

GUIDELINE

HOW TO MAKE PAYMENT

- Step 1 After filling and submission of Online Application Form applicants are requested to visit the SBI Collect portal of State Bank of India (SBI) (Website: <https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm>)
- Step 2 **Select State and Type of Institution:** Now the applicant should select ***“West Bengal”*** under ***“Select State”*** and ***“Educational Institution”*** under ***“Select Type”*** Then click the ***“Go”*** button
- Step 3 **Select from Educational Institution:** Now the applicant should select ***“DDE-RABINDRA BHARATI UNIVERSITY”*** under ***“Select Educational Institutions”*** and then click the ***“Submit”*** button.
- Step 4 **Provide details of payment:** Now here the applicant should select ***“Course Fees”***. It will automatically redirect to ***“Provide details of Payment”*** page.
- Step 5 **Provide details of Payment:** Now the applicant will be asked to enter the requisite information in the given spaces of Payment Format. The applicant should use the Application Details page printed earlier to fill-up the required information in this page. Before submission, the applicant must verify that all entries made here are correct. If the information entered here are not correct then the ***application will be rejected and no refund will be made.***
- Step 6 **Choosing Payment Option:** At this stage applicant will be asked to choose ***Online (Credit or Debit Card) or Offline (Cash)*** payment mode.

If **Online** mode of payment is chosen, the applicant will be able to pay requisite amount of Course Fees + Additional Charges of Bank online through Internet Banking, SBI ATM Card or through ATM Card / Debit Card of any other Banks as shown on the dropdown box.

On successful transaction of payment, an E-Receipt will be generated. Please take a print out of it and retain it carefully for further reference and attach on copy of the E-Receipt with the application form and submit the same to the DDE office or Study Centre as the case may be.

An if Offline mode of payment is chosen, a pre-printed Challan in duplicate will be generated. The applicant will be required to take print out of the Challan thus generated and submit the same at any SBI – Branch to deposit the Course Fee + Additional charge of Bank (in Cash). The applicant must retain one copy of Challan (payment receipt) carefully for future reference.

GENERAL INSTRUCTIONS TO THE APPLICANTS

1. Candidates are advised to take special care to make correct entry only.
2. Please enter genuine **Mobile Phone Number and E-mail address for future.**
3. Duly printed application form should be signed by the candidate in the given spaces of the form.
4. The duly filled-in application form along with self-attested copies of all Mark Sheets, Certificates and other relevant documents and copy of payment receipts has to be submitted to the Centre for which the applicant has applied for.
5. Application must preserve the acknowledgement receipts such as the Application Form Submission, Bank Payment etc. for future reference.