Information Brochure

Master of Social Work

Specialisation in
Urban and Rural Community Development
Human Resource management
Affiliated to
University of Pune

2011-2013

BPHE Society’s
Centre for Studies in Rural Development
Institute of Social Work and Research, Ahmednagar
(A Christian Minority Institute)
CONTENT

ABOUT THE INSTITUTE 1

FACULTY AND STAFF 3

RESOURCES, INFRASTRUCTURE AND FACILITIES 6

PROGRAMMES OF STUDY 5

ADMISSION INFORMATION 8

GENERAL INFORMATION 12

RULES AND REQUIREMENTS 15

FEES AND DEPOSITS 20
Message from the Director

I am pleased to announce the admissions for the Masters Degree programme in Social Work (MSW).

You have chosen right time to go for social work education. The changes in the society are swifter than ever before. In the age of globalization, liberalization and privatization, the technological revolution and their impact on human life poses number of challenges before humanity. This demands a new generation of leaders and professionals who have the drive, the commitment and passion to respond to the contemporary challenges. CSRD-ISWR believes in creating a cadre of efficient and well informed leadership in the field of social development.

The social work education at CSRD-ISWR is rigorous. The academic curriculum offered by University of Pune, interaction with field practitioners, field work placement with communities and welfare/development agencies provides an excellent learning environment. The students studying at CSRD-ISWR has a privilege to be a part of pioneering institute in extension education and one of the premier universities in the world - the University of Pune. CSRD-ISWR offers a variety of opportunities with its unique cultural, social, educational as well as recreational experiences. Active interaction with faculty and student communities of diverse disciplines, background and ideologies, provide very enriching experience.

As the institute is completing 50 years of its contribution to community extension and social work education, we renew our commitment to build responsible citizenship, effective leadership, efficient and well informed personnel to undertake responsibilities in the field of community development and participate in the process of nation building.

A very warm welcome to the profession of Social Work.
ABOUT THE INSTITUTE
Pioneer in Community Extension and Social Work Education:

BPHE Society’s Centre for Studies in Rural Development (CSRD), Institute of Social Work & Research, Ahmednagar is one of the pioneer institutions in community extension and social work education in India. It was established in 1961 as a department of Ahmednagar College, Ahmednagar. Ahmednagar College being the first college in the District (1947) having a vision of ‘innovativeness’ had a social obligation to the people of this region.

CSRD, then known as the ‘Rural Life Development and Research Project’ was an attempt to revitalize education by relating it to the needs of its rural surroundings. It was also an effort to meet the ever growing demand for responsible citizenship, effective leadership, efficient and well informed personnel to undertake responsibilities in the fields of Community Development and participate in the process of nation building.

Right from the beginning, the need was felt not only to reach out to people but also to conduct research and train people for Development. Hence a Course in Community Development (Certificate Course) was started in 1961 itself, with an object of meeting the pressing demand for properly motivated and adequately equipped personnel for Community Development. Diploma Course in Social Work (University of Pune) was started in 1967 and as the higher education became imperative, this Diploma Course in Social Work was upgraded as the Master of Social Work Course (University of Pune) in 1974.

CSRD-ISWR is managed and run by Bhaskar Pandurang Hiwale Education (BPHE) Society, Ahmednagar. The Institute is affiliated to University of Pune and recognized by UGC under Section 2 (f) and 12 (b) of the UGC Act, 1956. The Institute is aided by the Ministry of Social Justice and Empowerment, Govt. of Maharashtra.

The Objectives

The insitute seeks to create educational opportunities for the disadvantaged section of rural population especially minorities, dalits, Schedule Castes, Scheduled Tribes, etc. the specific objectives of the institute are:

i. To organise teaching programmes for the development of competent and committed professionals.

ii. To undertake research activities and contribute to the knowledge.

iii. To develop and disseminate knowledge through publications.

iv. To undertake extension programmes to reach out to the large community at the local, national, regional and international levels.
Milestones

• 1947: Ahmednagar College was established as the first college in the district.
• 1961: Centre for Studies in Rural Development was established as a Social arm of Ahmednagar College.
• 1961: Course in Community Development (Certificate Course) was started.
• 1962: Introduced a Diploma Course in Co-operation & Accountancy.
• 1967: Diploma Course in Social Work (University of Pune) was started.
• 1968: started a Diploma Course in Local Self Governance.
• 1969: Centre for Studies in Rural Development was one of the Institutions selected in Maharashtra to have the National Service Scheme Training . and Orientation Centre.
• 1974: Diploma Course in Social Work was upgraded as the Master of Social Work with specialization in Rural Community Development (University of Pune).
• 1980: Two more fields of specialization (i) Tribal Welfare (1980) and (ii) Labour Welfare (1982) were introduced.
• 1991: Recognition as research and post graduate teaching centre from University of Pune.
• 1991: Masters in Mass Relations under University of Pune was started and offered at CSRD - ISWR.
• 2008: Recognition by UGC under section 2 (f) and 12(b) of the UGC Act, 1956.
• 2010: Master of Social Work with Specialization in Counseling (On Campus Programme affiliated to Indira Gandhi National Open University, New Delhi)

Teaching /Learning Environment

Considering the interdisciplinary nature of the courses and the background of the learners the methods of training at CSRD-ISWR are participatory and learner-focused. The teaching methods involve classroom teaching, fieldwork exposure and experience, group discussions, case studies, role-plays and self-learning assignments.

Studying at CSRD is learning as much about social work profession as getting to know oneself. As a pioneering institution in extension education and Rural Development, efforts at CSRD are to foster an environment of team spirit and professional integrity. As mentioned earlier one of the objectives behind starting CSRD was to develop the leadership in the field of Rural Development. In view of this, throughout the programme, opportunities are provided to expand the understanding of self and society. Regular and one to one interaction with faculty members is an important feature of training at CSRD.
Faculty and Staff

Director
Dr. Suresh Pathare, Ph.D (Delhi University), MSW, DOM (Pune University), NET.

Sr. Lecturers
P S Patil (Programme coordinator), MSW, DLL& LW (University of Pune)
K K Kanojia, MSW, MA (University of Pune)
Dr. U N Lolge, Ph.D, MSW, MMS, DSW, DBM (University of Pune)
V M George, MA (YCMOU), MMS, LLB (Pune University), Dip. Training and Development (ISTD, New Delhi), SET in social work, NET in management.

Lecturers
S J Divekar, MA, MSW, (Pune University) SET
A D Zapke, MSW, (Shivaji University)SET
Dr. Jaimon Varghese, Ph. D (Jamia Millia Islamia, New Delhi), MA (Psy), MSW, DOM, DLL&LW (Pune University), NET-JRF
Suresh Mugutmal, MSW (Pune University), NET

Administrative Staff
A P Sontale (Office Superintendent)
G V Shirsath (Assistant Librarian)
Sharad Gundras (Typist Clerk)
Vikas Kamble (Filling Clerk)
Kiran Gite (Library Assistant)

Support Staff
G R Patole (Watchman)
David Padale (Watchman)
Pradeep Ratnaparkhe (Watchman)
R D Kasbe (Peon)
B P Jagtap (Peon)
Omprakash Agarwal (Sweeper)
Minabai Siswal (Sweeper)
S D Bhingardive (Gardener)
Resources, Infrastructure and Facilities

Classrooms, Auditorium and Training Halls
The institute has a privilege of having spacious classrooms, auditorium and training halls. There are separate rooms for each faculty to conduct field work supervisory conferences and provide individual consultation to students and research scholars. Classrooms are equipped with the audio-visual and other teaching aids. The spacious auditorium with the capacity of 300 persons and training halls equipped with teaching aids are available to facilitate teaching-learning process.

Library
The institute has a specialised library in Rural Development. It has more than 10,000 volumes in English and Marathi. It receives 28 academic journals. CSRD-ISWR library is being developed as specialised library in the area of rural development. There is also a reading room attached to library. Apart from the CSRD library, the Ahmednagar college library also provides all the facilities for students of CSRD-ISWR.

Computer Laboratory
CSRD-ISWR has computer lab with internet enabled PCs. The laboratory is open for faculty, research scholars and students.

Hostel
Hostel facility is available for both the boys and girls. Boys’ hostel is in the CSRD campus whereas, girl students are offered hostel facility at Ahmednagar college campus. Solar heating systems have been installed in the hostels with a capacity of 2500 liters of warm water daily.

Sports and Recreation Facilities
CSRD-ISWR has sports and recreational facilities for its students, staff and faculties. Facilities for indoor games such as Table Tennis, Carom, Chess, etc. are available in the campus. A volleyball court is also available for outdoor games. Besides, students can use playground of Ahmednagar college for playing football, basketball, cricket and other games.

Canteen
CSRD has two canteens within its campus. The Canteen provides snacks, refreshments and meals for the students and staff.

Network and Collaboration
The institute has been collaborating with the Government, Semi-Government and Non-Government Organizations for research, training and development purposes. The institute also collaborates with these organisations for the training of the students through field work and block placement. The institute is developing resource centre for support and capacity building of the small organisations.
PROGRAMMES OF STUDY

The programs offered at CSRD-ISWR are aiming at creating a cadre of human service professional and functionaries with a rural orientation, appropriate values and skills. It offers ample opportunities for students to acquire knowledge and skills through both classroom instruction and fieldwork. The following programmes of study are on offer at CSRD-ISWR.

1. **MSW (Pune University) with specialisations**
   a) Urban and Rural Community Development (URCD)
   b) Human Resource Management (HRM)

2. **MSW (Fulltime) of Indira Gandhi National Open University (IGNOU), New Delhi with specialisation in Counselling**

3. **Diploma in Disaster Management (DDM) of Pune University**

4. **PG DSW (IGNOU)**

5. **DAFE**

6. **CAFE**

7. **Certificate in NGO Management**

8. **Certificate in Counselling**

**Master of Social Work (MSW)**

The main academic programme offered at CSRD ISWR is University of Pune recognized full time course namely, Master of Social Work (MSW). It is a two years full time post graduate degree programme. It is offered in two specialisations viz. Urban and Rural Community Development and Human Resource Management. The programme is aided by the Directorate of Social Welfare, Ministry of Social Justice and Empowerment. It aims to build commitment and competency in facilitating participatory change and transformation in society at the level of individuals, groups and communities; in government and non-government organisations (NGOs); and in law and policy. CSRD-ISWR offers two specialisation areas namely, Urban and Rural Community Development and Human Resource Management. The Master degree programme equips trainees to work as agents of change from grassroots to policy levels. The career opportunities are available in various fields and places like hospitals, schools, industries, govt departments, etc.

**Career Opportunities**

Social Work graduates from CSRD-ISWR are valued in the voluntary and inter-governmental organisations and the government departments. They work with a range of small and large NGOs and networks, bilateral organisations, social movements and campaigns, national and international development organizations, social research institutions, and in select sectors of the administration in the areas of rural development. The specialization in urban and rural community development equips social work graduates to work as Community Organizers, Supervisors and Project Officers in organizations working with the underprivileged groups in rural and urban areas. Another specialization, human resource Management is concerned with the human resources and dynamic situations in industry. It is an essential qualification for the post of Labour Welfare Officers under the Factories Act, 1948. The specialization equips the graduates to work as Personnel Officers and HR Executives in the Public/ Private/ Service sector.

**Duration of the Programme**

The duration of the Master Degree Programme is two academic years. The Programme duration is divided into four Semesters.
Medium of Instruction

As per the guideline of University of Pune, the medium of instruction for MSW Programme is English. However, students are allowed to write their examination in Marathi also.

Course Framework

According to the syllabus of the University of Pune, MSW students are required to complete a total of 64 credits in minimum of two years. The course instructions involve classroom teaching as well as field work. There are total 20 Courses/papers which consists of 12 Generic courses and 8 Specialization courses (student shall select any one specialization). The structure of syllabus is five papers per semester and fieldwork. As a part of field work, observation visits, rural camp, study tour, etc. are organised. During the second year, students are required to submit Research (Dissertation) Project. For more details see the MSW Guidelines in the website University of Pune.

The structure of the course is as under:

1. Written theory papers 5 per semester
   20 papers x 100 Marks
   2000
   40
2. Field work: 150 marks per semester 150 x 4 Semester
   600
   16
3. Research Dissertation (Submitted in Sem.IV)
   100
   06
4. Viva Voce (Semester II and IV) @ 50 marks x 2
   100
   02
Total Marks
   2800
   64

Semester-wise Distribution of Theory Courses

The semester wise list of basic and specialisation courses are as follows.

<table>
<thead>
<tr>
<th>Semester-I</th>
<th>Marks</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-I Social Work Profession</td>
<td>2000</td>
<td>40</td>
</tr>
<tr>
<td>G-II Methods of Social Work-I : Work with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individuals and Families (Social Casework)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G-III Methods of Social Work- II : Work with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groups (Social Group Work)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G-IV Psychology for Social Workers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G-V Social Sciences for Social Workers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Semester-II                                    |       |         |
| G-VI Methods of Social Work : Social Work      |       |         |
| Research and Statistics                        |       |         |
| G-VII Personal & Professional Development for  |       |         |
| Social Work Practice                           |       |         |
| G-VIII Methods of Social Work III: Work with   |       |         |
| Communities : Community Organization and Social Action | | |

| Urban and Rural Community Development          |       |         |
| CD-I Urban, Rural and Tribal Social Systems    |       |         |
| CD-II Governance and Community development     |       |         |

| Human Resource Management                      |       |         |
| HR-I Fundamentals of Management                |       |         |
| HR-II Employees’ Welfare                      |       |         |

| Semester-III                                   |       |         |
| G-IX Community Health, Mental and Environmental Hygiene | | |
| G-X Administration and Management in Social Work |       |         |
| Urban and Rural Community Development          |       |         |
| URCD III Development Economics                 |       |         |
| URCD IV Development Communication for Social Workers | | |
| URCD V Government & Voluntary Agencies for Rural & Urban Development. | | |
| Human Resource Management                      |       |         |
| HRM-III Labour legislation                     |       |         |
| HRM IV Human Resource and Personnel Management |       |         |
| HRM V Trade Unionism and Industrial            |       |         |

| Semester-IV                                    |       |         |
| G-XI Social Policy and Planning                |       |         |
| G-XII Social Legislation and Legal System in India | | |

| Urban and Rural Community Development          |       |         |
| URCD-VI Planning and Management of Community Projects. | | |
| URCD-VII Development Perspective in Community Development | | |
| URCD-VIII Intervention and Management in Disasters |       |         |

| Human Resource Management                      |       |         |
| HRM VI Organizational Behaviour and Social Aspects In Industry | | |
| HRM VII Human Resource Development             |       |         |
| HRM VIII Labour Economics and Indian Labour    |       |         |
Field Work

A distinctive feature of the instructional programmes is the emphasis laid on fieldwork. Fieldwork enables the student to integrate and reinforce the knowledge acquired in the classroom with actual practice under competent supervision provided by field instructors who may be members of the faculty of the Institute or staff of an agency. The content of fieldwork is planned to provide an orderly sequence of learning. The field work programme consists of the following:

**a) Orientation Programme:**
Orientation Programmes are organized at the beginning of the first and the third semesters. The objective of the programme is to equip students with the nature of social work education, programme of academic instruction, concurrent field work, practice skills and fields of social work. For the MSW (final) students the orientation programme is organized with the objective to sharpen the students’ awareness and enhance to their practice skills.

**b) Observation visits:**
As a part of orientation programme observation visits to development organisations, industries and communities are organized at the first and the third semesters. The objective of observation visit is to expose the students to development and welfare agencies. Students are exposed to about 20 agencies and fields of practice.

**c) Concurrent Fieldwork:**
This involves placement for two academic years in selected social agency settings and in communities where students work twice a week under supervision of a faculty member and concerned agency personnel. The emphasis is laid on the development aspect of work which a students may be able to visualise and undertake. In the community setting the students learn to gain an overall understanding of the community, identify its needs, resources and problems, there by identifying the areas requiring intervention. HRM specialisation students are placed in the industries. The aim is to guide the students to develop capacity and acquire the abilities to initiate and carry out the tasks in the areas of social action, change and social development.

**d) Rural Camp / Study Tour:**
The institute organizes study tours and camps in rural areas as part of the field work programme for both the years. The rural camp provides an experience of group living and development of attitudes conducive for effective team work. The faculty members accompany the students. It provides an excellent opportunity to the students to practice and learn the use of PRA techniques, Natural Resource Management, Watershed Development etc. Further the students are given an opportunity to visit organization and development work within Maharashtra and at times outside Maharashtra.

**e) Block Placement:**
Block placement comprises of a four-week pre-employment training programme in various agencies. It is conducted on a full-time basis. Each student is placed in an agency/organisation of his/her choice after the final year examination during May-June. This training provides with more specific learning and intensive work within an organisation.
ADMISSION INFORMATION

Eligibility:
The minimum eligibility for admission to MSW Programme is a Bachelor’s Degree in any discipline from any recognized University. Candidates appearing for final year examination whose results are awaited are also eligible to apply.

Age:
candidates seeking admission should have completed 20 years of age and must be below 40 years. This rule may be waived under special circumstances.

Seats And Reservation:
The intake for MSW programme is 60 students. The institute is a Christian Minority Institute. The seats are filled up as per Govt. norms applicable to the minority institutes. Minority candidates are required to submit an attested true copy of Baptism and Church Membership Certificate from their Church authorities while submitting application. The other category (SC/ST/OBC/PH) Candidates are also required to submit attested true copy of certificates, for considering them in their respective category.

APPLICATION PROCEDURE
How to Obtain the Application Form
The prescribed Application Forms can be obtained:

- By sending a request letter to the Director, Centre for Studies in Rural Development along with a Demand Draft for Rs.550/-, drawn in favour of the Director, CSRD-ISWR, payable at Ahmednagar. This should be accompanied by a self-addressed and stamped cloth lined envelope. The candidates should write, in bold capital letters on the envelope, “APPLICATION FOR ADMISSION TO THE MASTER’S DEGREE PROGRAMME (2011-13)”; or
- By downloading the Application Form from the CSRD Website: www.csrd.edu.in and submitting the downloaded Application Form, alongwith a Demand Draft for Rs. 500/- towards the processing fee; or
- From the Counter of the CSRD, on cash payment of Rs. 500/- on working days from 9.00 am to 5.30 pm.

Submission of Duly Filled in Application Form
(a) Candidates can send their duly filled in applications through Registered Post/Speed Post. The envelope should be addressed to the Office Superintendent, CSRD ISWR, Station Road, Ahmednagar 414 001. The candidates should write, in bold capital letters on the envelope, “APPLICATION FOR ADMISSION TO THE MASTER’S DEGREE PROGRAMME (2011-13)”
(d) Candidates can submit their applications personally to the Office Superintendent (CSRD) Institute of Social Work and Research, Ahmednagar, against proper receipt. The Institute will not be responsible for the applications delivered to any other functionary of the Institute.

(e) The last date for receiving the Application Forms, complete in all respects, by hand or by post, is June 13, 2011. Candidates should clearly note that the Institute will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Institute on or before the prescribed last date.

Facilities During Admissions:
Hostel:
As compared to the number of applications received from outstation candidates, hostel facilities available are quite inadequate. Therefore, hostel accommodation may be provided to some of those candidates who do not have relatives or friends in the nearby area. Those needing accommodation should write to the office supritendent. Allotment will be on a first come first serve basis. During the period of selection, the charges for lodging will be Rs. 50/- a day, which should be paid to the CSRD office against proper receipt immediately on arrival.

Pre Admission Coaching:
The institute will organise pre-admission coaching for all minority, SC, ST and OBC (Non-Creamy Layers) candidates on 15th June, 2011, at CSRD-ISWR campus to help them prepare for the MSW Entrance Test. Candidates are required to reach the institute by 10.00 am for the coaching. Pre admission counselling and guidance is available on all the working days till 15th June 2011. The candidates or parents may contact admission convenor for counselling or guidance.

SELECTION PROCEDURE
Assessment for Selection (Total Marks 200)
The selection procedure will be held at the Centre for Studies in Rural Development - Institute of Social Work and Research, Ahmednagar. Those satisfying the eligibility requirements will be assessed for selection through the following.

(a) Academic Background (10 Marks): Marks are awarded to each applicant on the basis of overall percentage of marks secured in the degree Examination and the maximum marks are 10. However, high academic achievement is not the only criterion on which the candidate will be selected.

(b) Written Test (100 Marks): The written test will be for 100 marks out of which 50 marks are for objective type questions on general awareness and 50 marks for comprehension and short answer question on contemporary social issues / problem. The written test (WT) aims at assessment of knowledge about contemporary issues in the field and sensitivity to social issues, expressed through written analysis in English/ Hindi/ Marathi. The test also aims at assessing candidates’ knowledge of English which is the medium of instruction of MSW course.

(c) Group Discussion (40 marks): Those candidates who qualify at the written test shall be called for Group discussion and panel interview. The purpose of Group Discussion is determining a candidate’s ability to effectively communicate and also to assess his/her ability to express opinion on any social issues and contribute their ideas towards a meaningful group discussion. Every candidate will be participating group discussion in a group of 10 - 12 candidates. Time alloted will be 40 minutes.
(d) Personal Interview (50 Marks): The purpose of personal interview is to find out the candidate's interest in and aptitude for social work, experience of helping people etc. Candidates are interviewed based on the details mentioned in application form and autobiographical statement submitted. The candidate is expected to be acquainted with the programme for which he/she has applied for, as questions may be asked on the topic during the personal interview.

ANNOUNCEMENT OF SELECTION

The list of candidates selected will be displayed on the Institute's notice board and website on Saturday, June 19, 2011. It is the responsibility of the candidate to find out whether he/she has been selected or not. Results can also be confirmed telephonically on 0241-2346328/2326157

The MSW Programmes will commence on Monday, June 28, 2011.

After Selection Formalities

Acceptance Letter: An acceptance letter should be obtained, signed and returned to the Office Superintendent on or before 20th June 2011, if admission is accepted.

Verification of Original Documents: The verification of original documents will be carried out between 20th to 22nd June 2011, from 10.30 a.m. to 1.00 p.m. and from 2.30 p.m. to 4.30 p.m. The selected candidates must produce the following documents for verification, in original, at the time of admission. If a candidate has submitted his/her original documents like certificates, mark-sheet, etc. to a College/University for re-evaluation or for any other purpose, he/she is required to produce a letter from the college/University authority addressed to the Director of the Institute clearly indicating that the candidate's original documents, as stated above, have been retained by the college/University for a specific purpose.

Payment of Fees: The full fees and deposits of the first year should be paid in Bank through challan obtained from the office, or by a Demand Draft drawn in favour of Director, CSRD, Ahmednagar payable at Ahmednagar. The candidates are required to submit the cash or demand draft of the requisite amount towards first year fees and deposits at the time of verification of original documents. Otherwise, the admission will be treated as automatically cancelled. Bank timings are 10.30 to 3.00 p.m.

Payment of First Semester Fees and Deposits (in Rupees) are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Residents:</th>
<th>Non-Residents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Maharashtra</td>
<td>19588</td>
<td>10388</td>
</tr>
<tr>
<td>Other States</td>
<td>24138</td>
<td>14938</td>
</tr>
</tbody>
</table>

Original Documents Required For Verification

(i) Graduation Mark-sheet/Documentary proof of appeared for final exam if result is awaited;
(ii) Transfer Certificate from the earlier college.
(iii) No Objection Certificate from the employer, if employed;
(iv) Baptism certificate (only for Christian minority)/Caste/Tribe Certificate for SCs and STs;
(v) Income Certificate of the preceding financial year (only for SCs and STs who are eligible for GoI Post-Matric Scholarship);
(vi) Certificate of disability (if applicable);
(vii) Certificates of extra-curricular activities, if any.

Important:

(a) If any of the above documents in original are not produced for verification, or if the copies of the document attached to the Application form do not tally with the original documents, provisional selection will be immediately cancelled.
(b) Admission will be subject to the fulfilment of the eligibility requirements as confirmed through verification of original certificates and mark-sheets etc.
(c) Original documents for verification will not be accepted by Post or courier service. They have to be presented by the candidate or by his/her authorised representative.

Joining the Programme: Those who have accepted admission by paying the full fees and deposits are expected to join the programme on 28th June, 2011. Admission of those who have paid the fees and deposits but fail to join by the prescribed date will automatically be cancelled.

Refund of Fees: Fees once paid will be refunded as per the university of Pune rules.

Hostel Accommodation: Separate hostels are available for men and women. However, the number of available hostel seats is limited. Therefore, it is not possible for the Institute to provide hostel accommodation to all the outstation candidates selected for the Master's Degree Programmes of the Institute. Outstation candidates, requiring hostel accommodation, should check hostel allotment status from the Office Superintendent of the Institute. The Institute reserves the right to decide admission to its hostels and can refuse admission to the hostel without assigning any reason. Please note that candidates cannot claim hostel accommodation, merely because they have submitted the hostel form or obtained admission or paid fees in full.

Identity Card: The selected candidates should give 4 recent stamp size photographs for issue of Identity Card, at the time of verification of original documents, to the office.

Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability of Forms</td>
<td>Till 13th June 2011</td>
</tr>
<tr>
<td>Last date for submission of filled in application forms</td>
<td>13th June 2011</td>
</tr>
<tr>
<td>Special Coaching for Minority and SC/ST candidates</td>
<td>15th June 2011</td>
</tr>
<tr>
<td>Written Test</td>
<td>16th June 2011</td>
</tr>
<tr>
<td>Declaration of Result of Written Test</td>
<td>16th June 2011 at 7 p.m.</td>
</tr>
<tr>
<td>Group Discussion and Personal Interview</td>
<td>17th and 18th June</td>
</tr>
<tr>
<td>Declaration of List of selected candidates</td>
<td>19th June 2011</td>
</tr>
<tr>
<td>Admission of Selected Candidates</td>
<td>20th to 22nd June</td>
</tr>
<tr>
<td>Admission of Waitlisted candidates</td>
<td>23rd to 25th June</td>
</tr>
<tr>
<td>Session Begins</td>
<td>28th June 2011</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

Schedule of Work:
The Institute observes a six day work week. The office timing is 9.00 am to 5.00 pm. On a regular working day teaching begins at 8.00 am and goes till late afternoon. Besides classroom teaching individual/group conferences, individual consultations with teachers and field work supervisors, project work etc. take place on the teaching days. Wednesday and Thursday are field work days. Students are expected to put in maximum of 15 hours; however, the community/placement agencies may require students to stay beyond the minimum number of prescribed hours for work and while the institute may observe holiday, presence of students in the field may be necessary to organize special events and programmes.

Participation In Development/Relief Work:
In keeping with the tradition of the Institute, the students may be called upon to participate in development work/relief work and extension activities of the Institute, in or outside Ahmednagar, from time to time.

Examples of some of the natural, social and human crisis situations that the students have participated etc. in, are floods, earthquakes, environmental disaster, riots and extension activities such as awareness campaigns. All students will be expected to participate in these activities, which emerge from the character of the Institute as it offers courses with teaching, research and extension functions and social responsibilities towards the community.

Value added Courses:
The institute offers short term value added courses related to the fields of social work. The courses offered are Diploma in Disaster Management (recognised by university of Pune), Certificate course in Management of NGOs, Certificate course in Basics of Counselling, etc. The students may opt for these courses as the classes are held in the evening.

Language Proficiency Classes:
The medium of instruction for the MSW course is English. Therefore, the students are expected to have the required knowledge and skills of English. Further, the students from other states are required to know Marathi as they will be doing their field work in communities and agencies where knowledge of Marathi is essential. The students who lack this language proficiency, will have to attend classes organised for equipping them with minimum required language proficiency.

Institute Day
The institute celebrates its annual day every year in the month of February/March. Students and faculty members actively get involved in organising the event.
Sports Activities
Facilities for indoor and outdoor (Volley ball only) games are available to the students in the campus. A well equipped recreation hall in memory of Late Prof. N. Simon is provided to the students. Facilities for Table Tennis, Carrom and Chess are provided to students. Those who are interested in other outdoor games such as cricket, football and basketball are advised to play in Ahmednagar College playground which is located within walking distance from the Institute.

Special lecture/Workshop/Seminar
The institute arranges interactive sessions with the experts, field practitioners and scholars from various areas. The special lectures, workshops and seminars are organised to expose the students to contemporary social issues, innovative methods of working and various intervention strategies.

Medical Aid
A Sick Room is provided to students residing in Gents Hostel. Registered Medical Practitioner visit sick room twice a week. He is also available in emergency. A hospital (Evangeline Booth Hospital), and several private medical practitioners and medical stores are situated within the walking distance from CSRD-ISWR.

Hostel Accommodation
Hostel accommodation is available to needy selected men and women. Request for hostel accommodation must be clearly indicated in the application for admission. The students requiring hostel accommodation will have to fill up separate application form for the same. While allotting hostel accommodation, preference will be given to students from outside Ahmednagar. The hostel charges are to be paid in advance at the beginning of each term as per the schedule of fees. Residents of the hostel will have to abide by the hostel rules and breach of which will result in disciplinary action. A copy of the hostel guide is available in the office.

Student Support and Welfare Activities

National Service Scheme
National Service Scheme was a programme designed to involve students in extension work and inculcate in them the value of service. The institute has an NSS unit for 100 students. The NSS unit of the institute undertake regularly innovative activities with students.

Earn and Learn Scheme
Earn and Learn Scheme of the University of Pune is being implemented by the Institute. The main objective of the scheme is to develop a student as a multifaceted personality with academic excellence and a commitment to an egalitarian society. India lives in her villages and to bridge the gap between rural Bharat and urban India, this scheme is basically undertaken for the benefit of students coming from the rural areas, who are economically backward, intelligent and meritorious but cannot afford higher education, needy and financially hard pressed. It inculcates in the student the idea that no work is big or small and develops a work culture with the right aptitude. This is a vision of keeping our youth gainfully employed as well as to contribute to civil society.
Special Guidance Scheme
Special Guidance is another Scheme of the University of Pune being implemented by the Institute. The basic objective of this scheme is to help those students who are deprived of the latest knowledge of the subject they undertake at the first year level. Secondly, to inculcate the urge to educate oneself, and that education liberates one internally as well as externally. Thirdly, to offer guidance to students in their career choices and the relevant subjects to be pursued by them to attain their best potential. The enrollment under this scheme is basically for students who are economically, financially backward and also to the reserved category students.

Personality Development Scheme (for Girls)
This is a scheme introduced by the University of Pune to develop the confidence and personality of lady students who come from the rural areas and are deprived sections of society. The marginalization and deprivation is double if you are a woman and from the backward or scheduled castes. The main objective of this scheme is to develop a critical mind, self-confidence and a commitment to society. The lady students are given training in health, law and social activities. They are also given training in self-employment and all possible other activities that enhance her social confidence. Funds for organizing these activities are provided by the University of Pune.

Scholarships and Fellowships
CSRD has been implementing various scholarships and fellowships for students. Under the various schemes of central and state governments, scholarships are given to the students belonging to weaker sections especially SCs, STs, OBCs, Minorities, etc. Besides these, there are two awards and fellowships instituted for the meritorious students.

1. PR Gaikwad Memorial fellowship given to the Maharashtrian Christian girl securing highest marks in first year examination
2. AR Munshi Best Student Award given to the student having best performance in academic and co-curricular activities. The overall performance is considered for this award.

Career and placement cell for students:
The institute runs a placement cell for career guidance for social work students. It functions under the faculty adviser. The office of the placement cell organizes various activities with the active involvement of students. The activities include pre placement talks, career guidance, pre placement preparation, campus interviews, etc. The placement brochure giving the details of curricular activities and students of second year is published and sent to prospective employer every year.

Samarth Bharat Abhiyan:
To fulfill the dream expressed by Dr. A.P.J. Abdul Kalam, the former President of India, the University of Pune has initiated Samarth Bharat Abhiyan to involve the entire student community in a constructive manner in nation building activities. The objective is to make the University socially responsive to society’s problems and not be just a white collared ivory tower. This scheme is being implemented in all the colleges and institutes affiliated to University of Pune. Under this scheme CSRD-ISWR has adopted Imampur village in Ahmednagar district for holistic development.
RULES AND REQUIREMENTS

5.1 Discipline
Students admitted to the Institute will observe all the rules and maintain decorum in their behaviour in the premises of the Institutes’ campuses and during fieldwork, study tour, relief work, block field work, etc. Misbehaviour and violation of the rules will attract disciplinary action of fine, suspension / discontinuation from the hostel and the dining hall, or suspension / cancellation of registration as a student of the Institute.

5.2 Grant of Term/ Eligibility to appear for examination in any course
A student should maintain a minimum of 75 per cent of class attendance in the course to become eligible to appear for the examination or be assessed through assignment in any course. A student failing to maintain 75 per cent of attendance in a course will be required to repeat it. However, if and when a student is deputed by the Institute to participate in a seminar, study tour, relief work or any other programme, approved by the Institute, such an absence will not be counted for computing the minimum required attendance. The students are required to submit the leave application in the prescribed form to the Course Coordinator. Leave up to 7 consecutive days in a semester will be considered by the Programme Coordinator. Leave beyond 7 days will be considered by the Director on the recommendations of the Course Coordinator, provided that the total absence of the student concerned in the courses of the semester will be within 25 percent. Late joining in the first semester will be permitted upto one week only on payment of full fees and deposits before the due date. Absence due to late joining will be treated as leave of absence.

5.2 Special Cases
In very exceptional cases arising from illness or other emergencies, the Director, CSRD-ISWR, in consultation with the programme Coordinator, may consider condonation of the absence exceeding 25 percent.

5.3 Rules of ATKT (As per University of Pune circular)
A student must pass in 3 theory courses in each semester out of 5 courses to avail the benefit of ATKT for the next semester and he/she must clear the backlog in the next semester examination. Their internal assessment marks will not change.
   a) A student shall be allowed to keep term of Semester III (MSW II), if he/she has no backlog and clears all the heads of passing of Semester I.
   b) Likewise, a student shall be allowed to keep term of Semester IV (MSW II), if he/she has no backlog and clears all the heads of passing of Semester II.
   c) A student failing in Field Work at any Semester shall not get the benefit of ATKT including theory papers and will have to repeat the entire semester.
   d) In any case, for what so ever reasons, if a student does not appear or fails in any semester examination will have to repeat the entire semester.
5.4 Re-admission
Re-admission in Semster means completion of the requirements of attendance, course work, field work and such other academic work as may be assigned to any fresh student all over again.

5.5 Withdrawal of Admission and Refund of Fees (As per University of Pune circular)
For the candidates who cancel their admissions before starting the course for the relevant academic year, the entire fee after deduction of processing fee of not more than Rs. 1000/- shall be refunded to the student by the Institute. If a student cancels his admission after the course is started following scheme will be adopted for refund of total fees:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Time of Cancellation</th>
<th>Amount to be Deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From 1st day to 10 days (First Day is inclusive) from the date of commencement of the course.</td>
<td>20% of the total fees</td>
</tr>
<tr>
<td>2</td>
<td>From 11th to 30 days (First Day is inclusive) from the date of commencement of the course.</td>
<td>40% of the total fees</td>
</tr>
<tr>
<td>3</td>
<td>After 30 days (First day is inclusive).</td>
<td>100% of the total fees</td>
</tr>
</tbody>
</table>

5.6 Field Work
Field Work shall be of 150 marks each semester. The total field work marks of four semesters together shall be 600.

a) Field work is conducted during two days a week for 15(fifteen) clock hours a week carrying 150 marks each semester

b) Field work shall be conducted at a Social work agency recognized by the training Institution. Every student shall be supervised by a professional social worker from the agency and a Faculty member from the Institute during the two field work days.

c) A student failing in Field Work at any Semester shall not get the benefit of ATKT including theory papers.

d) Field work attendance is compulsory. The student is expected to co-relate the knowledge and skills obtained from theory to field work practice.

e) A weekly individual conference of at least 30 minutes, related to field work of every student shall be conducted by the field work supervisor. Field work shall be evaluated internally by the assigned Field Work Supervisor.
5.7 Absence from Field Work
A student who is absent from field work for more than two days in a semester, for any reason, will have to compensate for the absence in accordance with the instruction of the supervisor concerned, in consultation with the Field Work Coordinator. For field work, students shall observe the working days/holidays of their respective field work agency and not those of the Institute. If the number of holidays of the field work agency exceeds that of the Institute, the student will be assigned alternative work by the supervisor.

5.8 Viva Voce Examination: (100 marks @ 50 marks each at the end of Semester II and IV)
(a) Viva Voce Examination is conducted at the end of 2nd and 4th Semesters based on theory knowledge, research and field work practicum. MSW Ist year Viva Voce is for 50 marks conducted before the second semester examination by the Institute on behalf of the University. The minimum marks required for passing the Viva Voce are 25 at each Viva Voce examination.
(b) MSW IInd Year i.e fourth Semester Viva Voce Examination of 50 marks shall be conducted externally the University.
(c) A student failing in Viva Voce shall be called again for the Viva Voce within one month of the date of declaration of the Ist Year MSW Examination results. However, a student failing in the Second Semester Viva Voce Examination shall be eligible for admission to the MSW Third Semester. The Viva Voce shall be based on theory, Field Work, research, Professional development and related area of specialization.

5.9 Research Dissertation (100 marks)
(a) Every MSW student is required to select an appropriate topic for his/her research dissertation during the second semester and complete the dissertation and submit it to the Institute.
Completion and submission of the Research Dissertation is a pre-condition for appearing at Semester IV Examination.
(b) There shall be only one Dissertation of 100 marks during the MSW Course and it shall be submitted to the University through the Head of the Institution, recommended for submission after Certification and approval of the concerned Research Guide.
(c) The research dissertation will be recommended for submission by the Faculty Guide and evaluated externally by the University Board of Examination for 100 marks.
(d) A candidate failing in research dissertation will have to re-write and submit the revised dissertation in the same session within a period of three months after the declaration of results.

5.10 Prescribed standard for Research Dissertation:
(a) The topic of Research must be related to the area of Social Work practice.
(b) The candidate must follow the scientific process and methods of Social Work Research Sampling procedure must be appropriate and properly represent the Universe.
(c) Minimum 60 respondents shall be studied for collecting field data. In case of hypothesis, statistical testing is compulsory.
(d) Scientific tool of data collection is essential.
(e) Quantified data is essential. Qualitative data if any must be quantified procedurally.
5.11 Block placement:
a) Every student is required to complete his/her block field work for a period of 30 working days after the fourth semester examination. The MSW result shall not be declared until a certificate of successful completion of block placement is submitted by the assigned block field work agency, duly attested by the Head of the Institution and submitted to the University. During Block field work the student is expected to study all relevant aspects of the organization including its administrative responsibilities. After completion of Block placement, the student must submit a detailed report of work to the Institute.
b) The student shall bear all expenses of his block field work including travel, food and other aspects related to the organizational experience.

5.12 Rules Prohibiting Ragging:
a) Ragging: Ragging in any form is strictly prohibited, within the premises of the Institute and any part of the Institute system as well as on public transport.

b) Meaning: Display of noisy, disorderly conduct, teasing, excitement by rough or rude treatment or handling, indulging in rowdy, undisciplined activities which cause or is likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher, or asking the students to do any act or perform something which such a student will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life. Causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule or forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him/her or by using criminal force to him/her or by holding out to him/her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force.

c) Punishments: The following shall be the punishments for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the court of law.
   i  Cancellation of admission.
   ii Suspension from attending classes.
   iii Withholding/withdrawing scholarship/fellowship and other benefits.
   iv Debarring from appearing in any test/examination or other evaluation process.
   v  Withholding results.
   vi Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
   vii Suspension/expulsion from the hostel.
   viii Rustication from the institute for periods varying from 1 to 4 semesters.
ix   Expulsion from the institute and consequent debarring from admission to any other institution.
x    Fine up to Rs. 25,000/-.  
xi   Rigorous imprisonment up to three years by a court of law.
xii  While the first 10 types of punishment can be awarded by the appropriate authority of the Institute itself, the last punishment can be awarded only by a court of law.

**Interpretation and Formulation of Rules:**
The director of the institute will be the final authority for the interpretation and formulation of rules concerning CSRD-ISWR.
# FEES AND DEPOSITS

## Master Of Social Work (Semester & Credit Pattern)

### A) Maharashtra State / Maharashtra domicile candidates.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
<th>I st Year</th>
<th>II nd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>I st sem</td>
<td>II sem</td>
</tr>
<tr>
<td>1</td>
<td>Tuition fee</td>
<td>700</td>
<td>750</td>
</tr>
<tr>
<td>2</td>
<td>Field work fee</td>
<td>1500</td>
<td>1500</td>
</tr>
<tr>
<td>3</td>
<td>Study Tour/ Rural Camp advance*</td>
<td>3000</td>
<td>Nil</td>
</tr>
<tr>
<td>4</td>
<td>Other fee</td>
<td>2938</td>
<td>Nil</td>
</tr>
</tbody>
</table>

|        |                                  | Total     | IV sem     |
|        |                                  | 1450      | 1050       |
|        |                                  | 3000      | 1500       |
|        |                                  | 3000      | 3000       |
|        |                                  | 3000      | 3000       |

|        |                                  | Total     | 1750       |
|        |                                  | 10388     | 7488       |
|        |                                  | 2550      | 10038      |

**Total Rs.** 8138 2250 10388 7488 2550 10038

### B) Candidates From outside Maharashtra.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Particulars</th>
<th>I st Year</th>
<th>II nd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>I st sem</td>
<td>II sem</td>
</tr>
<tr>
<td>1</td>
<td>Tuition fee</td>
<td>1400</td>
<td>1500</td>
</tr>
<tr>
<td>2</td>
<td>Field work fee</td>
<td>3000</td>
<td>3000</td>
</tr>
<tr>
<td>3</td>
<td>Study Tour/ Rural Camp advance*</td>
<td>3000</td>
<td>Nil</td>
</tr>
<tr>
<td>4</td>
<td>Other fee</td>
<td>3038</td>
<td>Nil</td>
</tr>
</tbody>
</table>

|        |                                  | Total Fee |
|        |                                  | 14938     |
|        |                                  | 9688      |
|        |                                  | 5100      |

**Total Rs.** 10438 4500 14938 9688 5100 14788

* Study Tour/ Rural Camp advance: includes Cost of Administration Charges, Travel, Lodging expenses, etc. Candidates may have to pay additional amount depending on destination and bear the food expenses.

### Notes:

1. Total credits for M.S.W Programme will be 64 w.r.t. Revised Rules and Regulation by University of Pune w.e.f. 2008-09.

2. While deciding domicile the status of candidate definition given under clause vi(a)(b) and vii (a)(b)(c) vide University of Pune. Order Ref. No PGS/7852 date 23/12/2009, will prevail.

3. Scholarships / Awards - Eligible candidates may apply for State Govt. / Govt. of India scholarships. Scholarships / Awards are subject to Govt. approvals. Some of the scholarships are EBC, GOI- BC, Merit, PH, NT, SBC, OBC etc. Out of Maharashtra candidates may apply to their respective State Govts. for Scholarships / Awards.

4. Uniform fees of Rs. 500/- are in addition to aforesaid fees. MSW candidates are required to pay the same in 1st semester.
### Details Other Fees

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>University/ College</th>
<th>I st Year</th>
<th>II nd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Gymkhana</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>Student Welfare Fund</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>Devlopment Fee</td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td>4</td>
<td>Prorate - Ashwamegh</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>Disaster Management</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>6</td>
<td>Computerisation Fee</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>7</td>
<td>PG Registration Fee</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>8</td>
<td>Student Safety Insurance</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>9</td>
<td>Krida Pro rata</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>10</td>
<td>Corpus Fund</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>Admission Fee</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>12</td>
<td>Library Fee</td>
<td>125</td>
<td>125</td>
</tr>
<tr>
<td>13</td>
<td>Student aid Fund</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>14</td>
<td>Tutorial/Workshop/Seminar</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>15</td>
<td>Internal Tests</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>16</td>
<td>Students Activities</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>17</td>
<td>Social/Cultural Gathering</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>18</td>
<td>Magazine</td>
<td>150</td>
<td>150</td>
</tr>
<tr>
<td>19</td>
<td>I Card/Library card</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>20</td>
<td>Group Insurance</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>21</td>
<td>Welcome/Sendoff</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>22</td>
<td>Alumni Association</td>
<td>50</td>
<td>100</td>
</tr>
<tr>
<td>23</td>
<td>Registration Fee</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>24</td>
<td>Placement Brochure</td>
<td>100</td>
<td>200</td>
</tr>
<tr>
<td>25</td>
<td>NSS Fee</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>26</td>
<td>Students Amenities</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>27</td>
<td>Library Deposit</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Caution Money</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Eligibility Form Cost</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Eligibility Fee Maharashtra</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Eligibility Fee Out of Maharashtra</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Uniform</td>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

### Hostel Fees

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Description</th>
<th>Double Seated</th>
<th>(Tripple Seated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Admission Fee</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>Caution money</td>
<td>200</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Room rent (for two semesters)</td>
<td>6000</td>
<td>4000</td>
</tr>
<tr>
<td>4</td>
<td>Electricity and water charges</td>
<td>1000</td>
<td>1000</td>
</tr>
<tr>
<td>5</td>
<td>Student Amenities</td>
<td>1000</td>
<td>1000</td>
</tr>
<tr>
<td>6</td>
<td>Medical/ Health Provision</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>7</td>
<td>Furniture &amp; Fixture</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>8</td>
<td>Common Charges</td>
<td>100</td>
<td>100</td>
</tr>
</tbody>
</table>

Sub Total   **9200**                  **7200**