



Tata Institute of
Social Sciences

TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088

No. DSO/2018

May 11, 2018

Guidelines for Selected Candidates for Integrated M.Phil-Ph.D. and Direct Ph.D. Programmes for Mumbai/Tuljapur/ Hyderabad / Guwahati Campus Candidates:

The verification of original documents can be done by the respective campus candidate at the Mumbai/ Guwahati/ Tuljapur/ Hyderabad Campuses.

The TISS Campuses addresses are as given below:

1) Tata Institute of Social Sciences, V.N.Purav Marg, Deonar, Mumbai 400 088, Maharashtra., Contact Person: Doctoral Students Office (DSO), Tel: 022-0552 5641/ 42	3) Tata Institute of Social Sciences, S.R. Sankaran Block, Telangana State Institute, of Panchayat Raj Rural Development (TSIPARD), Rajendranagar, Hyderabad 500 030 , Telangana, Contact Person: Mr Tony Arnold, Tel: 040 2401 7701 / 02 / 03
2) Tata Institute of Social Sciences, Guwahati Campus, Tetelia Road, Jalukbari, Guwahati -781013, Assam, Contact Person – Ms. Chayanika Das, Contact no – 0361-2739500	4) Tata Institute of Social Sciences, Apsinga Road, Tuljapur, Osmanabad 413 601, Maharashtra. Contact Person: Mr. Mahesh Shinde, Tel: 092701 05222

I: Timeline for admission Process & Fees payments:

Campus	Dates of Verification of Original Documents for all Selected Candidates	Last date of Payment of Fees for Confirming Admission for Selected Candidates
Mumbai	May 21 – 25, 2018	May 25, 2018
Hyderabad	May 21 – 23, 2018	May 23, 2018
Tuljapur	May 22 – 23, 2018	May 23, 2018
Guwahati	June 26 - 28,2018	June 28, 2018

II : Payment of Fee: INFORMATION WILL BE UPDATED IN DUE COURSE.

III : Documents to be produced

The selected candidates must produce the following documents, wherever applicable, for verification **in original along with a set of photo copy and detailed application form (DAF)**, 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.

- **Certificates / documents to be produced by all candidates**
 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. **Master's Degree First Year:** I and II Semester Master's Degree Mark-sheet
 7. **Master's Degree Second Year:** III and IV Semester Master's Degree Mark-sheet
 8. **Appearance Certificate from College:** If a candidate has appeared for all the examinations of the final year of the Master's Degree and the results are awaited, the candidate must produce a certificate from the College/University indicating that he/she has appeared for all the final year Master'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.
 9. M.Phil. Degree Certificate (If applicable)
 10. M.Phil. Degree Marks/Grade Sheet. (If applicable)
 11. Copy of the UGC-JRF letter (if applicable)
 12. Work Experience Certificate/s (only for Ph.D. candidates)

13. Letter of Permission from the employer/organisation.

14. Copy of Aadhar Card to be submitted at the time of verification.

15. Copy of the bank passbook / cancelled cheque (this will required to make online refunds, wherever applicable / required)

• **Certificate / Documents to be produced by candidates belonging to specific categories:**

1. Caste/Tribe/OBC (NC) Certificate (Valid Non-Creamy layer certificate only for OBC category issued after 1st April, 2018).

2. Income Certificate of the preceding Financial Year i.e. 2017-18 for those

3. SC/ST/OBC(NC) candidates who are eligible for GOI-Post Matric Scholarship.

4. Certificate of Disability (if applicable)

5. Certificate of Kashmiri Migrant (Certificate issued by a competent authority indicating the status of Kashmiri Migrant. This will be subject to the GOI directives);

6. Certificate for Armed Forces Category which clearly shows the priority category out of the seven categories identified by Government of India.

7. Experience certificate / Resignation letter/ Relieving order/ No objection letter, if employed, should be submitted at the time document verification (Only for Direct Ph.D. candidates).

• **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, mark-sheets, etc. At any point in time during the process of admission or later, if it is found that the candidate does not fulfill any of the eligibility criteria, admission granted will be cancelled with immediate effect. Hence it is the responsibility of the candidate to ensure that all the eligibility criteria are met before payment of fees. No representation for relaxation or reconsideration of the decision will be entertained in such cases.
- Original documents for verification will not be accepted by post or courier service. They have to be presented by the candidate in person or by their authorized representative.
- Original documents will be immediately returned to the candidate after physical verification at the verification desk. However, migration

certificate from other universities will be retained by the Institute as per relevant regulations in this regard.

- The policy of the Government for GoI-PMS facility will be followed as per the Government of India rules.
- **Masters Degree Final Year Mark sheet (for M.Phil. Candidates)**

Candidates awaiting the results of the final year of the Masters degree are given time up to **September 30, 2018**, to submit photocopies of marks/grade sheet, Masters degree certificate and migration certificate. Their admission till the time these certificates are submitted, will continue to be considered as provisional. The aggregate marks or grade should be as per eligibility criteria. Admission of Candidates whose final / aggregate marks / grades falling short of the eligibility criteria will stand cancelled. The candidate will forgo the fees but the deposits will be returned.

- **Migration Certificate (for M.Phil. Candidates)**

Migration Certificate issued by University/Institute authorities should be submitted to the Doctoral Students Office on or before **31st December, 2018**.

IV: Facilities for students who are eligible for Government of India Post-Matric Scholarships

Students from SC/ST communities whose annual family income is less than Rupees two lakh and fifty thousand only (Rupees 2 lakhs for SC students from Maharashtra) during the Financial Year 2017-18 are eligible for the Post-Matric Scholarship of the Government of India (GoI). They are extended other facilities as per regulations in this regard as follows;

(a) Reimbursement of Travelling Allowance (TA):

1. Travel expenses will be reimbursed to all eligible GoI-PMS SC/ST students for joining the studies from the place of residence to the respective TISS Campus.
2. Travel reimbursement will be restricted to ordinary sleeper class or its equivalent class (by rail) / bus (govt. transport) only on production of original tickets. No reimbursement will be given if the candidates travel by Air/Taxi/Pvt. Bus

(b) Exemption / Reduction in payment of Tuition and Other Fees, including Deposits for SC/ST GoI-PMS Students: THE DETAIL FEE STRUCTURE WILL BE SHARED IN DUE COURSE

(c) Fee Structure for Eligible OBC (NC) Students: THE DETAIL FEE STRUCTURE WILL BE SHARED IN DUE COURSE

(d) Post-matric Scholarship Form:

All selected SC/ST candidates are requested to contact their District Social Welfare or relevant Office concerned of their respective state government and collect the information about GoI-PMS procedures (i.e., list of required documents, offline OR online application, due date for submission, detailed communication postal address, etc.). For more details (if any), please contact Section Officer (Social Protection Office) on phone No. 022-25525233.

Important Note: SC/ST students in employment whose pay is protected during the period of their study and who have already availed of the GoI Post Matric Scholarship for a Post-Graduate Course will not be eligible for the GoI Post-Matric Scholarship. If a state government rejects the GoI-PMS application of a student on the ground that they are studying outside state or for any other reason, or if the state government online application form does not include the name of TISS or its programmes/courses on its website, or if the student fails in a semester and is required to repeat the semester, and is therefore not be eligible for GoI-PMS during the study period (in TISS), they will be required to pay all the fees, deposits and other charges like General Category students.

(e) Refund of Fees: Details on refund of fees will be provided on request.

(f) Hostel Accommodation: Hostel Accommodation Facilities vary across campuses and centres. The details will be updated shortly.

(g) Pre-admission Medical Check-up (Mandatory):

All candidates are 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, Guwahati and Tuljapur Campuses, medical checkup will take place during the verification process at their respective campuses. Candidates are expected to have medical fitness for confirmation of their admission.

(h) Identity Card and Premium towards Group Mediclaim

Insurance: Selected candidates should bring two recent stamp-sized photographs one for a digital identity card and another for insurance, at the time of verification of original documents.

(i) 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 at any of the TISS campuses will result in legal action as mandated by the Supreme Court.

V:Joining the Programme / Commencement of Academic Session

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 in the respective campuses. The details for **Commencement of Academic Sessions across Campuses** will be updated in due course.

Kindly contact the Doctoral Students' Office for further facilitation of the admission process at 022- 2552 5641/ 5642 or write to susheela@tiss.edu or anil2k@tiss.edu for any queries.

Sd/-
Section Officer (DSO)

Date: May 11, 2018