

Handbook for M.Phil-Ph.D. Scholars 2015–2016



Tata Institute of Social Sciences

ACADEMIC CALENDAR FOR M.PHIL PROGRAMME (2015–2016)¹

I/III SEMESTER

Reopening of the Institute (for Faculty)	June 8, 2015
Orientation for 1st year M. Phil students	July 6 – 7, 2015
Commencement of RM courses for 1st year students	July 10, 2015
Rolling out of mid-stream option for 2nd year students	July 11, 2015
Announcement of exam time table for 1st year students	July 31, 2015
Submission of Concept notes to Schools for 1st year students	September 15, 2015
Allotment of Guides by Schools/Independent Centres for 1st year students	October 5, 2015
Last lecture day for 1st year students	October 15, 2015
Selection of Thematic courses for second semester for 1st year students	October 19, 2015
Examination preparatory period for 1st year students	Up to October 7, 2015
Semester exam & submission of grades for 1st year students	October 8 to 21, 2015
Field work for 2nd year students	June 15 – November 16, 2015
Vacation	October 23 to November 19, 2015

1. Dates are subject to change depending on Gol holidays and RC Meeting outcomes. Ph.D. orientation dates: July 2015

II/IV SEMESTER

Commencement of Classes (Thematic courses) for 1 st year students	November 23, 2015
Last date for releasing M.Phil revaluation results	November 30, 2015
Announcement of Examination time table for 1 st year students	December 22, 2015
Last Lecture day for 1 st year students	March 9, 2016
Examination Preparatory Period for 1 st year students	March 10–19, 2016
Submission of Self study papers for 1 st year students	March 21, 2016
Semester exam and submission of grades (including self study paper evaluations) for 1 st year students	March 21, to April 1, 2016
Proposal Presentation Seminars – Phase 1 for 1 st year students	April 11, 2016
Final Proposal Presentation and Survey of Literature on a Problem Area for 1 st year students	April 25, 2016
Analysis and writing for 2 nd year students	November 20, 2015 to March 15, 2016
Submission of dissertation for 2 nd year students	March 10 2016
Viva voce for 2 nd year students	April 13–15, 2016
Convocation for 2 nd year students	May 4–6, 2016
Document Verification of newly admitted students	May 9–12, 2016
Vacation	May 9 to June 4, 2016
Reopening of the Institute	June 6, 2016

HANDBOOK
for
M.Phil. and Ph.D. Scholars
2015–2016



TATA INSTITUTE OF SOCIAL SCIENCES
(A Deemed University, established under Section 3 of UGC Act, 1956)
V.N. Purav Marg, Deonar, Mumbai - 400 088
Phone: 91-22-2552 5000 t Fax: 91-22-2552 5050

www.tiss.edu

INSTITUTE DEEMED TO BE A UNIVERSITY

Number F, 11-22/62-U2,
Government of India
Ministry of Education
New Delhi, the 29th April, 1964

NOTIFICATION

In exercise of the powers conferred by Section 3 of the University Grants Commission Act, 1956 (3 of 1956) the Central Government, on the advice of the Commission, hereby declared that the Tata Institute of Social Sciences, Bombay, which is an institution for higher education, shall be deemed to be a University for the purpose of the said Act.

Sd/-
(PREM KRIPAL)
Secretary

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PART 1

GENERAL RULES¹

ABOUT THE HANDBOOK

This Handbook contains rules, procedures, and other details pertaining to all the M.Phil. and Ph.D. programmes of the Tata Institute of Social Sciences (TISS). These are in addition to the rules and procedures given in the Information Brochure for M.Phil. and Ph.D. Programmes. These rules and procedures are of vital importance for Research Scholars and they are expected to read and follow them.

CODE OF CONDUCT FOR RESEARCH SCHOLARS

This code of conduct is applicable for all Research Scholars (M.Phil. and Ph.D.) registered at all the campuses of TISS. All scholars are expected to give their consent to abide by the norms laid out in the code of conduct in addition to the other rules and regulations set by TISS from time to time. Scholars are expected to sign the code of conduct and follow it during their tenure as a student of TISS.

All scholars enrolled for the M.Phil. and Ph.D. programmes are expected to:

- acknowledge and follow the academic, and other rules and regulations set by the Research Council of TISS;
- comply with the Institute regulations relating to their programme of study and the monitoring of progress, as well as with the specific regulations for any scholarship or award from the Institute or any other bodies, that students may hold;
- establish and maintain cordial relationships with their guides and to discuss with them regarding the commencement of the research programme, a schedule of meetings and other contact for the prescribed period of study;
- identify their scholarly and professional skill requirements (in conjunction with their guides) and to attend appropriate workshops, lectures, events and training programmes offered by the Institute to meet these needs;
- maintain the progress of the research in accordance with the stages stipulated in the programme structure, as mentioned in the Handbook, and as agreed upon with the guides;
- register for an Institute email account and to check official messages regularly;
- maintain their current contact details on the Online Platform (Institute student record system for M.Phil. and Ph.D. scholars), and to inform the Doctoral Student's Office regarding any change of address and telephone numbers, and about their absence from the Institute for academic work or other personal reasons;
- pursue their research at all times with positive commitment and in accordance with the appropriate ethical guidelines and procedures provided by the Institute, the Research Council, their School and as advised by the guide;
- respect the contribution and intellectual property rights of their guides and others in any form of output emerging from the research study;
- accept a commitment to complete their studies and submit their thesis within the period specified by the Institute;
- abide by the financial responsibilities, and pay fees and other dues regularly within the specified time frame;
- maintain decorum on the Institute premises and observe decent dress codes in the classroom and in campus; and be aware of the rules and regulations pertaining to hostel stay, Library, conduct at campuses and dining halls, rules issued by the Computer Centre regarding information technology, and any other rules issued by the Research Council and other bodies of the Institute and to abide by the rules.

1. Applicable for all M.Phil./Ph.D. scholars of TISS

DECENTRALISATION OF RESEARCH PROGRAMMES AT THE INSTITUTE

From the academic year 2012–2013 onwards, the Integrated M.Phil. and Ph.D. Programme, as well as Direct Ph.D. Programmes have been decentralised amongst Campuses, Schools and Independent Centres of TISS. The administrative procedures and matters regarding fee payment, scholarships, bona fide letters, etc. are managed by the individual campuses. Students registered in decentralised programmes at the TISS Mumbai Campus are monitored by the respective Programme Coordinators with support from the Deans/Chairpersons of Independent Centres. Students of programmes that are yet to be decentralised, are monitored by the Doctoral Students' Office (DSO), headed by the Dean (Research and Development). The Integrated M.Phil. and Direct Ph.D. Programmes at the Guwahati, Tuljapur and Hyderabad campuses are managed by Programme Coordinators with the support of the Deputy Director.

RESEARCH COUNCIL

The Research Council provides direction and guidance to the Institute to create an enabling environment for knowledge generation and sharing, and positions the Institute as a leader in various disciplinary and inter-disciplinary fields of social sciences.

The Research Council has representation from all the academic constituencies of the Institute including nominated members from the Board of Studies of each School, Independent Centre, and a Director's nominee as representative to promote the research engagement of Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Class (OBC) students. The Deputy Directors of all the campuses are members of the Research Council. In addition, the Council comprises three external experts representing the broad research areas of the Institute. The Director is the Chairperson, and the Dean (Research and Development) is the Convener with the Registrar as the Member Secretary.

INTEGRATED M.PHIL. AND PH.D. PROGRAMME

- The Integrated M.Phil. and Ph.D. programme consists of two academic degree programmes that can be pursued with a single admission procedure taken at the entry level for the M.Phil. degree. Successful completion of the two-year degree would facilitate the transition to the Ph.D. programme. A mid-stream option is available where students can move into the Ph.D. programme after completion of one year of course work and fulfilment of other criteria set by the Institute.
- All candidates enrolled for the Integrated M.Phil. and Ph.D. programme shall undergo a taught full-time M.Phil. programme.

Curriculum Framework

- The duration of the M.Phil. programme shall be two years, spread over four semesters coinciding with the academic calendar of the Institute.
- The M.Phil. programme in Social Sciences carries a total of 46 credits and has five components¹:
 - (i) **Basic Courses (BC) (8 Credits):** The four courses provide the knowledge base in the theory and practice of research.
 - (ii) **Auxiliary Courses (AC) (non-credit):** One course to provide/enhance skills in the use of scholarly writing.
 - (iii) **Thematic/Optional Courses (TC) (6 Credits):** The three courses, to be chosen by a student from the list of current offerings in the Schools/Centres, will help extend or update her/his knowledge in the (sub)discipline that he/she has chosen to do research in.
 - (iv) **Optional/Thematic Course (OC) (2 Credits):** One course to be chosen by a student from any of the courses listed across the Schools and Centres in the Institute.

1. Some of the campuses may not have all the five components at present. For example, in Tuljapur Campus in M.Phil. Programme in Rural Development there are four components: Compulsory Courses (16 Credits), Auxiliary Courses (non-credit), Survey of Literature (6 Credits), Dissertation (24 Credits).

- (v) **Survey of Literature (SL) (6 Credits):** As a prelude to embarking on the study the student is helped to familiarise himself/herself with the literature available on the problem chosen for study, and identify the gaps in it and/or formulate alternative hypotheses. A working paper must accompany the survey of literature.
- (vi) **Dissertation (DI) (24 Credits):** Provides an opportunity for the student to practice the craft of research by using the knowledge acquired during the course work. Embodying the outcome of the practise or process of research, the dissertation constitutes the product of research. The dissertation shall be evaluated and graded by the guide and an examiner external to the Centre appointed by the Director from a panel of experts suggested by the Dean (Research and Development).

Some of the thematic courses can be taken in the first semester in addition to the basic courses. However, this depends on the programme requirements and can vary for the various decentralized programmes.

For curriculum of decentralized programmes, Part 3 of the handbook can be referred to.

Attendance for Integrated M.Phil. and Ph.D. Programme

- The academic rules pertaining to attendance, assessments, grading, plagiarism, supplementary, improvement and re-assessment; and rules governing the code of conduct for all academic programmes in the Institute apply to the M.Phil. programme as well.
- Students pursuing the M.Phil. degree are supposed to complete the programme in two academic years from the year of joining.
- Students who are selected for the Ph.D. Programme after completion of the first year of M.Phil. and those who have transitioned from M.Phil. into Ph.D. after completion of their M.Phil. thesis will also need to follow the rules pertaining to the Direct Ph.D. programme regarding the duration of their programme.
- Students can temporarily withdraw from the programme due to ill health or any personal exigency, after due official approvals. However, the M.Phil. programme has to be completed within a maximum of five years from the date of registration excluding the period of withdrawal/deregistration. A student who is unable to complete all the requirements of the M.Phil. programme within the above mentioned timeframe shall be deregistered automatically.
- Women scholars are entitled to maternity leave of six months, if required. Such candidates need to apply officially, in writing, along with a letter from a medical doctor. The leave application will be duly recommended by the guide and processed by the Dean (Research and Development) for approval by the Director. The scholar will receive a written communication approving the maternity leave. The period of maternity leave is not included in the total duration of M.Phil. or Ph.D. registration.

Anchoring of Scholars

- The School of Research Methodology shall anchor candidates admitted to the M.Phil. in Social Sciences programme at the Mumbai Campus. Their interaction with the Institute's administration will be through the Co-ordinator of the M.Phil. programme. Scholars admitted to subject specific M.Phil. programmes will be anchored by a designated Co-ordinator for that programme in the Mumbai or other campuses of the TISS.

Allotment of Guides

- Depending upon their research interests and the disciplinary background of the scholar's Master's degree, the Research Scholar will be allied to specific guides located in Independent Centres and Schools. Decision regarding the allotment of guide will be taken by the Dean of respective Schools or Chairpersons of the Independent Centres in consultation with the Dean (Research and Development). Allotment of guides in Tuljapur, Guwahati and Hyderabad are taken care of by the respective Programme Co-ordinators in consultation with the Deputy Directors. This decision will be binding on the scholars. Each of the M.Phil. scholars will be allotted a guide by the end of the Semester I.

Assessment for Integrated M.Phil. and Ph.D. Programme

- An eleven point grading scheme from 0-10 shall be used for grading all assessment units. In order to successfully complete the programme, a student will have to obtain the prescribed minimum Grade Point Average 4 (C+) in all the Courses, Survey of Literature and Dissertation.
- The M.Phil. dissertation will have to be submitted by scholars by mid-march in Semester IV. The dissertation will be examined by the guide as well as a subject expert from outside the Institute. The scholar is expected to defend his/her dissertation in a viva voce examination. Upon successful completion of the viva voce examination, the scholar will be conferred M.Phil. degree at the Annual Convocation.

Mid-Stream Option

- M.Phil. students, who display excellence in academic performance in the first year, after completing the course work with GPA of 7.5 (A-grade) and above, will be eligible to apply for moving into the Ph.D. programme without completing the M.Phil. dissertation.
- Students must apply for the same formally along with a note comprising the core research idea, scope of research and methodological frame. The shortlisted students would make a presentation to a school based panel (in case of decentralized programmes) and an across school panel in case of centralized programmes.
- Students who have shown excellence, but are desirous of moving to the second year of M.Phil. can decide to continue with the second year of M.Phil. degree.
- Students who move into direct Ph.D. through the mid-stream option will receive a Certificate for the Pre-Doctoral course work undertaken by them for two semesters.

DIRECT PH.D. PROGRAMME

- The direct Ph.D. programme can be pursued from all the campuses of the Institute, as applicable.
- Candidates admitted to the programme can pursue a Ph.D. either by staying on TISS campuses as full time scholars (if accommodation is available) or as off campus/day scholars or also from whichever location they are in. The academic rules are the same for all Research Scholars on campus or off campus.
- Admission of a scholar will be confirmed only after the fulfilment of all the financial requirements including payment of fees.
- Academic Structure and other rules pertaining to a Direct Ph.D.

Allotment of Guide

- A candidate selected for admission to the Ph.D. programme shall work under the supervision of a guide or a guide and a co-guide allocated after admission. An appropriate guide or co-guide will be allotted to a scholar by the School Dean or Chairperson of Independent Centre in consultation with Dean (Research and Development), on the basis of the subject matter of the proposed research and its match with that of the faculty members. Similarly, allotment of guides in Tuljapur, Guwahati and Hyderabad are taken care of by the respective Co-ordinators in consultation with the Deputy Directors. This decision will be binding on the scholars.

Guides and Co-guides

- **Eligibility** : All Professors and Associate Professors are automatically recognised as guides. However, an Assistant Professor may be recognised as guide provided he/she has three years of experience after obtaining the Ph.D. degree and has published three articles in International indexed refereed journals in his/her area of specialization. They must also have completed one research project as the Principal Investigator.
- The Research Council will take decisions regarding the recognition of individuals as guides and co-guides in consultation with the Dean (Research and Development).

- Depending upon the nature of research work, and if the guide so desires, a co-guide may be appointed either from the Institute or outside to supervise the research work of a scholar.
- In case a guide is on sabbatical or any such leave for a duration for six months but less than one year, the guide shall continue to maintain communication with the scholar through emails and use of other such technologies. The scholar and the guide shall draw upon the support of the Doctoral Advisory Committee during such absences. The Dean (Research and Development) can intervene at the behest of the scholar to ensure the continued guidance to the scholar.
- If for any reason a guide is unwilling to supervise a scholar who is registered with her/him, or there are inter-personal problems or subject specific expertise related issues between the guide and the scholar, the Dean (Research and Development)/Deputy Directors (Guwahati, Hyderabad and Tuljapur Campus) shall facilitate the appointment of a substitute guide after due consultations.
- On all matters relating to the research work of the scholar, the guide shall report to the Dean of the respective School and the Dean (Research and Development). In case of scholars from Tuljapur, Guwahati and Hyderabad, the guides have to report to the Deputy Directors of these campuses.

Attendance for Research Methodology Courses

Candidates admitted into the direct Ph.D. programme (whether pursuing the programme on-campus or off-campus) are expected to either attend the pre-requisite Research Methodology courses offered to M.Phil. students or attend the modular research methodology courses that are offered each semester by the School of Research Methodology or the respective School or campus to which the scholar is affiliated.

Modular Courses

- Modular courses on Research Methodology are offered to students who are unable to attend the full-time courses offered by School of Research Methodology to M.Phil. students. After enrolment, students will be notified regarding the schedule of the modular courses offered through the year. Students are required to attend two modules of coursework at the Mumbai Campus, preferably in the first semester. If a student is unable to attend the course for some valid official or personal reason; it is the duty of the student to intimate the DSO regarding the absence, and get a prior approval stating the reason for absence. In certain cases, the student will be permitted to attend the missed modular courses offered at other campuses or in the forthcoming semesters. Scholars who have an M.Phil. degree in Social Sciences and allied disciplines are exempted from attending the modular coursework, but this has to be recommended by the guide after assessing the scholar's preparedness to carry out independent research.
- Scholars will be informed about the upcoming courses through an email on their official TISS email ID only. This schedule will also be posted on the Research and Development website (rnd.tiss.edu). Hence students are advised to regularly access their email ID and check the website regularly.

Withdrawal

- Research scholars may withdraw from the Direct Ph.D. programme for genuine reasons, for duration of a semester or a year but only with a prior permission from the Director, recommended by the guide and processed by the Dean (Research and Development). The scholars need to apply in writing stating their reason for withdrawal and need to take written approval of the guide. Students need to apply through the DSO for this. The duration of withdrawal will not be counted into the period of registration. It is expected that Direct Ph.D. Students will complete all the requirements for their doctoral programme in three years. However, in case of critical events, an outer limit of five years for completion of the programme excluding the period of withdrawal/deregistration will be allowed.
- Fees to the Institute during the period of withdrawal need not be paid. However, the deposit remains with the Institute till the time the scholar completes the programme or deregisters for the course.
- Research scholars, who do not return or do not communicate the delay in returning to the programme on the expiry of the period of leave, will be treated as withdrawn from the programme permanently and the registration will be terminated with due approval of the Research Council.

Termination

- Scholars whose progress has been found unsatisfactory (not paying fees and/or not meeting with the guide and/or non-completion of various milestones each year), upon recommendation and approval of the guide can be terminated from the Ph.D. programme. In order to avoid being terminated, the scholars are to display consistency in their research work, comply with financial rules and regulations, and adhere to ethical practices during their tenure.
- Scholars who have been terminated cannot attempt to re-register.

De-registration

- Scholars who wish to withdraw from the programme completely or for more than a year but wish to return to re-register can de-register. De-registration entails removal from the rolls and the settlement of deposits.

Re-registration

- Scholars who wish to re-register can do so within two years from the date of de-registration and an overall period of five years from the date of registration to the Ph.D. programme.
- The procedures for re-registration may be different depending on the stage of research at which the research scholar left the programme.

Doctoral Advisory Committee

- The progress of candidates registered for the Ph.D. programme shall be monitored by a Doctoral Advisory Committee (DAC). The DAC provides the key support to the Guide to contribute substantive inputs to strengthen the rigour in research. The DAC contributes to the scholar's academic affairs, such as scrutinising the research proposal, reviewing the progress of the student, recommending extensions and so on.
- The Guide shall set up a Doctoral Advisory Committee to guide and monitor the work of the research scholar. The DAC has to be constituted within six months of the scholar's registration.
- The DAC shall consist of the Guide, the co-Guide (if any), and two faculty members nominated by the Guide, of whom at least one shall be from outside the School (or independent Centre) in which the Guide is located.
- Faculty Members on the DAC shall be individuals with a Ph.D. and are research guides themselves.
- As an exception, a faculty member with substantive expertise in the field of research can be invited to provide advice. Approval of the Chairperson of the Research Council shall be sought, in such a case.
- One external expert can be invited on to the DAC in the place of one internal Faculty member. The external expert shall be a person at the level of an Associate Professor/Professor and have a Ph.D. The approval of the Dean, Research and Development has to be sought at the time of constitution of the DAC if an external person is invited. External experts shall receive a sitting fee and local travel expenses for attending the DAC meetings as per Institute norms.
- The Guide shall be the Convenor of DAC, and he/she shall convene the DAC meetings and advise the student to upload the same on the online platform for necessary administrative action.
- In case, members of the DAC are on leave or have left the Institute, the Guide has to invite new members with similar research expertise to provide support.

Progress Report

- The scholar will need to submit the report of progress in her/his research work after every six months along with the DAC meeting minutes. This report must be submitted through the online platform (rs-tracking.tiss.edu) for M.Phil. and Ph.D. students. The uploaded reports must be approved by the guides online in lieu of a signature. Orientation sessions regarding the online platform are conducted from time to time and during the Direct Ph.D. modular coursework. If in two consecutive reports the progress of

a scholar's research work is found to be unsatisfactory, the registration of the scholar will be liable for termination.

Rules regarding progress of research work

- Research Scholars are expected to prepare and present their research proposal within the first two semesters from the time of joining the Ph.D. programme.
- All presentations (for proposal and at the time of synopsis submission) have to be notified through the DSO to the faculty and research scholars community two weeks ahead of the date of the seminar.
- A faculty member, who is neither the guide nor on the DAC, has to be invited as a Discussant to provide substantive inputs to the proposal.
- The scholar shall submit the thesis embodying the results of her/his research work as per the format of submission not before two years and not later than three years from the date of registration for the Ph.D. programme. In the case of non-completion within three years, and with the recommendation of the DAC and the Dean (Research and Development), the Director may grant an extension of one year.
- Scholars who do not complete the thesis submission within four years can seek an extension for an additional period of six months or a year. A Panel consisting of the Guide, DAC members and a Research Council representative, shall recommend to the Director an extension to the fifth year, if the progress of the scholar is found satisfactory; or recommend de-registration if the progress is found unsatisfactory.

Submission of Thesis

- Scholars who have completed substantive aspects of the thesis work, published one research paper or have an acceptance of a paper from a peer reviewed journal, can present the final research work in a pre-submission seminar with due approvals of the DAC. This seminar, also known as the synopsis presentation must be done six months prior to submission.
- The thesis can be submitted within six months of the synopsis presentation. Delay in submitting the thesis would require a fresh synopsis presentation.
- The scholar shall submit through his/her guide the thesis duly certified and as per the Style Manual approved by the Research Council. The thesis has to be typeset in Times New Roman font, 12 point size and in one and half line space. The Thesis has to be on a bond paper and printed both sides and soft bound for submission. After viva voce, the thesis must be submitted in a hard bound version. The thesis has to be accompanied with a detailed synopsis (in about 1,500 words) of the thesis submitted in both hard and soft copies. Three copies of the thesis have to be submitted at the DSO office with due fees paid for thesis assessment. The Style Manual will be available with the DSO, and scholars are advised to strictly adhere to the guidelines given in the Manual.

Examination of Ph.D. Thesis

- Two examiners, who are subject experts and are external to the Institute, will examine the thesis.
- The Chairperson of the Research Council will choose two names from a list of four submitted by the guide through the Dean (Research & Development).
- If both the examiners appointed to adjudicate the thesis unanimously recommend that the thesis be accepted for the award of the degree, the candidate will be asked to defend her/his thesis at an open viva voce examination. The viva voce examination shall be convened by the Dean (Research and Development) and conducted by any one of the examiners who has adjudicated the thesis. The guide and co-guide (if applicable) shall be present at the viva voce. Under exceptional circumstances, when both these examiners are unable to conduct the viva voce examination, the Dean (Research and Development) may appoint another examiner from the panel for conducting the viva voce examination.
- On the successful defence of her/his thesis, the candidate will be recommended for the award of the Ph.D. degree.

- If both the examiners reject the thesis, the candidate will be deemed to have failed.
- If any examiner recommends revision of the thesis, the candidate may be advised to revise the thesis and resubmit it not earlier than six months. Only after the examiner concerned approves the revision will the viva voce examination be conducted.
- If one examiner recommends the award of the degree and the other rejects it, the thesis shall be referred to a third examiner, whose verdict shall be final. The Chairperson will appoint the third examiner from the panel.
- Upon successful completion of the viva voce examination, the scholar has to submit one bound copy to the Library along with an updated version (in soft copy) for the digital library repository. The first page of the thesis should bear the month and year of the viva voce examination.
- As per the revised rules of the UGC, the scholar needs to submit a soft copy of the Thesis, which will be available as a published document in the digital repository at an all India level.

Nomenclature of Degree

- Research scholars, who complete the viva voce examination successfully, will receive their Ph.D. degree at the Convocation of the Institute, with due approvals of the Academic Council and the Governing Board of the Institute.
- Scholars shall be awarded a degree they have applied for and have been registered in.
- Scholars can apply to the DSO for a provisional certificate prior to receiving the degree.

KEY SCHOLARSHIPS AND FELLOWSHIPS FOR RESEARCH SCHOLARS

UGC Junior Research Fellowships

- *Junior Research Fellowships (JRF) of the UGC* is available to scholars who have qualified for it through the National Eligibility Test (UGC-NET) conducted by the UGC. The value of the fellowship is Rs.16,000/- per month for the first two years, and Rs.18,000/- per month for the next three years. A contingency grant of Rs. 10,000/- per annum for the first two years and Rs. 20,500/- per annum for the next three years is also available.
- *Scholars receiving JRF and Senior Research Fellowship (SRF)* or any other such fellowships are expected to engage in research on a full-time basis either by staying on the campus (if accommodation is available) or in the proximity of the campus.

Rajiv Gandhi National Fellowships

- Scheduled Caste candidates admitted to the M.Phil. and Ph.D. programmes are eligible to apply for the *Rajiv Gandhi National Fellowship* awarded by the UGC. The Fellowship is for Rs.16,000/- for the initial two years and Rs.18,000/- for the remaining three years. The contingency grant available is Rs. 10,000/- per annum for the initial two years and Rs. 20,500/- for the remaining three years. House Rent Allowance will be given as per the UGC pattern to students who are not provided hostel accommodation.

Maulana Azad National Fellowship for Minority

- *Maulana Azad National Fellowship (MANF) Scholarship 2014* will cater to the requirements of the minority community students pursuing research studies leading to regular and full time M.Phil. and Ph.D. courses only and equivalent research degree in universities, research institutions and scientific institutions within India. The duration of this Fellowship is five years.
- The objective of the Fellowship is to provide integrated five year fellowships in the form of financial assistance to students from minority communities, as notified by the Central Government to pursue higher studies such as M. Phil. and Ph.D. The Fellowship will cover all Universities/Institutions recognized by the University Grants Commission (UGC) under section 2(f) and section 3 of the UGC Act and will be

implemented by the Ministry of Minority Affairs through UGC for students belonging to the minority communities. The amount paid to students availing this scholarship for the first two years is Rs. 16,000/- per month and the remaining three years is Rs. 18,000/- per month.

ICSSR Fellowship

The Indian Council of Social Science Research Doctoral Fellowship is open to doctoral students preferably below the age of 35 years, who have a Master's degree from a recognized university with a first or second class and are registered for a doctoral degree in social sciences. The tenure of a regular doctoral fellowship is two years only. Scholars are paid Rs.16,000/- per month along with a contingency grant of Rs. 15,000/- per annum

VU Scholarship (TISS-VU Double Degree Programme)

Tata Institute of Social Sciences (TISS), Mumbai in collaboration with VU University, Amsterdam invites applications each year from PhD scholars registered at TISS for a joint doctoral double degree programme in Health and Mental Health using the trans-disciplinary approach. The degree programme stems from long-term research cooperation between TISS and VU to foster long-term research linkages between the Netherlands and India in health, as well as to promote field action research in resource-poor settings. Interested scholars are required to submit proposals in the areas of Mental Health, Child and maternal health and Social innovation. Selected students receive a monthly stipend of Rs. 16000 for the first two years which is increased to Rs. 18000 in the third year.

Sir Dorabji Tata Trust Scholarship (TISS-VU Double Degree Programme)

The Sir Dorabji Tata Trust offers scholarship to eligible students for the M.Phil in Women's Studies, Media and Cultural Studies courses. Only those students who have not received any grants/ scholarships from other sources are eligible to apply. This scholarship is only available for a specific period of time.

For further details, visit the website: <http://www.dorabjitatatrust.net/annualprogram.aspx>

C.M. Pandit Scholarship for M.Phil Students

The Centre for Water Policy and Governance (School Of Habitat Studies) proposes a scholarship to M.Phil students in the name of renowned scientist and activist in the people's science movement in Maharashtra, Dr. Chintamani Moreswar Pandit. This support would be provided to one M.Phil student to support the field work costs of research in the area of Water studies. The information regarding the financial details of the scholarship can be availed from the DSO. One M.Phil student would be selected through a competitive selection process, mainly based on a personal interview and proposal presentation and preference will be given to students from weaker economic backgrounds. The candidates are expected to have a CGPA grade above 6.5 for overall coursework in M.Phil. The proposed support would be given in two equal installments, first at the time of completion of the field work and another at the time of completion of the M.Phil thesis. Both installments would be released on recommendation of the Guide as well as Dean/ Chairperson of the centre and school.

ICICI Fellowship

The ICICI Fellowship is for scholars pursuing their research under the School of Rural Development, TISS Tuljapur campus. The scholarship amount is Rs. 10,000 /- per month and an annual contingency grant of Rs. 20,000/- is also available. Further details regarding the duration and terms of the fellowship are available at the Doctoral Students Office (DSO).

Dr. Babasaheb Ambedkar National Research Fellowship (BANRF/BARTI)

The BANRF scholarship is for Scheduled Caste students to pursue M.Phil/PhD Admissions 2015. The fellowship has been initiated for SC candidates to provide them opportunity to undertake advanced

studies and research. The objective of this award is to provide fellowships in the form of financial assistance to the students belonging to SC category to pursue higher studies leading to M.Phil and PhD degrees (full-time) in Humanities and Social Sciences, and Sciences, Engineering & Technology, in Indian Universities/ Institutions / Colleges approved under Section 2(f) and 12(B) of the UGC Act and in Non-Universities / Institutions.

Eligible and interested candidates may send their applications in the prescribed format downloadable from website <https://barti.maharashtra.gov.in>

UGC Non-NET Fellowship

From the year 2014-15, the UGC (University Grants Commission) has introduced a fellowship for all full time Research Scholars, who do not have any other source of financial support or scholarship/fellowship. M.Phil. scholars would be provided a scholarship of Rs. 5,000/- per month while Ph.D. scholars would be entitled to Rs. 8000/- per month. It is a mandatory requirement that such scholars are pursuing their research degrees full time, and are not employed at the Institute or elsewhere. If a scholar who is receiving the Non-NET Fellowship is selected for any other substantial scholarship, his/her Non-NET Fellowship will cease. Compliance with rules of attendance is a mandatory requirement for Non-NET Fellowship holders. This Fellowship will not be applicable for scholars during their period of leave and can be cancelled or put on hold by the Dean (Research and Development) if the scholars are unable to submit the progress report in timely manner. Hence, scholars are requested to strictly adhere to guidelines pertaining to attendance, submission of progress reports and other rules and regulations.

Financial Support for Data Collection

Those scholars who do not have any other scholarship/fellowship can apply for financial support for data collection at TISS. Depending upon the availability of funds, the Research Council extends support to eligible scholars. Research scholars can apply for fellowships existing from Institute projects in fields of education, disaster management, media and cultural studies, globalisation and urban studies.

In addition to the rules mentioned above regarding scholarships and fellowships, additional rules declared by the fellowship and scholarship-sanctioning bodies may apply to scholars from time to time. Hence, scholars are advised to strictly comply with the rules for timely disbursement of their fellowship/scholarship amount.

Further, notifications regarding other scholarships are sent to scholars by the DSO from time to time and are also displayed on the DSO Notice board and the Research and Development website.

PAYMENT OF FEES AND FINANCIAL RULES

Scholars enrolled at M.Phil. and Ph.D. Programmes at TISS are advised to strictly follow the time schedule for payment of fees and other charges payable to the Institute.

FEE STRUCTURE FOR INTEGRATED M.PHIL. AND PH.D. PROGRAMME AND DIRECT PH.D. PROGRAMME (Prices in INR and subject to revision)

The full fees and deposits should be paid within the stipulated time after the announcement of the admission results. In addition, Rs. 50/- towards bank processing charges should be paid in any branch of the State Bank of India. If students fail to pay the fee on time, their candidature can be cancelled. Once the students details have been entered into the Online platform, a scanned copy of the fee receipt must be submitted via the online platform. In case of non-adherence to the above rule will be considered equivalent to non-payment of fees.

Fee Component	M.Phil.	Ph.D.	Remarks
Fees			
Tuition	5,500	5,500	Per Semester
Examination	500	0	Per Semester
Identity Card	300	300	
Computer	800	800	Per Semester
Students' Medclaim Insurance Premium	1,500	1,500	Per Year (along with I Semester Fees)
Development Fund	2,500	2,500	(along with I, II, III and IV Semester Fees)
Medical Examination Fees	100	100	Mandatory
Fee for 4 Modular Courses		5000	For Direct Ph.D Students
Refundable Deposits	10,000	10,000	
Student Union Fee	200	200	Per semester
GRAND TOTAL	21,400	25,900	
OTHER FEES			
Thesis submission	1,000	2,000	Payable three months before submission
Thesis resubmission	500	500	
Degree certificate replacement	250	250	
Issue of duplicate Identity Card	300	300	
Sub Total	2,050	3,050	
Hostel Charges:			
Dining Hall	14,000	14,000	Per Semester
Hostel Room(Double/Triple) (if allotted)	10,000	10,000	Per Semester
Sub Total	20,000	20,000	

*subject to revision

Delay in Joining

- A maximum period of 7 days (one week), subject to the payment of full fees and deposits before the due date, will be given for joining the programme from the date of its commencement. The student needs to inform the DSO in writing about such delay. No further extension will be given beyond these 7 days.
- In the event of a student/candidate withdrawing before the starting of the programme, the entire fee collected from the student, after deducting the processing fee of not more than Rs. 1,000/- (One Thousand Only), shall be refunded by the Institute to the student/candidate withdrawing from the programme. Should a student leave after joining the programme the Institute will refund all the refundable deposits and also 50% of the remaining fees paid.
- Receipt for deposits should carefully be preserved by scholars and returned for refund at the time of leaving the Institute.
- Hostel and dining hall deposits will not be adjusted towards any due, but will be refunded on vacating the hostel.
- The payment of Semester fees should be made within first 15 working days after reopening of the Semester. In case of default of payment, 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.

Personal Accident Insurance

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

ETHICAL RESEARCH

As a premier Institute in the field of social work and social sciences, TISS adheres its strong commitment to highest standards of ethical research and practice. Any scholar enrolled at TISS must observe and pursue research in line with the ethical framework of the Institute.

Scholars are to discuss ethical considerations and implications involved in their research study/project in depth with their guides, prior to the commencement of research. In case of any doubt regarding ethical issues, a student may seek guidance of the Dean (Research and Development).

Scholars will be fully responsible and accountable for their own research work, hence if it is noticed that the scholar has not complied with the ethical standards, strict disciplinary action can be initiated by the Dean (Research & Development), which may result into temporary or permanent de-registration of the candidate from the research programme, depending on the seriousness of the violation.

Plagiarism

Plagiarism is the act of presenting another person's ideas, words, paragraphs, phrases including certain facts and statistics, as if they were one's own. Plagiarism, whether deliberate or accidental must be avoided by the research scholars by taking the following steps.

- Clearly acknowledge the original source of any idea, words, paragraphs, quotes, facts, statistics etc., published or unpublished other than your own through proper citation and referencing.
- Educate yourselves about what constitutes plagiarism and seek necessary help or clarification needed to evade any accidental plagiarism.

The institute has the system in place for plagiarism detection. As part of UGC-Infonet Shodhganga project, the institute has been provided access to TURNITIN plagiarism prevention software which is one of the widely used web based tools all over the world. Computer Centre Staff have been trained to generate the plagiarism reports for all the research scholars. All the research scholars are advised to make use of the facility extensively. It is mandatory for all the research scholars to submit their research reports to TURNITIN database and attach the TURNITIN report along with the thesis.

RULES AND REGULATIONS AT SIR DORABJI TATA MEMORIAL LIBRARY

- All students should deposit their bags and other belongings at the check point near the entrance of the Library. Only items such as notebooks, library books, personal books, wallets and laptops will be allowed inside the library.
- The students should note that the Library is not responsible for the loss of any personal valuables and belongings. All files/folders, books and notebooks must be presented to the Security/Staff at the check point for inspection before leaving the Library premises. The Library does not permit any exception in the observance of this rule.
- All students are required to obtain Library Membership by submitting duly completed library membership form along with one recent passport-sized photograph.
- All students should carry and produce their Institute Identity Card for availing library facilities and services.
- Research scholars are allowed to borrow up to 10 books at a time from the General Shelf for a period of 30 days. Only one book from the Reserve Shelf will be issued at a time for one day.

- Books from the Reserve Shelf are issued only for one day and they must be returned on next day between 9.00 a.m. and 10.00 a.m. Claims for these books should be made in the Claim Register maintained at the counter between 8.30 a.m. and 2.00 p.m. And Claims should be collected between 3.00 p.m. and 7.00 p.m.
- During examinations, Reserve Shelf books are issued overnight to students. Those who do not return the books issued for overnight use in time will have their borrowing facility from the Reserve Shelf suspended for a week.
- When the library books are returned, students must ensure that the staff should cancel the entries of those books from their account in the library system records.
- A fine of Re. 1/- per day will be levied for the overdue books from the General Shelf and Rs. 2/- per day for books from the Reserve Shelf.
- Students are advised not to issue books to others against their names. Reference documents like dictionaries, encyclopedias, yearbooks, and journals (loose or bound), M.A., M.Phil., and Ph.D., Dissertations, project reports, census volumes, and handbooks are to be accessed in the Library and not issued out.
- After reading the books in the Library, they must be left on the study table or in the nearby book trolley. The Library staff would shelve the books later.
- Library resources are meant for a generation of students admitted every year and thus are very valued property. The books and other library resources must be protected from damage. Marking or disfiguring of pages must be avoided.
- The loss of book or any other library material should immediately be brought to the notice of the Librarian.
- The Library reserves the right to call back any issued books at any time.
- Photocopying facility is available in the Library on payment of Rs. 0.50/- per exposure and by filling in the photocopy requisition form.
- The INFLIBNET Centre provides the following facilities:
 - (a) Laser printing at the rate of Rs. 1.50/- per page
 - (b) Scanning at the rate of Rs. 5/- per image or page scanning.
- Silence and decorum must be maintained in the Library premises.
- Smoking is not permitted in the Library.
- Use of Mobile Phones is not allowed inside the library. Phones must be kept on Silent Mode.
- Students are not permitted to carry in or consume eatables and beverages inside the Library.
- Students are advised to maintain proper attire and dress code when they are in the Library premises.
- Library resources are valuable and must be safeguarded for all the users such as TISS students, faculty members, students and academicians from other institutes. Unissued books must not be taken out of the Library. Such action could result in Library privileges being withdrawn permanently.
- Demand and suggestion slips are available at the circulation desk for use.
- No photograph of the Library shall be taken without prior permission of the Librarian.
- The Cyber Library has been set up to facilitate students and research scholars to access knowledge resources on the World Wide Web, and from libraries of the partner universities and institutions. Students are requested to obtain their login details from the Computer Centre to use this facility.
- Do not initiate or spread electronic chain mail. You must not make copies of any software (including CD duplication) without first proving that you have a right to do so.

- Do not attempt to access, distribute or display material which is offensive, obscene, defamatory, etc. If a user is found while accessing inappropriate and obscene content, the matter will be taken seriously by the authorities and may invite penalty and/or disciplinary action.
- Please surrender the computer to someone with a greater need if you are using "casual" facilities such as e-mail or the Internet.
- Do not switch off computers when you finish using them. Do not unplug the network cable to attach to your own laptop.
- Access to the Internet and e-resources including e-journals is available to students, research scholars, project staff and faculty. Some of the online databases like Project Muse, Blackwell-Wiley, J-Stor, Springer-link, Cambridge Journals Online, Oxford University Press Journals are available through UGC-Infonet E-Journals Consortia 24x7. Some of the e-resources subscribed by the Library are Sage Publications, Emerald, EBSCO and indiastat.com.
- Off-Campus Ph.D. Students can also access the e-resources through remote log-in facility.
- The M.K. Tata Memorial Learning Centre for the Visually Challenged has computer reading facility for the Students with Visual Impairment and the Students with Low Vision. They can read books and newspapers with the help of softwares like JAWS Pro 9.0, Kurzweil 1000, Magic Magnification, OBR Braille, Teachers Talking Pro, Prisma and Sara reading Machines .

PART 2

ADDITIONAL INFORMATION ON MUMBAI CAMPUS

COMPUTER CENTRE AND INFORMATION TECHNOLOGY FACILITIES

- The Computer Centre provides support for Information Technology (IT) facilities in the Institute, including software development, server management, network management, routine backups, support, training and procurement.
- Computers for the students are available in Cyber Library inside the library Premises. There is also a Computer Lab (20 Systems) in the Naoraji Campus for Internet Access from 6 pm to 2 am. In the Library, an M.Phil.–Ph.D. Section is also available on the second floor and is reserved for Research Scholars.
- All Students will be allocated an individual login and password for LDAP authentication, which will be needed for accessing email, moodle (course management system) and for printing from the computers in the Cyber Library. In order to avoid any misuse of the login by others, students are required not to share their login details with anyone and are advised to keep changing their password periodically and keep strong passwords which should be a mix of alphanumeric and special characters.
- E-mail facility will be provided to all the students [rstname.lastname2015@tiss.edu], students are requested to check their mails periodically. All official circulars/notices will be mailed to students from the faculty/staff through this TISS e-mail id only.
- All the computers in the Institute available for Students are Intel Core 2 Duo with 2 GB RAM having Internet facility which are linked to the internet connections of 1 Gbps connectivity through National Mission on Education through Information and Communication Technology (NME-ICT) project. The Internet facilities are shared by students, faculty, project staff and administration.
- Wi-Fi is available in places such as Quadrangle-Main Campus, Main Lounge, Dining Hall, and Hostel common areas. Students are required to use their email id username and password to access the Institute network when using their own laptop.
- Students are encouraged to shift to GNU/Linux as this is both open-source and provides the best protection against viruses.
- In any case students are advised to use a licensed operating system and office application (MS-Office, etc.) and anti-virus software (for windows) for their laptops. Students are advised to use virus free pen drives in the Institute Network. Computer center will not service problems of personal student computers infected with viruses.
- Shifting of computers or peripherals (keyboard, mouse, monitor, etc.) from one place to another in the Cyber Library and other Labs is not permitted.
- Unauthorized use of the computing facilities/transferring of account are not allowed. Transferring of account privileges to unauthorised users will lead to termination of services and de-registration from the Computer Centre facilities.
- Students must logout at the end of their session. There are possibilities that the printouts may be taken by others from your account if you have not logged out. In such an event these will be charged to you. Computer Centre has an automated billing system and is not responsible for any such oversight by the students.
- Printing bills will be displayed on Intranet/Emailed to you monthly. Please check your usage of the printing facilities.
- In case of any problem relating to Network/Wi-Fi/Internet Connection, please register the complaint with Computer Centre at extension 5296.
- The Computer Centre services are open from 8.00 a.m. to 8.00 p.m. on Mondays to Fridays and 9.30 a.m. to 4.45 p.m. on Saturdays and Sundays. For any further information and updates on new policy, please refer to <http://it-services.tiss.edu>.

RULES REGARDING STAY AT HOSTELS

- TISS has very limited and modest hostel facilities for students and research scholars located in both the campuses in Mumbai. In addition to the hostels in the campus, TISS has some rented private hostels as off-campus hostels located within the vicinity of the institute to meet the increasing hostel requirements. Admission and stay at the hostels are governed by the rules and regulations laid down for the purpose adhering to all governmental regulations in this effect.
- Day to day administrative functions of Hostels are handled by Section Officer (Hostels) in consultation with Dean, Students' Affairs. Additionally Section Officer (Hostels) coordinates with Hostel Wardens, Office of Students' Affairs, Social Protection Office, Security Division, Medical and Counselling Divisions, Academic Section and other administrative sections in the Institute. Each Hostel will have warden designated from among the faculty members or senior administrative staff who will be the primary contact persons for all matters related to the hostels. The duties as wardens are in addition to their regular work at the institute as teachers or as administrators.
- Each resident, whether in a multi seater / double or triple seater, in the hostel will be provided with a bed, a mattress, a chair, a book rack and a cupboard/study table with lock and key. They will also be provided with a key for the cupboard and study table allotted to them which the students have to check at the time of taking it and any repairs after that would be the student's responsibility. Though common lighting will be provided in the room, students should bring their own table lamps and bulbs for their personal use. Students are also expected to make their own arrangements for bed covers, bed sheets, and pillows, and other items for personal use like mosquito nets, buckets, locks for the room etc. Students will be responsible for the upkeep of the furniture in their room.
- Students are permitted to use their own personal computers / laptops in their rooms. The student must secure written permission from the Section Officer (Hostels) to do so. A copy of the permission from the Section Officer (Hostels) should be kept with the Security at the Gate. This is to ensure that the student has proof of ownership that will allow him/her to take the computer and its accessories out of the campus when required. The LAN cord wires provided in the room should be left back in the rooms.
- Attendants are posted in the hostel buildings for the upkeep and cleanliness of the common areas and rooms. They work under the overall supervision of the Section Officer (Hostels) and they should not be asked to attend to your personal requirements, unless in case of emergencies. They are instructed to clean your rooms in your presence. If they clean your rooms in your absence upon your request, the Institute will not take responsibility for any loss or damage. Attendants work in the best interest of you and you are requested to treat them with respect and dignity.
- Admission to the hostels is restricted to full-time, bona-fide students of Master's, M.Phil. and Ph.D. degree programmes and who are not employed — either full-time or part-time.
- Due to limited capacity, hostel admission is dependent on the availability of seats and for the same reason, the Institute regrets that it is not in a position to offer hostel accommodation to students who:
 - (a) Ordinarily reside in the Mumbai Metropolitan Region, extending upto Karjat, Kasara and Virar.
 - (b) Deputed candidates/Candidates on study leave (General Category or Scheduled Caste or Scheduled Tribe).
 - (c) Employed during their stay.
- Out-of-town students, without close relatives in Mumbai, will be given priority in hostel accommodation.
- Faculty members of the Institute, who are at the writing stage of their Ph.D. thesis (whether registered at the Institute or elsewhere), can be accommodated in the hostel for 3 months to enable them to complete their work provided the accommodation is available.
- In the interest of the privacy, safety and well-being of all hostel residents, only bona-fide hostel residents and authorised visitors are permitted inside the hostel rooms. The Institute reserves the right to prosecute unauthorised persons. Hostelites permitting/assisting unauthorized guests will be asked to leave the hostel within 24 hours.

- All the scholars who are allotted hostel MUST sign the attendance register kept at the DSO. The DSO shall submit attendance summary to the Finance and Accounts for information to be used in release of fellowship / subsistence allowance. Those who have reason to be out of the hostel MUST produce an approval letter from the guide. Any scholar failing to sign the register for more than 10 days without stating any reasons will be asked to vacate the hostels. This condition is being inserted on account of unethical practices by a few scholars - living outside but retaining the hostel accommodation.
- Any scholar going for data collection needs to inform the hostel office and leave their room key behind. This space will be allocated to scholars coming to the campus for Modular Programmes.
- Please understand that as a Public Funded University with enormous resource constraints, TISS is trying to do its best to take care of its M.Phil. and Ph.D. Scholars. The institute expects the M. Phil. and Ph.D. Scholars, as matured students, to behave in a responsible manner by devoting time for research work, assisting the School / Centre as teaching / research assistants and learning to become a good teacher and researcher. Anyone having problems are advised to meet with the guide / counselors and other support systems available at the institute. Any action taken by the institute will be based on the principles stated above and through due process.

Duration of Stay

A scholar admitted to the Integrated M.Phil. /Ph.D. Programme is expected to complete all mandatory requirements of the programme within five years and thus hostel allotment will be only for a maximum of five years (2 years for the M.Phil. Programme and 3 years for the Ph.D. Programme). An extension would be provided only in case of a medical condition.

Fees

The hostel fees must be paid at the time of admission or at the beginning of the semester through the Power Jyoti account of State Bank of India and a photocopy of the same should be submitted at the hostel office.

The fee covers residence for the semester only and does not cover vacation periods. A student staying in the hostel during the vacation, in excess of the limits mentioned above, shall do so only with the prior permission of the Section Officer (Hostels) endorsed by the Research Guide the Dean/ Chairperson of the School/Independent Centers. Such extended stay will be allowed only for educational purposes — for example, completing thesis completion etc. Payment for stay during the vacation should be made to the Section Officer (Hostels) along with the application, in advance as per the rates given in the table below.

Non-payment of hostel fees/dues for more than one month, without authorisation by the Director / Dean, Students' Affairs will result in the expulsion of the student from the hostel.

No refund of hostel fee will be applicable in case a student stays for more than 30 days in a semester from the date of joining the hostel.

Current Hostel Fees (inclusive of electricity & water charges) applicable for regular hostel residents: Rs. 10,000/- per semester.

Hostel Fees 2015-2016

Multi-Seater (per year)	Double Seater/Triple Seater (per year)
10,000	12,000

Daily Rate

- Day scholars/students will be charged Rs. 100/- per day during the semester or vacation period. Accommodation will be provided, if available, on the recommendation of the School Dean/ Research Guide. Guests, alumni and research scholars from other universities will be charged Rs. 350/- per day. Permission in writing should be procured by them 7 days in advance. Hostel rooms may be allotted to

Day scholars/students or non-residents, Alumni, Guests of students, other visitors during vacations and other times subject to availability and on payment of a Daily or monthly rates.

- In all such cases prior permission of the Section Officer (Hostels) / Dean, Students' Affairs is required. In the case of students or research scholars recommendation of concerned School Dean / Chairperson of the Centre / Course Teacher / Research Guide as the case may be is required. Prior permission should be sought at least 7 days in advance from the Section Officer (Hostels).
- Additional details regarding hostels and specific rates are available in the Office of Student Affairs Handbook 2015-16.

Electricity and Water

- Lights and fans should be switched off when not required and when the hosteller leaves the room. If the fans and lights are found switched on, the master switch outside the room will be switched off. No other electrical appliances should be used in the room. Electricity charges will be as per the information given in the concerned programme prospectus.

Computers and Laptops

- Students are permitted to use their own personal computers in their rooms after securing written permission from the Section Officer (Hostels) to do so. A copy of the permission from the Section Officer (Hostels) should be kept with the Security at the Gate. This is to ensure that the student has proof of ownership that will allow him/her to take the computer and its accessories out of the campus.
- In the interests of residents' privacy, external/internal personnel attending to the repairs of personal computers in resident's rooms will be permitted between 10.00 a.m. to 7.00 p.m. only. Any such male personnel will be permitted into the Ladies' Hostel only in the presence of a hostel attendant.

Quiet Period

- Quiet must be maintained from 10.00 p.m. to 6.00 a.m. in the hostels to facilitate private study or rest. Students should not play loud music on mobiles, computers, laptops or ipod or talk loudly, shout, sing, or make any other noise during the quiet period. This quiet period will also be maintained on the campus. Even at other times, students are advised to play musical instruments at low volume and not to play them at all if others are disturbed. Those who occupy multi- and double-seated rooms should take care not to disturb other occupants. Every day from 10.00 p.m. to 6.00 a.m. in the hostels are maintained as **quite period** to facilitate private study or rest. Students should not play loud music on mobiles, computers, laptops, other gadgets or talk loudly, shout, sing, or make any other noise during the quiet period. This quiet period will also be maintained on the campus. Even at other times, students are advised to play musical instruments at low volume and not to play them at all if others object to it due to disturbance caused to them. Those who occupy multi- and double-seated rooms are particularly advised not to cause any disturbance to other occupants in the room.
- While students are permitted to use the library and computer facilities even after 10.00 p.m. they are advised to respect the privacy of residents on the campus and their families by refraining from loud and boisterous behaviour. While students are permitted to use the library and computer facilities even after 10.00 p.m. they are advised to respect the privacy of residents on the campus and their families by refraining from loud and boisterous behaviour.

Noise Pollution

- The Institute follows rules laid down by Ministry of Environment and Forests (MoEF) which lay down that use of loud speakers in a residential zone have to be restricted and have to be turned off at 10.00 p.m. Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit by more than 5 db (A). The permitted decibel level for residential areas is 45 db. The complete rules are available on the MoEF website.

Visitors/Guests/Friends/Day Scholars

- Hostel residents are not permitted to entertain visitors in their rooms. Residents of the hostels may meet their visitors in the lounge on the ground floor of the hostels. Visitors will not be allowed in the hostel after 10.00 p.m. and before 8.00 a.m.
- Women students will not be permitted to visit men in their hostel rooms and doors, nor will male students be allowed to visit residents of the Women's Hostels in their rooms and doors.
- If any hostel resident invites a guest/day scholar or friend to stay in the hostel, this can be done only with prior permission of the Warden.
- Accommodation will be provided to parents/guardians of hostel residents, subject to availability. In case of genuine difficulty, where the parents are unable to come, a sibling of the resident may be permitted, at the discretion of the hostel authorities, provided the parents inform the respective hostel wardens of the same in writing. Students who violate this rule and entertain unauthorised guests will be fined/expelled from the hostel within 24 hours or will invite any other disciplinary action as per the decision of the Empowered Committee.

Valuable Articles

- Students are advised not to keep large amounts of money and valuable articles in their rooms.
- The Central Bank of India, located next door to the campus, offers facilities for safe keeping of valuables. The Institute will not take responsibility for the loss of money and/or property lost due to the negligence of the hostel residents. All students are provided with cupboards and keys, the same should be used properly by them.
- Report to the Section Officer (Hostels) and Section Officer (Security) about the loss or theft of any valuables. Those indulging in theft will be asked to leave the hostel immediately and other serious measures will be initiated against him/her.

Hostel Attendants

- Students should not make use of the hostel attendants for their personal work. The attendant will clean the room while the students are present. If the attendants are asked to clean rooms in their absence, the Institute will not take responsibility for any loss. Please treat your attendants with courtesy and respect.

Smoking, Alcohol and Addictive Narcotics

- Students are strictly prohibited from keeping alcoholic drinks including empty bottles or consuming alcoholic drinks (including beer) and/or any other intoxicating substances in the hostels, or any part of the campus, or entering the campus after consuming any alcoholic drink, and behaving in a disorderly manner.
- "No Smoking" zones are clearly demarcated on campus. They are office building, conference hall, all class rooms, hostel rooms, washroom of the hostels, dining hall, canteen, and all open public spaces. All students have to take care not to intrude into the space of other students in the same room with regard to their smoking habits.
- The above rules are to be seriously observed and those students found infringing these rules will be expelled from the hostel immediately (in case of hostellers) and appropriate disciplinary action will be taken against non-hostellers which may include expulsion from the Institute.

Cooking

- Cooking in hostel rooms by the students is strictly prohibited as the DH and Canteen on the campus provide regular meals and snacks. Those violating this norm will be expelled from the hostel so that the vacated hostel space shall be given to other scholars.
- All other details related to health and illness, rules for late night movement, on campus students, open day and student representatives are available in the handbook of the Office of Student Affairs.

Identity Card

- In your own interest you must carry the Institute's Student Identity Card at all times. You must show the identity card to the Security at the gate, while entering the campus and whenever requested for. Loss of identity card should be reported to the concerned authorities and an application for a duplicate must be made to the Academic Section. A duplicate Identity Card will be issued within 2 working days on payment of Rs. 100/-. In case of such a loss, the student must procure a letter from Office of Students' Affairs to use for two days till the card is replaced. This measure is to ensure safety and security of the students and must be respected.

Discipline

- Students admitted to the hostels will abide by the hostel rules. Failure to abide by the rules will result in the expulsion of such students from the hostel.
- Students/hostellers found smoking, loitering, misbehaving and/or breaking any rule of the Hostel/Institute in any way shall invite strict disciplinary action against him/her. The authorities will also inform the parents about the same.
- To maintain the discipline, Institute authorities can conduct surprise checks of all areas in the hostel to ensure no alcohol and addictive narcotics or any incriminating substance are stored on hostel premises

Ragging

- The UGC framed Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, in order to prohibit, prevent and eliminate the scourge of ragging in Indian Universities/Colleges/Institutions.
- Ragging in any form is not allowed in the hostels. Students who infringe this rule will be expelled from the hostel immediately. Teasing and physical assault will result in the expulsion of the students from the hostel. The Institute reserves the right to ask a hostel resident to vacate the hostel with a notice of 24 hours for serious infringement of the above rules.
- It is to be noted that the Institute follows the orders of the Supreme Court of India with regard to curbing of ragging in the educational institutions. Any incidents are to be immediately brought to the attention of the Wardens, the Section Officer (Hostels) and the Dean Students' Affairs. The telephone numbers of all the above are displayed on the Hostel Notice board.
- An Anti-Ragging Committee has been constituted to address the issues of Ragging. The names and contact numbers of all the committee members are also mentioned in the Circular issued on Anti-Ragging. The members of the committee (2015-16) are as follows:-

Name	Designation	Contact No.
Prof. Neela Dabir	Deputy Director	9820047560
Prof. P K Shajahan	Dean, Students' Affairs	022-2552 5477 (O), 2552 5158 (R) 9820565165 (Mob)
Prof. Katy Gandevia	Consultant, Counselling and Medical Services	022-25525464(O), 9819140820(M)
Prof. Asha Banu Soletti	Warden	022 2552 5465 (O) 2552 5152 (R) 9987541115 (M)
Prof. Jacquleen Joseph	Warden	022 2552 5886 (O) 2552 5153 (R) 9324710533 (M)
Ms. Roja Pillai	Warden	022 25525230 (O) 9029001646 (M)

Name	Designation	Contact No.
Ms. Nirmala Momin	Warden	022 2552 5215 (O) 2552 5182 (R) 9223214962 (M)
Mr. SRK Ganesh Goud	Warden	022 2552 5830 (O) 2552 5154 (R) 9321023295 (M)

An Anti-Ragging squad has also been formed from the year 2012-13 to take surprise visits of the hostels and the places where students stay outside the campus so as to curb ragging. The members of the committee are as follows:

Name	Designation	Contact No.
Prof. P.K. Shajahan	Dean, Students' Affairs	022-2552 5477 (O), 2552 5158 (R) 9820565165 (Mob)
Prof. Jacquleen Joseph	Warden	022 2552 5886 (O) 2552 5153 (R) 9324710533 (M)
Mr. SRK Ganesh Goud	Warden	022 2552 5830 (O) 2552 5154 (R) 9321023295 (M)
Mr. Sunil Wankhede	Security Officer	022- 2552 5565(O), 022-2552 5117 (R), 9223214961 (M)
Ms. Swapna Redij	Counselor	022-2552 5612(O), 9820640344 (M)
Ms. Nirmala Momin	SO (Hostels)	022-25525215(O), 022-2552 5182(R), 9223214962 (M)

The Security in the Institute is instructed to keep a close watch on any kind of misconduct taking place in the campus and are directed to report to the Wardens/Dean, Students' Affairs/Director in case of any such event.

DINING HALL

- The Dining Hall (DH) serves both vegetarian and non-vegetarian meals. It is managed by the Institute on a "no profit no loss" basis. The DH Committee, which comprises of students' representatives, looks after the DH matters under the Chairpersonship of a faculty member. The Section Officer DH and Asst. DH Supervisor look after the day-to-day working of the DH.
- DH membership is compulsory for all hostel residents and for all three meals. Those who are disinclined to become a member of the DH must vacate the hostel.
- An overhead amount of Rs. 500/-per month or part thereof will have to be paid by all hostel residents and other DH members. The overhead amount is charged to each hosteller for contribution towards the kitchen staff's salary.
- All DH members (students) will have to pay Rs. 14,000/- for both veg. and non-veg. as an advance amount against DH meal charges, along with their semester fees. The advance made will be adjusted against their DH monthly bills.

DH Timings

The DH serves three meals every day. The timings for each meal are as follows:

Meals	Timing
Breakfast	7.30 - 9.30 a.m.
Lunch	12.30 p.m. to 2.30 p.m.
Tea/Coffee/Snacks	5 p.m. to 6.30 p.m.
Dinner	8.00 p.m. to 9.30 p.m.

Late Dinner plates will be removed from the table after 9.45 p.m. sharp. All members are advised to strictly follow the DH meal timings as mentioned above.

The kitchen portion of the DH will be locked at 10.00 p.m. Only the outer portion of the DH will remain open thereafter for watching T.V. or preparing group assignments till 11.00 p.m. The main door will be closed by the security guard at 11.00 p.m. and requests for keeping the main door open after 11.00 p.m. will not be entertained.

Non-Vegetarian Food

Non-Vegetarian food is served on extra payment. Option for non-vegetarian/vegetarian meals is available. The members should convey their option accordingly to the Section Officer DH. Non-vegetarian items are prepared for regular non-vegetarian members only on a limited basis. Rebate for not taking non-vegetarian food will be allowed for absence or for not taking the non-vegetarian meals as follows:

Minimum 3 times absence	60% rebate
4-12 times	80% rebate
Above 12 times absence	100% rebate

Extra non-vegetarian items will be available on first-come- first served basis against DH coupons only.

Public Holidays

The DH will remain closed, after lunch, on all public holidays and on the last Saturday of every month for cleaning purposes.

Rebate Facilities

Rebate facilities are available for the members as follows:

- 60% in case a member signs out from all 3 meals for 3 continuous days, and the same will continue for 7 days in case of continuous absence for 7 days. For example: If per day rebate rate is Rs. 30.00, available rebate amount after converting absent days into unit, i.e., for 5 days \times 60% = 3 units (days) rebate \times per day rebate rate (Rs. 30.00) = Rs. 90.00 for the 5 days absent.
- 80% rebate in case a member signs out for all 3 meals for more than 7 days up to 14 continuous days. For example: If the member is absent for 12 continuous days and if the rebate rate is Rs. 30.00 per day, then the available rebate amount after converting absent days into units: (12 days \times 80% = 9.60 units (days). 9.60 units (days) \times per day rebate rate (Rs. 30.00) = Rs. 288.00 for the 12 days absent.
- In case if a member signs out from all the 3 meals for more than 14 continuous days, the rebate available would be 100%.
- The rebate facility is open for breakfast and lunch on all field work days. The members interested in availing of the rebate should intimate this in writing to the Section Officer -DH one day before.
- Dining Hall utensils, spoons, plates, cups, glasses, cold drink bottles, food, and so on, should not be taken out of the DH premises in the interest of the DH members themselves. Each hostel is provided with equipment to bring food in the hostel for members who are ill. The student should contact the Hostel Attendant for the same. Food should not be taken out of the DH.

Monthly DH Bill

- The monthly calculation of DH bill will be made from the 1st day to the last day of the month. The bill will be sent by e-mail to individual student. In case of any discrepancies members are requested to inform to SO -DH within 48 hours.
- A Copy of the fees receipt should be submitted UDC-DH in the DH office to keep the record of individual members updated. Kindly give the correct TISS Email ID to get your monthly bill on your Email Address regularly. Any change in Email ID should be conveyed to UDC-DH immediately.

Signing Out of DH

- It is Compulsory to fill the rebate form and submit at DH office when the students don't wish to avail the DH facility. Even if a person is non hosteller but a member of DH he/she should convey the DH office for not availing the DH facility through simple application or by filling up rebate form and submitting the same in DH office, just by not paying towards DH does not mean that he/she is not a DH member for particular semester. If the student fails to do so the monthly bill will be billed to him/her and thereafter no changes will be made.
- For every hosteller, the DH membership is compulsory. He/She can sign out of DH only on field work days/ Block Days/ Internship/ vacation minimum days for signing out of DH is 3 continuous days for all meal, signing out for one or two meal is not allowed except on fieldwork days/ block days/ internship. Non Hostellers can sign out of DH for one single day also but should inform the office one day before signing out.
- Post-matric scholarship holders have to obtain written permission from their concerned School Deans to be able to use free facilities during vacations, or else they will be required to pay the entire charges during the vacation.
- If you go out of campus knowing that you will skip a meal, please inform the DH. Unless you inform the DH, food will be prepared for you and if you do not eat it, that amount of food becomes extra. Food is too precious and please learn to respect its value.
- Many of you may be from families with the ability to pay full bill, while others may be supported by public money. However, in a country like ours we have strong moral responsibility to safeguard food and not force the DH to prepare food and throw it away

Prohibition of Smoking and Consumption of Alcohol

- The DH is a NO SMOKING ZONE. Smoking and lighting cigarettes in the DH and the kitchen area is strictly prohibited at all times. Members found violating this rule will be penalised to the extent of Rs. 100/- per incident and the same penalty will be recovered from their DH bill. Repeated violations of this rule will entail suspension of DH membership and other disciplinary action.
- Entering the DH after consuming alcohol is strictly prohibited. No DH facility will be extended to them.
- Students are advised to stay away from drugs. Abuse of drugs involves possible physical, social, and psychological harm, and those found abusing drugs will face disciplinary action.
- A member who has signed out from any kind of meals is advised to renew the rebate facility for the next month well in advance (in the third week of the preceding month), failing which it will be assumed that the member concerned is a full-time member. The rebate will not be renewed automatically.
- A member who has signed out from any kind of meal cannot take food for any other DH member by signing against his/her number. Sharing of food is not allowed. Members or guests found sharing food will be fined.
- Complaints, if any, against staff/students should be given in writing and the same should be handed over to the Convenor (DH Working Committee).
- Special written permission will have to be sought from the Dean, Students' Affairs, through the Students' Union and the Chairperson (DH) for using the DH for purposes other than meals.

Expected Behaviour in the DH

- The TV and music systems must be played in such a way that it does not create nuisance to others.
- Fans and lights should be switched off when the members leave the DH after having their food/snacks.
- Plates, glasses, tea cups, cold drink bottles and any other cutlery should not be left on the dining table or should not be taken out of the DH for personal use without prior permission. The same must be returned to the washing booth.

- Please maintain a queue whilst taking food.
- Please use the call bell for calling out to any DH staff/attendant.
- Entry in the DH kitchen is prohibited.
- Chairs and tables removed from their original place for chit-chatting, watching TV, studying, and so on should be put back in their original place, after use.
- Entertaining dogs, cats or other animals in the DH is strictly prohibited. Pets should not be fed in the DH.
- Please do not waste food.
- Student members of the DH are prohibited from cooking in the DH Kitchen.
- If the DH dues of a member remain unpaid for more than two months, it will result in penalties and cancellation of the DH membership and even hostel residence. Such a member will not be allowed to have food in the DH till he/she clears his/her DH bill. Re-admission may be considered on payment of all dues as a fresh candidate
- Carrying food from the DH in tiffin boxes is not permitted, and outside food is prohibited in the DH.
- Personal or cultural functions will not be entertained in the DH, other than the Students' Union Calendar activities.
- Signing in and out for meals is compulsory for filling up a rebate form and obtaining its counterfoil.

HEALTH INSURANCE

- All the Students are covered under cashless Group Health Insurance policy of Rs. 1 lakh, Personal Accident Policy of Rs. 1 Lakh and OPD cover of Rs. 2,500 per year. These covers provide benefit to the students in case they get hospitalized due to an accident or any other illness.
- In order to get a cashless facility each student must ensure that she/he is admitted to the hospital which is on the panel of the service provider. In case the student is admitted to any other hospital he/she has to pay the bill and seek reimbursement of expenses by forwarding the claim to the service provider within 20 days of the discharge. The updated list of hospitals which are in the panel of the service provider can be accessed on the website of service provider.

Procedure

- All the students including the Post-matric scholars (GOI) are required to pay the Health Insurance fee every year i.e. with 1st and 3rd semester fee. The insurance premium of those students who have paid the fees will be forwarded to the service provider. Generally it takes 15-20 days to receive the cards from the company, if a student is hospitalized during this period he/she has to bear the expenses and the bills can be sent for reimbursement later on.
- 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.
- All the students are requested to collect their Health Insurance Cards 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. Students should inform the OSA within 7 days of their hospitalisation and should send the reimbursement claim within 30 days of hospitalisation. Any delay in claim submission will result in rejection of the claim.
- For additional details please refer to the document 'Basic Details for Claiming Medical Insurance' on TISS website www.tiss.edu/students/medical-services.

- We have seen several cases of unnecessary hospitalisation. Therefore, it is essential to consult with any of our three in-house medical officers before admission and they will certainly advise hospitalisation if necessary. This process enables them to call the hospital and talk to concerned doctors to cater to our students. If you feel sick, please see or call any of the doctors before getting admitted to any Hospital:

Name	Telephone/Cell No.
Dr. Rohini Ambekar	022-25513355/ 9920241328
Dr. Paras Soni	022-2527 1566/09820318636
Dr. Sharmistha Majumdar	09764750512/ 9969181616
Dr. Umesh Shenoy	022-27451529/09967285290

- The doctors can be contacted 24x7. If the students are advised for hospitalisation by the doctors they can move to any nearby hospital which is in the list of the Insurance provider. The hospitalisation of the student should be informed to the Programme Manager (SA) as soon as possible. All the students need to take doctor's referral for hospitalisation. In case, students are not able to take the referral before hospitalisation, they should send their friend and get the referral from the Doctors as soon as they are hospitalised because this is a mandatory requirement for processing the cashless claims/reimbursement claims. If they are sending the claim for reimbursement they have to attach the Doctor's referral with the claim form.
- **O Campus Students:** During Medical Emergencies all students are requested to inform the Programme Manager (SA) within 48 hours of hospitalization.
- For emergency assistance to get to doctor or hospital at any time during day and night call any of the following:

Ms. Nirmala Momin 9223214962/ (022 2552) 5182 (R)

Mr. Mahendra Singh 9223214964/(022 2552) 5190 (R)

Mr. Sunil Wankhede 9223214961/(022 2552) 5117 (R)

Mr. Raghunath Shelar 9969572312 /(022 2552) 5121 (R)

Main Gate: 9223214971/(022 2552) 5566

GRIEVANCES REDRESSAL COMMITTEE

In accordance with University Grants Commission Regulations 2012 (The Gazette of India, March 23- 29, 2013), a Grievances Redressal Committee has been constituted. The Grievances Redressal Committee shall have a term of two years. The members of the Committee are:

Name	Cell No.	Extn. No.	E-mail
Prof. S. Sivaraju (Chairperson)	9320955832	5324	sivaraju@tiss.edu
Prof. M Kunhaman (Faculty Member)	7588201513		mkunhaman@rediffmail.com
Prof. Asha Bajpai (Faculty Member)	9870451230	5382	bajpaia@tiss.edu
Prof. Vindhya U. (Faculty Member)	9949037472		u.vindhya@gmail.com
Student Representative (Special Invitee)	To be nominated based on location of grievance and academic merit		

The Grievances Redressal Committee will address the following complaints of aggrieved students:

- Making admission contrary to merit determined in accordance with the declared admission policy of the Institute;
- Irregularity in the admission process adopted by the institute;

- iii. Refusing admission in accordance with the declared admission policy of the institute;
- iv. Non publication of prospectus, as speci ed;
- v. Publishing any information in the prospectus, which is false or misleading, and not based on facts;
- vi. Withhold or refuse to return any document in the form of certi cates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;
- vii. Demand of money in excess of that speci ed in the declared admission policy or approved by the competent authority to be charged by such institution;
- viii. Breach of the policy for reservation in admission as may be applicable;
- ix. Complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;
- x. Non payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
- xi. Delay in conduct of examinations or declaration of results beyond that speci ed in the academic calendar;
- xii. On provision of student amenities as may have been promised or required to be provided by the institution;
- xiii. Denial of quality education as promised at the time of admission or required to be provided;
- xiv. Non transparent or unfair evaluation practices;
- xv. Harassment and victimisation of students, including sexual harassment;

COMMITTEE AGAINST SEXUAL HARASSMENT/GENDER AMITY COMMITTEE

With regard to the Supreme Court Judgment 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 woman is respected rather than being humiliated. Keeping the above guidelines in view TISS has constituted a Committee Against Sexual Harassment (CASH) since 2003.

With the promulgation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Guidelines have become a legislation which is mandatory for all employers to comply with.

Composition

The Committee consists of members of the faculty, administration, service staff and students representatives. The members of the committee for the academic year 2015-2016 at the Mumbai Campus are:

Name	Cell No.	Extn. No.	E-mail
Prof. Nasreen Rustomfram (Chairperson)	9223300722	5680	nasreen_r@tiss.edu
Mr. Mustafa Momin (Member Secretary)	7208002929	5211	mustafa@tiss.edu
Dr. Anuradha Sovani (External Expert)	9821050528	-	anuradhasovani@gmail.com

Name	Cell No.	Extn. No.	E-mail
Prof. Hilarius Beck (Faculty Member)	8108945445	5471	hbeck@tiss.edu
Dr. M. Mariappan (Faculty Member)	9869739984	5523	marim@tiss.edu
Ms. Monica Sakhrani (Faculty Member)	9820738291	5416	monikasakhrani@gmail.com monica@tiss.edu
Ms. Anjali Dave (Faculty Member)	9821117379	5425	anjali@tiss.edu
Dr. Shewli Kumar (Faculty Member)	9833583540	5422	Shewli4@tiss.edu
Dr. Hemal Shro (Faculty Member)	9820633047	5506	hemal.shroff@gmail.com hshroff@tiss.edu
Ms. Susheela Ashok (Admin. Rep. Member)	9930232063	5641	susheela@tiss.edu
Ms. Prachi Sarmalkar (Service Sta Rep. Member)	9969551981	5199	-
Four Student Representatives			

Objectives

The objectives of the CASH are to:

- 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 harasser to the Director.

Procedure for Approaching CASH

The TISS Committee Against Sexual Harassment (CASH) is the Internal Complaints Committee (ICC) relating to complaints of 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 to the CASH may be addressed to the Chairperson of the CASH. If the complaint is made to the Director, Deputy Director or any of the CASH members, they may forward it to the Chairperson of the CASH.

Here it should be noted that according to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, 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;
- Making sexually coloured remarks;
- Showing pornography; and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

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

- 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.

Complaint Redressal Procedure

Procedure for Complaint: A written complaint to the CASH may be addressed to the Chairperson of the CASH. If the complaint is made to the Director, Deputy Director or any of the CASH members, they may forward it to the Chairperson of the CASH.

Immediate Action

- Support and consultation will be immediately provided to the victim.
- On receipt of the complaint CASH will meet as soon as possible but not later than 5 working days.
- During the pendency of the inquiry, the complainant will receive protection against the harasser if required.
- The victim may be referred to a lawyer, doctor and/or counsellor, if necessary.

Procedure for Inquiry

- The Committee will investigate into the issue, through the established procedure, to find out if the accused is prima facie guilty and the nature and extent of the harassment.
- This procedure consists of a first interview with the complainant, and the harasser. If accepted for enquiry, they may be called again, as also significant others will be called, and relevant documents or evidence may also be referred to by the CASH.
- CASH will submit its report to the Director within 6 weeks after the date of receipt of the complaint.
- The Director will discuss the plan of punitive action with CASH and then implement it.
- The complainant and the harasser have the right to appeal to the Chairman of the Governing Board if she/he is not satisfied by the action taken by the Director.

Social Protection Office

Social Protection Office (SPO) has been set up in the institute with the aim of ensuring effective implementation of affirmative action and operationalisation of supportive mechanisms in relation to various disadvantaged communities. Its span of engagements covers the candidates applying for various academic programmes, students admitted and the staff and faculty members of the Institute. SPO facilitates Institute's resolve to implement the reservation policies for admissions and recruitments in letter and spirit. From the Student Service Cell established in the year 1986 and later SC/ST Cell, the mandate has been expanded to include various supportive services for students, staff and faculty members belonging to other disadvantaged social groups such as Other Backward Classes (OBC), Persons with Disability (PWD), Minorities, Kashmiri Migrants and Kin of Armed Forces on the basis of the directives from Government of India and University Grants Commission from time to time.

SPO along with the Office of Students' Affairs (OSA) organises Post-Admission Orientation of students in general and students from deprived communities specially. SPO also organises language proficiency classes for those who require it. Various need-based programmes are also organised ranging from classes on personality development, to special tutorials and language skills.

Scholarship management is another important function of SPO. Under the Central Sector Scholarship Schemes, Top Class Education Scholarships for SC and ST students, Post Matric Scholarship (GoI PMS) for SC, ST, OBC(NC), PWD and Minority categories are facilitated by SPO. Necessary support for various state level scholarships as well as private scholarships is also provided by SPO. The SPO is headed by a Senior Professor in the capacity of Dean and is supported by an Associate Dean and support staff.

For further details please contact the Section Officer (SPO), Mr. Vinayak Shinde (Extn.5233) or the Dean (Social Protection), Prof. Vijay Raghavan.

STUDENT SUPPORT SERVICES

Office of Dean (Students' Affairs)

Prof. P K Shajahan (Professor, School of Social Work) is the Dean (Students' Affairs) (Extn. 5381/9833732592). This office is supported by Programme Manager (Students' Affairs) and extension is 5916. Both will be available for advice and support.

Section Officer (Hostels)

Ms. Nirmala Momin is the Section Officer (Hostels). Her extension numbers are 5215 (O) and 5182 (R).

Student Support Services Committee

In order to better coordinate student support services, an empowered committee has been constituted.

The members of the Committee are:

Name		Cell No.
Prof. P K Shajahan, Dean, Students' Affairs	Chairperson	9833732592
Prof. Vijay Raghavan, Dean, Social Protection	Member	9820565165
Prof. Katy Gandevia, Consultant, Counselling and Medical Services	Member	9819140820
Prof. Asha Banu Soletti, Warden	Member	9987541115
Prof. Jacquleen Joseph, Warden	Member	9324710533
Ms. Roja Pillai, Warden	Member	9029001646
Ms. Nirmala Momin, Warden & SO (Hostels)	Member Secretary	9223214962
Mr. SRK Ganesh Goud, Warden	Member	9321023295
Mr. Gaurishankar Kamble, Programme Manager, Students' Affairs	Member	9833686192
President, Students' Union	Member	
Representative of Students' Union	Member	
Invited Members*	Member	
Prof. Asha Banu Soletti, Warden	Member	9987541115
Prof. Jacquleen Joseph, Warden	Member	9324710533
Ms. Roja Pillai, Warden	Member	9029001646
Ms. Nirmala Momin, Warden & SO (Hostels)	Member Secretary	9223214962

Health Centre

The Institute provides Medical and Counselling Services for Students and Staff through the Health Centre located in both Campuses.

Medical Services

Four Medical Officers visit the Institute six days a week with at least one doctor available from 10 am to 8 pm. The time schedule for visiting the Doctors is displayed in the Health Centre of Main and Naoraji Campus. The Institute provides free medical consultation services. Those desiring to see the Hon. Medical Officers are advised to put slips with their names, in the box fixed to the door of the Medical Room. Illness of hostel residents should be notified to the concerned Warden or Section Officer (Hostels) without delay.

Necessary oral medicines, dressing material, emergency injectables, IV fluids and vaccines are available at the Health Centres in both the campuses. Medical Centre at Main Campus has the arrangement to keep the students requiring medical attention, postoperatively or suffering from infectious diseases, for general observation not requiring Hospital admission.

Name and Telephone	Address	Days of Visit and Consulting Hours	
		Main Campus (Health Centre)	Naoraji Campus (Health Centre, Near Hostel V)
Dr. R. V. Ambekar 9920241328 25513355 (R)	12-13, Gulmohar, Deonar Baug, Dattaguru Housing Society, Deonar, Mumbai 400 088	Monday, Thursday and Friday: 10 am to 1 pm & 3 pm to 6 pm Tuesday and Wednesday: 10 am to 1 pm Saturday (1st and 3rd): 11 am to 1 pm	Tuesday and Wednesday: 3 pm to 6 pm.
Dr. Paras Soni 9820318636/ 25271566	170/24, Thakkar Bappa Colony, CST Road, Chembur, Mumbai-400071	Tuesday: 3 pm to 6 pm Saturday: 4pm to 7 pm	Thursday: 3.30 pm to 6.30 pm
Dr. Sharmistha Majumdar 9764750512/ 9969181616	Flat No. 102, Plot No. 98, Sector-11, Koperkhairane, Navi Mumbai	Monday, Tuesday, Wednesday & Friday: 6 pm to 8 pm	Thursday: 11 am to 1 pm
Dr. Umesh Shenoy 9967285290 / 27451529	604, 6th floor, C-wing, Haware Tulsi CHS, New Panvel	Wednesday: 3 pm to 6 pm Thursday: 6 pm to 8 pm Saturday (2nd and 4th): 11 am to 1 pm	Monday and Friday: 11 am to 1 pm & 3.30 pm to 6.30 pm Tuesday and Wednesday: 11 am to 1 pm

Hospitals and Nursing Homes

All students of TISS are members of the Group Health Insurance Scheme. They are provided cashless hospitalisation services as well as personal accident cover and annual OPD reimbursements. Services of a list of hospitals and nursing homes (Annexure VIII) located near the institute are available for students in

case of illness and emergency. The students should approach the Institute Doctors for a referral. The list of clinics/nursing homes and hospitals located near TISS are:

Hospital / Clinic	Address	Telephone No.
Shatabdi General Hospital	Shatabdi General Hospital (BMC) Near Dukes Factory, W.T. Marg, Mumbai 400 088	25564069/70/71, 25564069
Nova Medical Center	Nova Medical Center, Ujagar Compound, Opp Deonar Bus Depot Main Gate, Deonar, Chembur East, Mumbai - 400088	43344600, 43344609
Inlaks Hospital	Inlaks Hospital, Chembur Camp, Chembur, Mumbai 400074	25204160/ 25204162 61500300
L.T.M.G. Hospital	L.T.M.G. Hospital, (Known as Sion Hospital), Sion, Mumbai 400022	24076381/24076382
Joy Hospital	Joy Hospital, Near Chembur Post Office, Chembur, Mumbai 400071	25286911/25223939 700/701 (Extn.)
Surana Sethia Hospital	Surana Sethia Hospital, Sumannagar, Sion-Trombay Road, Chembur Mumbai 400071	33783376/33783300

Special Consultants

Designation	Name	Address	Telephone No.
Gynaecologist	Dr. Shashank Shah	Ashwini Maternity Home and Gynaecologist Hospital, Atur Park, Bldg No. 3, Opposite Matri Park, V.N. Purav Marg, Chembur, Mumbai 400071	25203845 25203788
Gynaecologist	Dr. Jyoti Kulkarni	Nova Medical Center Ujagar Compound, Opp Deonar Bus Depot Main Gate, Deonar, Chembur East, Mumbai 400088	43344600 43344609
Orthopaedician	Dr. Ashith Rao	Das Hospital, 3rd Floor, Gagangiri, Complex, 18 Road, Near Ambedkar Garden, Chembur, Mumbai 400071	9820046855
	Dr. Himanshu Bendre	Joy Hospital, Near Chembur Post Office, Chembur, Mumbai 400071	25286911 25223939700 25223939701
General Physician	Dr. Prashant Melmane	3rd Floor, Gagangiri Complex, 18 Road, Near Ambedkar Garden, Chembur, Mumbai 400071	9820145237 25288979
	Dr. Vikrant Shah Dr. Amol Pawar Dr. Gore	Joy Hospital, Near Chembur, Post Office, Chembur, Mumbai 400071	25286911 25223939700 25223939701

Designation	Name	Address	Telephone No.
Ophthalmologist	Dr. C.R. Venkateshwaran	Dr. Venkateshwaran Eye & Child Care Centre, 3rd Floor, Gagangiri, Complex, 18 Road, Near Ambedkar Garden, Chembur, Mumbai 400071	25294343
Dentist	Dr. Rajee Rajan	Raj Dental clinic, Shop No-2, Hill View, Deonar Baugh, Deonar, Mumbai 400088	9819448902

Counselling Services

TISS values each and every one of you and strives to make your stay at the Institute productive and stress free. In this regard, the Counselling Centre provides the space that enables you to lead a fulfilling life. The Counselling Centre provides individual counselling to students who approach the Centre to seek professional help on tackling various concerns such as, academic or adjustment concerns, any personal difficulties or for personality development. The Centre provides psychological Assessment if indicated. All interactions between students and counsellors such as, counselling sessions and/or reports are kept confidential and not shared with anybody. This information cannot be sought or obtained by anyone under RTI as it is a confidential document.

In addition to individual counselling, the Centre conducts various recreational and creative activities with and for students, like the "Mela", Stress busters, Self Reflection activities, Workshops on Time Management, Building Resilience, Understanding Relationships and other development activities. It runs a well established "Peer Support Programme". A new initiative of the Counselling Centre is a fortnightly E-Bulletin, "TISS Bytes" brought out by the centre and circulated to students.

The Institute has experienced Counsellors, one full-time and five part-time. They are located in the Health Centre in the Main Campus and can be contacted on 5612 (Extn.). They are also available in the Naoroji Campus in Hostel No.5, Ground Floor, where they can be contacted on 5914 (Extn.).

The Counselling team also consists of a visiting Psychiatrist in the Main Campus once a week. She is available for consultation with prior appointment.

Drop into the centre for a chat or to discuss any concerns. You can also be involved with the activities of the Centre. The names of the Counsellors and contact details are given in Annexure X.

The schedules of the Full-time and Part-time counsellors is displayed on the Counselling Centre Notice boards in the Dining Halls and the Health Centre, Main Campus and near the Counsellor's room in the Naoroji Campus.

Counsellors on Call

Services of well-known counsellors in the city are also available for support for our students. They can be contacted through their cell phone for any support you may require. These friends of the institute will be happy to talk to you. Their contact details are given in Annexure XI

Peer Supporters

The Counselling Centre trains student volunteers as Peer supporters to provide emotional support to their fellow students. They also contribute in planning and implementation of the outreach activities of the Counselling Centre. Committed Peer Supporters are awarded a certificate at the end of two years.

M.K. Tata Memorial Gymkhana and Recreation Centre

The M.K. Tata Memorial Gymkhana and Recreation Centre is a comprehensive wellness centre open to all students. The centre is equipped with treadmills, cross trainer, exercise cycle, multi-gym station, cable cross over, squat rack with lateral pulley and other strength training equipments. Besides, there is Badminton Court at second floor and several other Indoor Games like Carrom, Table Tennis, Chess, etc., available for students.

The facilities are open from 6.00 a.m. to 9.00 p.m. and qualified trainers have been engaged for using the gymnasium and yoga facilities. Gym trainer is available from 6.00 a.m. to 9.00 a.m. and 5.00 p.m. to 8.00 p.m. Monday to Saturday. Yoga Classes are conducted from 6.00 p.m. to 7.00 p.m. from Monday to Friday.

OTHER FACILITIES

Railway Concessions

Railway concession process is facilitated by the Academic Section. Students are advised to approach the Academic Section at least 5 days in advance to the intended date of booking of the ticket. For journey to hometown (during vacation) and fieldwork / study tour / internship / rural practicum (as per the academic requirements), students should fill in the details in the prescribed form available with the Academic Section. The forms should be submitted along with Date of Birth Certificate, Caste Certificate (for SC/ST students) and Bonafide Certificate (for Ph.D/M.Phil Students). As per Railway rules, the Institute is authorised to issue concession forms only for journey to the student's home town, as stated in his/her application form for admission.

Necessary support for availing concessional season tickets for Local Railway Travel is also extended by the Academic Section. No concession is granted for the same period in case of loss of the concessional season ticket, as per Railway Rules. The age limit of students eligible for the above concessions is as follows:

General : Below 25 years

SC/ST : Below 27 years

M.Phil. : Below 27 years

Ph.D. : Below 35 years

First-Aid

The first-aid box is available at the Purchase and Stores Section for Study Tour/Rural Practicum purpose. Regular first aid facilities are also available with the Purchase and Stores Section. Anti-Snake bite kit is available with the Security at the Main Gate. First -Aid box is also available at every Security Guard Post, all Hostels, Gymkhana and Convention Hall.

CONVOCATION

Convocation Formalities for Second Year students only (in the first week of January)

Testimonials: Testimonial is a comprehensive certificate of all curricular and extra-curricular activities each student has undertaken as part of the educational programme at the Institute. Students are required to fill the form available with the respective School Secretariat for giving details of Rural Practicum, field work, study tour, and other curricular and co-curricular activities undertaken by them. Testimonials will be given to students along with the Grade Cards and the Degree Certificates at the time of Convocation. However, issue of testimonial is not mandatory on the part of the Institute. Institute reserve the right to deny testimonial to any student on disciplinary grounds.

Block Field Work: After completion of Block Field Work / Internships, every student should produce a certificate from the agency where they were placed, stating that they have completed the block field work satisfactorily, and submit it to the concerned School Secretariat so as to mention the same in the Testimonial. If the student fails to produce the Block Field Work/Internship completion certificate, they will not be awarded degree.

Photograph Formalities: Notice will be issued during the last week of class in IV semester.

Clearance Certificate: The No dues form is available in the Accounts Section. Clearance should be obtained from all Sections before the Convocation. Students are required to produce all the deposit receipts (for hostel, DH, and so on) received at the time of admission from the Section Officer (Cash/Accounts) to claim the refund of all deposits after the Convocation.

Degree in Absentia: The degree will not be handed over in person on the day of Convocation to those students who do not attend the Convocation function. A student, who wants to receive his/her degree in absentia is required to apply for the same in the prescribed format available with the Academic Section, along with a fee of Rs. 500/- for Indian Students and US\$ 50 for International Students and postal charges of Rs. 200/- for Indian Students and Rs. 1000/- for International Students.

Normally applications for degrees in absentia are processed within one week from the date of the convocation or the date of application whichever is later.

A student who do not apply for Degree in absentia and also not attend the Convocation will not be issued a degree.

SECURITY GUIDELINES

Hotline for Students

Students can call the TISS on Hotline Number (022)2552 5111 in case of emergencies at any time. The Security personnel at the gate will receive such calls from any faculty/ students/staff and will act on it immediately. The call will be treated as urgent and a procedure mentioned below will be followed after receiving the call:

As soon as a phone call is received on Hotline, the security personnel will carefully listen to the call and properly note down the caller's name and from where he/she is making a call. Remember to call the police for assistance.

In Medical emergencies, the Security Personnel or the Hostel attendant will contact Section Officer (Hostels) for which the Section Officer (Hostels) would arrange for a vehicle and send the student to the Doctor with the Students' Union representative and inform the Warden of that Hostel.

These guidelines aim to provide all students and residents of TISS with up-to-date information and reference on the various aspects of security of the Institute.

Entry into the Institute Main Campus or the Naoroji Campus Annexe is through the authorised gates. Trespassers will be prosecuted.

Security Measures

Security measures impose restrictions and are, therefore, irksome but they are, nonetheless, essential. Security is the concern of everyone in the Institute and is the responsibility of its residents. The following are some of the security measures to be adopted to ensure maximum protection for all its residents. No safe or cabinet containing documents or files, books anything valuables is to be left unattended at any time. It is desirable that these should always be kept locked when not in use.

All students are required to carry their Identity Cards at all times. They must assist the security staff in carrying out their duties by producing their Identity Cards or evidence of their identity at the times of entry and exit from the Institute Campus, without demand.

Preventive security will also depend on sharing information for immediate help with the security guard on duty. Hence, students are requested to be more cautious and inform the security guard at the gate. Immediate help can then be offered. Some preventive security measures to be taken by all are as follows:

Do not let strangers/visitors, posing as unauthorised vendors, salesperson, and so on into your rooms.

If you see any unknown visitor/stranger/vendor/salesperson moving anywhere on campus in a suspicious manner, please inform the security personnel at the gate immediately for further necessary action.

It is advisable that purchasing from your doorstep should be done only through a known and reliable vendor and who has an Identity Card issued by the Institute.

If you are alone in your room, and if there is an unknown visitor/stranger at the door, you could request your neighbour and ask him/her to be present, while you are attending to the visitor/stranger.

Avoid keeping excess cash/valuables in the room. Students should take special care of their personal belongings and keep them locked to avoid theft.

It is advisable to keep the respective room door/hostel door of the Ladies Hostel to be closed, especially, during night time.

Avoid moving in lonely/deserted places alone, and especially during the night.

If any criminal incident happens inside or outside the campus, the student should go to police station along with the security person to report the incident and lodge the complaint.

Students hiring auto-rickshaw/taxi outside the TISS gate must inform the registration number of the vehicle to the security guard or enter the registration number in the register available on the gate, particularly after sunset. A Security Guard has been assigned this task.

Simultaneously, students can also keep their friends/roommates informed about their movement/travel plans outside the Institute.

All students are advised to either note or save the TISS Hotline number 022-25525111 & 022-25525100 on their mobile phones and call these numbers, in case of emergencies at any time.

Always consider to use a buddy system and avoid walking alone outside the campus at night. Carry your TISS Identity Cards and stay safe.

TRAFFIC AND PARKING OF VEHICLES INSIDE THE INSTITUTE

The speed limit inside the Institute is 05 kilometres per hour to avoid accidents. Please do not exceed this speed limit.

Overnight parking of commercial vehicles inside the campus, without prior permission, is not allowed. Students may park their private/personal vehicles in the Institute at their own risk without creating any hindrances to others. All students should obtain a vehicle pass from the Security Office. This will enable the security personnel to identify your vehicle. Visitors may park their vehicles at their own risk and the Institute will not be responsible for the safety of their vehicles and or for any damage or missing parts thereof.

Parking of vehicles in front of “NO PARKING” boards is strictly forbidden

No auto-rickshaws or taxis will be permitted except to convey incapacitated persons or if the user has heavy luggage. Rickshaws/taxis are not to be detained and are to be dismissed immediately.

All students, those who own vehicle must park their vehicle at the main gate of Main Campus and Naoroji Campus.

FIRE SAFETY AND FIRE FIGHTING APPLIANCES

Smoking is prohibited in the office rooms, class rooms, hostel rooms and in the public areas of the Institute. Do extinguish lit matches and cigarettes ends before disposing it in the dustbin. Please do not throw them over the side of the road. Use of incense sticks and oil lamps is prohibited inside hostel rooms.

The Institute's fire extinguishers are kept in readiness for instant use. Students are requested to familiarise themselves with the location of the various fire extinguishers kept in the Institute. Every effort is to be made to put the fire out through available local sources. The sprinkler bulbs should be free from any obstacles and care should be taken that they are not hidden behind cupboards, baggage etc. Take care that sprinkler bulbs are not physically damaged.

The following action is to be taken in case of a fire: Raise an alarm, by shouting ' fire, fire, fire... Try to put out the fire, till other help arrives. Inform the security at extension 5566 or 9223214971 or the Telephone Operator at extension 9.

REFUND OF DEPOSITS

Students will also be required to produce all the deposit receipts (for hostel, DH, and so on) received at the time of admission from the Section Officer (Cash/Accounts) to claim the refund of all deposits after the Convocation.

IDENTITY CARD

In your own interest you must carry the Institute's Student Identity Card at all times. You must show the Identity Card to the Security at the Gate, while entering the campus and whenever requested for. Loss of identity card should be reported to the concerned authorities and an application for a duplicate must be made to the Academic Section. A duplicate Identity Card will be issued within 2 working days on payment of Rs. 100/-. In case of such a loss, the student must procure a letter from Office of Students' Affairs to use for two days till the card is replaced. This measure is to ensure safety and security of the students and must be respected. If a scholar gets an extension, he/she will have to apply for another ID card stipulating the time period of the extension. Scholars will not be allowed to carry the old and expired ID cards.

PART 3

CURRICULUM FOR DECENTRALIZED PROGRAMMES

TISS MUMBAI

ADVANCED CENTRE FOR WOMEN'S STUDIES

INTEGRATED M.PHIL.–PH.D. IN WOMEN STUDIES

The M.Phil./Ph.D. programme in Women's Studies is built on our experience and learning from the M.A. in Women's Studies offered at TISS since 2009. The purpose of the Integrated M.Phil./ Ph.D. programme in Women's Studies at TISS, Mumbai is to train scholars with a theoretical and empirical commitment to gender justice, and to advance the research and scholarship objectives of the Advanced Centre for Women's Studies (ACWS). The programme in Women's Studies is offered for 2 years spread over the 4 semester teaching calendar of TISS. The course has been offered since June 2013. The first year of the Programme will consist of two semesters of course work followed by one year for completing a M.Phil. dissertation. The coursework for the programme is on theories and practices in development and research methods. The dissertation topic selected by students will specifically be on Women's Studies. After successful completion of the two years M.Phil. Programme, the students with minimum CGPA of 7.5 will have the option of moving to the Ph.D. Programme which will be of 3 years duration and will require successful completion of Ph.D. Thesis. The usual process of proposal and synopsis presentation at TISS will be followed. The students will have the option to exit the Programme after two years of successful completion of M.Phil. Programme.

Programme Structure

The duration of the M.Phil. Programme in Women's Studies shall be two years, spread over four semesters and coinciding with the academic calendar of the Institute.

The M.Phil. programme shall carry a total of 46 credits and will have the following components:

- i. Basic Courses (BC) (12 Credits): These consist of three courses (6 credits) in the theory and practice of research including feminist research; two courses (6 credits) that provide foundational knowledge in the major currents of social science discourse, and basic concepts related to the interdisciplinary field of Women's Studies.
- ii. Optional Courses (OC) (4 Credits): The two courses of 2 credits each, to be chosen by a student from the list of courses (that can be revised from time to time) will help extend or update her/his knowledge in the (sub) discipline that s/he has chosen to do research in.
- iii. The Dissertation under the supervision of a faculty member will proceed through the stages of synopsis formulation, preparation of a bibliography, familiarisation with the literature available on the selected research problem, and the student's original research per se. The dissertation shall be evaluated and graded by the guide and an examiner external to the Centre appointed by the Director from a panel of experts suggested by the AMC.

The Integrated M.Phil.–Ph.D. Programme has two key milestones:

M.Phil. Programme

1. *Semester I Courses*: There will be three basic courses (8 credits) that provide the foundational knowledge in the major currents of social science discourse, and basic concepts related to the interdisciplinary field of Women's Studies.
2. *Semester II Courses*: There will be two basic courses (4 credits) and two optional courses of 2 credits each, to be chosen by a student from the list of courses (that will be revised from time to time) will help extend or update her/his knowledge in the (sub) discipline that s/he has chosen to do research in.

3. *Semester III & IV- Dissertation:* The coursework in the first year of the Programme is intended to prepare students for research, and the research undertaken by students in the second year culminates in a dissertation (30 credits) submitted by the students at the end of the Programme. The usual process of M.Phil. dissertation evaluation will be applicable.

Courses for Integrated M.Phil.–Ph.D. Programme in Women's Studies

Semester	Course No.	Course Title	Credits
I	BC 01	Contemporary Social Science Discourses and the Feminist Engagement	4
	BC 02	Feminist Approaches to Disciplines, Methodologies, Methods and Tools Part I	2
	BC 03	Theorizing Feminisms*	2
	Total Credits (semester I)		8
II	BC 02	Feminist Approaches to Disciplines, Methodologies, Methods and Tools Part II	2
	BC 04	Reading, Writing and Interpreting: Texts and Contexts	2
		(choice of any two of the following optional courses)	2+2
	OC 01	D Disability, Body, Intersectionalities	
	OC 02	Perspectives and Themes on Labour, Migration and Globalization	
	OC 03	Women in South Asia: Movements and Writings	
	OC 04	Technology and Women's Bodies: Revisiting the Lived Experience Debate	
	OC 05	Citizenship, Human Rights and Women	
	OC 06	Women, Violence, Justice and Peace: An Introduction to Feminist Peace Studies	
	Total credits (semester II)		8
III & IV	Dissertation	(process including synopsis preparation, literature survey, original research and writing)	30
	Total Credits (semesters I,II,III &IV)		46 46

Notes: 1. BC = Basic courses, OC = Optional Courses.
1 credit is equivalent to 15 hours of instruction

Ph.D. (years 3-5)	Degree will be awarded after successful completion of thesis
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Ph.D. Programme

Ph.D. Thesis: will require successful completion and defence of Ph.D. Thesis after obtaining M.Phil. Degree with prescribed CGPA.

Mode of Instruction

Apart from lectures, there will be other pedagogical methods in use: seminars, specialized workshops designed by faculty and the research scholars, projects, and so on. Additionally the Centre organizes talks; students could initiate a discussion forum for seminars and guest lectures.

DIRECT PH.D. IN WOMEN STUDIES

In addition to the Integrated M.Phil.–Ph.D. programme, a direct Ph.D. Programme is also offered by the Centre. In addition to meeting the requirements of the Ph.D. thesis (as specified above), Direct Ph.D. students will also need to complete the mandatory coursework for Direct Ph.D. students (offered in two modules of two weeks each during the first semester) as outlined in Part 1 of the M.Phil.–Ph.D. Handbook. The Centre also organizes specific workshops for its students from time to time for Direct Ph.D. students in addition to the generic modular workshop for all Direct Ph.D. students.

CENTRE FOR STUDY OF SOCIAL EXCLUSION AND INCLUSIVE POLICY

INTEGRATED M.PHIL.–PH.D. IN INCLUSIVE DEVELOPMENT AND SOCIAL JUSTICE

The Integrated M.Phil. - Ph.D. programme in *Inclusive Development and Social Justice* (IDSJ) is aimed at enabling every student to explore and understand: a) why people belonging to certain castes, Tribes and religious Minorities of India face discrimination, marginalization, exclusion and even brutal violence; and b) what would be the implications of such exclusions and violence to the concept of *citizenship*, *social justice*, and *fraternity*. These ends would be realised through taught courses, relevant literatures drawn from diverse sources and disciplinary orientations, and from his/her own research, besides other possible modes.

The scholars would be exposed to number of contesting and complementing ideologies and perspectives so as to help them understand in a more nuanced way the forces and process of social exclusion and exploitation on the one hand, and on the other the role of state and other actors in ending such issues, and also the challenges faced in the process. Exclusive courses are offered to build students' research skills to unravel the objective and subjective dimension of field reality.

The thrust areas of research:

The thrust areas of research for the students of this programme include all issues pertaining to the deprived/excluded/marginalized castes, Tribes and religious Minorities.

Programme Structure

The Integrated M.Phil.–Ph.D. programme in Inclusive Development and Social Justice carries a total of 48 credits, distributed over three components: 1) Compulsory courses, 2) Optional courses and 3) Dissertation as given below:

Sl. No.	Credit breakup	Credits
1	Five compulsory courses (Four 2 credit courses + One 4 credit course)	12
2	Three optional courses of 2 credit each, to be chosen out of 6 optional courses.	06
3	Dissertation	30
Total credits		48

First Semester Courses

Course No.	First Semester Courses	Credits
IDJ-1	Perspectives on Social Justice and Inclusive Development	2
IDJ-2	Paradigms of Social Exclusion	2
BC 03	Quantitative Research : Theory and Practice	2
BC 04	Qualitative Research : Theory and Practice	2

Second Semester Courses

Course No.	II Semester Courses titles	Credits
IDJ-3	Development of Deprived Castes, Tribes and Religious Minorities	4
OIDJ-1	Nation-State and Inclusive Governance	2
OIDJ-2	Poverty, Inequality and Human Development	2
OIDJ-3	Caste Movements	2
OIDJ-4	Tribal Movements	2
OIDJ-5	Religious Minority Movements	2

M.Phil. Thesis

A total of 30 credits is devoted to dissertation writings, of which 6 credits exclusively for research proposal which to be finalised and defended by the end of second semester. By the end of second semester, the students are expected to begin the process of data collection, whether primary or secondary. By the second month of third semester, they are expected to complete the data collection process and start the dissertation writing process. The entire dissertation work including literature review, data collection and data analysis and report writing to be completed within the stipulated two year period of the programme under the guidance of a faculty supervisor.

Evaluation of Course Work and M.Phil. Thesis

The students' performance in the course work would be evaluated on the basis of their performance in the examinations/term papers, class presentations or any other mode of evaluation adopted for the purpose. The students are expected to submit reports on regular intervals on the progress of their research work to the M.Phil./Ph.D. programme coordinator with the signature of the research guide concerned. Prior to the submission of final dissertation, each M.Phil. student is required to make a presentation on the research done. Three copies of the dissertation have to be submitted to the Centre. The evaluation of the dissertation or research work would be as per the norms and regulations of the UGC.

Pedagogy

The course work would be based on class room teaching along with other interactive methods of seminar presentations and discussions by the students and faculty concerned. The research work would be based on a one-to-one interaction between the guide and the student. The students are expected to coordinate with the M.Phil./Ph.D. and decide on a date in advance for the presentation of his/her chosen research topic. They are expected to contact the faculty members of the Centre whose academic expertise is related to their research interest for academic guidance.

SCHOOL OF DEVELOPMENT STUDIES

INTEGRATED M.PHIL.–PH.D. IN DEVELOPMENT STUDIES

The Integrated M.Phil.–Ph.D. Programme in Development Studies is a five years (2 years M.Phil.-3years Ph.D.) Programme. The M.Phil. programme is a full time programme for the duration of 2 years. This would include 2 semesters of course work and 12 months of dissertation writing. The candidates would also be expected to develop their proposals during course work. The M.Phil. Scholars, after completion of two years course work, have the benefit of a mid-stream option. Scholars who have secured an overall grade point of 7.5 have the option to move to Ph.D. Programme without completing 12 months of dissertation writing.

The course work would be based on class room teaching along with other interactive methods of seminar presentations and discussions. The research work would be based on a one-to-one interaction between the guide and the student. However, the student would also be expected to submit reports on regular intervals on the progress on the research work to the M.Phil. programme coordinator.

After the successful completion of the coursework, students will be assisted in the choice of research guides based on their research interests. During the period of the course work, the student/s would be expected to interact with prospective guides/faculty to discuss their research interest. At the end of course work, students would also be expected to present their research proposals.

After successful completion of the two year M.Phil. Programme, the scholars are required to submit research paper and will be interviewed for moving on to the Ph.D. Programme, which will be of 3 years duration and will require successful completion of Ph.D. Thesis. The usual process of proposal and synopsis presentation will be followed.

Programme Structure

1. The M.Phil. Programme in Development Studies, which carries a total of 46 credits, has three components:

Compulsory Courses (MDS) (10 credits) : The compulsory papers would include two papers on research methods in social sciences and three papers on the thematic area of development.

Optional Courses (MDSO) (6 credits) : The optional papers offered would be based on various sub-themes within the theme of development, seeking to address the specialized interests of the students as well as papers on advanced statistical techniques, GIS and spatial statistics. Students would be given the choice of taking three optional papers (of 2 credits each).

Dissertation (MDSO) (30 credits): The dissertation would involve fieldwork, research and writing over a period of one year under the guidance of a faculty supervisor.

Semester-wise Listing of Courses

Semester	Course Titles		Credits
I	MDS1	Development Discourses And Practices	2
	MDS 2	Perspectives In Development	2
	MDS 3	Development Experiences- International Perspectives	2
	MDS 4	Critical Issues in Philosophy of Social Science Research	2
II	MDS 5	Methodological Issues in Development Research	2
	MDSO1	Changing Geopolitics in the Contemporary World Order	2
	MDSO2	Social Justice and the City	2
	MDSO3	GIS and Spatial Statistics	2
	MDSO4	Health, Nutrition and Development	2
	MDSO5	Advanced Statistical Techniques	2
	MDSO6	Population and Development	2
	MDSO7	Idea of India: Discourses and Practices	2
	MDSO8	Interpreting Justice and Welfare; An enquiry into the nature of politics	2
	MDSO9	State, Democracy and Democratic Politics in India ; Institutions and Processes	2
	MDSO10	Tribes in the Contemporary World	2
	MDSO11	Ethnography, Governance and the City	2
	MDSO12	Public Economics	2
III & IV	MDSO	Dissertation	30

Students are expected to take 3 optional papers which are of 2 credits each in Semester II

2. Provision for supervised Self study papers/Directed Readings can be made for M.Phil., which would enable students to develop core competency in any specific field related to their research. These would be non-graded papers equivalent to auditing. It is not mandatory to have a self study paper. Not more than two self study papers can be taken by students during the Programme. They may approach any faculty member of the Institute for the same. The self study paper would not be exactly identical* to any course offered at the Institute at the Master's level. Faculty concerned would submit a note to the Coordinator of the Programme stating broadly the content and pedagogy of the paper.

*Note: If the faculty deems it necessary s/he may direct the student to attend the lectures of any existing Master's level course with the prerequisite that the self study has some additional component in terms of content and/or application which makes the course suitable to the M.Phil. Programme).

3. The institute has permitted M.Phil. students mid stream option, i.e. students who secure 7.5 grade and above in M.Phil. coursework can opt for Ph.D. soon after. This provision applies to M.Phil. (Development Studies) also. However, the aspirants would be expected to submit a research proposal and face an interview to qualify for the same.

Pedagogy

The course work would be based on class room teaching along with other interactive methods of seminar presentations and discussions. The research work would be based on a one-to-one interaction between the guide and the student. However, the student would also be expected to submit reports on regular intervals on the progress in research work to the M.Phil. programme coordinator.

Evaluation

The students would be evaluated for the course work through end term examinations/ term papers, and class presentations. Prior to submission, the M.Phil. student would be expected to make a seminar presentation related to the dissertation. Three copies of the dissertation have to be submitted to the School. The evaluation of the dissertation or research work would be as per the norms and regulations of the UGC.

DIRECT PH.D. IN DEVELOPMENT STUDIES

Programme Structure

The Ph.D. programme would be for 3 years, with an initial 6 month period for course work. Extension could be granted for 1 year. Thereafter, extension requests would be considered case by case and would not exceed more than 6 months at a time.

The School seeks to keep the programme flexible without giving up on the academic rigour necessary for Ph.D. research. For this reason, the School has decided to keep the course work optional for those with an M.Phil., i.e., a scholar with an M.Phil. degree may opt out of Ph.D. course work if s/he wishes to. This provision also applies to scholars who are enrolled for the M.Phil.–Ph.D. programme in the School. On completing their M.Phil., they can opt out of the 6 month course work in the Ph.D. programme. On the other hand, in certain cases, the School may provide admission to candidates for a direct Ph.D. on the condition that they audit the M.Phil. course work offered in the School.

The Ph.D. course work would be of 6 months and would be seminar/workshop based, wherein the scholar would be expected to present 3 papers on her/his related area of research and research methodology. In this duration, the Ph.D. scholar will be affiliated to one or more faculty in the School/Institute who specializes in the related area of research. Besides this, Ph.D. scholars would also be expected to work on their proposals and present the same at the end of course work.

The scholars would be expected to coordinate with the M.Phil./Ph.D. coordinator and decide on the date and topic of the presentations in advance.

Evaluation of Ph.D. Course Work

The seminar/workshop papers will be assessed and graded by the faculty members associated with them.

Examination of the Ph.D. Thesis

The evaluation of the Ph.D. thesis would be as per the norms and regulations of the UGC, which includes the provision of publishing at least one paper in a peer reviewed journal. Before submission of the thesis, the Ph.D. scholar would be expected to make a formal seminar presentation in the School.

SCHOOL OF HEALTH SYSTEM STUDIES

The M.Phil.–Ph.D. Programmes offered by the School of Health System Studies are one of the few academic programmes in the field of health care management and public health at the university level in the country. The programme was conceptualized to meet the demand for creating a demand for a public health and health systems leadership who are able to guide the nation as thought leaders for the health sector and creative implementers of health programmes. Our master's programme provides for professionally trained health managers at district, state and national level and it provides managers for both corporate and public hospitals. Our doctoral programmes goes beyond this to generate new theoretical insights into these disciplines, and generate leaders who can come up with creative solutions to meet the emerging challenges of public health and health systems. In an age of incredibly rapid advances in the biomedical frontiers, the school aims to generate thought leaders who can shape health policies and help design health systems, which are equitable, caring and humane. This requires a grasp of both technology and the social sciences at its interface, and by its very nature is a highly inter-disciplinary and cross-disciplinary endeavour.

These doctoral programmes in School of Health System Studies (SHSS) will generally follow the TISS doctoral curriculum format, but incorporate some unique features in the curriculum. At the outset, applicants will apply to one of the two M.Phil./Ph.D. programmes. They will be selected on the basis of the Research Aptitude Test (RAT) and the personal interview. A research guide would be allotted to the students at the time of admission based on their expressed area of interest. It is expected that students whose dissertation topic and area of interest is in areas like health management, health policy or health economics will opt for the M.Phil./Ph.D. in Health Systems Management, while those who wish to work in the area of public health with a focus on demography, social aspects of health and illness, and epidemiology will opt for the M.Phil./Ph.D. in Public Health.

Once admitted, students would be required to complete five mandatory courses in their first semester. These five courses would be common for both programmes and would provide students with a basic understanding of social sciences and research methodology. In the second semester, students would be asked to complete three courses from the available selections for their degree. Students will be encouraged to choose courses based on their proposed dissertation topic and in consultation with their research guide. In addition, they will do a literature review and attend sessions on scientific writing.

Requirements for M.Phil./Ph.D.

Applicants should have completed a UGC-recognised master's degree in any field at the time of application for the M.Phil./Ph.D. programme. The requirements for marks for masters and other degrees will be as per what is followed at the Institute level. Those who have completed a master's degree in health administration, hospital administration or public health from the School of Health Systems Studies, TISS will complete the coursework and other requirements as prescribed below. However, those with a Masters from TISS in hospital/health administration course who wish to switch to the M.Phil./Ph.D. in public health will need to audit two courses from the ongoing public health programmes (at the Masters level). Also, those with a Masters in Public Health from TISS wishing to switch to an M.Phil./Ph.D. in Health Systems Management will need to audit two courses from the ongoing health/hospital administration programmes (Masters level). Applicants with a master's degree from any other field or from any other institution will be required to audit a few, relevant courses from the ongoing master's programmes offered by the school. These courses will be determined based on which M.Phil. programme they have been admitted for and in consultation with their guide. This will be done to ensure basic understanding prior to taking advanced courses and to create a level playing field.

Programme Structure

Component I (Semester One)

Basic courses (BC): 10 credits: These basic courses will aim to develop a deeper understanding of the

philosophical underpinnings of social science research and build competence in designing and in the practice of health research. All basic courses are mandatory for all M.Phil./Ph.D. students enrolled in the School. The basic courses (common to both programmes) to be offered in the first semester include:

Name of the course	Credits
Philosophical foundations of social science research and health	2
Theoretical perspectives on social sciences in health	2
Quantitative research methodology	2
Qualitative research methodology	2
Statistics for health research	2
Total	10

Component II (Semester Two)

In the second semester, students will be required to choose three courses (6 credits) based on the degree programme that they have enrolled for (viz. Public Health or Health Systems Management).

Literature Review: 6 credits.

During the course of the second semester, each student will also be expected to review literature with the purpose of publication in a peer reviewed journal. The student will be encouraged to select a theme related to his/her area of research interest. The student will receive supervision for their literature review from their research guide.

Scientific Writing: non-credited

The students of both programmes will be provided with seminars and lectures in order to develop and enhance their scientific writing skills. This will include components on writing skills, critical analysis of published papers, and organisation of manuscripts and grant writing.

Components III and IV (Semesters Three and Four)

During the course of their second year, students will be expected to work only on their dissertation.

Dissertation: 24 credits.

The dissertation is to be completed during the course of the second year. It carries a total of 24 credits. The thesis will be evaluated as per the evaluation guidelines of the Institute for M.Phil. students.

M.Phil./Ph.D. credit outline

Semester	Course	Credits
I	Basic courses (five)	10
II	Optional courses (three)	6
	Literature review	6
	Scientific writing	NC
Total		12
III & IV	Dissertation	24

INTEGRATED M.PHIL.–PH.D. IN HEALTH SYSTEMS MANAGEMENT

The requirements and details of the course framework outlined in the section above (Programme Structure) are applicable to all students of the Integrated M.Phil.–Ph.D. Programmes offered by the School of Health System Studies. However, in addition to the above, courses offered in the *second semester* for the **M.Phil. in Health Systems Management** will further the students' knowledge and expertise in areas related to health administration, health policy and management. Courses on health economics, health policy, planning of hospital services and health financing will be part of the curriculum. Students from this degree programme (Health Systems Management) would be asked to **choose three** from the following selection:

Course name	Credits
Health economics	2
Health financing	2
Policy analysis for health	2
Strategic planning and management	2
Hospital service operations management	2
Total	6

DIRECT PH.D. IN HEALTH SYSTEMS MANAGEMENT

In addition to the Integrated M.Phil.–Ph.D. programme, a direct Ph.D. Programme is also offered by the School. In addition to meeting the requirements of the Ph.D. thesis (as specified above), Direct Ph.D. students will also need to complete the mandatory coursework for Direct Ph.D. students (offered in two modules of two weeks each during the first semester) as outlined in Part 1 of the M.Phil.–Ph.D. Handbook.

INTEGRATED M.PHIL.–PH.D. IN PUBLIC HEALTH

The requirements and details of the course framework outlined in the section above (Programme Structure) are applicable to all students of the Integrated M.Phil.–Ph.D. Programmes offered by the School of Health System Studies. However, in addition to the above, the optional courses offered in the *second semester* for the **M.Phil. in Public Health** will deepen the students' knowledge in areas relevant to public health. These courses include epidemiology and public health, gender perspectives, ethics and anthropology. Public Health doctoral students would be asked to **choose three** from the following selection:

Course name	Credits
Gender and health	2
Epidemiological research methods	2
Ethics and health research	2
Medical anthropology and public health	2
Global health	2
Total	6

DIRECT PH.D. IN PUBLIC HEALTH

In addition to the Integrated M.Phil.–Ph.D. programme, a direct Ph.D. Programme is also offered by the School. In addition to meeting the requirements of the Ph.D. thesis (as specified above), Direct Ph.D. students will also need to complete the mandatory coursework for Direct Ph.D. students (offered in two modules of two weeks each during the first semester) as outlined in Part 1 of the M.Phil.–Ph.D. Handbook.

SCHOOL OF MANAGEMENT AND LABOUR STUDIES¹

The MPhil-PhD Programme in Management and Labour Studies is a five year (2 years MPhil + 3 Years PhD)

1. Please note that the following course structure is subject to final RC Approval.

programme, beginning from the academic year 2014-15. The first year of the Programme consists of two semesters of course work, followed by a year for completing the MPhil dissertation. The coursework covers theories and research methods in Management, Entrepreneurship, and Labour Studies. After successful completion of the MPhil Programme, students automatically move to the PhD Programme which will be of 3 years duration. Although the MPhil-PhD Programme is an integrated programme, students will have the option of exiting the Programme after two years of successful completion of MPhil programme.

Areas of research include Organisational Behaviour and Development, Human Resources Management, Labour Economics, Sociology of Labour, Social Theory and Labour, Development Economics, Development and Social Finance, Strategic Management, Industrial Relations, Entrepreneurship, Social Entrepreneurship, Leadership, Labour Markets.

Programme Structure

The M.Phil. Programme carries 50 credits. Each credit is equivalent to 15 hours. The programme consists of four types courses: Compulsory Courses, Auxiliary Courses, Optional Courses, and Dissertation. Course wise credit composition is as follows:

- i. Compulsory Courses: 18 credits
- ii. Auxiliary Courses (non-credit): Academic Communication (Compulsory and Non Evaluative) and Need based Workshops (Compulsory and Non Evaluative)
- iii. Optional Courses: 8 Credits
- iv. Dissertation: 24 Credits

On successful completion of M Phil, students who choose to be in the programme work towards successful completion of Ph D thesis, spanning a duration of three years.

M.PHIL-PH D: MANAGEMENT AND LABOUR STUDIES

Course Title	Credit
Stage 1: M. Phil (Semesters I, II, III, and IV = 2 Years)	
Semester I	
Research: Philosophy, Paradigms and Formulation of Research Problem	2
Theoretical Approaches to Management and Labour Studies: Research in Psychology, Sociology and Economics	2
Qualitative Research	4
Quantitative Research	4
Academic Communication (Compulsory and Non Evaluative)	
Need based Workshops (Compulsory and Non Evaluative)	
Semester I – Total Credits	12
Semester II	
Research Proposal (Compulsory)	6
Optional Courses	8
Semester II - List of Optional Courses	
Foundations of Research in Labour Economics	4
Labour Sociology: Paradigms and Discourses	4
Development Economics and Finance	4
Knowledge and Organizations	4

Strategic Management: Rationale, Approaches and Designs	4
Industrial Relations and Labour Regulations	4
Organizational Behaviour and Development: Paradigms and Contemporary Practices	4
Competency based Human Resource Management: Perspectives and Practices	4
Entrepreneurship	4
Semester II: Proposal (6 Credits) + Optional courses (8 Credits) = 14 Credits	
Semesters III & IV	
Dissertation	24
Total Credits for M Phil (Semesters I+II+III+IV)	50
Stage 2- Ph D (3 Years) : Ph D will be awarded subject to the successful completion of the thesis	

SCHOOL OF DISASTER MANAGEMENT¹

The MPhil-PhD Programme in disaster studies will be a five years (2 years MPhil + 3 Years PhD) programme starting from academic year 2015-16. The first year of Programme will consist of two semesters of course work followed by one year for completing a MPhil dissertation. The coursework for the programme is on theories and practices in hazard, disaster and research methods. The dissertation topic selected by students will specifically be on hazards and disaster. After successful completion of the two years MPhil Programme, the students with minimum CGPA of 8 will automatically move to the PhD Programme which will be of 3 years duration and will require successful completion of PhD Thesis. The usual process of proposal and synopsis presentation at TISS will be followed. The students will have option to exit the Programme after two years of successful completion of MPhil Programme. The broad research areas that the students of the Disaster Studies Programme can work on are: Hazards studies and Environmental Hazards, Disaster risks and vulnerability, Response and recovery, Disaster economics, Early Warning, Emergency Response and Planning, Remote Sensing and Hyperspectral Remote Sensing, Disaster Mental Health, and Disaster and development.

Programme Structure

The duration of the M.Phil. Programme in disaster studies will be two years, spread over four semesters. .

The M.Phil. programme shall carry a total of - 46 credits - and will have four components:

- i. Semester I – Basic Courses (8 credits)
- ii. Semester II – Core Courses (6 credits)
- iii. Semester II – Elective Courses (2 credits)
- iv. Semester II – Survey of Literature and Presentation(6credits)
- v. Semester III and IV – Dissertation (24 credits)

The Integrated-M.Phil.-Ph.D. Programme will have two stages

Stage 1: MPhil Programme

1. *Semester I Basic Courses*: There are four courses (8 credits) in the first semester which will help the students to equip with the foundation for theoretical understanding of social theory and research methodology.
2. *Semester II Core Courses*: There are compulsory course and one elective course and presenting proposal and survey of literature in the second semester. The total credit is 14.

1. Please note that the following course structure is subject to final RC Approval.

3. Semester III & IV is exclusively for Dissertation.

Stage 2: PhD Programme

Ph.D. Thesis: will require successful completion and defence of PhD Thesis after obtaining MPhil Degree with prescribed CGPA

Proposed Courses for Integrated MPhil-PhD Programme in Disaster Studies.

Sl. No.	Title of the Course	Credits
Semester I – Basic Courses (8 credits)		
1	BC01: Philosophic Foundation of Social Science Research. (Approved Courses)	2 Credits
2	BC02: Social Theory and Research (Approved Courses)	2 Credits
3	BC03: Quantitative Research: Theory and Practice (Approved Courses)	2 Credits
4	BC04: Qualitative Research : Theory and Practice (Approved Courses)	2 Credits
Semester II – Core Courses (6 credits)		
5	CC01: Disaster Risk Reduction, Response and Recovery	2 Credits
6	CC02: Theoretical Perspectives for Disaster Research	2 Credits
7	CC03: Public Policy and Disaster Governance	2 Credits
	Semester II – Elective Courses (2 credits)	
8	From within the centre or outside	2 Credits
Semester II – Survey of Literature and Presentation(6credits)		
9	Survey of Literature - Seminar	2 Credits
10	Proposal Presentation	2 Credits
11	Guide's assessment of Seminar and Proposal	2 Credits
	Semester III and IV – Dissertation (24 credits)	
12	Dissertation	24 Credits
Other Inputs		
13	Research Tutorials and Bridge Course for Non TISS students	Non credited
14	Scientific Writing and other research skill workshops	Non credited
15	Basic Computer skills for Research	Non credited
	Total	46 Credits

Note: Students can audit the course(s) of their interest in any of the semesters from the pool of courses offered to MA Students

TISS GUWAHATI

INTEGRATED M.PHIL.–PH.D. IN SOCIAL SCIENCES

The M.Phil.–Ph.D. Programme in Social Sciences will be a five years (2 years M.Phil. + 3 Years Ph.D.) programme starting from academic year 2014-15. The first year of Programme will consist of two semesters of course work followed by one year for completing an M.Phil. dissertation. The coursework for the programme is on theories and practices in social sciences and research methods. The dissertation topic selected by students will specifically be on any aspect of social change and development. After successful completion of the two years M.Phil. Programme, the students with minimum CGPA of 6 will automatically move to the Ph.D. Programme which will be of 3 years duration and will require successful completion of Ph.D. Thesis. The usual process of proposal and synopsis presentation at TISS will be followed. The students will have option to exit the Programme after two years of successful completion of M.Phil. Programme. The broad research areas that the students of the Programme can work on are:

- Social identity, development and change
- Migration and livelihoods
- Social movements and conflicts
- Ecology and development
- Local governance
- Gender

Programme Structure

The duration of the M.Phil. Programme in Social Sciences shall be two years, spread over four semesters and roughly coinciding with the academic calendar of the Institute.

The M.Phil. programme shall carry a total of - 48 credits - and will have six components:

- **Basic Courses (BC):** 8 credits (four courses with 2 credits each)
- **Auxiliary Course (AC):** Non credited but compulsory, to enhance academic writing skills
- **Thematic Courses (TC):** 8 credits. Four courses to be chosen by a student from an inter/trans disciplinary areas of Social Sciences that are offered at the masters level at TISS, Guwahati, but prepared solely for the MPhil programme.
- **Survey of Literature (SL):** 8 credits. As a prelude to embarking on the study proper, the student is familiarized with the literature available on the problem chosen for study, identify gaps and formulate alternative hypothesis.
- **Dissertation (DI):** 24 credits. Provides an opportunity for the student to practice the craft of research by using the knowledge acquired during the course work. Embodying the outcome of the practice or process of research, the dissertation constitutes the product of research.

The Integrated M.Phil.–Ph.D. Programme will have three key milestones:

M.Phil. Programme

1. *Semester I Courses:* There will be four basic courses (8 credits) provide the foundation for theoretical understanding of development, research methods and one non-credit course in research writings.
2. *Semester II Courses:* Students will have to choose *four* thematic courses (8 credits) that deal with trans-disciplinary research from a basket of courses will be offered by faculty working on different Masters programmes (Social Work with specialisation in Counselling, Public Health, Community Organisation and Development Practice and Livelihoods and Social Entrepreneurship; Peace and Conflict Studies; Ecology, Environment and Sustainable Development; and Labour Studies and Social Protection).

3. *Semester III & IV- Survey of Literature and Dissertation:* Prior to embarking on their dissertation, students will be expected to submit a survey of literature and research plan (8 credits) to a committee and their peers. The coursework in the first year of the Programme intended to prepare students for research, and the research undertaken by students in the second year culminate into a dissertation thesis (24 credits) submitted by the students at the end of the Programme. The usual process of M.Phil. dissertation evaluation rule will be applicable.

Proposed Courses for Integrated M.Phil.–Ph.D. Programme in Social Sciences

Semester	Course	Credits
I	BC 1: Philosophical Foundation of Social Sciences	2
	BC 2: Social Theory and Research	2
	BC 3: Quantitative Research: Theory and Practice	2
	BC 4: Qualitative Research: Theory and Practice	2
	AC 1: Workshop on Academic Writing Skills	–
II	Core thematic areas of research will be identified. Each scholar will have to choose three TCs under the themes offered	2+2+2+2
II and III	SL: Survey of literature on a Problem Area	8
	Complete paper will be presented for comments and revised final paper will be submitted for publication as a working paper.	
	The research proposal for the M.Phil. dissertation will also be developed and presented by the beginning of semester III	
III and IV	DI: Dissertation	24
	Total	48

Ph.D. (years 3-5)	Degree will be awarded after successful completion of thesis
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Ph.D. Programme

Ph.D. Thesis: will require successful completion and defence of Ph.D. Thesis after obtaining M.Phil. Degree with prescribed CGPA

DIRECT PH.D. IN SOCIAL SCIENCES

In addition to the Integrated M.Phil.–Ph.D. programme, a direct Ph.D. Programme is also offered by the School. In addition to meeting the requirements of the Ph.D. thesis (as specified above), Direct Ph.D. students will also need to complete the mandatory coursework for Direct Ph.D. students (offered in two modules of two weeks each during the first semester) at the Mumbai Campus as outlined in Part 1 of the M.Phil.–Ph.D. Handbook. In case the students are not able to attend this coursework at the Mumbai Campus, they can also attend the four modular workshops (spread across the first year) held at the TISS Guwahati Campus.

TISS HYDERABAD

INTEGRATED M.PHIL.-PH.D. IN EDUCATION

The content and design of the M.Phil./Ph.D. programme in Education draws its justification from the specificities associated with the discipline of Education. The discipline of Education is defined distinctively by its focussed subject matter—education—rather than by a unique theory or methodology. It is also distinctive in having a strong ‘practice’ and ‘practical’ orientation. While Education does not have a unique theory or method, its researchers draw on the foundational disciplines of Philosophy, Social Sciences (Anthropology, Sociology, Political Science, and Economics), Psychology, Linguistics and History in order to research, engage with and contribute to the discourse and knowledge formation in the domain of Education. The range of areas that thus come to be included within Education as a discipline are wide: from policy studies examining state action in education or community interaction with education to understanding pedagogy and curriculum at different levels to including the study of school as a social institution or even subjects such as cognitive development of children. The approaches to these issues could vary on the axes of ‘applied to pure’.

The proposed M.Phil./Ph.D. programme in Education is envisaged as an opportunity for students to deepen their understanding of the nature of education as a disciplinary domain of theory and practice. The programme seeks to help them gain orientation in educational research methods together with developing conceptual understanding of specific areas of focus within Education. A unique feature of the programme is also that it aims to develop in students the capability to think, communicate and engage in the discourse and practice of education through and in relation to a modern Indian language

Programme Structure

Semester	Course Code	Course Title	Credits
I	BC 1	Introduction to Social Science and Education Research	2
	BC 2	Evolution of Indian Education System	2
	BC 3	Introduction to Modern Indian Language Production	-
	EC 1	Elective 1	2
II	BC 3	Modern Indian Language Production	2
	BC 4	Education Theory and Methodology	4
	EC 2	Elective 2	2
	EC 3	Elective 3	2
		Proposal presentation	
	Total course work		16
III & IV		Independent research At least one seminar presentation of work in fourth semester prior to submission	30
	Total credits		46
	Attendance in ongoing research seminar series of the Centre Attendance and participation in ongoing research/ peer group seminar		

INTEGRATED M.PHIL.-PH.D. IN WOMEN STUDIES

The academic programme of M.Phil. in Women's Studies engages with interdisciplinary and wide-ranging perspectives and insights, examining the practice and expression of gender at different historical moments and places, exploring the origins and articulations of gender differentiation, and studying the interactions of gender and other differences in social, political and cultural contexts. Students will be taken through the challenging field of Women's Studies that explores relations of power in the lives of individuals, groups, and cultures in multiple settings and sites, locally in the Indian contexts as well as globally.

Some fundamental questions that anchor the core curriculum include asking how the intersecting categories of gender, and other markers of inequalities become institutionalised yet change over time; how they work together to shape individual identity, contribute to the organization of social life; and become essential to the production of many different kinds of knowledge about social life. Students will be encouraged to explore and analyse gender in the complexity of its construction over time and in a variety of social and cultural contexts, and to understand the intricacies and paradoxes of power through which the social relations of gender have been made and are maintained.

The programme's core curriculum builds upon feminist scholarship, both international and Indian, incorporating the new interdisciplinary agendas, intellectual debates, changing methodological practices, and major scholarly shifts that have shaped and reshaped the field of women's studies. Students will be enabled to do a critical reading of social science literature, develop the skills required to conduct an independent research project including conceptualising its research design and execution, understanding of research ethics, and finally, to write a dissertation following the canons of academic writing.

Programme Structure

Semester	Course Code	Course Title	Credits
I	BC 1	Philosophical Foundations of Social Science Research	2
	BC 2	Theorizing Feminisms	2
	BC 3	Feminist Perspectives on Women, Gender and Society	2
	BC 4	Research Methods in Social Sciences: Quantitative and Qualitative	2
	AC 1	Workshop on Academic Writing Skills	NC
II	BC 5	Feminist Research Methodologies and Methods	2
	EC	Any two to be chosen from the following courses	2+2=4
	EC 1	Gender, Health and Public Policy	
	EC 2	Migration, Labour, and Economy	
	EC 3	Sexuality, Power, and Violence	
	EC 4	Women, Work, and Well-being	
	BC 6	Seminar	2
	SL	Survey of Literature on a Problem Area	6
III & IV	DI	Dissertation	24
	Total		46

DIRECT PH.D. IN WOMEN STUDIES

In addition to the Integrated M.Phil.–Ph.D. programme, a direct Ph.D. Programme is also offered by the School. In addition to meeting the requirements of the Ph.D. thesis (as specified above), Direct Ph.D. students will also need to complete the mandatory coursework for Direct Ph.D. students (offered in two modules of two weeks each during the first semester) at the Mumbai Campus as outlined in Part 1 of the M.Phil.–Ph.D. Handbook. In case the students are not able to attend this coursework at the Mumbai Campus, they can also attend the four modular workshops (spread across the first year) held at the TISS, Hyderabad Campus.

DIRECT PH.D. IN SOCIAL SCIENCES

In addition to the Integrated M.Phil.–Ph.D. programme, a direct Ph.D. Programme is also offered by the School. In addition to meeting the requirements of the Ph.D. thesis (as specified above), Direct Ph.D. students will also need to complete the mandatory coursework for Direct Ph.D. students (offered in two modules of two weeks each during the first semester) at the Mumbai Campus as outlined in Part 1 of the M.Phil.–Ph.D. Handbook. In case the students are not able to attend this coursework at the Mumbai Campus, they can also attend the four modular workshops (spread across the first year) held at the TISS, Hyderabad Campus.

TISS TULJAPUR

INTEGRATED M.PHIL.–PH.D. IN RURAL DEVELOPMENT

The M.Phil.–Ph.D. Programme in Rural Development will be a five years (2 years M.Phil. + 3 Years Ph.D.) programme starting from academic year 2014-15. The first year of Programme will consist of two semesters of course work followed by one year for completing a M.Phil. dissertation. The coursework for the programme is on theories and practices in development and research methods. The dissertation topic selected by students will specifically be on Rural Development. After successful completion of the two years M.Phil. Programme, the students with minimum CGPA of 6 will automatically move to the Ph.D. Programme which will be of 3 years duration and will require successful completion of Ph.D. Thesis. The usual process of proposal and synopsis presentation at TISS will be followed. The students will have option to exit the Programme after two years of successful completion of M.Phil. Programme. The broad research areas that the students of the Programme can work on are:

- Rural development in the context of globalization, Human and Institutional Development
- Developmental Social Work, Community Organisation and Development Practice
- Rural Livelihoods, Food Security, Natural Resources Management, Disaster Risk Reduction
- Social Entrepreneurship
- Rural and Inclusive Marketing
- District and Micro Planning, Issues of Local Governance
- Communal Harmony and Peace; Marginalisation and Identity, Anthropology of Religion
- Sociology of Caste, Social exclusion, Tribal Development, Nomadic and Denotified Tribes
- Social Movements and Social Action
- Peasant Studies and Agrarian Relations
- Public Health Management, Water, Sanitation and Hygiene, Maternal and Child Health, Communicable and Non-Communicable Diseases

Programme Structure

The duration of the M.Phil. Programme in Rural Development shall be two years, spread over four semesters coinciding with the academic calendar of the Institute.

The M.Phil. programme shall carry a total of - 46 credits - and will have four components:

- **Compulsory Courses (CC):** 16 credit
- **Auxiliary Courses (AC)** (non-credit): - one course provide/enhance skills in the use of scholarly writing,
- **Survey of Literature (SL)** (6 Credits): As a prelude to embarking on the study proper, the student is helped to familiarise herself with the literature available on the problem chosen for study, and identify the gaps in it and/or formulate alternative hypotheses.
- **Dissertation (DI)** (24 Credits): Provides an opportunity for the student to practice the craft of research by using the knowledge acquired during the course work. Embodying the outcome of the practise or process of research, the dissertation constitutes the product of research. The dissertation shall be evaluated and graded by the guide and an examiner external as per the Institute rule.

The Integrated M.Phil.–Ph.D. Programme will have two key milestones:

M.Phil. Programme

1. *Semester I Courses:* There will be four courses (14 credits) provide the foundation for theoretical understanding of development, research methods and one non-credit course in research writings

2. *Semester II Courses:* There will be two courses (8 credits) – one on Statistical Application in research (2 credits) which will impart basic statistical skills and software packages to students and other on Survey of Literature (6 credits) which will familiarizes students with the existing literature on the area the research and help students to develop their research proposal
3. *Semester III & IV- Dissertation:* The coursework in the first year of the Programme intended to prepare students for research, and the research undertaken by students in the second year culminate into a dissertation thesis (24 credits) submitted by the students at the end of the Programme. The usual process of M.Phil. dissertation evaluation rule will be applicable.

Ph.D. Programme

Ph.D. Thesis: will require successful completion and defence of Ph.D. Thesis after obtaining M.Phil. Degree with prescribed CGPA

Proposed Courses for Integrated M.Phil.–Ph.D. Programme in Rural Development

Semester	Description of paper/activity	Credits
STAGE -I		
I	Compulsory Course 1: Philosophy of Development	2
	Compulsory Course 2: Approaches to Development	4
	Compulsory Course 3: Aspects of Rural Development	4
	Compulsory Course 4: Research Methods	4
II	Compulsory Course 5: Computer based statistical application in Research	2
	Auxiliary Course 1: Research Writing	NC
	Survey of Literature (SL)	6
	Semesters III & IV - M.Phil. Dissertation (DI)	24
STAGE –II		
Ph.D. (years 3-5): Degree will be awarded after successful completion of thesis		

Note: Students can audit the course(s) of their interest in any of the semesters from the pool of courses offered to MA Students

DIRECT PH.D. IN RURAL DEVELOPMENT

In addition to the Integrated M.Phil.–Ph.D. programme, a direct Ph.D. Programme is also offered by the School. In addition to meeting the requirements of the Ph.D. thesis (as specified above), Direct Ph.D. students will also need to be complete the mandatory coursework for Direct Ph.D. students (offered in two modules of two weeks each during the first semester) at the Mumbai Campus as outlined in Part 1 of the M.Phil.–Ph.D. Handbook. In case the students are not able to attend this coursework at the Mumbai Campus, they can also attend the four modular workshops (spread across the first year) held at the TISS, Guwahati and Hyderabad Campus.

APPENDICIES

APPENDIX - I

KEY CONTACT PERSONS

TISS Mumbai

School of Social Work

Dr. Manish Jha Professor and Dean

School of Management and Labour Studies

Dr. Bino Paul Professor and Dean

School of Health Systems Studies

Dr. T. Sundaraman Professor and Dean

School of Development Studies

Dr. R. Ramakumar Professor and Dean

School of Education

Dr. Nandini Manjrekar Professor and Dean

School of Media And Cultural Studies

Dr. K.P. Jayasankar Professor and Dean

School of Habitat Studies

Dr. Amita Bhide Professor and Dean

School of Law, Rights and Constitutional Governance

Dr. Arvind Tiwari Professor and Dean

School of Disaster Management

Dr. Jacquleen Joseph Professor and Dean

Centre for Human Ecology

Dr. Sujata Sriram Professor and Dean

Sir Dorabji Tata Memorial Library

Dr. Satish Kanamadi Acting Librarian and Chairperson

Centre for Lifelong Learning

Dr. Lata Narayan Professor and Chairperson

Centre for Study of Social Exclusion and Inclusive Policy

Dr. Madhushree Sekhar

Professor and Chairperson

School of Research and Methodology and Research and Development

Dr. Surinder Jaswal

Professor and Dean

Dr. Anil S. Sutar

Associate Professor and Associate Dean

Dr. Antra Bhatt Hakhu

Assistant Professor

Doctoral Students Office

Ms. Susheela Ashok

Section Officer

Mr. Anil Datar

Upper Division Clerk

Ms. Purnima S. Kadam

Lower Division Clerk

Mr. Pravin Nalawade

Lower Division Clerk

Ms. Vidya Mhatre

Lower Division Clerk

Mr. Roopa Palve

Stenographer (G-II)

Centre for Studies in Sociology of Education

Dr. Leena Abraham

Professor and Chairperson

TISS HYDERABAD

Dr. Lakshmi Lingam

Professor and Deputy Director

Ms. Sumangaly K.R.

Programme Co-ordinator

Mr. R.V. Santhosh Kumar

Admin. Assistant

TISS GUWAHATI

Dr. Virginius Xaxa

Deputy Director

Ms. Meghali Senapati

Associate Professor Cum associate Dean

Ms. Chayanika Das

Administrator

TISS TULJAPUR

Dr. Abdul Shaban

Deputy Director


Mr. Milind Deshmukh

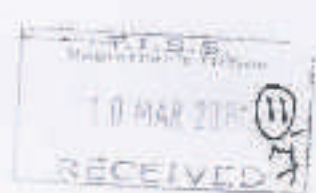
Academic Section (M.Phil./Ph.D. Programme)

LIST OF M.PHIL-Ph.D. PROGRAMME COORDINATORS

Sr. No.	Name of the School	M.Phil -Ph.D. Co-ordinator	Dean
1	School of Education	Prof. Nandini Manjrekar 25525306	Prof. Nandini Manjrekar
2	School of Habitat Studies	Dr. Lalitha Kamath 25525378	Prof. Amita Bhide
3	School of Management and Labour Studies	Dr. Premalatha P. 25525832	Prof. Bino Paul 25525804
4	School of Social Work	Dr. Samta Pandya 25525429	Prof. Manish Jha 25525474
5	School of Disaster Management	Dr. Mohammad Irshad 25525893	Dr. Jacquleen Joseph 25525886
6	School of Social Sciences	Dr. Anil Sutar 25525651	Prof. Surinder Jaswal 25525400
7	School of Health Systems Studies	Prof. K. Anil Kumar (PH & HA) 25525502	Prof. T. Sundararaman 25525501
8	Centre for Study of Social Exclusion and Inclusive Policies	Prof. A. Ramaiah 25525352	Dr. Shailesh Darokar 25525355
9	School of Development Studies	Dr. Vineet Kohli (DS) and Prof. Illena Sen (WS) 25525339	Prof. R. Ramakumar 25525336
10	School of Media and Cultural Studies	Prof. Anjali Monteiro 25525661	Prof. K. P. Jayasankar 25525660

appendix - ii


University Grants Commission
35, Feroze Shah Road,
New Delhi - 110001



F.1-27/2009(SCT)

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


Sub-Major Recommendation on Improvement of Working
Conditions and Strengthening of National Commission for the
Scheduled Castes containing in its Annual Report for the year
2010-11 and 2011-12 –regarding.

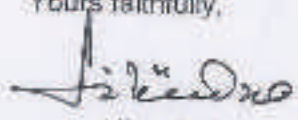
Sir/Madam,

I am directed to invite your kind attention to this office letter of
even number dated 28-2-2013 (copy enclosed) on the subject
mentioned above and to say that as per the direction of Government
of India, UGC has issued instructions to Institutions for incorporate
in its Brochure of admission that the eligible SC/ST, OBC, PwD,
Students etc. should submit their scholarship form for the
academic year by February, for processing scholarship to
SC/ST,OBC, PwD etc. each year.

You are requested to send the action taken report of the above
matter to this office urgently. The Ministry of HRD, New Delhi is
pressing hard.

AR(Acad)/DSO/Publications/DR(F+A)/SPD


10.03.13

Yours faithfully,

(Jitendra)
Education Officer

Encl: As above.



TATA INSTITUTE OF SOCIAL SCIENCES

UNDERTAKING BY HOSTELLERS

I _____,

having a Registration./Enrolment No. _____ and enrolled for the M.Phil./Ph.D. Programme in _____ do hereby understand that as a hosteller at TISS, Mumbai:

1. If I am admitted to the Integrated M.Phil. /Ph.D. Programme then I am expected to complete work within five years and thus hostel will be given ONLY for five years (2 years for the M.Phil. Programme and 3 years for the Ph.D. Programme). In no case extension will be provided unless it is a medical case and recommended by the Dean (R&D) and the Director.
2. It is required that all scholars who are allotted hostel MUST sign the attendance register kept at the DSO. The DSO shall submit attendance summary to the Finance and Accounts for information to be used in release of fellowship/subsistence allowance. Those who have reason to be out of the hostel MUST produce an approval letter from the guide. Any scholar failing to sign the register for more than 10 days without stating any reasons will be asked to vacate the hostels. This condition is being inserted because of unethical practices by a few scholars - living outside but retaining the hostel accommodation.
3. The reason to stay on the campus and occupy the hostel space would cease to exist as soon as I submit my thesis. Within a week from the date of submission, I shall vacate the hostel.
4. When I shall go for data collection I shall inform the hostel office and leave the room open by locking all my belongings in the cupboard. This space can be allocated to scholars coming to the campus for their Modular Programmes.
5. I will follow the code of practice relating to the hostels as formulated by the Institute, mentioned in the Students' Handbook 2015–2016.
6. I will keep the hostel room allotted to me and the premises absolutely clean.
7. If any damage is done to the building, furniture, fittings, etc., then I will be responsible for it and fee/charges for repairs and/or replacements will be collected from me.
8. I will maintain the valuables in my custody. The management is not responsible for any loss.
9. Gates to the hostel/institute will be closed at 12.30 a.m. every night. I understand that no entry is permitted after the scheduled time.
10. I understand that prior permission has to be obtained from the Warden for having a work plan to visit outside for bona fide purpose. In the event I take leave (with permission) to visit hometown or other places, I will be solely responsible for my safety and protection.
11. I understand that use of any addictive substance—tobacco, alcohol, drugs, etc.—is strictly prohibited in the hostel/Institute. I will be liable for disciplinary action for indulgence in any such activity, viz., smoking, consumption of alcoholic drinks (including beer) or any other intoxicating substance in the hostel and Institute premises and found under its influence at any point of time/place during my studies in the Institute.

12. I understand that ragging is strictly prohibited and is an offence. Any involvement will lead to my summary termination from the Institute.
13. I understand that hostellers are required to develop cordial relationship and to show concern, respect and dignity for one another and live in harmony with hostel staff, security personnel and other fellow hostilities. I will play a proactive role as a student and suggestions/feedback for improvement or any concerns about aspects of hostel life will be brought to the notice of Warden immediately.
14. I will strive to play a proactive role in keeping gender amity and maintain cordial and harmonious relations with all, group, individual and authorities on the campus. I understand that the Institute observes a non-negotiable stand with regard to issues of discrimination on the basis of caste, or advocates for creed and communal harmony.
15. I will receive guidance from the Student's Advisor, Counsellor or visiting Doctor, wherever required and referred to as guided by the Warden/Institute.
16. In the event my parents/guardians or relatives are visiting me, I should inform the Warden in advance and access/contact with them, meeting in the hostel foyer or going out for local visit will be with the consent of the Warden (written or oral permission).
17. I understand that no friends or outsiders are allowed in the hostel premises, neither can men go to the ladies hostel or vice versa and any such visit will be seen as a serious misconduct.
18. All M.Phil. /Ph.D. scholars staying at the hostel **must be** member of Dining Hall. Those who disinclined to become member of Dining Hall MUST vacate the hostel. With DH and Canteen on the campus there cannot be reason for anyone doing own cooking at the hostel. Hence, cooking in the hostels is strictly prohibited. Those violating this norm will be expelled from the hostel.
19. I understand that as a Public Funded University with enormous resource constraints, the Institute is trying to do its best to take care of its M.Phil and Ph.D. Scholars. The Institute expects the M. Phil. and Ph. D. Scholars, as matured students, to behave in a responsible manner by devoting time for research work, assist the School/Centre as teaching/research assistant and learn to become a good teacher and researcher.
20. Anyone having problems are advised to meet with the guide / counsellors and other support system available at the Institute. Any action taken by the Institute will be based on the principles stated above and through due process and I also understand that my involvement in any of the above mentioned unacceptable behaviour and any violation of hostel rules will lead to my immediate expulsion from the hostel/Institute.

Date : _____

Scholar's Signature

Name of Scholar : _____ Reg./Roll No. _____

PH.D. PROGRAMME: KEY MILESTONES

DAC Meeting: The Doctoral Advisory Committee (DAC) must meet each semester. The scholar must upload minutes of meeting in the online platform as and when meetings are held. The minutes must be approved by the guide, by logging into the platform.

Progress Report: Yearly progress reports must be submitted by scholars in the prescribed format available with the Doctoral Students Office. This must be uploaded in the online platform, and must be validated by the guide.

YEAR 1

Completion of Coursework: Mandatory coursework must be completed by all direct Ph.D. students within the first year of their registration for the programme. From the academic year 2014–2015, the mandatory coursework is being offered for a total of four weeks in the first semester (Two modules of two weeks each at the Mumbai Campus). All seminar presentations, lectures and assignments are mandatory and full attendance is compulsory.

Tentative Schedule of Ph.D. course work for 2015-2016 (Mumbai Campus)

Module 1: July 27 – 7 August, 2015

Module 2: September 29-10 October, 2015

Proposal Presentation: Scholars must prepare their proposals and present the same, preferably by the end of the first year.

YEAR 2

Present Proposal, latest by the end of first semester, if not already presented

Data Collection

YEAR 3

Data Analysis and Writing

Synopsis Presentation: A synopsis presentation should be made by each scholar six months prior to submission of their thesis and at least three months before submission of the thesis.

Note: Schools running decentralized programmes can follow a different format for coursework. Please refer to Part 3 of the Handbook for the same.



TISS Mumbai

Main Campus

V.N. Purav Marg, Deonar, Mumbai 400088

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

Malti and Jal A.D. Naoroji Campus

Deonar Farm Road, Mumbai 400088

Phone: 91-22-2552 5000; Fax: 91-22-2552 5060

TISS Tuljapur

P.O. No. 09, Tuljapur, Dist. Osmanabad 413 601

Phone: 9270105222; Fax: 91-2471-242061

TISS Guwahati

14-A, Bhuvan Road, Uzanbazar, Guwahati 781 001, Assam

Phone: 91-361-2510342/2736765/2736526 Fax: 91-361-2410423

TISS Hyderabad

SR Sankaran Block, AMR-AP Academy of Rural Development,

Rajendranagar, Hyderabad 500 030, Andhra Pradesh

Phone: 91-40-24017701/02/03

<http://tiss.edu>