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NATIONAL FIRE SAFETY INSTITUTE

— OF RESEARCH TECHNOLOGY —



**CERTIFICATE
VERIFICATION**

— **POLICY** —



NATIONAL FIRE SAFETY INSTITUTE OF RESEARCH TECHNOLOGY

UTTAR PRADESH

CERTIFICATE VERIFICATION POLICY

1. INTRODUCTION

National Fire Safety Institute of Research Technology (NFSIRT) is committed to maintaining the authenticity, credibility, and transparency of all academic records and certificates issued by the Institute.

This Certificate Verification Policy establishes standardized procedures for verification of certificates, mark sheets, results, and academic documents issued by NFSIRT to prevent fraud, forgery, unauthorized duplication, and misuse of institutional records.

2. OBJECTIVES

The objectives of this policy are to:

- 2.1 Ensure authenticity of certificates and academic records issued by the Institute.
- 2.2 Provide a transparent and reliable verification mechanism for students, employers, institutions, and government authorities.
- 2.3 Prevent forgery, alteration, tampering, or misuse of academic documents.
- 2.4 Maintain secure digital and physical verification records.
- 2.5 Strengthen trust and credibility of NFSIRT certifications and training programs.

3. SCOPE

This policy shall apply to:

- 3.1 All students, trainees, alumni, and candidates enrolled with NFSIRT.
- 3.2 All certificates, diplomas, mark sheets, result sheets, transcripts, ID cards, practical certificates, and training completion certificates issued by the Institute.

3.3 All verification requests received from:

- Employers
- Educational institutions

- Government departments
- Recruitment agencies
- Embassies
- Private organizations
- Authorized individuals

4. CERTIFICATE VERIFICATION MODES

The Institute shall verify certificates and academic records through the following official verification methods:

4.1 Registration Number

Every student shall be allotted a unique Registration Number at the time of admission. Verification may be conducted using the Registration Number recorded in the Institute database.

4.2 Roll Number

Students may also be verified through their examination Roll Number issued by the Institute for academic examinations and assessments.

4.3 QR Code Verification System

Certificates and mark sheets issued by the Institute may contain a QR Code for instant digital verification. Scanning the QR Code shall provide verification details linked with official Institute records.

4.4 Authorized Signature and Institute Seal

All genuine certificates shall contain:

- Authorized signature of competent authority
- Official Institute seal/stamp
- Issue date and authentication details

Any document without proper authorization may be treated as invalid.

4.5 Student Portal Verification

Students may access and verify their academic details through the official Student Portal provided by the Institute. The portal include:

- Student profile
- Result details

- Certificate status
- Academic records
- Verification information
- Admit card

4.6 Result Verification

Examination results may be verified through:

- Official website
- Student portal
- Institute records
- Result verification system maintained by NFSIRT

4.7 Marksheet Number / Certificate Number

Each marksheet and certificate shall contain a unique Marksheet Number or Certificate Number for authentication and verification purposes.

5. VERIFICATION REQUEST PROCEDURE

5.1 Submission of Request

Verification requests may be submitted through:

- Official website
- Official email ID
- Student portal
- Physical submission at Institute office

5.2 Required Information

The applicant/requesting authority may be required to provide:

- Student name
- Registration Number
- Roll Number
- Marksheet Number or Certificate Number
- Copy of certificate/marksheet
- Authorization letter (if applicable)

5.3 Verification Timeline

The Institute shall normally process verification requests within:

- 5 to 15 working days

Urgent verification requests may be processed earlier subject to approval.

6. RESPONSIBILITIES OF THE INSTITUTE

The Institute shall:

- 6.1 Maintain accurate academic and verification records.
- 6.2 Ensure confidentiality and security of student data.
- 6.3 Verify only genuine records available in official databases.
- 6.4 Respond to verification requests within reasonable time.
- 6.5 Take action against fraudulent or fake certificates.

7. RESPONSIBILITIES OF STUDENTS

Students shall:

- 7.1 Provide accurate information during admission and examination.
- 7.2 Preserve original certificates, mark sheets, and registration details carefully.
- 7.3 Avoid tampering, alteration, duplication, or misuse of Institute documents.
- 7.4 Immediately report loss of certificates or mark sheets to the Institute.

8. FRAUDULENT OR FAKE DOCUMENTS

8.1 Any forged, altered, manipulated, or fake certificate/marksheet shall be considered invalid.

8.2 The Institute reserves the right to:

- Cancel such documents
- Reject verification requests
- Take disciplinary action
- Initiate legal proceedings
- Inform concerned authorities/employers

9. CONFIDENTIALITY & DATA PROTECTION

9.1 Student academic records shall remain confidential.

9.2 Verification information shall only be shared with:

- Authorized organizations
- Government authorities
- Concerned student
- Authorized representatives

9.3 The Institute shall maintain secure digital and physical storage systems for all records.

10. REJECTION OF VERIFICATION REQUEST

Verification requests may be rejected in cases of:

10.1 Incomplete information or documentation

10.2 Incorrect Registration Number, Roll Number, or Certificate Number

10.3 Unauthorized requests

10.4 Suspicion of fraud or misrepresentation

10.5 Non-payment of prescribed verification fees, if applicable

11. RECORD RETENTION

11.1 The Institute shall preserve academic and verification records in digital and/or physical form for future reference.

11.2 Archived records may be maintained permanently for verification and administrative purposes.

12. POLICY AMENDMENT

NFSIRT reserves the right to amend or revise this policy at any time as per institutional requirements, technological developments, or applicable laws.

13. CONTACT DETAILS

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