



**COLLEGE OF SOCIAL WORK  
(EMPOWERED AUTONOMOUS)  
NIRMALA NIKETAN**



NIRF ranking in the band of 100 to 150

NAAC Re-Accredited "A" Grade (3rd Cycle)  
with CGPA 3.53 on a Scale of 4 in 2015; and  
awarded Autonomy Status by UGC in 2019



**ExAm Policy  
Revised 2025**

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REGULATIONS OF BSW  
PROGRAM

## **EXAMINATION POLICY**

The Examinations Policy is formulated to provide information on the procedures associated with examinations and assessments 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.

## **BACHELOR OF SOCIAL WORK**

### **(GRADUATION & HONOURS WITH RESEARCH) DEGREES 2023**

#### **Programme Objectives:**

The objectives of the Bachelor of Social Work programme are as follows:

- To create a critical understanding of social realities reflecting their changing nature and participate in the dynamics of change
- To orient students on diverse communities, 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

#### **Program Outcomes (POs):**

At the end of the program learners will be able to:

**PO1** Analyse the changing nature of social realities and formulate strategies to actively contribute to processes of social transformation.

**PO2** Demonstrate professional values and ethical principles by exercising integrity, self-awareness, and accountability in diverse social work settings.

**PO3** Apply social work methods such as casework, group work, and community organization to address the needs of individuals, families, groups, and communities.

**PO4** Identify structures of oppression and discrimination, and advocate for social and economic justice through inclusive, policy-informed interventions.

**PO5** Demonstrate, engage with, and respect diverse cultural, social, and political contexts by adapting their practice to promote inclusion and equity in service delivery.

**PO6** Explain, apply, and relate disciplinary theories, historical developments, and conceptual frameworks to analyze human behavior and the interaction between individuals and social systems.

**PO7** Design appropriate interventions for client systems by applying generalist social work knowledge and evaluating outcomes.

**PO8** Conduct, interpret, and synthesize research findings to inform evidence-based practice and evaluate the effectiveness of social work interventions.

**PO9** Demonstrate, articulate, and adapt communication strategies-both verbal and digital-by utilizing ICT tools and media to effectively engage with diverse stakeholders and professional audiences.

**PO10** Engage in, reflect on, and evaluate their own practice and learning needs, and pursue continuous professional development to address evolving social work challenges.

## **REGULATIONS OF BACHELOR OF SOCIAL WORK**

### **(GRADUATION & HONOURS WITH RESEARCH) DEGREES 2023**

R. 301. B: The course of study for the degree of Bachelor of Social Work (Honours with Research) shall be full time and its duration shall be eight semesters extending over a period of four academic years. Each academic year shall be divided into two semesters, coinciding with the two terms as announced by the Academic Council for every academic year. Students have the choice to exit at the end of year 1, 2, 3 or 4. If the student wishes to exit after completion of 1st and 2nd semester (by accumulating 40 credits + 4 credit internship), the student will be awarded a UG Certificate (NHEQF level 4.5). If the student wishes to exit after completion of 4 semesters (by accumulating 80 credits + 4 credit internship), the student will be awarded a UG Diploma (NHEQF level 5). If the student wishes to exit after completion of 6 semesters (by accumulating 120 credits), the student will be awarded a BSW degree (NHEQF level 5.5).. However, moving to fourth year of the program will be based on merit, i.e. 75% marks and above cumulatively in the first six semesters.

R. 301. C: The Examination for the degree of Bachelor of Social Work shall be held in eight parts, at the end of semesters I, II, III, IV V, and VI for students opting for the graduation degree and VII and VIII for the Honours degree (NHEQF level 6).

R. 301. D: The degree of Bachelor of Social Work shall not be conferred upon a candidate unless the candidate has passed all the papers in theory and in fieldwork/ field practicum prescribed for the eight 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.

R. 301. E: A candidate for being eligible for admission to the B.S.W. semester end (I, II, III, IV, V, VI, VII, VIII) examinations should have required attendance of 75% minimum in theory papers and 100% attendance in field work/ field practicum, and successfully completed the class tests, assignments/projects of the internal assessment for all papers and have satisfactory conduct. However, a special provision with the approval of the Principal is done for those students obtaining 75% attendance in individual papers/ courses, to be permitted to write that respective subject, thereby avoiding backlog/ break year.

R. 301. F: A candidate for being eligible for award of graduation, or honours degrees, must have kept required terms in the college in accordance with the requirements, and have undergone to the satisfaction of the principal of the college, the course of studies prescribed for the examination.

R. 301. G: The College shall conduct assessments for all theory and practical courses in each semester as per schedule drawn by the Examination Cell.

R. 301. H: The assessments shall consist of continuous Internal Assessments (CIA) for 40 percent of the total marks of the course and a Semester Examination for 60 percent of the total marks of the said course.

301. I: Field work courses from semesters 1 to 8 shall be in accordance with the field work manual.

R. 301. J: For four credit courses, CIA shall be for 40 marks and the End Semester Examination shall be for 60 marks.

Continuous Internal Assessment	40 marks (Class test, assignment or any other mode of internal assessment)
End Semester Exam	60 marks 60 marks term end Question Paper. There shall be internal choice for the questions
<b>Total</b>	<b>100 Marks</b>

R. 301. K: For two credit courses, CIA shall be for 20 marks and the End Semester Examination shall be for 30 marks.

Continuous Internal Assessment	20 marks (Class test, assignment or any other mode of internal assessment)
End Semester Exam	30 marks 30 marks term end Question paper. There shall be internal choice for the questions
<b>Total</b>	<b>50 Marks</b>

R. 301. L: The **Passing Norms** are as follows:

i) To pass a theory course, a 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 the external exam, as well as the total aggregate marks of both internal and external that student will have to reappear for the additional exams. 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).

ii) 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. For Bachelor of Social Work, Semester I, Semester III, V and Semester VII the Assessments of the student are done for 100 marks internally. For Bachelor of Social Work, Semester II, Semester IV, VI and Semester VIII 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. 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. Grounds for unsatisfactory performance are specified in the Fieldwork Manual. 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's fieldwork

### R. 301. M: Grace Mark Norms

i) Grace marks shall be as per the Circular of the University of Mumbai Ref. No. Exam/Controller of Examination/1353/2013 dated 21 September 2013 and DTE circular: CON/2016/ No 302/ 03 dated 4 March 2017.

### R. 301. N: Awarding UG Certificate, UG Diploma, and Degrees

i) UG Certificate: Students who opt to exit after completion of the first year and have secured 44 credits will be awarded a UG certificate if, in addition, they complete additional 4 credits during the first year. These students are allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.

ii) UG Diploma: Students who opt to exit after completion of the second year and have secured 88 credits will be awarded the UG diploma if, in addition, they complete additional 4 credits during the second year. These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.

iii) UG Degree: Students who wish to undergo a 3-year UG programme will be awarded BSW Degree after successful completion of three years, securing minimum 132 credits and satisfying the other academic requirements.

iv) UG Degree (Honours with Research): Students who secure 75% marks and above in the first six semesters cumulatively and wish to undertake research at the undergraduate level can choose the research stream in the fourth year. They should do a research project/ dissertation under the guidance of a faculty member of the College. They shall be awarded BSW (Honours with Research) after successful completion of four years, securing minimum 160 credits and satisfying the other academic requirements.

### R. 301. O: Grading and ATKT System

i) The college follows 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

ii) Those students who fail in up to 4 courses across both 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 percent of the full marks in a subject/s may be given an 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. Those

students who fail in more than 4 courses across both semesters in an academic year will be declared failed in that academic year. Those students who do not register for the additional ATKT Exams within the stipulated period (15 days of the declaration of the results) will not be permitted to appear for the concerned examination delay in registration will result in late fee as per the University norms.

Note: However, a candidate who has obtained 40 percent or more of the full marks in Field Work may claim the exemption in Field Work. A student in Bachelor of Social Work who has not cleared Semesters I, II, III, and IV will not be allowed to appear for the Semesters V and VI Examination.

#### **Abbreviations:**

- Generic/ Open Electives: OE
- Vocational Skill and Skill Enhancement Courses: VSEC
- Vocational Skill Courses: VSC
- Skill Enhancement Courses: SEC
- Ability Enhancement Courses: AEC
- Indian Knowledge System: IKS
- Value Education Courses: VEC
- OJT: On Job Training: Internship/ Apprenticeship
- Field projects: FP
- Community engagement and service: CEP
- Co-curricular Courses: CC
- RM: Research Methodology
- Research Project: RP

#### **Note:**

1. Open Electives - An elective course chosen generally from an unrelated discipline/subject, to seek multidisciplinary exposure which are offered by the college or by SWAYAM or any other recognised Institute.
2. On exiting after three years of Undergraduate education, a student can further pursue a Postgraduate degree, requiring the successful completion of four semesters (2 years) of advanced course work along with research projects in their domain of specialization.
3. After completing the fourth year of Undergraduate education, a student can further pursue a Postgraduate degree, requiring the successful completion of two semesters (1 year) of advanced coursework along with research projects in their domain of specialization.

REGULATIONS OF MSW  
PROGRAM

## **MASTER OF SOCIAL WORK DEGREE (2024)**

### **Objectives of MSW Program**

The following are the objectives of Master of Social Work program:

- Develop social work practitioners who understand social work knowledge, values, and skills to enhance all levels of client systems.
- Prepare professional social work practitioners to engage in culturally sensitive practice that encourages active community participation in advancing social and economic justice.
- Prepare social work practitioners to integrate multidisciplinary bodies of knowledge and skills into their practice in order to empower clients.
- Develop social work practitioners who incorporate reflective practices to enhance understanding of self and others within their diverse context.
- Prepare social work practitioners who embrace core social work values and ethics in service of all people with particular attention to marginalized and disenfranchised persons and communities.
- Prepare social workers that are lifelong learners committed to the growth of their own professional knowledge base, ongoing professional development, and self-growth.

### **Program Outcomes (PO):**

At the end of the program, students will be able to:

PO 01: Identify as a professional social worker and conduct oneself accordingly. PO 02: Apply social work ethical principles to guide professional practice.

PO 03: Apply critical thinking to inform and communicate professional judgments. PO 04: Engage diversity and difference in practice.

PO 05: Advance human rights and social and economic justice.

PO 06: Engage in research-informed practice and practice-informed research. PO 07: Apply knowledge of human behavior and the social environment.

PO 08: Engage in policy practice to advance social and economic well-being and to deliver effective social work services.

PO 09: Respond to contexts that shape practice.

PO 10: Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities.

## **REGULATIONS AND SYLLABUS OF MASTER OF SOCIAL WORK DEGREE 2024**

### **(With specialization tracks)**

R. 501. A: Eligibility for admission to the Master of Social Work (MSW) Program shall be UG (NHEQF level 5.5). Degree in any discipline from UGC/ AIU approved Universities from India or Abroad.

R. 501. B: The course of study for the MSW program shall be full time and its duration shall be 4 semesters extending over a period of 2 academic years. Each academic year shall be divided into two semesters, coinciding with the two terms as announced by the Academic Council for every academic year. If the student wishes to exit after completion of 1st and 2nd semester, the student will be awarded a PG Diploma in Social Work.

R. 501. C: The Examination for the MSW program shall be held in 4 parts, at the end of semesters I, II, III, IV. The examinations of all 4 semesters will be the responsibility of the college in compliance with University of Mumbai Rules.

R. 501. D: The degree of Master of Social Work shall not be conferred upon a candidate unless the candidate has passed all the papers in theory and in fieldwork/ field practicum prescribed for the 4 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.

R. 501. E: A candidate for being eligible for admission to the MSW semester end examinations should have required attendance of 75% minimum in theory papers and 100% attendance in field work/ field practicum, and successfully completed the class tests, assignments/projects of the internal assessment for all papers and have satisfactory conduct. However a special provision with the approval of the Principal is done for those students obtaining 75% attendance in individual papers/ courses, to be permitted to write that respective subject, thereby avoiding backlog/ break year.

R. 501 F: There shall be Continuous Internal Assessments and Term End Semester Examination for each course/ subject.

R. 501 G: Assessment for 04 Credit Courses:

For four credit courses, CIA shall be for 40 marks and the End Semester Examination shall be for 60 marks.

Continuous Internal Assessment	50 marks (Class test, assignment or any other mode of internal assessment)
End Semester Exam	60 marks 50 marks term end Question Paper. There shall be internal choice for the questions
<b>Total</b>	<b>100 Marks</b>

R. 501 . Hh: For two credit courses, CIA shall be for 25 marks and the End Semester Examination shall be for 25 marks.

Continuous Internal Assessment	25 marks (Class test, assignment or any other mode of internal assessment)
End Semester Exam	25 marks 25 marks term end Question paper. There shall be internal choice for the questions
<b>Total</b>	<b>50 Marks</b>

R. 501. I: Field work courses from semesters 1 to 4 shall be in accordance with the field work manual.

R. 501. J: For four credit courses, CIA shall be for 50 marks and the End Semester Examination shall be for 50 marks.

R. 501. K: For two credit courses, CIA shall be for 25 marks and the End Semester Examination shall be for 25 marks.

R. 501. L: The **Passing Norms** are as follows:

- i) *To pass a theory course, a student is required to obtain a minimum of 40 percent marks allotted to the course, in CIA and End Semester Exams cumulatively. If a student fails to secure the required minimum 40 percent of the marks in the internal and external, that student will have to reappear for the additional exams. 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). Those students who do not register for the additional ATKT Exams within the stipulated period (15 days of the declaration of the results) will not be permitted to appear for the concerned examination delay in registration will result in late fee as per the University norms.*
- ii) *To pass a Fieldwork/ Practicum Course, the student should obtain 40 percent marks in each semester. 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. Grounds for unsatisfactory performance are specified in the Fieldwork Manual. 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's fieldwork*

R. 501. M: **Grace Mark Norms** shall be as per the Circular of the University of Mumbai Ref. No. Exam/Controller of Examination/1353/2013 dated 21 September 2013 and DTE circular: CON/2016/ No 302/ 03 dated 4 March 2017.

R. 501. N: Awarding MSW Degree: Students who opt to exit after completion of the FIRST year have to secure the required credits. These students are allowed to re-enter within a period of three years to complete the degree programme.

R. 501. O: Grading and ATKT System:

i) The college follows 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

ii) Those students who fail in up to 4 courses across both 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.

iii) An unsuccessful candidate who has obtained 40 percent of the full marks in a subject/s may be given an 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. Those students who fail in more than 4 courses across both semesters in an academic year will be declared failed in that academic year.

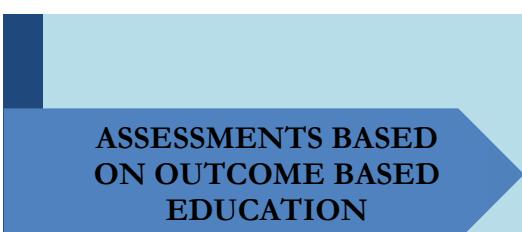
iv) A student who has not cleared semester 1,2, and 3 will not be allowed to appear for semester 4 examinations.

Note: However, a candidate who has obtained 40 percent or more of the full marks in Field Work may claim the exemption in Field Work.

#### **MSW Grid and Guidelines for Choosing Specialised Social Work Practice Papers for Batches from 2024**

- **Health Social Work Practice:** Students must choose DSE 401, 404, 501, and 504; complete field practicums in Area A; and opt for RP 502 under Research Track A.
- **Community Social Work Practice:** Students must choose DSE 402, 405, 502, and 505; complete field practicums in Area B; and opt for RP 502 under Research Track B.
- **Child and Family Social Work Practice:** Students must choose DSE 403, 406, 503, and 506; complete field practicums in Area C; and opt for RP 502 under Research Track C.

**Note: In the first year of the MSW program, students are required to choose two specialized social work practice subjects during admissions. Each specialization is limited to 20 seats. Seat allocation is at the discretion of the college authorities, based on the student's aptitude and seat availability.**



**ASSESSMENTS BASED  
ON OUTCOME BASED  
EDUCATION**

## ASSESSMENTS BASED ON OUTCOME BASED EDUCATION

In alignment with the principles of Outcome-Based Education (OBE), all assessments are designed to evaluate students' attainment of the intended learning outcomes. Assessment methods are directly aligned with course outcomes and aim to measure students' knowledge, skills, and competencies effectively.

The assessment structure includes both **formative assessments**, which provide continuous feedback to support learning, and **summative assessments**, which evaluate cumulative achievement at the end of each unit or course.

As part of the **exam policy**, the following must be strictly adhered to:

- **Unit-Based Assessments** will be conducted at the end of each unit to assess students' progress in a phased manner.
- **It is mandatory for all students to be present and participate in every Unit-Based Assessment.**
- Absence from any Unit-Based Assessment without valid reason and prior approval will be considered a violation of the exam policy and may adversely affect the student's course completion status.
- Re-assessment or make-up assessments will be permitted only under exceptional circumstances with proper documentation and approval from the course coordinator.

### INDICATIVE LIST OF TESTING / ASSIGNMENT COMPONENT

#### Testing Component

- Multiple-Choice Questions
- Short Answer:
- Essay Questions:
- Subunit Quizzes
- Weekly Quizzes:
- Short tests are often given during or after lectures to assess understanding of recent material
- Preparing Conceptual Maps of topics Assigned

#### Assignment Components

- Analysis of Research Papers: In-depth studies on a specific topic, requiring extensive research and critical analysis.
- Writing Essays / Submission of reports focusing on specific themes or questions.
- Presentations: Individual and Group Presentations

- Group Projects
- Case study Analysis
- Creative Assignments; Preparing Audio Visual Aids related to Field work
- Field Based Assignments
- Community Engagement Projects: Assignment based on Community Needs Assessment: Students can conduct a needs assessment in a local community or organization, identifying social issues and proposing interventions.
- Client Narratives: Students can write narratives from the perspective of a client, reflecting on their experiences, challenges, and interactions with social workers.
- Social Justice Blog or Podcast: Students can create blogs or podcasts discussing social justice issues, sharing insights from coursework and field experiences to raise awareness and promote dialogue.
- Photo Voice Projects: Use photography to capture and highlight social issues or community strengths, accompanied by narratives or reflections.
- Documentary Films: Create short documentaries on social issues or profiles of individuals and organizations making a difference in the community.
- Policy Analysis and Advocacy issues
- Policy Briefs: Research and develop policy briefs on current social policies or proposed reforms, analysing their impact on vulnerable populations and advocating for change.
- International Social Work Analysis: Research and analyze social work practices and challenges in different countries or regions, comparing cultural perspectives and approaches to addressing social issues.
- Reflective Journals: Encourage students to maintain journals throughout their field placements or coursework, reflecting on personal growth, ethical dilemmas, and lessons learned.
- Social Work Practice Blogs: Students can create blogs discussing social work theories, interventions, and personal experiences in the field, promoting critical reflection and dialogue among peers.
- Art Therapy / Expressive Arts Activities: Engage in art-based activities (e.g., drawing, painting, collage) to explore emotions, self-awareness, and therapeutic techniques used in social work practice.

## **GENERAL INSTRUCTIONS FOR ALL INTERNAL ASSESSMENT COMPONENTS**

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.

### **1. The Internal Assessment Components for BSW ( Hons) and MSW PROGRAM is given below**

#### **Internal Assessment Components (BACHELOR OF SOCIAL WORK Hons)**

<b>Internal Assessment Components</b>	<b>2 Credits</b>	<b>4 Credits</b>
Internal Assessment Marks	20	40

#### **Internal Assessment Components (MASTER OF SOCAL WORK NEP Program)**

<b>Internal Assessment Components</b>	<b>2 Credits</b>	<b>4 Credits</b>
Internal Assessment Marks	25	50

### **2. Adherence to Deadlines:**

Students are required to take note of all assessment deadlines (assignments, unit-wise assessments, etc.) as communicated by the course teachers. It is the responsibility of each student to adhere strictly to the announced deadlines.

### **3. Submission Protocol:**

All assignments must be submitted **centrally to the Admin Office** or to the course teacher on the **scheduled date** and time.

### **4. Consequences for Late Submission:**

Late submission of assignments will result in a **deduction of one mark per day** (including weekends and holidays). No exceptions will be made unless prior approval is obtained under valid grounds.

### **5. Medical Exemptions for Assignments:**

In the event of illness or medical emergencies leading to delayed assignment submission, the student must email the **Controller of Examinations** at [cswnn2019exam@gmail.com](mailto:cswnn2019exam@gmail.com) and copy the subject teacher. The email must clearly state the reason for the delay and must include **a scanned copy of a valid medical certificate**. Revised submission dates will be communicated by the subject teacher.

### **6. Medical Exemptions for Concurrent (Unit-wise) Assessments:**

If a student is unable to attend a Concurrent Assessment due to medical reasons, the same protocol must be followed—emailing the Controller of Examinations and subject teacher with valid

documentation. Rescheduling or alternative arrangements will be informed by the Subject teacher accordingly.

**7. Assessment Weightage for Credit Papers:**

The distribution of marks for the Internal Assessment components for **Four-credit and Two-credit papers** across various programs will be notified separately by the respective course teachers .

Students are advised to stay updated and refer to the official communication from the respective course teacher

**8. Plagiarism :** 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](https://www.ugc.ac.in/pdfnews/7771545_academic-integrity-Regulation2018.pdf). 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.

**9. 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. In the event of illness or medical emergencies or family emergencies leading to delayed assignment submission, the student must email the **Controller of Examinations** at *cswnn2019exam@gmail.com* and copy the subject teacher. The email must clearly state the reason for the delay and must include **a scanned copy of a valid medical certificate** if applicable

1. Students are responsible for noting the dates of given assignments/class tests.
2. If a submission date falls on a public holiday, the next working day will be the submission date.
3. The type of assignment will eventually be decided by the Course Coordinator/Subject Teacher
4. A rubric specifying the criteria of evaluation for Formative Assessments is recommended

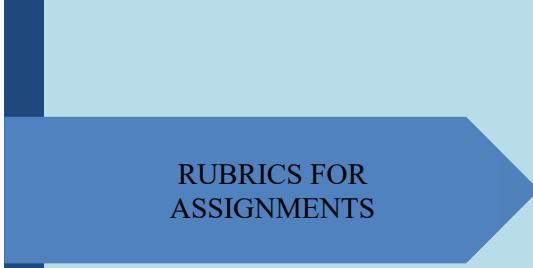
4. The Unfair Means Policy of the College will be applicable for all academic work assigned as part of the Formative Assessments.

**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 and Fieldwork.

## **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 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.



RUBRICS FOR  
ASSIGNMENTS

RUBRICS FOR ASSIGNMENT	Poor	Average	Good	Very Good	Excellent
	<b>Less than 40 percent of the total marks</b>	<b>50-59 percent of the total marks</b>	<b>60-69 percent of the total marks</b>	<b>70 percent-79 percent of the total marks</b>	<b>80-89 percent of the total marks</b>
Organization/Structure	Writing lacks logical organisation. It shows some coherence, but the ideas lack unity.	Writing is coherent and logically organised. Some points remain misplaced and stray from the topic. Transitions are evident but not used throughout the assignment	Writing is coherent and logically organised. Transitions are evident throughout the assignment	Writing is coherent and logically organised, with transitions between ideas and paragraphs to create coherence. Overall, there is unity of ideas.	Writing is coherent and logically organised, with transitions between ideas and paragraphs to create coherence. There is an overall unity of ideas. The assignment ends with a strong conclusion
Content	Content includes ideas that are underdeveloped and unoriginal.	Content indicates thinking and reasoning applied with original thought on a few ideas.	Content indicates original thinking and develops ideas with sufficient and firm evidence.	Content indicates synthesis of ideas, in-depth analysis and evidence of original thought	Content indicates synthesis of ideas, in-depth analysis and evidence of original thought and support for the topic.
Critical Reflections	Does not include an analysis.	Analysis reflects some but not all of the identified sources of ideas/evidence. The analysis is not logical, not on topic, and does not lead to or support the content or theme of the assignment.	Analysis includes all the identified sources of ideas/evidence. Analysis is logical; is on topic, and leads to and supports the content or theme of the assignment.	Analysis both integrates and synthesises all of the identified sources of ideas/evidence. The analysis is logical; on topic; leads to, strengthens and focuses the argument or conclusions.	Analysis both integrates and synthesises all of the identified sources of ideas/evidence. The analysis is logical; on topic; leads to, strengthens and focuses the argument or conclusions. An effort is made at theoretical linkages
Creativity	The assignment relies heavily on familiar themes or ideas.	Directions/Guidelines to the assignment are followed, with limited efforts to explore new ways to complete the assignment. The assignment uses familiar themes.	The assignment is original but mostly based on familiar ideas and themes	The assignment demonstrates a strong sense of creativity, using unique ideas and themes.	The assignment demonstrates a strong sense of creativity, using unique ideas and themes. An effort to create and integrate programme media/audio-visual aids
Format	Fails to follow format and assignment requirements; incorrect margins, spacing and indentation; neatness needs attention.	Meets format and assignment requirements; generally correct margins, spacing, and indentations; essay is neat but may have some assembly errors.	Meets format and assignment requirements; with absolutely correct margins, spacing, and indentations; essay is neat without any assembly errors.	Meets format and assignment requirements; margins, spacing, and indentations are correct; assignment is neat	Meets format and assignment requirements; margins, spacing, and indentations are correct; assignment is neat and correctly

					assembled with a professional presentation.
References	Does not identify the sources of ideas/evidence. There are no in-text citations, and the references are limited. The APA style of referencing has not been followed. Some identified sources are either irrelevant to the assignment, questionable or not credible	Identified sources of ideas/ evidence are few. Some references are as per the APA format at the end of the assessment. Few in-text citations, have been provided.	Identified sources of ideas/ evidence though few are relevant to the assignment and credible. References as per the APA format at the end of the assessment, with in-text citations, have been provided.	Identified sources of ideas/evidence are relevant to the assignment and credible. The APA style of referencing has been followed. The in-text citation has been provided. The in-text citation matches the reference list. The minimum number of references as per the requirement was completed.	Identifies a broader or more comprehensive range of sources than is required. The APA style of referencing has been followed. The in-text citation has been provided. References beyond the expected limit.



## PLAGIARISM POLICY

## **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 Assignment / 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 (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018]
3. As per the UGC regulations, the following penalties will be imposed in case of plagiarism in assignments considering the severity of plagiarism:

	Level	Similarity Percentage	Penalty
1	<b>Level 0:</b>	Similarities up to 10%	Minor Similarities, no penalty
2	<b>Level 1</b>	Similarities above 10% to 40%	Such students shall be asked to submit a revised script within a stipulated period

3	<b>Level 2</b>	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.
4	<b>Level 3</b>	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
    - a. 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.
    - b. Similarities above 10% to 40% - Such students shall be asked to submit a revised script within a stipulated period.
    - c. 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.
    - d. Similarities above 60% -Such student shall not be allowed to submit the final assignment.
    - e. 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.
    - f. 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

## **END OF SEMESTER EXAMINATION ALLOWED TO KEEP TERMS**

Those students in Bachelor of Social Work who fail in Courses up to four subjects (excluding Fieldwork) 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.

To be eligible for the final degree, students must pass all required courses across all semesters. A student may not have more than four outstanding papers in any given academic year.

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 two 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. To be eligible for the final degree, students must pass all required courses across all semesters.

### **Important Resolution**

1. A student may not have more than four outstanding papers in any given academic year.
2. Student can appear for the Semester VI examination, but the result of Semester VI shall be kept in abeyance until the student passes each of Semester I, Semester II, Semester III, Semester IV and Semester V
3. A student shall not be allowed to keep term in Third year if he/she fails in any of the subject of First Year and also in any of the subject of Second Year (Cross ATKT)
4. If student have ATKTs in both the years, then he/ she will get drop for a year till he/she clears those ATKTs or have 4 or less KTs which will allow them to go in the next year.

QUESTION PAPER  
PATTERN

**COLLEGE OF SOCIAL WORK, (AUTONOMOUS), NIRMALA NIKETAN**  
**SEMESTER END EXAMINATION**  
**BACHELOR OF SOCIAL WORK Hons**

**Program Code:**

**Semester –**

**Course:**

**Course Code**

**Marks – 60 Marks**

**Date:**

**Time: 2.5 hours**

**Credits-4**

**Question Paper Code**

**Please Note:**

1. Attempt all questions of **SECTION A** (Internal Choice is given for each question)
2. Attempt **ANY 2 OUT OF 4** questions of **SECTION B**
3. Marks are indicated against each question

**SECTION A**

Q.1 a)	12
OR	
Q.1 b)	
Q.2 a)	12
OR	
Q.2 b)	
Q.3a)	12
Or	
Q.3b)	
Q4 a)	12
Or	
Q4 b)	

**SECTION B**

Q.1 Write Short Notes (Any Two)	12
a)	
b)	
c)	
d)	

Question	CO	BL
<b>SECTION A</b>		
Q.1a)		
Q.1b)		
Q.2 a)		
Q.2 b)		
Q.3a)		
Q.3b)		
Q.4 a)		
Q.4 b)		
<b>SECTION B</b>		
a)		

<b>b)</b>		
<b>c)</b>		
<b>d)</b>		

**-X-X-X-X-**

**COLLEGE OF SOCIAL WORK, (AUTONOMOUS), NIRMALA NIKETAN  
SEMESTER END EXAMINATION  
BACHELOR OF SOCIAL WORK Hons**

**Program Code:**

**Semester –**

**Course:**

**Course Code**

**Marks – 30 Marks**

**Date:**

**Time: 1.5 hours**

**Credits-2**

**Question Paper Code**

**Please Note:**

1. Attempt all questions of **SECTION A** (Internal Choice is given for each question)
2. Attempt **ANY 2 OUT OF 4** questions of **SECTION B**
3. Marks are indicated against each question

**SECTION A**

Attempt all the questions (Internal Choice is given for each question)

Q.1a)	12
Or	
Q.1b)	

Q.2 a)	12
Or	
Q.2 b)	

**SECTION B**

Q. 1) Write Short Notes (Any Two)	6
a)	
b)	
c)	
d)	

**-X-X-X-X-**

<b>Question</b>	<b>CO</b>	<b>BL</b>
<b>SECTION A</b>		
<b>Q.1a)</b>		
<b>Q.1b)</b>		
<b>Q.2 a)</b>		
<b>Q.2 b)</b>		
<b>SECTION B</b>		
<b>a)</b>		
<b>b)</b>		
<b>c)</b>		
<b>d)</b>		

**COLLEGE OF SOCIAL WORK, (AUTONOMOUS), NIRMALA NIKETAN**  
**SEMESTER END EXAMINATION**  
**MASTER OF SOCIAL WORK NEP**

**Program Code:**

**Semester –**

**Course:**

**Course Code**

**Marks – 50 Marks**

**Date:**

**Time: 2.5 hours**

**Credits-4**

**Question Paper Code**

**Please Note:**

1. Attempt all questions of **SECTION A** (Internal Choice is given for each question)
2. Attempt **ANY 2 OUT OF 4** questions of **SECTION B**
3. Marks are indicated against each question

**SECTION A**

Q.1 a)	10
Or	
Q.1 b)	
Q.2 a)	10
Or	
Q.2 b)	
Q.3a)	10
Or	
Q.3b)	
Q.4 a)	10
Or	
Q.4 b)	

**SECTION B**

Q.1) Write Short Notes (Any Two)	10
a)	
b)	
c)	
d)	

Question	CO	BL
<b>SECTION A</b>		
Q.1a)		
Q.1b)		
Q.2 a)		
Q.2 b)		
Q.3a)		
Q.3b)		
Q.4 a)		
Q.4 b)		
<b>SECTION B</b>		
a)		
b)		
c)		
d)		

**COLLEGE OF SOCIAL WORK, (AUTONOMOUS), NIRMALA NIKETAN**  
**SEMESTER END EXAMINATION**  
**MASTER OF SOCIAL WORK NEP**

**Program Code:**

**Semester –**

**Course:**

**Course Code**

**Marks – 25 Marks**

**Date:**

**Time: 1.5 hours**

**Credits-2**

**Question Paper Code**

**Please Note:**

1. Attempt all questions of **SECTION A** (Internal Choice is given for each question)
2. Attempt **ANY 2 OUT OF 4** questions of **SECTION B**
3. Marks are indicated against each question

**SECTION A**

Q.1 a)	10
Or	
Q.1 b)	

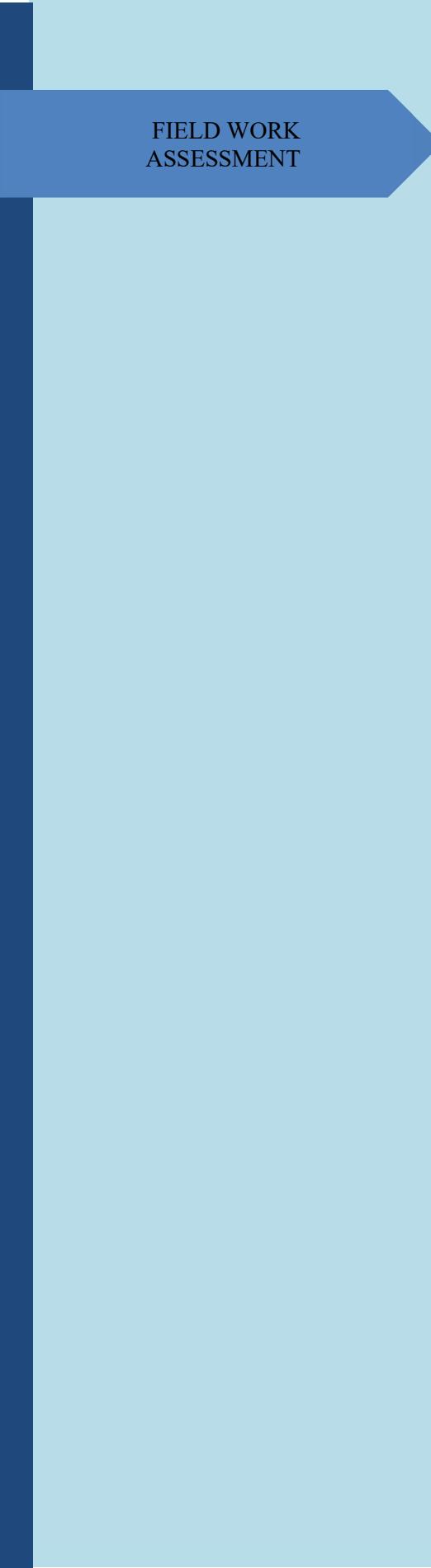
  

Q.2 a)	10
Or	
Q.2b)	

**SECTION B**

Q.1) Write Short Notes (Any Two)	5
a)	
b)	
c)	
d)	

Question	CO	BL
<b>SECTION A</b>		
Q.1a)		
Q.1b)		
Q.2 a)		
Q.2 b)		
<b>SECTION B</b>		
a)		
b)		
c)		
d)		



FIELD WORK  
ASSESSMENT

## **FIELDWORK ASSESSMENT**

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 phases 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.

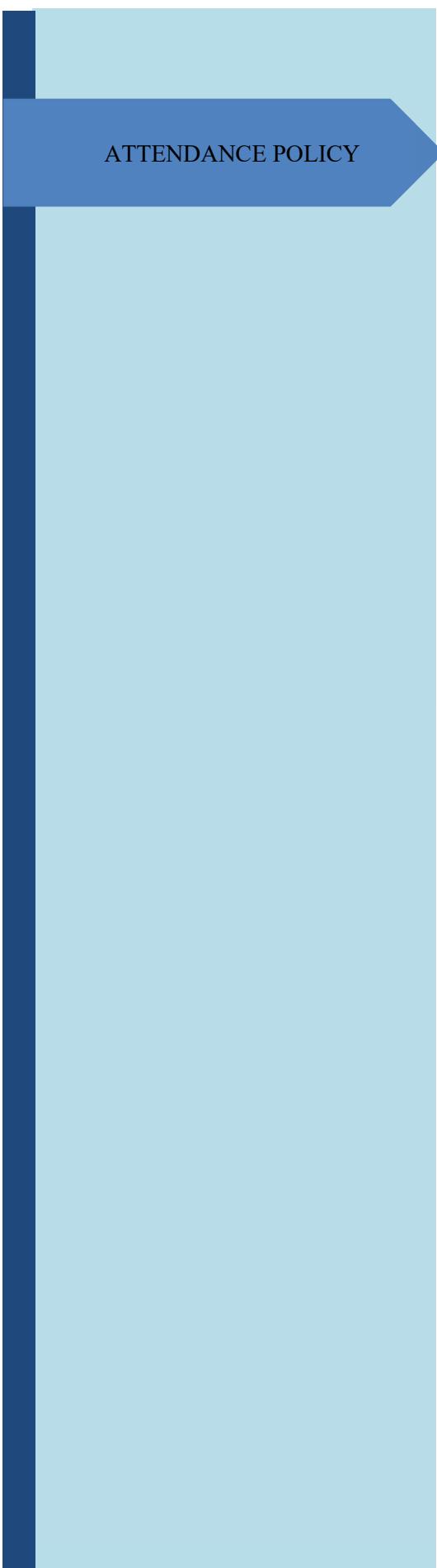
For Bachelor of Social Work, Semester II, Semester IV; and Semester VI and Master of Social Work Semester II and IV, the student will be assessed internally for 60 marks by the Field Instructor and 40 marks assigned to the student's performance in the Viva Voce/External Assessment by an External Panel nominated by the Fieldwork Committee and Board of Examinations. 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 Ethics and Conduct of the College with reference to Fieldwork and those specified in the Fieldwork Manual.

### **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.



## ATTENDANCE POLICY

## **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 candidate for being eligible for admission to the BSW/MSW semester end examinations should have required attendance of 75% minimum in theory papers and 100% attendance in field work/ field practicum, and successfully completed the class tests, assignments/projects of the internal assessment for all papers and have satisfactory conduct. However a special provision with the approval of the Principal is done for those students obtaining 75% attendance in individual papers/ courses, to be permitted to write that respective subject, thereby avoiding backlog/ break year.

### **Condonation of Attendance**

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 much 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 family emergencies relevant letters/ authentic documents must 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. 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 niketan**

### **Sub: Application of Leave of Absence**

Dear Madam,

This is to kindly inform that i have availed leave from: ..... to.....and I have missed .....days of Field 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**

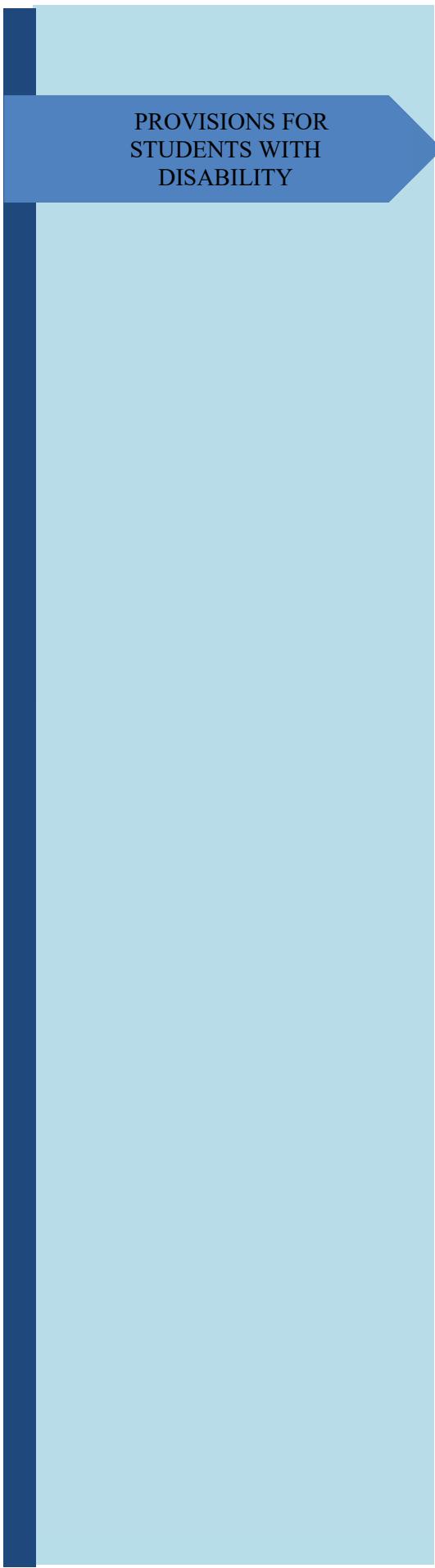
#### **Enclosures Details**

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 Parents/ Guardians Letter must be attached



PROVISIONS FOR  
STUDENTS WITH  
DISABILITY

## PROVISIONS FOR STUDENTS WITH DISABILITY

*As per the Rights of Persons with Disabilities Act, 2016, and in accordance with the University of Mumbai and UGC guidelines*

### 1. Compensatory Time:

Candidates with **physical disabilities, visual impairments, or specific learning disabilities** (such as Dyslexia, Dysgraphia, and Dyscalculia) are eligible for **compensatory time** during examinations.

- The compensatory time shall be **20 minutes per hour** of examination.
- For a **3-hour examination**, such candidates shall be entitled to an **additional 1 hour**.

### 2. Use of a Scribe (Writer/Reader/Amanuensis):

- Eligible candidates may request the assistance of a **scribe** (writer/reader/reader-cum-writer), subject to prior approval.
- The request must be submitted **at least one month before the commencement of examinations**, in the **prescribed format**, along with relevant **supporting documents** to the Controller of Examinations
- The **scribe must be from the same academic stream**, of a **lower academic level**, and **not related** to the candidate.
- The **College shall provide the scribe free of cost**, and the **question paper may be read aloud** but not explained in any manner.
- The need for a scribe will be considered on a **case-by-case basis**, depending on the nature and extent of the disability.

### 3. Additional Provisions for Visual Impairments:

- Students with **visual disabilities** shall be **exempted from attempting questions based on statistical analysis** (e.g., interpretation of graphs, tables, etc.) in applicable subjects.
- In such cases, the **research paper or examination** will include **alternate theory-based questions** from the syllabus, ensuring no disadvantage in assessment.

### 4. Application and Approval Process:

- Candidates seeking any of the above provisions must apply in advance, using the **prescribed form**, to the **Controller of Examination**
- All requests must be accompanied by **valid medical certificates or diagnostic assessments** from authorized professionals or institutions.

## **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 niketan**

**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

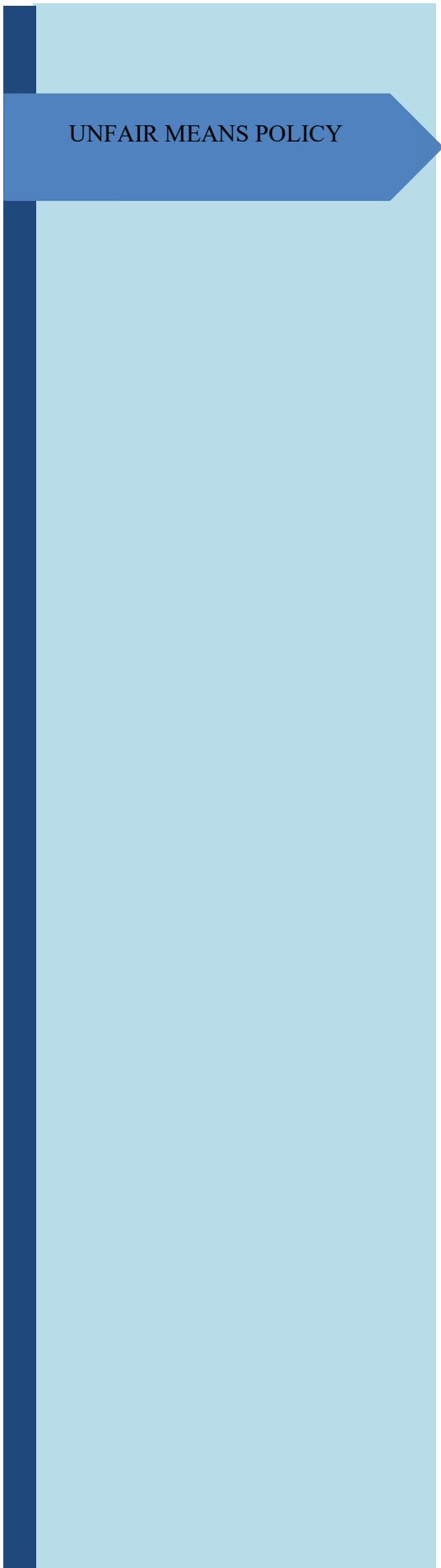
Type of Permanent /Temporary Physical Disability / Learning Disability:

Yours faithfully,

Signature of the Student Date

Enclosed: Medical Certificate from a Registered Medical Practitioner duly stamped

Co



UNFAIR MEANS POLICY

## **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 unauthorized 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. Unauthorized 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 the exam is over.
2. A statement to the effect is 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 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 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 maybe 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.



UNFAIR MEANS FORM  
Report of the Jr. Supervisor/Sr. Supervisor/Chief  
Conductor  
Block No.  
Examination  
Subject

Date  
To,

The Controller of Examinations  
College of Social Work (Empowered Autonomous)  
Nirmala Niketan  
38, New Marine Lines Mumbai 400020

Madam  
I, the undersigned Jr. Supervisor appointed on the above-mentioned Block at the examination held at the College \_\_\_\_\_  
(center), am hereby making report against Candidate No. Shri /Kum.  
at the examinations as follows:

Yours faithfully,  
(Jr. Supervisor)  
Date:  
Time :

Based on the report made by the Jr. Supervisor, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No. \_\_\_\_\_ and, therefore, the case is forwarded to the concerned authorities for investigation.

Signature of Sr. Supervisor

Name :  
Date :  
Seal of the College/Institute  
Place: Date: Encl:

Signature of Chief Conductor \_\_\_\_\_

Kindly enclose a copy of the relevant question paper)



## **STATEMENT OF CANDIDATE WHO IS ALLEGED TO HAVE USEDUNFAIR -MEANS AT THE EXAMINATIONS**

Name in Full: \_\_\_\_\_

Address: \_\_\_\_\_

Examination: \_\_\_\_\_

Paper No and Subject: \_\_\_\_\_

Seat No: \_\_\_\_\_

To

The Controller of Examinations

College of Social Work Nirmala

Niketan

38, New Marine Lines

Mumbai 400020

Madam

I appeared at the above examination held \_\_\_\_\_ at the \_\_\_\_\_ College

(Centre) in the morning/evening session.

I give my statement as follows:

Place:

Date:

Time

Name and Signature of Candidate



## ANNEXURE C

### FORM OF UNDERTAKING

Full Name of the Candidate:

Permanent/Local Address:

To

The Controller of Examinations,  
College of Social Work [Empowered Autonomous]  
Nirmala Niketan 38,  
New Marine Lines  
Mumbai 400020

Madam

I, the undersigned, student of \_\_\_\_\_  
College/Institution appearing for \_\_\_\_\_ Examination at \_\_\_\_\_  
the  
College(Centre) do hereby state, on solemn affirmation as under:-

I understand that I am involved in respect of alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

Despite the registration of a case of Unfair Means against me, I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University Examination to be held hereafter. -

In case my request is granted, I do hereby agree that my appearance in the [examination will be provisional and subject to the decision of the University authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

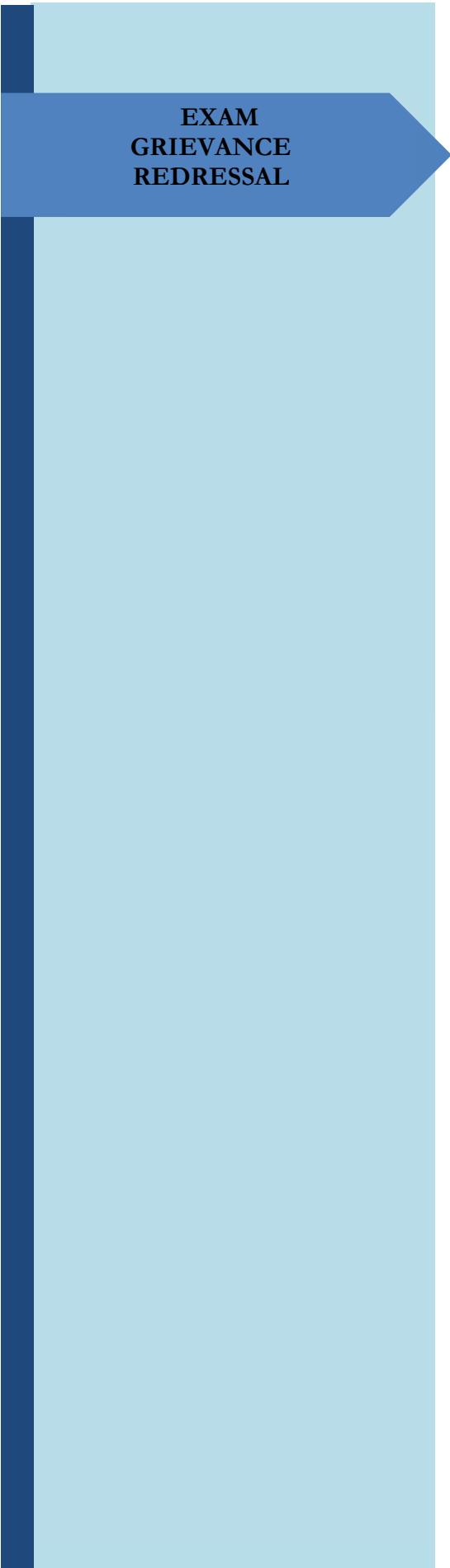
I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case. My performance at the examination to which I have been permitted to apply provisionally, consequent' upon my special request, is liable to be treated as null and void.

I witness whereof I set my hand to this undertaking.

\_\_\_\_\_  
Signature of the Candidate

Before me:

Chief Conductor of the Center {Rubber stamp of the College/Institution}/ Date



**EXAM  
GRIEVANCE  
REDRESSAL**

## EXAM GRIEVANCE REDRESSAL PROCEDURE

The Exam Grievance Redressal Procedure is a formal process designed to address and resolve issues and concerns raised by students regarding their examination experience. This procedure ensures that all grievances are handled in a fair, transparent, and timely manner, maintaining the integrity of the examination process and upholding student trust.

### **Benefits of the Exam Grievance Redressal Procedure:**

- **Fairness and Transparency:** Ensures that all grievances are addressed impartially and transparently.
- **Timely Resolution:** Promotes the timely resolution of issues, minimizing stress and uncertainty for students.
- **Continuous Improvement:** Helps identify recurring issues and areas for improvement in the examination process.
- **Student Trust:** Builds trust and confidence among students in the examination system.

The Exam Grievance Redressal Procedure is crucial for maintaining the credibility and integrity of the examination process. By providing a clear and structured approach to handling grievances, educational institutions can ensure that all students receive fair treatment and that any issues are promptly and effectively resolved. The Format for Filling in the Grievances is attached in the succeeding section



## COLLEGE OF SOCIAL WORK (AUTONOMOUS), NIRMALA NIKETAN

### Examination Grievance Redressal Form

Grievance Raised By:

Name of the student-			
Branch:		Semester:	Sign of Student
S.No.	Nature of Grievance		Please tick in the box
1.	Re Totalling/ Revaluation		<input type="checkbox"/>
2.	Challenge of Evaluation		<input type="checkbox"/>
3.	Photo Copy of Answer Script		<input type="checkbox"/>
4.	Name correction in Hall Ticket		<input type="checkbox"/>
5.	Name correction in Marks		<input type="checkbox"/>
6.	Discrepancy in results Theory/Practical		<input type="checkbox"/>
7.	Credits Issue		<input type="checkbox"/>
8.	Grievance on Question Paper		<input type="checkbox"/>
9.	Transcripts Related Issues		<input type="checkbox"/>
10.	Student Malpractice		<input type="checkbox"/>
11.	Exam Registration		<input type="checkbox"/>
12.	Concerns Related to Scribes/ Writer		<input type="checkbox"/>
13.	Electives Deviation		<input type="checkbox"/>
14.	Percentage Change		<input type="checkbox"/>
15.	Examination Time Related Issues		<input type="checkbox"/>
16.	Any other Specify		<input type="checkbox"/>

Description of Grievance: -

.....  
.....  
.....  
.....

Investigation / Addressal of the Grievance: -

.....  
.....  
.....  
.....

Investigation/ Issues Addressed by

Name:	Name:
Designation:	Designation:
Contact No.	Contact No.
Sign:	Sign:

Corrective Action Taken: -

.....  
.....  
.....  
.....

Preventive Action Taken: -

.....  
.....  
.....  
.....

Examination Committee Member Name & sign: -

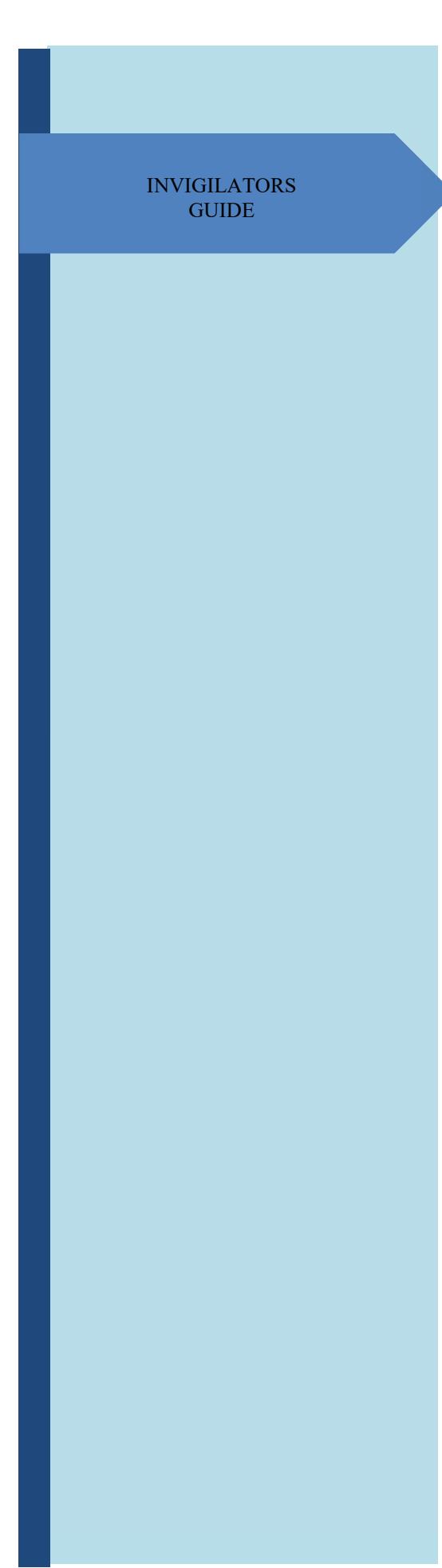
- 1.
- 2.
- 3.
- 4.

PRINCIPAL

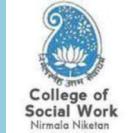
REVALUATION  
AND RULES FOR  
PROVIDING  
PHOTOCOPIES OF  
ASSESSED  
ANSWER BOOKS

**REVALUATION AND RULES FOR PROVIDING THE PHOTO/COPIES  
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 project work/dissertation / internal assessment/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 revaluation shall be paid by the candidate as instructed by the Administrative In charge.
10. The prescribed application form for revaluation of the 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.



INVIGILATORS  
GUIDE



**College of Social Work (Autonomous), Nirmala Niketan Mumbai**

**Invigilators Guide**

## **GENERAL GUIDELINES FOR INVIGILATORS**

Invigilators are responsible for ensuring that the regulations, which govern the conduct of examinations, are enforced. A Senior Invigilator takes overall responsibility for the conduct of the examination and the invigilation process for each examination session.

### **1. General Guidelines**

- i. Invigilators should ensure that the Examination Regulations are enforced. It is important that a good atmosphere for conducting the examination be established and maintained.
- ii. Invigilators are expected to patrol the exam rooms; this is particularly important within the larger venues.
- iii. The invigilators must have access to the following
  - Exam Attendance Forms
  - Unfair Means Forms
  - Black Pen
  - Spare script books
  - Seating plans (if applicable)
- iv. The Invigilator should confirm that the following notices should be displayed outside the examination room by the servitor:
  - Examination Regulations
  - Silence - Examination in progress
  - The College cannot accept responsibility for items left unattended.
- v. All examinations should start and finish on time. If for any reason the examination is late in starting then the same amount of time must be added to the finishing time. For example, if the start is 5 minutes late, then 5 minutes must be added to the end and the students must be informed of this at the start of the examination. On the certificate of Invigilation, the new start and end time should be mentioned.
- vi. Invigilators must give proper attention to the conduct of the students within the room. The carrying out of any other activities by the Invigilators e.g. reading or conversation (other than that which is required to operate the examination) is not permitted during the examination.
- vii. Invigilators are not allowed to answer students' inquiries relating to the interpretation of the actual content of the question paper, - this includes the definition of any words or phrases. Care must be taken that any action by an Invigilator during an examination cannot be construed as being preferential or unfair.

viii. Students are allowed to leave the hall during an examination only under the following circumstances:

- (a) After 30 minutes have elapsed from the start of the examination. The Invigilator who is posted at the exit from the hall should ensure that students who leave early do not remove their script books from the hall. Students who leave early must hand all papers to an Invigilator before being allowed to depart. Only after the Invigilator has checked that all papers are correct, is the student allowed to leave.
- (b) When a student requests and is granted permission to leave the examination room temporarily, the student should be escorted as far as is reasonable throughout their absence. In the case of students wishing to visit the toilet, they must be accompanied as far as the toilet location.

ix. An examination room MUST never be left unattended to escort a student, an Invigilator should be present throughout the exam.

## **2. At the beginning of the examination**

- i. At the beginning of the examination, a check, so far as practicable, should be made that each student is displaying the Hall Ticket and the College Identity Card. The students will not be allowed to sit for the examination in such cases until their identity is verified by the competent authority.
- ii. Arrival at the venue 30 to 45 minutes before the published start time;
- iii. Ensuring examination commences at the published start time;
- iv. Ensure the procedures for “latecomers” are applied;
- v. The Invigilators shall enter the examination hall at least 15 minutes before the start of the examination. The Invigilator shall;
  1. Ask the students to keep their books, notebooks, mobile phones, and their written materials outside the hall. Enter correct seat numbers; use only blue/black ink refill pen for writing.
  2. Check whether the students have occupied their seats as per the seating arrangement.
  3. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
  4. Distribute the question papers to the students at the beginning of the examination.
  5. Verify the ID card and Hall ticket of the students in the Examination hall.
  6. To duly sign on the Hall tickets in the Specified Column for Junior Supervisors
  7. Take the signature of students on the attendance proforma, mark “AB” for absent students, and maintain the attendance record of the examination hall.
  8. The Invigilators are required to sign with the date in the main answer books and hall ticket in the space provided.

3. No Invigilator shall leave the Examination hall unless a reserve occupies the Invigilator's place as per the instructions of the Competent Authority. A reserve will be sent only in case of an emergency. During the Examinations
  - i. Invigilators must check that the student's examination number on the Hall Ticket corresponds to the number written on the answer book and the Attendance Form and that the photograph on the Hall Ticket is that of the student.
  - ii. Students should only receive additional paper or supplements; no additional script books are allowed.
  - iii. During the exam, Invigilators must not leave the examination room for any purpose, other than to escort a student or in an emergency. Under no circumstance should an examination room be left unattended; an Invigilator should be present throughout the exam.
  - iv. If any corrections are made to the examination question paper by the department, Invigilators must contact the Sr Invigilator and Chief Conductor.
  - v. If an Invigilator suspects that a student is guilty of cheating or has in their possession any reference material other than that authorized, they should, if possible, obtain confirmation from another Invigilator. The Invigilator should take possession of the offending material and a written account of the circumstances should be submitted immediately after the examination on the prescribed proforma. If possible, a photograph of the confiscated material should be taken. A full report by all Invigilators must be submitted to the Sr Invigilator who will forward the same to the Chief Conductor.
  - vi. Invigilators should announce when 10 minutes are remaining and remind students that they may not now leave the exam until the end, except in the case of an emergency.
4. The end of the examination should be announced to the students along with an instruction to stop writing. An announcement should be made to students that they must not take their script books away with them and that students who inadvertently or otherwise remove their scripts from the examination hall after the examination and submit them at a later time will normally be treated as not having submitted a script. Students should remain seated until all exam counts have been completed.
5. At the end of the examination, the Invigilators should collect their allocated examination(s) script books and any additional material. Only when the count is correct for all examinations within the venue, students can then be allowed to leave.
6. If any other examinations are still in progress in adjacent halls, students should be asked to leave the building quickly and quietly.
7. Any student's property left behind should be handed to the support staff assigned to the respective block.

## **Dealing with Emergencies**

8. In the case of a student not feeling well, and continue the examination, she/he should be persuaded to call the Senior Invigilator for a further course of action. In more serious cases, a relative or friend should be contacted to take the student home. A First Aid Kit and food provisions for students must be made available for the students.
9. In case of any other emergencies the Institution head and the Senior Invigilator will take the necessary steps

## **Conclusion of the Examination**

- i. Ensure examination is concluded at the published end time;
- ii. Announce the end of the exam and ensure that students do not remove their scripts from the examination hall;
- iii. Count the number of script books completed and confirm this with the number of students sitting;
- iv. Complete all the necessary documentation for the exam.

## **Code of Behaviour in the Examination Hall**

Invigilators have to ensure they refrain from the following behaviour:

- Sitting on the Invigilator's desk.
- Reading newspapers/books, using a kindle or tablet, using mobile telephones, and talking to other Invigilators when the exam is underway
- Leaving examination venue
- Wishing students for their examinations inside the Examination Hall and exchanging pleasantries
- Talking to other Invigilators and Supervisors
- Making announcements not related to the conduct of examinations
- Expressing a disagreement with other Invigilators, teachers present in the Examination Hall.
- Prompting answers

## **Reference:**

1. Mumbai University Guidelines
2. Handbook of Invigilation. University of Edinburgh. 2015
3. Instructions to Invigilators. Maulana Azad National Urdu University
4. Handbook of Examination Policies. K. J. Somaiya Institute of Engineering and Information Technology Sion, Mumbai - 400 022



**COLLEGE OF SOCIAL WORK (AUTONOMOUS), NIRMALA  
NIKETAN FLYING SQUAD REPORT  
MODIFIED BY THE EXAM COMMITTEE 2023**

**ANNEXURE D**

**Name and Code of the Examination Centre visited: \_\_\_\_\_**

**Semester End Examination: \_\_\_\_\_**

**Date of the Visit .....-Time of Visit .....to .....**

**Kindly denote Yes / No in the specified column**

S No	Descriptions	Yes / No
1.	Whether seating arrangements provide adequate spacing	
2.	Were the number of allotted Jr. Supervisors present?	
3.	Whether the supervision was effective?	
4.	Jr. Supervisors have duly signed on the answer sheets and Supplements.	
5.	Jr. Supervisors were alert and Vigilant in the examination hall.	
6.	Whether Roll Numbers on Answer sheets were duly verified by the Invigilators?	
7.	Whether the identity of the candidates is verified by the Invigilator	
8.	Whether any case(s) of use of Unfair Means by candidates detected during the visit	
9.	Boards with Seat numbers, timetables and important notices related to examinations are displayed.	
10.	Examination Timings were strictly followed.	
11.	Seat Nos were properly displayed on the Table	
12.	Special Provisions for Persons with a disability were followed.	

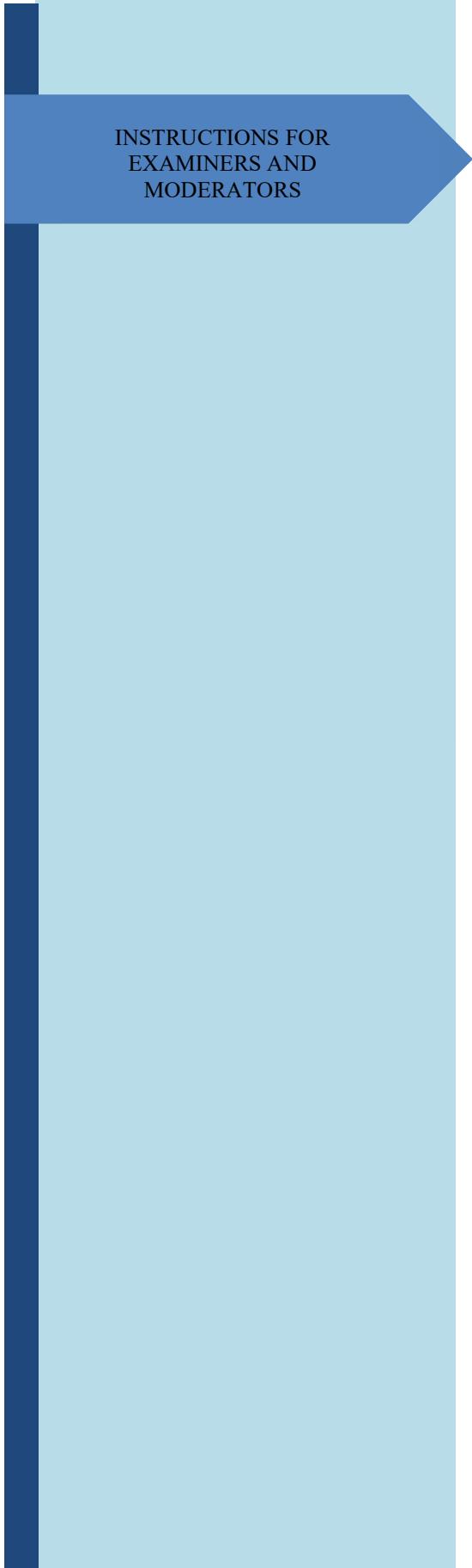
## Your comments on the overall assessment of the Examination Centre's functioning:

Name: ..... (Signature) .....

Designation: .....

College Details: .....

Telephone No.....



INSTRUCTIONS FOR  
EXAMINERS AND  
MODERATORS



## College of Social Work (Empowered Autonomous),

### Nirmala Niketan

#### Instructions for Examiners and Moderators

1. Assessment will commence immediately soon after the subject examination. The dates assigned for Paper correction and Moderation are circulated for your kind reference and strict adherence.
2. The working hours of the Central Assessment Centre shall be **8 a.m. to 8.00 p.m.** considering the quantum of work and stipulated period (10 days). Working hours may be extended or may be decided as per requirement.
3. All Examiners and Moderators are expected to carry their appointment letters to the Central Assessment Center.
4. Examiners need to assess the paper in the red refilled pens provided and Moderators must use the green refilled pens.
5. The Examiner and Moderator must enter their daily attendance in the Register with the necessary details.
6. After completing the Assessment, the Examiner needs to inform the CAP Coordinator of the Central Assessment Center and inform the Moderator accordingly.
7. If for any reason the Examiner/Moderator has to leave the Assessment Center, the same has to be notified to the Chief Coordinator Central Assessment Center present and the answer sheets need to be handed over to the Coordinator. If the Coordinator of the Central Assessment Center is not present the answer sheets must be placed in the Subject Envelope and placed in the allotted slot of the Examination Cupboard.
8. Entry of marks in the Mark sheet should be done ONLY after all answer sheets are assessed/moderated.
9. Marks should be entered carefully and duly signed by the Examiner/Moderator. The mark sheet should be placed in the designated envelope by the Moderator and handed over to the Coordinator, Central Assessment Center.
10. Examiners assigned for Marathi papers must enter the marks in the main sheet along with the marks assigned for answer scripts in English. Do not enter the marks separately.
11. **Kindly note it is a prerequisite that** Complete **SILENCE** is maintained in the Central Assessment Center.

Consumption of any food and talking on a Mobile Phone is **STRICTLY** prohibited in the Central



**12. The Passing Norms are presented below:**

Details on Credits	End Semester Examination Marks	Passing Marks 40 %	First Class
Two Credit Courses (Under Autonomy)	30 MARKS	12	18
Four Credit Courses (Under Autonomy)	60 MARKS	24	36
Two Credit Paper MSW I under NEP	25 Marks	10	15
Four Credit Paper MSW I NEP	50 Marks	20	30

**13. Norms for Moderation are presented below:**

Maximum Marks	Passing Marks	Failing Students	Moderation of Distinction Students 75 % and Above	Marks Between Passing and First Class
		<b>100 % Moderation</b>	<b>100 % Moderation</b>	<b>5% Moderation on a Random Basis</b>
60 Marks Paper	24	23 and Below 23	45 and above	24 to 44
30 Marks Paper	12	11 and Below 11	22 and above	12 to 21
50 Marks Paper	20	19 and Below 19	37 and above	20 to 36
25 Marks Paper	10	9 and below 9	18 and above	10 to 17

## Instructions Related To Assessment of Answer Booklets

I) After receiving the order for assessment of answer books, the Examiner/Moderator shall not disclose the order as it is confidential.

II) The Examiner/Moderator shall collect a sealed bundle of answer books from the CAP coordinator, and count all the answer books in the bundle. If any difference in the number of answer books get it clarified from the CAP Coordinator immediately. Collect question papers and solutions/schemes of marking the course from the CAP Coordinator and Examination Committee Members. Examiners need to assess the paper in the red refilled pens provided and Moderators must use the green refilled pens.

- No answer should be marked in fractions, except for short notes. In short notes, the answers to sub-questions could be marked in fractions but the total should be rounded up. Only the total should be circled.
- Write marks as, 01, 02, 03, etc i.e. in double-digit and not as 0. 1. 2. 3. 4 etc. in the space provided on the front page of the answer book. Write 00 marks in that question to which the answer(s) written by the examinee is completely wrong. Write - - (double dash) in that question which is not attempted (completely ignored) by the examinee.
- If the student has written an additional answer other than instructed, it should be assessed. The Examiner/Moderator can calculate the higher marks for the total marks to be awarded. The marks should be written carefully on the front page of the answer book and the total marks added correctly. For Extra answers the marks must be written in the Front sheet and the highest mark should be circled and totaled.

<b>Q no</b>	<b>Examiner</b>	<b>Moderator</b>	<b>Revaluation</b>
1	12	11	
2	08	07	
3*	09	09	
4			
<b>Total</b>	21	20	
<b>Signature</b>			



### Illustrated version

**Extra Answers must be included on the cover page and the highest mark must be circled and totaled**

- Blank pages should be struck and signed by the evaluator of the answer book.
- The examiner/Moderator shall not put **any comment**.
- **The Examiner/Moderator can assign marks for each answer in the answer sheet and also on the cover page. Short notes must be assigned marks separately and the total marks for the two short notes must be totaled and circled.**
- The examiner shall assign the marks for answers in specified spaces provided on the cover page.
- The Examiner/Moderator shall put a signature with their name in the space provided on the cover page of the answer book.
- The Evaluator if required by the examiners/ moderators shall also hand over the marking scheme and synoptic model answers to CAP officials which shall be collected and submitted back to the office at the end of the assessment activity.
- The Examiner must report immediately to the CAP Coordinator for further action if any complaints regarding the answer books. These include:
  - ✓ Answer book found with a written request stating the cancellation of the previously written answer,
  - ✓ Found with multiple writings, / with multiple uses of inks.
  - ✓ Found attached with any currency note to the answer book and or found requesting the assessor to assess the answer book favourably,
  - ✓ Evidence of mass copying,
  - ✓ Found disclosing the identity of the examinee in any form with an intent to get the clear-cut illegal benefit,
  - ✓ Found writing abusive and threatening language
  - ✓ Question paper with missing data, misprint of any nature, and all other such cases

**The Coordinator, Central Assessment Center can be coordinated for any clarifications**