# Karve Institute of Social Service

## NAAC ACCREDITED 'A' Grade

# PROSPECTUS 2018-19

## MSW PROGRAMME

Recognized by Savitribai Phule Pune University

# ACADEMIC COURSES

1. Master of Social Work (M.S.W.)
2. Master of Philosophy (M.Phil.) in Social Work
3. Doctor of Philosophy (Ph.D.) in Social Work
4. ICP – IICA Certificate Programme in CSR Approved and Recognized by IICA, Ministry of Corporate Affairs, Government of India
5. Post Graduate Diploma Course in Corporate Social Responsibility (PGDCSR)
6. Post Graduate Diploma in Counselling and Mental Health (PGDCMH)

**KARVE INSTITUTE OF SOCIAL SERVICE**

Founded on 9th November 1963 in memory of

**Late Bharat Ratna Maharshi Dhondo Keshav Karve**

## * NAAC ACCREDITED 'A' valid w.e.f. 2016 to 2021

### Registration

- Registered under the Societies Registration Act, 1860 (vide certificate No.29 dt. 9.11.1963 at Pune) and
- Bombay Public Trust Act, 1950 (vide certificate No. 5058 Reg. No. F-275 Pune)

### Recognitions

- Permanent recognition as Postgraduate Centre for the MSW degree course of University of Pune No. PG/AF/15/6389 dt. 30.8.1976
- Recognized Constituent Institute of the University of Pune under Section 46(5) of the Pune University Act – 1974 (CA 1356 dt.26-7-1983)
- Recognition of University of Pune for the MSW degree for recruitment of Welfare Officers in Industries under Factories Act 1948 No.WOR-1083 (9058) LAB-4-Industrie Energy and Labour Department, Mantralaya, dt.26.10.1983
- Recognition of the Ministry of Science and Technology (Govt.of India) Department of Scientific Industries Research Centre as per Sec.29 (f) of UGC Act 1956
- Recognition for the M.Phil degree programme vide letter No.CA/96/95 dated 16.1.1995 of University of Pune
- Recognition for the Ph.D. programme vide circular No.21/95, dt.6-2-95 of University of Pune


**Registered Office**

18, Hillside, Karvenagar, Pune 411 052, Maharashtra, India

Telephone Nos. : 020 - 65007565 / 66

**For further details please send email or log on to our website**

E-mail id : kinsspune@gmail.com | website : www.karve-institute.org


** Application Form **http://www.allaboutme.in/default_karve.aspx**

(Facility of online submission of form is available on the above link)

*** Important Instructions:**

1. As per government of Maharashtra directive, vide their letter Shai Pravesh/4679 dated 5/2/16 and further instructions of Commissioner Social Welfare, GoM, the Government is likely to develop and implement comprehensive online common admission management system for MSW course, in such case, if applicable, the candidates seeking admission for MSW course, will have to adhere to new admission system, procedure and rules and they are expected to apply again or whatever may be the case. Kindly note that the Institute will not have any control over such change in system.

**Important Instructions for the candidates**

1. The Candidate must have passed or appeared for qualifying 3 years bachelors' degree course.
2. Candidate must have a fairly good knowledge of English language
3. Read the prospectus and information regarding the course carefully (available in the prospectus and on website) before filling up the application form
4. Steps and Instruction regarding submission of application form and payment of fees

   **Step 1 : Only ONLINE forms are accepted**

   **Step 2 : All the candidates who have applied online shall pay Rs 600/- as Admission Test fee**

   **Step 3 : Submission of Print out of online admission form is compulsory**

   **Step 4 : Please attach the original Original/Xerox receipt of Rs. 600/- of online payment and all documents (As per list of documents on page no. 26) with the print out of the application form (Online application).** This must be received by the Institute on or before June 11th 2018. (This can be submitted in person, via post or currier service). The Institute will not be responsible for postal delays.

   **Step 5 :**

   **A) You can pay using Credit Card/Debit Card/Net Banking. Standard Charges will be applicable as per payment mode.**

   **B) Via RTGS or NEFT : Pay to Karve Institute of Social Service, Indian Bank, Deccan Gymkhana Branch, Pune, IFSC Code IDIB000D007. Account No. 490039617, saving account. (Please send the receipt by email immediately for information with your full name to kinsspune@gmail.com , once you deposit the amount.**

**Other Instructions :**

A. Institute will not be sending any confirmations or letters regarding the entrance test and the selection process. The candidate will be responsible for appearing for the entrance test as per the schedule declared.

B. In case of any queries please contact office on 020-65007565/66 between 10.30 a.m. to 5.00 p.m. or send mail on kinsspune@gmail.com.

In case of queries regarding submission of online application please contact Phone nos.

Ms Supriya : 7720010014

Ms Sonal : 7720010002

Mr. Ravi : 7720010005

**TIME TABLE OF ADMISSIONS**

**(June 2018 to July 2019)**

**MSW ADMISSIONS : CALENDAR OF EVENTS**

| No. | Event | Day and Date | Time |
|---|---|---|---|
| 1 | Last date for receiving Online form and Printout of Application Forms | Monday, 11.06.2018 | Up to 3.30 p.m. |
| 2 | Orientation to Admission procedure and Test | Monday, 18.06.2018 | 11.00 a.m. (Batch - I)<br>2.00 p.m. (Batch - II) |
| 3 | Reporting at the Institute and Registration | Tuesday, 19.06.2018 | 9.00 a.m. |
| **4** | **Written Test** | **Tuesday, 19.06.2018** | **10.00 a.m. to 12.00 p.m.**<br>(Reporting time: 9.00 a.m.) |
| 5 | Display of list of shortlisted candidates for GD & PI | Wednesday, 20.06.2018 | 5.00 pm onwards |
| **6** | **Group Discussion and Personal Interview** | **Thursday, 21.06.2018** | **10.00 a.m. onwards** |
| **7** | **Display of final selection list** | **Friday, 22.06.2018** | **5.00 p.m.** |
| 8 | Payment of fees (to confirm admissions ) | Saturday, 23.06.2018 till Friday, 29.06.2018 upto 4.00 p.m. | Through Cosmos Co-Op Bank Ltd. up to 4.00 p.m. |
| 9 | Last date of payment (for wait listed candidates ) | Monday, 02.07.2018 upto 4.00 p.m. | Through Cosmos Co-Op Bank Ltd. up to 4.00 p.m. |
| 10 | Session I : Director's Address for all admitted students (Compulsory) | Tuesday, 03.07.2018 | 11.00 a.m.& 12.00 noon |
| 11 | Session II:Orientation to all parent and Local Guardians(Attendance or parents/ local guardian is compulsory) | Tuesday, 03.07.2018 | 12.30 p.m. to 1.30 p.m. |
| 12 | Orientation Programme for admitted students | Wednesday, 04.07.2018 | 9.00 a.m. onwards |

***Note : 1. These dates are final and will not be revised in any case.***
***2. However in case of inevitable circumstances, it is subject to change***

# TRUSTEES

**Shri Madhukar Pathak**

**Shri Sandeep Khardekar**

**Commander Kailash Girwalkar**

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**Shri Sadanand Deshpande - CHairman**

**Shri Vinayak Karale - Vice Chairman**

**Shri M. Shivkumar - Secretary**

**Shri D T Janorikar - Treasurer**

**CAPT. P. R. Sasikumar - Member**

**Shri Madhukar Pathak - Member**

**Shri Vaijinath Biradar - Member**

**Shri Prasad Karhadkar - Member**

**Shri Jagdish Patil - Member**

**DR. Deepak Walokar - Ex-Officio Member**

# PRESIDENT

**Shri Sheshadri Bhiridkar**

# VICE PRESIDENTS

**Shri Balaji Telkar**

**Shri Hemant Bhongle**

**Shri Manjunath Kulkarni**

**Shri Hemant Jana**

**Shri Vaibhav Sadavarte**

## :: DIRECTOR ::

### Dr. Deepak Walokar

MSW (C.C.A. & LWPM), M.A. (Sociology),

M Phil, Ph.D (Social Work), University of Nagpur

## :: REGISTRAR ::

**Mr. V. U. Kasture,** B.Sc., M.B.A.

## :: OFFICE SUPERINTENDENT ::

**Mr. S. G. Khude,** B.Com.

## :: FACULTY ::

**Ms Anjali Maydeo,** M.A. (Social Work), TISS, M.Phil, University of Pune

**Ms Sharmila Ramteke,** M.S.W ,Bharati Vidyapeeth, Pune

**Dr. Devanand Shinde,** M.S.W., University of Pune, Ph.D, Tilak Maharashtra Vidyapeeth

**Ms Ujwala Masdekar,** M.S.W. University of Bombay, Diploma in Women's Studies, University of Pune

**Dr. Chitralekha Rajuskar,** M.S.W. , M.Phil & Ph. D. Nagpur University , Nagpur

**Dr. Mahesh Thakur,** M.S.W. University of Pune & Ph.D, Tilak Maharashtra Vidyapeeth

**Mr. Dada Dadas,** MSW, University of Pune, M.Phil, TISS Substitute Teacher (UGC-FIP)

**Mr. Chetan Diwan**, MSW, Shivaji University, M.Phil, Ranchi University (Ad-hoc Faculty)

## :: LIBRARY STAFF ::

**Shri. Mangesh Talmale**, Librarian B.E. M.Lib., M.Phil., PGDCM

**Shri Prakash Pawar**, Professional Assistant B.Sc. M.Lib., M.Phil., PGDCM

**Smt. Madhuri Mane,** Library Assistant

**Shri Ravindra Dhadwad,** Library Assistant

## :: OFFICE STAFF ::

**Ms Shubhada Kandalgaonkar**, Accountant

**Ms Bharati Gaikwad**, Typist Clerk

## :: REGULAR VISITING FACULTY ::

Dr. Anuradha Patil

Dr. Hemant Chandorkar

Mr. Vivek Deshpande

Ms Neha Sathe

**INTRODUCTION**

Social work has always been an integral part of every human society. However, the concept of social work has evolved over the years and continues to evolve in keeping with changing human and social needs and situations. Social work today does not mean only charity or philanthropy. It has been accorded the status of a profession like any other helping professions and is practiced in a systematic and methodical manner. Social Work as a profession is being increasingly recognized as a core profession in the process of human and social development.

The scope of social work is in keeping with the functions of the Modern Welfare State. Hence professionally trained and qualified social workers are increasingly in demand for holding responsible positions in government and non-government organizations working in the field of individual, family, community and social development.

Professional social workers require sound knowledge and value base, conducive attitudes and appropriate skills. Appropriate application of scientific knowledge and skills with a sound foundation of values is essential in the entire process of social work training, education, practice and research.

Social work as a professional activity attempts to enable individuals, families and communities to satisfy their needs and resolve their difficulties, preferably, in their own cultural and social milieu and concentrated efforts are made to minimize the barriers which tend to prevent people from achieving the best of which they are capable.

In order to be able to face a variety of challenges, professional social work has a very systematic, well-developed, rigorous and demanding training programme. Over the years training in Social Work has assumed increasing importance and relevance as it is being recognized that a basic aptitude for helping people can be furthered, directed and molded in order to ensure one's development as an effective professional social worker. Training in social work is best received by an open mind since the aim and the focus of training is on the development of a healthy and mature professional personality in order to appropriately meet the demands of the social work profession.

A demand for trained social workers in various fields is continuously on the increase and newer avenues are being opened where human help is needed for dealing with difficult human situations. The training programme therefore emphasizes development of efficient and competent professionals.

Karve Institute of Social Service was established on 9th November 1963 in commemoration of the great work done by Bharat Ratna Maharshi Dhondo Keshav Karve. The Institute has entered its 50th year on 9th November 2012 and continues striving to provide service to society and impart training to aspiring social work professionals and a variety of functionaries working in the field of social development

**VISION**

'We at Karve Institute of Social Service envisage a society, which ensures peace, harmony, dignity, justice and equal opportunities for development of individuals and communities through planned social work interventions by a committed cadre of professionals.'

**MISSION**

'Our mission is to strive for excellence in social work education training and research by upholding social work values and the nobility of the profession'

**OBJECTIVES**

- To train students to deal with various social problems,
- To study and conduct research regarding social issues and situations,
- To co-ordinate and promote social work activities,
- To offer consultancy and assistance relating to and in pursuance of the objectives of the institute.
- To undertake and monitor all such activities which would help to improve socioeconomic conditions of the community,
- To endeavor for the promotion of general social welfare, education, medical relief and to act for the well-being of the community
- To promote and run educational institutions right from pre-school education to post graduate level including M.S.W., M .Phil; Ph.D. and in other suitable fields with a social bias
- To retain and/or employ skilled professionals or technical advisors and other staff and workers in fulfillment with the objectives of the Institute and to pay thereof such fees, honoraria or remuneration as may be considered suitable.
- To constitute Research Advisory Committee consisting of eminent social workers, educationists and citizens for rendering guidance and assistance to the Institute in its activities connected with research work.
- To establish, promote, co-operate, collaborate with and/or become members of any association or other bodies having similar objects and to accept/gain or arrange for mutual financial and other assistance.
- To do or to cause to be done all such lawful acts or things as are not contrary to the spirit and the principles of the constitution of the Institute, nor to the laws under which this Institute is organized and shall be conducive or incidental to the social, moral, cultural, educational and physical welfare in general and to make such alterations to the objectives of the Institute as deemed necessary.

## 1. THE MSW PROGRAMME

The Institute offers training in the following specializations :

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

Approximately 15 to 20 seats shall be available for each specialization.

## 2. ELIGIBILITY

2.1 The minimum requirement for admission to the MSW degree programme of the University of Pune is a Bachelor's degree of a minimum of 3 years duration in Arts, Science, Commerce, Law, Home Science or any other faculty of a recognized University. Higher academic degrees or diplomas in Social Sciences and experience of working with people will be an additional qualification.

2.2 Candidates who have appeared for the qualifying Bachelor's degree examinations in April / May 2018 and whose results are awaited are also eligible for the admission. Admissions of such candidates will be provisional and will be confirmed only after passing the graduation degree examination and on submission of final mark sheet. Submission of the mark sheet to the Office within the stipulated time is essential for confirming the admission.

2.3 Candidates deputed by Government or Private organizations should apply through proper channel with appropriate NOC.

2.4 If it is found that the information given by the candidate is incorrect or misleading or if ineligibility is detected before or after the admission, his/her candidature / admission will be cancelled.

## 3. BASIC REQUIREMENTS FOR ADMISSION

3.1 MSW is a full time course and candidates are not permitted to seek employment or register for any other University degree course at any time throughout the two years period of training. Organisations deputing candidates for the course will have to relieve the candidate from all official duties during the period of deputation for two years.

3.2 The medium of instruction for the MSW course is **ENGLISH**. It is essential that candidates seeking admission must have a fairly good knowledge of the English language with an ability to read, write and speak English. The University of Pune permits students to answer theory papers in Marathi but the study and reference material is largely available in English. Classroom teaching will be in English only.

3.3 Since Social Work is a helping profession, in addition to the basic academic qualifications, personal qualities like an interest and aptitude for working with people, willingness to learn and accept new ideas and conducive attitude towards 'helping' is also essential. The candidate must have appropriate personal bearing and poise indicative of a genuine concern for people. The candidates desirous of under-going professional training in Social Work are required to have a high sense of responsibility and have to be dependable, sensitive and mature.

3.4 The MSW degree programme is a strenuous course and demands considerable physical stamina and mental strength. In case of any specific physical conditions or mental health issues limiting the capacity of the candidate, he/she will be disqualified from the course if certified unfit during the medical examination conducted by the Institute after securing admission or at any time during the period of training.

3.5 The Institute reserves the right to ask a student to leave the course if he/she is found unsuitable for undergoing training in social work at any time during the period of training.

3.6 **Foreign students** seeking admission for the MSW programme are required to appear at and pass the Entrance Test conducted by the International Students Centre of the University of Pune. Foreign students who pass the Entrance Test or attend the Remedial Course in English and pass the re-test conducted by the University will be eligible to the MSW programme

## 4. THE ADMISSION PROCEDURE

### 4.1 Application for Online Admission

4.1.1 Applications for admission should be made only on Online on Link :
**http://www.allaboutme.in/default_karve.aspx**

The candidates who submit the online form should payment Rs. 600. It is compulsory make online.

**4.1.2 All application forms duly completed along with Entrance Admission Test Fee Rs. 600/- Electronic transfer should reach the Institute Office on or before 3.30 p.m. on Monday, 11th June 2018. Incomplete application forms or applications received later than the stipulated date will not be considered. No correspondence on this account will be entertained.**

**4.1.3 Non-Creamy Layer Certificate:** As per the Government of Maharashtra, Dept. of Welfare, Dept. of Cultural Affairs and Sports, G.R. No. CBC/10/2008 Pra. Kra Mavak-5, dt. 13th January 2009, the rule of non-creamy layer has been made applicable to backward categories – VJ/DT (A)/NT (B)/NT(C)/NT (D)/OBC/SBC. The non-creamy layer certificate valid up to 31-03-2018 issued by the concerned officer, specially authorized by the Govt. of Maharashtra will be considered for admission.

**4.1.4 Caste Validity Certificate:** As per Government regulations it is mandatory for backward class candidates desirous of getting admission for MSW to validate their caste certificate. The caste validity certificate issued in the name of candidate, by competent officers authorized by the Government of Maharashtra, will be applicable.

### 4.2 Orientation to Admission Process/Test

Orientation to Admission Test will be given to candidates on **Monday 18th June 2018** at 11.00 a.m. and 2.00 p.m. at the Conference Hall of the Institute. The candidates who wish to attend this orientation should confirm their participation at the time of submission of their application form. A separate form is attached with the form for this purpose. Participation in this orientation is **optional.**

### 4.3 Entrance Test

4.3.1 The Entrance Test for the admission will be conducted in two stages.

**Stage 1** : **Written Test of 100 marks** will be conducted on **Tuesday, 19th June 2018 between 10.00 a.m. to 12.00 noon.** The test will have Comprehension, Essay, Short Notes and some objective type questions. **Admission Test question paper will be in English**. Candidates can write the answers in English or Marathi**. However there will be some questions which will have to be written only in English. All the candidates are expected to note this condition.** The candidates will be shortlisted on the basis of their performance at the written test and the list of the short listed candidates will be displayed on the notice board at 5.00 p.m. on **Wednesday**, **20th June 2018** along with the schedule for the Group Discussion and Personal Interview.

**Stage 2** : The short listed candidates will appear for the Group Discussion and Personal Interview on **Thursday , 21st June 2018, 10.00 a.m. onwards.**

**The Group Discussion and Personal interview** will have weight-age of 50 marks each.
**Merit List:** Final merit list will be prepared on the basis of marks in Group Discussion and Personal interview. The final Selection List will be displayed on the notice board **on Friday 22nd June 2018 at 5.00 p.m.**

4.3.2 Candidates are required to produce their original certificates of the SSC and HSC examinations, Mark Sheets of the Bachelor's degree examination, Domicile, Caste and Income Certificate at the time of the individual interviews.

**4.3.3 No separate call or letter will be sent to candidates regarding the Entrance Test.** All candidates who have sent their forms, should report for the **Entrance Test on Tuesday, 20th June 2018 at 9 .00 a.m.**

**4.4 Admission formalities and payment of fees**

4.4.1 If selected, candidates are required to come prepared to **pay the full course fees and or any other fees, immediately** after admission, if selected. The candidates have to pay the fees through Cosmos Cooperative Bank Ltd. Warje, Karvenagar Branch. (Refer to Schedule of fees)

4.4.2 Candidates coming from outside Pune for the Entrance Test are advised to come with their belongings to join the course since the selected up-country candidates will not get sufficient time to go home before the stipulated dates for payment of fees and commencement of the academic programme. No leave or joining time will be permitted once the admission is secured by the candidate.

4.4.3 Any student, selected as per the Final Selection List, but failing to pay the full fees by the stipulated date will forfeit his / her claim for the admission to the course.

4.4.4 The candidates also have to submit **Transference Certificate** indicating the College last attended and the examination last passed.

4.4.5 Candidates who have passed their qualifying examination from a University other than the University of Pune must submit a **Migration Certificate** immediately after securing admission.

**4.4.*6* (A) Attendance of the selected candidates at the Director's Address on Tuesday, 3rd July 2018 and for the orientation programme scheduled from Wednesday, 4th July 2018 at 9.00 am is compulsory. Admission of candidates remaining absent for any of these will be stand cancelled.**
**(B) Attendance of all parents/guardian of admitted students for Director's Address and Orientation on Tuesday, 3rd July 2018 at 12.30 to 1.30 p.m.** is compulsory.

4.4.7 After admission, it is compulsory for every candidate to obtain the **Eligibility Certificate** as per the rules. The application forms for obtaining the Eligibility Certificates will be made available at the Institute Office and the dates for this will be announced subsequently.

4.4.8 Applications for Eligibility Certificates are to be sent to The Registrar, University of Pune, along with the Migration, Transference and Passing Certificates, and the Statement of Marks. Timely submission of these certificates is therefore essential. A student who fails to obtain the Eligibility Certificate will not be permitted to appear at the Annual MSW examination of the University of Pune.

4.4.9 All candidates who have studied in Maharashtra State have to produce the **Domicile Certificate** as a proof.

**4.4.10 Students will have to submit valid Caste Certificate, Income Certificate, Scholarship/ Freeship Sanction Number of previous year and District Change Certificate wherever applicable, within one month from the date of admission. Adhar Card for receiving the B.C. Scholarships of Government of India. Submission of certified photocopy of Adhar Card( UID) is also mandatory.**

**5. RESERVATION OF SEATS**
With regard to reservation of seats for admission following resolution/GR and guidelines issued from time to time are followed by the Institute

5.1 *Government of Maharashtra Resolution No. USG-1493/(2428)/ VS – 4 dated 23rd June, 1994 and 7th February, 1996 (Reservation on caste basis)*

5.2 *Savitribai Phule Pune University Circular No. 79 of 2013 (quota for Savitribai Phule Pune University students*

5.3 *DL/A/CCD/2002 (3% reservation for the people with disabilities)* AND

5.4 TEM/3397/12926(9086) 11th July 1997 (SBC to be accommodated in OBC category)

**5.5 Candidates from outside Maharashtra State belonging to reserved categories will be treated as open category.**

*5.6* The percentage of the seats reserved for the various categories are as follows:

**Admission quotas**

| | | Graduates from Savitribai Phule Pune University | Graduates from other universities | Total No of the students |
|---|---|---|---|---|
| A | Open category (who also include reserve category students who qualify on basis of their merit in entrance test) | 21 | 09 | 30 |
| B | Reserve Category : total seats 30 | 21 | 09 (Applicable only to the Universities in Maharashtra) | 30 |
| C | Scheduled Castes & Nav Boudh from Scheduled Castes | 06 | 02 | 08 |
| D | Scheduled Tribes | 03 | 01 | 04 |
| E | De notified Tribes (14 listed castes) | 01 | 01 | 02 |
| F | Nomadic Tribes (28 castes listed before January 1990) | 01 | 01 | 02 |
| G | Nomadic Tribes(Dhangar& other similar castes as per list | 01 | 01 | 02 |
| H | Nomadic Tribes (Vanjari& other similar castes as per list) | 01 | 0 or 1 | 01 |
| J | *OBC Non- Creamy Layer 19 | 08 | 03 | 11 |
| K | Subtotal | 21 | 09 | 30 |
| L | Grand Total | **42** | **18** | **60** |

*Subject to submission of current Non-Creamy Layer Certificate

3% seats are reserved for Physically Handicapped. Admission under this category is subject to submission of Certificate of Disability from the Civil Surgeon.

5.7 J&K supernumerary quota is applicable as per the University and Government rules.

5.8 15% supernumerary quota for foreign students is applicable only if admitted through University of Pune.

**6. MSW COURSE SEMESTER PATTERN REVISED SYLLABUS w.e.f. July 2015**
**Credit Based, Choice Based, Continuous Assessment Pattern Education System**

**Rule No. 2. MSW -Master of Social Work -** Course Curriculum Pattern: Semester-wise and choice based pattern implemented w. e. f. 2015

**6.1.1 Eligibility:** SPPU university rules are applicable. Graduates of any University recognized by the University of Pune are eligible to apply for the MSW degree programme.

**6.1.2 Medium of Instruction:** The medium of Instruction shall be English. However, S. P. Pune University, permits students to write examination answer books in Marathi.

**6.1.3 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 recognized centers.

**6.1.4 Generic Foundation, Compulsory, Core Domain, Specialization/ Elective and Optional / Choice based courses:** Considering the availability of faculty, expertise, strengths and resources, each affiliated center- 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.

**6.1.5 Minimum Intake for Specialization / Elective/ Optional/ Choice Based Courses:** Each center 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 10 and for self -study/ optional papers minimum 5 students.

**6.1.6 Core structure of MSW Course:**

| S.N. | 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<br>Elective - optional<br>(Centre can decide courses to be offered) | 4<br>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 : 3rd Semester | 1- Term paper and 1- Out of optional |
| | | **Total Courses** | **16 or 17 or 18** |

**6.1.7 MSW Course Structure & Outline**

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

**6.1.8 MSW Course Framework**

| No | Courses | Type of Courses, Choice & Option | Marks | Credits |
|---|---|---|---|---|
| | **Semester - I** | | | |
| 1<br>2<br>3 | **Foundation Courses: ( Any Two)**<br>**G-1.** Sociology for Social Work<br>**G-2.** Psychology for Social Work<br>**G-3.** Economics and Political Science for Social Work | **G-FC :** Generic Foundation Course<br>**Any TWO out of Three**<br>(GFC- 1 or 2 or 3) | 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 |
| **FW1** | Field Practicum ( Field 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& Social Action | **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 |
| **FW2** | Field Practicum ( Field Work) | Compulsory | 150 | 6 |
| **FW2** | Viva voce examination(End Sem.II) ( 2 credits x 1) per sem. 50 marks | Compulsory | 50 | 2 |
| | | **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 | **Core Domain Course (Any ONE )**<br>**G-11.** Social Policy in India<br>**G-12.** Social Legislations for Social Work<br>**G-13.** Community Health, Mental Health and Environmental Hygiene | **GOCB:** Generic Optional / Choice Based Course<br>(Any **ONE** out of three generic optional courses) | 100 | 3 |
| 13 | **EC- 2.** Specialization Elective Course -2 (FCW- 2, HRM- 2, MPSW-2, URCD-2, TD- 2) | **EC:** Elective Compulsory | 100 | 3 |
| 14 | **EC- 3.** Specialization Elective Course- 3 (FCW- 3, HRM- 3, MPSW-3, URCD-3, TD- 3) | **EC:** Elective Compulsory | 100 | 3 |
| **FW3** | Field Practicum ( Field Work) | Compulsory | 150 | 6 |
| | | **Total** | **650** | **18** |
| **Semester – IV** | | | | |
| 15 | **G14.** Research Project (6 creditsx1) (Research Hrs. 90 (15 Hrs. x Credit 6 = 90 Hrs.) **OR**<br>**G-15.** 1 Optional Course **(Any one out of Generic or Elective Optional Courses listed in 2.9) AND**<br>**G-16.** 1 Term paper (1 x 3Credits) (15 Hrs. x Credit 3 = Min. 45 Hrs.) | **COCB:** Compulsory- Optional / Choice Based Course | 200<br>Or<br>100<br>100 | 6<br>or<br>3<br>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) | **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 |
| FW4 | Field Practicum ( Field Work) | Compulsory | 150 | 6 |
| FV 4 | Viva -voce examination<br>( End Sem.- IV)<br>( 2 credits x 1) per sem. 50 marks | Compulsory | 50 | 2 |
| | | **Total** | **700** | **22** |
| | | **Total Marks** | **2500** | **80** |

### 6.1.9 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 Issues 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 |
| | **MPSW- Medical and Psychiatric Social Work** | | |
| MPSW -1 | The Field of Medical and Psychiatric Social Work | Semester –2 | 3 |
| MPSW -2 | Advanced Medical Information for Medical & Psychiatric Social Workers | Semester -3 | 3 |
| MPSW -3 | Psychiatric Information in Child and Adult Psychiatry | Semester -3 | 3 |
| MPSW -4 | Counselling: Theory and Practice | Semester -4 | 3 |
| | ***Elective Optional** (students can choose any two out of these or across specialization also) | | 3 |
| MPSW – 5 | Social Work Intervention in Illness and Disability | Semester -4 | 3 |
| MPSW – 6 | Approaches in Health Care Administration and Management | Semester -4 | 3 |
| | **URCD- Urban and Rural Community Development** | | |
| URCD – 1 | Issues of Urban, Rural and Tribal Communities 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 ( **Common for URCD and TD - students can choose any two out of these or across specialization also)** | Semester -4 | 3 |
| URCD/ TD5 | Natural Resource Management and Climate Change | Semester -4 | 3 |
| URCD/ TD6 | Advocacy, Human Rights and Social Justice | Semester -4 | 3 |
| | | | |
| | **Tribal Development** | | |
| TD- 1 | Tribal Society and Issues | Semester -2 | **3** |
| TD- 2 | Tribal Development Administration | Semester -3 | **3** |
| TD- 3 | Tribal Policies & Laws | Semester -3 | **3** |
| TD- 4 | Environment & Tribal Development strategies | Semester -4 | **3** |
| | ***Elective Optional** (students can choose any two out of these or across specialization also) | Semester -4 | 3 |
| URCD/ TD5 | ** Common Paper URCD/ TD-5 | Semester -4 | 3 |
| URCD/ TD6 | ** Common Paper URCD/ TD- 6 | Semester -4 | 3 |

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

**6.1.9 (1) Generic Optional Courses in lieu of Research or Elective Optional Courses**

| Course No. | **Generic Optional Courses as G-15 (Any one out of the following and across specialization also) | Semester | Total Credits |
|---|---|---|---|
| 1 | Social Development in India | Semester -4 | 3 |
| 2 | Disaster Management and Social Work | Semester -4 | 3 |
| 3 | Dalit and Tribal Social Work | Semester -4 | 3 |
| | **OR** | | |
| 4 | **Elective Optional Courses** ( Any One Course in addition to Two selected - Elective Optional ) | | |
| 5 | FCW - 5 , or FCW - 6 or , FCW - 7, or FCW - 8, or FCW - 9 | Semester -4 | 3 |
| 6 | MPSW- 5, or MPSW- 6 | Semester -4 | 3 |
| 7 | HRM- 5 or HRM-6 | Semester -4 | 3 |
| 8 | URCD/ TD – 5, OR URCD/TD- 6 | Semester -4 | 3 |

(**Center will decide and offer any one or more choices/ courses out of set of available courses)

**For Field work, Block Placement and other rules & regulations please refer website SP Pune University MSW- programme (Regulations, Scheme of Examination and Course Content)**

**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.

**Specialization/ Elective Courses:** Every recognized training Center of S.P Pune University selects its own areas of specialized training. (Course structure Refer- 2.6,7, 8,9,10).

## 7. INFORMATION ABOUT THE SPECIALIZATIONS

Karve Institute of Social Service offers four specializations. Trainees have the choice to select one specialization at the time of seeking admission, as per revised MSW syllabus & rules.

### 7.1 Family and Child Welfare

This specialization which focuses on all aspects of the family, qualifies graduates to work as Social Workers in institutions for women and children, Supervisors of the Integrated Child Development Scheme, as Family Counsellors in Family Courts, as Counsellors in schools and in a variety of research and development programmes. The trainees will have to work with individuals and families in crises, with children with emotional, adjustment and behavioural problems and with people with special needs, youth and senior citizens, and women's issues.

### 7.2 Human Resource Management

This specialization is concerned with the human resources and the dynamic situations in 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 sectors. Trainees are placed in industrial organizations for fieldwork during the second year.

### 7.3 Medical and Psychiatric Social Work

This is an essential qualification for employment as Medical and/or Psychiatric Social Worker in General Hospitals and medical settings. Trainees are placed for fieldwork in general hospitals, mental hospitals, child guidance clinics, de-addiction centres and social welfare departments of industries. Only those persons with an aptitude to work with the sick and willing to acquire knowledge of various physical and mental health problems may opt for this specialization.

### 7.4 Urban and Rural Community Development

This specialization equips social work graduates to work as Community Organisers, Supervisors and Project Officers in community based organisations working with the underprivileged groups in rural and urban areas. Trainees will be placed in both urban and rural settings for fieldwork during the second year of training. They will be expected to have a high level of motivation and develop skills to draw peoples' participation in community work carried out by Government and Non-Government organisations.

## 8. STUDENT SUPPORT SERVICES

**8.1 Health Care:** Institute has a tie up with a panel of doctors. Students are referred to appropriate doctors whenever required. University of Pune also has a panel of doctors. Students can avail their services, if required on payment of fees.

**8.2 Counselling Services:** Trained professional counselor provides counseling services on appointment basis and this service is available once a week on working days on the campus. This service is free of cost.

## 9. DISCIPLINE

9.1 Students admitted to the Institute will be subject to the disciplinary norms set by the Management, Director, Faculty and other appropriate Officers.

9.2 A copy of the Institute's Rules and Regulations will be given to the student after securing admission. All students are expected to abide by these rules throughout the period of training.

9.3 The Institute reserves the right to cancel the admission of any student who fails to observe the rules and discipline of the Institute

9.4 In case a student is found to be unsuitable for the social work profession due to valid reasons, the Director and the Faculty reserve the right to ask the student to discontinue the course at any time during the period of training.

### 9.5 RAGGING

As per the Supreme Court of India orders curbing ragging in educational institutions and UGC letter No. F 1-8/2006 (CPP II) dated 16th May 2008, ragging in any form is strictly prohibited in the College Campus, Field Work agencies or anywhere and during the tenure of the course. Involvement of students, directly or indirectly in any ragging activity will lead to cancellation of admission. Resolution and details are available on website.

**As per UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009, it is mandatory for every student admitted to the MSW programme to submit and affidavit (self and parent's) on Rs. 100/- stamp paper before 15-07-2018. The content of the affidavit will be provided to the students by the Institute.**

**9.6 Ministry of Human Resource Development Notification, New Delhi, the 2nd May 2016 University Grants Commission (Prevention, Prohibition and Redrasal of sexual Harassment of Women Employees and students in higher Educational Institutions) Regulations, 2015, as per regulation ICC Committee is constituted.**

**9.7 Wearing of Helmet by Staff and Students : While driving in to the Institutes premises Wearing of Helmet for 2 wheeler & Seat Belt for 4 wheeler is compulsory. No Vehicle will be permitted to enter the Institute's premises if found driven without wearing Helmet & Seat Belt and such vehicles has to be parked outside in premises of the Institute at owners risk.**

## 10. GRANT OF TERMS (As per revised rules No 16)

**10.1 As per attendance norms 100% attendance is expected at the Orientation Programme and Orientation Visits, Rural Visits / Camp, Advanced Orientation Programme, Field Work and Study Tour. Serious cognizance is taken of any absence without prior permission. Absence may result in cancellation of terms.**

**10.2 The University of Pune stipulates 75% attendance in the classroom vide University Pune Ordinance No.68, 69 and 70.**

10.3 In normal circumstances it is expected that students do not ask for leave of absence from any of the academic activities. In special circumstances leave may be permitted with prior intimation and approval of competent authority.

10.4 Leave of absence will be governed by the rules and shall not be accumulated over consecutive semesters.

10.5 The Director reserves the right to grant of terms. An undertaking will be taken from each student in relation to compliance of all the rules and regulations of this Institute at the time of admission

10.6 The Director's decision will be final and binding in all matters pertaining to student discipline.

**11. FIELD WORK (Rules No. 3.9 applicable as per revised pattern)**

11.1 Field work is a distinct feature and an integral part of the total MSW degree programme. Field Work enables the students to integrate and reinforce the theoretical knowledge and information acquired through classroom instruction and develop skills through actual practice under competent supervision from the agency and by the faculty supervisors. First and second semesters field work placements are generic in nature. During the second year students are placed in specialization-wise organizations for third and fourth semesters. Student is required to put in 15 hours per week in the organization in which he / she is placed for field work.

11.2 The field work component of the MSW course is organized into concurrent field work and block field work. The Institute has a well organized field work programme with a well developed curriculum. There is a major thrust in collaborative inputs by faculty and agency supervisors. Additional inputs throughout-station or issue-related camps may be given for enhancement of experiences. Apart from the concurrent field work, the Institute organizes Orientation Visits in the first semester Advanced Orientation Visits and Rural Camp in the second semester and the Study Tour in the fourth semester.

**12. RESEARCH PROJECT OR TERM PAPER (Rules No 5 & 6, applicable as per revised pattern)**

12.1 Every student is expected to conduct research on a selected topic, and submit the research report or term paper, as partial fulfillment of the requirements of the MSW degree. The faculty members guide the students in the process of conducting the research or term paper. Research Project is based on the application of the theory of Research Methodology. The Research Project or Term paper whatever is applicable is to be submitted (hard bound and soft copy in CD form) along with a copy of the Abstract at the end of the second year according to the stipulated schedule of the Institute.

**12.2 Completion of the Project Report or term paper and its approval by the Research Project/ Term paper Guide is a pre-requisite to appearing at the final examination of fourth semester.**

**13. SKILL AND RESEARCH LABORATORY**

13.1 Social work education lays great emphasis on developing appropriate skills required for working with people effectively. The Skill Laboratory is a unique feature of the Institute. It enables students to develop skills necessary for understanding self, communicating with and intervening with clients and making audio visual presentation and records. The laboratory provides organized opportunities and simulated experiences for developing the necessary skills and expertise for working with people.

13.2 The Research Laboratory provides the students with experience in designing research proposals, preparing tools for data collection, data processing and analyzing data, using statistical tests and presenting the data in a report form.

**14.** EXAMINATION, ASSESSMENT AND GRADE POINT AVERAGE (Rule No. 10, 11 & 12 applicable as per revised rules )

14.1 As per the University of Pune directive Circular No. 125 dt. 1 / 6 / 2011 w.e.f. 2011 MSW Semester wise Examination will be conducted by the Institute on behalf of the University of Pune.

**14.2 VIVA VOCE EXAMINATION**

14.2.1At the end of the second semester the students have to appear for Viva Voce examination which is conducted internally by the Institute on behalf of the University of Pune. This viva voce examination is based on field work, the research proposal and theory of research methodology.

14.2.2 At the end of the fourth semester, the final Viva Voce Examination is conducted by an external panel of examiners appointed by the University of Pune. This viva voce examination is based on the entire MSW curriculum including theory, field work, research project, professional development and allied areas.

## 15. BLOCK FIELD WORK PLACEMENT

After the Annual Examination of fourth semester of MSW course, the student is placed in an organisation for a period of 30 continuous days for Block Field Work. During this period the student is expected to work as an intern, study all the relevant aspects of the organization and learn to function as a full-fledged professional social worker. As per the University rules certification of satisfactory completion of block placement by the organization is necessary for declaration of the MSW result and obtaining the MSW degree.

## 16. SCHEDULE OF FEE FOR THE TWO YEARS MSW PROGRAMME

**MSW fees are likely to be revised by the Institute from time to time, subject to approval of Savitribai Phule Pune University. If revised the candidates are liable to pay the revised fee.**

**MSW 1ST YEAR**

| Fee | Domicile of Maharashtra state | OMS |
|---|---|---|
| Tuition fees | 1430.00 | 2860.00 |
| Other fees | 650.00 | 1300.00 |
| Field Work fees* | 3000.00 | 6000.00 |
| Seminar/workshop/Resource Faculty | 2500.00 | 5000.00 |
| Rural Camp fee | 1000.00 | 2000.00 |
| Medical Exam | 100.00 | 100.00 |
| Identity Card | 150.00 | 150.00 |
| Ancillary fee | 425.00 | 425.00 |
| Computer/Internet Facility | 1500.00 | 1500.00 |
| Students Orientation & Advance Orientation visits | 400.00 | 400.00 |
| Manuals/Learning Material | 1000.00 | 1000.00 |
| Eligibility form fees | 50.00 | 50.00 |
| Eligibility fees | 300.00 | 500.00 |
| Student Extra Curricular Activities | 1500.00 | 1500.00 |
| Sports | 100.00 | 100.00 |
| University Exam Fee 1st & 2nd Sem. | 1300.00 | 1300.00 |
| Internal Exam Fee | 500.00 | 500.00 |
| Development Fee | 1000.00 | 1000.00 |
| Library Deposit (Refundable within 1 year of leaving the institute) | 1000.00 | 1000.00 |
| **Total Rs.** | **17905. 00** | **26685.00** |

**16.2 MSW 2nd Year**

| Fee | Domicile of Maharashtra State (2018-2019) | OMS (2018-2019) |
|---|---|---|
| Tuition fees | 1430.00 | 2860.00 |
| Other fees | 650.00 | 1300.00 |
| Field Work fees* | 3000.00 | 6000.00 |
| Seminar/workshop / resource faculty | 2500.00 | 5000.00 |
| Study tour fees | 1000.00 | 1000.00 |
| Computer Internet Facility | 1500.00 | 1500.00 |
| Students' Extracurricular activities | 1500.00 | 1500.00 |
| Job Placement Cell | 200.00 | 200.00 |
| University Exam Fee 3rd & 4th Sem. | 1700.00 | 1700.00 |
| Internal exam Development fees | 500.00 | 500.00 |
| Development Fee | 1000.00 | 1000.00 |
| **Total Rs.** | **14980.00** | **22560.00** |

***** The above fee includes the cost of Field Work file, Field Work Manual, Research Manual and other learning resource materials provided by the Institute**.**

***NOTE***

16.3 Students from outside Maharashtra State will have to pay double the amount of tuition fees and other fees as indicated in the table**.**

16.4 Foreign students will have to pay five times the amount of total fees payable at the time of admission. Students from SAARC except Pakistan and Bangladesh will have to pay three times of the total fees as per University circular dated 10-03-2004.

16.5 Apart from the fees students will have to incur the following expenses:

a) Field Work - Rs. 900/- approximately (per month)
b) Rural Camp Rs. 1000/- approximately ( if required).
c) Study Tour Rs. 8000/- approximately
d) Project Report work Rs. 4000/- approximately

**17. RULES REGARDING CANCELLATION OF ADMISSION AND REFUND OF FEES**

**17.1 Refund of tuition fee**

The candidate cancelling his/her admission after the commencement of course will be entitled to receive the refund of fees after deductions of the amounts as indicated below as prescribed by the State Government/University/Competent Authority.

| 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 30th days from the date of Commencement (first day is inclusive) | 40% of the total fees |
| 3 | After 30 days (First day is inclusive) | No refund |

*(Ref : Pune University letter No. Shaikshanik Pravesh/225 dt.15-01-2010) and Pune University circular No. Law/2002/365 dt. 30-10-2002*

17.2 Students who have failed in their degree examination after securing admission for M.S.W. are permitted by the University to apply for verification and re-evaluation. They will be given provisional admission. If there is no change in degree result, his/her admission to MSW will be cancelled. As per the Pune University circular No. 232/1981-82 dt. 11-06-2007 total fees will not be refunded if the result after re evaluation is failure.

**18. THE LIBRARY & OTHER FACILITIES**

**a. Library**

The Institute Library has vide range of books, journals and periodicals related to the fields of social work and related subjects. Library subscribes various magazines and research journals and also receives newsletters, bulletins, and annual reports from a variety of organizations. The Library also maintains paper-clippings in files on various topics related to social work. The Library is open from 8.00 a.m. to 4.00 p.m. from Monday to Saturday. The Library also has collection of e-resources, audio and video cassettes on subjects of relevance to the field of social work.

**b. Job Placement Cell**

The Institute has a well established Job Placement Cell which receives number of recruitment letters from the various organizations from all over India. The Cell organizes campus interviews during the fourth semester. The Cell provides job placement services on payment basis for students from other Social Work institutes.

The Cell organizes sessions by experts to guide students in preparing their bio-data and for appearing for job interviews.

**c. NET/SET Examination Guidance Counseling Service:**

This Centre regularly conducts lectures for Social Work students to prepare them for appearing for the SET/NET examinations.

d. **Computer Lab**:

An up-to-date Computer Lab with broad band internet and WI-FI facility is available to the students due to which students have access to variety of e-journals and e-books.

## 19. OTHER ACADEMIC PROGRAMMES OF THE INSTITUTE

### a) M.Phil in Social Work (un-aided)

At present the M.Phil degree is not a pre-requisite for obtaining the Ph.D. degree. However, this training strengthens the base in research methodology which helps in the doctoral study.

The M.Phil is also a desirable qualification for posts in Research and Training institutes at the national and international level

### b) Ph. D. Programme (un-aided)

The Institute is recognized centre of Savitribai Phule Pune University for Ph.D. in Social Work. Admissions to Ph.D. programme are routed through the University. The Institute has a well equipped social work library for Ph.D. scholars. Institute conducts several programmes to enhance research competency of Ph. D. scholars throughout the year.

### c) International University Collaboration:

Since the past many years the Institute has collaborated with foreign universities, these Include:

1. International Development Studies, Minnesota University, USA
2. Orebro University, Sweden
3. Takahashi Institute of Kibi International University, Japan
4. Institute of International Studies, Valencia University, Spain
5. Queen's University Belfast, Northern Ireland
6. Finland University, Finland

**TENTATIVE ACADEMIC CALENDAR:MSW PROGRAMME**
**JULY 2018 TO JUNE 2019**

| Month (Period) | 1st Year | 2nd year |
|---|---|---|
| **3rd July 2018**<br><br>**4th July 2018** | Directors Address t the students and parents<br>Orientation programmes begins | Directors Address and<br><br>Teaching programme begins |
| July 2nd week | Regular teaching and orientation visits begin | Teaching and research work |
| August | Workshops and seminars on orientation visits (first week of August) | Teaching , Field Work and Research Work |
| August | Concurrent Field work begins (August 2nd week) | Teaching , Field Work and Research Work |
| | Medical check-up (August 4th week) | Teaching , Field Work and Research Work |
| September | Research Project Orientation | Teaching , Field Work and Research Work |
| October 3rd week | Theory classes and field work for the semester ends | Theory classes and field work for the semester ends |
| October 4th and 5th week | Evaluation conferences and viva voce of field work | Evaluation Conferences and Viva Voce of field work |
| 1st week & 2nd week of November | Exam preparation Leave Diwali Closure | Exam preparation leave Diwali Closure |
| November 15th November onwards | Semester Examination – I (University of Pune) | Semester Examination-III (University of Pune) |
| December 1st week to 3rd week | Rural Camp and seminar | Study tour |
| December end | Finalization of Research Work topics | Work on Research Project |
| January 01-01-2019 **Commencement of 2nd semester/ 4th semester** | Theory Classes, Field Work and labs begin | Theory Classes, Field Work begin |
| January 2nd or 3rd Week | Theory Classes, Field Work and labs continue | Study Tour seminars |
| February 3rd and 4th week approximately | Annual Sports competitions, Special Day Celebrations and Annual Gathering | Annual Sports competitions, Special Day Celebrations and Annual Gathering |
| March | Submission of final research Proposal, theory classes and field work end. | Submission of Research Project reports (by 15th March 2019) |
| April 1st week | Advanced orientation visits | Theory classes continue |
| April 2nd week | A.O. visits seminar | Theory Classes and Field Work end |
| April 3rd & 4th week | Evaluation Conferences and University viva voce | Evaluation Conferences and viva voce (Field Work) |
| May 1st week | Preparation leave for Semester II Exams | Preparation leave for Semester IV exams |
| May – June | University Exam Semester II as per University schedule | University Final Exam Semester IV as per University schedule |
| June July | Data Collection | Block Placement |

* Exact dates would be declared from time to time according to the University circulars and Institute's decisions.

**JOB OPPORTUNITIES**

1. Counsellors in Family Court
2. Non-Governmental organizations working for adoption, sponsorship programme – Social Worker
3. School Social Work
4. Family Counesllling centres
5. Mental Health Institutions and De-addiction Centres
6. Govt. and Private Hospitals
7. Blood Bank and Municipal Corporation Hospitals
8. Community Health Projects
9. Govt. Health Departments
10. HR in Industries and multi-national groups/corporate sector such as small scale/medium/large scale industries
11. HR in Service and IT Industries
12. Financial sectors
13. Government and NGO projects for Watershed Development, Drinking Water and other rural development issues
14. Department of Women and Child Development
15. Department of Social Welfare
16. Zilla Parishad
17. Social Work Education
18. Opportunity abroad for education and jobs
19. C.S.R. in Industry

**LOCATION OF THE INSTITUTE**

About 6 k.m. from Deccan Gymkhana, Near Maharshi Karvee Stree Shikshan Sanstha on the hillside, Karvenagar Pune 411 052

| | | |
|---|---|---|
| Bus Routes | : | Selection |
| From Deccan Gymkhana | : | 82,84,85, |
| From Swargate | : | 78,95 |
| From Corporation | : | 80 |
| From Pune Station | : | 143,174,249 |
| From Sahakarnagar | : | 97 |
| From Chinchwad | : | 276 |
| From Kirkee Bazar | : | 277 |
| From Hadapsar | : | 202 |
| From Nigdi | : | 281 |

The nearest bus stop to the Institute is called 'Wadacha Stop' which is between Dahanukar Colony and Karevnagar Bus Stops.

**LIST OF DOCUMENTS**

Self Attested photocopies of the following documents must be enclosed with the hard copy or printout of online application form

| | | |
|---|---|---|
| **1** | **S.S.C. Certificate & Marksheet** | **If attached please tick mark** |
| **2** | **H.S.C Certificate & Marksheet** | |
| **3** | **Graduation Degree Certificate & Marksheet** | |
| **4** | **Master's Degree / Diploma Certificate and Marksheet** | |
| **5** | **Fitness Certificate from doctor** | |
| **6** | **Two Testimonials/Two Character Certificates** | |
| **7** | **A note on family background** | |
| **8** | **A note on choice of Social Work as a career** | |
| **9** | **Experience Certificate (if working)** | |
| **10** | **No Objection Certificate (If employed)** | |
| **11** | **Certificates stating Participation in Co-curricular and Extracurricular Activities** | |
| **12** | **Caste Certificate(if applicable) and Caste Validity Certificate** | |
| **13** | **Caste Certificate, Caste validity certificate and latest Non creamy layer certificate if belonging to VJ/DT(A), NT(B),NT(C),NT(D),OBC or SBC category** | |
| **14** | **Government of India Scholarship: Sanction order No./ Concession certificate from previous college(if applicable)** | |
| **15** | **Adhar Card** | |
| **16** | **Latest passport size photographs – 6 Nos. at the time of final admission** | |

**Karve Institute of Social Service**
18, Hillside, Karvenagar, Pune – 411 052

**Orientation Programme on MSW Admission Process 2018-19**

Karve Institute of Social Service is organising an orientation programme on MSW Admission process (Written Test, Group Discussion and Personal Interview) for all the categories of students and specially for Backward Class candidates seeking admission to MSW Programme 2018 –19, on Monday 18th, June 2018 at 11.00 am and 2.00 p.m., at the Conference Hall of the Institute**.**

Interested students can attend the same. Kindly confirm your participation by filling up the enclosed registration form.

**Dr. Deepak M. Walokar**
**Director**

----------(Cut here)---------- (Cut here)----------

To,
The Director
Karve Institute of Social Service
18, Hillside, Karvenagar, Pune – 411 052

Dear Sir,

I am willing to attend the Orientation Programme for MSW Admission process 2018-20 on- Tick (√) the suitable batch.

BATCH I : on Monday 18th June 2018 , at 11.00 am at the Conference Hall of the Institute.

BATCH II : on Monday 18th June 2018, at 2.00 p.m. at the Conference Hall of the Institute.

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**REGISTRATION FORM**

**Orientation Programme on MSW Admission Process**

**1. Name:** _____
(IN BLOCK LETTERS) (SURNAME) (FIRST NAME) (MIDDLE NAME)

**2. Caste/category** 1. Open, 2.OBC/SBC, 3.SC 4.ST 5.DTA 6.NTB
7.NTC 8.NTD 9.EBC 10.Physically handicapped

**3. Contact:** Phone: Residence: _____ ; Mobile No.: _____

Name of the Student: _____ Signature