

# COTTON UNIVERSITY

OFFICE OF THE DIRECTOR OF STUDENTS' WELFARE  
Panbazar, Guwahati, Assam-781001

अप्रमत्तेन वेदव्यम्

www.cottonuniversity.ac.in :: email : dsw@cottonuniversity.ac.in



Memo No. : CU/DSW/2017/024/113

Date: 05/02/2024

## NOTICE

It is hereby notified to all the 2023 batch (UG) hostel boarders of Cotton University hostels that the payment procedure for the hostel admission is open and it will remain open upto **15/02/2024**. Please go through the attachment for hostel admission fee payment of Rs. 7,000/- (Rupees Seven Thousand) only.

*Prasanta Sarma*  
(Dr. Prasanta Sarma) 05/02/2024

Director of Students' Welfare,  
Cotton University, Guwahati - 01.

Director  
Student's Welfare  
Cotton University, Guwahati.

Memo No. : CU/DSW/2017/024/113-124

Date: 05/02/2024

### Copy for information to :

1. Pro Vice Chancellor, C.U.
2. PS to Vice Chancellor to apprise the Hon'ble Vice Chancellor, C.U.
3. PS to Registrar to apprise the Registrar, C.U.
4. Dean, Students' Welfare, C.U.
5. The Academic Registrar, C.U.
6. The Controller of Examination, C.U.
7. All the concerned C.U. hostel wardens.
8. The Finance officer, C.U.
9. CSM to upload the notice in the university Website.
10. Notice Board.
11. Office file.

*Prasanta Sarma*  
(Dr. Prasanta Sarma) 05/02/2024

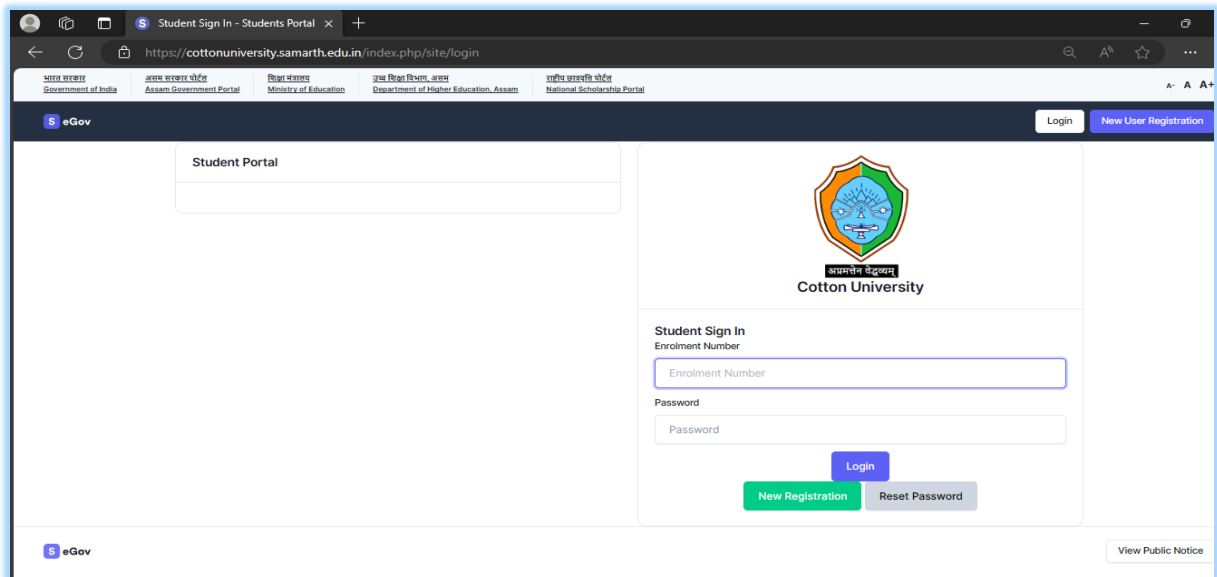
Director of Students' Welfare,  
Cotton University, Guwahati - 01.

Director  
Student's Welfare  
Cotton University, Guwahati - 1

## ❖ How to Pay Hostel Admission Fee

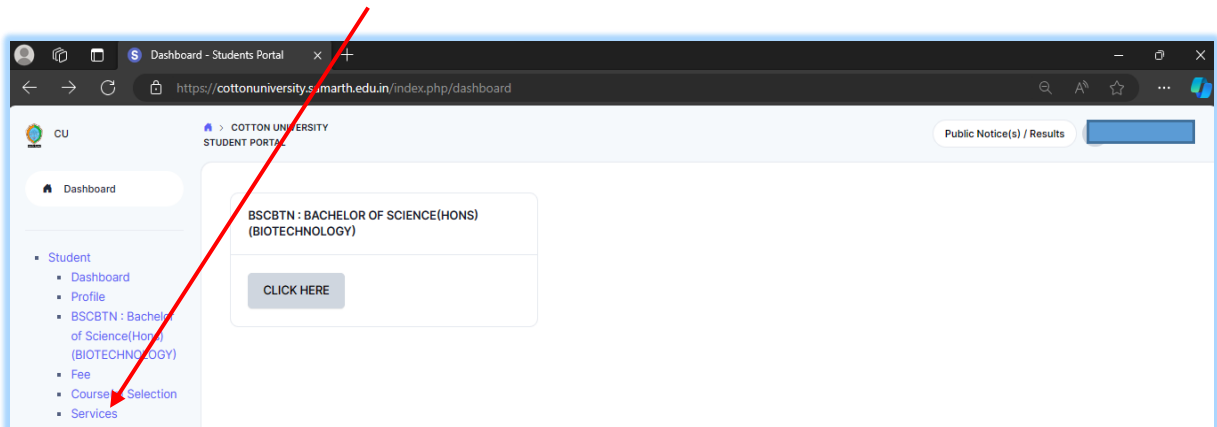
- ✓ **Step-1:** Open **Samarth** Student Portal URL

URL: <https://cottonuniversity.samarth.edu.in>

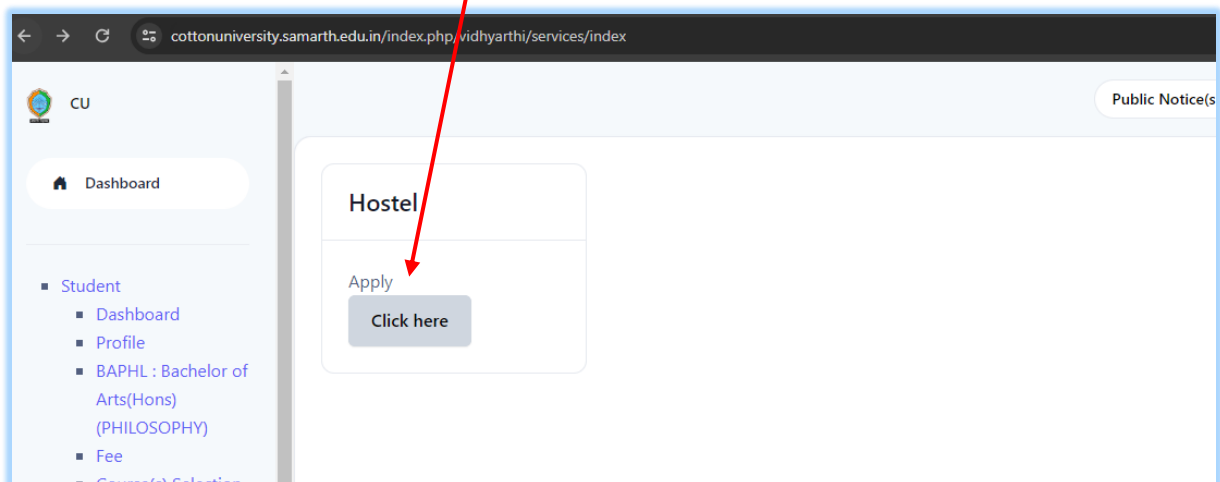


- ✓ **Step 1:** Login using their login credentials of the portal (if you are not registered please follows the registration manual to registered themselves).

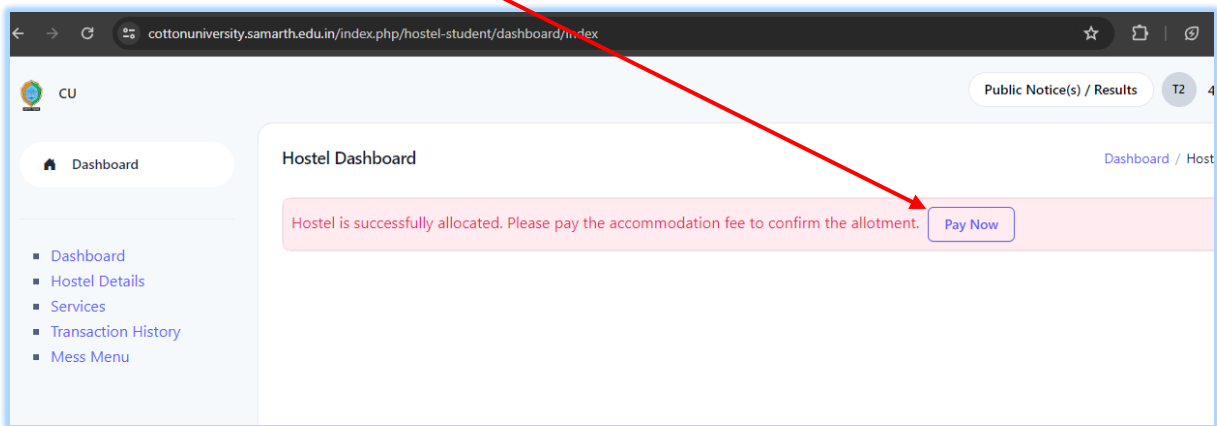
- ✓ **Step-2:** Click on the **Services**



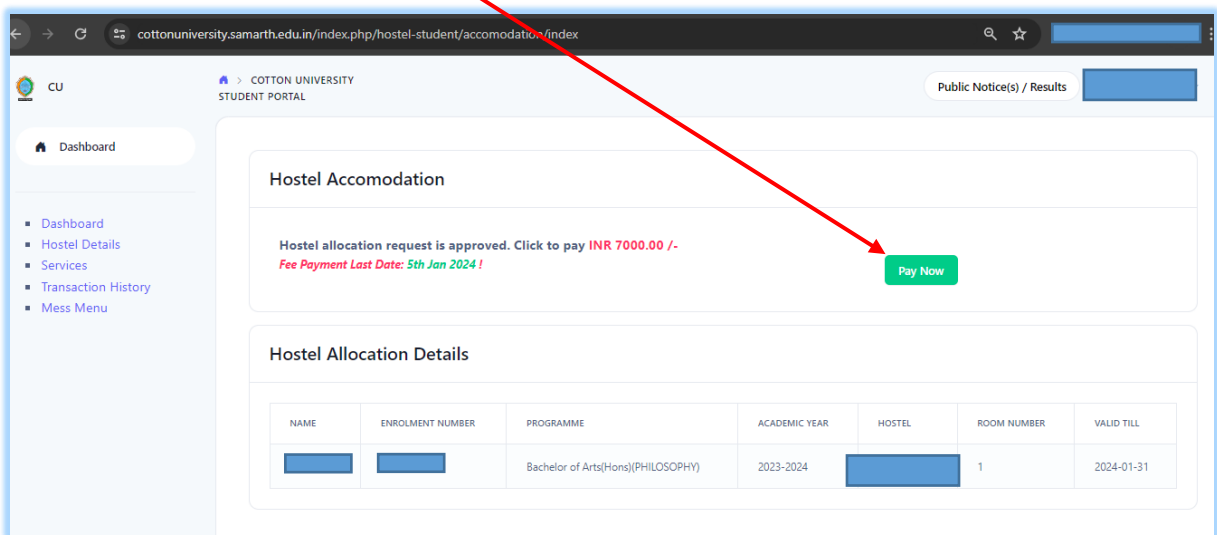
- ✓ **Step-3:** Click on the button **Click here**



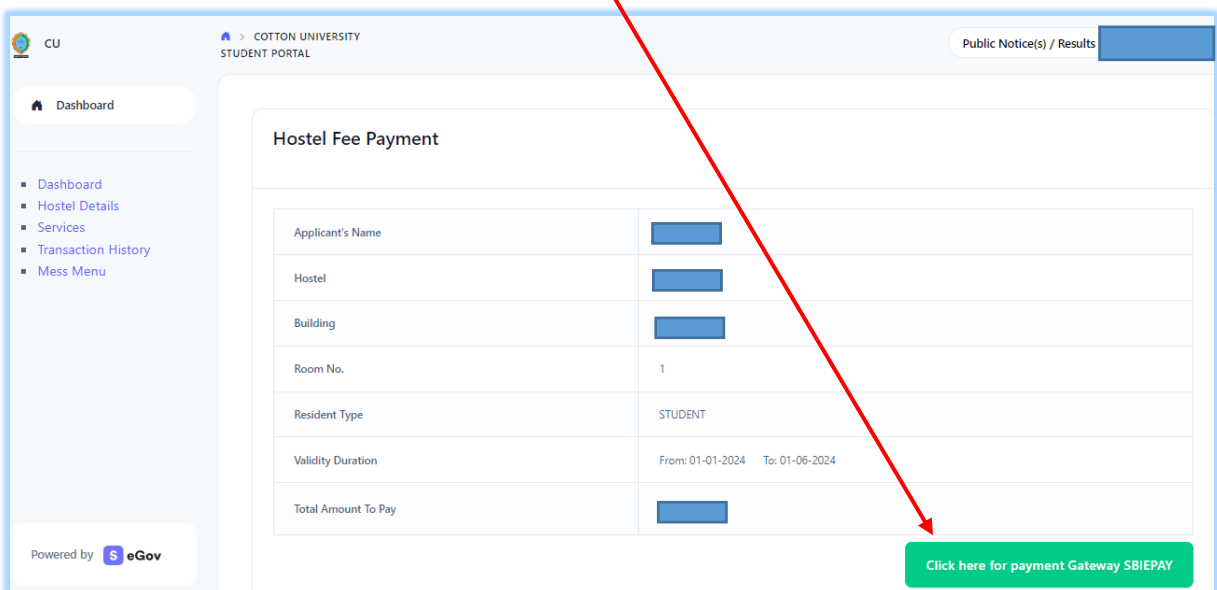
✓ **Step-3:** Click on the “Pay Now” button.



✓ **Step-3:** Again click on the “Pay Now” button

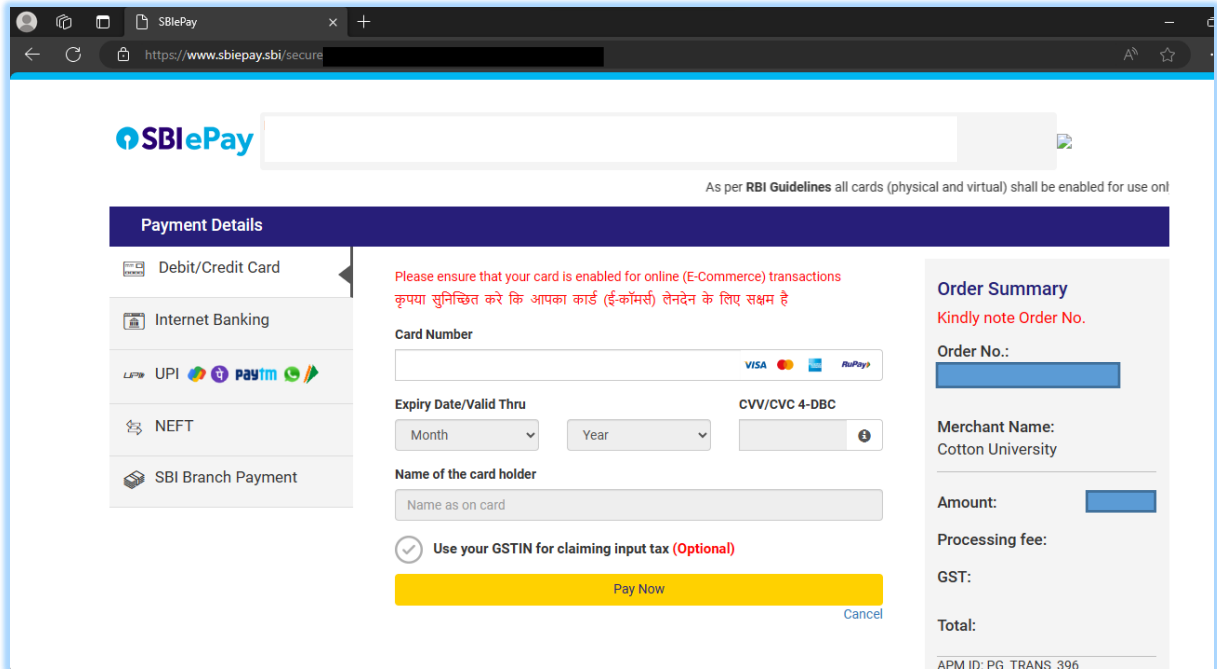


✓ **Step-4:** Students needs to verify the details and Fee amount. After verifying the details click on the “Click here for payment Gateway SBIEPAY” to make the payment.



✓ **Step-4:** Options like Debit/Credit/ Internet banking/ UPI etc. Would be available for payment.

**IMPORTANT: PLEASE NOTE THAT PAYMENT THROUGH UPI INVOLVES SCANNING AND COMPLETING THE TRANSACTION USING QR CODES. THIS NEEDS TO BE COMPLETED WITHIN THE DESIGNATED TIME LIMIT i.e.2 (TWO) minutes. Students should ensure that the entire process is completed within the same time frame.**



The screenshot shows the SBIePay payment interface. At the top, there is a navigation bar with the SBIePay logo and a search bar. Below this, a message states: "As per RBI Guidelines all cards (physical and virtual) shall be enabled for use on!". The main content area is divided into two columns. The left column, titled "Payment Details", lists several payment methods: Debit/Credit Card (selected), Internet Banking, UPI (with logos for UPI, paytm, and others), NEFT, and SBI Branch Payment. The right column contains a form for card payment. It includes a warning: "Please ensure that your card is enabled for online (E-Commerce) transactions कृपया सुनिश्चित करें कि आपका कार्ड (ई-कॉमर्स) लेनदेन के लिए सक्षम है". The form fields are: Card Number (with VISA, Mastercard, and RuPay logos), Expiry Date/Valid Thru (Month and Year dropdowns), CVV/CVC 4-DBC (with a refresh icon), and Name of the card holder (with a "Name as on card" placeholder). There is a checked checkbox for "Use your GSTIN for claiming input tax (Optional)". At the bottom of the form are "Pay Now" and "Cancel" buttons. To the right of the form is an "Order Summary" section with the following details: "Kindly note Order No.", "Order No.:" (with a redacted field), "Merchant Name: Cotton University", "Amount:" (with a redacted field), "Processing fee:", "GST:", and "Total:". At the very bottom right, the text "APM ID: PG\_TRANS\_396" is visible.

After your transaction is successful and complete, you will receive an acknowledgement on screen.

❖ Prepared by: Computer Centre, Cotton University