

# K. J. Somaiya polytechnic

Vidyavihar, Mumbai-77

Ref: KJSP / EXAM/2022-23 / 65

Date: 21/11/2022

## **Notice - Exam form submission for Winter 2022.**

All the Full-Time and Part-Time diploma students are hereby informed that the examination forms - Winter 2022 filling activity is scheduled from 24/11/2022 to 01/12/2022. **The student had to pay fees offline at the Cash office.** Students who are not having any backlog courses of the previous semester and had paid academic fees for 2022-23 need not visit the cash office to submit the exam form.

The students (all students regular and backlog) had to download the exam form and pay the fees as specified in the exam form. **If no fees have been specified, they need not pay any fees as they had already paid fees for regular exams with academic fees.**

Sr.No	Activity	Schedule
1.	Release of exam form	24/11/2022 at 02.00pm
2.	Payment of fees	24/11/2022 to 01/12/2022 (Only working days) Timing : 11.00am to 4.30pm (Lunch- 1.15pm to 2.00pm)
3	Late payment of fees(Rs.500 penalty + exam form fees)	02/12/2022 Timing : 11am to 4.30pm
4	Late payment of fees(Rs.1000 penalty + exam form fees)	03/12/2022 Timing : 11am to 4.30pm

**Note - 1.** Students not paying examination fees will not be allowed to appear for Winter-2022 examinations. The student needs to download the exam form and keep a copy for their reference.

**2. No fees will be accepted in ONLINE MODE. The fees have to be paid at the cash office in cash mode only and obtain the receipt for future correspondence.**

**3. All students should download keep a copy of exam form for their reference for any future correspondence.**

  
PRINCIPAL

K. J. SOMAIYA POLYTECHNIC

cc : USK ... to display on website,

Cash office, Registrar, Exam section.... For necessary action.