

OFFICE OF THE CONTROLLER OF EXAMINATION

Standard Operating Procedures (SOPs) for obtaining Verification of Student's Documents by College/ Institute/ Private Company/ Agency etc.

Steps	Particulars
<u>Step 1</u> Submission of application for obtaining Verification of students Documents	<p>Apply for verification of student documents through email to the CoE office suncoeexam@sandipuniversity.edu.in</p> <p>Submit the Application attaching the following Documents. Photocopies (both side) of all Marks/Grade Sheets of Degree/ Diploma course of each attempt of May/ June and December.</p> <p>Note: 1. The photocopies (both sides) should be attached by arranging Semester-wise. 2. Improper scanned documents/photocopies will not be entertained and no Correspondence will be made in that behalf.</p>
<u>Step 2</u> Fee details	<p>For Colleges/Institutes/Private Co./Agencies etc. in India</p> <p>The Fee for Verification of document in India is Rs.500/- (Five Hundred only) per student.</p> <p>For Colleges/Institutes/Private Co. /Agencies etc. in Abroad</p> <p>The Fee for Verification of document for Abroad is US \$100/- (Hundred US Dollar only) per student.</p> <p>The fee for verification of document should be paid in the online mode on the following account</p> <p>BENEFICIARY NAME : SANDIP UNIVERSITY BANK NAME : HDFC BANK A/C NO. : 50100297469470 IFSC CODE : HDFC0000118</p>
<u>Step 3</u> Collection of Verification of students Documents	<p>Verification of the students documents will be communicated to the College/ Institute/ Private Company/ Agency etc. by online mode.</p>
General Information	<p>Time line: The verification of the documents of the students to the College/ Institute/ Private Company/ Agency etc. will be communicated by Email/Courier from CoE Office after 4 working days.</p> <p>Check List:</p> <ol style="list-style-type: none"> 1. Photocopies (both side) of all Marks/Grade Sheets/ Degree/ Diploma course of each attempt of May/ June and December. 2. The photocopies (both sides) should be arranged Semester-wise and attached. 3. Improper scanned documents/photocopies will not be entertained and no Correspondence will be made in that behalf. 4. Fee paid acknowledgement

For any Queries Contact: Mobile: - 96079 78068

Email ID: - suncoeexam@sandipuniversity.edu.in