



MODEL POLYTECHNIC COLLEGE , POONJAR

(Managed by IHRD, A Govt. of Kerala Undertaking)

Poonjar South P.O., Poonjar , Kottayam Dist., Pin-686582

Ph: 04822-209265 Web: mptpoonjar.ihrd.ac.in Email: mptpoonjar.ihrd@gmail.com

Application for Student Verification

Sl .	Particulars	Details claimed by the Applicant		
1	Name of Candidate			
2	Date of birth			
3	Name of University/Statutory board			
4	a) Course attended		b) Branch :	
5	a) Duration of Course		b) Scheme :	
6	a) Admission No.		b) Year of study:	
7	Month & Year of final semester exam.			
8	Register No. of examination.			
9	a) Result of Exam. as per records		b) Final year marks / Grade (CGPA)	
10	Additional information required, if any			
11	Details of documents attached for verification. (attach photocopy/ scanned image with email)			

Details of Institution/Agency requesting verification

1.	Name of employer for which information is requested	
2.	Name of verification agency/Institution	
3.	Address	
4.	Phone No.	
5.	Email ID	
6.	Name & designation of person requesting information	
7.	Email-ID to which verification report to be send	
8.	Address to which verification report to be sent by registered post, if required.	
9.	Details of verification fee remitted	DD. No. For Rs. /- dated Bank remittance on at branch

Note : 1. For each candidate use separate form. Fee for multiple candidates can be paid by a single DD drawn in favor

of Director/bank remittance. Fee once paid is non-refundable.

2. Processing Fee of Rs. 500/- per candidate (Rs. 50/- extra towards postage, if report need to be sent by post) should be paid

in the form of DD drawn in favor of "**Principal, Model Polytechnic College, Poonjar**" payable at "SBT, Erattupetta" or bank

transfer to the **SBT account no. 67044890992** (IFSC code: **SBTR0000113**)

3. Verification report will be forwarded within 4 working days from the date of receipt of application.