



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                 |                                  |           |

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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                 |                                  |           |

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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 Marksheets | 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