

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

Online Students Data Verification

Of late, it has become a common practice to inquire institutes for verification of details of alumni. This information is required either by an employer or higher education institute directly or through a hiring agency. The application form for this is now available online, thus eliminating a visit to the college in person to get the necessary official documents.

Attested copy of each of the following document to be submitted along with on-line application form:

1. Final year mark list
2. 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 all the above 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 the student data verification is necessary for particular passed out student 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. E-mail application form in prescribed format along with necessary documents to registrar of the college on assistant-registrar.engg@somaiya.edu.
- The information of Students Data Verification can be made available either by
 - e-mail received from an official e-mail id of the employer / institute / agency
 - Posting a hard copy to the requested address, either in India or outside India.
- The charges for the Students Data Verification are as follows

Sr. No	Year of passing final degree examination	Administrative Charges Rs.	Postal charges if hard copy is requested Rs.	Time to complete the process after receiving payment
1	Students of the Batch passed in July 2000 and onwards	Rs.1500	Rs.100 (address in India) Rs. 500 (address outside India)	08 working days
2	Students of the Batch passed in July 1999 and before	Rs.2500	Rs. 250(address in India) Rs.500 (address outside India)	10 working days

- The payment should be made **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**
- The transaction id of the payment should be mentioned in the application form for ease of operation.
- In case, if more time is needed, the college will inform the applicant about the same.
- Under no circumstances, the time estimation for the verification of data will be curtailed.
- After verification, if a hard copy is requested, then the 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 case the document is to be hand delivered, the applicant should provide an authority letter giving details of the person who would be collecting the same.
- Any correspondence towards the Student Data Verification will be strictly via e-mail and no phone calls or in person inquiries may be entertained. E-mail to registrar of the college on assistant-registrar.engg@somaiya.edu

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

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Online Students Data Verification Application Form

(Please fill in the details of this table in main text of e-mail or attach as .pdf document)

Details of the agency/organization/institute/applicant applying for Online Students Data Verification	
(This can be even the student himself/herself)	
Name of the agency/applicant	
Transaction id for payment	Amount paid:
E-mail id	
Address for communication with pin code	
Tel Nos. (with country and area code)	
Details of the student whose data is to be verified	
Name of the student	
Present Address of the student	
E-mail id of the student	
Details of the verification required	
Details of document to be attached	
Attested copy of final year mark list	Yes/No
Attested copy of convocation degree certificate	Yes/No
Give e-mail Id/Address with pin code to post the document for data verification	
Electronics signature of applicant	
Date	