Information Brochure

for

Integrated M.Phil - Ph.D. and Direct Ph. D. Programmes

2013-2014

TATA INSTITUTE OF SOCIAL SCIENCES

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

1965) V.N.Purav Marg, Deonar, Mumbai - 400 088

Phone : 25525000, Fax:91 22 25525050  http://www.tiss.edu
## IMPORTANT DATES

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<td>Written Test (Research Aptitude Test (RAT) and Personal Interview on</td>
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<td>and between:</td>
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For further details read the Information Brochure. For any queries regarding any part of the admission process you may ring up TISS C.A.R.E. (Centre for Application Relationship and Engagement (Helpline) **022-25525252**
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1. 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. In 1944, the Sir Dorabji Tata Graduate School of Social Work was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared deemed to be a university under section 3 University Grants Commission Act, 1956.

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

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

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

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

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

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

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

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

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

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

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

1964 The Institute is recognised as a Deemed University by the Government of India, and is primarily funded by the University Grants Commission (UGC).

1967 The social work specialisation in ‘Labour Welfare and Industrial Relations’ develops into an independent Master’s Degree programme in Personnel Management and Industrial Relations.

1969 The Unit for Child and Youth Research—the first research unit of the Institute—is set up with support from the UNICEF. Other research units are also set up in relevant areas, between 1970 and 1984.

1980 Evening certificate programmes are initiated in (i) Hospital Administration, and (ii) Personnel Management and Industrial Relations. These programmes later develop into Diploma Programmes.

1986 The idea of a Rural Campus is conceived. The Government of Maharashtra donates 100 acres of land in Sindphal village (Tuljapur Taluka, Osmanabad District), for this purpose.

1988 The Institute is designated as a Curriculum Development Centre for Social Work Education by the UGC.

1993 Master’s degree programmes in Health Administration and in Hospital Administration are initiated.

1999 The Mumbai campus expands with the inauguration of the 11-acre Malti and Jal A.D. Naoroji Campus.

2002 The National Assessment and Accreditation Council awards a 5-Star rating to the Institute.

2004 A Bachelor’s programme in Social Work commences at the Institute’s Tuljapur Campus.

2005 Diploma programmes in Sustainable Development commence in Ladakh and in the Andaman & Nicobar Islands.

2006 A landmark year for TISS.

- Academic restructuring of existing Departments and Units into 5 Schools and 4
Independent Centres is operationalised.

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

2007

- Three new Master’s Degree programmes—Disaster Management, Globalisation and Labour, and Social Entrepreneurship two new Diploma programmes—Media and Cultural Studies, and Psychosocial Care and Support in Disaster Management initiated.
- Centre for Studies in Social Exclusion and Inclusive Policy inaugurated.

2008

- Three Master’s Degree programmes—Disability Studies and Action, Media and Cultural Studies, and Public Health—and one Diploma programme in Gerontology are initiated.
- School of Habitat Studies established.
- Foundation stone for establishment of TISS Hyderabad Campus laid.

2009

- Three new Master’s Degree programmes—Habitat Policy and Practice, Counselling, and Women’s Studies—and one Diploma programme in Counselling initiated.
- TISS Hyderabad Campus offers its first academic programme: Certificate in Decentralised Planning and Rural Development from February 2009.
- TISS, Guwahati initiates a Diploma programme in Community Organisation and Development Practice from June 2009.

2010

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

2011

- The Institute celebrates its Platinum Jubilee
- The ambitious and path-breaking Transformation of M-Ward Project is initiated

2012

- Academic programmes commenced in TISS Guwahati and TISS Hyderabad campuses with the commencement of 5 years Integrated Masters degree programme in Social Sciences and Masters in Rural Development & Governance and Masters degree programmes in Social Work.
- TISS Tuljapur has celebrated its Silver Jubilee in 2012.
An Overview of Recent Achievements

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

• The Special Cell for Women and Children, a Field Action Project of TISS, completed 25 years of work in 2009 on ‘Violence Against Women’ as a programme/service located in the police system. At present, 7 States have established Special Cells and efforts are on to establish the Special Cells in the remaining States and Union Territories of the country.

• TISS is the Principal Recipient of the Global Fund for AIDS, Tuberculosis and Malaria in a country-wide project for capacity-building of higher institutions of learning in HIV/AIDS Counselling. Named Saksham, the project will conduct master training programmes and help to build infrastructure to develop the capacities of 40 academic institutions all over the country, which, in turn, will provide supportive supervision and training to 12,000 counsellors working in the national HIV/AIDS counselling programme. The Global Fund has awarded Saksham an A-1 rating.

• In the Andaman & Nicobar Islands, as a part of post-tsunami reconstruction, the TISS has embarked on a programme of capacity-building of local communities in sustainable development. In collaboration with ANI Administration, TISS is in the process of setting up Disaster Early Warning System and structures for Rural Knowledge Centres.

• The TISS is recognised by the World Health Organisation as a collaborating Centre for Health, Policy Research and Training. The UNAIDS Centre for Behavioural Research on HIV/AIDS is also located at TISS.

• The TISS has been engaged in working with the GoM to design an Outcome Budget covering 12 key government departments. The Outcome Budget initiative is an attempt to link public expenditure to definitive positive outcomes rather than mere outputs so as to establish the relationship between financial allocation, the actual expenditures, and the eventual outcomes of that expenditure.

• The TISS has established collaborative research and student exchange programmes with over 25 universities and consortiums in Africa, Asia, the United States and Europe.

• The TISS has become a partner in a Consortium of 12 European Universities and 8 Indian Universities. This Consortium is led by Lund University, Sweden, and has received a grant of 9.6 million Euros for academic exchange under the Erasmus Mundus External Cooperation Window India Lot 15. Under the Grant, TISS faculty members and students will receive fellowships for teaching and research work in various universities across Europe, and TISS will receive scholars and students from European Universities.

• At the request of the Mumbai High Court, in 2005, the TISS Rural Campus undertook a study of farmers’ suicides in Maharashtra. The Report has been appreciated by the Court, both for providing valuable insights into the rural livelihood crises and its policy recommendations. A long-term action research project on agrarian crisis has been initiated.

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

TISS has moved to a new academic structure in February 2006 after comprehensive restructuring of its academic structure and programmes. It currently hosts **9 schools, 5 independent centres, and 3 resource centres**. The broad list of research interest of research supervisors within Schools and Independent Centres are as follows:

**School of Habitat Studies:** a centre for knowledge excellence, focuses on providing a comprehensive response to the knowledge-related needs of the society in the habitat sector. It draws from the fields of habitat studies, economics, environmental science, the social sciences, engineering, architecture, and management. The key agenda of the School involves creation, dissemination, and application of relevant and useful knowledge about planning, design, development, management, and governance of the habitats. The School strives to develop professional capacities in the field of Habitat Studies through academic teaching and professional/in-service training that incorporate both social and technical skills. It offers two Master’s Degree programmes in Habitat Policy and Practice and Disaster Management conducts its research and analytical work through 5 Centres and 2 research facilities.

- Centre for Climate Change and Sustainability
- Centre for Science, Technology and Society
- Centre for Urban Planning and Governance
- Centre for Water Policy and Governance.
- Jamsetji Tata Centre for Disaster Management
- Centre for Geoinformatics Laboratory
- Centre for Urban Observatory

**Research Areas:**

*Social Processes and Theory with Urban Planning, Design, and Infrastructure*
*Economics, Finance, Governance and Law*
*Natural Resources Use, Sustainability and Public Policy*
*Climate change studies including climate policy, vulnerability, adaptation and energy policy, Science, technology and innovation studies and policy*
*All aspects of Disasters, Disaster Studies, Disaster Management, Governance, Policy and Planning issues*
*Disasters and Special Groups, rights based approaches - Gender, Caste, Religious Discrimination*
*Social Exclusion and disaster relief and rehabilitation*
*Relationship between disasters and development*
*Conflicts, Riots and other Disasters*
*Humanitarian Logistics*
*Remote sensing and GIS in Disaster Management*
*Disaster Risk Reduction and Sustainable Development*
*Indigenous and Appropriate Technologies for Disaster Mitigation*
*Psychosocial care and support in disasters and mental health issues*

**School of Health System Studies:** prepares students for managerial roles in the fields of health and hospital administration and carries out high quality social and policy research on a range of health issues with a view to support evidence-based national health policy and programme planning. The School is also involved in designing need-based, health-related interventions and building capacities of health and allied professionals to promote and support research, action, advocacy and policy relevant work on health. It offers 4 Master’s programmes in Health Administration, Hospital Administration, Public Health in Health Policy, Economics and
Finance, and Public Health in Social Epidemiology; and a Diploma in Hospital Administration. The School has 4 centres and 2 research facilities.

- Centre for Health and Social Sciences
- Centre for Health Policy, Planning and Management
- Centre for Hospital Management
- Centre for Public Health
- India Health Observatory
- Social Science Research Facility on HIV/AIDS

**Research Areas:**
*Health systems Health Policy*
*Health Services Administration*
*Hospital Administration*
*Public Health*
*Epidemiology and interdisciplinary research related to health and social sciences*
*Public health policy*
*Social Policy*
*Primary health care and social determinants of health*
*Social Security*
*Mental Health*
*Reproductive health and HIV/AIDS*
*Elderly Research*
*Public Private Partnerships in Health*
*Economic impact of illness*
*Health policy analysis*

**School of Management and Labour Studies:** has a mission to provide quality human service professionals for a variety of stakeholder groups in the development process. The School has diversified to develop innovative teaching and research programmes that address wider social issues and realities with a special emphasis on the marginalised and vulnerable groups. It offers 3 M.A. programmes in Human Resources Management and Labour Relations, Globalisation and Labour, and Social Entrepreneurship; and an Executive Diploma programme in Human Resources Management. It is involved in research and consultancy undertaken through 5 Centres:

- Centre for Human Resources Management and Labour Relations
- Centre for Labour Studies
- Centre for Social Entrepreneurship
- Centre for Social and Organisational Leadership Development
- Centre for Public Policy and Governance

**Research Areas:**
*Labour in the Informal Economy*
*Decent work*
*Micro Finance*
*Social Entrepreneurship*
*Leadership*
*Labour Market*
*Networks in Knowledge*
*Social Marketing*
Employer Branding
Industrial Relations
Corporate Governance
Strategic Human Resources Management
CSR
Talent Management; Organisational Development and Change
TQM and HR Linkages
Organizational Behaviour

School of Rural Development

Since its inception in 1986, TISS Tuljapur Campus has been actively engaged in people-centred action research contributing to policy formulation and developing alternative sustainable models for rural development. Currently, this campus offers MASW in Rural Development and a 5 year integrated programme in Social Sciences. In the next academic year (2013-2015), the MASW in Rural Development will have three specializations, viz., Social Entrepreneurship, Livelihood and Governance and Development Policy, Planning and Practice. It is also proposed to offer more Inter and trans-disciplinary Master’s programmes later.

Research Areas:
Tribal Development
Globalisation
Developmental Social Work
Communal Harmony and Peace
Marginalisation and Identity
Anthropology of Religion
Disability
Community Organisation and Development Practice
Social Entrepreneurship
Development Communication;
Local Governance
Social Exclusion
Rural Livelihood
Natural Resources Management
Agrarian Relations
Social Movements and Social Action
Food Security
Human and Institutional Development
Rural and Inclusive Marketing
Public Health Management
Water
Sanitation and Hygiene
Disaster Risk Reduction
Maternal and Child Health
Nomadic and Denotified Tribes
Sociology of Caste
Ethnography
Peasant Studies
Communicable and Non-Communicable Diseases
District and Micro Planning.
**School of Development Studies:** School of Development Studies seeks to build core competence in the field of development studies through academic and policy research. It focuses on the implications of development specifically on the excluded and marginalized communities. Formed out of the erstwhile Centre for Development Studies, the School now has 5 centres, which also includes the Advanced Centre for Women Studies. The School has also set up a Research Facility on Nutrition to undertake collaborative and applied research, advocacy, and education focused on food systems and community nutrition to further the realisation of sustainable food security of all.

- Centre for Study of Developing Societies
- Centre for Study of Developing Economies
- Centre for Public Policy, Habitat and Human Development
- Centre for Population, Health and Development
- Advanced Centre for Women Studies

Teaching: SDS offers 2 MA programmes: MA in Development Studies and MA in Women Studies; and an M. Phil and Ph. D. programme in Development Studies.

**Research Areas:**

- Social Structure and Social Stratification
- Development and religious minorities and other marginalised groups
- Social Exclusion
- Social Movements and Change
- Rural Migration, mobilisation and violence
- Modernisation and Social Change
- Globalisation and its implications
- Political Economy
- Political Ecology
- Heterodox Cultures and Thought
- Poverty and Inequality Measurement
- Social Sector Development
- Public Intervention Policy Advocacy
- Agrarian Studies
- Rural Development
- Micro-economic Transformation
- International Trade
- Public Finance
- Population Dynamics: Population dynamics in India
- Population
- Health and Development: development and performance in the fields of Health and Population Control Programmes demographic changes and epidemiological transition.

**School of Social Work:** promotes education in social work that is democratic, emancipatory, and egalitarian and that develops a critical perspective in students. It offers dynamic and relevant programmes at the Doctoral, Master’s and Certificate levels. It also identifies new areas for social work practice and evolves innovative practice strategies through practice-based research and field action projects. Other thrust areas of the School are research, networking and liaisoning with governmental and non-governmental organisations for capacity building, policy and programme development, and extension. The School has 11 Centres:
Centre for Community Organisation and Development Practice
Centre for Criminology and Criminal Justice
Centre for Equity for Women, Children and Families
Centre for Disability Studies and Action
Centre for Health and Mental Health
Centre for Social Justice and Governance
Centre for Livelihood and Social Entrepreneurship
South Asia Centre for Studies in Conflict, Peace and Human Security
Centre for Environment, Equity and Justice
Learning and Teaching Support Network for Enhancement of Social Work Education and Practice
Centre for Incubation of Social Work Initiatives

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

School of Media and Cultural Studies: is engaged in media teaching, production, research and dissemination. A unique feature of the School is the close linkage between the technical and academic areas of its work. The work of the School straddles both realms, thus facilitating a synergy between research, teaching and production, all of which are informed by a keen sense of connection with local subaltern cultures of resistance and invention. The Centres of the School engaged in research guidance are Centre for Critical Media Praxis (CCMP), which focuses on media practice and theorising on practice and Centre for the Study of Contemporary Culture (CSCC). Cultural Studies in the Indian context is a diverse cross-disciplinary field that engages in an impassioned way with contemporary social political, historical and economic contexts reflecting on questions of ideology, identity, power, and discourse.

Research Areas:
Cultural Studies
Semiology
School for Law, Rights and Constitutional Governance was established in May 2012 with two centres:

- Centre for Law and Society
- Nodal Centre for Excellence in Human Rights Education

Established in 2011, the School of Vocational Education will implement training programmes in different trades through partnerships with various industrial and service sectors. The model of training adopted would be ‘work-integrated skills initiation and development’ akin to the ‘dual education system’, followed in Germany and other European nations. The TISS has identified skill development experts who have demonstrated proof of concept in Manufacturing, Supply Chain, Welding and Construction trades.
3. **Independent Research Centres at TISS**:

**Centre for Lifelong learning (CLL)** earlier known as Department of Extra Mural Studies was established on February 15, 2006, and is an independent Centre of the TISS. It was initiated with the objective of providing training for adult learners in the areas of expertise in the Institute. The Centre caters to two kinds of adult learners: (a) The professional groups getting trained for their continuing education and (b) the general population from diverse backgrounds who are outside the formal education system or those who have not had the opportunity to access formal education system and want to access training or goal-oriented short-term vocational programmes. Towards this goal, the Centre offers Diploma programmes in Gerontology, Counselling, and need-based short term training and workshops. The Centre focuses on the thematic areas of Gerontology and Youth through research and outreach programmes.

**Research Areas:**

- Adult and Lifelong Learning
- Pedagogy of Training and Facilitation (Educational Technology)
- Gerontology (Work with Older Adults)
- Youth Development and Change
- Art based interventions for Development and Change
- Human Resource Management in Hospital and Health Care
- Social Work Education and Practice
- Voluntarism

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

**Research Areas:**

- Migration, Employment and Development,
- Diaspora & Identity
- Social Movements and Decentralized governance.

**Centre for Library and Information Management Studies,**

**Sir Dorabji Tata Memorial Library, TISS**

The Sir Dorabji Tata Memorial Library (SDTML) provides resources and services aimed at providing the highest level of research and teaching support to all the programmes of the Institute. The Library's collection is reviewed every year in order for it to be relevant to the emerging and developing areas of research. It holds about 1,16,895 volumes, and subscribes to over 8,500 print and e-journals. Being a digital library system, it is recognised by UGC as National Document Delivery Centre in the field of Social Sciences.
The Centre for Library and Information Management Studies (CLIMS) offers a cutting edge PG Diploma in Digital Library and Information Management (PGDLIM), direct PhD programme in Library and Information Sciences.

**Research Areas:**

- Information Access and Services
- Knowledge Management
- Information and Digital Literacy
- eresources
- Resource Discovery
- Digital Library
- ICT Applications in Library
- Web Designing
- Open Source Software
- Scientometrics
- Open Source Software
- Scholarly Communication Systems
- Information Organization
- Metadata
4. About Integrated M.Phil – Ph. D. programme & Direct Ph. D. programme

Integrated M. Phil – Ph. D. programme :

- It is a five year full time programme offered from TISS campuses as applicable.
- M. Phil in Education, Women's Studies and Development Studies are subject specific taught M. Phil. Programmes of four semesters offered from Mumbai & Hyderabad campuses. For details please see the detailed programme outlines of these programmes on the Institute website.
- All the other candidates admitted in the Integrated M. Phil – Ph. D programme will undergo a common course work in Research Methodology.
- The programme has one semester of course work and three semesters of research work. Candidates with post graduate degree in Social Sciences, Social work and related fields can apply for the M.Phil programme.

Programme Structure:

- The duration of the M.Phil. programme shall be two years, spread over four semesters coinciding with the academic calendar of the Institute.
- The generic M.Phil. programme (the course which is common for most M. Phil. degrees at the Institute) shall carry a total of 48 credits - and will have five components:
  - Basic Courses (BC) (8 Credits): The four courses provide the knowledge base in the theory and practice of research.
  - Auxiliary Courses (AC) (non-credit): - one course provide/enhance skills in the use of scholarly writing -
  - Thematic Courses (TC) (6 credits) The three courses, to be chosen by a student from the list of current offerings in the Schools/Centres, will help extend or update her/his knowledge in the (sub)discipline that s/he has chosen to do research in.
  - Optional Course (OC) (2 credits): One course to be chosen by a student from any of the courses listed across schools and centres in the Institute.
  - Survey of Literature (SL) (8 Credits): As a prelude to embarking on the study proper, the student is helped to familiarise herself with the literature available on the problem chosen for study, and identify the gaps in it and/or formulate alternative hypotheses.
  - Dissertation (DI) (24 Credits): Provides an opportunity for the student to practice the craft of research by using the knowledge acquired during the course work. Embodying the outcome of the practise or process of research, the dissertation constitutes the product of research. The dissertation shall be evaluated and graded by the guide and an examiner external to the Centre appointed by the Director from a panel of experts suggested by the AMC.
Evaluation

In order to successfully complete the programme, a scholar will have to obtain the prescribed minimum Grade Point Average (GPA) for each course (including SL and DI) separately. The GPA obtained by a successful scholar and the appraisal reports received from the course teachers and the dissertation supervisor will determine whether the scholar is eligible for registration for the Ph.D. programme or not. M.Phil dissertation will have to be submitted by 1st March of the fourth semester. The dissertation will be examined by the guide as well as a subject expert decided by the competent authority. Upon successful completion of viva-voce examination, the scholar will be conferred M.Phil Degree at the Annual Convocation.

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

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

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

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

- The minimum academic qualification for admission to the M.Phil programme is a Second Class Master’s or equivalent degree in the relevant subject awarded by a recognised university in India or abroad, with at least an average of 55 per cent of aggregate marks, or a grade point average of 3.5 under the seven-point grade system of the University Grants Commission (UGC), India. In the case of Scheduled Caste (SC) and Scheduled Tribe (ST) candidates, the minimum eligibility is an average of 50 per cent of aggregate marks, or a grade point average of 3.05.

- Candidates who will complete all the requirements of their final year Master’s Degree examinations by July 1, are also eligible to apply for M.Phil programme, provided they have successfully completed their first year. In such cases, admission will be provisional. If a provisionally admitted student fails to score the minimum required mark/grade at the end of the final year examination, the offer of provisional admission will automatically stands cancelled.

- An applicant with a Master’s degree in subjects other than those related to the research areas may be considered for admission to the programme, if he/she has demonstrated his/her interest in and aptitude for studying social issues.

- Individuals applying for M.Phil/Ph.D. in Social Work must have a Postgraduate degree in Social Work.

Eligibility for the Direct Ph.D. Programmes:

- those who have an M.Phil or equivalent degree awarded by a recognised university in India or abroad;

- teachers working in colleges, universities, or institutes recognised by the UGC or appropriate agencies and selected for fellowship under the Faculty Improvement Programme or other similar programmes;

- teachers working in colleges, universities, or institutes recognised by the UGC or appropriate agencies and who have 5 years of full-time teaching experience;

- practitioners in health-care administration, human resource management, developmental work or social work with a considerable work experience in the proposed field of research; after fulfilling academic eligibility;

- scholars’ who have proven academic credentials as evidenced by their publications.

Eligibility for Direct PhD Programme in Library and Information Science

- Candidates applying for PhD programme in Library and Information Science must have a minimum score of 55% in their post graduate programme in Library and Information Science (MLISc / M.Lib Sc/ MS in LISc and MA/MSc in LISc)

- All PhD Scholars are required to undergo PhD Modular workshops on Research Methodology being conducted by the institute.

- Candidate is required to fulfill all other requirements as communicated by the institute for direct PhD Scholars
Candidates applying for Integrated M.Phil/Ph.D. and Direct Ph. D. Programme in Education, Development Studies and Women’s Studies should refer to the details about eligibility, rationale and objectives and programme structure is given in the separate link on the TISS website.

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

Off-line application:

- Request for Application Form and Information Brochure by POST or in person may be addressed to Section Officer (DSO).
- Application Form and Information Brochure can also be downloaded from the link at the Institute website i.e. www.tiss.edu and send by post to TISS, along with a Bank challan of Rs. 1000/- (deposited in any branch of the State Bank of India).

On-line application:

- Candidates are encouraged to apply through the online application form which will be available on Institute website www.tiss.edu along with application procedure by February 15, 2013.

  Advantages of applying online:
  - Candidates have an option of paying the application fees using Credit card, Debit card or net banking.
  - Candidates can save the form at any stage and leave it midway. The information saved will remain intact and they can later complete the rest of the form at their convenience before the last date.
  - Candidates don't have to send the application form by post.
  - Candidates can upload their research proposal.

Important:

- A candidate can apply for a maximum of two from among all programmes offered by Mumbai, Tuljapur, Guwahati and Hyderabad campuses.
- Use only one application form, even if you are applying for more than one programme.
- Application Processing Fees

<table>
<thead>
<tr>
<th></th>
<th>Online Payment by Credit Card/Debit Card</th>
<th>Online Payment by Netbanking</th>
<th>Cash Deposit in any SBI Branch using the prescribed challan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying for 1 Programme</td>
<td>Rs. 1,020/-</td>
<td>Rs. 1,020/-</td>
<td>Rs. 1,000/- + Bank Charges</td>
</tr>
<tr>
<td>Applying for 2 Programmes</td>
<td>Rs. 2,040/-</td>
<td>Rs. 2,040/-</td>
<td>Rs. 2,000/- + Bank Charges</td>
</tr>
</tbody>
</table>
• Processing fee paid by the candidates will not be refunded if they are found ineligible for any programme.
• Make sure that your application is complete with all required information, including fee payment details before submitting it. Incomplete application forms will be rejected.
• Applications received after the due date will not be considered and the processing fee paid will also not be refunded.
• Admission to the Integrated M.Phil. And Ph.D. Programmes and Direct Ph.D. Programme is made once every academic year (in March).
• Submission of a research proposal is a compulsory requirement for admission to the Direct Ph.D. Programme. A research proposal consisting of approximately 1,000 words should accompany the application form keeping in mind the following points:
  ◆ Specification of the broad field of study,
  ◆ Statement of the research problem and scope and objectives of the study,
  ◆ The rationale for and the significance of the study,
  ◆ The methodology to be followed,
  ◆ References/bibliography, and
  ◆ The candidate’s research/work experience in that area, if any.
• Applicants of Integrated M.Phil and Ph.D Programmes should refer to the application form for details regarding submission of a mandatory document: ‘Purpose of Study’
• Applicants, currently employed and seeking admission, have to submit a ‘No-Objection Letter’ from the employer in support of the application. Upon admission the scholar is expected to fulfill the admission requirements through personal visits to the Institute. Thereupon the scholar is expected to attend the Institute from time to time to fulfill various academic requirements.
• Eligible applicants will be required to appear for a Research Aptitude Test (RAT) and an interview on a pre-notified date in Mumbai.
• The SC and ST applicants (whose/whose parents’ income is below two lakh rupees) called for the written test and interview will be reimbursed the travel expenses reimbursed between the place of their residence and TISS by the shortest route upon producing a valid railway/bus ticket along with income certificate and caste certificate issued from the competent authority. No TA/DA is, however, admissible for joining the programme. The SC/ST students selected for the programme are required to submit the attested xerox copy of the AADHAAR CARD or if you have applied but not yet received the card, then submit the attested acknowledgement receipt (received at the time of application).

**The last date for submission of application form is March 30, 2013.**
6. Reservation

Scheduled Caste and Scheduled Tribe Candidates

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

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

Charges of Application Form for Entrance Test

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

Travelling Allowance for Written Test

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

Exemption of Fees

The SC/ST students selected for the programme and who fulfill the criteria for the award of the Government of India Post-Matric Scholarship (GOI-PMS) (annual income below two lakh) are exempted from the payment of fees except the Health Insurance fee of Rs.1,500/- or whatever is the annual premium. In case of non-submission of GOI-PMS Forms within the specified time as announced by the SC/ST Cell and if the student does not fulfill the conditions for the award of GOI-PMS, the student will stand to lose the provision of exemption of fees and will have to pay all the fees as prescribed by the Institute. The SC/ST students selected for the programme are required to submit the attested xerox copy of the AADHAAR CARD or if you have applied but not yet received the card, then submit the attested acknowledgement receipt (received at the time of application).

Free-ship Scheme for SC/ST Students of Maharashtra subject to applying for freeship

Free-ship scheme (exemption of Tuition and Examination fee) is applicable for the students’ of SC/ST/OBC/Special Backward Classes / De-notified and Nomadic Tribes of Maharashtra. These students will be exempted from payment of Tuition and Examination fees. In case of non- submission of application forms and non-fulfillment of the conditions for the award of Freeship Scheme, the student will stand to lose the provision of exemption of fees and will have to pay all the fees as prescribed by the Institute.
Other Backward Class (Non-creamy Layer): 27% reservation.

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

Persons with Disability (PWD)

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

Kashmiri Migrants: Subject to the GoI directives

KM and PWD Certificate: Candidates belonging to Kashmiri Migrants (KM) and Person with Disability (PWD) should attach certificates giving proof of their status. The certificates for PWD should indicate a minimum 40% of disability.
7. Admission of International Students to M.Phil and Ph.D. Programme:

- All foreign nationals (holding citizenship other than Indian or in addition to that of Indian) are eligible to apply for the M.Phil and Ph.D. programs as International Students.

- Admission of the international students will be done through the International Students’ Office (ISO) of TISS.

- The eligibility criteria for admission to the M.Phil./Ph.D. programme for foreign nationals is the same as for Indian nationals.

- Students will be interviewed telephonically or in person (as the case may be) by a Panel of faculty members.

- Upon admission, the student will be extended a provisional admission offer subject to confirmation upon due verification and ascertainment of grades, and also clearance from their respective governments.

- The scholar is expected to visit the Institute at least once a year. A differential fee structure exists for students from the SAARC and other low income countries and developed countries.

- Foreign students, registered for Ph.D. in universities abroad, can also seek affiliation to the Institute.

- For more details write to the Convener, International Students Office - iso@tiss.edu
# 8. Fees and Deposits

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

<table>
<thead>
<tr>
<th>Fee Component</th>
<th>M.Phil</th>
<th>Ph.D</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>5500</td>
<td>5500</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Examination</td>
<td>300</td>
<td>300</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Computer</td>
<td>500</td>
<td>500</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Students’ Mediclaim Insurance Premium</td>
<td>1500</td>
<td>1500</td>
<td>Per Year (along with 1st Semester Fees)</td>
</tr>
<tr>
<td>Thesis Submission</td>
<td>1000</td>
<td>2000</td>
<td>Payable three months before submission</td>
</tr>
<tr>
<td>Thesis Resubmission</td>
<td>250</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Degree Certificate Replacement</td>
<td>250</td>
<td>250</td>
<td>Per Replacement</td>
</tr>
<tr>
<td>Issue of Duplicate Identity Card</td>
<td>100</td>
<td>100</td>
<td>Per Duplicate Card</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>9400</td>
<td>10650</td>
<td></td>
</tr>
<tr>
<td><strong>Other Charges:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Examination Fees</td>
<td>100</td>
<td>100</td>
<td>To be reimbursed to the doctors</td>
</tr>
<tr>
<td>Fee for 4 Modular Courses</td>
<td></td>
<td>5000</td>
<td>For Direct Ph.D Students</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>100</td>
<td>5100</td>
<td></td>
</tr>
<tr>
<td><strong>Hostel Charges:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dining Hall</td>
<td>12000</td>
<td>12000</td>
<td>to be adjusted against monthly bills</td>
</tr>
<tr>
<td>Hostel Room(Double/Triple) (if allotted)</td>
<td>2750</td>
<td>2750</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Electricity</td>
<td>3000</td>
<td>3000</td>
<td>Per Semester</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td>17,750</td>
<td>17,750</td>
<td></td>
</tr>
<tr>
<td><strong>Refundable Deposits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>2000</td>
<td>2000</td>
<td>To be paid along with 1st Semester Fees</td>
</tr>
<tr>
<td>Hostel Room (if allotted)</td>
<td>2000</td>
<td>2000</td>
<td>To be paid if Hostel Accommodation is provided</td>
</tr>
<tr>
<td>Dining Hall (if availed)</td>
<td>2400</td>
<td>2400</td>
<td></td>
</tr>
<tr>
<td>Caution</td>
<td>2000</td>
<td>2000</td>
<td>To be paid along with 1st Semester</td>
</tr>
</tbody>
</table>
9. Student Support Services and Facilities:

Sir Dorabji Tata Memorial Library

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

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

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

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

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

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

The Students’ Affairs Office

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

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

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

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

**Hostel Accommodation and Dining Hall**

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

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

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

**Social Protection Office (SPO)**

TISS had set up a Student Service Cell in 1986, with the financial assistance from the then Ministry of Welfare, Government of India, to assist the students from the Scheduled Castes (SCs) and Scheduled Tribes (STs), for improving their academic performance and optimizing their development in their personal and social life at the Institute. In 1988, the Institute obtained approval of the University Grants Commission for set up a Special Cell for SCs and STs, which started functioning in 1989. Recently, the Institute has incorporated the Other Backward Classes (OBCs), the Persons with Disability (PWDs) and Minorities into the Social Protection Office with similar objectives. From this year, the SC/ST Cell known as Social Protection Office (SPO).
Committee against Sexual Harassment

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

Keeping the above guidelines in view, TISS has constituted a Committee against Sexual Harassment since 2003.
10. Frequently Asked Questions:

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

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

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

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

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

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

4. Question: What is meant by course work? In which cases scholar will be asked to take the course work? What will be the total duration of course work, which will require the attendance in lecturers? Whether they are on Saturday & Sunday. Or Evening / Regular. Whether the classes are conducted at other locations.

   Answer: Students admitted into the Ph.D. programme who do not have an M.Phil degree may be recommended by their guide or at the time of interview, to undertake certain pre-requisite Research Methodology courses offered to M.Phil Students by the Centre for Research Methodology. Lectures are held across two semesters beginning from early July of each year.

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

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

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

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