

Department of Sociology
University of Delhi

NOTE ON THE TUTORIAL PROGRAM FOR M.A. STUDENTS

The tutorial program is integral to the internal assessment program of the Department and is a significant component of the scheme of overall examination, which also includes an end of semester examination. It consists of a system of Continuous Internal Assessment in each course during the semester in which it is taught.

Continuous Internal Assessment for all M.A. first semester courses will be for 30 marks in each course, with the remaining 70 marks for end semester exams. The Continuous Internal Assessment entails the submission of a written assignment in that course and the marks will be based on evaluations of presentations, participation in discussions and the written work submitted.

No candidate will be deemed to have pursued a regular course of study in the M.A. course in Sociology, unless she/he has attended 75% of the tutorials held in the semester, and has submitted 75% of the total written assignments in that semester. The student cannot submit tutorial assignments unless she/he has participated in at least one discussion meeting held in that subject.

The scheme and mode of evaluation applicable to non-sociology students taking courses in the Department will be the same as that applicable to the regular students of the Department.

All students are advised to read the requirements of the program available on the department website carefully. (<http://sociology.du.ac.in/index.php/scheme-of-examination>).

Please read the following note as it provides some additional information regarding the Program.

1. Participation and attendance in the tutorial meetings is compulsory and, according to the university rules, *cannot be repeated or improved later*. Students are required to contact their tutors immediately after the tutorial groups are announced.
2. Students are not allowed to make requests for change in their tutorial groups.
3. Students are required to regularly check the department notice board for any intimation regarding the tutorial program.
4. Students may submit a handwritten/typed essay (as allowed by the tutor) and may be required to submit soft copies of the same to their tutor/tutorial committee. The **tutorial cover sheet** which can be downloaded from the Department website must be filled and attached to the submitted essay. (<http://sociology.du.ac.in/images/uploads/Cover-page-Tutorial-Sheet-20-01-2016.pdf>)
5. Students must give prior intimation to tutors if they are unable to attend a tutorial meeting and provide adequate justification for the same.
6. Tutorial attendance implies both, the student's *physical presence and their preparation for the tutorial meeting*. A tutor may cancel or not allow attendance if, in their assessment, the student has not done the required preparation for the meeting.

7. Late submission of tutorial essay *without reasonable prior intimation and permission from the tutor* can attract penalization in the form of lower marks which may even be a zero if the submission is too late in the opinion of the tutor.
8. Tutorial marks given on the tutorial cover sheet by the tutor reflect *the combined marks for participation in the group discussions for that topic and the submitted essay*.
9. **Any form of plagiarism will result in the award of zero marks for the plagiarized essay. Students may consult their tutors/ tutorial committee members/any other faculty members in case they are unclear about what constitutes plagiarism. A plea of ignorance about plagiarism will not be entertained once a student is caught indulging in such practices. Some reading and writing resources are also available on the department website and students are advised to consult the same (<http://sociology.du.ac.in/index.php/2-uncategorised/307-resources-on-academic-writing-referencing-and-plagiarism>)**
10. **Any assistance for plagiarism will also be strictly penalized. A student sharing their tutorial essay for copying by other students will also get a zero or a significantly reduced tutorial mark.**
11. Students may consult members of the tutorial committee in case they have any doubts about any aspect of the program.

Tutorial Committee 2023

Dr. Chhavi Sharma

Dr. Kamei Aphun (C)