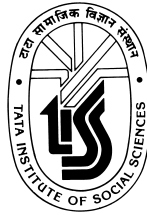


Information Brochure
**Master of Arts in
Globalisation and Labour**
2007–2009



Tata Institute of Social Sciences

(A Deemed University)

Centre for Labour Studies

School of Management and Labour Studies

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

IMPORTANT DATES

Last Date for Issue of Application : June 25, 2007
Forms by Post

Last Date for Issue of Application : June 29, 2007
Forms in Person (From TISS Cash Counter)

Last Date for Receipt of Completed : July 07, 2007
Application Forms

Last Date for Receipt of Completed : July 14, 2007
Application Forms from remote areas/regions/International Students

Personnal Interview : July 31, 2007

Announcement of Selection : August 1, 2007

Commencement of Academic : September 17, 2007
Session

INSTITUTE DEEMED TO BE A UNIVERSITY

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

New Delhi, the 29th April, 1964

NOTIFICATION

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

Sd/-
(PREM KIRPAL)
Secretary

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1. TATA INSTITUTE OF SOCIAL SCIENCES

The Tata Institute of Social Sciences (TISS) was established in 1936, as the Sir Dorabji Tata Graduate School of Social Work. The first school of social work in India, the TISS was a pioneering effort, characteristic of the Sir Dorabji Tata Trust. The TISS subsequently influenced the direction of social work education and social research in India. The year 1964 was an important landmark in the history of the Institute, when it was recognised as a Deemed University by the University Grants Commission of India.

Since then, the TISS has been expanding continuously in terms of educational programmes and infrastructure. While responding to the changing needs of the social and educational system in the country, the Institute has gone far beyond the initial concern of social work education. Thus, what started as a small institution offering a post-graduate diploma in Social Work grew into a Deemed University and, as a result, diversified its activities.

Since its inception in 1936, the TISS has never limited itself to the mandate of a conventional university; rather, it has worked for the promotion of sustainable, equitable and participatory development, social welfare and social justice through:

- value-based professional education for social work and other human service professions;
- social research and dissemination of socially relevant knowledge;
- social intervention through training and field action projects;
- contribution to social and welfare policy and programme formulation at state, national and international levels; and
- professional response to national calamities, through relief, rehabilitation and disaster management.

Over the years, the Institute has made a significant contribution to policy, planning, action strategies and human resource development in several areas, ranging from sustainable rural and urban development to education, health, communal harmony, human rights and industrial relations. In all cases, the focus has been on the disadvantaged and marginalised sections of society, such as organised and unorganised labour, women, children, Dalits, and tribals.

Today, the TISS has earned recognition as an institution of repute from different Ministries of the Government of India (GoI), various State Governments, international agencies, and the non-government sector, both national and international. This is due to a positive work ethos and creativity in the Institute, strong linkages among education, research, field action and dissemination and the social commitment and responsiveness to varying social needs. The National Assessment and Accreditation Council awarded a 5-Star rating to the TISS in 2002.

1.1. Key Positions

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

Prof. Usha S. Nayar	Deputy Director
M.A., D.Phil. (Allahabad)	

Mr. Sandeep Chatterjee	Registrar
M.Sc. (Agra)	

Mr. H.G. Bhise	Deputy Registrar
M.Com. (Shivaji)	(General Administration)

2. SCHOOL OF MANAGEMENT AND LABOUR STUDIES

The TISS has pioneered teaching and research in the area of Personnel Management and Industrial Relations for over four decades. With a view to strengthen its academic programmes, the Institute underwent comprehensive process of review and reflection of its academic programmes and structures. This resulted in a new academic structure and revised teaching programmes. The School of Management and Labour Studies (earlier known as the Department of Personnel Management and Industrial Relations) was a result of this restructuring.

The School comprises four centres to facilitate teaching, research, training and consultancy on:

- i) Human Resources Management and Labour Relations,
- ii) Labour Studies,
- iii) Social Entrepreneurship, and
- iv) Social and Organisational Leadership Development.

2.1 Core Faculty

Prof. R.C. Datta M.A. (Jodhpur), Ph.D. (Mumbai) Fulbright Fellow (Stanford)	Professor and Dean
Prof. Sharit Bhowmick M.A. (Mumbai), Ph.D. (Delhi)	Professor, Centre for Labour Studies
Prof. D.K. Srivastava M.Com., D.Phil. (Allahabad), FDP (IIM-A)	Associate Professor and Chairperson, Centre for Human Resources Management & Labour Relations
Dr. E. Toppo M.A., Ph.D. (Poona)	Associate Professor, Centre for Labour Studies
Dr. Santanu Sarkar M.A., Ph.D. (D.A.V.)	Associate Professor, Centre for Human Resources Management & Labour Relations
Dr. Sasmita Palo M.A., LL.B. Ph.D. (Bharathiar)	Associate Professor, Centre for Human Resources Management & Labour Relations
Mr. P. Vijayakumar M.A. (Calicut), M.Phil. (Bharathiar)	Assistant Professor, Centre for Social & Organisational Leadership Development
Ms. Sarala K. Rao M.B.A., M.Phil. (Andhra)	Assistant Professor, Centre for Human Resources Management & Labour Relations

2.2 Adjunct Faculty

Dr. S.T. Sawant	Former Director, Maharashtra Institute of Labour Studies and Former TISCO Chair Professor
Prof. Swapna Banerjee-Guha	Professor, School of Social Sciences
Dr. Mouleshri Vyas	Associate Professor, School of Social work.
Dr. Ritambhara Hebbar	Associate Professor, School of Social Sciences

2.3 Visiting Faculty

Dr. Rajen Mehrotra	Former Employers Representative, ILO
Dr. Sarath Davala	Consultant, Hyderabad
Mr. Arvind Tapole	Former General Secretary, All India Voltas Employees' Union
Mr. Vasant Gupte	Director, Maniben Kara Institute of Labour Studies
Dr. Bhalchandra Kango	All India Trade Union Congress
Dr. S.K.G. Sundaram	Former TISCO Chair Professor
Dr. Pravin Sinha	Friedrich Ebert Stiftung, New Delhi
Dr. Frank Hoffer	Global Labour University, Geneva
Dr. Christoph Scherrer	Kassel University, Germany
Dr. Deven Pillai	University of Witwatersrand, South Africa

2.4 Secretariat

Ms. Laxmi Narayan M.A. (SNDT)	Stenographer (Grade I)
Mr. Dilip V. Poyyara B.A. (Mumbai), D.C.P. (Mumbai), D.P.M. (TISS)	Stenographer (Grade II)

3. CENTRE FOR LABOUR STUDIES

The Centre for Labour Studies, of the School of Management and Labour Studies, is a multi-disciplinary Centre that is committed to improving research and teaching in issues connected with labour. The M.A. programme on Globalisation and Labour is largely conceived by this Centre along with the active help of faculty from the School.

The onslaught of globalisation and liberalisation has been causing major changes in the lives of the people in developing countries in general and the working class in particular. This has

happened particularly during a short span of just two decades. It is during this period that the world witnessed an intensification of the globalisation process and liberal policies. Moves to counter these forces are present but at times weak and mostly divided. The ILO has stated specifically that there should be measures that make globalisation more inclusive of the marginalised. There is a need to introduce this debate at a level that is higher than mere rhetoric and sloganeering. It is necessary to equip people engaged in mass based organisations such as trade unions, cooperatives and other membership-based organisations with adequate knowledge at the theoretical, conceptual and empirical levels so that they can interrogate these processes and take stands that are realistic.

This course attempts to undertake this task. The initial interest in starting such a course came from the ILO. It has founded the Global Labour University (GLU) which collaborates with universities in different countries to run courses at the post-graduate levels for training trade unionists and other activists of membership-based organisations. The GLU has initiated a course with University of Kassel and Berlin School of Economics in Germany, University of Witwatersrand, South Africa, University of Campinas, Brazil. The TISS is a part of this international collaborative effort.

The pedagogy for the course will be through class room teaching, tutorials, student seminars, project work and field visits. The role of visiting faculty, mainly from trade unions and labour research organisations from different countries, will be a vital input in the pedagogy. Class room teaching will comprise 50% of the credit hours. Students will be encouraged to make presentations on the different topics covered, based on field visits and their own experiences. The class-room teaching of the course will be completed in the first year, namely, from September 2007 to August 2008. A total of 12 courses, comprising 44 credits, will be taught in this year.

In the second year, all students will undergo an internship of six months with a trade union or a membership-based organisation. They will report back periodically to the faculty. This will constitute 16 credits. Each student will have to write a dissertation under the supervision of a faculty member. The

student can do so while in the field. This part comprises 16 credits. Grading will be based on written examinations and course work.

4. M.A. IN GLOBALISATION AND LABOUR

4.1. Distribution of Credit Hours (One Credit: 15 Hours)

	* Credit Hours
First Year	
Foundation Courses	08
Courses	44
Second Year	
Dissertation	16
Internship	16
Total	84

4.2 Listing of Courses by Semesters

<i>First Semester</i>	Credit Hours
<i>General Foundation Courses</i>	<i>8</i>
<i>Core Courses</i>	
GL 1 Foundation Course (for Globalisation and Labour)	4
GL 2 Labour Markets in Developing Countries	4
GL 3 International Labour Standards, Decent Work, Social Dialogue	4
GL 4 One World Seminar - I	2
<i>Optional Courses (Any one)</i>	
GL 5 Country Studies on effects of Globalisation and Labour	4
GL 6 MNCs and the State	4

* The total credit load is being finalised.

Second Semester

GL14	One World Seminar - II	2
GL 7	Trade Union Strategies in a Global Economy	4
GL 8	Globalisation and Informal Sector	4
GL 9	Organising Labour in Informal Sector	4
GL10	Social Security and the State	4
GL11	Research Methodology	4

Optional Courses (Any one)

GL12	Leadership Development	2
GL13	World Trade Organisation, World Bank and International Monetary Fund	4

Second Year - Third and Fourth Semester

1.	Internship (6 months)	16
2.	Dissertation	16
Total Credits		84

5. STUDENTS' SERVICES

The TISS values the quality of academic and residential life on the campus and the well-maintained lush green natural environment provides an ideal setting. Students have access to the Sir Dorabji Tata Memorial Library that houses over 100,000 volumes from around the world as well as facilities for reading, photocopying, etc. Students also have access to internet-enabled computers, as well as to a wide range of knowledge resources, both electronic and print.

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

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

6. ELIGIBILITY

This year, 10 candidates, including the reservation norms of Scheduled Caste and Scheduled Tribe, will be admitted. Additional seats may be provided for foreign candidates. Candidates from trade unions and Membership Based Organisations must have sponsorship from their respective organisations.

6.1 Eligibility to Apply

- (a) A Bachelor's Degree of minimum 3-year duration or equivalent grade (under the 10+2+3 or 10+2+4 or 10+2+2+1 year bridge course pattern of study or any other pattern fulfilling the mandatory requirement of 15 years of formal education) in any discipline from a recognised University.

OR

- (b) Candidates who will complete all the requirements of their final year Bachelor's Degree examinations by **Friday, September 14, 2007**, will also be eligible to apply. In such cases, admission to the M.A. in Globalisation and Labour programme will be provisional. **If a provisionally admitted student fails in the final year examination, the offer of provisional admission will be automatically cancelled.**

6.2 Instructions for Determining the Eligibility to Apply

- i) Only the **Bachelor's Degree** pursued by the applicant will be taken for determining his/her eligibility. Those who are pursuing the final year of their Bachelor's Degree course will be eligible to apply.
- ii) Candidates, whose marks are in grade or grade points, must convert the grade or grade points into marks and write those marks in the appropriate boxes provided in the Application Form. Otherwise, the application will be treated as incomplete and rejected.
- iii) Applications will not be cross-checked with original certificates to determine the candidate's eligibility to apply. Therefore, the information given by the candidate in the Application Form will be considered as accurate and accordingly, the candidates will be issued call letters for appearing the Personal Interview. However, in case it is found that the information furnished by a candidate is

incorrect or misleading or ineligibility being detected before or after the interview/admission, his/her candidature will be cancelled without assigning reason(s) thereof.

- iv) If a provisionally admitted student fails in the final year of his/her Bachelor's Degree Examination and even if he/she has applied for re-evaluation at the university/college, he/she will still not be allowed to continue the programme as the offer of provisional admission stands automatically cancelled.
- v) Candidates who are in the final year of their Bachelor's Degree course but have **not passed in all the courses** (main/major/subsidiary, etc.) of the first and second years (if the Degree is of 3 years duration) and first, second and third years (if the Degree is of 4 years duration) on the day of applying for the programme, are **not eligible** to apply for any post-graduate programme of the Institute.
- vi) Candidates who have been declared as failed in the final year examination are **not eligible** to apply, unless they pass their Bachelor's Degree examination.

7. SELECTION PROCEDURE

Eligible candidates will be called for a Personal Interview at TISS, in Mumbai. Selection will be on the basis of a Personal Interview conducted by a panel of experts.

RESERVATIONS

Scheduled Caste and Scheduled Tribe SC/ST) Candidates

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

Other Backward Class (OBC) Candidates:

Government of India norms will be applicable for admission of OBC candidates.

Persons With Disability (PWD) Candidates:

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

8. APPLICATION PROCEDURE

8.1 How to Obtain the Application Form

The prescribed Application Forms can be obtained:

- From the Cash Counter at TISS, against cash payment of Rs. 750/-. (Cash timings: Mondays to Fridays from 10.30 a.m. to 4.30 p.m. and on Saturdays, from 10.30 a.m. to 1.00 p.m.)
- By sending a request letter to the Deputy Registrar (Gen. Admn.) of the Institute along with a Demand Draft for Rs. 750/-, drawn in favour of the **Registrar, Tata Institute of Social Sciences, Mumbai**, and payable at Mumbai. This should be accompanied with a self-addressed and stamped cloth lined envelope (20cms x 28cms). The candidates should write, in capital letters on the envelope, "Application for Admission to the Master of Globalisation and Labour programme (2007-09)".
- By downloading the Application Form from the TISS Website: www.tiss.edu (Please note that while submitting the downloaded Application Form, pay Rs. 750/- to the Cash Counter of the Institute; or it should be accompanied by a Demand Draft for Rs. 750/- per form, towards the application processing fee. This fee is non-refundable).

Scheduled Caste and Scheduled Tribe candidates need not pay for the Application Form and Information Brochure, if they are unemployed and the income of their parents/guardians was Rs. 1,00,000/- (Rupees one lakh) or below, during the financial year 2006-2007. However, they will be required to either download the Application Form from the Institute website and submit it along with a true copy of Caste/Tribe and Income Certificate OR send a request letter addressed to **Deputy Registrar (General Administration), TISS**, enclosing the following documents for obtaining the Application Form free of cost:

- (a) A photocopy of the Caste or Tribe Certificate issued in the name of the candidate by a Revenue Officer not below the rank of a Tehsildar.
- (b) A copy of the Income Certificate of the candidate's parents or guardian, issued by the employer or by any appropriate authority like Tehsildar.
- (c) Self-addressed cloth-lined envelope (20cms x 28cms).

8.2 Submission of Duly Filled in Application Form

- (a) Candidates who have filled in the downloaded form should write their name, address, telephone no. (along with STD code), etc., on the reverse of the Bank Draft, at the time of submitting the completed form to the Dy. Registrar (Gen. Admn.) of the Institute.
- (b) Candidates can send their duly filled applications through Registered Post/Speed Post/Courier. The envelope should be addressed to the Deputy Registrar (Gen. Admn.) of TISS.
- (c) Candidates can also submit their applications personally to the Academic Section, TISS, against proper receipt. The Institute will not be responsible for the applications delivered to any other functionary of the Institute.
- (d) **The last date for receiving the Application Forms, complete in all respects, by hand or by post, is July 7, 2007, upto 4.00 p.m.**

The last date for receiving applications sent BY POST from remote areas/regions (that is, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul and Spiti district, Pangi sub-division of Chamba District of Himachal Pradesh, the Andaman & Nicobar Islands, and Lakshadweep Islands), is **July 14, 2007**. The last date for receipt of Application Forms from International Students is also on **July 14, 2007** upto 4.00 p.m.

Candidates who are claiming the benefit of extended time should clearly indicate in their forwarding letter, along with the Application Form, the name of the particular area or region (for example, Assam, Meghalaya, Jammu & Kashmir, etc.) from where they have posted their application. In case they fail to do so, the benefit of extended time will not be granted.

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

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

9. INTERNATIONAL STUDENTS

Fifteen per cent supernumerary seats in the programme are reserved for International Students (IS), including 5% seats for children of Indian workers in the Gulf and South-East Asia. These are extra seats and not to be adjusted with total intake of students. However, they are required to comply with the following requirements.

- (a) Fulfil the basic qualification laid down for admission to the M.A. in Globalisation and Labour programme of the Institute.
- (b) International Students who have completed or will be completing a Bachelor's degree in India will be required to appear for the entrance test along with Indian Students.
- (d) Apply for admission in the prescribed Application Form or the downloadable form from the Institute Website along with a demand draft for Rs. 2,000/- towards application processing charges (non-refundable).
- (e) Produce the transcript from his/her university as proof of eligibility.
- (e) Write a letter of intent/motivation of at least 500 words and not exceeding 1,000 words, stating his/her interest in the programme applying for.
- (f) Give two references, one of whom should be his/her professor who taught him/her at the undergraduate level. The referees should provide information regarding the candidate's academic interest, character and suitability for the programme in a sealed envelope; this information should accompany the application.
- (g) Write an essay of not more than 1,000 words in the English language. The topic of essay will be intimated to the student before he/she is considered for admission.
- (h) On receipt of the aforesaid documents and if the candidate is found suitable, the Institute will inform the candidate about the date and time for telephonic interview by a Faculty Committee of the Institute. The Committee will send its recommendations to the Director for consideration. The Director's decision in the matter will be final. If the

candidate is selected for the programme, a provisional admission letter will be sent to the candidate to enable him/her to secure a **student visa** to come to India and join the programme.

- (i) The **student visa** is a compulsory GoI requirement for admission to the Institute. The visa should indicate: (i) the name of the Institute, (ii) title of the programme, and (iii) the period of study at the Institute.

NOTES: i) International Students should not leave their country till they receive a provisional admission letter from the Institute and the student visa.

- ii) ***Self-Supporting International Students:*** The candidates, other than those from SAARC countries, should deposit US\$ 4,302 with the Institute immediately on admission, to cover the first year's fees. The tuition fee of candidates from SAARC countries and other low income countries will be 10% higher than that of Indian students. We regret that the TISS cannot offer financial assistance to International Students.

- iii) All International Students should give an undertaking to undergo an HIV/AIDS tests as per the GoI regulations.

10. SCHEDULE FOR ENTRANCE TEST

Personal Interviews of eligible candidates will be held on **July 31, 2007**.

11. FACILITIES AVAILABLE DURING PERSONAL INTERVIEW (PI)

11.1 Hostel

Hostel accommodation may be provided to those candidates who do not have relatives or friends in the Mumbai Metropolitan area. Those needing accommodation should e-mail to the In-Charge (Hostels) at oferns@tiss.edu.

Allotment will be on a first come first serve basis. During the period of selection, the charges for lodging will be Rs. 100/- a day, which should be paid on arrival. Candidates must vacate the

rooms immediately after their PI. We regret that we cannot provide accommodation to the person(s) accompanying the candidate.

11.2 Dining Hall

The Dining Hall services both vegetarian and non-vegetarian food. Coupons can be purchased from the Cash Counter and the In-Charge (Hostels), the applicants wish to have tea/lunch in the Dining Hall.

11.3 Special Facilities for SC and ST Candidates who are Eligible for GoI Post-Matric Scholarship

- i) **Reimbursement of Travelling Allowance (TA), etc.:** If the SC and ST candidates, appearing for the entrance test of any Master's degree programme of the Institute, for the **first time**, are unemployed, and their parent's/guardian's income was Rs. 1,00,000/- (Rupees One lakh only) or below, during the financial year 2006-2007, will be provided to and fro travel expenses (Second Class Railway or State Transport Bus Fare) immediately after the Personal Interview is over. The reimbursement of the travel expenses will be subject to submission of the tickets. It will be the responsibility of the SC and ST candidates to fill in the TA form before they appear for the Personal Interview and collect the money as soon as the Personal Interview gets over.
- ii) SC and ST candidates, who are eligible for such special facilities, should report at the Institute only after receiving the call letter for PI. They will not be required to pay Rs. 300/- as administrative charges, while submitting the Detailed Application Form to the Academic Section. Those staying in the hostel will be required to vacate rooms immediately after the PI.
- iii) SC and ST candidates, who have already availed of free facilities of the Institute, but were not selected and who have been called for Personal Interview again, will not be reimbursed their travel allowance. Their travelling expenses incurred during the Personal Interview will be

reimbursed only if they are selected for admission to the programme.

- iv) SC and ST candidates, who have received financial assistance to enrol for a Master's Degree Programme of the Institute in one field, will not be eligible for similar free facilities, if they apply for another Master's Degree Programme.

12. AFTER SELECTION FORMALITIES

ANNOUNCEMENT OF SELECTION

The list of selected candidates will be displayed on the Institute's notice board and the TISS website on **August 2, 2007**. Candidates will be required to check the result of their selection at the Institute.

Acceptance Letter

An acceptance letter should be obtained, signed and returned to the Academic Section on or before **August 9, 2007**, if admission is accepted.

Verification of Original Documents

The verification of original documents will be carried out on **August 2, 2007**.

Selected candidates must produce the following documents for verification, in original, at the time of admission.

- i) Secondary School Certificate Mark-sheet (X/XI);
- ii) Higher Secondary Certificate Mark-sheet (XII);
- iii) First Year/I and II Semester Bachelor's Degree Mark-sheet;
- iv) Second Year/III and IV Semester Bachelor's Degree Mark-sheet;
- v) Third Year/V and VI Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 3 years duration);
- vi) Fourth Year/VII and VIII Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 4 years duration);
- vii) *Appearance Certificate from College*: If the candidate has appeared for all the examinations of the final year of the Bachelor's degree and the results have not been declared,

the candidate should produce a certificate from the college/ university indicating that he/she has appeared for the final year Bachelor's Degree examinations, including practicals, if any, on or before **September 14, 2007**;

- viii) A conversion table of grade points into percentage equivalents, in the case of grade card holders;
- ix) Employment Certificate indicating name, designation, nature of duty/responsibility, gross salary, number of years of service (if employed for more than two years);
- x) No Objection Certificate from the employer (if employed);
- xi) Caste/Tribe Certificate (only for SCs and STs);
- xii) Income Certificate of the preceding financial year (only for SCs and STs who are eligible for Gol Post-Matric Scholarship);
- xiii) Certificate of disability (if applicable);
- xiv) Certificates of extra-curricular activities, if any;
- xv) Certificate issued by a competent authority showing that the candidate's mother or father is a Indian Worker in the Gulf or South-East Asia (if applicable);
- xvi) In case of Kashmiri migrant, a Certificate issued by a competent authority indicating the status of Kashmiri migrant. (This will be subject to the Gol directives)
- xvii) OBC candidates must bring relevant document as per the government norms.

- Important:**
- (a) If a candidate has submitted his/her original documents like degree, mark-sheet, etc. to a College/University for re-evaluation or for any other purpose, he/she is required to produce a letter from the college/university authority addressed to the Registrar of the Institute clearly indicating that the candidate's original documents, as stated above, have been retained by the college/university for a specific purpose.
 - (b) If any of the above documents in original are not produced for verification and if the copies of the document attached to the Detailed Application Form do not tally with the original

documents, provisional selection will be immediately cancelled.

- (c) Admission will be subject to the fulfilment of the eligibility requirements as confirmed through verification of original certificates and mark-sheets, etc.
- (d) Original documents for verification will not be accepted by Post or courier or any other service. They have to be presented by the candidate or by his/her authorised nominee.
- (e) Candidates selected for admission to M.A. in Globalisation and Labour programme should complete all the requirements of the Bachelor's Degree programme on or before **September 14, 2007**, failing which, their provisional admission shall stand cancelled without giving any reason.

Payment of Fees

The full fees and deposits of the first semester should be paid on or before **August 8, 2007**, at the Central Bank of India, Deonar Branch, Mumbai-400 088, by a Demand Draft drawn in favour of **Registrar, Tata Institute of Social Sciences, Mumbai**, payable at Mumbai. Bank timings are: 9.00 a.m. to 2.00 p.m. (Mondays to Fridays) and 9.00 a.m. to 11.30 a.m. (Saturdays). The Bank is closed on Sundays and Public Holidays. Therefore, the candidates are required to **submit the demand draft** of the requisite amount towards first semester fees and deposits **at the time of verification of original documents**. Otherwise, admission will be treated as automatically cancelled.

Payment of First Semester Fees and Deposits (in Rupees)

- (a) Rs. 33,844/- for Hostelites
- (b) Rs. 20,444/- for Non-Hostelites

Refund of Fees

Fees once paid will not be refunded.

Joining the Programme

Those who have accepted admission by paying the full fees and deposits by **August 9, 2007**, will be required to join the programme on **September 17, 2007**, failing which the admission will be automatically cancelled.

Hostel Accommodation

Separate hostels are available for men and women. However, the number of available hostel seats is inadequate. Therefore, it is not possible for the Institute to provide hostel accommodation to all the candidates selected for the Master's Degree Programmes of the Institute. Outstation candidates, who have no relatives in Mumbai, and requiring hostel accommodation, should check hostel allotment status from the Wardens/Website of the Institute. The Institute reserves the right to decide admission to its hostels and can refuse admission to the hostel without assigning any reason. Please note that candidates cannot claim hostel accommodation, merely because they have submitted the hostel form or obtained admission or paid fees in full.

Pre-Admission Medical Check-up

All candidates should undergo a medical check-up on **August 2, 2007**. All International Students and the Indian nationals returning from abroad should give an undertaking to undergo an HIV/AIDS test, as per the GoI regulations.

Migration Certificates

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

Identity Card

Selected candidates should give one recent stamp sized photograph for issue of Identity Card, at the time of verification of original documents, to the Academic Section.

Provisional Admission

A candidate who is admitted provisionally, pending final year examination results, should procure the mark-sheet and migration certificate as soon as he/she gets them, after declaration of results and submit the same to the Deputy Registrar (Gen. Admn.). In any case, they should be submitted by the end of December of the same academic year, failing which his/her admission will be cancelled immediately.

Facilities for SC and ST Students after Selection

- (a) **Reimbursement of Travelling Allowance (TA):** Travel expenses from the place of residence to Mumbai for joining the programme will be met by the Institute on production of tickets. Reimbursement will be made only after joining the programme.
- (b) Those SC and ST students who are eligible for the Post-Matric Scholarship will be exempted from paying tuition fees and other fees, including all deposits. They are also exempted from payment of Dining Hall and Hostel charges during their study at the Institute. However, selected candidates (other than those from Maharashtra state) are required to bring with them two Post-Matric Scholarship forms (fresh). They should also obtain their parent's/guardian's signature on the form, wherever required.
- (c) SC and ST students from Maharashtra state whose parents' / guardians' income was more than **Rs. 1,00,000/-** (Rupees One lakh only) in the preceding financial year are exempted from payment of tuition and examination. However, they will be required to pay other charges, including the annual premium of Group Mediclaim Policy. They also need to apply for Freeship to the Maharashtra State Government through the Institute.
- (d) SC and ST students, who are eligible for the Post-Matric Scholarship, will be required to pay the annual premium of Group Mediclaim Policy.
- (e) SC and ST students in employment, whose pay is protected during the period of study and SC and ST students who have already availed of the Gol Scholarship during a professional

course of a University, will not be eligible for the Gol Post-Matric Scholarship. They will, therefore, be required to pay all the fees and deposits and other charges like general students.

13. FEES, DEPOSITS AND OTHER CHARGES *

(Estimated Expenditure for 2007-2008 Academic Year)

	Rs.
A. Tuition Fees	23,200
Exam Fees	600
Other Charges	1,644
Compulsory Deposits	4,500
B. Hostel Fees	
Double Seater	3,000
Multi Seater	2,000
Electricity Charges	3,000
Dining Hall ⁺	12,000
(Deposit to be adjusted against DH monthly bills)	
C. Refundable Deposits (Hostelites)	4,400
D. Development Fund	5,000

Note: ⁺ For vegetarian food. Charges will be extra for non-vegetarian food.

Total Estimated Expenditure (Excluding Research Expenses)

First Year (2007-2008)

For Hostelites	Rs. 57,344/-
For Non-Hostelites	Rs. 34,944/-

Second Year (2008-2009)

For Hostelites	Rs. 48,444/-
For Non-Hostelites	Rs. 25,444/-

Note: * Fee structure is being reviewed. Final Fee will be indicated at the time of admission.

14. LOCATION, ACCESS AND COMMUNICATION

The two Mumbai Campuses of TISS: the Main Campus and the Malti and Jal A.D. Naorji Campus Annexe are both located in Deonar in the North-East Section of Greater Mumbai. The Main Campus is situated opposite the Deonar Bus Depot on V.N. Purav Marg, earlier known as the Sion-Trombay Road. The Main Campus, on approximately 10 acres, houses most of the Schools, Centres and the Administration.

The nearest local railway station is 'Govandi'. State Transport (ST) buses from Kolhapur, Solapur, Goa, Pune, and other cities pass by the Institute and the nearest ST bus stop is 'Maitri Park'. The BEST bus stop near TISS is 'Deonar Bus Depot'.

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

Taxi Fares (Approximate)

Dadar to TISS	: Rs. 140/-
C S T to TISS	: Rs. 220/-
Bombay Central to TISS	: Rs. 175/-
Bandra to TISS	: Rs. 100/-
Kurla to TISS	: Rs. 60/-
From Airport	: Rs. 200/-

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

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

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

Fax : 91-22-2556 2912

E-mail : pgadmissions@tiss.edu

URL : <http://www.tiss.edu>

<p>ALL DISPUTES SUBJECT TO THE LEGAL JURISDICTION OF MUMBAI CITY ONLY</p>
