

Field Work Rules BA (Hons)Social Work – Sem I & II

1. Attendance:

Attendance in all field work components is compulsory. The schedule for the same shall be notified by the fieldwork unit.

2. Leave

The student's absence from the fieldwork activity shall only be considered in the case of illness/exigencies. Further

- a) In case of illness/exigency, the student has to report to the department within three days through email/SMS/WhatsApp/ by post about his/her illness/exigency.
- b) In case of illness, the student is required to submit a medical advice/certificate, from a registered MBBS doctor, to the department within seven days of the illness.
- c) In case of illness, the student is required to produce a fitness certificate at the time of resumption of fieldwork.

3. Evaluation

Evaluation of fieldwork is an ongoing process and regular feedback shall be provided to the student with the help of individual and group meetings. However, fieldwork shall be evaluated in terms of marks at the end of each semester according to the fulfillment of the different components of field work. Mere fulfillment of attendance requirements by the students shall not guarantee their successful completion of fieldwork.

- a) If a student fails to attain **75%** attendance (including medical leave) in any of the fieldwork components of the respective semester, he/she shall not be considered eligible for evaluation and shall be declared to have failed in fieldwork in the concerned semester. A student who fails in fieldwork shall not be allowed to take theory examinations and shall be treated as having failed in the semester.
- b) The Department shall notify the names of students who fail to complete the field work requirements at the end of each semester. Such students shall not be allowed to take theory examinations for that semester.