



K. J. SOMAIYA POLYTECHNIC

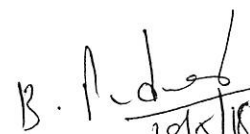
Vidyanagar, Vidyavihar, Mumbai 400 077
(AN *AUTONOMOUS INSTITUTE)

Ref. No. KJSP / EXAM/2017-18/230

Date : 28 MAY 2018

All students are hereby instructed to follow the norms/ procedure as mentioned below to obtain the requisite marksheet/ certificate by them.

Sr. No.	Name of document required by candidate	List of documents to be submitted by the candidate for verification	Fees to paid (in Rupees) at Account Section	No of days after which document will be issued
1	Obtain Of Enrolment No	a) Prescribed format available in examination section b) SSC HSC Certificate Xerox c) Leaving Certificate Xerox	Rs.200/- Charges	07 Working Days
2	Registration/ Submission Of Semester Exam Forms	a) Exam form to be download from institute website b) Annual Fee receipt copy	Rs.1000/- per exam.	---
3	Obtain Hall Tickets	To be download from institute website after 10 days of filling of exam. form	NIL	---
4	Obtain Of Duplicate Hall Ticket	a) Fees Receipt b) Student ID c) Exam Form Copy (Student Copy)	Duplicate Fine Charges: Rs.100/- will be valid for one day only	Immediately
5	Verification Of Diploma certificate by external agencies OR institute	a) Institute Letter OR b) Company Letter c) Photocopy of all mark list/ Diploma certificate [Verification online procedure also available Institute website – Document verification]	Offline verification Charges: For Institute / Colleges :Rs.500/- For Private Companies:Rs.1500/-	15 Working Days
6	Reassessment + Photocopy Of Answer Book	a) Prescribed format b) Result Photocopy	Photocopy Fees: Rs.1200/- (Per Course) Form Fees:Rs.50/-	Date will be announced separately
7	Verification Of Marks (After Declare Result – ONRL Students Only)	a) Prescribed format b) Result Photo copy	Verification Fees: Rs.300/- (Per Course) Form Fees : NIL	15 Working Days
8	Reassessment of answerbook	a) Prescribed format b) Result Photocopy	Photocopy Fees: Rs.750/- (Per Course) Form Fees:Rs.50/-	Date will be announced separately


Padmaja B. Bandaru
Principal



K. J. SOMAIYA POLYTECHNIC

Vidyanaagar, Vidyavihar, Mumbai 400 077
(AN *AUTONOMOUS INSTITUTE)


Ref. No. KJSP / EXAM/2017-18/ 107

Date : 24/11/2017

All students are hereby instructed to follow the norms/ procedure as mentioned below to obtain the requisite marksheet/ certificate by them.

Sr. No.	Name of document required by candidate	List of documents to be submitted by the candidate for verification	Fees to paid (in Rupees) at Account Section	No of days after which document will be issued
1	Transcript	A) Student Application B) All blue marklist xerox C) Red marksheet xerox D) Diploma certificate xerox E) ID proof with address F) Fees Receipt(Transcript Fee)	Per Set Rs.1000/- (Original on Letterhead)	20 working days
2	Attestation of Marksheet/ Certificate / Transcript (Per Set)	NIL	Per set = 250/-	NIL
3	Duplicate Blue/Redmarklist or Diploma Certificate (in case Misplaced or Lost)	A) Student Application B) Police Station- FIR Copy C) Affidavite with Nottary D) Fees Receipt (As mentioned in alternare coloumn)	Blue Marklist = 500/- (Per Marklist) Red marklist = 1000/- Diploma certificate =1000/-	15 working days
4	Duplicate or New marklist (In case of any Name correction/ tearing off/ soiled)	A) Student Application B) 10 th Class certificate xerox <u>OR</u> 12 th Class certificate xerox <u>OR</u> Corrected name with Gazzette xerox copy C) Fees Receipt	Blue Marklist = 500/- (Per Marklist) Red Marklist = 1000/- Diploma certificate =1000/-	15 working days

- All marksheet/transcripts/attestation documents issued only on working Saturday of the month (1st/ 3rd & 5th). Students to be note the same.
- No transcript/ duplicate Certificate will be issued in period of Summer/ Winter examination
- All documents are to be collected by candidate with ID proof on working Saturday only.


Padmaja B. Bandaru
Principal

CC: Registrar / A/c section