

MODEL ENGINEERING THRIKKAKARA

(Managed by IHRD, an establishment of Govt. of Kerala)
Thrikkakara P.O., Ernakulam District, Kerala, India ,Pin-682021
Phone: 91-484-2575370/2577379/2575592, Fax: 91-484-2577379
e-mail: principal@mec.ac.in, [http:// www.mec.ac.in](http://www.mec.ac.in)

PROCEDURE FOR GETTING CERTIFICATE VERIFICATION OF STUDENTS

(As per IHRD order No.DBI/2676/18/HRD dated 08.0819)

1. Fee for getting soft copy of students verification report :Rs.600/-+GST (Presently 18%)
2. Fee getting hard copy of students verification report : Rs.650/-+GST applicable
3. Attach copy of official request (Attached), 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, Model Engineering College Thrikkakara
A/c No. - 57016095619
Bank &Branch - SBI Edappally
IFSC code - SBIN0070218

Principal

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Application for Student Certificate 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 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	Detailed of documents attached for verification (attach photocopy/scanned image with email)			

Details of Institution/Agency requesting Verification

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.....or	Rs...../-	dated:.....Bank remittance.....at branch