

LEAVING CERTIFICATE APPLICATION - NO DUES FORM
(For Discontinued Students)

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

Date -

Dear Madam,

I have discontinued the Civil / Mechanical/ Industrial Electronics / Electrical / Computer Diploma Engineering course [Full Time / Part Time / Working Profession]. I request you to issue me Leaving Certificate.

Full Name : _____

My Enrollment No. is / was _____

Mobile No. : _____ E-mail : _____

Signature of Applicant

Student is required to obtain No Dues from their department

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 ENGINEERING DEPARTMENT	
5.	HEAD OF COMPUTER ENGINEERING DEPARTMENT	
6.	CONTROLLER OF EXAMINATION	
7.	WORKSHOP SUPERINTENDENT	
8.	LIBRARIAN	
9.	ACCOUNTANT	

OFFICE SUPERINTENDENT / REGISTRAR

PRINCIPAL