

## Standard Operational Procedure for Online fee Payment for Homi Bhabha National Institute

1. Type the following address [www.anuvidhya.in](http://www.anuvidhya.in) in the Browser.
2. Select the User named "Student". The Password is "g123" .
3. After successful login, click on menu "Online Fee Payment" inside that menu click on "Fee Payment Entry" and for Enrolment Fee, click the label titled "New Student"
4. For all other type of fees, click the Label titled "Existing Student"
5. For "New Student" :
  - a) Enter the details about the student (for whom fee is to be paid), such as Discipline, CI name, Program, Title, Name, Date of Birth, Gender, Mobile No., Email ID, etc.
  - b) Click the Submit Button;
  - c) Confirmation Page will appears with "Submit" button and "Go Back" link to go back to the Previous Page.
  - d) Verify the data you entered once again thoroughly.
  - e) If it is perfect, then click the "Submit" button; else, click the link "Go Back" for changes to be made.
  - f) Once you click "Submit", a new page appears with Payment ID (ID for Fee Payment).
  - g) Take Print out of this page.
  - h) Copy the Payment ID only (which is in Red color).
  - i) All students are requested to remit fees through NEFT/ IMPS as per details given below:

### BANK DETAILS

Account Name	HOMI BHABHA NATIONAL INSTITUTE
Bank Name	STATE BANK OF INDIA
Branch	BARC Branch, Mumbai
Account Number	37534575526
Branch Code	1268
IFSC	SBIN0001268
PAN	AAATH9475N

- j) Take the Print out of Payment receipt (which is to be submitted to HBNI Office).
- k) Copy the Transaction reference number which is generated in the Payment gateway.
- l) Go to HBNI portal; Go to page Online Fee Payment -> Fee Transaction Entry
- m) Type your ID for Fee Payment.
- n) Press tab button in the keyboard.
- o) Paste the Transaction reference no which is given by bank during payment, in the appropriate text box.
- p) Enter the Bank Transaction Date, click on the Submit button.
- q) Submit your printout generated through the HBNI portal (ID for Fee Payment) and printout of Payment receipt generated in the Bank portal to HBNI office, along with other documents required, through Dean Academic.

6. For "Existing Student":
  - a. Enter the Enrolment No. and click the button "Retrieve Details".
  - b. Select the Type of Fee (Thesis Evaluation Fee / Extension Fee / Others), Update the Details of the Student like Title, Name, Date of Birth, Gender, Mobile No., Email ID if it is not correct or if the field is blank.
  - c. Enter the Amount (for Fee Type "Others").
  - d. Click the Submit Button;
  - e. Then Confirmation Page appears with "Submit" button and "Go Back" link to go back to the Previous Page.
  - f. Verify the Data you entered once again thoroughly
  - g. If it is perfect, then click the "Submit" button; else, click the link "Go Back" for changes to be made.
  - h. Once you click "Submit"; a new page appears with Payment ID (ID for Fee Payment).
  - i. Take Print out of this page.
  - j. Copy the Payment ID only (which is in Red color).
  - k. All students are requested to remit fees through NEFT/ IMPS as per details given below:

### **BANK DETAILS**

<b>Account Name</b>	<b>HOMI BHABHA NATIONAL INSTITUTE</b>
<b>Bank Name</b>	<b>STATE BANK OF INDIA</b>
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- l. Take the Print out of Payment receipt (which is to be submitted to HBNI Office).
  - m. Copy the Transaction reference no which is generated in the Payment gateway.
  - n. Go to HBNI portal, Go to page Online Fee Payment -> Fee Transaction Entry
  - o. Type your ID for Fee Payment.
  - p. Press tab button in the keyboard.
  - q. Paste the Transaction reference no which is given by bank during payment in the appropriate text box.
  - r. Enter the Payment Date, click on the Submit button.
  - s. Submit your printout generated by HBNI portal (ID for Fee Payment) to HBNI office, along with other documents required, through Dean Academic.
7.
  - a. Go to Online Fee Payment -> Find Fee Payment Entry
  - b. Select the Program, Fee type and enter the Name of the Student (any part of name)
  - c. Then click the "Find" Button.
  - d. If application is available for Program, Fee type and Name entered it will display with link (on the Name).
  - e. Click the name to get the Print out page (ID for Fee Payment).

### **Note:**

- 1) Any wrong entries may result in delay in enrolment/ failure of enrolment. Students are advised to ensure that all entries are correct.**
- 2) Refund Policy of Fees is as per the UGC Guidelines 2023.**