

**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/College/University)

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-SVE IDBI 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

Document	Amount	
	For those Living in India	For those Living Abroad
Verification of Degree/Grade Card of alumni by Agency/Organization	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 – SCHOOL OF VOCATIONAL EDUCATION", payable at Mumbai. The charges can also be paid at the TISS-SVE Cash Counter from 10.30 am to 5.00 pm (Monday to Friday) .

5. Bank Details for Transfer of Money

- a) For remittance of charges from within India.

Account holder name : TATAINSTITUTE OF SOCIAL SCIENCES – SCHOOL OF VOCATIONAL EDUCATION

Account no : 0765104000073705

Bank Name: IDBI Bank Ltd

Bank Address : Unit No 1, Safal Pride, Sion Trombay, Road, Deonar, Mumbai 400088

IFS Code : IBKL0000765

Branch Code : 000765

Application for verification should be directly forwarded to:

Ms. Surbhi Damle,

Sr. Manager – Examination & Certification,

Tata Institute of Social Sciences,

School of Vocational Education,

Room No.13, Kaushal Kendra, First Floor,
Nauroji Campus, Deonar Farm Raod, Opposite
Deonar Bus Depot, V.N.Purav Marg, Deonar
Mumbai – 400088

(Maharashtra, INDIA)

Tel: 022-2552 5636/37

E-mail id: prachi.pawar@sve.tiss.edu

Mr. Mustafa Momin,

Head – Examination & Certification, Tata

Institute of Social Sciences,

School of Vocational Education,

Room No.13, Kaushal Kendra, First Floor, Nauroji
Campus, Deonar Farm Raod, Opposite Deonar Bus
Depot, V.N.Purav Marg, Deonar

Mumbai – 400088

(Maharashtra, INDIA)

Tel: 022-2552 5636/37

E-mail id: sadanand.goski@sve.tiss.edu

You may contact the following authority in case of escalation:

Mr. Gaurav Shinde

**Assistant Programme Head – School of
Vocational Education**

TISS – SVE, Malti and Jal A.D. Nauroji Campus

Annexe, 103, 1st Floor, G-10,

Off V.N. Purav Marg on Deonar farm road

Mumbai – 400088

(Maharashtra, INDIA)

Tel: 022 – 2552 5353

[Email - Gaurav.shinde@sve.tiss.edu](mailto:Gaurav.shinde@sve.tiss.edu)