



M. Phil.
SOCIAL WORK PROGRAMME
Savitribai Phule Pune University

2015 - 2016



ESTD. 1963

KARVE INSTITUTE OF SOCIAL SERVICE

NAAC ACCREDITED 'A' Grade

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. (No. 33-34-35-36 (CD) Pt. III dt. 29.11.7, renewal Mo. 13/90/05-TU-V dt. 21st March 2006

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



M.PHIL.

SOCIAL WORK PROGRAMME
Savitribai Phule Pune University



KARVE INSTITUTE OF SOCIAL SERVICE
AFFILITED TO UNIVERSITY OF PUNE
NAAC ACCRDITED 'A' Grade

18, Hillside, Karvenagar, Pune - 411 052, Maharashtra, India
Telephone Nos. : 020-65007565

e-mail : kinsspune@gmail.com **website** : www.karve-institute.org

INTRODUCTION

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

Social Work as a profession is being increasingly recognised as a core profession in the process of human and social development. The scope of the human and social services continues to be in keeping with the functions of the Modern Welfare State. Professionally trained and qualified social workers are increasingly being sought for holding responsible positions in government and non-government organizations working in the field of individual, family, community and social development.

Society today is faced with a variety of issues which come into the fold of professional social work education, training and practice. This requires professional social workers to have a sound knowledge and value base, conducive attitudes and appropriate skills so that they are better equipped to enable people to help themselves to manage their situations and lives effectively. Appropriate application of scientific knowledge and skills with a sound foundation of values is equally essential in the entire process of social work training, education, practice and research.

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

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

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

The PGDGMN was conceptualised by KINSS, in June, 2007 to initiate the process of capacity building of those who lead the NGO's and prospective candidates interested in entering into social developmental sector in various capacities and positions.

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 46 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 a committed cadre of professionals.'

MISSION

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

OBJECTIVES 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 co-ordinate 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 endeavour 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 the M.Phil and Ph.d. degree programmes in Social Work of the University of Pune.

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

Late B.D. Karve Research and Consultancy Cell

Late B.D. Karve Research and Consultancy Cell embodies the inevitable. It envisages for itself to make a difference in the lives of individuals, communities and thereby society, by collating, researching, documenting, and working on experiences that will create a theory for social sciences. This will guide and bring together policy and advocacy institutions / organizations to make that difference as envisaged.

Formally launched on May 10, 2005, it has a task cut. Primarily, the Cell will evolve for itself a learning organization ambience that results into a knowledge management center for those who desire to get into policy, advocacy study and / or pursue higher standards of research in the field

The Cell though independent of academics, is closely associated with the academic curriculum of the College , as in providing the opportunity for the students to explore their competencies in field work for such of the areas directly under the aegis of the Cell. Besides, the members of the Cell, facilitate the learning processes undertaken by the College.

The Cell has evolved over a period of time , facilitated by the Faculty of the College. Various assignments and / or Projects have been worked upon by the Members of the Faculty. These have been Government of India sponsored and / or Sate Government sponsored and / or semi autonomous bodies involving the various Ministries, including International Institutions. Some have been referred by Corporate. Such a spectrum involves investment in time and the Cell is poised to take these challenges for theorizing the social sciences as one of its future plans of action.

With the facilitation from the Faculty of the College, it has established its core competence in adult literacy, child abuse, HIV/AIDS conscientization, community organization development, family counseling , gender, water and sanitation, primary education evaluation, civil society organization phase out, strategic planning for civil society organization , non conventional energy and corporate social responsibility just to name a few.

It has on going field projects in kinder garden, center for appropriate trade skills , nodal agency for child line and a family counseling center. The Cell is on the move to integrate the processes of these core field activities, so as to give an integrated approach to social development by using conventional and modern methods including folklore and performing art. Besides, it offers Internship opportunities for those Institutions that avail of the expertise of the Cell and the Faculty of the College . It offers capacity building modules for civil

society organizations and corporate and is in the process of building an Annual Social Work Management Development Programme (SWMDP) Calendar.

The manifested challenges of the future beckons the Cell, to set up a Fellowship Program for M.Phil and / or a Doctoral with Recognized Universities for a subject, that beholds the envisaged position of the Cell and the Institute. It beckons to undertake more action based research projects, such that it fulfils the felt needs of people who desire to make policy and advocacy statements and for those desiring to evaluate on going programs and strategically position themselves for the future. The aforesaid necessarily needs to be manifested as documents for case studies, for policy making, advocacy and academics and host then for learning within and globally.

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**

Field Action Projects :

- Family Counselling Centre
- C-DATS
- Muskaan : Centre against Child Sexual Abuse

M.PHIL. : SOCIAL WORK PROGRAMME

M. Phil. Programme Eligibility :

1. **Status :** The M.Phil. Degree shall have the status of an intermediate Degree between the first Post-Graduate Degree and the Doctorate Degree. It will have both research and course components and will give the student adequate background for advanced research.
2. **Educational Qualifications :** The minimum eligibility for admission to M.Phil. course shall be a Master's degree in Social Work of any recognized University. This degree shall be of a duration of 18 months **after graduation from any recognized University**. The first 12 months are devoted for theory and remaining 6 months for dissertation work. Duration of the entire Programme would be from 26th September 2015 to March 2017 and if M. Phil student is unable to complete the expected work within the stipulated period he/she will be allowed to do so within an additional 6 months.
3. **Duration of the Course :** The M.Phil. Course can be done either on a full-time.
 - (a) **Full-time Course :** The duration of the full-time M.Phil. Course shall be of 12 months. If an M.Phil. student is unable to complete his dissertation within this period, he will be allowed to do so within an additional period of one year.
4. **The Maximum period of registration for M. Phil Course :**

The maximum period of registration for full time M.Phil. student shall be 3 (three) years and after which the registration shall stand cancelled. If a candidate's dissertation is ready after the completion of 3 years period he/she may allowed to submit his/her dissertation within the six months by re-registering his/her name a fresh by paying the normal tuition fees due for one year. If a candidate fails to submit his/her dissertation after re-registration, he/she be allowed to submit his/her dissertation by paying Rs. 200/- for every six months i.e. upto 5 years. After period of five years, the re-registration stand as cancelled.
5. **Reservation of seats :** Total Intake Capacity, 10 seats, 5 for open & 5 for reserve category Students as per University & government rules. In case there are less applications from reserved category, then seats will be filled up from open merit.
6. **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 and in the field work or data collection 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.

As per UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009, it is mandatory for every student admitted to the M. Phil programme to submit an affidavit .
7. **Terms :**
 - (a) For full-time students the duration of the M.Phil. course shall be of two terms of six months each.
 - (b) A full-time M.Phil. student shall attend lectures, tutorials, practicals and seminars and must complete the expected work to the satisfaction of the M.Phil. Committee the assignments prescribed for the course.

7.1 Terms/Attendance : The duration of the course shall be of three terms of six months each. The students are expected to attend lectures, tutorials and seminars. The minimum attendance for class room lectures will be 75%. The student failed in theory or failed to keep the terms will not be allowed to submit the dissertation.

7.2 The Medium of instructions : The medium of instruction and expression for M.Phil. degree shall be ENGLISH

8. Structure of the Course : The structure shall be as under

8.1 Three written theory papers of 100 marks each.

8.2 Corresponding term papers of 60 marks in each subject.

Total Term paper 9 – $20 \times 9 = 180$. The defence of every Term Paper shall be conducted at a Professional Seminar to be attended by all M.Phil. candidates and internal and external experts from the concerned fields, to be appointed at every seminar.

8.3 Research Dissertation 150 marks, to be submitted before appearing at the final M.Phil. Theory Examination.

Submission of the dissertation is a pre-condition for appearing at the final theory examination.

The research dissertation must be based upon a definite research method preferably not the case study method. The sample design and report design must be accurately defined. The research dissertation must be based upon field data of not less than one hundred cases. The Charts & tables presented must be systematic with properly worked out class intervals. If the quality of research dissertation is not satisfactory the candidate may be advised to repeat the entire dissertation by offering a new topic altogether.

The dissertation shall be evaluated both by the internal dissertation guide and external examiner independently. The dissertation shall be defended at the Viva Voce Examination for M.Phil. degree to be conducted by the University.

The candidate will be graded according to the 6 point grade prescribed by the U.G.C./University of Pune.

NOTE : 1. Course No. SW003 is compulsory for candidates working in Educational Institutions.

2. Course No. SW004 is compulsory for candidates working as Social Work Practitioner.

Theory Papers:

SW001 – Social Policy and Development

SW002 – Social Research Methods and Statistics.

SW003 – Educational Methods in Social Education.

SW004 – Practice Methods with individuals, human groups and communities.

Detailed syllabi are available on payment at the University and at the Institute. The M.Phil syllabus is likely to be revised, subject to approval of University of Pune.

SW- 001 - Social Policy and Development

1. Evaluation of Social Policy in India – Review of the development of Social Work in 19th and 20th centuries – fact and philosophy

2. Social Policy and development in post independence India – A critical review of policies and programmes.
3. Socio economic development, cultural change, problem of inequality and the social work thrust.
4. Social development and social work – the 20 point programme and reduction of rural urban inequality – review and appraisal of the five year plans and the integrated development schemes – case studies in IRDP and ICDS
5. Models of developmental social work - Practice models demonstrated by the socio political leaders in India – analysis of programme and leadership development.

SW 00II – Social Research Methods and Statistics

1. Scientific research design – experimental survey observation, case study, types, problems and limitations in each methods content analysis. Nature of explanation.
2. Planning and Implementing Research Projects :
Planning research projects : Problem formulation, research strategy, methods techniques and tools of data collection. Available data in secondary analysis. Sampling designs, pilot survey and pre-testing, problems in data collection, data processing manual and electronic.
3. Statistics : Meaning, purpose and scope of statistics, official statistics in India. Sampling designs, levels of measurement, measures of central tendency and dispersion, Distribution – normal and binomial; area under normal curve. Measures of correlation, parametric and non-parametric tests of hypotheses; tests based on t, F.Z. and Chi square; testing significance of correlations. Analysis of variance. Simple and multiple regression. Multiple correlation and coefficient of determination.
4. Review of Research Studies : The scholars are required to critically review major studies representing different types of designs.

SW-004 : Practice Methods with individual human groups and communities

1. Agency administration – Administration of social welfare organisations : Organizational design and structure in its environmental context. Service delivery – target group, eligibility criteria, type of service – institutional/non-institutional, preventive, remedial, rehabilitative, development etc. Personnel in the organization and inter-personal relationships – Boards, Committees, professional and other staff. General practice – unit of work, time allotment, workload, responsibility, coordination, staff-client relations, public relation. Theory Administrative Process – POSCORD. Supervision – management theories, control, coordination, directing, conflict resolution, personnel policies and practices, office administration, communication in organizations – types, essential components, barriers, effective communication, essential records, report writing, programme planning. Decision making, programming, resource planning, planning implementation. Accountability control, evaluation, monitoring, accounting practices, innovation change, staff development.

Example from primary and secondary – settings in social work

2. Working with individuals : Psycho-analytical insights in client behaviour. Use of human resources in problems solving and developmental work.
3. Use of simulation confrontation and creative literature while working with clients.
4. Disaster management techniques crisis intervention use of crises for change management techniques in natural and man made disasters.
5. Case work and group work and community practice in clinical settings.

The candidate is expected to prepare at least two working papers based upon his experience in a field setting. The paper must be basically of descriptive nature, subsequently analysed on the bases of the selected defined techniques of any social work methodology. He will have to defend his paper at an expert seminar and submit the total range of arguments raised at the expert seminar.

CALANDER FOR THE M.PHIL. PROGRAMME : 2015-16

Date of issue of application forms	04th Sept. 2015
Last date of submission of Application form	10th Sept. 2015
Date of admission Test	Written Test- 11.30 a.m. to 1.00 p.m.- Interviews : 2.30 p.m. onwards -
Display of the list of selected candidates	12th Sept. 2015
Last date for payment of fees	15th Sept. 2015
Commencement of the M.Phil Course	21th Sept. 2015 26th Sept. 2015

9. Admission Procedure : Admission to the course will be made on the basis of the written test, personal interview and percent of marks secured at MSW. The final selection will be made on the basis of merit in the admission test. The decision of the selection committee shall be final.

10. Award of Class/Gradation : The gradation of the candidates for the M Phil degree shall be done according to the University norms and rules.

Standard of passing

The minimum requirement for passing is 50% marks at all individual papers and heads of passing.

Heads of Passing :

The following shall be Heads of Passing.

1. Written Theory Paper 100 marks each x 3 Theory Papers (Term papers submitted at the Professional Seminars)	300 marks
2. Research dissertation	150 marks
3. Viva Voce	50 marks
Total	500 marks

11. Fee Structure : The total course fee for M Phil programme are as follows

	Domicile Maha. State	OMS
1. Admission fees	Rs. 1,000.00	2,000.00
2. Tuition fees	Rs. 4,500.00	9,000.00
3. Seminar/Workshop/Guest Lectures	Rs. 3,000.00	3,000.00
4. Library fee+ Library Deposit+ Library Cards	Rs. 2,700.00	2,700.00
5. Computer Internet facility	Rs. 2,000.00	2,000.00
6. Field visit and other material	Rs. 1,000.00	1,000.00
7. College Development	Rs. 2,000.00	2,000.00
8. Other fees	Rs. 2,500.00	2,500.00
9. Examination fee	Rs. 1,000.00	1,000.00
10. Eligibility	Rs. 300.00	500.00
Total	Rs. 20,000.00	25,700.00

In addition to this, candidate will have to pay the examination fees decided by the University of Pune. Full Payment of fees be made through Chalan at **Cosmos Bank Warje Branch**. Since M. Phil is not full time Course Candidates are not eligible for UGC Scholarship. How ever Students can apply for other Scholarships Institute will provide administrative support required.

Sr. No.	Particulars	Fee
0	Specific other Fees that will be Charged at the time of Submission of Dissertation & Viva voce	
1	Synopsis - To be paid at the time of Submission of Dissertation	1000
2	Administrative expenses	3000
3	Exam & Viva voce	2000
4	If the student is unable to submit his Dissertation within period of three years from the date of registration shall be charged for every six month in fourth & fifth year.	1000 per Semester

12. Evaluation :

- (a) The evaluation of the candidate's course work and his performance at the seminars will be a continuous process.
- (b) The evaluation of the performance of the students in the M.Phil. course shall be done by the course in-charge.
- (c) The dissertation will be evaluated by the guide of the candidate and an external referee appointed by the University authorities on the recommendation of the M.Phil. Committee.
- (d) The evaluation of the final seminar and the viva-voce test will be done by a committee consisting of the following :
 - (i) A research guide to be nominated by the Head/Professor-in-charge of the University Department/Dean of the Faculty concerned from a panel of three senior research guides to be suggested by the dissertation Supervisor-Chairman.
 - (ii) The dissertation supervisor.
 - (iii) A member of the M.Phil. Committee to be appointed by the M.Phil. Committee.

- (e) The evaluation of candidates for the M.Phil. degree shall be done according to the following grading system :

Letter Grade	Quality	Grade Points	Equivalent Numerical Scale (out of 100)
O	Outstanding	6	75-100
A	Very Good	5	60-74
B	Good	4	50-59
C	Average	3	43-49
D	Below Average	2	35-42
E	Poor	1	25-34
F	Fail	0	0-24

- (f) The performance of the candidates will be evaluated under the following Heads of Passing. The weightage given to each Head of Passing and the maximum final grade-points are as below :

Head of Passing	Weightage Factor	Maxim. Final Grade Points	Head of Passing	Weightage Factor	Maxim. Final Grade Points
Group I			Group II		
Course 1	2	12	Dissertation	4	24
Course 2	2	12	*Seminar	1	6
Course 3	2	12	Viva-Voce	1	6
Total					72

* Seminar and Viva-Voce will be based on the dissertation.

- (g) Evaluator of the various Heads of Passing will give letter-grades for each Head. The Grade-points corresponding to these letter-grades will be multiple by the weightage factor to obtain the total final grade-points for that Head.
- (h) Minimum final Grade points for Passing: To pass, a candidate should get the following minimum final grade-points:

Minimum Final Grade Points			
Total			36
Group I	16	Group II	18
Course I	04	Course 2	04
Course 3	04	Dissertation	12
Seminar	03	Viva-voce	03

- (i) In the case of Dissertation the average of the total final grade-points given both by the internal and the external referee shall be taken as the final score. If either of the referees awards a letter-grade D, E or F to a dissertation, the candidate will be declared to have failed in the dissertation. He may resubmit the dissertation after suitable modification within a period of one year from the declaration of the first result. Only one resubmission of the dissertation is allowed.
- (j) If the candidate has secured minimum final grade points in all the Heads of Passing, then the final seminar and the viva-voce test will be arranged. All interested persons can attend the seminar and the viva-voce test, which will constitute the defence of the dissertation, and they shall have the right to ask questions and participate in discussion on dissertation. The Chairman appointed in the manner prescribed above will exercise his discretion to all or not to allow a question. However, the members of the audience at the defence shall have no right to express their opinion on the suitability or otherwise on the dissertation for the award of the M.Phil. Degree.
- (k) In the case of course work, a student who does not get the minimum final grade point (i.e. 4) will have to reappear for the examination in that course.
- (l) A student will have to give another seminar if he does not get the minimum grade-point (i.e. 3) in the seminar:
- (m) A student will have to reappear for viva-voce if he does not get the minimum grade-point (i.e. 3) in the viva-voce.
A student can repeat the seminar and viva-voce only once.
- (n) Overall Grades: A candidate who is declared as passed, will be placed in Grade "O", "A", or "B" depending upon the total final grade-points he secures according to the following table:

Overall Grade	Total Final Grade Points out of 72
"O" (Outstanding)	64 to 72
"A"	50 to 63
"B"	36 to 49

A candidate securing less than 36 final Grade-Points will be declared "Failed".



ORGANIZATION

TRUSTEES

Shri. A.N. Kothary
Shri. Sourabh Dhanorkar

PRESIDENT

Shri. Ajey Bhawe

VICE PRESIDENT

- Shri. V. G. Vibhute • Shri. D. N. Borawake • Shri. Pyarelal Choudhary

MANAGING COMMITTEE

Dr. P.C. Shejwalkar, *Chairman*
Adv. Vijay Limaye, *Secretary*

Adv. S. B. Inamati, *Vice Chairman*
Dr. Rajiv Dongre, *Treasurer*

Members

Mr. Sharad Bawdekar
Mr. Madhukar Pathak

Mr. Jayant Inamdar
Mr. Sanjay Sawant

Mr. Pramod Dighe

FACULTY

Director

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

Ms. Anjali Maydeo

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

Ms. Nagmani Rao

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

Ms. Sharmila Sahadeo

M.S.W. University of Pune

Dr. Devanand Shinde

M.S.W. University of Pune

Ms. Ujwala Masdekar

M.S.W. University of Bombay

Dr. Chitralekha Rajuskar

M.S.W.;M.Phil. University of Amravati

Mr. Mahesh Thakur

M.S.W. University of Pune

FACULTY for M. Phil COURSE

Dr. Deepak Walokar

Ms. Anuradha Patil

Dr. Chitralekha Rajuskar

Dr. B. A. Deshmukh

Ms. Anjali Maydeo

Ms. Nagmani Rao

Dr. Dhananjay Lokhande

Dr. Arun Kulkarni (Visiting faculty)



KARVE INSTITUTE OF SOCIAL SERVICE

AFFILITED TO UNIVERSITY OF PUNE

NAAC ACCRDITED 'A' Grade

18, Hillside, Karvenagar, Pune - 411 052, Maharashtra, India

Telephone Nos. : 020-65007565

9520-65007565 (within a distance of 200 km)

e-mail id : kinsspune@gmail.com

website : www.karve-institute.org