

Application for student leaving without completing the course

For Office Use Only

PRN /PDVBE NO	
Paid Amount	
Receipt No & Date	
T.C/L.C . No & issue date	
Application File No	

To,
The Principal
Dr.Vithalrao Vikhe Patil College of Engineering.
Vilad Ghat . Ahmednagar

Subject : Request to issue college leaving certificate & return original document's.

Sir,
I Mr./Ms. _____ had taken admission to four year Bachelor of Engineering Degree course in (F.E/DSE/ME/SE/T.E) _____ Branch _____ in Dr.Vithalrao Vikhe Patil College of Engineering,Ahmednagar for the academic year 20__ 20__I Could not successfully completed the said degree course in the year because of following reason.

1
2

Further, I do not intend to continue my further studies in engineering course. I, therefore request you to kindly issue me the college Leaving Certificate.

I am also submitted herewith the written consent from my presents for cancellation of my admission from this college.

Your,s Faithfully

Name & Signature (_____)

Enclosures:-

1. Xerox copy of the marks list
2. Xerox copies of the receipts
3. One Passport size Photo.
4. Identity card

CLEARANCE /NO DUES DETAILS

Sr.No.	Department	Remarks (Due's if any) Yes /No	Signatute with initial & rubber stamp
01	Concerned HOD Civil/Mech/E&TC/Elec./I.T		
02.	Workship (only Mech Students)		
03.	Account		
04.	Library		
05.	Hostel A,B & Kaveri		
06.	Exam Section		
07.	Scholarship Section Only catergy students(if account dues)		

5. Remark of the in charge Admission: _____

6. Consent of the parents : _____

Please issue Leaving Certificate

Received the following documents

Date:

Name & Signature (_____)

Principal

Dr.Vithalrao Vikhe Patil College of Engineering.
Ahmednagar

Note: L.C. will be issued after 15 days after submission of this application.