



Savitribai Phule Pune University

Master of Social Work (MSW)

(Syllabus as per NEP 2020)

Rules and Regulations w. e. f. 2024-25

MSW : MASTER OF SOCIAL WORK

(Syllabus as per NEP 2020)

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Introduction:

According to the global definition, social work is described as a practice-based profession and an academic discipline that promotes social change, development, social cohesion, and the empowerment and liberation of individuals. Central to social work are the principles of social justice, human rights, collective responsibility, and respect for diversity. Grounded in theories from social work, social sciences, humanities, and indigenous knowledge, the field actively engages people and structures to tackle life challenges and enhance overall well-being.

As outlined by the National Higher Education Qualifications Framework (NHEQF), the Master's degree in social work qualifies students to apply an advanced body of knowledge across various contexts, enabling professional practice, research, and scholarship, and serving as a pathway for further learning. Graduates of this program are expected to possess specialized knowledge and skills applicable to research, professional practice, and continued education. The Two-Year Master of Social Work (MSW) Degree Program is designed to prepare specialized professional social work practitioners, with the first year covering general topics and the second year focusing on specific areas of specialization.

The purpose of social work education can be articulated as follows: first, to ensure inclusive, equitable, and accountable quality education at all levels within higher education institutions. Second, it aims to prepare a cadre of professional social workers and provide lifelong learning opportunities for achieving social development goals and promoting social welfare and justice for socially excluded groups. This includes collaboration with state agencies, non-governmental organizations, health centers, schools, industries, and criminal justice systems. Additionally, social work education seeks to undertake field action projects that demonstrate the role of social work professionals in often neglected areas of practice. This involves administration, training, practice-based research, and providing fieldwork placements for students. The program also emphasizes the development and dissemination of knowledge to inform social work practice, using a methodology that integrates knowledge and action through critical inquiry into multidisciplinary and applied social sciences, practice wisdom, participatory research, and policy analysis.

Furthermore, the program promotes an egalitarian, participatory, and democratic educational system, while denouncing hierarchical and authoritarian models. A commitment to praxis—an ongoing process of reflection and action—is encouraged, enabling educators and practitioners to move between critical perspectives, teaching, field action, research, administration, and consultation. Consultation on social work policies and programs, along with strengthening professional associations, is also a key objective. Lastly, the program aims to enhance the skills necessary for the employability of students in the social welfare and social development sectors. Based on the guidelines from the UGC and NEP, the following attributes are identified as essential for social work graduates: self-awareness and self-esteem, intellectual curiosity, logical and critical thinking skills, flexible and creative thinking abilities, learning skills, decision-making and problem-solving skills, emotional intelligence, social sensitivity, recognition of social prejudices, moral integrity, leadership skills, a self-directed lifelong learning approach, information and digital literacy, and the capability for economic independence.

Learning Outcomes:

The overall learning outcomes for social work education encompass knowledge, values, competencies, techniques, and skills, which shall be tailored to fit regional, local, and socioeconomic contexts.

The knowledge outcomes for social work focus on understanding social realities within both historical and local contexts, and how these relate to national and international situations. Key areas of emphasis include the history of religion-based charity, social welfare, movements, services, philanthropy, and voluntary work in India. Additionally, it covers the historical development and values of the social work profession in the West, exploring how it has adapted in India through education and professional organizations.

Another crucial aspect is the role of international social work associations and their contributions. Graduates shall become familiar with theories of human development that consider family, community, nation, and the global environment. They will have understand issues of social inequality linked to factors such as age, gender, disability, ethnicity, economic status, and sexual orientation, and how these contribute to social exclusion. Furthermore, the knowledge outcomes encompass the impacts of industrialization, colonization, liberalization, globalization, and privatization on society. Students are expected to grasp the international political economy of economic growth and its connection to social development indicators. Understanding social development policies and programs in India aimed at reducing poverty, ensuring food security, improving sanitation, creating jobs, providing healthcare, and promoting education and social justice is also vital. Lastly, graduates shall become well-versed in policies, laws, and programs that support socially excluded groups, as well as governance systems for implementing social welfare and development policies at various levels.

Social work graduates are expected to cultivate critical self-awareness and professionalism in various ways. They shall develop personal attributes such as integrity, self-awareness, self-esteem, flexibility, creativity, critical thinking, emotional intelligence, and social intelligence. This includes respecting diversity and being sensitive to the needs of others, while fostering collaborative communication and teamwork skills. Commitment to the values of the Indian Constitution—such as secularism, democracy, social justice, liberty, and equality—is essential. Graduates shall also embrace core values such as truth, righteousness, peace, love, nonviolence, and the upliftment of all individuals, while respecting diversity and plurality. Sensitivity to the thoughts and feelings of others is crucial; this involves avoiding stereotypes, celebrating differences, and recognizing the uniqueness of each person. Moreover, graduates shall nurture values of social responsibility, professionalism, and inclusivity in service delivery, integrating their knowledge, attitudes, and practices. Ethical behavior is paramount, and social workers must maintain integrity in their interactions with themselves, socially excluded groups, society, colleagues, educational settings, and the broader profession.

Social work graduates are expected to develop competencies, techniques, and skills in several key areas. They will learn to employ rights-based, culture-sensitive, strengths-based, gender-sensitive, egalitarian, people-centered, participatory, and empowerment approaches in their interventions. Comprehensive, systemic, preventative, and rehabilitative community-based approaches for delivering services and programs are also essential. Graduates will engage in outcome-based assessments that connect micro-level issues to macro-level problems while managing the planning, implementation, monitoring, evaluation, and termination processes of their work. Providing social work services to individuals—including children, adolescents, and adults—with a focus on counseling and system linkages is a fundamental aspect of their training. In family-centered social work, graduates will learn to provide family life education, counseling, and services tailored to the needs of various demographics, including children, women, couples, and older adults. Additionally, facilitating social work in group settings, such as classrooms and self-help groups, is important for community engagement.

Thus the curriculum is designed to cover developmental and preventive social work, including life skills education, gender and sex education, and health and nutrition education. Graduates are expected to assess community-level indicators of human and sustainable development and plan for their improvement. Moreover, advocating for social change through collaboration with government, international organizations, and civil society is a crucial competency. Student graduates shall be prepared to intervene with individuals affected by emergencies, such as disasters or armed conflicts, and to apply their skills in schools, hospitals, and criminal justice systems.

Knowing that integration of social work knowledge with interdisciplinary theories is essential for effective practice, graduates shall be capable of managing non-profit organizations and government programs, as well as accessing and utilizing research and emerging technologies effectively. The social work graduates shall have the vital skills required for engaging in practice-based research, conducting needs assessments, and evaluating social policies and programs. They shall also participate in ongoing reflection and improvement across teaching, fieldwork, research, and administration, supervising students during their fieldwork practicums as needed. Lastly, promoting networking among social work professionals and like-minded organizations is critical for fostering community-focused development and contributing to the growth of the social work profession to ensure its integrity, credibility, and relevance.

MSW -Master of Social Work - Course Curriculum Pattern: Semester-wise and choice based pattern to be implemented w. e. f.-June-July 2024

1. MSW Programme structure.

The MSW degree will be awarded to students who complete a total of 90 credits in minimum of two years taking, total 20 Courses/ papers, 12 Generic courses and 08 Specialization courses (student shall select any one specialization), in four semesters. Five papers per semester, field work, research (Dissertation) as per semester structure, components and credit pattern. Total credits for M.S.W programme will be 90.

The structure of the course shall be as under:	Marks	Credits
1. Written theory papers 5 per semester, 20 papers x 100 Marks	1300 marks	52 Credits
2. Field work: 150 marks per semester 150 x 4	800 marks	24 Credits
3. Research Dissertation (Submitted in Semester IV)	150 marks	06 Credits
4. Skill Lab(Sem. I, II, III) @50x3	150marks	06Credits
5. Viva Voce (Semester II and IV) @ 50 marksx2	100 marks	04 Credits
Total Marks	2300 Marks	90 Credits

1.1 Eligibility: Graduates of any University recognized by the Savitribai Phule Pune are eligible to apply for the MSW degree programme.

1.2 Medium of Instruction: The medium of Instruction shall be English. However, Savitribai Phule Pune University of Pune permits students to write examination answer books in Marathi.

1.3 Subject Areas:

UGC (2019a) recommends a two credit Compulsory Community Engagement Course, with at least 50% in the field, in each faculty and discipline for all UG and PG students in HEIs. In fact, social work subject areas focus systematically on community well-being through its knowledge, values, and skill subject areas. The Social Work discipline-specific Core Courses and discipline-specific multidisciplinary Elective Courses and Open General Elective Courses/ Social Work Specialisations/ Concentrations, and Ability Enhancement Courses are identified and adapted based on the learning outcomes at master level and contextualised.

It is important to note that the social work methods and specialisations have used the term 'social work', as some of them have been overlapping with terms used by other disciplines.

1.4 Credit Allocation

The credit allocation for the Two-Years MSW Degree Programme shall be carried out as follows:

Sem.	Social Work mandatory Core Courses	Social Work Specialisation Courses 4credits	Open Elective Courses of 2credits	Skill Enhancement Courses of 2 credits	Fieldwork Practicum	Research Methodology /Dissertation/ Thesis	Total Credits
I	8 credits	-	4credits	2 credits	6credits	2 Credits	22 credits
II	6credits	-	4credits	4credits	6credits	2 credits	22 credits
III	4credits	8 credits	-	2credits	6credits	2 credits	22 credits
IV	4credits	8 credits	-	2 credits	4credits	4credits	24 credits
Total	22 credits	16 credits	8 credits	10credits	24 credits	10credits	90 credits

1.5 Semester Wise list of Courses: Following is the list of courses for the MSW Degree programme.

Types of Courses	Semester1	Semester2	Semester3	Semester4
Social Work Core Courses (compulsory)	MSW-01: Professional Social Work: History, Ideologies and Perspectives MSW-02 : Social Work Method of Working with Individuals and Families MSW-03: Social Work Method of Working with Groups RM-01: Introduction to Social Work Research	MSW-05: Social Work Method of Community Organisation and Development MSW-06 Social Work Method for Social Action and Advocacy MSW-07: Development Communication RM-02: Use of Statistics and application of Computer for Research	MSW-09: Social Policies and Programmes MSW-10: Social Welfare and Development Administration RM-03: Social Work Research Skills Lab (Tool preparation & Data collection)	MSW-12 Participatory Planning and Strategic Management MSW-13: Management and administration of Non- Profit organisation
Open General Elective Courses (First and second Semesters) Specialisation Elective Courses (Third and fourth Semesters)	OE-01: Sociology for Social Work OE-02: Psychology for Social Work OE-03: Economics and political Science for Social Work OE-04: Universal Human Rights and Indian Constitution	OE-05: Green Social Work OE-06: Disaster Management & Social Work Intervention OE-07: School Social Work OE-08: Community Health, Mental Health & Environmental Hygiene OE-09: Training and Development OE-10: Corporate Social Responsibility	HRM-01: Human Resource Management HRM-02: Employee Welfare & Trade Union FCW-01: Family Sociology & Family Dynamics FCW-02: Fields of family & child Development. MPSW-01: Fields of medical & Psychiatric social work MPSW-02: Advance Medical Information for Medical & Psychiatric Social Workers TD-01: Tribal society and issues TD-02: Administration of tribal development URCD-01: Fields of urban & rural community development URCD-02: Development Economics	HRM-03: Labour Legislation & Industrial Relations HRM-04: Organisational Behaviour & Social Aspects in Industry FCW-03: Socialisation of the Child & Family Development FCW-04: Counselling Theory & Practices MPSW-03: Psychiatric Information in Child & Adult Psychiatry MPSW-04: Counselling Theory & Practices URCD-04: Community Work Sector & Intervention TD-03: Tribal Policies and laws TD-04: Strategies & Intervention for tribal development
Skill Enhancement Courses	MSW-04: Induction and Skill lab for Social Work Practice (2Cr) (Observation visits, Orientation Sessions and Lab sessions on Inter-personal and Communication skills,.) MSW-20: Field work (6credits)	MSW-08: Skill Lab for social work practice (Training on essential Life Skills) (2 Credits) MSW-21: Field work (6credits) Summer Field Placement	MSW-11: Social Work Practice Skills Lab Professional Competencies for Social Work Practice MSW-20 Field Work	MSW-21 Fieldwork Block Placement/ Internship

1.6 Semester wise detailed structure of Courses and credit distribution:

Year	Sem	Mandatory/ Core Courses	Electives/ Specializations	Research Methodology	OJT/ FP/CC/CEP/RP)	Cumm. Cr
Ist year	I	(8credits)	(4credits) Open Electives (2 courses of 2 credits each)	(2 Credits)	(8 Credits)	22
		MSW-01 Professional Social Work: History, Ideologies and Perspectives (4 Cr) MSW-02 : Social Work Method for Working with Individuals and Families (2Cr) MSW-03 : Social Work Method for Working with Groups (2Cr)	OE-01: Sociology for Social Work OE-02: Psychology for Social Work OE-03: Economics and political Science for Social Work OE-04: Universal Human Rights and Indian Constitution (2Cr)	RM-01: Introduction to Social Work Research (2Cr)	MSW-04: Induction and Skill lab for Social Work Practice (2Cr) (Observation visits, Orientation Sessions and Lab sessions on Inter-personal and Communication skills,) FW-01: Field work (6credits)	
Ist year	II	(6 credits)	(4 credits) Open Electives	2 Credits	10 credits	22 Credits
		MSW-05: Social Work Method for Community Organisation and Development (2 Cr) MSW-06: Social Work Method for Social Action and Advocacy MSW-07: Development Communication (2 Cr.)	OE-05: Green Social Work OE-06: Disaster Management & Social Work Intervention OE-07: School Social Work OE-08: Community Health, Mental Health & Environmental Hygiene OE-09: Training and Development OE-10: Corporate Social Responsibility OE-11: Women's Issues and Development Initiatives OE-12: Youth Development OE-13: Family Life Education OE-14: Social Work Intervention in Illness and Disability OE-15: Approaches in Health Care Administration and Management OE-16: Natural Resource Management and Climate Change OE-17: Advocacy, Human Rights and Social Justice	RM :02 Use of Statistics and application of Computer for Research	MSW-08: Skill Lab for social work practice (Training on essential Life Skills) (2 Credits) FW-02: Field work (6 credits) VV-1: Viva (2 Credits) OJT-1: Summer Field Placement	

2nd Year	III	4 credits	8 credits (2 courses of 4 credits each)	2 credits	8 credits	22
		MSW-09: Social Policies and Programmes (2 Cr) MSW-10: Social Welfare and Development Administration (2 Cr)	HRM-01: Human Resource Management HRM-02: Employee Welfare & Trade Union FCW-01: Family Sociology & Family Dynamics FCW-02: Fields of family & child Development. MPSW-01: Fields of medical & Psychiatric social work MPSW-02: Advance Medical Information for Medical & Psychiatric Social Workers TD-01: Tribal society and issues TD-02: Administration of tribal development URCD-01: Fields of urban & rural community development URCD-02: Development Economics	RM-03: Social Work Research Skills Lab (Tool preparation & Data collection)	MSW-11: Social Work Practice Skills Lab Professional Competencies for Social Work Practice FW-03 Field Work (6 cr.)	
2nd Year	IV	4 credits	8 credits (2 courses of 4 credits each)		12 credits	24
		MSW-12 Participatory Planning and Strategic Management (2 Cr) MSW-13: Management and administration of Non- Profit organisation (2 Cr)	HRM-03: Labour Legislation & Industrial Relations HRM-04: Organisational Behaviour & Social Aspects in Industry FCW-03: Socialisation of the Child & Family Development FCW-04: Counselling Theory & Practices MPSW-03: Psychiatric Information in Child & Adult Psychiatry MPSW-04: Counselling Theory & Practices URCD-04: Management of Community Projects URCD-04: Community Work Sector & Intervention TD-03: Tribal Policies and laws TD-04: Strategies & Intervention for tribal development		FW-04 Fieldwork (6 Credits) RD: Research Dissertation (4 Credits) VV-2 Viva (2 Credits) OJT-2: One Months Block Placement/ Internship	

Total Semester and Courses – Total Semesters - 4. Total Courses -18. Spread over 4 Semester and 6 /7/courses per semester.
Core Courses, Open Electives, Specialization/ Electives and Skill based courses: Considering the availability of faculty, expertise, strengths and resources, each affiliated center-Institutes/Colleges will have choice and full discretion of offering courses and open elective courses.

Minimum Intake for Specialization and Open Elective (Choice Based Courses): Each center will have choice and full discretion to offer any one/ select or all Specialization/s/ Elective/ Optional/ Choice Based Courses. However minimum intake for each Elective/Specialization/ Optional Subject/ Choice Based Papers should be 10 and for self-study/optional papers minimum 5 students.

1.6 Type of Courses

TABLE NO. 1

Sr. No.	Courses	Type of Courses	Number of courses
1	Core Domain Courses	Discipline specific courses–compulsory	04
		Research Methodology courses–compulsory	03
		Method courses–Compulsory	05
2	Open Elective Courses	Foundation Open Elective– offered at the 1 st Semester	02
		Generic open Electives optional offered at 2 nd Semester (Centre can decide courses to be offered)	02
3	Specialization Courses	Specialization: offered at 3 rd and 4 th Semester	04
4	Skill building Courses	Skill Lab sessions complimenting field work practicum	04
Total Courses			24

1.7 Framework of Semester wise Credit Allocation

TABLE NO. 2

No	Courses	Type of Courses, Choice & Option	Marks	Credits
Semester–I				
1	Open Elective Foundation Courses: (Any Two) OE-01: Sociology for Social Work OE-02: Psychology for Social Work OE-03: Economics and political Science for Social Work OE-04: Universal Human Rights and Indian Constitution	OE: Generic Foundation Elective Courses Any TWO out of Four (OE-1or2or3 or 4)	100	4
2				
3				
4				
5	MSW-01: Professional Social Work: History, Ideologies and Perspectives	MSW: Compulsory Core Domain Course	100	4
6	MSW-02: Social Work Method of Working with Individuals and Families MSW-03: Social Work Method of Working with Groups	MSW: Compulsory Method Courses	100	4
7	RM-01: Introduction to Social Work Research	RM: Research Methodology Compulsory course.	50	2
8	MSW-04: Induction and Skill lab for Social Work Practice	MSW: Skill Based Compulsory Course	50	2
9	FW-I Field Practicum (Field Work)	FW: Skill Bases Compulsory Course	150	6
Total			550	22
Semester–II				
10	MSW-07: Development Communication	MSW: Compulsory Core Domain Course	50	2
11	MSW-05: Social Work Method of Community Organization and Development MSW-06: Social Work Method for Social Action and Advocacy	MSW: Compulsory Method Courses	100	4
12				
13	RM-02: Use of Statistics and application of Computer for Research	RM: Research Methodology Compulsory course	50	2
14	OE-05: Green Social Work OE-06: Disaster Management & Social Work Intervention OE-07: School Social Work OE-08: Community Health, Mental Health & Environmental Hygiene OE-09: Training and Development	OE: Core Domain Open Elective Courses (Any two)	100	4
15				
16				
17				
18				

19	OE-10: Corporate Social Responsibility			
20	OE-11: Women's Issues and Development Initiatives			
21	OE-12: Youth Development			
22	OE-13: Family Life Education			
23	OE-14: Social Work Intervention in Illness and Disability			
24	OE-15: Approaches in Health Care Administration and Management			
25	OE-16: Natural Resource Management and Climate Change			
26	OE-17: Advocacy, Human Rights and Social Justice			
27	MSW-08: Skill Lab for social work practice (Training on essential Life Skills)	MSW: Skill Based Compulsory Course	50	2
28	FW-2: Field Practicum (Field Work)	FW: Skill Bases Compulsory Course	150	6
29	OJT-1: Summer Field Placement	OJT: Mandatory On Job Training	--	--
30	FV-2 Viva-voce examination (End Sem.-II) (2creditsx1)persem.50marks	Compulsory	50	2
		Total	550	22
Semester-III				
31	MSW-09: Social Policies and Programmes	MSW: Compulsory Core Domain Course	50	2
32	MSW-10: Social Welfare and Development Administration	MSW: Compulsory Core Domain Course	50	2
33-42	OES: HRM-01, HRM-02, FCW-01, FCW-02, MPSW-01, MPSW-02, TD-01, TD-02, URCD-01 & URCD-02	OE: Elective Specialization Courses any two	200	8
43	RM-03: Social Work Research Skills Lab	RM: Research Methodology Compulsory course	50	2
44	MSW-11: Social Work Practice Skills Lab Professional Competencies for Social Work Practice	MSW: Skill Based Compulsory Course	50	2
45	FW-3- Field Practicum (Field Work)	FW: Skill Bases Compulsory Course	150	6
		Total	550	22
Semester-IV				
46	MSW-12 Participatory Planning and Strategic Management	MSW: Compulsory Core Domain Courses	100	4
48	MSW-13: Management and administration of Non- Profit organisation			
49-53	OES-4. Specialization Elective Course-4 (FCW-3,HRM-3,MPSW-3,URCD-3,TD-3)	OE: Elective Specialization Courses any one	100	4
54-59	OES5. Specialization Elective Course5 (FCW-4 ,HRM-4,MPSW-4,URCD-4,TD-4)	OE: Elective Specialization Courses any one	100	4
60	RM-04: Research Dissertation	RM: Research Methodology Compulsory course	100	4
61	FW-4: Field Practicum (Field Work)	FW: Skill Based Compulsory Course	150	6
62	OJT-2 One Month Block Placement/Internship	OJT: Mandatory On Job Training	--	--
63	FV-4 Viva -voce examination(End Sem.-IV)(2creditsx1)persem.50marks	Compulsory	50	2
		Total	600	24
		Total Marks	2250	90

1.8 Specialization/ Elective-wise Compulsory, Optional and Choice based courses

TABLE NO. 3

Courses No.	Elective-Compulsory & Optional Courses	Semester	Credits
FCW-Family and Child Welfare			
FCW-1	The Field of Family and Child Welfare	Semester-3	2
FCW-2	Family Sociology and Family Dynamics	Semester-3	2
FCW-3	Socialization of the Child and Child Welfare	Semester-4	2
FCW-4	Counselling - Theory and Practice	Semester-4	2
HRM-Human Resource Management			
HRM-1	Human Resource Management	Semester-3	2
HRM-2	Labour Legislation and Industrial Relations	Semester-3	2
HRM-3	Employee Welfare and Trade Union	Semester-4	2
HRM-4	Organizational Behaviour	Semester-4	2
MPSW-Medical and Psychiatric Social Work			
MPSW-1	The Field of Medical and Psychiatric Social Work	Semester-3	2
MPSW-2	Advanced Medical Information for Medical & Psychiatric Social Workers	Semester-3	2
MPSW-3	Psychiatric Information in Child and Adult Psychiatry	Semester-4	2
MPSW-4	Counselling: Theory and Practice	Semester-4	2
URCD- Urban and Rural Community Development			
URCD-1	Issues of Urban, Rural and Tribal Communities and Governance	Semester-3	2
URCD-2	Development Economics	Semester-3	2
URCD-3	Management of Community Projects	Semester-4	2
URCD-4	Community Work Sectors and Interventions	Semester-4	2
TD- Tribal Development			
TD-1	Tribal Society and Issues	Semester-3	2
TD-2	Tribal Development Administration	Semester-3	2
TD-3	Tribal Policies & Laws	Semester-4	2
TD-4	Environment & Tribal Development strategies	Semester-4	2

2. Field Practicum (Field Work):

In order to offer flexibility to the respective affiliated centers- Institutes/ Colleges/ Schools of Social Work can develop the field practicum modules according to available field of opportunities in their region. The field work over 4 semesters will include the following components -concurrent or block field work or a combination of both; rural camp; study tour; summer placement. However rural camp and study tour may be optional and each center can work out alternatives from amongst any of the following - field project based assignments/visits to rural/urban areas or model projects of social work intervention/social development/ industrial visits in the nearby geographical area. These would be for the entire batch as per available learning opportunities and needs of the specialization. These should be declared in advance by each center.

2.1 Guidelines for Conduct of Field Work and Evaluation:

2.1.1 The Field Work is offered for total 24 credits equally distributed 06 credits for each semester. Thus total marks allocated for Field Work is 600 (150 per semester)

2.1.2 Field work shall be conducted during two days a week for a minimum of 15 (fifteen) clock hours a week or Continuous Block Field Work or combined, minimum 250 Hrs. per Semester, and/or as per the required number of days for a particular semester. A minimum one contact session in a week (of at least ½ hour) with faculty supervisor through Individual and Group conferences is compulsory. Each center is expected to design Field Practicum (Field Work) module, field work manual, orientation components, supervision monitoring mechanisms and assessment criteria.

2.1.3 Field work shall be conducted at a social work /welfare agency/organization/ industry/ community / Govt. NGO recognized by the training Institution. Every student shall be supervised by an experienced /professional social worker from the agency and a faculty member/professional supervisors duly appointed by the Institute.

2.1.4 In Field Work, it is mandatory on the part of faculty/ professional supervisors appointed or deputed by the institute, to follow all Government, University and institute's service rules, norm of regular monitoring, supervision, supervisory visits, attendance or attending duty at work place. The institute, centers are expected to work out monitoring mechanisms.

2.1.5 A weekly individual / group conference of at least 30 minutes, related to field work of every student, shall be conducted by the field work supervisor. Field work shall be evaluated internally by the assigned Field Work Supervisor and Agency Supervisor.

2.1.6 In order to ensure and maintain quality standards in field work practicum, each center should develop standardized monitoring and evaluation criteria, rules and mechanisms. It is mandatory on the part of students to comply with all the rules and norms designed and adopted by the respective centers. Maintaining Field work Journal, written reports/records or documents, Diary/any other prescribed document by the student is a mandatory requirement.

2.1.7 Attendance: 100% attendance at Field work is compulsory.

2.1.8 A student failing in field work at any semester will be considered as 'Fail' in that semester. However a student who has failed in field work may reappear for the Field Work only twice in the subsequent period, in the same or next semester. In such case his/her credits in theory subjects will be carried forward, subject to the above clauses and/or clearing theory papers as per passing rules and standards. In such failure and repeater case center may provide opportunity through concurrent or Continuous Block Field Work or in combination, (whichever is applicable to the center and within the field work norms and rules of the center)

2.1.9 Revaluation: In any case, there is no provision of revaluation or moderation of field work/ research or internal assessment (CA) marks, at the university level.

2.2 Field Work Core Components

The Institute / PG centers offering Master's programme in Social Work will have internal flexibility to decide components and evaluation criteria and weightage for marks, within the given frame work. The following are the broad components for conducting field work.

TABLE NO. 4

Semester	Field Work Components
Semester-I	Orientation Visits
	Skill laboratory/Workshop
	Concurrent Field Work (Weekly or Block Field Work or Combination)
	Seminar/ Presentation
Semester-II	Skill laboratory/ Workshop
	Concurrent Field Work (Weekly or Block Field Work or Combination)
	Rural Camp/ Study tour/ Visits (Optional to choose any one or combination of these by each center)
	Seminar/ Presentation
Semester-III	Summer Placement
	Concurrent Field Work (Weekly or Block Field Work or Combination)
	Advance Observation Visit
	Seminar/ Presentations
	Field based tasks/ Assignments
Semester-IV	Skill laboratory/ Workshop
	Concurrent Field Work (Weekly or Block Field Work or Combination)
	Study Tour / Visits (Optional to choose any one or combination of these by each center)
	Seminar/ Presentation
	One month block placement / internship

2.3 Skill laboratory/Workshop

2.3.1 There shall be Skill Laboratory session during the 1st, 2nd and 3rd Semester for 2 credits each i.e. 50 marks.

2.3.2 The Institute or Centre of teaching will have freedom to develop and implement content of Skill Laboratory session. However, the content should be in commensurate to the content of syllabus offered in that semester.

2.3.3 Attendance for skill lab session is mandatory like field work.

2.3.4 The evaluation of Skill Lab sessions is done together by the In-charge teacher and Field Work Guide/ Supervisor based on the criteria's developed by the Institute.

3. Viva Voce:

3.1. There shall be a Viva-Voce Examination at the end of IInd and IVth Semesters based on theory knowledge, research/ term paper and field work practicum. (Total marks 100 and 50 marks each at the end of Semester II and IV) (Total 2 Credits per viva-voce exam.)

3.2 MSW- Ist year i.e. second semester Viva-Voce of 50 marks will be conducted before the second semester examination by the Training Institute on behalf of the University and marks obtained by the student shall be submitted to the University by the Heads of the Institutions, for inclusion on the University mark sheet. The minimum marks required for passing the Viva Voce are 50% at each Viva Voce examination.

3.3A student failing in Viva-Voce (2nd semester) shall be called again for the Viva -Voce within one month of the date of declaration of the Second Semester Examination results. Only Two repeat Viva Voce are permissible to be conducted during the Second semester. However a student failing in the Second Semester Viva Voce Examination shall be eligible for admission to the MSW Third Semester.

3.4 MSW-2nd Year i.e. Fourth Semester Viva-Voce Examination of 50 marks shall be conducted externally by the University. Viva panel will consist of one external and one internal examiner.

3.5 The Viva Voce conducted in the Fourth semester shall be based on theory of two years, field work, research, professional development and related area of specialization.

3.6 A student failing in Viva-Voce (4th semester) shall be called again for the Viva- Voce within one month of the date of declaration of the Fourth Semester Examination results. Only Two repeat Viva Voce are permissible to be conducted during the Fourth semester.

4. Research Dissertation (100 marks, Total 04 credits)

Every student has to complete Research Dissertation during fourth semester of the programme. This is mandatory requirement and 04 credits are allocated for the Research Dissertation.

4.1 MSW student is required to select an appropriate topic for his/her research dissertation/during the second semester and complete the dissertation and submit it to the institute before 15th February/ or the date specified by the centre prior to exam, of the fourth semester.

4.2 Completion and submission of the Research Dissertation is a pre-condition for appearing at Semester IV Examination. In any case no extension will be permissible for submission.

4.3 The candidate must bring spiral or hard bound copy of dissertation in internal as well as external viva voce examination of IVth semester.

4.4 There shall be only one Dissertation of 100 marks at MSW –II year and it shall be submitted to the University through the Head of the Institution, recommended for submission after Certification and approval of the concerned Research Guide / faculty supervisor.

4.5 The research dissertation will be assessed and recommended for submission by the Research Guide/ internal and external examiner. Combined passing internal, external and viva examination in research shall be (50%) out of total marks.

TABLE NO.5

Assessment of Dissertation and Term paper	Dissertation Marks
Internal Guide or Examiners or Specialization wise Presentation	25
External Examiner–Assessment of Dissertation	50
Open Defense (Viva-voce)	25
Total	100
Aggregate/combined Passing Marks(50%)	50

4.6 A candidate failing in research dissertation will have to re-write and submit the revised dissertation in the same / or subsequent academic session within a period of three months after the declaration of results.

4.7 Prescribed standard for Research Dissertation:

The topic of Research, Dissertation must be related to the area of Social Work. Ethical norms and concerns in research, plagiarism policy of the institute and University, must be adopted.

4.8 In case of dissertation/research, Quantitative and qualitative research is permissible. The candidate must justify the design and follow the scientific process and methods of Social Work Research or Social Research. In case of quantitative research minimum of 60 respondents are essential for collecting field data.

5. Summer Placement / Block placement (Internship):

Every student is required to complete his/her summer placement for the period of one month at the end of 2nd Semester and Block placement/ internship for a period of one month after the fourth semester examination.

5.1 The MSW-II (4th semester) result shall not be declared until a certificate of successful completion of summer/ block placement/ internship is submitted by the assigned block field work agency, duly attested by the Head of the Institution and submitted to the University.

5.2 After completion of Block placement, the student must submit a report of work to the Head of the teaching Institute. This report must have been duly certified by appropriate authority in the block placement agency. Ordinarily, no leave of absence will be permissible during block placement. The Block Placement after the IV semester examination must be completed within two months period. The submission period is extended only in the extra ordinary conditions with prior permission given at the discretion of the Head of the Institution.

6. Heads, Standard of passing and Conduct of Credit system.

6.1 The following shall be the Independent Heads of Passing:

- i. Written theory papers
- ii. Field work
- iii. Skill Laboratory sessions
- iv. Research Dissertation/Term Paper
- v. Viva Voce

6.2 Standard of passing Marks: Percentage

- | | |
|---|--|
| i. Written theory papers | - 40 % marks |
| (in the combined examination of Continuous assessment (CA) and End of Semester Examination (ESE) with a minimum passing of 40 % marks (i.e. 40 out of 100 and 20 out of 50) | |
| ii. Field work in every semester | - 50% Marks |
| iii. Skill Laboratory sessions | - 50% Marks |
| iv. Viva Voce | - 50% Marks |
| v. Research dissertation | - 50% Marks(Combined- Internal, External and Viva) |

6.3 Conduct of the Credit System

The MSW degree will be awarded to students who complete a total of 90 credits in a minimum of two years for completing on an average 22 each for first three semester and 24 credits in fourth semester. Student shall select any one Specialization/ Elective that covers six / seven papers per semester. Field work and Research Project (Dissertation) shall be compulsory and constitute an independent head of passing.

6.3.1 Credit: A 'credit' is generally a 'value' used to measure a students work load in terms of learning time required to complete course units, resulting in learning outcomes. Credit is used in higher education to summarize and describe an amount of learning.

6.3.2 One (01) credit will be equivalent to 15 clock hours of teacher-student classroom contact / learning hours in a semester. A minimum of 30/ 60 Hrs. per subject would be equivalent to 2/4 credits. Field Work per semester (Minimum 250 Hrs. 15 Clock Hrs. per week x 6)= 06 credits.

6.3.3 Credits once gained cannot be lost. One credit is equivalent to 25 marks for evaluation purpose.

6.3.4 Among the minimum number of credits to be earned by a student to complete a Post Graduate degree in social work program (Total 90 credits), the student will have to earn minimum 90% (81 credits) credits from the parent institute / PG Center and the remaining up to 10 % (9 Credits) credits could be earned from the other Department/ PG Center or any subject/s of any faculty conducted at other PG Department or PG Center, subject to approval and offered by that particular center. In any case, a student will have to earn compulsory credits from the parent Institute/ PG Center.

7. Rules of Examination

7.1 Conduct of Examination:

7.1.1 University Examination of MSW course shall be conducted by the centers as per University ordinance/ rules 125 or applicable/ revised from time to time.

7.1.2 Field Work/ Dissertation/ Term paper/ Assignments/ CA, will be evaluated as per the evaluation criteria and standards framed by the respective training institute and the University, from time to time.

7.1.3 Assessment shall consist of Continuous assessment (CA) and End of Semester Examination (ESE). Each shall have weight-age of 30 %. (i.e. For each 100/50 Marks papers- 30/15 Marks) for Continuous assessment (CA) and 70% for End of Semester Examination (ESE) (i.e.70/35 Marks for 100/50 marks papers)

7.1.4 The teacher concerned shall announce at the beginning of the course about the mechanisms under which CA would take place. However, the ESE shall cover the entire syllabus prescribed for that course.

7.1.5 The CA towards 30% marks will be a continuous assessment for 5 marks for two credits course and 10 marks for 4 credit course. Written test of 10 marks for 2 credit course and 20 marks for 4 credit course must be conducted for a full course of 2/4 credits and the teacher should select a variety of mechanisms for continuous assessment such as:

- i. Journal/Lecture/Library notes
- ii. Seminar presentation;
- iii. Short Quizzes;
- iv. Group/ Individual Assignments
- v. An Open Book Test (with the concerned teacher deciding which books are to be allowed for this purpose);

7.1.6 The concerned teacher, in consultation with the Head of the PG Department/ center, shall decide the nature of questions for a Written Test.

7.1.7 ESE for the remaining 70% marks will be conducted by the SPPU.

7.1.8 A student has to obtain 40 % marks (i.e. 40 out of 100 and 20 out of 50) in the combined examination of CA and ESE.

7.1.9 To pass the degree program, a student will have to obtain a minimum aggregate of 40% marks (i.e. 40 out of 100 and 20 out of 50) (E and above in grade point scale) in each course.

7.1.10 If a student misses an internal assessment examination s/he will have a second chance with the endorsement of the Principal in consultation with the concerned teacher. Such a second chance however, shall not be the right of the student.

7.1.11 Students who have failed in a theory course and or field practicum (Field Work) may reappear for the ESE and or field practicum (Field work) only twice in the subsequent period. The student will be finally declared as failed if s/he does not pass in all credits within a total period of four years. After that, such students will have to seek fresh admission as per the admission rules prevailing at that time.

7.1.12 A student cannot register for the third/fourth semester, if s/he fails to complete 50% credits of the total credits expected and pass in field practicum/ field work to be ordinarily completed within two semesters.

7.1.13 There shall be a revaluation of the answer scripts of ESE but not of CA as per the university Ordinance No.134 A & B/ and/or applicable rules.

7.1.14 While marks will be given for all examinations, they will be converted into grades. The semester end grade sheets will have only grades and final grade sheets and transcripts shall have grade points average and total percentage of marks (up to two decimal points). The final grade sheet will also indicate the PG center to which the candidate belongs.

7.2 Assessment and Grade point average

The system of evaluation will be as follows:

7.2.1 Each assignment/test will be evaluated in terms of grades. The grades for separate assignments and the final (semester-end) examination will be added together and then converted into a grade and later a grade point average.

7.2.2 Results will be declared for each semester and the final examination will give total grades and grade point average.

7.2.3 After the gain of minimum number of credits towards a completion of a PG program, a student will get a grade sheet with total grades earned and a grade point average.

7.2.4 Marks/Grade/Grade Point. (As per UGC, Government & University Standards)

TABLE NO. 6 : FINAL GRADE POINTS

Grade Points	Final Grade
09.00-10.00	O
08.50-08.99	A+
07.50-08.49	A
06.50-07.49	B+
05.50-06.49	B
04.25-05.49	C
04.00-04.24	P
00.00-03.99	F

Final Grade Points (As per UGC, Government & University Standards)

TABLE NO. 7 : EXPLANATION OF GRADE & GRADE POINTS AVERAGE

Marks Obtained (%)	Grade	Grade Point
80-100	O : Outstanding	10
70-79	A+ : Excellent	9
60-69	A : Very Good	8
55-59	B+ : Good	7
50-54	B : Above Average	6
45-49	C : Average	5
40-44	P : Pass	4
0-39	F : Fail	0
-	Ab : Absent	0

TABLE NO. 8

Grade Point	% of Marks	Grade Point	% of Marks
4	40	8.1	61
4.2	41	8.2	62
4.4	42	8.3	63
4.6	43	8.4	64
4.8	44	8.5	65
5	45	8.6	66
5.2	46	8.7	67
5.4	47	8.8	68
5.6	48	8.9	69
5.8	49	9	70
6	50	9.1	71
6.2	51	9.2	72
6.4	52	9.3	73
6.6	53	9.4	74
6.8	54	9.5	75
7	55	9.6	76
7.2	56	9.7	77
7.4	57	9.8	78
7.6	58	9.9	79
7.8	59	10	>=80
8	60		

7.2.5 'B+' Grade is equivalent to at least 55% and 'B' is equivalent to 50% of the total marks.

7.2.6 If the (C)GPA is higher than the indicated upper limit in the three decimal digit, then higher final grade will be awarded (e.g. a student getting (C)GPA of 4.492 may be awarded 'A' grade).

7.2.7 There will be only final compilation and moderation at CGPA (Final) level. While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10 % marks and in the grade of the course.

7.2.8 For grade improvement a student must reappear for ESE for a minimum 30 credits in case of Science, Engineering, Technology, Management and Pharmacy, 20 credits for other faculties and 12 credits in case of one year degree program. These courses will be from the parent Department (subject). A student can appear only once for the Grade Improvement Program only after the successful completion of PG Degree program and at the end of the next academic year after completion of the Degree and within two years of completion of the Degree.

7.2.8 The formula for (C)GPA will be based on Weighted Average. The final CGPA will not be printed unless a student earns minimum 100 credits, 80 credits or 64 credits, as the case may be, from the courses at PG programs.

The description for the grades is as follows:

O: Outstanding:	Excellent analysis of the topic, (80% and above) 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;
A+ : Excellent :	Excellent analysis of the topic (70 to 79%) Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Neat and systematic organization of content, effective and clear expression;
A: Very Good:	Good analysis and treatment of the topic (60 to 69%) Almost accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, Fair and systematic organization of content, effective and clear expression;
B+: Good:	Good analysis and treatment of the topic (55 to 59%) Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, effective and clear expression;
B: Above Average:	Some important points covered (50 to 54%) Basic knowledge of the primary material, logical development of ideas, Neat and systematic organization of content, good language or expression;
C: Average:	Some points discussed (45 to 49%) Basic knowledge of the primary material, some organization, acceptable language or expression;
P: Pass:	Any two of the above (40 to 44%)
F: Fail:	None of the above (0 to 39%)

7.3 End Semester Examination (ESE) Evaluation/ paper pattern:

7.3.1 There will be an evaluation of each course by students at the end of every semester. One credit is equivalent to 25 marks for evaluation purpose.

7.3.2 ESE: Each credit will be evaluated for a maximum period of 45 minutes. The following would be an outline for setting the question paper for ESE.

TABLE NO. 9

Credits	Time	Questions with internal choice	Total 70/35 Marks
4	180 Min. (3 Hrs.)	2 Questions x 15 Marks (2 out of 4)	30 Marks
		3 Questions x 10 Marks (3 out of 5)	30 Marks
		2 Questions x 05 Marks (2 out of 4)	10 Marks
		Total 7 Questions (out of 14)	Total 70 Marks

Credits	Time	Questions with internal choice	Total 35 Marks
2	120 Min. (2 Hrs.)	1 Questions x 15 Marks (1 out of 3)	15 Marks
		1 Questions x 10 Marks (1 out of 3)	10 Marks
		2 Questions x 05 Marks (2 out of 4)	10 Marks
		Total 5 Questions (out of 10)	Total 35 Marks

7.3.3 The policies and procedures determined by the S.P. Pune University from time to time will be followed for the conduct of Examinations and declaration of the result of a candidate.

7.3.4 In case of any incongruence the Dean of the faculty, Mental Moral and Social Sciences or appropriate authority of university, if required in consultation with the BOS Chairman/Head/ Director/ Principal or University Examination Committee may intervene to resolve such cases within the curriculum rules and frame work of SPPU.

8. Admission procedure:

The candidate must apply only on a prescribed form online or attached to the Prospectus of the Institution/ PG centers. Incomplete forms and those received after the prescribed date and time will not be accepted. The selected candidate must, at the time of admission, produce all original certificates (HSC, and Graduation, caste certificate, Domicile Certificate, Income Certificate, Non- creamy layer certificate and other relevant certificates or documents) and mark-lists. The candidate should come prepared to pay the full fees at the time of selection test and pay the full fees on admission, if selected. Candidates will have to obtain their transference certificate indicating the College last attended and the Examination last passed. The candidates who have passed their last qualifying Examination from a University other than S.P. Pune University must

submit a migration certificate immediately after securing admission. As per S.P. Pune University rules every candidate must obtain an eligibility certificate. Application forms for eligibility will be available at the Office and the dates will be announced accordingly. Applications for eligibility certificate are to be sent to the Registrar, S.P. Pune University along with the transfer, migration and passing certificates and statement of marks. Documents must be submitted in time. A student who fails to obtain the eligibility certificate will not be permitted to appear for the Semester IV Examination.

8.1 Reservation of Seats:

There will be reservation of seats as per rules of S.P. Pune University. Reservation is based on Government GR's, rules of the University and other competent authorities, framed and implemented, from time to time.

9. Discipline:

Students are expected to follow all rules and maintain discipline throughout the period of the course. Students will be made aware of all rules and expected norms of discipline at the beginning of the course.

9.1 Ragging in any form, within or outside the campus, is strictly prohibited. In case a student is found violating the rules of discipline, the Director/ Principal/ Head of the Institution can initiate appropriate course of action and ask him/her to discontinue the course or cancel his/her admission at any point of time, during the course.

10. Grant of terms:

100 per cent attendance is expected at the orientation programme, orientation visits, and field work. Minimum 75% attendance is expected at the class room lectures. Leave is ordinarily not granted. In very exceptional circumstances leave subject to prior permission of the Head of the Institution must be obtained. The Head of the Institution reserves the right to grant terms. Every student will have to give an undertaking in relation to compliance of all rules and regulations of the training institution. The decision of the Head of the Institution shall be final and binding in all matters pertaining to discipline and professional behavior.

11. Theory Courses: (For course details refer MSW revised syllabus – unipune.ac.in)

S.P. Pune University offers five specialization courses of 04 papers each divided over two semesters. Currently the following specializations are approved by S. P. Pune University.

12. Specialization/ Elective Courses:

Every recognized training Center of S.P Pune University selects its own areas of specialized training. The following Specialization Courses are offered by the three Recognized Institutions of S.P. Pune University:

- i) Family and Child Welfare
- ii) Human Resource Management
- iii) Medical and Psychiatric Social Work
- iv) Urban and Rural Community Development
- v) Tribal Development.