



Bhartiya Vidya Bhavan's
Sardar Patel College of Engineering
A Government Aided Autonomous Institute
Munshi Nagar, Andheri (West), Mumbai 400 058



PROCEDURE FOR EDUCATIONAL VERIFICATION OF DOCUMENTS

1. Any bonafide student of Sardar Patel College of Engineering can apply for verification of University documents like Degree Certificate, Certificate of passing, Statement of Grades or CPI conversion certificate to the examination section in the prescribed application available with the Controller of Examinations.
2. He/ She should submit the application in person at the Controller of Examinations.
3. If he/she cannot come in person; he/she shall send it through authorized person along with letter authorizing him/her to receive the documents on his/her behalf.
4. The applicant should state the reason and submit documents for verification.

Documents Required for Verification

- The students should bring the original Degree Certificate / Provisional Certificate, Consolidated Statement of Grade sheets / Mark Sheets (All Semesters), Passport size photo and a proof of identity of the candidate along with one set of legible photocopies (both front and back side) of the said certificates in a full-scale envelope.
- Fees for Verification of each document are as follows:

Sr. No.	Period	Fees
1	Within past 3 years	Rs. 1500/- per Semester
2	Within 4 to 10 years	Rs. 2000/- per Semester
3	Within 10 to 20 years	Rs. 2500/- per Semester
4	More than 20 years	Rs. 4000/- per Semester

Note:

- For urgent verification within 3 working days, additional fees of Rs. 2000/- per document will be charged.
- If documents are not collected in person then candidate will pay for mode of delivery.
- Fees can be paid in the form of **Demand Draft** in the favor of, **SPCE Exam Fund**.
- For online payment **Refer Page no. 2**

Bhartiya Vidya Bhavan's
ONLINE PAYMENT DETAILS

Transaction No.	
Transaction Date	
Bank Details Amount (in Rs.)	

FEES CAN BE PAID USING ONLINE PAYMENT.
For Online Payment Bank Details As Follows.

Bank Name	Indian bank
Account Name	SPCE Exam Fund
Branch	Bhavan's Campus
Account No.	430385784
IFSC Code	IDIB000B092