



K. J. SOMAIYA POLYTECHNIC

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

Ref. No. KJSP / EXAM/2024-25/ 155

Date : 05 APR 2025

All students are hereby instructed to follow the norms/ procedure to obtain any certificate required 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 semester marksheets xerox C) Red marksheet xerox D) Diploma certificate xerox E) ID proof with address F) Transcript Fee Receipt	Per Set Rs.1250/- (Original on Letterhead)	20 working days
2	Attestation of Marksheet/ Diploma certificate/ transcript (Per set)	Nil	Per set = Rs.300/-	Nil
3	Duplicate Blue / Red marksheet or Diploma Certificate (in case Misplaced or Lost)	A) Student Application B) Police Station- FIR Copy C) Affidavit with Notary D) Fees Receipt (As mentioned in alternate column)	Semester Marksheet = Rs.700/- (Per Marksheet) Red marksheet = Rs.1200/- Diploma certificate =Rs.1200/-	15 working days
4	Duplicate or New marksheet (In case of any Name correction/ tearing off/ soiled)	A) Student Application B) 10 th Class certificate xerox OR 12 th Class certificate xerox OR Corrected name with Gazette xerox copy C) Fees Receipt	Semester Marksheet = 700/- (Per Marksheet) Red marksheet = 1200/- Diploma certificate =1200/-	15 working days

- All marksheet/transcripts/attestation documents issued only on working Saturday of the moth (1st /3rd and 5th). Students to be note the same.
- No transcript/ duplicate certificate will be issued in period of summer/ winter examinations.
- All documents are to be collected by candidate with ID proof on working Saturday only.


Padmajabhanu Bandaru
Principal

CC: Exam Notice Board/ Main Notice Board
USK – Institute website/Registrar/Account Section