



VJTI

Veermata Jijabai Technological Institute

वीरमाता जिजाबाई तंत्रज्ञान संस्था (Estd. 1887)

(Central Technological Institute, Maharashtra State, INDIA)

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

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

Application Form for Transcript

Name: _____

Address: _____

Email.ID: _____

Tel. / Mobile No. _____

Date: _____

To,

The Controller of Examination, (Diploma)
VJTI, Matunga (East)
Mumbai - 400019.

This is to request you to issue me Diploma Transcript for the purpose of _____

My details as follow:

Admission month & year: _____ Passed out Month & Year: _____

Branch: _____ Number of Copies required: 1 + =

I am submitting herewith the following documents for diploma transcript :

- 1) Attested photo copies of all attempts Mark sheets.
- 2) Attested photo copies of Diploma Convocation Certificate.
- 3) Photo copy of Identity Proof & leaving Certificate.
- 4) Photo copy of Marriage Certificate OR Gazette, if name change.

I hereby declared that all the above information & enclosed documents are correct.

Signature of Student

| For Diploma Exam Use Only | For A/C'S Section Use Only |
|--|------------------------------|
| To A/C Section 1 * 700 = 700 * 300 = | Receipt No. |
| Pay Total Rs. <input type="text"/> | Date: |
| (Rs. 700/- for First Copy after the entry Year 1995 & Rs.1200/- before 1995. Rs.300/- per additional copy) | Signature of the A/c's Clerk |
| Date: _____ | |
| Verified by | |

PROCEDURE FOR TRANSCRIPT

- Download “Application Form for Transcript” From institute website www.vjti.ac.in. Select ‘Students’ tab → select ‘Useful forms for Students’ tab → then click on ‘Transcript of Academic Records’ tab.



- Fill the form with all details.



- Make online payment through:
 1. SBI Collect. (Refer ‘Steps to be followed for online payment of VJTI fees circular) & 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.
(10.00 AM to 1.00 PM - Monday to Friday working days.)



- After successful payment,
 1. Send scan copies of application form, all mark sheets, diploma certificate (for passed out student), passing certificate & payment receipt on email id :
 - (1) diplomaexam_asst2@vjti.ac.in
 - (2) coe_diploma@vjti.ac.in
 2. Submit hard copy or photocopy all above mention documents at Diploma Examination Section.
 3. After submission of all documents & payment maximum time required to issue Transcript document will be 45 days.
 4. When transcript documents ready then Diploma Exam Section will inform student by Email.

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 <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 types of Category as 'Educational Institutions' & 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 |
|------------------|-------------------|
|------------------|-------------------|

- 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 & click on 'submit'.
- On next screen verify details & click on 'Confirm'
- You will be taken to payment gateway, Select appropriate payment mode
- Check the charge / commission application for selected 'Mode of Payment' follow instructions to Print Challan & pay at any SBI branch in Cash
OR
pay 'Online' using internet banking / Credit card / Debit Card.
- Print receipt online

Fees schedule is available on VJTI website.

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



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 | India | Rs. 1000 | Rs. 1200 |
| | | Abroad | US \$ 80 | US \$ 100 |
| | b | India | Rs. 300 | Rs. 300 |
| | | Abroad | --- | US \$ 25 |
| 3. | a | India | Rs. 500 | Rs. 700 |
| | | Abroad | US \$ 50 | US \$ 60 |
| | b | 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.



[Signature]
Director