

## **Yashwantrao Chavan School of Social Work, Satara**

This Student Handbook and Prospectus is intended to provide a detailed outline of Social Work programme, in YCSSW and the admission requirements and procedures for application. This Student Handbook and Prospectus is also posted on our website at: [www.ycssw.edu.in](http://www.ycssw.edu.in).

### **IMPORTANT DATES**

Last date of submission of Application Form	25 June 2016
Pre-orientation programme for SC/ST/VJNT/OBC/Minority and differently abled Students	29 June 2016
Written Test ,Group Discussion and Personal Interview	1 July 2016
Declaration of list of selected candidates	4 July 2016
Merit List admissions	5 to 8 July 2016
Waiting list admissions	9 to 12 July, 2016
Commencement of Classes	13 July 2015

#### **Documents and Testimonials required for admission:**

1. Duly filled application form
2. Attested photo copies of mark sheets (HSC onwards)
3. Caste certificate (if applicable)
4. Disability certificate (if applicable)
5. Declaration by parent/guardian of applicant
6. Undertaking by candidate
7. Anti-ragging certificate signed by the candidate and candidate's parents/guardian (proforma of anti-ragging certificate is attached with application form)
8. DD of Rs 200 for open category students and Rs 150 for SC/ST/VJ/NT students of Maharashtra state.

*Note: Students from other universities must submit Migration Certificate, Transfer certificate after admission. For queries regarding the programme, College or admissions, Call Admission Counselor: **8605186265, 02162-284 252***

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## 1.MESSAGE FROM PRINCIPAL

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A sprawling green campus blessed with nature's bounty, and a management and staff with a passion to provide holistic education in a very family environment together make Yashwantrao Chavan School of Social Work (YCSSW) a wonderful place to be in and learn.

Founded in 1994, YCSSW is known for providing quality Social Work education in western India. We make every effort to ensure that our students go beyond the mundane and become change-makers.

Social Work is a practice profession. Therefore, our committed teachers engage learners in carefully planned and structured outdoor activities such as field visits and placement training at local and national levels. Fieldwork is the USP of the Institute.

We have watched with pride our students enter their professional lives as informed and dynamic citizens equipped with the skills and passion to make a mark in their area of work. Proof of this is our alumni, who have done exceptionally well in their professional as well as personal lives. They are our brand ambassadors.

Our students have excelled professionally because on campus they were challenged to acquire the skills needed to meet the demands of the job market. At YCSSW, they learn to keep their ears to the ground and listen to the voice and aspirations of people in society, especially the less privileged sections.

The course is so designed that it sensitises students on the nature of the society they live in. This is made possible by the constructive and goal-oriented engagement between students, parents and other stakeholders.

For an equitable, just, peaceful and prosperous society, we need citizens who are aware of their duties and responsibilities. Therefore, YCSSW is committed to fostering tolerance, national integrity, environment consciousness and social values among students. We keep a copy of the Constitution at the entrance of the College building and also share its essence in the society we engage with.

I am sure that being part of the YCSSW family will put you on the road to becoming change-makers and influence the future of the society and the country.

Dr. Shaly Joseph

I/C Principal

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## **2. ABOUT BHARTIYA BHATKE VIMUKT VIKAS VA SANSHODHAN SANSTHA (BBVVSS)**

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Bhartiya Bhatke Vimukta Vikas va Sanshodhan Sanstha (Indian Institute of Research and Development of Nomadic and De-notified Tribes – IIRDNDT) started functioning in 1983 and was registered as a trust in 1984. The main objective of BBVVSS is to promote development of neglected and deprived primitive, de-notified and nomadic tribes in India, particularly in Maharashtra. The Sanstha runs eight ashram schools, one Social Work College, two Family Counseling Centers and VIHAN project SUPORTED BY Alliance International for providing care and support to individuals living with HIV/AIDS. The Institute has conducted researches, seminars and workshops to highlight the plight of tribals with active support and cooperation of institutions like Rayat Shikshan Sanstha, Satara, Shivaji University, Kolhapur, and Yashwantrao Chavan Pratishtan, Mumbai. In 1994, the Trust set up its academic centre, YCSSW, to train students in professional Social Work. It offers Master's and Bachelor's programmes in Social Work.

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### **2.1. MANAGEMENT COMMITTEE OF EXECUTIVE BOARD**

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#### **President**

- ❖ Hon'ble Sharadchandraji Pawar

#### **Executive President**

- ❖ Hon'ble Padmashree Laxman Mane

#### **Vice-Presidents**

- ❖ Hon'ble Dr. Baba Adhav
- ❖ Hon'ble Vinayakrao Patil
- ❖ Hon'ble Dr. Anil Awachat

#### **Treasurer**

- ❖ Hon.Dr. Jagannath Dhabhole

## **Members**

- ❖ Hon. Ajitdada Pawar
- ❖ Hon. Bhaishailendra Mane
- ❖ Hon. Geeta Jadhav
- ❖ Hon. Jeevan Borate
- ❖ Hon. Kadambari Mane
- ❖ Hon. Manavendra Vaidu
- ❖ Hon. Samata Mane
- ❖ Hon. Shashitai Mane
- ❖ Hon.. Supriya Sule
- ❖ Hon. Vilas Mane

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### 3. YASHWANTRAO CHAVAN SCHOOL OF SOCIAL WORK AN INTRODUCTION

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YCSSW is affiliated to Shivaji University, Kolhapur and recognized under 2f and 12b of UGC. Established in 1994, the School is named after the Late Yashwantrao Balwantrao Chavan, the first Chief Minister of Maharashtra and the fifth Deputy Prime Minister of India.

Shri. Yashwantrao Chavan was a leader of the cooperative movement, a social activist and writer. He advocated socialist democracy in his speeches and articles and was instrumental in setting up cooperatives in Maharashtra for the betterment of farmers.

Yashwantrao Chavan was an active participant in the struggle for India's independence. In 1930, he was fined for taking part in the non-cooperation movement led by Mahatma Gandhi. In 1932, he was sentenced to 18 months imprisonment for hoisting the Indian flag in Satara.

He was one of the delegates at the historic Bombay session of the All India Congress Committee in 1942 that gave the call for 'Quit India' movement, and was subsequently arrested for his participation in it. He was released from jail in 1944. He is popularly known as the architect of Maharashtra and the leader of the common people.

YCSSW was founded by renowned author and social activist Padmashree Laxman Mane, popularly known as 'Uparakar' for his autobiography, 'Upara'. Born and brought up in a very poor tribal family, Shri Laxman Mane struggled to get formal education. But powered by his ambition and hard work, he went on to become an excellent writer, orator and community organiser.

He was honoured with the prestigious US Ford Foundation Award and the Kendra Sahitya Akademi Award in 1981.

After coming into contact with the Hon'ble Yashwantrao Chavan, he received the motivation to work for the downtrodden, especially nomadic and de-notified communities. Under the guidance of Yashwantrao Chavan, the foundation stone for the mother Institute – Bhartiya Bhatke Vimukt Vikas va Sanshodhan Sanstha – was laid in 1983. After Yashwantrao Chavan's demise, the Hon'ble Sharad Pawar took charge as President of BBVVSS, under the aegis of which YCSSW runs

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### **3.2. VISION**

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To build a cadre of Social Work Professionals who bring positive change in the world.

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### **3.2. MISSION**

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To provide a learner-centric environment where excellence in Social Work education is the focus. YCSSW seeks to develop and foster principled and competent professionals who understand the interrelatedness of human needs, social structures, and the oppressive conditions that affect the well being of people.

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### **3.3. CORE VALUES OF YCSSW**

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As a learners' community, we value learning in all its forms, guided by the ideals of human rights, social justice and transformation. We value diversity in membership, but unity in mission.

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### **3.4. OBJECTIVES OF YCSSW**

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1. To impart Social Work education at the graduate and postgraduate levels to groom competent Social Work professionals who can bring positive change in the world.
2. To conduct Social Research and Social Work research by involving students so as to train them in methodologies and techniques of research.
3. To undertake field action projects in Social Work and allied fields, and carry out the Institute's social responsibility programmes.
4. To maintain diversity among students and faculty for nurturing cultural exchange and national integration.
5. To organise lectures, seminars, workshops, and publish books and papers to enrich knowledge base and disseminate current academic information and messages.
6. To collaborate with similar organizations and like-minded professionals for academic excellence and professional growth.

7. To take regular feedback from students and stakeholders to maintain quality of teaching and learning.

8. To maintain a green and sustainable environment on the campus and advocate for UN Decade for Biodiversity in Western Maharashtra.

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### 3.5. LOCATION

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Situated among serpentine valleys and undulating hills of Maharashtra's Satara district, which is known for its pleasant climate, YCSSW offers an ideal environment for students to learn, meditate, and work to find solutions for problems of marginalised, vulnerable and oppressed groups.

The Institute is 120 km south of Pune city and connected by rail and bus from Pune, Mumbai and Banguluru. The campus, situated in Jakatwadi, can be reached by autorikshaw from Satara bus stand.

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### 3.6. CAMPUS LIFE

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A 16-acre green campus and diverse group of students and faculty make YCSSW an institution of choice for learning Social Work. Know more about the vibrant campus life at YCSSW, on [www.ycssw.edu.in/campuslife](http://www.ycssw.edu.in/campuslife).

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### 3.7. COLLEGE TIMINGS AND DRESS CODE

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All students are expected to reach the campus everyday (except field work days) sharp at 9.45 a.m. College gets over at 5pm. The dress code is as follows:

- ❖ **On Mondays, Tuesdays, Thursdays and Saturdays:** Department/class-wise or formal/casual dress code is followed.
- ❖ **Wednesdays:** White shirt and black trousers for boys and white kurta and black salwar for girls.
- ❖ **Fieldwork dress code:** Same as on Wednesdays.

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### 3.8. GENERAL POLICIES OF THE INSTITUTE

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1. Minimum attendance required for each paper is 80%. Students without the required attendance will not be allowed to appear for the University examination.
2. 100% attendance is compulsory on Fieldwork days. Leave can be granted only if there is a valid reason and on condition that it will be compensated on other days.
3. Any student who remains absent on consecutive days for more than a week without prior permission is liable to be dismissed from the College.
4. Seminars, class and home assignments, internal examinations, Curricular, Co-curricular and Extracurricular activities are compulsory for all students.
5. A student who remains absent from class because of academic work assigned to him/her by his/her teacher/supervisor will be given full attendance.
6. Any student who cannot attend class for personal reasons must take permission by submitting a formal leave application; he/she will be marked 'absent with permission'.
7. A student taking leave after coming to College should inform in writing the concerned faculty who have lectures on that day.
8. Students who take leave on medical grounds must submit a medical and fitness certificate within two days of re-joining. Medical certificates submitted after two days will not be accepted and the student will be marked 'absent'.
9. If a student has less than 80% attendance, his/her 'absent with permission' will be taken into consideration.
11. No student should use intoxicating substances (alcohol, drugs, tobacco, etc.) when in the College or on the premises of their respective Fieldwork agencies.
12. All students are expected to be in their classrooms before the teacher arrives.
13. Courtesy visits to other Fieldwork agencies are not allowed.
14. Use of mobile phones and receiving visitors are not permitted on campus during College hours.
15. It is the responsibility of students to see to it that their classrooms and the campus remain clean.
16. Students are expected to take care of College property and see to it that no damage is caused to them.
17. For satisfactory academic performance, students are expected to secure at least 40 per cent marks in all internal assignments.
18. Students are expected to actively participate in all curricular and co-curricular activities organised by the College.
19. All matters related to indiscipline shall be referred to the Disciplinary Committee.

20. Announcements of any kind to be made in class will be allowed only with the written permission of the Principal.
21. Grievances regarding any issue should be first discussed with the Grievance Redressal Committee.
22. Good behaviour and dignified dressing in keeping with professional decorum are institutional requirements for students.
23. On campus and in their respective Fieldwork agencies, students are expected to be role models by conducting themselves in a way that brings honour, dignity and credit to the Institute and the Social Work profession.
24. Students should follow library and computer lab rules strictly.
25. Loss of ID card must be intimated to the Institute immediately.
26. Any instance of ragging will be dealt with strictly as per the Act.

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## **4. ABOUT SOCIAL WORK DEGREE PROGRAMMES**

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Social work is a demanding but highly rewarding profession which is often under the spotlight of public attention. BSW/MSW programmes are for those who intend to work as professional Social Workers. Although, the programme includes underpinning learning in the social sciences, such as social policy, psychology, sociology and law, the focus of the programme is on the development of skills, values and knowledge required for practice. BSW/MSW programme in YCSSW is aimed at preparing professionals, who can practise with advanced skills, think critically, realistically evaluate research outcomes and bring positive change in the world. During the programme, students get an opportunity to have face to face interaction with renowned Social Activists and personalities from the field of Environment, Art, Culture, Film and Theatre.

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### **4.1. PROGRAMME OBJECTIVES**

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The general objectives of the Social Work degree programme are to educate Social Workers for specialized practice, including research and programme evaluation, and to increase their administrative and supervisory competence. The specific objectives are:

- a. To develop practitioners in Social Work with increased knowledge and skills for direct and indirect practice roles, including research and programme evaluation activities.
- b. To develop learners knowledge and skills for administrative and supervisory roles.
- c. To enhance the leadership capacity of future Social Work practitioners, administrators and supervisors.

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### **4.2. BACHELOR OF SOCIAL WORK PROGRAMME STRUCTURE**

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The three year (Six semesters) Bachelors programme, in Social Work is an intensive, full time programme with theory and field practice. Each academic year is divided into two semesters, coinciding with the two terms as announced by the Shivaji University, Kolhapur. The uniqueness of this programme is that

students are exposed to intensive experimental learning and this gives an edge over other under-graduate programme. The transition from a student to a professional is carefully monitored by qualified and experienced faculty. The main objective of the programme is to impart education and training in professional social work and enhance the understanding of social issues through interdisciplinary perspective.

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#### **4.3. ELIGIBILITY FOR ADMISSION**

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There are 50 seats for BSW first year. Candidates, for admission to the first year of the Degree of Bachelor of Social Work programme, shall be required to have passed the Higher Secondary Examinations (10+2) or equivalent in any stream. Candidates who are in final year of XII may also apply.

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#### **4.4. RESERVATION OF SEATS**

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As per Govt. of Maharashtra and University Grants Commission Rules.

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#### **4.5. SCOPE OF BSW PROGRAMME**

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Completing a BSW degree, allows for immediate access to employment opportunities. The Bachelor of Social Work programme has been designed to help the students, to study and understand the society and social problems at various levels and to learn the Social Work techniques, methodologies and approaches of minimizing them. BSW qualified persons are employed in social welfare agencies and organizations especially in NGO sector. They have the scope for getting admission into MSW programme.

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**4.6. B.S.W. SYLLABUS**

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**BSW SEMESTER I**

<b>Paper</b>	<b>Title</b>	<b>MARKS</b>
<b>Paper I</b>	Compulsory English I	50
<b>Paper II</b>	Additional English I	50
<b>Paper III</b>	Foundation Course I	50
<b>Paper IV</b>	History and Philosophy of Social Work	50
<b>Paper V</b>	Introduction to Social problems	50
<b>Paper VI</b>	Field Work Practicum*	50
		<b>300</b>
Field Work is compulsory (15 hrs/wk x 12) 180 hrs for the first semester comprising of orientation visits, workshops and capacity building exercises		

**BSW SEMESTER II**

<b>Paper</b>	<b>Title</b>	<b>MARKS</b>
<b>Paper I</b>	Compulsory English	50
<b>Paper II</b>	Additional English	50
<b>Paper III</b>	Foundation Course II	50
<b>Paper IV</b>	Introduction to Social Work Profession	50
<b>Paper V</b>	Fields of Social Work	50
<b>Paper VI</b>	Field Work Practicum	50
		<b>300</b>
Field Work is compulsory (15 hrs/wk x 12) 180 hrs for the first semester comprising of orientation visits, workshops and capacity building exercises		

### BSW SEMESTER III

Paper	Title	MARKS		Total
		Theory	Internal	
<b>Paper I</b>	Compulsory English	40	10	50
<b>Paper II</b>	Human Development	40	10	50
<b>Paper III</b>	Community Organization	40	10	50
<b>Paper IV</b>	Social Research	40	10	50
<b>Paper V</b>	Social Action	40	10	50
<b>Paper VII</b>	Field Work Practicum			50
		<b>Total</b>		<b>300</b>
Field Work is compulsory (15 hrs/wk x 12) 180 hrs for the Third semester comprising of orientation visits, workshops and capacity building exercises				

### BSW SEMESTER IV

Paper	Title	MARKS		Total
		Theory	Internal	
<b>Paper I</b>	Compulsory English	40	10	50
<b>Paper II</b>	Social Psychology	40	10	50
<b>Paper III</b>	Social Casework	40	10	50
<b>Paper IV</b>	Social Group Work	40	10	50
<b>Paper V</b>	Elementary Statistics	40	10	50
<b>Paper VII</b>	Field Work Practicum			50
		<b>Total</b>		<b>300</b>
Field Work is compulsory (15 hrs/wk x 12) 180 hrs for the Third semester comprising of orientation visits, workshops and capacity building exercises				

### BSW SEMESTER V

Paper	Title	MARKS		Total
		Theory	Internal	
<b>Paper I</b>	Compulsory English	40	10	50
<b>Paper II</b>	Huamn Development	40	10	50
<b>Paper III</b>	Community Organization	40	10	50
<b>Paper IV</b>	Social Research	40	10	50
<b>Paper V</b>	Social Action	40	10	50
<b>Paper VII</b>	Field Work Practicum			50
		<b>Total</b>		<b>300</b>
Field Work is compulsory (15 hrs/wk x 12) 180 hrs for the Third semester comprising of orientation visits, workshops and capacity building exercises				

### BSW SEMESTER VI

Paper	Title	MARKS		Total
		Theory	Internal	
<b>Paper I</b>	Compulsory English	40	10	50
<b>Paper II</b>	Counselling Theory and Practice	40	10	50
<b>Paper III</b>	Economics and Development	40	10	50
<b>Paper IV</b>	NGO Managment	40	10	50
<b>Paper V</b>	Health and Social Work	40	10	50
<b>Paper VII</b>	Field Work Practicum			50
		<b>Total</b>		<b>300</b>
Field Work is compulsory (15 hrs/wk x 12) 180 hrs for the Third semester comprising of orientation visits, workshops and capacity building exercises				

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## 5.MASTER OF SOCIAL WORK PROGRAMME STRUCTURE

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MSW is a full time programme and its duration is four semesters extending over a period of two academic years. Each academic year is divided into two semesters, coinciding with the two terms as announced by the Shivaji University, Kolhapur. The uniqueness of this programme is that students are exposed to intensive experiential learning and this gives an edge over other post-graduate programme. The transition from a trainee to a professional is carefully monitored by qualified and experienced faculty. The main objective of the programme is to impart education and training in professional social work and enhance the understanding of social issues through interdisciplinary perspective.

The goal of MSW programme is to produce highly skilled Social Work Professionals, who can work effectively with individuals, families, groups, communities, and organizations. The Master of Social Work degree programme, prepares students with the competencies and practice behaviours necessary for advanced Social Work practice in an area of specialization.

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### 5.1.SPECIALIZATIONS

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The foundation of MSW curriculum provides a generalist perspective on Social Work Practice. The Specialization curriculum, builds upon the foundation programme, which has advanced content (Kindly refer MSW semester I syllabus). At the Masters level, the Institute offers three specialisations viz.

- 1. Human Resource Management (Group A)**
- 2. Urban and Rural Community Development (Group B)**
- 3. Medical and Psychiatric Social Work (Group E)**

The total number of students, admitted in the MSW first year is 60. In the second semester, proportionately equal number of students are taken in a particular specialization. This is done, keeping in view of maintaining the quality of training inputs.

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## **5.2.CRITERIA FOR OPTING SPECIALIZATION**

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The first year MSW students will have to choose their specialization at the beginning of their second semester. A rank list will be made on the basis of overall performance of the first semester. Counselling sessions will be arranged and according to their ranks they will have the options to choose their desired specialisation.

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## **5.3. ELIGIBILITY FOR ADMISSION**

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There are 60 seats for MSW first year. Candidates for admission to the first year of the Degree of Master of Social Work programme, shall be required to have passed the Bachelors degree (10+2+3) with at least 45% marks or equivalent in any stream. Candidates who are in final year may also apply.

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## **5.4. RESERVATION OF SEATS**

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As per Govt. of Maharashtra and University Grants Commission Rules

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## **5.5. SCOPE OF MSW PROGRAMME**

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Completing a MSW degree allows for immediate access to employment opportunities in Govt as well as Non Govt. Sector. MSW students are appointed as Development Professionals in National / International Organizations, as a Social Welfare Officer in Social Welfare Dept. and Women & Child Welfare Dept., as a Counsellor & Social Worker in Educational Institutes, Hospitals, NGOs, As a Labour Welfare Officer in Companies.

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**5.6. M.S.W. SYLLABUS**

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**MSW SEMESTER I: GENERIC**

<b>Paper</b>	<b>Title</b>	<b>MARKS</b>		<b>Total</b>
		<b>Theory</b>	<b>Internal</b>	
<b>Paper I</b>	Introduction to Social Work	80	20	100
<b>Paper II</b>	Man & Society- I	80	20	100
<b>Paper III</b>	Human Growth and Development	80	20	100
<b>Paper IV</b>	Work with Individuals	80	20	100
<b>Paper V</b>	Work with Groups	80	20	100
<b>Paper VI</b>	Work with Community	80	20	100
<b>Paper VII</b>	Personal and Professional Growth	80	20	100
<b>Paper VII</b>	Field Work Practicum			<b>200</b>
	<b>Total</b>			<b>900</b>

**MSW SEMESTER II : SPECIALIZATION**

<b>Paper</b>	<b>Title</b>	<b>MARKS</b>		<b>Total</b>
		<b>Theory</b>	<b>Internal</b>	
<b>Paper I</b>	Man & Society -II	80	20	100
<b>Paper II</b>	Social Welfare Administration	80	20	100
<b>Paper III</b>	Social Work Research	80	20	100
<b>Paper IV</b>	Statistics and Computer Fundamentals	80	20	100
<b>Paper V</b>	Specialization Paper- I	80	20	100
<b>Paper VI</b>	Specialization Paper -II	80	20	100
<b>Paper VII</b>	Specialization Paper -III	80	20	100
<b>Paper VII</b>	Field Work Practicum			<b>200</b>
	<b>Total</b>			<b>900</b>

### MSW SEMESTER III : SPECIALIZATION

Paper	Title	MARKS		Total
		Theory	Internal	
<b>Paper I</b>	Philosophies of Social Change	80	20	100
<b>Paper II</b>	Economic System and Process	80	20	100
<b>Paper III</b>	State ,People and Politics / Research	80	20	100
<b>Paper IV</b>	Integrated Social Work Practice	80	20	100
<b>Paper V</b>	Specialization Paper- IV	80	20	100
<b>Paper VI</b>	Specialization Paper –V	80	20	100
<b>Paper VII</b>	Specialization Paper -VI	80	20	100
<b>Paper VII</b>	Field Work Practicum			<b>200</b>
	<b>Total</b>			<b>900</b>

### MSW SEMESTER IV : SPECIALIZATION

Paper	Title	MARKS		Total
		Theory	Internal	
<b>Paper I</b>	Social Development Policy and Social Planing	80	20	100
<b>Paper II</b>	Social Legislations	80	20	100
<b>Paper III</b>	NGO and Program Management	80	20	100
<b>Paper IV</b>	Social Action and Social Movement	80	20	100
<b>Paper V</b>	Specialization Paper -VII	80	20	100
<b>Paper VI</b>	Specialization Paper -VIII	80	20	100
<b>Paper VII</b>	Specialization Paper -IX*	80	20	100
<b>Paper VII</b>	Field Work Practicum			<b>200</b>
	<b>Total</b>			<b>900</b>

For Students of Human Resource Managment, there will be a Project Work instead of Paper IX.

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## 6. TEACHING LEARNING METHODS

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1. Audio visual tutorial lessons
2. Bulletin boards
3. Case presentations
4. Class Assignment
5. Class discussions
6. Concept classes
7. Diaries
8. Debate
9. Educational tours
10. Educational counseling
11. Field Work conference
12. Home Assignment
13. Individual and Group seminar presentation
14. Individual and group practice experience sharing
15. Individual and group poster presentations
16. Independent learning
17. Interaction with renowned Social Activists
18. Library research on topics or problems
19. On-line studies advice support
20. Orientation visits
21. Remedial coaching for slow learners
22. Reading assignments in journals.
23. Reading assignments in supplementary books
24. Skill lab
25. Supervised Field work placements
26. Special Seminars/workshops
27. Textbook assignments
28. Use of slides
29. Use of films
30. Video-assisted skills learning

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## **7.FIELD WORK EDUCATION**

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Social Work is a practising profession. Here major emphasis is given on 'learning by doing'. This is done through field work practicum under the guidance and supervision of faculty. The following are the field work practicum components:

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### **7.1.ORIENTATION VISITS**

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As the students are new entrants to Social Work programme, sensitisation is given to them at the beginning of the session, with regard to typology, structural and functional aspects of human service organisations through supervised institutional visits.

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### **7.2.CONCURRENT FIELDWORK**

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After completion of orientation visits, the students are placed in structured as well as open settings for concurrent field work, which is for two consecutive days in a week. (15 hours a week).

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### **7.3.STUDY TOUR**

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Study tour for 10 Days is organised for BSW/ MSW students, where a good number of social welfare agencies are visited. A teaching faculty accompanies the students for the tour. Study tour has immense educative value to the students.

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### **7.4. BLOCK/SUMMER PLACEMENT**

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The students, of BSW/MSW will be placed in various social welfare organisations, in different part of the country for getting adequate field exposure. Such placement would be for a month and they have to work on purely voluntary basis without any financial commitment from either part. The students have to work on full time basis as per the work schedule, to be developed by the organisations. This sort of placement will help students, to gather practical experience over modes of social welfare activities by engaging themselves in the work. It will also expose students with variety of work practices, adopted by the organisation of national importance. The

students will get scope to broaden their outlook and vision on Social Work activities and intervention practices through getting exposed to diversified work culture. A teaching faculty is responsible for planning the placement programme.

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## 8. ADMISSION PROCEDURE

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- A. Application for admission must be made in the prescribed form. (Attached to this document). The application will not be considered unless the form is complete and all relevant documents are received in time. Candidate should send **only attested photocopies** of their certificates along with their applications (including caste certificate and other necessary testimonials as per the need). Candidates can also download the form, from our website [www.ycssw.edu.in](http://www.ycssw.edu.in) and the same should be posted together with the prescribed fee and enclosures on or before the date given by the College.
- B. Application forms of candidates, who have appeared for their graduation examination from Universities other than the Shivaji University, Kolhapur, Maharashtra, will be accepted as pending result, provided that their results will be declared before the admission procedure is completed and the admission confirmed. The candidates, who are unable to produce the result related documents, prior to the completion of admission procedures will not be considered for admission to the programme.
- C. At the time of taking admission to the programme 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 for Provisional Eligibility Certificate and get the documents verified from the Board / University, from which the students have completed the qualifying examination. These documents should be accompanied by the required fees, which will be informed at the time of paying the fees.
- D. If the student does not already have a 'Migration Certificate' and a 'Passing' or 'Degree Certificate' from his / her previous University, an application should be

made for the same in the pro-forma prescribed by the University from which the candidate graduated.

- E. 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 student by the College. Prior to applying for the 'Provisional Eligibility Certificate', the College will verify the certificate of the students.
- F. Admission is based on entrance exam comprising of written test, group discussion and a panel interview which takes into consideration the candidate's past academic performance, proficiency in the general knowledge, and background in Social Work experience, interest and aptitude for the profession.
- G. If any statement /document furnished by the applicant are found incorrect at any time, he/she will be liable to be debarred from the college.
- H. The medium of instruction is English and working knowledge of Marathi or Hindi is desirable.

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### 9. SELECTION PROCEDURE

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<b>Written Test :</b>	100 marks	<b>90 min</b>
<b>Group Discussion</b>	50 marks	<b>20 min</b>
<b>Personal Interview</b>	70 marks	<b>10 min</b>
<b>Academic Background</b>	30 marks	
	<b>250 marks</b>	

**Written Test:** There will be a test of 100 marks, out of which 50 marks are for objective-type multiple-choice questions on general awareness, 25 marks for aptitude test on contemporary problems, and 25 marks for proficiency in English. The time allotted is 90 minutes. In the entrance test, candidates are assessed for their general awareness and capacity to understand problems, to think clearly, to express ideas in simple language, and to present them systematically.

**Group Discussion:** Every candidate is expected to participate in a group discussion in a group of about 10 candidates. Time allotted is about 20 minutes. An assessment of the candidate is made on the basis of expression of ideas, maintaining relationships with other group members, and contribution to the discussion.

**Personal Interview:** Maximum marks for the interview is 70.

To be eligible for entry to the BSW/MSW programme, candidates must demonstrate in the personal interview that he/she has the potential to be a Social Worker at the degree and postgraduate level. As there is stiff competition for the seats, candidates are advised to highlight in the application any relevant experience they gained.

## 10. FEES

Sr. no.	Particulars	B.S.W.						M.S.W.			
		SEM 1	SEM 2	SEM 3	SEM 4	SEM 5	SEM 6	SEM 1	SEM 2	SEM 3	SEM 4
1	Admission Fee	400	400	400	400	400	400	400	400	400	400
2	Tuition fee	400	400	400	400	400	400	500	500	500	500
3	Ancillary fee	1800	1800	1900	1900	2000	2000	2200	2200	2300	2300
4	Library fee	500	500	500	500	500	500	500	500	500	500
5	Field Work fee	2000	0	2000	0	2000	0	2000	0	2000	0
6	Co-Curricular activities	1000	1000	1000	1000	1000	1000	1000	1000	1000	1000
7	Exam fee (Uni. & College)	700	700	700	700	700	700	900	900	900	900
8	Aswamegh/Pro-rata /Insurance, Agrani Disaster Fund	250	0	250	0	250	0	250	0	250	0
9	Eligibility	200	0	0	0	0	0	400	0	0	0
10	Computer & Internet fee	1100	1100	1100	1100	1100	1100	1100	1100	1100	1100
11	E-Services	400	400	400	400	400	400	400	400	400	400
12	Structure and Nutrition fee	250	250	250	250	250	250	0	0	0	0
13	Environment Sciences fee	0	0	250	0	0	0	0	0	0	0
14	Utility fee	750	750	750	750	750	750	750	750	750	750
15	Others	500	500	500	500	500	500	500	500	500	500
	<b>Total</b>	<b>10250</b>	<b>7800</b>	<b>10400</b>	<b>7900</b>	<b>10250</b>	<b>8000</b>	<b>10900</b>	<b>8250</b>	<b>10600</b>	<b>8350</b>

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## **11. SCHOLARSHIPS AND FREESHIPS**

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Scholarship will be provided to the eligible candidates as per Govt. Of Maharashtra and University Grants Commission rules and regulations. The fee of category students is covered under Government of India scholarship , therefore its free of cost for the students. Meanwhile, open category students has to pay the prescribed fees.

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## **12. STUDENT SUPPORT SERVICES**

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YCSSW has state of the art infrastrucre and other fascilities for the benefit of students. The details are as folows:

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### **12.1.PLACEMENT CELL**

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The institute has a placement cell, which prepares a placement brochure and sends it to the prospective employers and invites them for campus interviews.With the passing of time, the placement cell has improved its functioning as a full fledged employment cell and it has helped the passed out students to have jobs in Tuljapur, Thane, Gadchiroli, Raigad, Mumbai and Pune. Almost 85 per cent of our out turn used to get employment every year through placement cell. The institute is always in the process of developing placement brochure, in order to attract the attention of the employers, to recruit more of our passed out students.

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### **12.2.LIBRARY**

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The institute has a well-equipped library that is housed in a big hall which is located at the central position in the administrative building with around 4800 volumes related to Social Work and Interdisciplinary fields. The Library of the college is resolved to provide adequate reading materials to the students. To furnish the students with latest information about the ongoing events in the social science sector, the library also subscribes around 81 reputed journals and magazines and 10 newspapers. It also provides a host of information services to its users through Current Awareness Bulletins, Catalogue, reference and bibliographic services and photocopying facilities. The library is kept open for 15 hours including a break of 1 hour for tea and lunch during the class hours. Reading hall is kept open during the evening hours in order to facilitate students to use the library. The library has modern furniture and computer system to have easy access to reading materials.

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### **12.3. GIRLS HOSTEL**

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Hostels are a home away from home. The Institute has hostel facility for girls in the campus itself. We at YCSSW provide you a decent stay and the best possible learning environment. Accordingly effort is made to make living in a hostel a comfortable and memorable experience. Many Students consider quality of life as one of the important factors while choosing a College. The stay at campus would certainly provide a wealth experience by developing qualities such as comradeship and social responsibility. We encourage the habit of community living and sharing. Hostel is supervised by a warden who resides in the hostel. Residents of the hostel will have to abide by the hostel rules, breach of which will result in disciplinary action. No accommodation is provided to guests of the hostel residents.

The Institute has made arrangements for boys' hostel in the city for those who are coming from backward classes city for those who are coming from backward classes

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### **12.4. COMPUTER LAB**

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The Institute has a computer centre with Internet and e-mail facilities. Computer has become an inevitable part of human life, especially for professionals. All organisations- developmental, research and managerial, are completely computerised. So, computer literacy is essential and is expected from a person in the profession.

Keeping this in view, Institute has introduced a paper on Computer Applications for Social Workers for MSW and BSW as an institutional requirement. About 9 software packages and SPSS, a statistical package - a package for qualitative data analysis are taught. Those who have completed some computer training course earlier and seek exemption from the Institute's computer training, are to appear at an examination, both theory and practical, to verify the level of competence and to see that it is in accordance with the Institutional requirements. The computer centre offers facilities for students to do their term papers, seminar papers, project work and other documentation work by themselves when computer is available free. Sharada infotech provides an internet facility for on-line information.

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### **12.5.Wi-Fi CAMPUS**

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YCSSW provides staff, faculty and students access to the wireless network on campus where available.

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### **12.6.MAHATMA PHULE CAREER GUIDANCE CENTRE**

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Mahatma Phule Career Guidance centre provides comprehensive quality programmes and resources for preparing a diverse student/ alumnae population to meet the challenges in the job market in post globalization era.

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### **12.7. BHASAPRABHU SANT TUKARAM REMEDIAL COACHING CENTRE**

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The college is having a UGC approved remedial coaching centre for SC / ST, backward, minorities and girl students of the college. The centre is financially supported by the University Grants Commission, New Delhi and it provides special coaching for the backward students in their regular studies. Additional classes, course materials and other supports are provided by the centre, to improve the study conditions of the backward students.

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### **12.8. FELLOWSHIPS**

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- ❖ Padmashree Laxman Mane Fellowship for needy students.
- ❖ Late. Mr & Mrs. Mary Velikkakarhote & Late Palamattathil Joseph Memorial scholarship for the best research in MSW IInd year
- ❖ Mayur Puruskar for the best academic performance in BSW Ist year
- ❖ Ashok Asgainkar Fellowship for best volunteer in campus.
- ❖ Mr. Madhukar Kenjale Fellowship for the topper in Human Resource Management Department.
- ❖ Late Mrs. Shakuntala Namdeo Kamble memorial scholarship for BSW IIIrd year topper student.

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### **12.8. OTHER SERVICES**

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For the development of students various other programmes are conducted in the college , which are as follows:

- ❖ Group insurance
- ❖ Language enrichment programme
- ❖ Manthan
- ❖ Jagar
- ❖ Aerobics
- ❖ Sports
- ❖ Cultural events
- ❖ Parent teacher association
- ❖ Health care centre
- ❖ Suggestion and complaint box

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### **13. EXTENSION ACTIVITIES**

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Extension activity provides a link between the College and the Society. In order to create a socially sensitive citizen, the students are made aware of the common extension activities. The Institution offers students the opportunity to participate in extension activities as part of their curricula. Following extension activities are run by the college:

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#### **13.1. SPECIAL CELL FOR WOMEN AND CHILDREN**

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Considering the increasing incidents of family violence, alcoholism, bride beating and burning, child abuse, suicide etc., the Institute has started a special cell for women, attached to Satara Police Station. It was established in Sept. 1998 with two full time Social Workers and is funded by the Central Social Welfare Board, New Delhi. All the women complainants are first directed to the Cell and the Social Worker in turn assesses, whether the problem brought to the Police Station requires a Social Worker's intervention or police intervention. Accordingly, the case is referred or handled by the cell. Within a short time, the cell drew the attention and appreciation of the police dept. A similar Cell is started in the year 2002 in Karad Police station, Karad.

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### **13.2.RESEARCH , RESOURCE AND DEVELOPMENT CENTRE**

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The Institute has a training department that provides need based training as per the requirements of the clients. For this, external expertise and internal resources are pooled together. The research department makes use of the latest techniques and tools at every stage of the research process. It is the only department that has done an extensive study on Nomadic Tribes of Maharashtra. It also undertakes research projects of other organisations, besides all types of consultancy for action and research projects.

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### **14. ACADEMIC CENTRES**

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1. Mukta Salve Women Study centre
2. NET/SET Study centre
3. Compititive exam centre

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## 15. FACULTY & STAFF

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The details of teaching Faculty are as follows :

<b>S.n.</b>	<b>NAME OF THE STAFF</b>	<b>DESIGNATION</b>	<b>FIELDS OF INTEREST</b>
1	Dr. Shaly Joseph M.S.W,NET,SET, Ph.D,LLB,DIM, PGDIM,CCY(MBA )	In Charge Principal	Human Resource Management, CSR, Stress Management
2	Shri. Bhaishailendra Mane M.S.W.,NET , (Ph.D)	Vice Principal	Human Resource Management
3	Mr. Jeevan Borate M.S.W., SET	Assistant Professor	Human Resource Management
4	Dr. Manisha Shirodkar B.Sc, M.S.W, Ph.D	Assistant Professor	Women Empowerment, PRI, Gender, Action Research
5	Dr. Vijay Mane M.S.W., Ph.D	Assistant Professor	Rural Development
6	Pramod Muneshwar M.S.W, D.B.M, NET	Assistant Professor	Enterpreneurship Development, Human Resource Management
7	Ms.Samata Mane MSW.,NET (Ph.D)	Assistant Professor	Counselling, Mental Health
8	Ms. Sampada Sankpal B.S.W, M.S.W, NET, (Ph.D.)	Assistant Professor	Womens Health, Child Development, Medical & Psychiatry , Research
9	Mr. Pankaj Kumar Das B.Sc., M.S.W., NET, M. Phil (Ph.D.)	Assistant Professor	Research, Child Nutrition, Mental Health & NGO Management .
10	Ms. Vanita Kamble M.S.W., NET, SET, (Ph.D.)	Assistant Professor	Child Rights, Women Empowerment, Research
11	Ms. Poonam Jagdale MSW	Research Associate	Research, Medical & Psychiatric Social Work
12	Ms Ujwala Shitole M.A., B.Ed	Faculty	Communication Skills, Remedial Coaching
13	Ms. Pooja Nikam BCA	Computer Instructor	Software development, Web designing
14	Mr.Jeetendra Chavan B.A.,M.Lib.& I.Sc	Librarian	

## **SUPPORTING STAFF**

15	Mr.Milind Kambale B.Com., M.A.	Clerk
16	Ms. Sonali Salunkhe B.Com, (M.Com)	Clerk
17	Mr.Mahadeo Jadhav MA	Clerk
18	Mr.Arjun Kale M.A.	Watchman
19	Mr.Mohan Lokhande	Sweeper
20	Mr.Sukhdeo Ghodake	Peon
21	Mr.Shailesh Shinde	Peon

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## SAMPLE QUESTION PAPER FOR ENTRANCE EXAM

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**Time: 90 minutes**

**Total Marks: 100**

- a) All Questions are compulsory.
- b) Figures to the right side of question indicates marks.

### **SECTION A: OBJECTIVE-TYPE MULTIPLE-CHOICE QUESTIONS**

**50\*1=50 Marks**

1. The prestigious Ramon Magsaysay Award was conferred upon Ms. Kiran Bedi for her excellent contribution to which of the following fields?
  - a. Literature
  - b. Community Welfare
  - c. Government Service
  - d. Journalism
2. Each year World Red Cross and Red Crescent Day is celebrated on
  - a. May 8
  - b. May 9
  - c. April 11
  - d. June 21

### **SECTION B: APTITUDE TEST**

**25\*1=25 Marks**

3. Consider the following series:  
3, 4, 6, 9, 13, \_\_\_\_ what comes next?
  - a. 15
  - b. 16
  - c. 17
  - d. 18

### **SECTION C: PROFICIENCY IN ENGLISH**

**5\*5=25 Marks**

4. Look at the picture below and write your opinion in 10- 15 lines.

