MITADTU/Exam/2022-23/363   Date: 15.09.2022

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) To send the scanned document/s which is required to be verified by email on coe@mituniversity.edu.in

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

(C) Charges/Fees: The candidate / employer has to pay the applicable fee **Rs. 1000/-** per student per application + GST 18% i.e. **Rs. 180/-**

(D) Charges/Fees: The candidate / employer has to pay the application fee **Rs. 1000/-** per student per application + GST 18% i.e. **Rs. 180/-** by using the following link / QR Code of the University Examination Department. On completion of the online payment, please share the online payment receipt along with student's documents through email.

Online Payment Link and QR Code:

https://payments.billdesk.com/bdcollect/bd/MITArtsDesignTech/10732

(E) 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