



VJTI MUMBAI

वीरमाता जिजाबाई तंत्रज्ञान संस्था

Veermata Jijabai Technological Institute

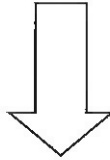
(Autonomous Institute of Govt. of Maharashtra)

H. R. Mahajani Road, Matunga (East), Mumbai - 400 019

Phone: +91 22 24198101/102 • Fax: +91 22 24102874 • www.vjti.ac.in

PROCEDURE FOR DOCUMENT VERIFICATION

- Send request for document verification, please visit an Institute website www.vjti.ac.in. Select '**Students**' tab → select '**Useful forms for Students**' tab → then click on '**Verification of Academic Records**' tab.



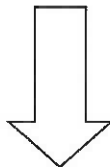
- Make online payment through:
 1. SBI Collect. (Refer 'Steps to be followed for online payment of VJTI fees circular) and also circular dated 13th March 2014 for charges.

OR

 2. By sending DD in favour of "Director, VJTI Mumbai".

OR

 3. By paying cash at accounts section of VJTI.



- After successful payment,
 1. send scan copies of documents to be verified and payment receipt on email id verification_degreeexam@vjti.ac.in.

OR

 2. Submit documents at examination section.

Steps to be followed for online payment of VJTI Fees

The fees payable to the Institute are to be paid through STATE BANK COLLECT

- Log on to <https://www.onlinesbi.com>
- Home page STATE BANK COLLECT
- Click on State Bank Collect,
- Click Checkbox to accept 'Terms & conditions', then click on 'Proceed'
- Select State as 'Maharashtra'
- Select Type of Category as 'Educational Institutions' and Click on 'Go'
- Select the Name of the institution as

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

- Select the appropriate 'Payment category' as indicated below:

Payment Category	VJTI partial Fees
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- On next screen Enter the details
(like Merit No, Name, Birth date, Programme, Branch, Category, Caste)
- In remark: mention name of certificate you are applying for (i.e. Transcripts).
- Select options, wherever necessary carefully
- Proceed as instructed and Click on 'Submit'
- On next screen verify details and click on 'Confirm'
- You will be taken to payment gateway, Select appropriate payment mode
- Check the charges/commission applicable for selected 'Mode of Payment'
Follow instructions to Print Challan and pay at any SBI branch in Cash
OR
Pay 'online' using Internet Banking / Credit / Debit card
- Print receipt online

Fees schedule is available on VJTI website.

visit www.vjti.ac.in → Exam Section → Revised Rates for Academic related matters effective from 1st April 2014



Founded: 1887

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

Matunga, Mumbai 400 019
(Autonomous Institute affiliated to University of Mumbai)

Examination Section (Degree)

Phone: 022 2419 8109

www.vjti.ac.in

Date: 13th March, 2014

Following are the rules and charges for the Academic related services

1. Procedure and charges to obtain UG and PG Transcripts, Duplicate Mark sheet Certificates and Mark sheet /Degree verification.

Write an application directly to the address given below along with a demand draft for amount as applicable as shown in chart:

To,
The Director,
Veermata Jijabai Technological Institute(VJTI)
H R Mahajani Road, Matunga, Mumbai- 400019, India
Phone: +91-22-24198109,
Fax: +91-22-24152874
Email: coe@vjti.org.in

Your Application should provide the following facts

- Name in full (in block letters): Institute Roll no.: Period of study at the Institute
- Institute Roll No.:
- Period of Study at the Institute:
- Department:
- Degree obtained:
- Year of passing in final examination:
- Draft No. and Date:
- Complete postal address where the degree /documents is to be sent:
- Xerox copies of Marks sheet of all years are required for transcript:

Cost/Draft Details

Your application should be sent along with prescribed fee as mentioned below by a bank Draft drawn in favour of: "Director, VJTI Mumbai"

- Payable at Mumbai

*Note: For loss/theft, submit a copy of the FIR from local police station with an affidavit on non-judicial stamp paper of Rs. 100/- in court of law. Also, publish an advertisement in lost column in the newspaper of reputed mentioning the city where the degree has been lost.

2. Revised charges for academic related services

1. These rates are effective with effect from 1st April, 2014.
2. These rates are applicable to all the Students and Alumni.
3. Transcript means original copy of consolidated transcript.
4. The revised rate includes the postal charges of mail.
5. Mailing: in India by registered post and abroad by Speed post.

Sr. No.	Item		Current	*Revised	
1.	Duplicate Mark Sheet (one in original)	India	Rs. 400	Rs. 500	
		Abroad	US \$ 50	US \$ 60	
2.	a	Transcript up to 1995 entry Year (one in original)	India	Rs. 1000	Rs. 1200
			Abroad	US \$ 80	US \$ 100
	b	Additional copies of transcript per copy	India	Rs. 300	Rs. 300
			Abroad	—	US \$ 25
3.	a	Transcript from 1996 entry Year (one in original)	India	Rs. 500	Rs. 700
			Abroad	US \$ 50	US \$ 60
	b	Additional copies of transcript per copy	India	Rs. 300	Rs. 300
			Abroad	—	US \$ 25
4.	Certificate of Instruction in English (one in original)	India	Rs. 200	Rs. 200	
		Abroad	US \$ 10	US \$ 10	
5.	Verification of Degree/Mark Sheet (for each individual verification)	India	Rs. 1000	Rs. 1200	
		Abroad	US \$ 100	US \$ 120	
6.	Character certificate (only one original)	India	Rs. 200	Rs. 200	
		Abroad	US \$ 10	US \$ 10	
7.	Duplicate Transference Certificate (one in original)	India	Rs. 100	Rs. 200	
		Abroad	US \$ 10	US \$ 20	
8.	Any other certificate on own request (only in original)	India	Rs. 200	Rs. 200	
		Abroad	US \$ 10	US \$ 10	
9.	Transference Certificate for Migration (only one original)	India	Rs. 200	Rs. 200	
		Abroad	US \$ 10	US \$ 10	

***All above charges collected will not be paid to anyone and deposited in the Institute Examination Account (degree) funds.**



Director