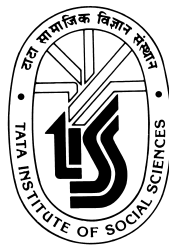


Information Brochure for  
**M.A. in Social Work**  
★  
**M.A. in Disability Rehabilitation**  
**2008–2010**



**TATA INSTITUTE OF SOCIAL SCIENCES**  
(A Deemed University)

POST BOX No. 8313, V.N. PURAV MARG  
DEONAR, MUMBAI 400 088  
Phones: 2556 3289 to 96, Fax: 91-22-2556 2912  
e-mail: [pgadmissions@tiss.edu](mailto:pgadmissions@tiss.edu)  
<http://www.tiss.edu>

**IMPORTANT DATES**

| <b>FOR INDIAN STUDENTS</b>        |  |                   |
|-----------------------------------|--|-------------------|
| I                                 | <b>Last Date for Issue of Forms by Post</b>  | December 03, 2007 |
| II                                | Last Date for Issue of Forms in Person   | December 10, 2007 |
| III                               | Last Date for Receipt of Completed Forms at the Institute by Post and in Person  | December 15, 2007 |
| IV                                | Last Date for Receipt of Completed Forms at the Institute from Remote Areas/Regions  | December 22, 2007 |
| V                                 | Written Test and Group Discussion at 17 different Centres: Ahmedabad, Aurangabad, Bangalore, Bhopal, Chennai, Delhi, Guwahati, Hyderabad, Jaipur, Kolkata, Lucknow, Mumbai, Nagpur, Patna, Port Blair, Srinagar and Thiruvananthapuram | January 27, 2008  |
| VI                                | <b>Announcement of Eligible Candidates for Personal Interview</b>  | February 14, 2008 |
| VII                               | <b>Personal Interviews for</b><br>M.A. in Social Work and M.A. in Disability Rehabilitation at the Tata Institute of Social Sciences, Mumbai   | April 07–18, 2008 |
| VIII                              | <b>Announcement of Selection</b>   | April 24, 2008    |
| IX                                | <b>Commencement of the Academic Session, 2008–2009</b>   | June 23, 2008     |
| <b>FOR INTERNATIONAL STUDENTS</b> |  |                   |
| I                                 | Last Date of Receipt of Completed Application Forms  | February 28, 2008 |
| II                                | Written Test (at the place of residence of the candidate)  | April 7–10, 2008  |
| III                               | Telephone Interview (on a designated date and time between)  | April 21–25, 2008 |
| IV                                | Announcement of Selection  | April 28, 2008    |

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# 1

## Tata Institute of Social Sciences: An Introduction

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

Since its inception, the TISS has consistently worked for the promotion of sustainable, equitable and participatory development, social welfare and social justice. It has earned recognition as an institution of repute from different Ministries of the Government of India (GoI), State Governments, international agencies such as the United Nations, and the non-government sector, both national and international. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination. In recognition of its social contribution and academic excellence, it was awarded a 5-Star rating by NAAC in 2002. The process of re-accreditation has been initiated, which will be completed by February 2008.

### 1.1 ACADEMIC STRUCTURE

The TISS moved to a new academic structure in February 2006. It currently hosts 5 schools, 4 independent centres, and 3 resource centres as indicated below:

#### **Schools:**

- ◆ *School of Social Work* with 6 Centres in Community Organisation and Development Practice; Criminology and Justice; Disability Studies and Action; Equity for Women, Children and Families; Health and Mental Health; and Social Justice and Governance.
- ◆ *School of Social Sciences* with 6 Centres in Dalit and Tribal Studies; Development Studies; Human Ecology; Socio-legal Studies and Human Rights; Studies in the Sociology of Education; and Women's Studies.
- ◆ *School of Management and Labour Studies* with 4 Centres in Human Resources Management and Labour Relations; Labour Studies; Social Entrepreneurship; and Social and Organisational Leadership Development.
- ◆ *School of Health Systems Studies* with 2 Centres in Health and Social Sciences; and Health Policy Planning and Management.
- ◆ *School of Rural Development* with 3 Centres in Community Planning and Governance; Rural Livelihoods; and Social Development.

***Independent Centres:***

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

***Resource Centres:***

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

**1.2 TEACHING**

The TISS offers 10 Master's programmes in Social Work, Human Resources Management and Labour Relations, Health Administration, Hospital Administration, Education (Elementary), Development Studies, Disaster Management, Globalisation and Labour, Social Entrepreneurship, and Media and Cultural Studies; a Bachelor's degree programme in Social Work, with specialisation in Rural Development; and an integrated M.Phil.–Ph.D. programme in Social Work, Social Sciences, Health Systems Studies, and Management and Labour Studies. Additionally, it offers 5 Diploma programmes and 3 Certificate programmes in various fields of study. It also has a lively Study in India programme, which provides opportunities for international students to study and experience Indian social realities through a blend of theory and field experiences.

**1.3 RESEARCH**

Over the last 5 years, the TISS has been engaged in over 400 research projects funded in-house and/or in collaboration with various governmental, non-governmental and international agencies. In 2006–2007 alone, the TISS undertook 90 research and documentation projects, in areas such as health, education, rural development, employability, labour issues, human rights, sustainable development, social development, urban and rural poverty, disaster response and recovery, etc.

**1.4 EXTENSION AND FIELD ACTION**

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

### KEY POSITIONS

|  |   |
|--|---|
| <b>Dr. S. Parasuraman</b><br>M.Sc. (Pune), C.P.S. (IIPS), D.P.D.<br>(ISS, The Hague), Ph.D. (Mumbai) | Director  |
| <b>Dr. C.A.K. Yesudian</b><br>M.A. (Madras), Ph.D. (TISS)  | Professor and Dean,<br>Research and Development                               |
| <b>Dr. R.N. Sharma</b><br>M.A. (Agra), Ph.D. (IIT, Kanpur)   | Professor and Dean,<br>School of Social Sciences                              |
| <b>Dr. Vimla Nadkarni</b><br>M.A. (TISS), B.G.L. (Mumbai), Ph.D. (TISS)                              | Professor and Dean,<br>School of Social Work                                  |
| To be announced  | Professor and Dean,<br>School of Management and Labour Studies                |
| <b>Dr. Shalini Bharat</b><br>M.A., D.Phil. (Allahabad)   | Professor and Dean,<br>School of Health Systems Studies                       |
| <b>Dr. Janki Andharia</b><br>M.A. (TISS), Ph.D. (East Anglia)  | Professor and Chairperson,<br>Jamsetji Tata Centre for Disaster<br>Management |
| <b>Dr. Nasreen Rustomfram</b><br>M.A., Ph.D. (TISS)  | Professor and Dean,<br>Students' Affairs                                      |
| <b>Dr. K.P. Jayasankar</b><br>M.A. (Mumbai), Ph.D. (IIT, Mumbai)                                     | Professor and Chairperson,<br>Centre for Media and Cultural Studies           |
| <b>Mr. Pushendra Kumar Singh</b><br>M.A. (Garhwal)   | Professor and Dean,<br>School of Rural Development                            |
| <b>Dr. G.G. Wankhede</b><br>M.A., B.Ed. (Marathwada),<br>M.Phil., Ph.D. (JNU)                        | Professor, School of Social Sciences,<br>Liaison Officer (SC/ST Cell)         |
| <b>Mr. Sandeep Chatterjee</b><br>M.Sc. (Agra)  | Registrar   |
| <b>Mr. H.G. Bhise</b><br>M.Com. (Shivaji)  | Deputy Registrar  |
| <b>Mr. B. Pandu Reddy</b><br>M.Com. (Osmania), ICWA-Inter  | Deputy Registrar  |

### 1.5 TISS COMMUNITY

The Institute is home to approximately 120 faculty members who are consistently involved in teaching, research, policy making and community-based institutional building. They are supported by 205 technical and administrative staff members and reach out to nearly 750 students at any one time. The TISS community extends far beyond, encompassing an extensive network of partners, former faculty, researchers, activists and alumni across the development community worldwide.

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## 2

### M.A. in Social Work and M.A. in Disability Rehabilitation, 2008–2009: Programme-Specific Details

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#### 2.1. INTAKE OF STUDENTS FOR THE ACADEMIC YEAR 2008–2009

| <i>Programme of Study</i> | <i>Total Intake</i> |
|---------------------------|---------------------|
| Social Work               | 109                 |
| Disability Rehabilitation | 15                  |

**Note:** Reservation for OBC and Kashmiri Migrant Candidates will be as per Gol directives.

#### 2.2 FOUNDATION COURSES

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

#### 2.3 M.A. IN SOCIAL WORK

The TISS has been a pioneer in social work education and practice and has, over the years, responded to the needs of the poor, the marginalised and the disadvantaged in society. The social work curriculum has been dynamic and changing with the emerging concerns in the era of globalisation. The M.A. in Social Work programme is designed to equip students with sound theoretical knowledge about social work, social welfare and development concerns of the poor, and help the students to develop skills and insights into working with people at the individual, group and community levels, and their representatives, and network with other groups and professionals working on similar issues.

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

The M.A. in Social Work programme offers its post-graduates a wide range of work opportunities in non-government, inter-government and government organisations working at the micro and macro levels simultaneously at the local, national and international levels. They have been given exposure to work with all sectors of populations such as children, youth,



women, elderly, dalits, and people with disabilities. The programme equips its post-graduates to work in a wide range of capacities as social workers, counsellors, field officers, project officers and programme coordinators in the fields of health, education, development, criminal and juvenile justice, gender issues, family services such as family courts, family counselling centres, adoption centres, broad-based child welfare services, community organisation and development practice, NGO–corporate initiatives, industry, funding agencies, research-based organisations, advocacy and human rights organisations and organisations working in specialised areas of disability, HIV/AIDS, sexuality, disasters, etc. Employment opportunities are also available as instructors and lecturers in colleges/departments of social work, as community development personnel, funding agencies and as development consultants.

### Distribution of Credits:

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

### Semester-wise Listing of Courses:

| <i>Semester</i> | <i>Course Title</i> |  | <i>Credits</i> |
|-----------------|---------------------|--|----------------|
| <b>I and II</b> | FC 1                | Understanding Society  | 2              |
|                 | FC 2                | Introduction to Economics  | 2              |
|                 | FC 3                | Development Experience, Social Conflict and Change                       | 2              |
|                 | FC 4                | Human Development, Identity, Culture and Media                           | 2              |
|                 | FC 5                | Governance and Public Administration, Social Policy, Law and Social Work | 4              |
|                 | SW 1                | Social Work Practice: Principles and Concepts I                          | 9              |
|                 | SW 2                | History and Ideologies of Social Work                                    | 2              |
|                 | SW 3                | Participatory Communication  | 1              |
|                 | SW 4                | Quantitative Research  | 2              |
|                 | SW 5                | Qualitative Research   | 2              |

| Semester | Course Title   |   | Credits |
|----------|--|---|---------|
| III      | SW 6   | Social Work Practice: Principles and Concepts II            | 4       |
|          | <i>Field of Practice Concentrations</i>  |   | 12      |
|          | PC 1   | Community Organisation and Development Practice             |         |
|          | PC 2   | Family Social Work  |         |
|          | PC 3   | Persons with Disabilities and Equalisation of Opportunities |         |
|          | PC 4   | Health and Development                                      |         |
|          | PC 5   | Dalits and Tribals: Social Justice, Equity and Governance   |         |
|          | PC 6   | Criminology and Justice                                     |         |
|          | PC 7   | Child and Youth Development                                 |         |
|          | PC 8   | Women-Centred Social Work                                   |         |
|          | Analysis in Qualitative and Quantitative Research (Workshop for Research Project Students) |   | 2       |
| IV       | <i>Knowledge-Based/Thematic Concentrations</i>   |   | 8       |
|          | KB 1   | Rural Development, Environment and Sustainable Livelihoods  |         |
|          | KB 2   | Urban Development: Unorganised Sector and Livelihood        |         |
|          | KB 3   | Social Work in the Field of Mental Health                   |         |
|          | KB 4   | Social Policy and Planning                                  |         |
|          | KB 5   | Community Health  |         |
|          | KB 6   | Disasters, Impoverishment and Social Vulnerability          |         |
| KB 8     | Juvenile Justice and Youth in Conflict   |   |         |
|          | <i>Skill-Based Concentrations</i>  |   | 8       |
|          | SB 1   | Management of Non-Profit Organisations                      |         |
|          | SB 2   | Developmental/Therapeutic Counselling                       |         |
|          | SB 3   | Rehabilitative and Correctional Social Work                 |         |
|          | SB 4   | Child and Youth Practice                                    |         |

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

## 2.4 M.A. IN DISABILITY REHABILITATION

The TISS has been a pioneer in social work education and practice and has, over the years, responded to the needs of the poor, the marginalised and the disadvantaged in society. In response to this demand and the emerging concerns in the era of globalisation, an M.A. in Disability Rehabilitation has been developed and offered. The first of its kind in the country, this programme is designed to equip students with sound theoretical knowledge about issues and concerns of persons with disability and all stakeholders, and to help students to develop skills and insights into working with, through and for people with disability at the individual, group and community levels and their representatives, stakeholders and

network with other groups and professionals working on similar issues. The TISS has sought recognition for this programme from the Rehabilitation Council of India.

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

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

#### Distribution of Credits:

| Year          | Detail  | Credit Hours |
|---------------|---|--------------|
| <b>First</b>  | Foundation Courses                                | 8            |
|               | Research I  | 2            |
|               | Research II                                       | 2            |
|               | Disability Rehabilitation Practice Courses 1 to 4 | 11           |
|               | Field Work  | 12           |
| <b>Second</b> | Disability Rehabilitation Courses 1 to 8          | 20           |
|               | Field Work  | 12           |
|               | Rural Practicum                                   | 1            |
|               | Research Project                                  | 6            |
|               | Workshop-related to Research Project              | 2            |
| <b>Total</b>  |   | <b>76</b>    |

The first year sets the base for the M.A. programme and comprises Foundation and Core Courses. The Core Courses comprise a group of five courses titled Social Work Practice carrying 11 credits and two courses, one on Quantitative Research Methods and the other on Qualitative Research Methods carrying 2 credits each will lay the foundation for the programme. In the second year, 8 programme specific courses are offered carrying a total of 20 credits.

The research project is a compulsory part requirement for the degree and carries 6 credits. A 2 credit workshop on qualitative and quantitative research is offered to the students in the

third semester to further strengthen their research capacity. Field work is concurrent for both the years. The three week rural practicum is a graded activity carrying one credit as community-based rehabilitation especially in rural India is an important rehabilitation programme.

### Semester-wise Listing of Courses:

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

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## 3

### M.A. in Social Work and M.A. in Disability Rehabilitation, 2008–2010: General Information

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#### 3.1 ELIGIBILITY

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

OR

- (b) Candidates who will complete all the requirements of their final year Bachelor's Degree examinations by **Saturday, June 21, 2008**, are also eligible to apply provided they have successfully completed their first and second years, if the degree course is of 3 years; and the first, second and third years, if the degree course is of 4 years. In such cases, admission to any of the Master's Degree Programmes of the Institute will be provisional. If a provisionally admitted student fails in the final year examination, the offer of provisional admission will be automatically cancelled.

**Notes:** i) Medical graduates should complete their internship on or before **Saturday, June 21, 2008**. Otherwise, their candidature/admission will be automatically cancelled.

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

#### 3.1.1 Instructions for Determining Eligibility to Apply:

- i) 'Pass Class' in the Bachelor's Degree pursued by the applicant will be taken for determining his/her eligibility.
- ii) The first, second and third year marks of the Bachelor's Degree examinations (if the degree is of 3 years duration) or first, second, third and fourth year marks of the Bachelor's Degree examinations (if the degree is of 4 years duration) of all the subjects taken including major/main, minor/subsidiary and languages, etc., must be shown by the candidates in the Application Form at Item 18. Those marks will be taken into account, while calculating the overall average percentage of marks to determine the marks for Academic Background, as shown in 3.2.1. of the Information Brochure.
- iii) In case of dual degree (5 years integrated degree after 12th), only the marks of first 3 years will be considered to determine the percentage.

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

### 3.2 SELECTION PROCEDURE

#### 3.2.1 Weightage for the Different Components:

| <i>Sl. No.</i> | <i>Programme</i>          | <i>Written Test</i> | <i>Group Discussion</i> | <i>Personal Interview</i> | <i>Academic Background</i> | <i>Total</i> |
|----------------|---------------------------|---------------------|-------------------------|---------------------------|----------------------------|--------------|
| 1.             | Social Work               | 60                  | 40                      | 70                        | 30                         | 200          |
| 2.             | Disability Rehabilitation | 70                  | -                       | 100                       | 30                         | 200          |

- (a) *Written Test:* For the M.A. in Social Work Programme. Students will be assessed on the basis of an English Language Test for 20 marks and analysis of caselets for 40 marks.

For M.A. in Disability Rehabilitation, the candidates are expected to write an essay in order to assess the candidate's general awareness/knowledge about current/contemporary issues.

- (b) *Group Discussion:* The GD aims at the assessment of knowledge about contemporary issues in the field and sensitivity to social issues expressed orally in English as well as in Hindi in a group situation. The time allotted is 25 minutes. There is no GD for the M.A. in Disability Rehabilitation.
- (c) *Personal Interview:* The candidate is also expected to be acquainted with the programme for which he/she has applied for, as questions may be asked on the topic during the PI. For M.A. in Disability Rehabilitation candidates, they will be assessed for knowledge and sensitivity towards persons with disability and issues related to the field.
- (d) *Academic Background:* Marks are awarded to each applicant on the basis of the overall percentage of marks secured in the Bachelor's Degree. High academic achievement is not the only criterion on which the candidate will be selected.

### 3.2.2 Eligibility for Personal Interview:

| Sl. No. | Programme   | General Candidates | SC and ST Candidates |
|---------|---|--------------------|----------------------|
| 1.      | Social Work (minimum marks in Written Test and GD put together) | 55%                | 45%                  |
| 2.      | Disability Rehabilitation (minimum marks in Written Test)       | 55%                | 45%                  |

All the candidates short-listed for the PI will be required to collect a copy of the Detailed Application Form from the Academic Section of the Institute between 8.00 a.m. and 9.00 a.m. on the day of their PI. The applicants may note that the Detailed Application Forms will be considered by the Interview Panel. They will be required to fill in the form in all respects, attach photocopies of all mark-sheets, certificates, examination appearance certificate from college, and also copies of extra-curricular activities, if any, as mentioned on pages 35–36 of this Information Brochure. Candidates are also requested to carry two passport-sized photographs with them. The duly completed form, along with the required annexures, should be submitted to the Academic Section before 9.30 a.m. on the day of their PI. No candidate will be allowed to appear for the PI without submitting the Detailed Application Form in time.

### 3.3 RESERVATIONS

*SC and ST Candidates:* As per Gol requirements, 15% and 7.5% seats are reserved for Scheduled Caste (SC) and Scheduled Tribe (ST) candidates, respectively, in all the programmes.

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

*Kashmiri Migrants:* Subject to the Gol directives.

*Other Backward Classes:* Subject to the Gol directives.

### 3.4 SCHEDULED CASTES AND SCHEDULED TRIBES CELL

The Scheduled Castes and Scheduled Tribes Cell was established at the Institute as per Gol and UGC directives with the honorary position of the Liaison Officer occupied by a senior faculty member. The Cell facilitates the overall welfare of the students, staff and faculty belonging to these communities. The Cell organises pre-admission orientation programme for candidates to help them prepare for Entrance Tests as well as post-admission orientation programme for new students at the beginning of the academic session. Further, various coaching classes are conducted on life skills, personality development, writing and presentation skills, and so on. Interactive sessions and informal meetings with students are also conducted to help them deal with personal, social and academic problems. Issues relating to Persons with Disability are also looked after by the Cell.

### 3.5 DEPUTED CANDIDATES

Officers deputed by the Central and State Governments and autonomous organisations for studying any of the Master's Degree programmes will have to give the Written Test (and Group Discussion (for the M.A. in Social Work Programme), and, if found eligible, the PI, along with other candidates. A government officer, having quarters in the Mumbai Metropolitan Region, will not be eligible for hostel accommodation, unless he/she has surrendered such accommodation and produces a certificate to that effect.

### 3.6 APPLICATION PROCEDURE

#### 3.6.1 How to Obtain the Application Form:

The prescribed Application Form and Information Brochure can be obtained:

- ◆ By sending a request letter to the Deputy Registrar of the Institute along with a Demand Draft for Rs. 750/- per programme, drawn in favour of Tata Institute of Social Sciences, Mumbai, and payable at Mumbai. It should be accompanied with an A/4 size self-addressed cloth-lined envelope. The candidates should write on the envelope, in bold capital letters, "**APPLICATION FOR ADMISSION TO THE SOCIAL WORK/ DISABILITY REHABILITATION (2008–10)**". If applying for more than one programme, only one draft for the requisite amount (Rs. 1500/- for two programmes), should accompany the request letter; or
- ◆ By downloading the Application Form from the TISS Website: [www.tiss.edu](http://www.tiss.edu). Please note that while submitting the downloaded Application Form by post or to the Academic Section by hand, it should be accompanied by a Demand Draft for the requisite amount, that is Rs.750/-, if applying for any one programme; Rs.1,500/-, if applying for both the programmes.
- ◆ From the Cash Counter at TISS, against cash payment (Cash timings: Mondays to Fridays from 10.30 a.m. to 4.30 p.m. and on Saturdays, from 10.30 a.m. to 1.00 p.m.).



**Important:**

1. A candidate can apply for both the programmes.
2. Use only ONE application form, even if applying for both the programmes.
3. **The processing fee for each programme is Rs. 750/- (For example: Rs. 750/- for any one programme, Rs. 1,500 for two programmes).**
4. If the form is downloaded from the TISS website, please attach the DD for the required amount along with the completed form to consider it.

**Notes:** (a) A candidate who has already applied for ONE programme along with a DD for requisite amount/paid requisite application processing charges in cash at the TISS Cash Counter and subsequently wishes to apply for second programme should send another DD for requisite amount or pay the requisite application processing charges at the TISS Cash Counter along with a request letter addressed to the Deputy Registrar, TISS, indicating the following:

- i) Name of the candidate.
  - ii) Application Form No. already sent to the Institute.
  - iii) Title of the programme already applied.
  - iv) Title of the additional programme for which the candidate is to be further considered.
- (b) Those who have sent a DD for a minimum amount of Rs. 750/-, and if applying for the second programme should enclose another DD for the difference amount at the time of submission of the application forms.
- (c) Those who have obtained a form on cash payment of Rs. 750/- from the TISS Cash Counter, and if applying for the second programme should pay the difference amount to the TISS Cash Counter at the time of submission of the application form and also attach the duplicate copy of the cash receipt for the difference amount.

Unemployed SC and ST candidates, whose parents'/guardian's income was Rs. One lakh or below for the financial year 2006–2007 can obtain the Application Form free of cost. They can download the form from [www.tiss.edu](http://www.tiss.edu) and submit it along with a true copy of the Caste/Tribe Certificate and the Income Certificate or they can send request letter along with a true copy of Caste/Tribe Certificate, Income Certificate and self-addressed (A/4 Size) cloth-lined envelope to the Deputy Registrar, TISS. Please note that the (a) Caste/Tribe Certificate should be issued in the name of the candidate by a revenue officer not below the rank of a Tehsildar; and (b) A copy of the Income Certificate of the candidate's parents/guardian should be issued by the employer or by any appropriate authority for the financial year 2006–2007 or a copy of annual return (Income-tax Form-16).

**3.6.2 Submission of Duly Filled in Application Form:**

- (a) Candidates who have filled in the downloaded form should write their name, address, telephone no. (along with STD code), etc., on the reverse of the Bank Draft, at the time of submitting the completed form to the Academic Section, TISS.

- (b) Candidates can send their duly filled applications through Registered Post/ Speed Post/Courier. The envelope should be addressed to the Academic Section, TISS.
- (c) Candidates can also submit their duly filled applications personally to the Academic Section, TISS, against proper receipt. The Institute will not be responsible for the applications sent/delivered to any other functionary of the Institute.
- (d) The last date for receiving the Application Forms, completed in all respects, by hand or by post, is **December 15, 2007, upto 4.30 p.m.**

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

The last date for receiving applications sent BY POST from remote areas/regions (i.e., Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti district, Pangi sub-division of Chamba district of Himachal Pradesh, the Andaman & Nicobar Islands, and Lakshadweep Islands), is **December 22, 2007**, and for International Students is **February 28, 2008**.

Candidates who are claiming the benefit of extended time should clearly indicate in their forwarding letter, along with the Application Form, the name of the particular area or region (for example, Assam, Meghalaya, Jammu & Kashmir, etc.) from where they have posted their application. In case they fail to do so, the benefit of extended time will not be granted. In the case of Application Forms received by hand or through courier services of any type, the benefit of extended time will **NOT** be granted, regardless of the place of residence of the applicant.

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

### 3.7 SCHEDULE FOR ENTRANCE TESTS

The admission process for the M.A. in Social Work programme (comprising the Written Test and GD) and M.A. in Disability Rehabilitation (comprising Written Test only), will be held on **January 27, 2008** across 17 centres all over India. Candidates eligible for PI will be called to the Mumbai Campus of TISS during **April 07 to 18, 2008**.

| <i>Region</i>   | <i>Place</i>                                      |
|-----------------|---|
| Northern Region | Bhopal, Delhi, Jaipur, Lucknow, Srinagar          |
| Eastern Region  | Guwahati, Kolkata, Patna, Port Blair              |
| Western Region  | Ahmedabad, Aurangabad, Mumbai, Nagpur             |
| Southern Region | Bangalore, Chennai, Hyderabad, Thiruvananthapuram |

The TISS reserves the right to change or cancel test centre at its discretion.

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

#### **3.8.1 Hostel:**

In comparison to the number of outstation candidates, the hostel facilities available are inadequate at the TISS Mumbai campus. Therefore, hostel accommodation may be provided to some of those candidates who do not have relatives or friends in the Mumbai Metropolitan area. Those needing accommodation should write to the In-charge (Hostels). Allotment will be on a first-come first-serve basis. During the period of PI, the charges for lodging will be Rs. 100/- per day, which should be paid to the hostel staff immediately on arrival. Candidates must vacate the rooms immediately after the PI is over. **We regret that we cannot provide accommodation to the person(s) accompanying the candidate.**

#### **3.8.2 Dining Hall:**

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

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

- i) *Reimbursement of Travelling Allowance (TA), etc.:* If the SC and ST candidates, appearing for the Written Tests of any of the Institute's Master's Degree programmes for the first time, are unemployed, and their parent's/guardian's income was Rs. One lakh only or below, during the financial year 2006–2007 and submitted a certificate to this effect, they will be provided to and fro travel expenses (Second Class Railway or State Transport Bus fare) immediately after the Written Test is over at every centre. The reimbursement of the travel expenses will be subject to their submission of the tickets. It will be the responsibility of the SC and ST candidates to fill in the TA form provided along with the call letter for the Written Test before they appear for it and collect the money as soon as the test gets over.
- ii) *Reporting at the Institute for PI:* SC and ST candidates, who are eligible for such facilities, should report at the Institute only after receiving the call letter for PI. They will be provided free hostel accommodation, meals, and reimbursement of to and fro travel expenses (Second Class Railway or State Transport Bus fare). Those staying in the hostel will be required to vacate rooms immediately after the PI is over.
- iii) SC and ST candidates, who have already availed of such facilities, but were not selected in a previous attempt and who have been called for the test again will not be reimbursed their travel expenses. If such candidates are called for PI at the Institute, and if they desire to stay in the hostel, they should deposit on arrival Rs. 100/- per day as lodging charges. The boarding, lodging and travelling expenses incurred by them during the Written Test and the GD (at the Test Centre), and PI (at the Institute) will be reimbursed only if they are selected.

- iv) SC and ST candidates, who have received financial assistance to enrol for a Master's Degree programme of the Institute in one field, will not be eligible for similar facilities, if they apply for another Master's Degree programme of the Institute.
- v) SC and ST candidates who, after passing one stage of education, are studying in the same stage of education in a different subject, e.g., B.Sc. after B.A. or B.Com. after B.A. or M.A. in one subject after M.A. in another subject will not be eligible for the Gol Post-Matric Scholarship.
- vi) SC and ST candidates can avail Post-Matric Scholarship for completing upto two professional courses.

### 3.9 AFTER SELECTION FORMALITIES

#### ANNOUNCEMENT OF SELECTION

List of candidates selected will be displayed on the Institute's notice board and the TISS website on April 24, 2008

**COMMENCEMENT OF ACADEMIC SESSION: June 23, 2008**

#### (a) Acceptance Letter:

- ◆ The selected candidates for the Master's Degree programmes should obtain, sign and return the acceptance letter on or before **May 15, 2008**, if admission is accepted by paying the Semester I fees and deposits (except hostel) as shown on page 20 of the Information Brochure.

#### (b) Verification of Original Documents:

- ◆ The verification of original documents will be carried out from April 28 to May 02, 2008 and from May 12 to 15, 2008, from 10.30 a.m. to 1.00 p.m. and from 2.30 p.m. to 4.30 p.m.

The selected candidates must produce the following documents, wherever applicable, for verification in original, at the time of admission/PI. If a candidate has submitted his/her original documents like degree, mark-sheet, etc., to a College/University for re-evaluation or for any other purpose, he/she is required to produce a letter from the college/university authority addressed to the Registrar of the TISS clearly indicating that the candidate's original documents, as stated above, have been retained by the college/university for a specific purpose.

- i) Secondary School Certificate Mark-sheet (X/XI);
- ii) Higher Secondary Certificate Mark-sheet (XII);
- iii) First Year/I and II Semester Bachelor's Degree Mark-sheet;
- iv) Second Year/III and IV Semester Bachelor's Degree Mark-sheet;
- v) Third Year/IV and VI Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 3 years duration);

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

**Important:**

If any of the above documents in original are not produced for verification, or if the copies of the document attached to the Detailed Application Form do not tally with the original documents, provisional selection will be cancelled immediately.

Admission will be subject to the fulfilment of the eligibility requirements as confirmed through the verification of original certificates and mark-sheets, etc.

Original documents for verification will not be accepted by post or courier service. They have to be presented by the candidate or by his/her authorised nominee.

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

**(c) Facilities for SC and ST Students who are Eligible for the Post-Matric Scholarship of the Gol:**

- i) *Reimbursement of Travelling Allowance (TA)*: Travel expenses from the place of residence to Mumbai for joining the programme will be met by the

Institute on production of tickets. Reimbursement will be made after joining the programme.

- ii) Exemption from Payment of Tuition and Other Fees, including Deposits: SC and ST students will be exempted from paying the tuition fees and other fees, including all deposits. They are also exempted from payment of Dining Hall and Hostel charges during their study at the Institute. However, selected candidates (other than Maharashtra) are required to bring with them two Post-Matric Scholarship forms (fresh). They should also obtain their parents'/guardian's signature on the form, wherever required.

**Notes:** • SC and ST students in employment, whose pay are protected during the period of their study will not be eligible for the GoI Post-Matric Scholarship. They will, therefore, be required to pay all the fees, deposits and other charges like general students.

- All SC and ST students are required to pay the annual premium of Group Mediclaim Policy at the time of admission.

**(d) Government of Maharashtra Freeship:**

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

**(e) Payment of Fees:**

Candidates are required to submit a Demand Draft of the requisite amount towards Semester I fees and deposits at the time of verification of the original documents. Otherwise, the admission will be treated as automatically cancelled. The Demand Draft should be drawn in favour of the **Tata Institute of Social Sciences, Mumbai**, payable at Mumbai. The Bank timings are: 9.00 a.m. to 2.00 p.m. (Mondays to Fridays) and 9.00 a.m. to 12.00 noon (Saturdays). The Bank is closed on Sundays and Public Holidays.

**(f) Joining the Programme:**

Those who have accepted admission by paying the Semester I fees and deposits by May 15, 2008, are expected to join the programme on **June 23, 2008**. Admission of those who have paid the fees and deposits by May 15, 2008, but fail to join on June 23, 2008, will be automatically cancelled.

**(g) Refund of Fees:**

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

**(h) Hostel Accommodation:**

Separate hostels are available for men and women. However, the number of available hostel seats is inadequate. Therefore, it is not possible for the Institute to provide hostel accommodation to all the outstation candidates selected for the Master's Degree Programmes of the Institute. Outstation candidates, who have no relatives in Mumbai, and require hostel accommodation, should check hostel allotment status from the Website of the Institute. The Institute reserves the right to decide admission to its hostels and can refuse admission to the hostel without assigning any reason. Please note that candidates cannot claim hostel accommodation, merely because they have submitted the hostel form or obtained admission or paid fees in full.

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

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

All candidates should undergo medical check-up from April 29 to May 02, 2008, and May 12 to 16, 2008. All International Students and Indian nationals returning from abroad should give an undertaking to undergo an HIV test, as per the Gol regulations.

**(j) Migration Certificates:**

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

**(k) Identity Card and Group Mediclaim Insurance:**

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

**(l) Provisional Admission:**

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

## 4

## Fees, Deposits and Other Charges (for Academic Year 2008–2009)

### 4.1 FEES AND DEPOSITS (Figures in Rupees)

| <i>Items</i>        | <i>SW</i>     | <i>DR</i>     |
|---------------------|---------------|---------------|
| <b>SEMESTER I</b>   |               |               |
| Tuition             | 10,000        | 10,000        |
| Exam                | 300           | 300           |
| Dev. Fund           | 2,500         | 2,500         |
| Other Charges       | 3,044         | 3,044         |
| Compulsory Deposits | 4,500         | 4,500         |
| <b>Total</b>        | <b>20,344</b> | <b>20,344</b> |
| <b>SEMESTER II</b>  |               |               |
| Tuition             | 10,000        | 10,000        |
| Exam                | 300           | 300           |
| Development Fund    | 2,500         | 2,500         |
| Other Charges       | 100           | 100           |
| <b>Total</b>        | <b>12,900</b> | <b>12,900</b> |

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

### 4.2 HOSTEL AND DINING HALL FEES (Figures in Rupees)

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

### 4.3 OTHER EXPENSES (Figures in Rupees)

|                                      | <i>SW</i> | <i>DR</i> |
|--------------------------------------|-----------|-----------|
| Rural Practicum/Study Tour           | 2,500     | 2,500     |
| Research Expenses                    | 2,500     | 2,500     |
| Block Field Work Expenses (2nd year) | 3,000     | -         |



#### 4.4 TOTAL ESTIMATED EXPENDITURE (EXCLUDING RESEARCH EXPENSES) (Figures in Rupees)

| <i>Programme</i>          | <i>1st Year</i>  |                      | <i>2nd Year</i>  |                      |
|---------------------------|------------------|----------------------|------------------|----------------------|
|                           | <i>Hostelite</i> | <i>Non-Hostelite</i> | <i>Hostelite</i> | <i>Non-Hostelite</i> |
| Social Work               | 55,644           | 33,244               | 46,744           | 28,744               |
| Disability Rehabilitation | 55,644           | 33,244               | 46,744           | 28,744               |

#### 4.5 FINANCIAL ASSISTANCE

A few Scholarships on the basis of Merit, and 'Merit-cum-Need basis are available. Financial assistance may also be available from the Students' Welfare Fund of the Institute.

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## 5

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### International Students

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#### 5.1 INTRODUCTION

Admission of International Students to all the Master's Degree programmes offered by the TISS will be done through the International Students' Office (ISO) of TISS. Students will be admitted in the beginning of the degree programme. In addition, students can be admitted at any time during the year to customised short-term courses. All foreign nationals (holding citizenship other than Indian or in addition to that of Indian) are eligible to apply as International Students.

#### 5.2 ELIGIBILITY

The qualifications required for eligibility for admission to different courses can be checked in detail from the Information Brochure. Only those students who have qualified from foreign Universities or Boards of Higher Education, recognised as equivalent by the Association of Indian Universities (AIU) are eligible for admission. When required, a reference will be made to the AIU to check the equivalence. The student should submit the documents mentioned in the eligibility form in order to check equivalence through the AIU, along with the applications.

For all Master's degree programmes at TISS, International Students from non-English speaking countries or those who have not completed their degree course in the English medium should submit the TOEFL scores. Students from developed countries should submit the GMAT scores for M.A. in HRM&LR. For all other Master's Degree programmes, GRE scores are necessary. Institute code for all these examinations will soon be put up on the Institute website.

#### 5.3 TRANSFERS AND CHANGE OF COURSE

An International Student who has been granted admission to a particular course shall not be allowed to change the course. In exceptional cases, the ISO may permit this, based on eligibility rules and permission of the Competent Authority of the Institution.

#### 5.4 GOVERNMENT OF INDIA SCHOLARS

International students who are awarded scholarships by the Indian Council for Cultural Relations (ICCR), New Delhi, will get preference, while granting admission and for hostel accommodation. Sponsored candidates from different foreign governments for training and studies will also be given preference for the same.

## 5.5 PROCEDURE FOR ADMISSION

### Stage 1: Preliminary Procedure (Upto February 28, 2008):

1. Apply for admission in the prescribed Application Form, downloadable from the Institute Website along with a demand draft for Rs. 5,000/- towards application processing charges, per programme (non-refundable).
2. Fill and submit the eligibility form, along with copies of certificates listed in the eligibility form and the required fees. This should be done well in advance so that the student is able to obtain the Visa and AIU equivalence before the due date of admission.
  - (a) Degree certificate along with transcript from his/her university as proof of eligibility.
  - (b) Write a note on motivation for applying to the programme (upto 500 words).
  - (c) Give two references, one of whom should be his/her teacher at the undergraduate level. The referees should provide information regarding the candidate's academic interest and calibre, character and suitability for the programme in a sealed envelope. These two references should accompany the application.

### Stage 2: April 7–28, 2008:

Once the Institute ascertains the eligibility of the candidate to apply for the programme, the following steps are initiated:

1. Write an essay upto 1500–2000 words in the English language on a topic intimated through e-mail and submit the same through e-mail as well. Intimation on the essay topic will be given on April 7, 2008, and the completed essay must be submitted by April 10, 2008.
2. Candidates will go through a telephone interview on a designated day between April 21 and 25, 2008.
3. List of selected candidates will be announced on April 28, 2008.

### Stage 3: Obtain Student Visa, Pay Fees:

1. A provisional admission letter will be sent to the candidate to secure a student visa to India.
2. The student visa is a compulsory Gol requirement for admission to the Institute. The visa should indicate: (i) the name of the Institute, (ii) title of the programme, and (iii) the period of study at the Institute.

### Stage 4: Report to the Institute by June 16, 2008:

1. Undergo the medical examination and get the medical fitness certificate. As per Gol rules, all International Students entering India on a Student Visa have to be tested for

HIV and will not be given admission if found to be positive (UGC Guidelines as on 29th August, 2007). All International Students will be required to pay medical fees of US \$60.

2. The candidate should produce original documents at the time of verification of documents. Once verification is over, the original documents will be returned to the candidates immediately.
3. Admission of International Students will be confirmed only after verification of original certificates, medical fitness test and payment of required fees.
4. All International Students should register their names with the police in the Foreigner Regional Registration Office (FRRO) of the local Police, within 2 weeks of arrival in India.

## 5.6 FEE STRUCTURE FOR INTERNATIONAL STUDENTS

The fee structure for International Students from higher income countries is as below (Figures in US \$):

| <i>Items</i>                      | <i>SW</i>    | <i>DR</i>    |
|-----------------------------------|--------------|--------------|
| <b>SEMESTER I</b>                 |              |              |
| Tuition                           | 2,000        | 2,000        |
| Development Fund                  | 300          | 300          |
| Library Fees                      | 100          | 100          |
| Fieldwork/Internship/Lab Expenses | 400          | 400          |
| Hostel Room and Electricity       | 190          | 190          |
| Entrance Fee                      | 500          | 500          |
| Medical Test Fee                  | 60           | 60           |
| Refundable Deposits               | 470          | 470          |
| <b>Total</b>                      | <b>4,020</b> | <b>4,020</b> |
| <b>SEMESTER II</b>                |              |              |
| Tuition                           | 2,000        | 2,000        |
| Development Fund                  | 300          | 300          |
| Library Fees                      | 100          | 100          |
| Fieldwork/Internship/Lab Expenses | 400          | 400          |
| Hostel Room and Electricity       | 190          | 190          |
| <b>Total</b>                      | <b>2,990</b> | <b>2,990</b> |

- Notes:**
1. For Students from SAARC and other low income countries (as per the World Bank list), the charges will be 10% more than the Indian Students (To be calculated on the total fee). In addition, they have to pay US \$500 as entrance fee and US \$60/- as medical fee at the time of admission.
  2. Refundable deposits include deposits for Hostel, Dining Hall, Library and Electricity.
  3. The fees are liable to revision and students will have to pay the revised fees, when applicable.

### **5.7 DISCIPLINE**

International Students will abide by all rules of the Institute and the code of conduct as applicable to Indian students doing the same programme.

### **5.8 EXAMINATION AND AWARD OF DEGREES AND DIPLOMAS**

The procedure for examination, payment of examination fees, issue of grad cards, issue of passing certificates and award of degrees will be same as for the Indian students doing same course.

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## 6

### Students' Support Services

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The TISS strives to provide an excellent environment for learning and peaceful and enjoyable co-existence of students drawn from all states, Union Territories and regions of the country. The Institute is truly a multi-cultural community that strives to safeguard the rights and dignity of all members irrespective of gender, caste, religion, regional or linguistic background, or sexual orientation. The TISS has a zero-tolerance policy with respect to those discriminating or violating rights and dignity of individuals on the basis of the above.

#### 6.1 STUDENTS' AFFAIRS OFFICE

The Students' Affairs Office deals with accommodation within and outside the campus and manages student services such as Students' Union; health insurance; yoga, aerobics and gymming, as well as promoting cultural activities; and other support services. The Dean (Students' Affairs), is supported by a Section Officer and secretarial staff.

#### 6.2 STUDENTS' UNION

The Institute has a healthy tradition of electing a Students' Union by secret ballot. Returning Officers are appointed to oversee the process. Office bearers of the Union have been responsible students who have contributed to student life through their leadership. TISS students, guided by the Union have been in the forefront of assisting/working with people in difficult situations due to natural and human created disasters in the country, and in our neighbourhood. Last year, they were involved in a campaign for spreading information on the Right to Information Act and gave their wholehearted participation in organising a highly successful and fondly remembered Alumni Meet.

#### 6.3 ACCOMMODATION/HOSTELS

Admission to the hostels is restricted to full-time, bonafide, Master's Degree students. Deputed candidates, holding government accommodation in Mumbai (general category or SC or ST), will not be allotted hostel accommodation. Due to limited hostel seats, accommodation is not available for students who ordinarily reside in the Mumbai Metropolitan Region.

#### 6.4 DINING HALL

The Dining Hall serves both vegetarian and non-vegetarian meals. It is managed by a Committee with student representatives as members and with a member of the Faculty as its Chairperson. It is open for all the Master's Degree students, M.Phil. and Ph.D. scholars, Institute staff, and faculty participants of all the short-term courses and seminars held at the Institute.

Students also have a canteen facility within the campus. In keeping with the overall ethos of the Institute, management of the canteen has been given to an NGO devoted to women's empowerment. The canteen is run by a self-help group of woman rag-pickers.

### **6.5 HEALTH CARE**

Two Medical Officers visit the Institute — one every Monday, Wednesday and Friday from 4.00 p.m. to 5.00 p.m. and the other every Tuesday, Thursday and Saturday from 4.30 p.m. to 5.30 p.m. The medical officers provide consultations and referrals, as and when required.

### **6.6 HEALTH INSURANCE**

The Institute has a Medclaim Personal Accident Insurance Policy for students, the details of which are hosted on [www.tiss.edu/insurance](http://www.tiss.edu/insurance). The premium for the same is to be paid at the time of admission. It is compulsory for all students to become members of the collective health insurance scheme

### **6.7 COUNSELLING SERVICES**

Regular classes and assignments with concurrent or block fieldwork every semester, with end semester internships and research work, and attendance in workshops, special roundtables and meetings to aid learning, TISS programmes are challenging and highly demanding on efforts and time.

In order to support students to better cope and enjoy learning, professional counselling services are available from Monday to Saturday for 3 hours, every day. The counsellors help the students in their day-to-day concerns and also enhance their overall well-being. A senior faculty member from TISS coordinates the Medical and Counselling services.

The counsellors communicate through e-mails, web postings, and also maintain a notice board where posters, charts and information pertaining to various issues are exhibited. The students and the counsellors communicate through e-mails and cell phones for appointments or asking for support.

### **6.8 SPORTS AND RECREATION**

The M.K. Tata Memorial Gymkhana and Recreation Centre includes facilities such as gym, yoga, table tennis, carom, badminton. An aerobics programme has also been introduced to encourage physical fitness activities amongst students.

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

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

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## Location, Access and Communication

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

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

**Locations****Bus Routes**

From Dadar Station : 92, 93, 504, 506, 521 (all Ltd.)

From Chhatrapati Shivaji Terminus : 6

From Bandra Station : 352, 358, 505 (all Ltd.) and 371

From Kurla Station : 362 and 501 Ltd.

**Taxi Fares (Approximate)**

Dadar to TISS : Rs. 140/-

CST to TISS : Rs. 220/-

Bombay Central to TISS : Rs. 175/-

Bandra to TISS : Rs. 100/-

Kurla to TISS : Rs. 60/-

**Postal Address** : V.N. Purav Marg, Deonar, Mumbai - 400 088

**Telephone Nos.** : 91-22-2556 3289-96, Extn. 258, 259 and 261  
91-22-2556 1548, 91-22-2550 7486 (Direct)

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

**Fax:** 91-22-2556 2912

**E-mail:** [pgadmissions@tiss.ed](mailto:pgadmissions@tiss.ed)

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

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



**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