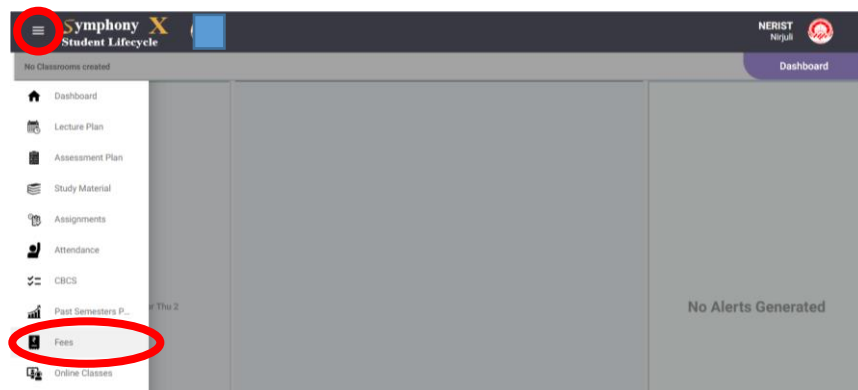


1. Visit <https://nerist.symphonyx.in/student>. If the page doesn't open, that's because you didn't logout properly the last time you logged in. Use browser incognito mode in that case.
2. Login using your User ID (your Registration Number) and Password. If you have forgotten your password, reset it by clicking on "Forgot Password" link on the login screen. Use your User ID (your Registration Number, don't use email address) and OTP sent to your registered email address for resetting the password.
3. Before registering subjects, you need to clear all the dues, namely, pay Academic Fees, pay Hostel Fees, return Library books, return sports items issued from Gymkhana/ NCC/ NSS, etc.
4. For Payment of Fees, Click on the Hamburger menu and then go to "Fees":



5. 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

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

The screenshot shows a web form titled "Online Fee Payment". The form has the following fields and options:

- Student Name: [Redacted]
- Student Id: [Redacted]
- Fee Type: Mess Fee University Fee
- Course Type: Graduate (dropdown menu)
- Student Phone No: [Empty]
- Amount To Be Deposited: 13503
- Select Payment Gateway: Billdesk

At the bottom right, there are two buttons: "Submit" (circled in red) and "Cancel".

- 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 LS00000000000000XXXXX 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 LS00000000000000XXXXX 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.

- 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.

Payment & Dues							
Jan-May							Pay Online
BSc 2018 (Batch - 2018)							
No.	Due Date	Amt Generated	Date Generated	Payment Date	Paid Amount	Payment Mode	Co.
1	08/01/2019	4360.0	20/12/2018	20/12/2018	4360.0	Cash	

For Academic bills, payments made after the due date but before the last date of late registration as per the academic calendar will attract a late fee of Rs. 1,500/-, after which an additional per day fine of Rs. 100/- per day will be imposed. For Hostel bills, a fine of Rs. 500/- will be imposed after due date.

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.

9. Once all bills are paid, wait for 5 min and then click on the “CBCS” in the Hamburger menu. You won’t be able to register subjects if you have unpaid bills or any other dues. There can be three types of due messages displayed:
 - a. Account Dues not cleared yet – means you have unpaid bills in Fees 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.

10. In the CBCS screen, your compulsory courses will be registered automatically. Next, select the elective courses. Parallel pending courses registration will open only when all regular courses registration is done and there are enough credits left.

The subjects registered get saved automatically. And you can make unlimited changes till the last date of registration as per the academic calendar. **Please note that FA grade subjects cannot be registered in Supplementary examination. So, make sure you have registered**

them (if any) as parallel pending in a regular semester and did not keep it for Supplementary examination.

11. Download the "Registration slip". **Carefully check if subject registered are alright** (both regular and reappear). If not, correct it and re-download the registration slip. **Please note that the subjects shown on the Registration slip are final. Any subject not showing in the Registration slip means it has not been registered.**

If everything is alright, save/ print the Registration slip, get it checked and forwarded by Departmental Course Advisor and submit to Academic Cell along with payment receipts.

12. For class timetable, assignments, study materials, attendance tracking, etc., use SymphonyX Android/iOS App. You will need to scan the QR code from the login screen at <https://nerist.symphonyx.in/student>

