

# **Information Brochure**

**M.A. Social Work in Rural Development  
2010-2012**

*Cover page*



**School of Rural Development  
Tata Institute of Social Sciences**

(A Deemed University established under Section 3 of the UGC Act, 1956)

**Tuljapur Campus**

## Calendar of Events M.A. Admission (2010–2012)

Event	Date
Date of commencement of sale of Application Forms at Mumbai and Tuljapur	17 May, 2010
Last date for issue of Application Forms by post	07 June, 2010
Last date for issue of Application Forms at the counter	14 June, 2010
Last date for receipt of filled in Application Forms by post or in person	14 June, 2010
Last date for receipt of filled in Application Forms from remote areas	19 June, 2010
Pre-admission coaching for SC/ST/OBC and Minority Candidates at Tuljapur Campus	25 & 26 June, 2010
<b>Written Test (only at Tuljapur Campus)</b>	<b>27 June, 2010</b>
<b>Declaration of written test results</b>	<b>27 June, 2010</b>
<b>Group Discussion &amp; Personal Interview</b> (only at Tuljapur Campus)	<b>28 &amp; 29 June, 2010</b>
Declaration of final results	01 July, 2010
<b>Commencement of Academic Session</b>	<b>15 July, 2010</b>

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## 1. TATA INSTITUTE OF SOCIAL SCIENCES: AN INTRODUCTION

The Tata Institute of Social Sciences (TISS) was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work. Its establishment was the result of the decision of the Trustees of the Sir Dorabji Tata Trust to accept Dr. Clifford Manshardt's vision of a Postgraduate School of Social Work of national stature that would engage in a continuous study of Indian social issues and problems, and impart education in Social Work to meet the emerging need for trained human power. The TISS subsequently influenced the direction of social work education and social research in India. In 1944, the Sir Dorabji Tata Graduate School of Social Work was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was recognised as a Deemed University by the University Grants Commission (UGC) of India. Since then, the 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 of as a small institution, offering a Postgraduate 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, tribals and physically and mentally challenged people.

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 such as the United Nations, and the non-government sector, both national and international. This is due to the academic freedom leading 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 (NAAC) awarded a 5-Star rating to the TISS in 2002. The TISS was awarded with '**A**' Grade with a Grade Point 3.88, the highest Grade awarded to any University/Institution in the country in the 2009 Re-accreditation.

The TISS organises teaching programmes to facilitate development of competent and committed professionals for practice, research and teaching; undertakes research; develops and disseminates knowledge; and reaches out to larger community through extension at the local, national, regional and international levels. The TISS currently hosts 6 Schools (each having several centres), 4 independent Centres, and 3 Resource Centres as indicated below:

## **1.1 Schools**

### ***School of Social Work***

The School of Social Work currently offers an M.A. Programme in Social Work and Certificate Programmes in Rehabilitation Counselling and Social Welfare Administration. From the 2008 academic year, the School has also introduced an M.A. Programme in M.A. Social Work in Disability Studies and Action. It is organised around 6 Centres: (i) Centre for Community Organisation and Development Practice; (ii) Centre for Criminology and Criminal Justice; (iii) Centre for Equity for Women, Children and Families; (iv) Centre for Disability Studies and Action; (v) Centre for Health and Mental Health; and (vi) Centre for Social Justice and Governance.

### ***School of Social Sciences***

The School of Social Sciences offers M.A. Programmes in Development Studies, Education (Elementary), Counselling and Women's Studies. It comprises 6 Centres: (i) Centre for Development Studies; (ii) Centre for Human Ecology; (iii) Centre for Socio-legal Studies and Human Rights; (iv) Centre for Studies in Social Exclusion and Inclusive Policy; (v) Centre for Studies in Sociology of Education; and (vi) Centre for Women's Studies.

### ***School of Management and Labour Studies***

The School of Management and Labour Studies offers M.A. Programmes in Human Resources Management and Labour Relations (known for over four decades as M.A. in Personnel Management and Industrial Relations); Globalisation and Labour; and Social Entrepreneurship. An evening Diploma programme in Personnel Management is also conducted by the School. It has 4 Centres: (i) Centre for Human Resources Management and Labour Relations; (ii) Centre for Labour Studies; (iii) Centre for Social Entrepreneurship; and (iv) Centre for Social and Organisational Leadership Development.

### ***School of Health Systems Studies***

The School of Health Systems Studies currently offers Master's Programmes in Health Administration; Hospital Administration; Public Health Social Epidemiology; and Public Health in Health Policy, Finance and Economics; and also a Diploma in Hospital Administration. From the academic year 2008–09, it offers a Master's Programme in Public Health as well. It has 2 Centres: (i) Centre for Health and Social Sciences; and (ii) Centre for Health, Policy, Planning and Management.

### ***School of Rural Development***

The School of Rural Development offers a B.A. (Hons.) programme in Social Work with Specialisation in Rural Development and an M.A. Social Work in Rural Development. The School also has a well-established and vibrant Field Action and Research Division (FARD). It conducts a variety of training programmes for village-level development functionaries. Continuous intervention in rural development issues is yet another unique feature of the School. The School supports other Schools and Centres by hosting short-term programmes like: Certificate Programme for Unicef District Development Facilitators; Certificate Course in Rural Development and Decentralised Planning; PG Diploma in Child Rights; etc.

### ***School of Habitat Studies***

The School of Habitat Studies comprises 3 Centres: (i) Urban Planning and Governance; (ii) Science, Technology and Society; and (iii) Water Policy and Governance. The School offers M.A./M.Sc. in Habitat Policy and Practice from the academic session 2009–2010.

## **1.2 Independent Centres**

### ***Centre for Lifelong Learning***

The Centre for Lifelong Learning offers a two-semester (part-time) Certificate Programme in Social Work for adult learners who wish to engage in professional or voluntary social work activities. The Centre also offers training courses in its regular calendar format in 'Training Volunteers for Social Work' and 'Basic Counselling Skills for the Helping Professions'.

### ***Centre for Media and Cultural Studies***

The Centre for Media and Cultural Studies currently offers an M.A. Programme in Media and Cultural Studies. The Centre is engaged in media teaching, production, research and dissemination.

### ***Centre for Research Methodology***

The Centre for Research Methodology is a leader in training research professionals in various fields, and has been engaged in teaching, research and consulting in the area of research and analysis. The Socio-Survey Cell of the Centre is involved in large-scale surveys and analysis in several areas of applied social science research. Currently, the Centre anchors the Taught and Integrated M.Phil-Ph.D. Programme of the Institute.

### ***Jamsetji Tata Centre for Disaster Management***

The Jamsetji Tata Centre for Disaster Management offers an M.A./M.Sc. Programme in Disaster Management. The Centre offers a Diploma Programme in Psychosocial Care and Support. The Centre has consolidated and extended the significant work of TISS in relief management, disaster assessment, psychosocial intervention and participatory rehabilitation processes.

## **1.3 Resource Centres**

### ***Computer Centre***

The Computer Centre was established with the aid of the Indian Council for Social Science Research (ICSSR) to process the data of research studies undertaken by the Institute, M.Phil. and Ph.D. scholars and Master's degree students. It also provides training in data processing to research scholars, and has been recognised by the ICSSR as a Centre for Consultancy in Data Processing and Analysis.

### ***Publications Unit***

The Publications Unit has published over a 100 books and monographs. The Publications Unit has been publishing *The Indian Journal of Social Work* (IJSW) uninterruptedly since 1940.

### ***Sir Dorabji Tata Memorial Library***

It has in stock more than 1,03,000 volumes. It subscribes to over 200 scholarly journals and has over 1,600 audio-visual materials. It maintains newspaper clippings on current topics and prepares bibliographies on different subjects. It is fully computerised and has a computer reading facility for visually impaired students. The UGC-INFLIBNET has recognised it as a Document Delivery Centre. Through this library more than 2000 e-journals can be accessed.

## 1.4 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. C. Sengupta M.A. (Calcutta), M.A., Ph.D. (Mumbai)	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 K. Bhowmik M.A. (Mumbai), Ph.D. (Delhi)	Professor and Dean, School of Management and Labour Studies
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. M. Kunhaman M.A. (Calicut), M.Phil. (JNU), Ph.D. (CUSAT)	Professor and Dean, School of Rural Development
Dr. Arvind Tiwari M.A., Ph.D. (Sagar)	Professor and Dean, Students' Affairs
Dr. D. P Singh M.Sc. (Vikram), Ph.D. (Bombay)	Professor and Chairperson, Centre for Research Methodology
Dr. Jacquleen Joseph M.A. (Bharatidasan), M Phil., Ph.D. (NIMHANS)	Associate Professor and Chairperson, Jamsetji Tata Centre for Disaster Management
Dr. Manjula Bharathy M.C.J. (Kerala), Ph.D. (JMI)	Associate Professor and Chairperson, Centre for Media and Cultural Studies
Dr. Muttayya Koganuramath M.L.I.Sc., M.Sc., I.M. (Sheffield), Ph.D. (Karnatak)	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. (S.N.D.T. 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. (S.N.D.T.)	Deputy Registrar
Ms. Rajee Menon B.Com. (Mumbai)	Deputy Registrar
K.S. Sadegaonkar M.Com. (Marathwada)	Deputy Registrar

## **2. SCHOOL OF RURAL DEVELOPMENT (SRD)**

1. In 1986, as part of the TISS Golden Jubilee initiatives towards holistic and sustainable development, the idea of a rural campus was conceived. The Government of Maharashtra donated 100 acres of barren land in Sindphal village, Tuljapur Taluka, Osmanabad District for this purpose. In the first phase commencing in 1988, community action projects were initiated and linkages built with rural communities. In 2004, the Bachelor's Programme (Hons.) in Social Work with Specialisation in Rural Development commenced at the Institute's Tuljapur Campus. Through its Programmes, the SRD seeks to contribute to the revival of the rural economy, society and polity by promoting alternatives in development. Its mission is to facilitate sustainable, eco-friendly and equitable socio-economic development of rural communities, with a focus on gender and caste justice. In order to achieve this, the SRD has evolved a four-dimensional Programme comprising teaching, training, field action and research/documentation. Each component of the Programme complements the others, and is especially designed to foster creativity and innovative approach to various aspects of the rural development.
2. After successfully navigating the flagship programme of BASW, the SRD has reached a threshold/take off stage for further expansion and diversification. The M.A. Social Work in Rural Development programme has been conceived in this direction. It is designed to meet the expressed needs for trained social work professionals in planning and managing rural development programmes. The M.A. Programme has been developed to cater to the increasing demand for development professionals with advanced social work skills. The post-graduates of the Programme will, therefore, command greater acceptance and recognition by organisations and institutions of national and international repute.

The SRD offers an excellent environment for learning and practice of rural development through its innovative academic curriculum and opportunity to interact with field practitioners and social activists in the region. It has a strong team of multi-disciplinary faculty drawn from social work, philosophy, sociology, economics, agriculture, etc.

## 2.1 Key Positions and Staff of the School of Rural Development

Dr. M. Kunhaman M.A. (Calicut), M.Phil. (JNU), Ph.D. (CUSAT)	Professor and Dean School of Rural Development
Dr. Leelamma Devasia M.A. (TISS), M.A. (S.N.D.T.), LL.B., Ph.D. (NU)	Professor
Dr. Babasaheb Kazi M.A. (TISS), Ph.D. (Shivaji)	Associate Professor
Dr. R. Sunil M.A. (Kerala), Ph.D. (IIT-Bombay)	Associate Professor
Ms. Anjali Kulkarni M.S.W. (Pune), MBA	Assistant Professor
Dr. Ramesh Jare M.A. (TISS), Ph.D. (YCMOU)	Assistant Professor
Mr. Manoj Joseph M.S.W. (Pune), M.Phil. (Delhi)	Assistant Professor
Mr. Shahaji Narwade M.Sc. Agri. (Marathwada)	Assistant Professor
Mr. Ram Rathod M.A. (TISS)	Assistant Professor
Dr. Sampat Kale M.A. (Pune), Advocacy Internship (NCAS), Ph.D. (Pune)	Assistant Professor
Ms. A.Vanamathy M.Sc. (GB Pant)	Assistant Professor
Dr. Neelam Yadava MSc, Ph.D. (GB Pant)	Assistant Professor
Mr. Y.D. Satteppa M.A. (Goa), M.A. (TISS)	Social Worker
Mr. Vasant Bhasara M.S.W. (Pune)	Social Worker
Mr. Mochish K.S. M.A. (TISS)	Teaching Associate
Mr. Mukesh K. Choudhari M.A. (TISS), PDHR (Mumbai)	Teaching Associate
Mr. Amar Maske M.A. (TISS)	Teaching Associate
Ms. Kalpana Toppo M.A. (TISS), M.Sc. (Ranchi)	Teaching Associate

Mr. Ashok Janrao  
M.A. (BAMU), M.S.W. (SRTMU) Teaching Associate

Mr. Bihbutikumar Singh  
M.A. (Magadh), M.Lib. (IGNOU) Library Professional

Mr. Satish Tambe  
M.Sc. (Computer Science) (SRTMU) Programmer

### ***Administration***

Mr. K.S. Sadegaonkar  
M.Com. (Marathwada) Deputy Registrar

Mr. D.S. Raut  
M.Com. (Marathwada) Administrative Officer

## **3. M.A. SOCIAL WORK IN RURAL DEVELOPMENT**

### **3.1 General Information**

The SRD is founded with a strong conviction that people are capable of changing their milieu by developing a sustainable livelihood. Development is possible only through people's participation, which is especially true in rural areas of the country. Professional management of rural communities and institutions based on Social Work principles and values helps people's participation, which leads to unfolding the potentialities of the rural population.

### **Objectives**

1. To equip the students with knowledge, skills and scientific tools to understand and analyse processes of under-development of rural communities and society in order to develop creative solutions and initiatives for sustainable development.
2. To develop knowledge and skills of students in research; to understand the inherent potentialities of the rural people.
3. To train committed and dedicated youth to work with rural families, communities, organisations and the Government for social justice, human rights and human development, especially for the exploited and underprivileged.
4. To equip the students for effective people's participation and democratic decision-making for the sustenance of a vibrant civil society based on equality, equity and freedom — freedom from poverty, illiteracy disease and social/gender discrimination/oppression.
5. To help students examine the modes of resources in use and their sustainability, the application of appropriate (both modern and indigenous) technology in ways that will help to raise rural incomes and productivity through appropriate processes of value addition and diversification of the rural economy.
6. To help the students learn the nuances of policy formulation, scientific planning, decision-making, implementation and evaluation processes of rural development.

### **Medium of Instruction**

The medium of instruction is English.

## **Teaching Method**

The Institute believes that learning by doing is an important aspect of the teaching-learning praxis of learning, and therefore, the methods of training are participatory in nature and learner-centred. Our teaching methods involve classroom teaching, lecture method, seminars, workshops, group discussions, social work laboratory sessions, role-plays, field practicum, and fieldwork exposure.

- (a) *Focus on the Individual:* The SRD aspires to create an environment of team spirit and professional integrity among its students. Our efforts are on to developing leadership in this field. Hence, throughout the programme, we provide opportunities that would help the students to expand their understanding of self and society. Regular one-to-one interaction with faculty members is an important feature of training at SRD, TISS. Faculty members are always available for personal consultations on specific educational needs and guidance.
- (b) *Learning by Doing:* Hands on experience is very important for learning. Field practicum forms an integral part of social work education and training at the SRD. It is designed to provide opportunities for developing confidence and team spirit, while working with people at various levels. Besides, enabling students to gain experience of applying theoretical knowledge in the field practice, they are helped in developing a holistic understanding of the issues, problems, situations, their aetiology and possible strategies of intervention.
- (c) *Group Discussions:* Group Discussions are a unique experience that students get at the SRD. It facilitates sharing among students and faculty members and offers students opportunities to undergo a wide range of experiences in a formal, structured and controlled situation of a classroom. The students learn to communicate effectively by sharing and work in group situations.
- (d) *Exposure to Field Realities:* The students are placed in community settings, non-governmental organisations and government organisations. The Institute arranges interactive sessions with the experts, field practitioners and scholars from different areas. It aims at exposing students to innovative methods of working and diverse intervention strategies, which add to their learning and enhance their capacity to work in field situations. Internship placement, at the end of the programme, provides the students the required skills for on-the-job situation.

## **3.2 Career Opportunities**

The TISS students are highly valued in the Governmental and Non-governmental organisations and agencies for their sound professional skills and rigorous field based training. The M.A. Social Work in Rural Development graduates shall command excellent job opportunities with NGOs and Government organisations, which shall enhance their career potentials and professional commitments. The programme is expected to shape students' competence to develop and implement rural development programmes independently.

## **3.3 Course Framework**

The programme is spread over 4 semesters. The distribution of credit hours and details of the courses taught are as follows:

### Distribution of Credits

Semester	Courses	Credits
<b>I.</b>	Foundation Courses (4 Courses)	8
	Core Courses (3 Courses)	6
	Field Work	5
	<b>Total of First Semester</b>	<b>19</b>
<b>II.</b>	Foundation Courses (4 Courses)	8
	Core Courses (4 Courses)	8
	Field Work	5
	<b>Total of Second Semester</b>	<b>21</b>
<b>III.</b>	Core Courses (6 Courses)	12
	Electives (1 Course)	2
	Field Work	5
	<b>Total of Third Semester</b>	<b>19</b>
<b>IV.</b>	Core Courses (5 Courses)	10
	Electives (1 Course)	2
	Dissertation & Viva-Voce	5 (4+1)
	<b>Total of Fourth Semester</b>	<b>17</b>
<b>Total Credit Hours</b>		<b>76</b>

### Semester-wise Listing of Courses

Semester	Courses	Credits	
<b>I.</b>	FC 1	Understanding Indian Society	2
	FC 2	Introduction to Political Economy	2
	FC 3	State, Democracy and Polity	2
	FC 4	Professional Social Work: History and Ideologies	2
	CC 1	Social Work Methods: Working with Individuals; Group; and Communities	2
	CC 2	Philosophy of Social Sciences Research	2
	CC 6	Rural Development Experience: A Cross Country Analysis	2
	Field Work		5
<b>II.</b>	FC 5	India's Development Experience	2
	FC 6	Social Aspects of Poverty and Theories of Justice	2
	FC 7	Social Movements and Rural Transformation	2
	FC 8	Indian Constitution and Decentralised Rural Development	2
	CC 3	Quantitative and Qualitative Research Methods	2

Semester	Courses	Credits	
	CC 4	Concept, History and Theories of Development	2
	CC 7	Advanced Social Work Skills and Tools for Rural Development	2
	CC 8	Environment, Climate Change and Development	2
	Field Work		5
III.	CC 5	Social Policy Analysis	2
	CC 9	Farm Non-Farm Linkages and Livelihood Issues	2
	CC 10	Modes of Natural Resources Use and Sustainable Rural Development	2
	CC 12	Technology and Development	2
	CC 18	Rural Development Projects: Policy, Planning and Management	2
	CC 17	Development Organisation and Management	2
	EC 01	<i>A student can choose any one elective from the List</i>	2
Field Work		5	
IV.	CC 11	Food Security, Right to Food and Rural Livelihoods	2
	CC 13	Rural/Agro-Based Industries and Rural Marketing	2
	CC 14	Models of Rural Entrepreneurship	2
	CC 15	Financial Inclusion and Microfinance	2
	CC 16	Financial Management and Accounting	2
	EC 02	<i>A student can choose any one elective from the List</i>	2
	Dissertation		5 (4+1)

#### List of Elective Courses

Semester	Courses	Credits	
III	EC 1	Gender and Development	2
	EC 3	Advanced Dalit and Tribal Social Work Practice Skills	2
	EC 5	Multilateral Institutions and Rural Development	2
IV	EC 2	Development Communication	2
	EC 4	Corporate Social Initiatives	2
	EC 6	Disaster Management	2
	EC 7	Micro Finance Institutions and Rural Insurance	2

Number of Total Seats: 20

## **4. ELIGIBILITY**

### **4.1 Eligibility to Apply**

A Bachelor's Degree of a minimum of 3 years duration or its equivalent (under the 10+2+3 or 10+2+4 or 10+2+2+1 year bridge course pattern of study or any other pattern fulfilling the mandatory requirements of 15 years formal education) from a recognised university, in any discipline. Candidates who will complete all the requirements of their final year Bachelor's Degree examinations by Saturday, July 02, 2010 are also eligible to apply.

### **4.2 Instructions for Determining Eligibility to Apply**

- (a) 'Pass Class' in any Bachelor's Degree pursued by the applicant will be taken for determining his/her eligibility.
- (b) Candidates who are in the final year of their Bachelor's Degree programme, but have failed in any one of the papers or remained absent in any of the courses (main/major/subsidiary, etc.) of first and second years (if the Degree is of 3 years duration) and first, second and third years (if the Degree is of 4 years duration) on the day of applying for the programme are NOT eligible to apply for the Master's Degree Programme of the Institute.
- (c) Candidates who have been declared as failed in the final year examination and have appeared for the same subsequently are NOT eligible to apply for the Master's Degree Programme of the Institute, unless they pass their Bachelor's Degree examination on the day of applying for the programme.
- (d) 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.
- (e) 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.
- (f) Candidates not fulfilling the minimum requirement, 'Pass Class' as specified earlier are not eligible to apply. If they apply, the cost of Application Form and processing fees will not be refunded.

### **4.3 Reservation of Seats**

The TISS is an equal opportunity institution. As per the Government of India directives, there is reservation for the following groups:

- 15% seats are reserved for candidates who belong to the SCs, 7.5% for STs, and 27% seats are reserved for OBC (Non- Creamy layers);
- 3% of 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.
- GoI norms will be applicable for Kashmiri Migrant candidates in respect of admission only.

## 5. ADMISSION PROCEDURE

### 5.1 How to Obtain the Application Form

The last date for issue of the Application Form by post is **07 June, 2010**, and in person is **14 June, 2010**. The prescribed Application Form can be obtained:

**Application Form, Information Brochure and Bank Challan** may be downloaded from the TISS website ([www.tiss.edu](http://www.tiss.edu)). The fee of Rs. 800 (Processing Fees Rs. 750/- for the application and Bank Charges Rs. 50/-) should be deposited in any branch of the State Bank of India. The filled application form should be sent along with the TISS copy of the fee challan to the Deputy Registrar, School of Rural Development, Tata Institute of Social Sciences, Tuljapur, Dist. Osmanabad, Maharashtra **OR** to Assistant Registrar (Academic), Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai-400 0088.

SC and ST candidates need not to pay for the Application Form and Information Brochure, if they are unemployed and the income of their parents/guardians was Rs. 100,000/- or below, during the financial year 2008-09/2009-10. However, they will be required either to (i) download the Application Form from the Institute Website and at the time of submission of the Application Form, enclose a photocopy of Caste/Tribe and Income Certificate or (ii) send their request letter to either the Deputy Registrar, SRD, TISS, Tuljapur, or to the Assistant Registrar (Academics), TISS, Mumbai, enclosing the following documents for obtaining the Application Form. (*Application Form and Information Brochure without application fee will be issued strictly on receipt of the following documents*): SC/ST students who have

- i. An attested photocopy of the Caste/Tribe Certificate issued in the candidate's name by a revenue officer not below the rank of a Tehsildar.
- ii. An attested copy of the Income Certificate for the year **2008-2009/2009-2010** of the candidate's parents/guardian issued by the employer or by any appropriate authority. (Note: The Income Certificate for the year **2009-2010** will be required for further admission processes, if the candidate is selected for the programme).

### 5.2 Submission of Duly Filled-in Application Form

- (a) Candidate who has filled in the downloaded Application Form should send along with the SBI TISS Challan Copy.
- (b) Candidate can send his/her duly filled-in Application Form by Registered Post/Speed Post/Courier. The application should be addressed to the Deputy Registrar, Tata Institute of Social Sciences, Tuljapur Campus. The Institute will not be responsible for the applications delivered to any other functionary of the Institute.
- (c) The last date for receiving the Application Form by hand or by post, at TISS Tuljapur is **14 June, 2010 up to 4.30 p.m.** (*The last date for receiving applications sent BY POST from remote areas/regions i.e., Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti districts, Pangri sub-division of Chamba district of Himachal Pradesh, the Andaman & Nicobar Islands, and Lakshadweep Islands is 19 June, 2010*).

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.

- (d) Candidates belonging to the SC, ST, or OBC categories, candidates with disability, and Kashmiri Migrants must attach relevant certificates of proof issued by competent authority. The OBC Non-Creamy Layer Status Certificate should be the latest, i.e., not before April 2008.

***Candidate should note that the Institute will in no case be responsible for non-receipt of his/her application or any delay in receipt thereof on any account whatsoever. He/she should, therefore, ensure that his/her application reaches the Institute on or before the prescribed last date.***

## **6. SELECTION PROCEDURE**

Those satisfying the eligibility requirements will be assessed for selection through a process involving two stages: (1) Written Test; and (2) Group Discussion and Personal Interview (only for those candidates who clear the Written Test).

The Written Test will be conducted on **Sunday 27 June 2010**, at Tuljapur Campus of TISS.

**Pre-admission coaching for SC/ST, OBC (Non-Creamy layers) and Minority candidates will be held on 25 and 26 June, 2010, only on Tuljapur Campus.**

- The Group Discussion and Personal Interview will be held on **28 and 29 June, 2010** on Tuljapur Campus.

***[Note: Travel reimbursements of all eligible SC/ST candidates appearing for Written Test at Tuljapur will be settled across the campus Cash Counter].***

**Details of Selection Procedure are as follows:**

- (a) **Written Test** (1 hour, 100 Marks, in English): Written Test will be conducted to test the knowledge of the candidate on Indian society, economy and polity, and to test his/her comprehension ability. General knowledge will also be tested. There will be questions to assess the attitude of the candidate towards social issues and the aptitude for Social Work.
- (b) **Group Discussion** (Total Marks 50. Group size: 10–15. Time for each Group: 20 minutes): The Group Discussion aims at the assessment of the candidate's knowledge about contemporary issues as well as ability to articulate his/her views in a group situation.
- (c) **Personal Interview** (Total Marks 50): The purpose of the Personal Interview is to find out the candidate's interest in and aptitude for Social Work and rural development. Candidate is interviewed based on the details mentioned in the Application Form. The candidate is expected to be acquainted with the programme, as questions may also be asked on this topic during the Personal Interview. The candidate is required to prepare his/her bio-sketch covering the family background, reasons for applying for the programme, after the group discussion session. The bio-sketch will be assessed by the interview panel.
- (d) **Final Selection**: Final selection will be based strictly on merit using the criterion of highest marks obtained out of a total of 200 marks.

## **7. DEPUTED CANDIDATES**

Candidates deputed by the Central/State Governments/autonomous organizations for studying the M.A. Programme will have to undergo the same selection procedure as that for the other candidates.

## **8. FACILITIES AVAILABLE DURING SELECTION PROCESS**

### **8.1 Written Tests**

The test will be held on 27th June, 2010, in Tuljapur Campus only. The candidates who appear for written test will have to make their own arrangements for board and lodging, if they require. The Institute reserves the right to change the centre for written test without assigning any reason. **Candidates will be suitably informed about any such changes.**

### **8.2 Group Discussion and Interview**

Group Discussion and Personal Interviews for all the eligible candidates will be held only on the Tuljapur Campus on 28 and 29 June, 2010. All candidates who have been short-listed for the Group Discussion and Personal Interview are required to reach the Tuljapur Campus by 9.30 a.m. on the appointed day. They may be required to halt on Tuljapur Campus till the process is completed. Hostel/dormitory accommodation will be provided to all candidates (and their guardians, if available) who require such facility. During the period of selection, the lodging charges will be Rs. 100/- a day, (only for the Candidates) which should be paid immediately on arrival.

The Dining Hall on the Tuljapur Campus, serves both vegetarian and non-vegetarian food. If applicants wish to have breakfast/lunch/dinner in the Dining Hall, coupons can be bought from the Reception counter/Dining Hall from 9.30 a.m. to 1.00 p.m. and 2.00 p.m. to 5.30 p.m.

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

- (a) *Reimbursement of Travel Allowance (TA)*: If the SC and ST candidates, appearing for the entrance test for the first time in the Institute, are unemployed, and their parent's/guardian's income was Rs. 100,000/- (Rupees One lakh only) or below, during the financial year 2008-09/2009-10, will be provided free hostel accommodation, meals, and to and fro travel expenses (second class railway or state transport bus fare by shortest distance). The reimbursement of the travel expenses will be subject to their submission of the tickets in original. It will be the responsibility of the SC and ST candidates to fill in the TA form before they appear for the test and collect the money as soon as the test gets over.
- (b) SC and ST candidates, who are eligible for such special facilities, should report at the Institute only after receiving the call letter for the entrance test. Only those who receive call letters are eligible for accommodation on the Campus.
- (c) SC and ST candidates who, after passing one stage of education, are studying in the same stage of education in a different subject, [e.g., M.Sc.. after M.A., or M.Com. after M.A., etc.] will not be eligible for the GoI Post-Matric Scholarship.

## **9. ADMISSION FORMALITIES**

### **9.1 Announcement of Selection**

The list of candidates selected for admission will be displayed on the Institute's Notice Board at Tuljapur and Mumbai campus and on the Website by the evening of **01 July, 2010**. It is the responsibility of the candidate to find out whether he/she has been selected for the programme or not.

## 9.2 Acceptance Letter

Proforma of the acceptance letter should be obtained, filled in, signed and returned to the Deputy Registrar, SRD, TISS on or before July 8, 2010, if admission is accepted by the candidate. Proforma of the acceptance letter will be given to the candidates at the time of admission.

## 9.3 Verification of Original Documents

The verification of original documents will be carried out between **02 July and 14 July, 2010**, from 10.30 a.m. to 1.00 p.m. and from 2.30 p.m. to 4.30 p.m. at the School of Rural Development, Tuljapur. The selected candidates must produce the following documents, wherever applicable, for verification in original, during the verification period. If a candidate has submitted his/her original documents like degree, mark-sheet, etc., to a College/University for re-valuation or for any other purpose, he/she is required to produce a letter from the college/university authority addressed to the Deputy Registrar, SRD, TISS, clearly indicating that the candidate's original documents, as stated above, have been retained by the college/university for a specific purpose. 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.

The original documents required for verification prior to admission are:

1. Secondary School Certificate and Mark-sheet (X/XI);
2. Higher Secondary Certificate and Mark-sheet (XII);
3. First Year/I and II Semester Bachelor's Degree Mark-sheet;
4. Second Year/III and IV Semester Bachelor's Degree Mark-sheet;
5. Third Year/V and VI Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 3 years duration);
6. Fourth Year/VII and VIII Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 4 years duration);
7. *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;
8. A conversion table of grade points into percentage equivalents, in the case of grade card holders
9. No Objection Certificate from the employer, if employed;
10. Caste/Tribe Certificate (only for SC/ST);
11. Certificate of OBC with non-creamy layer status issued not before April 2008;
12. Income Certificate of the preceding financial year (only for those SCs/STs who are eligible for GoI Post-Matric Scholarship);
13. Certificate of Disability (if applicable);
14. Certificates of extra-curricular activities, if any;
15. 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); and
16. 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**

- I. If any of the above documents in original is 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.
- II. Admission will be subject to the fulfilment of the eligibility requirements as confirmed through the verification of original certificates and mark-sheets, etc.

### **9.4 Payment of Fees**

After the selection, the candidate has to return a copy of the offer letter duly signed as his/her acceptance of offer of the admission along with the TISS Challan Copy. He/She should be present along with certificates and other relevant documents for verification. The full fees and deposits of the first semester should be paid in cash at any branch of SBI.

### **9.5 Refund of Fees**

Fees will be refunded as per the directives of the UGC. Details of refund rules will be given on request.

### **9.6 Wait-listed Candidates**

A wait list will be drawn based strictly on merit. In case of a seat or seats remaining vacant, wait listed candidates will be offered admission. Such candidates are required to fulfil formalities of admission between July 9 and July 13, 2010.

### **9.7 Joining the Programme**

M.A. Programme will commence on **Thursday, July 15, 2010**. Those who have accepted admission by paying the full fees and deposits by July 08, 2010, are expected to join the programme on **July 15, 2010**.

### **9.8 Hostel Accommodation**

Separate hostels are available for men and women. Selected candidates have to fill in the requisite application form for admission to Hostel. 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 admission form or secured admission to the course or paid fees in full.

### **9.9 Pre-admission Medical Check-up**

All candidates should undergo a medical check-up before the start of the academic session.

### **9.10 Identity Card**

Each selected candidate shall be provided with an identity card, which he/she is expected to wear on his/her person during his/her stay on the Campus. For the purposes of identity card, at the time of verification of original documents, the selected candidate should provide his/her two recent stamp size and four passport size photographs.

### **9.11 Migration Certificates**

Certificates issued by college/university authorities should be handed over to the office of the Deputy Registrar, SRD, within 3 months after admission.

### **9.12 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 office of the Deputy Registrar, SRD. In any case, they should be submitted before the first semester exam starts, failing which his/her admission will be cancelled.

## **10. FACILITIES FOR SC/ ST STUDENTS**

- I. *Reimbursement of Travelling Allowance (TA)*: Travel expenses from the place of residence to Tuljapur 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 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 candidates are required to pay the annual premium of Mediclaim Insurance Policy at the time of admission.

### **Government of Maharashtra Freeship**

SC, ST and OBC students from Maharashtra State only whose parents'/guardian's income was more than Rs. 100,000/- (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 Medical Insurance Policy. They also need to apply for the Freeship to the Maharashtra State Government through the Institute. For more details, they may meet the Deputy Registrar, SRD, TISS.

## 11. FEES, DEPOSITS AND OTHER CHARGES

### Fees, Deposits and Other Charges

(In Rupees)

Components		SW in RD			
1. Fees		I	II	III	IV
1	Tuition	10000	10000	10000	10000
1	Examination	300	300	300	300
1	Computer Charges	500	500	500	500
1	ID Card	100	0	0	0
1	Field Work	2000	2000	0	0
1	Internship	0	0	0	1000
1	Study Tour	0	3000	0	0
<b>Sub-Total of 1</b>		<b>12900</b>	<b>15800</b>	<b>10800</b>	<b>11800</b>
2	Insurance	1500	0	1500	0
<b>Sub-Total of 2</b>		<b>1500</b>	<b>0</b>	<b>1500</b>	<b>0</b>
3	Development Fund	5000	5000	0	0
<b>Sub-Total of 3</b>		<b>5000</b>	<b>5000</b>	<b>0</b>	<b>0</b>
4	Hostel Charges	2000	2000	2000	2000
4	Electricity Charges	3000	3000	3000	3000
<b>Sub-Total of 4</b>		<b>5000</b>	<b>5000</b>	<b>5000</b>	<b>5000</b>
5	Dining Hall Advance (Vegetarian)	8000	8000	8000	8000
5	Dining Hall Advance (Non-Vegetarian)	10000	10000	10000	10000
5	i) Hostel Deposit	2000	0	0	0
5	ii) Electricity Deposit	1500	0	0	0
5	iii) Dining Hall Deposit	2400	0	0	0
5	iv) Library Deposit	2000	0	0	0
5	v) Caution Deposit	2000	0	0	0
<b>Sub-Total of 5 for Veg Student</b>		<b>17900</b>	<b>8000</b>	<b>8000</b>	<b>8000</b>
<b>Sub-Total of 5 for Non- Veg Student</b>		<b>19900</b>	<b>10000</b>	<b>10000</b>	<b>10000</b>
<b>GRAND TOTAL (Vegetarian)</b>		<b>42300</b>	<b>33800</b>	<b>25300</b>	<b>24800</b>
<b>GRAND TOTAL (Non-Vegetarian)</b>		<b>44300</b>	<b>35800</b>	<b>27300</b>	<b>26800</b>

**Hostel Charges and Dining Hall Charges payable in INR**

## **12. STUDENT SERVICES**

**12.1** 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 for education and training. Students have access to the full-fledged Campus Library that stocks books and journals in English, Hindi and Marathi and has facilities for reading, photocopying, etc. Students also have access to health centre and internet-enabled computers.

**12.2** The campus also houses separate hostels for men and women, a dining hall, a canteen and conference halls. Students also have free access to doctor. The students are offered career counselling, which helps them understand their aptitude and skills and take future decisions accordingly. The faculty of the Institute strives to create a climate, which promotes personal and academic development of students by offering them adequate support. There is an identified Gender Focal person in the School of Rural Development who handles gender issues and grievances.

### **12.4 Student Exchange Programmes**

The TISS has a full-fledged International Student's Office, which helps students to avail of exchange programmes with international universities and institutions.

#### **SCHEDULED CASTES AND SCHEDULED TRIBES SUB-CELL**

The Scheduled Castes and Scheduled Tribes Sub-Cell of the School organises several activities pertaining to SC and ST students and staff of the Institute. The Sub-Cell organises pre-admission coaching and post-admission orientation programmes for new students at the beginning of the academic session. The Sub-Cell also organises interactive sessions and informal meetings with students to help them deal with their personal, social and academic problems.

## **13. LOCATION, ACCESS AND COMMUNICATION**

### **13.1 Location and Access**

The Tuljapur Campus of the Tata Institute of Social Sciences is situated on the North-West hills of Tuljapur town on Apsinga Road. Tuljapur town is in Osmanabad district of Marathwada region, Maharashtra. It is on the National Highway No. 211. State transport buses from Mumbai, Aurangabad, Solapur, Pune, and other cities, (and buses from Karnataka and AP) pass through Tuljapur town. The nearest railway stations are Osmanabad and Solapur. Most trains from Mumbai and Pune towards South pass through Solapur. Some of the major trains are: Siddeshwar Express, Udyan Express, Karnataka Express, Hutatma Express, Jayanti Janata Kanyakumari Express, Chennai Express, Hussain Sagar Express, Kurla Coimbatore Express, etc.

## 14. COMMUNICATION

### **MUMBAI:**

**Postal Address** : Tata Institute of Social Sciences,  
V.N. Purav Marg, Deonar, Mumbai - 400 088 (Maharashtra) India

**Telephone Nos.:** 91-22-2552 5000-55 Fax: 2552 5050  
The telephone board functions from  
9.00 a.m. to 8.00 p.m. from Monday to Friday.

**Fax** : 91-22-25525050

**E-mail** : acadsec@tiss.edu

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

### **TULJAPUR:**

**Postal Address** : Tata Institute of Social Sciences  
School of Rural Development  
Tuljapur Campus, Tuljapur - 413 601, (Maharashtra) India

**Telephone Nos.** : +91 2471-244325/242560  
Mobile: 09527948031, 09970097228, 09421874554,  
09221856613, 09223394677,

**Fax** : 2471-242061

**E-mail** : info.srd@tiss.edu

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

- All information available in this Brochure is correct at the time of going to the press.
- The Tata Institute of Social Sciences reserves its right to modify any information in this Brochure.
- The decision of the Director, TISS, is final in the case of interpretation of rules, procedures, etc.
- All disputes are subject to the legal jurisdiction of Mumbai city only.

## **INSTITUTE DEEMED TO BE A UNIVERSITY**

No. F. 11-22/62-U2  
Government of India,  
Ministry of Education

New Delhi, the 29<sup>th</sup> 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 Kripal)  
Secretary

### **OUR VISION**

To be an institution of excellence in higher education that continually responds to the changing social realities through the development and application of knowledge, towards creating a people-oriented and ecologically sustainable society that promotes and protects dignity, equality, social justice and human rights for all, with special emphasis on marginalised and vulnerable groups.

### **OUR MISSION**

In pursuance of its vision and guiding principles, the Tata Institute of Social Sciences organises teaching programmes to facilitate the development of competent and committed professionals for practice, research and teaching; undertakes research; develops and disseminates knowledge; and reaches out to the larger community through extension, at the local, regional, national and international levels.