

## HOSTEL ROOM BOOKING steps

Link :- Hostel > Hostel Fees > Hostel Room Booking

\* Only one booking allowed per student.

\* This is only the provisional allotment. Final allotment letter will be provided only after hostel fee payment.

Occupancy Type : -----Select-----

Available Room Details

Hostel	Block	Floor	Room No.	Maintenance Charge (₹)	Seat Rent (₹)	Water & Electric Charge (₹)	Total Charge (₹)	Action
No matching records found								

FIG. 1

Click on Select Occupancy type as shown in the Fig. 1

Then you are able to see the occupancy type you are eligible for as shown in Fig. 2.

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Occupancy Type : -----Select-----

Available Room

DOUBLE

Hostel	Block	Floor	Room No.	Maintenance Charge (₹)	Seat Rent (₹)	Water & Electric Charge (₹)	Total Charge (₹)	Action
No matching records found								

Fig. 2

Select the Occupancy type you are eligible, the list of room will be shown as in Fig. 3

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Occupancy Type : DOUBLE

Available Room Details

Hostel	Block	Floor	Room No.	Maintenance Charge (₹)	Seat Rent (₹)	Water & Electric Charge (₹)	Total Charge (₹)	Action
Kakatiya Hall of Residence (1K)	THIRD	Ground Floor	3001	5500	3000	5500	14000	Book Room

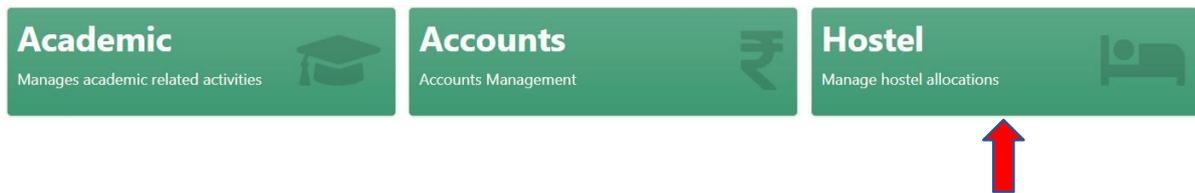
Fig. 3

Click on Book Room, and confirm the room.

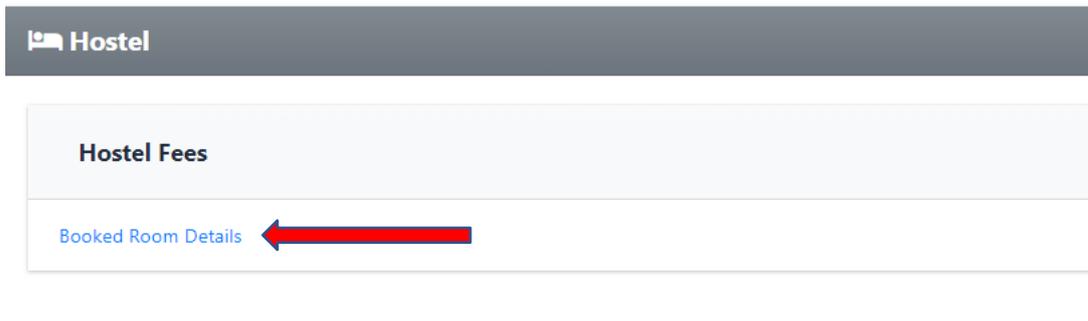
After booking go to **Hostel > Hostel Fees > Booked Room Details** for payment (follow the below instructions). If successful payment not done within “**Two Hours**” of the booking, your booking will be cancelled automatically. You have to book available room afresh.

# Hostel FEE payment procedure on ERP

1. After login to your ERP click on the Hostel.



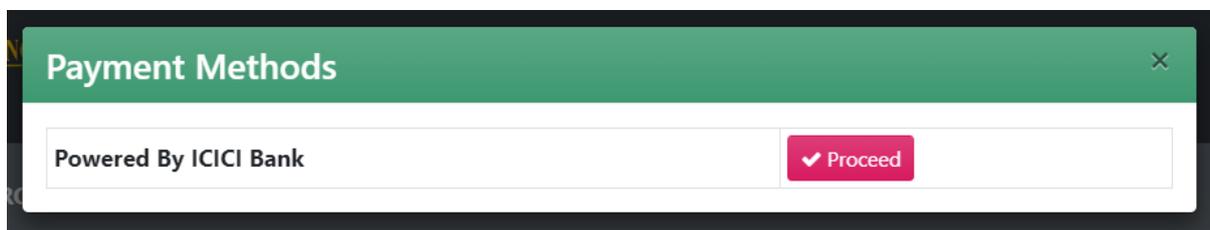
2. Click on Booked Room Details



3. Click on the button **Pay** to proceed



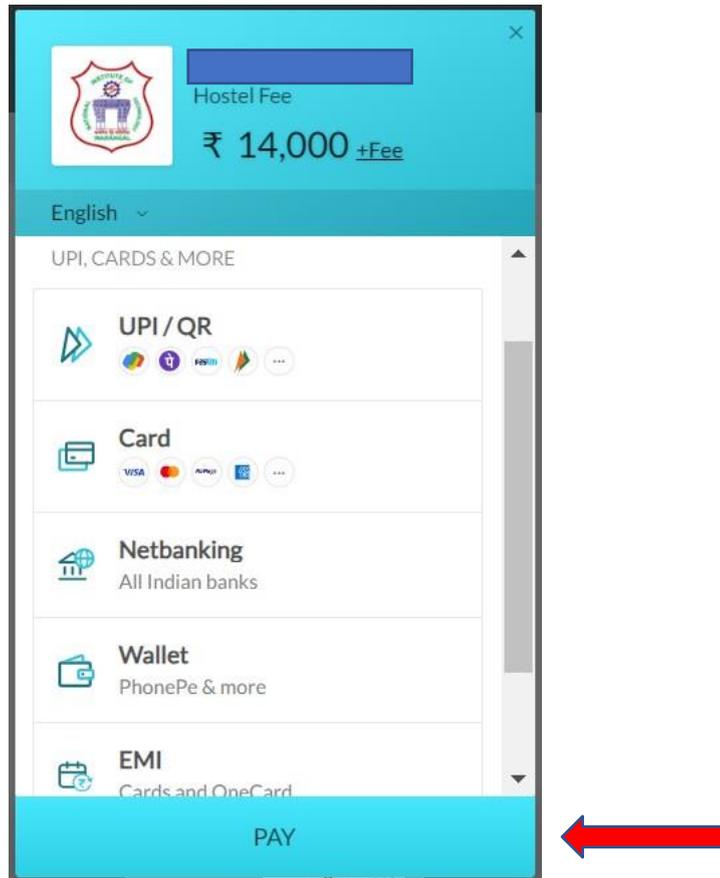
4. One pop up will appear. Click on **Proceed**



5. It will redirect you to a new page where you will find the button as shown below. Click on it.



6. The payment options will appear as shown below. You may select any one of the options and complete your payment.



7. After successful payment you will be redirected to your home page and the payment option will be shown as "Paid" as shown below.

**Booked Room Details**

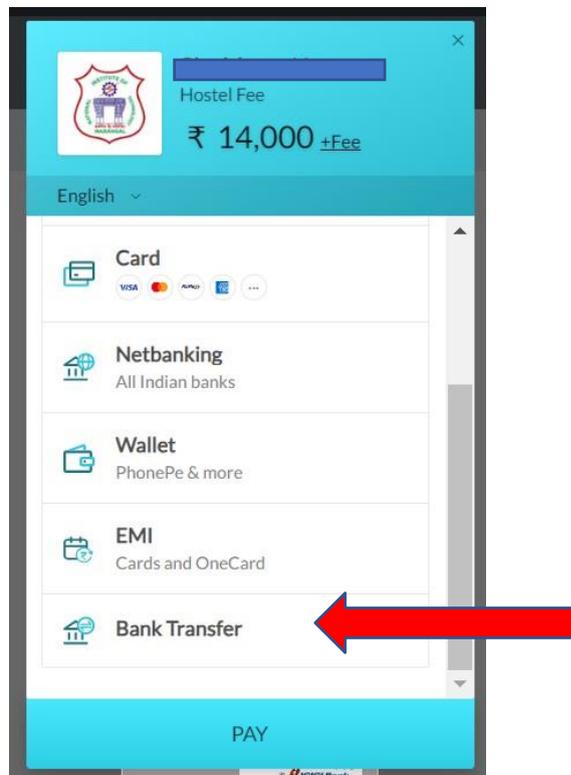
**⚠ FOR ANY REASON, IF TRANSACTION FAILURE HAPPENS, THE AMOUNT WILL BE CREDITED BACK TO YOUR ACCOUNT IN 3/4 WORKING DAYS.**

Hostel	Block	Maintenance Charge (₹)	Seat Rent (₹)	Water & Electric Charge (₹)	Total Charge (₹)	Payment
Ramappa Hall of Residence (1.8K)	B Block	5500	3000	5500	14000	Paid

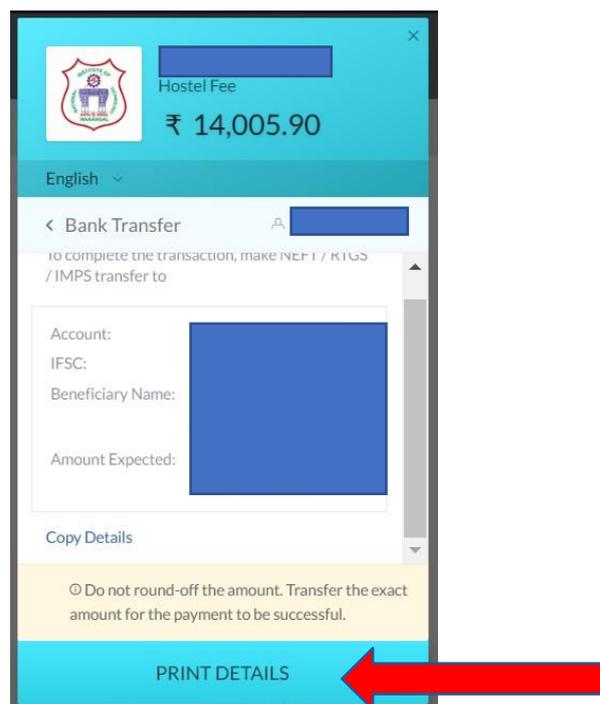
A thick red arrow points from the bottom right towards the "Paid" status in the table's last column.

**STUDENTS THOSE WHO ARE PAYING THE HOSTEL FEES THROUGH BANK LOAN.**

- Select the “**Bank Transfer**” option for payment and click “**PAY**”.



- After selecting the “**Bank Transfer**” option and clicking on “**PAY**” the below details will appear as shown. Click on “**PRINT DETAILS**”



- A Challan will be generated. Download the Challan and submit to the Respective Bank Branch(WHERE STUDENT(s) OBTAINED LOAN)

Secured by 

For RTGS/NEFT/Funds Transfer		Date: 1/13/2024 5:09:59 PM
<b>Beneficiary Name</b>	[REDACTED]	
<b>Account No.</b>		
<b>IFSC Code</b>		
<b>Bank</b>		
<b>Amount</b>		
<b>Customer Name</b>		
<b>Customer Email ID</b>		
<b>Customer Mobile No</b>		
<b>Razorpay Order ID</b>		
<b>Disclaimer:</b>		
1.) This challan can be used only for electronic funds transfer to provided account number through intra bank Funds Transfer or RTGS / NEFT/ IMPS.		
2.) It is remitter's responsibility to remit the funds to correct account no. with correct amount as provided above. In case of any mismatch in account no or amount, the transaction will be rejected and funds will be refunded back to remitter account by next working day.		
3.) This challan is valid for only one transaction hence Remitter has to generate new challan for every payment.		
		<b>Signature of Depositor</b>
(FOR BANK USE ONLY)		
<b>Amount (Rs.)</b>		
<b>Debit A/C No.</b>		
<b>UTR No.</b>		
		<b>Authorised Signatory</b>
		<b>Branch Stamp</b>