



## Institute of Management & Information Science

(Approved by AICTE, Govt. of India)

93, Saheed Nagar, (East side of IMFA Park), Bhubaneswar-751 007

Website: [www.imis.ac.in](http://www.imis.ac.in), Email: [hkp@imis.ac.in](mailto:hkp@imis.ac.in) / [imis@imis.ac.in](mailto:imis@imis.ac.in) / [kkb@imis.ac.in](mailto:kkb@imis.ac.in)

Phone: +91-8118095580 / 81 / 82

### 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
<b>SBI</b>	Vivekananda Marg (10930)	31513553985	SBIN0010930
<b>Indian Bank</b>	M.T. Marg (01572)	457375163	IDIB000M154
<b>ICICI Bank</b>	Cuttack Road (1500)	150001000114	ICIC0001500

**G-Pay** to ICICI Bank through Phone No. - 9937619110

5. For any queries, please contact:

**The Controller of Examinations**

**Institute of Management & Information Science**

93, Saheed Nagar, (East side of IMFA Park), Bhubaneswar-751 007

Phone: +91-8118095580 / 81 / 82

Email: [hkp@imis.ac.in](mailto:hkp@imis.ac.in) / [imis@imis.ac.in](mailto:imis@imis.ac.in) / [kkb@imis.ac.in](mailto:kkb@imis.ac.in)



## Institute of Management & Information Science

(Approved by AICTE, Govt. of India)

93, Saheed Nagar, (East side of IMFA Park), Bhubaneswar-751 007

Website: [www.imis.ac.in](http://www.imis.ac.in), Email: [hkp@imis.ac.in](mailto:hkp@imis.ac.in) / [imis@imis.ac.in](mailto:imis@imis.ac.in) / [kkb@imis.ac.in](mailto:kkb@imis.ac.in)

Phone: +91-8118095580 / 81 / 82

### Application for Verification of PGDM Certificate/ Marksheet

To

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

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: Asabove

Action by IMIS Bhubaneswar

The above details are verified and found correct.

Checked by

Controller of Examinations