



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 up to 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