

# 2008-2010

Information Brochure

# MASTER'S DEGREE

## PROGRAMMES



**TATA INSTITUTE OF SOCIAL SCIENCES**

Information Brochure for  
**MASTER'S DEGREE PROGRAMMES**  
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>	November 21, 2007
II	<b>Last Date for Issue of Forms in Person</b>	November 26, 2007
III	<b>Last Date for Receipt of Completed Forms at the Institute by Post and in Person</b>	November 26, 2007
IV	<b>Last Date for Receipt of Completed Forms at the Institute from Remote Areas/Regions</b>	November 30, 2007
V	<b>Written Test at 17 different Centres</b>	January 20, 2008
VI	<b>Announcement of eligible candidates for Group Discussion and Personal Interview for all programmes</b>	February 14, 2008
VII	<p>(a) <b>Personal Interviews for</b></p> <ul style="list-style-type: none"> <li>• M.A. in Education (Elementary) at Bangalore, Delhi, Kolkata, and Mumbai</li> </ul> <p>(b) <b>Personal Interviews (at TISS) for</b></p> <ul style="list-style-type: none"> <li>• M.A./M.Sc. in Disaster Management</li> <li>• M.A. in Globalisation and Labour</li> <li>• M.A. in Media and Cultural Studies</li> <li>• Master of Health Administration</li> <li>• Master of Hospital Administration</li> </ul> <p>(c) <b>Group Discussion and Personal Interviews (at TISS) for</b></p> <ul style="list-style-type: none"> <li>• M.A. in Development Studies</li> <li>• M.A. in Human Resources Management &amp; Labour Relations</li> <li>• M.A. in Social Entrepreneurship</li> </ul>	<p>March 07–17, 2008</p> <p>April 07–18, 2008</p> <p>April 07–18, 2008</p>
VIII	<b>Announcement of Selection</b> M.A. in Education (Elementary) All Other Programmes	<p>March 26, 2008</p> <p>April 24, 2008</p>
IX	<b>Commencement of the Academic Session, 2008–2009</b> M.A. in Education (Elementary) All Other Programmes	<p>May 12, 2008</p> <p>June 23, 2008</p>
<b>For International Students</b>		
I	Last Date of Receipt of Completed Application Forms	February 28, 2008
II	Written Test	April 7–10, 2008
III	Telephone Interview (at the place of residence of the candidate)	April 21–25, 2008
IV	Announcement of Selection	April 28, 2008

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

### 1.5 TISS COMMUNITY

The Institute is home to over 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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## Master's Degree Programmes 2008-2010: 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</i>
Development Studies	30
Disaster Management	25
Education (Elementary)	25
Globalisation and Labour	20
Health Administration	24
Hospital Administration	30
Human Resources Management and Labour Relations	60
Media and Cultural Studies	15
Social Entrepreneurship	20

- Note:** (i) Reservation for SC, ST and PWD Candidates will be as per GoI directives.  
(ii) Reservation for OBC Candidates and Kashmiri Migrants will also be as per GoI directives.

### 2.2 FOUNDATION COURSES

All students of 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.

**Information on each of the Master's Degree programmes are presented according to the School or Centre offering the programme.**

## SCHOOL OF HEALTH SYSTEMS STUDIES

### 2.3 MASTER OF HEALTH ADMINISTRATION

The Master of Health Administration programme aims to develop a cadre of professional managers in the health sector. The M.H.A. (Health) Degree is awarded after completing requirements of all 4 semesters, which may be done over a maximum period of 5 years from the date of registration, failing which the student will be disqualified from receiving the Master's Degree. Each semester involves taught courses, an internship and a research project.

The Master of Health Administration programme prepares students to take on managerial positions in the national health programmes, the NGO sector and community-based health programmes by building capacities in planning, implementing,

monitoring and evaluating those programmes. It also orients the students to macro issues relevant to health policy and programming in the country.

Students of this programme are offered managerial positions in national and international health care organisations and projects. Their job description includes designing, planning, implementing, monitoring and evaluation of health care programmes and projects, especially in the community. In the past, students have been employed by key national organisations like the National AIDS Control Organisation, State Health Systems Resource Centres of the Ministry of Health and major voluntary organisations such as CARE-India, Catholic Relief Service, and Aga Khan Health Services, India. Some are also absorbed in UN organisations such as UNFPA, and international health projects supported by organisations like the World Bank, WHO and DFID. In recent years, they are also finding positions in the IT and the health insurance sectors.

### Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Courses	32
	Internship	12
Second	Courses	22
	Internship	12
	Research Project or Additional Internship	06
<b>Total</b>		<b>84</b>

### Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
<b>I</b>	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 5	Social Science Perspectives on Health (Part I: Units I, II and III)	2
	BC 1	Principles of Health Services Management	2
	BC 2	Research Methodology I	2
	HE 1	Community Health	2
	HE 2	Management of National Health Programmes	2
	1st Internship		6
<b>II</b>	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	FC 5	Social Science Perspectives on Health (Part II: Units IV and V)	2
	BC 3	Research Methodology II	2
	BC 4	Organisational Behaviour	2
	BC 5	Human Resource Management and Labour Legislation	2
	BC 6	Financial Accounting	2
	BC 7	Epidemiology and Biostatistics	2
	HE 3	Health Planning	2
	2nd Internship		6

III	BC 8	Health Policy and Administration	2
	BC 9	Operations Research	2
	BC 10	Comparative Health System	2
	BC 11	Strategic Management in Health Care Settings	2
	BC 12	Materials Management	2
	BC 13	Legislation for Health and Hospital	2
	HE 4	Health Management Information Systems	2
	HE 5	Health Education and Communication	2
	3rd Internship		6
IV	HE 6	Gender, Health and Rights	2
	HE 7	Urban Health	2
	HE 8	Financing of Health Services	2
	Dissertation		6
	4th Internship		6

## 2.4 MASTER OF HOSPITAL ADMINISTRATION

The Master of Hospital Administration programme aims to develop a cadre of professional managers in hospital sector. The M.H.A. (Hospital) Degree is awarded after completing requirements of all 4 semesters, which may be done over a maximum period of 5 years from the date of registration, failing which the student will be disqualified from receiving the Master's Degree. Each semester involves taught courses, and an internship and/or a research project.

The Master of Hospital Administration programme prepares students for leadership roles in the hospital sector through training in planning, operational and project management of hospitals including orientation in the managerial aspects of clinical, various specialities, and support services departments. The programme also imparts training in managing financial, material and human resources as well as planning and managing information systems in hospital settings.

Students of the Master of Hospital Administration programme find jobs to manage a variety of specialised services in hospitals—both in the private and government sectors. Their job description includes managing various departments of large hospitals as well as planning and designing new services and new hospitals. In the past, students have found employment in leading corporate- and trust-run hospitals all over the country. Of late, there are also job opportunities arising in hospital consultancy firms, in the IT industry, and the health insurance sector.

### Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Courses	32
	Internship	12
Second	Courses	22
	Internship	12
	Research Project or Additional Internship	06
<b>Total</b>		<b>84</b>

## Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>	
<b>I</b>	FC 1	Understanding Society	2	
	FC 2	Introduction to Basic Economics	2	
	FC 5	Social Science Perspectives on Health (Part I: Units I, II and III)	2	
	BC 1	Principles of Health Services Management	2	
	BC 2	Research Methodology I	2	
	HO 1	Organisation and Administration of Supportive Services	2	
	HO 2	Organisation and Administration of Clinical and Super Specialty Services	2	
	1st Internship			6
<b>II</b>	FC 3	Development Experience, Social Conflict and Change	2	
	FC 4	Human Development, Identity, Culture and Media	2	
	FC 5	Social Science Perspectives on Health (Part II: Units IV and V)	2	
	BC 3	Research Methodology II	2	
	BC 4	Organisational Behaviour	2	
	BC 5	Human Resource Management and Labour Legislation	2	
	BC 6	Financial Accounting	2	
	BC 7	Epidemiology and Biostatistics	2	
	HO 3	Hospital Planning	2	
	2nd Internship			6
<b>III</b>	BC 8	Health Policy and Administration	2	
	BC 9	Operations Research	2	
	BC 10	Comparative Health System	2	
	BC 11	Strategic Management in Health Care Settings	2	
	BC 12	Materials Management	2	
	BC 13	Legislation for Health and Hospital	2	
	HO 4	Management Accounting	2	
	HO 5	Marketing Management	2	
	3rd Internship			6
<b>IV</b>	HO 6	Systems Development and Information Resource Management in Hospitals	2	
	HO 7	Quality Management	2	
	HO 8	Financial Management	2	
	Dissertation/Optional Internship			6
	4th Internship			6

## SCHOOL OF MANAGEMENT AND LABOUR STUDIES

### 2.5 M.A. IN GLOBALISATION AND LABOUR

The onslaught of globalisation and liberalisation has been causing major changes in the lives of the people in developing countries in general and the working class in particular. This has happened particularly during a short span of just 2 decades. It is during this

period that the world has witnessed an intensification of the globalisation process and liberal policies. Moves to counter these forces are present but at times weak and mostly divided. The ILO has stated specifically that there should be measures that make globalisation more inclusive of the marginalised. There is a need to introduce this debate at a level that is higher than mere rhetoric and sloganeering. It is necessary to equip people engaged in mass-based organisations such as trade unions, cooperatives and other membership-based organisations with adequate knowledge at the theoretical, conceptual and empirical levels so that they can interrogate these processes and take stands that are realistic.

The M.A. in Globalisation and Labour programme attempts to undertake this task. The initial interest in starting such a course came from the ILO. It has founded the Global Labour University (GLU), which collaborates with universities in different countries to run courses at the post-graduate levels for training trade unionists and other activists of membership-based organisations. The GLU has initiated a programme with the University of Kassel and Berlin School of Economics in Germany; the University of Witwatersrand, South Africa; and University of Campinas, Brazil. The TISS is a part of this international collaborative effort. **Preference will be given to candidates from trade unions and membership-based organisations.**

The pedagogy for this programme is through classroom teaching, tutorials, student seminars, project work, and field visits. The role of visiting faculty, mainly from trade unions and labour research organisations from different countries, will be a vital input. Classroom teaching will comprise 50% of the credit hours. Students will be encouraged to make presentations on the different topics covered, based on field visits and their own experiences.

Classroom teaching of the programme will be completed in the first year, where a total of 12 courses, comprising 44 credits, will be taught. Grading will be based on written examinations, assignments and presentations. In the second year, all students will undergo an internship (of 16 credits) for 6 months with a trade union or a membership-based organisation. They will report back periodically to the faculty. Each student will also have to write a dissertation of 16 credits under the supervision of a faculty member. All students return to the campus in February to complete, submit and defend the dissertation.

### Distribution of Credit Hours

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Foundation Course	08
	Courses	44
Second	Dissertation	16
	Internship	16
<b>Total</b>		<b>84</b>

## Semester-Wise Listing of Courses

Semester	Course Title	Credits	
<b>I</b>	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	GL 1	Foundation Course (for Globalisation and Labour)	4
	GL 3	International Labour Standards, Decent Work, Social Dialogue	4
	GL 4	One World Seminar	2
	GL 11	Research Methodology	4
	<i>Optional Courses (Any one)</i>		
	GL 6	Multi-National Corporations and the State	4
	GL 13	WTO, World Bank and International Monetary Fund	4
<b>II</b>	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture, and Media	2
	GL 2	Labour Markets in Developing Countries	4
	GL 4	One World Seminar	2
	GL 7	Industrial Relations and Trade Union Strategies in a Global Economy	4
	GL 8	Globalisation and Informal Sector	4
	GL 9	Organising Labour in Informal Sector	4
	GL 10	Social Security and the State	4
	<i>Optional Courses (Any one)</i>		
	GL 5	Effects of Globalisation and Labour: Country Studies	4
<b>III and IV</b>	GL 12	Leadership Development	4
		Internship	14
		Dissertation	14
	Presentation of Internship Report and Defence of Dissertation		4

## 2.6 M.A. IN HUMAN RESOURCES MANAGEMENT & LABOUR RELATIONS

The M.A. in Human Resources Management and Labour Relations (formerly known as M.A. in Personnel Management and Industrial Relations) programme is designed to develop students into professionally competent and socially sensitive management graduates, fully equipped to take on the challenges of the corporate world. The programme presents an outstanding prospect to explore the critical areas of contemporary human resources management, in concert with a comprehensive knowledge and understanding of the key functions of management and business.

The broad objectives of this M.A. programme are to sensitise students to the social, political, economic, and ecological environments of society; to enable students to become effective business leaders and decision-makers and contribute to organisational effectiveness; to facilitate the use of systems thinking among the students to evolve possibilities, while addressing various personal and organisational challenges; to develop a global perspective among students to respond to global challenges; and to impart values of intellectual honesty, justice and fairness.

The programme places importance on both theoretical and hands-on learning. While classroom learning through participation in the forms of discussions and case studies, presentations, simulation games, assignments, etc., emphasises conceptual clarity, practical inputs are provided through the rigorous field work system, which complements the classroom inputs by throwing light on the practical dimension of the profession. The insights that emerge out of such an experience make students conceptually strong and successful in the practice of the profession. All these, coupled with the focused attention that students get owing to the small size of the batch, makes personal learning highly effective. Field work is a continuous process, which seeks to facilitate students' exposure to varied industry sectors. Besides, students undertake internships with organisations for a period ranging from 6–8 weeks, which is seen as an opportunity for the student to learn significantly from, and contribute meaningfully to organisations.

In brief, the M.A. in Human Resources Management and Labour Relations (HRM&LR) programme, which benefits from over 4 decades of teaching and research in the same area, is a challenging teaching–learning experience that blends cutting edge theory with innovative practice to develop business leaders for the global industry.

The TISS HRM & LR post-graduates are amongst the most sought after in the global industry today. They occupy positions of leadership across a wide spectrum of industries and sectors including, IT/ITeS, banking and finance, telecom, manufacturing, public sector, pharmaceutical, retail and management consultancy.

#### Distribution of Credit Hours\*

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Courses	32
	Field Work/ Field-Based Project	12
Second	Courses	28
	Field Work/ Field-Based Project	12
	Research Project	04
<b>Total</b>		<b>88</b>

*\*Under Revision*

#### Semester-wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
<b>I</b>	FC 1	Understanding Society and Social Structure	2
	FC 2	Introduction to Basic Economics	2
	FC 5	Economic, Sociological and Psychological Foundations of Management	3
	HR 1	Management of Human Resources: Conceptual and Strategic Perspectives	2
	HR 2	Employment Relations and Trade Unionism	2
	HR 3	Organisational Theory & Design	2
	HR 4*	Principles of Jurisprudence	2
	HR 5*	Business Environment	2

Semester	Course Title	Credits		
II	FC 3	India's Development Experience	2	
	FC 4	Human Development, Identity, Media and Culture	2	
	HR 6	Employment Law – I	2	
	HR 7	Behaviour at Work	2	
	HR 8	Labour Economics : Theory & Practice	2	
	HR 9	Performance Management	2	
	HR 10	Learning and Development	2	
	HR 11	Reward Management	2	
	HR 12*	Employee Wellness, Decent Work, and SHE	2	
	HR13*	Business Communication and Presentation Skills	1	
III	HR 14	Social Research and Case Analysis	2	
	HR 15	Financial and Management Accounting	2	
	HR 16	Business Statistics and Quantitative Techniques	2	
	HR 17	Human Resources Information System	2	
	<b>ELECTIVE I – COMPENSATION AND BENEFITS</b>			
	CB 1	Foundations of Compensation	2	
	CB 2	Performance and Pay	2	
	CB 3	Employee Benefits and Perquisites	2	
	CB 4	Tax Laws and Compensation and Benefits	2	
	<b>ELECTIVE II – TRAINING AND DEVELOPMENT</b>			
	TD 1	Fundamentals of Learning in Organisation	2	
	TD 2	Training Process and Delivery	2	
	TD 3	Training Evaluation and Effectiveness Measurement	2	
	TD 4	Learning Beyond the Classroom: Experiential Learning	2	
	<b>ELECTIVE III – EMPLOYEE RELATIONS</b>			
	ER 1	Contemporary Labour Relations	2	
	ER 2	Negotiation Skills and Collective Bargaining	2	
	ER 3	Conflict Management	2	
	ER 4	Labour Relations Administration	2	
	<b>ELECTIVE IV – GENERIC</b>			
	Drawn from other 3 electives		8	
	IV	HR 18	Marketing , Sales Management and Business Development	2
		HR 19	Organisation Development and Change Management	2
HR 20		Production and Operations Management	2	
HR 21*		Employment Law – II	2	
HR 22*		Corporate Governance and Social Responsibility	2	
HR 23*		Business Strategy and Strategic Human Resources Management	2	
HR 24*		Human Resources Management in International Settings	2	
HR 25*		Managing Gender and Diversity in Organisations	2	
		Research Project	4	

\* *Optional Courses*

- Notes:**
1. Summer project is a compulsory and non-credit part of the programme.
  2. Specialised contemporary thematic areas as indicated below are to be delivered either in the form of classroom teaching or weekend workshops (compulsory and non-credit): Mergers and Acquisitions, Employee Branding, Industry Analysis, Managing Redundancies, Career Development, Management Control Systems, Establishing Standards of HR Metrics, HR Issues in Retail, Financial and Service Sector, Key Operational and HR Challenges in BPO, and Leadership and Managerial Effectiveness.

## 2.7 M.A. IN SOCIAL ENTREPRENEURSHIP

The field of Social Entrepreneurship, which has grown very rapidly in recent years, leverages business management and entrepreneurial skills to pursue the multiple bottom-line of the social enterprise by keeping stakeholder value intact rather than only that of shareholder value. The Centre for Social Entrepreneurship with the School of Management and Labour Studies came into existence after careful thought about the emerging needs of wider society to develop change leaders to create enterprises with a social purpose, and thus generate wealth to enhance livelihood and sustainable development. This programme is about promoting inclusive groups.

The two-year, full-time, M.A. in Social Entrepreneurship programme aims at training and developing change leaders for wealth generation with social progress in social sectors/non-profit markets. These qualified professionals are expected to emerge as social entrepreneurs themselves in collaboration with the state, market and civil society institutions. The course curriculum blends cutting-edge theory with innovative field-based learnings to develop appropriate, effective, efficient, economically sustainable and politically viable entrepreneurial activities.

The programme will cover an overview of the business, finance, economics, society, ethics, innovation, entrepreneurship, profit making and non-profit making organisations and their structures, decision-making and management, leadership development, linkages with stakeholders, and development of business plans for the non-profit sectors. A distinctive feature of the course curriculum is its inductive pedagogy blending classroom teaching and experiential learning through block fieldwork, assignments in finding innovative solutions to social problems individually and through group exercises, in-depth examination of the strengths and weaknesses of social entrepreneurial activities across the world, and interacting with successful social entrepreneurs.

The TISS post-graduates in Social Entrepreneurship are expected to take up professional positions in international organisations, and national government and non-government organisations: get absorbed in the fast-growing profit and non-profit sectors, and also to emerge as social entrepreneurs themselves.

### Distribution of Credit Hours\*

The total credit hours for the degree programme will be 84, divided between the first and second years of the programme as detailed below. However, the year-wise distribution of total credit hours may change depending upon the semester class timetables.

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Courses	28
	Field Work/ Field-Based Project	12
Second	Courses	28
	Field Work/ Field-Based Project	12
	Business Plan Preparation	06
<b>Total</b>		<b>86</b>

*\*Under revision*

### Semester-wise Listing of Courses

Please note that the curriculum is under review.

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
<b>I</b>	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 5	Economic, Sociological and Psychological Foundations of Management	3
	SE 1	Entrepreneurship: Concepts and Theories	2
	SE 2	Social Entrepreneurship and Innovation	2
	SE 3*	Business Ethics	2
<b>II</b>	FC 3	India's Development Experience	2
	FC 4	Human Development, Identity, Culture and Media	2
	SE 4	Entrepreneurial Leadership and Motivation	2
	SE 5	Social Sector: Perspectives and Interventions	2
	SE 6	Business Plan Formulation and Project Appraisal	2
	SE 7	Banking and Micro-finance	2
	SE 8	Research Methodology and Statistics	2
	SE 9*	Social Network Analysis	2
	SE 10*	Group Entrepreneurship	2
<b>III</b>	SE 11	Governance and Performance Management	2
	SE 12	Financial Management and Accounting	2
	SE 13	Management Information System (MIS)	2
	SE 14	Social Enterprise Management	2
	SE 15	Legal Framework for Social Enterprises	2
	SE 16*	Evidence-Based Intervention Advocacy and Policy Making	2
<b>IV</b>	SE 17	Social Impact Assessment and Policy Evaluation	2
	SE 18	Social Marketing	2
	SE 19	Fund Raising and Resource Mobilisation	2
	SE 20	Risk Management	2
	SE 21	Corporate Social Responsibility	2
	SE 22*	Local Economy and Training Indigenous Entrepreneurs	2
	SE 23	Venture Capitalists and Venture Funding	2

*\*Optional Courses*

*Field Work and Projects*

- Field work carrying a weightage of 24 credit hours spread over 4 semesters of about 5 weeks each.
- Block placement of about 4 weeks at the end of Semester 4 (Compulsory and Non-credit).
- Business Plan Development Project carrying a weightage of 6 credit hours. Students work on the project throughout the second year.

## SCHOOL OF SOCIAL SCIENCES

### 2.8 M.A. IN DEVELOPMENT STUDIES

The multi-disciplinary M.A. in Development Studies programme draws inputs from and builds on the Institute's 70 years of experience in social work education, research and field action. The programme engages with a multitude of approaches and contemporary theories in the social sciences that deal with development perspectives, policy, and practice.

The central objective of the courses specific to the M.A. in Development Studies programme is to understand development as an outcome of complex social, economic and political processes at micro- and macro-levels. While some of the courses theoretically explore why and how societies, regions and communities change, others focus on how governments, NGOs, international donors, and other development agents intervene to facilitate change. With the role of the State being redefined in the context of market reforms and global economic integration, this programme examines how development could benefit people who otherwise remain outside the market.

Spread over 2 years (or 4 Semesters), the students will be offered a wide range of compulsory courses and optional courses. Each student is required to submit a research dissertation of 8 credits. Internships in different social and economic contexts are also an integral part of the programme.

Students who graduate with this degree will find their professional career in academic institutions pursuing inter-disciplinary research and teaching in development studies; in civil and allied administrative services; development facilitating national and international organisations; the corporate sector; and research consultancy firms.

#### Distribution of Credit Hours\*

<i>Year</i>	<i>Detail</i>	<i>Credit Hours</i>
First	Courses (including FCs)	40
Second	Courses	28
	Internship	02
	Dissertation	08
<b>Total</b>		<b>78</b>

*\*Under revision*

## Semester-Wise Listing of Courses (under Revision)

Semester	Course Title	Credits	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	DS 1	Concept, History and Theories of Development	4
	DS 2	Science, Technology and Society	2
	DS 3	Population and Development	2
	DS 4	Rural Economy, Agrarian Relations and Development	2
	DS 5	Community Psychology and Development	2
	DS 6	Philosophical and Methodological Foundations of Development Research	2
II	DS 7	Quantitative Research Methods	2
	FC 3	Development Experience, Social Conflict and Change	2
	FC 4	Human Development, Identity, Culture and Media	2
	DS 8	State and Democracy: Explorations in Political Theory	2
	DS 9	Development Economics	4
	DS 10	Environment and Sustainable Development	2
	DS 11	Law, Society and Development	2
	DS 21	Governance and Participatory Citizenship	2
III	DS 13	Political Economy of Space, Urbanisation and Development	2
	DS 14	Qualitative Research Methods	2
	DS 15	Public Economics: Theory and Practice	2
	DS 16	Work, Labour and Development	2
	DS 17	Contextualising Human Behaviour and Development	2
	DS 18	Gender and Development	2
	DS 19	Dalits and Development	2
	DS 20	Tribal People and Development	2
	DS 12	Women, History and Society	2
	DS 22	Policy, Project Planning, Monitoring and Evaluation	2
	DS 23	Micro-planning and Participatory Methodologies	2
	OC 1	Any one Optional Course from the following: 1. Gender and International Development 2. Development Policies and Programmes for Children and Families. 3. Understanding Diversity, Exclusion and Marginalisation 4. Advanced Techniques in Quantitative Research 5. Urban and Regional Planning	2
INT	Internship	*	
DS 24	Education and Development	2	
DS 25	Health, Nutrition and Development	2	
DS 26	Development and Underdevelopment: The South Asian Experience	2	

Semester	Course Title	Credits	
IV	OC 2	<p><i>Any one Optional Course from the following:</i></p> <ol style="list-style-type: none"> <li>1. Women, Human Rights, Globalisation and Development</li> <li>2. Media, Culture and Development</li> <li>3. Development and Crime</li> <li>4. Caste, Constitution and Dalit Human Rights</li> <li>5. <i>Seminar Course:</i> Children, Youth, Families, and Older Persons, with Focus on Current Issues and Research</li> <li>6. Conflicts, War and Peace</li> </ol>	2
	INT	Internship	2
	DST	Dissertation (Process to begin from Semester I)	8

**Note:** \* Credits for internship will be given in Semester IV.

## 2.9 M.A. IN EDUCATION (ELEMENTARY)

The M.A. in Education (Elementary) programme aims to enhance knowledge, capacities and orientations that are relevant to strengthening elementary education in the country. Students completing this programme would develop a critical and reflective understanding of core and foundational areas of education, including theory and research, with special reference to India. The programme is designed to include thematic, issue-based courses that are of current significance in the Indian context. Students will also develop special expertise in chosen areas of study relating more directly to professional needs: for e.g. curriculum, pedagogy, teacher development, material development, education of children with special needs, leadership and management issues, etc.

The M.A. in Education (Elementary) programme has 10 courses (7 basic and 3 optional) and one field attachment spread over 4 semesters. The programme has two distinctive features. First, it is conducted in the dual mode – viz., it involves 3 weeks of contact classes and 15 weeks of distance learning per semester. In general, by studying 3 courses per semester, a student would be able to complete the programme in 2 years. Students may opt for the flexible option of taking fewer courses in a semester and completing the programme over 3 years (or more). This is based on the prerequisites for each course.

The contact classes are held at the Mumbai campus of TISS during the Institute's vacation periods. Teaching-learning in the rest of the semester will be carried out based on planned weekly/fortnightly readings and regular assignments, primarily through web-based medium.

The second special feature of the programme is its collaborative nature. Supported by the Sir Ratan Tata Trust, Mumbai, and ICICI Bank, Mumbai, the programme is a collaborative endeavour involving 6 educational organisations, including TISS, that have contributed significantly to elementary education research and innovative practice. The collaborators are:

- (i) National Institute for Advanced Studies (NIAS)
- (ii) Homi Bhabha Centre for Science Education (HBCSE)
- (iii) Vidya Bhawan Society (VBS)
- (iv) Digantar Shiksha Evam Khelkud Samiti
- (v) Eklavya

This programme aims at professional development in various areas relevant to education, with a focus on elementary education. This includes teacher education, curriculum development, material development and textbook design, education programme coordination as well as research. Employers include educational institutions involved with teacher preparation and research; as well as government and non-government agencies involved with developing and implementing intervention programmes, documentation and research.

### Distribution of Credit Hours

The total credit hours for the programme are 74 as detailed below:

<i>Course</i>	<i>Course Title</i>	<i>Contact Credits (1 credit = 15 hours)</i>	<i>Distance Credits (1 credit = 30 hours)</i>	<i>Total Credits</i>	<i>Total Time Spent (in hours)</i>
BC 1	Philosophy of Education	2	4	6	150
BC 2	Sociology of Education I	2	4	6	150
BC 3	Sociology of Education II	2	1	3	60
BC 4	Child Development, Cognition and Learning I	2	4	6	150
BC 5	Child Development, Cognition and Learning II	2	1	3	60
BC 6	Language, Mind and Society	2	4	6	150
BC 7	Curriculum and School	2	4	6	150
BC 8	Research Methods	2	4	6	150
BC 9	Policy, Institutions and Practices	2	4	6	150
OC A	Optional Course	2	4	6	150
OC B	Optional Course	2	4	6	150
OC C	Optional Course	2	4	6	150
FA	Field Attachment & Paper Presentation (in conjunction with OC A)	0	8	8	240
<b>Total</b>		<b>24</b>	<b>50</b>	<b>74</b>	<b>1860</b>

**Notes:** BC: Basic Course; OC: Optional Course; FA: Field Attachment.

## Semester-Wise Listing of Courses

Semester	Course Title	
I	BC 1	Philosophy of Education
	BC 2	Sociology of Education I
	BC 4	Child Development, Cognition and Learning I
II	BC 6	Language Mind and Society
	BC 7	Curriculum and School
	OC	Optional Course A (linked to Field Attachment)
III	BC 3	Sociology of Education II
	BC 5	Child Development, Cognition and Learning II
	BC 8	Research Methods
	FA	Field Attachment
IV	BC 9	Policy, Institutions and Practices
	OC	Optional Course B
	OC	Optional Course C
		Seminar based on Field Attachment

*Basic Courses:* The basic courses are compulsory and draw on the foundational areas of philosophy, sociology, economics, history and psychology. These address the need for an understanding of education in relation to areas such as metaphysics and the nature of knowledge, human nature, human development, learning and cognition, language and thought, the nature of Indian society and culture, education as a means of social transformation and social reproduction, etc. Basic courses introduce students to important theories, concepts and debates in these areas.

*Optional Courses:* There are two groups of optional courses. Group I relates to pedagogy areas. It includes courses which relate to the school subjects/academic disciplines and examine curriculum and pedagogy in these areas. The courses aim towards comprehending the nature of school knowledge and how children learn. It also includes organisation of learning processes covering curriculum, pedagogy and evaluation. Group II relates to thematic areas of contemporary significance. The courses provide opportunities to examine specific issues of particular relevance to Indian education.

Optional Courses A, B, and C are to be chosen from the following with at least one option from each group.

Optional Group I		Optional Group II	
OC 1	First Language Pedagogy	OC 5	Education Leadership and Management
OC 2	Pedagogy of Mathematics	OC 6	Materials Design and Development
OC 3	Pedagogy of Social Studies	OC 7	Teacher Professional Development
OC 4	Science Education	OC 8	Gender and Education
		OC 9	Education of Children with Special Needs

*Field Attachment:* A compulsory field attachment is included to give students an opportunity to engage with professional practice, linked to a short research/project writing, to engage with documentation and research. The field attachment is linked to the subject area of one of the optional courses. The objective is to introduce the learner to a variety of field-based situations and work in elementary education and to provide an opportunity for reflection and writing on the same. Students' field participation would enhance learning about innovations and practical issues on the ground. The duration of the field attachment is 2 weeks, which is to be spent at a site of field activity, either within a government or non-governmental organisation.

## CENTRE FOR MEDIA AND CULTURAL STUDIES

### 2.11 M.A. IN MEDIA AND CULTURAL STUDIES

The M.A. in Media and Cultural Studies aims at honing skills of media production and research within a framework that enables the development of a critical perspective on media, culture and society. In contemporary society, media and culture are crucial sites where identities are produced and popular ways of seeing are consumed. Cultural Studies enables us to meaningfully engage and interact with these new modes of being and doing. By making us conscious of the many complex ways in which power impinges on our lives and constructs our cultures, it has the potential of empowering us to critically read the media and other cultural institutions and texts, to understand how they shape our identities and to think about how we could possibly shape them.

This programme will impart intensive hands-on training in video production, including direction, research, scripting, editing, cameras and sound. It also has a strong research focus. This will enable students to produce documentaries and short films. The programme will culminate in the production of a documentary/multimedia artefact and a research term paper. It will also teach basic skills in community radio, graphics and web design. The students will have access to the well-equipped facilities and the visual archive of the Centre for Media and Cultural Studies. The teachers of the course would include CMCS and TISS faculty as well as professionals.

With its unique blend of theory and practice, the M.A. in Media and Cultural Studies works towards the creation of a lively group of media 'thinking do-ers' and 'doing thinkers' who could then choose to branch out into a diverse range of work or educational situations. The students of this programme will be equipped to work in the areas of media and television production, independent media practice, media education, advocacy and research. Potential employers include television production houses, educational and research institutions, NGOs, and governmental agencies.

### Distribution of Credit Hours

<i>Year</i>	<i>Semester</i>	<i>Detail</i>	<i>Credit Hours</i>
First	I	Courses	21
		Research Project-I	02
	II	Courses	21
		Research Project-II	02
Second	III	Courses	16
		Media Project-I	02
	IV	Media Project-II	06
		Internship	06
<b>Total</b>			<b>76</b>

### Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
<b>I</b>	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	MC 1	Media Studies: An Introduction	2
	MC 2	Cultural Studies: An Introduction	3
	MC 3	Ways of Knowing	2
	MC 4	Image Making I	2
	MC 5	Working with Video I	2
	LC 1	Media Lab I: Video Production	4
	LC 2	Media Lab II: Writing and Presentation Skills	2
	MR	MCS Research Project	2
<b>II</b>	FC 3	India's Development Experience	2
	FC 4	Human Development, Identity, Culture and Media	2
	MC 6	Image Making II	2
	MC 7	Media Research	2
	MC 8	Communication and Development	3
	MC 9	Working with Video II	2
	MC 10	Reading Film	2
	MC 11	Seminar I	2
	LC 3	Media Lab III: Video Post-production	4
MR	MCS Research Project	2	
<b>III</b>	MC 12	Cyberculture: An Introduction	2
	MC 14	Media and the National Imaginary	2
	MC 15	Gender and Mediated Culture	2
	MC 16	Seminar II	2

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>
	LC 4	Media Lab IV: Visual Design	4
	LC 5	Media Lab V: Community Radio	2
	OC	Optional Course from another School/Centre	2
	MP	MCS Media Project I	2
<b>IV</b>	MP	MCS Media Project II	6
		Internship	6

## JAMSETJI TATA CENTRE FOR DISASTER MANAGEMENT

### 2.12 M.A./M.SC. IN DISASTER MANAGEMENT

The M.A./MSc. programme in Disaster Management aims at enhancing the knowledge, capacities, skills and perspective on disasters. While enabling an understanding of disasters from the vantage point of science and technology in prediction, mitigation and response, the programme will also foster a critical and reflective appreciation of current debates in disaster management within the framework of social and environmental justice, state and civil society dynamics, development, conflict and displacement and globalisation.

The design of this Master's programme includes thematic and issue-based courses, such as the relationship between environment, livelihood and disasters; hazards, risks and vulnerability; institutions, governance and disaster-preparedness and response; and knowledge systems and disaster management. The programme offers a strong multi-disciplinary knowledge base and will enhance critical skills essential for intervention in disasters and their prevention. This programme provides the opportunity to develop expertise in a range of areas such as logistics and supply chain management, public health, peace, conflict and human security, etc. It has one year of intensive classes, workshops and practicals with field exposure and internships. In the second year, focus is on field work and research dissertation – research is a compulsory component of the programme. The programme, however, will follow a pre-determined calendar.

As an emerging field, the need for qualified personnel within disaster management is high. Students graduating with this degree are likely to be employed as disaster/emergency management specialists in India and abroad. Prospective employers include government and non-government agencies and research institutions. This field offers significant scope of engagement as independent professionals with government and non-government sectors. Equipped with a capacity for critical reflection, students of this programme could also go on to pursue research, training and teaching careers.

### Distribution of Credit Hours

<i>Year</i>	<i>Semester</i>	<i>Detail</i>	<i>Credit Hours</i>
First	I	Courses	22
		Study Visit	02
	II	Courses	16
		Internship	06
Second	III	Courses	12
	IV	Internship	08
		Research Project	06
<b>Total</b>			<b>76</b>

### Semester-Wise Listing of Courses

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 3	India's Development Experience	2
	FC 4	Human Development, Identity, Culture and Media	2
	FC 5	Disasters and Development (Bridge Foundation Course)	2
	DM 1	Introduction to Hazards and Disasters	2
	DM 2	Fundamentals of Disaster Management	2
	DM 4	Approaches and Planning for Disaster Prevention, Preparedness and Vulnerability Reduction	2
	DM 5	Approaches and Planning for Response: Standards in Humanitarian Aid, Relief, Rehabilitation and Development	2
	DM 9	Research Methodology I	2
	DM 15	Seminar Course in Disasters	2
	DM 38	Study Visits and Tutorials	2
	II	DM 3	Technology, Environment and Disasters
DM 6		Disaster Risk Reduction and Development Planning	2
DM 7		Communicating Disasters: Strategies and Approaches	2
DM 8		Geographical Information System (GIS) and Remote Sensing Techniques in Disaster Management	2
DM 10		Research Methodology II	2
DM 11		Project Management in Disaster Contexts	2
DM 12		Introduction to Financing for Disaster Management	2
DM 13		Logistics Management in Disaster Situations	2
DM 14		Governance, Law and Policy in Disaster Management	2
DM 16		Public Health and Disasters	2
DM 39	Field Work (Internship)	6	

<i>Semester</i>	<i>Course Title</i>	<i>Credits</i>	
<b>III</b>	DM 17	Public Health Planning and Management for Disasters I	2
	DM 18	Public Health Planning and Management for Disasters II	2
	DM 19	Seminar Course in Emerging Issues in Public Health with regard to Disasters	2
	DM 23	Governance and Disasters	2
	DM 24	Governance and Disaster Management	2
	DM 25	Empowerment, People-Centred Governance and Disaster Management	2
	DM 26	Conflicts and Conflict Analysis	2
	DM 27	Conflicts and Humanitarian Crises	2
	DM 28	Conflict Transformation, Peace and Just Development	2
	DM 29	Dimensions of Disaster Relief Logistics and Supply Chain Management	2
	DM 30	Logistics and Supply Chain Management Processes	2
	DM 31	Strategic Planning in Disaster Logistics and Supply Chain Management	2
	DM 32	Data, Maps and Automation	2
	DM 33	Data Management and Analysis	2
DM 34	GIS Design and Application in Disaster Management	2	
<b>IV</b>	DM 41	Research Dissertation	6
	DM 40	Internship	8

### Concentrations

Students will choose any 2 of the 5 concentrations. The table below presents the 4 courses under each concentration. The first course listed for each concentration is a compulsory course for all students and will be completed in Semesters I and II.

<i>Sl. No.</i>	<i>Concentration</i>	<i>Courses</i>
1	Public Health and Disaster Management	DM 16: Public Health in Disasters DM 17: Public Health Planning and Management for Disasters I DM 18: Public Health Planning and Management for Disasters II DM 19: Seminar Course in Emerging Issues in Public Health with regard to Disasters
2	Governance in Disaster Management	DM 14: Governance, Law and Policy in Disaster Management DM 23: Governance and Disasters DM 24: Governance and Disaster Management DM 25: Empowerment, People-Centred Governance and Disaster Management

<i>Sl. No.</i>	<i>Concentration</i>	<i>Courses</i>
3	Conflicts, Peace and Development	DM 14: Governance, Law and Policy in Disaster Management DM 26: Conflicts and Conflict Analysis DM 27: Conflicts and Humanitarian Crises DM 28: Conflict Transformation, Peace and Just Development
4	Logistics Management and Service Delivery Systems	DM 13: Logistics Management in Disaster Situations DM 29: Dimensions of Disaster Relief Logistics and Supply Chain Management DM 30: Logistics and Supply Chain Management Processes DM 31: Strategic Planning in Disaster Logistics and Supply Chain Management
5	Geographical Information Systems in Disaster Management	DM 8: Geographical Information System (GIS) and Remote Sensing Techniques in Disaster Management DM 32: Data, Maps and Automation DM 33: Data Management and Analysis DM 34: GIS Design and Application in Disaster Management

### Facilitating Multi-Level Entry and Exit

The programme is also aimed at facilitating multi-level entry and exit for mid-career professionals. The following table illustrated the placement and distribution of courses and credits across semesters.

<i>Programme</i>	<i>Semester I</i>				<i>Semester II</i>				<i>Semester III</i>			<i>Semester IV</i>		
	<i>Courses</i>	<i>Credit</i>	<i>Study Visits</i>	<i>Total Credits</i>	<i>Courses</i>	<i>Credits</i>	<i>Internship</i>	<i>Total Credits</i>	<i>Courses</i>	<i>Credit</i>	<i>Total Credits</i>	<i>Internship/Research</i>	<i>Credit</i>	<i>Total</i>
Certificate	09	20	2	22					Master's students would have accumulated 50 credits in Semesters I and II*					
Diploma	09	20	2	22	8	16	6	44						
Masters	10	22	2	24	10	20	6	24	6	12	12	6	8+6 =14	76

- Notes:** (i) DM 5 is not for certificate students who only require 22 credits.  
(ii) Diploma students will make a guided choice among courses offered to Master's students (of the 10 courses offered, diploma students will only do 8) and acquire 22 credits.

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## 3

### Master's Degree Programmes 2008-2010: General Information

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**The information given in this section is for all the Master's Degree programmes mentioned in this brochure i.e. Development Studies, Disaster Management, Education (Elementary), Globalisation and Labour, Health Administration, Hospital Administration, Human Resources Management & Labour Studies, Media and Cultural Studies, and Social Entrepreneurship.**

Candidates can apply and give the Written Test for a maximum of THREE programmes.

#### 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) Candidates who are in their final year Bachelor's Degree Programme are not eligible to apply for admission to either of the **M.H.A. programmes** and also for the **M.A. in Education (Elementary) programme**.

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

#### 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

Sl. No.	Programme	Written Test	Group Discussion	Personal Interview	Academic Background	Total
1.	Development Studies	70	30	70	30	200
2.	Disaster Management	100	-	70	30	200
3.	Education (Elementary)	100	-	75	25	200
4.	Globalisation and Labour*	100	-	75	25	200
5.	Health Administration	100	-	70	30	200
6.	Hospital Administration	100	-	70	30	200
7.	Human Resources Management and Labour Relations	70	30	70	30	200
8.	Media and Cultural Studies	100	-	70	30	200
9.	Social Entrepreneurship	70	30	70	30	200

**Note:** \* Selection Procedure and weightage for candidates from non-trade union or membership-based organisations who are applying to the M.A. in Globalisation and Labour programme is as given in the above table. Candidates sponsored by trade unions/membership-based organisations will only have to appear for the PI.

- (a) *Written Test:* The Written Test is in two parts. Part I is the Common Objective Test for all the programmes which consists of 3 parts: (i) General awareness/knowledge about current/contemporary social issues; (ii) Analytical/logical reasoning and quantitative ability; and (iii) Verbal reasoning. The duration of the test is 60 minutes and the weightage is as follows:

Programme	Part I	Part II
1. M.A. in Education (Elementary)	35%	65%
2. All other programmes	50%	50%

Part II of the Written Test is the 'Programme-Based' Test and the duration is 60 minutes. Part II of the Written Test for each programme is as follows:

Development Studies	Analytical Ability and Social Awareness
Disaster Management	Descriptive Test: Awareness about Current Issues
Education (Elementary)	Descriptive Test: Awareness about Current Issues and Debates in Education
Globalisation and Labour	Awareness about Globalisation, Labour and Society
Health Administration	Descriptive Test
Hospital Administration	Descriptive Test

Human Resources Management and Labour Relations	Business Knowledge and Analytical Ability
Media and Cultural Studies	Analysis of Selected Media Materials.
Social Entrepreneurship	Social Entrepreneurship Aptitude Test

**Note:** Model question paper for each of the programme will be placed in TISS website on January 1, 2008.

- (b) *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.
- (c) *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 Education (Elementary), Disaster Management, Globalisation & Labour, and Media & Cultural Studies Programmes.
- (d) *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.

### 3.2.2 Eligibility for Group Discussion and Personal Interview

<i>Sl. No.</i>	<i>Programme</i>	<i>General Candidates should obtain a minimum marks in Written Test</i>	<i>SC and ST Candidates should obtain a minimum marks in Written Test</i>
1.	Development Studies	50%	40%
2.	Disaster Management	50%	40%
3.	Education (Elementary)	45%	35%
4.	Globalisation and Labour	45%	35%
5.	Health Administration	50%	40%
6.	Hospital Administration	50%	40%
7.	Human Resources Management and Labour Relations	60%	50%
8.	Media and Cultural Studies	50%	40%
9.	Social Entrepreneurship*	50%	40%

**Note:** \* All candidates applying for the M.A. in Social Entrepreneurship programme will be required to submit, along with the Application Form, a short hypothetical business plan of not more than 500 words on any topic within the social sector. This would be part of the Written Test and carry a weightage of 20 marks.

**Important**

*For M.A./M.Sc in Disaster Management and M.A. in Media and Cultural Studies:* General Category candidates must score at least 45% of the aggregate of the Written Test and PI to be considered for admission to the programme.

*For M.A. in Education (Elementary):* Candidates short-listed for PI for will be required to download the Detailed Application Form, which will be available at [www.tiss.edu](http://www.tiss.edu) after declaration of Written Test results on February 14, 2008. They are required to bring the filled in Detailed Application Form along with all photocopies of documents and also the original documents for verification and two passport-sized photographs as mentioned on pages 35–36 of this Brochure to the Interview Centre. No candidate will be allowed to appear for the Personal Interview without submitting the Detailed Application Form in time.

*For all other Programmes:* The Detailed Application Form will be sent to all the candidates short-listed for the GD and the 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 and submitted it to the Academic Section of the Institute at least two weeks before their GD and PI. Candidates are also requested to carry two passport-sized photographs with them. No candidate will be allowed to appear for the GD and PI without submitting the Detailed Application Form in time.

**3.3 RESERVATIONS**

*SC and ST Candidates:* As per GoI 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 (a) Low Vision/Blindness, (b) Hearing Impairment, and (c) Locomotor Disability/Cerebral Palsy.

*Kashmiri Migrants:* Subject to the GoI directives.

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

**3.4 SCHEDULED CASTES AND SCHEDULED TRIBES CELL**

The Scheduled Castes and Scheduled Tribes Cell was established at the Institute as per GoI 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, if found eligible, the GD and 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.

In the case of Defence personnel applying for M.A./M.Sc in Disaster Management, the eligible candidates will be called for a Written Test at TISS and if found eligible, for the PI also at TISS.

### 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, in bold capital letters, on the envelope, "Application for Admission to the Master's Degree Programme (2008–2010)". If applying for more than one programme, only one draft for the requisite amount (Rs. 1500/- for any two programmes and Rs. 2250/- for any three 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.1500/- if applying for any two programmes, and Rs.2250/- if applying for any three 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 not more than THREE programmes.
2. Use only ONE application form, even if applying for more than one programme.

3. **The processing fee for each programme is Rs. 750/- (For example: Rs. 750/- for any one programme, Rs. 1,500 for any two programmes, and Rs. 2,250/- for any three programmes) out of the 9 programmes stated.**
4. If the form is purchased on cash payment from the TISS cash counter, please attach a duplicate copy of cash receipt to consider the application.
5. If the form is downloaded from the TISS website, please attach the DD for required amount alongwith the completed form to consider it.

- Notes:**
- (a) A candidate who has already applied for ONE or TWO programmes alongwith a DD for requisite amount/paid requisite application processing charges in cash at the TISS Cash Counter and subsequently wishes to apply for more than any one or two programmes (total not more than THREE programmes) 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 candidate.
    - (ii) Application Form No. already sent to the Institute.
    - (iii) Title of the programme(s) already applied.
    - (iv) Title of the additional programme(s) 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 more than one 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 more than one 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 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.

### 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 **November 10, 2007, up to 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 **November 17, 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 Written Tests (for all Master's Degree programmes, except Social Work) will be held on January 20, 2008, at the following places:

<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 GD and PI for all the programmes, except M.A. in Education (Elementary), will be held from **April 7–18, 2008** at the Institute. The actual date of the GD and PI of a candidate will be informed through the call letter, which will be sent Under Certificate of Posting. The list of eligible candidates for GD and PI will be displayed on the Institute website [www.tiss.edu](http://www.tiss.edu). Candidates are requested to confirm, in case they do not receive call letter sent through post at least by end of December 2007.

The candidates of M.A. in Education (Elementary), M.A./M.Sc. in Disaster Management, M.A. in Globalisation & Labour, Master of Health Administration, Master of Hospital Administration, and M.A. in Media & Cultural Studies, may please note that they do not have GD. However, the PI for M.A. in Education (Elementary) will be held from **March 7–17, 2008** at Mumbai, Delhi, Bangalore and Kolkata.

Request for change in the date for the Written Test will not be considered. However, the dates for GD and PI may be considered, if the date of GD and PI at the TISS clashes with the date of entrance test of another Institution or the date of final year examination of the candidate. However, the candidate must produce documentary evidence for this. Please note that the changed date for GD and PI will be within the announced time schedule only.

### 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 GD and 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 GD and PI are 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 GD and PI:* SC and ST candidates, who are eligible for such facilities, should report at the Institute only after receiving the call letter for GD and 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 GD and PI are 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 GD and PI at the Institute, they should deposit on arrival, at the rate of Rs. 100/- per day, as lodging charges, if they desire to stay in the hostel. Their boarding and lodging expenses and travelling expenses incurred during the Written Test at the Centre, and the GD 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 GoI Post-Matric Scholarship.
- (vi) SC and ST candidates who, after having completed their educational career in one professional line, continue professional studies in a different line, e.g., LL.B. after BA/B.Ed., will not be eligible for the GoI Post-Matric Scholarship.

### 3.9. AFTER SELECTION FORMALITIES

#### ANNOUNCEMENT OF SELECTION

**M.A. in Education (Elementary):** List of candidates selected will be displayed on the Institute's notice board and the website on March 26, 2008

**All Other Programmes:** List of candidates selected will be displayed on the Institute's notice board and the website on April 24, 2008

#### COMMENCEMENT OF ACADEMIC SESSION

**M.A. in Education (Elementary):** May 12, 2008

**All Other Programmes :** June 23, 2008

(a) *Acceptance Letter*

- The selected candidates for the post-graduate 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 39 of the Information Brochure.
- The candidates selected for the **M.A. in Education (Elementary)** programme should pay Rs. 19,875 (with Hostel and Dining Hall facilities) OR Rs. 17,300/- (without Hostel and Dining Hall facilities) as Semester I Fees by DD drawn in favour of 'Tata Institute of Social Sciences' payable at Mumbai, on or before April 16, 2008, **along with the acceptance letter.**

(b) *Verification of Original Documents*

- The verification of documents for the M.A. in Education (Elementary) candidates will be carried out at the time of the PI at the respective centres.
- The verification of original documents will be carried out between 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/V 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 GoI 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 a 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 GoI directives)
- (xvi) Certificate of OBC (if applicable). This will be subject to the GoI 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 immediately cancelled.
  - Admission will be subject to the fulfilment of the eligibility requirements as confirmed through 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 GoI*
- (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 the paying of 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 parent's/guardian's signature on the form, wherever required.
- Notes:**
- SC and ST students in employment, whose pay are protected during the period of study and SC and ST students who have already availed of the GoI Scholarship for a professional course of a University, 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 Medclaim Policy at the time of admission.

(d) *Government of Maharashtra Freeship*

SC and ST students from Maharashtra State whose parents'/ guardians' 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.
- In the case of M.A. in Education (Elementary), those who have paid the Semester I fees on or before April 16, 2008, are expected to join the programme on May 12, 2008. Admission of those who have paid the fees and deposits by April 16, 2008, but fail to join the programme on May 12, 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 a 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 between 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 GoI 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 Mediciam Insurance*

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

(l) *Provisional Admission (Except for M.H.A. and Education [Elementary])*

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>DS</i>	<i>DM</i>	<i>EE</i>	<i>GL/HR/ SE</i>	<i>HE/HO</i>	<i>MC</i>
<b>Semester I</b>						
Tuition	10,000	10,000	10,000	11,600	11,600	10,000
Exam	300	300	300	300	300	300
Dev. Fund	2,500	32,000	2,500	2,500	2,500	5,000
Lab Expenses	-	-	-	-	-	10,000
Other Charges	1,544	1,544	-	1,544	3,044	1,544
Compulsory Deposits	4,500	4,500	4,500	4,500	4,500	4,500
Equipment Deposit	-	-	-	-	-	10,000
<b>Total</b>	<b>18,844</b>	<b>48,344</b>	<b>17,300</b>	<b>20,444</b>	<b>21,944</b>	<b>41,344</b>
<b>Semester II</b>						
Tuition	10,000	10,000	10,000	11,600	11,600	10,000
Exam	300	300	300	300	300	300
Dev. Fund	2,500	32,000	2,500	2,500	2,500	5,000
Lab Expenses	-	-	-	-	-	10,000
Other Charges	100	100	-	100	100	100
<b>Total</b>	<b>12,900</b>	<b>42,400</b>	<b>12,800</b>	<b>14,500</b>	<b>14,500</b>	<b>25,400</b>

- Notes:** (i) DS=Development Studies, DM= Disaster Management, EE= Education (Elementary), GL=Globalisation & Labour, HE=Health Administration, HO=Hospital Administration, HR= Human Resources Management and & Labour Studies, MC = Media and Cultural Studies, and SE= Social Entrepreneurship.
- (ii) 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

**Note:** The above charges for students of the M.A. in Education (Elementary) programme are as follows: Dining Hall = Rs.1,500/- and Hostel & Electricity Charges = Rs.1,075, per Semester.

#### 4.3 Other Expenses (except for M.A. in Education [Elementary]) (Figure in rupees)

Internship Expenses (M.H.A.)	3,000
Research Expenses	2,000
Block Field Work Expenses (2nd year)	1,000

#### 4.4 Total Estimated Expenditure (Excluding Research Expenses) (Figure in rupees)

Programme	1 <sup>st</sup> Year		2 <sup>nd</sup> Year	
	Hostelite	Non-Hostelite	Hostelite	Non-Hostelite
Development Studies	54,144	31,744	45,244	27,244
Disaster Management	1,16,644	94,244	1,08,244	90,244
Education (Elementary)	39,650	30,100	30,750	25,600
Globalisation and Labour	57,344	34,944	48,444	30,444
Health Administration	60,344	37,944	51,444	33,444
Hospital Administration	60,344	37,944	51,444	33,444
Human Resources Management and Labour Relations	57,344	34,944	48,444	30,444
Media and Cultural Studies	89,144	66,744	70,244	52,244
Social Entrepreneurship	57,344	34,944	48,444	30,444

#### 4.5. Financial Assistance

(i) For students of M.A. in Education (Elementary) programme, the following types of financial assistance are available on merit-cum-means.

- Fee Waiver
- Travel and Stay Support (for contact classes and field attachment)
- Computer and Internet Support (at home station)

Award of these will be decided based on application of selected candidates during the Semester I contact period.

(ii) For students of other M.A./M.H.A. Programmes, 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.

## 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 (Up to 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 (up to 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 up to 1500–2000 words in the English language on a topic intimated through email and submit the same through email 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 21–25, 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 GoI 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 GoI 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 in US\$.

<i>Items</i>	<i>DS</i>	<i>DM</i>	<i>GL/HR/ SE</i>	<i>HE/HO</i>	<i>MC</i>
<b>SEMESTER I</b>					
Tuition	2,000	3,000	3,000	3,000	2,000
Development Fund	300	300	300	300	300
Library Fees	100	100	100	100	100
Fieldwork/Internship/Lab Expenses	400	400	400	400	1,400
Hostel Room and Electricity	190	190	190	190	190
Entrance Fee	500	500	500	500	500
Medical Test Fee	60	60	60	60	60
Equipment Deposit	-	-	-	-	250
Refundable Deposits	470	470	470	470	470
<b>Total</b>	<b>4,020</b>	<b>5,020</b>	<b>5,020</b>	<b>5,020</b>	<b>5,270</b>
<b>SEMESTER II</b>					
Tuition	2000	3,000	3,000	3,000	2,000
Development Fund	300	300	300	300	300
Library Fees	100	100	100	100	100
Fieldwork/Internship/Lab Expenses	400	400	400	400	1,400
Hostel Room and Electricity	190	190	190	190	190
<b>Total</b>	<b>2990</b>	<b>3,990</b>	<b>3,990</b>	<b>3,990</b>	<b>3,990</b>

- Note:**
1. For the 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 the rules of Institute and the code of conduct as applicable to Indian students doing the same programme.

### **5.8 EXAMINATION AND AWARD OF DEGREES & 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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## Student 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, bona fide, 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 emails, 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 emails 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.

## 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’.

<i>Locations</i>	<i>Bus Routes</i>
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.
- All disputes subject to the legal jurisdiction of Mumbai City only.

## **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



## **Tata Institute of Social Sciences**

(Deemed University)

V.N. Purav Marg, Mumbai 400 088

Phone: 91 22 25563289 to 96 ♦ Fax: 91 22 25562912

e-mail: [pgadmissions@tiss.edu](mailto:pgadmissions@tiss.edu)



[www.tiss.edu](http://www.tiss.edu)