



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

**NATIONAL INSTITUTE OF TECHNOLOGY DELHI**

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

**(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)**

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Website: [www.nitdelhi.ac.in](http://www.nitdelhi.ac.in)

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# National Institute of Technology Delhi

## Accounts Registration Process Manual



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## GENERAL INSTRUCTIONS

### ▪ Important Dates

Please Refer Academic Calendar

**After online registration at IMS, submission of documents (self attested IMS generated registration report and fee receipts verified by accounts) is mandatory by students within due date (mentioned in Academic Calendar/ general notice circulated) at the office of Academics (Room No. 206).**

- For Year back students, registration at ERP cell only.
- **Detail procedure of online course registration and fee payment** are given in **Annexure I.**

### ▪ No Dues Clearance:

Students mandatorily have to complete their respective **“No Dues”, immediate after the completion of previous end semester examination** (if any). Respective departments, library, hostel, accounts and mess will issue the list of students who may not be entitled for registration. Corresponding students will be blocked for online course registration and corresponding message will also be flashed at the student's account in IMS.

- Regarding above, students are requested to contact following departments well in advance or for clearance of no dues during the time of registration.

<b>Accounts</b>	Superintendent, Accounts
<b>Library</b>	Assistant Librarian
<b>Hostel and Mess</b>	Chief Warden and Wardens
<b>Departments</b>	Respective Head of the Departments

### ▪ Course Registration:



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- **After successful clearance of No Dues (if any)**, students will be allowed to proceed for online course registration.
- Immediate after the commencement of online registration, all office of the Head of the Departments will start verify the status of course registration of students and consecutively approve students for their fee payment on regular basis.
- Any query related to departmental approval or academic related issues may be sorted out by dropping email only to the respective Head of the Departments. The ERP Team will not entertain these kinds of queries.

HoD, Computer Science and Engineering	<a href="mailto:hodcs@nitdelhi.ac.in">hodcs@nitdelhi.ac.in</a>
HoD, Electrical and Electronics Engineering	<a href="mailto:hodee@nitdelhi.ac.in">hodee@nitdelhi.ac.in</a>
HoD, Applied Sciences	<a href="mailto:hodas@nitdelhi.ac.in">hodas@nitdelhi.ac.in</a>
HoD, Electronics and Communication Engineering	<a href="mailto:hodec@nitdelhi.ac.in">hodec@nitdelhi.ac.in</a>
HoD, Mechanical Engineering	<a href="mailto:hodme@nitdelhi.ac.in">hodme@nitdelhi.ac.in</a>

## ▪ **Online/ Offline Fee Payment:**

- After completion of online course registration, students will be allowed for online fee payment by their respective Head of the Departments.

## **Non- DASA Students:**

- Online payments through Internet banking/ NEFT/ credit/ debit cards will be mostly encouraged.
- Offline payments through Demand Draft, only, will be available at NIT Delhi within due time. No cash payment will be considered.

## **DASA Students:**

- DASA student cannot pay their Tuition Fee through IMS (Payment Gateway) that will be done only through NEFT/RTGS in USD (preferably).
- In this regard, they are strictly advised to not to click the pay now button visible at their payment page in IMS.



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- DASA students have to pay tuition fee in US Dollars (\$) only (preferably).
  - For fee payment kindly refer to the fee structure available at NIT Delhi website.
  - For backlog courses, following is the fee structure, according to NIT Delhi rules.

Mode	Fees
Study Mode (regular Classes)	Rs. 1000 per Credit
Exam Mode (Subject wise)	Rs. 1200 per subject

### ▪ Fee Receipt Generation and Verification:

- **For online fee payment:** After successful online fee payment, students are requested to take printouts of the online fee receipt generated at IMS and verify (duly signed) by the official of Accounts department at NIT Delhi.
  - **For offline fee payment:** students have to personally submit the demand draft (no cash will be allowed) of appropriate amount (including backlog papers, if any) at the Accounts Department of NIT Delhi and subsequently accounts department will generate a fee receipt for them.
  - **For DASA students:** The NEFT/RTGS receipt generated from their respective bank will have to be submitted at the Accounts department of NIT Delhi by the students personally and accounts department will correspondingly generate the fee submission receipt.
  - **Important: Duration for Payment Confirmation:** The payment gateway usually takes 2 days to confirm the online payment to the accounts department; hence, students are requested to proceed for online fee payment well in advance, so that the entire **confirmation and verification process may be completed within due date mentioned in Academic calendar.**
- Completion of Registration:





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- After successful fee payment, students in person, must have to submit the **above fee receipt (for online, offline and DASA cases) (self attested) duly verified by the Accounts Department and IMS generated registration report (self attested)** at the **office of Academics (Room No. 206)**, positively **within due date mentioned in Academic Calendar**.
- **After completion above only**, the **entire registration process will be considered to be completed** without late fee. **Otherwise it will be considered incomplete**.
  - **Registration with Late Fee:**
    - **Only late fee submission** will be possible during the dates mentioned in Academic Calendar, however, **online course registration will be closed** according to Academic calendar **before that**.
    - **Important Note:** Even, if a student completes his/ her online registration process, even the fee payment, within due date but fail to submit his/ her fee receipt and registration report at the office of Academics within due date, even then, the registration process will be considered as registration with late fee..
    - The late fee will be **Rs. 500 per day basis** according to Institute rules and regulations.



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## Annexure I

### Accounts Login:

- NIT Delhi Website: Click on “Internet” or “Intranet”.
- From the “Login Options” available, the accounts department members assigned will click on the “Employee Login” option.

**CampusLynx**  
An IRP Solution

**JILIT**  
A product of JIL-Information Technology Ltd.

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**NITD**

Login Options  
Student Login  
Employee Login  
Other Users Login  
Admin Login

Best Performed With Mozilla FireFox Version 2 and above [Click Here To Download Mozilla FireFox](#) [Click Here To Download Adobe Reader](#) [Online Page Link](#)



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## Accounts Login:

- The Employee will be prompted to provide the “User ID” and “Password”.
- Click on “Login” button to login.

**CampusLynx**  
An IRP Solution

**NITD**  
National Institute of Technology Delhi

Employee Login

User Id: 10272110  
Password: [REDACTED]  
Login Back  
Forgot Password Complain Ticket

On Line : Off Line :

Best Performed With Mozilla FireFox Version 2 and above [Click Here To Download Mozilla FireFox](#) [Click Here To Download Adobe Reader](#) [Online Page Link](#)



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### Accounts Login:

Click on: "Go To Staff Webkiosk"

**CampusLynx**  
An IRP Solution

A product of JIL-Information Technology Ltd.

**Notices/Messages**

Delete Email List

From	Subject	Date

Welcome 'Anurag Singh'  
User Type: E  
Last Login Date-Time : 21/12/2015 at 5:14 PM

WEB Application : [Go to Web Module](#)  
WEB Kiosk : [Go to Staff Webkiosk](#)

[Change Password](#) [Complain Ticket](#)  
[Log Out](#)

**Portal Message List**

From	Subject	Date



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### Accounts Fee Collection:

- Click on: "Go To Web Module"

The screenshot displays the CampusLynx portal interface. At the top left is the CampusLynx logo with the tagline 'An IRP Solution'. At the top right is the JILIT logo with the tagline 'A product of JIL-Information Technology Ltd.'. The main content area is titled 'Notices/Messages' and contains three primary sections:

- Email List:** A table with columns 'From', 'Subject', and 'Date'. It includes a 'Delete' button and a scrollable list area.
- User Information:** A box displaying 'Welcome Anurag Singh', 'User Type:- E', and 'Last Login Date-Time :- 21/12/2015 at 5:49 PM'. Below this are links for 'WEB Application : Go to Web Module' and 'WEB Kiosk : Go to Staff Webkiosk', along with buttons for 'Change Password', 'Log Out', and 'Complain Ticket'.
- Portal Message List:** A table with columns 'From', 'Subject', and 'Date'. It includes a 'Delete' button and a scrollable list area. A yellow tooltip labeled 'Choice Information' is visible over the table.





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### **Student Fee Management:**

- Click on “SFM [Student Fee Management]”

Common [Common]  
Admin [Administrator Activities]  
SIS [Students Information System]  
Exam [Examination System]  
SFM [Student Fee Management]  
HRMS [Human Resource Management System]  
FAS [Financial Accounting System]  
PRI [Purchase Receiving & Inventory]

Logout Back Complain Ticket



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## **Student Fee Management (Continued):**

Click on: "Transaction".

Click on: "Fee Collection"

The screenshot displays the CampusLynx web application interface. The header features the CampusLynx logo (An ERP Solution) and the JILIT logo (A product of JIL-Information Technology Ltd.). The navigation menu includes Master, Transaction, Reports, and Exit. The Transaction menu is expanded, showing options: Fee Collection Events, Event Wise Fine Setup, Student Fee Special Approval, Student Fee Discount, Fee Collection (highlighted), and Fee Refund. The top right of the interface shows a 'Complain Ticket' link and a user greeting: 'Welcome - Administrator (A)' with a 'Logout' link.



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### Student Fee Management (Continued):

- Event Code -> Double-click to select “Event Code” from the list.
- Enrollment No -> Double-click to select Student from the list. Name, Academic Year, Quota, Program, Branch, Current Semester and Semester Type will be automatically displayed for the selected student.
- The detail of the fees to be paid by the student will be displayed in the “Student Details” grid.

The screenshot displays the CampusLynx Fee Collection interface. At the top, there is a navigation bar with 'Master', 'Transaction', 'Reports', and 'Exit' buttons. The main content area is titled 'Fee Collection' and shows the following details:

Event Code : \* 2016 SPRING FEE

Student Details:

Enrollment No : \* 141100006 Male Active Student Name : APOORV ANAND Academic Year : 1415

Quota : GENERAL Program : BTECH Branch : CS

Current Semester : 4 Semester Type : REG

Below the details is a table titled 'Student Details' with the following columns: Sr.No., Event Code, Semester/SemesterT, Quota, Currency Cod, Program Fee, Fine Amnt., App. Amnt, Discount, Paid, Excess Paid, and Dues.

Sr.No.	Event Code	Semester/SemesterT	Quota	Currency Cod	Program Fee	Fine Amnt.	App. Amnt	Discount	Paid	Excess Paid	Dues
1	201500DSEMFEE	3/REG	GEN/OBC	Rs.	53750		0.0	0	0	0	53750.00
2	2016 SPRING FEE	4/REG	GEN/OBC	Rs.	45200		0.0	0	0	0	45200.00

- The Accounts department user can view the Event wise Program fee details by double click on the “Program Fee Amount”.





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## Student Fee Management (Continued):

The screenshot displays the CampusLynx Fee Collection interface. The main window shows a 'Program Fee Details' table with the following data:

Fee Head	Fee Head Description	Currency	Academic Year	Program	Branch	Fee Source	Fee Amount
APF	Admission Processing	Rs.	1415	BTECH	CS	Academic Year Wise	1000
TF	Tuition Fee	Rs.	1415	BTECH	CS	Academic Year Wise	35000
DF	Development	Rs.	1415	BTECH	CS	Academic Year Wise	3000
LBB	Library& Book Bank	Rs.	1415	BTECH	CS	Academic Year Wise	1200
CI	Computer/Internet	Rs.	1415	BTECH	CS	Academic Year Wise	1000
SCAS	Sports & Creative Arts S	Rs.	1415	BTECH	CS	Academic Year Wise	500
SW	Students Welfare	Rs.	1415	BTECH	CS	Academic Year Wise	300
							59750

Below the table, there is a green arrow button pointing left. To the right of the table, there is a summary table showing 'Dues' of 59750.00 and 'Paid' of 49200.00.

- Click on the “ ← ” button to go to the main form.



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## Student Fee Management (Continued):

- The Accounts department user can pay the fees Event wise by double click on the "Dues".

The screenshot displays the CampusLynx Fee Collection interface. At the top, there is a navigation bar with 'Master', 'Transaction', 'Reports', and 'Exit' options. The main content area is titled 'Fee Collection' and shows the following details:

Event Code : \* 2016 SPRING FEE

Student Details:

Enrollment No : \* 141100006 Male Active Student Name : APOORV ANAND Academic Year : 1415

Quota : GENERAL Program : BTECH Branch : CS

Current Semester : 4 Semester Type : REG

Below the details is a table with the following columns: Sr.No., Event Code, Semester/SemesterT, Quota, Currency Cod, Program Fee, Fine Amnt., App. Amnt, Discount, Paid, Excess Paid, and Dues.

Sr.No.	Event Code	Semester/SemesterT	Quota	Currency Cod	Program Fee	Fine Amnt.	App. Amnt	Discount	Paid	Excess Paid	Dues
1	2015ODDSEMFE	3/REG	GEN/OBC	Rs.	53750		0.0	0	0	0	53750.00
2	2016 SPRING FEE	4/REG	GEN/OBC	Rs.	45200		0.0	0	0	0	45200.00

- Total fees i.e. Regular Fees + fees for backlog courses (if applicable) will be visible in student account.
- Important Note:** If account section found any discrepancy in Total fee, kindly contact to ERP Team through email id: [erp@nitdelhi.ac.in](mailto:erp@nitdelhi.ac.in) before proceeding for fee payment



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## Student Fee Management (Continued):

- The detail related to the Student will be automatically displayed.
- Receipt Type -> The user can select the Receipt Type i.e. “Bank” / “Cash” / “JV”.
- Posting Company -> Double-click to select “Posting Company” from the list. “GL Code” will be automatically displayed.
- Collection date -> By default, System date will be displayed.
- Click on the “Tick” button to get the Student Fee Head wise description.

The screenshot displays the CampusLynx Fee Collection interface. The top header includes the CampusLynx logo and the text "An ERP Solution". The right side of the header shows "A product of JIL-Information Technology Ltd." and the JIL logo. The main interface is titled "Fee Collection" and includes a navigation menu with "Master", "Transaction", "Reports", and "Exit". The "Student Detail" section contains the following fields:

- Enrollment No: 141109006
- Name: APDORV ANAND
- Program: BTECH
- Branch: CS
- Hostel: Yes
- Current Semester: 4
- Fee For Semester: 3
- Hostel Type:
- Receipt Type: Bank
- Posting Company: \*
- Company Name:
- GL Code: \*
- Collection Date: 21/12/2015

The "Transaction Details" section is a table with the following columns: Sr.No., Fee Heads, Fee Curre, Program Fee, Approval An, Discounts, Paid, Dues, Receipt Currency, Collection Amount, Remarks, and Cheque/DD/EP. The table contains two rows of data:

Sr.No.	Fee Heads	Fee Curre	Program Fee	Approval An	Discounts	Paid	Dues	Receipt Currency	Collection Amount	Remarks	Cheque/DD/EP
1											750.00
2											+1200.00

Below the table, there is a button labeled "Auto Distribution To Collection Amount" and three navigation icons (back, forward, and refresh).



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## Student Fee Management (Continued):

- If the user wants to distribute the amount automatically for payment, then click on "Auto Distribution" button.

The screenshot displays the CampusLynx Fee Collection interface. At the top, there is a navigation bar with 'Master', 'Transaction', 'Reports', and 'Exit' menus. The main content area is titled 'Fee Collection' and contains a 'Student Detail' form and a 'Transaction Details' table.

**Student Detail Form:**

- Enrollment No: 141100006
- Name: APOORV ANAND
- Program: BTECH
- Branch: ES
- Hostel: Yes
- Current Semester: 4
- Fee For Semester: 3
- Hostel Type:
- Receipt Type: Cash
- Posting Company: NITD
- Company Name: NATIONAL INSTITUTE OF TECHNOLOGY DELHI
- GL Code: Cash
- GL Description: Cash in hand
- Collection Date: 21/12/2015
- Collected by Bank

**Transaction Details Table:**

Sr.No.	Event	Fee Heads	Fee Curre	Program Fee	Approval Am	Discounts	Paid	Dues	Receipt Currency	Collection Amount	Remarks	Cheque/DD/EP
1	2015	APF	Rs.	1000	0	0	0	1000.00	Rs.			Cheque/DD/EP
		TF	Rs.	35000	0	0	0	35000.00	Rs.			Cheque/DD/EP
		DF	Rs.	3000	0	0	0	3000.00	Rs.			Cheque/DD/EP
2	2016	LBB	Rs.	1200	0	0	0	1200.00	Rs.			Cheque/DD/EP
		CI	Rs.	1000	0	0	0	1000.00	Rs.			Cheque/DD/EP
		SCAS	Rs.	500	0	0	0	500.00	Rs.			Cheque/DD/EP

At the bottom of the interface, there are buttons for 'Auto Distribution' and 'Auto Distribution To Collection Amount', along with a 'Dues' summary showing 49200.00.



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## Student Fee Management (Continued):

The screenshot displays the CampusLynx Fee Collection interface. The main window is titled "Fee Collection" and shows a "Student Detail" form for a student named APDORV ANAND. The form includes fields for Enrollment No. (141109006), Program (BTECH), Branch (CS), Fee For Semester (3), and Receipt Type (Cash). A modal window titled "Auto Distribution of Cash Amount" is open, showing a Fee Currency Code of Rs. and an Amount of 53750. The background interface includes a navigation menu (Master, Transaction, Reports, Exit) and a table for Transaction Details.

Sl.No.	Event	Fee Heads	Fee Curre	Program F	Amount	Remarks	Cheque/DD/EP	Dues
1	2015							750.00
2	2016							1200.00



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## Student Fee Management (Continued):

- By default, the fee amount to be paid will be automatically displayed.

The screenshot displays the CampusLynx Fee Collection interface. The main window shows a 'Student Detail' form for a student named APDORV ANAND, enrolled in BTECH, Semester 4. The fee for the semester is 3. The interface includes a 'Transaction Details' table and a modal window for 'Auto Distribution of Cash Amount'.

Sr.No.	Fee Heads	Fee Curre	Program	Fee
1	APF	Rs.		100
	TF	Rs.		3500
	DF	Rs.		300
2	LBB	Rs.		1200
	CI	Rs.		1000
	SCAS	Rs.		500

Fee Currency Code	Amount	Remarks
Rs.	53750	Cash Paid



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## Student Fee Management (Continued):

- If the student is not paying the full amount then it can be changed.

The screenshot displays the CampusLynx Fee Collection interface. The main form shows student details for APOORV ANAND, enrolled in BTECH, CS branch, with a current semester of 4. The fee for the semester is 3. The receipt type is set to Cash. A modal window titled "Auto Distribution of Cash Amount" is open, showing a transaction details table with columns for Fee Heads, Fee Curre, Program, and Amount. The table lists several fee heads with their respective amounts and a total of 23000. The modal also includes a "Remarks" field set to "Cash Paid" and a "Click to go to main form" button.

Fee Heads	Fee Curre	Program	Amount
APF	Rs.		100
TF	Rs.		3500
DF	Rs.		300
LBB	Rs.		1200
CI	Rs.		1000
SCAS	Rs.		500
			1200.00
			1000.00
			500.00

- Click on "←" button.



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## Student Fee Management (Continued):

- The amount entered will be distributed automatically.

The screenshot displays the CampusLynx Fee Collection interface. At the top, the CampusLynx logo and 'An ERP Solution' are visible, along with the JILIT logo and 'A product of JIL-Information Technology Ltd.'. The interface includes a navigation menu (Master, Transaction, Reports, Exit) and a 'Complain Ticket' link. The main area is titled 'Fee Collection' and shows 'Student Detail' for Apoorv Anand, enrollment number 141100006, program BTECH, and current semester 4. The collection date is 21/12/2015. Below this is a 'Transaction Details' table with columns for Fee Heads, Fee Curre, Program Fee, Approval Am, Discounts, Paid, Dues, Receipt Currency, Collection Amount, Remarks, and Cheque/DD/EP. The table lists several fee items with their respective amounts and collection status.

Sr.No.	Event Code	Fee Heads	Fee Curre	Program Fee	Approval Am	Discounts	Paid	Dues	Receipt Currency	Collection Amount	Remarks	Cheque/DD/EP
1	2015	APF	Rs.	1000	0	0	0	1000.00	Rs.	1000.00	Cash Paid	Cheque/DD/EP
		TF	Rs.	35000	0	0	0	35000.00	Rs.	22000.00	Cash Paid	Cheque/DD/EP
		DF	Rs.	3000	0	0	0	3000.00	Rs.			Cheque/DD/EP
2	2016	LBB	Rs.	1200	0	0	0	1200.00	Rs.		Please enter collection amount.	Cheque/DD/EP
		CI	Rs.	1000	0	0	0	1000.00	Rs.			Cheque/DD/EP
		SCAS	Rs.	500	0	0	0	500.00	Rs.			Cheque/DD/EP





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## Student Fee Management (Continued):

- The user has the option to enter the amount collected under different fee heads.

The screenshot shows the CampusLynx Fee Collection interface. The top header includes the CampusLynx logo and the text 'An IRP Solution' and 'A product of JIL-Information Technology Ltd.'. The main content area is titled 'Fee Collection' and contains a 'Student Detail' form and a 'Transaction Details' table.

**Student Detail**

Enrollment No: 141100006 Name: APOORV ANAND  
Program: BTECH Branch: ES Hostel: Yes  
Current Semester: 4 Fee For Semester: 3 Hostel Type:  
Receipt Type: Cash Posting Company: NITD Company Name: NATIONAL INSTITUTE OF TECHNOLOGY DELHI  
Collected by Bank:  GL Code: Cash GL Description: Cash in hand  
Collection Date: 21/12/2015

**Transaction Details**

Sr.No.	Event Code	Fee Heads	Fee Curre	Program Fee	Approval Am	Discounts	Paid	Dues	Receipt Currency	Collection Amount	Remarks	Cheque/DD/EP
1	2015	APF	Rs.	1000	0	0	0	1000.00	Rs.	800		Cheque/DD/EP
		TF	Rs.	35000	0	0	0	35000.00	Rs.	30000		Cheque/DD/EP
		DF	Rs.	3000	0	0	0	3000.00	Rs.	2100		Cheque/DD/EP
2	2016	LBB	Rs.	1200	0	0	0	1200.00	Rs.	1000		Cheque/DD/EP
		CI	Rs.	1000	0	0	0	1000.00	Rs.	500		Cheque/DD/EP
		SCAS	Rs.	500	0	0	0	500.00	Rs.	500		Cheque/DD/EP

Buttons: Auto Distribution, Auto Distribution To Collection Amount



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## Student Fee Management (Continued):

- Click on the “Auto Distribution To Collection Amount”. The total amount entered will be calculated and displayed in the “Amount” field.

The screenshot shows the CampusLynx Fee Collection interface. A modal window titled "Auto Distribution of Cash Amount" is open, displaying the following details:

- Fee Currency Code: Rs.
- Amount: 34900
- Remarks: Partial Cash Paid

The background form shows Student Details for APOORV ANAND, including Enrollment No. 141199996, Program BTECH, Branch ES, and Fee For Semester 3. The Transaction Details table is also visible:

Sr.No.	Event	Fee Heads	Fee Curre	Program	Fee	Amount	Remarks	Cheque/DD/EP
1	2015	APF	Rs.		100			Cheque/DD/EP
		TF	Rs.		3500			Cheque/DD/EP
		DF	Rs.		300			Cheque/DD/EP
2	2015	LBB	Rs.		1200	0	0	1200.00
		CI	Rs.		1000	0	0	1000.00
		SCAS	Rs.		500	0	0	500.00

- Click on the “←” back to go to the main form.
- Click on the “Save” button.
- The amount paid will be deducted from the dues.



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### Student Fee Management (Continued):

The screenshot shows the CampusLynx Fee Collection interface. At the top, there is a navigation bar with 'Master', 'Transaction', 'Reports', and 'Exit' menus. The 'Complain Ticket' button is highlighted. The user is logged in as 'Administrator (A)' and can click 'Logout'. The main section is titled 'Fee Collection' and shows 'Event Code : \* 2016 SPRING FEE'. Below this, 'Student Details' are displayed: Enrollment No : \* 141100006, Male, Active, Student Name : APOORV ANAND, Academic Year : 1415, Quota : GENERAL, Program : BTECH, Branch : CS, Current Semester : 4, Semester Type : REG. There are two buttons with red icons on the right. Below the student details is a table with the following data:

Sr.No.	Event Code	Semester/SemesterT	Quota	Currency Cod	Program Fee	Fine Amnt.	App. Amnt	Discount	Paid	Excess Paid	Dues
1	2015ODDSEMFE	3/REG	GEN/OBC	Rs.	53750		0.0	0	34900	0	18850.00
2	2016 SPRING FEE	4/REG	GEN/OBC	Rs.	45200		0.0	0	0	0	45200.00



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## **Final Step:**

- In case of offline fee payments (demand draft only) by the students, proper fee receipt has to be generated by the accounts department.
- Both in case of online or offline fee payment, accounts department has to verify the fee receipt online generated by IMS or offline generated by accounts department within due date mentioned in Academic Calendar, so that students may submit the duly verified fee receipt at their respective departments to complete the registration process within time.

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