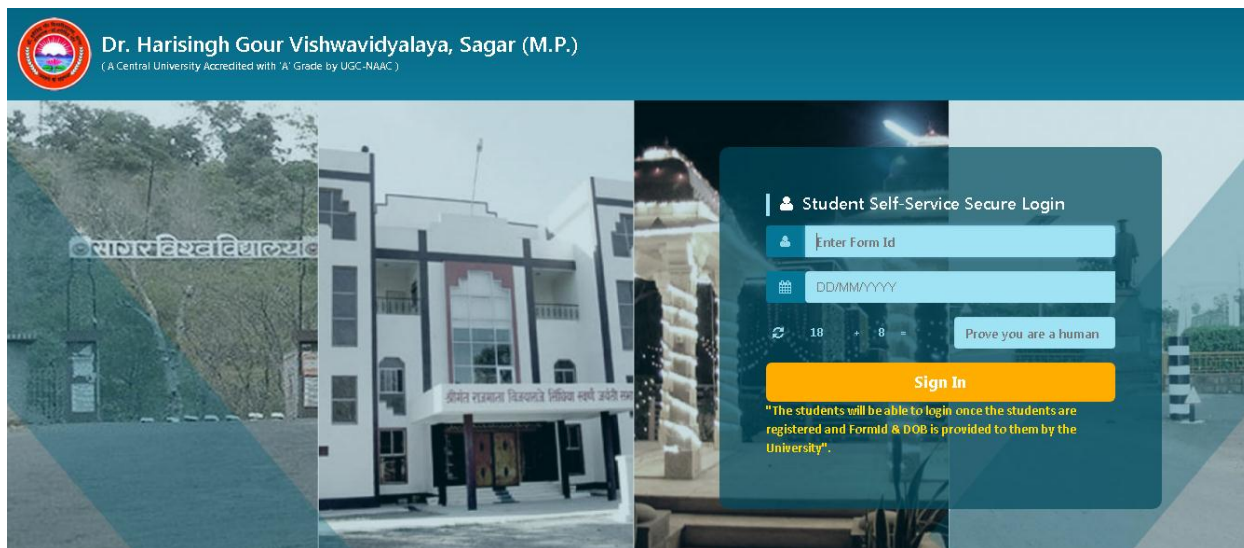# User Manual: IUMS Student Portal

LOGIN PAGE

For logging into the Student Portal, the student needs to enter the three fields as follows:

Form ID: Unique form ID provided to the student, that works as the username.
DOB: Date of Birth of student
Captcha: A randomly generated sum of two numbers, for security purpose.

Please note: Only those students who have qualified in the counselling session held at Sagar University campus are eligible to login into the Student Portal.

STUDENT PORTAL WELCOME PAGE

This is the landing page after successful student login.

My Profile: This is where the student can view his/her Personal details like Name, Gender, DOB, Mobile No., Email, along with other details.

My Fees: This is where the students can view their fees, download receipts and make online payment.

MY PROFILE

This is the page where the student can view his/her details, like Name, Date of Birth, Gender, Mobile Number, Email, among other information.

MY FEES

This is the page where the student can view their Total Fee, Due Fee, and the table shows the Fee that they need to pay currently.

Download Fee Structure is the link from which the student can download the Fee Structure applicable to him/her.

Pay Payment button is used to make Online Payment. On click of this button, a popup opens which redirects to the Online Payment Gateway.

Another table to download receipts for past payments is available on scrolling down the page.

DOWNLOAD FEE STRUCTURE

Dr. HariSingh Gour Vishwavidyalaya,Sagar (M.P.)
(A Central University)
Accredited A-Grade by UGC-NAAC

Date: 23/06/2018

Fee Structure of Bachelor of Arts

Fee Head Name	1st Semester	2nd Semester	3rd Semester	4th Semester	5th Semester	6th Semester
Examination Fee	1	700	700	700	700	700
Tuition Fee	200	800	800	800	800	800
Registration Fee	0	100	100	100	100	100
LIbrary Fee(Per Semester)	0	100	100	100	100	100
Insurance Premium	0	25	25	25	25	25
Student Welfare Fund	0	100	100	100	100	100
Sport Fee	0	100	100	100	100	100
Lab fee/Computer Fee	0	0	0	0	0	0
medical Fee	0	100	100	100	100	100
Caution Deposit	0	0	0	0	0	0
Migration	0	0	0	0	0	0
Exam fee (Over Stay)	0	0	0	0	0	0
Enrollment Fee	0	0	0	0	0	0
Professional Fees	0	0	0	0	0	0
Identity Card Fee	0	0	0	0	0	0
Additional Fee (Sem IX onwards)	0	0	0	0	0	0
Total Amount	201	2025	2025	2025	2025	2025

On click of Download Fee Structure link, a file like this gets downloaded, which includes the fee breakup applicable to the student.

PAYMENT POPUP

ⓘ Payment Mode	✕

Payment Mode:*   🔘 ONLINE

CLICK TO PROCEED TO PAYMENT GATEWAY

✖ Cancel

This popup opens up on the click of Pay Payment button. On click of "Click to Proceed to Payment Gateway", it redirects to the Payment Gateway for online payment.

On Click of Cancel, the popup gets closed and the user gets redirected back to the My Fee page.

PAYMENT GATEWAY

This is the page from where the student can make Online payment using Credit Card, Debit Card or Netbanking.

MY FEES – LIST OF FEE RECEIPTS TABLE

This is the table grid that appears on the My Fees page, when the user scrolls down. It lists all the details with receipts for the past payments made by the student. The receipts can be downloaded and printed from here. Also, the status of whether the payment was approved or not can be seen from here.

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FEE RECEIPT

Dr. HariSingh Gour Vishwavidyalaya,Sagar (M.P.)

(A Central University)

Accredited A-Grade by UGC-NAAC

Payment Date: 23 Jun 2018   Receipt No.:-2018-2019/49/35/7837/124

1.Name: TAJASH PATEL

2.Student Category: OBCN

3.Address:

4.Mobile No: 9098592565

5.Email Id: tajashpatel5@gmail.com

6.Course/Programme Name: Bachelor of Arts

7.Transaction Reference No: TR/93   Payment Mode: POS

8.Year of Admission: 2018-2019   Sem: SEMESTER-I

Fee Breakup	Amount
1. Examination Fee	1.00
2. Identity Card Fee	0.00
3. Insurance Premium	0.00
4. Lab fee/Computer Fee	0.00
5. Library Fee(Per Semester)	0.00
6. medical Fee	0.00
7. Migration	0.00
8. Professional Fees	0.00
9. Registration Fee	0.00
4. Lab fee/Computer Fee	0.00
5. Library Fee(Per Semester)	0.00
6. medical Fee	0.00
7. Migration	0.00
8. Professional Fees	0.00
9. Registration Fee	0.00
10. Sport Fee	0.00
11. Student Welfare Fund	0.00
12. Tuition Fee	0.00
13. Additional Fee (Sem IX onwards)	0.00
14. Caution Deposit	0.00
15. Enrollment Fee	0.00
16. Exam fee (Over Stay)	0.00
Total Fee	**1.00**

8. Amount in words : Rs One only

Note:"This is a computer generated receipt , hence no signature is required."

This is how the Fee Receipt looks like. It includes Student details and the Fee Breakup, along with the Total Fee paid.