ACHARYA GIRISH CHANDRA BOSE COLLEGE

NOTICE

It is hereby notified for information of all concerned that the **FEES** charged for **verification** of each Original Diploma, Certificate, Mark Sheet, Admit Card, etc. issued by the University of Calcutta for the Students of our College has been revised as under w.e.f.**01-06-2022.**

LIST OF DOCUMENT(S) REQUIRED:

FORVERIFICATION:-

1. Formal request letter for verification has to be issued by a Public/Private Sector or any other Organization or Statutory Authority/Agency.
2. Individual request for verification of documents will not be entertained.
3. Photocopy of the full clear/legible document(s) required for consideration of verification duly endorsed by the signatory of the letter of request of the Agency.
4. In case copy/copies of Original Certificate, Mark Sheet are for verification, the Roll No., Examination/Course Name & Year of Passing of the concerned candidate should be clearly stated on each copy/copies.
5. Provisional Certificate will not be considered for verification.
6. Under no circumstances verified copy will be delivered or sent to the concerned
    Incumbent.

DOCUMENT VERIFICATION CHARGES:

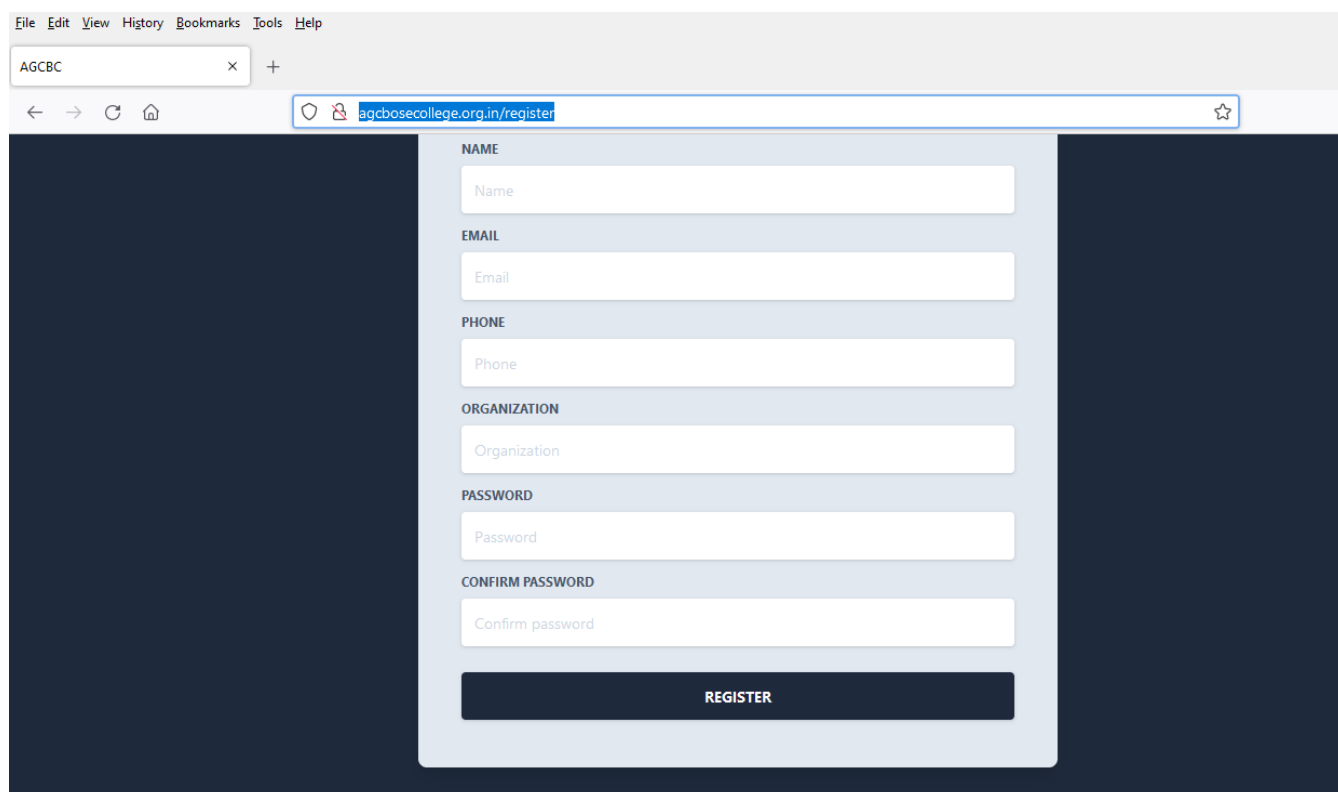| Verification request received from the Agency within India	**Rs.500/-(**Rupees Five hundred) for each document **Verification Charges once paid can't be refunded.**

MODE OF PAYMENT:-

The prescribed fee shall have to be deposited to the **ACHARYA GIRISH CHANDRA BOSE COLLEGE** through **Online Payment Gateway** and follow the instruction given herein under.

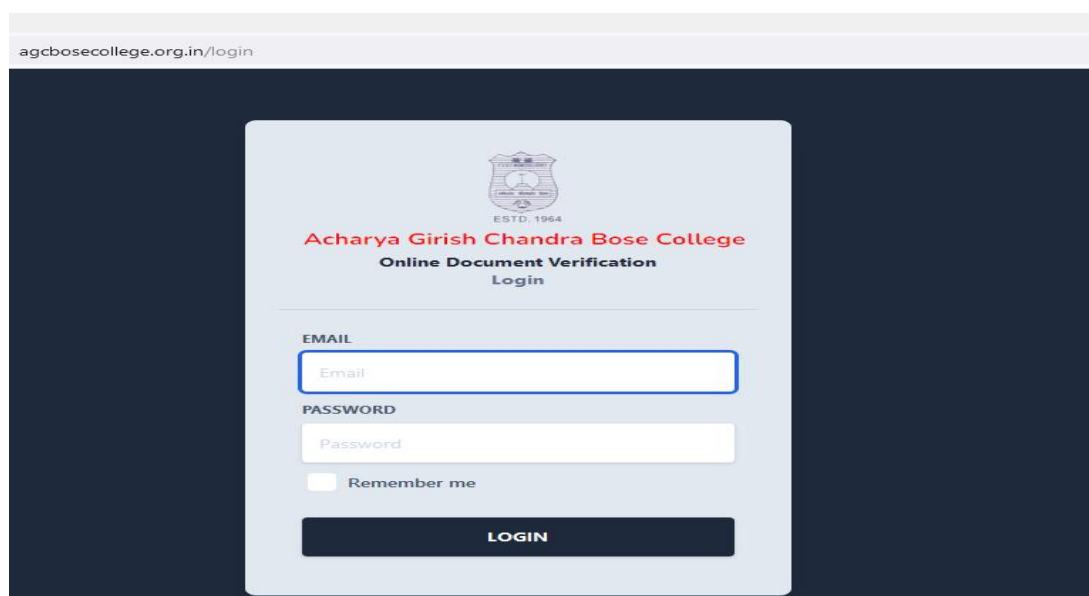**INSTRUCTION OF DOCUMENTS VERIFICATION :- PROCEED TO NEXT PAGE>>**

ONLINE DOCUMENT VERIFICATION – GUIDELINES FOR VERIFYING AGENCY

Registration Process for New User: http://agcbosecollege.org.in/register

Login as new user after successful registration:

After Successfully Login:

Click on ADD VERIFICATION
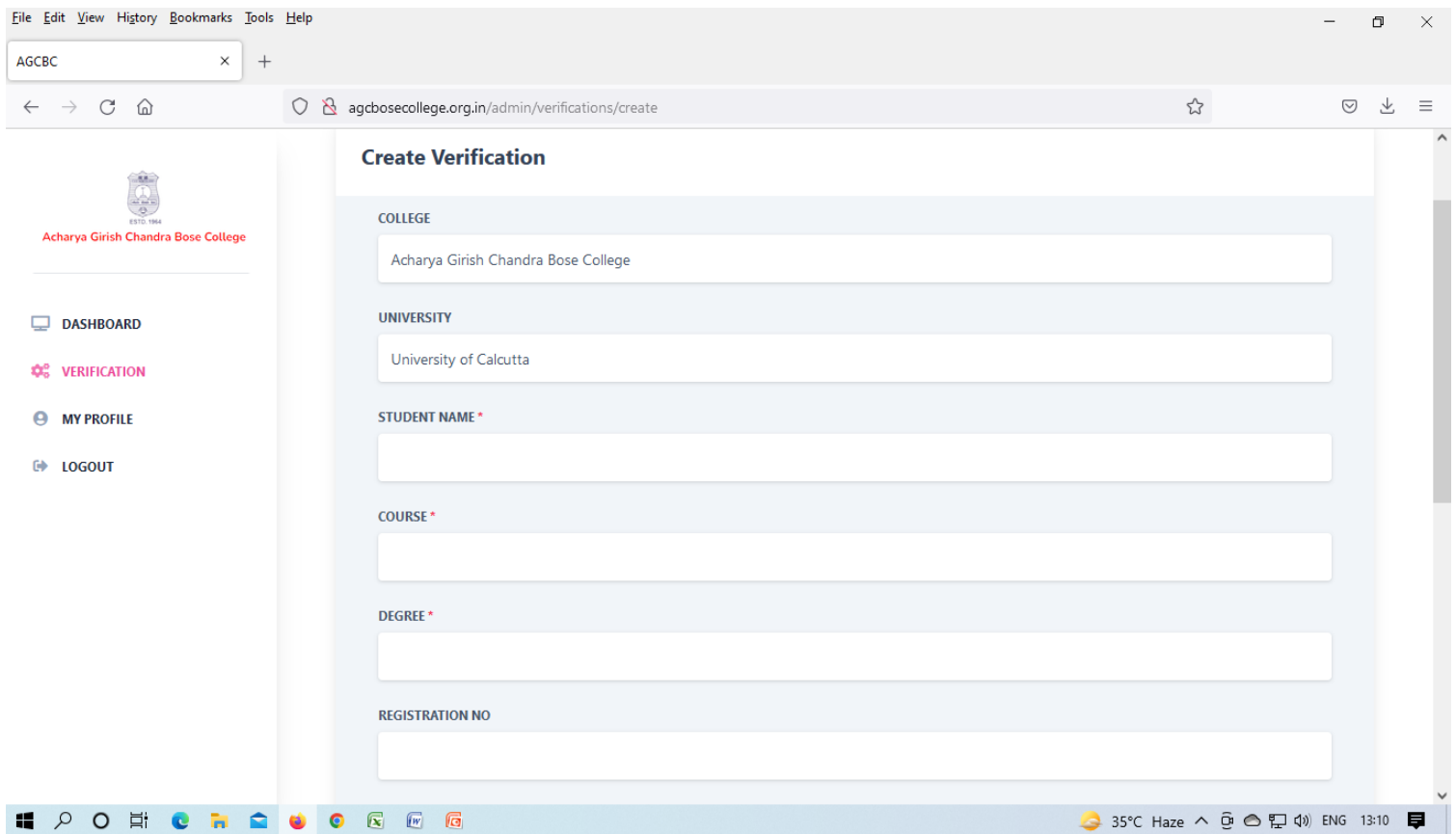
Verification List

ADD VERIFICATION

Per page: 100

Search:

ID	NAME	COURSE	DEGREE	REGISTRATION NO	ROLL NO	YEAR OF PASSING	AMOU
7	abc	bcom hons	ug	141-1122-0597-17	1141-21-0027`	2020	2.00
6	ARUP KUMAR BISWAS	BCOM HONS	UG	141-1211-0075-17	171141-21-0025	2012	1.00
5	PACHU ROUTH	BA HONS	UG	141-1112-0651-17	2141-21-0034	2017	2.00
3	xxx	bcom	ug	141-1111-0021-22	171141-22-0010	2020	400.0
2	ARUP KUMAR BISWAS	BCOM HONS	UG	141-1211-0075-17	171141-21-0025	2019	400.0

Then put the details of the Student for VERIFICATION

After submission of the details of the students for Verification the following buttons will be displayed:

Then Click on MAKE PAYMENT to proceed further.

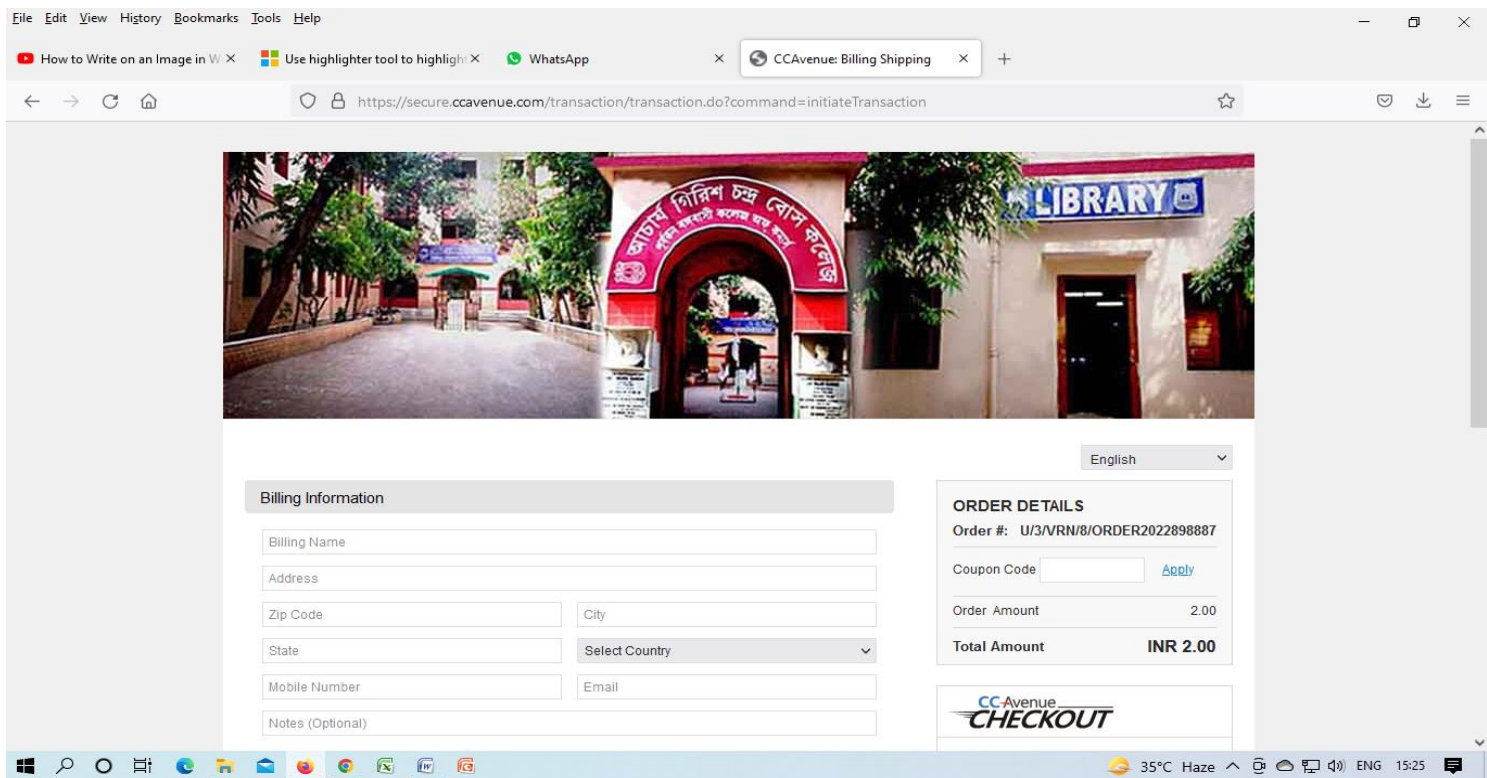| VERIFICATION STATUS ⇕	PAYMENT STATUS			
Pending	UNPAID	MAKE PAYMENT	VIEW	EDIT

The page will accordingly Redirect to the Payment Gateway page.

After Successfully payment the following option will be displayed:

DOCUMENTS   VIEW   EDIT

For uploading documents, please click on the option 'DOCUMENT'

DOCUMENTS   VIEW   EDIT

The following option will be appeared.

VERIFICATION STATUS ⇕	OFFICIAL NOTE ⇕		
Incomplete		VIEW	EDIT/ UPLOAD

Then Click on 'EDIT / UPLOAD'

VERIFICATION STATUS ⇕	OFFICIAL NOTE ⇕		
Incomplete		VIEW	EDIT/ UPLOAD

Upload section will be displayed

After uploading the documents click on 'SAVE' button.

College authorities will upload the documents after necessary verification from their end, which can be viewed in the 'DOCUMENTS' section

Final Step: The Documents which are verified by the College can be identified as verified in the 'OFFICIAL NOTE' section. To view the verified documents click VIEW and download the verified documents as mentioned in the image below: