

Notice

Rules For Applying Offline Transcript With Effect From 21/09/2018

1. This offline transcript application is in parallel with online application.
2. In case of offline application submission/ payment / receipt of transcript is necessarily to be done in person.
3. This offline application is for
 - Current Student i.e. one who is undergoing UG / PG course
 - Alumni who don't want to opt for online transcript application option and want submission/ payment / receipt of transcript in person
4. Documents to be submitted
 - Application form in prescribed format (this form will be made available on website / intranet)
 - Receipt of fees paid for transcript
 - Attested / self attested copies of mark lists
 - or
 - Attested / self attested gadget copy may be accepted as an exceptional case with prior permission from head of the institute
 - or
 - Attested / self attested copy of transcript previously issued by the institute
5. The student can apply for transcript any time after completing four semesters (FE/SE).
6. The fees of the transcript will be as tabulated below,

Sr. No.	No of working days of the institute within which transcript will be issued	Amount	Remark
1	15 days	Rs.1000/-	--
2	03 days	Rs.1500/-	Prior permission from head of the institute to be taken

7. The requisite fee can be paid by (1) Demand Draft (2) Bankers' Cheque (3) Credit Card (4) Cash (to the Cashier, KJSCE). The DD/Banker's Cheque should be drawn in favor of "K. J. Somaiya College of Engineering".
8. Applicant is required to pay the transcript fees along with every fresh application.
9. The student will get 07 copies of transcript.
10. If student has failed in any subject / practical / oral examination then transcript will clearly indicate so.
11. The transcripts will be issued against the receipt of fees paid / counter foil of the application along with an authority letter and identity proof if not collected in person.
12. The applicant will be given a date of issuing transcript and no enquiries before the due date will be solicited.

Date: 21/09/2018

Principal