Note: Doc. Veri./Gen/012   Date: 10th August 2020.

Procedure for Document/s Verification / Certificate

(A) Procedure: To get the verification of document/s and any type of certificates related to Examination Department, it is required to send a request email to the Controller of Examinations on coe@mituniversity.edu.in by the students / Employer.

(B) To complete the process of verification, following documents are needed to be attached in request email:
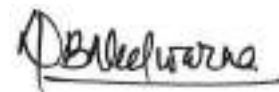
1. A scanned copy of document/s which is required to be verified to email on coe@mituniversity.edu.in

2. Enclose Payment Receipt / Bank Challan / Online Payment Receipt as applicable.

(C) Charges/Fees: Candidate / Employer must pay the applicable charges as mentioned below through Online Payment on University Account.

1. **Rs. 1000/-** per student per application + GST 18% i.e. **Rs. 180/-**.

2. **Account Details:**

Bank Name:	Bank of India
Branch:	MAEER, Rajbaug (Loni Kalbhor)
Account Name:	MIT Art, Design and Technology University Pune
Account Number:	062521110000015
IFSC:	BKID0000625

(D) Compliance by the University: Document/s Verification Confirmation / Certificate will be sent to the Candidate / Employer through email, within a week from the date of receipt of the request email and confirmation of the payment received.

(Dr. Dnyandeo Neelwarna)
Controller of Examinations

MIT Art, Design and Technology University, Pune.
(Established by Government of Maharashtra vide Act No. XXXIX of 2015)
Rajbaug, Loni Kalbhor, Pune - 412 201, (MS) India.

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