



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

No.TISS/P&A/8(41)/2020

02 November 2020

NOTIFICATION

Usage of TISS Logo and Letterhead

1. It is hereby brought to the notice of all that it is observed by the Authorities of the Institute that the **"Registered Logo of TISS"** and Letter Heads, which bear the **"Registered Logo of TISS"** are being used by some Persons/External Entities/Groups/NGOs etc, such as students, faculties, staff and employees and other bodies belonging to the Institute and outside the Institute also.
2. It is hereby notified that the TISS Logo is registered with the Government of India's Trade Marks Registry, under the Trade Marks Act:1999 and an appropriate Certificate to this effect has been issued in favour of the Institute, under the Provisions of Section 23 (2), Rule 56 (1) of the said Act.
3. It is further notified that the TISS Letterhead with TISS Logo, and the TISS Logo individually are to be used only for bonafide official business of TISS and the same cannot be used by any Individual or Group of individuals or Association or Union or any other Body for conducting their business or for addressing their grievances to any person or bodies inside or outside the Institute, or for any unofficial or unauthorized purpose, **save and except with due permission in writing from the legal custodian of the Logo and Common seal of the Institute i.e. the Registrar of the Institute.**
4. **All individuals (including students) and groups are hereby advised not to use TISS Name or Logo** in messaging groups/social media, or private business and similar other activities, and any violation will be viewed very seriously and will invite legal action.
5. Anybody found using the same for any purpose other than bonafide official purposes after approval of Competent Authority shall be liable for appropriate legal action in accordance with the established law.
6. The above is for the information of all concerned.


Registrar

Copy To:-

1. **All Faculty, Staff and Students.**
2. **DDs of Tuljapur, Guwahati and Hyderabad Off-Campus - For prominent display on Notice Boards.**
3. **DR(F&A)/DR(Academic).**
4. **All Notice Boards/Circulars/Notices file.**


Registrar