Institute of Management & Information Science
(Approved by AICTE, Govt. of India)
Vivekananda Marg, Bhubaneswar-751002, Odisha, India
Website: www.imis.ac.in, Email: imis@imis.ac.in / imisalumni@imis.ac.in
Phone: +91-674-2431953, 2433762, 2435697

Procedure for Verification of PGDM Certificate/ Marksheet

1. The agency will send a copy of degree certificate to be verified to the IMIS Bhubaneswar.
2. The charges as applicable are to be paid through Demand Draft/ Pay Order/ NEFT in favour of “Institute of Management & Information Science” payable at Bhubaneswar along with application form attached at Appendix ‘A’.

<table>
<thead>
<tr>
<th>In India</th>
<th>Outside India</th>
<th>Agencies Located Abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verification Charges through e-mail (₹)</td>
<td>Verification Charges through e-mail (₹)</td>
<td>Verification Charges through e-mail (US$)</td>
</tr>
<tr>
<td>Verification Charges through Courier (₹)</td>
<td>Verification Charges through Courier (₹)</td>
<td>Verification Charges through Courier (US$)</td>
</tr>
<tr>
<td>500</td>
<td>600</td>
<td>500</td>
</tr>
<tr>
<td>500</td>
<td>1200</td>
<td>20</td>
</tr>
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</tr>
</tbody>
</table>

3. The verification procedure will be completed in 7 days.
4. NEFT Details

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Branch</th>
<th>Current A/C No.</th>
<th>IFSC Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBI</td>
<td>Vivekananda Marg (10930)</td>
<td>31513553985</td>
<td>SBIN0010930</td>
</tr>
<tr>
<td>Indian Bank</td>
<td>M.T. Marg (01572)</td>
<td>457375163</td>
<td>IDIB000M154</td>
</tr>
</tbody>
</table>

5. For any queries, please contact:

The Controller of Examinations
Institute of Management & Information Science
Vivekananda Marg, Bhubaneswar
Phone: +91-674-2431953, 2433762, 2435697
Email: hkp@imis.ac.in / imisalumni@imis.ac.in
Application for Verification of PGDM Certificate/ Marksheet

To
The Controller of Examinations
Institute of Management & Information Science
Bhubaneswar

Dear Sir,

We need the verification of the following alumnus of IMIS Bhubaneswar. The details are as follows:

Name of the Alumnus : ______________________________________________________
Name of the Institute : ______________________________________________________
Name of the Program : ______________________________________________________
Batch & Roll No. : ______________________________________________________
Year of Passing : ______________________________________________________

Enclosed please find DD/ Pay Order/ NEFT No. ______________ dated ______________ for ₹ / US$ ______________.
(Note: Demand Draft/ Pay Order/ NEFT to be drawn in favour of “Institute of Management & Information Science” payable at Bhubaneswar.)

Signature

Name & Designation : ______________________________________________________
Name & address of the Company : ______________________________________________________
(Including email, phone) : ______________________________________________________

Encl: As above

Action by IMIS Bhubaneswar

The above details are verified and found correct.

Checked by Controller of Examinations