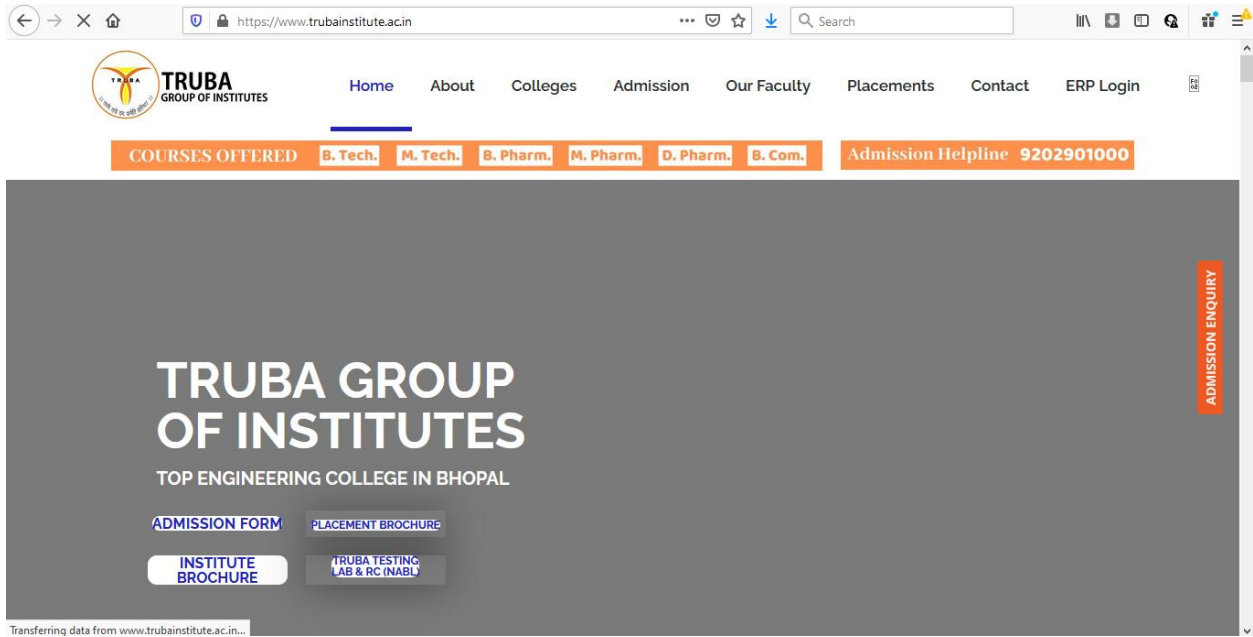
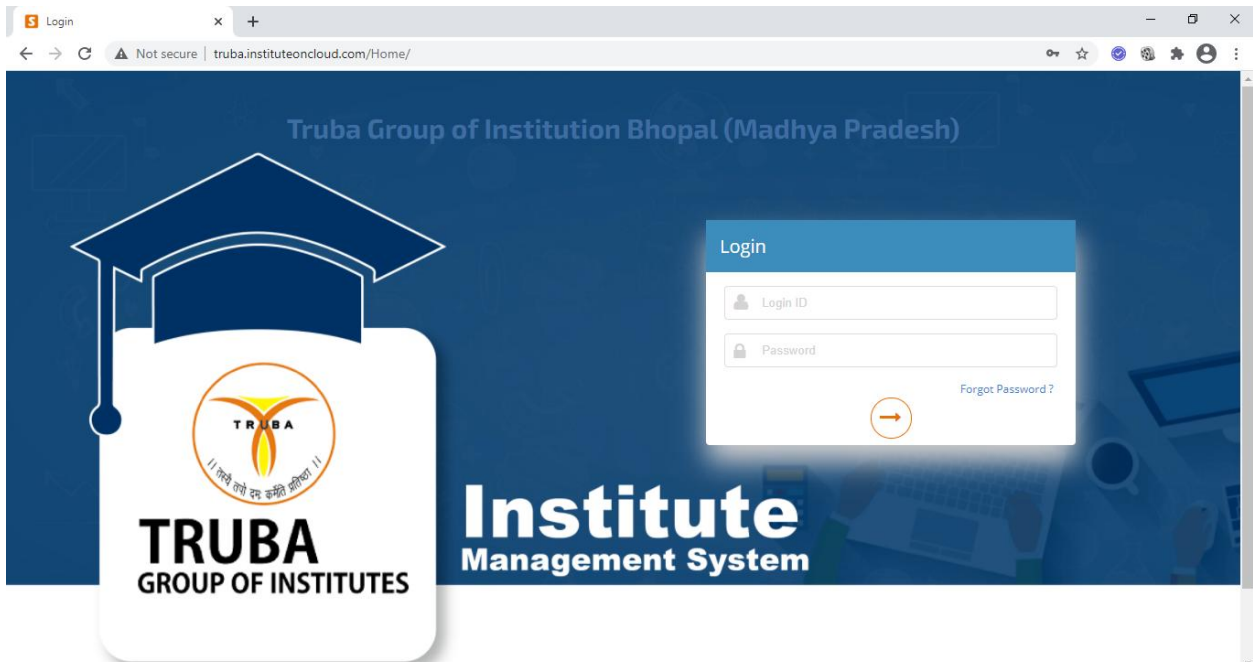


## Procedure to Submit Fees through “Truba ERP”

1. Go to Truba Official website [www.trubainstitute.ac.in](http://www.trubainstitute.ac.in)



2. Click On “ERP Login” link, Top Right Corner of the Home Page



### 3. Fill your Login ID (Scholar No.) and Password (Provided by the Institute)

The screenshot shows the TRUBA GROUP Student Dashboard. The navigation menu on the left includes: HOME, MY TIME TABLE, ACADEMIC ATTENDANCE, ACADEMIC CALENDAR, HOSTEL LEAVES REQ., ACADEMIC REGIS. FORM, DOWNLOAD, FEE RECEIPTS, GALLERY, PROFILE, and LOGOUT. The main content area features a welcome message, four colored buttons for Student Profile, Student Attendance, Student Assignments, and Online Payment. Below these are two tables: Notices and Events.

Date	Notice/Circular	Courtesy
07 Aug 2020	Regarding update Concession in Students ledger....	System Admin
20 Feb 2020	Welcome To TRUBA Group of Institutes ,BHOPAL (M.P.)	System Admin

Date	Events
10 Mar 2020	FEST 2020
22 Feb 2020	LIVE ERP For Events

### 4. Click On "Online Payment" Link

The screenshot shows the TRUBA GROUP Pay Dues Amount page. The page displays student details and a table of dues. The details are: Name: [redacted], Batch: [redacted], \*Mobile: [redacted], Father Name: [redacted], Institute: [redacted], Branch: [redacted], Mother Name: [redacted], Program: [redacted], \*E mail: [redacted]. The table of dues is as follows:

	Head Name	Installment Date	Due Amount	Amount
<input type="checkbox"/>	Tution Fee First Year	02 Apr 2021	27500.00	<input type="text" value="27500.00"/>
<input type="checkbox"/>	Tution Fee First Year	01 Oct 2020	27500.00	<input type="text" value="27500.00"/>

Total Dues : 55000.00  
Amount Selected to Paid

[Proceed To Pay](#)

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5. Select Payable Amount in Amount Section and Click Respective Check Box. Click on “Proceed to Pay” Button

The screenshot shows the 'Pay Dues Amount' page. At the top, there is a notification from truba.instituteoncloud.com. The form contains the following fields:

- Name: [Redacted]
- Father Name: [Redacted]
- Mother Name: [Redacted]
- Batch: BATCH-2020
- Institute: [Redacted]
- Program: B.TECH
- \*Mobile: [Redacted]
- Branch: [Redacted]
- \*E mail: [Redacted]

	Head Name	Installment Date	Due Amount	Amount
<input checked="" type="checkbox"/>	Tution Fee First Year	02 Apr 2021	27500.00	<input type="text" value="27500.00"/>
<input checked="" type="checkbox"/>	Tution Fee First Year	01 Oct 2020	27500.00	<input type="text" value="27500.00"/>

Total Dues : 55000.00  
Amount Selected to Paid 55000

**Proceed To Pay**

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6. Select the Payment Gateway (Airpay Or PNB)

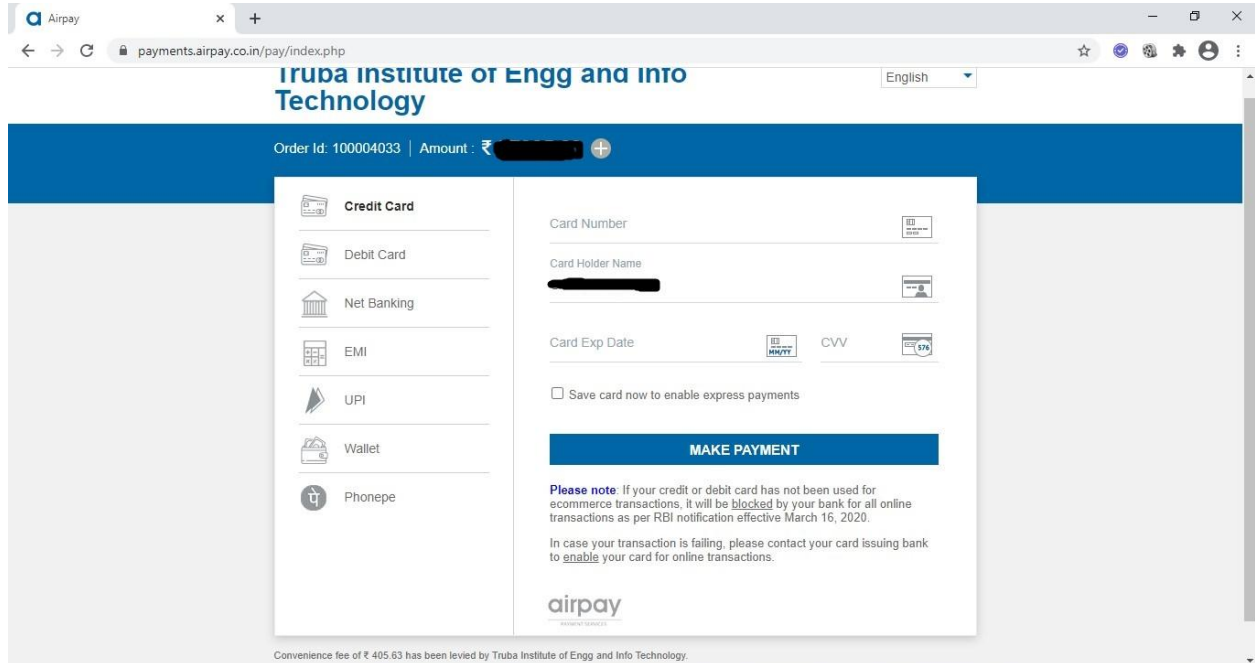
The screenshot shows the 'Payment Proceed' page. It features the following elements:

- Payment Via:** A dropdown menu with options: --Select Payment Via--, AIRPAY, and PNB.
- Amount:** A text input field containing [Redacted].
- Proceed:** A blue button to submit the payment.

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7. Select the Payment Mode (Credit Card, Debit Card, Net Banking, UPI, and Wallet) and Pay the Fee.

**\*\*Note: Payment done through UPI Mode will not cost you additional surcharges. For rest payment modes surcharges will be levied as per RBI Guidelines.**



8. You can get the print of Payment Receipt from Fee Receipt Section in your login

