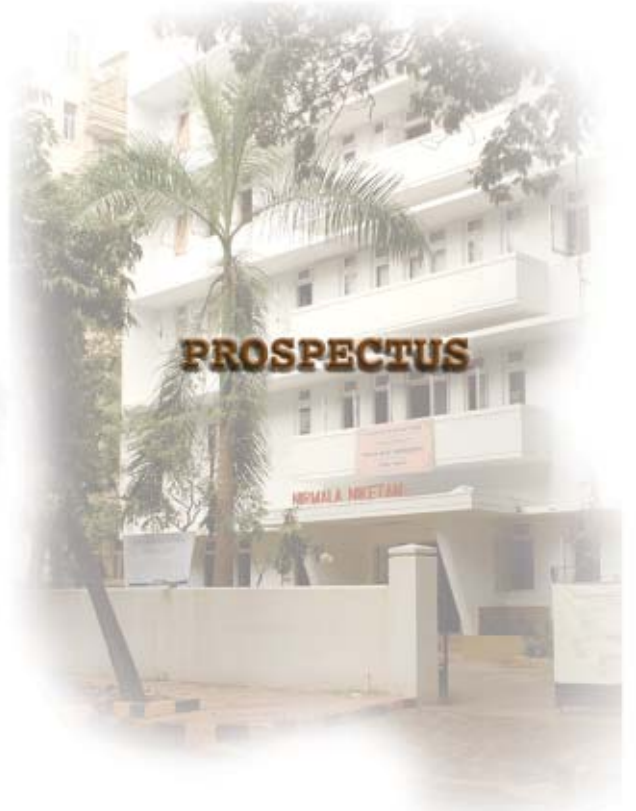




## College of Social Work Nirmala Niketan

(Affiliated to the University of Mumbai)  
(N A A C Re-accredited Graded A+)



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Dear Friend,

The College of Social Work, Nirmala Niketan, since its inception in 1955, has been dedicated in its pursuit of excellence in social work education. At various junctures, the College of Social Work has made efforts in updating its knowledge base and making its educational initiatives relevant to the existing national and global socio-economic reality. The College offers a range of courses relevant to the field of social work practice like a Bachelor's & Master's Programme in Social Work, a Ph.D. programme and a number of short term and distance learning courses.

This prospectus provides the guidance that a prospective student requires in understanding the College, its academic programmes and the procedures involved in admission and selection. It also provides a glimpse of the programmes and facilities evolved for the students at the College.

Located in the heart of South Mumbai, less than 5 minutes away from the Churchgate station, the College is easy to access and provides an excellent vantage point in exploring the city of Mumbai. The portals of the College resound with the spirit of camaraderie and fun coupled with a sense of purpose. A chatter of voices in different languages will greet you in its corridors, as our student community is representative of people from all across the country and from all age groups. What makes life in the College of Social Work different is the fact that once you are a part of the College, you are not just a student of the academic institution but also a very special part of the Nirmala Niketan community.

In this prospectus, I hope you find all the information you need to take a decision, that will perhaps change the course of your life. I wish you all the best and look forward to welcoming you to our family.

Principal  
College of Social Work  
Nirmala Niketan

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## ABOUT THE COLLEGE OF SOCIAL WORK

### VISION & MISSION

The College has shaped its vision in tune with the spirit of its founders to contribute to the building up of a new social order in India based on human dignity and social justice. The College constantly stands by its commitment to work with a preferential option to the vulnerable and exploited groups in society to ensure their development and empowerment.

As an academic institution, the College strives to build a cadre of professional social workers, irrespective of caste, creed, language and sex.

#### *Vision and Mission*

*Contribute to building a new social order based on human dignity and social justice.*

*Work with a preferential option for the vulnerable and exploited, both locally and globally.*

*Build a cadre of young, competent professionals having a global perspective and a strong value base of compassion, personal integrity, moderation, tolerance and self-respect.*

### HISTORY

The College of Social Work was founded in 1955 by a religious society of Catholic Christian women, known as *The Daughters of the Heart of Mary*, whose charism is to readily respond to felt needs of the people according to the signs of the times.

In the years following the independence of India, the founders discerned that the nation's struggle for development would be served not so much by material relief as by sensitive social concern and insightful committed action. Accordingly the College was born to realize their dream. The Institute of Social Service Trust managed the College till 1978. Since 1978, the Nirmala Niketan Institute has become the parent body of the College.

The Institute awarded its own Diploma in Social Work, till 1965. The University of Bombay affiliated the course as PG Diploma since 1965 and then got it converted to the M.S.W. course in 1969 under the Faculty of Arts. Realizing the need to respond to professional interventions at different levels, the College also started its university recognized three year B.S.W. course in 1971. The courses are revised periodically in order to ensure that the educational content of the courses are relevant to the social reality of contemporary life.

The Government of Maharashtra recognized the College as a Catholic Christian Minority Institution in the year 1995.

The University recognized the College for registration of students for Ph.D. degree in Social Work from the year 1997.

The National Assessment and Accreditation Council (NAAC) constituted by the University Grants Commission, New Delhi, awarded the College the FIVE STAR status for its academic excellence in 2001. On 31st March 2007, the same body, after further inspection and appraisal re-accredited the College of Social Work at the A+ level with an Institutional Score of 93 per cent.

### **PROFESSIONAL COMMITMENT**

Over the years, the College has been evolving its specific commitments, which relate to all aspects of its functions – teaching, field instruction, research, administration, and field service projects. It encourages its teaching and non-teaching staff to get involved and contribute to the community through these services. The primary emphasis of the curricular and co-curricular programmes is on the most disadvantaged of the urban and rural population. The focus of the programmes provides structural perspectives of issues affecting the slum, rural and tribal communities and also searches for various approaches of problem solving processes. There is also a commitment to the problems of health, education and employment of disadvantaged groups and the need for improved delivery and adoption of a humane approach of social and development services for disadvantaged groups.

## **ACADEMIC PROGRAMMES**

The College provides a generic course of studies both at the M.S.W. and the B.S.W. levels. A semester system of three years has been adopted for the B.S.W. course since in 2009, while the M.S.W. course is an annual programme of two years. The curriculum is so constituted so as to ensure that the student has a broad base of the necessary knowledge, skills and attitudes to function in a variety of settings related to the existing job environment in the Indian scenario. Despite being generic, the course also encourages the students to deepen their interest in certain specific areas through the type of fieldwork selected, research study undertaken, term paper topic chosen and optional subjects selected as electives.

All full-time faculty have the Master's Degree in Social Work and some also have an M. Phil or a Ph.D. degree. Several visiting lecturers teach full courses (papers) as they contribute to the inter-disciplinary base of the curriculum. These visiting lecturers are drawn from the Social and Behavioral Sciences and from other professions with which social workers collaborate.

Eminent University recognized guides are available for the Ph.D. programme in Social Work. Apart from the full time courses, the College also offers short term courses affiliated to the University of Mumbai and distance education courses of the Indira Gandhi National Open University (IGNOU), New Delhi.

### **MASTER'S & BACHELOR'S LEVEL PROGRAMMES**

The curriculum consists of relevant aspects of both theory and field work to help students enhance their practical understanding of social work practice.

#### **Theory**

Theoretical perspectives provided in the programmes hopes to achieve the following objectives:

- ▲ acquire knowledge of the functioning of individuals and groups in social systems, the interrelationships between them and the

manner in which they promote or impede a healthy social functioning,

- ▲ obtain knowledge from other disciplines which contribute to the understanding of persons in the bio-psycho-social matrix,
- ▲ develop professional capacity for identification of issues and problems violating the human rights of groups and communities and design effective responses for affecting a meaningful change in their situation,
- ▲ attain the capacity to select and order priorities, to plan, to make realistic goals, and select appropriate strategies to fulfill the goals,
- ▲ develop skills in the utilization of social work intervention methods and adopt ethical practices using the principles of the profession while working with individuals and families, groups and communities.

### **Field Work**

Field Work is an integral part of the programme of training in social work. It consists of practicing social work under the guidance of trained field instructors in selected social welfare agencies and organizations. It enables the student to see the applicability of theoretical knowledge taught in the classroom to actual situations requiring social work intervention. It is both goal-oriented to solve a particular problem to which the student addresses his / her activities and learner-centered in relation to his / her particular interest areas and aptitudes. Field work has the dual purpose of promoting the student's own learning while contributing to the development of the people with whom he / she works, especially the disadvantaged sections of our society.

Practical experience in fieldwork aims at the following objectives:

- ▲ provide opportunity for the integration of classroom learning and field practice and vice versa (feedback mechanism for both class and field),

- ▲ develop skills through learning how to utilize the knowledge learnt in the classroom for analysis of problems affecting the target groups and selection of the appropriate means for problem-solving,
- ▲ cultivate attitudes, values and commitments of the profession and those relevant to working with the most disadvantaged sections of society,
- ▲ develop awareness of self and the way in which student's behaviour is affected by past experiences and cultural factors, and the way in which these affect the perceptions of their response to others.

Students will be required to maintain regular recordings of the fieldwork done during the course of their study.

All students are required to dress soberly and appropriately, giving due respect to the socio-cultural practices of the people whom they work with while at fieldwork. A similar sobriety in dress code is also expected from students within the College premises and hostels.

### **Faculty Advising and Mentoring**

Each student is assigned to a Faculty Adviser. Ordinarily a new Faculty Adviser is appointed each year. The appointment of the Faculty Adviser is based on the particular fieldwork placement of the student since each faculty member is responsible for a group of placements whether or not they directly provide field instruction in those placements. Besides being responsible for the students' field work performance, the Faculty Adviser is also responsible for the students' overall academic work and professional development. Any difficulties experienced by the student may be discussed with the Adviser whose function is to assist and guide the student.

The students receive individualized attention in the form of guidance and supervision from the teaching faculty. As per the Regulation of the Directorate of Social Welfare, Government of Maharashtra, the staff student ratio of the College is to be maintained at 1:14.

**Intake capacity of various programmes**

The need to provide individualized field instruction (practice training), demands that a relatively small number of students are admitted to the College. As per GR No. UG/54 of 2008 the College may admit the following maximum number of students every year at the entry level.

B.S.W. (Part I)	60 students*
M.S.W. (Part I)	60 students*

\* This intake of students is relative to the staff student ratio of the particular academic year for the B.S.W. and M.S.W. programmes.

Ph.D. (as per the availability of recognized guides at a given time)	10 students
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**Age & Sex**

There is no minimum age for admission provided the student meets all other eligibility and admission criteria required by the University and the College. **Admission is open to both men and women students for all programmes.**

**Medium of Instruction**

English is the medium of instruction for all courses. Hence, the ability to use English as a language is essential. Fluency in either Hindi or Marathi is required for working with the client system.

**Teaching**

Theory classes are held on Mondays, Tuesdays, Wednesdays, and half day on Thursdays of the teaching weeks. Fieldwork days are half day of Thursdays, and entire Fridays and Saturdays, with due regard for agency timings. Most of the classes are conducted with a combination of lecture, presentation and discussion method where participation from students is

strongly encouraged. The students are given an outline of the content of each course as well as bibliography of the required reading at the beginning of each year. Students are expected to supplement classroom learning by independent reading. Required readings are prescribed from several sources which are available in the library.

**Examination and Marking System**

All courses will follow the systems and patterns of Assessments and Examinations prescribed by the University for the respective courses. (Refer the Course Syllabus)

**Internal Assessment**

Every paper will have a mid semester / term end examination, the result of which will be included as the internal assessment. These examinations will not be conducted for the benefit of those whose reasons for absence were unsatisfactory. All the papers for the mid semester exam / term end tests will be of one and a half hour of duration.

Written assignments are also expected from students as part of the internal assessment (Refer Assignment Guidelines of the College).

**Employment Opportunities**

B.S.W. and M.S.W. graduates have opportunities for employment both in India and abroad in a variety of settings: Hospitals, Schools and Institutions run by Government and Non-Governmental Organisations, Counselling Services, Government Programmes for marginalised groups, Disability fields, Community Organisations, Rehabilitation Centres, Training Institutions, Industries, Funding Organisations, Research and Documentation Centres and other Development Organizations. There are increasing opportunities of employment for social workers in the areas of Social Research, Media and Communication, Corporate Social Responsibility Departments, Action Groups and Legal Aid Cells.

## BACHELOR'S IN SOCIAL WORK

The course of study for the Degree of Bachelor of Social Work from the year 2009 – 2010 will be full time and its duration will be six semesters extending over a period of three academic years. Each academic year will be divided into two semesters, coinciding with the two terms as announced by the University of Mumbai for every academic year.

### Course Outline of B.S.W - Semester I

Sr. No	Paper	Marks
1	Basic Communication & Programme Media	50
2	Society	100
3	Health & Nutrition	100
4	Community Health Education	50
5	Computer Education - I	150
6	English - I	150
	<b>Total Marks</b>	<b>400</b>
	* Remedial Language Course – Marks not included in the aggregate	50*

Field Work Begins (15 hrs/wk x 12) 180 hrs for the first semester comprising of orientation visits, workshops and perspective building exercises.

### Course outline of B.S.W. - Semester II

Sr. No	Paper	Marks
7	Basic processes & Techniques in Social Work	100
8	Social Problems	100
9	Human Growth and Development	100
10	Computer Education - II	50
11	English - II	50
12	Field Work (15 hrs/wk x 30 wks, first & second semesters taken together)	100
	<b>Total Marks</b>	<b>500</b>
	* Remedial Language Course- Marks not to be included in the aggregate	50

### Course Outline of B.S.W. - Semester III

Sr. No	Paper	Marks
13	Agency Administration	50
14	Contemporary Development Problem	100
15	Politics	50
16	Education Systems & Services	100
17	HTML - Language & Graphics	100
18	English - III	50
	<b>Total Marks</b>	<b>450</b>
	* Remedial Language Course- Marks not to be included in the aggregate	50

\* Field Work Begins (15 hrs/wk x 12) 180 hrs. for the third semester.

***Course Outline of B.S.W. - Semester IV***

Sr. No	Paper	Marks
19	Development Administration	50
20	Health System and Services	100
21	Environment Studies	50
22	Development Communication	100
23	English - IV	50
24	Field Work (15hrs/wk x 30 wks, third & fourth semesters taken together)	200
<b>Total Marks</b>		<b>550</b>
* Remedial Language Course- Marks not to be included in the aggregate		50

***Course Outline of B.S.W. - Semester V***

Sr. No	Paper	Marks
25	Research	50
26	Individuals & Families	50
27	Groups	50
28	Communities	100
29	Human Behaviour	100
30	Gender Issues	50
31	Disability	50
<b>Total Marks</b>		<b>450</b>

\* Field Work Begins (15 hrs/wk x 12) 180 hrs for the fifth semester.

***Course Outline of B.S.W. - Semester VI***

Sr. No	Paper	Marks
32	Integrated Social Work Practice	100
33	Informal Sector	100
34	Elderly	50
35	Para Legal Education	50
36	Human Rights	100
37	Peace Education	50
38	Field Work (15 hrs/wk x 30 wks, fifth & sixth semesters taken together)	200
<b>Total Marks</b>		<b>650</b>

**MASTER'S IN SOCIAL WORK**

The course of study for the Master's Degree in Social Work will be full time and its duration shall extend over a period of two academic years. The curriculum consists of relevant theory and fieldwork. M.S.W. students also are expected to opt for either a Research Project or a Term Paper along with required additional electives of their choice.

***Course Outline of M.S.W. I***

Subject I	Core Subjects	Marks
<b>Paper I</b>	History and Philosophy of Social Work	50
<b>Paper II</b>	Economics of Development	50
<b>Paper III</b>	Social Problems	50
<b>Paper IV</b>	Work with Individuals and Families	100
<b>Paper V</b>	Work with Groups	100
<b>Paper VI</b>	Work with Communities	100
<b>Paper VII</b>	Social Welfare Administration	50
<b>Paper VIII</b>	Research Methodology & Statistics	100

Subject II	Optional (Required)	Marks
Paper I	Sociology	50
Paper II	Politics	50
Paper III	Human Behaviour	100
<b>Subject III Optional (Allied)</b>		
Paper I	Communication	50
Paper II	Ecology	50
Paper III	Unorganized Labour	50
Paper IV	Health	50
Paper V	Education	50
<b>Subject IV</b>	<b>Field Work (15 hours per week)</b>	<b>200</b>
<b>Subject V</b>	<b>Computer Operations Course (No University Examination)</b>	<b>50</b>

The students will select the required number of papers as per the options given below to the total of 200 marks.

Option 1:	Subject II Subject III	50 Marks 150 Marks	200 Marks
<b>OR</b>			
Option 2:	Subject II Subject III	100 Marks 100 Marks	200 Marks
<b>OR</b>			
Option 3:	Subject II	200 Marks	(Compulsory for those who have not covered these subjects at graduation level)

Total Marks	Subjects	Total
Subject I	Core 600 + (Subject II + Subject III = 200)	800
Subject IV	Field Work	200
<b>Grand Total</b>		<b>1000</b>

### Course outline of M.S.W II

Subject I	Core Subjects	Marks
Paper IX	Therapeutic Interventions	100
Paper X	Community Organization	100
Paper XI	Integration of Social Work Practice	100
Paper XII	Management of Non-profit Organizations	100
Paper XIII	Social Policy & Planning	50
Paper XIV	Mental Health	100
<b>Subject II Optional Group I*</b>		
Paper IV	Women's Studies	100
Paper V	Legal Literacy	100
<b>Subject III Optional Group II**</b>		
Paper VI	Rural Studies	50
Paper VII	Children in Difficult Situation	50
Paper VIII	Industrial Social Work	50
Paper IX	Peace Education	50
Paper X	Training in Social Work	50
<b>Subject IV</b>	<b>Field Work (15 hours per week)</b>	<b>200</b>
<b>Subject IV</b>	<b>Research / Term Paper</b>	<b>200</b> <b>100</b>

\* Minimum one Paper from Group I

\*\* Any one from Group II for Research students

Any three from Group II for Term Paper students

Total Marks	Core Subjects	Subject II	Subject III	Subject IV Field Work	Subject V	Total
Research Students	550	100	50	200	200	1100
Term Paper Students	550	100	150	200	100	1100

### Choice of Electives for M.S.W. Course

The M.S.W. Part I students will choose their optional papers totaling to 200 marks in the following manner:

- i) Those who have not taken 'Psychology' as their subject for graduation will have to opt for Human Behaviour.
- ii) Those who have not done 'Sociology' and / or 'Politics' must choose these subject(s).

The remaining required elective(s) may be opted from the group "Allied Options".

The M.S.W. students can credit electives that they have not opted for, if there is a possibility of doing the same. In order to receive a mention of attending these electives in their testimonials, students will have to satisfactorily complete 75% attendance, pass in the terminal examination and the assignment of these papers. Those who credit an elective and satisfactorily complete it, is given a certificate by the College.

### Research or Term Paper Projects

In part fulfillment of the requirements of the M.S.W. Degree, students are required to undertake either a Research Project, or a Term Paper and additional papers from the optional areas provided.

#### *a. Research Project*

Students may undertake a Research Project, which is of 200 marks. A member of the faculty will be assigned as a Research guide. The formation of topics starts towards the beginning of the second term of the first year M.S.W. Students are required to utilize at least a part of the vacation each year for research related activities.

**The project report must be submitted for examination on the day fixed in the College Calendar. No project report will be accepted after this date, resulting in not being eligible to appear for the final examination held that year (Refer Manual).**

### *b. Term Paper*

Students may take a topic in the area of his / her interest in the field of social work. The Term Paper is allotted 100 marks. Topics are formulated by the end of the second term of the first year M.S.W.

**The Term Paper must be submitted for examination on the day fixed in the College Calendar and no Term Paper will be accepted after this date resulting in not being eligible to appear for the final examination held that year (Refer Manual).**

### Computer Education

For M.S.W. Students: The University Regulation states that "A candidate is required to acquire basic skills in Computer Operation during the course of M.S.W. programme conducted by the College."

*"Those who have acquired the skills in Computer Operations prior to joining the M.S.W. course will have to undertake an examination on Computer Operation conducted by the College. Passing in Computer Operations examination is a necessary criterion to appear for the University Examinations of M.S.W. Part I".*

### PH.D. PROGRAMME IN SOCIAL WORK

The College has been recognized for registration of students to the Ph.D. programme since 1997. Applicants will be considered for registration who:

- a) demonstrate a capacity for satisfactory performance of advanced academic work and potential for scholarship,
- b) possess adequate knowledge of research and statistics,
- c) have a Master's Degree in Social Work from a recognized University with a minimum of 55% and for SC/ST applicants with a minimum of 50%,

- d) have at least three years of field / teaching experience after achieving the Master's degree in Social Work,
- e) have completed the advanced research methodology course from a recognized Institution.

**As per the Regulation of the University of Mumbai, students registered for the doctoral programme will have to reside in Mumbai till they complete their thesis submission.**

A student from another University will have to obtain a provisional statement of eligibility from the University of Mumbai in the prescribed form and on payment of the prescribed fee before registering for Ph.D.

The selection of students for the enrolment in doctoral programme is done entirely at the discretion of the Guide and the Principal based on the quality of the synopsis submitted by the aspiring candidate.

### SHORT TERM COURSES

The College also provides University approved Short Term Courses in various professionally relevant areas in order to enable social workers to be competent in their undertakings and areas of specializations (Refer Short Term Courses Syllabus).

### DISTANCE EDUCATION COURSES

Responding to the existing gap in educational services and aware of the advancements made in the field of communication technology, the College launched its Distance Education Unit, in collaboration with Indira Gandhi National Open University (IGNOU) in 2008 - 2009. The College also has a web based student teacher interface that allows an exchange of dialogue and information online, which was added with an aim to broaden the reach of the courses to students, social workers, activists and welfare officers around the country. (Refer IGNOU Syllabus)

## UNIVERSITY REQUIREMENTS FOR BACHELOR'S & MASTERS PROGRAMME

As per the University regulations for a candidate to be eligible for appearing for the University examinations of the B.S.W. and M.S.W. each year, must have:

- a) 75% of attendance of lecture classes in each subject in each year,
- b) full attendance for the stipulated hours in field work,
- c) satisfactory performance in examination / tests and
- d) satisfactory conduct.

### Attendance requirement

#### a) Lectures

As both the B.S.W. and M.S.W. are full time courses, students are expected to attend every class on time. Roll call is taken during every class and the student is marked absent if he / she is late by more than ten minutes. **Seventy-five percent of attendance is required in each paper to be eligible to appear for the University Examinations.** The student's examination forms will be withdrawn from the University, if this requirement is not fulfilled by the end of the year except in extenuating circumstances.

It is strongly recommended that students make necessary alternate arrangements for carrying out their family responsibilities if any, as the course would make demands on their time.

Prior permission has to be obtained for absence from individual classes from the faculty concerned. Leave of absence in each case may be granted on the merit of the particular case.

**For leave exceeding one day, prior permission must be obtained from the Faculty Adviser. In case of illness exceeding a day, a letter explaining the absence must be sent to the Principal through the**

**Faculty Adviser and a medical certificate should be submitted on the day the student reports to the college after the illness.**

Any absence of students on the day of the reopening of the College after vacation will not be condoned except in unavoidable circumstances. Such absence will be treated as a serious lapse in the conduct of the student.

#### b) Field Work

All students are expected to work for a minimum of 15 hours per week in the field. They are also expected to make up their fieldwork hours when absent from field work. They must inform the agency if they cannot attend to the work on a fieldwork day so that the client system and the agency are not inconvenienced. Any absence from fieldwork of a longer duration than one day must be communicated in writing to the Faculty Adviser. Unlike attendance at lectures, 100 per cent fieldwork hours must be completed to be eligible to appear for the University Examination.

### **ADMISSION AND SELECTION PROCEDURES FOR B.S.W. AND M.S.W. PROGRAMMES**

Application for admission must be made in the prescribed form available in the office of the College of Social Work, Nirmala Niketan, 38, Sir Vithaldas Thackersey Marg, Mumbai 400 020. The application form is available generally from the 15<sup>th</sup> of March onwards. The application must be completed with relevant papers attached (as indicated in the application form) and submitted to the College office on or before the 31<sup>st</sup> of May or the date given by the College. **The application form will not be considered for admission unless all information sought is provided therein, including attested copies of documents mentioned in the application form.**

The application form can be downloaded from the College website and the same posted together with the prescribed fee and enclosures. Prospectus, in this case, will be posted on receipt of the form and the fee.

**For M.S.W. candidates who have passed their qualifying examinations from any University other than the University of Mumbai and B.S.W. candidates (other than those who have passed the Higher Secondary Certificate Examination of the Maharashtra State Board of Higher Secondary Education, Pune, or its equivalent), will require to obtain a 'Provisional Eligibility Certificate' prior to admission after submitting the original copies of the passing certificate and mark sheets of the qualifying examination.**

**Application forms of candidates who have appeared for their graduation examination from Universities other than the University of Mumbai, will be accepted pending result, provided that their results will be declared before the admission procedure is completed and the admission confirmed. The candidates who are unable to produce the result related documents prior to the completion of admission procedures will not be considered for admission to the course.**

At the time of taking admission to the course by paying fees, the students will have to submit to the College the required number of attested copies of Mark Sheets / Degree certificates, together with the original documents. The College will then apply to the University of Mumbai for Provisional Eligibility Certificate and get the documents verified from the Board / University from which the students have completed the qualifying examination. These documents should be accompanied by the required fees, which will be informed at the time of paying the fees.

If the student does not already have a 'Migration Certificate' and a Passing or Degree Certificate from his / her previous University, an application should be made for the same in the proforma prescribed by the University from which the candidate graduated.

After obtaining the Provisional Eligibility, Migration and Passing or Degree Certificates, the College will then follow up the process of obtaining 'Permanent Eligibility' for candidates. All the original documents will be returned in due course of time to the students by the College. Prior to applying

for the Provisional Eligibility Certificate, the College will verify the certificate of the students.

Admissions are based on a series of admission tests, a group discussion and a panel interview which takes into consideration the candidate's past academic performance, proficiency in the English language, general knowledge, background in social work experience, interest and aptitude for the profession.

Candidates applying for the B.S.W. and M.S.W. programmes should have the following minimum percentage of marks in all subjects (aggregate) of the qualifying examination.

	B.S.W.	M.S.W.
Minority and General Categories	45%	50%
Reserved Categories (SC/ST/DT/NT)	40%	45%

**For students who are awaiting their final year results, the aggregate of the F.Y. and S.Y. marks will be considered as the basis of the selection. However, if on the declaration of the final year results, the aggregate score falls below the required percentage of marks then the admission will stand cancelled.**

At the completion of the admission procedure the list of selected candidates will be put up on the notice board prior to the beginning of the classes. The College begins its academic year according to the instructions from the University of Mumbai. Attendance in the College from the first day of the term is compulsory. Failure in attendance on the first day will result in the cancellation of the admission.

The reservation of seats is maintained as per rules relating to Minority Institutions. However, a higher quality of performance at the selection procedure is expected from the students in order to be admitted to the course.

## PROFESSIONAL JOURNAL

The College publishes a peer - reviewed professional journal "Perspectives in Social Work", on social issues and social work intervention thrice a year, edited by the editorial board of the College. The students are encouraged to subscribe to the journal and contribute articles.

## RESEARCH UNIT

The College has a Research Unit, which undertakes special research projects, either on request from the government, non-governmental organizations or on its own initiative, in areas specific to social welfare and development.

The Research Unit focuses on systematic, fact-based and action-oriented research that creates user-friendly social work related knowledge for social work education and practice, social policy and advocacy. It aims to find effective field practice methodologies and person centered interventions to better the quality of life of people.

## LIBRARY

The College of Social Work has a well-equipped library which serves as a rich resource of updated, relevant material for undergraduate and post graduate students. The library is completely computerized and serves all categories of people from the field apart from its service to the College.

It remains open from Mondays through Saturdays, from 9:00 a.m. to 6:00 p.m. The library is closed on Sundays, Bank holidays and other days declared by the College. The rules to be followed for the use of the library are mentioned in the Library Manual.

## **COMPUTER LABORATORY**

The College possesses a state-of-the-art updated computer lab; equipped with the latest Pentium IV computers, three-in-one laser printers, ink jet printers, DVD writers, cabinets for students and other ergonomically designed computer tables and chairs. The lab equips students with skills and knowledge in the area of Information Technology so as to enhance their performance in their professional practice in today's technology driven world. It is open Mondays through Saturdays from 10:00 a.m. to 7:00 p.m. It remains closed on Sundays, Bank holidays and other days declared by the College.

## **AUDIO - VISUAL UNIT**

The Audio Visual Unit serves the faculty and students in complementing lectures and fieldwork. It has a rich collection of AV materials with approximately 250 C.Ds, videos, films and audiotapes. The Unit ensures that every class is provided with laptops and LCD projectors as and when required. It also bears the responsibility of providing lending and borrowing facilities of audio visual materials and undertakes the smooth running of the classes, cultural programmes and whenever AV materials are required for the College use.

## **COLLEGE OF SOCIAL WORK, EXTENSION CENTRE**

The College also has an Extension Centre at Goregaon, a western suburb, which is a hub of activity throughout the year. The Extension Centre has been actively involved in organizing various training courses such as the Para Professional training course, the Senior Citizens course, Counselors training in HIV / AIDS (Accredited by NACO) and sensitizing programmes for the College youth. The Centre also houses the Distance Education Unit of the College.

## **PROGRAMMES & FACILITIES FOR STUDENTS**

### **Study Programmes and Camps outside Mumbai**

In order to supplement students' classroom lectures and field work practice, camps and study programmes are organized each year to enable students to see the working of development projects and programmes in other urban centers and rural / tribal areas of the state and country.

Attendance at camps and study programmes is compulsory and is seen as part of the total process of learning. Camps help promote community living, provides experiences in organization, planning, adaptation and appreciation of varied cultural patterns and environments. Faculty members accompany students in order to promote the educational goals of this experience.

### **English Lab**

Recognizing the importance of English in an increasingly shrinking world, an English Language Laboratory has been set up in the College with the financial support from the Foundation of Academic Excellence and Access (FAEA). The lab provides guidance to students whose English language skills are weak.

### **Counseling Centre & Job Placement Cell**

The College believes that social workers need to be healthy in body and mind in order to effectively reach out to their client population. Completely aware of challenges and stressful situations that students and faculty face both in their personal and scholastic life, the College offers counseling services to students and staff.

The Job Placement Cell proactively seeks to identify jobs for graduating students by inviting representatives from the Governmental, Non-Governmental and Private Sectors at the local, national and international levels to conduct Campus Recruitment at the end of the academic year.

## Hostel Facilities

The Institute of Social Service provides hostel facilities for women students at the premises of where the College is located. Since the availability of space is limited at the Nirmala Niketan Institute at Churchgate, which is the parent body of the College, it provides hostel facilities for women students at the Extension Centre at Goregaon. Since a limited number of seats are available, they are allotted to students who are most needy. Admission to the course does not guarantee admission to the Hostel. The College also provides hostel facilities for male candidates at Vasai, a suburb, north of Mumbai.

## STUDENTS ACTIVITIES

### Foundation for Academic Excellence and Access (FAEA) – Pathways

The Foundation for Academic Excellence and Access (FAEA) supported by the Ford Foundation, New Delhi provides space for students who have not had an equal access to educational and financial resources to prove their excellence in various fields. From the year 2003, FAEA floated the Pathways programme, which is a platform for students to come together to learn and discover different aspects of academic and social life.

### Student's Council

The Student Council functions as per the Maharashtra Universities Act, 1994. There are various Committees, which look after the educational, sports and cultural activities of the students. Throughout the year the College is a hub of extra and co-curricular activities that brightens up student life at the College.

## SCHOLARSHIPS AND AWARDS

A number of scholarships and awards are available on merit.

**'The Smt. Annie C. Seraiya Gold Medal'** is awarded annually by the University of Mumbai to the candidate who passes the Bachelor of Social Work Examination in the first class with the highest number of marks in the aggregate at the examination, provided the candidate passes the examination at the first attempt.

**'M. P. Couceiro Scholarship'** is instituted in recognition of the initiative and vision of the Founder President of this institution to start the College of Social Work. This scholarship is given to the student who secures the First Rank at the M.S.W. level.

As a tribute to **'Dr. Dorothy Baker'** who served the College for twenty-five years, the College has instituted awards to students for outstanding performance in the M.S.W. and B.S.W. courses.

**'Dr. (Ms.) H. D'Lima Scholarship'** is instituted through the contribution from well-wishers as recognition for her outstanding services and in the field of professional social work and as the Principal of the College of Social Work. This scholarship is given to the M.S.W. student who secures the highest marks in Term Paper project.

**'Ms. Muzumdar Scholarship'** is instituted by the College in appreciation for the long years of dedicated service of Mrs. Kalindi Muzumdar in the College of Social Work. This scholarship is given to the M.S.W student who secures highest marks in Research project.

**'NILM Trust Scholarship'** is instituted by the National Institute of Labour Management and is awarded to the M.S.W. student who secures the highest marks in the subject "Industry and Industrial Worker" on a need-cum-merit basis.

**‘The Silver Jubilee Endowment Scholarship Fund’** is established by the branch of the All India Women’s Conference, Mahila Mandal, (Sion, Wadala, Kurla and Chembur) to commemorate the Silver Jubilee of their unit in the year 1994. The Scholarship is given to needy students to meet field work expenses.

**‘The Magdelene Joseph Scholarship’** was set up by a collective effort of staff, students, alumni and friends of Magdelene as a tribute of affection and esteem for her long and dedicated service to the College in the Accounts section. It is meant to help students who face financial problems in their studies.

**‘The Tressie Aranha Scholarship’** is a tribute of affection expressed by the family of Ms. Aranha who was associated with the College as a student and a faculty member for nearly eighteen years. It is given to students who have difficulty in meeting the financial requirements of the course.

**‘The Urmila Khatri Memorial Scholarship’** is established by one of our ex-M.S.W. students in memory of her relative who was very interested in promoting higher education among the less privileged groups of young students.

**‘Mr. & Mrs. Mukaddam Memorial Scholarship’** was instituted in memory of Mr. & Mrs. A. H. Mukaddam who always held values of social justice and equality as their prime goals to be accomplished. They have supported the idea of social work professionals working in the field of the marginalised. This scholarship is given to students on need-cum-merit basis.

**Ms. Helen D’Silva Scholarship’** is instituted by Ms. Helen D’Silva, our former Office Superintendent of our College, to encourage the students to excel in their field work performance. This scholarship is given to the students from each class who secures highest marks in field work.

**‘Nilima Mehta & Family’** is instituted by Ms. Nilima Mehta for the student who stands first in Human Behaviour subject at the BSW and MSW classes.

**‘Bhavani Shastri Memorial Scholarship’** is instituted by her family to perpetuate her memory who truly believed in the power of youth to change Society. This scholarship is awarded to a deserving BSW student.

**Apollinaris and Iris Pinto Memorial Scholarship** is given by THE PECHEY PHIPSON SANITARIUM FOR WOMEN AND CHILDREN to perpetuate the names of those who supported the Trust in difficult times. The scholarship is meant for a deserving MSW II student.

**Caritas Netherlands Assistance:** Financial help is given to needy students through this scholarship. The amount is given to students as an interest free loan which they would return once they get employed. The aim is to enhance the spirit of sharing among the students and to encourage them to extend help to other students who can avail of the financial help in their turn. Applicants who are interested should apply in writing at the beginning of the academic year to the Principal. A recommendation from the Faculty Advisor also should be submitted along with the application.

**Government of India Scholarships:** Students who are physically handicapped or belonging to reserved categories can apply for government scholarships. The forms for these scholarships should be submitted to the office latest by mid-August in order to claim exemption from University fees by reserved category students. If the forms are not submitted by the above date, the University fees will be paid to the office by the end of August.

**FEE STRUCTURE**

	MSW I	MSW II	BSW I	BSW II	BSW III
<b>UNIVERSITY PRESCRIBED</b>					
Tuition Fees	1000	1000	800	800	800
Library Fees	200	200	200	200	200
Gymkhana Fees	200	200	200	200	200
Other Fees/Extra Curricular Activity	250	250	250	250	250
Exam Fees*	-	-	1200	1200	-
Enrollment Fees	850	-	220	-	-
Disaster Relief Fund	10	10	10	10	10
Industrial Visit/Field Agency Visit Fees	2000	2000	1500	1500	1500
Admission Processing	200	200	200	200	200
Utility Fees	250	250	250	250	250
Magazine fees	100	100	100	100	100
ID Card	50	50	50	50	50
Group Insurance Fees	37	37	37	37	37
Student Welfare Fund	50	50	50	50	50
Development Fees	1000	1000	800	800	800
Vice-Chancellor Fund	20	20	20	20	20
Univ. of Mumbai, Sports & Cultural Activity	30	30	30	30	30
E-Suvida	50	50	50	50	50
E-Charges	20	20	20	20	20
<b>( A )</b>	<b>6317</b>	<b>5467</b>	<b>5987</b>	<b>5767</b>	<b>4567</b>
Computer Practicals	3000	-	1500	1500	-
Skill Laboratory Fees	2000	2000	1000	1000	1000
<b>( B )</b>	<b>5000</b>	<b>2000</b>	<b>2500</b>	<b>2500</b>	<b>1000</b>
<b>Refundable</b>					
Caution Money	200	-	150	-	-
Library Deposit	300	-	250	-	-
<b>( C )</b>	<b>500</b>	<b>-</b>	<b>400</b>	<b>-</b>	<b>-</b>

**FEE STRUCTURE (Contd.)**

	MSW I	MSW II	BSW I	BSW II	BSW III
Transcript – 5 copies (Additional copy – Rs.50 each)	1000	1000	1000	1000	1000
Admin Form, Prospectus + Information Brochure	200	200	200	200	200
Transfer Certificate	100	100	100	100	100
No Objection Certificate	20	20	20	20	20
Alumni Association Fees	100	-	25	-	-
<i>Documentation verification fees (For students not from Board of Higher Secondary Education in Maharashtra and Universities other than Mumbai University)</i>	400	-	400	-	-
Project Seminar Fees		800			500
<b>( D )</b>	<b>1820</b>	<b>2120</b>	<b>1745</b>	<b>1320</b>	<b>1820</b>
<b>COLLEGE PRESCRIBED</b>					
Reading Material	500	650	500	500	650
Locker Rent	30	30	30	30	30
Rural Camp	3000	3000	3000	3000	3000
Workshops & Guest Lectures	2000	2000	2000	2000	2000
Terminal Exam	300	300	-	-	-
Field Work Research Manual	60	-	20	-	-
Syllabus	50	-	50	-	-
College Net Campus Fees	2500	2500	2500	2500	2500
<b>( E )</b>	<b>8440</b>	<b>8480</b>	<b>8100</b>	<b>8030</b>	<b>8180</b>
<b>Total (A+B+C+D+E) for students who are not from Board of Higher Secondary Education in Maharashtra and Universities other than the University of Mumbai</b>	<b>22077/-</b>	<b>18067/-</b>	<b>18732/-</b>	<b>17617/-</b>	<b>15567/-</b>
<b>For students who are from Board of Higher Secondary Education in Maharashtra</b>	<b>21677/-</b>	<b>18067/-</b>	<b>18332/-</b>	<b>17617/-</b>	<b>15567/-</b>

\*The University prescribes its exam fees at the year end for MSW I and MSW II programmes and semester end for the BSW semester V and VI.