1. Visit https://erp.nerist.ac.in/student

2. Login using your User ID (your Registration Number) and Password. If you can't login, try again in browser incognito mode. If you have forgotten your password, reset the password by clicking on "Forgot Password" link on the login screen and using OTP sent to your ERP registered mobile number and email address.

   [If you are logging in for the first time after reset, you will have to change the password on first login.]

   You must enable pop-ups from the above URL in your browser.

3. For Payment of Fees, Click on the "Payments and Dues" icon on the right-top section of the screen:

4. Check the amount to be paid. If you think the bill amount(s) is/are not correct, then contact 9402275849 via WhatsApp mentioning your Registration Number. If everything is correct, click on "Pay Online" link:

Payment & Dues

◄ Jan-May   **Pay Online**

BSc 2022 Hostel(2022)

No.	Due Date	Amt Generated	Date Generated	Payment Date	Paid Amount	Payment Mode	Co.
1	08/01/2024	13503.0	31/12/2023				🔢

BSc 2022(2022)

No.	Due Date	Amt Generated	Date Generated	Payment Date	Paid Amount	Payment Mode	Co.
1	08/01/2024	5530.0	31/12/2023				🔢

BSc 2022 Hostel(2022)

Opening Balance	0.0
Total Bill	13503.0
Bounce Cheque Fine Amount	0.0
Payment Received	0.0
Balance	13503.0

BSc 2022(2022)

Opening Balance	0.0
Total Bill	5530.0
Bounce Cheque Fine Amount	0.0
Payment Received	0.0
Balance	5530.0

5. In the next pop-up window, select fee type (Mess Fee/ University Fee) and click Submit:

Online Fee Payment

Student Name	
Student Id	
Fee Type	◉Mess Fee ○University Fee
Course Type	Graduate ▾
Student Phone No	
Amount To Be Deposited	13503
Select Payment Gateway	◉Billdesk

Submit   Cancel

6. You will be redirected to the online payment page in a new tab. Follow the onscreen instructions to make the payment. Once successful, a success message will be displayed as below:

"Transaction with OrderId LS000000000000000XXXXX is completed. Please contact the administration department for further queries". This means all good and your receipt has been generated.

If it shows "Invalid Track ID" or "Transaction Failed" but the **amount gets deducted from your account, don't retry the payment**. Your receipt will be generated automatically when you revisit Payments & Dues page. In case it doesn't come after logging out and logging in again, contact 9402275849 via WhatsApp mentioning your Registration Number for receipt generation.

In case the amount gates deducted and a message like "Payment details for transaction with OrderId LS000000000000000XXXXX could not be updated. Order id status has been updated." Is displayed after the payment, contact 9402275849 via WhatsApp mentioning your Registration Number for receipt generation.

If by any chance you make multiple payments against the same bill, contact 9402275849 via WhatsApp mentioning your Registration Number for refund. You will get a copy of the refund instruction in your registered email and extra payments will be refunded to your original payment instrument within 5-6 working days. Otherwise, the extra payment will be retained as advanced payment which will be adjusted with your next semester bill.
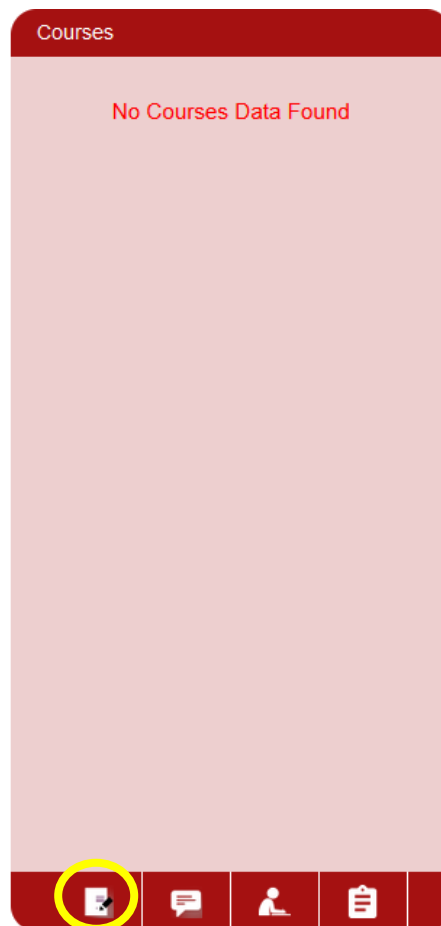
7. Come back to the previous tab and click on "Payments and Dues" again to refresh the page. Now you will notice a red PDF icon beside the amount paid under column "Paid Amount". Click on that icon to download the payment receipt. Submit it along with your Acknowledgement slip (signed by you and your Departmental Course Advisor) to the Academic section.

Payments made after the due date as per the academic calendar will attract a late fee of Rs. 1,000/- for Academic bills and Rs. 500/- for HMC bills.

You can browse between Jul-Dec and Jan-May semester bills of the same academic year by clicking on the small orange triangle beside Jan-May/ Jul-Dec.

8. Once all bills are paid, click on the "Subject/ Exam Registration" icon on the bottom-left corner of the "Courses" panel:

9. The "Subject Registration" page has the following sections depending on your curriculum/ repeater status/ F, FA or I-grades in previous semesters:

    a. Semester Subjects

        i. Compulsory Subjects

        ii. Elective/ Optional/ Trade/ Specialization

For semester Subjects, click on the "Click to Register" link under column "Status" for each subject you want to register so that the status changes to "Registered". **Don't change it to "Drop" in any case.**

For Trade/ Specialization subjects, please make sure you select the Trade/ Specialization you have done in previous semester(s). For Elective Subjects, **make sure your department is floating that subject in present semester**.

Repeater (year loss/ back year) students won't see any Semester Subjects. In case you are a repeater and don't have any reappear subject in the remaster you are registering, you don't need to pay the tuition fee component of the academic fee. If you think that your academic bill wrongly includes the tuition fee and the amount is same with other regular students, contact 9402275849 via WhatsApp mentioning your Registration Number for correction.
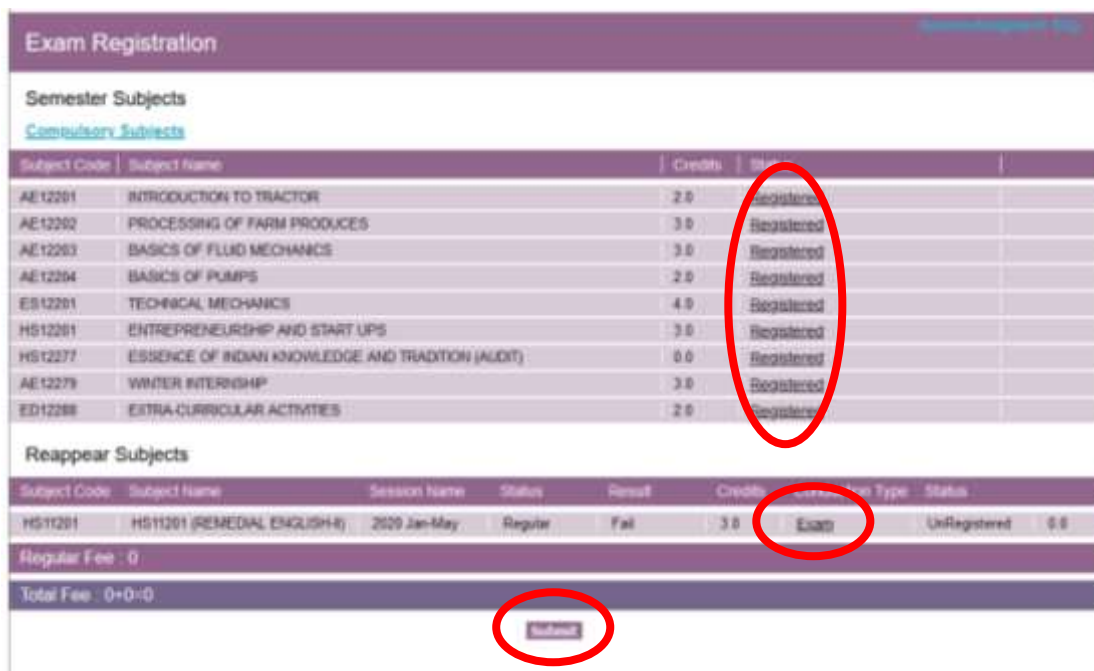
b. Reappear Subjects

Click on the "Click to Register" link under column "Conduction Type" for each subject you want to register so that it changes to "Exam".

For Reappear Exam, you will only see the Failed Subjects (F/ FA/ I grades) that runs in parallel semester. You can't register for cross-semester subjects.

You can register one reappear subject without any credit restriction. For more than one reappear subjects, total credit (regular + reappear) is restricted to 28. Degree Second Year students can't register reappear subjects from Bridge Year.

Click Submit.

10. You won't be able to register subjects if you have unpaid bills or any other dues. There can be three types of error messages displayed at the bottom of the page in such case, when you click on Submit:

a. Account Dues not cleared yet – means you have unpaid bills in Payments and Dues page.

b. Adhoc dues not cleared yet – means you have not returned issued items from Gymkhana/ NCC/ NSS.

c. Library dues not cleared yet – means you didn't return library books.

Clear all dues before registering subjects for the semester.

11. Download the "Acknowledgement Slip" from the top-right corner. Check if subject registered are alright (both regular and reappear). If not, contact 9402275849 via WhatsApp mentioning your Registration Number for correction.

If everything is alright, save/ print the Acknowledgement Slip and submit to Academic Cell along with payment receipts. The acknowledge slip will be available for download till end semester exam.

12. For class timetable, assignments, study materials, attendance tracking, etc., use LSAcademia College Edition Android/iOS App. You will need to scan the QR code from the login screen at https://erp.nerist.ac.in/student