



**TATA INSTITUTE OF SOCIAL SCIENCES**  
DEONAR, MUMBAI 400 088

No. DSO/2016

April 29, 2016

**Guidelines for Selected Candidates for Integrated M.Phil/PhD and Direct PhD Programmes**

**Mumbai/Tuljapur/ Guwahati Campus Candidates:-**

The verification of original documents can be done at the Mumbai/ Guwahati/ Tuljapur Campuses as given below:

Particulars	Date	Time
Last date of Payment of Fees for Confirming Admission for <b>Selected Candidates</b>	May 16, 2016	5.00 pm
Dates of Verification of Original Documents for all <b>Selected Candidates</b>	May 16 –20 ,2016	10.30 am to 5.00 pm

**Provisionally selected candidates are required to complete the following procedure for confirmation of their candidature:**

**Payment of Fee:** Selected candidates can download the **Fee Challan from TISS website [www.tiss.edu](http://www.tiss.edu)** M. Phil / Ph. D. candidates are required to pay their respective fees as per the Fee Structure IN ANY BRANCH OF **STATE BANK OF INDIA** which is nearer to them by submitting the prescribed Fee Challan. Non-payment of fees on the said date will lead to cancellation of the admission offer.

The portion of TISS copy of the **Fee Challan and the Acceptance Letter** (available on [www.tiss.edu](http://www.tiss.edu) ) is to be submitted by the candidate at the time of verification of original documents. Candidates are also required to submit two set of photocopy of all the below mentioned documents.

**Verification of Original Documents:** 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, TISS clearly indicating that the candidate's original documents, as stated above, has been retained by the College/University for a specific purpose.

- Copy of a document giving proof of Date of Birth (e.g. Birth Certificate, School Leaving Certificate, etc.).
- Bachelor's Degree Certificate.
- Bachelor's Degree Marks/Grade Certificate.
- Master's Degree Certificate
- Copy of Master's Degree Marks/Grade Sheet.
- M. Phil Degree Certificate
- M. Phil Degree Marks/Grade Sheet.
- Caste/Tribe Certificate
- OBC (Non-Creamy Layer) Certificate
- Certificate issued after 1<sup>st</sup> April, 2016 and issued by Tahsildar is valid.
- Income Certificate of the preceding financial year i.e. 2015-16 issued by District Revenue Office (only for those SC/ST/OBC(NC) 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);
- Work Experience Certificate/s
- Letter of Permission from the employer/organisation.
- Aadhar Card (only for those SC/ST/OBC(NC)) who are eligible for GoI Post-Matric Scholarship).
- Copy of the UGC-JRF letter if applicable

**Important Instructions:**

- If any of the above documents in original are not produced for verification, provisional selection will be canceled 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.
- Candidates will be required to give an undertaking to the Institute that they will abide by all the rules and also any modifications thereto, as may be made from time to time by the Institute.
- Candidates must ensure that the information provided by them for seeking admission is complete and correct in all respects, and any misinformation thereof shall result in penal action/cancellation of admission forthwith.

**Facilities for the SC/ST and OBC(NC) candidates whose parents'/guardian's income is less than Rs. Two Lakh Fifty Thousand only and Rs.One lakh respectively during the financial year 2015-16 and are eligible for the Post-Matric Scholarship of the Government of India (GoI)**

**Reimbursement of Traveling Allowance (TA):**

- Travel expenses will be reimbursed at the time of Original Document Verification. The eligible SC/ST candidates are required to choose the nearest TISS campus for document verification.
- Travel expenses will also be reimbursed at the time of joining the 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.

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

- SC/ST students, whose annual income is less than Rs. Two Lakh Fifty Thousand only during the financial year 2015-16, 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, (excluding Students' Union fee and Group Medi – claim fee). They are also exempted from payment of Dining Hall and Hostel & Electricity charges during their study at the Institute. This is applicable only if hostel is allotted.
- However, the exempted candidates are compulsorily required to pay a total of Rs.4500/- which includes: a) annual insurance premium of Rs. 1,500/- towards Group Medi - claim; b) Students' Union fee Rs. 500/- and; c) Refundable deposit of Rs. 2500/-.
- Fill and submit the GOI-PMS application form (offline/online) within the time specified by the respective State Governments and submit the hard copy along with all the required documents (attested) to the SPO for further processing. It is the responsibility of the Individual student to complete and submit the application form. Those students failing to fill the application form by due date will be considered as not interested in being considered for GOI Post Matric Scholarship, and all provisions will be withdrawn from the last date stipulated by respective State Governments for submission of scholarship application form. The Institute promises to honour rights of the students as long as the students fulfill their responsibility by filling up the application form for Post Matric Scholarship.

- All selected candidates (other than Maharashtra) are required to bring with them two Post-Matric Scholarship forms (fresh) from their District Social Welfare Office or concerned Office of the respective State (if available). They should also obtain their parents'/guardian's signature on the form, wherever required. For details, if any, please contact Section Officer (SPO) (022) 25525233.
- Scheduled Caste/Tribe candidates should note that admission to the M. Phil/ Ph. D. programme is provisional and is subject to the Caste/Tribe certificate being verified through the proper channel, and if the verification reveals that the claim to belonging to Scheduled Caste or Scheduled Tribe, as the case may be, is false, the admission will be cancelled forthwith without assigning further reason/s and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.
- **SC/ST candidates in employment, whose pay is protected during the period of their study, 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.**
- **SC/ST/OBC (Non-Creamy) candidates after becoming eligible for award of UGC - JRF are required to pay the fees including Hostel and Dining Hall fees (if hostel is allotted later in the year)**

#### **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 **30<sup>th</sup> September, 2016**, 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 equivalent to 55% for General and OBC and 50% for SC/ST candidates. Admission of Candidates whose final / aggregate marks / grades falling short of the above mentioned cut off 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 31<sup>st</sup> December, 2016.

## Fee Structure

Fee Component M.Phil, Ph.D For Indian Scholars and Scholars from SAARC Countries (in INR)

### Fee Structure for M.Phil and Ph.D. for 2016 Batch

Fee Component	M.Phil.	Ph.D.	Remarks
Tuition	12000	12000	Per Semester
Examination	800	0	Per Semester
Identity Card	300	300	
Computer	1000	1000	Per Semester
Students' Medclaim Insurance Premium	1500	1500	Per Year
Development Fund	4000	4000	For M.Phil per Semester For Ph.D. per Semester for 2 Years
Medical Examination Fees	100	100	
Refundable Deposits	10000	10000	
Student Union Fee	500	500	Per semester
<b>Grand Total</b>	<b>30200</b>	<b>29400</b>	
<b>For Hostelities</b>			
Hostel Charges	15000	15000	Per Semester
Dining Hall Advance	16000	16000	Per Semester
<b>Grand Total</b>	<b>31000</b>	<b>31000</b>	
<b>Other Fees (To be paid at the end of the programme)</b>			
Thesis submission	1000	2000	Payable three months before submission
Thesis resubmission	500	500	
Degree certificate replacement	500	500	
Convocation fees	2000	2000	IV Semester for M.Phil. Students and for Ph.D. scholars at the time of submission of Dissertation
Issue of duplicate Identity Card	300	300	

\*SC/ST candidates eligible for GOI-PMS scholarship to pay exempted fees of Rs.4500/-

**Last date for payment of fees on or before May 16, 2016 and verification of documents for provisionally selected candidates: 20<sup>th</sup> May 2016.** Kindly contact the Doctoral Students' Office for further facilitation of the admission process at 022- 2552 5641/ 5642 or write to [susheela@tiss.edu](mailto:susheela@tiss.edu) or [roopab@tiss.edu](mailto:roopab@tiss.edu) for any queries.