Loksevak Madhukarrao Chaudhari College of Social Work, (Autonomous) Jalgaon

An Autonomous Institution Accredited with 'A+'-grade (CGPA 3.46) by NAAC

(Affiliated to Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon)

- 1. Conferment of Autonomous Status vide UGC letter No. F. 2 10/2023 (AC-Policy) dt. 27-05-2025
- Conferment of Autonomous College by KBC NMU Jalgaon vide letter No. KBCNMU /05/ Autonomous Status/ 141/2025 Dt. 05/06/2025

EXAMINATION POLICY

CONTINUOUS INTERNAL ASSESSMENT POLICY

An Autonomous College
NAAC "A+" Grade

Loksevak Madhukarrao Chaudhari College of Social Work, (Autonomous) Jalgaon

EXAMINATION POLICY

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

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

ASSESSMENT

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

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

For the BSW (Hons) & MSW Program Internal (Formative) Assessment

0	Internal Evaluation	Credit 4	Credit
101 min			2
Sr. No.	Component	Marks	Marks
1.	Unit Test No. 1 (Online- MCQ)	10	05
2.	Unit Test No. 2	20	10
3.	Class Attendance	05	2.5
4.	Internal Assessment: Home Assignment / Group Discussion/ Quiz/ Seminar/Aavishkar Participation	05	2.5
	Total Marks	40	20

CONTINUOUS INTERNAL ASSESSMENT

BSW Ist and MSW Ist

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

The College conducts **assessment** for all theory and practical courses in each semester, in the following manner: The assessment for the Bachelor of Social Work and Master of Social Work **Four-Credit Courses**

consists of the Continuous Internal Assessment of 40 marks and End Semester Examination of 60 marks. The Internal Continuous Assessment includes an assignment, class test, attendance, and class participation. Class participation marks are based on task-based assessments such as group presentations, demonstration, preparing information, education and communication material, participation in field visits, and class assignments given in groups or individually. The Paper Pattern of the Class Test (20 marks) can be inclusive of objective and subjective questions.

CONTINUOUS INTERNAL ASSESSMENT

BSW & MSW

For Courses with Four Credits Warks		Marks: 100 Marks
	Internal Evaluation	
Sr. No.	Component	Marks
1.	Unit Test No. 1 (Online- MCQ)	10
2.	Unit Test No. 2	20
3.	Class Attendance	05
4.	Internal Assessment: Home Assignment / Group Discussion/ Quiz/ Seminar/Aavishkar Participation	05
-	Total Marks	40

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

CONTINUOUS INTERNAL ASSESSMENT BSW and MSW

For Courses with Two Credits Marks: 50 Marks

	Internal Evaluation	Credit 2
Sr. No.	Component	Marks
1.	Unit Test No. 1 (Online- MCQ)	05
2.	Unit Test No. 2	10
3.	Class Attendance	2.5
4.	Internal Assessment: Home Assignment / Group Discussion/ Quiz/ Seminar/Aavishkar Participation	2.5
	Total Marks	20

PASSING NORMS

Theory Courses

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

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



ALGAO

ASSIGNMENT POLICY

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

Generic Rules:

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

Types of Assignments (a few examples)

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

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

Points to Remember:

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

INSTRUCTIONS FOR ASSIGNMENT SUBMISSION and CLASS TEST BSW I and MSW II

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

Internal Assessment Components

	Internal Evaluation	Credit 4	Credit 2	
Sr. No.	Component	Marks	Marks	
1.	Unit Test No. 1 (Online- MCQ)	10	05	
2.	Unit Test No. 2	20	10	
3.	Class Attendance	05	2.5	
4.	Internal Assessment: Home Assignment / Group Discussion/ Quiz/ Seminar/Aavishkar Participation	05	2.5	
A	Total Marks	40	20	

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

Marks Assigned for Attendance

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

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

SEMISTER END EXAM / ASSESSMENT

PROGRAMME PATTERN

UG Level (BSW)

- 4-Credit Course (100 Marks: 40 Internal + 60 External)
 - o End-Sem Exam Marks: 60
 - Time Duration: 3 Hours (standard across Indian universities for a 60-mark UG paper).
- 2-Credit Course (50 Marks: 20 Internal + 30 External)
 - o End-Sem Exam Marks: 30
 - o Time Duration: 1½ Hours (90 Minutes).

PG Level (MSW)

At PG, depth of analysis + longer answers are expected, so time per mark is slightly higher than UG.

- 4-Credit Course (100 Marks: 40 Internal + 60 External)
 - o End-Sem Exam Marks: 60
 - o Time Duration: 3 Hours (same as UG, but expected answers are longer/analytical).
- 2-Credit Course (50 Marks: 20 Internal + 30 External)
 - o End-Sem Exam Marks: 30
 - Time Duration: 2 Hours (often given more time than UG for same marks, since PG answers are discursive).

External / Semester End Assessment

- There will be Semester End Examinations at the end of all Eight semesters.
- The Semester End Examination will be conducted by the college.
- The examination shall be held at the college premises on such dates as will be notified by the college.

End-Semester Examination (60 Marks)

For 2-Credit Course (30 Marks End-Sem + 20 Marks Internal = 50 Marks Total)

- Internal: $40\% \rightarrow 20$ Marks
- End-Sem: $60\% \rightarrow 30$ Marks

For 4-Credit Course (60 Marks End-Sem + 40 Marks Internal = 100 Marks Total)

- Internal: $40\% \rightarrow 40$ Marks
- End-Sem: $60\% \rightarrow 60$ Marks

Suggested End-Semester Paper Structure

- (A) 2-Credit Course (30 Marks)
 - Section A (5 Marks): Objective (MCQ/Fill blanks/Definitions)

 Remember/Understand
 - Section B (10 Marks): Short Notes (any 2 × 5M) *Understand/Apply*
 - Section C (15 Marks): Analytical/Applied Questions (any 3 × 5M) Apply/Analyze/Evaluate
- (B) 4-Credit Course (60 Marks)
 - Section A (10 Marks): Objective (10 × 1M) Remember/Understand
 - Section B (20 Marks): Short Notes (any 4 × 5M) *Understand/Apply*
 - Section C (20 Marks): Analytical/Applied Questions (any 2 × 10M) Apply/Analyze
 - Section D (10 Marks): Essay/Critical Thinking (any 1 × 10M) Evaluate/Create

General Framework (As per NEP & Bloom's Taxonomy)

- **2-Credit Course (30 Marks)** → *Shorter assessment, focuses on knowledge,* understanding, and basic application
- **4-Credit Course (60 Marks)** → Comprehensive assessment, includes higherorder skills like analysis, evaluation, creativity
- **Bloom's Taxonomy Coverage:**

Remembering & Understanding: ~30% **Applying & Analyzing:** ~40% Evaluating **& Creating:** ~30%

Internal assessment (Continuous Evaluation) + End-semester exam (Summative)

SAMPLE PAPER FORMATS

A.:- 2-Credit Course (30 Marks) Time: 2 Hours

narks. **Instructions:** Attempt all questions. Figures to the right indicate full marks.

Section A – Objective / Conceptual (5 Marks)

(Bloom: Remembering & Understanding)

O1. MCOs / Fill in the blanks / Definitions $(5 \times 1 = 5)$

Section B – Short Notes (10 Marks)

(Bloom: Understanding & Applying)

Q2. Write short notes on any two of the following $(2 \times 5 = 10)$

Section C – Descriptive / Applied (15 Marks)

(Bloom: Applying, Analyzing, Evaluating)

Q3. Answer **any three** of the following $(3 \times 5 = 15)$

Marking Distribution (2-Credit / 30 Marks) Section A

(Conceptual Recall): 5

Section B (Understanding & Application): 10 Section

C (Applied Analysis / Case-based): 15 Total = 30

B.:- 4-Credit Course (60 Marks) Time: 3 Hours

Instructions: Attempt all questions. Figures to the right indicate full marks.

Section A – Objective / Conceptual (10 Marks)

(Bloom: Remembering & Understanding)

Q1. MCQs / Short definitions / Match the following $(10 \times 1 = 10)$

Section B – Short Notes (20 Marks)

(Bloom: Understanding & Applying)

O2. Write short notes on **any four** of the following $(4 \times 5 = 20)$

Section C – Analytical / Applied Questions (20 Marks) (Bloom:

Applying & Analyzing)

Q3. Attempt **any two** of the following $(2 \times 10 = 20)$

(Case study / situational question / application of theory in practice)

Section D – Long Essay / Critical Thinking (10 Marks)

(Bloom: Evaluating & Creating)

Q4. Attempt **any one** of the following $(1 \times 10 = 10)$

(Critical essay, comparison, argumentation, or projective type)

Marking Distribution (4-Credit / 60 Marks)

Section A (Recall): 10

Section B (Understanding): 20

Section C (Application & Analysis): 20

Section D (Evaluation & Creativity): 10

Total = 60

Note: The regular courses of the BSW program follow the 60:40 assessment pattern (End Semester

Examination: Internal Assessment). However, in the case of Community Engagement Programme, Indian Knowledge System (IKS), Open Elective (OE), and Vocational & Skill Enhancement Courses (VSEC), the assessment pattern may differ from the regular structure.

The detailed evaluation scheme for these courses is provided in the respective course syllabus, and its design and implementation are the responsibility of the concerned subject teacher. This ensures flexibility and course-appropriate methods of assessment in line with NEP 2020.

NEP Alignment:

The assessment framework incorporates various levels of cognitive skills to promote critical thinking, creativity, and a deep understanding of subjects, in alignment with the National Education Policy (NEP) to enhance students' learning outcomes and curricular competencies.

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9.13 Head of Passing

Sr. No.	Head of Passing	Percentage
1	Written Theory (Internal and External Assessment)	40% marks
2	Field work (Internal Assessment)	50% marks
3	Research Project Report (Internal and External Assessment)	50% marks
4	Viva-Voce (External assessment)	50% marks

Failure in any one of the heads shall be considered failure at the B.S.W. Program.

9.14 Standard of Passing

Sr. No.	Standard of Passing	Percentage
	Written theory papers in each theory paper (Including internal written examination (CIA) and Semester end examination. (For Credit Course of 4 Credits: Internal 16 marks out of 40 and External 24 marks out of 60 marks) (For Credit Course of 2 Credits: Internal 8 marks out of 20 and External 12 marks out of 30 marks)	15
2	Field work in every semester (Internal Assessment)	50% marks
3	Research Project Report (External and Internal Examiner as per 60:40 pattern)	50% marks
4	Viva-Voce (External Assessment)	50% marks

9.15 Evaluation Pattern

The College has adopted 40/60 pattern for evaluation. 40% Marks are reserved for Internal Assessment and 60% Marks are reserved for External. It is mandatory for the students to score 40% Marks for passing each head separately. The question paper format and evaluation pattern for each course offered by the examination cell.

- 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.
- Students failing in theory papers will be required to appear in the re-examination scheduled as per the academic calendar.

ALLOWED TO KEEP TERMS

Those students in Bachelor of Social Work who fail in Courses up to three subjects (excluding Field Work) across both the semesters in an academic year, will be 'Allowed to Keep Terms' (ATKT) and appear for the Additional Examination(s)in the subsequent Semester. Those students who fail in courses adding up to more than three subjects across both semesters in an academic year will be declared failed in that academic year. However, a candidate who has obtained 50 percent or more of the full marks in Fieldwork may claim an exemption in Fieldwork. The internal marks of the student will be carried forward for the additional examination and student must appear for external exams of 60 marks or 30 marks based on the credits for each subject.

The BSW candidate who has backlog of three subjects across all four Semesters can be admitted in Semester V. If the backlog is not cleared before the Semester V exams the candidate is not allowed

to appear for Semester V but be allowed to attend classes of Semester VI. While giving the Semester VI exams candidate must clear all ATKT of Sem 1 to 4 and is allowed to keep 2 ATKT of Semester V to appear for Semester VI. The Semester VI results will be kept on RW (Results Withheld), and results of Semester VI will not be declared till the Semester V ATKT are cleared.

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

Note:

- For consideration of passing marks for all subjects, the criterion would be minimum 40% marks (combined total of both internal and semester end marks) for each subject.
- Total marks (Internal + Semester End Examination) obtained by the student shall be

converted into Grades.

CHALLENGE TO VALUATION:

• Students can avail true copy of their answer sheets by paying due fees within prescribed time and may submit revaluation form if desired.

REVALUATION:

- Students can apply for revaluation of their answer-books after paying the prescribed fees and following due procedure.
- Revaluation of answer-books will be done by a panel of external experts.
- Marks awarded by the panel of experts/examiners after revaluation, whether increased or decreased, will be taken as final marks.

MAXIMUM ATTEMPTS

• A candidate who fails in any of the semester examinations may be permitted to take the examination again at subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following 02 years i.e. 04 more attempts.

IMPROVEMENT OF RESULTS:

- A candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.
- The reappearance shall be permitted only once in each semester.
- The reappearance for the examination of any semester shall be permitted during the subsequent examination of that semester.
- Application for reappearance along with payment of prescribed fees shall be submitted to the College along with the original statement of marks within 30 days from the declaration of results.
- If a candidate passes in all subjects in the reappearance, higher of the two aggregate marks secured by the candidate shall be awarded to the candidate for that semester. In case the candidate fails in reappearance, he shall retain his first appearance result.
- A candidate who appears for improvement of results shall be eligible for grade/division but not for ranking.
- Internal assessment marks shall remain the same and they are not included in the improvement of result scheme.

AWARD OF MARK SHEET/S

- 1. All mark sheets for all semesters will be awarded by the college at the end of each semester.
- 2. The mark sheet will specifically mark all the pass/exempted/pass with grace and fail subjects.
- 3. The marksheet of Sem II (Certificate), Sem IV (Diploma) and Sem VI (Degree) and Sem VIII with Degree of Honours/ Honours with Research shall include total marks, CGPA and designated GRADE such as O, A+, A, B+, B, C, F (Fail).

AWARD OF DEGREE

- 1. Students will receive Degree from the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon on payment of the prescribed fee.
- 2. The Diploma/Degree will be issued at the end of successful completion of duration of the programme as per the NEP 2020 Guidelines.

3. It will be signed by the Hon'ble Vice-Chancellor and will have the college's name on it.

GRIEVANCE REDRESSAL MECHANISM

- There shall be Grievance Redressal Committee for all grievances related to examination and assessment.
- The committee shall be headed by the Controller of Examinations.
- In case of any dispute, the Chief Controller, Examinations/ Principal shall decide the matter and the decision shall be final.

ABSORPTION SCHEME/MULTIPLE ENTRY

- 1. Other students already enrolled in BSW course of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon or any other University or any other Autonomous College can also join this course from Semester III, V, VII stages subject to the conditions of vacancies and only if they have earned the required credits for the programme. The students having less credits than required may earn those many credits before the semester end exam from SWAYAM/ NPTEL/College etc.
- 2. Students from other discipline are eligible to take admission for specific theory course which doesn't have social work practice component. They can do so by paying admission fees for the same, depending on the availability of the course in timetable.

MULTIPLE EXIT

- Optional Exit after 2nd Semester: Award of Certificate in Social Work after Completion of 4 credits Block Placement in Educational Sector.
- Optional Exit after 4th Semester: Award of Diploma in Social Work after Completion of 4 credits Block Placement in Welfare Setting.

Optional Exit after 6th Semester: Award of UG Degree in Social Work after Completion of 4 credits in GOs or NGOs sector.

Fieldwork

Fieldwork is assessed for 100 marks each at the end of every semester of the Master of Social Work and Bachelor of Social Work academic programme. To pass a Fieldwork Practicum Course, the student should obtain 50 percent marks in each semester.

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

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

1. Individual Evaluation of the student with the Faculty Advisor/Field Instructor done through Evaluation Conferences. The students are marked based on the proforma given by the Fieldwork Committee.

- 2. Small-Group Meeting of Field Instructors appointed panel wise by the Field Work Committee for standardization of marks
- 3. Large Group Meeting comprising of Faculty Members for the final standardization of marks class- wise.

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

Procedure for unsatisfactory performance in Fieldwork.

Unsatisfactory performance in Fieldwork includes but is not limited to failure to submit recordings on the stipulated date; absenteeism in Fieldwork without intimating concerned authorities; frequent delay in completion of tasks; violation of the clauses of Ethical conduct in Fieldwork as

specified in the Code of Conduct of the College with reference to Field work and those specified in the Fieldwork Manual.

Procedure for Unsatisfactory Performance in Fieldwork

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

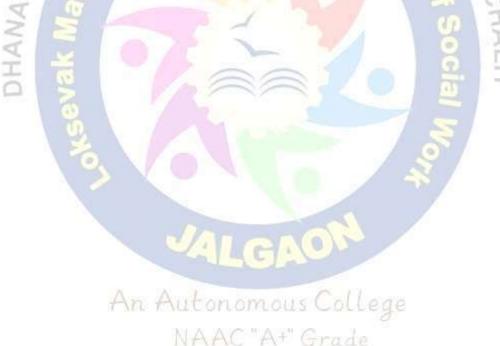
A student failing in Field Work is expected will have to repeat the entire Fieldwork which includes 180 hours per Semester. The Fieldwork hours completed by the student in the Semester the student has declared failed in Fieldwork will not be carried forward. Failure in Fieldwork will not entitle a student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

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

Passing Norms for Fieldwork

Amendment: Governing Board Dt. 20 June 2025

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



LOKSEVAK MADHUKARRAO CHAUDHARI COLLEGE OF SOCIAL WORK, (AUTONOMOUS) POLICY FOR STUDENTS WITH DISABILITY

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

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

Candidates with Specific learning disability (Dyslexia/Dysgraphia & Dyscalculia) will get

compensatory time for writing the examination paper [Maximum is 1 hr for a 3 hr paper].

(Amendment IOAC meeting)

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

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

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

NAAC "A+" Grade

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



DHANAJI NANA CHAUDHARI VIDYA PRABODHINI SANCHALIT

LOKSEVAK MADHUKARRAO CHAUDHARI COLLEGE OF SOCIAL WORK, JALGAON

NAAC REACCREDITED 'A+' GRADE (CGPA 3.46), AN ISO 9001: 2015 CERTIFIED INSTITUTION

AN AUTONOMOUS INSTITUTE

Affiliated to Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon Ph No (0257) 2221302 , e-mail : cswjal@gmail.com , Website : www.lmccsw.edu.in

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

Date: To, The Controller of Examination, Loksevak Madhukarrao Chaudhari College of social work (Autonomous), Sub: Application for availing the facility of a Scribe/Writer during Examination Dear Madam, I wish to avail the facility of a Scribe/Writer during the internal External Examination to be conducted on _ **Details of the Candidate** Name of the Student: Mobile No.: Name of the Degree Program: Roll No. Academic Year: Class BSW / MSW Semester. **Examination Dates: Details of Examination Script:** Writing in English/Marathi Type of Permanent/Temporary Physical Disability/Learning Disability: Yours faithfully, Signature of the Student & Date

Enclosed: Medical Certificate from a Registered Medical Practitioner duly stamped

LOKSEVAK MADHUKARRAO CHAUDHARI COLLEGE OF SOCIAL WORK, (AUTONOMOUS) UNFAIR MEANS POLICY

The Unfair Means Policy of the College is based on the various sections of the Maharashtra Prevention of Malpractices at University/Board and Other Specified Examination Act, 1982 and Ordinance of the KBC North Maharashtra University, Jalgaon.

Reference:

- 1. https://nmu.ac.in/en-us/Administration/University-Sections/Examination-and-Evaluation-Section/Examination-Pattern
- 2. https://lj.maharashtra.gov.in/Site/Upload/Acts/MAHARASHTRA%20ACT%20No.% 20XXXI%20OF%201982..pdf

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

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

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

Procedure to deal with cases of Unfair Means.

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

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

- 6. The notice relating to the date & time of hearing of the case shall be sent to the candidate. If the service of the notice is not affected due to the fault of the candidate, the committee shall proceed ex-parte. In case delay is caused in the service of the notice for no fault on the part of the candidate, a new date of hearing shall be fixed by the committee.
- 7. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to the concerned competent authority, which will issue final orders concerning the penal action to be taken against the student/s after considering the reported facts and findings of the case by the Committee.

8. Norms of Punishment

- i. If the candidate is found to have in possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it the punishment will be the cancellation of the examination of that particular paper and the candidate will be awarded an F grade in that paper with all the consequences to follow. However, if the material found in possession of the candidate is insignificant the punishment maybe relaxed to the extent that the candidate will be given the chance to reappear in the examination.
- ii. If a candidate is found to have copied from or used the material caught, the punishment will be the cancellation of the present semester examination and the candidate shall be awarded an F grade in all the papers of that semester with all the consequences to follow.
- iii. If the candidate is found talking to another candidate or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator the examination in that paper may be cancelled and an F grade will be awarded in that paper with all the consequences to follow.
- iv. If the candidate is found reading or possesses some incriminating material relevant to the syllabus of the paper in the verandah, urinal, etc the examination in that paper or whole semester examination depending on the gravity of the offense shall be cancelled.
- v. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/person in the examination hall or outside during the

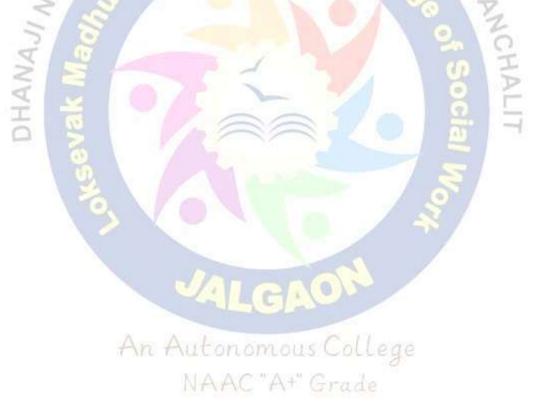
- examination hours, the examination in that paper will be cancelled and the F grade will be awarded in that paper with all the consequences to follow.
- vi. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.

Remedial Measures

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

Appeal against Punishment awarded by UMC

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

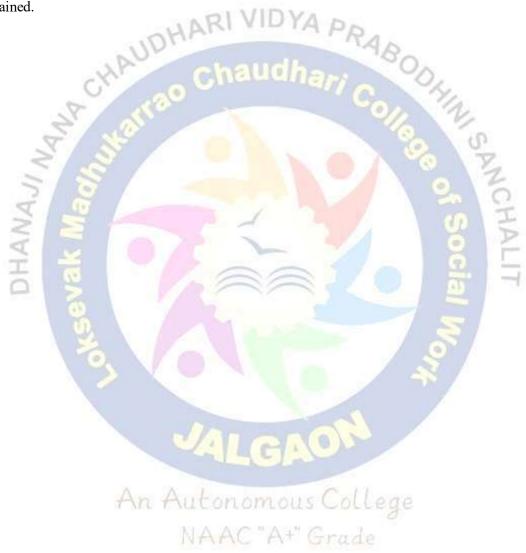


LOKSEVAK MADHUKARRAO CHAUDHARI COLLEGE OF SOCIAL WORK, (AUTONOMOUS)

RULES FOR PROVIDING THE PHOTO/XEROX COPY/IES OF ASSESSED ANSWER - BOOK/S

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

- 11. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded, nor will any representation be entertained.
- 12. On rectification of the result as per the provisions above, the candidate can apply for revaluation within seven working days from the date of receipt of the rectified result if the candidate was not eligible to apply for revaluation of the said answer book and only by such rectification becomes eligible for revaluation in the said subject, subject to other limitations contained.



LOKSEVAK MADHUKARRAO CHAUDHARI COLLEGE OF SOCIAL WORK, (AUTONOMOUS)

ATTENDANCE POLICY

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

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

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

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

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

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

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

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

Application of Leave of Absence



DHANAJI NANA CHAUDHARI VIDYA PRABODHINI SANCHALIT

LOKSEVAK MADHUKARRAO CHAUDHARI COLLEGE OF SOCIAL WORK, JALGAON

NAAC REACCREDITED 'A+' GRADE (CGPA 3.46), AN ISO 9001: 2015 CERTIFIED INSTITUTION

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		Date:	
To, The Controller of Examination, Loksevak Madhukarrao Chaudha Jalgaon.	ari College of social work (Autono	mous),	
Sub: Application of Leave of Abs	ence		
Dear Madam,			
This is to kindly inform that I hav missed days of Feld we	e availed leave from: ork/ Theory classes.	to	and I have
	Details of the Candidate		
Name of the Student:			
Mobile No.:			
Name of the Degree Program:			
Roll No.	Academic Year:		
Class BSW / MSW	Semester.		
Reasons for Absentia:			
Details on the Classes Missed			
Course(s) /subject(s) missed dur	ing absence:		
No. of Class/hours held during le	eave period:		
Enclosures Details			
Signature of the Faculty Advisor	with Date		
		Yours	faithfully,
		Signature of th	e Student & Date
Enclosed: Medical Certificate fro	m a Registered Medical Practition	er duly stamped Fo	or Family

emergencies Parents / Guardians Letter must be attached

Ordinances, Regulations and Syllabus For Master of Social Work JALGAON An Autonomous College NAAC "A+" Grade

Loksevak Madhukarrao Chaudhari College of Social Work, (Autonomous) Jalgaon

An Autonomous Institution Accredited with 'A+'-grade (CGPA 3.46) by NAAC

(Affiliated to Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon)

- 3. Conferment of Autonomous Status vide UGC letter No. F. 2 10/2023 (AC-Policy) dt. 27-05-2025
- 4. Conferment of Autonomous College by KBC NMU Jalgaon vide letter No. KBCNMU /05/ Autonomous Status/ 141/ 2025 Dt. 05/06/2025

ACADEMIC REGULATIONS (As Per NEP 2020)

GOVERNING THE EXAMINATION LEADING TO DEGREE OF MASTER OF SOCIAL WORK (M.S.W.)

(Two/One year PG Degree Programme as per NEP)

(Autonomous) From the Session 2025-26 Programme Code: LMCCSW-PG-02-MSW

An Autonomous College
NAAC "A+" Grade
Issued by:

Principal, Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon

Loksevak Madhukarrao Chaudhari College of Social Work, (Autonomous) Jalgaon An Autonomous Institution

Accredited with 'A+'-grade (CGPA 3.46) by NAAC (Affiliated to Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon)

GOVERNING BODY

(As per UGC Guidelines for Autonomous Colleges, 2023)

w.e.f. 20th June 2025

Sr. No.	Name	Designation	Category
1.	Mr. Shirish Madhukarrao Chaudhari	President	Management
2	Dr. Pramod Rambhau Chaudhari	Member	Management
3.	Prof. R. S. Mali (Ex. VC KBCNMU Jalgaon)	Member	Management
4.	Dr. Vivek Sawant (Chief Mentor, MKCL)	Member	Management
5.	Dr. Bharat Amalkar (Educationist & Social Worker)	Member	Management
6.	Dr. Yashawant G. Mahajan	Member	Teacher
7.	Dr. Prashant S. Bhosale	Member	Teacher
8.	Mr. Dhananjay R. Mahajan	Member	Administrative Staff
9.	Dr. Ambadas Y. Mohite	Member	Educationist
10	Dr. Kapil Singhel (Joint Director, Higher Education Jalgaon Division)	Member	State Government Nominee
11	Prof. Madhulika Sonawane (Director, School of Management Studies)	Member	University Nominee
12.	Dr. Rakesh P. Chaudhari	Member Secretary	Principal

ACADEMIC COUNCIL

(As per UGC Guidelines for Autonomous Colleges, 2023)

w.e.f. 20th June 2025

Sr. No.	Name	Designation	Category
1.	Dr. Rakesh P. Chaudhari	Chairperson	Principal
2.	Dr. Yashawant G. Mahajan	Member	HOD (Community Development)
3	Prof. Umesh D. Wani		HOD (Human Resource Management)
3.	Prof. Sham D. Sonawane	Member	Faculty
4.	Prof. Sunita P. Chaudhari	Member	Faculty
5.	Dr. Nitin R. Badgujar	Member	Faculty
6.	Dr. Bharati P. Gaikwad	Member	Faculty
7.	Dr. Swati Dharmadhikari (Principal, TCSW, Nagpur)	Member	Academicians from outside the Autonomous College
8.	Dr. Lidwin Dias (Principal, NNCSW, Mumbai)	Member	Academicians from outside the Autonomous College
9.	Dr. Preeti Agrawal (Director, GHRCEM, Jalgaon)	Member	Academicians from outside the Autonomous College
10.	Mr. Vikas Warke (Industrialist, Pune)	Member	Experts Industrialist
11.	Adv. Dr. Ramprakash Nair (Law)	Member	Expert (Law)
12	Prof. Ajay Patil (Act. Director, School of Social Science)	Member	University Nominee
13	Prof. Kishor F. Pawar (Director, School of Mathematical Sciences)	Member	University Nominee

14	Dr. Umesh Gogadiya (School of	Member	University Nominee
	Social Sciences)		•
15	Dr. Kalpana D. Bharambe	Member	Controller of Examination
16	Dr. Prashant S. Bhosale	Member/ Secretary	
			Principal

Board of Studies

(As per UGC Guidelines for Autonomous Colleges, 2023) w.e.f. 20th June 2025

Sr. No.	Name	Designation	Category	
1	Dr. Rakesh P. Chaudhari	Chairperson	Principal	
2	Dr. Yashwant G. Mahajan	Member	Faculty	
3	Dr. Sham D. Sonawane	Member	Faculty	
4	Dr. Bharati P. Gaikwad	Member	Faculty	
5	Dr. Kalpana D. Bharambe	Member	Faculty	
6	Dr. Umesh D. Wani	Member	Faculty	
7	Dr. Sunita P. Chaudhari	Member	Faculty	
8	Dr. Nitin R. Badgujar	Member	Faculty	
9	Dr. Ashok S. Hanwate	Member	Faculty	
10	Dr. Yogesh P. Mahajan	Member	Faculty	
11	Dr. D <mark>ee</mark> pak P. Mahajan	Member	Faculty .	
12	Dr. Nilesh S. Chaudhari	Member	Faculty	
13	Dr. Prashant S. Bhosale	Member	Faculty	
14	Dr. Jugal P. Ghuge	Member	Faculty	
15	Dr. Bh <mark>u</mark> shan I. Bhamterajput	Member	Faculty	
16	Dr. Chandu K. Popatkar (Principal, KCSW, Wardha)	Member	Subject experts from outside the parent University	
17	Prof. Dr. Rupesh Kawale (Professor, M V Deshmukh Mahavidyalaya, Amravati)	Member	Subject experts from outside the parent University	
18	Prin. Ishwar M. Saundankar (Principal, College of Social Work, Chopda)	Member	expert nominated by the Vice Chancellor	
19	Mr. Mahesh Mahajan (Chief Scientist & In charge Krushi Vighyan Kendra, Pal)	Member	One representative from allied areas	
20	Mr. Mahesh Gorade (Alumni)	Member	Alumni	
21	Dr. Sudhir Mhaske (Asst. Professor, DU, Delhi)	A - Member	Experts from outside the Autonomous College	

Loksevak Madhukarrao Chaudhari College of Social Work, (Autonomous) Jalgaon An Autonomous Institution

Accredited with 'A+'-grade (CGPA 3.46) by NAAC (Affiliated to Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon)

Direction No. 1 of 2025

ACADEMIC REGULATIONS GOVERNING THE EXAMINATION LEADING TO DEGREE OF MASTER OF SOCIAL WORK (MSW) (Two/One year PG Degree Programme in 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 Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon 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, Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon, permanently affiliated to the Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon 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 Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon as an Autonomous Status vide UGC letter No. F. 2 - 10/2023 (AC-Policy) dt. 27-05-2025;

WHEREAS, the Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon has notified Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon as a "AUTONOMOUS COLLEGE" vide its letter No. KBCNMU /05/ Autonomous Status/ 141/ 2025 Dt. 05/06/2025;

AND

WHEREAS, Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon 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, 2023;

AND

WHEREAS, the Board of Studies of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon 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 Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon adopted the semester pattern and while designing the syllabus of M.S.W. i.e. Master of Social Work (Two/One year PG Degree Programme in Social Work), also drafted the academic regulations as per NEP 2020 guidelines, instructional and evaluation arrangements, methods and procedures for the above course in its meeting held on 20 June 2025.

AND

WHEREAS, the Academic Council of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon in its meeting held on Dt. 20 June 2025 approved the academic regulations as per NEP 2020 guidelines, instructional and evaluation arrangements, methods and procedures for the course of M.S.W. i.e. Master of Social Work (Two/One year PG Degree Programme in Social Work), as proposed by the Board of Studies of Loksevak Madhukarrao Chaudhari College of Social Work, An Autonomous College NAA^{AND}A+" Grade Jalgaon;

WHEREAS, the Governing Body of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon in its meeting held on Dt. 20 June 2025 approved the academic regulations as per NEP 2020 guidelines, instructional and evaluation arrangements, methods and procedures for the course of M.S.W. i.e. Master of Social Work (Two/One year PG Degree Programme in Social Work), as proposed by the Board of Studies and as approved by the Academic Council of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon;

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. i.e. Master of Social Work (Two/One year PG Degree Programme in Social Work), as proposed by the Boards of Studies and as approved by the Academic Council and the Governing Body of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon, has been accepted by the Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon;

AND

WHEREAS, the programme of M.S.W. i.e. Master of Social Work (Two/One year PG Degree Programme in Social Work), is to be started from the session of 2025-26 under Autonomy Scheme and is to be offered to First Semester students of M.S.W. i.e. Master of Social Work (Two/One year PG Degree Programme in Social Work), from the session 2025-26.

And

WHEREAS, the Revised Academic Regulations of the programme of M.S.W. i.e. Master of Social Work were subsequently approved by the Governing Body in its meeting dated 30th April 2024.

And

WHEREAS, University Grants Commission (UGC) issued guidelines for the curriculum and Credit Framework for Undergraduate Programmes under the National Education Policy 2020 dated Dec. 7, 2022

AND

WHEREAS, the Academic Regulations of the programme of Master of Social Work (Two/One year PG Degree Programme in Social Work) were subsequently prepared and approved by the BoS dated 12th April 2024 and also approved by the Academic Council in its meeting dated 15th April 2024.

AND

WHEREAS, the Academic Regulations of the programme of Master of Social Work (Two/One year PG Degree Programme in Social Work) were subsequently approved by the Governing Body in its meeting dated 30th April 2024.

NOW

THEREFORE, I, Principal of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon, on behalf of the Governing Body of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon, 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 (Two/One year PG Degree Programme in Social Work) under Faculty of Humanities of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

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. i.e. Master of Social Work (Two/One year PG Degree Programme in Social Work) from the session 2025-26.

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

(Two/One year PG Degree Programme in Social Work)

1. TITLE OF THE PROGRAMME: M.S.W. i.e. MASTER OF SOCIAL WORK

(Two/One year PG Degree Programme in Social Work)

2. PROGRAMME CODE: LMCCSW-PG-02-MSW

3. DURATION OF THE PROGRAMME: TWO YEAR/ FOUR SEMESTERS FULL TIME

PG DEGREE

4. PATTERN OF THE PROGRAMME: SEMESTER PATTERN

DHARI 5. **MEDIUM:** ENGLISH / MARATHI

6. TIME SCHEDULE:

- An academic year is divided into TWO TERMS.
- Term I shall have odd Semesters I & III whereas Term II shall have even Semesters II & IV.
- In each semester, courses are offered in 16-18 teaching weeks (minimum of 90 teaching
- Four to six weeks are to be utilized for conduct of examinations and evaluation purposes per semester.
- Each week shall have 40 working hours spread over 6 days a week, consisting of lectures, tutorials, social work practicum, assignments, seminars, project work, library work, cocurricular activities, field visits, research projects, counselling/guiding sessions, extracurricular activities including Sports, NSS, Extension activities etc.
- The detailed Academic Calendar will be published on the college website every year.

1. 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 Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. Preference shall be given to the holder of Bachelor of Social Work degree.

2. ADMISSIONS

- · All admissions to this course will be strictly on merit basis as per the policies and procedures laid down by the college/UGC/University from time to time.
- The seats will be filled from among the candidates belonging to Open/SC/ST/VJNT/OBC-SBC/SEBC/EWS/PWD etc. categories as per the reservation rules stipulated by the Government.

An Autonomous College

3. ACADEMIC BANK OF CREDITS (ABC)

- Students must enroll in the Academic Bank of Credits (ABC) create an ABC ID and share this ID with the academic institutions/college in which they are enrolled.
- The credits earned by the students will be reflected in their ABC account.

4. ATTENDANCE CRITERIA

- It is mandatory for all students to have minimum 75 % attendance in order to be eligible to appear in a semester end examination. Students with below 75 % attendance in any given semester shall not be allowed to fill the examination form or appear in the examination.
- In exceptional cases Principal may condone the attendance.

5. FEES FOR THE COURSE

- The Tuition Fees and other fees shall be as prescribed by the College and Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon from time to time for the Course of M.S.W.
- The Examination Fees shall be as prescribed by the College from time to time.

6. STRUCTURE OF THE PROGRAMME/COURSES:

• The syllabus of M.S.W. is designed by the Boards of Studies of the College and approved by the Academic Council of the College as per the UGC Guidelines

The details of the courses are given in Appendix-I.

Students thus get to study the courses as per NEP guidelines.

Number of Theory papers, Social Work Practicum and Research Project:

There shall be a total of 21 theory papers for the MSW programmes. There shall be six theory papers to be covered in each of the first and second semester, four theory papers in the third and 5 theory papers in the fourth semester. All the papers are compulsory to all students. Social work Practicum shall be mandatory from 1st to 4th Semester. Rural Camp of 7 days duration shall be a part of CEP during 2th semester and study tour within Maharashtra/other state shall be a part of 4th semester as a part of social work practicum. Each student shall be required to undertake the Field Based Studies / Base Line Surveys /Evaluation Studies /Participatory Research/ Case Studies in 2nd semester under the Research Projects (RP). In 3rd and 4th semester Proposal Writing and Research Project shall be compulsory. The semester wise allocation of subjects, credits are as follows.

	Credit	22	22	22	22	88
	Total Marks	550	550	550	550	2200
			RP =2 (Cr-1)	RP =2 (Cr-4)	RP = 4 (Cr-5)	
	Paper/SWP	P=2 (Cr-5)	P=2 (Cr-6)	P=1 (Cr-4)	P=1 (Cr-4)	
	Total Theory	T=5 (Cr-17)	T=5 (Cr-15)	T=4 (Cr-14)	T=4 (Cr-13)	
	Project (RP)			RP (DSE) – 100	Res. Pro. 100	
3	Research		RP (FS)- 25		Pr.Pro.Wt25	RP- 4
	/SCE/CEP/CC		NAAC "	A+" Grade		CEP – 1
	Practicum	SCE - 25	CEP(VC)-50	CANTILLIA CAMI	0	SEC – 1
2	Social work	SWP - 100	SWP - 100	SWP - 100	SWP - 100	SWP - 4
		1 (25)	1 (25)	Name of the last o	1 (25)	
		2 (50)	3 (50)	1 (50)	2(50)	
	paper	3 (100)	2 (100)	3 (100)	2 (100)	
1.	No of theory	6	6	4	5	21
No.					7	
Sr.	Item	Semester I	Semester II	Semester III	Semester IV	Total Nos

7. PATTERN OF ASSESSMENT / EXAMINATIONS

- Each theory Paper of **four** credits shall have 100 marks and **two credits** paper shall have 50 marks.
- There will be an Internal/External Assessment of 40/60 marks for 100 marks course.
- There will be an Internal/ External Assessment of 20/30 marks for 50 marks course.
- There will be an Internal Assessment of 40 /20 marks.
- There will be an External Assessment of 60 /30 marks
- There shall be viva -voce for social work practicum for each semester, which would include panel of internal and external examiners. Attendance in viva -voce will be mandatory.
- There shall be viva-voce/ assessment for all the subjects having practice base as OE, CC, CEP, RP. Attendance shall be mandatory.
- For consideration of passing marks for all subjects, the criterion would be minimum 40% marks (combined total of both internal and semester end marks) for each subject. 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
- In addition to academics, students shall also be assessed for their participation and performance in
 extra-curricular activities and given separate incentive marks which will be considered for
 grading.

8. INTERNAL ASSESSMENT-

T	Internal Evaluation	Credit 4	Credit 2
Sr. No.	Component	Marks	Marks
1.	Unit Test No. 1 (Online- MCQ)	10	05
2.	Unit Test No. 2	20	10
3.	Class Attendance	05	2.5
4.	Internal Assessment: Home Assignment / Group	05	2.5
	Discussion/ Quiz/ Seminar/Aavishkar Participation		
	Total Marks	40	20

9. EXTERNAL/SEMESTER END ASSESSMENT

- There will be Semester End Examinations at the end of all FOUR semesters.
- The Semester End Examination will be conducted by the college.
- The examination shall be held at the college premises on such dates as will be notified by the college.

10. PATTERN OF SEMESTER END EXAMINATION

- Each paper of Semester End Examination for all semesters will be that of 60/30 marks each.
- All questions shall be compulsory with internal choice within the questions.
- The duration of Semester End examination shall be of 3/2 hours
- The questions would be divided into Long Answer Questions LAQ's and Short Answer Questions SAQ's.
- There will be provision to conduct alternative examinations for the students of the institution who have missed their semester end examination because of participation in State, National, International competitions/ NSS/ NCC/ Sports/ Cultural activities/ events/ competitions/ academic competitions.

11. PATTERN OF QUESTION PAPER (THEORY):

1. Internal Written Examination – 20/10 Marks

Que. No. 1- Write the answer of the following question. (Any one out of two)

Que. No. 2- Write short notes of the following. (Any two out of four)

10/5 marks 10/5 marks

2. Semester End Examination / External Examination: - 60/30 Marks

C. :- 2-Credit Course (30 Marks) Time: 2 Hours

Instructions: Attempt all questions. Figures to the right indicate full marks.

Section A – Objective / Conceptual (5 Marks)

(Bloom: Remembering & Understanding)

Q1. MCQs / Fill in the blanks / Definitions $(5 \times 1 = 5)$

Section B – Short Notes (10 Marks)

(Bloom: Understanding & Applying)

Q2. Write short notes on **any two** of the following $(2 \times 5 = 10)$

Section C – Descriptive / Applied (15 Marks)

(Bloom: Applying, Analyzing, Evaluating)

Q3. Answer any three of the following $(3 \times 5 = 15)$

Marking Distribution (2-Credit / 30 Marks) Section A

(Conceptual Recall): 5

Section B (Understanding & Application): 10

Section C (Applied Analysis / Case-based): 15 Total

= 30

D. :- 4-Credit Course (60 Marks) Time: 3 Hours

Instructions: Attempt all questions. Figures to the right indicate full marks.

Section A – Objective / Conceptual (10 Marks)

(Bloom: Remembering & Understanding)

Q1. MCQs / Short definitions / Match the following $(10 \times 1 = 10)$

Section B – Short Notes (20 Marks)

(Bloom: Understanding & Applying)

Q2. Write short notes on any four of the following $(4 \times 5 = 20)$ Section C

- Analytical / Applied Questions (20 Marks) (Bloom: Applying &

Analyzing)

Q3. Attempt **any two** of the following $(2 \times 10 = 20)$

(Case study / situational question / application of theory in practice)

Section D – Long Essay / Critical Thinking (10 Marks)

(Bloom: Evaluating & Creating)

Q4. Attempt **any one** of the following $(1 \times 10 = 10)$

(Critical essay, comparison, argumentation, or projective type)

Marking Distribution (4-Credit / 60 Marks)

Section A (Recall): 10

Section B (Understanding): 20

Section C (Application & Analysis): 20

Section D (Evaluation & Creativity): 10

Total = 60

12. 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.
- Students failing in theory papers will be required to appear in the supplementary examination scheduled as per the academic calendar.

13. GRACE MARKS

- 1. Students have the opportunity to receive grace marks, with a maximum limit of 10 marks during their entire PG programme. This provision applies if they fail in any subject or up to 3 subjects by a margin of 5 marks even after moderation/ revaluation. The purpose of this provision is to promote or declare the semester as "Pass by Grace". It is important to note that students can utilize this facility a maximum of 3 times throughout their entire program of study, with a maximum of 3 subjects are allowed for grace marks throughout the duration of the programme.
- 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 of the total aggregate marks for the examination.
- 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.

14. CREDIT SYSTEM OF EVALUATION

- The MSW programme will consist of 88 credits.
- Each paper of four credit equivalent to ONE teaching hours per day during the semester.

2. GRADES

- In the Grade Point System, assessment of individual subjects in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by a mechanism wherein the overall performance of learners will be taken into account.
- GRADE POINT: Grade Point is a numerical weight allotted to each Letter Grade on a 10 point scale as adopted by the college as under:

Sr. No.	Marks		Description	Grade Letter	Grade Points
	For 4	For 2			
	credits	credits			
1	90 - 100	45 - 50	Outstanding	О	10
2	80 - 89	40 - 44	Excellent	A+	09
3	70 - 79	35 - 39	Very Good	A	08
4	60 - 69	30 – 34	Good	B+	07
5	50 – 59	25 - 29	Above Average	В	06
6	45 - 49	22 - 24	Average	С	05
7	40 - 44	18 - 21	Pass	P	04

8	00 – 39	00 - 17	Fail	F	0
9			Absent	Ab	0

15. 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 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.

I. MARKS FOR EXTRA CURRICULAR ACTIVITIES –

Levels of participation	Sports	Cultural
College	00	00
Inter collegiate	01	01
University	02	02
State	03	03
National	04	04
Inter national	05	05
Total	15	15

Note – Students will be entitled for the marks at the end of even semesters only.

CALCULATION OF SGPA

- 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.
- SGPA = Total Credit Points in the Semester / 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).

Illustration of SGPA

Course/Subject	Credits	Marks	Grade Letter	Grade Points	Credits Points	
1	4	83	A+	9	4*9 = 36	
2	4	75	A	8	4*8 = 32	
3	4	92	O	10	4*10 = 40	
4	2	42	A+	9	2*9 = 18	
5	2	38	A	8	2*8 = 16	
6	4	71	A	8	4*8 = 32	
7	2	30	B+	7	2*7 = 14	
	22	Λ 1		6 17	188	
SGPA	188/22 = 8.55					

Cumulative Grade Point Average (CGPA): A student will be allotted Cumulative Grade Point Average (CGPA) after clearing all the 4 semesters and it shall be calculated as per the following formula

 $CGPA = (SGPA) I \times (Cr) I + (SGPA) II \times (Cr) II + (SGPA) III \times (Cr) III + (SGPA) IV \times (Cr) IV + ECA/(Cr) II + (Cr) III + (Cr) III + (Cr) IV$

Were,

(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 ECA- Extra Curricular

Activities

Illustration of CGPA

	Semester I	Semester II	Semester III	Semester IV	Total Credits
Credits	22	22	22	22	88
SGPA	8.55	7.5	7.8	8.2	
	22*8.55	22*7.5	22*7.8	22*8.2	
	188.1 +	165 +	171.6+	180.4 +	705.1
CGPA	705.1/88 = 8.01				

CGPA will be calculated after clearing all courses of semester I to IV and students who opt to exit at diploma and degree level the CGPA shall be calculated on the basis of semesters completed. The grade/class shall be awarded on the basis of following table Grade Conversion

CGPA	Grade	Division
9.00 to 10.00	0	Outstanding
8.00 to 8.99	A+	Excellent
7.00 to 7.99	A	First Class with Distinction
6.00 to 6.99	B+	First Class
5.00 to 5.99	В	Second Class
4.00 to 4.99	С	Pass Class
00 to 3.99	F	Fail

Note: Final Mark List will show the Grade and the Grade Points along with marks.

16. DECLARATION OF RESULTS

- The results of all Semester End examinations will be declared within 45 days after the conclusion of examination and will be notified on the college notice boards and website.
- An unsuccessful examinee at a Semester End examination shall be eligible for supplementary
 examination on payment of a fresh examination fee prescribed by the college and will appear for
 supplementary examination in the next examination schedule of the said semester examination.
- The results of the candidates who have passed the Semester- II/ IV examination but not passed the lower semester examinations shall be declared as NCL (not completed lower semester examinations). Such candidates shall be eligible for the Diploma/Degree only after successful completion of the lower semester examinations. Such candidates shall be eligible for the Diploma/Degree only after successful completion of Internship/ Block Placement mandatory for them.
- Only those candidates who pass all the semester examinations in the First Attempt will be eligible for ranks/awards etc. to be announced by the college.

An Autonomous College

1. ATKT RULES:

Those students in Master of Social Work who fail in Courses up to three subjects (excluding Field Work) across both the semesters in an academic year, will be 'Allowed to Keep Terms' (ATKT) and appear for the Additional Examination(s)in the subsequent Semester. Those students who fail in courses adding up to more than four subjects across both semesters in an academic year will be declared failed in that academic year. However, a candidate who has obtained 40 percent or more of the full marks in Fieldwork may claim an exemption in Fieldwork. The MSW candidate who has backlog of three subjects across all four Semesters can be admitted in Semester III. If the backlog is not cleared before the Semester III exams the candidate is not allowed to appear for Semester III but be allowed

to attend classes of Semester IV. While giving the Semester IV exams the candidate must clear all ATKT of Semester 1 and II and is allowed to keep 2 ATKT of Semester III to appear for Semester VI. The Semester VI results will be kept on RW (Results Withheld) till the Semester III ATKT are cleared.

Note:

- i. For consideration of passing marks for all subjects, the criterion would be minimum 40% marks (combined total of both internal and semester end marks) for each subject.
- ii. Total marks (Internal + Semester End Examination) obtained by the student shall be converted into Grades.

2. CHALLENGE TO VALUATION:

• Students can avail true copy of their answer sheets by paying due fees within prescribed time and may submit revaluation form if desired.

3. REVALUATION:

- Students can apply for revaluation of their answer-books after paying the prescribed fees and following due procedure.
- Revaluation of answer-books will be done by a panel of external experts.
- Marks awarded by the panel of experts/examiners after revaluation, whether increased or decreased, will be taken as final marks.

4. MAXIMUM ATTEMPTS

A candidate who fails in any of the semester examinations may be permitted to take the examination again at subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following 02 years i.e. 04 more attempts.

5 IMPROVEMENT OF RESULTS:

- a. A candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.
- b. The reappearance shall be permitted only once in each semester.
- c. The reappearance for the examination of any semester shall be permitted during the subsequent examination of that semester.
- d. Application for reappearance along with payment of prescribed fees shall be submitted to the College along with the original statement of marks within 30 days from the declaration of results.
- e. If a candidate passes in all subjects in the reappearance, higher of the two aggregate marks secured by the candidate shall be awarded to the candidate for that semester. In case the candidate fails in reappearance, he shall retain his first appearance result.
- f. A candidate who appears for improvement of results shall be eligible for grade/division but not for ranking.
- g. Internal assessment marks shall remain the same and they are not included in the improvement of result scheme.

6 AWARD OF MARK SHEET/S

- 4. All mark sheets for all semesters will be awarded by the college at the end of each semester.
- 5. The mark sheet will specifically mark all the pass/exempted/pass with grace and fail subjects.

6. The marksheet shall have indicators such as Sem II (Diploma) and Sem IV (Degree), CGPA and designated GRADE such as O, A+, A, B+, B, C, F (Fail).

7 AWARD OF DEGREE

- 4. Students will receive Degree from the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon on payment of the prescribed fee.
- 5. The Diploma/Degree will be issued at the end of successful completion of duration of the programme as per the NEP 2020 Guidelines.
- 6. It will be signed by the Hon'ble Vice-Chancellor and will have the college's name on it.

8 GRIEVANCE REDRESSAL MECHANISM

- There shall be Grievance Redressal Committee for all grievances related to examination and assessment.
- The committee shall be headed by the Controller of Examinations.
- In case of any dispute, the Chief Controller, Examinations/ Principal shall decide the matter and the decision shall be final.

9 ABSORPTION SCHEME/MULTIPLE ENTRY

- 3. Other students already enrolled in MSW course of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon or any other University or any other Autonomous College can also join this course from Semester III stage subject to the conditions of vacancies and only if they have earned the required credits for the programme. The students having less credits than required may earn those many credits before the semester end exam from SWAYAM/ NPTEL/College etc.
- 4. Students from other discipline are eligible to take admission for specific theory course which doesn't have social work practice component. They can do so by paying admission fees for the same, depending on the availability of the course in timetable.

10 MULTIPLE EXIT

• Optional Exit after 2nd Semester: Award of Diploma in Social Work after Completion of 4 credits Block Placement in NGOs sector.



SCHEME OF TEACHING AND EXAMINATION FOR M.S.W.

- The courses as listed in **Appendix I** have been designed by the college's Boards of Studies and approved by the College's Academic Council and Governing Body.
- Further, existing courses will be modified or the new courses would be introduced as per the requirements of students and other stakeholders from time to time.

Semester	Domain	Subject Code	Subject	Т	P	Mark	Credit
MSW-	DSC	MSW 111	Professional social work: History			100	4
I-Semester	Major	(D)	and Ideology	100			
	DSC	MSW 112	Social Case Work	100		100	4
	Major	Chi	Chaudhari	0,			
	DSC	MSW 113	Social Group Work	100		100	4
	Major		0//	V	7		
	Minor	MSW 114	Sociology for Social Work	50	(f)	50	2
	2				V		
	Minor	MSW 115	Psychology For Social Work Practice	50	12	50	2
	DSC	MSW 116	Social Work Practicum	1	100	100	4
	Major		12 -	1	11 5	gat.	
	SEC	MSW 117	Generic Practice Skills for Social	25	25	50	2
	I		Workers	1		-	
			Total	425	125	550	22
MSW-	DSC	MSW 121	Community Organization and Social	100	7-	100	4
II-Semester	Major	43	Action	-57	7		
	DSC	MSW 122	Social Work Research	100		100	4
	Major						
	Minor	MSW 123	Social Problems In India	50		50	2
	Minor	MSW 124	Personal and Professional Development	50		50	2
			For Social Work Practice				
	Elective	MSW 125-1	Women Studies	50		50	2
		MSW 125-2	Counselling in social work				
	DSC	MSW 126	Social Work Practicum		100	100	4
	Major		NAAC "A+" Grade				
	CEP	MSW 127	Village Camp		50	50	2
	RP	MSW 128	Field Study	25	25	50	2
			Total	375	175	550	22

Exit Option: Award of PG Diploma in Social Work after Completion of Block Placement in GOs / NGOs Sector

	T	•	G Degree Programme in Social Work (Maplemented from the session 2025 -26	(ISW)			
Semester	Domain	Subject Code	Subject	Т	P	Mark	Credi
MSW- III-Semester	DSC Major	MSW 231	Social Policy, Planning and Administration	100		100	4
	DSC Major	MSW 232	Social Legislation in India	50		50	2
	Elective	MSW 233	DSE 1	100		100	4
	Elective	MSW 234	DSE 2	100		100	4
	DSC Major	MSW 235	Social Work Practicum		100	100	4
	RP	MSW 236	Research Project on DSE -Part A		100	100	4
		HAD	Total	350	200	550	22
	DSC Major	MSW 241	Health System in India	50		50	2
	DSC Major	MSW 242-1 MSW 242-2	Social Entrepreneurship CSR	50	5	50	2
MSW – IV-Semester	Elective	MSW 243	DSE 3	100	12	100	4
	Elective	MSW 244	DSE 4	100	1	100	4
	DSC Major	MSW 245	Social Work Practicum	0	100	100	4
	RP	MSW 246	Research Project Part B	0	100	100	4
	RP	MSW 247	Data Analysis & AI tools in Social Sciences Research	25	25	50	2
		0	Total	325	225	550	22

Abbreviations:

JALGAON **DSC:** Discipline Specific Course **DSE:** Discipline Specific Elective **OE**: Generic/ Open Electives **SEC**: Skill Enhancement

CEP: Community Engagement and Service

FP: Field Projects

FP: Field Projects

CC: Co-curricular Courses **RM**: Research Methodology RP: Research

Project

CHAUDHARI VIDYA PRA

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

For

Bachelor of Social Work

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



Loksevak Madhukarrao Chaudhari College of Social Work, (Autonomous) Jalgaon

An Autonomous Institution Accredited with 'A+'-grade (CGPA 3.46) by NAAC

(Affiliated to Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon)

- 5. Conferment of Autonomous Status vide UGC letter No. F. 2 10/2023 (AC-Policy) dt. 27-05-2025
- Conferment of Autonomous College by KBC NMU Jalgaon vide letter No. KBCNMU /05/ Autonomous Status/ 141/ 2025 Dt. 05/06/2025

ACADEMIC REGULATIONS (As Per NEP 2020)

GOVERNING THE EXAMINATION LEADING TO DEGREE OF

B.S.W.

(BACHELOR OF SOCIAL WORK)

(Three/Four-year Honours/Honours with Research Degree Programme in Social Work)

(Autonomous)

From the Session 2025-26

Programme Code: LMCCSW-UG-02-BSW

An Autonomous College

Principal, Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon

Loksevak Madhukarrao Chaudhari College of Social Work, (Autonomous) Jalgaon An Autonomous Institution

Accredited with 'A+'-grade (CGPA 3.46) by NAAC (Affiliated to Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon)

GOVERNING BODY (As per UGC Guidelines for Autonomous Colleges, 2023) w.e.f. 20th June 2025

Sr. No.	Name	Designation	Category
1.	Mr. Shirish Madhukarrao Chaudhari	President	Management
2	Dr. Pramod Rambhau Chaudhari	Member	Management
3.	Prof. R. S. Mali (Ex. VC KBCNMU Jalgaon)	Member	Management
4.	Dr. Vivek Sawant (Chief Mentor, MKCL)	Member	Management
5.	Dr. Bharat Amalkar (Educationist & Social Worker)	Member	Management
6.	Dr. Yashawant G. Mahajan	Member	Teacher
7.	Dr. Prashant S. Bhosale	Member	Teacher
8.	Mr. Dhananjay R. Mahajan	Member	Administrative Staff
9.	Dr. Ambadas Y. Mohite	Member	Educationist
10	Dr. Kapil Singhel (Joint Director, Higher Education Jalgaon Division)	Member	State Government Nominee
11	Prof. Madhulika Sonawane (Director, School of Management Studies)	Member	University Nominee
12.	Dr. Rakesh P. Chaudhari	Member Secretary	Principal

ACADEMIC COUNCIL

(As per UGC Guidelines for Autonomous Colleges, 2023) w.e.f. 20th June 2025

Sr. No.	Name	Designation	Category
1.	Dr. Rakesh P. Chaudhari	Chairperson	Principal
2.	Dr. Yashawant G. Mahajan	Member	HOD (Community Development)
3	Prof. Umesh D. Wani		HOD (Human Resource Management)
3.	Prof. Sham D. Sonawane	Member	Faculty
4.	Prof. Sunita P. Chaudhari	Member	Faculty
5.	Dr. Nitin R. Badgujar	Member	Faculty
6.	Dr. Bharati P. Gaikwad	Member	Faculty
7.	Dr. Swati Dharmadhikari (Principal, TCSW, Nagpur)	Member	Academicians from outside the Autonomous College
8.	Dr. Lidwin Dias (Principal, NNCSW, Mumbai)	Member	Academicians from outside the Autonomous College
9.	Dr. Preeti Agrawal (Director, GHRCEM, Jalgaon)	Member	Academicians from outside the Autonomous College
10.	Mr. Vikas Warke (Industrialist, Pune)	Member	Experts Industrialist
11.	Adv. Dr. Ramprakash Nair (Law)	Member	Expert (Law)
12	Prof. Ajay Patil (Act. Director, School of Social Science)	Member	University Nominee
13	Prof. Kishor F. Pawar (Director, School of Mathematical Sciences)	Member	University Nominee

	14	Dr. Umesh Gogadiya (School of	Member	University Nominee
		Social Sciences)		•
	15	Dr. Kalpana D. Bharambe	Member	Controller of Examination
Ī	16	Dr. Prashant S. Bhosale	Member/ Secretary	Faculty Member nominated by
		Di. Frasilant S. Bilosale		Principal

Board of Studies

(As per UGC Guidelines for Autonomous Colleges, 2023) w.e.f. 20th June 2025

Sr. No.	Name	Designation	Category
1	Dr. Rakesh P. Chaudhari	Chairperson	Principal
2	Dr. Yashwant G. Mahajan	Member	Faculty
3	Dr. Sham D. Sonawane	Member	Faculty
4	Dr. Bharati P. Gaikwad	Member	Faculty
5	Dr. Kalpana D. Bharambe	Member	Faculty
6	Dr. Umesh D. Wani	Member	Faculty
7	Dr. Sunita P. Chaudhari	Member	Faculty
8	Dr. Nitin R. Badgujar	Member	Faculty
9	Dr. Ashok S. Hanwate	Member	Faculty
10	Dr. Yogesh P. Mahajan	Member	Faculty
11 2	Dr. D <mark>ee</mark> pak P. Mahajan	Member	Faculty
12	Dr. Nilesh S. Chaudhari	Member	Faculty
13	Dr. Prashant S. Bhosale	Member	Faculty
14	Dr. Jugal P. Ghuge	Member	Faculty
15	Dr. Bh <mark>u</mark> shan I. Bhamterajput	Member	Faculty
16	Dr. Chandu K. Popatkar (Principal, KCSW, Wardha)	Member	Subject experts from outside the parent University
17	Prof. Dr. Rupesh Kawale (Professor, M V Deshmukh Mahavidyalaya, Amravati)	Member	Subject experts from outside the parent University
18	Prin. Ishwar M. Saundankar (Principal, College of Social Work, Chopda)	Member	expert nominated by the Vice Chancellor
19	Mr. Mahesh Mahajan (Chief Scientist & In charge Krushi Vighyan Kendra, Pal)	Member	One representative from allied areas
20	Mr. Mahesh Gorade (Alumni)	Member	Alumni
21	Dr. Sudhir Mhaske (Asst. Professor, DU, Delhi)	A - Member	Experts from outside the Autonomous College

Loksevak Madhukarrao Chaudhari College of Social Work, (Autonomous) Jalgaon An Autonomous Institution

Accredited with 'A+'-grade (CGPA 3.46) by NAAC (Affiliated to Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon)

Direction No. 1 of 2025

ACADEMIC REGULATIONS GOVERNING THE EXAMINATION LEADING TO DEGREE OF BACHELOR OF SOCIAL WORK (B.S.W.)

(Three/Four-year Honours/Honours with Research Degree Programme in 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 Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon 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, Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon, permanently affiliated to the Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon 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 Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon as an Autonomous Status vide UGC letter No. F. 2 - 10/2023 (AC-Policy) dt. 27-05-2025;

AND

WHEREAS, the Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon has notified Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon as a "AUTONOMOUS COLLEGE" vide its letter No. KBCNMU /05/ Autonomous Status/ 141/ 2025 Dt. 05/06/2025;

AND

WHEREAS, Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon 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, 2023;

AND

WHEREAS, the Board of Studies of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon 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 Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon adopted the semester pattern and while designing the syllabus of B.S.W. i.e. Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work), also drafted the academic regulations as per NEP 2020 guidelines, instructional and evaluation arrangements, methods and procedures for the above course in its meeting held on 20 June 2025.

AND

WHEREAS, the Academic Council of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon in its meeting held on Dt. 20 June 2025 approved the academic regulations as per NEP 2020 guidelines, instructional and evaluation arrangements, methods and procedures for the course of B.S.W. i.e. Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work), as proposed by the Board of Studies of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon;

NAAANDAH Grade

WHEREAS, the Governing Body of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon in its meeting held on Dt. 20 June 2025 approved the academic regulations as per NEP 2020 guidelines, instructional and evaluation arrangements, methods and procedures for the course of B.S.W. i.e. Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work), as proposed by the Board of Studies and as approved by the Academic Council of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon;

WHEREAS, the complete syllabus of B.S.W. (Bachelor of Social Work) and all the academic regulations, instructional and evaluation arrangements, methods and procedures for the course of B.S.W. i.e. Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work), as proposed by the Boards of Studies and as approved by the Academic Council and the Governing Body of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon, has been accepted by the Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon;

AND

WHEREAS, the programme of B.S.W. i.e. Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work), is to be started from the session of 2025-26 under Autonomy Scheme and is to be offered to First Semester students of B.S.W. i.e. Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work), from the session 2025-26.

And

WHEREAS, the Revised Academic Regulations of the programme of B.S.W. (Bachelor of Social Work) were subsequently approved by the Governing Body in its meeting dated Dt. 20 June 2025 And

WHEREAS, University Grants Commission (UGC) issued guidelines for the curriculum and Credit Framework for Undergraduate Programmes under the National Education Policy 2020 dated Dec. 7, 2022

AND

WHEREAS, the Academic Regulations of the programme of Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work) were subsequently prepared and approved by the BoS dated Dt. 20 June 2025 and also approved by the Academic Council in its meeting dated Dt. 25 June 2025 AND

WHEREAS, the Academic Regulations of the programme of Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work) were subsequently approved by the Governing Body in its meeting dated Dt. 20 June 2025.

NOW

THEREFORE, I, Principal of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon, on behalf of the Governing Body of Loksevak Madhukarrao Chaudhari College of Social Work, Jalgaon, hereby release the following Academic Regulations. These Academic Regulations shall be called "ACADEMIC REGULATIONS GOVERNING THE EXAMINATION LEADING TO DEGREE OF B.S.W. i.e. Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work) under Faculty of Humanities of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

These Academic Regulations shall come into force with immediate effect and shall apply to all students to be admitted to the First Semester of B.S.W. i.e. Bachelor of Social Work (Three/Four-year Honours/Honours with Research Degree Programme in Social Work) from the session 2025-26.

ACADEMIC REGULATIONS GOVERNING THE EXAMINATION LEADING TO DEGREE OF BACHELOR OF SOCIAL WORK

(Three/Four-year Honours/Honours with Research Degree Programme in Social Work)

1. **TITLE OF THE PROGRAMME:** B.S.W. i.e. Bachelor of Social Work

(Three/Four-year Honours/Honours with Research Degree Programme in Social Work)

2. **PROGRAMME CODE:** LMCCSW-UG-01-BSW

- 3. **DURATION OF THE PROGRAMME:** FOUR YEAR/ EIGHT SEMESTERS FULL TIME , UG DEGREE
- 4. PATTERN OF THE PROGRAMME: SEMESTER PATTERN
- 5. MEDIUM: ENGLISH / MARATHI
- 6. TIME SCHEDULE:
 - An academic year is divided into TWO TERMS.
 - Term I shall have odd Semesters I, III, V & VII whereas Term II shall have even Semesters II, IV, VI & VIII.
 - In each semester, courses are offered in 16-18 teaching weeks (minimum of 90 teaching days).
 - Four to six weeks are to be utilized for conduct of examinations and evaluation purposes per semester.
 - Each week shall have 40 working hours spread over 6 days a week, consisting of lectures, tutorials, social work practicum, assignments, seminars, project work, library work, co-curricular activities, field visits, research projects, counselling/guiding sessions, extra-curricular activities including Sports, NSS, Extension activities etc.
 - The detailed Academic Calendar will be published on the college website every year.

7. ELIGIBILITY TO THE COURSE

• Subject to compliance with the provisions of the Government/ UGC / KBCNMU University directions and of other ordinances in force from time to time, an applicant for admission to this course shall have passed the XII Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, with English at Higher or Lower level and any Modern Indian Language at higher or lower level with any combination of optional subjects;

An Autonomoor College

- XII Standard Examination of Maharashtra State Board of Secondary and Higher Secondary Education in Vocational Stream with one language only;
- HSC (Vocational)/Minimum Competency Vocational Courses (MCVC);

OR

• Any other examination recognized as equivalent thereto in such subjects and with such standards of attainment as may be prescribed;

OR

• Any other Equivalent Examination of any State in (10+2) pattern with English and any

- combination of subjects.
- An applicant for the examination pursuing the regular course of study leading to the Bachelor Degree in Social Work shall not be permitted to join any other degree course in Kavayitri Bhahinabai Chaudhari North Maharashtra University, Jalgaon or any other University simultaneously.
- No person shall be admitted to this programme, if he has already passed the same programme or a programme of any other statutory University (which has been recognized as equivalent to this programme).

8. ADMISSIONS

- All admissions to this course will be strictly on merit basis as per the policies and procedures laid down by the college/UGC/University from time to time.
- The seats will be filled from among the candidates belonging to Open/SC/ST/VJNT/OBC-SBC/SEBC/EWS/PWD etc. categories as per the reservation rules stipulated by the Government.

9. ACADEMIC BANK OF CREDITS (ABC)

- Students must enroll in the Academic Bank of Credits (ABC) create an ABC ID and share this ID with the academic institutions/college in which they are enrolled.
- The credits earned by the students will be reflected in their ABC account.

10. ATTENDANCE CRITERIA

- It is mandatory for all students to have minimum 75 % attendance in order to be eligible to appear in a semester end examination. Students with below 75 % attendance in any given semester shall not be allowed to fill the examination form or appear in the examination.
- In exceptional cases Principal may condone the attendance.

11. FEES FOR THE COURSE

- The Tuition Fees and other fees shall be as prescribed by the College and Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon from time to time for the Course of M.S.W.
- The Examination Fees shall be as prescribed by the College from time to time.

12. STRUCTURE OF THE PROGRAMME/COURSES:

• The syllabus of B.S.W. is designed by the Boards of Studies of the College and approved by the Academic Council of the College as per the UGC Guidelines

The details of the courses are given in Appendix-I.

Students thus get to study the courses as per NEP guidelines.

Number of Theory papers, Social Work Practicum and Research Project:

Semester	Category (Major)	I	Category II (Minor)	Category III (OE)	Category 4 (VSC/ SEC)	Category V (AEC /IKS/ VEC)	Category 6 (OGT /FP/ CC/CEP/ RP)	Cum. Cr/ Sem	Year/ Cum. Cr.						
	Mandatory	Elective													
I	6	0	2	4	4	4	2	Y1/44	22						
II	6	0	0	4	4	6	2		22						
Cum Cr.	12	0	2	8	8	10	4		44						
	Exit Option	n: Awar	d of UG cer	tificate with	Major witl	h 40-44 Cre	dits	•							
	8	0	4	2	2	2	4	Y2/88	22						
IV	8	0	4	2	2	2	4		22						
Cum. Cr.	28	0	10	12	12	14	12		88						
	Exit Option	n: Awar	d of UG Dij	oloma in Ma	ijor and Mi	nor with 80	-88 Credits	•							
V	10	4	2	0	4	0	2	Y3/132	22						
VI	10	4	4	0	0	0	4		22						
Cum. Cr.	48	8	16	12	16	14	18		132						
	Exit Option	n: Awar	d of UG De	gree in Majo	or and Mind	or with 120	130 Credit	s							
VII	12	4	4	0	0	0	2	Y4/174	22						
VIII	12	4	0	0	0	0	4		20						
Cum. Cr.	72	16	20	12	16	14	24	9	174						
-	Four years	s UG Ho	nors Degre	e in Major a	nd Minor w	ith160-176	Credits	Four years UG Honors Degree in Major and Minor with 160-176 Credits							

13. PATTERN OF ASSESSMENT / EXAMINATIONS

- Each theory Paper of **four** credits shall have 100 marks and **two credits** paper shall have 50 marks.
- There will be an Internal / External Assessment of 40/60 marks for 100 marks course.
- There will be an Internal/ External Assessment of 20/30 marks for 50 marks course.
- There will be an Internal Assessment of 40 /20 marks.
- There will be an External Assessment of 60 /30 marks
- There shall be viva -voce for social work practicum for each semester, which would include panel of internal and external examiners. Attendance in viva -voce will be mandatory.
- There shall be viva-voce/ assessment for all the subjects having practice base as FP, OE, SEC, RP, OJT, VSE, CEP. Attendance shall be mandatory.
- For consideration of passing marks for all subjects, the criterion would be minimum 40% marks (combined total of both internal and semester end marks) for each subject. 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
- In addition to academics, students shall also be assessed for their participation and performance in extra-curricular activities and given separate incentive marks which will be considered for grading.

14. INTERNAL ASSESSMENT-

Internal assessment criteria

	Internal Evaluation							
			2					
Sr. No.	Component	Marks	Marks					
1.	Unit Test No. 1 (Online- MCQ)	10	05					
2.	Unit Test No. 2	20	10					
3.	Class Attendance	05	2.5					
4.	Internal Assessment: Home Assignment / Group	05	2.5					
	Discussion/ Quiz/ Seminar/Aavishkar Participation							
	Total Marks	40	20					

15. EXTERNAL/SEMESTER END ASSESSMENT

- There will be Semester End Examinations at the end of all EIGHT semesters.
- The Semester End Examination will be conducted by the college.
- The examination shall be held at the college premises on such dates as will be notified by the college.

16. PATTERN OF SEMESTER END EXAMINATION

- Each paper of Semester End Examination for all semesters will be that of 60/30 marks each.
- All questions shall be compulsory with internal choice within the questions.
- The duration of Semester End examination shall be of 3/2 hours
- The questions would be divided into Long Answer Questions LAQ's and Short Answer Questions SAQ's.
- There will be provision to conduct alternative examinations for the students of the institution who have missed their semester end examination because of participation in State, National, International competitions/ NSS/ NCC/ Sports/ Cultural activities/ events/ competitions/ academic competitions.

17. PATTERN OF QUESTION PAPER (THEORY):

1. INTERNAL WRITTEN EXAMINATION – 20 / 10 MARKS

Que. No. 1- Write the answer of the following question. (Any one out of two)

Que. No. 2- Write short notes of the following. (Any two out of four)

10/05 marks

2. SAMPLE PAPER FORMATS For SEMESTER END EXAMINATION:

E. :- 2-Credit Course (30 Marks) Time: 2 Hours

Instructions: Attempt all questions. Figures to the right indicate full marks.

Section A – Objective / Conceptual (5 Marks)

(Bloom: Remembering & Understanding)

Q1. MCQs / Fill in the blanks / Definitions $(5 \times 1 = 5)$

Section B – Short Notes (10 Marks) (Bloom: Understanding & Applying)

```
Q2. Write short notes on any two of the following (2 × 5 = 10)
Section C – Descriptive / Applied (15 Marks)
(Bloom: Applying, Analyzing, Evaluating)
Q3. Answer any three of the following (3 × 5 = 15)

Marking Distribution (2-Credit / 30 Marks)
Section A (Conceptual Recall): 5
Section B (Understanding & Application): 10
Section C (Applied Analysis / Case-based): 15

Total = 30
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F. :- 4-Credit Course (60 Marks) Time: 3 Hours

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Instructions: Attempt all questions. Figures to the right indicate full marks.
Section A – Objective / Conceptual (10 Marks)
(Bloom: Remembering & Understanding)
Q1. MCQs / Short definitions / Match the following (10 ×
Section B – Short Notes (20 Marks)
(Bloom: Understanding & Applying)
Q2. Write short notes on any four of the following (4 \times 5 = 20)
Section C – Analytical / Applied Questions (20 Marks)
(Bloom: Applying & Analyzing)
Q3. Attempt any two of the following (2 \times 10 = 20)
(Case study / situational question / application of theory in practice)
Section D – Long Essay / Critical Thinking (10 Marks)
(Bloom: Evaluating & Creating)
O4. Attempt any one of the following (1 \times 10 = 10)
(Critical essay, comparison, argumentation, or projective type)
Marking Distribution (4-Credit / 60 Marks)
Section A (Recall): 10
Section B (Understanding): 20
Section C (Application &
Analysis):
           20
                  Section
(Evaluation & Creativity): 10
Total = 60
```

18. 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.
- Students failing in theory papers will be required to appear in the supplementary examination scheduled as per the academic calendar.

19. GRACE MARKS

 Students have the opportunity to receive grace marks, with a maximum limit of 10 marks during their entire UG programme. This provision applies if they fail in any subject or up to 3 subjects by a margin of 5 marks even after moderation/ revaluation. The purpose of this provision is to promote or declare the semester as "Pass by Grace". It is important to note that students can utilize this facility a maximum of 3 times throughout their entire program of study, with a maximum of 3 subjects are allowed for grace marks throughout the duration of the programme.

- 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 of the total aggregate marks for the examination.
- 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.
- 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.

20. CREDIT SYSTEM OF EVALUATION

- The BSW programme will consist of 176 credits.
- Each paper of four credit equivalent to ONE teaching hours per day during the semester.

21. GRADES

- In the Grade Point System, assessment of individual subjects in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by a mechanism wherein the overall performance of learners will be taken into account.
- GRADE POINT: Grade Point is a numerical weight allotted to each Letter Grade on a 10 point scale as adopted by the college as under:

Sr. No.	Marks		Description	Grade Letter	Grade Points
	For 4 For 2				
	credits	credits			
1	90 - 100	45 - 50	Outstanding	О	10
2	80 - 89	40 - 44	Excellent	A+	09
3	70 - 79	35 - 39	Very Good	A	08
4	60 - 69	30 - 34	Good	B+	07
5	50 – 59	25 - 29	Above Average	В	06
6	45 – 49	22 - 24	Average	С	05
7	40 - 44	18 - 21	Pass	P	04
8	00 - 39	00 - 17	Fail	F	0
9			Absent	Ab	0

22. 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 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.

II. MARKS FOR EXTRA CURRICULAR ACTIVITIES –

Levels of participation	Sports	Cultural
College	00	00
Inter collegiate	01	01
University	02	02
State	03	03
National	04	04
Inter national	05	05
Total	15	15

Note – Students will be entitled for the marks at the end of even semesters only.

CALCULATION OF SGPA

- 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.
- SGPA = Total Credit Points in the Semester / 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).

Illustration of SGPA

Course/Subj	Credits	Marks	Grade	Grade	Credits
ect			Letter	Points	Points
1	4	80	A+	9	4*9 = 36
2	4	75	A	8	4*8 = 32
3	4	92	0	10	4*10 = 40
4	2	42	A+	9	2*9 = 18
5	2	38	A	8	2*8 = 16
6	2	35	A	8	2*8 = 16
7	2	30	H B+	d€ 7	2*7 = 14
8	2	28	В	6	2*6 = 12
	22				184
SGPA			184/22 = 8.36)	

Cumulative Grade Point Average (CGPA): A student will be allotted Cumulative Grade Point Average (CGPA) after clearing all the 8 Semesters and it shall be calculated as per the following formula

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,

(SGPA) V = SGPA of Semester-V; (Cr) V = Total Credits for Semester-V,

(SGPA) VI = SGPA of Semester-VI; (Cr) VI = Total Credits for Semester-VI,

(SGPA) VII = SGPA of Semester-VII; (Cr) VII = Total Credits for Semester-VII,

(SGPA) VIII = SGPA of Semester-VIII; (Cr) VIII = Total Credits for Semester-VIII.

Illustration of CGPA

	Sem	Sem	Sem	Sem	Sem	Sem	Sem	Sem	Total
8	5 I	II	III	IV	V	VI	VII	VIII	Credits
Credits	22	22	22	22	22	22	22	22	176
SGPA	8.36	7.5	7.8	8.2	8.5	8.15	8.2	8.1	Λ
ī	22*8.36	22*7.5	22*7.8	22*8.2	22*8.5	22*8.15	22*8.2	22*8.1	
0	183.92 +	165+	171.6+	180.4 +	187 +	179.3 +	180.4 +	178.2 =	1425.82
CGPA	CGPA $1425.82 / 176 = 8.10$								

CGPA will be calculated after clearing all courses of semester I to VIII and students who opt to exit at certificate, diploma and degree level the CGPA shall be calculated on the basis of semesters completed. The grade/class shall be awarded on the basis of following table

Grade Conversion

CGPA	Grade	Division
9.00 to 10.00	0	Outstanding
8.00 to 8.99	A+	Excellent
7.00 to 7.99	AAAA	First Class with Distinction
6.00 to 6.99	B+	First Class
5.00 to 5.99	В	Second Class
4.00 to 4.99	C	Pass Class
00 to 3.99	F	Fail

Note: Final Mark List will show the Grade and the Grade Points along with marks.

23. DECLARATION OF RESULTS

- The results of all Semester End examinations will be declared within 45 days after the conclusion of examination and will be notified on the college notice boards and website.
- An unsuccessful examinee at a Semester End examination shall be eligible for supplementary
 examination on payment of a fresh examination fee prescribed by the college and will appear
 for supplementary examination in the next examination schedule of the said semester
 examination.
- The results of the candidates who have passed the Semester- II/ IV/VI/VIII examination but not passed the lower semester examinations shall be declared as NCL (not completed lower semester examinations). Such candidates shall be eligible for the Certificate/Diploma/Degree only after successful completion of the lower semester examinations. Such candidates shall be eligible for the Certificate/Diploma/Degree only after successful completion of Block Placement/ Internship mandatory for them.
- Only those candidates who pass all the semester examinations in the First Attempt will be eligible for ranks/awards etc. to be announced by the college.

1. ALLOWED TO KEEP TERMS

Those students in Bachelor of Social Work who fail in Courses up to three subjects (excluding Field Work) across both the semesters in an academic year, will be 'Allowed to Keep Terms' (ATKT) and appear for the Additional Examination(s)in the subsequent Semester. Those students who fail in courses adding up to more than three subjects across both semesters in an academic year will be declared failed in that academic year. However, a candidate who has obtained 50 percent or more of the full marks in Fieldwork may claim an exemption in Fieldwork. The internal marks of the student will be carried forward for the additional examination and student must appear for external exams of 60 marks or 30 marks based on the credits for each subject.

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

Those students in Master of Social Work who fail in Courses up to three subjects (excluding Field Work) across both the semesters in an academic year, will be 'Allowed to Keep Terms' (ATKT) and appear for the Additional Examination(s)in the subsequent Semester. Those students who fail in courses adding up to more than four subjects across both semesters in an academic year will be declared failed in that academic year. However, a candidate who has obtained 40 percent or

more of the full marks in Fieldwork may claim an exemption in Fieldwork. The MSW candidate who has backlog of three subjects across all four Semesters can be admitted in Semester III. If the backlog is not cleared before the Semester III exams the candidate is not allowed to appear for Semester III but be allowed to attend classes of Semester IV. While giving the Semester IV exams the candidate must clear all ATKT of Semester 1 and II and is allowed to keep 2 ATKT of Semester III to appear for Semester VI. The Semester VI results will be kept on RW (Results Withheld) till the Semester III ATKT are cleared.

Note:

- For consideration of passing marks for all subjects, the criterion would be minimum 40% marks (combined total of both internal and semester end marks) for each subject.
- Total marks (Internal + Semester End Examination) obtained by the student shall be converted into Grades.

2. CHALLENGE TO VALUATION:

• Students can avail true copy of their answer sheets by paying due fees within prescribed time and may submit revaluation form if desired.

3. REVALUATION:

- Students can apply for revaluation of their answer-books after paying the prescribed fees and following due procedure.
- Revaluation of answer-books will be done by a panel of external experts.
- Marks awarded by the panel of experts/examiners after revaluation, whether increased or decreased, will be taken as final marks.

4. MAXIMUM ATTEMPTS

• A candidate who fails in any of the semester examinations may be permitted to take the examination again at subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following 02 years i.e. 04 more attempts.

5. IMPROVEMENT OF RESULTS:

- A candidate who has passed in all the papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.
- The reappearance shall be permitted only once in each semester.
- The reappearance for the examination of any semester shall be permitted during the subsequent examination of that semester.
- Application for reappearance along with payment of prescribed fees shall be submitted to the College along with the original statement of marks within 30 days from the declaration of results.
- If a candidate passes in all subjects in the reappearance, higher of the two aggregate marks secured by the candidate shall be awarded to the candidate for that semester. In case the candidate fails in reappearance, he shall retain his first appearance result.
- A candidate who appears for improvement of results shall be eligible for grade/division

- but not for ranking.
- Internal assessment marks shall remain the same and they are not included in the improvement of result scheme.

6. AWARD OF MARK SHEET/S

- All mark sheets for all semesters will be awarded by the college at the end of each semester.
- The mark sheet will specifically mark all the pass/exempted/pass with grace and fail subjects.
- The marksheet of Sem II (Certificate), Sem IV (Diploma) and Sem VI (Degree) and Sem VIII with Degree of Honours/ Honours with Research shall include total marks, CGPA and designated GRADE such as O, A+, A, B+, B, C, F (Fail).

7. AWARD OF DEGREE

- Students will receive Degree from the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon on payment of the prescribed fee.
- The Diploma/Degree will be issued at the end of successful completion of duration of the programme as per the NEP 2020 Guidelines.
- It will be signed by the Hon'ble Vice-Chancellor and will have the college's name on it.

8. GRIEVANCE REDRESSAL MECHANISM

- There shall be Grievance Redressal Committee for all grievances related to examination and assessment.
- The committee shall be headed by the Controller of Examinations.
- In case of any dispute, the Chief Controller, Examinations/ Principal shall decide the matter and the decision shall be final.

9. ABSORPTION SCHEME/MULTIPLE ENTRY

- Other students already enrolled in BSW course of Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon or any other University or any other Autonomous College can also join this course from Semester III, V, VII stages subject to the conditions of vacancies and only if they have earned the required credits for the programme. The students having less credits than required may earn those many credits before the semester end exam from SWAYAM/ NPTEL/College etc.
- Students from other discipline are eligible to take admission for specific theory course which doesn't have social work practice component. They can do so by paying admission fees for the same, depending on the availability of the course in timetable.

NAAC "A+" Grade

10. MULTIPLE EXIT

- Optional Exit after 2nd Semester: Award of Certificate in Social Work after Completion of 4 credits Block Placement in Educational Sector.
- Optional Exit after 4th Semester: Award of Diploma in Social Work after Completion of 4 credits Block Placement in Welfare Setting.
- Optional Exit after 6th Semester: Award of UG Degree in Social Work after Completion of 4 credits in GOs or NGOs sector.

SCHEME OF TEACHING AND EXAMINATION FOR B.S.W.

- The courses as listed in **Appendix I** have been designed by the college's Boards of Studies and approved by the College's Academic Council and Governing Body.
- Further, existing courses will be modified or the new courses would be introduced as per the requirements of students and other stakeholders from time to time.

Sr	Sem.	Course	Course Title			P	Credit	Marks
			Code				100	
1	Ι	DSC-1 (Major)	BSW-111	Introduction to Professional Social Work	100	-	100	4
2		DSC-2 (Major)	BSW -112	Social Work Method 1: Working with Individuals	50		50	2
3		DSC-3 (Minor)	BSW-113	Sociology for Social work	50	-	50	2
4		OE-1	BSW-114	Subject as per choice of student with direct credit transfer facility e.g subject from any college's/ university's OE basket other than social work major subjects or MKCL or NPTEL etc.	50	M. D.	50	2
5		SEC-1	BSW-115	Field Work Practicum	E	100	100	4
6		AEC-1	BSW-116	Functional English	50	10	50	2
7		VEC-1	BSW-117	Environmental Studies	50	=51	50	2
8		IKS-1	BSW-118	Ancient Indian Knowledge System	50	0	50	2
9		CC-1	BSW-119	Community Engagement Programme	50		50	2
		1		Total	450	100	550	22
1	II	DSC-4 (Major)	BSW-121	Areas of Social work	100	7	100	4
2		DSC-5 (Major)	BSW-122	Social Work Method 2: Work with Groups	50		50	2
3		DSC-6 (Minor)	BSW-123	Social Problems in India	50	-	50	2
4		OE-2	BSW-124	Subject as per choice of student with direct credit transfer facility e.g subject from any college's/ university's OE basket other than social work major subjects or MKCL or NPTEL etc.	100		100	4
5		SEC-2	BSW-125	Field Work Practicum		100	100	4
6		AEC-2	BSW-126	Functional English	50		50	2
7		IC	BSW-127	Indian Constitution	50		50	2
8		CC-2	BSW-128	Community Engagement Programme	25	25	50	2
				Total	425	125	550	22

Abbreviations:

OE: Generic/Open Electives;

VSEC: Vocational Skill and Skill Enhancement Courses;

VSC: Vocational Skill Courses;

SEC: Skill Enhancement Courses;

AEC: Ability Enhancement Courses;

IKS: Indian Knowledge System;

VEC: Value Education Courses;

aticeship; OJT: On Job Training: Internship/ Apprenticeship;

VALGAO

An Autonomous College

NAAC "A+" Grade

FP: Field projects;

CEP: Community engagement and service;

CC: Co-curricular Courses;

RM: Research Methodology;

RP: Research Project;