

Online Hostel Booking User Manual



Student Login

Enter Login Id, Password and Captcha for Online Hostel Booking





Online Hostel Room Booking

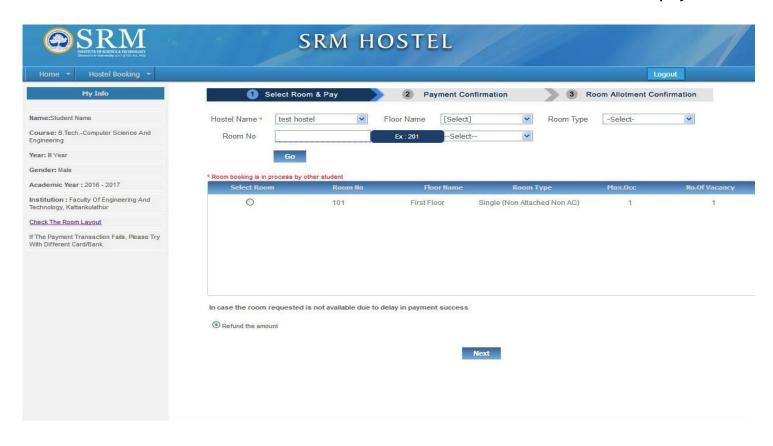
- The Online Hostel Room Booking Page Opens
- Click on 'Hostel Booking' menu





Step 1a - Select Room and Pay

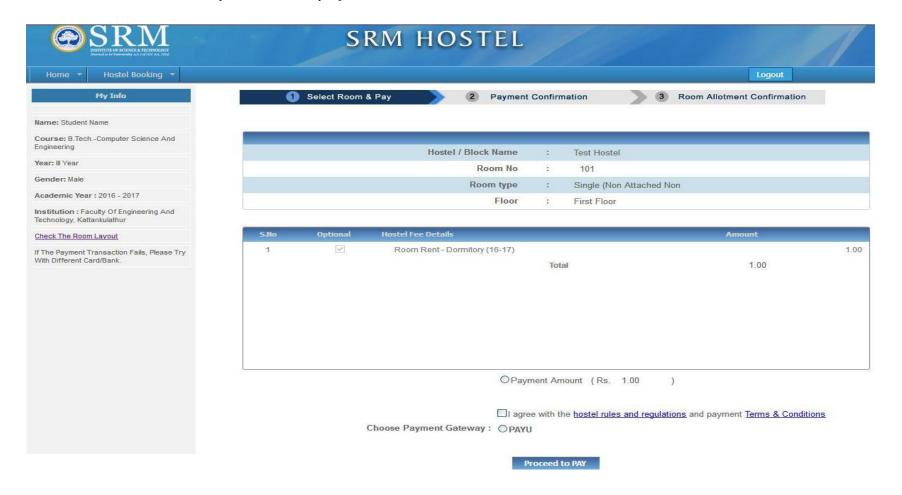
- 'Select Room & Pay' page open
- Student can select the hostel based on the Hostel Name, Floor, Room No or Room Type
- List of Hostels will be displayed in the 'Hostel Name' drop down as applicable to the student
- Click 'Go' to view and select the available room list. Click Next to view the payment details





SRM Step 1b - Select Room and Pay

- Choose the payment gateway PAYU
- Click on Proceed to Pay button to pay the hostel fee



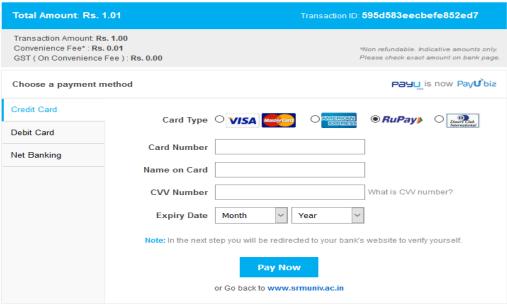


Step 1c – Select Room & pay

- Pay fee through PAYU payment gateway
- Select card type and enter card number, Name on Card, CVV Number, Card's expiry date
- · Click on Pay Now

Credit Card





Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.













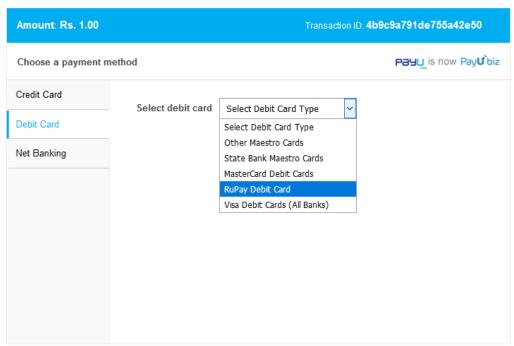




Step 1c – Select Room & pay

Debit Card





Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.











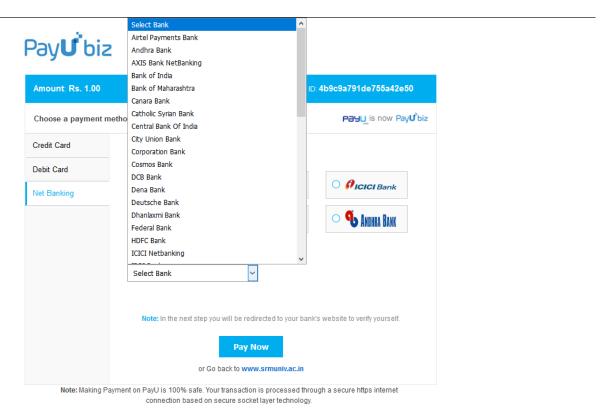






Step 1c – Select Room & pay

Net Banking

















SRM Step 1c – Select Room & Pay

- After completing the payment, Payment Transaction Status page will be displayed
- If the transaction is successful, Payment Success will be displayed





- To view the payment history, click on 'Hostel Booking' menu
- Select 'Payment Transaction Log' from the sub menu for payment details





Under 'Payment Transaction Log', all details including payment status, transaction IDs, etc., will be displayed





- After completing the payment, Payment Transaction status page will be displayed
- If transaction has failed, Payment Failed will be displayed





If the payment status is displayed as pending, Click on verify to check and confirm the status of the payment





Step 2 - Payment Confirmation





Step 3 - Allotment Confirmation

- Room Allotment Order page will be displayed after successful completion of Step1 and Step2
- Once the Room Allotment Order is generated, the room will be booked for that student
- In case the Room Allotment Order is not generated, the room will not be worked
- Print out of the Room Allotment Order is required at the time of joining the hostel





Room Cancellation

