



K. J. SOMAIYA POLYTECHNIC

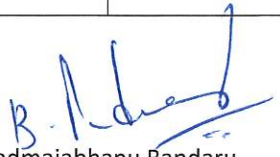
Vidyanagar, Vidyavihar, Mumbai 400 077
(AN *AUTONOMOUS INSTITUTE)

Ref. No. KJSP / EXAM/2024-25/ 156

Date : 05 APR 2025

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.250/-	07 working days
2	Registration/ Submission of Semester Examination Forms	a) Examination Form to be download from institute website b) Annual fees receipt copy	Rs.1200/- per exam	--
3	Obtain Hall tickets	To be download from institute website after 10 days of filling of examination form	Nil	--
4	Obtain of Duplicate Hall Ticket	a) Fees Receipt b) Student ID c) Exam form copy namaste (Student Copy)	Duplicate fine charges : Rs.200/- will be valid for one day only	Immediately
5	Verification of Diploma certificate by External agencies Or Institute	a) Institute letter <u>OR</u> b) Company Letter c) Photocopy of all mark list/ Diploma certificate d) [Verification online procedure also available Institute website- Document verification]	Offline verification charges: Rs.700/- (For Institute / Colleges) For Private Company <u>OR</u> Agencies: Rs.1800/-	15 working days
6	Verification of Marks (After Declared Result ONRL students only)	a) Prescribed format b) Result photocopy	Verification Fees: Rs.500/- (Per Course) Form Fees : NIL	Date will be announced separately
7	Reassessment + Photocopy of Answerbook	a) Prescribed format b) Result photocopy	Photocopy Fees: Rs.1400/- (per Course) Form Fees : Rs.50/-	
8	Reassessment of answerbook	a) Prescribed format b) Result photocopy	Fees: Rs.1000/- (per Course) Form Fees : Rs.50/-	
9	Equivalent letter / Medium of instruction English language / Backlog certificate	a) Student application b) All Semester Marksheet xerox c) Red Marksheet xerox	Fees: Rs.500/-	15 Working days
10	Any other documents (not mention above)	--	Fees:Rs.500/-	--


Padmajabhanu Bandaru
Principal