



**TATA INSTITUTE OF SOCIAL SCIENCES**  
(Govt. of India funded Multi-Campus Deemed University  
under Section 3 of the UGC Act 1956)  
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## **Guidelines for Confirmation of Admission, 2017-18**

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 July 18, 2017 to July 21, 2017**

2	All selected candidates are expected to email scanned copy of their Fees challan having the sign and stamp of the bank official after payment of fees in State bank of india <b>(or)</b> email the online receipt if paid by debit/credit card, Acceptance letter, Final score Card.  All the above documents must be sent on email id <b>verification@tiss.edu</b> for confirming your provisional admission.	July 21st , 2017 to July 25th, 2017	-
3	Last date of Payment of Fees for Confirming Admission for all candidates of <b>Fourth Waiting List</b>	July 25th, 2017	-

\* Candidates who fail to pay the fees as per the schedule mentioned above shall forfeit their seat. No correspondence / representation will be entertained in this matter. All General, OBC(NC) and SC/ST candidates those who are **not eligible** for Govt. of India (GOI) Post Matric Scholarships (PMS) are required to pay the fee as prescribed by the Institute.

### **Original Documents Verification and Medical Examination:**

All admitted candidates must personally reach to the Guwahati TISS campus between on July 21st, 2017 to July 25th, 2017 for the purpose of **verification of their original documents, medical examination and joining for the academic session.**

#### **I. Payment of Fees**

Selected candidates can download the fee challan for fee payment from 25th April, 2017 or pay using debit/credit card from 25th April, 2017. Candidates who choose to pay using the bank challan 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. If paying by fee challan, The scanned copy of the **Fee Challan after payment of fees, 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. If paying using credit/debit, **the online receipt after payment, 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.

## **Procedure For Payment of Fees using SBI Collect**

- Visit the link: <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=645530>
- Read the Disclaimer Clause and click on **check box** and **proceed button** for making payment.
- Select appropriate '**Payment Category**' from the drop down menu. Please note that you are paying fees for the **first semester**.
- Please fill the details in the form. Please see to it that the registration no. is entered correctly.
- Click on the '**Submit**' button. Verify all the details on the next page and click on '**Confirm**'.
- The page will display following options for payments.

### **Net Banking**

State Bank of India.

Other Banks including Associate Banks.

### **Card Payments**

State Bank ATM-cum- Debit Card

Other Banks Debit Cards.

Credit Cards

**Other Payment Modes** - SBI Branch. (i.e generate a challan and pay at any SBI branch)

Choose the desired option and make the payment.

- At the time of using Debit Card of any Bank (including SBI) you should know the SINGLE TRANSACTION LIMIT as well as DAY TRANSACTION LIMIT of the Debit card. If the amount to be paid through SB Collect is more than the limit, it will not successful.
- At the time of using Internet Banking of any Bank (including SBI) you should know the SINGLE TRANSACTION LIMIT as well as DAY TRANSACTION LIMIT of Internet Banking Transaction Limits. He / She may approach to his / her Bank for procedure to increase the INB Transaction LIMIT.
- Whenever money is deducted from your account and SB collect payment shows message that Transaction not successful or Transaction failure, please take up the matter with the following email IDs :
  - (A) Please, preferably lodge online complaint on Toll Free Customer Care Contact Number with your Bank (take down the Complaint Ticket Number and also forward formal email quoting that Ticket Number to Customer Care email ID of that Bank). During lodging complaint please use the words / terms as "**CHARGE BACK COMPLAINT**"

(B) Please also forward email on following email ID:

[Inb.cinb@sbi.co.in](mailto:Inb.cinb@sbi.co.in)

[sbcollect@sbi.co.in](mailto:sbcollect@sbi.co.in)

[inb.lhomum@sbi.co.in](mailto:inb.lhomum@sbi.co.in)

[anil.minaspur@sbi.co.in](mailto:anil.minaspur@sbi.co.in)

[shankar.talgaonkar@sbi.co.in](mailto:shankar.talgaonkar@sbi.co.in)

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;
2. Second Year( III and IV Semester) Bachelor's Degree Mark-sheet;
- ☐☐ Third Year ( V and VI Semester) Bachelor's Degree Mark-sheet (if passed and if the degree is of 3 years duration);
- ☐☐ Fourth Year ( VII and VIII Semester) Bachelor's Degree Mark-sheet (if passed and if the degree is of 4 years duration);
- ☐☐ 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.
- ☐☐ 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.
- ☐☐ Resignation letter/relieving order/no objection letter, if employed, must be submitted at the time of verification.
- ☐☐ Caste/Tribe/OBC(NC) Certificate (Valid Non-creamy layer certificate only for OBC category issued after 1<sup>st</sup> April, 2016).
- ☐☐ Income Certificate of the preceding financial year i.e. 2016-17 (only for those SC/STs who are eligible for Gol 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 Gol directives);
- ☐☐☐ Certificate for Armed Forces Category which clearly shows the priority.
- ☐☐☐ 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.
- ☐☐☐ Aadhar Card (only for those SC/ST candidates who are eligible for Gol Post-Matric Scholarship).
- ☐☐☐ Final TISS score card received by the candidates for selection in the programme.

**Important points to be noted:**

1. If any of the above documents in original are not produced for verification, provisional selection will be cancelled immediately.
2. Admission will be subject to the fulfillment of the eligibility requirements as confirmed through the verification of original certificates and mark-sheets, etc.
3. 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.
4. 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.
5. The policy of the Government for Gol-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 2016-17 are eligible for the Post-Matric Scholarship of the Government of India (Gol)**

**(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) Conditional 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 2016-17, 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.

However, the exempted students are compulsorily required to pay a total of Rs.4500/- which includes: a) annual insurance premium of Rs. 1,500/- towards Group Mediciam; b) Students' Union fee Rs. 500/- and; c) Development Fund of Rs. 2,500/- and Hostel and Dining Hall charges.

**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'/legal 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 08, 2017 for Mumbai/Tuljapur/BALM Campuses and on June 12, 2017 for Hyderabad and July 06, 2017 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 candidate 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.

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

**(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 Guwahati Campus, medical checkup will take place during the verification process at their respective campuses. Candidates are expected to have medical fitness for confirmation of their admission.

**(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 30<sup>th</sup> September, 2017. Anyone failing to produce final mark sheet/provisional certificate by 30th September 2017 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 31<sup>st</sup> December, 2017. Anyone failing to submit migration certificate by 31st December 2017 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](http://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 2017-19 batch** for all the programmes of studies is as follows:

\* July 17, 2017 for Guwahati Campus

**INAUGURATION:** The Institute will inaugurate the academic session 2017-18 on July 17, 2017. The new session shall commence immediately after the inauguration function.

**The TISS Campus address is as given below:-**

Address: Behind Assam Science and Technology University, Tetelia Road, Near Assam Engineering College , Jalukbari, Guwahati, Assam 781013

Telephone: [0361-2739889](tel:0361-2739889)/

Fax: 0361-2510423

Email: [tissguwahat@tiss.edu](mailto:tissguwahat@tiss.edu)

**Date: July 18, 2017**

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