

**Education:**

**Education check QC Process manual**

In the Education check, we run a background verification for the education details mentioned by the candidate as per the client's requirements.

There are 3 types of Education verifications

[1] Regional Partner Verification

[2] Official Verification

[3] Hybrid Verification

The core concept: In this check, we collect documents from the candidate and validate them (via the above-mentioned verification types) with universities/governing bodies to run the verification. Documents being processed and University/Governing bodies are the major parameters to be valued here.

**Documents:**

As mentioned above, documents are one of the important subjects in this check

Only the below-mentioned documents are eligible to be considered

-Degree certificate

-Consolidated mark sheet

-Provisional mark sheet

-Degree certificate + all semester mark sheet

-Final semester mark sheet having all semester marks/grade information

[A consolidated mark sheet is a document which contains detailed marks obtained by the student in all semesters (all semester subject-wise marks/CGPA/grade)

In the Final semester mark sheet with previous semester mark sheets, we will see detailed marks obtained for the final semester (subject-wise) and only the total mark/CGPA/grade of other semesters will be mentioned. Other semester marks will not be detailed in terms of the subject in this case]

These documents should be from the university or institution, hence make sure the seal and signatures are present in a clear format

The below documents are not eligible to be considered

- Only the final semester mark sheet
- Course completion certificate
- Image of documents overlapping each other

#### Primary Data

Details like- Institute name, Candidate name, Course name, Attendance type, Specialization, University name, Identification Number & Course duration must be captured as per the document. Any variations need to be flagged as an error

The final score can not be kept blank, if the details are not provided details denoting that the candidate has PASSED the course needs to be mentioned

#### Verification Details

- Document type should be as per the documents attached in the Original Document link
- Verifier Name should be mentioned as per the verification received, if not available **Name not enclosed** has to be mentioned
- Designation has to be as per the verifier details mentioned in the confirmation
- Verification Type: If it is Regional Partner Verification - Physical
  - If it is Official Verification - Postal/ Electronic depending on the mode of confirmation received
  - If it is Hybrid Verification - Initially Postal. After getting official confirmation it should be Postal/ Electronic

-The source should be as per the confirmation received

-Requested Date & Completed Date should be in the correct chronological order

-Comments have to be as per the templates mentioned in SVIN - The grading template sheet

-Affiliation comment needs to be correctly updated along with the affiliation annexure

#### Affiliations

Affiliations are one of the important areas to check in Education check. This informs about the governing bodies of the Institute in which the candidate has completed the education

Here are a few affiliation bodies

- (i) University Grant Commission - UGC
- (ii) All India Council for Technical Education - AICTE
- (iii) Council of Boards of School Education in India - COBSE
- (iv) Ministry of Education - MOE, etc.

## **Additional notes:**

If we have both Register number and roll number in document,

In Data provided - Any one of the number can be considered depending on what candidate has filled in BGV form and as per the document.

In Data Found - If verifier has verified any one of the number which is not mentioned in data provided, an additional comment will be added for the same.

Example - Roll number is mentioned in Data provided. Verifier has confirmed Register number, Check field status will be N/A and an additional comment should be added for the same.

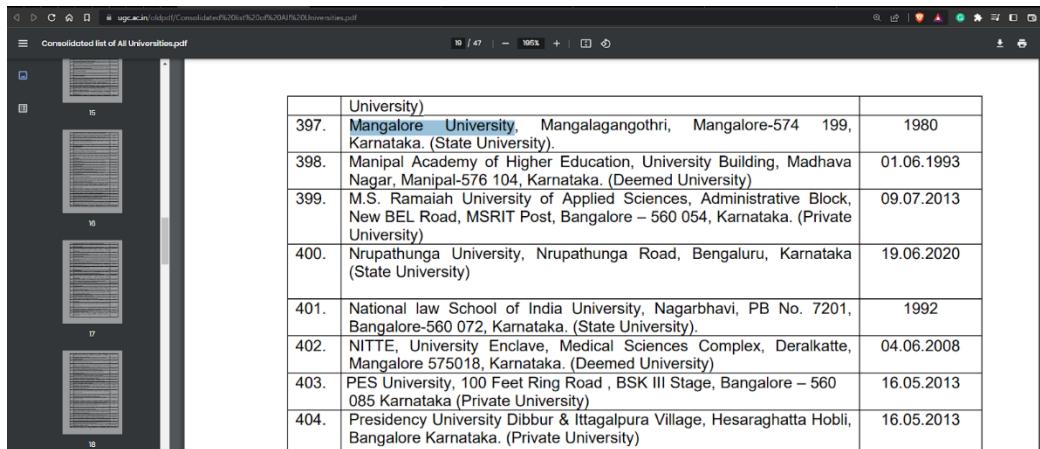
### **(i) University Grant Commission - UGC**

This governs most of the non-technical education institutes which offer courses like Bachelors of Commerce, Bachelors of Arts, Bachelors of Engineering, Bachelors of Science etc, most Universities come under this commission.

Please find the [Consolidated list of All Universities.pdf. This list includes all the](#) universities that are governed by UGC

Refer to <https://ugc.ac.in/> for more information

Annexure format:



	University)	
397.	Mangalore University, Mangalagangothri, Mangalore-574 199, Karnataka. (State University).	1980
398.	Manipal Academy of Higher Education, University Building, Madhava Nagar, Manipal-576 104, Karnataka. (Deemed University)	01.06.1993
399.	M.S. Ramaiah University of Applied Sciences, Administrative Block, New BEL Road, MSRIT Post, Bangalore – 560 054, Karnataka. (Private University)	09.07.2013
400.	Nrupathunga University, Nrupathunga Road, Bengaluru, Karnataka (State University)	19.06.2020
401.	National law School of India University, Nagarbhavi, PB No. 7201, Bangalore-560 072, Karnataka. (State University).	1992
402.	NITTE, University Enclave, Medical Sciences Complex, Deralkatte, Mangalore 575018, Karnataka. (Deemed University)	04.06.2008
403.	PES University, 100 Feet Ring Road , BSK III Stage, Bangalore – 560 085 Karnataka (Private University)	16.05.2013
404.	Presidency University Dibbur & Ittagalpura Village, Hesaraghatta Hobli, Bangalore Karnataka. (Private University)	16.05.2013

### **(ii) All India Council for Technical Education - AICTE**

This governs the institutes that provide technical education like Diploma, MBA, and PGD courses etc.

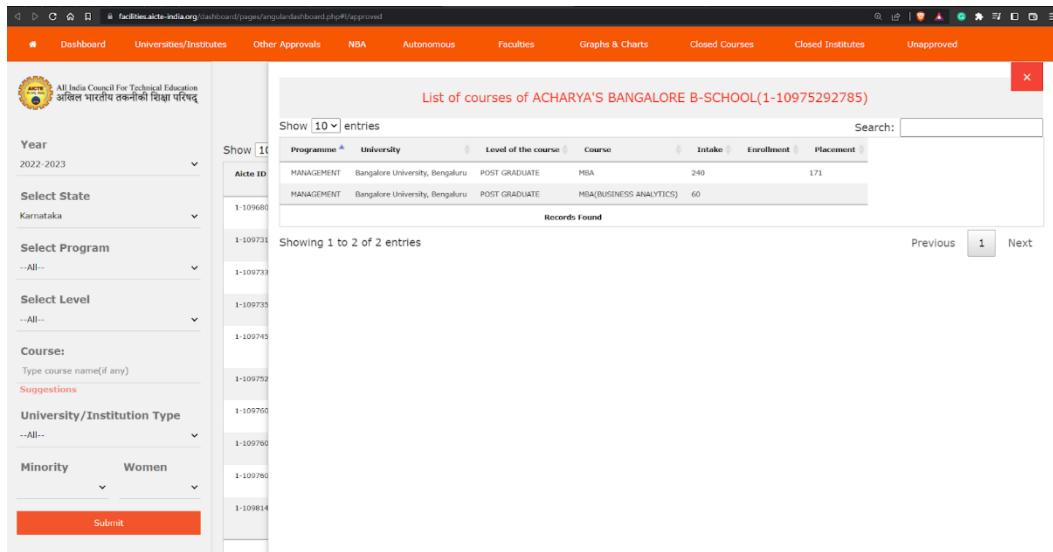
Please find the [AICTE portal](#) to check the institute details -

Select the state name > mention the institute name

Once the institute is found > click on course details to cross-check the course offered

Refer to <https://www.aicte-india.org/> for more information

Annexure format:



The screenshot shows the AICTE portal interface. On the left, there are various filters: Year (2022-2023), Select State (Karnataka), Select Program (All), Select Level (All), Course (Type course name if any), University/Institution Type (All), and Minority (Women). A 'Submit' button is at the bottom. On the right, a modal window titled 'List of courses of ACHARYA'S BANGALORE B-SCHOOL(1-10975292785)' displays a table with two entries. The table columns are Programme, University, Level of the course, Course, Intake, Enrollment, and Placement. The data is as follows:

Programme	University	Level of the course	Course	Intake	Enrollment	Placement
MANAGEMENT	Bangalore University, Bengaluru	POST GRADUATE	MBA	240	171	
MANAGEMENT	Bangalore University, Bengaluru	POST GRADUATE	MBA(BUSINESS ANALYTICS)	60		

Below the table, it says 'Records Found' and shows 'Showing 1 to 2 of 2 entries'. Navigation buttons for 'Previous' and 'Next' are also present.

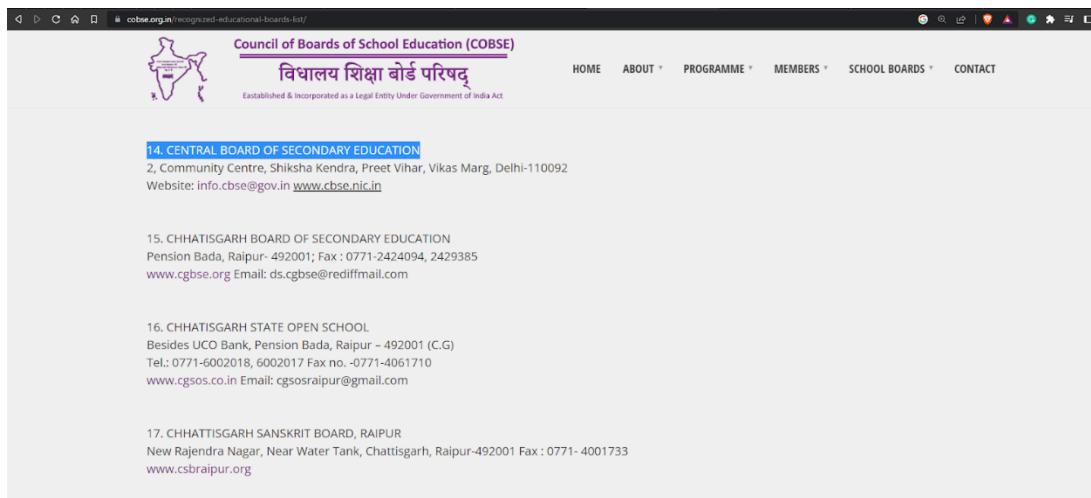
### (iii) Council of Boards of School Education in India - COBSE

This governs the pre-university school boards which offer 10th and 12th education (SSLC & PUC)

Please find the [COBSE portal](#) to check the board details

Refer to <https://www.cobse.org.in/> for more information

Annexure format:



The screenshot shows the COBSE portal. At the top, there is a logo of India with the text 'विधालय शिक्षा बोर्ड परिषद्' and the text 'Established & Incorporated as a Legal Entity Under Government of India Act'. The navigation menu includes HOME, ABOUT, PROGRAMME, MEMBERS, SCHOOL BOARDS, and CONTACT. Below the menu, there is a section titled '14. CENTRAL BOARD OF SECONDARY EDUCATION' with the address '2, Community Centre, Shiksha Kendra, Preet Vihar, Vikas Marg, Delhi-110092' and website 'info.cbse@gov.in www.cbse.nic.in'. There are also sections for '15. CHHATISGARH BOARD OF SECONDARY EDUCATION', '16. CHHATISGARH STATE OPEN SCHOOL', and '17. CHHATTISGARH SANSKRIT BOARD, RAIPUR'.

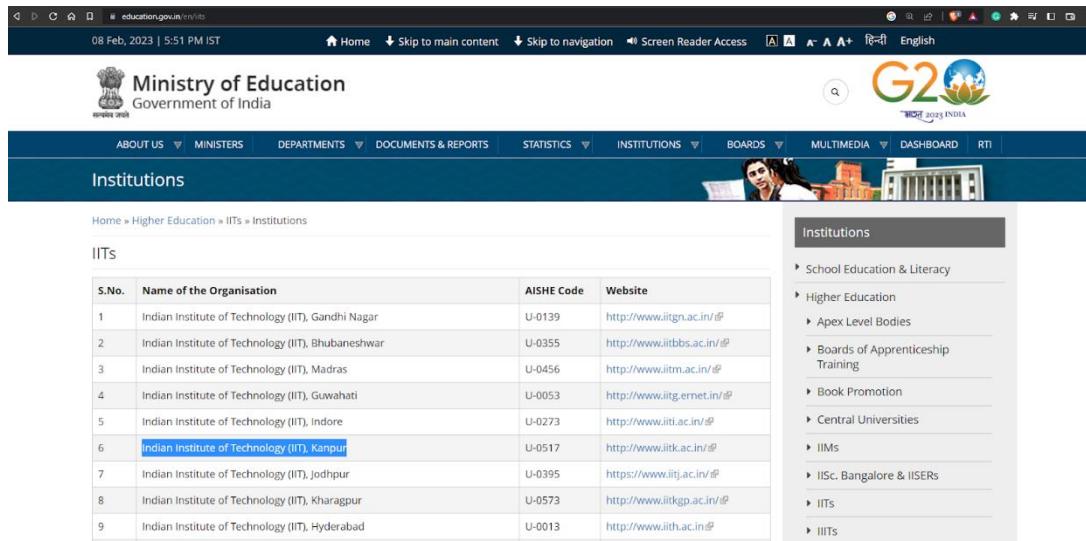
### (iv) Ministry of Education - MoE

This governs all the educational governing bodies that are functioning in India, this affiliates institutes like IITs and IIMs etc, which are not under UGC/AICTE kind of governing bodies

Please find the [MoE portal link](#) to check the institutes

Refer to <https://www.education.gov.in/en> for more info

## Annexure format:



The screenshot shows the official website of the Ministry of Education, Government of India. The top navigation bar includes links for Home, Skip to main content, Skip to navigation, Screen Reader Access, and English language selection. The header features the Indian emblem and the text "Ministry of Education" and "Government of India". A banner for "G20" and "WORLD 2023 INDIA" is visible. The main menu has categories like ABOUT US, MINISTERS, DEPARTMENTS, DOCUMENTS & REPORTS, STATISTICS, INSTITUTIONS, BOARDS, MULTIMEDIA, DASHBOARD, and RTI. Below the menu, a sub-menu for "Institutions" is selected. The page content displays a table titled "IITs" listing nine Indian Institute of Technology (IIT) institutions with their AISHE Code and Website. To the right of the table is a sidebar titled "Institutions" with a list of other educational bodies.

S.No.	Name of the Organisation	AISHE Code	Website
1	Indian Institute of Technology (IIT), Gandhi Nagar	U-0139	<a href="http://www.iitgn.ac.in/">http://www.iitgn.ac.in/</a>
2	Indian Institute of Technology (IIT), Bhubaneshwar	U-0355	<a href="http://www.iitbbs.ac.in/">http://www.iitbbs.ac.in/</a>
3	Indian Institute of Technology (IIT), Madras	U-0456	<a href="http://www.iitm.ac.in/">http://www.iitm.ac.in/</a>
4	Indian Institute of Technology (IIT), Guwahati	U-0053	<a href="http://www.iitg.ernet.in/">http://www.iitg.ernet.in/</a>
5	Indian Institute of Technology (IIT), Indore	U-0273	<a href="http://www.iiti.ac.in/">http://www.iiti.ac.in/</a>
6	Indian Institute of Technology (IIT), Kanpur	U-0517	<a href="http://www.iitk.ac.in/">http://www.iitk.ac.in/</a>
7	Indian Institute of Technology (IIT), Jodhpur	U-0395	<a href="https://www.iitj.ac.in/">https://www.iitj.ac.in/</a>
8	Indian Institute of Technology (IIT), Kharagpur	U-0573	<a href="http://www.iitkgp.ac.in/">http://www.iitkgp.ac.in/</a>
9	Indian Institute of Technology (IIT), Hyderabad	U-0013	<a href="http://www.iith.ac.in/">http://www.iith.ac.in/</a>

## Non-affiliated Education checks

For certain certificate/professional courses, we do not check for affiliation in the above-mentioned bodies

Few professional courses will be governed by Government of India or State governments

Ex: Chartered Accountant

Few certificates course will not be affiliated to any governing bodies.

Ex: Polytechnic Diploma courses. [Post Graduation Diploma in Embedded Systems Design](#)

Note: Proper research has to be done on non-affiliated education check

**Note: All affiliation annexures should have the URL link visible in them**

**Discrepant Education Check** due to affiliation issue: Off-shore courses are not recognized.

The University is recognized to offer courses only within the State.

In this case, the study center is in Maharashtra. This is unapproved. Hence, the check was graded as Discrepant.

## Types of Verification

### Regional Partner Verification

In this mode of verification, we will send the document to our regional partners and they will help us get the documents verified by the university.

\*Verification type in the report will be marked as **Physical**

\*Here a Degree certificate or a document containing most details will be sent to the regional partners and the same will be authenticated by the university with a seal and signature. This document will be called a verified document.

\*Only details mentioned in the verified document will be marked as verified in the report

\*The university name in the document and the seal in the verifier should be an exact match

\*Any mid-semester mark sheets are not eligible for verification

\*Any couple of documents which are overlapping each other are not eligible for verification

\*Cropped/incomplete documents are not eligible for verification

#### Example case

**Note:** If the verification type is Physical, we can run electronic verification as well, if we are getting the details verified from the University verification portal, Verification link in comment is mandatory

#### Example case

#### Official Verification

In this mode of verification, we will be directly getting the verification from the university

There are 2 types of Official Verification

(i) Electronic

(ii) Postal

Here we will be using Electronic electronic modes to get the verification from the University via Emails and University Result Portals.

Emails:

\*Only the details asked and confirmed in the verification emails should be marked as verified in the Report

\*Verifier name and designation should be as per the verification received

\*Email subject should be addressed to the candidate

#### Name change process update:

Whenever there is a name change, we will request the candidate to provide one ID with the previous name and one with the new name along with the name change deed. If the candidate cannot provide these documents, we will seek client approval. To proceed with

these types of scenario cases, we require either the complete set of ID documents along with the name change deed, or an approval email from the client to proceed with the updated name.

The case of 'Ishan' vs. 'Ishaan' is not considered a name change but a spelling discrepancy in the documents. In such cases, the candidate must get the documents corrected. The name should match the ID proof and be provided accordingly by the company's HR.

In this scenario, we can take a written clarification from the candidate and seek client approval to proceed. Based on the client's confirmation, we can process the case.

However, for actual name changes for example like below scenarios, where the candidate has legally changed their name, we must collect one ID with the previous name, one with the new name, and the name change deed. If the candidate cannot provide these documents, we will request client approval before proceeding.

Ex: -

- Shivam Vs Ankit
- Abdul Vs Rahul
- Renuka Singh Vs Renuka Tripati
- Shalini Devi Vs Shalini Thomas

For the cases with name changes where we raise insufficiency for Name change deed,

We mandatorily need name change deed as a proof. This is also called Gazette Notification/Certificate in some states.

If it's not available, client can provide an approval to consider it without the proof.

**Name variation scenarios:** -

Accepted Variations:

"John Doe" matches "Doe John" (Order does not matter) ✓  
"John Michael Doe" matches "John Doe" (Middle names can be ignored) ✓  
"John Doe Jr." matches "John Doe" (Titles like Jr./Sr. are ignored) ✓  
"Dr. John Doe" matches "John Doe" (Prefixes/titles are ignored) ✓  
"John O'Connor" matches "John O Connor" (Punctuation differences ignored) ✓  
"John-Doe" matches "John Doe" (Hyphenation differences ignored) ✓  
"John Doe" matches "John D." (Last name difference is ignored) ✓  
"J. Doe" matches "John Doe" (First name difference is ignored) ✓

Unacceptable Variations:

"John Doe" does not match "Jane Doe" (Different first name) ✗  
"John Doe" does not match "Michael Doe" (Different first name) ✗  
"John Doe" does not match "Jonathan Michael Doe" (First name completely different) ✗  
"John Doe" does not match "John Dhoe" (Spelling errors are not ignored) ✗  
"John Doe" does not match "John Doe Smith" (Additional last names not ignored) ✗  
"John Doe" does not match "Jonathon Doe" (Significant spelling variation) ✗  
"Jon Doe" does not match "John Doe" (Common abbreviations of first names) ✗