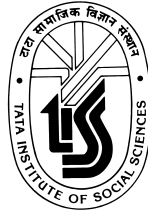


Information Brochure for
M.Sc. / M.A.
in
Disaster Management
2007–2009



Jamsetji Tata Centre for Disaster Management
TATA INSTITUTE OF SOCIAL SCIENCES

(A Deemed University)

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

IMPORTANT DATES

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

Last date for issue of Application Forms in person (From TISS Cash Counter) : May 15, 2007

Last date for receipt of completed Application Forms : May 15, 2007

Last date for receipt of completed Application Forms from remote areas/regions/international students : May 19, 2007

Written Test : June 25-29, 2007

Declaration of results of candidates eligible for Personal Interview : June 25-29, 2007

Personal Interview at TISS : June 26-30, 2007

Announcement of Selection : July 02, 2007

Commencement of the Academic Session 2007-2008 : September 03, 2007

CONTENTS

	Page No.
1. About TISS	1
2. TISS Contributions to Disaster Response and Policy	2
3. Jamsetji Tata Centre for Disaster Management . .	2
4. M.Sc. / M.A. In Disaster Management: Course Outline	4
5. Students' Services	11
6. Eligibility	11
7. Reservations	15
8. Selection Procedure	16
9. Application Procedure	17
10. International Students	19
11. Deputed Candidates	20
12. Schedule for Written Tests and Personal Interviews	21
13. Facilities Available during Personal Interviews . .	21
14. After Selection Formalities	23
15. Fees, Deposits and Other Charges	28
16. Location, Access and Communication	29

INSTITUTE DEEMED TO BE A UNIVERSITY

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

New Delhi, the 29th April, 1964

NOTIFICATION

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

Sd/-
(PREM KIRPAL)
Secretary

1. ABOUT TISS

The Tata Institute of Social Sciences is a deemed university that works towards the promotion of people-centred sustainable development, equitable and democratic society. Established in 1936 as the Sir Dorabji Tata Graduate School of Social Work, the Institute was renamed as Tata Institute of Social Sciences (TISS) in 1944. Its purpose is to work towards the goals of participatory development, social welfare and social justice through its teaching, research, policy and programme formulation, field action and extension work.

The TISS hosts 5 dynamic schools and 4 independent centres, 6 popular postgraduate courses, and a network of community-based knowledge-cum-extension services. At present, TISS offers post-graduate courses in Social Work, Human Resources Management and Labour Relations, Hospital Administration, Health Administration, Education (Elementary) and Development Studies. The Institute also offers an integrated M.Phil.-Ph.D. programme in the above-mentioned disciplines.

The Institute is home to approximately 120 faculty members who are consistently involved in teaching, research, policy making and community-based institutional building. They are supported by 80 knowledge services staff and about 300 students at any one time. Nevertheless, the TISS community extends far beyond, encompassing an extensive network of partners, former faculty, researchers, activists and students across the development community worldwide.

1.1 Key Positions

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

2. TISS CONTRIBUTIONS TO DISASTER RESPONSE AND POLICY

The TISS interventions in disaster situations date back to 1947 when the Institute sent a faculty and student team to Kurukshetra to work with refugees who came from Pakistan. Since then, TISS has responded to various crisis situations such as floods, riots, cyclones, earthquakes and industrial disasters in different parts of the country, including the tsunamis of December 2004, and the Mumbai floods of July 2005. The core areas of the Institute's disaster response interventions have included relief management, assessments of losses/needs, psychosocial intervention, training and capacity-building, demonstration of participatory processes, policy formulation, mobilisation of human resources, NGO coordination, publications and documentation, and peace initiatives in the context of communal tension.

Disaster response in India has been constrained by several factors ranging from weak government policies, non-holistic disaster management strategies, to exclusion of vulnerable communities in the decision-making processes. While TISS has, time and again, contributed to disaster response in India, a review of the same has revealed the need to develop qualified, skilled and committed professionals in the field of disaster management, and to provide support in terms of research, training, networking and policy advocacy in the country. It is in this context that TISS established the Jamsetji Tata Centre for Disaster Management (JTCDM), located at the Jal.A.D. and Malti Naoroji Campus, Mumbai.

3. JAMSETJI TATA CENTRE FOR DISASTER MANAGEMENT

The JTCDM was inaugurated by Dr. Manmohan Singh, Honourable Prime Minister of India on May 06, 2006. The Centre consolidates and extends the Institute's work in relief management, disaster assessment, psychosocial interventions and participatory rehabilitation processes. The JTCDM's academic programmes will seek to develop responsive and skilled professionals who would be capable of dealing with a range of disasters in their various phases, and would possess the proficiencies to formulate and implement integrated disaster prevention, preparedness and response plans. The Centre also concentrates on a number of

distinct but interrelated areas including human security and safety in conflict and poverty situations. Specifically, it aims at:

- Creating a cadre of professionals in the arena of disaster management, ecological and human security;
- Building professional and institutional capacities of governmental and non-governmental actors;
- Initiating and strengthening theoretical, cross-cultural, empirical and action-oriented research on disasters, vulnerability, human security and development;
- Creating networks for knowledge development and sharing, coordination of interventions and policy advocacy; and
- Establishing resource centre on disaster prevention, preparedness and response.

3.1 Core Faculty

Dr. Janki B. Andharia M.A. (TISS), Ph.D. (East Anglia)	Professor and Chairperson, JTCDM
Dr. Surinder Jaswal M.A. (TISS), Ph.D. (London)	Professor
Dr. Jacquleen Joseph M.S.W., M.Phil., Ph.D. (NIMHANS)	Assistant Professor
Dr. Sunil D. Santha M.S.W., Ph.D (IIT Madras)	Assistant Professor
Ms. Bidisha Fouzdar M.A (Madras)	Assistant Professor
Mr. Mahesh Kamble M.A. (TISS)	Assistant Professor
Ms. Parama Bhattacharya M.Sc. (BHU), PGD (IIRS)	Assistant Professor

3.2 Supporting Schools and Centres

Dr. Vimla Nadkarni M.A. (TISS), B.G.L. (Mumbai), Ph.D.(TISS)	Professor and Dean, School of Social Work
Dr. Shalini Bharat M.A., D.Phil. (Allahabad)	Professor and Dean, School of Health Systems Studies

Dr. R.N. Sharma M.A. (Agra), Ph.D. (IIT, Kanpur)	Professor and Dean, School of Social Sciences
Dr. R.C. Datta M.A. (Jodhpur), Ph.D. (Mumbai)	Professor and Dean, School of Management and Labour Studies
Dr. V. Gandhimati M.A., Ph.D. (Pune)	Professor and Dean, School of Rural Development
Dr. C.A.K. Yesudian M.A. (Madras), Ph.D. (TISS)	Professor and Dean, Research and Development
Dr. Nasreen Rustomfram M.A., Ph.D. (TISS)	Professor and Dean, Students' Affairs
Dr. K.P. Jayasankar M.A. (Mumbai), Ph.D. (IIT, Mumbai)	Professor and Chairperson, Centre for Media and Cultural Studies
Mr. K. Ravindran M.A., M.Phil. (Madras)	Assistant Professor (Senior Scale) and Chairperson, Centre for Research Methodology

4. M.SC. / M.A. IN DISASTER MANAGEMENT: COURSE OUTLINE

The Master's programme in Disaster Management offered by JTCDM aims at enhancing knowledge, capacities and skills and perspective on disasters. While enabling an understanding of disasters from the vantage point of science and technology in prediction, mitigation and response, the programme will also foster a critical and reflective appreciation of current debates in disaster management within the framework of social and environmental justice, state and civil society dynamics, development, conflict and displacement, and globalisation.

The Master's programme is designed to include thematic and issue based courses related to aspects such as the relationship between environment, livelihood and disasters, institutional building and governance, inequalities and social exclusion, local knowledge systems and disaster management. The course will also endeavour to cultivate appropriate values, a strong multidisciplinary knowledge base and skills essential for intervention in disasters and their prevention.

Students will develop expertise in select areas such as logistics and supply chain management, public health, information and communication, peace, conflict and human security, and so on.

Spread over four semesters, this Master’s programme is a pioneering initiative within the country and has certain unique features, which will enable mid-career professionals to combine their work with study. It has one year of intensive contact classes with field exposure – internship. Research is a compulsory component of the programme. In the second year, students have the option to work off campus in distance education mode. The programme, however, will follow a pre-determined calendar.

It also offers multi-level entry – exit option where a student coming for a semester can obtain a Certificate in Disaster Management on completion of the stipulated requirements. Students who wish to continue through with the next semester would obtain a Diploma. Alternately, a student on completion of the Certificate programme could come back after a break, (not exceeding five years from the date of completion of the Certificate programme) and join in for the second semester. In order to obtain the Masters’ degree a student can complete the four semesters without a break or in an incremental manner after completing the credits required for a diploma.

4.1 Distribution of Credit Hours

The total credit hours for the degree programme is 76, divided between the first and second years of the programme, as detailed below. However, the year-wise distribution of total credit hours may change depending upon the semester class time tables.

<i>Year</i>	<i>Semester</i>	<i>Detail</i>	<i>Credit Hours</i>
First	I	Courses	22
		Study Visit	02
	II	Courses	20
		Internship	06
Second	III	Courses	12
	IV	Internship	08
		Research Project	06
Total			76

4.2 Semester-wise Listing of Courses

All full-time Master's Degree students of TISS are required to take a set of Foundation Courses (FCs). These courses will provide students with an orientation to basic perspectives, issues and themes in society, politics, economy and culture. The FCs seek to provide a common minimum base of understanding for all TISS students on which they will build on during the rest of their course of study. Apart from the FCs, the programme consists of the Core Courses (MDM 1-MDM 16) and Concentrations (MDM 17-MDM 37). Fieldwork – Internships (MDM 38-40) and Research (MDM 41) are other compulsory course components of the programme. The semester-wise listing of courses is given below.

<i>Course</i>	<i>Title</i>	<i>Credits</i>
<i>Semester I</i>		
FC 1	Understanding Society	2
FC 2	Introduction to Basic Economics	2
FC 3	India's Development Experience	2
FC 4 (Part I)	Media, Culture and Society	1
FC4 (Part II)	Perspectives in Human Development	1
FC 5	Disasters and Development (Bridge Foundation Course)	2
MDM 1	Introduction to Hazards and Disasters	2
MDM 2	Fundamentals of Disaster Management	2
MDM 4	Approaches and Planning for Disaster Prevention, Preparedness and Vulnerability Reduction	2
MDM 5	Approaches and Planning for Response: Standards in Humanitarian Aid, Relief, Rehabilitation and Development	2
MDM 9	Research Methodology I	2
MDM 15	Seminar Course in Disasters	2
MDM 38	Study Visits and Tutorials	2

<i>Course</i>	<i>Title</i>	<i>Credits</i>
<i>Semester II</i>		
MDM 3	Technology, Environment and Disasters	2
MDM 6	Disaster Risk Reduction and Development Planning	2
MDM 7	Communicating Disasters: Strategies and Approaches	2
MDM 8	Geographical Information System (GIS) and Remote Sensing Techniques in Disaster Management	2
MDM 10	Research Methodology II	2
MDM 11	Project Management in Disaster Contexts	2
MDM 12	Introduction to Disaster Financing	2
MDM 13	Logistics Management in Disaster Situations	2
MDM 14	Governance, Law and Policy in Disaster Management	2
MDM 16	Public Health and Disasters	2
MDM 39	Fieldwork (Internship)	6
<i>Semester III</i>		
MDM 17	Public Health Planning and Management for Disasters I	2
MDM 18	Public Health Planning and Management for Disasters II	2
MDM 19	Seminar Course in Emerging Issues in Public Health with regard to Disasters	2
MDM 20	Psychosocial Care in Disaster Situations	2
MDM 21	Psychosocial Interventions with Special Groups during Disasters	2
MDM 22	Staffing, Standards, Ethics, and Policies for Psychosocial Care	2
MDM 23	Governance and Disasters	2
MDM 24	Governance and Disaster Management	2

<i>Course</i>	<i>Title</i>	<i>Credits</i>
MDM 25	Empowerment, People-Centred Governance and Disaster Management	2
MDM 26	Conflicts and Conflict Analysis	2
MDM 27	Conflicts and Humanitarian Crises	2
MDM 28	Conflict Transformation, Peace and Just Development	2
MDM 29	Dimensions of Disaster Relief Logistics and Supply Chain Management	2
MDM 30	Logistics and Supply Chain Management Processes	2
MDM 31	Strategic Planning in Disaster Logistics and Supply Chain Management	2
MDM 32	Data, Maps and Automation	2
MDM 33	Data Management and Analysis	2
MDM 34	GIS Design and Application in Disaster Management	2
MDM 35	Writing Effectively: Audience-specific Communication for Disaster Professionals	2
MDM 36	Photography and Videography: Using the Camera effectively for Reporting and Advocacy	2
MDM 37	Media Training for Disaster Managers	2
<i>Semester IV</i>		
MDM 41	Research Dissertation	6
MDM 40	Fieldwork (Internship)	8

The programme offers the opportunity to develop specialist knowledge. Seven concentrations, comprising four courses each, have been developed and students will be required to choose any two of these seven concentrations. The concentrations are

1. Public Health and Disaster Management
2. Governance in Disaster Management
3. Geographical Information Systems in Disaster Management

4. Psychosocial Care in Disaster Management
5. Conflicts, Peace and Development
6. Logistics Management and Service Delivery Systems
7. Communication and Media

(**Note:** The first three concentrations will be offered in the year 2007-2009. The other concentrations may be offered through diverse modes depending on the number of students opting for them. The Institute reserves the right to withhold any concentration.)

4.3 Facilitating Multi-Level Entry and Exit

The programme is also aimed at facilitating multi level entry and exit for mid-career professionals. The following tables indicate the placement and distribution of courses and credits across semesters.

TABLE 1: Placement and Distribution of Courses and Credits

<i>Semester I</i>		<i>Semester II</i>		<i>Semester III</i>		<i>Semester IV</i>	
<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>
FC1	2	MDM 39	6	Any 2 concentrations of 3 courses each offered in modular form over 9 weeks	12	MDM 40	8
FC2	2	MDM 3	2			MDM 41	6
FC 3	2	MDM 6	2			MDM 41 Research Project (Compulsory)	Students work on their dissertation
FC 4	2	MDM 7	2				
FC 5	2						
MDM 1	2	MDM 8	2				
MDM 2	2	MDM 10	2				
MDM 4	2	MDM 11	2				
MDM 5	2	MDM 12	2				
MDM 9	2	MDM 13	2				
MDM 15	2	MDM 14	2				
MDM 38	2	MDM 16	2				
Total	24		26*		12		14

* Diploma students will make a guided choice among courses offered to Master's students (of the 10 courses offered, diploma students will only do 8) and acquire 22 credits.

TABLE 2: Multi-Level Entry and Exit

Programme	Semester I				Semester II				Semester III			Semester IV		
	Courses	Credit	Study Visits	Total Credits	Courses	Credits	Intern-ship	Total Credits	Courses	Credit	Total Credit	Intern-ship/ Research	Credit	Total
Certificate	9	20	2	22					Master's students would have accumulated 50 credits in Semesters I and II					
Diploma	9	20	2	22	8	16	6	44						
Masters	10	22	2	24	10	20	6	26	6	12	12	6	8+6 = 14	76

5. STUDENTS' SERVICES

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

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

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

6. ELIGIBILITY

There are total 30 seats available in the programme, including and observing the reservation norms (Scheduled Caste [SC], Scheduled Tribe [ST], Other Backward Castes [OBC], and Persons with Disability [PWD]) of the Gol and international students/children of Indian workers in the Gulf and in South-East Asia. This programme is designed for mid-career professionals who will also have the scope for multi-level entry and exit. However applicants could also be fresh graduates with a high degree of motivation to work in the area of disaster management.

6.1 Eligibility to Apply

Candidates should have a Bachelor's Degree of minimum three years duration or its equivalent (under the 10+2+3 or 10+2+4 or 10+2+2+1 year bridge course pattern of study or any other pattern fulfilling the mandatory requirements of 15 years formal education) from a recognised university, in Arts/Commerce/Medicine/Law/Nursing/Sciences/Engineering with a minimum average of 50 per cent of marks (40 per cent for SCs and STs).

OR

Candidates who will complete all the requirements of their year Bachelor's Degree examinations by Saturday, June 30, 2007, will also be eligible to apply provided they have obtained minimum aggregate of 50% (40% for SCs and STs) in their first and second year college/university examinations taken **together**, if the degree course is of three years; and the first, second and third year college/university examinations, if the degree course is of four years, for all the subjects examined. In such cases admission to this programme will be provisional. If a provisionally admitted student fails in the final year examination, the offer of provisional admission will be automatically cancelled.

The final selection is made through a series of procedures – marks in undergraduate programme, written test and personal interviews. Those already with work experience will be preferred.

6.2 Instructions for Determining the Eligibility to Apply

- i) Marks of only the Bachelor's Degree pursued by the applicant will be taken for determining his/her eligibility. Those who are pursuing the final year of their Bachelor's Degree course will be eligible to apply provided they maintain the minimum percentage of marks as prescribed as specified under 6.1.
- ii) The first, second and third year marks of the Bachelor's Degree examinations (if the degree is of 3 years duration) or first, second, third and fourth year marks of the Bachelor's Degree examinations (if the degree is of 4 years duration) of all the subjects taken including major/main, minor/subsidiary and languages, etc., must be shown by the candidates as they will be taken into account, while calculating the overall average percentage of marks to determine the eligibility to apply.
- iii) In case of dual degree (5 years integrated degree after 12th), the marks of first 3 years will be considered to determine the percentage as specified under 6.1.
- iv) **Rounding of the marks for calculating the overall average percentage of marks is not allowed.**

- v) Candidates, whose marks are in grade or grade points, must convert the grade or grade points into marks and write those marks in the appropriate column/s in the Application Form, provided along with this Information Brochure. Otherwise, the application will be treated as incomplete and rejected.
- vi) Eligibility, once determined on the basis of the information given by the candidate in the Application Form, shall be final for the purpose of tests/ interview/ selection. However, in case it is found that the information furnished by a candidate is incorrect or misleading or ineligibility being detected before or after the tests/interview/selection/admission, his/her candidature will be cancelled without giving reasons thereof.
- vii) If a provisionally admitted student fails in the final year of his/her Bachelor's Degree Examination and even if he/she has applied for re-evaluation at the university/ college, he/she will not be allowed to continue the programme as the offer of provisional admission stands automatically cancelled on his/her failure in the final year examination.
- viii) Candidates who are in the final year of their Bachelor's Degree Course but have not passed in all the courses (main/major/subsidiary etc.) of the first and second year (if the Degree is of 3 years duration) and first, second and third year (if the Degree is of 4 years duration) on the day of applying for the programme are not eligible to apply for any postgraduate programme of the Institute.
- ix) Candidates who have been declared as failed in the final year examination are not eligible to apply for any of the Master's Degree Programme of the Institute, unless they pass their Bachelor's Degree Examination.
- (x) Candidates not fulfilling the minimum requirement of percentage of marks as specified in 6.1 Section are not eligible to apply. If they apply, the cost of Application Form will not be refunded as it is non-refundable.

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

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

II Year	Main Courses		Subsidiary Courses including languages				Grand Total
Course Number	I	II	I	II	III	IV	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	60	45	50	65	50	54	324

II Year	Main Courses		Subsidiary Courses including languages				Grand Total
Course Number	III	IV	V	VI	VII	VIII	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	70	60	40	50	55	55	330

III Year	Main Courses		Subsidiary Courses including languages				Grand Total
Course Number	V	VI	IX	X	XI	XII	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	75	65	45	55	60	60	360

$$\text{Average Percentage of Marks} = 1014 \div 1800 = 56.33$$

- ii) In the case of candidates who have passed in all the courses including main/major/subsidiary/minor, etc. of the first and second year examinations, if the Degree is of 3 years duration and will complete the final year exams by June 30, 2007, the Average Percentage of Marks will be calculated for the marks of the first two years only, that is

$$\text{Average Percentage of Marks} = 654 \div 1200 = 54.50$$

- iii) In the case of candidates who have passed a Bachelor's degree under 10+2+4 pattern of study.

I Year	Main Courses		Subsidiary Courses including languages				Grand Total
Course Number	I	II	I	II	III	IV	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	60	45	50	65	50	54	324

II Year	Main, Courses		Subsidiary Courses Including languages				Grand Total
Course. Number	III	IV	V	VI	VII	VIII	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	70	60	40	50	55	55	330
III Year	Main Courses		Subsidiary Courses Including languages				Grand Total
Course Number	V	VI	IX	X	XI	XII	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	75	65	45	55	60	60	360
IV Year	Main Courses		Subsidiary Courses Including languages				Grand Total
Course Number	VII	VIII	XIII	XIV	XV	XVI	
Max. Marks	100	100	100	100	100	100	600
Passing Marks	35	35	35	35	35	35	—
Marks Obtained	60	65	60	65	60	65	375

Average Percentage of Marks = $1398 \div 2400 = 57.88$

- iv) In case of candidates who have passed in all the courses including main/major/subsidiary/minor etc., of the first, second and third year examinations, if the Degree is of 4 years duration and will complete the final year exams by June 30, 2007, the Average Percentage of Marks will be calculated for the marks of the first three years only, that is

Average Percentage of Marks = $1014 \div 1800 = 56.33$

7. RESERVATION

7.1 Scheduled Caste and Scheduled Tribe Candidates

As per Gol requirements, 15 per cent and 7.5 per cent seats are reserved for SC and ST candidates, respectively, in the programmes.

7.2 Other Backward Castes

The reservation will be followed as per Gol requirements.

7.3 Persons with Disability

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

8. SELECTION PROCEDURE

Those satisfying the eligibility requirements will be assessed for selection (Total Marks = 200) through the following:

- (a) *Academic Background* (30 Marks): Marks are awarded to each applicant on the basis of overall percentage of marks secured in the Bachelor's Degree Examination and the maximum marks are 30. However, high academic achievement is not the only criterion on which the candidate will be selected.
- (b) *Written Test* (100 Marks): A written test in English aims at an assessment of (i) proficiency in English Language, (ii) awareness of and reflection on disaster related issues, social and environmental justice, humanitarian assistance, (iii) analytical capabilities, and (iv) sensitivity to social and technological issues. The time allotted is two hours.
- (c) *Personal Interview* (70 Marks): To become eligible for the personal interview, a general candidate should secure a minimum score of 45 marks (35 marks for SCs and STs) in the written test.

The list of candidates eligible for personal interview on the basis of their performance in the Written Test will be announced in the evening of the same day. **The interview will be held on the next working day**. Candidates are required to check the list of candidates eligible for personal interview put up on the Institute's Notice Board for the exact timing of their personal interviews. Candidates not qualifying for interview should immediately vacate the hostel, if availed of it, to make room for other candidates.

Important: All the candidates short-listed for the personal interview will be required to collect a copy of the **Detailed Application Form** from the Academic Section of the Institute between **8.00 a.m.** and **9.00 a.m.** on the day of their interview.

The applicants may note that the Detailed Application Forms will be considered by the Interview Panel. They will be required to fill in the form in all respects, attach **photocopies of all marksheets, certificates, examination appearance certificate from college, copies of extra-curricular activities, and certificates of work experience** if any, as mentioned on **page 19** of this Information Brochure. Candidates are also requested to carry two passport-sized photographs with them. The duly completed form, along with annexures, should be submitted to the Academic Section before 9.30 a.m. on the day of personal interview. **No candidate will be allowed to appear for the personal interview without submitting the detailed application form.**

9. APPLICATION PROCEDURE

9.1 How to Obtain the Application Form

The prescribed Application Form can be obtained:

- By sending a request letter to the **Deputy Registrar (Gen. Admn.) of the Institute** along with a Demand Draft for Rs.550/-, drawn in favour of **Registrar, Tata Institute of Social Sciences, Mumbai, payable at Mumbai**. This should be accompanied with a self-addressed and stamped cloth lined envelope (20 cms x 28 cms). The candidates should write, in capital letters on the envelope, "Application for Admission to the M.Sc. / M.A. in Disaster Management Programme (2007-09); or
- By downloading the form from [www.tiss.edu](#) and submitting it with the processing fee of Rs. 500/- to be paid in cash at the Institute cash counter or by a Demand draft, or
- From the Cash Counter at TISS, Mumbai against cash payment of Rs. 500/-. (Cash timing: Mondays to Fridays from 10.30 a.m. to 3.00 p.m. and on Saturdays, from 10.30 a.m. to 1.00 p.m.)

The processing fee is non-refundable.

Scheduled Caste and Scheduled Tribe candidates need not pay for the Application Form and Information Brochure, if they are unemployed and the income of their parents/guardians was Rupees One lakh or below, during the financial year 2006-2007. However, they will be required either to download the

application form from the Institute Website and submit together with a true copy of Caste/Tribe and Income Certificate **or** send their request letter to the Deputy Registrar (Gen. Admn.) enclosing the following documents for obtaining the Application Form:

- (a) A photocopy of the Caste/Tribe Certificate issued in the name of the candidate by a revenue officer not below the rank of a Tehsildar.
- (b) A copy of the Income Certificate of the candidate's parents/guardian issued by the employer or by any appropriate authority.

9.2 Submission of Duly Filled in Application Form

- (a) Candidates who have filled in the downloaded form should write their name, address, telephone no. (along with STD code), etc., on the reverse of the Bank Draft, at the time of submitting the completed form.
- (b) Candidates can send their duly filled applications through Registered Post/Speed Post/Courier. The envelope should be addressed to the Deputy Registrar (Gen. Admn.) of TISS.
- (c) Candidates can also submit their applications personally to the Academic Section, TISS, against proper receipt. The Institute will not be responsible for the applications delivered to any other functionary of the Institute.
- (d) The last date for receiving the Application Forms, complete in all respects, by hand or by post, is **May 15, 2007**, up to 4.30 p.m. The last date for receiving applications sent BY POST from remote areas/regions (that is, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti district, Pangi sub-division of Chamba district of Himachal Pradesh, the Andaman & Nicobar Islands, and Lakshadweep Islands), is **May 19, 2007** and for international students is **May 19, 2007**.

Candidates who are claiming the benefit of extended time should clearly indicate in their forwarding letter, along with the Application Form, the name of the particular area or region (for example, Assam, Meghalaya, Jammu & Kashmir, etc.) from

where they have posted their application. In case they fail to do so, the benefit of extended time will not be granted.

In the case of Application Forms received by hand or through courier services of any type, the benefit of extended time will NOT be granted, regardless of the place of residence of the applicant.

Candidates should clearly note that the Institute will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Institute on or before the prescribed last date.

10. INTERNATIONAL STUDENTS

Fifteen per cent supernumerary seats in the programme are reserved for foreign nationals. These are extra seats and not adjusted with the total intake of students. International students are required to comply with the following requirements:

- (a) Fulfil the basic qualification laid down for admission to the Master's Degree programme of the Institute.
- (b) Foreign nationals who have completed Bachelor's degree in India will be required to appear for the written test.
- (c) Apply for admission in the prescribed Application Form along with a demand draft for Rs. 2,000/-, towards application processing charges (non-refundable).
- (d) Produce the transcript from his/her university as proof for eligibility.
- (e) Write a letter of intent/motivation of at least 500 words and not exceeding 1000 words, stating his/her interest in the programme applying for.
- (f) Give two references, one of whom should be his/her professor who taught him/her at the undergraduate level. The referees should provide information regarding the candidate's academic interest, character and suitability for the programme in a sealed envelope and this information should accompany the application.

- (g) Write an essay of not more than 1000 words in the English language. The topic of essay will be intimated to the foreign national before he/she is considered for admission.
- (h) On receipt of the aforesaid documents and if the candidate is found suitable, the Institute will inform the candidate about the date and time for telephonic interview by a Faculty Committee of the Institute. The Committee will send its recommendations to the Director for consideration. The Director's decision in the matter will be final. If the candidate is selected for the programme, a provisional admission letter will be sent to the candidate to enable him/her to secure a **student visa** to come to India and join the programme.
- (i) The student visa should indicate: (i) the name of the Institute, (ii) title of the programme, and (iii) the period of study at the Institute.

Notes:

- i) Foreign nationals should not leave their country till they receive a provisional admission letter from the Institute and the student visa.
- ii) **Self-Supporting Foreign Nationals:** The candidates other than those from SAARC countries should deposit US \$5,801 with the Institute immediately on admission, to cover the first semester's fees plus boarding and lodging charges. Fees for International students from SAARC and other low income countries will be 10% higher than that for Indian students. We regret that we cannot offer financial assistance to international students.
- iii) All the candidates should give an undertaking to undergo an HIV/AIDS tests, as per the Gol regulations.

11. DEPUTED CANDIDATES

Officers deputed by the Central and State Governments and autonomous organisations for studying the Master's Degree/ Diploma/Certificate programmes will have to undergo the Written Test and, if found eligible, the interview, along with other candidates. A government officer, having quarters in the Mumbai Metropolitan Region, will not be eligible for hostel

accommodation, unless he/she has surrendered such accommodation and produces a certificate to that effect.

12. SCHEDULE FOR WRITTEN TESTS AND PERSONAL INTERVIEWS

The written test will be held **between June 25 and 29, 2007**. Personal interviews will be held **between June 26 and 30, 2007** at the Institute. The actual date of the written test of a candidate will be informed through the call letter, which will be sent Under Certificate of Posting. The list of eligible candidates for written test will be displayed on the Institute website www.tiss.edu. Candidates are requested to confirm their name in case they do not receive call letter sent through post.

Request for **change in the Dates for the Written Test and Personal Interviews** will not be entertained.

13. FACILITIES AVAILABLE DURING WRITTEN TEST AND PERSONAL INTERVIEW

13.1 Hostel

In comparison to the number of applications received from outstation candidates, hostel facilities available are very much inadequate. Therefore, hostel accommodation may be provided to some of those candidates who do not have relatives or friends in the Mumbai Metropolitan area. Those needing accommodation should write to the Hostel In-Charge (Ms. Olive Fernandes, E-mail: oferns@tiss.edu). Since only a few rooms are available, allotment will be on a first come first serve basis. During the period of selection, the charges for lodging will be Rs. 100/- a day, which should be paid to the hostel staff immediately on arrival. Candidates, who are not selected for interview, must vacate the rooms immediately after the selection list is put up on the notice board. We regret that we cannot provide accommodation to the person(s) accompanying the candidate.

13.2 Dining Hall

The Dining Hall serves both vegetarian and non-vegetarian food. Coupons can be purchased from the Cash Counter and the Hostel In-charge, Ms. Olive Fernandes, if applicants wish to have tea/lunch in the Dining Hall of the Institute.

13.3 Facilities for SC and ST Candidates Eligible for Gol Post-Matric Scholarship

- i) *Reimbursement of Travelling Allowance (TA), etc.*: If the SC and ST candidates, appearing for the entrance tests for the first time in the Institute, are unemployed, and their parent's/guardian's income was Rs. 1,00,000/- (Rupees One lakh only) or below, during the financial year 2006-2007, they will be provided free hostel accommodation, meals, and to and fro travel expenses (second class railway or State Transport Bus fare) subject to submission of a copy of income certificate of 2006-2007 financial year. The reimbursement of the travel expenses will be subject to their submission of the tickets. It will be the responsibility of the SC and ST candidates to fill in the TA form before they appear for the test and collect the money as soon as the test gets over. Non-receipt of TA will not be accepted as reason for overstay in the hostel.
- ii) SC and ST candidates, who are eligible for such special facilities, should report at the Institute only after receiving the call letter for the entrance test. Those staying in the hostel will be required to vacate rooms immediately after the interview or as soon as the names of the candidates selected for interview are announced, as the case may be.
- iii) SC and ST candidates, who have already availed of free facilities, but were not selected in a previous attempt and who have been called for test again, should deposit on arrival, at the rate of Rs. 100/- per day, lodging charges if they desire to stay in the hostel. Their boarding and lodging expenses and travelling expenses incurred during the entrance test at the Institute will be reimbursed only if they are selected.
- iv) SC and ST candidates, who have received financial assistance to enrol for a Master's Degree programme of the Institute in one field, will not be eligible for similar free facilities if they apply for another Master's Degree Programme.
- v) SC and ST candidates who, after passing one stage of education, are studying in the same stage of education in

a different subject, e.g., B.Sc. after B.A. or B.Com. after B.A. or M.A. in one subject after M.A. in another subject will not be eligible for the GoI Post-Matric Scholarship.

- vi) SC and ST candidates who, after having completed their educational career in one professional line, continue professional studies in a different line, e.g., LL.B. after BA/B.Ed., will not be eligible for the GoI Post-Matric Scholarship.

14. AFTER SELECTION FORMALITIES

14.1 Announcement of Selection

The list of candidates selected will be displayed on the Institute's notice board and website on **Monday, July 02, 2007**. It is the responsibility of the candidate to find out the status of their result.

The Master's Degree Programmes will commence on **Monday, September 03, 2007**.

14.2 Acceptance Letter

An acceptance letter should be obtained, signed and returned to the Academic Section on or before **Monday, July 09, 2007** if admission is accepted.

14.3 Verification of Original Documents

The verification of original documents will be carried out between **July 03, 2007** and **July 09, 2007** from 10.30 a.m. to 1.00 p.m. and from 2.30 p.m. to 4.30 p.m. **The selected candidates** must produce the following documents for verification, in original, at the time of admission. If a candidate has submitted his/her original documents like degree, mark sheet, etc. to a College/ University for **re-evaluation or for any other purpose**, he/she is required to produce a letter from the college/university authority addressed to the Registrar of the Institute clearly indicating that the candidate's original documents, as stated above, have been retained by the college/university for a specific purpose.

- (a) Secondary School Certificate Mark-sheet (X/XI);

- (b) Higher Secondary Certificate Mark-sheet (XII);
- (c) First Year/I and II Semester Bachelor's Degree Mark-sheet;
- (d) Second Year/III and IV Semester Bachelor's Degree Mark-sheet;
- (e) Third Year/V and VI Semester Bachelor's Degree Marksheet (if passed and if the degree is of 3 years duration);
- (f) Fourth Year/VII and VIII Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 4 years duration);
- (g) *Appearance Certificate from College*: If the candidate has appeared for all the examinations of the final year of the Bachelor's degree and the result have not been declared, the candidate should produce a certificate from the college/university indicating that he/she has appeared for the final year Bachelor's Degree examinations, including practicals, if any.
- (h) A conversion table of grade points into percentage equivalents, in the case of grade card holders;
- (i) No Objection Certificate from the employer, if employed;
- (j) Certificate of Work Experience, if any.
- (k) Caste/Tribe Certificate (only for SCs and STs);
- (l) Income Certificate of the preceding financial year (only for SCs and STs who are eligible for Gol Post-Matric Scholarship);
- (m) Certificate of disability (if applicable);
- (n) Certificates of extra-curricular activities, if any;
- (o) Certificate issued by a competent authority showing that the candidate's mother or father is a Indian worker in the Gulf or South-East Asia (if applicable);
- (p) In case of Kashmiri migrant, a Certificate issued by a competent authority indicating the status of Kashmiri migrant. (This will be subject to the Gol directives).
- (q) Relevant documents supporting the proof of OBC (as per Gol norms).

Important:

- If any of the above documents in original are not produced for verification, or if the copies of the document attached to the Detailed Application Form do not tally with the original documents, provisional selection will be immediately cancelled.
- Admission will be subject to the fulfilment of the eligibility requirements as confirmed through verification of original certificates and marksheets, etc.
- Original documents for verification will not be accepted by Post or courier service. They have to be presented by the candidate or by his/her authorised nominee.

14.4 Payment of Fees

The full fees and deposits of the first semester should be paid at the Central Bank of India, Deonar Branch, Mumbai-400 088, by a **Demand Draft drawn in favour of the Registrar, Tata Institute of Social Sciences, Mumbai**, payable at Mumbai. Therefore, the candidates are required to submit the Demand Draft of the requisite amount towards first semester fees and deposits at the time of verification of original documents. Otherwise, the admission will be treated as automatically cancelled.

Bank Timings are:

9.00 a.m. to 2.00 p.m. (Mondays to Fridays) and 9.00 a.m. to 12.00 noon (Saturdays). The Bank is closed on Sundays and Public Holidays.

Payment of First Semester Fees and Deposits (in Rupees)

- (a) **Rs. 63, 244.00 for Hostelites**
- (b) **Rs. 49,844.00 for Non-Hostelites**

14.5 Joining the Programme

Those who have accepted admission by paying the full fees and deposits by **July 09, 2007** are expected to join the programme on **September 03, 2007**. Admission of those who have paid the fees and deposits by **July 09, 2007**, but fail to join by **September 03, 2007** will be automatically cancelled.

14.6 Hostel Accommodation

Separate hostels are available for men and women. However, the number of available hostel seats is inadequate. Therefore, it is not possible for the Institute to provide hostel accommodation to all the outstation candidates selected for the Master's Degree Programmes of the Institute. Outstation candidates, who have no relatives in Mumbai, and requiring hostel accommodation, should check hostel allotment status from the Wardens/Website of the Institute. The Institute reserves the right to decide admission to its hostels and can refuse admission to the hostel without assigning any reason.

Please note that candidates cannot claim hostel accommodation, merely because they have submitted the hostel form or obtained admission or paid fees in full.

14.7 Pre-Admission Medical Check-up

All candidates should undergo medical check-up between **July 05** and **July 09, 2007**. All international students and Indian nationals returning from abroad should give an undertaking to undergo an HIV/AIDS test, as per the Gol regulations.

14.8 Migration Certificates

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

14.9 Identity Card and Group Mediclaim Insurance

The selected candidates should give two recent stamp size photographs – one for identity card & another for insurance – at the time of verification of original documents, to the Academic Section.

14.10 Facilities for SC and ST Students after Selection

- (a) Reimbursement of Travelling Allowance (TA): Travel expenses from the place of residence to Mumbai for joining the programme will be met by the Institute on production of tickets. Reimbursement will be made after joining the programme. (This is applicable only for those SC and ST students eligible for Post-Matric Scholarship.)

- (b) Those SC and ST students who are eligible for the Post-Matric Scholarship will be exempted from paying of tuition fees and other fees, including all deposits. They are also exempted from payment of Dining Hall and Hostel charges during their study at the Institute. However, selected candidates (other than Maharashtra) are required to bring with them two Post-Matric Scholarship forms (fresh). They should also obtain their parent's/guardian's signature on the form, wherever required.
- (c) SC and ST students from Maharashtra state whose parents' / guardians' income was more than Rs. 1,00,000/- (Rupees One lakh only) in the preceding financial year are exempted from payment of tuition, examination, sports/gym, library, study tour/rural camp. However, they will be required to pay other fees including the annual premium of Group Mediclaim Policy. They also need to apply for the Freeship to the Maharashtra State Government through the Institute.
- (d) SC and ST students, who are eligible for the Post-Matric Scholarship, will be required to pay the annual premium of Group Mediclaim Policy.
- (e) SC and ST students in employment, whose pay are protected during the period of study and SC and ST students who have already availed of the Gol Scholarship during a professional course of a University, will not be eligible for the Gol Post-Matric Scholarship. They will, therefore, be required to pay all the fees and deposits and other charges like general students.

15. FEES, DEPOSITS AND OTHER CHARGES

(Estimated expenditure for the academic period 2007-2009)

	Seme- ster I	Seme- ster II	Seme- ster III	Seme- ster IV	Total
A. Fees					
1. Programme Fund	32,000	32,000	32,000	32,000	1,28,000
2. Tuition	10,000	10,000	10,000	10,000	40,000
3. Examination	300	300	300	300	1,200
B. Charges					
1. Students' Medical Insurance Premium	1,444			1,444	2,888
2. Study Visits/Internship Expenditure	1,500	2,000	1,500	2,500	7,500
C. Collection for Students					
1. Students' Union	100	100	100	100	400
D. Hostel Charges*					
1. Double Seater	1,500	1,500	1,500	1,500	6,000
2. Electricity	1,500	1,500	1,500	1,500	6,000
3. Deposits to be adjusted against Dining Hall monthly bills	6,000	6,000	6,000	6,000	24,000
E. Refundable Deposits					
1. Library	2,000				2,000
2. Computer	500				500
3. Caution	2,000				2,000
4. Dining Hall*	2,400				2,400
5. Hostel*	1,000				1,000
6. Electricity*	1,000				1,000
Total	63,244.00	53,400.00	52,900	55,344.00	2,24,888

* These charges are applicable for Hostelites only

Fees once paid will not be refunded under any circumstances.

16. LOCATION, ACCESS AND COMMUNICATION

The two Mumbai Campuses of TISS – the Main Campus and the Malti and Jal A.D. Naoroji Campus Annexe – are both located in Deonar in the North-East Section of Greater Mumbai. The JTCDM is located in the Naoroji Campus Annexe.

The Main Campus is situated opposite the Deonar Bus Depot on V.N. Purav Marg, earlier known as the Sion-Trombay Road. The Main Campus, on approximately 10 acres, houses most of the Schools, Centres and the Administration. The nearest local railway station is in 'Govandi'. State Transport (ST) buses from Kolhapur, Solapur, Goa, Pune, and other cities pass by the Institute and the nearest ST bus stop is in 'Maitri Park'. The BEST bus stop near TISS is 'Deonar Bus Depot'.

<i>Locations</i>	<i>Bus Routes</i>
From Dadar Station	: 92, 93, 504, 506, 521 (all Ltd.)
From Chhatrapati Terminus	: 6
From Bandra Station	: 352, 358, 505 (all Ltd.) and 371
From Kurla Station	: 362 and 501 Ltd.

Taxi Fares (Approximate)

C S T to TISS	: Rs. 220/-
Bombay Central to TISS	: Rs. 175/-
Bandra to TISS	: Rs. 100/-
Kurla to TISS	: Rs. 60/-

Postal Address : V.N. Purav Marg, Deonar, Mumbai-400 088

Telephone Nos. : 91-22-2556 3289-96, Extn. 258, 259 and 261
91-22-2556 1548, 91-22-2550 7486 (Direct)

The telephone board functions from 9.00 am to 8.00 pm from Monday to Friday.

Mobile	: 9223354978
Fax	: 91-22-2556 2912 / 91-22-55482048
E-mail	: acadsec@tiss.edu
URL	: http://www.tiss.edu

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