



TATA INSTITUTE OF SOCIAL SCIENCES

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Admissions 2017-18

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 2017 for M.A. in Elementary Education (Mumbai Campus) is May 15, 2017.

IMPORTANT DATES FOR ADMISSION PROCESS:

Sr. No.	Particulars	Date	Time
1	Last date of Payment of Fees for Confirming Admission for Selected Candidates	May 5th , 2017	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 verification@tiss.edu for Confirming your admission.	April 27th to May 5th , 2017	
3	Announcement of First Waiting List	May 8th, 2017	6.00 pm
3	Last date of Payment of Fees for Confirming Admission for Selected Candidates of first waiting list	May 14th , 2017	6.00 pm
4	All selected candidates are expected to send scanned copies of their Paid Fees challan, Acceptance letter and Score Card on email id verification@tiss.edu for Confirming your admission.	May 9th to May 14th, 2017	10.30 am to 5.00 pm

Original Documents Verification and Medical Examination:

All admitted candidates for Education (Elementary) programme for Mumbai Campus must personally reach to TISS campus on the dates given below for purpose of **verification of their original documents and medical examination.**

*** May 12, 2017 and May 13, 2017 Candidates selected for Education (Elementary).**

Payment of Fees:

I. Payment of Fees

Selected candidates can download the fee challan for fee payment from 25th April, 2017 or pay using debit/credit card from 25th April, 2017. Candidates who choose to pay using the bank challan 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. If paying by fee challan, The scanned copy of the **Fee Challan after payment of fees, Acceptance Letter, Score card, 1st year, 2nd year, 3rd year and 4th year Bachelor's Degree Mark-sheet must be sent** through email on email id **verification@tiss.edu** by the selected candidates. If paying using credit/debit, the **online receipt after payment, Acceptance Letter, Score card, 1st year, 2nd year, 3rd year and 4th year Bachelor's Degree Mark-sheet must be sent** through email on email id **verification@tiss.edu** by the selected candidates.

Procedure For Payment of Fees using SBI Collect

- Visit the link: <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=645530>
 - Read the Disclaimer Clause and click on **check box** and **proceed button** for making payment.
 - Candidates eligible for GOI scholarship need to select select '**Maharashtra**' as the state from the dropdown and click on 'Go'.
 - Candidates not eligible for GOI scholarship have to pay full semester fees. To pay **full fees** for programmes offered from Mumbai and Tuljapur Campuses select '**Maharashtra**' as the state from the dropdown and click on 'Go'. To pay **full fees** for programmes offered from Guwahati Campus select '**Assam**' as the state from the dropdown and click on 'Go'. To pay **full fees** for programmes offered from Hyderabad Campus select '**Telangana**' as the state from the dropdown and click on 'Go'.
 - Select appropriate '**Payment Category**' from the drop down menu. Please note that you are paying semester fees for **2017-19** batch. Eligible GOI students have to select 'ALL GOI STUDENTS OF 2017-2019 BATCH' as Payment Category
 - Select Campus, Course, Batch **i.e 2017-19**, Semester, Enter registration No., First Name, Middle Name, Last Name, Mobile No., Email ID (Tiss Emailid), Hostel Charges (If Applicable), Dining Hall charges (If Applicable), Name, Date of Birth and Mobile Number. **Please note: All students selected for programmes offered from Tuljapur can avail the hostel and dining hall facility. For Mumbai Campus, only PWD and OBC(NC) candidates (Annual Income below 1 lakh) can avail the hostel and dining hall facility. Rs. 15000 are the hostel charges and Rs. 16000 are the dining hall charges (advance).**
 - Click on the '**Submit**' button. Verify all the details on the next page and click on '**Confirm**'.
 - The page will display following options for payments.
 1. **Net Banking**
State Bank of India.
Other Banks including Associate Banks.
 2. **Card Payments**
State Bank ATM-cum- Debit Card
Other Banks Debit Cards.
Credit Cards
 3. **Other Payment Modes** - SBI Branch. (i,e generate a challan and pay at any SBI branch)
- (b) Choose the desired option and make the payment.

- At the time of using Debit Card of any Bank (including SBI) you should know the SINGLE TRANSACTION LIMIT as well as DAY TRANSACTION LIMIT of the Debit card. If the amount to be paid through SB Collect is more than the limit, it will not successful.
- At the time of using Internet Banking of any Bank (including SBI) you should know the SINGLE TRANSACTION LIMIT as well as DAY TRANSACTION LIMIT of Internet Banking Transaction Limits. He / She may approach to his / her Bank for procedure to increase the INB Transaction LIMIT.
- Whenever money is deducted from your account and SB collect payment shows message that Transaction not successful or Transaction failure, please take up the matter with the following email IDs :
 - (A) Please, preferably lodge online complaint on Toll Free Customer Care Contact Number with your Bank (take down the Complaint Ticket Number and also forward formal email quoting that Ticket Number to Customer Care email ID of that Bank). During lodging complaint please use the words / terms as “**CHARGE BACK COMPLAINT**”
 - (B) Please also forward email on following email ID:

Inb.cinb@sbi.co.in

sbcollect@sbi.co.in

inb.lhomum@sbi.co.in

anil.minaspur@sbi.co.in

shankar.talgaonkar@sbi.co.in

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.

- (i) Secondary and Higher School Certificate and Mark-sheet (Xth and XIth standard);
- (ii) First Year/I and II Semester Bachelor's Degree Mark-sheet;
- (iii) Second Year/III and IV Semester Bachelor's Degree Mark-sheet;
- (iv) Third Year/V and VI Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 3 years duration);
- (v) Fourth Year/VII and VIII Semester Bachelor's Degree Mark-sheet (if passed and if the degree is of 4 years duration);

- (vi) 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.
- (vii) 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 bonafide 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.
- (viii) Resignation letter/relieving order/no objection letter, if employed, if possible before joining the course.
- (ix) Caste/Tribe/OBC(NC) Certificate (Valid Non-creamy layer certificate only for OBC category issued after 1st April, 2016).
- (x) Income Certificate of the preceding financial year i.e. 2016-17 (only for those SC/STs who are eligible for GoI Post-Matric Scholarship);
- (xi) Certificate of Disability (if applicable);
- (xii) Certificate of Kashmiri Migrant (Certificate issued by a competent authority indicating the status of Kashmiri Migrant. This will be subject to the GoI directives);
- (xiii) Certificate for Armed Forces Category
- (xiv) Aadhar Card (only for those SC/ST/OBC(NC) who are eligible for GoI Post-Matric Scholarship).
- (xv) Copy of final TISS Score card

Important points to be noted:

- In 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.
- 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 Regular Student Aid

The Institute has generated some limited funds to provide financial aid to needy students. Students, who are not eligible for the Government of India Post Matric Scholarship and have not received any aid/financial support, are offered limited aid for their educational expenses. Among other things, annual family income is one of the criteria for eligibility for Student Aid. The Students' Aid Committee takes decision on the basis of need and availability of funds. Student Aid is provided on annual basis and the notification is issued in the month of July.

III Provisional Student Aid

Selected candidates irrespective of their social category, fulfilling all the following criteria, are offered 'Provisional Student Aid' in payment of fees for the first semester:

- ✓ those with annual family income of less than Rs. 1 Lakh (as per the information provided in their online Application Form)

- ✓ those who are not eligible for fee exemptions under Government of India Post Matric Scholarships for SC & STs, and
- ✓ those who presently do not have any aid/financial support from government/outside organizations.

Students can avail financial assistance of Rs.12,000 towards Tuition Fee in the first semester as part of 'Provisional Student Aid'.

Such candidates will receive an email announcing the 'Provisional Student Aid' from Admissions Team. Those who are desirous of availing the same may send email to studentaid@tiss.edu to be considered for 'Provisional Student Aid' of Rs.12,000 towards Tuition Fee.

(c) **Facilities for the SC/ST students whose parents'/guardian's income is less than Rs. Two lakh fifty thousand during the financial year 2016-17 and are eligible for the Government of India Post-Matric Scholarship of the (GOI-PMS)**

- (i) **Reimbursement of Traveling Allowance (TA):** Travel expenses (sleeper class only or its equivalent class - no AC/FC/air-fare) from the place of residence to Mumbai for joining the programme will be met by the Institute on production of original tickets. Reimbursement will be made after joining the programme.
- (ii) **Exemption from payment of Tuition and Other Fees, including Deposits:** SC/ST students, whose annual income is less than Rs.2.5 lakh during the financial year 2016-17, on producing the 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. The period of stay in the hostel is limited to the contact classes conducted by the Institute.

However, the exempted students are compulsorily required to pay a total of Rs.4500/- which includes: a) annual insurance premium of Rs. 1,500/- towards Group Mediclaim; b) Students' Union fee Rs. 500/- 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 GOI-PMS form of the student is rejected by their State Government, he/she is liable to repay all the exempted fees which includes Dining Hall / Hostel charges and advances, if any.

- (iii) All selected candidates (other than Maharashtra) are required to bring with them two Post-Matric Scholarship forms (fresh) 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 (SC/ST Cell) (022) 25525233.

Notes: 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.

(d) **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 15, 2017. Admission of those who have paid the fees and verified original documents by the said date, but failed to join on the above date, will be cancelled if valid reason not produced. Candidates not joining on May 15, 2017 will lose their attendance till they join. **The Time Table for the contact classes is also attached.** Selected candidates should attend the classes as per time table at the venue given in the time table.

(e) **Refund of Fees:**

Details on refund of fees will be available on TISS website.

(f) **Hostel Accommodation:**

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

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

All candidates should undergo medical check-up and well-being test to be examined by the Medical Officer and Counselor of the Institute 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 course.

(h) **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, 2017.

(i) **Migration Certificates:**

Migration Certificate issued by University/Institute authorities should be submitted to the Academic Section on or before 31st December, 2017.

(j) **Identity Card and Premium towards Group Medclaim 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.

(k) **Provisional Admission:**

A candidate, who is admitted provisionally, pending final year examination results, should produce the mark-sheet and migration certificate on or before the above-mentioned dates and submit it to the Academic Section, failing which his/her admission will be cancelled.

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

It is mandatory to filled 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 affidavits. The hard copy of both the affidavits should be printed signed and submitted by the students at the time of documents verification.

Last date for payment of fees and verification of documents: 14th May, 2017. Any payment received after 7th May will not be accepted.

Sd/-

Mustafa Momin

Assistant Registra(Academic)

Date: April 28, 2017