

	Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering (PCCoE) Sector No. 26, Pradhikaran Nigdi, Pune – 411 044 An Autonomous Institute Affiliated to Savitribai Phule Pune University (SPPU)	Record No.: ADMN-STUD-R-03	
		Revision: 00	Date: 18/08/2023
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Application Form for student leaving without completing the course

Date: ____/____/20 ____

To,
 The Director
 Pimpri Chinchwad College of Engineering
 Nigdi Pune – 411044.

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

Sir,

I Mr./ Ms. _____ had taken admission to Four year Bachelor of Engineering / B. Tech. Degree course in _____ (Year & Branch) (✓) 1 shift / 2 Shift in Pimpri Chinchwad College of Engineering, Nigdi, Pune for the academic year 20____-20____. I Could not successfully complete the said degree course in the year because of following reason.

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.

Student Mob. No. _____ Parent Mob. No. _____

Student Email address: _____

Enclosures:-

1. Xerox copy of the marks Sheet.
2. Xerox copies of the Fee receipts.
3. One Passport size Photo.
4. Nationality Certificate or Passport Xerox.

Signature of the applicant

CLEARANCE DETAILS:-

1	Concerned HOD		6	Hostel	
2	Workshop		7	Scholarship I/C	
3	T & P Officer		8	Accountant	
4	Mess		9	Student Section I/C	
5	Library		10	Exam Account Sect.	

Please issue leaving Certificate.

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1. Remark of the I/C Admission: _____

2. Consent of the parents: _____

Please issue Leaving Certificate

Received the following documents

1		6	
2		7	
3		8	
4		9	
5			

Signature: _____

Date: ____/____/ 20 ____

Name: _____

Registrar
Pimpri Chinchwad College of Engineering

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