

Steps to apply for Leaving Certificate:-

1. Fill the LC (Leaving Certificate) Application form which is available in student section.
2. Attach following documents to LC form:
 - a. Xerox copy of Clearance form and Clearance fee receipt (FE/SE/TE/BE)
 - b. Xerox copy of Admission fees receipt (FE/SE/TE/BE)
 - c. Xerox copy of all passing mark sheets (FE/SE/TE/BE)
 - d. LCfee receipt (LC Charges Rs. 100/- to be paid in a/c section) (Only Xerox)
3. Take the HOD Signature on LC application form and submit in student section.
4. Student will get LC after 15 days from the date of LC form submission.