



Shah & Anchor Kutchhi Engineering College

Autonomous Institute Affiliated to University of Mumbai
Bestowed with the University of Mumbai's Best College Honor A.Y. 2024-25
www.sakec.ac.in

Mahavir Education Trust's

Date of Submission: _____

LC No.: _____

Date of Issue: _____

NEFT Ref. No. & Dt.: _____

Clearance/Leaving Certificate Application Form (U.G.)

Student Personal details:

Full Name: _____ Date of Admission: _____

Smart Card No.: _____ Registration No.: _____

Branch: _____ Mobile No.: _____

Last Class attended: _____ Division: _____

Month and year of passing last exam: _____

Reason for Leaving College: _____

Fee Receipt and Exam Result

S. No.	Academic Year	Fee Receipt No. / DUB Number (Online Payment, SBC Collect Reference Number) with Date	Result (% or Grade)		
			Odd Semester	Even Semester	Combine Grade
1	F.E.				
2	S.E.				
3	T.E.				
4	B.E.				

Student Signature

Department Clearance:

S. No.	Department	Remark (Indicate dues if any)	Signature
1	Mentor		
2	Library		
3	Placement Cell		
4	Head of Department		
5	Stores		
6	Accounts		
7	Exam Section		
8	Scholarship Section		

Refund of caution money deposited approved / not approved.

(Accountant)

(Registrar)

(Principal)

(Trustee/Hon. Jt. Secretary)



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Checklist

List of documents to be attached along with Clearance/Leaving Certificate Application Form in the following order.

Sr. No.	Particulars	Yes	No
1	Clearance/Leaving Certificate Application Form (U.G.)		
2	Beneficiary Bank details (Photo copy of First page of Bank Pass Book) OR Beneficiary Bank details (Cancelled Cheque)		
3	Original First Year fee receipt (Admitted in First Year) OR Original First Year fee receipt (Admitted Direct Second Year)		
4	Photocopy of all Year fee receipt (Arrange in consecutive order)		
5	Photocopy of all Mark Sheet with Mumbai University Passing / Provisional Certificate (Arrange in consecutive order) You will get the Provisional Certificated from EXAM Section		
6	Photocopy of 12 th Leaving Certificate (Admitted in First Year) OR Photocopy of Diploma Leaving Certificate (Admitted in Direct Second Year)		
7	Original I-Card of B.E./M.E. (to be surrender at Admin office at the time of application submission)		

- All documents need to be presented in A4 size paper.
- All Documents must be visible.
- Collect Leaving Certificate, conforming from admin office by phone call after working 15 days from the date of submission of Leaving/Clearance application form.
- Incomplete application are subject to rejection.



TRAINING & PLACEMENT CELL STUDENT DETAILS

1. Year of Passing (ME / BE): _____
2. Branch: _____
3. Name of the Student: _____
4. CGPI: _____
5. Email ID: _____
6. Mobile No.: _____
7. Placement Status:

a. Placed

Sr. No.	Name of the Company	Designation	Package (In LPA)	Joining Date

**** ATTACH THE PHOTOCOPIES OF THE OFFER LETTER & JOINING LETTER OF ALL.**

b. Higher Education:

Sr. No.	Name of the Examination (GRE, TOEFL, IELTS, CAT, Other)	Date of Examination	Score / Rank

**** ATTACH THE PHOTOCOPIES OF THE ADMIT CARD & SCORE CARD OF ALL.**

University name for Higher Education along with the Course Name:

****ATTACH ADMISSION LETTER + I20 FORM + SEVIS FEE CONFIRMATION + F1 VISA PROOF.**

c. Entrepreneurship Details:

- i. Name of the Organization: _____
- ii. Address of the Organization: _____

****ATTACH Registration Certificate of the Organization where you are OWNER/PARTNER.**

8. Internship Details:

- a. Name of the Organization: _____
- b. Designation: _____
- c. Duration of Internship: _____
- d. Stipend received during the Internship (in Rs.): _____

****ATTACH Internship Completion Certificate.**