

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

***ADMISSION TO M.PHIL. IN SOCIAL SCIENCES PROGRAMME 2019-21***

*INFORMATION AND INSTRUCTIONS*

NOTE: DETAILS ABOUT THE M.PHIL. PROGRAMME AND COURSEWORK ARE AVAILABLE IN THE M. PHIL 2019-21 HANDBOOK

### **Eligibility**

1. Candidates shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed). The Masters degree (or equivalent) may be 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) or from non-Social Science disciplines.
2. Candidates whose fourth semester examinations or results of the Masters degree are pending are also eligible to apply for the M.Phil programme, although if selected, their final admission will be contingent on Clause 1 above (see also Clause 22 (b) and 24).
3. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC / ST / OBC(A) (non-creamy layer) / OBC(B) (non-creamy layer) / Differently abled candidates or for those who had obtained their Master's degree prior to 19 September, 1991.

### **Application Process**

4. 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 until **15 May, 2019**.
5. 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. This should clearly state the research questions, indicate the kind of literature reviewed to arrive at the questions, and discuss the methodology proposed for the research.
  - (c) 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 (1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year) semester mark sheets and degree certificate
- iv) **Masters (1<sup>st</sup> year and 2<sup>nd</sup> year) semester mark sheets and degree certificate if available. In case the final examination is not completed or results are pending, mark sheets upto 1<sup>st</sup> year or 3<sup>rd</sup> semester are required. In case results have been declared but mark sheets have not been issued, a letter to this effect is required from the concerned authority. Those appearing for / awaiting results of any supplementary or back examinations should produce proof of the same or a certificate to the effect that all pending exams (Part 2, 4th semester, supplementary etc.) will be completed before the date of admission.**

- (d) Self-attested copies of the Admit Card/ Certificate of School Leaving Examination (for age verification)
- (e) Demand Draft of **Rs. 200/-** payable in favour of '*Centre for Studies in Social Sciences, Calcutta*'. **Please note that the name of the city (Calcutta) is a part of the name of the Centre and MUST be included.** All candidates should write their name in BLOCK along with contact number at the back of the D.D.
- (f) Candidates applying under SC/ST/OBC(A)/OBC(B)/PD quota must enclose self-attested copies of certificates/documents issued by a competent authority (see instructions 11 and 12 below)

**Note: Incomplete forms or forms without all supporting documents may be disqualified.**

5. 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. and PhD Office  
Centre for Studies in Social Sciences, Calcutta,  
R-1, Baishnabghata Patuli Township, Kolkata- 700094
6. The last date for submission of application forms is **Wednesday May 15, 2019**. 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.
8. **In addition to the hard-copy proposal, 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](mailto:kavitabhowal@gmail.com)**

## **Enrolment**

9. The maximum number of students that may be admitted to the M. Phil. In Social Sciences Programme 2019-21 batch (including the number of reserved candidates) is **fourteen**.
10. In accordance with the reservation rules of the West Bengal state government, the break-up of the 14 seats would be as follows: General – 07; SC – 03; ST – 01; OBC(A) – 02; OBC(B) – 01.

11. 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.
12. 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 **November 2018** stating that the candidate belongs to 'non-creamy layer'

## **Selection Procedure**

13. All eligible candidates will have to appear in a one-hour written 'Entrance Test'. Candidates will be called for Interview only if they qualify the Entrance Test.
14. The provisional list of candidates eligible for the written Entrance Test will be announced on the Centre's website [[www.cssscal.org](http://www.cssscal.org)] and Notice Board.
15. Candidates are required to produce a valid photo ID at the time of Entrance Test.
16. Visually challenged students may arrange to have a scribe to assist them in the Entrance Test 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.
17. **The Entrance Test will consist of two essay-type questions each carrying equal weight. One question will test students' understanding of research methodology, defined broadly to include disciplinary methods and larger conceptual issues surrounding these as well as the question of interdisciplinarity/multidisciplinarity. The second question will require engagement with common social science concepts/debates, to which students will be expected to respond from the vantage point of a specific discipline. Sample question papers are available on the website.**
18. The minimum marks in the Entrance Test to qualify for Interview is 10 (out of a maximum of 20 marks) for candidates applying under general category. Candidates under reserved category will be assessed as per relevant government order.
19. The provisional list of candidates qualified for Interview will be announced on the Centre's website and Notice Board.
20. The final selection will be made on the basis of the student's performance in the Interview, and will be based on the strength and feasibility of the research proposal, understanding of a specific discipline, clarity of argumentation, and interest in interdisciplinarity / multidisciplinarity.

## **Admission**

21. Provisional list of candidates selected for the M. Phil. In Social Sciences Programme 2019-21 will be put up on the Centre's website and Notice Board.

22. Provisionally selected candidates will be required to bring the following documents at the time of admission:

- a) Two recent passport size photographs
- b) All original mark-sheets and certificates (In case of candidates who are awaiting the results of the last semester of the Masters degree or any supplementary examination, evidence of having taken the examination must be submitted)
- c) Admit Card of Madhyamik or Class X or equivalent Examination (for age verification)
- d) Migration certificate (only for those students who are not from Jadavpur University)
- e) In case of employed candidates, a 'No Objection' certificate from the appointing authority mentioning the candidate's designation, date of appointment, scale of pay etc

23. The following fees are also to be paid at the time of admission:

Admission Fee – Rs. 500.00  
Registration Fee – Rs. 25.00  
Library Fee – Rs. 2000.00 (refundable after 2 years)  
Semester Fee – Rs. 2000.00 for 1<sup>st</sup> semester  
Total – Rs. 4525.00

24. All admissions are provisional.

25. If a student admitted to the MPhil programme does not attend classes for two weeks immediately following admission or the start of classes (whichever is later), his/her admission would be cancelled and the next person on the relevant waiting list would be invited to join. Please note that this is in addition to the penalty for not meeting the attendance requirement given in the Handbook.

26. In case of selected candidates who have not obtained their final mark sheets or degree certificate by the time of admissions, mark sheets of all semesters of MA or its equivalent examination (including Part II/Semester IV) along with final Masters degree certificate must be submitted latest by September 30, 2019. 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**

27. The provisional 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.

- Last Date for receiving application forms: **May 15, 2019**
- Provisional list of candidates eligible for Entrance Test: **May 30<sup>th</sup>, 2019**
- Entrance Test: **June 7, 2019**
- Provision list of candidates to be called for Interview: **June 14<sup>th</sup>, 2019 (by 5 p.m.)**
- Interview: **June 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 2019**
- Provisional list of selected and wait listed candidates: **June 28<sup>th</sup>, 2019**

- Admission: **July 3<sup>rd</sup> 2019. (First list)**  
**July 5<sup>th</sup>, 2019. (Wait-listed candidates, depending on seat availability)**
- First day of session (Orientation): **July 8, 2019**
- First day of classes: **July 15, 2019**

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

Date: 16.04.2019

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