

Fee Payment Instructions: Even Semester 2018 (Jan-June 2018)

1. Fee can now be paid through any of the following means:

- (i) **"Pay Fee on Line"**- Net banking/Credit/Debit cards through Institute's Payment Gateway
- (ii) **Through Axis Bank Branches** – Direct deposit of DDs at Axis Bank Branches.
- (iii) **By Demand draft (DDs)** - at the Institutes fee collection counters on the dates of registration as shown in the Academic Calendar.

Period of fee payment for SI No (i) & (ii) – 14th Dec 2017 to 28th Dec, 2017

Notes:

- (i) *NRI category Students who have paid their fee for the full academic year need not follow these instructions.*
- (ii) *In case of deviation of Fee structure, Students must pay the amount shown in the Pay- in- Slip and settle the balance with Accounts Deptt later.*
- (iii) *In case of any short fall/arrears, due to any reason, the Accounts Deptt shall intimate the details to the students who shall be required to make up the amount at the earliest.*

2. **Net Banking/Credit/Debit Card** (Pay Fee on Line) (Read instructions below and then **click here** – link to be activated on 14th December 2017 to make payment)

- (i) Log on to your webkiosk on or after 14 December, 2017
- (ii) On the left hand side menu Side menu click on link **"Pay Fee on Line"**.
- (iii) Select a Registration Code (e.g. Even Sem-2018) from the drop window.
- (iv) Click on right (V) button
- (v) Student details will automatically appear on the screen.
- (vi) After verification of the same the student should press the execute button.
- (vii) Student fee details showing the previously paid fee and current dues shall be displayed.
- (viii) Press on Pay Now button. Thereafter, the option for mode of payment shall appear i.e. Credit/Debit card or Net banking. Select the preferred option. Fee Due amount, Transaction cost for on line payment and Total due amount will be shown.
- (ix) Pay now will lead to payment gateway.
- (x) On Successful payment, student will be re directed to the Fee Receipt page which he/she can generate or save.
- (xi) In case of transaction failure, a Message will be displayed accordingly.
- (xii) If any error occurs during the transaction or otherwise Payment deducted, but Fee receipt not generated, students will be advised to view the On-Line fee paid history provided on the Left hand side Menu (below the Pay Fee On-Line Link). In this students will be advised to contact to Accounts or IT support dept for their quires.

3. **Through Axis Bank Branches**

- (i) Students may pay their Fee for the Even Sem-2018 **by depositing DDs** directly with the **Axis Bank Branches** by following the instructions listed below:

- (i) Period of Fee Payment – 14th Dec 2017 to 28th Dec, 2017

(Monday to Friday between 10 am to 3.30 pm and on working Saturdays between 10.00 am to 1.00 pm)

(a) Payment by DDs only.

(b) Payment by Cheque/ Cash not allowed.

(c) Part payment of Fee not allowed

(ii) Procedure:

- (b) Read instructions and then – **click here** (link to be activated on 14th December 2017 to make payment) to reach **"Fee Deposit Pay in Slip Even Semester - 2018"**

- a. Enter your Enrolment Number.
- b. You will reach Fee deposit PAY- IN- SLIP (with your name & Fee details pre- printed).
- c. Take out the print out of two pages (one Students Copy and one Bank copy).
- d. Go to any nearest AXIS BANK branch with PAY- IN- SLIP (both the copies).
- e. Deposit the prescribed fee by DDs along with PAY- IN- SLIP (both Banks & Student copies).
- f. Axis Bank Branch will keep Bank Copy. It shall return the Student Copy with Stamp.

- (c) The Student must bring stamped copy of PAY- IN- SLIP on day of registration and submit the same with the Finance & Accounts Deptt for issuing of the Fee Receipt.