

**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)

Sr.No.	Details	Information to be Provided by Agency
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 authorities** other than the officials mentioned on the last page of the document.

Date:

Signature of Agency Authorized Person along with seal

Processing Charges

Document	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.

Application for verification should be directly forwarded to:

For M.Phil/Ph.D.	For Post-Graduate	For Diploma/Certificate
Ms. Susheela Ashok Section Officer (DSO) Tel: 022-25525647 susheela@tiss.edu	Ms Alpana Thadani Section Officer (Academic) Tel: <u>Tel: 022-2552 5262</u> alumniverification@tiss.edu	Ms Vidya Sartape <u>Assistant</u> (Nirantar - STP) Tel: 022-2552 5259 stp@tiss.edu

Address: Tata Institute of Social Sciences, V. N. Purav Marg, Deonar, Mumbai 400 088, Maharashtra, INDIA.

Tuljapur Campus	Hyderabad Campus	Guwahati Campus
Mr. Sumedh Gaikwad Administrative Officer Tata Institute of Social Sciences Apsinga Road, Tuljapur – 413601, District - Osmanabad, Maharashtra, India. Tel: 9270105222/23/24/25/26 sumedh.gaikwad@tiss.edu	Dy. Registrar Tata Institute of Social Sciences K.B. Sainik School Premises, Brahmannapalli Road, Abdullapurmet Mandal, Ranga Reddy District, Hyderabad-501510 Tel: 040-24017701 dr.hyderabad@tiss.edu	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 chayanika.das@tiss.edu

You may contact the following authorities in case of escalation:

Mr. Narendra Mishra Deputy Registrar (Academic) Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel. No. 022-25525269, dr.acad@tiss.edu	Prof. Shankar Das Dean Academics Tata Institute of Social Sciences V. N. Purav Marg, Deonar, Mumbai 400 088 (Maharashtra, INDIA) Tel No. 022-2552 5477, dean.acad@tiss.edu
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School of Vocational Education

The application should be directly forwarded to:

Mr. Mustafa Momin Head – Examinations & Certification Tel. No. 022-2552 5632, mustafa.momin@sve.tiss.edu	Ms. Surabhi Damle Sr. Manager – Examinations & Certification Tel No. 022-2552 5637, surabhi@sve.tiss.edu
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