

Information Brochure
**Master of Arts in
Social Entrepreneurship**
2007–2009



Tata Institute of Social Sciences

(A Deemed University)

Centre for Social Entrepreneurship
School of Management and Labour Studies

V.N. Purav Marg, Deonar, Mumbai-400 088

IMPORTANT DATES

Last date for issue of Application Forms by post : June 10, 2007

Last Date for Issue of Application Forms in Person (From TISS Cash Counter) : June 15, 2007

Last Date for Receipt of Completed Application Forms : June 20, 2007

Last Date for Receipt of Completed Application Forms from remote areas / regions / International Students : June 26, 2007

Written Test : July 25, 2007

Declaration of Results of Candidates: Eligible for Group Discussion and Personal Interview : July 26, 2007

Group Discussion and Personal Interview at TISS : July 27 and 28, 2007

Announcement of Selection : August 8, 2007

Commencement of Academic Session 2007-08 : September 17, 2007

INSTITUTE DEEMED TO BE A UNIVERSITY

No. 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 declares 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 KIRPAL)
Secretary

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1. 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. The first school of social work in India, the TISS was a pioneering effort, characteristic of the Sir Dorabji Tata Trust. The TISS subsequently influenced the direction of social work education and social research in India. The year 1964 was an important landmark in the history of the Institute, when it was recognised as a Deemed University by the University Grants Commission of India.

Since then, the TISS has been expanding continuously in terms of educational programmes and infrastructure. While responding to the changing needs of the social and educational system in the country, the Institute has gone far beyond the initial concern of social work education. Thus, what started as a small institution offering a post-graduate diploma in Social Work, grew into a Deemed University and, as a result, diversified its activities.

Since its inception in 1936, the TISS has never limited itself to the mandate of a conventional university; rather, it has worked for the promotion of sustainable, equitable and participatory development, social welfare and social justice through:

- value-based professional education for social work and other human service professions;
- social research and dissemination of socially relevant knowledge;
- social intervention through training and field action projects;
- contribution to social and welfare policy and programme formulation at state, national and international levels; and
- professional response to national calamities, through relief, rehabilitation and disaster management.

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

Today, the TISS has earned recognition as an institution of repute from different Ministries of the Government of India (GoI), various State Governments, international agencies, and the non-government sector, both national and international. This is due to a positive work ethos and creativity in the Institute, strong linkages among education, research, field action and dissemination and the social commitment and responsiveness to varying social needs. The National Assessment and Accreditation Council awarded a 5-Star rating to the TISS in 2002.

1.1. Key Positions

Dr. S. Parasuraman M.Sc. (Pune), C.P.S. (IIPS), D.P.D. (ISS, The Hague), Ph.D. (Mumbai)	Director
Dr. Usha S. Nayar M.A., D.Phil. (Allahabad)	Deputy Director
Mr. Sandeep Chatterjee M.Sc. (Agra)	Registrar
Mr. H.G. Bhise M.Com. (Shivaji)	Deputy Registrar (General Administration)

2. SCHOOL OF MANAGEMENT AND LABOUR STUDIES

The TISS has pioneered teaching and research in the area of Personnel Management and Industrial Relations for over four decades. With a view to strengthen its academic programmes, the Institute underwent comprehensive process of review and reflection of its academic programmes and structures. This resulted in a new academic structure and revised teaching programmes. The School of Management and Labour Studies (earlier known as the Department of Personnel Management and Industrial Relations) was a result of this restructuring.

The School comprises four centres to facilitate teaching, research, training and consultancy on:

- i) Human Resources Management and Labour Relations,
- ii) Labour Studies,
- iii) Social Entrepreneurship, and
- iv) Social and Organisational Leadership.

2.1 Centre for 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 came into existence after careful thought about the emerging needs of wider society to develop change leaders in the field of social sectors to create enterprises with social purpose, and thus generating wealth to enhance livelihood and sustainable development.

2.2 Core Faculty

Dr. R.C. Datta M.A. (Jodhpur), Ph.D. (Mumbai) Fulbright Fellow (Stanford)	Professor and Dean
Dr. Sharit Bhowmick M.A. (Mumbai), Ph.D. (Delhi)	Professor, Centre for Labour Studies
Dr. D.K. Srivastava M.Com., D.Phil. (Allahabad), FDP (IIM-A)	Associate Professor and Chairperson, Centre for Human Resources Management & Labour Relations
Dr. E. Toppo M.A., Ph.D. (Poona)	Associate Professor, Centre for Labour Studies
Dr. Santanu Sarkar M.A., Ph.D. (D.A.V.V.)	Associate Professor, Centre for Human Resources Management & Labour Relations
Dr. Sasmita Palo M.A., LL.B. Ph.D. (Bahrapur)	Associate Professor, Centre for Human Resources Management & Labour Relations
Mr. P. Vijayakumar M.A. (Calicut), M.Phil. (Bharathiar)	Assistant Professor, Centre for Social & Organisational Leadership
Ms. Sarala K. Rao M.B.A., M.Phil. (Andhra)	Assistant Professor, Centre for Human Resources Management & Labour Relations

Ms. Tejaswini Adhikari
M.A. (Social Work) TISS

Assistant Professor,
Centre for Social Entrepreneurship

2.3 Adjunct Faculty

Dr. Meena Galliara
Professor, Narsee Monjee Institute
of Management

Dr. Alex Nicholls
Skoll Centre for Social
Entrepreneurship, SAID Business
School, Oxford, UK

Dr. Dinesh Awasthi
Director, Entrepreneurship
Development Institute, Ahmedabad

Dr. Akash Khurana
Managing Director and CEO,
NIMBUS Communications Ltd.

Mr. V. Sivakumar
Systems Manager, Computer
Centre, TISS

Dr. L.R. Dwivedi
Professor, Narsee Monjee Institute
of Management

Mr. Ravi Gupta
Senior Manager,
Larsen & Toubro Ltd.

2.4 Visiting Faculty

Mr. Satish Pradhan
Executive Vice-President
(Group HR), Tata Sons

Dr. Santrupt Misra
Director (HR), Aditya Birla Group

Mr. V.S. Patwardhan
Vice-President (HR), Asian Paints

Mr. Vinit Kaul
Vice-President (HR),
Philips India Ltd.

Dr. Avinash Deolekar
Vice-President (HR-Capability)
Pepsico

Mr. Debashish Roy
Vice-President (HR),
Colgate Palmolive

Mr. Aniruddha Deshmukh
Senior Manager (HR), Asian Paints

Mr. H.R. Shashikant
Vice-President (HR),
Aditya Birla Group

Mr. V.J. Rao	Director (HR), Aviva Offshore Services
Mr. S.K. Dutt	Head (HR), Larsen & Toubro

2.5 Secretariat

Ms. Laxmi Narayan M.A. (SNDT)	Stenographer (Grade I)
Mr. Dilip V. Poyyara B.A. (Mumbai), D.C.P. (Mumbai), D.P.M. (TISS)	Stenographer (Grade II)

3. M.A. IN SOCIAL ENTREPRENEURSHIP: COURSE OUTLINE

The two-year, full time, Master of Arts in Social Entrepreneurship (MASE) 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, and economically sustainable entrepreneurial activities.

The contents of the course 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 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.

3.1 Career Opportunities

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

3.2 Distribution of Credit Hours

The total credit hours (under review) 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.

	Credit Hours
First Year	
Courses	28
Field Work/Field-Based Project	12
Second Year	
Courses	28
Field Work/Field-Based Project	12
Business Plan Preparation	4
Total	84

3.3 Semester-wise Listing of Courses

All full-time Master's Degree programme students are required to take a set of Foundation Courses (FCs). These courses will provide students with an orientation to basic perspectives, issues and themes in society, politics, economy and culture. The FCs seek to provide a common minimum base of understanding for all TISS students on which they will build on during the rest of their course of study. Please note that the curriculum is under review.

First Semester

FC	1	Understanding Society	2
FC	2	Introduction to Basic Economics	2
FC	3	India's Development Experience	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

Optional Course

SE	3	Business Ethics	2
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Second Semester

FC	4-I	Media Culture and Society	1
FC	4-II	Perspectives in Human Development	1
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

Optional Courses

SE	9	Social Network Analysis	2
SE	10	Group Entrepreneurship	2

Third Semester

SE	11	Governance and Performance Management	2
SE	12	Financial and Management Accounting	2
SE	13	Management Information System (MIS)	2
SE	14	Social Enterprise Management	2
SE	15	Legal Framework for Social Enterprises	2

Optional Course

SE	16	Evidence Based Intervention Advocacy and Policy Making	2
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Fourth Semester

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 23 Venrure Capitalists and Venture Funding	2

Optional Course

SE 22 Local Economy and Training Indigenous Entrepreneurs	2
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3.4 Fieldwork and Projects (under review)

- Block fieldwork carries a weightage of 24 credit hours and is spread over four semesters of about 5 weeks each in the semesters; and an NGO block placement of about four weeks at the end of the fourth semester (Compulsory and Non-credit).
- Business Plan Development Project carries a weightage of 4 credit hours.

4. STUDENTS' SERVICES

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

All hostels are internet-enabled and provided with some computer terminals. Students may also access internet-enabled computers at the Terminal Room. The campus also houses a Dining Hall, largely student managed, and the MK Tata Gymnasium, with fitness training equipment and an indoor Badminton Court.

The Student's Union and other student bodies are actively encouraged to promote a vibrant intellectual and cultural life on the campus. In addition, students also have access to Doctors and Counselors on campus.

5. ELIGIBILITY

There are a total of 15 seats in the programme, including and observing the reservation norms (Scheduled Caste [SC], Scheduled Tribe [ST], and Persons with Disability [PWD]) of the Gol and international students/children of Indian workers in the Gulf and in South-East Asia.

5.1 Eligibility to Apply

- (a) A Bachelor's Degree of minimum 3-year duration or equivalent grade (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 requirement of 15 years of formal education) in any discipline with minimum aggregate marks of 50% (40% for SCs and STs) from a recognised University.

OR

- (b) Candidates, who will complete all the requirements of their final year Bachelor's Degree examinations by **July 31, 2007**, will also be eligible to apply provided they have obtained a minimum aggregate marks of 50% (40% for SCs and STs) in any discipline from a recognised University in their first and second year college/university examinations taken **together**, if the degree course is of three years; and the first, second and third year college/university examinations, if the degree course is of four years, for all the subjects examined. In such cases, admission to the MASE programme will be provisional. **If a provisionally admitted student fails in the final year examination, the offer of provisional admission will be automatically cancelled.**

5.2 Instructions for Determining the Eligibility to Apply

- i) Marks of only the **Bachelor's Degree** pursued by the applicant will be taken for determining his/her eligibility. Those who are pursuing the final year of their Bachelor's Degree course will be eligible to apply provided they maintain the minimum percentage of marks as specified under **5.1**.
- 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 candidate as they will be taken into account, while calculating the overall average percentage of marks to determine the eligibility to apply.

- iii) In case of a dual degree (5 years integrated degree after 12th), the marks of first 3 years will be considered to determine the percentage as specified under **5.1**.
- iv) **Rounding of the 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 those marks in the appropriate boxes provided in the Application Form. Otherwise, the application will be treated as incomplete and rejected.
- vi) Applications will not be cross-checked with original certificates to determine the candidate's eligibility to apply. Therefore, the information given by the candidate in the Application Form will be considered as accurate and accordingly, the candidates will be issued call letters for appearing the Written Test. 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 assigning reason(s) 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 still not be allowed to continue the programme as the offer of provisional admission stands automatically cancelled.
- viii) Candidates who are in the final year of their Bachelor's Degree course but have **not passed in all the courses** (main/major/subsidiary, etc.) of the 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 post-graduate programme of the Institute.

- ix) Candidates who have been declared as failed in the final year examination are **not eligible** to apply, unless they pass their Bachelor's Degree examination.
- x) Candidates not fulfilling the minimum requirement of percentage of marks as specified in the **5.1** section are not eligible to apply. Therefore, they are requested not to apply as the cost of Application Form will not be refunded.

5.3 Method for Calculation of Average Percentage of Marks to Determine the Eligibility to Apply

- i) In case of candidates who have passed their Bachelor's degree under 10+2+3 pattern of study:

I Year	Main Courses		Subsidiary Courses including languages				Grand Total
Course No.	I	II	I	II	III	IV	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	60	45	50	65	50	54	324

II Year	Main, Courses			Subsidiary Courses Including languages			Grand Total
Course. No.	III	IV	V	VI	VII	VIII	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	70	60	40	50	55	55	330

III Year	Main Courses			Subsidiary Courses Including languages			Grand Total
Course No.	V	VI	IX	X	XI	XII	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	75	65	45	55	60	60	360

IV Year	Main Courses			Subsidiary Courses Including languages			Grand Total
Course No.	VII	VIII	XIII	XIV	XV	XVI	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	60	65	60	65	60	65	375

- ii) In the case of candidates who have passed in all the courses, including main/major/subsidiary/minor, etc. of the first and second year examinations, if the Degree is of 3 years duration and will complete the final year exams by **July 31**,

2007, the Average Percentage of Marks will be calculated for the marks of the first two years only, that is,

$$\text{Average Percentage of Marks} = \frac{324}{600} + \frac{330}{600} + \frac{360}{600} + \frac{375}{600} = \frac{1389}{2400} = 57.87\%$$

- iii) In the case of candidates who have passed in all the courses, including main/major/subsidiary/minor, etc., of the first, second and third year examinations, if the Degree is of 4 years duration and will complete the final year exams by **July 31, 2007**, the Average Percentage of Marks will be calculated for the marks of the **first three years only**, that is,

$$\text{Average Percentage of Marks} = \frac{324}{600} + \frac{330}{600} + \frac{360}{600} = \frac{1014}{1800} = 56.33\%$$

6. SELECTION PROCEDURE

Eligible candidates will be called for a Written Test to TISS in Mumbai, and those who qualify will be required to appear for Group Discussion and Personal Interview on the next day of written test. Those satisfying the eligibility requirements will be assessed for selection (Total Marks = 200) through the following:

6.1 Written Test (70 Marks)

- (a) All candidates are 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 Written Test and carry a weightage of 30 marks.
- (b) The Written Test (40 marks) includes (i) proficiency in English language and comprehension, (ii) Awareness of socio-economic issues related to society, economy, entrepreneurship, social sector. The time allotted is 45 minutes.

6.2 Group Discussion (30 Marks)

The group discussion (GD) aims at assessment of knowledge about contemporary issues in the field and sensitivity to social issues expressed orally in English in a group situation. The time allotted is 25 minutes.

6.3 Personal Interview (75 Marks)

To become eligible for the GD and personal interview (PI), a general candidate should secure a minimum combined score of 43 marks (35 marks for SCs and STs) in the short hypothetical business plan submitted and Written Test.

6.4 Academic Background (25 Marks)

Marks are awarded to each applicant on the basis of overall percentage of marks secured in the Bachelor's Degree Examination and the maximum marks are 25. However, high academic achievement is not the only criterion on which the candidate will be selected.

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.

The names of the candidates eligible for GD and PI on the basis of their performance in the short hypothetical business plan submitted and Written Test will be announced on **July 26, 2007**. The GD and PI will be held on **July 27, 2007** and **July 28, 2007** at the Mumbai Campus of the TISS. Candidates are required to see the list of candidates eligible for GD and PI put up on the notice board of the Institute, as well as on the TISS website.

All the candidates short-listed for the GD and PI will be required to collect a copy of the **Detailed Application Form** from the Academic Section of the Institute between **10.30 a.m. and 3.00 p.m.** one day before their GD and PI. They will be also required to pay Rs. 300/- as administrative charges (non-refundable) in cash or by a demand draft drawn in favour of **Registrar, Tata Institute of Social Sciences**, at the Institute's Cash Counter, while submitting the Detailed Application Form to the Academic Section. The applicants may note that the Interview Panel will consider the Detailed Application Forms for the PI. They will be required to fill in the form in all respects, attach all the **photocopies of mark sheets, certificates, examination appearance certificate from college as indicated in 11.3 and also copies of extra-curricular activities**, if any. The duly completed Detailed Application Form, with annexures, should be submitted to the Academic Section before 9.30 a.m. on

the day of the PI. **No candidate will be allowed to appear for GD and PI without paying the administrative charges and submitting the duly completed form as stated above.**

RESERVATIONS

Scheduled Caste, Scheduled Tribe and Other Backward Caste Candidates:

Government of India norms applicable for admission of SC/ST/OBC will be followed.

Persons With Disability:

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

7. APPLICATION PROCEDURE

7.1 How to Obtain the Application Form

The prescribed Application Forms can be obtained:

- From the Cash Counter at TISS, against cash payment of Rs. 750/-. (Cash timings: Mondays to Fridays from 10.30 a.m. to 3.00 p.m. and on Saturdays, from 10.30 a.m. to 1.00 p.m.)
- By sending a request letter to the Deputy Registrar (Gen. Admn.) of the Institute along with a Demand Draft for Rs. 750/-, drawn in favour of the **Registrar, Tata Institute of Social Sciences, Mumbai**, and payable at Mumbai. This should be accompanied with a self-addressed and stamped cloth lined envelope (20cms x 28cms). The candidates should write, in capital letters on the envelope, "Application for Admission to the M.A. in Social Entrepreneurship programme (2007-09)".
- By downloading the Application Form from the TISS Website: www.tiss.edu (Please note that while submitting the downloaded Application Form, it should be accompanied by a Demand Draft for Rs. 750/- per form, towards the application processing fee. This fee is non-refundable.

Scheduled Caste and Scheduled Tribe candidates need not pay for the Application Form and Information Brochure, if they are unemployed and the income of their parents/guardians was

Rs. 1,00,000/- (Rupees one lakh) or below, during the financial year 2006-2007. However, they will be required to either download the Application Form from the Institute website and submit it along with a true copy of Caste/Tribe and Income Certificate OR send a request letter addressed to **Deputy Registrar (General Administration), TISS**, enclosing the following documents for obtaining the Application Form free of cost:

- (a) A photocopy of the Caste or Tribe Certificate issued in the name of the candidate by a Revenue Officer not below the rank of a Tehsildar.
- (b) A copy of the Income Certificate of the candidate's parents or guardian, issued by the employer or by any appropriate authority like Tehsildar.
- (c) Self-addressed cloth-lined envelope (20cms x 28cms).

7.2 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 Dy. Registrar (Gen. Admn.) of the Institute.
- (b) Candidates can send their duly filled applications through Registered Post/Speed Post/Courier. The envelope should be addressed to the Deputy Registrar (Gen. Admn.) of TISS.
- (c) Candidates can also submit their applications personally to the Academic Section, TISS, against proper receipt. The Institute will not be responsible for the applications delivered to any other functionary of the Institute.
- (d) **The last date for receiving the Application Forms, complete in all respects, by hand or by post, is June 20, 2007, upto 4.00 p.m.**

The last date for receiving applications sent BY POST from remote areas/regions (that is, 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 **June 26, 2007**. The last date for

receipt of Application Forms from International Students is also on **June 26, 2007** upto 4.00 p.m.

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.

8. INTERNATIONAL STUDENTS

Fifteen per cent (15%) supernumerary seats in the programme are reserved for International Students (IS). These are extra seats and not to be adjusted with total intake of students. However, they are required to comply with the following requirements.

- (a) Fulfil the basic qualification laid down for admission to the MASE programme of the Institute.
- (b) International Students who have completed or will be completing a Bachelor's degree in India will be required to appear for the entrance test along with Indian Students.
- (d) Apply for admission in the prescribed Application Form or the downloadable form from the Institute Website along with a demand draft for Rs. 2,000/- towards application processing charges (non-refundable).
- (e) Produce the transcript from his/her university as proof of eligibility.
- (f) Write a short hypothetical business plan of not more than 500 words on any topic broadly within the social sector.

- (g) Give two references, one of whom should be his/her professor who taught him/her at the undergraduate level. The referees should provide information regarding the candidate's academic interest, character and suitability for the programme in a sealed envelope; this information should accompany the application.
- (h) Write an essay of not more than 1,000 words in the English language. The topic of essay will be intimated to the student before he/she is considered for admission.
- (i) On receipt of the aforesaid documents and if the candidate is found suitable, the Institute will inform the candidate about the date and time for telephonic interview by a Faculty Committee of the Institute. The Committee will send its recommendations to the Director for consideration. The Director's decision in the matter will be final. If the candidate is selected for the programme, a provisional admission letter will be sent to the candidate to enable him/her to secure a **student visa** to come to India and join the programme.
- (j) 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.

NOTES: i) International Students should not leave their country till they receive a provisional admission letter from the Institute and the student visa.

ii) ***Self-Supporting International Students:*** The candidates, other than those from SAARC countries, should deposit US\$ 4,302 with the Institute immediately on admission, to cover the first year's fees. The fees of candidates from SAARC countries and other low income countries will be 10% higher than that of Indian students. We regret that the TISS cannot offer financial assistance to International Students.

iii) All International Students should give an undertaking to undergo an HIV/AIDS tests as per the GoI regulations.

9. SCHEDULE FOR ENTRANCE TESTS

The Written Test will be held on July 25, 2007 from 11.00 am to 11.45 a.m. at TISS Campus, Mumbai. **Request for change in the centre for Entrance Test and / or the date for GD and PI will not be entertained.**

10. FACILITIES AVAILABLE DURING GD AND PI

10.1 Hostel

Hostel accommodation may be provided to those candidates who do not have relatives or friends in the Mumbai Metropolitan area. Those needing accommodation should e-mail to the In-Charge (Hostels) at **oferns@tiss.edu**.

Allotment will be on a first come first serve basis. During the period of selection, the charges for lodging will be Rs. 100/- a day, which should be paid on arrival. Candidates must vacate the rooms immediately after their GD and PI. We regret that we cannot provide accommodation to the person(s) accompanying the candidate.

10.2 Dining Hall

The Dining Hall services both vegetarian and non-vegetarian food. Coupons can be purchased from the Cash Counter and the In-Charge (Hostels), the applicants wish to have tea/lunch in the Dining Hall.

10.3 Special Facilities for SC and ST Candidates who are Eligible for GoI Post-Matric Scholarship

- i) *Reimbursement of Travelling Allowance (TA), etc.*: If the SC and ST candidates, appearing for the entrance test of any Master's degree programme of the Institute, for the **first time**, are unemployed, and their parent's/guardian's income was Rs. 1,00,000/- (Rupees One lakh only) or below, during the financial year 2006-2007, they will be provided to and fro travel expenses (Second Class Railway or State Transport Bus fare) immediately after the Written Test is over. The reimbursement of the travel expenses will be subject to submission of the tickets. It will be the responsibility of the SC and ST candidates to fill in the TA

form before they appear for the Written Test/GD/PI and collect the money as soon as the written test gets over.

- ii) SC and ST candidates, who are eligible for such special facilities, should report at the Institute only after receiving the call letter for GD and PI. They will not be required to pay Rs. 300/- as administrative charges, while submitting the Detailed Application Form to the Academic Section.
- iii) SC and ST candidates, who have already availed of free facilities of the Institute, but were not selected and who have been called for Written Test, will not be reimbursed their travel allowance. Their boarding and lodging expenses and travelling expenses incurred during the entrance test at the Institute will be reimbursed only if they are selected for admission to the programme.
- 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 free facilities, if they apply for another Master's Degree Programme.

11. AFTER SELECTION FORMALITIES

11.1 Announcement of Selection

The list of selected candidates will be displayed on the Institute's notice board and the website on **August 2, 2007**. Candidates will be required to check the result of their selection at the Institute.

11.2 Acceptance Letter

An acceptance letter should be obtained, signed and returned to the Academic Section on or before **August 9, 2007**, if admission is accepted.

11.3 Verification of Original Documents

The verification of original documents will be carried out from **August 3-8, 2007**. Selected candidates must produce the following documents for verification, in original, at the time of admission.

- 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, on or before **July 31, 2007**;
- viii) A conversion table of grade points into percentage equivalents, in the case of grade card holders;
- ix) Employment Certificate indicating name, designation, nature of duty/responsibility, gross salary, number of years of service (if employed for more than two years);
- x) No Objection Certificate from the employer (if employed);
- xi) Caste/Tribe Certificate (only for SCs and STs);
- xii) Income Certificate of the preceding financial year (only for Scs and STs who are eligible for Gol 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 a Indian Worker in the Gulf or South-East Asia (if applicable);
- xvi) In case of Kashmiri migrant, a Certificate issued by a competent authority indicating the status of Kashmiri migrant. (This will be subject to the Gol directives)

xvii) The OBC candidates must bring relevant documents supporting the proof of OBC (as per Gol norms).

- Important:**
- (a) 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 Institute clearly indicating that the candidate's original documents, as stated above, have been retained by the college/university for a specific purpose.
 - (b) If any of the above documents in original are not produced for verification and 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.
 - (c) Admission will be subject to the fulfilment of the eligibility requirements as confirmed through verification of original certificates and mark-sheets, etc.
 - (d) Original documents for verification will not be accepted by Post or courier or any other service. They have to be presented by the candidate or by his/her authorised nominee.
 - (e) Candidates selected for admission to Master of Social Entrepreneurship programme should complete all the requirements of the Bachelor's Degree programme on or before **July 31, 2007**, failing which their provisional admission shall stand cancelled without giving any reason.

11.4 Payment of Fees

The full fees and deposits (see Section 11 for details) of the first semester should be paid on or before **August 8, 2007**, at the Central Bank of India, Deonar Branch, Mumbai-400 088, by a

Demand Draft drawn in favour of **Registrar, Tata Institute of Social Sciences, Mumbai**, payable at Mumbai. Bank timings are: 9.00 a.m. to 2.00 p.m. (Mondays to Fridays) and 9.00 a.m. to 11.30 a.m. (Saturdays). The Bank is closed on Sundays and Public Holidays. Therefore, the candidates are required to **submit the demand draft** of the requisite amount towards first semester fees and deposits **at the time of verification of original documents**. Otherwise, admission will be treated as automatically cancelled.

Payment of First Semester Fees and Deposits (in Rupees)

- a) Rs. 33,844/- for Hostelites
- b) Rs. 20,444/- for Non-Hostelites

11.5 Refund of Fees

Fees once paid will not be refunded under any circumstances.

11.6 Joining the Programme

Those who have accepted admission by paying the full fees and deposits by **August 8, 2007**, will be required to join the programme on **September 17, 2007**, failing which the admission will be automatically cancelled.

11.7 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 candidates selected for the Master's Degree Programmes of the Institute. Outstation candidates, who have no relatives in Mumbai, and requiring hostel accommodation, should check hostel allotment status from the Wardens/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.

11.8 Pre-Admission Medical Check-up

All candidates should undergo a medical check-up between **August 3, 2007** and **August 8, 2007**. All International Students

and the Indian nationals returning from abroad should give an undertaking to undergo an HIV/AIDS test, as per the GoI regulations.

11.9 Migration Certificates

Certificates issued by college/university authorities should be handed over to the office of the Deputy Registrar (Gen. Admn.), within a month after admission.

11.10 Identity Card

Selected candidates should give one recent stamp sized photograph for issue of Identity Card, at the time of verification of original documents, to the Academic Section.

11.11 Provisional Admission

A candidate who is admitted provisionally, pending final year examination results, should procure the mark-sheet and migration certificate as soon as he/she gets them, after declaration of results and submit the same to the Deputy Registrar (Gen. Admn.). 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 immediately.

11.12 Facilities for SC and ST Students after Selection

- (a) **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 only after joining the programme.
- (b) Those SC and ST students who are eligible for the Post-Matric Scholarship will be exempted from paying 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 those from Maharashtra state) 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.

- (c) SC and ST students from **Maharashtra State** whose parents' / guardians' income was more than **Rs. 1,00,000/-** (Rupees One lakh only) in the preceding financial year are exempted from payment of tuition and examination. However, they will be required to pay other charges, including the annual premium of Group Mediclaim Policy. They also need to apply for Freeship to the Maharashtra State Government through the Institute.
- (d) SC and ST students, who are eligible for the Post-Matric Scholarship, will be required to pay the annual premium of Group Mediclaim Policy.
- (e) SC and ST students in employment, whose pay is protected during the period of study and SC and ST students who have already availed of the Gol Scholarship during a professional course of a University, will not be eligible for the Gol Post-Matric Scholarship. They will, therefore, be required to pay all the fees and deposits and other charges like general students.

12. FEES, DEPOSITS AND OTHER CHARGES

(Estimated Expenditure for 2007-2008 Academic Year)

	Rs.
A. Tuition Fees	23,200
Exam Fees	600
Other Charges	1,644
Compulsory Deposits	4,500
B. Hostel Fees	
Double Seater	3,000
Multi Seater	2,000
Electricity Charges	3,000
Deposits to be adjusted against DH monthly bills	12,000
C. Refundable Deposits (Hostelites)	4,400
D. Development Fund	5,000

Total Estimated Expenditure (Excluding Research Expenses)

First Year (2007-2008)

For Hostelites Rs. 57,344/-

For Non-Hostelites Rs. 34,944/-

Second Year (2008-2009)*

For Hostelites Rs. 48,444/-

For Non-Hostelites Rs. 25,444/-

Note: * Likely to be revised in the 2008-2009 academic year.

13. LOCATION, ACCESS AND COMMUNICATION

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

The nearest local railway station is 'Govandi'. 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 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/-
C S T 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.edu

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

**ALL DISPUTES SUBJECT TO THE
LEGAL JURISDICTION OF MUMBAI CITY ONLY**