

## 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 **16500** (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
<b>For Boys</b>	C.V. Raman	PNB Atarra	WARDEN C.V RAMAN CHHAATRAWAS	4602000100050518	PUNB0684600
<b>For Girls</b>	Mandakini	PNB Atarra	WARDEN MANDAKINI CHHAATRAWAS	4602000100050527	PUNB0684600

(4) Now fill the Bank name through which you paid the mess fees, Transaction Id and Transaction Date of the mess fees 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 in the above-mentioned accounts. Academic and Hostel fee will only be paid by the Debit Card/Credit Card/Net Banking/UPI or challan.**

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

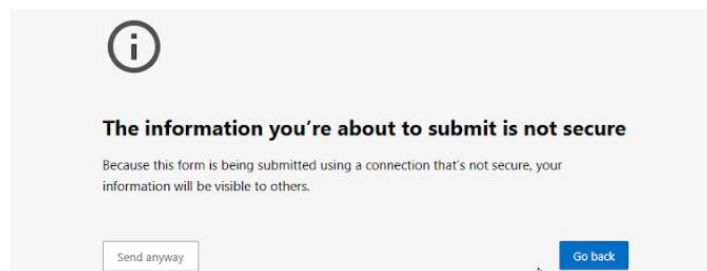
(1) In the next step Academic Fee (and Hostel fee if applicable) will be submitted. ‘Total fee to be submitted’ is mentioned on this page.

(2) First Choose the option by which you want to pay the Fee. (Online or Challan).

(3) If you want to pay fee by **Debit card/Net banking/UPI/Credit card** then select ‘Online’ option and proceed to pay the fee. On the payment page fill your address, PIN code, District and state name for billing information and select the mode (**Debit card/Net banking/UPI/Credit card**) by which you want to pay the fees.

(4) After fee submission you will be redirected to next step. (Receipt of Academic Fee submission through **Debit card/Net banking/UPI/Credit card** can be downloaded at Step 9).

**NOTE: After paying the fees, if you see an error page like the following then click on “Send anyway”**



(4) If Challan is selected then download the Challan Form from the link <http://recbanda.ac.in/wp-content/uploads/2019/07/challan-Form.pdf>, Go to nearby Punjab National Bank and Deposit the Fee. Note down the Transaction No. written on the challan form.

- Now login again by entering your user id and password.
- Fill the challan details and upload the 'Institute Copy' of the challan. Click on 'ADD' and then click on 'SUBMIT'. After clicking on 'SUBMIT', page will be redirected to your ERP home page where you can download your registration form and subject list after completing step 7.

**NOTE:**

**(1) If you have paid the fee using Online banking/Debit Card/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](mailto: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/ Debit Card/Credit Card/UPI).

- ➔ Bring **Registration Form**, **Mess Fee Receipt** and **Academic fee receipt** (If fee submitted by Net Banking/Debit Card/Credit Card/UPI) or **Student Copy of challan** (If Academic Fee is submitted by challan) 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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