



Approved by AICTE New Delhi, Affiliated to Savitribai Phule Pune University, Pune
Recognized u/s 2(f) & 12(B) of UGC Act 1956

AICTE Permanent ID: 1-28775271 Pun Code: IMMA017030 AISHE Code: C-41915

✉ directoribma@pirens.in | directorptc@yahoo.com ☎ +91 2422-273493 🌐 www.pirens.in

APPLICATION FORM ISSUE OF FINAL MARKSHEET & PASSING CERTIFICATE

To,
The Director,
PIRENS Institute of Business Management & Administration, Loni (BK).
Tal-Rahata, Dist- Ahmednagar-413736

Date-----

Sir /Madam,

I am-----is/was Studying in our Institute for MBA/MCA/B.V.oc

Course for the academic year 20-----

Permanent Address-----

Mobile No.-----

Sir, you are requested to issue me final Mark sheet & Passing certificate as per the institute norms.

Yours Sincerely,

Candidate Signature

OFFICE USE ONLY

Sr.No	Name Of the Department	Pending Any Kind of Due (Remark)	Signature
1.	Library and Information Center		
2.	Computer Lab		
3.	Transportation (BUS)		
4.	Account		
5.	Administration		

Director PIRENS IBMA



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APPLICATION FORM ISSUE OF TRANSFER CERTIFICATE

To,
The Director,
PIRENS Institute of Business Management & Administration, Loni (BK).
Tal-Rahata, Dist- Ahmednagar-413736

Date-----

Sir /Madam,

I am-----is/ was Studying in our Institute for MBA/MCA/ B.V.oc

Course for the academic year 20----- My Date of birth is / / Religion -----Caste-----

I have Deposited Rs. ----- (In words) -----
-

Challan No.-----

Sir, you are requested to issue me Transfer certificate (T.C) as per the institute norms.

Yours Sincerely,

Candidate Signature

OFFICE USE ONLY

Sr.No	Name Of the Department	Pending Any Kind of Due (Remark)	Signature
1.	Library and Information Center		
2.	Computer Lab		
3.	Transportation (BUS)		
4.	Account		
5.	Administration		

Director PIRENS IBMA



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APPLICATION FORM FOR CAUTION MONEY AMOUNT

To,
The Director,
PIRENS Institute of Business Management & Administration, Loni (BK).
Tal-Rahata, Dist- Ahmednagar-413736

Date-----

Sir /Madam,

I am-----is / was Studying in our Institute for MBA/MCA /B.V.oc

Course for the academic year 20----- Date of birth / / Religion -----Caste-----

I have Requested to return my caution money Rs.----- (In words) -----

Challan No.-----

Sir, you are requested to release me Caution money amount as per the institute norms.

Yours Sincerely,

Candidate Signature

OFFICE USE ONLY

Sr.No	Name Of the Department	Pending Any Kind of Due (Remark)	Signature
1.	Library and Information Center		
2.	Computer Lab		
3.	Transportation (BUS)		
4.	Account		
5.	Administration		

Director PIRENS IBMA



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APPLICATION FORM
FOR ISSUE OF ORIGINAL CERTIFICATES/DOCUMENTS

To,
The Director,
PIRENS Institute of Business Management & Administration, Loni (Bkl).
Tal-Rahata, Dist.- Ahmednagar-413736
Sir /Madam,

Date-----

I am-----is / was Studying in our Institute for MBA/MCA/ B.V oc

Course for the academic year 20-----

I was deposited following original documents in the instate for the academic purpose

- | | |
|--------------------|------------------------------|
| 1. SSC Mark sheet | 6 Degree certificate |
| 2 SSC certificate | 7 Caste certificate |
| 3 HSC mark sheet | 8 Caste validity certificate |
| 4 HSC certificate | 9 Nationality certificate |
| 5 Degree Marksheet | 10 Domicile certificate |

Yours Sincerely,

(Please tick ✓ necessary documents you deposited)

Sir, you are requested to issue me original documents as per the institute norms

OFFICE USE ONLY

Sr.No	Name Of the Department	Pending Any Kind of Due (Remark)	Signature
1.	Library and Information Center		
2.	Computer Lab		
3.	Transportation (BUS)		
4.	Account		
5.	Administration		

Director PIRENS IBMA