BIRLA INSTITUTE OF TECHNOLOGY WELFARE SOCIETY
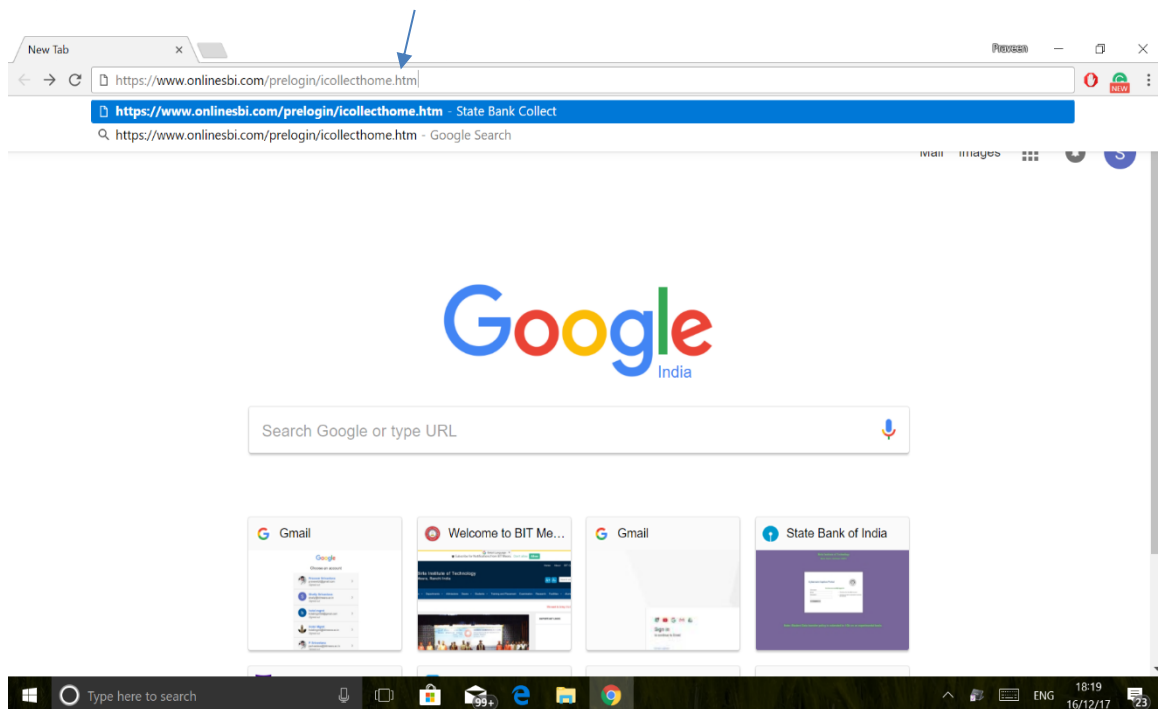
MESS FEE DEPOSIT PROCEDURE

Students can now deposit their mess fees via SBI Collect. The procedure to deposit the fees is explained step by step:
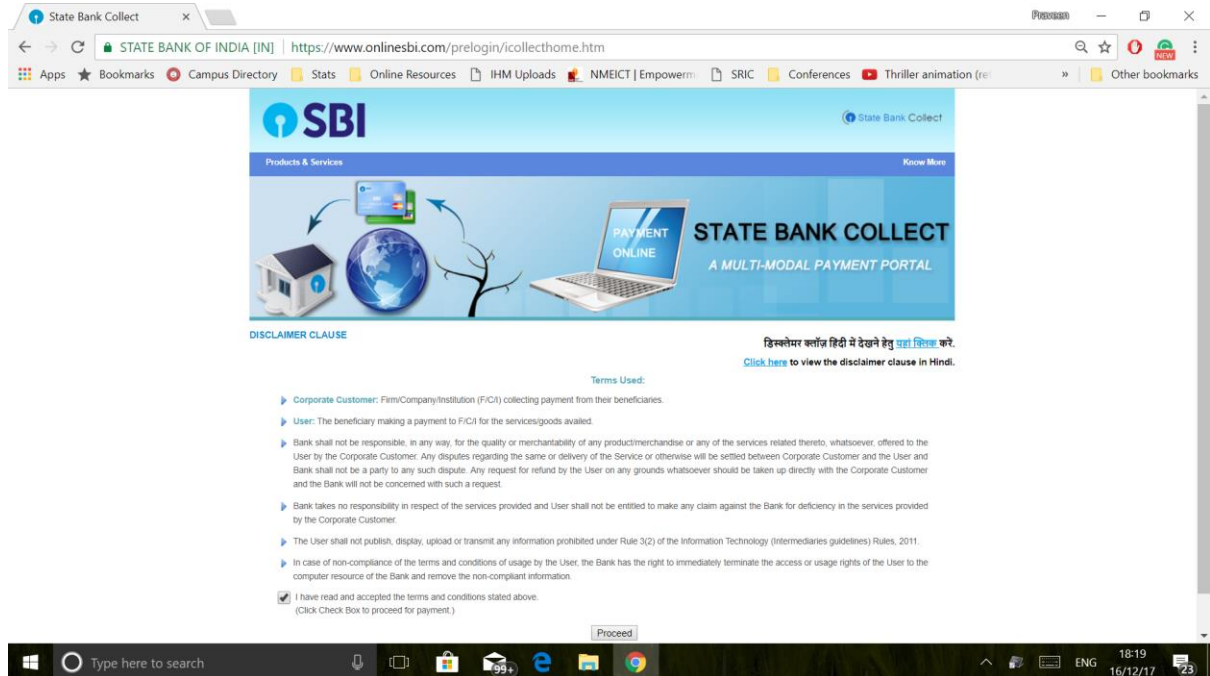
STEP 1:
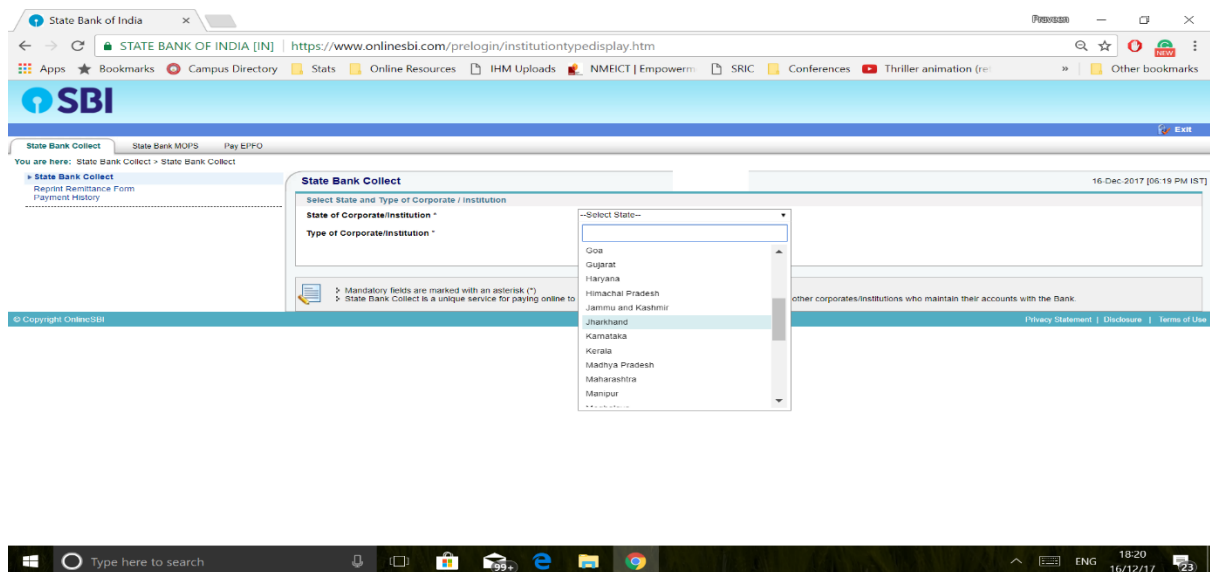
Open the following link in the web-Browser:

https://www.onlinesbi.com/prelogin/icollecthome.htm

STEP 2:

Read the Terms and Conditions and tick the checkbox and click on proceed to start the process of Mess Fee payment.
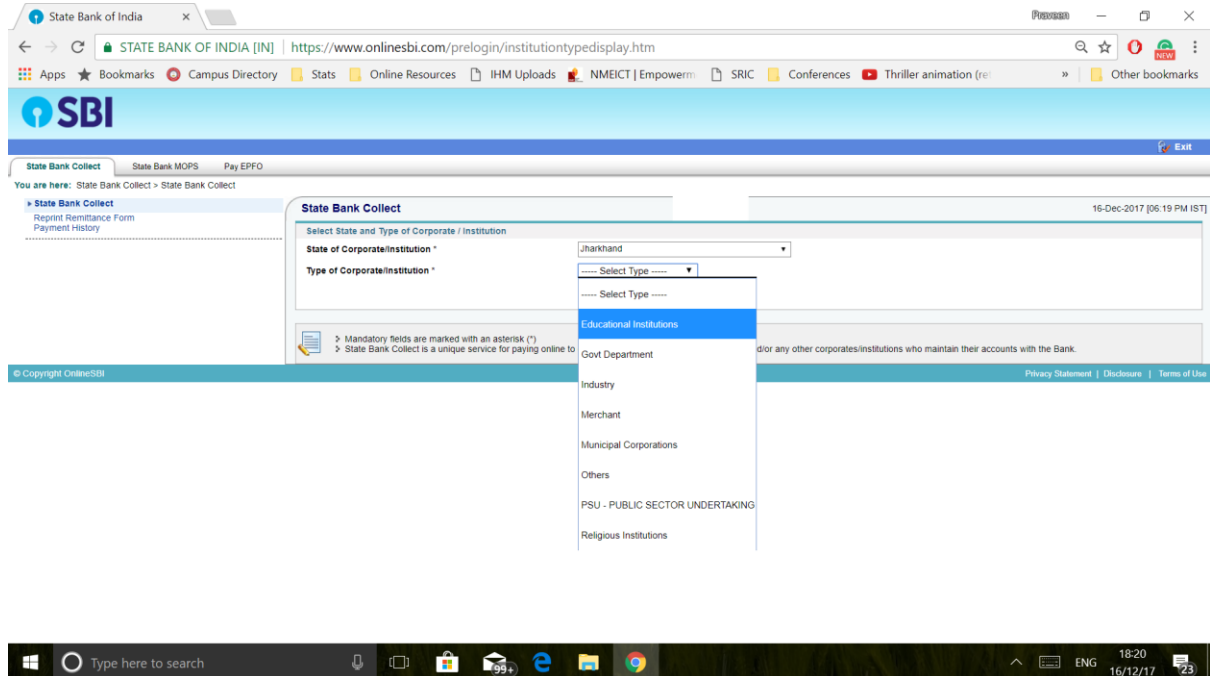

STEP 3:

Next you will be guided to the selection page, where you need to select "**JHARKHAND**" as state of Corporation / Institution.
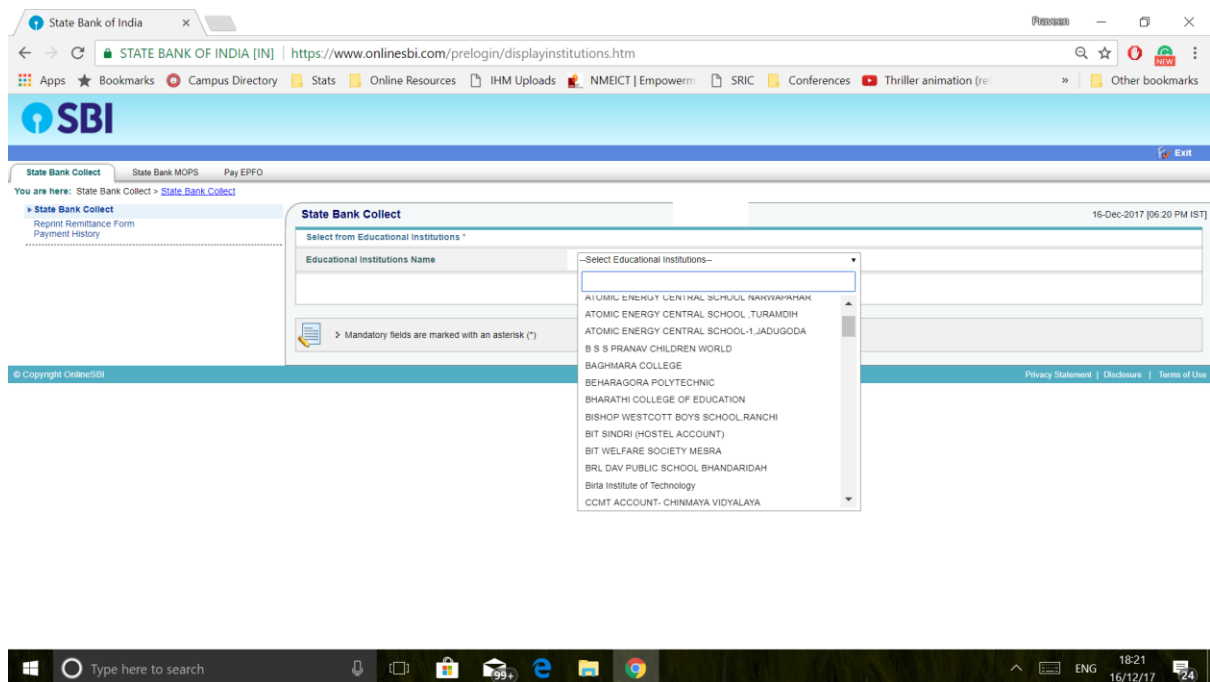
STEP 4:

Next, select "**EDUCATIONAL INSTIUTIONS**" in the Type of Corporation or Institution and click on "**GO**".
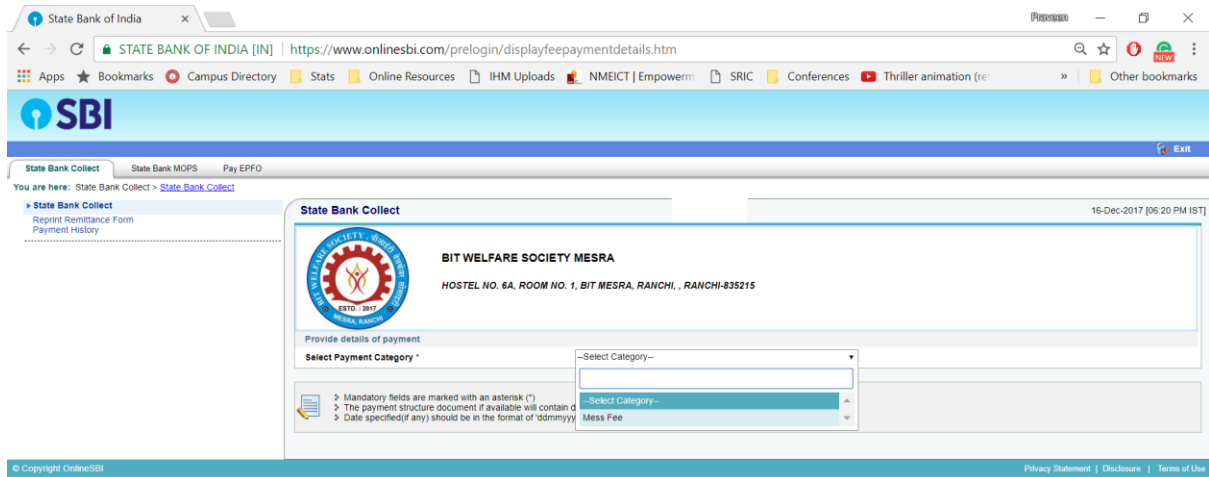

STEP 5:

Now select "**BIT WELFARE SOCIETY MESRA**" in Educational Institutions Name and click on "**SUBMIT**".
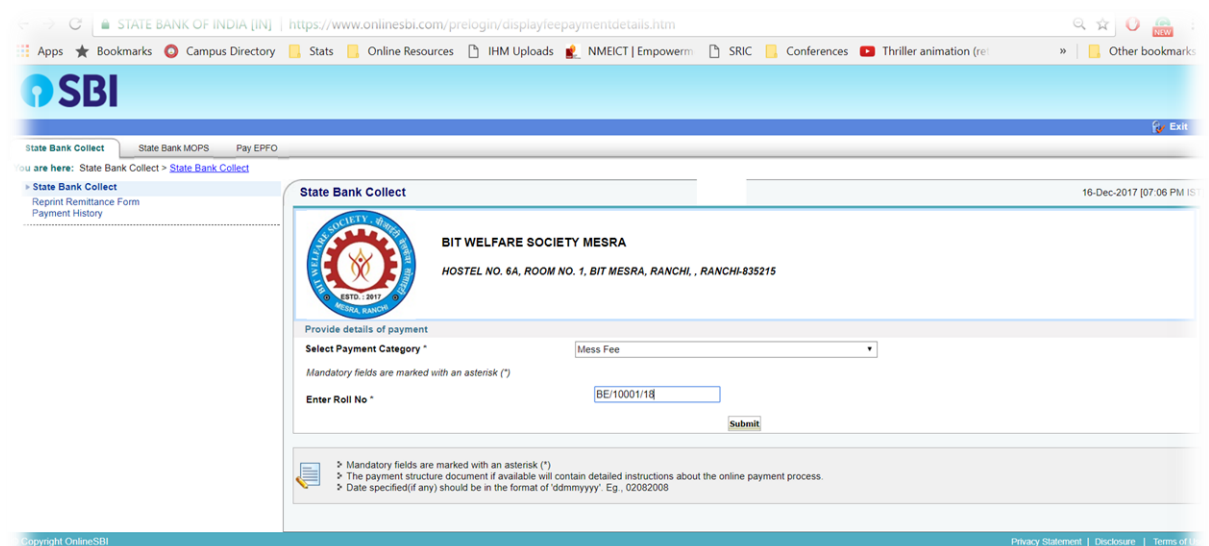
STEP 6:

You need to select "**MESS FEE**" under select payment category.

STEP 7:

As soon as you will select the Mess Fee, you will be asked to Enter your Roll No. Kindly ensure you enter your Roll No in proper format (Example: BE/10001/18 or BHMCT/10012/18 or PHD/BT/10001/18 only) and click submit.

CAUTION:

If you do not enter the data in the given format you will get an error message: "**please verify the data entered and try again**".
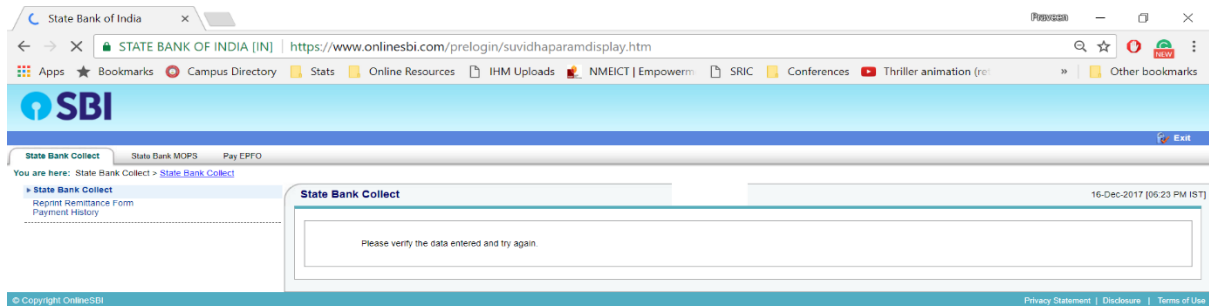
This does not mean that your data is not there in the database, but it implies that the Roll No. entered is not in the proper format.

Hence, enter the Roll No. only as per the format and click on submit to get your details.

STEP 8:

Based on the Roll Number provided by you, your detail will be displayed. The "**Payable Amount**" is advance for the next semester (*Advance or due of previous semester has not been carried forward this time and all the students need to pay a uniform amount of Rs. 20,000/- [Boys] & Rs. 15,000/- [Girls]. However, dues or advance will be suitably adjusted in the coming session*). You need to enter your Name, Date of Birth, Mobile No. and the text as shown in the image.

Click on submit after entering the details.

NOTE:

If Email Address or Mobile no. (as mentioned in the form) is not correct don't worry, proceed for payment and after the payment, send a mail to messaccount@bitmesra.ac.in mentioning your correct E-mail address and Mobile No.

Correct Mobile No. should also be entered in the form itself in the space provided.

STEP 9:

Next, you will be asked to verify the data entered by you before proceeding for payment. After verification of data, click on "**CONFIRM**". If the entry is not correct, click on cancel and you will be directed back to STEP No. 4.

STEP 10:

After clicking on confirm, you will reach to the payment options. You can do the online payment via NET BANKING, DEBIT CARD OR CREDIT CARD and following the procedure thereafter.

You can also select the SBI BRANCH OPTION if you wish to submit the money in the branch.

BRANCH OPTION:

To submit the money in the branch (Any SBI Core Banking Branch), you need to select the SBI Branch Option and you will be directed to the next page as under:

You need to print the Pre-Acknowledgment Form (which is available in pdf). Take this form to your nearest SBI Branch and submit the money after showing the Form. Take the payment receipt from the bank.

STEP 11:

After completing the payment online, you will get the option to print the payment details. Take the print out of the same and by showing it to the Mess Account Office you can collect the Fee Receipt.

NOTE:

- Mess Account Office will make an effort to send the receipt of payment to all the student in their E-Mail address (for both on-line as well as SBI Branch payment) one day after the actual payment. However, if you fail to receive the receipt in E-Mail, you can collect the receipt from the Mess Account Office by showing the payment details you received after online payment or by showing payment receipt you received from SBI Branch.

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