

Important instructions for Existing Students of Punjabi University, Patiala Main Campus

Open www.pupadmissions.ac.in or <https://head.pupadmissions.ac.in/Head/LoginStudent.aspx>
Click on the “**Student Portal for Counselling Result and Tuition Fees**” and Login using your User- ID and Password. Fee can be paid through the following modes:

Debit/Credit Card/Net-banking.

Pay-in slip of SBI bank (only payable at SBI branch at Punjabi University Patiala)

SBI e-Collect

Login ID/Password

User ID /Password has been sent on the registered mobile numbers of each admitted student. In case you have not received your credentials, **it can be obtained from the concerned department.**

2. Online payments:

Upon successful online payment, status would be displayed as ‘Confirmed’ on the student portal. **No need to provide any receipt to the department.** Your fee status is automatically shown to the department.

In case payment is deducted but your fee status is not updated as "confirmed". It will appear as confirmed after Fee reconciliation within 48 hours.

3. Offline Payments:

For offline payments, candidates can either print the bank pay-in-slips from the online portal “**Student Portal for Counselling Result and Tuition Fees**” available at www.pupadmissions.ac.in OR directly opening the link <https://head.pupadmissions.ac.in/Head/LoginStudent.aspx> OR they can obtain a blank SBI (only payable at SBI branch at Punjabi University Patiala) from the department. **In this case, the first column of blank pay-in-slip (Challan Reference No.) must be filled with Roll.No. Candidates must submit payment deposit Receipt in concerned Department.**

Steps as for Fees Payment

Open: www.pupadmissions.ac.in

Click on link "**Student Portal for Counselling Result and Tuition Fees**" (Login using your ID password)

- 1) Click "**View Merit/Waiting List/ Pay Fees**"
- 2) Select course and click button: "**Show Merit/Waiting**"
- 3) Selected candidates can proceed to pay fees by clicking "**Click here to Pay Fees**"

Choose Payment Mode:

**Credit/Debit/Net
Banking**

OR

**SBI e-Collect
SBI Pay- In Slip**

Net-Banking

SBI Pay-In Slip
(Payable at any SBI branch)

Or

SBI e-Collect

Pay Fees online
(Caution: Please don't press back/ refresh buttons during online payment.)

* Note: If you are unable to print the Pay-in Slip, the same can be obtained from department. Do mention the allotted Roll No. in the pay-in Slip before submission of fees in bank

Print the clank pay-in Slip, fill it and deposit fees in any branch of the SBI.

SBI e-Collect fees link is available after login on student portal

Upon successful online payment, status would be displayed as 'fees confirmed'. No need to provide any receipt to the department.

Candidates must submit University Receipt/SBI e-Collect slip in the concerned Department within the prescribed time limit, failing which admission of the student is liable to be cancelled

Note: If fee amount is deducted from your account but your fee status is not updated as "Confirmed". Immediately, send E-mail at tuitionfee@pbi.ac.in with mention of your issue and the following mandatory details:

- i) User ID:
- ii) Amount Deducted / Paid:
- iii) Transaction Reference No. (If any):
- iv) Payment Date:
- v) Name:
- vi) Mobile No:
- vii) Course Admitted:

Department will confirm your fees using head portal after which your status will appear as "Fees Confirmed" at the fee payment portal.