



2024

**Admission Brochure for
Under Graduate Programmes**

Tata Institute of Social Sciences
Mumbai | Tuljapur | Guwahati | Hyderabad

Admission Brochure for
Under Graduate Programmes
2024



(A Deemed to be University under Section 3 of UGC Act 1956)
A Grant-in-Aid Institute under the Ministry of Education, Government of India
V.N. Purav Marg, Deonar, Mumbai 400 088

U.G. TIMELINE

Under Graduate Programmes

Admission Calendar 2024		
#	Event	Date
1	Commencement of UG Registration	5th August 2024
2	Last date for Registration	16th August 2024
3	Admission Counselling Session	19th - 24th August 2024
4	Announcement of Open Merit List	30th August - 5th September, 2024
5	Online Document Upload & Fee Payment	6th - 14th September, 2024
6	Announcement of 1st Wait List	17th September, 2024
7	Online Document & Fee Payment	18th - 21st September, 2024
8	Announcement of 2nd Wait List	24th September 2024
9	Online Document & Fee Payment	25th - 28th September 2024
10	Document Verification	30th September - 1st October 2024
11	Commencement of Semester I	October 3rd, 2024

DISCLAIMER

The contents of this Admission Brochure are subject to modifications and will be communicated as applicable.

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I

ABOUT CUET U.G. 2024

The Ministry of Education and the University Grants Commission have mandated the National Testing Agency (NTA) to conduct the Common University Entrance Test (CUET) for admission to Undergraduate Programmes in Central, State, and other participating Universities, Institutions, Organisations, and Autonomous Colleges. The CUET provides a single-window opportunity for all Undergraduate students seeking admission to any of the Central Universities (CUs) or other participating organisations, including State Universities, Deemed to be Universities, and Private Universities across the country.

In compliance with the above, the Tata Institute of Social Sciences (TISS), has decided that Admission to ALL its Under Graduate (Bachelor's Degree) Programmes will be based on the CUET-UG 2024 scores.

For applying for CUET-UG 2024 please visit the NTA website link: <https://cuetug.ntaonline.in/>

The NTA has mapped the TISS UG Programmes to the respective English Language/General Test domain. To register for TISS UG Programmes 2024, applicants are required to attend the examination for the English Language/General Test.

For details click on the link <https://cuetug.ntaonline.in/universities/eligibility/MTEw>

2 Programme Specific Intake and Eligibility

TISS MUMBAI CAMPUS

SCHOOL OF SOCIAL WORK

1. Bachelor of Social Work

Code : BSW

Intake : 30

Programme Duration : 4-years

Programme Specific Eligibility

- i. Students should have passed 12th Class or Intermediate in any subject stream from a recognised board.
- ii. Students who have studied International Baccalaureate Diploma and will be completing 12th class with clear results declared by July 2024 are eligible to apply.
- iii. Candidates who have appeared for their 12th class or Intermediate final exams and are awaiting results are also eligible to apply.
- iv. The upper age limit for General candidates is 20 years, OBC is 22 years and for SC & ST candidates the age limit is 24 years as of 31st July 2024.
- v. The upper age limit for Physically Challenged candidates shall be reckoned as per the category he/she belongs to since Physically Challenged Category candidates may belong to General / SC / ST / OBC categories.
- vi. Date of birth as recorded in the Secondary Education Board is the only authentic proof that will be accepted.

SCHOOL OF MANAGEMENT AND LABOUR STUDIES

2. Bachelor of Science in Analytics and Sustainability Studies

Code : BSASS

Intake : 30

Programme Duration : 4-years

Programme Specific Eligibility

- i. Students should have passed 12th Class or Intermediate in any subject stream from a recognised board.
- ii. Students who have studied International Baccalaureate Diploma and will be completing 12th class with clear results declared by July 2024 are eligible to apply.

- iii. Candidates who have appeared for their 12th class or Intermediate final exams and are awaiting results are also eligible to apply.
- iv. The upper age limit for General candidates is 20 years, OBC is 22 years and for SC & ST candidates the age limit is 24 years as of 31st July 2024.
- v. The upper age limit for Physically Challenged candidates shall be reckoned as per the category he/she belongs to since Physically Challenged Category candidates may belong to General / SC / ST / OBC categories.
- vi. Date of birth as recorded in the Secondary Education Board is the only authentic proof that will be accepted.

TISS TULJAPUR OFF-CAMPUS

SCHOOL OF RURAL DEVELOPMENT

1. B. A. in Social Sciences

Code : BASS

Intake : 50

Programme Duration : 4-years

Programme Specific Eligibility

- i. Students should have passed 12th Class or Intermediate in any subject stream from a recognised board.
- ii. Students who have studied International Baccalaureate Diploma and will be completing 12th class with clear results declared by July 2024 are eligible to apply.
- iii. Candidates who have appeared for their 12th class or Intermediate final exams and are awaiting results are also eligible to apply.
- iv. The upper age limit for General candidates is 20 years, OBC is 22 years and for SC & ST candidates the age limit is 24 years as of 31st July 2024.
- v. The upper age limit for Physically Challenged candidates shall be reckoned as per the category he/she belongs to since Physically Challenged Category candidates may belong to General / SC / ST / OBC categories.
- vi. Date of birth as recorded in the Secondary Education Board is the only authentic proof that will be accepted.

2. Bachelor of Social Work

Code : BSW

Intake : 50

Programme Duration : 4 Years

Programme Specific Eligibility

- i. Students should have passed 12th Class or Intermediate in any subject stream from a recognised board.

- ii. Students who have studied International Baccalaureate Diploma and will be completing 12th class with clear results declared by July 2024 are eligible to apply.
- iii. Candidates who have appeared for their 12th class or Intermediate final exams and are awaiting results are also eligible to apply.
- iv. The upper age limit for General candidates is 20 years, OBC is 22 years and for SC & ST candidates the age limit is 24 years as of 31st July 2024.
- v. The upper age limit for Physically Challenged candidates shall be reckoned as per the category he/she belongs to since Physically Challenged Category candidates may belong to General / SC / ST / OBC categories.
- vi. Date of birth as recorded in the Secondary Education Board is the only authentic proof that will be accepted.

TISS GUWAHATI OFF-CAMPUS

CENTRE FOR UNDER GRADUATE STUDIES

1. B.A. in Social Sciences

Code : BASS

Intake : 50

Programme Duration : 4 Years

Programme Specific Eligibility

- i. Students should have passed 12th Class or Intermediate in any subject stream from a recognised board.
- ii. Students who have studied International Baccalaureate Diploma and will be completing 12th class with clear results declared by July 2024 are eligible to apply.
- iii. Candidates who have appeared for their 12th class or Intermediate final exams and are awaiting results are also eligible to apply.
- iv. The upper age limit for General candidates is 20 years, OBC is 22 years and for SC & ST candidates the age limit is 24 years as of 31st July 2024.
- v. The upper age limit for Physically Challenged candidates shall be reckoned as per the category he/she belongs to since Physically Challenged Category candidates may belong to General / SC / ST / OBC categories.
- vi. Date of birth as recorded in the Secondary Education Board is the only authentic proof that will be accepted.

For any information, updates/amendments in timeline, guidelines, etc. you are required to visit <https://admissions.tiss.edu/> only.

Any admission related queries at any stage should be sent to admissionsinfo@tiss.edu or call the Admissions helpline at 022 - 25525252. Mails sent to any other email-ids will not be considered for further action and response.

The TISS does not take responsibility for any information provided by any source other than:

(i) <http://admissions.tiss.edu>

(ii) <https://appls.tiss.edu>

(iii) Admissions Helpline No. 91-22-25525252

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General Instructions for Applying

- Candidates are requested to carefully read through the eligibility criteria before filling up the form.
- Candidates can apply for a maximum of three programmes. They are advised to make their choice of programmes carefully after reading the programme descriptions. Change of programmes will not be allowed once the admission is completed.
- A candidate can apply for multiple programmes and pay for each of those programmes in ONE online form. Candidates SHOULD NOT fill more than one online application form. If a candidate found to have filled more than one online application form, all applications will be cancelled.
- Unemployed candidates, whose parent's / guardian's annual income from all the sources for the Financial Year 2023-24 is less than Rs. 2.5 Lakhs for SC/ST and Rs.1 lakh for OBC(NC) are required to pay Rs.250/- as Concessional Application Fee for each programme. However, they should upload the necessary certificates.
- The application fee for each study programme is Rs.500+bank charges (if being paid by Credit card/ Debit card/ Net Banking) or Rs.500 + bank charges (if being paid through the bank by cash). Candidates are required to pay this amount for every programme she/he applies for. For Eligible Gol-PMS SC/ST/OBC (NC) candidates, the application fee is Rs. 250/- per programme + bank charges. For Not-Eligible Gol-PMS SC/ST candidates, the application fee is Rs. 300/- per programme + bank charges. For more details refer to the table given below :

Mode of Application fee Payment					
No. of programmes	Online payment by Credit Card/ Debit Card		Online Payment by Net Banking		Cash Deposit in any SBI Branch using the prescribed challan
	General	Eligible Gol-PMS SC/ST/OBC(NC) / Not-Eligible Gol-PMS SC/ST (only)	General	Eligible Gol-PMS SC/ST/OBC(NC) / Not-Eligible Gol-PMS SC/ST (only)	General
Applying for 1 Programme	Rs.500+ Bank Charges	Rs. 250/300+ Bank Charges	Rs.500+ Bank Charges	Rs. 250/300+ Bank Charges	Rs. 500 + Bank Charges
Applying for 2 Programmes	Rs. 1000+ Bank Charges	Rs. 500/600+ Bank Charges	Rs. 1000+ Bank Charges	Rs. 500/600+ Bank Charges	Rs. 1000 + Bank Charges
Applying for 3 Programmes	Rs. 1500+ Bank Charges	Rs. 750/900+ Bank Charges	Rs. 1500+ Bank Charges	Rs. 750 / 900+ Bank Charges	Rs. 1500 + Bank Charges

Notes:

- In case of payment by cash deposit in an SBI branch, please note that the SBI will charge Rs. 50/- as their processing fee for each deposit, which cannot be adjusted against the application fee.
- Payments made via demand draft, pay order, or any mode other than the above modes is not acceptable and the application will be rejected. No communication to this effect will be sent to such candidates.
- Candidates applying online will be asked to choose between two modes of payment 'Cash' or 'Payment Gateway' in the online application form. If the preferred mode of payment is 'Cash', a payment challan has to be downloaded from the 'Download Challan tab. The payment challan will have 3 copies. Deposit the cash amount mentioned on the challan in any branch of the State Bank of India. The bank will return two copies of the challan (Student Copy and TISS Copy) with the bank's seal, signature, and journal number on it. Candidates have to scan the 'TISS Copy' of the challan, login back into the online application system, and upload it. If you have any questions or queries you can call the Admissions Helpline at 022 - 25525252.

6. Candidates have to upload/attach relevant certificates strictly in the format mentioned here. Please refer to the table below for 'Certificates / Documents to be uploaded. The Institute also takes steps to have the Caste/Tribe/Non-creamy layer/ Income certificates verified by the competent authorities) before and post-admission and those found to have submitted manipulated certificates at any stage of their study will be asked to leave the programme.

Certificates/Documents to be uploaded

Category	Documents
General	Photograph, Signature, TISS copy of challan (if paid by cash). If paid by online mode, payment receipt to be uploaded with application form.
SC / ST (Annual income less than Rs.2.5 lakhs)	Photograph, Signature, Caste / Tribe Certificate, TISS copy of challan (if paid by cash). Income certificate for the Financial Year 2023-24 issued by competent authority, e.g. Tahildar/Nair Tahildar, Block Development Officer, District Magistrate/Collector etc.
SC / ST (Annual income more than Rs.2.5 lakhs)	Photograph, Signature, TISS copy of challan (if paid by cash), Caste / Tribe Certificate.
OBC(NC) (Non Creamy Layer) (Annual income less than Rs.1 lakh)	Photograph, Signature, Other Backward Class (Non-Creamy Layer) certificate issued after 01-04-2024, by the District Magistrate / Deputy Commissioner / Tahildar, TISS copy of challan (if paid by cash). Income Certificate for the financial year 2023-24 issued by competent authority, e.g. Tahildar/Nair Tahildar, Block Development Officer, District Magistrate/Collector etc.
OBC(NC) (Non Creamy Layer) (Annual income more than Rs.1 lakh but less than Rs. 8 lakhs)	Photograph, Signature, TISS copy of challan (if paid by cash), OBC (Non-Creamy Layer) certificate issued after 01-04- 2024 by the District Magistrate / Deputy Commissioner / Tahildar is Valid. OBC (NC) CERTIFICATE issued before April 1, 2024, will not be considered valid.
PWD	Photograph, Signature, TISS copy of challan (if paid by cash), and PWD certificate.
KM	Photograph, Signature, TISS copy of challan (if paid by cash), and KM certificate.
Armed Forces	Photograph, Signature, TISS copy of challan (if paid by cash), and Armed Force certificate
Note: For additional information on GOI-PMS eligibility, please click on the link below. This information is also available on the Institute website under Equal Opportunity Centre and SC/ST & OPEM Cells. https://cccloud.tiss.edu/index.php/s/izzqnyinzVchgu2	

4 U.G. Selection Procedure

TISS Admissions 2024-Admissions to Under Graduate (Bachelor's Degree) Programmes

Candidates are advised to read the guidelines given below before filling out the online application form. Admission to UG programmes will be based on the CUET-UG 2024 Score carrying a weightage of 100%. Candidates will be selected for UG admission based on CUET-UG score; as a ratio to the number of seats announced for individual programmes under each category.

Final Merit List Preparation

1. Open Merit List (OML) is prepared based on the aggregate mark obtained by the candidates for a specific programme without considering any reservation category. This provides an opportunity for candidates across all categories to get selected in the OML depending on their aggregate score.
2. After considering candidates in OML, a separate Category-wise Merit List (CML) will be prepared for the number of seats reserved for each category as per the Government of India / University Grants Commission regulations on the matter. All reservation rules will be applied at the Final merit list/seat allotment stage.
3. In case of a tie between two or more candidates with their aggregate final score, the following order will be used to rank the candidates.

The Situation of tie in	Selection will be based on Higher
CUET-UG 2024 Score	Aggregate score of XIIth standard

4. Candidates who got selected in the first preference their names will not be listed in the second and third preference in the merit list.
5. Candidates who got selected for the programme of their first preference will not be on wait lists for any other programme mentioned in their list of preferences.
6. Choice or preferences of Programmes indicated in the application form by the candidate at the time of filling online application form cannot be changed at any point after submission of the application form. Any request for change or modification in this regard shall not be entertained or responded to.

Rules for Preparation of the Wait List

1. The Wait List for each programme will be prepared by following the same rules applied to the Merit List.
2. Candidates who got selected on the merit list of a programme of higher preference shall not be considered on the waitlist of programmes of lower preference.
3. If a candidate got selected in lower (second or third) preference in the merit list, their name will be shown in the waitlist of higher preference (first or second), if they qualify so with their aggregate score for the programme concerned.
4. Once the candidate moves to a higher preference upon activation of the waitlist, the candidate will automatically vacate the seat in the lower preference and no request for maintenance of their seat in the lower preference will be entertained.

Clarification Regarding Reservation Policy

1. The application of the reservation process during this year would remain the same as in the previous years and in accordance with all statutory norms.

2. As has been the process followed in previous years, the cut-off for different reserved categories will be different and no standard cut-off will be applied for all categories.
3. The TISS admissions process is approved by the competent body of the Institute following all statutory provisions and government guidelines on the matter.
4. Candidates are advised to refer to the Institute's admissions website for any admissions related information. Institute will not take any responsibility for other sources of information.

The TISS does not take responsibility for any information provided by any source other than

(i) <http://admissions.tiss.edu>

(ii) <https://appln.tiss.edu>

(iii) Admissions Helpline No. 91-22-25525252

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U.G. Admission Rules

General Admission Rules

1. Eligibility rules as specified for each programme by TISS will be strictly followed and will not be relaxed under any circumstances. Candidates should fulfill all the eligibility requirements as prescribed in each programme at the time of admission.
2. It is the responsibility of the candidates to verify and confirm their eligibility for admission at TISS as per the admission notification.
3. If the candidates whose qualifying examination is not recognized by UGC / TISS or any other appropriate body, and if the same is found at any point of time during the admission process, the application/admission will be rejected without any intimation.

TISS follows reservations under all categories as per the Government of India / University Grants Commission regulations on the matter.

1. All candidates are required to provide correct and precise information in the application form and verify the same before confirming the application and making the payment of application fees.
2. Candidates should provide a valid mobile number and email address same as given while registering for CUET-UG 2024 and all the communication will be sent through their registered phone number and email id.
3. After confirming the data filled in the application form, no changes will be allowed and in such cases the changes suggested will not be considered for any selection process for admission.
4. Application fee once paid will not be refunded under any circumstances.
5. Canvassing or influencing for admission at TISS through any channel will lead to rejection of application or disqualification of candidature.

Shortlisting and Final Selection

1. The candidates are required to check their login page/TISS Website periodically to get the status of short-listing and instructions for further steps in the admission process if any.
2. All selection status of admission including merit list, wait list will be displayed in the students' login page/TISS Website.
3. Procedure for final selection of candidates for each programme is given under the selection procedure (pages 7 & 8).

Admission / Document Verification

1. All candidates selected for admission are required to report to the respective campuses for document verification and join the programme as per the admission timelines.
2. Candidates selected for admission who do not report for admission on the stipulated date and time, forfeit their claim for admission. In such cases, the offer of admission shall stand cancelled and no correspondences in this regard shall be entertained.
3. Candidates selected for admission are required to produce the original mark sheets/grade sheets/certificates of the qualifying examinations at the time of reporting for the admission, failing which candidates shall not be allowed to complete the admission process, and the offer of admission shall stand cancelled and no further correspondence in the matter shall be entertained.

4. Only attested mark sheet/ grade sheets/ certificates downloaded from the internet shall be accepted at the time of admission.
5. The candidates selected for admission should submit the original Migration Certificates from the Institution / University last attended at the time of admission. Candidate, who is not in the position to submit the Migration Certificates at the time of admission, shall give an undertaking on prescribed proforma to submit the same by 31st October 2024, failing which the TISS reserves the right to cancel the admission of such candidates.
6. Candidates currently employed and selected for the admission to any full-time course of study at TISS are required to produce leaves sanction/ relieving order at the time of admission from their employer, permitting them to pursue their study at TISS for the duration of the course failing which the offer of admission shall stand withdrawn.
7. All students are required to undergo compulsory medical check-ups by the Institute's Medical Officer and admission of candidates will be subject to fitness certification from the Medical Officer.
8. If any discrepancy is found in the details provided in the application and the documents uploaded and submitted, the Institute has all the right to cancel the admission.
9. Admission will be cancelled/suspended at any stage, in following cases:
 - (a) The student does not fulfill the eligibility requirements;
 - (b) The student has used fraudulent means to secure admission;
 - (c) The student has made false or incorrect information in the application form.
10. Selected candidates have to submit ABC ID during the time of document verification.

Any complaints/grievances/disputes related to admission must be filed within four months of the closing of admissions. All admission related materials of all the candidates, selected or non-selected, will be discarded after this period. Hence, the Institute will not be in a position to entertain any such complaints/grievances/disputes related to admission beyond this period.

The closing date for all admission in the TISS will be strictly as per the admission timeline notified, except those programme/categories for which separate notifications are made.

6 Payment/Refund of fees

1. The application fee once paid will not be refunded under any circumstances.
2. No refund will be made in case of duplication of application forms and deletion of application after submission and payment of application fee.
3. All admitted students are required to pay all the fees for all semesters are to be paid through the Student Management System as per the fee payment schedule.
4. Permanent employees of the Institute, their spouses, and any two children, are exempted from payment of tuition fees to undergo any programme of study at the Institute. This exemption will not be applicable for self-financing programmes.
5. Non-payment of fees as per the fee payment schedule will lead to the removal of name from the rolls and such students will not be allowed to write the examinations.
6. In case of withdrawal of admission by any admitted student, the refund of fees will be as per the schedule below;

Refund of fees

Sl. No.	Submission of withdrawal of admission to Academic Section	Percentage of Refund of Aggregate Fees*
1	15 days or more before the formally - notified last date of admission	100%
2	Less than 15 days before the formally -notified last date of admission	90%
3	15 days or less than after the formally notified last date of admission	80%
4	30 days or less, but more than 15 days, after the formally notified last date of admission	50%
5	More than 30 days after being formally notified last date of admission	0%

* The above refund may be changed/modified/regulated as per the UGC/Government guideline issued from time to time, if any. Caution deposit will be refunded in full as and when the demand is raised as per the rules of the Institute.

1. In the case of (1) in the table above, a processing charge of not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- shall be deducted.
2. In normal circumstances, the refund will be completed within 30-45 days from the date of receiving a written application after completion of admission formalities.
3. Students / Candidates are advised to carefully preserve receipts of payments and deposits for any future reference.

Note: If you have any questions or queries related to Admissions 2024 contact the Admissions Helpline at 022 - 25525252/ admissionsinfo@tiss.edu

7 Reservation Policy

Reservation Policy for TISS Mumbai and TISS Tuljapur Off-Campus

All rules related to reservations of seats under different categories and priorities will be applied only at the time of final seat allocation through merit list / wait list.

Reservation Policy for admission to the academic year 2024-2025 is as per Government of India requirements:-

- (a) Scheduled Castes SC: 15% of the total seats.
- (b) Schedule Tribes ST: 7.5% of the total seats.
- (c) Other Backward Classes OBC (Non-Creamy Layers): 27% of the total seats.

The seats reserved for the SC/ST shall be filled by the SC/ST candidates only. However, in the case of non-availability of the eligible candidates, the reserved seats may be interchanged between the SC & ST. If still any seat remains unfilled, the same shall be left vacant.

The seats reserved for the OBCs shall be filled with the OBC candidates only. Only if OBC candidates possessing the minimum eligibility marks are not available in the OBC category then the vacant OBC seats shall be converted into General Category seats in accordance with the admission schedule notified by the Institute.

Reservation Policy for Economically Weaker Sections

In accordance with the provisions of the Constitution (One Hundred and Third Amendment) Act 2019, and the reference of Ministry of Social Justice and Empowerment vide OM NO. 20013/01/2018-BC-II dated: 17th January, 2019, enabling provision of reservation for the Economically Weaker Sections (EWS) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes, it has been decided to provide reservation in admission to educational institutions subject to a maximum of ten percent of the total seats in each category.

Where, on a representation by any Central Educational Institution, the appropriate authority is satisfied that for reasons of financial, physical or academic limitations or in order to maintain the standards of education, the annual permitted strength in any branch of study or faculty of such institution cannot be increased for the academic session following the commencement of this Act, it may permit such institution to increase the annual permitted strength over a maximum period of two years beginning with the academic session following the commencement of this Act: and then, the extent of reservation for the Economically Weaker Sections shall be limited for that academic session in such manner that the number of seats made available to the Economically Weaker Sections for each academic session shall not reduce the number and the percentage of reservations provided for SC/ST/OBC categories.

Criteria of Income & Assets (EWS)

Persons who are not covered under the scheme of reservation for SCs, STs, and OBCs and whose family has a gross annual income below Rs. 8.00 lakh (Rupees Eight lakh only) are to be identified as EWS for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above:
- ii. Residential flat of 1000 sq. ft. and above,

- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks the benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

Income and Asset Certificate Issuing Authority and Verification of Certificate (EWS)

The benefit of reservation under EWS can be availed upon the production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of the candidate's claim as belonging to EWS:-

- i. District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- ii. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- iii. Revenue Officer not below the rank of Tehsildar and Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

The Appointing Authorities/ Admitting Universities should, in the offer of Appointment/ Admission to the candidates claiming to be belonging to EWS, include the following clause:-

"The Appointment/ Admission is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Services/ Admission will be Terminated/ Cancelled forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

The Appointing Authority/ Admitting Universities should verify the income and asset certificate submitted by the candidate through the certificate issuing authority.

Reservation Policy for the TISS Guwahati Off-Campus

TISS Guwahati is meant to serve the eight states in North-Eastern India and thus reserves 66% of the seats for candidates from these states. A specific quota is allotted for each of the eight states, and seat allotment for each of the states will be governed by the reservation policy of the respective state.

The remaining 34% of the seats are for the candidates from rest of India. The GoI reservation policy will be applicable to this 34% of the seats.

SUPERNUMERARY QUOTA

Persons with Disability

As per the Government of India, Persons with Disabilities Act, 2016, 5% of seats are reserved for persons with disabilities in admission requirements. The five categories of disabilities are:

Physical Disability

A. *Locomotor disability* (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of the musculoskeletal or nervous system or both), including

- (a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—

- (i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye lid but with no manifest deformity;
 - (ii) manifest deformity and paresis but have sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
 - (iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
- (b) "*cerebral palsy*" means a Group of the non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during, or shortly after birth;
- (c) "*dwarfism*" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;
- (d) "*muscular dystrophy*" means a group of hereditary genetic muscle diseases that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;
- (e) "*acid attack victims*" means a person disfigured due to violent assaults by throwing acid or a similarly corrosive substance.

Visual Impairment

- (a) "*blindness*" means a condition where a person has any of the following conditions, after best correction
- (i) total absence of sight; or
 - (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
 - (iii) limitation of the field of vision subtending an angle of less than 10 degrees. (b) "*low-vision*" means a condition where a person has any of the following conditions, namely:— (I) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
 - (iv) limitation of the field of vision subtending an angle of less than 40 degrees up to 10 degrees.

Hearing Impairment

- (a) "*deaf*" means persons having 70 DB hearing loss in speech frequencies in both ears;
- (b) "*hard of hearing*" means a person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

Speech and Language Disability

Means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

Intellectual Disability

A condition characterised by significant limitations both in intellectual functioning (reasoning, learning, problem-solving) and in adaptive behavior which covers a range of everyday, social and practical skills, including:

- (a) "*specific learning disabilities*" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or do mathematical calculations and including such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia, and developmental aphasia;

- (b) "*autism spectrum disorder*" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.

Mental Behavior

"*Mental illness*" means a substantial disorder of thinking, mood, perception, orientation, or memory that grossly impairs judgment, behavior, capacity to recognise reality, or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterised by sub normality of intelligence.

Disability caused due to chronic neurological conditions

- (i) "*multiple sclerosis*" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
- (ii) "*Parkinson's disease*" means a progressive disease of the nervous system marked by tremors, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

Blood Disorder

- (i) "*hemophilia*" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
- (ii) "*thalassemia*" means a group of inherited disorders characterised by reduced or absent amounts of hemoglobin.
- (iii) "*Sickle cell disease*" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

Multiple Disabilities

(more than one of the above-specified disabilities) including deaf-blindness which means a condition in which a person may have a combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

Any other category as may be notified by the Central Government.

This provision is applicable if the candidate suffers from any of the listed disabilities to the extent of not less than 40% as certified by medical authority as prescribed and explained in the said Act.

Kashmiri Migrants and Kashmiri Pandit / Kashmiri Hindu Families (Non-Migrant)

The concession for the wards of Kashmiri Migrants and Kashmiri Pandit / Kashmiri Hindu Families (Non-Migrants) living in Kashmir valley for admission in Higher Education Institutions:

The Ministry's letter No. 3-1/2012-NER dated 12.03.2015 and 22.07.2016, it has been decided to allow the following concessions to the wards of Kashmiri Migrants as well as Kashmiri Pandits / Kashmiri Hindu Families who are living in the Kashmiri Valley, in the matter of their admission in the educational institutions from the academic year 2020-21 and onwards till further orders:

- (1) Relaxation in cutoff percentage up to 10% subject to minimum eligibility requirement.
- (2) Increase in intake capacity up to 5% course-wise.
- (3) Reservation of at least one seat in merit quota in technical/professional institutions

- (4) Waiving off domicile requirements for Kashmiri Migrants only. Kashmiri Pandits / Kashmiri Hindu families (Non-Migrants) living in the Kashmiri Valley need a domicile certificate.

Armed Forces

Reservation of 5% seats (supernumerary quota) for Children/widows of personnel Armed Forces killed/ disabled in action during the hostilities in the following priority:-

Priority I: Widows/wards of Defense personnel killed in action.

Required Certificate: Proof in Original.

Priority II: Wards of disabled in action and boarded out from service.

Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Services.

Priority III: Widows/wards of Defense personnel who died while in service with death attributed to military service.

Required Certificate: Original death certificate clearly indicating the cause of death is attributable to Military Service.

Priority IV: Wards of disabled in service and boarded out with disability attributable to military service.

Required Certificate: Original disability certificate clearly indicating the disability is attributable to Military Service.

Priority V: Wards of Serving Defense Personnel and Ex-servicemen who are in receipt of Gallantry Awards.

i) Param Vir Chakra

ii) Ashok Chakra

iii) Maha Vir Chakra

iv) Kirti Chakra

v) Vir Chakra

vi) Shaurya Chakra

vii) Sena, Nau Sena, Vayu Sena Medal

viii) Mention-in-Despatches

Required Certificate: Proof of award in Original.

Priority VI: Wards of Ex-servicemen.

Required Certificate: Original ex-servicemen Identity Card/discharge book/PPO (Pension Payment Order).

Priority VII: Wives of:

i) Defense personnel disabled in action and boarded out from service.

ii) Defense personnel disabled in service and boarded out with disability attributable to military service.

iii) Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.

Required Certificate: Proof of award in Original.

Priority VIII: Wards of serving Personnel.

Required Certificate: Original Service Identity Cards and Dependent Card/Certificate issued by the Competent Authority.

Priority IX: Wives of Serving Personnel.

Required Certificate: Original Service Identity Cards and Dependent Card/Certificate issued by the Competent Authority.

International Candidates

Admission of International Students to all the Bachelor's Degree programmes offered by TISS will be done through the International Relations Office (IRO) of TISS. Students will be admitted in the beginning of the degree programme. For customised short-term course, students can be admitted at any time during the year. All foreign nationals (holding citizenship other than Indian or in addition to that of Indian) are eligible to apply as International Students. For detailed information on Eligibility, Selection Procedure, Fees and On-line Application Form etc. please visit the IRO Information Brochure on TISS website <https://admissions.tiss.edu/view/6/admissions/international-students/forms-and%20announcement/>.

REQUIREMENTS FOR CERTIFICATES BY PWD AND KM

Persons with Disabilities (PWD)

As per Government of India requirement, the provisions under section 32 of Persons with Disabilities Act, 2016, 5% seats are reserved for persons with disabilities in admission requirements. The categories of disabilities are:

Type of Disabilities

- (a) Low-vision/blindness,
- (b) Deaf and hard of hearing, and
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy
- (d) Autism, intellectual disability, specific learning disability and mental illness
- (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the category identified for each disabilities.

This provision is applicable if the candidate suffers from any of the listed disabilities to the extent of not less than 40% as certified by medical authority as prescribed and explained in the said Act.

Kashmiri Migrants (KM)

The Candidates seeking admission under Kashmiri Migrants seats should submit attested copies of the following documents along with the Application Form:

- i. Certificate of registration as Kashmiri Migrants issued by the Relief Commissioner, Jammu or Divisional Commissioner, Delhi to establish the status of the applicant as registered migrants.
- ii. Provisional or Senior School Certificate examination recognized as equivalent thereto.
- iii. Mark-sheet of the Senior School Certificate Examination or an examination recognized as equivalent thereto.
- iv. Secondary School Examination or an examination recognized as equivalent thereto (showing the Date of Birth).
- v. Proof of property in Kashmir of the parent of the candidate.
- vi. Proof of current residence such as Ration Card, Photo Identity Card issued by the Election Commissioner, Driving License etc.

8

Facilities Provided for Eligible SC/ST/OBC (NC) Students

INFORMATION FOR CANDIDATES BELONGING TO RESERVATION CATEGORIES

Scheduled Caste/ Scheduled Tribe Cell & Equal Opportunity Cell (SC/ST & EO Cell)

Establishment of SC/ST Cell and EO Cell at TISS in 1986, TISS set up a Student Services Cell with financial assistance from the then Ministry of Welfare, Government of India, to assist SC and ST students in improving their academic performance and optimising their personal and social development. In 1988, the Institute obtained the approval of the UGC to set up a Special Cell for SCs and STs, which began functioning from 1989. The 1998 UGC Guidelines directed all educational institutions and Universities receiving grant-in-aid from the UGC to establish Cells not only for the SCs and STs, but also for Other Backward Classes (OBCs), Persons with Disability (PWD), and religious minorities. The purpose of these Cells was to help the University/Colleges/Institutions concerned implement the reservation policy with regard to admission of students, as well as recruitment of teaching and non-teaching staff at various levels. With a view to accommodate all this under one umbrella and for better coordination and functioning, the Social Protection Office (SPO) of TISS was established in 2012. The SPO was managed by a faculty member designated as Liaison Officer-cum-Dean. In 2018, based on meetings with the National Commission of Scheduled Tribes, the Institute decided to divide the work of the SPO into two different Cells, viz., the SC/ST Cell to deal with the issues of the SC and ST students, teaching and non-teaching staff, and the Equal Opportunity Cell to deal with the issues of OBCs, Religious Minorities, PWD, Kashmiri Migrants and kin of Armed Forces. The Cells have a common Standing Advisory Committee, but function under their own exclusive Liaison Officers (LOs). Both these Cells deal with the issues and concerns of students and staff belonging to the reserved category at the Main Campus in Mumbai, as well as the three Off-campus of TISS at Tuljapur, Guwahati and Hyderabad. Each Off-Campus has a faculty nominated as the Convener of the SC/ST Cell and EO Cell, who work in coordination with the LOs of the SC/ST Cell and EO Cell at the Mumbai Campus.

FACILITIES PROVIDED FOR ELIGIBLE SC/ST AND OBC (NC) CANDIDATES

1. Pre-Admission Orientation

The Pre-Admission Orientation is organised by the SC/ST Cell Office of TISS for all SC/ST/OBC(NC)/PWD/Minority candidates. Please check the admission timeline for the dates.

The objective of the Orientation is to introduce the candidates to the different academic programmes. The candidates are also told about the facilities available for the eligible candidates at TISS. Candidates are encouraged to clarify their doubts and seek additional information from the resource persons who would lead the orientation programme. The overall purpose is to build confidence about taking the TISS admission and study at TISS. All eligible candidates are encouraged to attend the orientation program since it does not involve a cost to the person and prepares the candidates to face the admission tests confidently.

2. Post-Admission Orientation

All students admitted to various programmes are provided post-admission orientation at the beginning of the academic session. Tata Institute of Social Sciences campuses in Mumbai, Tuljapur and Guwahati show a high level of diversity with students coming from diverse social, ethnic, and economic backgrounds from almost all States and Union Territories. The campuses value and respect diversity and expects all students to confirm to basic values. The students from all categories are provided with information on various facilities available on the campuses.

3. Criteria for Eligible SC/ST/OBC (NC) Candidates for a Reservation

The statutory lists of the Scheduled Castes and the Scheduled Tribes, in pursuance of Articles 341 and 342 of the Indian Constitution, were notified for the first time under the Constitution (Scheduled Castes) Order, 1950 and the Constitution (Scheduled Tribes) Order, 1950. For the benefit of reservation of the seats of SC, ST, and OBC(NC), it is the candidates' duty to provide the right certificate of the Caste/Tribe/OBC (NC) issued by competent authority, not below the rank of SDM (Sub-Divisional Magistrate) or of the Tehsil or Revenue Department. TISS considered only the central list of the SC, ST, and OBCs. For the sample of Caste/Tribe/OBC(NC), you can refer to the formats given in the relevant Annexures.

4. Fees, Scholarships, Loans and Student Aid Policy for Students taking Admission in TISS

Eligible SC and ST candidates whose parent's/ guardian's income is less than 2.5 lakhs have to pay the basic fees (including Hostel and Dining Hall). Thereafter they can approach for Scholarship from their respective States if they fulfill the criteria for the award of the Govt. of India Post Matric Scholarship. If any eligible student fails to fill the form of Gol-PMS then he/she will have to pay full fees of the programme to the Institute.

All SC and ST Gol-PMS (Government of India's Post Matric Scholarship) eligible students getting deferment in the payment of the fee of the heads which are covered under the said scheme. The scholarship amount gets into the bank account of the students by the respective state government (those who apply the DBT system), students are required to remit that into the institute account immediately.

All candidates selected for programs at TISS are required to pay fees and various other charges/ funds as given in the Fee Chart (please see below table) at the time of taking admission:

5. Fee Exemption under GOI-PMS (Academic Year 2024-2025) Category

Category	Income Limit (Annually)	Fees Exempted	Hostel	Dining Hall
SC (All States)	Less than Rs. 2.5 lakhs	Refer to the Fee Chart* Below	Not Exempted	Not Exempted
ST (All States)	Less than Rs. 2.5 lakhs	Refer to the Fee Chart* Below	Not Exempted	Not Exempted
OBC(NC)** (Including SBC, NTs DNTs from Maharashtra State)	Less than Rs.1 lakh	Not Exempted	Not Exempted	Not Exempted

* Fee structure announced will be the full fee applicable to General students. However, SC/ST students who are verified to be eligible for GOI-PMS shall pay the amount shown above, subject to GOI-PMS applicable and approval.

** Scholarship applications for OBC(NC) eligible students will be processed by the SC/ST & EO Cell Office and any amount received by the Institute will be reimbursed to students as given below.

6. Fee Structure for Eligible SC/ST Gol-PMS students for Bachelors Programme 2024-2028 (Excluding self-financed)

Component	All Bachelors Programmes							
	Semester							
	I	II	III	IV	V	VI	VII	VIII
Health Care Fund	2,000	0	2,000	0	2,000	-	2,000	0
Other Charges (ID Card, Convocation Charges, Misc.	2,500	0	0	0	0	0	0	0
Students' Union	500	500	500	500	500	500	500	500
Caution Deposit (Refundable at the time of exit)	2,500	0	0	0	0	0	0	0
Total Course Fee	7,500	500	2,500	500	2,500	2,500	2,500	500

Component	All Bachelors Programmes							
	Semester							
	I	II	III	IV	V	VI	VII	VIII
Hostel and Dining Hall Charges: (Applicable only for Hostel Residents)								
Hostel Charges	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Dining Hall Charges	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Charges	38,000	38,000	38,000	38,000	38,000	38,000	38,000	38,000

- (i) Please link your Saving Bank Account (any Bank/Branch) with your Aadhar Card Number to the said account to make it an (Adhar Enabled Account- AEA) and also link your Aadhar Card to your mobile number for availing the scholarship benefits.
- (ii) After joining the programme, a copy of the Aadhar Enabled Account (AEA) Passbook, Mobile No., E-mail ID, and Self-attested photocopy of the Aadhaar Card shall necessarily be submitted to the SC/ST & EO Cell.

IMPORTANT :

- a) Eligible SC and ST candidates whose parent's/ guardian's income is less than 2.5 lakhs have to pay the basic fees (including Hostel and Dining Hall). Thereafter they can approach for Scholarship from their respective States if they fulfill the criteria for the award of the Govt. of India Post Matric Scholarship. If any eligible student fails to fill the form of Gol-PMS then he/she will have to pay full fees of the programme to the Institute. All SC and ST Gol-PMS (Government of India's Post Matric Scholarship) eligible students getting deferment in the payment of the fee of the heads are covered under the said scheme. Respective state governments credits the scholarship amount into the bank account of the students (DBT system). The students are required to remit the same amount to the Institute account immediately.
All candidates selected for programs at TISS are required to pay fees and various other charges/ funds as given in the Fee Chart (please see below table) at the time of taking admission:
- b) Students who are eligible for Government of India Post-Matric Scholarships (Gol-PMS) are required to apply as per the procedures of the State Governments and Union Territory concerned and secure, fill and submit scholarship applications ON TIME. The Institute SC/ST Cell Office will help in submitting online the Scholarship Forms but the students would be responsible for applying and doing the necessary follow-up.
- c) Students are also responsible for renewing their Scholarship application as per the Government of India norms. Failure to renew scholarships may result in economic hardships and problems in completing coursework. Institute will not be responsible for any adverse impact on course completion due to this.
- d) This fee structure is not applicable to Self-Financing Programmes.

*Institute reserves the right to revise the Fees Structure if necessary.

Kindly Note:

TISS offers 'student aid' for those with financial needs. Arrangements are also made with nationalized banks to facilitate student educational loans. The Office of the Students Affairs will anchor these processes and candidates facing financial hardships are advised to avail of an educational loan to pay fees. Securing Scholarships / Loans will be the sole responsibility of the candidates and the Institute will not be responsible for ensuring the grant of the release of loans by the Bank. Candidates can start repaying the loan taken after they have got a job (after getting their degree) or within one year of graduating (whichever is sooner). If you have any questions or queries, you can call the Admissions Helpline on 022 - 25525252

ANNEXURES

ANNEXURE 1**Sample Format for SC/ST Certificate**

Form of Certificate as prescribed in M.H.A, O.M. NO.42/21/49-N.G.S., dated 28-1-1952 as revised in Dept. of Per. & A.R., Letter No.36012/6/76-Estt. (S.C.T.), dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE	
This is to certify that Shri/Shrimathi*/Kumari* _____	
Son/daughter* of _____	
of village/town* _____	
in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/ Tribe* which is recognized as a Scheduled Caste Scheduled Tribe*	
Under:	
The Constitution (Scheduled Castes) Order, 1950.	
*The Constitution (Scheduled Tribes) Order, 1950.	
*The Constitution (Scheduled Castes) (Union Territories) Order, 1951.	
*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.	
(As amended by the Scheduled Castes and Schedules Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 1976.)	
*The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956;	
*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;	
*The constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;	
*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;	
*The Constitution (Pondicherry) Scheduled Castes Order, 1964;	
*The Constitution (Uttar Pradesh, Scheduled Tribes Order, 1967;	
*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;	
*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;]	
*The Constitution (Nagaland) Scheduled Tribes Order, 1970; *The Constitution (Sikkim) Scheduled Castes Order, 1978;	
*The Constitution (Sikkim) Scheduled Tribes Order, 1978; *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989. *The Constitution (Scheduled Castes) Order (Amendment) Act, 1990. *The Constitution (Scheduled Tribes) Order Amendment Act, 1991. *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.	
**This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi* _____	
father/mother* of Shri/Shrimathi/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____	
who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* _____ issued by the _____ dated _____.	
Shri/Shrimathi*/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/ town* _____ of _____ District/Division* of the State/Union Territory* of _____.	
Signature _____	Designation _____
(With seal of office) State/Union Territory	
Place: _____	Date: _____

Note: All SC/ST Candidates are required to submit their Caste Certificate in the prescribed format only.

The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

Please delete the words which are not applicable.

** Applicable in the case of SCs, STs Persons who have migrated from one State/UT (Employment News 9/92).xl

ANNEXURE 2

Sample Format for Armed Forces Certificate

OFFICE OF THE EDUCATIONAL CONCESSION CERTIFICATE	
This is to certify that Mr./Miss _____ is son/daughter of _____ (No. _____) resident of _____.	
The above named Officer/JCO/OR _____:-	
Widows/Wards of Defense personnel Killed in action on _____ during _____	
Wards of Disabled in action on _____ during _____ and boarded out from service.	
Widows/Wards of Defense Personnel who died while service on _____ with death attributable to military service.	
Wards if disabled in service and boarded out with disability attributable to military service.	
Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Award: _____.	
Wards of Ex-Servicemen.	
Wives of i) defense personnel disabled in action and boarded out from service. ii) Defense personnel disabled in service and boarded out with disability attributes to military service. iii) Ex-servicemen and serving personnel who are in receipt of Gallantry Awards.	
Words of Serving Defense Personnel	
Wives of Serving Personnel	
Master/Miss _____ son/daughter of _____ Officer/JCO/OR is eligible for educational concession for admission in Tata Institute of Social Sciences, against the Armed Forces quota under Priority _____.	
No: _____	
Date: _____	
(Signature)	
Rubber stamp with Name & Designation	

Note: On the proper Letter Head

A. CANDIDATES BELONGING TO GENERAL AND OTHER NON-ELIGIBLE SC/ST/OBC (NC) CATEGORY (To be submitted at the time of FINAL ADMISSION).

Source of Income	Information about the Income Certificate
Applicant himself, Parent/s and/or Guardian / other Family members employed	Income certificate from the employer / ITR Form No. 16/16A for the financial year 2023-2024 for all earning members in the family, as the case may be.
Applicant's Parent/s Retired	Pension yearly certificate / ITR Form No. 16/16A for the financial year 2023-2024
If Applicant's Parent is a Farmer	Income Certificate issued by the appropriate authority like Tahsildar, Naib Tahsildar, Block Development Officer or the District Magistrate/Collector or the ITR Form No. 16/16A for the financial year 2023-2024
Applicant's Parent has Own business	1. Businesses with ITR filed: ITR Form No. 16/16A for the financial year 2023-2024 2. Very small businesses/enterprises: Income Certificate issued by the appropriate authority like Tahsildar, Naib Tahsildar, Block Development Officer, or the District Magistrate/ Collector

B. CANDIDATES BELONGING TO ELIGIBLE SC/ST/OBC (NC) CATEGORY (To be uploaded with online application forms):-

Unemployed SC/ST and OBC (Non-Creamy Layer) applicants whose Parent's Annual income from all sources is below 2.5 lakh and 1 lakh respectively are required to pay an Application form fee of Rs. 250/- per programme. In order to claim this, the applicant is required to upload an Income Certificate for the Financial Year 2023-2024 and is issued by the appropriate authority like Tahsildar, Naib Tahsildar, Block Development Officer, or the District Magistrate/Collector.

Salary Slip, Pension Slip, and the certificate issued by the employer/Community, etc., will not be considered.

ANNEXURE 3
Sample Format of Income Certificate
Revenue Case No. XXX

This is to certify that the annual income from all sources including share of joint family for the financial year of April 1, 2023–March 31, 2024 of Mr./Ms. _____
in Rs. _____ in words _____.

Rev Case No. XXXXX/2023-24

Place:

Date of issue _____

Tahsildar Or Naib Tahsildar Or
Block Development Officer
Or Disrict Megistrate/Collector
(Seal)

ANNEXURE 4**Sample Format for Economically Weaker Sections Certificate**

Government of

(Name & Address of the authority issuing the certificate)

Income & Assest Certificate to be Produced by Economically Weaker Sections

Certificate No. _____	Date: _____
VALID FOR THE YEAR _____	
This is to certify that Shri/ Smt./ Kumari _____ Son/ daughter/ wife of _____	
_____ permanent resident of village/town/street _____	
Post Office _____ District in the State/Union Territory _____ Pin Code _____ whose	
photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her	
'father'*** is below Rs. 8 lakh (Rupees Eight Lakh Only) for the financial year _____. His/Her family does not own or	
possess any of the following assets***:	
I. 5 acres of agricultural land and above;	
II. Residential flat of 1000 sq. ft. and above;	
III. Residential plot of 100 sq. yards and above in notified municipalities.	
IV. Residential plot of 100 sq. yards and above in areas other than the notified municipalities.	
2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognised	
as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)	
Signature with Seal of Office _____	
Name _____	
Designation _____	

Recent
Passport
size attested
photograph
of the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

ANNEXURE 5**Sample Format for OBC (NC) Certificate**

This is to certify that _____, son/daughter of _____, of village _____ District/Division _____ in the State belongs to _____ the _____ community which is recognized as a Backward Class in under following resolutions of Government of India, Ministry of Welfare:

*(i) Resolution No.12011/68/93-BCC (C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-I, Section I, No. 186, dated the 13th September, 1993.

*(ii) Resolution No.12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-I, Section I, No.163, dated the 20th October, 1994.

*(iii) Resolution No.12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-I, Section I, No.88, dated the 25th May, 1995.

*(iv) Resolution No.12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-I, Section I, No.210, dated the 11th December, 1996.

*(v) Resolution No. 12011/96/94-BCC dated 9/03/96.

*(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.

*(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.

*(viii) Resolution No. 12011/68/98-BCC dated 27/12/99.

*(ix) Resolution No. 12011/88/98-BCC dated 06/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.

*(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.

*(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.

*(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.

*(xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.

*(xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.

*(xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

*Shri _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State. This is also to certify that **he/she does not belong to the persons/sections(Creamy Layer)** mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No.36012/22/93-Estt.(SCT), dated 8-9-1993 which is modified vide OM No. 36033/3/3004 Estt. (Res) dated 09/03/2004.

District Magistrate, Deputy Commissioner, etc.

Dated:

SEAL

- Note: (i) OBC (Non-Creamy Layer) Certificate: OBC candidates from the creamy layer are treated as general candidates. Candidates belonging to OBC (non-creamy layer status) should send the non-creamy layer certificate* issued by an official of the Revenue Department of the respective state government. They should also enclose the income certificate/income-tax return (FY 2023-24) filed by their parents/guardians. **Please note that the non-creamy layer certificate issued before 1st April 2024, will be treated as outdated and such candidates will be treated as general candidates, even though they may belong to OBC (NC).**
- (ii) OBC (NC) Candidates are required to send their OBC (NC) certificate in the given above prescribed format only. Kindly note Institute will not be entertained if OBC (NC) candidates send their Non-Creamy Layer certificate in any other format. A sample of the prescribed certificate format (see above) is to be produced by the OBC (NC) candidates applying for admission to the Central Educational Institutes under the Government of India.
- (iii) Unemployed SC/ST and OBC (Non-Creamy Layer) applicants whose Parent's Annual income from all sources is below 2.5 lakh and 1 lakh respectively are required to pay an Application form fee of Rs. 250/- per programme. In order to claim this, the applicant is required to upload an Income Certificate for the Financial Year 2023-24 and is issued by the appropriate authority like Tahsildar, Naib Tahsildar, Block Development Officer, or the District Magistrate/Collector.
- (iv) Salary Slip, Pension Slip, and the certificate issued by the employer/Community, etc., WILL NOT be considered.

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