

Ref: 2022-23/SFC/10

Date: 2nd December 2022

Important Notice for Subject Registration and Fees Payment

All students are hereby informed that the subject registration for TERM I (Academic year 2022-23) is scheduled from **2nd December to 8th December 2022.**

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 is required to be deposited before 8th December 2022 to enable the registration.

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

Kindly complete your subject registration process **on or before 8th December 2022.**

***Students are advised to submit complete filled admission form and all required documents at SFC office at earliest. (Please ignore if already submitted)**

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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



Survey No. 2, 3, 4 Laxmi Nagar, Kondhwa Budruk, Pune - 411 048. Maharashtra, India.
 Contact : (020) 26950301, 26950302 | Fax : (020) 26950304
 Website : www.vupune.ac.in | Email : connect@vupune.ac.in

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

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

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

Sd/-
 Students Facilitation Centre
 Vishwakarma University, Pune