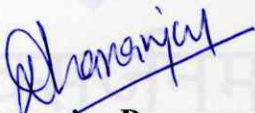



## TO WHOM IT MAY CONCERN

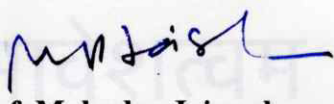
### (Guidelines for Degree/Transcript Verification and Background Checks of Former Students)

The Institute frequently receives requests from corporations, agencies, and individuals seeking to verify the educational credentials of our former students. To streamline the process and ensure efficiency, we would like to inform all parties that the Institute accepts verification requests exclusively through online submissions via email only. Below are the guidelines that must be followed when submitting a verification request to ensure a smooth and accurate verification process.

- All verification requests should be directed to email id **degreeverification@iimsambalpur.ac.in**, accompanied by scanned copies of the former student's degree and transcript, ensuring clear visibility of the documents.
- The request email (preferably sent from the organization's email) must include the full contact details of the individual submitting the verification request, including their name, designation, and mobile number.
- The verification process may take up to 10 working days, depending on the volume and complexity of requests.
- Under no circumstances should any email addresses other than **degreeverification@iimsambalpur.ac.in** be copied or bcc. Any deviation from this protocol will be considered a violation of data privacy of our former students and will be addressed accordingly.

  
**Dhahanjay Dewanagan**  
Administrative Officer  
(Academics),  
IIM Sambalpur

  
**Prof. Atri Sengupta**  
Chairperson, PGP,  
IIM Sambalpur

  
**Prof. Mahadeo Jaiswal**  
Director,  
IIM Sambalpur



Note: Appeals and discrepancies should be escalated to **ac\_acad@iimsambalpur.ac.in**, where additional documentation may be submitted for resolution.