

# How to pay Registration Fees?

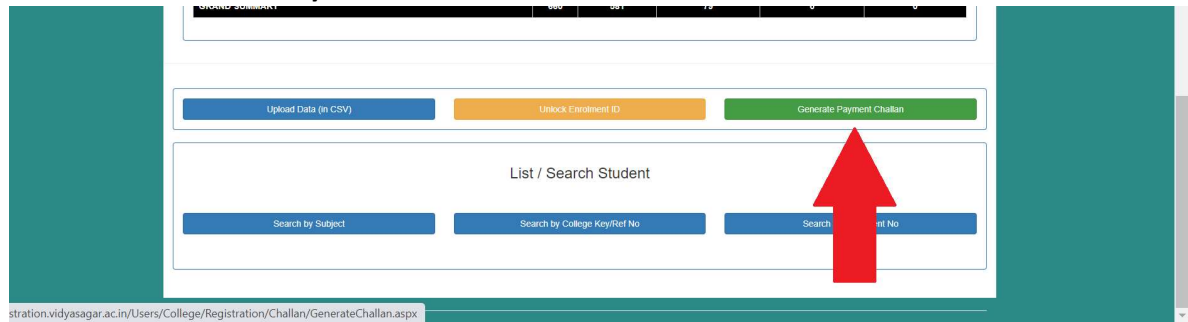
## 1. Please log in to your account

The screenshot shows a web browser window with the URL `registration.vidyasagar.ac.in/Accounts/Login.aspx?ReturnUrl=%2fDefault.aspx`. The page features the Vidyasagar University logo and the text "Online Registration Portal (for affiliated colleges only)". Below this is a "Log In" section with a form titled "Enter your Credentials". The form contains two input fields: "Username" and "Password", each with a placeholder text. There is also a checkbox labeled "Stay Sign In". The browser's address bar shows the URL, and the top navigation bar includes links for "Home", "Show Masters", and "Contact Us". The bottom of the browser window shows the Windows taskbar with various application icons and the system clock displaying "22:09 04-12-2022".

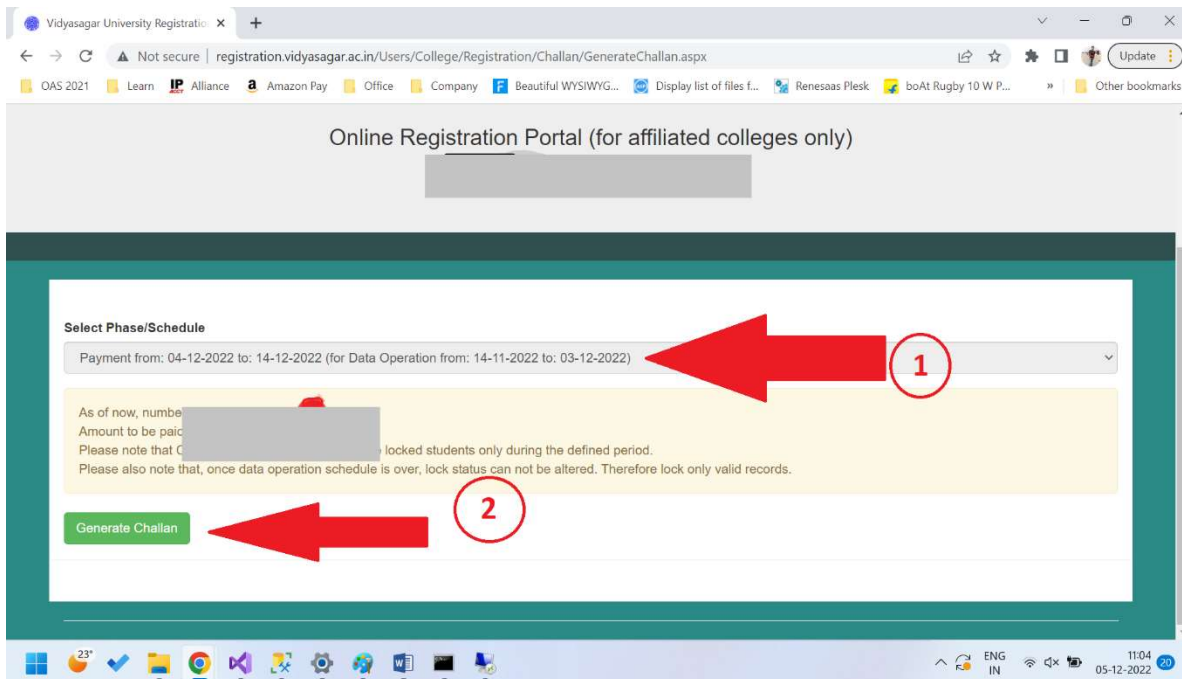
## 2. Select **Online Registration** Option in the portal after sign in

The screenshot shows the same Vidyasagar University Online Registration Portal, but now the user is logged in. The top navigation bar includes links for "Home", "Account Home", "Online Registration", "Show Masters", and "Contact Us". A large red arrow points to the "Online Registration" link. Below the navigation bar, the page displays the Vidyasagar University logo and the text "Online Registration Portal (for affiliated colleges only)". A section titled "Verify Institute wise course Details" is visible, followed by a message: "Following details is incorrect, contact Office of the Inspector of Colleges immediately." Below this message is a yellow bar with a play button icon. At the bottom, there is a section titled "Approved course wise seat intake capacity:".

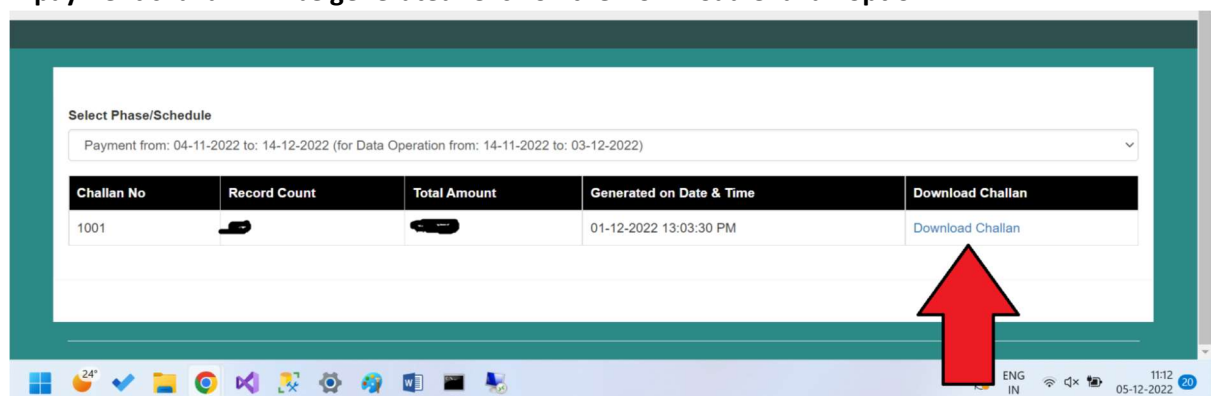
### 3. Click on the Generate Payment Challan



### 4. Select the correct schedule and check whether number of locked record count is correct. If all information is right click on Generate Challan.



### 5. A payment challan will be generated. Click on the Download Challan option.



## 6. Print the challan

12/5/22, 11:15 AM

Challan No- 1001 - VUUG Registration(2022-2023)



**VIDYASAGAR UNIVERSITY**  
Midnapore, WB, 721102



Registrar Department's Copy  
Challan No: 1001

Total amount of Rs. 110670/- for 651 candidates to be paid to the University for UG  
Registration purpose (2022-2023) from **ABCD COLLEGE**

Payment Done:

**1**

Signature and Seal of the Principal/TIC/OIC

Payment Received:

(Cashier, VU)



**VIDYASAGAR UNIVERSITY**  
Midnapore, WB, 721102



Finance Department's Copy  
Challan No: 1001

Total amount of Rs. 110670/- for 651 candidates to be paid to the University for UG  
Registration purpose (2022-2023) from **ABCD COLLEGE** with the following  
details:

Fees Type	Total Amount	Mode of Payment & Payment Details	
Registration Fee	65100/- (Rs.100/- X 651)	Bank Transfer/NEFT/RTGS Acc No: 17480110075081 IFSC: UCBA0001748 (input Txn/UTR No & Date and also attach the payment proof)	Demand Draft in favour of 'VIDYASAGAR UNIVERSITY', payable at Midnapore (input DD No & Date)
Form Fee	26040/- (Rs.40/- X 651)		
Sports Fee	19530/- (Rs.30/- X 651)		
Total	110670/- (Rs.170/- X 651)	<b>Put transaction details or DD details here</b>	

Payment Done:

**2**

Signature and Seal of the Principal/TIC/OIC

Payment verified by:

(Accounts Section, VU)

localhost:62365/Users/College/Registration/Challan/DownloadChallan.aspx?CID=1001

1/1

- After printing the challan pay through Bank Transfer/NEFT/RTGS, account details of the university is mentioned in the first box of the mode of payment. Then write down the transaction details like UTR Number/ Bank Reference number etc. with date in the box below (marked as 3). Or you can also pay through Demand Draft as mentioned in the second box and write down the Demand Draft Number and date in the box below it (marked as 3).
- After payment Signature of the HOI (Principal/TIC/OIC) with Seal is required in the place marked as 1 and 2.
- Please come to the university accounts section and submit the challan along with payment proof (in case of NEFT/RTGS/Bank Transfer).
- Account Section of the university will verify and the cash Section will issue two copies of money receipt, one copy is to be retained by the college.
- Submit to the office of the Deputy Registrar (Academic) the second copy of the money receipt along with a forwarding letter mentioning the subject wise statistics of the students and details of fees deposited.