

RAJKIYA ENGINEERING COLLEGE, BANDA

Online Registration System - Instructions for Newly Admitted Students

STEPS TO FOLLOW

➔ Go to <http://apps.recbanda.ac.in/registration>. For New Students: Click on 'Register Here'

STEP (1) VALIDATION OF YOUR INFORMATION

(1) Select Course, Branch, Semester and Roll Number. Click on Validate. It will show your name and roll number. Click on 'Confirm & Proceed'. (If your name does not match with the name displayed then contact to one of the email id/Numbers given at the end of these instructions).

STEP (2) CREATION OF USER ID & PASSWORD

(1) On next page you will be asked to fill 'Domicile', 'Gender', 'Hostel Required', email Id and Mobile No.

(2) If you want to opt for **Hostel** then select '**yes**', else select '**No**'

(3) Enter Mobile No. And Email Id and Click '**Register**'.

(4) Enter the OTP you got on your mobile number and proceed. Your registration form will be created and you will get 'user id' and 'password' on your mobile number. Keep it with you for further login.

STEP (3) MESS FEE DETAILS SUBMISSION (ONLY FOR HOSTELLERS)

➔ **If you have selected 'yes' for hostel option in step (2) then you have to follow this step (3). However, if you have selected 'No' for hostel option in step (2) then skip step (3) and go to step (4)**

(1) On this Page you have to fill Mess Fee details.

(2) Deposit 15500 (only Mess fees) into respective hostel mess account directly through NEFT/IMPS/QUICK-TRANSFER or by any other payment app.

(3) Note the **transaction id** and **Date** and print the receipt of the transaction. Account details for the hostels are given below:

	Hostel Name	Bank Name	Name of The Account	Account Number	IFSC Code
For Boys	C.V. Raman	PNB Atarra	WARDEN C.V RAMAN CHHAATRAWAS	4602000100050518	PUNB0684600
For Girls	Mandakini	PNB Atarra	WARDEN MANDAKINI CHHAATRAWAS	4602000100050527	PUNB0684600

(4) Now fill the Bank name through which you paid the fees, Transaction Id and Transaction Date in the respective fields. UPLOAD the receipt of transaction. Click on ‘**Save & Continue**’.

NOTE: (1) Do Not deposit Mess fee by challan. (Only Academic and Hostel Fee can be paid by challan).

(2) Only mess fee will be paid to the above-mentioned account number. DO NOT submit Academic and Hostel fee (If applicable) in the above-mentioned accounts. Academic and Hostel fee (If applicable) will only be paid by the Credit Card/Net Banking/UPI or challan.

STEP (4) ACADEMIC FEE (& HOSTEL FEE, IF APPLICABLE) SUBMISSION

(1) In the next step Academic Fee (and Hostel fee if applicable) will be submitted. ‘Total fee to be submitted’ is mentioned on this page.

(2) First Choose the option by which you want to pay the Fee. (By Net Banking/Credit Card/UPI or by Challan).

- If Challan is selected then download the Challan Form from website www.recbanda.ac.in , Go to nearby **Punjab National Bank** and Deposit the Fee. Bank will return one part of the challan with a **challan Number/ Transaction Number**. Note down the Transaction No. Written on the challan form.
- Now login again by entering your user id and password (sent on your mobile number).
- Fill the challan details and upload the ‘**Student Copy**’ of the challan. Click on ‘**save & Continue**’ and proceed to next step.

(3) If you want to pay fee by net banking/credit card/UPI then select ‘Online’ option and proceed to pay the fee. After fee submission you will be redirected to next step. (Receipt of Academic Fee submission through Net Banking/Credit card can be downloaded at Step 9).

NOTE:

- 1. Fee submission by DEBIT CARD is disabled so you cannot use debit card for payment.**
- 2. If you have paid the fee using online banking, Credit Card or UPI and it asks you to pay the fee again (Because the first transaction might not be successful) then DO NOT proceed further to pay the fee again. First inform through email id erp@recbanda.ac.in about the first transaction.**

STEP (5) PERSONAL DETAILS

- (1)** In Next step fill your Personal Details (In the field of ‘Cast Certificate number’, fill ‘Nil’ if cast certificate is not applicable in your case)
- (2)** Click on ‘Save & Continue’.

STEP (6) EDUCATION DETAILS, COMMUNICATION & BANK DETAILS

- (1)** In the same manner fill your Education Details, Communication Details.
- (2)** Fill your Bank account details in next step. (This is student Bank details. If you don’t have any personal account then fill bank account details of your parents/guardian)

STEP (7) UPLOAD PHOTO & SIGNATURE

- (1)** Upload your Photo and signature in required format. (in jpg or jpeg format, maximum size 100 kB)

Step (8) Click on ‘Final Submit’.

Step (9) Take Print out of **Registration Form** and **Academic fee receipt** (If fee submitted by Net Banking/ Credit Card/UPI).

- ➔ Bring **Registration Form, Mess Fee Receipt** and **Academic fee receipt** (If fee submitted by Net Banking/ Credit Card/UPI) or **Student Copy of challan** (If Academic Fee is submitted by challan) and along with you while coming to college for physical reporting.
- ➔ **NOTE: At any step of the registration process if you get any error then refresh the page or log out. Then log in again and you can continue where you had left.**

For any help/Query Contact:

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