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

ADMISSION TO M. PHIL. IN SOCIAL SCIENCES PROGRAMME 2017-19

INFORMATION AND INSTRUCTIONS

NOTE: DETAILS ABOUT THE M.PHIL. PROGRAMME AND COURSEWORK ARE AVAILABLE IN THE
M. PHIL 2017-19 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(ii) 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 31 May, 2017.

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 (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 if available. In case the final examination is not completed or results are pending, marksheets upto 1st year or

3rd 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 supply proof of the same.

    (d) Self-attested copy of the Admit Card/ Certificate of School Leaving Examination (for age verification)

    (e) Demand Draft of **Rs. 100/-** payable in favour of '***Centre for Studies in Social Sciences, Calcutta'* payable in Kolkata. 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 letters 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: Candidates with incomplete forms or forms without all supporting documents may be disqualified.

6. 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

7. The last date for submission of application forms is **Wednesday May 31, 2017.** 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 application, please note that all applicants are required to e-mail their research proposal (word format) along with a title and the name of the applicant to** **kavitabhowal@gmail.com**

ENROLMENT

9. The maximum number of students that may be admitted to the M. Phil. in Social Sciences Programme 2017-19 batch (including the number of reserved candidates) is **eighteeen.**

10. In accordance with the distribution of seats against reserved quota as per West Bengal state government, the break-up of the 18 seats would be as follows: General – 9; SC – 4; ST – 1; OBC(A) – 2; OBC(B) – 1; PD – 1.

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 June 2016 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] 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 2017-19 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:
    (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)   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

vi)   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 1st semester
Total – Rs. 4525.00

23.   All admissions are provisional.

24.   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 (including Part II/Semester IV) along with final Masters degree certificate must be submitted latest by September 30, 2017. In case of non-submission or if, on the basis of the final result, they do not fulfill the eligibility criteria, their provisional admission is liable to be cancelled.

SCHEDULE OF APPLICATION AND ADMISSION PROCESS

25.   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 31, 2017**
- Provisional list of candidates eligible for Admission Test: **June 6, 2017**
- Entrance Test: **June 13, 2017**
- Provision list of candidates to be called for Interview: **June 19, 2017**
- Interview: **June 27, June 28 and June 29, 2017**
- Provisional list of selected and wait listed candidates: **July 3, 2017**
- Admission: **July 5, 2017 (first list) and July 6, 2016 (for wait-listed candidates, depending on seat availability)**
- First day of session (Orientation): **July 10, 2017**
- First day of classes: **July 17, 2017**

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

Registrar
Centre for Studies in Social Sciences, Calcutta
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Date: 11.05.2017