



**SMU** SIKKIM  
MANIPAL  
UNIVERSITY

# STUDENT FEE COLLECTION APPLICATION MANUAL

Version : 1.0

Dated : 29-01-2020

## Version History

Sl. No.	Date	Version	Description of Change	Author
1	29-01-2021	1.0	Procedure of Student Fee Collection Application	Mr. Ashish Sharma
	29-01-2019	1.0	Verified by	Mr. Raju Chettri Mr. Nihar Sahu

## **1 Overview**

The purpose of this Business Process Document (BPD) document is to unambiguously and completely specifies the steps and procedures of Fee Collection. The document highlights the step wise process of Fee Payment System.

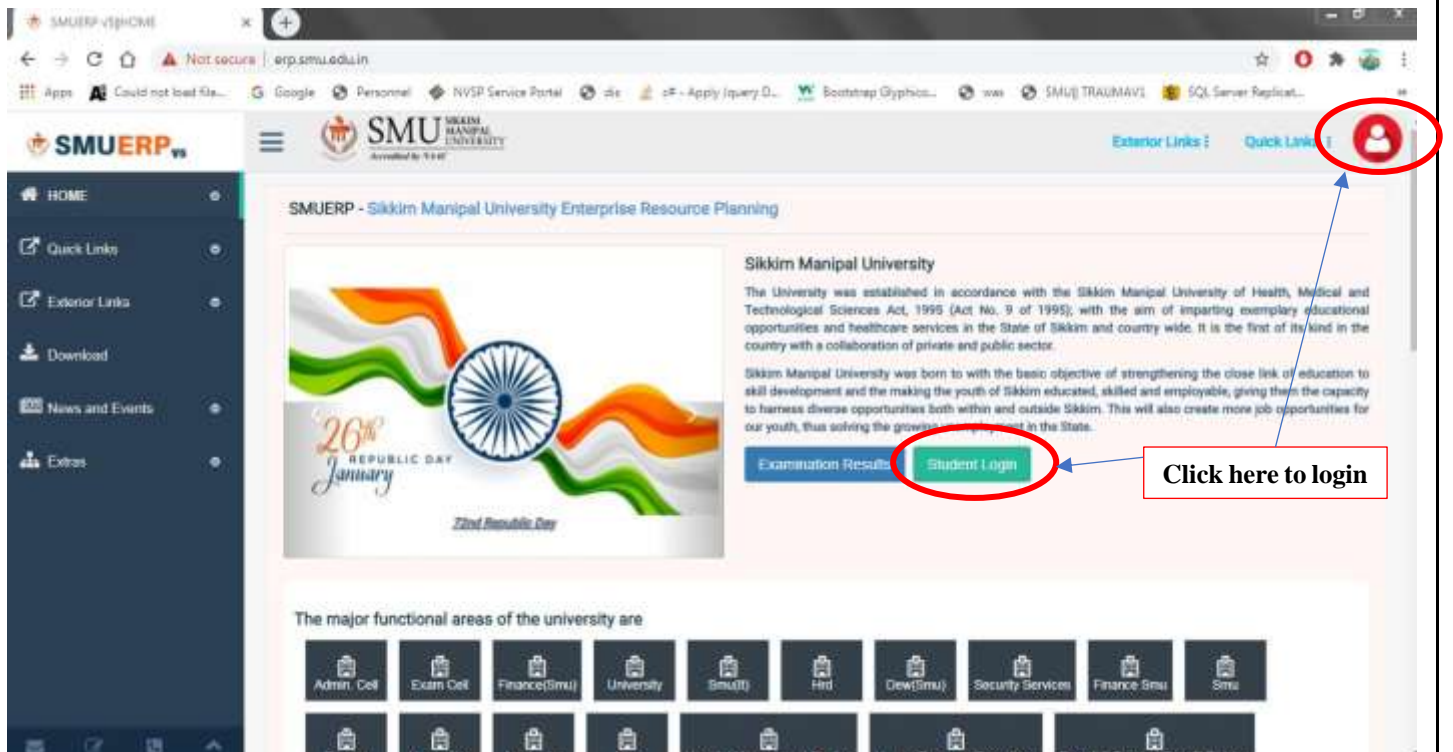
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- A. Login***
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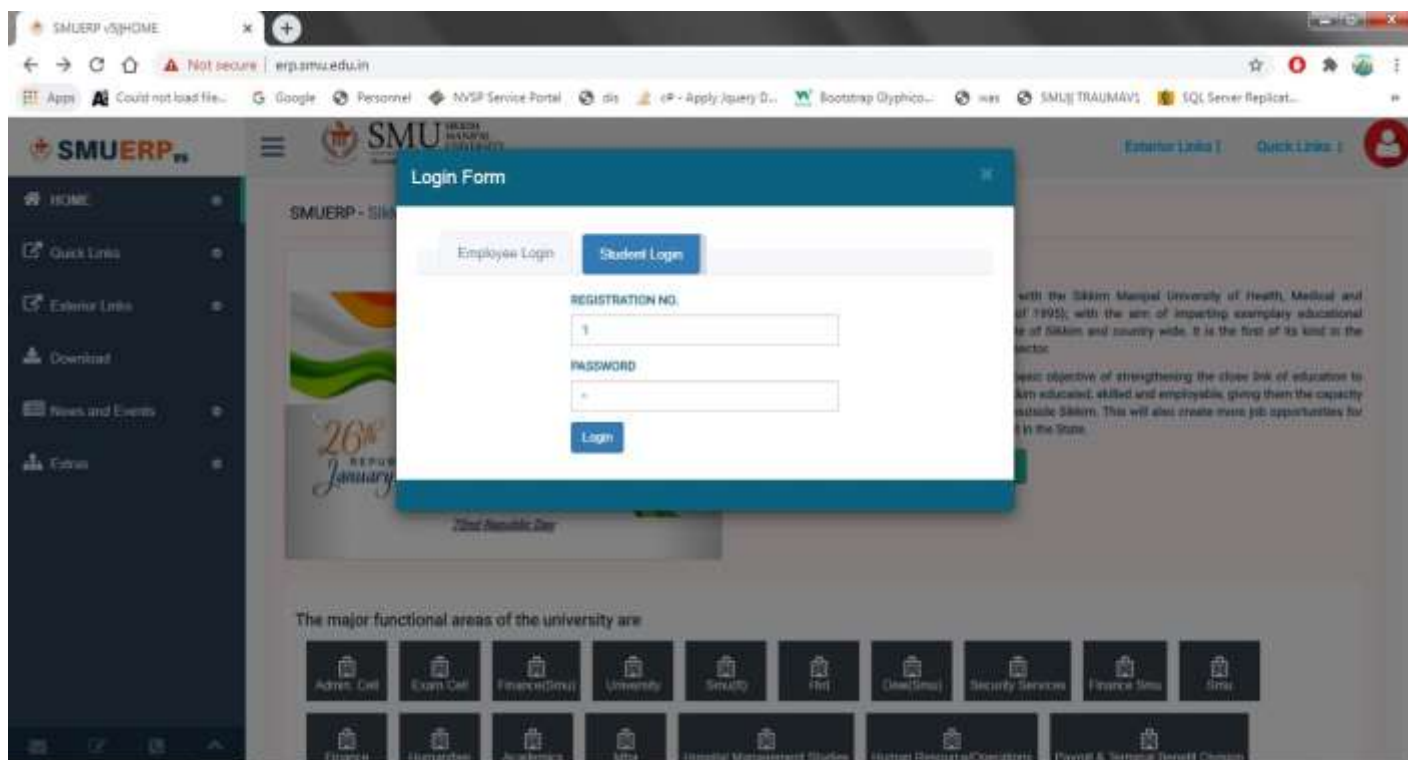
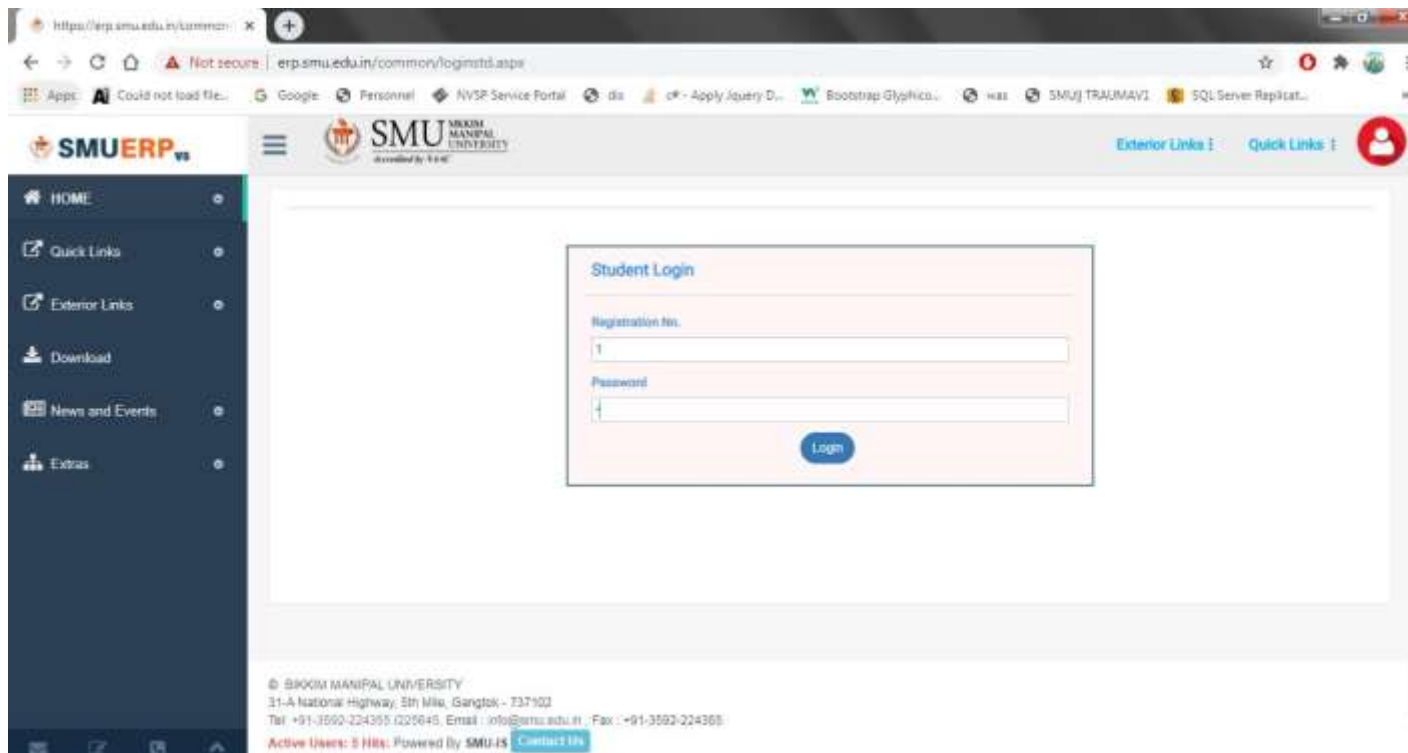
## Step by step procedure

### A. Login

- Go to Link smuERP portal by clicking on the link: <https://erp.smu.edu.in/>.
- SMUERP home page will get open.
- Then Click on the Student login button/UserImage Icon to login as shown in below image.



- You will be redirected to login page. Enter your registration no. and Password to login.
- The UserID and password is mailed to your registered Email ID/phone number respectively.



## B. Fee Collection Procedure

- After Successful login, you will be redirected to Student Dashboard Page. Student Dashboard page contains basic Student Details and link to view your attendance and link for Fee Payment.
- To Pay Fee Click on Fee Collection Link.

The screenshot displays the Student Dashboard interface. At the top, there is a navigation bar with the SMU logo and three menu items: 'Dashboard', 'Attendance', and 'Annual Fee'. A 'Logout' button is visible in the top right corner. The main content area is divided into two columns. The left column contains a red-bordered box and a list of student details: Student Name (TEST), Registration No. (1), Email (ashish.s@smims.smu.edu.in), Mobile (8101998198), Institution (SMIMS), Course (Bachelor of Medicine and Bachelor of Surgery), and Branch (Bachelor of medicine and Bachelor of surgery). The right column features two buttons: a blue 'FEE COLLECTION LINK' button, which is circled in red, and a green 'VIEW ATTENDANCE REPORT' button. At the bottom of the page, there is a footer with contact information: 'For any query, Email us @ ashish.s@smims.smu.edu.in / call us @ Toll Free Number: 1800 1200 488' and 'Powered By: SMIMS-IT'.

- In Fee collection Page, Students basic details is shown along with Course Fee and Paid Amount.
- Enter your valid Official Email ID and Password in the text fields.
- There are thee sub menus fee dues, Successful transaction and transaction History.
- In Fee dues- if your fees is pending then enter fee in Enter Amount field and Click on pay fee button to process for transaction. Put valid amount in the field. You can pay your fee in multiple times too.
- In Successful transaction- the amount which you paid will be reflected.
- In Transaction History- Your whole transaction details will be shown (failed and Success transaction).

STUDENT FEE COLLECTION APPLICATION

Reg. No/Name: 1 / TEST  
 Course/Branch: Bachelor of Medicine and Bachelor of Surgery / MBBS  
 Institution: SMIMS  
 Official Email ID: ashish.s@smims.smu.edu.in  
 Phone No: 8101998198  
 Course Fee: 2  
 PAID Amount: 0

**Fee dues**

Fee Dues Successful Transaction Transaction History

Sl No	Fee for	Enter Amount	Pay
1	Annual Fee 2nd and 3rd Installments	1	Pay Fee

STUDENT FEE COLLECTION APPLICATION

Reg. No/Name: 1 / TEST  
 Course/Branch: Bachelor of Medicine and Bachelor of Surgery / MBBS  
 Institution: SMIMS  
 Official Email ID: ashish.s@smims.smu.edu.in  
 Phone No: 8101998198  
 Course Fee: 1  
 PAID Amount: 1

Fee Dues **Successful Transaction** Transaction History

Sl No	Fee Name	Installments	Amount	Transaction ID	Transaction Date
1	Annual Fee	2nd and 3rd Installments	1	ANFEE2181914815665	29-01-2021 10:57:32

STUDENT FEE COLLECTION APPLICATION

Reg. No/Name: 1 / TEST  
Course/Branch: Bachelor of Medicine and Bachelor of Surgery / MBBS  
Institution: SMMS  
Official Email ID: ashish.s@smms.smu.edu.in  
Phone No: 810198198  
Course Fee: 1  
PAID Amount: 1

Fee Dues Successful Transaction **Transaction History**

Sl No	Fee Description	Amount	Transaction ID	Transaction Date	Transaction Status
1	Annual Fee / 2nd and 3rd Installments	1.00	ANFEE2181914815685	29-01-2021 16:57:32	SUCCESSFUL - Pending at Finance

- In fee dues option after entering the Amount, click on Pay Fee button to process fee.
- After that you will be redirected to the Axis bank Portal.
- Enter your details and Pay fee. Refer below image for details.

Complete your payment

Your transaction details

Merchant: Sikkim Manipal University  
Order Id: ANFEE2181914815685  
Description: Annual Fee / 2nd and 3rd Installments  
Amount: ₹ 1.00

Payment options Secured by JusPay Locker™ Learn more

Credit/Debit Card **Net Banking**

Card number: 5577 8100 0000 0004 VISA  
Name on card: test  
Expiry (mm/yy): 05 / 21 CVV

(Save card details for future transactions)

**Make Payment ₹ 1**

Powered by JUSPAY

### C. Payment Confirmation Details

- After Successful payment you will be redirected back to student portal which you can view the details of your transaction. Whether it was successful transaction or failed transaction as show below.
- Also, an Email and text message will be sent to your registered Email Id and in your Phone number. The details are shown below.

The screenshot displays the SMU Student Portal interface. At the top, there is a blue header with the SMU logo and the text "SMU SUCCESSFULLY". Below the header, a large green checkmark icon is centered above the text "TRANSACTION SUCCESSFUL". To the right of this, a red-bordered box contains the text "Success/Failure Page". Below the confirmation message, there is a table with the following details:

Fee Description	Annual Fee / 2nd and 3rd Installments
Name/Reg No.	TEST/1
Institute/Course/Branch	SMIMS/Bachelor of Medicine and Bachelor of Surgery/MBBS
Transaction Number	ANFEE2181914615685
Transaction Date	29-01-2021 10:57:32
Amount Paid	₹1.00

Below the table, a message states: "Your Payment of ₹1.00 was successfully Completed." A note follows: "Note: For any Query Email to Admin ashish.s@smims.smu.edu.in or Finance Department: raju.chettri@smu.edu.in Toll Free Number:1800 1200 488". At the bottom of the page, there is a blue "Print" button.

The screenshot shows an email inbox in a web browser. The selected email is titled "STUDENT ANNUAL FEE NOTIFICATION 2020-2021". The email content is a screenshot of the SMU Student Portal, which is identical to the one shown above. A red-bordered box labeled "Email" is placed over the top right of the email content. The email interface includes a search bar with "VK-SMIMSS" entered and a search icon.

The screenshot shows a text message received on a mobile phone. The message is from "SMU" and contains the following text: "SMU Annual Fee of Rs 1.00 for the year 2020-2021 has been successful. Your Transaction Number isANFEE2181914615685". The message is timestamped "10:55 am" and received "1 min • via JIO". A red-bordered box labeled "Text Message" is placed over the bottom right of the message content.

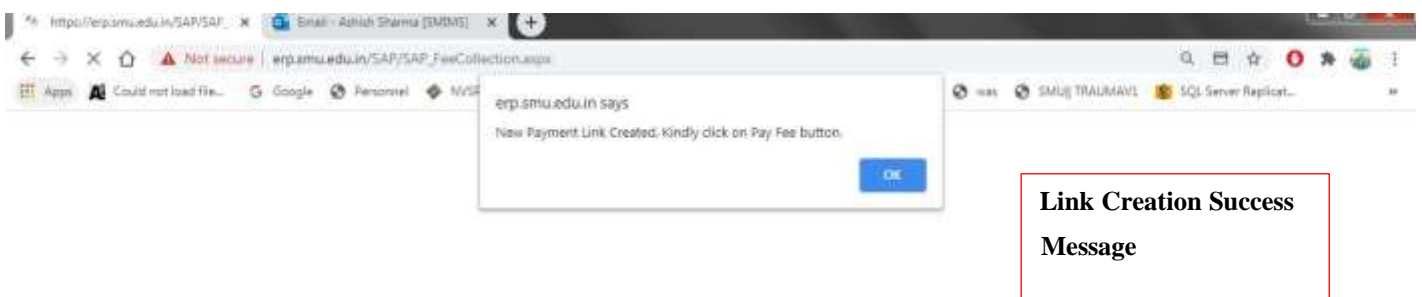
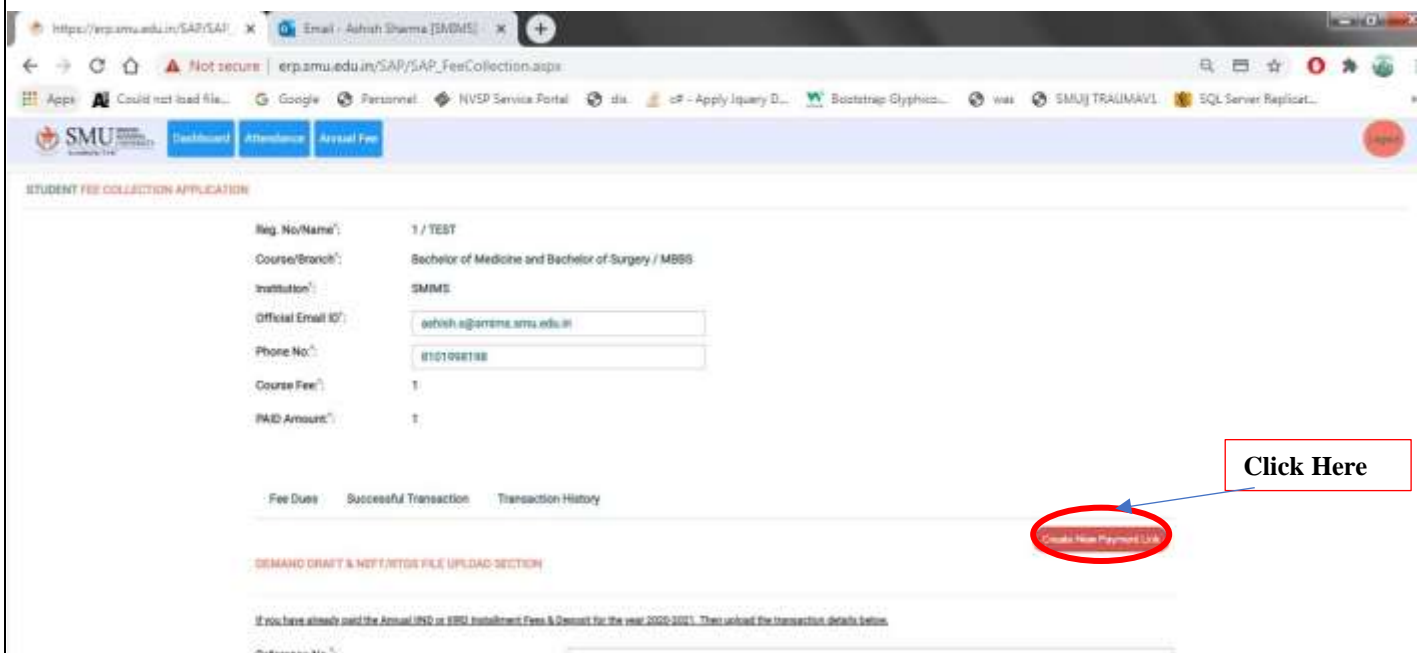


## D. New Fee Payment Link

- To go to fee collection home page, click on Annual Fee link in dashboard.



- To pay remaining amount, generate a payment link by clicking in **Create Payment Link Button**. If the link creation is successful, you will get a notification.



- Enter Remaining Amount and click on pay fee button to pay Remaining Course Fee.

STUDENT FEE COLLECTION APPLICATION

Reg. No/Name: 1 / TEST  
Course/Branch: Bachelor of Medicine and Bachelor of Surgery / MBBS  
Institution: SMMS  
Official Email ID: ashish.s@smms.smu.edu.in  
Phone No: 810198198  
Course Fee: 1  
PAID Amount: 1

Fee Due    Successful Transaction    Transaction History

Sl No	Fee for	Enter Amount	Pay
1	Annual Fee Remaining Amount 2nd and 3rd Installment	<input type="text"/>	<input type="button" value="Pay Fee"/>

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## E. NEFT/RTGS/Demand Draft Section.

- If you have already paid Annual Fee or Certain amount offline, then Upload the transaction details in NEFT/RTGS/Demand Draft File Upload Section.
- Enter Date of Transaction, Transaction/Reference Number, Amount Paid, and upload Payment Slip.
- You will be able to see the details in the Demand Draft/NEFT File Upload Report.
- This Details will be verified by Finance Department.

### DEMAND DRAFT & NEFT/RTGS FILE UPLOAD SECTION

If you have already paid the Annual IIND or IBD (Installment Fees & Deposit) for the year 2020-2021. Then upload the transaction details below.

Reference No.:	<input type="text"/>
Amount:	<input type="text"/>
Payment Date:	<input type="text" value="29-01-2021"/>
Upload Payment File:	<input type="button" value="Choose File"/> No file chosen

### Demand Draft/NEFT File Upload Report

#	Payment Mode	Amount	Ref No.	Payment Date	File
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# THANK YOU

**Note:**

- For Fee related query at [parvati.rai@smu.edu.in](mailto:parvati.rai@smu.edu.in),
- For any Technical Assistant query at [ashish.s@smims.smu.edu.in](mailto:ashish.s@smims.smu.edu.in) or contact us at toll Free number: 1800 1200 488