

HANDBOOK for Students

2017–2018



Tata Institute of Social Sciences

PRINCIPLES GOVERNING STUDENTS' STAY AT TISS

The TISS has a zero tolerance policy towards discrimination and violation of dignity of fellow students or other members of the TISS community on the basis of caste, religion, region, disability, gender, sexual orientation and race.

The TISS cares for its students and takes measures to ensure their safety and security. The Institute has all forms of support services, administrative mechanisms, and rules and regulations to make the safety and security systems work for the welfare of its students. As responsible adults, the students are expected to behave in a manner that ensures their safety and security and uphold the dignity of the Institute.

Protecting and Honouring the Rights and Dignity

Gender Amity Committee and Committee Against Sexual Harassment

Anti Ragging Committee

Social Protection Office

Welfare of Students

Grievance Redressal Committee

Office of Students' Affairs

Health Centre

TISS

HANDBOOK FOR STUDENTS

2017–2018



Office of Students' Affairs
TATA INSTITUTE OF SOCIAL SCIENCES
(A Deemed University, established under Section 3 of UGC Act, 1956)

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INSTITUTE DEEMED TO BE A UNIVERSITY

Number F, 11-22/62-U2,
Government of India
Ministry of Education
New Delhi, the 29th April, 1964

NOTIFICATION

In exercise of the powers conferred by Section 3 of the University Grants Commission Act, 1956 (3 of 1956) the Central Government, on the advice of the Commission, hereby declared that the Tata Institute of Social Sciences, Bombay, which is an institution for higher education, shall be deemed to be a University for the purpose of the said Act.

Sd/-
(PREM KRIPAL)
Secretary

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WELCOME MESSAGE FROM THE DEAN, STUDENTS' AFFAIRS

Dear Students,

For more than eight decades, the Tata Institute of Social Sciences (TISS) has been imparting socially relevant and high quality professional education in a wide range of inter-disciplinary areas of applied Social Sciences aimed moulding responsible and socially conscious citizens and citizen-leaders for responding to the ever changing needs of our society, industry and economy. By joining TISS you are embarking on a journey of academic and practice lifeworld that is meant to be transformative for your own self as well as for the society you are part of.

TISS is a university with a difference where students and faculty members together engage with social realities and contemporary challenges which impinge upon the life and livelihoods of people at large, and more particularly those in the margins of social, economic and political contexts. Here we will together explore the transformatory potential of a critical and progressive higher education through engagements which goes beyond the class rooms and regular academic activities, be it in the form of research and policy contributions on critical issues of development in general and social sector in particular, and building human resources required for the same, or direct engagement with communities in the context of disasters and other life challenging situations.

For some of you, the life and environment in TISS might be a smooth progression from previous academic experiences, for some others it might be different in many ways. It might be confusing and at times overwhelming for some. Consider it as challenge, and I assure you that you will be supported in all possible ways through a multitude of facilitative mechanisms and processes we have at the Institute, to which you will gradually get accustomed with. Here you get to participate in activities that you may have dreamt of but have never tried, reach out to and connect with people who are different from you and get the opportunity to bring the changes you want to see in our larger society. Whatever be the programme you are enrolled in, you engage substantially with the field through your fieldwork, internships or field-based research.

As a student of TISS, you get one of the best possible opportunities for you to learn, reflect and act on critical issues of society. Here you engage with theories, practice and research in an optimal combination that churns out the best in you. The rich diversity of cultures, languages and identities each one of us belong can provide the best atmosphere to appreciate and value differences. You need to be aware that the campus has offices, hostels, guest houses, class rooms and library, faculty and staff residences with children and elders alike in a shared space. Whether you are a hostel resident or not, your stay, movements and behaviour are expected to be appreciative of this fact and respectful of each other.

Office of Students' Affairs strives to ensure that all the academic and non-academic life of students at the institute are supported and facilitated in coordination with various sections and units within the institute. This year, our work towards enhancing the hostel facilities for students yielded some success where we added an off-campus hostel for around 118 students at RCF (Rashtriya Chemicals and Fertilizers) colony in Chembur on a cost-to-cost basis. We also aim to enhance the financial support to students from weaker economic backgrounds by mobilising resources for Student Aid as well as organising convenient and hassle-free educational loan from nationalised banks. While making use of these facilities, we also require your cooperation and support in all our efforts.

This Handbook for Students is aimed as a guide to help you navigate through the systems and processes of this Institute, inform you about your rights and entitlements as well as your duties and responsibilities to your Institution, fellow students and the society at large. Certain basic rules to be followed throughout your study and life in the Institute are presented before you through this Handbook.

I look forward to interact with you through a variety of forums we have in the Institute. Please feel free to come to my office to discuss any issues of concern to you, or just get acquainted with the help of this Handbook as well as guidance from the Office of Students' Affairs. If there is anything we at the Institute

can do to help you better navigate your journey here, please do let us know. You are most welcome to this exciting community of changemakers and future leaders.

Wishing you happy, healthy and intellectually stimulating days at TISS.

A handwritten signature in black ink, appearing to read 'P.K. Shajahan', is written over two horizontal lines. There are a few small dots at the end of the signature.

P.K. Shajahan, Ph.D.
Professor and Dean, Students' Affairs
Room No. 101 (I Floor), Academic Block – Main Campus
Extn: 5477; Email: shajahan@tiss.edu

A. INTRODUCTION

This **Handbook for Students** provides information about the campus resources available, pertinent facts related to student life, and Institute rules and procedures. These are in addition to the rules and procedures incorporated in the Prospectus. For easy navigation, the rules and procedures are presented under each resource or facility. These rules and procedures are of vital importance for the students and, therefore, all students must read and familiarise themselves with its contents. By enrolling for any programme of study at TISS, you agree to comply with all rules and regulations. TISS reserves the right to alter the regulations and policies stated herein through normal channels.

The TISS community is guided by the principles of equal opportunities for all, respect for diversities and sensitivity to marginalities of varying nature. The Handbook clarifies these values and standards we hold as a community and that we expect you to honour in your conduct as a student in the Institute. To that end, the Institute has introduced an honour code where we all agree to abide by the basic values surrounding our life as a student at TISS.

The TISS has a green campus that supports a variety of plants, animals and bird life. Please take care to ensure that you nurture the environment and that your activities do not result in any harm or disturbance to the plant, animal and bird population of the campus. While some of you may have strong affection for animals that co-exist in our eco-system, some others might not be comfortable with animals in the spaces designated for living, studying, dining and sleeping. Feeding and entertaining animals in dining halls, canteen and hostel rooms are to be strictly avoided. One may do so in designated open spaces meant for the same.

As per the regulations of the Government of India (GoI), the Honourable Supreme Court of India and the University Grants Commission (UGC) as well as the Institute regulations in this regard, **possession and consumption of alcoholic drinks, narcotics and other intoxicating substances** are strictly prohibited within the campus. Additionally, the entire campus, its buildings, offices, hostels, dining halls, canteen, class rooms and all public places are designated as **Non-Smoking Areas**.

The UGC has framed regulations in 2009 on curbing the menace of ragging in Higher Educational Institutions, in order to prohibit, prevent and eliminate the scourge of ragging in Indian Universities/ Colleges/Institutions. The Institute follows the orders of the Supreme Court of India with regard to curbing of ragging as well as the guidelines of the UGC in this regard. Ragging related circulars, resources such as videos and national anti-ragging helpline details are available on the UGC website <http://www.ugc.ac.in/page/Helpline.aspx>

B. OFFICE OF STUDENTS' AFFAIRS (OSA)

The Office of Students' Affairs (OSA) was established in 2006 with the objective of promoting personal and academic development of students. It also works towards upholding the zero-tolerance policy adopted by the Institute towards ragging and discrimination on the basis of caste, region, religion, language, gender, sexual orientations, etc. The OSA is the fundamental link between students, faculty and the administration of TISS.

The OSA closely works with the Hostels, Dining Hall and Medical and Counselling Services. It also liaises with various Schools and Independent Centres as well as the administrative divisions and offices like Finance and Accounts, Academic, Social Protection, Security, etc., and acts in the best interests of the students. The OSA serves as a focal point for processing insurance claims, coordinating and disbursing Student Aid (across all TISS campuses), as well oversees the Student Union Elections and the functioning of the Student Union throughout the year.

The OSA monitors the compliance to all regulations and guidelines by various Ministries, Departments, the UGC and other statutory bodies of the GoI in relation to the safety, security,

dignity and welfare of all students of the Institute. It ensures that all mechanisms are in place and functional for this purpose. The OSA is headed by the Dean, Students' Affairs, and is supported by a Programme Manager and other administrative staff.

C. RESOURCES AND FACILITIES

1. Sir Dorabji Tata Memorial Library

The Sir Dorabji Tata Memorial Library (SDTML) develops and provides essential and specialised information resources and services to meet the growing information needs by i) developing user-based resources; ii) organising information resources; iii) providing human and technologically moderated access to information; and iv) aiding users to identify, locate, obtain and evaluate information. Apart from providing reference and lending services of academic resources, the SDTML also has a Cyber Library section which provides easy access to digital resources. Additionally, it has document delivery services, inter-library loaning facility and photocopying services.

The M.K. Tata Memorial Learning Centre at SDTML provides all necessary teaching and learning materials available for visually challenged persons. The Centre aims to provide barrier free access and independent reading of library materials with the help of state of the art Assistive Technology and Softwares.

Guidelines and Rules for Use of Library Facilities

- 1.1 All students are expected to keep their bags and other belongings at the Library entrance check point. Only notebooks, books, and valuables like wallets, laptops will be allowed into the Library. Students should note that the Library is not responsible for loss of any personal belongings. All files/folders, books and notebooks must be presented to the Security/Staff at the check point for inspection before leaving the Library premises. Library does not permit any exception in the observance of this rule.
- 1.2 All students are required to obtain library membership by submitting duly completed library membership form along with one recent passport-sized photograph.
- 1.3 All students should carry their Institute Identity Card for availing library facilities and services. (Master's Degree students are allowed to borrow up to 5 books at a time from the General Shelf for a period of two weeks).
- 1.4 Only one book from the Reserve Shelf will be issued at a time strictly for 2 days and must be returned on the due date between 9.00 a.m. and 10.00 a.m. However, during examinations, Reserve Shelf books are issued overnight to students. If books issued for overnight use are not returned in time, the student's facility to borrow books from the Reserve Shelf will be suspended for a week.
- 1.5 When the books are returned, the students must ensure that these books are shown as cancelled against their names in the library system records.
- 1.6 A fine of Rs. 1/- per day will be levied for the overdue books from the General Shelf and Rs. 2/- per day for overdue books from the Reserve Shelf.
- 1.7 Students are advised not to issue books to others against their names.
- 1.8 Reference documents like dictionaries, encyclopedias, year books, and journals (loose or bound), theses, project reports, censuses, and handbooks will not be issued out of the library.
- 1.9 After use, the books should be left on the study table or on the book trolley. The Library staff will shelve them. Please do not try to shelve the books yourself, as you could misplace them.

- 1.10 Library resources are valuable and are meant for generations of students admitted to TISS, every year, faculty members, students and academicians from other Institutes and, thus, need to be preserved. **Tearing of pages, marking, damaging, disfiguring books, journals and other resources in the library should not be done.** Such instances will be viewed seriously and could result in library privileges being withdrawn in addition to penalties imposed.
- 1.11 Please report loss of library book or any other reading material to the Library staff immediately.
- 1.12 Photocopying facility is available in the Library for Rs. 1.00/- per exposure by filling in the photocopying requisition form.
- 1.13 The Library is silence zone and hence users are requested not to engage in conversation and discussion in the Library premises. **Mobile phones should be kept on silent mode. Please use Mobile Phone Zones on each floor to use your mobile phones.**
- 1.14 Students are not permitted to carry in or consume eatables and beverages inside the Library.
- 1.15 In the event of need, the Library reserves the right to recall any issued books at any time.
- 1.16 Students are advised to maintain proper attire and dress code when they are in the Library premises.
- 1.17 Demand and suggestion slips are available at the circulation desk for your use.
- 1.18 No photograph of the Library shall be taken without prior permission of the Librarian.
- 1.19 The Library provides the following facilities:
- Laser printing Rs. 1.50/- per page, and
 - Scanning Rs. 5/- per image or page
- 1.20 A **Cyber Library** has been set up at the SDTML first floor to facilitate students and research scholars to access knowledge resources in the World Wide Web, and in libraries of partner universities and institutions. Students are requested to obtain their login details from the Computer Centre to use this facility.
- 1.21 Access to the Internet and **E-Resources, including E-Journals**, is available to students, research scholars, project staff and faculty. Some of the online databases like Project Muse, Blackwell-Willey, J-Store, Springer-link, Cambridge Journals Online, Oxford University Press Journals are available through UGC-Infonet E-Journals Consortia 24x7. Some of the E-Resources subscribed by the Library are: Emerald, Indiastat.com, etc.
- 1.22 Please do not occupy a computer terminal if you are not using it or you are working on your Laptop.
- 1.23 Do not disconnect LAN cable of any terminal in the Cyber Library to connect your Laptop. If you require any support do not hesitate to contact the staff on duty. Do not attempt to make copies of any software (including CD duplication) without the knowledge of the staff on duty.
- 1.24 Do not attempt to access, distribute or display material which is offensive, obscene, defamatory, etc. If a user is found indulging in such behaviour, it will be viewed seriously and this may invite penalty and disciplinary action.
- 1.25 Do not switch off computers when you finish using them. Someone else would be using it after you.
- 1.26 The **M.K. Tata Memorial Learning Centre for the Visually Challenged** has computer reading facility for the visually challenged which can read books and newspapers. This assistive centre is equipped with special software like JAWS Pro 9.0, Kurzweil 1000, OBR Braille, Teachers Talking Pro, Braille embosser Prisma & Sara reading machines for students with low vision.

2. Computer Centre

The Computer Centre provides IT-enabled services for the Institute. This includes IT solutions to various projects which are partnered by TISS using open-source software, while doing the core functions such as software development, email and server management, network management, routine backups, support, training and procurement. The Computer Centre also offers trainings on a variety of aspects related to IT services on a need-cum-demand basis.

Computers for the students are available in the Cyber Library located in the SDTML. The Naoroji Campus also has a Computer Lab (20 Systems) to provide Internet Access during from 6.00 p.m. to 2.00 a.m.

All the computers in the Institute available for Students are Intel Core 2 Duo with 2 GB RAM having Internet facility which are linked to the internet connections of 1 Gbps connectivity through National Mission on Education through Information and Communication Technology (NME-ICT) project. The Internet facilities are shared by students, faculty, project staff and administration.

Wi-Fi is available in public places like Quadrangle in the Main Campus, Main Lounge, Dining Hall, and hostel common areas. Students are required to use their email id username and password to access the Institute network when using their own laptop.

Guidelines and Rules for Use of Computer and IT Facilities

- 2.1 Students with their personal laptops are encouraged to shift to GNU/Linux as this is both open-source and the best protection against viruses. In case of students using their laptops with other Operating Systems such as MS Windows and Office applications (MS-Office, etc.) they are advised to use a licensed operating system, office application and active anti-virus software. Students are also advised to use virus free pen drives in the Institute Network. The Computer Centre will not service problems of personal student computers infected with viruses.
- 2.2 All Students will be allocated an individual login and password for LDAP authentication, which will be needed for accessing email, accessing Moodle (course management system) and for printing from the computers in the Cyber Library. In order to avoid any misuse of the login by others, students are required not to share the details with anyone and are advised to keep changing their password periodically and form strong passwords which should be a mix of alphanumeric and special characters.
- 2.3 E-mail facility will be provided to all the students [<enrollmentno>@tiss.edu]. Students are requested to check their mails regularly as all official circulars/notices will be mailed to students from the faculty/staff to their TISS email ID only.
- 2.4 Students are advised against sending or forwarding chain mails from their TISS email IDs unless it is absolutely necessary.
- 2.5 Shifting of computers or peripherals (keyboard, mouse, monitor, etc.) from one place to another in the Cyber Library and Computer Labs by students is not permitted.
- 2.6 Unauthorised use of the computing facilities/transferring of account are not allowed. Transferring of account privileges to unauthorised users will lead to termination of services and de-registration from the Computer Centre facilities.
- 2.7 Students must logout at the end of their session. There are possibilities that the printouts may be taken by others from your account if you have not logged out. **In such cases, these will be charged to you.** The Computer Centre has an automated billing system and is not responsible for any such oversight by the students.
- 2.8 Printing credit will be displayed on your desktop while using the facility in Cyber Library. A default credit of Rs. 500 is provided to each student. On finishing the usage credit allocated, students are requested to clear the bill in order to create the new credit limit.

- 2.9 In case of any problem relating to Network/Wi-Fi/Internet Connection, please register the complaint with the Computer Centre at extension 5296.
- 2.10 The Computer Centre services are open from 8.00 a.m. to 8.00 p.m. on Monday to Friday and 9.30 a.m. to 4.45 p.m. on Saturday and Sunday.
- 2.11 For any further information and updates on new policy, please refer to <http://it-services.tiss.edu>.

3. Hostels

TISS has very limited and modest hostel facilities for students and research scholars located in both the campuses in Mumbai. Admission and stay at the hostels are governed by the rules and regulations laid down for the purpose adhering to all governmental regulations in this effect.

Day-to-day administrative functions of Hostels are handled by the Section Officer (Hostels) in consultation with Dean, Students' Affairs. Additionally, the Section Officer (Hostels) coordinates with Hostel Wardens, Office of Students' Affairs, Social Protection Office, Security Division, Medical and Counselling Divisions, Academic Division and other administrative divisions in the Institute. Each Hostel will have a warden designated from the faculty members or senior administrative staff who will be the primary contact persons for all matters related to the hostels.

Each resident, whether in a multi/double/triple seater, in the hostel will be provided with a cot, a chair, a book rack and a cupboard/study table with a lock and key. Hostel residents are required to bring their own mattresses, bed linen, table lamps and bulbs. They will also be provided with a key for the cupboard and study table allotted to them, which they have to check at the time of allotment. Any repairs after that would be their responsibility. Though common lighting will be provided in the room, hostel residents should bring their own table lamps and bulbs for their personal use. They are also expected to make their own arrangements for bed covers, bed sheets, and pillows, and other items for personal use like mosquito nets, buckets, locks for the room, etc. They will be responsible for the upkeep of the furniture in their room.

Students are permitted to use their own personal computers/laptops in their rooms after securing written permission from the Section Officer (Hostels) to do so. A copy of the permission from the Section Officer (Hostels) should be kept with the Security at the Gate. This is to ensure that the student has proof of ownership that will allow him/her to take the computer and its accessories out of the campus when required. The LAN cord wires provided in the room should be left back in the rooms.

Attendants are posted in the hostel buildings for the upkeep and cleanliness of the common areas and rooms. They work under the overall supervision of the Section Officer (Hostels) and they should not be asked to attend to your personal requirements, unless in case of emergencies. They are instructed to clean your rooms in your presence. If they clean your rooms in your absence upon your request, the Institute will not take responsibility for any loss or damage. Attendants work in your best interests and you are requested to treat them with respect and dignity.

3.1 Add-on Off Campus Hostels

In addition to the hostels in the campus, TISS has some rented space as off-campus hostels located within the vicinity of the Institute to meet the increasing accommodation requirements. Currently these hostels are Surjog Hostel and RCF Hostel. These Add-on off-campus hostels are run on a cost-to-cost basis where the entire cost of the rent and maintenance of these hostels are recovered from the residents. Students who are not eligible under the Government of India Post Matric Scholarships are admitted to these hostels on the basis of their family income.

3.2. **Hostel Wardens**

Each Hostel will have a Hostel Warden who will serve as a guardian to the students. Hostel wardens are full-time faculty members and senior administrative staff who undertake this responsibility in addition to the academic / administrative responsibilities they have in the Institute. The List of Hostel wardens are given in Annexure I.

3.3 **Admission**

3.3.1. Regular admission to the hostels is restricted to full-time, bona-fide, students of Master's, M.Phil. and Ph.D. programmes and who are not employed — either full-time or part-time.

3.3.2. Due to limited capacity, hostel admission is dependent on the availability of seats and for the same reason, the Institute regrets that it is not in a position to offer hostel accommodation to students who:

- (a) Ordinarily reside in the Mumbai Metropolitan Region, extending upto Karjat, Kasara, Virar and Panvel.
- (b) Deputed Candidates/Candidates on-study leave (General Category or Scheduled Caste or Scheduled Tribe).
- (c) Employed during the stay.

Priority will be given to out-of-town students, without close relatives in Mumbai depending on the availability of hostel rooms.

3.3.3. Currently students (Masters, MPhil and PhD) who are eligible for Government of India Post Matric Scholarships as per the community and income criteria as specified by the Government of India are extended subsidised hostel accommodation. In addition to this persons with disability and others on medical grounds are admitted to hostels. Also all second year masters students who do not fall under the exclusion criteria above are also admitted to hostels on regular subsidised rates.

3.3.4. Guests/day scholars or parents of hostel residents are permitted in the hostel for specific reasons on payment of applicable charges and only with written permission of the Warden/Section Officer (Hostels) in advance. Permission for the same will be subject to availability of room/seat. Siblings of the resident may be permitted, at the discretion of the hostel authorities, provided the parents inform the respective hostel wardens of the same in writing.

3.3.5. Faculty members of the Institute, who are at the writing stage of their Ph.D. thesis (whether registered at the Institute or elsewhere), can be accommodated in the hostel for 3 months to enable them to complete their work depending on the availability and on payment of applicable charges.

3.4 **Duration of Stay**

The maximum period of stay in the hostel will be two academic years for students of Master's Degree programmes, three academic years for PhD programmes and five academic years for Integrated M.Phil./Ph.D. programmes excluding vacations as per the academic calendar. Master's students are expected to vacate the hostel within two days of completion of the academic year and/on completion of the programme/convocation. Students may, however, be allowed to stay in the hostel during the vacations strictly for academic purposes. Graduating hostel residents are allowed to stay for a temporary period, not exceeding 10 days, on payment of the required fees in advance to the hostel office. Any stay during vacations and outside the permissible period will be allowed only with prior permission of the Dean (Students' Affairs) as per the conditions mentioned in clause no. 3.5 and 3.6.

If a Master's Degree student, who is also a hostel resident, is found to be regularly absent from classes and/or the hostel without the knowledge of the concerned School Dean/Research Guide and the Warden/Section Officer (Hostels), he/she will be asked to vacate the hostel.

3.5 Fees and Charges

- 3.5.1. All hostel residents by virtue of their membership in the hostel will be members of the Dining Hall as well. The hostel fees along with the Dining Hall advance must be paid at the time of admission or at the beginning of the semester through the **State Bank Collect payment portal** of State Bank of India and a **photocopy** of the receipt should be **submitted at the hostel office**.
- 3.5.2. Student's admission to hostel shall be subject to payment of hostel fee and dining hall advance. **The room/seat will be allotted only after photocopy of payment receipt is submitted to hostel office.** This is applicable to all allotments (both beginning of the year as well as interim allotments). GOI-PMS eligible hostel residents, exempted from payment of hostel fees and dining hall advance are required to submit their eligibility certification from SPO to hostel office. For any request for delayed payment, student shall take prior approval of Dean (Students' Affairs) and submit to hostel office.
- 3.5.3. **The hostel fee covers charges for the semester only and does not cover vacation periods.** The Hostel Office will follow the academic calendar issued by the Academic Section for the vacation period mentioned. The hostel resident who wishes to stay in the hostel during vacation is required to submit an application one month in advance. The student may stay in the hostel during the vacation for one or two days prior to the beginning of the II/IV Semester and for one or two days, after the end of a semester, for which he/she will be exempted from paying any extra amount. In the case of I/III Semester, hostel accommodation will be available for maximum two days in advance of the commencement of the semester.
- 3.5.4. A student staying in the hostel during the vacation, in excess of the limits mentioned above, shall do so only with the prior permission of the Section officer (Hostels) endorsed by the Research Guide/ Internship Coordinator/ the Dean/Chairperson of the School/Independent Centres. Such extended stay will be allowed only for educational purposes — for example, completing the research project, supplementary examination, or a field work related to the academic programme pursued by the student at the Institute, etc. **Payment for stay during the vacation** should be made to the Section Officer (Hostels) along with the application, in advance as per the rates given in Annexure II. In the case of Internship, the Internship Coordinator is required to certify whether it is a paid or unpaid internship.
- 3.5.5. Non-payment of hostel fees/dues for more than one month, without authorisation by the Director/ Dean, Students' Affairs will result in the expulsion of the student from the hostel.
- 3.5.6. No refund of hostel fee will be applicable in case a student stays for more than 30 days in a semester from the date of joining the hostel.
- 3.5.7. Current Hostel Fees (inclusive of electricity and water charges) applicable for regular hostel residents is Rs. 15,000/- per semester. The charges for Add-on Off Campus hostel is decided on a cost-to-cost basis and is currently Rs. 27,500. Some students who do not fulfil the admission criteria for regular hostels as per clause no. 3.3.3 above but fulfil the criteria for admission to add-on hostel as per the clause 3.1 are admitted in the campus hostels due to operational reasons. In such cases the students will be paying as per the eligibility criteria and not according to the hostel they are admitted. Hence students admitted to Campus Hostel under the eligibility criteria in clause no. 3.1 would be required to pay Rs. 27,500.
- 3.5.8. During vacations, students are provided facility to store their luggage in designated storerooms. Students shall collect their luggage from storerooms 02 days prior to the re-opening of the Institute or else a fine of Rs. 200/- per day will be charged till the day luggage is collected.

Meanwhile, the uncollected luggage will be shifted from storerooms to any corridors of the hostel/anywhere on the campus and the Institute shall not be responsible for the damage or loss of luggage/belongings.

3.6 **Daily / Monthly Rate**

Hostel rooms may be allotted to day scholars/students or non-residents, alumni, guests of students, other visitors during vacations and other times subject to availability and on payment of daily or monthly rates. In all such cases, prior permission of the Section Officer (Hostels)/Dean, Students' Affairs, is required. In the case of students or research scholars, recommendation of the concerned Dean of the School/ Chairperson of the Centre/Course Teacher/Research Guide, as the case may be, is required. Prior permission should be sought at least 7 days in advance from the Section Officer (Hostels).

Daily or monthly charges for students and other guests apart from the regular hostel residents are given in Annexure II.

3.7 **General Guidelines and Rules for stay in Hostels**

- 3.7.1 Ensuring safety of personal belongings will be that of the residents. Institute will not be responsible for any loss, damage, theft, etc. Residents are advised to keep their belongings under lock and key inside the room as well as lock the room while going out.
- 3.7.2 Students are not allowed to change the room allotted to them except with the permission of the Warden and/or Section Officer (Hostels). Rooms should be kept clean and will be subjected to regular inspections. No pets are allowed in hostel rooms.
- 3.7.3 Walls, doors and furniture should not be disfigured in any way including by driving in nails or sticking pictures on them. If any damage is noticed, the walls or the furniture will be repainted/polished and the expenses for the same will be recovered from the student.
- 3.7.4 Students' rooms will not be opened in their absence, except in case of emergency, or occasions when students have violated the rules of the hostel as specified in this Handbook and amended from time to time. The Institute reserves the right to lock any room and/or force open any room if required. During the vacation period/field work/block placement/internship, the hostel residents have to lock all their belongings in the cupboard and leave the room open to accommodate other students. If the rooms are found locked during vacations all the residents of that room will be charged Rs. 150/- per day for the entire vacation period. The rooms may or may not be forced open, but the charges will be applicable to all the residents for the same.
- 3.7.5 Permission from the Warden/Section Officer (Hostels) must be procured in writing if the student is going out of the hostel for any overnight stay.
- 3.7.6 In the interest of the privacy, safety and well-being of all hostel residents, only bona-fide hostel residents and authorised visitors are permitted inside the hostel rooms. Accommodating or entertaining unauthorised persons or guests in the Hostel is an offence and the Institute reserves the right to take necessary disciplinary and legal actions against the unauthorised persons as well as the hostel residents entertaining such persons. In such cases the hostel resident(s) concerned may be asked to leave the hostel within 24 hours with or without penalty.
- 3.7.7 Hostel residents are not permitted to entertain visitors/day scholars in their rooms. Hostel residents may meet their visitors/day scholars in the lounge on the ground floor of the hostels. Visitors will not be allowed in the hostel after 10.00 p.m. and before 8.00 a.m. After 10.00 p.m. if visitor/day scholar is found in hostel rooms it is considered as the person has stayed in the hostel and charges will be levied on the hostel resident. Anyone who is found to be staying illegally in the hostel will not be allotted hostel for the next three years.

- 3.7.8 Male students are not allowed entry in the hostels meant for women, including hostel rooms and floors. Similarly, female students are not allowed entry in the hostels meant for men. If found violating this rule they will be expelled immediately from the hostel with a fine of Rs. 3000/- payable at the hostel office. Subsequent violation will be informed to their parents and will result in expulsion from the Institute.
- 3.7.9 In the interests of residents' privacy, external/internal personnel attending to the repairs of personal computers in resident's rooms will be permitted between 10.00 a.m. to 7.00 p.m. only. Any such male personnel will be permitted into the Ladies' Hostel only in the presence of a female hostel attendant. Personal service providers such as hair dressers, beauticians and massage therapists are not permitted in the hostels.
- 3.7.10 The cupboards in the room are provided with key. This key has to be returned at the time of vacating the hostel. If a key is lost and/or if the lock is replaced with a new one, the cost of replacement or repair will be recovered from the hostel resident. The cupboard and locker keys lost by the hostel residents in Hostel V will be charged Rs. 500/- for each key and any cupboard or drawer keys lost in all the other hostels will be charged Rs. 150/- per key for which no receipt can be given.
- 3.7.11 If a hostel resident is expected to be absent from the hostel for more than three days due to Internship, Block Field Work, Data Collection etc., the Section Officer (Hostels) should be informed before proceeding. The hostel resident's lien on their rooms will be maintained in such cases during the period of their absence, i.e., they will be re-allocated the same room on their return.
- 3.7.12 During vacations, hostel residents are required to store their belongings in the place reserved for the purpose and hand over the keys to the Section Officer (Hostels) or other officials concerned before proceeding on vacation. The room may be allotted to guests/seminar participants or used for other Institute purposes during the vacation period.
- 3.7.13 If hostel residents do not vacate the room during vacations and do not store belongings as per instructions in the place reserved for this purpose, the Institute reserves the right to levy the charges applicable as per Annexure II or move the belongings and make the room usable for other Institute purposes. Even though care will be taken to move belongings safely, the Institute will not be responsible for any inadvertent damage, breakage or loss.
- 3.7.14 If any hostel resident is expected to be absent from the hostel for an entire semester for internship, fieldwork, etc., he/she is required to pay the hostel charges for the semester in order to retain the hostel seat.
- 3.7.15 No tenancy shall be created by occupation or use of hostel rooms, which is merely allotted by the Institute under the rules & regulations in this Handbook. The Institute reserves the right to allot the rooms to any one during vacations as per requirement and the students will not be consulted for the same.
- 3.7.16 Lights and fans should be switched off when not required and when leaving the room. If the fans and lights are found switched on, the master switch outside the room will be switched off. The lights in the room should be switched off by 11.00 p.m. and anyone studying can use table lamps, so as not to disturb other residents of the room.
- 3.7.17 Appliances (other than a reading lamp and a tea kettle of half a litre capacity) such as electric heater, induction cooker, electric iron, etc. are NOT allowed in the hostel rooms. If any hostel resident is found to be using such appliances in his/her room, strict disciplinary action will be taken, including confiscation of the appliances, levying penalty, expulsion from Hostel, or a combination thereof.
- 3.7.18 Cooking in hostel rooms is strictly prohibited. If found, strict disciplinary action will be taken against the hostel resident, including levying a penalty or expulsion from the hostel or a combination of both.

- 3.7.19 Smoking, storing or consuming alcohol including beer, narcotics/intoxicating substances and other items prohibited by law within the campus are serious offences, which attracts penalty, expulsion from hostel / Institute or other disciplinary or legal actions as per the recommendations of the Empowered Committee.
- 3.7.20 If empty bottles of alcoholic drinks, remnants of any other intoxicating substances or cigarettes or cigarette packets are found in the hostel rooms, all the members in the room will be levied a fine charge of Rs.500/- for the first time offence. Repeated offences will lead to expulsion from the hostel. Thus, it is in the interest of all occupying the hostel rooms to ensure that all residents follow these rules and report any violation by others to the Section Officer (Hostels) immediately.
- 3.7.21 Shoe racks or any other furniture should not be kept in the corridor. If this is done, the hostel resident will be asked to keep it back in his/her room or else will be removed by the Hostel staff. No plants/flower pots should be kept in the room or corridors.
- 3.7.22 Institute/Hostel authorities reserve the right to conduct surprise checks of all areas in the hostels to ensure compliance to the hostel rules in general and clause nos. 3.7.17 to 3.7.21 particularly.
- 3.7.23 Disciplinary action will be taken against those entering the campus after having consumed any alcoholic drinks or other narcotic substances and behaving in a disorderly manner. The action could include expulsion from hostel (if applicable) or debarring from any future allocation of hostel.
- 3.7.24 All the rules in this Handbook are to be seriously observed and those students found violating these rules will be expelled from the hostel immediately (in case of hostel residents) and appropriate disciplinary action will be taken against non-residents, which may include expulsion from the Institute. On recommendation of the Empowered Committee, the Institute reserves the right to inform the parents of the student concerned about the offences / violation and the resultant disciplinary action taken.

3.8 **Avoiding Disturbance to others and observance of Quiet Period**

The time from 10.00 p.m. to 6.00 a.m. is maintained as **quiet period** in the hostels to facilitate private study or rest. Hostel residents should not play loud music on mobiles, computers, laptops, other gadgets or talk loudly, shout, sing, or make any other noise during this period. Quiet period will also be maintained on the campus. Even at other times, hostel residents/students are advised to play musical instruments at low volume or not to play them at all if others object to it due to disturbance caused to them. Those who occupy multi and double-seated rooms are particularly advised not to cause disturbance to other occupants in the room.

While students are permitted to use the Library and computer facilities even after 10.00 p.m. they are advised to respect the privacy of residents on the campus and their families by refraining from loud and boisterous behaviour.

Noise Pollution: The Institute follows rules laid down by Ministry of Environment and Forests (MoEF), which lay down that use of loud speakers in a residential zone have to be restricted and have to be turned off at 10.00 p.m. Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit by more than 5 db (A). The permitted decibel level for residential areas is 45 db. The complete rules are available on the MoEF website.

3.9 **Valuable Articles**

Students are advised not to keep large amounts of money and/or valuable articles in their rooms. The Central Bank of India, located close to the campus, offers facilities for safe keeping of valuables. The Institute will not take responsibility for the loss of money and/or property lost due to the negligence of the hostel residents. All hostel residents are provided with cupboards and keys for safekeeping of their belongings in the room.

Any loss or theft of any belongings should be reported to the Section Officer (Hostels) and Security Officer at the earliest. If any hostel resident are found guilty of theft, they will be asked to leave the hostel immediately and other disciplinary or legal measures will be initiated against them.

3.10 **Health and Illness**

A first-aid kit is available with the Security (Main Gate) and Facility Services. If any hostel resident/student falls ill, the Warden concerned or the Section Officer (Hostels) should be intimated immediately. The Institute has the services of three doctors who attend to the students six days a week and hostel residents/students are advised to consult any one of them. In case of an emergency, the Hostel Warden may telephone the Doctor and request him/her to attend the hostel resident, provided that he/she is not under the treatment of another medical practitioner whom they wish to consult. **The student will pay for any out of turn visit made by the Doctor.** In case of infectious diseases and other medical emergencies, the Institute may admit the hostel resident to a hospital or shift him/her to an isolation room on the recommendation of the Institute Doctor.

Hostel residents with infectious disease are not permitted to stay in the hostel. After recovery, they will have to produce a fitness certificate from the in-house Senior Medical Officer to rejoin the hostel.

In case of medical emergency/necessity, hostel residents will contact the Warden/Section Officer (Hostels)/Security/person in-charge of vehicle who will arrange for an Institute vehicle to transport them to a nearby hospital. They are not expected to leave on their own without informing the concerned officials in the Institute.

Any hostel resident who is expecting a baby, while residing in the hostel, will inform the Warden regarding the same. If she desires, this information will be kept confidential between the Warden, Medical Officer and the Section Officer (Hostels).

Maintaining high standards of hygiene and cleanliness is expected of all hostel residents. As a courtesy to the next user, hostel residents are expected to keep the whole toilet and hand wash area clean after use. If the wash basin is found choked because of the hostel residents puking it will not be cleaned by the sweepers but by the hostel resident who is responsible for doing it. If the toilets are found unclean because of repeated negligent actions of the residents then the sweepers may not clean the same.

3.11. **Rules related to Late Night Movement**

Your safety is of prime concern to the Institute. It is important to be aware of the safety hazards of movement outside the campus late in the night and thus, as far as possible try to get back to your place of residence at the earliest. It is advisable to move in groups rather than alone for your own safety. Following rules for movement outside the campus at night have been formulated for your safety and all are required to strictly follow the same.

Hostel Residents

3.11.1 **All hostel residents should return to campus before 12.30 a.m.** No hostel resident will leave the campus between 12.30 a.m. and 6.00 a.m., except for travelling out of Mumbai with prior permission or for medical emergencies. In case of travel outside Mumbai, it is essential to inform the Warden and Dining Hall at least 2 days in advance.

3.11.2 In the case of medical emergencies, they have to call the Main Gate (extn. 5566) and ask for an Institute vehicle to take them to the TISS Medical Officer or the Hospital. The Main Gate must have information on their health condition before they leave the campus at the night. Hostel residents may leave the campus in the Institute vehicle only.

- 3.11.3 Hostel residents may return to campus after 12.30 a.m. for a maximum of four times in a month with the written permission of the concerned Warden in advance. On their return to the Campus, they must produce their Identity Card to the Security at the Gate and swipe the card if requested to do so. Those who fail to swipe the card or follow the instructions of the security staff will face disciplinary action or a fine or both.
- 3.11.4 The Institute has empowered the Security Staff to monitor and document movement of hostel residents out of campus beyond permissible limits and such information may be shared with the parent/local guardian, if necessary.
- 3.11.5 Hostel residents are allowed to move between the Main and Naoroji Campus by swiping their identity card at the Naoroji Campus gate and Main Campus wicket gate (this must be done at both the places while leaving and entering). In case of malfunctioning of the swiping system the security staff will make necessary entries in the register as per procedures.
- 3.11.6 Students using the wicket gate and the Deonar Farm Road between the Main Campus and the Naoroji Campus after 10.00 p.m. in the night must not disturb the residents on both sides of the road. Make sure that they do not create any disturbance or noise for the campus residents as well as residents of the Deonar Farm Road. Permission to use the wicket gate may be withdrawn if complaints from residents are received. Students are advised to be very careful in walking late in the night on the Deonar Farm Road between the two campuses.

Off Campus Students

- 3.11.7 **All students residing in off campus hostels are expected to leave the campus before 12.30 a.m.** You must complete your studies, group work and other activities prior to 12.30 a.m. You will be able to access online library resources from your place of residence.
- 3.11.8 In strictly exceptional circumstances such as during student events (e.g., Sameeksha, Manzar, Manthan, Clairvoyance, etc.) or job placement week, off-campus students may stay on after 12.30 a.m. with the written consent of the faculty in-charge of the event or placement process. Working on group assignments is not a part of this exceptional circumstance. Application for staying late with authorisation by the faculty in-charge or placement in-charge should be handed over to the Warden at least 2 days in advance.
- 3.11.9 On the basis of an application made to the Dean, Students' Affairs, off-campus students may have special arrangements made to stay on campus for two weeks prior to an end of the semester examination (only). This exception will not be applicable for submission of assignment or research project or any other routine academic activities.
- 3.11.10 The Institute reserves all rights to regulate night movement of the students for their safety and security.

3.12 Monthly Open Day

Every hostel along with their Warden will have an Open Day once a month where hostel residents can interact with the Warden to share their problems and experiences. Occasionally, all hostels may have a combined meeting as well.

3.13 Students may approach Wardens for

- Sanction of leave of absence from the hostel.
- Problems and issues related to the allotted room and hostel amenities and those related to room-mates or other hostel residents.
- Disciplinary issues (alleged violation of hostel rules).
- Permission to conduct any group celebration in the hostel such as Hostel Day and Night, etc.

- Personal issues and to seek advice/guidance to address those issues.
- Illness and health-related issues.
- Please keep in mind that your Warden is a busy teacher and researcher and has got a family of her/his own. So please visit/call the warden to seek permission/advice during office hours, and not in the middle of the night (except in case of unavoidable circumstances and emergencies).

3.14 **Students may approach the Section Officer (Hostels) for support related to**

- Maintenance problems/issues related to allotted rooms and common facilities.
- Allotment of room during vacation and other non-academic periods.
- Approval to bring in and take out computers.
- Make any changes, within the allotted rooms, fix electronic/electric gadgets.
- Health problems, hospitalisation and related support.
- Any other issues of the student that require urgent attention.

3.15 **Hostel Attendants will provide the following services:**

- Maintain cleanliness of hostel rooms and facilities.
- Keep vigil on hostel and student property, and support guests and visitors.
- Daily cleaning activities will be carried out at the time fixed by the Section Officer (Hostels), in consultation with hostel representatives.
- Maintain daily cleaning chart signed by student representatives for the hostel / floor.
- Monitor the entry of visitors, including outside computer repairing persons into the hostels and keep the Section Officer (Hostels)/Wardens informed.

3.16 **Student Hostel Representatives are expected to:**

- Represent and interact with the Wardens and Section Officer (Hostels) on hostel matters in consultation with other students, including day-to-day maintenance, students' concerns, emergencies, keeping rooms in good condition, use of electricity, computer facilities, etc.
- Monitor the floor-wise monthly cleaning schedule, which will be displayed on the hostel notice board.
- Maintain the first aid kit.
- Keep the Section Officer (Hostels) and Wardens informed about issues that require urgent attention.
- Coordinate with the representatives of other hostels, Students' Union and the Section Officer (Hostels) to plan for Hostel Day celebrations.

4. **Dining Hall (Main Campus and Naoroji Campus)**

The Dining Hall (DH) serves both vegetarian and non-vegetarian meals and is available for both hostel residents as well as non-residents. It is managed by the Institute on a "no profit no loss" basis. The DH Committee, which comprises students' representatives, looks after the DH matters under the Chairpersonship of a faculty member. The Section Officer (DH) looks after the day-to-day working of DH and a UDC looks after monthly bills of all DH members. The menu and the preparations are guided by a nutritionist to ensure proper dietary and nutritional contents of the meals served in the DH.

Dining Hall Committees

The DH Management Committee is chaired by the Director of the Institute with members such as Registrar, Chairperson-DH (who is also the Chairperson of the DH Working Committee), Nutritionist, Asst. DH Supervisor, four members from the DH Working Committee and Section Officer (DH) as the Member-Secretary. The DH Management Committee formulates policies related to the DH and looks after human resource requirements and management.

The DH Working Committee is chaired by a senior faculty member nominated by the Director as Chairperson. The other members of this committee comprise elected representatives of hostel residents, along with two representatives from each hostel. One student representative will be the Convenor of the DH Working Committee. The Working Committee ensures smooth implementation of the policy decisions of DH Management Committee in relation to services provided by the DH. They can take action against members violating any rule.

Responsibilities of the DH Working Committee

- Allotment of work.
- Fixing duty hours, and weekly offs.
- Casual leave.
- Fixing menu, and all matters pertaining to the preparation and serving of food.
- Preparation of bills and maintenance of accounts along with the DH staff.
- Supervision of cleanliness of the kitchen.
- Overall supervision and control.

Service and Timings: The DH serves four meals every day. The timings for each meal are as follows:

Breakfast	7.30 a.m. to 9.30 a.m.
Lunch	Wed-Friday: 12.30 p.m. to 2.30 p.m. Sat-Tuesday: 1.00 p.m. to 2.30 p.m.
Tea/Coffee/Snacks	5 p.m. to 6.30 p.m.
Dinner	8.00 p.m. to 9.30 p.m.
Late Dinner (upon advance intimation)	9.45 p.m.

General Rules governing DH Membership and Services

4.1 DH membership is compulsory for all residents of In campus and Surjog Hostels for all the meals, except on fieldwork days/internship/vacation as the case may be. By virtue of being a hostel resident every one become DH member.

4.2 An extra overhead amount is charged to each DH member as a contribution towards the part payment for the kitchen staff. The overhead charges are decided in the beginning of every academic year and will be informed to the students. The current overhead charges is Rs. 500/- per month or a part thereof charged as per the table below:

Upto 5 days of presence	25% will be charged
Upto 10 days of presence	50% will be charged
11 or more days of presence	100% will be charged

4.3 All student DH members will have to pay Rs.16,000/- for both veg. and non-veg. as an advance amount against DH meal charges, along with their semester fees, and in addition to the refundable

deposit . The advance paid will be adjusted against their DH monthly bills. The semester bill may exceed Rs. 16000/- depending upon the food consumed from DH.

- 4.4 It is compulsory to sign out of the DH in advance if food is not going to be consumed there. Failure to sign out from DH leads to charging the bill for respective meals.
- 4.5 The kitchen portion of the DH will be locked at 10.00 p.m. Only the outer portion of the DH will remain open thereafter for watching T.V. or for preparing group assignments till 11.00 p.m. The main door will be closed by the security guard at 11.00 p.m. and requests for keeping the main door open after that will not be entertained.
- 4.6 Non-Vegetarian dishes will be served thrice in a week for those who opt for it. This option should be indicated in the DH membership form submitted at the time of admission to the DH/Institute. Non-vegetarian items are prepared for regular non-vegetarian members only on a limited basis. If available, extra non-vegetarian items will be served on first-come-first served basis against DH coupons only. Please note that the non-vegetarian dishes are served in addition to the vegetarian food and are charged in addition to the normal charges.
- 4.7 Food should not be wasted. Take only as much as food you require and make sure that you sign out or inform the DH staff about your absence for a meal or a day.

4.8 **Packed Lunch on Field Work Days**

Packed lunch will be available upon written request to the UDC (DH). Those members who wish to avail of the packed lunch facility on field work days are requested to bring empty tiffin boxes. This facility is available on a monthly basis. In case a member wants to discontinue this facility, he/she should inform the same in writing to the Section Officer (DH) accordingly.

In case a member, who has availed of the packed lunch facility or rebate on a field work day or on any other day, and wishes to have lunch in the DH, he/she can have the same against coupons only.

- 4.9 DH utensils, spoons, plates, cups, glasses, cold drink bottles, food, etc. should not be taken out of the DH premises. Each hostel is provided with equipment to bring food in the hostel for members who are ill. The student should contact the Hostel Attendant for the same.

4.10 **Monthly DH Bill**

The monthly DH billing cycle will be from first to the last day of the month. The bill will be e-mailed to individual students on their tiff e-mail ID. Any change in mail id should be conveyed to UDC immediately. In case of any discrepancies in the bill, members are requested to inform the UDC-DH within 48 hours. Once the advance is paid, a copy of the receipt should be submitted to UDC in the DH office to keep the records of individual members updated.

- 4.11 The DH will remain closed, after lunch, on all public holidays and on the last Saturday of every month for routine cleaning purposes.

4.12 **Signing out from DH**

It is compulsory to sign out from DH and fill the rebate form when the student does not wish to avail the DH facility and get a rebate. If a student fails to sign out or fill the rebate form, bill will be generated against the student whether the student has availed of hostel food or not. Once generated, no bill will be recalled or cancelled.

Minimum days for signing out of DH are three continuous days for all meals. Signing out for one or two meals is not allowed, except on field work days/block days/internship. Non-hostel residents can sign out of DH for one single day also, but should inform the office one day before signing out.

If you go out of campus knowing that you will skip a meal, please inform the DH. Unless you inform the DH, food will be prepared for you and eventually get wasted. All efforts should be taken not to

waste any amount of food. You would appreciate that there are millions of people in our country who do not get even a single meal a day.

A member who has signed out from any kind of meals is advised to renew the rebate facility for the next month well in advance (in the third week of the preceding month), failing which it will be assumed that the member concerned is a full-time member. The rebate will not be renewed automatically.

A member who has signed out for any day or for any meal is not expected to take food in the name of any other DH member by signing against his/her number. This is a malpractice. Similarly, food availed in the name of one member and shared by another member or non-member also amounts to malpractice. If anyone is found engaging in such malpractice, the cost of food will be recovered from both members with or without fine.

4.13 **Rebate Facilities**

DH members are eligible for conditional rebates on the charges for food, which are not consumed as per the following guidelines. These rebates are available only for those who sign out from the DH as per procedures in clauses in 4.12.

Vegetarian Food (Applicable for all)

Upto two days sign out	No rebate
3 – 7 continuous days of sign out	60% rebate
8 – 14 continuous days of sign out	80% rebate
Above 14 continuous days of sign out	100% rebate

Non-Vegetarian Food

Upto two times sign out in a month	No rebate
3 times of sign out in a month	60% rebate
4-12 times of sign out in a month	80% rebate
Above 12 times of sign out in a month	100% rebate

Additionally, the rebate facility is available for breakfast and lunch on all field work days. Members interested in availing of the rebate should intimate this in writing to the UDC one day in advance.

This rebate facility can be availed only during field work days, block placement and vacation period or on emergency grounds but should convey the same through application or through rebate form.

- 4.14 Members who are eligible for fee exemption for hostel or dining hall charges under Post-Matric Scholarship Scheme are required to obtain written permission from their concerned School Deans/ Centre Chairpersons to be able to avail of such facilities during vacations. In the absence of such permission, they will be required to pay the necessary charges during the vacation.
- 4.15 Any act of smoking or anybody found to have entered the DH after consuming alcohol will be immediately reported to their Hostel Warden, Section Officer (Hostels), Security Officer, etc. The DH staff may decline extending any service to them including serving food.
- 4.16 Complaints, if any, against staff/students should be given in writing to the Convenor (DH Working Committee).
- 4.17 Special written permission will have to be sought from the Dean, Students' Affairs, through the Students' Union and the Chairperson (DH) for using the DH for purposes other than meals.
- 4.18 Whenever DH Members who are non-residents of hostels are willing to withdraw DH Membership, they have to submit a written application to Section Officer (DH) in advance. Once the bill is prepared, the request will not be considered.

4.19 If there are any queries regarding DH issues or the monthly DH bill, then write to us on tiss-dh@tiss.edu.

4.20 **Expected Behaviour in the DH**

- The television and music systems must be played in such a way that it does not create nuisance to others.
- Fans and lights should be switched off when not in use or not required. While leaving the DH, please remember to switch off the lights and fans.
- Plates, glasses, tea cups, and any other cutlery should not be left on the dining table or should not be taken out of the DH for personal use without prior permission. The same must be returned to the washing booth after use.
- Please maintain a queue whilst taking food.
- Entry to the DH kitchen is prohibited.
- If chairs and tables are removed from their original place for any discussions, meetings, watching TV, studying, etc., they should be put back in their original place, after use.
- Entertaining dogs, cats or other animals in the DH is strictly prohibited. Pets should not be fed in the DH premises.
- Student members of the DH are prohibited from cooking in the DH Kitchen.
- If the DH dues of a member remain unpaid for more than two months, it will result in penalties and cancellation of the DH membership and even hostel residence. Such a member will not be allowed to have food in the DH till he/she clears his/her DH bill. Re-admission may be considered on payment of all dues.
- Carrying food from the DH out in tiffin boxes and carrying in food from outside into the DH are prohibited.
- Personal or cultural functions will not be entertained in the DH, other than those part of the Students' Union Calendar of activities or any other functions or programmes with the written permission of the Dean, Students' Affairs.

5. **Health Insurance**

Health Insurance is a group insurance facility offered to all students enrolled in the Institute on payment of the required premium contribution as per the details in the prospectus. With this scheme all the students are covered under a cashless hospitalisation for Rs.1 Lakh, Personal Accident cover of Rs.1 Lakh and OPD cover of Rs.3,000 per year. The coverage provides benefit to the students when they get hospitalised due to an accident or any other illness.

In order to get a cashless facility the student must ensure that s/he is admitted to the network hospital of the service provider. In case the student is admitted to any other hospital, s/he has to pay the bill and seek reimbursement of expenses by forwarding the claim to the Office of Students' Affairs within 20 days of discharge, as per the procedures set for the same in the policy document. The updated list of network hospitals, can be accessed on the website of the service provider.

Guidelines and Procedures

- 5.1 All the students including those eligible for Post-Matric scholarships (Gol) are required to pay the Health Insurance Premium contribution every year i.e. along with 1st and 3rd semester fee. The insurance premium of those students who have paid the fees will be forwarded to the service provider as soon as the challan is received. Generally, it takes 15–20 days to receive the cards from the company; if a student is hospitalised during this period s/he has to bear the expenses and the bills can be sent for reimbursement later on. In such cases, students should inform the

Office of Students' Affairs (OSA) within 24 hours of their hospitalisation and should submit the reimbursement claim within 20 days of hospitalisation. Any delay in submission will result in rejection of claim.

- 5.2 As soon as the Health Insurance Cards are received by the OSA, it will be sent to the respective Secretariats of the School or Independent Centre. Students are requested to collect their Health Insurance Cards from the respective secretariats as soon as it is intimated to them.
- 5.3 For additional details, please refer to the document 'Basic Details for Claiming Medical Insurance' on TISS website <https://www.tiss.edu/view/6/students/downloadable-documents-for-students/>
- 5.4 In order to avoid any unnecessary hospitalisation, it is essential to consult with any of the Institute's three medical officers before admission. They will examine the case and advise hospitalisation only if necessary. This process enables them to call the hospital and talk to the concerned doctors to facilitate their treatment and care.
- 5.5 If you feel ill, please consult in person or call, if not available at the Institute, any of the institute medical officers before getting admitted to any Hospital on your own. They can be contacted 24x7 in case of all emergencies.

Dr. Rohini Ambekar	022-2551 3355 / 9920241328
Dr. Sharmistha Majumdar	09764750512 / 9969181616
Dr. Umesh Shenoy	022-27451529 / 09967285290

- 5.6 If the students are advised hospitalisation by the doctors, they can move to any nearby network hospital of the Insurance provider. The hospitalisation of the student should be informed to the Programme Manager (SA) as soon as possible. It is advisable to take doctor's referral for hospitalisation.
- 5.7 During medical emergencies, all off-campus students are requested to inform the Programme Manager (SA) within 24 hours of hospitalisation.
- 5.8 For emergency assistance to get to a doctor or a hospital at any time of the day or night, call any of the following:

Ms. Nirmala Momin	9223214962	022 2552 5182 (R)
Mr. Mahendra Singh	9223214964	022 2552 5190 (R)
Mr. Sunil Wankhede	7700906106	022 2552 5117 (R)
Mr. Parag Panchal	9223588692	022 2552 5115 (R)
Security at the Main Gate	7700906107	022 2552 5566

D. MECHANISMS FOR PROTECTING AND HONOURING THE RIGHTS AND DIGNITY

6. Gender Amity Committee and Committee Against Sexual Harassment (CASH)

The Vishaka Guidelines against Sexual Harassment as articulated by the Supreme Court judgement mandates that "it shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required". These guidelines have been further strengthened in the Sexual Harassment of Women (Prevention, Prohibition and Redressal) at Workplace Act 2013, in which it is outlined that sexual harassment constitutes the following:

- Physical contact and advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Note: Sexual harassment will also include stalking and persistent efforts to meet, use social media like e- mail, facebook, whatsapp, smses etc to contact and malign a woman.

The Gender Amity Committee (GAC) of TISS works towards ensuring sensitisation and awareness amongst all members of the TISS community regarding gender inequality and sexual harassment. Within the Gender Amity Committee, the **Internal Committee (IC)** shall take up specific complaints of sexual harassment submitted by aggrieved women students, employees and faculty. TISS off-campuses (Hyderabad, Guwahati, Tuljapur) have independent Internal Committee (IC) to address issues of gender discrimination within their respective Campuses.

Gender Amity Committee will also ensure overall support for persons with sexual and gender non-normative behaviour and expressions as per the UGC guidelines of 2015 and develop mechanisms to sensitise and work with the TISS community on such issues.

- 6.1 The Gender Amity Committee consists of members of the faculty, administration, service staff and student representatives (Annexure III). Internal Committee (IC) comprises of members drawn from the GAC as and when a complaint of sexual harassment is received by GAC. The IC will have at least half members from women representatives and an external member from outside the Institute and who is a gender expert.

The objectives of the GAC and IC are to:

- Prevent discrimination and sexual harassment against women employees, and students, including persons with gender non-normative behaviour and expressions by promoting gender amity among students and employees;
- Make recommendations to the Director for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women employees and persons with sexual and gender non-normative behaviour and expressions.
- Deal with cases of discrimination and sexual harassment against women, including persons with gender non-normative behaviour and gender expressions in a time bound manner, aiming at ensuring support services to the complainant, redress and appropriate action against the respondent;
- Recommend appropriate action against the respondent (harasser) to the Director.

6.2 Guidelines and Procedures

- 6.2.1 All students can approach the Gender Amity Committee members (see website (<https://www.tiss.edu/view/6/gender-amity-committee/procedure-for-clarification-redress-complaint-to-g/>) to clarify, share and discuss their anxieties and ideas regarding gender issues from the TISS community (women, men and sexual minorities). GAC members will advise, counsel and take steps to address gender issues within the campus.
- 6.2.2 The Gender Amity Committee in TISS is empowered to address issues of gender discrimination and also to work with the Higher Authorities to ensure a gender sensitive TISS community. In cases

where women feel that there is sexual harassment and they need support and redress the first point of contact for the same can be the student representatives (visit campus-wise team page), or the GAC chairperson, GAC faculty and GAC staff members within the requisite campus. The procedure followed by the aggrieved women/person can be as follows:

1. Need to discuss and share:

Meet the student volunteer or GAC faculty member or GAC staff member and gather information to decide on the course of action.

2. Need information only:

Visit the webpage of GAC, gather information and if you need additional information, write to any of the GAC members.

3. Need to file a complaint:

- a) Go to the GAC webpage (<https://www.tiss.edu/view/6/gender-amity-committee/procedure-for-clarification-redress-complaint-to-g/>) and download the complaint form, fill the same and hand over to the member-secretary or the chairperson of the GAC in the requisite campus, within 3 months period of the incident. An Internal Committee (IC) will be set up with an external expert and the complaint process will be initiated. Both parties will be informed about the complaint and the process on the email and on phone.
- b) The IC shall send one copy of the complaint to the respondent within a period of seven days of such receipt.
- c) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, names and addresses of witnesses within a period of 10 days.
- d) The inquiry will be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, will be submitted within ten days from the completion of the inquiry to the Executive Authority of the TISS. The final decision and action to be taken will be decided by the Executive Authority based on the recommendations of the IC.
- e) Once the complaint is taken up with the IC the proceedings will be kept confidential and it is imperative that both, the complainant and respondent keep this confidentiality as well.

Note: GAC will address complaints within the premises of the Institute as well as with all those organisations, which may have certain written terms of reference with the Institute. All students, employees (permanent, contractual, daily wage employees, volunteers, interns), faculty and residents are included within this. It is not empowered to address cases in public spaces like the street, cinema, malls etc. For such incidences you need to go to the nearest Police Station and file a complaint and GAC can help facilitate the process.

7. Anti-Ragging Committee and Anti-Ragging Squad

In pursuance of the guidelines and regulations on curbing ragging fully and effectively in the Institute, TISS has constituted an Anti-Ragging Committee and an Anti-Ragging Squad. Following are some guidelines and procedures set out for this;

- 7.1 All students and their parents are required to submit the anti-ragging affidavit online and a copy of the same has to be submitted at the time of admission.
- 7.2 Ragging in any form is a serious offence. Any student found engaged in ragging activities in hostels, and other premises of the Institute will be subjected to serious disciplinary and legal actions including expulsion from the hostel/Institute as an immediate step.

- 7.3 Further teasing, intimidation, physical assault etc., will result in the expulsion of the students from the hostel/Institute. The Institute reserves the right to ask a hostel resident to vacate the hostel with a notice of 24 hours for serious violations of rights and dignity of others.
- 7.4 Ragging incidents are to be immediately brought to the attention of the Wardens, the Section Officer (Hostels) and the Dean Students' Affairs. The telephone numbers of all the above are displayed on the Hostel Notice board.
- 7.5 An Anti-Ragging Committee has been constituted to address any issues of Ragging in the campus. The list of members of the committee is given in Annexure IV.
- 7.6 Further an Anti-Ragging squad has been formed to take surprise visits of the hostels and the places where students stay outside the campus so as to effectively curb ragging. The members of the Anti Ragging Squad is given in Annexure V.
- 7.7 The Security in the Institute is instructed to keep a close watch on any kind of misconduct taking place in the campus and are directed to report to the Wardens/Dean, Students' Affairs/Director in case of any such event.

8. Empowered Committee

An Empowered Committee has been set up at the Institute to deal with any violation of hostel rules and regulations and other disciplinary issues relating to students in the campus. This Committee is chaired by Dean, Students' Affairs, and includes Dean, Social Protection, all Wardens, Programme Manager (Students' Affairs), Section Officer (Hostels), President as well as another representative of Students' Union, and invited members. This Committee is responsible for hearing complaints of breach of rules, and the decision made by this Committee will be final and will be implemented in full. The appellate authority for the decisions made by this committee lies only with the Director. Students and parents may feel free to contact the above Committee for any issues related to students' discipline and behaviour in the campus. The committee also coordinates with all the student support and welfare services in the Institute. The details of the Committee are given in Annexure VI.

9. Social Protection Office

The Social Protection Office (SPO) has been set up in the Institute with the aim of ensuring effective implementation of affirmative action and operationalisation of supportive mechanisms in relation to various disadvantaged communities. Its span of engagements covers the candidates applying for various academic programmes, students admitted and the staff and faculty members of the Institute. The SPO facilitates the Institute's resolve to implement the reservation policies for admissions and recruitments in letter and spirit. From the Student Service Cell established in the year 1986 and later SC/ST Cell, the mandate has been expanded to include various supportive services for students, staff and faculty members belonging to other disadvantaged social groups such as Other Backward Classes (OBC), Persons with Disability (PWD), Minorities, Kashmiri Migrants and Kin of Armed Forces on the basis of the directives from Gol and UGC from time to time.

As part of post-admission orientation, the SPO conducts session for all students in general and students from deprived communities specifically. The SPO also organises language proficiency classes for those who require it. Various need-based programmes are also organised ranging from classes on personality development, to special tutorials and language skills.

Scholarship management is another important function of the SPO. Under the Central Sector Scholarship Schemes, (i) Top Class Education Scholarships for SC, (ii) National Scholarship for Higher Education for ST Students, and (iii) Post Matric Scholarship (Gol-PMS) for SC, ST, OBC(NC), PWD and Minority categories are facilitated by SPO. Necessary support for various state level scholarships as well as private scholarships is also provided by SPO.

The SPO is headed by a Senior Professor in the capacity of Dean and is supported by an Associate Dean and support staff. For further details please contact Mr. Vinayak Shinde, Section Officer (SPO), (Extn. 5233) or Prof. Vijay Raghavan, Dean (Social Protection).

E. MECHANISMS FOR WELFARE OF STUDENTS

10. Grievance Redressal Committee

In accordance with UGC Regulations 2012 (The Gazette of India, March 23–29, 2013), a Grievances Redressal Committee (GRC) has been constituted. The GRC has a two-year term and is headed by a Senior Professor of the Institute with nominated members from among the faculty and students. The details of the Committee is given in Annexure VII.

The GRC will address the following complaints of aggrieved students:

- i. making admission contrary to merit determined in accordance with the declared admission policy of the Institute;
- ii. irregularity in the admission process adopted by the Institute;
- iii. refusing admission in accordance with the declared admission policy of the Institute;
- iv. non-publication of Prospectus, as specified;
- v. publishing any information in the Prospectus, which is false or misleading, and not based on facts;
- vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
- vii. demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
- viii. breach of the policy for reservation in admission as may be applicable;
- ix. complaints, of alleged discrimination of students, from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minority or Disabled categories;
- x. non-payment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by the UGC, or by any other authority;
- xi. delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- xii. on provision of student amenities as may have been promised or required to be provided by the institution;
- xiii. denial of quality education as promised at the time of admission or required to be provided;
- xiv. non transparent or unfair evaluation practices;
- xv. harassment and victimisation of students, including sexual harassment;

11. Student Aid

11.1 Student Aid Administration

The Institute has generated some funds to provide financial aid to needy students. Only those students who are not eligible for the Gol Post Matric Scholarship are offered financial aid for educational expenses. After the commencement of the academic session, students have to

apply for student aid. The Student Aid Committee of the Institute takes decisions on the basis of the need and availability of funds. Preference is given to Junior students who are staying outside the campus, as all the Seniors are accommodated inside and pay subsidised charges for accommodation. Students with annual family income of Rs. 4 lakhs and more are not eligible for the aid. The upper limit for Student Aid is decided by the Committee from time to time.

11.2 **Provisional Student Aid**

Considering that students from weaker economic backgrounds may find it difficult to mobilise resources for full payment of first semester fees at the time of admission, a provisional student aid mechanism has been worked out.

Selected candidates with annual family income of less than Rs. 1 lakh (as per the information provided in online Application Form), who are not eligible for fee exemptions under Government of India Post Matric Scholarships for SC and STs and are not likely to receive any aid/financial support from government/outside organizations, are offered provisional student aid in payment of fees. Students can avail financial assistance of Rs.12,000 towards Tuition Fee in the first semester as part of provisional Student Aid.

For confirming 'Provisional Student Aid', they are required to submit a copy of their annual family income certificate issued by competent authority like Tahsildar/Revenue Officer for the preceding financial year (other income certificate/document such as Form No.16, Income Tax returns, salary/pension certificate, affidavits, etc., will not be accepted) at the time of document verification or within three days of commencement of Institute to the Academic Section. Original Income Certificate is required to be presented for physical verification.

Non-submission of Income Certificate before the deadline will result in withdrawal of 'Provisional Student Aid' and they will have to pay full fees (including Tuition Fee).

All admitted candidates who have been extended 'Provisional Student Aid', are required to apply for Student Aid as per the procedure to be announced in the notification in the month of July 2017. Additional financial assistance can be considered depending on the need and availability of funds.

Anybody found to have secured the 'Provisional Student Aid' by furnishing wrong information or documentation will have to refund Rs.12000 and pay full fees along with late fee as applicable.

12. **Health Centre**

The Institute provides Medical and Counselling Services for Students and Staff through the Health Centre located in both Campuses. Regular doctors and counsellors are appointed to be on campus during the day. Some of them work on full-time basis, while some others on a part-time basis. Few others are available on call including specialist medical practitioners, specialist counsellors and psychiatrists. All Health Centre activities are under the guidance of a retired Professor of the School of Social Work in the capacity of a Consultant.

12.1 **Medical Services**

Three Medical Officers visit the Institute six days a week with at least one doctor available from 10.00 a.m. to 8.00 p.m. The time schedule for visiting the Doctors is displayed in the Health Centre of Main and Naoroji Campus. The Institute provides free medical consultation services. Those desiring to see the Hon. Medical Officers are advised to put slips with their names, in the box fixed to the door of the Medical Room. Illness of hostel residents should be notified to the concerned Warden or Section Officer (Hostels) without delay.

Necessary oral medicines, dressing material, emergency injectables, IV fluids and vaccines are available at the Health Centres in both the campuses. The Medical Centre in Main Campus has the

arrangement to keep the students requiring medical attention, post-operative care or suffering from infectious diseases, for general observation not requiring Hospital admission.

12.2 **Hospitals and Special Medical Consultants**

All TISS students are members of the Group Health Insurance Scheme. They are provided cashless hospitalisation services as well as personal accident cover and annual OPD reimbursements. Services of a list of hospitals (Annexure VIII) located near the Institute are available for students in the case of illness and emergency. The students should approach the Institute Doctors for a referral. The list of special medical consultants is also given in Annexure IX.

12.3 **Counselling Services**

TISS values each and every one of its students and strives to make their stay at the Institute productive and stress free. In this regard, the Counselling Centre provides the space that enables students to lead a fulfilling life. The Counselling Centre provides individual counselling to students who approach the Centre to seek professional help on tackling various concerns such as, academic or adjustment concerns, relationship or mood concerns, any personal difficulties or for building self-confidence and for personality development. The Centre provides Psychological Assessment if, indicated to support the Counselling process. Verbal feedback of the same is given. All interactions between students and Counsellors such as, Counselling sessions and/or reports are kept confidential and not shared with anybody. This information cannot be sought or obtained by anyone under RTI as it is a confidential document.

In addition to individual counselling, the Centre conducts various recreational and creative activities with and for students, like the "Mela", stress busters, self reflection activities, workshops on Time Management, Building Resilience, Understanding Relationships, Relaxation sessions and other developmental activities. It runs a well-established "Peer Support Programme". Another initiative of the Counselling Centre is a fortnightly E-Bulletin, "TISS Bytes" brought out by the Centre and circulated to students.

The Institute has experienced Counsellors, full-time and part-time. They are located in the Health Centre in the Main Campus and can be contacted on 5612 (Extn.). They are also available in the Naoroji Campus in Hostel No.5, Ground Floor, where they can be contacted on 5914 (Extn.).

The Counselling team also consists of a visiting Psychiatrist in the Main Campus once a week. She is available for consultation with prior appointment.

Students can drop into the centre for a chat or to discuss any concerns. They can make an appointment on phone, by e-mail or in person. They can also become involved with the activities of the Centre. The names of the Counsellors and contact details are given in Annexure X.

The schedules of the full-time and part-time counsellors are displayed on the Counselling Centre Notice boards in the Dining Halls and the Health Centre, Main Campus and near the Counsellor's room in the Naoroji Campus.

12.3.1 **Counsellors on Call**

Services of well-known counsellors in the city are also available for support for our students. They can be contacted on their cell phone for any support that students may require. These friends of the Institute will always be happy to talk to our students. Their contact details are given in Annexure XI.

12.3.2 **Peer Supporters**

The Counselling Centre trains student volunteers as Peer Supporters to provide emotional support to fellow students. They also contribute in planning and implementation of the outreach activities of the Counselling Centre. Committed Peer Supporters are awarded a certificate at the end of two years.

13. M.K. Tata Memorial Gymkhana and Recreation Centre

The M.K. Tata Memorial Gymkhana and Recreation Centre is a comprehensive wellness centre open to all students. The Centre is equipped with treadmills, cross trainer, exercise cycle, multi-gym station, cable cross over, squat rack with lateral pulley and other strength training equipments. Besides, there is Badminton Court at second floor and several other Indoor Games like Carrom, Table Tennis, Chess, etc., available for students.

The facilities are open from 6.00 a.m. to 9.00 p.m. and qualified trainers have been engaged for using the gymnasium and yoga facilities. Gym trainer is available from 6.00 a.m. to 9.00 a.m. and 5.00 p.m. to 8.00 p.m. from Monday to Saturday. Yoga Classes are conducted from 6.00p.m to 7.00 p.m from Monday to Friday.

F. OTHER SERVICES AND GUIDELINES

14. Procedure for Organising Programmes on the Campus

- 14.1 Students desirous of organizing any programme on campus shall obtain prior approval from Institute authorities as per set procedures. The application form for organizing programmes is available on TISS website. The application form should be submitted before 6 working days prior to the date of the programme.
- 14.2 The application should be accompanied by (i) Brief note of the talk, lecture, discussion, event, as the case may be (ii) profile or bio note of the speaker(s) and (iii) a list of participants from outside who would be attending or are invited.
- 14.3 If participation is not sure but invitation has been extended to outsiders, details of the recipients (individual / group / organisation etc.) needs to be given along with the application.
- 14.4 Proper arrangement of registration of participants needs to be done by the organisers with the contact details of the participants.
- 14.5 The organisers should identify themselves by name, active mobile number and email ID in all promotion materials.
- 14.6 Putting up notices, promotional materials, posters etc in the campus are governed by the norms listed below.

15. Putting up of Posters, Banners, Notices, etc

- 15.1 All posters, bills and notices by students and students' groups should be put up in the notice boards exclusively provided for the same in both campuses.
- 15.2 Walls of buildings, furniture, trees, handrails, glass partitions etc. should not be used for putting up any form of public information materials as it damages or defaces these places and involves repeated painting and cleaning of these surfaces.
- 15.3 Official Notice boards such as the ones in front of the Library, the Dining Hall, Academic Buildings, and Administrative Block etc. should not be used for putting up posters/publicity material.
- 15.4 All posters, banners, publicity material related to programmes event etc., organised or issued by different sections of the Institute or recognised bodies of the Institute including Students' Union must clearly mention the name, active mobile number and email ID of the organiser or authorised official.
- 15.5 Any posters, banners, notices for the programme can be put up in the campus only after getting the necessary approval as per the set procedures.
- 15.6 All posters or promotional materials should be removed by the organisers within two days of closure of the programme.

- 15.7 Posters shall maintain the decorum and decency in use of language and representations. Posters shall not be abusive to any person, body, group or community or incite emotions or defame or degrade any individual, official or group or body.
- 15.8 All unidentified posters and information material and those which do not comply with the above framework shall be summarily removed.

16. Railway Concessions

Railway concession process is facilitated by the Academic Section. Students are advised to approach the Academic Section at least 5 days in advance to the intended date of booking of the ticket. For journey to hometown (during vacation) and fieldwork/study tour / internship / rural practicum (as per the academic requirements), students should fill in the details in the prescribed form available with the Academic Section. The forms should be submitted along with Date of Birth Certificate, Caste Certificate (for SC/ST students) and Bonafide Certificate (for M.Phil./Ph.D. students). As per Railway rules, the Institute is authorised to issue concession forms only for journey to the student's home town, as stated in his/her application form for admission.

Necessary support for availing concessional season tickets for Local Railway Travel is also extended by the Academic Section. No concession is granted for the same period in case of loss of the concessional season ticket, as per Railway Rules. The age limit of students eligible for the above concessions is as follows:

General	Below 25 years
SC/ST	Below 27 years
M.Phil.	Below 27 years
Ph.D.	Below 35 years

17. Educational Videos and Documentaries

The Centre for Media and Cultural Studies has a collection of videos for academic purposes. Those in need of the same may fill a form countersigned by the Research Guide/Course Teacher and acquire the same from the Centre.

18. First-Aid

Regular first aid facilities are available with the Purchase and Stores Section. This can be availed for Study Tour/Rural Practicum etc. when students travel in groups. First Aid boxes are also kept at every Security Guard Post, all Hostels, Gymkhana and the Convention Centre. Anti-Snake bite kit is available with the Security at the Main Gate of both campuses.

19. Bonafide Certificates

Students who require bonafide certificates for various purposes are required to apply in the prescribed format available in the Academic Section. The certificate will be issued to them within three to four days from the date of application.

20. Separate Seating Arrangement for Examinations

Students who require separate seating arrangement for semester examinations for valid reasons, are required to approach the Academic Section at least one week in advance prior to the commencement of the examinations.

21. Convocation

All graduating students of Master's Programmes as well as Graduating M.Phil./Ph.D. Scholars will be informed in the first week of January regarding formalities for Convocation by the Academic Section / respective School Secretariat.

21.1 **Testimonials**

A Testimonial is a comprehensive certificate of all curricular and extra-curricular activities each student has undertaken as part of the educational programme at the Institute. Students are required to fill the form available with the respective School Secretariat for giving details of Rural Practicum, field work, study tour, and other curricular and co-curricular activities undertaken by them. Testimonials will be given to students along with the Grade Cards and the Degree Certificates at the time of Convocation. However, issue of testimonial is not mandatory on the part of the Institute and the Institute reserves the right to deny testimonial to any student on disciplinary grounds.

21.2 **Block Field Work / Internship Certificate**

After completion of Block Field Work / Internships, every student should produce a certificate from the agency where they were placed, stating that they have completed the block field work satisfactorily, and submit it to the concerned School Secretariat so as to mention the same in the Testimonial. If the student fails to produce the Block Field Work/Internship completion certificate, they will not be awarded degree.

21.3 **Photograph Formalities**

Notice will be issued during the last week of class in IV semester for group photographs.

21.4 **Clearance/No Dues Certificate and Refund of Deposits**

The No dues form is available in the Accounts Section and clearance should be obtained from all Sections before the Convocation. Students are required to produce all the deposit receipts (for hostel, DH, and so on) received at the time of admission from the Section Officer (Cash/Accounts) to claim the refund after the Convocation.

21.5 **Degree in Absentia**

The degree will not be handed over in person on the day of Convocation to those students who do not attend the Convocation function. A student, who wants to receive his/her degree in absentia is required to apply for the same in the prescribed format available with the Academic Section, along with a fee of Rs. 500/- for Indian Students and US\$ 50 for International Students and postal charges of Rs. 200/- for Indian Students and Rs. 1,500/- for International Students.

Normally applications for degrees in absentia are processed within one week from the date of the Convocation or the date of application, whichever is later.

A student who does not apply for Degree in absentia and also not attend the Convocation will not be issued a degree.

22. **Curricular Consultative Meetings**

All senior Master's Degree students are required to attend the Curricular Consultative Meeting for discussion on the curriculum and to obtain a broad spectrum opinion about the respective programme of study. These meetings are conducted a few days before the Convocation. The actual dates of these meetings are announced by the respective schools after the Convocation dates are announced.

23. **Security Guidelines**

Adequate security guards are posted in the campus at the Gates and other designated security posts in various locations in the campus. They are well oriented and experienced staff members who work in three shifts under the leadership of a Section Officer (Security). The prime duty of the security staff is to ensure safety and security of students, staff and faculty members as well as to protect the Institute properties. In pursuance of this goal, the security staff are instructed to adopt

certain procedures for the benefit of all members in the campus. Kindly follow the procedures as per the instructions of the security staff.

- 23.1 Entry into the Institute Main Campus or the Naoroji Campus Annexe is through the authorised gates. Trespassers will be prosecuted.
- 23.2 No safe or cabinet containing documents or files, books anything valuables is to be left unattended at any time. It is desirable that these should always be kept locked when not in use or while being away.
- 23.3 All students are required to carry their Identity Cards at all times. They must assist the security staff in carrying out their duties by producing their Identity Cards or evidence of their identity at the times of entry and exit from the Institute Campus, even when not demanded.
- 23.4 Preventive security will also depend on sharing information for immediate help with the security guard on duty. Hence, students are requested to be more cautious and inform the security guard at the gate about any incident or piece of information, which is important for ensuring safety. Some preventive security measures to be taken by all are as follows:

Do not let strangers/visitors, posing as unauthorised vendors, salesperson, and so on into your rooms.

If you see any unknown visitor/stranger/vendor/salesperson moving anywhere on campus in a suspicious manner, please inform the security personnel at the gate immediately for further necessary action.

It is advisable that purchasing from your doorstep should be done only through a known and reliable vendor and who has an Identity Card issued by the Institute.

If you are alone in your room, and if there is an unknown visitor/stranger at the door, you could request your neighbour and ask him/her to be present, while you are attending to the visitor/stranger.

Avoid keeping excess cash/valuables in the room. Students should take special care of their personal belongings and keep them locked to avoid theft.

It is advisable to keep the respective room door/hostel door of the Ladies Hostel to be closed, especially, during night time.

Avoid moving in lonely/deserted places alone, and especially during the night.

If any criminal incident happens inside or outside the campus, the student should go to police station along with the security person to report the incident and lodge the complaint.

Students hiring auto-rickshaw/taxi outside the TISS gate must inform the registration number of the vehicle to the security guard or enter the registration number in the register available on the gate, particularly after sunset. A Security Guard has been assigned to carry out this task.

Simultaneously, students can also keep their friends/roommates informed about their movement/travel plans outside the Institute.

Always consider to use a buddy system and avoid walking alone outside the campus at night. Carry your TISS Identity Card at all times and stay safe.

If any prohibited acts such as carrying, supplying, storing, and consumption of alcohol and contraband drugs is noticed in the campus by anyone, inform the security guard immediately. This is in the interest of the TISS community and absolute care will be taken to ensure the confidentiality in the matter.

- 23.5 **Hotline for Students:** Students are advised to note or save the **TISS Hotline number 022-25525111 & 022-25525100** on their mobile phones and call these numbers, in case of emergencies at any time. The Security personnel at the gate will receive such calls from any faculty/ students/ staff and will act on it immediately. The call will be treated as urgent and the procedure mentioned below will be followed after receiving the call:

As soon as a phone call is received on Hotline, the security personnel will carefully listen to the call and properly note down the caller's name and from where he/she is making a call. Remember to call the police for assistance, if required.

In Medical emergencies, the Security Personnel or the Hostel attendant will contact Section Officer (Hostels) for which the Section Officer (Hostels) will arrange for a vehicle and send the student to the Doctor with the Students' Union representative and inform the Warden of that Hostel.

- 23.6 Any procedures adopted by the security staff is solely aimed at ensuring the students' security and hence need to be followed diligently even if they are a bit of inconvenience at time.
- 23.7 Any arguments or shouting at the security staff should be avoided. In case of any disagreements with the staff, complaints could be made to the Section Officer (Security) or the Dean, Students' Affairs, at the next earliest office hours.

24. Traffic and Parking of Vehicles inside the Institute

- 24.1 The speed limit inside the Institute is 05 kilometres per hour to avoid accidents. Please do not exceed this speed limit.
- 24.2 No auto-rickshaws or taxis will be permitted except to convey incapacitated persons or if the user has heavy luggage. Rickshaws/taxis are not to be detained and are to be dismissed immediately.
- 24.3 Overnight parking of commercial vehicles inside the campus, without prior permission, is not allowed. Students may park their private/personal vehicles in the Institute at their own risk without creating any hindrances to others.
- 24.4 All students who have a vehicle should obtain a vehicle pass from the Security Office. This will enable the security personnel to identify your vehicle. Visitors may park their vehicles at their own risk and the Institute will not be responsible for the safety of their vehicles and or for any damage or missing parts thereof.
- 24.5 All students, those who own vehicle must park their vehicle at the main gate of Main Campus and Naoroji Campus.
- 24.6 Parking of vehicles in front of "NO PARKING" signs is strictly prohibited and will be removed by the security guards. The Institute will not be responsible for any inadvertent loss or damage to such vehicles parked in no parking zones.
- 24.7. Parking in the Off-Campus premises are governed by the rules framed by the authorities of the respective hostel premises.

25. Fire Safety and Fire Fighting Appliances

- 25.1 Smoking is prohibited in the office rooms, class rooms, hostel rooms and in the public areas of the Institute. Lit match sticks and cigarette ends should be extinguished before disposing it in the dustbin. Please do not throw them over the side of the road. Use of incense sticks and oil lamps is prohibited inside hostel rooms.
- 25.2 Fire extinguishers are kept in various locations at the Institute and readiness for instant use. Students are requested to familiarise themselves with the location of the various fire extinguishers kept in the Institute. Every effort is to be made to put the fire out through available local sources. The sprinkler bulbs should be free from any obstacles and care should be taken that they are

not hidden behind cupboards, baggage etc, Take care that the sprinkler bulbs are not physically damaged.

- 25.3 The following action is to be taken in case of a fire: Raise an alarm, by shouting 'fire, fire, fire... Try to put out the fire, till other help arrives. Inform the security at extension 5566 or 7700906107 or the Telephone Operator at extension 9.

26. Suggested Channels of Communication for Representing Students' Issues and Concerns

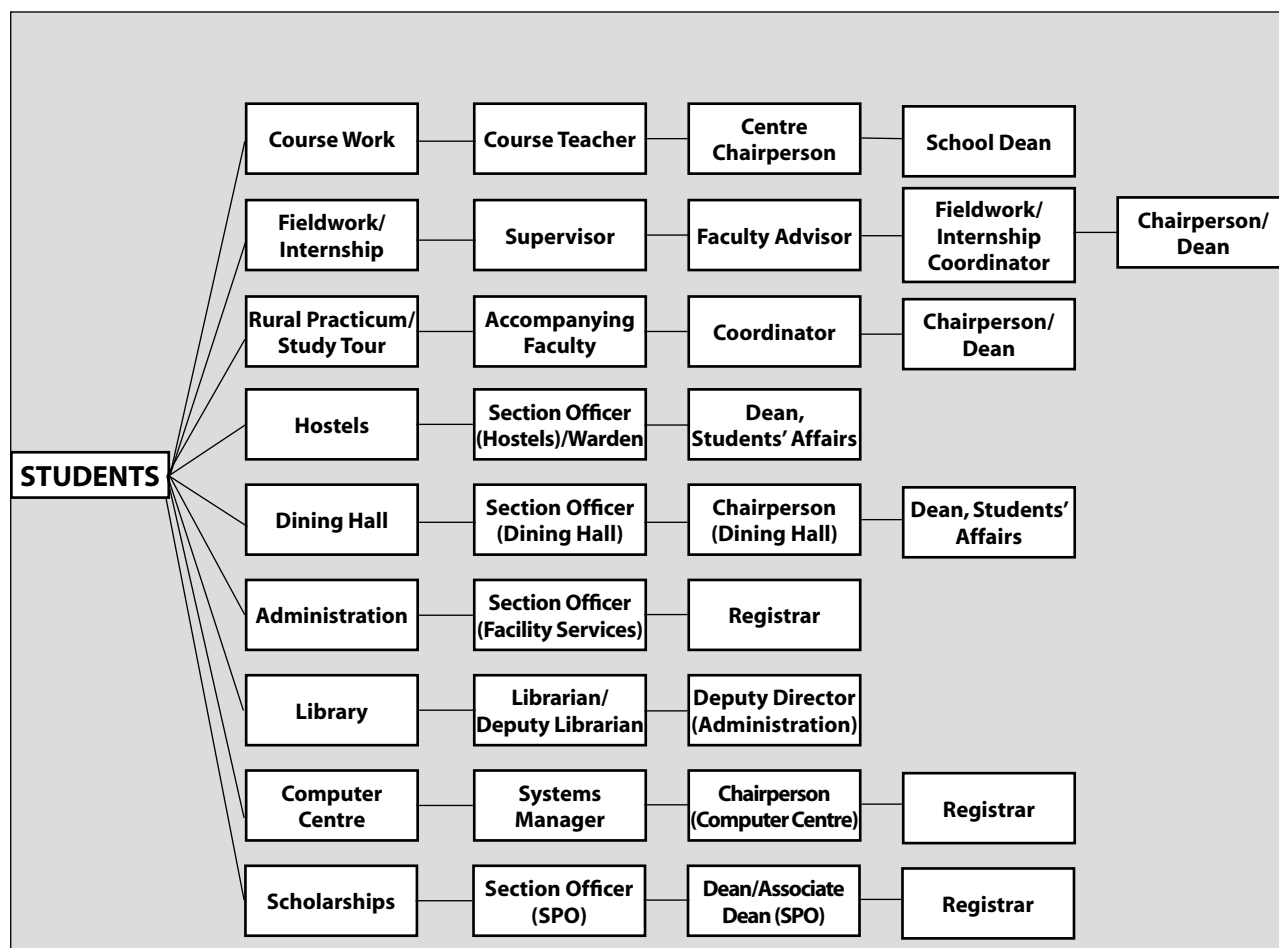
Students are welcome to discuss concerns relating to Courses, Field Work, Internship, Block Field Work, Rural Practicum, Study Tour, Hostels, Dining Hall, Administration, Establishment, Library and Computer Centre with the first point person who would listen and try to address the issues at their own level or direct you appropriately. If the issue is not addressed at that level, you can escalate to the next level. Do not allow issues that affect your academic and personal life to linger on. Contacting the appropriate official(s) for support is the key to resolving issues and addressing your concerns.

The below chart provides you with the channels of communication for various functions / facilities.

You can also visit the Counselling Centre / Office of Students' Affairs for necessary guidance and advice on any matter related to your study, stay and life in the institute.

You are free to approach the Director if all channels are exhausted. You may contact Ms. Olive Fernandes (Extn. 5201) in the Director's Office for an appointment with the Director.

You are expected to familiarise yourself with all the rules and regulations specified in this Handbook and amended and notified from time to time. Ignorance of rules and regulations is not an excuse for violations.



27. Honour Code

The Honour Code represents values and principles governing the academic and community life of students in TISS. The Honour Code is given as Annexure XII in duplicate in this Handbook. All students are required to sign the Office Copy of the Honour Code and submit it to the respective Secretariat within 10 days of joining the programme.

28. Undertaking by Hostel Residents

Students' stay in Hostels are governed by various rules and regulations detailed in Section 3 and subsections thereof in this Handbook. All Hostel residents are required to sign the Office Copy of the Undertaking given in Annexure XIII and submit it to the Section Officer (Hostels) within 10 days of occupying the Hostel.

ANNEXURES

ANNEXURE I
Hostel Wardens

Name	Addrss	Phone No.
Prof. Asha Banu Soletti	Hostel V (A & B and Hall); Hostel VI (D wing), Naoroji Campus	022-2552 5465 (O) 022-2552 5152 (R) 9987541115 (M)
Prof. Jacquleen Joseph	Hostel VI, A& B wings and Hall and Naoroji Campus	022-2552 5886 (O) 022-2552 5153 (R) 9324710533 (M)
Dr. Vaishali Kolhe	Hostel I & IV , Main Campus	022-2552 5401 (O) 022-2552 5156 (R) 9969978058 (M)
Ms. Nirmala Momin	Hostel II & III, Main Campus	022-2552 5215 (O) 022-2552 5182 (R) 9223214962
Dr. Alex Akhup	Hostel VI (Hall); Hostel V (C & D wing) and Hostel, Off-Campus (Surjog and RCF)	022-2552 5414 (O) 022-2552 5154 (R) 7678068247 (M)

ANNEXURE II
Daily/Monthly Rate Chart for Non-Regular Residents of Hostels

Guests	During the Semester	During Vacation
Hostel Residents (for academic activities)	As per the prospectus	Rs.150/- per day
Hostel Residents (who do not handover the room keys before proceeding on vacation)	N.A	Rs. 150/- per day for the entire vacation and/or a penalty of Rs.250/- (if force opened)
Students who are day scholars (for academic activities)	Rs.150/- per day	Rs.150/- per day
Guests of Hostel Residents, Alumni, Research Scholars from other institutions	Rs. 350/- per day (inclusive of linen)	Rs. 350/- per day (inclusive of linen)
Students on paid internships with stipend upto Rs. 30,000	N.A	Rs. 200/- per day or Rs. 5000/- per month whichever is less
Students on paid internships with stipend from Rs. 31,000 to 50,000	N.A	Rs. 250/- per day
Students on paid internships with stipend above Rs. 50,000	N.A	Rs. 350/- per day
Students on unpaid internships	N.A	Rs. 150/- per day

Guests	During the Semester	During Vacation
Students who are working on Institute Projects or Field Action Projects as interns	N.A.	Rs. 150 /- per day or the budgetary provision in the Institute project or Field Action Project, whichever is higher.
Institute Faculty members (for Doctoral research work)	Rs. 350/- per day	Rs. 350/- per day
Students after Convocation Day up to 2 days after convocation	N.A	No charges
Students who are attending job interviews after Convocation Day (3rd day up to 10 days)	N.A	Rs. 150/- per day
Other Students after Convocation Day (3rd day up to 10 days)	N.A	Rs. 200/- per day
Students after Convocation Day (11th day onwards)	N.A	Rs.350/- per day
Students after Convocation Day for completing programme requirements (compensating fieldwork, research project work etc.) subject to availability	N.A	Rs.150/- per day
Non-students (Regular Full Charges)	Rs.350/- per day	Rs.350/- per day
Students who are Hostel Residents in Home Campus (Nominal Charges/ Regular subsidised Charges)	Rs.50/- per day	Rs.150/- per day (Vacation of the Home Campus will be considered as vacation)
Students who are non residents in Home Campus (Nominal Charges/ Regular Subsidised Charges)	Rs.50/- per day	Rs.150/- per day (Vacation of the Home Campus will be considered as vacation)

- Notes: 1. Stay during vacations by students will have to be authorised by Dean of School /Chairperson of the Centre / Research Guide as the case may be.
2. In the case of Internships, a copy of the Internship sanction letter from the organisation to be submitted along with the application

ANNEXURE III
Members of GenderAmity Committee and
Committee Against Sexual Harassment

Sr. No.	Name	Cell No.	Extn. No.	E-mail
1.	Dr. Shewli Kumar (Chairperson)	9833583540	5422	shewli4@tiss.edu
2.	Ms. Roja Pillai (Member Secretary)	9029001646	5230	roja@tiss.edu
3.	Ms. Chayanika Shah (External Expert)			
4.	Helen Joseph (External Expert)			
5.	Ms. Aparna Joshi (Faculty Member)	9819249474	5344	aparna.joshi@tiss.edu
6.	Prof. Arvind Tiwari (Faculty Member)	9833732592	5381	tiwari_a@tiss.edu
7.	Mr. Biswaranjan Tripura (Faculty Member)	9619534773	5419	biswaranjan.tripura@tiss.edu
8.	Dr. Mohua Nigudkar (Faculty Member)	9821415190	5426	mohua.nigudkar@tiss.edu
9.	Dr. Roshni Nair (Faculty Member)	9820855478	5453	roshni@tiss.edu
10.	Dr. Shailesh Darokar (Faculty Member)	9820771116	5355	shaileshd@tiss.edu
11.	Ms. Shamim Modi (Faculty Member)	9420806028	5383	shamim@tiss.edu
12.	Dr. Swati Banerjee (Faculty Member)	9833399724	5476	sbanerjee@tiss.edu
13.	Prof. Wandana Sonalkar (Faculty Member)	9819576733	5368	wandana.sonalkar@tiss.edu
14.	Mr. Mustafa Momin (Admin. Rep. Member)	7208002929	5211	mustafa@tiss.edu
15.	Mr. Mahendra Singh (Admin. Rep. Member)	9223214964	5207	mahendrasingh@tiss.edu
16.	Ms. Roopa Palve (Admin. Rep. Member)	9969944497	5643	roopab@tiss.edu
17.	Mr. Uday Salvi (Service Staff Rep. Member)	9223214967	5206	uday.salvi@tiss.edu
18.	Ms. Hiraben (Service Staff Rep. Member)	9029222015		
19.	Four Student Representatives to be elected in July 2017.			

ANNEXURE IV
Anti-Ragging Committee

Name	Designation	Contact No.
Prof. Shalini Bharat	Deputy Director	022-2552 5202 (O) 9892227754 (M)
Prof. P.K. Shajahan	Dean, Students' Affairs	022-2552 5477 (O) 022-2552 5158 (R) 9820565165 (M)
Prof. Asha Banu Soletti	Warden	022-2552 5465 (O) 022-2552 5152 (R) 9987541115 (M)
Prof. Jacquleen Joseph	Warden	022-2552 5886 (O) 022-2552 5153 (R) 9324710533 (M)
Dr. Vaishali Kolhe	Warden	022-2552 5401 (O) 022-2552 5156 (R) 9969978058 (M)
Ms. Nirmala Momin	Warden	022-2552 5215 (O) 022-2552 5182 (R) 9223214962 (M)
Dr. Alex Akhup	Warden	022-2552 5414 (O) 022-2552 5154 (R) 7678068247 (M)

ANNEXURE V
Anti-Ragging Squad

Name	Designation	Contact No.
Prof. P.K. Shajahan	Dean, Students' Affairs	022-2552 5477 (O) 022-2552 5158 (R) 9820565165 (M)
Prof. Asha Banu	Warden	022-2552 5465 (O) 022-2552 5152 (R) 9987541115 (M)
Dr. Alex Akhup	Warden	022-2552 5414 (O) 022-2552 5154 (R) 7678068247 (M)
Mr. Sunil Wankhede	Security Officer	022-2552 5565 (O) 022-2552 5117 (R) 7700906106 (M)
Ms. Swapna Redij	Counselor	022-2552 5612 (O) 9820640344 (M)
Ms. Nirmala Momin	SO (Hostels)	022-25525215 (O) 022-2552 5182 (R) 9223214962 (M)

ANNEXURE VI
Empowered Committee

Prof. P.K. Shajahan	Dean, Students' Affairs	Chairperson	9820565165
Prof. Vijay Raghavan	Dean, Social Protection	Member	9869714802
Prof. Asha Banu Soletti	Warden	Member	9987541115
Prof. Jacquleen Joseph	Warden	Member	9324710533
Dr. Vaishali Kolhe	Warden	Member	9969978058
Dr. Alex Akhup	Warden	Member	7678068247
Ms. Nirmala Momin	Warden & SO (Hostels)	Member Secretary	9223214962
Mr. Gaurishankar Kamble	Programme Manager, Students' Affairs	Member	9833686192
President	Students' Union	Member	
Representative of Students' Union		Member	
Invited Members*		Member	

Note: * Chairperson of the Committee may invite members for special hearings depending on the requirements from various sections/departments in the Institute such as Security, F&A, Academic, School Secretariat, etc.

ANNEXURE VII
Grievance Redressal Committee

Sr. No.	Name	Cell No.	Extn. No.	E-mail
1.	Prof. Manish Kumar Jha (Chairperson)	9821196890	5472	manishj@tiss.edu
2.	Prof. M. Kunhaman (Faculty Member)	7588201513		kunhaman@tiss.edu
3	Prof. Vindhya U. (Faculty Member)	9949037472		u.vindhya@gmail.com
4.	Dr. Sanjay Barbora (Faculty Member)	8811805323		sanjay.barbora@tiss.edu
5	Student Representative (Special Invitee)	To be nominated based on location of grievance and academic merit		

ANNEXURE VIII
List of Nearby Hospitals

Hospital / Clinic	Address	Telephone No.
Shatabdi General Hospital	Shatabdi General Hospital (BMC) Near Dukes Factory, W.T. Marg, Mumbai 400 088	022-25564069/70/71
Nova Medical Center	Nova Medical Center, Ujagar Compound, Opp Deonar Bus Depot Main Gate, Deonar, Chembur East, Mumbai – 400088	022-43344600 022-43344609
Inlaks Hospital	Inlaks Hospital, Chembur Camp, Chembur, Mumbai 400074	022-25204160 022-25204162 022-61500300
L.T.M.G. Hospital	L.T.M.G. Hospital, (Known as Sion Hospital), Sion, Mumbai 400022	022-24063000 022-24076381 022-24076382
Joy Hospital	Joy Hospital, Near Chembur Post Office, Chembur, Mumbai 400071	022-25286911 022-25223939/700/701
Surana Sethia Hospital	Surana Sethia Hospital, Sumannagar, Sion-Trombay Road, Chembur Mumbai 400071	022-33783376 022-33783300

ANNEXURE IX
Specialist Medical Consultants

Designation	Name	Address	Tel. No.
Gynaecologist	Dr. Shashank Shah	Ashwini Maternity Home and Gynaecologist Hospital, Atur Park, Bldg No. 3, Opposite Matri Park, V.N. Purav Marg, Chembur, Mumbai 400071	022-25203845 022-25203788
	Dr. Ashith Rao	Das Hospital, 3rd Floor, Gagangiri, Complex, 18 Road, Near Ambedkar Garden, Chembur, Mumbai 400071	9820046855
Orthopaedician	Dr. Himanshu Bendre	Joy Hospital, Near Chembur Post Office, Chembur, Mumbai 400071	022-25286911 022-25223939/700/701
	Dr. Prashant Melmane	3rd Floor, Gagangiri Complex, 18 Road, Near Ambedkar Garden, Chembur, Mumbai 400071	9820145237 / 25288979
General Physician	Dr. Vikrant Shah Dr. Amol Pawar Dr. Gore	Joy Hospital, Near Chembur, Post Office, Chembur, Mumbai 400071	022-25286911 022-25223939/700/701

Designation	Name	Address	Tel. No.
Ophthalmologist	Dr.C.R.Venkateshwaran	Dr. Venkateshwaran Eye & Child Care Centre, 3rd Floor, Gagangiri, Complex, 18 Road, Near Ambedkar Garden, Chembur, Mumbai 400071	022-25294343
	Dr. Smita Mukherjee	302, Centre Point Premises Chs, 18th Road, Near Ambedkar Udyan Chembur East, Mumbai - 400071,	022-25286236
Dentist	Dr. Rajee Rajan	Raj Dental clinic, Shop No-2, Hill View, Deonar Baugh, Deonar, Mumbai 400088	9819448902
	Dr. Medha Gadkari	Gadkari Dental Clinic, 158/A, Rushabh Hospital, Centre Point Building, Road Number 18th, Chembur, Mumbai 400071	022-25568480 022- 25208223 022-25285534

**ANNEXURE X
Institute Counsellors**

Counsellors	
Full-Time	
Ms. Swapna Redij	9820640344; Extn: 5612
Two Counsellors	To be announced
Part Time	
Two Counsellors	To be announced
Visiting Psychiatrist	
Wednesday – 6.00 p.m to 7.00 p.m	
Dr. Bindoo Jadhav	9870376232

**ANNEXURE XI
Counsellors/Mental Health Professionals on Call**

Name	Mobile No.
Dr. Harish Shetty	9820032178 (only SMS)
Dr. Jai P. Shastri	9821155628 / 9821349317
Dr. Dimple J. Shastri	9821033163
Dr. Bharat Shah	9821074495
Ms. Neena Barnes	9820630161

ANNEXURE XII



TATA INSTITUTE OF SOCIAL SCIENCES

Honour Code

I, _____, having a Registration/Roll No. _____ and enrolled for the Master's Course/Programme _____ do hereby undertake that as a student at TISS, Mumbai :

1. I will not give or receive aid in examinations; that I will not give or receive unpermitted aid in class assignments, in preparation of reports and projects, or in any field work, dissertations etc., that is to be used by the instructor/teacher as the basis of grading; and
2. I will do my share and take an active part in seeing to it that others as well as I uphold the spirit and letter of the Honour Code.

I realise that some examples of misconduct which are regarded as being in violation of the Honour Code include:

3. Copying from another's examination paper or allowing another to copy from one's own paper, including other assignments, projects or reports;
4. Unpermitted collaboration;
5. Plagiarism;
6. Revising and resubmitting a marked quiz or examination paper for re-grading without the instructor's knowledge and consent;
7. Giving or receiving unpermitted aid on take-home examinations and representing as one's own work the work of another, including information available on the Internet;
8. Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted; and
9. Committing a cyber offence, such as, breaking passwords and accounts, sharing passwords, electronic copying planting viruses, etc.
10. Submitting incorrect and/or misleading information or false certificates at any point of time, since admissions, during my studies in the institute;
11. Involvement in ragging and consciously troubling others, instigation, temperamental and bad behaviour etc., which disturbs the academic environment and peace of fellow students;
12. Involvement in smoking, consumption of alcoholic drinks or any other intoxicating substance in the class, hostel and Institute premises and being under its influence at any point of time/place during my studies in the Institute.
13. I accept that any act of mine that can be considered to be a violation of Honour Code will be treated as misconduct, inviting disciplinary action, and may even lead to my summary termination from the Institute.

Date : _____

Student's Signature _____

Name of Student _____

Registration/Roll No.. _____

ANNEXURE XII



TATA INSTITUTE OF SOCIAL SCIENCES

Honour Code

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Date : _____

Student's Signature _____

Name of Student _____

Registration/Roll No.. _____

ANNEXURE XIII



TATA INSTITUTE OF SOCIAL SCIENCES

Undertaking by Hostel Residents

I, _____, having a Registration/Enrolment No. _____ and enrolled for the Master's Programme in _____ do hereby understand that as a hosteller at TISS, Mumbai :

1. I will follow the code of practice relating to the hostels as formulated by the Institute, mentioned in the Students' Handbook 2017–2018.
2. I should keep the hostel room allotted to me and the premises absolutely clean.
3. If any damage is done to the building, furniture, fittings, etc., then I will be responsible for it and fee/charges for repairs and/or replacements will be collected from me.
4. I will maintain my valuables in my custody. The management is not responsible for any loss.
5. Gates to the hostel/Institute will be closed from 12.30 a.m. to 6 a.m. every night. I understand that no entry or exit is permitted after the scheduled time.
6. I understand that prior permission has to be obtained from the Warden for having a work plan to visit outside for bonafide purpose. In the event I take a leave (with permission) to visit hometown or other places, I will be solely responsible for my safety and protection.
7. I understand that use of any addictive substance — tobacco, alcohol, drugs, etc., —is strictly prohibited in the hostel/Institute. I will be liable for disciplinary action for indulgence in any such activity, viz., smoking, consumption of alcoholic drinks (including beer) or any other intoxicating substance in the hostel and Institute premises and found under its influence at any point of time/place during my studies in the Institute.
8. I understand that ragging is strictly prohibited and is an offence. Any involvement will lead to my summary termination from the institute.
9. I understand that hostel residents are required to develop cordial relationship and to show concern, respect and dignity for one another and live in harmony with hostel staff, security personnel and other fellow residents. I will play a proactive role as a student and suggestions/feedback for improvement or any concerns about aspects of hostel life will be brought to the notice of Warden immediately.
10. I will strive to play a proactive role in keeping gender amity and maintain cordial & harmonious relations with all, group, individual and authorities on the campus. I understand that the Institute observes a non-negotiable stand with regard to discrimination on the basis of caste region, religion, language, gender, sexual orientation, etc.
11. I will receive guidance from the Student's Advisor, Counselor or visiting Doctor, wherever required and referred to as guided by the Warden/Institute.
12. In the event my parents/guardians or relatives are visiting me, I should inform the Warden in advance and access/contact with them, meeting in the hostel foyer or going out for local visit will be with the consent of the Warden (Written or Oral permission).
13. I understand no friends or outsiders are allowed in the hostel premises. Also, men cannot go to the women's hostel or vice versa and any such visit will be seen as a serious misconduct, inviting expulsion from the hostel.
14. Normally, I will avail the food from the Dining Hall and be a permanent member. In the event I decide to take food from outside, during my bonafide visits or otherwise, I will be careful about my health, food safety and nutrition.
15. I understand that my involvement in any of the above mentioned unacceptable behavior and any violation of hostel rules will lead to my immediate expulsion from the hostel/Institute.

Date : _____

Student's Signature _____

Name of Student _____

Registration/Roll No. _____

ANNEXURE XIII



TATA INSTITUTE OF SOCIAL SCIENCES

Undertaking by Hostel Residents

I, _____, having a Registration/Enrolment No. _____ and enrolled for the Master's Programme in _____ do hereby understand that as a hosteller at TISS, Mumbai :

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2. I should keep the hostel room allotted to me and the premises absolutely clean.
3. If any damage is done to the building, furniture, fittings, etc., then I will be responsible for it and fee/charges for repairs and/or replacements will be collected from me.
4. I will maintain my valuables in my custody. The management is not responsible for any loss.
5. Gates to the hostel/Institute will be closed from 12.30 a.m. to 6 a.m. every night. I understand that no entry or exit is permitted after the scheduled time.
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8. I understand that ragging is strictly prohibited and is an offence. Any involvement will lead to my summary termination from the institute.
9. I understand that hostel residents are required to develop cordial relationship and to show concern, respect and dignity for one another and live in harmony with hostel staff, security personnel and other fellow residents. I will play a proactive role as a student and suggestions/feedback for improvement or any concerns about aspects of hostel life will be brought to the notice of Warden immediately.
10. I will strive to play a proactive role in keeping gender amity and maintain cordial & harmonious relations with all, group, individual and authorities on the campus. I understand that the Institute observes a non-negotiable stand with regard to discrimination on the basis of caste region, religion, language, gender, sexual orientation, etc.
11. I will receive guidance from the Student's Advisor, Counselor or visiting Doctor, wherever required and referred to as guided by the Warden/Institute.
12. In the event my parents/guardians or relatives are visiting me, I should inform the Warden in advance and access/contact with them, meeting in the hostel foyer or going out for local visit will be with the consent of the Warden (Written or Oral permission).
13. I understand no friends or outsiders are allowed in the hostel premises. Also, men cannot go to the women's hostel or vice versa and any such visit will be seen as a serious misconduct, inviting expulsion from the hostel.
14. Normally, I will avail the food from the Dining Hall and be a permanent member. In the event I decide to take food from outside, during my bonafide visits or otherwise, I will be careful about my health, food safety and nutrition.
15. I understand that my involvement in any of the above mentioned unacceptable behavior and any violation of hostel rules will lead to my immediate expulsion from the hostel/Institute.

Date : _____

Student's Signature _____

Name of Student _____

Registration/Roll No. _____

IMPORTANT NUMBERS

EMERGENCY

TISS Hotline Number	022-2552 5111
Trombay Police Station	022-2556 3382/022-2555 5587
Chembur Fire Station	022-25224824
Police Control Room	100
UGC Anti-Ragging Helpline	1800-180-5522 or write to helpline@antiragging.in

DOCTORS AND HOSPITALS

Dr. R. V. Ambekar	022-2552 5224 (O), 022-2551 3355 (R), 9920241328 (M)
Dr. Sharmistha Majumdar	022-2552 5224 (O), 09764750512 (M), 9969181616(M)
Dr. Umesh Shenoy	022-25525224 (O), 022-2745 1529 (R), 9967285290 (M)
Joy Hospital	022-2528 6911, 022-2522 3939 / 700 / 701(Extn.)
Inlaks Hospital	022-2520 4160 / 022-6150 0300
Shatabdi Hospital	022-2556 4069 / 70 / 71

COUNSELLORS

Ms. Swapna Redij	022-25525612 (O), 9820640344 (M)
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WARDENS

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