



**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE (VJTI)**  
[Central Technological Institute, Maharashtra State]

Matunga, Mumbai 400 019

Date: 11/03/2010

Following are the rules and charges for the for 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/IPO (no credit cards and other mode of payment is accepted) for amount as applicable as shown in chart:

Controller of Examination (Degree)  
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:
- 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 repute mentioning the city where the degree has been lost.

**2. Revised charges for Academic related services**

1. These rates are effective with effect from 01 April 2010
2. These rates are applicable to all the students and Alumni.
3. Transcripts means original copy of consolited transcript.
4. The revised rate includes the postal charges of mail.
5. Mailing :in India by registerd post and abroad by Speed post

Sr. no	ITEM		Current	Revised *
1	Duplicate Mark Sheet (one in original)	India	Rs.200	Rs. 400
		Abroad	Rs.200	US\$ 50
2	Transcript up to 1995 entry year (one in original)	India	Nil	Rs. 1000
		Abroad	Nil	US\$ 80
3	Transcript from 1996 entry year onwards (one in original)	India	Nil	Rs. 500
		Abroad	Nil	US\$ 50
4	Certificate of instruction in English (one in original)	India	Nil	Rs 200
		Abroad	Nil	US\$ 10
5	Verification of Degree/Mark sheet (for each individual verification)	India	Rs. 500	Rs 1000
		Abroad	Rs. 500	US\$ 100
6	Character certificate (only one original)	India	Nil	Rs 200
		Abroad	Nil	US\$ 10
7	Leaving Certificate (only one original)	India	Rs 20	Rs 100
		Abroad	Nil	US\$ 10
8	Duplicate Leaving Certificate (only one original)	India	Nil	Rs 100
		Abroad	Nil	US\$ 10
9	Any other certificate on own request (only one original)	India	Nil	Rs 200
		Abroad	Nil	US\$ 10
10	Leaving Certificate for Migration (only one original)	India	Rs.20	Rs 200
		Abroad	Nil	US\$ 10

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

Director



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Director