

SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY

SOP for Bonafide certificate, Character certificate and Medium of instruction certificates

1. Purpose

Clearly state the purpose of the SOP, which is to establish guidelines and procedures for verifying bonafide certificates, character certificates, and medium of instruction certificates for students.

2. Definitions

- **Bonafide Certificate:** A document issued by the institution to confirm that a student is/was part of the institution for a specific period.
- **Character Certificate:** A document issued to certify the character and conduct of the student during their tenure in the institution.
- **Medium of Instruction Certificate:** A document confirming the language used for teaching and communication in which the student has been educated.

3. Procedure

- i. Collect the form from Administration office/download from page 2
- ii. Fill the details as per the requirement
- iii. Attach a self-addressed envelope for receiving by post/authorization letter for receiving by third party
- iv. Attach self-attested copy of the mark sheet of all semesters
- v. Attach self-attested copy of the Degree Certificate (for pass out students)
- vi. Mention the total number of backlogs (only for in house students)
- vii. Request TG to provide remarks
- viii. Get approval from HOD/ Associate Director (A)
- ix. Collect the certificate after getting it approved
- x. Submit the duly filled application to Office Superintendent, SMIT for issuing the document



4. The form:

APPLICATION FORM FOR CERTIFICATE OF BONAFIDE/CHARACTER/MEDIUM OF INSTRUCTIONS
(REVISED ON MAY 2019)

BONAFIDE CHARACTER MEDIUM OF INSTRUCTIONS

1. Name (USE BLOCK LETTERS) MR./MS.):

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2. Reg. No.:

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3. Parent's Name (USE BLOCK LETTERS) MR./MS.):

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4. PHONE NO:

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- 6. Dept. Branch.....Sem./Sec.....
- 7. Email ID..... Phone No.....
- 8. Hosteller/Day Scholar. If hosteller the Hostel/Room No.....
- 9. Attachment of self-addressed stamped envelope for receiving by post/Authorization Letter for receiving by third party (only for graduated students). Institute will not be liable for any loss/non-receipt by the application.
 - I. Authorization Letter: Yes/No
 - II. Self-addressed stapled envelope: Yes/No
- 10. Supporting Documents attached.
 - I. Attested copy of the Mark sheet of the Current/Final Semester: Yes/No
 - II. Attested copy of the Degree Certificate (for graduated students): Yes/No
- 11. Reason for the said certificate:.....
- 12. Total nos. of backlogs (only for in-house students):.....
- 13. Signature of the student..... Date...../...../.....
- 14. Remarks of the TG.....
- 15. Remarks by Asst. Manager (Finance) about outstanding fees any.....
- 16. Approved by HOD/..... Date.....
- 17.

Approved (Yes/No)

Associated director(A)


Director, SMIT

