

College of Engineering Perumon

**Procedure to be followed to pay Different types of Fees through Online payment system –
“State Bank Collect”**

(in case of any doubt in fee payment procedure, pls contact: College Office, 0474-2550500

- 1 **Go to:** www.onlinesbi.com

- 2 **Click on:** State Bank Collect (6th Menu – on top)

- 3 **Scroll down** and **Click** Check box showing: *I have read and accepted the terms and conditions*
stated above.

- 4 **Click on** “**Proceed**”

- 5 **Select:**

State of Corporate / Institution as “**Kerala**” – *select from drop down menu*

- 6 **Select:**

Type of Corporate / Institution as “**Educational Institutions**” – *select from drop down menu*

- 7 **Click on** “**Go**”

- 8 **Select:**

Educational Institutions Name as “**College of Engineering Perumon**” –
select from drop down menu

- 9 Click on **“Submit”**
- 10 **Select:**

*Payment Category as **“Yearly Fee”** – *select from drop down menu**

*(Select **“Yearly Fee”** for B.Tech Tution fee payment)*
- 11 On Selecting A new Tab appears to enter your **Register Number / Admission Number**.
- 12 Finally **Click on “Submit”**
- 13 **Verify** already entered details in the last page and ensure that all the informations – mainly: name of student, Admission Number, Total Fee amount, Mobile Number etc. are correct
- 14 Finally **Click on “Confirm”**
- 15 In the next page you have to **select** appropriate option to pay the Fee amount.

Option 1: If you are using SBI Internet banking facility

- 16 **Follow** all the above steps from 1 to 14
- 17 **Click on (>>) “State Bank of INDIA”** (Left side, 6th item) (Please note, there will be a transaction charge in addition to the Fee amount)
- 18 It will open Login page for SBI Internet banking and you can follow all usual procedures to do the SBI Internet banking transactions

19 After completing online Transaction a *Payment Successful Message** along with Payment Details will appear

Immediately Note down the SBCollect Reference Number (appear on top of the payment details - which is required later for taking Printout of e-Receipt for State Bank Collect Payment).

**Format: Payment done successfully on <Date> <Time>*

20 Then **Click on:** [Click here to view/download the e-Receipt](#)

(This link appears Bottom side)

21 In the next page “*e-receipt for State Bank Collect Payment*” appears.

22 If you have a printer connected to the system, **Click on:** “**Print**” to get a printout of the receipt immediately.

Otherwise, either

You can **save** this web page and **take printout of e-Receipt later**

(or)

You can **note and write down** the SBCollect Reference Number and take printout of e-Receipt later, by entering this reference number (following procedure explained under No. 37 - 39, Page No. 7)

23 **Note:** This e-Receipt **should be submitted to College Office** soon, as proof of Fee

payment. Students shall **keep** another copy of the same for their own reference.

24 **Note:** After completing the transaction, if “Payment Failed” or “Payment Not successful” message appears, it indicates Payment is not effected, and you have to follow entire procedures (starting from 1st) to make the payment again. In such cases (if the payment is failed) make sure that amount is not deducted from your account.

Option 2: If you are using Internet banking facility of any Bank other than SBI

(including ICICI, Syndicate, Canara bank... etc.)

25 **Follow** all the steps from 1 to 14 mentioned earlier

26 **Click on** (>>) “**Other Banks Internet Banking**” (Left side, 7th item)

(Please note, there will be a transaction charge in addition to the Fee amount)

27 It will open a page for selecting banks, You can select any bank other than SBI and **click on** “**Make Payment**” It will open Login page for corresponding Bank’s Internet banking page and you can follow all usual procedures to do the Internet banking transactions

Then follow steps 19, 20, 21, 22, 23 and 24 as mentioned earlier

Option 3: If you wants to remit the fees in the form of Cash / Cheque (SBI)

Please note that College office will not collect the fees through cash / cheque from this year

onwards. If you want to remit the fees in any one of the above mode you have to remit it at any of the SBI branch after following below mentioned procedure:

Note: Other bank Cheques are not accepted under PAP

While depositing fee in the form of cash / cheque at SBI branch, you have to take a Print out of the challan (here called PAP Form (Pre Acknowledgement Payment Form)) first.

Then go to SBI branch along with cash / cheque and filled up PAP form.

To get the printout of the PAP form:

28 **Follow** all the steps from 1 to 14 mentioned earlier

29 **Click on** (>>) “SBI Branch” (Right side, 4th item)

30 A page appears showing **Payment details captured successfully**

31 Then **Click on:** [Click here to save the Pre-Acknowledgement Form in PDF](#)

(This link appears Bottom side)

32 Then a PDF file is automatically downloaded and **take a printout** of this. It is the required PAP Form for Payment through any SBI Branch

33 **Fill up* this PAP form completely and remit** in the form of cash / Cheque at SBI Branch counter along with this. Bank will collect the amount and will return the “**Depositor Copy**” (left half of the PAP form) after making necessary attestations on it. This

Depositor Copy should be submitted to College Office soon, as proof of Fee remittance.

Students shall take a Photostat of the same and keep it for their own reference.

*If you are remitting in the form of cash, you have to fill up denomination (count and value of currency notes used for deposit) on right side of the PAP form (Branch copy)

If you are remitting in the form of Cheque, you have to write Cheque Number, Date, Name of Bank etc. on right side of the PAP form (Branch copy)

Option 4: If you wants to remit the fees (i) using Credit Card or (ii) using Debit card

34 Follow all the steps from 1 to 14 mentioned earlier

35 Click on (>>) “**State Bank ATM-cum-Debit Card**” (Right side, 1st item)

or

Click on (>>) “**Other Banks Debit Cards**” (Right side, 2nd item)

or

Click on (>>) “**Credit Cards**” (Right side, 3rd item)

According to your requirement

(Please note, there will be a transaction charge in addition to the Fee amount)

36 It will open a webpage corresponding to your selection and u have to provide necessary credit / debit card number and follow all usual procedures for online transaction.

Then follow steps 19, 20, 21, 22, 23 and 24 as mentioned earlier

To take printout of e-Receipt later, by entering reference number

If u remember SBCollect Reference Number, You can take printout of the e-Receipt form later as:

- 37 Follow all the steps from 1 to 4 mentioned earlier
- 38 **Click on** Reprint Remittance Form (appears on left side top)
- 39 In the new page appeared, you can give necessary details like Date of Birth / Mobile Number / Transaction date / Reference Number (DU Reference Number) and click on **“Go”**