Information Brochure

Master of Social Work
&
M A (Mass Relations)

Affiliated to
Savitribai Phule Pune University
Recognized by
UGC Under 2 (f) & 12 (b)
NAAC Accredited

BPHE Society's
Centre for **S**tudies in **R**ural **D**evelopment
Institute of Social Work and Research, Ahmednagar
(A Christian Minority Institute)

Content

Message from the Director

I am pleased to announce the admissions for the various programmes of study for the academic year 2017-19.

We at the Centre for Studies in Rural Development (CSRD), Ahmednagar, are very proud to carry forward the vision of our founder father, Rev. Dr. Bhaskar Pandurang Hivale, who brought higher education for rural masses. The BPHE Society's Centre for Studies in Rural Development - Institute of Social Work & Research (CSRD-ISWR), Ahmednagar, is one of the pioneer institutions in community extension and social work education in India. It is also the birthplace of the National Service Scheme (NSS). CSRD was established in 1961, and 2011 was its golden jubilee year. The Institute is recognized by the UGC under section 2(f) and 12(b) of the UGC Act, 1956, and is affiliated to the Savitribai Phule Pune University. It also has NAAC Accreditation and a study center of Indira Gandhi National Open University (IGNOU), offering various programmes in distance mode. The Institute is aided by the Ministry of Social Justice and Empowerment, Govt. of Maharashtra.

Through its various academic programmes, this Institute seeks to meet the ever growing demand for preparing responsible citizenship, effective leadership, and efficient and well-informed personnel to shoulder responsibilities in the various fields of development. Since 1961, CSRD has become a symbol of India's desire to involve the academic community in rural development through Study, Research and Extension programmes. The students who have passed out from CSRD have become great professionals and effective leaders in various fields across the globe. They are working in Governmental and Non-Governmental organizations in India and abroad, holding important positions and responsibilities in different sectors.

You have chosen the right time to go for social work education. The changes in the society are swifter than ever before. In this age of globalization, liberalization, and privatization, the technological revolution and its impact on human life poses a number of challenges before humanity. This demands a new generation of leaders and professionals who have the drive, the commitment and the passion to respond to the contemporary challenges. CSRD-ISWR believes in creating a cadre of efficient and well-informed leadership in the field of social development.

The social work education at CSRD-ISWR is rigorous. The academic curriculum offered by Savitribai Phule Pune University, interaction with field practitioners, field work placement with communities and welfare / development agencies, etc., provide an excellent learning environment. The students studying at CSRD-ISWR have a dual privilege- to be a part of a pioneering institute in extension education, and to be a part of one of the premier universities in the world – the Savitribai Phule Pune University. CSRD-ISWR also offers a variety of opportunities with its unique cultural, social, educational as well as recreational experiences. Active interaction with faculty and student communities of diverse disciplines, backgrounds and ideologies provides a very enriching experience.

A very warm welcome to the Centre for Studies in Rural Development - Institute of Social Work & Research, Ahmednagar.

Dr. Suresh Pathare

Director

A) ABOUT THE INSTITUTE

Pioneer in Community Extension and Social Work Education:

BPHE Society's Centre for Studies in Rural Development (CSRD) - Institute of Social Work & Research, Ahmednagar, is one of the earliest institutions in community extension and social work education in India. It was established in 1961 as a department of Ahmednagar College, Ahmednagar. Ahmednagar College, being the first college in the District (1947) having a vision of 'innovativeness', had a social obligation to the people of this region.

CSRD, then known as the 'Rural Life Development and Research Project', was an attempt to revitalize education by relating it to the needs of its rural surroundings. It was also an effort to meet the ever growing demand for responsible citizenship, effective leadership, and efficient and well-informed personnel to undertake responsibilities in the fields of community development and participate in the process of nation building.

Right from the beginning, the need was felt not only to reach out to people but also to conduct research and train people for Development. Hence, a course in Community Development (Certificate Course) was started in 1961 itself, with an objective of meeting the pressing demand for properly motivated and adequately equipped personnel for community development. A Diploma Course in Social Work (University of Pune) was started in 1967, and as higher education became imperative, this Diploma Course in Social Work was upgraded as the Master of Social Work Course (University of Pune) in 1974.

CSRD-ISWR is managed and run by Bhaskar Pandurang Hiwale Education (BPHE) Society, Ahmednagar. The Institute is affiliated to the Savitribai Phule Pune University and is recognized by the UGC under Section 2 (f) and 12 (b) of the UGC Act, 1956. The Institute is aided by the Ministry of Social Justice and Empowerment, Govt. of Maharashtra.

Vision statements:

The vision of the BPHE Society, since its inception, is reflected in its three mottos:

'Not things, but men'

'I dare you'

'Ye shall know the truth'

Mission statement:

The mission of the Centre for Studies in Rural Development-Institute of Social Work and Research is to provide equal opportunities for quality education to create responsible citizenship, effective leadership, and efficient and well-informed personnel to undertake responsibilities in the fields of community development and participate in the process of nation building.

Objectives:

- Organize teaching in the areas of social work, rural development, human resource management and allied fields;
- Undertake research to promote the development of knowledge and to contribute to policies and programmes;

- Disseminate knowledge through print, audio-visual and electronic media and various indigenous forms;

- Conduct training programmes for lifelong and continuing education;

- Undertake innovative field action projects in relevant areas to develop new approaches and strategies;

- Engage in relief, rehabilitation and development initiatives to address human suffering caused by natural and human-made disasters;

- Network with Government, non-government agencies and other academic institutions; and

- Undertake corporate advocacy and consultancy on relevant issues.

Guiding principles:

The CSRD- Institute of Social Work is guided by the following principles and values:

- Appreciation of and respect for freedom of expression and cultural as well as ideological diversity;

- Equal opportunities to all and non-discrimination;

- Accountability and transparency in all work matters;

- Collective, participatory and non-hierarchical decision making;

- Participatory and experiential teaching-learning methodology for fostering dialogue, mutual learning and critical reflection;

- Working in collaboration, co-operation and team work; and

- Creation of an enabling environment that fosters teamwork, co-operation and mutual support.

Milestones

- 1947: Ahmednagar College was established as the first college in the district.

- 1961: Centre for Studies in Rural Development was established as a Social arm of Ahmednagar College.

- 1961: Course in Community Development (Certificate Course) was started.

- 1962: Introduced a Diploma Course in Co-operation & Accountancy.

- 1967: Diploma Course in Social Work (University of Pune) was started.

- 1968: Started a Diploma Course in Local Self Governance.

- 1969: Centre for Studies in Rural Development was one of the institutions selected in Maharashtra to have the National Service Scheme Training and Orientation Centre.

- 1974 : Diploma Course in Social Work was upgraded as the Master of Social Work, with specialization in Rural Community Development (University of Pune).

- 1991: Recognition as research and post graduate teaching centre from University of Pune.

- 1991: Masters in Mass Relations under University of Pune was started and offered at CSRD ISWR.

- 2008: Recognition by UGC under section 2 (f) and 12(b) of the UGC Act, 1956.

B) FACULTY AND STAFF

Director

Dr. Suresh Pathare, Ph.D. (Delhi University), MSW, DOM (Pune University), NET (UGC), Post-Doctoral (University of North Carolina, Chapel Hill, USA).

Assistant Professors

Dr. Jaimon Varghese, Ph.D. (Jamia Millia Islamia, New Delhi), MA (Psy), MSW, DOM, DLL&LW (Pune University), NET-JRF

Suresh Mugutmal, MSW (Pune University), NET

Pradeep Jare, MA (SW) (Tata Institute of Social Sciences, Mumbai) NET

Vijay Sansare, MA (SW) (Tata Institute of Social Sciences, Mumbai) NET (JRF), SET

dministrative Staff

Girish Shirsath

Sharad Gundras

Vikas Kamble

Kiran Gite

Support Staff

Pradeep Ratnaparkhe

B P Jagtap

Minabai Siswal

S D Bhingardive

C) RESOURCES, INFRASTRUCTURE AND FACILITIES

The Institute is prominently located on the Pune-Aurangabad State Highway, which gives easy access to students and visitors. The physical facilities of the Institute include the open space and the building. It is owned and maintained by B.P.H.E. Society. The total campus area is 3.62 acres which is shared with another sister institute, namely, Institute of Management Studies, Career Development and Research (IMS-CD&R). The building of this Institute was constructed with the support from World Neighbors (USA). The physical facilities of this Institute include the Academic Block, Hostel for Girls and Boys, Cafeteria, Dinning Hall, Recreation Hall, Sports Ground, etc.

(a) Resources for Academic Activities:

The Institute has sufficient infrastructural facilities available for academic activities. The structure of the building is such that it provides enough space for conducting multiple academic activities. It is a three storied building with a spacious ground floor. The infrastructure for academic activities is as follows:

- *Classrooms*: The Institute has the privilege of having spacious classrooms equipped with various teaching-learning aids which include audiovisual equipments, blackboards, whiteboards, LCD projectors, etc. There are total six classrooms (04 large classrooms with a capacity of 65 students and two small classrooms with a capacity of 15 students). The time-table of the academic programme is arranged in such a way that all the courses get accommodated. All the classrooms have uninterrupted power supply from Wind/Solar generator.

- *Library and Reading Room*: The Institute has well-furnished, specialized library and reading room. The library has more than 10,000 volumes in English, Marathi and Hindi. Since the library has open access system, the book racks are arranged in such a way that the users can comfortably move and access the required material. The reading room and computer lab is adjacent to the library. The library has a separate reference room as well. The reading room has a comfortable seating arrangement for 40 students at a time.

- *Conference Hall*: The Institute has a well-furnished conference hall with a seating capacity of 60 persons. It is used for academic seminars, workshops and conferences. This hall was developed during the Golden Jubilee year, and it is named after Prof. T. Barnabas, the first Principal of Ahmednagar College, who played a prominent role in the establishment of this Institute.

- *Training Hall*: The training hall with a capacity of 50 participants is also available for academic activities. It is used for the purpose of conducting trainings and workshops.

- *CCTV Surveillance*: The classrooms, administrative offices, library, quadrangle and the institute campus are all under the surveillance of CCTV cameras to avoid security issues.

- *Faculty rooms*: The Institute has independent rooms for each faculty to conduct field work supervisory conferences and provide individual consultation to students and research scholars.

- *Hostel*: In order to facilitate learning, the Institute has hostel facility for both boys and girls. Boys' hostel is in the CSRD campus, and Girls' hostel, at present, is located at the Ahmednagar College campus across the highway. The hostel has a capacity to provide accommodation to 110 boys and 30 girls. Both the hostels have solar water heating systems, drinking water and other essential facilities. The hostel has facilty of Wi-Fi connection.

- *Collaboration with International Universities*: CSRD-ISWR has a collaboration with the University of North Carolina, USA, through which student and faculty exchange programmes are facilitated for knowledge sharing, joint research programmes and action projects.

(b) Facilities for Co-curricular Activities

In order to facilitate the academic activities in the Institute, the following infrastructure is available for co-curricular activities:

- *Computer and Internet Facilities*: The Institute has an independent space for computer and internet facility. There are internet-enabled PCs. The computer and internet facility is available for students, research scholars and faculty members.

- *Wi-Fi Campus:* The premises of the Institute is Wi-fi-enabled where students can use the internet on their laptops for study purpose.

- *Transportation Facility:* The Institute has its own bus for the smooth functioning of its academic activities, especially fieldwork. The students are provided transportation facility to reach their fieldwork areas.

- *Auditorium:* The spacious auditorium with the capacity of 300 persons is available for co-curricular activities like cultural programmes, special lectures, meetings and conferences.

- *Child Guidance and Counselling Centre (CGCC):* The Child Guidance and Day Care Centre has its activities at two locations i.e. at the Institute campus and at Anand Sadan. The building of Anand Sadan is

located in the heart of the city on Chitale Road, near Gandhi Maidan, Ahmednagar. Both these places have essential facilities to conduct the activities for children.

(c) Extra–curricular Activities and Sports

- *Common Room*: There is a common room facility for both boys and girls. The common room for girls is available in the academic building, and for boys it is in the Gents' Hostel. The common rooms are well-furnished to fulfill the basic requirements of the day scholars.

- *Sports and Recreational Facilities*: The Institute has sports as well as recreational facilities. The sport facilities in the campus are holly ball and badminton court. The students also have access to Ahmednagar college sprots ground where facilities for cricket, basket ball, football, etc. are available. with DTH, etc., for its students, staff and faculty. Indoor games like table tennis, carom, chess, etc., are made available in the recreation hall. For outdoor games, volleyball and badminton court is available on the campus. Students can also use the playground of Ahmednagar College for playing football, basketball and other games.

- *Cafeteria and Dining Hall*: The Institute has two canteens within its campus. The canteens provide snacks, refreshments and meals for students and staff. There is also Dining Hall facility for students, which is managed by the Dining Hall Committee, consisting of students and staff.

- *Health Room:* Health Care Centre is available in the Institute. The Institute has appointed a medical officer who is available 24X7 on the call, and he visits the Institute every Tuesday and Friday. First-aid box is available in the health care centre.

- *Parking Facility:* Four-wheeler parking space is available for faculty, staff and visitors. For students, parking facility is provided for two-wheelers

PROGRAMMES OF STUDY

The programs offered at CSRD-ISWR aim at creating a cadre of human service professionals and functionaries with a rural orientation, appropriate values and skills. It offers ample opportunities for students to acquire knowledge and skills through both classroom instruction and fieldwork. The following programmes of study are on offer at CSRD-ISWR.

Programmes under Savitribai Phule University of Pune:

1. Master of Social Work (MSW) with specialisations
2. Master of Arts in Mass Relations (MAMR)
3. Diploma in Disaster Management (DDM) of Pune University

Autonomous and UGC Sponsored Programmes:

4. Certificate in NGO Management
5. Certificate in Counselling
6. Certificate in Journalism, Communication and Public Relations
7. Certificate Course in Human Rights
8. Certificate Course in Short Film and Documentary Making

1) Master of Social Work (MSW)

The main academic programme offered at CSRD-ISWR is Savitribai Phule Pune University recognized full-time course namely, Master of Social Work (MSW). It is a two years full-time postgraduate degree programme. The total intake for MSW is 120 students (60 in granted division and 60 in non-grant division). It is offered in three specialisations viz. Urban & Rural Community Development (URCD), Human Resource Management (HRM), Family & Child Welfare (FCW). Any of these specializations is offered when 10 or more students opt for that specialization. The programme is aided by the Directorate of Social Welfare, Department of Social Justice and Special Assistance. It aims to build commitment and competency to work at the level of individuals, groups and communities; in government and non-governmental organisations (NGOs), and in law and policy. The Master degree programme equips trainees to work as agents of change from grassroots to policy levels. Career opportunities are available in various fields and places like hospitals, schools, industries, govt departments, etc.

1) Career Opportunities

Social Work graduates from CSRD-ISWR are valued in the voluntary and inter-governmental organisations and government departments. They work with a range of small and large NGOs and networks, bilateral organisations, social movements and campaigns, national and international development organizations, social research institutions, and in select sectors of the administration in the areas of rural development. The specialization in Urban and Rural Community Development equips Social Work graduates to work as Community Organizers, Supervisors and Project Officers in organizations working with the underprivileged

groups in rural and urban areas. Another specialization, Human Resource Management is concerned with the human resources and dynamic situations in the industry. It is an essential qualification for the post of Labour Welfare Officers under the Factories Act, 1948. The specialization equips the graduates to work as Personnel Officers and HR Executives in the Public/Private/Service sector. The specialisation in Family and Child Welfare offers good opportunity for the students to seek jobs in the fields of women and child development, schools, child guidance and family counselling centres.

2) Objective of the Course

i) Knowledge Objectives

- Understanding the practice systems in their interactions with other social systems and the socio psychological and structural factors which promote social functioning of the client system.

- Gain the knowledge of the social system theories and their implications on the problem solving process.

- Gain and use the knowledge of the integrated social work practice approach and use various methods of intervention at both micro and macro levels.

- Understanding the place and importance of research in theory building and testing, and its relevance to field practice.

- Gaining knowledge of management and administrations of Welfare and Development services and voluntary organizations.

- Understanding the role and importance of social work training in preparation of a new professional cadre.

ii) Skill Objectives

- Learning & developing problem solving skills.

- Improving communications skills.

- Learning & developing organizational skills.

- Learning & developing techniques and skills of management and administrative practices.

- Learning and developing research skills of problem formulation, data collection, data analysis, drawing inferences and implication for practice.

- Developing training and supervision skills.

- Developing skills related to social advocacy, policy and planning.

iii) Attitude Objectives

- Attitude objectives are addressed to professional qualities which are developed during the training period.

- Appreciation of professional as well as voluntary social work practice.

- Appreciation of social values like human dignity, equity, democratic pluralism, people's participation, self-reliance, honesty, integrity in public and personal life, etc.

- Sensitivity to the sufferings of the marginalized and vulnerable groups such as women, children, tribals, handicapped and the aged.

- Critical self-awareness and conscious efforts to change one's own biases and prejudices.

- Developing confidence in interpreting and executing professional roles.

- Appreciating and respecting other professionals in interdisciplinary teamwork.
- Developing ethical practices in relation to professional work.

3) Duration of the Programme

The duration of the Master Degree Programme is two academic years. The Programme duration is divided into four Semesters.

4) Medium of Instruction

As per the guideline of Savitribai Phule Pune University, the medium of instruction for MSW Programme is English. However, students are allowed to write their examination in Marathi.

5) Structure, Rules and Regulations of MSW Course:

  i. **Total Semester and Courses** – Total Semesters - 4. Total Courses -16 / 17. Spread over 4 Terms, and 4 / 5 courses per semester. If research is opted 16 courses and 1 research project and if not opted then 17 courses and 1- term paper, or as per the available options offered by the recognised centres.

 ii. **Generic Foundation, Compulsory, Core Domain, Specialization/ Elective and Optional / Choice Based Courses:** Considering the availability of faculty, expertise, strengths and resources, each affiliated centres - Institutes/ Colleges/ Schools will have choice and full discretion of offering courses and optional courses, wherever options and/or choices are available, and within the given framework and structure of the curriculum.

iii. **Minimum Intake for Specialization / Elective/ Optional/ Choice Based Courses:** Each centre will have choice and full discretion to offer any one/ select or all Specialization/s/ Elective/ Optional/ Choice Based Courses. However, minimum intake for each Elective/ Specialization/ Optional Subject/ Choice Based Paper should be minimum 10 and for self -study/ optional papers minimum 5 students.

6) Core structure of MSW Course:

Sr. No.	Courses	Type of Courses	Number of courses
1	Foundation Courses	Generic – optional	2 - out of 3
2	Core Domain Courses	Generic – compulsory	1
3	Core Domain courses	Generic - optional	1 - out of 4
4	Method Courses	Generic –compulsory	4
5	Elective Courses	Elective -compulsory Elective - optional (Centre can decide courses to be offered)	4 2
6	Optional Courses	Optional : offered at 3rd and 4th Semester	2 out of many and also in lieu of research
7	Optional Courses	Optional : 3 Semester	1- Term paper and 1- Out of optional
		Total Course	**16 or 17 or 18**

MSW Course Structure & Outline

No.	Theory/ Filed Work	Marks	Credits
1	Theory papers 4 per semester x 4 Total 16 (3 Credit) x 100 Marks	1600	48
2	Filed Practicum (Filed Work) (Marks 150 x Semester 4) Concurrent or Continuous Block Field Work or combined (15 Clock Hrs per week/ and or Minimum 250Hrs per semester x 4 = 1000 Hrs.)	600	24
3	Research Project (Dissertation) (to be submitted in IV) OR Optional Subject & Term paper	200	06
4	Viva- voce (Semester II and IV) 50 marks x 2	100	02
	Total Marks	**2500**	**80**

7) MSW Course Framework

No.	Courses	Type of Courses, Choice & Option	Marks	Credits
Semester - I				
1 2 3	**Foundation Courses: (Any Two)** **G-1.** Sociology for Social Work **G-2.** Psychology for Social Work **G-3.** Economics and Political Science for Social Work	**G-FC :** Generic Foundation Course **Any TWO out of Three** (GFC- 1 or 2 or 3)4	200	6
4	**G-4.** Social Work :History and Ideologies	**GC:** Generic Compulsory Core Domain Course	100	3
5	**G-5.** Method Course: Working with the Individuals (Social Case Work)	**GC:** Generic Compulsory Method Course	100	3
FW-1	Field Practicum (Filed Work)	Compulsory	150	6
		Total	**550**	**18**
Semester –II				
6	**G- 6.**Method Course : Working with Groups (Social Group Work)	**GCM:** Generic Compulsory Method Course	100	3
7	**G- 7.** Method Course : Community Organization	**GCM:** Generic Compulsory Method Course	100	3
8	**G- 8.** Method Course: Research Methodology and Statistics	**GCM:** Generic Compulsory Method Course	100	3
9	**EC-1.** Specialization / Elective Course - 1 (Foundation Course of each specialization (FCW- 1, HRM- 1, MPSW-1, URCD-1, TD- 1)	**EC:** Elective Compulsory	100	3

FW-2	Field Practicum (Filed Work)	Compulsory	150	6
FV-2	Viva -voce examination (End Sem.- II) (2 credits x 1) per sem. 50 marks	Compulsory	150	6
		Total	**600**	**20**

Semester- III				
10	**G-9.** Personal & Professional Development for Social Work Practice	**GC:** Generic-Compulsory	100	3
11	**G-10.** Administration and Management of Development Organization	**GC:** Generic Compulsory	100	3
12	**EC- 2.** Specialization Elective Course -2 (FCW- 2, HRM- 2, MPSW-2, URCD-2, TD- 2)	**EC:** Elective Compulsory	100	3
13	**EC- 3.** Specialization Elective Course- 3 (FCW- 3, HRM- 3, MPSW-3, URCD-3, TD- 3)	**EC:** Elective Compulsory	100	3
14	**Core Domain Course (Any ONE)** 11. Social Policy in India 12. Social Legislations for Social Work 13Community Health, Mental Health and Environmental Hygiene	**COCB:** Generic Optional / Choice Based Course (Any **ONE** out of three optional courses)	100	3
FW-3	Field Practicum (Filed Work)	Compulsory	150	6
		Total	**650**	**18**

Semester – IV				
15	**G-14.** Research Project (6 credits x 1) (Research Hrs. 90 (15 Hrs. x Credit 6 = 90 Hrs.) **OR** **G-15** Optional Course **AND** **G-16** Term paper (1 x 3 Credits) (15 Hrs. x Credit 3 = Min. 45 Hrs.)	**COCB:** Compulsory-Optional / Choice Based Course	200 Or 100 100	6 Or 3 3
16	**EC- 4.** Specialization Elective Course- 4 (FCW- 4, HRM- 4, MPSW-4, URCD-4, TD- 4)	**EC:** Elective Compulsory Courses	100	3
17	**EC- 5.** Specialization Elective Course 5 (FCW- 5, HRM- 5, MPSW-5, URCD-5, TD- 5)100	**EC:** Elective Optional Courses	100	3
18	**EC-6.** Specialization Elective Course -6 (FCW- 6, HRM- 6, MPSW-6, URCD-6, TD- 6)	**EC:** Elective Optional Courses	100	3

FW-4	Field Practicum (Filed Work)	Compulsory	150	6
FW-4	Field Practicum (Filed Work)	Compulsory	150	6
FV- 4	Viva -voce examination (End Sem.- IV) (2 credits x 1) per sem. 50 marks	Compulsory	50	2
		Total	**700**	**22**
		Total Marks	**2500**	**80**

Specialization/ Elective-wise Compulsory, Optional and Choice based courses

Courses No.	Elective –Compulsory & Optional Courses	Semester	Credits
FCW- Family and Child Welfare			
FCW -1	The Field of Family and Child Welfare	Semester -2	3
FCW -2	Family Sociology and Family Dynamics	Semester -3	3
FCW -3	Socialization of the Child and Child Welfare	Semester -3	3
FCW -4	Counselling, Theory and Practice	Semester -4	3
	*Elective Optional (students can choose **Any Two** out of these or across specialization also)		
FCW - 5	Professional Competencies for Social Work Practice	Semester -4	3
FCW - 6	Women's issue and Development initiatives	Semester -4	3
FCW - 7	Youth Development	Semester -4	3
FCW - 8	Communication for Social Work	Semester -4	3
FCW - 9	Family Life Education	Semester -4	3
HRM- Human Resource Management			
HRM – 1	Human Resource Management	Semester -2	3
HRM – 2	Labour Legislation and Industrial Relations	Semester -3	3
HRM - 3	Employee Welfare and Trade Union	Semester -3	3
HRM -4	Organizational Behaviour	Semester -4	3
	*Elective Optional (students can choose any two out of these or across specialization also)		
HRM -5	HRD Training and Development	Semester -4	3
HRM -6	CSR- Corporate Social Responsibility	Semester -4	3

Specialization/ Elective-wise Compulsory, Optional and Choice based courses

	URCD- Urban and Rural Community Development		
URCD – 1	Urban, Rural and Tribal Communities issues and Governance	Semester -2	3
URCD – 2	Development Economics	Semester -3	3
URCD – 3	Management of Community Projects	Semester -3	3
URCD – 4	Community Work Sectors and Interventions	Semester -4	3
	*Elective Optional (students can choose any two out of these or across specialization also)	Semester -4	3
URCD – 5	Environmental Issues and Climate Chang	Semester -4	3
URCD – 6	Advocacy, Human Rights and Social Justice		

(*Choice of selecting any **Two** courses offered or across the Specialization/ Elective).

Generic Optional Courses in lieu of Research or Elective Optional Paper

Course No.	****Generic Optional Courses**	**Semester**	**Total Credits**
G-12.1	Professional Competencies for social work practice: (Training, Supervision, Project Planning and Monitoring, documentation, Intervention strategies in Social Work)	Semester -4	3
G-12.2	Social Development in India	Semester -4	3
G-12.3	Management of Community Projects	Semester -4	3
G-12.4	Disaster Management and Social Work	Semester -4	3
G-12.5	Dalit and Tribal Social Work	Semester -4	3
G-12.6	Family Life Education	Semester -4	3
G-12.7	Approaches in Health Care Administration &Management	Semester -4	3
G-12.8	Psycho-social Aspects and Intervention in disability, aging, sexual abuse, addiction, sexual minorities , disaster affected	Semester -4	3

(**Centre will decide and offer any one course out of courses offered)

8) Field Practicum (Field Work):

i. In order to offer flexibility to the respective affiliated centers- Institutes/ Colleges/ Schools of Social Work can develop the field practicum modules according to available field of opportunities in their region. The field work over 4 semesters will include the following components -concurrent or block field work or a combination of both; rural camp; study tour; final block placement. However, rural camp and study tour may be optional, and each center can work out alternatives from amongst any of the following - field project based assignments/visits to rural/urban areas or model projects of social work intervention/social development/ industrial visits in the nearby geographical area. These would be for the entire batch as per available learning opportunities and needs of the specialization. These should be

declared in advance by each center.

ii. **Marks**: Total marks 600, per semester 150 marks (Total 24 credits, 6 Credits per semester)

iii. Field work shall be conducted during two days a week for a minimum of 15(fifteen) clock hours a week or Continuous Block Field Work or combined, minimum 250 Hrs. per Semester, and/or as per the required number of days for a particular semester. A minimum one contact session in a week (of at least ½ hour) with faculty supervisor through Individual and Group conferences is compulsory. Each center is expected to design Field Practicum (Field Work) module, field work manual, orientation components, supervision monitoring mechanisms and assessment criteria.

iv. Field work shall be conducted at a social work /welfare agency/organization/ industry/ community/ Govt. / NGO recognized by the training institution. Every student shall be supervised by an experienced /professional social worker from the agency and a faculty member/professional supervisors duly appointed by the Institute.

v. In order to ensure and maintain quality standards in field work practicum, each center should develop standardized monitoring and evaluation criteria, rules and mechanisms. It is mandatory on the part of students to comply with all the rules and norms designed and adopted by the respective centers. Maintaining Field work Journal, written reports/records or documents, Diary/any other prescribed document by the student is a mandatory requirement.

vi. Minimum one day contact sessions, individual and group conferences in a week is must. Each centre is expected to design Field Practicum (Field Work) module, manual, orientation, components, supervision, monitoring mechanisms and assessment criteria.

vii. Field work shall be conducted at a social work / welfare agency/organization/ industry/ community/ Govt. / NGO recognized by the training institution. Every student shall be supervised by an experienced/professional social worker from the agency and a faculty member/ professional supervisors duly appointed by the Institute.

viii. A weekly individual conference of at least 30 minutes, related to field work of every student, shall be conducted by the field work supervisor. Field work shall be evaluated internally by the assigned Field Work Supervisor.

ix. In order to ensure and maintain quality standards in filed work practicum, each centre should develop standardized, monitoring and evaluation criteria, rules and mechanisms. It is mandatory on the part of students to comply with all the rules and norms designed and adopted by the respective centres. Maintaining Field work Journal, written reports/ records or documents, Diary/ any other prescribed document by the student is mandatory requirement.

x. **Attendance:** 100% attendance at Field work is compulsory.

xi. A student failing in field work at any semester will be considered as 'Fail', however, student who has failed in a field work may reappear for the Field Work only twice in the subsequent period, in the same or next semester (clause 8.1, 8.2, 9.3 and 10.11 shall be applicable). In such case his credits in theory subjects will be carried forward, subject to above clause and or clearing theory papers as per passing rules and standards. In such failure and repeater case, centre may provide opportunity through concurrent or Continuous Block Field Work or in combination, whatever applicable and within the field work norms and rules of the centre)

xii. **Revaluation:** In any case, there is no provision of revaluation or moderation of field work research/ term paper or internal assessment (CA) marks at university level.

xiii. Field Work Modules: Field Work Core Components. PG centres will have internal flexibility to decide components and evaluation criteria and weightage, marks, within the given frame work.

Semester	Field Work Components
Semester- I	Orientation Visits
	Skill laboratory/ Workshop
	Concurrent Field Work (Weekly or Block Field Work or Combination)
	Seminar/ Presentation
Semester- II	Advance Orientation Visits
	Concurrent Field Work (Weekly or Block Field Work or Combination)
	Rural Camp/ Study tour/ Visits (Optional)
	Seminar/ Presentation
Semester- III	Concurrent **Field** Work (Weekly or Block Field Work or Combination)
	Specialization wise Workshops
	Seminar/ Presentations
	Field based tasks/ Assignments
Semester- IV	Concurrent Field Work (Weekly or Block Field Work or Combination)
	Study Tour / Visits (Optional)
	Seminar/ Presentation

xiv. In Field Work, it is mandatory on the part of faculty/ professional supervisors appointed or deputed by the institute, to follow all Government, University and institute's service rules/ norm of regular monitoring, supervision, supervisory visits, attendance or attending duty at work place. The institute, centres are expected to work out monitoring mechanism.

9) Viva Voce Examination:

i. There shall be a Viva-Voce Examination at the end of II and IV Semester based on theory knowledge, research/ term paper and field work practicum. (total marks 100 and 50 marks each at the end of Semester II and IV) (total 2 credits per viva-voce exam.)

ii. MSW- I year i.e. Second Semester Viva-Voce of 50 marks will be conducted before the Second Semester examination by the training institutes on behalf of the University, and marks obtained by the student shall be submitted to the University by the Heads of the institutions for inclusion on the University mark sheet. The minimum marks required for passing the Viva Voce are (50%) at each Viva Voce examination.

iii. A student failing in Viva-Voce (II semester) shall be called again for the Viva-Voce within one month of the date of declaration of the Second Semester examination results. Only Two repeat Viva Voce is permissible to be conducted during the Second semester. However, a student failing in the Second Semester Viva Voce

Examination shall be eligible for admission to the MSW Third Semester.

iv. MSW –IInd Year i.e. Fourth Semester Viva-Voce Examination of 50 marks shall be conducted externally by the University. Viva panel will consist one external and one internal examiner.

v. The Viva Voce conducted in the Fourth semester shall be based on theory of IInd years, field work, research, professional development and related area of specialization.

vi. A student failing in Viva-Voce (IVth semester) shall be called again for the Viva- Voce within one month of the date of declaration of the Fourth Semester Examination results. Only Two repeat Viva Voce is permissible to be conducted during the Fourth semester.

10) Research Dissertation (200 marks, Total 06 credits) / Term paper (100 marks Total 3 credits)

i. If opted, MSW student is required to select an appropriate topic for his/her research dissertation/ or term paper during the second semester and complete the dissertation/ term paper and submit it to the Institute before **15th February,** of the fourth semester.

ii. Completion and submission of the Research Dissertation/ term paper is a pre-condition for appearing at Semester IV Examination. In any case no extension will be permissible for submission.

iii. The candidate must bring spiral or hard bound copy of desperation/ term paper in internal as well as external viva voce examination of IVth semester.

iv. There shall be only one Dissertation of 200 marks or term paper of 100 marks at MSW –II year and it shall be submitted to the University through the Head of the Institution, recommended for submission after Certification and approval of the concerned Research / Term paper Guide/ faculty supervisor.

v. The research dissertation/ will be assessed and recommended for submission by the Faculty Guide/ internal and external examiner. Combined passing internal, external and viva examination in research and term paper shall be (50%) out of total marks.

Assessment of Dissertation and Term paper	Dissertation Marks	Term paper Marks
Internal Guide or Examiners or Specialization wise presentation/ open defence	25	25
External Examiner – Assessment of Dissertation/ Term paper	150	50
Viva voce by External Examiner on Research/ Term paper	25	25
Total	200	100
Aggregate/ combined Passing Marks (50%)	50	100

vi. A candidate failing in research dissertation/ term paper will have to re-write and submit the revised dissertation/ term paper in the same / or subsequent academic session within a period of three months after the declaration of results.

Prescribed standard for Research Dissertation and Term Paper:

• The topic of Research, Dissertation and Term Paper must be related to the area of Social Work. Ethical norms and concerns in research, plagiarism policy of the institute and University, must be adopted.

• In case of dissertation/research, quantitative and qualitative research is permissible. The candidate must

justify the design and follow the scientific process and methods of Social Work Research or Social Research.

- In case of quantitative research minimum of 50 respondents are essential for collecting field data.

- Term Paper: A term paper is a research paper written by the student over an academic term grade. Term papers would be intended to describe an event, a concept, or argue a point related to social work in general and particularly on his/ her area of specialization/ elective. A term paper is a written assignment and original work discussing a topic in detail, primarily based on secondary data, and/or standards, norms prescribed by the center. It is to be submitted in typed spiral or hard bound. Some common detailed standards would need to be collectively developed by the centres for assessment of research/term paper.

11. Block Placement (Internship):

11.1 Every student is required to complete his/her block placement/ internship for a period of one month after the fourth semester examination.

11.2 The MSW result shall not be declared until a certificate of successful completion of block placement / internship is submitted by the assigned block field work agency, duly attested by the Head of the institution and submitted to the University.

11.3 After completion of Block placement, the student must submit a report of the work to the Head of the teaching institute. This report must have been duly certified by the appropriate authority in the block placement agency. Ordinarily, no leave of absence will be permissible during block placement.

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

12.1 The following shall be the **Independent Heads of Passing:**

12.1.1 Written theory papers

12.1.2 Field work

12.1.3 Research Dissertation/Term Paper

12.1.4 Viva Voce

12.2   Standard of Passing Marks: Percentage

12.2.1 Written theory papers 40 % marks (i.e. 40 out of 100) in the combined examination of Continuous assessment (CA) and End of Semester Examination (ESE) with a minimum passing of 40 % (i.e. 20 out of 50) in CA separately.

12.2.2 Field work in every semester   - 50% Marks

12.2.3 Viva Voce   -   50% Marks

12.2.4 Research dissertation/Term Paper- 50%Marks (Combined- Internal, External and Viva)

13. Conduct of the Credit System

The MSW degree will be awarded to students who complete a total of 80 credits in a minimum of two years for completing on an average 18 to 22 credits per semester. Total 16/ 17 Courses/ papers – 10/11 Generic/ core domain courses and 6 Specialization/ Elective courses. Student shall select any one Specialization/ Elective that covers four / five papers per semester. Field work shall be compulsory and constitute an independent head of passing. Research Project (Dissertation) will be optional or as per the scheme.

13.1 Credit: A 'credit' is generally a 'value' used to measure a student's work load in terms of learning time

required to complete course units, resulting in learning outcomes. Credit is used in higher education to summarize and describe an amount of learning.

13.2 One (01) credit will be equivalent to 15 clock hours of teacher-student classroom contact / learning hours in a semester. A minimum of 30/45 Hrs. per subject would be equivalent to 2/3 credits. Field Work per semester (Minimum 250 Hrs. 15 Clock Hrs. per week x 6)= 06 credits.

13.3 Credits once gained cannot be lost.

13.4 One credit is equivalent to 20-25 marks for evaluation purpose.

13.4 Among the minimum number of credits to be earned by a student to complete a Post Graduate degree program(Total 80 credits), the student will have to earn minimum 75% (60 credits) credits from the parent department (subject)/ PG centre, and the remaining up to 25 % **(**20 credits) credits could be earned from the parent department/ PG centre (subject) or any subject/s of any faculty conducted at other PG department or PG centre, subject to approval and offered by that particular centre. In any case, a student will have to earn compulsory credits from the parent department/ PG centre.

14 Examination Rules (As per UOP Manual and Rules -125)

14.1 University Examination of MSW course shall be conducted by the centers as per University ordinance/ rules- 125/ or applicable/ revised from time to time.

14.1 Field Work/ Dissertation/ Term paper/ Assignments/ CA, will be evaluated as per the evaluation criteria and standards framed by the respective training institute and the University, from time to time.

14.2 Assessment shall consist of Continuous Assessment (CA) and End of Semester Examination (ESE). Each shall have an equal weightage of 50 % i.e. for each 100 marks paper

 - 50 marks Continuous Assessment (CA) and 50 marks End of Semester Examination (ESE)

14.3 The teacher concerned shall announce at the beginning of the course about the mechanisms under which CA would take place. However, the ESE shall cover the entire syllabus prescribed for that course.

14.4 The CA towards 50% marks will be a continuous activity, and **at least two assignments (25 marks each)** out of which **one written test** must be conducted for a full course of 3/ 4 credits, and the teacher should select a **variety of mechanisms for evaluation such as:**

 i. Written test (not more than one for each course as applicable); Term Paper;

 ii. Journal/Lecture/Library notes;

 iii. Seminar presentation;

 iv. Short quizzes;

 v. Assignments;

 vi. Extension Work;

 vii. An Open Book Test (with the concerned teacher deciding which books are to be allowed for this purpose); and

 viii. Mini Research Project by an individual student or a group of students.

The concerned teacher, in consultation with the Head of the PG Department/ center, shall decide the nature of questions for a Written Test.

14.5 ESE for the remaining 50% marks will be conducted by the SPPU.

14.6 A student has to obtain 40 % marks (i.e. 40 out of 100) in the combined examination of CA and ESE.

14.7 To pass the degree program, a student will have to obtain a **minimum aggregate of 40%** marks (i.e. 40 out of 100) (E and above in grade point scale) in each course, with a minimum passing of 40 % (i.e. 20 out of 50) in CA separately.

14.8 If a student misses an internal assessment examination, s/he will have a **second chance** with the endorsement of the Principal in consultation with the concerned teacher. Such a second chance, however, shall not be the right of the student.

14.9 CA marks will not change. A student cannot repeat CA. In case s/he wants to repeat CA, then s/he can do so only by registering for the said course during the semester in which the course is conducted and up to 4 years (2 years program) or 5 years (3 years program) as the case may be, provided the student has failed in that course.

14.10 Students who have failed in a theory course and/or field practicum (Field Work) may **reappear for the ESE and/or field practicum (Field work) only twice in the subsequent period.** The student will be finally declared as failed if s/he does not pass in all credits within a total period of four years. After that, such students will have to seek fresh admission as per the **admission rules prevailing** at that time.

14.11 A student cannot **register for the third/fourth semester,** if s/he fails to complete 50% credits of the total credits expected and pass in field practicum/ field work to be ordinarily completed within two semesters.

14.12 There shall be a **revaluation** of the answer scripts of ESE but not of CA as per the University Ordinance No.134 A & B/ and/or applicable rules.

14.12 While marks will be given for all examinations, they will be converted into grades. The semester end grade sheets will have only grades and final grade sheets and transcripts shall have grade points average and total percentage of marks (up to two decimal points). The final grade sheet will also indicate the PG center to which the candidate belongs.

15 *Assessment and Grade point average*

15.1 The system of evaluation will be as follows: Each assignment/test will be evaluated in terms of grades. The grades for separate assignments and the final (semester-end) examination will be added together and then converted into a grade and later a grade point average.

15.2 Results will be declared for each semester and the final examination will give total grades and grade point average.

15.3 After the gain of minimum number of credits towards a completion of a PG program, a student will get a grade sheet with total grades earned and a grade point average.

15.4 Marks/Grade/Grade Point. (As per UGC, Government & University Standards)

TABLE NO. 1 : FINAL GRADE POINTS

Grade Points	Final Grade		Grade Points	Final Grade
09.00-10.00	O		04.25-05.49	C
08.50-08.99	A+		04.00-04.24	P
07.50-08.49	A		00.00-03.99	F
06.50-07.49	B+			
05.50-06.49	B			

15.5 Final Grade Points (As per UGC, Government & University Standards)

TABLE NO. 2 : EXPLANATION OF GRADE & GRADE POINTS AVERAGE

Marks Obtained (%)	Grade	Grade Point
80-100	O : Outstanding	10
70-79	A+ : Excellent	9
60-69	A : Very Good	8
55-59	B+ : Good	7
50-54	B : Above Average	6
45-49	C : Average	5
40-44	P : Pass	4
0-39	F : Fail	0
-	Ab : Absent	0

TABLE NO. 2

Grade Points	% of Marks	Grade Points	% of Marks
4	40	8.1	61
4.2	41	8.2	62
4.4	42	8.3	63
4.6	43	8.4	64
4.8	44	8.5	65
5	45	8.6	66
5.2	46	8.7	67
5.4	47	8.8	68
5.6	48	8.9	69
5.8	49	9	70
6	50	9.1	71
6.2	51	9.2	72
6.4	52	9.3	73
6.6	53	9.4	74
6.8	54	9.5	75
7	55	9.6	76
7.2	56	9.7	77
7.4	57	9.8	78
7.6	58	9.9	79
7.8	59	10	>=80
8	60		

15.6 B+' Grade is equivalent to at least 55% and 'B' is equivalent to 50% of the marks.

15.7 A Ten point grade system will be followed as per details in 11.4 (w.e.f. 2015-16).

15.8 If the (C)GPA is higher than the indicated upper limit in the three decimal digit, then higher final grade will be awarded (e.g. a student getting (C)GPA of 4.492 may be awarded 'A' grade).

15.9 There will be only final compilation and moderation at CGPA (Final) level. While declaring the result, the existing relevant ordinances are applicable. There is also a provision for verification and revaluation. In case of verification, the existing rules will be applicable. The revaluation result will be adopted if there is a change of at least 10 % marks and in the grade of the course.

15.10 For grade improvement a student must reappear for ESE for a minimum 30 credits in case of Science, Engineering, Technology, Management and Pharmacy, 20 credits for other faculties and 12 credits in case of one year degree program. These courses will be from the parent Department (subject). A student can appear only once for the Grade Improvement Program only after the successful completion of PG Degree program and at the end of the next academic year after completion of the Degree and within two years of completion of the Degree.

15.11 The formula for (C)GPA will be based on Weighted Average. The final CGPA will not be printed unless a student earns minimum 100 credits, 82 credits or 64 credits, as the case may be, from the courses at PG programs.

The description for the grades is as follows:

O: Outstanding: Excellent analysis of the topic, (80% and above) accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, neat and systematic organization of content, elegant and lucid style;

A+ : Excellent : Excellent analysis of the topic (70 to 79%) accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, neat and systematic organization of content, effective and clear expression;

A: Very Good: Good analysis and treatment of the topic (60 to 69%) almost accurate knowledge of the primary material, acquaintance with seminar publications, logical development of ideas, fair and systematic organization of content, effective and clear expression;

B+: Good: Good analysis and treatment of the topic (55 to 59%) basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression;

B: Above Average: Some important points covered (50 to 54%) basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, good language or expression;

C: Average: Some points discussed (45 to 49%) basic knowledge of the primary material, some organization, acceptable language or expression;

P: Pass: Any two of the above (40 to 44%)

F: Fail: None of the above (0 to 39%)

15.12. One credit is equivalent to 20-25 marks for evaluation purpose.

15.13. There will be an evaluation of each course by students at the end of every semester.

16. ESE Evaluation / paper pattern:

16.1 ESE: Each credit will be evaluated for a maximum period of 45 minutes. The following would be an outline for setting the question paper for ESE.

3	180 Min. (3 Hrs.)	1 Questions x 15 Marks (1 out of 2)	15 Marks
		2 Questions x 10 Marks (2 out of 4)	20 Marks
		3 Questions x 05 Marks (3 out of 6)	15 Marks
		Total 6 Questions (out of 12)	**Total 50 Marks**

16.2. The policies and procedures determined by the S. P. University of Pune from time to time will be followed for the conduct of examinations and declaration of the result of a candidate. 12.3. In case of any incongruence, the Dean of the faculty, Mental Moral and Social Sciences or the appropriate authority of the University, if required in consultation with the BOS Chairman/Head/ Director/ Principal or University Examination Committee, may intervene to resolve such cases within the curriculum rules and frame work of SPPU.

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

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

16.5 Discipline: Students are expected to follow all rules and maintain discipline throughout the period of the course. Students will be made aware of all the rules and expected norms of discipline at the beginning of the course.

Ragging in any form, within or outside the campus, is strictly prohibited. In case a student is found violating the rules of discipline, the Director/ Principal/ Head of the Institution can initiate the appropriate course of action and ask him/her to discontinue the course or cancel his/her admission at any point of time, during the course.

16.6 Grant of terms: 100 per cent attendance is expected at the orientation programme, orientation visits, and field work. Minimum 75% attendance is expected at the class room lectures. Leave is ordinarily not granted. In very exceptional circumstances leave subject to prior permission of the Head of the Institution must be obtained. The Head of the Institution reserves the right to grant terms. Every student will have to give an undertaking in relation to compliance of all rules and regulations of the training institution. The

decision of the Head of the Institution shall be final and binding in all matters pertaining to discipline and professional behavior.

16.7 Theory Courses: (For course details refer MSW revised syllabus – unipune.ernet.in) S.P. University of Pune offers five specialization courses of six papers each divided over four semesters. Currently, the following specializations are approved by S. P. Pune University.

16.8 Specialization/ Elective Courses: Every recognized training Center of S.P. Pune University selects its own areas of specialized training. The following Specialization Courses are offered by the three Recognized Institutions of S.P University of Pune: (Course structure Refer- 2.6,7, 8,9,10).

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

17. Field Work

A distinctive feature of the instructional programmes is the emphasis laid on fieldwork. Fieldwork enables the student to integrate and reinforce the knowledge acquired in the classroom with actual practice, under competent supervision provided by field instructors who may be members of the faculty of the Institute or staff of an agency. The content of fieldwork is planned to provide an orderly sequence of learning. The field work programme consists of the following:

a) Orientation Programme:

Orientation Programmes are organized at the beginning of the first and the third semesters. The objective of the programme is to equip students with the nature of social work education, programme of academic instruction, concurrent field work, practice skills and fields of social work. For the MSW (final) students, the orientation programme is organized with the objective to sharpen the students' awareness and enhance their practice skills.

b) Observation visits:

As a part of the orientation programme, observation visits to development organizations, industries and communities are organized at the first and the third semester. The objective of the observation visit is to expose the students to development and welfare agencies. Students are exposed to about 20 agencies and fields of practice.

c) Concurrent Fieldwork:

This involves placement for two academic years in selected social agency settings and in communities where students work twice a week under supervision of a faculty member and concerned agency personnel. The emphasis is laid on the development aspect of work which a student may be able to visualize and undertake. In the community setting, the students learn to gain an overall understanding of the community, identify its needs, resources and problems, there by identifying the areas requiring intervention. HRM specialization students are placed in the industries. The aim is to guide the students to develop capacity and acquire the abilities to initiate and carry out the tasks in the areas of social action, change and social development.

d) Block Fieldwork:

Block fieldwork is one of the important components of fieldwork at the Institute. Students are placed in different types of organisations all over the country. This placement is done as per the availability of

NGOs and interest of students. During this period students are assigned special assignments and activities. This gives wide experience and exposure to students to work in different socio, economic, cultural and environmental context. The total duration of the block fieldwork is one month.

e) Rural Camp / Study Tour:

The Institute organizes study tours and camps in rural areas as a part of the field work programme for both the years. The rural camp provides an experience of group living and development of attitudes conducive for effective team work. The faculty members accompany the students. It provides an excellent opportunity to the students to practice and learn the use of PRA techniques, Natural Resource Management, Watershed Development, etc. Further, the students are given an opportunity to visit organization and development work within Maharashtra, and at times, outside Maharashtra.

f) Block Placement:

Block placement comprises of a four-week pre-employment training programme in various agencies. It is conducted on a full-time basis. Each student is placed in an agency/ organization of his/her choice after the final year examination during May-June. This training provides with more specific learning and intensive work within an organization.

2) Master of Arts (Mass Relations)

Master in Mass Relations course was started in 1991. This course was restructured in 2007 and was named as Master of Arts (Mass Relations). The objective of the course is to impart interdisciplinary knowledge to the graduate students coming from different faculties so that they will be able to avail job opportunities in the changed environment. A combination of Media and Management skills, core subjects from Social Sciences and inputs from training courses like Soft Skills and Public Relations, etc. help to develop the student's personality.

I) Objectives:

1. To prepare students in the field of Mass Relations and empower them to offer their services in the field where the masses are involved.

2. Mass Communication through media education – The structure of the course is designed in a fashion to avail opportunities in different fields by acquiring different skills. The students will learn about the society with different approaches and understand diversity, multiplicity, plurality characteristics and masses. The students are taught mass communication through media education.

3. Social Research and its Application: The students are able to learn social research and its application in day to day life. The art of public relations in day-to-day life and advertising are also included in the course, with special emphasis on its present nature.

4. Management & Computer: The subjects like principles and practices of management and computer science are also part of the course.

5. Project Report: The project report on subjects of choice of the student will help the student in gaining scientific understanding of the problems and their solutions.

6. Modules: There are some modules which will empower students to use the skill they learn during their regular course, and enable them to avail opportunity in various fields.

II) Duration of the Programme

The duration of the Master Degree Programme is two academic years. The Programme duration is divided into four Semesters.

III) Medium of Instruction

As per the guideline of the University, the medium of instruction for MAMR Programme is English. However, students are allowed to write their examination in Marathi also.**M.A. in Mass Relations**

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(Revised Syllabus 2015-16)

Semester I

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	Credits Points
MR 101 Indian Social structure.	2
MR 102 Basics of Psychology	2
MR 103 Basics of Communication	2
MR 104 Basics of Media (Print, Broadcast and Telecast)	2
MR 105 Research Methodology	2
MR 106 Basics of Computer	2
MR 107 Functional English	2
MR 108 Basics of Management	2
Total for Semester I:	**16**

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Semester II

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MR 201 Indian Political Structure and Legal Awareness	4
MR 202 Understanding the Social World	2
MR 203 Soft Skills Development	2
MR 204 Basics of Public Relations	2
MR 205 Statistical Techniques for Research	2
MR 206 Management Information System	2
MR 207 Basics of Counseling	2
Total for Semester II:	**16**

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Semester III

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Core Courses

MR 301 Managerial Economics	2
MR 302 Basics Advertising	2
MR 303 Development Communication	2
MR 304 Organization Behvaiour	2
Total for Core Courses	**08**

Students have to select two courses from any one group and total four courses

Option Courses

Group A

MR 305	Marketing and Sales Management	2
MR 306	Consumer Behvaiour and Marketing Communication	2
MR 307	Bank Practices and Management	2

Group B

MR 308	Advertising Management	2
MR 309	Applied Advertisement and Public Relation	2

Group C

MR 310	Importance of Web Technology in Mass Relation	2
MR 311	Use of Programming Languages (C and C++) for Mass Relation	2

Group D

MR 312	Counselling Process and Skills	2
MR 313	Career Guidance and Counselling	2
Total for Semester III:		**16**

Semester IV

Core Courses

MR 401	Indian Economic Development	2
MR 402	Dissertation	6

Students have to select two courses from any one group and total four courses

Option Courses

Group A

MR 403	Strategic Marketing Management	2
MR 404	Social Marketing and Event Management	2

Group B

MR 406	Internet Journalism	2
MR 407	Video Production and Multimedia	2

Group C

MR 408	Use of Programming in Java (Core Java), Java II Advanced Java for Mass Relation Purpose	2
MR 409	Use of Data Base Technology in Social Research	2

Group D

MR 410	Personal and Group Counselling	2
MR 411	Practicum in Counselling	2
Total for Semester IV:		**16**

IV) **Common Guidelines :**

1. The M.A.(Mass Relations) degree will be awarded to a student who completes a total of 64 credits for four semesters.

2. Each paper will be of 2 or 4 credits, the evaluation of which will be decided by the teacher. A 2 credit course will have 50 marks and a 4 credit course 100 marks.

3. Eligibility for registering for courses other than the department of registration will be decided by that department.

4. Each course will have

   i. 50% of marks as semester end examination.

   ii. 50% of marks for internal assessment.

5. Each core unit will have an internal (continuous) assessment of 50% of marks and teacher may select a minimum of two of the following procedures:

   a. Written Test (minimum one for each course)

   b. Term Paper.

   c. Mid Term Test.

   d. Journal/Lecture/Library notes.

   e. Seminar Presentation.

   f. Short Quizzes

   g. Assignments

   h. Extension Work.

6. There is no individual head of passing. The student has to pass in the combined total of continuous assessment and semester end examination.

7. Revaluation of the end of semester examination answer scripts but not of internal assessment papers can be done according to Ordinance no. 134 A&B

8. Internal Assessment answer books may be shown to the students concerned but not the end of semester examination answer scripts.

9. While marks will be given for all examinations, they will be converted into grades. The semester end and final grade sheets and transcripts will have only grades and grade points average.

10. To pass, a student shall have to get minimum aggregate 40% marks (E and above on grade point scale) in each course.

11. The system of evaluation will be as follows: Each assignments/test will be evaluated in terms of marks. The marks for separate assignments and the final (Semester end) examination will be added together and then converted into a grade and later grade point average. Results will be declared for each semester and the final examination will give total marks, grades and grade point average.

Marks	Grade	Grade Point
100 to 75	O: Outstanding	06
74 to 65	A: Very Good	05
64 to 55	B: Good	04
54 to 50	C: Average	03
49 to 45	D: Satisfactory	02
44 to 40	E: Pass	01
39 to 0	F: Fail	00

A)APPLICATION CRITERIA:

1. **MSW:**

    i) Eligibility:

    The minimum eligibility for admission to MSW Programme is a Bachelor's Degree in any discipline from a recognized university. Candidates appearing for final year examination whose results are awaited are also eligible to apply.

    ii) Age:

    Candidates seeking admission should have completed 20 years of age and must be below 40 years. This rule may be waived under special circumstances.

    iii) Seats and Reservation:

    The intake for MSW programme is 60 students. The Institute is a Christian Minority institute. The seats are filled up as per Govt. norms applicable to the minority institutes. Minority candidates are required to submit an attested true copy of Baptism and Church Membership Certificate from their Church authorities while submitting application. The other category (SC/ST/OBC/PH) candidates are also required to submit attested true copy of certificates for considering them in their respective category.

2. *MAMR:*

    i) Eligibility:

    The minimum eligibility for admission to MAMR Programme is a Bachelor's Degree in any discipline from any recognized university. Candidates appearing for final year examination whose results are awaited are also eligible to apply.

    ii) Age:

    Candidates seeking admission should have completed 20 years of age and must be below 40 years. This rule may be waived under special circumstances.

    iii) Seats and Reservation:

    The intake for MAMR programme is 30 students.

B) **APPLICATION PROCEDURE**

Before starting the application process, please read the below instructions carefully and make sure to keep your education related documents handy.

Instructions:

- **Step 1:** Fill up the Online Application form and press the Submit button.

- **Step 2:** After the submission, next screen will provide you a printable version of the form you filled in.

- **Step 3**: Deposit the fees of Rs. 550/- on the below mentioned bank account and take a note of the Transaction ID received from the bank.

    Bank Details:

Account Title: BPHE Society's CSRD-ISWR General Administration Account

Bank Name: Union Bank of India, Station Road Branch, Ahmednagar (Maharashtra)

A/c No. 505401010912034

IFSC Code: UBI No. 550540

MICR Code: 414026002

(Note: Amount can be deposited using NEFT/RTGS facility from any other bank if branch of Union Bank of India is not present in your area)

Or

By drawing a D.D. of Rs. 550/- in the name of Director, CSRD-ISWR, Ahmednagar, Payable at Ahmednagar.

Or

By obtaining Challan of Rs. 550/- from CSRD-ISWR office and depositing in the Union Bank of India, Station Road Branch, Ahmednagar.

- **Step 4:** Visit the online registration system again and fill in the transaction ID/ D.D./Challan No., method of payment and other details, and press the Submit button.

- **Step 5:** Send hard copies of your documents on the following address by Registered/Speed Post/Courier:

Director, BPHES-CSRD-ISWR

G. P.O. Box No. 25, Station Road, Ahmednagar-414001 (M.S.)

- **Submission of Duly Filled in Application Form**

(a) Candidates can send their duly filled in applications through Registered Post/Speed Post. The envelope should be addressed to the Office Superintendent, CSRD ISWR, Station Road, Ahmednagar 414 001. The candidates should write, in bold capital letters on the envelope, "APPLICATION FOR ADMISSION TO THE MASTER'S DEGREE PROGRAMME".

(b) Candidates can submit their applications personally to the Office Superintendent (CSRD) Institute of Social Work and Research, Ahmednagar, against proper receipt. The Institute will not be responsible for the applications delivered to any other functionary of the Institute.

(c) The Application Forms complete in all respects, by hand or by post, must reach the office on or before the due date. Candidates should clearly note that the Institute will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Institute on or before the prescribed last date.

FACILITIES DURING ADMISSIONS:

- **Hostel:**

For the outstation candidates, hostel facilities are available. However, hostel accommodation may be provided to some of those candidates who do not have relatives or friends in the nearby area. Those needing accommodation should write to the Office Superintendent. Allotment will be on a first-come-first-serve basis. During the period of selection, the charges for lodging will be Rs. 50/- a day, which should be paid to the CSRD office against proper receipt immediately on arrival.

- **Pre Admission Coaching:**

The Institute will organize pre-admission coaching for all minorities, SC, ST and OBC (Non-Creamy Layers) candidates on the day before the written test, at CSRD-ISWR campus, to help them prepare for

the MSW Entrance Test. Candidates are required to reach the Institute by 10.00 am for the coaching. Pre- admission counselling and guidance is available on all the working days till the previous day of the written test. The candidates or parents may contact admission convener for counselling or guidance.

D) SELECTION PROCEDURE

- **Assessment for Selection (Total Marks 150)**

The selection procedure will be held at the Centre for Studies in Rural Development – Institute of Social Work and Research, Ahmednagar. Those satisfying the eligibility requirements will be assessed for selection through the following:

(a) *Academic Background:* Academic background is considered for the selection of the candidates. Academic performance is verified during the interview. However, high academic achievement is not the only criterion on which the candidate will be selected.

(b) *Written Test (50 Marks):* The written test will be for 100 marks, out of which 35 marks are for objective type questions on general awareness, logical reasoning and language skills, and 15 marks for comprehension and short answer questions on contemporary social issues / problems. The written test (WT) aims at assessment of knowledge about contemporary issues in the field, and sensitivity to social issues, expressed through written analysis in English/ Marathi. The test also aims at assessing candidates' knowledge of English which is the medium of instruction of the MSW course.

(c) *Group Discussion (20 marks):* Those candidates who qualify the written test shall be called for Group discussion and panel interview. The purpose of Group Discussion is determining a candidate's ability to effectively communicate and also to assess his/her ability to express opinion on any social issue and contribute their ideas towards a meaningful group discussion. Every candidate will be participating in group discussion in a group of 10 - 12 candidates. Time allotted will be 40 minutes.

(d) *Personal Interview (70 Marks):* The purpose of personal interview is to find out the candidate's interest in and aptitude for social work, experience of helping people, etc. Candidates are interviewed based on the details mentioned in application form and autobiographical statement submitted. The candidate is expected to be acquainted with the programme for which he/she has applied for, as questions may be asked on the topic during the personal interview.

ANNOUNCEMENT OF SELECTION

The list of candidates selected will be displayed on the Institute's notice board and website. It is the responsibility of the candidate to find out whether he/she has been selected or not. Results can also be confirmed telephonically on 0241-2346328/2327258

The MSW Programmes will commence as per schedule enclosed.

A) AFTER SELECTION FORMALITIES

- **Acceptance Letter:** An acceptance letter should be obtained, signed and returned to the Office Superintendent within prescribed date, if admission is accepted.

- **Verification of Original Documents:** The verification of original documents will be carried out between prescribed date, from 10.30 a.m. to 1.00 p.m. and from 2.30 p.m. to 4.30 p.m. **The selected candidates** must produce the following documents for verification, in original, at the time of admission. If a candidate has submitted his/her original documents like certificates, mark-sheet, etc., to a college/university for **re-evaluation or for any other purpose**, he/she is required to produce a letter from the college/ university authority addressed to the Director of the Institute clearly indicating that the

candidate's original documents, as stated above, have been retained by the college/ university for a specific purpose.

- **Payment of Fees:** The full fees and deposits of the first year should be paid in Bank through Chelan obtained from the office, or by a Demand Draft drawn in favour of the Director, CSRD, Ahmednagar **payable at Ahmednagar**. The candidates are required to submit the cash or demand draft of the requisite amount towards first year fees and deposits at the time of verification of original documents. Otherwise, the admission will be treated as automatically cancelled. Bank timings are 10.30 to 3.00 p.m.

- **Payment of MSW First year Fees and Deposits (in Rupees) are as follows:**

Particulars	Granted Division		Non-Granted Division	
	Residents	Non-Residents	Residents	Non-Residents
From Maharashtra	20088	10588	31638	22138
Other States	24738	15238	47838	38338

Payment of MAMR First year Fees and Deposits (in Rupees) are as follows:

Particulars	Non-Granted Division	
	Residents	Non-Residents
From Maharashtra	24149	14649
Other States	37249	27749

- **Original Documents Required For Verification**

(i) Graduation Mark-sheet/Documentary proof of appeared for final exam if result is awaited;

(ii) Transfer Certificate from the earlier college.

(iii) No Objection Certificate from the employer, if employed;

(iv) Baptism certificate (only for Christian minority)/Caste/Tribe Certificate for SCs and STs;

(v) Income Certificate of the preceding financial year (only for SCs and STs who are eligible for GoI Post-Matric Scholarship);

(vi) Certificate of disability (if applicable);

(vii) Certificates of extra-curricular activities, if any.

- **Important:**

(a) If any of the above documents in original are not produced for verification, or if the copies of the document attached to the Application form do not tally with the original documents, provisional selection will be immediately cancelled.

(b) Admission will be subject to the fulfillment of the eligibility requirements as confirmed through verification of original certificates, mark-sheets, etc.

(c) Original documents for verification will not be accepted by Post or courier service. They have to be

presented by the candidate or by his/her authorized representative.

- **Joining the Programme:** Those who have accepted admission by paying the full fees and deposits are expected to join the programme as per the scheduled date. Admission of those who have paid the fees and deposits but fail to join by the prescribed date will automatically be cancelled.

- **Refund of Fees:** Fees once paid will be refunded as per the Savitribai Phule Pune University's rules.

- **Hostel Accommodation:** Separate hostels are available for men and women. However, the number of available hostel seats is limited. Therefore, it is not possible for the Institute to provide hostel accommodation to all the outstation candidates selected for the Master's Degree Programmes of the Institute. Outstation candidates, requiring hostel accommodation, should check hostel allotment status from the Office Superintendent of the Institute. The Institute reserves the right to decide admission to its hostels and can refuse admission to the hostel without assigning any reason.

Please note that candidates cannot claim hostel accommodation, merely because they have submitted the hostel form or obtained admission or paid fees in full.

- **Identity Card:** The selected candidates should give 4 recent stamp size photographs for issue of Identity Card, at the time of verification of original documents, to the office.

GENERAL INFORMATION

1) Schedule of Work:

The Institute observes a six day work week. The office timing is 9.00 am to 5.00 pm. On a regular working day, teaching begins at 8.30 am and goes till late afternoon. Besides classroom teaching, individual/ group conferences, individual consultations with teachers and field work supervisors, project work, etc., take place on the teaching days. Wednesday and Thursday are field work days for first semester. For the other semesters field work is being organized in block form. Students are expected to put in minimum of 8 hours per day; however, the community/ placement agencies may require students to stay beyond the minimum number of prescribed hours for work, and while the Institute may observe a holiday, presence of students in the field may be necessary to organize special events and programmes.

2) Participation in Development/Relief Work:

In keeping with the tradition of the Institute, the students may be called upon to participate in development work/relief work and extension activities of the Institute, in or outside Ahmednagar, from time to time.

Examples of some of the natural, social and human crisis situations that the students have participated in are floods, earthquakes, environmental disaster, riots and extension activities such as awareness campaigns, etc. All students will be expected to participate in these activities, which emerge from the character of the Institute as it offers courses with teaching, research and extension functions and social responsibilities towards the community.

3) Value added Courses:

The Institute offers short term value added courses related to the fields of social work. The courses offered are Diploma in Disaster Management (recognised by Savitribai Phule Pune University), Certificate course in Management of NGOs, Certificate course in Basics of Counselling, Certificate Course in Human Rights, etc. The students may opt for these courses as the classes are held in the evening.

4) Language Proficiency Classes:

The medium of instruction for the MSW course is English. Therefore, the students are expected to have the required knowledge and skills of English. Further, the students from other states are required to know Marathi as they will be doing their field work in communities and agencies where knowledge of Marathi is essential. The students who lack this language proficiency will have to attend classes organized for equipping them with minimum required language proficiency.

5) Institute Day

The Institute celebrates its annual day every year in the month of February/March. Students and faculty members actively get involved in organizing the event.

6) Sports Activities

Facilities for indoor and outdoor (Volleyball only) games are available to the students in the campus. A well equipped recreation hall in memory of Late Prof. N. Simon is provided to the students. Facilities for Table Tennis, Carom and Chess are also provided to the students. Those who are interested in other outdoor games such as cricket, football and basketball are advised to play on the Ahmednagar College's playground which is located within walking distance from the Institute.

7) Special lecture/Workshop/Seminar

The Institute arranges interactive sessions with the experts, field practitioners and scholars from various areas. The special lectures, workshops and seminars are organised to expose the students to contemporary social issues, innovative methods of working and various intervention strategies.

8) Medical Aid

A Sick Room is provided to students residing in Gents Hostel. Registered Medical Practitioner visits sick room twice a week. He is also available in an emergency. A hospital (Evangeline Booth Hospital) and several private medical practitioners and medical stores are situated within walking distance from CSRD-ISWR.

9) Hostel Accommodation

Hostel accommodation is available to needy selected men and women. Request for hostel accommodation must be clearly indicated in the application for admission. The students requiring hostel accommodation will have to fill up separate application form for the same. While allotting hostel accommodation, preference will be given to students from outside Ahmednagar. The hostel charges are to be paid in advance at the beginning of each term as per the schedule of fees. Residents of the hostel will have to abide by the hostel rules and breach of which will result in disciplinary action. A copy of the hostel guide is available in the office.

10) Student Support and Welfare Activities

a) National Service Scheme

National Service Scheme was a programme designed to involve students in extension work and inculcate in them the value of service. The Institute has an NSS unit for 100 students. The NSS unit of the Institute regularly undertakes innovative activities with students.

b) Earn and Learn Scheme

Earn and Learn Scheme of the SPPU is implemented by the Institute. The main objective of the scheme is to develop a student as a multifaceted personality with academic excellence and a commitment to an egalitarian society. India lives in her villages and to bridge the gap between rural Bharat and urban India, this scheme is basically undertaken for the benefit of students coming from rural areas, who are economically backward, intelligent, and meritorious but cannot afford higher education, needy and financially hard pressed. It inculcates in the student the idea that no work is big or small and develops a work culture with the right aptitude. This is a vision of keeping our youth gainfully employed as well as to contribute to civil society.

c) Special Guidance Scheme

Special Guidance is another Scheme of the University of Pune being implemented by the Institute. The basic objective of this scheme is to help those students who are deprived of the latest knowledge of the subject they undertake at the first year level. Secondly, to inculcate the urge to educate one self, and that education liberates one internally as well as externally; thirdly, to offer guidance to students in their career choices and the relevant subjects to be pursued by them to attain their best potential. The enrolment under this scheme is basically for students who are economically, financially backward and also to the reserved category students.

d) Personality Development Scheme (for Girls)

This is a scheme introduced by the SPPU to develop the confidence and personality of lady students who come from rural areas and are deprived sections of society. The marginalization and deprivation is double if you are a woman and from the backward or scheduled castes. The main objective of this scheme is to develop a critical mind, self-confidence and a commitment to society. The lady students are given training in health, law and social activities. They are also given training in self-employment and all possible other activities that enhance their social confidence. Funds for organizing these activities are provided by the SPPU.

e) Scholarships and Fellowships

CSRD has been implementing various scholarships and fellowships for students. Under the various schemes of central and state governments, scholarships are given to students belonging to the weaker sections, especially SCs, STs, OBCs, Minorities, etc. Besides these, there are two awards and fellowships instituted for the meritorious students.

1. Rev. P.R. Gaikwad Memorial fellowship given to the Maharashtrian Christian girl securing the highest marks in first year examination.

2. A.R. Munshi Best Student Award given to the student having best performance in academic and co-curricular activities. The overall performance is considered for this award.

f) Career Guidance and Placement Cell for Students:

The Institute runs a placement cell for career guidance for social work students. It functions under the faculty adviser. The office of the placement cell organizes various activities with the active involvement of students. The activities include pre-placement talks, career guidance, pre-placement preparation, campus interviews, etc. The placement brochure giving the details of curricular activities and students of second year is published and sent to prospective employer every year.

RULES AND REQUIREMENTS

5.1 Discipline

Students admitted to the Institute will observe all the rules and maintain decorum in their behaviour in the premises of the Institutes' campuses and during fieldwork, study tour, relief work, block field work, etc. Misbehaviour and violation of the rules will attract disciplinary action of fine, suspension/discontinuation from the hostel and the dining hall, or suspension/cancellation of registration as a student of the Institute.

5.2 Grant of Term/ Eligibility to appear for examination in any course

i.   A student should maintain a minimum of 75 per cent of class attendance in the course to become eligible to appear for the examination or be assessed through assignment in any course. A student failing to maintain 75 per cent of attendance in a course will be required to repeat it. However, if and when a student is deputed by the Institute to participate in a seminar, study tour, relief work or any other programme, approved by the Institute, such an absence will not be counted for computing the minimum required attendance. The students are required to submit the leave application in the prescribed form to the Course Coordinator.

ii. Leave up to 7 consecutive days in a semester will be considered by the Programme Coordinator. Leave beyond 7 days will be considered by the Director on the recommendations of the Course Coordinator, provided that the total absence of the student concerned in the courses of the semester will be within 25 percent.

iii. Late joining in the first semester will be permitted up to one week only on payment of full fees and deposits before the due date. Absence due to late joining will be treated as leave of absence.

5.3 Special Cases

In very exceptional cases arising from illness or other emergencies, the Director, CSRD-ISWR, in consultation with the programme Coordinator, may consider condonation of the absence exceeding 25 percent.

5.4 Rules of ATKT (As per SPPU circular)

i.   A student must pass in 3 theory courses in each semester out of 5 courses to avail the benefit of ATKT for the next semester and he/she must clear the backlog in the next semester examination. Their internal assessment marks will not change.

ii. A student shall be allowed to keep term of Semester III (MSW II), if he/she has no backlog and clears all the heads of passing of Semester I.

iii. Likewise, a student shall be allowed to keep term of Semester IV (MSW II), if he/she has no backlog and clears all the heads of passing of Semester II.

iv. A student failing in Field Work at any Semester shall not get the benefit of ATKT including theory papers and will have to repeat the entire semester.

v.   In any case, for whatsoever reasons, if a student does not appear or fails in any semester examination, will have to repeat the entire semester. **5.5 Re-admission**

Re-admission in Semester means completion of the requirements of attendance, course work, field work and such other academic work as may be assigned to any fresh student all over again.

5.6 Withdrawal of Admission and Refund of Fees (As per SPPU's circular)

For the candidates who cancel their admissions before starting the course for the relevant academic year, the entire fee after deduction of processing fee of not more than Rs. 1000/- shall be refunded to the student by the Institute. If a student cancels his admission after the course is started, following scheme will be adopted for refund of total fees:

Sr. No	Time of Cancellation	Amount to be Deducted
1	From 1st day to 10 days (First Day is inclusive) from the date of commencement of the course.	20% of the total fees
2	From 11th to 30 days (First Day is inclusive) from the date of commencement of the course.	40% of the total fees
3	After 30 days (First day is inclusive).	100% of the total fees

5.7 Field Work

Field Work shall be of 150 marks each semester. The total field work marks of four semesters together shall be 600.

i. Field work is conducted in the concurrent as well as block manner. During the first semester it is conducted for two days a week for 1 5(fifteen) clock hours a week, during the second semester it is conducted in two short blocks of two weeks each and during the third and fourth semester field work is conducted in the block of one month carrying 150 marks each semester.

ii. Field work shall be conducted at a Social work agency recognized by the training Institution. Every student shall be supervised by a professional social worker from the agency and a Faculty member from the Institute during the field work days.

iii. A student failing in Field Work at any Semester shall not get the benefit of ATKT including theory papers.

iv. Field work attendance is compulsory. The student is expected to co-relate the knowledge and skills obtained from theory to field work practice.

v. A weekly individual conference of at least 30 minutes related to field work of every student shall be conducted by the field work supervisor. Field work shall be evaluated internally by the assigned Field Work Supervisor.

5.8 Absence from Field Work

Absence in fieldwork is not permissible, however, a student who is absent from field work for more than two days in a semester, for any reason, will have to compensate for the absence in accordance with the instruction of the supervisor concerned, in consultation with the Field Work Coordinator. For field work, students shall observe the working days/holidays of their respective field work agency and not those of the Institute. If the number of holidays of the field work agency exceeds that of the Institute, the student will be assigned alternative work by the supervisor.

5.9 Viva Voce Examination: (100 marks @ 50 marks each at the end of Semester II and IV)

i. Viva Voce Examination is conducted at the end of 2nd and 4th Semesters based on theory knowledge, research and field work practicum. MSW I year Viva Voce is for 50 marks conducted before the second semester examination by the Institute on behalf of the University. The minimum marks required for passing the Viva Voce are 25 at each Viva Voce examination.

ii. MSW II Year i.e. fourth Semester Viva Voce examination of 50 marks shall be conducted by the

external evaluators.

iii. A student failing in Viva Voce shall be called again for the Viva Voce within one month of the date of declaration of the I Year MSW examination results. However, a student failing in the Second Semester Viva Voce examination shall be eligible for admission to the MSW Third Semester. The Viva Voce shall be based on theory, field work, research, professional development and related area of specialization.

5.10 Research Dissertation (100 marks)

i. Every MSW student is required to select an appropriate topic for his/her research dissertation during the second semester and complete the dissertation and submit it to the Institute. Completion and submission of the Research Dissertation is a pre-condition for appearing at Semester IV examination.

ii. There shall be only one Dissertation of 100 marks during the MSW Course and it shall be submitted to the University through the Head of the Institution, recommended for submission after Certification and approval of the concerned Research Guide.

iii. The research dissertation will be recommended for submission by the Faculty Guide and evaluated externally by the University Board of Examination for 100 marks.

iv. A candidate failing in research dissertation will have to re-write and submit the revised dissertation in the same session within a period of three months after the declaration of results.

5.11 Prescribed standard for Research Dissertation:

i. The topic of Research must be related to the area of Social Work practice.

ii. The candidate must follow the scientific process and methods of Social Work Research, Sampling procedure must be appropriate and properly represent the Universe.

iii. Minimum 60 respondents shall be studied for collecting field data. In case of hypothesis, statistical testing is compulsory.

iv. Scientific tool of data collection is essential.

v. Quantified data is essential. Qualitative data, if any, must be quantified procedurally.

5.12 Block placement:

i. Every student is required to complete his/her block field work for a period of 30 working days after the fourth semester examination. The MSW result shall not be declared until a certificate of successful completion of block placement is submitted by the assigned block field work agency, duly attested by the Head of the Institution and submitted to the University. During Block field work, the student is expected to study all relevant aspects of the organization, including its administrative responsibilities. After completion of Block placement, the student must submit a detailed report of work to the Institute.

ii. The student shall bear all expenses of his block field work including travel, food and other aspects related to the organizational experience.

5.13 Rules Prohibiting Ragging:

i) Ragging: Ragging in any form is strictly prohibited, within the premises of the Institute and any part of the Institute system as well as on public transport.

ii) Meaning: Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, indulging in rowdy, undisciplined activities which cause or is likely to cause annoyance,

undue hardship, physical or psychological harm or raise apprehension or fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life. Causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule or forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him/her or by using criminal force to him/her or by holding out to him/her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.

iii) Punishments: The following shall be the punishments for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the court of law.

i   Cancellation of admission.

ii   Suspension from attending classes.

iii   Withholding/withdrawing scholarship/fellowship and other benefits.

iv   Debarring from appearing in any test/examination or other evaluation process.

v   Withholding results.

vi   Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.

vii   Suspension/expulsion from the hostel.

viii   Rustication from the institute for periods varying from 1 to 4 semesters.

ix   Expulsion from the institute and consequent debarring from admission to any other institution.

x   Fine up to Rs. 25,000/-.

xi   Rigorous imprisonment up to three years by a court of law.

xii   While the first 10 types of punishment can be awarded by the appropriate authority of the Institute itself, the last punishment can be awarded only by a court of law.

i) Interpretation and Formulation of Rules:

The Director of the Institute will be the final authority for the interpretation and formulation of rules concerning CSRD-ISWR.

Section-VI

DETAILS OTHER FEES

Sr. No.	University/college	1st year	2nd year
1	Gymkhana	100	100
2	Students Welfare Fund	50	50
3	Development Fee	125	125
4	Prorata-Ashwamegh	20	20
5	Disaster Management	20	20
6	Computerisation Fee	30	30
7	PG Registration Fee	25	25
8	Students Safety Insurance	10	10
9	Krida Pro-rata	10	10
10	Corpus Fund	4	4
11	Admission Fee	30	30
12	Library Fee	125	125
13	Student aid fund	25	25
14	Workshop/Seminar	200	200
15	Internal & online Tests	200	200
16	Students Activities	100	100
17	Social /Cultural Gahering	150	150
18	Magazine	150	150
19	I Card/Library Card	100	100
20	Group Insurance	15	15
21	Welcome/Send off	200	200
22	Alumni Activities	50	100
23	Registration Fee	25	25
24	Placement Brouchure	100	200
25	NSS Fee	25	25
26	Students Amenities	1000	1000
27	Library Deposit	250	-
28	Caution Money	200	-
29	Eligibility Form	55	-
30	Eligibility Fee	300	-
31	Eligibility Fee out of Maharashtra	500	-
	MS Students	**3694**	**3039**
	OMS Students	**3894**	**3039**

Hostel Fee - (Triple Seated)		
Hostel Fee	**1 st Semester**	**2nd Semester**
12000/-	6000/-	6000/-

Grant Division :

A) Maharashtra State / Maharashtra domicile Candidate (Grant Division)

Sr. No.	Particualrs	1st Year			2nd Year		Total
		I Sem	II Sem	Total	III Sem	IV Sem	
1	Tution Fee	700	750	1450	700	1050	1750
2	Filed Work Fee	1500	1500	3000	1500	1500	3000
3	Study Tour/ Rural Camp Advance*	3000	Nil	3000	3000	Nil	3000
4	Other Fee	3694	Nil	3694	3039	Nil	3039
	Total	8894	2250	**11144**	8239	2550	**10789**

B) Candidates From Outside Maharashtra (Granted Division)

Sr. No.	Particualrs	1st Year			2nd Year		
		I Sem	II Sem	Total	III Sem	IV Sem	Total
1	Tution Fee	1400	1500	2900	1400	2100	3500
2	Filed Work Fee	3000	3000	6000	3000	3000	6000
3	Study Tour/ Rural Camp Advance*	3000	Nil	3000	3000	Nil	3000
4	Other Fee	3894	Nil	3894	3039	Nil	3039
	Total	11294	4500	**15794**	10439	5100	**15539**

Non Grant Division :

A) Maharashtra State / Maharashtra domicile Candidate (Non Grant Division)

Sr. No.	Particualrs	1st Year			2nd Year		
		I Sem	II Sem	Total	III Sem	IV Sem	Total
1	Tution Fee	6500	6500	13000	6500	6500	13000
2	Filed Work Fee	1500	1500	3000	1500	1500	3000
3	Study Tour/ Rural Camp Advance*	3000	Nil	3000	3000	Nil	3000
4	Other Fee	3694	Nil	3694	3039	Nil	3039
	Total	14694	8000	**22694**	14039	8000	**22039**

B) Candidates From Outside Maharashtra (Non Granted Division)

Sr. No.	Particualrs	1st Year			2nd Year		
		I Sem	II Sem	Total	III Sem	IV Sem	Total
1	Tution Fee	13000	13000	26000	13000	13000	26000
2	Filed Work Fee	3000	3000	6000	3000	3000	6000
3	Study Tour/ Rural Camp Advance*	3000	Nil	3000	3000	Nil	3000
4	Other Fee	3894	Nil	3894	3039	Nil	3039
	Total	22894	16000	**38894**	22039	16000	**38039**