


# Guidelines for Remitting the Fee for Applying to the Post Graduate Diploma in English for Communication Course Conducted by the Institute of English, University of Kerala.

Open the Online Payment Portal of University of Kerala

Link : <https://pay.keralauniversity.ac.in/kupay/home>

**UNIVERSITY OF KERALA**  
THIRUVANANTHAPURAM, KERALA, INDIA

ONLINE  PAYMENT PORTAL

Home View & Reprint Receipt Virtual Token System Payment Instructions Refund Policy FAQs Contact Us

EXAM RELATED REMITTANCES SCHOOL OF DISTANCE EDUCATION CERTIFICATES MARKLISTS ATTESTATION & TRANSCRIPTS


REVALUATION / SCRUTINY / PHOTOCOPIES AFFILIATED COLLEGES GENERAL REMITTANCES **DEPARTMENTAL REMITTANCES** RENT AND ESTABLISHMENT CHARGES

Apart from online payment, the Virtual Token System is re-introduced from 12-07-2021 onwards for enabling all interested stakeholders to remit fees at the University Cash Counter (except Exam Fees). All those who wish to make payment at the Cash Counter must first generate a token online and reserve a time-slot. The payee can then physically present themselves at the Cash Counter to remit the fees in the allotted time-slot. Please click [here](#) or on the last block above to generate online token on your preferred date. Moreover, those who have already generated a token previously, and do not wish to use it, may please click [here](#) to cancel the same. This would enable someone else to book the slot for making payment at the Cash Counter. For any queries, please contact the call centre numbers 9188526674 / 9188526670, or that of the Enquiry 0471-2305994.

As far as online payment is concerned, there could be instances when online transaction gets interrupted, and amount is debited from the remitter's account. In such cases, the remitter may check the actual status of transaction by clicking on the 'View & Reprint Receipt' link in the menu. If the transaction is still shown as in 'PENDING' status, it would automatically change to either 'SUCCESS' or 'FAIL' within one hour. Moreover, if the transaction status is shown as 'FAIL', and the amount is debited from the remitter's account, the lost amount will be automatically refunded to the remitter's account within seven days time.

Select >> **DEPARTMENTAL REMITTANCES**

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### DEPARTMENTAL REMITTANCE

Department Name : \*

Remitter Name : \*

Mobile Number : \*

Email-id : \*

Security Captcha : \*  v6 H<sup>3</sup> B f 

[Next Step >>](#)


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Select the department name as **"Institute of English"**

Fill all the details correctly and click [Next Step >>](#)

📌 **Remember** : The details provided on this page, such as Remitter Name, Mobile Number and Email ID, should match the information entered on the registration page.

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### DEPARTMENTAL REMITTANCE

Purpose : \*

Fee Amount : \*

Application Fee : \*

Total Fee Amount : \*

Security Captcha : \*  hNt A<sub>A</sub> L 

[Next Step >>](#)

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Select the Purpose as "**Registration Fee & Entrance Exam Fee**"

Enter the Fee Amount as 525

Select the Application Fee Rs. 30/-

Click [Next Step >>](#)

Now we can see the Remitter Summary

The screenshot displays the 'UNIVERSITY OF KERALA' logo and 'ONLINE PAYMENT PORTAL' header. A navigation menu includes 'Home', 'View & Reprint Receipt', 'Virtual Token System', 'Payment Instructions', 'Refund Policy', 'FAQs', and 'Contact Us'. The main content area is titled 'REMITTER SUMMARY' and contains a table with the following details:

Remitter And Purpose Details	
Department Name	Institute of English
Remitter Name	JOOO
Purpose	Registration Fee & Entrance Exam Fee
Payable Amount	₹ 555.00

Below the table, a red asterisked note reads: '\* Kindly make use of Net Banking or UPI Payment Method for transactions greater than Rs.2000/-'. A blue 'Make Online Payment' button is centered below the note. The footer contains copyright information: 'Copyright © 2021-2023 University of Kerala. All Rights Reserved. Powered by Computer Centre. This site is best viewed in latest versions of Mozilla Firefox, Google Chrome etc.'

Click [Make Online Payment](#) Button and complete the payment using available options such as Credit/Debit Card, Internet Banking or UPI payments.

After a successful payment, you will receive a payment receipt, which should be kept for future reference.