

Procedure for Payment of Even Semester Fees Online through payment gateway of ICICI Bank

1. Students are requested to visit <https://vssut.in> to pay the university fees like semester and hostel fees online.
2. First time users are required to register them self with the portal first. Registration process is as follows : -
 - i) Click on **SIGN UP**.
 - ii) Fill **Name, Email Id, Mobile Number and a Password**.
 - iii) Provide a valid email id and mobile number. An OTP will be sent to the corresponding mobile number for verification.
 - iv) Please enter the OTP into the corresponding input box. After successful validation, the user will be allowed to login into the portal.
3. Click on **SIGN IN** to log in into the portal (<https://vssut.in>).
4. Fill the email id and password that you have provided at the time of registration.
5. After successful login, the system will ask to link the **University Registration Number**.
6. After successful linking of the **University Registration Number**, details will be displayed in the screen. Please verify the details.
7. If the displayed data is correct, then click on **Make Payment**. Payment can be made through Credit Card, Debit Card, Net banking or NEFT/RTGS/UPI. Please take care of the following points while doing online transaction.
 - i. Please ensure that you do a transaction which is within your daily limit with the bank else the transaction will fail.
 - ii. Please ensure that you have sufficient balance in your account before you do a transaction.
 - iii. Once you perform a transaction, please make sure not to close/ refresh your browser till you are redirected to merchant page. Closing the browser may result in transaction failure.
 - iv. If you are opting to pay through NEFT/RTGS/UPI, after successful transaction, the server will be automatically updated after getting conformation from the initiated bank. This requires a couple of working hours. Hence you are requested to wait until the system gets updated.
 - v. **If for any reason, your bank account is debited during online transaction and payment status is not changed to PAID in university dashboard page then you are**



requested not to pay again. The server has backup methods to retrieve the payment status from the payment gateway.

8. After successful payment, **Download Money Receipt** option will be available. Click on it to download the receipt.

The students are requested not to wait for the last date to make the payment. Please complete all the process well in advance.

For semester registration queries, the students may contact in the following numbers:

- | | | |
|--------------------|---|------------|
| 1. Pradeep Dutta | : | 9437637883 |
| 2. Abhishek Mishra | : | 9937004078 |
| 3. Ramesh Sahu | : | 7328814845 |
| 4. Amitab Mishra | : | 9178466603 |

