

UNIVERSITY OF PUNE

MSW : MASTER OF SOCIAL WORK

(Syllabus for Semester and Credit Pattern)

Revised rules and Regulations w. e. f. 2008-09

Introduction: The degree of Master of Social Work is a professional Post-Graduate degree in Social Work .It is a recognized qualification for positions of Human resource personnel in Governmental, Industrial and Non-Governmental Sectors for positions of ICDS Supervisors, CDPO's, Social Welfare Officers, Probation Officers in Child Development and adult Correctional organizations, Human Resource Development in Industrial sectors, Social Development, Rural and Tribal Welfare and Development, Rural and Urban Community Development, Women's development and empowerment, Counsellors in Family Courts, Medical and Psychiatric Social Workers in Hospitals, Social Defense, Social Work Research. Trained graduates after the course can get opportunities to hold responsible positions in International Organizations like UNO,UNICEF,ILO,WHO and as Social Work Educators in Universities and Colleges of Social Work. The Master's degree programme equips trainees to work as agents of change from grassroots up to policy levels.

1. MSW Programme structure. : The MSW degree will be awarded to students who complete a total of 64 credits in minimum of two years taking, total 20 Courses/ papers, 12 Generic courses and 08 Specialization courses (student shall select any one specialization), in four semesters. Five papers per semester, field work, research (Dissertation) as per semester structure, components and credit patter. Total credits for M.S.W programme will be 64.

The structure of the course shall be as under:	Marks	Credits
1. Written theory papers 5 per semester, 20 papers x 100 Marks	2000 marks	40 Credits
2. Field work: 150 marks per semester 150 x 4	600 marks	16 Credits
3. Research Dissertation (Submitted in Semester IV)	100 marks	06 Credits
4. Viva Voce (Semester II and IV) @ 50 marksx2	100 marks	02 Credits
Total Marks	2800 Marks	64 Credits

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

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

2. MSW Course Semester Pattern:(80: 20 Marks) Total Marks for each theory paper – 100.

- 80 Marks : Each Theory Paper.
- 20 Marks: Each Theory Paper, Internal Assessment on the basis of Paper presentation /Assignments/Term papers/ Test exam/ Case-study presentation/ Review of Article or Books/Preparing bibliography/ Field based task.
- Internal assessments marks shall be given by the subject teacher and shall be submitted by the Head of the Institute to the University.

3. Field Work: Total marks 600, per semester 150 marks (Total 16 credits, 4 Credits per semester)

- 3.1. The respective affiliated Institutes/ Colleges can develop the field work modules according to available field of opportunities in their region. The field work over 4 semesters will include concurrent field work, orientation visits, advanced orientation visits, rural camp, study tour and block placement.
- 3.2. Field Work shall be of 150 marks each semester. The total field work marks of four semesters together shall be 600.
- 3.3. Field work shall be conducted during two days a week for 15(fifteen) clock hours a week.
- 3.4. Field work shall be conducted at a social work agency/organization recognized by the training Institution. Every student shall be supervised by an experienced/professional social worker from the agency and a faculty member from the Institute.
- 3.5. A weekly individual conference of at least 30 minutes, related to field work of every student, shall be conducted by the field work supervisor. Field work shall be evaluated internally by the assigned Field Work Supervisor.
- 3.6. 100% attendance at Field work is compulsory.

- 3.7 A student failing in field work at any semester will be considered as 'Fail' and will have to repeat the entire semester including theory courses.
- 3.8. In any case, there is no provision of revaluation or moderation of field work marks, at university level.

Field Work Components:

- **Semester- I**
- **Orientation Visits.**
- **Skill workshop**
- **Concurrent Field Work**
- **Seminar/ Presentation.**

- **Semester- II**
- **Advance Orientation Visits.**
- **Concurrent Field Work.**
- **Rural Camp/study tour.**
- **Seminar/ Presentation.**

- **Semester- III**
- **Concurrent Field Work**
- **Specialization wise Workshops/ Seminar/ Presentation/ field based tasks.**

- **Semester- IV**
- **Concurrent Field Work**
- **Study Tour**
- **Seminar/ Presentation.**

4. Viva Voce Examination: (Total marks 100 and total 50 marks each at the end of Semester II and IV) (Total 02 Credits, 1 Credit per viva-voce)

- 4.1. There shall be a Viva-Voce Examination at the end of IInd and IVth Semester based on theory knowledge, research and field work practicum.
- 4.2 MSW 1st year i. e. second semester Viva-Voce of 50 marks will be conducted before the second semester examination by the Training Institutes on behalf of the University and marks obtained by the student shall be submitted to the University by the Heads of the Institutions, for inclusion on the University mark sheet. The minimum marks required for passing the Viva Voce are 25 at each Viva Voce examination.
- 4.3 A student failing in Viva-Voce (IInd semester) shall be called again for the Viva -Voce within one month of the date of declaration of the Second Semester Examination results. Only one repeat Viva Voce is permissible to be conducted during the Second semester. However a student failing in the Second Semester Viva Voce Examination shall be eligible for admission to the MSW Third Semester.
- 4.4. MSW IInd Year i.e. Fourth Semester Viva-Voce Examination of 50 marks shall be conducted externally by the University.
- 4.5 The Viva Voce conducted in the Fourth semester shall be based on theory of IInd years, field work, research, professional development and related area of specialization.
- 4.5. A student failing in Viva-Voce (IVth semester) shall be called again for the Viva- Voce within one month of the date of declaration of the Fourth Semester Examination results. Only one repeat Viva Voce is permissible to be conducted during the Fourth semester.

5. Research Dissertation (100 marks, Total 06 credits)

- 5.1 Every MSW student is required to select an appropriate topic for his/her research dissertation during the second semester and complete the dissertation and submit it to the Institute before 15th March of the fourth semester.
- 5.2 Completion and submission of the Research Dissertation is a pre-condition for appearing at Semester IV Examination.

- 5.3 There shall be only one Dissertation of 100 marks at MSW –II year and it shall be submitted to the University through the Head of the Institution, recommended for submission after Certification and approval of the concerned Research Guide.
- 5.4 The research dissertation will be recommended for submission by the Faculty Guide and evaluated externally by the University Board of Examination for 100 marks.
- 5.5 A candidate failing in research dissertation will have to re-write and submit the revised dissertation in the same session within a period of three months after the declaration of results.

6 Prescribed standard for Research Dissertation:

- 6.1. The topic of Research must be related to the area of Social Work.
- 6.2. The candidate must follow the scientific process and methods of Social Work Research or Social Research.
- 6.3. A minimum of 60 respondents are essential for collecting field data.
- 6.4. Quantified data is essential. Qualitative data, if any, must be quantified procedurally.

7. Block placement:

- 7.1 Every student is required to complete his/her block field work for a period of one month after the fourth semester examination.
- 7.2 The MSW result shall not be declared until a certificate of successful completion of block placement is submitted by the assigned block field work agency, duly attested by the Head of the Institution and submitted to the University.
- 7.3 After completion of Block placement, the student must submit a report of work to the Head of the teaching Institute. This report must have been duly certified by appropriate authority in the block placement agency. Ordinarily, no leave of absence will be permissible during block placement.

8. Heads of passing, Standard of passing, Credit pattern and Grade points:

8.1 The following shall be the independent heads of passing:

1. Written theory papers
2. Field work
3. Research Dissertation
4. Viva Voce

8.2 Standard of passing Marks:

a. Written theory papers (Aggregate out of 100- inclusive of both 80 external and 20 internal marks)	Percentage 45% marks in each paper
b. Field work in every semester	50% Marks
c. Viva Voce	50% Marks
d. Research dissertation	50% Marks

8.3 Credit pattern: Credits shall be awarded in the following order:

1. Written theory papers @ 2 Credits per paper X 20	=	40 credits
2. Field work : @ 4 Credits per semester X 4	=	16 credits
3. Research Dissertation @ 6 Credits (IV Seme.) X 1	=	06 credits
4. Viva-voce @ 1 Credits per viva-voce X 2 Semester	=	02 credits

Total 64 credits

8.4 Award of grades: Marks

Marks	Grade	Grade Points
1. 75 percent marks and above (75% +)	O	05
2. 65% marks and above (65%-74%)	A	04
3. 55% marks and above (55%-64%)	B	03
4. 50% marks and above (50%-54%)	C	02
5. 45% marks and above (45%-49%)	D	01
6. Below 45% marks (Below 45%)	E (Fail)	00

8.5 The description for each of the grades will be as follows:

Grade	Proposed Norms
1. 'O' Outstanding (75% & Above)	Excellent analysis of the topic, accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, neat and systematic organization of content, elegant and lucid style.

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| 2. 'A' Very Good (65% & 74%) | : Excellent analysis of the topic, accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, neat and systematic organization of content, effective and clear expression. |
| 3. 'B' Good (55% & 64%) | : Good analysis and treatment of the topic, basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression. |
| 4. 'C' Average (50%-54%) | : Some important points covered, basic knowledge of primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression. |
| 5. 'D' Satisfactory (45%-49%) | : Some points discussed, basic knowledge of primary material, some organization, acceptable language or expression. |
| 6. 'E' Fail (Below 45%) | : None of the above |

Note:

1. Field work and Dissertation will be evaluated as per the evaluation criteria and standards framed by the respective training Institute and the University, from time to time.
2. Results will be declared for each semester and the final examination result will give total marks, grade and grade points average.

8.6: Rules of ATKT :

- 8.6.1: A students must pass in 3 theory courses in each semester out of 5 courses to avail the benefit of ATKT for the next semester and he/she must clear the backlog in the next semester examination. Their internal assessment marks will not change.
- 8.6.2. A students shall be allowed to keep term of Semester- III, (MSW-II), if he/she has no backlog and clears all the heads of passing of Semester- I.
- 8.6.3. Likewise, a student shall be allowed to keep term of Semester- IV, (MSW-II), if he/she has no backlog and clears all the heads of passing of Semester- II.
- 8.6.4. A student failing in Field Work at any Semester shall not get the benefit of ATKT including theory papers and will have to repeat the entire semester.
- 8.6.5. In any case, for what so ever reasons, if a student does not appear or fails in any semester examination will have to repeat the entire semester, except where 8.6.1 is applicable.

9.1 Admission procedure: The candidate must apply only on a prescribed form attached to the prospectus of the Institution. Incomplete forms and those received after the prescribed date and time will not be accepted. The selected candidate must, at the time of admission, produce all original certificates (SSC, HSC, and Graduation, caste certificate, Domicile Certificate, Income Certificate, Non-creamy layer certificate and other relevant certificates or documents) and mark-lists. The candidate should come prepared to pay the full fees at the time of selection test and pay the full fees on admission, if selected. Candidates will have to obtain their transference certificate indicating the College last attended and the Examination last passed. The candidates who have passed their last qualifying Examination from a University other than Pune University must submit a migration certificate immediately after securing admission. As per University of Pune rules every candidate must obtain an eligibility certificate Application forms for eligibility will be available at the Office and the dates will be announced accordingly. Applications for eligibility certificate are to be sent to the Registrar, University of Pune along with the transfer, migration and passing certificates and statement of marks. Documents must be submitted in time. A student who fails to obtain the eligibility certificate will not be permitted to appear for the Semester IV Examination.

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

10. Discipline: Students are expected to follow all rules and maintain discipline throughout the course period. Students will be made aware of all rules and expected discipline at the beginning of the course. Ragging in any form, within or outside the campus, is strictly prohibited. In case a student is found

breaking the rules of discipline, the Head of the Institution can ask him/her to discontinue the course or cancel his/her admission at any time, during the course.

11. Grant of terms: 100 per cent attendance is expected at the orientation programme, orientation visits, and field work. Minimum 75% attendance is expected at the class room. Leave is ordinarily not granted. In very exceptional circumstances leave with prior permission of the Head of the Institution must be obtained.

The Head of the Institution reserves the right to grant terms. Every student will have to give an undertaking in relation to compliance of all rules and regulations of the training institution. The decision of the Head of the Institution shall be final and binding in all matters pertaining to discipline and professional behaviour.

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

University of Pune offers five specialization courses of eight papers each divided over four semesters. Currently the following specializations are approved by Pune University.

Specialization Courses: Every recognized training Centre of Pune University selects its own areas of specialize training. The following Specialization Courses are offered by the three Recognized Institutions of University of Pune:

1. Family and Child Welfare
2. Medical and Psychiatric Social Work
3. Human Resource Management
4. Urban and Rural Community Development and Extension.
5. Tribal Welfare and Environment Development.

SEMESTER- I.

Core courses:

Paper 01. G-I. Social Work Profession

Paper 02. G-II. Methods of Social Work I: Work with Individuals and Families.

Paper 03. G-III. Methods of Social Work II: Work with Groups

Paper 04. G-IV. Psychology for Social Workers

Paper 05. G- V. Social Sciences for Social Workers

SEMESTER- II.

Core courses:

Paper 06. G- VI. Methods of Social Work IV: Social Work Research and Statistics.

Paper 07. G- VII. Personal and Professional Development for Social Work Practice.

Paper 08. G- VIII. Methods of Social Work III: Work with Communities: Community Organization and Social Action.

Specialization Courses: Two papers

1. Family and Child Welfare:

Paper 09. FCW - I. Family sociology and working with families.

Paper 10. FCW – II. Socialization of the Child and Child Welfare.

2. Medical and Psychiatric Social Work

Paper 09. MPSW- I. The field of Medical & Psychiatric Social Work.

Paper 10. MPSW- II. Advance Medical Information for Medical & Psychiatric Social Workers.

3. Urban and Rural Community Development and Extension.

Paper 09. URCD- I. Urban, Rural, and Tribal Social System.

Paper 10. URCD – II. Governance and Community Development.

4. Human Resource Management

Paper 09. HRM – I. Fundamentals of Management.

Paper 10. HRM – II. Employee Welfare.

5. Tribal Welfare and Environment Development.

Paper 09. TWED – I. Tribal Social System.

Paper 10. TWED – II. Problems of Tribal Society.

SEMESTER - III.**Core courses:**

- Paper 11. G- IX. Community Health, Mental Health and Environmental Hygiene
 Paper 12. G- X. Social Legislation and Legal System in India

Specialization Courses: Three papers**1. Family and Child Welfare:**

- Paper 13. FCW - III. Women's Issues, Development and Empowerment.
 Paper 14. FCW - IV. Family Life Education and Population Studies.
 Paper 15. FCW - V. Youth and Development

2. Medical and Psychiatric Social Work

- Paper 13. MPSW- III. Psychiatric Information in Child and Adult Psychiatry
 Paper 14. MPSW- IV. Counselling : Theory and Practice in Medical and Psychiatric settings
 Paper 15. MPSW - V. Psycho-Social Aspects of Sickness, Care and Rehabilitation

3. Urban and Rural Community Development and Extension.

- Paper 13. URCD – III. Development Economics
 Paper 14. URCD – IV. Development Communication for Social Workers.
 Paper 15. URCD – V. Government & Voluntary Agencies for Rural & Urban Development

4. Human Resource Management

- Paper 13. HRM – III. Labour Legislation
 Paper 14. HRM – IV. Human Resource and Personnel Management
 Paper 15. HRM – V. Trade Unionism and Industrial Relations

5. Tribal Welfare and Environment Development.

- Paper 13. TWED – III. Tribal Welfare & Environment Development.
 Paper 14. TWED – IV. Approach to Environmental Social Work.
 Paper. 15 TWED – V. Environment Policy and Laws

SEMESTER – IV**Core courses:**

- Paper 16. G- XI. Social Policy and Planning.
 Paper 17. G- XII. Administration and Management in Social Work

Specialization Courses: Three papers**1. Family and Child Welfare:**

- Paper 18. FCW - VI. Working with Special Groups
 Paper 19. FCW - VII. Emerging Trends in the field of Family and Child Welfare
 Paper 20. FCW VIII. Counselling : Theory and Practice

2. Medical and Psychiatric Social Work

- Paper 18. MPSW- VI. Medico Legal Information for Medical & Psychiatric Social Workers.
 Paper 19. MPSW- VII. Health Care Administration & Programming
 Paper 20. MPSW- VIII. Development Perspective in Medical & Psychiatric Social Work Practice

3. Urban and Rural Community Development and Extension.

- Paper 18. URCD – VI. Planning and Management of Community Projects.
 Paper 19. URCD – VII. Development Perspective in Community Development
 Paper 20. URCD – VIII. Intervention and Management in Disasters

4. Human Resource Management

- Paper 18. HRM – VI. Organizational Behaviour and Social Aspects In Industry
 Paper 19. HRM – VII. Human Resource Development
 Paper 20. HRM – VIII. Labour Economics and Indian Labour Problems

5. Tribal Welfare and Environment Development.

- Paper 18. TWED – VI. Integrated Tribal Development
 Paper 19. TWED – VII. Environment Development Programmes
 Paper. 20 TWED –VIII. Administration of Tribal Welfare Schemes

S/D -Dean
 (Mental, Moral & Social Sciences)
 (Authorized Signatory, for Pune University)

