

**TATA INSTITUTE OF SOCIAL SCIENCES  
V.N. PURAV MARG, DEONAR, MUMBAI 400 088**

**Application for Educational Verification**

**(Educational Verification of TISS Alumni by Background Verification Agency)**

<b>Sr. No.</b>	<b>Details</b>	<b>Information to be Provided by Agency</b>
1.	NAME OF STUDENT (in BLOCK letters as recorded in the Institute Record)	
2.	Enrollment Number	
3.	Name of the Programme	
4.	Period of Study at the Institute	
5.	Name of Degree/Diploma/Certificate obtained	
6.	Year of Passing	
7.	Grade/CGPA/Percentage	
8.	Details of Bank Transfer to TISS SBI Account (attach photocopy of payment receipt)	
9.	Details of Demand Draft (Name of Bank, Branch, Date, Amount & DD Number – attach photocopy)	
10.	E-mail ID for sending the Verification Report	
11.	Name & Address of the Agency	
12.	Contact Person and Mobile Number	
13.	Signature and Date	

**Processing Charges**

<b>Document</b>	<b>Amount</b>	
	<b>For those Living in India</b>	<b>For those Living Abroad</b>
Verification of Degree/Grade Card of alumni by Agency/Organisation	Rs. 1000	US\$ 100

**Enclosures along with Application:**

1. Photocopy of Degree Certificate and Consolidated Grade Card
2. Demand Draft / Payment Receipt of Bank Transfer

**Instructions for Educational Verification**

1. Before filling the application form, please carefully read the instructions. Kindly give us at least 5 working days to process your application.
2. Forward scanned copies of the following to initiate your request: a) Application form along with photocopy of Degree Certificate & Grade Card; b) Payment receipt of Bank transfer / copy of DD.
3. The Verification Report shall be sent by email or handed over to the agency personnel.
4. Kindly make payment through Bank transfer and send payment receipt Or Demand Draft in favour of 'Tata Institute of Social Sciences', payable at Mumbai. The charges can also be paid at the TISS Cash Counter from 10.30 am to 3.00 pm (Monday to Friday) .

**5. Bank Details for Transfer of Money**

- a) For remittance of charges from within India.

Account holder name : TATA INSTITUTE OF SOCIAL SCIENCES  
Account no : 10895954226  
Bank Name : State Bank of India  
Bank Address : State Bank of India, Deonar Branch,  
Sion-Trombay Road, V.N. Purav Marg  
Deonar , Mumbai-400088  
IFS Code : SBIN0003109  
Branch Code : 03109

b) For remittance of charges from outside India.

Account holder name : TATA INSTITUTE OF SOCIAL SCIENCES  
 Account no : 10895954226  
 Bank Name : State Bank of India, Chembur Branch  
 Bank Address : 18th Road, Near Ambedkar Udyan , Chembur,  
 Mumbai- 400071  
 Swift Code No. : SBI-NIN-BB514  
 Branch code : 0533

**(The SWIFT code is of Chembur Branch. Hence remittance of funds is through Chembur Branch.)**

**Application for verification should be directly forwarded to:**

**MUMBAI CAMPUS**

<b>For M.Phil / Ph.D.</b>	<b>For Post-Graduate</b>	<b>For Diploma/Certificate</b>
<p><b>Ms. Susheela Ashok</b>            Section Officer (DSO)            Tata Institute of Social Sciences            V.N. Purav Marg            Deonar, Mumbai 400 088            (Maharashtra, INDIA)            Tel: 022-2552 5641  <a href="mailto:susheela@tiss.edu">susheela@tiss.edu</a></p>	<p><b>Mr. Mustafa Momin</b>            Assistant Registrar(Academic)            Tata Institute of Social Sciences            V. N. Purav Marg            Deonar, Mumbai 400 088            (Maharashtra, INDIA)            Tel: 022-25525211  <a href="mailto:alumniverification@tiss.edu">alumniverification@tiss.edu</a></p>	<p><b>Mr. Dilip Kale</b>            STP Section            Tata Institute of Social Sciences            V. N. Purav Marg            Deonar, Mumbai 400 088            (Maharashtra, INDIA)            Tel: 022-2552 5253  <a href="mailto:stp@tiss.edu">stp@tiss.edu</a></p>
<p><b>School of Vocational Education</b>  <b>Ms. Prachi Pawar</b>, Manager – Examination &amp; Certification            Tata Institute of Social Sciences            School of Vocational Education (SVE)            Naoroji Campus, Deonar Farm Road            Mumbai 400 088            Tel : 02225525637  <a href="mailto:prachi.pawar@sve.tiss.edu">prachi.pawar@sve.tiss.edu</a></p>		

<b>Tuljapur Campus</b>	<b>Hyderabad Campus</b>	<b>Guwahati Campus</b>
<p>Mr. Satteppa Y.D.            Incharge, Academic Section            Tata Institute of Social Sciences            Apsinga Road,            Tuljapur – 413601,            District - Osmanabad,            Maharashtra, India.            Tel: 9270105222/23/24/25/26  <a href="mailto:satteppa@tiss.edu">satteppa@tiss.edu</a></p>	<p>Mr. Nayeem Shaik            Tata Institute of Social Sciences            K.B. Sainik School Premises,            Brahmnapalli Road,            Abdullapurmet Mandal, Ranga            Reddy District,            Hyderabad-501510  <a href="mailto:shaik.nayeem@tiss.edu">shaik.nayeem@tiss.edu</a></p>	<p>Ms. Chayanika Das            Administrative Officer            Tata Institute of Social Sciences            Tetalia Road, Behind Assam            Science and Technology            University, Jalukbari,            Guwahati, Assam - 781013            Tel: 0361-2739500  <a href="mailto:chayanika.das@tiss.edu">chayanika.das@tiss.edu</a></p>