

User Manual for IKGPTU Campus

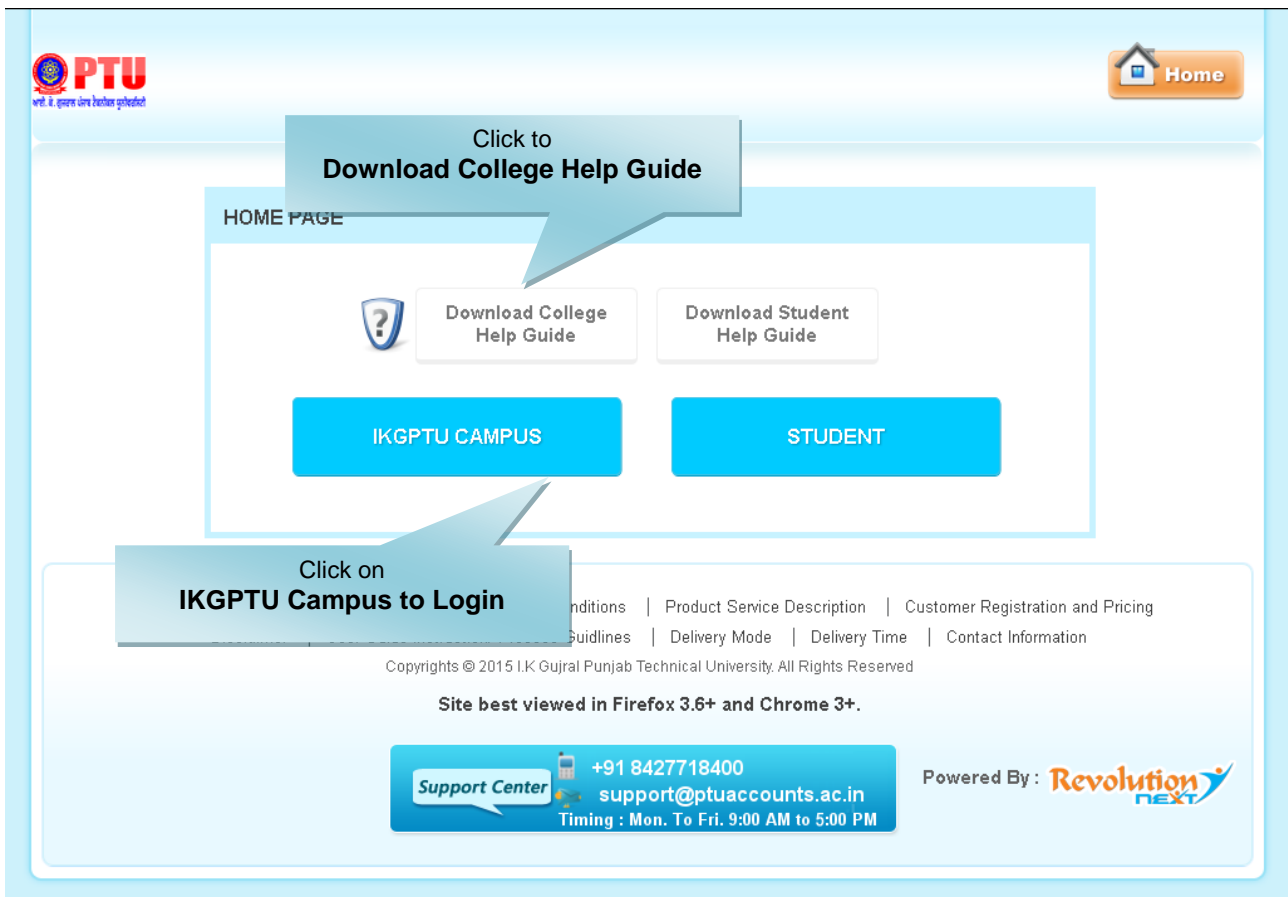
Step 1 – Go to <http://ptuaccounts.ac.in> or <http://ptu.ac.in>

Step 2 – Take/Hover mouse on **Registration/Online payment** link

Step 3 – Click on **IKGPTU Campuses Fee Payment**.

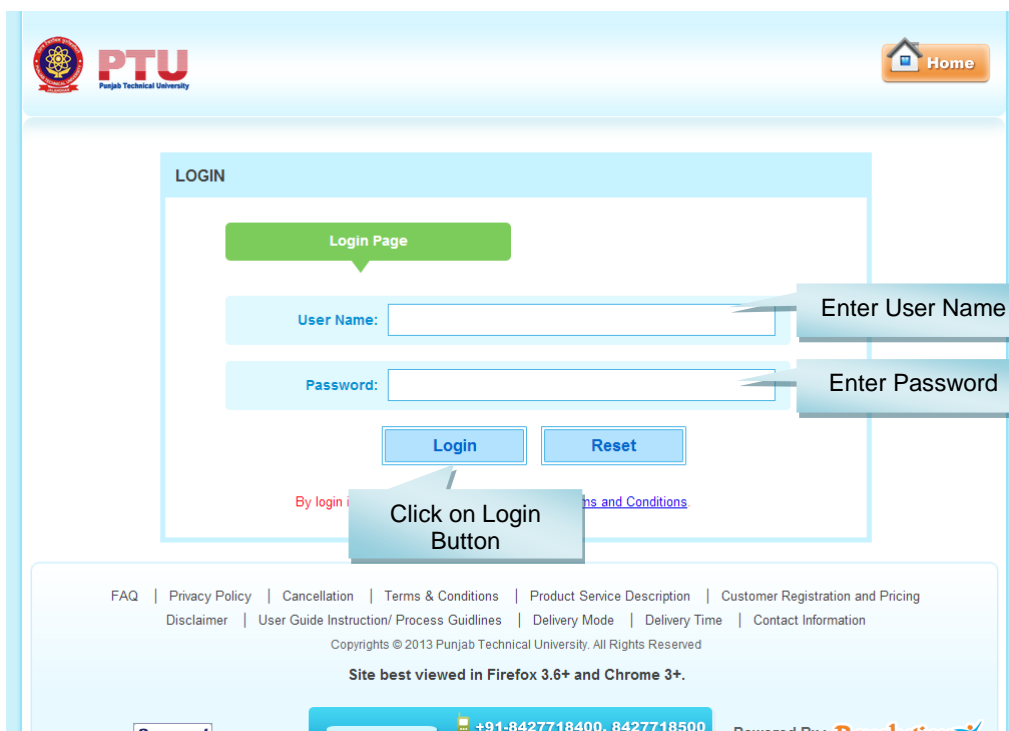
The screenshot displays the website interface for I.K Gujral Punjab Technical University. At the top left, the university's name and logo are visible, along with the text "I.K Gujral Punjab Technical University" and "Finance & Accounts". On the top right, there are links for "PTU Main", "Sitemap", and "Contact us". Below these, a dropdown menu is open, showing "Registration/Online Fee Payment" as the selected option, with sub-options for "Affiliated/Regular Colleges" and "IKGPTU Campuses Fee Payment". A navigation bar below the menu contains links for "About Us", "Department Profile", "Circulars & Notifications", "Rules & Regulations", "Financial Info", and "Other/Vendor". A callout box with a blue background and white text points to the "IKGPTU Campuses Fee Payment" link, with the text "Click on IKGPTU Campuses Fee Payment". Below the navigation bar, there is a "Notice Board" section with a green header and a list of items: "Deposit of dues", "Revision of Fees of Non-AICTE Courses", and "Notification about payments of Flying Squad/ Controllers/ Invigilators/ Papers Setter/ Evaluator etc.". To the right of the notice board is a large image showing a group of men in traditional attire, with a callout box pointing to it. Below the image is a "Stop" button and a set of numbered buttons (1-6). To the left of the image is a "Contact Us" section with a blue header and contact information: "Jalandhar-Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala (Punjab) - 144601", "01822-662508", and "info@ptuaccounts.ac.in". Below the contact information is a small URL: "items.ptuaccounts.ac.in/doForwardToReg_tr.do". To the right of the contact information is a "Welcome to Punjab Technical University" section with a blue header and a paragraph of text: "Punjab Technical University (PTU) was established in the year 1997 under the Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997) to provide for the establishment and incorporation of a University for the advancement of technical education and development thereof in the State of Punjab and for matters connected therewith. In pursuance of this Act, The University started its journey with 09 Engineering Colleges and few Management Colleges affiliated to it. Since then, the University has come a long way and during this academic Session 2011-12, the University has affiliated 100 + Engineering Colleges, 139 Management and Computer Application Courses, 37 institutions imparting Pharmacy Education, 11 Colleges imparting Hotel Management Education, 06 colleges providing Architecture Education and 24 Doctoral Centers for M. Tech and Ph.D. in different branches of Engineering and Technology."

Step 4 – Here you will find New Tab where you have to select **Constituent College** as shown in the following image.



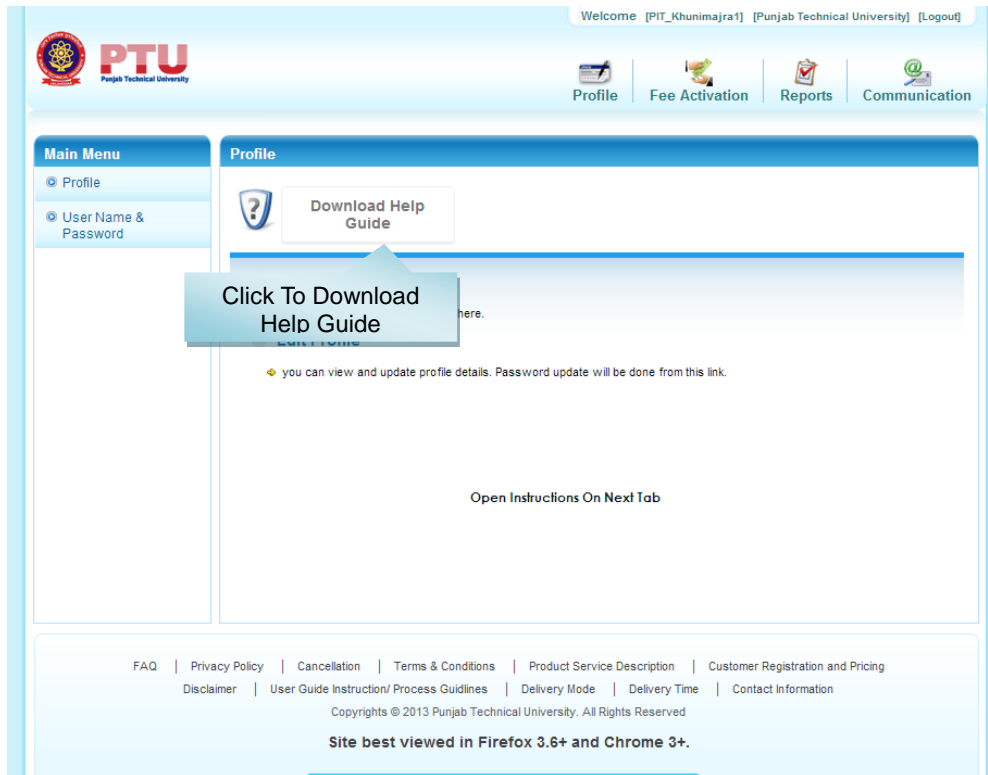
Step 5 – After click on Constituent College the following screen will open

- Please enter your **User Name** and **Password** as provided by PTU(Punjab Technical University)
- Please click on **Login Button** after enter your **User Name** and **Password**



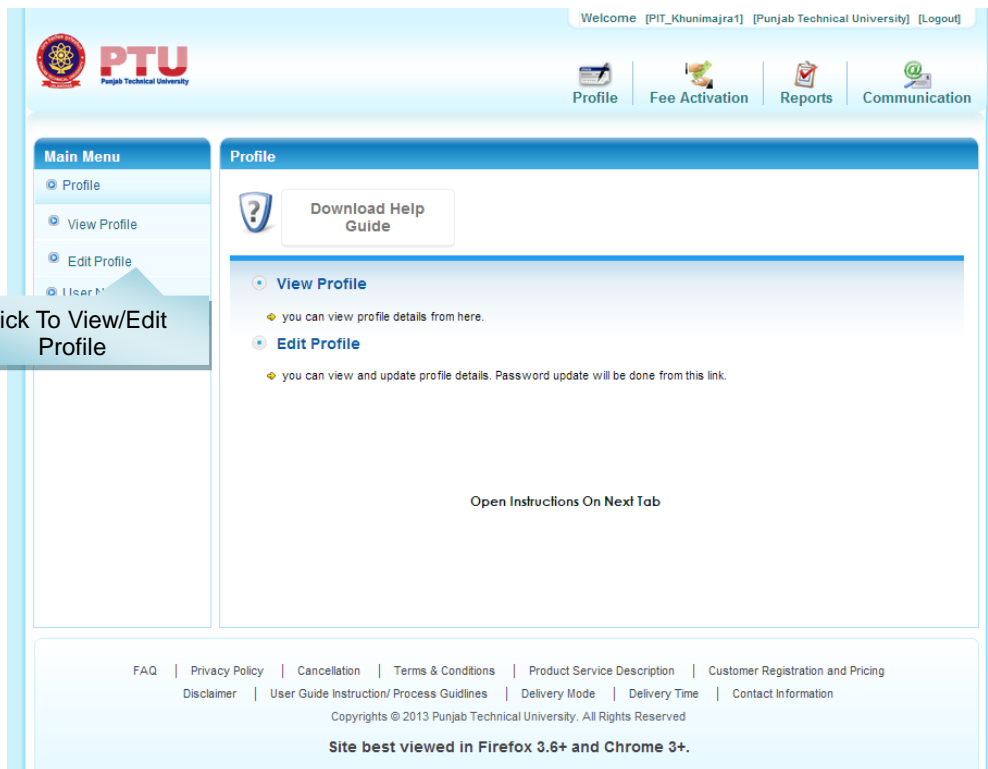
Step 6 – After click on Login Button IKGPTU CAMPUS will login into his/her account and following screen will open

- Download Help Guide on the button



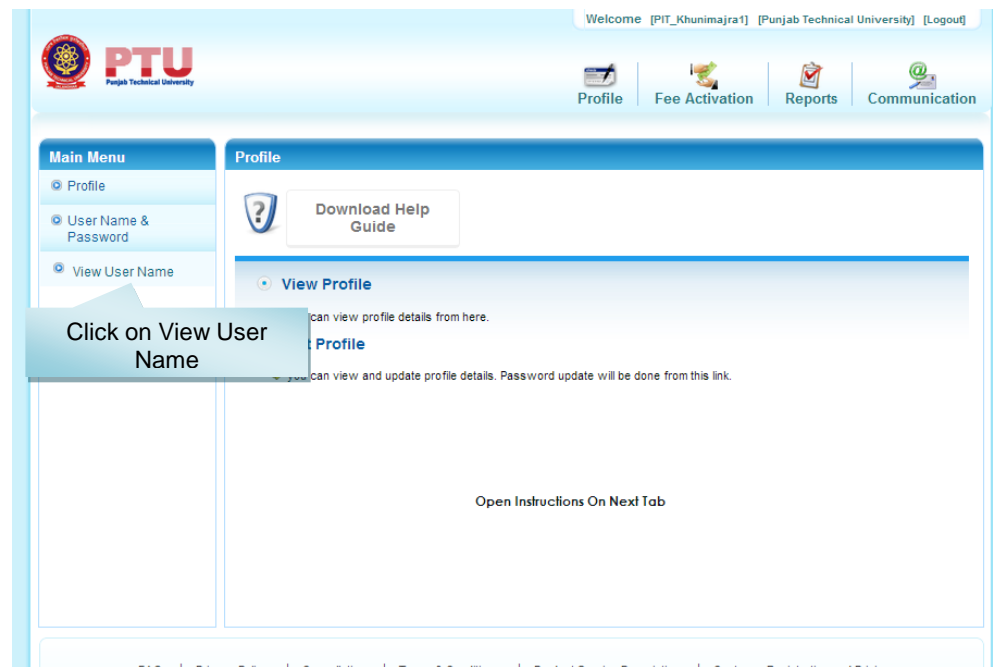
Step 7 – After login IKGPTU CAMPUS can change his/her basic information by using IKGPTU CAMPUS **Profile** link in the header

- In this link IKGPTU CAMPUS can change his/her contact information. IKGPTU CAMPUS **SHOULD CHANGE HIS/HER PASSWORD HERE.**



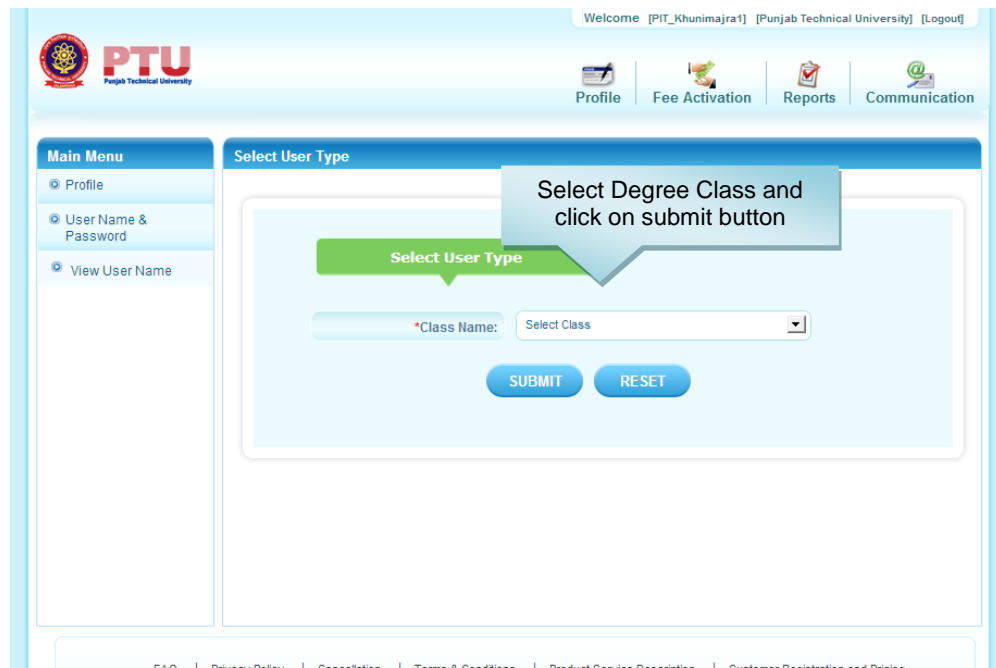
Note:- It is mandatory to IKGPTU CAMPUS that he/she has to change their password after login into their login

Step 8 – IKGPTU CAMPUS can view all student's user names and password by clicking on **User Names & Password** → **View User Name** in the left menu



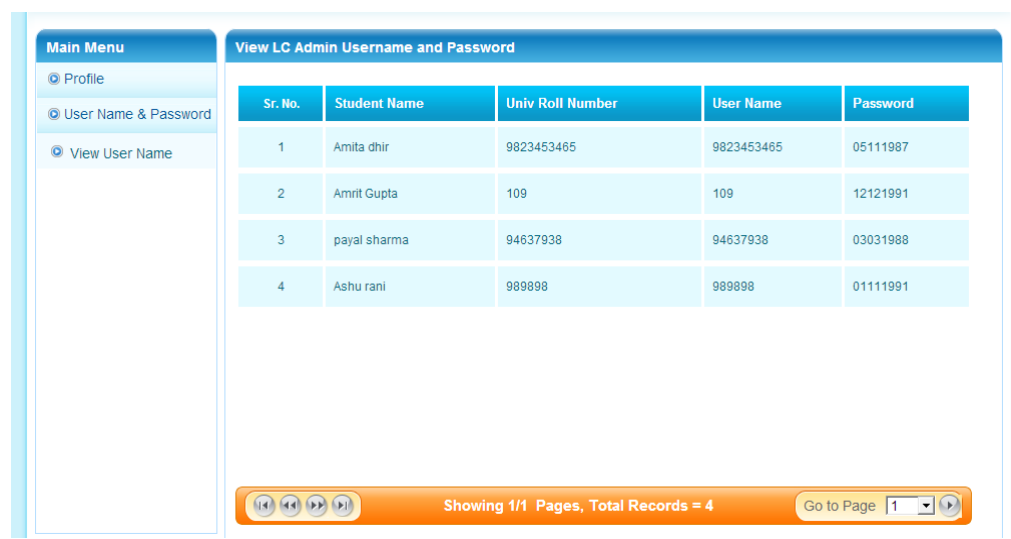
Step 9 – After click on **User Name & Password** → **View User Name** the following screen will open

- LC can view student user name and password by selecting degree from the drop down



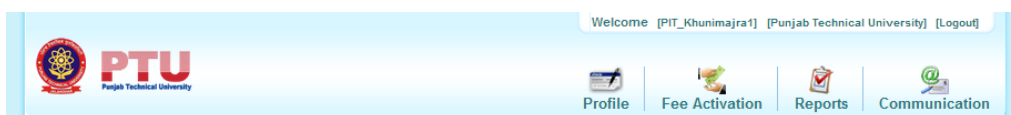
Step 10 – After click on **Submit Button** the following screen will open

- LC can view student user names and password



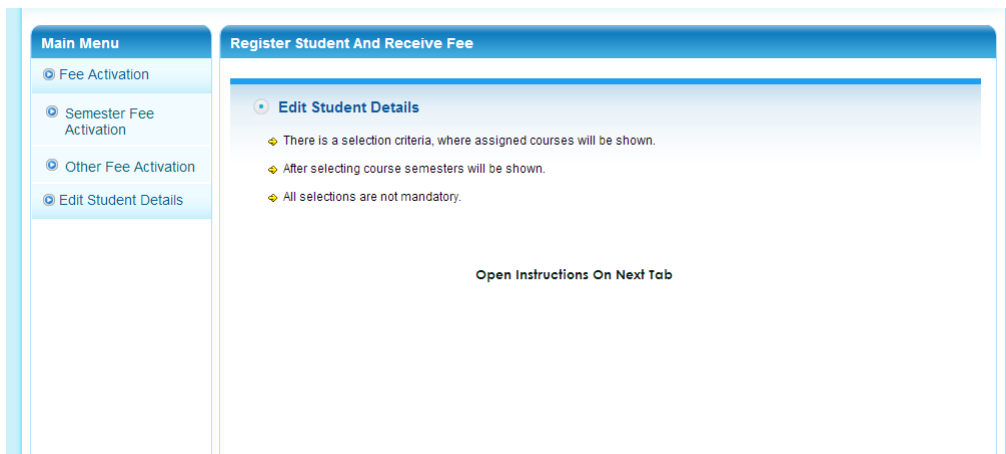
Step 11 – For Activating student transactions please click on **Fee Activation** in the header

Step 12 – After click on **Fee Activation**, go to **Fee Activation** → **Semester Fee Activation** in the left menu

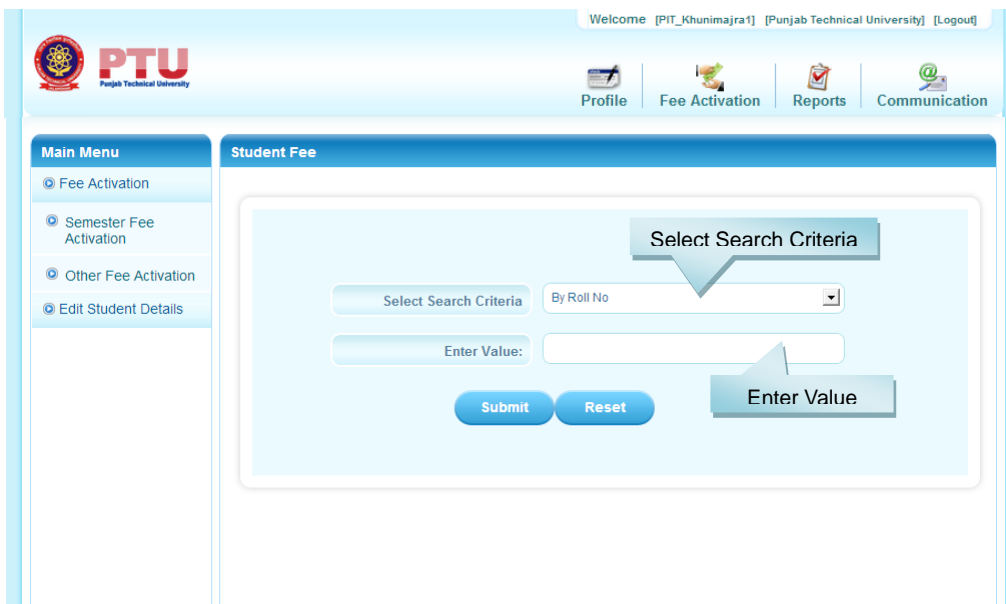


Click on Fee Activation

Click on Semester



Step 13 – After click on **Fee Activation** → **Semester Fee Activation** in the left menu, following screen will open



- Select search criteria By Roll Number/ By Name
- Enter Value Name/Roll Number

The following screen will open after submit the above page.

- Here IKGPTU CAMPUS can view student's details
- Here IKGPTU CAMPUS can view student's fee details

Welcome [PIT_Khunimajra] [Punjab Technical University] [Logout]

PTU Punjab Technical University

Profile Fee Activation Reports Communication

List Of Students

Please Read Instructions To Pay Fees

Student Details

Univ. Roll No.	Student's Name	Father's Name	DOB	Gender	Fee Details	Student Details
2344301	Veer Pal	Sh. Mohinder Pal	2000-01-01	Male		

Click to view fee details

Click to view student details

Showing 1/1 Pages, Total Records = 1

Go to Page 1

Step 14 – After click on **Fee Details** the following fee page will open

Welcome [PIT_Khunimajra] [Punjab Technical University] [Logout]

PTU Punjab Technical University

Profile Fee Activation Reports Communication

Student Fee Details Of LCVC

Read Instructions

Pending Fees

Click to generate Fee Challan

Student Name	Univ Roll No.	Class	Payment Method	PTU-TransactionId	Bank Form	Enter Bank Transaction Id	Status	Total Amt.
Veer Pal	2344301	BSC-IT-SEM-1	Cash	PTU-2196-0000110784	Generate		Pending	8200.0

Paid Fees

Click To Enter Bank Transaction/Scroll ID

Student Name	Univ Roll Number	Class	Session	Payment Method	TransactionId	Status	Total Amt.
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Paid Fee will be displav here

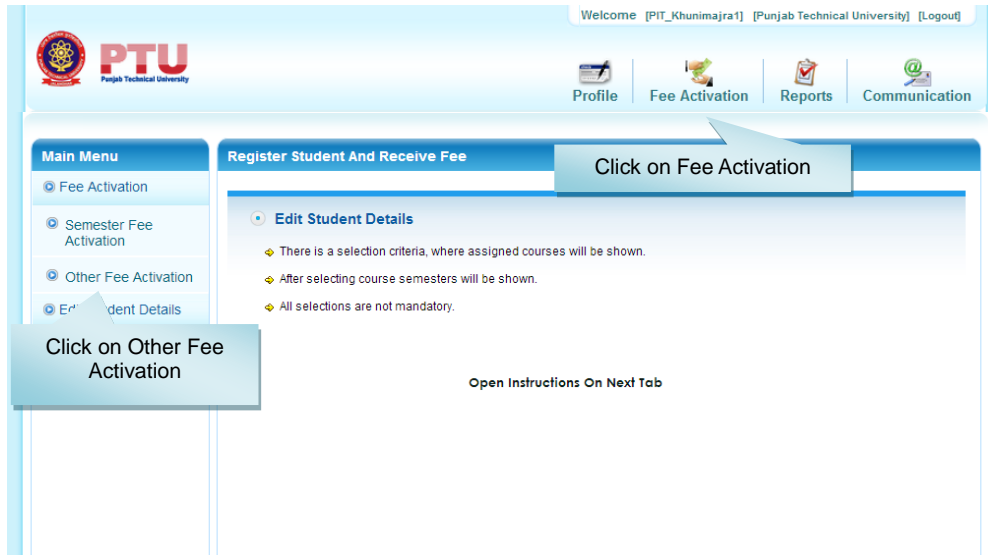
Showing 1/1 Pages, Total Records = 1

Go to Page 1

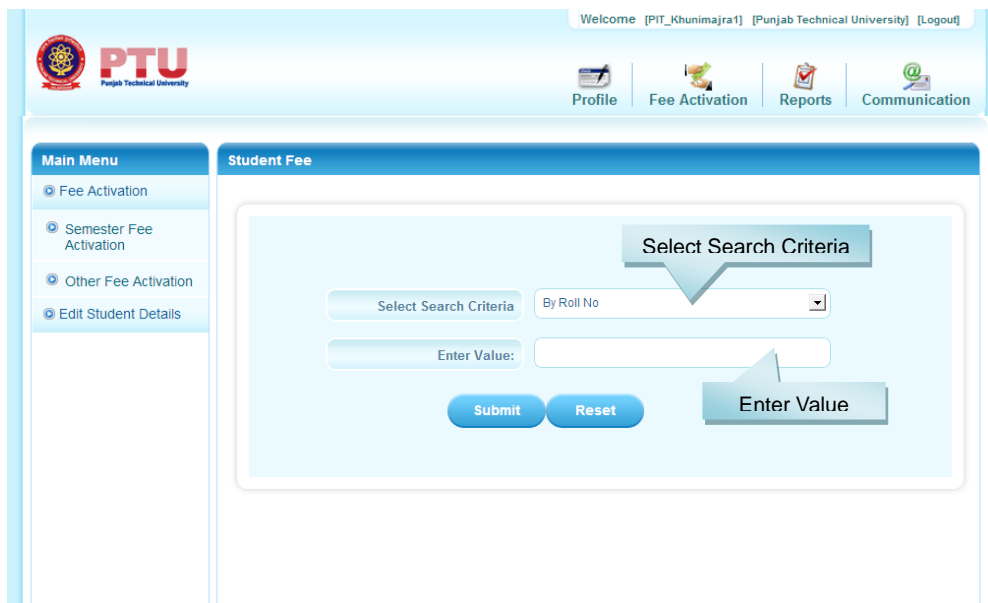
- Once you will get **Transaction Id/Scroll Id** from bank you can activate your transaction by clicking

- on icon under Bank Transaction Id.
- You can generate the fee challan for the student before deposit the fees in the bank by using **Generate Link**
- LC can also view the paid fee status of the students

Step 15 – After click on **Fee Activation**, go to **Fee Activation → Other Fee Activation** in the left menu



Step 16 – After click on **Fee Activation → Other Fee Activation** in the left menu, following screen will open



- Select search criteria By Roll Number/ By Name
- Enter Value Name/Roll Number

The following screen will open after submit the above page.



- Here IKGPTU CAMPUS can view student's details
- Here IKGPTU CAMPUS can view student's fee details

List Of Students

Accordion Window

 Please Read Instructions To Pay Fees

Student Details

Univ. Roll No.	Student's Name	Father's Name	DOB	Gender	Fee Details	Student Details
2344301	Veer Pal	Sh. Mohinder Pal	2000-01-01	Male		

Click to view fee details

Click to view student details



Showing 1/1 Pages, Total Records = 1

Go to Page 1

Step 17 – After click on **Fee Details** the following fee page will open

The screenshot displays the 'Student Fee Details Of LCVC' page. At the top, there is a navigation bar with 'Profile', 'Fee Activation', 'Reports', and 'Communication' links. The main content area is divided into two sections: 'Pending Fees' and 'Paid Fees'. The 'Pending Fees' section contains a table with the following data:

Student Name	Univ Roll No.	Class	Payment Method	PTU-TransactionId	Form	Enter Bank Transaction Id	Status	Total Amt.
Veer Pal	2344301	BSC-IT-SEM-1	Cash	PTU-2196-0000110784	Generate		Pending	8200.0

Below the 'Pending Fees' table is the 'Paid Fees' section, which is currently empty. A callout box points to the 'Generate' link in the 'Form' column, stating 'Click to generate Fee Challan'. Another callout box points to the pencil icon in the 'Enter Bank Transaction Id' column, stating 'Click To Enter Bank Transaction/Scroll ID'. A third callout box points to the 'Paid Fees' section, stating 'Paid Fee will be display here'. The page also includes a 'Read Instructions' link and a pagination bar at the bottom showing 'Showing 1/1 Pages, Total Records = 1'.

- Once you will get **Transaction Id/Scroll Id** from bank you can activate your transaction by clicking on icon under Bank Transaction Id.
- You can generate the fee challan for the student before deposit the fees in the bank by using **Generate Link**
- LC can also view the paid fee status of the students

Step 18 – For Edit Student details **Edit Student Details** → **Edit Student Details** in the left menu

The screenshot displays the 'Edit Student Details' page. The left sidebar contains a 'Main Menu' with 'Edit Student Details' selected. The main content area is titled 'View Students' and contains a form with the following fields:

- Course:** A dropdown menu with 'Select Course' as the current selection.
- Current Semester:** A dropdown menu with 'Select Semester' as the current selection.
- Student Name:** A text input field.
- Submit:** A blue button.

Callouts provide instructions for each field: 'Click on Edit Student Details' points to the menu item, 'Select Course' points to the dropdown, 'Select Student Current Semester' points to the dropdown, 'Enter Student Name' points to the input field, and 'Click On Submit Button' points to the submit button.

- Here you can select course
- Student Current Semester
- Enter Student Name

After Click on Submit button the following page will open:

PTU Punjab Technical University

Welcome [PIT_Khunimajra] [Punjab Technical University] [Logout]

Profile Fee Activation Reports Communication

Main Menu

- Fee Activation
- Edit Student Details
- Edit Student Details

List Of Students

Student Details

University Roll No.	Student's Name	Father's Name	DOB	Gender	Student Details
2344301	Veer Pal	Sh. Mohinder Pal	2000-01-01	Male	

Click To View Student Details

Showing 1/1 Pages, Total Records = 1 Go to Page 1

- Here you can view and edit student details by click on icon under student details column
- After Click on icon under student details column the following page will open:

View Student Details

View Student Details

*Reg./Roll No. 2344301 *Course: BSC-IT

*Name: Veer Pal *Semester: BSC-IT-SEM-1

Email: ankush666@gmail.com Address Line-1: Ludhiana

Father's name: Sh. Mohinder Pal Address Line-2:

*Date of Birth: 01-01-2000 State: Punjab

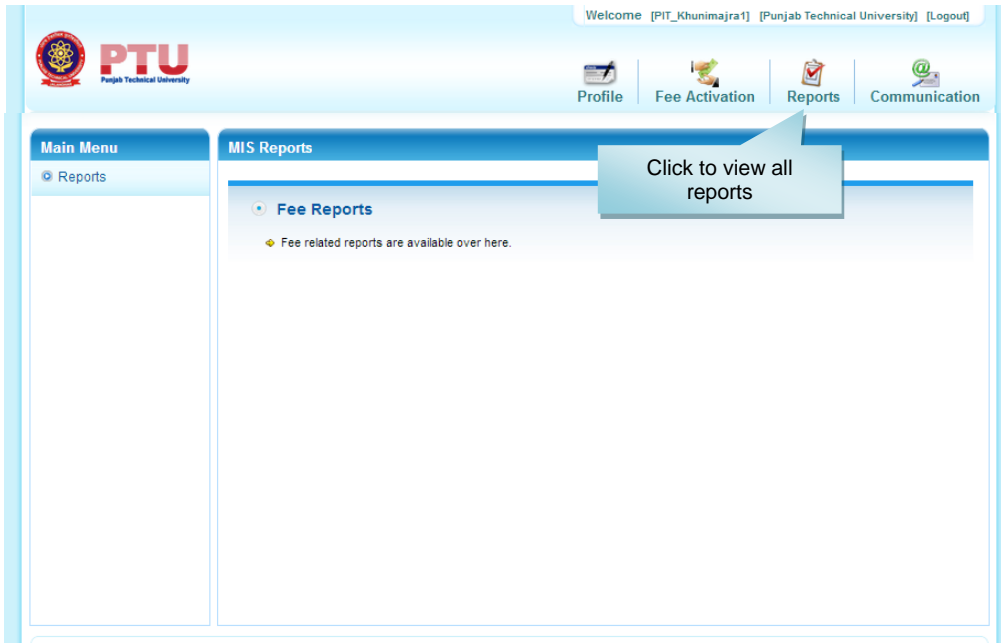
Gender: Male City: Ludhiana

Mobile No: 9463565739 Pincode: 141001

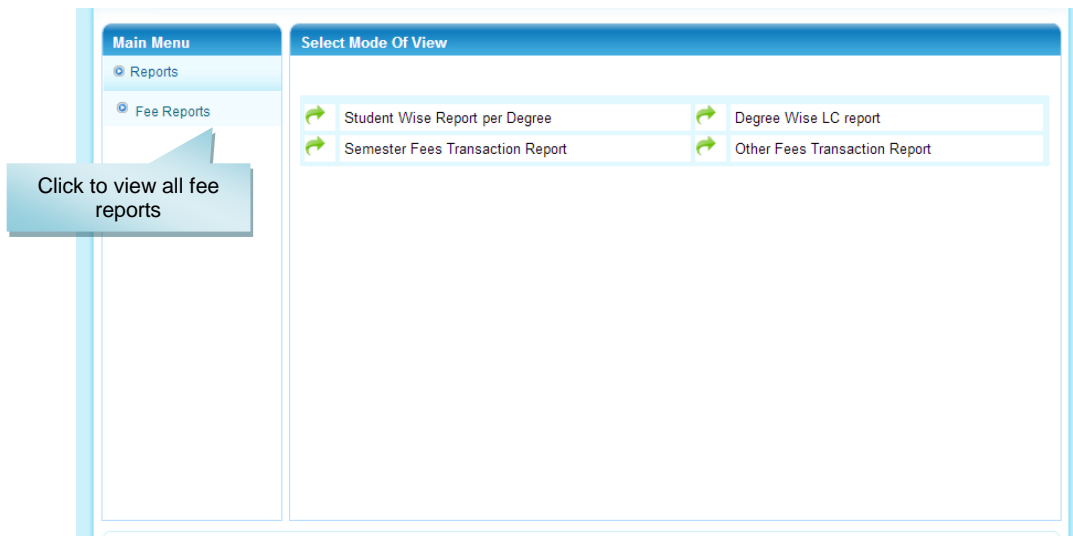
Parent's Mobile No: 9825563567 *Student Category: General

Submit

Step 19 – To view reports available in the portal Click on **Reports** in the header



After click on **Reports** → **Fee Reports** in the left menu, following screen will open



- Here you can see All the reports
- Four types of reports are available in the portal
 1. Student Wise Reports Per Degree
 2. Degree Wise IKGPTU CAMPUS Report
 3. Semester Fees Transaction Report
 4. Other Fees Transaction Report

Note: - IKGPTU Campus College need to collect IKGPTU's receipt from the **student** after depositing the cash in the bank.