



**Avinashilingam Institute for Home Science and Higher Education for Women**  
(Deemed to be University, Estd. u/s 3 of UGC Act 1956, Category A by MHRD)  
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**