

LEAVING CERTIFICATE APPLICATION / NO DUES FORM

The Principal,
K. J. Somaiya Polytechnic,
Vidyanagar, Vidyavihar,
Mumbai – 400 077

Dear Madam,

As I have passed / left Civil / Mech. / Ind. Etx. / Elect./ Comp. Full Time / Part Time Diploma course. I request you to issue Leaving Certificate / refund the amount paid by me as deposit. When I joined the course my Enrolment No. was _____ in the Civil / Mech. / Ind. Etx. / Elect./ Comp. Engineering. I have left the Institute from (date) ____/____/ 20____.

Full Name : _____

Address for communication : _____

Mobile No. : _____ E-mail : _____

Signature of Applicant

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Note :

1. I have returned all the books and the library cards by me.
2. No amount is due from me to the Institute by way of fees, damages, loss of books, etc.
3. I am returning original fee receipt and Identity card.
4. The above sum may be refunded to me at your earliest convenience.

Received Rs. _____ with thanks from K. J. Somaiya Polytechnic being the amount of deposit.

Receiver's Signature

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Student is required to obtain signature from the following Full Time / Part Time student should take signature from Head of Departments / Co-ordinators)

SR. NO.	DEPARTMENTS	SIGNATURE
1.	HEAD OF MECHANICAL ENGG. DEPT.	
2.	HEAD OF CIVIL ENGG. DEPT.	
3.	HEAD OF ELECTRICAL ENGG. DEPT.	
4.	HEAD OF INDUSTRIAL ETX. ENGG. DEPT.	
5.	HEAD OF COMPUTER ENGG. DEPT.	
6.	CONTROLLER OF EXAMINATION	
7.	WORKSHOP SUPERINTENDENT	
8.	STOREKEEPER	
9.	LIBRARIAN	
10.	ACCOUNTANT	

No dues Certificate from all concerned have been recorded. Kindly accord sanction to refund of Caution Money.

OFFICE SUPERINTENDENT

REGISTRAR

PRINCIPAL