

Shri Vile Parle Kelavani Mandal's  
SHRI BHAGUBHAI MAFATLAL POLYTECHNIC

Ref.No. C-45/2020-2021

05<sup>th</sup> November, 2020


**C I R C U L A R**

The Thirtyfirst Convocation of the Polytechnic for awarding Diploma to students who have completed Polytechnic's Diploma Courses (Full Time/Part Time) in October, 2020 or earlier will be held in Nov./Dec.2020.

The eligible students (as per the list displayed) have to fill up the prescribed form and submit duly filled form alongwith a Xerox copy of the Final Year Mark sheet and convocation fee receipt of Rs. 1000/- only.

The date of convocation will be announced later. To get Diploma certificate applying for convocation is compulsory.

Separate application form will be available in the office for getting Leaving Certificate. The eligible students have to fill up the prescribed form and submit duly filled form along with a Xerox copy of the Final Year Marksheet in the office.

  
PRINCIPAL

- P.S. (1) Please write your complete name correctly.  
(2) If your name on the final year marksheet is not proper/correct please contact Controller of Examination immediately.

**INSTRUCTIONS :**

- (1) This application must be submitted to the Polytechnic alongwith a Xerox copy of the Final Year Marksheet.
- (2) All entries in the application must be correctly written.
- (3) The Diploma will be issued as per the name written in the Final Year Marksheet issued to the candidate. If any query please contact Controller of Examination immediately.
- (4) No application will be entertained, if not accomplished with requisite fee and copy of the final semester Marksheet.
- (5) Diploma will be issued in exchange of Fee Receipt of Convocation Fee Receipt(in original). No duplicate receipt will be issued on any account.
- (6) Two recent coloured Passport Size Photographs strictly in formal wear (White) against light blue background. (Size 4.5 x 3.5 cm)