
Guidelines for Document Verification

Sarvajanik University

1. Purpose

To define a transparent, standardized, and time-bound process for online verification of academic documents issued by Sarvajanik University.

2. Scope

This SOP is applicable to all students, alumni, employers, institutions, and third-party verification agencies seeking verification of academic documents issued by Sarvajanik University.

3. Types of Documents Covered

- Mark sheets
- Degree / Provisional Degree certificates
- Transcripts
- Enrollment, eligibility, and migration certificates
- Any other academic records issued by the University

4. Mode of Application

- All applicants must submit the **online document verification application**.
- Application shall be submitted through the prescribed **Google Form**.
 - **Google Form Link:**
https://docs.google.com/forms/d/1Gykkim3rFCxhqFfDRsHHkoZa_dtyr5pAoR-nTU67-9o/preview

5. Fee Structure

- Verification fee: **₹500/- per document**.
- Fees must be paid **online only**.
- Proof of fee payment must be uploaded through the Google Form.

6. Verification Process

1. Submission of online application along with fee receipt.
2. Scrutiny of application by the Examination Section.

3. Verification of records through University ERP / official records.
4. Approval by competent authority.

7. Turnaround Time

- Document verification shall be completed within **15 working days** from the date of receipt of complete application and payment.

8. Issuance of Verified Documents

- Verified certificates/documents shall be issued **online**.
- If a **hard copy** is required, the applicant must pay **additional courier charges** as prescribed by the University.

9. Approval Authority

- Final approval and authorization shall be accorded by the **Controller of Examinations / Registrar**, Sarvajanik University.

10. Bank detail for payment

For any clarification related to document verification:

Account Name : Sarvajanik University

Account No : 924010063482382

Bank Name : Axis Bank Ltd

IFSC Code : UTIB0000047

Emails to be sent : finance@sarvajanikuniversity.ac.in,

Krupa.kadam@sarvajanikuniversity.ac.in

QR code for UPI Payment



11. Contact for Queries

For any clarification related to document verification:

Dr. Bhavin Bhatt

Examination Section, Sarvajanik University

Email: ar.exam@sarvajanikuniversity.ac.in

Dr. Nilesh Pandya
Controller of Examination
Sarvajanik University, Surat.