



RULES FOR LEAVING CERTIFICATE

1. Application for leaving certificate should be given at-least before a month.
2. Form is to be filled for the same.
3. For refund of caution money, original receipt to be submitted along with application for the same.
4. If original receipt is lost/not submitted, then caution money will not be refunded.
5. Caution money will be refunded only if applied within 6 months form the date of leaving Certificate issued.
Applicants after that period will not be entertained.
6. Parents who want their wards leaving certificate must submit the application one month prior.
7. Leaving certificate will be issued after at-least 15 days of the receipt of Application for leaving certificate.
8. Leaving certificate will be issued after getting no due certificate from the Accounts/Fee Department/Library
9. Once leaving certificate is issued; for re-admitting the student, re-admission procedure will be followed.