

COURSE REGULATIONS

Name of the Institution: **MS Chellamuthu Institute of Mental Health and Rehabilitation**

Mission of the Institution:

Develop competent, confident and compassionate mental health professionals to lead the mental health care movement in India.

Name of the Subject Discipline: **Masters in Social Work with specialization in Medical and Psychiatric Social Work and Human Resource Management**

Programme of Level:

1. Choice-Based Credit System

A Choice-Based Credit System is a flexible system of learning. This system allows students to gain knowledge at their tempo. Students shall decide on electives from a wide range of elective courses offered by the Departments/institutions in consultation with the committee. Students undergo additional courses and acquire more than the required number of credits. They can also adopt an inter-disciplinary and intra-disciplinary approach to learning, and make the best use of the expertise of available faculty.

2. Programme:

“Programme” means a course of study leading to the award of a degree in a discipline. MSW is a postgraduate programme and the duration is two years spread over four semesters.

3. Courses:

‘Course’ is a component (a paper) of a programme. Each course offered by the Department is identified by a unique course code. A course contains lectures/ tutorials/laboratory work/seminars/project work / practical training/report writing /Viva- voce, etc, or a combination of these, to meet effective teaching and learning needs.

4. Credits

The term “Credit” refers to the weightage given to a course, usually about the instructional hours assigned to it. Normally in each of the course’s credits will be assigned based on the number of lectures/tutorials/laboratory and other forms of learning required to complete the course contents in a 15-week schedule. One credit is equal to one hour of lecture per week. For laboratory/field work one credit is equal to two hours.

5. Semesters

An academic year is divided into two Semesters. In each semester, courses are offered in a minimum of 15 teaching weeks and the remaining 3-5 weeks are to be utilized for conduct of examination and evaluation purposes. Each week has 30 working hours spread over 5 days a week.

6. Departmental/institutional committee

The Departmental/Institutional Committee consists of the faculty of the Department/institution. The committee shall be responsible for admission to all the programmes offered by the Department including the conduct of entrance tests, verification of records, admission, and evaluation. The committee determines the deliberation of courses and specifies the allocation of credits semester-wise and course-wise. For each course, it will also identify the number of credits for lectures, tutorials, practicals, seminars, etc. The courses (Core/Discipline Specific Elective/Non-Major Elective) are designed by teachers and approved by the Committees. Courses approved by the committees shall be approved by the Board of Studies.

A teacher offering a course will also be responsible for maintaining attendance and performance sheets (CIA -I, CIA-II, assignments, and seminar) of all the students registered for the course.

The department coordinators for Non-major elective (NME) and MOOCs (SLC) courses are responsible to submit the performance sheet to the Head of the department. The Head of the Department consolidates all such performance sheets of courses offered by the department and forward the same to be Controller of Examinations.

7. Programme Education Objectives- (PEO)

PGO - 1	Understand the scope and importance of social work.
PGO - 2	Understand the methods and different models in social work.
PGO - 3	Develop the required competence to practice social work in different settings.
PGO - 4	Explore opportunities to practice social work in different settings.
PGO - 5	Become an agent of change by developing solution and resource-focused perspectives.

8. Programme Specific Objectives-(PSO)

PSO - 1	Understand social work as a profession that empowers people.
PSO - 2	Practice social work by developing the necessary competence.
PSO - 3	Imbibe and practice the value of compassion and the importance of connectedness.
PSO - 4	Embrace change and diversity and work towards transformation.
PSO - 5	Be fair and ethical in words and actions.

9. Programme Outcome-(PO)

By completing the program, students will have:

PO - 1	Understood and acquired the fundamental knowledge of social work.
PO - 2	Analyzed the field scenario and understood the scope of the practice of social work
PO - 3	Understood the complexities in social life and developed solution-focused thinking.
PO - 4	Developed the skills relating to the methods of social work and use these skills to investigate and develop a holistic understanding of problems
PO - 5	Strengthened their psychosocial competence and use this competence to bring change.
PO - 6	Become sensitive to the cultural diversity that exists in the society and leverage the diversity to transform society.
PO - 7	Imbued the value of compassion towards people and the environment.
PO - 8	Understood the value of ethical practices in establishing professional credibility.
PO - 9	Become creative in designing protocols to use the collective intelligence of the team/community.
PO - 10	Developed competence in communication and use this competence to influence people in administration and the community

10. Programme Specific Outcome-(PSO)

By completing the program, students will be able to:

PO - 1	Appreciate Social Work as a tool to empower people and communities.
PO - 2	Explore and find the scope to practice social work in different settings.
PO - 3	Apply the social work competence and demonstrate changes.
PO - 4	Be sensitive to cultural diversity and embrace the same.
PO - 5	Uphold the highest ethical standards in social work practice.

11. Eligibility for admission

A candidate who has passed any UG degree from any University/college shall be permitted to appear and qualify for the program.

12. Minimum Duration of Programme

The programme is for two years. Each year shall consist of two semesters viz. Odd and Even semesters. Odd semesters shall be from June / July to October / November and even semesters shall

be from November / December to April / May. In each semester, there shall be 90 working days consisting of 6 teaching hours per working day (5 days/week).

13. Medium of instruction

The medium of instruction is English.

14. Teaching Methods

The classroom teaching would be through conventional lectures, the use of OHP, PowerPoint presentation, and novel innovative teaching ideas like television, smart board, and computer- aided instructions. Periodic field visit enables the student for gathering practical experience and up-to-date industrial scenario. Student seminars would be arranged to improve their communicative skills.

The periodic test will be conducted for students to assess their knowledge. Slow learners would be identified and will be given special attention by remedial coaching. Major and electives would be held in the Department and for Non-major electives students have to undertake other subjects offered by other departments.

15. Components

A PG programme consists of several courses. The term “course” is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a “paper” in the conventional sense. The following are the various categories of the courses suggested for the PG programmes:

Core courses (CC) - “Core Papers” means “the core courses” related to the programme concerned including practicals and project work offered under the programme and shall cover core competency, critical thinking, analytical reasoning, and research skill.

Generic Elective (Allied) - Within the faculty, the students shall undergo two discipline-specific allied courses (one in the first year and another in the second year of his/her study except for computer application).

Discipline-Specific Electives (DSE) - means the courses offered under the programme related to the major but are to be selected by the students, shall cover additional academic knowledge, critical thinking, and analytical reasoning.

Non-Major Electives (NME) - Exposure beyond the discipline.

Self-Learning Courses from MOOCs platforms.

- MOOCs shall be voluntary for the students.
- Students have to undergo a total of 2 Self Learning Courses (MOOCs) one in II semester and another in III semester.
- The actual credits earned through MOOCs shall be transferred to the credit plan of programmes as extra credits. Otherwise, 2 credits/course be given if the Self Learning Course (MOOC) is without credit.
- While selecting the MOOCs, preference shall be given to the course related to employability skills.

Dissertation (Maximum Marks: 200)

The candidate shall undergo Dissertation Work during the fourth semester. The candidate should prepare a scheme of work for the dissertation and should get approval from the guide. The candidate, after completing the dissertation, shall be allowed to submit it to the departments at the end of the final semester.

The format to be followed for the dissertation by the student is given below

- Title page
- Certificate
- Acknowledgment

Content as follows:

Chapter No.	Title	Page No.
1	Introduction	
2	Aim and objectives	
3	Review of Literature	
4	Materials and Methods	
5	Results	
6	Discussion	
7	Summary and Conclusion	
8	References	

Format of the title page

Title of Dissertation

Dissertation submitted in partial fulfillment of the requirement for the degree of ----- of -----
in ----- to the -----.

By (Student Name)

(Register Number)

Logo

Department of -----

Name and Address of the institute

(Year)

Format of certificates

Certificate (Guide)

This is to certify that the Dissertation entitled “-----” submitted to -----in partial fulfilment for the degree of -----in ----- by Mr/Miss -----(Reg No -----) under my supervision. This is based on the results of studies carried out by him/her in the Department of -----, ----- . This dissertation or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar titles or record of any University or Institution.

Research Supervisor

Place:

Date: _____ .

Certificate (HOD)

This is to certify that the thesis entitled “ ----- ”submitted by Mr/Miss -----(Reg No: -----) to the-----, in partial fulfilment for the award of the degree of----- of -----in ----- is a bonafide record of research work done under the supervision of Dr.-----, Assistant Professor, Department of-----, ----- --. This is to further certify that the thesis or any part thereof has not formed the basis of the award to the student of any degree, diploma, fellowship, or any other similar title of any University or Institution.

Head of the Department

Place:

Date: _____ .

Declaration (student)

I hereby declare that the dissertation entitled “ ----- ” submitted to the -----for the award of the degree of -----of ----- in ----- has been carried out by me under the guidance of Dr. -----, Assistant Professor, Department of-----, -----,----- . This is my original and independent work and has not previously formed the basis of the award of any degree, diploma, associateship, fellowship, or any other similar title of any University or Institution.

(_____)

Place:

Date: _____ .

F. Internship

The students shall undergo Internship /industrial training in reputed organizations minimum of two weeks to acquire industrial knowledge during the summer vacation of the second semester. The student has to find an industry related to their discipline (Public Limited/Private Limited/owner/NGOs etc.,) in consultation with the faculty in charge/Mentor and get approval from the Head of the Department and Departmental Committee before going for an internship / industrial training.

Format to be followed for Internship report

The format /certificate for the internship report to be followed by the student is given below

Title page

Title of internship report

Partial fulfilment of the requirement for the ----- of degree

In _____.

By

(Student Name)

(Register Number)

University Logo

Department of -----

Institute name & address

(Year)

Format of certificate

(Faculty in charge)

This is to certify that the report entitled “ ----- ” submitted to ----- in partial fulfilment for the ----- of ----- in ----- by Mr/Miss----- (Reg No:-----) under my supervision. This is based on the work carried out by him/her in the organization M/S ----- --. This Internship report or any part of this work has not been submitted elsewhere for any other degree, diploma, fellowship, or any other similar record of any University or Institution.

Research Supervisor

Place:

Date: _____.

(HOD)

This is to certify that the Internship report entitled “-----” submitted by Mr/Miss.----- (Reg No:-----) to the -----, in partial fulfilment for the award of the ----- of Science in ----- is a bonafide record of the Internship report done under the supervision of -----, Assistant Professor, Department of -----, ----- and the work carried out by him/her in the organization M/S ----- . This is to further certify that the thesis or any part thereof has not formed the basis of the award to the student of any degree, diploma, fellowship, or any other similar title of any University or Institution.

Head of the Department

Place:

Date: _____ .

(Student Declaration)

I hereby declare that the Internship Report entitled “-----” submitted to the ----- for the award of the ----- in ----- has been carried out by me under the supervision of -----, Assistant Professor, Department of -----, -----, ----- . This is my original and independent work carried out by me in the organization M/S ----- for the period of ----- and has not previously formed the basis of the award of any degree, diploma, associateship, fellowship, or any other similar title of any University or Institution.

(_____)

Place:

Date: _____ .

Acknowledgment, Content as follows:

Chapter No.	Title	Page No.
1	Introduction	
2	Aim and objectives	
3	Organization profile/details	
4	Methods / Work	
5	Observation and knowledge gained	
6	Summary and outcome of the Internship study	
7	References	

No. of copies of the dissertation/internship report

The candidate should prepare three copies of the dissertation/report and submit the same for the evaluation of examiners. After evaluation, one copy will be retained in the department library, one copy will be retained by the guide and the student shall hold one copy.

Attendance

Students must have earned 75% of attendance in each course for appearing on the examination. Students who have earned 74% to 70% of attendance need to apply for condonation in the prescribed form with the prescribed fee. Students who have earned 69% to 60% of attendance need to apply for condonation in the prescribed form with the prescribed fee along with the Medical Certificate. Students who have below 60% of attendance are not eligible to appear for the End Semester Examination (ESE). They shall re-do the semester(s) after completion of the programme.

Examination

The examinations shall be conducted separately for theory and practicals to assess (remembering, understanding, applying, analyzing, evaluating, and creating) the knowledge required during the study. There shall be two systems of examinations viz., internal and external examinations. The internal examinations shall be conducted as Continuous Internal Assessment tests I and II (CIA Test I & II).

A. Internal Assessment

The internal assessment shall comprise a maximum of 25 marks for each course. The following procedure shall be followed for awarding internal marks.

Theory - 25 marks

Sr. No.	Content	Marks
1	Average marks of two CIA test	15
2	Seminar/ Group Discussion/ Quiz, etc.,	5
3	Assignment/ Field trip report/ case study reports	5
	Total	25

Practical - 25 marks

Sr. No.	Content	Marks
1	Average marks of two CIA tests (Practical) Experiments –Major, Minor, and Spotter	15
2	Observation notebook	10
	Total	25

Internship - 25 marks (assess by Guide/In charge/HOD/supervisor)

Sr. No.	Content	Marks
1	Presentation	15
2	Progress report	10
	Total	25

Dissertation - 25 marks (Guide/HOD)

Sr. No.	Content	Marks
1	Two Presentations (mid - term)	15
2	Progress report	20
	Total	25

B. External Examination

- There shall be examinations at the end of each semester, for odd semesters in October / November; for even semesters in April / May.
- A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However, candidates who have arrears in practical shall be permitted to take their arrear Practical examination only along with regular practical examination in the respective semester.
- A candidate should get registered for the first-semester examination. If registration is not possible owing to a shortage of attendance beyond the condonation limit / regulation prescribed OR belated joining OR on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the programme.
- For the Dissertation Work, the maximum marks will be 25 marks for thesis evaluation and the Viva-Voce 50 marks.
- For the internship, the maximum mark will be 25 marks for project report evaluation and for the Viva-Voce it is 50 marks.
- Viva-Voce: Each candidate shall be required to appear for the Viva-Voce Examination (in defense of the Dissertation Work/internship).

C. Scheme of External examination (Question paper pattern)

Theory - Maximum 75 Marks

Section A	10 questions. All questions carry equal marks. (Objective-type questions)	10 x 1 = 10	10 questions – 2 each from every unit
Section B	5 questions Either/or type like 1. a (or) b. All questions carry equal marks and each answer should not exceed one page or 250 words.	5 x 5 = 25	5 questions – 1 each from every unit
Section C	Essay type questions Either/or type like 1. a (or) b. All questions carry equal marks and each answer should not exceed two page.	5 x 8 = 40	Should cover all units

Dissertation

Dissertation Thesis	25 Marks
Viva Voce	50 Marks

Internship (Semester IV)

Internship Report	25 Marks
Viva Voce	50 Marks

Passing minimum

- A candidate shall be declared to have passed each course if he/she secures not less than 40% marks in the End Semester Examinations and 40% marks in the Internal Assessment and not less than 40% for UG and PG 50% in the aggregate, taking Continuous assessment and End Semester Examinations marks together.
- The candidates not obtained 50% in the Internal Assessment are permitted to improve their Internal Assessment marks in the subsequent semesters (2 chances will be given) by writing the CIA tests and by submitting assignments.
- Candidates, who have secured the pass marks in the End-Semester Examination and the CIA but failed to secure the aggregate minimum pass mark (E.S.E + C I.A), are permitted to improve their Internal Assessment mark in the following semester and/or in University examinations.
- A candidate shall be declared to have passed the Project Work if he /she gets not less than 40% in each of the Project Report and Viva-Voce and not less than 40 % UG and in PG 50% in the aggregate of both the marks for Project Report and Viva-Voce.

A candidate who gets less than 40% for UG and PG 50% in the Project Report must resubmit the Project Report. Such candidates need to take again the Viva-Voce on the resubmitted Project.

Each student should have taken 83 credits as a core course, Internship course (core), credits as a major elective; 4 credits as a non-major elective, 7 credits as dissertation work, in addition, MOOCs courses as extra credits, thus totalling least 90 + extra credits required to complete degree course.