



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University Under Section 3 of the UGC Act, 1956)

Revised Guidelines for Confirmation of Admission, 2018-20

Dear Candidate,

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

I: Timeline for admission Process

Table 1: Important Dates for Admission Process (From 28th April to May 08, 2018; Except Sundays & Public Holidays)

S. No.	Particulars	Date	Time
1	All selected candidates are expected to email scanned copy of their following documents: 1) Transaction Confirmation / Receipt of online payment of fees* 2) Acceptance letter 3) Final score Card All the above documents must be sent on email id verification@tiss.edu for confirming your provisional admission.	April 28 th to May 8 th , 2018	Till 12.00 mid night
2	Last date for Payment of Fees for Confirming Admission	May 11 th , 2018	Till 12.00 mid night

- All candidates are required to pay the prescribed fees for the respective categories, as applicable to confirm their admission. Failure to pay the fees as per the schedule will lead to cancellation of their provisional admission. In such cases the seat will be offered to the next eligible candidate in the wait list, if applicable.

II. Original Documents Verification and Medical Examination:

All admitted candidates must personally reach to the respective TISS campuses to which they are admitted on the dates given below for the purpose of **verification of their original documents and undergoing medical examination.**

Table 2a: Schedule of Document Verification and Medical Examination at Mumbai Campus

May 14-31, 2018

May 14-15, 2018	<ol style="list-style-type: none"> 1) Master of Health Administration (MHA) 2) Master of Hospital Administration (MHA) 3) Master of Public Health (MPH) in Social Epidemiology 4) Master of Public Health (MPH) in Health Policy, Economics and Finance
May 16-17, 2018	All social work programmes in: 1) Children & Families 2) Criminology & Justice 3) Community Organisation & Development Practice 4) Disability Studies & Action 5) Dalit & Tribal Studies & Action 6) Mental Health 7) Public Health 8) Livelihoods & Social Entrepreneurship 9) Women-Centred Practice
May 18-19, 2018	<ol style="list-style-type: none"> 1) M.A. in Human Resource Management & Labour Relations 2) M.A. in Social Entrepreneurship 3) M.A. in Globalisation and Labour 4) M.A. In Organisation Development, Change and Leadership
May 21-22, 2018	<ol style="list-style-type: none"> 1) M.A. in Applied Psychology with specialisation in Clinical Psychology 2) M.A. in Applied Psychology with specialisation in Counseling Psychology
May 23-24, 2018	<ol style="list-style-type: none"> 1) M.A. in Development Studies 2) M.A. in Women's Studies
May 25-26, 2018	<ol style="list-style-type: none"> 1) M.A. / M.Sc. in Climate Change and Sustainability Studies 2) M.A. / M.Sc. in Urban Policy and Governance 3) M.A. / M.Sc. in Regulatory Governance 4) M.A. / M.Sc. in Water Policy and Governance 5) M.A. / M.Sc. in Disaster Management
May 28-29, 2018	<ol style="list-style-type: none"> 1) LL.M in Access to Justice 2) Master of Library and Information Science (MLIS) 3) M.A. in Media and Cultural Studies
May 30-31, 2018	All SC/ST/OBC(NC) eligible GoI-PMS candidates whose parental

annual family income is **below** 2.5 lakhs (2 lakhs for SC students from Maharashtra State) and 1 lakh for OBC(NC) candidates (selected for Mumbai Campus)

Table 2b: Schedule of Document Verification and Medical Examination at Tuljapur Campus

June 6-9, 2018

June 6-9, 2018	<ol style="list-style-type: none"> 1) M. A. Social Work in Rural Development 2) M. A./M.Sc. in Development Policy, Planning & Practice 3) M.A. in Social Innovation and Entrepreneurship 4) M.A. / M.Sc. in Sustainable Livelihoods & Natural Resources Governance
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Table 2c: Schedule of Document Verification and Medical Examination at Hyderabad Campus

June 6-9, 2018

June 6-9, 2018	<ol style="list-style-type: none"> 1) M.A. in Rural Development and Governance 2) M.A. in Public Policy and Governance 3) M.A. in Women's Studies 4) M. A. in Development Studies 5) M.A. in Natural Resources & Governance 6) M.A. In Education 7) M.A. In Organisation Development, Change and Leadership
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Table 2d: Schedule of Document Verification and Medical Examination at Guwahati Campus for Students admitted to Guwahati Campus and TISS Nagaland Centre

Date will be notified in the 1st week of May 2018	<ol style="list-style-type: none"> 1) M. A. in Labour Studies and Social Protection 2) M.A. in Ecology, Environment and Sustainable Development 3) M.A. in Peace and Conflict Studies 4) M.A. in Sociology and Social Anthropology 5) MA Social Work in Counselling, CODP, PH and LSE
July 2-3, 2018	<ol style="list-style-type: none"> 1) M.A. Social Work in Livelihoods and Social Entrepreneurship

Table 2e: Schedule of Document Verification and Medical Examination at BALM Chennai

May 31 – June 2, 2018

May 31, 2018 to June 2, 2018	1) M. A. Social Work in Mental Health 2) M.A. in Applied Psychology with specialisation in Clinical Psychology 3) M.A. in Applied Psychology with specialisation in Counseling Psychology
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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**, 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 1st 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. Experience certificate / Resignation letter/ Relieving order/ No objection letter, if employed, should be submitted at the time document verification.

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.

IV. 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 28th April 2018, 8:00 PM onwards
3. Candidates having queries or requiring support while making fee payment may write to pgadmission@tiss.edu or call 022-25525252

V. 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 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.
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:

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

TISS ALL CAMPUSES				
FEE STRUCTURE FOR MASTER'S PROGRAMMES (2018-2020) for SC/ST eligible for GOI-PMS Students				
Components	All M.A. Programmes			
	Semester			
	I	II	III	IV

FUNDS	Students' Union Fund	500	500	500	500
	Medical Insurance Fund	1,500	0	1,500	0
DEPOSITS & ADVANCES	Caution Deposit (Refundable at the time of exit from programme on submission of No Dues Certificate)	2,500	0	0	0
	# B) Dining Hall Advance	3,000	As per actuals	As per actuals	As per actuals
CHARGES	Convocation Charges	0	0	0	2,000
OTHER CHARGES	* Hostel & Electricity Charges (1st Installment payable at the time of admission)	5,000	15000 in Three Instalments	15000 in Three Instalments	15000 in Three Instalments
	Total for Non-Hostellers	4,500	500	2,000	2,500
	Total for Hostellers	12,500	500	2,000	2,500
* Hostel Charges of Rs. 15000/- per semester is payable in three instalments. The first instalment of Hostel Charges of Rs. 5000/- is payable at the time of admission. The second and third instalments of Rs. 5000/- each (payable in the first semester) are payable in the month of August 2018 and October 2018. Similar instalment schedule will be notified for the following semesters.					
# The Dining Hall Charges will be calculated on monthly basis and payable in monthly instalments per semester. However, a Dining Hall advance of Rs. 3000/- is payable at the time of admission along with the first semester fees. SC/ST GOI-PMS eligible candidates who are facing difficulty in paying this advance amount may write to A.R. (Academic) Mr. Mustafa Momin (email – mustafa@tiss.edu), explaining their difficulty in making the payment of Rs. 3000/- . These cases will be examined and if reasons are found valid, they will be allowed to take admission without making the advance payment of Dining Hall charges. After getting admission, these candidates will have to pay Dining Hall charges in instalments, as per actuals.					

The fee 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 if for some reason, the application of a GOI-PMS student is rejected by the state/central government authorities concerned, or the application is not accepted by the state/central government authorities concerned, or the state/central government portal does not open or accept the name of TISS main or off campuses or any of its programmes due to technical reasons, and for these reasons the student is not able to avail the GOI-PMS, the said student would have to pay all fees as applicable to General

Category students. Under no circumstances is the Institute or any of its offices responsible for missing deadlines, not having correct information regarding procedures, etc., related to GoI-PMS. It is the responsibility of the students to keep themselves updated about information given out by their respective state governments / central government relating 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:

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. Hostel Charges of Rs. 5000/- as the first instalment of Rs.15000/- per semester payable in three installments. The second and third instalments of Rs.5000/- each for the first semester are payable in the months of August 2018 and October 2018. Similar schedule for payment of Hostel Charges in instalments will be notified in the following semesters.
3. The Dining Hall Charges will be calculated on monthly basis and payable in monthly instalments per semester. A Dining Hall advance of Rs. 3000/- will be payable at the time of admission. However, OBC (NC) GOI-PMS eligible candidates who are facing difficulty in paying this advance amount may write to A.R. (Academic) Mr. Mustafa Momin (email – mustafa@tiss.edu), explaining their difficulty in making the payment of Rs. 3000/- . These cases will be examined and if reasons are found valid, they will be allowed to take admission without making advance payment of Dining Hall advance. After getting admission, these candidates will be given time to pay Dining Hall charges in instalments, as per actuals.
4. Eligible GOI-PMS OBC (NC) students would be given upfront student aid of Rs. 12000/- towards tuition fee at the time of admission. They have to pay Caution Fee Deposit of Rs. 2500/- only, instead of Rs. 10000/- to be paid by General Category students.

Important Note: 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.

(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 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 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.

VI. 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 as per the table below;

Table 4: Commencement of Academic Sessions across Campuses and Centres

TISS Campus Location	Commencement Date
Mumbai	June 04, 2018 (Monday)
Tuljapur	June 11, 2018 (Monday)
Hyderabad	June 11, 2018 (Monday)
Guwahati	Date will be notified in the 1st week of May 2018
BALM, Chennai	June 04, 2018 (Monday)
Nagaland	July 10, 2018 (Tuesday)

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.

VII. Refund of Fees

Details on refund of fees will be provided on request.

VIII. Hostel Accommodation

Hostel Accommodation Facilities vary across campuses and centres.

Mumbai Campus:

In Mumbai, in view of high scarcity of accommodation inside the campus, the Institute is unable to accommodate any candidate other than Differently-abled (PWD) candidates in hostels on the campus. However, TISS tries to accommodate candidates belonging to the SC/ST category (non-local) whose annual family income less than Rs. 2.5 lakhs, and OBC (NC) category candidates whose annual family income is less than Rs. 1 lakh. 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, 2018 and the Final List will be announced on the website on June 01, 2018.

Further, to reach out to Non-GoI PMS SC/ST/OBC(NC) and unreserved (non-local) candidates,

the Institute has identified some hostels, flats and rooms close to TISS Mumbai campus. A 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.

Hyderabad Campus:

Limited Hostel and Dining Hall facilities are available for students (non-local) who are admitted to TISS-Hyderabad off-campus through service provider/s, facilitated by TISS. Students opting for this facility (on first-come-first-serve basis) are expected to pay directly to the service provider/s for using these facilities. GOI-PMS eligible students will have to pay for Hostel charges and Dining Hall facilities as per the Table 3 and V(c). **Interested candidates can write to hostelstisshyd@gmail.com for hostel accommodation.**

Guwahati Campus:

The Hostel and Dining Hall facilities are available for students (non-local) who are admitted to TISS-Guwahati off-campus on payment of Hostel and Dining Hall charges. **Candidates can write to hostelstisshgyh@gmail.com for hostel accommodation.** The information will be available in the second week of May, 2018 please contact Mr. John Tirkey on (0361) 2739500.

Tuljapur Campus:

The Hostel and Dining Hall facilities are available for students (non-local) who are admitted to TISS-Tuljapur off-campus on payment of Hostel and Dining Hall charges. **Candidates can write to info.srd@tiss.edu for hostel accommodation** or may contact Mr. Shripad Shinde on – 09689276567 or 09270105222 to 09270105225.

(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.

IX. Session Commencement and Inauguration

Kindly note the Commencement/ Innuagrations and Post Admission Orientation Dates for the Academic Session for 2018-20 batch for all the programmes of studies of all Campuses is as follows:

TISS Campus Location	Commencement Date	Inauguration Venue	Post Admission Orientation
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Mumbai	June 04, 2018 (Monday)	Convention Centre, Naoroji Campus, Mumbai Students expected: before 9.30 am	June 04 to June 06, 2018
Tuljapur	June 11, 2018 (Monday)	Conference Hall , Tuljapur Campus Students expected: before 9.30 am	June 11, 2018 (After Inauguration)
Hyderabad	June 11, 2018 (Monday)	Conference Hall, Hyderabad Campus Students expected: before 9.30 am	June 11, 2018 (After Inauguration)
Guwahati	Date will be notified in the 1st week of May 2018		
BALM, Chennai	June 04, 2018 (Monday)	Conference Hall, BALM Campus Students expected: before 9.30 am	June 04, 2018 (After Inauguration)
Nagaland	July 10, 2018 (Tuesday)	Class Room, Nagaland Centre Students expected: before 9.30 am	July 10, 2018 (After Inauguration)

X. Other matters

a. 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, 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.**

b. Migration Certificate:

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

c. 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.

d. 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.

XI. 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: TISS Care Tel: 022-0552 5252	4) 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: Ms. Sumangaly K.R. Tel: 040 2401 7701 / 02 / 03
2) Tata Institute of Social Sciences, Guwahati Campus, Tetelia Road, Jalukbari, Guwahati -781013 Assam Contact Person – Chayanika Das Contact no – 0361-2739500	5) Tata Institute of Social Sciences Apsinga Road Tuljapur, Osmanabad 413 601, Maharashtra. Contact Person: Mr. Shripad Shinde Tel: 092701 05222
3) The Banyan Academy of Leadership in Mental Health (BALM), 45 Sonnathu Street, Thiruvidadanthai Panchayat, Near Kovalam, East Coast Road, Kanchipuram district 603 112 Contact Ph. No. 087544 95498	6) Mahatma Gandhi Academy of Human Development -MGAHD c/o Nagaland Gandhi Ashram -NGA. Mokokchung -Amguri Road, Chuchuyimlang . Mokokchung District,Nagaland-798614. Land Mark : Opposite NIELIT (National Institute of Electronics & Information Technology Building - Chuchuyimlang .Contact for any assistance : 9939132374

Sd/-

Mustafa Momin

Assistant Registrar

(Academic)

Date: May 6, 2018