

# RAJKIYA ENGINEERING COLLEGE, BANDA

## Online Registration System - Instructions for Students

### STEPS TO FOLLOW

#### STEP 1: Procedure to Login

1. Go to <http://apps.recbanda.ac.in/ims/frmLogin.aspx>.
2. Fill your **USER ID (ROLL NUMBER)**, **Password** and **Captcha** in the respective fields and click on **Login** button.
3. Click on **Forgot Password** button in case you forgot your password. An OTP will be sent to your college email id. If you don't get the OTP then write an email to [erp@recbanda.ac.in](mailto:erp@recbanda.ac.in)

#### STEP 2: Dashboard

1. After redirecting to the Dashboard Click on **Faculty Feedback system** on left side. Without filling the feedback form of previous semester, you won't be able to register for the current semester.
2. After saving the feedback form for all the faculties, click on 'Apply for registration' under Student registration and proceed.

#### STEP 3: Student Registration

1. Check information like Personal Details, Family Details, Qualification Details, Bank Information, Other Details like Religion, Nationality, Admission Mode.
2. Fill out your name in HINDI.
3. Fill out marks of all the subjects of qualifying exam. 3 subjects' names (Physics, Chemistry, Math) are already displayed. Write other subjects name and fill their marks.
4. Fill out Permanent & Correspondence Address if not filled.
5. If any information is incorrect or you want to change any information and is not editable then send a mail to [deanacademics@recbanda.ac.in](mailto:deanacademics@recbanda.ac.in) and [erp@recbanda.ac.in](mailto:erp@recbanda.ac.in) mentioning the correct details (Write your roll number in the subject of the mail). Complete the registration once your information gets corrected.
6. In Hostel request option, Select Hostel, select floor and select room . If it is 'yes' then hostel fee Rs. 11000 will be added up in academic fee of Rs. 48300 (48300+11000=59300). If it is 'No' then you have to pay only Rs. 48300. If you want to change the hostel request option, then write an application to **Dean Academics** and get it forwarded to Incharge-ERP.
7. In '**Previous Semester details**' fill the marks of last semesters if not filled yet. (If last semester result is not declared then fill 0)

8. After filling out all the details click on 'NEXT' and proceed to mess fees page (students who have not selected hostel option, they will see a blank page displaying 'SAVE' option. They have to click on 'SAVE' and proceed further).

#### STEP 4: Mess Fee Submission (For Hostellers):

- Check your mess fee displayed under this section of registration form. **(It is Rs. 17500)**
- Deposit that amount (only mess fees) into respective hostel mess account directly by **scanning the QR code (available on mess fees page) of your hostel by any payment app.**  
Note the transaction id/UTR No. and print the receipt of the transaction.
- Fill the UTR number in the required field in the registration form and upload the receipt in jpg format.
- After filling all the details correctly click on SAVE button.

#### ❖ **KINDLY NOTE:**

**Don't submit academic fees into mess account and vice versa.**

**Mess fee is fixed for 2nd year & 3rd year lateral entry: 14500/-, for 4th and remaining 3rd year : 14000/-**

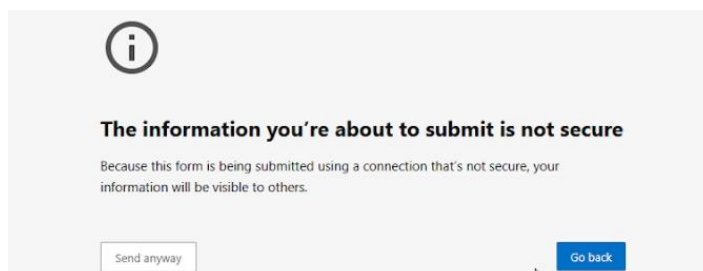
#### STEP 5: Opt Subject For Semester

1. After saving the **Registration Details** you will be redirected to **OPT SUBJECT FOR SEMESTER** Page.
2. Mandatory and elective Subjects will be displayed on this page.
3. Mark Tick for elective subjects for this semester and Click on **Save & Next**.

#### STEP 6: Academic Fee 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 of 'Online' mode to submit the fees.
3. Pay the fees by **Debit card/Net banking/UPI/Credit card** by selecting 'Online' option and proceed to pay the fee. After paying the fee, page will be redirected to your ERP home page.

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



4. Fee payment through challan is **disabled by default**. If you want to pay the fees by challan, then take permission from Dean academics office.

**NOTE:**

❖ **If you have paid the fee using Net Banking, Debit Card, Credit Card, or UPI, and the system prompts you to make the payment again (due to a possible failure of the first transaction), do not proceed with the second payment. First, inform us about the initial transaction by sending an email to [deanacademics@recbanda.ac.in](mailto:deanacademics@recbanda.ac.in) and [erp@recbanda.ac.in](mailto:erp@recbanda.ac.in).**

❖ **Do not use NEFT/RTGS option on payment gateway for fees submission.**

5. 3<sup>rd</sup> and 5<sup>th</sup> semester students will be able to download registration form and subject list from home page. 7<sup>th</sup> semester students will have to follow step 7.

### **STEP 7: Fill the Placement Consent Form (Applicable for 7<sup>th</sup> Semester Only)**

1. This step is applicable for 7<sup>th</sup> semester students only.
2. After paying the fee, page will be redirected to your ERP home page where you have to fill **the placement consent form**. Without filling this form, you will not be allowed to download the registration form.

### **STEP 8: Download Forms**

1. **After completing the registration process you will have to wait at least 24 hours for the fee verification to be completed.** Only after the fee verification by **account office** you will be able to download **Registration Form, Subject List, Academic fee receipt**.
2. Take Print out of **Registration Form, Subject List, Academic fee receipt** (If fee submitted online) and **Placement Consent form** (only 7<sup>th</sup> semester students).
3. Submit the signed hard copy of **registration form** along with **subject list** form and **transaction receipt of the mess fees and Academic fee receipt** or **Institute Copy of challan** (If Academic fee is submitted by challan) to respective department.

**NOTE: For any query write a mail to [deanacademics@recbanda.ac.in](mailto:deanacademics@recbanda.ac.in) and [erp@recbanda.ac.in](mailto:erp@recbanda.ac.in) mentioning your issue. (Do not forget to write your roll number in the subject of the mail.**