group Meeting of Field Instructors appointed panel wise by the Field Work Committee for standardization of marks
3. Large Group Meeting comprising of Faculty Members for the final standardization of marks class-wise.

For Bachelor of Social Work, Semester II, Semester IV; and Semester VI and Master of Social Work Semester II and IV, the student will be assessed internally for 60 marks by the Field Instructor and 40 marks assigned to the student's performance in the Viva Voce/External Assessment by an external panel nominated by the Fieldwork Committee and Examination Committee. Fieldwork marks will not be communicated to the students during the assessment process.

Procedure for unsatisfactory performance in Fieldwork.

Unsatisfactory performance in Fieldwork includes but is not limited to failure to submit recordings on the stipulated date; absenteeism in Fieldwork without intimating concerned authorities; frequent delay in completion of tasks; violation of the clauses of Ethical conduct in Fieldwork as specified in the Code of Conduct of the College with reference to Field work and those specified in the Fieldwork Manual.

Procedure for Unsatisfactory Performance in Fieldwork

1. During the regular conferences, the unsatisfactory performance of the student is discussed, and



the student's problems/limitations are pointed out.

2. If the student performance does not show improvement, the Fieldwork Instructor is expected to give a warning letter to the student with cc to the Fieldwork Committee.

3. If the student's performance continues to remain unsatisfactory even after the warning letter is given and the student is declared fail, the student must be informed in writing about the decision of the Fieldwork Instructor. The student who decides to appeal against the decision must do so in writing and submit the same to the Field Instructor. If the Fieldwork Instructor retains the decision to fail the student the matter is reported to the Fieldwork Committee for further course of action. A committee nominated by the Principal is appointed to review the performance of the student based on the student's recordings, overall conduct in the field, attendance, participation. The Committee so appointed presents their review of the student's performance and based on these reports, a final decision will be made concerning the passing/failing of students. The student will not be allowed to appear for the Viva Voce/External Assessment (scheduled for Bachelor of Social Work Semester II, IV, and VI and Master of Social Semester II, IV) if the student has been declared fail. The student may seek a special hearing with the Principal of the College along with the Controller of Examinations for review of the Committee decision within two days of receiving the verdict of the Committee. The decision of the Principal and the Controller of Examination will be final in the matter.

A student failing in Field Work is expected will have to repeat the entire Fieldwork which includes 180 hours per Semester. The Fieldwork hours completed by the student in the Semester the student has declared failed in Fieldwork will not be carried forward. Failure in Fieldwork will not entitle a student to keep terms for the higher class.

Students will also be assessed for a total of 10 marks for their conduct in camps based on the Evaluation Criteria specified by the Camp Policy. A student who remains absent for camps without prior notice and sanction of the Principal will have to forgo the entire camp marks and the camp fees. The Principal will have the sole authority to condone the student's absence from the camp.

Passing Norms for Fieldwork

Amendment: Governing Board Meeting 16 May 2023.

Students who do not qualify in Fieldwork in their respective Semester will have to forgo their hours of Fieldwork in that Semester. The student will be permitted to complete the entire Fieldwork hours for that Semester during the subsequent vacations (With permission of concerned authorities) in a placement organization centrally decided by the Fieldwork Committee. The fees for the will have to be borne by the student. Only if the student completes 180 hours and the performance is found satisfactory will the student be permitted to Keep Terms for the subsequent Semester.



**COLLEGE OF SOCIAL WORK, NIRMALA
NIKETAN (AUTONOMOUS) FOR STUDENTS
WITH DISABILITY**

As per the provisions of the Rights of Persons with Disability Act, 2016 students with physical and visual disabilities will get extra time for writing examination papers. This extra time would be 20 minutes per hour i.e. for a 3-hour paper extra time would be 1 hour. These candidates can also ask for a writer if required in giving an application one month before the exam.

Candidates with physical and visual disabilities will get compensatory time for writing examination papers. This extra time would be 20 minutes per hour i.e. for a 3-hour paper extra time would be 1 hour. These candidates can also ask for a writer if required.

***Candidates with Specific learning disability (Dyslexia/Dysgraphia & Dyscalculia) will get compensatory time for writing the examination paper [Maximum is 1 hr for a 3 hr paper].
(Amendment IQAC meeting 11th October 2023)***

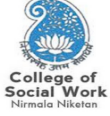
Candidates seeking the above provisions will have to apply in a prescribed format in advance to Principal of the College with appropriate supporting documents for getting approval and necessary permission.

Scribe (writer) Amanuensis/Reader/Reader-cum-Writer may be made available to the person with disability by the College. The Question Paper may be read out, but not explained in any way to the candidate(s). Such support is to be provided free of cost to the candidate. The scribe/writer should be from the same stream of subjects but a lower class and must not be related to the candidate. The need for the scribe may be judged on a case per case basis concerning the function affected.

In addition to the adaptation of the Mumbai University guidelines for students with special needs/with a disability during examinations, students with visual disabilities will be exempted from answering the question based on statistics in the paper. Instead of a question based on statistics, the Research Paper will include all questions from the theory covered in the research course.



Application for availing the facility of a Scribe/Writer during Examinations



COLLEGE OF SOCIALWORK(AUTONOMOUS) ,NIRMALA NIKETAN

Date :

To:

**The Examination Department
College of social work(
Autonomous),Nirmala nikan**

Sub: Application for availing the facility of a Scribe/Writer during Examinations

Dear Madam,

I wish to avail the facility of a Scribe/Writer during the Internal External Examination to be conducted on

Details of the Candidate

Name of the Student: Mobile No.:

Name of the Degree Program:

Roll No. Academic Year: /Semester:

Examination Dates:

Details of Examination Script: Writing in Hindi/ English/ Marathi

Type of Permanent /Temporary Physical Disability / Learning Disability:

Yours faithfully,

Signature of the Student Date

Enclosed: Medical Certificate from a Registered Medical Practitioner duly stamped



COLLEGE OF SOCIAL WORK, NIRMALA NIKETAN (AUTONOMOUS)
UNFAIR MEANS POLICY

The Unfair Means Policy of the College is based on the various sections of the Maharashtra Prevention of Malpractices at University/Board and Other Specified Examination Act, 1982 and Ordinance No 5050 of the University of Mumbai.

Reference:

1. <https://archive.mu.ac.in/O.5050.pdf>,
2. <https://lj.maharashtra.gov.in/Site/Upload/Acts/MAHARASHTRA%20ACT%20No.%20XXXI%20OF%201982..pdf>

Unfair Means and Misconduct during examinations. The following actions of the candidate during examination shall be termed as unfair means/misconduct by the candidate:

1. During examination time having in possession or access to a. Any paper, book, note, or any other unauthorized material which has relevance to the syllabus of the examination paper concerned. b. Mobile Phones or any electronic gadget other than a calculator, even in switch-off mode, can potentially be used for communication or copying. c. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned. d. Anything written or signs made on the body of the candidate or clothes/garments, handkerchief, etc which may have relevance to the syllabus of the examination paper concerned. e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the examination hours.
3. Impersonating any candidate or getting impersonated by any person for taking the examination.
4. Transcribing any unauthorised material or any other use thereof.
5. Intimidating or using obscene language or threatening or use of violence against the Invigilator or person ' on duty for the conduct of the examination or manhandling the Invigilator or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
6. Unauthorizedly communicating with other candidate's s or anyone else inside or outside the examination hall.
7. Mutual/Mass copying



8. Smuggling-out, either blank or written, or smuggling-in of answer books as copying material.
9. Smuggling-in blank or written answer book and forging the signature of the Jr. Supervisor thereon
10. Interfering with or counterfeiting of College/ Institution seal, or answer books or office stationery used in the examinations
11. Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.
12. Impersonation at the University/College/Institution examination/s
13. Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the University or College or Institution examination.
14. Or any other similar acts/and/or omission/s which may be considered as unfair means by the competent authority.

Procedure to deal with cases of Unfair Means.

1. Confiscate the answer book of the student, mark it as a "suspected unfair means case" and issue the student a fresh answer book duly marked if the student intends to continue the exam. Otherwise, the student may be allowed to leave the exam hall after half of the time allowed for exam is over.
2. A statement to the effect be recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement, then the invigilator may record in writing that the student had refused to record such a statement.
3. At the end of the examination, the invigilator will forward all the materials and list of material, the undertaking with the statement of the student and that of the Jr. Supervisor, and the answer books to the Senior Supervisor to be forwarded to the Chief Conductor of examinations.
4. However, if the material used for Unfair Means is like the desk or some part (s) of the human body or is some oral conversation between peer examinees and can't be attached with the answer book of the student then the invigilator may call the concerned authorities to to make them witness the case.
5. The use of unfair means case shall be discussed by the Unfair Means Committee whereby the candidate shall be given a chance to defend the case before the committee. The case shall be presented by the concerned invigilator before the Unfair Means committee. The

UMC committee constituted shall consist of the following: i. The Committee shall consist of five teachers (other than the Principal /Head) to be nominated by the Principal/ Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members of the Unfair Means Inquiry Committee.

6. The notice relating to the date & time of hearing of the case shall be sent to the candidate. If the service of the notice is not affected due to the fault of the candidate, the committee shall proceed ex-parte. In case delay is caused in the service of the notice for no fault on the part of the candidate, a new date of hearing shall be fixed by the committee.
7. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the concerned competent authority, which will issue final orders concerning the penal action to be taken against the student/s after considering the reported facts and findings of the case by the Committee.
8. Norms of Punishment
 - i. If the candidate is found to have in possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it the punishment will be the cancellation of the examination of that particular paper and the candidate will be awarded an F grade in that paper with all the consequences to follow. However, if the material found in possession of the candidate is insignificant the punishment may be relaxed to the extent that the candidate will be given the chance to reappear in the examination.
 - ii. If a candidate is found to have copied from or used the material caught, the punishment will be the cancellation of the present semester examination and the candidate shall be awarded an F grade in all the papers of that semester with all the consequences to follow.
 - iii. If the candidate is found talking to another candidate or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator the examination in that paper may be cancelled and an F grade will be awarded in that paper with all the consequences to follow.
 - iv. If the candidate is found reading or possesses some incriminating material relevant to the syllabus of the paper in the verandah, urinal, etc the examination in that paper or whole semester examination depending on the gravity of the offense shall be cancelled.
 - v. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the



examination hours, the examination in that paper will be cancelled and the F grade will be awarded in that paper with all the consequences to follow.

- vi. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.

Remedial Measures

Counselling services to be provided to the students for exploring circumstances of the offense and prevent repeat indulgence of unfair means.

Appeal against Punishment awarded by UMC

A candidate aggrieved by the punishment awarded to him/her may prefer an appeal to the Head of the Institution within a month from the date of the order.



COLLEGE OF SOCIAL WORK, NIRMALA NIKETAN (AUTONOMOUS)
RULES FOR PROVIDING THE PHOTO/XEROX COPY/IES OF
ASSESSED ANSWER - BOOK/S

1. Applying for a Photo/Xerox copy of the answer book and applying for Revaluation will be two independent processes.
2. Applying for the Photo/Xerox copy of the answer book or having a Photo/Xerox copy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject.
3. The student can independently apply for revaluation OR Photo/Xerox OR both simultaneously.
4. If the examiner is not satisfied with the marks awarded, the candidate may independently apply for revaluation in the prescribed form within the period and in the manner prescribed, whether the candidate has applied for Photo/Xerox copy/copies of the same.
5. This revaluation facility shall be for theory papers only.
6. The revaluation of the answer book shall not be permitted in respect of the marks awarded to the field work/ term work/project work/dissertation / internal assessment / and in viva voce
7. A candidate can apply for the revaluation of the answer book of the subject only if the candidate has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
8. The prescribed application form for revaluation of the answer book can be obtained from the office of the College of Social Work, Nirmala Niketan.
9. The non-refundable prescribed fees per subject per answer book for the purpose of revaluation shall be paid by the candidate as instructed by the Administrative Incharge.
10. The prescribed application form for revaluation of answer book duly filled in and signed by the candidate only is to be submitted along with the statement of marks, prescribed fees as above, and question paper/s for which the candidate intends to apply for revaluation, within **fifteen (15)** working days from the date of the declaration of the result of the respective examination or the date on the college issued the statement of marks, whichever is later.



11. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded, nor will any representation be entertained.

12. On rectification of the result as per the provisions above, the candidate can apply for revaluation within seven working days from the date of receipt of the rectified result if the candidate was not eligible to apply for revaluation of the said answer book and only by such rectification becomes eligible for revaluation in the said subject, subject to other limitations contained.



ATTENDANCE POLICY

The College expects 100 % attendance in all Courses at all lectures/Field Work Practicum per chosen course. A minimum of 75 percent attendance is made mandatory (Ref: Ordinance 119 vide University's Circular No. UG/502 of 1999).

A student with less than 75 percent attendance in a course will not be allowed to appear for Semester End Examination in that course.

A condonation up to 50 % of lectures or below per Course could be made at the discretion of the Principal, in the following cases:

1. Serious illness authenticated by a Doctor's Certificate and Medical records and submitted within two days of resuming College.
2. Family emergencies , with validating documents (acceptable to the Principal) and submitted within two days of resuming College
3. For the student who is deputed to represent the College, the total attendance will be reduced by the number of days spent representing the College. However, such students will have to complete 75 % of the lessened total.

Unless unavoidable, students are not allowed to miss lectures, Continuous Internal Assessment, or End Semester Examinations without the prior permission of the Principal. Absence without prior permission will make students liable to disciplinary action, including denial of Terms.

Absence from any Test/Examination must have documentary justification which must be presented, to the concerned Principal/ Subject teacher and Exam Committee within two days of resuming College.

In case of illness, a Medical Certificate and Medical Records must be produced. In case of bereavement, the Death Certificate will have to be submitted. No documents will be accepted after the two days.

The documents submitted for condonation of leave must be accompanied by a covering letter from the Parent or Guardian of the student. Attendance Marks (AG) for each course will be displayed in the Semester Mark sheets. For Condonation purpose it is a prerequisite to submit a leave application in the prescribed format within two days of resuming college. The decisions pertaining to condonation are at the discretion of the Principal and the examination committee.



Application of Leave of Absence



COLLEGE OF SOCIALWORK(AUTONOMOUS) ,NIRMALA NIKETAN

Date :

To:

**The Examination Department
College of social work(
Autonomous),Nirmala nikanetan**

Sub: Application of Leave of Absence

Dear Madam,

This is to kindly inform that i have availed leave from: to.....and I have misseddays of Feld work/ Theory classes.

Details of the Candidate

Name of the Student:

Mobile No.:

Name of the Degree Program:

Roll No. Academic Year: /Semester:

Reasons for Absentia

Details on the Classes Missed

Course(s) / subject(s) missed during absence :
No. of Class / hours held during leave period

Enclosures Details

Yours faithfully,

Signature of the Student with Date

Signature of the Faculty Advisor with Date

Enclosure: Medical Certificate from a Registered Medical Practitioner duly stamped
For Family emergencies Prarents/ Guardians Letter must be attached



Ordinances, Regulations and Syllabus
For
Master of Social Work



College of Social Work (Autonomous)

Ordinances, Regulations and Syllabus

For

Master of Social Work

(Choice Based Credit System with effect from the academic year 2019-2020)

(Revision 2019)

Introduction

The vision of the Master of Social Work (MSW) programme is to build a cadre of committed grassroots level development and professional social workers who would be fully equipped to respond to the changing global and local socio-economic realities. The programme, developed on a liberal arts paradigm enables students to use the full range of tools, theories and perspectives to understand, recognize, critique and appreciate themselves and their role in the globally dynamic environment. The distinct method of instruction (comprising andragogic and participatory teaching learning exercises) sets the tone for this strong foundation and helps the students to develop diverse, experiential, and practical knowledge.

The graduates having been grounded in liberal arts and generalist social work perspectives can be employed in the government, NGOs, Social Movements, Hospitals, Social Enterprises, Cooperatives, International Development Agencies and CSR Projects, in capacities such as Community Organisers, Program Officers, Social Planners, Development Facilitators, and Social Welfare Administrators

Programme Objectives

The objectives of the MSW programme are as follows:

- To create critical understanding of social realities reflecting its changing nature and participate in the dynamics of change
- To orient students on diverse population, their issues and social justice stance for social work practice
- To equip the students with skills to work with different groups and communities using social work practice methods and strategies
- To inculcate professional values and ethics that guide social work graduates in professional practice

Competencies Developed by the End of the Programme



- Critical thinking
- Professional use of self
- Understanding the forms and mechanisms of oppression and discrimination and the strategies of change that advance social and economic justice.
- Understanding the history of the social work profession and its current structures and issues.
- Applying the knowledge and skills of generalist social work to practice.
- Applying knowledge of bio-psycho-social theoretical frameworks to understand the interactions among individuals and between individuals and society
- Analysing the impact of social policies on individuals, groups and communities.
- Acumen for scientific research studies and integrating research findings to practice
- Using communication skills differentially with a variety of stakeholders

Ordinances and regulations / Examination policy under autonomous system from 2019-20

3. The course of study for the degree of Master of Social work shall be full time and its duration shall be four semesters extending over a period of two academic years. Each academic year shall be divided into two semesters, coinciding with the two terms as announced by the University of Mumbai for every academic year.
4. The Examination for the degree of Master of Social Work shall be held in four parts, at the end of semesters I, II, III, IV.

The College conducts **assessment** for all theory and practical courses in each semester, in the following manner:

1. The Continuous Internal Assessments (**CIA I and CIA II**) for 40 percent of the total marks of the course.
2. One End Semester Examination for 60 percent of the total marks of the said course.

Theory: continuous internal assessment (CIA)

1. Two Continuous Internal Assessment will be held per semester. There will be no retest for the Continuous Internal Assessments. Any student who misses the Continuous Internal Assessment I or Continuous Internal Assessment II or both can acquire the 40 percent required to pass the course through the 60-mark End Semester Exam.

However, the Principal may request the concerned course teacher to hold a special continuous internal assessment (of one or more courses) for a student, within the same semester, under certain circumstances given in detail in Exam policy document



Four credit course

2. The Assessment for the Master of Social Work for Four Credit Courses consist of the CIA of 40 marks and End Semester Examination of 60 marks. The CIA includes *class test*, *attendance* and *class participation*. Class participation marks are based on task-based assessment such as group presentations, demonstration, preparing information, education and communication material, participation in field visits and class assignments given in groups or individually.

MARKS: 100 MARKS

| | |
|--------------------------------|---|
| Continuous Internal Assessment | 40 percent 20 - Class test 10- Assignment 5 - Attendance 5 - Class participation |
| End Semester Exam | 60 percent 60- marks Question Paper |

Two credit course

3. The Assessment for the Master of Social Work for **Two Credit Courses consist of the CIA of 20 marks and End Semester Examination of 30 marks**. The CIA includes *class test*, *assignment*, *attendance* and *class participation*. Class participation marks are based on task-based assessment such as group presentations, demonstration, preparing information, education and communication material, participation in field visits and class assignments given in groups or individually.

MARKS: 50 MARKS

| | |
|--------------------------------|---|
| Continuous Internal Assessment | 20 percent - Class test 5- Assignment 2.5 - Attendance 2.5 - Class participation |
| End Semester Exam | 30 percent |
| | 30 marks Question paper |

PASSING NORMS

Theory Course

4. To pass a Theory Course, as student is required to obtain a **minimum of 40 percent marks** allotted to the course, which includes **CIA** and End Semester Exams. If a student fails to secure the required minimum 40 percent of the total marks, that student will have to reappear for the **Additional three hours Examination for 100 marks (4 Credits Paper)** and **Additional two hours Examination for 50 marks (2 Credits Paper)** at the end of the subsequent semester, with 40 percent as the passing marks. Unless permitted by the Principal, no additional Continuous Internal Assessment will be held.



5. The student will have to forgo all the Continuous Internal Assessment marks earned in the ongoing semester in that course. The marks secured by the student in the Additional Examination of 100 marks or 50 marks will be the marks ultimately awarded.
6. Those students who do not register for the Additional Examination within the stipulated period (15 days of the declaration of the result) will not be permitted to appear for the concerned examination (s).

Fieldwork

1. To pass a Fieldwork Practicum Course, the student should obtain 40 percent marks in each semester. Fieldwork is assessed for 100 marks each at the end of every semester.
2. For Master of Social Work, Semester I, Semester III the Assessment of the student is done for 100 marks internally.
3. For Master of Social Work, Semester II the student will be assessed internally for 60 marks by the Field Instructor. The student will be assessed for 40 marks through a Viva Voce by an external panel appointed by the Board of Examinations.
4. For Master of Social Work, Semester IV the student will be assessed internally for 60 marks by the Field Instructor. The student will be assessed for 40 marks for the submitted Field based Project, through a Viva Voce by an external panel appointed by the Board of Examinations.
5. If a student's performance in Fieldwork is consistently found unsatisfactory all through the semester the student will not be allowed to appear for the Viva Voce. Unsatisfactory performance is specified in the Fieldwork Manual.
6. The Field Work hours completed by the student who has been declared failed in Field Work will not be carried forward. Failure in Field Work does not entitle a student to keep terms for the higher class. A student failing in Field Work shall have to make up the entire semester fieldwork

Grace Mark Norms

1. Grace marks for passing: Up to a maximum 1 % of the Grand Total per semester can be added to any of the Courses) to fulfil the passing norms.
2. Grace marks for Award of Class: Up to 1 % will be added to the Grand Total to obtain a Second Class or First Class provided the student has not obtained grace marks for passing in any other course. The Grace marks will be applied only to the final consolidated marksheet.
3. There are no Grace Marks awarded for the Additional Examination.
4. As per the Circular of University of Mumbai Ref. No. Exam/Controller of Examination/1353/2013 dated 21 September 2013, grace marks to the candidate having disability i.e. Dyslexia, Dysgraphia and Dyscalculia can be given. To pass the examination, maximum 20 grace marks to be granted in one or more subjects as per the scheme of examination (i.e. in Theory Paper / Internal Project / Dissertation / Practical /Oral, Viva-Voice, etc.). The rule has been amended as per the circular of DTE: CON/2016/ No 302/ 03 dated 4 March 2017. To pass the examination, 3 % marks of aggregate total marks will be granted in one



or more subjects in Theory Paper /Project / Dissertation / Practical /Oral, Viva-Voice, etc. as per the scheme of examination.

Declaration of Results

1. Marksheets to the student will be issued per Semester and per Additional Examination based on the 10 Point Grading System.

| Marks out of 50 | Marks out of 100 | Grade Points | Grade | Performance |
|-----------------|------------------|--------------|-------|---------------|
| 40 & Above | 80 & Above | 10 | O | Outstanding |
| 35 - 39.99 | 70 - 79.99 | 9 | A+ | Excellent |
| 30 - 34.99 | 60 - 69.99 | 8 | A | Very Good |
| 28 - 29.99 | 55 - 59.99 | 7 | B+ | Good |
| 25 - 27.99 | 50 - 54.99 | 6 | B | Above Average |
| 23 - 24.99 | 45 - 49.99 | 5 | C | Average |
| 20 - 22.99 | 40 - 44.99 | 4 | D | Pass |
| Less than 20 | Less than 40 | 0 | F | Fail |

2. Those students in Master of Social Work who fail in upto 4 courses across both the semesters (excluding Field Work) in an academic year, will be '**Allowed to Keep Terms**' (ATKT) and appear for the Additional Examination(s) in the subsequent semester. An unsuccessful candidate who has obtained 40 per cent of the full marks in a subject/s may be given exemption from appearing in those subject/s at the subsequent examination and will be declared to have passed the respective semester end examination when the candidate has passed in the remaining subject/s.
3. Those students who fail in more than 4 courses across both semester in an academic year will be declared failed in that academic year. However, a candidate who has obtained 40 per cent or more of the full marks in Field Work may claim exemption in Field Work. A Student in Master of Social Work who have not cleared Semester I or II or III will not be allowed to appear for the Semester IV Examination. The Semester IV results of any student will not be declared until that student has cleared all the Courses from I to III.

Research and Term Paper

1. Students from Master of Social Work, Semester II have to select either Research (200 marks) or Term Paper (100 marks) as a compulsory requirement of the academic programme.
2. Students who have opted for Research Paper and fail to complete their data collection before the commencement of Semester III will have to change to Term Paper.
3. Students who have registered for Term Paper will have to complete two additional courses of two credits each.



**College of Social Work (Autonomous)
Ordinances, Regulations and Syllabus**

For

Bachelor of Social Work

*(Choice Based Credit System with effect from the academic year
2019-2020)*



Introduction

The vision of the Bachelor of Social Work (BSW) programme is to build a cadre of committed grassroots level development and professional social workers who would be fully equipped to respond to the changing global and local socio-economic realities. The programme, developed on a liberal arts paradigm enables students to use the full range of tools, theories and perspectives to understand, recognize, critique and appreciate themselves and their role in the globally dynamic environment. The district method of instruction (comprising andragogic and participatory teaching learning exercises) sets the tone for this strong foundation and helps the students to develop diverse, experiential, and practical knowledge. The graduates having been grounded in liberal arts and generalist social work perspectives can be employed in the government, NGOs, Social Movements, Hospitals, Social Enterprises, Cooperatives, International Development Agencies and CSR Projects, in capacities such as Community Organisers, Program Officers, Social Planners, Development Facilitators, and Social Welfare Administrators.

Programme Objectives

The objectives of the BSW programme are as follows:

- To create critical understanding of social realities reflecting its changing nature and participate in the dynamics of change
- To orient students on diverse population, their issues and social justice stance for social work practice
- To equip the students with skills to work with different groups and communities using social work practice methods and strategies
- To inculcate professional values and ethics that guide social work graduates in professional practice

Competencies Developed by the End of the Programme

- Critical thinking
- Professional use of self
- Understanding the forms and mechanisms of oppression and discrimination and the strategies of change that advance social and economic justice.
- Understanding the history of the social work profession and its current structures and issues.
- Applying the knowledge and skills of generalist social work to practice.
- Applying knowledge of bio-psycho-social theoretical frameworks to understand the interactions among individuals and between individuals and society.
- Analysing the impact of social policies on individuals, groups and communities.
- Acumen for scientific research studies and integrating research findings to practice.
- Using communication skills differentially with a variety of stakeholders.



**ORDINANCES, REGULATIONS AND SYLLABUS RELATING TO THE B.S.W.
DEGREE COURSE (SEMESTERS I, II, III, IV, V AND VI)
WITH EFFECT FROM THE ACADEMIC YEAR 2019-2020**

1. The course of study for the degree of Bachelor of Social work shall be full time and its duration shall be six semesters extending over a period of three academic years. Each academic year shall be divided into two semesters, coinciding with the two terms as announced by the University of Mumbai for every academic year.
2. The Examination for the degree of Bachelor of Social Work shall be held in six parts, at the end of semesters I, II, III, IV V and VI. The examinations of the all six semesters will be the responsibility of the college in compliance with University Rules.
3. The degree of Bachelor of Social Work shall not be conferred upon a candidate unless the candidate has passed in all the papers and in field work prescribed for the six semesters' examinations in accordance with the provision of the assessment of 100 percent in each subject including field work will be held at the end of each semester.
4. A candidate for being eligible for admission to the B.S.W. semester end (I, II, III, IV, V, and VI) examinations should have required attendance in theory papers and field work, successfully completed the assignments/projects of the internal assessment for all papers and have satisfactory conduct.
5. A candidate for being eligible for admission to the B.S.W degree must have kept required terms in a constituent/ affiliated college in accordance with the requirements laid down by the University, and have undergone to the satisfaction of the principal of the college, the course of studies prescribed for the examination.
6. The candidates are required to obtain a minimum of 40 percent of the total marks in each subject and 75 percent attendance in order to appear for the written examination of each semester.

The College conducts **assessment** for all theory and practical courses in each semester, in the following manner:

1. The Continuous Internal Assessments (**CIA I and CIA II**) for 40 percent of the total marks of the course.
2. One End Semester Examination for 60 percent of the total marks of the said course.

Theory: continuous internal assessment (CIA)



1. Two Continuous Internal Assessment will be held per semester. There will be no retest for the Continuous Internal Assessments. Any student who misses the Continuous Internal Assessment I or Continuous Internal Assessment II or both can acquire the 40 percent required to pass the course through the 60-mark End Semester Exam.

However, the Principal may request the concerned course teacher to hold a special continuous internal assessment (of one or more courses) for a student, within the same semester, under certain circumstances given in detail in Exam policy document.

Four credit course

2. The Assessment for the Bachelor of Social Work for Four Credit Courses consist of the CIA of 40 marks and End Semester Examination of 60 marks. The CIA includes *class test, attendance* and *class participation*. Class participation marks are based on task-based assessment such as group presentations, demonstration, preparing information, education and communication material, participation in field visits and class assignments given in groups or individually.

MARKS: 100 MARKS

| | |
|--------------------------------|--|
| Continuous Internal Assessment | 40 Percent 20 - Class test 10 - Assignment 5 - Attendance 5 - Class participation |
| End Semester Exam | 60 Percent 60 - marks Question Paper |

Two credit course

3. The Assessment for the Bachelors of Social Work for **Two Credit Courses consist of the CIA of 20 marks and End Semester Examination of 30 marks.** The CIA includes *class test, assignment, attendance* and *class participation*. Class participation marks are based on task-based assessment such as group presentations, demonstration, preparing information, education and communication material, participation in field visits and class assignments given in groups or individually.

MARKS: 50 MARKS

| | |
|--------------------------------|---|
| Continuous Internal Assessment | 20 Percent 10 - Class test 5 - Assignment 2.5 - Attendance 2.5 - Class participation |
| End Semester Exam | 30 Percent |
| | 30 marks Question paper |



PASSING NORMS

Theory Course

4. To pass a theory course, as student is required to obtain a **minimum of 40 percent marks** allotted to the course, which includes **CIA** and End Semester Exams. If a student fails to secure the required minimum 40 percent of the total marks of external exam, as well as the total aggregate marks of both internal and external that student will have to reappear for the additional exams.
5. Those students who do not register for the Additional Examination within the stipulated period (15 days of the declaration of the result) will not be permitted to appear for the concerned examination (s).

Fieldwork

1. To pass a Fieldwork Practicum Course, the student should obtain 40 percent marks in each semester. Fieldwork is assessed for 100 marks each at the end of every semester.
2. For Bachelor of Social Work, Semester I, Semester III, Semester V the Assessment of the student is done for 100 marks internally.
3. For Bachelor of Social Work, Semester II, Semester IV and Semester VI the student will be assessed internally for 60 marks by the Field Instructor. The student will be assessed for 40 marks through a Viva Voce by an external panel appointed by the Board of Examinations.
4. If a student's performance in Fieldwork is consistently found unsatisfactory all through the semester the student will not be allowed to appear for the Viva Voce. Unsatisfactory performance is specified in the Fieldwork Manual.
5. The Field Work hours completed by the student who has been declared failed in Field Work will not be carried forward. Failure in Field Work does not entitle a student to keep terms for the higher class. A student failing in Field Work shall have to make up the entire semester fieldwork
6. Field work consists of 180 hrs per semester.

Grace Mark Norms

1. Grace marks for passing: Up to a maximum 1 % of the Grand Total per semester can be added to any of the Courses) to fulfil the passing norms.
2. Grace marks for Award of Class: Up to 1 % will be added to the Grand Total to obtain a Second Class or First Class provided the student has not obtained grace marks for passing in any other course. The Grace marks will be applied only to the final consolidated mark sheet.
3. There are no Grace Marks awarded for the Additional Examination.
4. As per the Circular of University of Mumbai Ref. No. Exam/Controller of Examination/1353/2013 dated 21 September 2013, grace marks to the candidate having disability i.e. Dyslexia, Dysgraphia and Dyscalculia can be given. To pass the examination, maximum 20 grace marks to be granted in one or more subjects as per the scheme of examination (i.e. in Theory Paper / Internal Project / Dissertation / Practical /Oral, Viva Voice, etc.). The rule has been amended as per the circular of



DTE: CON/2016/ No 302/ 03 dated 4 March 2017. To pass the examination, 3 % marks of aggregate total marks will be granted in one or more subjects in Theory Paper /Project / Dissertation / Practical /Oral, Viva-Voice, etc. as per the scheme of examination.

Declaration of results

1. Mark sheets to the student will be issued per Semester and per Additional Examination based on the 10 Point Grading System.

| Marks out of 50 | Marks out of 100 | Grade Points | Grade | Performance |
|-----------------|------------------|--------------|-------|---------------|
| 40 & Above | 80 & Above | 10 | O | Outstanding |
| 35-39.99 | 70 – 79.99 | 9 | A+ | Excellent |
| 30-34.99 | 60 – 69.99 | 8 | A | Very Good |
| 28-29.99 | 55 – 59.99 | 7 | B+ | Good |
| 25-27.99 | 50 – 54.99 | 6 | B | Above Average |
| 23-24.99 | 45 – 49.99 | 5 | C | Average |
| 20-22.99 | 40 – 44.99 | 4 | D | Pass |
| Less than 20 | Less than 40 | 0 | F | Fail |

2. Those students in Bachelor of Social Work who fail in upto 4 courses across both the semesters (excluding Field Work) in an academic year, will be '**Allowed to Keep Terms**' (ATKT) and appear for the Additional Examination(s) in the subsequent semester. An unsuccessful candidate who has obtained 40 per cent of the full marks in a subject/s may be given exemption from appearing in those subject/s at the subsequent examination and will be declared to have passed the respective semester end examination when the candidate has passed in the remaining subject/s.
3. Those students who fail in more than 4 courses across both semester in an academic year will be declared failed in that academic year. However, a candidate who has obtained 40 per cent or more of the full marks in Field Work may claim exemption in Field Work. A Student in Bachelor of Social Work who have not cleared Semester I, II, III, IV will not be allowed to appear for the Semester V and VI Examination.

