

# 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 shows the Sabour College ERP Portal login page. The page title is "SABOUR COLLEGE, SABOUR" and it is a constituent college of TilkaManjhi Bhagalpur University. The page code is C-17641 and it is NAAC Accredited 'B+'. The page features a navigation menu with options like Home, About Us, Academics, Department, Facilities & Services, Training & Placement, NAAC & IQAC, Gallery, Approval, Student Zone, and Login. The main content area is titled "College Automation System" and contains a grid of management options. A central "Student Login" form is highlighted with a red box and an orange arrow pointing to the "Register" button. The form includes fields for Username (Email / Mobile / University Reg. Number) and Password, a "Login" button, and a "Forgot Password" link. The grid of management options includes Web Portal Management, Student Management, Fee Management, Admission Management, Library Management, Academic Management, Training And Placement, Grievance & Feedback, Alumni Management, Attendance & Leave, Hostel Management, and Contact & Inquiry.

**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 system tray with a temperature of 42°C and the date 24-04-2024.

**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. Below this option is a form titled "Already student?" with the instruction "Please fill in details below to continue." The form contains five input fields: "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). At the bottom of the form is a red "Save & Continue" button. An orange arrow points to this button. The Windows taskbar at the bottom shows the system tray with a temperature of 42°C and the date 24-04-2024.

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

The screenshot shows the Sabour College Student Panel home page. The 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 options like Home, About Us, Academics, Department, Facilities & Services, Training & Placement, NAAC & IQAC, Gallery, Approval, Student Zone, and Login. The main content area is titled "College Automation System ( Student Panel )" and features a user profile for "prashant kumar". A sidebar on the left lists navigation options: Academic, Certificate, Payment, Grievance & Feedback, Library, Training & Placement, Attendance & Leave, and Hostel. The "My Profile Information" section displays the following details:

UNIVERSITY ID / NO.	ICOM000
COURSE ENROLLED IN	ICom ( Intermediate (10+2) )
SESSION	2023 - 2025

The notification area is currently empty.

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

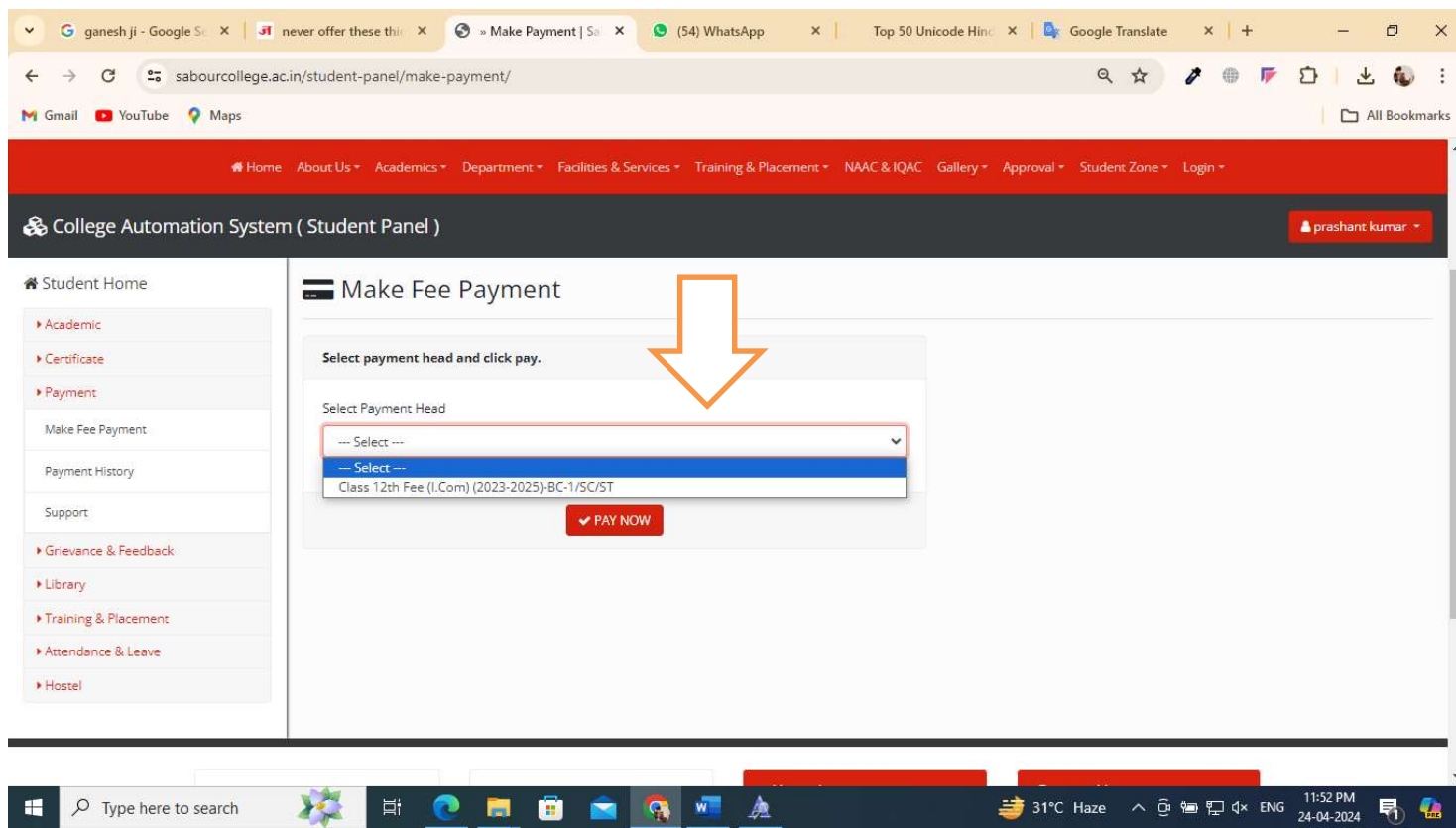
This screenshot is identical to the previous one, but with an orange arrow pointing to the "Payment" option in the left sidebar. The "Payment" option is highlighted in blue, indicating it is the selected menu item.

# Admission के छोड़कर अन्य कोई भी Payment Online कैसे करे

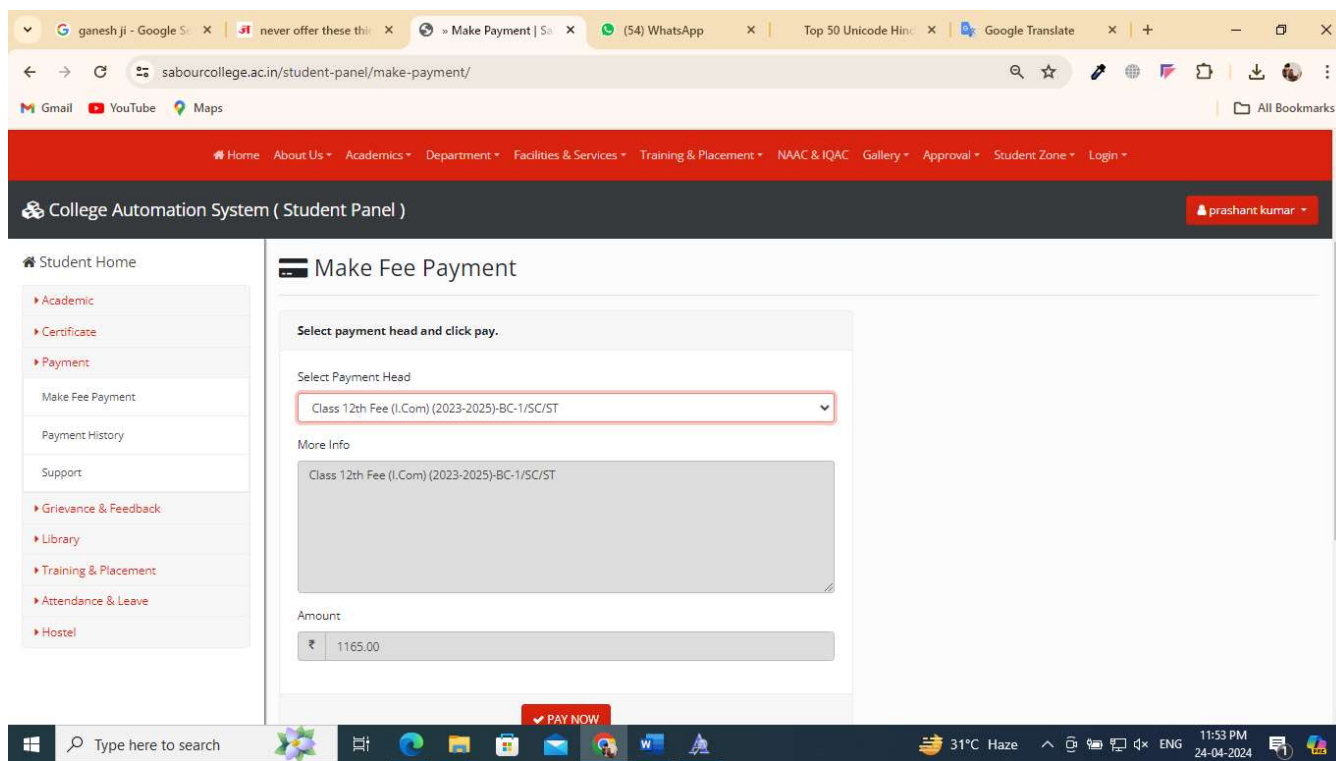
Step 6. Students login करने के बाद Payment menu के **Make Payment** Option पर Click करे।

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 this is a dark grey header for the 'College Automation System ( Student Panel )' with a user profile for 'prashant kumar'. The main content area is split into two sections: 'Student Home' on the left and 'Make Fee Payment' on the right. The 'Student Home' sidebar lists various options, with 'Payment' highlighted by an orange arrow. The 'Make Fee Payment' section contains a form titled 'Select payment head and click pay.' with a 'Select Payment Head' dropdown menu currently set to '--- Select ---' and a red 'PAY NOW' button below it. The Windows taskbar at the bottom shows the date as 24-04-2024 and the time as 11:49 PM.

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



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



**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 with TilkaManjhi Bhagalpur University. The main navigation bar contains links for Home, About Us, Academics, Department, Facilities & Services, Training & Placement, NAAC & IQAC, Gallery, Approval, Student Zone, and Login. The user is logged in as "prashant kumar".

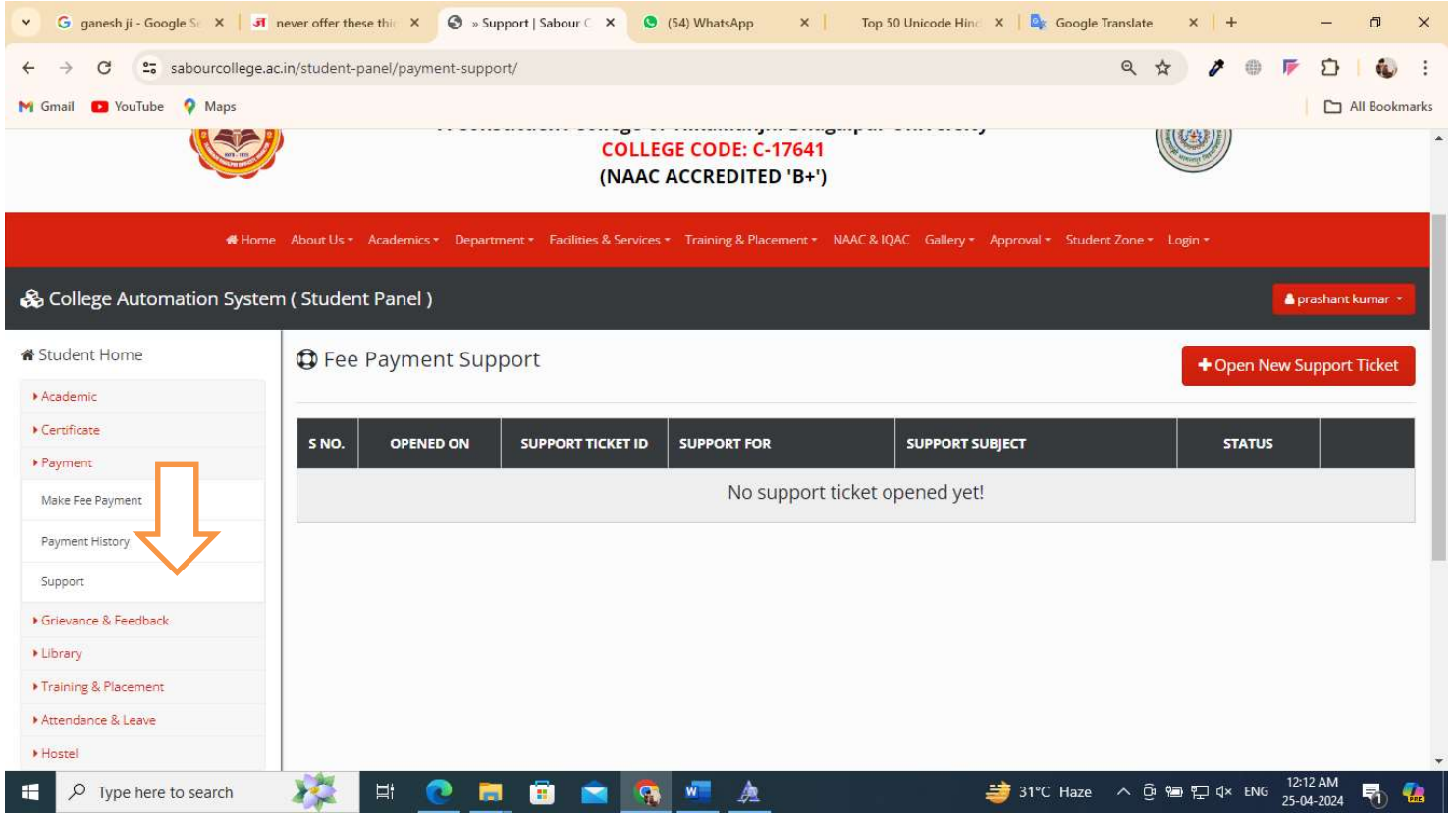
The main content area is titled "My Fee Payment(s)" and displays a table with the following data:

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 left sidebar contains a "Student Home" menu with options: Academic, Certificate, Payment, Make Fee Payment, Payment History, Support, Grievance & Feedback, Library, Training & Placement, and Attendance & Leave.



**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 is active, displaying a table with columns: S NO., OPENED ON, SUPPORT TICKET ID, SUPPORT FOR, SUPPORT SUBJECT, and STATUS. The table is currently empty, with the message "No support ticket opened yet!". A red button labeled "+ Open New Support Ticket" is visible in the top right corner of the support section.

- \* 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 ।







