



Ref No:- SBSSU/FZR/ODA/3426

Date:-24/7/25

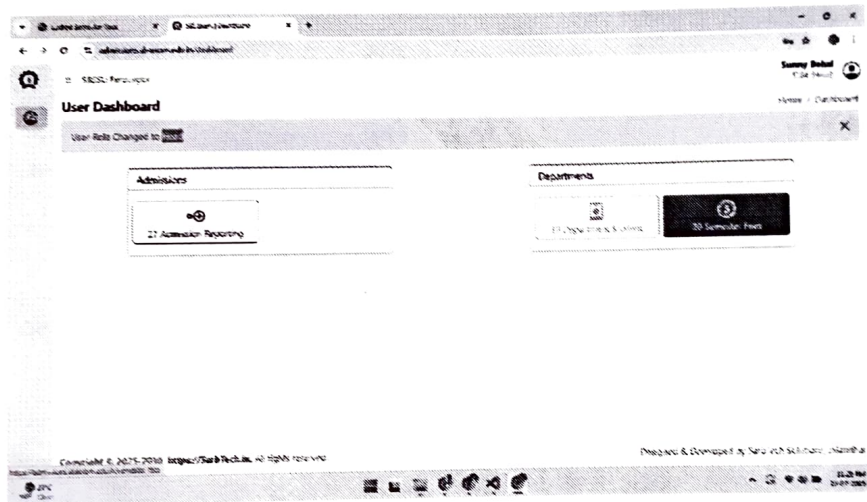
NOTICE

For registering the 2024 batch and prior students, the registration data is to be compiled through the academics software.

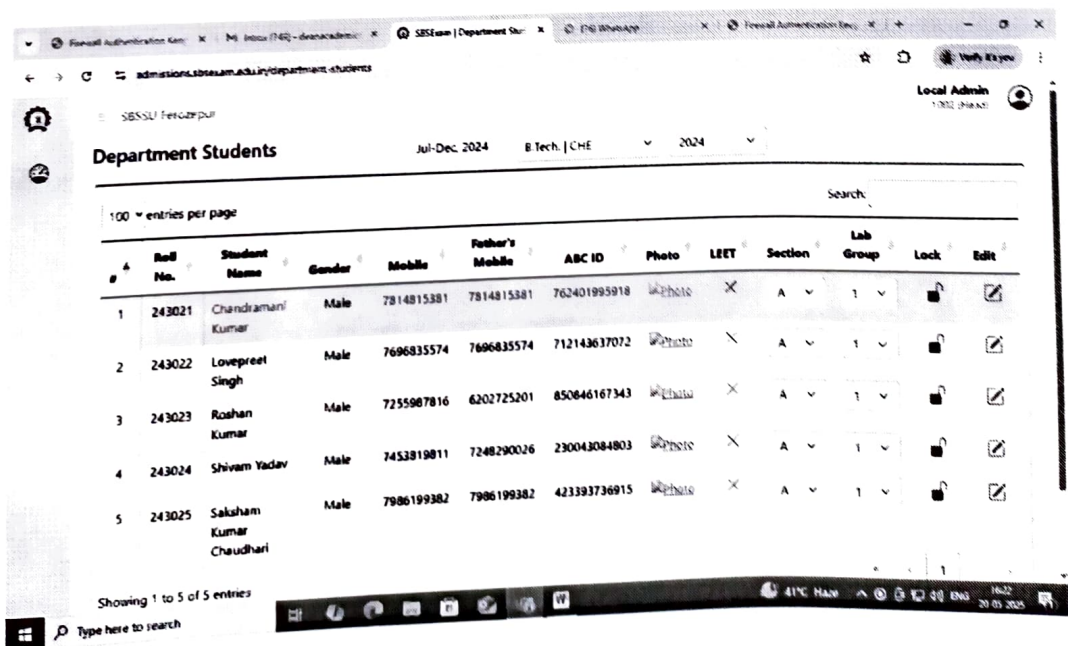
For this purpose, the following procedure is to be adopted:

A. **HoD login** - Scholarships if any need to be assigned and locked for all the students in different batches and courses.

a. HoD dashboard



b. Department Students display: lock/unlock profile, edit



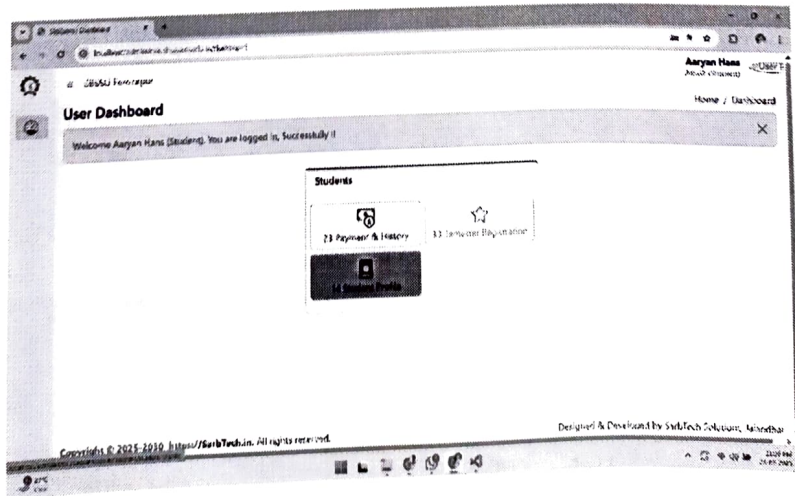
c. Semester fee display – add fee category for each student and lock

#	Roll No.	Student Name	Sem	Tuition Fee	Other Fees	Scholarship	Amount	Debit Fees	Fine Amount	Credit Fees	Balance	Receipt
1	211811	Danish	6			None			0			
2	224501	Khushant Sharma	6			None			0			
3	224502	Manish Kumar	6			None			0			
4	224503	Raja Ranjan	6			None			0			
5	236591	Nandini Rai	6			None			0			

#	Roll No.	Student Name	Sem	Tuition Fee	Other Fees	Scholarship	Amount	Debit Fees	Fine Amount	Credit Fees	Balance	Receipt
1	243021	Chandramani Kumar	2	30000	24820	100% TFW	30000	24820	0	24820	0	
2	243022	Lovepreet Singh	2	30000	24820	100% TFW	0	54820	5000	0	59820	
3	243023	Roshan Kumar	2	30000	0	15% TFW	30000	0		0	0	
4	243024	Shivam Yadav	2	30000	0	25% TFW	15000	15000	5000	25000	-5000	
5	243025	Saksham Kumar Chaudhari	2	30000	0	50% TFW	0	30000	0	30000	0	

B. Student Login - The following are the steps:

1. Select Student profile



- Update 'Editable data' and 'One time data'. Upload photo and signature.

Sem Registration

Student Details

Student Name	Aaryan Hema	Roll No	24562
Degree Program	B.Tech CSE	Batch & Scheme	2024 2022
Section & Group	A 1	Total Fees	54820
Scholarship	100% TFW = Rs.30000	Balance Fees (A)	24820

Semester & Hostel Fee Payment

Hostel Room Type	Hostel Fees (B)	Payment Receipt Date	Last Payment Fee (C)
Day-Scholar	✓	dd-mm-yyyy	5000
Total Payable Fee (A+B+C)	Fee Amount	Receipt No.	Receipt (Max Size 500KB)
29820	10000	1235	Choose File No file chosen

Lock Submit

- Click semester registration

User Dashboard

Welcome Aaryan Hema (Student). You are logged in successfully!

Students

- 23 Payments & History
- 10 Semester Registrations
- 14 Student Profile

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- The semester registration tab is operational. Fill the fee payment details and upload the receipt.

Sem Registration

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29820	10000	1235	Choose File No file chosen

Lock Submit

All HoDs kindly do the needful.

Rajeev Kumar
24/7/25
Dean Academics

CC: PA to VC for information
Registrar for information
F.O. for information
University website