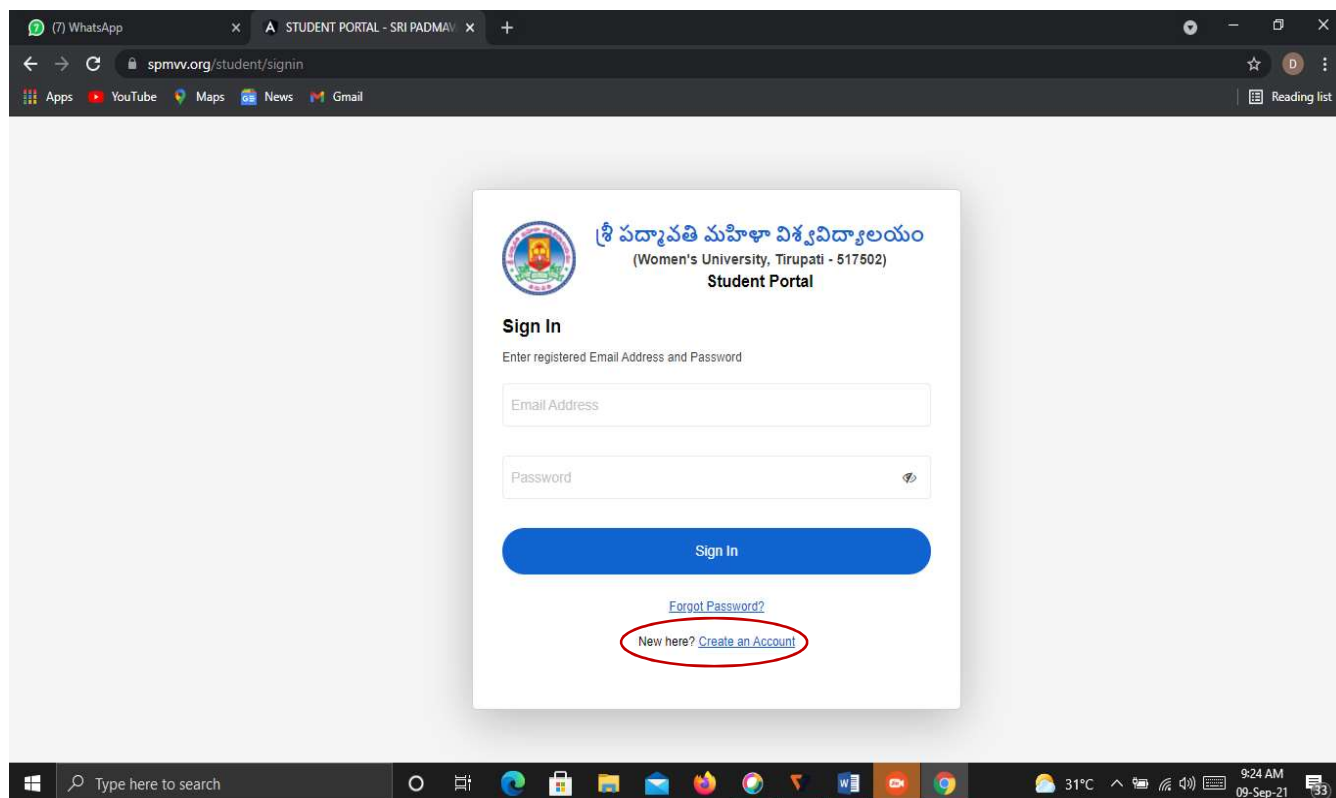


## DEC PORTAL USER GUIDE

**Step 1:** Click the link <https://spmvv.org/student/>

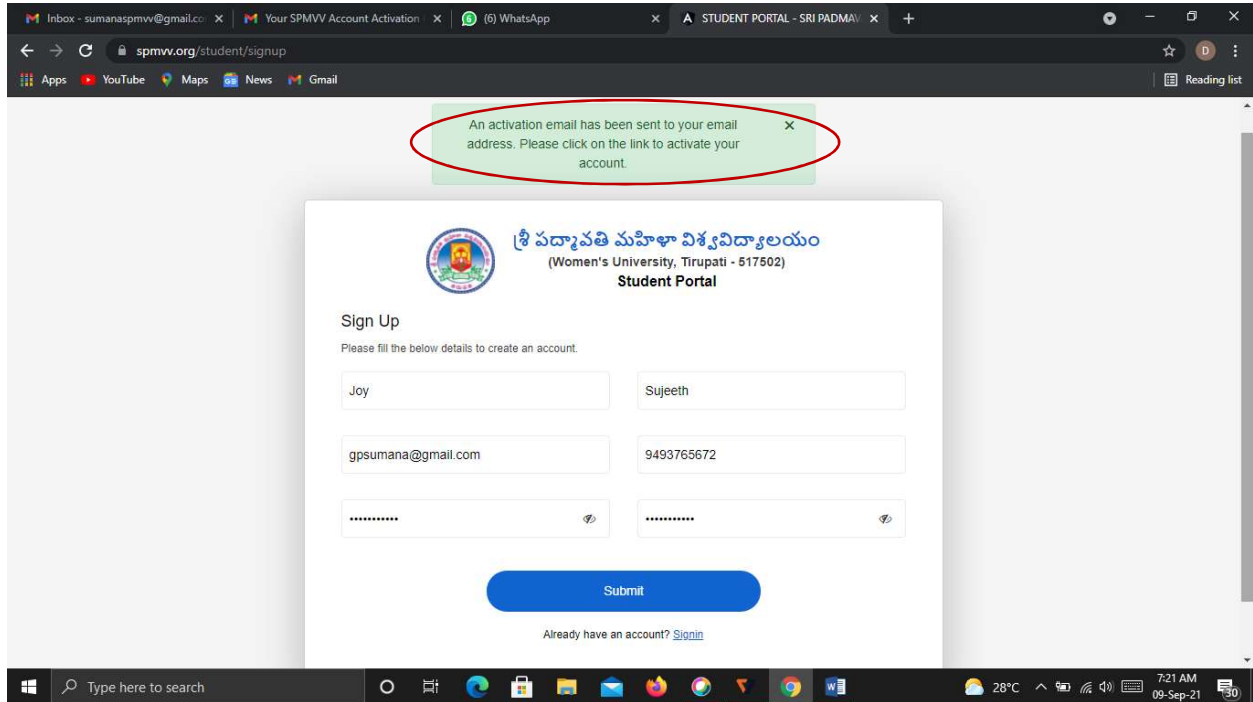
**Step 2:** Click on **Create Account**



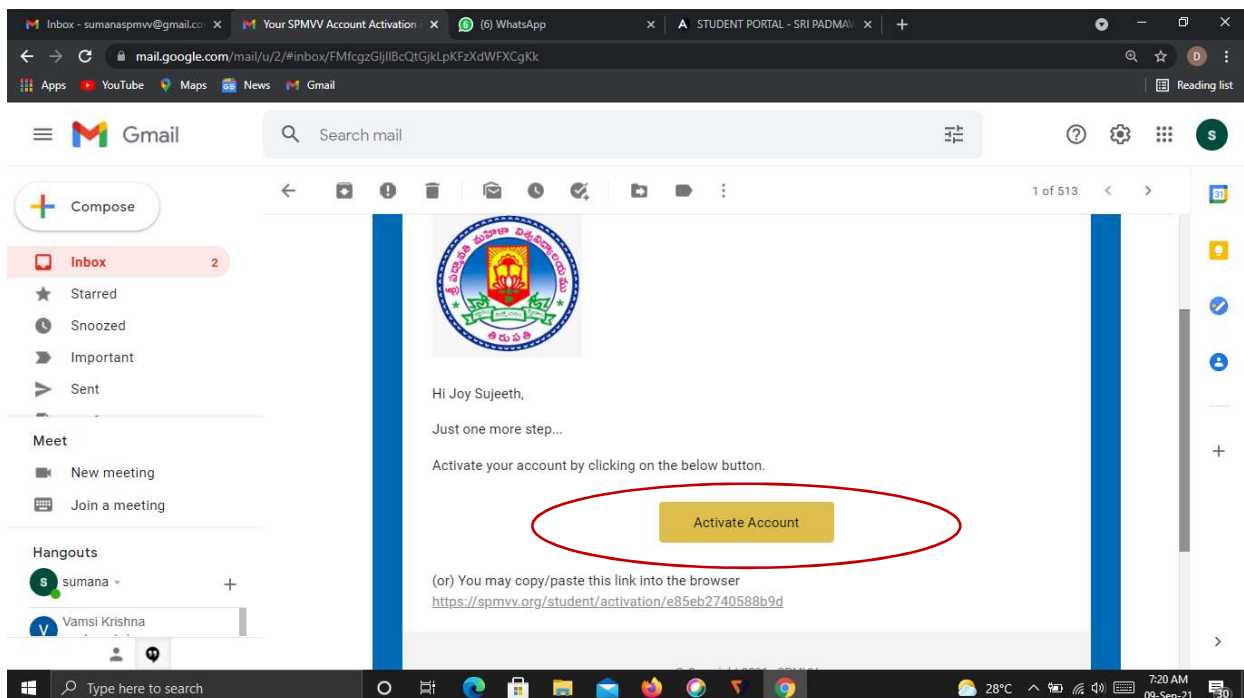
### **Step 3:** Enter **First Name**, **Second Name**;

**Mail-Id:** existing **mail-ID** (to activate the account), **Phone No.** (Active Phone No.)

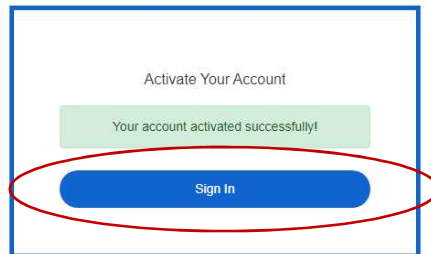
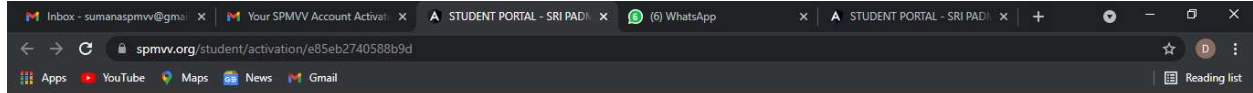
**Password:** Minimum 8 Characters with one Capital Letter, one Number, one Special Character (Eg: **Spmvv@123**) and confirm the same password and click **Submit**.



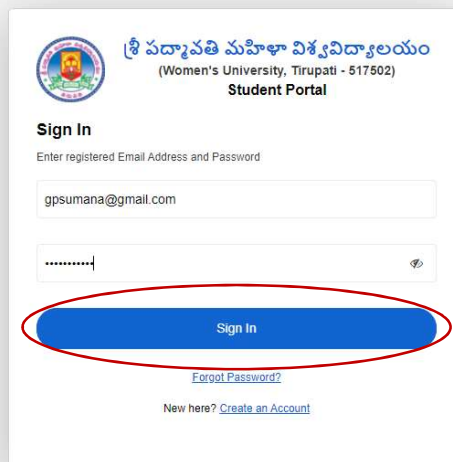
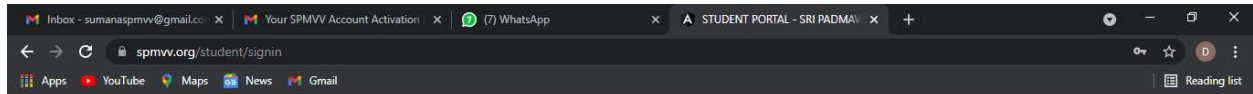
### **Step 4:** Open your mail-ID and **Activate** your account




**Step 5:** After activate successful your account please click **Sign In**



**Step 6:** Enter your registered credentials and click **Sign In**. *Keep remember (or Note down) of Registered mail ID and Password details for further all fee transactions.*




**Step 7: Select Distance Education Fees by click on Continue**



**Regular Fee Payments**

Please click below Continue button if you are Regular student

Continue



**Distance Education Fees**

Please click below Continue button if you are Distance Education student

Continue



## PAYMENT OF EXAM FEE

### DEC Examination - Exam Fee:

**Step-1:** After login, click DEC Examinations, select **DEC Examination fee** in the left side.

**Step-2:** Displayed the screen some details first enter your H.T.No./Registration Number

**Step-3:** Select your Course Type – UG/PG/PG Diploma/Diploma

**Step-4:** Select your Course from Given List

**Step-5:** Select your Semester/Year

**Step-6:** Select your payment type (UPI/ Cred/Debit Card/ Net Banking/ Wallet)

The screenshot displays the 'DEC Examination Fee' page on the SRI PADMAVATI MAHILA VISVAIDYALAYAM website. The page is titled 'DEC Examination Fee' and includes a 'View past payments' button. The main content area is divided into several sections:

- Regular Examination Fee**: This section contains the 'Student Information' form. The 'H.Ticket No./Registration No.' field is highlighted with a red box and contains the value '123456789'. Other fields include 'Name of the Student' (T Sathish kumar), 'Mobile Number' (7989197899), 'Email Address' (sd03121981@spmvv.ac.in), and 'Date' (18/04/2023).
- Courses:**: This section contains three dropdown menus. The 'Course Type' dropdown is highlighted with a red box and shows options: UG Courses, PG Courses, PG Diploma, and Diploma. The 'List of Courses' dropdown is also highlighted with a red box and shows options: Master Of Science (Mathematics), Master Of Science (Zoology), Master Of Arts (English), Master Of Arts (Telugu), Master Of Arts (Urdu), Master Of Arts (Women's Studies), Master Of Arts (Economics), and Master Of Commerce. The 'Semester No/Year' dropdown is highlighted with a red box and shows options: First, Second, Third, and Fourth.
- Fee Details:**: This section contains the 'Exam fee' field, which is highlighted with a green box and contains the value '1265.00'.
- Payment:**: A blue 'Payment' button is highlighted with a red box at the bottom right of the form.

An 'Important Note' at the bottom states: 'Internet handling fees may add in addition to exam fees'.



## PAYMENT OF EXAM FEE

### DEC Examination - Supplemental Fee:

**Step-1:** After login, click DEC Examinations, select **DEC Supplemental fee** in the left side.

**Step-2:** Displayed the screen some details first enter your H.T.No./Registration Number

**Step-3:** Select your Course Type – UG/PG/PG Diploma/Diploma

**Step-4:** Select your Course from Given List

**Step-5:** Select your Semester/Year

**Step-6:** Select papers (one/two/three/four/ more than four)

**Step-7:** Select your payment type (UPI/ Cred/Debit Card/ Net Banking/ Wallet)

**Step-8:** To be paid exam fee will be displayed and click on Payment and proce.

Dashboard

Dec Supplemental Fee

View past payments

DEC Examination Fee

Supplemental Examination Fee

Dec Supplemental Fee

Late Fee

DEC Examination

Student Information

Hall Ticket No./Registration No. 12345

Name of the Student Tirupati Meghana

Mobile Number 7989197899

Email Address sd03121981@gmail.com

Date 15/02/2023

Courses:

Course Type: U.G. Courses

List of Courses: Master Of Science (Mathematics), Master Of Science (Zoology), Master Of Arts (English), Master Of Arts (Telugu), Master Of Arts (Music), Master Of Arts (Women's Studies), Master Of Arts (Economics), Master Of Commerce

Semester No/Year: Please Select The Option

First

Second

Third

Fourth

Number of Papers: One Paper

Fee Details

Exam fee 375.00

Payment

Important Note: Internet handling fees may add in addition to exam fees

Back

Choose a payment option

Total Payable Amount ₹1856

Transaction ID: 162272050

QUICK OPTIONS

PhonePe 7989197899@pe

MORE OPTIONS

Cards (Credit/Debit) Pay using any credit or debit card

Wallet Airtel Money, Freecharge Paylater | UPI | Wallet, HDFC Bank - Pay2app and more available

Net Banking Pay using any of 44 supported banks

PayU Privacy Policy

Gmail

Compose

From: Tirupati Meghana

To: Tirupati Meghana

Subject: Payment Receipt

Date: 15/02/2023

Amount: ₹1856.00

Transaction ID: 162272050

Payment Method: PhonePe

Status: Successful

The payment transaction was successful.

**Step-9:** Print the screenshot of receipt (or received in mail) and attach with your exam application form.

**Step-10:** Click **Logout**

## DEC Examination Late Fee:

**Step-1:** After login, click DEC Examinations, select **DEC Late fee** in the left side.

**Step-2:** Displayed the screen some details first enter your H.T.No./Registration Number

**Step-3:** Select your Course Type – UG/PG/PG Diploma/Diploma

**Step-4:** Select your Course from Given List

**Step-5:** Select your Semester/Year

**Step-6:** Select late fee details (for 2 days/5 days/10 days/more than 11 days)

**Step-7:** Select your payment type (UPI/ Cred/Debit Card/ Net Banking/ Wallet)

**Step-8:** To be paid exam fee will be displayed and click on Payment

The screenshot shows the 'Examination Fee' page on the SPMVV website. The left sidebar has 'DEC Examination' highlighted. The main form is titled 'Late Examination Fee' and contains the following fields:

- Student Information:**
  - Hall Ticket No./Registration No.: 12345
  - Name of the Student: Tirupati Meghana
  - Mobile Number: 7989197899
  - Email Address: sd03121981@gmail.com
  - Date: 15/02/2023
- Courses:**
  - Course Type: U.G. Courses
  - List of Courses: Diploma In Music (Sankeertana)
  - Semester No./Year: First
- Late fee details:** Late Fee For 2 Days
- Fee Details:** Exam fee: 200.00

A 'Payment' button is located at the bottom right. An important note at the bottom states: 'Important Note: Internet handling fees may add in addition to exam fees'.

The screenshot shows the 'Choose a payment option' screen on the PayU gateway. The total payable amount is ₹1856. The 'QUICK OPTIONS' section has 'PhonePe' selected and highlighted with a red box. Other options include 'Cards (Credit/Debit)', 'Wallet', and 'Net Banking'.

The screenshot shows an email confirmation from SPMVV. The subject is 'DEC Examination Late Fee'. The email body contains the following details:

- Name: Tirupati Meghana
- HT No: 12345
- Phone No: 7989197899
- Course Name: U.G. Courses
- Course Type: PG Courses
- Course: Diploma In Music (Sankeertana)
- Level: First
- Registration No: SD03121981
- HT No: 12345
- HT Fee: 0.00
- Late Fee: 0.00
- Exam Fee: 200.00
- Total: 200.00
- Invoice No: SD03121981
- Date: 15/02/2023
- Site: SPMVV
- State: Andhra Pradesh
- Product: SPMVV DEC Exams

The email body also contains a green box with the text: 'Your payment transaction was successful. Thank you! Please refer to our payment and transaction details.' This box is highlighted with a red circle.



Any technical issues, please contact the below Phone Numbers:

1. T.Sathish Kumar – 7989197899 (*WhatsApp*) -
2. V.Sunanda – 9705749531
3. Dr.G.Sumana – 9247873911