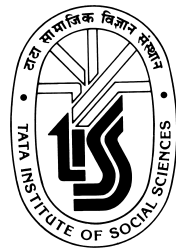


PROSPECTUS FOR
M.Phil. & Ph.D. Programmes



TATA INSTITUTE OF SOCIAL SCIENCES
(A Deemed University)

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1. ABOUT TATA INSTITUTE OF SOCIAL SCIENCES

The Tata Institute of Social Sciences (TISS) was established in 1936 as Sir Dorabji Tata Graduate School of Social Work. The first school of social work in India, the Institute was a pioneering effort, characteristic of the Sir Dorabji Tata Trust. The Institute subsequently influenced the direction of social work education and social research in India. The year 1964 was an important landmark in the history of the Institute, when it was recognised as a Deemed University by the University Grants Commission (UGC) of India. Since then, the Institute has been expanding continuously in terms of educational programmes and infrastructure. While responding to the changing needs of the social and educational system in the country, the Institute has gone far beyond the initial concern of social work education. The Institute affirms the promotion of sustainable, equitable and participatory development, with an emphasis on justice and rights through:

- value-based professional education in broad social sciences and inter-disciplinary sciences;
- social research and dissemination of socially relevant knowledge;
- social interventions through training and field action projects;
- contribution to public policy advocacy and formulation at state, national and international levels; and
- professional response to national calamities through relief, rehabilitation and disaster management.

Over the years, the Institute has made a significant contribution to policy, planning, action strategies and human resource development in several areas, ranging from sustainable rural and urban development to education, health, communal harmony, human rights and industrial relations. In all cases, the focus has been on the disadvantaged and marginalised sections of society, such as organised and unorganised labour, women, children, dalits, tribals, minorities and people with disabilities.

The Institute has earned recognition as an institution of repute from different Ministries of the Government of India (GoI), various State Governments, international bodies such as the United Nations and the non-government sector, both national and international. Social commitment, excellent work ethic, creativity and strong synergy of education, research, action and policy advocacy are the hall marks of the Institute. The National Assessment and Accreditation Council awarded a 5-Star rating to the Institute in 2002.

2. M.PHIL. AND PH.D. PROGRAMMES

The TISS offers the following pre-doctoral and doctoral programmes:

- (i) M.Phil./Ph.D. in Habitat Studies,
- (ii) M.Phil./Ph.D. in Health Systems Studies,
- (iii) M.Phil./Ph.D. in Management and Labour Studies,
- (iv) M.Phil./Ph.D. in Rural Development,
- (v) M.Phil./Ph.D. in Social Sciences, and
- (vi) M.Phil./Ph.D. in Social Work.

RESERVATIONS

- **Scheduled Caste and Scheduled Tribe Candidates**

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

- **Persons with Disability**

Three per cent seats are reserved for Persons with Disability (PWD), of which 1 per cent each is reserved for (a) Low Vision/Blindness (b) Hearing Impairment, and (c) Locomotor Disability/Cerebral Palsy, in all the programmes.

- **Other Backward Classes:** As per Gol directives.

3. ADMISSION

3.1 Admission Requirements

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

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

- 3.1.2 An applicant with a Master's degree in subjects other than those related to the main areas listed in sub-heading 2 may be considered for admission to the programme, if he/she has demonstrated his/her interest in and aptitude for studying social issues.
- 3.1.3 Individuals applying for M.Phil./Ph.D. in Social Work must have a Postgraduate degree in Social Work.
- 3.1.4 The following categories of candidates may be considered for direct admission to the Ph.D. programme:
- those who have an M.Phil. or equivalent degree awarded by a recognised university in India or abroad;
 - teachers working in colleges, universities, or institutes recognised by the UGC or appropriate agencies and selected for fellowship under the Faculty Improvement Programme or other similar programmes;
 - teachers working in colleges, universities, or institutes recognised by the UGC or appropriate agencies and who have 5 years of full-time teaching experience;

- practitioners in healthcare administration, human resource management, developmental work or social work with a minimum of 5 years of experience in their field of work; after fulfilling academic qualification given in 3.1.1; and
- scholars who have proven academic credentials as evidenced by their publications.

3.2 Admission Procedure

- 3.2.1** Admission to the M.Phil. programme is made once every academic year (in April/May), and direct admission to the Ph.D. programme is made twice a year (in April/May and September/October).
- 3.2.2** Application for admission must be made in the prescribed form supplied with this Prospectus or downloaded from the Institute's website (www.tiss.edu/mphilphd.htm). Applications must be complete in all respects, and attested copies of certificates must be enclosed. Incomplete applications will be rejected.
- 3.2.3** An Application Fee of Rs. 750/- must be remitted along with the application by Demand Draft drawn in favour of **Tata Institute of Social Sciences, Mumbai**, payable at Mumbai. The fee may also be paid in cash at the Cash Counter of the Institute. The Application fee is not refundable.
- 3.2.4** Applicants, currently employed and seeking admission, have to submit a letter from the employer in support of the application. Upon admission the scholar is expected to fulfil the admission requirements by personally attending the Institute. Thereupon the scholar is expected to attend the Institute at least once a year to fulfil various academic requirements.
- 3.2.5** Eligible applicants will be required to appear for a written test and an interview on a pre-notified date in Mumbai.
- 3.2.6** Outstation SC and ST applicants called for the written test and interview will be reimbursed ordinary Second Class return railway fare between the place of their residence and Mumbai by the shortest route on production of valid railway receipt/ticket. No TA/DA is, however, admissible for joining the programme.
- 3.2.7** Applicants will be assigned research guides after they are admitted to the M.Phil. programme or at the time of admission to the Ph.D. programme, as the case may be.
- 3.2.8 School of Rural Development:** School of Rural Development is situated in the rural campus of the Institute in Tuljapur in Osmanabad District of Maharashtra (Approximately 450 K.M. from Mumbai). Scholars who would be registering for Ph.D. in Rural Development have to be in the Mumbai campus for clearing the research methodology courses and move to the rural campus. The School provides residential and library facilities for the scholars. The scholars will have access to computers and internet services in the rural campus.
- 3.2.9** The research proposal (about 1,000 words) to be submitted by the applicant has to focus on:
- specification of the broad field of study,
 - statement of the research problem and scope and objectives of the study,
 - the rationale for and the significance of the study,
 - the methodology to be followed,
 - References/Bibliography, and
 - the candidate's research/work experience in that area, if any.

4. M.PHIL. PROGRAMME

4.1 Duration

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

4.2 Programme Structure

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

- (i) *Basic Courses (BC)* (24 Credits): The six courses provide the knowledge base in the theory and practice of research.
- (ii) *Auxiliary Courses (AC)* (4 Credits): The two courses provide/enhance the skills in the use of scholarly writing and computer applications respectively.
- (iii) *Optional Courses (OC)* (4 Credits): The two courses, to be chosen by a student from the list of current offerings in the Schools/Centres, to help extend or update knowledge in the (sub)discipline chosen for research.
- (iv) *Survey of Literature (SL)* (8 Credits): As a prelude to embarking on the study proper, the student is helped to familiarise with the literature available on the problem chosen for study, and identify the gaps in it and/or formulate alternative hypotheses.
- (v) *Dissertation (DI)* (24 Credits): Provides an opportunity for the student to practice the craft of research by using the knowledge acquired during the course work. Embodying the outcome of the practice or process of research, the dissertation constitutes the product of research.

A scholar who is unable to complete all the requirements of the M.Phil. programme within a period of five years from the date of admission shall be de-registered automatically.

4.3 Evaluation

In order to successfully complete the programme, a scholar will have to obtain the prescribed minimum Grade Point Average (GPA) of 3.05 on a 6-Point Scale for each course (including SL and DI) separately. A scholar failing in any course will have to repeat that course.

The GPA obtained by a successful scholar and the appraisal reports received from the course teachers and the dissertation supervisor will determine whether the scholar is eligible for registration for the Ph.D. programme or not.

M.Phil. dissertation will have to be submitted by scholars by **January 31st** of the fourth semester. The dissertation will be examined by the guide as well as a subject expert from outside the Institute. The scholar is expected to defend his/her thesis in a viva-voce examination. Upon successful completion of viva-voce examination the scholar will be conferred M.Phil. degree at the Convocation.

4.4 Mid-Stream Option

M.Phil. Scholars, who display excellence in academic performance in the first year, will be assessed by a Committee to provide an option to move to Ph.D. study without completing the M.Phil. dissertation. However, those who desire to complete the M.Phil. Programme can go ahead with M.Phil. dissertation work.

5. PH.D. PROGRAMME

- 5.1** Students admitted into the Ph.D. programme may be recommended by the Panel that interviews the student to undertake certain pre-requisite Research Methodology courses offered to M.Phil. students by the Centre for Research Methodology.
- 5.2** A scholar selected for admission to the Ph.D. programme will work under the supervision of a guide, or a guide and a co-guide. A Doctoral Advisory Committee (DAC) will be constituted to monitor progress made.
- 5.3** The scholar shall submit **three copies of the thesis embodying** the results of his/her research work, **not later than three years** from the date of registration for the Ph.D. programme. However, on the recommendation of the guide and Research Council, an extension of one year may be granted. Scholars who do not submit their thesis within four years of their registration will be automatically de-registered. However, if they wish to continue for the programme, they will have to register afresh for the programme.
- 5.4** The thesis shall be adjudicated by two examiners from outside the Institute. The scholar who has successfully completed the Ph.D. programme will be awarded the degree at the Annual Convocation.

6. ADMISSION OF INTERNATIONAL STUDENTS TO M.PHIL./PH.D. PROGRAMME

The eligibility criteria for admission to the M.Phil./Ph.D. programme for foreign nationals is the same as for Indian nationals. Students will be interviewed telephonically by a Panel of faculty members. Upon admission, the student will be extended a provisional admission offer subject to confirmation upon due verification and ascertainment of grades. The scholar is expected to visit the Institute at least once a year. A differential fee structure exists for students from the SAARC and other low income countries and developed countries. Foreign students, registered for Ph.D. in universities abroad, can also seek affiliation to the Institute. For more details write to the Convenor, International Students Office – iso@tiss.edu.

7. FELLOWSHIPS AND SCHOLARSHIPS

7.1 UGC Junior Research Fellowships

Junior Research Fellowships of the UGC is available to scholars who have qualified for it through the National Eligibility Test conducted by the UGC. The value of the fellowship is Rs. 8,000/- per month for the first two years, and Rs. 9,000/- per month for the next two years. A contingency grant of Rs. 10,000/- per annum for the first two years and Rs. 20,500/- per annum for the next two years is also available.

7.2 Rajiv Gandhi National Fellowships

Scheduled Caste candidates admitted to the M.Phil. and Ph.D. programmes are eligible to apply for the Rajiv Gandhi National Fellowship awarded by the UGC. The Fellowship is for Rs. 8,000/- for the initial two years and Rs. 9,000/- for the remaining three years. The contingency grant available is Rs. 10,000/- per annum for the initial two years and Rs. 20,500/- for the remaining three years. House Rent Allowance will be given as per the UGC pattern to students who are not provided with hostel accommodation.

7.3 Jamsetji Tata Research Scholarships

The Jamsetji Tata Trust has instituted five research scholarships in the area of disaster management. These scholarships are for Rs. 10,000/- per month and have a contingency grant of Rs. 40,000/- per annum.

7.4 School of Rural Development Fellowships

The School of Rural Development provides 2 Ph.D. Fellowships upto Rs. 5,000 per month.

7.5 Other Fellowships

A few other Fellowships like the Sir Dorabji Tata Research Scholarship and TISS-LSE Research Fellowships are available from time to time. A separate notification will be issued asking TISS Research Scholars to apply for these two categories of fellowships.

8. STUDENT SERVICES

The Institute values the quality of academic and residential life on the campus and the well-maintained lush green natural environment provides an ideal setting. Students have access to the Sir Dorabji Tata Memorial Library that houses over 100,000 volumes from around the world as well as facilities for reading, photocopying, etc. Students also have access to internet-enabled computers and a wide range of knowledge resources, both electronic and print.

All hostels are internet-enabled and provided with few computer terminals. Students also access internet-enabled computers at the Terminal Room. The campus also houses a Dining Hall, largely student managed, and the M.K. Tata Gymkhana and Recreation Centre, with fitness training equipment and an indoor badminton court. The Student's Union and other student bodies are actively encouraged to promote a vibrant intellectual and cultural life on the campus. In addition, students also have access to doctors and counsellors on campus.

8.1 Hostel Accommodation and Dining Hall

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

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

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

9. FEES AND DEPOSITS†

9.1 For Indian Scholars and Scholars from SAARC* Countries (in Indian Rupees)

Fee Component	M.Phil.	Ph.D.	Remarks
Fees:			
Tuition Fee	5,000	5,000	Per Semester
Students' Mediciam Insurance Premium	1,444	1,444	Per Year (along with 1st Semester Fees)
Thesis Submission	1,000	2,000	Payable three months before submission
Thesis Resubmission	250	500	—
Degree Certificate Replacement	250	250	Per Replacement
Issue of Duplicate Identity Card	100	100	Per Duplicate Card
Other Charges:			
Sale of Brochure and Application Form, and Registration	750	750	—
Medical Examination Fees	100	100	To be reimbursed to the doctors
Hostel Charges: (to be paid if Hostel Accommodation is provided)			
Dining Hall	6,000	6,000	To be adjusted against monthly bills
Hostel Room	1,500	1,500	Per Semester
Electricity	1,500	1,500	Per Semester
Refundable Deposits:			
Library	2,000	2,000	To be paid along with 1st Semester Fees
Hostel Room	2,000	2,000	To be paid if Hostel Accommodation is provided
Dining Hall	2,400	2,400	
Electricity	1,000	1,000	
Caution	2,000	2,000	To be paid along with 1st Semester Fees
Computer Centre	500	500	

* Fees for international students from SAARC and other low income countries will be 10% higher on total fees than that for Indian students.

9.2 For International Students (in US \$)

Fee Component	M.Phil.	Ph.D.	Remarks
Tuition Fee	2000	2000	Per Semester / 6 Months
Development Fund	300	300	—
Thesis Submission Fee	200	200	—
Library Fees	100	100	—
Compulsory Deposit	2200	2200	—

† subject to revision

Payment of Fees:

1. The full fees and deposits should be paid within five working days after the announcement of the admission results in the Central Bank of India, Deonar Branch, Mumbai 400 088, by a Demand Draft drawn in favour of Tata Institute of Social Sciences, Mumbai, payable at Mumbai. Candidates are required to submit the Demand Draft of the requisite amount towards the first semester fees and deposits at the time of verification of original documents. Otherwise, the admission will be treated as automatically cancelled.

2. *Delay in Joining:* A maximum period of 7 days (one week), subject to the payment of full fees and deposits before the due date will be given for joining the programme from the date of commencement of the programme. No further extension will be given.
3. In the event of a student/candidate withdrawing before the starting of the programme, the entire fee collected from the student, after deducting the processing fee of not more than Rs. 1,000/- (One Thousand Only), shall be refunded by the Institute to the student/candidate withdrawing from the programme. Should a student leave after joining the programme the Institute will refund all the refundable deposits and also 50% of the remaining fees paid.
4. Receipt for deposits should carefully be preserved by scholars and returned for refund at the time of leaving the Institute.
5. Hostel and dining hall deposits will not be adjusted towards any due, but will be refunded on vacating the hostel.

Personal Accident Insurance

The Institute has introduced Medclaim Insurance scheme to cover Personal Accident Insurance to the students upto Rs. 1.50 lakhs and Medclaim Insurance upto 1.00 lakh as per the terms and conditions of the scheme. The premium per student per annum is Rs. 1,444/- including service tax for all students.

10. LOCATION, ACCESS AND COMMUNICATION

The two Mumbai Campuses of TISS — the Main Campus and the Malti and Jal A.D. Naoroji Campus Annexe — are both located in Deonar in the North-East Section of Greater Mumbai. The Main Campus is situated opposite the Deonar Bus Depot on V.N. Purav Marg, earlier known as the Sion-Trombay Road. The Main Campus, on approximately 10 acres, houses most of the schools, centres, and the administration.

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

Locations

From Dadar Station

From Chhatrapati Shivaji Terminus

From Bandra Station

From Kurla Station

Bus Routes

92, 93, 504, 506, 521 (all Ltd.)

6 Ltd.

352, 358, 505 (all Ltd.) and 371

362 and 501 Ltd.

For enquiries contact:

The Chairperson

Admissions and Monitoring Committee

Tata Institute of Social Sciences

Deonar, Mumbai 400 088

INDIA

E-mail: oamc@tiss.edu; deanrnd@tiss.edu

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