



Academy of Scientific and Innovative Research

Standard Operational Procedure (SOP) for Online Fee Payment through SBI Collect Portal to Academy of Scientific and Innovative Research (AcSIR)

Last Date of Semester Fee Payment (without Late Fee): 31st day (till 11:45 pm) of January or August for the January semester and August semester, respectively.

Details regarding Late Fee are provided at #13.

- Step-1 Options to access SBI Collect Portal for Online Fee Payment to AcSIR:
- Option-1 (Suggested as the best option): Through **AcSIR website (www.acsir.res.in)**:
- Click "**Online Fee Payment through SBI Collect**" link under "**Important Links**" (given on left side)
 - Accept the standard Terms of the SBI Collect Portal
- OR
- Option-2: Through direct URL of AcSIR's SBI Collect Portal:
- Click or type <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=931312> in the Browser
 - Accept the standard Terms of the SBI Collect Portal
- OR
- Option-3: Through standard URL of SBI Collect Portal:
- Click or type <https://www.onlinesbi.com/sbicollect/icollecthome.htm> in the Browser
 - Accept the standard Terms of the SBI Collect Portal
 - Select "**All India**" under "**State of Corporate/ Institution**" and "**Educational Institutions**" under "**Type of Corporate/ Institution**" and then click "GO" button.
 - In the next page, select "**Academy of Scientific and Innovative Research**" under "**Educational Institutions Name**" and click the "SUBMIT" button.
- Step-2 Select Payment Category: "Existing Students- Semester Fee". (*Other payment categories will also be made available in due course of time.*)
- Step-3 Enter the AcSIR Enrollment/ Registration No. of the Student (*Please enter in ALL CAPS as this field is case-sensitive*) and click the button "SUBMIT".
- Step-4 All corresponding details pertaining to above entered enrollment number will be displayed by the system. Please check these details. (*Do not proceed further if any inconsistent/ incomplete/ incorrect information is found and report the problem/ difficulty by communication to AcSIR HQ as defined in the Note at the end.*)
- Step-5 Enter Student's E-mail ID and Mobile No.



- Step-6 Enter suitable Remarks, if any.
- Step-7 Enter Name, Date of Birth, Mobile Number of the person (*Student himself/ herself or someone else who is making this payment for the AcSIR Student*) and the text as shown in the CAPTCHA image.
- a. *Above details can be used to reprint the e-receipt/ remittance form OR viewing the payment history. It can be accessed from drop-down options available under State Bank Collect (left top corner).*
 - b. *Also, above details are of person making the payment, not necessarily the student.*
- Step-8 Click 'SUBMIT'; verify details on the next page and then click "CONFIRM".
- Step-9 On the next page, proceed with the Payment through anyone of the preferable Modes of Payment as under:
- (a) Net Banking**
 - State Bank of India
 - Other Banks
 - (b) Card Payments**
 - Credit Cards
 - (c) Other Payments Modes**
 - SBI Branch (*i.e. generate a pre-printed challan and pay at any SBI Branch*)
 - NEFT/RTGS
 - UPI
- Step-10 After successful payment, PRINT OR SAVE the Online e-receipt generated by the system for later retrieval.
- Step-11 Please note that the details filled at Step-7 can be used to print the e-receipt/ remittance form OR it can also be viewed (*i.e. Payment History*). It can be accessed from drop-down options available under State Bank Collect (*left top corner*).
- Step-12 **Last date of Semester Fee payment is 31st day (till 11:45 pm) of January or August for relevant year's January and August Semester, respectively.**
- Step-13 **After the Last Date & Dead Time of Semester Fee payment, as mentioned above, students shall have to pay their Semester Fee along with the Late Fee, as under:**
1. No Late Fee Penalty shall be applicable for deposition of applicable Semester Tuition Fee by 31st day of January (for January semester) and 31st day of August (for August semester).
 2. Late Fee of Rs. 1000 shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
 - a. For January Semester: from 1st day of February to 7th day of August
 - b. For August Semester: from 1st day of September to 7th day of January (of next year)



3. Late Fee of Rs. 1500 (in addition to Late Fee of Rs. 1000) shall be applicable, on non-payment of applicable Semester Tuition Fee, to students of all programs, as under:
 - a. For January Semester: from 8th day of August to 7th day of January (of next year)
 - b. For August Semester: from 8th day of January of next year to 7th day of August (of next year)
4. The SBI Collect Portal will not allow students to pay the Tuition Fee for the forthcoming Semester, until and unless h/she pays the fee for the previous Semester (including Late Fee, if applicable).
5. Failure to pay fee for a Semester within the same Semester and the next Semester (i.e. payment remaining pending for two Semesters) would entail cancellation of his/her enrollment.

Note: In case of any discrepancy or support, please e-mail to sbicollect@acsir.res.in or send a WhatsApp message at 9266600947.