



Somaiya Vidyavihar

User guide for fee payment

Dear Student,

Greetings for the day!!! We are pleased to inform you that this year we have introduced provision of **ONLINE PAYMENT** of college fees. System through which you can pay your college fees online with your convenience 24x7 on or before scheduled due date.

You and your parents will get notification from institute in 3 ways.

- 1) SMS
- 2) Email
- 3) Notification on myaccount.somaiya.edu portal

In notification there will be link to make the payment. You just need to click on the link and follow below simple steps to make the payment.

STEP 1 : Link will take you to myaccount.somaiya.edu portal. Use Somaiya SVVNet ID and password to login. Want to know more about myaccount.somaiya.edu click on https://somaiya.edu/media/pdf/SVVNetID_and_Email%20id.pdf

STEP 2 : Login, select installments and click on "**Pay Now**".

STEP 3 : System will redirect to Online Payment Gateway. Fill the required information and follow payment options to complete the payment cycle.

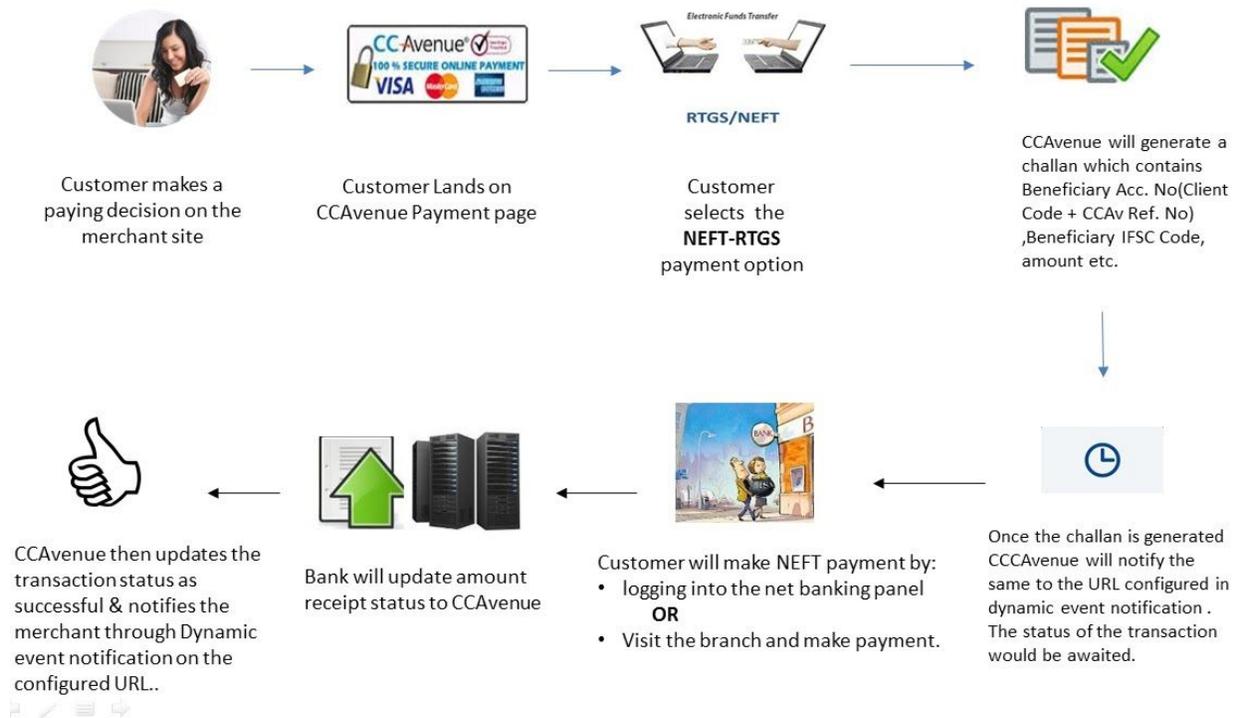


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STEP 4[NEFT Payment - For SIMSR]: On the payment gateway, students will see the option for NEFT/RTGS. Below is the process flow for NEFT/RTGS transactions. Also please note this option is only available with CCAvenue payment gateway.

NEFT RTGS : process flow



Note : Once you finish payment you will get the Acknowledgement. You will also get same through email and sms.



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Guidelines making payment using NEFT/RTGS

Guidelines for the students who are making Fees payment using RTGS/NEFT payment mode from myaccount.somaiya.edu portal.

1. Student need to register bank account details provided in the challan as beneficiary in the net banking panel and make payment using NEFT/RTGS or visit their bank and make payment using the challan generated.

2. It is advised that all students make payment via **RTGS/NEFT only** and not through any other modes like **IMPS**.

3. It is students responsibility to ensure that RTGS/NEFT payments are made exactly as per the details (beneficiary account details & amount) as mentioned in the challan. Please ensure that RTGS/NEFT amount is the exact amount as displayed in the challan including the decimal values. The amount mentioned in the challan is summation of following items.

Fee Amount (defined by college) + Convenience fee of payment gateway + GST on Convenience fees.

4. If student had taken education loan from bank to pay the fees, then student should first generate the challan by selecting NEFT/RTGS payment mode, then handover the challan to the bank. Make sure that bank must transfer the exact amount to the account details mentioned in the challan.

5. Please note that if you are making payment using NEFT/RTGS, make sure that you make payment in single transaction.

Example : Fee is Rs.1,50,007.08 including payment gateway charges, then u must do full payment of exact Rs.1,50,007.08 in single transaction.

NEFT/RTGS payment mode not accepts part payments.

6. It is students responsibility to make the payment at least one day in advance to the payment cut off day. In the event student making payment on the last day and same is not available for the student for validation on account of any reason whatsoever, then Beneficiary, its banker, or service provider or payment gateway service provider would not be held responsible in any manner. In such cases student may not be able to submit the fees and shall not be eligible for further process.

7. If the student has made incorrect payments or made payment wrong beneficiary or made payment using IMPS option, then such type transaction are not considered as invalid and the paid amount would be refunded to the student's bank account, the refund process will take maximum 24 hours.



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7. Once student makes payment using NEFT/RTGS at bank counter or from net banking panel , it will take upto 2-3 hours (or as per bank NEFT cycle) to update payment status from "Awaited" to "Success".

Sample Screen shots

The screenshot displays the 'Student Dashboard' for 'Admission Fees'. A note states: 'Note : In case due date is expired, you can not make payment please contact your college office for assistance.' Below this is a table of fees:

#	Description	Installment	Due Date	Amount	Actions
<input type="checkbox"/>	Fees for: 2018-2019 - HSC- SCIENCE - XII SCIENCE	Installment-1	25-APR-2018	₹ 18	View Details
<input type="checkbox"/>	Fees for: 2018-2019 - HSC- SCIENCE - XII SCIENCE	Standard - First Installment	25-APR-2018	₹ 10	View Details
<input type="checkbox"/>	Fees for: 2018-2019 - HSC- SCIENCE - XII SCIENCE	Installment-2	30-MAY-2018	₹ 14	View Details
				Total	₹ 42

A 'Pay Now' button is located below the table.

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The screenshot shows a web browser window with the URL <https://secure.ccavenue.com/transaction/transaction.do?command=initiateTransaction>. The page displays a payment form with the following sections:

- Billing Information:** Fields for Name (VINAYAK UTTAM KALE), ID (vv), PIN (410115), Location (Hakhanangale), State (MAHARASHTRA), Country (India), and Email (kalevinayak10@gmail.com). A checkbox for "My Billing and Shipping address are different" is present.
- Payment Information:** A sidebar lists payment methods: Credit Card, Debit Cards, Net Banking, Cash Card, Paytm, Wallet, and UPI. The "Cash Card" option is selected, showing a total amount of INR 18.00. A "Make Payment" button is visible.
- ORDER DETAILS:** A summary table on the right side of the page.

ORDER DETAILS	
Order #:	29
Order Amount	18.00
Convenience Fee	0.00
Tax(18.00%)	0.00
Total Amount	INR 18.00

For any queries feel free to contact your institute office