

Ref: 2022-23/SFC/ 07

Date: 19<sup>th</sup> August 2022

### **Important Notice for Subject Registration and Fees Payment**

All students and parents are hereby informed that the subject registration for TERM I (Academic year 2022-23) was scheduled from 11<sup>th</sup> July to 16<sup>th</sup> July 2022. The date was further extended to 23<sup>rd</sup> July 2023 by the University. The notice for the same was sent to all students well in advance on their official email id.

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.

The registration is compulsory for the respective commencement of academic processes. It is essential to complete the tuition fees related formalities to enable the registration. The minimum **50% of annual tuition fees** of current academic year and entire balance fees (if any) are required to be deposited before 25<sup>th</sup> August 2022 to enable the registration.

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

Kindly ensure to complete the subject **registration process and fees payment on or before 25<sup>th</sup> August 2022 failing to which the student may not be able to be a part of academic activities.**

*Kindly ignore the notice if the subject registration and fees payment is already done.*

#### **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	Kondhwa, 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](mailto: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

For DD/ NEFT/ RTGS/IMPS payment: - please prepare fees challan in ERP system:

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 (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) and on Saturday (10 am to 2 pm)

Contact Numbers – 8669908301

Email ID - [fee@vupune.ac.in](mailto:fee@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 mail to [accounts.university@vupune.ac.in](mailto:accounts.university@vupune.ac.in)

Sd/-  
Students Facilitation Centre  
Vishwakarma University, Pune