

## **4.2 ADMISSION PROCEDURE:**

### **A) Submission of Application:**

Application for admission should be made in the prescribed form Available at the office of the college . A prospectus of the course and the Printed form of application can be obtained from the office of the college on payment of Rs. 250/- (150/- for SC-ST candidate )in cash . A Candidate desiring the prospectus & Application form to be sent by post may send D.D or I.P.O. Rs .250/- (150/- for SC-ST candidate)in Name of "Principal College of social work , Nashik" The Application form Duly filled in with detail information and supporting documents can be Submitted personally in the office of the college or it can be sent by post so As to reach the office not later than the date declared in the advertisement as The last date for receiving the application , the candidate must, very clearly, Mention their field of interest (Specialization desired) according to priority In the application form itself.

### **B) Application must be accompanied by :**

- I) An amount of Rs. 300/- (200/- for SC-ST candidate) for the admission procedure charges. The Amount can be paid in the office of the college or D.D .in the name of "Principal , College of social work Nashik . " may be sent with the Application form . The D.D should be drawn on any Nationalized Bank and should be payable at Nashik.
- II) An attested copy of the mark sheet of final degree examination.
- III) An attested copy . of the degree certificate.
- IV) An attested copy of the S.S.C. and H.S.C. certificate from the college Last attended. In case of Pune University area. OR
- IV) Candidate who are not from the pune University will require 'Migration Certificate' from the University from which they have passed the qualifying examination.
- VI) Character Certification from the college .
- VII) An attested copy of other certificate (if any)
- VIII) Experience certificate (if any)
- IX) Certificate of extra curricular activities (if any)
- X) Letter of deputation .(if any)

**Note:** Admission form with incomplete information and without the Essential documents will not be considered.

### **c) Verification of the original documents:**

All the original documents of the candidates will be verified at the Time of Personal interview. The candidates who will not produce the Original Documents for verification at the time of personal interview, will not be considered eligible for admission.

**d) Selection procedure :** The applicant fulfilling the eligibility criteria which have submitted all Essential documents and who have paid the APC will be subjected to the selection procedure. while selecting the candidates academic qualifications As well as personal qualities, which are essential for professional social work will be taken in to account. service Motto, Leadership and Concern for people are the requisite. Candidates will be selected After screening through the following three tests:-

<b>Tests</b>	<b>Marks</b>
1. Written Test	100
2. Group Discussion	10
3. Personal Interview	10
4. Graduation Interview per %	10
5. Second Personal Interview	10

**I) Written Test :** Written Test will be for 100 marks and for two hours duration . The nature of the test will be as follows:

Aptitude Test	20
General Knowledge	10
Mathematics	10
English Grammar	10
Social Knowledge	50

**Total 100 marks**

**The candidate who secured 40 marks in written exam will be eligible for G.D.& P.I.**

**II) Group Discussion:**

There will be a group about 10 candidates selected randomly. A Topic for discussion will be declared in the G.D. room . The group is allowed 20 minutes to 25 minutes time to discuss the topic. There will be panel of Three judges. Subject knowledge, Oratory, Method of presentation and group Adjective nature etc. aspects are judged by the panel. Each judge will give Marks out of 15 and average of the three will be the final marks of the candidates of G.D.

**II) Personal Interview:**

Every candidate will be interviewed individually by a panel of 3 Experts 5 to 10 minutes time is allotted to each candidate for P.I. each Expert will assign marks out of 15. Average of the three will be the final Marks of P.I of candidate

**The candidate who secured 20 marks in GD. & P.I. will be eligible for II Personal Interview.**

**iv) Marks weightage for Selection List:**

A Merit List of candidate will be prepared considering-

1. Percentage of marks for the qualifying examination	20
2. Marks for Written Tests	50
3. Marks for Group Discussion	10
4. Marks for Personal Interview	10
5. II nd Personal Interview	10
<b>Total</b>	<b>100</b>

A list of the selected candidates for II Interview will be Interviewed by Principal of the college Reservation Deputation, experience etc. will by Given due consideration while selecting the candidates. The list of selected Candidates will be displayed on the Notice Board of the Programme.

**E) ADMISSION:-** The selected candidates will be allowed a time limit of as per notice for Completing the admission formalities. Payment of fee and submitting the Necessary original documents are the two requisites for admission Purpose. The candidate who will not complete the admission formalities Within the time limit will lose their claim for admission.

**5. FEE STRUCTURE:-**

All the fee charged are prescribed by the University of Pune. Total Annual fees are payable in two installments. First installment at the time of Admission and second installment is payable before 31st.December every Year .A fine may be charged for delay in payment of fees.

The details of the various amounts payable in academic year (2018-2019).

<b>Sr. No</b>	<b>Particular</b>	<b>MSW-I</b>	<b>MSW-II</b>
01	Admission Fee	50/-	50/-
02	Tuition Fee	2280/-	2640/-
03	Library Fee	150/-	150/-
04	Int. Assessment	1000/-	1000/-
05	F.W.C.	4000/-	4000/-
06	Uni. Charges	540/-	490/-
07	Eligibility & form fee	350/-	----
08	MVP S.S.F.	20/-	20/-
09	Lib. Deposit	500/-	----
10	Placement Fee/ Brochure	500/-	500/-
11	Adm. Charges	200/-	200/-
12	E.C.A.	1000/-	1000/-
13	Medical Fee	50 /-	----
14	Marathon Fee	100 /-	100 /-
	<b>Total</b>	<b>10740/-</b>	<b>10150/-</b>

**Note: University Charges (Circular No. PGS/542/2011 dt. 17.2.2011)**

**Note:** Dress Code, Orientation Visit, Village Came, Study Tour & BDF Charges extra.

**B) Examination fee is payable as per the University rules.**

Presently the fees are as follows:

<b>Sr.</b>	<b>Particular</b>	<b>Amount</b>
<b>(Rs.)</b>		
1.	Sem. I & II Examination	1100. (Approx )
2.	Sem. III& IV Examination	1500 (Approx )

**C) Other expenses to be incurred by the Candidates:**

a)	Preparation of Project Report/ Dissertation	3000
b)	Field work fee prescribed by the university	2000(per sem.)

**N.B.** 1) Fee are subject to change as per the directives of competent Authority.

**D) Notes:**

- 1) Fees once paid will Not be refunded under any circumstances.
- 2) Admission cannot be cancelled after 31 st August. Total Fees for the year becomes due after 31 st Aug. if Admission is cancelled other fees or part of it, will not be refunded under any circumstances.

**3. Scholarship Facilities for SC/ ST /NT/ OBC /SBC students:**

scholarship and free ship facilities is given by college as per Government rule .Re- imbursement of fees payable by the candidates of the above candidates by the state government is possible However, The candidates will be required to pay the amount to the college at the Time of admission .A claim will be submitted to the respective Government Authorities and the amount will be paid back to the concerned candidates after receiving the same from the Government Authority

**6) DRESS CODE:-**

Dark Brown pant , Dark Brown Tie and Cream white Shirt with white socks for boys and Punjabi suit with same combination (cream white kurta & dark brown salwar) for girls and cream white sari with black border

**7. OTHER FACILITY**

**7.1 LIBRARY & READING ROOM**

The college is having a library with sufficient stock of books recent Publication and more number of copies are always added to the Existing

stock. Large number of reference books. Encyclopedias In various social sciences is a special feature of the college Library. One /Two books are issued at a time to a student for home reading . These books are to be returned within a period of

7 days. The library subscribes to good number of journals and periodicals in the social Sciences. Books and back issues of the journals are also Available for home lending. Current issues of the periodicals are not provided for home lending . Any Material issued on I card is not for home use. It must be returned on the same day other wise a penalty will be charged.

### **7.2 COMPUTER TRAINING:**

The college has an enriched computer Center, training provide to the students as per their desire with a charge for the same.

### **7.3 BOAT CLUB**

There is Boat Club ; the membership is open to all the students of this college .Any students can become a member of the Boat club by paying necessary membership fees.

### **7.4 MEDICAL FACILITIES**

The Managing body of the college namely M.V.P. Samaj is also Managing a Medical college and a hospital Medical treatment is provided to the students at nominal charges.

### **8. STAFF AND FACULTY**

The college is having well -qualified, experienced matured and dedicated staff in the field of social work. Visiting faculty from industries, social work Agencies and Government Office is available for the various subject requiring practical experience.

### **9. OFFICE HOURS:**

#### **office working hours:**

For Payment of fees etc.	: 10.30 am to 3.00 p.m.
For all other Purpose	: 10.00 a.m. to 5.30 p.m.
Principal contact hours	: 10.30 a.m. to 5.30 p.m.

\* The office will not responsible for any office delay. Students and candidates for admission are advised to be in touch with the notice board and office for timely communication.