



**Govt of Jammu & Kashmir**  
**Office of the Principal Amar Singh College**  
Cluster University Srinagar  
Gogji Bagh, Srinagar-190008 (J & K)  
NAAC ACCREDITED B



E-mail: [principal@amarsinghcollege.ac.in](mailto:principal@amarsinghcollege.ac.in)

Website: [www.amarsinghcollege.ac.in](http://www.amarsinghcollege.ac.in)

Tel No: 0194-2310227

No: ASC/EDU/24/1118

Dated:06/06/2024

Subject: Issuance of Bonafide Certificates and Policy thereof.

**C I R C U L A R**

Dear Students,

This is to inform all students about the newly established guidelines for the issuance of Bonafide Certificates at Amar Singh College, Srinagar. These guidelines are implemented to streamline the issuance process and address concerns regarding potential misuse of these certificates.

You are directed to strictly adhere to these guidelines to ensure the integrity and proper use of Bonafide Certificates. The detailed policy is attached with this circular for your reference.

Sd/-  
Principal



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## **Bonafide Certificate Issuance and Misuse Prevention Policy**

### **1. Purpose**

The purpose of this policy is to establish guidelines for the issuance of Bonafide Certificates to students and to prevent their misuse. This policy is issued to streamline the process of Bonafide Certificate issuance and address the growing concern over the potential misuse of these documents.

### **2. Scope**

This policy applies to all students and administrative staff involved in the issuance and verification of Bonafide Certificates at Amar Singh College, Srinagar.

### **3. Definitions**

- **Bonafide Certificate:** An official document issued by Amar Singh College to certify that an individual is a student of the institution.
- **Misuse:** Any fraudulent or unauthorized use of the Bonafide Certificate.

### **4. Eligibility**

Bonafide Certificates may be issued to currently enrolled students for the following purposes:

- Scholarship applications
- Bank account opening
- Internship and job applications
- Pursuing higher education
- Any other legitimate purpose as deemed appropriate by the college administration

### **5. Application Procedure**

#### 1. Request Submission:

- Students must submit a written application in the office of Amar Singh College along with the student's undertaking form available on the website.
- The application must state the purpose of the certificate and any specific details required.

#### 2. Verification Process:

- The student's enrollment status and academic record will be verified by the administrative office.
- The student must provide a valid identification document (e.g., student ID, government-issued ID).



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3. Issuance:

- Upon verification, the Bonafide Certificate will be approved, prepared, signed by the authorized official, and stamped with the college seal.
- The certificate can be collected in person by the student or sent via secure mail to the student's registered address.

## **6. Security Features**

To prevent misuse, Bonafide Certificates will include the following features:

- Official college seal/letterhead
- Signature of the authorized official

## **7. Record Keeping**

- A record of all issued Bonafide Certificates will be maintained in the administrative office.
- The record will include the student's details, purpose of issuance, date of issuance, and serial number of the certificate.

## **8. Misuse Prevention and Reporting**

- Any suspected misuse of a Bonafide Certificate must be reported to the college administration immediately.
- Students found guilty of misusing Bonafide Certificates will face disciplinary action, which may include suspension or expulsion.
- Legal action may be pursued in cases of forgery or fraud.

## **9. Departmental Verification and Reporting**

- Respective departments are responsible for verifying the credentials of students who submit Bonafide Certificates.
- Departments must ensure that students are eligible for the purposes stated, particularly for scholarships and other financial aids.
- Any discrepancies or suspicions of misuse, such as availing multiple scholarships or ineligibility, must be reported to the college administration.

## **10. Responsibilities**

- **Students:** Ensure that the Bonafide Certificate is used only for the stated purpose. Report any loss or misuse immediately.
- **Administrative Staff:** Verify the authenticity of requests and maintain accurate records of issued certificates.
- **Departments:** Verify student credentials and report any misuse or ineligibility issues to the college administration.



## Student's Undertaking for Scholarship Eligibility Declaration:

I, the undersigned, hereby solemnly declare and affirm that I have not been a recipient of any scholarship during the odd semesters (1st, 3rd, 5th, 7th, and 9th) of the current academic year 2024-25. I acknowledge that receiving multiple scholarships within the same academic year may contravene the institutional guidelines and regulations. I further affirm that all information provided herein is accurate and truthful to the best of my knowledge. I understand and agree that any false declaration or discrepancy discovered in the information provided by me will render me personally liable and subject to disciplinary actions as deemed appropriate by the institution.

### Details:

Name of the Student:	
Class / Semester:	
Major Subject:	
Batch:	
Class Roll Number:	
Mobile Number:	

### Acknowledgment

I, the undersigned, have read and understood the above declaration and undertake to abide by it in its entirety. I am fully aware of the consequences that may arise from any breach of this undertaking.

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_