



TATA INSTITUTE OF SOCIAL SCIENCES
V. N. Purav Marg, Deonar, Mumbai - 400 088.

Phone No. (022) 25525252 **Fax No. (022) 25525050**
E-mail: pgadmission@tiss.edu **Website: <http://www.tiss.edu>**

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.

Guidelines to Selected Candidates of all Programmes :

IMPORTANT DATES FOR ADMISSION PROCESS: From 12th May to 28th May, 2016 (Except Sundays)

1	Announcement of First Waiting List on TISS Admission website	May 11 th , 2016	6 pm
2	Last date of Payment of Fees for Confirming Admission for all candidates of First Waiting List	May 21st, 2016	-
3	All selected candidates are expected to send scanned copies of their Paid Fees challan, Acceptance letter, Final score Card, 1st, 2nd, 3rd and 4th year Graduation Bachelor's Degree Mark-sheet. The Candidates belonging to SC/ST/OBC(NC) kindly also send Caste and Income Certificates. All the above documents must be sent on email id verification@tiss.edu for confirming your provisional admission.	May 12th to 21st 2016	-
4	Announcement of Second Waiting List through emails	May 25th , 2016	6 pm
5	Last date of Payment of Fees for Confirming Admission for all candidates of Second Waiting List	June 4th 2016	-
6	All selected candidates are expected to send scanned copies of their Paid Fees challan, Acceptance letter, Final score Card, 1st, 2nd, 3rd and 4th year Graduation Bachelor's Degree Mark-sheet. The Candidates belonging to SC/ST/OBC(NC) kindly also send Caste and Income certificates. All the above documents must be sent on email id verification@tiss.edu for confirming your provisional admission.	May 26th to 4th 2016	-

- Candidates who fail to pay the fees as per the schedule mentioned above shall forfeit their seat. No representation will be entertained in this matter.

Original Documents Verification and Medical Examination:

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

- **June 01, 2016 to June 11, 2016 Candidates selected for programmes of TISS Mumbai campus must reach to TISS Mumbai campus for original documents verification and medical test.**

Candidates admitted for Mumbai campus must strictly follow the following below schedule as per their programme wise dates for original documents verification and medical test personally:

- **All General and Ineligible ST/SC and OBC(NC) Candidates with family Income above 2.5 Lakhs and above 1 Lakh respectively.**

23rd May - 31st May 2016	Verification is open for all selected candidates for Mumbai campus from Maharashtra from 23 rd May - 31 st May 2016 except Sunday.
1st and 2nd June, 2016	All social work work programmes: 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
3rd June, 2016	M.A. in Human Resource Management & Labour Relations M.A. in Social Entrepreneurship M.A. in Globalisation and Labour
4th June, 2016	Master of Health Administration (MHA) Master of Hospital Administration (MHA) Master of Public Health (MPH) in Social Epidemiology Master of Public Health (MPH) in Health Policy, Economics and Finance
6th June, 2016	M.A. in Applied Psychology with specialisation in Clinical Psychology M.A. in Applied Psychology with specialisation in Counseling Psychology
7th June, 2016	M.A. in Development Studies M.A. in Women's Studies
8th June, 2016	M.A. / M.Sc. in Climate Change and Sustainability Studies M.A. / M.Sc. in Urban Policy and Governance M.A. / M.Sc. in Regulatory Governance M.A. / M.Sc. in Water Policy and Governance M.A. / M.Sc. in Disaster Management
9th June, 2016	LL.M in Access to Justice Master of Library and Information Science (MLIS)

	M.A. in Media and Cultural Studies
10th and 11th June, 2016	All eligible SC/ST and OBC(NC) candidates whose annual family income is below 2.5 lakh and 1 lakh respectively (Selected for Mumbai Campus

Candidates admitted for all other TISS campuses must strictly follow the following below schedule as per their programme wise dates for original documents verification and medical test personally at the respective campuses:

All General and Ineligible ST/SC and OBC(NC) Candidates with family Income above 2.5 Lakhs and above 1 Lakh respectively.

□ **June 07, 2016 to June 10, 2016 All Candidates selected for Tuljapur Campus**

7th June to 10th June, 2016	M. A. Social Work in Rural Development M. A./M.Sc. in Development Policy, Planning & Practice M.A. in Social Innovation and Entrepreneurship M.A. / M.Sc. in Sustainable Livelihoods & Natural Resources Governance
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□ **June 17th to 20th June 2016 All candidates selected for HRM Programme TISS Hyderabad Campus**

17 th TO 20 th June 2016 Tiss Hyderabad Roda Mistry Campus Opp Bio Diversity Park Gachibowli Hyderabad	M. A. Human Resource Management Classes will start from 20th June 2016
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□ **June 28, 2016 to June 30, 2016 All Candidates selected for Hyderabad Campus**

28th June to 30th June, 2016 Tiss Hyderabad Roda Mistry Campus Opp Bio Diversity Park Gachibowli Hyderabad	M.A. in Rural Development and Governance M.A. in Education M.A. in Public Policy and Governance M.A. in Women's Studies M. A. in Development Studies M.A. in Natural Resources & Governance
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June 28, 2016 to June 30, 2016 All Candidates selected for Hyderabad Campus

28th June to 30th June, 2016 Tiss Hyderabad TSIPARD Campus 2 nd Floor –S.R Sankaran Block-Rajendranagar Hyderabad	M.A. in Education M.A. in Women's Studies
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□ **July 07, 2016 to July 09, 2016 for All Candidates selected for Guwahati Campus**

11th July to 12th July, 2016	M. A. in Labour Studies and Social Protection M.A. in Ecology, Environment and Sustainable Development M.A. in Peace and Conflict Studies M.A. in Sociology and Social Anthropology MA SOCIAL WORK in CO, CODP, PH and LSE
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□ **June 09, 2016 to June 11, 2016 for All Candidates selected for BALM, Chennai Campus**

9th June to 11th June, 2016 The Banyan Academy of Leadership in Mental Health (BALM), 6 th Main Road, ERI Scheme, Mogappair, Chennai 600037. For further any clarification please contact Dr. Mirjam Dijkxhoorn on Mobile no. 09789089990.	M. A. Social Work in Mental Health M.A. in Research, Management and Entrepreneurship in Health M.A. in Applied Psychology with specialisation in Clinical Psychology M.A. in Applied Psychology with specialisation in Counseling Psychology
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I. Payment of Fees

Selected candidates can download the Fee Challan for fee payment by logging into the online application system. Candidates 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 received on their email id. The scanned copy of the **Fee Challan, 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.

The selected candidates must produce the following documents, wherever applicable, for verification in original, 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.

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. 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.
7. 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 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.
8. Resignation letter/relieving order/no objection letter, if employed, must be submitted at the time of verification.
9. Caste/Tribe/OBC(NC) Certificate (Valid Non-creamy layer certificate only for OBC category issued after 1st April, 2015).
10. Income Certificate of the preceding financial year i.e. 2015-16 (only for those SC/STs 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);
11. Certificate for Armed Forces Category which clearly shows the priority.
12. 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 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 of joining the programme.
13. Aadhar Card (only for those SC/ST who are eligible for GoI Post-Matric Scholarship).

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 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.
- When presented personally by the candidates or by nominees, the 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 Facilities for the Eligible SC/ST students whose parents'/guardian's income is less than Rs. Two lakh and fifty thousand only during the financial year 2015-16 are eligible for the Post-Matric Scholarship of the Government of India (GoI)

(a) Reimbursement of Traveling Allowance (TA):

- Travel expenses will be reimbursed to all eligible SC/ST students whose family income is below 2.5 lakh at the time of joining the Master's 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.

(b) Exemption from payment of Tuition and Other Fees, including Deposits:

Eligible SC/ST students whose parents/guardians' annual income is less than Rs.2.50 lakh during the financial year 2015-16, 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 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.

However, the exempted students are compulsorily required to pay a total of Rs.4200/- which includes: a) annual insurance premium of Rs. 1,500/- towards Group Mediciclaim; b) Students' Union fee Rs. 200/- 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 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 and advances, if any.

(c) Post-matric Scholarship Form:

All selected candidates are required to bring with them two Post-Matric Scholarship forms (fresh- if available) 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 (Social Protection Office (022) 25525233.

Important Note:

SC/ST students in employment, whose pay is protected during the period of their study, and SC and ST students who have already availed of the Gol Scholarship for a professional course of a University will not be eligible for the Gol Post-Matric Scholarship. They will, therefore, be required to pay all the fees, deposits and other charges like general 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 June 13, 2016 for Mumbai/Tuljapur/BALM Campuses and on June 28, 2016 for Hyderabad and July , 2015 for Guwahati Campuses. 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.

(a) Refund of Fees:

Details on refund of fees will be provided on TISS admission website.

(b) Hostel Accommodation:

In view of high scarcity of accommodation inside the campus, the Institute is unable to accommodate any candidates other than Differently-abled (PWD) candidates in hostels on the campus. However, TISS is trying to accommodate candidates belonging to the SC/ST and OBC(NC) category whose parents income less than Rs. Two Lakh Fifty Thousand and Rs.One lakh respectively. The first list of allotment for the SC/ST/OBC(NC), if any, and PWD categories will be announced on the website on April 27, 2016 and Second list will announce on the website on May 14, 2016. The final list will be announce on June 08, 2016.

Further, to reach out to all other SC/ST/OBC(NC) and unreserved candidates, the Institute has identified some flats and rooms available close to TISS Mumbai campus, 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.

For candidates who are admitted to TISS Hyderabad Campus, accommodation will be provided only for the eligible SC/ST and OBC(NC) candidates whose annual income is 2.5 lakh and 01 lakh respectively. To reach out to all other SC/ST/OBC(NC) and unreserved candidates, the Institute has identified hostels run by private agencies. For further information please call **Mr. Devansh on 09014193939 for TSIPARD Campus and for Roda Mistry Campus - Mr. Sreekant on 09666586897, Students can write on hostelstisshyd@gmail.com .This information will be available during the first week of May 2016.**

For information on accommodation, TISS Guwahati Campus candidates may contact Ms. Chayanika Das, on 03612510342, 03612736765

For information on accommodation, TISS Tuljapur Campus candidates 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 check up 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 30th September, 2016. Anyone failing to produce final mark sheet / provisional certificate by 30th September 2016 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 31st December, 2016. Anyone failing to submit migration certificate by 31st December 2016 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 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) Commencement Dates of the Academic Session for 2016-18 for all the programmes of studies is as follows:

* June 13, 2016 for Mumbai & for BALM, Campuses

- * June 13, 2016 for Tuljapur Campus
- * June 20th 2016 for Human Resource Management Programme-TISS Hyderabad
- * July 01, 2016 for Hyderabad Campus for other programmes-TISS Hyderabad
- * July 13, 2016 for Guwahati Campus

(i) For Mumbai Campus Students : POST ADMISSION ORIENTATION: A three-day post admission orientation will be held in the Convention Hall of the Institute starting on the 13th June, 2016 at 9.30 am. Students who are selected for Mumbai Campus are expected to take their seats in the Convention Hall before 9.15 am. The Director, TISS will address the students. Attendance is compulsory for ALL students of all programmes.

INAUGURATION: The Institute will inaugurate the academic session 2016-18 on June 13, 2016. The new session shall commence immediately after the inauguration function.

(j) For Tuljapur Campus Students : POST ADMISSION ORIENTATION: A post admission orientation will be held in the Conference Hall of the Institute starting on the 13th June, 2016 at 9.30 am. Students who are selected for Tuljapur Campus are expected to take their seats before 9.15 am. The Deputy Director, Tuljapur, TISS will address the students. Attendance is compulsory for ALL students of all programmes.

INAUGURATION: The Institute will inaugurate the academic session 2016-18 on June 13, 2016. The new session shall commence immediately after the inauguration function.

(k) For Hyderabad Campus Students : POST ADMISSION ORIENTATION: A post admission orientation will be held in the Conference Hall of the Institute starting on the 1st July, 2016 at 10:30 am for all programmes except HRM. The HRM programme post admission orientation will be held on 20th June 2016 at 10.30am. Students are selected for Hyderabad Campus are expected to take their seats before 10.15 am. The Deputy Director, TISS will address the students. Attendance is compulsory for ALL students of all programmes.

INAUGURATION: The Institute will inaugurate the academic session 2016-18 on July 01, 2016. The new session shall commence immediately after the inauguration function.

(l) For Guwahati Campus Students : POST ADMISSION ORIENTATION:

Verification of documents will be on 11th and 12th July 2016. Verification will be completed in two days. Students can report on 10th July (Sunday) onward for hostel. A post admission orientation will be held in the Conference Hall of the Institute on 13, 14 and 15 July, 2016 (Reporting for orientation is 13th July) at 9.30 am. Students who are selected for Guwahati Campus are expected to take their seats before 9.15 am. The Deputy Director, TISS Guwahati will address the students. Attendance is compulsory for ALL students of all programmes.

INAUGURATION: The Institute will inaugurate the academic session 2016-18 on July 13, 2016. The new session shall commence immediately after the inauguration function.

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: Ms. Ashwini Rane Tel: 022-0552 5264	2. Tata Institute of Social Sciences S.R. Sankaran Block, AMR-AP Academy of Rural Development Rajendranagar Hyderabad 500 030 Andhra Pradesh. Contact Person: R.V. Santhosh Kumar Tel: 040 2401 7701 / 02 / 03
3. Tata Institute of Social Sciences 14-A, Bhuban Road Uzanbazar Guwahati 781001 Assam. Contact Person: Ms. Chayanika Das No : 03612510342, 03612736765	4. Tata Institute of Social Sciences Apsinga Road Tuljapur Osmanabad 413 601 Maharashtra. Contact Person: Mr.Kundan Dhumal Tel: 092701 05222

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Date: April 22, 2016

Sd/-
Mustafa Momin
Assistant Registrar (Academic)