

Dear Friends,

The College of Social Work, Nirmala Niketan, since its inception in 1955, has been dedicated in its pursuit of excellence in social work education. Periodically, 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 realities. The College offers a range of courses relevant to the field of social work practice such as Bachelor's and Master's Programme in Social Work, a Ph.D. programme and a number of short term Diploma and Certificate courses in the Social Services. The College received Autonomous Status by the University Grants Commissions in in the month of Feb 2019.

Under article 30(1) of the Constitution of India, the college has received the catholic minority status since 1995 and thus has 50 percent seats reserved for the catholic minority, however the college admits everyone without discrimination, on the basis of merit, interest and other legal provisions.

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 outlines the programmes and facilities designed for the students at the College.

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.

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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 Institution.

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 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***

*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 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 Trust 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 University of Bombay affiliated the program as PG Diploma since 1965 and then got it converted to the M.S.W. program 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. program in 1971. All the programs offered by the college 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. 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. The autonomy will be progressive in nature. The new batch of students for both BSW and MSW will be governed by the autonomy with a new revised syllabus, however the BSW sem V, VI of the present batch will be following the old pattern of syllabus and follow the university pattern. The college continues to be affiliated to university of Mumbai.

### **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 PROGRAMS**

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. 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, 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 members have a Master's Degree in Social Work (MSW) and are UGC-NET qualified, and many 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 Behavioural Sciences and from other professions such as law and medicine/mental health. Eminent University recognized guides are available for the Ph.D. programme in Social Work. Apart from the full time courses, the College also offers several short term courses affiliated to the University of Mumbai.

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

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 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. Field work has the dual purpose

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of promoting the student's own learning while contributing to the development of the people with whom she / he 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 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.

### **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 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**

According to choice based credit system there is an internal assessment and semester end examination for each course in each semester. University examination is conducted for BSW Semester V &VI at the end of each semester. Rest of the classes will be under the rules of autonomy.

**Students both at BSW and MSW level need to have minimum of 75% 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.**

**According to the new syllabus adopted under the autonomy from the year 2019-20 both MSW and BSW new batch will have external assessment and internal assessment in the proportion of 60:40.**

## **BSW**

### **Passing Standard (New Syllabus adopted under autonomy)**

The learners to pass a course shall have to obtain minimum of 45% 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. The learner shall have to obtain a minimum of 45% marks in field work in each semester.

Hence, to pass the BSW Degree Examination, a candidate must obtain:

- 40% of the full marks assigned to a course
- 45% of the full marks in field work

### **Passing Standard (Old syllabus for BSW Sem-V, VI)**

The learners to pass a course shall have to obtain minimum of 40% marks for each course at the Semester End Examination. The learner shall have to obtain a minimum of 40% in field work in each semester.

Hence, to pass the BSW Degree Examination, a candidate must obtain:

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

## **MSW**

### **Passing Standard**

The learners to pass the course shall have to obtain minimum of 50% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 50% marks in the Internal Assessment and 50% marks in Semester End Examination separately, to pass the course and minimum of Grade E, wherever applicable, to pass a particular semester.

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

A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination.

To pass the MSW Degree Examination, a candidate must obtain:

- 40% of the full marks assigned to the external examination of a course
- 45% of the full marks in field work

### **Employment Opportunities**

The B.S.W. and M.S.W. graduates have opportunities for employment in rural and urban areas of India and abroad in a variety of settings: Nongovernmental Organisations, Government and private Hospitals, Schools and Institutions, Government Programmes for marginalised groups, Community Based Organisations, Rehabilitation Centres and Counselling Services, Agencies working on Disability, Dalit and Tribal issues, Livelihood, Disaster Management, women, youth and child development, Social Entrepreneurship, 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, and in Social Action Groups and Legal Aid Cells.

## **DEGREE OF BACHELOR OF SOCIAL WORK**

The course of study for the Degree of Bachelor of Social Work under the Choice Based credit Semester System 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.

### **B.S.W COURSE CURRICULUM**

The course of study for the degree of Bachelor of Social Work under the Choice Based Credit Semester (under Autonomy) from the year 2019-2020 shall be a fulltime course and its duration shall be six semesters which is three academic years. There shall be a University examination at the end of each semester. The curriculum consists of relevant theory and fieldwork. The total number of credits earned by the learner on successful completion of the BSW course is 122 credits.

**BSW Sem-I**

| Semester – I  | Credits   |
|---|-----------|
| Introduction to Social Work   | 4         |
| Social Science Foundation for Social Work -Sociology                  | 4         |
| Social Science Foundation for Social Work -Human Growth and Behaviour | 4         |
| English – I   | 2         |
| Field work  | 6         |
| <b>Total Credits</b>  | <b>20</b> |

**BSW Sem-II**

| Semester – II  | Credits   |
|--|-----------|
| Social Work Practice with Individuals and Families                           | 4         |
| Social Work Practice with Groups   | 4         |
| Social Science Foundation for Social Work – Contemporary Development Studies | 2         |
| Environment Studies (Ability enhancement course)                             | 2         |
| English – II   | 2         |
| Field work   | 6         |
| <b>Total Credits</b>   | <b>20</b> |

**BSW Sem-III**

| Semester – III                                  | Credits   |
|---|-----------|
| Women studies                                   | 4         |
| Social Work Practice with Communities           | 4         |
| Social work Administration                      | 4         |
| Computer application (Skill enhancement course) | 2         |
| Field work                                      | 6         |
| <b>Total Credits</b>                            | <b>20</b> |

**BSW Sem-IV**

| Semester – IV                         | Credits   |
|---------------------------------------|-----------|
| Development communication             | 4         |
| Health and nutrition                  | 4         |
| Social Policy                         | 4         |
| Life skills(Skill Enhancement Course) | 2         |
| Field work                            | 6         |
| <b>Total Credits</b>                  | <b>20</b> |

**BSW Sem-V**

| Semester – V  | Credits   |
|---|-----------|
| Social Work Theories  | 2         |
| Social Movements  | 2         |
| Research  | 4         |
| Education   | 2         |
| Elective -Subject Basket -2 credits each (Select any three) | 6         |
| A. Aging Studies  |           |
| B. Child Rights and Protection                              |           |
| C. Social Inclusion and Exclusion                           |           |
| D. Social Entrepreneurship                                  |           |
| Field Work  | 6         |
| <b>Total Credits</b>  | <b>22</b> |

**BSW Sem-VI**

| Semester – VI  | Credits   |
|--|-----------|
| Rural and Urban Studies                                    | 4         |
| Integrated Social Work Practice                            | 2         |
| Human Rights   | 2         |
| Informal Labour and Informal Sector                        | 2         |
| <b>Elective -Subject Basket 2 credits each (Any Two) 4</b> |           |
| A. Disability Studies                                      |           |
| B. Basic Counselling Skills                                |           |
| C. Peace Education   |           |
| Field work   | 6         |
| <b>Total Credits</b>                                       | <b>20</b> |

**DEGREE OF MASTER OF SOCIAL WORK**

The course of study for the degree of Master of Social Work under the Choice Based Credit Semester (under Autonomy) from the year 2019-2020 shall be a fulltime course and its duration shall be four semesters which is two academic years. There shall be a University examination at the end of each semester. 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.

(New syllabus under autonomy is implemented for MSW Sem I and II from the year 2019 -2020)



**MSW Sem- I**

| Semester – I   | Credits   |
|--|-----------|
| History and Philosophy of social work                | 2         |
| Social work practice with individuals and families   | 4         |
| Community Organisation                               | 4         |
| Research Methodology - Part I                        | 4         |
| Social Science Foundation for Social Work -Sociology | 2         |
| Social Science Foundation for Social Work-Phychology | 2         |
| Field work   | 6         |
| <b>Total Credits</b>                                 | <b>24</b> |

**MSW Sem-II**

| Semester – II                                       | Credits   |
|---|-----------|
| Social Welfare Administration                       | 2         |
| Work with Groups                                    | 4         |
| Contemporay Social Movements                        | 2         |
| Social Policy and planning                          | 4         |
| Social Science Foundation for Social Work- Politics | 2         |
| Economic Development                                | 2         |
| Research Methodology- Part II                       | 2         |
| Field work  | 6         |
| <b>Total Credits</b>                                | <b>24</b> |

**MSW Sem-III**

| Semester – III                                  | Credits   |
|---|-----------|
| Integrated Social Work Practice                 | 4         |
| Health  | 2         |
| Rural and Urban Studies                         | 4         |
| Mental Health                                   | 2         |
| Electives /subject basket (Choose in any three) | 6         |
| a.Informal Labour Force and Informal Sector     |           |
| b.Therapeutic Intervention                      |           |
| c.Social Exclusion and Inclusion                |           |
| d.Communication Skills                          |           |
| e.Sustainable Development and Environment       |           |
| Field work                                      | 6         |
| <b>Total Credits</b>                            | <b>24</b> |

**MSW Sem-IV**

| Semester – IV                                   | Credits   |
|---|-----------|
| Women’s Studies                                 | 4         |
| Human Rights                                    | 2         |
| Research Project with Dissertation              | 8         |
| Or Term Paper                                   | 4         |
| <b>Electives /Subject basket 2 credits each</b> |           |
| Any two for Research Students                   | 4         |
| Any four for Term Paper Students                | 8         |
| A.Disability Studies                            |           |
| B.Ageing  |           |
| C.Peace Education                               |           |
| D.Field Work Supervision                        |           |
| E.Education and Development                     |           |
| Field work                                      | 6         |
| <b>Total Credits</b>                            | <b>24</b> |

### **Research Study or Term Paper**

In part fulfilment of the requirements of the M.S.W. Degree, students are required to undertake a Research Study or a Term Paper

#### ***a. 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. Sem. II and students are required to utilize at least a part of the vacation each year for research related activities.

#### ***b. 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 Calendar. No project report will be accepted after this date, resulting in the student not being eligible to appear for the final examination held that year.**

### **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) Minimum 75% attendance of lecture classes in each course in each semester
- b) Full (100%) attendance for the stipulated hours in field work,
- c) Satisfactory conduct in the College campus and during field work

**Attendance requirement**

**a) Lectures**

As both the B.S.W. and M.S.W. are full time programs, students are expected to attend every class on time. Roll call is taken during every class. The student is marked absent if she / he is late for the lecture beyond 10 minutes. **Seventy-five percent attendance on the aggregate is required to be eligible to appear for the Semester end examinations.** Examination forms will be withdrawn from the University if this requirement is not fulfilled by the end of each semester except in extenuating circumstances.

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.

**b) 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 University Examination**

**ADMISSION AND SELECTION PROCEDURES/POLICY FOR M.S.W. PROGRAM**

**For admission in MSW Programme, only Online mode of admission is available.**

Candidates aspiring for the MSW Programme should have completed Graduation (10+2+3) from any of the UGC approved University in India. The minimum percentage for marks at the Graduation Course for eligibility to MSW admission process is 50% for General Category candidates and 45% for the candidates from Minority and Reserved Category.

Candidates applying for M.S.W programme should have passed in the previous exam that they appeared for. The reservation of seats is maintained as per rules relating to Minority Institutions.

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, 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 allowed to appear for the same.

The Candidates applying from University other than University of Mumbai have to follow eligibility process subscribed by the University of Mumbai.

Candidates from countries other than India are required to contact University of Mumbai for further process.

A hardcopy of the filled in form along with documents attached has to reach the college by post/courier/hand delivery on or before 31<sup>st</sup> May

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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.

MSW Programme admission is based on a series of admission tests (English Comprehension, General Knowledge, AIMS), a group discussion and a panel interview which takes into consideration the candidate's past academic performance, background in social work experience, interest and aptitude for the profession, etc.

As per the scores of the entrance exams, a list of the students will be selected to appear for group discussion and interview. A final list of students will be prepared based on past academic record and total scores obtained from all the tests, group discussion and interviews.

**ADMISSION AND SELECTION PROCEDURES/POLICY FOR B.S.W. PROGRAM**

Candidates aspiring for BSW programme should have completed Higher Secondary Course/ PUC/ +2 from any of the Approved School Boards in India.

The minimum percentage for marks at the Higher Secondary Course for eligibility to BSW admission process is 45% for general category candidates and 40% for reserved category and minority category candidates.

**BSW admissions this year is completely online. Only Online mode of admission is available.**

1. 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 and mentioned the university registration number in the application form.
2. 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.
3. The printout of University **Pre-Admission Online Registration** form should be submitted in the college along with the **College BSW Application Form** without fail.
4. Admission forms will be available only in the online mode, and as hard copies in the college office.
5. The BSW form submission process will commence only after the declaration of H.S.C results in the state of Maharashtra



6. The BSW admission form will be available to candidates only after payment of fee (Rs 500 for General candidates inclusive of Minority candidates and Rs. 400 for candidates from reserved categories) online as per instruction given on the admission portal.

**For BSW, an entrance exam will be conducted followed by group discussion and interviews. Based on the scores the Merit List will be put up on the College Notice Board and on the website.**

**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 Semester is compulsory. Attendance on the opening day of the course is compulsory.

## **PH.D. PROGRAM IN SOCIAL WORK**

The College of Social Work, Nirmala Niketan (Autonomous) has been recognized for registration of students to the Ph.D. programme since 1996.

Applicants who meet the requirements given below will be considered for registration:

- 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 acquiring the Master's degree in Social Work,
- e. have completed the advanced research methodology course inclusive of four modules on Quantitative Design, Qualitative design, Statistics, and SPSS from CSWNN or any other recognized Institution,
- f. have passed the UGC NET/ PhD Entrance examination (PET) from any University as per Regulation, 2009 of UGC (minimum standard and procedure for award of M. Phil. / Ph. D. Degree), issued by University Grants Commission on 1st June, 2009 and 5th May 2016 thereof and the subsequent Gazette of India, (**ASADHA 20, 1931**) on 11th July, 2009 for the award of M. Phil/ Ph.D. Degree, directing all the Universities in India to follow the same with immediate effect from the date of publication in the Gazette of India **OR** have passed M. Phil, Programme of UOM or any other recognized University/ Institution, provided the M. Phil is as per the UGC guidelines.

**As per the requirement of the University of Mumbai, students registered for the doctoral programme will have to reside in Mumbai for two years 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 the doctoral programme is done entirely at the discretion of the Research Review Committee of the University of Mumbai.

**Duration of the Programme:**

1. Duration of the Ph.D. programme shall be a period from the date of admission to the programme to the date of submission of thesis for the degree.
2. The Ph.D programme shall be of a minimum duration of three years and a maximum of six years from the date of admission, including course work; *provided that the candidate has spent at least one year after registration; provided further that the minimum period shall be two years from the date of admission for candidates who have pursued PhD after Master's degree by research and registers for PhD in the same subject;*
3. Extension upto a maximum period of four semesters/two years for PhD. shall be given by the Research and Recognition Committee (RRC) concerned on the recommendation of the Guide and the respective Research Advisory Committee (RAC). The candidate 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 programme. beyond TEN years from the date of admission, and after this period the registration of the candidate shall be deemed to have ceased.*

4. 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.

**Procedure for admission:**

1. All admissions for Ph.D programmes shall be through an Entrance Test (PET) conducted by the University and the Interviews conducted by the Research Centre, CSWNN.
2. The College shall notify on an annual basis a predetermined and manageable number of vacant seats for Ph.D., depending on the number of available research guides, prescribed quota, and academic and physical facilities available, keeping in mind the norms regarding the scholar-guide ratio.
3. The admissions shall be based on the criteria notified by the University, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned.

**Interviews for admission to Ph.D programme:**

The candidates who have cleared the PET and course work on Research methodology will be required to appear for an interview, as part of the admission process.

1. The interview shall be conducted at CSWNN on the following aspects:
  - i. Basic knowledge of the chosen area;
  - ii. Competence for the proposed research;
  - iii. Whether the research work can be suitably undertaken at the Institution/College;
  - iv. Whether the proposed area of research can contribute to new/ additional knowledge related to social work.

2. The Research Centre of CSWNN shall submit the reports of the admission committee to the University (Thesis Section) within a period of not more than 30 days from the date of completion of the interviews.
3. The University and the Research Centre of CSWNN shall publish the lists of candidates selected for admission.
4. The University and CSWNN shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of her/his research, name of supervisor/co-supervisor, date of enrolment/registration.

**Allocation of Research Guides:**

1. The allocation of Research Guide for a selected research student shall be decided by the Head of Research Centre/Principal of CSWNN, depending on the number of students per Research Guide, the available specializations among the Guides, research interests of the students as indicated by them at the interviews, and the facilities available; with due regard to the reservation policy.
2. At any given time, a Professor cannot guide more than eight Ph.D. students; an Associate Professor cannot guide more than six Ph.D. students; and an Assistant Professor cannot guide more than four Ph.D. scholars.

**Admission:**

The selected student shall complete the formalities of admission at the Research Centre by paying the prescribed **fees**.

**Research Advisory Committee (RAC) for Ph.D. students:**

1. There shall be a Research Advisory Committee (RAC) for each Ph.D. student which shall be constituted by the Head of Research Centre immediately after the admission of the candidate.

2. The RAC has the following composition –
  - i. Head of Department or his/her nominee –Chairperson; *provided that* the Head is a Ph.D. holder; *provided further that* if the Head is not a Ph.D. holder the Head of the Centre shall appoint a Senior Professor as the Chairperson;
  - ii. Research Guide – Convenor;
  - iii. One or Two outside expert/s from the same field –Nominated by the Head of Research Centre; *provided that* the experts are Ph.D. holders in the same or related areas and senior in teaching/research.
  
3. The candidate shall submit a six-monthly progress report of his/her work to the RAC through his/her Guide and also make a presentation before the committee about his/her research work once in six months. The six-monthly progress reports shall be submitted by the RAC to the Head of the Centre, with a copy to the research student.
  
4. The Research Advisory Committee shall have the following responsibilities;
  - i. To review the research proposal and finalize the topic of research;
  - ii. To guide the research scholar to develop the study design and methodology of research.
  - iii. To periodically review and assist in the progress of the research work of the research scholar.
  
5. In case of any suggestions given by the Research Advisory Committee for improvement of the work, the candidate should make the changes accordingly.
  
6. In case the progress of the research scholar is unsatisfactory, the RAC shall record the reasons for the same and suggest corrective measures. If the student fails to implement these, the RAC may recommend to the Centre with specific reasons, cancellation of the registration of the research student.

**Topic Approval:**

1. The candidate in consultation with the Research Guide and RAC shall decide the topic of the Research and shall write a suitable research proposal in the format prescribed. The candidate shall submit, along with that application, eight copies of his/her research proposal.
2. The research proposal shall be placed before the respective Research and Recognition Committee (RRC).
3. The RRC shall consider the topic of research and research proposal, and if satisfied shall give approval to the topic of research and research proposal.
4. If the RRC may suggest minor changes to the title and the proposal if it deems fit, such changes will be made by the student in consultation with the Guide and RAC, and the same shall be conveyed to the RRC.
5. If the RRC rejects the topic and proposal the student shall consult the RAC and the Guide and can send a fresh proposal/title after three months, but within one year.
6. The registered student shall not be allowed to register simultaneously for any other degree course.
7. The registration is deemed to be confirmed once the topic and proposal are approved by the RRC.
8. If the candidate desires to modify the title and/or the proposed plan of the research, he/she shall apply at least six months before the date of submission of synopsis. The RRC concerned may approve such changes on the basis of recommendation of the RAC, Research Guide and the Head of Research Centre.

**Registration of Ph.D. candidate:**

1. The candidate shall apply to the Register, MU, in the prescribed format for Registration, along with the prescribed registration fee.
2. Withdrawal • Research scholars may withdraw from the Ph.D. programme for genuine reasons, for duration of a semester or a year but only with a prior permission from the Head of the Research Centre, and recommended by the guide. The duration of withdrawal will not be counted into the period of registration. It is expected that Ph.D. students will complete all the

requirements for their doctoral programme in three years. However, in case of critical events, an outer limit of five years for completion of the programme excluding the period of withdrawal/deregistration will be allowed.

3. De-registration •Scholars who wish to withdraw from the programme completely or for more than a year but wish to return to re-register can de-register. De-registration entails removal from the rolls and the settlement of deposits.

4. Re-registration • Scholars who wish to re-register can do so within two years from the date of de-registration and an overall period of five years from the date of registration to the Ph.D. programme. The procedures for re-registration may be different depending on the stage of research at which the research scholar left the programme.

**Course Work for Ph.D.:**

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc. for

Ph.D programme shall be as under:

1. PhD course work shall be of 12 credits.
2. The course work shall be treated as prerequisite for Ph.D.
3. A minimum of 12 credits shall be assigned to the theory course on Research Methodology, which could cover areas such as basic philosophy of research, quantitative methods, qualitative methods, statistics, and computer applications.
4. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the respective Board of Studies.
5. The courses shall be arranged in a formal way by the PhD Centre at CSWNN where experts in the areas of course work shall deliver requisite number of lectures. Record of attendance of the students shall be kept. The attendance of a candidate less than 75% shall make the course null and void for the candidate.
6. The course work may be completed by the candidate either at the CSWNN or University departments, or premier institutions such as TISS and ICSSR,



provided the syllabus is equivalent to the syllabus of CSWNN.

7. All the students admitted to the Ph.D. programmes shall be required to complete the course work prescribed within the initial two semesters.

8. The candidates already holding M. Phil. Degree as per the UGC guidelines may be exempted by CSWNN from the Ph.D. course work. All the other students admitted to the Ph.D. programme shall be required to complete the approved course work.

9. The grades in the course work, including research methodology courses shall be finalized after a combined assessment by the RAC and the final grades shall be communicated to the Head of the Centre and to the University.

10. A Ph.D. student has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7 or 10 point (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to submit the synopsis of dissertation/ Thesis and continue in the programme and submit the dissertation/thesis.

**Evaluation and Assessment Methods, minimum standards/credits for award of the degree, etc.:**

**1. Synopsis:** The candidates shall submit to the University fifteen unbound copies of the synopsis of her/his thesis through his/her Research Supervisor at least two months before submission of thesis. The format of the thesis shall be as prescribed.

**2. Research Publications:** Ph.D. scholars shall publish at least one research paper in refereed and cited journal/UGC approved journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints/acceptance letter from the publisher/editor.

**3.** Before submission of Ph.D. dissertation/thesis, every candidate shall fulfil the requirements prescribed with respect to detection of plagiarism and any other form of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research student and a

certificate from the Research Guide attesting the originality of the work, vouching that there is no plagiarism and any other academic dishonesty and that the work has not been submitted for the award of any other degree/ diploma of the same University or to any other University.

**4. Submission of thesis:**

a. The thesis/dissertation shall be submitted in the prescribed format in a spiral bound form and printing on both sides of a paper, along with a soft copy (CD).

The Ph.D. candidate shall submit three copies of her/his thesis.

**5. Evaluation of Dissertation/Thesis:**

The Ph.D. thesis submitted by a research shall be evaluated by his Research Guide and two external examiners.

**6. Viva Voce:**

a. The *viva voce* of the research student to defend the Ph.D. thesis shall be conducted only if the evaluation reports of the two external examiners are satisfactory and include a specific recommendation for conducting the *viva voce*.

b. The *viva voce* shall be conducted by i) the *viva voce* committee in the case of Ph.D. thesis.

c. The Ph.D. *viva voce* committee shall be constituted by the Head of the University Department/Head of the Research Centre and shall comprise the following:

i. Head of Research Centre or her/his nominee –Chairperson

ii. The Research Guide as convenor

a. Two External Examiners, of which one examiner is appointed to conduct the *viva voce*. Both examiners are required to send in their comments on the thesis 10 days before the *viva voce*.

b. The open defence *viva voce* shall be open to the members of the RAC, all faculty members of the Centre, other research scholars and other interested experts/researchers.

c. The *viva voce* shall include a brief presentation by the candidate with respect to the research work done and the candidate should be tested for her/his knowledge in the research/subject area concerned and, on the comments given in the evaluation reports.

d. If the evaluation report of the external examiners in case of Ph.D. thesis, is unsatisfactory and does not recommend *viva voce*, the dissertation/ thesis shall be sent to subsequent external examiner out of the approved list of examiners and the *viva voce* shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/thesis shall be rejected and the research student shall be declared ineligible for the award of the degree.

### **SHORT TERM PROGRAMS**

The College also provides University approved Self-Financing Short Term programs in various professionally relevant areas of specialization such as Social Research, Child Rights, Therapeutic Counselling and Sustainable Development (Refer Short Term Programs Prospectus).

### **EXTENSION CENTRE PROGRAMS**

The College has set up an Extension Centre at Goregaon, a western suburb in the year 1992. The Extension Centre has remained a hub of activities for many years. It has been actively involved in organizing various training programmes such as Certificate in Social Work for Para Professionals, Certificate in Social Work for Senior Citizens, PG Diploma in Corporate Social Responsibility (PGD-CSR), Certificate in Management of Non Profit Organisations (CMNPO) (Refer Extension Programs Prospectus). The Extension Centre works with suburban college youth through its project '*Anubhav Mumbai*' since 1997

### **PROFESSIONAL JOURNAL**

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

### **RESEARCH UNIT**

The Research Unit of the college, which undertakes 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.

### **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 interested development professionals from the field in addition to 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 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. 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 800 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.

## **FACILITIES FOR STUDENTS**

### **Mandatory Orientation and Rural Camps outside Mumbai**

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

Attendance at orientation programmes, workshops and camps is compulsory and is seen as part of the total learning process. Camps help 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.

### **English Laboratory**

Recognizing the importance of English in an increasingly global world, an English Remedial Lab has been set up in the College to provide guidance to students to improve their English language skills.

### **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 hostel facilities for women students at the premises of where the College is located. Since the availability of space is limited at ISS at Churchgate, 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.

### **STUDENTS ACTIVITIES**

#### **Students' Council:**

The Student Council functions as per the Maharashtra Universities Act, 2016. 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:**

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

#### **Laptop Bank Services:**

In order to help the students to meet the academic requirement of research, term paper, assignments etc. College has initiated a laptop bank where the students can avail the facility.

**FEES FOR THE YEAR 2020-21**  
**FOR GENERAL CATEGORY**

| <b><u>University Prescribed</u></b>                 | <b>M.S.W.I</b><br>Semester<br>System | <b>M.S.W.II</b><br>Semester<br>System | <b>B.S.W.I</b><br>Semester<br>System | <b>B.S.W.II</b><br>Semester<br>System | <b>B.S.W.III</b><br>Semester<br>System |
|---|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|--|
| Tuition Fees  | 1500                                 | 1500                                  | 1200                                 | 1200                                  | 1200                                   |
| Library Fees  | 300                                  | 300                                   | 300                                  | 300                                   | 300                                    |
| Gymkhana Fees                                       | 400                                  | 400                                   | 400                                  | 400                                   | 400                                    |
| Other fees/<br>Extra Curricular Activity            | 250                                  | 250                                   | 250                                  | 250                                   | 250                                    |
| Exam Fees   | 3270                                 | 3270                                  | 2220                                 | 2220                                  | 2220                                   |
| Enrollment 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 Fees                                | 40                                   | 40                                    | 40                                   | 40                                    | 40                                     |
| Student 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,<br>Sports & Cultural Activity | 30                                   | 30                                    | 30                                   | 30                                    | 30                                     |
| Ashwamedh/ Indradhanu                               | 24                                   | 24                                    | 24                                   | 24                                    | 24                                     |
| E-Suvida  | 50                                   | 50                                    | 50                                   | 50                                    | 50                                     |
| E-Charges   | 20                                   | 20                                    | 20                                   | 20                                    | 20                                     |
| Computer Practicals                                 | 3000                                 |                                       | 1500                                 | 1500                                  |  |
| Skill Laboratory Fees                               | 2000                                 | 2000                                  | 1000                                 | 1000                                  | 1000                                   |



| <b><u>University Prescribed</u></b>                 | <b>M.S.W.I</b><br>Semester<br>System | <b>M.S.W.II</b><br>Semester<br>System | <b>B.S.W.I</b><br>Semester<br>System | <b>B.S.W.II</b><br>Semester<br>System | <b>B.S.W.III</b><br>Semester<br>System |
|---|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|--|
| Alumni Association Fees                             | 100                                  |                                       | 25                                   |                                       |  |
| Project Seminar Fees                                |                                      | 800                                   |                                      |                                       | 500                                    |
| <b><u>Refundable</u></b>                            |                                      |                                       |                                      |                                       |  |
| Caution Money                                       | 200                                  |                                       | 150                                  |                                       |  |
| Library Deposit                                     | 300                                  |                                       | 250                                  |                                       |  |
|   | <b>500</b>                           | <b>0</b>                              | <b>400</b>                           | <b>0</b>                              | <b>0</b>                               |
| <b><i>Total I</i></b>                               | <b>19514</b>                         | <b>15864</b>                          | <b>14159</b>                         | <b>13514</b>                          | <b>12514</b>                           |
| <b><u>Additional fees for services provided</u></b> |                                      |                                       |                                      |                                       |  |
| Reading Material                                    | 650                                  | 650                                   | 650                                  | 650                                   | 650                                    |
| Locker Rent   | 50                                   | 50                                    | 50                                   | 50                                    | 50                                     |
| Industrial Visit/Field<br>Agency Visit Fees         | 3000                                 | 3000                                  | 2500                                 | 2500                                  | 2500                                   |
| Administrative costs for<br>Block Placement         |                                      | 250                                   |                                      |                                       |  |
| Workshops & Guest<br>Lectures                       | 4000                                 | 4000                                  | 3000                                 | 3000                                  | 3000                                   |
| Field Work, Research,<br>Manual                     | 100                                  |                                       | 100                                  |                                       |  |
| Syllabus  | 100                                  |                                       | 100                                  |                                       |  |

| <b><u>Additional fees for services provided</u></b> | <b>M.S.W.I</b><br>Semester<br>System | <b>M.S.W.II</b><br>Semester<br>System | <b>B.S.W.I</b><br>Semester<br>System | <b>B.S.W.II</b><br>Semester<br>System | <b>B.S.W.III</b><br>Semester<br>System |
|---|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|--|
| Students activities                                 | 1500                                 | 1500                                  | 1500                                 | 1500                                  | 1500                                   |
| College Net Campus and<br>Computer Centre Fees      | 3000                                 | 3000                                  | 3000                                 | 3000                                  | 3000                                   |
| Field Work Viva                                     | 300                                  | 300                                   | 300                                  | 300                                   | 300                                    |
| Research Viva                                       |                                      | 500                                   |                                      |                                       |  |
| Research/SPSS                                       | 1000                                 | 2000                                  |                                      |                                       |  |
| Library Facilities                                  | 1000                                 | 1000                                  | 1000                                 | 1000                                  | 1000                                   |
| <b><i>Total II</i></b>                              | <b><i>14700</i></b>                  | <b><i>16250</i></b>                   | <b><i>12200</i></b>                  | <b><i>12000</i></b>                   | <b><i>12000</i></b>                    |
| <b>Total</b>  | <b>I + II</b>                        | <b>34214</b>                          | <b>32114</b>                         | <b>26359</b>                          | <b>25514</b>                           |

**FEE STRUCTURE FOR THE YEAR 2020-21**  
**FOR RESERVED CATEGORY**

| <b><u>University Prescribed</u></b>                 | <b>M.S.W.I</b><br>Semester<br>System | <b>M.S.W.II</b><br>Semester<br>System | <b>B.S.W.I</b><br>Semester<br>System | <b>B.S.W.II</b><br>Semester<br>System | <b>B.S.W.III</b><br>Semester<br>System |
|---|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|--|
| Tuition Fees  |                                      |                                       |                                      |                                       |  |
| Library Fees  |                                      |                                       |                                      |                                       |  |
| Gymkhana Fees                                       |                                      |                                       |                                      |                                       |  |
| Other fees/<br>Extra Curricular Activity            |                                      |                                       |                                      |                                       |  |
| Exam Fees   |                                      |                                       |                                      |                                       |  |
| Enrollment Fees                                     |                                      |                                       |                                      |                                       |  |
| Disaster Relief Fund                                | 10                                   | 10                                    | 10                                   | 10                                    | 10                                     |
| Study Tour/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 Fees                                | 40                                   | 40                                    | 40                                   | 40                                    | 40                                     |
| Student Welfare Fund                                | 100                                  | 100                                   | 100                                  | 100                                   | 100                                    |
| Development Fees                                    |                                      |                                       |                                      |                                       |  |
| Vice-Chancellor Fund                                | 20                                   | 20                                    | 20                                   | 20                                    | 20                                     |
| University of Mumbai,<br>Sports & Cultural Activity |                                      |                                       |                                      |                                       |  |
| E-Suvida  |                                      |                                       |                                      |                                       |  |
| E-Charges   |                                      |                                       |                                      |                                       |  |
| Computer Practicals                                 |                                      |                                       |                                      |                                       |  |
| Skill Laboratory Fees                               | 2000                                 | 2000                                  | 1000                                 | 1000                                  | 1000                                   |

| <b><u>University Prescribed</u></b> | <b>M.S.W.I</b><br>Semester<br>System | <b>M.S.W.II</b><br>Semester<br>System | <b>B.S.W.I</b><br>Semester<br>System | <b>B.S.W.II</b><br>Semester<br>System | <b>B.S.W.III</b><br>Semester<br>System |
|-------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|--|
| Alumni Association Fees             | 100                                  |                                       | 25                                   |                                       |  |
| Project Seminar Fees                |                                      | 800                                   |                                      |                                       | 500                                    |
| <b><u>Refundable</u></b>            |                                      |                                       |                                      |                                       |  |
| Cautions Money                      | 200                                  |                                       | 150                                  |                                       |  |
| Library Deposit                     | 300                                  |                                       | 250                                  |                                       |  |
|                                     | <b>500</b>                           |                                       | <b>400</b>                           |                                       |  |
| <b><i>Total I</i></b>               | <b>8020</b>                          | <b>8220</b>                           | <b>6345</b>                          | <b>5920</b>                           | <b>6420</b>                            |

| <b><u>Additional fees for services provided</u></b> |      |      |      |      |      |
|---|------|------|------|------|------|
| Reading Material                                    | 650  | 650  | 650  | 650  | 650  |
| Locker Rent   | 50   | 50   | 50   | 50   | 50   |
| Industrial Visit/Field Agency Visit Fees            | 3000 | 3000 | 2500 | 2500 | 2500 |
| Administrative costs for Block Placement            |      | 250  |      |      |      |
| Workshops & Guest Lectures                          | 4000 | 4000 | 3000 | 3000 | 3000 |
| Field Work, Research, Manual                        | 100  |      | 100  |      |      |
| Syllabus  | 100  |      | 100  |      |      |
| Students activities                                 | 1500 | 1500 | 1500 | 1500 | 1500 |
| College Net Campus and Computer Centre Fees         | 3000 | 3000 | 3000 | 3000 | 3000 |
| Field Work Viva                                     | 300  | 300  | 300  | 300  | 300  |
| Term Paper/Research Viva                            |      | 500  |      |      |      |

| <b><u>Additional fees for services provided</u></b> | <b>M.S.W.I<br/>Semester<br/>System</b> | <b>M.S.W.II<br/>Semester<br/>System</b> | <b>B.S.W.I<br/>Semester<br/>System</b> | <b>B.S.W.II<br/>Semester<br/>System</b> | <b>B.S.W.III<br/>Semester<br/>System</b> |
|---|--|---|--|---|--|
| Research/SPSS                                       | 1000                                   | 2000                                    |  |   |  |
| Library Facilities                                  | 1000                                   | 1000                                    | 1000                                   | 1000                                    | 1000                                     |
| <b><i>Total II</i></b>                              | <b><i>14700</i></b>                    | <b><i>16250</i></b>                     | <b><i>12200</i></b>                    | <b><i>12000</i></b>                     | <b><i>12000</i></b>                      |
| <b>Total</b> <b>I + II</b>                          | <b>22720</b>                           | <b>24470</b>                            | <b>18545</b>                           | <b>17920</b>                            | <b>18420</b>                             |

**ALUMNI SERVICES FEE**

|   | <b>M.S.W.I</b> | <b>M.S.W.II</b> | <b>B.S.W.I</b> | <b>B.S.W.II</b> | <b>B.S.W.III</b> |
|---|----------------|-----------------|----------------|-----------------|------------------|
| Transfer Certificate  | 100            | 100             | 100            | 100             | 100              |
| Migration Form Verification   | 100            | 100             | 100            | 100             | 100              |
| No Objection/Reference/<br>Bonafide Certificate<br>(After Completion<br>of Course)  | 100            | 100             | 100            | 100             | 100              |
| Reference letter  | 100            |                 |                |                 |                  |
| Testimonial   | 100            |                 |                |                 |                  |
| Transcript -Rs. 1000/- for 1st copy (Additional copy - Rs.300/- each)<br>for Indian Students  |                |                 |                |                 |                  |
| Transcript -Rs. 1500/- for 1st copy (Additional copy - Rs.500/- each)<br>for Foreign Students ( Postage & other Expenses Extra)   |                |                 |                |                 |                  |
| <i>Documentation verification fees<br/>(For students not from Board of Higher<br/>Secondary Education in<br/>Maharashtra and Universities other than<br/>Mumbai University)</i> |                |                 |                |                 |                  |
| As per verifying University   |                |                 |                |                 |                  |

\*Additional 1) Eligibility 2) Registration 3) Eligibility Enrollment fee will be charged for students other than from Mumbai University

**Note:** *Fee structure is subject to revision as per the University norms and Nirmala Niketan Institute norms*

**Fee Structure for PhD (Arts) Degree Course - 2020-21**

**Social Work**

| <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-suvidha  | 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> |

*Printed on July-2020*  
*Audio Visual Unit*

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