



SREE SANKARACHARYA UNIVERSITY OF
SANSKRIT, KALADY

Project Mode PG Programme

**Multidisciplinary Dual Main Master's in Disaster
Management and Mitigation**

(Associating Disciplines: Geography, Psychology, Sociology and
Social Work)

Sanctioned by
Ministry of Higher Education, Government of Kerala

Programme Regulations

Programme Highlights

- **A Multidisciplinary Innovative PG Programme**
- **Self-Sustain Mode**
- **Fast emerging academic field with Cross Disciplinary Knowledge**
- **Minimum Credit requirement Is 92**
- **Intake – 40 Seats**
- **Dual Main Programme ensuring equivalency with other Universities**
- **Awarding Four Separate Degrees in a Single Programme**
 - **MSc In Geography and DMM**
 - **MSc In Psychology and DMM**
 - **MA In Sociology and DMM**
 - **Masters in Social Work and DMM**
- **Fieldwork in all semesters for ground experience**
- **Internships**

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY
Regulations for the Multidisciplinary Dual Main Masters Programme in Disaster
Management and Mitigation
(CBCSS and OBTLE System)
Effective from 2023 admission onwards

I - SHORT TITLE

- 1.1 These Regulations shall be called **“Sree Sankaracharya University of Sanskrit Regulations for Multidisciplinary Dual Main Masters Programme in Disaster Management and Mitigation (CBCSS and OBTLE System)–2023”**

II–SCOPE

- 2.1 The Regulations provided herein shall apply to the Multidisciplinary Dual Main Masters Programme in Disaster Management and Mitigation conducted by the associating Teaching Departments of Sree Sankaracharya University of Sanskrit with effect from 2023 admissions.
- 2.2 The provisions herein supersede all the existing Regulations for the Multidisciplinary Dual Main Masters Programme in Disaster Management and Mitigation conducted by the associating Teaching Departments of Sree Sankaracharya University of Sanskrit unless otherwise specified.
- 2.3 The Multidisciplinary Dual Main Masters Programme in Disaster Management and Mitigation are oriented in the **OBTLE (Outcome Based Teaching, Learning and Evaluation system)** which is a result oriented and measurable method of approaching Higher Education with Outcomes stated at the beginning, executed through instruction and attainment assessed at the end.

III-DEFINITIONS

- 3.1 **'University'** means Sree Sankaracharya University of Sanskrit, Kalady.
- 3.2 **'Associating Departments'** means those teaching departments associating i.e. Geography, Psychology, Sociology and Social Work, with the Multidisciplinary Dual Main Masters Programme in Disaster Mitigation and Management.
- 3.3 **'Programme'** means the series of Teaching, Learning and Assessment leading to a Degree.
- 3.4 **'Dual Main'** means that in a single programme a student will be able to graduate in two main disciplines.
- 3.5 **'Duration of the Programme'** means the period of time required for the conduct of the Programme. Duration of the Multidisciplinary Dual Main Masters Programme in Disaster Management and Mitigation is a minimum of Four Semesters in two years and a maximum of Six Semesters in the event of a zero semester.
- 3.6 **'Semester'** means an academic term period consisting of a minimum of 90 working days, inclusive of assessment, distributed over a minimum of 18 weeks of 5 working days each. The First and Third semester will be from June to October and the Second and Fourth semester will be from December to April. Each semester will be separated by a semester break in November and May respectively. The valuation of answer scripts of the end semester examinations will be conducted during the semester break only.
- 3.7 **'Outcomes'** indicate the ability that a student gains at the end of a Programme/Course. **Programme Outcomes(POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs)** should be stated which are expected to form an integral link so that ultimately the stated Course Outcomes help fulfill both the stated Programme Specific Outcomes as well as the stated Programme Outcomes.
- 3.8 **Programme Outcomes(POs)** indicates the knowledge, skills and attitudes that a student is expected to acquire while completing any of the Post Graduate Programmes. It is a common goal. It includes both disciplinary and professional competencies in addition to socially desirable attitudes.

- 3.9 **Programme Specific Outcomes(PSOs)** indicate the abilities expected to be attained by the student while completing the specific Post Graduate Programme. It includes both disciplinary and professional competencies as well as specific skills associated with the discipline.
- 3.10 **Course Outcomes (COs)** indicate what a student is able to do at the end of that specific Course. It is an effective ability- qualities, skills, knowledge- to successfully carry out an identified task. Most important aspect of CO is that it is measurable. Course Outcomes are written addressing various Cognitive Domains (Remember, Understand, Apply, Analyse, Create and Evaluate) as well as the Affective and Psychomotor Domains as deemed applicable to the specific Masters Programmes . It has to also address the different Knowledge Categories of Factual, Conceptual , Procedural and Meta cognitive knowledge as deemed suitable to the specific Masters Programmes.
- 3.11 **‘Course’** is one among the many segments of subject matter to be covered in a semester. Each Course is distinguished by an alpha numeric code number, title and the credit it bears. The code number gives comprehensive information on the Department offering the Course, the semester in which it is offered and a serial number.
- 3.12 **‘Credit’**¹ of a course is defined as corresponding to a specified hour of meaningful activity related to the Course in a week.
- **One Credit** shall mean 1hourper week in a semester for classroom lectures or tutorials but for lab work/ fieldwork this will be double and requires two hours in a week.
 - In case of Laboratory /Field/Project work based courses, appropriate distribution of Credits for Practical Record/ Project Report, Practical end-Semester exam/presentation, Viva if any by the respective Department council and Board of Studies.
 - **Total minimum Credits** to complete the Programme of Study shall be 92.

3.13 **Core Courses**

A '**Core Course**'² is a compulsory component in the Programme Structure which cannot be substituted by any other Course. A core course may be a Theory, Practical, Field based or Project Work based course which is a compulsory component in the Programme Structure.

3.14 '**Cross Disciplinary Core Course**' is a compulsory course in the programme structure which a student has to take from other associating departments of the programme

3.15 '**Elective Course**'³ means a Course which can be substituted by an equivalent Course and allows for the choice of the student.

- A student shall mandatorily opt one of the multidisciplinary electives from any one of the Sanskrit disciplines.

3.16 **Additional Electives**—A student can opt for Additional Electives⁴ if the student desires.

'**Skill Course**' meant to provide essential skills required in the particular discipline

3.17 **Dissertation** - All students of the Multidisciplinary Dual Main Masters Programme are required to carry out an independent research project and have to submit a Dissertation⁵ in the fourth semester of the programme under the supervision of a faculty member. Dissertation shall be for **6 credits** (Evaluation can be done in the following segments - fieldwork/empirical data collection – internal evaluation, presentations – internal evaluation, dissertation – external evaluation). Modifications can be made by the respective Board of Studies in the split-up of the evaluation components, if necessary). The students has to attach a certificate of presentation of a paper related to the dissertation topic in seminar while submitting the dissertation. A no plagiarism certificate also shall be attached. After submission of dissertation there shall be a Viva Voce conducted by a board including a faculty member from the department and an external examiner.

3.18 '**Fieldwork Courses**'—All students of the Multidisciplinary Dual Main Masters Programme has to do certain number of fieldwork courses during the

programme. The purpose of field education is to connect the class room based theoretical/conceptual learning with the practice setting, thereby enabling the students to acquire practice skills. A detailed regulations guiding the field work courses are appended (Appendix I & II)

- 3.19 **‘Internship’**- All students of the Multidisciplinary Dual Main Masters Programme have to an internship as part of the programme. In the final semester, after the completion of the programme, the students need to undergo an internship of one month block placement in selected agencies inside/ outside the state. This is equip the students to the national scenario of DMM (Appendix I & II).
- 3.20 **‘Study Tour’** - A study tour will be the part of the curriculum of the Multidisciplinary Dual Main Masters Programme in the third semester. Participation in the study tour is compulsory. Study tour can be within Kerala or outside. Procedures for the study tour appended (Appendix I & II).

IV–PROGRAMME STRUCTURE ANDSYLLABI ACCORDING TO OBTLE

- 4.1 As conceived in the **OBTLE (Outcome Based Teaching, Learning and Evaluation System)**, the University has already identified four **Programme Outcomes(POs)** commonly applicable to any Post Graduate Programme in the University(Appendix III).Along with these, every associating Department has also to state their **Programme Specific Outcomes (PSOs)**.The specific Programme Structure⁶shall prescribe the minimum eligibility, Semester wise list of Courses along with their stated **Course Outcomes(COs)**, total credits to be availed in each semester and assessments thereof. Since the Assignment component of Internal Assessment can be decided individually by each Department the mode designed for this by the Department has also to be stated.
- 4.2 The Programme is designed in such a way that by the end of the two years the students will be able to attain skill and comprehensive knowledge of scientific, social and technical aspects to conceptualize and address the disaster situation. The students who enroll into the Multidisciplinary Dual Main Masters

Programme in DMM under a specific associating Department would henceforth be enabled to choose specialization and combination of allied courses from other associating Departments. **This programme is envisaged in such a way to award dual main degrees in four separate categories with respective specialisations.**

- **MSc in Geography and DMM**
- **MSc in Psychology and DMM**
- **MA in Sociology and DMM**
- **Masters in Social Work and DMM**

- 4.3 The semester wise Course Structure stating Course Outcomes, Syllabi and credits of each PG programme shall be approved and recommended by the Department Coordinators Committee, the DMM Board of Studies (BOS) , Faculty Council and lastly by the Academic Council(AC) for final approval.
- 4.4 New Courses proposed by a Faculty member is to be first considered and approved first in the Department Coordinators Committee, the DMM Board of Studies (BOS) and then to be placed before the Faculty and Academic Council respectively for approval.
- 4.5 The syllabi of Courses need to be continuously revised to keep intune with recent developments in knowledge.

V – ADMISSION PROCEDURES

- 5.1 **Eligibility** for admission- ⁷ An Under Graduate Degree in any discipline recognized by the Sree Sankaracharya University of Sanskrit.
- 5.2 **Application:** At the time of application the students shall have provisions to choose all four disciplines along with DMM on basis of preferences.
- 5.3 **Admission** –Admission to the Multidisciplinary Dual Main Masters Programme in Disaster Management and Mitigation will be on the basis of a common entrance examination conducted by the University. Those who have obtained an Under Graduate Degree, or are appearing for the final semester Under Graduate Degree examination are eligible to attend the entrance examination. Those who secure a minimum of 40% marks in the entrance examination will be

qualified for admission. A relaxation of 5% will be available for applicants belonging to SC/ST, Differently Abled categories and Transgender People. The admission including the choice of the discipline will be based on the final rank list prepared by the University according to the existing university regulations and government directions. The admissions will be made to the associating teaching departments. The maximum intake capacity to each associating department shall be a maximum of ten seats. The transfer certificate shall be produced at the time of admission and the migration certificate shall be produced at a later date.

VI–REGISTRATION FOR ELECTIVE COURSES FROM OTHER DEPARTMENTS

- 6.1 Students shall have to register for the Elective Courses from disciplines/departments other than the parent for the semester within 10 days of the commencement of a semester⁸. The maximum number of students to be registered in each Course shall depend upon the physical facilities available with that Department.
- 6.2 For registration⁹ of a Course from Departments other than the parent Department, the student shall meet the Head of the Department of the concerned Department or her/his nominee and get her/his signature in the prescribed registration form.

VII – EVALUATION

- 7.1 The Multidisciplinary Dual Main Masters Programme in Disaster Management and Mitigation of the University shall carry an overall Internal Assessment component and End semester examination in the ratio of 50:50. The Seminar (oral presentation) component in the Internal Assessment and the End Semester examination will be evaluated by two faculty members. There shall be no separate minimum for Internal Assessment. Fulfillment of the requirements of the internal assessment and Attendance is compulsory for attending the End Semester Examinations. The Internal Examination Result will be exhibited on

the Notice Boards prior to the submission of the same to the University. Provision for registering grievances regarding Internal Assessment shall be made available to the students through proper mechanisms constituted by the University. The assessment of Filed work courses and Internship shall be have a external and internal component that not necessarily in 50:50 ratio.

7.2 **Components of Internal Assessment¹⁰**

- The internal assessment Credits shall be given as per the following in the case of a 4 credit course with a ratio of 50:50 for Internal Assessment and End semester examination. There must be three components for Internal Assessment for each course as follows,
- **Seminar Presentations (to be orally presented and submitted afterward)**- Grading for seminars should be based specifically on three components ,viz., a)content and understanding b) methodology and analysis c) presentation and discussion.
- **Assignments /Tutorials**-Any type of assessment tool can be considered as an Assignment intended to test any of the Learning Domains or Knowledge Categories. It can be Book Reviews, Fieldwork Report, Documentaries, Group Discussion, Movie reviews etc. based upon the nature of the Course and can vary from Course to Course. Appropriate components have to be developed for assessment and stated beforehand to ensure transparency.
- **Mid Semester Examination**- Question papers should follow the set pattern but made proportionately shorter .Questions should dwell on all Cognitive Domains and Knowledge Categories suitably and as far as possible.

7.3 **External Evaluation:** There will be double valuation for the End Semester University Examination. The answer scripts will be valued by an Internal Examiner and an External Examiner. In case external examiners are not available for rare courses, the Chairperson of the Board will act as the external examiner.

7.4 If the difference of grades awarded by the two examiners does not exceed two consecutive grades, the average shall be reckoned. If it exceeds two consecutive grades, such scripts shall be valued by a third examiner or the chairperson of the Board. The grade awarded by the third examiner shall be final.

7.5 The evaluation will be based on the 9 point grading system.

A+	9	B -	4
A	8	C+ -	3
A-	7	C -	2
B+	6	C -	1
B	5	F -	0

7.6. Course Outcomes should be tagged in the Seminars, Assignments, Mid-Semester examinations as well as in the end semester examinations which means indicating which outcomes have been addressed where, so that assessing attainment of Course Outcomes is made possible.

VIII – ATTENDANCE RULES

8.1 A minimum attendance¹¹ of 80% is required for each Course separately to register for the End Semester Examination. The faculty in charge of the Course shall display on the notice board the details of the attendance at the end of 35 and 70 working days with a copy to the Head of the Department. The format of Attendance Sign – in – sheet is appended as Appendix -IV

8.2 The students deputed for official purposes such as representing the University in sports, cultural meets, NSS/NCC activities and participation in work of statutory bodies, with prior permission of the Head of the Department, shall be given leave for such absence and it shall be reckoned as attendance subject to the following conditions:-

1. The period of leave shall not ordinarily exceed 10% of the total attendance of each course in a semester for a student.
 2. The staff advisor of the Students' Union, Officers, i.e., of Physical Education/Officer-in-charge of NCC and Programme Officer, NSS are authorized to recommend to the Head of the Department for leave. The concerned officers authorized to recommend the leave may also furnish the list of students who are actually engaged as volunteers for the organization in the conduct of approved University Sports Programme, Cultural Meet, NSS Programmes, University Union activities, etc., for granting leave.
 3. The leave eligible shall be limited to days of:
 - i) To and fro journey.
 - ii) The actual days of the tournament as evidenced by the approved fixtures and in the case of cultural activities actual days of completion evidenced by the approved Programme.
- 8.3 The officers who are authorized to recommend the leave must submit the list of students with all details such as team/teams and its members, place of tournament/meet, number of days of tournament/meet, days for to and fro journey, to the Head of the Department sufficiently in advance.
- 8.4 The decision of the Head of the Department shall be final in this matter.
- 8.5 Condonation of Shortage of Attendance: Condonation of shortage of attendance to a maximum of 20% per academic year (2 semesters) shall be granted by the Vice Chancellor to candidates in cases where the Vice Chancellor is satisfied that the student could attain the minimum attendance i.e., 80% for reasons of health or for other reasons/ forces beyond her/his control.
- 8.6 Application for condonation of shortage of attendance should be made to the Registrar in the prescribed format along with certificates proving reasons for leave after due authentication/ recommendations of the Head of the Department concerned, not less than 15 days prior to the University Examinations.

- 8.7 The prescribed fee for condonation shall be remitted and the receipt of remittance of fee should be attached along with the application.
- 8.8 The claim for condonation of shortage of attendance should be supported with authorized Medical Certificates or concrete documentary proof as the case may be.
- 8.9 Condonation of shortage of attendance shall be granted only once in an academic year and for this purpose the 1st and 2nd semester will be treated as 1st year, and so on.
- 8.10 Condonation of shortage of attendance cannot be commutable or passed over to next year. The students who do not have the minimum attendance will not be eligible to appear for the end semester examination.

IX–SETTING OF QUESTION PAPERS

- 9.1 The **Question Papers**¹² are to be set by the faculty members offering the Courses and scrutinized and edited by a Board consisting of the Head of the Department, and at least one faculty member of the Department nominated by the Department Council. A copy of the minutes of the Board meetings shall be forwarded with the Question Papers to the Pro - Vice Chancellor. There will be a question bank covering the syllabus of each discipline. Question papers will be set from the question bank.
1. Questions must address all Cognitive Domains as far as possible
 2. Questions should be distributed into three sections (addressing different Cognitive Domains) on the basis of percentage as given below. There can be flexibility in design for the different Departments provided the ascending weight pattern for different cognitive levels and total distribution of weight remains unaltered.

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section
1.	Section I - Remember and Understanding	20	12
2.	Section II - Apply and Analyse	30	18
3.	Section III - Evaluate and Create	50	30
	Total	100	60

3. More weight should go to higher levels of Cognition.
4. Time assigned to one weight is 3.
5. Weight of each section can be expressed through number of words (for eg.,maximum 250 words) or number of pages (for eg.,maximum 2 pages) or by any other appropriate method.
6. Time distribution may be indicated.

Sl. No	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section	Maximum time for each section
1	Section I - Remember and Understanding	20	12	36 minutes
2	Section II - Apply and Analyse	30	18	54 minutes
3	Section III - Evaluate and Create	50	30	90 minutes
	Total	100	60	180 minutes

7. The questions set should meet the Course Outcomes .
8. Questions should span all difficulty levels.
9. Each question should be properly tagged to Course Outcomes (for further mapping of attainment)

9.2 The Head of the Department shall forward three sets of the Question papers for each course in a sealed cover to the Pro-Vice Chancellor, who shall make arrangements for the supply of question papers in the University Level Examination.

X-EXAMINATIONS

- 10.1 The University shall notify the details such as date, time, and Courses with code number etc., of the examination. Students shall register themselves for the examination. There shall be a University Level Examination for each course at the end of each semester. No student who is more than 30 minutes late shall be allowed to appear for the examination. No student will be allowed to leave the examination hall within 90 minutes after the commencement of the examination. If any student indulges in any malpractice like copying, consulting other students, etc., the invigilator shall enter her/his remarks on the answer paper with signature. In such an eventuality the candidate shall not be allowed to complete the examination and shall be sent out of the hall. Before the candidate is allowed to leave the hall, a statement may be obtained from her/him and the invigilator shall report to the Head of the Department immediately with full details and remarks. If a student refuses to give such a statement, the fact may be recorded by the invigilator. The Head of the Department shall report the case of alleged malpractice to the Pro-Vice Chancellor who shall initiate steps for the enquiry. The Vice Chancellor shall appoint a committee consisting of not less than three faculty members to enquire into the alleged malpractice. The Committee shall submit its findings along with its recommendations within 15 days to the Vice Chancellor who shall take a decision in the matter subject to the approval of the Syndicate.
- 10.2 The University shall notify the list of candidates having successfully completed all the requirements and become eligible for the award of the Degree. Anomalies, if any, regarding the notification shall be brought to the notice of the Pro-Vice-Chancellor by the student in writing within 7 days of the date of notification. The Syndicate shall approve the final results and the University shall issue Provisional Certificates and transcripts of the grades obtained by the candidates within 7 days of the notification. It shall be open to the Syndicate to withhold the result of a candidate on any valid ground.

- 10.3 Each Course is evaluated on 9-point scales as provided in para 9.5 of these Regulations.
- 10.4 There is no separate minimum for Internal Assessment or External Assessment. However, meeting requirements of Attendance and Internal Assessment are a must for appearing in the End Semester Examination.
- 10.5 The Pass Minimum for each course is B–(B Minus). A student who acquires a Pass Minimum (B– Grade) for at least 3 courses (12 Credits in a Semester) will be promoted to the next Semester. The promotion list of the students will be prepared after the evaluation of the End Semester Examination and will be published before the commencement of the next semester.
- 10.6 A Final Grade Point Average of B– (B Minus) grade is required for awarding the degree.
- 10.7 **Re-appearance for the End Semester Examination:** If a student is absent for or gets 'F' grade in the end semester examinations of one or more Courses across the four semesters of the Programme she/he can re-appear for that exam. This can be done provided that Internal Assessment requirements for those Courses are met with a minimum attainment of B grade. She /he may be permitted to re-appear for end semester examinations for these Courses either within the duration of the Programme when the end semester examinations for those Courses are conducted in the subsequent semesters or within a period of two semesters after completion of the regular Programme. Re-appearance will be permitted only after due recommendation from the Head of the Department and prior sanction from the University. This facility cannot be availed more than once for a course or beyond the stipulated two semester period after the regular Programme and not for more than four Courses of the entire Programme. These examinations will be conducted only along with and at the time of regular end semester examinations. In the event of syllabi change during this period, the question paper should be set in the old

pattern corresponding to the Internal Assessment requirements already met by the student.

- 10.8 **Zero Semesters:** A student is entitled to avail a Zero semester on grounds of ill health or other unavoidable contingencies in attending the academic activities prescribed for that semester. This effectively means repeating the academic activities prescribed for a semester and requires regular attendance. The decision in this regard will be taken by the Vice Chancellor on the basis of the recommendation of a Committee appointed by the Vice Chancellor, and subject to the ratification by the Academic Council. There will be only one chance to avail Zero semester in a Programme and should be done within two semesters after the completion of the regular Programme. In the event of syllabi change during this period, the student should avail the new Courses being offered in the semester corresponding to the one that was lost.
- 10.9 For all Programmes other than Language Programmes, the examination and dissertation can be written either in English or Malayalam.

XI – GRADING PROCEDURES

- 11.1 **Grade** obtained in the assessment of a Course is a letter symbol measured on a nine point scale with maximum point as 9, (A+, A, A-, B+, B, B-, C+, C, C-, F) which indicates the broad level of performance of a student in a Course.
- 11.2. **‘Grade Point’(GP)** In the 9 point grading system, each letter Grade is assigned a Grade Point which is an integer indicating the numerical equivalent of the broad level of performance of a student in a course.

Letter Grades	Grade Points	Performance	Grade Range
A+	9	Outstanding	8.50 – 9.00
A	8	Excellent	7.50 – 8.49
A-	7	Very Good	6.50 – 7.49
B+	6	Good	5.50 – 6.49
B	5	Fair	4.50 – 5.49
B-	4	Average	3.50 – 4.49
C+	3	Below Average	2.50 – 3.49
C	2	Needs Improvement	1.50 – 2.49
C-	1	Un Satisfactory	0.50 – 1.49
F	0	Failed	0.00 – 0.49

- 11.3 **‘Weight’ (W)** is a numerical measure quantifying the comparative range of an answer matching the comparative importance assigned to different Cognitive Domains. It is assumed that the weight should increase as we move from **Remember, Understand, Apply, Analyse** to **Evaluate** and finally to the highest domain of **Create**. A model of the weight assigned is appended in Appendix V.
- 11.4. **Weighted Grade Point (WGP)** is grade point (**GP**) attained by a student in the answer to a particular question multiplied by the weight (**W**) assigned to that question. The total weighted grade points (**TWGP**) obtained for all the answers of a question paper are to be divided by the total weight (**TW**) of all the questions answered in that question paper to arrive at the final grade point (**FGP**) and grade obtained in the examination for the particular Course.
(**FGP = TWGP divided by TW**)
- 11.5. **‘Credit Point’ (P)** of a Course is the value obtained by multiplying the final grade point (**FGP**) obtained in that Course with the credit assigned to that Course (**C**):
P = FGP x C.

- 11.6. **‘Semester Grade Point Average’(SGPA)** is the value obtained by dividing the sum of Credit Points (**P**) obtained by a student for all Courses taken in a semester by the total number of credits (**C**) taken by her/him in that semester. SGPA shall be rounded off to two decimal places. **SGPA= P divided by C.**
- 11.7. **Cumulative Grade Point Average (CGPA)** is the value obtained by dividing the sum of Credit Points of all the Courses taken by a student at the end of each semester so far(**CSP**) by the total number of Credits earned by the student so far(**CS**). **CGPA= CSP divided by CS**
- 11.8 **Final Grade Point Average (FGPA)** is the value obtained by dividing the sum of Credit Points of all the Courses (**CPP**) taken by a student for the entire programme by the total number of credits for that Programme(**CP**). CGPA shall be rounded off to two decimal places. CGPA indicates the broad level of academic performance of a student in the Programme. An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on her/his CGPA. **FGPA= CPP divided by CP**

The minimum FGPA i.e., cumulative index for awarding degree shall be 3.5 (i.e. B-) for the Multidisciplinary Dual Main Masters Programme in Disaster Mitigation and Management Programme.

- 11.9 **Grace Grade-** means grade points awarded to Course/s, as per the choice of the student, by the University in recognition of meritorious achievements in NCC/NSS/Sports/Arts and cultural activities as listed by the University from time to time.

XII–GRADE CARDS

- 12.1 **Semester Grade Report(SGR):** The University under its seal shall issue to the students a Grade Report on completion of each semester. The Semester Grade Report shall contain the grades and grade points obtained by the student for each Course taken by the student in a Semester. The report shall also contain the grade

and grade points for the additional course, if any, with its credit.

- 12.2 **Final Grade Report (FGR):** The Final Grade Report issued at the end of the Programme shall contain grade points of each semester, the FGPA and over all letter grade of a student for the entire programme along with the percentage of the grade point obtained by the student.
- 12.3 The format of **SGR** and **FGR** are appended as **Appendix –VI**

XIII. GRIEVANCE REDRESSAL CELL

All Departments/Regional Campuses should have to form a **Grievances Redressal Committee** to address the grievances related to evaluation and assessment of Courses/Programmes with the following composition

1. Head of the Department - Chair and Convenor
2. Instructor of the Course
3. A faculty member from the Department
4. A student representative from the Department

The appellate authority (of Department as well as regional campus) of this Committee will be the **Departmental Students Grievances Committee**. If this apex committee also fails to resolve the issue, it shall be reported to the Vice Chancellor whose decision shall be final.

XIV.STUDENT’S FEEDBACK ON COURSES AND TEACHERS

All Academic Departments should have arrangements to collect the students’ feedback at the end of each semester for each Course and consequent reforms should be ensured.

XV.OTHERIMPORTANT MATTERS

- 15.1 Details of Courses Registered by each student in all semesters (Statement in lieu of Semester Card)shall be forwarded to Examination Branch with in one month after commencement of the semester. Format appended as**Appendix - VII**

- 15.2 **Issuing of Rank Certificates:** There is no ranking for the programme and no rank certificate will be issued to the student.
- 15.3 **Award of Degree:** The Degrees shall be awarded under the seal of the University to candidates who have satisfactorily completed the application formalities and graduation requirements.
- 15.4 If the result of a candidate is found to be vitiated by error, malpractice, fraud, improper conductor any other reason, the same may be cancelled or rectified with the approval of the Vice Chancellor. If it is found that the result of the candidate has been vitiated by malpractice, fraud, and improper conduct, the University shall modify the result of such candidates and make such declaration as the Vice Chancellor may deem necessary, including debarring of the candidate from the University examinations for such period as may be specified and the cancellation of the result of the candidate.
- 15.5 The **Regulations** a real so applicable to Innovative Programmes of the UGC.
- 15.6 **Removal of Difficulties**–If any difficulty arises in giving effect to the provisions of these Regulations, the Vice Chancellor may issue necessary orders for removing the difficulty and the same has to be reported in the next Academic Council.
- 15.7 The Multidisciplinary Dual Main Masters Programme in Disaster Management and Mitigation and the Regulations thereof shall be evaluated and reviewed **every three years**.

Sd/-
Registrar

Explanatory Notes

¹Credit indicates the weight and in-depth nature of enquiry of the course as well the time necessary for instruction. For instance, a Course with four credits should have a minimum of four hours or more per week of meaningful teacher- student interface in terms of lectures or tutorials. However, if instruction is intended through field/lab work this doubles to minimum eight hours a week.

² Registration for Core Courses are also open to students of other Departments provided they meet the pre-requisites, if any. A Core Course of a Department may be treated as an Elective Course for students of other Departments, and the particular Course may be preferably offered by the host Department in the hours designated for Elective Courses.

³An Elective Course is optional for the students to register. Students can exercise their choice among a set of Elective Courses from the same as well as other Departments specified for each Programme of study.

⁴ Additional electives will not be reckoned for calculations of CGPA/FGPA/SGPA. However, if a student has undergone any additional Courses, names of such Courses and the grades earned by the student will be shown/included in her/his final grade report.

⁵ Dissertation must be formally submitted on the stipulated date to the Department and the evaluation of the Dissertation and Viva-voce may be carried out at the Department by the board constituted. Evaluation must be based on the grading system specified in the section VI of this regulation.

⁶ Detailed syllabi for all Courses offered by the Department shall be prepared with Course Outcomes in mind and organized in a specific number of units in order to fulfill these Outcomes along with full details of Text Books, Reference Books, Web based resources, Reference Reprints of papers, e-Books, Published Reports and the Monographs, etc. relevant to the course for each modules and printed made available to faculty members and students

⁷ No person shall be eligible for admission to a P.G. Programme if she/he is currently on the roll for a P.G. Programme in another subject/discipline offered in the University. No student shall be eligible to join a PG Programme if that the student has already attended a PG Programme before, in any of the Universities/Colleges in Kerala including SSUS, in regular stream.

⁸ The information on list of all the Courses (core and electives), along with Course Outcomes for each, offered in every Department specifying the credits, the prerequisites, a brief description of syllabus or list of topics, the instructor who is offering the Course and the time slot may be made available in the University website/circulated among the departments/publicised on the notice boards before the commencement of the semester.

⁹ Students have a choice to register for Multi-disciplinary Elective Courses offered by any Department other than the parent department of which one should be from any of the Sanskrit disciplines. The registration for the Elective Courses from other Departments shall be on first come first served basis, provided the student fulfils the prerequisites for that Course, if any. The number of students to be registered shall be based on the class room availability and other infrastructure available in the Department. Every effort shall be made by the Department to accommodate as many students as possible.

¹⁰ Each faculty member shall organize a continuous assessment of each of the courses assigned to her/him. The internal assessment grades shall be given as per the following in the case of a 4 credit course with 50:50 Internal Assessment and End semester examination combination.

1. The three components of assessments will be – **Seminar(oral presentation), Mid Semester Examination, Assignment**
2. **Seminar** is an integrated type of assessment and can be used to assess the higher level of cognitive domains
3. Criteria for Seminar Assessment – Students must be oriented in seminar writing, presentation and questioning skills. It must be mandatory for all students to participate in the discussions. Grading should be specified in all three components given below
1. Content and Understanding 2. Methodology and Analysis 3. Presentation and Discussion
4. Seminars for each course shall be assessed by two faculty members (T1 and T2)
5. **Mid semester examination** – Questions must address all cognitive domains as far as possible
6. **Assignments** – Any type of assessment tool(Student Centric) can be considered as an Assignment. For example it can be Book Reviews, Fieldwork Report, Documentaries , Group Discussion, Movie reviews etc. based upon the nature of the Course and can vary from Course to Course based upon the nature of the Course. Appropriate components have to be developed for assessment .
7. Each assessment task should be properly tagged to the Course Outcomes for the mapping of CO attainment

¹¹ The faculty shall record the attendance of the students in every Course and calculate the attendance at the end of the semester and duly certify the fulfillment prior to the examination. Attendance is compulsory for the lab practical/field visits/field camps etc. if the said programme is part of the syllabus.

¹² Questions should be distributed into three sections (Cognitive Domains) on the basis of percentage as given below

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section
1.	Section I - Remember and Understanding	20	12
2.	Section II - Apply and Analyse	30	18
3.	Section III - Evaluate and Create	50	30
	Total	100	60

8. The lower levels of Cognition has to have more weight at UG level and at PG level more weight should go to higher levels of Cognition.
9. Weight of each section can be expressed through number of words (for eg.,maximum 250 words) or number of pages (for eg.,maximum 2 pages) or by any other appropriate method.
10. Time distribution
11. The questions drawn should meet the Course Outcomes
12. Questions should span all difficulty levels
13. Each question should be properly tagged to Course Outcomes (for further mapping of attainment)

Appendix I

Regulations regarding Field Practicum and Skill Development courses of the Multidisciplinary Dual Main Disaster Management and Mitigation (DMM) Programme under CBCSS and OBTLE System Effective from 2023 admission onwards (for MSc and MA programmes)

FIELD PRACTICUM

The purpose of field education is to connect the class room based theoretical/conceptual learning with the practice setting, thereby enabling the students to acquire practice skills. Moreover it is so designed to build on knowledge gained through courses like Understanding Disasters, Disaster and Society, Research Methodologies for DM Research, Disaster Governance, Disasters and Development, Technologies for Disaster Mapping, Development Planning and Disaster Risk Reduction etc. The students through this engagement will undertake a critical appreciation of the processes and institutions involved in development planning and their linkages with disaster risk reduction. During the field work, the students will also meet and interact with a wide range of people, agencies and sectors. The fieldwork helps students to situate themselves as persons with expertise in disaster management and mitigation and able to take up interrogative reflections on the self, ethical dilemmas faced during the everyday practice situations, and have insights on the social structures, systems and discourses that develop the field. The training equips the students to get hands on experience in different areas connected with DMM.

1.1 The fieldwork training is designed in such a way that it is spread through all four semesters. There will be four field practicum courses (including the **final internship**) which is mandatory. The outcomes of each field practicum course will be stated in the syllabus. The field activities are organized to achieve the learning outcome of each semester's field practicum course. In each semester the student should complete a stipulated days of fieldwork with 4 credits. In the two year PG programme, a total of 16 credits is awarded for the field practicum.

2. Pattern of fieldwork could be either concurrent or consolidated. It could also be in the form of regular fieldwork or community camps or agency based. In which semesters it should be concurrent or consolidated will be decided based on the field opportunities available and other concerns at the given period. It will be decided by the concerned faculty in charge of the fieldwork program in consultation with the department council.

2.1 Concurrent Fieldwork Programme - Concurrent Fieldwork Programme can be spread through first, and second semesters. The concurrent fieldwork organization is for a stipulated period in each semester. The students are also expected to

undertake some activities at the field after understanding the needs of the target group and agency. Fieldwork activities should be organized on a weekly basis throughout the semester, with two or three days in each week set apart as fieldwork days.

2.2 Consolidated fieldwork programme -

Consolidated fieldwork programme takes place in the third and fourth semesters which is of a stipulated duration and which is conducted within a single month in each of these two semesters.

3 Students Placements in Various Semesters

3.1 The first semester field practicum is structured in such a way as to enhance the student's general awareness regarding the social situation in Kerala and social problems existing in our society, especially in the context of disaster risk and vulnerabilities. In this process the students will also get an understanding of the social life, culture, practices, tradition, needs, problems, capacities, resilience etc within which various social and ecological dimensions of disasters and disaster management are experienced. This is also the semester when students are learning about the technologies related to disaster management, which will be used for mapping the spaces etc in the fieldwork area. First semester fieldwork also equips to deal with the intricacies of building rapport with people, to communication skills, analytical skills, observation etc.

3.1.1. Community camp and community fieldwork would be conducted as part of the first semester or second semester field practicum. The students would be taken for **exposure visits** to public institutions, welfare agencies, development agencies, community based agencies/non-governmental agencies working with society and environment. Students shall also visit and interact with the residents of the disaster camps, and personnel responsible for organizing and executing rescue, relief and rehabilitation processes. Camp and community fieldwork will organized after identifying areas with disaster vulnerability and risk.

3.2 In the **second semester fieldwork** will be connected with the courses like governance and policy, CBRR. The students will be brought in contact with the welfare agencies and agencies involved with disaster management either in Governmental or Non-Governmental sectors. During the fieldwork the students will be given training to undertake the preparation of a Disaster plans catering to different groups of population, as well as for different institutions and different regions As part of the fieldwork students will also be given training to conduct PRA, RRA, PDA etc.

3.3 In the **third** semester the students will engage in the fieldwork associated with the course of the concerned discipline i.e Geography/ Psychology /Sociology/ Social Work.

In addition to this in the **fourth** semester the students will also go for a national level study tour visiting relevant locations, organizations and institutions.

3.4 Final Internship

In the final semester, after the completion of the programme, the students need to undergo an internship of one month block placement in selected agencies inside/ outside the state. This is equip the students to the national scenario of DMM. This empowers them to accept the challenges get an in depth view of work situations and develop professional skills / attitudes to address the issues / problems in the field.

4 FIELDWORK SUPERVISION:

The students placed in different settings will be supervised at two levels.

- (a) **Agency level:** - Wherever possible the agencies are requested to assign a fieldwork agency supervisor to the student. The students report to the supervisor regularly during fieldwork days, plans an actively chart with their consultation. The field supervisor should guide/ facilitate for all activities related to the agency and field.
- (b) **Faculty level:** Both fieldwork and internships are guided practices, which stipulates that the students are placed with a faculty supervisor in the department who facilitates guidance and advices the students with regard to all their field activities. The faculty supervisor student trainee ratio should be maintained as per the national standards. The faculty supervisor should be closely involved in the field practicum of the students under them providing for enhanced learning outcomes. And hence the workload of the faculty supervisor should be calculated as one hour per week for each student trainee in their supervision.
- (c) **Fieldwork reports** in the prescribed formats are to be submitted to the faculty supervisor based on which fieldwork supervisory conferences are to be held on proposed days.

4.1 Fieldwork Supervision Visit:- In addition to this the faculty supervisor should visit the students in their fieldwork agency, holds discussion with agency Fieldwork supervisor and get updated on the progress made by the student in the field. The faculty supervisors should also accompany the students during their community camp, community fieldwork etc.

The teachers doing the supervisory visits in the field along with the students will be eligible for the TA and DA as per the University rules. The department has to take prior sanction from the Head of the department for the Supervisory visits. A proper supervisory visit diary should be maintained by the Head of the Department or Teacher in charge of the Department.

5 Procedures for Fieldwork Assessment

5.1 Fieldwork Assessment Criteria:-

The student placed in a fieldwork agency / community for the fieldwork practicum is assessed regularly and continuously on the basis of the following criteria with equal weightage:

5.2 Components of Fieldwork Assessment

There must be four components of assessment for each field practicum course as follows,

5.2.1 Fieldwork Presentations- Grading for fieldwork seminars should be based specifically on four components, viz., a) content and integration of theory with field understanding b) problem/field situation analysis c) presentation skills and d) participation in discussions. The fieldwork presentations would be assessed internally by a board of internal examiners and a minimum of two faculty members should be present in the fieldwork presentations. The average of their grades will be taken as the presentation grade.

5.2.2 Fieldwork Reports-shall be evaluated both externally and internally in each semester. An external examiner should evaluate all the fieldwork reports and the average of the two grades will be final fieldwork report grade.

Quality of reports: The analytical skills in understanding fieldwork situations and agencies and an ability to integrate that analyses with the larger body of theoretical understanding should be displayed in the report. Assessment should also consider the procedural aspects of reports (submission regularity, punctuality etc.)

5.2.3 Fieldwork viva- shall be evaluated both externally and internally in each semester. A viva board consisting of both external and internal examiners should conduct the field practicum viva.

5.2.4 Quality of work done in the field - the assessment of which will be done in consultation with the agency supervisor and based upon the field visits of the faculty supervisor and the feedbacks from the students during the supervisory conferences. While assessing the quality of the work done it should be considered whether the student have conscientiously discharged the duties entrusted by the fieldwork supervisors (either in the agency or by the faculty supervisor).

- The student should also display innovative and creative ways of engaging with existing problems in the field or in taking up the activities offered by the agencies.
- Application of principles, skills, tools and techniques. The criteria should dwell on all Cognitive Domains and Knowledge Categories as far as possible.

5.2.5 Average of these four components will be the final fieldwork grade and will be forwarded to the University after the finalization in the department faculty council. The Faculty Supervisor shall maintain a register or record of the report submission, their grade, fieldwork attendance and other activities in the fieldwork placement. The fieldwork grades would follow the nine point grading pattern stipulated in the DMM regulations. The fieldwork grades should be displayed in the notice board before being submitted to the university. A minimum of B- grade in field practicum and skill development papers are required for the student to be promoted to the next semester.

5.2.6 Final Internship -The final Internship will be assessed by both internal and external examiners. The examination board consisting of an External Expert, One faculty from each discipline and the teacher in charge of the DMM will be evaluating the students for the PSOs and COs. They will make a final evaluation on the entire achievement of the students in terms of the spelt out outcomes of the entire MSW with DMM programme

6 Attendance for Fieldwork/Internship

- (a) Attendances compulsory on all days of fieldwork/internship.
- (b) In the case of internships and field practicum, the maximum days of absence permitted is up to 10% of the total practicum period specified in each semester
- (b) For concurrent fieldwork (i.e., fieldwork on certain days of the week), students have to put in a stipulated time frame, including time spent in Individual Conference/General Conference but excluding travel time.
- (c) Absence of up to two days for genuine reasons such as medical/family emergencies is allowed for concurrent fieldwork and block fieldwork/internship (of one month duration) only with prior permission.
- (d) Absence beyond two days needs to be compensated in consultation with the fieldwork supervisor and agency supervisor.
- (e) Any absence without genuine reasons and without permission needs to be fully compensated.
- (f) In exceptional and unavoidable circumstances where a student is unable to complete the fieldwork during the same semester, and if the said student has completed all other course requirement it should be considered as a **zero field practicum** semester and the student should be allowed to complete the

fieldwork at the next possible opportunity. A special committee should be constituted under the chair of the Head of the Department to make decisions on such requests.

7. Fieldwork Components

7.1. COMMUNITY CAMP PROCEDURE

A community camp will be arranged in the first semester. Community camp will be the first attempt to help the students to bridge the gap between theory and practice. Care should be taken to organize community camp in such a way as to enhance the insights of the students in the foundational/core courses of social science concepts, understanding disasters, Social analysis and technologies for mapping disaster etc. Camp can be conducted in any place which has disaster risk or places which has already experienced disasters.

7.1 Scope of the camp

- The work undertaken in the camp can range from participating in preparing disaster plans, post disaster activities, sensitizing the community regarding disaster and enhancing the disaster preparedness, rehabilitation projects, in campaigns, social action projects to research projects.
- It provides the students with an opportunity to work with diverse populations in terms of ethnicity, socio economic status so as to have greater respect for diversity and sensitivity towards inequality and injustice.
- The work undertaken in the community should not be inconsiderate of the environmental balances, gender equality, professional and ethical values of DMM.
- The camp would be organized in such a manner as to help the students have maximum experience in community living and hence should be encouraged to live with the community members as much as possible without encroaching upon their privacies and violating the cultural norms.
- The camp also provides the students an opportunity to work and live together as a team and this will be the first in a series of activities undertaken by them in the two year course work.
- Student is considered as adult learner and hence will be having, in consultation with the faculty supervisor, the full responsibility in planning and executing the objectives of the camp and ensuring that those objectives are met.
- Students are expected to submit a detailed record of the camp activities.

7.2 Modus Operandi of the camp

7.2.1 A committee consisting of elected representative of first semester students and supervisory teacher together will decide upon the venue of the camp and the work to be undertaken keeping in sight the objectives of the camp. Every student in the batch should get an opportunity to give leadership in

any of the camp activities. Mode of evaluating the camp can be flexible and be finalized by the concerned department council in accordance with the nature of the camp.

7.2.2 Attendance - Participation in the camp is compulsory. If for some genuine health reason, a student is unable to participate in the camp, s/z/he will have to compensate for the absence, for an equivalent period, with additional community fieldwork. The compensation should be completed within that semester itself.

7.2.3 Camp Expenses - The sum can be set aside from the fee paid by the student towards camp. Requirements exceeding the amount set apart from the fee, should be met by the students, which can also be raised through resource mobilization. The students under the supervision of the teacher in charge should maintain proper and meticulous accounting. The final statement of accounts will be presented in the department and to the whole class for the final settlement of the camp accounts.

7.2.4 Accompanying faculty members shall be eligible for TA, DA as per the university rules. They should also get compensatory leave for the holidays coming up during the camp.

8. Observation visits

Visits and interactions to different organizations/ agencies in the government and non governmental sectors will be part of the first semester field work. Students will also be encouraged to undertake visits to the disaster sites, relief camps. These visits aim to expose the students of the existing modes of social welfare/work interventions and practice, the elements of professionalism, the issues and problems involved. In the first semester the student is expected to complete five observation visits. The settings broadly includes:-

1. The relief camps
2. Disaster sites
3. Rehabilitation Centers
4. Agencies/ LSGIs
5. Agencies addressing environmental issues
6. Prisons
7. Special Schools
8. Old age homes
9. Adoption Centers/Agencies
10. Mental Health care Institution

11. Sexual Health Intervention projects
12. Entrepreneurship Development /Training Centers
13. Other agencies, the Department finds suitable for the DMM Students.

9. Community Field Work

The students will be placed in the nearby community either independently or in collaboration with a development agency (Governmental or Non-Governmental). The community fieldwork aims to expose the students to the rural and urban communities of our state. In this process they also get an understanding of the community life, their culture, practices, tradition, needs, problems etc. They are also expected to work in collaboration with the local self-government bodies and different welfare functionaries in the community. During the community fieldwork the students is expected to implement a community intervention programme/project based on community learning. It provides an opportunity to learn to build rapport with people in community and to improve communication skills, analytical skills, observation etc.

10. STUDY TOUR PROCEDURE

A study tour will be arranged in the third semester. Participation in the study tour is compulsory. Study tour can be within Kerala or outside. The student study tour coordinators and the teacher in charge of the study tour should jointly plan the tour itinerary keeping in mind the objectives of the tour. Study tour will be of a maximum duration of two weeks including the travel.

10.1 OBJECTIVES

- Tour will be an opportunity for the students to get exposed to the national scenario in contemporary DMM practices and ideology. It helps them to place the DMM profession as dynamic and multi-dimensional.
- To acquaint the students with the changing trends and concerns in DMM.
- Study tour should provide students with an opportunity to interact with communities and client groups and social conditions that they are not used to in their regular fieldwork practicum.
- The study should become a means for the department to network and forge very fruitful relations with professionals, organizations, activists and client groups.
- Study tour should supplement the theory papers and the fieldwork experience that the students were exposed to during the first two semesters of DMM programme.
- The students will have better understanding of skills and strategies currently in use and have an opportunity to analyze them with the help of experts.

10.2 Organizing Study Tour

The students in consultation with faculty supervisor should handle the organizing, coordinating work of the study tour. This includes finalizing, the place, organizations and people to be met during the study tour, contacting them, and the logistical

arrangements. The students themselves should meet financial requirements exceeding the amount sanctioned by the university. The department has to avail written permissions from all the agencies that the team visits well in advance and make the necessary arrangements for the smooth conduct of the programme. The department also should get Administrative sanction from the University prior the conduct of the study tour.

Accompanying faculty members shall be eligible for TA, DA as per the university rules. They should also get compensatory leave for the holidays during the programme. The study tour will be a compulsory part of the fieldwork programme of the third semester with one internal credit. Any student who is unable to participate in the study tour due to ill health or any other genuine reason should get written sanction from the University for the exemption.

11. PROCEDURES FOR SKILL DEVELOPMENT AND ASSESSMENT

Skill Development programme will consist of two courses of one credit each (1 x 2 = 2 credits in the third semester. The department will give the credit grade in the respective semester to the examination department and then the final grade will be given as the average of all the four semesters' grades along with the final semester grade. The DMM programme shall cover the following skills under this course in the Programme period.

Semester III

1. ***Psychological first Aids***
2. ***Life saving skills***

The department shall conduct workshops, trainings, practice session and assignments for the development of the specific skills related to DMM professionals working in the DMM sector. The teacher in charge of skill development shall maintain a record /register for attendance and performance of students.

The criteria for evaluation of skill development are the following with equal weightage

- (i) Attendance in the specified hours of the skill development
- (j) Performance in the skill presentation workshop
- (k) Assignments based on the skills
- (l) One common assignment is to conduct skill workshops to other community members.

Appendix II

Regulations regarding Field Practicum and Skill Development courses in M.S.W and Disaster Management and Mitigation Programme under CBCSS and OBTLE System Effective from 2023 admission onwards

FIELD PRACTICUM

The purpose of field education is to connect the class room based theoretical/conceptual learning with the practice setting, thereby enabling the students to acquire practice skills. Moreover it is so designed to build on knowledge gained through courses like social work methods, sociology of disasters, Policy Institutions and Governance, Disasters and Development, Technologies for Disaster Mapping, Development Planning and Disaster Risk Reduction etc. The students through this engagement will undertake a critical appreciation of the processes and institutions involved in development planning and their linkages with disaster risk reduction. During the field work, the students will also meet and interact with a wide range of people, agencies and sectors. The field work helps students to situate themselves as Social Workers able to take up interrogative reflections on the self, ethical dilemmas faced during the everyday practice situations, and have insights on the social structures, systems and discourses that develop the field. The training equips the students to get hands on experience in different areas connected with social work profession as well as DMM.

- 1.1 The fieldwork training is designed in such a way that it is spread through all four semesters. There will be four field practicum courses (including the **final internship**) which is mandatory. The outcomes of each Field practicum course will be stated in the syllabus. The field activities are organized to achieve the learning outcome of each semester's field practicum course. In each semester the student should complete a mandatory 25 days of field work with 4 credits. In the two year MSW programme, a total of 16 credits is awarded for the field practicum.
2. **Pattern of field work** could be either concurrent or consolidated. It could also be in the form of community camps or agency based. In which semesters it should be concurrent or consolidated will be decided based on the field opportunities available and other concerns at the given period. It will be decided by the concerned faculty in charge of the field work program in consultation with the department council.
 - 2.1 **Concurrent Field Work Programme** - Concurrent Field Work Programme can be spread through first, and second semesters. The concurrent field work

organization is for a period of 25 days in each semester. The students are also expected to undertake some activities at the field after understanding the needs of the target group and agency. Field work activities should be organized on a weekly basis throughout the semester, with two or three days in each week set apart as field work days.

2.2 Consolidated field work programme -

Consolidated field work programme takes place in the third and fourth semesters which is of 30 days duration and which is conducted within a single month in each of these two semesters.

3 Students Placements in Various Semesters

3.1 The first semester field practicum is structured in such a way as to enhance the student's general awareness regarding the social situation in Kerala and social problems existing in our society, especially in the context of disaster risk and vulnerabilities. In this process the students will also get an understanding of the social life, culture, practices, tradition, needs, problems, capacities, resilience etc within which social work practice and disasters are experienced. This is also the semester when students are learning about the technologies related to disaster, which will be used for mapping the spaces etc in the field work area. First semester field work also equips to deal with the intricacies of building rapport with people, to communication skills, analytical skills, observation etc.

3.1.1. Community camp and community field work would be conducted as part of the first semester field practicum. The students would be taken for **exposure visits** to public institutions, welfare agencies, development Agencies, community based Agencies/non-governmental Agencies working with children, youth, women and elderly to acquaint them with the existing welfare schemes and social work interventions. Students shall also visit and interact with the residents of the disaster camps, and personnel responsible for organizing and executing rescue, relief and rehabilitation processes. Camp and community field work will be organized after identifying areas with disaster vulnerability and risk.

3.2 In the **second semester field work** will be connected with the courses like governance and policy, CBRR. The students will be brought in contact with the welfare agencies and agencies involved with disaster management either in Governmental or Non-Governmental sectors. During the field work the students will be given training to undertake the preparation of a Disaster plans

catering to different groups of population, as well as for different institutions and different regions. As part of the field work students will also be given training to conduct PRA, RRA, PDA etc.

- 3.3** In the **third and fourth** semesters, the students are placed in agencies implementing programmes in specialized areas. Social Work students will be placed in social work agencies. It will be geared towards enhancing student skills in social work methods and towards gaining practical experience in the application of these methods.

In addition to this in the fourth semester the students will also go for a national level study tour visiting social work organizations, communities and movements in other parts of India.

3.4 Final Internship

In the final semester, after the completion of the course, the students need to undergo an internship of one month block placement in selected agencies inside/ outside the state. This is to equip the students to the national scenario of social work, where they will soon be placed after the completion of MSW course. This empowers them to accept the challenges, get an in-depth view of work situations and develop professional skills / attitudes to address the issues / problems in the field.

4 FIELD WORK SUPERVISION:

The students placed in different settings will be supervised at two levels.

- (a) **Agency level:** - Wherever possible the agencies are requested to assign a field work agency supervisor to the student. The students report to the supervisor regularly during field work days, plan and actively chart with their consultation. The field supervisor should guide/ facilitate for all activities related to the agency and field.
- (b) **Faculty level:** Both the field work and internships are guided practices, which stipulates that the students are placed with a faculty supervisor in the department who facilitates guidance and advises the students with regard to all their field activities. The faculty supervisor student trainee ratio should be maintained at 1: 8-10 as per the national standards. So in each semester an individual faculty supervisor will be having 5 field work trainees from each semester (a total of 10 student trainees) for supervision. The faculty supervisor should be closely involved in the field practicum of the students under them providing for enhanced learning outcomes. And hence the workload of the faculty supervisor should be calculated as one hour per week for each student trainee in their supervision.

- (c) **Field work reports** in the prescribed formats are to be submitted to the F.S based on which field work supervisory conferences are to be held on proposed days. \

4.1 Field Work Supervision Visit:- In addition to this the faculty supervisor should visit the students in their field work agency, holds discussion with agency Field Work supervisor and get updated on the progress made by the student in the field. The faculty supervisors should also accompany the students during their community camp, community field work etc.

The teachers doing the supervisory visits in the field along with the students will be eligible for the TA and DA as per the University rules. The department has to take prior sanction from the Campus Director/Head of the department for the Supervisory visits. A proper supervisory visit diary should be maintained by the Head of the Department or Teacher in charge of the Department.

5 Procedures for Field Work Assessment

5.1 Field Work Assessment Criteria:-

The student placed in a field work agency / community for the field work practicum is assessed regularly and continuously on the basis of the following criteria with equal weightage:

5.2 Components of Field Work Assessment

There must be four components of assessment for each field practicum course as follows,

5.2.1 Field work Presentations - Grading for field work seminars should be based specifically on four components, viz., a) content and integration of theory with field understanding b) problem/field situation analysis c) presentation skills and d) participation in discussions. The field work presentations would be assessed internally by a board of internal examiners and a minimum of two faculty members should be present in the field work presentations. The average of their grades will be taken as the presentation grade.

5.2.2 Field work Reports-shall be evaluated both externally and internally in each semester. An external examiner should evaluate all the field work reports and the average of the two grades will be final field work report grade.

Quality of reports: The analytical skills in understanding field work situations and agencies and an ability to integrate that analyses with the larger body of theoretical understanding should be displayed in the report. Assessment should also consider the procedural aspects of reports (submission regularity, punctuality etc.)

5.2.3 Field work viva- shall be evaluated both externally and internally in each semester. A viva board consisting of both external and internal examiners should conduct the field practicum viva.

5.2.4 Quality of work done in the field - the assessment of which will be done in consultation with the agency supervisor and based upon the field visits of the faculty supervisor and the feedbacks from the students during the supervisory conferences. While assessing the quality of the work done it should be considered whether the student have conscientiously discharged the duties entrusted by the field work supervisors (either in the agency or by the faculty supervisor).

- The student should also display innovative and creative ways of engaging with existing problems in the field or in taking up the activities offered by the agencies.
- Application of Principles, skills, tools and techniques The criteria should dwell on all Cognitive Domains and Knowledge Categories as far as possible.

5.2.5 Average of these four components will be the final field work grade and will be forwarded to the University after the finalization in the department faculty council. The Faculty supervisor shall maintain a register or record of the report submission, their grade, field work attendance and other activities in the Field work placement. The field work grades would follow the nine point grading pattern stipulated in the M.S.W with DMM regulations. The field work grades should be displayed in the notice board before being submitted to the university. A minimum of B- grade in field practicum and skill development papers are required for the student to be promoted to the next semester.

5.2.6 Final Internship - The final Internship will be assessed by both internal and external examiners. The examination board consisting of an External Expert, One faculty from each discipline and the teacher in charge of the DMM will be evaluating the students for the PSOs and COs. They will make a final evaluation on the entire achievement of the students in terms of the spelt out outcomes of the entire MSW with DMM programme

6 Attendance for Fieldwork/Internship

- (a) Attendance is compulsory on all days of fieldwork/internship.
- (b) In the case of internships and field practicum, the maximum days of absence permitted is up to 10% of the total practicum period specified in each semester
- (b) For concurrent fieldwork (i.e., fieldwork on certain days of the week), students have to put in a minimum of 15 hours a week, including time spent in Individual Conference/General Conference but excluding travel time.
- (c) Absence of up to two days for genuine reasons such as medical/family emergencies is allowed for concurrent fieldwork and block fieldwork/internship (of one month duration) only with prior permission.
- (d) Absence beyond two days needs to be compensated in consultation with the fieldwork supervisor and agency supervisor.
- (e) Any absence without genuine reasons and without permission needs to be fully compensated.
- (f) In exceptional, genuine and unavoidable circumstances where a student is unable to complete the field work during the same semester, and if the said student has completed all other course requirement it should be considered as a **zero field practicum** semester and the student should be allowed to complete the field work at the next possible opportunity. A special committee should be constituted under the chairmanship of the Head of the Department to make decisions on such requests.

7. Field work Components

7.1. COMMUNITY CAMP PROCEDURE

A community camp will be arranged in the first semester. Community camp will be the first attempt by the department to help the students to bridge the gap between theory and practice. Care should be taken to organize community camp in such a way as to enhance the insights of the students in the foundational/core courses of social science concepts, understanding Disasters, Social analysis and technologies for mapping disaster etc. Camp can be conducted in any place which has disaster risk or places which has already experienced disasters.

7.1 Scope of the camp

- The work undertaken in the camp can range from participating in preparing disaster plans, post disaster activities, sensitizing the community regarding disaster and enhancing the disaster preparedness, rehabilitation projects, in campaigns, social action projects to research projects.
- It provides the students with an opportunity to work with diverse populations in terms of ethnicity, socio economic status so as to have greater respect for diversity and sensitivity towards inequality and injustice.
- The work undertaken in the community should not be inconsiderate of the environmental balances, gender equality, professional and ethical values of social work.
- The camp would be organized in such a manner as to help the students have maximum experience in community living and hence should be encouraged to live with the community members as much as possible without encroaching upon their privacies and violating the cultural norms.
- The camp also provides the students an opportunity to work and live together as a team and this will be the first in a series of activities undertaken by them in the two year course work.
- Student is considered as adult learner and hence will be having, in consultation with the faculty supervisor, the full responsibility in planning and executing the objectives of the camp and ensuring that those objectives are met.
- Students are expected to submit a detailed record of the camp activities.

7.2 Modus Operandi of the camp

7.2.1 A committee consisting of elected representative of first semester students and supervisory teacher together will decide upon the venue of the camp and the work to be undertaken keeping in sight the objectives of the camp. Every student in the batch should get an opportunity to give leadership in any of the camp activities. Mode of evaluating the camp can be flexible and be finalized by the concerned department council in accordance with the nature of the camp.

7.2.2 Attendance - Participation in the camp is compulsory. If for some genuine health reason, a student is unable to participate in the camp, s/z/he will have to compensate for the absence, for an equivalent period, with additional

community fieldwork. The compensation should be completed within that semester itself.

7.2.3 Camp Expenses - The sum of rupees one thousand can be set aside from the fee paid by the student towards camp. Requirements exceeding the amount set apart from the fee, should be met by the students, which can also be raised through resource mobilization. The students under the supervision of the teacher in charge should maintain proper and meticulous accounting. The final statement of accounts will be presented in the department and to the whole class for the final settlement of the camp accounts.

7.2.4 Accompanying faculty members shall be eligible for TA, DA as per the university rules. They should also get compensatory leave for the holidays coming up during the camp.

8. Observation visits

Visits and interactions to different organizations/ agencies in the government and non governmental sectors will be part of the first semester field work. Students will also be encouraged to undertake visits to the disaster sites, relief camps. These visits aim to expose the students of the existing modes of social welfare/work interventions and practice, the elements of professionalism, the issues and problems involved. In the first semester the student is expected to complete five observation visits. The settings broadly includes:-

1. The relief camps
2. Disaster sites
3. Rehabilitation Centers
4. Agencies/ Panchayath successfully implementing community department programmes
5. Agencies addressing environmental issues
6. Prisons
7. Special Schools
8. Old age homes
9. Adoption Centers/Agencies
10. Mental Health care Institution
11. Sexual Health Intervention projects
12. Entrepreneurship Development /Training Centers
13. Other agencies, the Department finds suitable for the Social Work Students.

9. Community Field Work

In the first semester the students will be placed in the nearby community either independently or in collaboration with a development agency (Governmental or Non-Governmental). The community field work in the 1st semester aims to expose the students to the rural and urban communities of our state. In this process they also get an understanding of the community life, their culture, practices, tradition, needs, problems etc. They are also expected to work in collaboration with the local self-government bodies and different welfare functionaries in the community. During the community field work the students is expected to implement a community intervention programme/project based on community learning. It provides an opportunity to learn to build rapport with people in community and to improve communication skills, analytical skills, observation etc.

10. STUDY TOUR PROCEDURE

A study tour will be arranged in the third semester. Participation in the study tour is compulsory. Study tour can be within Kerala or outside. The student study tour coordinators and the teacher in charge of the study tour should jointly plan the tour itinerary keeping in mind the objectives of the tour. Study tour will be of a maximum duration of two weeks including the travel.

10.1 OBJECTIVES

- Tour will be an opportunity for the students to get exposed to the national scenario in contemporary social work practices and ideology. It helps them to place the social work profession as dynamic and multi-dimensional.
- To acquaint the students with the changing trends and concerns in Social work Profession.
- Study tour should provide students with an opportunity to interact with communities and client groups and social conditions that they are not used to in their regular fieldwork practicum.
- The study should become a means for the department to network and forge very fruitful relations with professionals, organizations, activists and client groups.
- Study tour should supplement the theory papers and the fieldwork experience that the students were exposed to during the first two semesters of MSW course.
- The students will have better understanding of skills and strategies currently in use and have an opportunity to analyze them with the help of experts.

10.2 Organizing Study Tour

The students in consultation with faculty supervisor should handle the organizing, coordinating work of the study tour. This includes finalizing, the place, organizations and people to be met during the study tour, contacting them, and the logistical arrangements. The students themselves should meet financial requirements exceeding the amount sanctioned by the university. The department has to avail written permissions from all the agencies that the team visits well in advance and make the necessary arrangements for the smooth conduct of the programme. The department also should get Administrative sanction from the University prior the conduct of the study tour.

Accompanying faculty members shall be eligible for TA, DA as per the university rules. They should also get compensatory leave for the holidays during the programme. The study tour will be a compulsory part of the fieldwork programme of the third semester with one internal credit. Any student who is unable to participate in the study tour due to ill health or any other genuine reason should get written sanction from the University for the exemption.

11. PROCEDURES FOR SKILL DEVELOPMENT AND ASSESSMENT

Skill Development programme will consist of two courses of one credit each (1 x 2 = 2 credits in the third semester. The department will give the credit grade in the respective semester to the examination department and then the final grade will be given as the average of all the four semesters' grades along with the final semester grade. The MSW with DMM programme shall cover the following skills under this course in the Programme period.

Semester III

1. *Psychological first Aids*
2. *Life saving skills*

The department shall conduct workshops, trainings, practice session and assignments for the development of the specific skills related to social work professionals working in the DMM sector. The teacher in charge of skill development shall maintain a record /register for attendance and performance of students.

The criteria for evaluation of skill development are the following with equal weightage

- (i) Attendance in the specified hours of the skill development
- (a) Performance in the skill presentation workshop
- (b) Assignments based on the skills

(c) One common assignment is to conduct skill workshops to other community members.

APPENDIX -III

Programme Outcomes (POs) of SSUS for PG Programmes

- PO1. Critical Thinking:** Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.
- PO2. Communication:** Listen, read, comprehend, speak and write clearly and effectively in person and through electronic media in English/regional language/language of the discipline and exhibit sound domain knowledge including academic concepts and terminologies.
- PO3. Self-directed and Life-long Learning:** Engage in independent and lifelong learning in the broadest context of socio-technological changes.
- PO4. Ethics:** Understand different value systems including one's own, as also the moral dimensions of actions, and accept responsibility for it.

Programme: _____ Course Code: _____ Course Name: _____ Month: _____ Year: _____ Semester: _____

[illegible]

Appendix V

Model of Assignment of Weight

Sl. No.	Type of questions (Cognitive Level)	Percentage	Total Weight of a Section	Maximum time for each section
1.	Section I - Remember and Understanding	20	12	36 minutes
2.	Section II - Apply and Analyse	30	18	54 minutes
3.	Section III - Evaluate and Create	50	30	90 minutes
	Total	100	60	180 minutes

Appendix - VI

Dated :

SEMESTER GRADE REPORT

Name of Student Ms/Mr.

Register Number

Programme of Study

Faculty

Subject

Semester

Month

Year

COURSE CODE	COURSE TITLE	CREDITS	CORE/ELECTIVE	GRADE		POINTS	GRADE AVERAGE
				IA	ESA		

CURRENT SEMESTER RECORD			CUMULATIVE RECORD			TOTAL VALID CREDITS EARNED
TOTAL CREDITS	TOTAL POINTS	SGPA	TOTAL CREDITS	TOTAL POINTS	CGPA	

*Additional Elective

COURSE CODE	COURSE TITLE	CREDITS	CORE/ELECTIVE	GRADE		POINTS	GRADE AVERAGE
				IA	ESA		

PRO VICE CHANCELLOR

1. IA : Internal Assessment

2. ESA : End Semester Assessment

3. Grade : A+ A A- B+ B B- C+ C C- F ab

Numerical Value : 9 8 7 6 5 4 3 2 1 0 Absent

4. An Average of B- (B Minus) in each course is the passing grade

5. *Additional Elective will not be reckoned in the calculation of CGPA/FGPA

Date of publication of result :

Dated :

FINAL GRADE REPORT

Name Of Student Sri/Smt.

Register Number

ProgrammeOf Study

Faculty

Subject

Month

Year

SEMESTER	CREDITS	POINTS EARNED
FIRST		
SECOND		
THIRD		
FOURTH		
TOTAL		

FINAL GRADE POINT AVERAGE		
GRADE	In Letters	In Words

ASSISTANT SECTION OFFICER ASSISTANT REGISTRAR DEPUTY REGISTRAR (EXAM.)

1. Grade	:	A+	A	A-	B+	B	B-	C+	C	C-	F
Numerical Value:		9	8	7	6	5	4	3	2	1	0

2. An FGPA of B- (B Minus) is the passing grade

3. Grade conversion formula : $\% = \frac{\text{FGPA} \times 100}{9}$

Date of publication of result :

Appendix VII

SreeSankaracharyaUniversityofSanskrit,Kalady

Name of the Department :
Name of the Regional Centre :
Name of the Programme :
Semester :

Details of the Courses Registered by the Students

Sl. No.	Name of the Students	Reg.No.	Course Code Core/Elective (tick correct option)	Course Code Core/Elective (tick correct option)	Course Code Core/Elective (tick correct option)	Course Code Core/Elective (tick correct option)

List of Courses with **course names and course codes**:

1.

Name and Signature of T/C Name and Signature of HOD