

Tata Institute of Social  
Sciences  
Location: Mumbai,  
India

*version November 2017*

Course manual  
Joint Master's Programme in  
International Humanitarian  
Action

Regional specialisation  
Semester 3



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## 1. Third semester regional training learning outcomes

In conformity with the learning outcomes set out by the NOHA network, by the end of the regional training, the student:

- Has a critical understanding of the humanitarian principles and standards and the problematic nature of the dilemmas involved.
- Has demonstrated the ability to formulate adequate and ethically sound recommendations for humanitarian action grounded in the humanitarian principles and values, translating these in innovative, practical terms to policies, strategies and programme management.
- Takes responsibility for specifying clear ethical standards informed by the humanitarian principles, values and professional codes of conduct.
- Applies innovatively and strategically correct the humanitarian principles and standards to dilemmas in complex and insecure contexts.
- Has highly specialised knowledge and a critical understanding of humanitarian concepts and theories.
- Has innovative expertise on a particular current theme in humanitarian action with an interdisciplinary understanding in terms of its political, legal, anthropological, public health and management aspects."
- Has specialised skills to conceptualise, interpret and critically analyse complex humanitarian crises and interventions on the basis of a variety of sources, generating new interdisciplinary expertise to help solve complex humanitarian problems.
- Has demonstrated the ability to position one's own research findings in the broader context of humanitarian action.  
Has developed an open attitude towards acquiring new knowledge and understanding about professional and academic developments in humanitarian action."
- Has specialised problem-solving skills to promote the best and safest response in humanitarian emergency contexts in terms of personal and social implications and foreseeable harm by humanitarian interventions.
- Acts firmly and appropriately in insecure situations according to the security rules, taking into account advice from security sources and other stakeholders.
- Has demonstrated a range of coaching and management skills to carefully assess the relevant factors for decision making in terms of operative context, possible effects and risks and the best way for successful implementation of strategic decisions.
- Has demonstrated the ability to act on decisions made.
- Has adopted a reflective practice analysing personal learning goals and ways to achieve them.
- Stimulates the involvement and development of team members and partners to achieve a successful humanitarian project.
- Has highly specialised knowledge of the diversity of actors and stakeholders, their interaction and competition, and a thorough understanding of the importance of coordination between different levels in the humanitarian system.
- Has demonstrated the ability to listen to beneficiaries and stakeholders and taking into account their considerations, communicate humanitarian expertise and research findings in a structured, intelligible way to specialists and non-specialists in a multi-cultural humanitarian setting.
- Has the ability to cultivate relations of sensitive respect in terms of cultural and gender diversity and to cooperate in a quest for mutual benefit or compromise."
- Involves partners and team members in different levels of decision-making and acts responsible and accountable concerning own decisions.
- Actively contributes to team building, a balanced distribution of work, and fostering a good atmosphere and cohesion in group projects in an effort to achieve the common goal.
- Has highly specialised knowledge and critical understanding of the impact of various humanitarian action interventions on the needs and rights of crisis-affected people and their interaction with interests of relevant actors in a certain professional regional context.
- Specialised problem-solving skills combining interdisciplinary knowledge and understanding of the range of needs and capabilities of crisis-affected people in a certain regional context toward relevant, evidence-based solutions for effective response.
- Learns from past experiences, identifies opportunities to overcome humanitarian dilemmas and proposes new work methods for increased efficiency, effectiveness and stakeholder accountability in complex and unpredictable humanitarian environments.

## 2. Overview of semester offered to NOHA student

Semester 3/2017-19	Nov 2018 – Feb 2019
• 1 Foundation course	6 ECTS
• 1 Thematic course	6 ECTS
• Field Work/Work Placement	18 ECTS

Students will be required to undertake courses (worth 30 ECTS) from the 3 different components, namely (a) Foundation Courses, (b) thematic module (c) Field work/ work placement. A provisional list of modules for each of these components are provided below. Further details about the modules will be provided soon.

### Foundation Courses

(6 ECTS)

(students can choose from the following list of modules)

- Ethics of Intervention in Disaster Management
- Introduction to Research Methodology
- Statistical Package for Social Science
- Organization, Development and Change

### Thematic Courses

(6 ECTS)

(students can choose from the following list of modules)

#### *Community Practice and Social Work*

- Theoretical Perspectives for Community Practice
- Social Policy, Planning and Programme
- Rural Development
- Demography
- Social Policy

#### *Mental Health*

- Indigenous practices in Mental Health (Field based course)
- Community Mental Health
- Rural Realities, Health and Mental Health
- Dance Movement therapy and Mental Health
- Mental Health, Marginalization and Human Rights

#### *Disaster Studies*

- Disaster Management
- Remote Sensing and GIS in Disaster Studies
- Disaster Logistics
- Conflict, Peace and Development
- Economics of Disaster and Disaster Finance

#### *Habitat Studies*

- Ecosystems and habitat
- South Asian Cities and Urbanization
- Urban Planning: Challenges and Current Practices
- Urban Poverty and Exclusion
- Vulnerability, Adaptation and Livelihoods
- Extreme Events and Disasters
- Macro Data Analysis

### Field Work/ Work Placement (18 ECTS)

*The details of field work and/work placement will be decided on an individual basis based on a student's interest and prior learning.*

*Please note that there may be changes in the modules presented above according to revisions made by the partner university to adjust the curriculum to the future academic calendars.*

### 3. Introduction to the university

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956.

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

In pursuance of its vision and guiding principles, the Tata Institute of Social Sciences organises 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. Through its 04 Campuses in Mumbai, Tuljapur, Guwahati and Hyderabad, the vision of TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all. The TISS works towards its vision through:

- 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.
- Facilitation of autonomous research and dissemination of knowledge.
- Support knowledge creation through strong M.Phil. and Ph.D. programmes and Post-Doctoral scholars.
- Strategic extension, field action and advocacy through training and capacity building of State and non-State institutions and personnel.
- Initiate field action and advocacy to demonstrate and facilitate creation of policies and programmes.
- Professional response to natural and human-made disasters, through participation in relief and rehabilitation activities.

Learn more about TISS from this [video](#).

#### 3.1. Faculty involved

TISS has [21 Schools and 45 Centres](#) in total. NOHA students will be based at Mumbai Campus. TISS faculty and NOHA focal point will help students develop a menu of modules totalling to 30 ECTS which is best suited to their areas of interest and prior learning. Students can choose modules offered by the following Schools. Where appropriate and feasible, students may be able to choose courses from other Schools but this has to be agreed by the TISS administration.

- School of Social Work
- School of Development Studies
- School of Habitat Studies
- School of Disaster Studies

[The School of Social Work](#) promotes education in social work that is democratic, emancipatory, and egalitarian and one that develops a critical perspective in students. It offers dynamic and relevant programmes at the Doctoral, Master's and Certificate levels. It also identifies new areas for social work practice and evolves innovative strategies through practice-based research and field action projects. Other thrust areas of the School are research, networking and liaising with governmental and non-governmental organisations for capacity building, policy and programme development, and extension.

Recognising that academic education and training in the field of disaster management requires a multidisciplinary approach, the [Centre for Disaster Management](#) was established in TISS in 2006, with a generous grant from the Jamsetji Tata Trust. The Centre consolidated nearly sixty years of TISS's committed work in disaster situations and introduced a full-time, taught Masters' programme in Disaster Management in 2007 and during the last decade has conducted research and trainings in various areas. Currently the School offers several programmes, including an MPhil and PhD, although the Masters' programme MA/Msc in Disaster Management remains the flagship programme with 40 students enrolled each year. The global online Certificate course on Disaster Management in partnership with IFRC, Geneva was introduced in 2013 and each year 2 cohorts of about 30 practitioners from across continents, register for this programme.

The [School of Development Studies \(SDS\)](#) was created in 2012 with the aim of achieving excellence in the pursuit and advancement of knowledge in development. Education and research in the School focuses on development debates and practices, and their implications for the excluded and marginalised communities. The School aims to organise and conduct research on development issues and its core thematic areas from a multi-disciplinary critical perspective. Two Master's programmes are offered under the School: Development Studies and Women's Studies. The SDS contributes significantly to the body of development research and analysis and in training a large number of students and scholars to work on various issues of development. The SDS offers M.A., M.Phil. and Ph.D. Programmes in Development Studies and Women's Studies.

The [School of Habitat Studies](#), a centre for knowledge excellence, focuses on providing a comprehensive response to the knowledge-related needs of the society in the habitat sector. It draws from the fields of habitat studies, governance, economics, environmental science, the social sciences, engineering, architecture, and management. The key agenda of the School involves creation, dissemination, and application of relevant and useful knowledge about planning, design, development, management, regulation and governance of the habitats. The School strives to develop professional capacities in the field of Habitat Studies through academic teaching and professional training that incorporate both social and technical skills. It offers four Master's Degree programmes conducts its research, capacity building, advocacy and analytical work through four Centres and one research facility.

TISS recognises the strong linkage between Understanding and Action. It's research and education approach is people-centred, interdisciplinary, evidence-based and adheres to methodological rigour, which enables the institution to co-create knowledge in the streams of policy advocacy, program planning, implementation and evaluation, and training to diverse stakeholders in humanitarian action, disaster management, social work and development practice. Faculty members at TISS are academics and practitioners who are leading scholars in their respective fields of practice, enabling diverse stakeholders and impact groups to find solutions to different social problems. The institution demonstrates synergies across natural sciences, social sciences and humanities with a focus on building people-centred and participatory approaches towards disaster risk reduction and disaster response. The relevant schools regularly carry out systematic work in areas of disaster governance, poverty and exclusion, food security, conflict, human security, public health, psycho-social care, GIS, rural development and logistics in relation to disasters.

The [International Relations Office](#) (IRO) will provide the students time-schedules of the above schools (depending on the availability) and the list of courses being offered during the respective semester in order to enable them to make the course selection. IRO also will provide students with the Course Selection Form, that has to be filled and submitted within a week - from the commencement of the classes/ after attending the first lecture, to register them for the selected courses.

### 3.2. Course selection and credit requirements

NOHA students enrol for courses (including field work) totalling 30 ECTS. As per TISS rules, an exchange student is required to select min. 2 courses that needs to be credited and max 8 audited courses (or as per credit requirement during exchange period). Please note, 1 ECTS = 25 to 30 hours of study, and 1 TISS credit refers to 15 hours of classroom instruction and of 30 hours of Self Study (i.e., 45 hours of course-work). Hence, TISS Credits are 1.5 times higher compared to ECTS (European Credit Transfer and Accumulation System). Students will have the option of opting for **Field Work**, depending on their credit requirements. For Field Placement, students have to provide IRO with an SOP and list of Areas of Interest to plan their placement. All field placements are based on the mutual agreement between TISS and field agencies. All costs associated with the placements have to be borne by the concerned student.

All courses are taught through lectures, presentations, field work etc. Students are evaluated through any two methods of evaluation-examination and presentation, examination and term paper etc. The medium of instruction is English and the Course Teacher provides the required readings/syllabus etc. Syllabus and course readings can also downloaded via Moodle (<http://moodle.tiss.edu/>) However, the methods of evaluation, syllabus, assessment criteria is dependent on the respective course teacher.

Students have the option of Auditing/Crediting a course and will have to mention the same in their Course Selection Form.

- **Audit:** Refers to a process where, students register for a course of their choice for which they will not undergo any evaluation through submission of assignment/ grading/ examination. However, the norms of regularity of attendance (100%) remain the same. For all audited courses, the course title and 'audit' will be indicated in the grade sheet/ attendance sheet from TISS.

- **Credit (Compulsory Courses):** Refers to courses where, students will be required to complete all the assessment units as prescribed (assignment, presentation, groupwork, examination etc.) and will be graded based on their performance in the same. In the event of failure to complete the credit requirements you will not be provided any confirmation of credits/ attendance certificate for such course.

Students are not allowed to make changes in selection of courses, i.e., auditing a credited course or vice-a-versa after 15 days of commencement of the teaching session. You will have to complete all assignments and examinations on time for your the same to be evaluated. You will have to personally contact the respective faculty members for the permission to audit/ credit their classes. This is a mandatory requirement and IRO will not be able to register you to the selected course without the approval of the course teacher.

Once the course has been selected, every student is expected to maintain regularity and 100% attendance for all courses (Audit/ Credit) requirements: classroom/ theory courses, field practicum, field trips, internship, etc. In special cases, a minimum of 75% attendance will be required for all taught courses including the audited courses. Without this, we will not provide you with any Grade/ Attendance certificate from TISS. Any absence from classes due to illness or any personal reasons has to be communicated to IRO and the respective secretariat/ faculty member immediately. For academic queries, please be in touch with IRO or your respective faculty, secretariat(s) and centre(s).

#### 4. Contact information

University contact details	Focal person	Academic coordinator	Student coordinator
<b>Tata Institute for Social Sciences (India)</b> V.N. Purav Marg, Deonar, Mumbai, Maharashtra 400088, India <a href="http://www.tiss.edu">http://www.tiss.edu</a>	<b>Dr P.K. Shajahan Ph.D.</b> Chairperson - Centre for Community Organisation and Development Practice School of Social Work / Dean, Students' Affairs Email: <a href="mailto:shajahan@tiss.edu">shajahan@tiss.edu</a> phone: +91 22 2552 5477	<b>Dr P.K. Shajahan Ph.D.</b> Chairperson - Centre for Community Organisation and Development Practice School of Social Work / Dean, Students' Affairs Email: <a href="mailto:shajahan@tiss.edu">shajahan@tiss.edu</a> phone: +91 22 2552 5477	<b>Dr P.K. Shajahan Ph.D.</b> Chairperson - Centre for Community Organisation and Development Practice School of Social Work / Dean, Students' Affairs Email: <a href="mailto:shajahan@tiss.edu">shajahan@tiss.edu</a> phone: +91 22 2552 5477

#### 5. Course descriptions

The details of the courses available will be provided at a later stage.

#### 6. Internship

- IRO, TISS actively facilitates field placement of international students in local organizations in Mumbai / India based on their areas of interest.
- IRO coordinates with the Secretariat of Fieldwork, School of Social Work, TISS to facilitate smooth field placement of international students,
- The Fieldwork Secretariat helps IRO in locating and finalizing the field placement organization related to the students' area of interest; introduce the student to the concerned agency; Introduce them to any TISS student placed in the concerned organization; supervise the students in terms of facilitating their learning, growth and addressing their challenges; Actively communicate with the agency key contact persons/ social workers and the concerned students regarding the activities and plans during the field placement and provide any evaluation report, if required by the host university.
- The names and details of the incoming student is provided to the Field Work Supervisor/ Field Work Secretariat in order to facilitate the placement of the student in their respective areas of interest/ organizations.
- The student have to directly report to IRO, Field Agency and TISS supervisor for any problems in the field.
- The incoming students will bear the expenses of their own fieldwork traveling and cost of food etc.
- The student has to submit a brief report to IRO at the end of their exchange
- The option of auditing fieldwork is available to student coming for coursework provided it doesn't clash with the time-slots of the other selected courses and they will have to pay the agency honorarium for the same.
- A detailed report has to be submitted on the completion of the fieldwork/ field placement to IRO.
- Interested students can write to [iso@tiss.edu](mailto:iso@tiss.edu) for clarifications regarding placement and eligibility.

Fees for field placement:

- The fees for field work/ field placement (max. 4 months) for international students (for developed/ developing countries and NRI/ OCI/ POI category) is US\$ 2000 per semester and US\$ 1000 for International students from SAARC Countries
- For Exchange/ Sponsored student this fee will be waived off if there is active student exchange between TISS and the partner university
- Also, if there are any additional students - other than those part of the mutual agreed MoU from partner universities, they will be required to pay fee of US \$2000 applicable to foreign students



## 7. Practical information

### 7.1. Accommodation

There are different types of accommodation options available at TISS such as hostels, IRO Flat, Guest House, Service Apartments and IRO Off-campus flat etc for incoming International guests (students/ staff and faculty). The accommodation for international students/ faculty and guests is jointly managed by hostel/ guest house authorities and IRO. The allocation of room(s) to individual student/ guest depends on the availability of rooms and other logistic arrangements.

Kindly note, as there is limited on-campus accommodation/ rooms for international students, certain decisions regarding the allotment of rooms and stay can be made directly by the hostel/ guest house authorities and IRO adopts a facilitative role in this.

1. Hotels: Currently, there are two - 7 storied buildings (girls hostel and boys hostel) in the new campus that accommodates the Indian and International students. The 7<sup>th</sup> floor of each of these hostels is reserved for the international students, the rest it is a common building with the same facilities and the students get enough opportunities to interact and make friends or be with Indian students. As per TISS policy, the rates for international short-term students is Rs. 500 per head/ per day for hostel (on triple sharing basis). The rooms are on triple sharing basis, shared with other short term International Students, with one common bathroom for the floor.

HOSTEL ROOM (Triple Seater Room):

Facilities Provided:

Single Bed (4\*6) with Mattress and Pillow; Study Table; Chair; Tea Kettle;  
Book Rack and Cupboard; Rooms with attached bathrooms for girls\* Common  
Water Purifier (on floor)

Rent per day/ person:

Rs. 500 (for Short-term and Full-time International Students)

HOSTEL ROOM (Triple Seater Room) for Customized Program Students/ Others

Facilities Provided:

Single Bed (4\*6) with Mattress and Pillow; Study Table; Chair; Tea Kettle;  
Book Rack and Cupboard; Rooms with attached bathrooms \*Common Water  
Purifier (on floor)

Rent per day/ person:

Rs. 650 (for Customized Programme and Other guests)

2. The IRO flat is a separate flat with 2 bedrooms/ kitchen/ attached bathroom and other facilities etc located on-campus. It is available on sharing basis and the rent is Rs. 650 per student/ per day.

Kindly note that due to shortage of on-campus accommodation we do not have facilities of staying alone/single rooms.

IRO Flat (On-Campus):

Facilities Provided: On sharing basis (4 students per flat)

Rooms with attached bathrooms; Single Bed (4\*6 – 4 nos) with Mattress and  
Pillow; Study Table; Chair; Book Rack; Cupboard; Fridge; Washing Machine;  
Clothes line; Microwave; Inter-Com Phone; Cooking Gas/ Induction Stove;  
Kitchen Utensils; Toaster; Water Purifier; Air Conditioner; Ironing Board;  
Water Heater; LAN Cord (o2) + WiFi router

Rent per day/ person:

US\$ 300 per month/ per student or Rs. 650 per day/ student (only for  
International short-term Exchange Students)

3. Off-Campus IRO Flat: We have the option of accommodating students in a fully-furnished flat (off-campus), located right next to our Campus. This flat is located in the 17<sup>th</sup> floor of a secured gated society and is 5 mins walking distance from our campus. The Flat is fully furnished with all necessary amenities (2 Bedrooms, 2 Bathrooms, fully functional kitchen, AC, Refrigerator, Washing Machine etc.) matching up to the safety and standards of Students. The rent is Rs. 15000 per person per month (max 3 to 4 people can share this flat) and in addition students will have to bear the electricity charges (per month). One flat is shared by maximum 3 to 4 people.

## 7.2. Living costs

**Food:** Students have two options – (a) Regular Dining Hall and (b) SMS canteen for on-campus meals/ eating.

- Dining Hall Timings: (On-Campus)
- International students are not required to take any membership at institute's dining hall. You can buy coupons from the Dining Hall Counter for Rs. 35/ 40 for Lunch/ Dinner and Rs. 30 for breakfast according to your meal.
- Stree Mukti Sanghatna, (SMS) Canteen: (On-Campus)-One meal costs Rs. 35 to Rs. 50 ( Lunch/Dinner/Snacks)

## 7.3. Visas

Obtaining visas and other requisite permissions is the responsibility of the individual students. The IRO office and the academic coordinator will do their best to facilitate this process. The campus regularly hosts international students and faculty so the staff are well versed in the visa processes.

## 7.4. Other

A full list of facilities available to students on the TISS campus is available here:

<http://www.tiss.edu/life-at-tiss/>

### 7.4.1. Useful Links

- About TISS: [www.tiss.edu](http://www.tiss.edu)
- Faculty Members: <http://www.tiss.edu/faculty-staff/>
- To access Library Resources: <http://library.tiss.edu/>
- Life at TISS: <http://www.tiss.edu/life-at-tiss/>
- TISS Initiatives: <https://www.tiss.edu/about-tiss/initiatives/>
- Field Action Projects: <https://www.tiss.edu/field-action/projects/>