

All passout students.

APPLICATION FOR THE LEAVING CERTIFICATE / REFUND OF DEPOSIT

Date :

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 : _____

No Dues :

Sr. No.	Departments	Signature
1.	Librarian	
2.	Accountant Aided / Unaided	
3.	Controller of Exam	

(Signature of Applicant)

Note :

1. No. amount is due from me to the Institute by way of Fees, damages, loss of books, etc.
2. I am returning Original fees receipt for Refund of Deposit.

Students who are leaving college in
between the term.

Application for the Leaving Certificate/Refund of Deposit

Date :- _____

The Principal,
K.J.Somaiya Polytechnic,
Vidyānagar, Vidyavihar,
Mumbai-400 077.

Dear Madam,

As I have passed /left _____ Full Time/Part Time Diploma
course, I request you to issue Leaving Certificate / refund the amount paid by me as
deposit. Deposit paid as per Receipt No. _____ dated _____
When I joined the course in the year _____ my Enrollment No. was
_____ in the Mech. / Civil/ Elect./ Ind. Etx. /Comp. Engineering
I have left the institute from (date) _____.

Full Name: _____

Address for Communication: _____

Mobile No.: _____ E-Mail: _____

(Signature of Applicant)

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 Fees 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)

K.J.Somaiya Polytechnic, Mumbai - 77

No Dues Form

Student is requested to obtain signature from the following (Part Time students should take Signature from Part Time Diploma Heads/Co-ordinations.)

Sr. No.	Departments	Signature
1	HEAD OF MECHANICAL ENGINEERING DEPARTMENT	
2	HEAD OF CIVIL ENGINEERING DEPARTMENT	
3	HEAD OF ELECTRICAL ENGINEERING DEPARTMENT	
4	HEAD OF INDUSTRIAL ELECTRONICS DEPARTMENT	
5	HEAD OF NON-TECHNICAL DEPARTMENT (1 st YEAR)	
6	HEAD OF COMPUTER DEPARTMENT	
7	CONTROLLER OF EXAMINATION	
8	WORKSHOP SUPERINTENDENT	
9	STOREKEEPER	
10	SPORTS INCHARGE	
11	LIBRARIAN	
12	ACCOUNTANT	

No due certificates from all concerned has been recorded. Kindly accord sanction to refund of Caution Money

Office Superintendent

Registrar

Principal & Secretary