



INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG, DHENKANAL.

No.IGIT/Aca-/ 146

NOTICE

Dated: 20.02.2014

Attn: ***All Students of I.G.I.T.,Sarang***

sub: Introduction of online fees collection system.

This is for information of all the students of this Institute that online fees collection system has been introduced for deposit of college dues. Hence there shall not be any need to visit the Bank to deposit cash or pay the college dues by means of Bank Draft(s). This will further prevent the students from carrying cash from home to deposit at the Bank in the college premises thereby eliminating wastage of waiting time at the Bank. Therefore, the students and their parents/guardians are encouraged to remit college dues electronically using internet facility and with any of the following payment modes;

- (a) ATM-cum-Debit card
- (b) Net Banking
- (c) Credit Card

Anyone can use facilities defined at (a), (b) & (c) above availed by him from ***any of his banker***. While these payment modes effect credit to college account on an ***online mode, cash/cheque is an offline mode***. Once the payment is completed successfully a copy of the e-Receipt should be printed and submitted to the college office as proof of payment.

2. In this connection, the steps to be followed are given in the **Annexure-I** for wide circulation among all concerned.

PRINCIPAL

ANNEXURE

Procedure for depositing college dues online using State Bank Collect facility

- Visit online banking website of SBI by typing <https://www.onlinesbi.com> in the address bar of the internet explorer. Once the home page appears click on 'State Bank Collect' tab.
- Accept the disclaimer clause and click on "Proceed".
- Select the State of Corporate/Institution as 'Odisha'.
- Select type of Corporate/Institution as 'Educational Institutions' and click on 'Go'.
- Now select Educational Institution Name as 'IGIT Sarang' and click on 'Submit'.
- Select the required payment category from the drop down i.e. Semester Registration fees OR Examination fees OR the desired hostel/mess fees, as the case may be.
- Fill in the challan with required information as asked for or select from the drop down options wherever available. **Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen.** This information is important to reprint the e-Receipt subsequent to any successful payment.
- Once required data is filled in click on 'Submit'.
- The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on 'Confirm'.
- The system will request you to select the desired payment mode from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter. **Carefully examine the charges displayed since the charges for different payment mode are different.** Select the desired payment mode.
- Now the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a **Reference Number** in PDF format. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from 'Payment History' link of 'State Bank Collect'.

If '**SBI Branch**' is selected as payment mode a Pre Acknowledgement Payment (**PAP**) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits **any SBI branch** for payment through **cash or cheque drawn on SBI Branch**. After the payment is successfully processed by the branch, the branch will give an acknowledgment of payment on the PAP Form. Now any time the payer may optionally return to 'State Bank Collect' link in the home page of www.onlinesbi.com for printing the e-receipt from the 'Payment History' link.

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