

Help Guide for Student

Online Payment के लिए Apply कैसे करे ?

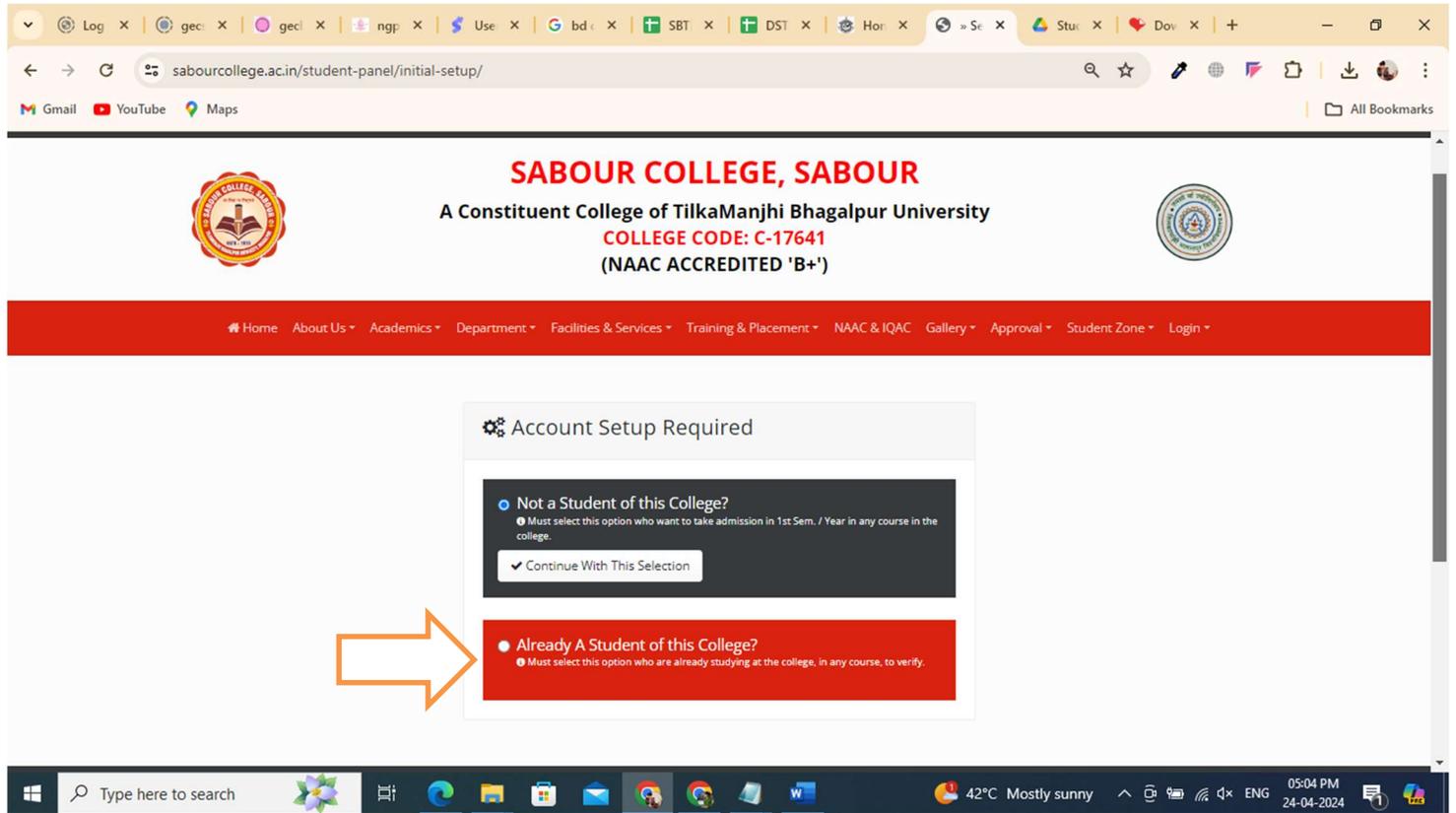
NOTE :

- जो Students College ERP Portal पर कभी भी Account Register नहीं किये है , वो Students Step -1 से Step 5 तक follow करे ।
- जो Students College ERP Portal पर पहले से ही Register है वो लोग Students login में जाकर अपना Account Login करके Step- 6 से Step- 10 तक Follow करे ।

Step 1. जो Student कभी भी Account Register नहीं किये है , वो Student Login में जाकर Register Button पर Click करके Account Register Process को पूरा करके Login करे ।

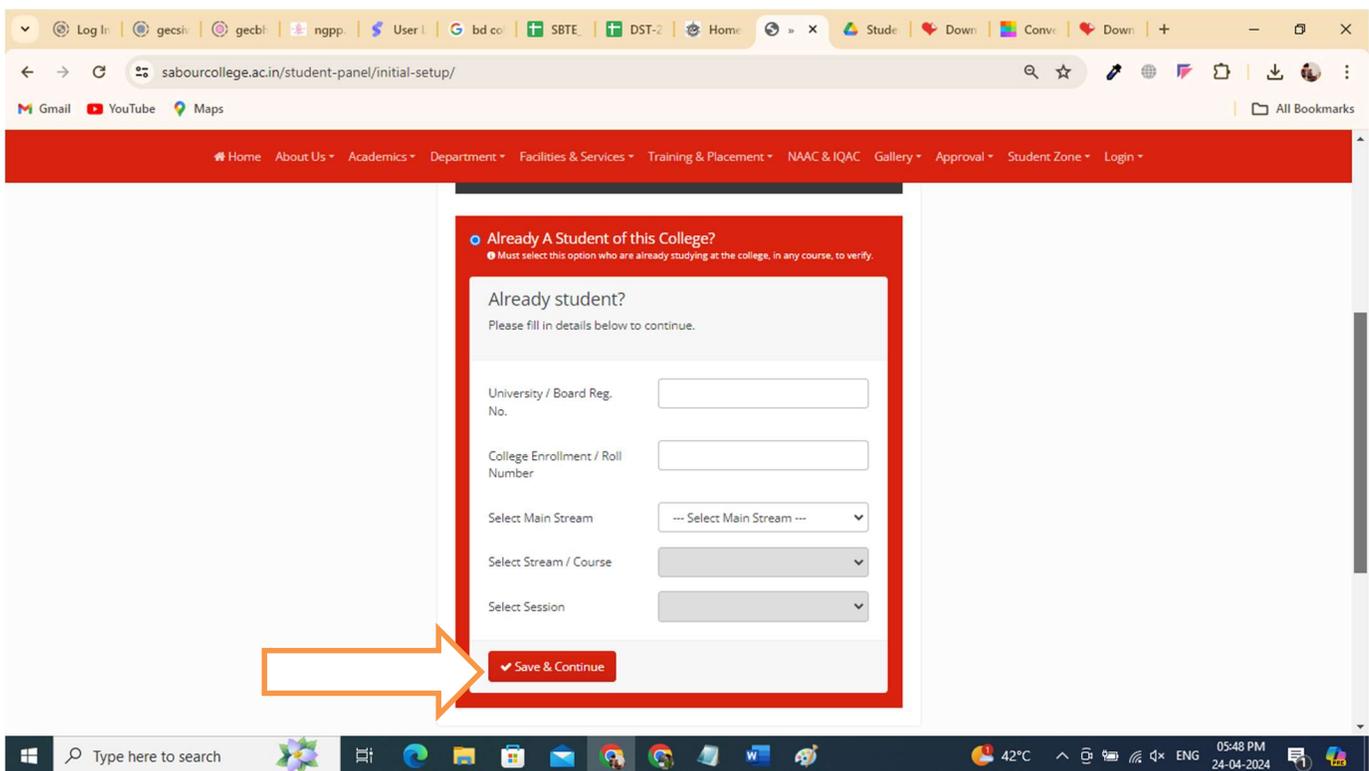
The screenshot displays the Sabour College ERP Portal login interface. At the top, the college's name and affiliation are clearly visible. The central focus is the 'Student Login' section, which includes a 'Register' button highlighted with a red arrow. The login form contains fields for 'Username' (Email / Mobile / University Reg. Number) and 'Password', along with 'Login' and 'Forgot Password' buttons. The page is organized into a grid of management modules, and the browser's address bar confirms the URL as 'sabourcollege.ac.in/student-panel/login/'.

Step 2. Login करने के बाद 2 Option देखेगा, उसमे से दुसरा Option "Already A Student of this College" Select करे।



The screenshot shows the Sabour College website's initial setup page. The page header includes the college logo, name "SABOUR COLLEGE, SABOUR", and affiliation "A Constituent College of TilkaManjhi Bhagalpur University". Below the header is a navigation menu with items like Home, About Us, Academics, Department, Facilities & Services, Training & Placement, NAAC & IQAC, Gallery, Approval, Student Zone, and Login. The main content area features a "Account Setup Required" dialog box with two radio button options: "Not a Student of this College?" and "Already A Student of this College?". An orange arrow points to the "Already A Student of this College?" option. The Windows taskbar at the bottom shows the date as 24-04-2024 and the time as 05:04 PM.

Step 3. Select करने के बाद student अपना Details Fill करके Save & Continue Button पर Click करे।



The screenshot shows the Sabour College website's initial setup page with the "Already A Student of this College?" option selected. The form titled "Already student?" is displayed, asking the user to fill in details to continue. The form fields include: "University / Board Reg. No.", "College Enrollment / Roll Number", "Select Main Stream" (a dropdown menu), "Select Stream / Course" (a dropdown menu), and "Select Session" (a dropdown menu). An orange arrow points to the "Save & Continue" button at the bottom of the form. The Windows taskbar at the bottom shows the date as 24-04-2024 and the time as 05:48 PM.

Step 4. Click करने के बाद Student Panel दिखेगा उसमे लिखा होगा “Your account is under verification by college” जो College Admin Verify करेगा।

The screenshot shows the Sabour College Student Panel interface. At the top, the college name 'SABOUR COLLEGE, SABOUR' is displayed in red, along with its affiliation 'A Constituent College of TilkaManjhi Bhagalpur University' and college code 'C-17641'. The user is logged in as 'prashant kumar'. The main content area includes a sidebar with navigation options like Academic, Certificate, Payment, and a central 'My Profile Information' section with details like University ID, Course, and Session.

Step 5. Click करने के बाद Payment Gateway आएगा। उस पर आप **Payment** करेंगे।

The screenshot shows the Sabour College Student Panel interface, similar to the previous one, but with an orange arrow pointing to the 'Payment' option in the left sidebar. The 'Payment' option is highlighted, indicating the next step in the process.

Admission के छोड़कर अन्य कोई भी Payment Online कैसे करे

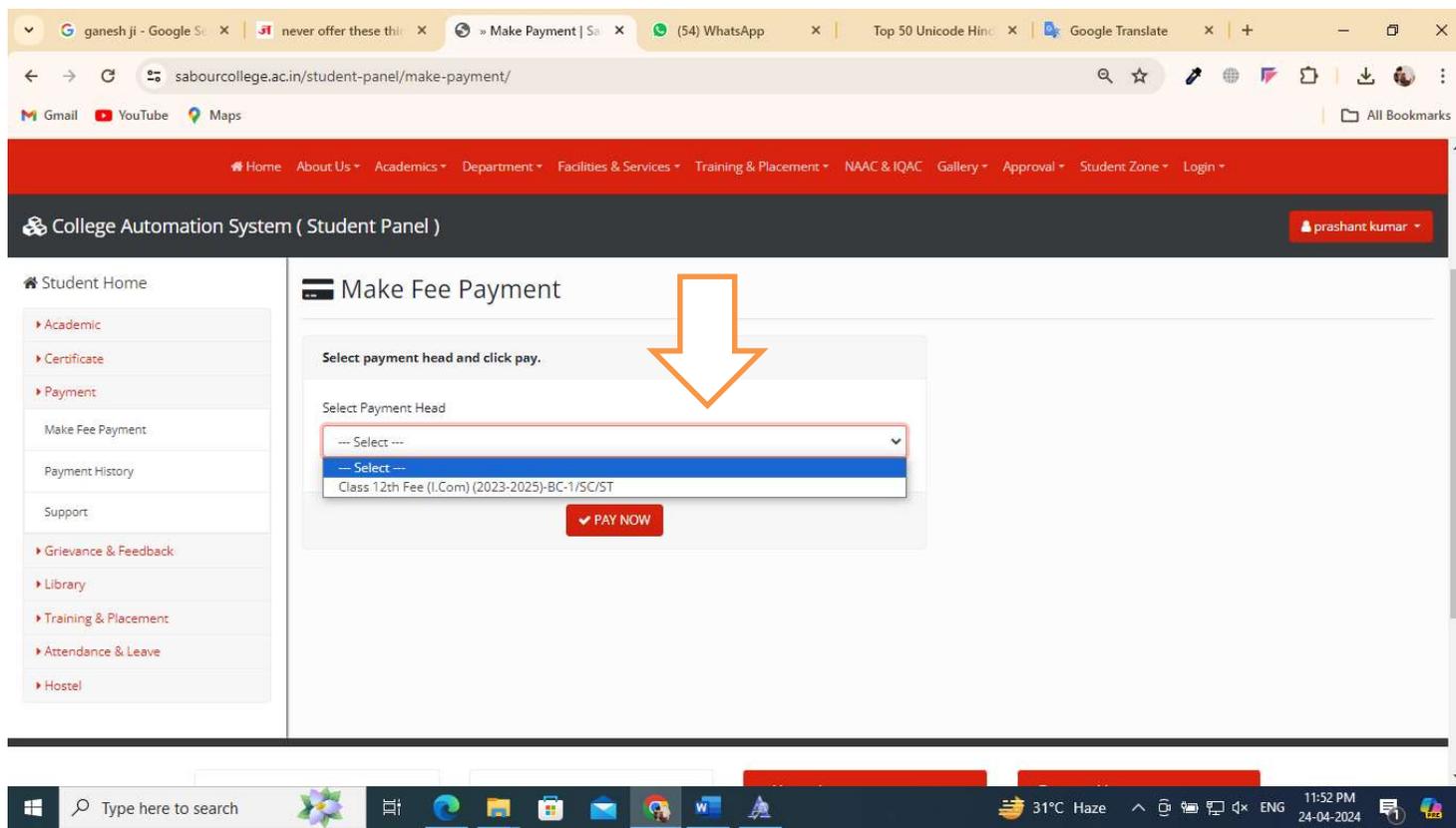
Step 6. Students login करने के बाद Payment menu के **Make Payment** Option पर Click करे।

The screenshot displays a web browser window with the URL `sabourcollege.ac.in/student-panel/make-payment/`. The page features a red navigation bar with links for Home, About Us, Academics, Department, Facilities & Services, Training & Placement, NAAC & IQAC, Gallery, Approval, Student Zone, and Login. Below the navigation bar, the page is titled "College Automation System (Student Panel)" and shows the user's name "prashant kumar".

The main content area is divided into two sections. On the left, a "Student Home" sidebar contains a list of menu items: Academic, Certificate, Payment, Make Fee Payment, Payment History, Support, Grievance & Feedback, Library, Training & Placement, Attendance & Leave, and Hostel. An orange arrow points to the "Payment" menu item. The main section is titled "Make Fee Payment" and contains a form with the heading "Select payment head and click pay." Below this heading is a "Select Payment Head" dropdown menu with the text "--- Select ---" and a downward arrow. At the bottom of the form is a red button labeled "PAY NOW".

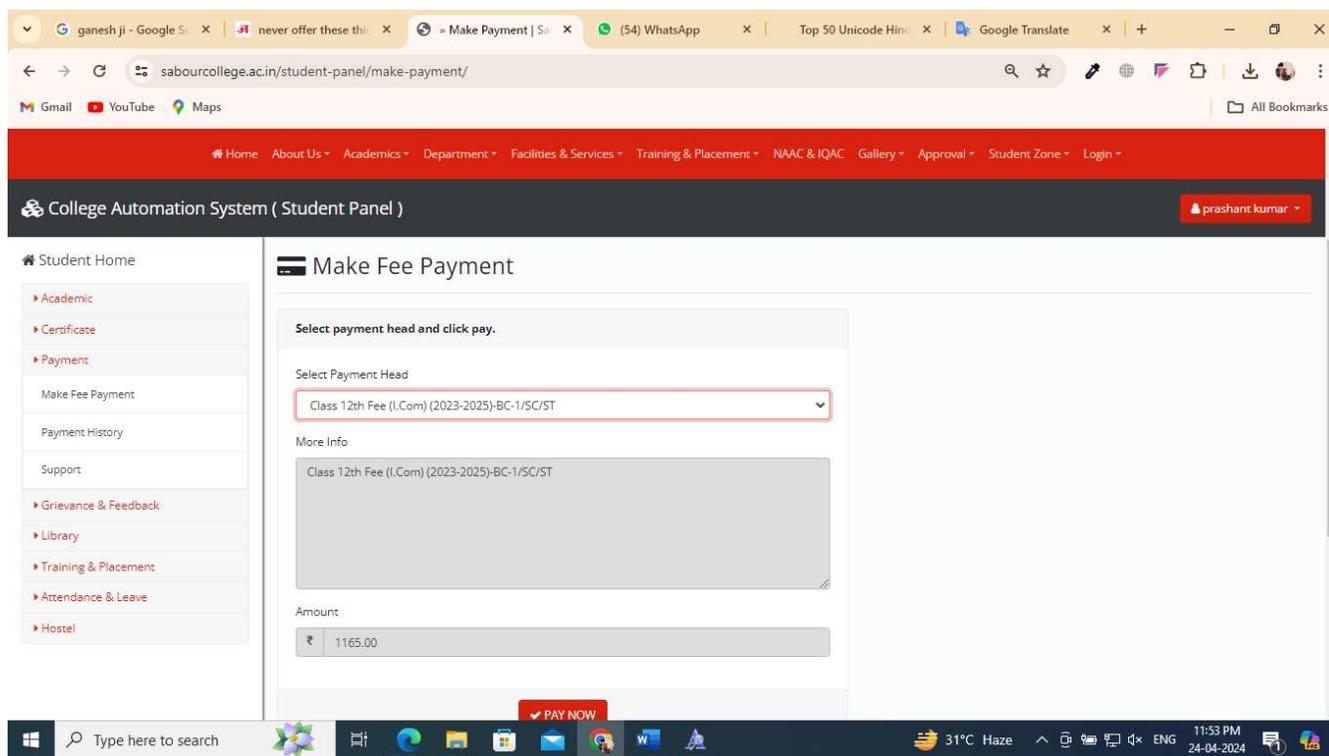
The Windows taskbar at the bottom shows the search bar, taskbar icons, system tray, and the date and time: 11:49 PM, 24-04-2024.

Step 7. Click करने के बाद जो Window Open होगा उसमें **Payment Head** Select करें।



The screenshot shows the 'Make Fee Payment' interface. The page title is 'College Automation System (Student Panel)'. The user is logged in as 'prashant kumar'. The main content area is titled 'Make Fee Payment' and contains the instruction 'Select payment head and click pay.' Below this, there is a 'Select Payment Head' dropdown menu. The selected option is 'Class 12th Fee (I.Com) (2023-2025)-BC-1/SC/ST'. A red 'PAY NOW' button is located below the dropdown. An orange arrow points to the dropdown menu.

Step 8. Payment Head Select करने के बाद उसका Description and Amount देखेंगे। **“Pay Now”** Button पर click कर के आप payment करेंगे।



The screenshot shows the 'Make Fee Payment' interface. The page title is 'College Automation System (Student Panel)'. The user is logged in as 'prashant kumar'. The main content area is titled 'Make Fee Payment' and contains the instruction 'Select payment head and click pay.' Below this, there is a 'Select Payment Head' dropdown menu. The selected option is 'Class 12th Fee (I.Com) (2023-2025)-BC-1/SC/ST'. Below the dropdown, there is a 'More Info' section with the description 'Class 12th Fee (I.Com) (2023-2025)-BC-1/SC/ST'. Below the 'More Info' section, there is an 'Amount' section showing ₹ 1165.00. A red 'PAY NOW' button is located at the bottom of the page.

Step 9. Payment करने के बाद **Payment History** पर अपना **Status Check** कर सकते है। अगर **Payment Successfully** हो गया है तो Payment Status **"Paid"** दिखेगा ।

* अगर आपने Payment नहीं किया है तो **"Re-Try Payment"** Button पर Click करके Payment कर सकते है ।

* अगर आपका Payment successfully हो गया है और तब भी Payment Status **"Not Paid"** ही दिख रहा है तो आप 24 से 48 घंटा इंतज़ार करिये अगर फिर भी Payment Status **"Not Paid"** दिखे तो कॉलेज में जा कर संपर्क करें ।

The screenshot shows a web browser window displaying the Sabour College Student Panel. The page header includes the college name "SABOUR COLLEGE, SABOUR" and its affiliation "A Constituent College of TilkaManjhi Bhagalpur University". The page title is "College Automation System (Student Panel)" and the user is logged in as "prashant kumar".

The main content area is titled "My Fee Payment(s)" and contains a table with the following data:

| S NO. | UNIQUE ID | DATE | PAYMENT HEAD | AMOUNT | STATUS | |
|-------|----------------|------------|---|------------|--------|----------------|
| 1. | #662951E5AC6B3 | 24/04/2024 | Class 12th Fee (I.Com) (2023-2025)-BC-1/SC/ST | ₹ 1,165.00 | UnPaid | RE-TRY PAYMENT |

The table shows a single payment record for Class 12th Fee (I.Com) (2023-2025)-BC-1/SC/ST with a unique ID of #662951E5AC6B3, dated 24/04/2024, for an amount of ₹ 1,165.00. The status is "UnPaid" and there is a "RE-TRY PAYMENT" button next to it.

Step 10. अगर Payment से related कोई भी **Issue या Query** हो तो Payment Menu के अंदर **Support** में जाकर अपना Issue या Query दर्ज कर सकते हैं और अपना Query का **Status** भी **Check** कर सकते हैं।

The screenshot shows a web browser window displaying the Sabour College Student Panel. The page title is "College Automation System (Student Panel)" and the user is logged in as "prashant kumar". The main navigation menu includes Home, About Us, Academics, Department, Facilities & Services, Training & Placement, NAAC & IQAC, Gallery, Approval, Student Zone, and Login. The "Payment" section is expanded, showing options like "Make Fee Payment", "Payment History", and "Support". An orange arrow points to the "Support" option. The "Fee Payment Support" section has a "+ Open New Support Ticket" button and a table with columns: S NO., OPENED ON, SUPPORT TICKET ID, SUPPORT FOR, SUPPORT SUBJECT, and STATUS. The table currently displays "No support ticket opened yet!".

- * अगर आपने **Payment** नहीं किया है तो **"Re-Try Payment"** Button पर **Click** करके **Payment** कर सकते हैं ।
- * अगर आपका **Payment successfully** हो गया है और तब भी **Payment Status "Not Paid"** ही दिख रहा है तो आप **24 से 48 घंटा** इंतज़ार करिये अगर फिर भी **Payment Status "Not Paid"** दिखे तो कॉलेज में जा कर संपर्क करें ।

