



PIMPRI CHINCHWAD EDUCATION TRUST  
A Trusted Brand in Education Since 1990..

Pimpri Chinchwad Education Trust's  
**S. B. PATIL INSTITUTE OF MANAGEMENT**

AICTE Approved | Permanently Affiliated to SPPU, Pune/  
NBA Accredited | NAAC Accredited  
Sector No. 26, Pradhikaran, Nigdi, Pune - 411 044.  
Phone: 020-27656900 / 87960 76060 / 78875 70600  
Email: sbpatilmba@gmail.com, Website: www.sbpatilmba.com



GR No:

LC No:

DATE:

## L.C. APPLICATION

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

**Subject: Request to Issue Institute Leaving Certificate.**

**Purpose:**

Respected Madam/ Sir,

I had taken Admission to First Year of **Master in Business Administration** Course in the Year 20 / 20 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: \_\_\_\_\_ Last Exam Seat No: \_\_\_\_\_

**Enclosures with Xerox Copy:**

1. Final Year Mark sheet
2. Fee Receipts
3. Cast certificate ( Only For Category Student)
4. Last Qualification Graduation LC
5. Blue Blazer passport size photo (**Two**)

**CLEARANCE DETAILS:**

1. HOD Academics : \_\_\_\_\_
2. T & P Department : \_\_\_\_\_ ( Submit Offer Letter)
3. Library Department : \_\_\_\_\_
4. Office Superintendent : \_\_\_\_\_
5. Accounts Department : \_\_\_\_\_
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.**