

Estb. 1999



Manavlok
An Experiment in Rural Reshaping

Accredited by NAAC with 'B' Grade

MANAVLOK'S COLLEGE OF SOCIAL WORK

Ambajogai, Dist. Beed

Recognized by the Govt. of Maharashtra and affiliated to
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

M.S.W.

(Master of Social Work)



Prospectus 2019-20



Mr. Aniket Lohiya, Secretary Manavlok & Mr. Amarsingh Pandit Member of MLC addressing students in awareness programme & survey on farmers suicide



Dr. Nazir Sheikh addressing participants in parents meeting at Satephal



NAAC Peer team handovering it's report to Dr. Prakash Jadhav, Principal, Manavlok College of Social Work

About MANAVLOK

MANAVLOK is a Voluntary organization for socio-economic upliftment of the rural-poor, established in 1982 under Society Registration Act 1860. A several experiments in rural development was launched for the Last 33 years, MANAVLOK would develop its activities over an increasing scale, never straying from the tenet that programs be based on the specific needs of the people. The Ongoing activities of the organization are Community based Monitoring programme of NRHM, Water shed development programme, Krushak Panchayat, HelpAge India Programme, Know your customer Programme, Manaswini Mahila Parkalp (Women empowerment providing Shelter Home, Free Legal aid center, training center), Domestic Violence and Gender Sensitization, Jansahayog, Social Work College, SHG's, Need based Training Centre, sanitation, relief services for the victims of Natural Disaster, advocacy, monitoring and evaluation of Govt. program's. We are permitted and authorized by government of Maharashtra to run schools.

Historical Perspective :

In the early 1970s, a socialist group of youth began seeking solutions to social and political problems of the rural community with the general aim of achieving a harmony society and fullness of life. After nearly 20 years of effort and agitations, they concluded that socio-political change was not possible without economic change. With this point of view in mind, they established **MANAVLOK** in 1982, a voluntary organization for the socio-economic upliftment of the rural poor.

Philosophy :

MANAVLOK's CREED:

**“GO TO THE PEOPLE,
LIVE AMONG THEM,
LEARN FROM THEM,
LOVE THEM,
START WITH WHAT THEY KNOW,
BUILD ON WHAT THEY HAVE.”**

Manavlok's philosophy is reflected in its name: MANAVLOK, which is the shortened form of “**MArathwada NAVnirman LOKayat**”, where ‘**NAVNIRMAN**’ means “**Creation**” and ‘**LOKAYAT**’, denotes “**People's opinion**”. Manavlok thus symbolizes a new idea or an experiment in rural development, whereby villagers themselves are the focus of action and control.

VISION :

MANAVLOK aims to solved the socio-economical problems of the community and achieve a better life to them.

MISSION:

MANAVLOK believes that collective local leadership plays an essential role in mobilizing the local resources and making the best use of them. The utilization of local human resources must take priority over the hiring of outside assistance. MANAVLOK does not entertain the welfare approach of given aid. It believes in providing the means for development rather than doling out money to the poor. Funds are thus directed at start-up projects, with the expectation that beneficiaries contribute an equal investment in time and energy.

MANAVLOK believes that women play an important role as men in society and yet continue to be marginalized, impoverished, and under represented. Special attention must be given to their development. The special women oriented project “**Manaswini**” means one who propagates her own enlightenment with grit.

MANAVLOK acknowledges that the health of the people is ultimately dependent on the health of their environment. As such the land must be protected from modern petrochemicals and devastation. Since ignorance and poverty are enemies of the environment, awareness programs and development schemes are seriously promoted.

OBJECTIVES OF THE ORGANISATION

1. To improve the socio-economic status of the rural people of the region.
2. To empower women economically, socially and politically.
3. To improve health conditions in the region.
4. To improve the standard of formal and non-formal education and increase the academic standing of students.
5. To build democratically working transparent organizations of rural poor, women and youths to solve their own problems locally.

About College :-

Our source of inspiration is Dr. D. S. Lohiya alias Babuji who has been working in the field of social development especially rural development since 1972. He felt that infrastructure of Manavlok experiments' can lead to good source of social work training. Thus **MANAVLOK's College of Social Work** established in 1999, to impart quality training in professional social work among the trainees to fulfill the requirements of the developing fields of social work leading to the Post Graduate degree in Social Work (MSW) of the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

The college is located in spacious campus of 8 and half acres, which provides good learning environment to students. A special attention is given towards personality development of student by providing opportunities to participate in competitions, seminars etc.

Objectives of Manavlok's College of Social Work :-

- 1) To develop comprehensive professional skills in them.
- 2) To promote and co-ordinate social work activities.
- 3) To develop professional values and commitment.
- 4) To sensitize the student to deal with various social issues.
- 5) To offer consultancy, guidance and other assistance relating to and in pursuance of the objectives of Manavlok.
- 6) To conduct and monitor all such activities which would help to social development.

College Profile :-

- A) **Recognition:-** Government of Maharashtra, Social Welfare, Cultural Work & Sport Department, Government Resolution No. MSW-1095/PK 33/sudhar Mantralya Vistar Bhavan, Mumbai-32 Date 23 February 1999.
- B) **Affiliation :-** Dr. Babasaheb Ambedkar Marathwada University, Aurangabad
- C) **Intake Capacity :-** 40 students
- D) **Course Structure:-** Generic
- E) **College Timing :-** 10-25 am to 4-30 pm
- F) **Duration of Course -** Curriculum of Master of Social Work Course consists of four semester spreading over two academic years.
- G) **Prayer & Attendance :-** 10-20 to 10-30 am
- H) **Eligibility :** The candidates who have passed the Bachelors Degree Examination in any faculty from the recognized University with at least 40% marks, shall be considered eligible for admission to first year of master of social work course.
- I) **Admission Rules :**
 - 70% of the sanctioned seats shall be reserved for the candidates of home university.
 - Out of remaining 30% seats, 28% seats shall be reserved for qualifying candidates from other universities in Maharashtra state and 2% seats shall be reserved for candidates from Indian universities.
 - B.S.W. candidates shall be given first preference within the frame.
 - **College Entrance Test (CET) :** Test shall be conducted in two parts i.e. written test of – 80 marks and personal interview – 20 marks, Total 100 marks.
 - Written test shall consist of 60% objective type / multiple choice questions and 40% descriptive questions.
 - **Syllabus for CET –**the Syllabus for entrance test shall consist of Social reformers, social problems, social legislations, social movements, General Knowledge and current issues etc.

- **Reservation for Admission :-** The seats will be fillup as per reservation policy

Category	Percentage
SC	13 %
ST	7 %
VJNT	3 %
NT B	2.5 %
NT C	3.5 %
NT D	2 %
OBC	19 %
SBC	2 %
PH	1 %
Other	3 %
Open	44 %
Total	100 %

- **A.T.K.T.-** A candidate who has passed the 75% of the papers at the first year (first & second semester) examinations shall be allowed to take admission in third semester.
- **Attendance :-** Every student for maintaining and adequate performance shall put in at least 75% attendance in theory paper and 90% attendance in social work practicum is compulsory.

J) Courses :

- **Core Course (CC) :** A core course is a course that a student admitted to M.S.W. P.G. program must successfully complete as core requirement, to receive the degree. Each core course shall have 03 credits.
- **Foundation Course (FC) :** The course that based upon the content that leads to knowledge enhancement.
- **Elective Course (ECSW) :** Elective course is a course which can be chosen from a pool of papers from the basic subject or specialization.
- Each student shall have to select the elective courses from the list of electives I to IV immediate after the completion of admission process, so as to commence the curriculum of elective courses from I to IV semester.
- Minimum intake of each elective course should be ten.

Library:-

The Manavlok's College of Social Work has a one of the most reputed and well equipped libraries in the field of social work. Every year college have

made significant additional to the library with new volumes and journals in social work and allied field.

The timing of college open from Monday to Saturday from 10.00 AM to 6.00 PM. The library closed on Sunday, other holiday declared by the college. The rules to be followed for the use of library are maintained in the library manual.

The college has maintaining news paper clapping files on various social issues.

Teaching Facility:-

The college has been provided the audio visual, LCD projector, over head project, internet facility; Cassettes are available teaching resources in the college.

A) Medium of Instruction

- a. English / Marathi
- b. However the students can write their answer in English/Marathi

B) Award of class to successful Candidate

- i. I st Class :- 60 or more%
- ii. II nd Class:- 50 to 59 %

Semester – I

Course Code	Course Title	No. of Credits	No. of Hours / Week	Total Marks – 100	
				External	Internal
DSWP – 01	Development of Social Work Profession	03	3 Hrs. Per week	80	20
WWI – 02	Working with Individuals	03	3 Hrs. Per week	80	20
WWG – 03	Working with Group	03	3 Hrs. Per week	80	20
HDB – 04	Human Development and Behaviour	03	3 Hrs. Per week	80	20
BSS – 05	Basic Social Sciences	03	3 Hrs. Per week	80	20
ECSW	*EC : Select any one from list of Elective I ECSW- 01) Family and Child Welfare ECSW-02) Youth Development ECSW-03) Social work with Aged ECSW-04)Contemporary Ideologies of Social Work	03	3 Hrs. Per week	80	20
SWP – I	Social Work Practicum – I	06	180 Hrs.	25	75
LSA – I	Case Presentation / Book Review / Seminar	01	15 Hrs. Per Week	--	10
	Total No. of Credit In Sem I	25		505	205

Semester – II

Course Code	Course Title	No. of Credits	No. of Hours / Week	Total Marks – 100	
				External	Internal
WWC – 07	Working with Community	03	3 Hrs. Per week	80	20
AWDS – 08	Administration of Welfare and Developmental Services	03	3 Hrs. Per week	80	20
SWR – 09	Social Work Research	03	3 Hrs. Per week	80	20
ECSW	EC: Select any two from list of Elective II ECSW - 05) Problems of Differently Challenged and Intervention ECSW - 06) Women And Development ECSW - 07) Welfare And Development of Weaker Section ECSW - 08) Crime And Correctional Administration. ECSW - 09) Communication for Social Work Practice	03 + 03	3 + 3 Hrs. Per week	80 + 80	20 + 20
SWP – II	Social Work Practicum – II	07	210 Hrs.	50	100
LSA – II	Base Line survey /PRA/ Practical Assignment	01	15 Hrs. Per Week	--	10
Total No. of Credit In Sem II		23		450	210

Semester – III

Course Code	Course Title	No. of Credits	No. of Hours / Week	Total Marks – 100	
				External	Internal
ISWP – 12	Integrated Social Work Practice	03	3 Hrs. Per week	80	20
CTP – 13	Counseling Theory and Practice	03	3 Hrs. Per week	80	20
LSW – 14	Law and Social Work	03	3 Hrs. Per week	80	20
ECSW	EC: Select any two from list of Elective III ECSW - 10) Social Work Practice in the field of Health ECSW - 11) Social Work Practice in the field of Mental Health ECSW - 12) Population and Environment ECSW - 13) Human Resource Development ECSW - 14) Disaster Management ECSW - 15) Personal and Professional Growth	03 + 03	3 + 3 Hrs. Per week	80 + 80	20 + 20
	Social Work Practicum – III	06	180 Hrs.	25	75
	Research Project	03	90 Hrs.	-	-
LSA – III	Out Reach Activity Based on Elective/ Seminar/ Case Study	02	30 Hrs. Per Week	--	20
Total No. of Credit In Sem III		26		425	195

Semester – IV

Course Code	Course Title	No. of Credits	No. of Hours / Week	Total Marks – 100	
				External	Internal
SPSD – 17	Social Policy and Social Development	03	3 Hrs. Per week	80	20
SWPTD – 18	Social Work Personnel: Training and Development	03	3 Hrs. Per week	80	20
	EC: Select any two from list of Elective IV ECSW - 16) Rural Community Development ECSW - 17) Urban Society and Urban Governance ECSW - 18) Social Work in Industry ECSW - 19) Tribal Anthropology and Social Work ECSW - 20) Social Work with Special Groups ECSW - 21) Political Economy and Development	03 +03	3 +3 Hrs.	80 + 80	20 + 20
SWP – IV	Social Work Practicum – IV	07	210 Hrs.	50	100
RD – V	Research Project	04	120 Hrs.	50	100
LSA – IV	Research Outline Presentation/ Issue Base Seminar/ Surprise Test	01	15 Hrs.	--	10
	Block Placement (Vocational Training)	06	180 Hrs.	--	--
	Total No. of Credit In Sem IV	30		340	290

Components of Social Work Practicum :

Ist Semester

- 1) **Orientation Visits** (Orientation session, Reflection session)
- 2) Concurrent Field work practice –I (Orientation session, Reflection session)
- 3) Individual & Group conference

IInd Semester

- 1) Concurrent Field work practice-II (Orientation session, Reflection session)
- 2) Individual & Group conference
- 3) Communication Skills Exercise
- 4) Rural Camp / Extension Work

IIIrd Semester

- 1) Orientation Visits (Orientation session, Reflection session)
- 2) Concurrent Field work practice -III (Orientation session, Reflection session)
- 3) Individual & Group conference

IVth Semester

- 1) Research Based Field Work - Practice - IV (Orientation session, Reflection session)

- 2) Individual & Group conference
- 3) Study Tour / Extension Work

Orientation Visits :

Orientation visits is a compulsory activity organized in the beginning of the 1st and 3rd semester. To give exposure of various welfare and developmental service organizations to the students the orientation visits are arranged. It is aimed to provide an exposure and understanding of the services provided in response to people's needs. The objective of this orientation visits is to orient the student about structures and functions of various govt. and non govt. agencies. Minimum seven orientation visit in 1st semester and minimum 05 orientation visits based on the elective course in 3rd semester.

Concurrent Field Work :

Concurrent fieldwork is an ongoing central learning opportunity, to develop understanding and intervention skills among students in reality situations. Field work is an integral part of training in social work. Students shall be placed in appropriate agency / field work concurrent field work and she / he shall have to put in 15 hours of field work per week including individual conference, Group conference and Report writing etc. Minimum 5 hours exposure of concurrent field work on each field work day shall be arranged for.

communication skills:

In this exercise a group of students shall select a theme with social work approach and compose a script and present it to communicate selected messages aimed at to bring about desired changes in mindsets of targeted section of community.

Rural Camp/Extension Work :

Rural camp is compulsory 5 days activity for MSW IInd Semester students. In this camp provides opportunities to experiences rural life, analyze rural dynamics and observe the local self government and voluntary organizations. It also helps develop skill carry out, evaluate and report the experience.

Study Tour /Extension Work :

Study Tour of M.S.W. IVth semester students shall be organized for 5 days during 4th semester to the innovative social work projects. The agency visits shall be based on the elective courses chosen by the students. The students shall prepare the reports, on the agency visits during study tour. In unusual situation, extension activity shall be organized in place of study tour.

Viva :

- At the end of Ist and IVth semester the viva-voce on orientation visits and concurrent fieldwork shall be conducted by internal and external examiner, to assess the performance on knowledge and skill basis.

- Out of the total 25 marks of viva-voce, 10 marks shall be for Orientation Visit Viva and 15 marks for concurrent fieldwork viva.
- The viva-voce on Social Work Practicum at the end of Ist semester shall be conducted by the internal and external examiner.
- At the end of IInd and IVth semester a comprehensive viva-voce examination shall be conducted by panel of examiners appointed by the University along with internal examiner, based on social work practicum of Ist and IInd sem and IIIrd and IVth semester respectively.

Research Project:

Every student shall complete a research project, commencing at the IIIrd semester and ending at the IVth semester.

Conduct of Research Project. :

- Every student is required to select a topic for research related to the social problems and areas of social work at the end of IInd semester and follow the scientific process and methods of social work research and social research.
- At the end of IVth semester, the research project shall be submitted in 2 copies, one copy of project signed by the principal shall be returned to the students before the schedule of external assessment & viva-voce.
- The Research project shall carry in all 150 marks having internal assessment for 100 marks.
- A viva-voce of 50 marks shall be conducted by external examiner panel of university.
- In case the student does not perform for research project in regular time schedule, she/ he shall be allowed to complete the research project within forth coming academic year.
- In case a student fails to fulfill the academic requirements to pass in research project, such students shall have to seek fresh admission by depositing the fees for admission, research project and identity card.

Block Placement (Vocational Training) :

Candidate shall be required to complete one month's Block Placement within 40 days after examinations of IVth semester and produce a report of work done certified by the concerned organization. It carries 6 credits.

Evaluation Method:

The evaluation of each of the components of M.S.W. Course i.e. Theory Course (TC), Social Work Practicum (SWP), learning supportive activities (LSA) and Research Dissertation (RD) shall be done internally and externally. The details of each of the component shall be as follows :

- **Theory Course:** Each theory course shall be of 100 marks, divided into internal examination (Sessional/Test of 20 marks and semester end examination of 80 marks.)

- **Internal Examination:** There should be 2 mid semester examinations, 1st based on 40% portion taught and the 2nd on 60% portion taught of each course. The subject teacher shall conduct this exam and average score obtained out of 2 mid semester examinations may be considered for the preparation of final marks / grade.
- **Term End Examination (20 + 60) :** Each theory course question paper shall consists of 2 sections. Section A (20 Marks) shall be objective types, carrying 2 – 3 marks of each question (i.e. fill in the blanks, multiple choice questions, match the column, true of false, answer in one sentence, covering entire syllabus.) It is compulsory to attempt this section for the all students.
- Section B shall carry 60 marks consisting 7 questions out of which any four shall be attempted.

Evaluation of Social Work Practicum:

Ist Semester

Components	Marks
1) Orientation Visits (Orientation session, Reflection session)	25 Marks
Concurrent Field work practice -I (CFW) - 40 Marks (Orientation session) Individual & Group Conference - 10 marks	50 Marks
2) Viva by Internal and External Examiner (OV&CFW)	25 Marks
Total	75 Marks Internal 25 Marks External Total 100 Marks

IInd Semester

Components	Marks
1) Concurrent Field work practice-II 40 Marks (Orientation session) Individual & Group conference - 10 marks	50 Marks
2) Communication Skills Exercise	25 Marks
3) Rural Camp / External Work	25 Marks
4) Comprehensive Viva (Internal & External)	50 Marks
Total	100 Marks Internal 50 Marks External Total 150 Marks

IIIrd Semester

Components	Marks
1) Orientation Visits (Orientation session, Reflection session)	25 Marks
2) Concurrent Field work practice -III (CFW) - 40 Marks (Orientation session) Individual & Group conference - 10 marks	50 Marks
3) Internal Viva (OV&CFW)	25 Marks
Total	75 Marks Internal 25 Marks External Total 100 Marks

IVth Semester

Components	Marks
1) Research based Field Work - Practice - IV - 40 Marks (Orientation session) Individual & Group conference - 10 marks	50 Marks
2) Study Tour / Extension Work	25 Marks
3) Field Work Presentation	25 Marks
4) External Viva	50 Marks
Total	150 Marks
Grand Total of Marks of Social Work I – II – III & IV	500 Marks

Learning Supportive Activity (LSA) :

It comprises of seminars, outreach activities, presentations, fieldwork, assignments, case study, research outline, issue base seminar, surprise test. The LSA incharge shall design the activities of Ist to IVth semester considering the course content of the semesters. The students are allotted among the teaching faculties for the conduct and assessment of such activities. The record of LSA activity of such allotted students is mandatory. The concerned teacher shall decide the LSA activity and maintain the record. The total marks of LSA from Ist to IVth semester = 50.

(Ist Sem. – 10 Marks, IInd Sem. – 10 Marks, IIIrd Sem – 20 Marks, IVth Sem – 10Marks = 50 Marks.)

- Field Based Research Project (PR) : 100 Marks (Internal) The research project shall be field based.
- Viva on Research Project : 50 Marks External
In order to have 100 percent impartial and transparent evaluation at different levels of MSW training the given formats for evaluation of each components of social work practicum, are to be used.

Scheme of Examination :

Semester	Course Component	Internal 20 Marks Per Theory Course	External	Total
Sem I	06 (Theory Courses)	120	480	600
	Social Work Practicum-I	75	25	100
	Learning supportive Activity- 01	10	--	10
Sem II	05 (Theory Courses)	100	400	500
	Social Work Practicum-II	100	50	150
	Learning supportive Activity – 02	10	--	10
Sem III	05 (Theory Courses)	100	400	500
	Social Work Practicum-III	75	25	100
	Learning supportive Activity- 03	20	--	20
Sem IV	04 (Theory Courses)	80	320	400
	Social Work Practicum-IV	100	--	100
	Research Dissertation	100	--	100
	Viva on Research Dissertation	--	50	50
	Viva on Social Work Practicum	--	50	50
	Learning Supportive Activity- 04	10	--	10
	Total Marks I Sem to IV Sem	Sem I Sem II Sem III Sem IV 710 660 620 710	900	1800
Grand Total	2700			

Standard of Passing : Following shall be the heads of passing –

- Examination of theory Courses (External and Internal Independent Passing.)
- Social Work Practicum (Continuous Internal Assessment)
- Research Dissertation (Continuous Process for Internal and External Assessment)
- Viva-voce on Research Dissertation (External Assessment)
- Viva-voce on Social Work Practicum II and IV semester. (External Assessment)

Grade Awards :

- A ten point rating scale shall be used for the evaluation of the performance of the student to provide letter grade for each course and overall grade for the Master's Programme. Grade points are based on the total number of

marks obtained by him/her in all the different heads of examination of the course. These grade points and their equivalent range of marks are shown separately in Table – 1.

Table 1 : Ten point grades and grade description

Sr. No.	Equivalent percentage	Grade points	Grade	Grade description
1.	90.00 – 100	9.00-10	O	Outstanding
2.	80.00 – 89.99	8.00 – 8.99	A++	Excellent
3.	70.00 – 79.99	7.00 – 7.99	A+	Exceptional
4.	60.00 – 69.99	6.00 – 6.99	A	Very Good
5.	55.00 – 59.99	5.50 – 5.99	B+	Good
6.	50.00 – 54.99	5.00 – 5.49	B	Fair
7.	45.00 – 49.99	4.50 – 4.99	C+	Average
8.	40.04 – 44.99	4.01 – 4.49	C	Below average
9.	40	4.00	D	Pass
10.	< 40	0.00	F	Fail

- Non appearance in any examination / assessment shall be treated as the student has secured nil marks in that subject examination / assessment.
- Minimum D grade (4.00 grade points) shall be the limit to clear / pass the course / subject. A student with F grade will be considered as 'failed' in the concerned course and he / she has to clear the course by reappearing in the next successive semester examinations. There will be no revaluation or recounting under this system.
- Every student shall be awarded Grade points out of maximum 10 points in each subject (based on 10 point Scale.) Based on the Grade points obtained in each subject, Semester Grade Point Average (SGPA) and then Cumulative Grade Point Average (CGPA) shall be computed. Result will be announced at the end of each semester and cumulative Grade card with CGPA will be given on completion of the course.
- Computation of SGPA (Semester grade point average) & CGPA (Cumulative grade point average)

Award of Degree :

- A candidate who has successfully completed all the core courses. Foundation and Elective/Specialized courses and social work practical research dissertation and service course approved by the University for the programme with prescribed CGPA shall be eligible to receive the degree of M.S.W.
- Every student will have to complete at least 129 credits to obtain the masters degree in Social Work out of which 125 credits shall be from their respective subject and four credits from service courses.

Grade Card:

- The University shall issue at the beginning of each semester a grade card for the student, containing the grades obtained by the student in the previous semester and his Semester Grade Point Average (SGPA).

Other curricular activities

- **Field Action:-** The college launches field action project in the communities on different social issues. such as education to right, survey, movement against corruption etc. student and faculty are actively participated in field action.
- **Extension Activity:** - With the collaboration of Dr. Babasaheb Ambedkar Marathwada University Aurangabad the college has started Adult, Continuous and extension services department from 2003. Under the department, various activities are taken by the faculty for the college students and community.
- **Seminar and Group Discussion :-** Student will take a selected topic for seminar and he / she has to present in the class room and group discussion will be organized once in a month for sharing of students, views, ideas and current social issues.
- **Collaboration and co ordinations:-** College has collaborated with local organization and association for facilitating services to the community. Domestic, worker association, women, pensioners association, Andhashradha Nirmulan Samittee, Muslim Vikas Parishad, Labour Union at Sugar factory and Manavlok etc.
- **Community Services:-** SHG formation, Association of farmers and youths, associations of domestic workers (Women), association and coordination with Hamal Mapadi organization, pensioner association etc.

Govt. of India Scholarship :-

Students who are reserved categories, physically handicapped and minorities' categories can apply for Govt. scholarship. Students should be fill up the form and submitted to the office within end of the August. If the students are not submitted within the time, the university fees will be paid last week of August.

Vidya Vetan :-

Govt. has sanctioned the vidya vetan scheme for professional course, for backward categories. Those students are living the outside of the govt. hostel they have to fill up the Vidya vetan form and submit to the office in the month of August.

Freeship form :-

The freeship scholarship is only for the son/daughter of primary teacher. Students should be fill the freeship form and submitted to the office.

Exam cell :-

As per new pattern of MSW course, the college has established examination cell for conducting the internal examinations on the theory papers.

Cultural Unit :-

College has a cultural unit which undertakes the cultural activities time to time for fostering the talent of the student.

Employment Guidance Cell:-

College has established employment guidance cell which provides employment consultancy to all students and passed out student may also avail this opportunity.

Employment Guidance Cell is organizing campus interviews with the networking of various agencies working in Maharashtra. Students were informed about the campus interviews. The percentage of selection of students through campus interviews is remarkable.

Student council Board :-

As per Maharashtra University Act 1994, the college every year constitute the student council consisting members from different section i.e. class representative, ladies representative, sports, NSS etc. This council actively participated the educational, sport and cultural activity. Every year the college has done extra and co-curricular activity for the students.

Anti Raging committee :-

College has constituted anti raging committee consisting two faculty members. At the beginning of academic year, the committee member introduces to students and aware about the ragging. As per UGC Regulation, on curbing the menace of ragging in Higher Education Institution 2009 and to fill up the affidavit by the students.

SC/ST/OBC Empowerment Cell :-

College has established SC/ST/OBC empowerment cell from 2013-2014. The main objective of cell is those students are weak in theory and field work practicum to give guidance and solve the various problems of the students.

Publication**Manavlok Research Bulletin:-**

The college publishes quarterly journal namely '**Manavlok Research Bulletin**' since from -2012. In this journal research article published on social issues and social work intervention edited by the editorial board of the college. Students and all teaching, non teaching staff and students are actively contributing for journal.

Gajar:-

Manavlok's College of Social work provide a platform to the students to establish academic and in profile through co-curricular and extracurricular

activities to help them to become sensitive and sensible social workers. In this regard college started students publication twice in a year by name 'Gajar'. The assignments like seminar presentations on various issues, case studies and other social work problems and book reviews written by students are include in the publication with aim to develop their writing skill with professional skills.

Rules & Regulation of the College

Khadi Uniform:-

Wearing khadi is compulsory for student, faculties and other nonteaching staff on Monday and Thursday.

Shramdan:-

Shramadan is one of the extra activity conducted in the college on every Thursday. Teaching, Non-teaching staff and students have to compulsory participate in 'Shramdan'.

Job Opportunities:-

MSW graduates have career opportunities for employment in a variety of setting as a social welfare officers in government departments, Medical social workers in hospitals, Social welfare and probation officers in correctional institutions. Jail officers in prison, supervisors in community health programmes and ICDS. Project officers and project co-ordinators, research officers and research co-ordinators, social workers in family, women and child welfare officer, labour welfare and personal officer in industry etc. counselor in legal aid centers and hospitals.

Internal Quality Assurance Cell (IQAC):-

IQAC is started in the college in 2012-2013. The principal of the college is the chairman of this cell. The cell is not only assure the quality but it also trying to enhance the quality. The IQAC cell of Manavlok's College is always trying to enhance the quality of the students and teachers by providing exposure to them. This cell suggest procedure to enhance the quality to library, as well as academic activities, with co-curricular and extra curricular activities.

It gives exposure to the students by inviting to college the eminent personalities of social work within state and out of the state. The experience sharing of these personalities and various different activities will beneficial to the students and teachers. This cell motivates students and the teachers to participate in various seminars, conferences and workshop which will help them acquire more social work skills.

Cash prizes are offered to the students of the college, who stood first, second and third in the university in theory exams.

- 1) Ist prize award consists of Rs. 1500/-
- 2) IInd prize award consists of Rs. 1100/-
- 3) IIIrd prize award consists of Rs. 700/-

Fee Structure :-

As per Dr. B. A. M. U. Aurangabad, Circular No.SU/Org./1/99/2016.

Sr. No.	Fee Head	First Year	Second Year
1	Admission Fee	25	25
2	Tution Fee	1000	1000
3	Library Fee	50	50
4	Medical Fee	15	15
5	Gymkhana Fee	50	50
6	College Exam	75	75
7	Field Work Fee	500	500
8	Identity Card	10	10
9	Student Forum Activities	10	10
10	College Development Fund	100	100
11	Magazine Fee	50	50
12	Student Welfare Fund	20	20
13	E-Suvidha	50	50
14	Avhan	4	4
15	Avishkar	4	4
16	Emergency Fund	20	20
17	Ashwamedh	4	4
18	Indradhanushya	4	4
19	Abhiyan	4	4
20	University	10	10
21	Late Vasanttrao Kale Kamava Va Shika Yojna	10	10
22	Group Insurance	20	20
23	Gathering Fee	50	50
24	NSS	10	10
25	Youth Festival	50	50
26	Student Aid	10	10
27	Other	1550	1550
	Total	3705	3705

Eligibility fee : ₹ 50/- Universities situated within the Marathwada region, **₹ 100/- out side Marathwada but within the state of Maharashtra, ***₹ 500/- out of Maharashtra i.e. other state of India.

Manavlok's College of Social Work, Ambajogai
College Development Committee: 2017-2022
 Constituted under the provisions of section 97 of
 Maharashtra Public Universities Act, 2016

Sr. No.	Name	Designation
1	Shri. Manohar Vishnupant Kakde	President
2	Shri. Aniket Dwarkadas Lohiya Secretary, Manavlok Ambajogai	Member
3	Shri. Ankush Narayanrao Kaldate	Member
4	Dr. Narendra Hiralal Kale	Member
5	Shri. Tanaji Nanasaheb Deshmukh	Member
6	Dr. Nazir Jabbar Sheikh (Associate Professor)	Member (Teachers Representative)
7	Dr. Arundhati Suryakant Patil (Associate Professor)	Member (Teachers Representative)
8	Dr. Rama Achyut Pande (Assistant Professor)	Member (Coordinator, IQAC)
9	Sukeshini Sanjay Jogdand (Assistant Professor)	Member (Teachers Representative)
10	Shri. Kiran Ganpatrao Damoshan	Member (Non Teaching Representative)
11	Student Council Secretary	Member
12	Dr. Prakash Bhimrao Jadhav, Principal	Member Secretary

Teaching Staff

Sr. No.	Name	Designation	Qualification
1	Dr. Prakash Bhimrao Jadhav	Principal	MSW, M.A. Ph.D.
2	Dr. Nazir Jabbar Sheikh	Associate Professor	MSW, SET, Ph.D.
3	Dr. Arundhati Suryakant Patil	Associate Professor	B. Ed, B.J., MA, MSW, SET, Ph.D.

4	Dr . Rama Achyut Pande	Assistant Professor	B.Ed., MSW, SET, NET
5	Sukeshini Sanjay Jogdand	Assistant Professor	MSW, SET
6	Kisan Anna Shingare	Assistant Professor	LL.B., MSW, NET
7	Dr. Hanumant Angadrao Salunke	Assistant Professor	MSW, Ph.D.
8	Smt. Vanita Bhagawat Mane	Librarian	MA, M.Lib.

Non Teaching Staff

Sr. No.	Name	Designation	Qualification
9	Mr. Ashok Chandrasen Kedar	Office Superintendent	B. Com.
10	Mr. Kiran Ganpatrao Damoshan	Accountant	M.Com, DBM
11	Mr. Bibhishan Bhimrao Ghadge	Jr. Clerk	M.A.
12	Mr. Babasaheb Limbaji Bhalerao	Filing Clerk	M.Com.
13	Mr Ramdas Nilkanth Kale	Assistant Librarian	M. Lib
14	Mr. Annasaheb Kerappa Shende	Peon	SSC
15	Mr. Niranjn Jgannath Jogi	Peon	B.A.
16	Mr. Deepak Chintaman Kulkarni	Watchman	B.A.S.Y.
17	Mr. Shyamsundar Laxman Sarwade	Watchman	MSW
18	Mr. Shivaji Nagorao Pallewad	Watchman	SSC
19	Smt. Deepali Balasaheb Ghodke	Sweeper	SSC
20	Mr. Suhas Shivaji Mali	Gardner	Diploma in Agri
21	Mr. Gajanan Ramakant Potdar	Driver	9 th std

प्रार्थना

सर्वेऽपि सुखिनः सन्तु।
सर्वे सन्तु निरामयाः।
सर्वे भद्राणि पश्यन्तु।
मा कश्चिद् दुःस्वभाग्भवेत्॥

परोपकाराय फलन्ति वृक्षाः
परोपकाराय वहन्ति नद्यः ।
परोपकाराय दुहन्ति गावः
परोपकारार्थं मिदं शरीरम् ॥

ॐ असतो मा सद्गमय ।
तमसो मा ज्योतिर्गमय ।
मृत्योर्मा अमृतं गमय ।
मृत्योर्मा अमृतं गमय ।

खरा तो एकची धर्म

खरा तो एकची धर्म, जगाला प्रेम अपवि ।
जगी जे हीन अति पतित,
जगी जे दीन पददलित
तया जाऊन उठवावे, जगाला प्रेम अपवि । १।
सदा जे आर्त अती विकल,
जयांना गांजती सकल
तया जाऊन हसवावे, जगाला प्रेम अपवि । २।
कुणा ना व्यर्थ शिणवावे,
कुणा ना व्यर्थ हिणवावे
समस्ता बंधू मानावे, जगाला प्रेम अपवि । ३।
प्रभुची लेकरे सारी,
तयांला सर्वही प्यारी
कुणा ना तुच्छ लेखावे, जगाला प्रेम अपवि । ४।
असे हे सार धर्माचे,
असे हे सार सत्याचे
परार्था प्राणही द्यावे, जगाला प्रेम अपवि । ५।



Manavlok's College of Social Work, Ambajogai
Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

Registration / Admission Form

For College use only		From No.
	Date: / /20	

Important notes, read before filling in form:

1. Please use black ink to fill in the form and
Do not overwrite
2. Please fill in all fields in CAPITAL letters only.
3. Please strike of which ever is NOT applicable
E.G. if you are a Male:- Gender Male/Female

Student Signature

Personal Information Section

	Last Name	First Name	Middle Name
Name of the Student (In case of the changed name, write current name)			
Father's / Husband's Name:			
Mother's Maiden Name: (Name before her marriage)			
Previous name of the Student (In case of changed name)			
Reason for name change: willingly/After Marriage	Marital Status: Unmarried/Married/ Divorced/Widowed/Deserted		
Date of Birth (DD/MM/YYYY): / /	Gender : Male / Female		
Place of Birth	Blood Group (With Rh):		
Religion:	Citizen of (Country name)		
Address for Correspondence			
State	District	Tehsil	City/town/Village
Address(House no. street /area etc)			PIN code:
Contact Details			
Phone 1: Area /STD code	Phone No.	Phone 2: Area /STD code	Phone No.
Mobile Number:	Email ID:		

2. Legal Reservation Information Section								
Domicile of State:	Category: Open/Reserved	If Reserved: SC/ST/DT(A) /NT(B) /NT(C) / NT(D) /OBC/ SBC						
Caste:	Sub caste:	If Physically Challenged: Visually imparted / Speech and or hearing imparted Orthopedic Disorder of Mentally Retarded						
3. Social Reservation information Section {check} whichever is applicable, write name of supporting document attached, write name of supporting document attached in section								
	Ex. Serviceman / Ward of Ex. Serviceman		Member of project affected family					
	Active –serviceman/ ward of Active-Serviceman		Member of Earthquake Affected family					
	Freedom Fighter / Ward of Freedom fighter		Member of flood / famine affected family					
	Ward of Primary Teacher		Resident of Tribal Area					
	Ward of Secondary Teacher		Kashmir Migrant					
	Deserted / Divorced / Widowed Women							
Occupation of the Guardian: Service / Business / Profession / Farmer / Laborer / Retired /		Annual Income of the Guardian (Rs)						
4. Educational Details Section (Write 'YES' in last column, against the qualifying examination on basis of which you are seeking admission to the said course write NO in front of other examination								
Name of Examination	Name of Board / University	Name of School / College	Date of passing (DD/MM/YYYY)	Examination Seat No. (last)	Degree / Passing Certificate No.	Grade / Total Marks obtained	Out of	Qualifying examination (YES /NO)
5. Selected / Opted Papers Section (write paper codes only in the boxes)								
1	2	3	4	5				
6	7	8	9	10				

6. Attached Documents and Certificates Section			
Sr. No.	Name of Document/Certificate	Original / Attested True Copy	Attached (Yes/No)
1	Passing Certificate of STD 10 th	Attested True Copy	
2	Passing Certificate of STD 12 th / Statement of Marks of Std 12 th	Attested True Copy	
3	Statement of Marks of Degree exam	Original	
4	Leaving Certificate	Original	
5	Certificate of Caste with Category	Attested True Copy	
6	Non Creamy Layer Certificate	Attested True Copy	
7	Affidavit for changed name / Marriage Certificate / Govt. Gazette	Attested True Copy	
8	Domicile Certificate	Attested True Copy	
9	Certificate for Physically Challenged	Attested True Copy	
10			
11			
12			
Form No.			
7. Other information Section			
Mother Tongue:	Employment Status: Employed / Unemployed	Do you wish to join NCC/NSS: Yes / No	
Hobbies and Other Interests:			
8. Declaration by Student			
I hereby declare that, I have read the rules related to admission and the information filled in by me in this form is accurate and true to the best of my knowledge. I will be responsible for any discrepancy. Arising out of the form signed by me and I undertake that in absence of my document the final admission will not be granted and / or admission will stand cancel			
Place	Signature of the student		
Date			
9. Declaration by Guardian			
I have permitted my son/daughter/ward to join your college. The information supplied by him/her is correct to the best of my knowledge acquainted myself with the			

rules and fees, dues to my son/daughter/ward and to see that he/she observes.		
Place	Signature of the Guardian	
Date		
10. For College/Institute Use Only		
Designation	Remarks/Particulars/Recommendations	Signature and date
Admission Clerk		
Admission Committee		
Accountant		
Office superintendent		
Principal		



← Dr. D.S. Lohiya (Babuji) Founder
Manavlok doing Shramdan
with Social Work students



Dr. Arundhati Patil providing
Skill Lab Training to students →



← Shri. Kiran Damoshan
Singing awareness song

*"Go to the People,
Live among them,
Learn from them,
Love them.
Start with what they know
Build on what they have"*



MANAVLOK'S COLLEGE OF SOCIAL WORK

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