



# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U. P. Act No. 30, 2008)  
Delhi Road, Moradabad (U.P)

|               |                         |              |                          |
|---------------|-------------------------|--------------|--------------------------|
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| Ref. No :     | TMU/R.O./2025-26/Adm/10 | Date:        | 28.07.2025               |
| SOP No :      | 31.0                    | Issued By:   | Joint Registrar          |
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## **STANDARD OPERATING PROCEDURE (SOP) for** **Issuance of Character Verification Letter for Student (Alumni or enrolled) upon** **External Agency Request**

### **1. Objective**

To establish a standardized procedure for issuing Character Verification Letter requested by external agencies (Government, Industry, Corporate) for alumni or currently enrolled students of Teerthanker Mahaveer University, aimed at facilitating them while ensuring due diligence and upholding the University's integrity.

### **2. Scope**

This SOP is applicable to all verification requests received from external agencies seeking authentication of character and academic credentials of both graduated students (alumni) and currently enrolled students of the University

### **3. Procedure**

#### **Step 1: Receipt of Request**

- The request application for Alumnus character verification/document shall be received by the **Registrar's Office** from an external agency.
- The request must be in writing, on the letterhead of the requesting agency (if applicable) or on any authorized letter.
- The application must include the details of the alumnus or currently enrolled student, along with relevant documents such as marksheets and degree certificates to be verified. In cases where the external agency does not submit the academic records, the concerned College Dean/Principal/HoD shall retrieve the documents from their records. If the records are not available at the college level, the Controller of Examinations shall be approached to provide the necessary documents, enabling initiation of the verification process.

#### **Step 2: Forwarding for Verification**

- The Registrar forwards the application with **Annexure-A** to:
  - **HoD/Principal/Dean of the concerned College** for verification of student character at the College level

- **Controller of Examinations** for verification of the student academic records (mark sheets and degree).
- **Joint Director (Administration, Security & Student's Welfare)** for verification of student character at the University level.

The above officials have to submit the signed and sealed **Annexure-A** along with reports (if any, as a separate annexure) to the Registrar's Office within **1 working day**.

#### **Step 3: Compilation, Review and Recommendation to Vice Chancellor**

- Upon receiving the duly signed verification report (**Annexure-A**), the Registrar:
  - Reviews the documents and verification remarks.
  - Prepares a formal recommendation letter (**Annexure-A**) along with Character Verification Letter, if applicable (**Annexure-B**).
  - Forwards the complete file to the **Hon'ble Vice Chancellor** for final approval.

#### **Step 4: Issuance of Verification Letter**

- After receiving written approval from the Hon'ble Vice Chancellor:
  - The **Registrar signs and issues** the Character Verification Letter to the external agency and obtains the receiving of the same.

#### **4. Record Keeping**

A copy of the issued Character Verification Letter and all other verification documents shall be kept in the Registrar's Office for record and future reference.

#### **Annexures enclosed-**

- A- Proforma for Student Character Verification
- B- Character Verification Letter (Sample)

(Dr. Vaibhav Rastogi)

Joint Registrar

**Dr. Vaibhav Rastogi**

Joint Registrar

Teerthanker Mahaveer University  
Moradabad



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Annexure-A

Case No-\_\_\_\_

## Proforma for Student Character Verification (as per SOP 31)

### Part A: Student Details (To be filled by the Registrar's Office)

Students Documents presented by External Agency: ☐ Marksheet/Degree; ☐ Other

If Other, (Specify)-\_\_\_\_\_

Date of Application received from External Agency: \_\_\_\_\_

1. Name of the Student (☐Alumnus ☐Pursuing): \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Student Address: \_\_\_\_\_
4. Enrolment Number: \_\_\_\_\_
5. Program & Branch: \_\_\_\_\_
6. College/Institute Name: \_\_\_\_\_
7. Duration of Study in the University: From (Session).....to (Session).....

(Registrar Office)

### Part B: Verification by the Concerned University Officials (to be completed in 1 Working Day and return this form to the Registrar Office in original with documents attached):

| Verification from                    | Verification Remarks                                                                                                                                                                                                                                                                                                                                        | Sign & Seal of the Official with Date |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Concerned College Dean/Principal/HoD | Please provide remarks on the student's character and behaviour during their tenure at the College:<br><input type="checkbox"/> Excellent <input type="checkbox"/> Good<br><input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory<br><b>Please attach the Consolidated marksheet/Degree duly verified by Dean/Principal/HoD</b>      |                                       |
| Controller of Examinations           | 1. Whether the student has successfully completed the academic program:<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Pursuing<br><br>2. Whether the mark sheets and degree certificate are valid:<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>(Attach the verified Document for the same)</b> | Controller of Examinations            |

|                                                                        |                                                                                                                                                                                                                                                                                |                                                                     |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| Joint Director<br>(Administration,<br>Security & Student's<br>Welfare) | Please confirm whether there is any record of<br>indiscipline or misconduct by the student:<br><input type="checkbox"/> No Record Found<br><input type="checkbox"/> Record Found<br><br><b>(If record found, provide brief detail in the<br/> form of a separate Annexure)</b> | Joint Director<br>(Administration, Security &<br>Student's Welfare) |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|

**Part C: Recommendation by Registrar**

Based on the above verifications, the case is recommended/not recommended to Hon'ble Vice Chancellor for approval to issue the **Character Verification Letter (Annexure-B)**.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Seal of Registrar

**Recommended to: Hon'ble Vice Chancellor**

**Remarks from Hon'ble Vice Chancellor:**

**Signature**

**Vice Chancellor, TMU**

पत्रांक संख्या:-

दिनांक-

सेवा में

.....

.....

विषय:- चरित्र प्रमाण पत्र के सम्बन्ध में।

महोदय,

आपके कार्यालय के पत्रांक सं० ..... दिनांकित ..... के संदर्भ में लाना है कि श्री / कु० ..... पुत्र / पुत्री श्री ..... (पंजीकरण संख्या - .....), ने तीर्थकर महावीर विश्वविद्यालय, मुरादाबाद (उ०प्र०) से (पाठ्यक्रम ..... ) वर्ष ..... में पूर्ण किया है। इस अवधि में इनका व्यवहार विश्वविद्यालय में अच्छा और नैतिक रहा था।

हम इनके उज्ज्वल भविष्य की कामना करते हैं।

धन्यवाद।

भवदीय

नाम

रजिस्ट्रार / संयुक्त रजिस्ट्रार  
तीर्थकर महावीर विश्वविद्यालय  
मुरादाबाद (उ०प्र०)

Ref No.-

Date

To,

.....  
.....

**Subject: Character Verification Letter**

Sir/Madam,

With reference to your office letter No. .... dated ....., this is to inform you that Mr./Ms. .... S/o or D/o Mr. .... (Enrolment No. - .....), has successfully completed the (Programme ..... ) in the year ..... from Teerthanker Mahaveer University, Moradabad (U.P.).

During the period of study, his/her conduct and behaviour at the University was good and ethical.

We wish him/her a bright and successful future.

Thanking You

Warm Regards

Name:

**Registrar / Joint Registrar**

**Teerthanker Mahaveer University**