

Fee Payment Instructions: 2017 Odd Semester (Fee payment/Registration – July 2017)

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

- (i) **“Pay Fee on Line through Payment Gateway”**.- by net banking/credit/debit card
- (ii) **Through Axis bank Branches** – Direct deposit of DDs/cheque at Axis Bank Branches. (**No Cash payment**)
- (iii) **By Demand Draft** - at the Institutes fee collection counters on the dates of registration as shown in the Academic Calendar/End Semester Letter.
- (iv) Period of fee payment for SI No (i) & (ii) – **10th June 2017 to 10th July 2017**

Notes:

- (i) *NRI category Students who are paying their fees through wire transfer from abroad/DDs from NRE A/c need not follow these instructions.*
- (ii) *In case of deviation of Fee structure e.g. Financial Assistance from JPISF, Staff Ward Fee exemption etc., Students must pay the amount shown in the Pay-in-Slip and settle the balance with Accounts Deptt later.*
- (iii) *In case of short fall 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. .*

(iv) **CASH PAYMENTS NOT PERMITTED FOR FEE PAYMENT**

2. **“Pay Fee on Line through Payment Gateway”** (Read instructions below and then click on the link <https://webkiosk.jiit.ac.in/> (or copy paste in browser address bar)

- (i) Log on to your webkiosk **on or after 10th June, 2017**
- (ii) On the left hand side menu Side menu click on link **“Pay Fee on Line”**.
- (iii) Select a Registration Code (e.g. **Odd Sem-2017**) 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 (screen shot-3). 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 – Pay-in-Slip**

- (i) Students may pay their Fee for the **2017 odd Sem** - by depositing DDs/Pay Orders directly with the **Axis Bank Branches** by following the instructions listed below:

- (i) Period of Fee Payment **10th June 2017 to 10th July 2017.**

(a) **Payment by DDs/ Pay Orders only. CASH PAYMENTS NOT PERMITTED.**

(b) DD in favouring “Jaypee Institute of Information Technology”

(c) Payment by Cash not allowed.

(d) Part payment of Fee not allowed

- (ii) **In case of payment by DD/ Pay orders, it should be payable at the place of deposit. For example if depositing in Patna Branch- DD/PO should be payable at Patna only). Outstation DD/PO not acceptable.**

(iii) Procedure:

(a) Read instructions and then – **click on the link <https://webkiosk.jiit.ac.in/> (or copy paste in browser address bar) to reach “Fee Deposit Pay in Slip odd Semester -2017”**

(b) Enter your Enrolment Number.

(c) You will reach Fee deposit PAY- IN- SLIP (with your name & Fee details pre- printed).

(d) Take out the print out of two pages (one Students Copy and one Bank copy).

(e) Go to any nearest AXIS BANK branch with PAY- IN- SLIP (both the copies).

(f) Deposit the prescribed fee by DDs / Pay Orders only along with PAY- IN- SLIP (both Banks & Student copies).

(g) Axis Bank Branch will keep Bank Copy. It shall return the Student Copy with Stamp.

(h) **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.**