



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category A by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with A+ Grade by NAAC. Recognised by UGC Under Section 12B
Coimbatore - 641 043, Tamil Nadu, India

OFFICE OF THE CONTROLLER OF EXAMINATIONS

PROCEDURE FOR APPLYING GENUINENESS CERTIFICATE

1. Genuineness Certificate shall be issued to an employer of State or Central Government Services / Public Enterprises / Private Sector / Foreign or Indian Embassy.
2. The Genuineness certificate will not be issued to the individual. It will be sent only to Institutions / Organizations / Agencies etc.
3. Request letter should be from the Head of the Academic Institutions / Organisations / Agencies, etc., where the candidate is studying/working at present addressed to **The Controller of Examinations**.
4. The contact Phone No. with STD Code / Mobile No. and e-mail id. should be given in the requisition letter.
5. Enclose the Legible and Clear photocopies of the certificates (Mark sheet / Consolidated Statement of Marks / Provisional Certificate / Degree Certificate) duly attested by the authorities seeking a Genuineness certificate.
6. The fee for the issue of Genuineness certificate is as follows:
 - a. Request through any Govt. body / Govt. aided : Rs. 500
 - b. Request through Private concern : Rs. 1000
 - c. Foreign : Rs. 1000

Mode of Payment:

Payment be made by Online to the following Account Numbers:

- i. Account Number:
 - a) For Aided Programmes - AC No. 474664473
 - b) For Self Finance Programmes - AC No. 896772512
- ii. Name of the bank : Indian bank
- iii. Name of the branch : ADUC
- iv. IFSC Code : IDIB000A005

7. Send the requisition letter and screenshot of the fee payment receipt with reference number addressed to **The Controller of Examinations**.

Controller of Examinations