

## OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY: DIBRUGARH

Memo No: DU/JR-A/CJS/Admission/BALLB(H)/22/3227 Date: 11/08/2022

## **Modality for Fee Payment:**

A. Students shall have to bring the confirmation Slip from Centre for Juridical Studies and come immediately for depositing fees at the Digital Lounge and will be assisted by the Finance and Accounts Branch.

#### B. Instructions for making payment through State Bank Collect:

Please Follow the Instructions given below for making your fee payments to Dibrugarh University through SB Collect using Internet Banking, Debit Card/Credit Card or UPI.

### **Steps to be followed:**

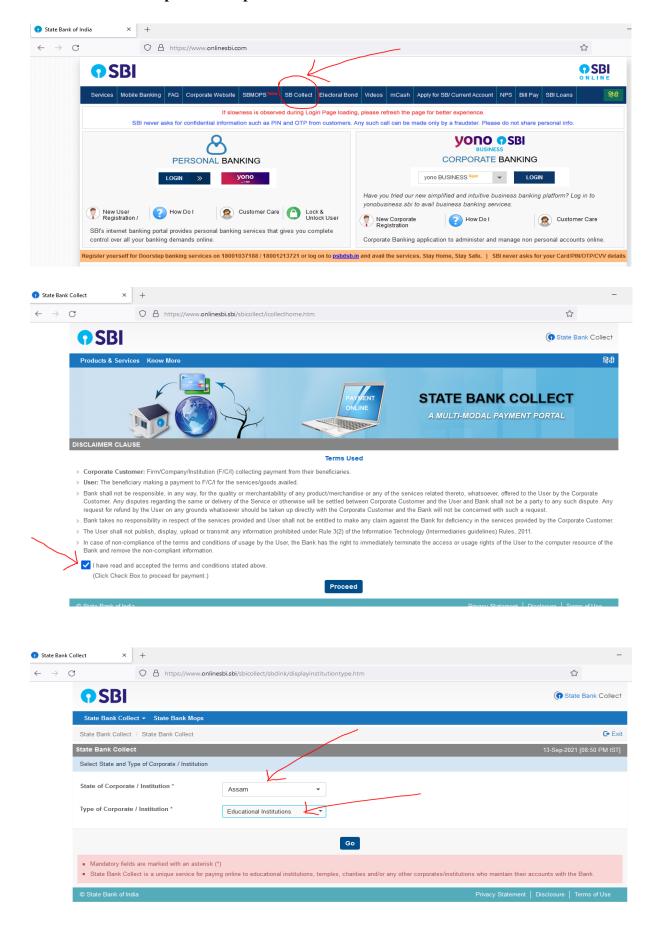
- Access https://www.onlinesbi.com
- Click on **SB Collect**.
- Click Checkbox to accept 'Terms & conditions' and then click on 'Proceed'.
- Select State of Institution as 'Assam'.
- Select Type of Institution as 'Educational Institutions' and click on 'Go'.
- Select the Name of the institution as "**Dibrugarh University**". (Just typing 'Dib' will display the University name). Click on "**Submit**".
- Select the **payment category** from the available options.
- On the next screen a form will be displayed, where you have to enter some information like Name, Mobile No, Email id etc. After filling up the form click on "Submit"
- On the next screen, verify the details and click on 'Confirm'
- On the next screen, select the appropriate "Mode of Payment" from the various options like Net Banking, Debit Card, UPI etc.
- Now you will be taken to the corresponding online payment page where you can **pay online** providing the required details.
- After successful payment, **print/save the receipt** for your record.

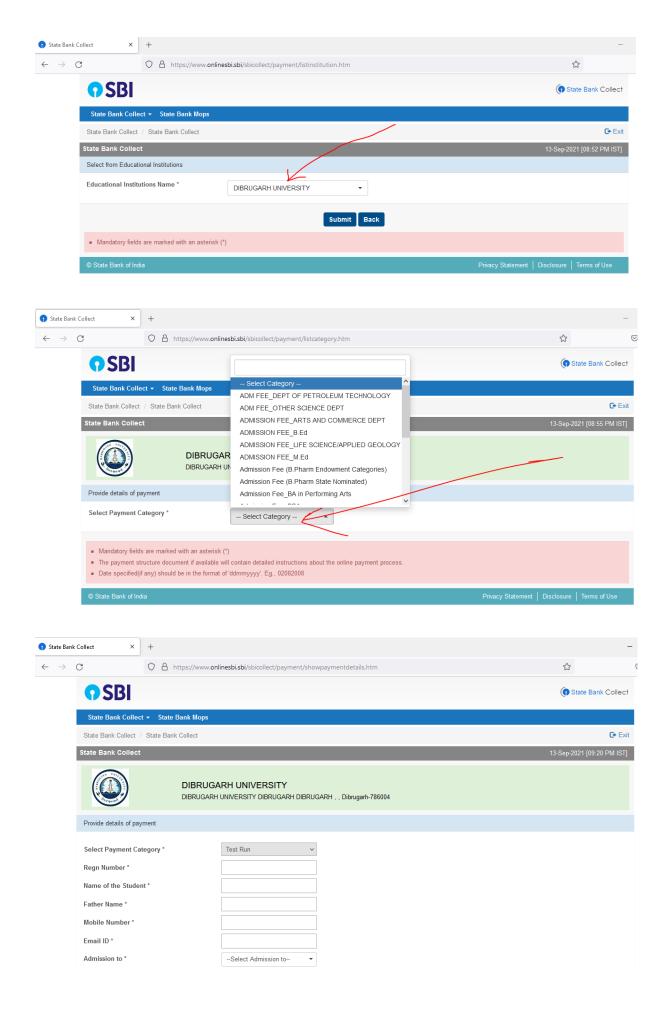
**Please Note:** Before making online payment, you should know the SINGLE TRASACTION LIMIT as well as DAY TRANSACTION LIMIT of your Debit card/Credit Card/Internet Banking/UPI facility. If the amount to be paid through SB Collect is more than the limit, the transaction will not be successful.

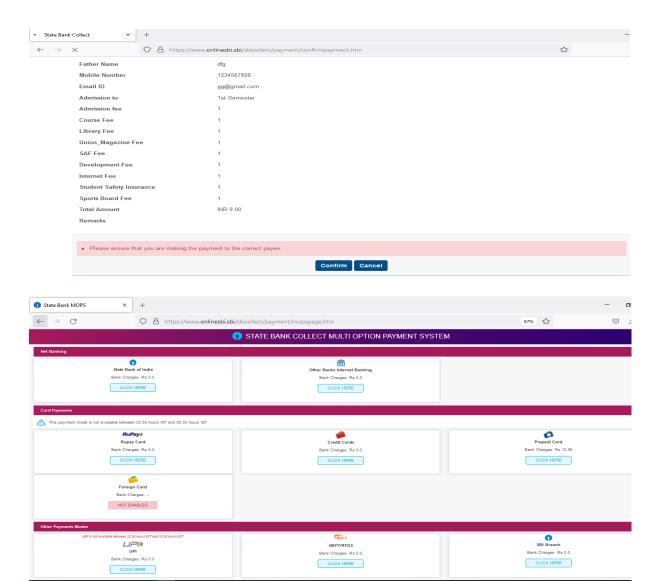
#### In case of transaction failure:

If money is deducted from your account and SB collect payment shows message that Transaction not successful or Transaction failure, please take up the matter with the following email IDs: <code>inb.cinb@sbi.co.in</code> and <code>sbcollect@sbi.co.in</code>. Please, preferably lodge online complaint on Toll Free Customer Care Contact Number with your Bank (take down the Complaint Ticket Number and also forward formal email quoting that Ticket Number to Customer Care email ID of that Bank). During lodging complaint please use the words / terms as "CHARGE BACK COMPLAINT".

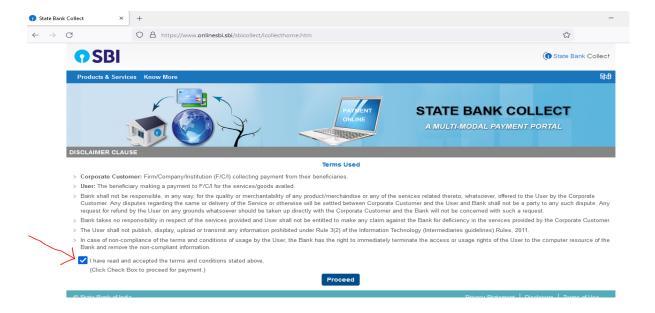
#### Screenshots of the Steps for a Sample Transaction



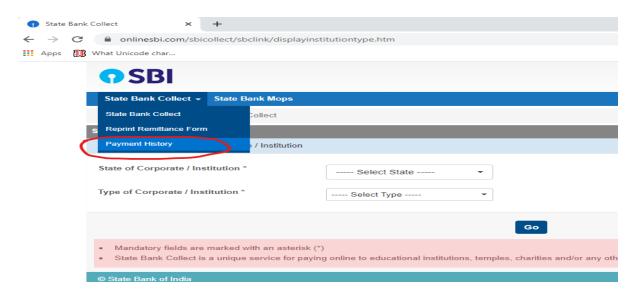




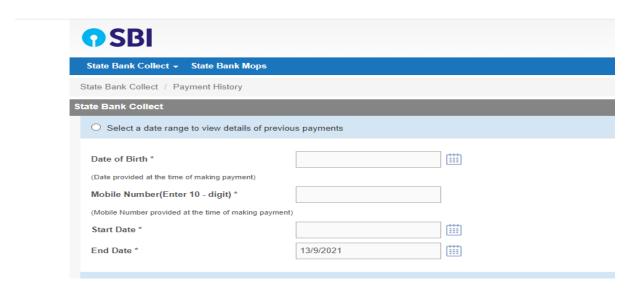
# Steps to Reprint Payment Receipt or Check Payment Status • Go to SB Collect and Click "Proceed"



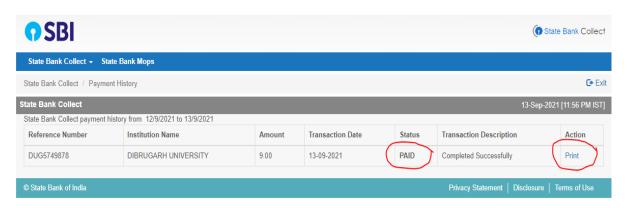
Bring your cursor to State Bank Collect, a drop-down menu will appear. Click on "Payment History"



• Fill your details in the space provided and click on "Go".



• On the next screen, you will come to know your payment status of the previous transaction(s) and if the status is "PAID", you can reprint a receipt.



- C. If the students intend to pay the fees through offline Mode, the process will be as follows:
  - 1. After Registration in SB Collect, A SBI branch slip will be generated by the Accounts team indicating the amount to be deposited and the students will deposit the fees in the SBI, DU branch.
- D. After paying the fees either in online or offline mode, the Accounts team will generate a Money Receipt of the same and the student will submit it to the respective Centre.
- E. Students are advised to pay through online mode to the extent possible to save time.
- F. Advisories to the Applicants Regarding payment of fees:

#### Please ensure -

- that you bring the **Application Form** generated while applying for respective academic programmes.
- safe custody of login credentials i.e. User ID and Password of Online Application portal. If forgotten, please ensure you retrieve the same before admission.
- that your registered mobile no. is active on the date of admission for receiving OTPs etc.
- that you have access to the registered email ID before admission for receiving timely updates and other important communications.
- that your debit/credit card has validity and is not expired as on the date of admission.
- that your bank has provided you sufficient online transaction limit on your **debit/credit card** at least at par with your admission fee for online payment of fees, in order to avoid any inconvenience at the time of admission.
- \*\* The University shall not be held responsible for any unprecedented event that may occur on the date of admission because of the students' ignorance of the above advisories.

Sd/(**Dr. Rupam Saikia**)
Chairperson
Centre for Juridical Studies
Dibrugarh University