

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. At various junctures, the College of Social Work has made efforts in updating its knowledge base and making its educational initiatives relevant to the existing national and global socio-economic reality. The College offers a range of courses relevant to the field of social work practice such as Bachelor's and Master's Programme in Social Work, a Ph.D. programme and a number of short term Diploma courses in Social Work.

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 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 the College, you are not just a student of the academic institution but also a very special part of the Nirmala Niketan community.

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

Principal  
College of Social Work  
Nirmala Niketan

**CONTENTS**

- About the College of Social Work ..... 1
- Academic Programmes ..... 3
- B.S.W. .... 9
- M.S.W. .... 12
- Ph.D. .... 19
- Short Term Courses ..... 20
- University Requirements For Bachelor's and  
Masters Programme ..... 21
- Admission and Selection Procedures  
for BSW & MSW Programmes ..... 22
- Professional Journal ..... 24
- Research Unit ..... 25
- Library ..... 25
- Computer Laboratory ..... 25
- Audio Visual Unit ..... 26
- Nirmala Niketan Extension Centre ..... 26
- Programmes & Facilities for Students ..... 26
- Student Activities ..... 28
- Scholarships and Awards ..... 28
- Fee Structure ..... 31

## **ABOUT THE COLLEGE OF SOCIAL WORK**

### **VISION & MISSION**

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

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

#### ***Vision and Mission***

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

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

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

### **HISTORY**

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

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

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

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

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

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

### **PROFESSIONAL COMMITMENT**

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

## **ACADEMIC PROGRAMMES**

The College provides a generic course of studies both at the M.S.W. and the B.S.W. levels. A semester system of three years has been adopted for the B.S.W. course since 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. 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 and several also have an M. Phil or a Ph.D. degree. Several visiting lecturers teach full courses (papers) as they contribute to the inter-disciplinary base of the curriculum. These visiting lecturers are drawn from the Social and Behavioral Sciences and from other professions with which social workers collaborate.

Eminent University recognized guides are available for the Ph.D. programme in Social Work. Apart from the full time courses, the College also offers several short term courses affiliated to the University of Mumbai.

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

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

#### **Theory**

Theoretical perspectives provided in the programmes 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 fulfill the goals,
- ▲ develop skills in the utilization of social work intervention methods and adopt ethical practices using the principles of the profession while working with individuals and families, groups and communities.

### **Field Work**

Field Work is an integral part of the programme of training in social work. It 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 his / her activities and learner-centered in relation to his / her particular interest areas and aptitudes. Field work has the dual purpose of promoting the student's own learning while contributing to the development of the people with whom he / she works, especially the disadvantaged sections of our society.

Practical experience in fieldwork aims at the following objectives:

- ▲ provide opportunity for the integration of classroom learning and field practice and vice versa (feedback mechanism for both class and field),
- ▲ develop skills through learning how to utilize the knowledge learnt in the classroom for analysis of problems affecting the target

- groups and selection of the appropriate means for problem-solving,
- ▲ cultivate attitudes, values and commitments of the profession relevant to working with the most disadvantaged sections of society,
- ▲ develop awareness of self and the way in which student's behaviour is affected by past experiences and cultural factors, and the way in which these affect the perceptions of their response to others.

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

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

#### **Faculty Advising and Mentoring**

Each student is assigned to a Faculty Adviser. Ordinarily a new Faculty Adviser is appointed each year. The appointment of the Faculty Adviser is based on the particular fieldwork placement of the student since each faculty member is responsible for a group of placements whether or not they directly provide field instruction in those placements. Besides being responsible for the students' field work performance, the Faculty Adviser is also responsible for the students' overall academic work and professional development. Any difficulties experienced by the student may be discussed with the Adviser whose function is to assist and guide the student. The students receive individualized attention in the form of guidance and supervision from the teaching faculty. As per the Regulation of the Directorate of Social Welfare, Government of Maharashtra, the staff student ratio of the College is to be maintained at 1:14.

#### **Intake capacity of various programmes**

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

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

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

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

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

### **Medium of Instruction**

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

### **Teaching**

Theory classes are held on Mondays, Tuesdays, Wednesdays, and Saturday. Fieldwork days are on Wednesday afternoon, Thursdays, and Fridays. Most of the classes are conducted with a combination of lecture, presentation and discussion method where participation from students is strongly encouraged. The students are given an outline of the content of each course as well as bibliography of the required reading at the beginning of each year. Students are expected to supplement classroom learning by independent reading. Required readings are prescribed from several sources which are available in the library.



### **Examination and Marking System**

According to Credit based Semester Grading system for both BSW (with effect from academic year 2011-12) and MSW (with effect from the academic year 2012-13) there is an internal assessment and semester end examination for each course in each semester. University examination is conducted for BSW Semester V & VI, MSW Semester I-IV, at the end of each semester.

#### **BSW**

##### **Passing Standard**

The learners to pass a course shall have to obtain a minimum 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum 40% marks in the Internal Assessment and 40% marks in Semester End Examination separately, to pass the course and minimum of Grade E, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination.

#### **MSW**

##### **Passing Standard**

The learners to pass a course shall have to obtain a minimum 50% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum 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. 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:

- 50% of the full marks assigned to the external examination of a course
- 50% of the full marks assigned to the internal examination of a course

- 50% in the Research/Term paper project
- 50% of the full marks in field work
- An aggregate of 50% in all subjects of each semester taken together

### **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: Non-Governmental 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 Credit Based Semester Grading System from the year 2011 – 2012 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 120 credits.

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

No.	Course	Marks	Credits
1	Basic Communication & Programme Media	50	2
2	Society	100	3
3	Health & Nutrition	100	2
4	Community Health Education	50	1
5	Computer Education -	50	1
6	English - I	50	1
	*Field Practicum	-	5
	<b>Total Marks</b>	<b>400</b>	<b>15</b>
	* Remedial Language Course (No University Exams)		

\*Field Practicum (15 hrs/wk x 10 = 150 hrs) to be completed for Semester I. The assessment of the practicum will be done at the end of Semester II.

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

No.	Course	Marks	Credits
7	Basic processes & Techniques in Social Work	100	3
8	Social Problems	100	3
9	Human Growth and Developmen	100	2
10	Computer Education - II	50	1
11	English - II	50	1
12	*Field Practicum (15 hrs/wk x 10=150 hours), to be completed in Semester II, and participation in one camp.	200	6
	<b>Total Marks</b> * Remedial Language Course (No University Exams)	<b>600</b>	<b>15</b>

\* 200 Marks allotted for the Field Practicum for the Semester I and II taken together.

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

No.	Course	Marks	Credits
13	Agency Administration	50	3
14	Contemporary Development Problem	100	4
15	Politics	50	2
16	Education Systems & Services	100	3
17	HTML - Language & Graphics	100	2
18	English - III	50	2
	*Field Practicum	-	6
	<b>Total Marks</b>	<b>450</b>	<b>22</b>
	* Remedial Language Course (No University Exams)		

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

No.	Course	Marks	Credits
19	Development Administration	50	2
20	Health System and Services	100	4
21	Environment Studies	50	3
22	Development Communication	100	4
23	English - IV	50	2
24	*Field Practicum (15hrs/wk x12 wks) 180 hrs to be completed in Semester IV, and participation in one camp.	200*	7
	<b>Total Marks</b>	<b>550</b>	<b>22</b>

\* Remedial Language Course (No University Exams)

\*200 Marks allotted for the Field Practicum for the Semester III and IV taken together.

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

No.	Course	Marks	Credits
25	Research	50	2
26	Individuals & Families	50	2
27	Groups	50	2
28	Communities	100	3
29	Human Behaviour	100	3
30	Gender Issues	50	2
31	Disability	50	2
	*Field Practicum	-	6
	<b>Total Marks</b>	<b>450</b>	<b>22</b>

\* Field Practicum (15 hrs/wk x 12) 180 hrs to be completed for Semester V. The assessment will be done at the end of Semester VI.

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

No.	Course	Marks	Credits
32	Integrated Social Work Practice	100	4
33	Informal Sector	100	3
34	Elderly	50	2
35	Para Legal Education	50	2
36	Human Rights	100	4
37	Peace Education	50	2
38	*Field Practicum (15 hrs/wk x 12 wks=180 hours), to be completed in Semester VI, and participation in one camp.	200	7
	<b>Total Marks</b>	<b>650</b>	<b>24</b>

\*200 Marks allotted for the Field Practicum for the Semester V and VI taken together.

## **DEGREE OF MASTER OF SOCIAL WORK**

The course of study for the degree of Master of Social Work under the Credit Based Semester Grading System from the year 2012-2013 shall be a full-time 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. M.S.W. students also are expected to opt for either a Research Project or a Term Paper along with required additional electives of their choice. The total number of credits earned by the learner on successful completion of the MSW course is 96 credits.

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

**M.S.W - Semester I**

<b>Subject I</b>	<b>Compulsory Courses</b>	<b>Marks</b>	<b>Credits</b>
Paper I	History and Philosophy of Social Work	50	3
Paper II	Work with Individuals and Families - I	50	3
Paper III	Work with Groups - I	50	3
Paper IV	Community Organization -I	50	3
Paper V	Research Methodology - I	50	3

<b>Subject II</b>	<b>Optional Required Courses*</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Introduction to Sociology	50	2
Paper II	Introduction to Politics	50	2
Paper III	Human Growth & Behaviour	50	2

	<b>Electives**</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Social Work in the Field of Health	50	1
Paper II	Rural Studies	50	1

**Field Work (180 hrs. /semester) = 4 Credits 100**

**HTML - Language & Graphics**

\* Optional Required Courses – Candidates will opt for any two of the optional courses

\*\* Electives – Candidates will opt for any one of the electives

**Number of Credits for Semester I**

Compulsory Courses	15
Optional Required Courses	04
Electives	01
Field Work	04

**Total Credits in 1<sup>st</sup> Semester 24**

**Course Outline of M.S.W - Semester II**

**M.S.W - Semester II**

	<b>Compulsory Courses</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Work with Individuals and Families - II	50	3
Paper II	Work with Groups - II	50	3
Paper III	Community Organization -II	50	3
Paper IV	Research Methodology - II	50	3
Paper V	Social Welfare & Development Administration	50	3

	<b>Special Courses</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Economics of Development	50	3

	<b>Electives**</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Disability Studies	50	1
Paper II	Social Work in the field of Education	50	1
Paper III	Work with the Elderly	50	1



**Field Work (180 hrs. /semester) = 4 Credits**      100

\*\* Electives – Candidates will opt for any two of the electives

**Number of Credits for Semester II**

Compulsory Courses	15
Special Courses	03
Electives	02
Field Work	04

**Total Credits in 2nd Semester**      **24**

**Course Outline of M.S.W - Semester III**

**M.S.W - Semester III**

	<b>Compulsory Courses</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Therapeutic Interventions	50	3
Paper II	Contemporary Social Movements	50	3
Paper III	Integrated Social Work Practice I	50	3
Paper IV	Social Policy & Planning	50	3
Paper V	Mental Health	50	3

	<b>Special Courses</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Gender Studies	50	3

	<b>Electives**</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Labour Issues in the Informal Sector	50	1
Paper II	Media & Development	50	1
Paper III	Vulnerable Children	50	1

**Field Work (180 hrs. /semester) 100**

\*\* Electives – Candidates will opt for any two of the elective

**Number of Credits for Semester III**

<b>Compulsory Courses</b>	<b>15</b>
<b>Special Courses</b>	<b>03</b>
<b>Electives</b>	<b>02</b>
<b>Field Work</b>	<b>04</b>

**Total Credits in Semester III 24**

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

**M.S.W - Semester IV**

	<b>Compulsory Courses</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Integrated Social Work Practice II(Seminar)	50	3
Paper II	Human Rights	50	3
Paper IV	Management of Non-Profit Organizations	50	3

	<b>Special Course</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Legal Literacy	50	3

	<b>Electives**</b>	<b>Marks</b>	<b>Credits</b>
Paper I	Disaster Management	50	1
Paper II	Peace Education	50	1
Paper III	Teaching and Supervision in Social Work	50	1
Paper IV	Ecology	50	1
Paper V	Criminology & Correctional Administration	50	1

**Research Project** 200

**OR**

**Term Paper Project** 100

**Field Work (180 hrs. /semester)** 100

\*MSW final year students have to complete a 3 weeks block placement in rural areas for completion of the course requirements.

\*\* Electives – Research Candidates will opt for any two of the Electives; and Term Paper candidates will opt for any four of the electives.

#### Number of Credits for Semester IV

	<b>Research</b>	<b>Term Paper</b>
<b>Compulsory Courses</b>	<b>12</b>	<b>12</b>
<b>Electives</b>	<b>02</b>	<b>04</b>
<b>Field Work</b>	<b>04</b>	<b>04</b>
<b>Research Project</b>	<b>06</b>	<b>Term paper project 04</b>
<b>Total Credits in Semester IV</b>	<b>24</b>	<b>24</b>

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

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

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

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

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

### **Research or Term Paper Projects**

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

#### ***a. Research Project***

Students may undertake a Research Project, which is of six credits. A member of the faculty will be assigned as a Research guide. The formation 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.

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

**b. Term Paper**

Students may take a topic in the area of his / her interest in the field of social work. The Term Paper is allotted 4 credits. Topics are formulated by the end of MSW semester II.

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

**Computer Education**

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

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

**PH.D. PROGRAMME IN SOCIAL WORK**

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

- a) demonstrate a capacity for satisfactory performance of advanced academic work and potential for scholarship,
- b) possess adequate knowledge of research and statistics,
- c) have a Master’s Degree in Social Work from a recognized University with a minimum of 55% and for SC/ST applicants with a minimum of 50%,
- d) have at least three years of field / teaching experience after acquiring the Master’s degree in Social Work,

- e) have completed the advanced research methodology course from a recognized Institution.
- f) have passed the 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 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.

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

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

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

### **SHORT TERM COURSES**

The College also provides University approved Self-Financing Short Term Courses in various professionally relevant areas of specialization such as Research, Therapeutic Counseling and Social Work (Refer Short Term Courses Syllabus).

## **UNIVERSITY REQUIREMENTS FOR BACHELOR'S & MASTERS PROGRAMME**

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

- a) Minimum 75% attendance of lecture classes in each course in each semester
- b) Full attendance for the stipulated hours in field work,
- c) Minimum 'E' grade in the internal assessment of each course
- d) satisfactory conduct.

### **Attendance requirement**

#### **a) Lectures**

As both the B.S.W. and M.S.W. are full time courses, students are expected to attend every class on time. Roll call is taken during every class. The student is marked absent if she / he is late for the lecture. **Seventy-five percent attendance on the aggregate is required to be eligible to appear for the Semester end examinations.** The student's 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 course 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 permission must be obtained from the Faculty Adviser. In case of illness exceeding a day, a letter explaining the absence must be sent to the Principal through the Faculty Adviser and a medical certificate should be submitted on the day the student reports to the college after the illness.**

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

**b) Field Work**

All students are expected to work for a minimum of 15 hours per week in the field. They are also expected to make up their fieldwork hours when absent from field work. They must inform the agency 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. 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  
FOR B.S.W. AND M.S.W. PROGRAMMES**

The entire admission process for both M.S.W and B.S.W programmes is made online from the year 2013 onwards. The application forms for admission are available on the college website ([www.collegeofsocialwork.in](http://www.collegeofsocialwork.in)) from the first week of March every year.

The online application forms must be completed with relevant documents scanned and attached (as indicated in the application form) and submitted online on or before 31<sup>st</sup> May every year. **The application form will not be considered for admission unless all information sought is provided therein, including scanned copies of documents mentioned in the application form. The prospectus copy is also available online on the college website.**



**M.S.W. candidates who have passed their qualifying examinations from any University other than the University of Mumbai and all B.S.W. candidates will require to obtain a ‘Provisional Eligibility Certificate’ prior to admission after submitting the original copies of the passing certificate and mark sheets of the qualifying examination.**

**Application forms of candidates who have appeared for their graduation examination from Mumbai University or from Universities other than the University of Mumbai, will be accepted pending result based on the aggregate of the F.Y. and S.Y. marks provided their T.Y. results will be declared before the admission procedure commences. The candidates who are unable to produce the T.Y.result related documents prior to the Entrance Test of the College will not be considered for admission to the course.**

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

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

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

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

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

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

**For BSW, the Merit List will be put up on the College Notice Board, according to the guidelines of the University of Mumbai.**

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 their course is compulsory.

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

### **PROFESSIONAL JOURNAL**

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

## **RESEARCH UNIT**

The College has a Research Unit, which undertakes 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 centered interventions to better the quality of life of people.

## **LIBRARY**

The College of Social Work has a well-equipped library which serves as a rich resource of updated, relevant material for undergraduate and post graduate students. The library is completely computerized and serves all 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 8 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 6:00 p.m. It remains closed on Sundays, Bank holidays and other days declared by the College.

## **AUDIO - VISUAL UNIT**

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

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

The College 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 the Para Professional Training in Social Work, Social Work Certificate Course for Senior Citizens, Certificate in Human Rights, Certificate in NGO Management, Certificate in Para Legal Practice, Certificate in Basic Skills in Research for Field Practitioners and Certificate in Basic Skills in Counselling. The Extension Centre works with suburban college youth through its project 'Anubahv Mumbai'. The Centre also houses *Saksham*, a project run in collaboration with the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM).

## **PROGRAMMES & FACILITIES FOR STUDENTS**

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

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

Attendance at orientation programmes is compulsory and is seen as part of the total process of learning. 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 Language Laboratory has been set up in the College to provide guidance to students to improve their English language skills.

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

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

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

**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. The College also provides hostel facilities for male candidates at Vasai, a suburb, north of Mumbai.

## **STUDENTS ACTIVITIES**

### **Students' Council**

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

## **SCHOLARSHIPS AND AWARDS**

A number of scholarships and awards are available on merit.

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

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

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

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

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

**‘The Magdelene Joseph Memorial Award’** was set up by a collective effort of staff, students, alumni and friends of Magdelene as a tribute of affection and esteem for her long and dedicated service to the College in the Accounts section. It is meant for students who stands first in the field work in BSW I,II and III classes

**‘The Tressie Aranha Memorial Award ’** is set up as a tribute of affection expressed by the family and friends of Ms. Aranha who was associated with the College as a student and a faculty member for nearly eighteen years. It is given to students who stands first in field work in the first and second year of Master of Social Work.

**‘Mr. & Mrs. Mukaddam Award** was instituted in memory of Mr. & Mrs. A. H. Mukaddam who always held values of social justice and equality as their prime goals to be accomplished. They have supported the idea of social work professionals working in the field of the marginalized. This Award is given to the student who secures the first Rank in BSW III & MSW I .

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

**‘Bhavani Shastri Memorial Award ’** is instituted by her family to perpetuate her memory who truly believed in the power of youth to change Society. This award is given to a student of BSW I who stands first to meet part fees of BSW second year.

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

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

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

**Shri Kahan Chand Smt. Kaushalya Nayar Memorial scholarship** is instituted by Ms. Shobha Nayar to finance the educational expenses of a girl child from the BSW final year.

**Shri Girish C. Sheth memorial scholarship** is instituted by family member. This will be given to a BSW student with disability and passes with more than 60% of marks.

**Scholarship instituted by the batch of 1985-87 MSW students** to support the educational expenses of any deserving student to be given on an interest free loan basis

**Government of India Scholarships:** 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.



**GENERAL CATEGORY**  
**NIRMALA NIKETAN, COLLEGE OF SOCIAL WORK**  
**FEE STRUCTURE FOR THE YEAR 2015-16**

<b>University Prescribed</b>	<b>M.S.W.I Semester System</b>	<b>M.S.W.II Semester System</b>	<b>B.S.W.I Semester System</b>	<b>B.S.W.II Semester System</b>	<b>B.S.W.III Semester System</b>
Tuition Fees	1000	1000	800	800	800
Library Fees	300	300	300	300	300
Gymkhana Fees	200	200	200	200	200
Other fees/ Extra Curricular Activity	250	250	250	250	250
Exam Fees	1500	1500	1500	1500	1500
Enrollment Fees	850		220		
Disaster Relief Fund	10	10	10	10	10
Industrial Visit/ Field Agency Visit Fees	2000	2000	1500	1500	1500
Admission Processing	200	200	200	200	200
Utility Fees	500	500	500	500	500
Magazine Fees	100	100	100	100	100
ID Card	50	50	50	50	50
Group Insurance Fees	37	37	37	37	37
Student Welfare Fund	50	50	50	50	50
Development Fees	1000	1000	800	800	800
Vice-Chancellor Fund	20	20	20	20	20
University of Mumbai, Sports & Cultural Activity	30	30	30	30	30
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

**GENERAL CATEGORY**  
**NIRMALA NIKETAN, COLLEGE OF SOCIAL WORK**  
**FEE STRUCTURE FOR THE YEAR 2015-16**

<b>University Prescribed</b>	<b>M.S.W.I Semester System</b>	<b>M.S.W.II Semester System</b>	<b>B.S.W.I Semester System</b>	<b>B.S.W.II Semester System</b>	<b>B.S.W.III Semester System</b>
Alumni Association Fees	100		25		
Project Seminar Fees		800			500
<b>Refundable</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>Total I</b>	<b>A</b>	<b>13767</b>	<b>10117</b>	<b>9562</b>	<b>8917</b>
<b>Additional fees for services provided</b>					
Reading Material	650	650	650	650	650
Locker Rent	50	50	50	50	50
Rural Camp	5000	5000	4500	4500	4500
Workshops & Guest Lectures	2000	2000	2000	2000	2000
Field Work, Research, Term Paper Manual	60		40		
Syllabus	100		100		
Students activities	500	500	500	500	500
College Net Campus Fees	2500	2500	2500	2500	2500
Field Work Viva	300	300	300	300	300
Term paper/ Res. Viva		500			
SPSS	1000	*2000			
<b>Total II</b>	<b>B</b>	<b>12160</b>	<b>13500</b>	<b>10640</b>	<b>10500</b>
<b>Total</b>	<b>A+B</b>	<b>25927</b>	<b>23617</b>	<b>20202</b>	<b>18417</b>

\* SPSS Fees only for Research Candidates of MSW-II

Tuition fee for foreign students: BSW Rs.4000/- & M.S.W. Rs. 5,000/-.

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 DDs payable at par.

*C* (Charge only in need)

	<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/ Bonafide Certificate (After Completion of Course)	100	100	100	100	100
Admin Form, Prospectus + Information Brochure	Rs.500/- for General Category Rs-400/- for Reserved Category and Minority				
Transcript -Rs. 500/- for 1st copy (Additional copy - Rs.300/- each) for Indian Students					
Transcript -Rs. 800/- for 1st copy (Additional copy - Rs.300/- each) for Foreign Students ( Postage & other Expenses Extra)					
<i>Documentation verification fees (For students not from Board of Higher Secondary Education in Maharashtra and Universities other than 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