

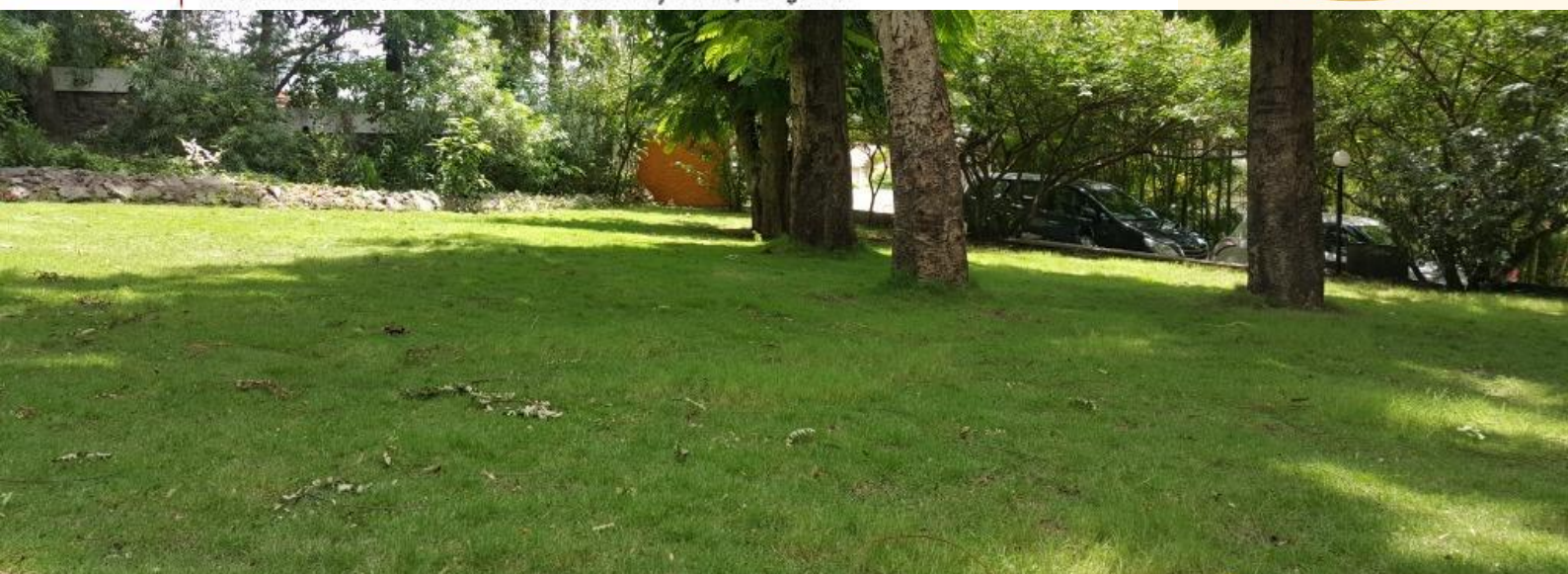


यशवंतराव चव्हाण स्कूल ऑफ सोशल वर्क

Yashwantrao Chavan School of Social Work

Affiliated to Shivaji University, Kolhapur

Accredited with "A" Grade with 3.23 CGPA by NAAC, Bengaluru



Academic Year 2026-27

Student Handbook and Prospectus

MASTER OF SOCIAL WORK

Bhartiya Bhatake Vimukta Vikas va Sanshodhan Sanstha's

Yashwantrao Chavan School of Social Work

Jakatwadi, Satara - 415002, Maharashtra

Affiliated to Shivaji University, Kolhapur

Recognised under 2f and 12b of UGC

Phone: +91- **7666842632** Email: ycj235.cl@unishivaji.ac.in

www.ycssw.edu.in

OUR FOUNDATION AND SOURCE OF INSPIRATION



Honourable Yashwnatrao Chavan
Architect of Maharashtra



Honourable Sharadchandraji Pawar
Ex. Union Minister, Govt. Of India
& President of Our Institute



Honourable Padmashree Laxman Mane
Renowned Writer & Founder Working
President



Honourable Smt. Shashitai Mane
Founder Member

YASHWANTRAO CHAVAN SCHOOL OF SOCIAL WORK

This Student Handbook and Prospectus is intended to provide a detailed outline of Master 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

IMPORTANT DATES

Last date of submission of Application Form	16.06.2.25
Pre-orientation programme for SC/ST/ VJNT/OBC/ Minority and differently abled Students	18.06.2025
Written Test ,Group Discussion and Personal Interview	19.06.2025
Declaration of Merit list	21.06.2025
Commencement of Classes	01.07.2025

- Dates are subjected to change(As per Shivaji University Kolhapur guidelines)

DOCUMENTS AND TESTIMONIALS REQUIRED FOR ADMISSION

1. Duly filled in application form.
2. Self attested photo copy of mark sheets (SSC onwards) .
3. Caste certificate (if applicable).
4. Disability certificate (if applicable).
5. Declaration by parent/guardian of applicant.
6. Undertaking by candidate.
7. Caste validity certificate if applicable
7. Parents and candidate's Aadhar Card
8. Anti-ragging certificate signed by the candidate and candidate's parents/guardian.
8. Details of application form fee **Rs.250** for open category students and **Rs.200** for OBC/SBC/SEBC/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 during office hours (10 a.m. to 5 p.m.) on +91-9604751951**

CONTENTS

1. Message from Principal	4
2. About Bhartiya Bhatke Vimukta Vikas va Sanshodhan Sanstha	5
2.1. Management Committee of BBVVSS	5
3. About Yashwantrao Chavan School of Social Work	6
3.1. Vision	6
3.2. Mission	6
3.3. Core Values	7
3.4. Objective	7
3.5. Location	7
3.6. Campus Life	7
3.7. Dress code	8
3.8. College Timings	8
3.9. General Policies of the Institute	8-9
4. Preamble of M.S.W Programme	9
5. Definition of Key Terms	10-11
6. Ordinance & Regulations	11
7. Concept of M.S.W Degree Programme	12
8. General Objective of the M.S.W. Programme	12
9. Duration of the programme	13
10. Eligibility	13
11. Medium of Instruction	13
12. Structure of M.S.W. programme	13
13. Distribution of marks and credit	14
14. Course Specification	14
15. Continuous Internal Evaluation	15
16. Examination	15
17. Semester Examination Pattern	15
18. Field Work Examination	15
19. Standard of Passing	16
20. ATKT Norms	16.
21. Grade Point Table	17
22. Letter Grade & CGPA Credit Points	17
23. Overall Grading	18
24. Credit System	18
25. Computation of SGPA & CGPA	18
26. Illustration of SGPA Calculation	18
27. Illustration of CGPA Calculation	19
28. Award of Degree	19
29. Typical Question paper pattern for semester end examination	20
30. Structure of M.S.W. Syllabus	21-23
31. Teaching-learning Method	24

32. Field Work Education	2
32.1. Orientation visits	24
32.2. Concurrent Field Work	25
32.3. Study Tour	25
32.4. Internships	25
33. Admission Procedure	25-26
34. Selection Procedure	26-27
35. Fees	28
36. Scholarships & Freeships	28-29
37. Student Support services	29
38. Placement Cell	29
39. Library	29
40. Girls Hostel	29-30
41. Computer Lab	30
42. Wi-Fi Campus	30
43. Mahatma Phule Career Guidance Centre	30
44. Bhashaparbhhu Saint Tukaram Remedial Coaching Centre	30
45. Fellowship	30-31
46. Other services	31
47. Extension activities	31
48. Academic centres	32
49. Certificate Courses	32
50. Faculty and staff	33-34
51. Sample Question Paper for Entrance Exam	35

MESSAGE FROM PRINCIPAL

The Academic Year 2025–26 marks yet another meaningful chapter in the journey of the Yashwantrao Chavan School of Social Work. It gives me immense pleasure to welcome aspiring students to our vibrant learning community.

We are proud to have a team of highly qualified, experienced, and dedicated faculty members who are deeply committed to nurturing students in our academic programs, including the Bachelor of Social Work (BSW), Master of Social Work (MSW) and the Post Graduate Diploma in Industrial Safety (PGDIS). Our goal is to create socially conscious professionals equipped with the academic knowledge, practical skills, and ethical values.

In response to the growing global need for trained social workers and industrial safety professionals, our curriculum is designed to provide a balance of theory and practice. Students benefit from extensive fieldwork opportunities at local, state, and national levels, in collaboration with reputed government and non-government organizations. Our extension projects not only address pressing social and industrial needs but also offer valuable experiential learning and employment opportunities to our students. Through our national and professional networks, we regularly host eminent resource persons and practitioners who share their insights and experiences, enriching our students' learning journey.

We also cherish the enduring support of our alumni, many of whom are serving in impactful roles around the world. Their contributions significantly enrich our institutional development and student growth. As a dynamic, learning-oriented institution, we are committed to evolving with the changing demands of the social work and industrial safety professions—while staying firmly rooted in the principles that define our mission.

I warmly welcome all new students joining us this year. We are excited to guide and support you as you begin your journey toward becoming compassionate, competent, and committed professionals, ready to make a positive difference in the world.

Regards,

Dr. Shaly Joseph

(I/C Principal)

ABOUT BHARTIYA BHATAKE VIMUKTA VIKAS VA SANSHODHAN SANSTHA

Bhartiya Bhatke Vimukta Vikas va Sanshodhan Sanstha (Indian Institute of Research and Development of Nomadic and De-notified Tribes) 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 college of Social Work, two Family Counseling Centers and VIHAN project supported by Alliance International for

providing care and support to individuals living with HIV/AIDS. The Institute has conducted research, 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 Pratishthan, Mumbai. In 1994, the Trust set up its academic centre, YCSSW, to train students in professional Social Work. It offers Master programmes in Social Work.

2.1. BOARD OF DIRECTORS

President

- Hon. Padmavibhushan Sharadchandraji Pawar

Executive President

- Hon. Padmashree Laxman Mane

Vice-President

- Hon. Dr. Baba Adhav
- Hon. Vinayakrao Patil

Treasurer

- Hon. Dr. Jagannath Dahbhole

Members

- Hon. Dr. Anil Awachat
- Hon. Ajitdada Pawar
- Hon. Bhaishailendra Mane
- Hon. Jeevan Borate
- Hon. Kadambari Mane
- Hon. Manavendra Vaidu
- Hon. Samata Mane
- Hon. Shashitai Mane
- Hon. Supriya Sule
- Hon. Vilas Mane
- Hon. Jaywant Shinde

3. ABOUT YASHWANTRAO CHAVAN SCHOOL OF SOCIAL WORK

Established in 1994, the School is named after 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.

YCSSLW was founded by renowned author and social activist Padmashree Laxman Mane, popularly known as 'Upakar' 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 social activist.

He was honoured with the prestigious US Ford Foundation Award and the Kendriya Sahitya Academi 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, Hon'ble Sharad Pawar took charge as President of BBVVSS, under the aegis of which YCSSW runs.

YCSSW is affiliated to Shivaji University, Kolhapur, recognized under 2f and 12b of UGC and accredited with B++ Grade by NAAC.

3.1. VISION

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

3.2. MISSION

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.

3.3. CORE VALUES OF YCSSW

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.

3.4. OBJECTIVES OF YCSSW

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.

3.5. LOCATION

Situated among serpentine valleys and undulating hills of Maharashtra's Satara district, which is known for its pleasant climate. Institute is 120 km south of Pune city and connected by rail and bus .from Pune, Mumbai and Banguluru. YCSSW offers an ideal environment for students to learn and understand the

issues of marginalised, vulnerable and oppressed groups.

3.6. CAMPUS LIFE

A 14-acre green campus and diverse group of students and faculty make YCSSW an institution of choice for learning Social Work. To know more about the vibrant campus life at YCSSW, visit www.ycssw.edu.in/campuslife.

3.7. DRESS CODE

Girls	Boys
White Kurta	White Shirt
Black Salwar	Black Trouser- Formal
Formal Shoes	Black Belt
Handkerchief	Formal Shoes
	Handkerchief
Note: In addition, a Formal dress code will be decided in consultation with student council and staff council.	

3.8. COLLEGE TIMINGS

The regular College timing is 9.45 a.m. to 5.30 p.m.

3.9. GENERAL POLICY OF THE INSTITUTE

1. Attendance

- Minimum attendance required for each paper is 80%. Students without the required attendance will not be allowed to appear for the university examination.
- 100% attendance is compulsory for Fieldwork. Leave can be granted only if there is a valid reason and on condition that it

will be compensated on other days.

2. Absentism

- 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'.
- A student who remains absent from class because of academic work or college related work (e.g. participation in sports activities) assigned to him/her by his/her teacher/supervisor will be given full attendance.
- 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'.
- Any student who remains absent on consecutive days for more than a week without prior

permission is liable to be dismissed from the college.

- If a student has less than 80% attendance, his/her 'absent with permission' will be taken into consideration.

3. Classroom

- Seminars, class and home assignments, Curricular, Co-curricular and Extracurricular activities are compulsory for all students. For satisfactory academic performance, students are expected to secure at least **50% marks** in all internal assignments.
- All students are expected to be in their classrooms before the teacher arrives.
- Announcements of any kind to be made in class will be allowed only with the written permission of the Principal.
- Use of mobile phones in classroom is allowed only by teachers permission.
- Maintain cleanliness. Do not litter. Use dustbins.

- Maintain silence in classrooms.

4. Campus

- Students are expected to actively participate in all curricular and co-curricular activities organised by the College.
- As per the University Code of Conduct for students, good behaviour and dignified dressing in keeping with professional decorum are mandatory.
- On campus and in 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.
- Students should follow library and computer lab rules strictly.
- Loss of ID card must be intimated to the Institute immediately.
- Use of mobile phones and receiving visitors are not permitted in campus during college hours.

- Use of intoxicating substances (alcohol, drugs, tobacco, etc.) is strictly prohibited.
- Behave responsibly. See to it that no damage is caused to college property.

5. Fieldwork

- For satisfactory academic performance, students are expected to secure at least **50% marks** in fieldwork.
- Courtesy visits to other Fieldwork agencies are strictly not allowed.
- Taking into consideration the alarming rate of road accidents students are not allowed to use two wheeler beyond 10 km distance for any academic purpose.

6. Fee

- Fees once paid will not be refunded in any circumstances.

7. Ragging, Discipline & Grievances

- Any instance of ragging will be dealt strictly as per the Anti-Ragging Act.
- Strike is not allowed inside or off campus. Indulging in such

activities will be considered indiscipline and will be dealt strictly.

- All matters related to indiscipline shall be referred to the Disciplinary Committee.
- Grievances regarding any issue should be first discussed with the Grievance Redressal Committee.

4. PREAMBLE OF M.S.W. PROGRAMME

From the Academic Year 2019-20, Master of Social Work programme offered by Shivaji University, Kolhapur and its affiliated colleges will be based on Choice Based Credit System (CBCS) which provides an opportunity for the students to choose courses from the prescribed elective courses. CBCS will bring uniformity in evaluation system, and student's performance in examinations will be evaluated on a scale of Cumulative Grade Point Average (CGPA), based on University Grants Commissions (UGC) guidelines. The uniform grading system will also help potential employers in making proper comparative assessment of the

academic performance of the candidates based on CGPA scores.

5. DEFINITION OF KEY TERMS

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Ability Enhancement Courses: The Ability Enhancement Courses may be of two kinds: Ability Enhancement Compulsory Course (AECC): It is mandatory for all. Ability Enhancement Elective Course (AEEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction.

Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses). The choice based credit system provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the

required credits, and adopt an interdisciplinary approach to learning.

Course: Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

Credit Based Semester System (CBSS):

Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. Credits are a value allocated to course units to describe the student's workload (i.e. Lectures, Practical work,

Seminars, private work in the library or at home and examinations or other assessment activities) required to complete them. They reflect the quantity of work each course requires, in relation to the total quantity of work required to complete during a full year of academic study in the Department. Credit thus expresses a relative value. Students will receive credit through a variety of testing programmes if they have studied a subject independently or have successfully completed department level regular course work. The objective of credit system is to guarantee the academic recognition of studies throughout the world, enabling the students to have access to regular vertical and or horizontal course in any Institutions or the Universities in the world.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total

credits of all courses in all the semesters. It is expressed up to two decimal places.

Comprehensive continuous assessment: There is a continuous evaluation of the student not only by the teachers but also by the student himself.

Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.

Discipline Specific Elective (DSE) Course: An elective course offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or

supportive to the discipline/subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

Letter Grade: Evaluation of student performance in the examinations will be done using Letter Grades, which have corresponding Grade Points instead of marks. It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.

Programme: An educational programme leading to award of a Degree.

Project: An elective course designed to acquire special/advanced knowledge regarding research. A candidate studies such a course on his own with an advisory support by a faculty member is called project

Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled

from July to December and even semester from January to June.

Semester Grade Point Average (SGPA):

It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

6. CONCEPT OF M.S.W. DEGREE PROGRAMME

The profession of Social Work seeks to improve the quality of life for individuals and to effect system-wide change through the pursuit of social justice. Just like any helping profession, such as nursing and teaching, Social Work seeks to help people overcome some of life's most difficult challenges. Social workers not only consider individuals' internal struggles, but they also work with people to examine their relationships, family structure, community environment, and the systems and policies that impact them in order to identify ways to help address

challenges. MSW of Social Work programs prepare students for Specialized social work practice. Students learn to practice social work with individuals, families, groups and communities. Social workers help clients cope with problems such as poverty, abuse, addiction, unemployment, educational problems, disability, trauma and mental illness. Social workers provide individual, family and group counseling, case management services, connecting clients with resources and service providers, and other services to empower clients to meet their own needs. Master of Social Work programs combine classroom learning with field education. Students gain work experience while applying their classroom training to real-world work settings. After successful completion of MSW programme, one can start practicing as a Professional Social Worker.

7. GENERAL OBJECTIVES OF M.S.W. PROGRAMME

1. The major objective of the M.S.W programme is to impart Social Work education at post graduate level to groom competent Social Work professionals who can bring positive change in the world.
2. To conduct 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 organize 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.DURATION OF THE PROGRAMME

The course of study for the degree of Master of Social work shall be regular, full time and its duration shall be four semesters extending over a period of two academic years. Each academic year shall be divided into two semesters, coinciding with the two terms as announced by Shivaji University, Kolahpur for every academic year.

9.ELIGIBILITY

Candidates who have passed 10+2+3 or equivalent thereto must have obtained minimum aggregate **45 per cent** marks (for reserved categories minimum **40 per cent** marks). However, the minimum cut off score shall be decided by the admission committee from time to time.

10.MEDIUM OF INSTRUCTION

The medium of instruction shall be English.

11.STRUCTURE OF M.S.W. PROGRAMME

Semester	Total no. of Theory papers and Research Project	Practical Paper (Field Work/OJT)	Total
I	5 Theory papers	1	6
II	5 Theory papers	1	6
III	4 Theory papers +1 Research Project	1	6
IV	4 Theory papers +1 Research Project	1	6
	20	04	24

INTERNAL EVALUATION

Criteria for Continuous Internal Evaluation: **The total CIE component carries 40 Marks for each theory paper, which is divided as follows:**

	Semester and Marks			
CIE component	I	II	III	IV
Attendance	10	10	10	10
Class Participation	5	5	5	5
Seminar Presentation	10	10	10	10
Open Book Assignment	5	5	5	5
Class Assignment	10	10	10	10
Total	40	40	40	40

- Only those who secure a minimum of 80% attendance in the aggregate for all the papers of a semester taken together alone will be allowed to register for the End Semester Examination of the Semester.
- Active class participation is expected from the students. Faculty will do continuous evaluation of student performance in the class.
- There shall be a written test for Class assignment.
- Students have to present individual seminar for each theory paper.
- Student should write an open book assignment for each theory paper in each semester.
- Re-examination: If due to any unforeseen or unpredictable event, any of the student/s fails to appear for

the CIE component or fails in the CIE, the – CIE re-examination for such students can be held during the same Semester, subjected to Faculty and Department's approval.

13. EXAMINATION

The Examination for the degree of Master of Social Work shall be held in **FOUR** parts, at the end of each semester i.e., I, II, III and IV.

14. SEMESTER EXAMINATION PATTERN

1. The theory examination shall be conducted at the end of each semester, as per the Shivaji University guidelines. .
2. Semester re-examination: In case candidates fail in any of the papers in any semester examination, they can appear for the re-examination in the subsequent semester.

3. The system of examination would be semester based along with Continuous Internal Evaluation (CIE).

15. FIELD WORK EXAMINATION

1. The total CIE marks for field work is 100.
2. The performance of the candidate for concurrent field work and Internship shall be assessed by the Teacher / Field work supervisor for 100 marks on day to day basis. A viva-voce examination for field work shall be conducted for each candidate at the end of each semester. The field work viva-voce examination for 20 marks.

16. STANDARD OF PASSING

To pass the first, second, third and fourth, semesters end examinations the students should have obtained:

1. **Theory Examination:** In theory paper, a candidate should obtain a minimum of 40% of total marks.
2. **Continuous Internal Evaluation (CIE) examination:** For every CIE component, a candidate should obtain a minimum of 50% of the total marks.
3. **Field work :** For the Field work (80 marks) and viva voce (20 marks) a candidate should obtain

50% marks i.e. 40 marks and 10 marks respectively. A minimum of 120 hours of field work is essential for consideration in the internal assessment and viva-voce examination. Students who fail in field work will have to repeat the respective field work practicum before the start of the next semester.

4. A candidate must obtain minimum marks as mentioned above in both the Heads of Passing. In other words, he / she must pass in both the Semester examination as well as CIE examination.
5. The other details regarding standard of passing, credits, Grade-points and Grades have been given under Credit System.

17. ALLOWED TO KEEP TERMS (ATKT) NORMS

1. **ATKT:** Students who fail in any number of papers in the first semester will be allowed to keep terms in the second semester.
2. **ATKT for the third semester:** Students who fail in maximum of two papers each in the first and second semesters may be granted ATKT for the third semester.
3. **ATKT for the fourth semester:** Students who fail in maximum of

two papers in the third semester will be allowed to keep terms in the fourth semester and may be granted ATKT, provided they have cleared all the papers of first and second semester including field work.

18. PROCEDURE FOR CHOOSING SPECIALIZATION

At YCSSW, following specializations are offered:

I	Human Resource Management
II	Urban & Rural community Development
III	Medical and Psychiatry Social Work

At the beginning of the third semester, an eligible student will apply for the Specialization he/she wants by writing an application. The Department after receiving such applications scrutinized application for eligibility and his/her overall performances in the first and second semester. The specializations mentioned in this course structure will be offered subject to a minimum of five students opting for the specialization.

22. GRADE POINTS TABLE

Theory Paper Grade Points Conversion:

The marks obtained by a candidate in each theory paper and CIE (out of 100) or any fractions like 80: 20 shall be converted into grades on the basis of the following table:

Range of Marks obtained out of 50	Grade Points	Range of Marks obtained out of 100	Grade Points
00 to 5	0	51 to 55	5.5
6 to 10	1	56 to 60	6
11 to 15	1.5	61 to 65	6.5
16 to 20	2	65 to 70	7
21 to 25	2.5	71 to 75	7.5
26 to 30	3	76 to 80	8
30 to 35	3.5	81 to 85	8.5
36 to 40	4	86 to 90	9

41 to 45	4.5	91-95	9.5
46 to 50	5	95-100	10

23.LETTER GRADES AND CGPA CREDIT POINTS

GRADES	CGPA CREDIT POINTS
O	8.60 To 10
A+	7.00 To 8.59
A	6.00 To 6.99
B+	5.50 To 5.99
B	4.50 To 5.49
C	4.00 To 4.49
D	0.00 To 3.99

24.OVERALL GRADING

Overall Final Grades	Class		Grade
8.60 To 10	Higher Distinction Level	Extra Ordinary	O
7.00 To 8.59	Distinction Level	Excellent	A+
6.00 To 6.99	First Class	Very Good	A
5.50 To 5.99	Higher Second Class	Good	B+
4.50 To 5.49	Second Class	Satisfactory	B
4.00 To 4.49	Pass	Fair	C
0.00 To 3.99	Fail	Unsatisfactory	D

25. CREDIT SYSTEM

- Students can earn credit towards their post-graduation by way of

credit allotted to the papers or to the course.

- Credit system permits to follow horizontal mobility towards the post-graduation courses irrespective of the boundaries of the faculties or within the boundaries of the faculties. Besides, it provides a cafeteria approach towards the higher education. A scheme has been worked out to put the credit system within the framework of the present education system in the University.

Mechanism of Credit System:

- Credit is a kind of weightage given to the contact hours to teach the prescribed syllabus, which is in a modular form.
- Normally one credit is allotted to 15 contact hours. The instructional days as worked out by the UGC are 180 days (30 Weeks). The paper wise instructional days with a norm of 4 contact hours per week per

paper will be of 120 days. That is 60 days or 60 contact hours per paper shall be completed during each semester session.

- By converting these contact hours into credit at the rate of 15 contact hours for each subject, there will be 4 credits allotted to each paper.

26. COMPUTATION OF SGPA & CGPA

Semester Grade Point Average (SGPA): The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student.

Cumulative Grade Point Average (CGPA): The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

27. ILLUSTRATION OF SGPA CALCULATION

Course	Credit	Grade Point	Letter Grade	Credit Point (Credit*Grade Point)
Course 1	4	8	A+	32
Course 2	4	7	A+	28
Course 3	4	6	A	24
Course 4	4	5	B	20
Course 5	8	5	B	40
Course 6	4	6	A	24
Course 7	4	7	A+	28
Course 8	4	9	O	36

	36			216
SGPA =216/36 =6				

28. ILLUSTRATION OF CGPA COMPUTATION

Semester I	Semester II	Semester III	Semester IV
Credit : 36 SGPA:6.9	Credit : 36 SGPA:7.8	Credit : 36 SGPA:5.6	Credit : 36 SGPA:6.0
CGPA =(36 x 6.9 + 36 x 7.8 + 36 x 5.6 + 36 x 6.0 /212) = 4.46			

29.AWARD OF DEGREE

The degree of Master of Social Work shall not be conferred upon a candidate unless the candidate has passed in all the papers and in field work prescribed for the four semester examinations in accordance with the provision of present syllabus.

30.TYPICAL QUESTION PAPER PATTERN FOR SEMESTER END EXTERNAL EXAM

SHIVAJI UNIVERSITY, KOLAHPUR

MASTER OF SOCIAL WORK, SEMESTER I/II/III/IV EXAMINATION, 2026-27

CC 1.1.	INTRODUCTION TO SOCIAL WORK PROFESSION
----------------	---

Day:

Duration: **2 Hours**

Date:

Total Marks: **60**

Instructions:

- A) Question no. 1 and 7 is compulsory.**
- B) Figures to the right Indicate full marks.**
- C) Minimum passing marks is 24.**

Section I: Short notes (Maximum 200 words) -Answer any 4

4x5=20

- 1) Question from Unit 1**
- 2) Question from Unit 2**
- 3) Question from Unit 3**
- 4) Question from Unit 4**
- 5) Question from Unit 5**
- 6) Question from Unit 6**

Section II: Descriptive Questions (Maximum 400 words) –Answer any 4

4x10=40

- 7) A generic Question which covers the entire syllabus.**
- 8) Question from Unit 6**
- 9) Question from Unit 5**
- 10) Question from Unit 4**
- 11) Question from Unit 3**
- 12) Question from Unit 2 or 1**

*

31. TEACHING LEARNING METHODS

- Audio visual tutorial lessons
- Bulletin boards
- Case presentations
- Class Assignment
- Class discussions
- Concept classes
- Debate
- Educational tours
- Educational counseling
- Field Work conference
- Home Assignment
- Individual and Group seminar presentation
- Individual and group practice experience sharing
- Individual and group poster presentations
- Interaction with renowned Social Activists
- Library research on topics or problems
- On-line studies advice support
- Orientation visits
- Remedial coaching for slow learners
- Reading assignments in journals.

- Reading assignments in supplementary books
- Skill lab
- Supervised Field work placements
- Special Seminars/workshops
- Textbook assignments
- Use of films
- Video-assisted skills learning.

32. FIELD WORK EDUCATION

Social Work is a practising profession. Here major emphasis is laid 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:

32.1. ORIENTATION VISITS

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.

32.2 CONCURRENT FIELDWORK

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).

32.3.STUDY TOUR

Study tour for 07 Days is organised for 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.

32.4. INTERNSHIPS

The students, of MSW will be placed in various social welfare organisations, in different parts 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. A one month skill enhancement training involving eminent resource persons at the end of first semester constitute an integral part of course which lay foundation by initiating the desire to equip the

students with skills needed for social work profession.

33. ADMISSION PROCEDURE

- Application for admission must be made in the prescribed form.
- 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 and the same should be posted together with the prescribed fee and enclosures on or before the date given by the College.
- Application forms of candidates, who have appeared for their 12+3 examination, will be accepted as pending result, provided that their results will be declared before the admission procedure is completed. 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.

- 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, 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, 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.

- If the student does not already have a 'Migration Certificate' and a 'Passing certificate' from his / her previous examination board, an application should be made for the same in the pro-forma prescribed by the University from which the candidate passed.

- 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.

- 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.
- 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.

34. SELECTION PROCEDURE

Entrance Test	100 marks
Group Discussion	50 marks
Personal Interview	70 marks
Previous Academic Performance weightage	30 marks
	250 marks

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. **Students are**

instructed to bring their parents along-with their Aadhar Card during the interview.

To be eligible for entry to the MSW programme, candidates must demonstrate in the personal interview that he/she has the potential to be a Social Worker at the degree level. The candidates are advised to highlight in the application any relevant experience they have gained in field.

Reservation rules : The Institute follows the norms fixed by Govt. of Maharashtra and Shivaji University ,Kolhapur .

35.FEES

Sr. no.	Particulars	M.S.W.			
		SEM 1	SEM 2	SEM 3	SEM 4
1	Admission Fee	500	500	500	500
2	Tuition fee	500	500	500	500
3	Ancillary fee	2700	2700	2800	2800
4	Library fee	800	800	800	800
5	Field Work fee	2300	0	2300	0
6	Co-Curricular activities	1600	1600	1600	1600
7	Exam fee (Uni. & College)	1200	1200	1200	1200
8	Ashwamegh/Pro-rata /Insurance, Agrani Disaster Fund	500	0	500	0
9	Eligibility	400	0	0	0
10	Computer & Internet fee	1500	1500	1500	1500
11	E-Services	500	500	500	500
12	Utility fee	900	900	900	900
	Total	13400	10200	13100	10300

36. SCHOLARSHIPS AND FREESHIPS

Scholarships and freeships 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. Meanwhile, those who are not eligible to any scholarships has to pay the prescribed fees. Yashwantrao Chavan scholarship guidance cell assist the students in availing various scholarships. A welfare officer is appointed to take care of various welfare needs of the students.

37.STUDENT SUPPORT SERVICES

YCSSLW has comfortable infrastrucure and other facilities for the benefit of the students.

38.PLACEMENT CELL

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.

39.LIBRARY

The institute has a well-equipped library that is around 7500 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 67 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.. The library has computer system to have easy access to reading materials and students can avail Inlibnet services.

40. GIRLS HOSTEL

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 of 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.

41. COMPUTER LAB

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 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.

42. Wi-Fi CAMPUS

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

43. MAHATMA PHULE CAREER GUIDANCE CENTRE

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.

44. BHASHAPRABHU SANT TUKARAM REMEDIAL COACHING CENTRE

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 academic performance of students who need special attention.

45. FELLOWSHIPS

- ❖ Padmashree Laxman Mane Fellowship for needy students.
- ❖ Late. Palamattahil Joseph and Late Mr& Mrs. Mary Varied Velikkakahote Memmorial Sholarship for the best research of MSW Part II students.
- ❖ 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.
- ❖ Mayur Purushkar for BSW Ist year Topper.

46. OTHER SERVICES

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
- ❖ Plantation drive
- ❖ Herbal Garden

47. EXTENSION ACTIVITIES

Extension activity provides a link between the College and the Society. In order to create a socially sensitive citizens, 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:

47.1 SPECIAL CELL FOR WOMEN AND CHILDREN

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.

47.2. RESEARCH, RESOURCE AND DEVELOPMENT CENTRE

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. ICSSR sponsored research methodology workshops are conducted every year.

47.3.VIHAAN

Two support and care centres for HIV/AIDS patients are run by the institute in Karad and Satara. It is funded by Alliance india Ltd. Full time counsellors and supporting staff are appointed to counsel and follow up the patients. It is recognized as model

centres for the cause of prevention and treatment.

48. ACADEMIC CENTRES

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

49. CERTIFICATE COURSES

1. IGNOU Study Centre which offer 13 courses through IGNOU
2. Certificate course – Certificate courses in Computer is conducted in collaboration with Nehru Yuva Kendra Satara
3. Certificate course in Social Work Skill
4. Certificate course in HRM
5. Certificate course in BioDiversity Conservation
6. Diploma in Counselling and psychotherapy
7. Certificate Course in English Communication

*

50. FACULTY & STAFF

The details of teaching Faculty and staff are as follows :

Sr.no	Name	Designation	Arae of Expertise
1	Dr. Shaly Joseph M.S.W,NET,SET, Ph.D,LLB,DIM, PGDIM,CCY, MBA	In Charge Principal	▪ Human Resource Management ▪ Corporate Social Responsibility ▪ Social Work Research ▪ Stress Management
2	Mr. Bhaishailendra Mane M.S.W.,NET , SET Ph.D Scholar	Vice Principal	▪ Human Resource Management ▪ Organization Building ▪ Event Management.
3	Dr. Manisha Shirodkar B.Sc, M.S.W, SET, Ph.D	Professor	▪ Urban & Rural Community Development ▪ Gender & Women Empowerment ▪ Panchayat Raj Institutions ▪ Action Research
4	Dr. Vijay Mane M.S.W., Ph.D	Associate Professor	▪ Urban & Rural Community Development ▪ Panchayat Raj Institutions ▪ Social Action.
5	Mr. Jeevan Borate M.S.W., SET, PGDIS	Assistant Professor	▪ Human Resource Management ▪ Labour Welfare ▪ Industrial Relations ▪ Quality Control
6	Mr. Pramod Muneshwar M.S.W, NET, D.B.M,	Assistant Professor	▪ Human Resource Management ▪ Entrepreneurship Development.
7	Dr.Samata Mane M.S.W.,NET, SET, Ph.D	Associate Professor	▪ Medical & Psychiatric Social Work ▪ Social Work Research

			▪ Counselling
8	Dr. Sampada Sankpal M.S.W., NET , Ph.D., PGDIS	Associate Professor	▪ Medical & Psychiatric Social Work ▪ Womens' Health ▪ Child Growth & Development ▪ Research
9	Dr. Pankajkumar Das M.S.W., NET, M. Phil, CSE,CFA, Ph.D., PGDIS	Associate Professor	▪ Medical & Psychiatric Social Work ▪ Spirituality & Social Work ▪ Research ▪ Film Studies
10	Dr. Vanita Kamble M.S.W., NET, SET, Ph.D., PGDIS	Associate Professor	▪ Women & Child Development ▪ Child Rights ▪ Social Work Research
11	Ms. Nanda Katkar MA.,M.Lib.	Librarian	▪ Library administartion
ADMINISTRATIVE STAFF			
12	Mr.Milind Kamble B.Com., M.A., PGDIS	Office Superintendent	
13	Ms. Sonali Salunkhe B.Com, (M.Com), PGDIS	Clerk	
14	Mr.Mahadeo Jadhav M.A.	Clerk	
15	Mr. Aniket Raje B.A.	Assistant Clerck	
16	Mr. Sanket Mane M.S.W.	Student Welfare Officer	
17	Mr. Arjun Kale	Watchman	
18	Mr. Mohan Lokhande	Sweeper	
19	Mr. Sukhdeo Ghodake	Peon	
20	Mr. Shailesh Shinde	Peon	

51.SAMPLE QUESTION PAPER FOR ENTRANCE EXAM

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:

12, 24, 36 ____ what comes next?

- a. 48
- b. 50
- c. 72
- d. 84

SECTION C: Proficiency in English

5*5=25 Marks

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





यशवंतराव चव्हाण स्कूल ऑफ सोशल वर्क

Yashwantrao Chavan School of Social Work

Affiliated to Shivaji University, Kolhapur

Accredited with "A" Grade with 3.23 CGPA by NAAC, Bengaluru



PROSPECTUS 2025-26



Yashwantrao Chavan School of Social Work

(Affiliated to Shivaji University, Kolhapur, Maharashtra)

Vision

"Building a Cadre of Social Work Professionals Who bring Positive Change in the World"

www.ycssw.edu.in