



PROFORMA FOR "CONDUCT CERTIFICATE"

(PARTICULARS TO BE FILLED BY THE EX-STUDENT)

1. CMS ID # : _____
2. Session : _____
3. Name: _____
4. Father's Name : _____
5. Faculty: _____
6. Program of Study: _____
7. Contact #: _____
8. Email Address: _____
9. Permanent Address : _____

Dated: ___/___/___

Signature of Student

Note: Please attach the following attested documents:

- **Official Transcript** - 01 Copy
- **Degree/Registration Card-** - 01 Copy

RECOMMENDATION OF DEAN / DEPARTMENT CHAIRPERSON)

Certified that Mr/Ms _____ was a bonafide student, in the department of _____ Faculty of _____. The particulars of the student has been checked and found correct. His/Her proforma is recommended for issuance of conduct certificate as per the University rules.

Signature & Stamp
of Chairperson

Signature & Stamp
of Dean

Dated: ___/___/___

Dated: ___/___/___

FOR OFFICE USE ONLY

(ASSISTANT REGISTRAR, (STUDENTS & ACADEMIC AFFAIRS))

Remarks : _____

Dated: ___/___/___

Signature

Application received on : ___/___/20..... Certificate issued :Yes/ No (if Yes)

Date of issue : ___/___/20 (if No);Reason _____

Signature: _____

Name: _____

Designation: _____

Certified that I have received my Conduct Certificate from Students & Academic Affairs.

Dated: ___/___/___

Signature of Student

Students & Academic Affairs Section, BUITEMS