

University of Mumbai



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२. परीपत्रक क्र. AEM/ICD/2025-26/54(A) दिनांक २६ सप्टेंबर, २०२५.

मुंबई विद्यापीठांतर्गत असलेले विभाग विद्यापीठांशी संलग्नित महाविद्यालये/संस्था, स्वायत्त महाविद्यालये/संस्था व इतर महाविद्यालयाचे प्रचार्य यांना सदर परीपत्रकाद्वारे कळविण्यात येत कि, शैक्षणिक वर्ष २०२५-२०२६मध्ये पदवी आणि पदव्युत्तर अभ्यासक्रमाच्या द्वितीय वर्षाकरीता प्रवेशित विद्यार्थ्यांचे याआधी निर्गमित केलेल्या उपरोक्त संदर्भिय परीपत्रकात जमुद केलेले शुल्क ई-समर्थ पोर्टलवरती भरण्याची कार्यालयीन प्रक्रिया हि दिनांक २५ मार्च, २०२६ पर्यंत पुर्ण करण्यात यावी.

ई-समर्थ पोर्टलवर शुल्क भरण्याची प्रक्रिया खालीलप्रमाणे :-

➤ Guide: How to Pay Second Year Mandate Fees

This process is specifically for administrators or authorized users to manage and pay the university share fees for students.

Step 1: Login and Initial Navigation

1. Log in to your dashboard on the Samarth portal (mu.samarth.ac.in).
2. On the main dashboard, locate the Programmes section and click on the PROCEED button.

Step 2: Accessing the Fee Management System

1. In the Academics section, find the FEE tile.
2. Click on the LAUNCH button under the Fee section.
3. On the next screen, you will see Student Academic Session Fee and Due. Click LAUNCH again.

Step 3: Selecting the Correct Academic Session

1. A list of academic sessions will appear.
2. Crucial: Select the session for 2025-2026 (specifically JULY 2025 ODD SEMESTER). This is typically the second entry in the list shown in the video.
3. Click on the session link to proceed.

Step 4: Managing the Fee Mandate

1. Look for the FEE MANDATE section on the right side.
2. Click on the LAUNCH button under Mandate Fee Assignment.

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3. A list of available programs (e.g., Bachelor of Commerce, Bachelor of Arts) will appear. Locate your specific program and click Add Student (or View Mandate).

Step 5: Adding Students to the Mandate

1. Select the students you wish to include in this fee payment. You can select them individually or use the Select All checkbox.
2. Once selected, click the Add Student to Mandate button at the top right.
3. A confirmation pop-up will appear; click OK.

Step 6: Finalizing and Payment

1. Review the total amount to be paid and the list of students included.
2. A Important Note: Once you click the payment button, you cannot remove or delete students from the list. Ensure the list is 100% accurate before proceeding.
3. Click the green Click here for payment button.
4. Confirm the action by clicking OK on the browser alert.
5. You will be redirected to the SurePay payment gateway.
6. Choose your preferred payment method:

Debit Card

* Net Banking

* UPI

NEFT/RTGS

ठिकाण : मुंबई- ४०००९८,
दिनांक: १८ मार्च, २०२६.

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