

# GUIDELINES FOR PAYMENTS

Please read the following guidelines carefully before making payments on the Web-portal. For any queries, applicants may kindly email us at the technical helpline email address given on the portal home page.

## PAYMENT ISSUES

### How To Pay -

Payments have to be done on the web-portal for different activities like Purchase of Prospectus / Application form, Payment of Fees, Alumni registration fees etc. For making the payment, you will have to click on the respective payment button provided on section after login to the portal.

On clicking on the payment button, you will be directed to the payment gateway where you shall get to select different payment options like Debit Card, Credit Card, Net Banking, Wallets from the bank where you hold your account. You may choose the respective payment option from the list provided and make your payment. Standard charges as per RBI guidelines shall be deducted from payer. **Do not click the 'Refresh' or 'Cancel' buttons on the payment Gateway.**

The screenshot shows the 'Pay by Credit Card' interface. On the left, there is a sidebar menu with options: Credit Card (selected), Debit Card, Debit Card + ATM PIN, and Internet Banking. The main area is titled 'Pay by Credit Card' and features logos for VISA, Mastercard, and Diners Club. Below the logos are input fields for 'Card Number' (with a card icon), 'Expiration Date' (split into 'Month' and 'Year' fields), and 'CVV/CVC'. A 'Card Holder Name' field is also present. At the bottom, there is a large yellow 'Make Payment' button and a smaller blue 'Cancel' button. On the right side, there is a summary box showing 'Merchant Name' (blurred) and 'Payment Amount: ₹ [blurred]'. The BillDesk logo is visible in the bottom right corner.

After Successful payment a payment receipt shall be generated which may be downloaded or printed. Please get the receipt countersigned from the college office.

Payment Status	
Course Name	BCOM 3RD SEMESTER
Session	2018-2019
Transaction Reference No	NHMP6345567261
Bank Reference No	035756
Fees Amount	1.00
Status	Success
Bank Response	PGS10001-Success
Receipt No	10001
<a href="#">Print Receipt</a>	<a href="#">Complete</a>

If successful payment is not showing due to any reason like error in Internet connectivity or any other reason, please confirm with your bank account whether the amount has been deducted from your account. **Do not pay again immediately if there is any doubt and check your bank account first, otherwise double payment may be made.** If payment has been deducted from your account but receipt is not generated please write an eMail to the college mail or contact the college authorities specifying your registered mobile no, name, course and date of payment.

If you desire to avail the services offered by the Online Payment System of the college you must agree to the following terms and conditions.

Please read the terms and conditions carefully. Your using the online payment system constitutes your acceptance to the terms and conditions written in this document as well as any change or modification of the same by the college at any subsequent times.

## PAYMENT TERMS & CONDITIONS -

- Amount is to be paid in Indian Rupees.
- Online payment on the payment gateway can be made using any of the available modes of online payment (Debit Card / Credit Card/ Net Banking/ Wallet/ UPI etc.) as per your convenience.
- It is the sole responsibility of the applicants to ensure that payment for forms / fees are deposited within the stipulated time. The college shall not be responsible for any delay in receipt of payment due to any reason. Applicants are to apply well in time to avoid any last minute issues.
- After successful payment a link to download the payment receipt shall be generated and applicants / students may download or take a printout of the same.
- Payment gateway transaction charges are to be borne by the payee.
- In no event the college shall be liable for any damages whatsoever arising out of the use or the inability to use the Online Payment System.
- Payment once paid will not be refunded under any circumstances, however if there is any excess payment or multiple payment for any reason, the payer may file a claim for refund with the College Accounts Branch with adequate proof of evidence. The final decision of settlement of any such claim shall rest with the college authorities.

- The college reserves the right to add or modify any of the above terms & conditions subsequently.

### **WHAT TO DO IF PAYMENT IS MULTIPLE PAYMENT IS MADE OR RECEIPT IS NOT OBTAINED -**

- Students / Applicants are advised to kindly check with their bank account in case of any doubt before making a second payment. Do not pay immediately the second time if you have already done an online transaction and you are unclear regarding the status of the payment.
- If the payment is successful but no receipt is obtained or if by mistake a second or multiple payment has been made, the student / applicant has to send a mail to the technical helpline email in the following format -
  - Name of college :
  - Web portal UserID (Mobile No) :
  - Web portal Password :
  - Name of Course / Payment made for :
  - Amount Paid :
  - Date of Payment :
  - Name of Bank :
  - Transaction Reference no received from bank :
- Refund in case of multiple payment shall be done only after proper verification and a decision has been taken by the authorities regarding whether the payment is legitimately refundable.
- In case of a refund the amount underlying the transaction shall be internally processed to be refunded to the bank account of the payee from where the payment was originally made in case of the online transaction. The payee can expect the amount in their bank account in 2 weeks time.

The college remains committed to providing the users a satisfying and safe online experience.