



TATA INSTITUTE OF SOCIAL SCIENCES  
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## Admissions 2018-20

### Guidelines to Candidates for M.A. in Elementary Education Programme

Dear Candidate,

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

**Commencement of the academic session for 2018 for M.A. in Elementary Education (Mumbai Campus) is May 10, 2018.**

#### **IMPORTANT DATES FOR ADMISSION PROCESS:**

Sr. No.	Particulars	Date	Time
1	Last date of Payment of Fees for Confirming Admission for <b>Selected Candidates</b>	May 8th , 2018	6.00 pm
2	All selected candidates are expected to send scanned copies of their Paid Fees challan, Acceptance letter and Score Card on email id <b>verification@tiss.edu</b> for Confirming your admission.	April 27th to May 8th , 2018	

#### **Original Documents Verification and Medical Examination:**

All admitted candidates for Elementary Education programme for Mumbai Campus must personally reach to TISS campus on May 09, 2018 from 10.00 am to 5.00 pm for purpose of verification of their original documents and medical examination.

### **I. 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**, during the verification process as per the schedule in Table Nos 2a to 2e above.

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.

**a. 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. 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 are awaited, the candidate must produce a certificate from the College/University indicating that he/she has appeared for all 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.
- 7.** Copy of Aadhar Card to be submitted at the time of verification.
- 8.** Copy of the bank passbook / cancelled cheque (this will required to make online refunds, wherever applicable / required)

**b. 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 1<sup>st</sup> April, 2018).
- 2.** Income Certificate of the preceding Financial Year i.e. 2017-18 for those SC/ST/OBC(NC) candidates who are eligible for GOI-Post Matric Scholarship.
- 3.** Certificate of Disability (if applicable)
- 4.** Certificate of Kashmiri Migrant (Certificate issued by a competent authority indicating the status of Kashmiri Migrant. This will be subject to the GOI directives);
- 5.** Certificate for Armed Forces Category which clearly shows the priority category out of the seven categories identified by Government of India.
- 6.** 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 clearly 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. Failure to submit the Internship completion certificate as per the conditions above will be considered as non-fulfillment of eligibility requirements and hence liable for cancellation of admission.

7. Resignation letter/ Relieving order/ No objection letter, if employed, should be submitted before joining the programme.

### **c. Important points to be noted**

1. If any of the above documents in original are not produced for verification, provisional selection will be cancelled immediately.
2. 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.
3. **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 years duration), are not eligible for admission to any of the Master's Degree programmes offered by the Institute. If such cases are found during the verification process or any time later, the admission 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.
4. 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.
5. 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.
6. The policy of the Government for GoI-PMS facility will be followed as per the Government of India rules.

## **II. Payment of Fees**

1. All payment of fees shall be done through the online mode only i.e. using **credit card** or **net banking**. No other modes of payment will be accepted.
2. Candidates may login to <https://appln-admissions.tiss.edu> to view their score card. The link for online payment of fees shall appear below the score card from 28<sup>th</sup> April 2018, 8:00 PM onwards
3. Candidates having queries or requiring support while making fee payment may write to [pgadmission@tiss.edu](mailto:pgadmission@tiss.edu) or call 022-25525252

### **III. Facilities for SC/ST 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 Traveling 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.

**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 from payment of Tuition and Other Fees, including Deposits:**

Eligible GOI-PMS SC/ST students whose parents/guardians' annual income is less than Rs.2.50 lakhs (Rs.2 lakhs for SC students from Maharashtra) during the Financial Year 2017-18, 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 course fees. They are expected to pay the base fee and Hostel and Dining Hall Charges as per the table below;

**Table 3: Fees Applicable for SC/ST students eligible for GoI PMS for the Masters Programme**

<b>FEE STRUCTURE FOR MASTER'S PROGRAMMES (2018-2020) for SC/ST eligible for GOI-PMS Students</b>					
<b>Components</b>		<b>All M.A. Programmes</b>			
		<b>Semester</b>			
		<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
<b>FUNDS</b>	<b>Students' Union Fund</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
	<b>Medical Insurance Fund</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0</b>
<b>DEPOSITS &amp; ADVANCES</b>	<b>Caution Deposit (Refundable at the time of exit from programme on submission of No Dues Certificate)</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>#B) Dining Hall (Advance) Charges for the first month</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CHARGES</b>	<b>Convocation Charges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
<b>OTHER CHARGES</b>	<b># Hostel &amp; Electricity Charges ( Ist Installment )</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
	<b>Total for Non-Hostellers</b>	<b>4,500</b>	<b>500</b>	<b>2,000</b>	<b>2,500</b>
	<b>Total for Hostellers</b>	<b>10,500</b>	<b>3,500</b>	<b>5,000</b>	<b>5,500</b>
<p><b># The Dining Hall Charges to be calculated on monthly basis and payable in monthly instalments per semester. However, the Dining Hall cahrges of Rs. 3000/- to be paid as an advance with first semester fee.</b></p>					

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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 (online/offline), within the stipulated period, as and when decided by the respective state government. 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, if any. Under no circumstances the Institute or any of its offices will be responsible for missing deadlines, not having correct information regarding procedures etc., related to GoI PMS. The Social Protection Office (SPO) can only guide students in the process and process their applications once submitted.

### **(c) Fee Structure for Eligible OBC(NC) Students:**

All OBC(NC) students who are eligible for GoI-PMS are required to pay fees as mentioned below :

1. Course fees (refer to Fee Chart for General Students) for the programme to which they are admitted;
2. The Dining Hall Charges to be calculated on monthly basis and payable in monthly instalments per semester. However, the Dining Hall charges of Rs.3000/- to be paid as an advance with first semester fee.
3. Eligible GOI-PMS OBC (NC) students would also be given upfront student aid of Rs. 12000/- towards tuition fee at the time of admission. They would also have to pay Caution Fee Deposit of Rs. 2500/- instead of Rs. 10000/- to be paid by General category students.

**Important Note:** All the SC/ST/OBC(NC) eligible students are required to submit (mandatory) the photocopy of the Fee Challan to the SPO (respective campus) every semester for their information.

### **(c) 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 employments 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 the state government rejects the GOI-PMS application of the students on the grounds 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.

### **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 May 10, 2018 for Mumbai campus**. 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.

#### **(a) Refund of Fees:**

Details on refund of fees will be provided on request.

#### **(b) Hostel Accommodation:**

The students of the Education (Elementary) programme will be provided hostel accommodation only during the

period of contact classes.

**(c) 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.

**(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 30<sup>th</sup> September, 2018. Anyone failing to produce final mark sheet/provisional certificate by 30th September 2018 will not be allowed to continue their course at the Institute. **THIS DATE MUST BE NOTED FOR DUE COMPLIANCE.**

**(e) Migration Certificate:**

Migration Certificate issued by University/Institute authorities should be submitted to the Academic Section on or before 31<sup>st</sup> December, 2018. Anyone failing to submit original copy of migration certificate by 31st December 2018 will not be allowed to continue their course at the Institute. **THIS DATE MUST BE NOTED FOR DUE COMPLIANCE.**

**(f) 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.

**(g) Anti-Ragging Affidavits:**

It is mandatory to fill online anti-ragging affidavits which is available online on [www.antiragging.in](http://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.

**(h) Kindly note the Commencement / Innuagation Dates for the Academic Session for 2018-20 batch for the programme of studies is on May 10, 2018.**

Sd/-  
Mustafa Momin  
Assistant Registra(Academic)

Date: April 27, 2018