

Rules and Procedure for Transcript

The students who have been awarded Under Graduate Degree (Bachelor of Engineering) and the regular students who are presently appearing for the Engineering Degree course can apply for transcript by visiting Institute website www.somaiya.edu/kjsieit

The two options are available for the applicant:

- 1) The applicant can complete the entire data entry process of transcript by himself/herself.
- 2) The Institute can complete the data entry process of transcript on receipt of application for transcript alongwith payment of fees.

Application Process:

A) Applicant who is willing to complete the Transcript Data Entry Process:

- The Transcript format and Form is available on Institute Website. Students have to download the excel file (Transcript format) and Transcript form. It is compulsory that applicant fills all the relevant data in given format and send the duly filled form and scan copy of Grade Sheets to students section to **Mr. Sachin Pawar** and **Mr. Sachin Shinde** by email on sachinpawar@somaiya.edu & sachinshinde@somaiya.edu
- After sending the duly filled Transcript form, the applicant must approach to Institute for paying the Transcript charges and verification of all semesters marksheets. The applicant must carry his/her all semesters original Marksheets alongwith the photocopies of the original marksheet.
- After verifying the applicant's original documents and payment receipt by concerned staff, applicant should report to students sections to submit the Transcript form, payment receipt, photocopies of all verified documents for the data verification process.

B) If the Transcript Data Entry work done by Institute Staff

- Applicant must approach to Institute Office for collecting the Transcript form alongwith the all semesters original marksheets.
- After verifying the applicants original documents and payment receipt by concerned staff, applicant should report to students sections to submit the Transcript form, payment receipt, photocopies of all verified documents for the data verification process.

Transcript Charges:

Rs.1,000/- if the Institute Complete data entry process of Transcript.

Rs.800/- If the applicant the complete the data entry process for students.

For Extra copy the applicant required to pay extra charges as applicable.

Verification Period:

a) If the data entry process done by Applicant:

The data verification process of the application form along with necessary documents will be completed typically in 10 working days (i.e. excluding Sundays and Holidays) after receiving the payment towards the transcripts. In case, if more time is needed, the Institute will inform the applicant the same via e-mail.

b) If the data entry process done by Institute Staff:

The data verification process of the application form along with necessary documents will be completed typically in 15 working days (i.e. excluding Sundays and Holidays) after receiving the payment towards the transcripts. In case, if more time is needed, the Institute will inform the applicant the same via e-mail.

After the necessary verification from the Institute staff, the transcript documents will be printed on Institute Letter head and will be duly signed by the authorized signatory.

The applicant required to report to students section for collecting the duly signed transcript.

Date : 15.11.2018


Dr. S. K. Ukarande
Principal