

Information Brochure
For
M.Phil and Ph.D Programs 2012-2013



TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University, established under Section 3 of the UGC Act, 1965)

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1. About Tata Institute of Social Sciences

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

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

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

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

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

The National Assessment and Accreditation Council (NAAC) awarded a 5-Star rating to the Institute in 2002. The NAAC re-accredit the Institute in 2009 with an “A” Grade and a cumulative grade point of 3.88 out of 4.00.

Building On Excellence: TISS Milestones

- 1936** The beginning of social work education in India. The Sir Dorabji Tata Trust establishes the Sir Dorabji Tata Graduate School of Social Work with 20 students.
- 1937** The Child Guidance Clinic, the Institute's first Field Action Project, is launched. Today, it is known as Muskaan: Centre for Child and Adolescent Guidance.
- 1940** Publication of The Indian Journal of Social Work, the first journal of social work in South Asia, begins. The journal is currently in its 72nd year of uninterrupted publication.
- 1944** The Sir Dorabji Tata Graduate School of Social Work is renamed as the 'Tata Institute of Social Sciences'.
- 1948** In the aftermath of the Partition, the Institute sends a relief team of students and faculty to work in refugee camps. This tradition of responding to human needs and natural disasters by sending relief teams continues even today.
- 1954** The Institute shifts to its new campus at Deonar, Mumbai. Today, this is the Main Campus of the Institute.
- 1964** The Institute is recognised as a Deemed University by the Government of India, and is primarily funded by the University Grants Commission (UGC).
- 1967** The social work specialisation in 'Labour Welfare and Industrial Relations' develops into an independent Master's Degree programme in Personnel Management and Industrial Relations.
- 1969** The Unit for Child and Youth Research—the first research unit of the Institute—is set up with support from the UNICEF. Other research units are also set up in relevant areas, between 1970 and 1984.
- 1980** Evening certificate programmes are initiated in (i) Hospital Administration, and (ii) Personnel Management and Industrial Relations. These programmes later develop into Diploma Programmes.
- 1986** The idea of a Rural Campus is conceived. The Government of Maharashtra donates 100 acres of land in Sindphal village (Tuljapur Taluka, Osmanabad District), for this purpose.
- 1988** The Institute is designated as a Curriculum Development Centre for Social Work Education by the UGC.
- 1993** Master's degree programmes in Health Administration and in Hospital Administration are initiated.
- 1999** The Mumbai campus expands with the inauguration of the 11-acre Malti and Jal A.D. Naoroji Campus.
- 2002** The National Assessment and Accreditation Council awards a 5-Star rating to the Institute.
- 2004** A Bachelor's programme in Social Work commences at the Institute's Tuljapur Campus.
- 2005** Diploma programmes in Sustainable Development commence in Ladakh and in the Andaman & Nicobar Islands.
- 2006** A landmark year for TISS.
- Academic restructuring of existing Departments and Units into 5 Schools and 4

Independent Centres is operationalised.

- Two new M.A. programmes are introduced: Development Studies and Education (Elementary).
- The M.A. in Personnel Management and Industrial Relations Programme is renamed as M.A. in Human Resources Management and Labour Relations, with significant changes in its curriculum.
- The M.A. in Social Work and both the M.H.A. programmes also revamp their curriculum.
- A revamped integrated M.Phil.-Ph.D. programme is introduced.
- The Jamsetji Tata Centre for Disaster Management is inaugurated by the Prime Minister of India.

2007 • Three new Master’s Degree programmes—Disaster Management, Globalisation and Labour, and Social Entrepreneurship—and two new Diploma programmes—Media and Cultural Studies, and Psychosocial Care and Support in Disaster Management—are initiated.

• Centre for Studies in Social Exclusion and Inclusive Policy inaugurated.

2008 • Three Master’s Degree programmes—Disability Studies and Action, Media and Cultural Studies, and Public Health—and one Diploma programme in Gerontology are initiated.

• School of Habitat Studies established.

• Foundation stone for establishment of TISS Hyderabad Campus laid.

2009 • Three new Master’s Degree programmes—Habitat Policy and Practice, Counselling, and Women’s Studies—and one Diploma programme in Counselling initiated.

• TISS Hyderabad Campus offers its first academic programme: Certificate in Decentralised Planning and Rural Development from February 2009.

• TISS, Guwahati initiates a Diploma programme in Community Organisation and Development Practice from June 2009.

2010 • Two new Master’s programmes —Public Health in Health Policy, Economics and Finance, and Social Work in Rural Development—initiated.

• NAAC re-accredits the Institute with an ‘A’ Grade and a cumulative grade point of 3.88 out of 4.00.

An Overview of Recent Achievements

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

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

2. Schools and Independent Centres at TISS

TISS has moved to a new academic structure in February 2006 after comprehensive restructuring of its academic structure and programmes. It currently hosts **6 schools, 4 independent centres, and 3 resource centres**. The broad list of research interest of research supervisors within Schools and Independent Centres are as follows: -

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

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

Research Areas:

Social Processes and Theory with Urban Planning, Design, and Infrastructure

Economics, Finance, Governance and Law

Natural Resources Use, Sustainability and Public Policy

Climate change studies including climate policy, vulnerability, adaptation and energy policy,

Science, technology and innovation studies and policy

All aspects of Disasters, Disaster Studies, Disaster Management, Governance,

Policy and Planning issues

Disasters and Special Groups, rights based approaches - Gender, Caste, Religious

Discrimination

Social Exclusion and disaster relief and rehabilitation

Relationship between disasters and development

Conflicts, Riots and other Disasters

Humanitarian Logistics

Remote sensing and GIS in Disaster Management

Disaster Risk Reduction and Sustainable Development

Indigenous and Appropriate Technologies for Disaster Mitigation

Psychosocial care and support in disasters and mental health issues

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

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

Research Areas :

Health systems

Health Policy

Health Services Administration

Hospital Administration

Public Health

Epidemiology and interdisciplinary research related to health and social sciences

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

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

Research Areas :

Subjects with reference to Human Resources Management, Social

Entrepreneurship and Labour Studies

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

Research Areas:

Rural Development

Public Finance

Tribal Development

Economics of Education

Social and communal conflict and peace

Urban and Rural community development

School of Social Sciences : has a special focus on strengthening the social sciences teaching and research base, with an inter-disciplinary perspective. The School conducts 4 M.A. programmes, all of which have contemporary relevance and significance: Counselling, Development Studies, Education (Elementary), and Women's Studies. In order to undertake basic and cutting-edge social research to deal with a range of social, economic, cultural and political issues and processes, the School is organised to deal with several thematic areas through 6 Centres:

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

Research Areas :

Political economy of uneven development

Dispossession, disparity, displacement and development

Spaces of culture

Democracy and development

Globalization and global governance

Human security

Population and development

Social gerontology

Corporate social responsibility

Sub-regional imbalances
Sociology of development
Tribal studies
Rural and agrarian studies
Social movement
Urban and regional development
Urban conflicts and space
Muslims, minorities, identity and development
Environment, climate change and development
Health and development
Sexual and reproductive health
Economics of the public sector
Economics of health and environment
Gender, poverty and livelihood
Reservation policy
Caste, class, ethnicity and gender
Globalization and higher education
Sociology of education
Issues related to multiculturalism and social exclusion
Traditional / indigenous knowledge, medical pluralism
Education, social discrimination and conflict
Socialization of children and adolescents
Ethno-theories and folk beliefs
Work and family
Social exclusion and social justice
Dalit movement & politics
Dalits and globalization
Institutions, governance and local development
Gender and health
Gender and Development
Feminist theory and research practices
Sexuality and violence against women
Criminology and criminal justice
Human rights
Social justice
Police and prison reforms

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

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

Research Areas :

*Social work education, ideologies, perspectives and practice,
Disability social work, therapeutic interventions with individuals, groups and families
Issues of social exclusion and inclusion such as displacement, forced migration and rights of minorities, informal sector,
Child labour, children and youth in conflict with the law
Rural and tribal development,
Local self-governance
Issues related to youth development, ageing, gender, caste and communal conflict, ethics, human rights and social justice
Reproductive and sexual health,
Disasters and mental health,
Health of vulnerable groups and peace and conflict
Proposals are also invited in sustainable development, management of voluntary organizations and resource mobilization and management*

3. Independent Research Centres :

Centre for Lifelong Learning:

The Centre for Lifelong Learning is an independent centre at Tata Institute of Social Sciences. The mission of this Centre is to work with adult learners who seek to work with the disadvantaged and vulnerable sections of society and also cater to people who would like to continue their education by taking up professional courses. To this end, it offers part-time Diploma Programmes in Gerontology and Counselling. Besides, it conducts a range of outreach and short-term programmes for professionals, Para-professionals and volunteers. The thematic contents of these programmes focus upon work-related needs as also self-growth and individual development.

Research Areas :

Adult and Lifelong Learning

Pedagogy of Training and Facilitation (Educational Technology)

Gerontology (Work with Older Adults)

Human Resource Management in Hospital and Health Care

Centre for Media & Cultural Studies: is engaged in media teaching, production, research and dissemination. A unique feature of the Centre is the close linkage between the technical and academic areas of its work. The work of the Centre straddles both realms, thus facilitating a synergy between research, teaching and production, all of which are informed by a keen sense of connection with local subaltern cultures of resistance and invention.

The CMCS has done pioneering work in critical media education in the country.

Research Areas :

Affect and Ideology

Cultural Studies

Documentary film

Hermeneutics

Semiology

Advaita Vedanta

Critical theory

Media audience reception studies

Censorship

New media

Film and television studies

Decentralisation, local governance and gender

Political economy of media

Participatory communication and development

Centre for Research Methodology: focuses on knowledge production and skills in the methodological aspects of the various human science disciplines. The Centre is a leader in training research professionals in various fields and has been engaged in teaching, research and consulting in the area of research and analysis. The Socio-Survey Cell of the Centre is involved in large-scale surveys and analysis in several areas of applied social science research.

Research Areas :

Migration, Employment and Development,

Diaspora & Identity

Management of Non-profit making organizations,

Spirituality and Quality of Life

Social Movements and Decentralized governance.

4. About Integrated M.Phil – Ph. D. programme & Direct Ph. D. programme

Integrated M. Phil – Ph. D. programme :

- It is a five year full time programme offered from TISS campuses as applicable.
- For M. Phil in Education, Women's Studies and Development Studies there will be a subject specific **taught M. Phil. Programme of four semesters.**
- All the other candidates admitted in the Integrated M. Phil – Ph. D programme will undergo a common course work in Research Methodology.
- The programme has one semester of course work and three semesters of research work. Candidates with post graduate degree in Social Sciences, Social work and related fields can apply for the M.Phil programme.

Programme Structure

The M.Phil Programme, which carries a total of 64 Credits, has five components:

- I. *Basic Courses (BC)* (24 Credits): The six courses provide the knowledge base in the theory and practice of research.
- II. *Auxiliary Courses (AC)* (4 Credits): The two courses provide/enhance the skills in the use of scholarly writing and computer applications respectively.
- III. *Optional Courses (OC)* (4 Credits): The two courses, to be chosen by a student from the list of current offerings in the Schools/Centres, to help extend or update knowledge in the (sub) discipline chosen for research.
- IV. *Survey of Literature (SL)* (8 Credits): As a prelude to embarking on the study proper, the student is helped to familiarise with the literature available on the problem chosen for study, and identify the gaps in it and/or formulate alternative hypotheses.
- V. *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.

Evaluation

In order to successfully complete the programme, a scholar will have to obtain the prescribed minimum Grade Point Average (GPA) for each course (including SL and DI) separately.

The GPA obtained by a successful scholar and the appraisal reports received from the course teachers and the dissertation supervisor will determine whether the scholar is eligible for registration for the Ph.D. programme or not. M.Phil dissertation will have to be submitted by **1st Match** of the fourth semester. The dissertation will be examined by the guide as well as a subject expert decided by the competent authority. Upon successful completion of viva-voce examination, the scholar will be conferred M.Phil Degree at the Annual Convocation.

Direct Ph.D. programme:

- It can be pursued from all the TISS campuses, as applicable.
- Selected candidates can pursue Ph. D. either by staying on TISS campuses (if accommodation is available) or from whichever location they are in.
- TISS does not make any distinction among research scholars as full time and part time. However, selected candidates physically not present on the Campus, are expected to be in touch with the research guide, fulfill the necessary requirements of the Ph.D. programme, pay fees regularly, submit progress reports.
- The candidates, who have not completed their M.Phil and are selected for Direct Ph.D., are expected to fulfill course work requirement either by attending regular courses held at the respective campuses OR by attending the Modular workshops offered every semester. **This is a compulsory requirement.**

Supervision and Guidance for Ph.D Students :

- A candidate selected for admission to the Ph.D. programme will work under the supervision of a guide, or a guide and a co-guide. A Doctoral Advisory Committee (DAC) will be constituted to monitor progress made by a scholar.

Submission and Evaluation of Ph.D Thesis

- The scholar must publish at least one paper in peer reviewed journal before submitting the synopsis and the thesis.
- The research scholar should submit, through his/her guide, three copies of the final title and synopsis (in about 1,500 words) of the thesis, and make a seminar presentation, at least three months before submission of the thesis.
- The scholar shall submit three copies of the thesis embodying the results of his/her research work, not earlier than two years from the date of registration for the Ph.D. programme.
- Two external examiners will adjudicate the thesis. Thereafter, the Viva-voce examination will be conducted in the presence of the adjudicators along with the Convener of the Research Council and the Research Guide. Once, this panel recommends that the scholar has successfully completed the Ph.D. Programme, he/she will be awarded the Ph.D. degree at the Annual Convocation.

5. Admission to Integrated M.Phil and Ph.D. Programmes and

Eligibility for the Integrated M.Phil and Ph.D. Programmes

- The minimum academic qualification for admission to the M.Phil programme is a Second Class Master's or equivalent degree in the relevant subject awarded by a recognised university in India or abroad, with at least an average of 55 per cent of aggregate marks, or a grade point average of 3.5 under the seven-point grade system of the University Grants Commission (UGC), India. In the case of Scheduled Caste (SC) and Scheduled Tribe (ST) candidates, the minimum eligibility is an average of 50 per cent of aggregate marks, or a grade point average of 3.05.
- Candidates who will complete all the requirements of their final year Master's Degree examinations by **July 1**, are also eligible to apply for M.Phil programme, provided they have successfully completed their first year. In such cases, admission will be provisional. If a provisionally admitted student fails to score the minimum required mark/grade at the end of the final year examination, the offer of provisional admission will automatically stand cancelled.
- An applicant with a Master's degree in subjects other than those related to the research areas may be considered for admission to the programme, if he/she has demonstrated his/her interest in and aptitude for studying social issues.
- Individuals applying for M.Phil/Ph.D. in Social Work must have a Postgraduate degree in Social Work.

Eligibility for the Direct Ph.D. Programmes:

- those who have an M.Phil or equivalent degree awarded by a recognised university in India or abroad;
- teachers working in colleges, universities, or institutes recognised by the UGC or appropriate agencies and selected for fellowship under the Faculty Improvement Programme or other similar programmes;
- teachers working in colleges, universities, or institutes recognised by the UGC or appropriate agencies and who have 5 years of full-time teaching experience;
- practitioners in health-care administration, human resource management, developmental work or social work with a considerable work experience in the proposed field of research; after fulfilling academic eligibility;
- scholars' who have proven academic credentials as evidenced by their publications.

Eligibility for Direct PhD Programme in Library and Information Science

- Candidates applying for PhD programme in Library and Information Science must have a minimum score of 55% in their post graduate programme in Library and Information Science (MLISc / M.Lib Sc/ MS in LISc and MA/MSc in LISc)
- All PhD Scholars are required to undergo PhD Modular workshops on Research Methodology being conducted by the institute.
- Candidate is required to fulfill all other requirements as communicated by the institute for direct PhD Scholars

Candidates applying for **Integrated M.Phil/Ph.D. Programme in Education** and M.Phil in Women's Studies should refer to the separate announcement on our website for more details about eligibility, rationale and objectives and programme structure

Admission Procedure for Integrated M.Phil. And Ph.D. Programmes and Direct Ph.D. Programme

- Admission to the Integrated M.Phil. And Ph.D. Programmes and Direct Ph.D. Programme is made once every academic year (in March).
- Application for admission must be made in the prescribed form supplied with this Prospectus or downloaded from the Institute's website (www.tiss.edu). Applications must be complete in all respect, and attested copies of certificates must be enclosed. Incomplete applications will be rejected.
- Submission of a research proposal is a compulsory requirement for admission to the Direct Ph.D. Program. A research proposal consisting of approximately 1,000 words should accompany the application form keeping in mind the following points:
 - Specification of the broad field of study,
 - Statement of the research problem and scope and objectives of the study,
 - The rationale for and the significance of the study,
 - The methodology to be followed,
 - References/bibliography, and
 - The candidate's research/work experience in that area, if any.
- Applicants of Integrated M.Phil and Ph.D Programmes should refer to the application form for details regarding submission of a mandatory document : 'Purpose of Study'
- The cost of application form is Rs.750/- (plus Rs.50/- towards bank processing charge) which is non-refundable. It may be paid in any branch of State Bank of India.

- Applicants, currently employed and seeking admission, have to submit a 'No-Objection Letter' letter from the employer in support of the application. Upon admission the scholar is expected to fulfill the admission requirements through personal visits to the Institute. Thereupon the scholar is expected to attend the Institute from time to time to fulfill various academic requirements.
- Eligible applicants will be required to appear for a **Research Aptitude Test (RAT)** and an interview on a pre-notified date in Mumbai.
- The SC and ST applicants (whose/ whose parents' income is below one lakh rupees) called for the written test and interview will get their travel expenses reimbursed between the place of their residence and TISS by the shortest route upon producing a valid railway/bus ticket along with income certificate and caste certificate issued from the competent authority. No TA/DA is, however, admissible for joining the programme.

6. Reservation

Scheduled Caste and Scheduled Tribe Candidates

As per GoI requirements, 15 per cent and 7.5 per cent seats are reserved for SC and ST candidates, respectively, in all the programmes.

Eligibility: Only SC/ST candidates whose income if employed or parent(s) income is less than One lakh for the immediate preceding year and fulfill the criteria for the award of the Government of India Post-Matric Scholarship (GOI-PMS) are eligible to the following facilities:

Charges of Application Form for Entrance Test

The Application Form for admission to M.Phil/Ph.D programmes are provided free of cost. The candidates are required to submit a copy of the Caste and Income Certificate issued by a competent authority, to collect a free copy from the Office of the Admission and Monitoring Committee, if they come in person to TISS campus. If the candidate downloads the application, the duly filled in application form has to be sent along with the Caste and Income Certificates issued by a competent authority.

Travelling Allowance for Written Test

Travelling Allowance (TA) is paid to all the eligible SC/ST candidates for attending Written Test and Personal Interview to be held in Mumbai. For claiming TA, candidates are required to submit original travel tickets along with filled-in TA form.

Exemption of Fees

The SC/ST students selected for the programme and who fulfill the criteria for the award of the Government of India Post-Matric Scholarship (GOI-PMS) (annual income below one lakh) are exempted from the payment of fees except the Health Insurance fee of Rs.1,500/- or whatever is the annual premium. In case of non-submission of GOI-PMS Forms within the specified time-limit as announced by the SC/ST Cell and if the student does not fulfill the conditions for the award of GOI-PMS, the student will stand to lose the provision of exemption of fees and will have to pay all the fees as prescribed by the Institute.

Freeship Scheme for SC/ST Students of Maharashtra subject to applying for freeship

Freeship scheme (exemption of Tuition and Examination fee) is applicable for the students' of SC/ST/OBC/Special Backward Classes / De-notified and Nomadic Tribes of Maharashtra. These students will be exempted from payment of Tuition and Examination fees. In case of non-submission of application forms and non-fulfillment of the conditions for the award of Freeship Scheme, the student will stand to lose the provision of exemption of fees and will have to pay all the fees as prescribed by the Institute.

Other Backward Class (Non-creamy Layer): 27% reservation.

OBC (NC) Certificate: OBC candidates from the creamy layer are treated as general candidates. Candidates belonging to OBC (non-creamy layer status) should send the non-creamy layer certificate issued by an official of the Revenue Department of the respective state government. They should also enclose the income certificate/income tax return filed by self/ parents/guardians. All OBC (NC) candidates have to attach a declaration with regard to their status. Applications received without any of the above mentioned documents, will be rejected. Please note only non-creamy layer certificates issued after October 23, 2007 will be considered. Certificate before this date are not valid.

Persons with Disability (PWD)

3% seats as applicable will be considered in the M. Phil & Ph. D. Programmes for PWD of which 1% each is reserved for persons with (a) Low Vision/Blindness, (b) Hearing Impairment, and (c) Locomotor Disability/Cerebral Palsy.

Kashmiri Migrants: Subject to the Gol directives

KM and PWD Certificate: Candidates belonging to Kashmiri Migrants (KM) and Person with Disability (PWD) should attach certificates giving proof of their status. The certificates for PWD should indicate a minimum 40% of disability.

7. Admission of International Students to M.Phil and Ph.D. Program :

- All foreign nationals (holding citizenship other than Indian or in addition to that of Indian) are eligible to apply for the M.Phil and Ph.D. programs as International Students.
- Admission of the international students will be done through the International Students' Office (ISO) of TISS.
- The eligibility criteria for admission to the M.Phil./Ph.D. programme for foreign nationals is the same as for Indian nationals.
- Students will be interviewed telephonically or in person (as the case may be) by a Panel of faculty members.
- Upon admission, the student will be extended a provisional admission offer subject to confirmation upon due verification and ascertainment of grades, and also clearance from their respective governments.
- The scholar is expected to visit the Institute at least once a year. A differential fee structure exists for students from the SAARC and other low income countries and developed countries.
- Foreign students, registered for Ph.D. in universities abroad, can also seek affiliation to the Institute.
- For more details write to the Convener, International Students Office - iso@tiss.edu

8. Fees and Deposits

Fee Component M.Phil, Ph.D For Indian Scholars and Scholars from SAARC Countries (in Indian Rupees)

Fee Component	M.Phil	Ph.D	Remarks
Fees			
Tuition	5500	5500	Per Semester
Examination	300	300	Per Semester
Computer	500	500	Per Semester
Students' Medclaim Insurance Premium	1500	1500	Per Year (along with 1 st Semester Fees)
Thesis Submission	1000	2000	Payable three months before submission
Thesis Resubmission	250	500	
Degree Certificate Replacement	250	250	Per Replacement
Issue of Duplicate Identity Card	100	100	Per Duplicate Card
Sub Total	9400	10650	
Other Charges:			
Sale of Brochure and Application Form, and Registration	750	750	
Medical Examination Fees	100	100	To be reimbursed to the doctors
Fee for 4 Modular Courses		5000	For Direct Ph.D Students
Sub Total	850	5850	
Hostel Charges:			
Dining Hall	12000	12000	to be adjusted against monthly bills
Hostel Room(Double/Triple)	2750	2750	Per Semester
Electricity	3000	3000	Per Semester
Sub Total	17,750	17,750	
Refundable Deposits			
Library	2000	2000	To be paid along with 1 st Semester Fees
Hostel Room (if allotted)	2000	2000	To be paid if Hostel Accommodation is provided
Dining Hall (if availed)	2400	2400	
Caution	2000	2000	To be paid along with 1st Semester Fees

9. Student Support Services and Facilities:

Sir Dorabji Tata Memorial Library

The Sir Dorabji Tata Memorial Library at TISS is a unique Knowledge Center, which offers essential and specialized information resources and personalized information services to its faculty and students. This library's main objective is to develop user - based resources, providing human and technologically moderated access to knowledge and facilitate users to identify, evaluate and access information.

Library has in stock about 1, 12,000 books covering the principal fields of interest in Social Sciences. More than 300 print journals and 3500 e-journals are currently subscribed. About 3500 thesis and dissertations submitted to various schools of TISS and various project reports, Committee reports are also housed in library.

State of the art Cyber Library, a 24 X 7 facility is located on the library first floor. This has provision of over 90 study places for all with an exclusive area for M.Phil/PhD Scholars. Users have computer desk with ample reading space and also a PC with 10mbps broadband internet access. These study places provide access to print as well as digital learning resources that this library has in its collection.

Some of the important information services provided are Current Awareness Service (New Additions List), Selective Dissemination of Information (SDI Bulletin) Document Delivery Services, Bibliography and Reference Services, Networking with DELNET, Inflibnet for effective Inter Library Loan services.

M.K. Tata Memorial Learning Centre for the Visually Challenged within the Library is equipped with 20 multimedia computers, scanners for reading print materials, Prisma Magnification device for students with low vision, Kurzweil K1000 OCR Reading software, Zoom-Ex Instant Reader for conversion of print material into digital format for creating an e-Library. A 200 page print book can be converted into e-Book in less than 10 minutes. It also has Basic D Braille Embosser for production of Books in Braille.

Doing research at TISS means that you are not restricted to one library for your research. Major libraries like IIT, IIPS, IGIDR, USIS, BCL, SNDT and University of Mumbai are open to our students.

The Students' Affairs Office

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

students in their adjustment to TISS life and help them to take full advantage of the academic and social environment here.

Towards this, the students' Affairs Office looks into the physical and mental well-being of students through services such as counseling, extra-curricular activities such as yoga and gymnasium, as well as promoting cultural activities.

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

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

Hostel Accommodation and Dining Hall

Request for hostel accommodation must be indicated in the application for admission. However, admission to the programme does not necessarily guarantee admission to the hostel. Subject to availability, scholars from outside Mumbai will be provided with hostel accommodation on sharing basis.

The rooms of scholars, who are away from the Institute for any reason for two months or more, are allotted on a monthly basis to other scholars who require temporary accommodation. The hostel fee is to be paid in advance at the beginning of each semester. Hostel residents will have to abide by the hostel rules, breach of which will result in disciplinary action. Hostel rules will be made available on admission to the programme. No accommodation will be provided to guests, spouse or dependents of the hostel residents.

The Dining Hall serves both vegetarian and non-vegetarian meals. It is managed by a Committee comprising students' representatives. It is open to all students/scholars, staff and participants of short-term courses and seminars held at the Institute.

SC/ST Cell

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

Committee against Sexual Harassment

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 has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected and they are treated with.

Keeping the above guidelines in view, TISS has constituted a Committee against Sexual Harassment since 2003.

10. Frequently Asked Questions:

1. Question: I would like to apply for the Ph. D programme at TISS; I would like to know whether you have any part time Ph. D programme which can be done from long distance.

Answer: If admitted the scholar has to come to the institute for completing the admission formalities. If the scholar is asked to take up course work, then it would require attending lectures that are held across two semesters, thereafter the student is expected to visit the institute at least once in a year for meeting with the guide and presenting his/her work to a doctoral advisory committee. They are required to submit a six-monthly report, through their guide.

2. Question: Is it possible to pursue the course along with my current job or not. When are the Classes conducted? Whether they are on Saturday & Sunday or Evening / Regular. Whether the classes are conducted at other locations.

Answer: M.Phil is a two-year full-time programme with regular classes as per the semester time-table. The classes will be conducted only at the Institute.

3. I am a postgraduate and had 20 years experience in rural development work. I would like to do PhD in your esteemed institute. Since I am working, it may not be possible to take regular course, so I wish to know whether your institute is offers correspondence course .

Answer: We do not have correspondence course in PhD, but you could work for your PhD from wherever you are and visit the Institute once a year to meet with the Research supervisor, Doctoral Advisory Committee members and conduct your Phd seminars. Since you have last degree is several years back, you will be asked to do some course work in research methodology for which you will have to spend some time at the Institute. Do go through the prospectus.

4. Question : What is meant by course work? In which cases scholar will not asked to take the course work? What will be the total duration of course work, which will require the

attendance in lecturers? Whether they are on Saturday & Sunday. Or Evening / Regular. Whether the classes are conducted at other locations.

Answer: Students admitted into the Ph.D. programme may be recommended by their guide to undertake certain pre-requisite Research Methodology courses offered to M.Phil. Students by the Centre for Research Methodology. Lectures are held across two semesters beginning from early July of each year.

5. Question: Does TISS provide the placement assistance after M.Phil / Phd completion??

Answer: No. We do not have this practice for M. Phil. and PhD students.

6. Question : Do I need to approach the potential supervisor myself?

Answer : The Selection Committee will be deciding about the possible guides to each scholar.

Important Dates:

Last date of submission of Application Form:	April 8, 2012
Shortlisted candidates list on the TISS website	April 20, 2012
Written Test and Personal Interview on and between	May 1- 4 , 2012

For Further Details:

Call: Doctoral Students Officer on 022 25525268 or 022 25525223.

Email: dso@tiss.edu