**Dr. A. Q. Khan Institute**

**Of Computer Sciences & Information Technology**

Kahuta Distt. Rawalpindi

Tele: 051-5562841-47Ext. 36010 & 051-9285059 Fax: 051-9285245

**STUDENT CLEARANCE CERTIFICATE**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/O,D/O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reg. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discipline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write down the detail/s of articles along with its cost if damaged/lost by the above-named student, declare NIL and sign in the relevant column.

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| **S.No.** | **Department** | **Article** | **Amount** | **Signature** |
| 1 | Librarian |  |  |  |
| 2 | I/C Electronics Lab |  |  |  |
| 3 | I/C Computer Lab |  |  |  |
| 4 | Project Coordinator |  |  |  |
| 5 | PA/PSO to Director KICSIT |  |  |  |
| 6 | Accountant |  |  |  |
| 7 | Sports Incharge |  |  |  |
| 8 | Printing Office |  |  |  |
| 9 | Cafeteria Incharge |  |  |  |
| 10 | Transport Incharge |  |  |  |
| 11 | KICSIT (Boys) Hostel |  |  |  |
| 12 | Card Office(would collect the Card) |  |  |  |
| 13 | KICSIT Store |  |  |  |

**(Dr. Salman Iqbal)**

**Director I/C KICSIT**

Certified that I Mr./Miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_S/O,D/O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

student of Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of KICSIT have received a sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on account of Library Security Refund.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **SOP FOR ONLINE CLEARANCE FOR KICSIT GRADUATES**

1. Clearance form will be uploaded on KICSIT website & Students will download clearance form from Website (www.kicsit.edu.pk).
2. Student will send the completely filled form for the online clearance from KCISIT at the official email (clearance.kicsit@gmail.com).
3. The exam department will download the form and Send to all concerned officials who are responsible for clearing the student.
4. After getting approval from all official of KICSIT to whom the form is sent a formal approval will be taken from CoE and Director I/C KICSIT for Issuance of Transcript & Provisional certificate Scanned copy.
5. Exam officer will send copy of student’s final mark sheet/provisional certificate, to the student in PDF form. Through email.
6. Exam officer will mention that this is online clearance and once situation gets normal, after opening of institute the student must visit personally and get his clearance as a normal procedure for obtaining his original final marksheet/Provisional Certificate etc.
7. For any query or detail student may contact on the followings
8. Faheem Ahmed 03433366122
9. Amir Ali 03085107206