



Karve Institute of Social Service

NAAC ACCREDITED 'A' Grade

**Certificate Course in
Corporate Social Responsibility
(C-CSR)**

and

**Post Graduate Diploma in
Corporate Social Responsibility
(PGD-CSR)**

Prospectus 2026-27

CORPORATE SOCIAL RESPONSIBILITY CELL

18, Hillside Karvenagar, Pune-52

KARVE INSTITUTE OF SOCIAL SERVICE

Founded on 9th November, 1963 in the memory of

Late Bharat Ratna Maharshi Dr. Dhondo Keshav Karve

NAAC ACCREDITED 'A' Grade (valid w.e.f. 2025 to 2030)

Registration:

Registered under the Societies Registration Act. 1860 (vide certificate No. 29 dt. 9.11.1963 at Pune) and Bombay Public Trust Act, 1950 (vide certificate No. 5058 Reg. No. F-275 Pune)

Recognitions:

Permanent recognition as post graduate Centre for the MSW degree course of University of Pune No. PG/AF/15/6389 dt. 30.8.1976

Recognized Constituent Institute of the University of Pune under Section 46 (5) of the Pune University Act 1974 (CA 1356 dt. 26-7-1983)

Recognition of University of Pune for the MSW degree for recruitment of Welfare Officers in Industries under Factories Act 1948 No. WOR-1083 (9058) LAB-4-Industrie Energy and Labour Department, Mantralaya, dt. 26.10.1983

Recognition of the Ministry of Science and technology (Govt. of India) Department of Scientific Industries Research Centre as per the Sec. 29. (f) of UGC Act 1956, Institute is recognized valid up to March 2017.

Recognition for the M.Phil. degree programme vide letter No. CA/96/95 dated. 16.1.1995 of University of Pune.

Recognition for the Ph.D. programme vide circular No. 21/95, dt. 6-2-95 of University of Pune

Registered Office:

18, Hillside , Karvenagar, Pune 411 052, Maharashtra, India
Telephone Nos. Nos. : +91 7517835431 (within a distance of 200 km)

For further details please send email or log on to our website :

Email id : csrcellkinss@gmail.com

Website : www.karveinstitute.edu.in

***Facility of Post Graduate Diploma of Corporate Social Responsibility Application form is available on the above link**



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ACKNOWLEDGEMENTS

DIRECTOR (KARVE INSTITUTE)



“Corporate Social Responsibility (CSR) embodies the commitment of businesses to operate ethically, contributing to socio-economic growth while enhancing the quality of life for their employees, families, and the broader community. By incorporating social, environmental, and economic priorities into their core operations, organizations demonstrate responsible governance and build sustainable value.

Through the Post-Graduation Diploma Course on Corporate Social Responsibility (PDG-CSR), the CSR Cell at Karve Institute of Social Service, Pune, is working to further the idea that CSR is a vital part of nation-building, and I am very happy to applaud their efforts. In alignment with the evolving understanding of CSR—beyond philanthropy to a structured and impact-driven approach—the Institute has taken a proactive step in launching specialized course modules, including Certificate and PG Diploma programs. These courses are designed to build the capacities of CSR professionals, corporate employees, NGO workers, government officials, and all those aspiring to make a meaningful contribution to sustainable development.

The inclusion of CSR under Sections 134 and 135 of the Companies Act, 2013, has created an urgent need for well-trained professionals who can conceptualize, implement, and evaluate CSR projects with measurable impact. The CSR Cell at the Institute, with its robust experience in policy formulation, impact assessments, and project implementation, has already completed over 150 projects and played a significant role during the COVID-19 pandemic, reaching over 2,400 families with relief efforts. PGDCSR course offerings provide a platform for meaningful dialogue and collaboration between corporates, civil society, NGOs, academia, and government agencies. With real-time learning opportunities, industry interaction, and expert-led sessions, the curriculum is tailored to bridge the gap between theoretical knowledge and field-level realities.

I commend the CSR Cell for its commitment to fostering responsible corporate citizenship and for creating avenues that will prepare future-ready professionals to lead CSR initiatives with insight, responsibility, and purpose.

Prof. Dr. Mahesh Thakur

Director, Karve Institute of Social Service, Pune,
Director, Centre for CSR Cell, Karve Institute of Social Service, Pune



"Welcome to the CSR Course at Karve Institute of Social Service. It is our privilege to offer this program, designed to equip aspiring professionals and current practitioners with the essential knowledge, skills, and ethical grounding needed in the field of Corporate Social Responsibility. In today's world, the role of CSR is more critical than ever, as organizations recognize their responsibility to contribute positively to society and the environment.

Our CSR course reflects the institute's commitment to fostering a deeper understanding of the complex interplay between business and society. Through rigorous coursework, hands-on projects, and expert guidance, participants will explore best practices, innovative strategies, and sustainable solutions for social impact. We believe that education in CSR should go beyond theoretical knowledge—it should inspire action, promote partnerships, and empower individuals to lead initiatives that make a tangible difference.

At Karve Institute, we emphasize collaboration with various stakeholders, including corporate organizations, government agencies, non-profits, and community groups. This collaborative spirit, embedded in our curriculum, encourages participants to build networks, gain real-world insights, and develop a holistic approach to CSR.

We are excited to welcome all of you into this journey, where together, we can contribute to shaping responsible and responsive leaders for a brighter, more inclusive future. Thank you for joining us, and we look forward to supporting you in your path to becoming impactful CSR professionals."

Shri. M. Shivkumar
Secretary
Karve Institute of Social Service, Pune

MANAGING COMMITTEE MEMBER



"As a Member of Management Committee of Karve Institute of Social Service, it is a privilege to extend a warm welcome to all participants joining our CSR Course. This program is a vital part of our mission to bridge the gap between industry and society, cultivating a generation of professionals committed to ethical responsibility and sustainable development.

In today's rapidly evolving social and economic landscape, Corporate Social Responsibility is not merely a choice but a fundamental duty. Our CSR Course is structured to inspire and equip individuals to engage with social, environmental, and economic challenges in meaningful ways. Through this program, we aim to build capacities that empower organizations to act as responsible corporate citizens, making a positive impact on communities and fostering inclusive growth.

Karve Institute has always championed the values of social commitment and community well-being. This course stands as a continuation of our legacy, offering a transformative learning experience that combines theoretical insights with practical applications. We are proud to partner with CSR Cell-Pune and various stakeholders to bring this program to life, creating a platform for learning, collaboration, and innovation.

I am confident that this course will serve as a strong foundation for your journey in CSR, equipping you with the skills, insights, and values necessary to lead with purpose. Thank you for joining us, and I wish each of you, success in making a meaningful impact through Corporate Social Responsibility."

Ms. Shilpa Pathak
Management Committee Member
Karve Institute of Social Service, Pune

CO-ORDINATOR CENTER FOR CSR CELL



Corporate Social Responsibility, or CSR, is the responsibility taken up by various corporates to contribute to socio-economic development by undertaking various developmental projects. As of now, CSR is not only a philanthropic activity, but it has become a focused, well-planned intervention for many companies. As per the CSR Act, spending 2% on CSR is not always enough. One has to also consider the impact of the 2% expenditure. To develop the current CSR professionals and to meet the need for professionally trained / experienced CSR professionals, the Centre of CSR at the Karve Institute of Social Services has introduced the Post-Graduation Diploma Course on CSR (PGD-CSR).

CSR Cell, Karve Institute of Social Services, Pune has a Certificate and PG Diploma or need based course modules which are designed for professionals, volunteers, employees of Corporates / Industries, NPO's/ NGO's / Govt. Officials, or Welfare Organizations. These courses will help the students by improving their skills, knowledge, exposure in the CSR sector. Karve Institute aims to achieve that by not only providing theory and practical knowledge in the CSR, but also by exposure visits, assignments, team work, presentations, field work, and research opportunities. These aspects in the course will increase program management skills, leadership skills, ability to work with others (team work), and knowledge of the course. The knowledge and skills gained from these courses will allow anyone to gain a new level of expertise in their field which will lead to personal and career/professional growth.

One year course, taken during weekends, will provide enough information and practical knowledge on CSR Program Design, Planning, Management, Budgeting and Budget Monitoring. Well planned assignments will support the students to develop their practical skills on knowledge gained in classrooms.

We encourage students to opt for the Post Graduate Diploma Course on CSR and start a new career with essential skills in CSR.

Chayan Pardhi

Assistant Professor
Course Coordinator (PGD-CSR),
Centre for CSR, KInSS, Pune

PROFILE OF THE INSTITUTE

In commemoration of the great work done by Bharat Ratna Maharshi Dr. Dhondo Keshav Karve, Karve Institute of Social Service was established on 9th November 1963. The Institute has completed 62 years of its existence striving to provide service to society and impart training to aspiring professionals and a variety of functionaries working with people.

VISION

We at Karve Institute of Social Service envisage a society which ensures peace, harmony, dignity, justice and equal opportunities for development of individuals and communities through planned social work interventions by committed cadre of professionals.

MISSION

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

OBJECTIVES OF THE INSTITUTE

1. To train students to deal with various social problems
2. To study and conduct research regarding social issues and situations
3. To coordinate and promote social work activities
4. To offer consultancy and assistance relating to and in pursuance to the objectives of the institute
5. To undertake and monitor all such activities which would help to improve socioeconomic Conditions of the community.
6. To endeavor for the promotion of general social welfare, education, medical relief and to act for the wellbeing of the community.

The institute primarily conducts the two years' full-time training programme in Social Work leading to the Master of Social Work (MSW) degree of the University of Pune. The Institute also conducts M. Phil and Ph.D. degree programmes in Social Work of the University of Pune. For the first time in India, the PGD-CSR Post Graduate Diploma in Corporate Social Responsibility course was started in 2013. It is an autonomous course managed by the Institute.

Other ACADEMIC PROGRAMMES:

1. Master of Social Work (M.S.W.) Degree Programme of the University of Pune
2. Master of Philosophy (M.Phil.) in Social Work of the University of Pune
3. Doctor of Philosophy (Ph.D.) in Social Work of the University of Pune
4. Post Graduate Diploma In Counseling In Mental Health – Autonomous Course
5. ICP in CSR - Indian Institute of Corporate Affairs Certificate Programme In CSR , Ministry of Corporate Affairs, (Gov. of India)

For many years the institute has collaborated with the foreign universities, these include:

- International Development Studies, Minnesota University
- Orebro University, Sweden
- Takahashi Institute of KIBI International University, Japan
- Queen’s Belfast University, Belfast, Northern Ireland

KARVE INSTITUTE OF SOCIAL SERVICE THE ORGANIZATION

...: FACULTY & ADMINISTRATION ...:

Prof. Dr. Mahesh Thakur, *Director*

Prof. Dr. Devanand Shinde Prof. Dr. Sharmila Ramteke Prof. Dr. Chitralkha Rajuskar
Mr. Chayan Pardhi

...: LIBRARY STAFF ...:

Mr. Mangesh S. Talmale Mr. Prakash R. Pawar
Ms. Madhuri G. Mane Mr. Ravindra B. Dhadwad

...: ADMINISTRATIVE STAFF ...:

Ms. Bharti Gaikwad
Ms. Ms. Hema More Ms. Nisha Akhade (Nafisa)

...: R & C CELL AND CENTRE FOR CSR CELL ...:

Prof. Dr. Mahesh B Thakur, *Hon. Director*

...: PGD-CSR COURSE ...:

CSR Course Faculty & Course Coordinator
Mr. Chayan Pardhi

...: PGD-CMH COURSE ...:

PGDCMH Faculty & Course Coordinator

...: THE STAFF OF R & C CELL AND CENTRE FOR CSR CELL ...:

Prof. Dr. Mahesh B Thakur, *Hon. Director*
Mr. Chayan Paradhi, *Assistant Professor/Programme Manager*
Mr. Md Zaid Attar, *Project Manager*
Mr. Rahul Bidve, *Project Manager*
Ms. Ms. Nisha Akhade (Nafisa), *Administrative Support & Accounts*

PROFILE : CENTRE FOR CSR, KInSS

INTRODUCTION

Recent waves of CSR extend from the traditional emphasis on community involvement to include 'socially responsible products and services' and 'socially responsible employee relations', or the 'social sustainability of the business organization'. The CSR rule under the Company Act, 2013 has made it mandatory for Corporates to spend 2% of their profits on social responsibility. The Corporates mostly practices CSR as donations, distribution base, welfare activities or by and large generalist approach modules. The CSR rules made it mandatory for the corporates to contribute to the social sector in a more sustainable manner and design need base projects with great impact.

Moreover, new forms of CSR are bringing more engaged partnerships for business with local government, local community organizations and more strategic alliances between business and governmental and non-profit organizations.

We believe in building relationships and for us CSR is Corporate Social Relationship. We exist to build relationships between Corporates and Non-Governmental Organizations, Civil Societies & Local Self Governments for the sustainable development through Corporate Social Responsibility.

VISION

'Build an inclusive and collaborative social ecosystem for social development through CSR'

MISSION

"To promote CSR Excellence for sustainable development and edify Corporates, Non-Government, Civil Society and Local Self Government Organizations on CSR dimensions"

OBJECTIVES

1. To provide advice and recommendations on the CSR policies and strategies for the corporates to prepare the blueprint of CSR for sustainable development policies and initiatives.
2. To undertake the baseline surveys, needs assessment and impact assessment survey to streamline the CSR projects.
3. To impanel the Non-Government and Civil Society Organizations for Corporates and to develop partnership projects and establish a database of credible civil society Organizations.
4. To Design, Implement, Monitor and Evaluate CSR projects.
5. To facilitate networking, organize conferences, seminars, workshops, conduct trainings and or CSR course modules and related support services in the field of CSR.
6. To function as a recognized accreditation or third-party assessment agency, to seek necessary approvals and facilitate organizations for mandatory compliances.

OUR STRENGTHS

- ❖ Professional Social Work Team and Certified CSR Professionals
- ❖ Academic Institution
- ❖ Infrastructure Facilities
- ❖ Strong Network with Alumni working in the Industries, NGOs and Govt.
- ❖ Field Action Project
- ❖ Last 12 years in the Field of CSR
- ❖ Self-Sustaining courses in CSR

CENTER FOR CORPORATE SOCIAL RESPONSIBILITY

...: Director ...

Prof. Dr. Mahesh B Thakur
Director, Karve Institute of Social Service

CENTER FOR CORPORATE SOCIAL RESPONSIBILITY STAFF

...: Hon. Director Centre for CSR and CMHD ...

Prof. Dr. Mahesh B Thakur

...: Programme Manager ...

Mr. Chayan Pardhi

...: Project Manager (Research and Projects) ...

Mr. Rahul Bidwe Mr. Zaid Attar

CENTER FOR CSR & MENTAL HEALTH ACADEMIC PROGRAMS

...: ICP-IICA Certificate Programme in CSR & Post Graduate Diploma in CSR ...

Prof. Dr. Mahesh B Thakur- *Course Director/ Hon. Director Centre for CSR*

...: ICP-IICA Certificate Programme in CSR & Post Graduate Diploma in CSR ...

Mr. Chayan Pardhi - *Course Coordinator*

...: Post Graduate Diploma in Mental Health and Counseling ...

...- *Course Coordinator*

CENTER FOR CSR FIELD ACTION PROJECT STAFF

...: Quality Education and Healthcare Project, Kirloskarvadi (Sangli) ...

Mr. Rahul Bidve Mr. Nitin Hage
Project Manager *Project Coordinator*

...: Quality Education and Healthcare Project, Dewas (M.P./Gujrat) ...

Md Zaid Attar Mr. Sandip Singh Rajput (MP) Mr. Rohit Gaur
Project Manager *Project Coordinator* *Project Coordinator*

...: Sampurna Arogya sakhi Project, Mohol, Solapur ...

Rahul Bidve Mr. Deepak Hend Mrs. Rupali
Project Manager *Project Coordinator* *Field Officer*

ABOUT CENTRE FOR CSR

Karve Institute of Social Service have launched a Centre for CSR a platform where Corporates and NGOs can network and build partnerships and play a meaningful role in sustainable development of rural and urban communities via research, advocacy, and social interventions. The Centre for Corporate Social Responsibility (CSR) was established in May 2013 by Dr. Mahesh Thakur, Hon. Director, Centre for CSR, Karve Institute of Social Service.

The Centre for CSR endures and specializes in conducting evaluation studies, diagnostic studies and documentation activities including baseline surveys, socio economic surveys etc. for corporates. It specializes in areas such as Education, Tribal development, Participatory Management, Rural Appraisal, Micro Planning, Monitoring, Impact Assessment, Capacity Building, Survey, Sampling, Poverty, Vulnerability Analysis, Gender Issue Analysis, and Rural Development. The Centre for CSR works with the Vision of 'Building an inclusive and collaborative social ecosystem for social development through CSR', and Mission of "Promoting CSR Excellence for sustainable development and edify Corporates, Non-Government, Civil Society and Local Self Government Organizations on CSR dimensions". The Centre has conducted a Socio-Economic survey of the city of Pune, with reference to the 1987 Development Plan. Karve Institute believes in sustainable partnerships and strategic alliances between businesses, local government, local communities & non-profit organizations can bring about social development. CSR for Karve Institute is Corporate Social Relation, wherein it believes in symbiotic relationships between different social machinery operating within the society, as none of them can exist in isolation, nor can they sustain without mutual development.

Objectives of Centre for CSR

- ❑ To provide advice on CSR policies and recommendations on the formulation of strategies to corporates, to prepare a blueprint of CSR for sustainable development.
- ❑ To offer research, training, capacity building, advocacy, monitoring, recognition, and related support services in the field of CSR.
- ❑ To conduct baseline surveys, need assessment and impact assessment surveys for CSR projects.

- ❑ To empanel Non-Government and Civil Society Organizations for Corporates, to develop partnership projects and establish a database of credible civil society organizations.
- ❑ To design, implement, monitor, and evaluate CSR projects.
- ❑ To facilitate assistance, directly or indirectly, for activities which seek to promote CSR practices, including research and training.
- ❑ To provide consultancy, technical and managerial support to the beneficiaries of the CSR Cell programs through a network of advisors drawn from the industry and institutions of excellence.
- ❑ To function as a recognized accreditation or third-party assessment agency, to seek necessary approvals and facilitate organizations for mandatory compliances.
- ❑ To facilitate networks, organize conferences, seminars, workshops, conduct training and create CSR course modules.

The Centre has conducted CSR studies for renowned Corporate houses such as, Mazagon Dock Shipbuilders Ltd, Sudarshan Chemical Ltd, SLK Global Solutions, ONGC, Fiat India Ltd, Kirloskar Oil Engines Ltd, Kirloskar Pneumatics Pvt Ltd, Kirloskar Brothers Ltd, Tata Technologies Ltd, Tata Communication Ltd , Zensar, Tech Mahindra, ThyssenKrupp, Bosch Nashik Plant, Godrej Interio, Indian Oil Corporation, Manmad Terminal, Emcure Pharma, Reliance Patalganga and Govt Departments such as the Social Welfare Department, Integrated Watershed Development, Women and Child Welfare Department, Agriculture Department of Maharashtra Government and the Ministry of HRD.

The Centre for CSR has been associated with esteemed PSU and Pvt. Companies of Maharashtra, Gujarat, M.P and Andhra Pradesh. Institute has experience in Implementing CSR projects in urban and rural parts of Maharashtra. Institute has conducted many baseline surveys, Impact assessment and research studies in the CSR domain.

Intervention Areas:

- **Quality Education (School & Anganwadi)**
 - To providing support for ISO School
 - Infrastructure Development and renovation and school beautification
 - Teachers Capacity Building
 - School Library Development
 - School Sports Development
 - Life skill education Program for Adolescence
 - Nutrition program
 - WASH Program etc.
- **Health & Nutrition Awareness camps and activities**
 - Appointment of 'Arogyasakhi' As Community Health Worker
 - Capacity Building of 'Arogyasakhi'
 - Provide and monitor ANC and PNC Services
 - Community Health Checkup
 - Referral Services and Counseling
 - Capacity Building of Grampanchayat Committee
- **Drinking water projects**
 - Water Budgeting
 - Water Tasting and Mentioned Water sources as per Government norms
 - Infrastructure Development regarding Drinking water supply
 - RO or Alkaline Water Purification unit installation as per need
 - Capacity Building of Grampanchayat Committee
- **Women empowerment & Quilt Making Project:**
 - Identification of livelihood requirements and skill sets
 - SHG Formation and Capacity Building for Livelihood Projects
 - Providing essential support for livelihood activity
- Providing grading, packaging and marketing support
- Financial Literacy
- Ensure project sustainability and handover the Project
- **Agriculture**
 - Formation of Farmers Group
 - Capacity Building Program (Organic Farming, Soil Development, Water Budgeting, Crop Management, Financial Management and Farmers Producer Company etc.)
 - Providing Technical Support for sustainable agriculture
 - Government scheme linkages
 - Establishment of Farmers Producer Company
 - Providing essential support to Farmers Producer Company
 - Providing grading, packaging and marketing support
 - Support for Cattle farming and fodder management etc.
 - Ensure project sustainability and handover the Project
- **Waste Management**
 - Making waste management Plan for households and Communities
 - Capacity Building on Dry and Wet Waste Management (Household Garbage Management, Community Garbage Management, etc.)
 - Establishment of Community Waste Management System
 - Government scheme linkages
 - Ensure project sustainability and handover the Project

INTRODUCTION TO CSR

In modern context, the role of corporate sectors in social development has been emphasized in the perspectives of human rights, humanity and sustainable social development. In the current scenario, section 134 & 135 of the CSR under the Company Act 2013, is revolutionary development. The role of the Corporate Sector in social development would be immense, especially considering the relevance and significance in the context of current Company Act and mandatory provisions of CSR.

CSR – Corporate social responsibility, also known as corporate responsibility, corporate citizenship, responsible business, SRB – sustainable responsible business or corporate.

Social performance is a form of corporate self-regulation integrated into a business model. CSR policies and practices would function as a built-in, self-regulating mechanism whereby businesses would monitor and ensure their adherence to law, ethical standards, and international norms. Corporate would embrace responsibilities for the impact of their activities on the environment, consumers, employees, communities, stakeholders, and all other members of the public sphere.

In addition, businesses would proactively promote the public interests by encouraging community growth and development, and voluntarily eliminating practices that harm the public sphere, regardless of legality. Fundamentally, CSR is the deliberate inclusion of public interest into corporate decision making and the honoring of a triple bottom line: People, Planet, and Profit.

CSR OR COMMUNITY ENGAGEMENT PROGRAMMES ADDS VALUE TO ORGANIZATION AND ITS EMPLOYEES

In the Global scenario, as the operating environment for business continues to change, more is expected of companies, even when fewer resources are available. As a result, the need for community involvement programmes continues to rise. Community needs are great and there is an expectation to make a meaningful difference. Moreover, CSR must do more than aligning community programs with the businesses. CSR adds demonstrable value to the businesses, credibility and goodwill, image building and brand differentiation of the organization. As an organization, we cannot do everything, and you cannot give all things to all people.

Choices must be made. So, what choices will your company make? What will you do? Perhaps more importantly, what won't you do? Especially in the context of contributing substantially to the environment of sustainable development, people's participation, human rights and environment friendly perspective for better social order and survival of mankind.

Do you think that your company should be more responsible in the way they do business? Are you more and more aware of social and environmental influences products you produce, and do you feel you need quality assurance? Do you think that employees need a more rewarding and inspiring work environment? Corporate social responsibility is companies acting voluntarily and beyond the law to achieve social and environmental objectives during their daily business activities. Indian Inc and corporate are facing critical issues of the dearth of managerial talent.

Develop policies, projects and execute CSR responsibilities, inculcate volunteerism among the employees and groom manpower for CSR initiatives. Indian companies are now expected to discharge their stakeholder responsibilities and societal obligations, along with their shareholders – wealth maximization goal. Nearly all leading corporates in India are involved in CSR – corporate social responsibility programmes in areas like education, health, livelihood creation, skill development, community development, empowerment of the weaker and underprivileged sections of the society. Increasingly, companies are becoming interested in processes that can be advisable to their CSR policies and activities. Indian corporate houses can join hands to fine-tune all its activities falling under the preview of CSR and contribute a lot in sustainable development thereby offering major share in national development.

One strategy that is gaining increasing popularity is the use of well-grounded CSR policy framework, community development projects and its implementation with scientific perspective. Emerging trends prompts many companies to compute the number of man-hours. Their employees put into that volunteering social cause adds value, difference, and different perspectives to employee's development. Engagement in non- profits activities benefit from professional help, foster a greater sense of responsibility and a sense of goodwill. Motivated and team-oriented culture facilitates employee's engagement objectives.

CENTRE FOR CSR : ACTIVITIES FOR CORPORATES

- ❖ Formulating CSR strategies and policies with the core values of the organization and advising on establishing its governance parameters.
- ❖ Formation and governance of the CSR Committee of the Board and its Orientation on CSR
- ❖ Conduct baseline, needs and impact assessment surveys
- ❖ Conceptualizing and facilitating employee engagement projects
- ❖ Projects' identification and development in sync with the stated CSR Policy
- ❖ Designing and conducting customized training for the CSR Team and capacity building of CSR team, CSR Managers and CSR Board Members.
- ❖ Developing implementation guidelines, processes and Developing reporting mechanisms
- ❖ Setting up monitoring & evaluation systems and processes and conduct M&E CSR Projects
- ❖ Conduct Audit, Impact assessment and Social Impact Assessment of Projects
- ❖ Identifying NGOs as implementation partners; their appropriate capacity building; assisting them in project development etc.



CSR COURSE

Karve Institute of Social Service, CSR cell offers flexible CSR courses to make your organization responsive to corporate citizenship. Certificate, Diploma or need based course modules are designed for Professionals, Volunteers Employees of Corporates / Industries, NPO's, NGO's, Govt. Officials, and other organizations or persons desirous in engaging CSR initiatives/ projects. Companies would be permitted to depute their employees for such courses / training and expenses which are admissible under CSR cost.

OBJECTIVE

The objective of the Certificate / PG Diploma is to help the participants to develop their competencies and skills in the field of sustainable development and CSR.

PGD-CSR: POST GRADUATE DIPLOMA COURSE IN CSR:

CORPORATE SOCIAL RESPONSIBILITY

Eligibility : C-CSR qualified, any Graduate or PG candidates of any faculty, preference to BSW, MSW, BBA, MBA, MMS, MPM, MA or any Professional / Volunteer / Employees of Corporate / Industries, NPO, NGO's, Govt. Officials, or of any Organization or person desirous in engaging CSR initiatives / projects.

Duration : One year on weekends (Saturdays and Sundays) or (Sunday only)

Clock Hours : 4 hours weekly

The medium of instructions: The medium of instruction or expression shall be ENGLISH.

Terms / Attendance: The candidates are expected to attend lectures, tutorials, and seminars. The minimum attendance for classroom lectures will be 75%.

Course Modules: Total Eight Modules

6.1	Module I	:	Sustainable CSR concept and evaluation
6.2	Module II	:	Business Strategy and Social Responsibility
6.3	Module III	:	CSR-Project Management
6.4	Module IV	:	CSR – Legal Framework and core social issues in Indian context
6.5	Module V	:	CSR- SDG’S Human Rights and Social Inclusion
6.6	Module VI	:	Corporate Governance and CSR
6.7	Module VII	:	CSR- Impact assessment and Social Audit
6.8	Module VIII	:	Project work / Case study / Field Work – CSR Research Project / Field Based Assignments /Case Study Analysis and Presentations

Course Pedagogy:

1. Lecture and Group discussion
2. Case study analysis and presentations
3. Visits / Seminars / Exercises / Assignments

Course Structure: Total 100 credit courses. I to VII- Theory modules 10 Credit each and 30 for VIII module.

Passing Criteria: Completion of course with at least 50 credit score (50% score)

Award of Grade Points:

- ❖ ‘A’ – 75-100
- ❖ ‘B’ – 50-74
- ❖ ‘C’ – Pass grade - less than 49

Resource Persons: CSR project personnel, field experts, professionals, professors etc.

INTAKE:

Maximum student’s strength is 30. However, in case of any reason if the minimum seats are not filled, the institute reserves the right to cancel or discontinue the programme / course for that particular session / year.

FEE STRUCTURE

The Fees Structure of PGD-CSR COURSE 2026-27			
Sr. No.	Particulars	For Individual	For Sponsored
1	Admission Fee	10,000.00	6,000.00
2	Tuition Fee	14,000.00	16,000.00
3	Library/Computer and Internet Facility Fee	2,500.00	3,000.00
4	Seminar/Workshop Fee	3,500.00	5,750.00
5	Identity Card	150.00	100
6	Field Orientation Visits	2,000.00	2,500.00
7	Students Activities	1,500.00	1,500.00
8	Exam Fee	2,000.00	2,500.00
9	Project and Assignment Assessment	1,000.00	1,500.00
10	Other Fees	1,485.60	2,400.00
	Sub Total Rs.	38,135.60	41,250.00
	18% GST	6,864.41	7,425.00
	Gross Total Rs.	45,000.01	48,675.00

*Please note that student admitted to this programme is not entitled to any concession, freeship or scholarship

**Subject to revision - Students will have to pay a fee according to the fee schedule.

CALENDAR FOR CSR COURSE PROGRAMME 2026-27

1	Last Date of Submission of application in the office or Online form along with Rs. 1000 as Entrance Test Registration Fee receipt	Thursday	14 th August
2	Date of Entrance Exam and Personal Interview	Sunday	17 th Aug
3	Last date for payment of fees	Thursday	21 th Aug
4	Commencement of the CSR Course	Saturday	23 rd Aug

ADMISSION PROCEDURE

Admission to the course will be made based on the written test and personal interview. The final selection will be made based on the merit in the admission test. The decision of the selection committee shall be final. In case of invalid information or violation of any norms or rules, the Institute reserves the right to refuse or cancel any admission at any phase.

PAYMENT OF FEE

Students will have to pay the full fee at the time of admission. Fees once paid will not be refunded in any case of cancellation of admission. Kindly follow the Steps and Instructions regarding submission of application form and payment of fees.

- Step 1:** ONLINE / OFFLINE prescribed filled-in form is accepted.
- Step 2:** All the candidates who have applied online/ Offline shall pay Rs. 1000/- as Entrance Test Registration Fee (Non-Refundable)
- Step 3:** Submission of print out of Online Application Form or Filled-in Handwritten Form is mandatory.
- Step 4:** Please attach the Original / Xerox Copy of Rs. 1000/- of online payment transaction copy along with Application Form and all other documents (As per list of documents mentioned in the Prospectus) with the printout of the Application Form / Handwritten Application Form, In case the form is filled offline.

The Filled Form must be received by the Institute on or before 24th August. This can be submitted via Email (csrcellkinss@gmail.com, chayan.pardhi@karveinstitute.edu.in), in person, via post or courier service. The Institute will not be responsible for postal delays, for what so ever reasons.

(Visit Website – www.karveinstitute.edu.in – Fill Online Application Form or Download & Fill Form + Scan Filled Form & Documents + Email or Post or Submit Directly in the Office).

- Step 5:** Fees can be paid using Credit Card / Debit Card / Net Banking. Standard Charges will be applicable as per payment mode.

Via RTGS or NEFT: Pay to **Karve Institute of Social Service**, Saraswat Co Operative Bank LTD., Karve Road Branch, Pune, IFSC Code **SRCB0000036**. Account No. **036200100028495**. (For Confirmation of payments please Email your Transaction details / receipt immediate after payments with your full name and course details on csrcellkinss@gmail.com, csrcellacc@gmail.com .

EXAMINATION RULES AND REGULATION

The rules and regulations of the institute presently in force or which hereafter will be brought into force by the administration of the institute will be binding on the students admitted to this course and the institute reserves the right to detain or cancel the admission of any candidates who violates the norms / rules or discipline of the institute.

- ❖ The Directors decision will be final and binding in all matters pertaining to discipline.

PGD-CSR: EXAMINATION RULES

PGD-CSR: Post Graduate Diploma Course in CSR: Corporate Social Responsibility (Autonomous Course)

(Note: The institute will have full autonomy and discretion to change and or revise syllabus, curriculum, admission rules, fee structure, examination pattern and rules, or any other relevant rules of course, at any point of time, subject to time to time Notifications)

Examination Module and Pattern: Appearing and qualifying examination shall be mandatory requirements to acquire PGD-CSR Diploma. It is compulsory for all the students to qualify the examination by securing at least 50 credit score (50% marks) in each component / paper, as well as Aggregate Score.

Attendance: In case of non-compliance of attendance rules, or any of the academic Expectations or disciplinary rules & regulations, terms, and conditions the Director of the Institute reserves the right to withhold or grant permission to students for appearing the examination. In case of noncompliance the institute may levy monetary or any other fines or means.

Exam Form: All candidates who have satisfactory attendance and or fulfil the criteria shall fill up the examination form on or before the specific date. Cost of the form will be Rs. 100/-. Hall tickets will be issued, passport size Photo is to be fixed on the Hall ticket.

Examination Dates and Timetable: The Timetable of the examination shall be announced preferably in one month's advance.

Issue of Admission Cards / Hall Tickets: Preferably one week in advance.

Clearance: Hall tickets will be issued only after clearance of all dues, fees, library, attendance fine if any, on or before specific date and prior to examinations. Kindly note that in any case candidates will not be permitted to appear for examination if the dues are not cleared.

Assignments: All assignments need to be submitted prior to examination.

Submission of project work: As per discussions and rule, Project Work needs to be submitted on or before a specific date. In case of genuine and valid grounds, non-submission of project work on or before the timeline, maximum fifteen days' time can be extended subject to prior approval and permission of the director. Results will be announced only after satisfactory completion and submission of project work.

Declaration of the Result: Result will be declared preferably within one month of the examination. Only Passing Grades would be awarded as per passing criteria.

Issue of PG Diploma Certificate: PG Diploma Certificate will be issued in convocation / certificate distribution ceremony organized by the institute, after the result and within one month.

Re-examination: In case of not qualifying the examination, a candidate can re-appear within one month of the declaration of result, or date and time decided by the institute, subject to fulfillment of all terms and conditions and payment of additional exam fee of Rs. 1000/-and Rs. 500 per subject for which s/he is reappearing.

Chances of Reappearing: As per the rules maximum two chances will be given (maximum within three months of the declaration of the results of that academic batch / session). Thereafter admission to the course of that batch will be treated cancelled and the candidate will have to take re-admission by paying full fees, in the next course / academic session. The Director reserves all rights to allow or disallow any of the candidates on any grounds.

Revaluation: As per rules, revaluation of the answer books or any internal assignments is not permissible. Marks once allotted will not be reviewed or changed. However, in case of dispute or conflict of interest, the director will have rights to take any appropriate decision in the interest of the candidates and the Institute.

In case of any discrepancies / disputes, for what so ever reasons, pertaining to PGD-CSR course, examination or any other relevant matter, the Director of the Institute will have all rights to take any appropriate action or decision. The decision of the Director in any such matter will be final, obligatory, and binding on all the party/ parties.

Exam pattern and format (Subject to change)

Course Modules	Credit	Question Paper	Questions to be answered	Duration of Paper	Passing Marks
Paper Pattern	10	4 Questions of 25 marks each	One Long Answer type – 20 marks	1.30 Hr.	50%
Module :I) : Sustainable CSR concept and evaluation:	10	50 Marks	One Concept / practical based - 20 marks Two short notes type 5 x 2 =10 marks Total =50 Marks For each module / paper Note: This is a broad structure of a paper; however, the nature and type of questions may vary from each module.	1.30 Hr.	25 Marks
Module: II): Business Strategy and Social Responsibility	10	50 Marks		1.30 Hr.	25 Marks
Module :III) CSR - Project management	10	50 Marks		1.30 Hr.	25 Marks
Module :IV) CSR – Legal Framework and core social issues in Indian context	10	50 Marks		1.30 Hr.	25 Marks
Module :V) CSR- SDG’s, Human Rights and Social Inclusion	10	50 Marks		1.30 Hr.	25 Marks
Module :VI) Corporate Governance and CSR	10	50 Marks		1.30 Hr.	25 Marks
Module :VII) CSR- Impact assessment and Social Audit	10	50 Marks		1.30 Hr.	25 Marks
Theory Paper		350 Marks		1.30 Hr.	175 Marks
Module :VIII) Project Work/ Case study/ Filed Work		50 Marks	Project work will be assessed by the faculty and Marks / Grades will be awarded, as per criteria. Minimum 25 Marks		
	Total	400 Marks	Passing marks minimum 200 Marks (50 %)		

*Award of Grade: Grades will be awarded as per the criteria stated in the prospectus

Mr. Chayan Pardhi
Course Coordinator/ Assistant Professor
Karve Institute of Social Service, Pune

Prof. Dr. Mahesh Thakur
Director
Karve Institute of Social Service, Pune

For More Details: In case of any queries please contact office between 10.30 a.m. to 6.00 p.m. or send mail on:csrcellkinss@gmail.com; chayan.pardhi@karveinstitute.edu.in

Course Contact Persons:

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|----------------------|-----------------------|
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| 2. Ms. Madhuri Mane | Landline: 07517835431 |

LIST OF OUR CLIENTS AND PARTNERS:

Ongoing Implementation Projects:

- Quality Education and Healthcare Project, Kirloskarvadi (Sangli)
- Quality Education and Healthcare Project, Dewas (M.P./Gujrat)
- Sampurna Arogyasakhi Project, Mohol, Solapur
- Hatti Pond Rejuvenation and Beautification Project, SPPU, Pune
- Sanitation and Hygiene Improvement Project, Ahilyanagar
- Sustainable Livelihood Through Goat rearing and Moringa Cultivation & Solar Pump for Agriculture

Completed Implementation Projects:

- ❑ **Mazagon Dock Shipbuilders Ltd** – Beed Environment and Agricultural Development project (2016 -2017, 2017-18, 2018-2019, 2019-20, 2020-21)
- ❑ **Mazagon Dock Shipbuilders Ltd** – Village Adoption and Development Project, Shahapur Taluka, Thane District (2016-17, 2017-18, 2018-19, 2019-20, 2020-21)
- ❑ **Sudarshan Chemical Industries Ltd** - Village Baseline & Needs Assessment Surveys in 2017 and Implementing Holistic Village Development of 7 villages around Roha town, Raigad District (2017-18, 2018-19, 2020-21)
- ❑ **SLK Global Solutions Pvt. Ltd** - Village Baseline & Needs Assessment Surveys in 2017 and Holistic Village Development project of Mandede Village of Mulshi Taluka (2017-18, 2018-19, 2019-20, 2020-21).
- ❑ **Sudarshan Chemical Industries Ltd** – Belawade Village Baseline & Needs Assessment Surveys in 2019 and Implementing Holistic Village Development of 7 villages around Roha town, Raigad District (2020-21)

Completed Research Impact and Need Assessment Projects:

- ❑ **FCA – FIAT CHRYSLER AUTOMOBILES** - Baseline Survey of 11 villages and Impact Assessment of 95 villages from Shirur Block of Pune District (2019-20)
- ❑ **Tata Technologies (Location - 11 Districts from Maharashtra)** - Impact Assessment of E-learning Project & need Identification for Integrated Development of respective schools from 11 Districts, under CSR programmes of TATA Technologies Ltd. (2018-19, 2019-20)
- ❑ **Classic Apollo Tyres Foundation** - Impact Assessment and Evaluation of the Drinking Water Project Implemented in 3 Villages from Shirur Block of Pune District (2019-20)
- ❑ **Kirloskar Brother Ltd.** - Social Impact Study with respect to flood relief help at Kirloskarvadi, Sangli District (2019-20)
- ❑ **ONGC (Oil and Natural Gas Corporation)** - Baseline Survey of 9 villages from Uran Block, District Raigad under CSR Programme (2018-19)
- ❑ **L&T & PMRDA (Pune Metropolitan Region Department Authority)** Location Pune District - Impact Assessment and Evaluation of Comprehensive Traffic and Transportation Study for Pune Metropolitan Region in Maharashtra (2019-20)
- ❑ **Cummins India Ltd** - Project proposal on developing, designing and implementing the Project “Promoting Education among Truck and School Bus drivers on adverse effects of idling vehicles and Sustainable Environment (2017-18)
- ❑ **JSW Steels Ltd** - Impact Assessment of E- learning Project and Jigyasa Project in Shahpur, Vasai and Wada Taluka (2017)
- ❑ **Mazagon Dock Shipbuilders Ltd** - CSR Project Planning, Village Baseline & Needs Assessment, Monitoring & Evaluation of the projects (2014- 15, 2015-16)
- ❑ **Yardi Software India Ltd** – Muskan – Action Against Child Abuse (2015-16)
- ❑ **Yardi Software India Ltd** – Community Mobilizers for Urban Community Development for Slum Improvement Programme (2015-16, 2016-17)
- ❑ **KPCL (Kirloskar Pneumatic Ltd)** – Employee Engagement Survey for the year (2011, 2013, 2015) locations - Hadapsar and Saswad Plant, Pune
- ❑ **Kirloskar Oil Engines Ltd (KOEL) 4 locations** - Corporate Social Responsibility - Impact Assessments, KOEL Plant locations PUNE, Nashik, Kagal (Kolhapur) and Rajkot (Gujarat) (9 years duration from 2007-2015)
- ❑ **BOSCH Nashik Plant-** Community Perception Survey (2015)
- ❑ **HINCOL Hindustan Colas Pvt Ltd** – Impact Assessment of 5 CSR projects from Mumbai,

- ❑ **P.N. Gadgil Jewelers Private Ltd** - Village baseline for rural development projects at Pune and Aurangabad (2015-16)
- ❑ **Zensar Foundation** – CSR Baseline and Needs Assessment Survey in Sudumbare village of Talegaon Dabhade (2014-15); CSR Baseline and Needs Assessment Survey of communities from Pune & Hyderabad (2014-15)
- ❑ **Tata communication Ltd**- CSR Baseline and Needs Assessment Survey in the vicinity of Dighi location Pune (2014- 15)
- ❑ **BOSCH Ltd, Nasik** – Baseline Community Needs Assessment Survey of the Two villages namely, Chandrachi Meth and Chikhalwadi (2015-16, 2013-2014 & 2011)
- ❑ **Godrej - Interio Division** – Needs Assessment and Baseline Survey of the 2 locations, Bhagwanpur (Near Dehradun) and Shirwal (Pune) (2012-2013). The study assessed the infrastructure facilities, the socio-economic status and needs of the group concerned.
- ❑ **International Research** - 10 multinational Companies “A comparative Study of CSR Structure and Community Perceptions in the Vicinity of Ranjangaon & Talegaon MIDC” (2011, 2012, 2013). 10 multinational Companies included GM, POSCO, L&T, JCB, INA Bearings from Talegaon MIDC and LG, APOLLO, Whirlpool, Harita Fiat from Ranjangaon MIDC.
- ❑ **Indian Oil Corporation Ltd.** 1 Terminal Needs Assessment and baseline survey for the Manmad Terminal, Nashik. (2012-13). The study assessed the infrastructure facilities, the socio-economic status and needs of the group concerned.
- ❑ **Bosch Ltd, Nasik** – Society Perception Impact Assessment Survey for (2011 & 2013)
- ❑ **Kirloskar Brother Ltd - CSR** - Society Perception and Impact Assessment Survey (2008, 2010 and 2012) covering 5 Locations namely Kirloskar wadi, Kondapuri (Pune), Dewas (M.P), Kadappa (A.P) and Coimbatore (Tamilnadu)
- ❑ **Japan Govt CSR, Project** –Pune Industrial belt In India and Japan Comparative Study, Sponsored by – Kibi International University Japan, 2011, 2012 and 2013. KPCL (Kirloskar Pneumatic Ltd)-2 location CSR- Society Perception and Impact Assessment Survey (2007, 2009, 2011 & 2013) for the Hadapsar and Saswad Plants, Pune
- ❑ **KPCL (Kirloskar Pneumatic Ltd)** - Needs Assessment Survey of school and health programs for KPCL (2010) covered locations from Hadapsar and Saswad plant, Pune
- ❑ **Kirloskar Pneumatic Ltd (KPCL)** – Employee Engagement Survey (2011) locations Hadapsar and Saswad Plants, Pune
- ❑ **Kirloskar Oil Engines Ltd (KOEL)** – Employee Engagement Survey (2011) - 5 locations Khadki, Pune, Nashik, Kagal (Kolhapur), Nagar and Rajkot

Our Clients and Partners:



KIRLOSKAR OIL ENGINES LIMITED
KIRLOSKAR BROTHERS LIMITED
KIRLOSKAR PNEUMATIC COMPANY LIMITED

Enriching Lives



Government of Maharashtra



BOSCH



L&T Infra Engineering



CSR RURAL DEVELOPMENT PROJECTS



MDL-KINSS Village Development Project
Kharade, Shahapur Block, Thane District



MDL-KINSS Environment & Agriculture Based Livelihood Project, Beed District



SCIL-KINSS Ideal Village Development Project in 10 Villages in Roha Raigad District



SLK-KINSS Village Development Project, Mandede and Thakursal Pune District



SCIL-KINSS Ideal Village Development Project, In Bolawade, Pune District



CSR RESEARCH PROJECTS



Ideal Village Baseline and Need Assessment Survey



CSR Initiatives Impact Assessment Survey



Stockholder Perception Survey



Vehicle Idling Research Project

CSR ACADEMIC COURSES



Post Graduate Diploma in Corporate Social Responsibility (CSR)



Indian Institute of Corporate Affairs (IICA) ICP in CSR course.
CSR CELL KINSS ACHIEVEMENTS



Post Graduate Diploma in Counselling & Mental Health

- Recognized by Indian Institute Of Corporate Affairs by the ' Outstanding Partnership ' Award 2017'.
- We are Empanelled at Learning and Development, NFCSR, by Indian Institute Of Corporate Affairs.
- Visit done by Ayush Minister, Shri. Shripadaji Naik in 2017
- INDO Global Chamber of Commerce, Industries and Agriculture excellence Award for CSR Education and significant contribution in the field of CSR.
- National Education Leadership Award- 2015 , Conferred by Vijaywani and world CSR, at Bangalore.
- Leading Partner Institution of Indian Institute of Corporate Affairs for conducting ICP in CSR.
- Village Development Project in partnership with Mazagon Dock Limited (PSU) & Local Self Govt





Karve Institute of Social Service

NAAC ACCREDITED 'A' Grade

Recognized Constituent Institute Permanently Affiliated to
Savitri Phule Pune University

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CSR CELL

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