**M.Phil. Programme: Key Milestones**

**Year 1**
- First Semester Coursework: July–October 2014
- Submission of Concept Notes to Schools: September 2014
- Allocation of Guides by Schools/Independent Centres: October 2014
- Selection of Thematic Courses for Second Semester: October 2014
- Second Semester Coursework: November 2014–April 2015
- Proposal Presentation Seminars: April 2015

**Year 2**
- Field work/Data Collection: July 2015
- Analysis and Writing: December 2015
- Submission of Dissertations: March 2016
- Viva-Voce: April 2016
- Convocation: May 2016

**PH.D. Programme: Key Milestones**

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

**Progress Report:** Yearly progress reports must be submitted by scholars in the prescribed format (Appendix F). This must be uploaded in the online platform, and must be validated by the guide.

**Year 1**
- Completion of Coursework: Mandatory coursework must be completed by all direct Ph.D. students within the first year of their registration for the programme. From the academic year 2014–2015, the mandatory coursework is being offered for a total of four weeks in the first semester (Two modules of two weeks each at the Mumbai Campus). All seminar presentations, lectures and assignments are mandatory and full attendance is compulsory.

**Schedule of Ph.D. course work for 2014-2015 (Mumbai Campus)**

**Module 1:** July 1-15, 2014

**Module 2:** September 29-10 October, 2014

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

**Year 2**
- Present Proposal, latest by the end of first semester, if not already presented

**Data Collection**

**Year 3**

**Data Analysis and Writing**

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

**Note:** Schools running decentralized programmes can follow a different format for coursework. Please refer to Part 3 of the Handbook for the same.
INSTITUTE DEEMED TO BE A UNIVERSITY

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

NOTIFICATION

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

Sd/-
(PREM KRIPAL)
Secretary
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PART 1
GENERAL RULES

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

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

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

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

1. Applicable for all M.Phil/PhD scholars of TISS
DECENTRALISATION OF RESEARCH PROGRAMMES AT THE INSTITUTE

From the academic year 2012-13 onwards, the Integrated M.Phil and Ph.D. Programme, as well as Direct Ph.D. Programmes have been decentralized amongst Campuses, Schools and Independent Centres of TISS. The administrative procedures and matters regarding fee payment, scholarships, bonafide letters etc. is managed by each campus. Students registered in decentralized programmes at the Mumbai Campus are monitored by the respective Programme Coordinators with support from the Deans/Chairpersons of Independent Centres. Students of programmes that are yet to be decentralized, are monitored by the Doctoral Students’ Office (DSO), headed by the Dean (Research and Development). The Integrated M.Phil. and direct Ph.D. Programmes at the Guwahati, Tuljapur and Hyderabad campuses are managed by the Programme Co-ordinator with the support of the Deputy Director.

RESEARCH COUNCIL

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

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

INTEGRATED M.PHIL. AND PH.D. PROGRAMME

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

• All candidates enrolled for the Integrated M.Phil. and Ph.D. programme shall undergo a taught full-time M.Phil. programme.

Curriculum Framework

• The duration of the M.Phil. programme shall be two years, spread over four semesters coinciding with the academic calendar of the Institute.

• The M.Phil. programme in Social Sciences carries a total of 48 credits and has five components:1

(i) Basic Courses (BC) (8 Credits): The four courses provide the knowledge base in the theory and practice of research.

(ii) Auxiliary Courses (AC) (non-credit): One course to provide/enhance skills in the use of scholarly writing.

(iii) Thematic/Optional Courses (TC) (6 Credits): The three courses, to be chosen by a student from the list of current offerings in the Schools/Centres, will help extend or update her/his knowledge in the (sub)discipline that he/she has chosen to do research in.

(iv) Optional/Thematic Course (OC) (2 Credits): One course to be chosen by a student from any of the courses listed across the Schools and Centres in the Institute.

1. Some of the campuses may not have all the five components at present. For example, in Tuljapur Campus in MPhil Programme in Rural Development there are four components: Compulsory Courses (16 Credits), Auxiliary Courses (non-credit), Survey of Literature (6 Credits), Dissertation (24 Credits).
(v) **Survey of Literature (SL) (8 Credits):** As a prelude to embarking on the study the student is helped to familiarise himself/herself with the literature available on the problem chosen for study, and identify the gaps in it and/or formulate alternative hypotheses. A working paper must accompany the survey of literature.

(vi) **Dissertation (DI) (24 Credits):** Provides an opportunity for the student to practice the craft of research by using the knowledge acquired during the course work. Embodying the outcome of the practise or process of research, the dissertation constitutes the product of research. The dissertation shall be evaluated and graded by the guide and an examiner external to the Centre appointed by the Director from a panel of experts suggested by the Dean (Research and Development).

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

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

**Attendance for Integrated M.Phil. and Ph.D. Programme**
- The academic rules pertaining to attendance, assessments, grading, plagiarism, supplementary, improvement and re-assessment; and rules governing the code of conduct for all academic programmes in the Institute apply to the M.Phil. programme as well.

- Students pursuing the M.Phil. degree are supposed to complete the programme in two academic years from the year of joining.

- Students who are selected for the Ph.D. Programme after completion of the first year of M.Phil. and those who have transitioned from M.Phil into PhD after completion of their M.Phil. thesis will also need to follow the rules pertaining to the Direct Ph.D. programme regarding the duration of their programme.

- Students can temporarily withdraw from the programme due to ill health or any personal exigency, after due official approvals. However, the M.Phil. programme has to be completed within a maximum of five years from the date of registration excluding the period of withdrawal/deregistration. A student who is unable to complete all the requirements of the M.Phil. programme within the above mentioned timeframe shall be deregistered automatically.

- Women scholars are entitled to maternity leave of six months, if required. Such candidates need to apply officially, in writing, along with a letter from a medical doctor. The leave application will be duly recommended by the guide and processed by the Dean (Research and Development) for approval by the Director. The scholar will receive a written communication approving the maternity leave. The period of maternity leave is not included in the total duration of M.Phil. or Ph.D. registration.

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

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

- An eleven point grading scheme from 0-10 shall be used for grading all assessment units. In order to successfully complete the programme, a student will have to obtain the prescribed minimum Grade Point Average 4 (C+) in all the Courses, Survey of Literature and Dissertation.

- The M.Phil. dissertation will have to be submitted by scholars by mid-march in Semester IV. The dissertation will be examined by the guide as well as a subject expert from outside the Institute. The scholar is expected to defend his/her dissertation in a viva voce examination. Upon successful completion of the viva voce examination, the scholar will be conferred M.Phil. degree at the Annual Convocation.

Mid-Stream Option

- M.Phil. students, who display excellence in academic performance in the first year, after completing the course work with GPA of 7.5 (A-grade) and above, will be eligible to apply for moving into the Ph.D. programme without completing the M.Phil. dissertation.

- Students must apply for the same formally along with a note comprising the core research idea, scope of research and methodological frame. The shortlisted students would make a presentation to a school based panel (in case of decentralized programmes) and an across school panel in case of centralized programmes.

- Students who have shown excellence, but are desirous of moving to the second year of M.Phil. can decide to continue with the second year of M.Phil. degree.

- Students who move into direct Ph.D. through the mid-stream option will receive a Certificate for the Pre-Doctoral course work undertaken by them for two semesters.

DIRECT PH.D. PROGRAMME

- The direct Ph.D. programme can be pursued from all the campuses of the Institute, as applicable.

Candidates admitted to the programme can pursue a Ph.D. either by staying on TISS campuses as full time scholars (if accommodation is available) or as off campus/day scholars or also from whichever location they are in. The academic rules are the same for all Research Scholars on campus or off campus.

- Admission of a scholar will be confirmed only after the fulfilment of all the financial requirements including payment of fees.

Academic Structure and other rules pertaining to a Direct Ph.D.

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

Guides and Co-guides

- Eligibility: All Professors and Associate Professors are automatically recognised as guides. However, an Assistant Professor may be recognised as guide provided he/she has three years of experience after obtaining the Ph.D. degree and has published three articles in International indexed refereed journals in his/her area of specialization. They must also have completed one research project as the Principal Investigator.

- The Research Council will take decisions regarding the recognition of individuals as guides and co-guides in consultation with the Dean (Research and Development).
• Depending upon the nature of research work, and if the guide so desires, a co-guide may be appointed either from the Institute or outside to supervise the research work of a scholar.

• In case a guide is on sabbatical or any such leave for a duration for six months but less than one year, the guide shall continue to maintain communications with the scholar through emails and use of other such technologies. The scholar and the guide shall draw upon the support of the Doctoral Advisory Committee during such absences. The Dean (Research and Development) can intervene at the behest of the scholar to ensure the continued guidance to the scholar.

• If for any reason a guide is unwilling to supervise a scholar who is registered with her/him, or there are inter-personal problems or subject specific expertise related issues between the guide and the scholar, the Dean (Research and Development)/Deputy Directors (Guwahati, Hyderabad and Tuljapur Campus) shall facilitate the appointment of a substitute guide after due consultations.

• On all matters relating to the research work of the scholar, the guide shall report to the Dean of the respective School and the Dean (Research and Development). In case of scholars from Tuljapur, Guwahati and Hyderabad, the guides have to report to the Deputy Directors of these campuses.

**Attendance for Research Methodology Courses**

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

**Modular Courses**

Modular courses on Research Methodology are offered to students who are unable to attend the full-time courses offered by CRM to M.Phil. students. After enrolment, students will be notified regarding the schedule of the modular courses offered through the year. Students are required to attend two modules of coursework at the Mumbai Campus, preferably in the first semester. If a student is unable to attend the course for some valid official or personal reason; it is the duty of the student to intimate the DSO regarding the absence, and get a prior approval stating the reason for absence. In certain cases, the student will be permitted to attend the missed modular courses offered at other campuses or in the forthcoming semesters. Scholars who have an M.Phil. degree in Social Sciences and allied disciplines are exempted from attending the modular coursework, but this has to be recommended by the guide after assessing the scholar’s preparedness to carry out independent research.

Scholars will be informed about the upcoming courses though an email on their official TISS email ID only. Hence students are advised to regularly access their official email address.

**Withdrawal**

• Research scholars may withdraw from the Direct Ph.D. programme for genuine reasons, for duration of a semester or a year but only with a prior permission from the Director, recommended by the guide and processed by the Dean (Research and Development). The scholars need to apply in writing stating their reason for withdrawal and need to take written approval of the guide. Students need to apply through the DSO for this. The duration of withdrawal will not be counted into the period of registration. It is expected that Direct PhD. Students will complete all the requirements for their doctoral programme in three years. However, in case of critical events, an outer limit of five years for completion of the programme excluding the period of withdrawal/deregistration will be allowed.

• Fees to the Institute during the period of withdrawal need not be paid. However, the deposit remains with the Institute till the time the scholar completes the programme or deregisters for the course.

• Research scholars, who do not return or do not communicate the delay in returning to the programme on the expiry of the period of leave, will be treated as withdrawn from the programme permanently and the registration will be terminated with due approval of the Research Council.
Termination

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

• Scholars who have been terminated cannot attempt to re-register.

De-registration

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

Re-registration

• Scholars who wish to re-register can do so within two years from the date of de-registration and an overall period of five years from the date of registration to the Ph.D. programme.

• The procedures for re-registration may be different depending on the stage of research at which the research scholar left the programme.

Doctoral Advisory Committee

• The progress of candidates registered for the Ph.D. programme shall be monitored by a Doctoral Advisory Committee (DAC). The DAC provides the key support to the Guide to contribute substantive inputs to strengthen the rigour in research. The DAC contributes to the scholar’s academic affairs, such as scrutinising the research proposal, reviewing the progress of the student, recommending extensions and so on.

• The Guide shall set up a Doctoral Advisory Committee to guide and monitor the work of the research scholar. The DAC has to be constituted within six months of the scholar’s registration.

• The DAC shall consist of the Guide, the co-Guide (if any), and two faculty members nominated by the Guide, of whom at least one shall be from outside the School (or independent Centre) in which the Guide is located.

• Faculty Members on the DAC shall be individuals with a Ph.D. and are research guides themselves.

• As an exception, a faculty member with substantive expertise in the field of research can be invited to provide advice. Approval of the Chairperson of the Research Council shall be sought, in such a case.

• One external expert can be invited on to the DAC in the place of one internal Faculty member. The external expert shall be a person at the level of an Associate Professor/Professor and have a Ph.D. The approval of the Dean, Research and Development has to be sought at the time of constitution of the DAC if an external person is invited. External experts shall receive a sitting fee and local travel expenses for attending the DAC meetings as per Institute norms.

• The Guide shall be the Convenor of DAC, and he/she shall convene the DAC meetings and advise the student to upload the same on the online platform for necessary administrative action.

• In case, members of the DAC are on leave or have left the Institute, the Guide has to invite new members with similar research expertise to provide support.

Progress Report

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

**Rules regarding progress of research work**

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

**Submission of Thesis**

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

**Examination of Ph.D. Thesis**

- Two examiners, who are subject experts and are external to the Institute, will examine the thesis.
- The Chairperson of the Research Council will choose two names from a list of four submitted by the guide through the Dean (Research & Development).
- If both the examiners appointed to adjudicate the thesis unanimously recommend that the thesis be accepted for the award of the degree, the candidate will be asked to defend her/his thesis at an open viva voce examination. The viva voce examination shall be convened by the Dean (Research and Development) and conducted by any one of the examiners who has adjudicated the thesis. The guide and co-guide (if applicable) shall be present at the viva voce. Under exceptional circumstances, when both these examiners are unable to conduct the viva voce examination, the Dean (Research and Development) may appoint another examiner from the panel for conducting the viva voce examination.
- On the successful defence of her/his thesis, the candidate will be recommended for the award of the Ph.D. degree.
• If both the examiners reject the thesis, the candidate will be deemed to have failed.
• If any examiner recommends revision of the thesis, the candidate may be advised to revise the thesis and resubmit it not earlier than six months. Only after the examiner concerned approves the revision will the viva voce examination be conducted.
• If one examiner recommends the award of the degree and the other rejects it, the thesis shall be referred to a third examiner, whose verdict shall be final. The Chairperson will appoint the third examiner from the panel.
• Upon successful completion of the viva voce examination, the scholar has to submit one bound copy to the Library along with an updated version (in soft copy) for the digital library repository. The first page of the thesis should bear the month and year of the viva voce examination.
• As per the revised rules of the UGC, the scholar needs to submit a soft copy of the Thesis, which will be available as a published document in the digital repository at an all India level.

**Nomenclature of Degree**

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

**KEY SCHOLARSHIPS AND FELLOWSHIPS FOR RESEARCH SCHOLARS**

**UGC Junior Research Fellowships**

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

**Rajiv Gandhi National Fellowships**

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

**Maulana Azad National Fellowship for Minority**

- **Maulana Azad National Fellowship (MANF) Scholarship 2014** will cater to the requirements of the minority community students pursuing research studies leading to regular and full time M.Phil and Ph.D courses only and equivalent research degree in universities, research institutions and scientific institutions within India. The duration of this Fellowship is five years.
- The objective of the Fellowship is to provide integrated five year fellowships in the form of financial assistance to students from minority communities, as notified by the Central Government to pursue higher studies such as M. Phil and Ph.D. The Fellowship will cover all Universities/Institutions recognized by the University Grants Commission (UGC) under section 2(f) and section 3 of the UGC Act and will be
implemented by the Ministry of Minority Affairs through UGC for students belonging to the minority communities. The amount paid to students availing this scholarship for the first two years is Rs. 16,000/- per month and the remaining three years is Rs. 18,000/- per month.

ICSSR Fellowship

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

UGC Non-NET Fellowship

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

Financial Support for Data Collection

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

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

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

PAYMENT OF FEES AND FINANCIAL RULES

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

FEE STRUCTURE FOR INTEGRATED M.PHIL. AND PH.D. PROGRAMME AND DIRECT PH.D. PROGRAMME

(Prices in INR and subject to revision)

The full fees and deposits should be paid within the stipulated time after the announcement of the admission results. In addition, Rs. 50/- towards bank processing charges should be paid in any branch of the State Bank of India. If students fail to pay the fee on time, their candidature can be cancelled. Once the students details have been entered into the Online platform, a scanned copy of the fee receipt must be submitted via the online platform.
<table>
<thead>
<tr>
<th>Fee Component</th>
<th>M.Phil</th>
<th>Ph.D</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fees</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>5500</td>
<td>5500</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Examination</td>
<td>500</td>
<td>0</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Identity Card</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Computer</td>
<td>800</td>
<td>800</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Students’ Mediclaim Insurance Premium</td>
<td>1500</td>
<td>1500</td>
<td>Per Year (along with I Semester Fees)</td>
</tr>
<tr>
<td>Development Fund</td>
<td>2500</td>
<td>2500</td>
<td>(along with I &amp; III Semester Fees)</td>
</tr>
<tr>
<td>Medical Examination Fees</td>
<td>100</td>
<td>100</td>
<td>Only for hostelites</td>
</tr>
<tr>
<td>Fee for 4 Modular Courses</td>
<td>5000</td>
<td></td>
<td>For Direct Ph.D Students</td>
</tr>
<tr>
<td>Refundable Deposits</td>
<td>10000</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Student Union Fee</td>
<td>200</td>
<td>200</td>
<td>Per semester</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>21400</td>
<td>25900</td>
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<tr>
<td><strong>OTHER FEES</strong></td>
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<td></td>
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<tr>
<td>Thesis submission</td>
<td>1000</td>
<td>2000</td>
<td>Payable three months before submission</td>
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<tr>
<td>Thesis resubmission</td>
<td>500</td>
<td>500</td>
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<tr>
<td>Degree certificate replacement</td>
<td>250</td>
<td>250</td>
<td></td>
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<tr>
<td>Issue of duplicate Identity Card</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td>2050</td>
<td>3050</td>
<td></td>
</tr>
<tr>
<td>Hostel Charges:</td>
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<td></td>
<td></td>
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<tr>
<td>Dining Hall</td>
<td>14000</td>
<td>14000</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Hostel Room(Double/Triple) (if allotted)</td>
<td>6000</td>
<td>6000</td>
<td>Per Semester</td>
</tr>
<tr>
<td>Sub Total</td>
<td>20000</td>
<td>20000</td>
<td></td>
</tr>
</tbody>
</table>

*subject to revision

**Delay in Joining**

- A maximum period of 7 days (one week), subject to the payment of full fees and deposits before the due date, will be given for joining the programme from the date of its commencement. The student needs to inform the DSO in writing about such delay. No further extension will be given beyond these 7 days.

- In the event of a student/candidate withdrawing before the starting of the programme, the entire fee collected from the student, after deducting the processing fee of not more than Rs. 1,000/- (One Thousand Only), shall be refunded by the Institute to the student/candidate withdrawing from the programme. Should a student leave after joining the programme the Institute will refund all the refundable deposits and also 50% of the remaining fees paid.

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

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

- The payment of Semester fees should be made within first 15 working days after reopening of the Semester. In case of default of payment, Rs.100/- will be imposed as fine for the first block of 7 days, Rs.200/- for the second block of 7 days and Rs.300/- for the third block of 7 days, and so on, but the net fine will not be more than 20% of the tuition fee.
**Personal Accident Insurance**
The Institute has introduced Mediclaim Insurance scheme to cover Personal Accident Insurance to the students upto Rs. 1.50 lakhs and Mediclaim Insurance upto 1.00 lakh as per the terms and conditions of the scheme. The premium per student per annum is Rs. 1,500/- (subject to slight variation each year) including service tax.

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

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

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

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

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

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

**RULES AND REGULATIONS AT SIR DORABJI TATA MEMORIAL LIBRARY**
- All students should deposit their bags and other belongings at the check point near the entrance of the Library. Only items such as notebooks, library books, personal books, wallets and laptops will be allowed inside the library.
- The students should note that the Library is not responsible for the loss of any personal valuables and belongings. All files/folders, books and notebooks must be presented to the Security/Staff at the check point for inspection before leaving the Library premises. The Library does not permit any exception in the observance of this rule.
- All students are required to obtain Library Membership by submitting duly completed library membership form along with one recent passport-sized photograph.
- All students should carry and produce their Institute Identity Card for availing library facilities and services.
- Research scholars are allowed to borrow up to 10 books at a time from the General Shelf for a period of 30 days. Only one book from the Reserve Shelf will be issued at a time for one day.
• Books from the Reserve Shelf are issued only for one day and they must be returned on next day between 9.00 a.m. and 10.00 a.m. Claims for these books should be made in the Claim Register maintained at the counter between 8.30 a.m. and 2.00 p.m. And Claims should be collected between 3.00 p.m. and 7.00 p.m.

• During examinations, Reserve Shelf books are issued overnight to students. Those who do not return the books issued for overnight use in time will have their borrowing facility from the Reserve Shelf suspended for a week.

• When the library books are returned, students must ensure that the staff should cancel the entries of those books from their account in the library system records.

• A fine of Re. 1/- per day will be levied for the overdue books from the General Shelf and Rs. 2/- per day for books from the Reserve Shelf.

• Students are advised not to issue books to others against their names. Reference documents like dictionaries, encyclopedias, yearbooks, and journals (loose or bound), M.A., M.Phil., and Ph.D. Dissertations, project reports, census volumes, and handbooks are to be accessed in the Library and not issued out.

• After reading the books in the Library, they must be left on the study table or in the nearby book trolley. The Library staff would shelve the books later.

• Library resources are meant for a generation of students admitted every year and thus are very valued property. The books and other library resources must be protected from damage. Marking or disfiguring of pages must be avoided.

• The loss of book or any other library material should immediately be brought to the notice of the Librarian.

• The Library reserves the right to call back any issued books at any time.

• Photocopying facility is available in the Library on payment of Rs. 0.50/- per exposure and by filling in the photocopy requisition form.

• The INFLIBNET Centre provides the following facilities:
  (a) Laser printing at the rate of Rs. 1.50/- per page
  (b) Scanning at the rate of Rs. 5/- per image or page scanning.

• Silence and decorum must be maintained in the Library premises.

• Smoking is not permitted in the Library.

• Use of Mobile Phones is not allowed inside the library. Phones must be kept on Silent Mode.

• Students are not permitted to carry in or consume eatables and beverages inside the Library.

• Students are advised to maintain proper attire and dress code when they are in the Library premises.

• Library resources are valuable and must be safeguarded for all the users such as TISS students, faculty members, students and academicians from other institutes. Unissued books must not be taken out of the Library. Such action could result in Library privileges being withdrawn permanently.

• Demand and suggestion slips are available at the circulation desk for use.

• No photograph of the Library shall be taken without prior permission of the Librarian.

• The Cyber Library has been set up to facilitate students and research scholars to access knowledge resources on the World Wide Web, and from libraries of the partner universities and institutions. Students are requested to obtain their login details from the Computer Centre to use this facility.

• Do not initiate or spread electronic chain mail. You must not make copies of any software (including CD duplication) without first proving that you have a right to do so.
• Do not attempt to access, distribute or display material which is offensive, obscene, defamatory, etc. If a user is found while accessing inappropriate and obscene content, the matter will be taken seriously by the authorities and may invite penalty and/or disciplinary action.

• Please surrender the computer to someone with a greater need if you are using “casual” facilities such as e-mail or the Internet.

• Do not switch off computers when you finish using them.

• Access to the Internet and e-resources including e-journals is available to students, research scholars, project staff and faculty. Some of the online databases like Project Muse, Blackwell-Wiley, J-Stor, Springerlink, Cambridge Journals Online, Oxford University Press Journals are available through UGC-Infonet E-Journals Consortia 24x7. Some of the e-resources subscribed by the Library are Sage Publications, Emerald, EBSCO and indiastat.com.

• Off-Campus Ph.D. Students can also access the e-resources through remote log-in facility.

• The M.K. Tata Memorial Learning Centre for the Visually Challenged has computer reading facility for the Students with Visual Impairment and the Students with Low Vision. They can can read books and newspapers with the help of softwares like JAWS Pro 9.0, Kurzwell 1000, Magic Magnification, OBR Braille, Teachers Talking Pro, Prisma and Sara reading Machines.
PART 2
ADDITONAL INFORMATION ON MUMBAI CAMPUS

COMPUTER CENTRE AND INFORMATION TECHNOLOGY FACILITIES

- The Computer Centre provides support for Information Technology (IT) facilities in the Institute, including software development, server management, network management, routine backups, support, training and procurement.

- Computers for the students are available in Cyber Library inside the library Premises. There is also a Computer Lab (20 Systems) in the Naoroji Campus for Internet Access from 6 pm to 2 am. In the Library, an M.Phil-Ph.D Section is also available on the second floor and is reserved for Research Scholars.

- All Students will be allocated an individual login and password for LDAP authentication, which will be needed for accessing email, moodle (course management system) and for printing from the computers in the Cyber Library. In order to avoid any misuse of the login by others, students are required not to share their login details with anyone and are advised to keep changing their password periodically and keep strong passwords which should be a mix of alphanumerical and special characters.

- E-mail facility will be provided to all the students [firstname.lastname2014@tiss.edu], students are requested to check their mails periodically. All official circulars/notices will be mailed to students from the faculty/staff through this TISS e-mail id only.

- All the computers in the Institute available for Students are Intel Core 2 Duo with 2 GB RAM having Internet facility which are linked to the internet connections of 1 Gbps connectivity through National Mission on Education through Information and Communication Technology (NME-ICT) project. The Internet facilities are shared by students, faculty, project staff and administration.

- Wi-Fi is available in places such as Quadrangle—main campus, Main Lounge, Dining Hall, and hostel common areas. Students are required to use their email id username and password to access the Institute network when using their own laptop.

- Students are encouraged to shift to GNU/Linux as this is both open-source and provides the best protection against viruses.

- In any case students are advised to use a licensed operating system and office application (MS-Office, etc.) and anti-virus software (for windows) for their laptops. Students are advised to use virus free pen drives in the Institute Network. Computer center will not service problems of personal student computers infected with viruses.

- Shifting of computers or peripherals (keyboard, mouse, monitor, etc.) from one place to another in the Cyber Library and other Labs is not permitted.

- Unauthorized use of the computing facilities/transferring of account are not allowed. Transferring of account privileges to unauthorised users will lead to termination of services and de-registration from the Computer Centre facilities.

- Students must logout at the end of their session. There are possibilities that the printouts may be taken by others from your account if you have not logged out. In such an event these will be charged to you. Computer Centre has an automated billing system and is not responsible for any such oversight by the students.

- Printing bills will be displayed on Intranet/Emailed to you monthly. Please check your usage of the printing facilities.

- In case of any problem relating to Network/Wi-Fi/Internet Connection, please register the complaint with Computer Centre at extension 5296.

- The Computer Centre services are open from 8.00 a.m. to 8.00 p.m. on Mondays to Fridays and 9.30 a.m. to 4.45 p.m. on Saturdays and Sundays. For any further information and updates on new policy, please refer to http://students.tiss.edu.
RULES REGARDING STAY AT HOSTELS

• Admission to the hostels is restricted to full-time, bona-fide students of Master’s, M.Phil. and Ph.D. degree programmes and who are not employed — either full-time or part-time.

• Due to limited capacity, hostel admission is dependent on the availability of seats and for the same reason, the Institute regrets that it is not in a position to offer hostel accommodation to students who:
  (a) Ordinarily reside in the Mumbai Metropolitan Region, extending up to Kalyan, Borivali and Panvel.
  (b) Deputed candidates/Candidates on study leave (General Category or Scheduled Caste or Scheduled Tribe).

• Out-of-town students, without close relatives in Mumbai, will be given priority in hostel accommodation.

• Faculty members of the Institute, who are at the writing stage of their Ph.D. thesis (whether registered at the Institute or elsewhere), can be accommodated in the hostel for 3 months to enable them to complete their work provided the accommodation is available.

• In the interest of the privacy, safety and well-being of all hostel residents, only bona-fide hostel residents and authorised visitors are permitted inside the hostel rooms. The Institute reserves the right to prosecute unauthorised persons. Hostelites permitting/assisting unauthorized guests will be asked to leave the hostel within 24 hours.

• All the scholars who are allotted hostel MUST sign the attendance register kept at the DSO. The DSO shall submit attendance summary to the Finance and Accounts for information to be used in release of fellowship / subsistence allowance. Those who have reason to be out of the hostel MUST produce an approval letter from the guide. Any scholar failing to sign the register for more than 10 days without stating any reasons will be asked to vacate the hostels. This condition is being inserted on account of unethical practices by a few scholars - living outside but retaining the hostel accommodation.

• Any scholar going for data collection needs to inform the hostel office and leave their room key behind. This space will be allocated to scholars coming to the campus for Modular Programmes.

• Please understand that as a Public Funded University with enormous resource constraints, TISS is trying to do its best to take care of its M.Phil. and Ph.D. Scholars. The institute expects the M.Phil. and Ph.D. Scholars, as matured students, to behave in a responsible manner by devoting time for research work, assisting the School/ Centre as teaching / research assistants and learning to become a good teacher and researcher. Anyone having problems are advised to meet with the guide / counselors and other support systems available at the institute. Any action taken by the institute will be based on the principles stated above and through due process.

Duration of Stay

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

Fees

The hostel fees must be paid at the time of admission or at the beginning of the semester through the Power Jyoti account of State Bank of India and a Xerox copy of the same should be submitted to the hostel office. The fee covers residence for the semester only and does not cover vacation periods.

A student may stay in the hostel during the vacation for one or two days prior to the beginning of the II/IV Semester and for one or two days, after the end of a semester, for which he/she will be exempted from paying any extra amount. A student staying in the hostel during the vacation, in excess of the limits mentioned above, shall do so only with the prior permission of the Research Guide/Internship Coordinator (the application should be endorsed by the Dean/ Chairperson of the School/Independent Centres &
submitted in the Hostel Office), and for educational purposes only— for example, completing the research project, supplementary examination, or a field work related to the academic programme pursued by the student at the Institute.

Payment for stay during vacation should be made to the Section Officer (Hostels) in advance. The Internship Coordinator is required to mention whether it is a paid or unpaid internship. If it is a paid internship then the student has to pay Rs. 200/-per day and if it is unpaid internship he/she has to pay Rs. 50/- per day. In the case of I/II/III Semester, hostel accommodation will be available for only one day in advance of the commencement of the semester.

Non-payment of hostel fees/dues for more than one month, without authorisation by the Director and concerned School Dean or Chairperson (Admissions and Monitoring Committee), will result in the expulsion of the student from the hostel.

<table>
<thead>
<tr>
<th>HOSTEL FEES 2014-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Multi-Seater (per year)</strong></td>
</tr>
<tr>
<td>10,000</td>
</tr>
</tbody>
</table>

**Daily Rate**

- Day scholars/students will be charged Rs. 50/- per day during the semester or vacation period. Accommodation will be provided, if available, on the recommendation of the School Dean/ Research Guide. Guests, alumni and research scholars from other universities will be charged Rs. 200/- per day. Permission in writing should be procured by them 7 days in advance.

- On submission of the thesis, a student will have to vacate the hostel within seven days. The student may, however, be allowed to stay in the hostel for a temporary period, not exceeding 10 days, on payment of Rs. 200/- per day. The daily rate for Institute Faculty, staying in the hostel for writing the Ph.D. thesis, will be Rs. 350/- (inclusive of linen).

**Electricity and Water**

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

**Rooms**

- A student will not change the room allotted to him/her except with the permission of the Warden. Residents should take special care of their belongings and keep them locked to avoid theft. The students should lock their room whenever they leave the hostel premises. Rooms should be kept clean and will be subjected to regular inspections. Students are required to hand over charge of their room keys and furniture to the Wardens or Section Officer (Hostels), before leaving for vacation; otherwise, they will be charged Rs. 50/- per day for the entire duration of vacation. The students are required to inform the hostel office before leaving for their Internship/Block Field Work/Data Collection or if they are going away from the hostel for more than 3 days. The students’ lien on their rooms will be maintained during the period of their absence, i.e., they will be re-allocated the same room on their return. However, the room will be used for seminar participants and others during the vacation period. If a hosteller goes out of Mumbai for an entire semester of internship/field work they are required to pay the hostel charges if they want to retain the hostel seat. When students do not vacate the room and do not store belongings in the place reserved for this purpose, the Institute reserves the right to store the belongings in a safe place and use the room for any needed purpose, but will NOT take responsibility for any inadvertent breakage or loss.
• Students are required to keep their rooms open before they leave for vacation/field work/data collection/internship, etc. If the room is found locked, it will be broken open.

• The Institute reserves the right to lock any room and/or break/open any room. Students’ rooms will not be opened in their absence except in case of emergency, or occasions when students have infringed the rules of the hostel.

• Permission from the Warden/Section Officer (Hostels) must be procured in writing if the student is going out of the hostel for any overnight stay.

• The Institute reserves the rights to allot the students to rooms in the best collective interest of the institution. Students are advised to refrain from arguing with the Hostel Wardens and Section Officer (Hostels) regarding the same.

Furniture

• The Institute will supply each student with a bed, a mattress, a table, a chair, a book rack and a cupboard. One tube light is provided in each room. The students should bring their own table lamps and bulbs. They should also bring their own linen like bed covers, bed sheets, and pillows, and other items for personal use like mosquito nets, bucket, and so on. Students will be responsible for the furniture in their room and will be required to pay for damages caused, if any. Students should bring their own locks for their rooms. They will also be provided with a key for the cupboard allotted to them which the students has to check at the time of taking it and any repairs after that would be the student’s responsibility, the cupboard key should be returned on vacating the hostel. If a key is lost and/or if the lock is replaced by a new lock with keys, the cost for that will be paid by the student. The cupboard and locker keys lost by the hostellers residing in Hostel V will be charged Rs. 500/- for each key and any cupboard or drawer keys lost in all the other hostels will be charged Rs. 150/- per key. Walls, doors and furniture should not be disfigured in any way and the students are advised not to drive in nails or stick pictures on them. If any damage is noticed, the walls or the furniture will be repainted/polished and the expenses for them will be borne by the student.

Computers and Laptops

• Students are permitted to use their own personal computers in their rooms after securing written permission from the Section Officer (Hostels) to do so. A copy of the permission from the Section Officer (Hostels) should be kept with the Security at the Gate. This is to ensure that the student has proof of ownership that will allow him/her to take the computer and its accessories out of the campus.

• In the interests of residents’ privacy, external/internal personnel attending to the repairs of personal computers in resident’s rooms will be permitted between 10.00 a.m. to 7.00 p.m. only. Any such male personnel will be permitted into the Ladies’ Hostel only in the presence of a hostel attendant.

Quiet Period

• Quiet must be maintained from 10.00 p.m. to 6.00 a.m. in the hostels to facilitate private study or rest. Students should not play loud music on mobiles, computers, laptops or ipod or talk loudly, shout, sing, or make any other noise during the quiet period. This quiet period will also be maintained on the campus. Even at other times, students are advised to play musical instruments at low volume and not to play them at all if others are disturbed. Those who occupy multi- and double-seated rooms should take care not to disturb other occupants.

• While students are permitted to use the library and computer facilities even after 10.00 p.m. they are advised to respect the privacy of residents on the campus and their families by refraining from loud and boisterous behaviour.

Noise Pollution

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

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

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

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

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

Cooking
• Cooking in hostel rooms by the students is strictly prohibited as the DH and Canteen on the campus
provide regular meals and snacks. Those violating this norm will be expelled from the hostel so that the vacated hostel space shall be given to other scholars.

Health and Illness

- A student falling ill should inform the concerned Warden/SO (Hostels) immediately. The Institute retains the services of three doctors who attend to the students six days a week. Students are advised to consult him/her. In case of an emergency, the Hostel Warden may telephone the Doctor and request him/her to attend the student, provided that the student is not under the treatment of another medical practitioner. The student will pay for any out of turn visit made by the Doctor. In case of infectious diseases and other medical emergencies, the Institute may admit the student to a hospital on the recommendation of the Institute Doctor. A first-aid kit is available with all the Hostel Representatives, Wardens, Security (Main Gate) and Facility Services. The students are expected to contact the above in the case of an emergency.

- In case of medical emergency/necessity, students will contact the Warden/Section Officer (Hostels)/Security/person in-charge of vehicle who will arrange for an Institute vehicle. Students will not leave on their own without information.

- Any student who is expecting a baby while residing in the hostel will inform the Warden regarding the same. If the student so desires, this information will be kept confidential between the Warden and the Section Officer (Hostels).

Identity Card

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

Discipline

- Students admitted to the hostels will abide by the hostel rules. Failure to abide by the rules will result in the expulsion of such students from the hostel.

- Students/hostellers found smoking, loitering, misbehaving and/or breaking any rule of the Hostel/Institute in any way shall invite strict disciplinary action against him/her. The authorities will also inform the parents about the same.

- To maintain the discipline, Institute authorities can conduct surprise checks of all areas in the hostel to ensure no alcohol and addictive narratives or any incriminating substance are stored on hostel premises.

Ragging

- The UGC framed Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009, in order to prohibit, prevent and eliminate the scourge of ragging in Indian Universities/Colleges/Institutions.

- Ragging in any form is not allowed in the hostels. Students who infringe this rule will be expelled from the hostel immediately. Teasing and physical assault will result in the expulsion of the students from the hostel. The Institute reserves the right to ask a hostel resident to vacate the hostel with a notice of 24 hours for serious infringement of the above rules.

- It is to be noted that the Institute follows the orders of the Supreme Court of India with regard to curbing of ragging in the educational institutions. Any incidents are to be immediately brought to the attention of the Wardens, the Section Officer (Hostels) and the Dean Students’ Affairs. The telephone numbers of all the above are displayed on the Hostel Notice board.
An Anti-Ragging Committee has been constituted to address the issues of Ragging. The names and contact numbers of all the committee members are also mentioned in the Circular issued on Anti-Ragging. The members of the committee (2014-15) are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Neela Dabir</td>
<td>Deputy Director</td>
<td>9820047560</td>
</tr>
<tr>
<td>Prof. Arvind Tiwari</td>
<td>Dean, Students’ Affairs</td>
<td>022-25525381(O), 9833732592</td>
</tr>
<tr>
<td>Prof. Katy Gandevia</td>
<td>Consultant, Counselling and Medical Services</td>
<td>022-25525464(O), 9819140820(M)</td>
</tr>
<tr>
<td>Dr. Sthabis Khor</td>
<td>Warden</td>
<td>022-2552 5314 (O), 022-2552 5151 (R), 9821139068 (M)</td>
</tr>
<tr>
<td>Dr. Sasmita Palo</td>
<td>Warden</td>
<td>022-2552 5805 (O), 022-2552 5153 (R), 9819240202 (M)</td>
</tr>
<tr>
<td>Mr. Alex Akhup</td>
<td>Warden</td>
<td>022-2552 5414(O), 022-2552 5154 (R), 9892197617 (M)</td>
</tr>
<tr>
<td>Dr. P. Vijaykumar</td>
<td>Warden</td>
<td>022-2552 5831 (O), 022-2552 5155 (R), 9223575798(M)</td>
</tr>
<tr>
<td>Ms. Sarla Rao</td>
<td>Warden</td>
<td>022-2552 5806 (O), 022-2552 5152(R), 9920965978 (M)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Contact No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Arvind Tiwari</td>
<td>Dean, Students’ Affairs</td>
<td>022-25525381(O), 9833732592</td>
</tr>
<tr>
<td>Mr. Alex Akhup</td>
<td>Warden</td>
<td>022-2552 5414(O), 022-2552 5154 (R), 9892197617 (M)</td>
</tr>
<tr>
<td>Mr. Sunil Wankhede</td>
<td>Security Officer</td>
<td>022-2552 5565(O), 022-2552 5117 (R), 9223214961 (M)</td>
</tr>
<tr>
<td>Ms. Swapna Redij</td>
<td>Counselor</td>
<td>022-2552 5612(O), 9820640344 (M)</td>
</tr>
<tr>
<td>Ms. Nirmala Momin</td>
<td>SO (Hostels)</td>
<td>022-25525215(O), 022-2552 5182(R), 9223214962 (M)</td>
</tr>
</tbody>
</table>

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

**Late Night**

**Hostellers**

- All hostellers should return to campus before 12.30 a.m. No hosteller will leave the campus between 12.30 a.m. and 6.00 a.m., except for travelling outside Mumbai or for medical emergencies.

- In case of travel outside Mumbai, it is essential to inform the Warden and Dining Hall at least 2 days in advance. In the case of medical emergencies, call the Main Gate (Extn. 5566) and ask for Institute vehicle to take you to the TISS Medical Officer or the Hospital. The Main Gate must have information on your health problems before you leave the campus in the night. Hostellers may leave the campus in the Institute vehicle only.

- Hostellers may return to campus after 12.30 a.m. four times in a month with the written permission of the concerned Warden in advance. On their return to the campus, they must produce their swipe card to the Security at the Gate. Those who fail to swipe the card will face action or a fine or both.

- The Institute has empowered the Security Staff to monitor and document movement of hostellers out of campus beyond permissible limits and such information may be shared with the parent / local guardian, if necessary.
• Hostelites are allowed to move between the Main and Naoroji Campus by swiping their identity card at the Naoroji Campus gate and Main Campus wicket gate (this must be done at both the places while leaving and entering).

• Students using the wicket gate and the Deonar Farm Road between the Main Campus and the Naoroji Campus after 10.00 p.m. in the night must not disturb the residents on both sides of the road. Make sure that you do not create any disturbance or noise for the campus residents as well as residents of the Deonar Farm Road. Permission to use the wicket gate can be withdrawn if complaints from residents are received. We advise you to be very careful in walking late in the night on the Deonar Farm Road — between, upstream and downstream of the wicket gate and Naoroji Campus gate. Avoid walking alone and late in the night to avoid any untoward incidents.

**Off Campus Students**

• All the students residing off campus are to leave before 12.30 a.m. It is important to be aware of the hazards of remaining outside campus and your residence and thus the idea that you get back to your place of residence as early as possible. You must complete group work and other activities prior to 12.30 a.m. You will be able to access online library resources from your place of residence.

• In strictly exceptional circumstances such as during students events (e.g., Sameeksha, Manzar, Manthan, Clairvoyance, etc.) or job placement week, off campus students may stay on after 12.30 a.m. with the written consent of the faculty in-charge of the events or placement in-charge. Working on group assignments is not a part of this exceptional circumstance. The consent of the faculty in-charge or placement in-charge should be handed over to the Warden at least 2 days in advance.

• On the basis of an application made to the Registrar and Dean (Student’s Affairs), off campus students may have special arrangements made to stay on campus for them two weeks prior to an exam. Submission of assignment or research will not be applicable within the understanding of this rule. It applies only to the end of the semester examination.

• The Institute reserves all rights to regulate night movement of the students to safeguard their safety and security.

**Natural Environment**

• The TISS has a green campus that supports a variety of plants, animals and bird life. Please take care to ensure that you nurture the environment and that your activities do not result in any harm or disturbance to the plant, animal and bird population of the campus. All residents are expected to cooperate in ensuring minimal waste generation, safe disposal and segregation.

• Class rooms, dining hall, canteen and hostel rooms are meant for the students, and thus cats, dogs, monkeys and other animals must be kept out of these spaces. Some of you may have strong affection for animals that co-exist in our eco-system, but spaces designated for teaching, dining and sleeping are exclusively for students who have gained admission through entrance tests.

**Grievances and Student Involvement in Hostel Management: An Empowered Committee**

• An Empowered Committee has been created to deal with violation of hostel rules and regulations. This Committee is chaired by Dean (Students’ Affairs) and includes Dean (SPO), all Wardens, and the Faculty Advisor to the Students’ Union, Programme Manager (Students’ Affairs), Section Officer (Hostels) and two student representatives. This Committee will be responsible for hearing complaints of breach of rules, and the decision made by this Committee will be final and will be implemented in full. Students and parents may feel free to contact the above Committee.

**Monthly Open Day**

• Every hostel along with their Warden will decide to have an Open Day once a month where hostelites can interact with the Warden to share their problems and experiences. On occasions all hostels may have a combined meeting.
Students may approach Wardens in case of:

- Sanction of leave of absence from the hostel.
- Problems and issues related to the allotted room and hostel (amenities and people-related).
- Disciplinary issues (alleged violation of hostel rules).
- Permission to conduct any group celebration in the hostel such as Hostel Day, etc.
- Personal issues and to seek advice/guidance to address those issues.
- Illness and health-related issues.

Please keep in mind that your Warden is a busy teacher and researcher and has got a family of her/his own. So please visit/call the warden to seek permission/advice during office hours, and not in the middle of the night (except in case of an emergency).

Students may approach Section Officer (Hostels) for support related to:

- Maintenance problems/issues related to allotted rooms and common facilities.
- Allotment of room during vacation and other non-academic periods.
- Approval to bring in and take out computers.
- Make any changes, within the allotted rooms, fix electronic/electric gadgets.
- Health problems, hospitalization and related support.
- Any other issues of the student that require urgent attention.

Hostel Attendants will provide the following services:

- Maintain cleanliness of hostel rooms and facilities.
- Keep vigil on hostel and student property, and support guests and visitors.
- Daily cleaning activities will be carried out at the time fixed by the Section Officer (Hostels), in consultation with hostel representatives.
- Maintain daily cleaning chart signed by student hostel/floor representatives. You are requested to cooperate with the hostel attendant.
- Monitor the entry of visitors, including outside computer repairing persons into the hostels and keep the Section Officer (Hostels)/Wardens informed.

Student Hostel Representatives are expected to:

- Represent and interact with the Wardens and Section Officer (Hostels) on hostel matters in consultation with other students, including day-to-day maintenance, students’ concerns, emergencies, keeping rooms in good condition, use of electricity, computer facilities, etc.
- Monitor the floor wise monthly cleaning schedule which will be displayed on the hostel notice board.
- Maintain the first aid kit.
- Keep the Section Officer (Hostels) and Wardens informed about issues that require urgent attention.
- Coordinate with the representatives of other hostels, Students’ Union and the Section Officer (Hostels) to plan for Hostel Day celebrations.

**Dining Hall**

- The Dining Hall (DH) serves both vegetarian and non-vegetarian meals. It is managed by the Institute on a “no profit no loss” basis. The DH Committee, which comprises of students’ representatives, looks after the DH matters under the Chairpersonship of a faculty member. The Section Officer DH and Asst. DH Supervisor look after the day-to-day working of the DH.
• DH membership is compulsory for all hostel residents and for all three meals. Those who are disinclined to become a member of the DH must vacate the hostel.

• An overhead amount of Rs. 400/-per month or part thereof will have to be paid by all hostel residents and other DH members. The overhead amount is charged to each hosteller for contribution towards the kitchen staff’s salary. Students contribute only about 20-25% of the total the kitchen staff salary and the rest is borne by the Institute.

• All DH members (students) will have to pay Rs. 14,000/- for both veg. and non-veg. as an advance amount against DH meal charges, along with their semester fees. The advance made will be adjusted against their DH monthly bills.

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

<table>
<thead>
<tr>
<th>Meals</th>
<th>Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7.30 - 9.30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.30 p.m. to 2.30 p.m.</td>
</tr>
<tr>
<td>Tea/Coffee/Snacks</td>
<td>5 p.m. to 6.30 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>8.00 p.m. to 9.30 p.m.</td>
</tr>
</tbody>
</table>

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

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

**Rebate Facilities**
Rebate facilities are available for the members as follows:

- 60% in case a member signs out from all 3 meals for 3 continuous days, and the same will continue for 7 days in case of continuous absence for 7 days. For example: If per day rebate rate is Rs. 30.00, available rebate amount after converting absent days into unit, i.e., for 5 days x 60% = 3 units (days) rebate X per day rebate rate (Rs. 30.00) = Rs. 90.00 for the 5 days absent.
• 80% rebate in case a member signs out for all 3 meals for more than 7 days up to 14 continuous days. For example: If the member is absent for 12 continuous days and if the rebate rate is Rs. 30.00 per day, then the available rebate amount after converting absent days into units: (12 days x 80% = 9.60 units (days). 9.60 units (days) x per day rebate rate (Rs. 30.00) = Rs. 288.00 for the 12 days absent.

• In case if a member signs out from all the 3 meals for more than 14 continuous days, the rebate available would be 100%.

• The rebate facility is open for breakfast and lunch on all field work days. The members interested in availing of the rebate should intimate this in writing to the Section Officer -DH one day before.

• Dining Hall utensils, spoons, plates, cups, glasses, cold drink bottles, food, and so on, should not be taken out of the DH premises in the interest of the DH members themselves. Each hostel is provided with equipment to bring food in the hostel for members who are ill. The student should contact the Hostel Attendant for the same. Food should not be taken out of the DH.

**Monthly DH Bill**

• The monthly calculation of DH bill will be made from the 1st day to the last day of the month. The bill will be sent by e-mail to individual student. In case of any discrepancies members are requested to inform to SO -DH within 48 hours.

• Post-matric scholarship holders have to obtain written permission from their concerned School Deans to be able to use free facilities during vacations, or else they will be required to pay the entire charges during the vacation.

**Prohibition of Smoking and Consumption of Alcohol**

• The DH is a NO SMOKING ZONE. Smoking and lighting cigarettes in the DH and the kitchen area is strictly prohibited at all times. Members found violating this rule will be penalised to the extent of Rs. 100/- per incident and the same penalty will be recovered from their DH bill. Repeated violations of this rule will entail suspension of DH membership and other disciplinary action.

• Entering the DH after consuming alcohol is strictly prohibited. No DH facility will be extended to them.

• Students are advised to stay away from drugs. Abuse of drugs involves possible physical, social, and psychological harm, and those found abusing drugs will face disciplinary action.

• A member who has signed out from any kind of meals is advised to renew the rebate facility for the next month well in advance (in the third week of the preceding month), failing which it will be assumed that the member concerned is a full-time member. The rebate will not be renewed automatically.

• A member who has signed out from any kind of meal cannot take food for any other DH member by signing against his/her number. Sharing of food is not allowed. Members or guests found sharing food will be fined.

• Complaints, if any, against staff/students should be given in writing and the same should be handed over to the Convenor (DH Working Committee).

• Special written permission will have to be sought from the Dean, Students’ Affairs, through the Students’ Union and the Chairperson (DH) for using the DH for purposes other than meals.

**Expected Behaviour in the DH**

• The TV and music systems must be played in such a way that it does not create nuisance to others.

• Fans and lights should be switched off when the members leave the DH after having their food/snacks.

• Plates, glasses, tea cups, cold drink bottles and any other cutlery should not be left on the dining table or should not be taken out of the DH for personal use without prior permission. The same must be returned to the washing booth.

• Please maintain a queue whilst taking food.
• Please use the call bell for calling out to any DH staff/attendant.

• Entry in the DH kitchen is prohibited.

• Chairs and tables removed from their original place for chit-chatting, watching TV, studying, and so on should be put back in their original place, after use.

• Entertaining dogs, cats or other animals in the DH is strictly prohibited. Pets should not be fed in the DH.

• Please do not waste food.

• Student members of the DH are prohibited from cooking in the DH Kitchen.

• If the DH dues of a member remain unpaid for more than two months, it will result in penalties and cancellation of the DH membership and even hostel residence. Such a member will not be allowed to have food in the DH till he/she clears his/her DH bill. Re-admission may be considered on payment of all dues as a fresh candidate

• Carrying food from the DH in tiffin boxes is not permitted, and outside food is prohibited in the DH.

• Personal or cultural functions will not be entertained in the DH, other than the Students’ Union Calendar activities.

• Signing in and out for meals is compulsory for filling up a rebate form and obtaining its counterfoil.

HEALTH INSURANCE

• All the Students are covered under cashless Group Health Insurance policy of Rs. 1 lakh, Personal Accident Policy of Rs. 1 Lakh and OPD cover of Rs. 2,500 per year. These covers provide benefit to the students in case they get hospitalized due to an accident or any other illness.

• In order to get a cashless facility each student must ensure that she/he is admitted to the hospital which is on the panel of the service provider. In case the student is admitted to any other hospital he/she has to pay the bill and seek reimbursement of expenses by forwarding the claim to the service provider within 30 days of the discharge. The updated list of hospitals which are in the panel of the service provider can be accessed on the website of service provider.

Procedure

• All the students including the Post-matric scholars (GOI) are required to pay the Health Insurance fee every year i.e. with 1st and 3rd semester fee. The insurance premium of those students who have paid the fees will be forwarded to the service provider. Generally it takes 15-20 days to receive the cards from the company, if a student is hospitalized during this period he/she has to bear the expenses and the bills can be sent for reimbursement later on.

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

• All the students are requested to collect their Health Insurance Cards from their respective School Secretariats to avoid last minutes hassles. Health Insurance Card helps the student to avail cashless facility at the time of hospitalization and so it (Card) should be collected as soon as students are informed to do so. Students should inform the OSA within 7 days of their hospitalisation and should send the reimbursement claim within 30 days of hospitalisation. Any delay in claim submission will result in rejection of the claim.

• For additional details please refer to the document ‘Basic Details for Claiming Medical Insurance’ on TISS website www.tiss.edu/students/medical-services.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone/Cell No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Rohini Ambekar</td>
<td>022-25513355/9920241328</td>
</tr>
<tr>
<td>Dr. Paras Soni</td>
<td>022-25271566/09820318636</td>
</tr>
<tr>
<td>Dr. Sharmistha Majumdar</td>
<td>09764750512/9969181616</td>
</tr>
<tr>
<td>Dr. Umesh Shenoy</td>
<td>022-27451529/09967285290</td>
</tr>
</tbody>
</table>

- The doctors can be contacted 24x7. If the students are advised for hospitalisation by the doctors they can move to any nearby hospital which is in the list of the Insurance provider. The hospitalisation of the student should be informed to the Programme Manager (SA) as soon as possible. All the students need to take doctor’s referral for hospitalisation. In case, students are not able to take the referral before hospitalisation, they should send their friend and get the referral from the Doctors as soon as they are hospitalised because this is a mandatory requirement for processing the cashless claims/reimbursement claims. If they are sending the claim for reimbursement they have to attach the Doctor’s referral with the claim form.

- **Off Campus Students**: During Medical Emergencies all students are requested to inform the Programme Manager (SA) within 48 hours of hospitalization.

- For emergency assistance to get to doctor or hospital at any time during day and night call any of the following:
  
  Ms. Nirmala Momin 9223214962/ (022 2552) 5182 (R)
  
  Mr. Mahendra Singh 9223214964/(022 2552) 5190 (R)
  
  Mr. Sunil Wankhede 9223214961/(022 2552) 5117 (R)
  
  Mr. Raghunath Shelar 9969572312 /(022 2552) 5121 (R)
  
  Main Gate: 9223214971/(022 2552) 5566

### GRIEVANCES REDRESSAL COMMITTEE

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell No.</th>
<th>Extn. No.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. S. Sivaraju (Chairperson)</td>
<td>9320955832</td>
<td>5324</td>
<td><a href="mailto:sivaraju@tiss.edu">sivaraju@tiss.edu</a></td>
</tr>
<tr>
<td>Prof. M Kunhaman (Faculty Member)</td>
<td>7588201513</td>
<td></td>
<td><a href="mailto:mkunhaman@rediffmail.com">mkunhaman@rediffmail.com</a></td>
</tr>
<tr>
<td>Prof. Asha Bajpai (Faculty Member)</td>
<td>9870451230</td>
<td>5382</td>
<td><a href="mailto:bajpaia@tiss.edu">bajpaia@tiss.edu</a></td>
</tr>
<tr>
<td>Prof. Vindhya U. (Faculty Member)</td>
<td>9949037472</td>
<td></td>
<td><a href="mailto:u.vindhya@gmail.com">u.vindhya@gmail.com</a></td>
</tr>
<tr>
<td>Student Representative (Special Invitee)</td>
<td>To be nominated based on location of grievance and academic merit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

i. Making admission contrary to merit determined in accordance with the declared admission policy of the Institute;

ii. Irregularity in the admission process adopted by the institute;

iii. Refusing admission in accordance with the declared admission policy of the institute;

iv. Non publication of prospectus, as specified;

v. Publishing any information in the prospectus, which is false or misleading, and not based on facts;
vi. Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue;

vii. Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;

viii. Breach of the policy for reservation in admission as may be applicable;

ix. Complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;

x. Non payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;

xi. Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;

xii. On provision of student amenities as may have been promised or required to be provided by the institution;

xiii. Denial of quality education as promised at the time of admission or required to be provided;

xiv. Non transparent or unfair evaluation practices;

xv. Harassment and victimisation of students, including sexual harassment;

**COMMITTEE AGAINST SEXUAL HARASSMENT/GENDER AMITY COMMITTEE**

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

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

**Composition**

The Committee consists of members of the faculty, administration, service staff and students representatives. The members of the committee for the academic year 2014-2015 at the Mumbai Campus are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell No.</th>
<th>Extn. No.</th>
<th>E-mail</th>
</tr>
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<tbody>
<tr>
<td>Prof. Nasreen Rustomfiram (Chairperson)</td>
<td>9223300722</td>
<td>5680</td>
<td><a href="mailto:nasreen_r@tiss.edu">nasreen_r@tiss.edu</a></td>
</tr>
<tr>
<td>Mr. Mustafa Momin (Member Secretary)</td>
<td>7208002929</td>
<td>5211</td>
<td><a href="mailto:mustafa@tiss.edu">mustafa@tiss.edu</a></td>
</tr>
<tr>
<td>Dr. Anuradha Sovani (External Expert)</td>
<td>9821050528</td>
<td>-</td>
<td><a href="mailto:anuradhasovani@gmail.com">anuradhasovani@gmail.com</a></td>
</tr>
<tr>
<td>Prof. Hilarius Beck (Faculty Member)</td>
<td>8108945445</td>
<td>5471</td>
<td><a href="mailto:hbeck@tiss.edu">hbeck@tiss.edu</a></td>
</tr>
<tr>
<td>Dr. M. Mariappan (Faculty Member)</td>
<td>9869739984</td>
<td>5523</td>
<td><a href="mailto:marim@tiss.edu">marim@tiss.edu</a></td>
</tr>
<tr>
<td>Ms. Monica Sakhrani (Faculty Member)</td>
<td>9820738291</td>
<td>5416</td>
<td><a href="mailto:monikasakhrani@gmail.com">monikasakhrani@gmail.com</a></td>
</tr>
<tr>
<td>Ms. Susheela Ashok (Admin. Rep. Member)</td>
<td>9930232063</td>
<td>5641</td>
<td><a href="mailto:susheela@tiss.edu">susheela@tiss.edu</a></td>
</tr>
<tr>
<td>Ms. Prachi Sarmalkar (Service Staff Rep. Member)</td>
<td>9969551981</td>
<td>5199</td>
<td>-</td>
</tr>
<tr>
<td>Four Student Representatives</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Objectives
The objectives of the CASH are to:

• Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees;

• Make recommendations to the Director for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;

• Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;

• Recommend appropriate punitive action against the harasser to the Director.

Procedure for Approaching CASH
The TISS Committee Against Sexual Harassment (CASH) is the Internal Complaints Committee (ICC) relating to complaints of sexual harassment at the Tata Institute of Social Sciences. It is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint to the CASH may be addressed to the Chairperson of the CASH. If the complaint is made to the Director, Deputy Director or any of the CASH members, they may forward it to the Chairperson of the CASH.

Here it should be noted that according to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, sexual harassment can be defined as “unwelcome” sexually determined behaviour (whether directly or by implication) as:

• Physical contact and advances;

• Demand or request for sexual favours;

• Making sexually coloured remarks;

• Showing pornography; and

• Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

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

• Unsavoury remarks,

• Jokes causing or likely to cause awkwardness or embarrassment,

• Innuendos and taunts,

• Gender based insults or sexist remarks,

• Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like,

• Touching or brushing against any part of the body and the like,

• Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings,

• Forcible physical touch or molestation and

• Physical confinement against one's will and any other act likely to violate one's privacy.

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

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

Procedure for Inquiry

The Committee will investigate into the issue, through the established procedure, to find out if the accused is prima facie guilty and the nature and extent of the harassment.

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

SOCIAL PROTECTION OFFICE

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

Composition

The Social Protection Office is headed by the Dean, a senior faculty member in TISS and supported by Associate Dean. The Dean/Associate Dean, on behalf of the Office facilitates the overall welfare of the students, staff and faculty belonging to these communities. Besides the Dean and Associate Dean, the Office consists of a Section Officer and a Statistical Assistant.

Purpose

The purpose of this office is to help the university in implementing the reservation policy with regard to the admission of students and the recruitment of teaching and non-teaching staff at various levels. Its function is also to help the SC/ST/OBC/PWD/Minority categories to integrate with the mainstream of the university community and to remove difficulties, which they may be experiencing.

With regard to students, the Social Protection office in TISS has been conducting various programmes under remedial coaching for SC/ST/OBC/PWD and Minority students.

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

31
STUDENT SUPPORT SERVICES

Office of Dean (Students’ Affairs)

Prof. Arvind Tiwari an eminent scholar in Criminology and Correctional Administration is the Dean (Students’ Affairs) (Extn. 5381/9833732592). This office is supported by Programme Manager (Students’ Affairs) and extension is 5916. Both will be available for advice and support.

Hostel Wardens

In addition to their teaching, research and extension work responsibilities, faculty members also serve as guardians to the students. The following faculty members are the Wardens of hostels.

<table>
<thead>
<tr>
<th>Warden Name</th>
<th>Hostel</th>
<th>Phone/Cell No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Sthabir Khora</td>
<td>Hostel II &amp; III, Main Campus</td>
<td>2552 5314 (O) 2552 5151 (R) 9821139068</td>
</tr>
<tr>
<td>Ms. Sarla Rao</td>
<td>Hostel I &amp; IV, Main Campus</td>
<td>2552 5806 (O) 2552 5152 (R) 9920965978</td>
</tr>
<tr>
<td>Dr. Sasmita Palo</td>
<td>Hostel V (A &amp; B Wing) Naoroji Campus</td>
<td>2552 5805 (O) 2552 5153 (R) 9819240202</td>
</tr>
<tr>
<td>Dr. P. Vijayakumar</td>
<td>Hostel VI (A,B,C &amp; D Wing) Naoroji Campus</td>
<td>2552 5831 (O) 2552 5155 (R) 9223575798</td>
</tr>
<tr>
<td>Dr. Alex Akhup</td>
<td>SURJOG Hostel, Off-Campus</td>
<td>2552 5414 (O) 2552 5154 (R) 9892197617</td>
</tr>
</tbody>
</table>

Section Officer (Hostels)

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

STUDENT SUPPORT SERVICES COMMITTEE

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

The members of the Committee are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Arvind Tiwari, Dean, Students’ Affairs</td>
<td>9833732592</td>
</tr>
<tr>
<td>Prof. P.K. Shajahan, Dean, Social Protection Office</td>
<td>9820565165</td>
</tr>
<tr>
<td>Prof. Katy Gandevia, Consultant, Counselling and Medical Services</td>
<td>9819140820</td>
</tr>
<tr>
<td>Prof. Sasmita Palo, Warden, Naoroji Campus, Hostel V (A &amp; B Wing)</td>
<td>9819240202</td>
</tr>
<tr>
<td>Ms. Sarla Rao, Warden, Main Campus, Hostel I &amp; IV</td>
<td>9920965978</td>
</tr>
<tr>
<td>Dr. P. Vijayakumar, Warden, Hostel VI</td>
<td>9223575798</td>
</tr>
<tr>
<td>Dr. Sthabir Khora, Warden, Main Campus, Hostel II &amp; III</td>
<td>9821139068</td>
</tr>
<tr>
<td>Dr. Alex Akhup, Warden, Off-Campus, SURJOG Hostel</td>
<td>9892197617</td>
</tr>
<tr>
<td>Ms. Rajee Menon, Deputy Registrar, Finance &amp; Accounts/PMC</td>
<td>9969704063</td>
</tr>
<tr>
<td>Ms. Geetha Venkateswaran, Assistant Registrar, Academic</td>
<td>9820382185</td>
</tr>
<tr>
<td>Mr. Gaurishankar Kamble, Programme Manager, Students’ Affairs</td>
<td>9833686192</td>
</tr>
<tr>
<td>Ms. Nirmala Momin, Section Officer, Hostels</td>
<td>9223214962</td>
</tr>
<tr>
<td>President, Students’ Union</td>
<td>Member</td>
</tr>
<tr>
<td>Representative of Students’ Union</td>
<td>Member</td>
</tr>
<tr>
<td>Junior Student Representative</td>
<td>Member</td>
</tr>
<tr>
<td>Student with Disability</td>
<td>Member</td>
</tr>
</tbody>
</table>

This Committee will facilitate work of the counsellors and address issues related to yoga programme, Gymkhana and other facilities. This Committee will also address to issues of the physically challenged students. For information and issues related to counsellors, facilities and programmes, you may contact the Convener and/or Secretary of this Committee.
You can also call the following officials, if needed:

- Prof. S. Parasuraman, Director: 9223214951 / 7738286679 / 25525101/02(R)
- Prof. Neela Dabir, Deputy Director: 9820047560
- Ms. Olive Fernandes, Secretary to the Director: 9223593084

**Health Centre**

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

**Medical Services**

Three Medical Officers visit the Institute. The time schedule for visiting the Doctors is mentioned in below table. The Institute provides free medical consultation services only. Those desiring to see the Hon. Medical Officers are advised to put slips with their names, in the box fixed to the door of the Medical Room. Illness of hostel residents should be notified to the concerned Warden or Section Officer (Hostels) without delay.

Necessary oral medicines, dressing material, emergency injectable, IV fluids and vaccines are available at both the Centres. Medical Centre at Main Campus has the arrangement to keep the students requiring medical attention, postoperatively or suffering from infectious diseases, for general observation not requiring Hospital admission. The names and address of the Institute doctors are given below along with their days of visit and consultation hours at TISS.

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

All students of TISS are members of the Group Health Insurance Scheme. Indicated below are hospitals and nursing homes located near the institute for use in case of illness and emergency. The students should approach the Institute Doctors for a referral.

The list of clinics/nursing homes and hospitals located near TISS are:

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

Special Consultants

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

- TISS values each and every one of you and strives to make your stay at the Institute productive and stress free. In this regard, the Counselling Centre provides the space that enables you to lead a fulfilling life.

- The Counselling Centre provides individual counselling to students who approach the Centre to seek professional help on tackling various concerns such as, academic or adjustment concerns, any personal difficulties or for personality development.

- The Centre also provides psychological Assessment if indicated. All interactions between students and counsellors such as counselling sessions and/or reports are kept confidential and not shared with anybody.

- This information cannot be sought or obtained by anyone under RTI as it is a confidential document.

- In addition to individual counselling the Centre conducts various recreational and creative activities with and for students, like the “Mela”, “Stress buster” and “Youngistan Dhamaal”.

- It runs a well established “Peer Support Programme”.

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

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

Drop into the centre for a chat or to discuss any concerns. The names of the Counsellors and contact details are as follows:

<table>
<thead>
<tr>
<th>Counsellors</th>
<th>Full-Time (Monday to Friday) 11.30 a.m. to 7.30 p.m.</th>
<th>Part Time (thrice a week) 2.00 p.m. to 7.00 p.m.</th>
<th>Visiting Psychiatrist Thursday – 5.30 p.m to 6.30 p.m</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Swapna Redij</td>
<td>9820640344</td>
<td>Ms. Bindiya Hosabettu</td>
<td>9821074495</td>
</tr>
<tr>
<td>Mr. Swapnil Pange</td>
<td>9594020091</td>
<td>Ms. Niyati Gandhi</td>
<td></td>
</tr>
<tr>
<td>Ms. Bindiya H.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Niyati Gandhi</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The schedules of the Full-time and Part-time counsellors is displayed on the Counselling Centre Notice boards in the Dining Hall and the Health Centre in the Main Campus and near the Counsellors room in the New Campus. A retired Professor from the School of Social Work is appointed as a consultant to the Health Centre.
Counsellors on Call

In addition to the counsellors available at the Institute Campus, we have also retained voluntary services of several well-known counsellors. They can be contacted through their cell phone for any support you may require. These friends of the institute will be happy to talk to you. Their telephone numbers are:

<table>
<thead>
<tr>
<th>Counsellor’s Name</th>
<th>Cell No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Harish Shetty</td>
<td>9820032178 (only SMS)</td>
</tr>
<tr>
<td>Dr. P.C. Shastri</td>
<td>9821349317</td>
</tr>
<tr>
<td>Dr. Jai P. Shastri</td>
<td>9821155628</td>
</tr>
<tr>
<td>Dr. Dimple J. Shastri</td>
<td>9821033163</td>
</tr>
<tr>
<td>Dr. Bharat Shah</td>
<td>9821074495</td>
</tr>
<tr>
<td>Prof. Anuradha Sovani</td>
<td>9821050528</td>
</tr>
</tbody>
</table>

Peer Supporters

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

M.K. Tata Memorial Gymkhana and Recreation Centre

The Institute has a M.K. Tata Memorial Gymkhana and Recreation Centre open to all students. The facilities are open from 6.00 a.m. to 9.00 p.m. and qualified trainers have been made available for using the gymnasium and yoga facilities.

Gym trainer is available from 6.00 a.m. to 9.00 a.m. and 5.00 p.m. to 8.00 p.m. Monday to Saturday. Yoga Classes are conducted from 6.00p.m to 7.00 p.m from Monday to Friday. Besides, there is Badminton Court at 2nd Floor and several other Indoor Games like Carrom, Table Tennis, Chess, etc., are also available for students.

OTHER FACILITIES

Railway Concessions

*Journey up to Home Town:* Students should fill in the details in the prescribed form available with the Academic Section. The forms should be submitted along with Date of Birth Certificate, Caste Certificate (for SC/ST students) and Bonafide Certificate (for Ph.D/M.Phil Students) at least two days in advance. As per Railway rules, the Institute is authorised to issue concession forms only for journey to the student’s home town, as stated in his/her application form for admission.

*For Local Railway Travel Concession:* The forms should be submitted to the Academic Section at least two days in advance. No concession is granted for the same period in case of loss of the concessional season ticket, as per Railway Rules. The age limit of students eligible for the above concessions is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Age Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>Below 25 years</td>
</tr>
<tr>
<td>SC/ST</td>
<td>Below 27 years</td>
</tr>
<tr>
<td>M.Phil</td>
<td>Below 27 years</td>
</tr>
<tr>
<td>Ph.D</td>
<td>Below 35 years</td>
</tr>
</tbody>
</table>

First-Aid

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

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

Testimonials: Fill the form for giving details of Rural Practicum, field work, study tour, and so on, which may be mentioned in the testimonials. This form is available with respective secretariats. However, issue of testimonial is not mandatory on the part of the Institute.

Block Field Work: After completion of Block Field Work, every student should produce a certificate from the agency where they were placed, stating that they have completed the block field work satisfactorily, and submit it to the concerned School Dean.

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

Clearance Certificate: The form is available in the Accounts Section. Clearance should be obtained from all Sections before the Convocation.

Degree in Absentia: The degree will not be handed over in person on the day of Convocation to those students who will not attend the Convocation function. A student, who wants to receive his/her degree in absentia, will apply for the same in the prescribed format available with the Academic Section, along with a fee of Rs. 500/- for Indian Students and US$ 50 for International Students and postal charges of Rs. 200/- for Indian Students and Rs. 1000/- for International Students. The School Secretariats will require one week’s time after the Convocation, to process the request for degree in absentia. The degree will be sent by Registered Post only. A student who will not apply for Degree in absentia and also not attend the Convocation will not be issued a degree.

SECURITY GUIDELINES

Hotline for Students

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

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

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

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

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

Security Measures

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

All students are required to carry their Identity Cards at all times. They must assist the security staff in carrying out their duties by producing their Identity Cards or evidence of their identity at the times of entry and exit from the Institute Campus, without demand.
Preventive security will also depend on sharing information for immediate help with the security guard on duty. Hence, students are requested to be more cautious and inform the security guard at the gate. Immediate help can then be offered. Some preventive security measures to be taken by all are as follows:

- Do not let strangers/visitors, posing as unauthorised vendors, salesperson, and so on into your rooms.
- If you see any unknown visitor/stranger/vendor/salesperson moving anywhere on campus in a suspicious manner, please inform the security personnel at the gate immediately for further necessary action.
- It is advisable that purchasing from your doorstep should be done only through a known and reliable vendor and who has an Identity Card issued by the Institute.
- If you are alone in your room, and if there is an unknown visitor/stranger at the door, you could request your neighbour and ask him/her to be present, while you are attending to the visitor/stranger.
- Avoid keeping excess cash/valuables in the room. Students should take special care of their personal belongings and keep them locked to avoid theft.
- It is advisable to keep the respective room door/hostel door of the Ladies Hostel to be closed, especially, during night time.
- Avoid moving in lonely/deserted places alone, and especially during the night.
- If any criminal incident happens inside or outside the campus, the student should go to police station along with the security person to report the incident and lodge the complaint.
- Students hiring auto-rickshaw/taxi outside the TISS gate must inform the registration number of the vehicle to the security guard or enter the registration number in the register available on the gate, particularly after sunset. A Security Guard has been assigned this task.
- Simultaneously, students can also keep their friends/roommates informed about their movement/travel plans outside the Institute.
- All students are advised to either note or save the TISS Hotline number 022-25525111 & 022-25525100 on their mobile phones and call these numbers, in case of emergencies at any time.
- Always consider to use a buddy system and avoid walking alone outside the campus at night. Carry your TISS Identity Cards and stay safe.

TRAFFIC AND PARKING OF VEHICLES INSIDE THE INSTITUTE

- The speed limit inside the Institute is 05 kilometres per hour to avoid accidents. Please do not exceed this speed limit.
- Overnight parking of commercial vehicles inside the campus, without prior permission, is not allowed. Students may park their private/personal vehicles in the Institute at their own risk without creating any hindrances to others. All students should obtain a vehicle pass from the Security Office. This will enable the security personnel to identify your vehicle. Visitors may park their vehicles at their own risk and the Institute will not be responsible for the safety of their vehicles and or for any damage or missing parts thereof.
- Parking of vehicles in front of “NO PARKING” boards is strictly forbidden
- No auto-rickshaws or taxis will be permitted except to convey incapacitated persons or if the user has heavy luggage. Rickshaws/taxis are not to be detained and are to be dismissed immediately.
- All students, those who own vehicle must park their vehicle at the main gate of Main Campus and Naoroji Campus.

FIRE SAFETY AND FIRE FIGHTING APPLIANCES

- Smoking is prohibited in the office rooms, class rooms and in the public areas of the Institute. Do extinguish lit matches and cigarettes ends before disposing it in the dustbin. Please do not throw them over the side of the road.
• The Institute's fire extinguishers are kept in readiness for instant use. Students are requested to familiarise themselves with the location of the various fire extinguishers kept in the Institute. Every effort is to be made to put the fire out through available local sources.

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

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

IDENTITY CARD
In your own interest you must carry the Institute’s Student Identity Card at all times. You must show the Identity Card to the Security at the Gate, while entering the campus and whenever requested for. Loss of identity card should be reported to the concerned authorities and an application for a duplicate must be made to the Academic Section. A duplicate Identity Card will be issued within 2 working days on payment of Rs. 100/-. In case of such a loss, the student must procure a letter from Office of Students’ Affairs to use for two days till the card is replaced. This measure is to ensure safety and security of the students and must be respected. If a scholar gets an extension, he/she will have to apply for another ID card stipulating the time period of the extension. Scholars will not be allowed to carry the old and expired ID cards.
PART 3
CURRICULUM FOR DECENTRALIZED PROGRAMMES
TISS MUMBAI
ADVANCED CENTRE FOR WOMEN’S STUDIES

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

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

Programme Structure

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

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

i. Basic Courses (BC) (12 Credits): These consist of three courses (6 credits) in the theory and practice of research including feminist research; two courses (6 credits) that provide foundational knowledge in the major currents of social science discourse, and basic concepts related to the interdisciplinary field of Women’s Studies.

ii. Optional Courses (OC) (4 Credits): The two courses of 2 credits each, to be chosen by a student from the list of courses (that can be revised from time to time) will help extend or update her/his knowledge in the (sub) discipline that s/he has chosen to do research in.

iii. The Dissertation under the supervision of a faculty member will proceed through the stages of synopsis formulation, preparation of a bibliography, familiarisation with the literature available on the selected research problem, and the student's original research per se. The dissertation shall be evaluated and graded by the guide and an examiner external to the Centre appointed by the Director from a panel of experts suggested by the AMC.

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

M.Phil. Programme

1. **Semester I Courses**: There will be three basic courses (8 credits) that provide the foundational knowledge in the major currents of social science discourse, and basic concepts related to the interdisciplinary field of Women’s Studies.

2. **Semester II Courses**: There will be two basic courses (4 credits) and two optional courses of 2 credits each, to be chosen by a student from the list of courses (that will be revised from time to time) will help extend or update her/his knowledge in the (sub) discipline that s/he has chosen to do research in.

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

**Courses for Integrated M.Phil.-Ph.D. Programme in Women’s Studies**

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

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

**Ph.D. Programme**

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

**Mode of Instruction**

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

**DIRECT PH.D. IN WOMEN STUDIES**

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

The programme is aimed at enabling the selected scholars to explore and understand, through taught courses, research and other possible modes: a) how certain social and Constitutional categories of people face discrimination, marginalization, social exclusion and even brutal violence for being members of certain castes, tribes and religious minorities, and the implications of such exclusions and marginalization to the concept of *social justice*, *citizenship* and *nationhood* or *fraternity*; and b) how their being member of certain castes or religious communities or tribes limit or even prevent their scope of accessing the benefits of development. And the programme is also aimed at exposing the scholars on wide-ranging ideologies and perspectives, and literature drawn from various social sciences and humanities disciplines.

The following are the specific objectives of the programme:

- To expose the selected students to the competing and contesting perspectives on issues pertaining to those individuals and communities or categories experienced/experiencing discrimination, exclusion and marginalization owing to being member of a particular caste, tribe and religion or culture such as the Dalits/Scheduled Castes, Backward Castes, Scheduled Tribes, and Religious Minorities.
- To enable the students understand how the power and dynamics of caste and customary laws limit or even prevent the scope of the excluded communities claiming their basic and special rights as citizens of India and benefiting from the fruits of development initiatives undertaken by the state and non-state actors;
- To help them understand the relevance of honoring *inclusive development* as an approach to development;
- To help them learn the skills required not only to conceptualize and problematize the desired research problem but also to undertake the research and complete the task of thesis writing.

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

**Programme Structure**

The Integrated M.Phil-Ph.D. programme in Inclusive Development and Social Justice carries a total of 46 credits, distributed over three components: 1) Compulsory courses, 2) Optional courses and 3) Dissertation as given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Credit breakup</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Four Compulsory courses (three 2 credits + one 4 credit courses)</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Three optional courses of 2 credit each, to be chosen out of 6 optional courses.</td>
<td>06</td>
</tr>
<tr>
<td>3</td>
<td>Dissertation</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total credits</strong></td>
<td></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

**First Semester Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>First Semester Courses</th>
<th>Credits</th>
<th>Course In-charge/Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDJ-1</td>
<td>Perspectives on Social Justice and Inclusive Development</td>
<td>2</td>
<td>A. Ramaiah, Madhushree Sekher</td>
</tr>
<tr>
<td>IDJ-2</td>
<td>Paradigms of Social Exclusion</td>
<td>2</td>
<td>Parthasarathi Mondal</td>
</tr>
<tr>
<td>IDJ-3</td>
<td>Development of Deprived Castes, Tribes and Religious Minorities</td>
<td>4</td>
<td>A Ramaiah, Roy Burman, Ram Babu</td>
</tr>
</tbody>
</table>
### Second Semester Courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>II Semester Courses titles</th>
<th>Credits</th>
<th>Course In-charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDS-5</td>
<td>Methodological Issues in Development Research ¹</td>
<td>2</td>
<td>Siva Raju &amp; Ritumbra Hebbar</td>
</tr>
<tr>
<td>OIDJ-1</td>
<td>Nation-State and Inclusive Governance</td>
<td>2</td>
<td>Madhushree Sekher</td>
</tr>
<tr>
<td>OIDJ-2</td>
<td>Poverty, Inequality and Human Development</td>
<td>2</td>
<td>Rohit Mutatkar</td>
</tr>
<tr>
<td>OIDJ-3</td>
<td>Social Exclusion in Urban India</td>
<td>2</td>
<td>Shaileshkumar</td>
</tr>
<tr>
<td>OIDJ-4</td>
<td>Caste Movements</td>
<td>2</td>
<td>Shailesh &amp; A. Ramaiah</td>
</tr>
<tr>
<td>OIDJ-5</td>
<td>Tribal Movements</td>
<td>2</td>
<td>J.J. Roy Burman</td>
</tr>
<tr>
<td>OIDJ-6</td>
<td>Religious Minority Movements</td>
<td>2</td>
<td>Ram Babu</td>
</tr>
</tbody>
</table>

### M.Phil. Thesis

A total of 30 credits is devoted to dissertation writings. By the end of second semester, the students are expected to be ready with their research topic and begin the process of data collection, whether primary or secondary, and starts the dissertation writing process in the beginning of third semester. The dissertation work including literature review, data collection and data analysis and report writing to be completed within the second year of the programme under the guidance of a faculty supervisor.

### Evaluation of Course Work and M.Phil. Thesis

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

### Pedagogy

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

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1. This course is already offered as one of the compulsory papers for the M.Phil students of Development Studies.
presentations and discussions. The research work would be based on a one-to-one interaction between
the guide and the student. However, the student would also be expected to submit reports on regular
intervals on the progress on the research work to the M Phil programme coordinator.

After the successful completion of the coursework, students will be allotted to respective guides based
on the research interest of the student/s and specialisation of the guide/s. During the period of the course
work, the student/s would be expected to interact with prospective guides/faculty in the Centre to discuss
their research interest. At the end of course work students would also be expected to present their research
proposals. The final allotment of the guide/s will be decided by the committee on the basis of a consensus
among the concerned student/s, faculty member/s and committee members.

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

Programme Structure
1. The M.Phil. Programme in Development Studies, which carries a total of 46 credits, has three
   components:
   • Compulsory Courses (MDS) (10 credits) : The compulsory papers would include two papers on research
     methods in social sciences and three papers on the thematic area of development.
   • Optional Courses (MDSO) (6 credits) : The optional papers offered would be based on various sub-themes
     within development, seeking to address the specialized interests of the students as well as papers on
     advanced statistical techniques, GIS and spatial statistics. Students would be given the choice of taking
     three optional papers (of 2 credits each).
   • Dissertation (MDSD) (30 credits): The dissertation would involve fieldwork, research and writing over a
     period of one year under the guidance of a faculty supervisor.

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

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

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

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

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

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

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

DIRECT PH.D. IN DEVELOPMENT STUDIES

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

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

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

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

Evaluation of Ph.D. Course Work
The seminar/workshop papers will be assessed and graded by the faculty members associated with them.
Examination of the Ph. D Thesis

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

SCHOOL OF HEALTH SYSTEM STUDIES

The M.Phil.-Ph.D. Programmes offered by the School of Health System Studies are one of the few academic programmes in the field of health care management and public health at the university level in the country. The programme was conceptualized in light of the fact that the demand for health care managers and public health experts is likely to increase in the coming years. For instance, The National Rural Health Mission (NRHM) is looking for professionally trained district health managers. Hospitals in the for-profit and not-for-profit sectors are also looking for professionally trained managers to run different services of the hospital. Further, various national and state level health agencies like NACO, NHSRC and SHSRCs are looking for expertise in public health.

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

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

Requirements for M.Phil./Ph.D.

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

Component I (Semester One)
Basic courses (BC): 10 credits: These basic courses will aim to develop a deeper understanding of the philosophical underpinnings of social science research and build competence in designing and in the practice of health research. All basic courses are mandatory for all MPhil/PhD students enrolled in the School. The basic courses (common to both programmes) to be offered in the first semester include:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philosophical foundations of social science research and health</td>
<td>2</td>
</tr>
<tr>
<td>Theoretical perspectives on social sciences in health</td>
<td>2</td>
</tr>
<tr>
<td>Quantitative research methodology</td>
<td>2</td>
</tr>
<tr>
<td>Qualitative research methodology</td>
<td>2</td>
</tr>
<tr>
<td>Statistics for health research</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

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

**Literature Review: 6 credits.**
During the course of the second semester, each student will also be expected to review literature with the purpose of publication in a peer reviewed journal. The student will be encouraged to select a theme related to his/her area of research interest. The student will receive supervision for their literature review from their research guide.

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

Component III and IV (Semesters Three and Four)
During the course of their second year, students will be expected to work only on their dissertation.

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Basic courses (five)</td>
<td>10</td>
</tr>
<tr>
<td>II</td>
<td>Optional courses (three)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Literature review</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Scientific writing</td>
<td>NC</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td>III &amp; IV</td>
<td>Dissertation</td>
<td>24</td>
</tr>
</tbody>
</table>

M.Phil./Ph.D. credit outline
INTEGRATED M.PHIL.-PH.D. IN HEALTH SYSTEMS MANAGEMENT

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

<table>
<thead>
<tr>
<th>Course name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health economics</td>
<td>2</td>
</tr>
<tr>
<td>Health financing</td>
<td>2</td>
</tr>
<tr>
<td>Policy analysis for health</td>
<td>2</td>
</tr>
<tr>
<td>Strategic planning and management</td>
<td>2</td>
</tr>
<tr>
<td>Hospital service operations management</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

DIRECT PHD IN HEALTH SYSTEMS MANAGEMENT

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

INTEGRATED MPHIL-PHD IN PUBLIC HEALTH

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

<table>
<thead>
<tr>
<th>Course name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender and health</td>
<td>2</td>
</tr>
<tr>
<td>Epidemiological research methods</td>
<td>2</td>
</tr>
<tr>
<td>Ethics and health research</td>
<td>2</td>
</tr>
<tr>
<td>Medical anthropology and public health</td>
<td>2</td>
</tr>
<tr>
<td>Global health</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

DIRECT PH.D. IN PUBLIC HEALTH

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

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

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

Programme Structure

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

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

- **Basic Courses (BC):** 8 credits (four courses with 2 credits each)
- **Auxiliary Course (AC):** Non credited but compulsory, to enhance academic writing skills
- **Thematic Courses (TC):** 6 credits. Three courses to be chosen by a student from an inter/trans disciplinary areas of Social Sciences, Social Work, Health, Management, Development, Habitat and Climate Sciences.
- **Optional Course (OC):** 2 credits. One course to be chosen by a student from any of the courses that will be offered in the Second Semester and pertaining to the different areas of study chosen by the scholars in consultation with their guides.
- **Survey of Literature (SL):** 8 credits. As a prelude to embarking on the study proper, the student is familiarized with the literature available on the problem chosen for study, identify gaps and formulate alternative hypothesis.
- **Dissertation (DI):** 24 credits. Provides an opportunity for the student to practice the craft of research by using the knowledge acquired during the course work. Embodying the outcome of the practice or process of research, the dissertation constitutes the product of research.

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

**M.Phil. Programme**

1. **Semester I Courses:** There will be four basic courses (8 credits) provide the foundation for theoretical understanding of development, research methods and one non-credit course in research writings.
2. **Semester II Courses:** Students will have to choose three thematic courses (6 credits) that deal with trans-disciplinary research from a basket of courses will be offered by faculty working on different Masters programmes (Social Work with specialisation in Counselling, Public Health, Community Organisation...
and Development Practice and Livelihoods and Social Entrepreneurship; Peace and Conflict Studies; Ecology, Environment and Sustainable Development; and Labour Studies and Social Protection. Students will also have to undertake an optional course (2 credits) that would be an independent study project, in consultation with their guides.

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

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

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

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

**Ph.D. Programme**

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

**DIRECT PH.D. IN SOCIAL SCIENCES**

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

INTEGRATED M.PHIL-PHD IN EDUCATION

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

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

Programme Structure

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

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

The academic programme of M.Phil. in Women's Studies engages with interdisciplinary and wide-ranging perspectives and insights, examining the practice and expression of gender at different historical moments and places, exploring the origins and articulations of gender differentiation, and studying the interactions of gender and other differences in social, political and cultural contexts. Students will be taken through the challenging field of Women's Studies that explores relations of power in the lives of individuals, groups, and cultures in multiple settings and sites, locally in the Indian contexts as well as globally.
Some fundamental questions that anchor the core curriculum include asking how the intersecting categories of gender, and other markers of inequalities become institutionalised yet change over time; how they work together to shape individual identity, contribute to the organization of social life; and become essential to the production of many different kinds of knowledge about social life. Students will be encouraged to explore and analyse gender in the complexity of its construction over time and in a variety of social and cultural contexts, and to understand the intricacies and paradoxes of power through which the social relations of gender have been made and are maintained.

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

**Programme Structure**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>BC 1</td>
<td>Philosophical Foundations of Social Science Research</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BC 2</td>
<td>Theorizing Feminisms</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BC 3</td>
<td>Feminist Perspectives on Women, Gender and Society</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>BC 4</td>
<td>Research Methods in Social Sciences: Quantitative and Qualitative</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>AC 1</td>
<td>Workshop on Academic Writing Skills</td>
<td>NC</td>
</tr>
<tr>
<td>II</td>
<td>BC 5</td>
<td>Feminist Research Methodologies and Methods</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>EC 1</td>
<td>Gender, Health and Public Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EC 2</td>
<td>Migration, Labour, and Economy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EC 3</td>
<td>Sexualities, Power, and Violence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EC 4</td>
<td>Women, Work, and Well-being</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC 6</td>
<td>Seminar</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>SL</td>
<td>Survey of Literature on a Problem Area</td>
<td>6</td>
</tr>
<tr>
<td>III &amp; IV</td>
<td>DI</td>
<td>Dissertation</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>46</td>
</tr>
</tbody>
</table>

**DIRECT PH.D. IN WOMEN STUDIES**

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

**DIRECT PH.D. IN SOCIAL SCIENCES**

In addition to the Integrated M.Phil.-Ph.D. programme, a direct Ph.D. Programme is also offered by the School. In addition to meeting the requirements of the Ph.D. thesis (as specified above), Direct Ph.D. students will also need to complete the mandatory coursework for Direct PhD students (offered in two modules of two weeks each during the first semester) at the Mumbai Campus as outlined in Part 1 of the M.Phil.-Ph.D. Handbook. In case the students are not able to attend this coursework at the Mumbai Campus, they can also attend the four modular workshops (spread across the first year) held at the TISS, Hyderabad Campus.
The MPhil-PhD Programme in Rural Development will be a five years (2 years MPhil + 3 Years PhD) programme starting from academic year 2014-15. The first year of Programme will consist of two semesters of coursework followed by one year for completing a MPhil dissertation. The coursework for the programme is on theories and practices in development and research methods. The dissertation topic selected by students will specifically be on Rural Development. After successful completion of the two years MPhil Programme, the students with minimum CGPA of 6 will automatically move to the PhD Programme which will be of 3 years duration and will require successful completion of PhD Thesis. The usual process of proposal and synopsis presentation at TISS will be followed. The students will have option to exit the Programme after two years of successful completion of MPhil Programme. The broad research areas that the students of the Programme can work on are:

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

**Programme Structure**

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

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

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

The Integrated-MPhil-PhD Programme will have two key milestones:

**M.Phil. Programme**

1. **Semester I Courses:** There will be four courses (14 credits) provide the foundation for theoretical understanding of development, research methods and one non-credit course in research writings
2. **Semester II Courses:** There will be two courses (8 credits) – one on Statistical Application in research (2 credits) which will impart basic statistical skills and software packages to students and other on Survey of Literature (6 credits) which will familiarizes students with the existing literature on the area the research and help students to develop their research proposal.

3. **Semester III & IV - Dissertation:** The coursework in the first year of the Programme intended to prepare students for research, and the research undertaken by students in the second year culminate into a dissertation thesis (24 credits) submitted by the students at the end of the Programme. The usual process of MPhil dissertation evaluation rule will be applicable.

**Ph.D. Programme**

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

**Proposed Courses for Integrated MPhil-PhD Programme in Rural Development**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Description of paper/activity</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STAGE -I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Compulsory Course 1: Philosophy of Development</td>
<td>2</td>
</tr>
<tr>
<td>I</td>
<td>Compulsory Course 2: Approaches to Development</td>
<td>4</td>
</tr>
<tr>
<td>I</td>
<td>Compulsory Course 3: Aspects of Rural Development</td>
<td>4</td>
</tr>
<tr>
<td>I</td>
<td>Compulsory Course 4: Research Methods</td>
<td>4</td>
</tr>
<tr>
<td>II</td>
<td>Compulsory Course 5: Computer based statistical application in Research</td>
<td>2</td>
</tr>
<tr>
<td>II</td>
<td>Auxiliary Course 1: Research Writing</td>
<td>NC</td>
</tr>
<tr>
<td>II</td>
<td>Survey of Literature (SL)</td>
<td>6</td>
</tr>
<tr>
<td>II</td>
<td>Semesters III &amp; IV - M.Phil. Dissertation (DI)</td>
<td>24</td>
</tr>
</tbody>
</table>

| **STAGE -II** |                                                                 |         |
| Ph.D. (years 3-5): Degree will be awarded after successful completion of thesis | |

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

**DIRECT PH.D. IN RURAL DEVELOPMENT**

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

TISS Mumbai

School of Social Work
Dr. H. Beck  Professor and Dean

School of Management and Labour Studies
Dr. D.K. Srivastava  Professor and Dean

School of Health Systems Studies
Dr. C.A.K. Yesudian  Professor and Dean

School of Development Studies
Dr. S. Siva Raju  Professor and Dean

School of Education
Dr. G.G. Wankhede  Professor and Dean

School of Media And Cultural Studies
Dr. Shilpa Phadke  Assistant Professor and Dean

School of Habitat Studies
Dr. T. Jayaraman  Professor and Dean

School of Law, Rights and Constitutional Governance
Dr. Asha Bajpai  Professor and Dean

Jamsetji Tata Centre for Disaster Management
Dr. Jacquelleen Joseph  Associate Professor and Chairperson

Centre for Human Ecology
Dr. Sujata Sriram  Associate Professor and Chairperson

Sir Dorabji Tata Memorial Library
Dr. Satish Kanamadi  Acting Librarian and Chairperson

Centre for Lifelong Learning
Dr. Lata Narayan  Professor and Chairperson
### Centre for Study of Social Exclusion and Inclusive Policy

Dr. Madhushree Sekhar  
Professor and Chairperson

### Research and Development

Dr. Surinder Jaswal  
Professor and Dean

Dr. Antra Bhatt Hakhu  
Assistant Professor

### Doctoral Students Office

Ms. Susheela Ashok  
Section Officer

Mr. Anil Datar  
Upper Division Clerk

Ms. Purnima S. Kadam  
Lower Division Clerk

Mr. Pravin Nalawade  
Lower Division Clerk

Ms. Vidya Mhatre  
Lower Division Clerk

### Centre for Research Methodology

Dr. Anil S. Sutar  
Associate Professor and Chairperson  
Additional Dean, Doctoral Students Office

### Centre for Studies in Sociology of Education

Dr. Leena Abraham  
Professor and Chairperson

### TISS HYDERABAD

Dr. Lakshmi Lingam  
Professor and Deputy Director

Ms. Sumangaly K.R.  
Programme Co-ordinator

Mr. R.V. Santhosh Kumar  
Admin. assistant

### TISS GUWAHATI

Dr. Virginius Xaxa  
Deputy Director

Ms. Meghali Senapati  
Associate Professor Cum associate Dean

Ms. Chayanika Das  
Administrator

### TISS TULJAPUR

Dr. Abdul Shaban  
Deputy Director
TATA INSTITUTE OF SOCIAL SCIENCES

UNDEARTAKING BY HOSTELLERS

I ______________________________________________________________________________________,

having a Registration./Enrolment No. ____________________ and enrolled for the M.Phil./Ph.D. Programme
in_____________________________________________________________________________________

do hereby understand that as a hosteller at TISS, Mumbai:

1. If I am admitted to the Integrated M.Phil. /Ph.D. Programme then I am expected to complete work
within five years and thus hostel will be given ONLY for five years (2 years for the M.Phil. Programme
and 3 years for the Ph.D. Programme). In no case extension will be provided unless it is a medical case
and recommended by the Dean (R&D) and the Director.

2. It is a required that all scholars who are allotted hostel MUST sign the attendance register kept at
the DSO. The DSO shall submit attendance summary to the Finance and Accounts for information
to be used in release of fellowship/subsistence allowance. Those who have reason to be out of the
hostel MUST produce an approval letter from the guide. Any scholar failing to sign the register for
more than 10 days without stating any reasons will be asked to vacate the hostels. This condition is
being inserted because of unethical practices by a few scholars - living outside but retaining the hostel
accommodation.

3. The reason to stay on the campus and occupy the hostel space would cease to exist as soon as I submit
my thesis. Within a week from the date of submission, I shall vacate the hostel.

4. When I shall go for data collection I shall inform the hostel office and leave the room open by locking
all by belongings in the cupboard. This space can be allocated to scholars coming to the campus for
their Modular Programmes.

5. I will follow the code of practice relating to the hostels as formulated by the Institute, mentioned in the

6. I will keep the hostel room allotted to me and the premises absolutely clean.

7. If any damage is done to the building, furniture, fittings, etc., then I will be responsible for it and fee/
charges for repairs and/or replacements will be collected from me.

8. I will maintain the valuables in my custody. The management is not responsible for any loss.

9. Gates to the hostel/institute will be closed at 12.30 a.m. every night. I understand that no entry is
permitted after the scheduled time.

10. I understand that prior permission has to be obtained from the Warden for having a work plan to visit
outside for bonafide purpose. In the event I take leave (with permission) to visit hometown or other
places, I will be solely responsible for my safety and protection.

11. I understand that use of any addictive substance—tobacco, alcohol, drugs, etc.—is strictly prohibited
in the hostel/Institute. I will be liable for disciplinary action for indulgence in any such activity, viz.,
smoking, consumption of alcoholic drinks (including beer) or any other intoxicating substance in
the hostel and Institute premises and found under its influence at any point of time/place during my
studies in the Institute.
12. I understand that ragging is strictly prohibited and is an offence. Any involvement will lead to my summary termination from the Institute.

13. I understand that hostellers are required to develop cordial relationship and to show concern, respect and dignity for one another and live in harmony with hostel staff, security personnel and other fellow hostilities. I will play a proactive role as a student and suggestions/feedback for improvement or any concerns about aspects of hostel life will be brought to the notice of Warden immediately.

14. I will strive to play a proactive role in keeping gender amity and maintain cordial and harmonious relations with all, group, individual and authorities on the campus. I understand that the Institute observes a non-negotiable stand with regard to issues of discrimination on the basis of caste, or advocates for creed and communal harmony.

15. I will receive guidance from the Student’s Advisor, Counsellor or visiting Doctor, wherever required and referred to as guided by the Warden/Institute.

16. In the event my parents/guardians or relatives are visiting me, I should inform the Warden in advance and access/contact with them, meeting in the hostel foyer or going out for local visit will be with the consent of the Warden (written or oral permission).

17. I understand that no friends or outsiders are allowed in the hostel premises, neither can men go to the ladies hostel or vice versa and any such visit will be seen as a serious misconduct.

18. I consent to be a member of the Dining hall as all M.Phil. /Ph.D. scholars staying at the hostel must be members of Dining Hall. Those who disinclined to become member of Dining Hall MUST vacate the hostel. I also agree that with DH and Canteen on the campus there cannot be reason for anyone doing own cooking at the hostel and that cooking in the hostels is strictly prohibited. I also understand that violating this norm will lead to my expulsion from the hostel.

19. I understand that as a Public Funded University with enormous resource constraints, the Institute is trying to do its best to take care of its M.Phil and Ph.D. Scholars. The Institute expects the M. Phil. and Ph. D. Scholars, as matured students, to behave in a responsible manner by devoting time for research work, assist the School/Centre as teaching/research assistant and learn to become a good teacher and researcher.

20. I understand that anyone having problems must meet with their guide / counsellor and access other support systems available at the Institute. I also understand that any action taken by the Institute will be based on the principles stated above and through due process and that my involvement in any of the above mentioned unacceptable behaviour and any violation of hostel rules will lead to my immediate expulsion from the hostel/Institute.

Date: _______________ Scholar’s Signature

Name of Scholar: ____________________________ Reg./Roll No. ___________________