



Master's Degree Programmes

PROSPECTUS

2011–2013

TATA INSTITUTE OF SOCIAL SCIENCES

Re-imagining Futures

PROSPECTUS FOR
MASTER'S DEGREE PROGRAMMES
2011–2013



TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University, established under Section 3 of the UGC Act, 1956)

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Typesetting, Pagination and Cover Design : Vijender Singh, Publications Unit

Cover Photo : Prasant Mohanty

Printing : India Printing Works, Wadala, Mumbai 400 031

TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088

Academic Calendar: 2011–2013

I and III Semester	
Reopening of the Institute	June 07, 2011
Commencement of the Academic Session	June 13, 2011
Commencement of Classes	June 14, 2011
Announcement of Examination Time-table	August 26, 2011
Last Lecture Day	September 26, 2011
Students' Assessment and Submission of Grades	September 27, 2010 to October 14, 2011
Vacation	October 17, 2010 to November 16, 2011
II and IV Semester	
Commencement of Classes	November 17, 2011
Announcement of Examination Time-table	February 10, 2012
Last Lecture Day	March 09, 2012
Students' Assessment and Submission of Grades	March 12, 2011 to March 29, 2012
Alumni Conference (Platinum Jubilee Celebrations)	December 18–19, 2011
Resonance	December 21–23, 2011
Institute Day	January 13, 2012
Block Field Work	April 2–5, 2012
Convocation	May 04, 2012 / May 05, 2012
Re-opening of the Institute	June 4, 2012

Semester I : Classes 15 Weeks

Vacation : 31 days (+3 days of summer vacation included here)

Semester II : Classes 15 weeks + 1 Week for Platinum Jubilee Celebrations and Non-instructional Days

Vacation : 28 days

Contents

I ABOUT TISS	1	III RULES AND GUIDELINES	52
1.1 Our History	1	3.1 Requirements for Passing the Master's Degree Examination	52
1.2 Building on Excellence: TISS Milestones	1	3.2 Rules for Dealing with Cases of Cheating/Copying in Examinations/ Assignments/Field Work Reports/ Project Reports by students	58
1.3 An Overview of Recent Achievements	3	3.3 Rules for Re-Evaluation of Academic Performance	58
1.4 Organisational Structure	4	3.4 Rules Prohibiting Ragging	61
1.5 Schools and Centres	4	3.5 Withdrawal of Degrees	167
1.6 Teaching Programmes	7	IV FEES AND DEPOSITS	62
1.7 Research and Publications	8	4.1 Compulsory Fees, Deposits and Other Estimated Expenditure for for Indian Students	62
1.8 Extension	9	4.2 Fees for International Students	
1.9 Re-Imagining Futures: Converging Excellence with Relevance	10	4.3 Other Charges	64
II MASTER'S DEGREE PROGRAMMES	11	4.4 Payment of Fees	66
Part I: General Information	11	4.5 Personal Accident Insurance	66
2.1 Intake of Students for the Academic Year 2010–2012	11	V SCHOLARSHIPS AND PRIZES	67
2.2 Reservation	11	5.1 Annual Scholarships	67
2.3 International Students	12	5.2 Free Tuitions	69
2.4 Deputed Candidates	13	5.3 Loan Scholarships	69
2.5 Special Students	13	5.4 Prizes and Awards	69
2.6 Rules Regarding Admission	13	VI STUDENT SUPPORT SERVICES	74
2.7 Other Rules	14	6.1 Students' Affairs Office	74
Part II: Foundation Courses	15	6.2 Students' Union	74
2.8 Introduction to Foundation Courses	15	6.3 Accommodation/Hostels	74
Part III: Programme Details	16	6.4 Dining Hall	74
2.9 M.A. in Social Work	16	6.5 Health Care	75
2.10 M.A. Social Work in Disability Studies and Action	19	6.6 Counselling Services	75
2.11 M.A. in Globalisation and Labour	21	6.7 Health Insurance	75
2.12 M.A. in Human Resources Management and Labour Relations	23	6.8 Sports and Recreation	76
2.13 M.A. in Social Entrepreneurship	25	6.9 SC/ST Cell	76
2.14 Master of Health Administration	28	6.10 Committee Against Sexual Harassment	76
2.15 Master of Hospital Administration	29	VII GENERAL INFORMATION	79
2.16 Master of Public Health in Health Policy, Economics and Finance	31	7.1 Constitutional Bodies	79
2.17 Master of Public Health in Social Epidemiology	33	7.2 Faculty and Administration	81
2.18 M.A. in Counselling	35	7.3 Our Campuses	98
2.19 M.A. in Development Studies	37	7.4 Access	99
2.20 M.A. in Education (Elementary)	39	7.5 Communication	99
2.21 M.A. in Women's Studies	40	7.6 Alumni	99
2.21 M.A./M.Sc. in Disaster Management	42		
2.23 M.A. in Media and Cultural Studies	45		
2.24 M.A./M.Sc. in Habitat Policy and Practice	47		
2.25 M.A. Social Work in Rural Development	49		

1. About TISS

1.1 OUR HISTORY

The Tata Institute of Social Sciences (TISS) was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work. In 1944, the Sir Dorabji Tata Graduate School of Social Work was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared deemed to be a university under section 3 University Grants Commission Act, 1956.

Since its inception in 1936, the Vision of the TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all. The TISS works towards its vision through:

- Creation and provision of socially relevant and high quality professional education in a wide range of inter-disciplinary areas of Social Sciences to a larger number of students from all sections of the society in the country.
- Facilitation of autonomous research and dissemination of knowledge. Support knowledge creation through strong M. Phil. and Ph.D. programmes and Post-Doctoral scholars.
- Strategic extension, field action and advocacy through training and capacity building of State and non-State institutions and personnel; initiating and facilitation of field action and advocacy to demonstrate and facilitate creation of policies and programmes.
- Professional response to natural and human-made disasters, through participation in relief and rehabilitation activities

Over the years, the Institute has made consistent contributions to civil society and the development sector, through its education, research, field action and extension and today, the TISS has earned recognition as an institution of repute from different Ministries of the Government of India; various State Governments; international agencies such as the United Nations; and the non-government sector, both national and international. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination, whose bulwark is a commitment and responsiveness to social needs.

1.2 BUILDING ON EXCELLENCE: TISS MILESTONES

1936 The beginning of social work education in India. The Sir Dorabji Tata Trust establishes the Sir Dorabji Tata Graduate School of Social Work with 20 students.

1937 The Child Guidance Clinic, the Institute's first Field Action Project, is launched. Today, it is known as Muskaan: Centre for Child and Adolescent Guidance.

1940 Publication of *The Indian Journal of Social Work*, the first journal of social work in South Asia, begins. The journal is currently in its 72nd year of uninterrupted publication.

1944 The Sir Dorabji Tata Graduate School of Social Work is renamed as the 'Tata Institute of Social Sciences'.

1948 In the aftermath of the Partition, the Institute sends a relief team of students and faculty to work in refugee camps. This tradition of responding to human needs and natural disasters by sending relief teams continues even today.

1954 The Institute shifts to its new campus at Deonar, Mumbai. Today, this is the Main Campus of the Institute.

- 1964** The Institute is recognised as a Deemed University by the Government of India, and is primarily funded by the University Grants Commission (UGC).
- 1967** The social work specialisation in 'Labour Welfare and Industrial Relations' develops into an independent Master's Degree programme in Personnel Management and Industrial Relations.
- 1969** The Unit for Child and Youth Research—the first research unit of the Institute—is set up with support from the UNICEF. Other research units are also set up in relevant areas, between 1970 and 1984.
- 1980** Evening certificate programmes are initiated in (i) Hospital Administration, and (ii) Personnel Management and Industrial Relations. These programmes later develop into Diploma Programmes.
- 1986** The idea of a Rural Campus is conceived. The Government of Maharashtra donates 100 acres of land in Sindphal village (Tuljapur Taluka, Osmanabad District), for this purpose.
- 1988** The Institute is designated as a Curriculum Development Centre for Social Work Education by the UGC.
- 1993** Master's degree programmes in Health Administration and in Hospital Administration are initiated.
- 1999** The Mumbai campus expands with the inauguration of the 11-acre Malti and Jal A.D. Naoroji Campus.
- 2002** The National Assessment and Accreditation Council awards a 5-Star rating to the Institute.
- 2004** A Bachelor's programme in Social Work commences at the Institute's Tuljapur Campus.
- 2005** Diploma programmes in Sustainable Development commence in Ladakh and in the Andaman & Nicobar Islands.
- 2006** A landmark year for TISS.
- Academic restructuring of existing Departments and Units into 5 Schools and 4 Independent Centres is operationalised.
 - Two new M.A. programmes are introduced: Development Studies and Education (Elementary).
 - The M.A. in Personnel Management and Industrial Relations Programme is renamed as M.A. in Human Resources Management and Labour Relations, with significant changes in its curriculum.
 - The M.A. in Social Work and both the M.H.A. programmes also revamp their curriculum.
 - A revamped integrated M.Phil.-Ph.D. programme is introduced.
 - The Jamsetji Tata Centre for Disaster Management is inaugurated by the Prime Minister of India.
- 2007**
- Three new Master's Degree programmes—Disaster Management, Globalisation and Labour, and Social Entrepreneurship—and two new Diploma programmes—Media and Cultural Studies, and Psychosocial Care and Support in Disaster Management—are initiated.
 - Centre for Studies in Social Exclusion and Inclusive Policy inaugurated.
- 2008**
- Three Master's Degree programmes—Disability Studies and Action, Media and Cultural Studies, and Public Health—and one Diploma programme in Gerontology are initiated.
 - School of Habitat Studies established.
 - Foundation stone for establishment of TISS Hyderabad Campus laid.
- 2009**
- Three new Master's Degree programmes—Habitat Policy and Practice, Counselling, and Women's Studies—and one Diploma programme in Counselling initiated.

- TISS Hyderabad Campus offers its first academic programme: Certificate in Decentralised Planning and Rural Development from February 2009.
 - TISS Guwahati initiates a Diploma programme in Community Organisation and Development Practice from June 2009.
- 2010**
- Two new Master's programmes—Public Health in Health Policy, Economics and Finance, and Social Work in Rural Development—initiated.
 - NAAC re-accredits the Institute with an 'A' Grade and a cumulative grade point of 3.88 out of 4.00.

1.3 AN OVERVIEW OF RECENT ACHIEVEMENTS

The synergy between teaching, research, field action and extension has enabled the TISS to continue to shape planning, policy and programme formulation, foster critical rethinking, and development of people-centred interventions.

- The Special Cell for Women and Children, a Field Action Project of TISS, completed 25 years of work in 2009 on 'Violence Against Women' as a programme/service located in the police system. At present, 7 States have established Special Cells and efforts are on to establish the Special Cells in the remaining States and Union Territories of the country.
- TISS is the Principal Recipient of the Global Fund for AIDS, Tuberculosis and Malaria in a country-wide project for capacity-building of higher institutions of learning in HIV/AIDS Counselling. Named Saksham, the project will conduct master training programmes and help to build infrastructure to develop the capacities of 40 academic institutions all over the country, which, in turn, will provide supportive supervision and training to 12,000 counsellors working in the national HIV/AIDS counselling programme. The Global Fund has awarded Saksham an A-1 rating.
- In the Andaman & Nicobar Islands, as a part of post-tsunami reconstruction, the TISS has embarked on a programme of capacity-building of local communities in sustainable development. In collaboration with ANI Administration, TISS is in the process of setting up Disaster Early Warning System and structures for Rural Knowledge Centres.
- The TISS is recognised by the World Health Organisation as a collaborating Centre for Health, Policy Research and Training. The UNAIDS Centre for Behavioural Research on HIV/AIDS is also located at TISS.
- The TISS has been engaged in working with the GoM to design an Outcome Budget covering 12 key government departments. The Outcome Budget initiative is an attempt to link public expenditure to definitive positive outcomes rather than mere outputs so as to establish the relationship between financial allocation, the actual expenditures, and the eventual outcomes of that expenditure.
- The TISS has established collaborative research and student exchange programmes with over 25 universities and consortiums in Africa, Asia, the United States and Europe.
- The TISS has become a partner in a Consortium of 12 European Universities and 8 Indian Universities. This Consortium is led by Lund University, Sweden, and has received a grant of 9.6 million Euros for academic exchange under the Erasmus Mundus External Cooperation Window India Lot 15. Under the Grant, TISS faculty members and students will receive fellowships for teaching and research work in various universities across Europe, and TISS will receive scholars and students from European Universities.
- At the request of the Mumbai High Court, in 2005, the TISS Rural Campus undertook a study of farmers' suicides in Maharashtra. The Report has been appreciated by the Court, both for providing valuable insights into the rural livelihood crises and its policy recommendations. A long-term action research project on agrarian crisis has been initiated.

The TISS continues to be involved in critical research in diverse areas such as education and literacy, family and children, women's issues, HIV/AIDS, rural and urban development issues, displacement, youth and human development, and the rights of Dalits, indigenous peoples, minorities and other marginalised groups.

1.4 ORGANISATIONAL STRUCTURE

The Director of TISS, whose position is equivalent to that of the Vice-Chancellor of a conventional university, is the academic and administrative head of the Institute.

Academic Structure

The academic structure of the Institute consists of 6 Schools and 4 independent Centres. Three resource centres provide support to teaching, research, field action and dissemination activities.

Administrative Structure

The administrative structure comprises 4 broad divisions: (i) Academic, (ii) Finance, Accounts and Audit, (iii) Personnel and Administration, and (iv) Infrastructure Development and Support. Each of these divisions is normally headed by a Deputy Registrar reporting to the Registrar.

Governance

The Governing Board is the highest authority of the Institute. It members include the nominees of the Central Government, State Government, the University of Mumbai, the UGC, and representatives from the TISS faculty. The Chairperson of the Governing Board has functions similar to that of the Chancellor of a conventional university. The Academic Council of the Institute decides on matters of academic nature. Six external experts, along with the faculty of TISS, constitute the Academic Council of the Institute.

1.5 SCHOOLS AND CENTRES

One of the most significant initiatives undertaken recently by TISS was the comprehensive restructuring of its academic structure and programmes. The restructuring process was started in September 2004 and the Institute moved to a new academic structure in February 2006. It currently hosts 6 schools, 4 independent centres, and 3 resource centres as indicated below.

Schools

The *School of Social Work* promotes education in social work that is democratic, emancipatory, and egalitarian and that develops a critical perspective in students. It offers dynamic and relevant programmes at the Doctoral, Master's (Social Work, and Social Work in Disability Studies and Action), and Certificate levels (Rehabilitation Counselling). It also identifies new areas for social work practice and evolves innovative practice strategies through practice-based research and field action projects. Other thrust areas of the School are research, networking and liaising with governmental and non-governmental organisations for capacity building, policy and programme development, and extension. It has 6 Centres:

- Centre for Community Organisation and Development Practice
- Centre for Criminology and Criminal Justice
- Centre for Equity for Women, Children and Families
- Centre for Disability Studies and Action
- Centre for Health and Mental Health
- Centre for Social Justice and Governance.

The *School of Social Sciences* has a special focus on strengthening the social sciences teaching and research base, with an inter-disciplinary perspective. The School conducts 4 M.A. programmes,

all of which have contemporary relevance and significance: Counselling, Development Studies, Education (Elementary), and Women's Studies. In order to undertake basic and cutting-edge social research to deal with a range of social, economic, cultural and political issues and processes, the School is organised to deal with several thematic areas through 6 Centres:

- Centre for Development Studies
- Centre for Human Ecology
- Centre for Socio-legal Studies and Human Rights
- Centre for Studies in Social Exclusion and Inclusive Policy
- Centre for Studies in the Sociology of Education
- Centre for Women's Studies.

The ***School of Health Systems Studies*** prepares students for managerial roles in the fields of health and hospital administration and carries out high quality social and policy research on a range of health issues with a view to support evidence-based national health policy and programme planning. The School is also involved in designing need-based, health-related interventions and building capacities of health and allied professionals to promote and support research, action, advocacy and policy relevant work on health. It offers 4 Master's programmes in Health Administration, Hospital Administration, Public Health in Health Policy, Economics and Finance, and Public Health in Social Epidemiology; and a Diploma in Hospital Administration. Currently, it has 4 Centres:

- Centre for Health and Social Sciences
- Centre for Health, Policy, Planning and Management
- Centre for Public Health
- Centre for Hospital Management

The ***School of Management and Labour Studies*** has a mission to provide quality human service professionals for a variety of stakeholder groups in the development process. The School has diversified to develop innovative teaching and research programmes that address wider social issues and realities with a special emphasis on the marginalised and vulnerable groups. It offers 3 M.A. programmes in Human Resources Management and Labour Relations, Globalisation and Labour, and Social Entrepreneurship; and a Diploma programme in Human Resources Management. It is involved in research and consultancy undertaken through 4 Centres:

- Centre for Human Resources Management and Labour Relations
- Centre for Labour Studies
- Centre for Social Entrepreneurship
- Centre for Social and Organisational Leadership Development.

The ***School of Rural Development*** works towards promoting initiatives for sustainable, eco-friendly and equitable socioeconomic development of rural communities, with a focus on gender and caste justice. Growing out of the Institute's Rural Campus in Tuljapur, it conducts a Bachelor's Degree (Hons.) Programme in Social Work, with a specialisation in Rural Development. It has introduced a number of diploma and certificate level programmes including, Diploma programme in Sustainable Development for Ladakh to promote development initiatives in this remote area of India. The 2010–2011 academic year sees the commencement of the M.A. in Social Work programme, with specialisation in Rural Development.

The ***School for Habitat Studies***, a centre for knowledge excellence, focuses on providing a comprehensive response to the knowledge-related needs of the society in the habitat sector. It

draws from the fields of habitat studies, economics, environmental science, the social sciences, engineering, architecture, and management. The key agenda of the School will involve creation, dissemination, and application of relevant and useful knowledge about planning, design, development, management, and governance of the habitats. The School strives to develop professional capacities in the field of Habitat Studies through academic teaching and professional/in-service training that incorporate both social and technical skills. It offers a Master's Degree programme in Habitat Policy and Practice and conducts its research and analytical work through 3 Centres:

- Centre for Urban Planning and Governance
- Centre for Science, Technology and Society
- Centre for Water Policy and Governance.

Independent Centres

The ***Centre for Lifelong Learning*** offers a two-semester (part-time) Certificate programme in Social Work, and 2 Diploma programmes in Gerontology and Counselling. The mission of the Centre is to work with all types of adult learners who, in turn, seek to work with the disadvantaged and vulnerable sections of society. To this end, it conducts a range of outreach and short-term programmes for professionals, para-professionals and volunteers. The thematic contents of these programmes focus upon work-related needs as also self-growth and individual development. Apart from these open-enrolment programmes, the Centre also offers training courses in its regular calendar format in 'Training Volunteers for Social Work' and 'Basic Counselling Skills for the Helping Professions'.

The ***Centre for Media and Cultural Studies*** is engaged in media teaching, production, research and dissemination. A unique feature of the Centre is the close linkage between the technical and academic areas of its work, thus facilitating a synergy between research, teaching and production, all of which are informed by a keen sense of connection with local subaltern cultures of resistance and invention. It has to its credit 22 national and international awards for its documentary films. The Centre offers an M.A. programme in Media and Cultural Studies.

The ***Centre for Research Methodology*** focuses on knowledge production and skills in the methodological aspects of the various human science disciplines. The Centre is a leader in training research professionals in various fields and has been engaged in teaching, research and consulting in the area of research and analysis. The Centre anchors the course work at the Institute level for the Integrated M.Phil.-Ph.D. programme of the Institute.

The ***Jamsetji Tata Centre for Disaster Management*** has consolidated and extended the significant work of TISS in relief management, disaster assessment, psychosocial intervention and participatory rehabilitation processes. The Centre, currently, offers a Master's Degree programme in Disaster Management; and 2 Diploma programmes in Psychosocial Care and Support in Disaster Management, and Development, Vulnerability and Disaster Response.

Resource Centres

The ***Computer Centre*** was established with the aid of the Indian Council for Social Science Research (ICSSR) to process the data of research studies undertaken by the Institute's faculty, M.Phil. and Ph.D. scholars, and Master's degree students. It also provides training in data processing to research scholars, and has been recognised by the ICSSR as a Centre for Consultancy in Data Processing and Analysis.

The ***Publications Unit*** was established with the aim of knowledge development and dissemination in the field of social work and social development. It has published over a 100 books and monographs. The Publications Unit has been publishing *The Indian Journal of Social Work* (IJSW)

uninterruptedly since 1940. The IJSW, a quarterly, focuses on multi-disciplinary knowledge development relevant to the changing perspective of the social work profession, with special reference to issues of the marginalised groups and interventions for them.

The *Sir Dorabji Tata Memorial Library* has a focussed collection of learning resources taking into consideration the academic programmes and research needs of the Institute. It currently holds about, 1,15,133 volumes, 1,600 audio-visual materials, and subscribes to 289 print journals and over 7,500 e-journals. It maintains newspaper clippings on current topics and prepares bibliographies on different subjects. It is fully computerised and has a computer reading facility for visually impaired students. Users can access the library database using an Online Public Access Catalogue. The Library brings out a quarterly Selective Dissemination of Information and Current Awareness Bulletin. The UGC-INFLIBNET has recognised it as a Document Delivery Centre.

1.6 TEACHING PROGRAMMES

M.Phil.-Ph.D. Programmes in

1. Social Work
2. Social Sciences
3. Health Systems Studies
4. Management and Labour Studies
5. Rural Development
6. Habitat Studies

Master's Degree Programmes

1. Social Work
2. Social Work in Disability Studies and Action
3. Development Studies
4. Education (Elementary)
5. Counselling
6. Women's Studies
7. Health Administration
8. Hospital Administration
9. Public Health in Health Policy, Economics and Finance
10. Public Health in Social Epidemiology
11. Human Resources Management & Labour Relations
12. Globalisation and Labour
13. Social Entrepreneurship
14. Habitat Policy and Practice
15. Disaster Management
16. Media and Cultural Studies
17. Social Work in Rural Development

Bachelor's Degree Programme

1. Social Work (Hons.) with specialisation in Rural Development

Diploma Programmes

1. Hospital Administration
2. Human Resources Management

3. Gerontology
4. Counselling
5. Community Organisation and Development Practice
6. Psycho Social Care in Disaster Situations
7. Development, Vulnerability and Disaster Response
8. Financial Management and Accountability
9. Microfinance Management

Certificate Programmes in

1. Social Work
2. Rehabilitation Counselling
3. Social Welfare Administration
4. Decentralised Planning and Rural Development
5. Child Protection
6. Child Rights
7. District Facilitators Development Programme

1.7 RESEARCH AND PUBLICATIONS

Over the years, through its research in social work, social sciences, human resources management, health systems and allied fields, the TISS has made consistent contributions to civil society and the development sector and helped shape planning, policy and programme formulation, foster critical rethinking and development of people-centred interventions.

The role of academic institutions like TISS in conducting pioneering research rooted in the context of societal realities, and aimed at influencing policy and practice for positive social change, is widely acknowledged. Over the years, the research work carried out at the TISS has been increasingly used for capacity building, field action, academics and policy advocacy on a spectrum of social, economic and environmental issues. The research work in TISS has seen a steady rise.

Most of the researches received funding from national and international organisations—Central Ministries and State governments; NGOs and Trusts; national and international agencies like the UGC, BARC, British Council, DFID, Ford Foundation, Bill and Melinda Gates Foundation World Wildlife Funds; UN agencies, WHO and Global Fund to Fight Against TB & Malaria, universities like the London School of Economics and Political Science, Rutgers University, University of Zurich, Wageningen University, Columbia University; corporates like Tata, ICICI, HUL, etc. among others. Some projects, which cover significant areas of interest to the faculty, are approved and funded by Research Council, an internal research facilitation academic body of the institute.

During 2010–2011, there were a total of 143 ongoing research and documentation projects at the Institute. Of these, 16 research projects were in multi-disciplinary areas, while the remaining were anchored in various Schools/Centres. The continuing areas of research include children & youth; climate change; community development, corporate social responsibility; dalits and tribals; disaster management; education; food security; governance; human rights; labour and migration; mental health; natural resources management; rural development; urban issues; and women and gender.

Research studies conducted at the Institute also result in numerous reports, publications and books. These publications become public domain documents that are easily accessible and widely disseminated and used by a cross-section of people and agencies for research purposes or policy advocacy. Faculty members at the Institute publish their research work in national and international academic journals and books. They are also involved in writing book reviews,

articles in newspapers and magazines, and reports from seminars and conferences. In 2010–2011, TISS faculty published 85 peer reviewed journal articles in some of the most renowned journals; 69 chapters in books; 16 authored/edited volumes published by reputed publishers like Sage, Anthem Press, Orient Blackswan, etc., and 51 other writings that include book reviews, articles in newspapers, magazines & reports. The TISS-LSE research collaboration has produced two significant publications.

1.8 EXTENSION

Extension activities at TISS includes adult learning, continuing education, and field action, and promote a meaningful and sustained rapport between the Institute and the community at large.

Adult Learning and Continuing Education

The Institute reaches out to the working population across social and economic sectors through its full-time and part-time Diploma and Certificate programmes for adult learners, as well as training and capacity-building programmes throughout the year. Apart from programmes for Training of Trainers, these cover substantive areas in social research, teaching and training methodology, curriculum review and development. These programmes attract learners who wish to upgrade their qualifications, make mid-life career changes and also acquire marketable skills (e.g., in cutting-edge areas of social research, media analysis and soft skills such as leadership and counselling skills, etc.), which are valued in the employment scene today. This dimension of the work at TISS is now poised to take a step forward in terms of evolving equivalency programmes, which can be given academic credits in other graduate and post-graduate programmes of TISS as also in international universities.

Field Action

The TISS has been undertaking innovative field action projects (FAPs) since the 1930s. These FAPs focus on assistance to and empowerment of the marginalised groups, testing new approaches and strategies in response to changing social realities, facilitating development of field-based knowledge and practice - theory continuum, among others. The FAPs have for long been an integral part of the work of TISS. The primary aim of field action work in TISS is to create a space to shape and demonstrate new initiatives and innovations in practice that address specific issues or concerns of particular marginalised and impoverished sections of the population.

The FAPs have always played an integral role in the curriculum of social work education. These projects provide faculty members with an opportunity to engage with direct practice and students with a training ground, and, thus ensuring that both teaching and learning is in touch with social realities. Many important institutional innovations such as Child Guidance Clinics, social workers/counsellors in Hospitals and Family Courts, Special Cells for Violence against Women in Police Stations, Childline (a national helpline for children in distress) — all began as FAPs of TISS and gradually became a part of the public institutional structure.

Through these projects, faculty members are in touch with the field, and, thus ensure that their teaching is in touch with social realities. Students are placed for field work in these projects, and, in the process of learning, they also contribute to its growth. The FAPs address a wide range of issues with a broad goal of a more equal and just society, through capacity-building, empowering people to exercise more informed choice, and secure their rights. The total numbers of FAPs currently active are 26, in the areas of violence against women, rights and rehabilitation of persons processed by the Criminal Justice System, children in conflict with law, homelessness and beggary, education of tribal children, child and adolescent mental health, empowerment of tribal and dalit youth, access to health in rural and tribal areas, agrarian crisis in Vidarbha, sustainable livelihood, food security, adult education, and health.

1.9 RE-IMAGINING FUTURES: CONVERGING EXCELLENCE WITH RELEVANCE

The TISS is working to radically transform academic culture and spirit that have long been constrained by structural bottlenecks and the meagre and consistently declining resources available to universities. One of the most significant initiatives undertaken during the 10th Plan period was the comprehensive restructuring of the academic structure and programmes. This process is intensified during the 11th Plan.

Academic collaboration and networking with other institutions, both in India and overseas, is a priority area. These collaborations are to strengthen the institute's capacities to fulfil its vision of being an institution of excellence in higher education that develops and applies knowledge in pursuit of social justice and human rights for all. By instituting chairs, fellowships and scholarships, TISS seeks to further strengthen independent research, in a climate of intellectual rigour and academic freedom.

The TISS is up scaling its capacity to develop and disseminate print, electronic and audio-visual knowledge resources, thus enabling us to reach out and deepen our dialogue with civil society. The TISS is continuously augmenting and upgrading its academic, administrative and infrastructural capacities. Drawing on the nourishment from close relationship with government, inter-governmental, academic, communities and NGOs, industry and alumni, the TISS hopes to meet the new challenges as it strikes a new path.

2. Master's Degree Programmes

PART I: GENERAL INFORMATION

2.1 INTAKE OF STUDENTS FOR THE ACADEMIC YEAR 2011–2013

<i>Programme of Study</i>	<i>Seats</i>
M.A. in Social Work	176
M.A. Social Work in Disability Studies and Action	24
M.A. in Counselling	26
M.A. in Development Studies	46
M.A. in Education (Elementary)	44
M.A. in Women's Studies	24
Master of Health Administration	36
Master of Hospital Administration	47
Master of Public Health in Social Epidemiology	24
Master of Public Health in Health Policy, Economics and Finance	21
M.A. in Globalisation and Labour	15
M.A. in Human Resources Management and Labour Relations	62
M.A. in Social Entrepreneurship	31
M.A./M.Sc. in Disaster Management	39
M.A. in Media and Cultural Studies	23
M.A./M.Sc. in Habitat Policy and Practice	20
M.A. Social Work in Rural Development (Tuljapur Campus)	30
Total	688

2.2 RESERVATION

- 2.2.1 Scheduled Caste (SC) and Scheduled Tribes (ST) Candidates: As per GOI requirements, 15% and 7.5% seats are reserved for SC and ST candidates, respectively, in all the programmes.
- 2.2.2 Persons With Disability (PWD): Three per cent seats are reserved in all the Master's Degree Programmes for PWD of which 1% each is reserved for persons with (a) Low Vision/Blindness, (b) Hearing Impairment, and (c) Locomotor Disability/Cerebral Palsy.
- 2.2.3 Other Backward Classes (OBCs): Following GoI directives, 27% of the seats are reserved for candidates from OBCs belonging to the non-creamy layer as notified by the National Commission for Backward Classes.
- 2.2.4 Kashmiri Migrants: Subject to the Government of India directives.

2.3 INTERNATIONAL STUDENTS

2.3.1 Introduction

Admission of International Students to all the Master's Degree programmes offered by TISS will be done through the International Students' Office (ISO) of TISS. Students will be admitted in the beginning of the degree programme. For customised short-term courses, students can be admitted at any time during the year. All foreign nationals (holding citizenship other than Indian or in addition to that of Indian) are eligible to apply as International Students.

2.3.2 Eligibility

The qualifications required for International Students for admission to the different programmes of the Institute can be checked from the ISO Information Brochure. Only those students who have qualified from foreign Universities or Boards of Higher Education, recognised as equivalent by the Association of Indian Universities (AIU) are eligible for admission. When required, a reference will be made to the AIU to check the equivalence. The student should submit the documents mentioned in the eligibility form in order to check equivalence through the AIU, along with the application.

For all Master's degree programmes at TISS, International Students from non-English speaking countries or those who have not completed their degree course in the English medium should submit the TOEFL (Code 2102) scores. GRE scores are also necessary.

2.3.3 Transfers and Change of Programme

An International Student who has been granted admission to a particular programme will not be allowed to change the programme. In exceptional cases, the ISO may permit this, based on eligibility rules and permission of the Competent Authority of the Institute.

2.3.4 Government of India Scholars

International students who are awarded scholarships by the Indian Council for Cultural Relations (ICCR), New Delhi, will get preference for admission and hostel accommodation. Candidates sponsored by different foreign governments for training and studies will also be given preference for the same.

2.3.5 Procedure for Admission

Stage 1: Preliminary Procedure

1. Apply for admission in the prescribed Application Form, downloadable from the Institute Website along with a demand draft for Rs. 5,000/- towards application processing charges, per programme (non-refundable).
2. Fill and submit the eligibility form, along with copies of certificates listed in the eligibility form and the required fees. This should be done well in advance so that the student is able to obtain the Visa and AIU equivalence before the due date of admission.
 - (a) Degree certificate along with transcript from his/her university as proof of eligibility.
 - (b) Write a note on motivation for applying to the programme (upto 500 words).
 - (c) Give 2 references, one of whom should be his/her teacher at the undergraduate level. The referees should provide information regarding the candidate's academic interest and calibre, character, and suitability for the programme in a sealed envelope. These two references should accompany the application.

Stage 2: Selection Procedure

Once the Institute ascertains the eligibility of the candidate to apply for the programme, the following steps are initiated:

1. The candidate has to write an essay upto 1,500–2,000 words in the English language on a topic intimated through e-mail and submit the same through e-mail as well.
2. Candidates go through a telephone interview on a designated day.
3. After this, a list of selected candidates is announced.

Stage 3: Obtain Student Visa and Pay Fees

1. A provisional admission letter will be sent to the candidate to secure a Student Visa to India.
2. The Student Visa is a compulsory GoI requirement for admission to the Institute. The visa should indicate: (i) the name of the Institute, (ii) title of the programme, and (iii) the period of study at the Institute.

Stage 4: Report to the Institute

1. Undergo the medical examination and get the medical fitness certificate. All International Students will be required to pay medical fees of US \$60.
2. The candidate should produce original documents at the time of verification of documents. Upon verification, the original documents will be returned to the candidates immediately.
3. Admission of International Students will be confirmed only after verification of original certificates, medical fitness test, and payment of the required fees.
4. All International Students should register their names with the police in the Foreigner Regional Registration Office (FRRO) of the local Police, within 2 weeks of arrival in India.

2.3.6 Fee Structure

The fee structure for International Students is given in Section 4.

2.3.7 Discipline

International Students will abide by all rules of the Institute and the code of conduct as applicable to Indian students doing the same programme.

2.3.8 Examination and Award of Degrees and Diplomas

The procedure for examination, payment of examination fees, issue of grade cards, issue of passing certificates and award of degrees will be same as for the Indian students doing same programme.

2.4 DEPUTED CANDIDATES

Officials from State and Central Government Departments and Ministries can seek deputation to any of the masters / certificate / diploma programmes through their government support. The deputed candidates must fulfill all necessary academic qualifications and selected and recommended by the concerned ministry / department. The number of deputed candidates admitted to each programme is determined by the School / Centre.

2.5 SPECIAL STUDENTS

Persons holding a Bachelor's Degree may be permitted to audit not more than 3 lecture courses, excluding field work, on the payment of the fees of Rs. 500/- per course as special students. Such students will be given an attendance certificate, provided they maintain 75% class attendance.

2.6 RULES REGARDING ADMISSION TO MASTERS PROGRAMMES

- 2.6.1 The medium of instruction is English and it is assumed that candidates seeking admission have an adequate knowledge of the language. Candidates are expected to answer in English language only during the entrance examination. However, candidates may speak in Hindi during the GD provided

- that they succeed in meaningfully relating themselves to the topic under discussion by the group who would be speaking in English. Hindi may also be used in the PI where the questions may be framed in Hindi or English depending on the concerned faculty's facility with the language.
- 2.6.2 If any statement furnished by the applicant is found incorrect at any time, he/she will be liable to be debarred permanently from the course, and will be not be eligible to apply to any other course in the Institute.
- 2.6.3 At the time of application for admission to all the Master's Degree programmes, except Health Administration, Hospital Administration and Public Health in Health Policy, Economics and Finance, and Public Health in Social Epidemiology, the applicants whose results are awaited will be required to attach a Certificate from the college to the effect that they have appeared for the final year examinations, including practicals, etc.
- 2.6.4 If a candidate has submitted his/her original documents like degree, mark-sheet, etc., to a college/university for re-evaluation or for any other purpose, he/she is required to produce a letter from that college/university authority addressed to the Registrar of TISS clearly indicating that the candidate's original documents, as stated above, have been retained by the college/ university for a specific purpose and indicate the time required to release to the institute. In any case, the student should submit the degree and mark-sheet by the end of December of the same academic year, failing which his/her admission will be cancelled.
- 2.6.5 Admission will be subject to the fulfilment of the eligibility requirements as confirmed through verification of original certificates and mark-sheets.
- 2.6.6 Original documents for verification will not be accepted by Post or courier service. They have to be presented by the candidate or by his/her authorised nominee.
- 2.6.7 The candidates who have been selected for admission, will have to undergo a pre-admission medical check-up by the Medical Officer of the Institute. Certificate of health by the Medical Officer is necessary to confirm admission to the Institute.
- 2.6.8 A candidate, who is admitted provisionally, pending final year of the qualifying degree examination results should procure the mark-sheet and migration certificate as soon as he/she gets them, after declaration of results, and submit the same to the Academic Section. In any case, they should be submitted by the end of December of the same academic year, failing which his/her admission will be cancelled.

2.7 OTHER RULES

- 2.7.1 *Discipline:* Students admitted to the Institute will be under the discipline of the Director, School Deans, and other officers of the Institute. The Director has the power to award punishments including levying fines, discontinuation from hostel and dining hall, and suspension and/or revocation of registration as a student. Students admitted to the Institute will observe all the rules and maintain decorum in their behaviour on the Institute campuses and during field work, study tour, rural practicum, relief work, block field work/internship, etc. Misbehaviour and violation of the rules will attract disciplinary action of fine, suspension/discontinuation from the hostel and the dining hall, or suspension/cancellation of registration as a student of the Institute. The Student Handbook provides detailed account of all Rules and Regulations to be followed during the course of stay at the institute.
- 2.7.2 No student is permitted to apply for a job, attend an interview, appear for any other examinations, or participate in any course of study, either full-time or part-time, in the Institute itself or outside, or undertake any paid activity, during the period that he/she is enrolled at the Institute except with the prior written permission of the Director applied through the concerned School Dean. Any contravention of the rule will lead to the dismissal of the student from the programme. In such cases, Clause 3.1.5.20 will not be applicable.
- 2.7.3 Those students who have obtained financial support or loan from the Institute for completing their first Master's degree programme will not be considered for admission to a second Master's degree

programme at the Institute unless they clear their arrears, including loans, before applying for the second programme.

- 2.7.4 SC and ST candidates, who have been rejected once, can apply again. However, the institute will not bear their expenses for admission unless they are selected for admission. Similarly, SC and ST students who have passed in one Master's degree of the Institute, and have availed of all the special facilities, will not be given any special facility if they apply for another Master's Degree Programme at the Institute.
- 2.7.5 *Participation in Relief Work/Camp:* In keeping with the Institute's tradition, students may be called upon to participate in disaster rescue, relief and rehabilitation work and extension activities of the Institute, in or outside Mumbai, from time to time. All students are expected to participate in these activities, which emerge from the character of the Institute that cares for people in need of support. Participation of students in community service is encouraged and honoured.
- 2.7.6 *Recreation Activities:* Any recreational activity in both the Main Campus and the Naoroji Campus can be held only after obtaining prior permission from the competent authority and must come to an end at 11.00 p.m. Details of the event must be stated while seeking approval of the event from the Dean, Student's Affairs. In keeping with the decision of the Mumbai High Court, all loud speakers and public announcement systems should be switched off at 10.00 p.m. This decision is enforceable by all local police stations.

PART II: FOUNDATION COURSES

2.8 INTRODUCTION TO FOUNDATION COURSES

All students of the Master's Degree Programmes, except M.A. in Education (Elementary), are required to take a set of 4 Foundation Courses (FCs), 3 of which are common. Students of M.A. in Development Studies and School of Health Systems Studies are required to only take the 3 common Foundation Courses. These courses will provide students with an orientation to basic perspectives, issues and themes in society, politics, economy and culture. Spread over the first year of study, the FCs seek to:

- provide a basic grounding in a wide range of social, political, economic and cultural issues that concern society and economy;
- equip students with the tools to understand and analyse the above issues through well-defined inputs in relevant applied social and other sciences; and
- encourage and enable students to reflect on and relate their own personal and professional orientation to wider society, polity and economy.

FC 1: Understanding Society

This course introduces and critically engages students with the basic concepts in the understanding of society. It differentiates between a common sense and a scientific understanding of society. It presents an overview on how and why a scientific understanding of society questions existing prejudices and stereotypes about people and the organisation of social life. The course sensitises students to the diversity of values, institutions and practices in society and how these differences are ordered within and between societies. Different theoretical perspectives on stratification are discussed through examples of public debates on the nature and relevance of stratification in society. The concepts of caste, tribe, class and gender introduce students to the different facets of Indian society and how all these categories overlap and are not homogenous.

FC 2: Introduction to Basic Economics

This course offers fundamental conceptual foundations of economics and provides students with a systematic grounding in the major paradigms in economic analysis. The course acquaints

students with basic tools of microeconomics - demand, supply, production and cost theories. It also provides a theoretical understanding of preliminary concepts in macroeconomics, including rudiments of national income concepts, inflation, unemployment and tradeoffs across alternative macroeconomic goals. A critical understanding of the alternative definitions of development with a focus on techniques used to measure 'human development' is dealt with. The inputs would enable students to comprehend economics as an intellectual discipline and also equip them to analyse contemporary economic issues.

FC 3: Development Experience, State, Social Conflict and Change

PART 1: INDIA'S DEVELOPMENT EXPERIENCE

This part of the course introduces the students to basic features of the Indian economy and aspects of change. The basic objective of the course is to introduce the students to a context in which they can broadly place their research questions. The course covers the historical conditions under which India gained Independence, the basic development strategies followed after Independence and the changes in policy stance in the recent period. The analysis would be located within a framework of political economy.

PART 2: STATE, DEMOCRACY, POLITICS AND SOCIAL CONFLICTS

This part is intended to enable students to develop an appreciation of the key debates surrounding (a) the nature and character of the Indian state, democracy and nation-building, and (b) the party and non-party political processes and their relationship to key axes of social conflict. It enables students to critically examine the challenges of nation-building and attempts to outline the key conflict lines within the polity. Beginning with a critical examination of the Constitution and concepts of nation and state, this part of FC3 traverses through a brief history of democratic politics (party and non-party) in India since 1947.

PART III: PROGRAMME DETAILS

SCHOOL OF SOCIAL WORK

2.9 M.A. IN SOCIAL WORK

The TISS has been a pioneer in social work education and practice and has, over the years, responded to the needs of the poor, the marginalised and disadvantaged in society. The social work curriculum has been dynamic and changing with the emerging concerns in an era of economic globalisation. The curriculum addresses the causes of exclusion, poverty and marginalisation and ways of altering structures, while responding to the conditions of poverty and deprivation. The M.A. in Social Work programme is designed to equip the students with sound theoretical knowledge about social work, social welfare and development concerns of the poor, and enable them to develop skills and insights into working with people at the individual, group and community levels, and their representatives, and network with other groups and professionals working on similar issues. The programme consists of classroom work, which includes lectures, discussions, presentations, seminars with subject matter specialists, observation study of social and related organisations, etc., as well as supervised concurrent and block field work which provide opportunities to develop practical skills in social work. Thus, at the end of the 2 years, the Social Work graduate is armed with a range of competencies to work in the field of social work, social welfare and development. The nature of work covers a continuum of interventions from service delivery to programme development and influencing policy to organising people for fundamental change in society and economy.

The students are given exposure to work with all sections of the population such as children, youth, women, elderly, people with disabilities and people subjected to social, economic and physical exclusion. The programme offers graduates a wide range of work opportunities in non-government, inter- governmental and governmental organisations addressing social transformation, development and welfare issues at the micro and macro levels. The programme equips the graduates to work in a wide range of capacities as social workers, counsellors, field officers, project officers, and programme managers in the fields of health, education, development, criminal and juvenile justice, gender issues, family services such as family courts, family counselling centres, adoption centres, broad based child welfare services, community organisation and development practice, NGO-corporate initiatives, industry, funding agencies, research-based organisations, advocacy and human rights organisations and organisations working in specialised areas of disability, HIV/AIDS, sexuality, disasters, etc., Employment opportunities are also available as instructors and lecturers in training centres for social work and community development personnel, funding agencies and as development consultants. The Institute's social work graduates are among some of the finest change makers in the country and world.

Distribution of Credit Hours

<i>Semester</i>	<i>Courses</i>	<i>Credits</i>	
I	Foundation Courses (4 courses)	8	
	Social Work Practice - I	4	
	Core Social Work Courses	4	
	Field Work	6	
	Total of First Semester	22	
II	Foundation Course (2 courses)	4	
	Social Work Practice - I	6	
	Core Social Work Courses	6	
	Field Work	6	
	Total of Second Semester	20	
III	Students will opt for one Field of Practice Concentration	14	
	Social Work Practice - II	2	
	Field Work	6	
	Total of Third Semester	22	
IV	Students will opt for One Concentration (8 credits) OR Research Project (6 credits) + Workshop on Analysis in Quantitative and Qualitative Research (2 credits) OR Students will opt for 4 optional courses* (8 credits)	8	
	Field Work	6	
	Total of Fourth Semester	14	
	Grand Total		80

* Subject to approval by the School Board and Academic Council.

Semester-Wise Listing of Courses

<i>Semester</i>	<i>Courses</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Introduction to Economics	2
	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Polity, Governance and Public Policy	2
	SW 1	Social Work Practice - I	2
	SW 1.1	Group Work	
	SW 1.2	Case Work	
	SW 2	History and Ideology of Social Work	2
SW 4	Quantitative Research Methods in Social Work	2	
Field Work			6
II	FC 5	Law and Social Work	2
	FC 6	Human Growth and Behaviour	2
	SW 1	Social Work Practice - I	2
	SW 1.3	Community Organisation	
	SW 1.4	Social Work Administration	
	SW 1.5	Social Work Perspectives	2
	SW 3	Critical Perspectives on Society: Introduction to Social Work	2
	SW 5	Qualitative Research Methods in Social Work	2
	SW 6	Participatory Communication	2
	Field Work		
III	SW 7	Social Work Practice - II: Social Action, Networking and Advocacy	2
	Field of Practice Concentration¹		
	C 1.1	Community Organisation and Development Practice	14
	C 1.2	Persons with Disability and Equalisation of Opportunities	
	C 1.3	Health and Development	
	C 1.4	Dalits and Tribals: Social Justice, Equity and Governance	
	C 1.5	Criminology and Justice	
	C 1.6	Social Work with Children and Families	
	C 1.7	Women-Centred Social Work	
Field Work			6
IV	Knowledge Based Intervention/Skills Concentration²		
	C 2.1	Rural Development, Environment and Sustainable Livelihoods	10
	C 2.2	Urban Development: Unorganised Sector and Livelihoods	
	C 2.3	Social Work in the Field of Mental Health	
	C 2.4	Social Policy and Planning	
	C 2.5	Community Health	
	C 2.6	Disasters, Impoverishment and Social Vulnerability	
	C 2.7	Juvenile Justice and Youth in Conflict	
	C 2.8	Developmental/Therapeutic Counselling	
	C 2.9	Socio-Legal Rehabilitation Practice	
	C 2.10	Advanced Practice with Children and Families	
	C 2.11	Youth and Change	
C 2.12	Conflicts, Peace and Human Security		

<i>Semester</i>	<i>Courses</i>	<i>Credits</i>
	OR	
	Optional Courses ^{3,4}	
	OC 3.1 Governance of Non-Profit Organisations	2
	OC 3.2 Organisational Behaviour in Non-Profit Organisations	2
	OC 3.3 Strategic Management for Non-Profit Organisations	2
	OC 3.4 Financial Management in Non-Profit Organisations	2
	OC 3.5 Project Management	2
	OC 3.6 Training for Social Work Personnel	2
	OC 3.7 Non-formal Education	2
	OC 3.8 International Social Work	2
	OC 3.9 Spiritual Social Work	2
	OR	
	Research Project	8
	Field Work	6

¹ Any one concentration for 14 credits.

² Any one concentration of 8 credits.

³ Any 4 optional courses of 2 credits each.

⁴ Some courses from different Concentrations will also be offered as Optional Courses.

2.10 M.A. IN SOCIAL WORK IN DISABILITY STUDIES AND ACTION

The M.A. in Social Work in Disability Studies and Action is the first of its kind in the country. This programme is designed to equip students with sound theoretical knowledge about issues and concerns of persons with disability and all stakeholders, and to help students to develop skills and insights into working with, through and for people with disability — at the individual, group and community levels — and their representatives, stakeholders and network with other groups and professionals working on similar issues. This programme is recognized by the Rehabilitation Council of India.

This programme consists of classroom work, which includes lectures, discussions, presentations, and seminars with experts on disability issues, observation study of disability-related organisations and related activities. Field work and rural practicum under supervision provides opportunity to develop practical skills in social work. Field work will be concurrent for both the years. The 3-week rural practicum will be a graded activity carrying 1 credit as community-based rehabilitation, especially in rural India, is an important rehabilitation programme. All students of the programme are expected to conduct a research project as a compulsory requirement for the M.A. Degree. The research project is a compulsory part requirement for the degree and carries 6 credits. A 2 credit workshop on qualitative and quantitative research will be offered to the students in the Semester III to further strengthen their research capacity. Thus, at the end of two years, the M.A. in Disability Studies and Action graduate is equipped with a range of competencies to work with all groups of persons with disability and other stakeholders in social work and allied fields, at the practice, training, policy and advocacy levels.

Students who graduate from this programme may work as Rehabilitation Social Workers in non-governmental, inter-governmental and governmental organisations, working at micro, meso and macro levels at local, regional, national and international sites of practice. The programme equips its graduates to work in various settings, including disability settings, rehabilitation settings, clinical settings such as hospitals, clinics, early detection intervention centres, inclusive settings such as educational, health, community, employment and development settings; at the levels of

prevention, promotion, treatment and rehabilitation. They may also work at the policy level that contributes to the disability rights movement, disability networks, associations and alliances; and engage in field-based research concerning disability.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Foundation Courses	8
	Research I	2
	Research II	2
	Social Work Practice Courses 1 to 4	11
	Field Work	12
Second	DSA Courses 1 to 8	20
	Field Work	12
	Rural Practicum	1
	Research Project	6
	Workshop related to research project	2
Total		76

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Introduction to Economics	2
	FC 3	Development Experience, Social Conflict and Change	2
	SWP 1	Theoretical Perspectives and their Application to Disability Rehabilitation Social Work	3
	SW 4	Quantitative Research Methods in Social Work	2
	FW	Field Work	6
	FC 6	Human Growth and Behaviour	2
II	SWP 2	Sanctions, Values and Ethics of Social Work	1
	SWP 3	Process of Social Work Practice in Disability Rehabilitation (to be offered across First and Second Semester)	4
	SWP 4	Agency Administration	1
	SWP 5	Team Work in Disability Rehabilitation Social Work	2
	SW 5	Qualitative Research	2
	FW	Field Work	6
III	DSA 1	Persons with Disability and their Rehabilitation Contexts (to be offered across Second and Third Semester)	4
	DSA 2	Human Rights, Social Policies and Law	2
	DSA 3	Rehabilitation and Counselling Interventions	4
	DSA 4	Family-Centred Interventions with Families of Children and Adults with Disabilities	2
	FW	Field Work	6

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
IV	DSA 5	The Gender Dimensions of Disability in the Indian Context	2
	DSA 6	Management of Rehabilitation Programmes for the Disabled	2
	DSA 7	Building Disability Awareness through Action	2
	DSA 8	Seminar on Issues Related to Field Practice	2
	FW	Field Work	6
	RP	Rural Practicum	1
	Res	Research Project	6

SCHOOL OF MANAGEMENT AND LABOUR STUDIES

2.11 M.A. IN GLOBALISATION AND LABOUR

The onslaught of globalisation and economic liberalisation has been causing major changes in the lives of the people in developing countries in general and the working class in particular. This has happened particularly during a short span of two decades. It is during this period that the world witnessed an intensification of the globalisation process and liberal policies. Moves to counter these forces are present but at times weak and mostly divided. The ILO has stated that there should be measures to make globalisation more inclusive. There is a need to introduce this debate at a level that is higher than mere rhetoric and sloganeering. It is necessary to equip people engaged in mass based organisations such as trade unions, cooperatives and other membership-based organisations with adequate knowledge at the theoretical, conceptual and empirical levels so that they can interrogate these processes and take stands that are realistic.

Globalisation and Labour course is not a management course. This programme is aimed at strengthening capabilities of those working in membership-based organisations, and informal sector of the economy. These include trade unions, organisations such as co-operatives, self-help groups etc. Bright young graduates or post-graduates who do not fall in the above categories but are interested in working in such organisations or would be engaged in labour research are also included. The course provides a framework to understand the diversity of experiences of globalisation and its impact on work and labour in the informal sector. As the formal sector is increasingly externalising social, economic and environmental costs of production to the unorganised / informal sector, there is need to organise and strengthen capabilities of the workers in this sector to articulate and claim their right to dignified life. There will be an emphasis on comprehending the implications of globalisation and labour on economically and socially marginalized sections and bring out the complexities of the same in forms of mobilisation, protest and resistance. The course content will provide both theoretical analysis as well as empirical studies.

The pedagogy for the course will be through class room teaching, tutorials, student seminars, project work and field visits. The role of visiting faculty, mainly from trade unions and labour research organisations from different countries, will be a vital input in the pedagogy. Class room teaching will comprise 50% of the credit hours. Students will be encouraged to make presentations on the different topics covered, based on field visits and their own experiences. The classroom teaching of the course will be completed in the first year, namely, from June 2010 to March 2011. A total of 16 courses (including 3 common Foundation Courses), comprising 48 credits, will be taught in this year.

In the second year, all students will undergo an internship of 6 months with a trade union, membership-based organisation or any organisation connected with CSR activities. During this

period, they will constantly be in touch with their respective faculty guides. The internship will constitute 16 credits for trade union-sponsored students and 8 credits for the regular students. Each student will write a dissertation under the supervision of a faculty guide, which will be equivalent to 16 credits for trade union students and 8 credits for regular students. **Regular students will have the fourth semester. The courses taught are Indian Labour Law, Corporate Social Responsibility and Social Audit, Governance and Public Policy, and Advanced Writing Skills.**

TISS is part of Global Labour University network in partnership with International Labour Organisation. Other partners of GLU offering similar programme include: Germany (Kassel/Berlin) at the University of Kassel and the Berlin School of Economics and Law, South Africa (Johannesburg) at the University of Witwatersrand (WITS), Brazil (Campinas, the state of São Paulo) at the State University of Campinas (Unicamp).

Distribution of Credit Hours

<i>Year</i>	<i>Details</i>	<i>Credits</i>
First	Courses	48
	Internship	4
Second	Dissertation	4
	Courses	8
Total		64

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course</i>		<i>Credits</i>
I	FC 1	Understanding Society (Common Foundation Course)	2
	FC 2	Basic Economics (Common Foundation Course)	2
	FC 3.1	India's Development Trajectory	1
	FC 3.2	State, Democracy and Social Movements	1
	GL 4	One World Seminar	2
	GL 8	Globalisation and Informal Employment	4
	GL 10	Social Protection and the State	4
	GL 14	Labour and Formal Organisations	2
II	GL 1	Foundation Course: Globalisation and Labour (School Based)	2
	GL 2	Labour Markets in Developing Countries	4
	GL 3	International Labour Standards, Decent Work and Social Dialogue	4
	GL 7	Industrial Relations and Trade Unions Strategies in a Global Economy	4
	GL 9	Organising Informal Labour	4
	GL 11	Research Methodology	4
	GL 13	Globalisation Facilitating Institutions: World Trade Organisation, World Bank and International Monetary Fund	4
	GL 15	Elements of Macro-Economics	4

<i>Semester</i>	<i>Course</i>		<i>Credits</i>
III	Internship	Trade Union Students	16
		Regular Students	8
IV	Dissertation	Trade Union Students	16
		Regular Students	8
IV Regular Students only	GL 16	Indian Labour Law	2
	GL 17	Corporate Social Responsibility and Social Audit	2
	GL 18	Governance and Public Policy	2
	GL 19	Labour Movement in India	2

2.12 M.A. IN HUMAN RESOURCES MANAGEMENT AND LABOUR RELATIONS

The M.A. in Human Resources Management and Labour Relations (HRM & LR) programme (formerly known as M.A. in Personnel Management and Industrial Relations) is designed to develop students into professionally competent and socially sensitive management graduates, fully equipped to take on the challenges of the corporate world. The programme presents an outstanding prospect to explore the critical areas of contemporary human resources management, in concert with a comprehensive knowledge and understanding of the key functions of management and business.

The broad objectives of this M.A. programme are to sensitise students to the social, political, economic, and ecological environments of the society; to enable students to become effective business leaders and decision-makers to contribute to organisational effectiveness; to facilitate the use of systems thinking among the students to evolve possibilities while addressing various personal and organisational challenges; to develop a global perspective among students to respond to global challenges; and to impart values of intellectual honesty, justice and fairness. Responding to the changes in the external environment and in consonance with the mission of the Institute, with a futuristic orientation the School has undertaken a major restructuring of its curriculum to realise these objectives.

The programme places importance on both theoretical and hands-on learning. While classroom learning through participation in the forms of discussions and case studies, presentations, simulation games, assignments, etc., emphasises conceptual clarity, practical inputs are provided through the rigorous field work system, which complements the classroom inputs by throwing light on the practical dimension of the profession. The insights that emerge out of such an experience make students conceptually strong and successful in practice of the profession. All these, coupled with the focused attention that students get owing to the small size of the batch, makes personal learning highly effective. Field work is a continuous process, which seeks to facilitate student's exposure to varied industry sectors. Besides, students undertake internships with organisations for a period ranging from 6–8 weeks, which is seen as an opportunity for the student to learn significantly from, and contribute meaningfully to organisations. In brief, the M.A. in HRM & LR programme, which benefits from over 4 decades of teaching and research in the same area, is a challenging teaching–learning experience that blends cutting edge theory with innovative practice to develop business leaders for the global industry. The TISS HRM & LR post-graduates are amongst the most sought after in global industry today. They occupy positions of leadership across a wide spectrum of industries and sectors including, IT/ITeS, banking and finance, telecom, manufacturing, public sector, pharmaceutical, retail and management consultancy.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
I	Courses (compulsory)	32
	Field Work	12
II	Courses (compulsory)	18
	Field Work	12
I and II	Optional Courses	8
	Research Project	6
Total		88

- Notes:** 1. Research project is compulsory and equivalent to 6 credit hours (i.e., 3 courses)
2. Students can opt for any four optional courses that span across four semesters.

Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	PC 1	Interaction with HR Heads	Part of Induction
	PC 2	Round Table Discussion on FW followed by Industrial visits	Part of FW
	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 3	Development Experience, Social Conflict and Change	2
	FCHR 1	Sociology of Organisation, Theory and Design	2
	FCHR 2	Management of Human Resources: Conceptual and Strategic Perspectives	2
	FCHR 3	Industrial Relations and Trade Unionism	2
	HR 1	Social Research and Case Analysis	2
	HR 2	Employment Law – I	2
	HR 3*	Business Environment	2
	HR 4*	Business Communication and Presentation Skills	2
	PC 3	Understanding Self and Facilitating Relationship (in form of personal growth laboratory)	Compulsory and non-evaluative
II	HR 5	Organisation Behaviour-1	2
	HR 6	Performance Management and Development	2
	HR 7	Learning and Development	2
	HR 8	Business Statistics and Quantitative Techniques	2
	HR 9	Compensation Management	2
	HR 10	Employee Resourcing	2
	HR 11	Marketing and Sales Management	2
	HR 12	Operations Management	2
	PC 4	Assessment Centre	Compulsory and non-evaluative

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
III	HR 13	Organisation Development and Change Management	2
	HR 14	Application of IT in HRM	2
	HR 15	Employment Law – II	2
	HR 16	Labour Economics: Theory and Practice	2
	HR 17	Employee Welfare, Decent Work and SHE	2
	HR 18	Organisation Behaviour-II	2
	HR 19	Financial Accounting and Cost Management	2
	OPTIONALS (students need to opt for a minimum of 2 and a maximum 3 courses from the following)		
IV	HR 20*	Negotiation Skills Conflict Management and Building Collaborations	2
	HR 21*	Training Process, Delivery and Effectiveness Measurement	2
	HR 22*	Advanced Compensation and Benefit	2
	HR 23*	Taxation	2
	PC 5	How to Conduct Assessment Centre	Compulsory and non-evaluative
IV	HR 24	Business Strategy and Strategic Human Resources Management	2
	HR 25	Corporate Governance and Business Ethics	2
	HR 26*	Human Resource Management in International Settings	2
	HR 27*	Gender and Diversity Management	2
	HR 28*	Talent Management	2
	HR 29*	Leadership Capacity Building	2
Total			88

(PC: Professional Context; FC: Foundation Course; * Optional Courses)

- Notes:**
- Total credit hours for the course including the field work are 88.
 - FC 1, 2 and 3 in the 1st Semester are common to all programmes across Schools.
 - PC 1 and PC 2 forms part of Induction to the programme.
 - Compulsory courses encompass 50 credit hours.
 - Fieldwork comprises 24 credit hours.
 - Research project is optional and equivalent to six credit hours (i.e. 3 courses)
 - Summer project is non - credit and compulsory.

2.13 M.A. IN SOCIAL ENTREPRENEURSHIP

The M.A. in Social Entrepreneurship (MASE) programme aims at training and developing change leaders for social- and environment-related problem solving in collaboration with state, market and civil society institutions. The programme curriculum blends cutting edge theory with field based experiential learnings to develop appropriate, efficient, effective and economically sustainable entrepreneurial activities.

The contents of the programme cover an overview of economics, polity and sociology, innovative problem solving, venture creation, business and organisational management and leadership linking with benefits to stakeholders. Distinctive features of the curriculum are inductive pedagogy, blending classroom teaching and experiential learning through fieldwork; problem-solving assignments on social problems at individual and group levels; and meeting and interacting with social and business entrepreneurs. The MASE programme is primarily targeted toward developing entrepreneurial skills. There are three major dimensions and components of this programme: (i) social context, (ii) entrepreneurship skills, and (iii) management tools. A designed mix of all the three will be created in each Semester to meet the overall objectives of the programme.

The entrepreneurial domain is predominantly based on 'effectual' logic, whereas managerial domain is 'causal'. The MASE programme approach focuses on 'effectual logic' during the initial period, and gradually exposes the students to 'causal logic' at a later stage. The students will be allowed to understand and experience both and take a creative decision to decide to adopt one or a mix of both. Also, the programme design will take care of 'life cycle approach' of entrepreneurial process that is, the creative phase, venture creation phase, and growth phase.

The programme follows a multi-assessment mode through examination, project report, case development, internship report and a business plan document.

Graduates from this programme are supported to initiate social ventures and become social entrepreneurs, and find employment in a range of organizations working with people in securing employment, wealth and human security.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Courses	24
	Field Work/Internship	24
Second	Courses	19
	Field Work/Internship	6
	Research Project (Dissertation)	4
Total		77

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC I	Understanding Society	2
	FC II	Introduction to Basic Economics	2
	FC 3.1	India's Development Trajectory	2
	FC 3.2	State, Democracy and Social Movements	1
	SE 1	Entrepreneurship	1
	SE 2	Social Entrepreneurship	1
	SE 3	Venture Plan I	1
	SE 4	Basic Accounting	2
	SE 5	Quantitative research methods and Computer Aided Applied Statistics	2
		Field Work (1 Month)	

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
II	SE 6	Social Sector: Perspectives and Interventions	2
	SE 7	Venture Plan II	2
	SE 8	Qualitative Research Methodology	1
	SE 9	Marketing for Social Ventures and Marketing Research	2
	SE 10	Social Network Analysis	2
	SE 11	Financial Management	1
	SE 12	Project Management	2
	Internship 3 months		18
III	SE13	Evidence based Intervention Advocacy and Policy Making	2
	SE 14	Legal Framework for the Social Enterprises	1
	SE15	Fund Raising	2
	SE16	Social Marketing	2
	SE17	Social Enterprise Management	1
	Research Project Phase I (compulsory non credited course)		–
	Data Collection (compulsory non credited course)		–
	Field Work (one month)		6
IV	SE 18	Social Impact Assessment and Policy Evaluation	2
	SE 19	Business Ethics	1
	SE 20	Risk Management	1
	SE 21	Corporate Social Responsibility	1
	SE 22	Entrepreneurial Leadership and Motivation	1
	SE 23	Venture Plan III	2
	SE 24	Microfinance	2
	SE 25	Performance Management	1
	SE 26	Strategic Management (Compulsory Non Credited course)	–
	Research Project (Dissertation)		4

SCHOOL OF HEALTH SYSTEMS STUDIES

The School of Health Systems Studies offers four Master's Degree Programmes: (i) Master of Health Administration (MHA-Health); (ii) Master of Hospital Administration (MHA- Hospital); (iii) Master of Public Health in Social Epidemiology (MPH-SE); and (iv) Master of Public Health in Health Policy, Economics and Finance (MPH-HPEF).

The courses for the 4 programmes of the School are classified into 4 categories. In the first category are the two Institute-level Foundation Courses 4 credits, which all the students of the 4 degree programmes offered by the SHSS will be taking along with other Master's Degree programme students across Schools and Centres. The second category of courses comprise the 5 School Foundation Courses of 11 credits. These courses are common to all the students of the School. In the third category are the basic courses wherein the MHA (Health and Hospital) students will share the 9 management basic courses of 18 credits, and the two MPH programme students will share 5 public health basic courses of 11 credits. In the fourth category are the programme-specific courses or specialisation courses. The MHA-Health has 9 specialisation courses of 18 credits; the MHA-Hospital has 12 specialisation courses of 26 credits; the MPH-HPEF has 8 specialisation courses of 16 credits; and the MPH-SE has 14 specialisation courses of 24 credits.

2.14 MASTER OF HEALTH ADMINISTRATION

The TISS pioneered health and hospital administration programmes in the country and continues to remain as an innovator in curriculum and delivery. The MHA-Health programme aims to develop a cadre of professional managers in the health sector. The MHA-Health programme prepares students to take on managerial positions in the national health programmes, the NGO sector and community-based health programmes by building capacities in planning, implementing, monitoring and evaluating those programmes. It also orients the students to macro issues relevant to health policy and programming in the country.

The MHA-Health Degree is awarded after completing the requirements of all 4 semesters, which may be done over a maximum period of 5 years from the date of registration, failing which the student will be disqualified from receiving the Master's Degree. This programme includes taught courses, internships and a research project.

Students of this programme are offered managerial positions in national and international health care organisations and projects. Their job description includes designing, planning, implementing, monitoring and evaluation of health care programmes and projects, especially in the community. In the past, students have been employed by key national organisations like the National AIDS Control Organisation, State Health Systems Resource Centres of the Ministry of Health and Family Welfare, and major voluntary organisations such as CARE-India, Catholic Relief Service, and Aga Khan Health Services, India. Some are also absorbed in UN organisations such as UNFPA, and international health projects supported by organisations like the World Bank, World Health Organization and Department for International Development. In recent years, they are also finding positions in the IT and the health insurance sectors.

Distribution of Credit Hours

<i>Detail</i>	<i>Credit Hours</i>
Institution-based Foundation Courses	4
School-based Foundation Courses	11
Basic Courses	18
Health Administration Courses	18
Internships	20
Research Project	6
Total	77

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 3	Development Experience, State, Social Conflict and Change	2
	SFC 1	Social Science Perspectives on Health	2
	SFC 2	Basic Economics and Health Economics	3
	SFC 3	Research Methodology I (Quantitative Methods)	2
	SFC 4	Research Methodology II (Qualitative Methods)	2
	SFC 5	Introduction to Epidemiology and Biostatistics	2
	MBC 1	Principles of Health Services Management	2
	MBC 2	Evolution of Health Services	2
	MBC 3	Organisational Behaviour	2
	MBC 4	Financial Accounting	2

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
II	MBC 5	Human Resources Management and Labour Legislation	2
	MBC 6	Materials Management	2
	HE 1	Community Health	2
	HE 2	Management of National Health Programmes	2
	HE 8	Financing of Health Services	2
	HE 9	Comparative Health Systems and Policies	2
	HE		
	HE Internship 1	8-week Internship (Rural and Urban HSS)	8
III	MBC 7	Operations Research	2
	MBC 8	Health Insurance	2
	MBC 9	Strategic Management in Health Care Settings	2
	HE 3	Health Planning	2
	HE 6	Gender, Health and Human Rights	2
	HE 5	Health Education and Communication	2
	HE Internship 2	8-week Internship (Rural NGOs)	8
IV	HE 4	Health Management Information Systems	2
	HE 7	Urban Health	2
	HE Internship 3	4-week Internship (Urban NGOs)	4
	HE Research	Research Project	6

Note: The sequence of courses may see minor changes while scheduling prior to the semester.

2.15 MASTER OF HOSPITAL ADMINISTRATION

The MHA-Hospital programme aims to develop a cadre of professional managers in the hospital sector. The programme prepares students for leadership roles in the hospital sector through training in planning, operational and project management of hospitals, including orientation in the managerial aspects of clinical and support services departments. The programme also imparts training in managing financial, material and human resources as well as planning and managing information systems in hospital settings.

The MHA-Hospital Degree is awarded after completing the requirements of all 4 semesters, which may be done over a maximum period of 5 years from the date of registration, failing which the student will be disqualified from receiving the Master's Degree. This programme includes taught courses, internships and a research project.

Students of the Master of Hospital Administration programme find jobs to manage a variety of specialised services in hospitals-both in the private and government sectors. Their job description includes managing various departments of large hospitals as well as planning and designing new services and new hospitals. In the past, students have found employment in leading corporate and trust-run hospitals all over the country. Of late, there are also job opportunities arising in hospital consultancy firms, IT industry, and health insurance sector.

Distribution of Credit Hours

<i>Detail</i>	<i>Credit Hours</i>
Institution-based Foundation courses	4
School-based Foundation courses	11
Basic Courses:	18
Hospital Administration Courses	26
Internships	20
Project Work	4
Total	83

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>
I	FC 1 Understanding Society	2
	FC 3 Development Experience, State, Social Conflict and Change	2
	SFC 1 Social Science Perspectives on Health	2
	SFC 2 Basic Economics and Health Economics	3
	SFC 3 Research Methodology I (Quantitative Methods)	2
	SFC 4 Research Methodology II (Qualitative Methods)	2
	SFC 5 Introduction to Epidemiology and Biostatistics	2
	MBC 1 Principles of Health Services Management	2
	MBC 2 Evolution of Health Services	2
	MBC 3 Organisational Behaviour	2
	MBC 4 Financial Accounting	2
II	MBC 5 Human Resources Management and Labour Legislation	2
	MBC 6 Materials Management	2
	HO 1 Management Accounting	2
	HO 2 Organisation and Administration of Supportive services	2
	HO 3 Organisation and Administration of Clinical and Super Specialty Services	3
	HO 4 Hospital Planning	2
	First Internship (Non-Profit Oriented Hospital)	8

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
III	MBC 7	Operation Research	2
	MBC 8	Health Insurance	2
	MBC 9	Strategic Management in Health Care Settings	2
	HO 8	Medical Technology Management	2
	HO 9	Quality Management	2
	HO 7	Management of Medical Staff, Clinical Services, Medical Committees	2
	HO 10	Marketing Management	2
	Second Internship (Profit oriented and Corporate Hospitals)		8
IV	HO 5	Legal Framework for Hospitals	2
	HO 6	Systems Development and Information Resource Management in Hospital	3
	HO 11	Financial Management	2
	HO 12	Business Development Strategies	2
	Internship (Non-hospital based organisations)		4
	Project Work		4

Note: The sequence of courses may see minor changes while scheduling prior to the semester.

2.16 MASTER OF PUBLIC HEALTH IN HEALTH POLICY, ECONOMICS AND FINANCE

Health care sector is an important part of economy and is the focus of much technological innovation and biomedical research. Health policy which provides direction and shapes the functioning of this sector is a vitally important area of study. Health systems across the South Asian and African region also confront challenges such as a lack of evidence-based policies, limited social accountability, lack of expertise in ethical review, health economics, financing and health policy. Given this context, the proposed programme is a response to address the limited institutional capacity in India, South Asia and Africa for strengthening training, research, policy and practice in health sector.

The MPH in Health Policy, Economics and Finance aims to broaden understanding of policy issues through a multi-disciplinary approach and develop critical analysis of issues within health policy, economics and financing and enable students to devise appropriate health policy responses. It would provide the required skills and perspectives to be nurtured and engage health expertise to collectively undertake analytical work for generating policy recommendations related to public health action.

The programme has been designed for middle level and senior professionals working in the health system of India, South Asia, South East Asia and Africa, allied health professionals and other post-graduates. The programme has been planned in collaboration with the London School of Economics and Political Science (LSE), UK, and faculty from LSE will join TISS faculty in teaching courses. The programme will have an international focus and teaching would cover literature from across the globe with specific focus on South Asia and Africa.

It is a two-Semester in-campus programme followed by field practicum and research project in the second year. The programme will have 25 weeks teaching (in-campus), and 5 weeks internship

in the first year. In the second year, the student will carry out research and field practicum in the respective place of work or within health system. Working professionals can go back to their respective place of work in the second year. Combination of a strong taught component and extensive fieldwork would enable learners develop a sound knowledge-base as well as professional skill enhancement. The degree is awarded after completion of all programme requirements, which is designed to be completed in two years; but has provision to complete over a maximum period of 5 years from the date of registration.

This is a unique master's programme designed to create high quality professionals with expertise in health policy with strong foundation in economics and financial analysis. The graduates will find employment in a range of sector areas including health care delivery, financing, consulting and technology management in the governmental, pharmaceutical, international NGOs and bilateral and multilateral agencies.

Distribution of Credit Hours

<i>Detail</i>	<i>Credit Hours</i>
Institution-based Foundation courses	4
School-based Foundation courses	11
Basic Courses:	11
MPH-HPEF Courses	16
Internship	5
Field Practicum	10
Research Project	10
Total	67

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Development Experience, State, Social Conflict and Change	2
	SFC 1	Social Science Perspectives on Health	2
	SFC 2	Basic Economics and Health Economics	3
	SFC 3	Research Methodology I: Quantitative Methods	2
	SFC 4	Research Methodology II: Qualitative Methods	2
	SFC 5	Introduction to Epidemiology and Biostatistics	2
	PBC 1	Health Care Management	2
	PHP 1	Foundations of Health Policy and Planning	2
	PHP 2	Introduction to Health and Health Systems	2
	PHP 3	Foundations of Social Care Policy	2
	PHP*	Healthcare Standards and Measures of Performance	Nil

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
II	PBC 2	Ethics, legislation and governance in public health	3
	PBC 3	Financing health care	2
	PBC 4	Health Policy and Systems research	2
	PBC 5	Health and Population in developing & transitional societies	2
	PHP 4	Comparative health systems and policies	2
	PHP 5	Health insurance	2
	PHP 6	Economic evaluation in health care	2
	PHP 7	Pharmaceutical economics and policy	2
	PHP 8	Current issues in health policies	2
	5-week Internship		5
III	Field Practicum		10
IV	Research Project		10

Note: The sequence of courses may see minor changes while scheduling prior to the semester.

2.17 MASTER OF PUBLIC HEALTH IN SOCIAL EPIDEMIOLOGY

The MPH-SE programme aims to train students for a career in public health. This Degree is designed to be completed in two years (4 semesters), but has the provision to complete over a maximum period of 5 years from the date of registration. The programme includes taught courses, internships and a research project.

This programme has a focus on Social Epidemiology and is designed to orient the students towards the conceptual understanding of public health issues and impart research skills required for developing much-needed evidence-based planning at the population level. Thus, the students will be capable of undertaking meaningful research for supporting public health policy and planning for the effective implementation of public health programmes. Students can occupy technical and leadership positions in public health programmes after passing out.

Distribution of Credit Hours

<i>Detail</i>	<i>Credit Hours</i>
Institution-based Foundation courses	4
School-based Foundation courses	11
Basic Courses:	11
MPH-SE Courses	24
Internships	16
Dissertation	8
Total	74

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Development Experience, State, Social Conflict and Change	2
	SFC 1	Social Science Perspectives on Health	2
	SFC 2	Basic Economics and Health Economics	3
	SFC 3	Research Methodology I - Quantitative Methods	2
	SFC 4	Research Methodology II - Qualitative Methods	2
	SFC 5	Introduction to Epidemiology and Biostatistics	2
	PBC 1	Health Care Management	2
	PHE 1	Introduction to Public Health	2
	PHE 2	Epidemiology of Communicable and Non-Communicable Diseases - I	2
	PHE 4	Social and Behavioural Influences on Health	2
II	PBC 2	Ethics, Legislation and Governance in Public Health	3
	PBC 3	Financing Health Care	2
	PBC 4	Health Policy and Systems Research	2
	PBC 5	Health and Population in Developing and Transitional Societies	2
	PHE 3	Epidemiology of Communicable and Non-Communicable Diseases - II	2
	1st Internship		8
III	PHE 5	Advanced Epidemiology	2
	PHE 6	Advanced Biostatistics	2
	PHE 7	RCH and Adolescents	2
	PHE 8	Evaluation Research in Public Health	1
	PHE 9	International Public Health	2
	PHE 10	Public Health Surveillance and Information Systems	2
	2nd Internship		8
IV	PHE 11	Health Education and Communication	2
	PHE 12	Environmental Health	1
	PHE 13	Mental Health	1
	PHE 14	Public Health Nutrition	1
	Dissertation		8

Note: The sequence of courses may see minor changes while scheduling prior to the semester.

SCHOOL OF SOCIAL SCIENCES

2.18 M.A. IN COUNSELLING

Periods of change require individuals and groups to make adaptations. Urbanisation has been compelling individuals to meet the challenges of adjustment, and the forces of globalisation have been having a greater and wider impact on people's lives. The challenges in terms of garnering one's personal strengths has spread to varied strata and situations of society, like the people living in difficult situations, the elderly, or in more special situations, like suffering the disease and stigma of HIV/AIDS, or serving living in the areas of armed conflicts. People in certain professions are also encountering tremendous strain in fulfilling their duties, like the police force. Growing up by itself has an element of adjustment to the context of one's life. Adaptation and adjustment is therefore likely to require assistance of a professional and counselling is one of them.

The M.A. in Counselling programme is a collaborative effort of the School of Social Work, the School of Social Sciences and the Centre for Lifelong Learning. The primary focus of the M.A. in Counselling programme is to impart professional education in the developmental and contextual approach to counselling. In addition, it will also address the educational need to assist individuals encountering difficulties in coping with different situations and experiences. The core courses of the programme are meant to build a strong conceptual base in Psychology and Human Development, knowledge and know-how to assess counselling situations, the problems and skills practice.

This is strengthened by courses that aim to provide an analytical framework to comprehend the larger social-cultural reality as well as a grasp of the contextual premise in which counselling will have to occur. The practice of skills will take place under both close supervision by trained professionals and also more independently in practice settings. Research has to inform practice and practice strengthens conceptualisation — a dissertation has therefore been built into the curriculum.

The field of counselling is finding applicability in settings as varied as parent, child counselling and counselling of armed forces; settings like the school, hospitals, NGOs that work with various human relationship related problems; for issues that bring forth trauma or intense difficulties in dealing with self or others, like violence situations, marital and family problems, disaster situations, etc. The candidates after completion of this degree programme can expect to be working in such settings.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credits Hours</i>
First	Foundation Courses	6
	Counselling Courses	22
	Practice	10
	Research	2
Second	Counselling Courses	10
	Optional Course and Practice	18
	Research	8
Total		76

Semester-wise Listing of Course

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 3	Development Experience, State, Social Conflict and Change	2
	CN 1	Introduction to Counselling	1
	CN 2	Personal and Interpersonal Development of the Counsellor – I	2
	CN 3	Human Growth and Development - I: <i>Child and Adolescent Development</i>	2
	CN 4	Theories for Counselling	2
	CN 5	The Process of Counselling	2
	CN 6	Research Methods - I	2
	CN 8	Ethics in Counselling	1
CN 9	Practicum - I	2	
II	CN 10	Psychological Assessment- I	2
	CN 11	Understanding Psychological Problems	2
	CN 12	Personal and Interpersonal Development of the Counsellor - II	1
	CN 13	Human Growth and Development - II: Adulthood and Ageing	2
	CN 14	Theoretical Approaches and Techniques of Counselling	5
	CN 15	Practicum - II	6
CN 16	Research Project	-	
III	CN 7	Socio-cultural Context of Counselling	2
	CN 17	Psychological Assessment - II	2
	CN 18	Emerging Approaches and Techniques in Counselling	3
	CN 19	Research Methods - Analysis and Interpretation of Data - II	-
	CN 20	Personal and Interpersonal Development of the Counsellor - III	1
	CNE* 1	Elective Course - I (Theory)*	8
		Elective Course - I (Practical)	
CN 16	Research Project (Contd.)	-	
IV	CNE 2	Elective Course - II (Theory)	8
	CNO 2	Elective Course - II (Practical)	-
	CN 16	Research Project (Contd.)	6
	CN 21	Internship	2 (under review)
	CN 22	Seminar	2
		Total	76

Notes: * Elective Courses for Semester III and IV.

Elective Courses for Semester III (choose any one)

- CNE 1: School Counselling
- CNE 2: Counselling Disabled People and their Families

Elective Courses for Semester IV (choose any one)

- CNE 4: Marriage and Family Counselling
- CNO 5: Child, Adolescent and Parent Counselling
- CNO 6: Counselling Older Persons

2.19 M.A. IN DEVELOPMENT STUDIES

The M.A. in Development Studies programme throws light on the rapid changes in the configuration of the State, markets, social institutions and civil society over the past decades in India and the world over and their cumulative consequences on society. This programme will equip students in developing critical perspectives in examining developmental experiences and their consequences for the society, especially the vulnerable, disadvantaged and the marginalised; the natural and social environment; and institutions. The programme will introduce the students to models of development, create an understanding of participatory, self-sustaining and people-centred public policies, and develop their expertise in methodologies and skills for development research, participatory approaches, and programme planning and management.

Spread over 2 years (4 semesters), this programme offers a wide range of courses, both basic and elective and a research project experience. The faculty for this programme are drawn from a broad spectrum of disciplinary backgrounds (such as economics, sociology, political sciences, psychology, geography, and women's, cultural and media studies) and policy research expertise. Students who graduate with this degree will find their professional career in academic institutions pursuing inter-disciplinary research and teaching in development studies; in civil and allied administrative services; development facilitating organisations; the corporate sector; and in research consultancy firms.

Distribution of Credit Hours

The course structure of the M.A. in Development Studies Programme will have 68 credits. These 68 credits are divided among three parts: (i) Compulsory Courses (50 credits); (b) Optional Courses (10 credits); and (c) Dissertation (8 credits).

<i>Year</i>	<i>Detail</i>	<i>Credit</i>
First	Compulsory Courses (including FCs)	26
	Internship	–
Second	Compulsory Courses	24
	Dissertation	8
Optional Courses (across 2 years)		10
Total		68

The optional courses have been categorized into two groups: Pool 1 and Pool 2. The first and third Semester students will choose optional courses from Pool 1, and the second and fourth Semester students will choose optional courses from Pool 2. Other than optional courses in these two pools, the students may choose not more than two courses (totaling 4 credits) from other academic programmes of the Institute to complete their optional course requirements.

**Semester-wise Listing of Courses
Compulsory Courses**

<i>Semester</i>	<i>Course Titles</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 3	Development Experience, State, Social Conflict and Change	2
	DS 1	Concept, History and Theories of Development	4
	DS 2	Contemporary Indian Economy	2
	DS 3	Methods of Social Research	4

<i>Semester</i>	<i>Course Titles</i>		<i>Credits</i>
II	DS 4	Development Economics	4
	DS 5	State, Democracy and Civil Society	4
	DS 6	Law, Institutions, Society and Development	2
	DS 7	Women, History and Social Change	2
	DS8	Tutorial on Database for Development Research	NC
III	DS 9	Development and the Social Sector	4
	DS 10	Agrarian Relations, Agriculture and Rural Development	2
	DS 11	Social Movements and Social Change	2
	DS 12	Inequality, Poverty and Financing of Human Development	2
	DS 13	Political Economy of Space, Urbanisation and Development	2
IV	DS 14	Sustainable Development and Climate Change	4
	DS 15	Industrialisation, Globalisation and Labour	2
	DS 16	Social Exclusion and Social Justice: Theories and Processes	4
	DS 17	Project Planning, Monitoring and Evaluation	2
	DS 18	Round Table on Development Processes	NC

Note: The period between Semesters I and II would be used by students for data collection and the optional internship.

Optional Courses

<i>Course Number</i>	<i>Course Titles</i>	<i>Credits</i>
Pool 1 (First and Third Semester)		
DSO 1	Principles of Economics: Microeconomics	2
DSO 2	Perspectives on Science, Technology and Society	2
DSO 3	Philosophical Foundations to Development Research	2
DSO 4	Public Policy: Theories and Processes	2
DSO 5	Political Economy of International Trade*	2
DSO 6	Development and Crime	2
DSO 14	Public Finance **	2
Pool 2 (Second and Fourth Semester)		
DSO 7	Principles of Economics: Macroeconomics	2
DSO 8	Advanced Quantitative Research Methods	2
DSO 9	Social, Culture and Development	2
DSO 10	Urban and Regional Development	2
DSO 11	Social Psychology and Development	2
DSO 12	Media and Mediated Development	2
DSO 13	GIS, Remote Sensing and Development Research	

Note: * To opt for DSO 5, the student is required to have completed DSO1.

** To be offered from June,2012 (1st and 3rd semester)

2.20 M.A. IN EDUCATION (ELEMENTARY)

The M.A. in Education (Elementary) programme aims to enhance knowledge, capacities and orientations that are relevant to strengthening elementary education in the country. Students completing this programme develop a critical and reflective understanding of the core and foundational areas of education, including theory and research, with special reference to India. The programme is designed to include thematic, issue-based courses that are of current significance in the Indian context. Students also develop special expertise in chosen areas of study relating more directly to professional needs: for example, curriculum, pedagogy, teacher development, material development, education of children with special needs, leadership and management issues, etc.

This programme has 2 distinctive features.

- (a) It is conducted in dual mode – viz., it involves 4 weeks of contact classes and 12 weeks of distance learning in I and III Semesters and 3½ weeks of contact classes and 12½ weeks of distance learning in II and IV Semesters. This model has been chosen as a way of facilitating participants to combine work with study. The contact classes are held at the Mumbai campus of TISS. Teaching–learning during the rest of the semester is carried out based on planned weekly/fortnightly reading, study and regular assignments to be shared with faculty and other peers, primarily through the Internet using a learning management system.
- (b) This programme is a collaborative endeavour involving 5 educational organisations, including TISS, who have contributed significantly to elementary education research and innovative practice. The 4 other collaborators are: Homi Bhabha Centre for Science Education, Mumbai; Vidya Bhawan Society, Udaipur; Digantar, Jaipur; and Eklavya, Bhopal. The National Institute for Advanced Studies, Bengaluru, was also involved with the design and initial implementation. The degree is awarded by TISS.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Courses	33
Second	Courses	30
	Field Attachment	6
Total		66

Semester-wise Listing of Courses

<i>Course Title</i>		<i>Contact Credits (1 credit = 15 hours)</i>	<i>Distance Credits (1 credit = 30 hours)</i>	<i>Total Credits</i>	<i>Total Time Spent (in hours)</i>
Semester I: (Odd Semester): 4 weeks of contact and 12 weeks of distance period					
BC 1	Philosophy of Education	2.5	2.5	5	112.5
BC 10	History of Education	2.5	2.5	5	112.5
BC 4	Child Development, Cognition and Learning I	2.5	2.5	5	112.5
Semester II: (Even Semester): 3½ weeks of contact and 12½ weeks of distance period					
BC 2	Sociology of Education I	2.5	2.5	5	112.5
BC 7	Curriculum and School	2.5	2.5	5	112.5
OCA	Optional Course	2.5	2.5	5	112.5

<i>Course Title</i>		<i>Contact Credits (1 credit = 15 hours)</i>	<i>Distance Credits (1 credit = 30 hours)</i>	<i>Total Credits</i>	<i>Total Time Spent (in hours)</i>
Semester III: (Odd Semester): 4 weeks of contact and 12 weeks of distance period					
BC 5	Child Development, Cognition and Learning II	2.5	2.5	5	112.5
BC 6	Language, Mind and Society	2.5	2.5	5	112.5
BC 8	Research Methods	2.5	2.5	5	112.5
Semester IV: (Even Semester): 3½ weeks of contact and 12½ weeks of distance period					
BC 3	Sociology of Education II	2.5	2.5	5	112.5
BC 9	Policy, Institutions and Practices	2.5	2.5	5	112.5
OCB	Optional Course	2.5	2.5	5	112.5
FA	Field Attachment and Paper Presentation	1	5	6	165
Total		31	35	66	1515

- Notes:**
- Optional Courses A and B are to be chosen from the following with at least one option from each group.
Optional Group 1 comprises: OC 1 First Language Pedagogy, OC 2 Pedagogy of Mathematics, OC 3 Pedagogy of Social Sciences, and OC 4 Science Education.
Optional Group 2 comprises: OC 5 Education Leadership and Management, OC 6 Materials Design and Development, OC 7 Teacher Professional Development, OC 8 Gender and Education, OC 9 Education of Children with Special Needs and OC10 Caste, Tribe and Education.
 - Flexi options: Normally a student would be able to complete the programme in two years. There is also a flexible option of taking fewer courses in a semester and completing the programme over three years (up to five years). This is based on the prerequisites defined for each course.

2.21 M.A. IN WOMEN'S STUDIES

The M.A. in Women's Studies Programme is an interdisciplinary programme informed by contemporary feminist theory and praxis, focusing on processes for producing critical and socially relevant and interventionist knowledge. Women's Studies is about integrating women's experiences, realities and perspectives in mainstream/codified knowledge from where they have been left out or made invisible. It is about making women's perspectives visible and central to understanding society, social structures and operations. It is about reclaiming women's contributions to development of cultures, nations and civilizations. It is also about changing structures of oppression, exploitation and neglect that have not only stifled women as individuals but have also contributed to developing a lopsided/male-centric form of knowledge across disciplines. Women's Studies is, thus, about creating a multi-disciplinary new knowledge wherein feminism has an integral, ideological and foundational relevance.

Students of this programme will have an opportunity to experience a wide range of courses linking feminist theories, women's movements, women's development, and critiques of mainstream development that excludes women, while also preparing them to do feminist research and documentation and learn organizational skills needed to work with women. The course is flexible so as to accommodate students with focus on both research and fieldwork/ intervention-related knowledge and skills.

Students doing this programme may find their professional careers in diverse settings such as in academia as researchers and teachers; in journalism; as development workers and activists; in civil and administrative functions of the government especially women and gender departments;

in national and international organisations working on women and gender issues. In fact, this course will be useful to people from all fields who would like to use feminist knowledge to question, critique and make for changes in whatever area of work they may be involved in.

Distribution of Credit Hours

<i>Courses</i>	<i>Credits</i>
Foundation Courses	6
Women's Studies Courses	46
Research Method Courses	4
Research Dissertation (Optional)	6
Field Attachment	6
Total	68

All Courses and Field Attachment are compulsory. However, in lieu of the Research Dissertation, students may select 3 optional courses from other concurrently running MA Programmes across the Schools, in Semesters II, III and IV.

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course</i>	<i>Credit</i>	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 3	Development Experience, Social Conflict and Change	2
	WS 1	Women, History and Society: Feminist Theories and Perspectives	4
	WS 2.1	Women's Movement in India: Part I	2
	DS 3	Methods of Social Research	4
II	WS 2.2	Women's Movement in India: Part II	2
	WS 4	Gender, Caste, Class, Religion and Tribe	4
	WS 5	Feminist Research Methodology/Practices	2
	WS 6	Women and Work: History of Transformation	2
	WS 7	Working with Women: Understanding Intervention	2
	WS 8	Women, Sexualities and Violence	2
	FA	Field Attachment with Analytical Report	2
III	WS 3	Feminist Science Studies	6
	WS 9	Women's Writings	2
	WS 10	Gender Media and Culture	2
	WS 11	Gender, Poverty and Livelihoods	4
	WS 12	Women, Development Practice and Politics	2
	WS 13	Gender, Health and Rights	2
	WS 14	Engendering Governance	2

<i>Semester</i>	<i>Course</i>	<i>Credit</i>	
IV	WS 15	Gender, Ideology and Education	2
	WS 16	Women's Bodies, Women's Knowledge: Historical and Feminist Perspectives	2
	WS 17	Eco-Feminism, Environment and Sustainable Development	2
	WS 18	Women's Rights and Legal Advocacy	2
	WS 19	Gender and International Development	2
		Research Dissertation (Optional)	6
Total		68	

Note: The semester listing of courses is provisional and may be changed. Students are encouraged to take additional credits from other programmes, particularly Development Studies.

JAMSETJI TATA CENTRE FOR DISASTER MANAGEMENT

2.22 M.A./M.SC. IN DISASTER MANAGEMENT

Disaster Management is emerging globally as a full-fledged academic discipline. Since disaster response has primarily been a practitioner's domain, its boundaries have been permeable. People from diverse backgrounds — including relief workers, engineers, social scientists, or medical professionals — have worked in disaster management. This has facilitated the growth of disaster management as a substantive field. However, as a field of practice, it demands specialisation to meet with the dynamic challenges posed by disasters.

The Master's programme in Disaster Management, offered by the Jamsetji Tata Centre for Disaster Management, aims at enhancing knowledge, capacities and skills, and perspective on disasters. While enabling an understanding of disasters from the vantage point of science and technology in prediction, mitigation and response, the programme will also foster a critical and reflective appreciation of current debates in disaster management within the framework of social and environmental justice, state and civil society dynamics, development, conflict and displacement, and globalisation.

The Master's programme is designed to include thematic and issue-based courses related to aspects such as the relationship between environment, livelihood and disasters, institutional building and governance, inequalities and social exclusion, local knowledge systems and disaster management. The course will also endeavour to cultivate appropriate values, a strong multidisciplinary knowledge base and skills essential for intervention in disasters and their prevention.

Students will develop expertise in select areas such as logistics and supply chain management, public health, information and communication, peace, conflict and human security, and so on.

Spread over four semesters, this Master's programme is a pioneering initiative within the country and has certain unique features which will enable mid-career professionals to combine their work with study. It has one year of intensive contact classes with field exposure and internship. Research is a critical component of the programme. In the second year, students have the option to work off campus with very limited course work. The programme however, will follow a pre-determined calendar.

It also offers multi-level entry–exit option where a student coming for a semester can obtain a Certificate in Disaster Management on completion of the stipulated requirements. Students who wish to continue through with the next semester would obtain a Diploma. Alternately, a student on completion of the Certificate programme could come back after a break (not exceeding five years from the date of completion of the Certificate programme), and join in for the second semester. In order to obtain the Master's degree a student can complete the four semesters without a break or in an incremental manner after completing the credits required for a diploma.

As an emerging field, the need for qualified personnel in various aspects of Disaster Risk Reduction is high. Students who graduate with this degree will find opportunities in the development sector with government and non-government organisations, with consultancy firms, or could go on to pursuing research, training and teaching careers.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Courses	32
	Study Visit	2
	Internship	6
Second	Courses	16
	Internship	8
	Research Dissertation/ Term Paper + 2 Concentration Courses	6
Total		70

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course</i>	<i>Title</i>	<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 3.1	India's Development Experience	1
	FC 3.2	State, Democracy, Policy and Social Conflict	1
	MDM 1	Introduction to Hazards and Disaster Management	2
	MDM 2	Technology, Environment and Disasters	2
	MDM 5	Introduction to Remote Sensing and Geographical Information System (GIS) Techniques	2
	MDM 6	Research Methodology - I	2
	MDM 10	Principles of Management and Introduction to Supply Chain Management	2
	MDM 12	Seminar Course in Disasters	2
	MDM 29	Study Visits and Tutorials	2
II	FC 4	Human Development, Identity, Culture and Media	2
	FC 5	Disasters and Development: Bridge Foundation Course	2
	MDM 3	Disaster Risk Reduction and Development Planning	2
	MDM 4	Approaches and Planning for Response: Standards in Humanitarian Aid, Relief, Rehabilitation and Development	2
	MDM 7	Research Methodology - II	2
	MDM 11	Governance, Law and Policy in Disaster Management	2
	MDM 13	Public Health and Disasters	2
	MDM 30	Field Work — Internship - I	6

<i>Semester</i>	<i>Course</i>	<i>Title</i>	<i>Credits</i>
III	MDM 8	Project Management in Disaster Contexts	2
	MDM 9	Introduction to Disaster Financing	2
	MDM 32	Research Dissertation	–
	2 Concentration Courses of three courses each (6+6 Credits)		12
IV	MDM 31	Fieldwork — Internship - II	8
	MDM 32	Research Dissertation	6
	MDM 33	Term Paper	2

Concentrations

The programme offers the opportunity to develop specialist knowledge. Six concentrations or specialisations are envisaged in the third and fourth semester. Students will choose any two of the concentrations. The table below presents the four courses under each concentration. The first course listed for each concentration is a compulsory course for all students and will be completed in the first, second and third semesters.

<i>Sl. No.</i>	<i>Concentration</i>	<i>Course Title</i>	
I	Public Health and Disaster Management	MDM 13	Public Health in Disasters
		MDM 14	Public Health Planning and Management for Disasters – I
		MDM 15	Public Health Planning and Management for Disasters – II
		MDM 16	Seminar Course in Emerging Issues in Public Health with regard to Disasters
II	Governance in Disaster Management	MDM 11	Governance, Law and Policy in Disaster Management
		MDM 17	Transnational Governance, Politics and Disasters
		MDM 18	Governance and Disaster Risk Management
		MDM 19	Empowerment, People — Centred Governance and Disaster Management
III	Conflicts, Peace and Development	MDM 11	Governance, Law and Policy in Disaster Management
		MDM 20	Conflicts and Conflict Analysis
		MDM 21	Conflicts and Humanitarian Crises
		MDM 22	Conflict Transformation, Peace and Just Development
IV	Logistics Management and Service Delivery Systems	MDM 10	Principles of Management and Introduction to Supply Chain Management
		MDM 23	Fundamentals of Logistics in Disaster Management
		MDM 24	Distribution Networks in Disasters: Transportation, Warehousing and Inventory Management
		MDM 25	Strategic Planning in Disaster Logistics and Performance Analysis

<i>Sl. No.</i>	<i>Concentration</i>	<i>Course Title</i>	
V	Geographical Information Systems in Disaster Management	MDM 5	Introduction to Remote Sensing and Geographical Information System (GIS) Techniques
		MDM 26	Digital Image Processing and GIS Data Management
		MDM 27	Application of Remote Sensing in Disaster Management
		MDM 28	Application of Geoinformatics in Disaster Studies
VI	Psychosocial Care in Disaster Management	MDM 13	Public Health and Disasters
		MDM 34	Psychosocial Care in Disaster Situations
		MDM 35	Psychosocial Interventions with Special Groups During Disasters
		MDM 36	Staffing, Standards, Ethics and Policies for Psychosocial Care

CENTRE FOR MEDIA AND CULTURAL STUDIES

2.23 M.A. IN MEDIA AND CULTURAL STUDIES

The M.A. in Media and Cultural Studies aims at honing skills of media production and research within a framework that enables the development of a critical perspective on media, culture and society. In contemporary society, media and culture are crucial sites where identities are produced and popular ways of seeing are consumed. Cultural Studies enables us to meaningfully engage and interact with these new modes of being and doing. By making us conscious of the many complex ways in which power impinges on our lives and constructs our cultures, it has the potential of empowering us to critically read the media and other cultural institutions and texts, to understand how they shape our identities and to think about how we could possibly shape them.

This programme will impart intensive hands-on training in video production, including direction, research, scripting, editing, camera and sound. It also has a strong research focus. This will enable students to produce documentaries and short films. The programme will culminate in the production of a documentary and an optional dissertation. It will also teach basic skills in community radio, graphics and web design. The students will have access to the well-equipped facilities and the visual archive of the Centre for Media and Cultural Studies. The teachers of the course would include CMCS and TISS faculty as well as professionals.

With its unique blend of theory and practice, the M.A. in Media and Cultural Studies works towards the creation of a lively group of media 'thinking do-ers' and 'doing thinkers' who could then choose to branch out into a diverse range of work or educational situations. The students of this course will be equipped to work in the areas of media and television production, independent media practice, media education, advocacy and research. The potential employers include NGOs, film and television production houses, print, broadcast and online news organisations, educational and research institutions and governmental agencies.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Compulsory Courses	35
Second	Compulsory Courses	11
	Optional Courses (18 offered they have to do 6 out of 18 and those who have not doing dissertation 2 more out of 18)	6
	Media Project	6
	Dissertation	4
	Seminar I: Presentation of Research Project	2
	Term Paper + 2 additional optional courses in lieu of dissertation and Seminar 1	6
	Internship	4
Total		68

Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 3	India's Development Experience	2
	MC 1	Media Studies: An Introduction	2
	MC 2	Cultural Studies: An Introduction	3
	MC 3	Ways of Knowing	2
	MC 4	Image Making - I	2
	LC 1	Video Production	4
II	MC 5	Working with Video - I	3
	MC 6	Image Making - II	2
	MC 7	Media and Cultural Studies Research	2
	MC 10	Reading Film	3
	LC 02	Writing Skills	2
	LC 03	Video Post-production	4
III	MC 9	Working with Video - II	4
	MC 15	Seminar II: Presentation of Media Project	2
	LC 4	Visual Design	3
	LC 5	Community Radio	2
	OC 01	Television Studies	2
	OC 02	Gender, Media and Culture	2
	OC 03	ICTs for Development	2
	OC 04	Cyberculture: An Introduction	2
	OC 09	Mediated Development	2

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
IV	MP	MCS Media Project	6
	MR 01	MCS Research Project	4
	MC 11	Seminar I: Presentation of Research Project	2
	MR 02	Term Paper	2
	Alternative to MR 01 +MC 11 ¹	2 additional optional courses plus MR 02	Or 6
	OC 05	Web Design	2
	OC 06	Understanding Art and Music	2
	OC 07	Gender, Culture and Space	2
	OC 08	Media and Law	2
	Internship ²		4
Total			68

- Notes:**
1. Conducted in Semester 2, but marks reflected in Semester 4.
 2. Located during the summer break after Semester 2, but marks reflected in Semester 4.

SCHOOL OF HABITAT STUDIES

2.24 M.A./M.SC. IN HABITAT POLICY AND PRACTICE

The M.A./M.Sc. in Habitat Policy and Practice programme is aimed at responding to the capability gap in the habitat sector in terms of acute lack of professionals having multidimensional understanding and multifarious capabilities who would be able to comprehend and deal with the complex challenges thrown up by recent developments in the urban sector.

The programme focuses on policy, planning and practice. ‘Policy’ refers to different official-legal and administrative-instruments, for example, laws, rules, regulations, policy recommendations, project guidelines, government resolutions, procedures, and norms. These instruments, together, provide an official (policy) framework for the stakeholders to operate in the Habitat sector. Further, the term practice is used here to identify activities that more directly engage with formulating, implementing, analysing, evaluating, and advocating policies on behalf of different stakeholders. The program will, thus, involve training in policies from different sectors, which are directly connected with the Habitat sector. To begin with, these sectors would include, housing, livelihoods, poverty, transport and infrastructure, water, and governance.

Core features of the programme are:

- A focus on policy and related practice
- An initial focus on urban and peri-urban issues and processes
- Starting from the perspective of multi-disciplinarity and striving to achieve inter-disciplinarity, the transition being driven by the needs and demands on the ground
- Striving to bring together disciplines not only within social sciences, physical or engineering/technical sciences, but disciplines from all these three groupings
- Efforts to impart multidimensional understanding and multifarious capabilities based on developing a perspective among students that is broad, socially inclusive, democratic, technically informed, and culturally as well as environmentally sensitive

- Strong linkages with ground-realities and commitment to respond to the needs and aspirations of different stakeholders, especially the disadvantaged and vulnerable sections of society. This understanding will permeate through and shape all the different components of the program.

Distribution of Credit Hours

Year	Detail	Credits
I	Courses	38
	Field and Practical Work	3
II	Courses	22
	Practice Concentration	14
Total		77

Semester-wise Listing of Courses

Semester	Course Title	Credits	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 3	Development Experience, State, Social Conflict and Change	2
	HP 1	Sociological Perspectives on Urban Development	2
	HP 2	Public Policy and Governance: Theory, Analysis and Advocacy	2
	HP 3	Ecology and Urban Environment	2
	HP 4	Basic Technical Capabilities of Habitat Professionals	1
	HP 5	Urban Livelihood and Housing I	2
	HP 8	Quantitative Research Methods	2
	HP 17	Planning Studio	2
	HP 27	Analysis of Macro Data	1
		Practical Field Work - Exposure Visit	NC
	II	HP 6	Urban Transport and Infrastructure: Policies and Practice
HP 9		Qualitative Research Methods	2
HP 11		Urban Economics and Finance	2
HP 12		Habitat Planning: Theory and Practice	2
HP 13		Public Finance	2
HP 14		Urban Livelihood and Housing II	2
HP 15		Urban Water, Sanitation and Solid Waste I	2
HP 16		Urban Governance in India: Policies and Practices	2
HP 18		Comprehensive Assessments of Projects	2
HP 20		Perspectives on Urban Space	2
		Group Field Work	1

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
III	HP 10	Political Economy of Urbanization in South	2
	HP19/ DS 15	Sustainable Development and Climate Change	4
	HP 21	Social Sector Issues in Cities	2
	HP 22	Urban Water and Sanitation and Solid Waste II	2
	HP 23	Community Group Work	2
	HP 24	Introduction to GIS	2
	HP 25	Advanced Econo - Financial Analysis	1
	HP 26	Analysis of Legal Instruments	1
	Policy Practicum		1
	Purposive Field Visits		NC
	HP 28	Concentration Work I	2
	HP 29	Concentration Work II	2
IV	HP 30	Seminar: Contemporary Issues and Topics in Habitat Sector	2
	HP 31	Elective	2
	HP 32	Project Management	1
	Policy Assignment		2
	Project/Dissertation		8

SCHOOL OF RURAL DEVELOPMENT

2.25 M.A. IN SOCIAL WORK IN RURAL DEVELOPMENT

Development is possible only through people's participation, and this is especially true in rural areas of the country. Professional management of rural communities and institutions based on Social Work principles and values helps people's participation, which leads to unfolding the potentialities of the rural population. Therefore, the objectives of the M.A. Social Work in Rural Development Programme are to

- equip students with knowledge, skills and scientific tools to understand and analyse processes of under-development of rural communities and society in order to develop creative solutions and initiatives for sustainable development.
- develop knowledge and skills in research.
- train committed and dedicated youth to work with rural families, communities, organisations and the government for social justice, human rights and human development, especially for the exploited and underprivileged.
- equip the students for effective people's participation and democratic decision-making for the sustenance of a vibrant civil society based on equality, equity and freedom from poverty, illiteracy disease and social/gender discrimination/oppression.
- enable students examine the modes of resources use and their sustainability, the application of appropriate (both modern and indigenous) technology in ways that will help to raise rural incomes and productivity through appropriate processes of value addition and diversification of the rural economy.

- enable the students learn the nuances of policy formulation, scientific planning, decision-making, implementation and evaluation processes of rural development.

Learning by doing is an extremely crucial aspect of the teaching–learning praxis of adult learners. Therefore, the methods of training are participatory in nature and learner-centred. In addition to classroom teaching and lectures, other methods used are:

- Field Work:** Hands on experience is very important for learning. Fieldwork forms an integral part of Social Work education and training at the SRD. It is designed to provide opportunities for developing confidence and team spirit, while working with people at various levels. Besides enabling students to gain experience of applying theoretical knowledge in the field practice, they are helped in developing a holistic understanding of the issues, problems, situations, their causative factors and possible strategies of intervention.
- Group Discussions:** Group Discussions are unique experience that students get at SRD. It facilitates sharing among students and faculty members and offers students opportunities to undergo a wide range of experiences in a formal, structured and controlled situation of a conference. The students learn to communicate effectively and work in group situations.
- Exposure to Field Realities:** Students are placed in community settings, non-governmental organisations and government organisations interactive sessions with experts, field practitioners and scholars from different areas are also arranged with the aim of exposing students to innovative methods of working and various intervention strategies, which adds to their learning and enhances their capacity to work in field situations.

Distribution of Credit Hours

<i>Semester</i>	<i>Detail</i>	<i>Credits</i>
I	Foundation Courses (4 Courses)	8
	Core Courses (3 Courses)	6
	Field Work	5
	Total of First Semester	19
II	Foundation Courses (4 Courses)	8
	Core Courses (4 Courses)	8
	Field Work	5
	Total of Second Semester	21
III	Core Courses (6 Courses)	12
	Electives (1 Course)	2
	Field Work	5
	Total of Third Semester	19
IV	Core Courses (5 Courses)	10
	Electives (1 Course)	2
	Dissertation and Viva-Voce	5 (4+1)
	Internship	–
	Total of Fourth Semester	17
Grand Total		76

Semester-wise Distribution of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I	FC 1	Understanding Indian Society	2
	FC 2	Introduction to Political economy	2
	FC 3	State, Democracy and Polity	2
	FC 4	Professional Social Work: History and Ideologies	2
	CC 1	Social Work Methods: Working with Individuals; Group; and Communities	2
	CC 2	Philosophy of Social Sciences Research	2
	CC 6	Rural Development Experience : A Cross country analysis	2
		Field Work	5
II	FC 5	India's Development Experience	2
	FC 6	Social Aspects of Poverty and Theories of Justice	2
	FC 7	Social Movements and Rural Transformation	2
	FC 8	Indian Constitution and Decentralised Rural Development	2
	CC 3	Quantitative and Qualitative Research Methods	2
	CC 4	Concept, History and Theories of Development	2
	CC 7	Advanced Social Work Skills and Tools for Rural Development	2
	CC 8	Environment, Climate Change and Development	2
		Field Work	5
III	CC 5	Social Policy Analysis	2
	CC 9	Farm Non-Farm Linkages and Livelihood Issues	2
	CC 10	Modes of Natural Resources Use and Sustainable Rural Development	2
	CC 12	Technology and Development	2
	CC 18	Rural Development Projects: Policy, Planning and Management	2
	CC 17	Development Organization and Management	2
	EC 01	A student can choose any one elective from the List EC 1 Gender and Development EC 3 Advanced Dalit and Tribal Social Work Practice Skills EC 5 Multilateral Institutions and Rural Development	2
		Field Work	5
IV	CC 11	Food Security, Right to Food and Rural Livelihoods	2
	CC 13	Rural/Agro-Based Industries and Rural Marketing	2
	CC 14	Models of Rural Entrepreneurship	2
	CC 15	Financial Inclusion and Microfinance	2
	CC 16	Financial Management and Accounting	2
	EC 02	A student can choose any one elective from the List EC 2 Development Communication EC 4 Corporate Social Initiatives EC 6 Disaster Management EC 7 Micro-finance Institutions and Rural Insurance	2
		Dissertation & Viva-Voce	5 (4+1)
		Internship	–

3. Rules and Guidelines

3.1 RULES AND GUIDELINES CONCERNING COURSEWORK, ATTENDANCE AND ASSESSMENT

Each programme leading to the award of a degree comprises a predefined set of courses of study which may include courses, research study and activities each of which is assigned specific credits value or may be non-credited but compulsory. Each programme is defined by a minimum requirement of total credits to be completed satisfactorily for the purpose of award of degree, within a stipulated minimum and maximum period of study.

Courses, dissertation and course-related activities which may be conducted in and off campus spaces, are of the following kinds:

3.1.1 Courses

3.1.1.1 A course is a prescribed content, with a set number of lessons, lectures, etc, in an educational curriculum as approved by the Academic Council of TISS. All programmes consist of compulsory and optional papers offered in each semester. All courses carry credits with clear distribution of hours of teaching. Course credit value may vary from 0 to 10. In general one credit refers to 15 hours of instruction and of 30 hours of self study.

3.1.1.2 Students have an option of auditing optional courses. However, the norms pertaining to attendance and regularity remain the same for compulsory and audit courses. A course is delivered as a face to face instruction or through prescribed self study with mentoring and/or with online support which will take place over the duration of a semester or in concentrated periods during a contact period or in modular formats. Courses are taught and assessed by or undertaken under the guidance of one or more faculty.

3.1.1.3 Field-based/practical courses are described variously as block field placement, rural practicum, field practicum, practicum, internship undertaken as per pre-defined schedule of activities. Depending on the curriculum structure of each academic programme, the field based experiential learning is credited or non-credited. The norms pertaining to regularity in attendance and fulfilling the requirements of the course are at par with taught courses. A supervisor and field coordinator(s), at particular field sites/agencies/organisations, coordinate these sets of activities. The faculty supervisor and/or the fieldwork supervisor conduct the assessments of student performance.

3.1.2 Research Study

Described variously as Dissertation, Project, Research Project, involve research work to be undertaken individually by a student under the guidance of a faculty member or members. The duration of research study often spans more than one semester and is credited variously by the different academic programmes depending on the weight given to this activity in the curriculum structure.

3.1.3 Additional Activities

Such as rural camp, study tours, workshops and other non-credited compulsory activities are prescribed by various programmes.

All of the above types of activities mentioned in 3.1.1, 3.1.2 and 3.1.3 will be referred together as courses of study.

3.1.4 Assessment Unit

Each course of study, credited or non-credited, taught or field related, or research study, will be assessed through the following assessment unit types with prescribed weightages, as per a pre-defined schedule, which is provided at the commencement of a semester. These may involve individual or group work:

- 3.1.4.1 Assignments—which are held in the course of the semester, conducted as individual or group assessments.
- 3.1.4.2 Class presentations—individual or group which are held during the semester.
- 3.1.4.3 Reflective journals or field diaries
- 3.1.4.4 Reports or dissertations or productions
- 3.1.4.5 Faculty assessment of class participation or field work, or process aspects of field work or dissertation/research.
- 3.1.4.6 Written tests (open book, closed book, take home) conducted during or at the end of the semester
- 3.1.4.7 Viva/oral test or examination
- 3.1.4.8 Observation by faculty/supervisor
- 3.1.4.9 Non-credited compulsory requirements of programmes require certificates of participation/ completion and also include evaluative components, which may be mentioned in testimonials.
- 3.1.4.10 No course has only one type of evaluation instrument. Each course has at least an assignment and end semester examination. The end semester examination weightage will not exceed 60% of the course.
- 3.1.4.11 In general the total number of assessment units will not exceed the number of credits of the course. For e.g. a two credit course is assessed by two units of assessment—an assignment and an examination or two assignments or two tests.

3.1.5 Grading Scheme

- 3.1.5.1 An eleven point grading scheme from 0-10 is used for grading all assessment units.
- 3.1.5.2 The following is the scheme of letter grades, equivalent grade point and qualitative description of the same.

Letter grade	Grade points (for GPA)	Qualitative description of letter grade
A+	10	Outstanding performance
A	9	Excellent: demonstrating mastery of all learning or assessment situations
A-	8	Very good: demonstrating mastery of most learning or assessment situations.
B+	7	Demonstrating thorough competence in most situations.
B	6	Demonstrating moderate competence in most situations.
B-	5	Acceptable: showing moderate competence in some situations, minimal competence in others.
C+	4	Minimally acceptable: demonstrating minimal competence in most situations, while showing considerable capacity for improvement.
C	3	Not passing, but still showing capacity for improvement or development.
C-	2	Unsatisfactory performance, marked by lack of engagement or inability to apply concepts.
D	1	Complete lack of engagement or comprehension; also, frequent absence.
F and ab	0	Non-completion of assignments or 'blank' responses on a test indicated as Not Passing -F
		Absence or withdrawal from a course is indicated by 'ab'.

- 3.1.5.3 The grade point of a course is computed by taking the weighted average of the grade point received on each assessment unit and rounding off to the higher grade—without any decimal place.
- 3.1.5.4 A student must receive a minimum grade of C+ equivalent to 4 points, to be considered pass in a given course.

3.1.6 Programme Completion/Credit Requirements Fulfillment

- 3.1.6.1 The cumulative grade point average (CGPA) is computed as the credit-weighted average over all courses undertaken over previous and current semesters, of all credits accumulated until that assessment period. The CGPA is reported to one place of decimal and is also reported at the end of each semester on the semester grade card.
- 3.1.6.2 A student must obtain a minimum CGPA of 4 (equivalent to C+) and satisfactorily complete the courses equivalent to a minimum of 50% of credits in the first semester, in order to retain his/her seat in the programme.
- 3.1.6.3 A student must maintain a CGPA of 4 (equivalent to C+) in each semester, in order to remain in the programme.
- 3.1.6.4 After obtaining the minimum requirement for the first semester, a student may temporarily withdraw from the programme, through a written application and with adequate reasons for the same.
- 3.1.6.5 Under any circumstances a student must complete all requirements and accumulate all requisite credits of a particular programme within five years from the date of admission into the programme.
- 3.1.6.6 A student must satisfactorily complete all compulsory requirements, and accumulate the requisite credits of a particular programme in order to become eligible for the degree.
- 3.1.6.7 The programme requirements include credited and non-credited activities.
- 3.1.6.8 A student must receive a CGPA of 4 points (equivalent to C+) to be considered to have completed the programme successfully.

3.1.7 Extra Credits and Audits

- 3.1.7.1 A student can opt to credit additional courses, over and above those prescribed for a programme.
- 3.1.7.2 For all such credited courses, a student will be required to complete all the assessment units as prescribed.
- 3.1.7.3 Extra credits will also be recorded on the grade card, and indicated as extra credits
- 3.1.7.4 Extra credits will not be considered for the purpose of determining CGPA, etc.
- 3.1.7.5 Extra credits earned in a given semester will not be converted to regular credits at a later stage.
- 3.1.7.6 A student can opt to audit additional courses over and above those prescribed for a programme.
- 3.1.7.7 For all audited courses, the course title and 'audit' will be indicated in the grade sheet. The norms of regularity of attendance remain the same even if the course is being audited.

3.1.8 Attendance

- 3.1.8.1 Every student is expected to maintain regularity and 100% attendance for all programme requirements: classroom/theory courses, field practicum, field trips, internships, etc.
- 3.1.8.2 A minimum of 75% attendance is required for all taught courses.

- 3.1.8.3 In the case of internships and field practicum, the maximum days of absence, which can be condoned, is less than 10% of the total practicum period specified by each programme.
- 3.1.8.4 Absences for more than two days from field site must be compensated in toto, and undertaken in consultation with the field coordinator/supervisor.
- 3.1.8.5 The week schedule and holiday schedules of the field site will be observed for the period of field work.
- 3.1.8.6 Absences for medical or other exigent reasons have to be taken with permission through a leave application submitted to the Programme Coordinator. For full-time, on-campus courses, leave upto 7 days may be granted by the Programme Coordinator. Leave above 7 days, may be granted in consultation with the Chairperson/Dean. In no case can this exceed 25%.
- 3.1.8.7 Students who have less than 75% attendance will be declared 'failed' in their course and will receive a '0' grade point for the course. They will be graded with 'ab' in their grade card. Such students will not be eligible to complete the course through supplementary assessments, and will be required to repeat the course when it is offered in a subsequent semester.

3.1.9 Registration (in programmes where applicable)

- 3.1.9.1 Students are required to register for optional courses/specialisations offered in subsequent semester by submitting the Course Registration Form to the respective School Secretariats at the end of each semester. Programmes that have all compulsory courses in a particular semester may not call for course registrations.
- 3.1.9.2 The School Secretariats will confirm the registrations for courses after scrutiny such as size of class, timetable constraints, fulfillment of eligibility requirements, etc.

3.1.10 Credit Requirements Fulfillment

- 3.1.10.1 The grade earned by a given course will be credited to the student only if he/she has the requisite attendance.
- 3.1.10.2 Students with less than the required attendance will be considered as failed and will be assigned a zero grade point in the course, even if assignments have been submitted and tests have been taken. Students will have to repeat the course in a future semester.
- 3.1.10.3 Any course may be assessed by a variety of assessment units.
- 3.1.10.4 All assignments must be completed and submitted as per the predefined schedule.
- 3.1.10.5 Assignments that are submitted after the prescribed limit decided by each programme (i.e. after the Assignment Due Date, but before an Assignment Closure Date), may be assessed and a penalty of lowering of grade by 1.00 point may be applied.
- 3.1.10.6 No assignment submissions are permitted beyond the assignment closure date, as prescribed by each programme. Student will be given '0' grade and the assignment will be considered submitted as supplementary.
- 3.1.10.7 A student must receive a minimum grade of C+ equivalent to 4 points, to be considered pass in a given course. A student who receives a grade below C+ is expected to improve the grade by appearing for the improvement exam.

3.1.11 Dissertations/Theses/Self Study Courses/Research Reports/Field Reports

- 3.1.11.1 Dissertations/theses, etc. are carried out in phases and are assessed through process and product evaluation.

- 3.1.11.2 Bound copies of the Research Project/Dissertation Report, duly signed by the Research Guide, should be submitted to the Secretariat of the respective School/Centre on the scheduled date.
- 3.1.11.3 Late submissions, which are within the extra time given for valid reasons (sanctioned by the Dean on recommendation of the Guide), will be treated as appearing for the supplementary examination in the requirement of Research Project/Dissertation, or subject to a penalty lowering of grade similar to the rule for courses.

3.1.12 Supplementary and Improvement

- 3.1.12.1 Supplementary and Improvement assessment will be announced along with the declaration of semester results.
- 3.1.12.2 Students will apply for supplementary, if they have failed in a given course, or if they have had to miss examination for any valid reason (sanctioned by the Dean on recommendation of the Programme Coordinator), or for improvement if they wish to improve their grades.
- 3.1.12.3 The supplementary/improvement assessment will be conducted as per a prescribed schedule involving submission of assignments or examination as prescribed for each course.
- 3.1.12.4 In the case of improvement, the better grade will be considered.
- 3.1.12.5 If the student fails to complete a course satisfactorily through supplementary, then the student will be required to register for Supplementary-2 as per the schedule announced.
- 3.1.12.6 If the student fails to complete the course satisfactorily through Supplementary-2, then he/she will be declared as failed in the course and will be required to complete the course in a future semester, along with the requisite attendance, etc.
- 3.1.12.7 For all courses completed through supplementary mode, an 'S' will appear on the grade card, next to the grade. For all courses, where grade is improved through improvement assessment, an 'I' will appear on the grade card next to the grade. For all courses completed through Supplementary-2 mode, an S2 will appear on the grade card next to the grade.
- 3.1.12.8 Grades received through supplementary/improvement mode will not be considered for award of prizes and other mentions of academic achievement of the institute.

3.1.13 Re-evaluation

- 3.1.13.1 A student, who desires to have a re-evaluation of his/her answer papers, research project, or field work/internship performance, shall be required to apply for re-evaluation within 10 working days after the declaration of results of the semester, by paying the requisite fees. Re-evaluation means verification of grades and/or reassessment of answer papers, research project, assignments, field work/internship performance.

3.1.13.2 Re-evaluation Procedure

- (i) A Committee, with the power to co-opt, shall be constituted by the Dean of the School/Chairperson of Independent Centre to consider the requests for re-evaluation of grades in courses/research project/field work/internship.
- (ii) The Re-evaluation Committee will ordinarily invite a member of the faculty of the Institute to re-evaluate, unless it decides for some reason, to invite an outsider. The re-evaluator, however, will not be a member of the re-evaluation committee and he/she will not be a member of the Centre to which either the student or his/her examiner belongs to.
- (iii) The Committee appointed for considering the requests for re-evaluation in theory courses/research project/field work/internship, will meet to appoint examiners based on the expertise required for requests for re-evaluation in the specific courses or the area of research/field work/internship.

(iv) *Courses*: Re-evaluation in courses will be:

- (a) written examinations conducted by the Institute at the end of the semester,
- (b) written assignments in lieu of examinations, and/or
- (c) written assignments utilised as a part of internal evaluation, in addition to the examination.

The concerned faculty member, who taught the course and assessed the student, will submit a note along with the grade sheet and answer book/assignments, with a view to enlighten the re-evaluator on the course content and the emphasis given by him/her, while teaching the course, and the broad criteria followed in the assessment. The answer book of the highest, lowest and average grades shall accompany the re-evaluation answer book.

(v) *Research Project*: In the case of research project, only the final research study will be re-evaluated by a subject expert, internal or external to the Institute. The student's grade will not be revealed to the re-examiner.

(vi) *Field Work/Internship*: In case of field work/internship, the re-examiner will review the following:

- a) Field work/internship recording of the student.
- b) Field work/internship diary of the student.
- c) Records of supervisory conferences submitted by the student.
- d) Supervisory diary maintained by the supervisor.
- e) Mid-term and final evaluation form maintained by student and the supervisor.

The re-examiner will meet the student concerned and get a verbal report as regards the work he/she has done. The re-examiner may also ask questions so as to assess the student's field work/internship knowledge, skills and attitudes. The re-examiner will also meet the supervisor and get a verbal report about the student's performance. The re-examiner will meet the student and the supervisor at a joint meeting, if necessary. When a student is placed for field work/internship in an agency, where the social worker/senior administrator of the agency directly supervises the student's field work/internship, there is generally a faculty member who is in charge of the student's placement. In such a case, the re-examiner may meet the supervisor and the faculty member who is in charge of the student together. The re-examiner may also meet others concerned, such as the School's Field Work/Internship Coordinator.

- 3.1.13.3 A student who has applied for the re-evaluation of grade points in a particular course/research project or field work/internship will be first shown the verified grade point. If the student is satisfied with the verified grade point, and gives in writing that he/she is not interested in re-evaluation, no re-evaluation will be done.
- 3.1.13.4 A student, who applies for re-evaluation of a Semester IV course(s) after the degree has been awarded, should return the degree certificates and the grade card. The re-evaluation will be completed within 6 months.
- 3.1.13.5 The re-evaluation procedure will be completed within a timeframe that facilitates the possibility of the student opting for an improvement/supplementary exam.
- 3.1.13.6 A student can opt for improvement examination after the declaration of re-evaluation results, if the grade is not up to the satisfaction.
- 3.1.13.7 In case, the student attempts to re-evaluate a failed grade and is declared failed in reevaluation, then the student is expected to appear for supplementary exam.
- 3.1.13.8 Re-evaluated grades are considered for the award of prizes, etc. of the Institute.

3.1.14 Pursuit of Unfair Means

- 3.1.14.1 If a student is found copying/cheating/plagiarising in any assessment unit, he/she will be deemed to have failed in the course and will be required to appear for supplementary evaluation.
- 3.1.14.2 If the same student is found copying/cheating/plagiarising in an assessment unit in any other following semester/s, he/she will be deemed to have withdrawn from the programme.
- 3.1.14.3 If a student is found copying/cheating/plagiarising in a research project, he/she will be deemed to have failed in the research project and will be required either to do a research in another area with the guidance of the Guide, or opt for additional courses in lieu of research project, in the next academic year.
- 3.1.14.4 If a student is found reporting falsely in the field work/internship recordings, he/she will be deemed to have failed in the field work/internship and will be required to repeat the field work/internship in another field work/internship agency in the next academic year in consultation with the Dean/Chairperson and the field work/internship supervisor.

3.1.15 Award of Degree

- 3.1.15.1 Students who have successfully completed their programme of study will be admitted to the degree only at the Annual Convocation.
- 3.1.15.2 Notwithstanding anything contained in these rules, the Academic Council may, on the recommendation of the Director, by a resolution passed with the concurrence of not less than two-thirds of the members voting, withhold for such a period as they may deem fit, conferment of any degree to any successful candidate at an examination of the Institute, for reasons, which, in their opinion, justify such withholding, e.g., unruly or disorderly conduct, or violence on the Institute campuses, or conviction for an offence involving violence or moral turpitude.

3.2 RULES FOR DEALING WITH CASES OF CHEATING/COPYING IN EXAMINATIONS/ ASSIGNMENTS/FIELD WORK REPORTS/PROJECT REPORTS BY STUDENTS

3.2.1 Types of Unfair Means Cases

If, during the course of an examination, any candidate is found doing any of the following acts, he/she shall be deemed to have used unfair means at the examination.

- 3.2.1.1 Having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned;
- 3.2.1.2 Giving or receiving assistance of any kind or attempting to do so;
- 3.2.1.3 Copying/cheating in examinations, assignments and the field work reports/project reports;
- 3.2.1.4 Writing question(s) and/or answer(s) on any material other than the answer book given by the Hall Supervisor for writing the answers;
- 3.2.1.5 Tearing off the answer book, supplementary answer books, etc., or a part thereof;
- 3.2.1.6 Contacting/talking or trying to contact/talk with any other person during the examination time;
- 3.2.1.7 Using or attempting to use any other undesirable method or means in connection with the examinations, e.g., using abusive language in the answer book, disclosing identity in answer book;
- 3.2.1.8 Smuggling in/out an answer book/question paper;
- 3.2.1.9 Impersonation;
- 3.2.1.10 Running away with the answer book; and
- 3.2.1.11 Any other act amounting to serious misconduct.

3.2.2 Procedure to be followed by the Hall Supervisor/Chief Supervisor in case unwanted materials ARE found with a Candidate

- 3.2.2.1 As soon as any case of unfair means comes to the notice of the Hall Supervisor, he/she shall take possession of the answer book of the candidate along with paper or other material found with him/her and provide the candidate with a second answer book superscribed as “SECOND ANSWER BOOK”.
- 3.2.2.2 The Hall Supervisor shall record on the first answer book the time when the case was brought to his/her notice.
- 3.2.2.3 He/She shall also record the time of issuing the second answer book to the candidate on it.
- 3.2.2.4 While issuing the second answer book the candidate shall be directed by the Hall Supervisor/Chief Supervisor to submit his/her written explanation, for use of an unfair means during the examination.
- 3.2.2.5 In case the candidate refuses to give the statement, he/she should not be forced to do so. Only the fact of refusal should be recorded and signed by the Hall Supervisor on duty at the time of the occurrence and attested by the Chief Supervisor.
- 3.2.2.6 The Chief Supervisor shall also call for the statement of the Hall Supervisor concerned and attach it with the case.
- 3.2.2.7 The two answer books used by the candidate along with the explanation of the candidate or a note regarding refusal to give the statement to the Hall Supervisor(s) and the remarks of the Chief Supervisor in this matter should be forwarded in the prescribed pro forma for further action in a separate sealed cover (marked confidential) to the Registrar of the Institute soon after the examination of the paper is over. The answer books of unfair means cases should be kept in safety bag containing other answer books but must be sent in a separate sealed cover, with ‘unfair means’ marked on the cover and addressed to the Registrar of the Institute.
- 3.2.2.8 As far as possible, precise information as to where from the material was found (in the pocket, desk, shoes, etc.) or the details of the person/another examiner from who it was obtained should be mentioned in the statement of the Hall Supervisor/s. The copying material so detected by the Hall Supervisor/s should be signed and countersigned by the Chief Supervisor on each page and the total number of pages detected should be mentioned on the title of the answer book duly signed by the Hall Supervisor and the Chief Supervisor.
- 3.2.2.9 The matter by the Registrar from the Chief Supervisor should be forwarded to the Director after giving an opportunity to the candidate concerned to give his/her explanation on that day.
- 3.2.2.10 Candidates can be physically searched by the Chief Supervisor/Hall Supervisor or any other person deputed by the Institute before or during the examination, at any time, except that a female candidate should be searched by a female member of the staff only.

3.2.3 Procedure to be followed in case of smuggling out of an answer book

In case a candidate has smuggled an answer book out, the Chief Supervisor should call for the student and try to secure the answer book. In the event of non-availability of the answer book, the matter should be reported to the police and copy of the FIR be sent to the Institute along with the statements of the Hall Supervisor present in the examination room and also of the candidate. The statements of other Hall Supervisors/peons, etc., if any, should also be forwarded. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer books; efforts made to recover the answer book should also be stated.

3.2.4 Procedure to be followed by the examiner in case of copying/cheating in the field work report/assignment/research project

- 3.2.4.1 While evaluating the field work report or assignment/project report, if the examiner finds that two or more field work reports are identical and one has copied the field work report/assignment/project report of other student (s) he/she should send a report to the Dean of the School or the Chairperson of the Independent Centre, who will conduct the necessary investigations and forward the final report to the Director through the Registrar, along with the identical field work report/assignment/project report in a separate sealed cover with “Unfair Means” marked on the cover and addressed to the Director of the Institute.
- 3.2.4.2 While evaluating an assignment, if the examiner finds that the student has copied the assignment from a book, journal, magazine, and has not given any proper citation for the reference, he/she should send a report to the Dean of the School or the Chairperson of the Independent Centre, who will conduct the investigation and forward the final report to the Director through the Registrar, along with the assignment and a copy of the book, journal, magazine from where the student has copied his/her assignment in a separate sealed cover with “Unfair Means” marked on the cover and addressed to the Director of the Institute.

3.2.5 Other Cases of Unfair Means

- 3.2.5.1 In case of impersonation, the Chief Supervisor should send to the Registrar the statements of the person found to be impersonating, the Hall Supervisors and that of the real candidate, if possible. The Registrar may also report the matter to the police, if necessary.
- 3.2.5.2 In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statements of the Hall Supervisor(s) and that of the peon/policemen concerned may be obtained and sent to the Director for further action. Candidates found using any of the unfair means are, however, not to be debarred from appearing in the remaining paper(s).

3.2.6 Penalties

- 3.2.6.1 If a student is found copying/cheating in an examination, he/she will be deemed to have failed in the course and will be required to appear for supplementary examination.
- 3.2.6.2 If the same student is found copying/cheating in an examination in any other following semester/s, he/she will be deemed to have withdrawn from the programme.
- 3.2.6.3 If a student is found copying/cheating in a **research project**, he/she will be deemed to have failed in the research project and will be required either to do a research in another area with the guidance of the Guide or opt for three additional courses in lieu of research project, in the next academic year, depending upon the class timetables.
- 3.2.6.4 If a student is found copying/cheating in the assignment having less than 50% weightage, the student will be given supplementary to that portion of the assignment. If the weightage of that part of assignment is 50% or more in which the student is caught copying/cheating, the entire assignment of the course will be cancelled and new assignment will be given as supplementary.
- 3.2.6.5 If a student is found reporting falsely in the field work/internship recordings, he/she will be deemed to have failed in the field work/internship and will be required to repeat the field work/internship in another field work/internship agency in the next academic year in consultation with the Head of the Department and the field work/internship supervisor.

3.3 RULES PROHIBITING RAGGING

3.3.1 Introduction

3.3.1.1 Ragging in any form is strictly prohibited, within the Institute premises or any part of the Institute system, as well as on public transport.

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

3.3.2 Punishments

The following shall be the punishments for those who are found guilty of participation in or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the court of law.

- i) Cancellation of admission.
- ii) Suspension from attending classes.
- iii) Withholding/withdrawing scholarship/fellowship and other benefits.
- iv) Debarring from appearing in any test/examination or other evaluation process.
- v) Withholding results.
- vi) Debarring from representing the Institute in any national or international meet, tournament, youth festival, etc.
- vii) Suspension/expulsion from the hostel.
- viii) Rustication from the Institute for periods varying from 1–4 semesters.
- ix) Expulsion from the Institute and consequent debarring from admission to any other Institute.
- x) Fine up to Rs. 25,000/-.
- xi) Rigorous imprisonment up to three years by a court of law.

While the first 10 types of punishment can be awarded by the appropriate authority of the Institute itself, the last punishment can be awarded only by a court of law.

3.4 WITHDRAWAL OF DEGREES

The Governing Board, on the recommendation of the Academic Council of the Institute, by a resolution passed with the concurrence of not less than two-thirds of the members voting, can withdraw any degree, conferred by the Institute.

4. Fees and Deposits

4.1 COMPULSORY FEES, DEPOSITS AND OTHER ESTIMATED EXPENDITURE FOR INDIAN STUDENTS (in Indian Rupees)

Components	SW / DA		DS / WS		EE		HE / HO / PPHP / PHSE		HR* / SE / GL		DM		MCS		CL		HP	
	I	II	I	II	I	II	I	II	I	II	I	II	I	II	I	II	I	II
Fees	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Tuition	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300
Examination	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500
Computer Charges	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-	100	-
ID Card	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200
Students' Union	2,000	2,000	-	-	-	-	-	-	-	-	1,500	2,500	-	-	2,000	2,000	1,500	1,500
Field Work	-	-	-	-	-	-	2,000	2,000	-	-	-	-	-	-	-	-	-	-
Internship	-	-	-	-	-	-	-	-	-	-	12,000	-	10,000	10,000	1,500	1,500	-	1,500
Lab Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-
Dev. Fund / Prog. Fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Hostel Charges	2,750	2,750	2,750	2,750	500	500	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750
Electricity Charges	3,000	3,000	3,000	3,000	750	750	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Rural Practicum	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dining Hall Advance ¹	12,000	12,000	12,000	12,000	3,000	3,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000
i) Hostel Deposit	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-
ii) Electricity Deposit	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-
iii) Dining Hall Deposit	2,400	-	2,400	-	2,400	-	2,400	-	2,400	-	2,400	-	2,400	-	2,400	-	2,400	-
iv) Library Deposit	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-
v) Caution Deposit	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-	2,000	-
Grand Total ¹	49,750	35,750	45,250	33,750	31,750	20,250	47,250	35,750	45,250	33,750	58,750	36,250	55,250	43,750	48,750	37,250	46,750	36,750

* Only for HRM students: An additional Rs. 10,000/- only as Students Competency Fund to be paid in Semester I. Therefore, the total fees to be paid by an HRM Student in Semester I is Rs. 55,250/- only.

(Contd.)

Components	SW / DA		DS / WS		EE		HE / HO / PPHP / PHSE		HR / SE / GL		DM		MCS			CL			HP			
	III	IV	III	IV	III	IV	III	IV	III	IV	III	IV	III	IV	III	IV	III	IV	III	IV		
Tuition	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	
Examination	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	300	
Computer Charges	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	
Convocation Charges	-	500	-	500	-	500	-	500	-	500	-	500	-	500	-	500	-	500	-	500	-	500
Students' Union	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	200	
Field Work	2,500	2,000	-	-	-	-	-	-	-	-	-	-	3,500	-	-	-	2,000	2,000	1,500	1,500	-	
Internship	-	-	-	-	-	-	2,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	
Lab Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Insurance	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	-	1,500	
Hostel Charges	2,750	2,750	2,750	2,750	500	500	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	
Electricity Charges	3,000	3,000	3,000	3,000	750	750	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
Study Tour	2,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Dining Hall Advance	12,000	12,000	12,000	12,000	3,000	3,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	12,000	
GRAND TOTAL	35,750	31,250	30,250	29,250	16,750	15,750	32,250	31,250	30,250	29,250	30,250	32,750	40,250	39,250	33,750	32,750	31,750	32,750	31,750	32,250	32,250	

4.1A COMPULSORY FEES, DEPOSITS AND OTHER ESTIMATED EXPENDITURE FOR M.A. IN SOCIAL WORK IN RURAL DEVELOPMENT (INDIAN STUDENTS ONLY)

Semester	Tuition	Examination	Computer Charges	Convocation Charges	ID Card	Field Work	Internship	Insurance	Dev. Fund/ Prog. Fund	Hostel Charges	Electricity Charges	Rural Practicum/ Study Tour	Dining Hall Advance	Hostel Deposit	Electricity Deposit	Dining Hall Deposit	Library Deposit	Caution Deposit	Grand Total
I	10,000	300	500	-	100	2,500	-	1,500	5,000	2,000	3,000	-	10,000	2,000	1,500	2,400	2,000	2,000	44,800
II	10,000	300	500	-	-	2,500	-	-	5,000	2,000	3,000	3,000	10,000	-	-	-	-	-	36,300
III	10,000	300	500	-	-	2,500	-	1,500	-	2,000	3,000	3,000	10,000	-	-	-	-	-	29,800
IV	10,000	300	500	500	-	2,500	1,000	-	-	2,000	3,000	-	10,000	-	-	-	-	-	29,800

4.2 FEES FOR INTERNATIONAL STUDENTS
4.2.1 Fees for International Students from SAARC Countries and Low Income countries (except Nepal and Bhutan) (in Indian Rupees)

Components	SW/DA		DS/WS		DM		HO/HE/PHHP/PHSE		GL/HR/SE		MC	
	SEM I	SEM II	SEM I	SEM II	SEM I	SEM II	SEM I	SEM II	SEM I	SEM II		
SEMESTER I & II												
Tuition	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Examination	330	330	330	330	330	330	330	330	330	330	330	330
Computer Charges	550	550	550	550	550	550	550	550	550	550	550	550
ID Card	110	-	110	-	110	-	110	-	110	-	110	-
Student's Union	220	220	220	220	220	220	220	220	220	220	220	220
Field Work	2,200	2,200	-	-	1,650	2,750	-	-	-	-	-	-
Internship	-	-	-	-	-	-	2,200	2,200	-	-	-	-
Lab Expenses	-	-	-	-	13,200	-	-	-	-	-	11,000	11,000
Insurance	1,650	-	1,650	-	1,650	-	1,650	-	1,650	-	1,650	-
Development Fund	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Rural Practicum	2,750	-	-	-	-	-	-	-	-	-	-	-
Library Deposit	2,200	-	2,200	-	2,200	-	2,200	-	2,200	-	2,200	-
Caution Deposit	2,200	-	2,200	-	2,200	-	2,200	-	2,200	-	2,200	-
TOTAL	28,710	19,800	23,760	17,600	38,610	20,350	25,960	19,800	23,760	17,600	34,760	28,600
SEMESTER III & IV												
Tuition	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
Examination	330	330	330	330	330	330	330	330	330	330	330	330
Computer Charges	550	550	550	550	550	550	550	550	550	550	550	550
Student's Union	110	110	110	110	110	110	110	110	110	110	110	110
Field Work	2,200	2,200	-	-	3,850	-	3,850	-	2,200	-	2,200	-
Internship	-	-	-	-	-	-	2,200	2,200	-	-	-	-
Lab Expenses	-	-	-	-	-	-	-	-	-	-	11,000	11,000
Insurance	1,650	-	1,650	-	1,650	-	1,650	-	1,650	-	1,650	-
Study Tour	2,750	-	-	-	-	-	-	-	-	-	-	-
TOTAL	18,590	14,190	13,640	11,990	13,640	15,840	19,690	14,190	15,840	11,990	24,640	22,990

Note: Apart from this, the students have to pay **US\$ 500** as **Entrance Fee** at the time of Admission.

4.2.2 Fees for International Students from Developed Countries (in US Dollars)

Components	SW/DA	DS/W/S	DM	HO/HE/ PHHP/ PHSE	GL/HR/ SE	MC
SEMESTER I & II						
	SEMI	SEMI	SEMI	SEMI	SEMI	SEMI
Tuition	2,000	2,000	2,000	2,000	2,000	2,000
Field Work	400	-	400	400	400	400
Lab Expenses	-	-	500	-	-	500
Insurance	60	60	60	60	60	60
Development Fund	600	600	600	600	600	600
Compulsory Deposit	150	150	150	150	150	150
Equipment Deposit	-	-	-	-	-	500
Entrance Fee	500	500	500	500	500	500
TOTAL	3,710	3,310	4,210	3,710	3,710	4,710
SEMESTER III & IV						
	SEMI	SEMI	SEMI	SEMI	SEMI	SEMI
Tuition	2,000	2,000	2,000	2,000	2,000	2,000
Field Work	400	400	400	400	400	400
Internship	-	-	-	-	-	-
Development Fund	600	600	600	600	600	600
Lab Expenses	-	-	500	-	-	500
Insurance	60	60	60	60	60	60
TOTAL	3,060	2,660	3,560	3,060	3,060	3,560

4.3 OTHER CHARGES

		Rupees
(i)	Special student (per course)	500
(ii)	Supplementary/Improvement Examination fee (per course)	100
(iii)	Provisional passing certificate	100
(iv)	Duplicate of statement of marks (per copy)	100
(v)	Duplicate of testimonial (per copy)	100
(vi)	Re-evaluation Fees	
	(a) Theory courses (per course)	500
	(b) Field Work/Internship/Research Project	1500
(viii)	Duplicate copy of fee receipt (per copy)	100
	For repeaters	
	(a) Field work fee for two semesters	120
	(b) Field work fee for one semester	60
(ix)	Duplicate Identity Card	100

4.4 PAYMENT OF FEES

4.4.1 Fees for all semesters are to be paid at the State Bank of India, anywhere in India through the Power Jyoti Account.

4.4.2 Refund of Fees

In the event of a student/candidate withdrawing before the starting of the course, the waitlisted candidates will be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1,100/- (One Thousand one hundred only), shall be refunded by the Institution to the student/candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institute will refund all the refundable deposits and also 50% of the remaining fees paid.

4.4.3 Payment of Semester II, III and IV fees should be made within the following periods.

- (i) In case of default of payment by due date, Rs. 100/- will be imposed as fine for the first block of 7 days, Rs. 200/- for the second block of 7 days and Rs. 300/- for the third block of 7 days and so on, but the net fine will not be more than 20% of the tuition fee.
- (ii) The defaulting student can be allowed to attend the class even if the fee is not paid. However, the defaulting student will not be allowed to appear for the examination unless the fees and the fine are paid before the commencement of the semester examinations.
- (iii) Sponsored/Deputed students will be exempted from paying fine even if there is a delay in payment of fees.

4.4.4 Receipt for deposits should be carefully preserved and returned at the time of leaving the Institute for refund.

4.4.5 Hostel and dining hall deposits will not be adjusted towards any due, but will be refunded on vacating the hostel.

4.5 PERSONAL ACCIDENT INSURANCE

The Institute has introduced Mediclaim Insurance scheme to cover Personal Accident Insurance to the students up to Rs. 1.50 lakhs and Mediclaim Insurance up to Rs. 1.00 lakh as per the terms and conditions of the scheme. The premium, per student, per annum, is Rs. 1,500/-, including service tax.

5. Scholarships and Prizes

5.1 ANNUAL SCHOLARSHIPS

Scholarships and Endowments have been created by eminent individuals, foundations and corporate sector. The value of scholarship VARIES. The institute may pool together resources available during a year in order to enhance support available to needy students. scholarships are awarded on the basis of merit – cum – need of the student.

5.1.1 Scholarships for Social Work Students

- 5.1.1.1 *Dr. J.C. Marfatia Studentship*
- 5.1.1.2 *Dr. G.R. Banerjee Scholarship*
- 5.1.1.3 *Prof. M.M. Desai Scholarship*
- 5.1.1.4 *Sir Dorabji Tata Trust Scholarship*
- 5.1.1.5 *The J.R.D. Tata Trust Awards.*
- 5.1.1.6 *Prof. Grace Mathew Scholarship*
- 5.1.1.7 *Prof. P.D. Kulkarni Scholarship*
- 5.1.1.8 *M.K. Tata Trust Award*
- 5.1.1.9 *Ambuja Cement Foundation Scholarships*
- 5.1.1.10 *Indic Society, Bloomington, Indiana, U.S.A. Scholarship*
- 5.1.1.11 *Subhash C. and Maria A. Janveja Trust Scholarship*
- 5.1.1.12 *Dr. Nandkumar Kochar and Rajkumar Kochar Trust Scholarship*
- 5.1.1.13 *Ardeshir D. Churigar and Banoobai D. Churigar Scholarship*
- 5.1.1.14 *Sou. Susheelabai Mangrulkar Scholarship*
- 5.1.1.15 *Reema Pohuja Scholarship*
- 5.1.1.16 *Amruth Balan nee Rajagopal Scholarship*
- 5.1.1.17 *Ms. Vimla Gaur Scholarship*
- 5.1.1.18 *Sri Meher C. Nanavatty Scholarship*
- 5.1.1.19 *Smt. Parvati Shankar Apte and Smt. Umashankar Kelkar Scholarship*

5.1.2 Scholarships for HRM & LR Students

- 5.1.2.1 *Ambuja Cement Foundation Scholarships*
- 5.1.2.2 *Vaishno Mal Malhotra Endowment - K.K. Malhotra Scholarship*

5.1.3 Scholarship for MHA (Hospital and Health) Students

- 5.1.3.1 *Dr. Jaiprakash Pandey Memorial Scholarship*
- 5.1.3.2 **Smt. Parvati Shankar Apte and Smt. Umashankar Kelkar Scholarship**

5.1.4 Scholarships Common to All Programmes

- 5.1.4.1 *Madholal Sindhoo Scholarship*
- 5.1.4.2 *Eravad Rustomji C. Antia and Ms. Dhunmai Rustomji Antia Scholarship*
- 5.1.4.3 *Amzel Foundation Scholarship*
- 5.1.4.4 *The Lakshmi Ranga Iyer Scholarship*
- 5.1.4.5 *The Magon Pathik Memorial Scholarship*
- 5.1.4.6 *The Jubilee Scholarships (Silver and Golden)*
- 5.1.4.7 *S.W.K.C. Mahila Mandal's AIWC Silver Jubilee Endowment Scholarship*
- 5.1.4.8 *Bopia Batliwalla Scholarship*
- 5.1.4.9 *M.K. Tata Trust Scholarship*
- 5.1.4.10 *Sorab Framroze Manekshaw Scholarship*
- 5.1.4.11 Keki and Hilla Hormusji Bharucha Scholarship to a student of the Institute.

5.1.5 Scholarships for SC/ST/OBC/PWD

- 5.1.5.1 **Government of India Post-Matric Scholarship (GOI-PMS)** The SC/ST students, whose parents/guardians income is less than Rs. 1,00,000/- per annum and Rs. 44,500/- per annum for OBC students and fulfilling the criteria for the award of GOI-PMS are eligible for the Scholarship.
- 5.1.5.2 **Government of Maharashtra Freeship Scheme** The students of SC/ST/OBC category of Maharashtra whose parents income is more than Rs. 1,00,000/- are eligible for the Freeship Scheme.
- 5.1.5.3 **National Scholarship for Persons with Disabilities (PWDs)** Indian students with at least 40% disabilities certified as per definition under Persons with Disability Act, 1995, and whose parents/guardians income is less than Rs. 15,000/- per month are eligible for the scholarship.
- 5.1.5.4 **Top Class Education Scholarship** The students of SC/ST category are awarded the scholarship on the criteria of merit at the National Entrance Test conducted by TISS. The students are exempted from the payment of all fees and are granted with books and laptop worth Rs. 3,000/- and Rs. 45,000/- respectively. The Scholarship is entirely funded by the Ministry of Social Justice and Empowerment (10 awards) and Ministry of Tribal Affairs (5 awards).
- 5.1.5.5 **Rajiv Gandhi National Fellowship Scheme** The students of SC/ST category pursuing higher studies leading to M.Phil. and Ph.D. Degrees are awarded the scholarship on the basis of merit. The Junior Research Fellow and Senior Research Fellow are granted the fellowship of Rs. 12,000/- per month and Rs. 14,000/- per month respectively, apart from other financial assistance.
- 5.1.5.6 **National Thermal Power Corporation Scholarship** The SC/ST/PWD students pursuing two-year full time MBA/PGDBM with specialisation in Human Resource Management/Finance Management are awarded the scholarship of Rs. 1,500/- per month for a maximum period of two years.
- 5.1.5.7 **Post-Graduate Indira Gandhi Scholarship Scheme for Single Girl Child** The value of scholarship is Rs. 2,000/- per month for a period of two years for 10 months in a year.
- 5.1.5.8 **Post-Graduate Merit Scholarship Scheme for University Rank Holders at Under Graduate Level** The value of Scholarship is Rs. 2,000/- per month for a period of two years for 10 months in a year.

Criteria for Consideration of merit-cum-need Scholarships

- (i) The average grade point (AGP) should be a minimum of 3.50 at the end of the First Year for senior students and 3.50 at the end of First Semester for Junior students.

- (ii) The family income should not exceed Rs. 7,500/- per month.
- (iii) The documents to be submitted by the students along with the application are as under:
 - A photocopy of parent's/guardian's income certificate.
 - A photocopy of the ration card or any other relevant document showing the number of members in the family.
 - Letters from two referees.
- (iv) The students should also obtain the parent's/guardian's signature on the application and submit the same to the Academic Section of the Institute before the due date. Incomplete applications or applications received after the due date will not be accepted by the Academic Section.

5.2 Free Tuitions

Twenty Free Studentships are available for deserving students in poor financial circumstances. The studentships are awarded to the first year students at the time of admission and are tenable for one year. Students desiring the renewal of the studentship for the second year should submit a fresh application at the end of the first academic year.

5.3 Loan Scholarships

5.3.1 Students' Welfare Fund Loan

Assistance from this fund is available to students and the amount of loan will be decided by the Students' Aid Committee. The awardees of the loan scholarship should execute an agreement on a stamp paper duly signed by one surety and two witnesses fulfilling the following conditions.

- 5.3.1.1 The surety should have an annual income of Rs. 25,000/- or above in case of an employee; in case of a self-employed category, like doctor, engineer or in agricultural sector an evidence of annual income of Rs. 25,000/- or above should be produced, for example, Income Tax Certificate.
- 5.3.1.2 Such a surety should have at least five years of service left for retirement or a bank's guarantee should be provided for the loan amount.
- 5.3.1.3 One person of standing can be a surety for only one student loanee whose loan does not exceed Rs. 5,000/- in the two-year period of study. If it exceeds the limit of Rs. 5,000/- the student should seek another surety of standing as specified under Clause 5.3.1.1 above.
- 5.3.1.4 The salary certificate of the surety should consist of: (i) number of years of service completed; (ii) designation; (iii) monthly net income and gross income; and (iv) number of years of service left for superannuation.

5.3.2 Loan Repayment

The recipient of the loan scholarship should repay the scholarship amount loaned to them in monthly instalments beginning from the second month of their employment. They should also communicate to the Registrar their full address on joining any service indicating their designations. If any of the instalments fall in arrears, interest will become chargeable at the rate of 4% per annum from the date of default.

5.4 Prizes and awards

5.4.1 Institute Day Prizes

- 5.4.1.1 The Guinea Pig Debate Trophy donated by the 1947–49 class is awarded annually to the best student debater.

- 5.4.1.2 The Guinea Pig Essay Trophy donated by the 1950–52 class is awarded annually to the best student essayist.
- 5.4.1.3 The Professor A.R. Wadia Elocution Shield is awarded annually to the best student elocutionist.
- 5.4.1.4 Mr. A.V.R. Naidu Trophy is awarded to the best sportsman of the year.
- 5.4.1.5 Ms. Pheroze Gandhi Memorial Shield is awarded to the best sportswoman of the year.

5.4.2 Academic Prizes awarded on Institute Day

- 5.4.2.1 The Dr. J. M. Kumarappa Prize to the **Best Student** of the First Year Social Work Class.
- 5.4.2.2 The S.D. Marathe NILM Trust Endowment Fund Award to the Second Year student of Human Resources Management and Labour Relations, who stands **First** in the First Year.
- 5.4.2.3 The Prize instituted by the MHA students in 2001–2002 academic year to a Second Year student who stood **First** in the First Year in Master of Health Administration Programme.
- 5.4.2.4 Prize instituted by the MHA students in 2001–2002 academic year to a Second Year student who stood **First** in the First Year in Master of Hospital Administration Programme.
- 5.4.2.5 Prize to the **Best Student** of the First Year in Public Health
- 5.4.2.6 Prize to **Best Student** of the First Year in Education (Elementary).
- 5.4.2.7 Prize to the **Best Student** of the First Year in Development Studies.
- 5.4.2.8 Prize to the **Best Student** of the First Year in Social Entrepreneurship.
- 5.4.2.9 Prize to the **Best Student** of the First Year in Disaster Management.
- 5.4.2.10 Prize to the **Best Student** of the First Year in Globalisation and Labour
- 5.4.2.11 Prize to the **Best Student** of the First Year in Media and Cultural Studies.
- 5.4.2.12 Prize to the **Best Student** of the First Year in Disability Studies and Action.
- 5.4.2.13 Guinea Pig Essay Prize.
- 5.4.2.14 Guinea Pig Debate Prize.
- 5.4.2.15 Prof. A.R. Wadia Elocution Prize.

5.4.3 Academic Prizes awarded at the Convocation

The students who have obtained a minimum grade point average of 4 in all semester examinations together, at first attempt, are eligible for the following academic prizes.

For awarding a prize, the computation of the period of 2 years, for determining the eligibility of the candidate, shall begin from the date of the commencement of the academic year in which the candidate is admitted to the course of studies concerned. The academic prizes and the best student shields are open only to the students, who pass their examinations in the first attempt without having appeared for supplementary and/or improvement, examinations and have completed all other requirements including Block Field Work.

Students found cheating/copying in examination/assignment/field work/research project will not be awarded any prizes/scholarships.

- 5.4.3.1 NTPC Gold Medal to the **Best Student in Social Work**
- 5.4.3.2 NTPC Gold Medal to the Student for **Best Field Work in Social Work**

- 5.4.3.3 Institute Silver Medal and Prize to the Second **Best Student in Social Work**
- 5.4.3.4 Prize to the **Best Research Project in Social Work**
- 5.4.3.5 Dr. Maria Mies Prize to the Student Who Scored Highest Marks for Dissertation of **M.A. Programme with a Focus on “Gender and Justice Issues”**
- 5.4.3.6 M.K. Tata Prize and the Institute Shield to the **Best Student in Social Work**
- 5.4.3.7 Prize and Shield to the **Best Student in Community Organisation and Development Practice**
- 5.4.3.8 Prize and Shield to the **Best Student in Field Work in Community Organisation and Development Practice**
- 5.4.3.9 Shiva Chandra Dhakal Shield Instituted by the CODP Students in 2009-11 Academic Year for the **Best Field Intervention with People’s Struggles**
- 5.4.3.10 Prize and Shield to the **Best Student in Health and Development**
- 5.4.3.11 Prize and Shield to the **Best Student in Field Work in Health and Development**
- 5.4.3.12 Prize and Shield to the **Best Student in Dalits and Tribals Social Justice, Equity and Governance**
- 5.4.3.13 Prize and Shield to the **Best Student in Field Work in Dalits and Tribals: Social Justice, Equity and Governance**
- 5.4.3.14 Prize and Shield to the **Best Student in Criminology and Justice**
- 5.4.3.15 Prize and Shield to the **Best Student in Field Work in Criminology and Justice**
- 5.4.3.16 Prize and Shield to the **Best Student in Social Work with Children and Families**
- 5.4.3.17 Prize and Shield to the **Best Student in Field Work Social Work with Children and Families**
- 5.4.3.18 Prize and Shield to the **Best Student in Women Centered Social Work**
- 5.4.3.19 Prize and Shield to the **Best Student in Field Work in Women Centered Social Work**
- 5.4.3.20 Institute Gold Medal to the **Best Student in Disability Studies and Action**
- 5.4.3.21 Institute Silver Medal to the Second **Best Student in Disability Studies and Action**
- 5.4.3.22 Prize and Shield to the **Best Student in Field Work in Disability Studies and Action**
- 5.4.3.23 Prize to the **Best Research Project in Disability Studies and Action**
- 5.4.3.24 NTPC Gold Medal to the **Best Girl Student of Human Resources Management and Labour Relations**
- 5.4.3.25 Institute Silver Medal to the Second **Best Student of Human Resources Management and Labour Relations**
- 5.4.3.26 NIPM Silver Medal to the Student Securing **Highest Marks in Human Resources Management and Labour Relations of 2008-2010 Batch**
- 5.4.3.27 M.K. Tata Prize to the **Best Student in Human Resources Management and Labour Relations**
- 5.4.3.28 Prize instituted by the PM&IR students in 1987-89 Academic Year for Student Ranked **Second in Human Resources Management and Labour Relations**
- 5.4.3.29 Prize to the **Best Research Project in Human Resources Management and Labour Relations**
- 5.4.3.30 S. Kalsi Shield to the **Best Student in Human Resources Management and Labour Relations**

- 5.4.3.31 Mrs. S.R. Panakal Shield to the **Best Student in Field Work for Human Resources Management and Labour Relations**
- 5.4.3.32 Institute Gold Medal and Prize to the **Best Student in Social Entrepreneurship**
- 5.4.3.33 Institute Gold Medal and Prize to the **Best Student in Field Work Project in Social Entrepreneurship**
- 5.4.3.34 Institute Silver Medal to the **Second Best Student in Social Entrepreneurship**
- 5.4.3.35 Institute Gold Medal and Prize for the **Best Research Project in Globalisation and Labour**
- 5.4.3.36 Institute Gold Medal and Prize to the **Best Student in Globalisation and Labour**
- 5.4.3.37 Institute Silver Medal to the **Second Best Student in Globalisation and Labour**
- 5.4.3.38 Institute Gold Medal to the **Best Student in Development Studies**
- 5.4.3.39 Institute Silver Medal to the **Second Best Student in Development Studies**
- 5.4.3.40 Prize to the **Best Research Project in Development Studies**
- 5.4.3.41 Institute Gold Medal to the **Best Student in Education (Elementary)**
- 5.4.3.42 Institute Silver Medal to the **Second Best Student in Education (Elementary)**
- 5.4.3.43 Certificate of Merit to the **Best Field Attachment in Education (Elementary)**
- 5.4.3.44 Institute Gold Medal to the **Best Student in Counselling**
- 5.4.3.45 Institute Silver Medal to the **Second Best Student in Counselling**
- 5.4.3.46 Prize and Shield to the **Best Student in Field Work in Counselling**
- 5.4.3.47 Prize to the **Best Research Project in Counselling**
- 5.4.3.48 Institute Gold Medal to the **Best Student in Women's Studies**
- 5.4.3.49 Institute Silver Medal to the **Second Best Student in Women's Studies**
- 5.4.3.50 Prize to the **Best Research Project in Women's Studies**
- 5.4.3.51 Prize and Shield to the **Best Student in Field Attachment in Women's Studies**
- 5.4.3.52 Institute Gold Medal to the **Best Student in Disaster Management**
- 5.4.3.53 Institute Silver Medal to the **Second Best Student in Disaster Management**
- 5.4.3.54 Prize and Shield to the **Best Research Project in Disaster Management**
- 5.4.3.55 Certificate of Merit for the **Best 2nd Year Internship in Disaster Management**
- 5.4.3.56 Prof. Vijay Tendulkar Gold Medal to the **Best Student in Media and Cultural Studies**
- 5.4.3.57 Narayan Surve Silver Medal to the **Second Best Student in Media and Cultural Studies**
- 5.4.3.58 Waqar Pyare Khan Certificate to the **Best Media Project in Media and Cultural Studies**
- 5.4.3.59 Smitu Kothari Certificate to the **Best Research Project in Media and Cultural Studies**
- 5.4.3.60 Institute Gold Medal to the **Best Student in Habitat Policy and Practice**
- 5.4.3.61 Institute Silver Medal to the **Second Best Student in Habitat Policy and Practice**
- 5.4.3.62 Prize to the **Best Student in Concentration Work in Habitat Policy and Practice**

- 5.4.3.63 Prize to the **Second Best Student in Concentration Work in Habitat Policy and Practice**
- 5.4.3.64 Institute Gold Medal to the **Best Student in the Master of Health Administration**
- 5.4.3.65 Institute Silver Medal to the **Second Best Student in the Master of Health Administration**
- 5.4.3.66 M.K. Tata Prize to the **Best Student in the Master of Health and Hospital Administration**
- 5.4.3.67 Prize to the **Best Research Project in the Master of Health Administration**
- 5.4.3.68 Prize instituted by the MHA Students in 2001-02 Academic Year for the **Best Student in the Master of Health Administration**
- 5.4.3.69 Alumni Association of Health Administrator's Chapter Shield to the **Best Student in Master of Health Administration**
- 5.4.3.70 Institute Gold Medal to the **Best Student in the Master of Hospital Administration**
- 5.4.3.71 Institute Silver Medal to the **Second Best Student in the Master of Hospital Administration**
- 5.4.3.72 Prize instituted by the MHA Students in the 2001-02 Academic Year to the **Best Student in the Master of Hospital Administration**
- 5.4.3.73 Prize to the **Best Research Project in the Masters in Hospital Administration**
- 5.4.3.74 Alumni Association of Health Administrator's Chapter Shield to the **Best Student in the Master of Hospital Administration**
- 5.4.3.75 Institute Gold Medal and Sheild to the **Best Student in the Master of Public Health**
- 5.4.3.76 Institute Silver Medal to the **Second Best Student in the Master of Public Health**
- 5.4.3.77 Prize to the **Best Research Project in Master of Public Health**
- 5.4.3.78 Mr. Emmanuel E. Agabalizu Shield for the **Best International Student**

6. Student Support Services

6.1 STUDENTS' AFFAIRS OFFICE

The Students' Affairs Office is the fundamental link between students, faculty and the administration of TISS. Headed by the Dean (Students' Affairs), the purpose of the Office is to create a climate which promotes personal and academic development of students by offering them both support and challenges. Support is provided by assisting students directly or through referrals. The Office seeks to provide challenge by holding students accountable for their actions and by assisting them in developing problem-solving skills. The Office, thus, strives to help students in their adjustment to TISS life and help them to take full advantage of the academic and social environment here.

Towards this, the Students' Affairs Office looks into the physical and mental well-being of students through services such as counselling, financial aid, health insurance and extra-curricular activities such as yoga and gym, as well as promoting cultural activities.

Maintaining tolerance and respect for cultural diversity and plurality is an essential cornerstone of student life at TISS. Students at TISS are welcomed regardless of religion, caste, ethnic background, age, sexual orientation or physical status. Several well-established committees for Student Aid, Gender Amity, Support Facilities for Students, Medical Health Services, as also a team of professional counsellors and male and female wardens — all coordinated by the faculty at TISS — form the backbone of this office.

The Institute expects that all student members of its community assume responsibility for their conduct. However, when they infringe on the rights of others, the Institute will intervene through the laid down established procedures.

6.2 STUDENTS' UNION

The Institute has a healthy tradition of electing a Students' Union by secret ballot. Returning Officers are well established to oversee the process. Office bearers of the Union have been responsible students who have contributed to student life through their leadership. During critical periods, such as disasters and relief work, they have been at the forefront of volunteering for tasks as well as mobilising their colleagues.

6.3 ACCOMMODATION/HOSTELS

Admission to the hostels is restricted to full-time, bona fide, Master's degree students. Hostel admission is not guaranteed. Deputed candidates, in Mumbai (general category or SC/ST), will not be allotted hostel accommodation. Due to limited seats in the hostel, accommodation is not available for students who ordinarily reside in the Mumbai Metropolitan Region. Out-of-town students, who have close relatives in Mumbai, will also not be given hostel accommodation. However, the Office of Students' Affairs has facilitated accommodation for over 400 students off-campus in close vicinity to TISS.

6.4 DINING HALL

The Dining Hall serves both vegetarian and non-vegetarian meals. It is managed by the DH Committee with student representatives as members and with a member of the Faculty as its Chairperson. It is open for all the Master's degree students, M.Phil. and Ph.D. scholars, Institute staff, participants of all the short-term courses and seminars held at the Institute. The Dining Hall will be closed by 11.00 p.m. Default in the payment of dining hall charges will result in penalties and cancellation of dining hall membership and even hostel residence. Re-admission may be considered on payments of all dues as a fresh candidate.

Students on campus also enjoy a canteen facility which was initiated in June 2006. In keeping with the overall ethos of the Institute, management of the canteen has been given to an NGO devoted to women's empowerment. This canteen is run by a self-help group of woman rag-pickers. In addition, the Dining Hall runs canteen services from 11pm to 3am during the semester period.

6.5 HEALTH CARE

Three Medical Officers visit the Institute — one every Monday, Wednesday and Friday from 4.00-6.00 p.m. the second every Tuesday, Thursday and Saturday from 4.30-6.30 p.m. and **the third every Tuesday, Thursday and Saturday from 11a.m-1p.m.** Two medical officers are General Physicians and the third is a Gynecologist. The Institute provides free medical consultation services only. The programme is coordinated by the Coordinator (Medical and Counselling), who is a faculty member of the Institute.

6.6 COUNSELLING SERVICES

The services of one full-time counselor and four part-time counselors are provided by the Institute for students. The full-time counselor is available between 12 noon to 8 pm from Monday to Friday. The part-time counselors are available between 4pm to 8pm on all days except Sundays. They can be contacted at 5612(ext.). The counsellors help the students in their day-to-day concerns and also enhance their overall functioning. A senior faculty member from TISS coordinates the Medical and Counselling services.

Workshops on topics relevant to increasing the capacities of the students are regularly conducted by the counsellors.

The counsellors also maintain a notice board where posters, charts and cartoons pertaining to various issues are exhibited. The e-mail is yet another medium of communication for the students and the counsellors wherein the students can write to the counsellors for appointments or asking for help. The counsellors use emails to communicate information about certain workshops, send articles, and even for follow-up with certain students. This has evoked a positive response from the students.

6.7 HEALTH INSURANCE

The Students are covered under cashless Group Health Insurance policy of Rupees 1 lac, Personal Accident Policy of Rupees 1 lac and OPD cover of Rupees 2,500 per year. These covers benefit the student in case he/she gets hospitalized due to an accident or any illness.

The premium for the same is to be paid at the time of paying the first semester (for juniors) / third semester (for seniors) tuition fees.

All the students are requested to collect their Health Insurance Card from their respective School Secretariats to avoid last minutes hassles. Health Insurance Card helps the student to avail cashless facility at the time of hospitalization and so it (Card) should be collected as soon as students are informed to do so. **All Students need to consult the in-house doctors before getting admitted to any Hospital.** The doctors can be contacted 24 x 7. Students should inform the OSA within 7 days of their hospitalisation & should send the reimbursement claim within 30 days of hospitalisation. Any delay in claim submission will result in rejection of the claim.

Those students who are already insured individually or under any policy of their parents (and do not wish to join the scheme), need to write an application to Dean, Students' Affairs for exemption from paying the premium amount and attach a photocopy of the policy under which they are covered. Subsequently, Institute will not be held liable for their medical expenses, nor undertake any processing for the same.

6.8 SPORTS AND RECREATION

The M.K. Tata Memorial Gymkhana and Recreation Centre include facilities such as gym, yoga, table tennis, carom and badminton. The facilities are open from 6.00 a.m. to 9.00 p.m. and qualified trainers have been made available for using the gymnasium and yoga facilities.

The Students' Union organises friendly sporting events (both outdoor and indoor), and the Annual Sports day is a much awaited day in the sports calendar for students, staff and faculty alike.

Cultural activities such as celebration of national holidays, the Spic-Macay music festival, food festivals, and the three-day TISS Cultural Fest — Quintessence' (fondly referred to as Quinty) — form some of the cultural highlights of life on the campus.

6.9 SC/ST/OBC CELL

TISS had set up a student service cell in 1986, with the financial assistance from the then Ministry of Welfare, Government of India, to assist the students from the Scheduled Castes (SCs) and Scheduled Tribes (STs), for improving their academic performance and optimizing their development in their personal and social life at the Institute. In 1988, the Institute obtained approval of the University Grants Commission to set up a Special Cell for SCs and STs, which started functioning in 1989. Recently, the Institute has incorporated the Other Backward Classes (OBCs) and the Persons with Disability (PWD) into the Cell with similar objectives.

6.9.1 Composition

The Cell, which consists of a Section Officer and Statistical Assistant, is headed by a Liaison Officer who is a senior faculty member in TISS. The Liaison Officer facilitates the overall welfare of the students, staff and faculty belonging to these communities on behalf of the Cell.

6.9.2 Purpose

The purpose of the SC/ST Cell is to help the university in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the students from SC/ST communities to integrate with the TISS community and to remove difficulties, which they may be experiencing.

With regard to students, the SC/ST Cell in TISS has been conducting various programmes under remedial coaching for SC/ST students. All these programmes were arranged according to the needs of the students. Outcome of the programmes in terms of participants' success is very good. Under the Remedial Coaching Scheme for the SC/ST students, the programmes are conducted broadly at two levels:

(a) Pre-Admission Orientation

The objective of the programme is to orient the SC/ST/OBC (non-creamy layer) candidates about the entire process of the Entrance Test, the positive and negative aspects of written test, group discussion and personal interview and help to overcome them.

(b) Post-Admission Orientation

The main focus of the post-admission orientation is on the course curriculum, selection of optional subjects, the whole new multi-cultural and multi-lingual environment that they are to face on the campus and various facilities available to them.

For further details please contact Liaison Officer, Prof. G.G. Wankhede (ext. 5308) and/or Section Officer, Mr. Gaurishankar Kamble (ext. 5233).

6.10 COMMITTEE AGAINST SEXUAL HARASSMENT

With regard to the Supreme Court Judgement and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998,, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected and they are treated with keeping the above guidelines in view TISS has constituted a Committee Against Sexual Harassment since 2003.

6.10.1 Composition

The Committee consists of members of the faculty, administration, service staff and students' representatives. The official members of the committee for the academic year 2010-2011 are:

6.10.2 Objectives

The objectives of the Committee are:

- Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;
- Make recommendations to the Director for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Director.

6.10.3 Procedure for Approaching the Committee

The Committee deals with issues relating to sexual harassment at the Tata Institute of Social Sciences. It is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Convener of the Committee. If the complaint is made to the Director, Deputy Director or any of the Committee members, they may forward it to the Convener of the Committee Against Sexual Harassment.

Here it should be noted that according to the Supreme Court guideline Sexual harassment can be defined as “unwelcome” sexually determined behaviour (whether directly or by implication) as:

- Physical contact and advances;
- Demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography; and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature. (Vishaka judgement by Supreme Court)

The following is also sexual harassment and is covered by the committee:

- Eve-teasing,
- Unsavoury remarks,

- Jokes causing or likely to cause awkwardness or embarrassment,
- Innuendos and taunts,
- Gender based insults or sexist remarks,
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,
- Touching or brushing against any part of the body and the like,
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,
- Forcible physical touch or molestation, and
- Physical confinement against one's will and any other act likely to violate one's privacy.

7. General Information

7.1 CONSTITUTIONAL BODIES

7.1.1 Governing Board

Mr. R.K. Krishna Kumar (Chairperson)	<i>Representative of the Sir Ratan Tata Trust</i>
Mr. A.N. Singh	<i>Representatives of the Sir Dorabji Tata Trust</i>
Mr. Sanjiv Phansalkar	
Ms. Rukshana F. Savaksha	
Ms. Tara Srinivas	
The Secretary	<i>Representatives of the Government of India</i>
Dept. of Higher Education, Ministry of Human Resource Development	
The Additional Secretary	
Dept. of Higher Education Ministry of Human Resource Development	
Dr. Tilak R. Kem	<i>Nominee of the University Grants Commission</i>
Dr. Gautam Gawali	<i>Nominee of the Vice-Chancellor, University of Mumbai</i>
The Secretary	<i>Representative of the Government of Maharashtra</i>
Ministry of Social Justice and Special Assistance	
Mr. Satish Pradhan	<i>Co-opted Members</i>
Prof. Armaity Desai	
Dr. Shireen J. Jejeebhoy	
Prof. S. Parasuraman, Director	<i>Ex-Officio Members</i>
Prof. Lina Kashyap, Dy. Director	
Prof. Anjali Monteiro	<i>Members of the Faculty</i>
Dr. Swapan Garain	
Prof. G.G. Wankhede	
Dr. Neela Dabir, Registrar	<i>Secretary</i>

7.1.2 Academic Council

Prof. S. Parasuraman, Director	<i>Chairperson</i>
Prof. Venkatesh B. Athreya	<i>External Experts</i>
Prof. Gopal N. Guru	
Prof. Anjali Gandhi	
Dr. Errol D'Souza	
Prof. Imrana Qadeer	

Members

Prof. C.A.K. Yesudian, Prof. R.N. Sharma, Prof. Vimla Nadkarni, Prof. C. Sengupta, Prof. Anjali Monteiro, Prof. Janki Andharia, Prof. Lakshmi Lingam, Prof. D.P. Singh, Prof. Surinder Jaswal, Prof. K.P. Jayasankar, Prof. Nasreen Rustomfram, Prof. M. Kunhaman, Prof. Sharit K. Bhowmik, Prof. Subodh Wagle, Prof. Arvind Tiwari, Prof. A. Ramaiah, Prof. T. Jayaraman, Prof. Satyajit Majumdar, Dr. Rajshree P. Mahtani, Dr. Rajani Konantambigi, Dr. Swapan Garain, Dr. Shankar Das, Dr. E. Toppo, Dr. Amita Bhide, Dr. Babasaheb Kazi, Dr. Manjula Bharathy, Dr. C.J. Sonowal, Dr. V. Gowri, Ms. Anjali Kulkarni, Dr. Geetonjoy Sahu, Dr. Zubin R. Mulla, Mr. Mahesh Kamble, Ms. Ruchi Sinha, Dr. M. Koganuramath.

7.1.3 **Research Council**

Prof. S. Parasuraman, Director	<i>Chairperson</i>	
Prof. Lakshmi Lingam (Dean, R&D)	<i>Convenor</i>	
Prof. Ravi Srivastav	<i>External Experts</i>	
Prof. Padmini Swaminathan		
Prof. Manoj Jha		
Prof. Lina Kashyap, Deputy Director	<i>Members</i>	
Prof. Surinder Jaswal		
Prof. S. Siva Raju		
Prof. T. Jayaraman		
Prof. Shalini Bharat		
Prof. A. Ramaiah		
Prof. Satyajit Majumdar		
Dr. Ramesh Jare		
Dr. Anil Sutar		
Dr. Neela Dabir, Registrar		<i>Secretary</i>

7.1.4 **Finance Committee**

Mr. R.K. Krishna Kumar	<i>Chairperson, Governing Board</i>
Mr. A.N. Singh	<i>Nominees of the Governing Board</i>
Ms. Rukshana F. Savaksha	
Dr. Tilak R. Kem	
The Secretary	<i>Representatives of the Government of India</i>
Department of Education	
Ministry of Human Resource Development	
The Additional Secretary	
Department of Education	
Ministry of Human Resource Development	
Shri A.K. Dogra	<i>Special Invitee (Nominee of the UGC)</i>
Prof. S. Parasuraman, Director	<i>Ex-Officio Members</i>
Prof. Lina Kashyap, Deputy Director	
Dr. Neela Dabir, Registrar	<i>Secretary</i>

7.1.5 **Building Committee**

Prof. S. Parasuraman, Director	<i>Chairperson</i>
Prof. Lina Kashyap, Deputy Director	<i>Ex-Officio Members</i>
Dr. Neela Dabir, Registrar	<i>Member Secretary</i>

Members

Ms. Rajee R. Menon, Dy. Registrar (F&A/PMC)	
Ms. Janaki Ramdas, Dy. Registrar (ID & S)	
Mr. H.S. Cheena	<i>Superintending Engineer, (Coordination Circle), C.P.W.D.</i>
Mr. R.H. Saundarva	<i>Assistant Engineer, TISS</i>
Mr. A. Palit	<i>Consulting Engineer</i>
Ms. S. Khare	<i>Institute Architect (Mumbai Campus)</i>
Mr. Narendranath Mitra and Ms. Susmita De	<i>Institute Architect (Guwahati Campus)</i>
Mr. Jafar Usmani	<i>(Product Manager, T.H.D.C. Ltd.)</i>

7.2 FACULTY AND ADMINISTRATION

7.2.1 Director's Office

Dr. S. Parasuraman
M.Sc. (Poona), C.P.S. (IIPS),
D.P.D. (ISS, The Hague), Ph.D. (Mumbai)

Director

Ms. Saritha C.T.
M.A., B.Ed. (Calicut) PGDAS (Mumbai)

Assistant Professor and
External Communications Office

Ms. Y. Vaidehi
M.Sc. (Mumbai), M.P.S. (IIPS)

Programme Manager,
Andaman & Nicobar Programme

Secretariat

Ms. Roja Pillai
M.A. (Mumbai)

P.S. to Director

Ms. Girija Mahesh
B.Com. (Mumbai)

Stenographer (Gr-II)

7.2.2 Deputy Director's Office

Dr. Lina Kashyap
M.A., Ph.D. (TISS)

Deputy Director

Ms. Amruta Prakash
M.A. (Pune)

Consultant

Secretariat

Ms. Sheela Rajendra
B.Com. (Mumbai)

Section Officer

Ms. Vidya V. Mhatre

Lower Division Clerk,
M.Phil. and Ph.D. Programme

7.2.3 Registrar's Office

Dr. Neela Dabir
M.S.W. (Mumbai), Ph.D. (SNDT, Mumbai)

Registrar

Ms. Nayna Malapurkar
M.A. (Mumbai), M.A. (Leeds)

Consultant

Secretariat

Ms. S. Kalyanaraman

Stenographer (Gr-II)

7.2.4 School of Habitat Studies

Dr. Subodh M. Wagle
B.Tech. (IIT Bombay), Ph.D. (Delaware)

Professor and Dean

Mr. Sanjeev S. Chandorkar
B.D., LL.B., DFM, (Mumbai),
CAIIB, (IIB Mumbai), CFA (ICFAI, Hyderabad)

Associate Professor

Dr. Lalitha Kamath
M.A. (Pune), Ph.D. (Harvard)

Assistant Professor

Dr. Geetanjoy Sahu
M.A. (Hyderabad), M.Phil. (Berhampur),
Ph.D. (Bangalore)

Assistant Professor

Mr. Himanshu Burte
B.Arch. (Mumbai)

Assistant Professor

Dr. Ratoola Kundu
M.A. (Delhi), Mast. of Plg. (Delhi), Ph.D. (Illinois)

Assistant Professor

Centre for Science, Technology and Society

Dr. T. Jayaraman
M.Sc., Ph.D. (Madras)

Professor and Programme Coordinator

Centre for Urban Planning and Governance

Dr. Amita Bhide
M.A. (TISS), Ph.D. (Mumbai)

Associate Professor and Chairperson

Secretariat

Ms. Alpana Thadani
B.A. (Mumbai)

Section Officer

Ms. Pratima Sarang
B.Com (Mumbai)

Lower Division Clerk

7.2.5 School of Health Systems Studies

Dr. C.A.K. Yesudian
M.A. (Madras), Ph.D. (TISS)

Professor and Dean

Mr. Laxmi Kant Dwivedi
M.Sc. (Varanasi), M.Phil. (IIPS)

Assistant Professor

Centre for Health Policy, Planning and Management

Dr. Shankar Das
M.A. (TISS), M.Phil. (NIMHANS), Ph.D. (Mumbai),
Dip. in Y.E. (YVN), M.Sc. (LSE)

Professor and Chairperson

Dr. Kanchan S. Mukherjee
M.B.B.S., M.D. (Mumbai), M.Sc. (LSE)

Associate Professor

Dr. Sandhya Ramakrishnan
M.A. (Nagpur), Ph.D. (Jodhpur)

Assistant Professor

Mr. Soumitra Ghosh
M.A. (North Bengal)

Assistant Professor

Centre for Health and Social Sciences

Dr. K. Anil Kumar
M.Sc. (Kerala), Ph.D. (IIPS)

Associate Professor and Chairperson

Dr. Shalini Bharat
M.A., D.Phil. (Allahabad)

Professor

Dr. Sivakami Muthusamy
M.A., Ph.D. (Bharathiar)

Associate Professor

Dr. Hemal Shroff
M.A. (Mumbai), M.A., Ph.D. (South Florida)

Assistant Professor

Centre for Public Health

Dr. Harshad Thakur
M.B.B.S., M.D. (Mumbai)

Professor and Chairperson

Dr. Mathew George
M.P.H. (Mahatma Gandhi), M.Phil., Ph.D. (Delhi)

Assistant Professor

Dr. Narendra V. Kakade
M.A. (Mumbai), Ph.D. (JNU)

Assistant Professor

Dr. Nilesh Gawade
M.B.B.S., M.D., D.B.M. (Mumbai)

Assistant Professor

Centre for Hospital Management

Dr. M. Mariappan
M.H.M. (Madurai Kamaraj), Ph.D. (TISS)

Associate Professor

Dr. V. Gowri
M.A., Ph.D. (SVU)

Assistant Professor

School Secretariat

Ms. Remitina Moares
B.Com. (Mumbai)

Section Officer

Ms. Sarita H. Anchan

Stenographer (Gr-II)

Ms. Reena Mane
B.Com. (Mumbai)

Lower Division Clerk

Ms. Sayali P. Shivalkar
B.A. (Mumbai)

Lower Division Clerk

7.2.6 School of Management and Labour Studies

Dr. Sharit K. Bhowmik
M.A. (Mumbai), Ph.D. (Delhi)

Professor and Dean

Dr. Vineet Kohli
M.A., M.Phil., Ph.D. (JNU)

Assistant Professor

Centre for Human Resources Management and Labour Relations

Dr. Sasmita Palo
M.A, LL.B., Ph.D. (Berhampur)

Associate Professor and Chairperson

Dr. D.K. Srivastava (on Lien)
M.Com., D.Phil. (Allahabad), F.D.P.M. (IIM-A)

Professor

Dr. Bino Paul G.D.
M.A. (Calicut), M.Phil., Ph.D. (IIT-B)

Associate Professor

Ms. Sarala K. Rao
M.B.A., M.Phil. (Andhra)

Assistant Professor (Sr. Scale)

Dr. Zubin R. Mulla
B.E. (Pune), PGDBM, Ph.D. (XLRI, Jamshedpur)

Assistant Professor

Dr. Gordhan Saini
Ph.D. (Banasthali), M.B.A. (Udaipur)

Assistant Professor

Centre for Labour Studies

Dr. E. Toppo
M.A., Ph.D. (Poona)

Associate Professor and Chairperson

Dr. B. Venkatesh Kumar
M.A., Ph.D. (Mumbai)

Professor

Dr. Varsha V. Ayyar
M.A. (Shivaji), Ph.D. (Mumbai)

Assistant Professor

Centre for Social Entrepreneurship

Dr. Samapti Guha
M.A., Ph.D. (W. Bengal), Fellow (LSE)

Associate Professor and Chairperson

Dr. Satyajit Majumdar
M.B.A. (IGNOU), Ph.D. (Pilani)

Professor

Centre for Social Organisational Leadership Development

Mr. P. Vijayakumar
M.A. (Calicut), M.Phil. (Bharathiar) Assistant Professor and Programme Coordinator

School Secretariat

Ms. Laxmi Narayanan
M.A. (Mumbai) Section Officer

Ms. Alka Davkare
M.Com. (Marathwada) Assistant

Ms. Vaishali Gajbiye
B.Com. (Mumbai) Lower Division Clerk

Ms. Sujata Tupe Lower Division Clerk

7.2.7 School of Social Sciences

Dr. C. Sengupta
M.A. (Calcutta), M.A., Ph.D. (Mumbai) Professor and Dean

Centre for Development Studies

Dr. S. Siva Raju
M.Sc., M.A., Ph.D. (SVU) Professor and Chairperson

Dr. R.N. Sharma
M.A. (Agra), Ph.D. (IIT, Kanpur) Professor

Dr. Swapna Banerjee-Guha
M.A., Ph.D. (Calcutta) Professor

Dr. Jasmine Damle
M.A., M.Phil., Ph.D. (Poona) Associate Professor

Dr. Gaurang R. Sahay
M.A. (Patna), Ph.D. (JNU) Associate Professor

Dr. Ashwani Kumar
M.A. (Patna), M. Phil. (Delhi), Ph.D. (Oklahoma) Associate Professor

Dr. Ritambhara Hebbar
M.A., M.Phil., Ph.D. (Delhi) Associate Professor

Dr. Abdul Shaban
M.A. (Delhi), M.Phil., Ph.D. (IIT-Bombay) Associate Professor

Dr. Anita Rath
M.A. (Utkal), M.Phil. (Delhi), Ph.D. (TISS) Associate Professor

Dr. P.M. Sandhya Rani
M.Sc., B.Ed., Ph.D. (SVU) Associate Professor

Dr. R. Ramakumar
M.Sc. (TNAU), Ph.D. (IGIDR) Associate Professor

Mr. Parthasarathi Mondal
M.S.W. (Agra), M.Phil. (JNU) Assistant Professor (Sr. Scale)

Dr. P. Gopinath
M.A. (Hyderabad), M.Phil. (Delhi), Ph.D. (TISS) Assistant Professor (Sr. Scale)

Dr. Sandhya Iyer
M.A., Ph.D. (Mumbai) Assistant Professor

Centre for Human Ecology

Dr. Rajani Konantambigi M.A. (Karnataka), Ph.D. (TISS)	Associate Professor and Chairperson
Dr. Vrinda R. Datta M.Sc. (Mumbai), Ph.D. (SNDT)	Professor
Dr. Sujata Sriram M.Sc., Ph.D. (Delhi)	Associate Professor
Ms. Chetna Duggal M.A., M.Phil. (Calcutta)	Assistant Professor
Dr. Shazneen Limjerwala M.A., Ph.D. (Lancaster)	Assistant Professor
Mr. Budhadeep D. Gondane M.A., M.Phil. (NIMHANS)	Assistant Professor
Ms. Aparna Joshi M.A. (Pune)	Course Co-ordinator

Centre for Socio-Legal Studies and Human Rights

Dr. Arvind Tiwari M.A., Ph.D. (Sagar)	Professor and Dean, Students' Affairs
Dr. Asha Bajpai L.L.M., M.Phil. (Mumbai), Ph.D. (NLSI)	Professor

Centre for Study of Social Exclusion and Inclusive Policy

Dr. A. Ramaiah M.A. (Madras), M.Phil., Ph.D. (JNU)	Professor and Chairperson
Dr. J.J. Roy Burman M.A. (North Bengal), Ph.D. (TISS)	Professor
Dr. Madhushree Sekhar M.A. (Bhubaneswar), Ph.D. (Bangalore), Post-Doctoral Research (World Bank-Robert McNamara Fellow)	Associate Professor
Dr. C.J. Sonowal M.Sc., Ph.D. (Dibrugarh)	Assistant Professor (Sr. Scale)
Mr. Shaileshkumar Darokar M.A. (TISS), M.Phil. (JNU)	Assistant Professor
Dr. Sai Arun Thakur M.A. (Poona), Ph.D. (IIT-B)	Assistant Professor
Dr. A. Rambabu M.A., M.Phil., Ph.D. (JNU)	Assistant Professor
Dr. Rohit Mutatkar M.A. (JNU), Ph.D. (IGIDR)	Assistant Professor
Mr. Lakhan R. Singh M.A., M.P.S. (IIPS)	Research Associate
Ms. Thamilarasi R. M.Sc., B. Ed. (Madurai Kamaraj), M.P.S. (IIPS)	Research Assistant

Centre for Studies in Sociology of Education

Dr. G.G. Wankhede M.A., B.Ed. (Marathwada), M.Phil., Ph.D. (JNU)	Professor, Chairperson and Liaison Officer, SC/ST Cell
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Dr. Padma Velaskar M.A. (Mumbai), Ph.D. (TISS)	Professor
Dr. Ranu Jain (On sabbatical leave) M.A., Ph.D. (Calcutta)	Professor
Dr. Leena Abraham M.A., Ph.D. (Mumbai)	Associate Professor
Dr. Nandini Manjrekar M.Sc. (Mumbai), M.Phil., Ph.D. (Baroda)	Associate Professor
Dr. Disha Nawani M.A., M.Phil., Ph.D. (JNU)	Associate Professor
Dr. Sthabir B. Khora M.A. (Hyderabad), Ph.D. (TISS)	Assistant Professor (Sr. Scale)
Mr. S.R. Ganesh Goad M.Sc. (Osmania), P.G.D.C.A. (Pondicherry), D.P.M. (TISS)	Programme Manager (M.A. Education)
<i>Centre for Women's Studies</i>	Associate Professor and Chairperson
Dr. Nishi Mitra M.A. (Lucknow), M.Phil. (JNU), Ph.D. (TISS)	
Dr. Lakshmi Lingam M.A. (Andhra), Ph.D. (IIT-B)	Professor
Dr. Meena Gopal M.A., M.Phil., Ph.D. (Madras)	Associate Professor
Dr. Asha Achuthan M.B.B.S., M.Phil. (Calcutta), Ph.D. (Manipal)	Assistant Professor
Dr. Bindhulakshmi P. M.A. (Ikannur), M.Phil. (Hyderabad), Ph.D. (IIT-B)	Assistant Professor
Ms. Upasana Mahanta M.A. (Delhi), M.Phil. (JNU)	Assistant Professor
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Ms. P. Susheela A. B.A. (Mumbai)	Section Officer
Mr. Dilip V. Poyyara B.A. (Mumbai), D.P.M. (TISS)	Stenographer (Gr-II)
Ms. Samrudhi More B.Com., D.P.M. (Mumbai)	Stenographer (Gr-III)
Ms. Sindhu Sivadasan B.Com. (Mumbai)	Upper Division Clerk
Ms. Surekha Gaikwad B.Com. (Mumbai)	Lower Division Clerk
Ms. Archana Shinde B.Com. (Mumbai)	Lower Division Clerk

7.2.8 School of Social Work

Dr. Surinder K.P. Jaswal M.A. (TISS), Ph.D. (London)	Professor and Dean
Dr. Mitu Pathak M.A., M.Phil., Ph.D. (JNU)	Assistant Professor

Dr. Sunil D. Santha M.S.W., Ph.D. (IIT Madras)	Assistant Professor
Ms. Ketki Ranade M.A. (TISS), M.Phil. (NIMHANS)	Assistant Professor
Ms. Josephine Anthony M.A., M.Phil. (Madras)	Assistant Professor
Ms. Sarita Ganesh M.A. (TISS)	Assistant Professor

Centre for Community Organisation & Development Practice

Dr. Mouleshri Vyas M.A. (TISS), Ph.D. (Mumbai)	Associate Professor and Chairperson
Dr. H. Beck M.A., Ph.D. (Dr. B. Ambedkar Marathwada)	Professor
Dr. Manish K. Jha M.S.W., M.Phil., Ph.D. (Delhi)	Associate Professor
Ms. Rekha Mammen (On Study Leave) M.A. (TISS)	Assistant Professor (Sr. Scale)
Dr. P.K. Shajahan M.A. (Mahatma Gandhi), Ph.D. (Delhi)	Assistant Professor (Sr. Scale)
Dr. Swati Banerjee M.A. (TISS), Ph.D. (Mumbai)	Assistant Professor

Centre for Criminology and Justice

Ms. Ruchi Sinha M.A. (TISS), M.Phil. (JNU)	Assistant Professor (Sr. Scale) and Chairperson
Dr. Vijay Raghavan M.A., Ph. D. (TISS)	Associate Professor
Dr. Asha Mukundan M.A. (TISS), Ph.D. (Mumbai)	Assistant Professor
Ms. Roshni Nair M.A. (TISS)	Assistant Professor
Ms. Sharon Menezes M.A. (TISS)	Assistant Professor

Centre for Disability Studies and Action

Dr. Srilatha Juvva M.A. (Madras), M.Phil. (Bangalore), Ph.D. (NIMHANS)	Associate Professor and Chairperson
Dr. Sandhya Limaye MSW, M.Phil., Ph.D. (TISS)	Associate Professor
Ms. Vaishali B. Kolhe M.A. (TISS)	Assistant Professor
Dr. Madhura Nagchoudhuri M.S.W. (Mumbai), Ph.D. (Washington)	Assistant Professor

Centre for Equity for Women, Children and Families

Dr. Shewli Kumar M.Phil., Ph.D. (Delhi)	Assistant Professor and Chairperson
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Ms. Anjali Dave (On Sabbatical Leave) M.A. (TISS)	Associate Professor
Dr. Samata Pandya (On lien) M.A., M.Phil., Ph.D. (TISS)	Assistant Professor
Ms. Mohua V. Nigudkar (On Study Leave) M.A. (TISS)	Assistant Professor
Ms. Trupti Panchal M.A. (TISS)	Assistant Professor
<i>Centre for Health and Mental Health</i>	
Dr. Shubhada Maitra M.A. (TISS), Ph.D. (Mumbai)	Associate Professor and Chairperson
Dr. Vimla V. Nadkarni M.A. (TISS), B.G.L. (Mumbai), Ph.D. (TISS)	Professor
Dr. Katy Y. Gandevia M.A., Ph.D. (TISS)	Professor
Dr. Asha Banu S.L. M.A., Ph.D. (Madras)	Associate Professor
Ms. B. D'Souza (on Lien) M.A. (TISS)	Assistant Professor and Project Director (GFATM)
<i>Centre for Social Justice and Governance</i>	
Dr. Bipin Jojo M.A. (Utkal), M.Phil., Ph.D. (TISS)	Associate Professor and Chairperson
Dr. Vidya Rao M.A. (Madras), M.S.W. (Michigan), Ph.D. (TISS)	Professor
Dr. Swapan K. Garain M.A. (TISS), Ph.D. (Mumbai)	Associate Professor
Ms. Monica Sakhrani M.S.W. (Mumbai), Master of Laws (Nottingham)	Associate Professor
Mr. Alex Akhup (On Study Leave) M.S.W., M.Phil. (Delhi)	Assistant Professor (Sr. Scale)
Mr. Bodhi D.S.R. M.A. (TISS), M.Phil. (NIMHANS)	Assistant Professor (Sr. Scale)
Dr. Suryakant Waghmore M.A. (TISS), Ph.D. (Edinburgh)	Assistant Professor
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Ms. Olive Fernandes B.Com. (Mumbai)	Section Officer
Ms. Leonilla Rodrigues	Assistant
Ms. Roopa S. Palve B.Com. (Mumbai)	Stenographer (Gr-III)
Ms. Savitri Jagtap B.Com. (Mumbai)	Stenographer (Gr-III)
Ms. Vishreya R. Borhade B.Com. (Mumbai)	Upper Division Clerk
Ms. Manisha B. More B.Com. (Mumbai)	Upper Division Clerk
Mr. P.D. Valodra	Lower Division Clerk
Ms. Vijaya Sangle	Lower Division Clerk

7.2.9 **Centre for Lifelong Learning**

Dr. Nasreen Rustomfram M.A., Ph.D. (TISS)	Professor and Chairperson
Dr. Lata Narayan M.S.W., Ph.D. (Mumbai)	Associate Professor
Ms. Sabiha S. Vasi M.A. (TISS)	Assistant Professor
Ms. Saigita Chitturu M.S.W. (Nagpur)	Assistant Professor
Ms. Saman Afroz M.A. (Delhi), M.Phil. (JNU)	Assistant Professor
Mr. Deepak B. Mathew M.A. (Mumbai)	Assistant Professor
Mr. Sandip R. Bhaise M.A. (Nagpur), PGDHR (Pune), M.Phil. (Pune)	Assistant Professor

Secretariat

Ms. Bhargavi M. Nair	Stenographer (Gr-II)
Mr. Ritesh K. Vaity	Lower Division Clerk

7.2.10 **Centre for Media and Cultural Studies**

Dr. Anjali Monteiro M.A. (Poona), Ph.D. (Goa)	Professor and Chairperson
Dr. K.P. Jayasankar M.A. (Mumbai), Ph.D. (IIT-Bombay)	Professor
Dr. B. Manjula M.C.J. (Kerala), Ph.D. (Jamia Millia Islamia)	Associate Professor
Dr. Shilpa Phadke M.A. (SNDT), M.Phil. (Cambridge), Ph.D. (TISS)	Assistant Professor
Mr. Nagesh Babu K.V. M.A. (Hyderabad)	Assistant Professor
Ms. P. Niranjana M.A. (Hyderabad)	Assistant Professor
Mr. M.D. Sawant G.D. Arts (Mumbai)	Producer
Mr. B.K. Ahire B.A. (Mumbai)	Editor Cameraperson
Ms. Barsha Dey M.A. (Visva Bharathi)	Programme Manager
Ms. Gouri Uchgaonkar M.L.I.Sc. (SNDT)	Archivist
Ms. Darshana Gotekar M.L.I.Sc. (Bhopal)	Assistant Archivist
Mr. Mangesh Gudekar B.Com, Photography Course (J.J. Institute)	Technical Assistant

Secretariat

Ms. Vrushali Mohite B.Com. (Mumbai)	Upper Division Clerk
Ms. Sonal Sampat B.Com. (Mumbai)	Lower Division Clerk

7.2.11 Centre for Research Methodology

Dr. D.P. Singh M.Sc. (Vikram), Ph.D. (Mumbai)	Professor and Chairperson
Dr. N. Jayaram M.A., Ph.D. (Bangalore)	Professor
Dr. Anil S. Sutar M.A., M.Phil., Ph.D. (Karnataka)	Associate Professor
Dr. K. Ravindran M.A., M.Phil. (Madras), M.D. (Kolkata)	Assistant Professor (Sr. Scale)
Secretariat	
Ms. Lissa Savio B.Com. (Mumbai)	Stenographer (Gr-II)

7.2.12 Jamsetji Tata Centre for Disaster Management

Mr. Mahesh Kamble M.A. (TISS)	Assistant Professor and Chairperson
Dr. Janki B. Andharia M.A. (TISS), Ph.D. (East Anglia)	Professor
Dr. Jacquleen Joseph M.S.W. (Bharatidasan), M.Phil., Ph.D. (NIMHANS)	Associate Professor
Dr. Ashish Kumar Singh M.A., Ph.D. (Nainital)	Associate Professor
Dr. Vanmala Hiranandani M.A. (TISS), M.Phil. (TISS), Ph.D. (Pennsylvania, USA)	Associate Professor
Dr. Balamurugan Guru M.Sc. (Bharatidasan), Ph.D. (IIT-B)	Assistant Professor
Dr. Shibu Mani M.Tech. (Roorkee), Ph.D. (Northumbria)	Assistant Professor
Ms. Parama B. Bhattacharya M.Sc. (Banaras), P.G.D. (IIRS)	Assistant Professor
Dr. Chitrelekha Dhamija M.A. (JNU), M.Phil. (Kerala), Ph.D. (Kerala)	Assistant Professor
Dr. Samrat Sinha M.A. (JNU), M.A. and Ph.D. (Delaware, USA)	Assistant Professor
Dr. Mohammed Irshad M.A. (Kerala), M.Phil. (Kerala), Ph.D. (Kerala)	Assistant Professor
Secretariat	
Ms. Aruna Chavan B.A. (Mumbai)	Office Assistant
Ms. Resham Gangurde B.Com. (Mumbai)	Admin. Assistant
Ms. Bharati Dhole B.Com. (Mumbai)	Admin. Assistant

7.2.13 Professors on Special Assignment – New Programme Development

Dr. Usha S. Nayyar M.A., D.Phil. (Allahabad)	Professor
Mr. Pushendra Kumar Singh M.A. (H.N. Bahuguna Garhwal)	Professor
Dr. Padma Sarangapani M.Sc. (IIT, Kharagpur), M.Phil., Ph.D. (Delhi)	Professor

7.2.14 Programme for Noetic Action

Ms. Ila D. Hukku B.Com (Punjabi), PGDM (IIM Kolkatta)	Professor
Ms. N.B. Gomathy M.A. (TISS)	Assistant Professor
Ms. Gulan Kripalani B.A Hons. (Kolkatta)	Communication for Change Specialist
Mr. Sudarshan Rodriguez M.Sc (Tiruchirapalli), M.Sc. (LSE)	Sr. Programme Manager
Ms. Pervin Verma B.A. (Bangalore)	Rural Transformation Fellowship Programme Coordinator
Dr. Monica Sharma M.B.B.S (All India Institute of Medical Sciences (AIIMS),	Tata Chair Professor

7.2.15 Programme for Study of Child Nutrition

Dr. T. Rajaretnam M.Sc. (Annamalai), CPS (IIPS), Ph.D. (S.V. University)	Professor
Dr. Kasturi Ray M.Sc., Ph.D.. (Calcutta), Post Dr. Res. (South Carolina)	Professor
Ms. Natasha Koshi M.A (TISS)	Programme Officer

7.2.16 Tuljapur Campus

Mr. Pradip D. Prabhu M.A. (TISS), Bachelor of Theology, Master of Laws (Pune)	Professor and Dean
Dr. M. Kunhaman M.A. (Calicut), M.Phil. (JNU), Ph.D. (CUSAT)	Professor
Dr. B.T. Kazi M.A. (TISS), Ph.D. (Shivaji)	Associate Professor
Dr. Ramesh Jare M.A. (TISS), Ph.D. (YCMV)	Associate Professor
Ms. Shiraz B. Prabhu MCD (Phillipines), PGDJ (Xavier)	Associate Professor
Dr. Anjali V. Kulkarni (On lien) M.S.W., Ph.D. (Pune)	Assistant Professor
Mr. S.G. Narwade M.Sc. (MAU)	Assistant Professor
Mr. Ram Rathod M.A. (TISS)	Assistant Professor
Mr. Manoj Joseph M.S.W. (Pune), M.Phil. (Delhi)	Assistant Professor
Dr. Sampat Kale M.A., Ph.D. (Pune)	Assistant Professor
Dr. Suresh Madhavan M.A., Ph.D. (M.G. University, Kerala)	Assistant Professor
Dr. Neelam R. Yadava M.Sc, Ph.D. (Pantnagar)	Assistant Professor

Ms. Aparajita Bakshi M.A. (Viswa Bharati), M.Phil. (JNU), Ph.D (Indian Statistical Institute and University of Kolkatta)	Assistant Professor
Dr. Suparna S. Banerjee M.A. (Viswa Bharati), M.Phil. (IIT-B)	Assistant Professor
Ms. Nilanjana Sengupta M.A., M.Phil. (JNU)	Assistant Professor
Dr. Byasa Moharana M.A. (JNU), Ph.D. (IIT-B)	Assistant Professor
Mr. Y.D. Satteppa M.A. (TISS)	Social Worker
Mr. Vasant N. Bhasara M.S.W. (Pune)	Social Worker
Administration	
Dr. Ramesh Jare M.A. (TISS), Ph.D. (YCMV)	Deputy Registrar
Mr. V.G. Gimonkar M.A. (TMV)	Assistant Registrar
Mr. D.S. Raut M.Com. (Marathwada)	Administrative Officer
Mr. Sadanand Goski B.Com., M.B.A. (Shivaji)	Assistant Administrative Officer
Mr. Satish Tambe M.Sc. (Nanded)	Programmer
Mr. Bibhulikumar Singh M.A. (Magadh), M.Lib. (IGNOU)	Library Professional
Mr. Laxman Khole B.Lib. (Nasik)	Library Assistant
Mr. B.M. Takpere D.C.E. (Mumbai)	Rural Engineer
Mr. Milind Deshmukh B.Com. (Aurangabad)	Assistant
Mr. Mahesh V. Shinde B.Com. (Mumbai)	Upper Division Clerk
Mr. Kundan S. Dhumal B.Sc. (Aurangabad)	Upper Division Clerk
Mr. Raju Konale B.Com. (Shivaji)	Upper Division Clerk
Ms. Pramila Dudhal B.Com., M.Com. (Aurangabad)	Upper Division Clerk
Ms. Anjana Dhute	Telephone Operator
Dr. Abasaheb Kadam M.D. (Miraj)	Medical Officer

7.2.17 TISS Guwahati Campus

Dr. Virginius Xaxa M.A. (Pune), Ph.D. (IIT Kanpur)	Professor and Deputy Director
Mr. Rohit Jain M.A. (TISS)	Associate Professor

	Ms. Meghali Senapati M.A. (TISS)	Assistant Professor
	Ms. Navaneeta Deori M.A. (Delhi), M.Phil. (JNU)	Assistant Professor
	Ms. Subeno N. Kithan M.A. (Nagaland), M.Phil. (JNU)	Assistant Professor
7.2.18	TISS Hyderabad Campus	
	Dr. Lakshmi Lingam M.A. (Andhra), Ph.D. (IIT-B)	Professor and Deputy Director
	Mr. Narendra B. Palla M.Tech. (JNU)	Associate Professor
	Ms. Sumangly K.R. B.Sc. (Kerala)	Programme Officer
7.2.19	Chair Professors and Visiting Professors	
	Prof. Venkatesh Athreya Development Studies	Visiting Professor of Economics
	Prof. J. Mohan Rao Development Economics	Visiting Professor of Economics
	Prof. Arjun Appadurai TISS-PUKAR-Max Plank Institute Programme on Urban Aspirations	Tata Chair Professor
	Prof. Peter VanderVeer TISS-PUKAR- Max Plank Institute Programme on Urban Aspirations	Tata Chair Professor
	Prof. P.C. Saxena Statistics – Demography	Garware Chair Professor
	Prof. S.T. Sawant Labour Studies	TISCO Chair Professor
	Ms. Lina Joshi Social Transformation	Mahalaxmi Chair Professor
	Dr. Bela Bhatia Social Movement	Hon. Visiting Professor
	Dr. Nabojit Roy Public Health	Visiting Professor
7.2.20	Activists back to Academic Setting	
	Ms. Shamim Meghnani M.A. (Delhi), LLB (Delhi), M.Phil. (TISS)	Assistant Professor
	Mr. K.S. Gopal PGDM (IIFT)	Scholar in Residence
7.2.21	Computer Centre	
	Dr. T. Jayaraman M.Sc., Ph.D. (Madras)	Professor and In-Charge
	Mr. V. Sivakumar M.C.A. (Hyderabad)	Systems Manager
	Mr. Somayya Madakam B.Tech., MBA (Andhra)	Systems Analyst-cum-Programmer
	Mr. Ram P. Gudivada B.Tech. (Andhra), M.Tech. (Calicut)	Systems Analyst-cum-Programmer

Mr. Sanatkumar Swain B.A., D.C.M. (Utkal), MCA (Allahabad)	Programmer
Mr. Ashish M. Govekar M.Com., D.C.M., D.F.M. (Mumbai)	Sr. Technical Assistant
Mr. Sudhir Kale B.Sc., P.G.D.S.A. (Nagpur), M.Sc.-IT (Allahabad)	Technical Assistant
Ms. Mansi Parab B.A. (Mumbai)	Technical Assistant
Ms. Kartiki Vetral B.E. (Mumbai)	Technical Assistant
Mr. Alpesh Gajbe B.E. (Mumbai)	Web Manager
Mr. Rajeev Nair B.E. (Mumbai)	Web Manager
Mr. S.B. Annam B.Com. (Mumbai)	Assistant
Mr. Manohar Koli	Data Entry Operator
Ms. Archana Bavakar B.Com. (Mumbai)	Data Entry Operator
Ms. Pallavi Koli B.Com. (Mumbai)	Data Entry Operator

7.2.22 Publications Unit

Ms. Sudha Ganapathi M.Sc. (Poona), M.A. (Westminster)	Manager
Mr. A. Krishnan B.A. (Madurai)	Assistant Manager
Mr. Vijender Singh B.A. (Delhi)	Senior D.T.P. Operator
Mr. Vijay Validra B.Com. (Mumbai)	Lower Division Clerk

7.2.23 Sir Dorabji Tata Memorial Library

Dr. M.M. Koganuramath M.L.I.Sc., M.Sc., I.M. (Sheffield, UK), Ph.D. (Karnataka)	Librarian
Dr. Satish Kanamadi M.L.I.Sc., Ph.D. (Karnataka)	Deputy Librarian
Dr. Mallikarjun B. Angadi M.Lib.Sc., P.G.D.C.A., Ph.D. (Gulbarga)	Deputy Librarian
Mr. P.A. Choukimath B.Sc., B.Ed., M.L.I.Sc. (Karnataka)	Assistant Librarian (Sr. Scale)
Mr. Prabhu B. Gaddimani M.L.I.Sc., M.Phil. (Gulbarga)	Assistant Librarian
Ms. K.D. Kaushik M.A., (Poona), B.Lib.Sc., M.Lib.Sc. (Nagpur)	Professional Assistant
Mr. R.C. Pothare B.Com., M.Lib.Sc. (Nagpur), P.G.D.L.A.N. (Hyderabad)	Professional Assistant
Ms. D.R. Pothare M.A. (SNDT), M.Lib.Sc. (IGNOU)	Professional Assistant

Mr. C.S. Gangurde B.Com., B.Lib.Sc. (Pune)	Professional Assistant
Ms. Vishakha V. Vichare B.Sc., B.Lib.Sc. (SNDT)	Semi-Professional Assistant
Mr. H.D. Parmar B.A. (Mumbai), B.Lib.Sc., M.Lib.Sc. (IGNOU)	Semi-Professional Assistant
Ms. Yogita Parmar B.Lib. (IGNOU)	Semi-Professional Assistant
Mr. H.F. Malladad B.Lib. (Karnataka)	Semi-Professional Assistant
Mr. S. Bandi B.A., M.Lib. (Dharwad)	Semi-Professional Assistant
Mr. Keertivarma M. Kamble M.Lib. (Dharwad)	Semi-Professional Assistant
Ms. Jasmine V. Shinde	Assistant
Mr. V.M. Hankare	Assistant
Mr. Ravi Shinde B.Lib. (IGNOU)	Library Assistant

7.2.24 **Academic Division**

Ms. Geetha V. B.A. (Mumbai)	Assistant Registrar
Mr. U.K. Pakhira M.A. (TISS)	Section Officer
Mr. M. Ramasubramaniam M.Com. (Shivaji)	Section Officer
Mr. V.K. Shinde	Section Officer
Ms. Sindhu Bhalerao	Assistant
Mr. Anil A. Datar B.Com. (Mumbai)	Upper Division Clerk
Ms. Rekha S. Keshewar	Lower Division Clerk
Mr. Kamlesh Bhawari B.Com. (Mumbai)	Lower Division Clerk
Ms. Ashwani C. Rane	Lower Division Clerk
Ms. Purnima Kadam	Lower Division Clerk

STP Section

Mr. Dilip S. Kale B.Sc. (Mumbai)	Upper Division Clerk
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7.2.25 **Finance and Accounts Division**

Ms. Rajee Menon B.Com. (Mumbai)	Deputy Registrar (PMC/F&A)
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Accounts Section

Mr. S.S. Phanse B.Com. (Mumbai), D.C.M. (Mumbai)	Assistant Registrar
Mr. S.B. Patil B.Com. (Shivaji)	Section Officer

	Ms. Neema Kunhiraman B.Com. (Mumbai)	Section Officer
	Mr. Anand Khole B.Com. (Mumbai)	Section Officer
	Ms. Joycie Dias M.Com., D.H.R.M. (Mumbai)	Section Officer
	Mr. R.V. Rathod B.Com. (Mumbai), M.Com. (Annamalai)	Section Officer
	Ms. Amita Shenoy B.Com. (Mumbai)	Assistant
	Ms. Saroj Dhandhukia B.Com. (Mumbai)	Assistant
	Mr. K. Sudhakaran	Stenographer (Gr-II), Deputy Registrar's Office
	Ms. Sangita A. Bansode	Assistant
	Mr. C. Subramanian	Assistant
	Mr. P.G. Santoshkumar B.Com. (Mumbai)	Upper Division Clerk
	Mr. Anandrao Jadhav B.Com. (Mumbai)	Upper Division Clerk
7.2.26	Infrastructure Development and Support Division	
	Ms. Janaki Ramadas M.A. (SNDT)	Deputy Registrar
	Mr. R.H. Saundarva B.E. (Civil) (Mumbai)	Assistant Engineer
	Mr. D.G. Bhalerao B.Com. (Mumbai), D.P.M. (TISS)	Section Officer
	Mr. A.R. Raut B.Com. (Mumbai)	Assistant
	Mr. B.A. Hingane	Lower Division Clerk (Attached to AE)
7.2.27	Purchase and Stores	
	Mr. N.K. Thakur	Sr. Assistant and In-charge
	Mr. Shekar Vengurlekar B.Com. (Mumbai)	Assistant
7.2.28	Meeting Section	
	Ms. Lency R. Eugene B.A. (Mumbai)	Upper Division Clerk
	Mr. Anil A. Datar B.Com. (Mumbai)	Upper Division Clerk
7.2.29	Personnel and Administration Division	
	Mr. Dilip Kumar Shetty B.Com. (Ranchi), P.G.D. in PM&IR (XIIS, Ranchi)	Deputy Registrar
	Mr. Parag Panchal B.Com. (Mumbai)	Stenographer (Gr-II) and Vehicle Management
	Personnel	
	Mr. S.B. Chavan M.Sc. (MPKV)	Administrative Officer

Ms. Asha Dialani B.Com. (Mumbai)	Stenographer (Grade II)
Mr. Santosh Palve B.Com (Mumbai), D.P.M. (TISS)	Assistant
Ms. Vidya Sartape B.Com. (Mumbai)	Stenographer (Gr-III)
Ms. Vaishali Jadhav B.Com. (Mumbai)	Stenographer (Gr-III)

Administration

Mr. Mustafa Momin M.Com. (Shivaji), D.P.M. (TISS), F.S.M., PGDEM (Mumbai)	Assistant Registrar
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Dining Hall

Mr. K. Shetty B.Com. (Mumbai), F.S.M., PGDEM (Mumbai)	Section Officer
Dr. Anjana Agarwal M.Sc. (G.B. Pant), M.A. (Rohilkhand), Ph.D. (Delhi)	Nutritionist
Mr. R.D. Torde B.Com. (Mumbai)	Section Officer

Hostels

Ms. Nirmala M. Momin M.Com. (Shivaji)	Section Officer
Mr. Rajesh Borhade	Assistant

Facility Services

Mr. S. Wankhede Naval Graduate	Section Officer (Security)
Mr. R.K. Gamre M.A. (Shivaji), D.P.M. (TISS)	Sr. Technical Assistant
Mr. Mahendra Singh B.A. (Mumbai)	Assistant & In-charge
Mr. B.N. Kale B.A. (TMV)	Lower Division Clerk
Mr. C.M. Abhang	Lower Division Clerk
Mr. R.K. Shelar	Lower Division Clerk
Mr. Anilkumar V. Jaiswal	Telephone Operator
Ms. Namrata Naik B.F.A. (Mumbai)	Telephone Operator

7.2.30 SC/ST Cell

Dr. G.G. Wankhede M.A., B.Ed. (Marathwada), M.Phil., Ph.D. (JNU)	Professor and Liaison Officer
Mr. Gaurishankar S. Kamble B.A. (Mumbai), D.P.M. (TISS), M.A. (TMV)	Section Officer
Ms. Jitkaur L. Golait M.Sc. (Nagpur)	Assistant (Statistics)
Mr. Vikas Gawari B.Com. (Mumbai)	Lower Division Clerk

7.2.31 Students' Affairs

Dr. Arvind Tiwari M.A., Ph.D. (Sagar)	Professor and Dean
Dr. Katy Y. Gandevia M.A., Ph.D. (TISS)	Professor and Convener, Counselling and Medical Services
Dr. Shalini Wadhava M.A., Ph.D. (Rajasthan)	Programme Manager
Ms. Namrata Bomble	Lower Division Clerk

Counsellors

Ms. Swapna Redij M.A. (TISS)	Student Counsellor
Ms. Sonali Gupta M.A. (Mumbai), PGD in Counselling (XIC)	Student Counsellor
Ms. Bindhya H. M.A. (Mumbai)	Student Counsellor
Ms. Niyati Sheth M.A. (Mumbai)	Student Counsellor

7.2.32 International Students Office

Dr. Bipin Jojo M.A. (Utkal), M.Phil., Ph.D. (TISS)	Associate Professor and Chairperson
Ms. J. Balasubramanian M.Sc. (Mysore), B.Ed., DHRM (Mumbai)	Programme Manager
Ms. Soumya Prakash B.Sc, M.A. (Mumbai)	Programme Coordinator
Ms. Manisha Koli B.Com (Mumbai)	Administrative Assistant

7.2.33 Medical Officers

Dr. R.V. Ambekar M.B.B.S.	Hon. Medical Officer
Dr. Paras Soni M.B.B.S.	Hon. Medical Officer
Dr. S. Majumdar M.B.B.S., D.G.O.	Hon. Medical Officer

7.3 OUR CAMPUSES

The Institute is geographically spread over 5 campuses in Mumbai, Tuljapur (Osmanabad District, Maharashtra), Guwahati and Hyderabad. The two Mumbai Campuses of TISS — the Main Campus and the Malti and Jal A.D. Naoroji Campus Annexe — are both located in Deonar in the North-East Section of Greater Mumbai.

The Main Campus is situated opposite the Deonar Bus Depot on V.N. Purav Marg (earlier known as the Sion-Trombay Road). The Main Campus, on approximately 10 acres, houses the Schools of Social Work, Social Sciences, Health Systems Studies, as well as the Independent Centres for Lifelong Learning, Media and Cultural Studies and Research Methodology. The Resource Centres and Administrative offices are also located in this Campus.

The Malti and Jal A.D. Naoroji Campus, is located off V.N. Purav Marg. The Naoroji Campus Annexe is next to the BARC Hospital Gate on Deonar Farms Road. This Campus of 11.05 acres

presently houses the School of Habitat Studies, School of Management and Labour Studies and the Jamsetji Tata Centre for Disaster Management.

The Tuljapur Campus of TISS, which houses the School of Rural Development is situated in the North-West hills of Tuljapur, Osmanabad District, on Apsinga Road. This Campus is spread over 100 acres.

7.4 ACCESS

Mumbai Campuses

The nearest local railway station is 'Govandi'. State Transport (ST) buses from Kolhapur, Solapur, Goa, Pune, and other cities pass by the Institute and the nearest ST bus stop is 'Maitri Park'. The local BEST bus stop near TISS is 'Deonar Bus Depot'.

Tuljapur Campus

The nearest railway station is Solapur. Most trains from Mumbai and Pune towards South pass through Solapur. Some of the major trains are Siddheshwar Express, Udyan Express, Karnataka Express, Hutatma Express, Jayanti Janata Kanyakumari Express, Chennai Mail, Hussain Sagar, Kurla Coimbatore Express, etc. ST buses from Mumbai, Aurangabad, Solapur, Pune, and other cities pass through Tuljapur.

7.5 COMMUNICATION

Postal Address

Mumbai: V.N. Purav Marg, Deonar, Mumbai - 400 088.

Tuljapur: P.O. Box 09, Tuljapur, Dist. Osmanabad - 413 601.

Telephone: Mumbai: 91-22-2552 5000 • *Tuljapur:* 91-2471-242061/560/507; 91-2471-244325

Fax: Mumbai: 91-22-2552 5050 • *Tuljapur:* 91-2471-242061

E-mail: *Mumbai:* webmaster@tiss.edu • *Tuljapur:* tata103@sancharnet.com

7.6 ALUMNI

7.6.1 On payment of prescribed fee the Institute may issue

- **Original Degree** Certificate, Grade Card and Testimonial to those who could not collect the same at the Annual Convocation.
- Duplicate Degree Certificate, and Grade Card to those who might have lost the original.
- Original Transcripts to alumni seeking admission in Colleges/Universities abroad or any other such purposes. Bonafide Certificate and Copy of Syllabus would be issued if required along with the transcripts.
- Migration Certificate (on demand) to alumni seeking admission in other Colleges/ Universities.
- Bonafide Certificate (on demand) to alumni seeking admission in other Colleges/ Universities.
- **Verification of Degree/Grade Card** of alumni by any other Agency/Organisation.

7.6.2 Format for Application

The student/alumni is required to send the Application in the format which can be downloaded from the Institute website. The student may send a scanned copy of Application duly filled in, by email for initiating the process. However, the documents would be dispatched only after receipt of the Application (hard copy) along with requisite fees.

7.6.3 Processing Charges

DOCUMENT	AMOUNT	
	For those living in India	For those living Abroad
Original Degree Certificate, Grade Card and Testimonial to those who could not collect the same at the Annual Convocation.	Rs. 500 (if requested in the same year of Convocation)	US\$ 50 (if requested in the same year of Convocation)
	@ Rs. 500 for every year of lapse (if requested after more than one year)	@ US\$ 50 for every year of lapse (if requested after more than one year)
Duplicate Degree Certificate, Grade Card to those who might have lost the original.	For alumni who passed within last 5 years:	For alumni who passed within last 5 years:
	Rs. 500 per each document	US\$ 50 per each document
	For alumni who passed beyond last 5 years:	For alumni who passed beyond last 5 years:
	Rs. 1,000 per each document	US\$ 100 per each document
Original Transcripts to the alumni seeking admission in Colleges/Universities abroad or any other such purposes.	For alumni who passed within last 5 years:	For alumni who passed within last 5 years:
	Rs. 500 per copy	US\$ 50 per copy
	For alumni who passed beyond last 5 years:	For alumni who passed beyond last 5 years:
	Rs. 1,000 per copy	US\$ 100 per copy
Copy of Syllabus (extract from the Prospectus of the Batch, the student belongs to)	For alumni who passed within last 5 years:	For alumni who passed within last 5 years:
	Rs. 500 per copy	US\$ 50 per copy
	For alumni who passed beyond last 5 years:	For alumni who passed beyond last 5 years:
	Rs. 1,000 per copy	US\$ 100 per copy
Migration Certificate (on demand) to the alumni seeking admission in other colleges/universities	Rs. 500	US\$ 50
Bonafide Certificate (on demand) to the alumni seeking admission in other colleges/universities	Rs. 500	US\$ 100
Verification of Degree/Grade Card of alumni by any other Agency/Organisation	Rs. 1000	US\$ 100
Postage for Transcript (per envelope)	Rs. 100	Rs. 800

The application should be sent along with a Demand draft with requisite fee, drawn in favour of "TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI" payable at MUMBAI either on State Bank of India, Deonar (Branch Code: 0533) or at Central Bank of India, Deonar (Branch Code: 0281725).

For all Postgraduate/Diploma/Certificate/Research Programme, application should be sent directly to the

Assistant Registrar

Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400 088

Tel. No. 25525000 (Extn. 5269)

E-mail: geethavenkat@tiss.edu

In case of any further information/help, please contact:

The Registrar

Tata Institute of Social Sciences,

V.N. Purav Marg, Deonar,

Mumbai 400 088

Phone: 2552 5203

E-mail: ndabir@tiss.edu

OR

The Dean (Students' Affairs)

Tata Institute of Social Sciences,

V.N. Purav Marg, Deonar,

Mumbai 400 088

Phone: 2552 5331 (O), 2746 1415 (R), 9833732592 (Mobile)

Email: tiwari_a@tiss.edu

MASTER'S DEGREE PROGRAMMES

SCHOOL OF SOCIAL WORK

- Social Work
- Social Work in Disability Studies and Action

SCHOOL OF SOCIAL SCIENCES

- Counselling
- Education (Elementary)
- Development Studies
- Women's Studies

SCHOOL OF MANAGEMENT AND LABOUR STUDIES

- Social Entrepreneurship
- Globalisation and Labour
- Human Resources Management and Labour Relations

SCHOOL OF HEALTH SYSTEMS STUDIES

- Health Administration
- Hospital Administration
- Public Health in Health Policy, Economics and Finance
- Public Health in Social Epidemiology

SCHOOL OF HABITAT STUDIES

- Habitat Policy and Practice

SCHOOL OF RURAL DEVELOPMENT

- Social Work in Rural Development

JAMSETJI TATA CENTRE FOR DISASTER MANAGEMENT

- Disaster Management

CENTRE FOR MEDIA AND CULTURAL STUDIES

- Media & Cultural Studies



Tata Institute of Social Sciences

(Deemed University)

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Phone: 91-22-2552 5000, Fax: 91-22-2552 5050

E-mail: pgadmissions@tiss.edu

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