

# HANDBOOK FOR STUDENTS

2018–2019



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. These are aimed towards 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 life 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. It is one 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 the social sector in particular, and in 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. Consider it as a 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 to learn, reflect and act on critical issues of society. Here you will 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 to can provide the best atmosphere to appreciate and value differences. You need to be aware that the campus has offices, hostels, guest houses, classrooms and library, faculty and staff residences with children and the elderly 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.

The Office of Students' Affairs strives to ensure that both your academic and non-academic lives 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 the Rashtriya Chemicals and Fertilizers (RCF) 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 loans 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 included in this Handbook.

I look forward to interact with you through a variety of forums we have in the Institute. If there is anything we can do to help you better navigate your journey here, please let us know. We seek your cooperation and creativity to solve concerns and issues, if any. Welcome to this exciting community of change-makers and future leaders.

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

**Asha Banu Soletti**

Professor and Dean, Students' Affairs

Extn: 5465; Email: [ashabanu@tiss.edu](mailto:ashabanu@tiss.edu)

## A INTRODUCTION

This **Handbook for Students** provides you with information about the campus resources available for you, pertinent facts related to your student life in TISS, as well as Institute rules and procedures. The rules and procedures in this Handbook are in addition to the ones included 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 and you must, therefore, read and familiarise yourself with its contents. By enrolling in 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 from time to time.

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 the values and standards we hold as a community and as a student of TISS, you are expected to honour that. Towards that, the Institute has introduced an honour code to abide by basic values surrounding life as a student at TISS. (Annexure XI)

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 the 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 the dining halls, canteen and hostel rooms are to be strictly avoided. One may do so in the 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 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 as well as the guidelines of the UGC with regard to curbing of ragging. 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>.

All the rules in this Handbook are to be seriously observed and those students found violating them will be expelled from the hostel immediately (in case of hostel residents). 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.

## B. OFFICE OF STUDENTS' AFFAIRS (OSA)

The Office of Students' Affairs (OSA) was established in 2006 with the objective of promoting the 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 the students, faculty and the administration of TISS.

The OSA acts in the best interests of the students and works closely 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, SC/ST Cell, Equal Opportunities Cell, Security, etc. The OSA serves as a focal point for processing insurance claims, coordinating and disbursing Student Aid (across all TISS campuses), and oversees the Students' Union (SU) Elections and the functioning of the SU throughout the year.

The OSA monitors compliance to all regulations and guidelines by various Ministries, Departments, the UGC and other statutory bodies of the Gol 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 offers document delivery services, inter-library loaning facility and photocopying services.

The M.K. Tata Memorial Learning Centre at the 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. The Library has computer reading facility for the visually challenged to read books and newspapers. This assistive centre is equipped with special software like JAWS Pro 9.0, Kurzweil1000, OBR Braille, Teachers Talking Pro, Braille embosser Prisma & Sara reading machines for students with low vision.

Please visit library portal at <http://library.tiss.edu/> to know more about its services.

### **Guidelines and Rules for Use of Library Facilities**

- 1.1 You must carry your TISS Identity Card to avail library facilities and services.
- 1.2 Membership to the library can be obtained by filling in the library membership form and submitting it along with one recent passport-sized photograph. The issuance and acceptance of membership form is done at Library Counter.
- 1.3 All students must keep their bags and other belongings at the Library entrance check point. Only notebooks, books, and valuables like wallets, and laptops will be allowed into the Library. Please note that the Library/Institute 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. The Library does not permit any exception in the observance of this rule.
- 1.4 As a Master's Degree student, you are permitted to borrow up to five books at a time from the General Shelf for a period of two weeks. M.Phil. and Ph.D. scholars can borrow 10 books at a time from the General Shelf for a period of two weeks.
- 1.5 You can issue only one book from the Reserve Shelf for two days and it must be returned on the due date between 9.00 a.m. and 10.00 a.m. During examinations, however, the Reserve Shelf books are issued only overnight to students. If books issued for overnight use are not returned on time, the student's facility to borrow books from the Reserve Shelf will be suspended for a week.



- 1.6 When the books are returned, you must ensure that they are shown as cancelled against your name in the library system records.
- 1.7 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.
- 1.8 Please do not issue books to other students against your name.
- 1.9 Reference documents like dictionaries, encyclopaedias, yearbooks, and journals (loose or bound), theses, project reports, censuses, and handbooks will not be issued out of the library.
- 1.10 After use, the books should be left on the study table or on the book trolley for the Library Staff to shelve them. Please do not attempt to shelve the books yourself as you could misplace them.
- 1.11 Library resources are valuable and are meant for generations of use by students admitted to TISS, and therefore need to be preserved. Please do not **tear or mark pages, or damage/disfigure books, journals and other resources in the library.** Such instances will result in library privileges being withdrawn in addition to penalties being imposed.
- 1.12 Please report loss of library book or any other reading material to the Library Staff immediately.
- 1.13 The Library is Silence Zone and you are requested not to engage in conversation and discussion in the Library premises. **Mobile phones should be kept on silent mode and can be used only in the specified zones on each floor.**
- 1.14 You are not permitted to carry in or consume eatables and beverages inside the Library premises.
- 1.15 The Library reserves the right to recall any issued book at any time.
- 1.16 Demand and suggestion slips are available at the circulation desk for your use.
- 1.17 Photography of the Library is permitted only with the prior permission of the Librarian.
- 1.18 The Library provides facilities for (i) Photocopying @ Rs. 1.00/- per exposure by filling in the photocopying requisition form; (b) Laser printing @ Rs. 1.50/- per page, and (c) Scanning @ Rs. 5/- per image or page.
- 1.19 Access to the Internet and **E-Resources, including E-Journals**, is available to all students, research scholars, project staff and faculty of the Institute. Some of the online databases like Project Muse, Blackwell-Wiley, J-Store, Springer-link, Cambridge Journals Online, Oxford University Press Journals are available through UGC-Infonet E-Journals Consortia 24x7, while others like Emerald, Indiatat.com, etc. are through subscription.
- 1.20 A **Cyber Library** has been set up on the first floor of the Library building to facilitate access to e-journals and online databases. You can obtain your login details from the Computer Centre to use this facility.
- 1.21 Please do not occupy a computer terminal if you are not using it or if you are working on your Laptop instead.
- 1.22 Do not disconnect the 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.
- 1.23 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 invite penalty and disciplinary action. The guidelines for display of material should be strictly adhered to.
- 1.24 Do not switch off the computer when you finish using it, as someone else would be using it after you.

## **2. Computer Centre**

2.1 The Computer Centre provides IT-enabled services for the Institute, 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 IT solutions to various projects which are partnered by TISS using open-source software, as well as trainings on a variety of aspects related to IT services on a need-cum-demand basis.

2.2 Computers for the use students are available in the Cyber Library located in the SDTM Library. The Naoroji Campus has a Computer Lab with 20 Systems to provide internet access from 6.00 p.m. to 2.00 a.m. All computers available for Students in the Institute 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. Internet facilities are shared by students, faculty, project staff and administration.

2.3 Wi-Fi is available in public places like the Quadrangle in the Main Campus, Main Lounge, Dining Hall, and hostel common areas. You can access Wifi from your laptop by using your email id username and password to access the Institute network.

2.4 Students should not remove any hardware, keyboard, mouse, patch cords, etc. from the Computer Centre or Cyber Library.

### **2.5 Guidelines and Rules for Use of Computer and IT Facilities**

2.5.1 If you have your personal laptop, you are encouraged to shift to the open source Linux operating system as this offers the best protection against viruses. In case you are using other operating systems such as MS Windows and Office applications (MS-Office, etc.), please use a licensed version only along with an active anti-virus software. You are also advised to use virus-free USB flash drives in the Institute network. The Computer Centre will not service problems due to viruses in the personal laptops of students.

2.5.2 You 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 login and printing from computers in the Cyber Library. In order to avoid any misuse of the login by others, you should be careful not to share the details with anyone. You are also advised to keep changing your password periodically and form strong passwords with a mix of alphanumeric and special characters. You will be solely responsible to secure your login and password and ensure that it is not shared with any other person.

2.5.3 E-mail facility is provided to all the students [`<enrollmentno>@tiss.edu`]. You are requested to check your mails regularly as all official circulars/notices from the Institute faculty/staff will be mailed to your TISS email ID only. Your user ID is valid only during the period of your being a bonafide registered student of TISS. Misuse of the ID shall be viewed seriously.

2.5.4 You are advised against sending or forwarding group mails from your TISS email ID.

2.5.5 You are not permitted to shift computers or its peripherals (keyboard, mouse, monitor, etc.) from one place to another in the Cyber Library and Computer Labs.

2.5.6 Unauthorised use of the computing facilities/transferring of account is not allowed. Transferring of account privileges to unauthorised users will lead to de-registration from the Computer Centre facilities.

2.5.7 A default credit of Rs. 500 is provided to each student per semester and the printing credit will be displayed on your desktop while using the facility in Cyber Library. When the usage credit allocated is over, you must clear the bill in order to create the new credit limit.

- 2.5.8 You must always log out at the end of every session. Otherwise, there are possibilities of misuse, like printouts being taken from your account. **Please note that 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.
- 2.5.9 In case of any problems relating to Network/Wi-Fi/Internet Connection, please register the complaint with the Computer Centre at extension 5296.
- 2.5.10 Computer Centre services are open from 8.00 a.m. to 8.00 p.m. on weekdays (Monday to Friday) and from 9.30 a.m. to 4.45 p.m. on weekends (Saturday and Sunday).
- 2.5.11 For any further information and updates, please refer to <http://it-services.tiss.edu>.

### 3. Hostels

3.1 TISS has very limited and modest hostel facilities for students and research scholars located in both its campuses in Mumbai. There are four hostels in the Main Campus and two hostels in the Naoroji Campus. These hostels have a capacity to house 1000 students. In addition to the hostels on campus, the Institute has rented space as add-on, off campus hostels. Admission and stay at the hostels are governed by the rules and regulations laid down for the purpose of adhering to all governmental regulations in this effect.

#### 3.2 Off Campus and Add-on Hostels in Mumbai

3.2.1 **Surjog Hostel:** The hostel can accommodate 111 students and is offered to students eligible for Gol Post-Matric Scholarship.

3.2.2 **RCF Boys Hostel (Add-on):** Considering the high rentals in the vicinity and shortage of hostel seats on campus, TISS has facilitated accommodation at the RCF Hostel, located approximately 2.5 km from the Institute. There is periodic shuttle service between the RCF Hostel and TISS, and housekeeping and security is provided by the Institute. Newly admitted students, who are not eligible for the Gol Post-Matric Scholarship are offered seats in this hostel. The RCF Hostel is based on a purely self-sustaining model and is run on actual cost sharing basis. For this year, the hostel charges are Rs. 30,000 per semester (inclusive of the aforementioned facilities), but excluding Dining Hall (DH) charges. Students can approach the Section Officer (Dining Hall) for availing DH membership, if needed. The RCF Hostel is an optional pay and use facility and students can confirm their seat by payment of the requisite hostel charges. The RCF Hostel should not be compared with the facilities of available at the TISS and Surjog hostels.

#### 3.3 Gender Neutral Hostel

- 3.3.1 In keeping with the principle of inclusion and affirmation of gender diversity, a separate gender neutral hostel space has been allocated on the ground floor of Hostel IV. Preference for this space will be given to transgender, non-binary identifying, gender non-conforming students. It is also open to allies of transgender, non-binary identifying, gender non-conforming students. An ally maybe a cis-woman, or a cis-man, who may identify as heterosexual/ straight, gay, bisexual and is someone who supports the rights of trans persons, believes in equal civil rights, takes a stand against discrimination on the grounds of gender and sexuality, and challenges trans-prejudiced, homo-negative attitudes.
- 3.3.2 For 2018-19 and for the purpose of the gender neutral hostel, we are defining 'ally' as cis-women only as there are proportionately higher number of hostels (both within and outside TISS) for men.
- 3.3.3 Rooms in the gender neutral hostel will be allotted on a first-come-first-served basis. Rest of the Hostel IV (except ground floor) will continue to be a 'Women's only' hostel. Please note that other hostels will continue to be gender segregated, i.e. Men's hostels and Women's hostels. All general rules for hostel residents are applicable for the Gender Neutral Hostel space too.

- 3.3.4 **Hostel Committee:** In order to ensure that the gender neutral hostel space is truly safe for all gender diverse persons and their allies, a hostel committee will be formed to have a preliminary conversation with anyone who wishes to apply to the gender neutral hostel. Please note that the hostel committee is **not a screening committee/authority** to certify anyone's gender/sexual identity. It will comprise two student representatives (one student representative of the Gender Amity Committee [GAC] and one representative of the gender neutral hostel), warden of the hostel, a faculty representative from OSA, a faculty member of GAC, and the Chairperson of GAC. This committee will play an active role in facilitating smooth process of hostel allotments and settling in of all the students. The warden will call for regular meetings of this Committee to facilitate communication, ensure smooth running of the hostel and problem solving.
- 3.3.5 **Access to Gender-Neutral Hostel:** This hostel is a mix-gender space and, therefore accessible (for visiting in common areas, but not for staying) for TISS students of all genders. Needless to say, this implies that such visits are non-disruptive, non-coercive and are acceptable and welcomed by all the residents of this space. Visits that cause discomfort or compromise the safety of the space for its residents will be stopped immediately in consultation with the hostel committee.

### 3.4 Admission

- 3.4.1 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. It is the responsibility of the student to declare his/her employment to the Office of Dean, Students' Affairs.
- 3.4.2 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 up to Karjat, Kasara, Virar and Panvel.
  - (b) Deputed Candidates/Candidates on-study leave (General Category or Scheduled Caste or Scheduled Tribe).
  - (c) Employed during the period of study at TISS.

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

- 3.4.3 Currently, all the second year Master's students who apply for hostel as well as Master's students and M.Phil. and Ph.D. scholars, who are eligible for the Gol-Post Matric Scholarships are given priority for hostel accommodation. In addition, persons with disability and others with a genuine medical reason, as certified by the campus doctor, **are admitted to hostels.**
- 3.4.4 Guests/day scholars or parents of hostel residents can be permitted to stay in the hostel for specific reasons on payment of applicable charges and only with prior written permission of the concerned Warden/Section Officer (Hostels). Permission for the same is subject to availability of room/bed. Siblings of the resident may also be permitted to stay at the sole discretion of the hostel authorities, provided the parents inform the concerned hostel warden of the same in writing. Guests below 18 years of age are not permitted entry into the hostels.

### 3.5 Duration of Stay

The maximum period of stay in the hostel is two academic years for students of Master's Degree programmes, three academic years for Ph.D. programmes, and five academic years for the Integrated M.Phil.–Ph.D. programmes, excluding vacations as per the academic calendar. Student have to vacat after completion of M.Phil. and will have to apply for hostel for the duration of the Ph.D. Students may, however, be allowed to stay in the hostel during the vacations strictly for academic purposes

only, with prior written permission, Graduating hostel residents from third day after convocation are allowed to stay for a temporary period, not exceeding 10 days, on payment @ Rs. 350/- per day in advance to the hostel office. This is, however, subject to availability and requirement of the rooms for maintenance and repairs. This payment is also applicable for the M.Phil. and Ph.D. scholars who exceed their stay beyond the stipulated time as mentioned above. Any stay during vacations and outside the permissible period will be allowed only with prior written permission of the Dean (Students' Affairs) and on deposit of applicable charges.

### **3.6 Fees and Charges**

- 3.6.1 All hostel residents, by virtue of their membership in the hostel, will be members of the Dining Hall as well. This is not applicable to students residing in the RCF hostel. The Hostel and Electricity Charges, along with the Dining Hall (Advance) Charges students residing in must be paid at the time of admission or at the beginning of the semester (Please see the Clauses 4.1, 4.2 and 4.3 of your Master's Degree Programme Prospectus, 2018–19 for details) and submit a **photocopy** of the receipt to **the hostel office**.
- 3.6.2 Admission to hostel is subject to payment of hostel & electricity charges and dining hall (advance) charges. **The room/bed will be allotted only after a photocopy of the payment receipt is submitted to the hostel office.** This is applicable to all allotments (both at the beginning of the year as well as interim allotments). Students who are eligible for GoI-PMS will have to pay the Semester Hostel and Electricity Charges in three instalments, with the first instalment of Rs. 5,000/- payable at the time of admission. For any delay in payment, the concerned student will have to take the prior approval of Dean (Students' Affairs) and submit it to the hostel office. Late fee shall be applicable as per the Institute rules.
- 3.6.3 The Hostel and Electricity Charges **cover only semester time and does not cover vacation periods.** 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 may be exempted from paying any extra amount. In the case of I/III Semester, hostel accommodation will be available for a maximum of two days before the commencement of the semester.
- 3.6.4 A student staying in the hostel during the vacation, in excess of the limits mentioned above, can do so only with the prior written 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 academic purposes in the Institute and as a part of the curriculum — for example, completing the research project, supplementary examination, or field work related to the academic programme pursued by the student at the Institute, etc. Any hostel resident who wishes to stay in the hostel during vacation is required to submit an application one month in advance. **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.
- 3.6.5 Non-payment of hostel fees/dues for more than one month, without prior written authorisation by the Director/Dean (Students' Affairs) will result in the expulsion of the student from the hostel.
- 3.6.6 The Hostel & Electricity Charges will not be refunded in case a student stays for more than 30 days of a semester from the date of joining the hostel.
- 3.6.7 The current Hostel and Electricity Charges applicable for regular hostel residents is Rs. 15,000/- per semester. The charges for the add-on off campus hostel is Rs. 30,000/- per semester. Some students who do not fulfil the admission criteria for regular hostels as per clause no. 3.4.3, 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 in. Hence students admitted to Campus Hostel under the eligibility criteria in Clause 3.1 would be required to pay Rs. 30,000/- per semester.

- 3.6.8 During vacations, students are provided facility to store their luggage in designated storerooms. Students should collect their luggage from storerooms two days prior to the re-opening of the Institute or else a fine of Rs. 200/- per day will be charged till the day they collect their luggage. The uncollected/unclaimed luggage will be shifted from the storerooms to any corridor of the hostel/or anywhere on campus and the Institute will not be responsible for damage to or loss of luggage/belongings. The Institute will dispose off any unclaimed luggage or vehicles in an as is where is condition for security/hygiene/safety reasons.
- 3.6.9 **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 written permission of the Section Officer (Hostels)/Dean (Students' Affairs), is required. In the case of students or research scholars, recommendation of the concerned School Dean/Centre Chairperson/Course Teacher/Research Guide, as the case may be, is required. Permission should be sought at least seven days in advance from the Section Officer (Hostels).

Daily or monthly charges for students and other guests are also given in Annexure II.

### **3.7 Hostel Facilities**

- 3.7.1 Each hostel resident, whether in multi/triple/double seater, will be provided with a cot, a chair, a book rack, a cupboard and a study table in the Hostels on the Main Campus. The residents in Hostel 5 and 6 in the Naoraji Campus will have to share a table and chair between two residents and the third resident in the room will only be in the Naoraji Campus provided with a customised cot and a wooden cabinet. The residents of Surjog Hostel will have to share a cupboard, the study table with a chair; no book rack will be provided.
- 3.7.2 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.
- 3.7.3 All cupboards in the room are provided with a key, which has to be checked by the hostel resident when it is issued. If the key or the lock is faulty, he/she should immediately inform the hostel office about it. Complaints of the lock/keys not working after issue will not be accepted and the cost of repair will be borne by the hostel resident. This key has to be returned at the time of vacating the hostel.

### **3.8 General Guidelines and Rules for Stay in Hostels**

- 3.8.1 All hostel residents are responsible for the safety of their personal belongings and the Institute will not be responsible for any loss, damage, theft, etc. Hostel residents are advised to keep their belongings under lock and key inside the room as well as lock their room while going out.
- 3.8.2 Students are not allowed to change the room allotted to them except with the prior permission of their concerned Hostel Warden and/or Section Officer (Hostels). Rooms should be kept clean and will be subjected to regular inspections. Pets are strictly not allowed in hostel rooms.

- 3.8.3 Walls, doors and furniture should not be disfigured in any way including driving in nails or sticking pictures or painting or scribbling 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 students of that room/hostel.
- 3.8.4 Students' rooms will not be opened in their absence, except in case of emergency, or occasions when students have violated the hostel rules as specified in this Handbook (and as 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. These charges will have to be paid regardless of whether the rooms are forced open or not.
- 3.8.5 Prior permission from the concerned Hostel Warden/Section Officer (Hostels) must be procured in writing if the student is going out of the hostel for any overnight stay.
- 3.8.6 In the interest of the privacy, safety, security and well-being of all hostel residents, only bonafide hostel residents and authorised visitors are permitted inside the hostel rooms. Accommodating or entertaining unauthorised persons/guests/alumni/day scholars in the Hostel is a serious offence and the Institute reserves the right to take necessary disciplinary or legal actions against the unauthorised persons as well as the hostel residents for doing so. In such cases, the hostel resident(s) concerned will be asked to leave the hostel within 24 hours with or without penalty.
- 3.8.7 Hostel residents may meet their visitors/alumni/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. If any visitor/alumni/day scholar is found in the hostel rooms after 10 p.m., it is considered as an overnight stay and charges will be levied on the hostel resident in addition to disciplinary action as indicated herein.
- 3.8.8 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, the students will be expelled immediately from the hostel with a fine of Rs. 3000/- payable at the Hostel Office. Any subsequent violation of this rule will result in the parents being informed and expulsion from the Institute.
- 3.8.9 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 as it is in the rooms and must not be removed.
- 3.8.10 In the interests of residents' privacy, external/internal personnel attending to the repairs of personal computers in their rooms will be permitted only between 10.00 a.m. to 7.00 p.m.. Entry of 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, massage therapists and caterers are strictly not permitted in the hostels.
- 3.8.11 If the cupboard 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 residents. The cupboard and locker keys lost by the hostel resident will be charged Rs. 200/- per key for which no receipt can be given.
- 3.8.12 If a hostel resident is expected to be absent from the hostel for more than three days due to Internship, Block Fieldwork, Data Collection etc., the Section Officer (Hostels) and Section Officer (Dining Hall) should be informed before proceeding for the same. 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.

- 3.8.13 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.
- 3.8.14 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 as per the needs of the Institute.
- 3.8.15 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.
- 3.8.16 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.
- 3.8.17 No tenancy will 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 and the students will not be consulted for the same.
- 3.8.18 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 table lamps should be put to use for studying, so as not to disturb other residents of the room.
- 3.8.19 A reading lamp and a tea kettle of half a litre capacity are allowed in the hostel rooms.
- 3.8.20 Appliances such as electric heater, induction cooker, electric iron, table fans, coolers, 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.
- 3.8.21 Cooking in hostel rooms is strictly prohibited. It is a safety/fire hazard and if found, strict disciplinary action will be taken against the hostel residents, including levying a penalty or expulsion from the hostel or a combination of both.
- 3.8.22 Use of or storage of alcohol (including beer), narcotics/intoxicating substances and other items prohibited by law within the campus are serious offences. This will attract severe penalty including expulsion from the hostel/Institute or other disciplinary or legal actions as per the recommendations of the Empowered Committee.
- 3.8.23 If empty bottles of alcoholic drinks or remnants of intoxicating substances or cigarettes or cigarette packets are found in the hostel rooms, all the residents of that room will be levied a fine charge of Rs.500/- for the first time offence. Repeated offences will lead to permanent expulsion from the hostel. Thus, it is in the interest of all hostel residents that they follow these rules and report any violation by others to the Section Officer (Hostels) immediately.
- 3.8.24 Shoe racks or any other furniture should not be kept in the corridor. If this is done, it will be removed by the Hostel staff. No plants/flower pots should be kept in the room or corridors.



- 3.8.25 The Institute/Hostel authorities reserves the right to conduct surprise checks of all rooms/areas in the hostels to ensure compliance to the hostel rules in general and for Clause Nos. 3.8.19 to 3.8.23 particularly.
- 3.8.26 Strict disciplinary action will be taken against those entering the campus after having consumed alcoholic drinks or other narcotic substances and behaving in a disorderly manner with other students, staff and security personnel. The action could include expulsion from hostel (if applicable) or debarring from any future allocation of hostel.
- 3.8.27 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, or other gadgets or talk loudly, shout, sing, or make any other noise during this period. Quiet Period will also be maintained in the entire campus. Even at other times, hostel residents/students are advised to play music at low volume or use earphones so as not to cause disturbance to other occupants in the room or other residents in the campus or other residents in the campus. Violations will attract disciplinary action including expulsion from hostel and/or the Institute.

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 other campus residents by refraining from loud and boisterous behaviour.

- 3.8.28 **Noise Pollution:** The Institute follows rules laid down by Ministry of Environment and Forests (MoEF), which restricts the use of loud speakers in a residential zone and mandates that they be turned off at 10.00 p.m. (please visit the MoEF website for full details) Occupants of a private place also have to restrict volume so that it does not exceed the permissible noise limit, which is 45 db, by more than 5 db (A). As hostel residents, this rule is applicable to you.

### 3.9 Rules related to Late Night Movement

Your safety is of prime concern and utmost importance to us at the Institute and the following rules have been formulated keeping that in mind. All students are required to strictly follow the same.

#### 3.9.1 Hostel Residents

- 3.9.1.1 **All hostel residents must return to the campus by 12.30 a.m.**, and no hostel resident is permitted to 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 two days in advance. They must carry and produce their valid ID card issued by the Institute **on demand by the security staff** or any authorised official or the Institute. Failure to produce ID card on demand will be treated as an act of misconduct and indiscipline and disciplinary proceedings will be initiated.
- 3.9.1.2 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 to the Hospital. The Main Gate must have information on their health condition before they leave the campus at night. In such cases of medical emergencies, hostel residents may leave the campus in the Institute vehicle only.
- 3.9.1.3 Hostel residents may return to campus after 12.30 a.m. for a maximum of four times in a month with the prior written permission of the concerned Warden in advance. On their return to the Campus, they must produce their Identity Card and permission letter 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.
- 3.9.1.4 The Institute has empowered the Security Staff to monitor and document movement of hostel residents going out of campus beyond permissible limits. Such information will be shared with the parent/local guardian, if necessary.

3.9.1.5 Hostel residents are allowed to move between the Main and Naoroji Campus by swiping their identity card at both the Naoroji Campus gate and the Main Campus wicket gate. This must be done at both the places while leaving and entering the campuses. In case of malfunctioning of the swiping system, the security staff will make necessary entries in the register as per procedures. You are advised to be very careful walking late in the night on Deonar Farm Road between the two campuses.

3.9.1.6 Students moving between the Main Campus and the Naoroji Campus on Deonar Farm Road after 10.00 p.m. must ensure that they do not create any disturbance that will inconvenience the campus residents as well as residents on Deonar Farm Road. Please note that permission to use the wicket gate may be withdrawn if complaints from residents are received.

### 3.9.2 Off Campus Hostel Students in Mumbai

3.9.2.1 **All students residing in the off campus hostels in Mumbai must return to their off campus hostel 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.

3.9.2.2 In exceptional circumstances such as 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 prior written consent of the faculty in-charge of the event or placement process and under intimation to Dean, Students' Affairs/SO (Hostel Warden). Please note that 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 S.O. (Hostels) at least two days in advance.

3.9.2.3 On the basis of an application made to the Dean (Students' Affairs), day scholars and off-campus hostel 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.

3.9.2.4 The Institute reserves all rights to regulate night movement of the students for their safety and security.

### 3.10 Health and Illness

3.10.1 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. **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 Medical Officer (IMO).

3.10.2 Hostel residents with contagious health concerns like chicken pox (informed by the IMO) are not permitted to stay in the hostel. After recovery, they will have to produce a fitness certificate from the IMO to rejoin the hostel.

3.10.3 In case of a medical emergency/necessity, hostel residents must contact the Warden/Section Officer (Hostels)/Security who will arrange for an Institute vehicle to transport them to a nearby hospital. A student requiring urgent medical intervention should not leave the campus on his/her own without informing the concerned officials in the Institute.

- 3.10.4 If a hostel resident is expecting a baby, she must inform the concerned Hostel Warden regarding the same. If she desires, this information will be kept confidential between the Hostel Warden, IMO and the Section Officer (Hostels).
- 3.10.5 Maintaining high standards of hygiene and cleanliness is expected of all hostel residents. Please keep toilets and washbasins clean after use and if found choked or unclean due to negligence or deliberate action repeatedly, the hostel attendants will not clean these areas and the students on that floor will have to take the responsibility to get it cleaned.

### **3.11 Hostel Wardens**

- 3.11.1 Each Hostel has a faculty member or senior administrative staff as the designated warden who will be the primary contact person for all matters related to the hostels. The Hostel Warden serves as a guardian to the students and 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.
- 3.11.2 Please keep in mind that your Warden is a busy teacher and researcher or administrator and has got a family of her/his own. So please visit/call the Warden to seek permission/advice during office hours only, and not in the middle of the night, except in case of emergencies.
- 3.11.3 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.

### **3.12 Section Officer (Hostels)**

- 3.12.1 The day-to-day administrative functions of the Hostels are handled by the Section Officer (Hostels) in consultation with the Dean (Students' Affairs). Additionally, the Section Officer (Hostels) coordinates with the Hostel Wardens, Office of Students' Affairs, SC/ST Cell, Equal Opportunities Cell, Security Division, Medical and Counselling Divisions, Academic Division and other administrative divisions in the Institute.
- 3.12.2 Students may approach the Section Officer (Hostels) for support related to:
- Maintenance 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.

### **3.13 Student Hostel Representative**

- 3.13.1 TISS invites nominations for the post of hostel representatives every academic year for each hostel.
- 3.13.2 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 is displayed on the hostel notice board.
- 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 night celebrations.

### **3.14 Hostel Attendants**

3.14.1 Attendants who work under the overall supervision of the Section Officer (Hostels) are posted in the hostel buildings for the upkeep and cleanliness of the common areas surroundings and rooms. 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.

3.14.2 Hostel Attendants will provide the following services:

- Maintain cleanliness of hostel rooms, surroundings 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 into the hostels and keep the Section Officer (Hostels)/Wardens informed.

### **3.15 Monthly Open Day**

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

### **3.16 Valuable Articles**

Students are particularly advised not to keep large amounts of money and/or valuable articles or jewellery in their rooms. All hostel residents are provided with cupboards and keys for safekeeping of their belongings in the room; the Central Bank of India, located close to the campus, also 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 or non-adherence to these instructions.

Any loss or theft of any belongings should be reported to the Section Officer (Hostels) and Security Officer immediately. If any hostel resident is found guilty of theft, he/she will be asked to leave the hostel immediately and disciplinary or legal measures will be initiated against him/her.

## **4. Dining Hall**

**4.1** Both the Main Campus and the Naoroji Campus have a Dining Hall (DH) that serves both vegetarian and non-vegetarian meals and is available for 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 DH matters under the Chairpersonship of a faculty member. The Section Officer (DH) looks after the day-to-day working of the DH and a UDC looks after the 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.

## 4.2 Dining Hall Committees

4.2.1 The **DH Management Committee** is chaired by the Director of the Institute with members such as the 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.

4.2.2 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 is 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 for violating any rule.

### 4.2.3 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.

4.3 **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	Wednesday-Friday: 12.30 to 2.30 p.m. Saturday-Tuesday: 1.00 to 2.30 p.m.
Tea/Coffee/Snacks	5.00 to 6.30 p.m.
Dinner	8.00 p.m. to 9.30 p.m.
Late Dinner (only on advance intimation)	upto 9.45 p.m

## 4.4 General Rules Governing DH Membership, Services and Usage

4.4.1 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 becomes a DH member.

4.4.2 An extra overhead amount is charged to each DH member as a contribution towards 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. 605/- 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

- 4.4.3 All student DH members will have to pay Rs.16,000/- for both vegetarian and non-vegetarian food as an advance amount against DH meal charges, along with their semester fees, and in addition to the refundable deposit. A copy of the receipt should be submitted to the UDC (DH) to keep the records of individual members updated. The advance paid will be adjusted against the DH monthly bills. The semester bill may exceed the advance of Rs. 16000/- depending on the food consumed from the DH and the excess, if any will have to be paid. In case of non-hostel residents, DH membership continues for next semester unless and until it is closed personally by the student...
- 4.4.4 All SC/ST/OBC (NC) students eligible for GoI-PMS will not have pay any upfront DH charges at the beginning of the semester. Instead, they will have to make the payment, which is based on monthly actuals, in three instalments during the semester. An advance of Rs. 3,000/- towards DH charges will be charged at the time of admission, depending on the ability of the students to make the payment. The details of the instalment payment schedule will be intimated to the students after admission.
- 4.4.5 If the DH dues of a member remains 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 only on payment of all dues.
- 4.4.6 Non-Vegetarian dishes will be served thrice a week to 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 payment 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.
- 4.4.7 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. Sharing your food with anyone is not permitted. If you do so, you will be fined Rs. 200/- per meal without any prior intimation.
- 4.4.8 **Packed Lunch on Field Work Days:** Packed lunch will be available on 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 wishes 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 DH coupons only.
- 4.4.9 DH utensils, spoons, plates, cups, glasses, cold drink bottles, food, etc. should not be taken out of its premises. Each hostel is provided with equipment to bring food in the hostel for members who are unwell. The student should contact the Hostel Attendant for the same. If Dining Hall utensils found in any hostel room then fine of Rs. 500/- will be charged to every room member.
- 4.4.10 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.
- 4.4.11 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 11.00 p.m. will not be entertained.

- 4.4.12 The DH will remain closed, after lunch, on all public holidays and on the last Saturday of every month for routine cleaning purposes.
- 4.4.13 Complaints, if any, against staff/students should be given in writing to the Convenor (DH Working Committee).
- 4.4.14 Special written permission will have to be sought from the Dean (Students' Affairs), through the Students' Union and the Chairperson (DH) premises for using the DH Premises for purposes other than meals.
- 4.4.15 Personal or cultural functions will not be entertained in the DH, other than those which are part of the Students' Union Calendar of activities or any other functions or programmes with the written permission of the Dean (Students' Affairs).

**4.5 Signing out from DH**

- 4.5.1 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 meals even if you have not eaten them. Bills once generated will not be recalled or cancelled.
- 4.5.2 Signing out for one or two meals is not permitted, except on field work days/block field work days/ internship. Minimum number of days required for signing out of DH are three continuous days for all meals. Non-hostel residents can sign out of DH for a single day also, but should inform the office one day before doing so.
- 4.5.3 All efforts should be taken not to waste any food. If you go out of campus knowing that you will skip a meal, please inform the DH. Unless you do so, food will be prepared for you and eventually get wasted.
- 4.5.4 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.
- 4.5.5 A member who has signed out for any day or for any meal should not take food in the name of any other DH member by signing against his/her number. This is a malpractice and fraudulent. Similarly, food availed in the name of one member and shared by another member or non-member also amounts to fraud and malpractice. If anyone is found engaging in such malpractice, the cost of food will be recovered from both members with or without fine, in addition to disciplinary action.
- 4.5.6 If a DH Member, who is a non-resident of the hostel, wishes to give up DH Membership, he/she will have to submit a written application to Section Officer (DH) in advance. Once the bill is prepared, the request will not be considered.

**4.6 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 outlined in Clause in 4.5.

**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 signout 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 (DH) one day in advance.

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

### 4.7 Monthly DH Bill

The monthly DH billing cycle is from first to the last day of the calendar month. The bill will be e-mailed to students individually on their tiss.edu e-mail ID only. In case of any discrepancies in the bill, DH members are requested to inform the UDC (DH) within 48 hours.

### 4.8 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 when 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. The same must be returned to the washing area after use.
- Please queue up at the serving counter for food.
- Entry to the DH kitchen is strictly prohibited due to safety and hygiene reasons.
- 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 and action will be taken for any violation or inconvenience caused to other users of the DH.
- Student members of the DH are prohibited from cooking in the DH Kitchen.
- Carrying food from the DH in tiffin boxes and carrying in food from outside into the DH are strictly prohibited.

4.9 If there are any queries regarding DH issues or the monthly DH bill, then please send an email to [tiss-dh@tiss.edu](mailto:tiss-dh@tiss.edu).

## 5. Health Insurance

5.1 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 given 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.

**5.2** In order to get a cashless facility the student must ensure that he/she is admitted to the network hospital of the service provider. In case the student is admitted to any other hospital, he/she has to pay the bill and seek reimbursement of expenses by forwarding the claim to the OSA 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.

### **5.3 Guidelines and Procedures**

5.3.1 All students, including those eligible for Gol-Post-Matric Scholarships 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 he/she has to bear the expenses and the bills can be sent for reimbursement later. In such cases, students should inform the OSA within 24 hours of their hospitalisation and should submit the reimbursement claim within 20 days of hospitalisation. All claims to be submitted properly and any delay in submission will result in rejection of the claim.

5.3.2 As soon as the Health Insurance Cards are received by the OSA, it will be sent to the respective School Secretariats. Students are requested to collect their Health Insurance Cards from the respective secretariats as soon as it is intimated to them under acknowledgement.

5.3.3 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/>

5.3.4 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.

5.3.5 If you feel ill, please consult the Institute doctors in person or call them, if not available at the Institute before getting admitted to any hospital on your own. It is advisable to take doctor's referral for hospitalisation. 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

5.3.6 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.

5.3.7 During medical emergencies, all off-campus hostel students in Mumbai are requested to inform the Programme Manager (SA) within 24 hours of hospitalisation.

5.3.8 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	-
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. Women and Gender Development Cell and Internal Committee**

**6.1** 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.

Sexual harassment also includes stalking and persistent efforts to meet, use social media like e-mail, Facebook, WhatsApp, text messages, etc. to contact and malign a woman.

The **Internal Committee (IC)** takes up specific complaints of sexual harassment submitted by aggrieved women students, employees and faculty. The TISS Off-Campuses (Tuljapur, Guwahati and Hyderabad) have independent Internal Committees to address issues of gender discrimination in their respective Campuses.

The Women and Gender Development Cell (WGDC) also ensures overall support for persons with sexual and gender non-normative behaviour and expressions as per the UGC guidelines of 2015 and develops mechanisms to sensitise and work with the TISS community on such issues.

#### **6.2 Membership of WGDC**

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

#### **6.3 Objectives of the WGDC**

- 6.3.1** 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;
- 6.3.2** 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.

#### **6.4 Objectives of the IC**

- 6.4.1** 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;

6.4.2 Recommend appropriate action against the respondent (harasser) to the Director.

## **6.5 Guidelines and Procedures**

6.5.1 All students can approach the WGDC to clarify, share and discuss their anxieties and ideas regarding gender issues from the TISS community (women, men and sexual minorities). The WGDC members will advise, counsel and take steps to address gender issues within the campus.

6.5.2 The WGDC 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 (<https://www.tiss.edu/view/6/women-development-cell/overview-3/>), or the WGDC chairperson, WGDC faculty and WGDC staff members within the requisite campus. The procedure followed by the aggrieved women/person can be as follows:

6.5.2.1 **Need to discuss and share:** Meet the student volunteer or WGDC faculty member or staff member and gather information to decide on the course of action.

6.5.2.2 **Need information only:** Visit the webpage of WGDC, gather information and if you need additional information, write to any of the WGDC members.

6.5.2.3 **Need to file a complaint:**

- a) Go to the WGDC 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 it over to the Member-Secretary or Presiding Officer of the WGDC in the requisite campus, within 3 months of the incident. An IC will meet 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 will 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 should 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 enquiry will be completed within a period of 90 days from the receipt of the complaint. The enquiry report, with recommendations, will be submitted within 10 days from the completion of the enquiry to the Director of TISS. The final decision and action to be taken will be decided by the Director 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.

6.5.3 The IC 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 the members of WGDC 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 Hostel Wardens, the Section Officer (Hostels), and the Dean (Students' Affairs). The telephone numbers of all the above are displayed on the Hostel Notice Boards.
- 7.5 An Anti-Ragging Committee has been constituted to address any issues of Ragging on campus. The list of members of the Committee is given in Annexure IV.
- 7.6 Further, an Anti-Ragging squad has been formed to make 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 have been instructed to keep a close watch on any kind of misconduct taking place in the campus and are directed to report to the Hostel 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 the Dean (Students' Affairs), and includes the Liaison Officer (SC/ST Cell) and Liaison Officer (Equal Opportunity Cell), all Hostel Wardens, Programme Manager (Students' Affairs), Section Officer (Hostels), President of the Students' Union, as well as another representatives 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 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. SC/ST Cell and Equal Opportunity Cell**

The TISS had set up a Student Services Cell in 1986, with financial assistance from the then Ministry of Welfare, Gol, to assist students from the Scheduled Caste (SC) and Scheduled Tribe (ST) communities to improve their academic performance and to optimise their personal and social development at the Institute. In 1988, the Institute set up a Special Cell for SCs/STs. With subsequent government guidelines to establish special Cells for Other Backward Classes (OBCs), Religious Minorities, and Persons with Disabilities (PWD), and the primary objectives of all these Cells being by and large the same, the Institute established a larger umbrella called Social Protection Office (SPO) in 2012, to bring the functioning of these Cells under the overall control of a Dean-cum-Liaison Officer, SPO.

Based on meetings with the National Commissions for SCs and STs, the SPO was re-constituted in June 2018 into two independent Cells — SC/ST Cell and Equal Opportunity Cell. The SC/ST Cell deals with the issues of SCs and STs, while the Equal Opportunity Cell deals with the issues of the OBCs, Minorities, PWD, Kashmiri Migrants and kin of Armed Forces. These two Cells address grievances, if any, related to discrimination and exclusion, organises English language proficiency classes, and guides students towards availing of the Gol-PMS for SC/ST and OBC

(NC) students, Ishan Uday Scholarship for NE students, and the National Fellowship for SC and ST M.Phil.–Ph.D. scholars. More details are available in the Information Booklet of the SC/ST and EO Cells.

## **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) was constituted in TISS. 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. withholding or refusing 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 a person does not intend to pursue;
- vii. demanding 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 SC, ST, OBC, Women, Minorities 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 limited funds to provide financial aid to the most needy students. Only those students who are not eligible for the Gol-PMS 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 Senior students are accommodated inside and pay subsidised charges for accommodation. Students with annual family income of Rs. 4 lakhs and more are not eligible for Student Aid. The upper limit and other eligibility criteria 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 is in place.

- 11.2.1 Selected candidates with annual family income of less than Rs. 1 lakh (as per the information provided in online Application Form), and who are not eligible for fee exemptions under the Gol-PMS for SCs, and STs, and are not likely to receive any aid/financial support from the government/ outside organisations, are offered provisional student aid for payment of fees. Needy students can avail financial assistance of up to Rs.12,000/- towards Tuition Fee in the first semester as part of this provisional Student Aid.
- 11.2.2 For confirming 'Provisional Student Aid', they are required to submit an application request with a copy of their annual family income certificate issued by a 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) to the Academic Section at the time of document verification or within three days from commencement of the academic session. Original Income Certificate is required to be presented for physical verification.
- 11.2.3 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).
- 11.2.4 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 after commencement of the academic session. Additional financial assistance can be considered depending on the need and availability of funds.
- 11.2.5 Anybody found to have secured the 'Provisional Student Aid' by furnishing wrong or false information or documentation will have to refund Rs.12,000/- and pay full fees along with late fee as applicable, besides being liable for disciplinary action as per rules/law.

## **12. Health Centre**

The Institute provides Medical and Counselling Services for Students and Staff through the Health Centre located in both the Main and Naoroji Campuses of Mumbai. Regular doctors and Counsellors are appointed to be on campus during the day. Some of them work on a full-time basis, while some others are 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**

- 12.1.1 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 both the Main and Naoroji Campuses. The Institute provides free medical consultation services and 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.

- 12.1.2 Necessary oral medicines, dressing material, emergency injectibles, IV fluids and vaccines are available at the Health Centres in both the Mumbai campuses. The Medical Centre in the Main Campus has an arrangement to keep students requiring medical attention for post-operative care or suffering from infectious diseases, for general observation and not requiring hospital admission.

## 12.2 Hospitals

All TISS students are members of the Group Health Insurance Scheme as outlined previously in Clause 5. They are provided cashless hospitalisation services as well as personal accident cover and annual OPD reimbursements subject to compliance with rules prescribed in the policy. 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 can approach the Institute Doctors for a referral.

## 12.3 Counselling Services

- 12.3.1 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 it for help in 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 also provides psychological assessment, if required, to support the Counselling process. All interactions between students and Counsellors such as counselling sessions and/or reports are kept confidential.
- 12.3.2 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 Training Programme" and also brings out a fortnightly e-bulletin, "TISS Bytes" that is circulated to students.
- 12.3.3 **Peer Supporters:** The Counselling Centre trains student volunteers as Peer Supporters to provide emotional support to fellow students. They also contribute in the planning and implementation of outreach activities of the Counselling Centre. Committed Peer Supporters are awarded a certificate at the end of two years.
- 12.3.4 The Institute has experienced full-time and part-time Counsellors. 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 has a Visiting Psychiatrist in the Main Campus, who is available for consultation with prior appointment. The names of the Counsellors and contact details are given in Annexure IX. 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.
- 12.3.5 **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 X.
- 12.3.6 Students can drop into the Counselling Centre for a chat or to discuss any concern. They can make an appointment on phone or by e-mail or in person. They can also become involved with the activities of the Centre.

### **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 on the 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. While the gym trainer is available from 6.00 to 9.00 a.m. and 5.00 to 8.00 p.m. from Monday to Saturday, the yoga classes are conducted from 6.00 to 7.00 p.m from Monday to Friday.

The facilities should be used with care and under guidance for the users safety. The students should wear the prescribed type of shoes to use the wooden floored, indoor badminton court for their own safety and to protect the court flooring.

## **F. OTHER SERVICES AND GUIDELINES**

### **14. Procedure for Organising Programmes on the Campus**

- 14.1** Students desirous of organising any programme on campus should obtain prior written approval at least before seven working days in advance from the Institute authorities as per set procedures. The application form for organising programmes is available on the TISS website <http://tiss.edu/view/6/students/downloadable-documents-for-students>. The application form should be submitted at least six working days prior to the date of the programme.
- 14.2** The application should be accompanied by (a) a brief note of the talk, lecture, discussion, event, as the case may be; (b) profile or bio note of the speaker(s); and (c) a list of participants from outside who are likely to attend or have been invited. The Institute reserves the right to deny permission for any event in the interest of the Institute and its community.
- 14.3** If participation is not confirmed, but the invitation has been extended to outsiders, details of the invitees (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. Volunteers should identify and escort invitees.
- 14.6** Putting up notices, promotional materials, posters, etc. in the campus are governed by the norms listed below:
  - 14.6.1** 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.
  - 14.6.2** 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/defaces these places and involves repeated painting and cleaning of the same.
  - 14.6.3** 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.
  - 14.6.4** All posters, banners, publicity material related to programmes, 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.



- 14.6.5 Posters, banners, and notices for the programme can be put up in the campus only after getting the necessary approval as per the set procedures.
- 14.6.6 All posters or promotional materials should be removed by the organisers within two days of closure of the programme.
- 14.6.7 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, group or body.
- 14.6.8 All unidentified posters and information material and those which do not comply with the above framework will be removed.

## **15. Railway Concessions**

- 15.1** The process for obtaining railway concession is facilitated by the Academic Section. Students are advised to approach the Academic Section at least 5 days before 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.
- 15.2** 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

## **16. 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.

## **17. Bonafide Certificates**

Master's and M.Phil./Ph.D. students who require bonafide certificates for various purposes are required to apply in the prescribed format available in the Academic Section and Doctoral Students' Office respectively and pay the prescribed fee. The certificate will be issued to them within three to four days from the date of application.

## **18. Security Guidelines**

- 18.1** Adequate security guards are posted 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.

- 18.2** Entry into the Institute Main Campus or the Naoroji Campus Annexe is through the authorised gates. Trespassers will be prosecuted.
- 18.3** No safe or cabinet containing documents or files, books or 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.
- 18.4** 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 proof of identity on demand at the times of entry and exit from the Institute Campus.
- 18.5** 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 information, which is important for ensuring safety. Some preventive security measures to be taken by all are as follows:
  - 18.5.1 Do not let strangers/visitors, posing as unauthorised vendors or salespersons, into your rooms.
  - 18.5.2 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.
  - 18.5.3 Collection of online purchases from delivery personnel can be done only from any of the authorised gates of the Institute.
  - 18.5.4 Avoid keeping excess cash/valuables in the room. Students should take special care of their personal belongings and keep them locked to avoid theft.
  - 18.5.5 It is advisable to keep the respective room door/hostel door of the Ladies Hostel closed, especially, during night time.
  - 18.5.6 Avoid moving in lonely/deserted places alone, and especially during the night.
  - 18.5.7 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.
  - 18.5.8 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.
  - 18.5.9 Students can also keep their friends/roommates informed about their movement/travel plans outside the Institute.
  - 18.5.10 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.
  - 18.5.11 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 confidentiality in this matter.

## **18.6 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. 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:

- 18.6.1 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.
- 18.6.2 In Medical emergencies, the Security Personnel or the Hostel attendant will contact Section Officer (Hostels) who will arrange for a vehicle and send the student to the Doctor with a Students' Union representative and also inform the concerned Hostel Warden.
- 18.7** Any procedures adopted by the security staff is solely aimed at ensuring the students' security and hence needs to be followed diligently.
- 18.8** Any arguments or shouting at the security staff should be avoided. In case of any disagreements with them, complaints could be made to the Section Officer (Security) or the Dean (Students' Affairs) at the earliest.

## **19. Traffic and Parking of Vehicles inside the Institute**

- 19.1** The speed limit inside the Institute is 05 kilometres per hour to avoid accidents. Please do not exceed this speed limit.
- 19.2** No auto-rickshaws or taxis will be permitted between 8.00 a.m. to 6.00 p.m. and between 10.00 p.m. to 7.00 a.m. These will be allowed inside the campuses only to convey incapacitated persons or if the user has heavy luggage. Rickshaws/taxis are not to be detained and are to be released immediately.
- 19.3** 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.
- 19.4** 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.
- 19.5** All students who own a vehicle must park their vehicle at the main gate of Main Campus and Naoroji Campus.
- 19.6** 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.
- 19.7** Parking in the Off-Campus premises are governed by the rules framed by the authorities of the respective hostel premises. Unused and unclaimed vehicles will be removed from the campus, at owners risk and cost.

## **20. Fire Safety and Fire Fighting Appliances**

- 20.1** Smoking is strictly prohibited in the campus, office rooms, classrooms, hostel rooms and in the public areas of the Institute. Lit match sticks and cigarette ends used outside 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, library and official spaces.
- 20.2** 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.

- 20.3** 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.

## **21. Suggested Channels of Communication for Representing Students' Issues and Concerns**

Students are welcome to discuss concerns relating to Courses, Fieldwork, Internship, Block Field Work, Rural Practicum, Study Tour, Hostels, Dining Hall, Administration, Establishment, Library and Computer Centre with the first point person who will 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 chart in the next page 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 only if all channels are exhausted. You may contact Ms. Olive Fernandes (Extn. 5201) in the Director's Office for a scheduled appointment with the Director.

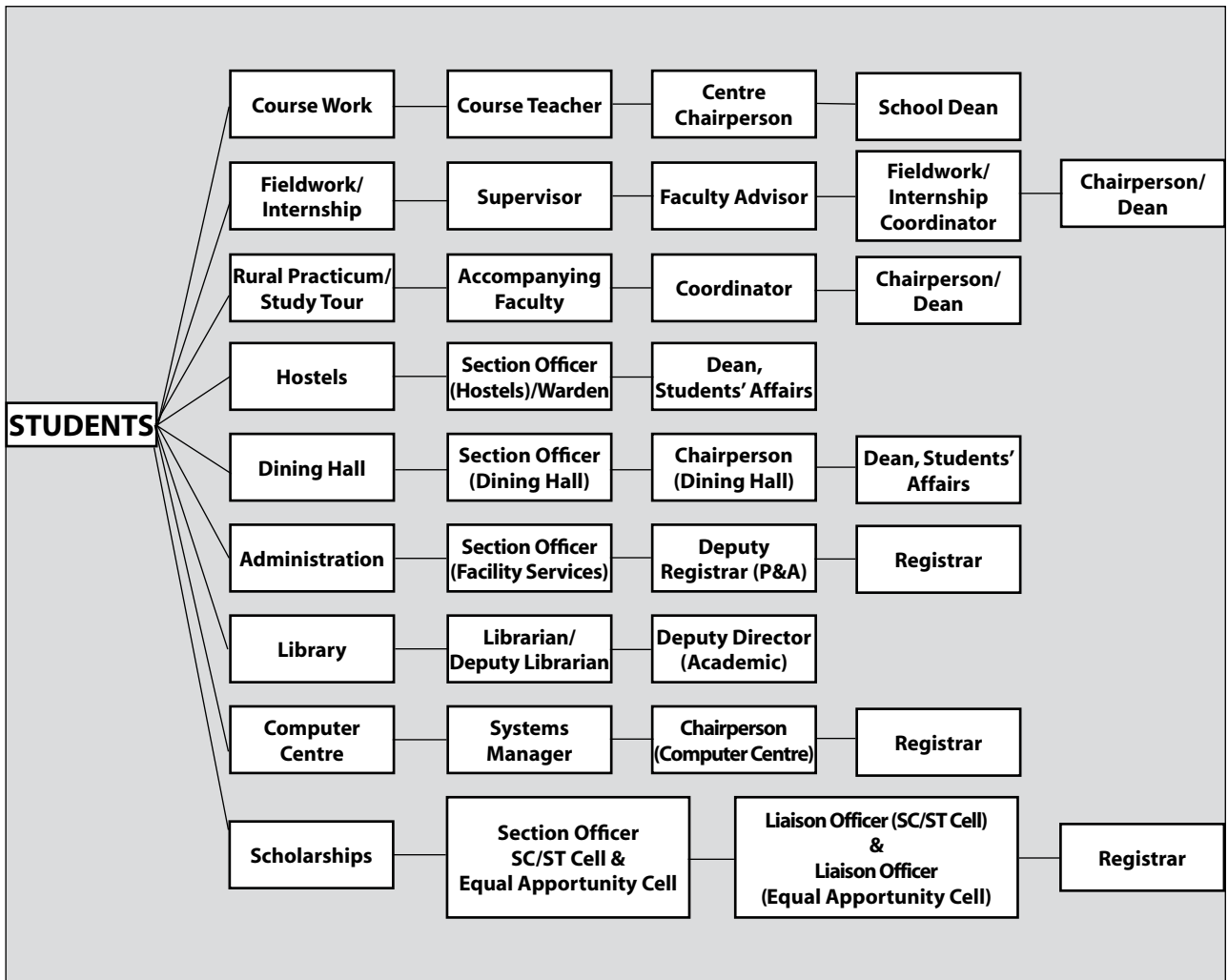
**You are expected to familiarise yourself with all the rules and regulations specified in this Handbook and amended and notified from time to time. Ignorance of rules and regulations is not an excuse for violations.**

## **22. 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 receiving this.

## **23. 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**

<b>Name</b>	<b>Address</b>	<b>Phone No.</b>
Dr. Varsha Ayyar	Hostel I, Main Campus	022-2552 5823 (O) 022-2552 5158 (R) 7738571885 (M)
Dr. Geetanjoy Sahu	Hostel II & III, Main Campus and Hostel V (C & D Wing), Naoraji Campus	022-2552 5377 (O) 022-2552 5155 (R) 9619584969 (M)
Dr. Jacquleen Joseph	Hostel IV, Main Campus	022-2552 5886 (O) 022-2552 5153 (R) 9324710533 (M)
Ms. Nirmala Momin	Hostel V (A & B Wing), Naoraji Campus	022-2552 5215 (O) 9223214962
Dr. Vaishali Kolhe	Hostel VI, Main Campus	022-2552 5401 (O) 022-2552 5156 (R) 9969978058 (M)
Mr. V. Sivakumar	Off-Campuses Hostels (Surjog and RCF)	022-2552 5293 (O) 022-2552 5119 (R) 9820400228 (M)



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

<b>Guests</b>	<b>During the Semester</b>	<b>During Vacation</b>
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	
Guests of Hostel Residents, Alumni, Research Scholars from other institutions	Rs. 350/- per day (inclusive of linen)	
Students on paid internships with stipend of 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
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	
Students after Convocation Day (3rd 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	
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)		

**Notes:**

- 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.
- In the case of Internships, a copy of the Internship sanction letter from the organisation interning with is to be submitted along with the application

**ANNEXURE III**  
**Women and Gender Development Cell**

<b>Name</b>	<b>Cell No.</b>	<b>Extn. No.</b>	<b>E-mail</b>
Dr. Shewli Kumar (Chairperson)	9833583540	5422	shewli4@tiss.edu
Ms. Roja Pillai (Member Secretary)	9029001646	5230	roja@tiss.edu
Prof. Sivakami Muthuswamy	9833901515	5505	sivakami@tiss.edu
Dr. Mohua Nigudkar	9821415190	5426	mohua.nigudkar@tiss.edu
Dr. Shailesh Darokar	9820771116	5355	shailehsd@tiss.edu
Dr. Mahuya Bandyopadhyay	9920063686	5317	mahuya.bandyopadhyay@tiss.edu
Dr. Bal Rakshase	9226322182	5535	bal.rakshase@tiss.edu
Ms. Shamim Modi	9420806028	5383	shamim@tiss.edu
Dr. Swati Banerjee	9833399724	5476	sbanerjee@tiss.edu
Dr. Roshni Nair	9820855478	5453	roshni@tiss.edu
Dr. Aparna Joshi	9819249474	5344	aparna.joshi@tiss.edu
Dr. Ketki Ranade	9860076567	5467	ketki.ranade@tiss.edu
Dr. Asha Achuthan	9820340553	5365	asha.achuthan@tiss.edu
Dr. Kunal Kumar Jha	8424899546	5833	kumar.jha@tiss.edu
Dr. Prerna Sharma	981949161	5630	prerna.sharma@sve.tiss.edu
Ms. Armaity Kelawalla	9820986708	-	armaity.kelawalla@tiss.edu
Ms. Devyani Pothare	9920752150	5280	devyani@tiss.edu
Mr. Anil Datar	9819318640	5641	anil2k@tiss.edu
Ms. Minal Sawant		5241	minal.sawant@tiss.edu
<b>External Experts</b>			
Dr. Chayanika Shah			
Prof. Helen Joseph			
Prof. Geeta Balkrishnan			

**Members of the Internal Committee (Mumbai Campus)**

<b>Name</b>	<b>Cell No.</b>	<b>Extn. No.</b>	<b>Email</b>
Dr. Shewli Kumar (Presiding Officer)	9833583540	5422	shewli4@tiss.edu
Roja Pillai (Member-Secretary)	9029001646	5230	roja@tiss.edu
Dr. Mohua Nigudkar	9821415190	5426	mohua.nigudkar@tiss.edu
Dr. Shailesh Darokar	9223436817	5355	shailehsd@tiss.edu
Dr. Bal Rakshase	9226322182	5535	bal.rakshase@tiss.edu

<b>Name</b>	<b>Cell No.</b>	<b>Extn. No.</b>	<b>Email</b>
Dr. Swati Banerjee	9833399724	5476	sbanerjee@tiss.edu
Dr. Roshni Nair	9820855478	5453	roshni@tiss.edu
Dr. Ketki Ranade	9860076567	5467	ketki.ranade@tiss.edu
Dr. Prerna Sharma	9819498161	5630	prerna.sharma@sve.tiss.edu
Mr. Anil Datar	9819318640	5641	anil2k@tiss.edu
Ms. Minal Sawant		5241	minal.sawant@tiss.edu
Student Representatives (Elected every year)			
<b>External Experts</b>			
Dr. Chayanika Shah			
Prof. Helen Joseph			
Prof. Geeta Balkrishnan			

**ANNEXURE IV**  
**Anti-Ragging Committee**

<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
Prof. Shalini Bharat	Director	022-2552 5227 (O) 9892227754 (M)
Prof. Ashabanu Soletti	Dean (Students' Affairs)	022-2552 5465 (O) 022-2552 5152 (R) 9987541115 (M)
Dr. Varsha Ayyar	Warden	022-2552 5823 (O) 022-2552 5158(R) 7738571885 (M)
Dr. Geetanjoy Sahu	Warden	022-2552 5377 (O) 022-2552 5155 (R) 9619584969 (M)
Dr. Jacquleen Joseph	Warden	022-2552 5886 (O) 022-2552 5153 (R) 9324710533 (M)
Ms. Nirmala Momin	Warden	022-2552 5215 (O) 9223214962 (M)
Dr. Vaishali Kolhe	Warden	022-2552 5401 (O) 022-2552 5156 (R) 9969978058 (M)
Mr. V. Sivakumar	Warden	022-2552 5293 (O) 022-2552 5119 (R) 9820400228 (M)

**ANNEXURE V**  
**Anti-Ragging Squad**

<b>Name</b>	<b>Designation</b>	<b>Contact No.</b>
Prof. Ashabanu Soletti	Dean (Students' Affairs)	022-2552 5465 (O) 022-2552 5152 (R) 9987541115 (M)
Dr. Jacquleen Joseph	Warden	022-2552 5886 (O) 022-2552 5153 (R) 9324710533 (M)
Mr. V. Sivakumar	Warden	022-2552 5293 (O) 022-2552 5119 (R) 9820400228 (M)
Mr. Sunil Wankhede	Security Officer	022-2552 5565 (O) 022-2552 5117 (R) 7700906106 (M)
Ms. Swapna Redij	Counsellor	022-2552 5612 (O) 9820640344 (M)
Ms. Nirmala Momin	Section Offiver (Hostels)	022-25525215 (O) 9223214962 (M)

**ANNEXURE VI**  
**Empowered Committee**

Prof. Ashabanu Soletti	Dean (Students' Affairs)	Chairperson	9987541115
Prof. A. Ramaiah	Liaison Officer (SC/ST Cell)	Member	9819804728
Dr. Alex Akhup	Liaison Officer (Equal Opportunity Cell)	Member	7678068247
Dr. Varsha Ayyar	Warden	Member	7738571885
Dr. Geetanjoy Sahu	Warden	Member	9619584969
Dr. Jacquleen Joseph	Warden	Member	9324710533
Dr. Vaishali Kolhe	Warden	Member	9969978058
Mr. V. Sivakumar	Warden	Member	9820400228
Ms. Nirmala Momin	Warden & Section Officer (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. Amita Bhide (Chairperson)	820104053	5371	amita@tiss.edu
2.	Prof. H. Beck (Faculty Member)	8108945445	5471	hbeck@tiss.edu
3	Prof. Manish Kumar Jha (Faculty Member)	9821196890	5472	manishj@tiss.edu
4.	Prof. Anil Kumar (Faculty Member)		5502	anil@tiss.edu
5.	Prof. Ranaji Konantambigi (Faculty Member)	9870016858	5342	rajanimk@tiss.edu

**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
Apollo Center	Ujagar Compound, Opp Deonar Bus Depot Main Gate, Deonar, Chembur (East), Mumbai 400088	022-43344600 022-43344609 9152377001
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
K.J. Somaiya Hospital	K.J. Somaiya Medical College and Research Centre, Off Eastern Express Highway, Chunabhatti, Mumbai	022 24372350 8779657710
Surana Sethia Hospital	Sumannagar, Sion-Trombay Road, Chembur, Mumbai 400071	022-33783376 022-33783300
Sushrut Hospital	365, Swastik Park, Chembur (East), Mumbai 400 071	(022) 25265555 (022) 25265500 (022) 25283302
Kolekar Hospital	Mukti Nagar, NG Acharya Marg, Ghatla Landmark: Next to Hindustan Bank, Chembur (East), Mumbai	022 393 43898
Zen Hospital	Plot No 425, 10th Road, Near Sandu Garden, Jai Ambe Nagar, Chembur Gaothan, Chembur (East), Mumbai 400071	022-25260066 022-25260077
Fortis Hospital	Mini Sea Shore Road, Sector 10, Vashi, Navi Mumbai 400703	022 3919 9222

**ANNEXURE IX**  
**Institute Counsellors**

<b>Full-Time Counsellors</b>	
Ms. Swapna Redij	9820640344; Extn: 5612
Ms. Manisha Varma	9699850136; Extn: 5914
Ms. Rinku Das	9082629688; Extn: 5613
<b>Part Time Counsellors</b>	
Ms. Bindiya H.	9820485902; Extn: 5613
Ms. Ashwini Date	9167319219; Extn: 5613
<b>Visiting Psychiatrist</b>	
Wednesday – 6.00 p.m to 7.00 p.m	
Dr. Bindoo Jadhav	9870376232

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

<b>Name</b>	<b>Mobile No.</b>
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 XI



## TATA INSTITUTE OF SOCIAL SCIENCES

## Honour Code

I, \_\_\_\_\_, having a Registration/Enrollment No. \_\_\_\_\_ and enrolled for the Master's Programme in \_\_\_\_\_ do hereby undertake that as a student at TISS Mumbai:

1. I will not give or receive aid in examinations, class assignments, in preparation of reports and projects, or in any field work, dissertations that is to be used by the instructor/teacher as the basis of grading;
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.
3. I realise that some examples of misconduct, which are regarded as being in violation of the Honour Code include:
  - a. Copying from another's examination paper or allowing another to copy from one's own paper, including other assignments, projects or reports;
  - b. Unpermitted collaboration;
  - c. Plagiarism;
  - d. Revising and resubmitting a marked quiz or examination paper for re-grading without the instructor's knowledge and consent;
  - e. 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;
  - f. Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted;
  - g. Committing a cyber offence, such as, breaking passwords and accounts, sharing passwords, electronic copying planting viruses, etc.
  - h. Submitting incorrect and/or misleading information or false certificates at any point of time, since admissions, during my studies in the Institute;
  - i. Involvement in ragging and consciously troubling others, instigation, temperamental and bad behaviour etc., which disturbs the academic environment and peace of fellow students;
  - j. 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 at the Institute;
  - k. Indulging in any form of harassment of women and persons with gender non-normative behaviours which constitutes as sexual harassment and also creates an environment of intimidation and hostility for such persons in general;
  - l. Involvement in damage of the Institute property and assets;
  - m. Any obstruction in the functioning of the Institute, offices, classes, and infringement by way of preventing faculty, officers/staff from discharging their normal duties and personal rights.
4. I accept that any act of mine, which can be considered to be a violation of the Honour Code, will be treated as misconduct, inviting disciplinary action, and may lead to my expulsion from the Institute.

Date : \_\_\_\_\_

Student's Signature \_\_\_\_\_

Name of Student \_\_\_\_\_

Registration/Roll No.. \_\_\_\_\_



## ANNEXURE XI



## TATA INSTITUTE OF SOCIAL SCIENCES

## Honour Code

I, \_\_\_\_\_, having a Registration/Enrollment No. \_\_\_\_\_ and enrolled for the Master's Programme in \_\_\_\_\_ do hereby undertake that as a student at TISS Mumbai:

1. I will not give or receive aid in examinations, class assignments, in preparation of reports and projects, or in any field work, dissertations that is to be used by the instructor/teacher as the basis of grading;
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.
3. I realise that some examples of misconduct, which are regarded as being in violation of the Honour Code include:
  - a. Copying from another's examination paper or allowing another to copy from one's own paper, including other assignments, projects or reports;
  - b. Unpermitted collaboration;
  - c. Plagiarism;
  - d. Revising and resubmitting a marked quiz or examination paper for re-grading without the instructor's knowledge and consent;
  - e. 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;
  - f. Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted;
  - g. Committing a cyber offence, such as, breaking passwords and accounts, sharing passwords, electronic copying planting viruses, etc.
  - h. Submitting incorrect and/or misleading information or false certificates at any point of time, since admissions, during my studies in the Institute;
  - i. Involvement in ragging and consciously troubling others, instigation, temperamental and bad behaviour etc., which disturbs the academic environment and peace of fellow students;
  - j. 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 at the Institute;
  - k. Indulging in any form of harassment of women and persons with gender non-normative behaviours which constitutes as sexual harassment and also creates an environment of intimidation and hostility for such persons in general;
  - l. Involvement in damage of the Institute property and assets;
  - m. Any obstruction in the functioning of the Institute, offices, classes, and infringement by way of preventing faculty, officers/staff from discharging their normal duties and personal rights.
4. I accept that any act of mine, which can be considered to be a violation of the Honour Code, will be treated as misconduct, inviting disciplinary action, and may lead to my expulsion from the Institute.

Date : \_\_\_\_\_

Student's Signature \_\_\_\_\_

Name of Student \_\_\_\_\_

Registration/Roll No.. \_\_\_\_\_



## ANNEXURE XII



## TATA INSTITUTE OF SOCIAL SCIENCES

### Undertaking by Hostel Residents

I, \_\_\_\_\_, having a Registration/Enrolment No. \_\_\_\_\_ and enrolled in 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 and mentioned in the Students' Handbook 2018–2019.
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 all the valuables in my custody. The Institute 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 if 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 with and 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 the Warden immediately.
10. I will strive to play a proactive role in keeping gender amity and maintain cordial & harmonious relations with all groups, individuals 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, Counsellor or visiting Doctor, wherever required and referred to as guided by the Warden/Institute.
12. I understand that 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.
13. Normally, I will avail of 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.
14. 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 XII



## TATA INSTITUTE OF SOCIAL SCIENCES

## Undertaking by Hostel Residents

I, \_\_\_\_\_, having a Registration/Enrolment No. \_\_\_\_\_ and enrolled in 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 and mentioned in the Students' Handbook 2018–2019.
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 all the valuables in my custody. The Institute 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 if 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 with and 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 the Warden immediately.
10. I will strive to play a proactive role in keeping gender amity and maintain cordial & harmonious relations with all groups, individuals 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, Counsellor or visiting Doctor, wherever required and referred to as guided by the Warden/Institute.
12. I understand that 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.
13. Normally, I will avail of 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.
14. 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.. \_\_\_\_\_

