

## Standard Operational Procedure for Online Enrolment Form for Homi Bhabha National Institute

### This is Accessible through Anunet only.

1. Type the following address <http://onlinehbni.anunet.in/> in the Browser / click the link given for Online Fee Payment in HBNI website.
2. Select the User named "Guest". The Password is "g123".
3. For Enrolment Fee, click the label titled "New Student"
4. For all other type of fees, click the Label titled "Existing Student"
5. For "New Student" :
  - a. Enter the details about the student (for whom fee is to be paid), such as Discipline, CI name, Program, Title, Name, Date of Birth, Gender, Mobile No., Email ID, etc.
  - b. Click the Submit Button;
  - c. Confirmation Page will appear with "Submit" button and "Go Back" link to go back to the Previous Page.
  - d. Verify the data you entered once again thoroughly.
  - e. If it is perfect, then click the "Submit" button; else, click the link "Go Back" for changes to be made.
  - f. Once you click "Submit", a new page appears with Payment ID (ID for Fee Payment).
  - g. Take Print out of this page.
  - h. Copy the Payment ID only (which is in Red color).
  - i. Click the link which is given at the bottom of the page, for online payment through net banking. You will be taken to the website of SBI Collect.
  - j. In the website "State Bank Collect", click the check box for "I have read and accepted the terms and conditions stated above. (Click Check Box to proceed for payment.)" and then click the "Proceed" button.
  - k. In the SBI Collect page, select "All India" for "State of Corporate/Institution" and "Educational Institutions" for "Type of Corporate/Institution" and then "Go" button.
  - l. In the next page, select Educational Institution Name as "Homi Bhabha National Institute" and click the submit button.
  - m. In the next page Select Payment Category as your Fee type (like Enrolment Fee / Extension Fee / Thesis Evaluation Fee / Others) in the dropdown list; the concerned page appears.
  - n. Enter the details in the payment page like (Payment ID, Select the Amount which is given in the Printout "ID for Fee Payment").
  - o. Be careful while pasting the Payment ID which was generated in the HBNI Portal (don't type the Payment ID by seeing the printout; do only copy paste)
  - p. Make the payment by payment Gateway.
  - q. Take the Print out of Payment receipt (which is to be submitted to HBNI Office).
  - r. Copy the Transaction reference number which is generated in the SBI Collect Payment gateway.
  - s. Go to HBNI portal; Go to page Online Fee Payment -> Fee Transaction Entry
  - t. Type your ID for Fee Payment.
  - u. Press tab button in the keyboard.
  - v. Paste the Transaction reference no which is given by bank during payment, in the appropriate text box.
  - w. Enter the Bank Transaction Date, click on the Submit button.
  - x. Submit your printout generated through the HBNI portal (ID for Fee Payment) and printout of Payment receipt generated in the Bank portal to HBNI office, along with other documents required, through Dean Academic.

**Any wrong entries may result in delay in enrolment / failure of enrolment. Students are advised to ensure that all entries are correct.**



6. For "Existing Student":

- a. Enter the Enrolment No. and click the button "Retrieve Details".
- b. Select the Type of Fee (Thesis Evaluation Fee / Extension Fee / Others), Update the Details of the Student like Title, Name, Date of Birth, Gender, Mobile No., Email ID if it is not correct or if the field is blank.
- c. Enter the Amount (for Fee Type "Others").
- d. Click the Submit Button;
- e. Then Confirmation Page appears with "Submit" button and "Go Back" link to go back to the Previous Page
- f. Verify the Data you entered once again thoroughly
- g. If it is perfect, then click the "Submit" button; else, click the link "Go Back" for changes to be made.
- h. Once you click "Submit"; a new page appears with Payment ID (ID for Fee Payment).
- i. Take Print out of this page.
- j. Copy the Payment ID only (which is in Red color).
- k. Click the link which is given bottom of the page for online Payment through net banking. You will be taken to the website of "State Bank Collect".
- l. In the "State Bank Collect" portal, click the check box for "I have read and accepted the terms and conditions stated above. (Click Check Box to proceed for payment.)" and then click the "Proceed" button.
- m. In the SBI Collect portal, Select "All India" for "State of Corporate/Institution" and "Educational Institutions" for "Type of Corporate/Institution" and then "Go" button.
- n. In the next page select Educational Institution Name as "Homi Bhabha National Institute" and click the submit button.
- o. In the next page Select Payment Category as your Fee type (like Enrolment Fee / Extension Fee / Thesis Evaluation Fee / Others) in the dropdown list; now the concerned page appears.
- p. Enter the details in the payment page, such as Payment ID, Select the Amount/Enter the Amount which is given in the Printout "ID for Fee Payment".
- q. Be careful while pasting the Payment ID which is generated in the HBNI Portal (don't type the Payment ID by seeing the printout; do only copy paste)
- r. Make the payment by payment Gateway.
- s. Take the Print out of Payment receipt (which is to be submitted to HBNI Office).
- t. Copy the Transaction reference no which is generated in the Payment gateway.
- u. Go to HBNI portal, Go to page Online Fee Payment -> Fee Transaction Entry
- v. Type your ID for Fee Payment.
- w. Press tab button in the keyboard.
- x. Paste the Transaction reference no which is given by bank during payment in the appropriate text box.
- y. Enter the Payment Date, click on the Submit button.
- z. Submit your printout generated by HBNI portal (ID for Fee Payment) to HBNI office, along with other documents required, through Dean Academic.

7. For finding the Application / to take a copy of "ID for Fee Payment".

- a. Go to Online Fee Payment -> Find Fee Payment Entry
- b. Select the Program, Fee type and enter the Name of the Student (any part of name)
- c. Then click the "Find" Button.
- d. If application is available for Program, Fee type and Name entered it will display with link (on the Name).
- e. Click the name to get the Print out page (ID for Fee Payment).

**Any wrong entries may result in delay in Processing / failure. Students are advised to ensure that all entries are correct.**