



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 alongwith application form attached at Appendix ‘A’.

In India		Outside India		Agencies Located Abroad	
Verification Charges through e-mail (₹)	Verification Charges through Courier (₹)	Verification Charges through e-mail (₹)	Verification Charges through Courier (₹)	Verification Charges through e-mail (US\$)	Verification Charges through Courier (US\$)
500	600	500	1200	20	40

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

Bank Name	Branch	Current A/C No.	IFSC Code
SBI	Vivekananda Marg (10930)	31513553985	SBIN0010930
Indian Bank	M.T. Marg (01572)	457375163	IDIB000M154

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



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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