

PROCEDURE FOR VERIFICATION OF DOCUMENTS

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| 1) | Application of plain paper Or letter of the institution is to be submitted in the respective Units of Examination Section in person OR to be sent by post to the Controller of Examinations, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad-431 004 (Maharashtra), India. | | | |
| 2) | Photocopies of documents to be got verified (such as - Marks Memo, Degree Certificate, Passing Certificate, Transcript) should be attached along with application/letter. | | | |
| 3) | Fee of Rs. 150/- per case should be paid along with application. The requisite fee can be remitted at the University Cash Counter for obtaining necessary fee receipt OR it can be paid through Demand Draft payable at Aurangabad and drawn in favor of the Registrar, Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. | | | |
| 4) | Following are the telephone numbers for any further enquiry in respect of verification of documents of different examinations: | | | |
| | <i>Name of the Unit</i> | <i>Telephone Number</i> | <i>Name of the Unit</i> | <i>Telephone Number</i> |
| | M.A. Unit→ | 2403168 | M.Sc. Unit→ | 2403180 |
| | Law/Education/Physical Education→ | 2403170 | B.Sc. Unit→ | 2403181 |
| | Commerce/ Management Science Unit→ | 2403171 | Convocation Unit→ (Degree Certificates) | 2403173 |
| | B.A. Unit→ | 2403172 | Engineering Unit→ | 2403174 |
| | Office of the Controller of Examinations→ | 2403178 | | |
| | OFFICERS | | | |
| | Controller of Examinations→ | 2403200 | Deputy Registrar→ | 2403166 / 2403165 |
| 5) | If the verification is related to the Degree Certificate, the enquiry should be made in the Convocation Unit and for verification of documents such as, Marks Memo, Passing Certificate & Transcript, the enquiry should be made in the aforementioned concerned Units of the Examination Section of the University. | | | |

Controller of Examinations