

K. J. Somaiya College of Engineering, Mumbai-77

Rules For Applying Transcript

1. This offline application is in parallel with online system of application
2. In case of offline application submission to be done in person
3. This application for
 - current student i.e. who is undergoing UG/PG programme
 - Alumni who do not to opt online system of transcript application
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

or

 - Attested / self attested copy of transcript previously issued by the institute
5. The student can apply for transcript any time after at least one semester
6. The fees of the transcript will be as tabulated below,

Sr. No.	No of working days of the institute <u>within</u> 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

1. The requisite fee can be paid **via online mode only and cash / cheque payment mode is not acceptable unless specific permission from the authority is sought. Refer to the digital payment facility attached herewith.**
2. Applicant is required to pay the transcript fees along with every fresh application.
3. The student will get **5 copies** of transcript.
4. If student has failed in any subject / practical / oral examination / head of passing then transcript will clearly indicate so.
5. 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.
6. **The applicant will be given a date of issuing transcript and no enquiries before the due date will be solicited.**

Digital Payment Facility

As a part of promoting Digital Payment Facility, the KJSCE has following digital payment options. All concerned are requested to use the digital payment option listed below and support the drive nationwide for digital payment.

If any problem / issue for digital payment write to kjsce-accounts@somaiya.edu or meet in person Accounts Department, A 114

General instructions

1. All payments are accepted via online mode only and cash / cheque payment mode is not acceptable unless specific permission from the authority is sought
2. No payment is accepted at accounts counter of college unless specific permission from authority is sought
3. If the purpose of payment is not available in dropdown then select MISCELLANEOUS PAYMENT OPTION
4. In remarks kindly **do not forget** - to mention clearly the purpose for what you are making the payment

Sr. No.	Particulars	Mode: Online	
1.	Payment of Tuition fees	Online Payment Gateway	https://myaccount.somaiya.edu/#/login
2.	Exam Fees (Regular / ATKT Exam / re-examination / Supplementary)	Online Payment Gateway	https://kjsengexam.com/login.aspx
3.	Re-assessment / Re- verification / Xerox of answer sheets	Online Payment Gateway	http://kjscefees.com/DefaultMiscPayment.aspx
4.	Other payments done by the students (ID lost, duplicate mark sheet, backlog summary, Library Deposit, etc.)	Online Payment Gateway	http://kjscefees.com/DefaultMiscPayment.aspx
5.	Other payments done by the staff / faculty (Library fine etc.)	Online Payment Gateway	http://kjscefees.com/DefaultMiscPayment.aspx OR https://myaccount.somaiya.edu/#/login
6.	Transcripts for Alumni and Current students	Online Payment Gateway	http://kjscefees.com/DefaultMiscPayment.aspx
7.	Alumni Services Migration certificate / students document verification	Online Payment Gateway	http://kjscefees.com/DefaultMiscPayment.aspx
8.	Registration Fee - Courses and WS for Students' staff and faculty Seminars / STTPs/ Workshops / add on courses / AOAC/AOCC/AC etc.	Online Payment Gateway	http://kjscefees.com/DefaultMiscPayment.aspx
9.	Library Payments Library Book Bank Amount/ library fine / reading charges etc. of students	Online Payment Gateway	https://myaccount.somaiya.edu/#/login OR http://kjscefees.com/DefaultMiscPayment.aspx

K. J. Somaiya College of Engineering, Mumbai-77

(Autonomous College Affiliated to University of Mumbai)

Date of Transcript fees Paid: _____ **Receipt No.** _____

Transcript Application

Date: _____

Roll No.: _____ **Branch of Study:** ETRX/EXTC/COMP/I.T./ MECH/PROD/ M.T.

Name of the Student: _____

(As per Mark List)

Residential Address: _____

Contact No. (Res.) _____ **(M)** _____

E-mail ID: _____

Year of Admission: _____

Year of Graduation: _____

Year of Post-Graduation: _____

Name and Signature of the Applicant

For office use only:

Date of issuing transcript: _____

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Date of Transcript fees Paid: _____

Receipt No. _____

Receipt for Application (To be produces while Collecting Transcripts)

Received application for transcript from _____

on _____. The transcripts will be issued on _____.

Date:

Signature of Transcript Issuing Authority