

2010–2012
Information Brochure for
M.A./M.SC. IN
HABITAT POLICY AND PRACTICE



TATA INSTITUTE OF SOCIAL SCIENCES
(Deemed to be University since 1964; under Section 3 of the UGC Act, 1956)

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IMPORTANT DATES

1.	Last Date for Issue of Forms in Person	1st February, 2010
2.	Last Date for Receipt of Completed Forms at the Institute by Post and in Person	5th February, 2010
3.	Last Date for Receipt of Completed Forms at the Institute from Remote Areas/Regions	12th February, 2010
4.	Written Test	7th March, 2010
5.	Announcement of Eligible Candidates on TISS Website for Personal Interview	15th March, 2010
6.	Personal Interview at TISS Mumbai Campus	29th and 30th March, 2010
7.	Personal Interview at TISS Mumbai Campus	9th and 10th May, 2010
8.	Announcement of Selection in TISS Website	14th May, 2010
9.	Commencement of the Academic Session 2010–2012	14th June, 2010

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About the M.A./M.Sc. in Habitat Policy and Practice Programme

1.1 INTRODUCTION

Urban areas in India are growing at a phenomenal rate; and they are growing in all respects—population, area, real estate prices, as well as crumbling infrastructure, bad municipal services, water shortages, flowing gutters, crime, and political disturbances.

The urban areas are the engines that are driving growth of the country in the 21st century; and urban development is seen as a pathway for the country to get to a prosperous future. For urban development, making big strides in infrastructure development is seen as the first step—building new roads, water projects, metro rail, schools, sewerage lines, dumping grounds, and residential buildings. At the same time, it requires significant efforts on maintenance and repairs of roads and pipelines, even replacement of dumping grounds. But urban development is not just about the physical infrastructure, it also includes many other things like creating and maintaining vibrant and safe public spaces, conservation of local water bodies, and heritage structures. Also necessary are efforts to include, in the city's design and operations, the needs and aspirations of poor people to make their life bearable in the city. It is often forgotten that the urban poor are essential members of the urban economy and society as well as equal citizens of the country.

All these would require huge financial resources, which governments express their inability to provide on their own. So, cities would have to attract private investments. But, we need to continuously ensure that private investments do not impact the interests of common citizens, poor, and environment, while looking for other sources for finances. For this, cities will have to be run and governed efficiently and effectively. Above all, this needs to be done without causing significant harm to the environment, local as well as global. In short, cities need to be designed and run in an efficient, effective, inclusive, and sustainable manner.

Achieving this involves dealing with many serious challenges of different types. For example, this would include challenges involved in designing, constructing, and maintaining different types of infrastructure projects; in designing and developing different municipal amenities and services; and in raising finances for these projects and amenities. This would require properly trained men and women to take up these challenges. People need to be trained not only as specialists in certain disciplines (like engineering, architecture, economics, or management), but also as urban policy specialists, who would be playing a key role in running and managing the cities.

Running and managing cities involves a large variety of and immensely diverse tasks—assessing needs of the city; planning for required infrastructure, facilities, and amenities; making available the basic resources required for building, managing and maintaining these facilities and amenities; creating and collecting financial resources through taxes, loans and grants; maintaining these amenities and facilities; ensuring that

the needs of poor and the poor themselves are included in all these tasks. These tasks are to be performed in a manner acceptable to citizens, in collaboration with citizens and communities, and in a manner which is conducive to the local and global environments.

These tasks—to be performed by the urban policy specialists—require not only knowledge from different disciplines, but also the knowledge of designing and making appropriate policies and programmes; as well as the knowledge and skills required for implementing, analysing, evaluating, and advocating to change the policies and programmes.

Naturally, an urban policy specialist has to know and master much more than what the education in any one discipline can offer. The urban policy specialist needs to know about engineering, economics, finance, law, planning, sociology, social work, politics, public administration, and mainly the policy sciences. In other words, the urban policy specialist should receive multi-disciplinary education and multi-skill training.

This is because most real-life problems are multi-dimensional. Each of these problems has engineering, economic, financial, legal, planning, political, social, environmental, and even cultural dimensions and, most importantly, are all woven together. These problems cannot be just broken down as per the convenience of the knowledge disciplines. In fact, the very practice of unnaturally breaking them down along disciplinary boundaries is one of the reasons that these problems have not only remained unsolved, but have also festered over the years. In order to solve such problems, an urban policy specialist needs to have a minimum understating of all these dimensions, an ability to view and understand these dimensions together, and the knowledge and skills to unravel and solve this multi-dimensional problem.

Thus, there is the need for multi-disciplinary education and multi-skill training of urban policy specialists, because the problems in actual real life touch upon the knowledge and skills of all disciplines simultaneously.

1.2 NEW MASTER'S PROGRAMME AT TISS

What is Habitat?

Habitat is understood by the SoHS as an inclusive term, encompassing the space, location, physical environs, as well as inhabitants of human settlements and their social environs in urban, peri-urban, and rural settings.

The study of habitat, thus, includes study of diverse factors and aspects of habitats such as livelihoods activities, social composition, and rights of the inhabitants as well as resources, infrastructure, and services needed by inhabitants.

The Tata Institute of Social Sciences (TISS), Mumbai, as a premier educational institution looked at this as the challenge yet to be handled. To meet this challenge of preparing multi-disciplinary and multi-skilled urban policy specialists, TISS worked for more than three years to design an appropriate master's level programme.

This new programme is an M.A./M.Sc. in Habitat Policy and Practice (MHPP), and is currently focused on different urban sectors and different issues, though it has linkages

with rural issues and problems. It is housed in the newly-formed, interdisciplinary school called School of Habitat Studies (SoHS) in TISS.

What is Policy and (Policy-Related) Practice?

Policy is an umbrella term covering official (administrative and legal) instruments that govern the sector. The instruments, for example, include laws, regulations, rules, project guidelines, government resolutions, and schedules.

Policy-related Practice: This includes activities by different actors for or on behalf of different stakeholders, which involve engagement with policies, in terms of formulating, implementing, analyzing, evaluating, criticising, suggesting, advocating policies.

Specific Objectives of the Master's Programme

- To prepare fresh graduates for making a significant contribution in the early part of their careers, by providing them with relevant and up-to-date knowledge and skills as well as with understanding of contemporary issues
- To upgrade the knowledge, skills, and understanding of professionals active in different spheres of the Habitat Sector
- To increase the effectiveness and relevance of the students, by providing substantive inter-disciplinary as well as methodological inputs, in order to enable students to view the issues in the Habitat Sector in their totality

1.3 WHAT THE PROGRAMME HAS TO OFFER

1.3.1 Scope of the Programme

The programme, as the name suggests, is focused on policies and practice of policy in the Habitat Sector. As mentioned before, the substantive focus of the programme, currently, is on urban sectors and urban issues.

1.3.2 Interdisciplinary Education and Training

As the term suggest, the programme draws from different disciplines that are part of the broad groupings of social, physical, and engineering sciences, as well as disciplines like planning and law. In order to respond to the needs and demands of the ground reality, this interdisciplinary programme brings together knowledge from different disciplines. It will introduce students to different perspectives that these different disciplines possess towards urban problems and issues. It will also train students in the 'methods and skills' from all different disciplines from all these three groupings of sciences.

This three-pronged interdisciplinary training is expected to lead to the development of professionals having multi-dimensional understanding and multifarious capabilities.

1.3.3 Programme Content

This Master's programme is designed with a lot of thought and effort and has taken over three years to develop. It has benefited from contributions from many senior academics,

researchers, and officials who are experts in urban affairs as well as policy activists engaged in policy advocacy.

The MHPP is a multi-layered programme, structured out of different types of courses and special components. The different types of courses contain different types of ‘classroom’ courses (or subjects) such as: Foundation Courses, Perspective Courses, Concept and Theory Courses, Sectoral Policy Courses, Methods and Skills Courses.

These courses are structured as building blocks over the four semesters (in two years) in a well thought-out sequence, building on one another. While the Foundation Courses and Perspective Courses will prepare the foundation for the programme, the ‘Concept and Theory’ Courses and ‘Skills and Methods’ Courses will provide theoretical grounding and practical skills respectively from five different relevant disciplines. The Sectoral Policy Courses will build a historical and multi-dimensional understanding of the policies (for example, laws and institutions) and practices (for example, programmes, schemes, projects) in four different sub-sectors such as transport and water. This will also include understanding of the trends and patterns in policies and the actors as well as factors that shaped these policies and practices.

These ‘classroom’ courses are supplemented with courses which are devoted to Field Work, Practical Work, and Project Work. These are also sequenced and linked through different stages over the four semesters. These include: Field Visits, Group Field Work, Policy Practicum, and Policy Assignment.

The hallmark of the programme is the element of Practice Concentration, which is built as the culmination of the training given through the courses of different types. This element comprises of four courses and has a total of 12 credits focused on one area for concentrated work. The areas of concentration offered are not discipline-oriented or theoretical, but are areas of critical importance for practitioners currently in the field. The idea is to make the student practically proficient in such an area, so that student is capable of working and contributing to the area soon after graduation. This is expected to immensely boost up competencies, confidence, and, hence, the employment potential of students.

1.3.3.1 Semester-wise and Component-wise Distribution of Credits

All students are required to take a set of 5 Foundation Courses (FCs), 3 of which are common. These courses will provide students with an orientation to basic perspectives, issues and themes in society, politics, economy and culture.

<i>Component</i>	<i>Sem. I</i>	<i>Sem. II</i>	<i>Sem. III</i>	<i>Sem. IV</i>
Foundation Courses	6	-	-	-
Perspective Course	2	2	6	-
Concepts and Theory Courses	7	4	-	-
Sectoral and Policy Courses	2	8	4	2
Elective Courses	-	-	-	2
Methods and Skills Courses	NC + 2	6	7	2
Field and Practical Work	NC	1	NC + 1	2
Practice Concentration	-	-	4	8
Total Credits (78)	19	21	22	16

1.3.3.2 Semester-wise Listing of Courses

Semester	Course No.	Title of the Courses	Credits
I	FC 1	Understanding Society	2
	FC 2	Introduction to Basic Economics	2
	FC 3	Development Experience, Social Conflict and Change	2
	HP 1	Sociological Perspectives on Urban and Regional Development	2
	HP 2	Public Policy and Governance: Theory, Analysis and Advocacy	2
	HP 3	Ecology and Urban Environment	2
	HP 4	Basic Technical Capabilities of Habitat Professionals	1
	HP 5	Urban Livelihood and Housing - I	2
	HP 12	Habitat Planning: Theory and Practice	2
	HP 7	Communication	Non-Credit
	HP 8	Quantitative Research Methods	2
	Practical Field Work – Exposure Visit	Non-Credit	
II	HP 20	Perspectives on Space	2
	HP 9	Qualitative Research Methods	2
	HP 11	Urban Economics and Urban Finance	2
	HP 6	Urban Transport and Infrastructure: Policies and Practices	2
	HP 13	Public Finance	2
	HP 14	Urban Livelihood and Housing - II	2
	HP 15	Urban Water and Sanitation and Solid Waste - I	2
	HP 16	Urban Governance in India: Policies and Practices	2
	HP 17	Planning Studio - I	2
	HP 18	Comprehensive Assessments of Projects	2
	Group Field Work	1	
III	HP 19/ DS 15	Sustainable Development and Climate Change	4
	HP 10	Political Economy of Urbanisation in the South	2
	HP 21	Social Sector Issues in Cities	2
	HP 22	Urban Water and Sanitation and Solid Waste - II	2
	HP 23	Community Group Work	2
	HP 24	Introduction to GIS	2
	HP 25	Advanced Econo-Financial Analysis	1
	HP 26	Analysis of Legal Instruments	1
	HP 27	Analysis of Macro Data	1
		Policy Practicum	1
		Purposive Field Visits	Non-Credit
HP 28	Concentration Work - I	2	
HP 29	Concentration Work - II	2	

Semester	Course No.	Title of the Courses	Credits
IV	HP 30	Seminar: Contemporary Issues and Topics in Habitat Sector	2
	HP 31	Elective	2
	HP 32	Project Management	2
		Policy Assignment	2
		Project/Dissertation	8

1.3.4 Pedagogy: How do We Teach?

Even in ‘classroom’ courses, diverse teaching methods are used, in addition to lectures and presentations by teachers. These include course-specific field-visits, seminars by guest speakers especially practitioners, special workshops on related themes, attendance of outside seminars, course-specific practical work, and guided assignments. The assessment of students’ performance is also conducted in diverse ways, through class presentations, group and individual class assignments, and group and individual viva-voce.

The courses from the group of ‘Field and Practical Work’ are conducted in different and innovative manner. In field visits, usual visits to institutions and organizations are replaced by visits to the sites of problems and solutions. For example, students visit the ‘nakas or thelas’ or street-corners, and talk with informal workers who gather there in search of work; students also visit the colonies of relocated slum dwellers.

The SoHS conducts many research projects as well as national and international level seminars and workshops. As part of the practical work, students get opportunities to work in these research projects and participate in the seminars and workshops. As part of the ‘Policy Practicum’ component, students would get opportunities to work in the policy research and advocacy tasks in the School or in outside organisations. The most important component in this group is the ‘Policy Assignment’ in Semester IV. The idea is to provide an opportunity to students to independently work (but under guidance of a faculty member) on an assignment like any consultant would do.

In addition, the school tries to create new and innovative learning opportunities for students every year. In December 2009, students of the programme will participate in the ‘Winter Institute’ along with students of IIT Bombay (from the M.Tech. programme in Technology and Development) and University of Washington at St. Louis, USA. Students from three institutions will be working together in mixed groups on developing case studies of conflicts over natural resources in Udaipur (Rajasthan).

1.4 SCHOOL OF HABITAT STUDIES

The SoHS is a pioneering initiative of Tata Institute of Social Sciences. The initiative is focused on interdisciplinary studies in the arena of habitat studies, cutting across the boundaries of physical, technical, and social sciences. The School’s scope also encompasses broader consideration of the relationships between science, technology, innovation and society.

1.4.1 Faculty

The school is happy to showcase its highly qualified faculty, with diverse disciplinary backgrounds. The team of full-time faculty of the school includes: 2 full Professors, 2 Associate Professors, and 2 full-time and 1 part-time Assistant Professors. The school has a very high faculty-to-students ratio of 1:5. In addition, there are two Visiting Faculty members, who are experienced professionals and are teaching out of genuine urge to contribute to society.

The faculty members of the School, possess expertise in a wide range of disciplines, including physics, engineering, social work, sociology, public policies, finance, governance, regional development, political sciences. Their current research interests also cover a wide range of themes: water sector reform and regulation, sustainable development discourse, sustainable livelihoods, affordable housing, livelihoods options for urban poor, climate change policies, innovation policies, reform in urban finance sector, rural-urban water transfers, urban governance, urban and regional planning, public-private and state-civil society partnerships in infrastructure, urban environmental policy.

1.4.2 Research and Extension Work

The areas of research experience and current research of the faculty are diverse; and each of the senior faculty members possesses between 15 and 25 years of experience in research and extension work. The faculty is currently involved in intensive research work on a comprehensive range of issues covering different sectors. The faculty is invited to provide independent research inputs by international universities, different government agencies, and municipal bodies like the Planning Commission and Mumbai Municipal Corporation.

Another distinguishing feature of the school is its strong linkages with the field agencies and commitment to respond to the needs and aspirations of different stake-holders, especially the disadvantaged and vulnerable sections of society.

The faculty of the SoHS is involved in a range of regular and special extension activities in individual capacity or as a school faculty. These activities, for example, include consultations, workshops, training and dissemination workshops, joint research and committee work with field agencies. Faculty members also undertake pioneering interventions like interventions in the new regulatory agencies in the water sector.

The School is working on the idea of what it calls as Facilities. These will be near-permanent establishments providing knowledge services and knowledge support to different agencies and organisations in the field. The school has already started the 'Urban India Reforms Facility' and is working to develop another 'Facility for Study and Action in Regulation'. These facilities will help students immensely in their field and practical work, policy assignments, and independent work in their 'Practice Concentration' area, helping them to develop links with outside agencies.

1.5 COMPETENCIES AND CAREERS FOR STUDENTS

Students will gain competencies as urban policy specialists to work on urban issues from areas such as urban transport, water, urban economics, urban housing, urban poverty and livelihoods, urban planning.

The MHPP programme will train students to go beyond the standard, blue-print solutions and will teach students to ‘find appropriate types of solutions for specific niches and help to adapt these to particular situations’. Students will be intensively trained in certain concentration areas of practical relevance, so that they could be ready for meaningful work in the particular area, and, hence, would possess a high level of employability when they pass out of the programme. The current concentration areas include frontier areas such as ‘urban responses to climate change’, ‘water sector regulation’, and ‘affordable housing for poor’.

Students will be ready to work as Urban Policy Specialists and will be able to work in diverse capacities to design and formulate policies, manage and monitor implementation of the policies as well as programmes and projects based on the policies, conduct research and analysis of policies and programmes, and, finally, undertake advocacy activities on policy matters.

Different types of organisations are expected to be interested in hiring students with these skills, including, government and para-statal organisations (like MMRDA, MHADA) urban local bodies, consultancy firms, infrastructure companies, research institutions, NGOs, independent research groups, and think-tanks.

We hope that some students, using the knowledge and skills obtained in the programme, would choose to become social entrepreneurs in the area of urban policies, and who could pioneer sustainable and inclusive habitat solutions.

The students coming from the social sciences and law background would get the M.A. degree, while the students coming from the physical sciences, engineering, and architectural backgrounds would get the M.Sc. degree. While the course work is same for all the students, their work in the components of ‘Policy Assignments’ and ‘Practice Concentration’ would be tailor-made to help them build on their previous education and prepare for appropriate careers.

2

Admission Procedure for M.A./M.Sc. Programme in Habitat Policy and Practice

2.1. INTAKE OF STUDENTS FOR THE ACADEMIC YEAR 2010-2012

The total intake of students for the M.A./M.Sc. Degree programme in Habitat Policy and Practice, 2010–2012 will be 15.

2.2 ELIGIBILITY

Candidates applying for the M.A./M.Sc. in Habitat Policy and Practice should have a Bachelor's Degree in Engineering, Architecture, Management, Physical Sciences, Geography, Planning, Law, or Social Sciences, with some inclination towards habitat-related issues/sectors.

Professionals working in different sub-sectors of the habitat sector or the urban sector are also eligible, provided they possess the minimum academic qualifications. They could come from different types of institutions, including ULBs, government, research organisations, civil society groups, and private companies are also eligible for admission to the programme.

Apart from the minimum academic qualifications, proficiency in written and spoken English and basic capabilities in mathematics would be desirable and helpful to students in making best of what the programme offers.

2.2.1 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) 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.
- iii) Candidates who have been declared as failed in the final year examination are also not eligible to apply, unless they pass their Bachelor's Degree examination on the day of applying for the programme.
- iv) Eligibility, once determined on the basis of the information given by the candidate in the Application Form, shall be final for the purpose of test/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 test/interview/selection/admission, his/her candidature will be cancelled.

- v) 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.

2.3 SELECTION PROCEDURE

2.3.1 Weightage for the Different Components

- (a) *Written Test (100 marks)*: The Written Test is in two parts.

Part I is an Objective Test which consists of 3 sections: (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 45 minutes.

Part II of the Written Test is the "Programme-Based" test, and the duration is 60 minutes. This Written Test aims to assess the following:

Section I: Descriptive Test – Critical Analysis, Sensitivity to Social and Environmental Issues.

Section II: Objective Test – (i) General Awareness/Knowledge about Current/Contemporary Social Issues; (ii) Analytical/Logical Reasoning and Quantitative Ability; and (iii) Verbal Reasoning.

Note: Model question paper for the programme is placed on TISS website on November 9, 2009.

- (b) *Personal Interview (70 marks)*: The candidate is expected to be acquainted with the programme for which he/she has applied for, as questions may be asked on the topic during the Personal Interview (PI).

2.3.2 Eligibility for Personal Interview

Candidates short-listed for the PI will be required to submit the Detailed Application Form online, which will be available at www.tiss.edu after declaration of the results of the Written Test on **15th March, 2010**. They are also required to bring a hard copy of the filled in Detailed Application Form along with photocopies of all documents and two passport-sized photographs while coming for Personal Interview. No candidate will be allowed to appear for the PI without submitting the Detailed Application Form on time.

2.4 RESERVATIONS

Reservation for candidates belonging to Scheduled Castes (SCs) and Scheduled Tribes (STs) will be as per Government of India (GoI) requirements, that is, 15% and 7.5%, respectively. Reservation for Other Backward Classes (OBC) is 27%, while for Kashmiri Migrants it will be subject to the GoI directives.

2.5 SCHEDULED CASTES AND SCHEDULED TRIBES CELL

The Scheduled Castes and Scheduled Tribes Cell was established at the Institute as per GoI and University Grants Commission's (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.

2.6 APPLICATION PROCEDURE

2.6.1 How to Obtain the Application Form

The prescribed Application Form and Information Brochure can be obtained:

- By sending a request letter to the Assistant Registrar (Academic) of the Institute along with a self-addressed (A4-Size) cloth-lined envelope and a Demand Draft for Rs. 750/- drawn in favour of the "Tata Institute of Social Sciences", and payable at Mumbai.OR
- By downloading the Application Form from the TISS website (www.tiss.edu). Please note that while submitting the downloaded Application Form either by post or in person to the Academic Section, it should be accompanied by a Demand Draft for Rs. 750/.
- From the Cash Counter of TISS, against cash payment (Cash timings: Mondays to Fridays from 9.00 a.m. to 7.00 p.m. and on Saturdays, from 9.00 a.m. to 4.00 p.m.).
- Unemployed SC and ST candidates, whose parents'/guardian's income was Rs. 1 lakh (Rupees One lakh) for the financial year 2008-2009 can obtain the Application Form for Rs. 700/-

Important

For speedy processing of applications, we recommend online filling of applications. Once you submitted the on-line application, print the application, attach the DD and other necessary documents and mail to TISS, Mumbai.

Note: Those candidates who have already applied for this programme need not apply again.

Unemployed SC and ST candidates, whose parents'/guardian's income was Rs. One lakh or below for the financial year 2008–2009 can obtain the Application Form free of cost.

They can download the Form from www.tiss.edu and submit it along with a true copy of the Caste/Tribe Certificate and the Income Certificate or they can send a request letter along with a true copy of Caste/Tribe Certificate, Income Certificate and self-addressed (A4-Size) cloth-lined envelope to the Assistant Registrar (Academic), 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 2008–2009.

2.6.2 Submission of Duly Filled in Application Form

- (a) Candidates who have filled in the downloaded form should write their name, address, telephone number (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 **5th February, 2010**, up to 5.00 p.m.

Note: Candidates belonging to SC or ST or OBC or PWD category **must** submit the relevant certificates of their status (as SC or ST or OBC or PWD) along with their filled in applications. No candidate will be considered for more than one category as mentioned in the Application Form.

The last date for receiving applications sent BY POST from remote areas/regions (i.e., Assam, Meghalaya, 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 **12th February, 2010**.

Candidates who are claiming the benefit of extended time for submission of the Application Form, should clearly indicate in their forwarding letter the particular area or region (for example, Assam, Meghalaya, Jammu & Kashmir, etc.) they have posted their application from. 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.

2.7 ENTRANCE TEST SCHEDULE

Written Test: The Written Tests for this programmes will be held on **7th March, 2009**, at 5 centres: Mumbai, Delhi, Hyderabad, Guwahati and Kolkata. The Institute may cancel any test centre and/or assign another centre instead of the centre indicated by the candidate, if situation demands.

Admit Card: Admit card will generally be despatched on weekly basis. However, candidates who not received their admit card by 24th February, 2010, may register their complaint with Section Officer (Admissions) by sending a mail to **pgadmissions@tiss.edu**. Candidates who registered their complaints will be given a duplicate admit card

a day prior to the entrance test at his/her respective centre. No duplicate admit card will be issued on the day of the written test.

Personal Interview: The PI for the programme will be held at the Mumbai Campus on **29th and 30th March, 2010 OR 9th and 10th May, 2010**. The actual date of the PI of a candidate will be put up on the TISS website and will also be intimated to the candidate through email. Shortlisted candidates are requested to contact the Section Officer (Admissions), in case they do not receive any mail with regard to date of PI at least by **22nd March, 2010**.

Request for change in the date for the Written Test will not be considered. However, a change in the dates for PI may be considered, if the date of 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 PI will be within the time schedule announced by TISS only.

2.8 FACILITIES AVAILABLE DURING PERSONAL INTERVIEW AT THE INSTITUTE

2.8.1 Hostel

In comparison to the number of outstation candidates appearing for the PI, the hostel facilities available are inadequate at the Mumbai campus. Therefore, hostel accommodation will be provided only to SC/ST/PWD candidates. We regret that we cannot provide accommodation to the person(s) accompanying the candidate. The candidates must vacate the rooms immediately after the PI is over.

2.8.2 Dining Hall

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

2.9 FACILITIES FOR SC AND ST CANDIDATES ELIGIBLE FOR GoI POST-MATRIC SCHOLARSHIP

- i) *Reimbursement of Travelling Allowance (TA), etc.:* If the SC/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 or below, during the financial year 2008-2009, and have 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 travel expenses will be subject to their submission of original tickets. It will be the responsibility of the SC and ST candidates to fill in the TA form provided along with a photocopy of the call letter for the Written Test before they appear for it and collect the money as soon as the test gets over.

- ii) *Reporting at the Institute for PI:* SC/ST candidates, who are eligible for such facilities, should report at the Institute only after receiving the call letter/mail for GD and/or PI. They will be provided free hostel accommodation, meals, and reimbursement of to and fro travel expenses (Second Class Railway or State Transport Bus fare). Those staying in the hostel will be required to vacate rooms immediately after the PI is over.
- iii) SC/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/or PI at the Institute, and if they desire to stay in the hostel, they should deposit on arrival Rs. 100/- per day as lodging charges. The boarding, lodging and travelling expenses incurred by them during the Written Test at the Centre, and the GD and/or PI at the Institute will be reimbursed only if they are selected.
- iv) SC/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/ST candidates who, after passing one level of education, are studying in the same level 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/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 B.A./B.Ed., will also not be eligible for the GoI Post-Matric Scholarship.

2.10 AFTER SELECTION FORMALITIES

(a) *Acceptance Letter*

All selected candidates for the M.A./M.Sc. Degree post-graduate programme should sign and return the acceptance letter (to be downloaded from the website) on or before 30th May, 2010, if admission is accepted by paying the Semester I fees and deposits (except hostel) as shown on pages 22–23 of the Information Brochure.

(b) *Verification of Original Documents*

The verification of original documents will be carried out from 10th to 12th June, 2010, from 10.30 a.m. to 1.00 p.m. and from 2.00 p.m. to 4.30 p.m., at the convenience of candidates on any of the above days and times.

The selected candidates must produce the following documents, wherever applicable, in original for verification. 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 and Mark-sheet (X/XI);
- ii) Higher Secondary Certificate and 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 SC/ST);
- xi) Certificate of OBC with non-creamy layer status.
- xii) Income Certificate of the preceding financial year (only for those SCs/STs who are eligible for GoI Post-Matric Scholarship);
- xiii) Certificate of Disability (if applicable);
- xiv) Certificates of extra-curricular activities, if any;
- xv) Certificate issued by a competent authority showing that the candidate's mother or father is an Indian worker in the Gulf or South-East Asia (if applicable);
- xvi) Certificate of Kashmiri migrant (Certificate issued by a competent authority indicating the status of Kashmiri migrant. This will be subject to the GoI directives);

Important

- If any of the above documents in original are not produced for verification, or if the copies of the document attached to the Detailed Application Form do not tally with the original documents, provisional selection will be cancelled immediately.
- Admission will be subject to the fulfillment of the eligibility requirements as confirmed through the verification of original certificates and mark-sheets, etc.

- Original documents for verification will not be accepted by post or courier service. They have to be presented by the candidate or by his/her authorised nominee.
- Original documents will be immediately returned to the candidate as soon as the verification is over.

(c) *Facilities for SC and ST Students who are Eligible for the Post-Matric Scholarship of the Government of India (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 paying the tuition fees and other fees, including all deposits. They are also exempted from payment of Dining Hall and Hostel charges during their study at the Institute. However, selected candidates (other than Maharashtra) are required to bring with them two Post-Matric Scholarship forms (fresh). They should also obtain their parents'/guardian's signature on the form, wherever required.

Notes: 1. SC and ST students in employment, whose pay are protected during the period of their 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.

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

(d) *Government of Maharashtra Freeship*

SC, ST and OBC students from Maharashtra State only whose parents'/guardian's income was more than Rs. One lakh in the 2008–2009 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*

Outstation candidates are required to submit a Demand Draft drawn in favour of Tata Institute of Social Sciences, payable at Mumbai, with the requisite amount towards Semester I fees and deposits at the time of verification of the original documents. 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) to make payment in cash. 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 30th May, 2010 are expected to join the programme on 14th June, 2010. Admission of those who have paid the fees and deposits by 30th May, 2010, but fail to join on 14th June, 2010, 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 any Master's Degree Programmes of the Institute. Please note that candidates cannot claim hostel accommodation, merely because they have submitted the hostel form or obtained admission or paid fees in full.

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

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

All candidates should undergo medical check-up from 10th to 12th June, 2010.

(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 Premium towards Group Mediclaim Insurance*

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

(l) *Provisional Admission*

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

3

Fees, Deposits and Other Charges (for 2010-2012 Batch)

3.1 FEES AND DEPOSITS

(In Rupees)

	For all Programmes							
	<i>Hostelite</i>				<i>Non-Hostelite</i>			
	SEMESTER				SEMESTER			
	I	II	III	IV	I	II	III	IV
A. Statutory Fees								
Tuition	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Examination	300	300	300	300	300	300	300	300
Medical Insurance + ID	1,417	0	1,317	0	1,417	0	1,317	0
Students' Union	100	100	100	100	100	100	100	100
Development Fund	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Library *	2,000	0	0	0	2,000	0	0	0
Caution *	2,000	0	0	0	2,000	0	0	0
Computer *	500	0	0	0	500	0	0	0
TOTAL (A)	18,817	12,900	14,217	12,900	18,817	12,900	14,217	12,900
B. Hostel & Dining Hall Charges & Deposits (except EE)								
D.H. Charges (to be adjusted against the DH monthly bills)	8,000	8,000	8,000	8,000	0	0	0	0
Hostel Charges	2,000	2,000	2,750	2,750	0	0	0	0
Electricity Charges	3,000	3,000	3,000	3,000	0	0	0	0
Hostel and Electricity *	2,000	0	0	0	0	0	0	0
Dining Hall *	2,400	0	0	0	0	0	0	0
TOTAL (B)	17,400	13,000	13,750	13,750	0	0	0	0
TOTAL (A + B)	36,217	25,900	27,967	26,650	18,817	12,900	14,217	12,900
	<i>Hostelite</i>				<i>Non-Hostelite</i>			
	SEMESTER				SEMESTER			
	I	II	III	IV	I	II	III	IV
C. Other Expenses (Programme Specific)								
	HP							
Lab Expenses	0	1,500	0	1,500	0	1,500	0	1,500

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

Total Proposed Fees for 2010–2012 Batch	PAYMENT OF FEES							
	<i>Hostelite</i>				<i>Non-Hostelite</i>			
	SEMESTER				SEMESTER			
	I	II	III	IV	I	II	III	IV
Habitat Studies	38,217	29,400	29,967	30,150	20,817	16,400	16,217	16,400

3.2 FINANCIAL ASSISTANCE

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

4

About the Tata Institute of Social Sciences

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.

4.1 ACADEMIC STRUCTURE

The TISS moved to a new academic structure in February 2006. It currently hosts 6 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 Development Studies; Human Ecology; Socio-legal Studies and Human Rights; Studies in Social Exclusion and Inclusive Policy; 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*
- *School of Habitat Studies* with 3 Centres in Urban Planning and Governance; Science Technology and Society; and Water Policy and Governance.

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

4.2 TEACHING

The TISS offers 16 Master's Degree Programmes in Social Work; Disability Studies and Action; Development Studies; Education (Elementary); Counselling; Women's Studies; Human Resources Management and Labour Relations; Social Entrepreneurship; Globalisation and Labour; Public Health in Social Epidemiology; Health Administration; Hospital Administration; Habitat Policy and Practice; Disaster Management; and Media and Cultural Studies; and 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 Diploma and 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. From the academic year 2010-2012, the Institute will be offering a new Master's Degree Programme in 'Public Health in Health Policy, Economics and Finance'.

4.3 RESEARCH

The role of academic institutions like TISS in conducting pioneering research rooted in the context of societal realities, and aimed at influencing policy and practice for positive social change, is widely acknowledged. During 2008-2009, a total of 132 research projects were ongoing at the institute funded Central Ministries & State governments; NGOs & Trusts; national & international organisations and industry. Of these, 32 research projects were in multi-disciplinary areas while the remaining were anchored in various Schools/Centres. The ongoing researches at the Institute are in the areas of child, youth, women & gender; community development; dalit, tribal and minority issues; education; health; HIV/AIDS; disaster management; rural and urban issues; governance; natural resource management; livelihoods; agriculture; non-formal sector; human resources management and allied issues.

4.4 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 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.

4.5 KEY POSITIONS

Dr. S. Parasuraman M.Sc. (Pune), C.P.S. (IIPS), D.P.D. (ISS, The Hague), Ph.D. (Mumbai)	Director
Dr. Lina Kashyap M.A., Ph.D. (TISS)	Deputy Director
Dr. C.A.K. Yesudian M.A. (Madras), Ph.D. (TISS)	Professor and Dean, School of Health Systems Studies
Dr. N. Jayaram M.A., Ph.D. (Bangalore)	Professor and Dean, School of Social Sciences
Dr. Surinder Jaswal M.A. (TISS), Ph.D. (London)	Professor and Dean, School of Social Work
Dr. Sharit Bhowmik M.A. (Mumbai), Ph.D. (Delhi)	Professor and Dean, School of Human Resources Management and Labour Studies
Dr. V. Devasia M.A. (TISS), Ph.D. (Nagpur)	Professor and Dean, School of Rural Development
Dr. Subodh Wagle B.Tech. (IIT Bombay), Ph.D. (Delaware)	Professor and Dean, School of Habitat Studies
Dr. Lakshmi Lingam M.A. (Andhra), Ph.D. (IIT Bombay)	Professor and Dean, Research and Development
Dr. Nasreen Rustomfram M.A., Ph.D. (TISS)	Professor and Dean, Students' Affairs
Dr. Jacquleen Joseph M.S.W. (Bharatidasan), M.Phil., Ph.D. (NIMHANS)	Associate Professor and Chairperson, Jamsetji Tata Centre for Disaster Management
Dr. D.P. Singh M.Sc. (Vikram), Ph.D. (Mumbai)	Professor and Chairperson, Centre for Research Methodology

Dr. B. Manjula M.C.J. (Kerala), Ph.D. (Jamia Milia Islamia)	Associate Professor and Chairperson, Centre for Media and Cultural Studies
Dr. Muttayya Koganuramath M.L.I.Sc., M.Sc., I.M. (Sheffield), Ph.D. (Karnataka)	Librarian
Dr. G.G. Wankhede M.A., B.Ed. (Marathwada), M.Phil., Ph.D. (JNU)	Professor, School of Social Sciences, Liaison Officer (SC/ST Cell)
Dr. Bipin Jojo M.A. (Utkal), M.Phil., Ph.D. (TISS)	Associate Professor and Chairperson, International Students' Office
Dr. Neela Dabir M.S.W. (Mumbai), Ph.D. (SNDT, Mumbai)	Registrar
Mr. H.G. Bhise M.Com. (Shivaji)	Deputy Registrar
Mr. D.K. Shetty B.Com. (Ranchi), PGD in PM&IR (XIIS)	Deputy Registrar
Ms. Janaki Ramadas M.A. (SNDT)	Deputy Registrar
Ms. Rajee Menon B.Com. (Mumbai)	Deputy Registrar
Mr. K.S. Sadegaonkar M.Com. (Marathwada)	Deputy Registrar

4.6 TISS COMMUNITY

The Institute is home to nearly 130 faculty members who are consistently involved in teaching, research, policy making and institution building. They are supported by 250 technical and administrative staff members and reach out to nearly 1150 post-graduate and doctoral 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.

5

Students' Support Services

5.1 STUDENTS' AFFAIRS OFFICE

The Students' Affairs Office is the fundamental link between students, faculty and the administration of TISS. Headed by the Dean (Students' Affairs), the purpose of the Office is to create a climate which promotes personal and academic development of students by offering them both support and challenges. Support is provided by assisting students directly or through referrals. The Office seeks to provide challenge by holding students accountable for their actions and by assisting them in developing problem-solving skills. The Office, thus, strives to help students in their adjustment to TISS life and help them to take full advantage of the academic or social environment here.

Towards this, the Students' Affairs Office looks into the physical and mental well-being of students through services such as counselling, extra-curricular activities such as yoga and gymming, as well as promoting cultural activities.

Maintaining tolerance and respect for cultural diversity and plurality is an essential cornerstone of student life at TISS. Students at TISS are welcomed regardless of religion, caste, ethnic background, age, sexual orientation or physical status. Several well-established committees for Student Aid, Gender Amity, Support Facilities for Students, Medical Health Services, as also a team of professional counsellors and male and female wardens - all coordinated by the faculty at TISS - form the backbone of this office.

The Institute expects that all student members of its community assume responsibility for their conduct. However, when they infringe on the rights of others, the Institute may intervene through the laid down established procedures.

5.2 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. During critical periods, such as disasters and relief work, they have been at the forefront of volunteering for tasks as well as mobilising their colleagues. Last year, the Students' Union successfully undertook an orientation programme for undergraduate students of the TISS at the Tuljapur Campus on 'how to organise student activities' on the cultural and literacy fronts.

5.3 ACCOMMODATION/HOSTELS

Admission to the hostels is restricted to full-time, bona fide, Master's degree students. Hostel admission is not guaranteed. Deputed candidates, holding government

accommodation in Mumbai (general category or SC/ST), will not be allotted hostel accommodation. Due to limited seats in the hostel, accommodation is not available for students who ordinarily reside in the Mumbai Metropolitan Region. Out-of-town students, who have close relatives in Mumbai, will also not be given hostel accommodation.

5.4 DINING HALL

The Dining Hall serves both vegetarian and non-vegetarian meals. It is managed by the DH 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, participants of all the short-term courses and seminars held at the Institute. The Dining Hall will be closed by 11.00 p.m. Default in the payment of dining hall charges will result in penalties and cancellation of dining hall membership and even hostel residence. Re-admission may be considered on payments of all dues as a fresh candidate. The Institute is currently working with the students to encourage them to take greater control of the management of the DHs.

Students on campus also enjoy a canteen facility which was initiated in June 2006. 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.

5.5 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 Institute provides free medical consultation service only. The medical officers also provide referrals as and when required. The programme is coordinated by the Coordinator (Medical and Counselling), who is a faculty member of the Institute.

5.6 COUNSELLING SERVICES

Trained professionals provide counselling services 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 functioning. A senior faculty member from TISS coordinates the Medical and Counselling services.

Workshops on topics relevant to increasing the capacities of the students are regularly conducted by the counsellors. The themes taken up at these workshops are 'Goal-setting', 'Assessing Time Usage', 'Scheduling and Prioritising Tasks', and 'Barriers in Time Management'.

The counsellors also maintain a notice board where posters, charts and cartoons pertaining to various issues are exhibited. The e-mail is yet another medium of communication for the students and the counsellors wherein the students can write to the counsellors for appointments or asking for help. The counsellors use e-mails to

communicate information about workshops, send articles, and even for follow-up with students needing frequent attention. This has evoked a positive response from the students.

5.7 HEALTH INSURANCE

The Institute has a Mediclaim Personal Accident Insurance Policy for students, the details of which are hosted on www.tiss.edu/insurance. The minimum for the same is to be paid at the time of paying the first semester tuition fees.

5.8 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 is being introduced from this academic year to encourage physical fitness activities amongst students.

Yoga programme is conducted morning (7 to 8 a.m.) and evening (6 to 7 p.m.) on all working days at the ground floor of the M.K. Tata Memorial Gymkhana. The number of sessions per day can be increased beyond two, if there is demand.

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.

6

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/-
Mumbai 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.	: 91-22-2552 5265/5265/5000

The telephone board functions from 9.00 a.m. to 8.00 p.m. from Monday to Friday.

Fax	: 91-22-2552 5050
E-mail	: pgadmissions@tiss.ed
URL	: http://www.tiss.edu