



**USER MANUAL
FOR
Module: Online Payment Process in
“THIRD CONVOCATION FEE PAYMENT PORTAL”
(JANUARY-2020)**

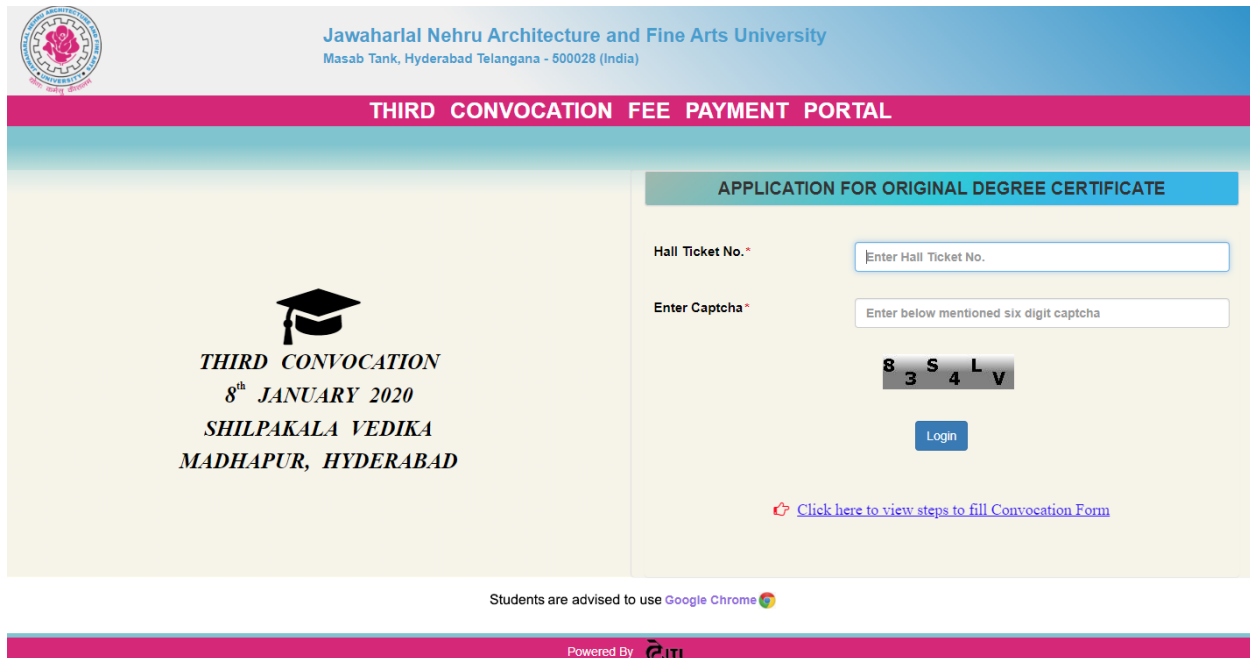


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THIRD CONVOCATION FEE PAYMENT PORTAL- LOGIN PAGE:

- (i) Student enters the valid URL and navigates to the Login Page.
- (ii) Student will enter the valid Hall Ticket No. and Captcha in text fields.



The screenshot shows the login page for the Third Convocation Fee Payment Portal. The header includes the university logo and name: "Jawaharlal Nehru Architecture and Fine Arts University, Masab Tank, Hyderabad Telangana - 500028 (India)". Below this is a pink banner with the text "THIRD CONVOCATION FEE PAYMENT PORTAL". The main content area is divided into two sections. On the left, there is a graphic with a graduation cap and the text: "THIRD CONVOCATION, 8th JANUARY 2020, SHILPAKALA VEDIKA, MADHAPUR, HYDERABAD". On the right, there is a form titled "APPLICATION FOR ORIGINAL DEGREE CERTIFICATE". The form contains two input fields: "Hall Ticket No.*" with a placeholder "Enter Hall Ticket No." and "Enter Captcha*" with a placeholder "Enter below mentioned six digit captcha". Below the captcha field is a captcha image showing the characters "S 3 S 4 L V". A blue "Login" button is positioned below the captcha. At the bottom of the form, there is a link: "Click here to view steps to fill Convocation Form". A footer note states: "Students are advised to use Google Chrome". The page is powered by JNTU.




- (iii) Click on **Login** button. After Successful login, student will navigate to “**Application For Original Degree Certificate**” page.



APPLICATION FOR ORIGINAL DEGREE CERTIFICATE:

- When student enter into the form page after login, then student must be able to see most of the fields like Candidate's Name with Surname, Father's Name, Hall Ticket No., Degree, Name of College, Month/Year for Completion of Degree, Convocation No. are already filled and disabled.
- Student needs to fill the Mother's Name, Mobile No., Alternate Mobile No., E-mail ID, upload provisional degree certificate should be in png/jpg/jpeg format and not exceed 2 MB file size and also upload the scanned passport size (3.5 cm x 4.5 cm) Photo/Signature of the applicant should be in png/jpg/jpeg format and not exceed 1 MB file size.
- Now student has to select the "Select Mode of Receiving Degree" i.e., **In Convocation**.
- After that Student has to fill the Complete Postal Address i.e., Flat No./House No./Place, Landmark/Locality, State, District, City, Pin Code.

APPLICATION FOR ORIGINAL DEGREE CERTIFICATE			
Candidate's Name With Surname *	:	Aadesh Singh	
Mother's Name *	:	Aruna Singh	
Father's Name *	:	Rohitesh Singh	
Hall Ticket No. *	:	17021AA999	
Degree *	:	MFT (Direction)	
Name of College *	:	(91) RAMANAIDU FILM SCHOOL	
Month/Year for Completion of Degree *	:	JUNE	2019
Mobile No. *	:	8766787878	Alternate Mobile No. Alternate Mobile No.
E-mail ID *	:	aadesh@gmail.com	
Convocation No. *	:	Third Convocation	

Upload Provisional Degree Certificate * (only .jpg, .png file support and File Size Limit is 2 MB)	:	<div style="border: 1px solid #ccc; padding: 5px;"> Choose Files No file chosen  File Upload </div>	
Photo/Signature/File Upload * (only .jpg, .png file support and File Size Limit is 1 MB)	:	<div style="border: 1px solid #ccc; padding: 5px;"> Choose Files No file chosen  Photo Upload </div>	<div style="border: 1px solid #ccc; padding: 5px;"> Choose Files No file chosen  Signature Upload </div>
Select Mode of Receiving Degree *	:	<input checked="" type="radio"/> In Convocation	
Postal address to which the certificate should be sent * Note : As your Degree/Diploma Certificate will be sent by post, kindly enter your address carefully.	:	Flat No./House No./Place *	<input type="text" value="House No-5, Andheri Nagar"/>
		Landmark/Locality	<input type="text" value="House No-5, Andheri Nagar"/>
		State *	<input type="text" value="Andhra Pradesh"/>
		District *	<input type="text" value="Guntur"/>
		City *	<input type="text" value="Guntur"/>
		Pin Code *	<input type="text" value="546547"/>
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #007bff; color: white; text-decoration: none; border-radius: 5px;"> SUBMIT </div>			

- After filling all the details, when student click on Submit button then a confirmation popup will be appeared with “Once submitted no fields can be modified further for Current Logged in Session, are you sure to submit the form?” message.
- If student all details are correct then click on **OK**, otherwise clicked on **Cancel** for any change.

www.suspl.com says
Once submitted no fields can be modified further for Current Logged in Session, Are you sure to submit the form ?

Select Mode of Receiving Degree *

Postal address to which the certificate should be sent *
Note : As your Degree/Diploma Certificate will be sent by post, kindly enter your address carefully.

Flat No./House No./Place *	Andheri Nagar
Landmark/Locality	Enter Description
State *	Andhra Pradesh
District *	Guntur
City *	Guntur
Pin Code *	546547

SUBMIT

- After click on **OK** button then student get the option for **Make Payment** and **Total Amount** will be appeared on the screen.
- After Click on **“MAKE PAYMENT”** button, student will navigate to SBI payment gateway page.

Select Mode of Receiving Degree * : In Convocation

Postal address to which the certificate should be sent *
Note : As your Degree/Diploma Certificate will be sent by post, kindly enter your address carefully.

Flat No./House No./Place *	House No-5, Andheri Nagar
Landmark/Locality	House No-5, Andheri Nagar
State *	Andhra Pradesh
District *	Guntur
City *	Guntur
Pin Code *	546547

Mode of Receiving Degree Amount (In Rs.): 500/-
Total Amount to be Paid (In Rs.): 500/-

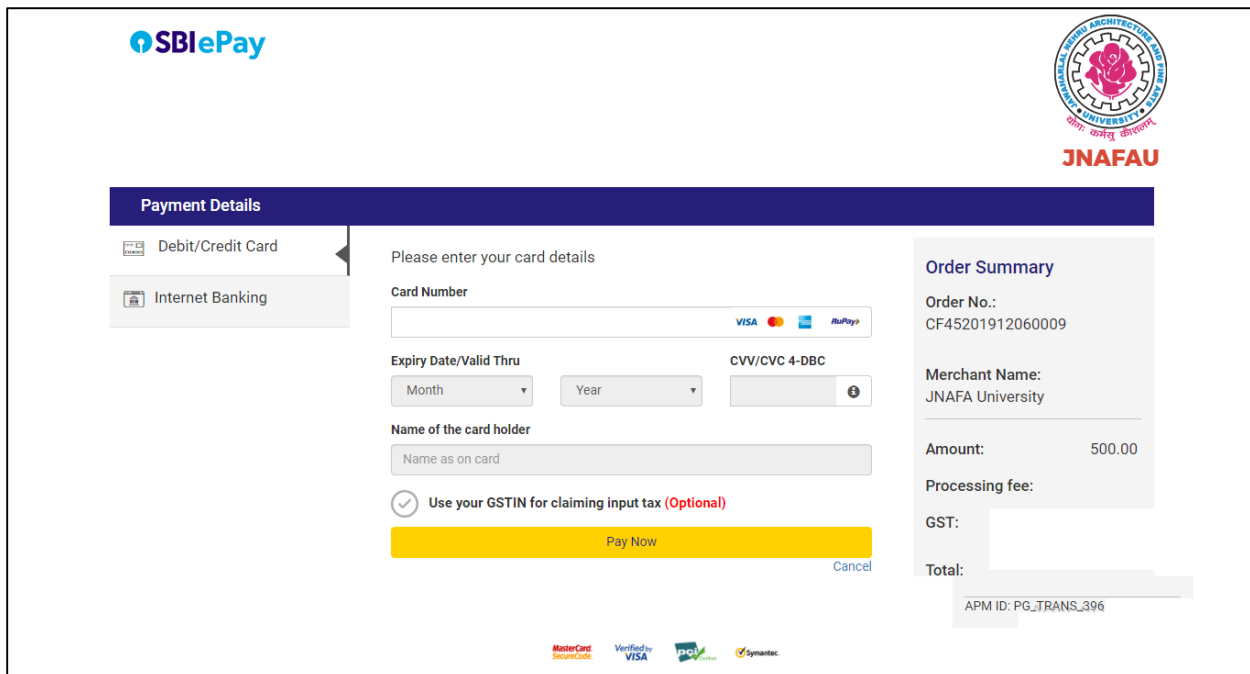
MAKE PAYMENT

PAYMENT GATEWAY PAGE:

Student will select appropriate option like Debit Card/Credit Card etc. and make the payment using below steps-

- Enter valid Debit/Credit card No.
- Select valid expiry month and year from dropdown
- Enter valid CVV/CVC No.
- Enter valid Name of the card holder
- After filling all details, Student has to click on Pay Now button and enter the OTP i.e. received on registered mobile no. and then complete the payment.

After successful payment, student will be redirected on APPLICATION FOR ORIGINAL DEGREE CERTIFICATE page and will be able to download Convocation form with all the details of successful payment.



NOTE: Please Ignore if any message displays related to shipping/billing details and please refresh the page and proceed for payment.

DOWNLOAD RECEIPT:

After Paying the Fees, student will re-direct to the Form page, where student can download the receipt on click of **Download Form** button.

Select Mode of Receiving Degree *	:	<input checked="" type="radio"/> In Convocation	
Postal address to which the certificate should be sent * Note : As your Degree/Diploma Certificate will be sent by post, kindly enter your address carefully.		Flat No./House No./Place *	House No-5, Andheri Nagar
		Landmark/Locality	House No-5, Andheri Nagar
		State *	Andhra Pradesh
		District *	Guntur
		City *	Guntur
		Pin Code *	546547
Download Form			

- **NOTE:** After clicking on **Download Form** student can download the form receipt, and receipt be like:



Jawaharlal Nehru Architecture and Fine Arts University
Mahaveer Marg, Hyderabad-500 028, A.P.
APPLICATION FOR ORIGINAL DEGREE CERTIFICATE

Date & Time : 06-12-2019 20:23:15

H.T.No. : 17021AA999 College Code: 91

Mode of Receiving Degree: In Convocation



Payment Detail:

Fee head:	In Convocation: 500 Grand Total: 500
Transaction Id:	9999999
Submit Date & Time:	06-12-2019 08:13:02 PM

Name:	Aadesh Singh			
Father's Name:	Rohitesh Singh			
Address for communication:	House No-5, Andheri Naqar, House No-5, Andheri Naqar			
	Guntur,Guntur			
	Andhra Pradesh			
	Pin Code:	546547		
Degree/Diploma to be Awarded	Degree/Diploma	MFT (Direction)		
	Branch	Film and Media		
Name of the college where last studied	RAMANAIDU FILM SCHOOL			
Month and year of passing	Month	JUNE	Year	2019

Date: 06-12-2019

SIGNATURE OF THE CANDIDATE

ADDRESS LABELS	
Name: Aadesh Singh	Name: Aadesh Singh
H.T.No.: 17021AA999	H.T.No.: 17021AA999
S/o,D/o: Rohitesh Singh	S/o,D/o: Rohitesh Singh
House No.: House No-5, Andheri Naqar	House No.: House No-5, Andheri Naqar
Street: House No-5, Andheri Naqar	Street: House No-5, Andheri Naqar
City,Dist: Guntur,Guntur	City,Dist: Guntur,Guntur
Pin: 546547	Pin: 546547
Mobile No: 8766787878	Mobile No: 8766787878