GUIDELINES TO CANDIDATES OF ALL PROGRAMMES

1. **Commencement of the academic session for 2013 for Online Programs is as follows**:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>M.A. Social Work in Child Rights</td>
<td>September 30th, 2013</td>
</tr>
<tr>
<td>M.A. International Family Studies</td>
<td>September 16th, 2013</td>
</tr>
</tbody>
</table>

2. **Document Verification**:
   - All provisionally selected candidates are required to get their original documents verified if they had not done so during the Entrance Exam and Personal Interview. Such candidates will need to come to TISS Mumbai Campus for document verification between September 6th to September 11th, 2013.
   - All the candidates are required to send an attested copy of their original documents by post, along with other relevant forms to TISS. The address for sending the documents is:
     Tata Institute of Social Sciences, V.N.Purav Marg, Deonar, Mumbai 400 088, Maharashtra.
   - The contact person for document verification is: **Ms. Ashwini Rane or Mr. Siddharth Phadke in Academic Section or Ms. Pragati Garje, Program Officer, Online Programs**

3. **Important dates for Admission Process** : From 5th September to 23rd September, 2013

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.A. International Family Studies</td>
<td></td>
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</tr>
<tr>
<td>1.</td>
<td>Last date for payment of fees</td>
<td>September 12th</td>
<td>5.00 PM</td>
</tr>
<tr>
<td><strong>M.A. Social Work in Child Rights</strong></td>
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<tr>
<td><strong>2. Last date for verification of original documents</strong></td>
<td>September 12&lt;sup&gt;th&lt;/sup&gt;, 2013</td>
<td>5.00 PM (Except Saturday and Sunday and Public Holidays)</td>
<td></td>
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<tr>
<td><strong>3. Last date for payment of fees for M.A. Social Work in Child Rights Selected candidates</strong></td>
<td>September 23&lt;sup&gt;rd&lt;/sup&gt;, 2013</td>
<td>5.00 PM</td>
<td></td>
</tr>
<tr>
<td><strong>4. Last date for verification of original documents</strong></td>
<td>September 23&lt;sup&gt;rd&lt;/sup&gt;, 2013</td>
<td>5.00 PM</td>
<td></td>
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</table>

### 4. Payment of Fees

- Selected candidates are required to download the form for Fee Challan from the TISS website.
- Candidates are required to pay their fees IN ANY BRANCH OF **STATE BANK OF INDIA** which is nearer to them by submitting the prescribed Fee Challan.
- The portion of TISS copy of the **Fee Challan and the Acceptance Letter** is to be submitted by the candidate along with the attested copies of their original documents by the specified last date for the program they have been selected for.

The selected candidates must produce the following documents, wherever applicable, for verification in original, during the verification period. If a candidate has submitted his/her original documents like degree, mark-sheet, etc., to a College/University for re-evaluation or for any other purpose, he/she is required to produce a letter from the College/University authority addressed to the Registrar of the TISS clearly indicating that the candidate’s original documents, as stated above, have been retained by the College/University for a specific purpose.
For M.A. Social Work in Child Rights:

- Secondary and Higher Secondary School Certificate and Mark-sheet (Xth and XIIth standard);
- First Year/I and II Semester Bachelor’s Degree Mark-sheet;
- Second Year/III and IV Semester Bachelor’s Degree Mark-sheet;
- Third Year/V and VI Semester Bachelor’s Degree Mark-sheet (if passed and if the degree is of 3 years duration);
- Fourth Year/VII and VIII Semester Bachelor’s Degree Mark-sheet (if passed and if the degree is of 4 years duration);
- Letter of employment specifying the position held by the candidate issued by the employer
- Income Certificate/Salary Slip/Letter issued by employer
- Two year’s work experience certificate issued by employer/previous joining letters if applicable
- No objection letter, if employed, if possible before joining the course.
- Caste/Tribe/OBC(NC) Certificate (Valid Non-creamy layer certificate only for OBC category issued after 1st April, 2012).
- Certificate of Disability (if applicable);
- Certificate of Kashmiri Migrant (Certificate issued by a competent authority indicating the status of Kashmiri Migrant. This will be subject to the GoI directives);
- Migration Certificate from University

For M.A. International Family Studies

- Secondary and Higher Secondary School Certificate and Mark-sheet (Xth and XIIth standard);
- First Year/I and II Semester Bachelor’s Degree Mark-sheet;
- Second Year/III and IV Semester Bachelor’s Degree Mark-sheet;
- Third Year/V and VI Semester Bachelor’s Degree Mark-sheet (if passed and if the degree is of 3 years duration);
- Fourth Year/VII and VIII Semester Bachelor’s Degree Mark-sheet (if passed and if the degree is of 4 years duration);
- Master’s Degree Certificate and Mark Sheet
- No objection letter, if employed, if possible before joining the course.
- Caste/Tribe/OBC(NC) Certificate (Valid Non-creamy layer certificate only for OBC category issued after 1st April, 2012).
• Certificate of Disability (if applicable);
• Certificate of Kashmiri Migrant (Certificate issued by a competent authority indicating the status of Kashmiri Migrant. This will be subject to the GoI directives);
• Migration certificate from University

• SC/ST students in employment, whose pay are protected during the period of their study, and SC and ST students who have already availed of the GoI Scholarship for a professional course of a University will not be eligible for the GoI Post-Matric Scholarship. They will, therefore, be required to pay all the fees, deposits and other charges like general students.

• Joining the Programme : Applicable for M.A. International Family Studies
  Those who have accepted admission by paying the first term fees and got their original documents verified before the due date, will be enrolled for the program on September 12th, 2013.

5. Refund of Fees
  Details on refund of fees will be provided on request.

6. Migration Certificate
  Migration Certificate issued by University/Institute authorities should be submitted to the Academic Section on or before 31st December, 2013.

7. Identity Card and Premium towards Group Mediclaim Insurance
  Selected candidates should bring two recent stamp-sized photographs - for a digital identity card and another for insurance, at the time of verification of original documents or by post along with attested photocopies of original documents.

Important points to be noted
  - If any of the above documents in original are not produced for verification, provisional selection will be canceled immediately.
- Admission will be subject to the fulfillment of the eligibility requirements as confirmed through the verification of original certificates and mark-sheets, etc.
- Original documents for verification will not be accepted by post or courier service. They have to be presented by the candidate or by his/her authorized nominee.
- Original documents will be immediately returned to the candidate as soon as the verification is over.

Date: September 5th, 2013

Assistant Registrar (Academic)