

# GUIDELINES FOR PAYMENT OF COLLEGE FEES

**STEP 1:** Visit smcs.ac.in

**STEP 2:** Click on **SB COLLECT**

**STEP 3:** Click on Check Box ⚙ to proceed for payment.

**STEP 4:** Select State of Institution as **MEGHALAYA** from the Drop down Menu.

**STEP 5:** Select Type of Institution as **EDUCATIONAL INSTITUTIONS** from the Drop down Menu.

**STEP 6:** Select EDUCATIONAL INSTITUTION NAME as **ST MARYS COLLEGE**.

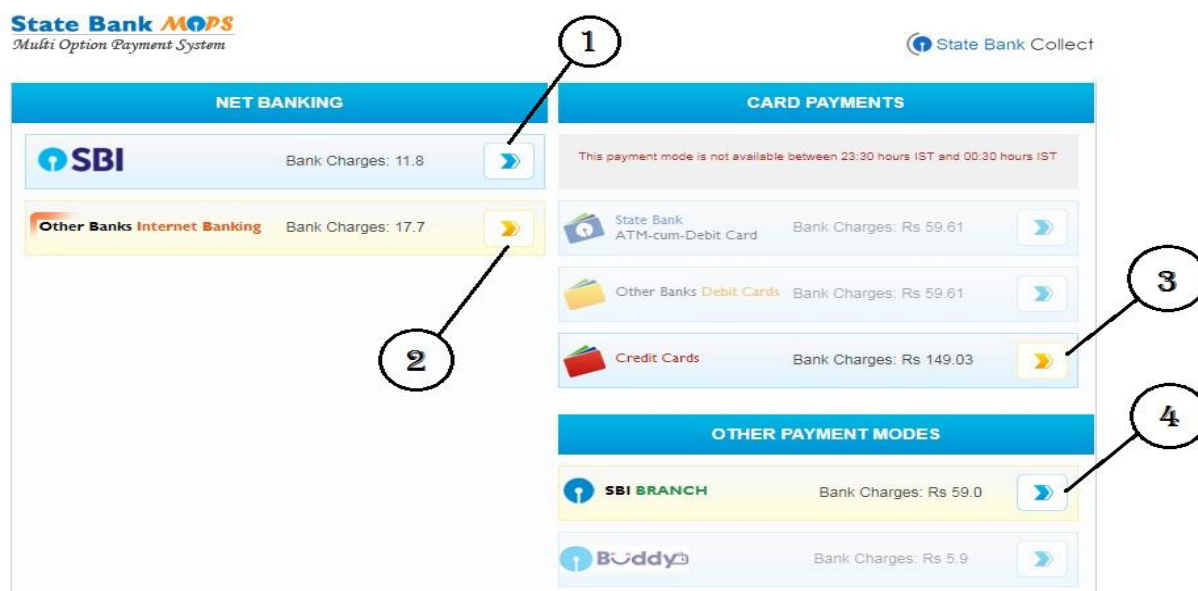
**STEP 7:** Select **CATEGORY** from the Drop Down Menu.

**STEP 8:** Select respective fee to be paid by the student.

**STEP 9:** Fill out all the particulars of the **Student** (mandatory fields are marked with an asterisk (\*)).

**STEP 10:** Click **CONFIRM**.

**STEP 11:** You will be directed to **State Bank Multi Option Payment System** page (as seen below)



**STEP 12:** Select any of the following Payment Mode as per your convenience.

Select ① for **SBI Internet Banking**.

Select ② for **Other Banks Internet Banking**.

Select ③ for **Debit Card Payment**.

Select ④ for payment with **Pre Acknowledgement Payment (PAP) Form** payable at any SBI Branch.

- Print the **Pre Acknowledgement Payment (PAP) Form**. (only for students paying with PAP Form)
  - Make the payment at any SBI Branch using the PAP Form.