

**Application Form Fee shall not exceed Rs. 100/-.
please collect payment receipt For the same.**



ADMISSION APPLICATION FORM

SCHOOL OF VOCATIONAL EDUCATION

Tata Institute of Social Sciences

Room No 405, G-10 Building, Naoroji Campus,
Deonar Farm Road, Deonar, Mumbai-400088, Maharashtra, India

www.sve.tiss.edu/ www.tiss.edu

Phone- 0091-22-25525621 / 22 / 23 / 24 / 25 / 26

3.5cm/3.5cm
Photograph
Cross-signed by
Self
From Below*

Application Number: (To be assigned by the Hub)

Important Instructions

1. Please fill in **Block Letters** only. Write within the space provided only.
2. Please use only ballpoint pens with **Black** ink or **Blue** ink only.
3. Wherever options are provided tick (3) only 1 appropriate option unless mentioned otherwise.
4. All fields marked with * are compulsory.
5. All Document Enclosures (Page 5), unless mentioned as “Original”, copies can be selfattested.
6. Failure to abide by instructions given here either in part or full will lead to rejection of application form without communication.
7. Section 10: “Declaration by the Applicant” will need to be printed separately and handed over to the Training Hub Partner.
8. **If any information is found to be false at any given point of time, TISS and TISS-SVE reserve the right to cancel admission and/or cancel certification issued, whichever is applicable.**

SECTION 1

Personal Details

1.	Title*	Mr./ Ms.
2.	First Name*	
	Middle Name	
	Last Name*	
		<i>* Please write the name as you require on the certificate</i>
3.	Date of Birth* (DD / MM / YYYY)	
	Age*	

3.5cm/3.5cm

Photograph

(Photo for admit card. Do not sign on the photo)

SECTION 2

Course Details (*Please take the assistance of the Hub here*)

1.	Course Name*	
2.	Course Duration*	
3.	Hub Chosen*	
4.	Location*	
5.	Academic Year*	

SECTION 3

Additional Personal Information

1.	Gender*	Male / Female / Others	
2.	Category*	SC/ST/OBC/GEN/Other	
3.	PWD (Person with Disability)*	Yes/ No	
	If Yes, please select options (multiple selections allowed)	OH/HH/VH/Other	
	Additional information (Eg. handedness, colourblindness)		
4.	Blood Group	A+/A-/B+/B-/O+/O-/AB+/AB-	
5.	Mobile No.*	0091	
6.	E-mail		
7.	Have you had a name change before?*	Yes / No	
	If yes, previous name details		
	First Name		
	Middle Name		
	Last Name		

SECTION 4

Family Details

1.	Marital Status*	Single / Married / Widowed / Separated / Divorced	
	If Married, spouse details		
	Title	Mr./ Ms.	
	First Name		
	Middle Name		
	Last Name		
2.	Details of Mother		
	Surviving	Yes/No	
	Title	Mr./ Ms.	
	First Name		
	Middle Name		
	Last Name		
	Mobile number	0091	
3.	Details of Father*		
	Surviving*	Yes/No	
	Title*	Mr./ Ms.	
	First Name*		
	Middle Name		
	Last Name*		
	Mobile No.*	0091	
4.	Number of Surviving Siblings		
5.	Annual Family Income*	Rs.	
6.	State of Original Domicile*		
7.	Address:*		
	Plot No., Building Name*		
	Street, Locality, *		
	State*		
	District*		
	Village/Town/City		
	Closest India Post Office*		

	Pin Code*			
8.	Landline No.*	0091		

SECTION 5

Emergency Contact Details

1.	Title*	Mr./ Ms.		
2.	First Name*			
	Middle Name			
	Last Name*			
3.	Relationship*	Father / Mother / Brother / Sister / Grandparent / Uncle / Aunt / Neighbour at native		
4.	Language Spoken by the Person*			
5.	Mobile No.*	0091		
6.	Landline No.*	0091		

SECTION 6

Qualification*

School Drop-out/ std. 10th/ std. 11th/ std. 12th/ Diploma/ Bachelor/ masters/ m.phil./ Doctorate/ post-doctorate*

If “School Drop-out”, Standard studied upto :_____.

For the highest qualification declared, kindly fill the details in the following table and enclose both Pass Certificate and Cumulative Marksheet*

Name of Examination	Specialisation (if any)	Duration of study (in years)	Board/university	Name of Institution attended	Batch (Year)	Subjects undertaken	Total marks obtained/total marks achievable

Note: Hub should to upload the copies of Marksheet, Certificate of the examination as per the basic qualification and Letter of Authorization for each student. If the original mark sheet copy is not available, online marksheet copy and admit card of the examination should be uploaded.

SECTION 7

Do You Have any Work Experience?* **Yes/no***

If yes, please fill the following table

s. no	status	Designation	Duration	Employer
1.	Current/Past			

SECTION 8

Languages Known

Language	Speak	Read	Write

SECTION 9

Documents Enclosures

Tick the appropriate option

Sr. No.	Particulars	
1	Attested copy of the latest qualification (Marksheet and Certificate) Note: Electronic copy is not acceptable*	Self attested
2	Declaration signed by the applicant	Original
3	Government issued photo identity proof (Permanent Account Number (PAN) card /Driving License/ Passport/Aadhar/Voter ID/ Ration Card with photo of Self)	Self attested
4	Income Certificate	Self attested
5	Proof of disability (If applicable)	Self attested
6	Caste certificate (If applicable)	Self attested
7	Leaving / Transfer certificate (If applicable)	Self attested
8	Name change certificate (If applicable)	Self attested
9	SKP Consent Letter	Original
10	Current employment related declaration	Self attested
11	TISS Copy of fee challan	Original

NOTE:

1. Timely & correct documents submission (to hub training partner) during admission process is a must.
2. These documents will be uploaded by the hub training on ERP for student verification process.
3. A clear student verification report (basis education documents) is a **pre-requisite for issue of grade cards & certificates for the applied course.**

* For getting the verification done for the grade XII examination, the **verification team requires Centre no. and School no.** The **school no. is available on the original marksheet (original hard copy, not the electronic copy).** In case of an electronic copy, even admit card is required as **centre no. is available only on the Admit Card.**

Kindly Proceed to Next Page For Section 10: declaration by the **applicant***

For Hub Partner use only					
Date of receipt	Verified by	Batch allotted	Date of scheduled joining	sKp proposed (name, Location)	signature with date and seal

SECTION 10

DECLARATION BY THE APPLICANT*

I, _____, hereby certify that the information provided in the “Admission Application Form” is complete and accurate. I have not been disqualified by any university or other institution from appearing for any examination or from seeking admission for any course of study. Further, I agree that the Institute has the right to cancel my admission and/or withdraw the Certification awarded to me if the Institute finds that the information in this application is incorrect and/or misleading at any point of time. I also agree that on being admitted, I shall abide by the rules of attendance requirements, discipline, conduct etc of the Institute and any modification to the rules, as may be made from time to time, after my admission. I hereby state that the Institute has the right to verify the certificates/information provided by me, in any case howsoever, if any certificate provided is declared invalid upon verification then the Institute shall have the right to cancel my admission forthwith.

I understand and guarantee that I will not pursue two degree courses simultaneously under regular and/or vocational modes. I may be allowed to pursue simultaneous courses in First & Second Years of B.Voc under Regular/Open/Distance Modes and in Third year of B.Voc under Open/Distance Modes, only as per UGC guidelines. I would have to seek permission of TISS-SVE for undergoing any simultaneous course along with B.Voc.

I understand that a minimum of 75% attendance is mandatory in each subject of the course, including theory and practical in each semester. I also understand that non-compliance to the attendance requirement will lead to ineligibility for the end-semester examination/assessment and end-course certification as well.

I, understand and admit that I am a student of TISS-SVE and intern with a company/organization as a part of my course curriculum for B.Voc. Degree. I am aware that, I may not get any stipend during this course. I further confirm that under no circumstances shall I claim employment with the company/organization where I shall be placed for such internship. I am also aware that, I may not be insured by the SKP/Hub/TISS-SVE or any other related agency during this course.

I undertake that I will not be involved in any unfair practices, misconduct, illegal activities or any act unbecoming of a student during the course.

This is also to confirm that I am enrolling as an individual and I am solely responsible for paying of fees on time as per the deadlines.

I understand that the University has the right not to permit me to appear for examination or keep my result on hold if I have not paid my fees.

I am hereby submitting photocopies of my education documents (Marksheet & Certificate) to confirm the admission requirements for the program.* I hereby give consent to TISS-SVE to verify these details directly or through its authorized service providers.

I fully understand that in the event of any discrepancy and non-compliance to the above mentioned, the institute has the right to cancel my admission. In this case I will not get the fee refund.

I have fully read the fee refund policy attached in Section 11

Place:

Date:

Signature of the Applicant

SECTION 11: Fee Refund Policy

- 1.** If a student/candidate withdraws admission before the commencement of the course, the entire fee collected from the student/candidate shall be refunded, after deducting the processing fee which shall not exceed Rs 1,000 /- (One Thousand Only).
- 2.** If a student/candidate withdraws soon after the commencement of course, which shall not exceed a month after the commencement of the course, then such student/candidate should submit an application in writing to the respective Hub Partner for which he/she must obtain an acknowledgement. Upon acknowledgement the Institute will refund all the 50% of the tuition fees paid by the student.
- 3.** There shall be no refund if the student/candidate has appeared for the exams of a particular semester and/or attended classes for that particular semester.
- 4.** Receipt for fees should be carefully preserved and returned at the time of withdrawing admission from the Institute, for refund (wherever applicable).

Section 12 : Letter of Authorisation (Information Release Form)

I hereby authorize Secure Search Screening Services Private Limited and /or any of its subsidiaries or affiliates and any person authorized by SecureSearch, to contact the concerned authorities and all such sources as may be required to verify information provided in my resume and /or application of employment and to carry out all background checks as may be deemed appropriate per Tata Institute of Social Sciences - School of Vocational Education's selection procedure.

I hereby authorize the concerned authorities and all persons who may have information relevant to this enquiry to release the information to SecureSearch Screening Services Private Limited as their appointed agents. I release all persons from liability on account of such disclosure. I am willing that a photocopy of this authorization be accepted with the same authority as the original.

Signature: _____

Name: _____

Dated: _____

Private & Confidential