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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 SUBJECT(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 subject(s) is / are requested.

S.No.	Subject Code	Subject Title	Put a (✓) mark in the appropriate column		Fee* Paid (₹)
			Recounting	Revaluation	
1					
2					
3					
4					
5					
Total					

Transaction Id :.....

Date of Payment :.....

Student Mobile No. :.....

* Fee for Recounting: ₹ 500 per subject;

Fee for Revaluation: ₹ 3,000/- per subject. (Refund in case of change of marks/grade)

Revaluation of a subject 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 _____.