

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

For any Queries Contact: Mobile: - 96079 78068

Email ID: - [suncoexam@sandipuniversity.edu.in](mailto:suncoexam@sandipuniversity.edu.in)