ACADEMIC RULES & GUIDELINES

UNDERGRADUATE & POSTGRADUATE PROGRAMMES

2025

Tata Institute of Social Sciences
(A Deemed to be University under Section 3 of UGC Act 1956)
A Grant-in-Aid Institute under the Ministry of Education, Government of India
V.N. Purav Marg, Deonar, Mumbai 400 088
Mumbai | Tuljapur | Guwahati | Hyderabad

ACADEMIC RULES & GUIDELINES

UNDERGRADUATE & POSTGRADUATE PROGRAMMES

2025

Tata Institute of Social Sciences

(A Deemed to be University under Section 3 of UGC Act 1956)

A Grant-in-Aid Institute under the Ministry of Education, Government of India

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

Mumbai | Tuljapur | Guwahati | Hyderabad

VISION & MISSION

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

1. To organise teaching programmes to facilitate the development of competent and committed professionals for practice, research and teaching; undertakes research; develops and disseminates knowledge; and reaches out to the larger community through extension, at the local, national, regional and international levels.
2. Creation and provision of socially relevant and high quality professional education in a wide range of inter-disciplinary areas of Social Sciences to a larger number of students from all sections of the society in the country.
3. Facilitation of autonomous research and dissemination of knowledge.
4. Support knowledge creation through strong Ph.D. programmes and Post-Doctoral scholars.
5. Strategic extension, field action and advocacy through training and capacity building of State and non-State institutions and personnel.
6. Initiate field action and advocacy to demonstrate and facilitate creation of policies and programmes.
7. Professional response to natural and human-made disasters, through participation in relief and rehabilitation activities.

CONTENTS

1. NEP & Curricular Aspects **1**

1.1. Course Categories 1

1.2. Course Categories-Cum-Credit Structure 3

1.3. Curriculum Development and Approval 5

1.4. Prospectus 6

2. Semester Registration **7**

2.1. Semester Registration System 7

2.2. Login to the Student Management System (SMS) 7

2.3. Confirmation of Course Mapping and Selection 7

2.4. Uploading Documents 8

2.5. Selection of Minors/ Electives/ Thematic/ Concentrations 8

2.6. Extra Credits and Audits 8

2.7. Curricular Feedback 9

2.8. Students Rejoining a Semester 9

2.9. Name Change for Current On-Roll Students 9

3. Attendance **10**

3.1. Biometric / Manual Attendance 10

3.2. Operational Guidelines and Policy for Marking Biometric Attendance 10

3.3. Attendance Rules 11

3.4. Attendance Shortage and Resulting in Failure/Supplementary/Repeating the Course/Semester 11

3.5. Attendance for Fieldwork/ Internship 12

4. Assessments **13**

4.1. NEP 2020 13

4.2. Assessment Modes at TISS 13

4.3. Course Plan, Credit and Number of Assessments 14

4.4. Grading Scheme 14

4.5. Assignment submission rules 16

4.6. Dissertations / Research Projects / Thesis 16

4.7. Grading and Marking 17

4.8. Moderation 17

4.9. Course Completion and Passing a Course/Programme 18

4.10. Supportive Facilities for Persons with Benchmark Disabilities 19

5. Supplementary, Improvement, & Re-evaluation **20**

5.1. Supplementary 20

5.2. Improvement 21

5.3. Re-evaluation 21

5.4. Fee for Supplementary, Improvement Examinations & Re-evaluation 23

6. Academic Integrity **24**
6.1. A Disciplined Way of Living 24
6.2. Some do's & don'ts 24
6.3. Use of Unfair Means 25

7. Award of Degree, Medals, & Prizes **27**
7.1. Award of Degree 27
7.2. Institute Day Academic Medals & Prizes 27
7.3. Convocation Day Gold Medals and Prizes 27
7.4. Chancellor's Gold Medal 28
7.5. Other Prizes and Awards at the School Level 28

8. Fees & Deposits **29**
8.1. Payment of Fee 29
8.2. Procedure for Fee Payment 30
8.3. Compulsory Fees, Deposits & Other Estimated Expenditure 30
8.4. Fee Exemption and other applicable charges for SC/ST students, who are eligible for GoI-PMS 31
8.5. Refund of Fees for First Semester Students 31
8.6. Refund of fees for Semesters (other than semester I) 32

9. Academic Calendar **33**
PG-CUET BATCH: 2025-2026 34
HRM & LR 2025-2026 / ODCL CAT BATCH 2025-2027 35
Undergraduate 2025-2026 36

10. Annexure **37**
Application for Conducting Value-Added Course 37

1. NEP & CURRICULAR ASPECTS

1.1 COURSE CATEGORIES

1.1.1 A course is a prescribed content of a curriculum, with a set number of lessons/lectures, as approved by the Academic Council of TISS.

1.1.2 All programmes consist of compulsory and optional courses offered in each semester.

1.1.3 All courses carry credits with clear distribution of hours of teaching.

1.1.4 In general, one credit refers to 15 hours of instruction and 30 hours of self-study.

1.1.5 A few courses may not carry any credit, but would be compulsory to attend (e.g., Research Seminar, Value Added Courses etc. as stipulated by the respective School).

1.1.6 The different course categories as per NEP 2020 that we follow at TISS are as follows:

1.1.6.1 ***Core Course***: A course, which should compulsorily be studied by a candidate as a core requirement of the programme is termed as a Core course.

1.1.6.2 ***Skill Enhancement Course:*** Skill enhancement courses enable students to develop new skills, such as language, communication, computer skills, design thinking, and similar topics of contemporary relevance. Further, these courses are designed to provide subject/sector specific skills that enable students to navigate professional milestones and competency needs.

1.1.6.3 ***Elective Course***: Generally, a course which can be chosen from a pool of courses (offered at the program/school/campus level or SWAYAM online courses shortlisted for each program) and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

1.1.6.3.1 An Open Elective is an elective course that students can take outside their Schools or Centres.

1.1.6.4 ***Indian Knowledge System (IKS) Courses***: The IKS courses recognises the ethos of Indian knowledge specific to the program vision and objectives. These courses shall encompass all the systematized disciplines of knowledge which were developed to a high degree of sophistication in India from ancient times and all the traditions and practices that diverse communities of India have evolved, refined and preserved over generations.

1.1.6.5 ***Dissertation/ Research Project***: The Dissertation or Research Project is considered as a special component of the PG programs involving application of knowledge in solving / analysing / exploring significant theoretical or applied questions pertaining to the relevant discipline. Under Dissertation/Research Project, students will independently work on any relevant topic connected with the theme of their program chosen under the guidance of a faculty member. Students will formulate the problem, design the research framework, collect and analyse the data, apply advanced methods and tools for a systematic and rigorous research work. The duration of research work generally spans more than two-three semesters and is credited variously by the different academic programmes depending on the weightage given to this activity in the curriculum of the programme concerned.

1.1.6.6 ***Internship***: An internship is gaining first-hand experience by an individual besides comprehending the way of working in an organisation, leading to improve the skill aptitude for a specific job or job role and building research capabilities with learning opportunities. Internships should be such organized that benefits the research intern as well as the internship providing organization. One credit of internship is equivalent to 30 hours of engagement

with the host organisation offering the internship. The norms pertaining to regularity in attendance and fulfilling the requirements of the course are at par with taught courses. A faculty supervisor and internship coordinator(s), at field sites/agencies/organisations, coordinate these sets of activities. The faculty supervisor in consultation with the internship coordinator will conduct assessments of student's internship performance. Details of the internship will be available under programme descriptions of respective Schools.

1.1.6.7 ***Capstone Project***: The capstone project mandates the students to demonstrate a comprehensive body of work that showcases their ability to engage with a policy question/ problem, think and organise their thoughts, review the literature, capture the practice, and combine these disparate elements to develop a framework of policy action. The Capstone Project is designed to be completed independently by students over 12-15 weeks with the guidance of a mentor/expert in the field at the capstone organisation joined by the students and a faculty mentor. The final capstone project report is submitted to the concerned policy institution as well as graded.

1.1.6.8 ***Community Engagement and Fieldwork***: These courses must emphasis on community-level engagement, orientation to diverse social, cultural, ecological, institutional practices and methods, citizenship values, lessons in seva/service, participation in community service programs and life skills. The community engagement and field work would be directed at achieving the twin goals of being able to apply the relevant methods in understanding real world problems as well as understanding society in the context of program objectives. Additional courses under this category would include Rural Camp, Rural Practicum, Study Tours, Community-based Workshops etc. as prescribed by the respective programmes. One credit of Community Engagement or Fieldwork is equivalent to 30 hours of field engagement. The norms pertaining to regularity in attendance and fulfilling the requirements of the course are at par with taught courses. A faculty supervisor and field coordinator(s), at field sites/ agencies/organisations, coordinate these sets of activities. The faculty supervisor and/or the fieldwork supervisor conduct assessments of student's fieldwork performance. Details of the field component will be available under programme descriptions of the respective Schools of Social Work.

1.1.6.9 ***Fieldwork in Social Work Programmes***: The Social Work Programme gives greater emphasis to a continous and integrated fieldwork education. Fieldwork-based learning phases are spread across all semesters of these programmes. At the post-graduation level, it carries a weightage of around 28% in the overall curriculum. The fieldwork process aims at developing perspectives, understanding practice roles and learning intervention skills. Student learning is thus directed towards understanding the contexts of engagement and core practice issues, including engagement with Social Work Methods and Processes across wide-ranging population groups, issues and sectors. It simultaneously fosters experiential learning of social work values, principles and ethics. ICs/GCs/Seminars/and Fieldwork Recordings are key mediums of fieldwork monitoring and mentoring. One credit of Fieldwork in Social Work Programme is accounted for 38.5 hours of field and fieldwork related engagement. The norms pertaining to regularity in attendance and fulfilling the requirements of the course are at par with taught courses. A faculty supervisor and field coordinator(s), at field sites/ agencies/organisations, coordinate these sets of activities. The faculty supervisor and/or the fieldwork supervisor conduct assessments of student's fieldwork performance. Details of the field component will be available under programme descriptions of the respective Schools of Social Work.

1.1.6.10 ***Value Added Course***: Value-added courses enable students to holistically explore domains beyond those areas specified in the regular curriculum. Simultaneously, these courses are aimed to enhance their employability and competency and bridge the industry-academia

gap. Value-added courses nurture creative thinking and innovation skills among faculty and student community. These courses shall also include the development of humanistic, ethical, constitutional, and universal human values of truth (satya), righteous conduct (dharma), peace (shanti), love (prem), non-violence (ahimsa), and scientific temper.

1.1.6.10.1 Guidelines to organise Value-Added Courses

(a) Value-added courses should be courses other than the regular courses in the curriculum of any programme. It will be compulsory for all UG/PG students to undergo at least one value-added course before completing their academic programme.

(b) The Value-added courses shall be designed by each School / Centre in consultation with relevant stakeholders from inside and outside the school. These include academic peers, institutions, employers, alums, fieldwork, internship, and placement agencies. All value-added courses will be approved by the Board of Studies and forwarded to the Committee for Value-added courses for final approval through the office of the Dean (Academic Affairs). The syllabus, class schedule, the faculty handling the value-added courses, the budget, and account code should be clearly mentioned in the document submitted for approval. Please see Annexure 1.

(c) The value-added courses may be offered in face-to-face / online / blended mode. These courses may also be conducted during weekends/vacation periods. The course will appear in that semester's grade sheet if it is offered during any active semester. However, if the course is offered during summer/winter vacations, it will be included in the grade sheet for the subsequent semester.

(d) The course contents may be delivered by the teachers or co-taught by experts from external agencies with expertise in an emergent field of practice. However, the evaluation must be done by TISS faculty coordinating the value-added course.

(e) No fee will be charged to the students for the value-added course.

(f) The course can be offered if at least 15 students opt for it.

(g) A certificate for completion will be issued to the respective students after proper evaluations.

(h) Records at the school level should be maintained on the list of students and the attendance sheet for the above-mentioned programs, as well as other material evidence such as course brochures, geo-tagged photographs, course completion certificates, etc.

1.2 COURSE CATEGORIES-CUM-CREDIT STRUCTURE

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

1.2.1. UG Programmes

1.2.1.1 A guiding framework of Course Categories-cum Credit Structure of the four-year NEP UG programmes is given in Table 1 below.

Table 1. Course categories cum credit structure for 4-year UG programme

Course Category	Minimum Credit Requirement (Total)	Minimum Credit Requirement Year I	Minimum Credit Requirement Year II	Minimum Credit Requirement Year III	Minimum Credit Requirement Year IV
UG Programme (4 years)	**160**	**20 + 20**	**20 + 20**	**20 + 20**	**20 + 20**
Major	**128**	**40**	**32**	**24**	**32**
Core*	78	8 + 6	10 + 12	10 + 12	12 + 8
Skill Enhancement Courses	9	3 + 3	3 + 0	-	-
Ability Enhancement Courses	8	3 + 3	2 + 0	-	-
Multidisciplinary Courses	9	2 + 4	3 + 0	-	-
Indian Knowledge System	2	0 + 2	-	-	-
Internship	2	-	-	2 + 0	-
Research Project / Dissertation	12	-	-	-	12
Value Added Courses	8	4 + 2	2 + 0	-	-
Minor	32	-	8	16	8
Minor (Core)	16	-	0 + 8	8 + 0	-
Minor (Electives)	16	-	-	0 + 8	8 + 0

Note: The credit distribution and semester location are tentative and subjective to change.

* Fieldwork for programmes like Social Work is part of the Major (Core).

1.2.2 PG Programmes

1.2.2.1 A guiding framework of Course Categories-cum-Credit Structure of the two-year NEP PG programme is given in Table 2 below:

Table 2. Course categories cum credit structure for 2 year PG programme

Programme / Course Category	Minimum Credit Requirement (Total)	Minimum Credit Requirement Semester I	Minimum Credit Requirement Semester II	Minimum Credit Requirement Semester III	Minimum Credit Requirement Semester IV
PG Programme (2 years)	80	20	20	20	20
Core Courses	16	*	*	*	*
Skill Enhancement Courses	4	*	*	*	*
Electives	2	*	**	*	*
Indian Knowledge System	2	*	2	*	*
Fieldwork/Internship/ Lab/Capstone	6	*	*	*	*
Research Project / Dissertation	12	*	*	*	-
Value Added Courses	Mandatory, Non-credited, 30 hours	*	*	*	*

1.2.2.2 *Placement of courses across the semesters based on the specific programme objectives and learning outcomes of each programme.

1.2.2.3 Five percent of the total credits offered should encompass IKS courses. A minimum of 2 credit IKS course will be offered by the respective School to their respective programme students. Further, it should be taken care that all relevant core courses integrate the IKS component in their teaching and pedagogy. All IKS courses must be forwarded to the IKS Cell for review

and feedback. The IKS Cell will identify external IKS experts to comment on the same. After incorporating the recommendations of the IKS Cell, the course will be placed before the BoS, ACCS, for approval. The IKS Cell will also facilitate the capacity building of faculty involved in the teaching of IKS courses.

1.2.2.4 In the second semester, Schools can offer open electives of 2 credits that students from other Schools also can opt. Students interested to select an open elective outside their School will make their choices and inform the respective School Secretariat which is offering the particular course. The maximum class size will be 70 and is subjected to the discretion of the course teacher. The classes will be conducted on every Wednesday from 4.00 – 6.00 PM. The final assessment of the open elective courses will take place along with the end semester examinations. Therefore, students are advised to discuss with their programme coordinators on the semester timetable before deciding to choose an open elective. Students who have Block fieldwork and Internships embedded within the semester are requested to continue with their regular programme electives rather than choosing the open elective courses. The anchoring of the specific open elective will be done by the respective school secretariats just like their regular courses.

1.2.2.5 Though the Research Project / Dissertation final grades will be reflected in the fourth semester, an incremental grading process (for literature review, proposal presentation, tool preparation and data collection, synopsis presentation, and final product) can be carried out from Semester II onwards.

1.2.2.6 For programmes that have considerable credit load for fieldwork/community-based/ experiential learning, the maximum credit limit can be extended up to 84 credits.

1.2.2.7 Any revision of existing courses, if the revised contents are more than 30%, it should be considered as a new course.

1.2.2.8 When Schools are offering more than one PG programmes, the common courses that are available for cross-listing should not be more than 50% of the total credits.

1.3 CURRICULUM DEVELOPMENT AND APPROVAL

1.3.1 The respective School Deans (Mumbai Campus) / Campus Directors (off-campuses) will constitute a curriculum development committee / faculty with the mandate of developing a specific programme or a course. Specific timelines will also be given.

1.3.2 The evolved curriculum framework and course contents will be discussed and deliberated in the School General Body. Also, consultations will be held with industrial/sector/domain experts and alumni.

1.3.3 The finalised draft curriculum/course will be submitted and presented to the Board of Studies (BoS) for approval. If there are revisions suggested by the BoS members, those suggestions will be incorporated and circulated to the BoS for perusal and approval.

1.3.4 Once the BoS has approved the draft curriculum, the respective School Dean and Faculty Coordinator of the Curriculum committee will forward the document (curriculum as per the Academic Council (AC) format along with the BoS minutes to the Dean (Academic Affairs)' office and subsequently present the programme to the Academic Council's Curriculum Sub-Committee (ACCS). If there are individual courses that require approval, the respective School Dean and the faculty who has developed the course will forward the document to the Dean (Academic Affairs)' office and subsequently present the course to the ACCS.

1.3.5 After the approval from the ACCS, the respective programme/course will be reported to the AC for approval. On special circumstances, if the AC asks for presentation of the curriculum to the larger body, the respective School Dean and Faculty have to do so.

1.4 PROSPECTUS

1.4.1 All Schools should be ready with their Programme Prospectus by the beginning of each academic year.

1.4.2 The updated document should be made available in the respective School website and TISS intranet.

1.4.3 It is the responsibility of the School Deans and Programme Coordinators to ensure that the prospectus is published on time.

1.4.4 The prospectus should have the following contents:

(a) Message from the Vice-Chancellor

(b) Vision & Mission of TISS

(c) About the School & Centres

(d) List of School Faculty & Staff

(e) A brief note on eminent alumni of the School

(f) List of UG and PG Programmes with Total Credits & Duration

(g) Programme Specific Details (as approved by the AC)

(h) Name of the Programme

(i) Date of BoS & AC approval

(j) Programme Objectives & Outcomes

(k) Curriculum Framework & Credit Structure

(l) A brief summary of each Course

(m) Field Placement Organisations in the last three years

(n) Job Placement Organisations in the last five years.

(o) Academic Fee Component and their break-up

2. SEMESTER REGISTRATION

2.1 SEMESTER REGISTRATION SYSTEM

2.1.1 Registration for all semesters prior to its commencement is a mandatory requirement for all students of TISS. Without semester registration, students are not permitted to attend the classes or undertake any activity such as fieldwork or internships.

2.1.2 Students are required to do the semester registration online for joining Semesters II, III and IV, V & VI.

2.1.3 Semester registration details are used for the academic progression, grade cards and promoting students to next semester.

2.1.4 The Semester Registration System charts the academic progression and mobility of students across semesters so that all requirements for the award of the degree are completed in a systematic and orderly manner.

2.1.5 Students will be allowed to register for the next semester, provided they have cleared all pending fee payments of the previous semesters.

2.1.6 In case there has been a delay in receiving scholarships and therefore unable to clear the fee dues, the GoI-PMS Students should take an undertaking recommended by their respective School Deans and Dean, EOC to proceed with the registration.

2.1.7 Students with pending fee dues will be permitted to attend the classes only after taking approval from the respective School Dean.

2.1.8 Students should choose the Optional, Audit, Extra Credit and Electives courses during the semester registration.

2.1.9 Once the semester registration is saved and confirmed, no changes will be allowed in the courses selected by the student.

2.1.10 All students must follow the procedures detailed below for the Semester Registration System, failing which student will not be allowed to continue the programme of study.

2.2 LOGIN TO THE STUDENT MANAGEMENT SYSTEM (SMS)

2.2.1 Login to the SMS at https://stud-mgmt.tiss.edu using the enrolment number as the username and password provided at the time of commencement of classes.

2.2.2 After logging into the SMS, visit the tab — Semester Registration — Registration Form.

2.2.3 Please note that the semester registration link will be activated only after clearing previous fee dues, if any, and after the payment of current semester fees.

2.2.4 Specific guidelines will be given to batches of 2025-2027/2025-2029 in carrying out their semester registration in the Samarth portal.

2.3 CONFIRMATION OF COURSE MAPPING AND SELECTION

2.3.1 On the Semester Registration screen, choose the course type and categories.

2.3.2 The School Secretariat would have already mapped the courses available to the students for that Semester.

2.3.3 Complete the registration of courses for the Semester and submit by clicking Save and Confirm buttons.

2.3.4 Once semester registration is confirmed by the student, no changes in the selected courses will be allowed.

2.4 UPLOADING DOCUMENTS

2.4.1 It is mandatory to upload all the documents listed in the Students Management portal within the specified time for the Institute to confirm the admission.

2.4.2 If students fail to upload the document(s) on time, they will not be promoted to the next semester and/or the admission will be cancelled without any further communication.

2.4.3 Upload the following documents for semester registration [Please note that (iv), (v) and (vi) are only applicable for students eligible for the GoI-PMS Scholarship]:

(i) Migration Certificate from your earlier institution/university, if this has not been submitted earlier.

(ii) Final year mark-sheet and degree certificate to be uploaded before completion of the first semester.

(iii) Settlement receipt of any advance taken and clearance from the Finance Section.

(iv) Students eligible for the GoI-PMS scholarships should have submitted application for the scholarship from the GoI and/or their respective State Government. Those who have not done so or whose application has been rejected must pay all fees — tuition, hostel, dining hall charges and other fees, if any — before semester registration.

(v) Students must inform the SC/ST Cell and EO Cell of scholarships received from any source, since the money gets directly transferred to their accounts.

(vi) To verify scholarship details, students are required to upload all pages (starting from the date of enrolment at the Institute. If a new account has been opened after joining the Institute, the student should upload the pages from the time of opening the account) of the passbook of their Aadhaar-linked bank account.

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

2.5 SELECTION OF MINORS/ ELECTIVES/ THEMATIC/ CONCENTRATIONS

2.5.1 Students are required to select specialisation and elective courses (wherever applicable) on the Student Management System (SMS) at the beginning of each semester.

2.5.2 Students will not be allowed to change their choice of courses / specialisations once they have selected it during the semester registration.

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

2.6 EXTRA CREDITS AND AUDITS

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

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

2.6.3 Extra credits will not be considered for the purpose of determining CGPA, or Prizes and Scholarships.

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

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

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

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

2.7 CURRICULAR FEEDBACK

2.7.1 After the completion of each course students are required to fill in the online evaluation form.

2.7.2 Submitting duly filled course evaluation form is a mandatory process.

2.7.3 Students who have not filled and submitted the course evaluation form before the given deadline will not be able to see their semester results or register for the next semester.

2.7.4 Course teachers shall inform the students about the need to complete the course evaluation form online in order to enable the generation of Admit Card / Hall ticket.

2.7.5 In the case of assignments, students shall be asked to submit an acknowledgement of course evaluation submission along with the last assignment submission for the course to ensure completion of course evaluation by students.

2.7.6 In the case of fieldwork / internship , students shall be asked to submit the evaluation or feedback online on completion of the fieldwork / internship.

2.7.7 Respective School Deans and Programme Coordinators will also organise a curricular feedback session with their students at the end of each semester.

2.8 STUDENTS REJOINING A SEMESTER

2.8.1 Students who have taken deferment and rejoining will have to contact the Assistant Registrar (AR) Academic (email: ar.acad@tiss.ac.in) for guidance, along with a copy to their respective School Dean and Programme Coordinator.

2.8.2 A student who intends to re-join the programme after deferment (temporary withdrawal) or repeat semester upon completion of all requirements of previous semesters will be enrolled in the ongoing academic year and will have to complete the required credits applicable to the newly joined batch for entitlement of degree.

2.8.3 As there could be repositioning courses with curricular revisions for each batch, it is the responsibility of the rejoining student to ensure that they are not enrolling for the same course, which they have already completed.

2.8.4 Students who have taken deferment and rejoining are required to complete all the courses that are applicable for the batch in which he/she is re-joining.

2.8.5 If a student is repeating the course for shortage of attendance/failure in courses for more than four credits, he/she will be required to repeat all the components of that semester (i.e., fieldwork/internship and research work) and complete the same satisfactorily.

2.9 NAME CHANGE FOR CURRENT ON-ROLL STUDENTS

2.10.1 Grade Card, Degree Certificate, etc (award certificates) will be issued in the same name as mentioned in the student's SSC/HSC documents.

2.10.2 Any request for change of name will have to be supported with State Gazette or Central Gazette or Marriage Certificate which shall be submitted before the end semester examinations of final year of the programme.

3. ATTENDANCE

Attendance in all academic activity is compulsory. Every student is expected to maintain regularity and 100% attendance for all programme requirements:

(i) All classes for the courses for which the student is registered;

(ii) Fieldwork / Field Practicum / Study Visits / Internships.

3.1 BIOMETRIC / MANUAL ATTENDANCE

(a) Biometric attendance is an institutional norm and all students are mandatorily required to follow it.

(b) The biometric thumb impression data are linked only to the attendance system, and not to any other applications and databases.

(c) The data will be destroyed once the students graduate from the Institute.

(d) It is advisable that Course Teachers also maintain the Yellow Attendance Register to make manual attendance, if there are technical malfunctioning.

(e) If the teacher is using the register, mark all columns either as "P" for presence and "A" for absence.

(f) No cell should be left blank or entered with dot (.)

(g) Over writing shall not be done. Changes, if any, should be made by crossing the first entry and make the new entry above the original entry with the initials of the course teachers.

(h) Submit completed register to the secretariat at the end of every month for updating for records as well as for monthly publication of attendance status.

(i) No revision to be requested once the final attendance is computed.

(j) In case of any mis-marking, the same to be rectified before the final submission of the register after the last lecture day.

3.2 OPERATIONAL GUIDELINES AND POLICY FOR MARKING BIOMETRIC ATTENDANCE

3.2.1 Students will mark their biometric attendance twice in each class.

3.2.2 The first attendance will be marked within the first 10 minutes of each lecture slot and the second within the last 10 minutes of the lecture slot.

3.2.3 Attendance will be awarded only if the biometric attendance is marked twice during class hours. For example, if the class is between 9.00 to 11.00 am, the first attendance will be marked between 9.00 to 9.10 am and the second between 10.50 to 11.00 am.

3.2.4 If the student marks attendance between 9.11 am to 10.49 am, the software will ignore it while processing attendance.

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

3.2.6 It is the responsibility of the students to give manual attendance to the Course Teacher(s) if they are unable to register biometric attendance due to technical issues.

3.2.7 The Course Teacher will hand over the manual attendance to the concerned School Secretariat, who will then make the attendance entry in the student management system.

3.2.8 The Secretariat will inform students on a monthly basis via email, the status of student's attendance.

3.3 ATTENDANCE RULES

3.3.1 A minimum of 75% attendance is required for all taught courses.

3.3.2 Absence up to 25% may be condoned by the School Dean. (Remaining absent for 25% of the time is not a matter of right, but a measure to support for students meet medical or health issues or for personal and family crisis.)

3.3.3 Absence between 26–33% will make the student ineligible to appear for the examination. The student can, however, appear for the Supplementary Examination whenever it is scheduled to be held.

3.3.4 Absence above 33% will automatically lead to the student repeating the Course when offered in the next academic year. This includes absence due to medical emergencies as well.

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

3.4 ATTENDANCE SHORTAGE AND RESULTING IN FAILURE/SUPPLEMENTARY/REPEATING THE COURSE/SEMESTER

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

3.4.2 Students who have more than 25% absence in courses up to four credits will be declared as 'failed' in those courses and will be required to appear for the supplementary examinations, whenever they are conducted.

3.4.3 Students who have more than 25% absence in courses totalling more than four credits will be required to repeat the semester the following year. Students can do multiple repeat semesters within the total time span available for the completion of the programme.

3.4.4 In case of not clearing the first semester due to 25% absence in courses totalling more than four credits, the student loses admission for the year and may seek re-admission as per the conditions below:

3.4.5 If the overall absence is not beyond 25% for all the courses, re-admission is permitted in the subsequent year without having to go through the admission process upon recommendation of the School Dean or any authority designated for the same.

3.4.6 If the overall absence is more than 25% and equal or less than 33%, re-admission is permitted without admission process, only on the grounds of serious medical or other emergencies. In such cases upon recommendation of the Dean /Chairperson of the School, the Vice Chancellor may at his/her discretion approve the re-admission.

3.4.7 In the case of overall absence beyond 33%, the student loses admission and shall not be re-admitted.

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

3.4.9 **Special Circumstances**

3.4.9.1 In special circumstances such as extreme health crisis/mental health situations, the following provision is recommended to examine the case and place it before the Vice Chancellor for approval. The concerned student has to submit the valid medical certificate attested by a

certified medical practitioner within the deadline as given by the Programme Secretariat. Subsequently the School Dean will constitute a 4-member committee with the Programme Convenor as Chair to verify the case. The other members of the committee will be (1) a Professor from outside the school, (2) a Faculty from the school and (3) the TISS Counsellor. The recommendations of the Committee will be forwarded to the Vice Chancellor through the Dean (Academic Affairs) for approval. The TISS Medical officer will also endorse the recommendations, if the committee asks for the same.

3.4.9.2 Based on the type of disability and medical condition associated with the disability certified by medical professionals and as per rules of accessibility guidelines and standards for HEIs/Universities 2022, TISS will provide due consideration in attendance and curriculum requirements on a case-to-case basis. In such cases, the student has to inform the respective Programme Coordinator and the School Dean about the specific assistance required during the time of joining the Programme.

3.5 ATTENDANCE FOR FIELDWORK/ INTERNSHIP

3.5.1 Attendance is compulsory on all days of fieldwork/internship.

3.5.2 In the case of internships and field practicum, the maximum days of absence permitted is up to 10% of the total practicum period specified by each programme.

3.5.3 For concurrent fieldwork (i.e., fieldwork on certain days of the week), students have to put in a minimum of 15 hours a week, including time spent in Individual Conference/General Conference, but excluding travel time.

3.5.4 Absence of up to two days for genuine reasons such as medical/family emergencies is allowed for concurrent fieldwork and block fieldwork/internship (of one-month duration) only with prior permission.

3.5.5 Absence beyond two days needs to be compensated in toto in consultation with the fieldwork coordinator or supervisor.

3.5.6 Any absence without genuine reasons and without permission needs to be fully compensated.

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

3.5.8 A student has to mandatorily complete the Fieldwork / Internship requirements before progressing to the next semester.

4. ASSESSMENTS

4.1 NEP 2020

The NEP (2020) documents for UG & PG programme suggest a variety of assessment methods that are appropriate to a given disciplinary/subject area and a programme of study. These methods will be used to assess progress toward the course/programme learning outcomes. Evaluation will be based on continuous assessment consisting of class tests, mid-semester examination(s), homework assignments, etc., as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations/closed-book and open book tests/problem-based assignments/practical assignment/laboratory reports/observation of practical skills/individual project reports (case-study reports)/team project reports/oral presentations/including seminar presentation/viva voce interviews/computerised adaptive assessment, etc.

The NEP 2020 emphasizes regular and formative assessments that focus on learning and development rather than just evaluating knowledge at the end of a course. Few key highlights on Assessments based on NEP 2020 are:

(a) The aim is to evaluate students' ability to apply knowledge and skills, rather than just rote memorization.

(b) We need to consider various aspects of student learning, including critical thinking, problem-solving, communication, and teamwork.

(c) Emphasis should be given on testing higher-order skills like analysis, critical thinking, and conceptual clarity.

(d) Assessments should be aligned with the learning outcomes of a course, ensuring that students are assessed on what they are expected to learn.

(e) Encourages the use of innovative assessment methods, such as online assessments, group projects, and presentations.

(f) Encourages self and peer assessment to promote student reflection and feedback.

4.2 ASSESSMENT MODES AT TISS

Some of the best practices at TISS are where each course of study, credited or non-credited, taught or field-related, or research project, will be assessed through the following assessment unit types with prescribed weightages, as per a pre-defined schedule, which is provided at the commencement of a semester. These may involve individual or group work. Assignments, which are held during the course of the semester, and are conducted as individual or group assessments may take the following forms:

(a) Class presentations—individual or group.

(b) Examination / tests (open book, closed book, take home) conducted during or at the end of the semester.

(c) Faculty assessment of class participation or fieldwork, or process aspects of fieldwork or dissertation/ research.

(d) Reflective journals, fieldwork reports or field diaries.

(e) Reports or dissertations or productions.

(f) Viva/oral test or examination.

(g) Written assignments

4.3 COURSE PLAN, CREDIT AND NUMBER OF ASSESSMENTS

4.3.1 The detailed course plan as well as assessment pattern should be declared at the beginning of the course. The course assessment pattern specifying different components such as examination, assignments etc. should be declared within the first four weeks from the beginning of the academic session in every semester for each of the course. Preferably this should be uploaded on the TISSOL. Subsequent changes in the assessment pattern should be avoided.

4.3.2 The number of assessment components should be commensurate with the number of credits for the course.

4.3.3 No course will have only one type of assessment method (for example, 100% assignment or 100% written exam is not permitted).

4.3.4 Each course will have a minimum of two components for assessment, irrespective of the course credits.

4.3.5 The maximum components of assessment will not be more than the course credits (Table 3).

Table 3: Course Credits & Number of Assessments

Credits of Taught Courses	Units of Assessment
1	2
2	2
3	3
4	4

4.3.6 Assessment units could be a combination of an assignment and a written examination or two assignments or two tests.

4.3.7 Weightage of the written examination will not exceed 60% of the total evaluation. For example, a two-credit course is assessed by two units of assessment—an assignment and an examination, or two assignments or two examinations.

4.3.8 Non-re-evaluable components (such as class presentation, class participation, individual engagements in group assignment, process of engagement in a field based assignment etc.) shall be kept at minimum.

4.3.9 Under no circumstances the weightage of non-re-evaluable component should exceed 30% of the total. Records of above components must be maintained till declaration of result and re-evaluation period.

4.3.10 The time and output demands on students shall be commensurate with the weightage of the assessment component.

4.3.11 For those courses where the onsite skill enhancement training component is considerably higher than the taught component, (e.g. School of Skill Education programmes), the weightage of non-re-evaluable component of such courses can be maximum of 60%.

4.4 GRADING SCHEME

The Letter Grades and corresponding qualifying descriptions and grade point range are given below in Table 4.

Table 4. Letter Grades and Corresponding Grade Points

Qualification	Grade	Score on 100	Point
Outstanding	O	Greater than or equal to 95	10
Excellent	A+	90 and less than 95	9

Qualification	Grade	Score on 100	Point
Very Good	A	80 and less than 90	8
Good	B+	70 and less than 80	7
Above Average	B	60 and less than 70	6
Average	C	50 and less than 60	5
Pass	P	40 and less than 50	4
Fail	F	Below 40	0
Absent	Ab		0

4.4.1 The Minimum Grade point requirement for passing all courses (includes field work, internship, research project)/programme is 4.0, and for LLM programmes, the minimum requirement is 5.0.

4.4.2 The grade point of a course is computed by taking the weighted average of the grade point received for each assessment unit . The Grade Legend for all Programmes other than Master of Laws (LL.M) is given in Table 5.

Table 5. Grade legend for UG and PG Programmes

Letter Grade	Grade Point
O : Outstanding	9.5 – 10.0
A+ : Excellent	9.0 – 9.4
A : Very Good	8.0 – 8.9
B+ : Good	7.0 – 7.9
B : Above Average	6.0 – 6.9
C : Average	5.0 – 5.9
P : Pass	4.0 – 4.9
F : Fail	0 – 3.9
Ab : Absent	0

4.4.3 The Grade Legend for Master of Laws (LL.M) programmes is given in Table 6.

Table 6. Grade Legend for all LLM programmes

Letter Grade	Grade Point
O : Outstanding	9.5 – 10.0
A+ : Excellent	9.0 – 9.4
A : Very Good	8.0 – 8.9
B+ : Good	7.0 – 7.9
B : Above Average	6.0 – 6.9
C : Average	5.0 – 5.9
P : Pass	5.0 & above
F : Fail	0 – 4.9
Ab : Absent	0

4.4.4 The formula for conversion from Grade Point to Percentage: Grade point x 10

4.4.5 The remarks in the Semester Grade Sheet will be given as follows:

M: Mandatory

Op: Optional

Au: Audit

EC: Extra Credit

CBC: Choice Based Course (Open Elective)

CN: Compulsory & Non-Evaluative

P: Pass

F: Fail

Ab: Absent

CO: Completed

NC: Not Completed

R: Regular

S1: Supplementary 1

S2: Supplementary 2

Re: Re-evaluation

I: Improvement Examination

RC: Repeat Course / Fieldwork / Internship/ Research Project

4.4.6 The Semester Result Description will be described as follows:

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

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

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

4.5 ASSIGNMENT SUBMISSION RULES

4.5.1 Submission to be done strictly in accordance with the guidelines provided by the course teacher such as:

(a) Hard copy submission to the secretariat on the announced date OR/AND

(b) Hard copy submission to the course teacher on the announced date OR/AND

(c) Submission by email on the announced date and time OR/AND

(d) Submission via TISSOL on the announced date and time.

4.5.2 All assignments must be completed and submitted as per the predefined schedule. Only one date for submission of assignments as per notification will be allowed. Any submission beyond this date and time will be treated as supplementary assessment.

4.5.3 Submission of assignments in any mode other than specified in the notification and/or submitted beyond the announced date/time will be treated as supplementary examination. In such cases, the student will be shown as 'Absent' and the assignment submitted will be considered as supplementary.

4.6 DISSERTATIONS / RESEARCH PROJECTS / THESIS

4.6.1 Dissertations / Thesis / Research Projects are carried out in phases and are assessed on two counts: process and product evaluation.

4.6.2 Soft copies of the Research Project/Dissertation Report duly signed by the Research Guide/ Faculty Supervisor, should be submitted to the Secretariat or the respective portal as instructed by respective School/Centre on or before the scheduled date.

4.6.3 Late submissions, which are within the extra time given for valid reasons (and as sanctioned by the Dean on recommendation of the Guide/ Faculty Supervisor), will be treated as supplementary submission and the grade card will reflect the same.

4.7 GRADING AND MARKING

4.7.1 Only grade points in 10-point scale up to one decimal point to be given for questions in examinations or components in assignments irrespective of the weightages.

4.7.2 GP for the question or component need to be multiplied with weightage for total GP. Grade points at component level can be calculated to two decimal points and shall not be rounded off. The final grade point for every Course shall be rounded off to one decimal point.

Illustration:

Component 1: GP is 7.82

Component 2: GP is 7.16

Total GP = (7.82 X 60/100) + (7.16 X 40/100)

4.69 + 2.86 = 7.55 i.e. 7.6 (rounded off to one decimal only)

4.7.3 Course teachers must hand over the Grades to Secretariat on time for timely declaration of results.

4.7.4 Final GP to be given for the course / fieldwork / internships against each student in the appropriate format with signature of the faculty member.

4.7.5 Calculation or addition of GP for different components of the course / fieldwork / internships shall not be left to the secretariat staff.

4.7.8 Course teachers must submit the final and completed grade sheets to the secretariat within TEN days of last examination/assessment day.

4.7.9 In the case of teachers outside the school or the Institute, a designated faculty or the Programme Coordinator from the centre or the Chairperson of the centre should ensure timely submission of the grades for the course.

4.7.10 In the case of field supervisor, the Fieldwork / internship Coordinator of the centre should ensure the submission of grades on time.

4.8 MODERATION

4.8.1 Moderation of assessment pattern should be done at the School/programme level by the Moderation Committee constituted by the School Dean.

4.8.2 Moderation shall be conducted at three levels:

(a) Course weightage / components of assessments: After the course weightage forms are submitted to the secretariat by all course teachers, moderation of the same shall be conducted to ensure adherence to the provisions in clause 4.3 above.

(b) Question Papers: After the question papers are ready, moderation of the question papers shall be done to maintain parity across the courses in relation to the scope of questions, number of choices, section/question wise weightages / grades allotted etc.

(c) Grade moderation: After assessments are completed for all courses including fieldwork/ internships/research projects, moderation of grades shall be conducted.

4.9 COURSE COMPLETION AND PASSING A COURSE/PROGRAMME

4.9.1 A student is required to attempt all assessment units to complete the course and qualify for passing the course.

4.9.2 The cumulative grade point average (CGPA) is computed as the credit-weighted average over all courses undertaken over previous and current semesters, of all credits accumulated until that assessment period.

4.9.3 The CGPA is reported to one place of decimal and is also reported at the end of each semester on the semester grade card.

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

4.9.5 Whereas the credit point requirement for pass in semester/programme in Master of Laws (LL.M) is a CGPA of 5.0.

4.9.6 The grade earned in each course will be credited to the student only if he/she has the requisite attendance.

4.9.7 Students having shortage of attendance will be considered as failed and will be shown as 'AB' (absent) in the course, even if the assignments have been submitted or they have appeared for other assessments. Such students will have to undergo supplementary assessments or repeat the course in a future semester.

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

4.9.9 Attendance shortage in non-credited compulsory courses would be considered as supplementary. The student should complete the attendance requirements and earn the certificates of participation/ completion, including passing the evaluation, if the course recommends.

4.9.10 In case of failure in courses exceeding four credits in a semester, the student will not be allowed to proceed to the next semester. The respective student must drop studies for the academic year and re-join the same semester in the next academic year. This will be shown as "Repeat Semester" in the Grade Sheet.

4.9.11 Non-completion of fieldwork or internship amounts to failure to fulfil the requirement of pass in a semester or year. In such cases of non-completion of fieldwork/internship, the student will not be promoted to the next semester. The student may be admitted to the subsequent semester / year, after successful completion and assessment of the fieldwork/internship.

4.9.12 Non-completion of research project/dissertation amounts to non-fulfilment of the requirement of award of degree. The degree will be awarded only after successful completion and assessment of the research project/dissertation.

4.9.13 A student may be allowed to withdraw temporarily from the study programme, provided he/she has successfully completed the first semester. Any withdrawal from the programme without completion of the first semester of studies will be considered as dropping out from the programme.

4.9.14 A student will have to complete the entire programme within a maximum period of 4 years from the date of admission (for LL.M. and other one year PG programmes this is within 3 years from date of admission). This applies to those who are granted temporary withdrawal from the programme, or repeat a semester/course, or appear for supplementary/improvement

examinations. During the extended period, the student will be considered as a private candidate. The student will not be eligible to be considered for ranking and award of prizes.

4.9.15 A student must satisfactorily complete all compulsory requirements and accumulate the requisite credits as on the date of completion of a particular programme to become eligible for the degree.

4.9.16 In case a student completes course requirements (including fieldwork, internship, research project) after the Convocation, the date of declaration of result will be the next Academic Council meeting and the date of award of degree will be the date corresponding to the Academic Council meeting.

4.10 SUPPORTIVE FACILITIES FOR PERSONS WITH DISABILITIES

4.10.1 The facility of Scribe will be given to any person with disability as defined under section 2l of the RPwD Act, 2016 and has limitation in writing including that of speed, if so desired by him/her.

4.10.2 In case of persons with disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the person.

4.10.3 In case of other category of persons with disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer /Civil Medical Superintendent of a Government health care institution as per proforma issued by MoSJ&E.

4.10.4 The qualification of the scribe should be one step below the qualification of the candidate taking examination i.e. should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above. The person with benchmark disabilities should submit details of the scribe as per proforma issued by MoSJ&E.

4.10.5 The compensatory time should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe. All the students with disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours' duration. In case of duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

4.10.6 In Mumbai Campus, persons with disabilities are allowed to take examination on computer system in the MK Tata Memorial Centre for the Visually Challenged. They will be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop shall not be allowed for taking examination. However, enabling accessories for the computer-based examinations such as keyboard, customized mouse, etc, will be allowed.

4.10.7 The Institute, from time-to-time, will evolve appropriate provisions as per the Accountability guidelines and standards for HEIs and Universities (2022), published by the UGC & MoE.

5. SUPPLEMENTARY, IMPROVEMENT, & RE-EVALUATION

5.1 SUPPLEMENTARY

5.1.1 Students are required to apply for Supplementary, if they have failed in a given course, or if they have missed an examination or any other component of assessment for any valid reason (sanctioned by the Dean on recommendation of the Programme Coordinator). They are required to apply online through the Student Management System/Samarth portal, as the case maybe.

5.1.2 Supplementary assessment will be announced along with the declaration of semester results. These are applicable in the following situations:

(a) GPA Score less than 4.0 (less than 5.0 for LL.M. Students).

(b) Attendance shortage of more than 25% and up to 33%.

(c) Plagiarism beyond the permissible limits defined as per UGC/Institute norms.

(d) Absent for Examination (including due to medical emergency) up to courses with a cumulative of four credits.

(e) Delayed or non-submission of Assignments/Research Project/Internship Report (including due to medical emergency)

5.1.3 Supplementary Examination (S1 or S2 as the case may be) for Courses with more than one component are applicable as per the rules below:

5.1.3.1 A student must receive an average grade point of 4.0 (5.0 in the case of LLM students) including all the components of assessments for each course.

5.1.3.2 If a student has attempted both components of assessments but has received less than 4.0 grade in one component and higher grade in the second component but has an overall grade that is 4.0 or above, then the student is considered pass and no supplementary is required.

5.1.3.3 Supplementary is required if a student has not attempted or has remained absent in one or more of the components, irrespective of the weightage

5.1.3.4 Supplementary is required if the average grade point of all components together is less than 4.0.

5.1.3.5 Supplementary is required to be given only for the component where the grade point is less than 4.0 and not for the entire course. However, the student may opt for supplementary for the entire course if he or she wishes so.

5.1.4 Students who fail to undertake the supplementary or fail in Supplementary-1, will be offered Supplementary-2 as per the schedule announced.

5.1.5 Those students who fail to undertake or fail in Supplementary-2, will be declared as failed in the course and will be required to repeat the course in a future semester. Such students will have the option of Supplementary-1 and Supplementary-2 in the case of repeat course also.

5.1.6 Student who are unable to appear for the written examination or complete the final assignment due to medical or unexpected emergencies, will be required to give supplementary for that part of the examination only and will be marked S1 in the grade sheet.

5.1.7 Students who fail to respond to the call for supplementary exams after two notices from their School Secretariat will be deemed to have failed in that semester and will be required to repeat that semester.

5.1.8 Courses completed through supplementary will be identified using the following codes placed against the grade in the grade card: 'S1' for Supplementary-1 and 'S2' for Supplementary-2.

5.1.9 Those students who have cleared the course through Supplementary mode will not be considered for award of any prize when the degree is awarded for the programme. This norm will apply even if the student tops the class/ fieldwork/research.

5.1.10 Students who have failed or have supplementary for more than four credits in a semester or accumulated over two or more semesters will be deemed to have failed and will not be promoted to the next semester. In such cases, the student will have to drop out of the programme. All the backlog of credits needs to be successfully completed before being admitted to the next semester.

5.1.11 Grades obtained through Supplementary mode will not be considered for re-assessment.

5.2 IMPROVEMENT

5.2.1 Students can apply for Improvement if they wish to improve their grades via the Student Management System. Their requests have to be approved by the School Dean, as recommended by the Programme Coordinator.

5.2.2 A student, irrespective of the obtained grade, can opt for Improvement after the declaration of results, if the grade is not satisfactory.

5.2.3 Improvement assessment will be conducted for 100% weightage. However, it is advisable that the course teacher give a minimum of 2 units of assessment for a 2 credit course.

5.2.4 In the case of Improvement, the grade thus obtained will be considered as final for the grade sheet.

5.2.5 Dissertation/ Research Project/ Internship/ Fieldwork/ Capstone Projects/ Labs are excluded from improvement assessment.

5.2.6 There is no option for second improvement.

5.2.7 Grades obtained through Improvement mode will not be considered for re-evaluation.

5.2.8 Courses completed through improvement will be identified using the code 'I' for Improvement placed against the grade in the grade card.

5.2.9 Those students who have cleared the course through Improvement will not be considered for award of any prize when the degree is awarded for the programme. This norm will apply even if the student tops the class/fieldwork/research as the case may be.

5.3 RE-EVALUATION

5.3.1 Students who desire to have their answer paper, research project, or fieldwork/internship performance re-evaluated, will be required to apply for re-evaluation within 10 working days after the declaration of results of the semester, by paying the requisite fees. Re-evaluation means verification of grades and/or reassessment of answer papers, research project, assignments, fieldwork/internship performance. Students are required to apply online through the Student Management System.

5.3.2 Grades of Semester IV, which are subsequently re-evaluated after the Convocation, will not be considered for any prize in which the relevant degree is conferred even if the student tops the class /fieldwork. However, a certificate will be issued to the effect.

5.3.3 A Committee, with the power to co-opt members, will be constituted by the Dean of the School/ Chairperson of Independent Centre to consider requests for re-evaluation of grades in courses/ research project/fieldwork/internship.

5.3.4 The Re-evaluation Committee will ordinarily invite a member of the faculty of the Institute based on the expertise required for re-evaluation in the specific courses or the area of research/fieldwork/internship to re-evaluate, unless it decides for some reason, to invite an outsider. The re-evaluator, however, will not be a member of the re-evaluation committee and he/she will not be a member of the Centre to which either the student or the examiner belongs to.

5.3.5 Re-evaluation will be done for all re-evaluable components of the course / fieldwork / internship / research project.

5.3.6 The concerned faculty member, who taught the course and assessed the student, will submit a note along with the grade sheet and answer book/assignments, with a view to enlighten the re-evaluator on the course content and the emphasis given while teaching the course, and the broad criteria followed in the assessment. The answer book of the highest, lowest and average grades will accompany the re-evaluation answer book.

5.3.7 In the case of research project, only the final research report/dissertation will be re-evaluated by a subject expert, internal or external to the Institute.

5.3.8 In the case of fieldwork/internship, the re-evaluator will review the following:

(a) Fieldwork/Internship recording of the student.

(b) Fieldwork/Internship diary of the student.

(c) Records of supervisory conferences submitted by the student.

(d) Supervisory diary maintained by the supervisor, and

(e) Mid-term and final evaluation form maintained by student and the supervisor.

5.3.8.1 In the case of re-evaluation of fieldwork/internship, the re-evaluator will meet the student concerned and get a verbal report in relation to the work done.

5.3.8.2 The re-evaluator may also ask questions so as to assess the student's fieldwork/internship knowledge, skills and attitude.

5.3.8.3 The re-evaluator will also meet the supervisor, field supervisor or contact, faculty adviser, fieldwork/internship coordinator individually and/or collectively to make an objective assessment of the student's work and performance.

5.3.9 If a student applies for re-evaluation for a failed grade, and fails again in re-evaluation, the student has to appear for supplementary examination.

5.3.10 A student, who applies for re-evaluation of a final semester course(s) after the degree has been awarded, should return the degree certificate and the grade card. The re-evaluation will be completed within 6 months.

5.3.11 In case of re-evaluation, "Best" of the two grades will be considered as the final grade.

5.3.12 Provision of improvement will not be applicable for courses which are re-evaluated.

5.3.13 Re-evaluated grades of all semesters excluding the final/ongoing semester are considered for the award of prizes, etc. of the Institute. However, in case of supplementary or improvements, the same will not be considered for awards and prizes.

5.3.14 In case a student gets a better grade after re-evaluation of any assessment components in final semester, the same will not be considered for award of prizes. However, a certificate will be issued upon request reflecting the higher grade received.

5.3.15 If a student applies for re-evaluation for Semester IV, the date of declaration of re-evaluation result will be the date of next Academic Council meeting and date of award of degree will be the date of the corresponding Academic Council meeting.

5.3.16 Students are required to register for re-evaluation in the announced window period and no requests will be entertained after the completion of deadline.

5.4 FEE FOR SUPPLEMENTARY, IMPROVEMENT EXAMINATIONS & RE-EVALUATION

5.4.1 Fee for Supplementary in taught courses up to 2 credits is Rs. 500/-, for 3-4 credits is Rs. 750/- and for 5 credits & more is Rs. 1000/-.

5.4.2 Fee for Supplementary in Fieldwork/Internship is Rs. 1,000/-

5.4.3 Fee for Improvement Examinations in taught courses up to 2 credits is Rs. 750/-, for 3-4 credits is Rs. 1000/- and for 5 credits & more is Rs. 1500/- which is non-refundable.

5.4.4 Fee for Re-evaluation of theory courses and fieldwork up to 6 credits is Rs. 1000, and for courses beyond 6 credits, the fee will be Rs. 1500.

6. ACADEMIC INTEGRITY

6.1 A DISCIPLINED WAY OF LIVING

6.1.1 Students admitted to the Institute are expected to fulfil all academic requirements, as well as follow all the rules and regulations related to the study programmes and life on campus. As students of TISS, they must observe the rules and maintain decorum in behaviour while on Institute campuses and during fieldwork, study tour, rural practicum, relief work, and block fieldwork/internship.

6.1.2 Misbehaviour and violation of rules will lead to disciplinary action in the form of fine, withdrawal/denial of academic prizes, suspension/discontinuation from the hostel and the dining hall, or suspension/cancellation of registration as a student of the Institute.

6.1.3 The Vice Chancellor, or other officials or appropriate bodies, constituted for the purpose, have the power to award punishments including levying fines, discontinuation from hostel and dining hall, and suspension and/ or revocation of registration as a student, for non-observance of rules and regulations.

6.1.4 The Handbook for Students provides a detailed account of all Rules and Regulations to be followed during the course of study/stay at the Institute.

6.2 SOME DO'S & DON'TS

6.2.1 Taking up any paid fellowship program, while pursuing a programme of study at the Institute is ordinarily not permitted. The student will have to seek approval of the competent authority with recommendation from Dean of the School, prior to taking up any such job or fellowship during the academic session.

6.2.2 A student can pursue two full time academic programmes in physical mode provided that in such cases, class timings for one programme do not overlap with the class timings of the other programme.

6.2.3 A student can pursue two academic programmes, one in full time physical mode and another in Open and Distance Learning (ODL)/Online mode; or up to two ODL/Online programmes simultaneously.

6.2.4 Degree or diploma programmes under ODL/Online mode shall be pursued with only such HEIs which are recognized by UGC/Statutory Council/Govt. of India for running such programmes.

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

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

6.2.7 Ragging involves existing students baiting or bullying new students. It includes display of noisy, disorderly conduct; teasing; excitement by rough or rude treatment or handling;

indulging in rowdy, undisciplined activities which cause or is likely to cause annoyance, undue hardship, physical or psychological harm or raise apprehension or fear in a fresher; asking the student to do any act or perform something which he/she will not do in the ordinary course and which causes him/her shame or embarrassment or danger to his/her life; causing, inducing, compelling or forcing a student, whether by way of a practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule; forbear from doing any lawful act, by intimidating, wrongfully restraining, wrongfully confining, or injuring him/her or by using criminal force on him/her or by holding out to him/her any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal force, etc. Please note that the above is only an indicative list.

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

(a) Cancellation of admission.

(b) Suspension from attending classes.

(c) Withholding/withdrawing scholarship/fellowship and other benefits.

(d) Debarring from appearing in any test/examination or other evaluation process.

(e) Withholding results.

(f) Debarring from representing the Institute in any national or international meet, tournament, youth festival, etc.

(g) Suspension/expulsion from the hostel.

(h) Rustication from the Institute for periods varying from 1–4 semesters.

(i) Expulsion from the Institute and consequent debarring from admission to any other Institute.

(j) Fine up to Rs. 25,000/-.

(h) Rigorous imprisonment up to three years by a court of law.

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

6.3 USE OF UNFAIR MEANS

6.3.1 Following are some of the Unfair Means considered for penal actions. This is only an indicative, and not an exhaustive, list of the types of unfair means considered actionable:

6.3.1.1 Having in possession papers, books, notes or any other material or information relevant to the paper concerned in the examination hall during examination;

6.3.1.2 Giving or receiving assistance of any kind or attempting to do so during the examination;

6.3.1.3 Copying/cheating in examinations, assignments and the fieldwork reports/project reports;

6.3.1.4 Writing question(s) and/or answer(s) on any material other than the answer book given by the Hall Supervisor for writing the answers;

6.3.1.5 Tearing off the answer book, supplementary answer books, etc., or a part thereof;

6.3.1.6 Contacting/talking or trying to contact/talk with any other person during the examination;

6.3.1.7 Using or attempting to use any other undesirable method or means in connection with the examinations, e.g., using abusive language in the answer book, disclosing one's identity in the answer book by writing one's name, for example;

6.3.1.8 Smuggling in/out or carrying away the answer book/objective type question paper;

6.3.1.9 Impersonation;

6.3.1.10 Any other act amounting to serious misconduct.

6.3.1.11 Use of Unfair Means using chat GPT or other digital applications.

6.3.2 Students found to have copied/cheated/plagiarised in any assessment unit, will be deemed to have failed in the course and will be required to appear for supplementary evaluation.

6.3.2.1 Students found copying/cheating in the assignment having less than 50% weightage will be given supplementary for that portion of the assignment.

6.3.2.2 If the weightage of that part of assignment is 50% or more in which the student is caught copying/cheating, the entire assignment of the course will be cancelled and a new assignment will be given as supplementary.

6.3.3 As per the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institution) Regulations, 2018 New Delhi, the 23rd July, 2018 Amendment, the following rules will be applied for plagiarism.

6.3.3.1 Plagiarism in submissions of assignments/dissertations

(a) Level 0: Similarities up to 10% - Minor Similarities, no penalty.1

(b) Level 1: Similarities above 10% to 40% - student shall be given an S1 in the assessment.

(c) Level 2: Similarities above 40% to 60% -Repeat course.

(d) Level 3: Similarities above 60% - Cancellation of registration to the programme.

6.3.4 If the same students are found copying/cheating/plagiarising in an assessment unit in any of the following semester(s), such students shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

6.3.5 Students found copying/ cheating/ plagiarising in a research project/ dissertation will be deemed to have failed in the research project/ dissertation and will be required to do a research project in another area/theme/topic.

6.3.6 The similarity checks for plagiarism shall exclude the following:

(a) All quoted work reproduced with all necessary permission and/or attribution.

(b) All references, bibliography, table of content, preface and acknowledgements.

(c) All generic terms, laws, standard symbols and standards equations.

6.3.7 Any grievances related to the plagiarism checks and penalties, if unresolved at the Dean (Academic Affairs) level will be addressed by the Institutional Academic Integrity Panel (IAIP) constituted by the Vice Chancellor.

6.3.8 If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Vice Chancellor.

6.3.9 Students found reporting falsely in the fieldwork/internship recordings will be deemed to have failed in the fieldwork/internship and will be required to repeat the fieldwork/internship in another fieldwork/internship agency in the next academic year in consultation with the School Dean and the fieldwork/internship supervisor.

---

1 For LLM student Level 0 will be up to 20% and Level 1 will be 20 – 40%.

7. AWARD OF DEGREE, MEDALS, & PRIZES

7.1 AWARD OF DEGREE

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

7.1.2 Students who are unable to complete the course requirements before the Annual Convocation will be awarded the degree subsequently after the Academic Council meeting approving the result.

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

7.1.4 Students who have appeared for supplementary or improvement examinations in any of the semesters for any course/fieldwork/internship or in any other mode of assessment will not be considered for any prizes.

7.2 INSTITUTE DAY ACADEMIC MEDALS & PRIZES

7.2.1 The First Year medals and prizes are awarded on the Institute Day.

7.2.2 Medals and prizes are given to students of First Year based on the highest SGPA obtained in the First and Second Semester. In case of same SGPA, student with highest total grade points will be considered for the award.

7.2.3 For three-year programmes, academic prizes will also be given for Second Year based on the highest SGPA obtained in Third and Fourth Semester.

7.2.4 In case of same SGPA, student with highest total grade points will be considered for the award.

7.3 CONVOCATION DAY GOLD MEDALS AND PRIZES

7.3.1 The Final Year medals and prizes are awarded in the Convocation function.

7.3.2 The Convocation will be held in two sessions as follows:

7.3.2.1 Inaugural Session: The Inaugural Session will be presided by the Chancellor, Vice Chancellor, the Chief Guest and all AC members.

7.3.2.2 During the inaugural session the following medals will be awarded:

(a) The Chancellor's Gold Medal for PG (Regular) for all campuses;

(b) First/Second Best student prize and certificate for each programme in each School.

7.3.2.3 : The Inaugural Session will be followed by Degree Certificate Awarding session by the respective Schools, which will be presided by the respective School Deans, the AC members affiliated to the respective School, and the Chairpersons of Centres within each School.

7.3.2.4 During the Second session, i.e., the Degree Certificate awarding session, the following prizes and awards will be given apart from the awarding of degree certificate:

(a) Best Fieldwork Award for only those Programmes that has due weightage for Fieldwork in the curriculum.

(b) Best Research Project / Dissertation award for each programme in each School.

(c) Other relevant Prizes/Medals/Awards as approved by the School BoS and the AC.

7.4 CHANCELLOR'S GOLD MEDAL

7.4.1 The Committee constituted by the competent authorities will develop the criteria for the selection of the Chancellors' Gold Medal winners.

7.4.2 The criteria will be approved by the ACCS/AC.

7.4.3 The name of the medal winners will be vetted by the AC during the presentation of results.

7.5 OTHER PRIZES AND AWARDS AT THE SCHOOL LEVEL

7.5.1 Prizes and awards are given to students of Final Year based on the highest CGPA (obtained in all the semesters) for Best/Second Best Student in each programme.

7.5.2 In case of same CGPA, student with highest total grade points will be considered for the award.

7.5.3 To consider a dissertation for the Best Research Project award in each programme, the student should secure minimum of 8 grade point.

7.5.4 To consider a student for the Best Fieldwork/Internship award in each programme, the student should secure minimum of 8 grade point.

7.5.5 For other prizes/awards, the criteria laid down by the School and approved by the BoS & ACCS respectively will be applicable.

8. FEES & DEPOSITS

8.1 PAYMENT OF FEE

8.1.1 Students will be allowed to attend the next semester classes only if they have cleared all the current and outstanding fees.

8.1.2 All fees are to be paid through the online mode only, as provided in the Students Management System (SMS).

8.1.3 Payment of Semester II, III, IV, V and VI fees should be made on time and by the due date announced by the academic Section.

8.1.3.1 (i) The payment of semester registration fees and clearance of all pending dues is not linked with the publishing of results. The fee payment has to be done within the time line announced by the academic section.

(ii) There will be separate provision for payment of semester registration fees, Dining Hall and Hostel Fees respectively.

(iii) The GOI PMS scholars are expected to apply for scholarships in their respective State Government portal and provide the necessary evidence to the SC/ST, EO Centre. Such students on a case-to-case basis, after proper verification will be given a relaxation in the fee payment deadline. Those fee components that come under the scholarship provisions will be considered as "Scholarship Receivable". Students are supposed to pay the rest of the fee component on time.

(iv) After the fee payment deadlines are over, the Academic section will forward the list of students who have neither paid the "semester fees" nor completed "semester registration" to the respective Schools. The Deans of the respective School/Independent centres and Secretariats are to ensure that students in the given list are not permitted to access academic facilities/services till they clear their dues of semester fees.

8.1.4 In case of non-payment of fees by last date, a fine of Rs. 100/- per week will be imposed. However, the fee payment must be made within the maximum period of (6 week along with the accrued late fee).

8.1.5 Permanent employees of the Institute, their spouses and up to two children are exempted from payment of tuition fees to undergo any study programme in the Institute. This exemption will not be applicable to self-financing courses.

8.1.6 Students who are away on Exchange Programmes have to pay the regular tuition fees.

8.1.7 Fines, as applicable, will be imposed on all students including those availing GoI facilities, if they fail to pay fees by the stipulated date.

8.1.8 Students who are away on internship for a full semester are required to inform the Dining Hall and sign out from there. However, hostel fees will be applicable for them.

8.1.9 For information on fees for Supplementary Examinations, Improvement Examinations, and Re-evaluation, please check section 5.4.

8.1.10 Students who did not qualify to complete a semester due to absenteeism in courses up to four credits, have to repeat the course whenever that semester begins along with the regular semester, provided the timetable allows for it. The fee to be paid per course is Rs. 2,000/-

8.1.11 Students who did not qualify to complete a semester due to absenteeism in more than four credits in a semester, or attended the classes, but did not appear for/pass the examination will have to repeat the semester whenever it begins along with the regular semester. Such

students will have to pay the Semester Fees prescribed for the programme enrolled, except caution deposit, wherever applicable.

8.1.12 Students who have failed in Fieldwork/ Internship/ Rural Practicum (or not completed due to absenteeism and other reasons), will have to pay the Fieldwork/Internship/Rural Practicum + Examination Fees + Computer Fees as chargeable by the respective School/Centre.

8.1.13 Students who have failed in Research Project/Dissertation or not completed due to absenteeism or other reasons, have to repeat the same. The Repeating/Late Submission with Supplementary Fees for the Research Project/Dissertation (including evaluation fees) is Rs.2,000/-.

8.1.14 Students who did not fill the Convocation Form for the Degree Certificate during the said period and requested for the same after the Convocation, will be charged Rs.500/- as late fees.

8.1.15 Students requesting for correction in their name on the Degree Certificate (and other appropriate documents) will be charged Rs.500/- for the same.

8.1.16 Request for additional Grade Card for Semesters I to III will be charged Rs.200/- per Grade Card.

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

8.1.18 Bonafide Certificates for Visa/Passport/Migration/Loan/Parents IT/Sim Card/Other Scholarships/ Railway Concession etc. will be charged Rs. 50/- each. GoI-PMS students are exempted from paying these charges.

8.1.19 The Institute reserves the right to revise the Fee Structure of programmes if necessary.

8.2 PROCEDURE FOR FEE PAYMENT

8.2.1 Fee payment is to be done online by logging on to https://stud-mgmt.tiss.edu using your TISS enrolment number as username and password provided by TISS.

8.2.2 After login, click the tab Fees -> Fee Payment and select the semester. The system will show the fee details and click on the button 'Make Payment' to pay the fees. Confirm the amount being paid before making the transaction.

8.2.3 The outstanding fees with respect to students who have not remitted fees as per the Institute records in the previous semester(s) will be shown as outstanding fee and the current semester fee can be paid only after clearing the outstanding fee.

8.2.4 In case of any discrepancy in the tuition fee amount shown in the system should be reported to the academic section (email: ar.acad@tiss.ac.in) during the semester fee payment time itself. No request will be entertained after the last date of fee payment or completion of the semester.

8.2.5 In case of any changes in the Hostel accommodation and/or Dining Hall charges, please get in touch with the Hostel In-charge and Dining Hall In-charge, respectively.

8.3 COMPULSORY FEES, DEPOSITS & OTHER ESTIMATED EXPENDITURE

8.3.1 Fee under fieldwork, internship and lab charges are meant for the purpose it is collected for and are not reimbursable/refundable to the students.

8.3.2 Students should manage their own expenses for Practicum / Study Tour / Rural Field Work / Urban Field Work/ Internship/ Capstone Project etc. These expenses are not part of the fee structure.

8.3.3 Fee collected as fieldwork charges are meant for partially addressing the charges incurred for fieldwork supervision such as field visits undertaken by the fieldwork supervisor; salary of part-time fieldwork supervisors; payment to fieldwork agencies/organisations that charge a certain amount for their fieldwork services to our students; organising fieldwork-related capacity building workshops, and enabling the faculty-student publication of fieldwork learning in peer-reviewed journals.

8.3.4 Caution Deposit will be refunded on online approval of No Dues Certificate at the time of leaving the programme. Dues to the Institute, if any, will be recovered from the Caution Deposit.

8.3.5 All receipts for deposits should be carefully preserved and returned at the time of leaving the Institute for claiming the refund.

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

8.4.1 SC and ST students whose parents/guardian's annual income is less than ₹2.50 lakh during the financial year 2023-24 and are eligible for GoI-PMS. On producing the valid income certificate issued by competent authorities like Revenue Officer, Tahsildar, Nayab Tahsildar, Block Development Officer or the District Magistrate/Collector of the respective state government, they are exempted from payment of tuition and other course fees. The applicable fee structure will be updated annually in the Student Management System.

8.5 REFUND OF FEES FOR FIRST SEMESTER STUDENTS

8.5.1 If a student chooses to withdraw from the programme of study in which he/she is enrolled in, the Institute will follow the UGC guidelines issued with respect to refund of fees (Table 7.):

Table 7. UGC Guidelines for Fee Refund

Sl. No.	Submission of withdrawal of admission to Academic Section	Percentage of Refund of Aggregate Fees*
1	15 days or more before the formally – notified last date of admission	100%
2	Less than 15 days before the formally -notified last date of admission	90%
3	15 days or less than after the formally notified last date of admission	80%
4	30 days or less, but more than 15 days, after the formally notified last date of admission	50%
5	More than 30 days after being formally notified last date of admission	0%

8.5.2 The above refund may be changed/modified/regulated as per the UGC/Government guideline issued from time to time, if any.

8.5.3 Caution deposit will be refunded in full as and when the demand is raised as per the rules of the Institute.

8.5.4 In the case of (1) in the table above, a processing charge of not more than 5 % of the fees paid by the student, subject to a maximum of Rs. 5000/- shall be deducted.

8.5.5 In normal circumstances, the refund will be completed within 45 days from the date of receiving a written application after completion of admission formalities.

8.5.6 Students / Candidates are advised to carefully preserve receipts of payments and deposits for any future reference.

8.6 REFUND OF FEES FOR SEMESTERS (OTHER THAN SEMESTER I)

8.6.1 If a student chooses to withdraw from the programme of study in which he/she is enrolled in, after completion of the first semester, the Institute will follow the UGC guidelines issued with respect to refund of fees (Table 8):

Table 8. Refund of fees after completion of Semester I

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

* Inclusive of all components of programme fee, but exclusive of caution deposit)

9. ACADEMIC CALENDAR

The Academic Calendars for the UG/PG programmes are given in the next few pages.

9.1 It is advisable that all programmes follow the milestones and timeline given in the academic calendar.

9.2 However programmes anchored within certain Schools can customise to their contextual requirements such as repositioning the internship/fieldwork/research data collection time, keeping in mind the commencement/end date of the Academic session.

9.3 The School Deans / Campus Directors are requested to inform in writing to the Academic Section, the changes thus made and the rationale for the same.

9.4 Further to clause 9.2, the dates pertaining to the following milestones cannot be changed:

- Institute re-opening for faculty
- Commencement & End of Academic Session for the semester.
- Announcement of Examination Time Table
- Examination Preparatory Period
- End-semester Examinations
- Last date for Submission of Grades
- Publication of Results
- IKS week
- Institute Day & Co-Curricular Week prior to the Institute Day
- Course Mapping and Fee Payments
- Vacation

9.5 The Academic Council meetings are tentatively scheduled to be held on the following dates

- 11 July 2025 (Pre-convocation AC Meeting)
- 12 Sept. 2025
- 14 Nov. 2025
- 13 Feb 2026
- 10 July 2026 (Pre-convocation AC Meeting)

9.6 The Academic Council Curricular Sub-Committee (ACCS) meetings are tentatively scheduled to be held on a hybrid mode on the following dates:

- 4 July 2025
- 18 August 2025
- 3 November 2025
- 19 January 2026
- 26 June 2026

9.7 The convocation for the graduating batch in 2025 is tentatively scheduled in the month of September 2025.

9.8 The convocation for the graduating batch in 2026 is tentatively scheduled between 20-24 July 2026.

9.9 All Schools should plan to schedule the curricular consultation & photoshoot with the graduating students on the previous day of the Convocation.

9.9 The winter vacations for faculty will be from 5th December 2025 to 1st January 2026 (28 days).

9.10 The summer vacations for faculty will be from 25th May to 21st June 2026 (28 days).

PG-CUET BATCH: 2025-2026

Academic Activity	**I / III / V Semester (Odd Semester)**
Reopening of the Institute (For Faculty)	30 June 2025
Document Verification for I Semester Students, New Batch	14-18 July 2025 (Semester I)
Orientation for I semester Students, New Batch	18-26 July 2025 (Semester I)
Commencement of Academic Session – Data Collection for Research Project / Fieldwork / Internship / Practicum for Semester III / V students	1-25 July 2025 (Semester III/V)
Commencement of Academic Session – Orientation & Classes	28 July 2025
II/IV Semester – Registration, Conduct of Supplementary/ Improvement/ Re-Evaluation of Courses & Result Declaration period	28 July to 14 August 2025 (Semester III/V)
Announcement of Examination Time Table for I / III & V Semester	23 September 2025
IKS Week	6-10 October 2025
Last Lecture Day for I / III & V Semester	8 November 2025
Examination Preparatory Period	9-15 November 2025
Semester Examinations	17-29 November 2025
Last date for Submission of Grades	4 December 2025
Winter Vacations	5 December 2025 to 1 January 2026
Declaration of I/III/V Semester Results	19 December 2025
Mapping of II / IV / VI Semester courses in Student Management System (SMS) by School Secretariats	5-11 December 2025
Payment of II / IV / VI Semesters Fee and Completion of Semester Registration by all Students	15-26 December 2025
Academic Activity	**II / IV / VI Semester (Even Semester)**
Institutes Reopening & School Wise Orientation for II / IV & VI Semester	2 January 2026
Commencement of Academic Session – Orientation & Classes for II/IV/VI Semester	3 January 2026
Sports, Cultural Activites & Quintissence	12-17 January 2026
I / III / V Semester – Registration, Conduct of Supplementary/ Improvement/ Re-Evaluation of Courses & Result Declaration period	4-29 January 2026 (Semester I / III & V)
Institute Day	2 February 2026
Announcement of Examination Time Table for II/IV/VI Semester	10 March 2026
Last Lecture Day	25 April 2026
Examination Preparatory Period	26 April to 02 May 2026
Semester Examinations	4-16 May 2026
Last date for Submission of Grades**	23 May 2026
Convocation (Semester IV / VI)	20-24 July 2026*
Summer Vacations	25 May to 21 June 2026
Declaration of II/IV/VI Semester Results	10 June 2026 (II Semester) / 28 May 2026 (IV & VI Semester)
Mapping of III/V Semester courses in SMS by School Secretariats	23 May to 2 June 2026
Payment of III/V Semesters Fee and Completion of Semester Registration by all Students	6-17 June 2026
Reopening of the Institute (For Faculty)	22 June 2026
Commencement of Classes for III/V Semester Academic Session 2026-27	23 June 2026

Semester I/III/V: Classes for 15 Weeks
Winter Vacation: 05 December to 01 January 2026 (28 days)
Semester II/IV/VI: Classes for 15+01 week (Non instructional days-Quintessence, Sports Day, Literary Festival & Institute Day)
Summer Vacation: 25 May to 21 June 2026 (28 days)
Academic Council Meetings: 11 July 2025 (Pre Convocation 2023-25 batch), 12 Sept. 2025, 14 Nov. 2025, 13 Feb 2026, 10 July 2026 (Pre Convocation AC Meeting 2024-26 Batch)

Note: subject to change in GoI Holidays. Applicable for All Campuses
* Curricular consultation & photoshoot with graduating students will be conducted on the previous day of the Convocation
** Result for the semester IV / VI will be finalised by 28 May 2026

HRM & LR: 2025-2026 / ODCL CAT BATCH: 2025-2027

Academic Activity	**I Semester**
Reopening of the Institute (For Faculty)	01 Steptember 2025
Document Verification for I Semester Students	05 June & 06 June 2025
Orientation for I semester Students	09 June to 11 June 2025
Commencement of Academic Session	12 June 2025
Announcement of Examination Time Table	01 August 2025
Last Lecture Day	11 September 2025
Examination Preparatory Period	12-14 September 2025
Semester Examinations	15-17 September 2025
Fieldwork	18-14 October 2025
Last date for Submission of Grades	21 October 2025
Winter Vacations*	15 October to 11 November 2025
Declaration of I Semester Results	05 November 2025
Mapping of II Semester courses in Student Management System (SMS) by School Secretariats	22-26 September 2025
Payment of II Semesters Fee and Completion of Semester Registration by all Students	29-10 October 2025
Academic Activity	**II Semester**
Reopening & School Wise Orientation	12 November 2025
Commencement of Academic Session	13 November 2025
I Semester – Registration, Conduct of Supplementary/ Improvement/ Re-Evaluation of Courses & Result Declaration period	05-30 November 2025
Sports, Cultural Activites & Quintissence	12-17 January 2026
Institute Day	02 February 2026
Announcement of Examination Time Table	01 February 2026
Last Lecture Day	23 February 2026
Examination Preparatory Period	24-26 February 2026
Semester Examinations	27 February to 02 March 2026
Fieldwork	03-30 March 2026
Last date for Submission of Grades	15 April 2026
Declaration of II Semester Results	30 April 2026
Summer Vacations	04-29 May 2026
Mapping of III Semester courses in SMS by School Secretariats	06-11 April 2026
Payment of III Semesters Fee and Completion of Semester Registration by all Students	15-26 April 2026
Reopening for next academic year*	30 May 2026
Commencement of Classes for III Semester Academic Session 2026-2027	01 June 2026
Semester I : Classes for 13 Weeks + 4 Weeks of Fielwork	
Winter Vacation : 15 October to 11 November 2025 (28 days)	
Semester II : Classes for 13 week + 4 Weeks of Fieldwork	
Summer Vacation : 04 May to 29 May 2026 (28 days)	
Academic Council Meetings : 11 July 2025 (Pre Convocation 2023-25 batch), 12 Sept. 2025, 14 Nov. 2025, 13 Feb 2026, 10 July 2026 (Pre Convocation AC Meeting 2024-26 Batch)	

Note: subject to change in GoI Holidays. Applicable for All Campuses

* The Dean (SMLS) & Programme Coordinator in consultation with DR(P&A) will formalise the vacation for faculty.

Undergraduate: 2025-2026

Academic Activity	VII Semester (2022-26 Batch)	V Semester (2023-27 Batch)	II Semester (2024-28 Batch)	I Semester (2025-29 Batch)
Reopening of the Institute (For Faculty)	30 June 2025	30 June 2025	-	30 June 2025
Commencement of Academic Session – Orientation & Classes	1 July 2025	1 July 2025	08 April 2025	22 August 2025
Previous completed Semester – Registration, Conduct of Supplementary/ Improvement/ Re-Evaluation of Courses & Result Declaration period	28 July to 14 August 2025	28 July to 14 August 2025	-	NA
Announcement of Examination Time Table	1 September 2025	1 September 2025	01 August 2025	18 October 2025
IKS Week	6-10 October 2025	6-10 October 2025	06-10 October 2025	06-10 October 2025
Last Lecture Day	11 October 2025	11 October 2025	22 August 2025	04 December 2025
Internship / Fieldwork / Practicum	13 October to 11 November 2025	13 October to 11 November 2025	26 November to 26 December 2025*	NA
Examination Preparatory Period	12-19 November 2025	12-19 November 2025	23-29 August 2025	27 December 2025 to 02 January 2026
Semester Examinations	20 November to 2 December 2025	20 November to 2 December 2025	30 August to 12 September 2025	03-10 January 2026
Last date for Submission of Grades	6 December 2025	6 December 2025	18 September 2025	16 January 2026
Winter Vacations	5 December 2025 to 1 January 2026	5 December 2025 to 1 January 2026	29 October to 25 November 2025*	05-26 December 2025
Declaration of Semester Results	22 December 2025	22 December 2025	15 October 2025	01 February 2026
Mapping of Semester courses in Student Management System (SMS) by School Secretariats	8-13 December 2025	8-13 December 2025	8-13 December 2025	10-12 January 2026
Payment of Semesters Fee and Completion of Semester Registration by all Students	18-30 December 2025	18-30 December 2025	18-30 December 2025	02-12 February 2026

* Note: I Semester 2025-2026 dates subject to change due to CUET UG admission results.

Semester VII/V/II/I : Classes for 15 Weeks				
Vacations : 05 December to 01 January 2026 (28 days) & 29 October to 25 November 2025 (28 days) for II sem. 2024-28 batch				
Academic Activity	**VIII Semester (2022-26 Batch)**	**VI Semester (2023-27 Batch)**	**III Semester (2024-28 Batch)**	**II Semester (2025-29 Batch)**
Institutes Reopening & School Wise Orientation	2 January 2026	2 January 2026	2 January 2026	12 January 2026
Commencement of Academic Session – Orientation & Classes	3 January 2026	3 January 2026	3 January 2026	12 January 2026
Previous Completed Semester – Registration, Conduct of Supplementary/ Improvement/ Re-Evaluation of Courses & Result Declaration period	4-29 January 2026	4-29 January 2026	4-29 January 2026	02-12 February 2026
Sports, Cultural Activites & Quintissence	12-17 January 2026	12-17 January 2026	12-17 January 2026	12-17 January 2026
Institute Day	2 February 2026	2 February 2026	2 February 2026	2 February 2026
Announcement of Examination Time Table	10 March 2026	10 March 2026	10 March 2026	10 March 2026
Last Lecture Day	25 April 2026	25 April 2026	25 April 2026	01 May 2026
Examination Preparatory Period	26 April to 02 May 2026	26 April to 2 May 2026	26 April to 2 May 2026	02-06 May 2026
Semester Examinations / Last date forResearch Submission	04-16 May 2026	4-16 May 2026	4-16 May 2026	07-16 May 2026
Last date for Submission of Grades	23 May 2026	23 May 2026	23 May 2026	23 May 2026
Convocation	20-24 July 2026	NA	NA	NA
Summer Vacations	NA	25 May to 21 June 2026	25 May to 21 June 2026	25 May to 21 June 2026
Declaration of Semester Results	28 May 2026	10 June 2026	10 June 2026	10 June 2026
Mapping of forthcoming Semester courses in SMS by School Secretariats	NA	23 May to 2 June 2026	23 May to 02 June 2026	25 May to 02 June 2026
Payment of forthcoming Semesters Fee and Completion of Semester Registration by all Students	NA	6-17 June 2026	6-17 June 2026	06-17 June 2026
Reopening of the Institute (For Faculty)	NA	22 June 2026	22 June 2026	22 June 2026
Commencement of Classes for forthcoming Semester Academic Session 2026-27	NA	23 June 2026	23 June 2026	23 June 2026

* Schools can workout on the swapping of vacations with internship / fieldwork if required

Semester VIII/VI/III/II : Classes for 15 weeks

Vacations : 25 May to 21 June 2026 (28 days)

Academic Council Meetings : 11 July 2025 (Pre Convocation 2023-25 batch), 12 Sept. 2025, 14 Nov. 2025, 13 Feb 2026, 10 July 2026 (Pre Convocation AC Meeting 2024-26 Batch)

Note: subject to change in GoI Holidays. Applicable for All Campuses

ANNEXURE-1

APPLICATION FOR CONDUCTING VALUE-ADDED COURSE

1. Name of the Centre / School/ Campus: _____
2. UG/PG Programme: _____
3. Details of the Value-Added Courses:
   (a) Title of the Value-Added Courses: Certificate Course in _____
   (b) Type of Value Added Courses : (Regular/Blended/Online)
   (c) Description of the Course with Objectives/Contents/Participants etc. (Attach a separate document)
4. Details of Faculty members handling the course:
   (c) Name of the Faculty anchoring the Value-Added Course:
   (d) Details including designation and expertise

   Email ID : Phone No :
5. Tentative Time Table including dates of internal assessments, if applicable:
6. Number of students opting for the course:
7. BoS Minutes : Enclosure - YES / NO
8. Budget:
9. Account Code:

Name and Designation of the Coordinator: Signature/Date:

School Dean Signature/Date

Dean AA Signature/Date

Recommendations by the Value-Added Course Committee Approved / Not Approved

Signature: Date:

For any further information, please contact:

Generic Academic Matters

Email: ar.acad@tiss.ac.in Tel. Extn: 022-25525211

Examination/Supplementary/Improvement/ Re-evaluation, Convocation

Email: so-acad.exam@tiss.ac.in Tel. Extn: 022-25525262

Admissions Matters

Email: so-admissions@tiss.ac.in Tel. Extn: Tel. Extn: 022-25525262

Fee related queries

Email: ashvini.ghanekar@tiss.ac.in Tel. Extn: 022-25525264

Transcripts/Bonafide Certificates (Alumni)/Migration Certificate

Email: siddhu.phadke@tiss.ac.in Tel. Extn: 022-25525265

Semester Registration

Email: archana.kharat@tiss.ac.in Tel. Extn: 022-25525266

Deferment/Rejoining/Campus Transfer

Email: kamlesh.bhawari@tiss.ac.in Tel. Extn: 022-25525263

Document Verification

Email: parvati.shinde@tiss.ac.in Tel. Extn.: 022-25525261

GOI PMS scholarship

Email: dnyaneshwar.bandgar@tiss.ac.in Tel. Extn: 022-25525233

TISS Tuljapur Off-Campus

Email: mahesh@tiss.ac.in Tel. Extn: (+91) 9270105222/23/24/25/26

TISS Guwahati Off-Campus

Email: chayanika.das@tiss.ac.in Tel. Extn: 0361 - 2739500

TISS Hyderabad Off-Campus

Email: dr.hyderabad@tiss.ac.in Tel. Extn: +91-40-24017702



Tata Institute of Social Sciences
V.N. Purav Marg, Deonar, Mumbai 400088