



The Bhawanipur Education Society College

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA

RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

PROCESS FOR BONAFIDE OR CHARACTER CERTIFICATE

The Bonafide Certificate or Character Certificate is issued by the College. The process is as follows.	
1.	Write an application addressed to the Teacher in charge. In the application, clearly state the purpose for which you need the Bonafide or Character Certificate, your personal details, and any other required information.
2.	Along with the application, attach the necessary supporting documents, which may include: a) Latest marksheet/admit card. b) Fees payment challan. c) Photocopy of your College ID card. Ensure that you carry both photocopies and originals of the required documents for verification.
3	After submitting the application and necessary documents, the college will process your request. It takes approximately two working days for the certificate to be prepared.
4.	After two working days visit the college's Office again to collect the certificate. Be sure to carry your original College ID card for verification during the collection.
5.	Upon receiving the Bonafide or Character Certificate, carefully review it to ensure that all the information is accurate and complete.