

Information Brochure for
MASTER'S DEGREE PROGRAMMES
2009–2011



TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University)

POST BOX No. 8313, V.N. PURAV MARG

DEONAR, MUMBAI 400 088

Phones: 91-22-2552 5000 Fax: 91-22-2552 5050

e-mail: pgadmissions@tiss.edu

<http://www.tiss.edu>

IMPORTANT DATES

For Indian Students		
I	Last Date for Issue of Forms by Post	October 10, 2008
II	Last Date for Issue of Forms in Person	October 24, 2008
III	Last Date for Receipt of Completed Forms at the Institute by Post and in Person	October 24, 2008
IV	Last Date for Receipt of Completed Forms at the Institute from Remote Areas/Regions	October 29, 2008
V	Written Test at Different Centres	December 14 2008
VI	GD for M.A. in Social Work in the respective Centre	December 14, 2008
VII	Announcement of Eligible Candidates on TISS website for Group Discussion / Personal Interview for all Programmes	January 25, 2009
VII	(a) Personal Interviews for M.A. in Education (Elementary) at Bangaluru, Delhi, Kolkatta and Mumbai	March 6 – 16, 2009
	(c) Group Discussion/Personal Interview at TISS Mumbai Campus for all other programmes	March 13-19, 2009
VIII	Announcement of Selection M.A. in Education (Elementary)	March 30, 2009
	Announcement of Selection on TISS website for other Programmes	April 07, 2009
IX	Commencement of the Academic Session, 2009–2011 M.A. in Education (Elementary) All Other Programmes	May 18, 2009 June 22, 2009

Contents

1.	Tata Institute of Social Sciences: An Introduction	1
1.1	Academic Structure	1
1.2	Teaching	2
1.3	Research.	2
1.4	Extension and Field Action.	2
1.5	Key Positions	3
1.6	TISS Community.	4
2.	Master's Degree Programmes 2009–2011: Programme-Specific Details. 5	5
2.1	Intake of Students for the Academic Year 2009–2011	5
2.2	Foundation Courses	5
2.3	M.A. in Social Work	5
2.4	M.A. in Disability Studies and Action.	8
2.5	M.A. in Women's Studies	9
2.6	M.A. in Education (Elementary)	11
2.7	M.A. in Development Studies.	14
2.8	M.A. in Counselling	16
2.9	M.A. in Social Entrepreneurship	18
2.10	M.A. in Human Resources Management and Labour Relations.	20
2.11	M.A. in Globalisation and Labour	23
2.12	Master of Public Health.	25
2.13	Master of Hospital Administration	27
2.14	Master of Health Administration	28
2.15	M.A. in Media and Cultural Studies.	30
2.16	M.A./M.Sc. in Disaster Management	32
3.	Master's Degree Programmes 2009–2011: General Information	36
3.1	Eligibility	36
3.2	Selection Procedure.	38
3.3	Reservations.	41
3.4	Scheduled Castes and Scheduled Tribes Cell	41
3.5	Deputed Candidates	41
3.6	Application Procedure.	42
3.7	Entrance Tests Schedule	44
3.8	Facilities Available during Group Discussion and Personal Interview at the Institute.	45
3.9	After Selection Formalities	46

4.	Fees, Deposits and Other Charges (for Academic Year 2009–2011) . . .	50
4.1	Fees and Deposits	50
4.2	Hostel and Dining Hall Fees Per Annum	51
4.3	Financial Assistance	51
5.	Students Support Services	52
5.1	Students' Affairs Office	52
5.2	Students' Union	52
5.3	Accommodation/Hostels	52
4.4	Dining Hall	53
5.5	Health Care	53
5.6	Counselling Services	53
5.7	Health Insurance	54
5.8	Sports and Recreation	54
6.	Location, Access and Communication	55

Tata Institute of Social Sciences: An Introduction

The Tata Institute of Social Sciences (TISS) was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work, a post-graduate school of social work of national stature to meet the emerging need for trained human service professionals. It was accorded the status of a Deemed University in 1964, and has been funded by the University Grants Commission (UGC) since then.

Since its inception, the TISS has consistently worked for the promotion of sustainable, equitable and participatory development, social welfare and social justice. It has earned recognition as an institution of repute from different Ministries of the Government of India (GoI); 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. In recognition of its social contribution and academic excellence, it was awarded a 5-Star rating by NAAC in 2002.

1.1 ACADEMIC STRUCTURE

The TISS moved to a new academic structure in February 2006. It currently hosts 6 Schools, 4 Independent Centres, and 3 Resource Centres as indicated below:

Schools

- *School of Social Work* with 6 Centres in Community Organisation and Development Practice; Criminology and Criminal Justice; Disability Studies and Action; Equity for Women, Children and Families; Health and Mental Health; and Social Justice and Governance.
- *School of Social Sciences* with 6 Centres in Development Studies; Human Ecology; Socio-legal Studies and Human Rights; Studies in Social Exclusion and Inclusive Policy; Studies in the Sociology of Education; and Women's Studies.
- *School of Management and Labour Studies* with 4 Centres in Human Resources Management and Labour Relations; Labour Studies; Social Entrepreneurship; and Social and Organisational Leadership Development.
- *School of Health Systems Studies* with 2 Centres in Health and Social Sciences; and Health Policy Planning and Management.
- *School of Rural Development*
- *IITB-TISS School of Habitat Studies* with 3 Centres in Urban Planning and Governance; Science Technology and Society; and Water Policy and Governance.

Independent Centres

- Centre for Lifelong Learning
- Centre for Media and Cultural Studies
- Centre for Research Methodology
- Jamsetji Tata Centre for Disaster Management

Resource Centres

- Computer Centre
- Publications Unit
- Sir Dorabji Tata Memorial Library

1.2 TEACHING

The TISS offers 12 Master's Degree programmes in Social Work, Human Resources Management and Labour Relations, Health Administration, Hospital Administration, Education (Elementary), Development Studies, Disaster Management, Globalisation and Labour, Social Entrepreneurship, Media and Cultural Studies, Disability Studies and Action, and Public Health; a Bachelor's degree programme in Social Work, with specialisation in Rural Development; and an integrated M.Phil.–Ph.D. programme in Social Work, Social Sciences, Health Systems Studies, and Management and Labour Studies. Additionally, it offers Diploma and Certificate programmes in various fields of study. It also has a lively Study in India programme, which provides opportunities for international students to study and experience Indian social realities through a blend of theory and field experiences. **From the 2009–2011 academic year, it will be offering two more M.A. Programmes – in Counselling and Women's Studies.**

1.3 RESEARCH

Over the last 5 years, the TISS has been engaged in over 400 research projects funded in-house and/or in collaboration with various governmental, non-governmental and international agencies. In 2007–2008 alone, the TISS undertook 90 research and documentation projects, in areas such as health, education, rural development, employability, labour issues, human rights, sustainable development, social development, urban and rural poverty, disaster response and recovery, etc.

1.4 EXTENSION AND FIELD ACTION

As a part of its extension activities, the TISS has been undertaking innovative Field Action Projects (FAPs) since the 1930s. These FAPs focus on the empowerment of marginalised groups, testing new approaches and strategies in response to changing social realities, facilitating development of field-based knowledge and practice–theory continuum, among others. They have always played an integral role in the curriculum of social work education. Many important institutional innovations – such as Child Guidance Clinics, social workers/counsellors in Hospitals and Family Courts, Special Cells for Violence against Women in Police Stations, Childline – began as FAPs of TISS and were later absorbed into public institutional structures.

1.5 KEY POSITIONS

Dr. S. Parasuraman M.Sc. (Pune), C.P.S. (IIPS), D.P.D. (ISS, The Hague), Ph.D. (Mumbai)	Director
Dr. Lina Kashyap M.A., Ph.D. (TISS)	Deputy Director
Dr. C.A.K. Yesudian M.A.(Madras), Ph.D. (TISS)	Professor and Dean, School of Health Systems Studies
Dr. N. Jayaram M.A., Ph.D. (Bangalore)	Professor and Dean, School of Social Sciences
Dr. Surinder Jaswal M.A. (TISS), Ph.D.(London)	Professor and Dean, School of Social Work
Dr. Sharit Bhowmik M.A. (Mumbai), Ph.D. (Delhi)	Professor and Dean, School of Management and Labour Studies
Dr. John Menachery M.A. (TISS), M.Phil., Ph.D. (Nagpur)	Professor and Dean, School of Rural Development
Dr. Subodh Wagle B.Tech (IIT Bombay), Ph.D. (Delaware)	Professor and Dean, IITB-TISS School of Habitat Studies
Dr. Lakshmi Lingam M.A. (Andhra), Ph.D. (IIT Bombay)	Professor and Dean, Research and Development
Dr. Nasreen Rustomfram M.A., Ph.D. (TISS)	Professor and Dean, Students' Affairs
Dr. Janki Andharia M.A. (TISS), Ph.D. (East Anglia)	Professor and Chairperson, Jamsetji Tata Centre for Disaster Management
Dr. D.P. Singh M.Sc. (Vikram), Ph.D. (Mumbai)	Professor and Chairperson, Centre for Research Methodology
Dr. B. Manjula M.C.J. (Kerala), Ph.D. (Jamia Milia Islamia)	Professor and Chairperson, Centre for Media and Cultural Studies
Dr. Muttayya Koganuramath M.L.I.Sc., M.Sc., I.M. (Sheffield), Ph.D. (Karnataka)	Librarian

Dr. G.G. Wankhede

M.A., B.Ed. (Marathwada),

M.Phil., Ph.D. (JNU)

Professor, School of Social Sciences,
Liaison Officer (SC/ST Cell)**Mr. Sandeep Chatterjee**

M.Sc. (Agra)

Registrar

Mr. H.G. Bhise

M.Com. (Shivaji)

Deputy Registrar

Mr. B. Pandu Reddy

M.Com (Osmania), ICWA-Inter

Deputy Registrar,
Finance and Accounts**Mr. D.K. Shetty**

B.Com (Ranchi), PGD in PM&IR (XIIS)

Deputy Registrar
Personnel and Administration**Ms. Janaki Ramadas**

M.A. (SNDT)

Deputy Registrar
Infrastructure Development and Support**Mr. K.S. Sadegaonkar**

M.Com. (Marathwada)

Deputy Registrar

Mr. Makhan Saikia

M.A., M.Phil. (Delhi)

Deputy Registrar (Officiating),
Academic**1.6 TISS COMMUNITY**

The Institute is home to nearly 130 faculty members who are consistently involved in teaching, research, policy making and institution building. They are supported by 250 technical and administrative staff members and reach out to nearly 1,000 students at any one time. The TISS community extends far beyond, encompassing an extensive network of partners, former faculty, researchers, activists, and alumni across the development community worldwide.

Master's Degree Programmes 2009-2011: Programme-specific Details

2.1. INTAKE OF STUDENTS FOR THE ACADEMIC YEAR 2009-2011

<i>Programme of Study</i>	<i>Total</i>
Social Work	145
Disability Studies and Action	19
Counselling	20
Development Studies	39
Education (Elementary)	32
Women's Studies	15
Globalisation and Labour	14
Human Resources Management and Labour Relations	53
Social Entrepreneurship	27
Health Administration	30
Hospital Administration	39
Public Health	19
Disaster Management	32
Media and Cultural Studies	19

- Notes:* 1. Reservation for Scheduled Caste, Scheduled Tribe, Other Backward Class and Persons With Disability candidates will be as per the Government of India (GoI) directives.
2. Reservation for Kashmiri Migrants will be subject to GoI directives.

2.2 FOUNDATION COURSES

All students of the Master's Degree Programmes, except M.A. in Education (Elementary), are required to take a set of 5 Foundation Courses (FCs), 4 of which are common. These courses will provide students with an orientation to basic perspectives, issues and themes in society, politics, economy and culture.

SCHOOL OF SOCIAL WORK

2.3 M.A. IN SOCIAL WORK

The TISS has been a pioneer in social work education and practice and has, over the years, responded to the needs of the poor, the marginalised and the disadvantaged in society. The social work curriculum has been dynamic and has kept up with the emerging concerns in the era of globalisation. The M.A. in Social Work programme (offered by the School of Social Work) is designed to equip students with sound theoretical knowledge about social work, social welfare and development concerns of the poor, and help the students to develop skills and insights into working with people at the individual, group

and community levels, and their representatives, and network with other groups and professionals working on similar issues.

The programme consists of classroom work, which includes lectures, discussions, student presentations, seminar discussions with subject matter specialists, observation study of social and related organisations, etc. Concurrent and block field work under supervision provides opportunities to develop practical skills in social work. They are given exposure to work with all sectors of populations such as children, youth, women, elderly, dalits, and people with disabilities. Thus, at the end of the 2 years, the M.A. in Social Work graduate is armed with a range of competencies to work in the field of social work, social welfare and social development. The nature of work covers a continuum of interventions from service delivery to organising people for change to programme development and influencing policy.

The M.A. in Social Work programme offers its post-graduates a wide range of work opportunities in non-government, inter-government and government organisations working at the micro and macro levels simultaneously at the local, national and international levels. The programme equips its post-graduates to work in a wide range of capacities as social workers, counsellors, field officers, project officers and programme coordinators in the fields of health, education, development, criminal and juvenile justice, gender issues, family services such as family courts, family counselling centres, adoption centres, broad-based child welfare services, community organisation and development practice, NGO–corporate initiatives, industry, funding agencies, research-based organisations, advocacy and human rights organisations and organisations working in specialised areas of disability, HIV/AIDS, sexuality, disasters, etc. Employment opportunities are also available as instructors and lecturers in colleges/departments of social work, as community development personnel, funding agencies and as development consultants.

Distribution of Credit Hours

<i>Semester</i>	<i>Courses</i>	<i>Credits</i>
	Foundation Courses	12
	Core Social Work	16
	Field Work I	12
	Total for 1st Year	40
III	Students will opt for any one concentration in the context of social work practice	12
	Social Work Practice	04
IV	Students will opt for two concentrations (8 credits each) – (i) Knowledge-Based/Thematic and (ii) Skill-based OR Research Project (6 credits) + Workshop on Analysis in Quantitative and Qualitative Research (2 credits) AND One Concentration (Thematic or Practice)	16
	Field Work II	12
	Total for 2nd Year	44
	Grand Total	84

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I and II	FC 1	Understanding Society	2
	FC 2	Introduction to Economics	2
	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	FC 5	Governance and Public Administration, Social Policy, Law and Social Work	4
	SW 1	Social Work Practice: Principles and Concepts I	9
	SW 2	History and Ideologies of Social Work	2
	SW 3	Participatory Communication	1
	SW 4	Quantitative Research	2
	SW 5	Qualitative Research	2
III	SW 6	Social Work Practice: Principles and Concepts II	4
	<i>Field of Practice Concentrations¹</i>		12
	PC 1	Community Organisation and Development Practice	
	PC 2	Family Social Work	
	PC 3	Persons with Disabilities and Equalisation of Opportunities	
	PC 4	Health and Development	
	PC 5	Dalits and Tribals: Social Justice, Equity and Governance	
	PC 6	Criminology and Justice	
	PC 7	Child and Youth Development	
	PC 8	Women-Centred Social Work	
Analysis in Qualitative and Quantitative Research (Workshop for Research Project Students)		2	
IV	<i>Knowledge-Based/Thematic Concentrations²</i>		8
	KB 1	Rural Development, Environment and Sustainable Livelihoods	
	KB 2	Urban Development: Unorganised Sector and Livelihood	
	KB 3	Social Work in the Field of Mental Health	
	KB 4	Social Policy and Planning	
	KB 5	Community Health	
	KB 6	Disasters, Impoverishment and Social Vulnerability	
	KB 8	Juvenile Justice and Youth in Conflict	
	<i>Skill-Based Concentrations³</i>		8
	SB 1	Management of Non-Profit Organisations	
	SB 2	Developmental/Therapeutic Counselling	
	SB 3	Rehabilitative and Correctional Social Work	
SB 4	Child and Youth Practice		

- Notes:* 1. Any 1 concentration from (PC 1 to PC 8) for 12 credits.
2. Any 1 concentration from (KB 1 to KB 8) for 8 credits.
3. Any 1 concentration from (SB 1 to SB 4) for 8 credits.

2.4 M.A. IN DISABILITY STUDIES AND ACTION

One of the largest minority groups in India who have suffered long years of neglect, deprivation, segregation and exclusion are persons with disability. Though trained social workers have been working with people with disability in a wide variety of settings, the disability rehabilitation field has voiced a strong need for the social work profession to create a cadre of professional social workers, with competency in empowering people with disability and all stakeholders. The School of Social Work developed introduced an M.A. in Disability Studies programme in the 2008–2010 academic year.

The first of its kind in the country, this programme is designed to equip students with sound theoretical knowledge about issues and concerns of persons with disability and all stakeholders, and to help them develop skills and insights into working with, through and for people with disability at the individual, group and community levels and their representatives, stakeholders and network with other groups and professionals working on similar issues.

The programme consists of classroom work, which includes lectures, discussions, student presentations, and seminar discussions with experts on disability issues, observation study of disability and other organisations, and related activities. Field work and a rural practicum under supervision provides opportunities to develop practical skills in disability rehabilitation social work. All students of the programme are expected to conduct a research project as a compulsory part requirement for the M.A. degree. Field work is concurrent for both the years. Thus, at the end of 2 years, the M.A. in Disability Studies and Action graduate is equipped with a range of competencies to work with all groups of persons with disability and other stakeholders in social work and allied fields, at the practice, training, policy and advocacy levels.

The M.A. in Disability Studies and Action will offer its graduates a wide range of field work opportunities in non-governmental, inter-governmental and governmental organisations working at the micro and macro levels simultaneously at the local, regional, national and international levels. The programme equips its graduates to work in a wide range of settings, such as, hospitals, clinics, early detection and intervention centres, special and integrated school settings, vocational rehabilitation centres, community based rehabilitation programmes, parents' associations and associations of persons with disability and other rehabilitation settings. The TISS has sought recognition for this programme from the Rehabilitation Council of India.

Distribution of Credits

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Courses	23
	Field Work	12
Second	Courses	20
	Field Work	12
	Rural Practicum	1
	Research Project	6
	Workshop related to research project	2
Total		76

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I & II	FC 1	Understanding Society	2
	FC 2	Introduction to Economics	2
	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	SWP 1	Theoretical Perspectives and their Application to Disability Rehabilitation Social Work	3
	SWP 2	Sanctions, Values and Ethics of Social Work	1
	SWP 3	Process of Social Work Practice in Disability Rehabilitation	4
	SWP 4	Agency Administration	1
	SWP 5	Team Work in Disability Rehabilitation Social Work	2
	BC 1	Quantitative Research	2
	BC 2	Qualitative Research	2
III	DSA 1	Persons with Disability and their Rehabilitation Contexts	4
	DSA 2	Human Rights, Social Policies and Law	2
	DSA 3	Rehabilitation and Counselling Interventions	4
	DSA 4	Family Centred Interventions with Families of Children and Adults with Disabilities	2
		Workshop on Analysis in Quantitative and Qualitative Research	2
IV	DSA 5	The Gender Dimensions of Disability in the Indian Context	2
	DSA 6	Management of Rehabilitation Programmes for the Disabled	2
	DSA 7	Building Disability Awareness through Action	2
	DSA 8	Seminar on Issues related to Field Practice	2
		Total	45

SCHOOL OF SOCIAL SCIENCES**2.5 M.A. IN WOMEN'S STUDIES**

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

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

Students doing the M.A. in Women Studies programme may find their professional careers in diverse settings such as in academia as researchers and teachers; in journalism; as development workers and activists; in civil and administrative functions of the government, especially women and gender departments; and in national and international organisations working on women and gender issues. In fact, this programme will be useful to people from all fields who would like to use feminist knowledge to question, critique and make changes in whatever area of work they may be involved in.

Distribution of Credit Hours

<i>Details</i>	<i>Credits</i>
Foundation Courses	8
Women's Studies (WS) Courses	54
Research Method Courses	4
Research Project with Dissertation (Optional)	6
Field Attachment:	4
Total	76

All Courses and the Field Attachment are compulsory. However, in lieu of the Research Project with Dissertation students may select 3 optional courses from other concurrently running Master's Degree Programmes across the Schools/Centres in Semesters 2, 3 and 4.

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I	FC1	Understanding Society	2
	FC2	Introduction to Basic Economics	2
	WS1	Women, History and Society: Feminist Theories and Perspectives	4
	WS2	Women's Movement in India	4
	DS4	Quantitative Analysis and Computer Application	2
	DS5	Qualitative Research Methods	2
	WS3	Feminist Science Studies: An Introduction	4
II	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	WS 4	Gender, Caste, Class, Religion and Tribe	4
	WS 5	Feminist Research Methodology / Practices	2
	WS 6	Women and Work :History of Transformation	2

Semester	Course Title	Credits	
	WS 7	Working with Women: Understanding Interventions	2
	WS 8	Women, Sexualities and Violence	2
III	WS 9	Women's Writings	2
	WS 10	Gender Media and Culture	2
	WS 11	Gender, Poverty and Livelihoods	4
	WS 12	Women, Development Practice and Politics	2
	WS 13	Gender, Ideology and Education	4
	WS 14	Engendering Governance	2
	IV	WS15	Gender, Health and Rights
WS16		Gender, Knowledge and Power	2
WS17		Eco Feminism, Environment & Sustainable Development	2
WS18		Women's Rights and Legal Advocacy	4
WS19		Gender and International Development	4
Credits over 4 semesters	Research Dissertation (Optional)	6	
	Field Attachment with Analytical Report	4	
	Total Credits	76	

Note: The semester-wise listing of courses is provisional and may undergo some changes.

2.6 M.A. IN EDUCATION (ELEMENTARY)

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

The programme is collaborative endeavour. Supported by the Sir Ratan Tata Trust, Mumbai, and the ICICI Bank, Mumbai, the programme is a collaborative endeavour involving 5 educational organisations, including TISS, that have contributed significantly to elementary education research and innovative practice. The collaborators are:

- (i) Homi Bhabha Centre for Science Education (HBCSE)
- (ii) Vidya Bhawan Society (VBS)
- (iii) Digantar Shiksha Evam Khelkud Samiti
- (iv) Eklavya

This programme aims at professional development in various areas relevant to education, with a focus on elementary education. This includes teacher education, curriculum development, material development and textbook design, education programme coordination as well as research. Employers include educational institutions involved with teacher preparation and research; as well as government and non-government

agencies involved with developing and implementing intervention programmes, documentation and research.

Dual Mode

The M.A. in Education (Elementary) programme has 10 courses (7 basic and 3 optional) and one field attachment spread over 4 semesters. The programme is conducted in the dual mode – viz., it involves 3 weeks of contact classes and 15 weeks of distance learning per semester. In general, by studying 3 courses per semester, a student would be able to complete the programme in 2 years. Students may opt for the flexible option of taking fewer courses in a semester and completing the programme over 3 years (or more). This is based on the prerequisites for each course. During the distance period, each course requires an average of 8-10 hours of study per course per week.

The contact classes are held at the Mumbai campus of TISS during the Institute's vacation periods. Teaching-learning in the rest of the semester will be carried out based on planned weekly/fortnightly readings and regular assignments, primarily through web-based medium.

Distribution of Credit Hours

The total credit hours for the programme are 74 as detailed below:

<i>Course</i>	<i>Course Title</i>	<i>Contact Credits (1 credit = 15 hours)</i>	<i>Distance Credits (1 credit = 30 hours)</i>	<i>Total Credits</i>	<i>Total Time Spent (in hours)</i>
BC 1	Philosophy of Education	2	4	6	150
BC 2	Sociology of Education I	2	4	6	150
BC 3	Sociology of Education II	2	1	3	60
BC 4	Child Development, Cognition and Learning I	2	4	6	150
BC 5	Child Development, Cognition and Learning II	2	1	3	60
BC 6	Language, Mind and Society	2	4	6	150
BC 7	Curriculum and School	2	4	6	150
BC 8	Research Methods	2	4	6	150
BC 9	Policy, Institutions and Practices	2	4	6	150
OC A	Optional Course	2	4	6	150
OC B	Optional Course	2	4	6	150
OC C	Optional Course	2	4	6	150
FA	Field Attachment and Paper Presentation (in conjunction with OC A)	0	8	8	240
Total		24	50	74	1860

Note: BC: Basic Course; OC: Optional Course; FA: Field Attachment.

Semester-wise Listing of Courses

Semester	Course Title	
I	BC 1	Philosophy of Education
	BC 2	Sociology of Education I
	BC 4	Child Development, Cognition and Learning I
II	BC 8	Research Methods
	BC 7	Curriculum and School
	OC	Optional Course A (linked to Field Attachment)
III	BC 3	Sociology of Education II
	BC 5	Child Development, Cognition and Learning II
	BC 6	Language Mind and Society
	FA	Field Attachment
IV	BC 9	Policy, Institutions and Practices
	OC	Optional Course B
	OC	Optional Course C
		Seminar based on Field Attachment

Basic Courses: The basic courses are compulsory and draw on the foundational areas of philosophy, sociology, economics, history and psychology. These address the need for an understanding of education in relation to areas such as metaphysics and the nature of knowledge, human nature, human development, learning and cognition, language and thought, the nature of Indian society and culture, education as a means of social transformation and social reproduction, etc. Basic courses introduce students to important theories, concepts and debates in these areas.

Optional Courses: There are two groups of optional courses. Group I relates to pedagogy areas. It includes courses which relate to the school subjects/academic disciplines and examine curriculum and pedagogy in these areas. The courses aim towards comprehending the nature of school knowledge and how children learn. It also includes organisation of learning processes covering curriculum, pedagogy and evaluation. Group II relates to thematic areas of contemporary significance. The courses provide opportunities to examine specific issues of particular relevance to Indian education.

Optional Courses A, B, and C are to be chosen from the following with at least one option from each group.

Optional Group I		Optional Group II	
OC 1	First Language Pedagogy	OC 5	Education Leadership and Management
OC 2	Pedagogy of Mathematics	OC 6	Materials Design and Development
OC 3	Pedagogy of Social Studies	OC 7	Teacher Professional Development
OC 4	Science Education	OC 8	Gender and Education
		OC 9	Education of Children with Special Needs

Field Attachment: A compulsory Field Attachment is included to give students an opportunity to engage with professional practice, linked to a short research/project writing, to engage with documentation and research. The field attachment is linked to the subject area of one of the optional courses. The objective is to introduce the learner to a variety of field-based situations and work in elementary education and to provide an opportunity for reflection and writing on the same. Students' field participation would enhance learning about innovations and practical issues on the ground. The duration of the Field Attachment is 2 weeks, which is to be spent at a site of field activity, either within a government or non-governmental organisation.

2.7 M.A. IN DEVELOPMENT STUDIES

The M.A. in Development Studies is a multi-disciplinary programme that draws inputs from and builds on the Institute's 70 years of experience in social work education, research and field action. The programme engages with a multitude of theories and approaches in the social sciences that deal with development perspectives, policy, and practice.

The central objective of the courses specific to the programme is to understand development as an outcome of complex social, economic and political processes at micro- and macro-levels. While some of the courses explore why and how societies, regions and communities change, others focus on how governments, NGOs, international donors, and other development agents intervene to facilitate change. With the role of the State being redefined in the context of market reforms and global economic integration, this programme examines how development could benefit people who otherwise remain outside the market.

Spread over 2 years (or 4 Semesters), the students will be offered a wide range of compulsory courses and optional courses. Each student is required to submit a research dissertation of 8 credits. Internships in different social and economic contexts are also an integral part of the programme.

Students who graduate with this degree may find their professional careers in academic institutions pursuing inter-disciplinary research and teaching in development studies, in civil and allied administrative services, development facilitating national and international organisations, the corporate sector, and research consultancy firms.

Distribution of Credit Hours

The total credit hours* for the M.A. in Development Studies Programme will be 76, divided between the first and second years as detailed below:

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Courses (including FCs)	38
Second	Courses	30
	Internship	Non-credit
	Dissertation	08
Total		76

*Under revision

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>	
I	FC 1	Understanding Society	2	
	FC 2	Introduction to Basic Economics	2	
	DS 1	Concept, History and Theories of Development	4	
	DS 2	Science, Technology and Society	2	
	DS 3	Philosophical Foundation to Development Research	2	
	DS 4	Quantitative Research Methods	2	
	DS 5	Qualitative Research Methods	2	
	Optional Courses (Any 2)			
	DSO 1	Principles of Economics: Microeconomics	2	
	DSO 2	Society, Culture and Development	2	
	DSO 3	Perspectives on Science, Technology and Society	2	
	DSO 4	Urban and Regional Development	2	
	II	FC 3	Development Experience, Social Conflict and Change	2
FC 4		Human Development, Identity, Culture and Media	2	
DS 6		Development Economics	4	
DS 7		State and Democracy: Explorations in Political Theory	2	
DS 8		Social Psychology and Development	2	
DS 9		Law, Institutions, Society and Development	2	
DS 10		Decentralization and Local Governance	2	
DS 11		Women, History and Society	2	
DS 12		Tutorial on Data Base for Development Research	(Non-credit)	
		Dissertation: Proposal Formulation and Presentation		
		Internship (April-May: 6 weeks)	(Non-credit)	
Optional Courses (Any 2)				
DSO 5		Principles of Economics: Macroeconomics	2	
DSO 6		Advanced Quantitative Research Methods	2	
DSO 7		Public Policy : Theories and Processes	2	
DSO 8	Media and Mediated Development	2		
III	DS 13	Agrarian Relations, Agriculture and Rural Development	2	
	DS 14	Social Movements and Social Change	2	
	DS 15	Sustainable Development and Climate Change	4	
	DS 16	Industrialisation, Globalisation and Labour	2	
	DS 17	Social Exclusion and Social Justice – Theories and Processes	4	
	DS 18	Political Economy of Space, Urbanisation and Development	2	
	DS 19	Gender and Development	2	
	Optional Courses (Any 2)			
	DSO 9	GIS, Remote Sensing and Development Research	2	
	DSO 10	The Political Economy of International Trade	2	
	DSO 11	Inequality, Poverty and Financing of Human Development	2	
	DSO 12	Vulnerability and Social Protection in the Disaster Context	2	

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
	DSO 13	Development and Crime	2
		Dissertation: Data Analysis and Interpretation	
IV	DS 20	Development and Social Sector	4
	DS 21	Civil Society and Development	2
	DS 22	Policy and Programme Planning, Monitoring and Evaluation	2
		Roundtable on Development Processes in South Asian Countries (One roundtable of 3 day duration will be conducted inviting academicians and development professionals from South Asian countries in the last week of November each year)	Non-credit
		Dissertation: Report writing and submission	8

2.8 M.A. IN COUNSELLING

The M.A. in Counselling is programme is anchored by the School of Social Sciences, and conducted in collaboration with the School of Social Work and the Centre for Lifelong Learning.

Periods of abrupt change require individuals and groups to adapt to new situations. The process of urbanisation involving rapid socioeconomic changes has been a challenge to individuals and families and the forces of globalisation are adding complications impacting lives of people in Economic, Social, Cultural and Psychological spheres, in rural and urban areas. People experiencing economic and social disadvantages, subjected to gender discrimination at public and private spheres of life, the differentially abled, and those living with HIV/AIDS and other life threatening health problems face stigma and difficulties in adjustment. People in certain professions are also encountering tremendous strain in fulfilling their duties, like the police force. Growing up in different socio-cultural and economic contexts by itself has an element of adjustment. Adaptation and adjustment is, therefore, likely to require professional assistance and counselling is one of them.

The primary focus of the M.A. in Counselling programme is to impart professional education in the developmental and contextual approach to counselling. In addition, it will impart skills to work with individuals encountering difficulties in coping with different situations and experiences. The core courses include Psychology and Human Development, knowledge to assess counselling situations, the problems and skills practice. This is strengthened by courses providing analytical frameworks to comprehend the larger socio-cultural reality as well as a grasp of the contextual premise in which counselling will have to occur. The practice of skills will take place under both close supervision by trained professionals and also more independently in practice settings. Research is necessary to made compulsory component of counselling inform practice and practice strengthens conceptualisation, Thus, dissertation has been made a compulsory component of the curriculum.

The field of counselling is applicable in a wide range of groups and settings: parent and child counselling; counselling of armed forces; settings like the schools, hospitals, industries and work places, NGOs that work with various human relationship related problems; for issues involving trauma or intense difficulties in dealing with self or others, like violence situations, marital and family problems, disaster situations, etc. The candidates after completion of this degree programme can expect to be working in such settings.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Courses	37
	Practice	8
Second	Courses	9
	Specialisation & Practice	18
	Research	8
Total		80

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	CN 1	Introduction to Counselling	2
	CN 2	Personal and Interpersonal Development of the Counsellor – I	2
	CN 3	Human Growth and Development I: Child and Adolescent Development	2
	CN 4	Theories for Counselling	2
	CN 5	Research Methods – I	2
	CN 6	Introduction to Social Psychology	2
	CN 7	Ethics in Counselling	1
CN 8	Practicum I	2	
II	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	CN 9	Counselling Assessment – I	2
	CN 10	Understanding Psychological Problems	2
	CN 11	Personal and Interpersonal Development of the Counsellor –II	1
	CN 12	Human Growth and Development II: Adulthood and Ageing	2
	CN 13	Theoretical Approaches and Techniques of Counselling	5
	CN 14	Socio-cultural Context of Counselling	2
CN 15	Practicum II	6	
CN 16	Research Project I: Development of Research Proposal	–	
III	CN 17	Counselling Assessment – II	2
	CN 18	Emerging Approaches & Techniques in Counselling	3
	CN 19	Research Methods –II: Analysis and Interpretation of Data	2
	CN 20	Personal and Interpersonal Development of the Counsellor – III	1
	CNO A	Optional Course I (Theory)*	8
	CNO	Optional Course I (Practical)	
	CN 16	Research Project – II: Data Analysis	–

Semester	Course Title		Credits
IV	CNO B	Optional Course II (Theory)	8
	CNO	Optional Course II (Practical)	
	CNO 16	Research Project – III:	6
	CN 21	Personal and Interpersonal Development of the Counsellor – IV	1
	CN 22	Internship	2
	CN 23	Seminar	2
	Total Credit Hours		80

Note: Optional Courses A and B are offered in Semesters III and IV. Two courses have to be chosen from the following set of Optional Courses. They are:

- CNO 1: School Counselling
- CNO 2: Rehabilitation Counselling
- CNO 3: Marriage and Family Counselling
- CNO 4: Child, Adolescent and Parent Counselling
- CNO 5: Counselling Older Persons
- CNO 6: Psycho-Social Interventions With Children (the course is being developed)

SCHOOL OF MANAGEMENT AND LABOUR STUDIES

2.9 M.A. IN SOCIAL ENTREPRENEURSHIP

The field of Social Entrepreneurship, which has grown very rapidly in recent years, leverages business management and entrepreneurial skills to pursue the multiple bottom-line of the social enterprise by keeping stakeholder value intact rather than only that of shareholder value. The Centre for Social Entrepreneurship with the School of Management and Labour Studies came into existence after careful thought about the emerging needs of wider society to develop change leaders to create enterprises with a social purpose, and thus generate wealth to enhance livelihood and sustainable development. This programme is about promoting inclusive groups.

The two-year, full-time, M.A. in Social Entrepreneurship programme aims at training and developing change leaders for wealth generation with social progress in social sectors/non-profit markets. These qualified professionals are expected to emerge as social entrepreneurs themselves in collaboration with the state, market and civil society institutions. The course curriculum blends cutting-edge theory with innovative field-based learnings to develop appropriate, effective, efficient, economically sustainable and politically viable entrepreneurial activities.

The programme will cover an overview of the business, finance, economics, society, ethics, innovation, entrepreneurship, profit making and non-profit making organisations and their structures, decision-making and management, leadership development, linkages with stakeholders, and development of business plans for the non-profit sectors. A distinctive feature of the course curriculum is its inductive pedagogy blending classroom teaching and experiential learning through block fieldwork, assignments in finding innovative solutions to social problems individually

and through group exercises, in-depth examination of the strengths and weaknesses of social entrepreneurial activities across the world, and interacting with successful social entrepreneurs.

The TISS post-graduates in Social Entrepreneurship are expected to take up professional positions in international organisations, and national government and non-government organisations: get absorbed in the fast-growing profit and non-profit sectors, and also to emerge as social entrepreneurs themselves.

Distribution of Credit Hours

The total credit hours* for the degree programme will be 86, divided between the first and second years of the programme as detailed below. However, the year-wise distribution of total credit hours may change depending upon the semester class timetables.

Year	Detail	Credits
First	Courses	28
	Field Work/ Field-Based Project	12
Second	Courses	28
	Field Work/ Field-Based Project	12
	Business Plan Preparation	6
Total		86

*Under revision

Semester-wise Listing of Courses

Please note that the curriculum is under review.

Semester	Course Title	Credits	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 5	Economic, Sociological and Psychological Foundations of Management	3
	SE 1	Entrepreneurship: Concepts and Theories	2
	SE 2	Social Entrepreneurship and Innovation	2
	SE 3*	Business Ethics	2
II	FC 3	India's Development Experience	2
	FC 4	Human Development, Identity, Culture and Media	2
	SE 4	Entrepreneurial Leadership and Motivation	2
	SE 5	Social Sector: Perspectives and Interventions	2
	SE 6	Business Plan Formulation and Project Appraisal	2
	SE 7	Banking and Micro-finance	2
	SE 8	Research Methodology and Statistics	2
	SE 9*	Social Network Analysis	2
	SE 10*	Group Entrepreneurship	2

Semester	Course Title	Credits	
III	SE 11	Governance and Performance Management	2
	SE 12	Financial Management and Accounting	2
	SE 13	Management Information System (MIS)	2
	SE 14	Social Enterprise Management	2
	SE 15	Legal Framework for Social Enterprises	2
	SE 16*	Evidence-based Intervention Advocacy and Policy Making	2
IV	SE 17	Social Impact Assessment and Policy Evaluation	2
	SE 18	Social Marketing	2
	SE 19	Fund Raising and Resource Mobilisation	2
	SE 20	Risk Management	2
	SE 21	Corporate Social Responsibility	2
	SE 22*	Local Economy and Training Indigenous Entrepreneurs	2
	SE 23	Venture Capitalists and Venture Funding	2

*Optional Courses

Field Work and Projects

- Field work carrying a weightage of 24 credit hours spread over 4 semesters of about 5 weeks each.
- Block placement of about 4 weeks at the end of Semester 4 (Compulsory and Non-credit).
- Business Plan Development Project carrying a weightage of 6 credit hours. Students work on the project throughout the second year.

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

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

The broad objectives of this M.A. programme are to sensitise students to the social, political, economic, and ecological environments of society; to enable students to become effective business leaders and decision-makers and contribute to organisational effectiveness; to facilitate the use of systems thinking among the students to evolve possibilities, while addressing various personal and organisational challenges; to develop a global perspective among students to respond to global challenges; and to impart values of intellectual honesty, justice and fairness.

The programme places importance on both theoretical and hands-on learning. While classroom learning through participation in the forms of discussions and case studies,

presentations, simulation games, assignments, etc., emphasises conceptual clarity, practical inputs are provided through the rigorous field work system, which complements the classroom inputs by throwing light on the practical dimension of the profession. The insights that emerge out of such an experience make students conceptually strong and successful in the practice of the profession. All these, coupled with the focused attention that students get owing to the small size of the batch, makes personal learning highly effective. Field work is a continuous process, which seeks to facilitate students' exposure to varied industry sectors. Besides, students undertake internships with organisations for a period ranging from 6–8 weeks, which is seen as an opportunity for the student to learn significantly from, and contribute meaningfully to organisations.

In brief, the M.A. in Human Resources Management and Labour Relations (HRM&LR) programme, which benefits from over 4 decades of teaching and research in the same area, is a challenging teaching–learning experience that blends cutting edge theory with innovative practice to develop business leaders for the global industry.

The TISS HRM & LR post-graduates are amongst the most sought after in the global industry today. They occupy positions of leadership across a wide spectrum of industries and sectors including, IT/ITeS, banking and finance, telecom, manufacturing, public sector, pharmaceutical, retail and management consultancy.

Distribution of Credit Hours

The total credit hours for the M.A. in Human Resources Management & Labour Relations Programme will be 96, divided between the first year and second years, as detailed below:

<i>Year</i>	<i>Detail</i>	<i>Credit s</i>
First	Courses	42
	Field Work	12
Second	Courses	26
	Field Work	12
	Research Project or Two additional papers	4
Total		96

Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	PC 1	Interaction with HR Heads	Part of Induction
	PC 2	Round Table Discussion on FW followed by Industrial visits.	Part of FW orientation
	FC 1	Understanding Society	2

Semester	Course Title	Credits		
	FC 2	Introduction to Basic Economics	2	
	FC HR 1	Foundations of Business Management	2	
	FC HR 2	Industrial Relations	2	
	FC HR 3	Management of Human Resources: Conceptual and Strategic Perspectives	2	
	HR 1	Social Research & Case Analysis	2	
	HR 2	Employment Law - I	2	
	HR 3	Organisational Theory & Design	2	
	HR 4	Business Communication and Presentation Skills	2	
	HR 5	Understanding Self and Facilitating Relationship	2	
	II	FC 3	Development Experience, Social Conflict and Change	2
FC 4		Human Development, Identity, Culture and Media.	2	
HR 6		Organisation Behaviour	2	
HR 7		Employee Resourcing	2	
HR 8		Financial Accounting & Cost Management – I	2	
HR 9		Marketing, Sales Management & Business Development - I	2	
HR 10		Operations Management	2	
HR 11		Performance Management	2	
HR 12		Learning and Development	2	
HR 13		Employee Welfare, Decent Work and SHE	2	
HR 14		Foundations of Compensation Management	2	
PC 3		Assessment Centre		
III		HR 15	Organisation Development and Change Management	2
		HR 16	Application of IT in HRM	2
	HR 17	Employment Law – II	2	
	HR 18	Labour Economics	2	
	HR 19	Business Strategy and Strategic Human Resources Management	2	
	HR 20	Business Statistics and Quantitative Techniques	2	
	HR 21	Financial Accounting and Cost Management – II	2	
	HR 22	Marketing, Sales & Business Development – II	2	
	Elective I: Employee Relations			
	ER 1	Negotiation Skills and Collective Bargaining	2	
	ER 2	Global Employee Relations	2	
	ER 3	Conflict Management and Building Collaboration.	2	
	Elective II: Learning and Development			
	LD 1	Alternative Learning Models	2	
	LD 2	Training Process and Delivery	2	
	LD 3	Training Evaluation and Effectiveness Measurement	2	
	Elective III: Compensation and Benefits			
	CB 1	Advanced Compensation and Benefit	2	

Semester	Course Title		Credits
IV	CB 2	Global Compensation Management	2
	CB 3	Taxation: Policy and Procedures	2
	Elective IV: Generic Course		
	Students have to opt for at least one paper from each of the abovementioned Electives		6
	Audit Courses		
	CA 1	Measuring HR Effectiveness and Benchmarking	
	CA 2	Future of HR	
	HR 23*	Global HRM	2
	HR 24*	Corporate Governance and Business Ethics	2
	HR 25*	Knowledge Management	2
HR 26*	Gender and Diversity Management	2	
HR 27*	Leadership capacity building	2	
HR 28*	Talent Management	2	
Audit Courses			
CA 3	Understanding Innovation, Creativity and Decision - Making		
CA 4	Organization Process Capability Management		

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

Notes: 1. The Curriculum is under review. Major changes are likely to happen in the elective courses

2. Total credit hours including field work are 96.
3. PC 1 , PC 2 and PC 3 form part of the Induction to the M.A. in HRM&LR programme
4. CA 1, CA 2, CA 3 and CA 4 are audit courses, which are compulsory for all students. It will be conducted in the form of one-day workshops.
5. Those not opting for research project will take 2 additional courses in Semester IV.
6. In Semester III, 1 out of 4 electives is to be chosen by students.
7. Summer project will be a non-credit and compulsory activity.

2.11 M.A. IN GLOBALISATION AND LABOUR

The onslaught of globalisation and liberalisation has been causing major changes in the lives of the people in developing countries in general and the working class in particular. This has happened particularly during a short span of just 2 decades. It is during this period that the world has witnessed an intensification of the globalisation process and liberal policies. Moves to counter these forces are present but at times weak and mostly divided. The ILO has stated specifically that there should be measures that make globalisation more inclusive of the marginalised. There is a need to introduce this debate at a level that is higher than mere rhetoric and sloganeering. It is necessary to equip people engaged in mass-based organisations such as trade unions, cooperatives and other membership-based organisations with adequate knowledge at the theoretical, conceptual and empirical levels so that they can interrogate these processes and take stands that are realistic.

The M.A. in Globalisation and Labour programme (offered by the School of Management and Labour Studie) attempts to undertake this task. The initial interest in starting such a course

came from the ILO. It has founded the Global Labour University (GLU), which collaborates with universities in different countries to run courses at the post-graduate levels for training trade unionists and other activists of membership-based organisations. The GLU has initiated a programme with the University of Kassel and Berlin School of Economics in Germany; the University of Witwatersrand, South Africa; and University of Campinas, Brazil. The TISS is a part of this international collaborative effort. Preference will be given to candidates from trade unions and membership-based organisations.

The pedagogy for this programme is through classroom teaching, tutorials, student seminars, project work, and field visits. The role of visiting faculty, mainly from trade unions and labour research organisations from different countries, will be a vital input. Classroom teaching will comprise 50% of the credit hours. Students will be encouraged to make presentations on the different topics covered, based on field visits and their own experiences.

Classroom teaching of the programme will be completed in the first year, where a total of 12 courses, comprising 44 credits, will be taught. Grading will be based on written examinations, assignments and presentations. In the second year, all students will undergo an internship (of 16 credits) for 6 months with a trade union or a membership-based organisation. They will report back periodically to the faculty. Each student will also have to write a dissertation of 16 credits under the supervision of a faculty member. All students return to the campus in February to complete, submit and defend the dissertation.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Foundation Course	8
	Courses	44
Second	Dissertation	16
	Internship	16
Total		84

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	GL 1	Foundation Course (for Globalisation and Labour)	4
	GL 3	International Labour Standards, Decent Work, Social Dialogue	4
II	GL 4	One World Seminar	2
	GL 11	Research Methodology	4
	<i>Optional Courses (Any one)</i>		
	GL 6	Multi-National Corporations and the State	4
	GL 13	WTO, World Bank and International Monetary Fund	4

Semester	Course Title	Credits	
	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture, and Media	2
	GL 2	Labour Markets in Developing Countries	4
	GL 4	One World Seminar	2
	GL 7	Industrial Relations and Trade Union Strategies in a Global Economy	4
	GL 8	Globalisation and Informal Sector	4
	GL 9	Organising Labour in Informal Sector	4
	GL 10	Social Security and the State	4
	<i>Optional Courses (Any one)</i>		
	GL 5	Effects of Globalisation and Labour: Country Studies	4
	GL 12	Leadership Development	4
	III and IV		Internship
		Dissertation	14
		Presentation of Internship Report and Defence of Dissertation	4

SCHOOL OF HEALTH SYSTEM STUDIES

2.12 MASTER OF PUBLIC HEALTH

The Master of Public Health (MPH) programme (offered by the School of Health Systems Studies) aims to train students for a career in Public Health. The MPH Degree is awarded after completing requirements of all 4 semesters, which may be done over a maximum period of 5 years from the date of registration, failing which the student will be disqualified from receiving the Master's Degree. Each semester involves taught courses, an internship and a research project.

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

In the past, students of the School of the Health Systems Studies have been employed by key national organisations like the National AIDS Control Organisation, State Health Systems Resource Centres of the Ministry of Health and major voluntary organisations such as CARE-India, Catholic Relief Service, and Aga Khan Health Services, India. Some are also absorbed in UN organisations such as UNFPA, and international health projects supported by organisations like the World Bank, WHO and DFID. In recent years, they have also found positions in the IT and the health insurance sectors.

Distribution of Credits

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Courses	32
	Internship	12
Second	Courses	22
	Internship	6
	Dissertation (compulsory)	6
Total		78

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 5	Social Science Perspectives on Health	2
	BC 1	Research Methodology I – Quantitative Methods	2
	BC 2	Research Methodology II – Qualitative Methods	2
	BC 3	Introduction to Epidemiology	2
	PH 1	Introduction to Public Health	2
	PH 2	Epidemiology of Communicable and Non-Communicable Diseases I	2
	1st Internships		6
II	FC 3	India's Development Experience	2
	FC 4	Part I: Media, Culture and Society	1
	FC 4	Part II: Perspectives in Human Development	1
	FC 6	Social and Behavioural Influences on Health	2
	BC 4	Introduction to Biostatistics	2
	BC 5	Health Policy and Systems Research	2
	PH 3	Epidemiology of Communicable and Non-Communicable Diseases II	2
	PH 4	Health Care Management	2
	PH 5	RCH and Adolescents	2
	2nd Internship		6
III	BC 6	Evaluation Research in Public Health	1
	BC 7	Advanced Epidemiology and Biostatistics	2
	PH 6	International Public Health	2
	PH 7	Public Health Surveillance and Information Systems	2
	PH 8	Public Health Financing	2
	PH 9	Population Dynamics and Health	2
	PH 10	Ethics and Public Health: Principles and Practice	2
	3rd Internship		6

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
IV	PH 11	Health Policy Formulation and Implementation	2
	PH 12	Health Education and Communication	2
	PH 13	Environmental Health	1
	PH 14	Mental Health	1
	PH 15	Public Health Nutrition	1
	PH 16	Public Health Legislation	2
	Dissertation (Process to begin from Semester 1- compulsory for all)		6

Note: The semester-wise listing of courses is provisional and may undergo some changes.

2.13 MASTER OF HOSPITAL ADMINISTRATION

The Master of Hospital Administration programme (offered by the School of Health Systems Studies) aims to develop a cadre of professional managers in hospital sector. The M.H.A. (Hospital) Degree is awarded after completing the requirements of all 4 semesters, which may be done over a maximum period of 5 years from the date of registration, failing which the student will be disqualified from receiving the Master's Degree. Each semester involves taught courses, and an internship and/or a research project.

The Master of Hospital Administration programme prepares students for leadership roles in the hospital sector through training in planning, operational and project management of hospitals including orientation in the managerial aspects of clinical, various specialities, and support services departments. The programme also imparts training in managing financial, material and human resources as well as planning and managing information systems in hospital settings.

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

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Courses	32
	Internship	12
Second	Courses	22
	Internship	12
	Research Project or Additional Internship	6
Total		84

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 5	Social Science Perspectives on Health (Part I: Units I, II and III)	2
	BC 1	Principles of Health Services Management	2
	BC 2	Research Methodology I	2
	HO 1	Organisation and Administration of Supportive Services	2
	HO 2	Organisation and Administration of Clinical and Super Specialty Services	2
	1st Internship		6
II	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	FC 5	Social Science Perspectives on Health (Part II: Units IV and V)	2
	BC 3	Research Methodology II	2
	BC 4	Organisational Behaviour	2
	BC 5	Human Resources Management and Labour Legislation	2
	BC 6	Financial Accounting	2
	BC 7	Epidemiology and Biostatistics	2
	HO 3	Hospital Planning	2
	2nd Internship		6
III	BC 8	Health Policy and Administration	2
	BC 9	Operations Research	2
	BC 10	Comparative Health System	2
	BC 11	Strategic Management in Health Care Settings	2
	BC 12	Materials Management	2
	BC 13	Legislation for Health and Hospital	2
	HO 4	Management Accounting	2
	HO 5	Marketing Management	2
	3rd Internship		5
IV	HO 6	Systems Development and Information Resource Management in Hospitals	2
	HO 7	Quality Management	2
	HO 8	Financial Management	2
	Dissertation/Optional Internship		6
	4th Internship		6

Note: The semester-wise listing of courses is provisional and may undergo some changes.

2.14 MASTER OF HEALTH ADMINISTRATION

The Master of Health Administration programme (offered by the School of Health Systems Studies) aims to develop a cadre of professional managers in the health sector. The M.H.A. (Health) Degree is awarded after completing the requirements of all 4 semesters, which may be done over a maximum period of 5 years from the date of registration, failing which the student will be disqualified from receiving the Master's Degree. Each semester involves taught courses, an internship and a research project.

The Master of Health Administration programme prepares students to take on managerial positions in the national health programmes, the NGO sector and community-based health programmes by building capacities in planning, implementing, monitoring and evaluating those programmes. It also orients the students to macro issues relevant to health policy and programming in the country.

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

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Courses	32
	Internship	12
Second	Courses	22
	Internship	12
	Research Project (compulsory)	6
Total		84

Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 5	Social Science Perspectives on Health (Part I: Units I, and III)	2
	BC 1	Principles of Health Services Management	2
	BC 2	Research Methodology I	2
	HE 1	Community Health	2
	HE 2	Management of National Health Programmes	2
		1st Internship	6
II	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	FC 5	Social Science Perspectives on Health (Part II: Units III and IV)	2
	BC 3	Research Methodology II	2
	BC 4	Organisational Behaviour	2
	BC 5	Human Resources Management and Labour Legislation	2
	BC 6	Financial Accounting	2

Semester	Course Title	Credits	
	BC 7	Epidemiology and Biostatistics	2
	HE 3	Health Planning	2
	2nd Internship		6
III	BC 8	Health Policy and Administration	2
	BC 9	Operations Research	2
	BC10	Comparative Health System	2
	BC11	Strategic Management in Health Care Settings	2
	BC12	Materials Management	2
	BC13	Legislation for Health and Hospital	2
	HE 4	Health Management Information Systems	2
	HE 5	Health Education and Communication	2
	3rd Internship		6
IV	HE 6	Gender, Health and Rights	2
	HE 7	Urban Health	2
	HE 8	Financing of Health Services	2
	Dissertation		6
	4th Internship		6

Note: The semester-wise listing of courses is provisional and may undergo some changes.

2.15 M.A. IN MEDIA AND CULTURAL STUDIES

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

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

With its unique blend of theory and practice, the M.A. in Media and Cultural Studies works towards the creation of a lively group of media 'thinking do-ers' and 'doing thinkers' who could then choose to branch out into a diverse range of work

or educational situations. The students of this programme will be equipped to work in the areas of media and television production, independent media practice, media education, advocacy and research. Potential employers include television production houses, educational and research institutions, NGOs, and governmental agencies.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Courses	40
Second	Courses	20
	Media Project	8
	Dissertation	4
	Internship	6
Total		78

Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	MC 1	Media Studies: An Introduction	2
	MC2	Cultural Studies: An Introduction	3
	MC 3	Ways of Knowing	2
	MC4	Image Making I	2
	LC 1	Video Production	4
	MC 12	Cyberculture-An Introduction	2
II	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	MC5	Working with Video I	3
	MC6	Image Making II	2
	MC 7	Media Research	2
	MC10	Reading Film	3
	MC11	Seminar I: Presentation of Research Project	2
	LC 2	Writing Skills	2
	LC 3	Video Post-production	4
	LC 6	Understanding Art	1
III	MC8	Mediated Development	3
	MC9	Working with Video II	4
	MC13	Television Studies	2
	MC14	Gender, Media and Culture	2
	MC15	Seminar II: Presentation of Media Project	2

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
	LC 4	Visual Design	4
	LC 5	Community Radio	2
	LC 7	Web Design	1
IV	MP	MCS Media Project	8
	MR	MCS Research Project and Dissertation	4
		Internship	6

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

Disaster Management is emerging globally as a full-fledged academic discipline. The M.A./M.Sc. programme in Disaster Management (offered by the Jamsetji Tata Centre for Disaster Management) aims at enhancing knowledge, capacities, skills and perspective on disasters. While enabling an understanding of disasters from the vantage point of science and technology in prediction, mitigation and response, the programme will also foster a critical and reflective appreciation of current debates in disaster management within the framework of social and environmental justice, state and civil society dynamics, development, conflict and displacement and globalisation. Students of social sciences, environmental sciences, engineers, medical and health professionals, architects, mid-career bureaucrats and armed forces personnel have joined this programme.

The design of this Master's programme includes thematic and issue-based courses, such as the relationship between environment, livelihood and disasters; hazards, risks and vulnerability; institutions, governance and disaster-preparedness and response and knowledge systems and disaster management. The programme offers a strong multi-disciplinary knowledge base and will enhance critical skills essential for intervention in disasters and their prevention. The programme provides the opportunity to develop expertise in a range of areas such as governance, geo-informatics, logistics and supply chain management, public health, peace, conflict and human security, etc. It has one year of intensive classes, workshops and practicals with field exposure and internships. In the second year, focus is on field work and research dissertation – research is a compulsory component of the programme. The programme, however, will follow a pre-determined calendar.

As an emerging field, the need for qualified personnel within disaster management is high. Students graduating with this degree are likely to be employed as disaster/emergency management specialists in India and abroad. Prospective employers include government and non-government agencies and research institutions. Each state in India is being mandated to set up State Institutes of Disaster Management which offer career opportunities. The field also offers significant scope of engagement as independent professionals with government and non-government sectors. Equipped with a capacity for critical reflection, students of this programme could also go on to pursue research, training and teaching careers in diverse disciplines.

Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credits</i>
First	Courses	38
	Study Visit	2
	Internship	6
Second	Courses	18
	Internship	8
	Research Project	6
Total		76

Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	DM 1	Introduction to Hazards and Disasters	2
	DM 2	Fundamentals of Disaster Management	2
	DM 3	Technology, Environment and Disasters	2
	DM 4	Approaches and Planning for Disaster Prevention, Preparedness and Vulnerability Reduction	2
	DM 7	Field Seminar (15 hrs)	1
	DM 8	Introduction to Remote Sensing and Geographical Information System (GIS) Techniques	2
	DM 9	Research Methodology I	2
	DM 15	Seminar Course in Disasters (15 hrs)	1
	DM 16	Public Health and Disasters	2
DM 38	Study Visits and Tutorials	2	
II	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	FC 5	Disasters and Development (Bridge Foundation Course)	2
	DM 5	Approaches and Planning for Response – Standards in Humanitarian Aid, Relief, Rehabilitation and Development	2
	DM 6	Disaster Risk Reduction and Development Planning	2
	DM 7	Field Seminar (15 hrs)	1
	DM 10	Research Methodology - II	2
	DM 14	Governance, Law and Policy in Disaster Management	2
	DM 15	Seminar Course in Disasters (15 hrs)	1
DM 39	Field Work (Internship)	6	
III	DM 11	Project Management in Disaster Contexts	2
	DM 12	Introduction to Disaster Financing	2
	DM 13	Logistics Management in Disaster Situations	2
	DM14	Research Dissertation Concentration Courses	6

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
IV	DM 40	Fieldwork (Internship)	8
	DM 41	Research Dissertation	6
		Concentration Courses	6

Concentrations

Students will choose any two of the concentrations. The table below presents the four courses under each concentration. The first course listed for each concentration is a compulsory course for all students and will be completed over the first, second and third semesters.

<i>Sl. No.</i>	<i>Concentration</i>	<i>Courses</i>
I	Public Health and Disaster Management	DM 16: Public Health in Disasters DM 17: Public Health Planning and Management for Disasters I DM 18: Public Health Planning and Management for Disasters II DM 19: Seminar Course in Emerging Issues in Public Health with regard to Disasters
II	Governance in Disaster Management	DM 14: Governance, Law and Policy in Disaster Management DM 23: Governance and Politics and Disasters DM 24: Governance for Disaster Risk Management DM 25: Empowerment, People-Centred Governance and Disaster Management
III	Conflicts, Peace and Development	DM 14: Governance, Law and Policy in Disaster Management DM 26: Conflicts and Conflict Analysis DM 27: Conflicts and Humanitarian Crises DM 28: Conflict Transformation, Peace and Just Development
IV	Logistics Management and Service Delivery Systems	DM 13: Logistics Management in Disaster Situations DM 29: Dimensions of Disaster Relief Logistics and Supply Chain Management DM 30: Logistics and Supply Chain Management Processes DM 31: Strategic Planning in Disaster Logistics and Supply Chain Management
V	Geographical Information Systems in Disaster Management	DM 8: Introduction to Remote Sensing and Geographical Information System (GIS) Techniques DM 32: Digital Image Processing and Data Management Techniques DM 33: Application of Geoinformatics in Disaster Management (I) DM 34: Application of Geoinformatics in Disaster Management (II)

Facilitating Multi-Level Entry Exit

The programme is also aimed at facilitating multi level entry and exit for mid-career professionals. The following table illustrated the placement and distribution of courses and credits across semesters.

Disaster Management - Year I

<i>Programme</i>	<i>Semester I</i>				<i>Semester II</i>				<i>Total of I & II *</i>
	<i>Courses</i>	<i>Credits</i>	<i>Study Visits</i>	<i>Total Credits</i>	<i>Courses</i>	<i>Credits</i>	<i>Internship</i>	<i>Total Credits</i>	
Certificate	10	20	2	22					
Diploma	10	20	2	22	9	16	6	22	44
Master's	10	20	2	22	9	16	6	22	44

*Master's students would have accumulated 44 credits in Semesters I and II

Disaster Management - Year II

<i>Programme</i>	<i>Semester III</i>				<i>Semester IV</i>				<i>Total of I & II Year</i>
	<i>Courses</i>	<i>Credits</i>	<i>Study Visits</i>	<i>Total Credits</i>	<i>Courses</i>	<i>Credits</i>	<i>Internship</i>	<i>Total Credits</i>	
Master's	6	12	12	3	6	8	6	20	44+32=76

Master's Degree Programmes 2009-2011:
General Information

Candidates can apply and give the Written Test for a maximum of THREE programmes.

3.1 ELIGIBILITY

- (a) A Bachelor's Degree of a minimum of 3 years duration or its equivalent (under the 10+2+3 or 10+2+4 or 10+2+2+1 year bridge course pattern of study or any other pattern fulfilling the mandatory requirements of 15 years formal education) from a recognised university, in any discipline.

OR

- (b) Candidates who will complete all the requirements of their final year Bachelor's Degree examinations by Saturday, June 20, 2009. For M.A. in Education (Elementary) candidates, Saturday, May 16, 2009, is the last day for completion of requirements of their final year Bachelor's Degree Examination candidates are eligible to apply provided they have successfully completed their first and second years, if the degree course is of 3 years; and the first, second and third years, if the degree course is of 4 years. In such cases, admission to any of the Master's Degree Programmes of the Institute will be provisional. If a provisionally admitted student fails in the final year examination, the offer of provisional admission automatically stands cancelled.
- (c) Candidates applying for the Master of Public Health Programme should have (i) A Master's Degree in any discipline, or (ii) A Bachelor's Degree in medicine/para medical courses, or (iii) A Bachelor's Degree (other than medicine/para medical) with at least two years' experience in the health sector after graduation.
- (d) Candidates who are in their final year Bachelor's Degree Programme are not eligible to apply for admission to any of the Master's Degree programmes, conducted by School Health Services Studies, i.e. Health Administration, Hospital Administration and Public Health.

Notes: Medical graduates should complete their internship on or before Saturday, June 20, 2009. Otherwise, their candidature/admission stands cancelled.

3.1.1 Instructions for Determining Eligibility to Apply

- i) 'Pass Class' in the Bachelor's Degree pursued by the applicant will be taken for determining his/her eligibility.
- ii) The first, second and third year marks of the Bachelor's Degree examinations (if the degree is of 3 years duration) or first, second, third and fourth year marks of the

Bachelor's Degree examinations (if the degree is of 4 years duration) of all the subjects taken including major/main, minor/subsidiary and languages, etc., must be shown by the candidates in the Application Form at Item No. 16. Those marks will be taken into account, while calculating the overall average percentage of marks to determine the marks for Academic Background, as shown in 3.2.1 of the Information Brochure.

- iii) In case of candidates with a dual degree (5 years integrated degree after 12th), only the marks of first 3 years will be considered to determine the percentage.
- iv) Rounding of marks for calculating the overall average percentage of marks is not allowed.
- v) Candidates, whose marks are in grade or grade points, must convert the grade or grade points into marks and write them in the appropriate columns in the Detailed Application Form, to be submitted before appearing for the Group Discussion (GD) and Personal Interview (PI). Otherwise, the application will be treated as incomplete and rejected and the candidate will not be allowed to appear for GD/PI.
- vi) Eligibility, once determined on the basis of the information given by the candidate in the Application Form, shall be final for the purpose of tests/interview/selection. However, in case it is found that the information furnished by a candidate is incorrect or misleading or ineligibility being detected before or after the tests/interview/selection/admission, his/her candidature will be cancelled without giving reasons thereof.
- vii) If a provisionally admitted student fails in the final year of his/her Bachelor's Degree Examination and even if he/she has applied for re-evaluation at the university/college, he/she will not be allowed to continue the programme as the offer of provisional admission stands automatically cancelled on his/her failure in the final year examination.
- viii) Candidates who are in the final year of their Bachelor's Degree programme, but have not passed in all the courses (main/major/subsidiary, etc.) of first and second years (if the Degree is of 3 years duration) and first, second and third years (if the Degree is of 4 years duration) on the day of applying for the programme are not eligible to apply for any Master's Degree programme of the Institute.
- ix) Candidates who have been declared as failed in the final year examination are not eligible to apply for any of the Master's Degree Programme of the Institute, unless they pass their Bachelor's Degree examination on the day of applying for any of the programmes.

3.2 SELECTION PROCEDURE

3.2.1 Weightage for the Different Components

Sl. No.	Programme	Written Test	Group Discussion	Personal Interview	Academic Background	Total
1.	Social Work	75	25	70	30	200
2.	Disability Studies and Action	100	–	70	30	200
3.	Counselling	70	30	70	30	200
4.	Development Studies	100	–	70	30	200
5.	Education (Elementary)	100	–	70	30	200
6.	Women's Studies	100	–	70	30	200
7.	Globalisation and Labour*	100	–	70	30	200
8.	Human Resources Management and Labour Relations	70	30	70	30	200
9.	Social Entrepreneurship	70	30	70	30	200
10.	Health Administration	100	–	70	30	200
11.	Hospital Administration	100	–	70	30	200
12.	Public Health	100	–	70	30	200
13.	Disaster Management	100	–	70	30	200
14.	Media and Cultural Studies	100	–	70	30	200

Note: * Selection Procedure and weightage for candidates from non-trade union or membership-based organisations who are applying to the M.A. in Globalisation and Labour programme is as given in the above table. Candidates sponsored by trade unions/membership-based organisations will only have to appear for the PI.

(a) *Written Test:* The Written Test is in two parts. Part I is the Common Objective Test for all the programmes which consists of 3 sections: (i) General awareness/knowledge about current/contemporary social issues; (ii) Analytical/logical reasoning and quantitative ability; and (iii) Verbal reasoning. The duration of the test is 45 minutes.

Part II of the Written Test is the 'Programme-Based' Test and the duration is 60 minutes for all courses. Part II for Social Work will consist of an analysis of caselets of 45 minutes duration and group discussion of 20 minutes. Part II of the Written Test for each programme aims to assess the following:

Social Work	<p><i>Caselets:</i> Social awareness and sensitivity to core and civic issues. Ability to take positions on issues.</p> <p><i>Group Discussion:</i> Knowledge about contemporary and social issues. Ability to engage in group interactions.</p>
Disability Studies and Action	<p><i>Descriptive Test:</i> Awareness of social issues and sensitivity to people, problems and situations will be assessed through analytical writing of an essay.</p>
Counselling (Equal Weightage for both sections)	<p><i>Section I (Descriptive Test):</i> Awareness of social issues and sensitivity to people, problems and situations will be assessed through analytical writing of an essay.</p> <p><i>Section II (Subject Knowledge Test):</i> An objective test to assess knowledge in the fields of General Psychology, Child/Human Development and Social Work.</p>

Development Studies	<i>Objective Test:</i> Analytical Ability, Quantitative Reasoning and Contemporary Social and Development Issues.
Education (Elementary)	<i>Descriptive Test:</i> Awareness about Issues in Education
Women's Studies	<i>Descriptive Test:</i> Awareness of and reflection on women's issues in India, Analytical capacities and sensitivity to social concerns and issues
Globalisation and Labour	<i>Objective Test:</i> Awareness about Globalisation, Labour and Society
Human Resources Management and Labour Relations	<i>Objective Test:</i> Data Interpretation Test, Data Sufficiency Test, Probability Test, Reading Comprehension relating to business and HR issues, Business Knowledge, Foundation of Management (Economics, Sociological and Psychological).
Social Entrepreneurship	<i>Objective Test:</i> Social Entrepreneurship Aptitude Test
Health Administration	<i>Section I:</i> Descriptive Test <i>Section II:</i> Objective Test
Hospital Administration	<i>Section I:</i> Descriptive Test <i>Section II:</i> Objective Test
Public Health	<i>Section I:</i> Descriptive Test <i>Section II:</i> Objective Test
Disaster Management	<i>Descriptive Test:</i> Analytical Abilities and Awareness about Current Issues
Media and Cultural Studies	<i>Descriptive Test:</i> Social sensitivity and awareness of social issues, critical thinking, Creativity and ability to think out of the box, Language competence in English, and Ability to read and comprehend texts.

Note: Model question paper for each of the programme will be placed on TISS website on November 8, 2008.

- (a) *Academic Background:* Marks are awarded to each applicant on the basis of the overall percentage of marks secured in the Bachelor's Degree. This is inclusive of languages/minor/ancillaries/practicals/projects. While giving percentage of average marks, please include all subjects whatever it may. High academic achievement is not the only criterion on which the candidate will be selected.
- (b) *Group Discussion (GD):* The GD aims at the assessment of knowledge about contemporary issues in the field and sensitivity to social issues expressed orally in English as well as in Hindi in a group situation. The time allotted is 20 minutes for Social Work and 25 minutes for other programmes. For M.A. in Counselling, the GD activity will have behavioural games, and observation thereof to help determine aspects of interpersonal interactions and relations, and communication skills. There is no GD for the Master's Degree Programmes in Development Studies, Disaster Management, Education (Elementary),

Globalisation and Labour, Health Administration, Hospital Administration, Media and Cultural Studies, Public Health, Disability Studies and Action, and Women's Studies.

- (c) *Personal Interview:* The candidate is also expected to be acquainted with the programme for which he/she has applied for, as questions may be asked on the topic during the PI. The M.A. in Disability Studies and Action candidates will be assessed for knowledge and sensitivity towards persons with disability and issues related to the field.
- (d) For M.A. in Counselling candidates, aspects of subject knowledge, motivation, career goals and aspirations, and other non-academic details such as hobbies, extra-curricular interests and previous job experience will be determined during the Personal Interview.

3.2.2 Eligibility for Group Discussion and/or Personal Interview

Short-listing of candidates for Group Discussion and/or Personal Interview will be based on cut-off marks to be decided later by the Institute. Only short-listed candidates will be sent call letters for Group Discussion and/or Personal Interview.

Important:

For M.A. in Social Work: General category candidates must score at least 45% and SC/ST candidates must score at least 35% of the aggregate on the Written Test and Group Discussion to be considered eligible for Personal Interviews.

For M.A. in Education (Elementary): Candidates short-listed for PI will be required to either download or submit online the Detailed Application Form, which will be available at www.tiss.edu after declaration of Written Test results on January 25, 2009. They are required to bring the filled in Detailed Application Form along with photocopies of all documents and also the original documents for verification and 2 passport-sized photographs as mentioned on pages 48 of this Brochure to the Interview Centre. No candidate will be allowed to appear for the PI without submitting the Detailed Application Form in time with required documents.

For M.A. in Disability Studies and Action: Preference will be given to candidates who either have a graduate degree in Social Work, Psychology, Special Education, Occupational Therapy, Physiotherapy, Speech Therapy, and disability rehabilitation-related fields. Graduates with at least 2 years experience in the field of disability or social welfare will be preferred.

For all other Programmes: Candidates short-listed for GD/PI will be required to either download or submit online the Detailed Application Form, which will be available at www.tiss.edu after declaration of Written Test results on January 25, 2009. They are required to send the filled in Detailed Application Form along with photocopies of all documents and two passport-sized photographs as mentioned on pages 48 of this Brochure by Friday, February 20, 2009. No candidate will be allowed to appear for the GD/PI without submitting the Detailed Application Form in time.

3.3 RESERVATIONS

Reservation for candidates belonging to Scheduled Castes and Scheduled Tribes will be as per GoI requirements, that is, 15% and 7.5% for SC and ST candidates respectively.

Reservation for Other Backward Classes (OBC) the Institute follows a 3-year phase-wise implementation of 27%. In the year 2008-2009, it admitted candidates belonging to OBC @9% for all courses except M.A. in Education (Elementary). In the year 2009-2010, it will admit candidates of OBC @18% for all courses except M.A. in Counselling and M.A. in Women's Studies, which are offered for the first time and will comply with full 27% quota. In 2010-2011, it will follow 27% of reservation for all programmes including new programmes that may be offered. The figure given in the Brochure are based in this programmes.

Persons With Disability: 3% seats as applicable will be considered in the Master's Degree Programmes for PWD of which 1% each is reserved for persons with (a) Low Vision/Blindness, (b) Hearing Impairment, and (c) Locomotor Disability/Cerebral Palsy.

Kashmiri Migrants: Subject to the GoI directives.

3.4 SCHEDULED CASTES AND SCHEDULED TRIBES CELL

The Scheduled Castes and Scheduled Tribes Cell was established at the Institute as per GoI and UGC directives with the honorary position of the Liaison Officer occupied by a senior faculty member. The Cell facilitates the overall welfare of the students, staff and faculty belonging to these communities. The Cell organises pre-admission orientation programme for candidates in THREE centres i.e. Delhi (for candidates from Northern regions), Kolkatta (for candidates from Eastern and North-East regions) and Mumbai (for candidates from Western and Southern regions) will be held between November 17 - 21, 2008, to help them prepare for the TISS Entrance Tests. This cell will also organise post-admission orientation programme for new students at the beginning of the academic session. Further, various coaching classes are conducted on life skills, personality development, writing and presentation skills, and so on. Interactive sessions and informal meetings with students are also conducted to help them deal with personal, social and academic problems. Issues relating to Persons with Disability are also looked after by the Cell.

3.5 DEPUTED CANDIDATES

In the case of Government Officers/employees from Departments of Education/SCERTs/DIETs, Teachers and Resource Persons applying for the M.A. Education (Elementary) Programme, filled application forms may be sent via the relevant authority nominating the candidates. The selection of such candidates will be through a suitable screening process comprising documentary evidence of interest and motivation of the programme or and interview.

Officers for other programmes deputed by the Central and State Governments and autonomous organisations for studying any of the Master's Degree programmes will have to give the Written Test and, if found eligible, the GD and/or PI, along with other

candidates. A Government Officer, having quarters in the Mumbai Metropolitan Region, will not be eligible for hostel accommodation, unless he/she has surrendered such accommodation and produces a certificate to that effect.

In the case of Defence Personnel applying for M.A./M.Sc. in Disaster Management, the eligible candidates will be called for a Written Test at TISS, and, if found eligible, for the PI also at TISS.

3.6 APPLICATION PROCEDURE

3.6.1 How to Obtain the Application Form

The prescribed Application Form and Information Brochure can be obtained:

- By sending a request letter to the Assistant Registrar (Academic) of the Institute along with a Demand Draft for Rs. 1000/- for a single programme and Rs. 750/- each for the second and third programmes, drawn in favour of Tata Institute of Social Sciences, and payable at Mumbai. If applying for more than one programme, only one draft for the requisite amount (Rs.1,750/- for any two programmes and Rs. 2,500/- for any three programmes), should accompany the request letter. The candidates should write on the envelope, in bold capital letters, "Application for Admission to the Master's Degree Programme (2009–2011)".
OR
- By downloading or submitting the Application Form online from the TISS website (www.tiss.edu). Please note that while submitting the downloaded/online submitted Application Form either by post or in person to the Academic Section, it should be accompanied by a Demand Draft for the requisite amount, that is Rs.1000/-, if applying for any one programme; Rs.1750/-, if applying for any two programmes; and Rs.2,500/-, if applying for any three programmes.
- From the Cash Counter at TISS, against cash payment (Cash timings: Mondays to Fridays from 10.30 a.m. to 4.30 p.m. and on Saturdays, from 10.30 a.m. to 1.00 p.m.).

Important

1. A candidate can apply for not more than THREE programmes.
2. Use only ONE application form, even if applying for more than one programme.
3. If the form is downloaded or submitted online from the TISS website please mention the fee details and attach the DD for the required amount along with the completed form to consider it.

Notes: (a) A candidate who has already applied for ONE or TWO programmes along with a DD for the requisite amount/paid requisite application processing charges in cash at the TISS Cash Counter and subsequently wishes to apply for more than any one or two programmes (total not more than THREE programmes) should send another DD for requisite amount or pay the requisite application processing charges at the TISS Cash Counter along with a request letter addressed to the Assistant Registrar, TISS, indicating the following:

- i) Name of the candidate.

- ii) Application Form Number already sent to the Institute.
 - iii) Title of the programme(s) already applied.
 - iv) Title of the additional programme(s) for which the candidate is to be further considered.
- (b) Those who have sent a DD for a minimum amount of Rs.1000/-, and if applying for more than one programme should enclose another DD for the difference amount at the time of submission of the application forms.
- (c) Those who have obtained a form on cash payment of Rs.1000/- from the TISS Cash Counter, and if applying for more than one programme should pay the difference amount to the TISS Cash Counter at the time of submission of the application form and also attach the duplicate copy of the cash receipt for the difference amount.

Unemployed SC and ST candidates, whose parents' /guardian's income was Rs. One lakh or below for the financial year 2007–08 can obtain the Application Form free of cost. They can download the form from www.tiss.edu and submit it along with a true copy of the Caste/Tribe Certificate and the Income Certificate or they can send a request letter along with a true copy of Caste/Tribe Certificate, Income Certificate and self-addressed (A/4 Size) cloth-lined envelope to the Assistant Registrar (Academic), TISS. Please note that the (a) Caste/Tribe Certificate should be issued in the name of the candidate by a Revenue Officer not below the rank of a Tehsildar; and (b) A copy of the Income Certificate of the candidate's parents/guardian should be issued by the employer or by any appropriate authority for the financial year 2007–08.

3.6.2 Submission of Duly Filled in Application Form

- (a) Candidates who have filled in the downloaded form or submitted it online, should write their name, address, telephone number (along with STD code), etc., on the reverse of the Bank Draft, at the time of submitting the completed form to the Academic Section, TISS.
- (b) Candidates can send their duly filled applications through Registered Post/Speed Post/Courier. The envelope should be addressed to the Academic Section, TISS.
- (c) Candidates can also submit their duly filled applications personally to the Academic Section, TISS, against proper receipt. The Institute will not be responsible for the applications sent/delivered to any other functionary of the Institute.
- (d) The last date for receiving the Application Forms, completed in all respects, by hand or by post, is October 24, 2008, up to 4.30 p.m.

Note: Candidates belonging to SC or ST or OBC or PWD category MUST submit the relevant certificates of their status (as SC or ST or OBC or PWD) along with their filled in applications. No candidate will be considered for more than one category as mentioned in the prescribed application form.

The last date for receiving applications sent BY POST from remote areas/regions (i.e., Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti district, Pangri sub-division of Chamba district of Himachal Pradesh, the Andaman & Nicobar Islands, and Lakshadweep Islands), is October 29, 2008.

Candidates who are claiming the benefit of extended time should clearly indicate in their forwarding letter, along with the Application Form, the name of the particular area or

region (for example, Assam, Meghalaya, Jammu & Kashmir, etc.) from where they have posted their application. In case they fail to do so, the benefit of extended time will not be granted. In the case of Application Forms received by hand or through courier services of any type, the benefit of extended time will NOT be granted, regardless of the place of residence of the applicant.

Candidates should clearly note that the Institute will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Institute on or before the prescribed last date.

3.7 ENTRANCE TESTS SCHEDULE

The Written Tests for all programmes and Group Discussion (only for Social Work) will be held on December 14, 2008, at the following places:

<i>Region</i>	<i>Place</i>
Northern Region	Bhopal, Delhi, Jaipur, Lucknow, Srinagar
Eastern Region	Bhubaneswar, Guwahati, Kolkata, Patna, Port Blair, Ranchi
Western Region	Ahmedabad, Mumbai, Nagpur, Pune
Southern Region	Bengaluru, Chennai, Cochin, Hyderabad

Note: The TISS reserves the right to change or cancel a test centre at its discretion. The Institute also has the right to assign a particular centre for candidates applying for multiple programmes.

Admit Card: Admit card will generally be despatched on weekly basis. However, candidates who did not get their admit card by December 5, 2008, may register their complaint with Section Officer (Admissions) by sending a mail to pgadmissions@tiss.edu. Candidates who registered their complaints will be given a duplicate admit card a day prior to the entrance test in his/her respective centre. No duplicate admit card will be issued on the day of the entrance test.

The PI for M.A. in Education (Elementary) programme will be held between March 6–16, 2009 at Bengaluru, Delhi, Kolkatta and Mumbai.

The GD and/or PI for all the other programmes (for M.A. in Social Work only PI) will be held at the Mumbai Campus from March 13–19, 2009. The actual date of the GD and/or PI of a candidate will be put up on the TISS website and will also be intimated to the candidate by email, and also will be sent through email. Shorlisted candidates are requested to contact the Section Officer (Admissions), in case they do not receive any mail with regard to date of GD/PI at least by March 5, 2009.

Request for change in the date for the Written Test will not be considered. However, a change in the dates for GD and/or PI may be considered, if the date of GD and/or PI at the TISS clashes with the date of entrance test of another Institution or the date of final year examination of the candidate. However, the candidate must produce documentary

evidence for this. Please note that the changed date for GD and/or PI will be within the announced time schedule only.

3.8 FACILITIES AVAILABLE DURING GROUP DISCUSSION AND PERSONAL INTERVIEW AT THE INSTITUTE

3.8.1 Hostel

In comparison to the number of outstation candidates, the hostel facilities available are inadequate at the Mumbai campus. Therefore, hostel accommodation will be provided only to SC/ST/PWD candidates. We regret that we cannot provide accommodation to the person(s) accompanying the candidate. The candidates must vacate the rooms immediately after the GD and/or PI are over.

3.8.2 Dining Hall

Coupons can be purchased from the Cash Counter and the Hostel In-charge, if applicants wish to have tea/lunch in the Dining Hall of the Institute.

3.8.3 Facilities for SC and ST Candidates Eligible for GoI Post-Matric Scholarship

- (i) *Reimbursement of Travelling Allowance (TA), etc.:* If the SC/ST candidates, appearing for the Written Tests of any of the Institute's Master's Degree programmes for the first time, are unemployed, and their parent's/guardian's income was Rs. One lakh or below, during the financial year 2007–2008 and have submitted a certificate to this effect, they will be provided to and fro travel expenses (Second Class Railway or State Transport Bus fare) immediately after the Written Test is over at every centre. The reimbursement of the travel expenses will be subject to their submission of the original tickets. It will be the responsibility of the SC and ST candidates to fill in the TA form provided along with a photocopy of the call letter for the Written Test before they appear for it and collect the money as soon as the test gets over.
- (ii) *Reporting at the Institute for GD and/or PI:* SC/ST candidates, who are eligible for such facilities, should report at the Institute only after receiving the call letter/mail for GD and/or PI. They will be provided free hostel accommodation, meals, and reimbursement of to and fro travel expenses (Second Class Railway or State Transport Bus fare). Those staying in the hostel will be required to vacate rooms immediately after the GD and/or PI are over.
- (iii) SC/ST candidates, who have already availed of such facilities, but were not selected in a previous attempt and who have been called for the test again will not be reimbursed their travel expenses. If such candidates are called for GD and/or PI at the Institute, and if they desire to stay in the hostel, they should deposit on arrival Rs. 100/- per day as lodging charges. The boarding, lodging and travelling expenses incurred by them during the Written Test at the Centre, and the GD and/or PI at the Institute will be reimbursed only if they are selected.
- (iv) SC/ST candidates, who have received financial assistance to enrol for a Master's Degree programme of the Institute in one field, will not be eligible for similar facilities, if they apply for another Master's Degree programme of the Institute.

- (v) SC/ST candidates who, after passing one level of education, are studying in the same level of education in a different subject, e.g., B.Sc. after B.A. or B.Com. after B.A. or M.A. in one subject after M.A. in another subject will not be eligible for the GoI Post-Matric Scholarship.
- (vi) SC/ST candidates who, after having completed their educational career in one professional line, continue professional studies in a different line, e.g., LL.B. after BA/B.Ed., will also not be eligible for the GoI Post-Matric Scholarship.

3.9. AFTER SELECTION FORMALITIES

ANNOUNCEMENT OF SELECTION

M.A. in Education (Elementary): March 30, 2009

All other programmes: April 07, 2009

COMMENCEMENT OF ACADEMIC SESSION

M.A. in Education (Elementary) : May 18, 2009

All other Programmes : June 22, 2009

(a) *Acceptance Letter*

- Candidates selected for the M.A. in Education (Elementary) programme should pay Rs.19,875 (with Hostel and Dining Hall facilities) OR Rs. 17,300/- (without Hostel and Dining Hall facilities) as Semester I Fees (subject to revision) by DD drawn in favour of 'Tata Institute of Social Sciences' payable at Mumbai, on or before a date which will be notified later, along with the Acceptance Letter.
- All selected candidates for the Master's Degree post-graduate programmes should sign and return the acceptance letter (to be downloaded from the website) on or before April 30, 2009, if admission is accepted by paying the Semester I fees and deposits (except hostel) as shown on page 52 of the Information Brochure.

(b) *Verification of Original Documents*

- The verification of original documents for the M.A. in Education (Elementary) candidates will be carried out at the time of the PI at the respective centre.
- The verification of original documents for all other programmes will be carried out from April 8 to May 11, 2009, from 10.30 a.m. to 1.00 p.m. and from 2.00 p.m. to 4.30 p.m. on any day of convenience of candidates excluding Saturdays and Sundays.

The selected candidates must produce the following documents, wherever applicable, for verification in original, during the verification period. If a candidate has submitted his/her original documents like degree, mark-sheet, etc., to a College/University for re-evaluation or for any other purpose, he/she is required

to produce a letter from the college/university authority addressed to the Registrar of the TISS clearly indicating that the candidate's original documents, as stated above, have been retained by the college/university for a specific purpose.

- (i) Secondary School Certificate and Mark-sheet (X/XI);
- (ii) Higher Secondary Certificate and Mark-sheet (XII);
- (iii) First Year/I and II Semester Bachelor's Degree Mark-sheet;
- (iv) Second Year/III and IV Semester Bachelor's Degree Mark-sheet;
- (v) Third Year/V and VI Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 3 years duration);
- (vi) Fourth Year/VII and VIII Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 4 years duration);
- (vii) *Appearance Certificate from College*: If the candidate has appeared for all the examinations of the final year of the Bachelor's Degree and the results have not been declared, the candidate should produce a certificate from the College/University indicating that he/she has appeared for the final year Bachelor's Degree examinations, including practicals, if any.
- (viii) A conversion table of grade points into percentage equivalents, in the case of grade card holders;
- (ix) No Objection Certificate from the employer, if employed;
- (x) Caste/Tribe Certificate (only for SC/ST/OBC);
- (xi) Certificate of OBC with non-creamy layer status.
- (xii) Income Certificate of the preceding financial year (only for those SC/STs who are eligible for GoI Post-Matric Scholarship);
- (xiii) Certificate of Disability (if applicable);
- (xiv) Certificates of extra-curricular activities, if any;
- (xv) Certificate issued by a competent authority showing that the candidate's mother or father is an Indian worker in the Gulf or South-East Asia (if applicable);
- (xvi) Certificate of Kashmiri migrant (Certificate issued by a competent authority indicating the status of Kashmiri migrant. This will be subject to the GoI directives);
- (xvii) Compulsory Internship Completion Certificate in case of candidates applying to the M.H.A programmes.

Important

- If any of the above documents in original are not produced for verification, or if the copies of the document attached to the Detailed Application Form do not tally with the original documents, provisional selection will be cancelled immediately.
- Admission will be subject to the fulfilment of the eligibility requirements as confirmed through the verification of original certificates and mark-sheets, etc.
- Original documents for verification will not be accepted by post or courier service. They have to be presented by the candidate or by his/her authorised nominee.

- Original documents will be immediately returned to the candidate as soon as the verification is over.

(c) *Facilities for SC and ST Students who are Eligible for the Post-Matric Scholarship of the Governemtn of India (GoI)*

- (i) Reimbursement of Travelling Allowance (TA): Travel expenses from the place of residence to Mumbai for joining the programme will be met by the Institute on production of tickets. Reimbursement will be made after joining the programme.
- (ii) Exemption from Payment of Tuition and Other Fees, including Deposits: SC and ST students will be exempted from paying the tuition fees and other fees, including all deposits. They are also exempted from payment of Dining Hall and Hostel charges during their study at the Institute. However, selected candidates (other than Maharashtra) are required to bring with them two Post-Matric Scholarship forms (fresh). They should also obtain their parents'/guardian's signature on the form, wherever required.

- Notes: 1. SC and ST students in employment, whose pay are protected during the period of their study, and SC and ST students who have already availed of the GoI Scholarship for a professional course of a University will not be eligible for the GoI Post-Matric Scholarship. They will, therefore, be required to pay all the fees, deposits and other charges like general students.
2. All SC and ST students are required to pay the annual premium of Group Medclaim Policy at the time of admission.

(d) *Government of Maharashtra Freeship*

SC and ST students from Maharashtra State whose parents'/guardian's income was more than Rs. One lakh in the 2007–2008 financial year are exempted from payment of tuition, examination, sports/gym, library, study tour/rural camp. However, they will be required to pay other fees including the annual premium of Group Medclaim Policy. They also need to apply for the Freeship to the Maharashtra State Government through the Institute. For more details, they may meet the Liaison Officer or Section Officer of the SC/ST Cell, TISS.

(e) *Payment of Fees*

Outstation candidates are required to submit a Demand Draft drawn in favour of Tata Institute of Social Sciences, payable at Mumbai, with the requisite amount towards Semester I fees and deposits at the time of verification of the original documents. The Bank timings are: 9.00 a.m. to 2.00 p.m. (Mondays to Fridays) and 9.00 a.m. to 12.00 noon (Saturdays) to make payment in cash. The Bank is closed on Sundays and Public Holidays.

(f) *Joining the Programme*

Those who have accepted admission by paying the Semester I fees and deposits by April 30, 2009, are expected to join the programme on June 22, 2009. Admission of those who have paid the fees and deposits by April 30, 2009, but fail to join on June 22, 2009, will be automatically cancelled.

In the case of M.A. in Education (Elementary), those who have paid the Semester I fees on or before April 20, 2009, are expected to join the programme on May 18, 2009. Admission of those who have paid the fees and deposits by April 20, 2009, but fail to join the programme on May 18, 2009, will be automatically cancelled.

(g) *Refund of Fees*

Fees will be refunded as per the directives of the UGC.

(h) *Hostel Accommodation*

Separate hostels are available for men and women. However, the number of available hostel seats is inadequate. Therefore, it is not possible for the Institute to provide hostel accommodation to all the outstation candidates selected for any Master's Degree Programmes of the Institute. The Institute reserves the right to decide admission to its hostels and can refuse admission to the hostel without assigning any reason. Please note that candidates cannot claim hostel accommodation, merely because they have submitted the hostel form or obtained admission or paid fees in full.

The TISS has an inventory of paying guest and independent accommodation available around and close to the campus. Selected candidates not getting hostel accommodation will be provided with information on alternative facilities.

(i) *Pre-admission Medical Check-up*

All candidates should undergo medical check-up from April 8 to May 11, 2009. All International Students and Indian nationals returning from abroad should give an undertaking to undergo an HIV test, as per the GoI regulations.

(j) *Migration Certificates*

Certificates issued by college/university authorities should be handed over to the Academic Section, within a month after admission.

(k) *Identity Card and Premium towards Group Mediclaim Insurance*

Selected candidates should give 3 recent stamp-sized photographs – one each for a temporary identity card, a digital identity card and another for insurance, at the time of verification of original documents – to the Academic Section.

(l) *Provisional Admission (Except for M.H.A.)*

A candidate, who is admitted provisionally, pending final year examination results should procure the mark-sheet and migration certificate as soon as he/she gets them, after declaration of results, and submit the same to the Academic Section. In any case, they should be submitted by the end of December of the same academic year, failing which his/her admission will be cancelled.

4

Fees, Deposits and Other Charges (for Academic Year 2009-2011)

4.1 FEES AND DEPOSITS (IN RUPEES) (Subject to revision)

Items	DM	DS	EE	GL/ HR/ SE	HE/ HO/ PH	MC	DA/ SW/ WS	CL
Semester I								
Tuition Fees	10,000	10,000	10,000	11,600	11,600	10,000	10,000	11,600
Examination Fee	300	300	300	300	300	300	300	300
Development Fund	32,000	2,500	2,500	2,500	2,500	5,000	2,500	2,500
Lab Expenses	-	-	-	-	-	10,000	-	1,500
Insurance Premium	1,140	1,140	-	1,140	1,140	1,140	1,140	1,140
Students' Union Fee	100	100	-	100	100	100	100	100
Internship/ Field Work Fee	1,500	-	-	-	1,500	-	1,500	2,000
Rural Practicum per year	-	-	-	-	-	-	2,500	-
Compulsory Deposits	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
Equipment Deposit	-	-	-	-	-	10,000	-	-
Total (A)	49,540	18,540	17,300	20,140	21,640	41,040	22,540	23,640
Semester II								
Tuition Fees	10,000	10,000	10,000	11,600	11,600	10,000	10,000	11,600
Examination Fee	300	300	300	300	300	300	300	300
Development Fund	32,000	2,500	2,500	2,500	2,500	5,000	2,500	2,500
Internship/Field Work Fee	-	-	-	-	1,500	-	1,500	2,000
Lab Expenses	-	-	-	-	-	10,000	-	1,500
Other Charges	100	100	-	100	100	100	100	100
Total (B)	42,400	12,900	12,800	14,500	16,000	25,400	14,400	18,000
Grand Total (A) + (B)	91,940	31,440	30,100	34,640	37,640	66,440	36,940	41,640

Notes: 1. DM= Disaster Management, DS=Development Studies, DA = Disability Studies and Action, EE= Education (Elementary), GL=Globalisation and Labour, HE=Health Administration, HO=Hospital Administration, HR= Human Resources Management and Labour Relations, MC = Media and Cultural Studies, PH = Master of Public Health and SE= Social Entrepreneurship, SW= Social Work, CL = Counselling, WS = Women's Studies

2. Fees for International Students from SAARC and other low income countries will be 10% higher on the total fees than that for Indian Students.

4.2 HOSTEL AND DINING HALL FEES PER ANNUM (Figures in Rupees)

Hostel and Electricity Deposits (Refundable)	4,400
Double-Seater Charges	3,000
Multi-Seater Charges	2,000
Electricity Charges	3,000
Dining Hall (to be adjusted against the monthly bills)	12,000

Note: The above charges for students of the M.A. in Education (Elementary) programme are as follows: Dining Hall = Rs.1,500/-, and Hostel and Electricity Charges = Rs.1,075, per Semester.

4.3 FINANCIAL ASSISTANCE

1. For students of M.A. in Education (Elementary) programme, the following types of financial assistance are available on merit-cum-means.
 - Fee Waiver
 - Travel and Stay Support (for contact classes and field attachment)
 - Computer and Internet Support (at home station)
Award of these will be decided based on the application of selected candidates during the Semester I contact period.
2. For students of other M.A./M.H.A. Programmes, a few Scholarships on the basis of Merit, and 'Merit-cum-Need basis are available. Financial assistance may also be available from the Students' Welfare Fund of the Institute.

Student Support Services

5.1 STUDENTS' AFFAIRS OFFICE

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

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

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

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

5.2 STUDENTS' UNION

The Institute has a healthy tradition of electing a Students' Union by secret ballot. Returning Officers are appointed to oversee the process. Office bearers of the Union have been responsible students who have contributed to student life through their leadership. During critical periods, such as disasters and relief work, they have been at the forefront of volunteering for tasks as well as mobilising their colleagues. Last year, the Students' Union successfully undertook an orientation programme for undergraduate students of the TISS at the Tuljapur Campus on 'how to organise student activities' on the cultural and literacy fronts.

5.3 ACCOMMODATION/HOSTELS

Admission to the hostels is restricted to full-time, bona fide, Master's degree students. Hostel admission is not guaranteed. Deputed candidates, holding government

accommodation in Mumbai (general category or SC/ST), will not be allotted hostel accommodation. Due to limited seats in the hostel, accommodation is not available for students who ordinarily reside in the Mumbai Metropolitan Region. Out-of-town students, who have close relatives in Mumbai, will also not be given hostel accommodation.

5.4 DINING HALL

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

Students on campus also enjoy a canteen facility which was initiated in June 2006. In keeping with the overall ethos of the Institute, management of the canteen has been given to an NGO devoted to women's empowerment. The canteen is run by a self-help group of woman rag-pickers.

5.5 HEALTH CARE

Two Medical Officers visit the Institute – one every Monday, Wednesday and Friday from 4.00 p.m. to 5.00 p.m. and the other every Tuesday, Thursday and Saturday from 4.30 p.m. to 5.30 p.m. The Institute provides free medical consultation service only. The medical officers also provide referrals as and when required. The programme is coordinated by the Coordinator (Medical and Counselling), who is a faculty member of the Institute.

5.6 COUNSELLING SERVICES

Trained professionals provide counselling services from Monday to Saturday for 3 hours every day. The counsellors help the students in their day-to-day concerns and also enhance their overall functioning. A senior faculty member from TISS coordinates the Medical and Counselling services.

Workshops on topics relevant to increasing the capacities of the students are regularly conducted by the counsellors. The themes taken up at these workshops are 'Goal-setting', 'Assessing Time Usage', 'Scheduling and Prioritising Tasks', and 'Barriers in Time Management'.

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

5.7 HEALTH INSURANCE

The Institute has a Mediclaim Personal Accident Insurance Policy for students, the details of which are hosted on www.tiss.edu/insurance. The minimum for the same is to be paid at the time of paying the first semester tuition fees.

5.8 SPORTS AND RECREATION

The M.K. Tata Memorial Gymkhana and Recreation Centre includes facilities such as gym, yoga, table tennis, carom, badminton. An aerobics programme is being introduced from this academic year to encourage physical fitness activities amongst students.

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

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

Location, Access and Communication

The two Mumbai Campuses of TISS – the Main Campus and the Malti and Jal A.D. Naoroji Campus Annexe – are both located in Deonar in the North-East Section of Greater Mumbai. The Main Campus is situated opposite the Deonar Bus Depot on V.N. Purav Marg (also earlier known as the Sion–Trombay Road). The Main Campus houses most of the Schools, Centres and the Administration. The Naoroji Campus is situated off V.N. Purav Marg on the Deonar Farms Road.

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

<i>Locations</i>	<i>Bus Routes</i>
From Dadar Station	: 92, 93, 504, 506, 521 (all Ltd.)
From Chhatrapati Shivaji Terminus	: 6
From Bandra Station	352, 358, 505 (all Ltd.) and 371
From Kurla Station	362 and 501 Ltd.

Taxi Fares (Approximate)

Dadar to TISS	: Rs. 140/-
CST to TISS	: Rs. 220/-
Bombay Central to TISS	: Rs. 175/-
Bandra to TISS	: Rs. 100/-
Kurla to TISS	: Rs. 60/-

Postal Address : P.O. Box 8313, Deonar, Mumbai - 400 088

Telephone No. : 91-22-2552 5000

The telephone board functions from 9.00 am to 8.00 pm from Monday to Friday.

Fax: 91-22-2552 5050

E-mail: pgadmissions@tiss.ed

URL: <http://www.tiss.edu>

All information available in this brochure was correct at the time of going for printing.

- All information available in this brochure was correct at the time of going for printing.
- The Tata Institute of Social Sciences reserves the right to modify any information in this Brochure.
- The decision of the Director, TISS, is final in the case of interpretation of rules, procedures, etc.
- All disputes subject to the legal jurisdiction of Mumbai City only.

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