



USER MANUAL

Himachal Pradesh University

Miscellaneous Fees



Version 1.0



Contents

1. Objective of the Miscellaneous Fees Payment Application	2
2. Introduction.....	3
3. Functional Flow of Users	4
4. New Registration (Users, who do not have Student Portal)	5
5. Forgot Password	7
6. Login to pay the Miscellaneous Fees	8
6.1 Fee Head + Fee Activity (Fee already mapped)	9
6.2 Fee Head + Fee Activity (Fee to be filled by the Student)	10
6.3 Fee Head + Fee Activity + Attempt	11
6.4 Payment	11
6.5 Printing fee receipt	13



1. Objective of the Miscellaneous Fees Payment Application

The objective of this application is to provide a streamlined, digital platform for university students to pay additional or miscellaneous charges levied by various departments. These charges may include pending dues or payments for additional services that the student wishes to avail. Upon successful payment, a digital payment token will be generated, which will be verified by the relevant HPU authorities, enabling students to access the requested services efficiently.

Benefits of Digitalizing and Customizing this Interface:

1.1 Enhanced Payment Efficiency: Students can conveniently make payments online without having to visit multiple departments, reducing processing time and avoiding physical queues.

1.2 Improved Transparency and Record-Keeping: The system provides clear records of payments and generates verifiable digital tokens, ensuring transparency for both students and university departments.

1.3 Streamlined Verification Process: Digital tokens allow for quicker and more accurate verification by HPU authorities, ensuring students receive services in a timely manner.

1.4 Better Financial Management: Students can easily track their outstanding dues and additional service charges, while the university can better manage and monitor payments across departments.

1.5 Convenience and Accessibility: The online platform is accessible from anywhere, providing students with the flexibility to pay at their convenience, and reducing the need for in-person interactions, which can help during busy academic periods or in remote locations.

This digital solution will significantly enhance the overall management of student finances and service requests, benefiting both HPU students and the administration.

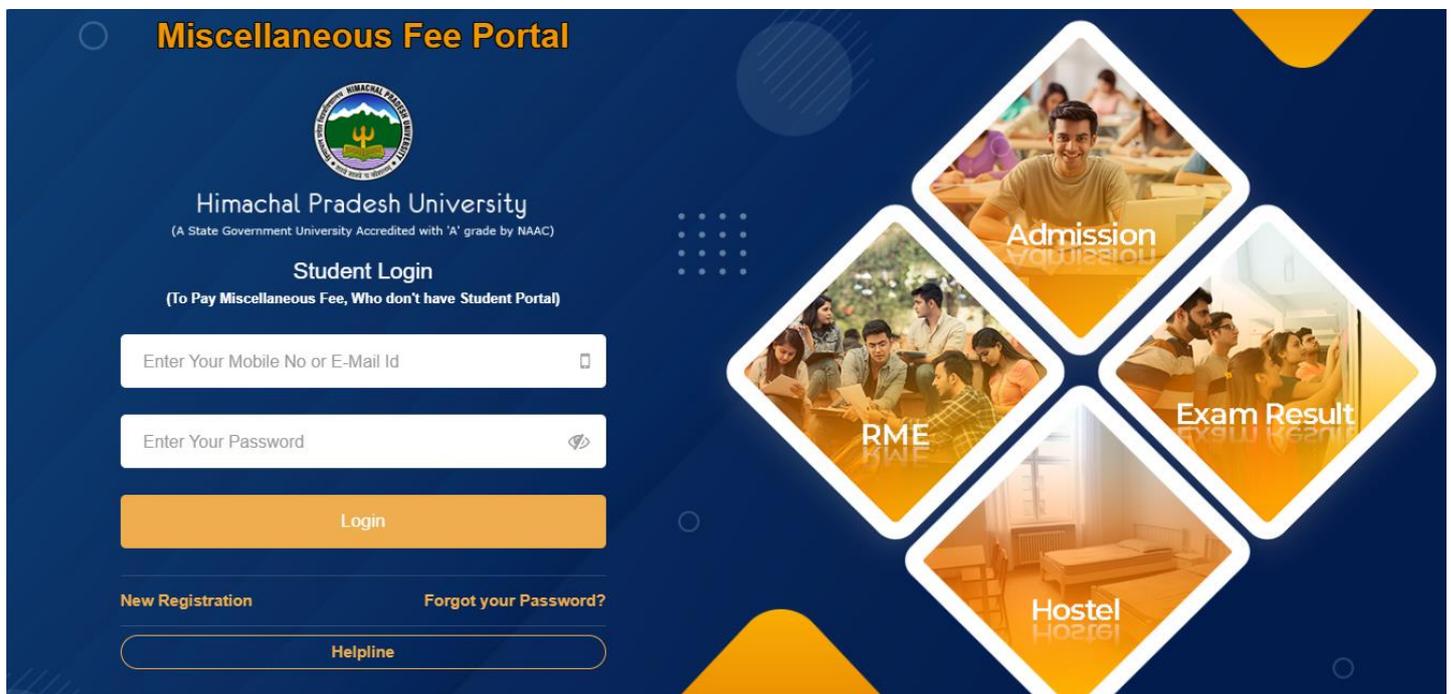


2. Introduction

This interface is designed to allow both current and former students of the university those who don't have the student portal, to pay their miscellaneous fees online. Former students must first register on the application before selecting and paying the required fees. Active student portal users, however, can conveniently pay their miscellaneous charges directly through their student portal. The following steps and accompanying screenshots demonstrate the process for both types of users.

(For old/former students - To register and pay, users must visit the official HPU website.

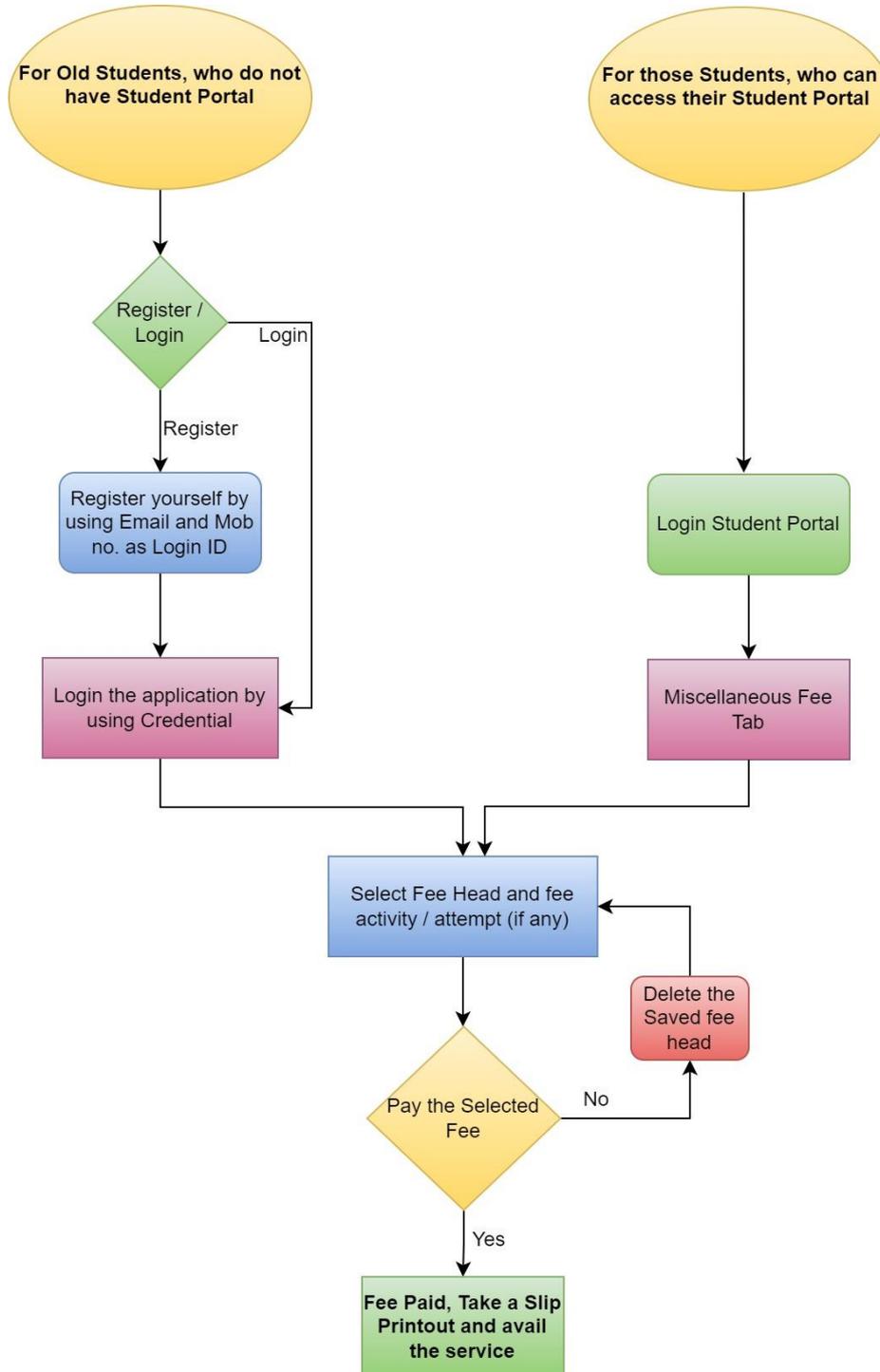
"<https://nmiscfee.hpushimla.in/>"



Screenshot A.1



3. Functional Flow of Users



A.2 (Diagram / Flow of Functionality from user's perspective)



4. New Registration (Users, who do not have Student Portal)

Old students who do not have access to the student portal can easily register by verifying their mobile number and email ID through the OTP verification process. During registration, students will need to provide some basic personal and academic details, completing the simple and straightforward registration process.

Miscellaneous Fee Portal



Himachal Pradesh University
(A State Government University Accredited with 'A' grade by NAAC)

Student Login
(To Pay Miscellaneous Fee, Who don't have Student Portal)

Enter Your Mobile No or E-Mail Id

Enter Your Password

Login

New Registration ← [Forgot your Password?](#)

Screenshot A.3

After clicking on this NEW REGISTRATION button, a registration page will be opened where student should provide his/her mobile for authentication purpose through the OTP verification process. (Screenshot Ref no. A.4)

Note 1- If you have access to your Student Portal, it is advised NOT to register for this application.

Note 2- During registration, if the system identifies your mobile number or email ID as "already registered," please proceed by logging in directly through the Miscellaneous Fee Portal or Student Portal using your login ID and password.

Miscellaneous Fees



Login Details Note : Candidates who does not have active student portal, register here to pay miscellaneous fee. Login

Candidate's Mobile No. → → Email Id → →

Create Password → Retype Password

Personal Information

Candidate's Name (As on 10th Certificate)	<input type="text"/>	University Exam Roll No	<input type="text"/>
Mother's Name	<input type="text"/>	Father's Name	<input type="text"/>
Gender	-- Please Select Gender --	Date of Birth (As on 10th Certificate)	<input type="text"/> <input type="button" value="Calendar"/>
Degree Type	-- Select Degree Type --	Degree Name	-- Select Degree --
Capacity	-- Select Capacity --	College Name	-- Select College --
Aadhaar/Passport	<input type="text"/>	Enrollment No	For Eg. 11-PMA-1713 <input type="text"/>

Screenshot A.4



5. Forgot Password

If you have already registered yourself on this portal and forgot the Password, you can click the following button and retrieve the password. (Screenshot Ref no. A.5)

A screenshot of the 'Miscellaneous Fee Portal' for Himachal Pradesh University. The page has a dark blue background. At the top, the title 'Miscellaneous Fee Portal' is in orange. Below it is the university's logo, which is circular and contains a book and a lamp. The text 'Himachal Pradesh University' is centered, followed by '(A State Government University Accredited with 'A' grade by NAAC)'. Below this is the heading 'Student Login' and the sub-heading '(To Pay Miscellaneous Fee, Who don't have Student Portal)'. There are two input fields: 'Enter Your Mobile No or E-Mail Id' and 'Enter Your Password'. Below the fields is an orange 'Login' button. At the bottom, there are three links: 'New Registration', 'Forgot your Password?' (which is highlighted with a red box and a red arrow), and 'Helpline'.

Screenshot A.5



6. Login to pay the Miscellaneous Fees

Use your registered mobile number as a login ID and put your password, click on login button. (Screenshot Ref no. A.6)

Miscellaneous Fee Portal



Himachal Pradesh University
(A State Government University Accredited with 'A' grade by NAAC)

Student Login
(To Pay Miscellaneous Fee, Who don't have Student Portal)

Enter Your Mobile No or E-Mail Id

Enter Your Password

Login

[New Registration](#) [Forgot your Password?](#)

(Screenshot Ref no. A.6)

Miscellaneous Fees



After logging in, the interface displays options for Fee Head, Fee Activity, and Attempt. Users are advised to carefully select the appropriate fees. (Screenshot Ref no. A.7)

Fee Activity Logout

Note : Dear Student, please select fee head and fee activity carefully before making your payment.

Fee Head :
--Select Head-- *

Fee Activity :
-- Select Activity Type-- *

Attempt :
-- Select Attempt-- *

SAVE

List of Misc Fee Activity

(Screenshot A.7)

6.1 Fee Head + Fee Activity (Fee already mapped)

When a student selects a FEE HEAD, the corresponding fee activity is automatically enabled. Since there are no attempts mapped to this fee activity, the fee is required each time it is selected. The student can save the fee details and proceed to the payment step. (Ref. A.8)

Fee Head : RME *

Fee Activity : Correction in Reg. Card / Change in Name *

Attempt : -- Select Attempt-- *

Fee : 600 *

SAVE

List of Misc Fee Activity

S.No.	Service Token No	Degree Name	Enrollment No.	Student Name	Father Name	Mobile No	DOB	Fee Head	Misc Activity	Attempt	Fee	Remarks	Delete	Pay	DOWNLOAD
1	MISC1983801	M.Sc.	24-SP-131	WIKASH	PRASAD	7700000003	22/11/2002	RME	Correction in Reg. Card / Change in Name	NA	600			PAY	

(Screenshot A.8)



6.2 Fee Head + Fee Activity (Fee to be filled by the Student)

There are few fee activities, where students have to fill fees at their end as directed by the HPU authorities. So student should select fee head and respective fee activity from drop down then two new fields will appear, allowing the user to enter the fee amount and provide mandatory remarks. This feature is helpful when a specific fee amount is not pre-defined under the related fee head. The user can manually enter the required fee amount, provide the necessary remarks, and proceed with the payment. (Ref.no. A.9)

Fee Head:

Fee Activity:

Attempt:

Fee:

Remarks: (Please specify payment purpose)

List of Misc Fee Activity

S.No.	Service Token No	Degree Name	Enrollment No.	Student Name	Father Name	Mobile No	DOB	Fee Head	Misc Activity	Attempt	Fee	Remarks	Delete	Pay	DOWNLOAD
1	MISC16296802	M.Sc.	24-SP-131	MIRSIKA	PMIR SINGH	9788888888	22/11/2002	HPU Admission (Ph.D.)	P.HD RESEARCH FEE	NA	455	My Balance Fee to Pay	<input type="button" value="Delete"/>	<input type="button" value="PAY"/>	

(Screenshot A.9)



6.3 Fee Head + Fee Activity + Attempt

Some fee activities may allow for multiple payment attempts with varying fee structures, such as 1st attempt, 2nd attempt, 3rd attempt, and so on. These variations depend on how many times the user has previously accessed the same service from HPU and is now requesting it again. The user can select the appropriate attempt and its corresponding fee before proceeding to the payment gateway. (Ref.no. A.10)

Fee Head :

Fee Activity :

Attempt :

Fee : 600

List of Misc Fee Activity

S.No.	Service Token No	Degree Name	Enrollment No.	Student Name	Father Name	Mobile No	DOB	Fee Head	Misc Activity	Attempt	Fee	Remarks	Delete	Pay	DOWNLOAD
1	MISC2053837	M.Sc.	24-SIP-131	KIRAN	SHAR SINGH	7888888888	22/11/2002	Exam & Result	DUPLICATE CERTIFICATE / DEGREE	Second	600		<input type="button" value="Delete"/>	<input type="button" value="PAY"/>	

(Screenshot A.10)

6.4 Payment

After selecting the appropriate fee, the user should click the "Save" button. Once saved, the fee details will appear in the lower section for verification. After confirming the details, the user can click the "Pay" button to proceed to the bank payment gateway.

Upon clicking the "Pay" button, the user will be redirected to the bank's payment gateway. (Ref.no. A.11)



Please proceed for payment...

Student Name : TESTING
Activity : Cancellation of Migration
Fee : 1000

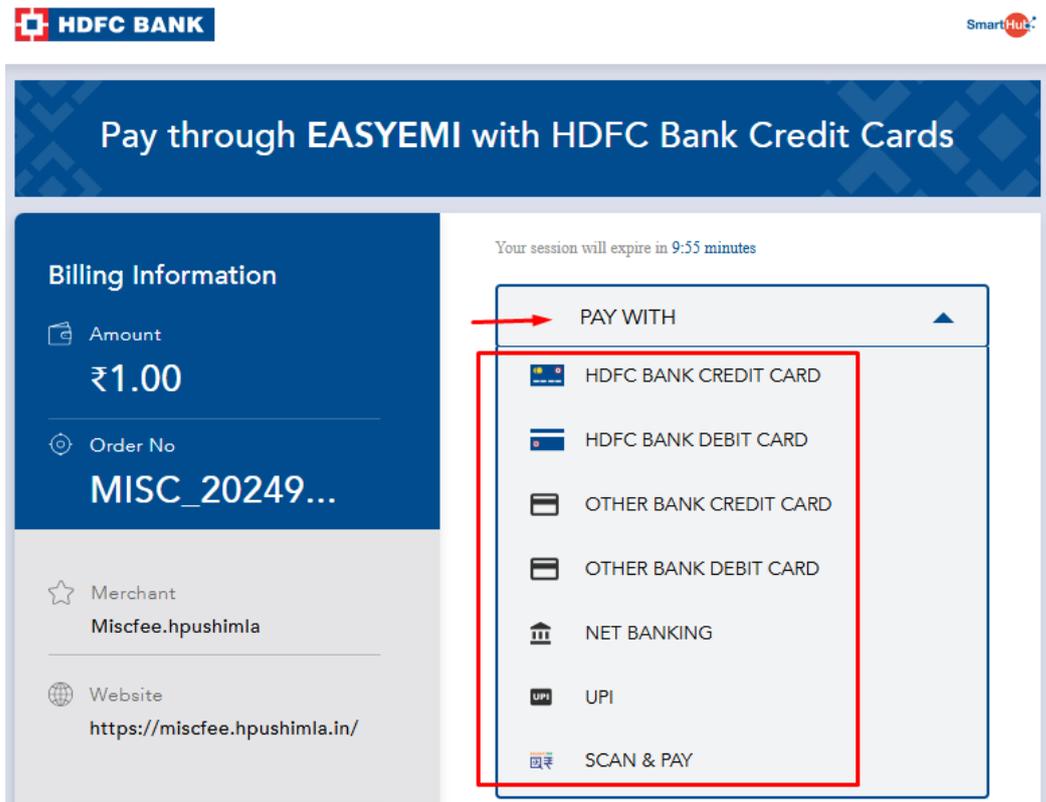
Select Your Payment Gateway :



CONTINUE FOR PAYMENT



(Screenshot A.11)



(Screenshot A.12)

After successfully completing the payment, you will be returned back to the fee activity page, where you can download and print your receipt.



6.5 Printing fee receipt

List of Misc Fee Activity

S.No.	Service Token No	Degree Name	Enrollment No.	Student Name	Father Name	Mobile No	DOB	Fee Head	Misc Activity	Attempt	Fee	Remarks	Delete	Pay	DOWNLOAD
1	MISC511660	MBA	24-XC-X01000	TESTING	TESTING	9219211128	14/07/2024	RME	Migration Cancellation	NA	1.00				PRINT

(Screenshot A.13)

Service Token No : MISC511660 Himachal Pradesh University Miscellaneous fee	Service Token No : MISC511660 Himachal Pradesh University Miscellaneous fee
1. Name : TESTING	1. Name : TESTING
2. Father Name : TESTING	2. Father Name : TESTING
3. Registration No. : 24-XC-X01000	3. Registration No. : 24-XC-X01000
4. Course : MBA	4. Course : MBA
5. Activity : Migration Cancellation	5. Activity : Migration Cancellation
6. Mobile No. : 9219211128	6. Mobile No. : 9219211128
7. Fee Amount : 1.00	7. Fee Amount : 1.00
8. Bank Ref. No. : 462892569283	8. Bank Ref. No. : 462892569283
9. Transaction No: MISC_2024918154358410_60_1	9. Transaction No: MISC_2024918154358410_60_1
10. Date : 18/09/2024	10. Date : 18/09/2024
Department Copy	Student Copy

(Screenshot A.14)



Thank You