

Standard Operating Procedure (SOP) for Verification Process

To establish a uniform procedure for handling verification requests in the University.

1. Verification work shall normally be completed within 7-10 **working days** from the date of receipt of the request.
2. In urgent cases, verification may be processed on priority basis with the approval of the competent authority.
3. All verification requests shall be forwarded **only through the Principle Office**.
4. No direct request from departments/students/third parties shall be entertained by the verifying section.
5. The Registrar Office will forward the verification request to the concerned department/section.
6. The concerned department shall verify the records/documents.
7. After verification, the department shall prepare and submit a **Note Sheet** for approval of the competent authority.
8. All concerned officials involved in the verification process shall sign the verification documents/note sheet before final approval.

Responsibility

1. The concerned department shall be responsible for correctness and authenticity of the verification.
2. The concerned Department and Registrar Office shall maintain proper record of all verification requests and approvals.