

Online Transcript Facility

The college has transcript facility as follows

1. Through college: The student will receive transcripts hard copies posted to given address in India or abroad. The transcripts are not sent directly to the universities. This is not much useful during application process. **This facility is strictly not for current students.** All communication via email only (assistant-registrar.engg@somaiya.edu) and transcript will be sent via speed post only and hand delivery is not allowed.

Further details of online transcript facility through college are given below.

2. Through Truecopy Online Transcript Services: The College has MOU with the agency and the agency sends transcripts to the universities directly as per student's choice. Obviously transcripts are prepared by the college. This facility can be used by the current students as well as passed out students but transcripts will be sent to universities and not to residential address in India or abroad. This is useful while submitting applications.

Link to apply for transcript through

truecopy: <https://kjsce.truecopy.in/verify/submitverify.tc>

Truecopy Credentials Pvt. Ltd.

Address: 102, Supreme IKon, Baner Road, Pune - 411008

Support Contact: +91 9766456506 / +91 7066586968, Website: www.truecopy.in

Rules, Procedure, Digital payment Facility and application for Online Transcript through College

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 have any or all the required documents listed below, 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.

Attested copy (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 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 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.
- Payment of Rs. 2000/- will have to be made towards the administrative charges of the transcripts. Additionally, for sending the hard copy of the document, the applicant will pay Rs 250/- as postal charges for an address in India or Rs 1500/- for sending anywhere other than India by speed post. The payment should be made on line as per digital payment facility table attached.
- 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 student can track the transcripts sent via speed post. For this students can request the letter no. via e-mail.
- Any correspondence towards the transcripts will be strictly via e-mail and no phone calls or in person inquiries may be entertained.
- E-mail address to which application to be sent with attachment of necessary documents: assistant-registrar.engg@somaiya.edu
- **Please mention subject of e-mail as: Application for online transcripts _ name of the student**
- Applications sent to any other e-mail ids of the institute will not be entertained.

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
Online Transcript Application

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

Date of Receipt: _____ :Application No.: _____ (For office use only)			
Details of the student applying for Transcripts			
Name of the student			
Transaction id for payment		Amount paid:	
Present Address of the student (Give detailed address with pin code)			
Address to which transcripts to be posted (Give detailed address with pin code)			
E-mail id of the student			
Tel. Nos. (with country and area code)			
Roll No.(final year): _____		Year of Admission: _____	
Seat No.(VIII semester) _____		Year of Graduation: _____	
Branch of Study: _____ ETRX/EXTC/COMP/ I.T. / MECH/PROD/ M.T.		Year of Post-Graduation: _____	
List of documents attached			
Attested mark list copy of first semester	Yes/No	Attested mark list copy of second semester	Yes/No
Attested mark list copy of third semester	Yes/No	Attested mark list copy of fourth semester	Yes/No
Attested mark list copy of fifth semester	Yes/No	Attested mark list copy of sixth semester	Yes/No
Attested mark list copy of seventh semester	Yes/No	Attested mark list copy of eighth semester	Yes/No
Attested copy of final year diploma mark list (wherever applicable)	Yes/No		
Attested copy of degree certificate (convocation certificate)	Yes/No		
Electronic signature of student			
Date			