

STUDENT RECORDS VERIFICATION

For students:- Students are required to come in person to the Institute office (student section) to request verification of documents (Mark-sheets, degree, passing certificate etc.) and to issue transcript. Photo identification is required at the time the request is made.

If the students authorize another individual to either order or pick up the documents or transcript, the authorized person must provide photo identification containing authorization letter signed by student along with photo ID.

For Consultants & Recruiters:- Third-parties wishing to verify **documents** must contact the student section or directly at Email ID deanstudents.ghrce@raisoni.net./principal.ghrce@raisoni.net

Verification Fees:-

Type of Certificate	Fees	Processing time	Name of contact person
Document verification- Apply for documents verification in a prescribed application form along-with attested Xerox copies of documents	Rs.500/-per document (Rs.100/- Postal charges extra)	Oneday	Dr. S. S. Salankar Mob.No.: 9049990470 Shri. S. B. Nahate Mob.No.: 9881128559
Transcript- Apply for transcripts in a prescribed application form along-with attested Xerox copies of the GRE/TOFEL Score Card, grade sheets & request application with name and address of the university where student wish to apply	Rs.1000/- First set of copy & Rs.300/- extra Per set	Three-Four days	Office Contact number- 9604787184 & /9921008612

Mode of payment:-

- A) By cash/cheque (at par at)/Bank draft in favour of "Director, G.H. RAISONI COLLEGE OF ENGINEERING" payable at Nagpur.
- B) By E-payment/RTGS/NEFT through ICICI Bank:

Name of Beneficiary	G.H.RAISONI COLLEGE OF ENGINEERING-FEES COLLECTION A/C
Type of Account	CURRENT
Account no.	624205012821
Bank Name	ICICI BANK
Location	RAMDASPETH, NAGPUR
IFSC code of beneficiary	ICIC0006242

Note:- Kindly send scanned copy of receipt of E-payment proof with student name/branch/year and mobile number on E-mail ID gajvadam.accounts@raisoni.net



G H RAISONI COLLEGE OF ENGINEERING

(An Autonomous Institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)
Accredited by NAAC with 'A+' Grade

APPLICATION FORM for Student Record Verification / Transcripts

- Name of the student _____
BE / M.Tech/ME / MBA/MCA _____ Semester/Branch _____
_____ Year of Passing (if applicable).
- Certificates required: -(tick/√ at appropriate place)
 - Marksheet
 - Degree Certificate
 - Passing Certificate
 - Transcript
 - Any Other
- Fee for document verification: Apply for documents verification along-with attested Xerox copies of documents. Fee Rs. 500/- per document (Rs.100/- postal charges extra).
- Fee for Transcript : Apply for transcripts along-with Attested xerox copies of the (1) GRE/TOFEL Score Card (2) grade sheets & (3) Request application with name and address of the university where student wish to apply. **Fee Rs.1000/- for first set of copy & Rs.300/- extra per set.**
- Reason for apply _____

Place:

Signature of Applicant

Date:

Mob.No.:

Allowed /Not Allowed

Verified Dean Students