



TATA INSTITUTE OF SOCIAL SCIENCES

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

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

Guidelines to Candidates offered admission to BA in Social Sciences and BA(Hons.) in Social Work for the academic year 2018-21

Dear Candidate,

We congratulate you on your successful performance at the BAT-2018. Kindly follow these guidelines to assist your admission process.

IMPORTANT DATES FOR ADMISSION

Sr. 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.	June 07, 2018 to June 14, 2018	-
2	Last date for Payment of Fees for Confirming Admission	June 14, 2018	Till 12.00 mid night

- If candidates do not pay the fees as per the schedule mentioned above they will forfeit their seat.

I. Admission Process

Candidates admitted to the campus that they have applied for, should reach their respective campus on the dates given here for purposes of verification of their original certificates and medical examination to confirm the provisional admission given. All the candidates are directed to an authorized Service Providers of the Institute for lodging and boarding. Candidates are expected to pay a pre-determined amount for each semester for lodging and boarding to the service provider. Institute monitors the facilities provided by the Service provider. A matron in each hostel is provided by the Institute to support the students.

Commencement dates of the academic session for 2018-21 batch is as follows:

- ✓ 2nd July 2018 for Tuljapur Campus (Documents verification, Medical tests on June 28 to 30, 2018 and Inaugural, Orientation and Commencement of classes July 2nd 2018)
- ✓ July 2nd, 2018 for Hyderabad Campus (Documents verification, Medical tests on June 28 - 30, 2018. The Inaugural and Commencement of classes July 2nd , 2018).

- ✓ 12th July 2018 for Guwahati Campus (Documents verification, Medical tests on July 9th and 10th, 2018. The Inauguration and Orientation is on July 12th and 13th, 2018 and Commencement of classes on July 12th, 2018.

Candidates will receive further information from the respective campuses as to what they are expected to bring along with them towards their stay and studies.

Admission of those who have paid the fees but failed to show up for verification of the original documents and medical examination without obtaining written permission will be cancelled. Candidates not joining on the date of commencement of classes will lose their attendance till they join.

II. Payment of Fees

- 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.
- Candidates may login to <https://ba-admissions.tiss.edu/> to view their score card. The link for online payment of fees shall appear below the score card from 8th June 2018, 2:00 PM onwards
- Candidates having queries or requiring support while making fee payment may write to pgadmission@tiss.edu or call 022-25525252
- **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;
 - **Reimbursement of Traveling Allowance (TA):**
 - 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.
 - **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**,
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- 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 1 : 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		B.A. Programmes					
		Semester					
		I	II	III	IV	V	VI
FUNDS	Students' Union Fund	500	500	500	500	500	500
	Medical Insurance Fund	1500	0	1500	0	1500	0
DEPOSITS & ADVANCES	Caution Deposit (Refundable at the time of exit from programme on submission of No Dues Certificate)	2500	0	0	0	0	0
	# B) Dining Hall Advance	3000	As Per Actuals	As Per Actuals	As Per Actuals	As Per Actuals	As Per Actuals
CHARGES	Convocation Charges	0	0	0	0	0	2000
OTHER CHARGES	Electricity Charges (1st Installment payable at the time of admission)	5000	15000 in Three Instalments	15000 in Three Instalments	15000 in Three Instalments	15000 in Three Instalments	15000 in Three Instalments
	Total for Non-Hostellers	4500	500	2000	500	2000	2500
	Total for Hostellers	12500	-	-	-	-	-

- **Hostel Charges of Rs. 15000/- per semester is payable in three installments. 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 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.

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 :

- * Course fees (refer to Fee Chart for General Students) for the programme to which they are admitted;
- * Hostel Charges of Rs. 5000/- as the first installment of Rs.15000/- per semester payable in three installment. The two other installments of Rs.5000/-each the students are required to pay in the following month i.e. August 2018, and October 2018.
- * The Dining Hall Charges to be calculated on monthly basis and payable in monthly instalments per semester. An Advance of Rs. 3000/- towards Dining Hall will be payable at the time of admissions.
- * Eligible GOI-PMS OBC (NC) students would also be given upfront student aid of Rs. 6000/- 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.

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. Documents to be brought for joining the programme

1. The portion of TISS copy of the **Fee Challan and the Acceptance Letter, original Admit card, Identity Proof, Caste Certificate in the prescribed GOI form. PWD certificate, KM certificate, Armed forces certificate have to be brought as original documents for verification at the time of admission. Candidates are also required to submit one set of photocopies of all the below mentioned documents.**

2. Candidates should bring two recent stamp-sized photographs - for a digital identity card and another for insurance.

3. Candidates awaiting their results of 12th std or awaiting the marks sheet of 12th standard are required to bring a bonafide letter have to bring a letter from the School head or competent authority with signature and seal, indicating that the candidate has taken the final examination and is awaiting results. The letter has to be addressed to the Registrar, TISS, Mumbai.

4. In case a candidate has submitted/returned the original marks certificate to the School/Board for re- evaluation, he/she is required to produce a letter from the School/Board authority addressed to the Registrar of TISS clearly indicating that the School/Board, as stated above, has retained the candidate's original documents, for a specific purpose.

5. Candidates who receive provisional admission prior to 12th Standard results, but find that they have not cleared all the courses (main/major/subsidiary, etc) of the 12th standard will lose admission to the Bachelors degree programme. Rules of the Institute pertaining to refund of fees shall apply.

Certificates for Candidates of various reserved categories:

- ✓ Caste/Tribe Certificate
- ✓ Income Certificate of the preceding financial year i.e. 2017-18 (only for those SC/ST who are eligible for GoI Post-Matric Scholarship).
- ✓ OBC(NC) candidates should produce the latest Non-creamy layer certificate
- ✓ 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);

- ✓ Aadhar Card (only for those SC/ST who are eligible for GoI Post-Matric scholarship)

VI). 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 affidavits. The hard copy of both the affidavits should be printed signed and submitted by the students at the time of joining the programme.

V). Post Admission Related Information

1. **Refund of Fees:** In case, candidates wish to withdraw from the programme after seeking admission, details on refund of fees will done as per Government of India norms.
3. **Final Year Mark sheet:** Final Year Mark sheet/provisional certificate of passing 12th std issued by School/Board authorities should be submitted to the Academic Section of the respective campus on or before 30th September, 2018.
4. **Migration Certificate:** Migration Certificate issued by School/Board authorities should be submitted to the Academic Section on or before 30th September, 2018.
5. **Provisional Admission:** A candidate, who is admitted provisionally, pending 12th std 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.

VI. Hostel Accommodation:-

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 tishyhostel@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 hostelstissgyh@gmail.com for hostel accommodation. 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. Kundan Dhumal on – 09422378678 or 09270105222 to 09270105225.

VI. General Information

- a. If any of the above documents in original are not produced for verification, provisional selection will be cancelled.
- b. Admission will be subject to the fulfillment of the eligibility requirements as confirmed through the verification of original certificates and mark-sheets, etc.
- c. Original documents will be immediately returned to the candidate as soon as the verification is over.
- d. The policy of the Government for GoI-PMS facility will be followed as per the Government rules and
- e. Any request for change in the choice of campus will not be entertained.

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. All the SC, ST students availing of GoI-PMS fellowship are expected to abide by the expectation of filling online forms and co-operate to fulfill the requirements, otherwise Institute will exercise its prerogative to withdraw the facility. 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 include Dining Hall / Hostel charges and advances, if any.

Note : If on verification of the certificate it is found to be either invalid or false, the admission of the candidates shall stand cancelled with effect and action as per law shall be initiated.

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.

VII. Addresses & contact numbers of all the campuses:

<p>1) Tata Institute of Social Sciences V.N.Purav Marg, Deonar Mumbai 400 088, Maharashtra. Contact Person: TISS Care Tel: 022-0552 5252</p>	<p>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</p>
<p>2) Tata Institute of Social Sciences, Guwahati Campus, Tetelia Road, Jalukbari, Guwahati -781013, Assam Contact Person – Chayanika Das Contact no – 0361-2739500</p>	<p>5) Tata Institute of Social Sciences Apsinga Road Tuljapur, Osmanabad 413 601, Maharashtra. Contact Person: Mr. Kundan Dhumal Tel: 092701 0522</p>

**Sd/-
Assistant Registrar(Academic)**