



भारतीय सूचना प्रौद्योगिकी संस्थान अगरतला

Indian Institute of Information Technology Agartala

Barjala, Jirania, Agartala-799046(Tripura)

NO. F.NITA.6 / (54-Exam)/ IIIT Corr. / 2019-20

Dated: 28.08.2020

NOTIFICATION FOR VERIFICATION OF THE ACADEMIC CREDENTIALS RELATED TO EXAMINATION/ GRADUATION

This is to inform all concern that for verification of the academic credentials related to examination / graduation (certificates, grade cards, etc) issued by IIIT Agartala (in softcopy or paper copy), a duly filled application in the attached format (Annexure-1) needs be send to the following address or email for further processing along with the mandatory attachments:

- Softcopy by Email to exam@iiitagartala.ac.in or
- Paper copy to:

Office of the Examination Section
IIIT Agartala
Jirania Barjala Tripura West,
Tripura Pin 799046

The verification report will be sent by email to the email of the authority seeking the verification of the academic credentials recorded in the attached format (Annexure-1). The Paper copy will be sent by post , only if specific instruction is provided.

Application / Email request without the details mentioned in the Checklist will liable to be rejected.

The requisite fee for the verification report is Rs. 1000/- (INR One thousand only) for each student, which can be paid by Demand draft or Online transfer. The details of the transaction to be filled in the attached format (annexure -1) along with the supporting documents.

Minimum processing time: 7 working days

B. Choudhary
28/8/20

Associate Dean Exam
NIT Agartala
Mentor of IIIT Agartala

BANK ACCOUNT DETAILS

Institute Account Name	IIIT Agartala
Account no.	110289936044
IFSC Code	CNRB0004121
Bank And Branch Name	Canara Bank,NIT Jirania Branch
Complete Branch Address	NIT Jirania, Canara Bank, NIT Agartala. Barjala, Jirania, P.O: NIT Agartala, Tripura(West), PinCode: 799046
IFSC	CNRB0004121
MICR No	799015502
Account Type	Savings

Demand Draft:Demand Draft to be issued in favour of IIIT Agartala, payable at Agartala.



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Annexure-1

APPLICATION FORM FOR VERIFICATION OF CREDENTIALS ISSUED BY IIIT AGARTALA

DETAILS OF THE VERIFIER

Name of the Organization/ institute seeking verification: _____

Name of the verifier/Contact person: _____

Phone/Mobile no of the verifier/Contact person: _____

Email Address of the verifier/Contact person: _____

DETAILS OF THE CANDIDATE/STUDENT/ ASSESSEE

Name of the Candidate/ Student/ Assesses: _____

Enroll/ Reg. no.of the candidate / student/ assesses: _____

Year of graduation candidate/ student/ assesses: _____

Details of mandatory attachment: _____

(scan/ photo copy of final semester grade card
/Provisional degree certificate / final degree certificate)

PAYMENT DETAILS

(DD No./ Online Transaction Id No.) _____

**Proof of Transaction to be attached

Mandatory Fields: Verification report will not be generated if mandatory fields are unfilled.

If the hardcopy is needed full postal address with pin code and mobile number needs to be provided.

CHECKLIST FOR ANNEXURE-1

1. Mandatory attachment provided	YES
2. Proof of payments provided	YES
3. Details of the verifier(name/ designation/ organization)	YES
4. Postal address with pincode of the of the verifier provided	YES
5. Mobile number of the verifier provided	YES
6. Details of the student (name /enrolment /year of graduation)	YES