

PROSPECTUS FOR  
BACHELOR'S DEGREE PROGRAMMES  
2021–2024

**B.A. (Hons) in Social Work with  
Specialisation in Rural Development**

**B.A. in Social Sciences**  
(Tuljapur Off Campus)

&

**B.A. in Social Sciences**  
(Guwahati Off Campus)



**TATA INSTITUTE OF SOCIAL SCIENCES**

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

V.N. Purav Marg, Deonar, Mumbai 400088

Phones: 2552 5000 ♦ Fax: 91-22-2552 5050 ♦ [www.tiss.edu](http://www.tiss.edu)

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**Rules are subject to modifications from time to time. Modified rules will be accordingly communicated as applicable.**

**INSTITUTE DEEMED TO BE UNIVERSITY**

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

**NOTIFICATION**

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

Sd/-  
(PREM KRIPAL)  
Secretary

## **PRINCIPLES GOVERNING STUDENTS' STAY AT TISS**

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

**TISS cares for its students and takes measures to ensure their safety and security.**

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

### **Offices for Protecting and Honouring Students' Rights and Dignity**

**Women and Gender Development Cell**

**Equal Opportunities Cell**

**SC/ST Cell**

### **Offices for Welfare of Students**

**Grievance Redressal Committee**

**Office of Students' Affairs**

**Counselling Cell**

**Health Centre**

**TISS**

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# I About TISS

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## 1.1 OUR PAST AND PRESENT

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work in Mumbai to create human service professionals to address the issues of unemployment and poverty in the context of the Great Depression of the 1930s. In 1944, it was renamed as the Tata Institute of Social Sciences, and in 1964 the Government of India (GoI) declared TISS as Deemed to be a University under Section 3 of the University Grants Commission (UGC) Act, 1956.

The vision of Tata Institute of Social Sciences has been to be an institution of excellence in higher education that continually responds to 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.

From its inception, TISS has aimed to stay at the cutting edge of education, research and outreach in important areas of human development and public policy concerns. It has provided support to government institutions and grassroots organisations and applied its academic research and field expertise to assess policies around social needs and social welfare. TISS has consistently engaged in seeking solutions to the complex real world issues that concern people in India.

Responding to the requirements of a changing world involved stepping outside and going beyond the disciplinary boundaries of conventional higher education curricula, systems and processes to create innovative solutions to problems. Between 2004–2006, TISS initiated a process to expand and adapt its academic structure to respond to the changing context in the country. It was felt that the higher education system needed to evolve in order to meet the challenges and utilise the opportunities created by the economic and political context of globalisation. The broad objective was to further strengthen the Institute's existing capacities and to develop new skills and initiatives to expand its mandate.

As a community-engaged social science university, TISS has evolved as an educational ecosystem where students learn to ideate, innovate and translate what they learn for bringing about change in society. It is a space where classroom learning is blended with exposure to the field, communities, institutions, industry and the corporate sector. It is also the space where courses and programmes are developed to address societal and national level challenges and where faculty and students co-create model field action projects for bringing people-centered solutions to vexing social problems. Indeed, TISS occupies a unique position among institutions of higher learning in the country and its contribution goes beyond the stated goals of conventional universities.

Today, TISS offers teaching, research and outreach programmes from four campuses: Mumbai (Main and Naoroji); Tuljapur, established in 1986; and Guwahati and Hyderabad, both established in 2011. The Institute also offers teaching, training, research and development support from Centres at Chennai (Tamil Nadu, 2012), Patna (Bihar, 2015), and Chuchuyimlang (Nagaland, 2015). These centres are supported by State/Central Government, various foundations, and the corporate sector.

TISS is a unique institution that brings together high quality scholars and practitioners from Social, Economic, Political, Physical, Habitat, Engineering, Health, and Environmental Sciences to co-create teaching and research programmes to address the most critical current and emerging issues of the nation. It is one of the key universities supported by the UGC/Ministry of Education in the disciplinary and inter-disciplinary areas of Social Sciences that provides teaching and research to build human service professionals for the social sector. The TISS experience moulds students into skilled professionals capable

of working with the government, corporates, and civil society. TISS is engaged in knowledge creation that is fundamental to understanding ways of achieving inclusive sustainable development; access to health, water, sanitation, education and employable skills; peace building; and national security.

As an institution offering education in the inter-disciplinary areas of Social Sciences, the curriculum of the programmes offered at TISS strives to enable students to understand the pulse of society and chart change processes that create appropriate solutions to some of the most pressing issues in the country. TISS has collaborative research and student exchange programmes with over 100 universities and institutions across the world, in addition to being a member of several university networks — Himalayan Universities Consortium, Erasmus Mundus Partnership, Global Labour University, BRICS Network University, McDonnell International Scholars Academy, and others.

Over the years, TISS has made consistent contributions to civil society and the development sector through its education, research, field action and extension. The Institute has imparted education and trained generations of social work, management and development professionals. Today, TISS has earned recognition as an institution of repute from different Ministries of GoI; various State Governments; international agencies such as the United Nations; and the non-government sector, both national and international. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination.

In the 3rd cycle of assessment held in February 2016, the National Assessment and Accreditation Council (NAAC) rated TISS with a score of 3.89 out of 4.00, the second highest score among universities accredited thus far. In earlier rounds, NAAC had awarded a 5-Star rating to the Institute in 2002, and re-accredited the Institute with an 'A' Grade in 2010. In April 2018, the UGC awarded TISS with a 'Category 1' Deemed to be University Status. Currently NIRF ranked TISS at 34th among all universities and 57th among all Institutions of higher education. Globally QS I-Gauge has rated TISS with Diamond rating and the World University Rankings has ranked TISS among top 200 universities for SDG 1, 5, 10 and top 300 for SDGs 7, 9, 12, 16 and 17.

## 1.2 ORGANISATIONAL STRUCTURE

The Director, as the Vice-Chancellor of the Institute, works with the Deputy Directors of all 4 campuses and the Registrar to lead the Institute.

### *Academic Structure*

The academic structure of the Institute consists of Deputy Directors of campuses, Deans of Schools, and Chairpersons of Independent Centres. While the Academic Council and Facilitation Committee function at the Institute level on the principle of collective decision-making process, the Deans and Chairpersons, along with the School Boards, are empowered to deal with academic matters at their levels.

### *Administrative Structure*

The Registrar is the Administrative Head of the Institute. The administrative structure comprises 4 broad divisions: (i) Academic, (ii) Finance, Accounts and Audit, (iii) Personnel and Administration, and (iv) Infrastructure Development and Support. The Registrar also leads Resource Units like the Computer Centre, and the Publications Unit.

### **Statutory Bodies**

1. *Governing Board*: The Governing Board, as the highest executive body, plays the pivotal role of laying down policies, both academic and governance.

2. *Academic Council:* The Academic Council deliberates on matters of academic nature and steers the Institute to maintain academic standards of excellence. The Council approves the academic programmes of all Schools/Centres and provides directions for future academic growth and development.
3. *Research Council:* The Research Council (RC) provides direction and guidance to the Institute to create an enabling environment for research and sharing; and to position it as an academic leader in the social sciences.
4. *Finance Committee:* The Finance Committee supports and supervises the raising of funds for the Institute's development and functioning; and also facilitates and monitors finances to ensure transparent and accountable governance.
5. *Planning and Monitoring Board:* The Planning and Monitoring Board is the principal Planning Board of the Institute and is responsible for monitoring the development programmes of the Institute.

In addition to the Statutory Bodies of the Institute, the Facilitation Committee — a senior level management committee — meets regularly to ensure alignment in decision making, management and coordination amongst Schools, Centres and the Administration.

### 1.3 RESEARCH AND EXTENSION

Over the years, through its research in social work, social sciences, human resources management, health systems and allied fields, TISS has made consistent contributions to civil society and the development sector and helped shape planning, policy and programme formulation, foster critical rethinking and development of people-centred interventions. The role of TISS in conducting pioneering research and extension activities rooted in the context of societal realities, and aimed at influencing policy and practice for positive social change, is widely acknowledged.

Research work carried out at TISS has been increasingly used for capacity building, field action, academics and policy advocacy on a spectrum of social, economic, health, development and environmental issues. During 2019–2020, there were a total of 206 on-going research and documentation projects at the Institute. Of these, 10 research projects were in multi-disciplinary areas, while the remaining were anchored in various Schools/Centres. The continuing areas of research include children and youth; women; climate change; community development; corporate social responsibility; dalits and tribals; disaster management; education; food security; governance; human rights; labour and migration; health and mental health; natural resources management; rural development; urban issues; gender and development; among others.

Research studies conducted at the Institute also result in numerous reports, publications and books. These publications become public domain documents that are easily accessible and widely disseminated and used by a cross-section of people and agencies for research purposes or policy advocacy. In 2019–2020, the TISS faculty brought out 376 publications as peer reviewed journal articles in some of the most renowned journals; chapters in books; authored/edited volumes published by reputed publishers; and other writings that include book reviews, articles in newspapers, magazines and reports.

Extension activities at TISS include adult learning, continuing education, and field action, to promote a meaningful and sustained rapport between the Institute and the community at large. The Institute reaches out to the working population across social and economic sectors thmajoj'



'rough its full-time and part- time Diploma and Certificate programmes for adult learners, as well as training and capacity-building programmes throughout the year.

The TISS has been undertaking innovative field action projects (FAPs) since its inception. These FAPs focus on empowerment of the 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. The FAPs address a wide range of issues with the broad goal of a more equal and just society, through capacity-building, empowering people to exercise a more informed choice, and secure their rights. 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 (a national helpline for children in distress) — all began as FAPs of TISS and gradually became a part of the public institutional structure.

The total numbers of FAPs currently active are 35. These cover a variety of issues and community groups such as, violence against women, rights and rehabilitation of persons processed by the criminal justice system, children in conflict with law, homelessness and beggary, education of tribal children, child and adolescent mental health, empowerment of tribal and dalit youth, access to health in rural and tribal areas, sustainable livelihood, food security, adult education, and psycho-social intervention to address multi-drug resistant TB, to name a few.

#### 1.4 RE-IMAGINING FUTURES: MAKING A DIFFERENCE TO THE NATION

The TISS has worked radically to transform academic culture that has long been constrained by structural bottlenecks and the meagre and consistently declining resources available to universities. Academic collaboration and networking with other institutions, both in India and overseas, is a priority area. These

collaborations are geared towards strengthening the Institute's capacities to fulfil its vision of being an institution of excellence in higher education that develops and applies knowledge in pursuit of social justice and human rights for all. By instituting chairs, fellowships and scholarships, TISS seeks to further strengthen independent research, in a climate of intellectual rigour and academic freedom.

The TISS is continuously upscaling its capacity to develop and disseminate print, electronic and audio-visual knowledge resources, as well as augmenting and upgrading its academic, administrative and infrastructural capacities. The Institute draws nourishment from close relationships with the government, inter-governmental organisations, academic, communities, NGOs, industry and alumni.

#### 1.5 KEY POSITIONS

<b>Director</b>	: <b>Prof. Shalini Bharat</b> M.A., D.Phil. (Allahabad)
<b>Deputy Director</b>	: <b>Prof. Surinder Jaswal</b> M.A. (TISS), Ph.D. (London)
<b>Deputy Director (Officiating), TISS Hyderabad</b>	: <b>Prof. Aseem Prakash</b> M.A., M.Phil., Ph.D. (JNU)
<b>Deputy Director, TISS Guwahati</b>	: <b>Prof. Kalpana Sarathy</b> M.A. (Chennai), M.Phil. (Bangalore), Ph.D. (JNU)
<b>Dean and Campus In-Charge TISS Tuljapur</b>	: <b>Prof. Ramesh Jare</b> M.A. (TISS), Ph.D. (YCMOU, Nashik)
<b>Registrar</b>	: <b>Col. R.M. Joshi (Veteran)</b> M.Sc. (Garhwal), M.Sc. (Madras)

<b>Dean, Academics</b>	<b>:</b> <b>Prof. P.K. Shajahan</b> M.A. (MGU), Ph.D. (Delhi)
<b>Dean, Students’ Affairs</b>	<b>:</b> <b>Prof. Ashabanu Soletti</b> M.A., Ph.D. (Madras)
<b>Librarian, Sir Dorabji Tata Memorial Library</b>	<b>:</b> <b>Dr. Satish Kanamadi</b> M.L.I.Sc., Ph.D. (Karnataka), P.G.D.L.A.N. (Hyderabad)
<b>Liaison Officer, SC/ST Cell</b>	<b>:</b> <b>Prof. A. Ramaiah</b> M.A. (Madras), M.Phil., Ph.D. (JNU)
<b>Liaison Officer, Equal Opportunities Cell</b>	<b>:</b> <b>Dr. Alex Akhup</b> M.A., M.Phil. (Delhi), Ph.D. (TISS)
<b>Dean, TISS Alumni Association</b>	<b>:</b> <b>Prof. Bipin Jojo</b> M.A. (Utkal), M.Phil., Ph.D. (TISS)
<b>Chairperson, International Relations Office</b>	<b>:</b> <b>Prof. Madhushree Sekher</b> M.A. (Bhubaneswar), Ph.D. (Bangalore), Post-Doctoral Research (World Bank-Robert Mc Namara Fellow)
<b>Chairperson, Women and Gender Development Cell</b>	<b>:</b> <b>Dr. Asha Achutan</b> M.B.B.S., M.Phil. (Calicute), Ph.D. (Manipal)
<b>Deputy Registrar, Personnel and Administration</b>	<b>:</b> <b>Mr. Sanjay Kumar Shah</b> M.A. (IGNOU)
<b>Deputy Registrar, Finance and Accounts</b>	<b>:</b> <b>Ms. Indira Pashupathy</b> M.Com. (Osmania), Cost Accountancy (ICWAI), D.F.M.A. (ICFAl), D.H.A. (MKU)
<b>Deputy Registrar, Academic</b>	<b>:</b> <b>Mr. Narendra Mishra</b> M.C.A., P.G.D.C.A. (IGNOU)
<b>Assistant Registrar, Academic</b>	<b>:</b> <b>Mr. Mustafa Momin</b> M.Com. (Shivaji), D.P.M. (TISS), F.S.M., P.G.D.E.M. (Mumbai), M.A. (MKU)
<b>Assistant Registrar, Short-Term Programmes</b>	<b>:</b> <b>Ms. Veena P. Shinde</b> B.Sc. (Mumbai), D.H.R.M. (Welingkar), P.G.D.B.M. (NIPM)
<b>Systems Manager and Chairperson, Computer Centre</b>	<b>:</b> <b>Mr. V. Sivakumar</b> B.Sc. (Chennai), M.C.A. (Hyderabad)
<b>Training &amp; Placement Officer, Career Development and Facilitation Centre</b>	<b>:</b> <b>Ms. Leela Banerjee</b> M.B.A. (Mumbai), L.L.B. (Govt. Law College) Dip. Counselling (TISS)

## 2.

### Bachelor's Degree Programmes: General Information

#### 2.1 RESERVATION

- 2.1.1. Reservations for Scheduled Caste (SC) and Scheduled Tribe (ST), Other Backward Classes (OBC) and Economically Weaker Sections (EWS) are provided as Vertical Reservations as per the table below:

Category	Percentage
Scheduled Caste (SC)	15
Scheduled Tribe (ST)	7.5
Other Backward Classes (OBC)	27
Economically Weaker Sections (EWS)	10*

\* EWS reservation has been progressively implemented since 2019

- 2.1.2. As per relevant guidelines on the matter, horizontal Reservation for Persons with Disabilities, Armed Forces, and Kashmiri Migrants are provided at 5% each as supernumerary seats.

#### 2.2 GOI POST-MATRIC SCHOLARSHIPS FOR SC, ST AND OBC (NC) STUDENTS

Students from SC and ST background, whose annual family income is less than Rs. 2,50,000/- (Rupees Two lakhs and fifty thousand only) during the last financial year are eligible for the Government of India Post-Matric Scholarship (GoI-PMS).

These OBC (NC) category students whose parents' annual income is less than Rs. 1,00,000/- (Rupees one lakh only) during the last financial year are also eligible for the GoI-PMS.

To avail these scholarships, students have to obtain valid Income Certificate from competent authorities such as the Revenue Officer, Tahsildar, Nayab Tahsildar, Block Development Officer or the District Magistrate/Collector of the respective State Government.

##### 2.2.1 One-time travel allowance for SC and ST Students

The SC and ST students admitted to any full-time programme in any campus of TISS, and who are eligible for GoI-PMS are entitled to claim the travel expenses incurred from the place of residence to the respective TISS Campus at the time of joining the programme. The mode of travel is limited to ordinary sleeper class or its equivalent class (by rail/government bus transport only). There will be no reimbursement for travel by air/private bus/taxi. Students have to produce the ticket — either hard copy/digital — with the eligibility documents.

##### 2.2.2 English Language Class

The TISS SC/ST and EOC Cells organises English language classes in collaboration with the students' union to help interested students improve their skills in speaking and writing in English. This special class is open to students from all backgrounds.

#### 2.3 DEPUTED CANDIDATES

Officials from State and Central Government Departments and Ministries can seek deputation to any of the Master's / Certificate / Diploma programmes offered by TISS with the support of their government. The deputed candidates must fulfill all necessary academic qualifications and be selected and recommended

by the concerned ministry/department for the said study programme. The number of deputed candidates admitted to each programme is determined by the School/Centre. Each programme has specific procedures to admit deputed candidates, depending on the number of students it can accommodate.

## 2.4 RULES REGARDING ADMISSION TO BACHELOR'S DEGREE PROGRAMMES

**2.4.1** Confirmation of admission to the Bachelor's programmes of TISS is subject to uploading all required documents by the student, verification of original certificates and final mark-sheets.

**2.4.2** If any document and statement furnished by the applicants/students is found to be incorrect at any time during the programme of study, they are liable to be debarred permanently from the programme, and will not be eligible to apply to any other programme in future at the Institute.

**2.4.3** Candidates selected for admission are required to submit a medical fitness certificate in the prescribed format to confirm admission to the Institute.

**2.4.4** A candidate, who has been admitted provisionally pending results of the final year examination of the qualifying degree, shall submit the final year mark-sheet, provisional passing certificate and transfer certificate to the Academic Section. Photocopies of final year mark-sheet and provisional passing certificate may be verified by showing original documents and then submitted to the Academic Section; Migration Certificate has to be submitted in the original. These documents should be submitted to the Academic Section within the prescribed period, failing which the student's admission will be cancelled. No relaxation will be made to this rule.

**2.4.5** Failure in final year examination of the qualifying degree will lead to automatic cancellation of provisional admission to the programme.

## 2.5 OTHER IMPORTANT RULES

**2.5.1** *Discipline:* Students admitted to the Institute are expected to fulfill all academic requirements, as well as follow all the rules and regulations related to the study programmes and life on campus. As students of TISS, they must observe the rules and maintain decorum in behaviour while on Institute campuses and during fieldwork, study tour, rural practicum, relief work, and block fieldwork/internship. Misbehaviour and violation of rules will lead to disciplinary action in the form of fine, withdrawal/denial of academic prizes, suspension/discontinuation from the hostel and the dining hall, or suspension/cancellation of registration as a student of the Institute. The Director, or other officials or appropriate bodies, constituted for the purpose, have the power to award punishments including levying fines, discontinuation from hostel and dining hall, and suspension and/ or revocation of registration as a student, for non-observance of rules and regulations. The **Handbook for Students** provides a detailed account of all Rules and Regulations to be followed during the course of study/ stay at the Institute. (refer <https://tiss.edu/view/6/students/office-of-students-affairs/>)

**2.5.2** Taking up employment, a remuneratory job or registering for another programme of study while pursuing a programme of study at the Institute is not permitted. The student will have to seek temporary withdrawal from the programme before taking up employment or joining another programme of study with prior permission of the concerned school Dean.

**2.5.3** Students who have any outstanding dues or advances against them while studying for any programme in the Institute and have not cleared the same at the time of graduation/completion will not be considered for admission to any other programme at the Institute unless they clear their arrears/dues. Those who have availed of financial support from the Institute for any programme of study will not be eligible for the financial aid for the second programme at the same level of study.

**2.5.4** SC and ST candidates who are eligible for application fee discount, owing to their eligibility for Gol-PMS can avail the same for a maximum of two times for the same level of study. However, if admitted in subsequent times, they will be eligible for other support as per existing rules governing the same.

**2.5.5** *Participation in Relief Work:* In keeping with the Institute's tradition, students may be called upon to participate in disaster rescue, relief and rehabilitation work and extension activities of the Institute, in or outside Mumbai, from time to time, and as demanded by the situation. All students are expected to participate in these activities, which emerge from the character of the Institute that cares for people in need of support. Participation of students in community service is encouraged and honoured.

## **2.6 INTERNATIONAL STUDENTS**

### **2.6.1 Introduction**

Admission of international students to all the Bachelor's Degree programmes offered by TISS across campuses is done through the International Relations Office (IRO). The admission process for international students runs from September to the end of March for programmes commencing in early June.

### **2.6.2 Eligibility**

Any person who is not an Indian Citizen or a Permanent Resident of India, is considered as an international student'. Similarly, Foreign Nationals, Overseas Citizen of India (OCI-Dual citizens), and Non-Resident Indians (NRI) are also considered under the category of international students.

International applicants should have minimum 50% marks/GPA in the 10+2 or 10+3 programme to be eligible to apply.

International students can apply for a maximum of 2 programmes across Schools/Campuses and must ensure that they fulfill all the basic eligibility requirements/criteria for the programme(s) they are interested in as mentioned on the TISS website ([www.admissions.tiss.edu](http://www.admissions.tiss.edu)).

Proof of proficiency in the English language is essential for those applicants who have studied in a University located in a non-English speaking country or where the mode of instruction was not English.

Only those students who have qualified from Foreign Universities or Boards of Higher Education recognised as equivalent by the Association of Indian Universities (AIU), are eligible for admission. Foreign nationals who have studied in India and Nepali nationals are also eligible for admission.

### **2.6.3 Admission**

International Students must apply to the interested programme(s) through the Online Application Portal available on the <https://iro-admissions.tiss.edu/login/> or write to [iro@tiss.edu](mailto:iro@tiss.edu) for more information/clarification.

An application fee of USD 100 for the first programme and USD 50 for the second programme, if applicable, is to be made towards application processing charges. This fee is mandatory and non-refundable.

Applicants must also upload scanned copies of the Original Certificates listed in the eligibility form.

International students are required to undergo the Online Written Essay Test, i.e., the International Entrance Test (IET) and a Zoom/Skype Interview as part of the selection process. The Written Test will

be held in the month of January, and the Zoom/ Skype/ Telephonic interviews in February or March for programmes commencing in June of that year. For any further details/updates please visit IRO <https://iro-admissions.tiss.edu>

## **2.7 STUDENT SUPPORT SERVICES**

Various support services available for the students are mentioned below; with the detailed rules and procedures governing these facilities and services. Please refer <https://tiss.edu/view/6/students/office-of-students-affairs/>.

### **2.7.1 Office of Students' Affairs**

The Office of Students' Affairs (OSA) is the main link between students, faculty and the administration of TISS. The purpose of the Office is to create a climate which promotes personal and academic development of students. The Office strives to help students in adjusting to TISS life and help them take full advantage of the academic and social environment here.

### **2.7.2 Accommodation/Hostels**

Limited hostel facilities are available in the Tuljapur and Guwahati campuses; the Hyderabad Off Campus is currently non-residential. Admission to the hostels is restricted to full-time, bonafide students, subject to availability of seats. Deputed candidates, irrespective of the category they belong to, and from the cities where TISS campuses are located will not be allotted hostel accommodation. For further details related to campus-wise hostel accommodation, you may contact the OSA in the respective campuses.

### **2.7.3 Health Care and Counselling Services**

The Institute provides free medical consultation and counselling services in all its various campuses. Details of healthcare and counselling services of the campuses are available with the OSA/Campuses In-charge.

### **2.7.4 SC/ST Cell and Equal Opportunity Cell**

The TISS had set up a Student Service Cell in 1986, with financial assistance from the then Ministry of Welfare, GoI, to assist students from the Scheduled Caste (SC) and Scheduled Tribe (ST) communities to improve their academic performance and to optimise their personal and social development at the Institute. In 1988, the Institute obtained approval of the UGC to set up a Special Cell for SC/ST. This Cell began functioning from 1989 onwards. With subsequent government guidelines to establish special Cells also for Other Backward Classes (OBC), Religious Minorities, and Persons with Disabilities (PWD), and the primary objectives of all these Cells were by and large the same, the Institute established a larger umbrella called Social Protection Office (SPO) in 2012 and brought the functioning of all these Cells under the overall control of a Dean- cum-Liaison Officer, SPO.

However, at the suggestion of the National Commissions for SCs and STs, the SPO was re-constituted in June 2018 into two independent Cells: SC/ST Cell and Equal Opportunity Cell (EOC). The SC/ST Cell deals with the issues of SCs and STs, while the EOC deals with the issues of the OBCs, Religious Minorities and PWD. These two Cells address grievances, if any, related to the discrimination and exclusion, organises supplementary educational support programmes, and guides students in availing of the GoI-PMS and other scholarships of the government. Full details are available in the Information Booklet of the SC/ST and EO Cells, a soft-copy of which is available on the TISS website.

### 2.7.5 Women and Gender Development Cell and Internal Committee

Gender discrimination is a systematic, unfavourable treatment of individuals on the basis of gender and sexuality, which denies them rights, opportunities or resources within any given society. In TISS, students, faculty members as well as staff members come from different regions, and diverse social and cultural realities. Often, there are stereotypical ideas and prejudices about those different from us, which leads to insensitivity towards certain identities, beliefs, and values. This, in turn, may lead to discriminatory behaviour and hostility on campus.

The Vishakha Guidelines of 1997 against Sexual Harassment — as articulated by the Supreme Court judgement — mandates that it shall be the duty of the employer or other responsible persons in work places or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts, of sexual harassment by taking all steps required. These guidelines have been further strengthened in the Sexual Harassment of Women (Prevention, Prohibition and Redressal) at Workplace Act 2013. Further, The Report of The Task Force to Review the Measures for Ensuring the Safety of Women on Campuses and Programmes for Gender Sensitisation, 2013, also called the Saksham document, commissioned by the UGC, addresses issues of sexual harassment specific to higher education campuses, and lays down definitions of sexual harassment and measures to respond to the same. Lastly, the UGC regulations of 2015 against sexual harassment enjoin higher education institutions (HEIs) to publicly commit to a policy of zero tolerance towards sexual harassment, to publicly notify and disseminate the provisions, and to make its policy conform to the UGC Regulations.

Keeping these protocols and mandates in mind, the WGDC at TISS has the following mandate:

- To understand and progressively engage with issues of gender as a social location, intersecting with other vulnerabilities.
- To identify discriminatory behaviours towards persons in gender marginal locations, including cis-women, persons identifying outside the binary, or discriminatory behaviour towards nonnormative sexualities and expressions, and to provide an enabling environment for people to share these difficulties.
- To initiate dialogue on these questions and promote gender-awareness and inclusivity within the TISS community.

Within the WGDC, the Internal Committee (IC) takes up specific complaints of sexual harassment submitted by women students, employees and faculty. The TISS Off Campuses at Tuljapur, Guwahati and Hyderabad have their own independent IC to address issues of gender discrimination.

The WGDC consists of members of the faculty, administration, service staff and student representatives. The IC consists of faculty, staff and student representatives, and has at least half of its members from women representatives and an external member from outside the Institute who is a gender expert. Any complaints of sexual harassment are to be submitted in writing to the IC. In case you need to talk through the process, the first point of contact for the same can be the student representatives (<https://www.tiss.edu/view/6/women-development-cell/overview-3/>), or the Presiding Officer, IC, WGDC chairperson, WGDC or IC members, within the requisite campus. For more information on the processes and current composition of the WGDC-IC, please visit <http://www.tiss.edu/view/6/women-development-cell/overview-3/>.

### **2.7.6 Scholarship and Student Aid**

A limited number of scholarships and endowments have been created by eminent individuals, foundations and the corporate sector and are available to needy students on the basis of merit-cum-need. Students must apply to the Student's Aid Committee for this purpose and may refer <https://tiss.edu/view/6/students/office-of-students-affairs/>.

### **2.7.7 Grievances Redressal Committee**

In accordance with UGC Regulations of 2012, a Grievances Redressal Committee was re-constituted in September 2019 with a senior faculty member as Chairperson. The other members of the Committee are senior faculty members, a student representative, and an Ombudsperson, who is a judge not below the rank of District Judge or a retired Professor with at least 10 years' experience as a professor. The Institute follows the provisions of The Gazette of India (dated March 23, 2013) in addressing the grievances of its students. Please refer <https://tiss.edu/view/6/students/office-of-students-affairs/>.



### 3.

## Bachelor's Degree Programmes: Rules and Guidelines

### 3.1 RULES AND GUIDELINES CONCERNING COURSEWORK, ATTENDANCE AND ASSESSMENT

Each Bachelor's programme — leading to the award of a degree — comprises a predefined set of courses of study. This may include a number of courses, a research dissertation, internships, and other activities, each of which is assigned specific credits or may be non-credited, but compulsory. Each programme is defined by a minimum requirement of total credits to be completed satisfactorily for the purpose of the award of a degree, within a stipulated minimum and maximum period of study.

#### 3.1.1 Semester Registration System

Students are required to register online for joining Semesters II to VI. Registering for all semesters prior to its commencement is a mandatory requirement for all students of TISS. Semester registration details are used for academic progression, grade cards and promoting students to next semesters. The semester registration system charts the academic progression and mobility of students across semesters so that all requirements for the award of the degree are completed in a systematic and orderly manner.

Students are required to choose II to VI. Optional, Audit, Extra Credit and CBCS courses during registrations for Semesters. Once the semester registration is saved and confirmed, no changes will be allowed in the courses selected by the student. Students will not be allowed to continue the programme of study, if they fail to complete the semester registration. All students must follow the procedures detailed below for the Semester Registration System.

3.1.1.1 Login to the Student Management System (SMS) at <https://stud-mgmt.tiss.edu> using your TISS email ID enrolment number as the username and password provided at the time of commencement of classes. After login to SMS, visit the tab — Semester Registration -> Registration Form. Please note that the semester registration link will be activated only after clearing previous fee dues, if any, and after the payment of current semester fees. To know more about the procedure for online payment of fees, please read 4.2.

3.1.1.2 On the Semester Registration screen, choose the courses (Core, Optional, Audit/Extra Credit, CBCS courses, etc). your School Secretariat has already mapped the courses (Core, Optional and CBCS) available for that particular Semester. Complete the registration of courses for the Semester and submit the same by clicking the Save and Confirm buttons. Once semester registration is confirmed by the student, no changes in the selected courses will be allowed.

#### 3.1.1.3 Documents to be Uploaded

It is mandatory to upload all the documents listed in the Student Management System within the specified time for the Institute to confirm the admission. If students fail upload the document(s) on time, they will not be promoted to the next semester and/or the admission will be cancelled without any further communication.

The following documents are to be uploaded for semester registration. Please note that (iv), (v) and (vi) are only applicable for students eligible for the GoI-PMS Scholarship:

- (i) Migration Certificate/Transfer Certificate/Leaving Certificate (Class XII) from your earlier institution/college, if this has not been submitted earlier.

- (ii) Class XII Marksheet, Pass Certificate and Degree Certificate are to be uploaded before completion of the Semester.
- (iii) Settlement receipt of any advance taken and clearance from the Finance Section.
- (iv) Students eligible for the Gol-PMS scholarships should have submitted application for the scholarship from the Gol and/or their respective State Government. Those who have not done so or whose application has been rejected must pay all fees — tuition, hostel, dining hall charges and other fees, if any — before semester registration.
- (v) Students have to inform the SC/ST Cell and EO Cell of scholarships received from any source, since the money gets directly transferred to their accounts.
- (vi) In order to verify scholarship details, students are required to upload all pages (starting from the date of enrolment at the Institute. If a new account has been opened after joining the Institute, the student should upload the pages from the time of opening the account) of the passbook of their Aadhaar-linked bank account.

All processes related to semester registration needs to be completed as per the procedures/guidelines issued from time to time.

### **3.1.2 TISS Online Learning: TISSOL**

TISS has always believed in adopting all tools that can aid learning and the COVID-19 pandemic has necessitated shifting to an online mode for all programmes. To ensure continuity of learning for all students during the pandemic period, TISS developed an online learning platform for faculty and students to manage their course teaching and learning. TISSOL adapted the latest open-source MOODLE Learning Management System (LMS) which many of our programmes have used in the past, and added several features to run its courses. TISSOL provides many opportunities for teacher–student and peer interaction, a variety of ways for faculty to adopt new modes of assessment, and multiple modes for faculty to present the courseware.

The processes and the add-on applications are dynamically updated as the team responds to requests and suggestions from the administrative staff, faculty, and students. For the first time, all campuses and all programmes from under-graduate post-graduate, doctoral, as well as short-term, programmes are housed in a single composite platform. Currently we have 55 Master's Degree, 4 Bachelor's, 30 short-term, and 10 Doctoral programmes mapped on the platform across our Mumbai, Tuljapur, Guwahati and Hyderabad campuses.

### **3.1.3 Courses**

Courses, dissertation and other course-related activities, which may be conducted both on campus as well as off-campus are of the following kinds:

A course is a prescribed content of a curriculum, with a set number of lessons/lectures, as approved by the Academic Council of TISS. All programmes consist of compulsory and optional courses offered in each semester. All courses carry credits with clear distribution of hours of teaching. In general, one credit refers to 15 hours of instruction and 30 hours of self-study. A few courses may not carry any credit, but would be compulsory to attend (e.g., Research Seminar).

Following the UGC directive, Choice Based Credit System (CBCS) was introduced in 2015, wherein students are required to undertake a certain number of courses to accumulate the required credits over

semesters II to VI. A basket of courses is available in these semesters from which students can select any 2 courses of their interest in order to accumulate a total of 4 credits. Currently, 4 CBCS credits are allotted for students in each study programme, which is specified in the course content of the respective programme. (Note: Variations observed in the total number of CBCS credits in some programmes is on account of the nature and total credit load for that programme).

Students have a choice of auditing optional courses. However, the norms pertaining to attendance and regularity for audit courses remain the same as for compulsory courses. A course is delivered in the form of face-to-face instruction or through prescribed self-study with mentoring, and/or with online support, over the duration of a semester or in concentrated periods during a contact period, or in modular formats. Courses are taught and assessed by, or undertaken under the guidance of, one or more faculty.

Field-based/practical courses are described variously as fieldwork, block field placement, rural practicum, field practicum, practicum, and internship, and are undertaken as per pre-defined schedule of activities. Fieldwork comprises 7.5 hours of practical sessions per day. Depending on the curricular structure of each academic programme, the field-based experiential learning is credited or non-credited. The norms pertaining to regularity in attendance and fulfilling the requirements of the course are at par with taught courses. A supervisor and field coordinator(s), at particular field sites/agencies/organisations, coordinate these sets of activities. The faculty supervisor and/or the fieldwork supervisor conduct assessments of the student's fieldwork performance. Details of the field component are available under the respective programme descriptions.

#### **3.1.4 Research Study**

This is described variously as Dissertation, Project or Research Project, and involves research work to be undertaken individually by a student under the guidance of a faculty member or members. The duration of research work generally spans more than two semesters and is credited variously by the different programmes, depending on the weightage given to this activity in the curriculum of the programme concerned.

#### **3.1.5 Additional Activities**

This includes Rural Camp, Study Tours, Workshops, experiential learning and other non-credited compulsory activities as prescribed by various programmes.

#### **3.1.6 Assessment Unit**

3.1.6.1 Each course of study, credited or non-credited, taught or field-related, or research project, will be assessed through the following assessment unit types with prescribed weightages, as per a pre-defined schedule, which is provided at the commencement of a semester. These may involve individual or group work.

Assignments, which are held during the course of the semester, and are conducted as individual or group assessments may take the following forms:

- (i) Individual or group class presentations.
- (ii) Reflective journals, fieldwork reports or field diaries.
- (iii) Reports or dissertations or productions.
- (iv) Faculty assessment of class participation or fieldwork, or process aspects of fieldwork or dissertation/ research.

- (v) Examination / tests (open book, closed book, take home) conducted during or at the end of the semester.
- (vi) Viva/oral test or examination.
- (vii) Written assignments
- (viii) Observation by faculty/supervisor.

3.1.6.2 Non-credited compulsory requirements of the academic programmes require certificates of participation/ completion and also include evaluative components, which may be mentioned in testimonials.

3.1.6.3 No course has only one type of evaluation instrument (for example, 100% assignment or 100% written exam). Each course will have a minimum of two components for assessment, irrespective of the course credits. The maximum components of assessment will not be more than the course credits. Assessment units could be a combination of an assignment and a written examination or two assignments or two tests. Weightage of the written examination will not exceed 60% of the total evaluation. For example, a two-credit course is assessed by two units of assessment—an assignment and an examination, or two assignments or two examinations.

Course Credits	Units of Assessment
1	2
2	2
3	3
4	4

3.1.6.4 A student is required to attempt all assessment units to qualify for passing the course.

3.1.6.5 Non-submission of an assignment will be treated as having failed in the course and the student will be given supplementary for that course after completion of all modes of assessment. In the case of supplementary examination, the mode of assessment will remain the same as an acceptable practice. Any change in the mode of assessment will be done in consultation with the School Dean/ Centre Chairperson/ Programme Coordinator.

3.1.6.6 In case of failure in courses exceeding 4 credits in a semester, the student will not be allowed to proceed to the next semester and will have to drop studies for the academic year and rejoin the same semester in the next academic year. This will be shown as “Repeat Semester” in the Grade Sheet. However, the 4-credit rule will not be applicable to Fieldwork / Internship / Field Practicum / Research Project.

**3.1.7 Programme Completion/Credit Requirements Fulfillment**

3.1.7.1 The programme requirements include credited and non-credited activities.

3.1.7.2 The cumulative grade point average (CGPA) is computed as the credit-weighted average of all courses undertaken across all semesters. The CGPA is reported to one place of decimal and is also reported at the end of each semester on the semester grade card.

3.1.7.3 A student must receive a CGPA of 4.0 points in each semester to be considered to have completed the semester/programme successfully.

- 3.1.7.4 The grade earned in a given course will be credited only if the students have the requisite attendance.
- 3.1.7.5 Students having a shortage of attendance as per section 3.1.11 will be considered as having failed and will be shown as 'AB' (absent) in the course, even if the assignments have been submitted and they have appeared for tests. Such students will have to undergo supplementary assessments or repeat the course in a future semester.
- 3.1.7.6 All assignments must be completed and submitted as per the predefined schedule.
- 3.1.7.7 Submission has to be done strictly in accordance with the guidelines provided by the course teacher such as, hard copy submission to the School/Centre Secretariat/course teacher on the announced date or submission by email or via Moodle on the announced date.
- 3.1.7.8 Submission of assignments in any mode other than specified in the notification and/or submitted beyond the announced date/time will be treated as supplementary examination. In such cases, the student will be shown as 'Absent' and the assignment submitted will be considered as supplementary.
- 3.1.7.9 Non-completion of fieldwork or internship amounts to failure to fulfil the requirement of pass in a semester or year, as the case may be. In such cases of non-completion of fieldwork/internship, the student will not be promoted to the next semester. The student may be admitted to the subsequent semester / year, after successful completion and assessment of the fieldwork/internship.
- 3.1.7.10 Non-completion of research project/dissertation amounts to non-fulfillment of the requirement of award of degree. The degree will be awarded only after successful completion and assessment of the research project/dissertation.
- 3.1.7.11 Students may be allowed to temporarily withdraw from the study programme, provided they have successfully completed the first semester. Any withdrawal from the programme without completion of the first semester of studies will be considered as dropping out from the programme.
- 3.1.7.12 Student will have to complete the entire programme within a maximum period of 5 years. This applies to those who are granted temporary withdrawal from the programme, or repeat a semester/course, or appear for supplementary/improvement examinations. During the extended period, the student will be considered as a private candidate and will not be eligible for ranking and award of prizes.
- 3.1.7.13 Students must satisfactorily complete all compulsory requirements, and accumulate the requisite credits as on the date of completion of a particular programme in order to become eligible for the degree.
- 3.1.7.14 In case a student completes course requirements (including fieldwork, internship, research project) after the Convocation, the date of declaration of result will be at the next Academic Council meeting and the date of award of degree will be the date of next Convocation function. However, a provisional degree certificate will be issued after the result is approved by the Academic Council.

### **3.1.8 Rules for Students Rejoining a Semester/Programme after Withdrawing/Dropping Out**

- 3.1.8.1 *Credit and course work requirements:* A student who intends to rejoin the programme after temporary withdrawal or repeat semester upon completion of all requirements of previous semesters will be enrolled in the ongoing academic year and will have to complete the required credits applicable to that batch for entitlement of degree. Students rejoining the programme will also be required to complete the UGC-mandated CBCS course requirements as applicable for the batch they are joining, along with all other coursework, fieldwork, internship, etc. as applicable.

3.1.8.2 *Rules regarding rejoining a semester due to lack of attendance/failure:* Students repeating courses for shortage of attendance/failure in courses having more than four credits will be required to repeat all the components of that semester (i.e., fieldwork/internship and research work) and complete the same satisfactorily, as the case may be.

### 3.1.9 Extra Credits and Audits

3.1.9.1 A student can opt to credit additional courses, over and above those prescribed for a programme. For all such credited courses, students will be required to complete all the assessment units as prescribed.

3.1.9.2 Extra credits will be recorded on the grade card, and indicated as extra credits.

3.1.9.3 Extra credits will not be considered for the purpose of determining CGPA, etc.

3.1.9.4 Extra credits earned in a given semester will not be converted to regular credits at a later stage.

3.1.9.5 A student can opt to audit additional courses over and above those prescribed for a programme.

3.1.9.6 For all audited courses, the course title and 'audit' will be indicated in the grade sheet. The norms of regularity of attendance remain the same even if the course is being audited.

3.1.9.7 Students registering for Extra Credit or Audit and having shortage of attendance or failure in the course will be shown as 'AB' (absent) or failure in the grade card as applicable, respectively.

### 3.1.10 Grading Scheme

A grade point of 4.0 is the minimum requirement for passing in individual courses, including fieldwork/internship/research project. A minimum grade point average (GPA) of 4.0 is required for passing in a Semester. Letter Grades and corresponding qualifying descriptions and grade point range are given below.

Letter Grade	Level of Performance/Competence	Grade Point
O	<b>Outstanding Performance</b> — demonstrating high level of mastery and ability to apply concepts to new situations	9.0 - 10.0
A+	<b>Excellent</b> — demonstrating mastery of all learning or assessment situations	8.0 - 8.9
A-	<b>Very Good</b> — demonstrating mastery of most learning or assessment situations	7.0 - 7.9
B+	<b>Good</b> — demonstrating thorough competence in most situations	6.0 - 6.9
B-	<b>Moderate</b> — showing reasonably acceptable competence in some situations, minimal competence in others	5.0 - 5.9
C+	<b>Average Competence</b> — demonstrating minimal competence in most situations, while showing considerable capacity for improvement in others	4.0 - 4.9
C-	<b>Below Average Competence</b> — Not passing, but still showing some capacity for improvement or development	3.0 - 3.9
D	<b>Unsatisfactory Competence</b> — Below satisfaction level performance marked by lack of engagement or inability to apply concepts	2.0 - 2.9
E	<b>Highly Unsatisfactory Competence</b> — Complete lack of engagement and comprehension; also frequent absence	1.0 - 1.9
F	<b>Unacceptable</b> — Non-completion of assignments or blank responses in a test or blank answer sheets	0 - 0.9

Remarks in the Semester Grade Sheet

**M** Mandatory; **Op** Optional; **Au** Audit; **EC** Extra Credit; **CBC** Choice Based Course; **CN** Compulsory & Non-Evaluative; **P** Pass; **F** Fail; **Ab** Absent; **CO** Completed; **NC** Not Completed; **R** Regular; **S1** Supplementary

1; **S2** Supplementary 2; **R** Re-evaluation; **I** Improvement Examination; **RC** Repeat Course / Fieldwork / Internship/ Research Project

### Semester Result Description

**PP** Passed and Promoted (Passed in all courses, fieldwork/internship and research project)

**FS** Failed and allowed to keep Semester (that is, failed in courses up to four credits)

**FR** Failed and Repeat Semester (that is, failed in courses for more than four credits)

The grade point of a course is computed by taking the weighted average of the grade point received for each assessment unit and rounding off to one decimal point.

#### 3.1.11 Attendance

3.1.11.1 Attendance in class and fieldwork is compulsory. Every student is expected to be regular and maintain 100% attendance for all programme requirements: (i) all classes for the courses for which the student is registered, (ii) field work/experiential learning, (iii) field trips, (iv) internships, etc. A minimum of 75% attendance is required for all taught courses.

3.1.11.2 Biometric Attendance: Biometric attendance is an institutional norm and all students are mandatorily required to follow it. The data from biometric thumb impression is only linked to the attendance system, and not to any other applications or databases. The data will be destroyed once the students graduate from the Institute.

#### 3.1.11.3 Operational Guidelines and Policy for Marking Biometric Attendance

Students will mark their biometric attendance twice in each class. The first attendance will be marked within the first 10 minutes of each lecture slot and the second within the last 10 minutes of the lecture slot. Attendance will be awarded only if the biometric attendance is marked twice during class hours. For example, if the class is between 9.00 to 11.00 am, the first attendance will be marked between 9.00 to 9.10 am and the second between 10.50 to 11.00 am. If the student marks attendance between 9.11 am to 10.49 am, the software will ignore it while processing attendance.

When students have subsequent lectures scheduled at the same venue, biometric attendance will have to be registered again at the start and end of the subsequent lecture in the manner explained above.

It is the responsibility of the students to give manual attendance to the Teacher/Instructor if they are unable to register biometric attendance due to technical issues. The Teacher/Instructor will hand over the manual attendance to the concerned School Secretariat, who will then make the attendance entry in the student management system.

#### 3.1.11.4 Attendance for Courses

- (i) Absence of up to 25% may be condoned by the School Dean. Remaining absent for 25% of the time is not a matter of right, but a measure to support students meet medical or health issues or for personal and family crises.
- (ii) Absence between 26–33% will make the student ineligible to appear for the examination. The student can, however, appear for the Supplementary Examination whenever it is scheduled to be held.



- (iii) Absence above 33% will automatically lead to the student repeating the Course when offered in the next academic year.

This includes absence due to medical emergencies as well.

3.1.11.5 The schedule of holidays declared by the Institute for classes and in fieldwork setting will be applicable for fieldwork as well. However, for any clarification, the decision of concerned School Dean will be final in this regard.

3.1.11.6 Absence for medical or other exigent reasons can be taken with permission through a leave application submitted to the Programme Coordinator. For full-time, on-campus courses, leave of up to 7 days may be granted by the Programme Coordinator. Leave above 7 days, may be granted in consultation with the Chairperson/Dean. In no case, can this exceed 25%.

3.1.11.7 Students who have more than 33% absence in any course will not be allowed to undertake the final assessment component such as end of semester examination or a final assignment, and will be declared 'failed' in the course. In such cases, further appearance in examination or completion of assessments will be treated as supplementary.

3.1.11.8 Students who have more than 33% absence in courses of up to four credits will be declared as 'failed' in those courses and will be required to appear for the supplementary examinations, whenever they are conducted. Students who have more than 33% absence in courses totalling more than four credits will be required to repeat the semester the following year. Students can do multiple repeat semesters within the total time span available for the completion of the programme.

3.1.11.9 Students who repeat a course, or courses, due to shortage of attendance or for failure in the regular examination and the two supplementary examinations, will be marked as Repeat Course in the Grade Card, whenever they clear it in a subsequent semester.

3.1.11.10 Attendance for Fieldwork/Internship

- (i) Attendance is compulsory on all days of fieldwork/internship.
- (ii) In the case of internships and field practicum, the maximum days of absence permitted is up to 10% of the total practicum period specified by each programme.
- (iii) For concurrent fieldwork (i.e., fieldwork on certain days of the week), students have to put in a minimum of 15 hours a week, including time spent in Individual Conference/General Conference, but excluding travel time.
- (iv) Absence of up to two days for genuine reasons such as medical/family emergencies is allowed for concurrent fieldwork and block fieldwork/internship (of one month duration) only with prior permission.
- (v) Absence beyond two days needs to be compensated in toto in consultation with the fieldwork coordinator or supervisor.
- (vi) Any absence without genuine reasons and without permission needs to be fully compensated.

### **3.1.12 Selection of Courses or Specialisations**

Students are required to select Specialisations/Optional/CBCS/Audit/Extra Credit courses (wherever applicable) on the Student Management System (SMS) at the beginning of each semester. Students will not be allowed to change their choice of courses/specialisations once they have selected it during the



semester registration. In case the number of seats for particular courses/specialisations are limited, the selection will be facilitated by the online system on a first come, first served basis or any other criteria as announced by the respective programmes.

### **3.1.13 Dissertations / Theses / Self-Study Courses / Research Reports / Field Reports**

- 3.1.13.1 Dissertations / theses / field reports, etc. are carried out in phases and are assessed on two counts: process and product evaluation.
- 3.1.13.2 Soft copies (bound copies if mentioned by Secretariat) of the Research Project/Dissertation Report/ Field Reports, duly signed by the Research Guide/Faculty Supervisor, should be submitted to the Secretariat of the respective School/Centre on or before the scheduled date.
- 3.1.13.3 Late submissions, which are within the extra time given for valid reasons (and as sanctioned by the Chairperson/Dean on recommendation of the Guide/ Faculty Supervisor), will be treated as supplementary submission and the grade card will reflect the same.

### **3.1.14 Supplementary**

- 3.1.14.1 Students are required to apply for Supplementary, if they have failed in a given course, or if they have missed an examination or any other component of assessment for any valid reason (sanctioned by the Chairperson/Dean on recommendation of the Programme Coordinator). They are required to apply online through the Student Management System.
- 3.1.14.2 Supplementary assessment will be announced along with the declaration of semester results. These are applicable in the following situations:
- (i) GPA Score less than 4.0
  - (ii) Attendance shortage of more than 25% and upto 33%
  - (iii) Plagiarism beyond the permissible limits defined as per UGC/Institute norms.
  - (iv) Absent for Examination (including due to medical emergency) for courses with a cumulative of upto four credits.
  - (v) Delay in or non-submission of Assignments/Research Project/Internship Report (including due to medical emergency)
- 3.1.14.3 Fee for Supplementary in taught courses is Rs. 200/-
- 3.1.14.4 Fee for Supplementary in Fieldwork/Internship is Rs. 1,000/-
- 3.1.14.5 Students who fail to undertake the supplementary or fail in Supplementary-1, will be offered Supplementary-2 as per the schedule announced.
- 3.1.14.6 Those students who fail to undertake or fail in Supplementary-2, will be declared as failed in the course and will be required to repeat the course in a future semester. Such students will have the option of Supplementary-1 and Supplementary-2 in the case of repeat course also.
- 3.1.14.7 Student who are unable to appear for the written examination or complete the final assignment due to medical or unexpected emergencies, will be required to give Supplementary for that part of the examination only and will be marked S1 in the grade sheet.

- 3.1.14.8 Students who fail to respond to the call for Supplementary exams after two notices from their School Secretariat will be deemed to have failed in that semester and will be required to repeat that semester.
- 3.1.14.9 Courses completed through Supplementary will be identified using the following codes placed against the grade in the grade card: 'S1' for Supplementary-1 and 'S2' for Supplementary-2. Those students who have cleared the course through Supplementary mode will not be considered for award of any prize when the degree is awarded for the programme, even if the student tops the class/ fieldwork/research as the case may be.
- 3.1.14.10 Students who have failed or have Supplementary for more than four credits in a semester or accumulated over two or more semesters will be deemed to have failed and will not be promoted to the next semester. In such cases, the student will have to drop out of the programme. All the backlog of credits needs to be successfully completed before being admitted to the next semester.
- 3.1.14.11 Grades obtained through Supplementary mode will not be considered for re-evaluation.

### **3.1.15 Improvement Assessments**

- 3.1.15.1 Students are required to apply for Improvement (sanctioned by the Chairperson/Dean on recommendation of the Programme Coordinator), if they wish to improve their grades. Student is required to apply online through the Student Management System.
- 3.1.15.2 Student, irrespective of the obtained grade, can opt for Improvement Examination after the declaration of results, if they are not satisfied with the grades.
- 3.1.15.3 Improvement Examination will be conducted for 100% weightage. Examination components, in relation to the previous regular examinations, can be modified by the teacher and a minimum of two units of assessment for each course may be preferably maintained.
- 3.1.15.4 In the case of Improvement Examination, the grade thus obtained will be considered as final for the grade sheet.
- 3.1.15.5 Dissertation/ Research Project/ Internship/ Field Placement are excluded from improvement assessment.
- 3.1.15.6 Fee for Improvement Examinations in taught courses is Rs. 500/- which is non-refundable.
- 3.1.15.7 There is no option for second improvement.
- 3.1.15.8 Grades obtained through Improvement mode will not be considered for re-evaluation.
- 3.1.15.9 Courses completed through improvement will be identified using the code 'I' for Improvement placed against the grade in the grade card. Those students who have cleared the course through Improvement will not be considered for award of any prize when the degree is awarded, even if the student tops the class/fieldwork/research as the case may be.

### **3.1.16 Re-evaluation**

- 3.1.16.1 Re-evaluation means verification of grades and/or reassessment of answer papers, research project, assignments, fieldwork/internship performance. Students
- 3.1.16.2 Students who desire to have their answer paper, research project, or fieldwork/internship performance re-evaluated, will be required to apply for re-evaluation within 10 working days after the declaration

of semester results by paying the requisite fees. are required to apply online through the Student Management System.

- 3.1.16.3 Fee for Re-evaluation of theory courses and fieldwork is Rs. 500/- and Rs. 1,500/- respectively, which are non-refundable.
- 3.1.16.4 Grades of Semester VI, which are subsequently re-evaluated after the Convocation, will not be considered for any prize in which the relevant degree is conferred even if the student tops the class /fieldwork. However, a certificate will be issued to the effect.
- 3.1.16.5 A Committee, with the power to co-opt members, will be constituted by the Dean of the School/ Chairperson of Independent Centre to consider requests for re-evaluation of grades in courses/ research project/fieldwork/internship.
- 3.1.16.6 The Re-evaluation Committee will ordinarily invite a faculty member of the Institute based on the expertise required for re-evaluation in the specific courses or the area of research/fieldwork/internship to re-evaluate, unless it decides for some reason, to invite an outsider. The re-evaluator, however, will not be a member of the re-evaluation committee and he/she will not be a member of the Centre to which either the student or the examiner belong to.
- 3.1.16.7 Re-evaluation will be done for all re-evaluable components of the course / fieldwork / internship / research project.
- 3.1.16.8 The concerned faculty member, who taught the course and assessed the student, will submit a note along with the grade sheet and answer book/assignments, with a view to enlighten the re-evaluator on the course content and the emphasis given while teaching the course, and the broad criteria followed in the assessment. The answer books of the highest, lowest and average grades will accompany the re-evaluation answer book.
- 3.1.16.9 In the case of research project, only the final research report/dissertation will be re-evaluated by a subject expert, internal or external to the Institute.
- 3.1.16.10 In the case of fieldwork/internship, the re-evaluator will review the following:
- (i) Fieldwork/Internship recording of the student,
  - (ii) Fieldwork/Internship diary of the student,
  - (iii) Records of supervisory conferences submitted by the student,
  - (iv) Supervisory diary maintained by the supervisor, and
  - (v) Mid-term and final evaluation form maintained by student and the supervisor.
- 3.1.16.11 In the case of re-evaluation of fieldwork/internship, the re-evaluator will meet the student concerned and get a verbal report with regard to the work done. The re-evaluator may also ask questions so as to assess the student's fieldwork/internship knowledge, skills and attitude. The re-evaluator will also meet the supervisor, field supervisor or contact, faculty adviser, fieldwork/internship coordinator individually and/or collectively to make an objective assessment of the student's work and performance.
- 3.1.16.12 If a student applies for re-evaluation for a failed grade, and fails again in the re-evaluation, the student has to appear for supplementary examination.

- 3.1.16.13 A student, who applies for re-evaluation of a Semester VI course(s) after the degree has been awarded, should return the degree certificate and the grade card. The re-evaluation will be completed within 6 months.
- 3.1.16.14 In case of re-evaluation, the grade thus obtained will be treated as final for the grade sheet. Provision of improvement will not be applicable for courses which are re-evaluated.
- 3.1.16.15 Re-evaluated grades of Semesters I to V are considered for the award of prizes, etc. of the Institute. However, in case of supplementary or improvements, the same will not be considered for awards and prizes.
- 3.1.16.16 In case a student gets a better grade after re-evaluation of any assessment components in Semester IV, the same will not be considered for award of prizes. However, a certificate will be issued upon request reflecting the higher grade received.
- 3.1.16.17 If a student applies for re-evaluation for Semester VI, the date of declaration of re-evaluation result will be the date of next Academic Council meeting and date of award of degree will remain the same (in case of failure in re-evaluation, the date for award of degree will be next convocation function).
- 3.1.16.18 Students are required to register for re-evaluation in the announced window period and no requests will be entertained after the completion of deadline.

### **3.1.17 Transcript for Current Students**

The charges for transcript for current students is Rs.100 per semester for First Copy and Rs.50 per semester for additional copies.

### **3.1.18 Use of Unfair Means**

- 3.1.18.1 Students found to have copied/cheated/plagiarised in any assessment unit, will be deemed to have failed in the course and will be required to appear for supplementary evaluation.
- 3.1.18.2 If the same students are found copying/cheating/plagiarising in an assessment unit in any of the following semester(s), they will be deregistered from the programme.
- 3.1.18.3 Students found copying/cheating/plagiarising in a research project/dissertation will be deemed to have failed in the research project/dissertation and will be required to do a research project in another area/theme/topic.
- 3.1.18.4 Students found to submit false recordings in the fieldwork/internship will be deemed to have failed in the fieldwork/internship and will be required to repeat the fieldwork/internship in another fieldwork/internship agency in the next academic year in consultation with the Dean/Chairperson and the fieldwork/internship supervisor.
- 3.1.18.5 Following are some of the Unfair Means considered for penal actions. This is only an indicative, and not an exhaustive, list of the types of unfair means considered actionable:
- (i) Having in possession papers, books, notes or any other material or information relevant to the paper concerned in the examination hall during examination;
  - (ii) Giving or receiving assistance of any kind or attempting to do so during the examination;

- (iii) Copying/cheating in examinations, assignments and the fieldwork reports/project reports;
- (iv) Writing question(s) and/or answer(s) on any material other than the answer book given by the Hall Supervisor for writing the answers;
- (v) Tearing off the answer book, supplementary answer books, etc., or a part thereof;
- (vi) Contacting/talking or trying to contact/talk with any other person during the examination;
- (vii) Using or attempting to use any other undesirable method or means in connection with the examinations, e.g., using abusive language in the answer book, disclosing one's identity in the answer book by writing one's name;
- (viii) Smuggling in/out or carrying away the answer book/objective type question paper;
- (ix) Impersonation; and
- (x) Any other act amounting to serious misconduct.

3.1.18.6 Students found copying/cheating in the assignment having less than 50% weightage will be given supplementary for that portion of the assignment. If the weightage of that part of assignment is 50% or more in which the student is caught copying/cheating, the entire assignment of the course will be cancelled and a new assignment will be given as supplementary.

## 3.2 RULES PROHIBITING RAGGING

3.2.1 In pursuance to the Judgment of the Hon'ble Supreme Court of India dated May 8, 2001, in Civil Appeal No. 887/2009, the UGC framed regulations on curbing the menace of ragging in higher educational institutions. These regulations are mandatory for all Universities/Institutions. The UGC has also made it mandatory for all students/parents to submit anti-ragging related affidavits to the institutions at the time of admission. Thus, the students are advised that ragging in any form is strictly prohibited within the Institute premises or any part of the Institute system or outside the Institute.

3.2.2 Ragging involves existing students baiting or bullying new students. It includes display of noisy, disorderly conduct; teasing; excitement by rough or rude treatment or handling; indulging in rowdy, undisciplined activities, which cause or is likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher; asking the new students to do any act or perform something which they will not do in the ordinary course and which causes them shame or embarrassment or danger to his/her life; causing, inducing, compelling or forcing students, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates their person or exposes them to ridicule; forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring them or by using criminal force on them or by holding out to them any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force, etc.

**Please note that the above is only an indicative list.**

3.2.3 A list of punishments for those found guilty of participation in or abetment of ragging is given below. The quantum of punishment will depend on the nature and gravity of the offence as established by the Disciplinary Committee or the court of law.

- (i) Cancellation of admission.
- (ii) Suspension from attending classes.
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits.
- (iv) Debarring from appearing in any test/examination or other evaluation process.
- (v) Withholding results.
- (vi) Debarring from representing the Institute in any national or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel.
- (viii) Rustication from the Institute for periods varying from 1–4 semesters.
- (ix) Expulsion from the Institute and consequent debarring from admission to any other Institute.
- (x) Fine up to Rs. 25,000/-.
- (xi) Rigorous imprisonment up to three years by a court of law.

3.2.4 While the first 10 types of punishment can be awarded by the appropriate authority of the Institute itself, the last punishment can be awarded only by a court of law.

### **3.3 AWARD OF DEGREE**

3.3.1 Students who have successfully completed their programme of study will be admitted to the degree only at the Annual Convocation.

3.3.2 Students who are unable to complete course requirements before the regular Convocation will be awarded the degree at the next Convocation.

3.3.3 Notwithstanding anything contained in these rules, the Academic Council may, on the recommendation of the Director, by a resolution passed with the concurrence of not less than two-thirds of the members voting, withhold for such a period as they may deem fit, conferment of any degree to any successful candidate at an examination of the Institute, for reasons, which, in their opinion, justify such withholding, e.g., unruly or disorderly conduct, or violence on the Institute campuses, or conviction for an offence involving violence or moral turpitude.

## 4.

# Bachelor's Degree Programmes: Fees and Deposits

### 4.1 PAYMENT OF FEES

All fees are to be paid through the online mode only, i.e. using a credit card or via net banking as provided in the Students Management System (SMS).

- 4.1.1 Payment of Semester II to VI fees should be made on time and by the due date announced by the academic administration.
- 4.1.2 In case of non-payment of fees by last date, a fine of Rs. 100/- per week will be imposed. However, the fee payment must be made within the maximum period of 45 days along with the accrued late fee.
- 4.1.3 Semester Registration will be permitted only after payment of fees. In case the student fails to pay the fees and complete the Semester Registration formalities within 8 days from the last date of payment of fees, his/her name will be removed from the registration system and their attendance will not be registered in the biometric system. No request for restoration of attendance will be entertained in this regard.
- 4.1.4 Sponsored/Deputed students will be exempted from paying a fine even if there is a delay in payment of fees. However, their degree will be released only upon clearance of fees for the entire programme.
- 4.1.5 Permanent employees of the Institute, their spouses and up to two children, are exempted from payment of tuition fees to undergo any study programme in the Institute. This exemption will not be applicable to self-financing courses.
- 4.1.6 Students who are away on Exchange Programmes have to pay the regular semester fees, excluding hostel and dining hall fees.
- 4.1.7 Fines, as applicable, will be imposed on all students including those availing Gol facilities, if they fail to pay fees by the stipulated date.
- 4.1.8 Students who are away on internship for a full semester are required to inform the Dining Hall and sign out from there. However, hostel fees will be applicable for them.
- 4.1.9 For information on fees for Supplementary, Improvement examinations, and Re-evaluation, please check sections 3.1.14, 3.1.15 and 3.1.16 respectively.
- 4.1.10 Students who did not qualify to complete a semester due to absenteeism in courses up to four credits, have to repeat the course whenever that semester begins along with the regular semester, provided the timetable allows for it. The fee to be paid per course is Rs. 2,000/-
- 4.1.11 Students who did not qualify to complete a semester due to absenteeism in more than four credits in a semester, or attended the classes, but did not appear for/pass the examination will have to repeat the semester whenever it begins along with the regular semester. Such students will have to pay the Semester Fees prescribed for the course enrolled, except caution deposit, wherever applicable.
- 4.1.12 Students who have failed in Fieldwork/ Internship/ Rural Practicum (or not completed due to absenteeism and other reasons), will have to pay the Fieldwork/Internship/Rural Practicum + Examination Fees + Computer Fees as chargeable by the respective School/Centre.

- 4.1.13 Students who have failed in Research Project/Dissertation or not completed due to absenteeism or other reasons, have to repeat the same. The Repeat/Late Submission with Supplementary Fees for the Research Project/Dissertation (including evaluation fees) is Rs.1,500/-.
- 4.1.14 Students who did not fill the Convocation Form for the Degree Certificate during the said period and request for the same after the Convocation, will be charged Rs. 500/- as late fees.
- 4.1.15 Students requesting for correction in their name on the Degree Certificate (and other appropriate documents) will be charged Rs. 500/- for the same.
- 4.1.16 Request for additional Grade Card for Semesters I to V will be charged Rs. 200/- per Grade Card.
- 4.1.17 Bonafide Certificates for Visa/Passport/Migration/Loan/Parents IT/Sim Card/Other Scholarships/Railway Concession, etc. will be charged Rs. 50/- each. GoI-PMS students are exempt from paying these charges.

## **4.2 PROCEDURE FOR PAYMENT OF FEES**

- 4.2.1 Fee payment is to be done via the online fee payment portal by logging on to <https://stud-mgmt.tiss.edu> using your TISS email enrollment number, username and password provided.
- 4.2.2 After login, visit the Fees tab -> Fee Payment and click on the button 'Make Payment' to pay the fees. Confirm the amount being paid before making the transaction.
- 4.2.3 The outstanding fees with respect to students who have not paid fees as per the Institute records in the previous semester will be included in the fees for the next semester. In case this is an error and there are no outstanding fees, the student should contact the Academic Section & Accounts Section and show the proof of payment.
- 4.2.4 In case of any issues / changes in the Hostel and/or Dining Hall charges, please get in touch with the Hostel In-charge and Dining Hall In-charge, respectively.
- 4.2.5 Students having queries or requiring support, while making fee payment, may write to [pgadmission@tiss.edu](mailto:pgadmission@tiss.edu) or call 022-25525252.

## **4.3 COMPULSORY FEES, DEPOSITS AND OTHER ESTIMATED EXPENDITURE FOR INDIAN STUDENTS (IN INDIAN RUPEES)**

- 4.3.1 Fee under fieldwork, internship and lab charges are meant for the purpose it is collected for and are not reimbursable/refundable to the students.
- 4.3.2 Practicum / Study Tour / Rural Field Work / Urban Field Work charges are not part of the fee structure. The expenses for these will have to be met by the students.
- 4.3.3 Caution Deposit will be refunded on online approval of No Dues Certificate at the time of leaving the programme. Dues to the Institute, if any, will be recovered from the Caution Deposit.
- 4.3.4 All receipts for deposits should be carefully preserved and returned at the time of leaving the Institute for claiming the refund.



#### 4.4 FEE EXEMPTION AND OTHER APPLICABLE CHARGES FOR SC AND ST STUDENTS, WHO ARE ELIGIBLE FOR GOI-PMS

- 4.4.1 SC and ST students whose parents'/guardian's annual income is less than ₹2.50 lakh during the financial year 2019-20 are eligible for Gol-PMS. On producing the valid income certificate issued by competent authorities like Revenue Officer, Tahsildar, Nayab Tahsildar, Block Development Officer or the District Magistrate/Collector of the respective state government, they are exempted from payment of tuition and other course fees. The applicable fee structure is given below.

Fee Structure for Eligible SC and ST Gol-PMS Students of Bachelor's Degree Programmes						
Component	Semester					
	I	II	III	IV	V	VI
Group Medical Insurance	1,500	0	1500	0	1,500	0
Students' Union	500	500	500	500	500	500
Convocation Fees	0	0	0	0	0	2000
Caution Deposit	2,500	0	0	0	0	0
Total Course Fee	4,500	500	2,000	500	2,000	2500
Hostel and Dining Hall Charges (Applicable only for Hostel Residents)						
Hostel Charges	0	15,000	15,000	15,000	15000	15000
Dining Hall Charges	0	16,000	16,000	16,000	16000	16000
<b>Total</b>	<b>0</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>31000</b>	<b>31000</b>

- 4.4.2 The exemption given to the students is subject to fulfillment of the criteria for the award of the Gol-PMS and submission of Gol-PMS form, within the stipulated period, as decided by the Institute. In cases where the students fail to complete the Gol-PMS application for any reason OR in the case of the application being rejected by their respective State Governments for any reason, they are liable to pay all the exempted fees. For the subsequent semesters, the students are required to pay all the fees applicable to general category students.

NOTE: SC and ST students in employment, whose pay is protected during the period of their study and who have already availed the Gol Scholarship for a professional course will not be eligible for the Gol-PMS. Therefore, they are required to pay all the fees as deposits and other charges applicable to general category students.

#### 4.5 FEES APPLICABLE/UPFRONT STUDENT AID FOR OBC(NC) STUDENTS ELIGIBLE FOR GOI-PMS

- 4.5.1 OBC (NC) students whose parents'/guardian's annual income is less than ₹1 lakh (one lakh) during the previous Financial Year, on producing the valid OBC (NC) Certificate in the prescribed format and Income Certificate issued by competent authorities like Revenue Officer, Tahsildar, Nayab Tahsildar, Block Development Officer or the District Magistrate/Collector of the respective state government, are required to pay the fees as enumerated in 4.5.2.
- 4.5.2 Course fees (refer to Fee Chart for General Students) for the programme to which they are admitted. Subject to availability of funds such students will be eligible for upfront student aid of ₹ 12,000/- towards tuition fee at the time of admission. Those who are desirous of availing this facility are required to choose the option for upfront student aid in the TISS Student Management Systems Fee Payment Portal. They would also pay a reduced Caution Deposit of ₹ 2,500/- only instead of ₹ 10,000/- which is applicable to General Category students.

#### 4.6 REFUND OF FEES (FOR I SEMESTER)

- 4.6.1 No refund will be made in case of duplication of application forms.
- 4.6.2 No refund will be made once the application form has been submitted, and even if the candidate does not appear for the Entrance Test or is selected for a programme of study at TISS.
- 4.6.3 For those students who wish to withdraw from the programme of study they are enrolled in the Institute will follow the following five-tier system for the refund of fees:

Sr. No	Percentage of Refund of Aggregate Fees*	Time of notice of withdrawal of admission
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days, after formally notified last date of admission
5	0%	More than 30 days after formally notified last date of admission

Note: \*Inclusive of course fees and non-tuition fees, but exclusive of caution money and security deposit)

In case of (1) in the table above, the Institute will deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

(2) Fees shall be refunded by all HEIs to an eligible student within 15 days from the date of receiving a written application from him/her in this regard.

- 4.6.4 Receipt for deposits should be carefully preserved and returned at the time of leaving the Institute for refund.
- 4.6.5 Hostel and Dining Hall deposits will not be adjusted towards any dues, but will be refunded on vacating the hostel.

#### 4.7 REFUND OF FEES FOR CURRENT STUDENTS (OTHER THAN I SEMESTER)

Sr. No.	Percentage of Refund of Aggregate fees*	Point of time when notice of withdrawal of admission is served to HEI
1	100%	Before the date of reopening of semester
2	90%	07 days or less after the date of reopening of semester
3	80%	15 days or less, but more than 7 days, after the date of reopening of semester
4	50%	30 days or less, but more than 15 days, after the date of reopening of semester
5	0%	More than 30 days after date of reopening of semester

Note: \* Inclusive of all components of programme fee, but exclusive of caution deposit.

## 5.

# B.A. PROGRAMMES OFFERED FROM TISS TULJAPUR OFF CAMPUS

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### 5.1 B.A. (HONS.) SOCIAL WORK WITH SPECIALISATION IN RURAL DEVELOPMENT

The B.A. (Hons.) Social Work with specialisation in Rural Development, programme aims to create committed and competent human resources in facilitating change and transformation in rural areas at the level of individuals, groups and communities; in government and non-government organisations (NGOs); and in law and policy. It endeavours to build the needed capability among the students to develop and implement rural development programmes independently and in collaboration with other stakeholders. Keeping these aims in mind, the main areas identified for learning are:

1. Understanding of the rural context (ecological, economic, social, cultural and political).
2. Programme and process skills through integrated practice.
3. Dimensions of and alternatives to development; government policies and programmes; the voluntary sector.
4. Skills in communication; working with individuals, families and groups; community organisation and action; project/programme planning, baseline assessment, evaluation and administration; research, advocacy and networking.
5. Macro-micro development linkages.

#### **Duration**

The duration of this Bachelor's Degree Programme is 3 academic years or 6 semesters. However, students may complete the formal requirements of credit hours over 5 years from the date of admission to the programme.

#### **Medium of Instruction**

The medium of instruction is English and the students are expected to write their assignments, reports and examinations in English.

#### **Teaching Method**

Learning by doing is an extremely crucial aspect of the teaching–learning praxis. Therefore, the methods of training are participatory in nature and learner-centred. Our teaching methods involve classroom teaching, lectures, seminars, workshops, group discussions, social work laboratory sessions, role-plays, field practicum, and fieldwork exposure.

*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 developing leadership in this field. Hence, throughout the programme, we provide opportunities that will help the students to expand their understanding of self and society. Regular one-to-one interaction with faculty members is an important feature of training at TISS. Faculty members are always available for personal consultations on specific educational needs and guidance.

*Learning by Doing:* Hands on experience is very important for learning. Field practicum forms an integral part of social work education and training at the SRD. It is designed to provide opportunities for developing confidence and team spirit, while working with people at various levels. Besides enabling students to gain experience of applying theoretical knowledge in the field practice, they are helped in developing a holistic understanding of the issues, problems, situations, their causative factors and possible strategies of intervention

*Group Discussions:* Group Discussions are a unique experience that students get at the SRD. It facilitates sharing among students and faculty members and offers students opportunities to undergo a wide range of experiences in a formal, structured and controlled situation of a conference. The students learn to communicate effectively and work in group situations.

*Exposure to Field Realities:* The students are placed in community settings, non-governmental organisations, and government organisations. The Institute arranges interactive sessions with the experts, field practitioners and scholars from different areas. It aims at exposing students to innovative methods of working and various intervention strategies, which adds to their learning and enhances their capacity to work in field situations. Internship placement at the end of the program provides the required on the job-experience.

### Career Opportunities

The TISS Social Work students are valued in the voluntary and inter-governmental organisations and the government organisations. The B.A. (Hons.) in Social Work with Specialisation in Rural Development graduates have good employment opportunities with the government and voluntary sector, at the district and sub-district levels, and local self-governing bodies. The programme is expected to shape students’ competence to develop and implement rural development programmes independently

### Credit Hours and Course Details

The distribution of credit hours and details of the courses taught are as follows:

#### Distribution of Credit Hours

Year	Semester	Credits
<b>First</b>	Thematic Courses	14
	Core Courses	6
	Skill Courses	8
	Applied Courses	4
	Field Work	14
<b>Second</b>	Thematic Courses	4
	Core Courses	10
	Skill Courses	2
	Applied Courses	8
	Field Work	13
<b>Third</b>	Thematic Courses	2
	Core Courses	2
	Skill Courses	8
	Applied Courses	4
	Field Work	8
	Choice Based	8
	Dissertation	6
<b>Total Credits</b>		<b>121</b>

### Semester-wise Listing of Courses

Course Code	Course Title	Credits
<b>Semester I</b>		
SOC01	Basic Concept in Sociology	4
POL01	Political Science Theories and Concepts	4
GAN	Gender Analysis	2
HPS	History and Philosophy of Social Work	2
EL01	English-I	2
IL01	Marathi-I	2
HGD01	Human Growth and Development-I	2
FL01	Field Lab 1	1
FW01	Field Work-I	6
<b>Semester II</b>		
HGD02	Human Growth and Development-II	2
IC01	Environment	4
COG01	Community Organisation-I	2
WIF	Working with Individuals and Families	2
IL02	Marathi-II	2
EL02	English-II	2
FL02	Field Lab 2	1
FW02	Field Work-II	6
<b>Semester III</b>		
WG	Working with Groups	2
COG02	Community Organisation-II	2
RE	Rural Economy	2
LSG	Local Self Governance and Social Accountability	2
SWA	Social Welfare Administration	2
CAS	Communication and Analytical Skills	2
FL03	Field Lab 3	1
FW03	Fieldwork-III	6
<b>Semester IV</b>		
MOG	Management of Organisations	2
NFS	Non-Farm Sector and Rural Poor	2
ISWP	Integrated Social Work Practice	2
HPP	Health: Policies and Programmes	2
EPP	Education: Policies and Programmes	2
PERD	Political Economy of Rural Development	2
FW04	Field Work-IV	6
<b>Semester V</b>		
DS	Disability and Society	2
DM	Disaster Management	2
RM01	Introduction to Quantitative Research	2
RM02	Introduction to Qualitative Research	2
SAM	Social Action, Movements and Campaigns	2
SWS	Social Work Seminar Paper	2
FW05	Field Work-V	6

Course Code	Course Title	Credits
<b>Semester VI</b>		
RDS	Rural Development Seminar Paper	2
IPC	Introduction to Peace and Conflict	2
RM03	Data Analysis: Quantitative and Qualitative	2
RES01	Field- based Research Study	6
	Choice Based (To choose courses totalling 8 credits from the six choices given below) ]	
HRL	Human Rights, Law and Social Work	2
WAS	Water and Sanitation: Issues, Policies and Programmes	2
AAA	Agriculture and Allied Activities	2
DC	Development Communication	2
SE	Social Exclusion in Contemporary India [BASS]	4
LDP	Livelihood and Development Policy [BASS]	4

Note: The semester-wise listing of courses is provisional & may undergo some changes. Total number of credits over 3 years 121. For theory courses one credit = 15 teaching hours and for Field Work one credit = 35 hours

## 5.2 B.A. IN SOCIAL SCIENCES DEGREE PROGRAMME

### Introduction

The B.A. in Social Sciences (BASS) programme is visualised “to explore fresh ground in defining social science knowledge and its relevance in building human service professionals”. The programme is envisaged as a coordinated and systematic study of the social, the economic, the political, and the cultural – the key domains of focus of the social sciences. It emphasises on a blending of knowledge and perspectives from disciplines such as anthropology, economics, geography, history, law, political science, philosophy, psychology, sociology, and appropriate content from languages and literature.

Over the last few decades, the academic community world-wide has begun to rethink disciplinary boundaries and to encourage integration across disciplines. With this perspective, the curriculum is aimed to reflect the changing nature of knowledge, and to foster an integrated approach to resolving issues of significance to humanity. It is expected that students acquire the ability to use their knowledge about their community, nation and the world; to apply inquiry processes; to present materials and ideas clearly and effectively; and to learn skills of collaboration, decision-making and problem-solving.

In short, the curriculum is based on three central pillars: distinctive factual knowledge; theoretical orientations that integrate factual knowledge into broader frames of understanding; and methodological skills that put knowledge and understanding into practice. While doing so, it focuses on the key challenges confronting contemporary societies such as the unevenness of development, rapidly increasing urbanisation, globalisation, social and environmental sustainability, migration, and social cohesion and transformation in the midst of growing cultural diversity and economic instability, the complexities of which often transcend the boundaries of conventional social science disciplines.

### Programme Features

This three-year undergraduate BASS is a one of its kind liberal arts programme aimed at providing an all-round understanding of education, particularly social sciences. 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 in the last semester of the BASS 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.

The BASS courses are offered as (i) Perspective Building Courses, (ii) Analytical Skill Development Courses, and (iii) Experiential Learning Courses.

The Perspective Building Courses provide foundational knowledge in the disciplinary tracks to facilitate students' understanding of society, individuals, economy, and politics. The courses are structured over three levels – Basic, Interdisciplinary, and Thematic aimed at taking the students through a progressive and interrelated understanding of social science knowledge from core concepts interdisciplinary understanding to a sustained and in-depth examination of an area of study or theme through an application of disciplinary and interdisciplinary perspectives.

The Analytical Skill Development courses facilitate learning of essential skills such as logical reasoning; language competencies both in English and an Indian language; ability to use literary texts to understand and analyse society and individual motivations; development of writing, numerical, and critical thinking capabilities; understanding of research methods and practices including the ability to analyse, reflect on and present arguments, evidence and theories; problem solving; and evaluating issues; time management; and self-motivation. The set of these courses will also include equipping students with basic knowledge of natural and physical sciences.

The Experiential Learning Courses are spread across the three years, with each taking the student incrementally from exposure to engagement with guided mentoring by Faculty and field-based organisations. Each of the sessions are credited and will be graded.

#### Distribution of Credit Hours

Year	Course Title	Credits
<b>First</b>	Foundation Courses	22
	Skill Courses	4
	Thematic Courses	4
	Core Courses	12
	Experiential Learning	2
<b>Second</b>	Foundation Courses	2
	Thematic Courses	10
	Core Courses	24
	Skill Courses	6
<b>Third</b>	Core Courses	24
	Thematic/CBCS Courses	6
	Dissertation	6
	Skill Courses	2
<b>Total Credits</b>		<b>124</b>

**Semester-wise Listing of Course**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit</b>
<b>Semester I</b>		
SOC01	Basic Concepts in Sociology	4
POL01	Political Science: Theories and Concepts	4
ECO01	Principles of Economics	4
PSY01	Human Behaviour: Biopsychosocial Perspectives	4
HIS01	History: Nature and Purpose	4
EL01	Essential English Language Skills	2
<b>Semester II</b>		
(Choose 3 disciplinary courses out of 5)		
SOC02	Social Theory: Classical Thinkers	4
POL02	Government and Politics in India	4
ECO02	Intermediate Microeconomic	2
ECO03	Intermediate Macroeconomic	2
HIS02	History of Early India (Pre-History to 11th century CE)	4
PSY02	Understanding Child Development	4
IC01	Environment	4
EL02	Academic Reading and Writing	2
IL01	Indian Language	2
EXP01	Experiential Learning	2
<b>Semester III</b>		
(Choose 3 disciplinary courses out of 5)		
SOC03	Social Theory: Modern and Contemporary	4
POL03	International Relations and Indian Foreign Policy	4
ECO04	Theories of Economic Development	4
HIS03	History of Medieval India (12th century to 17th century CE)	4
PSY03	Social Psychology	4
IC02	Gender	4
EL03	Literature	2
SC01	History and Philosophy of Scientific Ideas	2
<b>Semester IV</b>		
(Choose 3 disciplinary courses out of 5)		
SOC04	Sociology in India: Genesis and Development	4
POL04	Indian Political Thought	2
POL05	State Politics in India	2
ECO05	Classical Political Economy	4
HIS04	History of Modern India (18th century CE to 1947)	4
PSY04	Understanding Mental Health	4
IC03	Development	4
SC02	Mathematics/Introduction to Logical reasoning	2
RM01	Introduction to Quantitative Research	2
RM02	Introduction to Qualitative Research	2
<b>Semester V</b>		
(Students will opt 3 disciplinary courses out of 5)		
SOC05	Societies in India	4
POL06	Comparative Politics	4
ECO06	Indian Economy	4



Course Code	Course Title	Credit
HIS05	Contemporary History of India (1947-2000)	4
PSY05	Introduction to Applied Psychology-I: Thematic Area 1 - Organisational Behaviour	2
PSY06	Introduction to Applied Psychology-I: Thematic Area 2 - Community Psychology	2
TC01	Thematic Courses	4
IC4	Human Rights	2
RES01	Dissertation (Research Proposal)	2
<b>Semester VI</b>		
(Choose 3 disciplinary courses out of 5)		
SOC06	Media, Culture and Society	4
POL07	Public Policy	2
POL08	Introduction to Peace and Conflict Studies	2
ECO07	(Students will choose 2 courses of 2 credits each from the basket)	2+2
	Economics Basket Course – I: Public Economics	
ECO08	Economics Basket Course -II: International trade & financial Systems	
ECO09	Economics Basket Course – III: Environmental Economics	
ECO10	Economics Basket Course – IV: New Institutional Economics	
HIS06	History of the Modern World (Renaissance to World War II)	4
PSY07	Introduction to Applied Psychology-II: Thematic Area 3 - Environment Psychology	2
PSY08	Introduction to Applied Psychology -II: Thematic Area 4 - Cyber Psychology	2
RM03	Data Analysis: Quantitative and Qualitative	2
RES02.	Report Writing/Project/Dissertation	4

Note: # Students will opt 3 disciplinary courses out of 5 disciplinary courses from second semester onwards. Credit hours calculation is based on this assumption. Values given in bracket will be total teaching requirement for the given semester.

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**Programme Officer**

## 6. B.A. PROGRAMME OFFERED FROM TISS GUWAHATI OFF-CAMPUS

### 6.1 B.A. IN SOCIAL SCIENCES (BASS)

In line with the vision and mandate of TISS to offer new and distinctive programmes from its Guwahati, Hyderabad and Tuljapur campuses, the B.A. in Social Sciences (BASS) programme was introduced in 2012. The programme focuses on the humanistic aspects of Social Sciences with strong foundation in socio-cultural, economic, political, historical, environmental theories and has the aim of instilling rigorous critical thought. For this programme of study, the students also study mathematics and logic blended with science-the imaginative, creative aspect and languages during the three years, in addition to research methodology.

The BASS programme was visualised to be in tune with the core mission of the TISS to be able “to explore fresh ground in defining social science knowledge and its relevance in building human service professionals”. The vision behind designing this curriculum was informed by a broad commitment to democratic values and to strengthen efforts to create a people centered, ecologically sustainable and just society.

The programme was envisaged as a coordinated and systematic study of the social, the economic, the political, and the cultural – the key domains of focus of the social sciences. It emphasises on a blending of knowledge and perspectives from disciplines such as anthropology, economics, geography, history, law, political science, philosophy, psychology, sociology, and appropriate content from languages and literature.

Candidates can apply to this programme in any one campus only. Transfers between the campuses are not permitted at any stage of the process of admission. Ordinarily these classes are on campus offline mode. In the given situation the courses may be offered online as well.

For the BASS programme, the total number of credits over three years is 124 credits. The method of assessment for the BASS courses may vary according to various courses. The course instructor usually decides the nature of assessment prior to the beginning of the course and informs the concerned students and examination department accordingly. The assessments may consist of a periodic closed or open book written tests, oral tests or class presentation, quiz, debates, project work, assignments and final examination. Additionally, there will be activities like Experiential Learning course (credited), writing research report and so on to assess observational, analytical, critical thinking and presentation skills. Relative proportions of various types of assessments may be decided as per the guidelines of the Institute.

#### Semester-wise Listing of Courses

Course Code	Course Name and Credit Details	Credit Hours
<b>SEMESTER 1</b>		
SOC01	Basic Concepts in Sociology	4
POL01	Political Science: Theories and Concepts	4
ECO01	Principles of Economics	4
PSY01	Human Behaviour: Biopsychosocial Perspectives	4
HIS01	History: Nature and Purpose	4
EL01	Essential English Language Skills	2

Course Code	Course Name and Credit Details	Credit Hours
<b>SEMESTER 2</b>		
<b>(Students will opt 3 disciplinary courses out of 5)</b>		
SOC02	Social Theory: Classical Thinkers	4
POL02	Government and Politics in India	4
ECO02	Intermediate Microeconomic	2
ECO03	Intermediate Macroeconomic	2
HIS02	History of Early India (Pre-History to 11th century CE)	4
PSY02	Understanding Child Development	4
IC01	Environment	4
EL02	Academic Reading and Writing	2
IL01	Indian Language	2
EXP01	Experiential Learning	2
<b>SEMESTER 3</b>		
<b>(Students will opt 3 disciplinary courses out of 5)</b>		
SOC03	Social Theory: Modern and Contemporary	4
POL03	International Relations and Indian Foreign Policy	4
ECO04	Theories of Economic Development	4
HIS03	History of Medieval India (12th century to 17th century)	4
PSY03	Social Psychology	4
IC02	Gender	4
EL03	Literature	2
SC01	History and Philosophy of Social Scientific Ideas	2
<b>SEMESTER 4</b>		
<b>(Students will opt 3 disciplinary courses out of 5)</b>		
SOC04	Sociology in India: Genesis and Development	4
POL04	Indian Political Thought	2
POL05	State Politics in India	2
ECO05	Classical Political Economy	4
HIS04	History of Modern India (18th century to 1947)	4
PSY04	Understanding Mental Health	4
IC03	Development	4
SC02	Mathematics/Introduction to Logical reasoning	2
RM01	Introduction to Quantitative Research	2
RM02	Introduction to Qualitative Research	2
<b>SEMESTER 5</b>		
<b>(Students will opt 3 disciplinary courses out of 5)</b>		
SOC05	Societies in India	4
POL06	Comparative Politics	4
ECO06	Indian Economy	4
HIS05	Contemporary History of India (1947- 2000)	4
PSY05	Introduction to Applied Psychology-I Thematic area 1: Organizational Behaviour	2
PSY06	Introduction to Applied Psychology-I Thematic area 2: Community Psychology	2
TC01	Thematic Courses	4
IC4	Human Rights	2
RES01	Dissertation (Research Proposal)	2

Course Code	Course Name and Credit Details	Credit Hours
<b>SEMESTER 6</b>		
<b>(Students will opt 3 disciplinary courses out of 5)</b>		
SOC06	Media, Culture and Society	4
POL07	Public Policy	2
POL08	Introduction to Peace and Conflict Studies	2
ECO07	Economics Basket Course-I Public Economics	2+2 (Students will choose 2 courses of 2 credits each from the basket.)
ECO08	Economics Basket Course-II International trade & financial Systems	
ECO09	Economics Basket Course-III Environmental Economics	
ECO10	Economics Basket Course-IV New Institutional Economics	
HIS06	History of the Modern World (Renaissance to World War II)	4
PSY07	Introduction to Applied Psychology-II	2
	Thematic Area 3: Environment Psychology	
PSY08	Introduction to Applied Psychology-II	2
	Thematic Area 4: Cyber Psychology	
RM03	Data Analysis: Quantitative and Qualitative	2
RES02	Report Writing/Project/Dissertation	4

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