

## K.J. SOMAIYA POLYTECHNIC, MUMBAI – 400 077

Ref. No. KJSP / EXAM/2022-23/ 32

Date : 13-10-2022

### NOTICE – DIPLOMA COMPLETED STUDENTS

It is hereby informed to Full Time and Part Time students (**completed Diploma in summer – 2022 – (old curriculum) and Re-Examination Summer- 2022**), their Diploma awarding mark list, semester wise mark list, & provisional certificate will be issued on 15<sup>th</sup> Oct 2022 (Time:11.00am to 3.00pm). The students should strictly collect the mark sheet on 15<sup>th</sup> Oct.2022 Only (in case of urgent, authorize your representative to collect the mark list).

The student has to pay (in the account section ) a fee of Rs.600/-(in case it has not mentioned in their academic fee receipt paid in 2022-23 ) to issue the final Diploma passing certificate (which will be issued in the month of March -2023). In addition, the student has to attach **three passport size photograph (4cm x 3.5cm) mentioning their name and the current date (e.g. 13/10/2022) – printed on the front side of the photograph (below) stapled (use U-pin and do not paste) on Annexure – A (attached with notice). The student has to compulsorily submit Annexure – A to the exam section at the time of collection of documents.**

Note:-FTD/PTD students have to attach an Academic year fee receipt showing fees already paid.[If they had paid Diploma Certificate Fee of Rs.600/- no need to pay 600/- in Account setion]



Principal

K. J. Somaiya Polytechnic

CC: USK - to display on Institute website

Account section/ Registrar/ Library/Exam Notice Board

- Mark list distribution schedule is only for students who had completed Diploma in 2021-22.

**ANNEXURE - A**

**K. J. SOMAIYA POLYTECHNIC  
Vidyavihar, Mumbai-77**

3 Passport size Photo  
with full name &  
current date on front  
side (4cm x 3.5cm)  
attached with stapler  
also mention  
enrolment no on back  
side of photo.  
(Don't paste the  
photo)

Programme :- \_\_\_\_\_

REGISTRATION FORM FOR DIPLOMA CERTIFICATE – SUMMER/WINTER \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(Use Capital letters)                      (Surname)                      (First Name)                      (Father's Name)

Enrolment No.

--	--	--	--	--	--	--	--	--

Address for Communication:.....  
.....  
.....  
.....

Telephone No.(R) \_\_\_\_\_ (Mobile No.) \_\_\_\_\_

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
SIGNATURE OF CASHIER  
(If not paid earlier)

- Rs.600/- has to be paid at account section for issuing Final certificate and Equivalent Certificate as per schedule, if not paid with Academic fees.
- The student has to bring this Annexure A compulsory on the day of collection of marklist.
- Final certificate will be issued in month of April 2022