Important Instructions

The interface is designed in a very user friendly manner. Accordingly the following steps may be observed by the current students:

Step1.Provide your correct registration number followed with email and mobile number

Step2.An OTP screen will appear prompting for entering OTP (one time password). Enter the OTP no received in the SMS of your mobile

Step3.Then the interface will automatically display the details of the subject codes to appear as well as the fee to be paid

Step4. Verify the details and confirm the declaration by ticking the check box

Step5.The interface will prompt you to the fee payment interface. Chose your option of mode of payment and proceed to pay the fee

Step6. After making payment and getting success, wait for redirection of the payment gateway page to the university site

Step7.Then you will be provided the application and receipt in pdf form to enable you to download.

For private students, make entries as appropriate in the interface appearing on login after applying OTP. Then follow the payment process as mentioned above.

The private students may note that the mobile no once given cannot be changed later for future transaction

Note:
In case, after making payment,

1. If you have not waited for auto redirection back to University Site or abruptly closed the browser or clicked back or clicked any button while remaining in payment gateway page etc, please note that it may take 24 to 48 hrs to get your payment status as "Success" in the University web page.

2. Similarly once you received payment success confirmation by SMS, please do not attempt to make payment again but wait for redirection to the University web page.