

**Delhi College of Arts and Commerce (DCAC)**  
**(University of Delhi)**  
**Netaji Nagar : New Delhi-110023**

**Result and Educational Credential Verification Policy and Procedure**

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## **1. Verification Fee**

### **1.1 Fee Structure**

A non-refundable fee of ₹2,000 per student shall be charged for each education verification request submitted by private agencies or affiliated entities.

### **1.2 Payment Precondition**

Full payment of the aforementioned fee is mandatory prior to the initiation of the verification process. Verification requests submitted without the requisite payment shall not be entertained.

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## **2. Payment Guidelines**

### **2.1 Acceptable Payment Methods**

- **2.1.1 Online Payment:** Transactions may be conducted through the designated college bank account via the authorized online mode.
- **2.1.2 Offline Payment:** Alternative payment methods may be accommodated at the discretion of the college administration, subject to verification and approval.

### **2.2 Bank Account Details for Online Transactions**

- **Account Holder:** Principal, DCAC (Student Society A/C)
  - **Bank Name:** Indian Overseas Bank
  - **Account Number:** 040801000024668
  - **IFSC Code:** IOBA0000408
  - **MICR Code:** 110020021
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## **3. Submission of Verification Requests**

### **3.1 Mandatory Documentation**

All verification requests must be accompanied by the following documents to be considered valid:

- **3.1.1 Proof of Payment:** A valid transaction ID or official receipt evidencing the payment of the verification fee.



**3.1.2 Student Information:** Comprehensive details including the student's full name, enrollment number, University examination roll number, course of study, and year of graduation etc.

- **3.1.3 Formal Request Letter:** An official correspondence from the requesting agency authorizing the verification process. The formal request letter must:
  - Contain the **signature and stamp** on the letter head of the authorized agency.
  - Clearly state the purpose of the verification.
  - Include an **undertaking** by the requesting party affirming that the data provided by the college will be used solely for the stated purpose and that no illegal or unauthorized use or transmission of the data will occur.
- **3.1.4 Supporting Documents:** Any additional documentation deemed necessary to facilitate the verification process.
- **3.1.5 No Objection Letter/Declaration:** A duly signed **No Objection Letter** or **Declaration** from the student, stating that the student has no objection or claim if the information requested by the requesting party or individual is provided by the College (Delhi College of Arts and Commerce).

### 3.2 Submission Protocol

All documents must be submitted through the designated submission channels as outlined by the DCAC administration.

## 4. Points of Contact

### 4.1 Primary Contact for Verification Requests

#### (1) Dealing Assistant

- **Name:** Ms. Shivani Tandon
- **Position:** Dealing Assistant
- **Email:** principaldcac@gmail.com  
shivanitandon53@gmail.com
- **Phone:** 011-24109821, 8860308121

### 4.2 Accounts Section Responsibilities

The Accounts Section is responsible for:

- Monitoring and tracking fee transactions
- Facilitating effective communication with requesters
- Addressing any financial discrepancies or queries related to payments

### 4.3 Office Hours

The Points of Contact are available from Monday to Friday, between 10:00 AM and 4:00 PM, excluding public holidays.

## 5. Tracking and Updates

### 5.1 Reference Number Allocation

Upon successful submission of all requisite documents and fees, the applicant will be issued a unique reference number to track the status of their verification request.



## 5.2 Status Inquiries

Applicants may inquire about the status of their verification through the following means:

- **5.2.1 Email:** Direct correspondence to the designated email address
  - **5.2.2 In-Person Visit:** Visiting the college's administration office within official working hours
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## 6. Timeline for Verification

### 6.1 Standard Processing Time

The verification process shall be completed within a period of one week from the date of receipt of both the payment and all required documentation.

### 6.2 Notification of Delays

In the event of any delays beyond the standard processing time, the requesting party will be promptly notified with reasons for the delay and an updated timeline for completion.

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## 7. Additional Provisions

### 7.1 Delivery of Verification Reports

All verification reports will be dispatched directly to the requesting agency via the mode of delivery specified in the request.

### 7.2 Right to Seek Additional Information

DCAC reserves the right to request further clarification or additional documentation if deemed necessary to complete the verification process accurately.

### 7.3 Purpose of Verification and Responsibility of Requester

- **7.3.1 Purpose Specification:** The party requesting verification must explicitly state the purpose of the verification in the formal request letter.
  - **7.3.2 Undertaking by Requester:** The requesting entity must submit an undertaking affirming that the data provided by the college will be used solely for the stated purpose and that no illegal or unauthorized use or transmission of the data will occur.
  - **7.3.3 Liability for Misuse:** The requesting party shall bear full responsibility for any unauthorized, illegal use or mishandling of the information provided by the college. DCAC shall not be held liable for any such misuse and reserves the right to take any legal or disciplinary action against the requesting party as deemed fit.
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## 8. Frequently Asked Questions (FAQs)

### 8.1 What documents are mandatory for the verification process?

Applicants must submit proof of payment, comprehensive student details, a formal request letter from the requesting agency (including signatures & stamps on Letter Head, and an undertaking), and a duly signed No Objection Letter or Declaration from the student.



**8.2 What procedures should be followed if the payment fails?**

In cases of payment failure, applicants are advised to attempt the transaction again. Should issues persist, they should contact the Accounts Section for further assistance and resolution.

**8.3 How will the verification report be transmitted to the requester?**

Verification reports will be transmitted via email or through an alternative method as specified by the requester in their formal request.

**8.4 What is the purpose of the No Objection Letter/Declaration from the student?**

The No Objection Letter or Declaration ensures that the student has no objection or claim regarding the provision of their information to the requesting party or individual. This safeguards both the student and the college in the verification process.

**8.5 What legal implications exist for misuse of the provided information?**

Any unauthorized, illegal use or mishandling of the information provided by the college by the requesting party may result in legal or disciplinary action as deemed fit by DCAC.

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**9: General Provisions**

For any further inquiries or assistance, requesters are encouraged to contact **the designated Dealing Assistant, Ms. Shivani Tandon**, or the Accounts/Administration Section during established office hours.

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**10. Governing Law and Jurisdiction**

This procedure is governed by the regulations and policies of the Delhi College of Arts and Commerce, University of Delhi. Any disputes arising from the verification process shall be subject to the exclusive jurisdiction of the competent authority of DCAC.

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**11. Amendments and Updates**

DCAC reserves the right to amend, update, suspend, or discontinue this verification procedure, deny any request submitted for verification at its discretion. All amendments will be communicated to relevant parties through official channels, and DCAC reserves the right to stop or dismiss the procedure of verification as deemed necessary.

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**Effective Date:** [ 09<sup>th</sup> January 2024 ]

**Last Revised:** [                      ]