Ref: 2021-22/SFC/42   Date: 18 January 2022

<u>**Important Notice for FY Students**</u>
<u>**Subject Registration and Fees Payment**</u>

All students are hereby informed that the teaching-learning process for current semester of academic year 2021-2022 is coming to end and end semester examinations are scheduled.

Subject registration is mandatory for preparation of the academic-related records, including subject (electives, minors etc) selection by the student, roll calls, preparing a record for the internal and end semester examinations and other aspects.

It is essential to complete the tuition fees related formalities to enable the registration. It is observed that after multiple reminders many of the students have not paid the 50% of annual tuition fees of academic year 2021-22. The 50% of annual tuition fees is required to be deposited before semester examination or before 31st January 2022 whichever is earlier to enable the registration.

It is to be noted that registration is essential to be part of the academic endeavor in the University.

Fee payment modes are as given below:

Option I- through Payment Gateway:
- ✓ Login to VU ERP system - https://erp.vupune.ac.in
- ✓ Login with "Student Login ID"
- ✓ Click on Admission Fees (On Left Hand Side button)
- ✓ Select Programme Year and Semester
- ✓ Click on Payment Details
- ✓ Select online Payment
- ✓ Click on Submit Button
- ✓ Complete payment procedure
- ✓ After Payment, Download Receipt

Option II – RTGS / NEFT / IMPS (Bank details are as follows)

Institute Name	Vishwakarma University
State & City	Pune, State- Maharashtra
Bank	HDFC Bank Limited
Branch	Kondhwe, Khurd, Pune 411 048.
Type of Account	Current
Account Number	50200027418843
IFSC Code	HDFC0000029 (Fifth to Ninth character is "Zero")
Swift Code	HDFCINBB

In case of option II, compulsorily email the following information to accounts.university@vupune.ac.in to get your payment validated.

1) Student Name
2) SRN
3) Payment date
4) Payment amount
5) Account holders name (the account from which fees has been transferred)
6) Bank name
7) Bank branch name
8) UTR/transaction ID
9) Challan generated from ERP

Process to be followed for generating the challan is as follows:
- Step 1: Go to URL: https://erp.vupune.ac.in
- Step 2: Login with "Student Login ID"
- Step 3: Go to admission challan, create challan
- Step 4: Select payment mode (Cheque/DD/NEFT/RTGS etc)
- Step 5: Fill necessary details and print

In case you require further details to do the needful, feel free to contact anytime between 10am to 1pm / 2pm to 4 pm on weekdays (Monday to Friday).

Contact Numbers – 020 26950320 / accounts.university@vupune.ac.in

Kindly note that only communication from your official email ID to the above-mentioned email address will be considered as official communication for further actions.

For any query related to fee payment and fee receipt, write email to accounts.university@vupune.ac.in

Sd/-
Students Facilitation Centre
Vishwakarma University, Pune