Course Registration and Online Fee Payment Manual
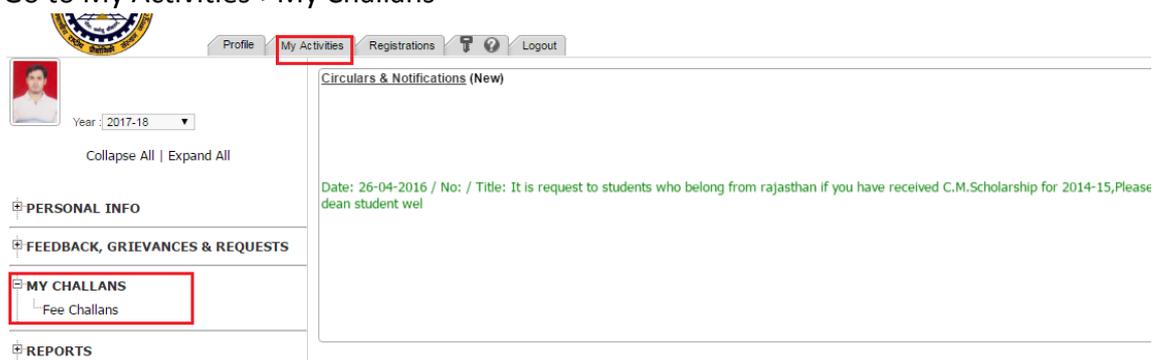
How to create Fee Challan?

1. Go to My Activities->My Challans.
2. Click on 'Create challan' **[+]** button in top right of challan list.
3. Select your semester and tick the checkbox to confirm and continue.
4. Through DD: Enter DD details in the fields (DD No, Date of DD)
5. Through Online Mode: Type 'ONLINE' in the payment mode field.

6. Click on 'Create Challan' button to create your challan.

How to pay fee through ONLINE PAYMENT MODE?

1. Go to My Activities->My Challans

2. Select your fee challan and click on actions ('Down arrow in left of challan')
3. Select 'Pay Online' option to initiate online payment.

4. Select gateway from available list of gateways. Active gateways are:
   a. TPSL
   b. EazyPay
5. Follow the instructions on screen and complete your fee payment using any of available payment mode:
   a. Debit cart
   b. Net banking

Note: Steps to complete fee payment may be different as per selected gateway or your bank. You are advised to check help manual of payment gateway.

How to confirm payment status?

1. After fee payment, Gateway will redirect you to MNIT ERP. Payment successful if it shows you success message with transaction ID.
2. To confirm it on ERP, you can check transaction ID in 'Transaction ID' column of challan record.

In case of any issue related to one of following write at email specified below.

Technical Issues related to ERP: erp.acad@mnit.ac.in
Payment Issues: accounts.acad@mnit.ac.in

How to register courses?

1. After fee payment student have to register courses from course registration window on ERP.
2. To register courses go to the link : My Activities -> Registration -> Regular Registration
3. Select your semester and continue to list courses and current scheme.
4. Select your courses and submit.