

USER GUIDE

UNIVERSITY OF KERALA EPAYMENT PORTAL

(For Students)



Submitted to The Department of Communication and Journalism in partial fulfilment of the requirements for Technical Writing and Documentation course (3rd Semester)

By

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MCJ 2020-22 Batch



Department of Communication and Journalism
University of Kerala
Thiruvananthapuram
2022

CERTIFICATE

University of Kerala ePayment Portal User Guide

Submitted to The Department of Communication and Journalism in partial fulfilment of the requirements for Technical Writing and Documentation course (3rd Semester)

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MCJ 2020-2022 Batch

Certified bonafide work



Department of Communication and Journalism
University of Kerala
Thiruvananthapuram
2022

DECLARATION

**We Anaswara U (81920635003), Aswathi Raj A (81920635007),
Cheeru P (81920635012), Ganesh G R (81920635014), Hanna Parveen S (81920635016),
Joel M. George (81920635017) declare that this project work entitled**

"University of Kerala ePayment Portal: User Guide"

is entirely an original work and has been carried out by us independently under the supervision and guidance of Dr. Rajesh Kumar B M, Assistant Professor, Department of Communication and Journalism, University of Kerala during the academic year 2020-2022 for the partial fulfilment of the requirements for Technical Writing and Documentation course and this work has not been submitted for any other course.

ACKNOWLEDGEMENT

It's with great pleasure that we **Anaswara U (81920635003), Aswathi Raj A (81920635007),
Cheeru P (81920635012), Ganesh G R (81920635014), Hanna Parveen S (81920635016),
Joel M. George (81920635017)** present the project entitled
"University of Kerala ePayment Portal: User Guide".

First and foremost, we would like to express our deep sense of gratitude and respect for Dr. Rajesh Kumar B M, Course coordinator (COJ-CC534) Technical writing and Documentation, for his able leadership, valuable advice, guidance and support which enabled us to complete this project.

Heartfelt gratitude must be expressed for the facilities provided by Mr. Suresh K S, HOD, Department of Communication and Journalism, University of Kerala, for the encouragement and support all through our programme. We feel indebted to our faculties for the kind cooperation they had lent us for the completion of this project.

Furthermore, we would like to thank our beloved classmates who offered us all the necessary support, encouragement and cooperation through every phase of our project.

USER GUIDE
UNIVERSITY OF KERALA ePAYMENT PORTAL
(For Students)

General Instructions

- Make use of Net Banking or UPI Payment method for transactions greater than ₹ 2000
- Keep your phone nearby to receive OTP
- Captcha is case sensitive
- While you're getting connected to the payment system. Don't click 'Refresh' or 'Back' button
- For payments via Credit/Debit Card, the OTP will only be valid for 5 minutes; the page will expire after that
- UPI payment should be made within 10 minutes of initiation
- If the transaction. status is still shown as in 'PENDING', it would automatically change to either 'SUCCESS' or 'FAIL' within one hour
- If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode

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1. Introduction

University of Kerala Online Payment Portal facilitates all types of fee remittances under the University. By using this service, students can remit fees for various purposes like exams, certificates, mark lists etc. The portal can be accessed by going to <https://pay.keralauniversity.ac.in/> in your mobile, desktop or tablet

This user manual aims to provide guidance to the users who wish to access the website for various payment purposes. It contains step by step guidelines illustrating how to remit fees for the students who come across the process for the first time and for those who find it difficult to navigate through the payment process

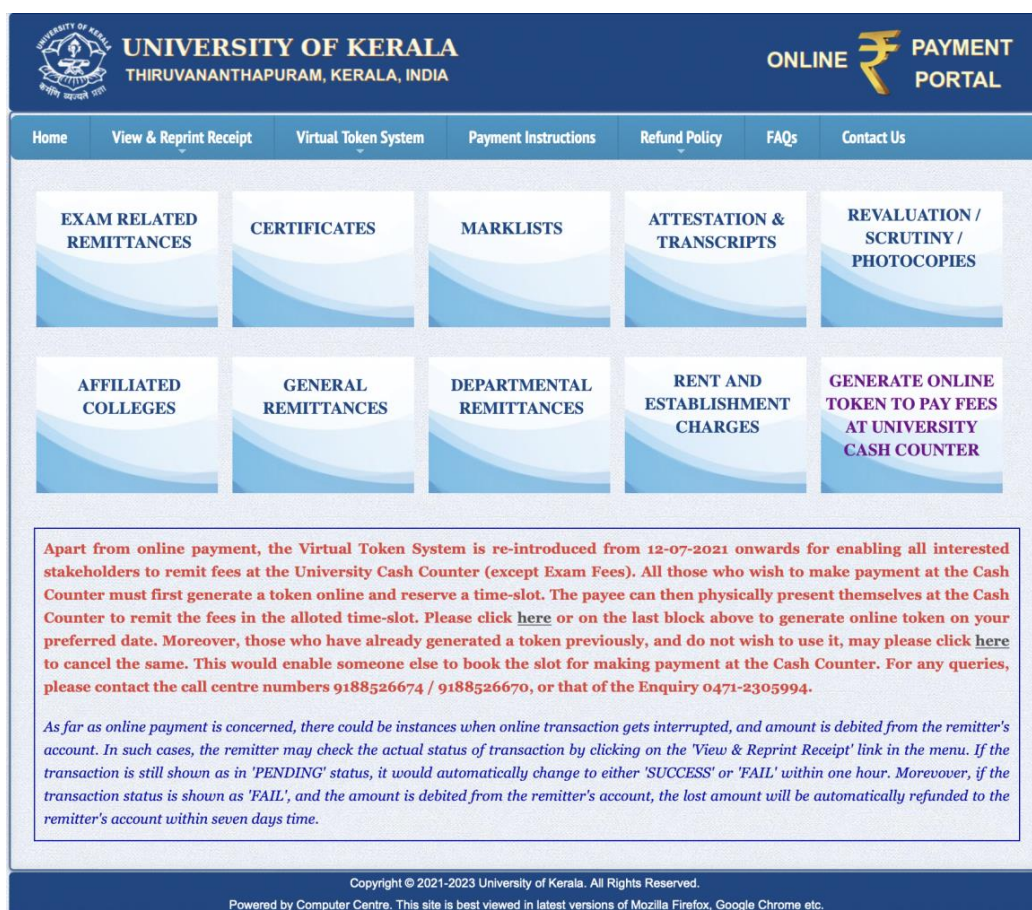


Fig. 1.1

2. Abbreviations

1. **Bank Ref. No.** – Bank reference number
2. **BHIM UPI** – Bharat Interface for Money Unified Payments Interface
3. **CVV/CVC** -Card Verification Value/Code
4. **NOC** – No Objection Certificate
5. **ePay Txn No.** - Electronic Payment Transaction Number
6. **OTP** – One-time password
7. **SBI** - State Bank of India
8. **Uty.** – Utility Sector

3. Technical Specifications



Fig. 3.1

1. Home
2. View and reprint Receipt: For transaction tracking and payment status checking
3. Virtual Token System: Here you can Generate New Token, Cancel Existing Token, and Reprint Token Details
4. Payment instructions: To download the brief instruction manual for this portal
5. Refund policy: Here you will get to see The University of Kerala refund policy statement

6. [FAQs](#): Check this section to find answers for frequently asked questions regarding this website
7. [Contact us](#): Here you can find out the contacts address and enquiry number
8. [Exam related remittances](#): All the examination related remittance by a student can be made here
9. [Certificates](#): All the remittances related to certificates issued for students can be made here
10. [Marklists](#): All the remittances related to Marklists issued for students can be made here
11. [Attestation & Transcripts](#): All the remittances related to Attestation & Transcripts can be made here
12. [Revaluation / Scrutiny / Photocopies](#): All the remittances related to Revaluation / Scrutiny / Photocopies can be made here
13. [Affiliated colleges](#): All affiliated colleges may use this section for making college specific remittances including affiliation fee, exam fee etc.
14. [General remittances](#): All remittances which are general purposes can be made here
15. [Departmental remittances](#): All remittances which are specific to University Departments can be made here
16. [Rent & Establishment charges](#): All remittances related to rent and establishment Charges of Guest House, Departments and Hostels can be made here
17. [Generate Online Token To Pay Fees at University Cash Counter](#): A virtual Token system to pay fees (except exam fees) at University Cash Counter

4. CHAPTERS

4.1 Payments

4.1.1 General Payment Instructions

Follow the instructions to make payments

1. Go to [Kerala University- ePayment Portal](#)

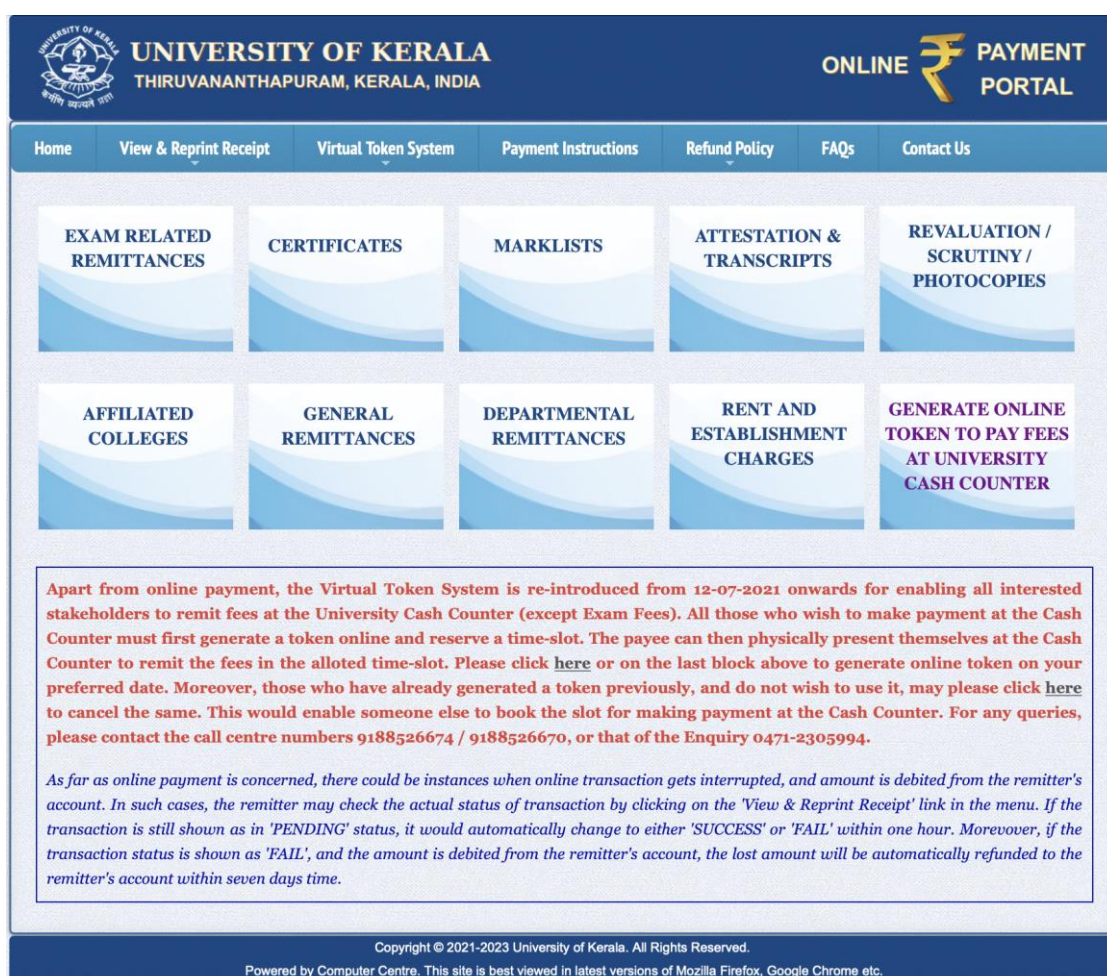


Fig. 4.1.1.1

2. Select the type of remittance and enter all the details sought
3. After providing the necessary information about remitter and purpose of remittance, click on **'Make Online Payment'**

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

REMITTER SUMMARY

| Remitter And Purpose Details | |
|------------------------------|--------------------|
| Remitter Name | |
| Purpose | Administrative Fee |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

[Make Online Payment](#)

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Fig. 4.1.1.2

- In the next payment gateway selection window, click '**Select to Pay**'

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

CHOOSE PREFERRED PAYMENT GATEWAY

SBlePay [Select To Pay](#)

**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

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Fig. 4.1.1.3

You'll get connected to the payment system in a few seconds. Don't click 'Refresh' or 'Back' button.

- Select your mode of payment
- Payment can be made via
 - Debit/Credit Card
 - Internet Banking
 - BHIM UPI

a. Credit/Debit Card

SBIePay

Payment Details

- Debit/Credit Card
- Internet Banking
- BHIM UPI

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Name as on card

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now [Cancel](#)

Order Summary

Order No.: 1652176703986367

Merchant Name: UNIVERSITY OF KERALA

Amount: 1.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

You can check the transaction status using the following link - [Click Here](#)

[RuPay](#) [MasterCard](#) [Verified by VISA](#) [PCI](#) [Symantec](#)

Fig. 4.1.1.4

- i. Enter your card details including
 - Card Number
 - Expiry Date
 - CVV/CVC
 - Name of the card holder
- ii. Click **'Pay Now'**
- iii. In the next window that opens, enter the OTP and click **'Proceed'**

Caution: The OTP will only be valid for 5 minutes; the page will expire after that.

b. Internet Banking

SBIePay

As per RBI G

Payment Details

Debit/Credit Card

Internet Banking

BHIM UPI

Popular Banks

SBI

All Banks

Please Select

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now

[Cancel](#)

Order Summary

Order No.: 1652518842756197

Merchant Name: UNIVERSITY OF KERALA

Amount: 1.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

You can check the transaction status using the following link - [Click Here](#)

RuPay MasterCard Verified by VISA

Fig. 4.1.1.5

- i. Click on **Internet Banking**
- ii. Under 'All Banks', Select the Bank of your choice.
- iii. Click '**Pay Now**'
- iv. You'll now be redirected to chosen bank's website. Login and make the payment there

c. BHIM UPI

The screenshot shows the SBIePay payment interface. On the left, under 'Payment Details', the 'BHIM UPI' option is selected and highlighted with a yellow box. The main area prompts the user to 'Please select UPI payment option' with radio buttons for 'Enter UPI ID' and 'UPI QR'. Below this is a text input field. A checked checkbox indicates 'Use your GSTIN for claiming input tax (Optional)'. A yellow 'Pay Now' button and a blue 'Cancel' link are at the bottom. On the right, the 'Order Summary' shows: Order No.: 1652518842756197, Merchant Name: UNIVERSITY OF KERALA, Amount: 1.00, Processing fee, GST, Total, and APM ID: PG_TRANS_396. At the bottom, there is a link to check transaction status and logos for RuPay, MasterCard, Verified by VISA, and Symantec.

Fig. 4.1.1.6

- i. Click on **BHIM UPI**
- ii. You can make the UPI payment via **UPI ID** or **UPI QR**
 - If you choose the UPI ID, check the corresponding option and provide the same
 - Then click on '**Validate UPI VPA Number**'
 - Wait for a few seconds to get the UPI ID verified.
 - Click **Pay now**
 - Approve the transaction by logging into any of your UPI applications

OR,

- If you choose the UPI QR, check the corresponding option
- Click '**Pay Now**'
- Your UPI application will scan the QR and request you for payment
- Approve the transaction by logging into any of your UPI applications

Caution: Your UPI payment should be made within 10 minutes of initiation.

7. Return to the portal and wait for a few seconds to confirm the transaction
8. Once the payment is made, wait a few seconds for confirmation. You'll then get the transaction receipt which you can print

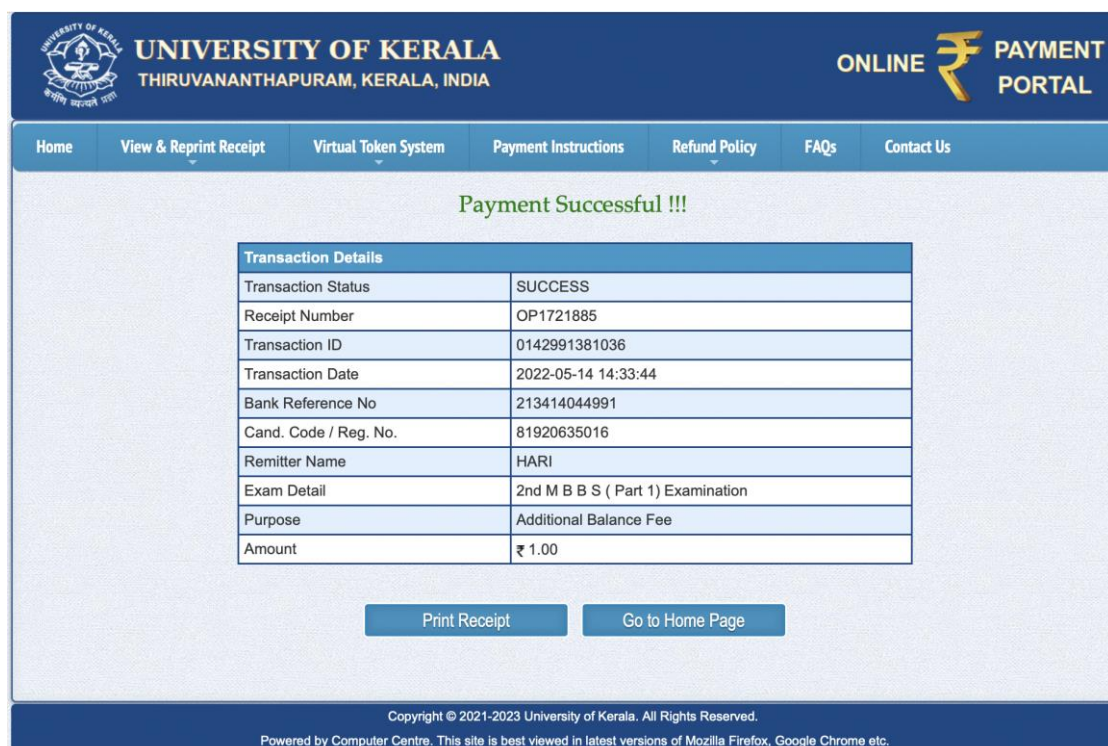


Fig. 4.1.1.7

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

9. In case you are unable to download the receipt after payment, click on the **“View & Reprint Receipt Details”**



Fig. 4.1.1.8

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.1.2 Payment Status and Tracking

The remitter can check the actual status of the transaction by clicking on the '**View & Reprint Receipt**' link in the home page.

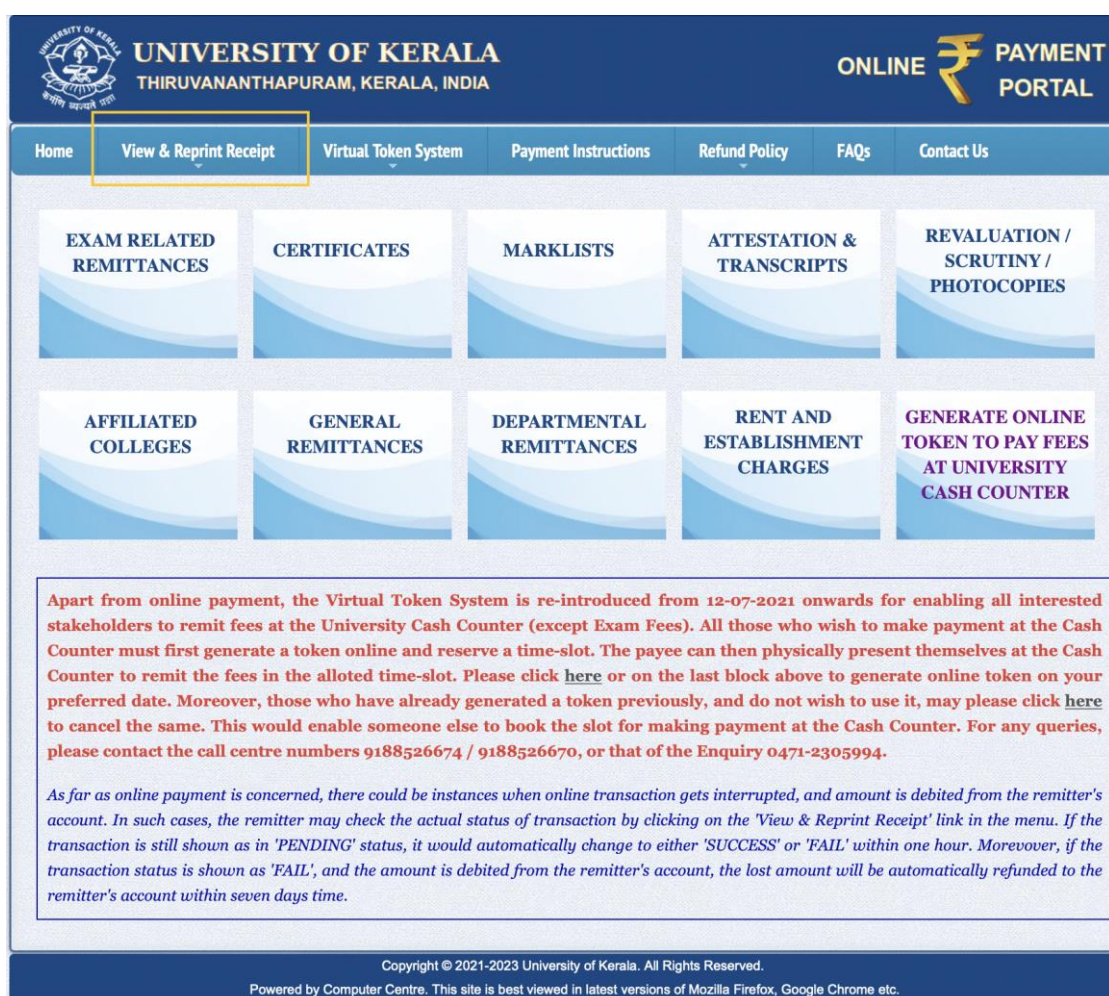


Fig. 4.1.2.1

Remitter can track the status in 3 different ways.

- A. Quick search
- B. Search by personal details
- C. Search by transactional details

A. Quick Search Option

The screenshot displays the 'REPRINT RECEIPT FORM' on the University of Kerala Online Payment Portal. The form includes the following fields and elements:

- Search By :** A dropdown menu with 'SELECT' as the current option.
- Search Text :** A text input field.
- Date of Remittance :** A date selection field.
- Security Captcha :** A text input field next to a captcha image showing the characters 'c m z E s D'.
- Submit** button.

The portal header includes the University of Kerala logo, name, and location (Thiruvananthapuram, Kerala, India), along with the 'ONLINE PAYMENT PORTAL' text and a rupee symbol. A navigation bar contains links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The footer contains copyright information (© 2021-2023 University of Kerala) and a note about the browser used (Mozilla Firefox, Google Chrome etc.).

Fig. 4.1.2.2

1. In this [window](#), the remitter can search for the receipt using any of the following options
 - a. Candidate Name/remitter name
 - b. Mobile Number
 - c. Email ID
 - d. Candidate Code /Application number
 - e. Online Payment Receipt Number
2. Enter date of remittance
3. Enter the security captcha
4. Click on the '**Submit**' option
5. A window with the transaction details receipt will be opened. You can either print the receipt or click on '**Go to Back**' button

B. Search by Personal Details

Only those remitters who directly paid the fees using the Payment Website may re-generate receipt by giving the following details.

The screenshot displays the 'UNIVERSITY OF KERALA' online payment portal. The header includes the university logo, name, and location (THIRUVANANTHAPURAM, KERALA, INDIA), along with the 'ONLINE PAYMENT PORTAL' title. A navigation bar contains links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The main content area features a green notice: '**Only those remitters who directly paid the fees using the Payment Website may re-generate receipt by giving the below details.**'. Below this is a form with the following fields: 'Remitter Type' (radio buttons for Individual, College Staff, Department Staff), 'Name of Payee', 'Mobile Number', 'Email-id', and 'Security Captcha' (with a captcha image showing 'ecp c z'). A 'Submit' button is at the bottom of the form. The footer contains copyright information: 'Copyright © 2021-2023 University of Kerala. All Rights Reserved.' and 'Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.'

Fig. 4.1.2.3

1. In this [window](#), select the '**Individual Option**'
2. Enter the following details
 - a. Name of Payee
 - b. Mobile Number
 - c. Email ID
3. Enter the security captcha
4. Click on the '**Submit**' option
5. A window with the transaction details receipt will be opened. You can either print the receipt or click on '**Go to Back**' button

C. Search by Transaction Details

The screenshot displays the 'REPRINT RECEIPT FORM' on the University of Kerala Online Payment Portal. The header includes the University of Kerala logo and name, and the 'ONLINE PAYMENT PORTAL' text. A navigation bar contains links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The form itself has a 'Search By' section with three radio buttons: 'Receipt No.' (selected), 'Bank Ref. No.', and 'SBlePay Txn No.'. Below this is a 'Search Text' input field. A 'Security Captcha' section includes a captcha image showing 'I f L Q 4 v' and a 'Submit' button. The footer contains copyright information for 2021-2023 and a note about the browser used.

Fig. 4.1.2.4

1. In this [window](#) the remitter can search for the receipt using any of the following options
 - a. Receipt Number
 - b. Bank Reference Number
 - c. SBlePay Txn Number
2. Enter the security captcha
3. Click on the '**Submit**' option
4. A window with the transaction details receipt will be opened. You can either print the receipt or click on '**Go to Back**' button

If the transaction is still shown as in 'PENDING' status, it would automatically change to either 'SUCCESS' or 'FAIL' within one hour. Moreover, if the transaction status is shown as 'FAIL', and the amount is debited from the remitter's account, the lost amount will be automatically refunded to the remitter's account within seven days' time.

4.1.3 Refund Policy

Refund of fee remitted online will be decided upon only based on written request to the Registrar, University of Kerala; and will be subjected to existing refund rules and regulations. The request letter can be written as shown below. You can also download the pdf [here](#).

Name of the remitter:

Address:

Pin code:

Phone no.:

Date:

THE REGISTRAR,
UNIVERSITY OF KERALA,
SENATE HOUSE CAMPUS,
PALAYAM, THIRUVANANTHAPURAM - 695034
PHONE: +91-471-2305994. FAX: +91-471-2307158

Request for refund

Sir /madam

I _____, Candidate **Code:** _____, made a payment for the purpose of _____ through Kerala University ePayment portal on _____ at _____.

The **Receipt number** and **Reference ID**. are _____ & _____ respectively. An amount of ₹ _____ has been debited from my account but the transaction status is still _____ (pending/failed). Kindly consider my request and take necessary steps to allow refund.

Thanking you

Name:

Signature:

Nb. A Copy of Payment receipt is also attached with this request.

4.2 Exam Related Remittances

This option leads to the portal for exam related remittances.

Remittance of fees alone will not be enough for you to take the examination. After making the payment, you will have to register for the examination in exams.keralauniversity.ac.in

The fees for the following purposes can be remitted by clicking on [Exam Related Remittances](#)

1. Handling Charges
2. Improvement Fee
3. Improvement Registration Fee
4. Late Fee
5. Late Fee Towards Submission Of Thesis
6. Mark list (Additional)
7. Mark list (Additional)+Search Fee
8. Marklists
9. Name Correction
10. Official Transcript
11. Outstation Fee For Opting Centre Outside Uty. Area
12. Pass Certificate
13. Penalty
14. Penalty For Regularisation And Release Of Result
15. Percentage Certificate
16. Ph. D Course Work
17. Ph. D Pre- Submission Seminar
18. Ph. D - Fee For Open Defence
19. Position Certificate
20. Practical Exams/Laboratory Fee
21. Project/ Viva Voce/Assignment
22. Provisional Certificate
23. Provisional Certificate + Search Fee
24. Rank Certificate

25. Refund
26. Refund of C.V. Camp Related Expenses
27. Refund of Uty. Exam Related Expenses.
28. Registration Fee
29. Revaluation of Answer Books
30. Sale / Cost of Previous University Question Papers
31. Scrutiny of Answer Books
32. Search Fee
33. Special Certificate
34. Statement of Verification Of Uty: Degree/Marklist
35. Stationery Fee
36. Subsequent Appearance
37. Thesis/Dissertation
38. Triplicate Degree/Diploma/Certificate
39. Triplicate Degree/Diploma/Certificate + Search Fee
40. Verification Report/Certificate

How to apply

Follow the instructions to make all the remittances related to exams

Caution: All fields indicated with * are mandatory.

1. In the home page, click on 'Exam Related Remittances'

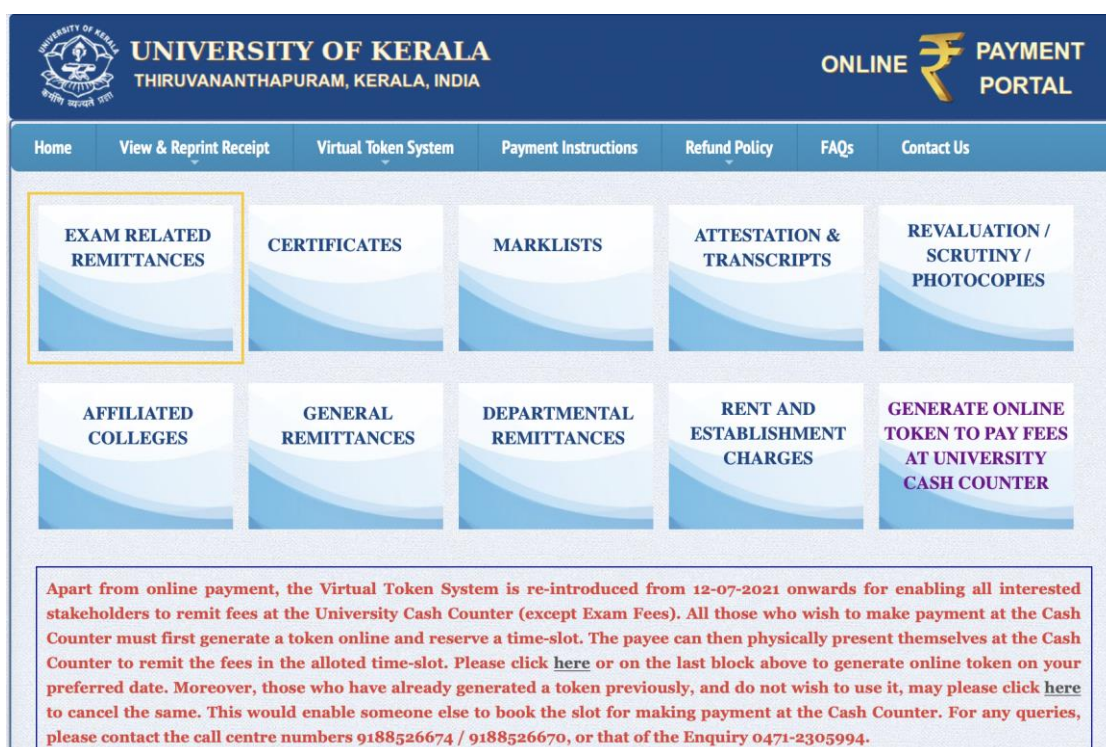


Fig. 4.2.1

2. In the next window , the following details of the remitter must be entered

- i. Select Remitter Type
- ii. Candidate Code/Register Number
- iii. Candidate Name
- iv. Date of Birth
- v. Mobile Number
- vi. Email ID
- vii. Address

3. Enter the security captcha

4. Click 'Next Step'

The screenshot displays the 'EXAM REMITTANCE' form on the University of Kerala Online Payment Portal. The form is titled 'EXAM REMITTANCE' and includes the following fields and options:

- Remitter Type :** * ☒ Individual ☐ College Staff ☐ Department Staff
- Cand. Code / Reg. No. :** *
- Candidate Name :** *
- Date of Birth :** *
- Mobile Number :** *
- Email-id :** *
- Address :** *
- Security Captcha :** * (with a captcha image showing 'K R F G' and '3 7')

A 'Next Step >>' button is located at the bottom of the form, highlighted with a yellow box. The portal header includes the University of Kerala logo and name, and the 'ONLINE PAYMENT PORTAL' text. The footer contains copyright information and browser recommendations.

Fig. 4.2.2

5. In the next window that opens, you will need to provide the corresponding exam details. This will be the name of degree
6. Next you must
 - i. Select purpose
 - ii. Enter the fee amount
 - iii. Select application fee, if not applicable then select the '**Not Applicable**' option. Total fee amount will be generated automatically
7. Enter the security captcha
8. Click on '**Next Step**'

The screenshot displays the 'EXAM REMITTANCE' form on the University of Kerala Online Payment Portal. The form includes the following fields and options:

- Exam Details :** A dropdown menu with '-- SELECT --'.
- Purpose :** A dropdown menu with '-- SELECT --'.
- Fee Amount :** A text input field.
- Application Fee :** A dropdown menu with '-- SELECT --'.
- Total Fee Amount :** A text input field.
- Security Captcha :** A text input field with a captcha image showing 'B I U Z G' and a refresh button.

A 'Next Step >>' button is located at the bottom of the form. The portal header includes the University of Kerala logo, name, and location (Thiruvananthapuram, Kerala, India), along with the 'ONLINE PAYMENT PORTAL' text and a rupee symbol icon. A navigation bar contains links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The footer contains copyright information (© 2021-2023 University of Kerala) and a note about the browser used for development.

Fig. 4.2.3

9. A remitter summary window will open. Check whether the details in remitter. summary is correct, click '**Make online payment**' button to go the online payment page

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

REMITTER SUMMARY

| Remitter And Purpose Details | |
|------------------------------|--|
| Cand. Code / Reg. No. | |
| Remitter Name | |
| Exam Details | M.C.J (C.S.S) Examination 4th Semester |
| Purpose | Exam Fee |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

[Make Online Payment](#)

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Fig. 4.2.4

10. In the next window, click 'Select to Pay'

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

CHOOSE PREFERRED PAYMENT GATEWAY

[Select To Pay](#)

**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

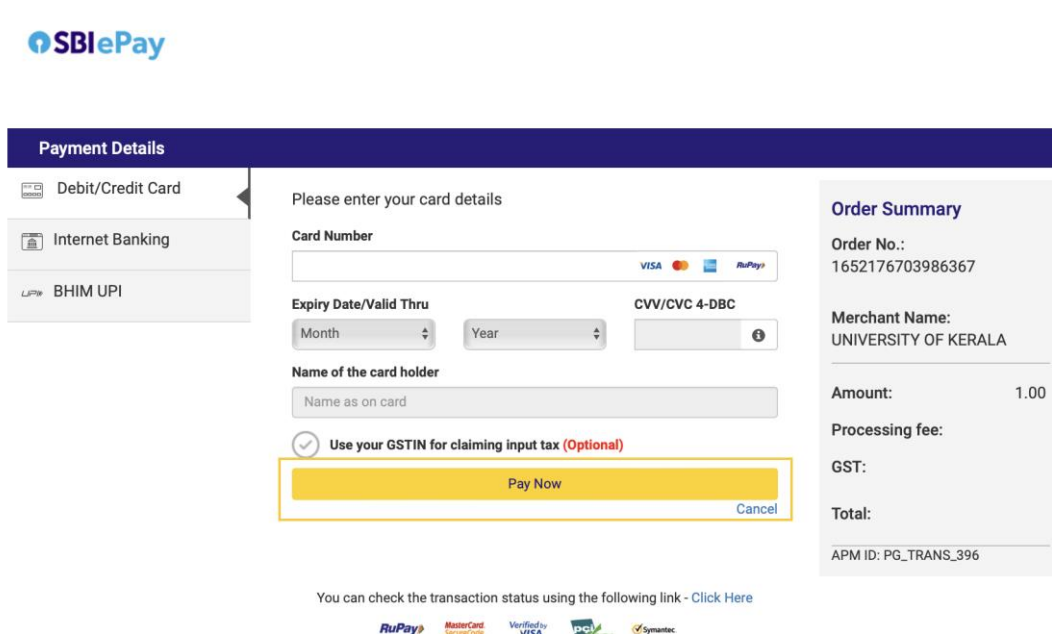
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Fig. 4.2.5

11. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

12. Provide necessary information and Click 'Pay Now'



The image shows the SBlePay payment interface. On the left, there's a sidebar with options: Debit/Credit Card (selected), Internet Banking, and BHIM UPI. The main area is titled 'Payment Details' and contains a form for card payment. The form fields include: Card Number (with a dropdown for VISA, MasterCard, RuPay), Expiry Date/Valid Thru (Month and Year dropdowns), CVV/CVC 4-DBC (with an information icon), and Name of the card holder (Name as on card). Below these fields is a checkbox for 'Use your GSTIN for claiming input tax (Optional)' which is checked. At the bottom of the form is a large yellow 'Pay Now' button and a smaller 'Cancel' button. To the right of the form is an 'Order Summary' box showing: Order No.: 1652176703986367, Merchant Name: UNIVERSITY OF KERALA, Amount: 1.00, Processing fee: (blank), GST: (blank), Total: (blank), and APM ID: PG_TRANS_396. Below the form, there's a link to check transaction status and logos for RuPay, MasterCard SecureCode, Verified by VISA, and Symantec.

Fig. 4.2.6

13. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

14. In case you are unable to download the receipt after payment, click on the “View & Reprint Receipt Details”



Fig. 4.2.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.3 Remittance for Certificates

This option leads to the portal to remit fees for all certificates including provisional and degree certificates.

The fees for the following certificates can be remitted by clicking on [Certificates](#)

1. Certificate Indicating Date of Publication of Result
2. Certificate of Additional Subject/ Language
3. Certificate of Degree Awarded
4. Certificate of Submission of Thesis/Dissertation
5. Degree/Diploma Certificate
6. Degree/Diploma Certificate + Late Fee
7. Duplicate Degree/Diploma/ Certificate
8. Duplicate Degree/Diploma/ Certificate + Search Fee
9. Fee For Genuineness Certificate
10. Pass Certificate
11. Percentage Certificate
12. Position Certificate
13. Provisional Certificate
14. Provisional Certificate + Search Fee
15. Rank Certificate
16. Special Certificate
17. Triplicate Degree/Diploma/ Certificate
18. Triplicate Degree/Diploma/ Certificate + Search Fee
19. Verification Report/Certificate

How to apply

Follow the instructions to make all the remittances related to certificates.

Caution: All fields indicated with * are mandatory.

1. In the home page, click on '**Certificates**'



Fig. 4.3.1

2. In the next window, the following details of the candidate must be entered
 - i. Candidate code/Register number
 - ii. Candidate Name
 - iii. Date of Birth
 - iv. Mobile Number
 - v. Email ID
 - vi. Address
3. Enter the security captcha
4. Click on '**Next Step**'

The screenshot displays the 'REMITTANCE FOR CERTIFICATES' form on the University of Kerala Online Payment Portal. The form includes the following fields:

- Cand. Code / Reg. No. : *
- Candidate Name : *
- Date of Birth : *
- Mobile Number : *
- Email-id : *
- Address : *
- Security Captcha : *

A 'Next Step >>' button is located at the bottom of the form. The portal header includes the University of Kerala logo and name, and the 'ONLINE PAYMENT PORTAL' text. The navigation menu includes links for Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The footer contains copyright information and browser recommendations.

Fig. 4.3.2

5. In the next window that opens, you will need to provide the corresponding exam details. This will be the name of degree you have completed
6. Next you must
 - i. Select purpose
 - ii. Enter the fee amount
 - iii. Select application fee, if not applicable then select the '**Not Applicable**' option. Total fee amount will be generated automatically
7. Enter the security captcha
8. Click on '**Next Step**'

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

REMITTANCE FOR CERTIFICATES

Exam Details : *

Purpose : *

Fee Amount : *

Application Fee : *

Total Fee Amount : *

Security Captcha : *

[Next Step >>](#)

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Fig. 4.3.3

- A Remitter Summary window will open. Check whether the details in remitter summary is correct, click '**Make Online Payment**' button to go the online payment page

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

REMITTER SUMMARY

| Remitter And Purpose Details | |
|------------------------------|--|
| Cand. Code / Reg. No. | |
| Remitter Name | |
| Exam Details | B.A.M.S Degree |
| Purpose | Cert. Indicating Date Of Publication Of Result |
| Payable Amount | ₹ 1.00 |

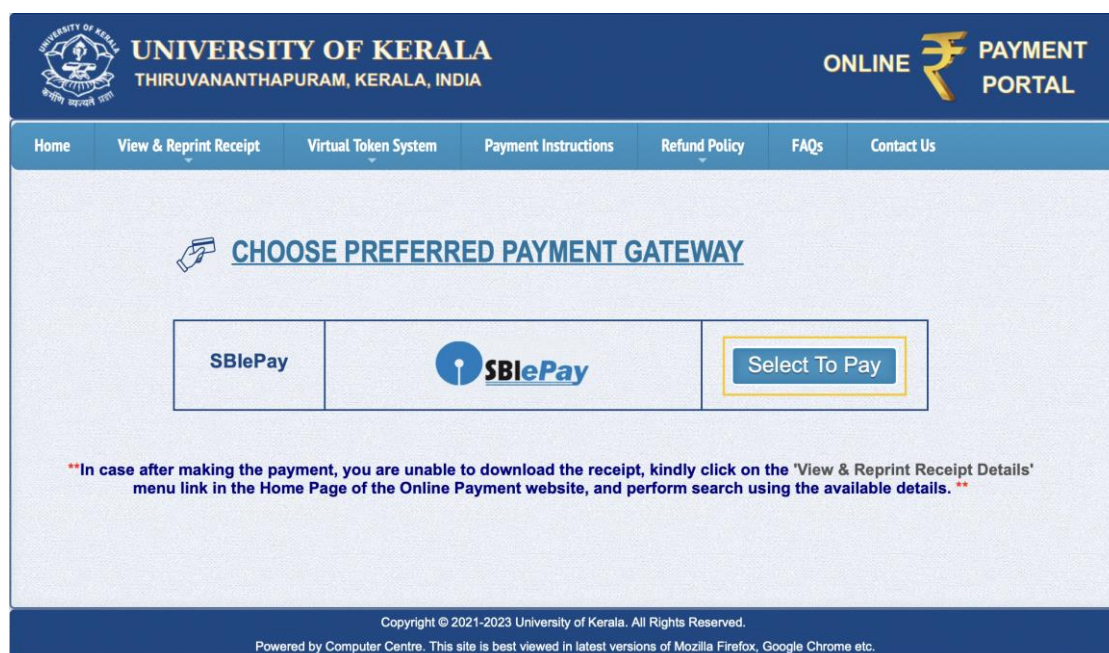
* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

[Make Online Payment](#)


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Fig. 4.3.4


10. In the next window, click 'Select to Pay'




UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE  PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

 **CHOOSE PREFERRED PAYMENT GATEWAY**

SBlePay  **Select To Pay**

****In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. ****

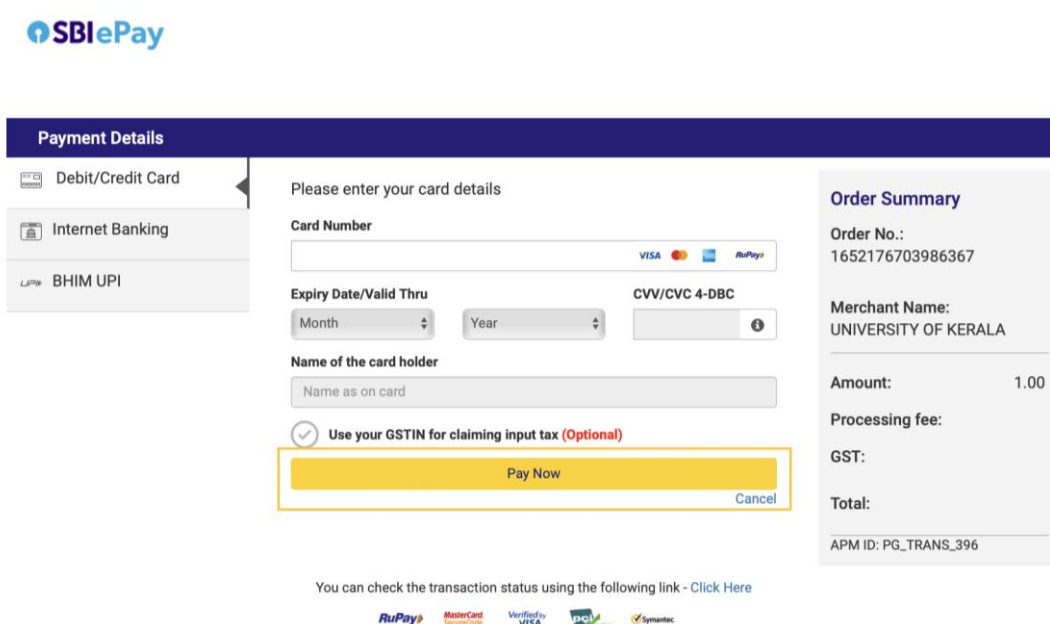
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Fig. 4.3.5

11. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

12. Provide necessary information and Click 'Pay Now'






Payment Details

Debit/Credit Card Internet Banking BHIM UPI

Please enter your card details

Card Number 

Expiry Date/Valid Thru CVV/CVC 4-DBC

Month Year

Name of the card holder

Name as on card

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now Cancel

Order Summary

Order No.: 1652176703986367

Merchant Name: UNIVERSITY OF KERALA

Amount: 1.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

You can check the transaction status using the following link - [Click Here](#)




Fig. 4.3.6

13. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

14. In case you are unable to download the receipt after payment, click on the **“View & Reprint Receipt Details”**



Fig. 4.3.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.4 Remittances for Marklists

This option provides the portal to remit fees for all mark lists including consolidated, confidential or additional mark lists.

The fees for the following purposes can be remitted by clicking on [Marklists](#).

1. Confidential Marklist
2. Consolidated Marklist
3. Detailed Marklist
4. Marklist (Additional)
5. Marklist (Additional)+Search Fee
6. Marklists

How to apply

Follow the instructions to make all the remittances related to marklists.

Caution: All fields indicated with * are mandatory.

1. In the home page, click on 'Marklists'



Fig. 4.4.1

2. In the next window, the following details of the candidate must be entered

- i. Candidate Code/Register Number
- ii. Candidate Name
- iii. Date of Birth
- iv. Mobile number
- v. Email ID
- vi. Address

3. Enter the security captcha

4. Click on '**Next Step**'

The screenshot displays the 'ONLINE PAYMENT PORTAL' of the University of Kerala, Thiruvananthapuram, Kerala, India. The page features a navigation bar with links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The main heading is 'REMITTANCE FOR MARKLISTS'. Below this, a form is presented with the following fields and labels:

- Cand. Code / Reg. No. : *
- Candidate Name : *
- Date of Birth : *
- Mobile Number : *
- Email-id : *
- Address : *
- Security Captcha : *

Each field is accompanied by a text input box. The 'Security Captcha' field includes a captcha image showing the text 'D y E t m r' and a refresh icon. A 'Next Step >>' button is located at the bottom of the form, highlighted with a yellow border. The footer contains the copyright notice: 'Copyright © 2021-2023 University of Kerala. All Rights Reserved.' and the text: 'Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.'

Fig. 4.4.2

5. In the window that opens next, you'll need to fill/select the following fields
 - i. Select Exam details as the name of your course
 - ii. Select purpose
 - iii. Enter the fee amount
 - iv. Select application fee. If not applicable, then select '**Not Applicable**' option. Total fee amount will generate automatically
6. Enter the security captcha
7. Click on '**Next Step**'

The screenshot displays the 'UNIVERSITY OF KERALA' online payment portal. The header includes the university's name, location (THIRUVANANTHAPURAM, KERALA, INDIA), and the 'ONLINE PAYMENT PORTAL' logo. A navigation bar contains links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The main content area is titled 'REMITTANCE FOR MARKLISTS' and contains a form with the following fields:

- Exam Details :** A dropdown menu with '-- SELECT --'.
- Purpose :** A dropdown menu with '-- SELECT --'.
- Fee Amount :** A text input field.
- Application Fee :** A dropdown menu with '-- SELECT --'.
- Total Fee Amount :** A text input field.
- Security Captcha :** A text input field next to a captcha image showing 'c k ^ A ^ a c'.

A 'Next Step >>' button is located at the bottom of the form, highlighted with a yellow border. The footer contains copyright information: 'Copyright © 2021-2023 University of Kerala. All Rights Reserved.' and a note: 'Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.'

Fig. 4.4.3

8. A remitter summary window will open. Check whether the details in remitter summary is correct, click '**Make Online Payment**' button to go the online payment page

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

REMITTER SUMMARY

| Remitter And Purpose Details | |
|------------------------------|----------------------------------|
| Cand. Code / Reg. No. | |
| Remitter Name | |
| Exam Details | Post Graduate Degree Examination |
| Purpose | Confidential Marklist |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

[Make Online Payment](#)

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Fig. 4.4.4

9. In the next window, click 'Select to Pay'

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

CHOOSE PREFERRED PAYMENT GATEWAY

| | | |
|---------|--|-------------------------------|
| SBlePay | | Select To Pay |
|---------|--|-------------------------------|

**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

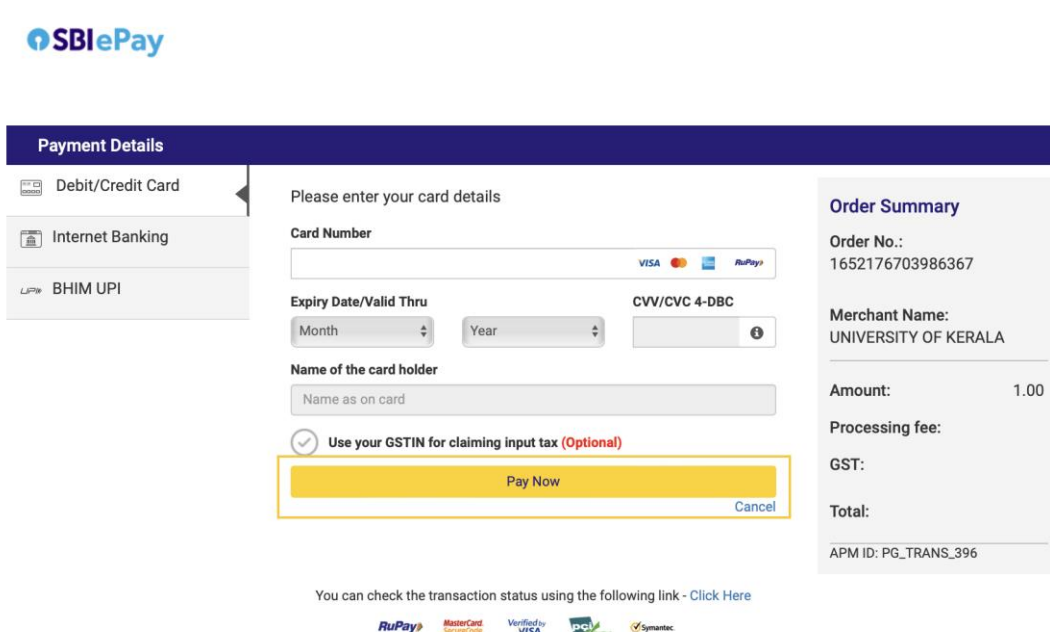
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Fig. 4.4.5

10. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

11. Provide necessary information and Click 'Pay Now'



The screenshot displays the SBIePay payment interface. On the left, there is a sidebar with navigation options: Debit/Credit Card (selected), Internet Banking, and BHIM UPI. The main area is titled 'Payment Details' and contains a form for card payment. The form includes fields for Card Number, Expiry Date/Valid Thru (Month and Year), CVV/CVC 4-DBC, and Name of the card holder. Below these fields is a checkbox for 'Use your GSTIN for claiming input tax (Optional)'. A yellow 'Pay Now' button is prominently displayed, with a 'Cancel' link next to it. To the right of the form is an 'Order Summary' box showing the Order No. (1652176703986367), Merchant Name (UNIVERSITY OF KERALA), Amount (1.00), Processing fee, GST, Total, and APM ID (PG_TRANS_396). At the bottom, there is a link to check transaction status and logos for RuPay, MasterCard, Verified by VISA, and Syntac.

Fig. 4.4.6

12. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

13. In case you are unable to download the receipt after payment, click on the “View & Reprint Receipt Details”



Fig. 4.4.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.5 Remittance for Attestation and Transcript

This option provides the portal to remit fees for the attestation of degree certificate, mark list and transcripts.

The fees for the following purposes can be remitted by clicking on [Attestation & Transcripts](#)

1. Attestation of Marklist
2. Attestation of Certificate of Degree/Diploma
3. Certified Extract from Register of Records
4. Examination Transcript in Proforma/Questionnaire
5. Fee for Genuineness Certificate
6. Official Transcripts
7. Statement for Verification of University Degree Marklist

How to apply

Follow the instructions to make all the remittances related to attestation and transcripts.

Caution: All fields indicated with * are mandatory.

1. In the home page, click on 'Attestation & Transcripts'



Fig. 4.5.1

2. In the next window, the following details of the candidate must be entered

- i. Candidate Code/Register Number
- ii. Name of the candidate
- iii. Date of Birth
- iv. Mobile Number
- v. Email ID
- vi. Address of the Candidate

3. Enter the security captcha

4. Click on '**Next Step**'

The screenshot displays the 'ONLINE PAYMENT PORTAL' for the University of Kerala, Thiruvananthapuram, Kerala, India. The page features a navigation bar with links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The main heading is 'REMITTANCE FOR ATTESTATION & TRANSCRIPTS'. Below this, a form is presented with the following fields and labels:

- Cand. Code / Reg. No. : *
- Candidate Name : *
- Date of Birth : *
- Mobile Number : *
- Email-id : *
- Address : *
- Security Captcha : *

A security captcha image showing the characters 'z h x 4 l L' is displayed next to the Security Captcha field. A 'Next Step >>' button is located at the bottom of the form. The footer contains the copyright notice: 'Copyright © 2021-2023 University of Kerala. All Rights Reserved. Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.'

Fig. 4.5.2

5. In the window that opens next, you'll need to fill/select the following fields
 - i. Exam details as the name of your course
 - ii. Select purpose
 - iii. Enter the fee amount
 - iv. Select application fee. If not applicable, then select '**Not Applicable**' option. Total fee amount will be generated automatically
6. Enter the security captcha
7. Click on '**Next Step**'

The screenshot displays the 'UNIVERSITY OF KERALA' online payment portal. The header includes the university logo, name, and location (THIRUVANANTHAPURAM, KERALA, INDIA), along with the 'ONLINE PAYMENT PORTAL' logo. A navigation bar contains links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The main content area is titled 'REMITTANCE FOR ATTESTATION & TRANSCRIPTS' and contains a form with the following fields:

- Exam Details :** A dropdown menu with '-- SELECT --'.
- Purpose :** A dropdown menu with '-- SELECT --'.
- Fee Amount :** A text input field.
- Application Fee :** A dropdown menu with '-- SELECT --'.
- Total Fee Amount :** A text input field.
- Security Captcha :** A text input field with a captcha image showing 'h 6 a L n w' and a refresh button.

Below the form is a blue button labeled 'Next Step >>'. The footer contains copyright information: 'Copyright © 2021-2023 University of Kerala. All Rights Reserved.' and a note: 'Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.'

Fig. 4.5.3

8. A remitter summary window will open. Check whether the details in remitter summary is correct, click '**Make Online Payment**' button to go the online payment page

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

REMITTER SUMMARY

| Remitter And Purpose Details | |
|------------------------------|----------------------------------|
| Cand. Code / Reg. No. | |
| Remitter Name | |
| Exam Details | Post Graduate Degree Examination |
| Purpose | Attestation Of Marklist |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

[Make Online Payment](#)

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Fig. 4.5.4

9. In the next window, click 'Select to Pay'

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

CHOOSE PREFERRED PAYMENT GATEWAY

SBlePay

[Select To Pay](#)

**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

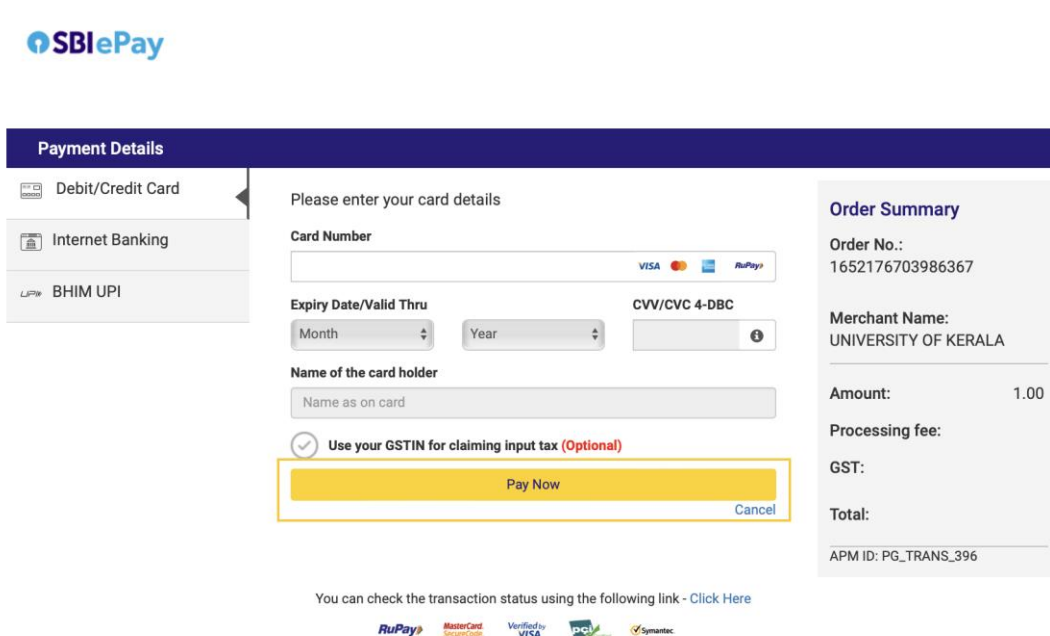
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Fig. 4.5.5

10. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

11. Provide necessary information and Click 'Pay Now'



The image shows the SBLePay payment interface. On the left, there's a sidebar with options: Debit/Credit Card (selected), Internet Banking, and BHIM UPI. The main area is titled 'Payment Details' and contains a form for card payment. The form includes fields for Card Number, Expiry Date/Valid Thru (Month and Year), and CVV/CVC 4-DBC. Below these is a field for the Name of the card holder. There's a checkbox for 'Use your GSTIN for claiming input tax (Optional)'. At the bottom of the form is a large yellow 'Pay Now' button and a smaller 'Cancel' button. To the right of the form is an 'Order Summary' box showing the Order No. (1652176703986367), Merchant Name (UNIVERSITY OF KERALA), Amount (1.00), Processing fee, GST, Total, and APM ID (PG_TRANS_396). Below the form, there's a link to check transaction status and logos for RuPay, MasterCard, Verified by VISA, and others.

Fig. 4.5.6

12. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

13. In case you are unable to download the receipt after payment, click on the “View & Reprint Receipt Details”



Fig. 4.5.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.6 Remittance for Revaluation, Scrutiny and for Photocopies of Answer Sheets

This option leads to the portal to remit fees for revaluation, scrutiny and for photocopies of answer sheets.

The fees for the following can be remitted by clicking on [REVALUATION/SCRUTINY/PHOTOCOPIES](#)

1. Fee remittance for the Photocopy of Answer Sheet
2. Revaluation of Answer Book
3. Scrutiny of Answer Book

How to apply

Follow the instructions to make all the remittances related to revaluation and scrutiny.

Caution: All fields indicated with * are mandatory.

1. In the home page, go to 'Revaluation/Scrutiny/Photocopies'



Fig. 4.6.1

2. In the next window, the following details of the candidate must be entered

- i. Candidate Code/Register Number
- ii. Name of the Candidate
- iii. Date of Birth
- iv. Mobile Number
- v. Email ID
- vi. Address of the Candidate

3. Enter the security captcha

4. Click on '**Next Step**'

The screenshot displays the 'UNIVERSITY OF KERALA' online payment portal. The header includes the university's logo and name, along with the text 'ONLINE PAYMENT PORTAL'. A navigation bar contains links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The main heading is 'REMITTANCE FOR REVALUATION / SCRUTINY / PHOTOCOPIES OF ANSWER BOOKS'. Below this is a form with the following fields:

- Cand. Code / Reg. No. : *
- Candidate Name : *
- Date of Birth : *
- Mobile Number : *
- Email-id : *
- Address : *
- Security Captcha : *

A 'Next Step >>' button is located at the bottom of the form, highlighted with a yellow box. The footer contains copyright information: 'Copyright © 2021-2023 University of Kerala. All Rights Reserved. Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.'

Fig. 4.6.2

5. In the window that opens next, you'll need to fill/select the following fields
 - i. Select exam details as the name of your course
 - ii. Select purpose
 - iii. Enter the fee amount
 - iv. Select application fee. If not applicable, then select '**Not Applicable**' option. Total fee amount will be generated automatically
6. Enter the security captcha
7. Click on '**Next Step**'

The screenshot displays the 'UNIVERSITY OF KERALA' online payment portal. The header includes the university logo, name, and location (THIRUVANANTHAPURAM, KERALA, INDIA), along with the 'ONLINE PAYMENT PORTAL' logo. A navigation bar contains links: Home, View & Reprint Receipt, Virtual Token System, Payment Instructions, Refund Policy, FAQs, and Contact Us. The main content area is titled 'REMITTANCE FOR REVALUATION / SCRUTINY / PHOTOCOPIES OF ANSWER BOOKS'. It features a form with the following fields: 'Exam Details' (dropdown menu), 'Purpose' (dropdown menu), 'Fee Amount' (text input), 'Application Fee' (dropdown menu), 'Total Fee Amount' (text input), and 'Security Captcha' (text input with a refresh button). A 'Next Step >>' button is highlighted with a yellow box. The footer contains copyright information: 'Copyright © 2021-2023 University of Kerala. All Rights Reserved.' and a note about the browser: 'Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.'

Fig. 4.6.3

8. A remitter summary window will open. Check whether the details in remitter summary is correct, click '**Make Online Payment**' button to go the online payment page

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

REMITTER SUMMARY

| Remitter And Purpose Details | |
|------------------------------|----------------------------------|
| Cand. Code / Reg. No. | |
| Remitter Name | |
| Exam Details | Post Graduate Degree Examination |
| Purpose | Revaluation Of Answer Books |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

Make Online Payment

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Fig. 4.6.4

9. In the next window, click '**Select to Pay**'

UNIVERSITY OF KERALA
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

CHOOSE PREFERRED PAYMENT GATEWAY

| | | |
|---------|--|----------------------|
| SBlePay | | Select To Pay |
|---------|--|----------------------|

**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

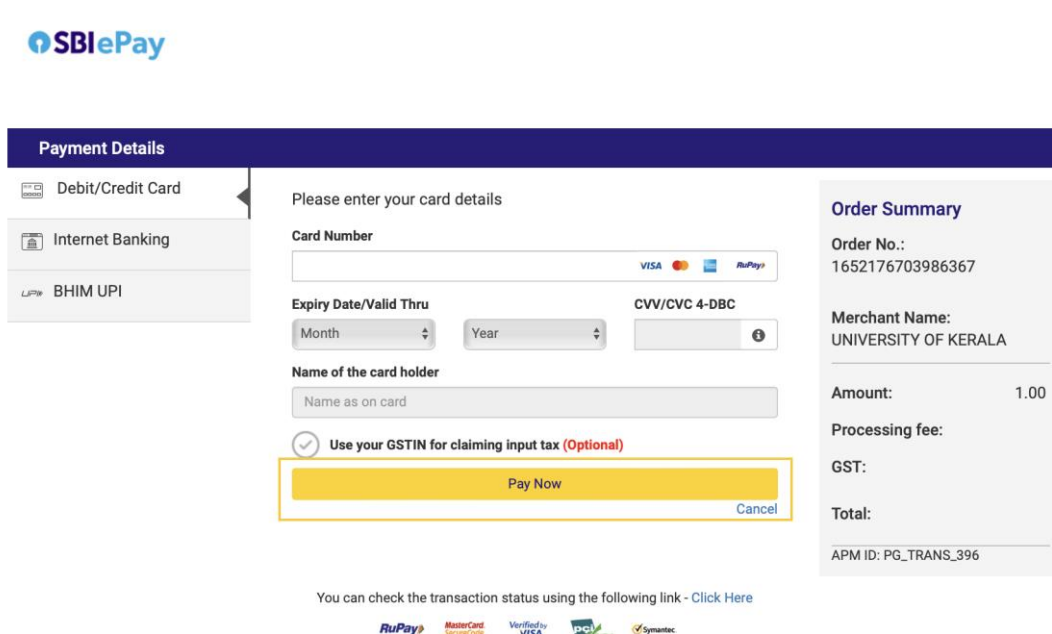
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Fig. 4.6.5

10. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

11. Provide necessary information and Click 'Pay Now'



The image shows the SBLePay payment interface. On the left, there's a sidebar with options: Debit/Credit Card (selected), Internet Banking, and BHIM UPI. The main area is titled 'Payment Details' and contains a form for card payment. The form includes fields for Card Number, Expiry Date/Valid Thru (Month and Year), CVV/CVC 4-DBC, and Name of the card holder. Below these fields is a checkbox for 'Use your GSTIN for claiming input tax (Optional)'. A large yellow 'Pay Now' button is at the bottom of the form, with a 'Cancel' link next to it. To the right of the form is an 'Order Summary' box showing the Order No. (1652176703986367), Merchant Name (UNIVERSITY OF KERALA), Amount (1.00), Processing fee, GST, Total, and APM ID (PG_TRANS_396). At the bottom, there's a link to check transaction status and logos for RuPay, MasterCard, Verified by VISA, and others.

Fig. 4.6.6

12. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

13. In case you are unable to download the receipt after payment, click on the “View & Reprint Receipt Details”



Fig. 4.6.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.7 Affiliated Colleges

This option provides the portal to remit fees of different purposes available for affiliated colleges.

The fees for the following purposes can be remitted by clicking on [Affiliated Colleges](#)

1. Administrative Fee
2. Affiliation Fee Payable by College Agency Towards New Colleges
3. Affiliation Fee Payable by College Agency Towards New Courses
4. Application Fee for Considering Affiliation of New Course
5. Application Fee for New College
6. Cost of Form for Applying for New Courses
7. Course Recognition Fee
8. Fee For Increase of Permanent Seats to Degree Courses.
9. Fee For Affiliation of Courses/Colleges
10. Fee For Affiliation of Students-Degree Course
11. Fee For Affiliation of Students-Other Courses
12. Fee For Downloaded Applications.
13. Fee For Verification of Documents
14. Handling Charge
15. Inspection Commission Fee
16. Inspection Fee for Granting N O C to institution seeking affiliation
17. Late Fee Search Fee Fine
18. Medical Inspection Fees
19. Processing Charge - Inter College / Inter University Transfer
20. Processing Fee-Right to Information.
21. Registration Fee for Approval as A Research Institution
22. Sports Affiliation Fee
23. Student's Aid Fund
24. Student's Group Personal Accident Insurance Policy Scheme
25. University Union Fee
26. Women's Study Unit

How to apply

Follow the instructions to make all the remittances related to affiliated colleges.

Caution: All fields indicated with * are mandatory.


1. In the home page, click on '**Affiliated Colleges**'



Fig. 4.7.1

2. In the next window, the following details of the remitter must be entered
 - i. College Name of the Remitter
 - ii. Remitter Name
 - iii. Mobile Number
 - iv. Email ID
3. Enter the security captcha
4. Click on '**Next Step**'

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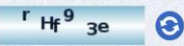
REMITTANCE BY AFFILIATED COLLEGES

College Name : * -- SELECT --

Remitter Name : *

Mobile Number : *

Email-id : *


Security Captcha : * 

Next Step >>

Fig. 4.7.2

5. You will be directed to the '**General Remittance**' page
6. In this window, the following fields must be filled
 - i. Purpose
 - ii. Fee Amount
 - iii. Select application fee, if not applicable then select the '**Not Applicable**' option. Total fee amount will be generated automatically
7. Fill the security captcha
8. Click on '**Next Step**'

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REMITTANCE BY AFFILIATED COLLEGES

Purpose : * -- SELECT --

Fee Amount : *

Application Fee : * -- SELECT --

Total Fee Amount : *

Security Captcha : * 

Next Step >>

Fig. 4.7.3

9. A remitter summary window will open. Check whether the details in remitter summary is correct, click '**Make Online Payment**' button to go the online payment page

| Remitter And Purpose Details | |
|------------------------------|--------------------|
| College Name | |
| Remitter Name | |
| Purpose | Administrative Fee |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

[Make Online Payment](#)

Fig. 4.7.4

10. In the next window, click 'Select to Pay'

CHOOSE PREFERRED PAYMENT GATEWAY

SBlePay

[Select To Pay](#)

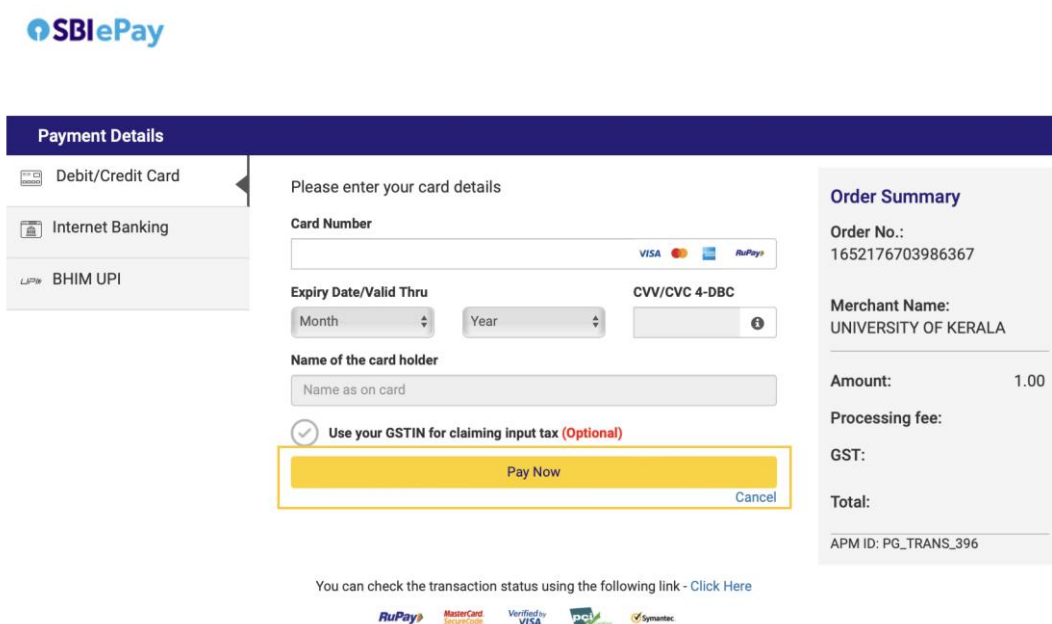
**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

Fig. 4.7.5

11. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

12. Provide necessary information and Click 'Pay Now'



The screenshot displays the SBlePay payment interface. On the left, a sidebar lists payment methods: Debit/Credit Card (selected), Internet Banking, and BHIM UPI. The main area is titled 'Payment Details' and prompts the user to 'Please enter your card details'. It includes input fields for Card Number, Expiry Date/Valid Thru (Month and Year), and CVV/CVC 4-DBC. Below these is a field for the Name of the card holder. A checkbox option 'Use your GSTIN for claiming input tax (Optional)' is present. At the bottom of the form is a prominent yellow 'Pay Now' button and a smaller 'Cancel' button. To the right, an 'Order Summary' box shows the Order No. (1652176703986367), Merchant Name (UNIVERSITY OF KERALA), Amount (1.00), Processing fee, GST, Total, and APM ID (PG_TRANS_396). At the very bottom, there is a link to check transaction status and logos for RuPay, MasterCard, Verified by Visa, and Symantec.

Fig. 4.7.6

13. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

14. In case you are unable to download the receipt after payment, click on the “View & Reprint Receipt Details”



Fig. 4.7.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.8 General Remittances

This option provides the portal to remit fees for the general purposes related to the university.

The fees for the following purposes can be remitted by clicking on [General Remittances](#)

1. Additional Elective Private Registration
2. Administrative Fee
3. Advance Fee
4. Affiliation Fee
5. Application Fee
6. Arrears from Colleges
7. Athletic/Sports Fee
8. Auction Fee
9. Cancellation of Examination
10. Canteen Rent / Deposit
11. Cost / Sales of Forms
12. Donations
13. Doctor's Degree Certificate
14. Duplicate Certificates
15. Fee for Affiliation of Colleges, Students etc.
16. Private Registration
17. Refunds
18. Subscriptions
19. University Union Fee
20. Women's Aid Fund
21. Works
22. Written test fee for appointment

How to apply

Follow the instructions to make all the general remittances.

Caution: All fields indicated with * are mandatory.

1. In the home page, click on ‘**General Remittances**’



Fig. 4.8.1

2. Select remitter type as ‘**Individual**’
3. Enter the following details:
 - i. Remitter Name
 - ii. Date of Birth
 - iii. Mobile Number
 - iv. Email ID
 - v. Address
4. Enter the security captcha
5. Click on ‘**Next Step**’

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GENERAL REMITTANCE

Remitter Type : * ☒ Individual ☐ College Staff ☐ Department Staff

Candidate Name : *

Date of Birth : *

Mobile Number : *

Email-id : *

Address : *

Security Captcha : *

Next Step >>

Fig. 4.8.2

6. In the next window, you'll need to fill/select the following fields
 - i. Purpose of remittance
 - ii. Fee amount
 - iii. Select application fee, if not applicable then select the **'Not Applicable'** option. Total fee amount will be generated automatically
7. Enter the security captcha
8. Click on the **'Next Step'**

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GENERAL REMITTANCE

Purpose : * -- SELECT --

Fee Amount : *

Application Fee : * -- SELECT --

Total Fee Amount : *

Security Captcha : *

Next Step >>

Fig. 4.8.3

9. A remitter summary window will open. Check whether the details in remitter summary is correct, click '**Make Online Payment**' button to go the online payment page

| Remitter And Purpose Details | |
|------------------------------|--------------------|
| Remitter Name | |
| Purpose | Administrative Fee |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

[Make Online Payment](#)

Fig. 4.8.4

10. In the next window, click '**Select to Pay**'

CHOOSE PREFERRED PAYMENT GATEWAY

SBlePay

[Select To Pay](#)

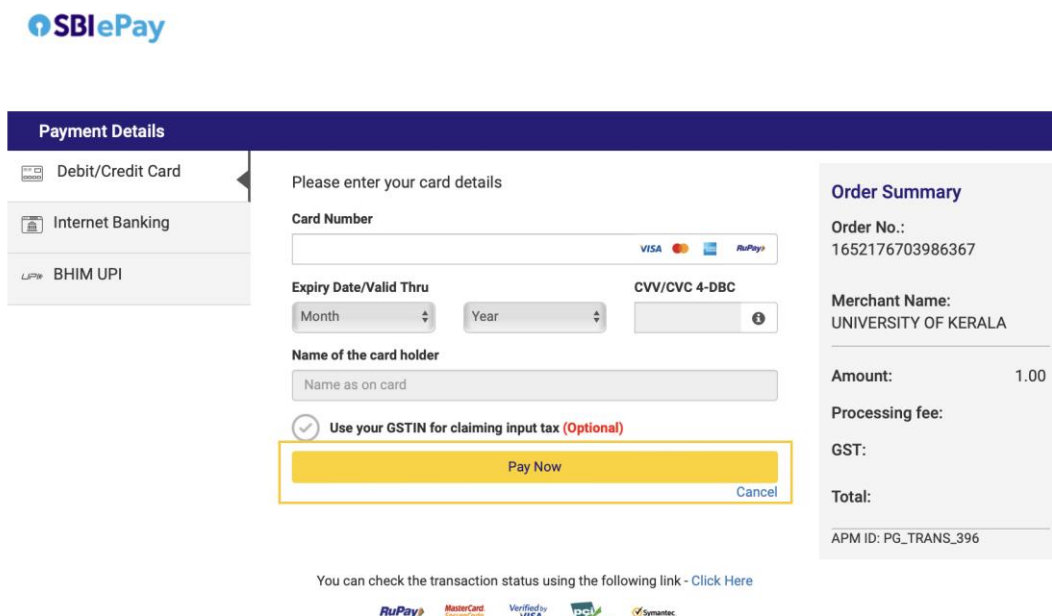
**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

Fig. 4.8.5

11. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

12. Provide necessary information and Click 'Pay Now'



The image shows the SBlePay payment interface. On the left, there's a sidebar with options: Debit/Credit Card (selected), Internet Banking, and BHIM UPI. The main area is titled 'Payment Details' and contains a form for card payment. The form includes fields for Card Number, Expiry Date/Valid Thru (Month and Year), CVV/CVC 4-DBC, and Name of the card holder. Below these fields is a checkbox for 'Use your GSTIN for claiming input tax (Optional)'. A yellow 'Pay Now' button is highlighted with a yellow box. To the right of the form is an 'Order Summary' box showing Order No.: 1652176703986367, Merchant Name: UNIVERSITY OF KERALA, Amount: 1.00, Processing fee, GST, Total, and APM ID: PG_TRANS_396. At the bottom, there's a link to check transaction status and logos for RuPay, MasterCard, Verified by VISA, and Symantec.

Fig. 4.8.6

13. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

14. In case you are unable to download the receipt after payment, click on the “View & Reprint Receipt Details”



Fig. 4.8.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.9 Departmental Remittances

All department-specific remittances can be made here.

The fees for the following purposes can be remitted by clicking on [Departmental Remittances](#).

1. Tuition/Semester Fees
2. Fee Cost of Application for Admission
3. Admission Fee
4. Annual Subscription
5. Purpose. Cost Of Lost Books
6. Auction Amount / Quotation Amount
7. Alumni Membership Fee Caution Deposit
8. Caution Deposit for Learner Support Centres
9. Contact Class Fee / Study Centre
10. Enrolment Fee
11. Entrance Exam Fee
12. Exam Fee
13. Fee For Change of Study Centre
14. Fee For Exemption from Contact
15. Handling Charges
16. Internet Charges
17. Library Fees
18. Miscellaneous
19. Refund
20. Refund Of Unspent Amount- Seminar/ Symposium
21. Registration Fee
22. Search Fee
23. Sponsorship Fee

*It is important to note that the kind of remittances may vary with each department.
The purposes listed above are of a generic nature.*

How to apply

Follow the instructions to make all the departmental remittances.

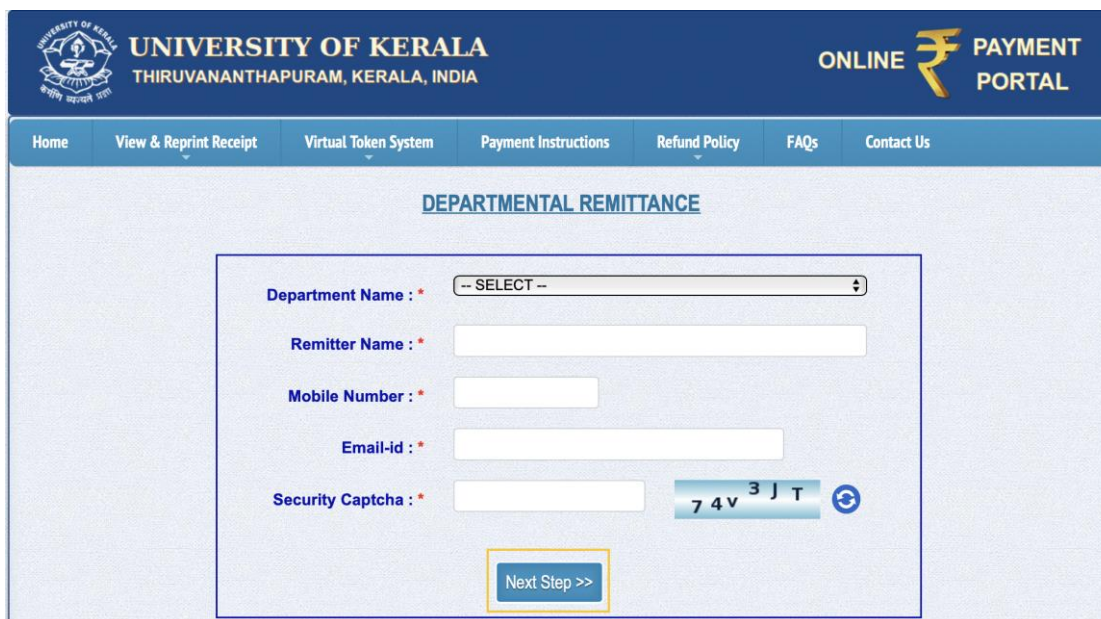
Caution: All fields indicated with * are mandatory.

1. In the home page, click on 'Departmental Remittances'



Fig. 4.9.1

2. Select the 'Department Name'
3. In the next window, the following details of the remitter must be entered
 - i. Remitter Name
 - ii. Mobile Number
 - iii. Email ID
4. Enter the security captcha
5. Click '**Next Step**'



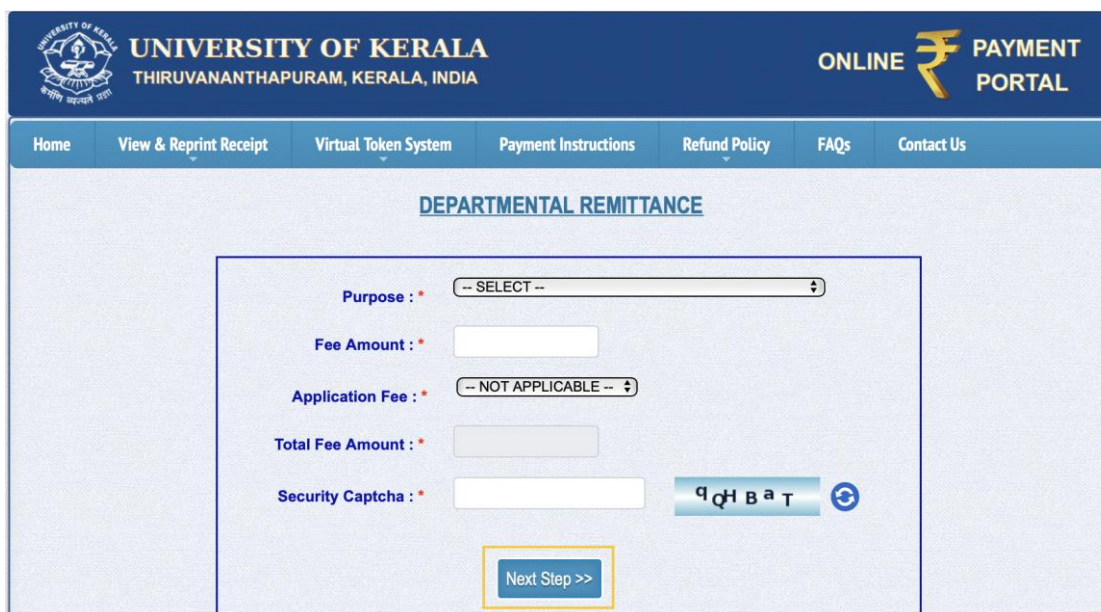
The screenshot shows the 'DEPARTMENTAL REMITTANCE' form on the University of Kerala Online Payment Portal. The form includes the following fields:

- Department Name : * (Dropdown menu with "-- SELECT --")
- Remitter Name : * (Text input field)
- Mobile Number : * (Text input field)
- Email-id : * (Text input field)
- Security Captcha : * (Text input field with a captcha image showing "7 4 v 3 J T")

A "Next Step >>" button is located at the bottom of the form.

Fig. 4.9.2

6. In the window that opens next, you'll need to fill/select the following fields
 - v. Select purpose
 - vi. Enter the fee amount
 - vii. Select application fee. If not applicable, then select '**Not Applicable**' option. Total fee amount will be generated automatically
7. Enter the security captcha
8. Click on '**Next Step**'



The screenshot shows the 'DEPARTMENTAL REMITTANCE' form on the University of Kerala Online Payment Portal. The form includes the following fields:

- Purpose : * (Dropdown menu with "-- SELECT --")
- Fee Amount : * (Text input field)
- Application Fee : * (Dropdown menu with "-- NOT APPLICABLE --")
- Total Fee Amount : * (Text input field)
- Security Captcha : * (Text input field with a captcha image showing "q Q H B a T")

A "Next Step >>" button is located at the bottom of the form.

Fig. 4.9.3

9. A remitter summary window will open. Check whether the details in remitter summary is correct, click '**Make Online Payment**' button to go the online payment page

| Remitter And Purpose Details | |
|------------------------------|--------------------------------------|
| Department Name | |
| Remitter Name | |
| Purpose | Tuition/Semester Fees For Semester 1 |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

Make Online Payment

Fig. 4.9.4

10. In the next window, click '**Select to Pay**'

CHOOSE PREFERRED PAYMENT GATEWAY

SBlePay

Select To Pay

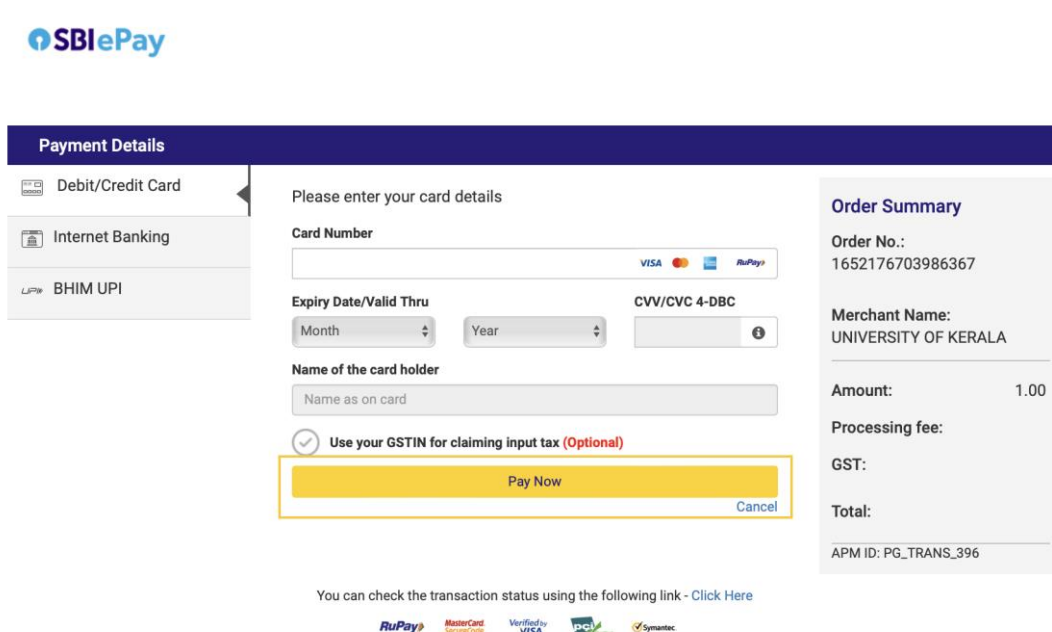
**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

Fig. 4.9.5

11. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

12. Provide necessary information and Click 'Pay Now'



The image shows the SBlePay payment interface. On the left, there's a sidebar with options: Debit/Credit Card (selected), Internet Banking, and BHIM UPI. The main area is titled 'Payment Details' and contains a form for card payment. The form includes fields for Card Number, Expiry Date/Valid Thru (Month and Year), CVV/CVC 4-DBC, and Name of the card holder. Below these fields is a checkbox for 'Use your GSTIN for claiming input tax (Optional)'. At the bottom of the form is a large yellow 'Pay Now' button and a smaller 'Cancel' button. To the right of the form is an 'Order Summary' box containing the Order No. (1652176703986367), Merchant Name (UNIVERSITY OF KERALA), Amount (1.00), Processing fee, GST, Total, and APM ID (PG_TRANS_396). Below the form, there's a link to check transaction status and logos for RuPay, MasterCard, Verified by VISA, and Symantec.

Fig. 4.9.6

13. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

14. In case you are unable to download the receipt after payment, click on the “View & Reprint Receipt Details”



Fig. 4.9.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.10 Rent and Establishment Charges

All the remittance related to rent and establishment charges by hostels, guest houses and departments can be made here.

How to apply

Follow the instructions to make all the remittances related to rent and establishment charges.

Caution: All fields indicated with * are mandatory.

1. In the home page, go to '[Rent and Establishment Charges](#)'



Fig. 4.10.1

2. Change the '**Remitter Type**' to '**Individual**'
3. In the next window, the following details of the remitter must be entered
 - i. Name
 - ii. Mobile Number
 - iii. Email ID
 - iv. Official Address
4. Enter the security captcha
5. Click on '**Next Step**'

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REMITTANCE RELATED TO RENT AND ESTABLISHMENT CHARGES

Remitter Type : * ☒ Individual ☐ Department Staff

Remitter Name : *

Mobile Number : *

Email-id : *

Official Address : *

Security Captcha : * H⁹ B^L 5Q

Next Step >>

Fig. 4.10.2

6. In the window that opens next, you'll need to fill/select the following fields
 - i. Select purpose
 - ii. Enter the fee amount
 - iii. Select application fee. If not applicable, then select '**Not Applicable**' option. Total fee amount will be generated automatically
7. Enter the security captcha
8. Click on '**Next Step**'

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REMITTANCE RELATED TO RENT AND ESTABLISHMENT CHARGES

Purpose : * -- SELECT --

Fee Amount : *

Application Fee : * -- NOT APPLICABLE --

Total Fee Amount : *

Security Captcha : * z r N k z s

Next Step >>

Fig. 4.10.3

9. A remitter summary window will open. Check whether the details in remitter summary is correct, click '**Make Online Payment**' button to go the online payment page

| Remitter And Purpose Details | |
|------------------------------|---------------------|
| Department Name | |
| Remitter Name | |
| Purpose | Electricity Charges |
| Payable Amount | ₹ 1.00 |

* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-

[Make Online Payment](#)

Fig. 4.10.4

10. In the next window, click 'Select to Pay'

CHOOSE PREFERRED PAYMENT GATEWAY

SBlePay

[Select To Pay](#)

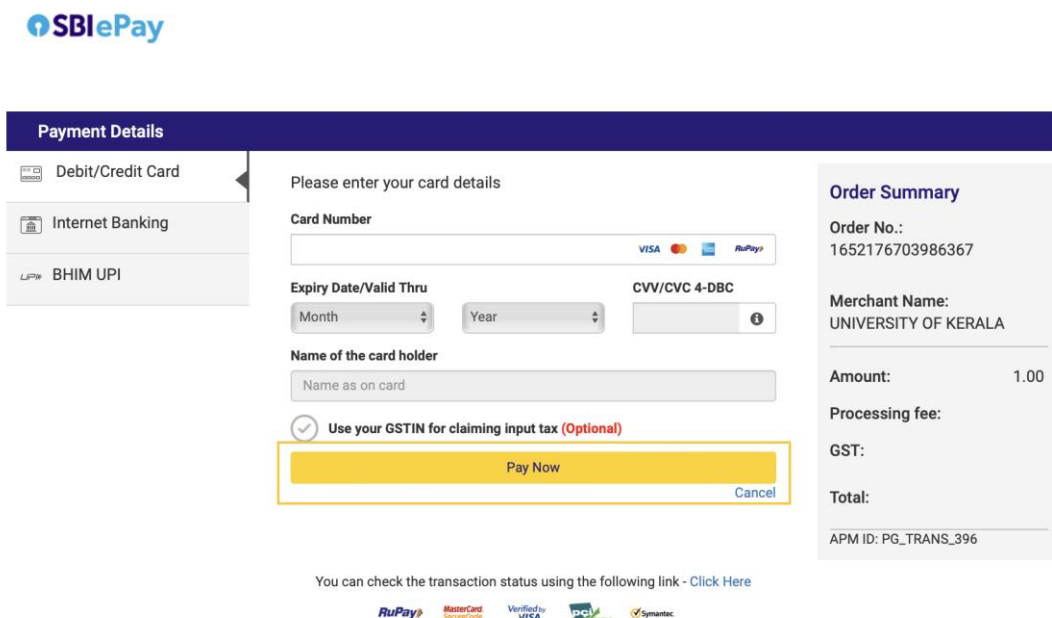
**In case after making the payment, you are unable to download the receipt, kindly click on the 'View & Reprint Receipt Details' menu link in the Home Page of the Online Payment website, and perform search using the available details. **

Fig. 4.10.5

11. You will be redirected to the payment page. Payment can be made via Debit/Credit Card, Internet Banking and BHIM UPI. Choose your mode of payment

Make use of Net Banking or UPI Payment method for transactions greater than ₹2000

12. Provide necessary information and Click 'Pay Now'



The image shows the SBlePay payment interface. On the left, there's a sidebar with 'Debit/Credit Card', 'Internet Banking', and 'BHIM UPI'. The main area is titled 'Payment Details' and asks for card information: Card Number, Expiry Date/Valid Thru (Month and Year), and CVV/CVC 4-DBC. Below these is a field for the cardholder's name. A checkbox for 'Use your GSTIN for claiming input tax (Optional)' is present. A large yellow 'Pay Now' button is at the bottom of the form, with a 'Cancel' link next to it. To the right, an 'Order Summary' box displays the Order No. (1652176703986367), Merchant Name (UNIVERSITY OF KERALA), Amount (1.00), Processing fee, GST, and Total. At the bottom of the summary, the APM ID (PG_TRANS_396) is shown. Below the payment form, a link 'Click Here' is provided to check transaction status, accompanied by logos for RuPay, MasterCard, Verified by VISA, and Symantec.

Fig. 4.10.6

13. Once the payment is made, wait a few seconds for confirmation. You'll then be availed with the transaction receipt which you can print

The receipt will have the details regarding the Payment Status, Transaction ID, Receipt Number, Bank Reference Number, Remitters Name & Address etc. You can use the same for further tracking of payments if needed.

14. In case you are unable to download the receipt after payment, click on the “View & Reprint Receipt Details”



Fig. 4.10.7

If the transaction fails, and money is debited from your account, it will be refunded within 4 or 5 business days. And if the transaction fails repeatedly, use a different payment mode.

Congratulations! You've now successfully completed the payment.

4.11 Generating Virtual Tokens

A virtual token is a symbolic representation of a remitters' slot (Date, Time and Turn) to physically pay fees at the University Cash Counters. You can also check the availability of slots using this option.

It is important to note that Virtual Token System is not available for Exam fees remittance.

How to generate virtual tokens

Follow the instructions to generate virtual tokens.

Caution: All fields indicated with * are mandatory.

1. In the home page, click on '[Generate Online Token to Pay Fees at University Cash Counters](#)'



Fig. 4.11.1

2. In the next window, the following details of the remitter must be entered
 - i. Select '**Remitter Type**' as 'Individual'
 - ii. Name of the Candidate
 - iii. Mobile Number
 - iv. Address of the Candidate

The screenshot displays the 'GENERATE VIRTUAL TOKEN' form on the University of Kerala Online Payment Portal. The form includes the following fields and options:

- Remitter Type :** Radio buttons for Individual (selected), College Staff, and Department Staff.
- Remitter Name :** Text input field.
- Mobile Number :** Text input field.
- Full Address :** Text input field.
- Cash Counter Location :** Dropdown menu with '-- SELECT --'.
- Preferred Date :** Text input field.
- Security Captcha :** Text input field next to a captcha image showing 'b8 m v u'.
- Check Availability & Book** button.

A note states: '* Note that Cash Counter would not be functioning on Sunday and on public holidays. Please select preferred date accordingly.'

Footer text: Copyright © 2021-2023 University of Kerala. All Rights Reserved. Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.

Fig. 4.11.2


3. Choose the Cash Counter Location
4. Select the preferred date

Caution: Make sure you choose a working day. Cash counter will not be functioning on Sundays and other public holidays.

5. Enter the security captcha
6. After entering all these necessary information, Click '**Check Availability & Book**'

7. You'll now be availed with an online token

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ONLINE  PAYMENT PORTAL

ONLINE TOKEN SUMMARY

| TOKEN DETAILS | |
|---------------------|---------------------|
| Token Number | 1 |
| Unique Token ID | 165218224146112 |
| Cash Counter | |
| Remitter Name | |
| Address | |
| Mobile Number | |
| Alloted Date & Time | 11-05-2022 10:15 AM |

[Print Token Details](#) [Go to Home Page](#)

Few points to remember :

1. Cash Counter would not be functioning on Sundays and on public holidays. The remitter must ensure that the date selected is a working day.
2. The remitter or his/her proxy must be physically present at the Cash Counter on the allotted date and time-slot.
3. The remitter must carry requisite money or Debit/Credit Cards for making payment at the Cash Counter.
4. All those who present themselves at the Cash Counter must be wearing face masks and must ensure social distancing at all times.
5. The remitter must leave the Cash Counter premises as soon as the payment is made, and the receipt is received.

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Fig. 4.11.3

Caution: Take note of the Token number, Token ID and the allotted timeslot and date.

8. If tokens aren't available for the day, opt for another available date of your choice

Congratulations! You've now successfully generated a Virtual Token.

5. FAQs

My online transaction was not successful, but the amount got debited from my account.

Please check the transaction status of transaction by clicking on the 'View & Reprint Receipt' link provided in the menu. If the transaction status is still shown as in 'PENDING', it would automatically change to either 'SUCCESS' or 'FAIL' within 45 to 60 minutes.

My online transaction status is shown as 'FAIL', but the amount is debited from my account?

Please do not panic, as in most cases, the transaction amount would get refunded by the payment aggregator to the remitter's account within a week.

I did not get the refund of the failed transaction even after one week. What to do in such a situation?

Please contact your concerned bank about the transaction status. If the bank confirms that the online transaction was successful, then kindly forward a refund request to the Registrar, University of Kerala for claiming refund of the failed transaction. The refund request will be verified and processed based on the laid-out rules and regulations.

What is the process for claiming refund for duplicate transactions?

Please forward a written request to the Registrar, University of Kerala for claiming refund for duplicate transactions. The request should clearly specify the online payment details including the transaction ids. The refund request will be processed by the University after verification based on the laid-out rules and regulations.

Is there any helpline contact number or e-mail-ids which I may make use of for knowing my transaction status?

You always have the option to verify the transaction status by clicking on the 'Reprint Payment Receipt' link provided in the menu. If you are still having any query, you may contact the University through the contact details given in this link.

I am not sure about the amount of fees to be paid for my requirement. Is there any support team to help me with that?

Yes, we are always there to help you with your doubts. Please contact the Enquiry Contact Number given in this link for any fee related queries.

What all payment options do I have?

Currently, the University has only tied up with only one payment aggregator – SBlePay. More payment options may be made available in the future.

(Credits: University of Kerala ePayment Portal)

6. Contact Information

| | | |
|---|---|---|
| Address | : | THE REGISTRAR, UNIVERSITY OF KERALA, SENATE HOUSE CAMPUS, PALAYAM, THIRUVANANTHAPURAM – 695034 |
| Phone | : | +91-471-2305994. |
| FAX | : | +91-471-2307158 |
| Enquiry Contact Number | : | +9188526671 |
| Examination Helpdesk | : | +9188526674 / +9188526670 / +9188526675 |
| Online Payment Helpdesk Contact Number | : | 0471-2300211 |

All correspondence related to online payment may also be made by email to registrar@keralauniversity.ac.in & kuonlinepay@keralauniversity.ac.in



Department of Communication and Journalism
University of Kerala
Thiruvananthapuram
2022