

PROSPECTUS

2011 - 2013

MASTER OF SOCIAL WORK
M.S.W. PROGRAMME

RECOGNIZED BY UNIVERSITY OF PUNE



ESTD - 1963

NAAC ACCREDITED 'A'

KARVE INSTITUTE OF SOCIAL SERVICE

Affiliated to University of Pune

18, Hillside, Karvenagar, Pune – 411 052

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KARVE INSTITUTE OF SOCIAL SERVICE

Established on 9th November, 1963 in memory of

Bharatratna Maharshi Dhondo Keshav Karve

REGISTRATION :-

- Registered under the Societies Registration Act, 1860 (vide certificate No .29 dt. 9.11.1963 at Pune) and
 - Bombay Public Trust Act, 1950 (vide certificate No. 5058 Reg. No. F-275 Pune) Maharashtra, India.
-

*** NAAC ACCREDITED 'A' valid w.e.f. 2010 to 2015**

RECOGNITIONS :-

- Permanent recognition as Postgraduate Centre for the MSW degree course of University of Pune No. PG/AF/15/6389 dt. 30.8.1976
 - Recognised Constituent Institute of the University of Pune under Section 46(5) of the Pune University Act – 1974 (CA 1356 dt.26-7-1983)
 - Recognition of University of Pune for the MSW degree for recruitment of Welfare Officers in Industries under Factories Act 1948 No.WOR-1083 (9058) LAB-4-IndustrieEnergy and Labour Department, Mantralaya, dt.26.10.1983
 - Recognition of the Ministry of Science and Technology (Govt. of India) Department of Scientific Industries Research Centre As per the Sec.29 (f) of UGC Act 1956. (Renewed No. MO 13/90/89-TU-V dt. 4th t March 2009 up to 31st March 2011)
 - Recognition for the M.Phil degree programme vide letter No.CA/96/95 dated 16.1.1995 of University of Pune
 - Recognition for the Ph.D. programme vide circular No.21/95, dt.6-2-95 of University of Pune
-

REGISTERED OFFICE :-

18, Hillside, Karvenagar,
Pune. 411 052, Maharashtra, India.
Tel. : 020 - 6500 7565, 9520 6500 7565

KARVE INSTITUTE OF SOCIAL SERVICE

SOCIAL WORK :
A CHALLENGING PROFESSION FOR
HUMAN SERVICE, SOCIAL CHANGE AND SOCIAL DEVELOPMENT

PROSPECTUS

2011 - 2013

ACADEMIC PROGRAMMES :-

- 1 MASTER OF SOCIAL WORK (M.S.W.)*
- 2** MASTER OF PHILOSOPHY (M.Phil.) in SOCIAL WORK
of the University of Pune
- 3** DOCTOR OF PHILOSOPHY (Ph.D.) in SOCIAL WORK
of the University of Pune (Refer to Pune University & our website)
- 4 POST GRADUATE DIPLOMA IN GOVERNANCE AND MANAGEMENT OF
NGO (PGDMN) (Autonomous Course)

*** Price:**

₹ 300/- with application form for the MSW degree programme

₹150/- for candidates belonging to the reserved categories recognized by the Government of Maharashtra only, on submission of a valid Caste Certificate.

Concession will not be given in absence of a valid caste/non creamy layer certificate

₹ 200/-Registration fees (for all candidates)

** Separate application forms and brochures are available on payment

ORGANIZATION

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DIRECTOR

Dr. Deepak Walokar

MSW (C.C.A. & LWPM), M.A. (Sociology),
M Phil, Ph.D (Social Work)

FACULTY

Ms. Ruma Bawikar M.A. (Social Work), TISS

Ms. Anuradha Patil M.S.W., M.Phil. University of Pune, Dip. In Women's Studies, University of Pune

Ms. Anjali Maydeo M.A. (Social Work), TISS, M.Phil, University of Pune

Mr. Vishal Karuna M.A. (Sociology), M.S.W. University of Pune

Ms. Nagmani Rao M.A. (Social Work), TISS, Dip. In Women's Studies, University of Pune

Ms. Sharmila Sahadeo M.S.W. University of Pune

Dr. Devanand Shinde M.S.W., University of Pune Ph.D – Tilak Maharashtra Vidyapeeth

Ms. Ujwala Masdekar M.S.W. University of Bombay, Dip. In Women's Studies, University of Pune

Ms. Geeta Rao M.A. (Social Work), TISS

Ms. Chitralekha Rajuskar M.S.W. University of Amravati ; M.Phil University of Nagpur

Mr. Mahesh Thakur M.S.W. University of Pune

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B.E. M Lib, M Phil, PGDCM

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B, Sc. M. Lib., M Phil, PGDCM

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OFFICE SUPERINTENDENT : Shri. S.G. Khude (B.Com)

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Ms Smita Barve (Leave Vacancy)

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Shri. Rajendra Pawar

Shri. Balu Jadhav

Ms Bimla Chatole

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Shri Vijay Kumbhar

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Ms Rekha Athole

Shri. Rupesh Piwal

CONTENTS

Sr. No.	Title	Page
1.	Introduction	1
2.	Vision	2
3.	Mission	2
4.	Objectives	2
5.	The M.S.W. Programme	3
6.	Eligibility	3
7.	Basic Requirements for Admission	3
8.	The Admission Procedure	4
9.	Calendar for Admission Test	6
10.	Reservation of Seats	8
11.	MSW Course Semester Pattern	9
12.	Information about the Specialization	12
13.	Student Support Services	13
14.	Discipline and Ragging	13
15.	Grant of Terms	13
16.	Field Work	14
17.	Research Project	14
18.	Skill and Research Laboratory work	15
19.	Viva Voce Examination	15
20.	Block Field Work Placement	15
21.	Hostel Accommodation	15
22.	Schedule of Fees	16
23.	Rules regarding Cancellation of Admission & Refund of Fees	17
24.	The Library and Other Facilities	18
25.	Scholarships	19
26.	Prizes and Awards	19
27.	Other Activities of the Institute/ Other Academic Programmes	21
28.	B.D. Karve Research and Consultancy Cell	22
29.	Field Work Agencies	22

INTRODUCTION

Social work has always been an integral part of every human society. However, the concept of social work has evolved over the years and continues to evolve in keeping with changing human and social needs and situations. Social work today does not mean only charity or philanthropy. It has been accorded the status of a profession like any other helping professions and is practiced in a systematic and methodical manner. Social Work as a profession is being increasingly recognised as a core profession in the process of human and social development.

The scope of social work is in keeping with the functions of the Modern Welfare State. Hence Professionally trained and qualified social workers are increasingly in demand for holding responsible positions in government and non-government organizations working in the field of individual, family, community and social development.

Professional social workers require sound knowledge and value base, conducive attitudes and appropriate skills. Appropriate application of scientific knowledge and skills with a sound foundation of values is essential in the entire process of social work training, education, practice and research.

Social work as a professional activity attempts to enable individuals, families and communities to satisfy their needs and resolve their difficulties, preferably, in their own cultural and social milieu and concentrated efforts are made to minimize the barriers which tend to prevent people from achieving the best of which they are capable.

In order to be able to face a variety of challenges, professional social work has a very systematic, well-developed, rigorous and demanding training programme. Over the years training in Social Work has assumed increasing importance and relevance as it is being recognised that a basic aptitude for helping people can be furthered, directed and moulded in order to ensure one's development as an effective professional social worker. Training in social work is best received by an open mind since the aim and the focus of training is on the development of a healthy and mature professional personality in order to appropriately meet the demands of the social work profession.

A demand for trained social workers in various fields is continuously on the increase and newer avenues are being opened where human help is needed for dealing with difficult human situations. The training programme therefore emphasises development of efficient and competent professionals.

Karve Institute of Social Service was established on 9th November 1963 in commemoration of the great work done by Bharatratna Maharshi Dhondo Keshav Karve,. The Institute has completed 48 years and continues striving to provide service to society and impart training to aspiring social work professionals and a variety of functionaries working in the field of social development

VISION

'We at Karve Institute of Social Service envisage a society, which ensures peace, harmony, dignity, justice and equal opportunities for development of individuals and communities through planned social work interventions by a committed cadre of professionals.'

MISSION

'Our mission is to strive for excellence in social work education, training and research by upholding social work values and the nobility of the profession'

OBJECTIVES

1. To train students to deal with various social problems,
2. To study and conduct research regarding social issues and situations,
3. To co-ordinate and promote social work activities,
4. To offer consultancy and assistance relating to and in pursuance of the objectives of the institute.
5. To undertake and monitor all such activities which would help to improve socio-economic conditions of the community,
6. To endeavour for the promotion of general social welfare, education, medical relief and to act for the well-being of the community
7. To promote and run educational institutions right from pre-school education to post graduate level including M.S.W., M.Phil., Ph.D. and in other suitable fields with a social bias
8. To retain and/or employ skilled professionals or technical advisors and other staff and workers in fulfilment with the objects of the Institute and to pay thereof such fees, honoraria or remuneration as may be considered suitable.
9. To constitute Research Advisory Committee consisting of eminent social workers, educationists and citizens for rendering guidance and assistance to the Institute in its activities connected with research work.
10. To establish, promote, co-operate, collaborate with and/or become members of any association or other bodies having similar objects and to accept/gain or arrange for mutual financial and other assistance.
11. To do or to cause to be done all such lawful acts or things as are not contrary to the spirit and the principles of the constitution of the Institute, nor to the laws under which this Institute is organised and shall be conducive or incidental to the social, moral, cultural, educational and physical welfare in general and to make such alterations to the objectives of the Institute as deemed necessary.

THE MSW PROGRAMME

The Institute offers training in the following specializations :

1. Family and Child Welfare
2. Medical and Psychiatric Social Work
3. Human Resource Management
4. Urban and Rural Community Development

Approximately 15 seats shall be available for each specialization.

ELIGIBILITY

The minimum requirement for admission to the MSW degree programme of the University of Pune is a Bachelor's degree of a minimum of 3 years duration in Arts, Science, Commerce, Law, Home Science or any other faculty of a recognised University. Higher academic degrees or diplomas in Social Sciences and experience of working with people will be an additional qualification.

Candidates who have appeared for the qualifying Bachelor's degree examinations in April / May 2011 and whose results are awaited are also eligible for the admission. Admissions of such candidates will be provisional and will be confirmed only after the declaration of the results and on submission of final mark sheet. Submission of the mark sheet to the Office within the stipulated time is essential for confirming the admission.

Candidates deputed by Government or Private organizations should apply through proper channel with appropriate NOC.

If it is found that the information given by the candidate is incorrect or misleading or if ineligibility is detected before or after the admission, his/her candidature will be cancelled.

BASIC REQUIREMENTS FOR ADMISSION

MSW is a full time course and candidates are not permitted to seek employment or register for any other University degree course at any time throughout the two years period of training. Organisations deputing candidates for the course will have to relieve the candidate from all official duties during the period of deputation for two years.

The medium of instruction for the MSW course is ENGLISH. It is essential that candidates seeking admission must have a fairly good knowledge of the English language with an ability to read, write and speak English. The University of Pune permits students to answer theory papers in Marathi but the study and reference material is largely available in English.

Since Social Work is a helping profession, in addition to the basic academic qualifications, personal qualities like an interest and aptitude for working with people, willingness to learn and accept new ideas and a conducive attitude towards 'helping' is also essential. The candidate must have appropriate personal bearing and poise indicative of a genuine concern for people. The candidates desirous of under-going professional training in Social Work are required to have a high sense of responsibility and have to be dependable, alert and mature.

The MSW degree programme is a strenuous course and demands considerable physical stamina and mental strength. In case of any specific physical conditions limiting physical activity, the candidate will be disqualified from the course if he/she is certified unfit during the medical examination conducted by the Institute after securing admission or at any time during the period of training.

The Institute reserves the right to ask a student to leave the course if he/she is found unsuitable for undergoing training in social work at any time during the period of training.

Foreign students seeking admission for the MSW programme are required to appear at and pass the Entrance Test conducted by the International Students Centre of the University of Pune. Foreign students who pass the Entrance Test or attend the Remedial Course in English and pass the re-test conducted by the University will be eligible to the MSW programme.

THE ADMISSION PROCEDURE

1. Application for admission

Applications for admission should to be made only on the prescribed form attached to the copy of the Prospectus.

The candidates who download the form from the website of the Institute can also submit their application along with the DD of ₹ 500/- (cost of prospectus + Registration fees).

Prospectus and forms are also available by post on cost DD/M.O. of ₹ 550/- (cost of prospectus + handling charges + Registration fees)

All application forms duly completed along with Registration Fees ₹ 200.00 by DD or Cash, should reach the Institute Office on or before 3.30 p.m. on Tuesday 7th June 2011. Incomplete application forms or applications received later than the stipulated date will not be considered. No correspondence on this account will be entertained. All DD (Prospectus cost + Registration Fees) should be drawn in favour of 'Director, Karve Institute of Social Service'

- Non-Creamy Layer Certificate - The ST OBC, VJNT candidates should submit valid non-creamy layer certificate
- The ST candidates should submit caste validity certificate at the time of admission

2. Orientation to Admission Process/Test :

The orientation to Admission Test will be given to candidates on Saturday 18th June 2011 at 11.00 a.m. and 2.00 p.m. at the Conference Hall. The candidates who wish to attend this orientation should confirm their participation at the time of submission of their application form. A separate form is attached herewith. Participation in this orientation is optional.

3. Entrance Test :

The Entrance Test will consist of a Written Test, Group Discussion and two rounds of Individual Interviews. Written Test, Group Discussion and 1st Personal Interview have weightage of 50 marks each.

Candidates are required to produce their original certificates of the SSC and HSC examinations, Mark Sheets of the Bachelor's degree examination, Domicile, Caste and Income Certificate at the time of the individual interviews.

No separate call or letter would be sent to candidates regarding the Entrance Test. All candidates who have sent their forms, should report for the **Entrance Test on Monday, 20th June 2011 at 9.00 a.m** Candidates appearing for the Entrance Test will be given tea and a working lunch only on Monday, 20th June 2011. (The day of written test and group discussion)

Lodging facility for out-station candidates is available on the campus only on advance payment of ₹100/- per day for a maximum period of 10 days between 18th June 2011 and 27th June 2011. Canteen facility is available on payment.

CALENDAR FOR THE ADMISSION TEST

JUNE-JULY 2011

	DAY	DATE	TIME
1. Last date for receiving Registration Fees & Application Forms	Tuesday	07.06.2011	upto 3.30 p.m.
2. Orientation to Admission Procedure & Test	Saturday	18.06.2011	11.00a.m & 2.00 p.m.
3. Registration	Monday	20.06.2011	9.00 a.m. – 10.00am
4. Written Test	Monday	20.06.2011	10.00 a.m.
5. Group Discussion	Monday	20.06.2011	2.00 p.m. onwards
6. 1 st Interview	Tuesday	21.06.2011	10.00 a.m. onwards
7. Display of selected candidates List for second interview.	Thursday	23.06.2011	4.00 p.m.
8. Specialization-wise second Interview	Friday	24.06.2011	10.00 a.m. onwards
9. Display of final selection list	Monday	27.06.2011	3.00 p.m.
10. Last date for payment of fee	Thursday	30.06.2011	4.00 p.m.
11. Director's Address	Friday	01.07.2011	11.00 a.m.
12. Orientation Programme	Saturday	02.07.2011	09.00 a.m.

These dates are final and will not be revised.

4 Admission formalities and payment of fees

- Candidates are required to come prepared to **pay the full fees immediately** after admission, if selected.
- Candidates coming from outside Pune for the Entrance Test are advised to come with their belongings to join the course since the selected up-country candidates will not get sufficient time to go home before the stipulated dates for payment of fees and commencement of the academic programme. No leave or joining time will be permitted once the admission is secured by the candidate.

- Admissions to the M.S.W. course will start at 03.00 p.m. **on Monday 27th June 2011** and will continue till 3.00 p.m. **on Thursday 30th June 2011**. Selected candidates shall secure admission by paying the prescribed amount of fees. (Refer to schedule of fees)
- Any student, selected as per the Final Selection List, but failing to pay the full fees by the stipulated date will forfeit his / her claim for the admission to the course.
- The candidates also have to obtain a **Transference Certificate** indicating the College last attended and the examination last passed.
- Candidates who have passed their qualifying examination from a University other than the University of Pune must submit a **Migration Certificate** immediately after securing admission.
- **The admissions of the selected candidates, who do not report for the Director's Address on Friday, 1st July 2011 or who remain absent on the first two days of the Orientation Programme which is scheduled from Saturday 2nd July 2011, will stand cancelled.**
- After admission, it is compulsory for every candidate to obtain the **Eligibility Certificate** as per the rules. The application forms for obtaining the Eligibility Certificates will be made available at the Institute Office and the dates for this will be announced subsequently.
- Applications for Eligibility Certificates are to be sent to The Registrar, University of Pune, along with the Migration, Transference and Passing Certificates, and the Statement of Marks. Timely submission of these certificates is therefore essential. A student who fails to obtain the Eligibility Certificate will not be permitted to appear at the semester MSW examination of the University of Pune.
- All candidates who have studied in Maharashtra State, have to produce the **Domicile Certificate** as a proof.
- **Students will have to submit valid Caste Certificate, Income Certificate, Scholarship/Freeship Sanction Number of previous year and district change certificate wherever applicable, within one month from the date of admission. This is mandatory for receiving the B.C. scholarships of Government of India.**

RESERVATION OF SEATS

In regard with the pattern of reservation of seats for admission following resolutson/GR and guidelines are followed by the Institute

1. Government of Maharashtra Resolution No.USG-1493/(2428)/ VS –4 dated 23rd June, 1994
2. University of Pune Circular No. Reservation cell/42/420 dated 29th July 1994,
3. Reservation of seats, excluding the Creamy Layer from the OBC category, (Govt. of Maharashtra resolution NO.CBC-1094/Pr.No.86/RC-5, dated 16th June, 1994)

AND

4. (a) Government of Maharashtra Regulation NO.2098/4580/Vishi 4dt. 27 Jan.2000
4. (b) University of Pune circular No. Pravesh/4600 dt. 13.02.2000, 3% seats will be reserved for the Physically Handicapped.

Candidates from outside Maharashtra State belonging to reserved categories will be treated as open category.

The percentage of the seats reserved for the various categories are as follows.:

Sr.No.	Category	Percentage	Seats out of Sixty
1	Scheduled Castes & Nav Boudh from Scheduled Castes	13%	08
2	Scheduled Tribes	07%	04
3	Denotified Tribes (14 listed castes)	03%	03
4	Nomadic Tribes (28 castes listed before January 1990)	2.5%	02
5	Nomadic Tribes(Dhangar & other similar castes as per list)	3.5%	02
6	Nomadic Tribes (Vanjari & other similar castes as per list)	2%	011
7	*OBC Non- Creamy Layer	19%	11
8	**Physically Handicapped	3%	02
Total		53%	32

*Subject to submission of current Non-Creamy Layer certificate

** Subject to submission of Certificate of Physically Handicapped from the Civil Surgeon.

As per the University letter No. Shal/pra/624 dt. 14-12-2009 OMS (other than Maharashtra Student) candidates may be admitted up to 10% of the actual number of the seats.

J&K supernumerary quota is applicable as per the University and Government rules.

15% supernumerary quota for foreign students is applicable only if admitted through University of Pune.

MSW COURSE SEMESTER PATTERN

MSW Programme Structure

- * Total 20 Theory courses / papers : 12 core courses and 08 courses for each specialization.
- * Field work, 15 hours per week per semester
- * Research (dissertation) shall be compulsory and independent head of passing.

Distribution of marks

1. Written theory papers 5 per semester, (20 papers x 100 marks)	2000 marks
2. Field Work : 150 marks per semester, (150 x 4)	600 marks
3. Research Dissertation	100 marks
4. Viva Voce (semester II and IV)(50 marks x 2)	100 marks
Total marks	2800 marks

NOTE : For MSW Syllabus please refer www.unipune.ac.in

University of Pune has approved five specialization courses which are offered by three recognized institutions.

1. Family And Child Welfare
2. Human Resource Management
3. Medical & Psychiatric Social Work
4. Urban and Rural Community Development and Extension
5. Tribal Welfare and Environment Development

Karve Institute of Social Service offers the training of first four specializations as mentioned above.

SEMESTER-I Core Papers

- G-I : Social Work Profession
- G-II : Methods of Social Work I : Work with individuals & families.
- G-III : Methods of Social Work II : Working with groups.
- G-IV : Psychology for social workers.
- G-V : Social Sciences for social workers

SEMESTER-II Core papers

G-VI: Methods of Social Work IV : Social Work Research & statistics.

G-VII: Personal & Professional Development for Social Work Practice.

G-VIII: Methods of Social Work III : Work with Communities : Community organisation and Social Action

Specialization Papers

FAMILY & CHILD WELFARE

FCW-I : Family Sociology & working with families.

FCW- II : Socialization of the child & child welfare.

HUMAN RESOURCE MANAGEMENT

HRM-I : Fundamentals of Management.

HRM- II : Employee Welfare

MEDICAL & PSYCHIATRIC SOCIAL WORK

MPSW- I : The Field of Medical and Psychiatric Social Work.

MPSW- II : Advance Medical Information for MPSW.

URBAN, RURAL & COMMUNITY DEVELOPMENT

URCD I : Urban, Rural, Tribal social systems and issues.

URCD- II : .Governance and Community Development.

SEMESTER-III

Core Papers

G-IX: Community Health, Mental Health and Environmental Hygiene

G-X : Social Legislation and Legal System in India

Specialization Papers

FAMILY & CHILD WELFARE

FCW- III : Women issues, Development and Empowerment.

FCW- IV: Family Life Education and Population studies.

FCW- V: Youth and Development

HUMAN RESOURCE MANAGEMENT

HRM III : Labour Legislation.

HRM- IV :Human Resource and Personnel Management.

HRM- V : Trade Unionism and Industrial Relations.

MEDICAL & PSYCHIATRIC SOCIAL WORK

MPSW- III :Psychiatric Information in Child and Adult Psychiatry.

MPSW- IV : Counselling :Theory and Practice in Medical and Psychiatric settings.

MPSW- V: Psycho-Social Aspects of Sickness, Care and Rehabilitation.

URBAN, RURAL & COMMUNITY DEVELOPMENT

URCD III : Development Economics.

URCD- IV : Development Communication for Social Workers.

URCD-V :Government & Voluntary Agencies for Rural and Urban Development.

SEMESTER-IV

Core Papers:

G-XI: Social Policy & Planning.

G-XII: Administration and Management in Social Work

Specialization Papers:

FAMILY & CHILD WELFARE :

FCW- VI : Working with Special Groups.

FCW- VII: Emerging Trends in the field of Family and Child Welfare.

FCW- VIII: Counselling : Theory and Practice.

HUMAN RESOURCE MANAGEMENT :

HRM VI : Organizational behaviour and social aspects in industry.

HRM- VII :Human resource development.

HRM- VIII : Labour economics and Indian labour problems.

MEDICAL & PSYCHIATRIC SOCIAL WORK :

MPSW- VI : Medico Legal Information for Medical & Psychiatric Social Workers.

MPSW- VII :Health Care Administration & Programming.

MPSW- VIII: Development Perspective in Medical & Psychiatric Social Work Practice.

URBAN, RURAL & COMMUNITY DEVT :

URCD VI: Planning and Management of Community Projects.

URCD- VII : Strategies and Trends in Community Development.

URCD- VIII : Intervention and Management in Disasters.

INFORMATION ABOUT THE SPECIALIZATIONS

Karve Institute of Social Service offers four specializations. Trainees have the choice to select one specialization at the time of seeking admission.

FAMILY AND CHILD WELFARE

This specialization which focuses on all aspects of the family, qualifies graduates to work as Social Workers in institutions for women and children, Supervisors of the Integrated Child Development Scheme, as Family Counsellors in Family Courts, as Counsellors in schools and in a variety of research and development programmes. The trainees will have to work with individuals and families in crises, with children with emotional, adjustment and behavioural problems and with people with special needs, youth and senior citizens, and women's issues.

HUMAN RESOURCE MANAGEMENT

This specialization is concerned with the human resources and the dynamic situations in industry. It is an essential qualification for the post of Labour Welfare Officers under the Factories Act, 1948. The specialization equips the graduates to work as Personnel Officers and HR Executives in the Public / Private /Service sectors. Trainees are placed in industrial organizations for fieldwork during the second year.

MEDICAL AND PSYCHIATRIC SOCIAL WORK

This is an essential qualification for employment as Medical and/or Psychiatric Social Worker in General Hospitals and medical settings. Trainees are placed for fieldwork in general hospitals, mental hospitals, child guidance clinics, de-addiction centres and social welfare departments of industries. Only those persons with an aptitude to work with the sick and willing to acquire knowledge of various physical and mental health problems may opt for this specialization.

URBAN AND RURAL COMMUNITY DEVELOPMENT

This specialization equips social work graduates to work as Community Organisers, Supervisors and Project Officers in community based organisations working with the underprivileged groups in rural and urban areas. Trainees will be placed in both urban and rural settings for fieldwork during the second year of training. They will be expected to have a high level of motivation and develop skills to draw peoples' participation in community work carried out by Government and Non-Government organisations.

STUDENT SUPPORT SERVICES

Health Care

Institute has a tie up with a panel of doctors. Students are referred to appropriate doctors whenever required. University of Pune also has a panel of doctors. Students can avail their services, if required.

Counselling Services

Trained professional counselor provides counseling services. This centre is open on every Saturday for three hours.

DISCIPLINE AND RAGGING

DISCIPLINE

Students admitted to the Institute will be subject to the disciplinary norms set by the Director, Faculty and other appropriate Officers.

A copy of the Institute's Rules and Regulations will be given to the student after securing admission. All students are expected to abide by these rules throughout the period of training.

The Institute reserves the right to cancel the admission of any student who fails to observe the rules and discipline of the Institute.

In case a student is found to be unsuitable for the social work profession due to valid reasons, the Director and the Faculty reserve the right to ask the student to discontinue the course at any time during the period of training.

RAGGING

As per the Supreme Court of India orders curbing ragging, in educational institutions, and UGC letter No. F 1-8/2006 (CPP II) dated 16th May 2008, ragging in any form is strictly prohibited in the College Campus, Hostels, Field Work agencies or anywhere and during the tenure of the course. Involvement of students, directly or indirectly in any ragging activity will lead to cancellation of admission.

GRANT OF TERMS

As per attendance norms 100% attendance is expected at the Orientation Programme and Orientation Visits, Rural Camps, Advanced Orientation Programme, Field Work and Study Tour. Serious cognizance is taken of any absence without prior permission. Absence may result in cancellation of terms.

The University of Pune stipulates 75% attendance in the classroom vide University of Pune Ordinance No.68, 69 and 70.

In normal circumstances it is expected that students do not ask for leave of absence from any of the academic activities. In special circumstances leave may be permitted with prior intimation and approval.

Leave of absence will be governed by the rules and shall not be accumulated over consecutive semesters.

The Director reserves the right to grant of terms. An undertaking will be taken from each student for compliance of all the rules and regulations of this Institute at the time of admission

The Director's decision will be final and binding in all matters pertaining to student discipline.

FIELD WORK

Field work is a distinct feature and an integral part of the total MSW degree programme. Field Work enables the students to integrate and reinforce the theoretical knowledge and information acquired through classroom instruction and develop skills through actual practice under competent supervision from the agency and by the faculty supervisors. First and second semesters field work placements are generic in nature. During the second year students are placed in specialization-wise organizations for third and fourth semesters. Student is required to put in 15 hours per week in the organization in which he / she is placed for field work.

The field work component of the MSW course is organized into concurrent field work and block field work. The Institute has a well organized field work programme with a well developed curriculum. There is a major thrust in collaborative inputs by faculty and agency supervisors. Additional inputs through out-station or issue-related camps may be given for enhancement of experiences. Apart from the concurrent field work, the Institute organizes Orientation Visits in the first semester Advanced Orientation Visits and Rural Camp in the second semester and the Study Tour in the fourth semester.

RESEARCH PROJECT

Every student is expected to conduct research on a selected topic, and submit the research report as partial fulfillment of the requirements of the MSW degree. The faculty members guide the students in the process of conducting the research. Research Project is based on the application of the theory of Research Methodology. The Research Project is to be submitted (hard bound and soft copy in CD form) along with a copy of the Abstract at the end of the second year according to the stipulated schedule.

Completion of the Project Report and its approval by the Research Project Guide is a pre-requisite to appearing at the final examination of fourth semester.

SKILL AND RESEARCH LABORATORY WORK

Social work education lays great emphasis on developing appropriate skills required for working with people effectively. The Skill Laboratory is a unique feature of the Institute. It enables students to develop skills necessary for understanding self, communicating with and intervening with clients and making audio visual presentation and records. The laboratory provide organized opportunities and simulated experiences for developing the necessary skills and expertise for working with people.

The Research Laboratory provides the students with experience in designing research proposals, preparing tools for data collection, data processing and analyzing data, using statistical tests and presenting the data in a report form.

VIVA VOCE EXAMINATION

At the end of the second semester the students have to appear for Viva Voce Examination which is conducted internally by the Institute on behalf of the University of Pune. This viva voce examination is based on field work, the research proposals and theory of research methodology .

At the end of the fourth semester, the final Viva Voce Examination is conducted by an external panel of examiners appointed by the University of Pune. This viva voce examination is based on the entire MSW curriculum including theory, field work, research project, professional development and allied areas.

BLOCK FIELD WORK PLACEMENT

After the Annual Examination of fourth semester of MSW, the student is placed in an organisation for a period of 30 continuous days for Block Field Work. During this period the student is expected to work as an intern, study all the relevant aspects of the organization and learn to function as a full-fledged professional social worker. As per the University rules certification of satisfactory completion of block placement by the organization is necessary for declaration of the MSW result and obtaining the MSW degree.

HOSTEL ACCOMMODATION

The Institute has limited hostel accommodation for about 40 male students. Students seeking accommodation in the hostel should indicate their requirement in application form. Students admitted to the hostel will have to join the hostel mess, if the facility is available. Residents of the hostel will have to strictly abide by all the hostel rules. Breach of rules will result in disciplinary action and in extreme cases cancellation of hostel admission and/or cancellation of admission from the MSW course.

There is no hostel facility for female students, at present. However, the Institute may facilitate outstation female students in finding suitable accommodation in nearby locality

SCHEDULE OF FEES FOR THE TWO YEARS MSW PROGRAMME

(As per College norms and Pune University's circulars No.Law/2002/189 dt.23-5-2002, Law/2002/365 dt.30-10-2002, and 128 of 2004, dt. 8-4-2004 subject to revision from time to time)

MSW 1st Year

Domicile of Maharashtra State	OMS	
Tuition fees	1430.00	2860.00
Other fees	650.00	1300.00
Field Work fees*	3000.00	6000.00
Seminar/workshop	100.00	200.00
Student Activities	300.00	600.00
Medical Exam	50.00	50.00
Identity Card	100.00	100.00
Ancillary fee	300.00	300.00
Computer Internet Facility	400.00	400.00
Students Orientation & Advance Orientation visits	400.00	400.00
Co-curricular fees*	1000.00	1000.00
Job Placement Cell	200.00	200.00
Eligibility form fees	50.00	50.00
Eligibility fees	100.00	200.00
Rural Camp fee	300.00	300.00
College Magazine	200.00	200.00
Sports	100.00	100.00
Total ₹	8680.00	14260.00

MSW 2nd Year

Tuition fees	1430.00	2860.00
Other Fees	650.00	1300.00
Field Work fees	3000.00	6000.00
Seminar/workshop	100.00	200.00
Student Activities	300.00	600.00
Study Tour	500.00	500.00
Co-curricular fees	800.00	800.00
Job Placement cell	200.00	200.00
Computer Internet Facility	400.00	400.00
Total ₹	7380.00	12860

* The above fee includes the cost of Field Work file, Field Work Manual, Research Manual and other learning resource materials provided by the Institute.

NOTE 1. Students from outside Maharashtra State will have to pay double the amount of tuition fees and other heads of academic activities related fees. **2.** Foreign students will have to pay five times the amount of total fees payable at the time of admission. Students from SAARC except Pakistan and Bangladesh will have to pay three times of the total fees as per University circular dated 10-03-2004. Students will have to pay examination fee at the time of submission of exam forms as stipulated by University of Pune.

DEPOSITS

*Library Deposit

At the time of admission ₹ 600/-

*Hostel Deposit (only for hostel students) ₹ 1000/-

At the time of admission

Deposit towards Mess Expenditure ₹ 1000/-

***Refundable within one year of leaving the Institute.**

HOSTEL RENT

Only for Hostel students ₹ 5000/- (1st Year) ₹ 5000/- (2nd year)

Note : Electricity Charges in actual will be shared among all the hostelites.

Mess expenses Approx. ₹ 1500/ per month (Lunch & Dinner)

(to be paid in advance) Semester I ₹ 9000/- Semester III ₹ 9000/-

Semester II ₹ 9000/- Semester IV ₹ 9000/-

***Note 1.** Since the Hostel is run and managed by the Institute and Hostel Mess by the private contractor the students (including GOI scholarship holders) are required to pay the entire amount of Hostel fee and Mess fee (semester wise) at the time of admission and in any case concession will not be granted. Hostel Mess charges to be paid semester wise in advance at the time of semester admission.

2.A penalty of ₹10/- per day will be levied for delay in payment up to one month after the stipulated date for payment of fees. Beyond that the admission is liable to be cancelled.

Apart from the fees students will have to incur the following expenses :

- | | |
|------------------------|-----------------------------------|
| a) Field Work | ₹ 500/- approximately (per month) |
| b) Rural Camp | ₹ 600/- approximately |
| c) Study Tour | ₹ 6000/- approximately |
| d) Project Report work | ₹ 3000/- approximately |

RULES REGARDING CANCELLATION OF ADMISSION AND REFUND OF FEES

Refund of tuition fee

The candidate cancelling his/her admission after the commencement of course will be entitled to receive the refund of fees after deductions of the amounts as indicated below as prescribed by the State Government/University/Competent Authority.

Sr.No.	Time of cancellation	Amount to be deducted
1.	From 1 st day to 10 days From the date of commencement of the course	20% of the total fees
2.	From 11 th to 30 th days from the date of Commencement (first day is inclusive)	40% of the total fees
3.	After 30 days (First day is inclusive)	100% of the total fees (No refund)

(Ref : Pune University letter No. Shaikshanik Pravesh/225 dt.15-01-2010) and Pune University circular No. Law/2002/365 dt. 30-10-2002.

Students who have failed in their degree examination after securing admission for M.S.W. are permitted by the University to apply for verification and re-evaluation. They will be given provisional admission. If there is no change in degree result, his/her admission to MSW will be cancelled. As per the Pune University circular No.232/198182 dt. 11-06-2007 no refund of total fees will be paid, if student is declared fail even after re-evaluation.

THE LIBRARY & OTHER FACILITIES

A. LIBRARY

The Institute Library has more than 15,000 books, journals and periodicals related to the fields of social work and related subjects. Library subscribes to approximately 50 magazines and research journals and receives 10 to 15 newsletters, bulletins, and annual reports from a variety of organizations. The Library subscribes 7 local daily newspapers in English and Marathi. The Library also maintains paper-clippings in files on various topics related to social work.

The Library is open from 10.00 a.m. to 5.40 p.m. from Monday to Saturday. The Library offers reference reading facility to outsiders on a daily payment basis with prior permission. The Library also has collection of e-resources, audio and video cassettes on subjects of relevance to the field of social work.

B. Job Placement Cell

The Institute has a well established Job Placement Cell which receives number of recruitment letters from the various organizations from all over India . The Cell organizes campus interviews during the fourth semester. The Cell provides job placement services on payment basis for students from other Social Work institutes. The Cell trains students in preparing their bio-data and appearing for their job interviews.

C. Alumni Activity

The alumni Association of the Institute is actively involved in the academic and professional development of the Institute. The Urban and Rural Community Development and the Human Resource Management departments have established separate alumni forum. These forums regularly interact with and support the current students.

D. NET/SET Examination Guidance Centre

This Centre regularly conducts lectures for Social Work students to prepare them for appearing the SET/NET examinations.

SCHOLARSHIPS

1. Smt. Satyabhamabai Pandit Scholarship towards part payment of tuition fees.
2. Shri. P. B. Sathe Scholarship towards mess expenses.
3. Prof. V. G. Maydeo Scholarship for a needy student.
4. Miss. M. K. Davis studentship to a student on need-cum-merit basis (Preferably to a female student).
5. Smt. Kamalabai Wandrekar studentship on need-cum-merit basis (Preferably to a female student).
6. Mrs. Anusayabai Ganesh Apte Scholarship to a divorced, widowed or other wise deserving female student.
7. Dr. Frances Maria Yaras Scholarship for a deserving Dalit female Student.
8. Dr. Grace Mathew scholarship for a deserving needy student.
9. Scholarship instituted by faculty for providing financial assistance to needy and deserving student.
10. Smt. Durga Gokhale Scholarship to a deserving female student.

PRIZES AND AWARDS

1. **Smt. Sushilabai Bhide Prize** : Awarded to the student who stands first in M.S.W. Examination with not less than 60% marks (Aggregate of 2 years marks).
2. **Shri B.K. Gokhale Prize** : Awarded to the student whose Project Report is outstanding.
3. **Kashinath Vishnu Damle Prize** : Awarded to the student who stands first in the field work at the M.S.W. Examination (aggregate of 2 years marks).
4. **Smt. Laxibai Lokur Prize** : Awarded to the student who secures the highest marks (aggregate marks in two years) in the theory of Family and Child Welfare specialization.
5. **Smt. Radhabai Balkrishna Apte Prize** : Awarded to the student securing highest marks in Project Report.

6. **Ramesh Premchand Charitable Trust Prize** : Awarded to the student who stands first in M.S.W. (aggregate of 2 years) with Human Resource Management specialization.
7. **Dr.Nirmala Atmaram Choudhary Memorial Prize** : Awarded to the student securing highest marks in theory and field work (aggregate of 2 years) in Medical and Psychiatric Social Work specialization.
8. **Smt. Sushila Wasudeo Gokhale Prize** : Awarded to the student who stands first in the M.S.W. first year (aggregate of two semesters' marks).
9. **Brahmachari Vishnubuva Gokhale Prize** : Awarded to the student who stands first at field work in the first year (aggregate of two semesters' marks) M.S.W. Examination.
10. **Kum. Meghana Submis Prize** : Awarded to the student who secures highest marks at first year (aggregate of two semesters' marks).
11. **Smt. Manorama Gokhale Prize** : Awarded to the student who gets the highest marks in theory and field work in Urban and Rural Community Development specialization, (aggregate of 2 years).
12. **Smt. Savitribai Madan Prize** : Awarded to a dedicated and needy female student of Social Work.
13. **Smt. Gangubai Yashwant Joshi Prize** : Awarded to a lady student who shows abilities to overcome adverse situations and faces life courageously.
14. **Kum.Sanjeevani Godbole Prize** : Awarded to a student making the best use of the library.
15. **Com. Prabhakar Vaidya Prize** : Awarded to the female student for her noteworthy participation in field work.
16. **Smt. Kunda Vaidya Prize** : Awarded to a student for overall excellence in academic performance and exceptional contribution in field work and sensitivity to social issues.
17. **Dr. Sarala Rajaninath Modak Prize** : Awarded to student for good performance.
18. **Smt. Mangala Bawikar Prize** : Awarded to all round student for overall good performance in academics and active involvement in curricular and extra curricular activities.
19. **Smt. Anita Alekar Prize** : Awarded to student who stands first at the MSW examination (Aggregate of 2 years).

OTHER ACADEMIC PROGRAMMES OF THE INSTITUTE

A) The Department of Advanced Professional Training

Social Development and Social Work is a multi-faceted and multi-disciplinary activity which is dynamic and evolving. Professionals in the field of social development are often faced with the challenge of upgrading their competence and orienting themselves to the emerging demands and trends in social work theory, research and practice.

This department organizes demand- based short term courses and capacity building workshops for the professionals in the field. A few of the courses which the department has organized in the area of Counselling, Project Design, Project Monitoring, and Para Professional Training .

The Institute also conducts need-based short term courses sponsored by agencies like National Institute of Public Co-Operation and Child Development, National Literacy Mission, Central Social Welfare Board (CSWB), National Institute of Social Defense, Directorate of Women and Child Development of Maharashtra State and other organizations.

B) International University Collaboration

Since the past many years the Institute has collaborated with the foreign universities, these includes :

1. International Development Studies, Minnesota University, USA
2. Orebro University, Sweden
3. Takahashi Institute of Kibi International University, Japan
4. Institute of International Studies, Valencia University, Spain
5. Queen's University Belfast, U.K.

C) M Phil in Social Work (Un-aided)

At present the M Phil degree is not a pre-requisite for obtaining the Ph.D. degree. However, this training strengthens the base in research methodology which helps in the doctoral study.

M.Phil is also a desirable qualification for posts in Research and Training institutes at the national and international level

D) Ph.D. Programme

The Institute is recognized Ph.D. (in Social Work) centre of University of Pune. Admission to Ph. D. programme are routed through the University. The Institute has a well equipped social work library for Ph.D. scholars Institute conducts several programme to enhance competency of Ph.D. scholars throughout the year.

B.D. KARVE RESEARCH AND CONSULTANCY CELL

B.D. Karve Research and Consultancy Cell (R & C Cell) was established on May 10 2005 under the aegis of Karve Institute of Social Service. Although an independent unit headed by the Director with a well qualified team, the R & C Cell is closely associated with the academic programme of the Institute in the following ways :

- Serving to support student training through the field action projects
Involving current students as investigators in major field studies
- Drawing faculty support through their participation in research and consultancy activities
- Senior research staff contributing to the teaching programme according to their specific areas of expertise

Various research assignments and consultancy projects are carried out by the Cell which are sponsored by State Government, semi autonomous bodies, International and national Institutions and Corporate bodies.

The Cell has thus established core competencies to undertake research, training and consultancy in such areas as human resource development, adult literacy, primary education, HIV/AIDS prevention, child development, water and sanitation, gender issues and project assessment and development under the CSR projects of Industries.

The Cell also has developed the field action projects such as the pre-school education centre (Innerwheel Balwadi), Center for appropriate trade skills (C-DATS) , Child Line Nodal Agency, Family Counseling Center and the community outreach work through the Karvenagar Community Centre. These projects not only contribute to field training of students but also to realizing mission and goals of the Institute.

FIELD WORK AGENCIES FOR THE MSW PROGRAMME

The following organizations have been providing facilities to the MSW students of the Institute for field work practice

GENERIC PLACEMENTS

1. Adhar Vidyalyaya
2. Ankur Bal Mandir
3. Annapurna Pariwar
4. Apang Kalyankari Sanstha.
5. Aryatara Mahila Mandal
6. Bahujan Hitay
7. Chetana Mahila Vikas Kendra
8. Children's Future India

9. CIPLA Palliative Care Centre
10. Childline Pune
11. Disha Institute
12. Deep Griha Family Welfare Centre
13. Doorstep School
14. Identity Foundation
15. Indian Red Cross Society's School for Deaf
16. Institute of Health Management, Pune
17. Integrated Child Development Scheme
18. Intervida – Awekening Jatrity
19. Jawaharlal Nehru Udyog Kendra
20. Jeevandhara School for Mentally Handicapped
21. Karvengar Community Centre
22. Manavya
23. Multiple Sclerosis Society
24. Observation Home for Boys
25. Observation Home for Girls
26. Panch Houd Mission's St. John's Home
27. Phoenix School
28. Poona Home and School for the Blind Boys, Koregaon Park
29. Poona Home and School for the Blind Girls, Kothrud
30. Pratham
31. Prism Foundation's LARC School
32. Ruby Hall Clinic
33. Santulan
34. Snehadeep Jankalyand Foundation
35. Schizophrenia Awareness Association
36. Society for the Welfare of the Physically Handicapped
37. Surhud Mandal
38. Swadhar
39. Urban Community Development – Pune Municipal Corporation
40. V.R.Ruia Muk Badhir Vidyalaya
41. Vidya Jyoti School for Slow Learners

FAMILY AND CHILD WELFARE

1. ASHA
2. Ayodhya Charitable Trust
3. Bhartiya Samaj Seva Kendra
4. CYDA
5. Deep Griha Society – Family Welfare Centre
6. Family Counselling Centre
7. Forbes Marshall Ltd.
8. India Sponsorship Committee
9. Jawaharlal Nehru Udyog Kendra
10. Integrated Child Development Scheme (I.C.D.S)

11. Kamayani School for Mentaly Handicapped
12. KSHITIJ
13. Maharshi Karve Stree Shikshan Sanstha
14. Mahila Seva Gram
15. Nava Maharashtra Community Foundation
16. Observation Home for Boys
17. Observation Home for Girls, Nana Peth
18. Rewachand Bhojwani Academy.
19. Shishu Adhar
20. Special Home for Senior Girls, Mundhwa
21. Society for Friends of Sassoon Hospital
22. St.Crispin's Home
23. TDH Centre, K.E.M. Hospital
24. R.R.Ruia Muk Badhir Vidyalaya
25. Vanchit Vikas
26. Vidya Pratishthan's Saraswati Vidya Mandir

HUMAN RESOURCE MANAGEMENT

1. C.G. Marketing Pvt. Ltd.
2. Cummins India Ltd.
3. Greaves Cotton Ltd.
4. Hindustan Coca Cola Beverages Pvt. Ltd.
5. Indo Schottle Auto Parts Ltd.
6. Intech Auto Store & Conveyors Pvt. Ltd.
7. JCB Manufacturing Ltd.
8. Kirloskar Pneumatics Pvt.Ltd.
9. Mahle Filter Systems Pvt.Ltd.
10. Mahindra Lifespaces Developers Ltd.
11. T.C. Springs Ltd.
12. Tata Autocomp Systems
13. Tata Johnson Controls Automotive Ltd.
14. Tyco Electronic Corporation Pvt. Ltd.
15. Verroc Engineers Ltd.
16. Varroc Lighting Pvt. Ltd.
17. Weikfield Foods Co. Pvt. Ltd.
18. Windals Auto Pvt. Ltd.

MEDICAL AND PSYCHIATRIC SOCIAL WORK

1. Armed Forces Medical College (Dept. of Preventive and Social Medicine)
2. Chaitanya Mental Health Care Centre
3. Dept. of Psychiatry, Command Hospital
4. Deenanath Mangeshkar Hospital
5. Institute of Health Management, Pune
6. K.E.M. Hospital

7. Kripa Foundation
8. Maharashtra Institute of Mental Health
9. National AIDS Research Institute
10. Nityanand Rehabilitation Centre
11. Pathways
12. Ruby Hall Clinic
13. Saheli, PHO
14. SOFOSH Dept. of Medicine, Sassoon General Hospital

URBAN AND RURAL COMMUNITY DEVELOPMENT

1. Annapurna Mahila Mandal
2. BAIF Research and Development Foundation
3. Chaitanya, Rajgurunagar
4. Forbes Marshall Ltd.
5. Gram Gaurav Pratishthan, Pani Panchayat
6. India Sponsorship Committee
7. Institute of Health Management Pune and Pachod
8. JCB Manufacturing Pvt. Ltd.
9. Jankidevi Bajaj Gram Vikas Sanstha
10. Karvenagar Community Centre
11. NAVAM
12. Pathway
13. Saheli PHO
14. Steria India
15. Streevani (Rural Project)
16. SWACH Project

And many more

TENTATIVE ACADEMIC CALENDAR : M.S.W. PROGRAMME JULY 2011 to June 2012

Month(Period)	1 st Year	2 nd year
July 1 st week Commencement of 1 st /3 rd semester	Directors Address and Orientation programme	Directors Address and Field work orientation, teaching and concurrent field work
July 2 nd week	Regular teaching and orientation visits begin	Teaching , Field Work and Research Work
August	Workshops and seminars on orientation visits (first week of August)	Teaching , Field Work and Research Work
August	Concurrent Field work begins (August 2 nd week)	Teaching, Field Work and Research Work
August	Medical check up (August 4 th week)	Teaching , Field Work and Research Work
September	Research Project Orientation	Teaching , Field Work and Research Work
October 2 nd week	Theory classes and field work for the semester ends	Theory classes and field work for the semester ends
October 3 rd and 4 th week	Evaluation conferences and viva voce of field work	Evaluation Conferences and Viva Voce of field work
1 st week & 2 nd week of November	Exam preparation Leave Diwali Closure	Exam preparation leave Diwali Closure
November 15 th onwards	Semester Examination – I (University of Pune)	Semester Examination-III (University of Pune)
December 1 st week to 3 rd week	Rural Camp	Study tour

TENTATIVE ACADEMIC CALENDAR : M.S.W. PROGRAMME JULY 2011 to June 2012

Month(Period)	1 st Year	2 nd year
December end	Finalization of Research Work topics	Work on Research Project
January 02-01-2012 Commencement of 2 nd semester/ 4 th semester	Theory Classes, Field Work and labs begin	Theory Classes, Field Work begin
January 2 nd or 3 rd week	Rural Camp seminar	Study Tour seminars
February 3 rd and 4 th week approximately	Annual Sports competitions, Special Day Celebrations and Annual Gathering	Annual Sports competitions, Special Day Celebrations and Annual Gathering
March 2 nd week	Submission of final research proposal	Submission of Research Project reports (by 15 th March 2012)
April 1 st week	Advance orientation visits and seminars	
April 2 nd week	Theory Classes and Field Work ends	Theory Classes and Field Work end
April 3 rd & 4 th week	Evaluation Conferences and University viva	Evaluation Conferences and viva voce (Field Work)
May 1 st week	Preparation leave for Semester II exams	Preparation leave for Semester IV exams
May – June (As per University schedule)	University Exam Semester II as per University schedule	University Final Exam Semester IV as per University schedule
June - July	Data Collection	Block Placement

* Exact dates would be declared from time to time according to the University circulars and Institute's decisions.