Karve Institute of Social Service

NAAC ACCREDITED 'A' Grade

PROSPECTUS 2025-2027

MSW PROGRAMME

Permanent Affiliated & Recognized by

Savitribai Phule Pune University

ACADEMIC COURSES

- **Master of Social Work (M.S.W.)**
- **Doctor of Philosophy (Ph.D.) in Social Work**
- **ICP –IICA Certificate Program in CSR Approved and Recognized by IICA, Ministry of Corporate Affairs, Government of India**
- **Post Graduate Diploma Course in Corporate Social Responsibility (PGDCSR)**
- **Post Graduate Diploma in Counseling and Mental Health (PGDCMH)**
- **YCMOU Centre**
- **Certificate Programme in Research Methodology and SPSS**

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-275Pune)

Recognitions

- Permanent Affiliated recognition as Postgraduate Centre for the MSW degree course of Savitribai Phule Pune University No. PG/AF/15/6389 dt. 30.8.1976
- Recognized Constituent Institute of the University of Pune under Section46(5) of the Savitribai Phule Pune University Act – 1974 (CA 1356 dt.26-7-1983)
- Recognition of Savitribai Phule Pune University 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 degree programme vide letter No.CA/96/95 dated16.1.1995 of Savitribai Phule Pune University.
- Recognition for the Ph.D. programme vide circular No.21/95, dt.6-2-95 of Savitribai Phule Pune University

Registered Office

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

Telephone No. : 7517835431

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

E-mail id **:** **kinsspune@karveinstitute.edu.in** |

website : **https://www.karveinstitute.edu.in/**

** Application Form **https://www.karveinstitute.edu.in/**

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

Important Instructions for the candidates

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

Step 1 : Only ONLINE forms are accepted and students must submit the hard copy of all documents to office before the last date of submission.

Step 2 :All the candidates who have applied online shall pay Rs600/-(open Category)400/-for reservation category candidates – as Entrance test Registration fee(Non Refundable). The students of reservation category should submit Xerox copy of caste certificate

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

Step 4 :Please attach the Original/Xerox receipt of Rs. 600/- & 400/- of online payment and all documents (As per list of documents on page no. 24) with the print out of the application form (Online application).
This must be received by the Institute on or before 10th June 2024. (This can be submitted in person, via post or currier service). The Institute will not be responsible for postal delays, for what so ever reasons.

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, Karvenagar Branch, Pune, IFSC Code IDIB000C137. Account No. 490039617, saving account. (Please send the receipt by email immediately for information with your full name to kinsspune@karveinstitute.edu.in , once you deposit the amount.

Other Instructions :

- 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 at his own risk.

In case of any queries please contact office on 7517835431 between 10.30 a.m. to 5.00 p.m. or send mail on : **kinsspune@karveinstitute.edu.in**

TIME TABLE OF ADMISSIONS

(June 2025 to July 2027)

MSW ADMISSIONS : CALENDAR OF EVENTS

No.	Event	Day and Date	Time
1	Last date for receiving Online form and Printout of Application Forms	Saturday, 14.06.2025	Up to 5.00 p.m.
2	Orientation to Admission procedure and Test	Monday, 16.06.2025 Tuesday, 17.06.2025	11.00 a.m. 11.00 a.m.
3	Reporting at the Institute and Registration	Wednesday, 18.06.2025	9.00 a.m.
4	**Written Test**	**Wednesday, 18.06.2025**	**10.00 a.m. to 12.00 p.m. (Reporting time: 9.00 a.m.)**
5	Display of list of shortlisted candidates for GD & PI	Saturday, 21.06.2025	5.00 p.m. onwards
6	**Group Discussion and Personal Interview**	**Monday, 23.06.2025**	**9.30 a.m. onwards**
7	**Display of final selection list**	**Thursday, 26.06.2025**	**5.00 p.m.**
8	Payment of fees (to confirm admissions)	Friday, 30.06.2025 till Saturday, 05.07.2025 (up to 4.00 p.m.)	Through Indian Bank , Karvenagar Branch up to 4.00 p.m.
9	Last date of payment (for waiting listed candidates)	Monday, 07.07.2025 Up to 4.00 p.m.	Through Indian Bank, Karvenagar Branch up to 4.00 p.m.
10	Session I: Director's Address for all admitted students (Compulsory)	Tuesday, 08.07.2025	11.00 a.m.& 12.00 noon
11	Session II: Orientation to all parent and Local Guardians (Attendance of parents/ local guardian is compulsory)	Tuesday, 08.07.2025	12.30 p.m. to 1.30 p.m.
12	Orientation Programme for admitted students	Wednesday, 09.07.2025	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
3. College reopens/begins for regular classes. Attendance Compulsory

:: DIRECTOR ::

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

:: FACULTY ::

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

Prof. Dr. Sharmila Ramteke, M.S.W, Ph. D. Savitribai Phule Pune University, Pune

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

:: Assistant Professor(Ad-Hoc)

Mr.Chetan Diwan,MSW, Shivaji University,Kolhapur, M.Phil Central Institute of Psychiatry, Ranchi

Mr. Chayan Pardhi, MSW, University of Pune, MBA, Bharati Vidyapeeth, Pune

:: VISITING FACULTY/ GUEST FACULTY ::

Dr. Anuradha Patil- M.S.W.,M.Phil, Ph.D.

Mr. Vivek Deshpande, MSW, LLM

Dr. Suprakash Chaudhary, Doctor

Dr. Sachin Ganorkar, Doctor

Mr. Vasant Kamat, MBA

Mr. Navneet Wadakar, MSW

Mr. Gopal Dubey, MSW

Mr. Anil Vargis, MSW

Ms. Deepali Deshmukh, MSW

Adv. Ketaki Ambekar, MSW

Ms Rucha Borwankar, MSW

Ms Sadhavi Rane, MSW

Mr. Kunal Jaiswal, MSW

Mr. Md Zaid Attar, MSW (Project Manager – CSR)

Mr. Rahul Bidve, MSW (Project Manager – CSR)

:: OFFICE STAFF ::

Ms Nisha Akhade, Accountant, M.Com

Ms. Bharati Gaikwad, Typist Clerk, B.A

:: LIBRARY STAFF ::

Mr. Mangesh Talmale, Librarian B.E. M.Lib., M.Phil., PGDCM

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

Ms. Madhuri Mane, Library Assistant, M.A., M.Lib.

Mr. Ravindra Dhadwad, Library Assistant, B.A., M.Lib.

Mr. Nitin Bhosale : IT support

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., 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 :

- Family and Child Welfare
- Human Resource Management
- Medical and Psychiatric Social Work
- Urban and Rural Community Development

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

2. ELIGIBILITYTERMS AND CONDITIONS

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 2021 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 working or deputed by State / Central / Union Tertiary Government / Public Sector or Private/ NGO and Civil Society organizations should apply through proper channel with appropriate NOC (No Objection Certificate) from the concern authority.

2.4 Those Candidates are employed by State /Central / Union Tertiary Government / Public Sector Working or Private NGO and Civil Society organization mandatory to submit NOC (No Objection Certificate) along with admission form. If candidate fail to submit NOC, (No Objection Certificate), the candidates admission form will not be processed and will be treated as cancelled.

2.5 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.

2.6 Candidates should submit Eligibility documents in stipulated time. In case of non submission his/her admission will be treated as 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. Organizations 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

TIME TABLE OF MSW ADMISSION 2025-27:

MSW Admission forms will be available on Institute's website from **15th April 2025 to 14th June 2025.** Only online forms will be accepted. The Institute entrance Test dates and time table is separately mentioned. It will also be notified on website as well. However in case of inevitable circumstances. it is subjected to change as per Government of Maharashtra, UGC and Savitribai Phule Pune University guidelines.

4. THE ADMISSION PROCEDURE

4.1 Application for Online Admission

4.1.1Applications for admission should be made only on Online on Link:**www.karveinstitute.edu.in**

(Facility of online submission of form is available on the above link)The candidates who submit the online form should payment Rs. 600/- or 400/-(for reservation category). It is compulsory make online.

4.1.2 All application forms duly completed along with Entrance test Registration Fee Rs. 600/- for Open category and Rs. 400/- for reservation category (Non Refundable) Electronic transfer should reach the Institute Office. (Indian Bank, Karvenagar Branch, Pune-411052, IFSC Code IDIB000C137, Account No. 490039617, saving account.)

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 31-03-2022issued 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

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 **Wednesday,18th June 2025 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 and Marathi**. Candidates can write the answers either in English or Marathi**. However, there will be some questions which will have to be written only in English for those candidates who are attempting/ solving paper fully in Marathi.**

Stage 2:**All the candidates are expected to note this condition.** The candidates will be shortlisted on the basis of their performance at the written test. The list of the short-listed candidates will be displayed on the notice board and website of the Institute at 5.00 p.m. on

Saturday, 21st June 2025 along with the schedule for the Group Discussion and Personal Interview.

The candidates will appear for the Group Discussion and the Personal Interview which will be held on **Monday, 23th June 2025 at 09.30 a.m. onwards. The Group Discussion** will have weight-age of 50 marks also **The Personal Interview** will have weight-age of 50 marks.

Stage 3.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 Thursday, 26th June 2025 at 5.00 p.m.**

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4.3.3 No separate call or letter will be sent to candidates regarding the Entrance Test. All candidates who have sent their application forms, should report for the **Entrance Test.**

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. The candidates have to pay the fees through **Indian Bank, Karvenagar, Pune 411052, 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 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 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.

4.4.7Applications for Eligibility Certificates are to be sent to The Registrar, Savitribai Phule Pune University, (Formerly Pune University) 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.

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

- **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.**
- **Pan Card is Compulsory for eligibility purpose.**

5. RESERVATION OF SEATS

With regard to reservation of seats for the admission or revised 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 TEM/3397/12926(9086) 11th July 1997 (SBC to be accommodated in OBC category)

5.4 Government of Maharashtra Resolution Women and Child Welfare Dept. No: AMUJA-2011/PR. KR.212/KA-3 Dated April,2018

5.5 Government of Maharashtra Resolution No. SAKIRNA-2018 /PR .KR.231/TE-4 Dated 25th June, 2018

(5% reservation for the people with disabilities)

5.6. Government of Maharashtra Resolution No. SAKIRNA-2019/PR.KR 22/VISHI-3 Dated 8th March, 2019

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

Admission Quotas

		Graduates from Savitribai Phule Pune University	Graduates from other universities	Total No of the students
A	Open category Total Seats 30 SEBC 12% Open 38% From Open 10% seats reserve to EWS Out of 16 seats, 2 seats will be Reserve to SPPU (16/10=1.6% i.e. 2) Out of 7 seats 1 seat will be Reserve to Other Universities (7/10=0.7% i.e. 1)	 05 16 21	 02* 07 09	 07 23 30
B	Reserve Category : total seats 30	21	09 (Applicable only to the Universities in Maharashtra)	30
C	Scheduled Castes &NavBoudh 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

5% seats – (Horizontal Reservations) 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.

5.9 1% Orphans (Horizontal Reservations)

6. The National Education Policy (NEP) 2020 w.e.f. 2024 A.Y.2024-25 onwards

The National Education Policy (NEP) 2020 and SPPU University guidelines, the Master of Social Work (MSW) syllabus is implemented w.e.f. 2024 A.Y.2024-25 onwards.

MSW -Master of Social Work - Course Curriculum Pattern: Semester-wise and choice-based pattern to be implemented w. e. f.-June-July 2024

MSW Programme structure

The MSW degree will be awarded to students who complete a total of 90 credits in minimum of two years taking, total 20 Courses/ papers, 12 Generic courses and 08 Specialization courses (student shall select any one specialization), in four semesters. Five papers per semester, field work, research (Dissertation) as per semester structure, components, and credit patter. Total credits for M.S.W programme will be 90.

The structure of the course shall be as under	**Marks**	**Credits**
1.Written theory papers 5(4 cr) x100 = 500 and 16(2cr) x50 = 800)	1300	52
2. Field work: 150 marks per semester 150 x 4	600 marks	24
3. Research Dissertation (Submitted in Semester IV)	100	8
4. Skill Lab (Sem. I,II,III) @50 x3	150	4
5. Viva Voce (Semester II and IV) @ 50 marksx2	100	2
Total	**2250 Marks**	**90**

1.1 Eligibility: Graduates of any University recognized by the Savitribai Phule Pune are eligible to apply for the MSW degree programme.

1.2 Medium of Instruction: The medium of Instruction shall be English. However, Savitribai Phule Pune University of Pune permits students to write examination answer books in Marathi.

1.3 Subject Areas: UGC (2019) recommends a two credit Compulsory Community Engagement Course, with at least 50% in the field, in each faculty and discipline for all UG and PG students in HEIs. In fact, social work subject areas focus systematically on community well-being through its knowledge, values, and skill subject areas. The Social Work discipline-specific Core Courses and discipline-specific multidisciplinary Elective Courses and Open General Elective Courses/ Social Work Specializations / Concentrations, and Ability Enhancement Courses are identified and adapted based on the learning outcomes at master level and contextualized. It is important to note that the social work methods and specializations have used the term 'social work,' as some of them have been overlapping with terms used by other disciplines.

Framework of Semester wise Credit Allocation

TABLE NO. 1

No	Courses	Type of Courses, Choice & Option	Marks	Credits
Semester – I				
	Open Elective Foundation	**OE :**Generic Foundation Elective Courses		
	Courses: (A n y Two)	**Any TWO out of Four**		
1	**OE-01:** Sociology for Social Work	(OE- 1 or 2 or 3 or 4)	100	4
2	**OE-02:** Psychology for Social Work			
3	**OE-03:** Economics and political Science for Social Work			
4	**OE-04:** Universal Human Rights and Indian Constitution			
5	**MSW-01:** Professional Social Work: History, Ideologies and Perspectives	**MSW:** Compulsory Core Domain Course	100	4
6	**MSW-02:** Social Work Method for Working with Individuals and Families	**MSW:** Compulsory Method Courses	100	4
	MSW-03: Social Work Method for Working with Groups			
7	**RM-01:** Introduction to Social Work Research	**RM:** Research Methodology Compulsory course.	50	2
8	**MSW-04:** Induction and Skill lab for Social Work Practice	**MSW:** Skill Based Compulsory Course	50	2
9	**FW-1** Field Practicum (F i e l d Work)	**FW:** Skill Bases Compulsory Course	150	6
		Total	**550**	**22**
Semester –II				
10	**MSW-07:** Development Communication	**MSW:** Compulsory Core Domain Course	50	2
11	**MSW-05:** Social Work Method for	**MSW:** Compulsory Method Courses	100	4
	Community Organization and			
	Development			
12	**MSW-06:** Social Work Method for Social Action and Advocacy			
13	**RM-02:** Use of Statistics and application of Computer for Research	**RM**: Research Methodology Compulsory course	50	2
14	**OE-05**: Green Social Work	**OE:** Core Domain Open Elective Courses (Any two)	100	4
15	**OE-06:** Disaster Management & Social Work Intervention			
16	OE-07: School Social Work			
17	OE-08: Community Health, Mental Health & Environmental Hygiene			
18	OE-09: Training and Development			
19	OE-10: Corporate Social			

	Responsibility			
20	OE-11: Women's Issues and Development Initiatives			
21	OE-12: Youth Development			
22	OE-13: Family Life Education			
23	OE-14: Social Work Intervention in Illness and Disability			
24	OE-15: Approaches in Health Care Administration and Management			
25	OE-16: Natural Resource Management and Climate Change			
26	OE-17: Advocacy, Human Rights and Social Justice			
27	MSW-08: Skill Lab for social work practice (Training on essential Life Skills)	MSW: Skill Based Compulsory Course	50	2
28	FW-2: Field Practicum (F i e l d Work)	FW: Skill Bases Compulsory Course	150	6
29	OJT -1: Summer Field Placement	OJT: Mandatory On Job Training	--	--
30	FV-2 Viva -voce examination (E n d Sem.- II)	Compulsory	50	2
	(2 credits x 1) per sem. 50 marks			
		Total	**550**	**22**
Semester- III				
31	**MSW-09:** Social Policies and Programmes	**MSW:** Compulsory Core Domain Course	50	2
32	**MSW-10:** Social Welfare and Development Administration	**MSW:** Compulsory Core Domain Course	50	2
33-42	**OES:** HRM-01, HRM-02, FCW-01, FCW-02, MPSW-01, MPSW-02,TD-01, TD-02, URCD- 01 & URCD-02	**OE:** Elective Specialization Courses any two	200	8
43	**RM-03:** Social Work Research Skills Lab	**RM**: Research Methodology Compulsory course	50	2
44	**MSW-11**: Social Work Practice Skills Lab Professional Competencies for Social Work Practice	**MSW:** Skill Based Compulsory Course	50	2
45	**FW-3-** Field Practicum (Field Work)	**FW:** Skill Bases Compulsory Course	150	6
		Total	**550**	**22**
Semester – IV				
46	**MSW-12** Participatory Planning and Strategic	**MSW:** Compulsory Core Domain	100	4
48	Management	Courses		
	MSW-13: Management and administration of Non- Profit organization			
49-53	**OES- 4.** Specialization Elective Course- 4 (FCW-3, HRM-3, MPSW-3,URCD-	**OE:** Elective Specialization Courses any one	100	4

	3,TD-3)			
54-59	**OES 5.** Specialization Elective Course 5 (FCW-4 , HRM-4, MPSW-4,URCD-4, TD- 4)	**OE:** Elective Specialization Courses any one	100	4
60	**RM-04:** Research Dissertation	**RM**: Research Methodology Compulsory course	100	4
61	FW-4: Field Practicum (Field Work)	**FW:** Skill Based Compulsory Course	150	6
62	OJT -2 One Month Block Placement/Internship	**OJT:** Mandatory On Job Training	--	--
63	FV- 4 Viva -voce examination(End Sem.- IV) (2 credits x 1) per sem. 50 marks	Compulsory	50	2
		Total	**600**	**24**
		Total Marks	**2250**	**90**

Specialization/ Elective-wise Compulsory, Optional and Choice based courses
TABLE NO.2

Courses No.	Elective –Compulsory & Optional Courses	Semester	Credits
FCW- Family and Child Welfare			
FCW -1	The Field of Family and Child Welfare	Semester -3	2
FCW -2	Family Sociology and Family Dynamics	Semester -3	2
FCW -3	Socialization of the Child and Child Welfare	Semester -4	2
FCW -4	Counselling - Theory and Practice	Semester -4	2
HRM- Human Resource Management			
HRM – 1	Human Resource Management	Semester -3	2
HRM – 2	Labour Legislation and Industrial Relations	Semester -3	2
HRM - 3	Employee Welfare and Trade Union	Semester -4	2
HRM - 4	Organizational Behavior	Semester -4	2
MPSW- Medical and Psychiatric Social Work			
MPSW -1	The Field of Medical and Psychiatric Social Work	Semester –3	2
MPSW -2	Advanced Medical Information for Medical & Psychiatric Social Workers	Semester -3	2
MPSW -3	Psychiatric Information in Child and Adult Psychiatry	Semester -4	2
MPSW - 4	Counselling: Theory and Practice	Semester -4	2
URCD- Urban and Rural Community Development			

URCD – 1	Issues of Urban, Rural and Tribal Communities and Governance	Semester -3	2
URCD – 2	Development Economics	Semester -3	2
URCD – 3	Management of Community Projects	Semester -4	2
URCD – 4	Community Work Sectors and Interventions	Semester -4	2
TD- Tribal Development			
TD- 1	Tribal Society and Issues	Semester -3	2
TD- 2	Tribal Development Administration	Semester -3	2
TD- 3	Tribal Policies & Laws	Semester -4	2
TD- 4	Environment & Tribal Development strategies	Semester -4	2

(**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 Savitribai Phule Pune University MSW- programme (Regulations, Scheme of Examination and Course Content)

Theory Courses: (For course details refer MSW revised syllabus – unipune.ernet.in)

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. Once the candidates selected his/ her choice of specialization will be final and it will not be changed in future on any circumstances.

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 behavioral 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, IT and NGO 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 centers 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 Organizers, Supervisors and Project Officers in community based organizations 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 organizations.

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 and Other Rules

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 at any semester who fails to observe the rules and discipline of the Institute

9.4 In case a student is found to be unsuitable or physically or Mentally unfit 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 In regard to Physical or Mental fitness, the Institute can refer such student to Savitribail Phule Pune University panel of doctor or Government Hospital/Civil surgeon for necessary checkup and to certify and produce physical or mental fitness certificate.

9.6 There is no leave for self-marriage and maternity. In case of maternity and long leave the student needs has to take a leave of 6 months and hence it will be treated as a gap. The student will have to repeat the semester again.

9.7 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 program to submit an affidavit (self and parent's) on Rs. 100/- stamp paper before 31-08-2021. The content of the affidavit will be provided to the students by the Institute.

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

9.9Wearing 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 begoverned 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 or during the any semester of course.

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 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 organization 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.

Particular	Domicile of Maharashtra state (MS)	Outside Maharashtra State (OMS)
MSW 1ST Year	*** Rs. 26100.00 – Rs. 30000.00**	***Rs. 36725.00 – Rs. 40500.00**
MSW 2nd Year	*** Rs. 22500.00 – Rs. 28000.00**	***Rs. 28800.00 – Rs. 40500.00**

*** The fee structure for MSW 1st and 2nd year is subject to change as per the notifications issued by Savitribai Phule Pune University. The approximate fee amount is mentioned in the above chart.**

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 independently the following expenses:
a) Field Work - Rs. 900/- approximately (per month) (Travel to & fro/semester)
b) Rural Camp Rs. 1,000/- approximately (if required) (Accommodation & food etc.)
c) Study Tour Rs.8,000/- to 10,000/- approximately (Local Transport, Accommodation, Food, visits etc.
d) Project Report work Rs. 4,000/- to 5,000/- approximately (Typing, Printing, Binding etc.)
e) The students will be charge Rs 25/- per bonafide

17. RULES REGARDING CANCELLATION OF ADMISSION AND REFUNDOF 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.

If a student chooses to withdraw from the program of study in which he is enrolled, the college/institution concerned shall follow the following five – tier system for the refund of fees remitted by the students.

Sr.No.	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is received in the Institute
1	100 %	Within 10 days from the date of admission taken by the student concern
2	90 %	After 10 days and before 15 days from the date of admission taken by the student concern
3	80 %	After 15 days and before 20 days from the date of admission taken by the student concern
4	50 %	After 20 days and before 30 days from the date of admission taken by the student concern
5	00 %	After 30 days from the date of admission taken by the student concern

Note :

- *In case of Sr. No. (1) in the table above, the college/ institution concerned shall deduct all amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- a processing charges from the refundable amount.*
- *Fees shall be refunded by all college/institution to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.*

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

- **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 10.00 a.m. to 5.00 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.

- **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.

- **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.
- **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.

- **Smart Digital Classrooms:**
  In our commitment to providing a state-of-the-art educational experience, our institute's classrooms are fully equipped with smart boards, enhancing both teaching and learning processes. These advanced interactive displays allow faculty to deliver complex concepts through dynamic, multimedia presentations, fostering a deeper understanding and greater student engagement. Beyond instructional use, students can also harness these smart boards to access real-time information, collaborate on projects, and enhance their presentations, thus significantly enriching their learning journey. This integration of technology into our curriculum not only prepares students for a digital future but also enhances their academic environment by making it more interactive and accessible.

19. OTHER ACADEMIC PROGRAMMES OF THE INSTITUTE

- **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. The Institute conducts several programmes to enhance research competency of Ph. D. scholars.

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

- International Development Studies, Minnesota University, USA
- Orebro University, Sweden
- Takahashi Institute of Kibi International University, Japan
- Institute of International Studies, Valencia University, Spain
- Queen's University Belfast, Northern Ireland
- Finland University, Finland
- The Norwegian University of Science and Technology (NTNU)

JOB OPPORTUNITIES

- **Counselors in Family Courts**
- **Social Workers in Non-Governmental Organizations**: Specializing in adoption, sponsorship programs, and child welfare.
- **School Social Work:** Supporting student welfare in educational settings.
- **Family Counseling Centers**: Offering therapeutic and support services to families.
- **Mental Health Institutions and De-addiction Centers**: Providing counseling and rehabilitation services.
- **Healthcare Settings:** Including government and private hospitals, community health projects, and specialized institutions like blood banks.
- **Municipal Corporation Hospitals:** Working on public health and administrative roles.
- **Environmental Projects:** Engaging in initiatives aimed at sustainability and environmental protection.
- **Public Health Departments:** Focusing on community health, disease prevention, and health education.
- **Human Resources in Various Sectors:** Including manufacturing, service industries like IT, and multinational corporations, focusing on employee well-being and organizational development.
- **Labour Welfare Officer in Government and Private Sector:** Focused on the well-being, working conditions, and rights of workers, ensuring compliance with labor laws and promoting a positive work environment.
- **Financial Sector:** Working on projects related to financial inclusion, literacy, Micro Finance Institutions and support services
- **Rural Development Projects:** Government and NGOs initiatives focused on watershed development, drinking water schemes, and rural welfare.
- **Urban Development Projects:**: Focused on improving the infrastructure and services in urban areas to enhance the quality of life for residents.
- **Women and Child Development:** Engaging in programs aimed at improving the lives of women and children through targeted interventions.
- **Social Welfare Departments:** Government and NGOs Implementing and managing welfare programs and services
- **Local Government Bodies:** Such as Zilla Parishad, working in community development and administrative roles.
- **Social Work Education:** Teaching and research positions in academic institutions.
- **Research and Development in Social Work:** Engaging in innovative research aimed at improving social work practices, developing new intervention strategies, and advancing the knowledge base of the field.
- **International Opportunities:** Including education and professional positions abroad.
- **Corporate Social Responsibility (CSR) in Industry:** Designing and leading initiatives that fulfil social and environmental responsibilities of the corporate sector.
- **CSR Projects**: Opportunities for social work professionals to collaborate with businesses on initiatives that promote social welfare and sustainable development.

This comprehensive range reflects the versatile and critical roles that social work professionals play in various sectors, contributing to societal well-being and development.

LOCATION OF THE INSTITUTE

About 6 k.m. from Deccan Gymkhana, Near Maharshi Karve Stree Shikshan Sanstha onthe 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	**Pan Card**	
17	**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 2025-2027

Karve Institute of Social Service is organizing 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 2025 –27,** at the Conference Hall of the Institute**.**

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

Prof.Dr. Mahesh Thakur
Director

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

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

Dear Madam,

I am willing to attend the Orientation Programme for MSW Admission process 2025-27 on- Tick (√) the suitable batch.

BATCH I : on Monday,16th June 2025 , at 11.00 am at the Conference Hall of the Institute.

BATCH I : on Tuesday,17th June 2025, at 11.00 a.m. at the Conference Hall of the Institute.

REGISTRATION FORM

Orientation Programme on MSW Admission Process

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

2. Caste/category : Open , OBC/SBC, SC , ST

DT-A, NT-B , NTC, NT-D, EBC

EWS, SEBC, Physically handicapped/ Challenge

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

Name of the Student: _____ Signature