

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 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 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.

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 charism 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 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. 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.

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 (MSW) and are UGC-NET qualified, 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 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 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 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 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 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 choice based credit system from 2016-17 for MSW and Credit based Semester Grading system for BSW (with effect from academic year 2011-12) 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. **Students both at BSW and MSW level need to have minimum of 75% in all subjects to be eligible to appear for exams.**

BSW

Passing Standard

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

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

- 40% of the full marks assigned to the external examination of a course
- 40% of the full marks assigned to the internal examination of a course
- 40% in the Research/Term paper project
- 40% of the full marks in field work
- An aggregate of 40% 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: 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 from the year 2016– 2017 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 124 credits.

BSW Syllabus Grid Based on CBCS 2016-17

Sem I	Core Course	No of credits	Ability enhancement compulsory course (AECC)
MIL-1	English-1	2	Communication in MIL-Hindi and Marathi (2) credits
DSC-1A	Introduction to social work	4	
DSC-2 A	Social science foundation for social work- Sociology	4	
DSC-2 B	Human Growth and Behaviour	4	
Core course practicals	Fieldwork(practical component related to core subjects) (6)	4	
Total Sem I		20	

Sem II	Core Course	No of credits	Ability enhancement compulsory course (AECC)
MIL 2	English-2	2	
DSC-1 B	Work with Individuals and families	4	Environment Science (2 credits)
DSC-1 C	Work with groups	4	
DSC-2 C	Social science foundation course (Contemporary Development Studies)	4	
	Fieldwork (practical component related to core subjects)	4	
Total Sem II		20	

Sem III	Core Course (CC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement (SE)
DSC-1 E	Gender Studies (4)		Computer Applications (4)
DSC-1 F	Community Organisation (4)		
DSC-2 E	Social Policy (4)		
	Field Work (4)		
Total credits	20		

Sem IV	Core Course (CC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement (SE)
DSC-1F	Research Methods (4)		Life Skills (4)
DSC-1G	Social Work Administration (4)		
DSC-1H	Social Work Theories and Practice (4)		
Core course practical	Field Work (4)		
Total credits	20		

Sem V Core Course	Skill Enhancement (Both Courses are Compulsory)	Elective (DSE-1) (Any One) Credits-4	Elective (DSE-2) (Any One) Credits -4	General Elective (Any One) Credits-4
	Development and Communication (4)	Health and Nutrition (4)	Social Exclusion and Inclusion (4)	Work with older adults (4)
	Field Work (6)	Child and Youth Studies (4)	Global and Indian Social Movements (4)	Social Entrepreneurship (4)
		Total Credits		22

Sem VI Skill Enhancement (Both Courses are Compulsory)	Elective (DSE-1) (Any One)	Elective (DSE-2) (Any One)	General Elective (Any One)
Academic Writing (4)	Human Rights (4)	Rural and Urban Studies (4)	Disability (4)
Field Work (6)	Education and Development (4)	Informal Labour and Informal Sector (4)	Basic Counselling Skills (4)
	Total Credits		22

DEGREE OF MASTER OF SOCIAL WORK

The course of study for the degree of Master of Social Work under the Choice Based Credit Semester from the year 2016-2017 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.

**Master of Social Work Syllabus Under The
Choice Based Credit System (2016-17)**

Semester	Core number	Core Course
I	C1	History, philosophy and practice of social work
	C2	Work with individuals and families
	C3	Social welfare administration
	C4	Community organisation
	C5	Introduction to social sciences -1
	Core course practical's	Fieldwork (practical component related to core subjects)
	Total	24
II	C6	Research Methodology
	C7	Contemporary Social Movements
	C8	Work with groups
	C9	Social policy and planning
	C10	Introduction to social sciences -2
	Core course practical's	Fieldwork (practical component related to core subjects)
	Total	24

Semester III				
Elective Basket-I Credit-4 (Choose any one)	Elective Basket-II Credit-4 (Choose any one)	Elective Basket-III Credit-4 (Choose any one)	Elective Basket-IV Credit-6 Skill workshop component (choose any one)	Elective Basket-V Field Work Practicum Credit-6 Internal Evaluation (choose any one)
i) Gender Studies	i) Health	i) Mental Health	i) Therapeutic Counseling Skills	i) Institutional Setting
ii) Teaching, Training and Supervision	ii) Social Exclusion and Inclusion	ii) Informal Labour and Informal Sector	ii) Rural and Urban Studies	ii) Community Setting
iii) Child Rights	iii) Working with Disabilities	iii) Gerontology and Geriatric Care	iii) Development Communication Skills	iii) Issue Based Setting
		Total Credits	24	

Semester IV			
Project based course -I Credits - 8	Project based course -II Credits - 6	Optional Choices Basket - I Credits - 6 (Skill workshop component) Choose any one	Optional Choice Basket - II Inter Disciplinary Credits-4
Research project with Dissertation	Field work based Project	i) Skills in Management of Non-Profit Organisation	i) Gender, Sexuality and Relationships
		ii) Sustainable Development and Environment	ii) Disaster Management
	Total credits 24		

Research Projects

In part fulfilment of the requirements of the M.S.W. Degree, students are required to undertake a Research Project.

a. Research Project

Students may undertake a Research Project, which is of six (06) 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.

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 (Refer Manual).

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 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 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 the doctoral programme is done entirely at the discretion of the Research Review Committee of the University of Mumbai.

SHORT TERM COURSES

The College also provides University approved Self-Financing Short Term Courses in various professionally relevant areas of specialization such as Research, Child Rights, Therapeutic Counselling 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 (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 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 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 FOR M.S.W. PROGRAMMES

For admission into 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 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 Entrance test 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.

The MSW admission forms will be available from 4th April, 2018 till 31st May, 2018.

A hardcopy of the filled in form along with documents attached has to reach the college by post/courier/hand delivery on or before 31st May, 2018

The Online MSW admission form will be available to candidates only after the payment of fees (Rs. 500/- for General Category candidates inclusive of Minority candidates and Rs. 400/- for candidates from Reserved categories) in the form of Demand Draft. DD has to be prepared in favor of “**College of Social Work**”, payable at Mumbai, with the candidate’s Name,

and email/phone number written on the rear side of the DD. DD has to be prepared from nationalized bank only.

The application form will not be accepted in the absence of relevant documents and Demand Draft.

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 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 passed in the previous exam that they appeared for. 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.

ADMISSION AND SELECTION PROCEDURES FOR B.S.W. PROGRAMMES

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 40%.

BSW admissions this year is completely OFFLINE

Application form to apply for BSW program is available both at College Website and in college office also. Candidates are required to download the form, take a print of that and then fill it.

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.

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 offline 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). The fee should be paid in the form of a demand draft in favour of “College of Social Work”, payable at Mumbai.

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 the course is compulsory.

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 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 756 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 '*Anubhav Mumbai*'.

PROGRAMMES & FACILITIES FOR STUDENTS

Study Programmes and 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 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 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.

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.

AWARDS AND SCHOLARSHIPS

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. Kalindi 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 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 stand 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.

‘Dr. Adsule Award’ for securing highest marks in community organisation for master level.

‘Hycinth Gonsalves Award’ for securing first rank in MSW II

‘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.

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

‘Scholarship instituted in the fond memory of parents of Dr Prabha Tirmare, Associate Professor, CSWNN, Mumbai for meritorious students from BSW I, BSW II, BSW III, MSW I and MSW II classes, in the Field work stream of the College, to encourage students to successfully understand the ground realities from the field experiences which aspires the learner to be intuitive and also train the deserving ones to change the dominant structures and bring justice and equality in the society.

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 2018-19

University Prescribed	M.S.W.I Semester System	M.S.W.II Semester System	B.S.W.I Semester System	B.S.W.II Semester System	B.S.W.III Semester System
Tuition Fees	1500	1500	1200	1200	1200
Library Fees	300	300	300	300	300
Gymkhana Fees	400	400	400	400	400
Other fees/ Extra Curricular Activity	250	250	250	250	250
Exam Fees	3120	3120	2120	2120	2120
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, 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

GENERAL CATEGORY
NIRMALA NIKETAN, COLLEGE OF SOCIAL WORK
FEE STRUCTURE FOR THE YEAR 2018-19

University Prescribed	M.S.W.I Semester System	M.S.W.II Semester System	B.S.W.I Semester System	B.S.W.II Semester System	B.S.W.III Semester System
Alumni Association Fees	100		25		
Project Seminar Fees		800			500
Refundable					
Caution Money	200		150		
Library Deposit	300		250		
	500	0	400	0	0
Total I	19364	15714	14059	13414	12414
Additional fees for services provided					
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		

Additional fees for services provided	M.S.W.I Semester System	M.S.W.II Semester System	B.S.W.I Semester System	B.S.W.II Semester System	B.S.W.III Semester System
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
Research Viva		500			
Research/SPSS	1000	2000			
Library Facilities	1000	1000	1000	1000	1000
Total II	14700	16250	12200	12000	12000
Total I + II	34064	31964	26259	25414	24414

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.

RESERVED CATEGORY
NIRMALA NIKETAN, COLLEGE OF SOCIAL WORK
FEE STRUCTURE FOR THE YEAR 2018-19

University Prescribed	M.S.W.I Semester System	M.S.W.II Semester System	B.S.W.I Semester System	B.S.W.II Semester System	B.S.W.III Semester System
Tuition Fees					
Library Fees					
Gymkhana Fees					
Other fees/ 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, Sports & Cultural Activity					
E-Suvida					
E-Charges					
Computer Practicals					
Skill Laboratory Fees	2000	2000	1000	1000	1000

University Prescribed	M.S.W.I Semester System	M.S.W.II Semester System	B.S.W.I Semester System	B.S.W.II Semester System	B.S.W.III Semester System
Alumni Association Fees	100		25		
Project Seminar Fees		800			500
Refundable					
Caution Money	200		150		
Library Deposit	300		250		
	500		400		
Total I	8020	8220	6345	5920	6420

Additional fees for services provided					
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			

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

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)

	M.S.W.I	M.S.W.II	B.S.W.I	B.S.W.II	B.S.W.III
Transfer Certificate	100	100	100	100	100
Migration Form Verification	100	100	100	100	100
No Objection/Reference/ Bonafide Certificate (After Complition of Course)	100	100	100	100	100
Reference letter	100				
Testimonial	100				
Transcript -Rs. 1000/- for 1st copy (Additional copy - Rs.300/- each) for Indian Students					
Transcript -Rs. 1500/- for 1st copy (Additional copy - Rs.500/- 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

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