



KARVE INSTITUTE OF SOCIAL SERVICE

NAAC ACCREDITED 'A' Grade



CSR Cell

**Certificate Course in
Corporate Social Responsibility
(C-CSR)
and
Post Graduate Diploma in
Corporate Social Responsibility
(PGD-CSR)**



CORPORATE SOCIAL RESPONSIBILITY CELL

18, Hillside Karvenagar, Pune-52

KARVE INSTITUTE OF SOCIAL SERVICE

Founded on 9th November, 1963 in the memory of
Late **Bharat Ratna Maharshi Dr. Dhondo Keshav Karve**

Registration :

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

Recognitions :

Permanent recognition as Postgraduate Centre for the MSW degree course of University of Pune No. PG/AF/15/6389 dt. 30.8.1976

Recognised Constituent Institute of the University of Pune under Section 46 (5) of the Pune University Act 1974 (CA 1356 dt. 26-7-1983)

Recognition of University of Pune for the MSW degree for recruitment of Welfare Officers in Industries under Factories Act 1948 No. WOR-1083 (9058) LAB-4-Industrie Energy and Labour Department, Mantralaya, dt. 26.10.1983

Recognition of the Ministry of Science and Technology (Govt. of India) Department of Scientific Industries Research Centre as per the Sec. 29 (f) of UGC Act 1956, Institute is recognised. Valid up to March 2017.

Recognition for the M.Phil degree programme vide letter No. CA/96/95 dated 16.1.1995 of University of Pune

Recognition for the Ph.D programme vide circular No.21/95, dt. 6-2-95 of University of Pune

Registered Office :

18, Hillside, Karve nagar, Pune 411 052, Maharashtra, India

Telephone Nos. : 020-65007565

: 9520-65007565

(within a distance of 200 km)

For further details please send email or log on to our website :

email id : kinsspune@gmail.com

website : www.karve-institute.org

FOREWORD



Global and Indian socio-economic-political scenario is eloquent over CSR, corporate sustainability and new business values. CSR and Social Sustainability has become the integral part of the business.

Corporate Social Responsibility integrates social and environmental concerns in the business operations and interactions with their stakeholders. CSR is generally understood as being the way through which a company achieves a balance of economic, environmental and social imperatives – ‘Triple-Bottom-Line- Approach’, while addressing the expectations of shareholders and stakeholders. CSR

directly or indirectly enhances the reputation of a company and strengthen its brand.

Corporate have incredible strengths and potentials, abilities to innovate with highly skilled manpower, technology skills, employees engagement approach and can do scalable CSR sustainable models prioritizing the needs of social sector.

In modern context professionals are very conscious about their social responsibilities and looking at CSR as a platform to contribute to sustainable social development. There is a needof sources to generate multiple channels to influence the best of corporate, NGO’s and professionals to synchronize their energy and resources towards CSR.

Karve Institute of Social Service has been working to create academic platform for corporate, professionals, volunteers and other social organizations to establish linkage to build new sustainable social order through CSR.

Karve Institute has established CSR-Cell to promote CSR Excellence for sustainable development and edify Corporates, Non- Government Organisations, Civil Society and Local Self Government Organizations on CSR dimensions’. It has designed CSR course after inputs from thought leaders in the industry and social sector. In its golden jubilee year the institute launched Post Graduate Diploma course in CSR. Corporates, NGO’s and professionals have given phenomenal response to this curse. The course was conducted by the experts and professionals in the field with high commitment, quality standards with participatory learning approach.

It gives me immense pleasure to introduce this course and welcome a second batch of all the potential stakeholders in CSR field. I am sure this courses will build a cadre of competent professionals with shared values among all the stakeholders of society – NGO and social entrepreneurs to make positive social impact for sustainable social development.

My best wishes to everyone!!

Adv. Shrinivas Inamati
Vice -Chairman and Advisor CSR Cell
Karve Institute of Social Service, Pune

DIRECTOR (KARVE INSTITUTE) ADDRESS



CSR-Corporate Social Responsibility is the commitment by business organization to act ethically and contribute to socio-economic development while improving the quality of Life the workforce and their families as well as of the local community and society at large. CSR is companies integrate social, environmental and economic concerns in their business operations and interaction with their stakeholders on a voluntary basis.

Karve Institute of Social Service along with the CSR Cell-Pune, has been making efforts to mainstream the espousal of responsible governance practices by the corporate sector, non-profit organizations and civil society. Introduction of CSR course modules are a step in this direction. Although there is a growing consciousness in the area of CSR among the Indian Companies and society in general, there is a need to impart knowledge, generate awareness and develop competencies among all the players - Governments, NGO's, corporate sector, civil society and other stakeholders - together so that they can synthesize their efforts to make a significant impact towards the national goals of inclusive growth and development.

Karve Institute of Social Service CSR Cell-Pune is launching two course modules to make the organization as a responsive corporate citizenship. Certificate, PG Diploma or need based course modules are designed for Professionals, Volunteers Employees of Corporate and Industries, NPO's, NGO's, Govt. officials, welfare organizations or person desirous of engaging in CSR initiatives and projects.

It gives me immense pleasure to introduce these course modules which are designed with an eye on the future to provide competent CSR professionals, a platform for dialogue, interaction and partnership between governments, corporate, civil society organizations, NGO professionals, academicians and other stake holders for the cause of sustainable social development.

Dr. Deepak Walokar
Director
Karve Institute of Social Service

HON. DIRECTOR (CSR CELL) ADDRESS



Currently CSR-Corporate Social Responsibility is no more a philanthropic activity, henceforth and it has become a serious exercise for the corporates. The section 134 & 135 on CSR under the Companies Act 2013 is a piece of landmark legislation that provides an enabling framework for companies to play a more proactive role in nation building. Spending 2% on CSR is not the only requirement but the impact of spending is equally important as per the CSR rule.

The new law follows to comply-or-explain principle that mandates reporting in the public domain. It requires companies to adopt those CSR initiatives that have programmatic, project base measurable approach. This has created a tremendous demand for a large pool of trained CSR professionals by companies, and implementing agencies, to drive maximum impact from their CSR projects.

To develop the CSR professionals and meet the current critical need, CSR Cell at the Karve Institute of Social Service has introduced the PG- CSR course.

The CSR Cell of the institute has hands-on experience in the field of CSR consultancy, projects such as CSR policy formulation, baseline, impact assessment and designing the need based projects. Over period of eight years the well- known corporates have recognized the CSR consultancy, research, project management and capacity building assignments and services offered by the Institute. The CSR head of the corporates, professionals and NFCSR, National Foundation of CSR representatives will be sharing their experiences during the course duration.

It gives me immense pleasure to introduce the practical and experience based course for all the CSR stakeholders. I am sure that the course will develop better understanding appropriate insights among the professionals to act productively for the CSR initiatives and sustainable development.

Prof. Mahesh Thakur
Hon. Director & Team Leader
CSR Cell – KINSS

PROFILE OF THE INSTITUTE

In commemoration of the great work done by Bharat Ratna Maharshi Dr. Dhondo Keshav Karve, Karve Institute of Social Service was established on 9th November 1963. The Institute has completed 50 years of its existence striving to provide service to society and impart training to aspiring professionals and a variety of functionaries working with people.

VISION

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

MISSION

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

OBJECTIVES OF THE INSTITUTE

1. To train students to deal with various social problems
2. To study and conduct research regarding social issues and situations
3. To coordinate and promote social work activities
4. To offer consultancy and assistance relating to and in pursuance to the objectives of the institute
5. To undertake and monitor all such activities which would help to improve socio-economic conditions of the community.
6. To endeavor for the promotion of general social welfare, education, medical relief and to act for the well being of the community.

The institute primarily conducts the two years' full time training programme in Social Work leading to the Master of Social Work (MSW) degree of the University of Pune. The Institute also conducts M. Phil and Ph.D. degree programmes in Social Work of the University of Pune. Post Graduate Diploma in Governance and Management of NGO

(PGDGMN) has been started from last 3 years. It is autonomous course managed by the Institute.

OTHER ACADEMIC PROGRAMMES:

1. Master of Social work (M.S.W.) Degree Programme of the University of Pune
2. Master of Philosophy (M.Phil) in Social Work of the University of Pune
3. Doctor of Philosophy (Ph.D) in Social Work of the University of Pune
4. Post Graduate Diploma in Governance and Management of NGO – Autonomous Course

Since long time the institute has collaborated with the foreign universities, these include:

- International Development Studies, Minnesota University
- Orebro University, Sweden
- Takahashi Institute of Kibi International University, Japan
- Queen’s Belfast University, Belfast, Northern Ireland

KARVE INSTITUTE OF SOCIAL SERVICE

THE ORGANIZATION

...: Trustees ...:

Mr. A. N. Kothary

Mr. Saurabh Dhanorkar

...: President ...:

Mr. Ajey Bhawe

...: Vice-Presidents ...:

Mr. V. G. Vibhute

Mr. D. N. Borawake

Mr. Pyarelal Choudhary

...: Managing Committee ...:

Dr. P. C. Shejwalkar
Chairman

Adv. S. B. Inamati
Vice Chairman

Adv. Vijay Limaye
Secretary

Dr. Rajeev Dongre
Treasurer

...: Members ...:

Mr. Sharad Bavadekar

Mr. Jayant Inamdar

Mr. Pramod Dighe

Mr. Madhukar Pathak

Mr. Sanjay Sawant

...: Faculty and administration ...:

Dr. Deepak Walokar, *Director*

Dr. Anuradha Patil
Ms. Sharmila Ramteke
Dr. Chitrallekha Rajuskar

Ms. Anjali Maydeo
Dr. Devanand Shinde
Mr. Mahesh Thakur

Ms. Nagmani Rao
Ms. Ujwala Masdekar
Ms. Neha Sathe

...: Library Staff ...:

Mr. Mangesh S. Talmale
Ms. Madhuri G. Mane

Mr. Prakash R. Pawar
Mr. Ravindra B. Dhadwad

...: Administrative staff ...:

Mr. Vinayak U. Kasture

Mr. Satish G. Khude

Ms. Subhada D. Kandalgaonkar

The staff of R & C Cell ...:

Ms. Anjali Maydeo, *Hon. Director*
Ms. Archana More, *Programme Support Manager*
Ms. Hemlata More, *Administrative Support & Accounts*

NGO Resource Center (Supported by Tech Mahindra) ...:

Mr. Mahesh Thakur, *Hon. Director*
Ms. Nikita Deshpande, *Programme Coordinator*

Family Counselling Centre ...:

Dr. Anuradha Patil, *Hon. Director*
Ms. Supriya Bendkhale, *Counsellor*
Ms. Rajashree Padekar, *Clerk*

KCC & C-DATS ...:

Mr. Ganesh Ransing, *Binder*
Mr. Sakharam Ghagave, *Binder*

CSR CELL

...: Advisory Committee ...

Adv.S.B.Inamati

Vice-chairman

...: Managing Committee Members ...

Dr. Rajiv Dongre
Treasurer

Adv. Vijay Limaye
Secretary

...: Director ...

Dr.Deepak walokar

Director KINSS / Director CSR CELL

...: Advisor NFCSR ...

Mr. Nikhil Pant,

(Chief Programme Executive)

National Foundation for CSR (NFCSR), IICA Gurgaon

...: Hon.Director ...

Prof Mahesh B Thakur

...: Faculty ...

Dr. Deepak Walokar

Mr.Nikhil Pant

Prof. Mahesh B Thakur

...: Visiting Faculty ...

Dr. Hiren Desai, CMO & Head CSR , Mazagon Dock Ltd, Mumbai

Dr. Suresh Mijar, GM Health & CSR, Kirloskar Pneumatics Ltd

Ms. Leena Deshpande, AVP HR & CSR, Bharat Forage Ltd

Mr. Vijay Wavare, Manager, CSR Tech Mahindra Foundation

Mr.Manoj Bhawasar, Team Leader CSR, Yardi Software

Mr. Rohit Saroj, Manager Sustainability Dept, Tata Motors Ltd

Mr. Kedar Sabne, Finance Consultant

Mr. Kaustubh Devale, Development Facilitator

Course-co-ordinator : Debarghya Dhar

PROFILE OF KARVE INSTITUTE OF SOCIAL SERVICE, PUNE-CSR CELL

CSR CELL

INTRODUCTION

Recent new waves of CSR extend from the traditional emphasis on community involvement to include 'socially responsible products and services' and 'socially responsible employee relations', or the 'social sustainability of the business organization'. The CSR rule under the Company Act, 2013 has made the compulsion to Corporate to spend 2% of their profit on social responsibility. The Corporate scenario has more or less practices CSR as donation, distribution base or by and large generalist approach modules. The CSR rules made the corporate to contribute the social sector in more sustainable manner and design need base projects with great impact.

Moreover, new forms of CSR have brought more engaged partnerships for business with local government and local community organizations, and more strategic alliances between business and governmental and non-profit organizations.

We believe in relationship and for us CSR is Corporate Social Relationship. We are exist to build relationship between Corporate and Non Government, Civil Society & Local Self Government Organizations for the sustainable development through Corporate Social Responsibility.

VISION

'Build an inclusive and collaborative social ecosystem for social development through CSR'

MISSION

"To promote CSR Excellence for sustainable development and edify Corporate, Non Government, Civil Society and Local Self Government Organisations on CSR dimensions"

OBJECTIVES

1. To provide advice and recommend the CSR policy and strategies for the corporate to prepare the blue print of CSR for sustainable development policy and initiatives.
2. To offer research, training, practice, capacity building, advocacy, monitoring, recognition and related support services in the field of CSR.

3. To conduct the base line survey, need assessment and impact assessment survey for streamline the CSR projects
4. To impanel the Non Government and Civil Society Organizations for Corporate to develop partnership project and establish a database of credible civil society organization.
5. To implement, monitor and evaluate CSR projects
6. To facilitate assistance directly or indirectly for activities which seek to promote CSR practices including research and training.
7. To provide advice, consultancy and technical and managerial support to the beneficiaries of the CSR Cell programs through a network of advisors drawn from the industry and institutions of excellence.
8. To function as a recognized accreditation or third party assessment agency, to seek necessary approvals and facilitate organizations for mandatory compliances.
9. To facilitate network, organize conference, seminars, workshops, conduct trainings and or CSR course modules.

CSR CELL ACTIVITIES FOR CORPORATE

- Formulating CSR strategy and policy
- Formation and governance of the CSR Committee of the Board and its Orientation on CSR
- Developing a CSR Policy in sync with the core values of the organization and advising on establishing its governance parameters
- CSR Team and capacity building
- Conduct baseline, need and impact assessment surveys
- Projects' identification and development in sync with the stated CSR Policy
- Developing implementation guidelines & processes
- Setting up monitoring & evaluation systems and processes and conduct M&E CSR projects

- Developing reporting mechanisms
- Audit and Impact assessment of Projects
- Identifying NGOs as implementation partners; their appropriate capacity building; assisting them in project development etc
- Designing and conducting customized training's for the CSR team and programme Managers
- Conceptualizing and facilitating employee engagement projects
- Creating data base
- Any other CSR requirements as per need

INTRODUCTION

In modern context, the role of corporate sectors in social development has been emphasized in the perspective of human rights, humanity and sustainable social development. In current scenario section 134 & 135 of the CSR under the Company Act 2013, is revolutionary development. The role of Corporate Sector in social development would be immense, especially considering the relevance and significance in the context of current Company Act and mandatory provisions of CSR.

CSR- Corporate social responsibility, also known as corporate responsibility, corporate citizenship, responsible business, SRB- sustainable responsible business or corporate social performance, is a form of corporate self-regulation integrated into a business model. CSR policy and practices would function as a built-in, self-regulating mechanism whereby business would monitor and ensure their adherence to law, ethical standards, and international norms. Corporate would embrace responsibility for the impact of their activities on the environment, consumers, employees, communities, stakeholders and all other members of the public sphere.

In addition, business would proactively promote the public interest by encouraging community growth and development, and voluntarily eliminating practices that harm the public sphere, regardless of legality. Fundamentally, CSR is the deliberate inclusion of public interest into corporate decision making and the honoring of a triple bottom line: People, Planet, and Profit.

CSR OR COMMUNITY ENGAGEMENT PROGRAMMES ADDS VALUE TO ORGANIZATION AND EMPLOYEES

In the Global scenario, as the operating environment for business continues to change, more is expected of companies, even when fewer resources are available. As a result the need for community involvement programmes continues to rise. Community needs are great and there is an expectation to make a meaningful difference. Moreover CSR must do more than align community programs with the business. CSR adds demonstrable value to the business, credibility and goodwill, image building and brand differentiation of the organization.

As an organization, we can't do everything and you can't give all things to all people. Choices must be made. So what choices will your company make? What will you do? Perhaps more importantly, what won't you do? Especially, in the context of contributing substantially in the environment of sustainable development, peoples participation, human rights and environment friendly perspective for better social order and survival of mankind.

Do you think that your company should be more responsible in the way they do business? Are you more and more aware of social and environmental influences products you produce, and do you feel you need quality assurance? Do you think that employees need a more rewarding and inspiring work environment? Corporate social responsibility is companies acting voluntarily and beyond the law to achieve social and environmental objectives during the course of their daily business activities.

Indian Inc and corporates are facing critical issue of dearth of managerial talent to develop policy, projects and execute CSR responsibility, inculcate volunteerism among the employees and groom manpower for CSR initiatives.

Indian companies are now expected to discharge their stakeholder responsibilities and societal obligations, along with their shareholder-wealth maximization goal. Nearly all leading corporate in India are involved in CSR-corporate social responsibility programmes in areas like education, health, livelihood creation, skill development, community development, empowerment of the weaker and underprivileged sections of the society.

Increasingly, companies are becoming interested in processes that can add visibility to their CSR policies and activities. Indian corporate houses can join hands to fine-tune all its activities falling under the preview of CSR and contribute a lot in sustainable development thereby offer major share in national development.

One strategy that is gaining increasing popularity is the use of well-grounded CSR policy framework, community development projects and its implementation with scientific perspective.

Emerging trends prompts many companies to compute the number of man-hours their employees put into that volunteering social cause adds value, difference and different perspectives to employee's development. Engagement in non- profits activities benefit from professional help, foster a greater sense of responsibility and a sense of goodwill. motivated and team oriented culture, facilitates employee's engagement objectives.

CSR COURSE

Karve Institute of Social Service, CSR cell planned to offer flexible CSR courses to make your organization as responsive corporate citizenship.

Certificate, Diploma or need based course modules are designed for Professionals, Volunteers Employees of Corporate/ Industries, NPO's, NGO's, Govt. officials, and other organizations or person desirous in engaging CSR initiatives/ projects.

Companies would be permitted to depute their employees for such courses/ training and expenses which are admissible under CSR cost.

OBJECTIVE

The objective of the Certificate/ PG Diploma is to help the participants to develop their competencies and skills in the field of sustainable development and CSR.

C-CSR: CERTIFICATE COURSE IN CORPORATE SOCIAL RESPONSIBILITY (CSR)

C-CSR: Certificate course in CSR

- 1. Eligibility:** Any Graduate or PG candidates of any faculty, preference to BSW, MSW, BBA, MBA, MPM, MMS, MA or any Professional/ Volunteer/ Employees of Corporate/ Industries, NPO, NGO's, Govt. officials, or of any Organization or person desirous in engaging CSR initiatives/ projects.
- 2. Duration:** Four weeks, only on weekends (Saturday & Sunday)
- 3. Total Clock Hours:** Daily 2 sessions of 2 hours, 8 Clock Hours x 4 weeks = 32 Hrs

4. **The medium of instructions:** The medium of instruction or expression shall be ENGLISH
5. **Terms/Attendance:** The candidates are expected to attend lectures, tutorials and seminars. The minimum attendance for class room lectures will be 75%.
6. **Course Modules:** The modules shall be as follows
 - 6.1 **Module: 1:** CSR concept and evaluation: Meaning and Evolution of CSR, Indian and Global Perspectives, Business Social Responsibility and Sustainable Developmental Model, Nature & type of CSR initiatives.
 - 6.2 **Module: 2. CSR project management:** Volunteerism, HR & Employee's engagement in CSR- for social cause, need, scope, interventions & significance in the context of sustainable social development, funding, CSR impact assessment.
7. **Course Pedagogy:**
 1. Lecture and Group discussion
 2. Case study analysis
 3. Visits/ Seminar/ Exercise / Assignments
8. **Course Structure:** Total 20 credit course
9. **Passing Criteria:** Completion of course with at least 10 credit score (50% score)
10. Award of Grade Points:
 - 'A' – 20-15
 - 'B' - 14- 10
 - 'C'- Pass grade- less than 9,
11. **Resource Person:** CSR project personnel, field experts, professionals, professors

INTAKE

Total maximum forty students will be admitted to the course, however in case of any reason if the minimum seats are not filled, then the institute reserves the right to cancel or discontinue the programme/course for that particular session/year

FEE STRUCTURE

		For NGO/Other (In Rupees)	Sponsored Candidate (In Rupees)
1.	Admission Fee	1,000=00	1,000=00
2.	Tuition Fee	7,000=00	10,000=00
3.	Library Fee	500=00	500=00
4.	Seminar/Workshop Fee	3,000=00	5,000=00
5.	I – Card	100=00	100=00
6.	Field Visits	1,000=00	2,000=00
7.	Students Activities	400=00	400=00
8.	Examination Fee	1,500=00	2,000=00
9.	Other Fee	500=00	1,000=00
	Total	Rs. 15,000=00	Rs. 22,000=00

*Please note that student admitted to this programme are not entitled for any concession, free ship or scholarship

**Subject to revision - Students will have pay revised fee, time to time

PGD-CSR: POST GRADUATE DIPLOMA COURSE IN CSR: CORPORATE SOCIAL RESPONSIBILITY

- 1. Eligibility:** C-CSR qualified, any Graduate or PG candidates of any faculty, preference to BSW, MSW, BBA, MBA, MMS, MPM, MA or any Professional/ Volunteer/ Employees of Corporate/ Industries, NPO, NGO's, Govt. officials, or of any Organization or person desirous in engaging CSR initiatives/ projects.
- 2. Duration:** One year on weekends (Saturday and Sunday)
- 3. Clock Hours:** 4 hours weekly
- 4. The medium of instructions:** The medium of instruction or expression shall be English.
- 5. Terms/Attendance:** The duration of the course shall be of two terms of six months each. The candidates are expected to attend lectures, tutorials and seminars. The minimum attendance for class room lectures will be 75%. The candidate failed in theory or failed to keep the terms will not be allowed to submit their project reports.
- 6. Course Modules:** Total Eight modules.

Theory Papers

- Module I : Sustainable CSR concept and evaluation
- Module II : Business Strategy and Social Responsibility
- Module III : CSR-Project Management
- Module IV : CSR – Legal Framework and core social issues in Indian context
- Module V : CSR- MDG's, Human Rights and Social Inclusion
- Module VI : Corporate Governance and CSR
- Module VII : CSR- Impact assessment and Social Audit

Project work/ Case study/ Filed Work

- Module VIII : CSR Research Project/ Field based assignments / Case study Analysis and presentation.

7. Course Pedagogy:

1. Lecture and Group discussion
2. Case study analysis and presentations
3. Visits to model CSR projects
4. Seminar/ Exercise / Assignments based on CSR projects

8. Course structure: Total 100 credit course. I to VII- Theory modules 10 Credit each and 30 for VIII module.

9. Passing criteria: Completion of course with at least 50 credit score (50% score)

10. Award of Grade Points:

- 'A' – 100- 75
- 'B' - 74- 50
- 'C'- Pass grade- less than 49

11. Resource person: CSR project personnel, field experts, professionals, professors etc.

INTAKE:

Total maximum fifty students will be admitted to the course, however in case of any reason if the minimum seats are not filled, then the institute reserves the right to cancel or discontinue the programme/course for that particular session/year

FEE STRUCTURE

Sr. No.		For NGO/NPO (In Rupees)	For Corporate (In Rupees)
1.	Admission Fee	4,000=00	5,000=00
2.	Tuition Fee	13,000=00	15,000=00
3.	Library Fee	2000=00	2500=00
4.	Seminar/Workshop Fee	3500=00	5000=00
5.	I – Card	100=00	100=00
6.	Field Visits	2000=00	2500=00
7.	Students Activities	1000=00	1000=00
8.	Examination Fee	1000=00	1500=00
9.	Other Fee	1400=00	2400=00
	Total	Rs. 28,000=00	Rs. 35,000=00

*Please note that student admitted to this programme are not entitled for any concession, free ship or scholarship

**Subject to revision - Students will have pay revised fee, time to time

CALENDAR FOR CSR COURSE PROGRAMME 2015-16

Date of issue of application forms	Monday	2nd Feb. 2015
Last Date of Submission of Application	Tuesday	10th Feb. 2015
Date of Admission Test	Saturday	14th Feb. 2015 (time 4 to 5 p.m.)
Date of Interviews	Sunday	15th Feb, 2015 (time 9 am onwards)
Last date for payment of fees	Friday	20th Feb. 2015
Commencement of the CSR course	Saturday	21st Feb. 2015

ADMISSION PROCEDURE

Admission to the course will be made on the basis of the written test and personal interview. The final selection will be made on the basis of merit in the admission test. The decision of the selection committee shall be final.

In case of invalid information or violation of any norms or rules the institute reserves right to refuse or cancel any admission at any phase.

PAYMENT OF FEE

Students will have to pay the full fee at the time of admission. Fees once paid will not be refunded in any case of cancellation of admission.

EXAMINATION RULES AND REGULATION

The rules and regulations of the institute presently in force or which hereafter will be brought in to force by the administration of the institute will be binding on the students admitted to this course and the institute reserves the right to detain or cancel the admission of any candidates who violets the norms/rules or discipline of the institute.

The Directors decision will be final and binding in all matters pertaining to discipline.

Prospectus and Registration cost Rs. 1000/-

Online Submission of form : www.allaboutme.in/default_karve.aspx

PGD-CSR: EXAMINATION RULES

**PGD-CSR: Post Graduate Diploma Course in CSR: Corporate Social Responsibility
(Autonomous Course)**

(Note: The institute will have full autonomy and discretion to change and or revise syllabus, curriculum, admission rules, fee structure, examination pattern and rules, or any other relevant rules of course, at any point of time, subject to time to time notifications)

Examination Module and Pattern:

Appearing and qualifying examination shall be mandatory requirement to acquire PGD-CSR Diploma. It is compulsory for all the students to qualify the examination by securing at least 50 credit score (50% marks) in each component/ paper, as well as aggregate score.

Attendance: In case of non -compliance of attendance rules, or any of the academic expectations or disciplinary rules & regulations, terms and conditions the institute Director reserve right to withhold or grant permission to student for appearing the examination. In case of non –compliance the institute may levy monetary or any other fines or means.

Exam Form: All candidates who have satisfactory attendance and or fulfils the criteria shall fill up examination form on or before the specific date. Cost of the form will be Rs. 100/-. Hall tickets will be issued, passport size Photo is to be fixed on Hall ticket.

Examination Dates and time-table.

Time table of the examination shall be announced preferably in one month advance.

Issue of Admission Cards/ Hall Tickets: Preferably one week in advance.

Clearance: Hall tickets will be issued only after clearance of all dues, fees, library, attendance fine if any, on or before specific date and prior to examinations. Kindly note that in any case candidates will not be permitted to appear for examination if the dues are not cleared.

Assignments: All assignments need to be submitted prior to examination.

Submission of project work: As per discussion and rule Project work needs to be submitted on or before specific date. In case of genuine and valid grounds, non submission of project work on or before the time-line, maximum fifteen days time can be extended subject to prior approval and permission of the director. Result will be announced only after satisfactory completion and submission of project work.

Declaration of result: Result will be declared preferably within one month of the examination. Only Passing Grades would be awarded as per passing criteria.

Issue of Degree Certificate: Degree certificate will be issued in convocation/ certificate distribution ceremony organized by the institute, after the result and within one month.

Re-examination:

In case of not qualifying the examination, a candidate can re-appear within one month of the declaration of result, or date and time decided by the institute, subject to fulfilment of all terms and conditions and payment of additional exam fee Rs. 1000/- and Rs. 500 per subject for which he/she is re-appearing.

Chance of reappearing: As per the rules maximum two chances will be given (maximum within three months of the declaration of result of that particular academic batch/ session), thereafter admission to course of that batch will be treated cancelled and the candidate will have to take re-admission by paying full fees, in the next course / academic session. Director reserve all rights to allow or disallow any of the candidate on any grounds.

Revaluation: As per rules revaluation of the answer books or any internal assignments is not permissible. Marks once allotted will not be reviewed or changed. However, in case of dispute or conflict of interest, the director will have rights to take any appropriate decision in the interest of the candidates and the institute.

If in case of any discrepancies/ dispute, for what so ever reasons, pertaining to PGD-CSR course, examination or any other relevant matter the Director of the institute will have all rights to take any appropriate action or decision. The decision of the Director in any such matter will be final, obligatory and binding on all the party/ parties.

Exam pattern and format (Subject to change)

Course Modules	Credit	Question Paper (Total marks -50)	Questions to be Answered	Duration of Paper	Passing marks
Paper Pattern	10	Four Questions of 25 marks each Total 50 Marks	One Long Answer type – 20 marks	1.30 Hr.	50%
Module: I) : Sustainable CSR concept and evaluation:	10	50 Marks	One Concept/ practical based - 20 marks	1.30 Hr.	25 Marks
Module: II) : Business Strategy and Social Responsibility	10	50 Marks	Two short notes type 5 x 2 = 10 marks	1.30 Hr.	25 Marks
Module :III) CSR - Project management	10	50 Marks	Total = 50 Marks For each module/ paper	1.30 Hr.	25 Marks
Module :IV) CSR – Legal Framework and core social issues in Indian context	10	50 Marks	Note: This is a broad structure of a paper, however, the nature an type of questions may vary from each module.	1.30 Hr.	25 Marks
Module :V) CSR- MDG's, Human Rights and Social Inclusion	10	50 Marks		1.30 Hr.	25 Marks
Module :VI) Corporate Governance and CSR	10	50 Marks		1.30 Hr.	25 Marks
Module :VII) CSR- Impact assessment and Social Audit	10	50 Marks		1.30 Hr.	25 Marks
Theory paper		350 Marks		1.30 Hr.	175 Marks
Module :VIII) Project work/ Case study/ Filed Work	30	50 Marks	Project work would be assessed by the faculty and Marks/ Grades would be awarded, as per criteria. Minimum 25 Marks		
	Total	400 Marks	Passing marks minimum 200 Marks (50%)		

Award of Grade: Grades would be awarded as per the criteria stated in the prospectus.

Prof. Mahesh Thakur
Hon. Director/Team Leader
CSR Cell

Dr. Deepak Walokar
Director
KINSS/CSR Cell

Course-co-ordinator : Debarghya Dhar – Contact No. 9762275383



KARVE INSTITUTE OF SOCIAL SERVICE

18, Hillside Karvenagar, Pune-52

Tel. 020-6500 7565,



KARVE INSTITUTE OF SOCIAL SERVICE

NAAC ACCREDITED 'A' Grade

RECOGNIZED CONSTITUENT INSTITUTE AFFILIATED TO SAVITRIBAI PHULE PUNE UNIVERSITY

e-mail : kinsspune@gmail.com ● Website: www.karve-institute.org



CSR Cell

Karve Institute of Social Service Campus,
18, Hillside Karvenagar, Tel. 020-6500 7565, Pune-52

Contact Number :- 9762275383

e-mail : coordinator.csrcourse@gmail.com

Website: www.allaboutme.in/default_karve.aspx