



**College of Social Work  
(Autonomous)  
Nirmala Niketan**

**An Autonomous College  
of the University of Mumbai**

N-A A C Re- accredited with CGPA of  
3.53 on four point scale at Grade 'A' (2015)

**PROSPECTUS**  
*BSW, MSW, & PhD Programs*

**(Revised 2021)**



## **CONTENTS**

- Welcome
  - About the College of Social Work
  - Academic Programmes
  - BSW Curriculum
  - MSW Curriculum
  - PhD Curriculum
  - University Requirements
  - Admission Procedures for BSW
  - Admission Procedures for MSW
  - Admission Procedures for PhD
  - Short Term Programs Unit
  - Extension Centre
  - Research Unit and Publication
  - Library
  - Computer Centre
  - Audio Visual Unit
  - Mandatory Rural Camp
  - Student Activities
  - Fee Structure
-

## **WELCOME**

Dear Friends,

Since its inception in 1955, College of Social Work (Autonomous) has been dedicated in its pursuit of excellence in social work education. Periodically, the college has made efforts in updating knowledge base of social work and making its educational initiatives relevant to the existing national and global socio-economic realities. The college has received the catholic minority status since 1995 received Autonomous Status by the University Grants Commissions in in the month of Feb 2019.

College of Social Work (Autonomous) offers a range of courses relevant to the field of social work practice such as BSW, MSW, PhD and a host of PG Diploma, Diploma, Certificate, and professional development courses in Social Work and allied Social Science field. This prospectus provides the guidance to prospective student to understand the College, its academic programmes and the procedures involved in admission and selection. It also outlines the programmes and facilities designed for the students.

Located in the heart of South Mumbai, less than five minutes away from Churchgate railway station, the College is easy to access and provides a 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 it, you are not just a student of the academic institution but also a very special part of the Nirmala Niketan community.

BSW and MSW graduates have opportunities for employment in rural and urban areas of India and abroad in a variety of settings such as Non-Governmental Organisations; Government/ private Hospitals; Schools; Correctional Institutions; Community Based Organisations; Rehabilitation Centres; Counselling Units; Disability Agencies; Campaigns/ Movements on Environment, Livelihood, Dalit and Tribal issues; Disaster Management

---

Authorities; women, Youth and Child Development Centres, Social Enterprises, Training Institutions, Industries, Funding Organisations, Research/ Documentation Centres and other Development Organizations. There are increasing opportunities of employment for social workers in the areas of Social Research, Media, Corporate Social Responsibility, and in Legal Aid Cells also.

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 Institution.

**Dr. Lidwin Dias**

**Principal**

---

## **ABOUT THE COLLEGE**

The College has shaped its vision in tune with the spirit of its founders to contribute to 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 the 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 is as follows:

- 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**

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 charisma is to readily respond to felt needs of the people according to the signs of 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 managed the College till the year 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 college sought affiliation with University of Bombay in 1969 and the MSW program was offered as a PG program under the Faculty of Arts. Realizing the need

to respond to professional interventions at grassroots levels, the College also started its university recognized three-year BSW program in 1971. The University of Bombay recognized the College for registration of students for Ph.D. degree in Social Work from the year 1997. All these programs are revised periodically in order to ensure that the educational content is relevant to the social reality of contemporary life.

The Government of Maharashtra recognized College of Social Work as a Catholic Minority Institution in the year 1995. National Assessment and Accreditation Council (NAAC) awarded the College the FIVE STAR status for its academic excellence in 2001. 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 in March 2007, and in May 2015, college was awarded with A grade, corresponding to a CGPA of 3.53 on a scale of 4. The college received Autonomous status (academic) in the month of February 2019.

### **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 cocurricular activities is on disadvantaged urban and rural population. The focus of the programs 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.

All full-time faculty members have a Master's Degree in Social Work (MSW) and are UGCNET qualified, and several also have an MPhil 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 Behavioural Sciences and from other professions such as law, medicine/mental health, etc. University recognized guides are available for the PhD programme in Social Work.

### **ACADEMIC PROGRAMMES**

The College provides a generic course of studies both at the MSW and the BSW levels. A semester system of three years has been adopted for the BSW program since 2009, and the Credit Based Semester Grading System, initiated by the University of Mumbai started for BSW from 2011-2012 and for MSW from 2012-2013. In the year 2016, As per UGC requirement College adopted semester-based choice-based credit system. The syllabus was revised as per the structure recommended by the UGC. The curriculum is carefully designed 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 employment opportunity in the development sector. Despite being generic programs, the courses are designed to deepen students' interest in specific areas through fieldwork, research projects, term paper and elective subjects.

#### **Master's and 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 programs hope 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 fulfil 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 comprises learning professional social work practice under the guidance of trained field instructors in selected Government and Non- Government 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 her/his activities and learner-centred in relation to her/his particular interest areas and aptitudes.

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 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. 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.

### **Age and 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**

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 Thursdays (half-day). Fieldwork days are on Thursday afternoon, Friday and Saturday. 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 semester. 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**

There is continuous internal assessment (40%) and semester end examination (60%) for each course in each semester. Students both at BSW and MSW level need to have minimum of 75% attendance in all subjects to be eligible to appear for exams. The college can withhold the students from appearing for exam in case of failure to attain 75% attendance.

### **Passing Standard**

The learners to pass a course shall have to obtain minimum of 40% marks for each course at the Semester End Examination. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination respectively. The learner shall have to obtain a minimum of 40% in field work in each semester for BSW and MSW.

Hence, to pass the Examination, a candidate of BSW/ MSW must obtain:

- 40% of the full marks assigned to a course
- 40% of the full marks in field work

The medium of instruction is English and thus the question papers set at the Internal and External exams for **MSW** will be in English, However the student will be allowed to write the exam in Marathi or Hindi.

It is strongly recommended that students make necessary alternate arrangements for carrying out their family responsibilities if any, as the program would make demands on their time. Prior written 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 intimation has to be sent to the Faculty Adviser. In case of illness exceeding a day, a letter explaining the absence must be sent to the Principal duly signed by the Faculty Adviser and a medical certificate should be submitted within three days after 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.

Field Work 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. The students are expected to compulsorily inform the agency and the field instructor if they cannot attend to the work on a fieldwork day so that the client system and the agency are not inconvenienced. Failure to do so will be strictly dealt with. Any absence from fieldwork of a longer duration than one day must be communicated in writing to the Faculty Adviser. **Hundred per cent attendance in fieldwork** must be completed to be eligible to appear for the Examination

## **BSW CURRICULUM**

The program of study for the Degree of Bachelor of Social Work (Prog Code: 301) is of six semesters duration extending over a period of three academic years. Each academic year is divided into two semesters, coinciding with the two terms as announced by the University of Mumbai for every academic year. The total number of credits earned by the learner on successful completion of the BSW course is **122 credits**.

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.

1. BSW First Year: 60 students

BSW Semester – I (20 credits)/ (Sem Code: 301-A)		
SUBJECT CODE	SUBJECT NAME	CREDITS
ISW 1.1	Introduction to Social Work	4
FSWS 1.2	Foundation for Social Work -Sociology	4
FSDHB 1.3	Foundation for Social Work -Human Growth and Behaviour	4
ENG1 1.4	English – I	2
BFW1 1.5	Field Work-I	6

<b>BSW Semester – II (20 credits)/ (Sem Code: 301-B)</b>		
<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDITS</b>
SPWIF 2.1	Social Work Practice with Individuals and Families	4
SPWG 2.2	Social Work Practice with Groups	4
FSWCDS 2.3	Foundation for Social Work- Contemporary Development Studies	2
EVS 2.4	Environment Studies	2
ENG2 2.5	English – II	2
BFW2 2.6	Field Work-II	6

<b>BSW Semester – III (20 credits)/ (Sem Code: 301-C)</b>		
<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDITS</b>
WOST 3.1	Women Studies	4
SWPC 3.2	Social Work Practice with Communities	4
SWAD 3.3	Social Work Administration	4
COAP 3.4	Computer Application	2
BFSW3 3.5	Field Work-III	6

<b>BSW Semester – IV (20 credits)/ (Sem Code: 301-D)</b>		
<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDITS</b>
DCOM 4.1	Development Communication	4
HENT 4.2	Health and Nutrition	4
SOPO 4.3	Social Policy	4
LISK 4.4	Life Skills	2
BFW4 4.5	Field Work-IV	6

<b>BSW Semester – V (22 credits)/ (Sem Code: 301-E)</b>		
<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDITS</b>
SWTH 5.1	Social Work Theories	2
SOMO 5.2	Social Movements	2
RES 5.3	Research	4
EDU 5.4	Education	2
<u>Elective (Select any three/ 2 credits each)</u>		
<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDITS</b>
AGST 5.5	Aging Studies	2
CRPR 5.6	Child Rights and Protection	2
SIE 5.7	Social Inclusion and Exclusion	2
SOEN 5.8	Social Entrepreneurship	2
BFW5 5.9	Field Work-V	6

BSW Semester – VI (20 credits)/ (Sem Code: 301-F)		
SUBJECT CODE	SUBJECT NAME	CREDITS
RUST 6.1	Rural and Urban Studies	4
ISWP 6.2	Integrated Social Work Practice	2
HURI 6.3	Human Rights	2
ILIS 6.4	Informal Labour and Informal Sector	2
	<u>Elective (Select any two/ 2 credits each)</u>	
DISS 6.5	Disability Studies	2
BCSK 6.6	Basic Counselling Skills	2
PEED 6.7	Peace Education	2
BFW6 6.8	Field Work-VI	2

### **ADMISSION PROCEDURE FOR BSW PROGRAM**

Candidates aspiring for BSW programme should have completed Higher Secondary Course/ PUC/ +2 from any of the Approved School Boards in India or Abroad. The minimum percentage for marks at the Higher Secondary Course for eligibility to BSW admission process is 45% for general and 40% for Roman Catholic (Minority) and Reserved category candidates.

BSW admissions is completely online. Applicants aspiring for BSW admissions need to simultaneously register with the University Pre-Admission Online Registration web portal available at <http://mumadmission.digitaluniversity.ac/> This site becomes active as soon as results of higher secondary (XII Std) exams are declared by the Maharashtra Board. Application form for admission to BSW program would be accepted only if candidate has done registration at the above-mentioned weblink. Applicants from states other than Maharashtra, and foreign nationals may also use this facility. However, foreign nationals may have to undergo additional mandatory procedures by contacting the University directly before applying.

The BSW application form process will commence only after the declaration of H.S.C results in the state of Maharashtra. An entrance exam will be conducted followed by group discussion and interviews. Upon the completion of the admission procedure, the list of selected candidates will be put up on the notice board and website.

### **MSW CURRICULUM**

The course of study for the degree of Master of Social Work (Prog Code: 501) shall be a fulltime course and its duration shall be four semesters which is two academic years. The curriculum consists of relevant theory and fieldwork. The total number of credits earned by the learner on successful completion of the MSW course is 96 credits.

As per GR No. UG/54 of 2008 the College may admit the following maximum number of students every year at the entry level.

#### **2. MSW First Year: 60 students**

	<b>MSW Semester – I (24 credits)/ (Sem Code: 501-A)</b>	
<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDITS</b>
HPSE 1.1	History and Philosophy of Social Work	2
SWIF 1.2	Social Work Practice with Individuals and Families	4
COMR 1.3	Community Organisation	4
REME 1.4	Research Methodology-I	4
FSWS 1.5	Foundation for Social Work -Sociology	2
FSWP 1.6	Foundation for Social Work -Psychology	2
MFW1 1.7	Field Work	6



<b>MSW Semester – II (24 credits)/ (Sem Code: 501-B)</b>		
<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDITS</b>
SWAD 2.1	Social Welfare Administration	2
SWPG 2.2	Social Work Practice with Groups	4
COSM 2.3	Contemporary Social Movements	2
SOPP 2.4	Social Policy and Planning	4
FOSP 2.5	Foundation for Social Work- Politics	2
FOSE 2.6	Foundation for Social Work- Economics	2
REME 2.7	Research Methodology-II	2
MFW2 2.8	Field Work	6

<b>MSW Semester – III (24 credits)/ (Sem Code: 501-C)</b>		
<b>SUBJECT CODE</b>	<b>SUBJECT NAME</b>	<b>CREDITS</b>
INSWP 3.1	Integrated Social Work Practice	4
HEALTH 3.2	Health	2
RUST 3.3	Rural and Urban Studies	4
MEHE 3.4	Mental Health	2
	<b><u>Electives (Choose any three/carries two credits each)</u></b>	
ILIS 3.5	Informal Labour and Informal Sector	2
THIN 3.6	Therapeutic Intervention	2
SIEX 3.7	Social Inclusion and Exclusion	2
COMS 3.8	Communication Skills	2
SDEB 3.9	Sustainable Development and Environment	2
MFW3 3.10	Field Work	6

MSW Semester – IV (24 credits)/ (Sem Code: 501-D)		
SUBJECT CODE	SUBJECT NAME	CREDITS
WOST 4.1	Women’s Studies	4
HURI 4.2	Human Rights	2
MNPO 4.3	Management of Non-Profit Organisation	2
REP 4.4	Research Project with Dissertation	8
TPP 4.4	Term Paper	4
<b><u>Electives (For Research students one elective with two credits and for Term Paper students three electives with six credits)</u></b>		
DIST 4.5	Disability Studies	2
PEAG 4.6	Perspectives on Ageing	2
PEED 4.7	Peace Education	2
FWSU 4.8	Field Work Supervision	2
EDDE 4.9	Education and Development	2
MF4 4.10	Field Work	6

In part fulfilment of the requirements of the M.S.W. Degree, students are required to undertake a Research Study or a Term Paper. Research Project Students may undertake a Research Project, which is of **8 credits**. A member of the faculty will be assigned as a Research guide. The selection of topics starts towards the beginning of M.S.W Semester- II and students are required to utilize at least **a part of the vacation each year** for research related activities. Term Paper Student may undertake a Term Paper which is of **4 credits**. A member of the faculty will be assigned as a Term Paper guide. The project report must be submitted for examination on the day fixed in the College.

## **ADMISSION PROCEDURES FOR MSW PROGRAM**

For admission into MSW Programme, only online mode is available. Candidates aspiring for the MSW Programme should have completed Graduation (10+2+3) from any of the UGC approved University in India or from a foreign University approved by AIU. The minimum percentage for marks at the Graduation level for eligibility to MSW admission process is 50% for General Category candidates and 45% for Roman Catholic (Minority) and Reserved category candidates.

Candidates from University of Mumbai are required to submit their result of Undergraduate program to the College as soon as it is declared. If the candidate is declared failed in Semester VI by University of Mumbai and other University, the admission of MSW program stands cancelled.

Candidates with Semester VI results pending from other than University of Mumbai are required to produce their confidential reports of the Semester VI results from their respective University on the day of MSW Interview/ Group discussion failing which candidates will not be eligible for further process of admissions. The Candidates applying from University other than University of Mumbai have to follow eligibility process subscribed by the University of Mumbai.

MSW admission is based on

- a. Entrance Test (50 marks)
- b. Group Discussion and a Panel Interview (50 marks)

The reservation of seats is maintained as As per the Judgement dated 12th October 2017 of the Honorable Bombay High Court vide Writ Petition No. 1726 of 2001, Minority Colleges do not need to set aside seats for Backward Classes. This is reiterated by the University of Mumbai Circular (No.Aff./Recog.I/Admission/(2018-19)/10/of 2018), dated 30th May, 2018. Thus, 50% of the seats are reserved for Catholic Minority students.

Admission shall be confirmed after paying fees, and verification of Mark Sheets / Degree certificates. 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. If the student does not 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.

### **PhD Programme**

Duration of the PhD programme (Prog Code: 601) shall be a period from the date of admission to the programme to the date of submission of thesis for the degree.

The College shall notify on an annual basis only a predetermined and manageable number of vacant seats for Ph.D., depending on the number of available research guides, academic and physical facilities available, keeping in mind the norms regarding the scholar-guide ratio.

#### **1. Eligibility criteria:**

- a) UGC NET/ PhD Entrance examination (PET) from University of Mumbai as per Regulation, 2009 of UGC OR have passed M. Phil, Program of University of Mumbai or any other recognized University/Institution, provided the M. Phil is as per the UGC guidelines.
- b) 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%.
- c) Have at least three years of field / teaching experience after acquiring the Master's degree in Social Work
- d) Minimum one Publication in UGC recognized Journal

- e) Have completed the Advanced Research Methodology course inclusive of 12 credits course on Quantitative Design, Qualitative design, Statistics, and SPSS from CSWNN or any other recognized Institution or equivalent MPhil Program, provided the syllabus is equivalent to the syllabus of College of Social Work

## **2. Admission Procedures:**

- a. The applications received will be scrutinized to check the requirements and shortlisted for Entrance test and personal interviews
- b. The selection of students for the enrolment in the doctoral program is done entirely at the discretion of the Internal Research Review Committee of the college and the Research proposals for title approval will be sent to the Research Review Committee of University of Mumbai.
- c. After receiving final approval from the University Thesis section candidates start the process of registration. Candidates from other University will have to obtain a provisional eligibility from the University of Mumbai in the prescribed form and on payment of the prescribed fee before registering for Ph.D.
- d. Yearly fees of the college and University of Mumbai fees to be paid as per the fee structure

As per the requirement of the University of Mumbai, students registered for the doctoral program will have to reside in Mumbai for two years till they complete their thesis submission.

**3. Duration of the PhD Program:**

- a) Duration of the Ph.D. program shall be a period from the date of registration to the date of submission of thesis for the degree.
- b) The PhD program shall be of a minimum duration of three years and a maximum of six years
- c) Extension up to a maximum period of four semesters/two years for PhD shall be given by the Research and Recognition Committee (RRC) of the University of Mumbai. The candidate
- d) concerned shall submit the application in prescribed format for extension through his/her Research Guide and Head of the Research Centre three months prior to the expiry of the registration period. Further extension to the PhD tenure, for not more than two years, may be granted only by the Vice Chancellor, UoM, on a case-to-case basis. Provided that no candidate shall be permitted to extend the duration of PhD program beyond TEN years from the date of admission, and after this period the registration of the candidate shall be deemed to have ceased.
- e) Women candidates and Persons with Disability, with more than 40% disability may be allowed an additional relaxation two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave once in the entire duration of Ph.D. for up to 240 days.

**SHORT TERM PROGRAMS UNIT**

The College offers self-financing short-term programs in various professionally relevant areas of specialization such as Social Research, Child Rights, Therapeutic Counselling and Sustainable Development. Refer the Short-Term Programs Prospectus for the same.

## **EXTENSION CENTRE**

The College has set up an Extension Centre at Goregaon, a western suburb in the year 1992. The Extension Centre offers Certificate in Social Work for Para Professionals, Certificate in Social Work for Senior Citizens, PG Diploma in Corporate Social Responsibility, Certificate in Community Counselling, and Professional Development Course in Management of Non-Profit Organisations. Refer the Extension Centre Prospectus for the same.

## **RESEARCH UNIT**

The College has a Research Unit which undertakes sponsored and consultancy research projects, either on request from government or 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-centred interventions to better the quality of life of people.

The College publishes a peer-reviewed professional journal titled "*Perspectives in Social Work*", thrice a year. The students, faculty, and alumni are encouraged to subscribe to the journal and contribute articles.

## **LIBRARY**

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 interested development professionals from the field in addition to its service to the College.

### **COMPUTER CENTRE**

The College possesses a state-of-the-art updated computer lab; equipped with Core i3, i5 Windows 30 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 9:00 a.m. to 5:00 p.m.

### **AUDIO-VISUAL UNIT**

Audio-Visual Unit serves the faculty and students in complementing lectures and fieldwork. It has a rich collection of AV materials with approximately 756 CDs, 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.

### **MANDATORY RURAL CAMP**

Rural Study Tours/ Camps are organised outside Mumbai in order to supplement students' classroom lectures, field work practice, and orientation activities. Students have to travel in small teams to places all over India. Parents should note that these camps are mandatory and there shall be no exception to your wards. Camps promote community living, provide 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. Similarly, professional development workshops are organized each year to enable students to gain skills to work in rural / tribal areas of the state and country. Attendance in orientation activities, workshops and camps are compulsory and is seen as part of the total learning process.



### **COUNSELLING 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 staff face both in their personal and academic/ professional life; the College offers counselling 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. Campus recruitment starts in December to March every year and many students benefit from this recruitment drive.

### **HOSTEL FACILITIES**

The Institute of Social Service (ISS) provides limited number of hostel seats on twin sharing and six-seater basis for women students at the premises of where the College is located. The Asha Kiran located at the Extension Centre at Goregaon provides additional hostel facilities for women students. 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.

### **SCHOLARSHIP AND SUPPORT SERVICES**

College provides interest free loan scholarship to needy students to meet their educational expenses. It also facilitates in getting Government Scholarship and other merit scholarship for students. Students with physical disability 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.

In order to help the students to meet the academic requirement of research and term paper, College has initiated a laptop bank where the students can avail the facility. Similarly, a free mid-day meal program is organised for students from vulnerable section of the society.

## **STUDENTS ACTIVITIES**

Throughout the year the College is a hub of extra and co-curricular activities that brightens up student life at the College.

- Student Council functions as per the Maharashtra Universities Act, 2016. There are various student-led committees which look after the educational, sports and cultural activities of the students. Annual Day is an important culminating event that is celebrated with fun and festivity. Almost everyone hopes for this wonderful event to showcase their talents and achievements. Sports Day is another event which is much anticipated by students, often with the aim of winning trophies or prizes. Festivals such as Aarambh and Riwayat are organised by the general body of students' council, in addition to publishing *NEEV*, the annual magazine of students
- Rotaract Club has been supported by Rotary Club of Mumbai South and their successive Presidents and District Governor
- E-Cell is dedicated to promoting the spirit of entrepreneurship among students and encourage students today to start their own enterprise

Cultural Troupe prepares students to theatre and cultural competitions. Mr. Sandesh, our college staff directs the social plays of the college

**GENERAL CATEGORY FEE STRUCTURE FOR THE YEAR 2021-22**

University Prescribed	MSW First Year	MSW Second Year	BSW First Year	BSW Second Year	BSW Third Year
Tuition Fees	1500	1500	1200	1200	1200
Library Fees	300	300	300	300	300
Gymkhana Fees	400	400	400	400	400
Other fees/ Extra Curricular Activity	250	250	250	250	250
Exam Fees	3120	3120	2120	2120	2120
Enrolment Fees	850		220		
Disaster Relief Fund	10	10	10	10	10
Rural Camp	5000	5000	4500	4500	4500
Admission Processing	200	200	200	200	200
Utility Fees	500	500	500	500	500
Magazine Fees	100	100	100	100	100
ID Card	50	50	50	50	50
Group Insurance	40	40	40	40	40
Students Welfare Fund	100	100	100	100	100
Development Fees	1200	1200	1000	1000	1000
Vice Chancellor Fund	20	20	20	20	20
University of Mumbai, Sports & Cultural Activity	30	30	30	30	30
Ashwamedh/ Indradhanu	24	24	24	24	24
E- Suvidha	50	50	50	50	50
E- Charges	20	20	20	20	20
Computer Practical	3000		1500	1500	
Skill Lab Fees	2000	2000	1000	1000	1000
Alumni Association	100		25		
Project Seminar Fee		800			500
<i>Refundable</i>					
Caution Money	200		150		
Library Deposit	300		250		
<b>Sub Total-I</b>	<b>19364</b>	<b>15714</b>	<b>14059</b>	<b>13414</b>	<b>12414</b>

<b>Additional fees for services provided</b>	<b>MSW First Year</b>	<b>MSW Second Year</b>	<b>BSW First Year</b>	<b>BSW Second Year</b>	<b>BSW Third Year</b>
Reading Material	650	650	650	650	650
Locker Rent	50	50	50	50	50
Field Instruction and mentoring	3000	3000	2500	2500	2500
Administrative costs for Block Placement		250			
Workshops, & Guest/ ad-hoc Lectures	4000	4000	3000	3000	3000
Field Work, Research Manuals	100		100		
Syllabus	100		100		
Students' activities	1500	1500	1500	1500	1500
IT/MIS	3000	3000	3000	3000	3000
Field Work Viva	300	300	300	300	300
Research Viva		500			
RM/TP workshop	1000	2000			
Library facilities	1000	1000	1000	1000	1000
<b>Sub Total -II</b>	<b>14700</b>	<b>16250</b>	<b>12200</b>	<b>12000</b>	<b>12000</b>
<b>TOTAL (I + II)</b>	<b>34064</b>	<b>31964</b>	<b>26259</b>	<b>25414</b>	<b>24414</b>

# Admissions and Tuition fee for foreign student is as per the University of Mumbai circular.

# Students should pay University Prescribed fees to the “College of Social Work” A/c. and Additional fees for services provided to the “Nirmala Niketan Institute” A/c. by 2 separate online payment.

# Camp is subject to Covid 19 protocol by appropriate authorities

**RESERVED CATEGORY FEE STRUCTURE**  
**FOR THE YEAR 2021-22**

**Maharashtra State only**

\*Other state candidates from the same category should pay the full fees  
and claim scholarship from your respective states

<b>University Prescribed</b>	<b>MSW First Year</b>	<b>MSW Second Year</b>	<b>BSW First Year</b>	<b>BSW Second Year</b>	<b>BSW Third Year</b>
Tuition Fees					
Library Fees					
Gymkhana Fees					
Other fees/ Extra Curricular Activity					
Exam Fees					
Enrolment Fees					
Disaster Relief Fund	10	10	10	10	10
Rural Camp	5000	5000	4500	4500	4500
Admission Processing	200	200	200	200	200
Utility Fees					
Magazine Fees					
ID Card	50	50	50	50	50
Group Insurance	40	40	40	40	40
Students Welfare Fund	100	100	100	100	100
Development Fees					
Vice Chancellor Fund	20	20	20	20	20
University of Mumbai, Sports & Cultural Activity					
Ashwamedh/ Indradhanu					
E- Suvidha					
E- Charges					
Computer Practical					
Skill Lab Fees	2000	2000	1000	1000	1000
Alumni Association	100		25		
Project Seminar Fee		800			500
<i>Refundable</i>					
Caution Money	200		150		
Library Deposit	300		250		
<b>Sub Total-I</b>	<b>8020</b>	<b>8220</b>	<b>6345</b>	<b>5920</b>	<b>6420</b>

<b>Additional fees for services provided</b>	<b>MSW First Year</b>	<b>MSW Second Year</b>	<b>BSW First Year</b>	<b>BSW Second Year</b>	<b>BSW Third Year</b>
Reading Material	650	650	650	650	650
Locker Rent	50	50	50	50	50
Field Instruction and mentoring	3000	3000	2500	2500	2500
Administrative costs for Block Placement		250			
Workshops, & Guest/ ad-hoc Lectures	4000	4000	3000	3000	3000
Field Work, Research Manuals	100		100		
Syllabus	100		100		
Students' activities	1500	1500	1500	1500	1500
IT/MIS	3000	3000	3000	3000	3000
Field Work Viva	300	300	300	300	300
Research Viva		500			
RM/TP workshop	1000	2000			
Library facilities	1000	1000	1000	1000	1000
<b>Sub Total -II</b>	<b>14700</b>	<b>16250</b>	<b>12200</b>	<b>12000</b>	<b>12000</b>
<b>TOTAL (I+II)</b>	<b>22720</b>	<b>24470</b>	<b>18545</b>	<b>17920</b>	<b>18420</b>

# Students should pay University Prescribed fees to the “College of Social Work” A/c. and Additional fees for services provided to the “Nirmala Niketan Institute” A/c. by 2 separate online payment.

# Camp is subject to Covid 19 protocol by appropriate authorities

**NOTE: FEE STRUCTURE IS SUBJECT TO REVISION AS PER THE UNIVERSITY OF MUMBAI NORMS AND NIRMALA NIKETAN INSTITUTE NORMS.**

**Charges for other documents**

	MSW I	MSW II	BSW I	BSW II	BSW III
Transfer Certificate	100	100	100	100	100
Migration Form Verification	100	100	100	100	100
No Objection / /Bonafide Certificate(After Completion of the Course)	100	100	100	100	100
<b>Reference Letter / Testimonial Rs. 100</b>					
<b>Transcript Rs. 1000 for 1<sup>st</sup> copy (Additional copy- Rs. 300 each) for Indian Students (Postage and other Expenses as actuals)</b>					
<b>Transcript Rs. 1500 for 1<sup>st</sup> copy (Additional copy- Rs. 500 each) for foreign Students (Postage and other Expenses as actuals)</b>					
<b>Additional copy of Prospectus - Rs.300, Syllabus - Rs.100, Research Project / Term Paper Manuals/ Field Work Manual - Rs.100 each</b>					
<b>Documentation verification fees (for Students not from Board of Higher Secondary Education in Maharashtra and Universities other than University of Mumbai will be as per verifying University</b>					
<b>Additional 1) Eligibility 2) Registration 3) Eligibility Enrolment fee will be charged for students other than from Mumbai University.</b>					

**NOTE: FEE STRUCTURE IS SUBJECT TO REVISION AS PER THE UNIVERSITY OF MUMBAI NORMS AND NIRMALA NIKETAN INSTITUTE NORMS.**

**Annual Fee Structure for Ph.D in Social Work Degree Course: -  
Revised as on June 2019**

<b>Fees</b>	<b>Amount (Rupees)</b>
Tuition Fee (Includes University share of tuition fee of Rs. 2000/-)	8000
Form and Prospectus fee	300
Examination / Viva voce fee Mark Sheet / Provisional Certificate fee	1000
Admission Processing fee	1000
Workshop / Seminar fee	3000
Library fee	2000
Gymkhana fee	200
Vice Chancellors fund	20
Magazine	100
Identity Card	50
Group Insurance	40
Student Welfare	50
University sports and cultural activity	30
Development fee	1000
Utility	1000
Other fees /Extracurricular activities	500
Computer / Internet	1000
e-suidha	50
e-charges	20
Disaster relief fund	10
Ashwmedha fee	20
Document Verification	400
Refundable Deposit	800
Caution Money	150
Library Deposit	500
Registration fee at the time of admission	1000
Viva Voice	2500
Convocation fee	500
Registration form fee	100
<b>Total</b>	<b>25340</b>



## **ADMISSION RELATED CONTACT DETAILS**

**For any query related to BSW admissions,  
email to: [nnbswadmission@gmail.com](mailto:nnbswadmission@gmail.com)**

**For any query related to MSW admissions,  
email to: [cswnnadmission@gmail.com](mailto:cswnnadmission@gmail.com)**

**For any query related to PhD admissions,  
email to: [cswnnphd@gmail.com](mailto:cswnnphd@gmail.com)**

**For any query related to Short Term Courses in Churchgate,  
email to: [stccsw@gmail.com](mailto:stccsw@gmail.com)**

**For any query related to Extension Courses in Goregaon,  
email to: [nnvirtuallearning@gmail.com](mailto:nnvirtuallearning@gmail.com)**



**The highest law of love is service**

38, New Marine Lines, Mumbai 400 020  
Ph: 022 22002615, 022 22067345 Fax: 022 22014880  
Email: [colsocwk@gmail.com](mailto:colsocwk@gmail.com)  
Website: [www.cswnn.edu.in](http://www.cswnn.edu.in)