

Guidelines

Master of Social Work

(2020-21)



Department of Social Work
&
Centre for Social Research and Training,
Gujarat University
Ahmadabad

GUIDELINE FOR “MASTER OF SOCIAL WORK”

Title: Course title shall be Master of Social Work

(UGC Reorganized as per Govt. of India Gazette dated 23rd May 2009)

Objective: The aim of the course is to impart knowledge, develop skills and create suitable attitudes and behavior patterns required for ethical provision of social and welfare services in Different Fields of Social Work. To create, build and establish competent professionals for overall development and welfare services.

Duration: The total duration of the course shall be of two years of four semesters.

Seats:

- The total number of students to be admitted to the Course shall be 60 (i.e intact).
- With the approval of higher authority of University provision of the additional class may be made, in case of need arises.
- The course is regular course and hence minimum attendance of the regular students would be 75 percent. No any excuse would be allowed in attendance required.
- State reservation policy will be applicable in admissions.

Admission Criteria:

The eligibility criteria for admission in Master of Social Work (MSW) are given below:

- Candidate should have a Bachelor's degree or its equivalent (under the 10+2+3 year) in any discipline with minimum 50% marks from a recognized University.
- Admission process is purely on Merit based.
- Only external examination marks of 5th and 6th semester (3rd year in yearly pattern) would be counted in merit for admissions.
- Reservation policy will be applied as per the Gujarat University and Gujarat Govt. norms.
- Students appeared at Graduate level Exam of Semester six may also apply for the admission but their candidatures would be considered after the declaration of semester sixth result, on merit and if seats are available.
- If more application received by university during admission process the entrance exam will be organized for admissions in the course.
- MSW is a field based programme, so heavy disabled candidate are not eligible for admissions.

Documents Required:

- School Leaving Certificate
- Mark sheet of HSC Board Examination
- Final Mark sheet of Bachelor Examination (Candidates who are appearing for the final year examination of the Bachelor's degree has to submit 5th Semester Mark sheet.)
- 2 Passport Size Photographs
- Caste Certificate(If Applicable)
- Non creamy layer certificate for OBC candidates.
- If candidate has any gap during his/her study, he/she has to submit affidavit regarding the clarification of study gap. The HOD is empowered to take final decision for admissions of this category.

Medium of Instruction of the course: English/ Gujarati/Hindi

General Rules

(A) Attendance

- 75% Attendance is compulsory in each semester as per Gujarat University rules and regulations.
- Since the course is regular and field work based no Student will be allowed to join any regular job and other full time course during his/her study after admission in MSW.
- Field work and other practical work is compulsory as per MSW curriculum, so no any leave will be sanctioned in Practical Work.
- Medical certificate will not be entertained in case of irregular students.

(B) Discipline

- Dress code and I card is compulsory for each student in University campus, field work and external visits.
- If any type of request, students have to submit his/her written application to admin officer.
- Department head has been final authority for any matter for MSW Programme.
- No Student will be allowed to perform any financial transaction with any organization and/or with other students without prior permission of the institute. Otherwise disciplinary actions would be taken against him/her by department.
- No Student is permitted to circulate any information regarding department in electronic/print/social media without prior permission of Head of department. Otherwise disciplinary actions would be taken against him/her by department.
- Each student has to submit his/her Assignments /presentations / field reports regularly.

(C) Research and Field work

- Once a guide for dissertation/research project work is allotted by department no change will be allowed thereafter.
- For Dissertation/research project work is compulsory and hence he/she has to prepare it under the supervision of a guide allotted to him/her, compulsorily. Otherwise his/her research project/ dissertation will not be accepted by department for evaluation purpose.
- Students have to follow the structure for research work given by department.
- Students have to submit his / her work in particular timeline decided by department.
- Students have been join departmental research project as a part of learning process.
- Area of research work/project/field of social work once allotted by department will not be change in any situation.
- Field reports are to be submitted regularly to the field officer in next working days of the same week. Otherwise field reports will not be accepted.
- Once agency of field work is selected by student, will not be changed in any situation.
- Students have to maintain discipline and have to follow the rules and regulations of the department as well as field work agency, strictly.
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- No leave of the student will be granted without prior written permission of agency authority and the department.
- Students have to keep in touch with and work under the supervision of the field officer, continuously and have to submit his/her progress reports with due discussions.

(D) Fees and Scholarship

- Students have to pay their semester fees(15000 Rupees fifteen thousand per semester) and other University fees during 10 days of notice circulation.
- Students who wanted to take benefits of the free ship card will have to submit their postdated cheque of fees in advance in the beginning of the Academic Year.
- Field work and other academic purpose related fees would have to be bear by students.

Evaluation pattern

(A) Internal Evaluation process.

- (1) Internal Evaluation -Held by MSW Department / College
- (2) Student is allowed to choose English/Gujarat/Hindi language in examination.
- (3) Internal marks would be followed as per continuous evaluation process, suggested by commissioner of higher education.

(4) Internal Evaluation for theory Papers.

10 Marks = Weekly test

(Minimum 2 test would be arranged. Marks of only one test would be considered for internal evaluation, of which Highest Marks will be taken into account.)

05 Marks = Minimum one MCQs or online test in each semester for each paper. 10

Marks = Minimum four Assignment in each paper

05 Marks = Attendance in

Semester 30 Marks = Total

- (5) Continuous evaluation process will applied from October 2020.

Internal Evaluation for practical Field work

10 Marks = Attendance of field

work 10 Marks = Report writing.

10 Marks = Internal viva and

presentation 30 Marks = Total

Internal evaluation for dissertation/ Research Project Work

10 Marks = understanding Research Methodology

10 Marks = regularity in work

10 Marks = Reporting and presentation in

Viva 30 Marks = Total

(B) External Evaluation Process.(theory)

- 70 Marks Examination held by University at the end of Each semester

External Evaluation for practical Field work

20 Marks = Attendance of field

work 20 Marks = Report writing.

30 Marks = External viva

Presentation 70 Marks = Total

For evaluation of practical field work viva-voce would be organized by the department.

External evaluation for dissertation /Research Project Work Viva-voce)

30 Marks = Clarity of research issue, Research Method and methodology. 20 Marks = Regularity in work

20 Marks = Report writing and presentation in Viva

70 Marks = Total

Field Work Evaluation

Field work would be supervised by Field officer and work supervisors and Agency representative.

Field work schedule

Community Field Work

5hours/Day

3days/ week (5hours x 3days) = 15 hours/ week
(Minimum hours of field work would be according to days included in a particular semester.)

Agency Field Work

- Student has to follow rules and regulations of an agency regarding time schedule, discipline etc.

Block Placement (Internship field work)

- Block placement will be of 30 days during 4th semester.
- Student can join any Industry/NGO/Govt. department/Hospitals within all over Gujarat state.
- Students have to work full time at an organization in organizational activities.
- Without permission of the department, no student can join field work at any organization.
