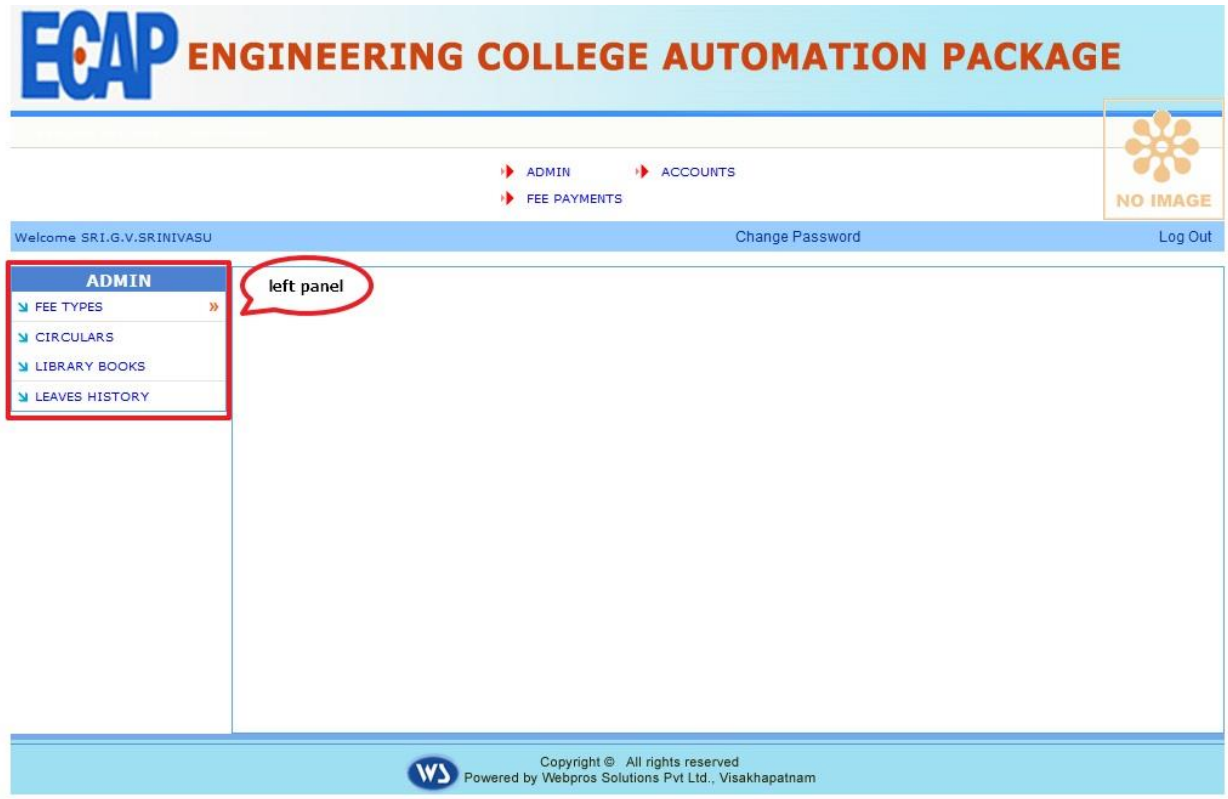
ACCOUNTS & FEE PAYMENTS

1) How Can I Apply Student Committed Fees Through Online?

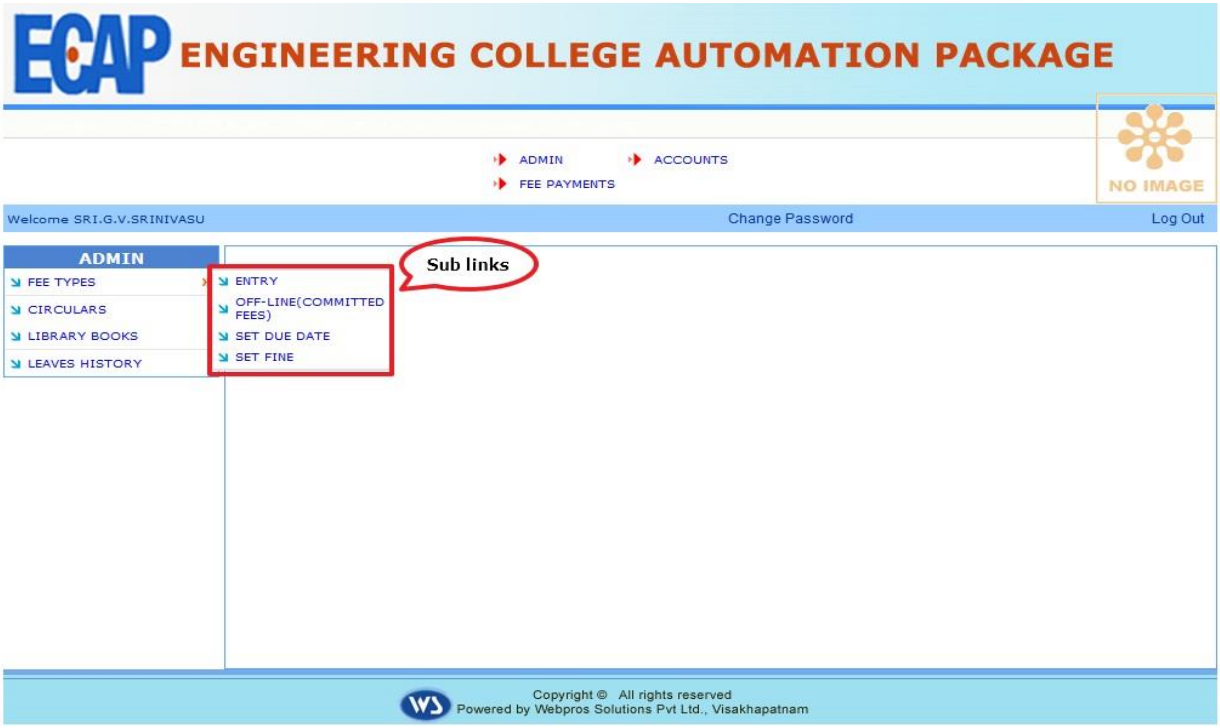
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "ADMIN" Module As Shown In Below

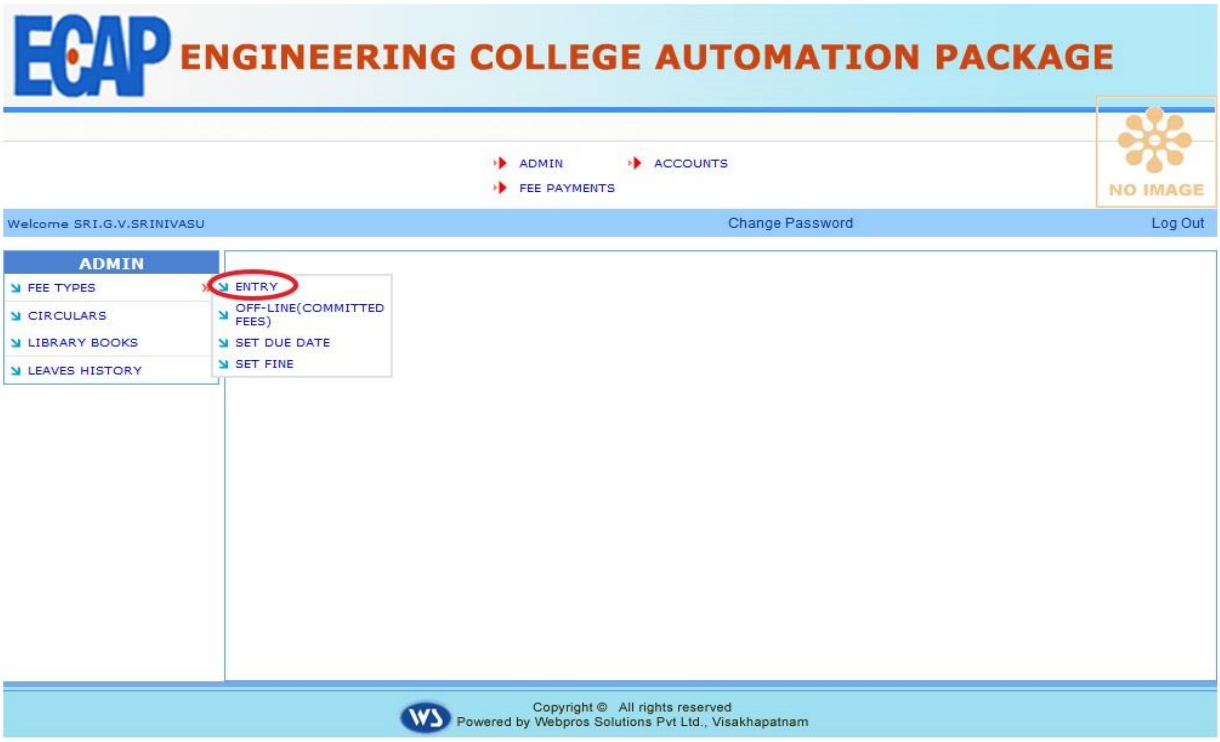
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



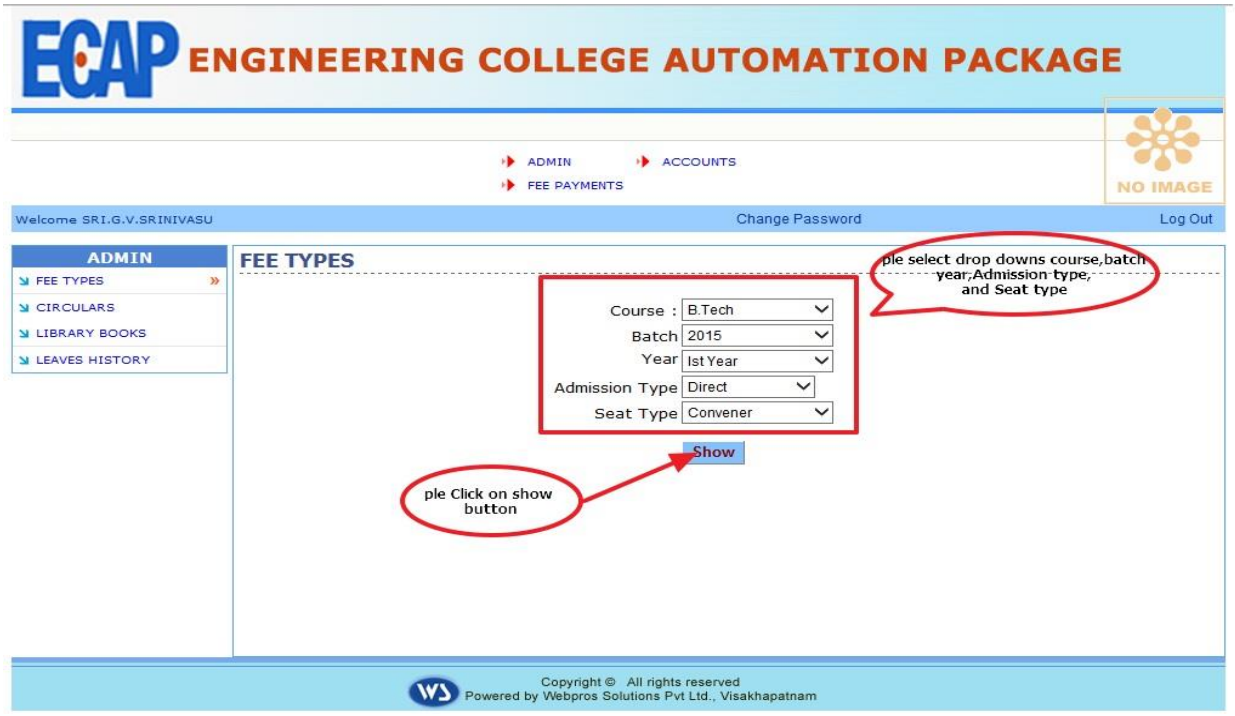
Step 4:-Please Place Your Mouse Pointer On "Fee Type" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



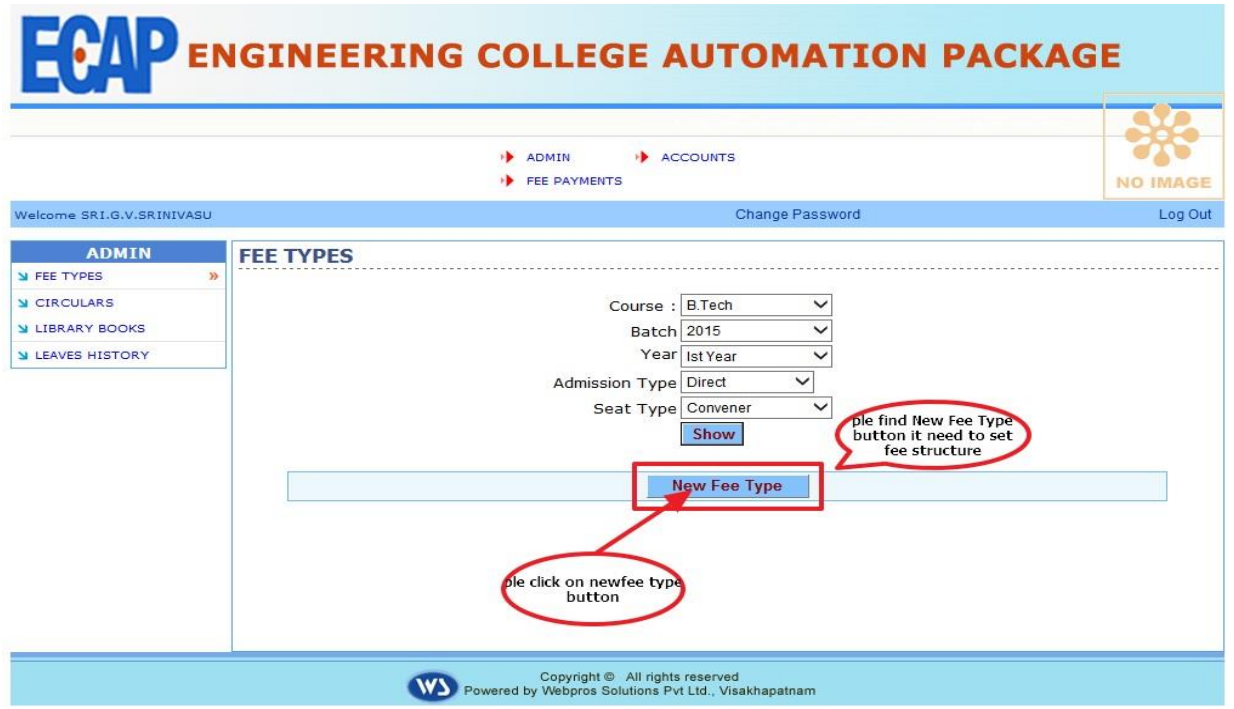
Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.



Step6:-Fee Type's Link And Click On Entry Link From The Popup Menu Displayed. And Then The Following Screen Appears. Now Select From Drop Down List Course, Batch, Year, And Admission Type Whether Direct Or Lateral And Select Seat Type Whether Convener, Management Or Spot And Click On Save Button As Shown Below.

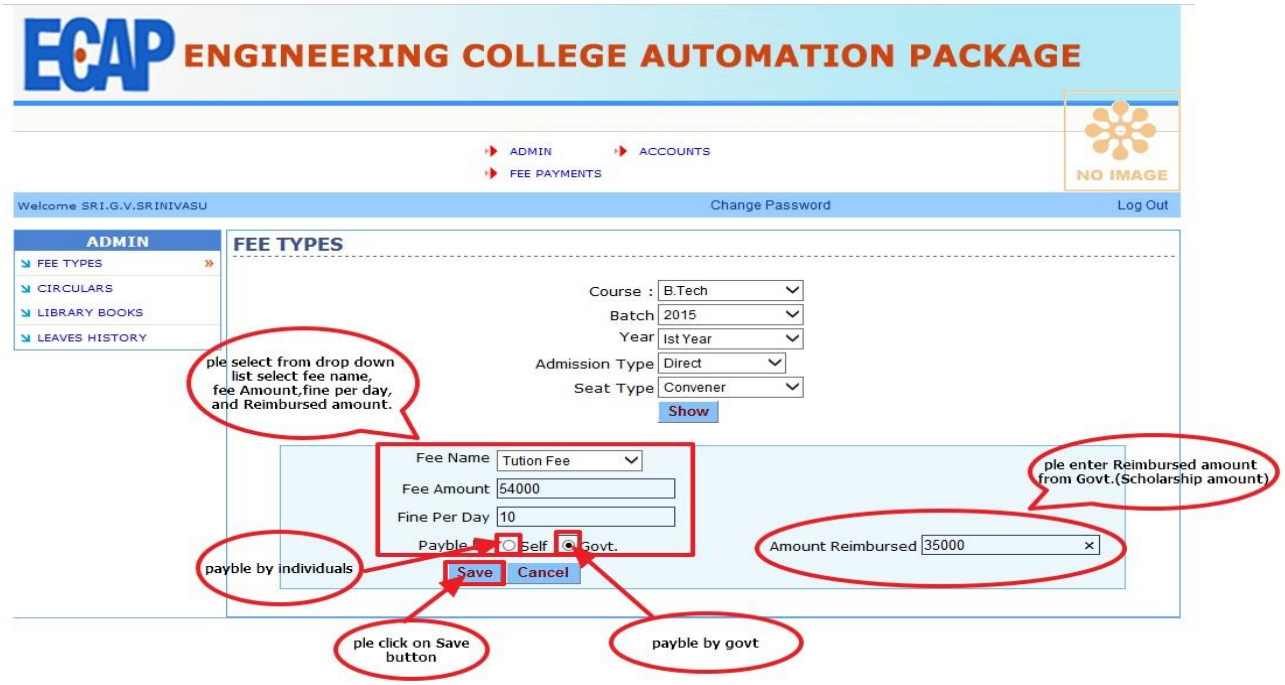


Step7:- After Click On Show Button And Then The Following Screen Appears.

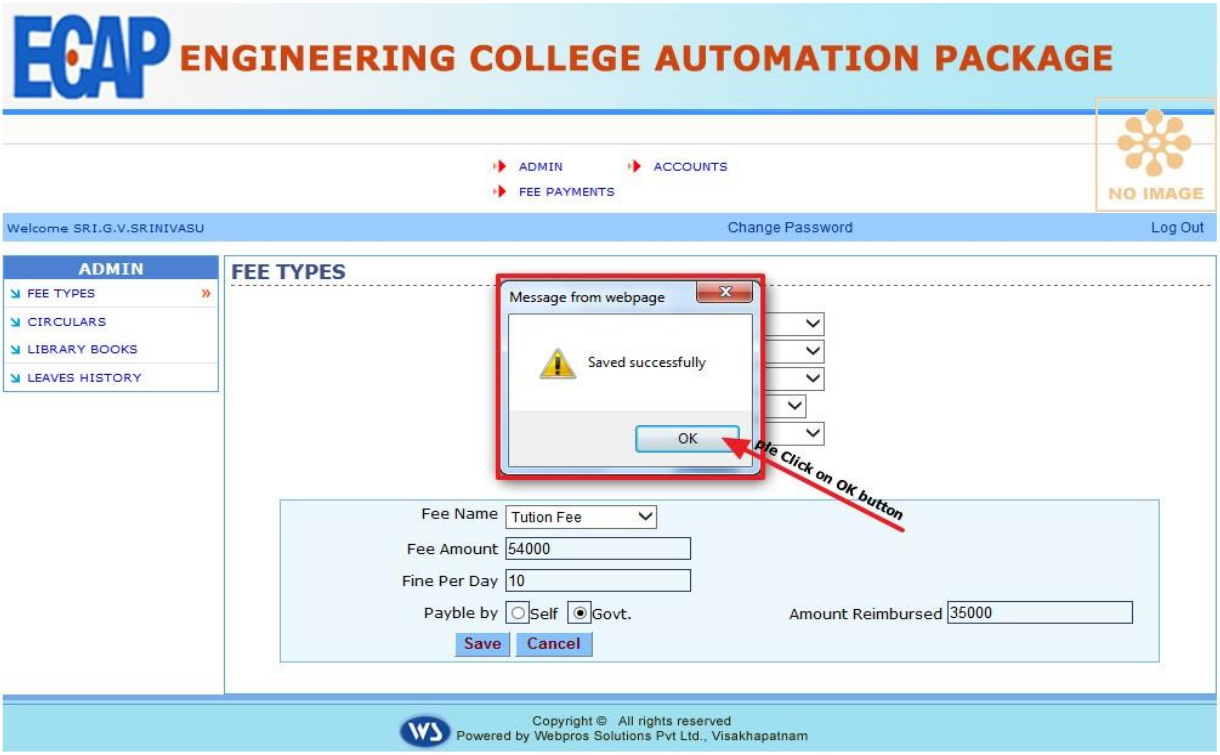


Step8:-Select Fee Name Or Revenue Head Entered Already In Accounts Module And Enter Fee Amount, Fine Per Day If Any And Select Whether Fees Is Payable By The Individual Or

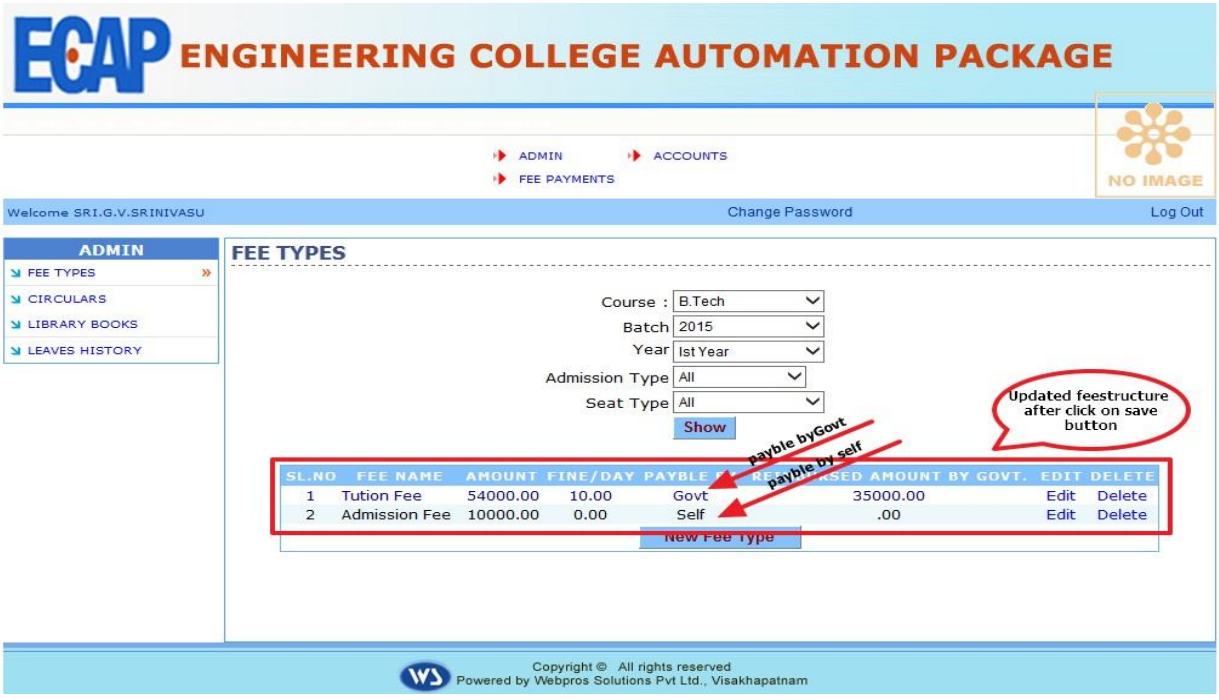
Government. If Payable By Govt It Must Be Enter "Amount Reimbursed" And Click On Save Button To Save New Fee Type Details For Selected Course.



Step9:-After Click On "Save "Button And Then You Will You Will Get "POP UP For Confirmation" After Click On Update Button. Here Please Click On "OK Button" As Shown In Below.



Step 10:-Please See Here It Got Updated After Click On "OK Button" As Shown In Below.

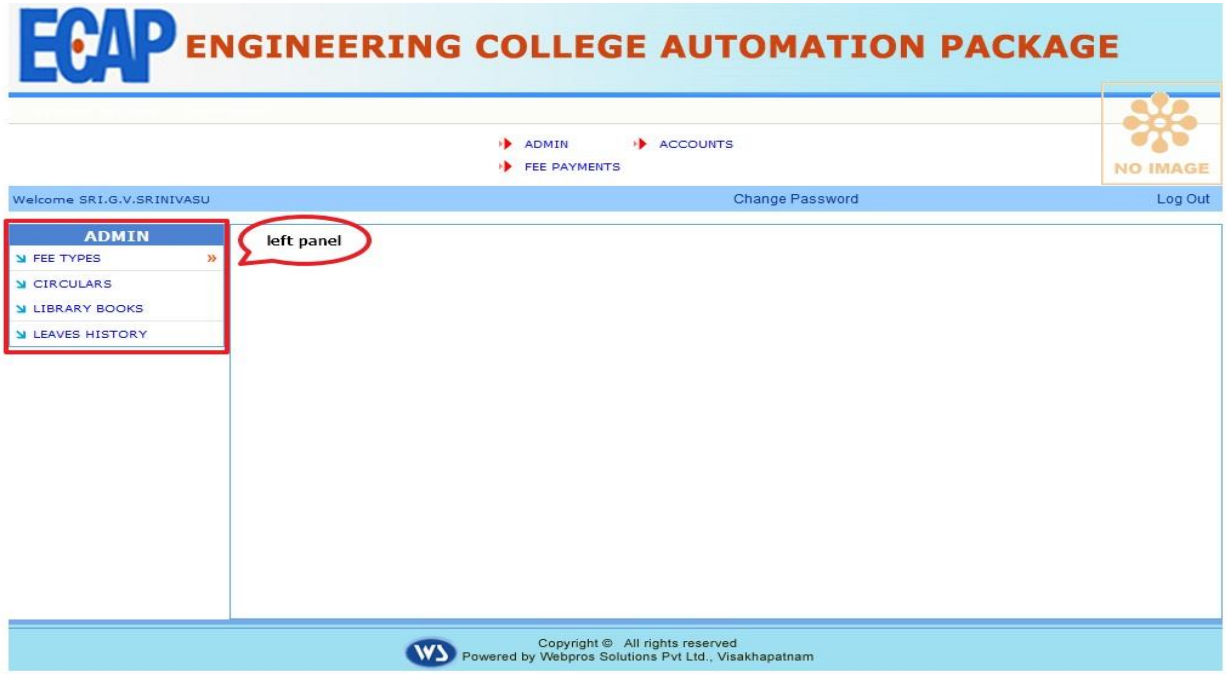


4) How Can I Apply Student Committed Fees Through Offline?

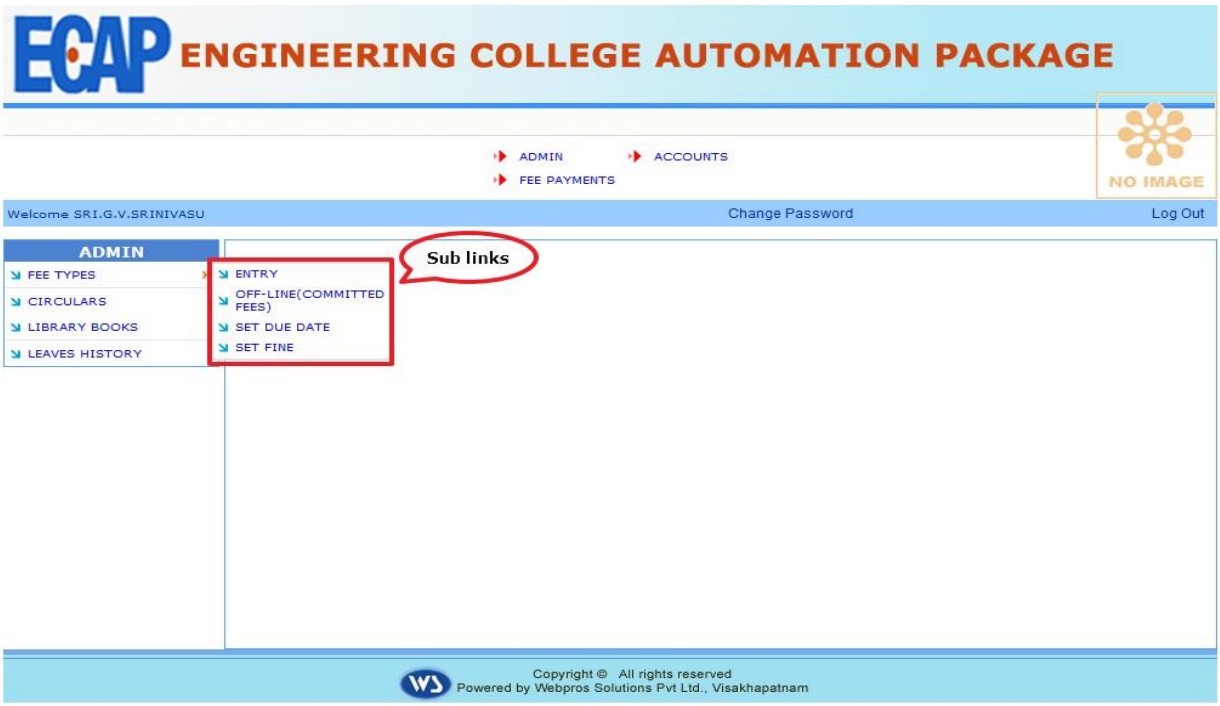
Ans:-Step 1:-Please Login In To ECAP By Using Your Username And Password

Step 2:- Please Click On "ADMIN" Module As Shown In Below

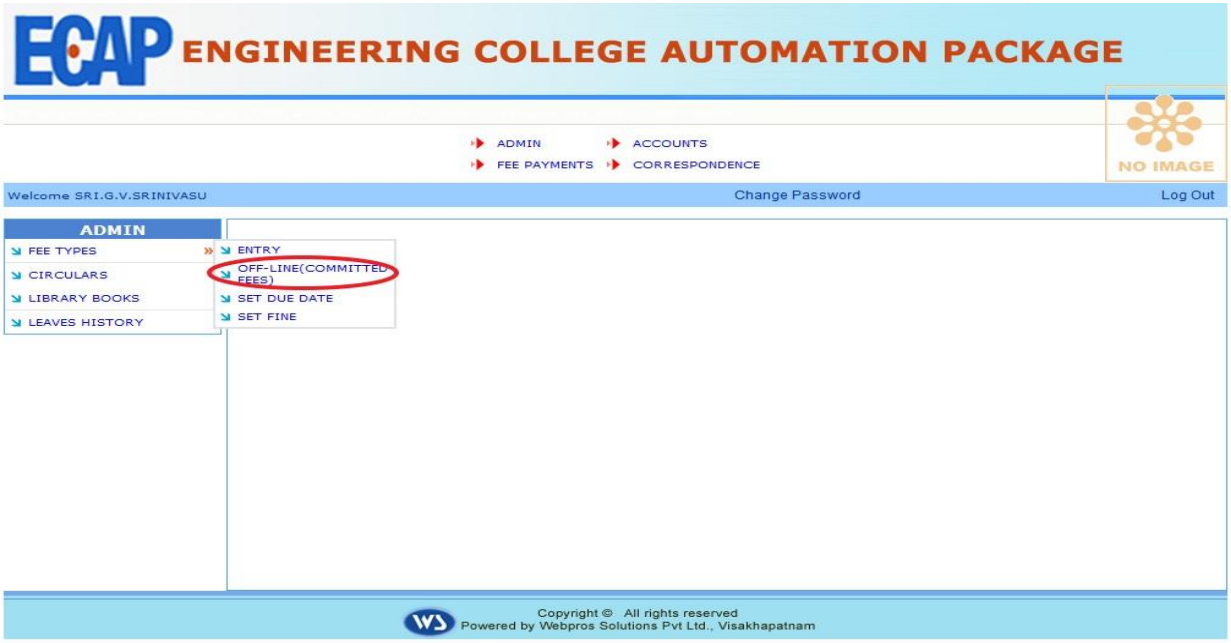
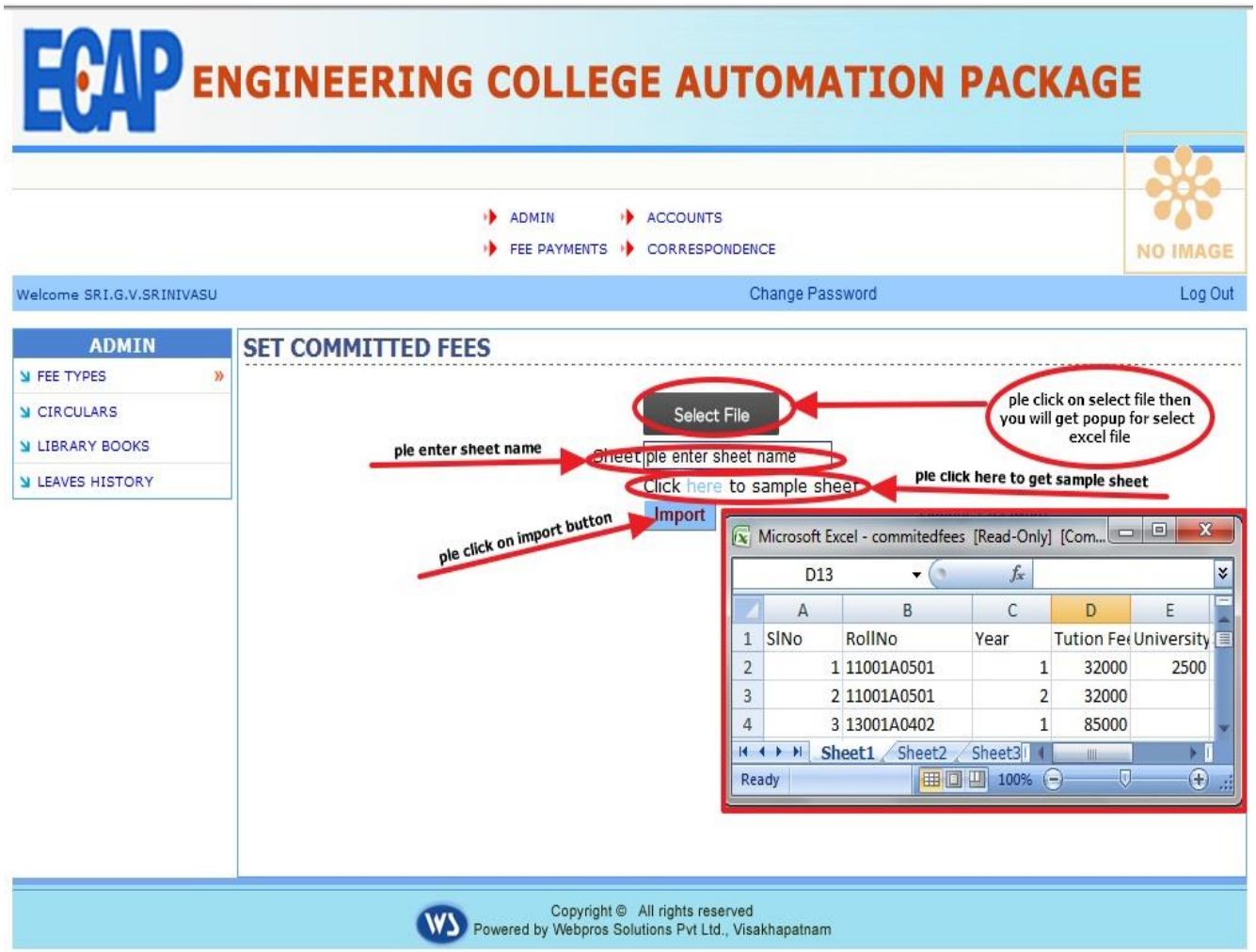
Step3:-You Will Find "Left Panel" After Clicking On ADMIN Module As Shown In Below.



Step 4:-Please Place Your Mouse Pointer On "Fee Type" Link Which Is Available In Left Menu. Then You Will Find "Sub Links Menu" As Shown In Below



Step 5:-Please Find "Entry" Option In Sub Links Menu As Shown In Below.



Step6:-After Click On Off-Line (Committed Fee) Link As Shown Above Screen. Here Please Select Your Excel File And Then Enter Your Excel Sheet Name As Shown In Below And Then Click On Import Button.