



OFFICE OF THE ACADEMIC AFFAIRS
Indian Institute of Technology Guwahati
Guwahati 781039, Assam, India

Ref No.: IITG/Acad/UG-PG/Circular/2022

Date: 09/03/2022

NOTICE

Sub: Payment of Registration Fee for Winter Semester (Jan-May), 2022 – reg.

This notice is concerning to all continuing students for payment of registration fee for the current Winter Semester (Jan-May), 2022. This is NOT for those PhD students joined in January 2022 and those BTech/BDes/Preparatory students joined in November 2021.

All the continuing students are hereby informed that they can check their fee details and payments so far made for the current semester on the Academic ERP portal <https://academic.iitg.ac.in/ssso/>, and if there is any payable amount they must complete the payment by Monday, 14/03/2022 towards completion of registration to the current Winter Semester (Jan-May), 2022. No requests for payment of the fee after this date will be entertained.

The payable amount is due to non-payment of registration fee, or due to newly added Mess Advance for hostellers. After the announcement of calling back all the students to the campus, the Institute has decided to collect Rs. 12,000/- towards Mess Advance from all those who are coming back to the campus. For all those students who are already on the campus, Rs. 18,000/- towards Mess Advance is applicable.

If someone paid hostel related fee for Jul-Nov 2021 semester registration but did not come to the hostel during the entire semester, applicable refunds are deducted in the current semester fee as mentioned in the “Adjustments” column.

If there is any discrepancy in the fee mentioned on the portal, the MS Form (<https://forms.office.com/r/SbytMtms7i>) is to be filled and the resolution is to be awaited.

The detailed guidelines for making the online payment are enclosed.



Joint Registrar (Academic Affairs)

Joint Registrar (Academic Affairs)
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

Copy to:

- 1) Dean / Associate Dean, Academic Affairs, Students' Affairs
- 2) HoC, CCC / Chairman, HAB
- 3) Office of the Director / Deputy Director / Registrar
- 4) HoS, Students' Affairs, Finance and Accounts
- 5) All Students
- 6) Notice Board
- 7) Academic Office File

Guidelines for Online Payment of Registration Fee

1. Login to the Academic ERP portal: <https://academic.iitg.ac.in/sso/> using ERP credentials.
2. Choose “Fee Details” on the left menu.
3. Check the eligibility and view the registration fee details of Jan-May 2022.

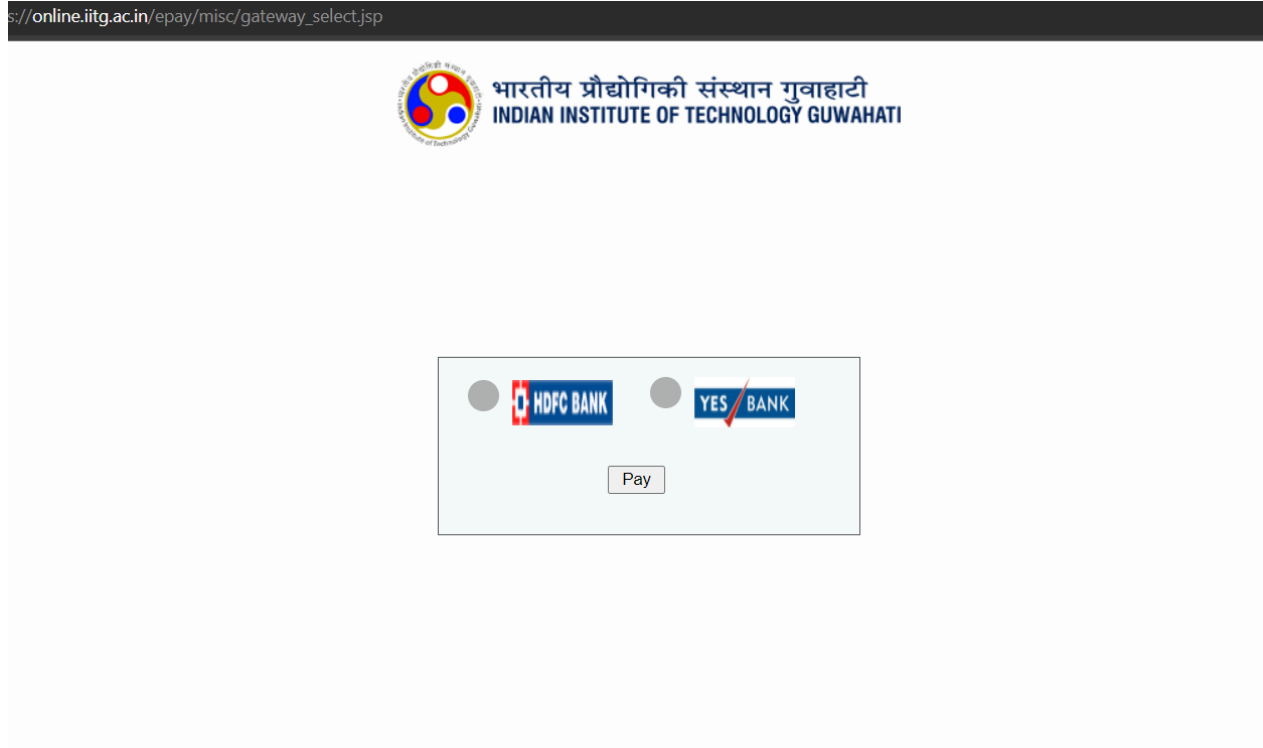
Semester	Fee Type	Total Fee	Fee Paid	Fee Payable	Remarks	⚙
July-Nov 2021	Registration/Enrollment Fee	106100.00	119600	0.00	Eligible	<input type="button" value="View"/>
Jan-May 2022	Registration/Enrollment Fee	122300.00	140300	1.00	Eligible	<input type="button" value="View"/>

4. If there is any payable amount, the button “Make Payment” will be activated. Click the button and make payment through IITG E-payment portal.

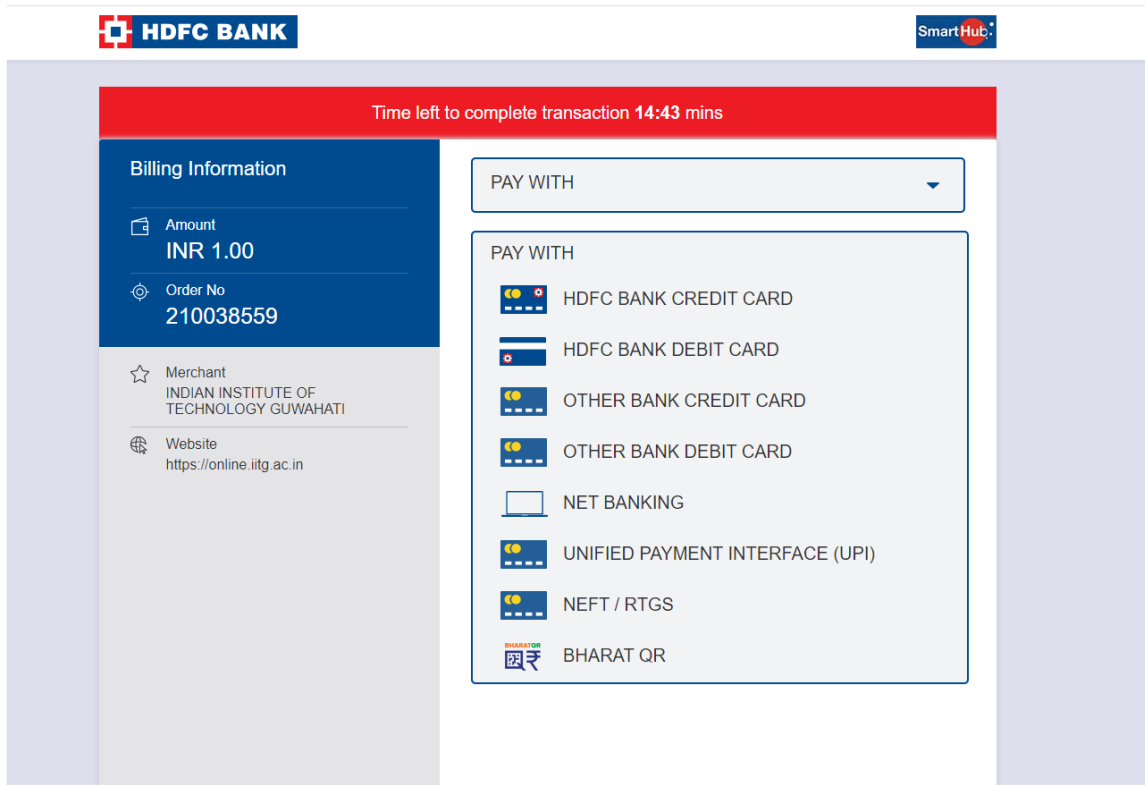
Hostel Maintenance Charge	0.00
Students Travel Assistance Fund	0.00
Total Amount	122300.00
Adjustment Amount	0.00
Fee Payable	1.00
Fee Refundable	18000.00
Remarks	
<input type="button" value="Make Payment"/>	
As per hostel record, whether present in the hostel sometime during July-Nov 2021 semester?:	Yes

Sl. No.	Fee Type	Fee Amount	IITG Transaction ID	Transaction DateTime	Payment Status	
1	Registration/Enrollment Fee	122300	04202200	01-01-2022 10:03:31	Success	<input type="button" value="Receipt"/>
2	Mess Advance	18000	21004070	31-12-2021 09:40:52	Success	<input type="button" value="Receipt"/>

5. Select payment gateway by clicking on the radio button. Student can choose any one payment gateway. But if student wants to pay through NEFT/RTGS, please choose HDFC BANK.



6. Select appropriate payment option from drop down menu.



7. Select NEFT/RTGS option if you borrow education loan or wants to pay through NEFT/RTGS. In that case, payment should be made by generating challan only through payment gateway.

HDFC BANK **SmartHub**

Time left to complete transaction 14:20 mins

Billing Information

Amount
INR 1.00

Order No
210038559

Merchant
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Website
https://online.iitg.ac.in

NEFT / RTGS

You have selected to make payment via NEFT/RTGS. To complete the process you must click the "View & Print Challan" button Next Steps :

1) You may login to your net banking account and make payment to the beneficiary details stated in the challan
OR
2) Go to your bank branch with this printed challan and make payment to the stated beneficiary details

INR 1.00

Payable Amount

VIEW & PRINT CHALLAN

[Cancel](#)

8. Download the challan for NEFT/RTGS and provide the same to your bank for payment.

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

NATIONAL ELECTRONIC FUND TRANSFER (NEFT) / REAL TIME GROSS SETTLEMENT (RTGS)

Details of Beneficiary	
Order Id:	210038559
Beneficiary Name:	IIT Guwahati
Account No.	IITG63110367705333
IFSC Code	HDFC0004989
Bank	HDFC BANK LTD Kanjurmarg Branch, Mumbai
Amount	1.00 INR
Amount In words	One Rupees Only
Additional Details	R9201

1. It is advised that students pay fees via NEFT/RTGS at least one day in advance of last date. In the event student making payment on the last day and same is not available for validation for any reason whatsoever, then IIT Guwahati, its banker or payment gateway service provider would not be held responsible in any manner.

2. It is students responsibility to ensure that NEFT/RTGS payments are made exactly as per the details as mentioned in the challan. In the event of any discrepancy payment would not be considered and would not be available for validation of fees payment.

3. Student is required to generate challan for every fees since details in the challan are unique to the fees. Student is not supposed to use challan generated in one fees for payment against another fees.

4. Under no circumstances, including whether the student has made duplicate/incorrect payments. IIT Guwahati or its Banker or its service providers are under no obligation to disclose the details

Remit the amount as per above details, by debiting my/our account for the amount of remittance plus bank charges.

Customer's Signature : _____

Contact Phone No.: _____

Rupees Debited: _____

Applicant's A/c : _____

Date of Transfer: _____

Remittance No.: _____

Return to Website
Print
Save

- i. It is advised that students pay fees via NEFT/RTGS at least one day in advance of last date. In the event student making payment on the last day and same is not available for validation for any reason whatsoever, then IIT Guwahati, its banker or payment gateway service provider would not be held responsible in any manner.
- ii. It is student's responsibility to ensure that NEFT/RTGS payments are made exactly as per the details as mentioned in the challan. In the event of any discrepancy payment would not be considered and would not be available for validation of fees payment.
- iii. Student is required to generate challan for every fee since details in the challan are unique to the fee. Student is not supposed to use challan generated in one fee for payment against another fee.
- iv. Under no circumstances, including whether the student has made duplicate/incorrect payments. IIT Guwahati or its Banker or its service providers are under no obligation to disclose the details.
- v. Receipt of fee payment through NEFT/RTGS will be available for download only after validation of transaction, which may take 1-2 working days.

Follow the instructions and pop up message as appeared on the screen.

- During entire payment process do not click REFRESH or BACK button.
- After successful completion of the payment, you will return to the IITG E-payment portal and receipt will be generated instantly, but in case of NEFT/RTGS payment option receipt will be available for download after validation of transaction.

In case of any grievance related to the online payment, students may lodge their complaint by following the instructions under the tab "CONTACT US" on the e-payment portal.