



The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata - 700073 | ☎ - (033) 2241 - 3611 / 1906
[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No 187-L Dated- 19.02.2016]
<https://www.sanskritcollegeanduniversity.ac.in>

Memo: 2022/COE/347

Date: 30.06.2022


Guidelines for Verification of Documents

1. The verification agencies shall submit an application (as per enclosed format) through e-mail/speed post and also to deposit/credit fees for verification if applicable through NEFT/internationally accepted e-payment modes to the undernoted University A/c.

Name of the Bank : Bank of India, College Street Branch
Account Holder Name : The Sanskrit College and University
Account No : 402910110006092
IFSC : BKID0004029

2. In addition to the filled in application form the requesting agency should submit a cover letter in filled in application format for verification in its official letter head must be made addressing the Controller of Examinations, The Sanskrit College and University.
3. The requesting agency is either supposed to submit/produce the original Degree Certificate/ Provisional Degree Certificate/ Mark sheets/ Admit Cards or photocopy/photocopies of the same along with the above stated documents in clause 2.
4. Two sets of photocopy/photocopies of document(s) are to be submitted so that one set can be kept for office record.
5. Incomplete Application Forms (incomplete information / without required documents / without prescribed fees) are liable to be cancelled and in cases of incomplete applications no correspondences will be done from the University's end.
6. No fees for verification of above stated documents as well as furnishing related information as solicited in a given proforma are to be charged from the following undernoted category of organizations:-

- Legislative Bodies/ Ministries/ Secretariat/ Directorates/ Departments/Agencies/Undertakings/ Societies/ Corporations/ Boards/ Councils/ Autonomous organizations under Government of India or Union Territories
- Legislative bodies / Secretariat /Directorates /Departments/ Agencies/ Undertakings / Societies/ Corporations/ Boards/ Councils/ Autonomous organizations under any State Governments of India
- Research Institutes/ Academic Institutes of repute having affiliations/recognitions either from Central or State Legislatures/ Councils/ UGC/ Commissions.
- Supreme Court and High Courts of the state of India
- Organizations affiliated to United Nations, transnational Developmental Agencies of repute working in the domain of conservation, poverty alleviation and other international multilateral organizations.


O. S. D.
Controller of Examinations
The Sanskrit College and University



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7. Prescribed Fees for Verification

Verification Requests from Foreign Agencies/ Countries	
In respect of verification requests/ queries from foreign agencies (including foreign embassies located in India) other than that of SAARC countries.	US \$ 100 for each document. For each additional copies of the same US \$ 30 is required to be paid.
In respect of verification requests/ queries from agencies of SAARC countries (including embassies of SAARC countries that are located in India)	US \$ 60 for each document. For each additional copies of the same US \$ 25 is required to be paid.
In respect of verification requests/ queries from recognized foreign Research Institutes/ Academic Institutes / Universities/ Libraries/Academic Journal Publication organizations	US \$ 50 for each document. For each additional copies of the same US \$ 25 is required to be paid.
In respect of furnishing information in the proforma to any foreign organizations that also include Research Institutes/ Academic Institutes/Universities/ Libraries/online reputed learning platforms and etc.	US \$ 150 for each document. For each additional copies of the same US \$ 50 is required to be paid.
Verification Requests from Indian Private Agencies	
In respect of verification requests/ queries from reputed Private organizations having registrations/recognitions / affiliations in India	Rs 1000 for each document. For each additional copies of the same Rs 250 is required to be paid.
In respect of verification requests/ queries from reputed Private academic organizations or online reputed learning platforms/ digital libraries having registrations/recognitions / affiliations in India	Rs 700 for each document. For each additional copies of the same Rs 200 is required to be paid.
In respect of furnishing information in the proforma to any Indian Private Organizations that also include Private Research Institutes/ Academic Institutes/Universities/ Libraries/online reputed learning platforms and etc.	Rs 1500 for each document. For each additional copies of the same Rs 500 is required to be paid.
In respect of verification requests/ queries from the concerned candidate	₹ 500.00 for each document. For each additional copies of the same US Rs 50 is required to be paid.

8. Postal charges that are required to be paid in addition to the above mentioned verification charges as provided in clause 7.

Postal Charges for verified documents and/ or filled in proforma
<i>Mailing of documents outside India (per document/per set) - ₹ 2000.00</i>


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Mailing of documents within India (per document/per set) - ₹ 200.00

9. Each verification requests/ queries should have a forwarding letter in its letterhead along with the filled in verification format, scanned copy of the challan as generated through NEFT/ internationally accepted e-payment modes and the concerned student's testimonials that are to be verified.
10. If the University desires then it may check the credentials of the organizations that will request for verification of the documents.

Debdas Mukherjee
30/6/2022
Debdas Mukherjee
Officer-on-Special Duty
Controller of Examinations
O.S.D.
Controller of Examinations
The Sanskrit College and University

Date: ___ / ___ / ___

To
The Controller of Examinations
The Sanskrit College and University
1, Bankim Chatterjee Street
Kolkata – 700 073

Sub: Verification of

Sir/Madam,

I would like to request you to undertake verification of the original/ photocopies of Degree Certificate/ Provisional Degree Certificate/ Mark sheets/ Admit Cards as issued from the University's end to (Name of the concerned candidate in Block letters) with reference to his/her UG/PG course.

The details of the candidate are mentioned below:-

Name of the candidate (in BLOCK LETTERS)	
Name of Degree/Examinations	
Examination Roll No.	
Registration No. with year	
Period of study	
Specify details for which verification has been requested	

Details of payment (Copy must be enclosed):-

Amount remitted	
Date of remittance	
Transaction ID	
Bank name	
Branch	
IFSC/SWIFT code	

Declaration by the candidate (In Case candidate is applying directly)

I hereby declare that the above information and attached documents are true correct as per the best of my knowledge.

Date:

(Signature of Candidate)

Place:

Declaration by the Institution/Company

(In Case Applicant is Govt. or Private of Multinational Institution/Company/Firm)

I hereby declare that we have verified the photocopies of the attached Degree Certificate/ Provisional Degree Certificate / Mark sheets / Admit Cards with the original. In case the photocopies of Degree Certificate/ Provisional Degree Certificate / Mark sheets /Admit Cards as provided by the concerned candidate does not get validated with the university record and University finds it necessary to take legal action against the candidate, in such cases we shall extend provide our full cooperation as per the laws of the land.

Yours faithfully,

Name: _____

Designation with seal: _____

Full Address: _____

In case of any organizations other than that are mentioned in clause 6 above are required to submit its organization profile and credentials for processing of the documents.

Enclosure:

1.
2.