

# **PROSPECTUS - 2018**

**(With Application Form)**

**B.A in Social Work (BSW)**  
**(Affiliated to Utkal University)**



**NATIONAL INSTITUTE OF SOCIAL WORK AND SOCIAL SCIENCES**

**3, CHANDRASEKHARPUR, BHUBANESWAR - 751023, ODISHA, INDIA**

**Phone:(0674) 2300135/ 2300052, FAX: 0674-2300963**

**E-mail : [niswass1@bsnl.in](mailto:niswass1@bsnl.in)/[niswass2@bsnl.in](mailto:niswass2@bsnl.in), Website:[www.niswass.org](http://www.niswass.org)**

## **THE COURSE**

### **B.A. IN SOCIAL WORK (BSW)**

The three year full-time graduate course conducted by the Department of Social Work, NISWASS leads to B.A. (Pass) Degree in Social Work of the Utkal University. The medium of instruction is ENGLISH. The intake of students is governed by the prevailing University and Government regulations. Selection of candidates is on merit as determined by academic record supplemented by appropriate written/oral tests/ discussions etc. in order to find out the candidate's suitability for admission to the course.

#### **a) LOCATION**

The course having a total of 120 seats as per the Utkal University's regulations, will be taught in four campuses viz. Bhubaneswar (Khurda), Lanjiberna (Sundargarh), Phulbani (Kandhamal) and Ray agada (Gajapati).

#### **b) THE PAPERS**

### **B.A. Social Work (Semester Pattern under Choice Based Credit System)**

#### **SEMESTER-I**

<b>Paper</b>	<b>Course Code</b>	<b>Course Title</b>	<b>Total Marks</b>
1	CC-01	MIL-I	100
2	CC-02	Working with Individuals	100
3	CC-3	Concept, History and Philosophy of Social Work	100
4	AECC-01	MIL(Odiya)/ Communicative English	100
<b>Total</b>			<b>400</b>

## SEMESTER-II

Paper	Course Code	Course Title	Total Marks
5	CC-04	English-I	100
6	CC-05	Working with Groups	100
7	AECC-02	Environmental Studies	100
8	GE-01	Social Science Concept-I Society & Social Problems	100
<b>Total</b>			400

## SEMESTER-III

Paper	CourseCode	Course Title	Total Marks
9	CC-06	MIL-II	100
10	CC-07	Working with Community & Social Action	100
11	CC-08	Social Work Research	100
12	SEC-01	Computer Skill	100
<b>Total</b>			400

## SEMESTER-IV

Paper	Course Code	Course Title	Total Mark
13	CC-09	English-II	100
14	CC-10	Social Welfare Administration	100
15	SEC-02	Health Management	100
16	DSE-01	Developmental Rights and Services for Children/ Youth and Development	100
<b>Total</b>			400

## SEMESTER-V

Paper	CourseCode	Course Title	Total Mark
17	CC-11	Social Policy and Planning	100
18	CC-12	Project Work	100
19	SEC-03	Counselling Skills	100
20	DSE-02	Development of SC, ST & Minority/ Women's Development	100
<b>Total</b>			400

## SEMESTER-VI

Paper	CourseCode	Course Title	Total Mark
21	GE-02	Social Science Concept-II, Human Growth & Development and Dynamics of Behaviour	100
22	SEC-04	Project Management Skills	100
23	DSE-03	Development of Persons with Disabilities/ Geriatric Social Work	100
24	DSE-04	NGO Management/ Disaster Management	100
<b>Total</b>			400
<b>Grand Total (I+II+III+IV+V+VI)</b>			2400

### c) LECTURES AND TUTORIALS INDIVIDUAL AS WELL AS GROUP CONFERENCES

The faculty and students of the course interact through classroom lectures, I.C. and G.C. In order to provide information to students about the lectures and the tutorials, a time table is put on the college notice board. Each student will belong to a group for Group Conference. It is the responsibility of each student to find out his/her group, and the days and periods when classes of his/her group are held. If a student does not find his/her roll number in any of the group or if there is a clash in the time table with regard to his class he/she should report writing and contact the class teacher concerned, or the Principal.

**d) NSS**

The college has National Service Scheme established under the overall direction of NSS Programme Coordinator, Utkal University. Selected students will be registered as NSS Volunteers and will work under the control of the Programme Officer of the College. The students will be required to attend the special camps, and also the normal activities, conducted under the NSS Unit of the College.

**e) FIELD WORK**

Field work is an integral part of the course and is intended to give the students acquaintance with the practical aspects and reality situations prevailing in the field. At the outset, as part of the Orientation Programme, observation visits to agencies and projects will be arranged. Subsequently in the first, second and third years, Field Work will be of concurrent in nature, spread throughout the whole academic year, with a minimum of 15 hours per week. They will be exposed to research, education, communication, and action programmes of the Institute.

**f) RURAL CAMP**

During the third year, a camp for 10 days in rural/tribal area is organised to provide an opportunity of an exposure to rural/tribal life to the students. The camps are held in rural setting or in one of the field stations of the Institute. This is a compulsory requirement for the award of the degree.

**g) EXAMINATIONS / ASSIGNMENTS**

Internal written tests, home assignments, library hours, book review sessions, etc. would be held regularly in order to have continuous education of students. Participation in these assignments are compulsory, and their performance will be assessed. Calendar of activities specifying time table for the written tests, assignments and examinations is developed by the College in the beginning of the academic year, and the same is strictly followed. It is the responsibility of the students to keep themselves informed of their attendance, absence and failure to complete assignments. Parents/Guardians are urged to regularly monitor the performance of their wards.

**4. ADMISSION PROCEDURE**

**a) APPLICATION**

- i) Applications are invited from eligible candidates in the prescribed form for admission;
- ii) Prescribed application forms & prospectus can be obtained from the office of NISWASS on payment of Rs.200/- or it can also be downloaded from our website [www.niswass.org](http://www.niswass.org).

- iii) In case the Application form is downloaded from the website, the candidates are required to attach a demand draft of Rs.200/- along with the application form. The Demand Draft should be made in favour of National Institute of Social Work & Social Sciences & payable at Bhubaneswar.

**b) ELIGIBILITY CRITERIA**

- i) The candidates who have passed the Higher Secondary (+2) examinations of Government of Odisha, or HSE of the Central Board, or any other State Government, or equivalent examination, approved by the Utkal University, are eligible for admission to the course.
- ii) Admission is open to aspiring candidates both male and female from India and abroad. Seats for the Scheduled Castes/Tribes and the Physically challenged are reserved as per existing rules.
- iii) Academic record, co-curricular activities and social service, community work experience, if any, constitute the criteria of selection to this course, for which merit list will be prepared. The list of candidates short listed for admission will be prepared in order of merit, and according to marks obtained in various tests.

**c) DOCUMENTS /CERTIFICATES**

Attested photo copies of the following documents and certificates are to be submitted along with the filled in application form.

- i) Certificates and mark sheets of Higher Secondary or other examinations.
- ii) Caste/Tribe Certificate duly issued by a Revenue Officer not below the rank of a Tahasildar in case of candidates belonging to SC/ST;
- iii) Certificates regarding experience in Social Service or Community Work or co-curricular activities signed by concerned competent authorities.
- iv) Original Money Receipt of the Application form
- v) One recent passport size photograph to be firmly affixed to the form at the specified space.
- vi) A self addressed envelop of size 10 cm x 4 cm.

**d) SELECTION NORMS**

The process of selection for admission to the course will consist of the following :

- i) Academic record : 150 marks
- iv) Viva-voce : 50 marks

---

**Total : 200 marks**

---

**e) INSTRUCTIONS TO THE CANDIDATES**

Candidate should verify the following before mailing/sending the applications:

- i. That you have filled in all the columns of the application form in blue black ball point only and in your own handwriting.
- ii. That you have affixed recent colour passport size photograph in the space provided.
- iii. You have signed the declaration and undertaking in the application form.
- iv. That you have filled in the admit card.
- v. That you have not mentioned more than two course preferences.

**f) DEADLINE**

Applications, complete in all respects, should reach the office of the Principal within FIFTEEN DAYS of the Advertisement or declaration of result of Higher Secondary (+2), (C.H.S.E) Examination whichever is later. Late applications, or those with incomplete or incorrect information, will be rejected.

**g) CHECKLIST**

- i. Filled in Application Form
- ii. Filled in Admit Card
- iii. Attested copies of Certificates/Documents
- iv. Original Money Receipt in case the application form is obtained from the office by hand
- v. Demand Draft of Rs.200 (incase the application form is downloaded from the website).
- vi. Self Addressed Envelop of size 10 cm x 4 cm affixed with postage stamp of Rs.5/-

**h) IMPORTANT NOTE**

Incomplete applications, applications without signature, applications not supplied with the required documents and applications received after the closing date may be rejected.

**i) DISCUSSION WITH PARENTS/GUARDIANS**

In order to ensure effective monitoring of the study course and encourage the induction of the right attitude to social work culture to the family environment and help build up social work career of the candidates, the cooperation and support of parents is of great relevance. Their perceptions and interest in the course thus will be a valuable contribution. Before the final selection, therefore, the expectation of the parents/guardians from the course will be suitably solicited through a discussion with them when the candidate will also be present.

**j) INTIMATION OF ADMISSION**

The list of candidates so finally selected will be put on the Notice Board of the Institute three full days after the tests/interviews.

**k) PRODUCTION OF ORIGINAL DOCUMENTS**

Candidates should produce the following documents in original for verification and acceptance of the selected candidates :

- i) All certificates and mark-sheets up to last qualifying examination passed and conduct certificate.
- ii) Four pass-port size photographs.
- iii) College-leaving certificate (to be retained in the office of the Institute).



## 5. FEES

The academic session consists of three full years as prescribed by the Utkal University. The fees to be paid for each Semester is indicated below:

<b>FEES STRUCTURE FOR BSW</b>							
<b>SL. No.</b>	<b>PARTICULARS</b>	<b>1<sup>st</sup> Sem.</b>	<b>2<sup>nd</sup> Sem.</b>	<b>3<sup>rd</sup> Sem.</b>	<b>4<sup>th</sup> Sem.</b>	<b>5<sup>th</sup> Sem</b>	<b>6<sup>th</sup> Sem</b>
1	Admission fee	3500.00	0.00	0.00	0.00	0.00	0.00
2	Tuition fee	2000.00	2000.00	2000.00	2000.00	2000.00	2000.00
3	Magazine/News letter	250.00	250.00	250.00	250.00	250.00	250.00
4	Sports fee	200.00	0.00	200.00	0.00	200.00	0.00
5	College Examinations/Tests	175.00	175.00	175.00	175.00	175.00	175.00
6	Community Service Fund	150.00	150.00	150.00	150.00	150.00	150.00
7	Library Fee	500.00	500.00	500.00	500.00	500.00	500.00
8	Identity and library cards	300.00	0.00	0.00	0.00	0.00	0.00
9	CDC & NSS fees	150.00	0.00	0.00	0.00	0.00	0.00
10	Field Work Manual & Journal	200.00	0.00	200.00	0.00	200.00	0.00
11	Recognition fee	0.00	0.00	0.00	0.00	0.00	0.00
12	Field work Supervision	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
13	College Development Fund	0.00	0.00	0.00	0.00	0.00	500.00
14	Language lab fee	500.00	0.00	500.00	0.00	500.00	0.00
15	Alumni Fee	0.00	0.00	0.00	0.00	0.00	0.00
16	Caution Money(Refundable)	500.00	0.00	0.00	0.00	0.00	0.00
17	University Registration Fees	150.00	0.00	0.00	0.00	0.00	0.00
18	Bank Transaction Fee	50.00	50.00	50.00	50.00	50.00	50.00
19	Annual Day Fund	500.00	0.00	500.00	0.00	500.00	0.00
20	Reading materials	500.00	500.00	500.00	500.00	500.00	500.00
21	Observation visit	1000.00	0.00	0.00	0.00	0.00	0.00
22	Extracurricular Activities	500.00	0.00	500.00	0.00	500.00	0.00
	<b>Semester Total</b>	<b>12125.00</b>	<b>4625.00</b>	<b>6525.00</b>	<b>4625.00</b>	<b>6525.00</b>	<b>5125.00</b>
	<b>Total Course Fee</b>	<b>39550.00</b>					

## **6. GENERAL RULES AND REGULATIONS OF THE COLLEGE**

### **i) ATTENDANCE AND LEAVE FOR ABSENCE**

Every student is required to attend a minimum of 75% of the classroom lectures, and 100% of field work related assignments, taken separately for each Semester of the course. Besides, the student at the under graduate level is required to attend a minimum of 75% of tutorial classes in each Semester of the course.

Any student wishing to absent himself/herself from the college for genuine reasons must apply in advance on the prescribed form available in the college office. If leave is required on medical grounds, a medical certificate must accompany the leave application within two days of the absence of the student from the college. Certificates submitted later may not be considered. It may be noted that medical certificate is required to be furnished only when the period of absence is for more than five days. For students who may have to absent themselves from classes/field work/ other programmes for about couple of days, applications from the parents/guardians should be sent to the Principal. Absence from classes/field work without prior permission is punishable with fine, or suspension or both. It needs be mentioned that leave sanctioned does not mean that attendance is granted. Students are expected to make up attendance. Leave applications of any kind must bear the signature of the parent/guardian.

### **ii) EXPENSES OTHER THAN FEES**

All expenses including cost of transport, and other expenses required for field work, including rural camps, study tours, seminars and workshops, inside or outside the State, will be borne by the students.

### **iii) REGULAR CLASSES FOR SPOKEN ENGLISH**

The medium of instruction in both undergraduate and postgraduate level courses is strictly English. In order to update and improve the students' standard of English and spoken English capabilities, regular classes in "Spoken English" are held in the Institute's premises for which a fee of Rs.500/- is charged from each student at the time of admission. Through these measures the students' skills are appropriately enhanced so that they not only acquire professional competence but may improve their chances in the job market and career profile.

### **iv) UNIFORMS**

NISWASS is a unique Social Work Institution in the State. Therefore, to develop a distinct work culture, egalitarian outlook and homogenous learning atmosphere, NISWASS has prescribed a common uniform for all the staff and students alike. All students will have at least 2 (two) sets of the prescribed college uniform, prepared at their expenses. They will present themselves in uniform from the time the session starts, and continue to attend all classes, field work and other programmes of the Institute in uniform, without fail.

**v) FORFEITURE OF SEAT**

Candidates will have to take admission within the stipulated time on payment of the prescribed fees and on production of required documents mentioned above, failing which, their admission will be automatically cancelled.

**vi) FINALITY OF PRINCIPAL'S DECISION**

The decision of the Principal regarding admission and all other matters of the Institute is final.

**vii) UNDERTAKING BY THE SELECTED CANDIDATE AND PARENT/GUARDIAN**

Every parent and candidate will be required to give an undertaking in the prescribed format in the application to the effect that the student would abide by all the rules and regulations of the Institute and the same will have to be guaranteed by the parent/guardian. Violation of any rule or regulation would automatically result in the removal of the student from the Institute.

**viii) DISCIPLINE AND GOOD CONDUCT**

- a) Students shall regularly attend all classes, seminars, library hours, and field work, internal tests, and terminal examinations. Submission of assignments are also compulsory. Students are also required to actively participate in seminars, debates, and all other Institute's programmes. Parents would be notified about irregular attendance or any kind of misconduct. If situation does not improve, strict disciplinary action will be taken against the erring student.
- b) 75% attendance in theory classes is compulsory.
- c) Full attendance (100%) is required for field work. Those who fail to put in full attendance may be allowed to compensate for the same upto a maximum of 4 field visits only.

If a student fails in field work, he/she will have to seek fresh admission by paying full fees, repeating all classes, attending all field work and repeating all papers afresh.

- d) The courses run by the college engages full time and demands undivided attention of the students. Therefore no in-service candidate is admitted. No one would be allowed to take up even part-time employment. Any breach of this provision would automatically disqualify continuance of the student in the course.
- e) Students will comply with the instructions given by the authorities in all matters connected with their studies, maintenance of discipline, dignified decorum, agreeable behaviour, etc. Besides, an attitude of cooperation and mutual help is expected from all the students. Since cleanliness is

Godliness, all students should put in their share to keep class rooms, library, common room, and other places including sanitation facilities neat and clean. Since the Institute's main campus is taking shape, there is going to be much scope for gardening and plantations, all should help in greening and beautifying the campus.

- g) Engagement of so-called class IV<sup>th</sup> functionaries is prohibited in the Institute and every member has to put his/her best to maintain the premises befitting its objectives and dignity of individual members.

**ix) ANNUAL DAY**

The Annual Day, which is also celebrated as the Founder's Day of the Institute, will be on the Seventh day of February each year. This will be preceded by various competitive events among students including sports and games, as well as cultural and extra curricular activities.

**x) RECEPTION AND FAREWELL**

In the beginning of the session the senior students of the Institute will hold a reception for the new-comers after their induction into the Institute.

At the end of the course, the final year students will be given a warm send - off by the first year students.

**xi) THE BEST SOCIAL WORKER AND BEST VOLUNTEER AWARDS**

The Founder's Running Trophy for the Best Social Worker and Best Volunteer is awarded separately to any of the final year students, adjudged the best, by different wings of the Institute.

**xii) PEACE AND HARMONY ASSEMBLY**

The day starts with the peace and harmony assembly where all the students and teachers greet each other, offer prayer, share the thought for the day and exchange important news and information. Greetings are also extended to the student on the occasion of his/her birthday as a mark of good will and fellowship.

