





# MAHATMA GANDHI INSTITUTE OF TECHNOLOGY (Autonomous)

Kokapet (Village), Gandipet (Mandal), Hyderabad 500 075

## Instructions for Online mode of Payment of Examination Registration Fee

The students are advised to pay the examination fee through virtual mode using the details given below:

Beneficiary Account Name	Beneficiary/ Student Account Number ( student specific)	IFS Code
MGIT COE Section	MCOE followed by HALL TICKET NUMBER(without space and without hyphen)	ICIC0000104 (CMS Mumbai (or) CMS New Delhi)

### I. Online Transfer Mode:

Payment of examination fee from any bank shall be through Net Banking **NEFT only** involving the following steps: **(UPI/IMPS will not work)**

- Login into Internet banking
- Go to the Make payment mode (Banks require you to register the Beneficiary details for one time – please complete the process before effecting the payment).
- To add beneficiary:
  - Select manage payee
  - Add other Bank payee ( **Note: Do not select ICICI Bank payee even if you are a ICICI bank user**)
  - Mention the Bank name as **ICICI Bank Ltd.**
  - Branch name (Not Mandatory): **CMS Mumbai (or) CMS New Delhi**
  - Enter Beneficiary Account Name: **MGIT COE Section**
  - Enter Beneficiary / Student Account Number: **MCOE** followed by HALL TICKET NUMBER (without space and without hyphen)

### For example,

- If your Hall Ticket Number is **1234567890**, your Beneficiary / Student Account Number will be **MCOE1234567890**
- Confirm Payee Account Number (Beneficiary / Student Account Number)
  - Enter IFS code **ICIC0000104** (Note: The account name that will appear will be ICICI Bank, **CMS Mumbai or CMS New Delhi** as it is a Centralized Payment Solution)
  - Click on next page
  - Confirm payee (Beneficiary / Student Account Number) details and you will be receiving a URN number to your registered mobile. Enter the URN number and submit. Then Payee (Beneficiary / Student Account Number) will be added successfully.
  - Transfer the amount after 30 minutes to the added payee by **NEFT only**

### II. Walk-in Mode:

- Walk in to Bank where you have an account
- Request for a NEFT form
- Mention the Bank Name as ICICI Bank Ltd.
- Mention the **Beneficiary Account Name** as “**MGIT COE Section**”
- Mention Type of Account as “**Savings Account**”
- Mention branch name as “**CMS Mumbai (or) CMS New Delhi**”
- Mention IFS code : **ICIC0000104**
- Mention Beneficiary / Student Account Number: **MCOE** followed by HALL TICKET NUMBER (without space and without hyphen)

### For example,

If your Hall Ticket Number is **1234567890**, your Beneficiary /Student Account Number will be **MCOE1234567890**

- Fill the amount to be paid / transferred.
- Hand over the signed forms to the Bank official to initiate the payment.

  
Controller of Examinations

  
Principal



**MAHATMA GANDHI INSTITUTE OF TECHNOLOGY (Autonomous)**  
Kokapet (V), Gandipet (M), Hyderabad-500 075, Telangana

**APPLICATION FOR RECOUNTING / REVALUATION OF EXTERNAL MARKS  
IN THEORY COURSE(S)**

Name of the Student: .....

Hall Ticket No. :

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Regulation\* :  MR-21 /  MR-22 /  MR-25 \* (Strike off whichever is not applicable)

Name of the Examination\* : B.Tech. / M.Tech.;

Semester: .....; Regular / Supplementary;

Month & Year of Examination: .....

Recounting / Revaluation of external marks in the following theory course(s) is / are requested.

S.No.	Course Code	Course Title	Put a (√) mark in the appropriate column		Fee* Paid (₹)
			Recounting	Revaluation	
1					
2					
3					
4					
5					
6					
<b>Total</b>					

Transaction Id : .....

Date of Payment : .....

Student Mobile No. : .....

\* Fee for Recounting: ₹ 500 per course; Fee for Revaluation: ₹ 1200 per course.

\* Revaluation of a course includes recounting.

**Signature of the Student**

**Enclosures:**

(1). Photocopy of downloaded Result Sheet. (2). Fee Payment Receipt

**Acknowledgement**

I \_\_\_\_\_ bearing Hall Ticket No: \_\_\_\_\_ submitted RC/RV application form for \_\_\_\_ Semester Regular / Supplementary Examination on \_\_\_\_\_.