



UNIVERSITY OF MUMBAI

**PROSPECTUS
FOR**

MSW

**[Master of Social Work]
PROGRAMME
Academic Year
2017-2019**

**RAJIV GANDHI CENTRE FOR
CONTEMPORARY STUDIES**

**Rajiv Gandhi Bhavan, Near Sanskrit Bhavan, Vidyanagari,
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विश्वविद्यालयगीतम्

इदं सुन्दरं मन्दिरं शारदाया
मुम्बापुरीविश्वविद्यालयम् ।
कलाशास्त्रवाणिज्यशाखाधिरूढा
अमूढा विमुक्ता विहंगा वयम् ॥ १ ॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥ ४ ॥

सत्यं वदामो धर्मं चरामो
नयामो नृणां दुःखभारं लयम् ।
स्वकार्ये रतानां सदा जागृतानां
भवेत्किं भविष्येऽपि कस्मात् भयम् ॥ २ ॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

युवा स्यात् बलिष्ठो युवा स्यात् गरिष्ठो
युवा ध्येयनिष्ठोऽपि भूयात् स्वयम् ।
यदि स्यात् युवा राष्ट्रकर्तव्यनिष्ठः
सम्मानयेत् तं हि लोकत्रयम् ॥ ३ ॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

वन्दामहे भारतं पूजनीयं
स्वदेशात् परं नास्ति देवालयम् ।
अत्रैव सर्वे प्रतिष्ठापयामो
ममत्वेन सार्धं समत्वं नयम् ॥ ४ ॥
शृण्वन्तु सर्वे दृढं निश्चयम् ॥

कवी — श्री. वसंत वापट
संगीत — श्री. प्रभाकर पंडित

MESSAGE FROM THE VICE-CHANCELLOR



I am happy to announce the MSW programme at the University of Mumbai from the Academic Year 2016-17 at the Rajiv Gandhi Centre for Contemporary Studies.

The University of Mumbai is proud to have great social reformers like Bharat Ratna Dr. Babasaheb Ambedkar and Bharat Ratna Dr. Maharshi Dhondo Keshav Karve as its alumni. The University is continuing their legacy of social justice and inclusive development through various activities. In order to contribute more significantly in the field of social service, the University is now starting the MSW programme under the aegis of Rajiv Gandhi Centre for Contemporary Studies which is actively involved in social policy and action research, organising seminars and conferences highlighting the problems of the marginalised communities. I am personally happy that we are starting this programme in the 125th year birth anniversary of Bharat Ratna Dr. Babasaheb Ambedkar.

I am sure the professional social workers developed by the Centre will contribute significantly in the areas of social development.

I wish the programme a grand success!

Professor (Dr.) Sanjay Deshmukh

Vice-Chancellor,
University of Mumbai

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ABOUT THE UNIVERSITY OF MUMBAI



The University of Mumbai (known earlier as University of Bombay) is one of the oldest and premier Universities in India. It was established in 1857 consequent upon "Wood's Education Dispatch", and it is one amongst the first three Universities in India.

The profile of this University carved out in 159 years of its functioning attests to its manifold achievements as the intellectual powerhouse of the society. The University has always given its best to the country in general and to the city of Mumbai in particular by enthusiastically shouldering an ever-growing load of social values and opportunities.

Initially, the University concentrated its efforts on teaching at the undergraduate level and in conducting examinations. Later on it took up research and the task of imparting instructions at the Post-Graduate level. This resulted in the establishment of the University Departments beginning with the School of Sociology and Civics & Politics. The independence of the country led to the re-organization of the functions and powers of the University with the passing of the Bombay University Act of 1953.

It is granted a Five Star status by the National Assessment and Accreditation Council (NAAC). It has Four Campuses namely, Fort (Head office), Kalina Campus, Thane and Ratnagiri sub-centres. It has established its name in industrial collaborations and runs various professional courses.

At national level, it is excelled in sports, cultural and outreach activities. In the last five years it has seen 104% increase in under-graduate students, 112% increase in post-graduate students and 147% increase in distance - education students. There is 156% increase in the number of research papers published in International journals. Twelve Department/sections are recognized under various national programmes, such as SAP/CAS/DRS/DSA/COSIST/FIST. More than eighty teachers are on various professional bodies. Eighteen National/International awards are won by teachers in the last five years. Every year about 20 teachers visit abroad for academic activities. Recently more than ten self-supporting courses have been started by the University.

ABOUT THE RAJIV GANDHI CENTRE FOR CONTEMPORARY STUDIES



The Rajiv Gandhi Chair in Contemporary Studies was established by the Ministry of Human Resource Development, Government of India through the University Grants Commission in the year 2006 which has now evolved into an autonomous Centre of the University. The Centre works within the broad theme of Globalization, Democracy and Development. The areas of interest are primarily on the theme of Panchayati Raj and Local Governance, Impact of Technology on Society, Secularism & Nation Building along with other areas of work such as Tribal Development, Social Justice, Livelihood and Food Security, Women's Empowerment, Eco-System and Sustainable Development, Nuclear Disarmament and Peace Studies, Protection of Child Rights.

The following are the functions of the Centre.

- To coordinate and to provide a think tank in the area of studies drawing expertise and inputs from academic and from experts from other sectors like Government and other national /international NGOs.
- To provide a forum for inter university/intercollegiate Post Graduate and research level dialogues, discussion meetings, summer/winter institutes, involving other Universities/autonomous Institutions/PG Centres.
- To design and execute capacity-building programmes for teachers in higher education focused on the designated discipline of the Centre.
- To strengthen the role of Universities in Public Policy making.
- To conduct short-term courses in the concerned disciplines.
- Publications of proceedings.

Being an inter-disciplinary social science research centre, the RGCCS has registered 17 doctoral scholars so far who are working on various themes of contemporary relevance. 07 of them have already awarded degrees.

Besides, the Centre is currently engaged in several policy and action research, consultancy and organizes public policy dialogues, seminar, conference and workshop to fulfil its objectives.

ABOUT THE MSW PROGRAM

The university provides a generic course of studies at the MSW level. The Credit Based Semester Grading System is followed. The curriculum is carefully designed to ensure that the student has a broad base of the necessary knowledge, skills and attitudes to function in a variety of settings related to the existing employment opportunity in the development sector. Despite being generic, the course also encourages the students to deepen their interest in certain specific areas through the type of fieldwork selected, research study undertaken, term paper topic chosen and optional subjects selected as electives. Full time and visiting faculties will teach courses (papers) according to their specialisations. The curriculum consists of relevant aspects of both theory and field work to help students enhance their practical understanding of social work practice. Theoretical perspectives provided in the programmes hope to achieve the following objectives:

- acquire knowledge of the functioning of individuals and groups in social systems, the interrelationships between them and the manner in which they promote or impede a healthy social functioning,
- obtain knowledge from other disciplines which contribute to the understanding of persons in the bio-psycho-social matrix,
- develop professional capacity for identification of issues and problems violating the human rights of groups and communities and design effective responses for affecting a meaningful change in their situation,
- attain the capacity to select and order priorities, to plan, to make realistic goals, and select appropriate strategies to fulfil the goals,
- develop skills in the utilization of social work intervention methods and adopt ethical practices using the principles of the profession while working with individuals and families, groups and communities.

The course is full time and requires rigorous field work. The total number of credits earned by the learner on successful completion of the MSW course is 96 credits. It is offered under the Faculty of Arts.

Field Work is an integral part of the programme of training in social work. It comprises learning professional social work practice under the guidance of trained field instructors in selected Government and Non- Government organizations. It enables the student to see the applicability of theoretical knowledge taught in the classroom to actual situations requiring social work intervention. It is both goal-oriented to solve a particular problem to which the student addresses his / her activities and learner-centred in relation to his / her particular interest areas and aptitudes. Field work has the dual purpose of promoting the student's own learning while contributing to the development of the people with whom he / she works, especially the disadvantaged sections of our society. Practical experience in fieldwork aims at the following objectives:

- provide opportunity for the integration of classroom learning and field practice and vice versa (feedback mechanism for both class and field),

- develop skills through learning how to utilize the knowledge learnt in the classroom for analysis of problems affecting the target groups and selection of the appropriate means for problem-solving,
- cultivate attitudes, values and commitments of the profession relevant to working with the most disadvantaged sections of society,
- develop awareness of self and the way in which student's behaviour is affected by past experiences and cultural factors, and the way in which these affect the perceptions of their response to others.

Students will be required to maintain regular recordings of the fieldwork done during the course of their study. All students are required to dress appropriately, giving due respect to the socio-cultural practices of the people whom they work with while at fieldwork.

For the field work students will be placed at various Agencies in urban, rural and tribal areas. A few Tribal, Nomadic Tribal and Urban Slum will be selected for field action project by the Centre where student have to regularly contribute for the development of the Communities.

INTAKE CAPACITY: 60

ELIGIBILITY CRITERIA

The minimum requirement for admission to the MSW degree programme 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 recognized 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 2016 and whose results are awaited are also eligible for the admission. Admissions of such candidates will be provisional and will be confirmed only after passing the graduation degree examination 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, and if all necessary documents are not submitted within stipulated time, his/her candidature / admission will be cancelled. In such cases the fees will not be refunded.

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.

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

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, sensitive 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 or mental health issues limiting the capacity of the candidate, he/she will be disqualified from the course if 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.

ADMISSION AND SELECTION PROCEDURES

The application forms for admission are available on the Centre's office. The application forms must be completed with relevant documents attached (as indicated in the application form) and submitted at the centre on or before 7th June, 2017. The application form will not be considered for admission unless all information sought is provided therein, including copies of all documents mentioned in the application form. The prospectus copy is also available online on the above website.

The candidates who have passed their qualifying examinations from any University other than the University of Mumbai will require to obtain a 'Provisional Eligibility Certificate' prior to admission after submitting the original copies of the passing certificate and mark sheets of the qualifying examination. Application forms of candidates who have appeared for their graduation examination from Mumbai University or from Universities other than the University of Mumbai, will be accepted pending result based on the aggregate of the F.Y. and S.Y. marks provided their T.Y. results will be declared before the admission procedure commences. The candidates who are unable to produce the T.Y. result related documents prior to the Entrance Test of the College will not be considered for admission to the course. At the time of taking admission to the course by paying fees, the students will have to submit to the College the required number of attested copies of Mark Sheets / Degree certificates, together with the original documents. The Centre will then apply to the concerned department of the University for Provisional Eligibility Certificate and get the documents verified from the Board / University from which the students have completed the qualifying examination. If the student does not already have a 'Migration Certificate' and a Passing or Degree Certificate from his / her previous University, an application should be made for the same in the pro-forma prescribed by the University from which the candidate graduated. After obtaining the Provisional Eligibility, Migration and Passing or Degree Certificates, the Centre will then follow up the process of obtaining 'Permanent Eligibility' for candidates. All the original

documents will be returned in due course of time to the students by the Centre. Prior to applying for the Provisional Eligibility Certificate, the Centre will verify the certificate of the students.

For the MSW Programme admissions are based on a series of admission tests, a group discussion and a panel interview which takes into consideration the candidate's past academic performance, proficiency in the English language, general knowledge, background in social work experience, interest and aptitude for the profession. Candidates applying for MSW programme should have the following minimum percentage of marks in all subjects (aggregate) of the qualifying examination.

- MSW General Categories 45%.
- Reserved Categories (SC/ST/DT/NT) 40%.

RESERVATION OF SEATS:

Seats will be reserved as per the Government of Maharashtra norms as adopted by the University of Mumbai from time to time.

MEDIUM OF INSTRUCTION / METHODS OF TEACHING

English is the medium of instruction for all subjects taught. Hence, the ability to use English as a language is essential. Fluency in either Hindi or Marathi is required for working with the client system. Teaching Theory classes will be held on Mondays, Tuesdays, Wednesdays, and Thursdays. Fieldwork days are Fridays and Saturdays. Most of the classes are conducted with a combination of lecture, presentation and discussion method where participation from students is strongly encouraged. The students are given an outline of the content of each course as well as bibliography of the required reading at the beginning of each year. Students are expected to supplement classroom learning by independent reading. Required readings are prescribed from several sources which are available in the library.

EXAMINATION AND MARKING SYSTEM

According to Credit based Semester Grading system there is an internal assessment and semester end examination for each course in each semester. University examination is conducted for MSW Semester I-IV, at the end of each semester.

PASSING STANDARD

The learners to pass a course shall have to obtain a minimum 50% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum 50% marks in the Internal Assessment and 50% marks in Semester End Examination separately, to pass the course and minimum of Grade E, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination. To pass the MSW Degree Examination, a candidate must obtain:

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

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

The above criterion for examination and passing might undergo change based on the decisions as taken by the university from time to time and it will be binding on the students of this course.

EMPLOYMENT OPPORTUNITIES

The MSW graduates have opportunities for employment in rural and urban areas of India and abroad in a variety of settings: Non Governmental Organisations, Government Organisations, Government and private Hospitals, Schools and Institutions, Government Programmes for marginalised groups, Community Based Organisations, Rehabilitation Centres and Counselling Services, Agencies working on Disability, Dalit and Tribal issues, Livelihood, Disaster Management, women, youth and child development, Social Entrepreneurship, Training Institutions, Industries, Funding Organisations, Research and Documentation Centres and other Development Organizations. There are increasing opportunities of employment for social workers in the areas of Social Research, Media and Communication, Corporate Social Responsibility, and in social Action Groups and Legal Aid Cells.

SYLLABUS FOR THE MSW PROGRAM

The syllabus which is Choice Based Credit System as passed by the University of Mumbai in the Academic Council held on May 23, 2016 will be implemented. The course is designed to impart necessary knowledge, skills and attitudes to function in a variety of settings related to the existing employment opportunity in the development sector. In order to develop capacity as researcher, it is compulsory for the students to undertake the Research Study in the second year.

The detailed syllabus is available at the university web site.

RESEARCH PROJECT

In part fulfilment of the requirements of the MSW Degree, students will be required to undertake a Research Project, which will be as per CBCS pattern. A member of the faculty will be assigned as a Research guide. The formation of topics starts towards the beginning of MSW Semester II students are required to utilize at least a part of the vacation each year for research related activities.

ATTENDANCE REQUIREMENTS FOR MASTERS PROGRAMME

As per the University regulations for a candidate to be eligible for appearing for the University examinations of the MSW each year, must have:

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

- **Attendance requirement for Lectures**

As the MSW is a full time course, students are expected to attend every class on time. Roll call is taken during every class. The student is marked absent if she / he is late for the lecture. Seventy-five percent attendances on the aggregate are required to be eligible to appear for the Semester end examinations. The student's examination forms will be withdrawn from the University, if this requirement is not fulfilled by the end of each semester except in extenuating circumstances. It is strongly recommended that students make necessary alternate arrangements for carrying out their family responsibilities if any, as the course would make demands on their time. Prior written permission has to be obtained for absence from individual classes from the faculty concerned. Leave of absence in each case may be granted on the merit of the particular case.

For leave exceeding one day, prior permission must be obtained from the Faculty Adviser. In case of illness exceeding a day, a letter explaining the absence must be sent to the HoD through the Faculty Adviser and a medical certificate should be submitted on the day the student reports to the college after the illness.

- **Attendance at Field Work**

All students are expected to work for a minimum of 15 hours per week in the field. They are also expected to make up their fieldwork hours when absent from field work. They must inform the agency and the field instructor if they cannot attend to the work on a fieldwork day so that the client system and the agency are not inconvenienced. Any absence from fieldwork of a longer duration than one day must be communicated in writing to the Faculty Adviser. **Hundred per cent attendance in fieldwork must be completed to be eligible to appear for the University Examination** Any absence of students on the day of the reopening of the College after vacation will not be condoned except in unavoidable circumstances. Such absence will be treated as a serious lapse in the conduct of the student.

PROGRAMMES & FACILITIES FOR STUDENTS

Study Programmes and Camps outside Mumbai

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

Attendance at orientation programmes is compulsory and is seen as part of the total process of learning. Camps help promote community living, provide experiences in organization, planning, adaptation and appreciation of varied cultural patterns and environments. Faculty members accompany students in order to promote the educational goals of this experience.

English Labs / Counselling Centres / Job Placement Cell

Recognizing the importance of English in an increasingly global world, an English Language Lab will be organised to provide guidance to students to improve their English language skills.

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

The Job Placement Cell will proactively seek to identify jobs for graduating students by inviting representatives from the Governmental, Non Governmental and Private Sectors at the local, national and international levels to conduct Campus Recruitment at the end of the academic year. Campus recruitment will start in December to March

STUDENTS ACTIVITIES

The Student Council functions as per the Maharashtra Universities Act, 1994. There will be several Committees, which look after the educational, sports and cultural activities of the students. Throughout the year the Centre with the help of students council will conduct extra and co-curricular activities that brightens up student life at the College.

STUDENT MENTORING

Each student is assigned to a Faculty Adviser. Faculty Adviser is based on the particular fieldwork placement of the student since each faculty member is responsible for a group of placements whether or not they directly provide field instruction in those placements. Besides being responsible for the students' field work performance, the Faculty Adviser is also responsible for the students' overall academic work and professional development. Any difficulties experienced by the student may be discussed with the Adviser whose function is to assist and guide the student and provide counselling. The students receive individualized attention in the form of guidance and supervision from the teaching faculty.

DISCIPLINE

Students admitted to the Centre will be subject to the disciplinary norms set. 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 Centre. In case a student is found to be unsuitable for the social work profession due to valid reasons, the Centre reserves 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.

It is mandatory for all the students of this course to follow all rules and regulations of the University failing which the student's admission will be cancelled.

MSW FEE STRUCTURE
FOR RAJIV GANDHI CENTRE FOR CONTEMPORARY STUDIES,
UNIVERSITY OF MUMBAI
(UNDER SELF FINANCE MODE)

A. University Prescribed	MSW Ist Year	MSW IInd Year
Admission Form	100	100
Admission Processing	200	200
Tuition Fees *	30,000	30,000
Exam Fees	600	600
Mark sheet	50	50
Gymkhana Fees	200	200
Library Fees	1000	1000
Eligibility Fees	250	0
Enrolment Fees	220	0
Development Fees	500	500
Dissertation Fees/Project Fee	0	1000
Convocation Fees	0	250
Registration Fees	1025	0
Field Agency Visit/Rural Camp/ Internship*	5000	5000
Other Fees	250	250
E-Suvida	50	50
E-Charges	20	20
Computer Internet	500	500
Student Welfare Fund	50	50
ID Card	50	50
Group Insurance	40	40
University of Mumbai Sports & Cultural Activity	30	30
Caution Money	150	150
Disaster Relief Fund	30	30
Library Deposit	250	250
Vice Chancellor Fund	20	20
Magazine fees	100	100
Utility Fees	250	250
Document Verification	400	0
Total Rs.	41,335	40,690

In case of cancellation of admission, the University of Mumbai rules in case of self supporting courses will be applicable.

FIRST BATCH OF MSW IN ACTION





FOR FURTHER DETAILS, CONTACT

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<http://mu.ac.in/portal/rajiv-gandhi-centre-for-contemporary-studies/>



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