

SCHOOL OF MEDIA AND CULTURAL STUDIES



**Post Graduate Diploma in Community Media (PGDCM)
Dual Degree for TISS Alumni with Master's Degree
2013-2014**

Information Brochure



TATA INSTITUTE OF SOCIAL SCIENCES
Deonar, Mumbai 400088



Post-Graduate Diploma / Dual M.A. Degree in Community Media

**INFORMATION BROCHURE
2013-2014**

**School of Media and Cultural Studies
Tata Institute of Social Sciences
V.N. Purav Marg, Deonar, Mumbai-400 088**

INSTITUTE DEEMED TO BE A UNIVERSITY

NOTIFICATION

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

In exercise of the powers conferred by Section 3 of the 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

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IMPORTANT DATES

Academic Calender 2013-14

Last Date of Receipt of Filled-In Application Forms	June 3, 2013
Announcement of Candidates Selected for Written Test	June 7, 2013
Written Test	July 6, 2013
Personal Interview at TISS, Mumbai Campus	July 6, 2013
Final Selection of Candidates	July 12, 2013
Last date of Fees Payment	August 5, 2013
Last date of Fees Payment for Candidates on Waiting List	August 12, 2013
Commencement of Academic Session -Semester I (6 weeks, full-time)	October 7, 2013
Commencement of Academic Session -Semester II (8 weeks, full-time)	April 7, 2013

THE 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. 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, and fully funds its maintenance. TISS is currently celebrating 75 years of contribution to the nation. 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. Repositioned 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 characterised 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 and individual researchers to scale up capacity for knowledge generation. The National Assessment and Accreditation Council (NAAC) awarded a 5-Star rating to TISS in 2002 and reaccruited the Institute in 2010 as a Grade A institution with a score of 3.88 out of 4.

Campuses

TISS has campuses in Mumbai, Tuljapur, Guwahati and Hyderabad.

The TISS Mumbai campus conducts several Masters, M.Phil. and Ph.D. Programmes. TISS currently hosts 5 Schools in the Mumbai campus (each having several centres), 4 independent Centres, and 3 Resource Centres.

The TISS Tuljapur campus in the Osmanabad district of Maharashtra was set up with support from the Government of Maharashtra in 1986. It is a 100-acre campus on a vast plateau on the outskirts of the temple town of Tuljapur and offers an undergraduate and post graduate programme in Social Work with specialisation in Rural Development. It has a full-fledged computer centre, library, gymnasium, hostels, guest house, faculty and staff quarters.

The TISS Guwahati campus is being established on 15 acres of land located within the Assam Engineering College campus at the behest of the government of Assam and the Ministry of Department of North East Region, GoI. The UGC and the Ministry of Human Resources Development have given the necessary permissions and approvals for this campus. 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. The campus space is equipped with all facilities of a cyber library, conference hall, and classrooms with provisions for video conferencing.

The TISS Hyderabad campus is being set up on 100 acres of land in the Kothur Mandal of Mehbubnagar district, close to the Rajiv Gandhi International Airport, Hyderabad. Currently, the TISS Hyderabad is operating from an interim campus in the AMR-Andhra Pradesh Academy for Rural Development (APARD) campus in Rajendranagar, Hyderabad. TISS Hyderabad has a strong multi-disciplinary faculty, post-doctoral fellows and research teams. The campus is situated amidst lush green environs and is well-equipped infrastructurally. The library has access to electronic and digital resources, databases, as well books and journals. The new campus will be ready by the academic year 2014.

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

Prof. Neela Dabir (Deputy Director, Admin. and Acting Registrar)
M.S.W. (Mumbai), Ph.D. (SNDT, Mumbai)

Prof. Lakshmi Lingam (Hyderabad Campus)
M.A. (Andhra University), Ph.D. (IIT Bombay)

Prof. Virginus Xaxa (Guwahati Campus)
M.A (Pune), Ph.D. (IIT Kanpur)

Dean, School of Media and Cultural Studies

Prof. Anjali Monteiro
M.A. (Pune), Ph.D. (Goa)

THE SCHOOL OF MEDIA AND CULTURAL STUDIES

The School of Media and Cultural Studies, (SMCS) of the Tata Institute of Social Sciences, Mumbai (a Deemed University) is engaged in media teaching, production, research and dissemination.

A unique feature of the School is the close linkage between the technical and academic areas of its work. The work of the School straddles both realms, thus facilitating a synergy between research, teaching and production, all of which are informed by a keen sense of connection with local subaltern cultures of resistance and invention.

The SMCS has done pioneering work in critical media education in the country. It has a two-year Master's degree in Media and Cultural Studies, started in 2007, which focuses on professional media practice and research within a framework that enables the development of a critical perspective on media, culture and society. It seeks to enable the creation of a lively group of thinking doers and doing thinkers. The students of the School produce documentary films and other video/audio/web-based texts. This is the first of its kind in the country and is a prototype for a socially responsive, multi-disciplinary media programme that seeks to contribute to both mainstream media and the education and social sector.

Production has been an important component of the School's work. It has to its credit, more than 35 awards for its documentary films at national and international film festivals. Its films are widely distributed and used. The School is also involved in media and cultural studies research.

The vision of the School of Media and Cultural Studies is:

To be a centre of excellence that actively promotes critical thinking, education, research, production, dissemination and advocacy in the areas of media and contemporary culture, with a focus on equity, social justice and human rights.

Keeping in mind this vision, the SMCS dedicates itself to the achievement of the following mission and objectives:

- To explore, develop and disseminate a critical perspective on media, culture and society within a globalising world, through teaching, production, research, dissemination and extension work.
- To participate actively in the processes of creation and dissemination of community and alternative media within India and in the countries of the global South, with the objective of contributing to the empowerment of marginalised groups engaged in struggles for equity and social justice.
- To respond creatively to the changing culturescapes through cutting edge media production and research that pushes the boundaries of media language and theorizing about media and culture.
- To archive and disseminate audio, visual and print resources with a view to documenting and encouraging research into cultures of resistance, protest and innovation.
- To actively network with a diverse range of creative individuals, groups, institutions, media organisations and movements towards collectively building lively and engaged forums for sharing and collaborative work on education, production and research in media and culture. In doing so, to contribute towards the emerging alternative spaces that engage with and critically question the mainstream media.

The School has three Centres through which it actualises its mission and mandate:

- **Centre for Critical Media Praxis (CCMP)**

The emergence of digital communication technologies and convergence offers exciting possibilities for media production and dissemination. The CCMP consolidates the praxis base of CMCS (including media production and theorising on practice) and expands its scope to include new media, community based participatory initiatives and the production of multi-media and web based materials. The CCMP also anchors the production and skill-based courses of the School.

- **Centre for the Study of Contemporary Culture (CSCC)**

Cultural Studies in India today is a diverse cross-disciplinary field that engages in an impassioned way with contemporary social political, historical and economic contexts reflecting on questions of ideology, identity, power, and discourse. The rationale behind this Centre is further engagement both in terms of research and pedagogy focusing particularly on the contemporary. The CSCC also anchors the courses that belong broadly to the area of cultural studies, media studies, critical theory, visual culture, digital cultures, new media and development media.

- **Media Archive and Resource Centre (MARC)**

The MARC consolidates the audio-visual and graphics services currently offered by CMCS. It works in tandem with the CCMP to respond to the needs of other Centres and Schools within TISS, to facilitate the documentation of their work and design of their publicity and teaching materials. The Digital Archive has built up a valuable collection of around 3000 films as well as photographs and footage. It is in the process of making selected sections of the archive available on the internet. It also networks with other organisations to promote dissemination of films through screenings, film festivals and other events.

The School has initiated various activities to facilitate networking and dialogue on themes relating to media and cultural studies within TISS and beyond. The programmes include an annual national student seminar and film festival, Adda, the Film Club, Culture Cafe, a forum for dialogue, an Artist/Scholar-in-residence programme and fellowships to early career media practitioners.

SMCS Faculty

Dr Anjali Monteiro,

Professor and Dean,
M.A. (Pune), Ph.D. (Goa)

Dr K.P. Jayasankar

Professor and Chairperson, Centre for Critical Media Praxis
M.A. (Mumbai), Ph.D. (IIT Bombay)

K.V. Nagesh,

Assistant Professor, Centre for Critical Media Praxis
M.A. (Hyderabad University)

Nikhil Titus,

Assistant Professor, Centre for Critical Media Praxis
M.A. (TISS)

Dr. Shilpa Phadke,

Assistant Professor and Chairperson, Centre for the Study of Contemporary Culture
M.A. (SNDT), M.Phil. (Cambridge, U.K.), Ph.D. (TISS)

Dr B. Manjula,

Assistant Professor, Centre for the Study of Contemporary Culture
MCJ (Kerala), M.Phil. (JNU), Ph.D. (Jamia Millia Islamia)

P. Niranjana,

Assistant Professor, Centre for the Study of Contemporary Culture
M.A. (Hyderabad University)

Faiz Ullah,

Assistant Professor, Centre for the Study of Contemporary Culture
M.A. (MCRC, Jamia Millia Islamia)

SMCS Staff

Mukund Sawant,

Producer and Co-ordinator, Media Archive and Resource Centre
GD Art, Mumbai

Bharat Ahire,

Editor and Cameraperson, Media Archive and Resource Centre
B.A, Advanced Certificate in Photography, Mumbai

Darshana Gotekar,

Assistant Archivist, Media Archive and Resource Centre
M.L.I.Sc. (Bhopal)

Mangesh Gudekar,

Technical Assistant, Media Archive and Resource Centre
B.Com, Advanced Certificate in Photography, Mumbai

Barsha Dey,

Programme Manager
M.A. (Visva Bharathi)

Vrushali Mohite,

Upper Division Clerk, Secretariat
B.Com. (Mumbai)

Sonal Gajaria,

Lower Division Clerk, Secretariat
B.Com. (Mumbai)

DIPLOMA IN COMMUNITY MEDIA

The objective of the programme is to create a cadre of committed media professionals who have the knowledge, perspectives and skills to work with communities and facilitate expression of their concerns through the media. The students will be familiarised with micro and macro level development issues and contemporary mainstream media discourses of development and growth, with the goal of facilitating a critical understanding of social, political and cultural processes of change. By the end of the programme the students will have developed an understanding of the negotiating processes through which citizens lay claim to rights and entitlements due to them in a democratic setup. The programme will also help the students to appreciate the role of community structures, institutions and dynamics in the context of using media for empowerment.

Research, writing and radio and video production skills are also imparted to enable the learners to make them proficient in designing, initiating, monitoring and evaluating media programmes. The students also engage with relevant internships to gain a practical understanding of what managing a community media unit in a participatory manner involves.

Students' Profile

The minimum qualification for entry into the Diploma programme will be a Bachelor's degree in any discipline. Preference will be given to deputed candidates or to those already working in the social sector and who would be likely to utilise the learning imparted. Selection will be on the basis of a customised written entrance test and a personal interview. The number of students per batch will be 25.

Dual M.A. Degree for TISS Alumni

Alumni of the Tata Institute of Social Sciences, who have already obtained their Master's degree from the institute, will also be eligible to apply, and will be awarded a dual M.A. degree on the successful completion of the programme.

Programme Delivery

The programme will commence from October 2013 and will be delivered in modular form - two semesters comprising of six and eight weeks of classroom contact in the first and second semester respectively.

Students must undergo a block field work internship/assignment for a duration of eight weeks after the completion of Semester 1.

Students who are employed are welcome to commence this internship at the same organisation with clearly defined project goals and a designated field supervisor.

The total of 34 credits (510 hours) is distributed as indicated in the table below

COURSE STRUCTURE

<i>Semester</i>	<i>Course Title</i>		<i>Credits</i>	<i>Practicum</i>	<i>Credits</i>
I	CM 01	Understanding Community Media	3	Research Project	2
	CM 02	Research Skills	2		
	CM 03	Writing for Print	2		
	CM 04	Radio Production and Programming	2		
	CM 05	Video Production	3		
Semester I Credits: 14					
II	CM 06	ICTs for Empowerment	2	Media Project	4
	CM 07	Community Theatre	2	Block Fieldwork	4
	CM 08	Visual Design	2		
	CM 09	Community Radio	2		
	CM 10	Community Video	4		
Semester II Credits: 20					

ADMISSION PROCESS

Eligibility

A Bachelor's Degree of a minimum 3 years duration or its equivalent (under the 10+2+3 or 10+2+4 or 10+2+2+1 year bridge course pattern of study or any other pattern fulfilling the mandatory requirement of 15 years of formal education) from a recognised university, with minimum aggregate marks of 50 per cent (40 per cent for Scheduled Castes [SCs] and Scheduled Tribes [STs]).

No of Seats

25

Reservations

As per GoI rules, 15%, 7.5% and 27% seats are reserved for candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC) respectively.

3% 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.

Social Protection Office

This office assists students from the SC, ST, OBC and PwD for improving their academic performance and optimizing their development in their personal and social life at the institute. The Cell is headed by a Dean who facilitates the overall welfare of the students, staff and faculty belonging to these communities.

For further details please contact:

Prof.G.G.Wankhede, Dean SPO - email: ggwan@tiss.edu; contact : 022 2552 5308

Mr. V.K. Shinde, Section Officer - email: shinde@tiss.edu; contact: 022 2552 5233

Application Procedure

The information brochure, application form and fee challan can be downloaded from the TISS Website (www.tiss.edu). The application fee of Rs. 500 should be paid using the fee challan at any State Bank of India branch. Please note that while submitting the downloaded application form the 'TISS copy' of the fee challan must accompany it. The application will not be considered unless the form is completed and all relevant papers are received in time. Candidates should send only attested copies of their certificates along with the applications.

Unemployed SC/ST candidates, whose parents/guardian's income was Rupees one lakh or below for financial year 2012-2013 can obtain the application form free of cost. They can download the form from website: www.tiss.edu and submit it along with a true copy of Caste/ Tribe Certificate and the Income Certificate or they can send a request letter along with a true copy of their Caste/ Tribe

Certificate, Income Certificate and a self-addressed cloth lined envelope (20cm x 28 cm) to the Section Officer (Short Term Programmes Section) of the Institute.

**The completed application form can be sent by post or submitted to:
In-Charge STP Section, Tata Institute of Social Sciences, Deonar, Mumbai -400088, super-scribed
with “Application for PGD/DD CM October 2013” on the envelope.**

The last date for submission of application by post or in person is June 3, 2013. The candidates eligible for written test and interview will be intimated through the TISS website on June 7, 2013 and through call letters. The entrance tests will be held on July 7, 2013.

Selection Procedure

The application form must be submitted along with a typed Statement of Purpose (SOP) addressing the questions mentioned in the form.

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

- a. Film Review (50 Marks): The test involves writing a review of a documentary film, which will be screened for this purpose. This will assess the candidate's ability to relate to and critically analyse the visual medium. Duration of the test: 45 mins.
- b. Written Test (50 Marks): To assess the candidate's understanding of socio-cultural and political issues in India, analytical abilities, written communication skills and sensitivity and commitment to social concerns and issues. Duration of the test: 45 mins.
- c. Personal Interview (100 Marks): Candidates securing less than 45% (40% for SC/ST candidates) of the aggregate of a, b and c will not be considered for admission to the programme.

Verification of Original Documents

The verification of original documents will be carried out on the day of the written test and personal interview (i.e July 6, 2013). The short listed candidates must produce the following documents for verification, in original. If a candidate has submitted his/her original documents like degree, marksheet, 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 below, have been retained by the college/university for a specific purpose.

- Secondary School Certificate Mark-sheet (X/XI);
- Higher Secondary Certificate Mark-sheet (XII);
- First Year/I and II Semester Bachelor's Degree Mark-sheet;
- Second Year/III and IV Semester Bachelor's Degree Marksheet;
- Third Year/V and VI Semester Bachelor's Degree Marksheet (if passed and if the degree is of 3 years duration);
- Fourth Year/VII and VIII Semester Bachelor's Degree Marksheet (if passed and if the degree is of 4 years duration);
- A conversion table of grade points into percentage equivalents, in the case of grade card holders;
- No Objection Certificate from the employer, if employed;
- Certificate of Work Experience, if any.
- Caste/Tribe Certificate (only for SCs and STs)
- Caste and non-creamy layer certificate (for OBCs only)
- Certificate of disability (if applicable);
- Certificates of relevant extra-curricular activities, if any

For TISS Alumni with Masters Degree:

- TISS final year consolidated mark-sheet.
- No Objection Certificate from the employer, if employed;
- Certificate of Work Experience, if any.
- Caste/Tribe Certificate (only for SCs and STs);
- Caste and non-creamy layer certificate (for OBCs only)
- Certificate of disability (if applicable);
- Certificates of relevant extra-curricular activities, if any

Important

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

presented by the candidate or by his/her authorised nominee.

AFTER SELECTION FORMALITIES

Announcement of Selection

The list of candidates selected will be displayed on the Institute's notice board and website on July 12, 2013. It is the responsibility of the candidate to find out the status of their result.
The Diploma Programme will commence on October 7, 2013.

Acceptance Letter

An acceptance letter should be obtained, signed and returned to the Short Term Programmes Section on or before August 5, 2013 (August 12, 2013 for wait listed candidates) if admission is accepted.

Payment of Fees

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

Fees, Deposits and Other Charges (In INR)

	Sem I	Sem II	Total
Fees			
Tuition	7500	7500	15000
Lab Expenses	2500	2500	5000
Development Fund	2500	2500	5000
Students Union	100	100	200
Library Fee	1000		1000
Examination Fee	500	500	1000
Total Fees	15544	13100	28644
Refundable Deposits			
Library	1000		1000
Equipment security deposit	2000		2000
Total	17100	13100	30200

Payment of First Semester Fees and Deposits: Rs. 17,100.00. The fees challan form can be downloaded from the Institute website, and fees should be deposited in any branch of State Bank of India in India.

Bank Timings:

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

Joining the Programme

Those who have accepted admission by paying the full fees and deposits by August 5, 2013 are expected to join the programme on October 7, 2013. Admission of those who have paid the fees and deposits by August 5, 2013 (August 12, 2013 for candidates on the waiting list), but fail to join by October 12, 2013 will be automatically canceled.

REQUIREMENTS FOR PASSING

Attendance

1. 100% attendance during the contact period for each course is compulsory and is an essential requirement of the programme.
2. Leave of absence during the contact period will be permitted only in exceptional cases with prior approval of the programme coordinator.

Participation in class and in projects

1. All students are expected to actively participate in all group or individual production activities which are proposed as part of the programme.
2. All students are expected to participate in discussions on the course, by contributing in class through writings or presentations and also reading and responding to what other people have written or presented.

Assignments

1. Students will be given two to three assignments per course as decided by the course teacher.
2. Assignments are designed to contribute to the students' understanding of facilitation and production of community media content. All assignments require engagement with communities and field study. All assignments are compulsory.
3. While working in the field on their research projects or during their block field work the students are expected to engage with course material provided by the instructors from time to time and submit their assignments through Moodle, an online course management system. The students are encouraged to use this platform as a site for discussions and sharing of resources.

Grading

Grading scheme – An eleven point grading scheme consisting of letter grades and corresponding quantitative grade points (GP) from 0-10 are used for grading all assessment units/courses. The letter grades, grade points, grade equivalence to percentages and simple descriptors are as follows:

Letter	Grade points (for GPA)	Equivalence	Qualitative description of Letter Grade
A+	10	95 - 100%	Outstanding performance
A	9	85 – 94%	Excellent
A-	8	75 – 84%	Very good
B+	7	65 – 74%	Good
B	6	55 – 64%	Overall moderate competence
B-	5	45 – 54%	Minimal to moderate competence
C+	4	35 – 44%	Minimal competence
C	3	25 – 34%	Below minimal competence
C-	2	15 – 24%	Unsatisfactory
D	1	0 – 14%	Unacceptable & Blank answers
ab	-	-	Absence or withdrawal from a course is indicated by 'ab'.

1. In order to retain a seat in programme, every student must successfully complete 2 courses (4 Credits) in Semester I. Students who fail to clear two courses may appear for the supplementary exams which will be conducted immediately after the results.
2. The grade point average is calculated to two decimal points.
3. The Overall Grade Point (OAGP) is computed based on weighted credits of each course, for a total of 36 credits.
4. Each student must secure a minimum OAGP of C+ (4.00) in order to be declared successfully completed the programme, and recommended to receive the degree.
5. Students desirous of improving his/her grade in a course can reappear for an examination in that course, during the period when supplementary examination for that semester is held.
6. If, in such an additional examination, the grade obtained is lower than that obtained earlier by the student, the better of the two grades will be the final in that course.
7. Student can spread his/ her studies over a maximum period of TWO YEARS, if he /she desires with the approval of the Programme Coordinator and the Director.
8. Mere completion of the prescribed units of work does not confer the right to continue as a student. In addition to satisfactory fulfillment of the various requirements, the student must show an aptitude as well as professional fitness for his/ her field of study.

Re-Evaluation

A Student, who desires to have re-evaluation of his answer papers of project, shall be required to apply for re-evaluation within 10 working days after declaration of results of the semester. Re-evaluation means verification of grades and/or assessment of answer, project and assignments. Those who opt for re-evaluation are not eligible to appear for either the supplementary examination or examination for the improvement of grades. They have to exercise option in favour of re-evaluation of the examination. The final grades after re-evaluation will be binding on the students, whether the original grades increase or decrease.

Rules Prohibiting Ragging

Ragging in any form is strictly prohibited, within the institute premises or any part of the institute system, as well as on the public transport. Those found guilty of participation in or abetment of ragging will be punished according to the institute disciplinary procedures.

Award of Diploma

The students, who have successfully completed all the requirements, will be awarded the Post Graduate Diploma in Community Media.

Award of Dual M.A. Degree for TISS Alumni

Alumni of TISS who have obtained a Master's degree from the institution and have successfully completed all the requirements in this programme, will be awarded a Dual M.A. Degree in Community Media, along with their original specialisation.

Hostel Accommodation

The Institute has hostel facilities for outstation students, but due to several courses running simultaneously it is not possible for the Institute to guarantee hostel accommodation to all the outstation candidates selected for the Diploma Programme. Currently, many students of the Institute stay in outside facilities, including other hostels and paying guest accommodation. The Institute will attempt to facilitate this process for any outstation candidates, who require accommodation.

Pre-Admission Medical Check-up

All candidates should undergo medical check-up between October 8 and 12, 2013.

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 and Group Mediclaim Insurance

The selected candidates should give two recent stamp size photographs for identity card to the Short Term Programme Section.

LOCATION AND ACCESS

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

Locations

Bus Routes

From Dadar Station:	92, 93, 504, 506, 521 (all Ltd.)
From Chhatrapati Shivaji Terminus:	6 and 21 (Ltd.)
From Bandra Station:	352, 358, 505 (all Ltd.) and 371
From Kurla Station:	362 and 501 Ltd.
Taxi Fares (Approximate)	
Dadar to TISS	Rs. 160.00
C S T to TISS	Rs. 280.00
Bombay Central to TISS	Rs. 260.00
Bandra to TISS	Rs. 150.00
Kurla to TISS	Rs. 90.00
Domestic Airport to TISS	Rs. 250.00

ENQUIRIES

Section Officer (STP)
Tata Institute of Social Sciences,
V.N. Purav Marg, Deonar, Mumbai - 400 088
Tel: 91-22- 2552 5253
Fax: 91-22-2552 5050
E-mail: stp@tiss.edu

Course Coordinator
Post-Graduate Diploma/ Dual M.A. Degree in Community Media,
School of Media and Cultural Studies,
Tata Institute of Social Sciences,
V.N. Purav Marg, Deonar, Mumbai - 400 088
Tel: 91-22-2552 5664
Fax: 91-22-2552 5050
Email: pgd.cm@tiss.edu
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The telephone board functions from 9.00 am to 8.00 pm from Monday to Friday.

ALL DISPUTES SUBJECT TO THE LEGAL JURISDICTION OF MUMBAI CITY ONLY