



PIMPRI CHINCHWAD EDUCATION TRUST'S
S B PATIL INSTITUTE OF MANAGEMENT

E-mail ID: sbpatilmba@gmail.com Website: www.sbpatilmba.com

Sector No.26, Pradhikaran, Nigdi, Pune-44, Ph.No.020-2765 6900



G R NO:

LC NO :

LC DATE :

LEAVING CERTIFICATE APPLICATION

To,
The Director,
S.B.Patil Institute of Management,
Nigdi, Pradhikaran Pune 411044.

Subject: Request to Issue Institute Leaving Certificate.

Respected sir,

I had taken Admission to First Year of **Master in Business Administration** Course in the Year 2019-2021 in your institute. I have successfully completed the MBA Course. I therefore request you to kindly issue me the Institute Leaving Certificate.

My Educational information is as given below:

1. Full Name as per Mark sheet : _____
2. Date of Birth : _____
3. Place of Birth : _____
4. Caste (Sub Caste) : _____
5. Academic Year of Admission : _____
6. University PRN No : _____
7. Mobile No : _____

Details of Examinations:

April/ May/ Oct/ Nov: Year of Passing : _____ Exam Seat No: _____

Enclosures: Xerox Copy

1. Final Year Mark sheet
2. Fee Receipts
3. Cast Certificate (Only Caste Student)
4. Domicile/ Birth for Place of Birth **OR (Last Year Graduation TC/LC)**
5. Two passport size photo (Blazer).

CLEARANCE DETAILS:

1. HOD : _____
2. T & P Officer : _____ (Offer Letter Submit Yes/ No)
3. Office Superintendent : _____
4. Library : _____
5. Head Clerk : _____ (Accounts Section)
6. Students Sections : _____

Please issue the Leaving Certificate.

___ / ___ / _____
Submit Date:

(Signature of the Student)

Note: L.C. will be issued after TEN (10 Days) Submission of this application.