



Tata Institute of Social Sciences

Mumbai- Tuljapur-Guwahati-Hyderabad

Deemed University

(under section 3 of the UGC Act 1956)

INFORMATION BROCHURE

Admission open for Integrated BA-MA Programme in Social Sciences

[B.A. 2016–19 (3 years) & M. A. 2019–21 (2 years)]

Offered from TISS campuses in Guwahati, Hyderabad & Tuljapur

&

B.A.(Hons.) in Social Work with specialisation in Rural Development (3 years)(2016-19)

Offered from TISS Tuljapur Campus

TISS rated 5-Star by the National Assessment and Accreditation Council (NAAC) in 2002 and Grade A institution with a score of 3.88 out of 4 in 2010

February 2016

ADMISSION PROCESS SCHEDULE-B.A IN SOCIAL SCIENCES- ALL CAMPUSES

Event	Dates
Announcement of the programme	10 th February 2016
Last day for filling online application	31st March 2016
Issue of Hall Tickets online	12th April 2016
Entrance test (11am – 1pm)	14th May 2016 (Saturday)
Test results	21st May 2016
Verification of certificates & Payment of fees	23rd to 31st May 2016 (Monday to Tuesday)
First Wait list announcement*	3 rd June 2016
Verification of certificates & Payment of fees	4 th to 10th June 2016 (Saturday to Friday)
Second list announcement*	12 th June 2016
Verification of certificates & Payment of fees	13 th to 18 th June 2016 (Saturday to Thursday)
Third List announcement*	20 th June 2016
Verification of certificates & Payment of fees	22 nd to 29 th June 2016 (Wednesday to Wednesday)
Commencement of classes (Hyderabad & Tuljapur) Commencement of classes (Guwahati)	1 st July 2016 11th July 2016

* Wait lists are released subject to availability of seats in each category

**SCHEDULE FOR B.A.(HONS.) IN SOCIAL WORK WITH SPECIALISATION IN
RURAL DEVELOPMENT- TULJAPUR CAMPUS**

Date	EVENT
Announcement of the programme	10th February 2016
Last day for filling online application	31st March 2016
Issue of Hall Tickets online	12th April 2016
Entrance test (11am – 1pm)	14th May 2016 (Saturday)
Test results	21st May 2016
Personal Interview at Tuljapur Campus	10 th to 12 th June 2016
Announcement of Final Results	14 th June 2016
Verification of documents & Payment of fees	15 th June 2016 to 21 st June 2016
Announcement of First Waiting List	22nd June 2016
Verification of documents & Payment of fees for First Waiting List	23 rd – 28 th June 2016
Announcement of Second Waiting List	29th June 2016
Verification of documents & Payment of fees for Second Waiting List	30 – 1 July 2016
Commencement of classes	1st July 2016

* Wait lists are released subject to availability of seats in each category.

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1. INTRODUCTION

1.1 About TISS

The Tata Institute of Social Sciences (TISS) was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work. At the height of economic depression in the 1930s, the trustees of the Sir Dorabji Tata Trust willed to create an institution to train human service professionals to address acute poverty, destitution, unemployment, and other social and economic problems. The Trust invited Prof. Clifford Manshardt of Chicago University to establish the School of Social Work. In the subsequent decades, TISS influenced the direction of social work education and social research in India and Asia. In 1944, the Sir Dorabji Tata Graduate School of Social Work was renamed as the Tata Institute of Social Sciences. In 1964, University Grants Commission (UGC), Government of India (GoI) recognised the Institute as a Deemed University under section 3 of the UGC Act 1956 , and funds its maintenance. TISS had celebrated its Platinum Jubilee in the year 2012.

1.2 Vision of TISS

The vision of TISS is to be an institution of excellence in higher education and continually respond to the changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

TISS works towards its vision through:

- (a) **Expansion of socially relevant professional education** and enhance access to quality education to a larger number of students across the country

- (b) **Facilitation of autonomous research** in basic and applied research in a range of issues in the social, economic, environmental, political sectors and contribute to knowledge generation, evidence-based policy and programme development

- (c) **Strategic extension, field action and policy advocacy** through training and capacity building programmes

- (d) **Enhancing knowledge development capacities of its Schools and Centres** by continuously reviewing and repositioning the curriculum of its teaching programmes, faculty capacity building, and student scholarships

(e) Development of publications and knowledge technology infrastructure by developing e-learning and web-based knowledge dissemination strategies, expanding publications capabilities, upgrading technological capacities and communications technology infrastructure development.

The learning environment at the institute is characterized by academic freedom leading to a positive work ethos and creativity, strong linkages among education, research, field action and dissemination, and the social commitment and responsiveness to varying social needs.

Over 160 faculty members along with doctoral students and research staff are engaged intaking forward the research agenda of the Institute to scale up capacity for knowledge generation.

The National Assessment and Accreditation Council (NAAC) awarded a 5-Star rating to TISS in 2002 and re-accredited the Institute in 2010 as a Grade A institution with a score of 3.88 out of 4.

1.3 Research

The role of academic institutions like TISS in conducting pioneering research rooted in the context of societal realities, and aimed at influencing policy and practice for positive social change, is widely acknowledged. The ongoing researches at the Institute are in various areas, including children and youth; climate change; community development; corporate social responsibility; dalits and tribals; disaster management; education; food security; governance; human rights; labour and migration; mental health; natural resources management; rural development; urban issues; and women and gender.

1.4 Extension and Field Action

As a part of its extension activities, the TISS has been undertaking innovative Field Action Projects (FAPs) since the 1930s. These FAPs focus on the empowerment of marginalised groups, testing new approaches and strategies in response to changing social realities, facilitating development of field-based knowledge and practice–theory continuum, among others. They have played an integral role in the curriculum of social work education. Many important institutional innovations - such as Child Guidance Clinics, social workers/counsellors in hospitals and Family Courts, Special Cells for Violence against Women in Police Stations, Childline - which began as FAPs of TISS are national and international models for action now.

1.5 TISS Community

The Institute has over 160 faculty members, who are consistently involved in teaching, research, policy making and institution building. They are supported by technical and administrative staff members and reach out to more than 1,600 postgraduate and 400

doctoral students. The TISS community encompasses an extensive network of partners, former faculty, researchers, activists, and alumni across the development community worldwide.

1.6 Social Protection Office

The Social Protection Office (SPO) was established at the Institute as per Government of India and UGC directives with the honorary position of the Dean and Associate Dean occupied by senior faculty members. The SPO facilitates the overall welfare of the students, staff and faculty belonging to SC, ST, OBC (Non-creamy Layer), minority and PWD communities. There are campus specific Social Protection offices, which organizes post-admission Orientation Programme for new admitted students at the beginning of the academic session (July 2016) and provide support services to students from the reserved categories.

1.7 TISS Campuses and Programmes

TISS Mumbai conducts several Masters, M.Phil and Ph.D. programmes. TISS currently hosts several schools in the Mumbai campus (each having various centres), 4 independent Centres, and a world class library. TISS Mumbai does not offer Under-graduate programmes.

TISS Tuljapur

Located in Osmanabad district of Maharashtra has a 100-acre campus on a vast plateau at the outskirts of Tuljapur town. The campus offers Bachelors and four Masters Programmes in different thematic areas, and MPhil and PhD Programmes in Rural Development. It has well equipped computer centre, library, gymnasium, girls and boys hostels, guest-house, faculty and staff quarters.

TISS Tuljapur Campus has been actively engaged in promoting sustainable, eco-friendly and inclusive rural development through teaching, research, field action programmes, training and documentation. While TISS Tuljapur Campus is treading the path towards higher education, its commitment to building the capacity of frontline workers, especially at the grassroots, and evolving alternative experimental action programmes aimed at livelihood, social entrepreneurship and institution-building have assumed greater significance. Organisation of people, promotion of gender equity, application of appropriate technology, communication of new techniques for agricultural and non-agricultural workers, and rural-based research in social work and social sciences are some of the strategies adopted by TISS Tuljapur to be bold, different and responsive.

In order to meet the growing need for trained professionals to work at grassroots level, TISS Tuljapur Campus started a Bachelor Degree in Social Work in the year 2004. As the need for academically and professionally competent personnel to work for the transformation of Rural India was acutely felt a new Post-graduate programme in Social Work with Specialisation in Rural Development was started in 2010. In the academic Year 2012-2013 the 5-Year Integrated Programme in Social Sciences was introduced followed by PG Diploma in Water, Sanitation and Hygiene (WASH) in 2013 with support from UNICEF. In the academic year 2014 - 15 three new MA Programmes namely

MA/M.Sc in Development Policy, Planning and Practice, MA/M.Sc in Sustainable Livelihoods & Natural Resources Governance, MA in Social Innovation & Entrepreneurship along with Integrated M.Phil/Ph.D and direct Ph.D were introduced.

The teaching and academic programmes are well blended with field learning, supported and facilitated by development partners and people's institutions. The field learning activities not only help the students enhance their sensitivity to social realities, but also provide different lenses to see the linkages between theory and practice in a praxis mode. Application and use of diverse pedagogical methods—lecture, seminar, case study, group work, workshops, simulation exercises, etc, enrich the entire learning process for both students and teachers.

TISS Guwahati

This campus has been set up at the behest of the Government of Assam and the Ministry of Department of North East Region, Government of India, had its genesis in the Northeastern Regional Centre of the TISS, which was established at Guwahati in 2006. Besides short term trainings on research, community mobilisation and gender, the centre offered a diploma on community organisation and development practice, which was designed to build capacities of grassroots development practitioners. The University Grants Commissions (UGC) endorsed to set up the off campus of TISS in Guwahati in the year 2011. The goal of establishing Guwahati Campus is to undertake education, training, research and related activities across eight states of North-East India which will enhance the capacities of different stakeholders in communities, state and market, and to contribute to social justice and the overall social development processes.

TISS Guwahati Campus launched its academic programmes in 2012. The campus offers the Five Year Integrated Masters programme along with eight Masters Programmes and integrated M.Phil.-Ph.D. and Ph.D. Programmes in Social Sciences. After completion of 3-year of Bachelor's programme in Social Sciences from the Integrated Programme, student can opt any of the eight Masters Programmes offered in the Guwahati Campus. The Masters Programmes are: Ecology, Environment and Sustainable Development, Labour Studies and Social Protection, Peace and Conflict Studies, Sociology and Social Anthropology and Social Work with specialisations in, Livelihoods and Social Entrepreneurship, Counseling, and Public Health;

Besides classroom lectures, discussions, case studies, presentations, group and individual assignments that enables students to deepen their understanding of the conceptual and theoretical dimensions of the subject; practical inputs are provided through rigorous field work and experiential learning that compliments the classroom inputs by showing light on the practical dimension. The insights that emerge from theories and hands-on practical experiences make students conceptually strong and successful in practice.

The library is well-equipped with books, journals, electronic resources and databases. The campus space has a cyber-library, conference hall, reading rooms and classrooms with provisions for video conferencing as well as recreation place and canteen. Student hostels separately for men and women are available. A full-fledged campus is being

established on 24.5 acres of land located adjacent to the Assam Engineering College campus. Currently, TISS Guwahati is operating out of an interim campus in the heart of the city in Guwahati.

TISS Hyderabad has commenced operating from interim campuses located in the Telangana State Institute of Panchayat and Rural Development (TSIPARD) in Rajendranagar, Hyderabad and at Roda Mistry School of Social Work, Gachibowli, Hyderabad, since 2012. A full-fledged campus is under construction on 100 acres of land in the Kothur Mandal of Mahabubnagar district, close to the Rajiv Gandhi International Airport, Hyderabad.

The campus has strong multi-disciplinary faculty, post-doctoral fellows and research teams. The library has access to electronic and digital resources, databases, as well books and journals. The campus has well equipped classrooms, students' lounges and meeting rooms. All services for students such as internet access through Wi-Fi enabled hostels, class rooms and campus, canteen, visiting doctor, English language communication, academic writing skills, play and group work spaces have been created.

TISS Hyderabad offers a number of teaching programmes at the Bachelors, Masters, M.Phil. and Ph.D. levels. These are envisaged as cutting-edge programmes that seek to strengthen the conceptual and theoretical knowledge base as well as build application and problem-solving abilities. All the programmes provide strong foundations in Social Sciences disciplines and build application and inter-disciplinary capacities among students. The following Masters programmes are available at TISS Hyderabad: MA Rural Development & Governance; MA Public Policy & Governance; MA Education; MA Development Studies; MA Women's Studies; MA Natural Resources & Governance and MA Human Resources Management.

TISS Hyderabad has several collaborations with international institutions and Universities abroad. The Institute has active international student and Faculty exchange programmes. TISS Hyderabad Faculty is actively engaged in working with the Governments of Telangana and Andhra Pradesh on several development sector issues. This provides ample scope for students to learn from scholars, planners and practitioners.

2. KEY POSITIONS

DIRECTOR

Prof. S. Parasuraman

M.Sc. (Pune), C.P.S. (IIPS), D.P.D. (ISS, The Hague), Ph.D. (Mumbai)

DEPUTY DIRECTORS

Prof. Virginus Xaxa (Guwahati)

M.A (Pune), Ph.D. (IIT Kanpur)

Prof. Lakshmi Lingam (Hyderabad)

M.A. (Andhra University), Ph.D. (IIT Bombay)

Prof. Abdul Shaban (Tuljapur)

M.A (JNU), Ph.D. (IIT Bombay)

Prof. Shalini Bharat

M.A, D.Phil (Allahabad University)

Deputy Director (Academic)

Prof. Surinder Jaswal

M.A (TISS), Ph.D (London)

Deputy Director (Research)

REGISTRAR

Mr. C. P. Mohan Kumar

M.Com (Univ of Madras)

Diploma in Fin. Management (ICFAI, Hyd)

3. B.A in SOCIAL SCIENCES (2016 - 19)

TISS has launched the Bachelor's degree in Social Sciences from the academic year 2012. Candidates are invited to apply for the 2016-2019 academic year.

3.1 Programme Features

- This three-year undergraduate liberal arts programme is one of its kinds in India with an all rounded understanding of education and particularly social sciences education.
- The programme provides foundational understanding in five key Social Sciences subjects – Sociology, Economics, Political Science, History and Psychology during the first two years and then introduces the students to interdisciplinary subjects like Environment, Development and Gender in the third year.
- Students are given a choice of specialisations to study and engage with through field-based research during the last semester of the three years programme.

- The curriculum framework focuses on the humanistic aspects of Social Sciences blended with Science to nurture imagination, creativity and rigorous critical thought.
- Students study Mathematics and take foundational courses in biological, physical and chemical sciences and languages, literature in addition to learning applied statistics and research methodology.
- Students are exposed to multiple pedagogies of teaching and learning with a strong emphasis on group learning, working on projects and presentations.
- Experiential Learning sessions are spread across the three years, with each session taking the student incrementally from exposure to engagement with guided mentoring by the faculty and field-based organisations.

3.2 Programme Objectives

The B.A. in Social Sciences aims to achieve the following objectives:

- To be integrative in the treatment of topics by interlinking knowledge, skills, values and attitudes to action
- To be value-based by providing an arena for reflective thinking, and development of concern for the common good and application of social values
- To encourage recognition of opposing points of view, respect for different positions, sensitivity to cultural similarities and differences, and a commitment to social responsibility and
- To make deliberate efforts to enhance students' understanding of the connections of natural, physical and chemical sciences with the social sciences.

It is expected that through this programme, students will acquire analytical skills as well as learn how to develop a critical understanding of social, political economic and cultural processes, to present materials and ideas effectively, and to make connection between the global and the local.

Curriculum Framework (Revised for B.A. in Social Sciences)

YEAR 1		CREDITS
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Sem. 1	Sociological and Anthropological Thought (4) History – Nature and Purpose (4) Indian Language – Hindi/Telugu (2) Introductory Course in Life Sciences (2) English Language I (2)	14
Sem. 2	Political Science and its Concerns (4) Conceptual Groundings in Economics (4) Human Behaviour: Biopscho-social Perspectives (4) Indian Language –Hindi/Telugu (2) English Language II (2) Experiential Learning (2)	18
YEAR 2	Students to choose 3 disciplinary courses out of the 5 courses in Year 2 - Sem 3 & 4 totalling to 12 credits in each semester	
Sem. 3	Politics and Governance in India (4) Theories of Economic Development (4) Theories of Social Anthropology and Sociology (4) Social Psychology (4) The State and the People (4) Literature (2) Introductory Course in Physical and Chemical Sciences (2) Mathematics –Basic/Advanced I (2)	18
Sem. 4	International Relations and Indian Foreign Policy (4) Classical Political Economy (4) Indian Society (4) Understanding Mental Health (4) Insights from Indian History (4) Mathematics –Basic/Advanced II (2) Internship (non-credited)	14
YEAR 3	Interdisciplinary Courses	
Sem. 5	Environment (4) Gender: Interdisciplinary Perspectives (4) Development (4) Writing Workshops (non-credited) Basic Statistics (2) Introduction to Qualitative Research Methods (2)	16
Sem. 6	One Optional Thematic Course to be chosen by Students out of a pool of courses	
	Taught Course (4) Self-Study (2) Guided Experiential Work with a Research Report (6) Seminar (Ungraded)	12
	Total number of credits over 3 years	92

3.3 Programme Structure

(Two degrees with one admission process at 12+ level)

- **BA degree:** A student who successfully completes the credited and non-credited requirements of the three-year (six semesters) programme will be awarded a B.A. Social Sciences degree.
- **Exit or Continuation Option:** The graduating students can exercise one of the two options: leave the programme with a B.A. Degree; or transit to one of the Masters' programmes offered by the same campus, based on certain laid out criteria.
- **No entrance test in case of Continuation:** Students opting to pursue a Master's Programme in the same TISS campus from where they obtained their Bachelor's degree can do so without appearing for an entrance test for any of the Masters degree programme offered in the same TISS campus. . Each Masters programme within each campus will allocate 15 seats or as deemed appropriate with internal distribution of seats as per the reservation norms. Students will give their preferences to the various MA programmes during the 5th semester. The CGPA of the student up to 5th Semester will be considered for preparing the merit lists for making the offer to transit into MA programme. Rules pertaining to mobility will be applicable as per AC rules.
- **Admission test for inter-campus mobility:** Those who wish to shift to another TISS campus must go through the national entrance test (NET) for lateral entry to any of the Masters programmes of that campus.

3.4 Medium of Instruction

The medium of instruction for the programme is in English. Students are expected to fulfill all the credit requirements in English.

4. B.A. (HONS.) SOCIAL WORK WITH SPECIALISATION IN RURAL DEVELOPMENT (2016 – 19)-Tuljapur Campus

4.1 General Information

The B.A. (Hons.) in Social Work, with Specialisation in Rural Development, Programme aims at creating committed and competent professionals. The programme attempts to build skills in facilitating change and transformation in rural areas at the level of individuals, groups and communities. It also endeavours to strengthen the capacities of the students to develop appropriate skills and talents to plan, implement, monitor and evaluate rural development programmes independently and in collaboration with relevant stakeholders.

A student who successfully completes the credited and non-credited requirements of the three-year (six semesters) programme will be awarded a BA (Hons.) in Social Work with specialisation in Rural Development degree.

Those students desiring to pursue a Masters degree at Tuljapur or other campuses after Bachelors degree will have to appear for the TISS NET.

Teaching Method

TISS believes in the principle of learning by doing as a crucial part of the teaching-learning praxis across all programmes. Our teaching methods involve classroom teaching, lectures, seminars, workshops, group discussions, social work laboratory sessions, role-plays, field practicum, and fieldwork exposure.

- a. *Focus on the Individual:* Studying at the TISS Tuljapur Campus is learning as much about the social work profession as getting to know oneself. As a growing Campus with a focus on Rural Development, we aspire to create an environment of team spirit and professional integrity. Our efforts are on to develop leadership in this field. Hence, throughout the programme, we provide opportunities that will help the students to expand their understanding of self and society.
- b. *Learning by Doing:* Field practicum constitutes an integral part of social work education and training at TISS Tuljapur Campus. It is designed to provide opportunities for developing confidence building and team spirit while working with people at various levels.
- c. *Group Discussions:* Group Discussions are a unique experience that students get at TISS Tuljapur Campus. It attempts to facilitate thought/knowledge sharing among students and faculty members, and offers students opportunities to undergo a wide range of experiences in a formal, structured and controlled situation of discussion. Students learn to communicate effectively and work in group situations.
- d. *Exposure to Field Realities:* Students are provided with a range of opportunities to work in various community settings, non-governmental organisations and with government organisations.

Duration

The duration of this Bachelor's Degree Programme is six semesters.

Medium of Instruction

The medium of instruction is English. The students are required to write their assignments, reports and examination in English language.

Semester-wise course listing:

Semester	Course Name	Credits
Semester 1	Sociological and Anthropological concepts	4
	History: Its nature and purpose	4
	Gender Analysis	2
	English Language-I	2
	Communication and Analytical Skills	2
Credits: Sub Total		14
Semester 2	Conceptual Groundings in Economics	4
	Human Behavior: Biophysical Perspectives	4
	Political Science and Its Concerns	4
	History & Philosophy of Social Work	2
	English Language-II	2
	Marathi Language-I	2
	Field Lab -1	1
	Field Work 1: Experiential Learning	2
Credits: Sub Total		21
Semester 3	Working With Individuals and Families	2
	Working with Groups	2
	Social Welfare Administration and Management of Human Service Organizations	2
	Community Organisation and Development Practice	2
	Integrated Social Work Practice	2
	Marathi Language- II	2
	Water and Sanitation- Issues Policies and Programmes	2
	Field work 2: Rural Development Skill (Agriculture and WASH)	4
	Field Lab -2	1
Credits Sub Total		19
Semester 4	Rural Economy	2
	Agriculture and Allied Activities	2
	Non-Farm Sector and Rural Poor	2
	Health: Policies and Programmes	2
	Education : Policies and Programmes	2
	Introduction to Qualitative Research	2
	Political Economy of Rural Development	2
	Local Self Governance and Social Accountability	2
	Field work 3: Rural Development Skill (Health and Education)	4
	Field Lab -3	1
Credits Sub Total		21
Semester 5	Human Rights, Law and Social Work	2
	Social Action, Movements and Campaigns	2
	Research Methods (Quantitative)	2
	Social Work Theories and Integrated Practice	2
	Environment	4
	Field Lab - 4	1
	Field Work: Social Work Methods	6
Credits Sub Total		19
Semester 6	Field work	12
	Field Work Seminar	4
Credits Sub Total		16
Total Course Credits		110

Note: Semester wise listing of course may undergo change.

5. ADMISSIONS TO BA IN SOCIAL SCIENCES AND B.A. (Hons.) IN SOCIAL WORK WITH SPECIALISATION IN RURAL DEVELOPMENT PROGRAMME*

Candidates desirous of pursuing the B.A. Social Sciences programme in any of the three Campuses or the BA Social Work of Tuljapur campus, will have to appear for a common TISS Admission Test – BAT-2016.

Candidates can apply for only campus and one programme.

5.1 Eligibility Criteria

Students should have passed 12th Class or Intermediate in any subject stream from a Recognised Board. Students who have studied International Baccalaureate Diploma and will be completing 12th class with clear results declared by June 2016 are eligible to apply.

Candidates who have appeared for their 12th class or Intermediate final exams and are awaiting results are also eligible to apply. Final pass result should be produced at the time of joining the programme, if selected.

5.2 Age Limit

Candidate should be less than 23 years of age at the time of appearing for the Bachelors Admission Test, as on May 14, 2016. Applications from candidates over this age will not be entertained.

5.3 Intake Limit

The total intake is 150 seats in Integrated BA-MA Programme in Social Sciences and 30 seats in B.A. (Hons) in Social Work. The details of seats by campus and programme are presented below:

S.No	TISS Campus	Intake in BASS Programme	Intake in BASW (Hons.) Programme
1	Hyderabad	60	Not Applicable
2	Guwahati	60	Not Applicable
3	Tuljapur	30	30

5.4 Reservation

Reservation of seats is as per Government of India requirements: 15% for Scheduled Castes, 7.5% for Scheduled Tribes, 27% for Other Backward Classes (Non-Creamy Layer) and 1% for Kashmiri Migrants. The 3% for Persons with Disability as per Disability Act (which is 1% each reserved for persons with (a) Low Vision/Blindness, (b) Hearing Impairment, and (c) Learning Disability/Cerebral Palsy) and 5% for Arm Forces (Supernumerary Quota, respectively).

The TISS Guwahati Campus has been established with support from the Ministry of Development of North Eastern Region (MDONER), Government of India. The campus is expected to benefit students from the eight States in the region. 66% of the seats will be proportionately distributed amongst the eight North-eastern States (seats allocated to

each of the states will follow the reservation norms of that State); and 34% of the seats for students from rest of India (GOI reservation norms applied to these seats).

Fees Structure for the B.A-M.A. Programme in Social Sciences (Tuljapur / Hyderabad / Guwahati Campuses)							
Fees for Indian Students (in Rs.)*				2016-19 Batch			
Particulars		Semester					
A.	Fees	I	II	III	IV	V	VI
i)	Tuition Fee	6000	6000	6000	6000	6000	6000
ii)	Exam Fee	800	800	800	800	800	800
iii)	Experiential Learning co-ordination Fee (Not Reimbursable)	0	5000	0	5000	0	5000
iv)	Medical Insurance Premium	1500	0	1500	0	1500	0
v)	Computer Charges	1000	1000	1000	1000	1000	1000
vi)	Convocation Charges	0	0	0	0	0	2000
vii)	Students' Union	500	500	500	500	500	500
viii)	ID Card	300	0	0	0	0	0
B.	Development Fund	8000	0	8000	0	8000	0
C.	Institute's Caution Deposit (Refundable)	10000	0	0	0	0	0
	Total Fees for Non- Hostellers	28100	13300	17800	13300	17800	15300
D.	Hostel & Dining Hall Expenses						
i)	Hostel & Electricity Charges	15000	15000	15000	15000	15000	15000
ii)	Dining Hall Advance	16000	16000	16000	16000	16000	16000
	Total Fees for Hostellers	59100	44300	48800	44300	48800	46300
<p>*Dormitory type multi seater hostel will be provided to GOI students only at Hyderabad & Guwahat i campuses, as per the norms of the Institute. *TISSHyd & Guwahat i will facilitate the hir ing of accommodations by students with pre- designated agents. *Dormitory type multi seater hostel will be provided to all students at Tuljapur * Dining Hall Advance is only an advance and the amount will be adjusted as per actuals. *Hostel and Dining Charges are subject to revision with changing costs of rents, electricity charges, provisions & fuel.</p>							
<p>*Dormitory type multi seater hostel will be provided to GOI students only at Hyderabad & Guwahat i campuses, as per the norms of the Institute. *TISSHyd & Guwahati will facilitate the hir ing of accommodations by students with pre- designated agents. *Dormitory type multi seater hostel will be provided to all students at Tuljapur</p>							

*** Fees are subject to periodic revision**

*Dormitory type multi seater hostel will be provided to GOI students only at Hyderabad & Guwahati campuses, as per the norms of the Institute.

*TISS Hyd & Guwahati will facilitate the hiring of accommodations by students with pre-designated agents.

*Dormitory type multi seater hostel will be provided to all students at Tuljapur

* Dining Hall Advance is only an advance and the amount will be adjusted as per actuals.

*Hostel and Dining Charges are subject to revision with changing costs of rents, electricity charges, provisions & fuel.

6. APPLICATION PROCESS

- Candidates fulfilling the eligibility criteria should apply for the programme **only through an online** process by visiting the admissions link on the TISS website on or before 31st March 2016.
- Candidates will enter the online application process by giving their authentic email id. To this email with a link to set a password and access the application.
- Candidates are expected to use the same email id and password for the entire process till the completion of the admission process.
- Candidates will have an option to fill the form and complete the processes entirely at one go or fill partially and save the form for completion before the due date.
- Candidates are encouraged to complete the process at the earliest and not delay the process of online submission till the final date.
- Candidates are expected to give their preference for one centre only in the online application. This preference cannot be changed through a phone call or email or in person.
- Application fees of **Rs. 1020** can be paid online through Credit card/Debit Card/ Online transaction.
- Candidates applying online will be asked to choose between two modes of payment 'Cash' or 'Payment Gateway' in the online application form. If the preferred mode of payment is 'Cash', a payment challan has to be downloaded from the 'Download Challan' tab. Deposit the cash amount mentioned on the

challan in any branch of State Bank of India. The bank will return two copies of the challan copy (Student Copy and TISS Copy) with the bank's seal, signature and journal number on it. Candidates have to then scan the 'TISS Copy' of the challan, login back to the online application system and upload it.

- Please note that in case of payment by cash deposit in an SBI branch, the SBI will charge **Rs. 50/-** as their processing fee, which has to be paid separately, and is not a part of the application fees.
- Candidates who are eligible for application form at concessional fee of Rs. 250 have to upload their income and caste certificates. Their application will be accepted upon verification of the certificates and the admit card will be accessible to the candidate thereafter. (See point 8 for more details)
- Applications of candidates who pay by cash will be accepted only after the Institute verifies the challan. The admit card will be accessible to the candidate thereafter.
- Payments made via demand draft, pay order or any mode other than the above modes is not acceptable and the application will be rejected. No communication to this effect will be sent to such candidates.
- For candidates who pay through payment gateway successfully, the admit card with Registration Number of the candidate, date and time of the test, name of the centre and city will be accessible in the online application
- For candidates who pay through cash the admit card will be accessible once their challan has been verified.
- For candidates who are eligible for Concessional application the admit card will be accessible once their certificates are checked and verified.
- **Candidates are expected to print their admit card and bring it for the TISS-BAT and keep it for verification till the completion of the admission, if selected.**
- **Candidates who reach the BAT centre with no admit card and proofs of identity will not be allowed to sit for the test.**
- No admit cards will be mailed or posted by the institution.
- Those candidates who face technical difficulties while processing their payments or accessing their application or have not received their Admit card through mail may register their complaint by sending an email to the technical support team. The id is part of the online application.
- For all other queries, calls can be made to TISS CARE number (022 – 25525252) and emails can be sent to BA-admissions@tiss.edu

6.1 Additional Information on application Process

- Candidates submitting E-application in multiple numbers will be disqualified.
- Application fee paid by the candidates will not be refunded if they are found to be not eligible for the programme.

- Incomplete application forms and forms with inconsistent information will be rejected.
- Applications received after the due date will not be considered and the application fees paid will also not be refunded.
- Application fee will not be refunded if the candidate does not appear for the written test or fails to join the programme if admitted.

6.2 Photograph for Admit Card

Photograph with the following specifications needs to be uploaded.

1. The photograph should be a recent color photograph taken against a plain background.
2. The photograph should show only your face and shoulders.
3. The photograph should not have any other object or person in part or full.
4. The photograph should be a good resolution; clear photograph in png, jpeg format and its size should not exceed 2MB.

7. TISS BACHELOR'S ADMISSION TEST (TISS-BAT)

7.1 Information about Entrance Test Centres

A computer based entrance test will be held on May 14, 2016 at designated Test Centres.

1. Candidates are expected to give preference for one centre in the online application.
2. Candidates cannot change this choice through a phone call or email or in person.
3. The Institute reserves the right to direct the candidate to one of the Centres chosen by the candidate or to another nearest Centre.
4. The website www.campus.tiss.edu will also carry updated information.

7.2 List of Test Cities

The entrance test will be held in 22 cities and candidates need to specify any one city. Each city may have more than one centre depending on the number of applicants. The admit card will have this information.

Sr. No.	Test City*	Sr. No.	Test City*	Sr. No.	Test City*
1	Delhi	11	Visakhapatnam	21	Solapur
2	Dimapur	12	Bengaluru	22	Vijayawada
3	Guwahati	13	Kochi		
4	Kolkata	14	Bhopal		
5	Silchar	15	Jaipur		

6	Tiruvananthapuram	16	Mumbai		
7	Ahmedabad	17	Patna		
8	Chennai	18	Nagpur		
9	Hyderabad	19	Pune		
10	Lucknow	20	Bhubaneshwar		

7.3 Model and marks of the entrance test (B.A. in Social Sciences)

The entrance test will be of 90 minutes duration and the total marks will be 100.

Part A will be a 60 minute test with multiple choice questions on current affairs, social awareness and logical and analytical reasoning, carrying 60 marks.

Part -B will be a written test with a set of descriptive questions in English. Candidate is expected to write two short answers in 30 minutes carrying 40 marks. It is compulsory for the candidates to attempt both the parts and make sure that they qualify in both the modes.

Both Part A & Part B will have separate cut off marks for evaluation.

A demo version of the test and a model question will be available on www.campus.tiss.edu site one month prior to the entrance test, for the candidates to be familiar with the test.

7.4 Model and marks of the entrance test (BA (Hons) in Social Work)

BA (Hons) in Social Work (BASW) admission process consists of two stages.

Stage 1:

The first stage is the entrance test which will be of 90 minutes duration and the total marks will be 100. There will be two parts A & B.

Part A will be a 60 minute test with multiple choice questions on current affairs, social awareness and logical and analytical reasoning, carrying 60 marks.

Part B will be a written test with a set of descriptive questions in English. A candidate is expected to write two short answers in 30 minutes carrying 40 marks. It is compulsory for the candidates to attempt both parts and qualify in both the modes. This stage of the test will be the same for BA Social Sciences and BA Social Work.

Stage 2:

BASW has a second stage of selection in the admission process. Shortlisted candidates in the merit list for all categories will be called for a Personal Interview (PI) during 10th and 12th June 2016 at Tuljapur campus. The Personal Interview carries 50 marks. This is to

test the motivation and orientation of candidates appearing for this programme. Candidates who score well in PI will be ranked on the BAT score and the PI score category wise and then selected for the programme.

7.5 Candidates with disabilities:

Extra time of 20 minutes each for the computer based test and the written part of the test and a scribe to support the appearance of candidates will be arranged. Necessary information has to be provided in the application form itself.

8. INFORMATION FOR CANDIDATES BELONGING TO RESERVATION CATEGORIES

Application fees:

Unemployed SC/ST and OBC(NC) (including NT, DNTs & SBC from Maharashtra State) candidates, whose parent's/guardian's income is less than Rs.2.5 lakhs and Rs.1 lakh respectively, are eligible for concessional application Fee of Rs. 250/-. For availing this concession candidates are required to submit a valid Caste/Tribe/OBC(NC) Certificate and Income Certificate (FY2013-14) issued by a competent authority. **OBC (Non-Creamy Layer) Certificates issued prior to 31st March 2016 will not be considered. The certificate has to be issued after 1st April 2016.**

All candidates of all other categories need not upload any certificates, but produce all relevant certificates if selected. Failure to produce the certificates will lead to cancellation of the admission Please see Sections 8.2, 8.3 and 8.4 for more information.

All the SC, ST and OBC (NC) (including NT, DNTs and SBCs of Maharashtra State) candidates whose parental income is more than Rs.2.5 lakhs and more than Rs.1 lakh per annum respectively, are **expected** to pay an application fee of Rs.1020 for online and Rs.1050 through bank challan.

All candidates are expected to apply through the E-application, and if they have no access to the internet or are from remote places, they can send a request letter without the payment challan and stamped envelope, but with a plain self-addressed envelope and copies of Caste and Income Certificates attested by any School Headmaster OR a Principal of College OR a Gazetted Officer. Requests received without the above Certificates will be rejected and no communication will be sent in this regard.

8.1 FACILITIES available FOR ELIGIBLE SC/ST/OBC(NC)

1. Post-Admission Orientation

The students admitted to various programmes shall be provided post-admission orientation at the beginning of the academic session (month of July). The main focus shall be on the course curriculum, guidance in selection of optional courses, acquainting them with the whole new multi-cultural and multi-lingual environment in the campus,

and various facilities available to students.

2 a) Eligible SC/ST Candidate

Unemployed candidates whose parental income are less than the prescribed limit (**refer table below**) during the preceding financial year **(2015-16)**, and fulfil the criteria for the award of the Government of India Post-Matric Scholarship are eligible for reservation.

2 b) Eligible OBC(NC) Candidates:

Unemployed OBC (NC) eligible candidates whose family annual income is less than 1 lakh, have to pay the full semester fees (including Hostel and Dining Hall) but approach for Scholarship from their respective States (excluding Maharashtra). If any GOI – PMS amount is received by the Institute, it will be reimbursed to the respective students.

8.2 Reimbursement of Traveling Allowance (TA)

If the SC/ST candidate's parent's/guardian's income is less than Rs.2.5 lakhs (for SC/ST) during the financial year 2015-16 and have submitted a certificate to this effect, they will be provided to and fro travel expenses (Second Class Railway or State Transport Bus fare) only for the TISS-BAT. The reimbursement of the travel expenses will be subject to their submission of the original tickets.

It will be the responsibility of the SC, ST candidates to fill the TA form along with attested photocopy of caste/tribe and Income Certificate. Provide a photocopy of the admit card for the TISS-BAT test before they appear for test and collect the money as soon as the test gets over. Local eligible candidates are not entitled for travel reimbursement.

8.3. Caste/Tribe Certificate

Caste/Tribe/Income Certificates are valid only if issued by the Revenue Officer, Tahsildar, Block Development Officer or District Collector.

8.4 OBC (NC) Certificate

OBC candidates from the creamy layer are treated as general candidates for the entire process of admission. Candidates belonging to OBC (creamy layer status) should select the category 'General' in the application form. Candidates belonging to OBC (non-creamy layer status) should have the community and non-creamy layer certificate issued after **1st April 2016** by an official of the Revenue Department of the respective State government along with an income certificate, if they are mailing a hard copy of the application. If not, these have to be produced in person upon selection and at the time of admissions.

All OBC (NC) candidates should have a declaration with regard to their status. **(Format enclosed at the end of this document).**

Applications received without any of the above mentioned documents would be rejected.

Please note that the non-creamy layer certificate issued before **31st March 2016** will be **treated as outdated** and such candidates will be treated as general candidates though they may belong to OBC(NC).

Please note that the Candidate's caste is to be listed in the Central List issued by the Central Government.

8.5 KM and PWD Certificate

Candidates belonging to Kashmiri Migrants (KM) and Persons with Disability (PWD) categories should attach certificate-giving proof of their status. The certificates for PWD should indicate a minimum 40% of disability.

9. ADMISSION PROCESS

The following information is applicable to candidates who successfully clear the TISS-BAT and are offered admission to the BA programme in their chosen campus:

- The website will indicate the **date of announcement** of the final results and the various waitlists.
- Candidates can access their information with the help of their registration number and password.
- Qualified candidates will be called for original documents verification at the campuses they have applied for.
- Candidates need to pay fees as prescribed on the day of document verification if offered admission.
- Candidates whose results are awaited should be able to provide an appearance bonafide certificate issued by the Principal/Vice- Principal of their college stating that they have appeared for all the examinations of Class XII during the Document verification Process. However the Final marks sheet needs to be submitted at the time of verification of all documents.
- **No extension of joining dates is entertained; since classes will be begin from 2nd July 2016.**

9.1. Income Certificate, Marks, Caste & PWD Certificates for Verification for all Candidates

- All candidates who have been selected and offered admission are provided a provisional admission till all their certificates are submitted and found satisfactory.
- All candidates should compulsorily possess the income certificate of their parents/guardians in the form of salary certificate issued by their employer OR previous year's Income Tax return filed by the parents, OR pension order OR

income certificate issued by the employer on the company's letterhead. This has to be produced at the time of joining the programme upon selection.

- Income certificate should indicate annual income for preceding year/last financial year – **April 2015 to March 2016.**
- **All information given in Section 9 (above) applies to candidates including all candidates coming through the reservation.**

10. IMPORTANT ADDRESSES & CONTACT NUMBERS

Phone number for queries (TISS CARE): 022 – 25525252

Email queries: BA-admissions@tiss.edu

For queries on each campus write to the campus email id and call on the numbers given below:

Guwahati

Tata Institute of Social Sciences

14 A Bhuban Road, Uzanbazar,
Guwahati, Assam,
PIN - 781001

Ph - (0361) 2510342 / 2736765 / 2736526

Fax - (0361) 2510423

Email id – tissguwahati@tiss.edu

Hyderabad

Tata Institute of Social Sciences

S.R.Sankaran Block,
TSIPARD campus, Rajendranagar,
Hyderabad, Telangana. PIN -500030
Ph- 91 040 24017701/02/03

Fax- (040) 24017701

Email id- tishhyd@tiss.edu

Tuljapur

Tata Institute of Social Sciences

Apsinga Road,
Tuljapur, Osmanabad District
Maharashtra
Pin -413601

Phone -9270105222-23-24-25-26

Email id- info.srd@tiss.edu

11. OBC Certificate

Sample Format of Certificate to be Produced by the Other Backward Classes Applying for Admission to Central Educational Institutions Under the Government of India

FORM OF OBC CERTIFICATE

This is to certify that _____, son/daughter of _____, of village _____ District/Division _____ in the State belongs to _____ the _____ community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare:

*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993.

*(ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

*(iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

*(iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

*(v) Resolution No. 12011/96/94-BCC dated 9/03/96.

*(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

*(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

*(viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

*(ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

*(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

*(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

*Shri _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate, Deputy Commissioner, etc. :

Dated:

SEAL :