

# Registration Renewal Process

**Step 1:** Open SGSITS Portal using url : <http://www.sgsitsindore.in> . Once you type URL; Portal Home Page will be open.

Please use your Login credentials to Login into your Portal account. After entering User Name & Password, please click on the **LOGIN button**



The screenshot displays the homepage of the Shri Govindram Seksaria Institute of Technology and Science, Indore (M.P.). The header features the institute's logo and name. A navigation menu includes links for Institute, Academics, Departments, Student Life, Faculty & Staff, Help & Support, and Placement Cell. The main content area is divided into several sections: a Director's Message with a photo of a man and a congratulatory message; a Student Registration section with a 'Register Now!' button; an Important Notice section with a link to 'Visit of Honorable Technical Minister'; and a Student Login section with fields for User ID (0001cs101052) and Password, and a 'Login' button. Below these sections are four columns of news items: Student Section, Institute Section, Extra Curriculum, and Latest Happenings, each with a list of recent events and activities.

**Step 2:** Now a new page will be open on the screen. Please click on the **Student Services link**.



**Step 3:** After clicking on the Student Services please click on the **Registration Form link**.

Semester Renewal form will now be open. Please click on the **Search** button; Student's personal information as well as Current Status will be display on the Screen.

Please fill the mandatory information in the fields available on the Screen marked with \*.Now click on the **select Option** in Current Status tab. Registration fee and payment mode will be appeared on the screen.

Now please read the **Candidate Declaraion** and **important Notice regarding online payment through Internet Banking**.

Then tick the  to confirm that you have read and accept the SGSITS's terms & conditions.

Now Click on **Go for Online Payment** button.

- ▼ Examination Form
- [Fill Exam Form](#)
- [Apply Reval-Retotal](#)
- [Remaining fees for Examination Form](#)
- ▼ Time Table
- [Download Time Table](#)
- ▼ Scheme-Syllabus
- [Download Scheme-Syllabus](#)
- ▼ Reports
- [View Reports](#)
- ▼ My Account
- [Change Password](#)
- [Transaction Summary](#)
- ▼ Student Attendance
- [View Attendance](#)
- ▼ Student Profile
- [Student Profile](#)
- [Academic History](#)
- ▼ Notice-Circular
- [Download Notice from SGSITS](#)
- ▼ Smart Card
- [View Smart Card](#)
- ▼ Registration Renewal
- [Registration Form](#)

Welcome : **NABHASHMITA SEN**

**Registration Form**

All Fields Marked with \* are mandatory

**\* Important Notice Regarding Online Payment through Internet Banking**

In case your current payment transaction is showing the status as **"Failed transaction"** and the amount gets deducted from your account and Registration Form status is still showing the **"Fee Not Submitted"**. Please wait, do not re-submit your examination or do not make another payment.

\* Since your Registration Fees has been deducted from your account, your form will be forwarded automatically to **SGSITS College** with an update in your account as **"Submitted To SGSITS"** in next working day.

In case you need further support reach to Help & Support.

**Prerequisites**

Enrollment No.

**Student Personal Details**

Name	: NABHASHMITA SEN	Date of Birth	: 01 Nov 1996
Father's Name	: RAJKHAL CHANDRA SEN	Mother's Name	: KANIKA BOSE SEN
Course	: BE	Branch	: COMPUTER ENGINEERING
Gender	: Female	Blood Group	: A+
Religion	: Hindu	Category	: UR
E-Mail	: nabhashmita.sgsits@gmail.com		
Permanent Address	: C/D Rajkhal Chandra Sen Village-PO Balkhora, South Tripura		
Present Address	:		
City	: South District	State	: Tripura
Pincode	: 799144	Phone	: 0
Mobile	: 7415288765	Admission Year	: 2010
Local Guardian Phone No	:		
Name of Last Exam.*	<input type="text"/>		
Information about Father (In case father is not live please quote the same for Guardian)			
Profession*	<input type="text"/>		
Annual Income*	<input type="text"/>		
In case employed quote his Designation and Deptt. with full postal Address of his employment*:			
<input type="text"/>			

**Student Current Status**

Select	Enrollment No.	Academic Year	Year/Semester	Admission Status
<input checked="" type="radio"/>	0801CS101052	July- Dec-2012	5th Sem	Forwarded by PMS/Admission Section, Fee Not Submitted

**Registration Fee**

Fee To be Submitted

Fee (In Rs.)	Late Fee(In Rs.)	Total Fee to be submitted (In Rs.)
14460	0	14460

**Choose Your Payment Mode**

Payment Mode

**Candidate Declaration**

I solemnly hereby declare that contents of this application form are true to the best of my knowledge and belief and nothing has been concealed therein. I shall be responsible for any wrong information given.

**\* Important Notice Regarding Online Payment through Internet Banking**

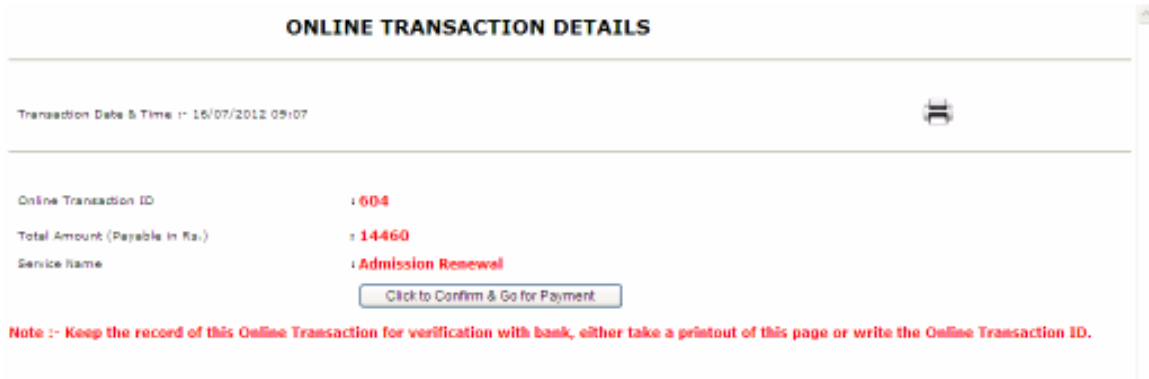
In case your current payment transaction is showing the status as **"Failed transaction"** and the amount gets deducted from your account and Registration Form status is still showing **"Fee Not Submitted"**. Please wait, do not re-submit your registration form or do not make another payment.

\* Since your Registration Fees has been deducted from your account, your examination form will be forwarded automatically to **SGSITS College** with an update in your account as **"Submitted To SGSITS"** in next working day.

In case you need further support reach to Help & Support

Please tick the box to confirm that you have read and accept the SGSITS College's [Terms & Condition](#) for use of the online payment system.

**Step 4:** A new page will be display on the screen. Please check & note down the **online transaction ID** for future reference. Now click on the **Click to confirm & Go for Payment** button.



**ONLINE TRANSACTION DETAILS**

Transaction Date & Time :- 16/07/2012 09:07

Online Transaction ID : **604**

Total Amount (Payable in Rs.) : **14460**

Service Name : **Admission Renewal**

[Click to Confirm & Go for Payment](#)

**Note :- Keep the record of this Online Transaction for verification with bank, either take a printout of this page or write the Online Transaction ID.**

**Step 5:** Oriental Bank of Commerce website will be open . Please use your Internet Banking Login Credentials and pay the Registration fee



**ORIENTAL BANK OF COMMERCE**  
(A Government of India Undertaking)  
*Where every individual is committed.*

**what can you do online**

1. Consolidated Balance of all Accounts
2. Account Statement
3. Customisation of Account
4. Send Mails for queries

**LOGIN TO YOUR ORIENTAL BANK'S IBANKING ACCOUNT**

User ID:

Password:

[Submit](#)

[Cancel payment](#)

**Norton SECURED**  
powered by VeriSign  
AN ALL INDIA INSTITUTION

**Do not Click the button "Corporate Users Click Here" again, if you have clicked on it.**

[Corporate Users Click Here](#)

**Alert!** Kindly do not reveal any sensitive information in response to any e-mail purported to be any person representing the bank, as this might be a phishing attack. Do Not Cl

**Step 6:** After successful completion a confirmation receipt will be generated on the Screen.

If any Error will be occurred or your Transaction gets fail and amount will be deducted from your account, please use Report your Failed Transaction link available on the Portal to log your complaint. So that the portal support team will help you regarding transaction fail



### Report Your failed Transaction

Report your failed transaction by fill this form. Portal support team will reply through email within 3 Days  
Write your valid Application Transaction Id, mobile number & Email id to get response

Name	<input type="text" value="Sudarshan Gaurav"/>
Enrollment No.	<input type="text" value="080103111852"/>
Mobile No.	<input type="text" value="999170809"/> (Your Personal Mobile No. as filed in registration form)
Email ID	<input type="text" value="sudarshan@oipgvels.com"/> (Your Personal Email ID as filed in registration form)
Application Transaction Id	<input type="text" value="12345"/>
PG Service Type	<input type="text" value="Student Registration With Subscription"/>
Transaction Amount	<input type="text" value="300"/>
Bank Account No.	<input type="text" value="3026087421"/>
	<input type="text" value="Dear"/>

**Thank You**