

**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 & Complete Address of the Agency along with pin code	
12.	Authorized Contact Person and Mobile Number	

Verification agencies are strictly advised to follow the defined chain of communication/request and **do not send email/application to any authority** other than authority detailed mentioned in overleaf/last page of the document.

Date:

Signature of Agency Authorized Person along with seal

**Processing Charges**

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Document	Amount	
	For those Living in India	For those Living Abroad
Verification of Degree/Grade Card of alumni by Agency/Organisation	Rs. 1,000	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 authorized 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 Online Transfer of Money

Particulars	Remittance of charges from within India	Remittance of charges from outside India
Account Holder	TATA INSTITUTE OF SOCIAL SCIENCES	TATA INSTITUTE OF SOCIAL SCIENCES
Account Number	10895954226	10895954226
Bank Name	State Bank of India	State Bank of India
Branch	Deonar Branch	Chembur Branch
Address	Sion-Trombay Road, V.N. Purav Marg, Deonar , Mumbai-400088	18th Road, Near Ambedkar Udyan , Chembur, Mumbai- 400071
IFSC Code	SBIN0003109	
Swift Code		SBI-NIN-BB514
Branch Code	03109	0533
(SWIFT code is of Chembur Branch, hence remittance of funds is through Chembur Branch.)		

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

MUMBAI CAMPUS

For M.Phil /Ph.D.	For Post-Graduate	For Diploma/Certificate
<b>Ms. Susheela Ashok</b> Section Officer (DSO) Tel: 022-25525641 <a href="mailto:susheela@tiss.edu">susheela@tiss.edu</a>	<b>Mr. Mustafa Momin</b> Assistant Registrar (Academic) Tel: 022-25525211 <a href="mailto:alumniverification@tiss.edu">alumniverification@tiss.edu</a>	<b>Ms. Veena Shinde</b> Assistant Registrar (Nirantar - STP) Tel: 022-25525253 <a href="mailto:stp@tiss.edu">stp@tiss.edu</a>
<b>School of Vocational Education (SVE)</b> <b>Ms. Prachi Pawar</b> , Manager – Examination & Certification Tel : 022-25525637, <a href="mailto:prachi.pawar@sve.tiss.edu">prachi.pawar@sve.tiss.edu</a>		
Address: Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai 400 088, Maharashtra, INDIA.		

Tuljapur Campus	Hyderabad Campus	Guwahati Campus
<b>Mr. Sharath B.</b> Assistant Registrar Tata Institute of Social Sciences Apsinga Road, Tuljapur – 413601, District - Osmanabad, Maharashtra, India. Tel: 9270105222/23/24/25/26 <a href="mailto:sharath.b@tiss.edu">sharath.b@tiss.edu</a>	<b>Mr. Ramesh R.</b> Assistant Registrar Tata Institute of Social Sciences K.B. Sainik School Premises, Brahmnapalli Road, Abdullapurmet Mandal, Ranga Reddy District, Hyderabad-501510 Tel: 91-7995 007701 / 02 <a href="mailto:ramesh.r@tiss.edu">ramesh.r@tiss.edu</a>	<b>Ms. Barnali Gogoi</b> Assistant Registrar Tata Institute of Social Sciences Tetalia Road, Behind Assam Science and Technology University, Jalukbari, Guwahati, Assam - 781013 Tel: 0361-2739500 <a href="mailto:barnali.gogoi@tiss.edu">barnali.gogoi@tiss.edu</a>

**In case of any escalation required you may contact the following authorities:**

<b>Mr. Narendra Mishra</b> Deputy Registrar (Academic) Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel. No. 022-25525269, <a href="mailto:dr-acad@tiss.edu">dr-acad@tiss.edu</a>	<b>Prof. P.K.Shajahan</b> Dean Academics Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel No. 022-2552 5477, <a href="mailto:shajahan@tiss.edu">shajahan@tiss.edu</a>
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