K. J. Somaiya College of Engineering, Mumbai-77
Online Students Data Verification

Of late, it has become a common practice to inquire institutes for verification of details of alumni. This information is required either by an employer or higher education institute directly or through a hiring agency. The application form for this is now available online, thus **eliminating a visit to the college in person** to get the necessary official documents.

Attested copy of each of the following document needs to be submitted along with on-line application form:
1. Final year mark list
2. Convocation degree certificate

Please note:
- It is mandatory that the applicant fills all the relevant data in the application form. The details of the application form can be attached as a separate document (in .pdf format) or it can form the contents of the email.
- Scanned copies of all the above duly **attested** documents are to be attached.
- Any application form, either incomplete or without **any one** of the above necessary documents, will not be processed by the college.
- The applicant will be responsible for all the information submitted in the form and will not hold the college responsible for the same.
- If, any information submitted in the form, is found to be incorrect / misleading or contradictory; then such a form will not be processed further by the college.
- Once the student data verification is necessary for particular passed out student then first do the online payment through net banking NEFT / RTGS and note down the transaction ID which must be quoted in the prescribed application form. E-mail application form in prescribed format along with necessary documents to registrar of the college on registrar.engg@somaiya.edu.
- The information of Students' Data Verification can be made available either by
  - e-mail received from an official e-mail id of the employer / institute / agency
  - Posting a hard copy to the requested address, either in India or outside India.
- The charges for the Students Data Verification are as follows

Sr. No	Year of passing final degree examination	Administrative Charges Rs.	Postal charges if hard copy is requested Rs.	Time to complete the process after receiving payment
1	Students of the Batch passed in July 2010 and onwards	Rs.1500	Rs.100 (address in India) Rs. 750 (address outside India)	08 working days
2	Students of the Batch passed in July 2009 and before	Rs.2500	Rs. 250(address in India) Rs. 750 (address outside India)	10 working days

- The payment should be made on line through net banking NEFT / RTGS on the following college account.

A/C No.:122001000251	Bank: ICICI Bank: RTGS/NEFT	MICR:400229144
IFSC CODE: ICIC 0001220	Beneficiary : K J SOMAIYA COLLEGE OF ENGINEERING	
	Type of Account : Savings Bank Account	

- The transaction id of the payment should be mentioned in the application form for ease of operation.
- In case, if more time is needed, the college may inform the applicant about the same.
- Under no circumstances, the time estimation for the verification of data will be curtailed.
- After verification, if a hard copy is requested, then the document will be printed on the college letter head and will be duly signed by the authorized signatory. This document will then be posted to the requested address. The address for posting the hard copy can be in India or Abroad.
- **In no case the document will be hand delivered**.
- Any correspondence towards the Student Data Verification will be strictly via e-mail and no phone calls or in person inquiries may be entertained. E-mail to registrar of the college on registrar.engg@somaiya.edu.

   Date: 01/01/2014   **Principal**