COLLEGE OF ENGINEERING CHENGANNUR

(Managed by IHRD, A Govt. of Kerala undertaking)

Chengannur, Alappuzha (Dist.) - 689 121

PROCEDURE FOR GETTING VERIFICATION CERTIFICATE OF STUDENTS

(As per IHRD order No. DB1/2676/18/HRD dated 08.08.19)

1. Fee for getting soft copy of students verification report: Rs. 600/- + GST applicable (presently: 18%).
2. Fee for getting hard copy of students verification report: Rs. 650/- + GST applicable (presently: 18%).
3. Attach copy of official request consolidated mark list and provisional/ degree certificate.
4. Verification report will be forwarded within four working days from the date of receipt of application.
5. Verification fee can be sent as DD and also through online bank transfer. If the fee is remitted through online transfer, **UTR number, date, amount and remarks** should be mentioned specifically.

Bank Account details

A/c holder	-	Principal, College of Engineering, Chengannur
A/c No.	-	67148075674
Bank & Branch	-	SBI, Chengannur
IFSC code	-	SBIN0070085

PRINCIPAL

COLLEGE OF ENGINEERING
(Managed by IHRD, A Govt. of Kerala undertaking)
Chengannur, Alappuzha (Dist.) - 689 121
Tel: 2454125, 2451424, 2450435, Fax: 0479-2451424

Application for Student Verification

Sl. No	Particulars	Details claimed by the applicant		
1.	Name of candidate			
2.	Date of birth			
3.	Name of University / Statutory board			
4.	a) Course attended		b) Branch:	
5.	a) Duration of Course		b) Scheme :	
6.	a) Admission No.		b) Year of Study:	
7.	Month and Year of final semester exam			
8.	Register No. of Examination			
9.	a) Result of exam as per records		b) Final year marks / Grade (CGPA)	
10.	Additional information required, if any			
11.	Details of documents attached for verification (attach photocopy/scanned image with email)			

Details of Institution /Agency requesting Verification

Sl. No		
1.	Name of employer for which information is requested	
2.	Name of Verification agency / institution	
3.	Address	
4.	Phone No.	
5.	Email ID	
6.	Name & Designation of Person requesting information	
7.	Email ID to which verification report to be send	
8.	Address to which verification report to be sent by registered post, if required.	
9.	Details of verification fee remitted	DD No. .... for Rs. ..../- dated:............... Bank remittance on at branch