

Yugantar Education Society's
TIRPUDE COLLEGE OF SOCIAL WORK
TIRPUDE AUTONOMOUS
Balasaheb Tirpude Marg, Civil Lines, Sadar, Nagpur-440 001

ACCREDITED WITH 'A+'-GRADE BY NAAC

An Autonomous Institution
(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)

1. Conferment of Fresh Autonomous Status vide UGC letter No. F. 22-1/2017 (AC) dt. 12-02-2019
2. Notified as Fresh Autonomous College by RTM Nagpur University vide letter No. RTMNU / CDS/2019/4987 dt.02.04.2019

ACADEMIC REGULATIONS
GOVERNING THE EXAMINATION LEADING TO DEGREE OF

M.S.W.
(MASTER OF SOCIAL WORK)
(Autonomous)
From the Session 2019-20

Issued by:
Principal, Tirpude College of Social Work, Nagpur

Yugantar Education Society's
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 Balasaheb Tirpude Marg, Civil Lines, Sadar, Nagpur-440 001
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GOVERNING BODY
 (As per UGC Guidelines for Autonomous Colleges, 2018)

Sr. No.	Name	Designation	Category
1.	Mr. R.N. Tirpude	President	Management
2.	Mrs. V.R. Tirpude	Member	Management
3.	Dr. T.V. Gedam	Member	Management
4.	Mr. G.M. Gaurkhede	Member	Management
5.	Mr. J.W. Kombade	Member	Management
6.	Dr. Neelam Mittal	Member	U.G.C. Nominee
7.	Dr. John Menachery	Member	University Nominee
8.		Member	State Government Nominee
9.	Mr. Chander Khosla	Member	Educationist/Industrialist
10.	Dr. D.R. Masram	Member	Teacher
11.	Dr. Swati K. Dharmadhikari	Member	Teacher
12.	Dr. K.S. Patil	Member (ex-officio)	Principal

ACADEMIC COUNCIL
 (As per UGC Guidelines for Autonomous Colleges, 2018)

Sr. No.	Name	Designation	Category
1.	Dr. K.S. Patil	Chairperson	Principal
2.	Dr. D.R. Masram	Member	HOD (Social Work)
3.	Dr. Swati K. Dharmadhikari	Member	HOD (Psychology)
4.	Mr. M.S. Gautam	Member	HOD (Economics)
5.	Dr. H.N. Meshram	Member	HOD (Marathi)
6.	Dr. S.S. Kabiraj	Member	HOD (Sociology)
7.	Ms. Shilpa Jibhenkar	Member	HOD (Family and Child Studies)
8.	Dr. Arshiya Sayyed	Member	HOD (Hindi)
9.	Mr. D.B. Tule	Member	HOD (Human Resource Management)
10.	Mr. N.R. Dhurve	Member	Faculty
11.	Dr. Shilpa Puranik	Member	Faculty
12.	Mr. M.R. Deshmukh	Member	Faculty
13.	Mr. R.T. Gajbe	Member	Faculty
13.	Dr. Lalit Khullar	Member	Expert (Commerce)
14.	Dr. Satish Naidu	Member	Expert (Hospitality)
15.	Mr. Shrikant Dumare	Member	Expert (Education)
16.	Dr. P.Y. Thote	Member	University Nominee
17.	Dr. Vijayalaxmi Nandapurkar	Member	University Nominee
18.	Dr. Chandoo Popatkar	Member	University Nominee
19.	Dr. Parag Bombatkar	Member/ Secretary	Faculty Member nominated by Principal

BOARD OF STUDIES
(As per UGC Guidelines for Autonomous Colleges, 2018)

SR. NO.	NAME	DESIGNATION	CATEGORY
1.	DR .K.S.PATIL	CHAIRMAN	HOD (SOCIAL WORK)
2.	PROF.SHANKAR DASS	FACULTY-TISS MUMBAI	FIELD EXPERT FROM OTHER UNIVERSITY
3.	VILAS SHENDE	DIRECTOR, MURE MEMORIAL HOSPITAL , NAGPUR	ALLIED AREA REPRESENTATIVE
4	DR.SUNIL SAKURE	PRINCIPAL ,SKM COLLEGE OF S.W. GONDWANA UNIVERSITY ,GADCHIROLI	EXPERT FROM OTHER UNIVERSITY
5	MADHAVI PEDDADA		MERITORIOUS PG ALUMNUS
6	DR.D.R.MASRAM		HOD (CD)
3.	DR.S.K.DHARMADHIKARI		HOD (PSYCHOLOGY & MPSW)
	MS.SHILPA JIBHENKAR		HOD (FCS)
	MR.D.B.TULE		HOD (HRM)
	DR.M.SGAUTAM		HOD(ECONOMICS)
4	DR.H.N.MESHRAM		HOD (MARATHI)
5	DR.S.S.KABIRAJ		HOD (SOCIOLOGY)
6.	DR.P.G.BOMBATKAR		HOD(ENGLISH)
7.	DR.A.SAIYED		HOD(HINDI)

TIRPUDE

**Yugantar Education Society's
TIRPUDE COLLEGE OF SOCIAL WORK**
Balasaheb Tirpude Marg, Civil Lines, Sadar, Nagpur-440 001

**An Autonomous Institution
(Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)**

**ACADEMIC REGULATIONS
GOVERNING THE EXAMINATION LEADING TO DEGREE OF
MASTER OF SOCIAL WORK**

WHEREAS, Maharashtra University Act: 1994 came into force with effect from July 22, 1994, and the Maharashtra Public Universities Act: 2016 came into force from March 1, 2017;

AND

WHEREAS, the Sub-Section (1) of Section 89 of the aforesaid Maharashtra University Act: 1994 provided for and the Sub-Section (1) of Section 122 of the Maharashtra Public Universities Act: 2016 provides that a University Department or Institution, Affiliated College or Recognized Institution may apply to the University for grant of autonomous status. The Management Council on the recommendation of the Academic Council may confer the autonomous status;

AND

WHEREAS, the University Grants Commission (UGC), under its XII Plan has issued guidelines for conferring autonomous status to the colleges in the country subject to their fulfilling various eligibility conditions for improving quality of higher education and to initiate the Academic reforms;

AND

WHEREAS, the Rashtrasant Tukadoji Maharaj Nagpur University had earlier issued Direction No. 4 of 1999 regarding conferment of autonomous status for College/University Department/University Institution which stood repealed by Direction No. 3 of 2016 regarding NORMS AND PROCEDURES FOR GRANT OF AUTONOMY TO UNIVERSITY DEPARTMENTS OR INSTITUTIONS, AFFILIATED COLLEGES AND RECOGNISED INSTITUTIONS;

AND

WHEREAS, Tirpude College of Social Work, Nagpur, permanently affiliated to the Rashtrasant Tukadoji Maharaj Nagpur University applied to the University for No Objection Certificate and for forwarding its application for Autonomy to the University Grants Commission (UGC);

AND

WHEREAS, the University Grants Commission (UGC), on the basis of the report of the Expert Committee and on recommendation of its Standing Committee, has conferred upon Tirpude College of Social Work, Nagpur a fresh autonomous status vide its letter UGC letter No. F. 22-1/2017 (AC) Dt. 12-02-2019;

AND

WHEREAS, the Rashtrasant Tukadoji Maharaj Nagpur University has notified Tirpude College of Social Work, Nagpur as a **“FRESH AUTONOMOUS COLLEGE”** vide its letter No. RTMNU / CDS/2019/4987 dt.02.04.2019;

AND

WHEREAS, Tirpude College of Social Work, Nagpur duly constituted its Governing Body, Academic Council, Boards of Studies and other statutory committees as stipulated in the University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018;

AND

WHEREAS, the Board of Studies of Tirpude College of Social Work, Nagpur redesigned its existing courses to be conducted under Autonomy as per the pattern prescribed by the University Grants Commission (UGC) in its various Guidelines from time to time;

AND

WHEREAS, the Board of Studies of Tirpude College of Social Work, Nagpur adopted the **CHOICE BASED CREDIT SYSTEM (CBCS)**, and while designing the syllabus of M.S.W.(Master of Social Work), also drafted the academic regulations, instructional and evaluation arrangements, methods and procedures for the above course in its meeting held on 20th JUNE 2019 .

AND

WHEREAS, the Academic Council of Tirpude College of Social Work, Nagpur in its meeting Dt. 24th JUNE 2019 approved the academic regulations, instructional and evaluation arrangements, methods and procedures for the course of M.S.W. (Master of Social Work) as proposed by the Board of Studies of Tirpude College of Social Work, Nagpur;

AND

WHEREAS, the Governing Body of Tirpude College of Social Work, Nagpur in its meeting Dt. 28th JUNE 2019 approved the academic regulations, instructional and evaluation arrangements, methods and procedures for the course of M.S.W. (Master of Social Work) as proposed by the Board of Studies and as approved by the Academic Council of Tirpude College of Social Work, Nagpur;

AND

WHEREAS, the complete syllabus of M.S.W. (Master of Social Work) and all the academic regulations, instructional and evaluation arrangements, methods and procedures for the course of M.S.W. (Master of Social Work) as proposed by the Boards of Studies and as approved by the Academic Council and the Governing Body of Tirpude College of Social Work, Nagpur, have been accepted by the Rashtrasant Tukadoji Maharaj Nagpur University;

AND

WHEREAS, the programme of M.S.W. (Master of Social Work) is to be started from the session of 2019-20 under Autonomy Scheme and is to be offered to all First Semester students of M.S.W. (Master of Social Work) from the session 2019-20.

NOW

THEREFORE, I, Principal of Tirpude College of Social Work, Nagpur, on behalf of the Governing Body of Tirpude College of Social Work, Nagpur, hereby release the following Academic Regulations. These Academic Regulations shall be called “ACADEMIC REGULATIONS GOVERNING THE EXAMINATION LEADING TO DEGREE OF MASTER OF SOCIAL WORK (CHOICE BASED CREDIT SYSTEM) under Faculty of Interdisciplinary studies of Rashtrasant Tukadoji Maharaj Nagpur University.

These Academic Regulations shall come into force with immediate effect and shall apply to all students to be admitted to the First Semester of M.S.W. (Master of Social Work) from the session 2019-20.

Now, therefore, I, Principal, Tirpude College of Social Work, in exercise of my powers under section 12(8) of the Act, do hereby issue the following Direction:

1. **This Direction shall be called EXAMINATIONS LEADING TO THE POST GRADUATE DEGREE OF MASTER OF SOCIAL WORK (SEMESTER PATTERN) (CHOICE BASED CREDIT SYSTEM), (FACULTY OF INTERDISCIPLINARY STUDIES), DIRECTION, 2019.**
2. This Direction shall be applicable from the academic session 2019-20.
3. **Definitions:** In this Direction unless the context requires otherwise;
 - a. **“ATKT”** means “Allowed to Keep Term” in the higher semester, as per the rules herein.
 - b. **“Board of Studies”** means Board of studies of the College in the discipline/subjects concerned.
 - c. **“Credit”** means the unit by which the course work is measured. It is measured in terms of weekly class hours assigned to a Course.
 - d. **“Credit Point” (CP):** It is the value obtained by multiplying the Grade Point by the Credit i.e. No. of Credits assigned for the course x Grade Points secured for that course.
 - e. **“Cumulative Grade Point Average (CGPA)”**: CGPA refers to the Cumulative Grade Point Average weighted across all the semesters. It is obtained by dividing total number of credit points in all the semesters by the total number of credits in all the semesters.
 - f. **“Degree”** means Post Graduate Degree.
 - g. **“Grade Letter”**: It is an index to indicate the performance of a student in a particular course/ Paper. It is the transformation of actual marks secured by a student in a course/ paper. It is indicated by a Grade letter O, A, B, C, D, E and F. There is a range of marks for each Grade.
 - h. **“ Grade Point “:** Grade Point is weight allotted to each grade letter depending on the marks awarded in a course/paper
 - i. **“Post Graduate programme”** means Master’s degree course in the subject of Social Work in the Faculty of Inter-Disciplinary Studies.
 - j. **“Student”** means student admitted to Post Graduate programmes under this Direction.
 - k. **Semester Grade Point Average (SGPA):** SGPA indicates the performance of a student in a given Semester. It is based on the total credit points earned by the student

in all the courses and the total number of credits assigned to the courses/papers in a Semester.

1. “College ”: means Tirpude College of Social Work ,Nagpur.

4. Admission & Eligibility to the Course: Subject to the compliance with the provisions of this Direction and of other ordinances in force from time to time an applicant for admission to Semester-I examination shall have passed any Bachelor’s Degree examination of this university or degree examination of any other statutory, recognized university, in any discipline, which is equivalent to the Bachelor’s Degree of RTM Nagpur University. Preference shall be given to the holder of Bachelor of Social Work degree.

5. Duration of the Course: The M.S.W. Course shall be of two academic years consisting of semester-I and II in the first year and Semester III and IV in the second year.

6. Medium of Instruction: The medium of instructions shall be English. However, the students may write their examinations in either English or Marathi or Hindi languages.

7. Course Structure: Following shall be the structure of the Master of Social Work programme. This programme shall comprise of theory papers, field work practicum and research project spread over various semesters. It shall have core, elective and foundation courses (subjects) as described and detailed herein:

A. Core courses (subjects): It means the Compulsory papers offered in all the four semesters which are core to the discipline of Social Work. The students admitted to the course will have to compulsorily take these papers.

B. Elective (Specialisation): It refers to the papers which a student of the course can choose from the pool of papers prescribed in the syllabus.

C. Foundation Course/Elective: It refers to those courses which are included in the Appendix of this Direction which a student of this programme and the students of other programmes may opt. In the alternative students of the programme may opt for an elective course from the list of elective courses prescribed for the students of the third and fourth semesters.

D. Social Work Practicum: It is compulsory for all the students of the programme.

E. Research Project : It is compulsory for all the students of the programme.

8. SEMESTERWISE DETAIL COURSE STRUCTURE:

i. Following shall be the distribution of the theory papers, practicum, and dissertation with the maximum and minimum passing marks:

OUTLINE OF THE COURSE STRUCTURE						
S.N.		Semester I	Semester II	Semester III	Semester IV	Credit
1	No. of theory paper	05	05	05	05	----
2	Theory Credits	20	20	20	20	80
3	Social Work Practicum	01	01	01	01	----
4	SWP-Credits	06	06	06	06	24
5	Research project	Nil	Nil	Nil	Nil	----
6	Credits	Nil	Nil	Nil	04	04
	Total Credits					108

Syllabus Structure for M.S.W. (C.B.C.S.) w.e.f. 2019-20

M.S.W. Semester I

S.N.	Code	Title of the Paper	Total Marks	Theory Examination	Internal Marks	Minimum Passing Marks	Credit
1	1T1	Core Domain: Perspectives of Social Work Practice	100	80	20	40	04
2	1T2	Method Course I: Working with Individuals & Families (Case Work)	100	80	20	40	04
3	1T3	Method Course II: Working with Groups(Group Work)	100	80	20	40	04
4	1T4	Supportive Domain: Introduction to Psychology	100	80	20	40	04
5	1T5	Interdisciplinary	100	80	20	40	04

		Domain: Introduction to Sociology					
6	1P	Social Work Practicum	100	80	20* (*Viva Voce)	40	06
			600				26

Syllabus Structure for M.S.W. (C.B.C.S.)

M.S.W. Semester II

S.N.	Code	Title of the Paper	Total Marks	Theory Examination	Internal Marks	Minimum Passing Marks	Credit
1	2T1	Social Legislation and Advocacy	100	80	20	40	04
2	2T2	Core Domain: Professional Development for Social Work	100	80	20	40	04
3	2T3	Social problems and social disorganisation	100	80	20	40	04
4	2T4	Method Course III: Community Organisation and Social Action	100	80	20	40	04
5	2T5	Method Course IV: Social Work Research	100	80	20	40	04
6	2P	Social Work Practicum	100	80	20* (*Viva Voce)	40	06
			600				26

Syllabus Structure for M.S.W. (C.B.C.S.)

M.S.W. Semester III

(To be implemented from 2020 -21)

S.N.	Code	Title of the Paper	Total Marks	Theory Examination	Internal Marks	Minimum Passing Marks	Credit
1	3T1	NGO Management and CSR	100	80	20	40	04
2	3T2	Specialization Paper I	100	80	20	40	04
3	3T3	Specialization Paper II	100	80	20	40	04
4	3T4	Specialization Paper III	100	80	20	40	04
5	3T5	Elective Course I (Any One from Two) Statistics & Computer Basics in Social Work Research --- OR Skills for professional social work	100	80	20	40	04
6	3P	Social Work Practicum	100	80	20* (*Viva Voce)	40	06
			600				26

Syllabus Structure for M.S.W. (C.B.C.S.)

M.S.W. Semester IV

(To be implemented from 2020 -21)

S. N.	Code	Title of the Paper	Total Marks	Theory Exam	Internal Marks	Minimum Passing Marks	External	
							Max. Marks	Min. Passing Marks
I	4T1	Social Policy, Planning and Development	100	80	20	40	----	----
II	4T2	Specialization Paper IV	100	80	20	40	----	----
III	4T3	Specialization Paper V	100	80	20	40	----	----
IV	4T4	Specialization Paper VI	100	80	20	40	----	----
V	4T5	Elective Course II (Any one from Two) Social Entrepreneurship Development Or Disaster Management	100	80	20	40	----	----
VI	4P1	Research Project i) Research project based on Specialization (180 hours; 50 Marks) ii) Class Room Presentations (3 hours , 10 Marks) iii) Internal viva voce (20 Marks) iv) External viva voce – Research project (20 Marks)	100	80	----	40	20 (External Viva Voce)	08
VI I	4P2	Social Work Practicum	100	80	----	40	20 (External	08

							Viva Voce)	
			700					

Note—i. The students will have three days of SWP

ii. There shall be 7 days village camp in 2nd semester ,Educational tour of 5 days in 4th semester.

iii. Summer placement of 15 days after 2nd semester and block placement of one month after 4th semester shall be mandatory requirement for successful completion of the degree.

iv. Passing in social work practicum, in each semester, is mandatory. In the fourth semester if a student remains absent in the internal and external viva voce examination for the social work practicum he/she shall be declared to have failed in the subject.

v. The students will have to pass independently in theory and practical exams. The criteria for passing examination will be 40% marks in each subject/paper, including marks of internal assessment. However, where a student remains absent in the internal assessment he/she shall be declared to have failed in that subject/paper. In order to be declared successful in the semester examination the student must obtain minimum 50% of the aggregate marks. **Where a student fails to secure the required 50% aggregate marks he/she shall be declared to have failed in the examination. However, such student will get exemption in all those subjects/paper in which he/she has secure 50% marks**

vi. Internal assessment shall be as per the guidelines given herein.

vii. In the fourth semester each student will have to appear in both the internal and external viva-voce examination for Social Work Practicum and Research project for being declared successful.

viii. Where a student fails in Social Work Practicum and/ or Research project the student will have to take casual admission in the college for successful completion of the Social Work Practicum and Research Dissertation.

ix. Each theory subject/ course and Research Project shall consist of **four credits**, one credit being of one clock hour per week for theory subject and two clock hours for research. However, the Social Work Practicum shall carry **six credits**, one credit being of two clock hour's duration.

x. Each student shall be supervised in the Research Project by an approved

permanent faculty member/ approved contributory teacher (who have an experience of at least three academic sessions) from the same affiliated Institute/College. In no case, any faculty member shall be permitted to supervise more than 10(Ten) MSW students, in an academic year.

xi. Students of M.S.W. Semester 4th semester are required to submit the final copy of the Research project on or before 30th March. External viva-voce, to be conducted by an examiner appointed by the BOS shall be scheduled before the end of academic session.

xii. The scope of each subject shall be as prescribed in the syllabus, of the MSW CBCS programme.

9. Examination and Declaration of Results:

PATTERN OF QUESTION PAPER (THEORY) :

The pattern of theory paper will be as follows except.

Time: 3.00 Hours			Marks: 80	
Q. No.	Sub-Question	THEORY SUBJECTS	Unit	Marks
1.	LAQ's			
	Internal option A	Theory	Unit No. I	16
	OR			
	B	Theory	Unit No. I	16
2	Internal options A	Theory	Unit No. II	16
	OR			
	B	Theory	Unit No. II	16
3	A, B	Theory	Unit No. III	8 each
	OR			
	C, D	Theory	Unit No. III	8 each
4	A,B	Theory	Unit No. IV	8 each
	OR			
	C,D	Theory	Unit No. IV	8 each
5.	Short notes (all compulsory)			
	A,B,C,D	Theory	All units	4 each

SCHEME FOR EVALUATION

- ⊛ The answer books of all Semester End examinations will be assessed by a panel of examiners constituted by the college. The panel will comprise of both internal and external faculty.

- ⦿ The moderation of answer books (all distinction grade, all first division answer-books missing distinction with 10% margin, all second division answer-books missing first division with 10% margin, and those failed with 10% margin) will be done by a panel of internal /external examiners suggested by the BOS only.
- ⦿ The students failing SWP will be required to reappear for repeat SWP viva -voce ,students desirous of challenging theory paper valuation shall apply for the same in stipulated time.
- ⦿ Students failing in theory papers will be required to appear in the re-examination scheduled as per the academic calendar.

14 GRACE MARKS

1. Students will be entitled to Grace Marks to the tune of maximum 10 marks or 1% of the total aggregate marks for the examination, whichever is less, in case the student fails in any subject or maximum 3 subjects by a margin of up to 5 marks even after moderation/revaluation they will be promoted/declared pass with grace. This facility will be available to students only 3 times during the course of their studies for maximum 3 subjects during the entire duration of the course.

2 .If a student gets grace marks for 3 subjects in any semester he will not be eligible for this facility in other semesters. However, if he gets grace marks for ONE subject in a semester, he can avail the facility for TWO subjects in other semester/s provided he does not exceed the limit of 10 marks or 1% of the total aggregate marks for the examination, whichever is less.

3 .The examinee passing with grace marks as above shall not be eligible to be placed in the merit list and also shall not be eligible for any medals, prizes or any other awards pertaining to that examination.

4. The examinee shall be eligible for maximum 3 grace marks if his score in a paper/subject falls short by not more than 3 marks for getting distinction in a paper/subject even after revaluation or moderation provided he has not availed the benefit of grace marks earlier for passing any subject. Such grace marks can be awarded in maximum TWO papers/subjects during the entire course of studies. However, such students will not be eligible for any ranks or awards on the basis of their Division or Grade.

i. Examination of all the subjects of post graduate programme shall be conducted for all Semesters twice in a year by the college as per the scheme of the examination.

ii. The fees for the tuition, examination, social work practicum and other fees shall be as prescribed by the college from time to time.

iii. The examinee at each of the examination shall have option of not being declared successful at the examination in case he / she does not secure a minimum of grade equivalent to 50% marks at the examination. Once this option is exercised, the option shall be binding on the examinee for that Semester examination only and it shall not be revoked under any circumstances.

iv. No candidate shall be admitted to an examination under this direction, if he / she have already passed the same examination of this university or of any other university.

vi. Examinee successful at the final examination shall on payment of the prescribed fees, will be entitled for the award of the degree in the prescribed form signed by the Vice Chancellor.

vi. Grade & Grade Point –Marks secured by an examinee in the examination shall be converted in to grades and grade point as shown in the following table:

Table: Conversion of marks to grades and grade point in Credit System

Range of Marks Obtained out of 100	Grade	Grade Point (out of 10)
90 to 100	Outstanding	10
80 to 89	Excellent	09
70 to 79	Very Good	08
60 to 69	Good	07
55 to 59	Fair	06
50 to 54	Average	05
40 to 49	Pass	04
Below 40	F : Fail	00

Note: The significance of the various grades is as follows:

Outstanding: Excellent analysis of the topic. Accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, neat and systematic organization of content, elegant and lucid style:

Excellent: Excellent is the quality of excelling, of being truly the best at something, acquaintance with seminal publications.

Very Good: Excellent analysis of the topic. Accurate knowledge of the primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression;

Good: Good analysis and treatment of the topic. Basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression;

Fair: Some important points covered. Basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, good language or expression;

Average: Some points discussed. Basic knowledge and organization of the primary material, possessing acceptable capacity of expression.

Pass: Any two of the above

F: Fail: None of the above

vii. A student failing to score minimum 40% marks in each head of passing and 50% marks in the aggregate shall be declared fail and be awarded **F** grade.

viii. A student who passes the Social Work Practicum but fails in Term End Examinations of a course shall be given F grade. However Internal marks shall be retained for further declaration of result.

ix. Student with F Grade in a course would be granted credit for that course but not the Grade for that course.

x. Where a student fails in Social Work Practicum, in any semester, but secures exemption in theory papers such student will not be eligible for getting admission in the next semester.

xi. Credit Point (C)—Credit Point is calculated for each and every successful papers/course as per following formula.
$$\text{Credit Point (C)} = \text{Credit} \times \text{Grade Point}$$

xii. Semester Grade Point Average (SGPA): SGPA indicates the performance of a student in a given Semester. SGPA is based on the total credit points earned by the student in all the courses and the total number of credits assigned to the courses/papers in a Semester. SGPA shall be rounded off to two decimal points.

$$\text{SGPA} = \frac{\text{Total Credit Points in the Semester}}{\text{Total Number of Credits for the Semester}}$$

Provided that SGPA is computed only if the candidate passes in all the courses (gets a minimum 'E' Grade in all Courses).

xiii. Cumulative Grade Point Average (CGPA): A student will be allotted **Cumulative Grade Point Average (CGPA)** after clearing all the four Semesters and it shall be calculated as per the following formula

$$\text{CGPA} = \frac{(\text{SGPA}) \text{ I} \times (\text{Cr}) \text{ I} + (\text{SGPA}) \text{ II} \times (\text{Cr}) \text{ II} + (\text{SGPA}) \text{ III} \times (\text{Cr}) \text{ III} + (\text{SGPA}) \text{ IV} \times (\text{Cr}) \text{ IV}}{(\text{Cr}) \text{ I} + (\text{Cr}) \text{ II} + (\text{Cr}) \text{ III} + (\text{Cr}) \text{ IV}}$$

Where, (SGPA) I = SGPA of Semester-I; (Cr) I = Total Credits for Semester-I
 (SGPA) II = SGPA of Semester-II; (Cr) II = Total Credits for Semester-II (SGPA) III = SGPA of Semester-III; (Cr) III = Total Credits for Semester-III (SGPA) IV = SGPA of Semester-IV; (Cr) IV = Total Credits for Semester-IV

- xiv. CGPA will be calculated after clearing all courses of semester I to IV and the grade/class shall be awarded on the basis of following table

Grade Conversion

CGPA	Division
8.25 or more	First Class with Distinction
6.75 or more but less than 8.25	First Class
6.25 or more but less than 6.75	Higher Second Class
5.75 or more but less than 6.25	Second Class
Less than 5.75	Dropped or Fail

Equivalent percentage calculation will be based on the following formula:

$$\text{Equivalent \%} = (\text{CGPA} - 0.75) \times 10$$

Note: Final Mark List will only show the Grade and the Grade Points and not the marks.

- xv. The candidate may take all the examinations as per the provisions of ATKT simultaneously but his result of final Semester shall not be declared unless he/she is declared successful at all lower examinations.
- xvi. Right of Rejection: Candidate shall have right to reject the result of Semester, subject to following conditions:
- The candidate shall have option to reject the result of Semester/Term End Examination and can appear afresh with all papers for rejected Semester End Examination.
 - Subject-wise rejection will not be permitted.

- c. Candidate who rejects the result shall be allowed to appear in the subsequent examinations.
- d. Rejection shall be exercised only once in each semester and rejection once exercised cannot be revoked under any circumstances.
- e. Candidate should submit the application for the rejection along with Original Statement of Marks and payment of prescribed fees to college within the 15 days from the date of declaration

10. Guidelines for Students, Supervisors and Examiners regarding internal assessment

- i. In each semester the student will have to deliver a seminar on any topic relevant to the syllabus / subject encompassing the recent trends and development in that field / subject. The topic of the seminar will be decided at the beginning of each semester in consultation with the supervising teachers. The student has to deliver the seminar which will be followed by discussion. The seminar will be open to all the teachers of the department, invitees, and students.
- ii. The students should submit the assignment properly bound in two copies to the head of the department. The said shall be evaluated by the concerned supervisor / head of the department.
- iii. The marks of the Internal Assessment shall be forwarded to the COE within due period through head of the Department. The record of the seminar and assignment should be preserved till the declaration of final result.
- iv. The internal assessment marks shall be awarded by the concerned teacher.
- v. The internal assessment shall be completed by the College at least 07 days prior to the final examination of each semester. The Marks shall be sent to COE immediately after the assessment in the prescribed format.
- vi. The internal assessment marks assigned to each theory paper as mentioned in awarded on the basis of assignments like class test, attendance, home assignment , group discussions or any other innovative practice / activity.
- vii. There shall be one assignment (as described above) per Theory paper.
- viii. There shall be no separate / extra allotment of work load to the teacher concerned. He/ She shall conduct the internal assessment activity during the regular teaching days / periods as a part of regular teaching activity.

- x. The concerned teacher / department / college shall have to keep the record of all the above activities until six months after the declaration of the results of that semester.
- x. At the beginning of each semester, every teacher / department / college shall inform his / her students unambiguously the method he / she propose to adopt and the scheme of marking for internal assessment.
- xi Teacher shall announce the schedule of activity for internal assessment in advance in consultation with HOD / Principal.
- xii Final submission of internal marks to the COE shall be before the commencement of the Theory / Practical examinations whichever is later.

xiii. Marking Scheme: The internal marks in the following format will be submitted to COE

Class:

Subject:

Internal assessment marks

S. N.	Roll No.	Name of Student	Attendance	Submission	Presentation	Viva-voce/ Interaction	Total Marks
1		XYZ	05	05	05	05	20

Signature of the Subject teacher

ADDITIONAL MARKS

In addition to the regular courses the college also offers to its students an opportunity to earn extra marks and an improved grade through Value-Addition Activities (VAA) and the Extra-Curricular Activities (ECA).

These Grade marks will be added to the Cumulative Grade Score of all the Semesters and considered while calculating the Grade .

SCHEME FOR VAA (VALUE-ADDITION ACTIVITIES) MARKS -

Student will have to undertake at least one activity in each semester for a specific Field Action Project (FAP) so as to get 10 marks . The marks shall be awarded by the respective in-charges based on active participation and report submission of the same to the in-charge of the FAP.

Sr. no.	Name of the field action project	Incentive Marks	Class levels
1	Child Guidance And Students' Counselling Centre	5	I SEM ,MPSW

2	PEACE	5	I SEM ,CD
3	Women Development Cell	5	II SEM,FCS,
4	AQWA Cell	5	II SEM,HRM

- 1) The activities will be mandatory part of SWP
- 2) It is expected that students shall participate and organise one program on the themes suggested by the FAP
- 3) Organising one program/activity will lead to obtaining 5 marks ,to be given by FAP in-charge;the students will be eligible to get maximum 5 marks in each semester
- 4) The students shall submit reports to the in-charges , duly signed by the college supervisor along with the photos.

Marks for Extra Curricular Activities --

Levels of participation	NSS	Sports	Cultural
College	3	0	0
Inter collegiate /NSS camp	3	3	3
University /state /zone /National	4	3-Combined universities 4-Inter university	3 4State /national

Note – Students' will be entitled for the marks at **the end of even semesters only**.
They will be entitled to maximum 100 marks at the end of the course.

11. Rules of A.T.K.T.: The admission of students in the various semesters of the programme shall be as below:-

Admission to Semester	Candidate should have passed in following examinations	Candidates should have filled in the examination form of	Eligibility for Admission
Semester I	Bachelor Degree	-----	-----
Semester II	-----	Semester I	-----
Semester III	-----	Semester II	Candidate should have passed at least 50% subject, including Social Work Practicum, of Semester-I & Semester II
Semester IV	-----	Semester III	Candidate should have

			passed 1 st semester and at least 50% subjects, including Social Work Practicum, of Semester II and III
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Nagpur

Dated:

(Dr.K.S.Patil)

Principal

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Appendix-A

List of Foundation Subjects for Post Graduate Courses.

Sr.No.	Subject	Board	4 th Papers of Semester- 3	4 th Papers of Semester-4
1	Mathematics	Mathematics	Mathematics-I	Mathematics-II
2	Physics	Physics	Physics-I	Physics-II
3	Chemistry	Chemistry	Chemistry-I	Chemistry-II
4	Bio-Technology (Ad-hoc)	Bio-Technology	Bio-Technology-I	Bio-Technology-II
5	Computer Science	Computer Science & Engineering	Computer Science-I	Computer Science-II
6	Environmental Science	Environmental Science	Environmental Science-I	Environmental Science-II
7	Botany	Botany	Botany-I	Botany-II
8	Zoology	Zoology	Zoology-I	Zoology-II
9	Statistic	Statistics	Statistics-I	Statistics-II
10	Business Management	Business Management	Business Management -I	Business Management -II
11	Accountancy	Account & Statistics	Account & Statistics-I	Account & Statistics-II
12	Managerial Skill	Commerce	Managerial Skills-I	Managerial Skills-II
13	Education Technology & Management Skills	Education and Commerce	Education Technology & Management Skills-I	Education Technology & Management Skills-II
14	Communication Skill	English	Communication Skills-I	Communication Skills-II

15	Sanskrit	Sanskrit	Sanskrit-I	Sanskrit-II
16	German	Other Foreign Languages	German-I	German-II
17	French	Other Foreign Languages	French-I	French-II
18	Law	Law	Law-I	Law-II
19	Pharmaceutical Sciences	Pharmaceutical Sciences	Pharmaceutical Sciences-I	Pharmaceutical Sciences-II
20	Life skills	Education	Life Skills-I	Life Skills-II
21	Economics	Economics	Economics-I	Economics-II
22	Political Science	Political Science	Political Science-I	Political Science-II
23	Sociology	Sociology	Sociology-I	Sociology-II
24	Psychology	Psychology	Psychology-I	Psychology-II
25	Philosophy	Philosophy	Philosophy-I	Philosophy-II
26	History	History	History-I	History-II
27	Public Administration	Public Administration	Public Admn -I	Public Admn -II
28	Buddhist Studies	Buddhist Studies	Buddhist Studies-I	Buddhist Studies-II
29	Gandhian Thoughts	Gandhian Thoughts	Gandhian Thoughts-I	Gandhian Thoughts-II
30	Dr. Ambedkar Thoughts	Dr. Ambedkar Thoughts	Dr. Ambedkar Thoughts-I	Dr. Ambedkar Thoughts-II

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31	Rashtrasant Tukdoji Maharaj Thoughts	Rashtrasant Tukdoji Maharaj Thoughts	Rashtrasant Tukdoji Maharaj Thoughts-I	Rashtrasant Tukdoji Maharaj Thoughts-II
32	Travel & Tourism	Travel & Tourism	Travel & Tourism-I	Travel & Tourism-II
33	Personality Development	Human Development	Personality Development-I	Personality Development-II
34	Cosmetic Technology	Cosmetic Technology	Cosmetic Technology-I	Cosmetic Technology-II
35	Hospitality Management	Hotel Management & Catering Technology	Hospitality Management -I	Hospitality Management-II
36	Chemical Engineering	Chemical Engineering	Chemical Engineering-I	Chemical Engineering-II
37	Chemical Technology	Chemical Technology	Chemical Technology-I	Chemical Technology-II
38	Civil Engineering	Civil Engineering	Civil Engineering-I	Civil Engineering-II
39	Electrical Engineering	Electrical Engineering	Electrical Engineering-I	Electrical Engineering-II
40	Mechanical Engineering	Mechanical Engineering	Mechanical Engineering-I	Mechanical Engineering-II
41	Electronics Engineering	Electronics Engineering	Electronics Engineering-I	Electronics Engineering-II
42	Pali Prakrit	Pali Prakrit	Pali Prakrit-I	Pali Prakrit-II

