



Tata Institute of Social Sciences
Deemed University
(under section 3 of the UGC Act 1956)

INFORMATION BROCHURE

B.A. in Social Sciences (3 years) (2013–16)

&

M. A. (2 years) (2016–18)

**Five Year Integrated Programme being offered
from TISS campuses in
Guwahati, Hyderabad & Tuljapur**

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

February 2013

SCHEDULE FOR THE ADMISSION PROCESS

Event	Dates
Announcement of the programme	10 th February 2013
Last day to receive online application	10 th April 2013
Last day for Physical receipt of application (In case candidate prefers to send a hardcopy application)	15 th April 2013
Pre-admission Orientation Programme for SC, ST, OBC, Minority and PWD Candidates	29 th and 30 th April 2013
Admit Card Download	1 st to 10 th May 2013
On-line test	12 th May 2013
Test results	1 st June 2013
Verification of certificates & Payment of fees	10 th June to 11 th June
First Wait list announcement	12 th June 2013
Verification of certificates & Payment of fees	20 th June 2013
Second list announcement	21 st June 2013
Verification of certificates & Payment of fees	25 th June 2013
Commencement of Academic programme	1 st July 2013

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1. INTRODUCTION

1.1 About TISS

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

1.2 Vision of TISS

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

TISS works towards its vision through:

- (a) **Expansion of socially relevant professional education** and enhance access to quality education to a larger number of students across the country
- (b) **Facilitation of autonomous research** in basic and applied research in a range of issues in the social, economic, environmental, political sectors and contribute to knowledge generation, evidence-based policy and programme development
- (c) **Strategic extension, field action and policy advocacy** through training and capacity building programmes
- (d) **Enhancing knowledge development capacities of its Schools and Centres by** continuously reviewing and repositioning the curriculum of its teaching programmes, faculty capacity building, and student scholarships
- (e) **Development of publications and knowledge technology infrastructure by** developing e-learning and web-based knowledge dissemination strategies, expanding

publications capabilities, upgrading technological capacities and communications technology infrastructure development.

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

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

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

1.3 Research

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

1.4 Extension and Field Action

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

1.5 TISS Community

The Institute has over 150 faculty members, who are consistently involved in teaching, research, policy making and institution building. They are supported by technical and administrative staff members and reach out to more than 1,600 postgraduate and 400 doctoral students. The TISS community encompasses an extensive network of partners,

former faculty, researchers, activists, and alumni across the development community worldwide.

1.6 Social Protection Office

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

1.7 TISS Campuses and Programmes

TISS **Mumbai** conducts several Masters, M.Phil and Ph.D. programmes. TISS currently hosts 9 Schools in the Mumbai campus (each having several centres), 4 independent Centres, and a world class library.

TISS Tuljapur in the Osmanabad district of Maharashtra was set up with support from the Government of Maharashtra in 1986. The campus houses the School of Rural Development with several centres. It is a 100-acre campus on a vast plateau on the outskirts of the temple town of Tuljapur. The campus has commenced offering the Five Year Integrated Masters programme since 2012. The campus offers MA degree Rural Development. It has a full-fledged computer centre, library, gymnasium, girls and boys hostels, guest-house, faculty and staff quarters.

TISS Guwahati has been set up at the behest of the government of Assam and the Ministry of Department of North East Region, Government of India. TISS Guwahati has been contributing to the development sector in the North East through a well-conceived Diploma Programme in Community Organisation and Development Practice since June 2009. Currently, TISS Guwahati is operating out of an interim campus in the heart of the city in Guwahati. TISS Guwahati has commenced offering the Five Year Integrated Masters programme since 2012 along with two years Masters degree programme in Social Work with various specialisations. The campus space is equipped with a cyber library, conference hall, and classrooms with provisions for video conferencing. Student hostels separately for men and women are available. These are managed and maintained by TISS. A full fledged campus is being established on 15 acres of land located within the Assam Engineering College campus.

TISS Hyderabad has been set up at the invitation of the Government of Andhra Pradesh. TISS Hyderabad commenced operating from an interim space in the AMR-Andhra Pradesh Academy for Rural Development (APARD) campus in Rajendranagar, Hyderabad, by offering a Certificate course in Rural Development and Decentralised Planning for Government and NGO development functionaries, since 2009. TISS Hyderabad commenced the Five Year Integrated Masters Programme, MA Rural Development and Governance;

M.Phil & Ph.D programmes since 2012. The campus has strong multi-disciplinary faculty, post-doctoral fellows and research teams. The library has access to electronic and digital resources, databases, as well books and journals. The campus has well equipped classrooms, students' lounges and meeting rooms. Student hostels separately for men and women are available. These are managed and maintained by TISS. A full-fledged campus is under construction on 100 acres of land in the Kothur Mandal of Mahabubnagar district, close to the Rajiv Gandhi International Airport, Hyderabad.

2. KEY POSITIONS

DIRECTOR

Prof. S. Parasuraman

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

DEPUTY DIRECTORS

Prof. Lina Kashyap (*Mumbai*)

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

Prof. Lakshmi Lingam (*Hyderabad*)

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

Prof. Virginus Xaxa (*Guwahati*)

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

Prof. Neela Dabir (*Deputy Director, Administration*)

M.S.W. (Mumbai), Ph.D. (SNDT, Mumbai)

DEANS

Prof. S. Peppin

M.A (Madras), M.Phil(JNU), Ph.D (JNU)

DEAN – School of Rural Development (Tuljapur)

Prof G. G. Wankhede

M.A., B.Ed. (Marathwada), M.Phil., Ph.D. (JNU)

DEAN - Social Protection Office

3. B.A in SOCIAL SCIENCES (2013 – 16)

TISS has launched the Bachelors degree in Social Sciences from the academic year 2012. Candidates are invited to apply for the 2013-2014 academic year.

3.1 Programme Features

- This three-year undergraduate liberal arts programme is one of its kind in India with an all rounded understanding of education and particularly social sciences education.
- The programme provides foundational understanding in five key Social Sciences subjects – Sociology, Economics, Political Science, History and Psychology during the first two years and then introduces the students to interdisciplinary subjects like Environment, Development and Gender in the third year.
- Students are given a choice of specialisations to study and engage with through field-based internship during the last semester of the three years programme.
- The curriculum framework focuses on the humanistic aspects of Social Sciences blended with Science to nurture imagination, creativity and rigorous critical thought.
- Students study Mathematics and take foundational courses in biological, physical and chemical sciences and languages, literature in addition to learning applied statistics and research methodology.
- Students are exposed to multiple pedagogies of teaching and learning with a strong emphasis on group learning, working on projects and presentations.
- Experiential Learning sessions are spread across the three years, with each session taking the student incrementally from exposure to engagement with guided mentoring by the faculty and field-based organisations.

3.2 Programme Objectives

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

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

3.3 Programme Structure

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

- **BA degree:** A student who successfully completes the credited and non-credited requirements of the three-year (six semesters) programme will be awarded a B.A. Social Sciences degree.
- **Exit or Continuation Option:** The graduating students can exercise one of the two options: move out of TISS campus with a B.A. Degree; or move to one of the Masters' programmes offered by the same campus.
- **No entrance test in case of Continuation:** Students opting to pursue a Master's Programme in the same TISS campus from where they obtained their Bachelors degree can do so without appearing for an entrance test for any of the Masters degree programme offered in the same TISS campus.
- **Admission test for inter-campus mobility:** Those who wish to shift to another TISS campus must go through admission test for lateral entry to any of the Masters programmes of that campus.

4. ADMISSIONS

Candidates desirous of pursuing the B.A. Social Sciences programme in any of the three Campuses where it is being offered from will have to appear for a common TISS Admission Test .

4.1 Eligibility Criteria

Students should have passed 12th Class or Intermediate in any subject stream from a

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

4.2 Age Limit

Candidate should be less than 23 years of age at the time of appearing for the Bachelors Admission Test, as on May 12, 2013. Applications from candidates over this age will not be entertained.

4.3 Intake Limit

The total intake is 180 seats with 60 seats for each of the Tuljapur, Guwahati and Hyderabad campuses of TISS.

4.4 Reservation

Reservation of seats is as per Government of India requirements: 15% for Scheduled Castes, 7.5% for Scheduled Tribes and 27% for Other Backward Classes (Non-Creamy Layer). Supernumerary Seats: 3% for Persons with Disability (As per Disability Act); and 1% for Kashmiri Migrants.

The TISS Guwahati Campus has been established with support from the Ministry of Development of North Eastern Region (MDONER), Government of India. The campus is expected to benefit students from the eight States in the region. 66% of the seats will be proportionately distributed amongst the eight North-eastern States (seats allocated to each of the states will follow the reservation norms of that State); and 34% of the seats for students from rest of India (GoI reservation norms applied to these seats).

4.5 Pre-Admission Orientation Programme

The SPO will organise a Pre-admission Orientation programme for candidates from reserved categories on **April 29-30, 2013**, at Guwahati, Hyderabad, and Tuljapur to help them prepare for the Bachelors Admission Test (TISS-BAT). Eligible candidates are required to choose one of the three campuses for their orientation. Emails with further information will be sent to all the shortlisted SC, ST and OBC candidates by middle of April.

4.6 Campus Preference

Candidates can apply to the Integrated Masters programme in any one campus only. Transfers between the campuses are not permitted.

4.7. Fees Structure

Fees Structure for the B.A in Social Sciences (2013-16 Batch)								
Fees for Indian Students (in Rs.)*								
Particulars			Semester					
A.	Fees		I	II	III	IV	V	VI
	i)	Tuition Fee	5000	5000	5000	5000	5000	5000
	ii)	Exam Fee	300	300	300	300	300	300
	iii)	Experiential Learning		3000		3000	3000	
	iv)	Medical Insurance Premium	1500		1500		1500	
	v)	Computer Charges	500	500	500	500	500	500
	vi)	Convocation Charges						700
	vii)	Students' Union	200	200	200	200	200	200
	viii)	ID Card	100					
B.	Development Fund		5000		5000		5000	
C.	Hostel & Dining Hall Expenses							
	i)	Hostel Charges	2750	2750	2750	2750	2750	2750
	ii)	Electricity Charges (Hostel)	3000	3000	3000	3000	3000	3000
	iii)	Dining Hall Advance	12000	12000	12000	12000	12000	12000
D.	Institute's Caution Deposit (Refundable)		10000					
TOTAL			40350	26750	30250	26750	33250	24450

* The tuition, hostel & dining halls for second& third years are likely to be revised

5. APPLICATION PROCESS

- Candidates fulfilling the eligibility criteria should apply for the programme **only through an online** process by visiting our website www.campus.tiss.edu on or before 10th April 2013.
- Candidates will enter the online application process by giving their authentic email id. They will receive a registration number with a link to the site to their email id.
- Candidates are expected to change their password and use the same registration number, email id and password for the entire process till the completion of the admission process.
- Candidates will have an option to fill the form and complete the processes entirely at one go or fill partially and save the form for completion before the due date.
- Candidates are encouraged to complete the process at the earliest and not delay the process of online submission till the final date.

- Candidates are expected to give y preference for one centre only in the online application. This preference cannot be changed through a phone call or email or in person.
- Application fees of **Rs. 1020** can be paid online through Credit card/Debit Card/ Online transaction.
- Candidates who prefer to pay by cash will have to pay the same in any branch of State Bank of India (SBI) using the deposit challan that will appear when the candidate makes 'cash' as the choice of payment. Pease note that in case of payment by cash deposit in an SBI branch, the SBI will charge **Rs. 50/-** as their processing fee for each deposit which has to be paid separately and is not a part of the application fees.
- Payments made via demand draft, pay order or any made other than the above modes is not acceptable and the application will be rejected. No communication to this effect will be sent to such candidates.
- Candidates who choose to fill and send hard copy application have to write to BA-admissions@tiss.edu for receiving an application. The filled Application form has to be sent to the address given in the application form along with attested documents as prescribed, to reach on or before 10th April 2013.
- Eligible candidates for admission test need to download their admit cards from a link that they receive on their email between 1st - 10th May 2013 and no admit cards will be mailed or posted by the institution.
- Those candidates who face technical difficulties while processing their payments or accessing their application or have not received their Admit card through mail may register their complaint by sending an email to the technical support team. The id is part of the online application.
- For all other queries, calls can be made to TISS CARE numbers and emails can be sent to BA-admissions@tiss.edu

5.1 Additional Information on application Process

- Candidates submitting E-application in multiple numbers will be disqualified.
- Application fee paid by the candidates will not be refunded if they are found to be Not eligible for the programme.
- Incomplete application forms and forms with inconsistent information will be rejected.
- Applications received after the due date will not be considered and the application fees paid will also not be refunded.
- Application fee will not be refunded if the candidate does not appear for the written test or fails to join the programme if admitted.

5.2 Photograph for Admit Card

At the stage of application, no documents have to be uploaded. Only photograph with the following specifications needs to be uploaded.

1. The photograph should be a recent color photograph taken against a plain background.
2. The photograph should show only your face and shoulders.
3. The photograph should not have any other object or person in part or full.
4. The photograph should be a good resolution, clear photograph in png format and its size should not exceed 5MB.

5.3 Documents with Mailed Applications

Candidates who prefer to mail hard copy applications need to send attested copies of the following documents:

- ✓ X Standard Mark sheet
- ✓ XI Standard Mark sheet
- ✓ XII Standard Mark sheet (if already passed)
- ✓ Caste certificate (If applicable)
- ✓ Income certificate (If applicable)
- ✓ Disability Certificate (If applicable)
- ✓ Copy of SBI bank challan (If applicable)

6. TISS BACHELORS ADMISSION TEST (TISS-BAT)

6.1 Information about Entrance Test Centres

A computer based entrance test will be held on May 12, 2013.

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

6.2 List of Test Centres:

The entrance test will be held in 27 cities and candidates need to select two centres as first and second preference from the names given below:

REGION	CENTRES
Central & Northern Region	1. Bhopal 2. Chandigarh 3. Lucknow 4. Noida 5. Delhi 6. Gurgaon 7. Jaipur
Eastern & North Eastern Region	8. Bhubaneswar 9. Guwahati 10. Kolkata 11. Patna 12. Ranchi 13. Silchar 14. Dimapur
Western Region	15. Ahmedabad 16. Aurangabad 17. Mumbai 18. Nagpur 19. Pune 20. Sholapur
Southern Region	21. Kochi 22. Thiruvananthapuram 23. Hyderabad 24. Visakhapatnam 25. Bengaluru 26. Chennai 27. Madurai

6.3 Model and marks of the entrance test

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

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

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

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

6.4 Candidates with visual impairment

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

6.5 Demo Test & Model Questions

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

7. INFORMATION FOR RESERVED CANDIDATES

Scheduled Caste, Scheduled Tribe, Nomadic and De-Notified Tribe candidates, whose parent's/guardian's annual income is less than Rs. 2 lakhs (Rupees two lakhs only) are exempt from paying the Application Fee. They should apply online through the E-application.

All SC, ST, Nomadic and De-notified Tribe Candidates whose parental income is above Rs. 2 lakhs per annum, are expected to pay an application fee of Rs. 1020 for online Rs. 1050 through bank challan.

7.1 Reimbursement of Traveling Allowance (TA)

If the SC/ST/OBC (NC) candidates, appearing for the Written Tests of any of the Institute degree programmes have their parent's/guardian's income at Rs.2 lakhs or below (for SC/ST) and Rs. 1 Lakh or below (for OBC (NC)) during the financial year 2012-13 and have submitted a certificate to this effect, they will be provided to and fro travel expenses (Second Class Railway or State Transport Bus fare) only for the written test. The reimbursement of the travel expenses will be subject to their submission of the original tickets.

It will be the responsibility of the SC, ST and OBC candidates to fill the TA form and provide a photocopy of the call letter for the Written Test before they appear for test and collect the money as soon as the test gets over. The local eligible candidates are not entitled for travel reimbursement.

7.2. Caste/Tribe/OBC (Non-Creamy Certificate)

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

7.3 OBC (NC) Certificate

OBC candidates from the creamy layer are treated as general candidates. Candidates belonging to OBC (non-creamy layer status) should send the community and non-creamy layer certificate issued by an official of the Revenue Department of the respective State government along with an income certificate, if they are mailing a hard copy of the application. If not, these have to be produced in person upon selection and at the time of admissions.

All OBC (NC) candidates have to attach a declaration with regard to their status.

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

Please note that the non-creamy layer certificate issued before **31st January 2013 will be treated as outdated** and such candidates will be treated as general candidates though they may belong to OBC (NC).

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

7.4 KM and PWD Certificate

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

8. ADMISSION PROCESS

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

- The website will indicate the **date of announcement** of the final results and the various waitlists.
- Candidates can access their information with the help of their registration number and password.
- Qualified candidates will be called for original documents verification at the campuses they have applied for.

- Candidates need to pay fees as prescribed on the day of document verification if offered admission.
- Candidates whose results are awaited should be able to provide an appearance bonafide certificate issued by the Principal/Vice- Principal of their college stating that they have appeared for all the examinations of Class XII during the Document verification Process. However the Final marks sheet needs to be submitted for verification before the commencement of the academic programme on 1st July 2013.
- No extension of joining dates is entertained; since classes will be begin from 1st July 2013.

8.1. Income Certificate, Marks, Caste & PWD Certificates for Verification

All candidates who have been selected and offered admission are provided a provisional admission till all their certificates are submitted and found satisfactory. All candidates should compulsorily possess the income certificate of their parents/guardians in the form of salary certificate issued by their employer OR previous year's Income Tax return filed by the parents, OR pension order OR income certificate issued by the employer on the company's letterhead. This has to be produced at the time of admissions. Income certificate should indicate annual income for preceding year/last financial year – April 2012 to March 2013. All information given in Section 8 for reserved category candidates applies at the time of admissions.

9. IMPORTANT ADDRESSES & CONTACT NUMBERS

Help line number for queries: 022 40110457

Guwahati

Tata Institute of Social Sciences

14 A Bhuban Road, Uzanbazar,
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PIN - 781001

Ph - (0361) 2510342 / 2736765 / 2736526

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Email id - tissguwahati@tiss.edu

Hyderabad

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AMR-APARD campus, Rajendranagar,
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Tuljapur

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