PRINCIPLES GOVERNING STUDENTS' STAY AT TISS

The TISS has a zero tolerance policy towards discrimination and violation of dignity of fellow students or other members of the TISS community on the basis of caste, religion, region, disability, gender, sexual orientation and race.

The TISS cares for its students and takes measures to ensure their safety and security. The Institute has all forms of support services, administrative mechanisms, and rules and regulations to make the safety and security systems work for the welfare of its students. As responsible adults, the students are expected to behave in a manner that ensures their safety and security and uphold the dignity of the Institute.

Office for Protecting, Honoring Rights and Dignity
Committee Against Sexual Harassment
Social Protection Office

Office for Welfare of Students
Grievance Redressal Committee
Students Affairs Office
Counselling Cell
Medical Office

IMPORTANT TELEPHONE NUMBERS

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<tr>
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<tr>
<td>Trombay Police Station</td>
<td>022-25563382</td>
</tr>
<tr>
<td>Chembur Fire Station</td>
<td>022-25224824</td>
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<td>Police Control Room</td>
<td>022-22621855 / 100</td>
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<tr>
<td>Dr. R. V. Ambekar</td>
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<tr>
<td>Dr. Paras Soni</td>
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<tr>
<td>Dr. Sharmistha Majumdar</td>
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<tr>
<td>Dr. Umesh Shenoy</td>
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<tr>
<td>Ms. Swapna Redij</td>
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<tr>
<td>Mr. Swapnil Pange</td>
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<td>Ms. Bindiya Hosabettu</td>
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<tr>
<td>Dr. Sthabir Khora</td>
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<td>Dr. Sasmita Palo</td>
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<td>Dr. Alex Akhup</td>
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<tr>
<td>Dr. Vijay Kumar</td>
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<td>Ms. Sarla Rao</td>
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<tr>
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<tr>
<td>Director</td>
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<tr>
<td>Section Officer (Hostels)</td>
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<td>Section Officer (Security)</td>
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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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1. INTRODUCTION
The Students’ Handbook contains the rules, procedures, and other details pertaining to all the degree programmes of the Institute. These are in addition to the rules and procedures incorporated in the Prospectus. These rules and procedures are of vital importance for the students and, therefore, all students must read and follow the same.

2. CHANNELS OF COMMUNICATION FOR REPRESENTING STUDENTS’ ISSUES
You are most welcome to discuss your concerns relating to Courses, Field Work, Internship, Block Field Work, Rural Practicum, Study Tour, Hostels, Dining Hall, Administration, Establishment, Library and Computer Centre with the first point person who is empowered to listen and address the issues. If the issue is not addressed at that level you can go to the next person responsible, and eventually to the Director. Please keep in mind that the officials at the Institute will be happy to listen to you and deal with all reasonable concerns. Do not allow issues that affect your academic and personal life to linger on – contact appropriate official(s) for support. You can also visit the Counseling Centre / Students Affairs Office for advise.

We have an excellent and trusted group of Counsellors located at the Main and Naoroji Campus with whom you can discuss personal issues, and medical doctors to address your health issues. Do not hesitate to call / visit the Counsellor(s) and medical doctors to ensure that you are in good psychological and physical health.

2.1 Course Work
Course Teacher followed by
Concerned School Dean/Independent Centre Chairperson and finally the Director

2.2 Field Work/Internship
Field Work/Internship Supervisor
Institute Faculty Adviser for the Agency
School Field Work/Internship Coordinator (for both First/Second year)
Concerned School Dean/Independent Centre Chairperson
Director

2.3 Block Field Work
Block Field Work Coordinator/Concerned School Dean/Director

2.4 Rural Practicum/Study Tour
Accompanying Faculty
Rural Practicum/Study Tour Coordinator
Concerned School Dean
Director

2.5 Hostels
Section Officer (Hostels)/Warden
Dean, Students’ Affairs
Director

2.6 Dining Hall
Section Officer (Dining Hall)
Chairperson (Dining Hall Working Committee)
Dean (Students' Affairs)
Chairperson (Dining Hall Management Committee)/Director

2.7 Administration
Section Officer (Facility & Services)
Registrar
Director

2.8 Sir Dorabji Tata Memorial Library
Librarian
Deputy Director
Director

2.9 Computer Centre
Systems Manager (Computer Centre)
Chairperson (Computer Centre)
Registrar
Director

3. RULES AND REGULATIONS AT SIR DORABJI TATA MEMORIAL LIBRARY

3.1 All students should keep their bags and other belongings at the Library entrance check point. Only notebooks, library books, and valuables like wallets, laptops will be allowed into the Library. Students should note that Library is not responsible for the loss of any personal 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. Library does not permit any exception in the observance of this rule.

3.2 All students are required to obtain library membership by submitting duly completed library membership form along with one recent passport-sized photograph.

3.3 All students should carry their Institute Identity Card for availing library facilities and services. Master's Degree students are allowed to borrow up to 5 books at a time from the General Shelf for a period of two weeks. Only one book from the Reserve Shelf will be issued at a time.

3.4 Books from the Reserve Shelf are issued for only 2 days and must be returned on the due date 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.

3.5 During examinations, Reserve Shelf books are issued overnight to students. For students who do not return in time the books issued for overnight use, their Reserve Shelf borrow facility will be kept in suspension for a week. They will not be able to borrow any book for one week from the Reserve Shelf.

3.6 When the students return the books, they must ensure that those books are shown as cancelled against their names in the library system records.

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

3.8 Students are advised not to issue books to others against their names. Reference documents like dictionaries, encyclopedias, year books, and journals (loose or bound), theses, project reports, censuses, and handbooks will not be issued out of the library.
3.9 After use, the books should be left on the study table or on the book trolley. The library staff will shelve them. Please do not try to shelve the books yourself, as you could misplace them.

3.10 The library resources are meant for generations of students admitted every year and thus need to be preserved. Please do not damage the books, journals and reports. Marking or disfiguring books, journals should not be done.

3.11 Please report loss of library book or any other reading material to immediately.

3.12 Photocopying facility is available in the Library for Rs. 0.50/- per exposure by filling in the photocopying requisition form.

3.13 Conversation and discussion in the library disturb other users. Therefore, please maintain silence in the library premises.

3.14 Smoking is strictly prohibited in the library.

3.15 Cellphones should be switched off or kept on silent mode.

3.16 Students are not permitted to carry in or consume eatables and beverages inside library.

3.17 In the event of need, library reserves the right to call back any issued books at any time.

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

3.19 Library resources are valuable and must be safeguarded for the users - TISS students, faculty members, students and academicians from other Institutes. Please do not take books out of library without getting them issued nor try to tear out the pages or disfigure the library books. Such instances will be viewed seriously and could result in library privileges being withdrawn.

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

3.21 No photograph of library shall be taken without prior permission of the Librarian.

3.22 The Digital Library Centre provides the following facilities:

- Laser printing Rs. 1.50/- per page, and
- Scanning Rs. 5/- per image or page scanning.

3.22.1 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 indulging in such behaviour, will be viewed seriously and this may invite penalty and disciplinary action.

Give up your computer to someone with a greater need if you are using “casual” facility such as e-mail or the Internet.

Do not switch off computers when you finish using them.

3.23 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-Willey, J-Store, Springer-link, Cambridge Journals Online, Oxford University Press Journals are available through UGC-Infonet E-Journals Consortia 24x7. Some of the E-Resources subscribed by the library are: Emerald, Indiastat.com, etc.

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

3.25 Please do not occupy seats if you are not using terminals.

3.26 Do not disconnect Lan Port of any terminal in Cyber Library to connect your Laptop.
3.27 **M.K. Tata Memorial Learning Centre for the Visually Challenged** has computer reading facility for the visually challenged which can read books and newspapers with the help of software like JAWS Pro 9.0, Kurzwell 1000, OBR Braille, Teachers Talking Pro, etc., with Braille embosser Prisma & Sara reading machines for Students with low vision.

4. **COMPUTER CENTRE**

The Computer Centre provides IT enabled services for the Institute. This includes IT solutions to various projects which are partnered by TISS using open-source softwares, while still doing the core functions under its mandate.

4.1 Information Technology (IT) facilities in the Institute are supported by the Computer Centre, including software development, server management, network management, routine backups, support, training and procurement.

4.2 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 p.m. to 2 a.m. in the evening and night.

4.3 All Students will be allocated an individual login and password for LDAP authentication, which will be needed for accessing email, accessing 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 it with anyone and are advised to keep changing their password periodically and keep strong passwords which should be a mix of alphanumeric and special characters.

4.4 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.

4.5 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.

4.6 Wi-Fi is available in places like 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.

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

4.8 In any case students are advised to use their laptop with licensed operating system and office application (MS-Office, etc.) and anti-virus software (for windows). 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.

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

4.10 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.

4.11 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.
4.12 Printing bills will be displayed on Intranet/Emailed to you monthly. Please check your usage of the printing facilities.

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

4.14 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.

4.15 For any further information and updates on new policy, please refer to http://students.tiss.edu.

5. HOSTELS

5.1 Admission

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

Due to limited capacity, hostel admission is dependent on the availability of seats and for the same reason, the Institute regrets that it is not in a position to offer hostel accommodation to students who:

(a) Ordinarily reside in the Mumbai Metropolitan Region, extending upto Kalyan, Borivali and Panvel.

(b) Deputed candidates/Candidates on-study leave (General Category or Scheduled Caste or Scheduled Tribe).

Further, 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.

5.2 Duration of Stay

The maximum period of stay in the hostel will be two academic years for Master’s Degree students.

If a Master’s Degree student, who is also a hostel resident, is found to be regularly absent from classes/and/or the hostel without the knowledge of the concerned School Dean/ Research Guide and the Warden/Section Officer (Hostels), the student will be asked to vacate the hostel.

5.3 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 at the hostel office. The fee covers residence for the semester only and does not cover vacation periods. The 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 Centers & 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/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.

**Hostel Fees 2013-2014**

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<tr>
<th>Multi-Seater (per year)</th>
<th>Double Seater/Triple Seater (per year)</th>
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<td>12,000</td>
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5.4 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 completion of the programme, a student will have to vacate the hostel within two 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).

5.5 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, if found strict disciplinary action will be taken against the hostellers. Electricity charges will be as per the information given in the concerned programme prospectus.

5.6 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 take care to lock their room when going out. 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 the hosteller go out of Mumbai for one entire semester for their internship/field work they are required to pay the hostel charges in order 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. No tenancy shall be created by their occupation or use of hostel rooms which is merely allotted by the Institute under the rules & regulations printed in this Handbook.

The hostellers who are taking up the paid internship will have to pay Rs. 200/- (according to the pay that they receive and/or as decided by the Dean of the respective School) and the unpaid
intership/data collection for research project/other academic requirement will have to pay Rs. 50/- per day for staying in the hostels during vacations.

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.

5.7 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.

5.8 Computers and Laptops

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

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.

5.9 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.

5.10 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 men 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.

5.11 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.

5.12 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.

5.13 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 hostelers) and appropriate disciplinary action will be taken against non-hostelers which may include expulsion from the Institute.
5.14 **Cooking**

Cooking in hostel rooms by the students is strictly prohibited. If found strict disciplinary action will be taken against the hosteller.

5.15 **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).

5.16 **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.

5.17 **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.

5.18 **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. Sthabir Khora</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.

5.19 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, you must produce your 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.

**5.20 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.
5.21 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, 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.

5.22 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.

5.23 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).

5.24 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.

5.26 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.

5.26 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.

6. DINING HALL (MAIN CAMPUS AND NAOROJI CAMPUS)

6.1 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 students’ representatives, looks after the DH matters under the Chairpersonship of a faculty member. The Section Officer (DH) looks after the day to day working of DH and Stenographer Grade II (Finance & Accounts) looks after monthly bills of all DH members.

6.2 DH membership is compulsory for all hostel residents for all meals. An extra overhead amount of Rs. 400/- per month or part thereof will have to be paid by all hostel residents and other DH members. The extra overhead amount is charged to each DH member for contribution towards the part payment of the kitchen staff.

6.3 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, in addition to the refundable deposit. The advance paid will be adjusted against their DH monthly bills.

6.4 DH Timings
The DH serves four meals every day. The timing for each meal are as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7.30 a.m. to 9.30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>Wed-Friday: 12.30 p.m. To 2.30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Sat-Tuesday: 1.00 p.m. To 2.30 p.m.</td>
</tr>
<tr>
<td>Tea/Coffee/</td>
<td>5 p.m. to 6.30 p.m.</td>
</tr>
<tr>
<td>Snacks</td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>8.00 p.m. To 9.30 p.m.</td>
</tr>
</tbody>
</table>

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

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

6.5 DH Food
The DH serves both vegetarian and non-vegetarian meals. Non-Vegetarian meals are served thrice in a week. The members should convey their option accordingly to the Stenographer Grade II (Finance & Accounts)-DH. Non-vegetarian items are prepared for regular non-vegetarian members only on a limited basis. Rebate for not taking food will be allowed for absence as follows:

| Minimum 3 times absence | 60% rebate |
| 4-7 times               | 80% rebate |
| Above 12 times absence  | 100% rebate |
Extra non-vegetarian items will be available on first-come-first served basis against DH coupons only.

For availing the facility of Jain food, kindly submit a bonafide certificate as a proof of being “Jain”. Only vegetarian food without restricted vegetables and items for Jain will be served in Jain meals.

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

6.7 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/-, available rebate amount after converting absent days into unit, for example, for 5 days x 60% = 3 units (days) rebate x per day rebate rate (Rs. 30/-) = Rs. 90/- 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/- 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/-) = Rs. 288/- 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%. However, the member will still have to pay the overhead charges Rs. 400/- per month.

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 Stenographer Grade II (Finance & Accounts)-DH one day before.

The rebate facility can be availed only during field work days, block placement and vacation period or on emergency grounds but should convey the same through application or through rebate form.

6.8 Packed Lunch on Field Work Days
Packed lunch will be available on written request to the UDC (DH). Those members who wish to avail of the packed lunch facility on field work days are requested to bring empty tiffin boxes. This facility is available on a monthly basis. In case a member wants to discontinue this facility, he/she should inform the same in writing to the Section Officer (DH) accordingly.

In case a member, who has availed of the packed lunch facility or rebate on a field work day or on any other day, and wishes to have lunch in the DH, he/she can have the same against coupons only.

6.9 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.

6.10 Monthly DH Bill
The monthly calculation of the 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 students. In case of any discrepancies members are requested to inform the Stenographer Grade II (Finance & Accounts)-DH within 48 hours.

A copy of the fee receipt should be submitted to Stenographer Grade II (Finance & Accounts) in the DH office to keep the records of individual members updated. Kindly give the correct email ID to
get your monthly bill on your e-mail address regularly. Any change in mail id should be conveyed to Stenographer Grade II (Finance & Accounts) immediately.

It is compulsory to fill the rebate form and submit at DH office when the student don’t wish to avail the DH facility. Even if a person is a non hosteller but a member of DH he/she should convey the DH office for not availing the DH facility through simple application or by filing up rebate form and submitting the same in DH office, just by not paying towards DH does not mean that he/she is not a DH member for particular semester. If the student fails to do so the monthly bill will be billed to him/her and thereafter no changes will be made.

For every hosteller, the DH membership is compulsory. He/She can sign out of DH only on field work days/block days/internship/vacation Minimum days for signing out of DH is 3 continuous days for all meals, signing out for one or two meals is not allowed except on field work days / block days / internship. Non hostellers can sign out of DH for one single day also but should inform the office one day before signing out.

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

If you go out of campus knowing that you will skip a meal, please inform the DH. Unless you inform the DH, food will be prepared for you and if you do not eat it, that amount of food becomes extra. Food is too precious and please learn to respect its value.

Many of you may be from families with the ability to pay full bill, while others may be supported by public money. However, in a country like ours we have strong moral responsibility to safeguard food and not force the DH to prepare food and throw it away.

6.11 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. You are advised to seek support from counselors and medical doctors, and talk to your parents. Those found abusing drugs will face disciplinary action; and we shall keep your parent / local guardian informed.

6.12 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.

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

6.14 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.
6.15 Organisation

DH Management Committee: The DH Management Committee comprises the Director of the Institute as Chairperson of the Committee, the Wardens of the Hostels, Chairperson of the DH Working Committee as the Secretary, the Registrar, four members from the DH Working Committee, Section Officer (Dinning Hall), Nutritionist and Stenographer Grade II (Finance & Accounts).

Duties and Responsibilities of the Dining Hall Management Committee:

- Recruitment procedures and appointments.
- Rules governing the payment of salary, allowances and financial benefits.
- Leave, other than casual.
- Enforcement of rules and regulations.
- Disciplinary actions and terminations.
- Maintenance of service reports.
- Audit of leave entitlements and accounts
- All other matters related to the DH, not specified above.

DH Working Committee: The Committee is chaired by a faculty member nominated by the Director. The other members of this committee comprise elected representatives of the hostel residents with two representatives from each hostel. One student representative will be the Convenor of the DH Working Committee.

The Convenor and the Chairperson (DH) have rights to implement the above mentioned rules. They can take action against a member violating any rule.

Responsibilities of the DH Working Committee:

- Allotment of work.
- Fixing duty hours, and weekly offs.
- Casual leave.
- Fixing menu, and all matters pertaining to the preparation and serving of food.
- Preparation of bills and maintenance of accounts along with the DH staff.
- Supervision of cleanliness of the kitchen.
- Overall supervision and control.

6.16 Expected Behaviour in the DH

The television 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, 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.

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 premises.
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 counter foil.

7. 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. The coverage provides benefit to the students when they get hospitalized due to an accident or any other illness.

In order to get a cashless facility the 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.

7.1 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:
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

8. 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;

9. 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.

9.1 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>
</thead>
<tbody>
<tr>
<td>Prof. Nasreen Rustomfram</td>
<td>9223300722</td>
<td>5680</td>
<td><a href="mailto:nasreen_r@tiss.edu">nasreen_r@tiss.edu</a></td>
</tr>
<tr>
<td>(Chairperson)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Mustafa Momin (Member</td>
<td>7208002929</td>
<td>5211</td>
<td><a href="mailto:mustafa@tiss.edu">mustafa@tiss.edu</a></td>
</tr>
<tr>
<td>Secretary)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Anuradha Sovani (External</td>
<td>9821050528</td>
<td>-</td>
<td><a href="mailto:anuradhasovani@gmail.com">anuradhasovani@gmail.com</a></td>
</tr>
<tr>
<td>Expert)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof. Hilarius Beck (Faculty</td>
<td>8108945445</td>
<td>5471</td>
<td><a href="mailto:hbeck@tiss.edu">hbeck@tiss.edu</a></td>
</tr>
<tr>
<td>Member)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Cell No.</td>
<td>Extn. No.</td>
<td>E-mail</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------</td>
<td>-----------</td>
<td>------------------------------</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></td>
<td></td>
<td></td>
<td><a href="mailto:monica@tiss.edu">monica@tiss.edu</a></td>
</tr>
<tr>
<td>Ms. Anjali Dave (Faculty Member)</td>
<td>9821117379</td>
<td>5425</td>
<td><a href="mailto:anjali@tiss.edu">anjali@tiss.edu</a></td>
</tr>
<tr>
<td>Dr. Shewli Kumar (Faculty Member)</td>
<td>9833583540</td>
<td>5422</td>
<td><a href="mailto:Shewli4@tiss.edu">Shewli4@tiss.edu</a></td>
</tr>
<tr>
<td>Dr. Hemal Shroff (Faculty Member)</td>
<td>9820633047</td>
<td>5506</td>
<td><a href="mailto:hemal.shroff@gmail.com">hemal.shroff@gmail.com</a>,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:hshroff@tiss.edu">hshroff@tiss.edu</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>
</tbody>
</table>

Four Student Representatives to be elected in July 2014.

9.2 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.

9.3 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.

9.4 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.

9.5 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 counselor, if necessary.

9.6 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.

10. 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).
10.1 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.

10.2 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.

All these programmes are arranged according to the needs of the students. Under the Remedial Coaching Scheme for the SC/ST/OBC/PWD/Minority students, the programmes are conducted broadly at two levels:

10.2.1 Pre-Admission Orientation
The objective of the programme is to orient the SC/ST/OBC(NC)/PWD/Minority candidates about the entire admission process. Orientation programmes are conducted in different parts of the country to facilitate better access. It takes the applicants through the various stages of admission process including TISS NET, Pre-Interview Tests/Group Discussions and Personal Interview in order to help candidates from deprived communities to overcome any difficulties they may face in the competitive admission process.

10.2.2 Post-Admission Orientation
The main focus of the post-admission orientation is to help the selected students to understand the curricular structure, programme and supportive mechanisms existing in the institute and also to introduce them to the multi-cultural and multi-lingual environment on the campus. Emphasis will also be given on the various facilities available to them, besides sensitizing all sections of the student body.

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

11. STUDENT SUPPORT SERVICES
11.1 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.

11.2 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>Name</th>
<th>Hostel &amp; Location</th>
<th>Contact Numbers</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>
</tbody>
</table>
### 11.3 Section Officer (Hostels)

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

### 11.4 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>Member</th>
<th>Position</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Arvind Tiwari, Dean, Students’ Affairs</td>
<td>Convener</td>
<td>9833732592</td>
</tr>
<tr>
<td>Prof. P.K. Shajahan, Dean, Social Protection Office</td>
<td>Member</td>
<td>9820565165</td>
</tr>
<tr>
<td>Prof. Katy Gandevia, Consultant, Counselling and Medical Services</td>
<td>Member</td>
<td>9819140820</td>
</tr>
<tr>
<td>Prof. Sasmita Palo, Warden, Naoroji Campus, Hostel V (A &amp; B Wing)</td>
<td>Member</td>
<td>9819240202</td>
</tr>
<tr>
<td>Ms. Sarla Rao, Warden, Main Campus, Hostel I &amp; IV</td>
<td>Member</td>
<td>9920965978</td>
</tr>
<tr>
<td>Dr. P. Vijayakumar, Warden, Hostel VI</td>
<td>Member</td>
<td>9223575798</td>
</tr>
<tr>
<td>Dr. Sthabir Khora, Warden, Main Campus, Hostel II &amp; III</td>
<td>Member</td>
<td>9821139068</td>
</tr>
<tr>
<td>Dr. Alex Akhup, Warden, Off-Campus, SURJOG Hostel</td>
<td>Member</td>
<td>9892197617</td>
</tr>
<tr>
<td>Ms. Rajee Menon, Deputy Registrar, Finance &amp; Accounts/PMC</td>
<td>Member</td>
<td>9969704063</td>
</tr>
<tr>
<td>Ms. Geetha Venkateswaran, Assistant Registrar, Academic</td>
<td>Member</td>
<td>9820382185</td>
</tr>
<tr>
<td>Mr. Gaurishankar Kamble, Programme Manager, Students’ Affairs</td>
<td>Member</td>
<td>9833686192</td>
</tr>
<tr>
<td>Ms. Nirmala Momin, Section Officer, Hostels</td>
<td>Member Secretary</td>
<td>9223214962</td>
</tr>
<tr>
<td>President, Students’ Union</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Representative of Students’ Union</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Junior Student Representative</td>
<td>Member</td>
<td></td>
</tr>
<tr>
<td>Student with Disability</td>
<td>Member</td>
<td></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

### 11.5 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 injectables, 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>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. R. V. Ambekar 9920241328 25513355 (R)</td>
<td>12-13, Gulmohar, Deonar Baug, Dattaguru Housing Society, Deonar, Mumbai 400 088</td>
<td><strong>Main Campus (Health Centre)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monday, Thursday and Friday:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 am to 1 pm &amp; 3 pm to 6 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday and Wednesday:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 am to 1 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday (1st and 3rd):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 am to 1 pm</td>
</tr>
<tr>
<td>Dr. Paras Soni 9820318636/ 25271566</td>
<td>170/24, Thakkar Bappa Colony, CST Road, Chembur, Mumbai-400071</td>
<td>**Tuesday:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 pm to 6 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4 pm to 7 pm</td>
</tr>
<tr>
<td>Dr. Sharmistha Majumdar 9764750512/ 9969181616</td>
<td>Flat No. 102, Plot No. 98, Sector-11, Koperkhairane, Navi Mumbai</td>
<td>**Monday, Tuesday , Wednesday &amp; Friday:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 pm to 8 pm</td>
</tr>
<tr>
<td>Dr. Umesh Shenoy 9967285290 / 27451529</td>
<td>604, 6th floor, C-wing, Haware Tulsi CHS, New Panvel</td>
<td>**Wednesday:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3 pm to 6 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6 pm to 8 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saturday (2nd and 4th):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 am to 1 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tuesday and Wednesday:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11 am to 1 pm</td>
</tr>
</tbody>
</table>

11.5.2 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><strong>Designation</strong></td>
<td><strong>Name</strong></td>
<td><strong>Address</strong></td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Gynaecologist</strong></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>
</tr>
<tr>
<td></td>
<td>Dr. Jyoti Kulkarni</td>
<td>Nova Medical Center Ujagar Compound, Opp Deonar Bus Depot Main Gate, Deonar, Chembur East, Mumbai 400088</td>
</tr>
<tr>
<td><strong>Orthopaedician</strong></td>
<td>Dr. Ashith Rao</td>
<td>Das Hospital, 3rd Floor, Gagangiri Complex, 18 Road, Near Ambedkar Garden, Chembur, Mumbai 400071</td>
</tr>
<tr>
<td></td>
<td>Dr. Himanshu Bendre</td>
<td>Joy Hospital, Near Chembur Post Office, Chembur, Mumbai 400071</td>
</tr>
<tr>
<td><strong>General Physician</strong></td>
<td>Dr. Prashant Melmane</td>
<td>3rd Floor, Gagangiri Complex, 18 Road, Near Ambedkar Garden, Chembur, Mumbai 400071</td>
</tr>
<tr>
<td></td>
<td>Dr. Vikrant Shah</td>
<td>Joy Hospital, Near Chembur, Post Office, Chembur, Mumbai 400071</td>
</tr>
<tr>
<td></td>
<td>Dr. Amol Pawar</td>
<td>Joy Hospital, Near Chembur, Post Office, Chembur, Mumbai 400071</td>
</tr>
<tr>
<td></td>
<td>Dr. Gore</td>
<td>Joy Hospital, Near Chembur, Post Office, Chembur, Mumbai 400071</td>
</tr>
</tbody>
</table>
11.6.4 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 can not 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time (Monday to Friday) 11.30 a.m. to 7.30 p.m.</strong></td>
</tr>
<tr>
<td>Ms. Swapna Redij – Monday to Friday</td>
</tr>
<tr>
<td>Mr. Swapnil Pange – Monday to Friday</td>
</tr>
<tr>
<td><strong>Part Time (thrice a week) 2.00 p.m. to 7.00 p.m.</strong></td>
</tr>
<tr>
<td>Ms. Bindiya Hosabettu</td>
</tr>
<tr>
<td>Ms. Niyati Gandhi</td>
</tr>
<tr>
<td>To be announced</td>
</tr>
<tr>
<td><strong>Visiting Psychiatrist</strong></td>
</tr>
<tr>
<td><strong>Thursday – 5.30 p.m to 6.30 p.m</strong></td>
</tr>
<tr>
<td>Dr. Bharat Shah</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.

11.6.5 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>Name</th>
<th>Phone Number</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>

11.6.6 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.

11.7 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 6.00 p.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.

12. OTHER FACILITIES

12.1 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>
12.2 The Centre for Media and Cultural Studies has a collection of videos for academic purposes. Those in need of the same may fill a form countersigned by the research guide/course teacher and acquire the same from the Centre.

12.3 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.

13. CONVOCATION

13.1 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.

13.2 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.

14. CURRICULA CONSULTATIVE COMMITTEE MEETING
All senior Master’s Degree students are required to attend the Curricula Consultative Committee Meeting for discussion on the curriculum and to obtain a broad spectrum opinion. These meetings are conducted a few days before the Convocation. The actual dates of the Meetings are announced as soon as the Convocation date is declared.

15. SECURITY GUIDELINES

15.1 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:

1. 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.
2. 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.

15.2 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.

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

15.4 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.

15.5 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.

16. TRAFFIC AND PARKING OF VEHICLES INSIDE THE INSTITUTE
16.1 The speed limit inside the Institute is 05 kilometres per hour to avoid accidents. Please do not exceed this speed limit.

16.2 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.

16.3 Parking of vehicles in front of "NO PARKING" boards is strictly forbidden

16.4 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.

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

17. FIRE SAFETY AND FIRE FIGHTING APPLIANCES
17.1 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.

17.2 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.

17.3 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.

18. 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.
TATA INSTITUTE OF SOCIAL SCIENCES
THE HONOUR CODE

I _________________________________________________ having a Registration/Roll No. _______________________

and enrolled for the Master’s Course/Programme ______________________________ do hereby undertake that as a
student at TISS, Mumbai:

1. I will not give or receive aid in examinations; that I will not give or receive unpermitted aid in class assignments,
in preparation of reports and projects, or in any field work, dissertations etc., that is to be used by the instructor/teacher as the basis of grading; and

2. I will do my share and take an active part in seeing to it that others as well as I uphold the spirit and letter of the
Honour Code.

I realize that some examples of misconduct which are regarded as being in violation of the Honour Code include:

3. Copying from another’s examination paper or allowing another to copy from one’s own paper, including other
assignments, projects or reports;

4. Unpermitted collaboration;

5. Plagiarism;

6. Revising and resubmitting a marked quiz or examination paper for re-grading without the instructor’s
knowledge and consent;

7. Giving or receiving unpermitted aid on take-home examinations and representing as one’s own work the work
of another, including information available on the Internet;

8. Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should
have known that such aid was not permitted; and

9. Committing a cyber offence, such as, breaking passwords and accounts, sharing passwords, electronic copying
planting viruses, etc.

10. Submitting incorrect and/or misleading information or false certificates at any point of time, since admissions,
during my studies in the institute;

11. Involvement in ragging and consciously troubling others, instigation, temperamental and bad behaviour etc.,
which disturbs the academic environment and peace of fellow students;

12. Involvement in smoking, consumption of alcoholic drinks or any other intoxicating substance in the class,
hostel and institute premises and found under its influence at any point of time/place during my studies in the
institute.

13. I accept that any act of mine that can be considered to be a violation of Honour Code will be treated as
misconduct, inviting disciplinary action, and may even lead to my summary termination from the institute.

Date: ___________________ Student’s Signature _______________________________

Name of Student _______________________________

Registration/Roll No. __________________________
TATA INSTITUTE OF SOCIAL SCIENCES
THE HONOUR CODE

I _______________________________________________ having Registration/Roll No. _____________________
and enrolled for the Master's Course/Programme _________________________________________ do hereby undertake that as a student at TISS, Mumbai:

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10. Submitting incorrect and/or misleading information or false certificates at any point of time, since admissions, during my studies in the institute;
11. Involvement in ragging and consciously troubling others, instigation, temperamental and bad behaviour etc., which disturbs the academic environment and peace of fellow students;
12. Involvement in smoking, consumption of alcoholic drinks or any other intoxicating substance in the class, hostel and institute premises and found under its influence at any point of time/place during my studies in the institute.
13. I accept that any act of mine that can be considered to be a violation of Honour Code will be treated as misconduct, inviting disciplinary action, and may even lead to my summary termination from the institute.

Date: ___________________ Student's Signature ______________________________
Name of Student ________________________________
Registration/Roll No. __________________________
TATA INSTITUTE OF SOCIAL SCIENCES
UNDERTAKING BY HOSTELLERS

I________________________________________, having a Registration/Enrolment No. ___________________
and enrolled for the Master’s Course/Programme in ________________________________________ do hereby
understand that as a hosteller at TISS, Mumbai:

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

2. I should keep the hostel room allotted to me and the premises absolutely clean.

3. 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.

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

5. Gates to the hostel/institute will be closed from 12.30 a.m. to 6 a.m. every night. I understand that no entry or
exit is permitted after the scheduled time.

6. 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 a leave (with permission) to visit hometown or other places, I will be
solely responsible for my safety and protection.

7. 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.

8. I understand that ragging is strictly prohibited and is an offence. Any involvement will lead to my summary
termination from the institute.

9. 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 hostilies.
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.

10. I will strive to play a proactive role in keeping gender amity and maintain cordial & 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 caste, creed and communal harmony.

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

12. 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).

13. I understand no friends or outsiders are allowed in the hostel premises, neither boys can go to the girls hostel
or vice versa and any such visit will be seen as a serious misconduct, inviting expulsion from the hostel.

14. Normally I will avail the food from the Dining Hall and be a permanent member. In the event I decide to take food
from outside, during my bonafide visits or otherwise, I will be careful about my health, food safety and nutrition.

15. I understand that my involvement in any of the above mentioned unacceptable behavior and any violation of
hostel rules will lead to my immediate expulsion from the hostel/institute.

Date: ____________________________

Student’s Signature ______________________________________

Name of Student __________________________________________

Registration/Roll No. __________________________
TATA INSTITUTE OF SOCIAL SCIENCES
UNDERTAKING BY HOSTELLERS

I __________________________, having a Registration/Enrolment No. ___________________
and enrolled for the Master’s Course/Programme in ______________________________________
do hereby understand that as a hosteller at TISS, Mumbai:

1. I will follow the code of practice relating to the hostels as formulated by the Institute, mentioned in the Students’ Handbook 2014–2015.
2. I should keep the hostel room allotted to me and the premises absolutely clean.
3. 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.
4. I will maintain my valuables in my custody. The management is not responsible for any loss.
5. Gates to the hostel/institute will be closed from 12.30 a.m. to 6 a.m. every night. I understand that no entry or exit is permitted after the scheduled time.
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8. I understand that ragging is strictly prohibited and is an offence. Any involvement will lead to my summary termination from the institute.
9. 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 hostilies. 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.
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Date: _________________
Student’s Signature __________________________
Name of Student _____________________________
Registration/Roll No. __________________________
**PRINCIPLES GOVERNING STUDENTS’ STAY AT TISS**

The TISS has a zero tolerance policy towards discrimination and violation of dignity of fellow students or other members of the TISS community on the basis of caste, religion, region, disability, gender, sexual orientation and race.

The TISS cares for its students and takes measures to ensure their safety and security. The Institute has all forms of support services, administrative mechanisms, and rules and regulations to make the safety and security systems work for the welfare of its students. As responsible adults, the students are expected to behave in a manner that ensures their safety and security and uphold the dignity of the Institute.

**Office for Protecting, Honoring Rights and Dignity**

Committee Against Sexual Harassment
Social Protection Office

**Office for Welfare of Students**

Grievance Redressal Committee
Students Affairs Office
Counselling Cell
Medical Office

**IMPORTANT TELEPHONE NUMBERS**

<table>
<thead>
<tr>
<th>EMERGENCY</th>
<th>022-25525111</th>
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</thead>
<tbody>
<tr>
<td>TISS Hotline Number</td>
<td>022-25525111</td>
</tr>
<tr>
<td>Trombay Police Station</td>
<td>022-25563382</td>
</tr>
<tr>
<td>Chembur Fire Station</td>
<td>022-25224824</td>
</tr>
<tr>
<td>Police Control Room</td>
<td>022-22621855 / 100</td>
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<table>
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<tr>
<th>DOCTORS AND HOSPITALS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Dr. R. V. Ambekar</td>
<td>022-25525224 (O), 022-2551 3355 (R), 9920241328 (M)</td>
</tr>
<tr>
<td>Dr. Paras Soni</td>
<td>022-25525224 (O), 022-2527 1566 (R), 9820318636 (M)</td>
</tr>
<tr>
<td>Dr. Sharmistha Majumdar</td>
<td>022-25525224 (O), 09764750512 (M), 9969181616(M)</td>
</tr>
<tr>
<td>Dr. Umesh Shenoy</td>
<td>022-25525224 (O), 022-27451529 (R), 9967285290 (M)</td>
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<tr>
<td>Joy Hospital</td>
<td>022-2528 6911, 022-25223939 / 700 / 701(Extn.)</td>
</tr>
<tr>
<td>Inlaks Hospital</td>
<td>022-25204160 / 022-61500300</td>
</tr>
<tr>
<td>Shatabdi Hospital</td>
<td>022-2556 4069 / 70 / 71</td>
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<tr>
<th>COUNSELLORS</th>
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<tbody>
<tr>
<td>Ms. Swapna Redij</td>
<td>022-25525612 (O), 9820640344 (M)</td>
</tr>
<tr>
<td>Mr. Swapnil Pange</td>
<td>022-25525914 (O), 9594020091 (M)</td>
</tr>
<tr>
<td>Ms. Bindiya Hosabettu</td>
<td>022-25525613 (O), 9820485902 (M)</td>
</tr>
<tr>
<td>Ms. Niyati Gandhi</td>
<td>022-25525613 (O), 9820940079 (M)</td>
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<tr>
<th>WARDENS</th>
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<tbody>
<tr>
<td>Dr. Sthabir Khora</td>
<td>022-2552 5314 (O), 022-2552 5151 (R), 9821139068 (M)</td>
</tr>
<tr>
<td>Dr. Sasmukta Palo</td>
<td>022-2552 5805 (O), 022-2552 5153 (R), 9819240202 (M)</td>
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<tr>
<td>Dr. Alex Akhup</td>
<td>022-2552 5414 (O), 022-2552 5154 (R), 9892197617 (M)</td>
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<tr>
<td>Dr. Vijay Kumar</td>
<td>022-2552 5831 (O), 022-2552 5155 (R), 9223575798 (M)</td>
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<tr>
<td>Ms. Sarla Rao</td>
<td>022-2552 5806 (O), 022-2552 5152 (R), 9920965978 (M)</td>
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<tr>
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<tbody>
<tr>
<td>Director</td>
<td>022-2552 5200 (O), 9232314951 (M)</td>
</tr>
<tr>
<td>Section Officer (Hostels)</td>
<td>022-2552 5215 (O), 022-2552 5182 (R), 9232314962 (M)</td>
</tr>
<tr>
<td>Section Officer (Security)</td>
<td>022-2552 5565 (O), 022-2552 5117 (R), 9232314961 (M)</td>
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Students’ HANDBOOK
2014–2015