**Ramakrishna Mission Shilpavidyalaya/Shilpayatana**

Belurmath, Howrah

Notice Dt.: 9.11.20

 **Sub: HS Voc 2019 -21 batch : Payment of Class XII Course Fee**

Students of H.S Vocational Class XII (2020-21 session) may please pay your Class XII fees of **Rs. 3500/-only** before **17th November** as instructed below and intimate the same by email to itiadmissionrkmbelur@gmail.com mentioning your Name, Class and Roll number and the Transaction Reference Number of SBI Collect online/offline payment mode as instructed below.

**Step-by-step Instruction for payment of remaining Course Fees by SBI Collect**

1. Search for SBI Collect

2. Go to the website <https://www.onlinesbi.com/sbicollect/icollecthome.htm>

3. Tick the Checkbox below (I have read and accepted the Terms and Conditions stated

 above) and select PROCEED

 You are led to the next page

4. **State of Corporate / Institution \* - select West Bengal**

 **Type of Corporate / Institution \* - select Educational Institutions**

 Go to next page

5. **Educational Institutions Name \* - select RAMAKRISHNA MISSION SHILPAVIDYALAYA**

 Go to next page

6. Select Payment category - **Course Fee and** Go to next page

7. Fill up the Form. While entering amount DON ’T use , . / - . Just type amount, for example for Rs. 3500/- type only as 3500

Check all fields again and press Submit.

8. You will shown the Form again. Check again IN THE TOP whether THE PAYEE, i.e., name of Institute is **RAMAKRISHNA MISSION SHILPAVIDYALAYA**. Click Confirm.

Now you will be taken to the **Payment Gateway**

9. **Choose from Net Banking, Card payment or other payment mode like UPI, NEFT or cash**.

10. **FOR PAYMENT BY CASH:**

 If you want to pay by cash in a branch of SBI, follow the instructions as follows:

**a.** In the OTHER PAYMENTS category see bottom right corner. Click the option

 – SBI BRANCH

**b.** Generate the challan and save a copy. Take a print of the challan.

 **c.** Go to your nearby SBI Branch and pay in cash and email the copy of the challan to Shilpavidyalaya.

 **-** Principal