Dear Candidate,

We congratulate you on your successful performance at the TISS admission tests. Kindly follow these guidelines to go through your final step of the admission process.

**Guidelines to Selected Candidates of all Programmes**
(except M.A. in Elementary Education)

Commencement dates of the academic session for 2015-17 for all the programmes of studies is as follows:

- June 15, 2015 for Mumbai, Maht, Banyan, and Ranchi Campuses
- June 15, 2015 for Tuljapur Campus
- June 28, 2015 for Hyderabad Campus
- July 13, 2015 for Guwahati Campus
- May 14, 2015 for M.A. in Elementary Education (TISS Mumbai)

The verification of original documents can be done at any of the nearest TISS campuses at Mumbai, Tuljapur, Hyderabad and Guwahati.

The addresses are as given below:-

| 1. | Tata Institute of Social Sciences  
V.N.Purav Marg  
Deonar  
Mumbai 400 088  
Maharashtra.  
Contact Person: Ms. Ashwini Rane  
Tel: 022-0552 5264 |
|---|---|
| 2. | Tata Institute of Social Sciences  
S.R. Sankaran Block,  
AMR-AP Academy of Rural Development  
Rajendranagar  
Hyderabad 500 030  
Andhra Pradesh.  
Contact Person: R.V. Santhosh Kumar  
Tel: 040 2401 7701 / 02 / 03 |
| 3. | Tata Institute of Social Sciences  
14-A, Bhuban Road  
Uzanbazar  
Guwahati 781001  
Assam.  
Contact Person: Ms. Chayanika Das  
No : 09957187259 |
| 4. | Tata Institute of Social Sciences  
Apsinga Road  
Tuljapur  
Osmanabad 413 601  
Maharashtra.  
Contact Person: Mr. Kundan Dhumal  
Tel: 092701 05222 |
**IMPORTANT DATES FOR ADMISSION PROCESS:** From 21nd April to 6th May, 2015 (Except Sundays)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Date</th>
<th>Time</th>
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<tr>
<td>1</td>
<td>Last date of Payment of Fees for Confirming Admission for <strong>Selected Candidates</strong></td>
<td>May 5th, 2015</td>
<td>Till 5.00 pm</td>
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<td>2</td>
<td>Dates of verification of Original Documents for all Provisionally <strong>Selected Candidates</strong> except eligible SC/ST candidates in person at the nearest campus.</td>
<td>April 21st to May 5th, 2015 (except Sunday)</td>
<td>10.30 am to 5.00 pm</td>
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<td>3</td>
<td><strong>Selected Eligible SC/ST Candidates whose family income is below 2.5 lakhs they are required to send scanned (Attested) copies of the documents (mentioned below) on email id <a href="mailto:verification@tiss.edu">verification@tiss.edu</a> for Confirming their Admission.</strong></td>
<td>April 21st to May 5th, 2015</td>
<td></td>
</tr>
</tbody>
</table>
| 4       | Dates of verification of Original Documents for all Provisionally **Selected eligible SC/ST candidates in person at their respective campuses.** | **Mumbai and Tuljapur Campuses:** form June 16 to 26, 2015  
**Hyderabad Campus:** June 28 to July 10, 2015.  
**Guwahati Campus:** July 14 to 24, 2015. (except Sunday). | 10.30 am to 5.00 pm |
| 5       | **Announcement of First Waiting List**                                         | May 12<sup>th</sup>, 2015 | 6.00 pm            |
| 6       | Date of Payment of Fees and Verification of Original Documents for Confirming Admission for all Candidates of First Waiting List except eligible SC/ST candidates in person at the nearest campus. | May 13th to May 23, 2015 | 10.30 am to 5.00 pm |
| 7       | **Selected Eligible SC/ST Candidates whose family income is below 2.5 lakhs they are required to send scanned (Attested) copies of the documents (mentioned below) on email id verification@tiss.edu for their Confirming Admission.** | May 13th to May 23th, 2015 |                    |
| 8       | Dates of verification of Original Documents for all Provisionally **Selected eligible SC/ST candidates in person at their respective campuses.** | **Mumbai and Tuljapur Campuses** form June 16 to 26, 2015.  
**Hyderabad Campus:** June 28 to July 10, 2015. | 10.30 am to 5.00 pm |
I. Payment of Fees
Selected candidates can download the Fee Challan for fee payment by logging into the online application system. Candidates are required to pay their fees IN ANY BRANCH OF STATE BANK OF INDIA which is nearest to them by submitting the prescribed Fee Challan received on their email id. The portion of TISS copy of the Fee Challan and the Acceptance Letter is to be submitted by the candidate at the time of verification of original documents. Candidates are also required to submit one set of photocopy of all the below mentioned documents.

The selected candidates must produce the following documents, wherever applicable, for verification in original, during the verification process. 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, TISS clearly indicating that the candidate’s original documents, as stated above, have been retained by the College/University for a specific purpose.

1. Secondary and Higher School Certificate and Mark-sheet (Xth and XIIth standard);
2. First Year/ I and II Semester Bachelor’s Degree Mark-sheet;
3. Second Year/ III and IV Semester Bachelor’s Degree Mark-sheet;
4. Third Year/ V and VI Semester Bachelor’s Degree Mark-sheet (if passed and if the degree is of 3 years duration);
5. Fourth Year/ VII and VIII Semester Bachelor’s Degree Mark-sheet (if passed and if the degree is of 4 years duration);
6. Candidates who are in the final year of their Bachelor’s Degree, but have not passed in all the courses (main/major/subsidiary, etc) of the first and second year (if the degree is of 03 year duration) and first, second and third year (if the degree is of 04 year duration), are not eligible for admission to any of the Master's Degree programmes offered by the Institute.
7. Appearance Certificate from College: If a candidate has appeared for all the examinations of the final year of the Bachelor’s Degree and the results have not been declared, the candidate should produce a certificate from the College/University indicating that he/she has appeared for the final year Bachelor’s Degree examinations, including practicals, if any. (This is not the bona-fide certificate that you sent along with your first application.) Provisional selection will not be confirmed if the above is not produced at the time of verification.
8. Resignation letter/relieving order/no objection letter, if employed, if possible before joining the programme.
9. Caste/Tribe/OBC(NC) Certificate (Valid Non-creamy layer certificate only for OBC
category issued after 1st April, 2014).

10. Income Certificate of the preceding financial year i.e. 2014-15 (only for those SC/STs who are eligible for GoI Post-Matric Scholarship); 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);

11. Certificate for Armed Forces Category which clearly shows the priority.

12. Compulsory Internship Completion Certificate in case of candidates selected for any of the M.H.A/M.P.H programmes. A certificate from Principal of the respective college may be submitted stating the last date of internship completion in case the candidate continues his/her internship at the time of verification of original certificates. However, they have to submit the completion of internship certificate within 3 months on joining the programme.

13. Aadhar Card (only for those SC/ST who are eligible for GoI Post-Matric Scholarship).

Important points to be noted
- If any of the above documents in original are not produced for verification, provisional selection will be cancelled 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.
- When presented personally by the candidates or nominees original documents will be immediately returned to the candidate as soon as the verification is over.
- The policy of the Government for GoI-PMS facility will be followed as per the Government rules.

II Facilities for the Eligible SC/ST students whose parents'/guardian’s income is less than Rs. Two lakh and fifty thousand only during the financial year 2014-15 are eligible for the Post-Matric Scholarship of the Government of India (GoI)

(a) Reimbursement of Traveling Allowance (TA):
- Travel expenses will be reimbursed to all eligible SC/ST students at the time of joining the Master's programme from the place of residence to TISS Campus, after admission to the programme.
- Travel reimbursement will be restricted to sleeper class only or its equivalent class (no AC/FC/air-fare) on production of original tickets.

(b) Exemption from payment of Tuition and Other Fees, including Deposits:
Eligible SC/ST students whose parents/guardians' annual income is less than Rs.2.50 lakh during the financial year 2014-15, on producing the valid income certificate issued by competent authorities like Revenue officer, Tahsildar, Naib Tahsildar, Block Development Officer or the
District Magistrate/Collector of the respective state government, are exempted from payment of tuition and other fees, including all deposits. They are also exempted from payment of Dining Hall and Hostel & Electricity charges during their study at the Institute.

However, the exempted students are compulsorily required to pay a total of Rs. 4200/- which includes: a) annual insurance premium of Rs. 1,500/- towards Group Mediclaim; b) Students’ Union fee Rs. 200/- and; c) Development Fund of Rs. 2500/-.

The exemption given to the students is subject to fulfillment of the criteria for the award of the GOI-PMS and submission of GOI-PMS form, within the stipulated period, as decided by the Institute. In cases where the student fails to complete the GOI-PMS application for any reason OR in case the application of the student is rejected by their respective State Governments for any reason, he/she is liable to pay all the exempted fees which includes Dining Hall / Hostel charges and advances, if any.

(c) **Post-matric Scholarship Form:**
All selected candidates are required to bring with them two Post-Matric Scholarship forms (fresh-if available) from their district Social Welfare or concerned Office of the respective State. They should also obtain their parents'/guardian’s signature on the form, wherever required. For details, if any, please contact Section Officer (Social Protection Office (022) 25525233.

**Important Note:**
SC/ST students in employment, whose pay is 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.

**III. Joining the Programme:**
Those who have accepted admission by paying the first Semester fees and got their original documents verified before the due date, are expected to join the programme on June 15, 2015 for Mumbai/Tuljapur Campuses and on June 28, 2015 for Hyderabad and July 13, 2015 for Guwahati Campuses. Admission of those who have paid the fees and verified the original documents by the said date, but failed to join on the above date, will be cancelled unless a request for extension of joining for valid reasons is submitted and approved by the authorities at the respective campuses. Candidates not joining on the dates mentioned will lose their attendance till they join.

(a) **Refund of Fees:**
Details on refund of fees will be provided on TISS admission website.

(b) **Hostel Accommodation:**
In view of high scarcity of accommodation inside the campus, the Institute is unable to accommodate any candidates other than Differently-abled (PWD) candidates in hostels on the campus. However, TISS is trying to accommodate candidates belonging to the SC/ST and OBC(NC) category whose parents income less than Rs. Two Lakh Fifty Thousand and Rs. One lakh respectively. The first list of allotment for the SC/ST/OBC(NC), if any, and PWD categories
will be announced on the website on May 12, 2015 and Second list will announce on the website on May 29, 2015. The final list will be announce on June 10, 2015.

Further, to reach out to all other SC/ST/OBC(NC) and unreserved candidates, the Institute has identified flats and rooms available close to TISS Mumbai campus, list of such available accommodation will be displayed on the website within a fortnight after the first list is put up. This will contain contact telephone numbers of the owners, rent charges, and the details of the deposits to be paid and number of students who can stay together in the said flat. The Institute will also facilitate communication between students applying to these accommodations by opening a chat group for students to link up with each other. For any help in this regard, students may approach Programme Manager, Students’ Affairs (022-2552 5916) after the list is displayed.

For candidates who are admitted to TISS Hyderabad, accommodation will be provided only for the eligible SC/ST and OBC(NC) candidates whose annual income is 2.5 lakh and 01 lakh respectively. To reach out to all other SC/ST/OBC(NC) and unreserved candidates, the Institute has identified hostels run by private agencies. For further information please call Mr. R.V. Santhosh (040 – 24017701/2/3). This information will be available during the first week of May 2015.

For information on accommodation, TISS Guwahati candidates may contact Ms. Chayanika Das, no 9957187259

For information on accommodation, TISS Tuljapur candidates may contact Mr. Kundan No: 09270105222.

For information on accommodation, TISS Hyderabad candidates may contact Mr. R.V. Santhosh Kumar No. 09704133816

(c) Pre-admission Medical Check-up (Mandatory):
All candidates should required to undergo medical check-up tests to be conducted by the Medical Officer and Counsellor of the Institute (in Mumbai) on the day of verification on all days except Sundays. Candidates failing to get medical fitness by the Institute Medical Officer will not be allowed to join the programme. For candidates admitted to TISS Hyderabad medical check up will take place during the 1st and 2nd July prior to the commencement of their classes. Candidates are expected to have medical fitness for confirmation of their admission.

(d) Final Year Mark sheet:
Final Year Mark sheet/provisional certificate of passing and Internship completion certificate (wherever applicable) issued by University/Institute authorities should be submitted to the Academic Section on or before 30th September, 2015. Anyone failing to produce final mark sheet / provisional certificate by 30th September 2015 will not be allowed to continue their course at the Institute.

(e) Migration Certificate:
Migration Certificate issued by University/Institute authorities should be submitted to the Academic Section on or before 31st December, 2015. Anyone failing to submit migration certificate by 31st December 2015 will not be allowed to continue their course at the Institute.

(f) 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.

(g) Anti-Ragging Affidavits:
It is mandatory to fill online anti-ragging affidavits which is available online on www.antiragging.in by the selected candidates as well their parents. After submission of the online form two affidavits are sent on their email: 1) Students anti-ragging affidavit 2) Parents anti-ragging affidavit. The hard copy of both the affidavits should be printed signed and submitted by the students at the time of documents verification. Engaging in ragging of any form will result to legal action as mandated by the Supreme Court.

Last date for payment of fees and verification of documents: 5th May, 2015. Any payment received after 5th May will not be accepted.

Date: April 20, 2015

Mustafa Momin
Assistant Registrar (Academic)