



स्वामी श्रद्धानन्द महाविद्यालय
(दिल्ली विश्वविद्यालय), अलीपुर, दिल्ली-११००३६
SWAMI SHRADDHANAND COLLEGE
(UNIVERSITY OF DELHI), ALIPUR, DELHI-110036

Ref: Exam /2018/1

27.10.2018

Circular for Education Verification

The following step are to be followed for education document verification of class [BA (H)/ B.Com. (H) / BSc (H) / BA (Prog)/ B.Com. (Prog) / BSc (Prog) :

Step 1: Visit college website <http://ss.du.ac.in> document verification link.

Step 2: Submit proforma (copy attached or desired format) along with marksheet / degree copy and with requisite fee to principal@ss.du.ac.in and CC to ao@ss.du.ac.in & soadmin@ss.du.ac.in. The fee can be paid at online Fee Payment PAYTM link .

Step 3: College will take 7 to 10 day time to verify the same.

Step 4: Certified Copy of education verification performa / other format will be sent to prescribed email id only. For hard copy please submit additional postage charge of Rs.50.

Please note contact person in this regards :

Dr. DV Bhardwaj, A.O. SSNC [M – 999999999, ao@ss.du.ac.in]

Mr. Rahul Pathak, S.O. (Admin) [M – 999999999, soadmin@ss.du.ac.in]



(Dr. P V Khatri)
Acting Principal

Scan to pay fee

Proforma for Document Verification

Class : _____ **Passing Year :** _____

University Roll No: _____ **Name:** _____

Facts	Information provided by Candidate		Verifier Comments
1	Name of Candidate *		
2	Father Name		
3	Mother name		
4	Address mention in college records		
5	Date of Birth*		
6	Full Degree Name"	BA / B.COM / B.SC. / OTHER	
7	Specialization / Major		
8	Enrollment No		
9	Class Roll No.		
10	Grade/CGPA/Percentage/Final Marks*		
11	Date of Admission*		
12	Date of Passing*		
13	Course Type	Regular / Ex-student	

Receiving date :
Verification date :
Verifier Name :
Designation :

FEE : Rs. _____ (_____)

Mode : PayTM / _____

Payment Date : _____

Transaction No : _____

S.O.

A.O.

EXAM BRANCH

PRINCIPAL