CENTRE FOR STUDIES IN SOCIAL SCIENCES, CALCUTTA
R-1, Baishnabghata Patuli Township, Kolkata 700094

ADMISSION TO M.PHIL. IN SOCIAL SCIENCES PROGRAMME 2016-18

INFORMATION AND INSTRUCTIONS

NOTE: DETAILS ABOUT THE M.PHIL. PROGRAMME AND COURSEWORK ARE AVAILABLE IN THE
M. PHIL 2016-18 HANDBOOK

ELIGIBILITY

1. At least 50% marks or B+ on an eight-point scale at the post-graduate level in any of the social science disciplines (e.g., Economics, History, Sociology, Political Science, Cultural Studies [Literature, Film Studies, Philosophy etc.], Development Studies, Environmental Studies, Geography, Social Anthropology, Education). Candidates from non-Social Science disciplines may also apply provided they have a Master's degree or equivalent.

APPLICATION PROCESS

2. Application forms can be downloaded from CSSSC's website or collected from the M.Phil.- PhD Office at the Centre's Baishnabghata Patuli campus on weekdays from 11 am – 1 pm and 3 pm – 5 pm.

3. Applications to the M.Phil. programme must include the following:

    (a) Completed application form

    (b) Research Proposal, i.e., a summary description on the research problem in which the applicant is interested, of **not more than 1000** words

    (c) Attested/self attested copies of the testimonials of all the following examinations passed:

       i)   Class 10 mark sheet and pass certificate
       ii) Class 12 mark sheet and pass certificate
       iii) Graduation (1st year, 2nd year and 3rd year) semester mark sheets and degree certificate
       iv) Masters (1st year and 2nd year) semester mark sheets and degree certificate

    (d) Attested/self-attested copies of the Admit Card/ Certificate of School Leaving Examination (for age verification)

    (e) Draft of **Rs. 100/-** payable in favour of *Centre for Studies in Social Sciences, Calcutta*

    (f) Candidates applying under SC/ST/OBC(A)/OBC(B)/PD quota must enclose attested copies of certificates/documents issued by a competent authority (see instructions 9 and 10 below)

4. Forms are to be submitted in the Office of the M.Phil. - Ph. D. between 10.30 am to 1.30 pm and 3 pm to

5.30 pm on all working days (except Saturdays and Sundays). Forms may also be sent by post or courier to:

> M.Phil.-PhD Office
> Centre for Studies in Social Sciences, Calcutta,
> R-1, Baishnabghata Patuli Township, Kolkata- 700094

5. The last date for submission of application forms is **Monday May 23, 2016.** Applications submitted, or received by post, after the notified last date will not be considered. No reviewed mark-sheet will be accepted after the last date of submission of forms.

6. **In addition to the hard-copy application, please note that all applicants are required to e-mail their proposals (word or pdf format) along with a title and the name of the applicant to kavitabhowal@gmail.com**

ENROLMENT

7. The maximum number of students that may be admitted to the M.Phil. in Social Sciences Programme 2016-18 batch (including the number of reserved candidates) is **twenty-eight*.**

8. For the 2016-17 academic year, the Centre of Studies in Social Sciences, Calcutta would be following the reservation rules of the West Bengal state government and the break-up of the 28 seats would be as follows: General – 16; SC – 7; ST – 2; OBC(A) – 1*; OBC(B) – 1*; PD – 1.

   [*The numbers are in line with a phased implementation of OBC reservation as per West Bengal state government rules]

9. In line with the rules of West Bengal state government, SC/ST/OBC candidates of states other than West Bengal are not entitled to get the benefit of reserved quota in educational institutions in West Bengal unless they can produce Domicile Certificate issued by the competent authority showing residence in West Bengal for at least ten years.

10. In case of OBC candidates, the following documents have to be submitted:
    a. A certificate from a competent authority clearly stating whether the candidate belongs to OBC(A) or OBC(B) category
    b. A certificate from a competing authority issued no earlier than June 2015 stating that the candidate belongs to 'non-creamy layer'

SELECTION PROCEDURE

11. All eligible candidates will have to appear in a one-hour written 'Admission Test'. Candidates qualifying the 'Admission Test' will be called for Interview only if they qualify the Admission test.

12. The list of candidates eligible for the written Admission Test will be announced on the Centre's website [www.cssscal.org] and Notice Board.

13. Candidates are requested to produce a valid photo ID at the time of Admission Test.

14. Visually challenged students may arrange to have a scribe to assist them in the written examination or a scribe can be provided upon request (the request should be made at least a week before the exam). The scribe should bring a valid ID proof at the time of the examination.

15. The Admission Test will consist of two essay-type questions each carrying equal weight. One question will test students' understanding of general social science concepts/debates. The second question will also require engagement with particular concepts/theories, but from the specific vantage point of a discipline.

16. The minimum marks in the Admission Test (to qualify for Interview) is 12 (out of a maximum of 20 marks) for candidates applying under general category and 8 (out of a maximum of 20 marks) for candidates applying under the reserved category.

17. The list of candidates eligible for Interview will be announced on the Centre's website and Notice Board.

18. The final selection will be made on the basis of the student's performance in the Interview, and will be based on the strength of the research proposal, understanding of a specific discipline, clarity of argumentation, and interest in interdisciplinarity / multidisciplinarity.

ADMISSION

19. List of candidates finally selected for the M.Phil. in Social Sciences Programme 2016-18 will be put up on the Centre's website and Notice Board.

20. Provisionally selected candidates will be required to bring the following documents at the time of admission:
    (i)   Three recent passport size photographs
    (ii)   All original mark-sheets and certificates (In case of candidates who are awaiting the results of the last semester of the Masters degree, evidence of having taken the examination must be submitted)
    (iii) Admit Card of Madhyamik or Class X or equivalent Examination (for age verification)
    (iv)   Migration certificate (only for those students who are not from Jadavpur University)
    (v)   Discontinuity certificate, where applicable
    (vi)   In case of employed candidates, a 'No Objection' certificate from the appointing authority mentioning the candidate's designation, date of appointment, present salary, scale of pay etc

21. All admissions are provisional

22. Those who have not yet obtained their final masters degree at the time of admission must submit the relevant documents latest by September 30, 2016. In case of non-submission or if, on the basis of the final result, they do not fulfill the eligibility criteria, their admission is liable to be cancelled.

SCHEDULE OF APPLICATION AND ADMISSION PROCESS

23. The schedule of the application, selection, and admission process is as follows. If any changes are made in this due to unavoidable circumstances, this will be announced on the Centre's website and the Notice Board.

- Date of Application: **May 23, 2016**
- Announcement of list of candidates eligible for Admission Test: **June 1, 2016**
- Admission Test: **June 10, 2016**
- Announcement of list of candidates to be called for Interview: **June 16, 2016**
- Interview: **June 27, June 28 and June 29, 2016**
- Results: **July 1, 2016**
- Admission: **July 7, 2016 (first list) and July 8, 2016 (for wait-listed candidates, depending on seat availability)**
- First day of session (Orientation): **July 11, 2016**
- First day of classes: **July 18, 2016**

24. Time and Venue of the (a) Admission Test (b) Interview will be announced on the Centre's website and the Notice Board.

Registrar
Centre for Studies in Social Sciences, Calcutta,
R-1, Baishnabghata Patuli Township, Kolkata- 700094

Date: April 13, 2016