

## **GUIDELINES TO STUDENTS FOR OBTAINING VARIOUS CERTIFICATES FROM COLLEGE OFFICE**

### **1. Bonafide Certificate**

The student concerned should make out a requisition addressed to Principal giving the purpose for which bonafide certificate is needed and hand it over to college office (To Admin Assistant/AO as per availability) barring emergent requirement, Bonafide Certificate will be issued on the next working day.

### **2. Bonafide with fees details for IT purposes**

A written request addressed to Principal, accompanied by a print out of fees taken from I Boss through student login. The certificate will be issued on the next working day.

### **3. Train Season ticket and concession form**

Those students who need train concession should make out an application with following details:

- a) Date of Birth
- b) Completed Age
- c) Station From – To

The concessional form will be issued on the next working day.

### **4. Course Completion Certificate**

A written request to be given addressed to Principal and authenticated by HOD and handed over to College office. In the normal course the course completion certificate can be collected the next working day before 4 pm.

### **5. Transfer Certificate**

Transfer certificate for those students who have completed their course will be issued subject to complying with the following.

- a) No Due certificate from the department
- b) No fees due
- c) No books due from Library
- d) For hostel student, no hostel fees due.
- e) Surrender of ID cards

TC for discontinued students will be issued on the orders of Principal approving discontinuance subject to production of No Due certificate in the prescribed format and surrender of ID card.

The certificates will be issued between 10 am and 4 pm on working days.

**PRINCIPAL**