



## **TATA INSTITUTE OF SOCIAL SCIENCES**

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

(A Deemed to be University, established under Section 3 of the UGC Act, 1956)

(A Grant-In-Aid Institute under the Ministry of Education, Government of India)

### **Some Additional Information related to Admissions to Masters Programmes**

#### **Conditions of Eligibility of Students for Post-Matric Scholarship of the Government of India (GoI)**

Students from SC/ST communities whose parents'/guardians' income from all the sources does not exceed Rs.2,50,000/- (Rupees Two lakh and fifty thousand only) during the Financial Year 2024-25 and fulfilling the other conditions of eligibility as per the GoI PMS rules are eligible for the Post- Matric Scholarship of the Government of India (GoI). They are extended other facilities as per regulations in this regard on producing the valid Caste/Tribe certificate in the prescribed format and, Income Certificate issued by competent authorities like Revenue officer, Tahsildar, Nayab Tahsildar, Block Development Officer or the District Magistrate/Collector of the respective state government.

#### **1. Facilities for SC/ST students who are eligible for Government of India Post Matric Scholarships (GoI- PMS)**

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

i. 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.

ii) 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

##### **b) Fee Exemption and other applicable charges for SC/ST students, who are eligible for Government of India Post Matric Scholarship (GOI-PMS)**

SC/ST students fulfilling the conditions of eligibility above are eligible for Government of India Post-matric Scholarship (GoI-PMS) as per the criteria laid down for the same, upon production of 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 course fees.

Applicable fees and charges for SC/ST students who are eligible for GoI PMS are as follows:

i) Base fee of Rs.7,500/- which includes: (i) Annual insurance premium of Rs.2000/- toward group medical insurance (ii) Caution Deposit of Rs.2,500/- (iii) Student Wellness and Welfare fund Rs.500/- (iv) Other charges ( ID card, Convocation & Miscellaneous) Rs.2500/-

ii) If admitted to hostel, Hostel Charges of Rs.18,000/- need to be paid in two equal installments of Rs.9000; first being with semester fee at the time of joining hostel and the other installment as per the schedule to be announced by the institute.

iii) All students admitted to hostel are compulsorily required to take Dining Hall membership and liable to pay Dining Hall charges on actual basis. The first advance instalment of Rs.10,000/- need to be paid at the time of joining the hostel and the remaining charges are calculated on monthly basis and payable in the semester.

**Note:**

- i. The exemption given to the student 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 case 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. For the subsequent semesters, the student is required to pay all the fees applicable to general category students.
- ii. 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 SC/ST Cell or OPEM Cell, Equal Opportunity Centre can only guide students in the process and process their applications once submitted.
- iii. Aadhar Enabled Account (AEA) is a requirement for availing scholarships. Hence students availing GoI-PMS are required to link their Bank Account with Aadhar card and the same to be linked with your mobile number to make it an AEA. The exemption given to the student 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.
- iv. SC/ST students in employment, whose pay is protected during the period of their study or who have already availed the GoI Scholarship for a professional course will not be eligible for the GoI Post-Matric Scholarship. Therefore, they are required to pay all the fees, deposits and other charges applicable to general category students.
- v. The exemption of fees is not applicable to self-financed programmes, including B.Ed-M.Ed.

<b>Fee Structure for Eligible SC/ST GoI-PMS Students for Masters Programme</b>				
<b>Component</b>	<b>All Masters Programmes</b>			
	<b>Semester</b>			
	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>
Group Medical Insurance	2000	0	2000	0
Student Wellness and Welfare fund	500	500	500	500
Other charges ( ID card, Convocation & Miscellaneous)	2500	0	0	0
Alumni Fund	0	500	0	0
Caution Deposit	2,500	0	0	0
Total Course Fee	7,500/-	1000	2500	500
<b>Hostel and Dining Hall Charges</b> [Applicable only for Hostel Residents as per point no. 1 b (ii) above]				

## **2. Facilities for OBC (NC) students who are eligible for Government of India Post Matric Scholarships (GoI-PMS)**

- i. If admitted to hostel, Hostel Charges of Rs.18,000/- need to be paid in two equal installments of Rs.9000/-; first being with semester fee at the time of joining hostel and the other installment as per the schedule to be announced by the institute.
- ii. All students admitted to hostel are compulsorily required to take Dining Hall membership and liable to pay Dining Hall charges on actual basis. The first advance installments of Rs.10,000/- need to be paid at the time of joining the hostel and the remaining charges are calculated on monthly basis and payable in the semester.

Important Note: All the SC/ST/OBC(NC) students who are eligible for GoI PMS are required to mandatorily submit the photocopy of updated bank passbook of the Aadhar Enabled Account to the SC/ST or OPEM Cell Centre, EO centre of the respective campuses) every semester for their information and records.

### **Post-matric Scholarship Form:**

All SC/ST and OBC (NC) students who are eligible for GoI-PMS are required to apply the scholarship to the respective state government as and when the application portal is open for application. Failure to apply for Scholarship will result in withdrawal of all benefits granted to the student as eligible for GoI PMS.

### **Refund of Fees:**

Refund of fees, if any, will be governed by the UGC /Institute guidelines.

## **3. Document Verification:**

Physical verification of the above documents will be done at the respective campuses which will be notified by the Institute.

## **4. Hostel Accommodation:**

TISS has very limited hostel accommodations in Mumbai, Guwahati and Tuljapur Campuses. Hyderabad Campus does not have hostels currently.

## **5. Pre-admission Medical Check-up (Mandatory):**

All candidates are required to undergo medical checkups and get a fitness certificate from the Institute's Medical Officer in the prescribed format before attending the classes in the campus.

## **6. Final Year Mark sheet / Provisional Degree Certificate / Internship Completion Certificate:**

Bachelor's Final Year Mark sheet/provisional degree certificate of passing and Internship completion certificate (wherever applicable) issued by University/Institute authorities should be submitted to the Academic Section on or before 31st October, 2025 failing which the candidate will not be allowed to continue with the Programme and the admission will stand cancelled without any further notice.

## **7. Migration Certificate:**

Migration Certificate issued by University/Institute authorities should be submitted to the Academic Section on or before 31st October, 2025, failing which the candidate will not be allowed to continue with the Programme and the admission will stand cancelled without any further notice.

## **8. Photographs:**

At the time of physical verification of documents at the respective campus, all selected candidates should bring two recent stamp-sized color photographs with white background and showing at least 70 percent face; one for a digital identity card and another for group medical insurance.

## 9. Anti-Ragging Affidavits:

It is mandatory to fill online anti-ragging affidavits which are available by following the procedures given below;

### STEP 1:

Log on to

[http://www.antiragging.in/affidavit\\_registration\\_disclaimer.html](http://www.antiragging.in/affidavit_registration_disclaimer.html) OR  
<http://www.antiragging.in/> or [www.amanmovement.org](http://www.amanmovement.org) [1] and Click on the button called - On line affidavits.

### STEP 2:

Fill in the information as desired and submit the form with the following inputs.

### UNDER UNIVERSITY AND COURSE DETAILS YOU MAY PLEASE FILL THE FOLLOWING DETAILS:

- 1) State: Maharashtra
- 2) Select University Name: Tata Institute of Social Sciences
- 3) University Director/Vice Chancellor- Prof. Manoj Kumar Tiwari
- 4) University Phone Number- 25525200
- 5) Nearest Police Station- Trombay

Other details are available with you which you can fill.

### STEP 3:

On successful completion you will receive affidavits, both for Students and Parents, through E mail. Student may create email address if they do not have the one before log in. If your parents do not have an E-mail/Mobile/ Landline Phone number please do not panic. You can give those of your friends or relatives.

### STEP 4:

You will receive email on your email id with reference number- Convert that email in PDF format and upload

Engaging in ragging of any form at any of the TISS campuses will result in legal action as mandated by the Supreme Court of India.

## 10. The TISS Campuses addresses are as given below:

<b>Mumbai Campus:</b> V.N.Purav Marg, Deonar Mumbai 400 088, Maharashtra.Contact Person: TISS Care Tel: 022-0552 5252	<b>Hyderabad Off- Campus:</b> Manasa Hills, Rajendra Nagar, Hyderabad – 500030 Tel.040-24017701/02/24019713
<b>Guwahati Off-Campus:</b> Behind Assam Science and Technology University, Assam Engineering College Campus, Jalukhari, Guwahati – 781013 Tel: 0361- 2739500/ 2736526 /2736765 / 2510423	<b>Tuljapur Off-Campus:</b> Apsinga Road Tuljapur, Osmanabad 413 601, Maharashtra. Tel: 9270105222/23/24/25/26

Assistant Registrar (Academic)



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### Admissions Academic Year 2025-26

#### ACCEPTANCE LETTER FOR PROVISIONAL ADMISSION

This acceptance cum declaration form should be uploaded to the Samarth portal (tisscuet.samarth.edu.in) as per the timeline given in the admission calendar (admissions.tiss.ac.in)

NAME: \_\_\_\_\_

Registration No. \_\_\_\_\_

To  
**The Assistant Registrar (Academic)**  
**TISS, Mumbai**

**Sub:** Admission to the programme in \_\_\_\_\_

Campus \_\_\_\_\_

Sir,

I accept the offer of provisional admission to the programme in \_\_\_\_\_  
\_\_\_\_\_ for Campus \_\_\_\_\_ for the Academic year 2025-26

I declare as under:

1. I agree to upload and attend the verification process of original documents to be conducted at TISS Campus(es) on the dates as and when it is intimated to me through mail / notification. In case of non-submission of any documents/discrepancy found at any stage, my provisional admission will stand automatically cancelled without any claim.
2. As pre-requirement for provisional admission to the M.A./MSc./B.Ed-M.Ed/M.Ed Programme, I shall undergo the Pre-admission Medical Check-Up before joining the Institute for attending the physical classes. In case, I am found/declared medically unfit, my provisional admission will stand automatically cancelled.
3. I have clearly noted that the academic session commences from 28<sup>th</sup> July, 2025 for the Mumbai/Hyderabad/Guwahat/Tuljapur campus. I will have to pay the requisite first semester fees and secure my allotted seat for the Programme within the specified date. I will get my original documents verified as per the dates to be notified by the Institute.
4. I will join the Programme based on the announcement/notification to be published on the website.
5. I agree to pay all the fees applicable to me for every semester as per the declared fee structure to be eligible to continue on the rolls of the Programme.

(Points 6 to 9 applicable only for SC/ST candidates eligible for GoI PMS)

6. As I belong to SC/ST category and eligible for the Government of India Post-Matric Scholarship (GOI-PMS), I may be exempted from payment of Tuition and other applicable fees as per GOI PMS.
7. As I belong to SC/ST community and eligible for GOI PMS, I am required to pay only the base fee of ₹ **7500/- at the time of admission** to secure the seat, which includes:  
(i) Annual insurance premium of Rs.2000/- towards group medical insurance (ii) Caution Deposit of Rs.2500/- (iii) Other charges (ID card, Convocation & Miscellaneous Rs.2500/- and (iv) Student Wellness and Welfare fund Rs.500/-
8. I understand if hostel facility is allotted to me, I am required to pay the Hostel Charges of Rs.18,000/- in two equal installments of Rs.9000/- each.
9. I understand that if hostel is allotted to me, Dining Hall membership is compulsory and charges will be on actual basis. First advance installment of Rs.10,000/- need to be paid to avail the Dining Hall membership and the remaining charges are to be paid on semester basis as per actual bills generated.  
.....
10. I have already passed my Bachelor's degree in \_\_\_\_\_ from the University \_\_\_\_\_.  
OR
11. I have successfully completed all the requirements of the Bachelor's degree or the required qualifying degree applicable for the Programme I have been selected for as on \_\_\_\_\_. I agree to produce the final year mark sheet of Bachelor's Degree on or before 31<sup>st</sup> October 2025, failing which my first semester examination result will be withheld.
12. I agree to produce Migration Certificate from my immediate previous attended College/Institution/ University on or before 31<sup>st</sup> October, 2025, failing which my admission will stand automatically cancelled.
13. I undertake to abide by the Honor Code for students, rules regulations and guidelines pertaining to students regarding discipline, attendance, conduct, examinations and evaluation, field work, hostel, dining hall, withholding or withdrawal of degree etc. of the Institute. Any amendment/modification thereto as may be made from time to time by the Institute will also be binding on me.
14. I hereby certify that the information provided by me in the online application form, detailed application form and documents uploaded in online application and Samarth portal (tisscuet.samarth.edu.in) are genuine and accurate.

15. I also agree that if at any point of time/ any stage the Institute finds that the information provided and documents uploaded by me in the online application and SMS portal for admission is/are found to be incorrect and/or misleading or hidden by me, the Institute has the full right to cancel my admission, withhold/withdraw the degree to be awarded to me and initiate disciplinary action against me.
16. In case, I am found indulging in ragging, I will be liable for punishment as per the GOI / UGC/ Institute rules on the matter.
17. I am also aware that smoking and consumption of alcoholic drinks (including beer) and/ any other intoxicating substances in the hostel and in and around of the campus, are strictly banned and if found to be involved, I will be expelled from the Institute with immediate effect.
18. I am willing to join the course without hostel accommodation in the campus during any semesters.

Thanking you,

Yours faithfully,

**(Signature of the Parent / Legal Guardian)**

**(Signature of the Candidate with Date)**

**Name of Parent:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Communication Address:**

**House No/ :** \_\_\_\_\_

**Phone No of Candidate:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**City:** \_\_\_\_\_

**District:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Pin:** \_\_\_\_\_

**Tata Institute of Social Sciences  
Mumbai, Tuljapur, Hyderabad, Guwahati**

**Student Undertaking for Admission into Master's Programme**

An academic honour code in TISS is a set of rules or ethical principles governing the academic community at TISS based on ideals that define what constitutes honourable behaviour. Honour code is a pledge taken by students to the effect that they will uphold academic integrity and ethical behaviour and will not engage in any kind of unlawful, deceitful, anti-institutional, stealing, and misrepresentation. Those who are in violation of the honour code can be subject to various sanctions, including expulsion from the institution.

I, [ Your Full Name.....], son/daughter of [Parent/Guardian's Full Name.....], currently residing at [Your Full Address..... ], hereby declare the following in relation to my application and subsequent admission to the Master's Programme in [Programme Name.....] at Tata Institute of Social Sciences, Mumbai, Guwahati, Tuljapur, Hyderabad.

1 Accuracy of Information: I affirm that all the information provided in my application form, including personal details, academic records, and any other relevant documents, is true, accurate, and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts in my application or during the admission process may result in the cancellation of my admission and other disciplinary actions as deemed by the authority of TISS.

2 Eligibility Criteria: I acknowledge that I meet the eligibility criteria for the Master's Programme as specified by TISS. I have carefully reviewed and complied with all the admission requirements, including the submission of necessary documents and fulfilment of academic prerequisites.

3 Academic Integrity: I commit to upholding the highest standards of academic integrity and honesty throughout my tenure at TISS. I understand that plagiarism, cheating, and any form of academic dishonesty are strictly prohibited and will be subject to disciplinary action as per TISS policies.

4 Compliance with TISS Rules and Policies: I agree to abide by all the rules, regulations, and policies of TISS and the School/Centre. I understand that these policies may be updated from time to time, and it is my responsibility to stay informed and comply with them.

5 Financial Responsibility: I acknowledge that I am responsible for the payment of all tuition fees, hostel charges, Dining Hall charges and other associated costs as per the TISS's fee structure. I understand that failure to meet financial obligations may



result in the withholding of academic results, denial of access to university facilities, or other actions deemed necessary by the university.

6 Attendance and Participation: I commit to attending all classes, lectures, seminars, and other academic activities as required by the Master's Programme. I understand that regular attendance and active participation are crucial for my academic success and are mandatory as per university regulations.

7 Health and Safety: I agree to adhere to all health and safety guidelines issued by TISS. I will take necessary precautions to ensure my own safety and the safety of others within the university premises.

8 Use of TISS Resources: I understand that university resources, including libraries, computer lab, multi-media, internet, common public space, classroom facilities and other facilities, are to be used responsibly and only for academic purposes. I will respect and maintain the integrity of these resources. In case of any damage or negligence, I would be liable to pay for the damages.

9 Communication: I agree to regularly check my university-provided email address and other official communication channels for important updates and information from the Institute. I would maintain cordial and respectful communication and decorum in all my dealing with the fellow students, staff and faculty members.

10 Disciplinary action: I understand the procedures for withdrawing from the programme or the Institute, as well as the potential consequences of any indictable actions. I acknowledge that TISS reserves the right to take disciplinary action against me for violations of its rules, policies, or for any other reasons as specified in the Institute's regulations. I commit to refrain from any actions or activities that may disrupt the academic environment or damage the reputation of the Institute. I fully understand that any infringement of these terms may result in strict disciplinary action against me.

By signing this undertaking, I confirm that I have read, understood, and agreed to the terms and conditions outlined above. I am aware that this undertaking is legally binding and forms an integral part of my admission to the Master's Programme at TISS.

Student's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

**MEDICAL REPORT BY GOVERNMENT REGISTERED MEDICAL PRACTITIONER**

**Registration No.:** \_\_\_\_\_ **Programme:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Sex:** \_\_\_\_\_ **Marital Status:** Single / Married / Separated / Divorced

Family Status / Disease	Diabetes	Hypertension	Heart	Asthma	Any Other	Remark

Past History	Typhoid	Jaundice	Tuberculosis	Orthopaedic	Any Operation	Psychological Problem	Skin Disease	Thyroid: Hypo / Hyper

Personal History	Smoking	Alcohol	Allergies	Menstrual History	Remarks

**Mark of identification** \_\_\_\_\_

**Treatment of any sort being taken at past and present** \_\_\_\_\_ **with names of Medicines** \_\_\_\_\_

**P.T.O.**

**Declaration by Student:**

- All facts given above by me are true
- I have not suppressed any health-related information and am aware that in case any medical problem the Institute has the right to take necessary action based on medical advice
- I have no problem which will prevent me from completing the academic and field work requirements of the course.

Name of Student: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

**USE FOR DOCTOR**

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Pulse: \_\_\_\_\_ Blood Pressure: \_\_\_\_\_ Blood Group: \_\_\_\_\_

ENT	EARS		NOSE		THROT	
	Discharge	Hearing	Discharge	Sinuses	Tonsils	Necks Glands

EYES	Conjunctive Cornea	Vision			Symmetry	Resprate	Ronchi
		Near	Distance	Resp. System			

GIT	Liver	Spleen	Bowel Sounds	Inguinal Glands	Any Other	Neurological	Graft Joints	Deformities

Renal	Kidneys	Hemia	Hydrocele	CNS	Behavior	Relaxes	Cranial Nerves

**Skin / Others**\_\_\_\_\_ **Remarks:**\_\_\_\_\_

Reference Made: 1)	Blood Test		
2)	Counselor		

**FIT / UNFIT**

**Signature:**\_\_\_\_\_

**Honorable Medical Officer**

**Section Officer (EOC)**

## **UNDERTAKING BY THE STUDENTS**

I Mr./Miss \_\_\_\_\_ having a Registration / Enrollment

No. \_\_\_\_\_ and enrolled for the programme in

\_\_\_\_\_ at

\_\_\_\_\_ Campus do hereby understand and abide by the following terms:

1. I am not in receipt of any other scholarship from any other Institute/Organization for the Academic Year/s: \_\_\_\_\_.
2. I am not pursuing any other course from any other Institution for which I have applied for another scholarship.
3. I will approach to the Equal Opportunity Centre (EOC) of the Institute during the month of July / August 2025 for fresh and June/July 2026 for renewal OR whenever they call through phone/mail for submission of on-line or off-line scholarship application form.
4. I will be responsible for collecting the scholarship application forms from the concerned authority from my city/state and submit the filled-in application with required documents to the Section Officer, Equal Opportunity Centre (EOC).
5. I will be responsible for filling on-line/off-line application form before due date and submit the copy of on-line application with required documents (list attached) to the Section Officer (EOC).
6. In case of delay of scholarship application submission (on-line/off-line) or found not eligible for obtaining the scholarship, I will be responsible to pay my full applicable fees immediately.
7. If I receive the scholarship amount through Cheque/DD/ECS/DBT in favour of my name/account, I will be fully responsible to reimburse the full amount to the Institute. If I fail to return the scholarship amount, the Institute is liable to take any necessary action against me as per the rule.
8. I understand that in case I am found guilty of providing wrong information by me for misleading the Institute, the Institute is liable to take any necessary action against me at any stage/time, as per rules, including recovery of the scholarship amount / being blacklisted / debarred from any scholarship in the future.

I have gone through the terms carefully of the above undertaking and understand that these norms are for my own benefit and improvement. I also understand that if I fail to comply with these terms, the Institute will be liable to take suitable action as per Institute rules and law against me.

I undertake that I will strictly follow the above terms.

Name of the Candidate: \_\_\_\_\_

Permanent Postal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Pin Code \_\_\_\_\_

Contact : e-mail Id : \_\_\_\_\_

Land-line No. with STD Code \_\_\_\_\_ Mobile \_\_\_\_\_

**Place:**

**Date:**

**Signature of the Candidates**

**Section Officer (EOC)**