

Ramakrishna Mission Shilpavidyalaya/Shilpayatana

Belurmah, Howrah

Notice

Dt.: 17.10.20

**Sub: ITI 2018 & 2019 batch : Payment of Course Fee– final instalment
(remaining portion)**

Students of 2018-20 and 2019-20 ITI batches who have not yet paid the last installment of course fees are requested to do so at the earliest, and intimate the same by email mentioning your name, trade 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. 7000/- type only as **7000**
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.

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