

**K. J. Somaiya College of Engineering, Mumbai-77**  
**(Autonomous College Affiliated to University of Mumbai)**

**Rules and Procedure for Online Transcript Application**

Now the alumni, who have the convocation degree certificate (UG/PG) with them, can apply for transcript of their course *On-line*. This facility will permit them to get the necessary official documents without a visit the college in person.

In case if any alumnus does not want to avail *On-line* facility he/she can apply through the Off-line Process for Transcript Application; which co-exists. This off line facility is also available for our present-day students.

**Scan copies of Originals** (which is a must prerequisite) of each of the following document to be submitted along with on-line application form:

1. First semester mark list (ignore, if directly admitted to second year engineering)
2. Second semester mark list (ignore, if directly admitted to second year engineering)
3. Final year diploma mark list (ignore, if admitted to first year engineering)
4. Third semester mark list
5. Forth semester mark list
6. Fifth semester mark list
7. Sixth semester mark list
8. Seventh semester mark list
9. Eighth semester mark list
10. Convocation degree certificate

Please note:

- It is mandatory that the applicant fills all the relevant data in the application form. The details of the application form can be attached as a separate document (in .pdf format) or it can form the contents of the email.
- Scanned copies of **Originals** all the above documents or duly **attested** documents are to be attached.
- Any application form, either incomplete or without **any one** of the above necessary documents, will not be processed by the college.
- The applicant will be responsible for all the information submitted in the form and will not hold the college responsible for the same.
- If, any information submitted in the form, is found to be incorrect / misleading or contradictory; then such a form will not be processed further by the college.
- Once decided to apply transcripts online with all the documents collected then first do the online payment through net banking NEFT / RTGS and note down the transaction ID which must be quoted in the prescribed application form.
- Non-refundable payment of Rs. 2000/- (for 10 copies) will have to be made towards the administrative charges of the transcripts. Additionally, for sending the hard copy of the document, the applicant will have to pay Rs 250/- as postal charges for an address in India or Rs 1200/- for sending anywhere other than India by speed post. The payment can be made on line through net banking NEFT / RTGS on the following college account.

For Online payment use the following gateway which is given on college website at digital payment facility.

<http://kjscefees.com/DefaultMiscPayment.aspx>

or

for making payment through RTGS/NEFT details are as under

A/C No.:122001000251	Bank: ICICI Bank: RTGS/NEFT	MICR:400229144
IFSC CODE: ICIC 0001220	NAME OF SB A/C: K J SOMAIYA COLLEGE OF ENGINEERING	

- The data verification process of the application form along with necessary documents will be completed typically in 10 days after receiving the payment towards the transcripts. In case, if more time is needed, the college will inform the applicant the same via e-mail.
- Under no circumstances, the time estimation for the verification of data will be curtailed.
- After verification, the transcript document will be printed on the college letter head and will be duly signed by the authorized signatory. This document will then be posted to the requested address. The address for posting the hard copy can be in India or Abroad.
- In no case the transcripts will be hand delivered.
- The movement of the transcripts send via speed post/courier may be tracked if a request for the necessary details is to be made to the college authorities through an e-mail.
- Any correspondence towards the transcripts will be strictly via e-mail and no phone calls or in person inquiries may be entertained.
- Please send the completed application form along with necessary documents to the E-mail address of Registrar of the college at : [registrar.engg@somaiya.edu](mailto:registrar.engg@somaiya.edu)  
Applications sent to any other e-mail ids of the college will not be entertained
- Please mention subject of e-mail as: Application for online transcripts \_ name of the student

Date: 06/09/2018

Principal