

Guidelines for Clique

SIGN IN:

Web link: <https://apps.veltech.edu.in/cliQUE/>



Step 2: Enter the Login Credentials

Login ID: Official Organisation E-mail ID

Password: Default Password is Registration Number



Step 3: If you forget the **Login ID**, then click Know Your ID



Step 4: Then type your student **ID number**



After that it will display the **Login ID**.



SIGN UP:

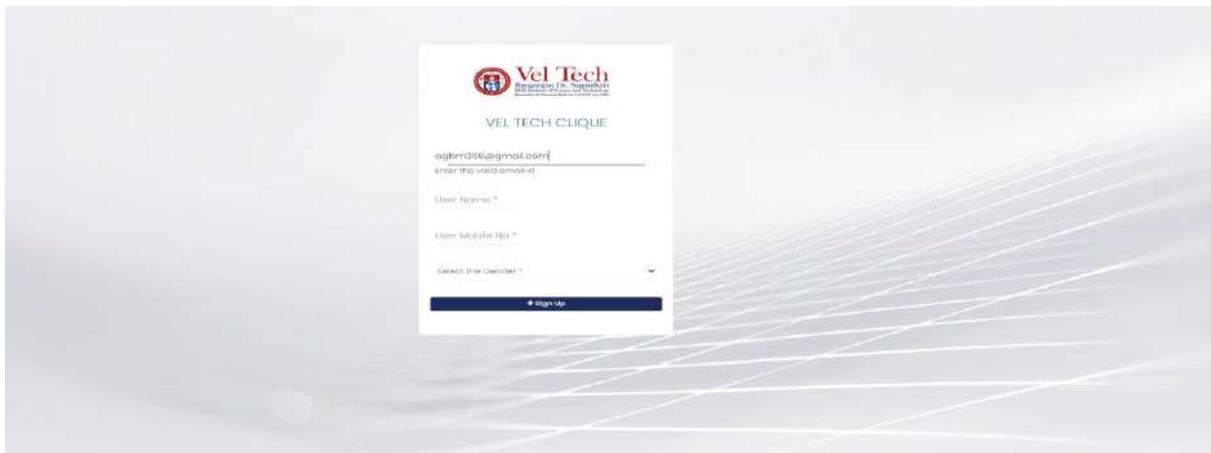
Sign Up is mainly used for **Non-Organisational Users**.

Link: <https://apps.veltech.edu.in/cliq/SignUp>

Note: Student, Please Do not use the Sign up if your ID is not available. Please contact the Technical team or Department HOD about this.



Step 2: Type your Mail ID; it will verify if you are a new user, then it will show the sign-up form; otherwise, it will show login.



Fill out the form, click sign up to receive the password in Registered Mail ID, then do the Login Procedure.

FORGET PASSWORD:

Step-1: Type your Login ID; then it will show the forget password link.

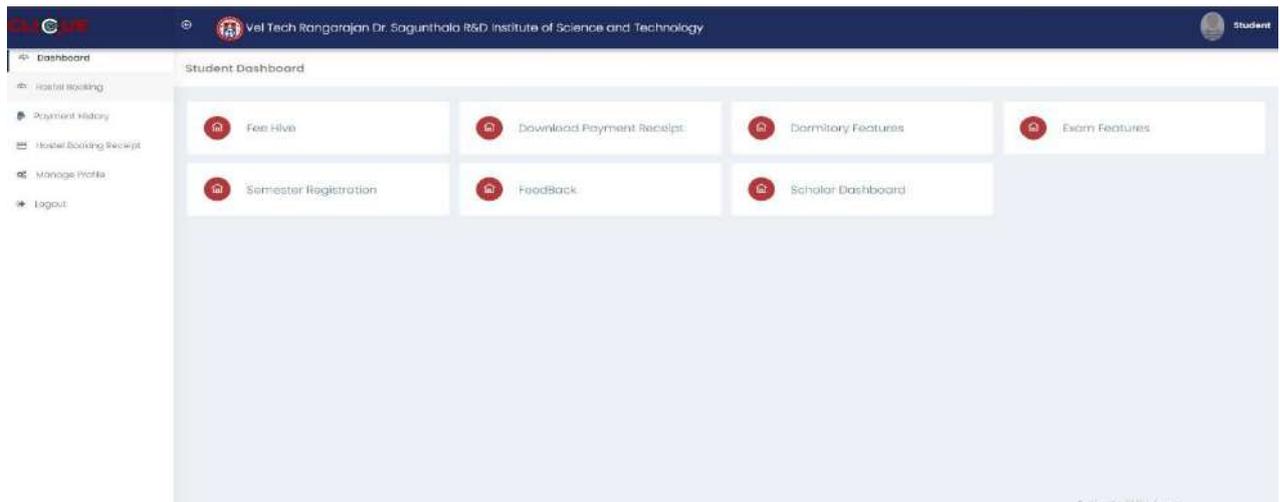


Step-2: Again Type your Login ID



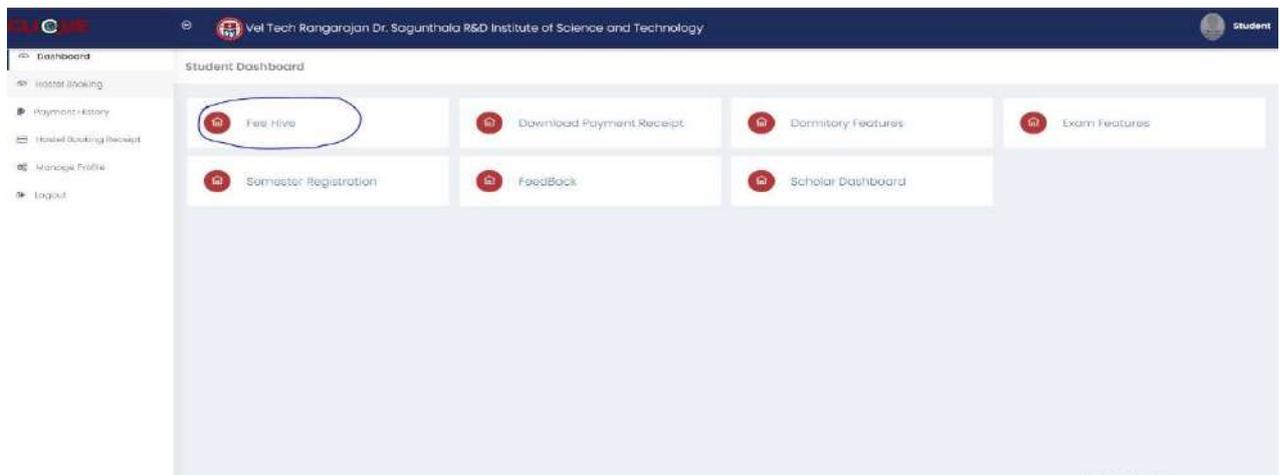
After entering the login ID, click Send Password.

Dashboard

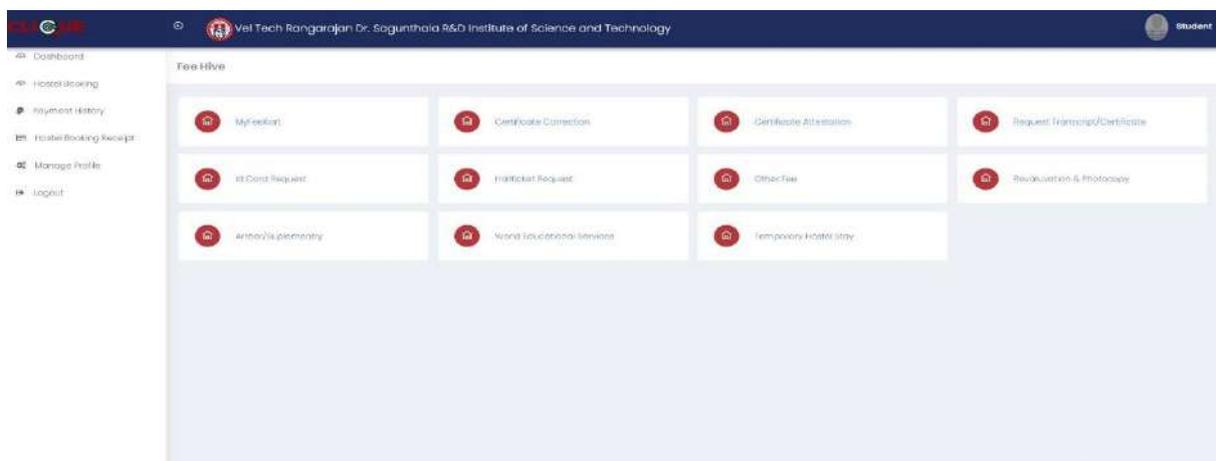


Fee Hive:

It combines all the fee payment in a single Platform/Portal for Students.



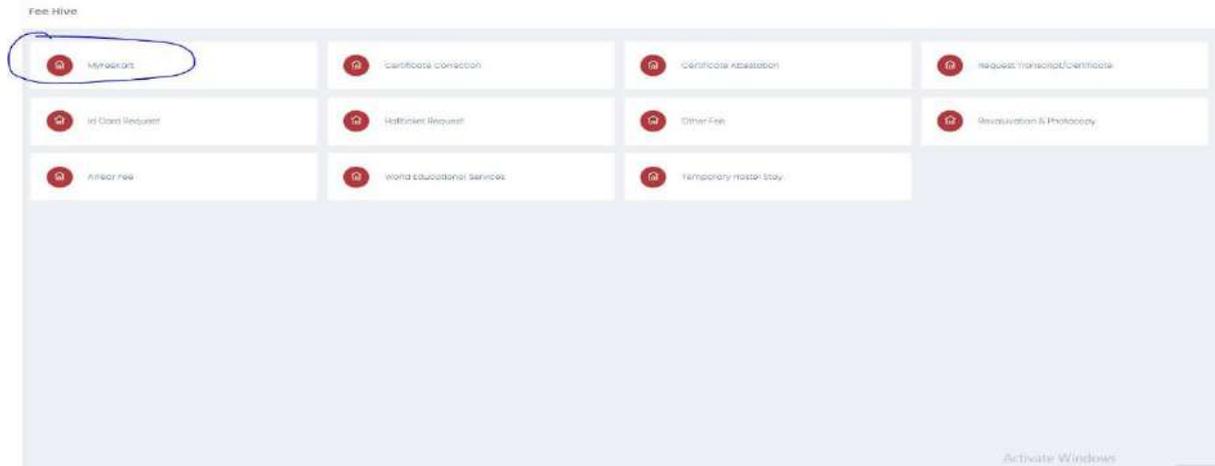
Click **FeeHive**, and it shows different types of fees.



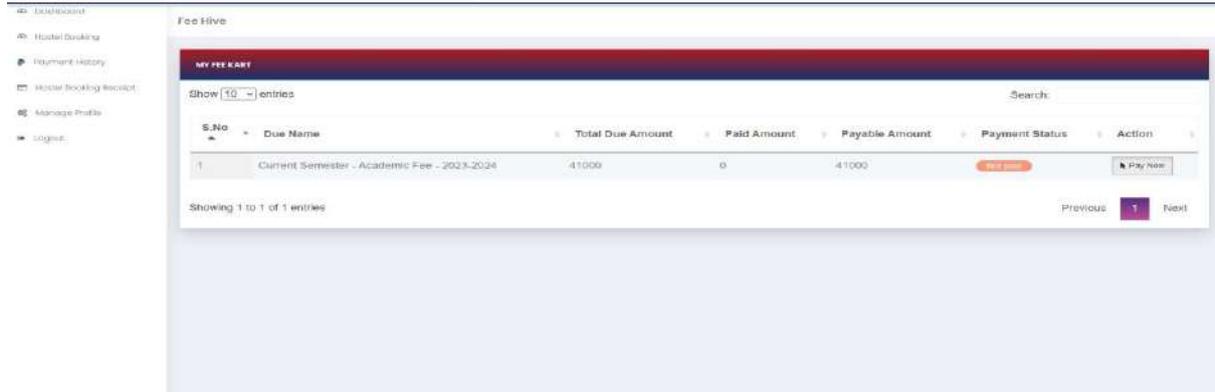
FeeKart:

Student FeeKart is mainly used for the Student Academic Tuition/Hostel fee payment Portal, as per the Student Fee Structure.

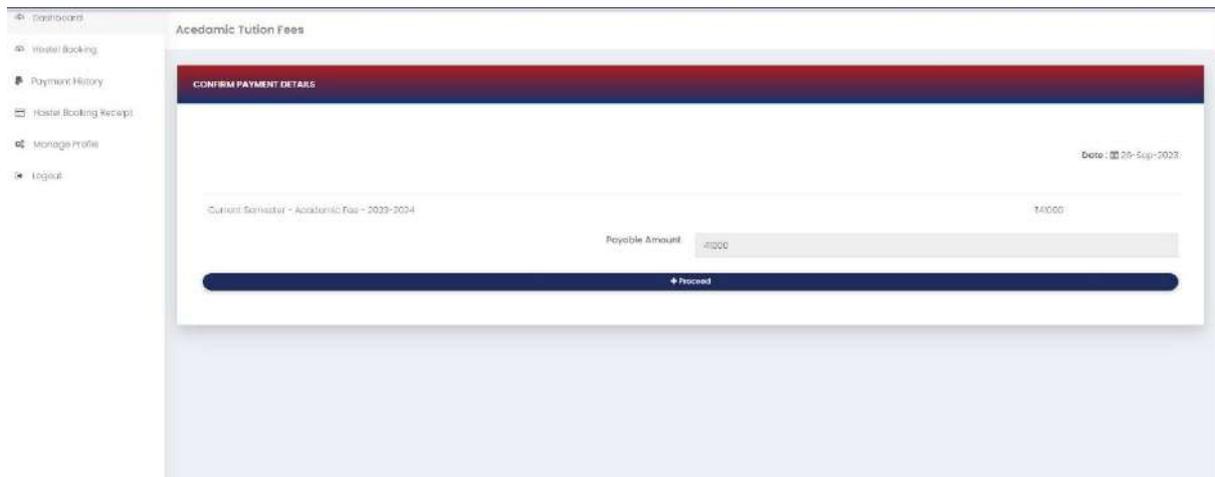
Step-1 : Click MyFeeKart



Step 2: Choose the Fee and Click Paynow



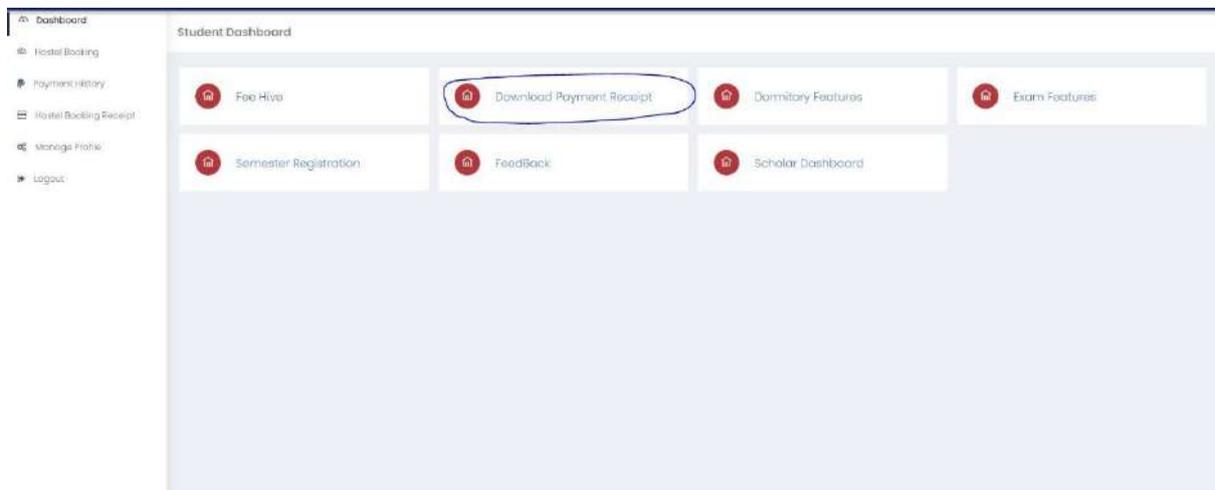
Step-3:Then Click Proceed



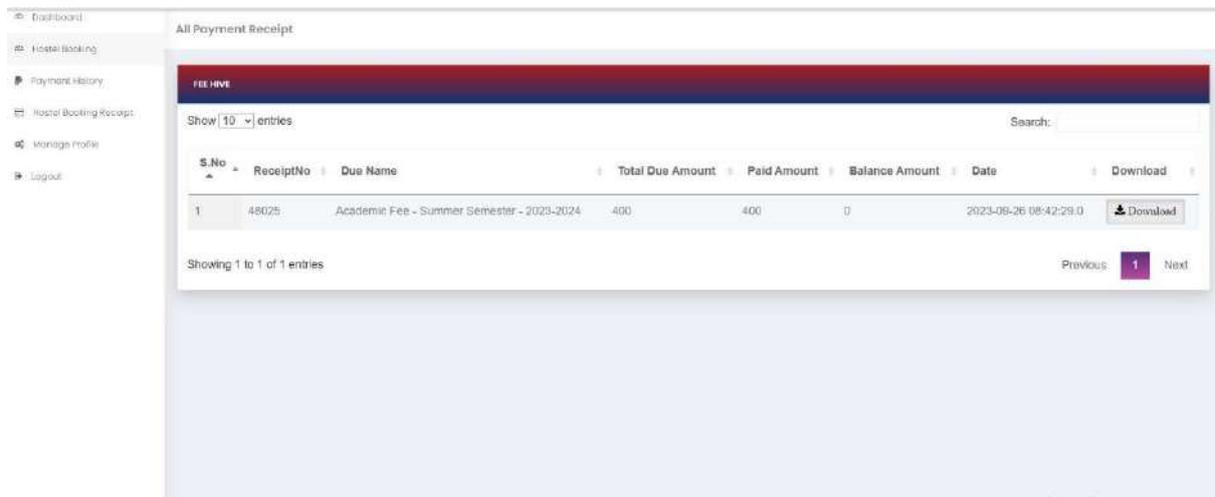
Then, it will automatically redirect to the Payment Gateway Page.



After completing the payment, you can download the Receipt.



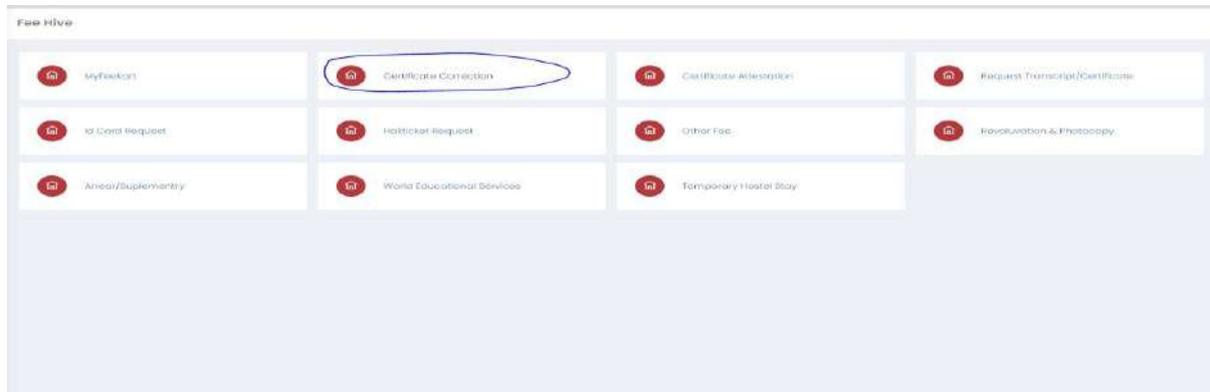
Step-5: Click download button



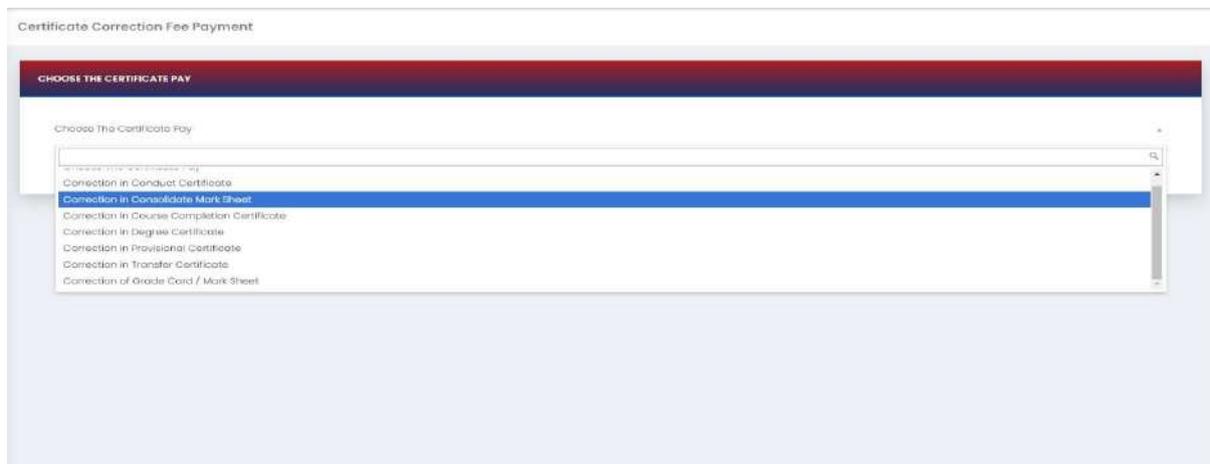
Certificate Correction:

Student needs to make any correction in any Certificate issued by the university.

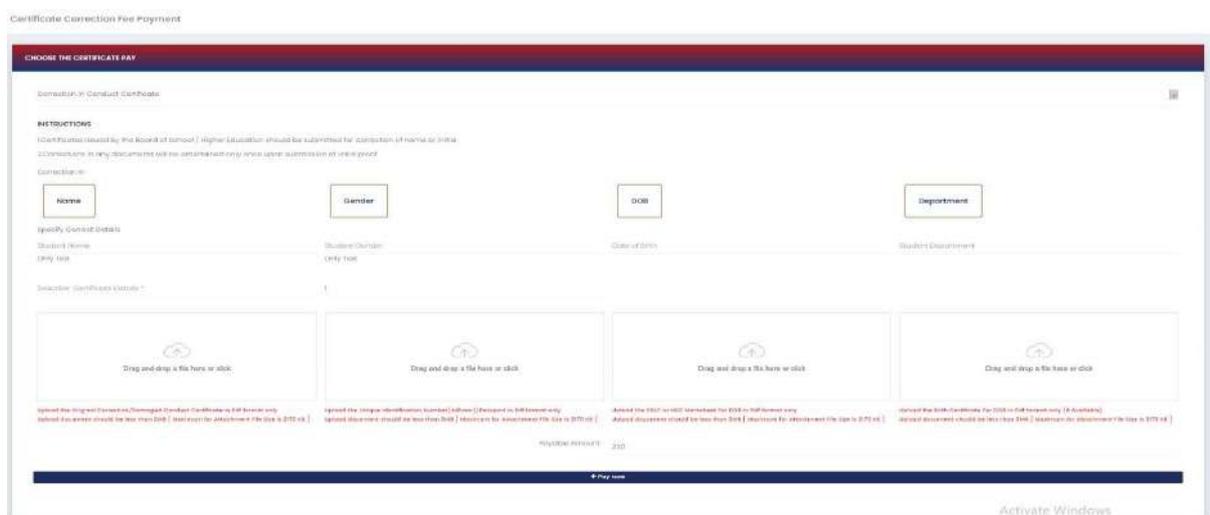
Step-1: Click **Certificate Correction**



Step-2: Choose Appropriate Certificate for Correction

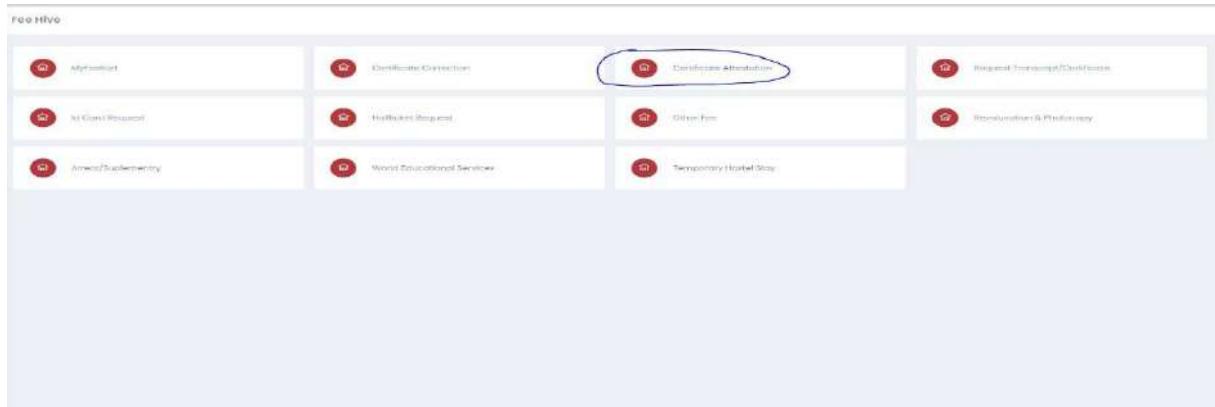


After choosing, it will show the form; complete it and click **Pay now**.

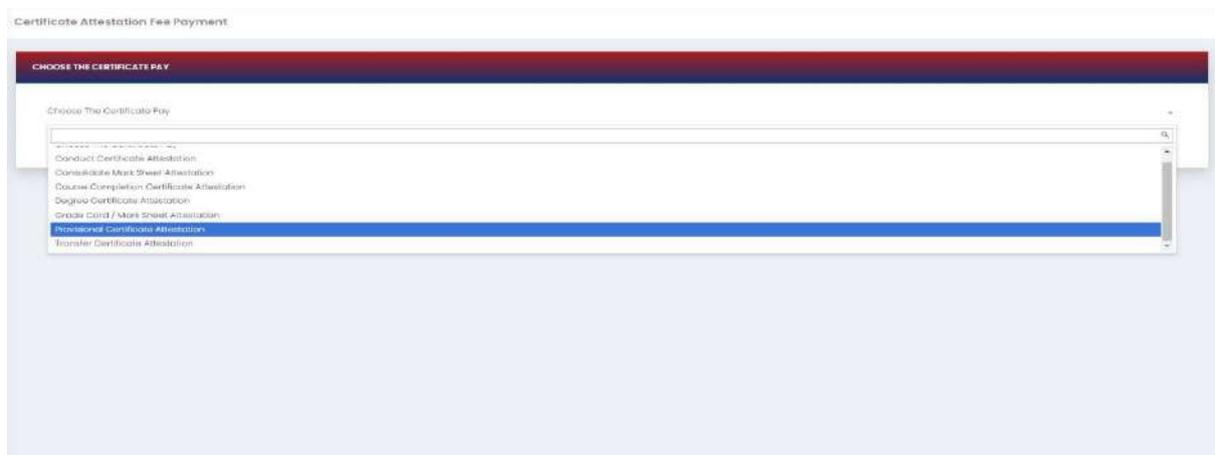


Certificate Attestation:

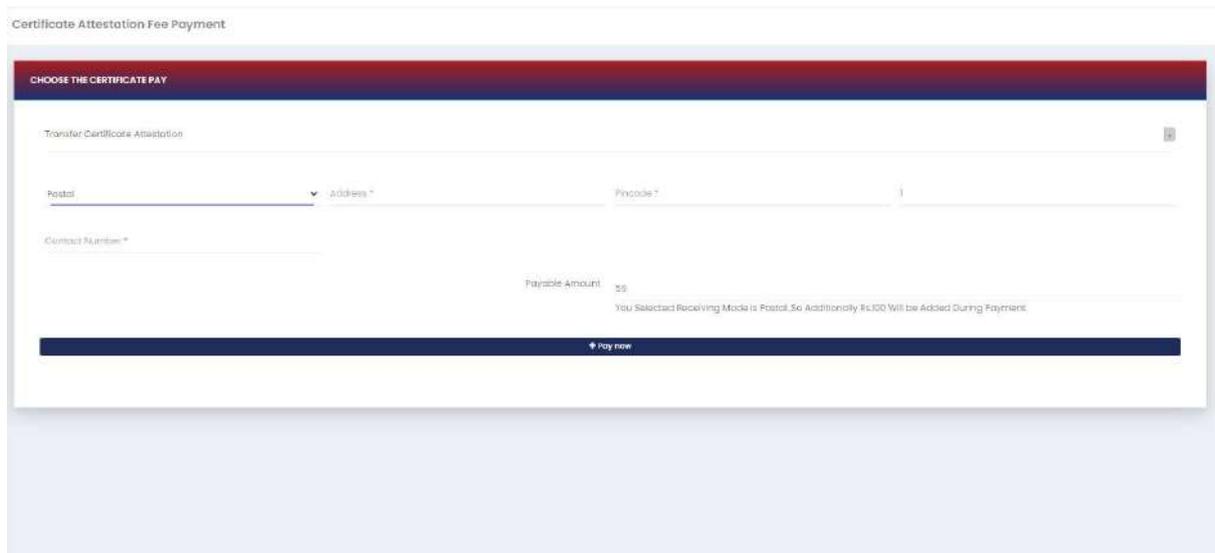
If students need any Certificate Attestation, then they must choose this option.



Step-2: Choose Appropriate Certificate for Attestation

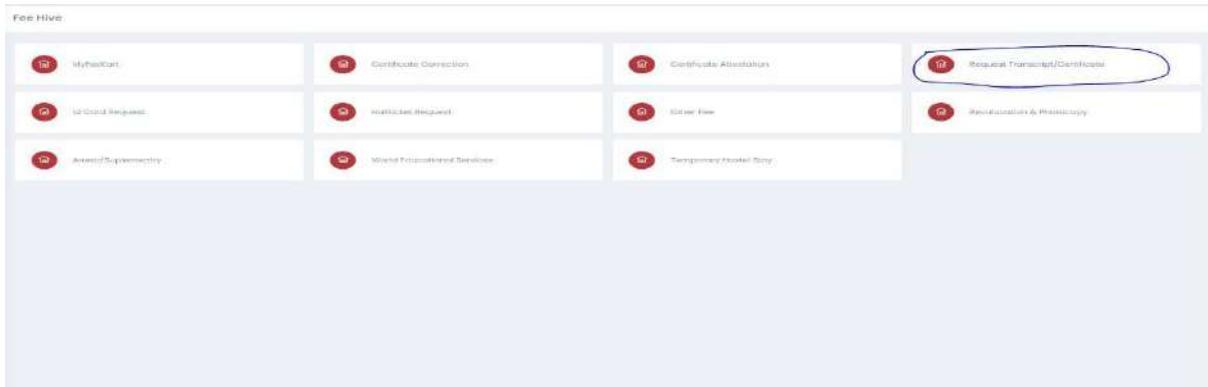


After choosing, it will show the form. Complete that form and click **Pay now**.

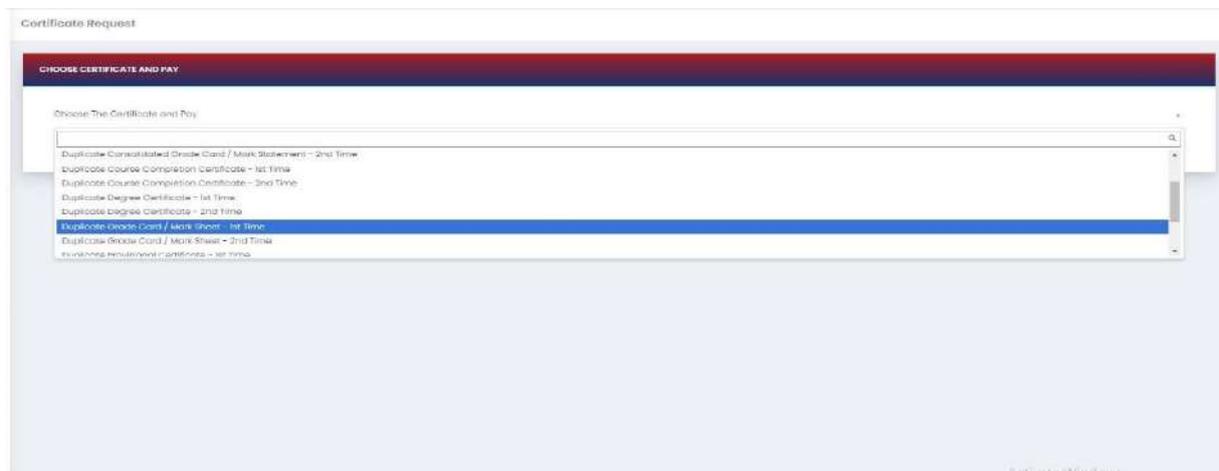


Duplicate Certificate Request:

If students need any **Duplicate Certificate**, then choose this option.



Step-2: Choose Appropriate Certificate for Duplicate



After choosing, it will show the form. Complete that form and click **Pay now**.

The screenshot shows the 'Duplicate Certificate Request' form. The form includes a section for 'INSTRUCTIONS' and a list of required documents. The 'Payable Amount' is displayed as ₹0.00. The 'Pay now' button is visible at the bottom.

INSTRUCTIONS

1. Duplicate certificate will be issued only when it is self certified that the certificate is lost or destroyed irresponsibly.
2. Fees (once paid) will not be refunded nor adjusted for any other certificate under any reasons.
3. Duplicate Certificate is to be surrendered to the institution immediately if the Original Certificate is recovered.
4. Duplicate certificate may be issued for a second time under extraordinary circumstances and not otherwise.

3. The following documents should be enclosed along with the application:

- An affidavit of sworn on Rs. 20/- stamp paper declaring the circumstances under which the original certificate was lost.
- Self addressed envelope to which the document is to be sent.
- Photocopy of the Mark Statement / Certificate for which duplicate is required (if available).
- The proof of remittance of fee as per the instruction in serial number 2.
- In case of (Degree Certificate and Transfer Certificate), the reference print of A4 filed with the Fees not to be produced along with the resubmitted certificate.

4. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate.

7. Download Affidavit

Select the Recurring Mode * Address *

Describe How You Lost Your Certificate *

Drag and drop a file here or click

Upload the Transfer Certificate in PDF format only. (1.4 MB Max)
Upload document should be less than 3MB. (Maximum file size is 3 MB)

Upload the Affidavit Certificate in PDF format only. (1.4 MB Max)
Upload document should be less than 3MB. (Maximum file size is 3 MB)

Upload the Fee Paid Certificate in PDF format only. (1.4 MB Max)
Upload document should be less than 3MB. (Maximum file size is 3 MB)

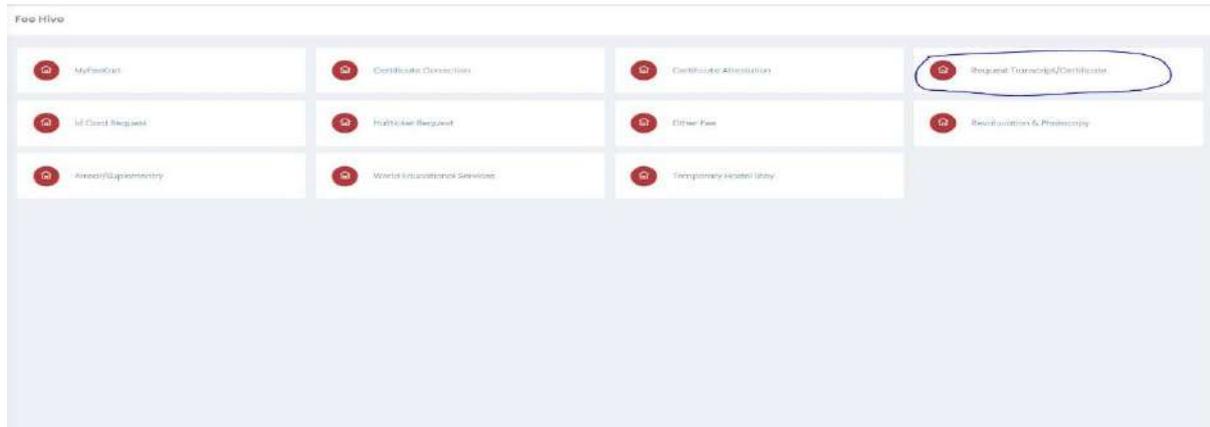
Payable Amount: ₹0.00

Pay now

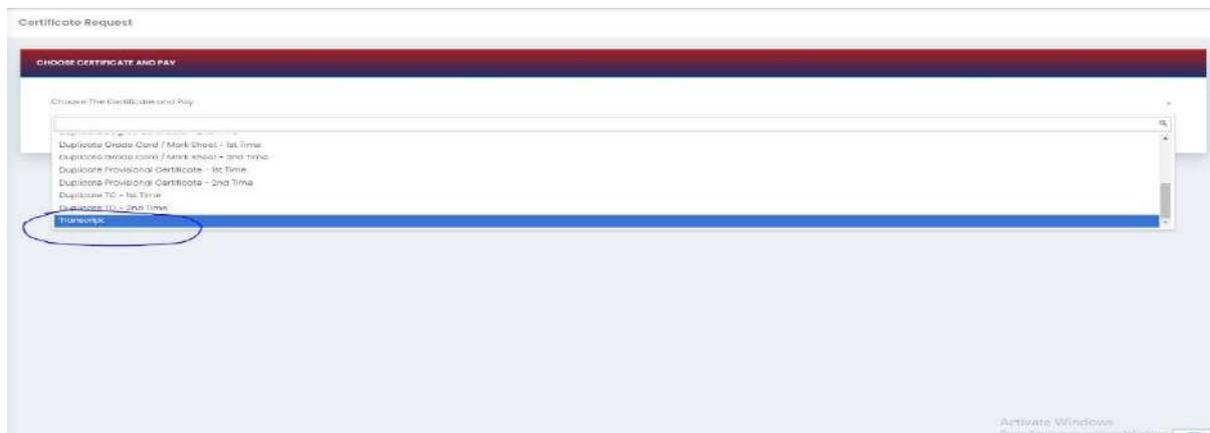
Activate Windows
Go to Settings to activate Windows.

Transcript Request:

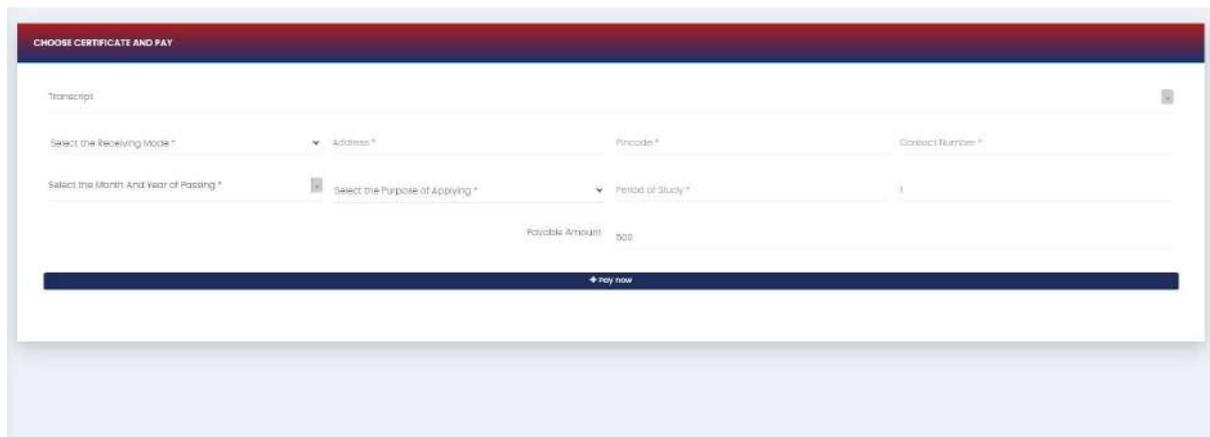
Students need any **Transcript Request**, then choose this option.



Step-2: Choose Transcript

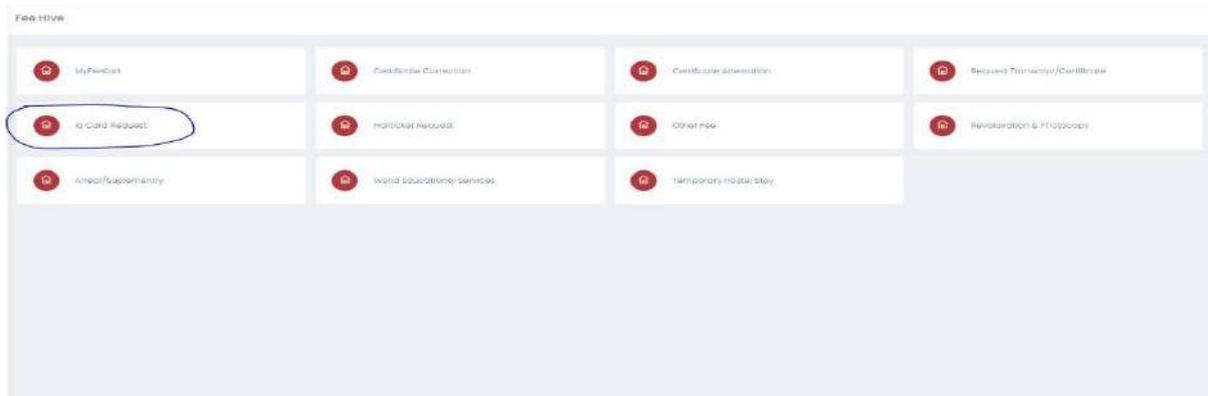


After choosing, it will show the form; complete it and click **Pay now**.

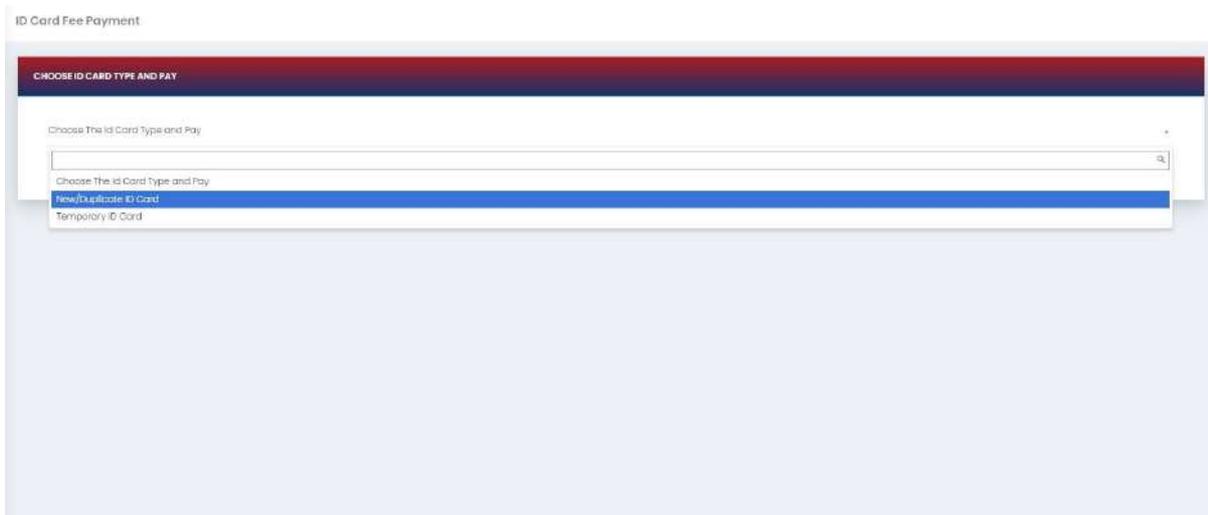


Student ID Card Request:

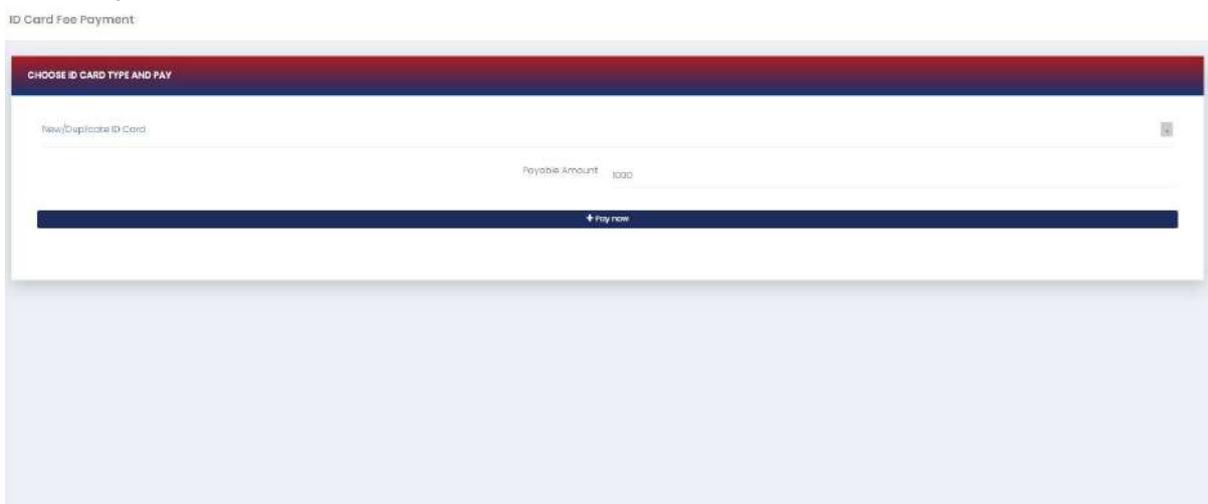
Step-1: Student needs a **ID Card Request**, then choose this option.



Step-2: Choose the required option

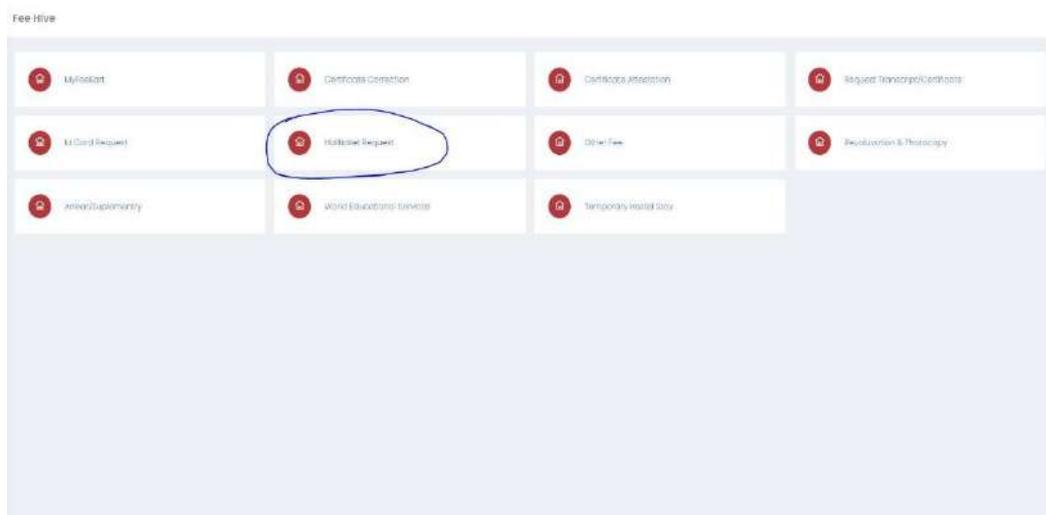


Click Pay now

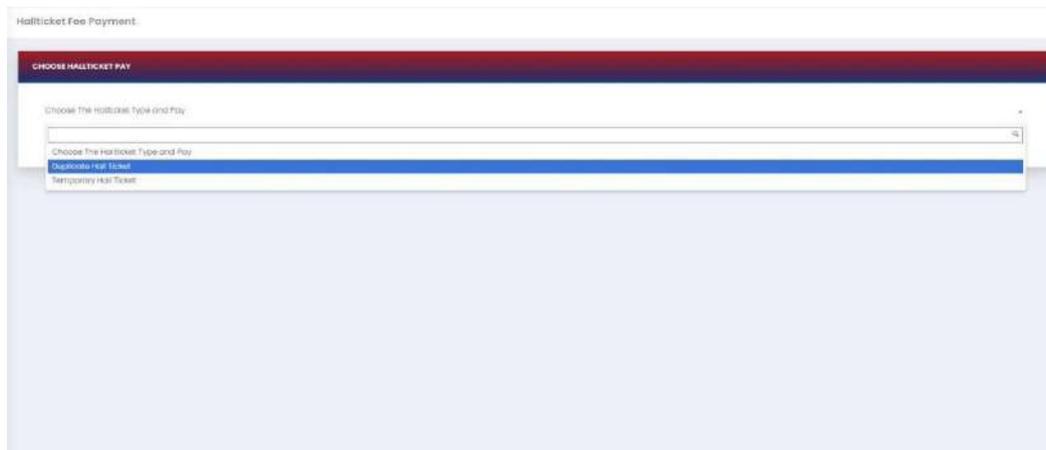


HallTicket Request:

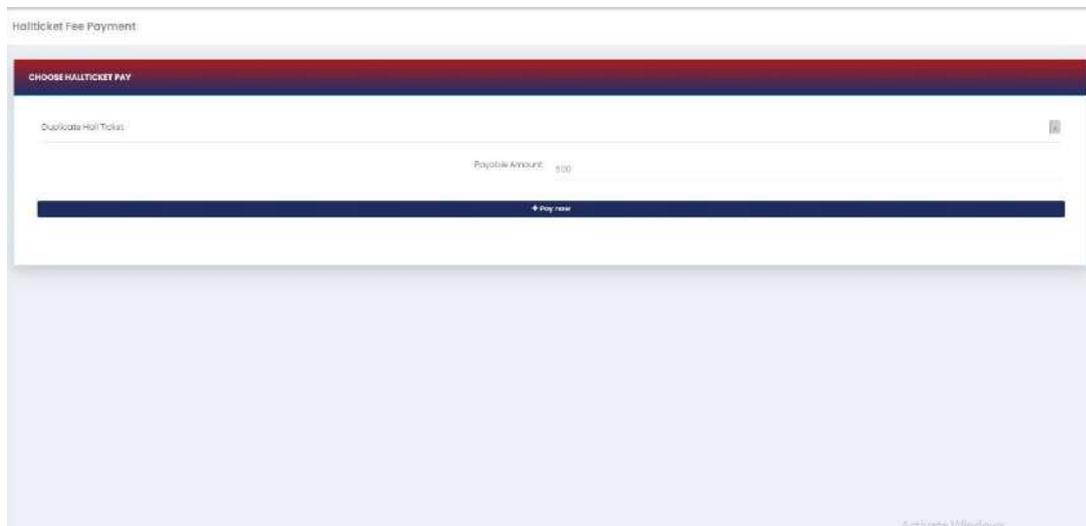
Step-1: Student needs any **HallTicket Request**, then choose this option



Step-2: Choose **HallTicket**

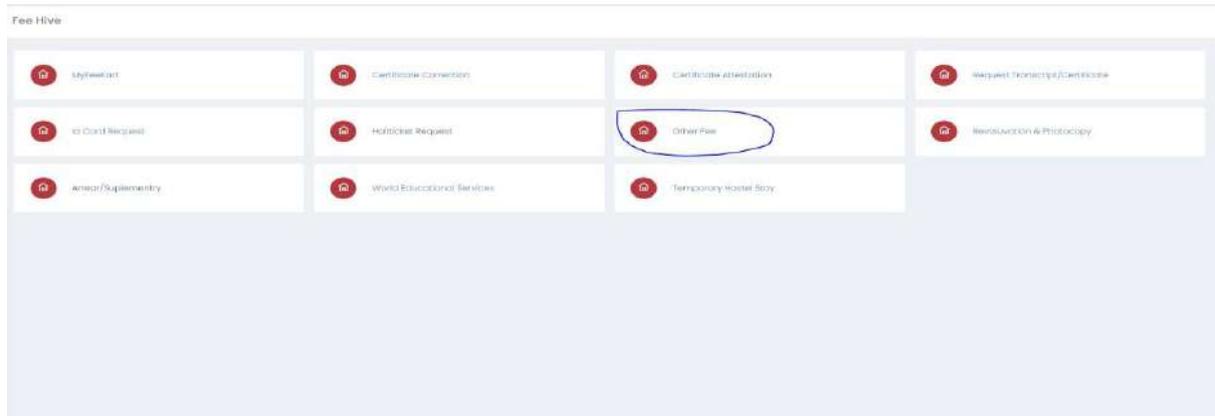


Choose the option and Click Pay Now.

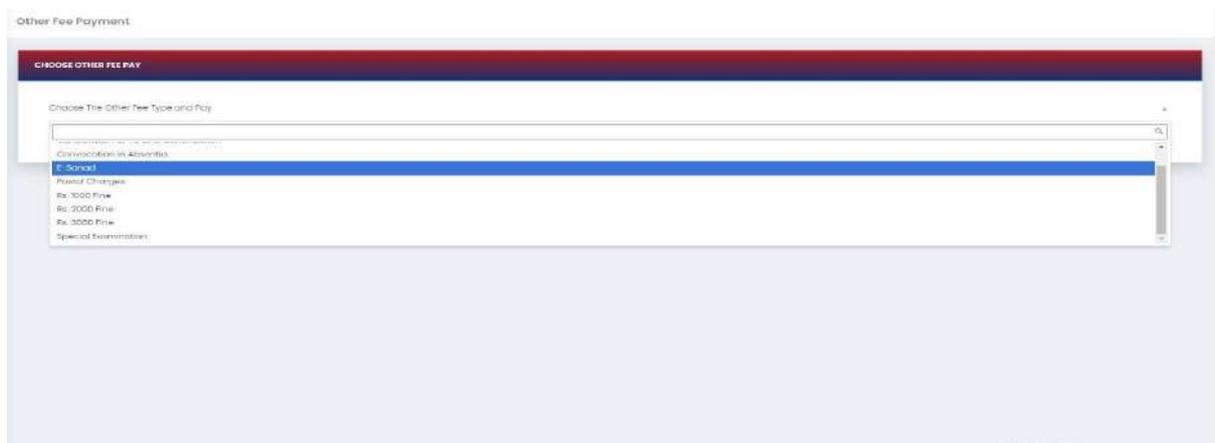


E-Sanad Payment :

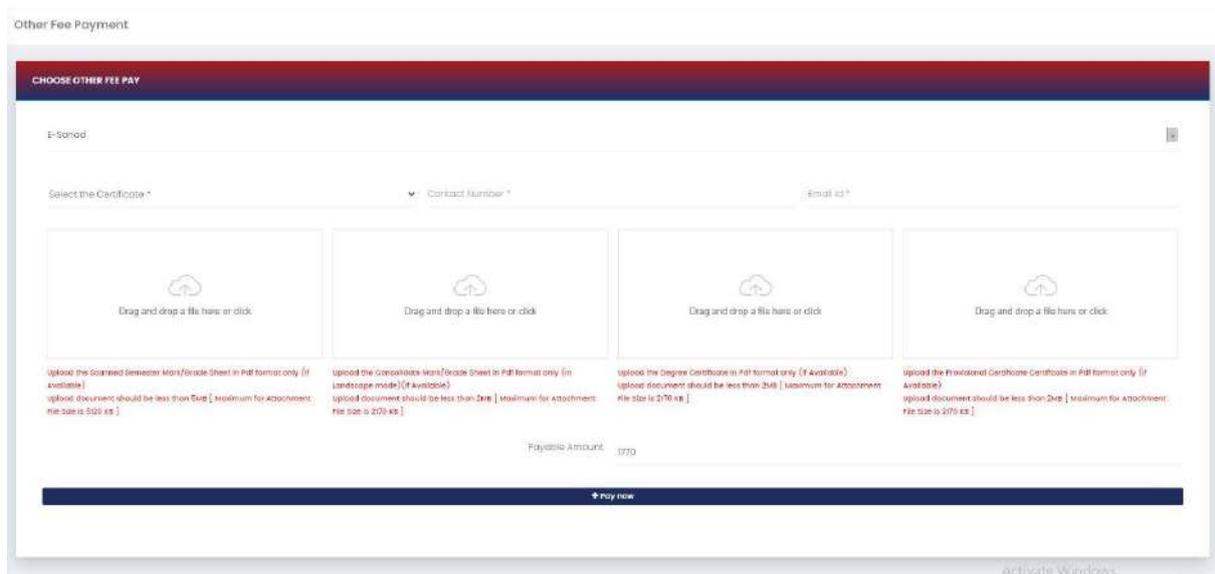
If students need **E-Sanad Payment**, then choose this option.



Step-2: Choose E-Sanad

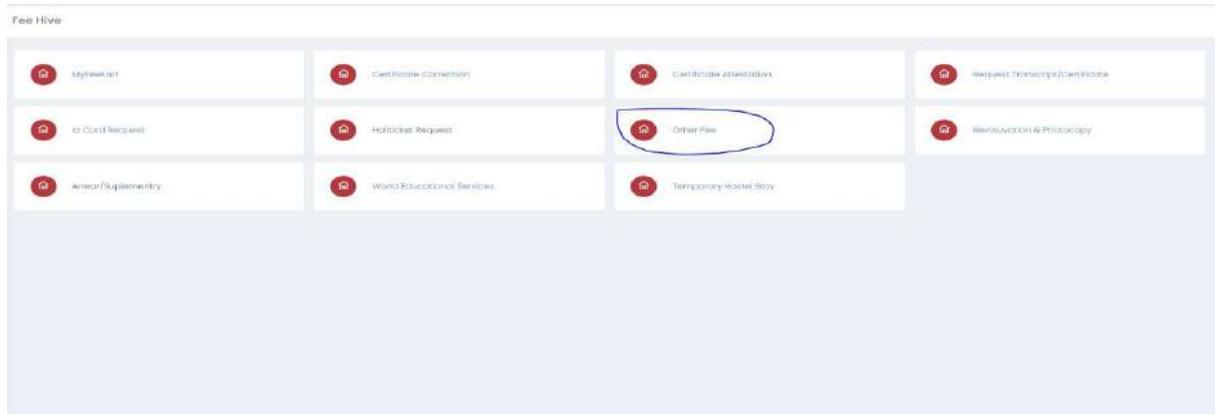


After choosing, it will show the form; complete it and click **Pay now**.

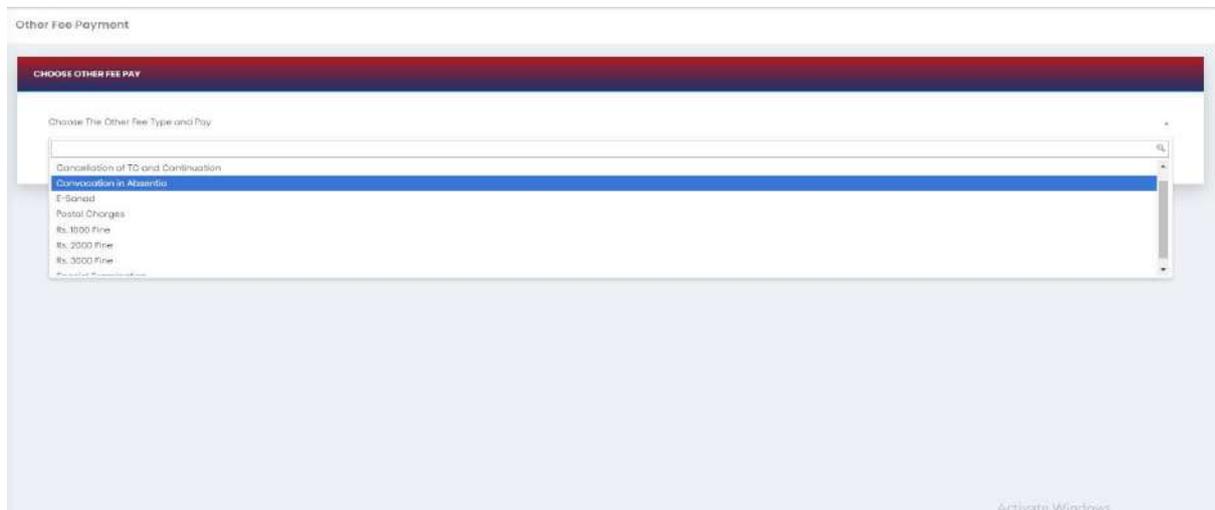


Convocation Absentia Fee Payment:

If students need **E-Sanad Payment**, then they must choose this option.



Step-2: Choose Convocation Absentia



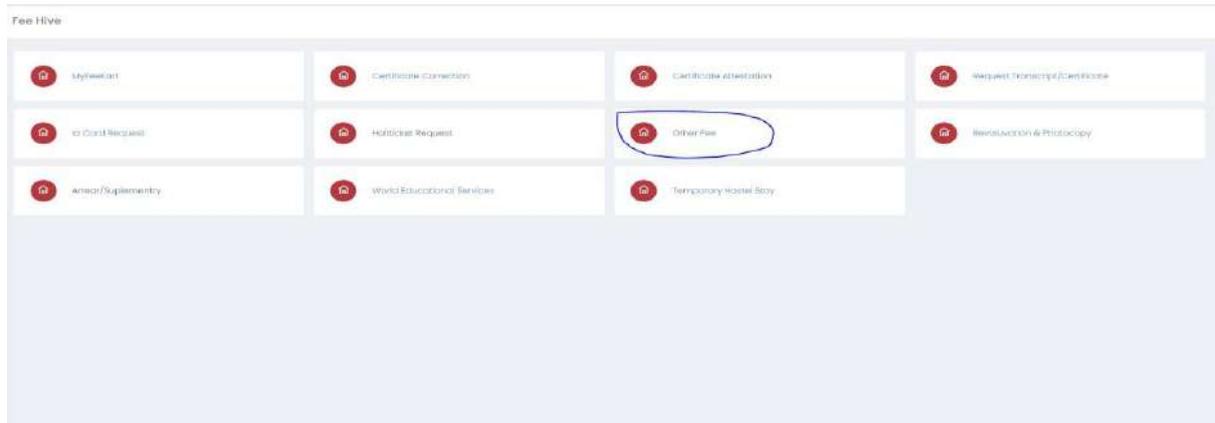
After choosing, it will show the form; complete it and click **Pay now**.

The screenshot shows the "Other Fee Payment" form for "Convocation in Absentia". The form includes the following fields and sections:

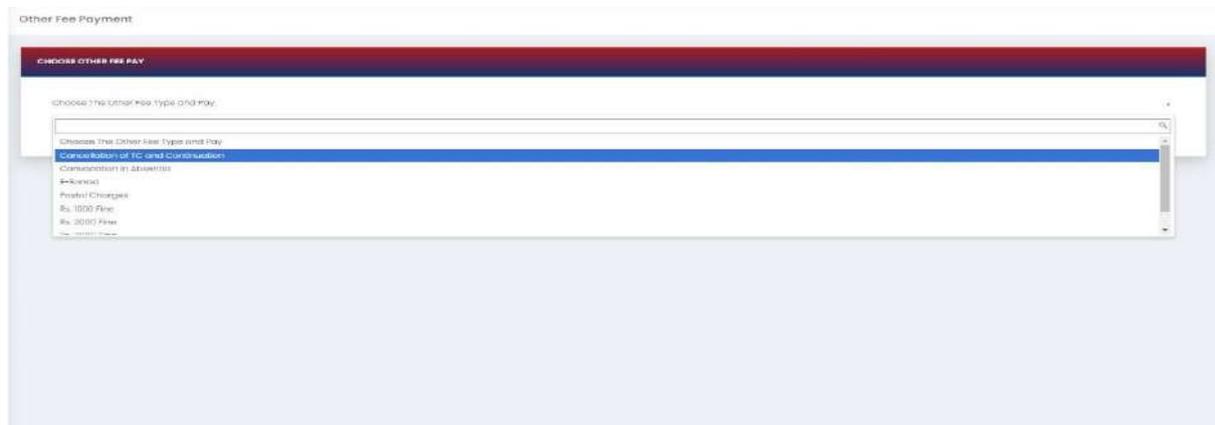
- Convocation in Absentia** (selected)
- Select the Convocation Year *** (dropdown)
- Contact Number *** (text input)
- Email id *** (text input)
- Address *** (text input)
- Pincode *** (text input)
- Upload the consolidated Marksheet/Grade sheet in PDF format only (in Landscape mode) (if Available)** (file upload area with instructions: "upload document should be less than 2MB [maximum for Attachment file size is 200 kb]")
- Upload the Provisional Certificate Certificate in PDF format only (if Available)** (file upload area with instructions: "upload document should be less than 2MB [maximum for Attachment file size is 200 kb]")
- Payable Amount**: 500
- Total number of Year locked**: 1
- Pay now** button at the bottom.

Cancellation of Transfer Certificate Fee Payment :

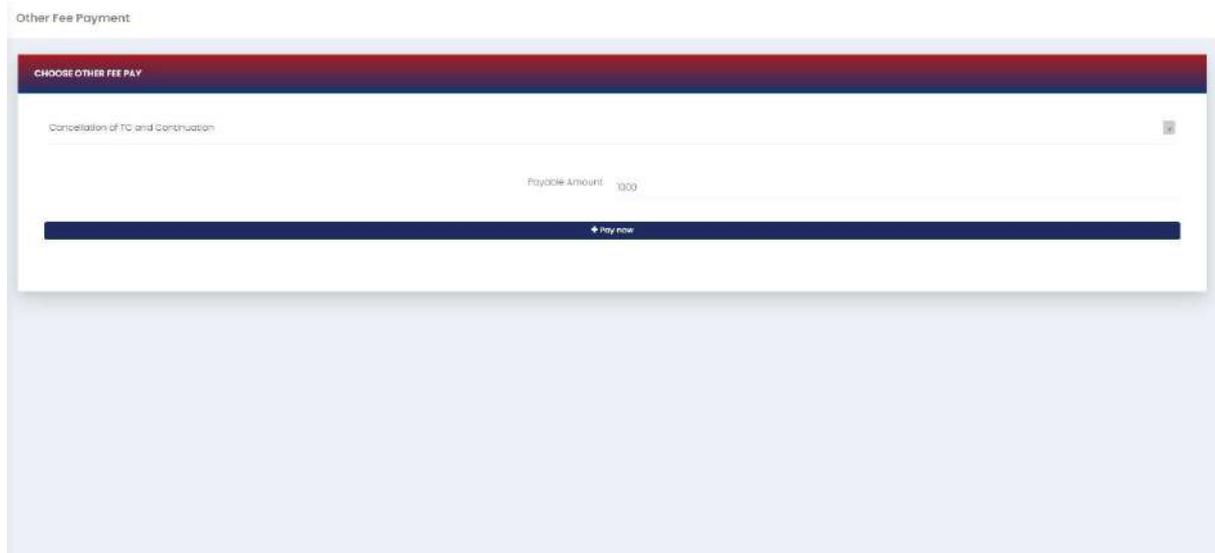
Step-1: Student needs **Cancellation of Transfer Certificate**, choose this option.



Step-2: Choose **Cancellation of Transfer Certificate**

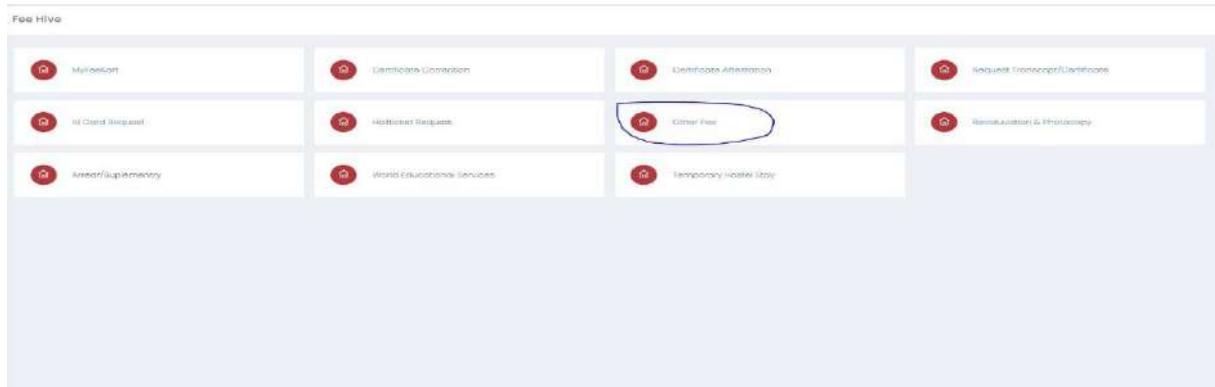


Choose the option and Click Pay Now.

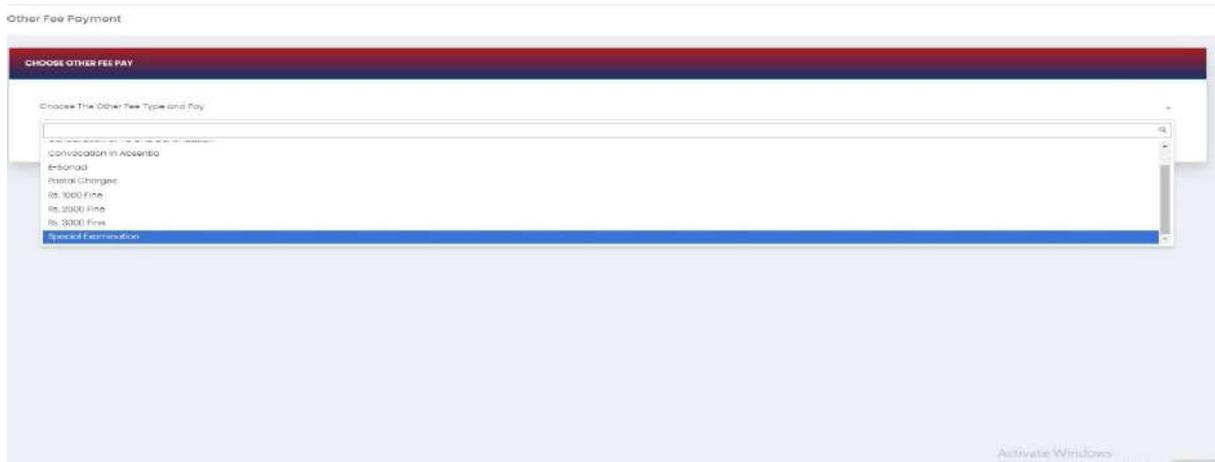


Special Examination Fee Payment:

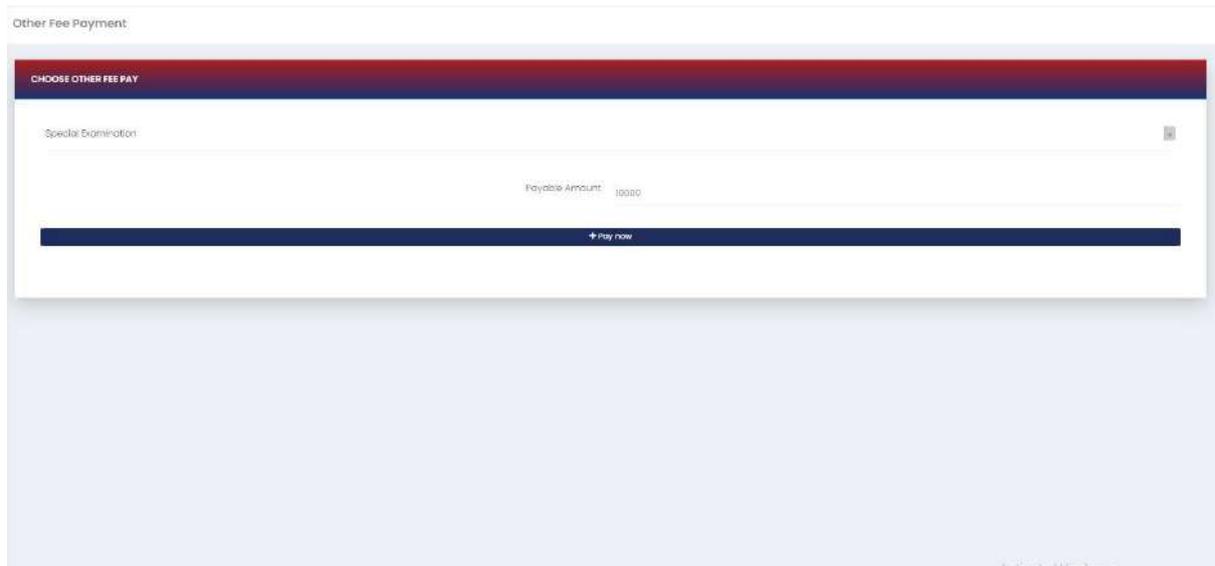
Step 1: if a student needs a **Special Examination**, choose Other fee option.



Step-2: Choose **Cancellation of Transfer Certificate**

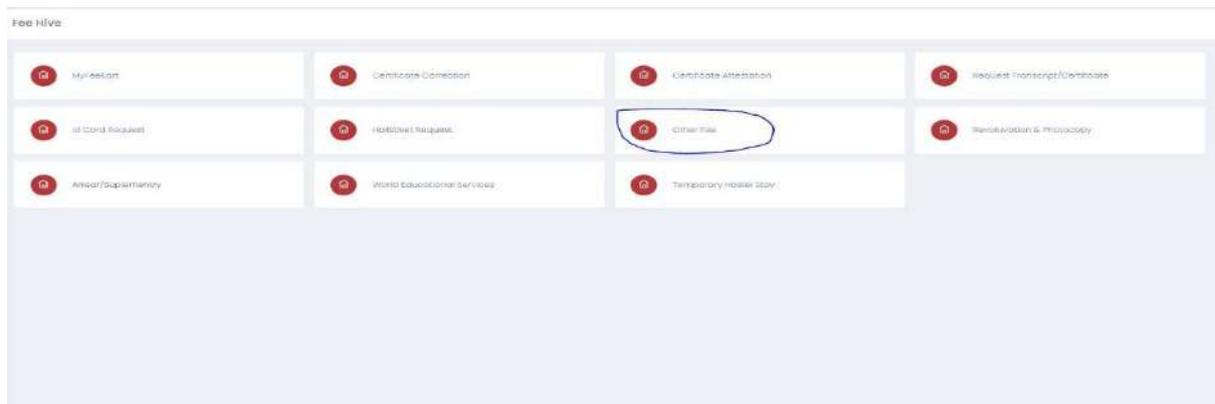


Choose the option and Click Pay Now.

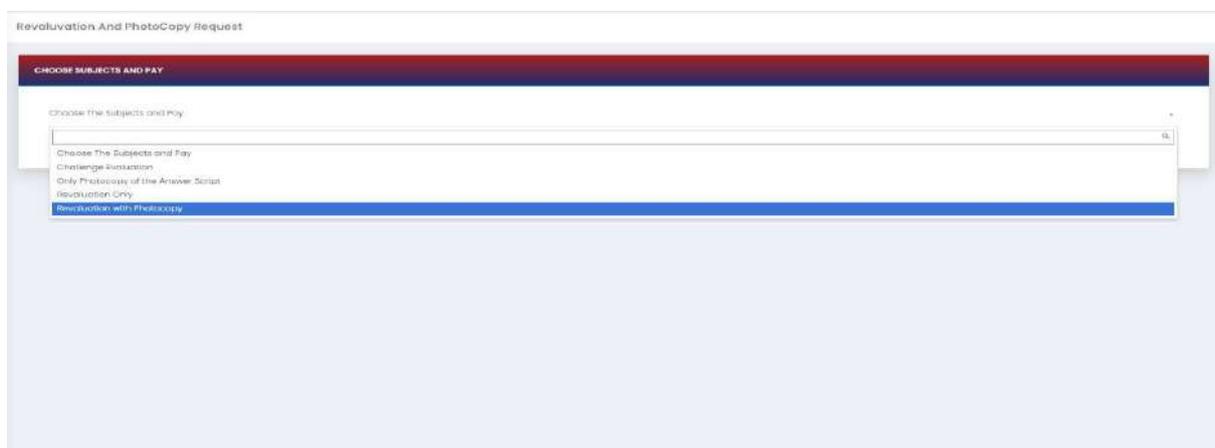


Re-Valuation/Challenge Evaluation Fee Payment :

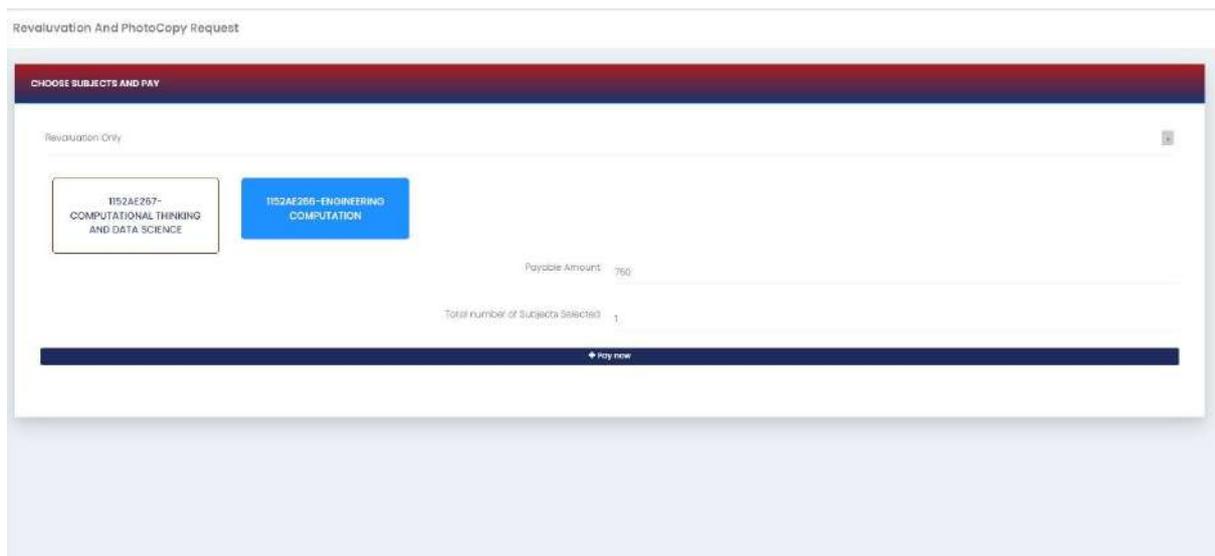
Step-1: Student needs **Re-Valuation/Challenge evaluation**, then choose this option.



Step-2: Choose **Re-Valuation/Challenge evaluation**

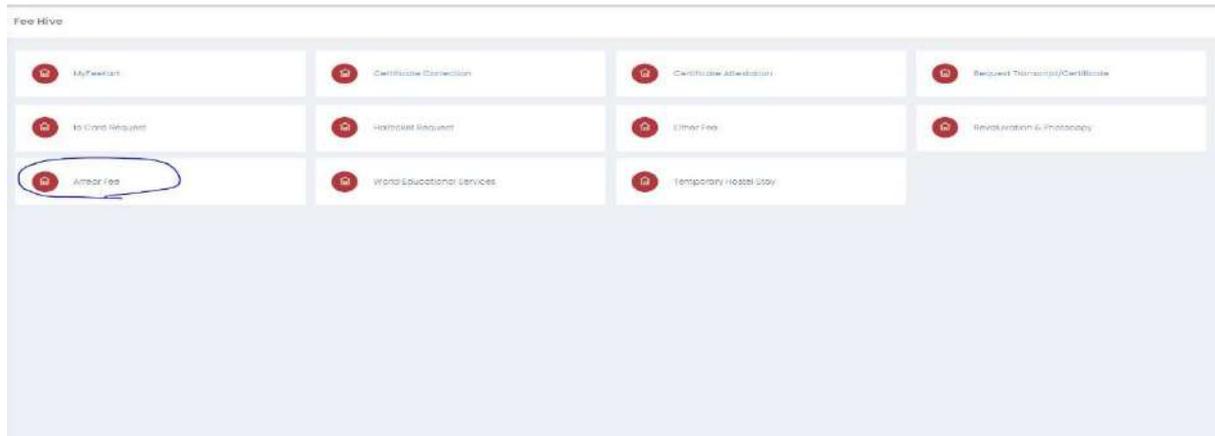


Choose the Subjects and click Pay now.

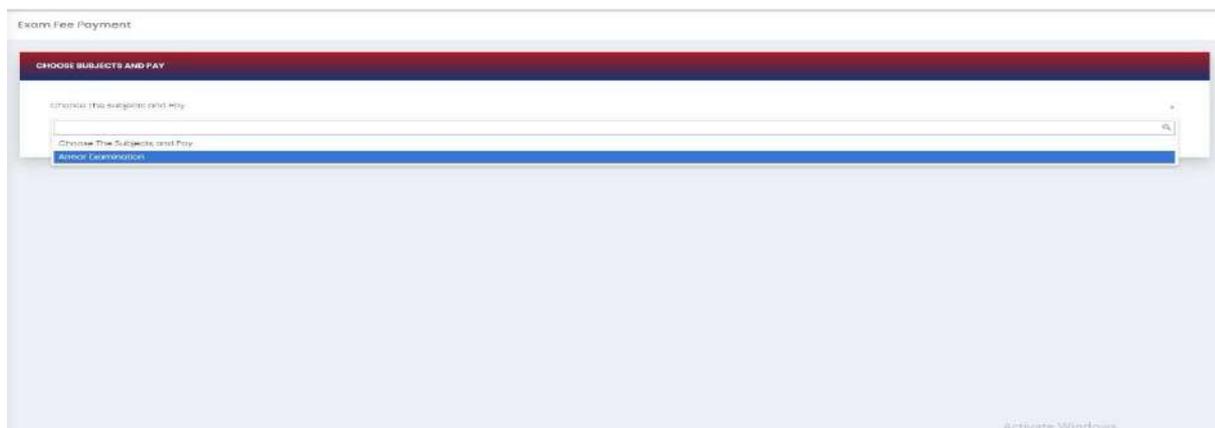


Arrear Fee Payment:

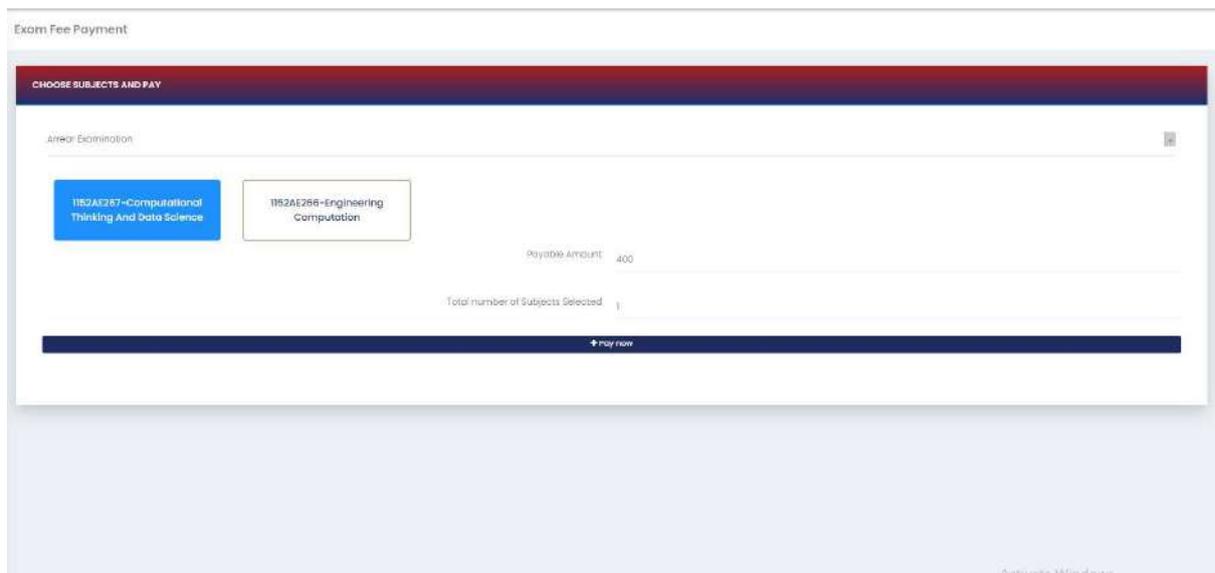
Step-1: If the student needs an **Arrear Fee**, choose this option.



Step-2: Choose **Arrear Fee**

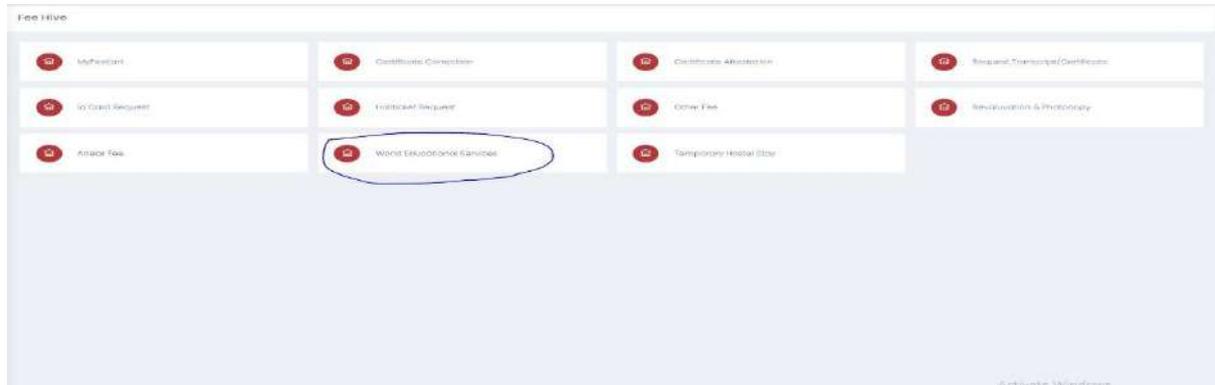


Choose the Subjects and click Pay now.



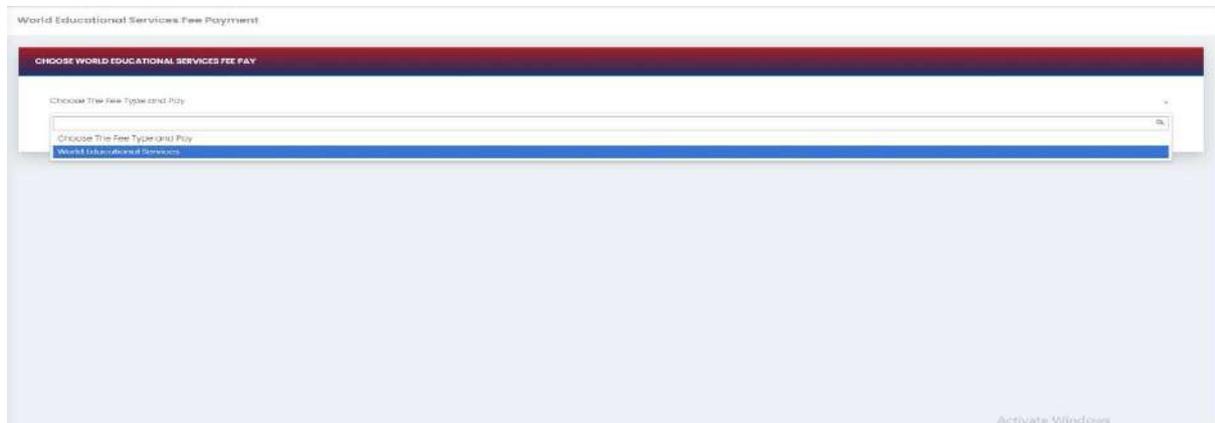
World Educational Service(WES) Fees Payment :

Step-1: The student needs the **World Educational Service Fee**, then choose this option.



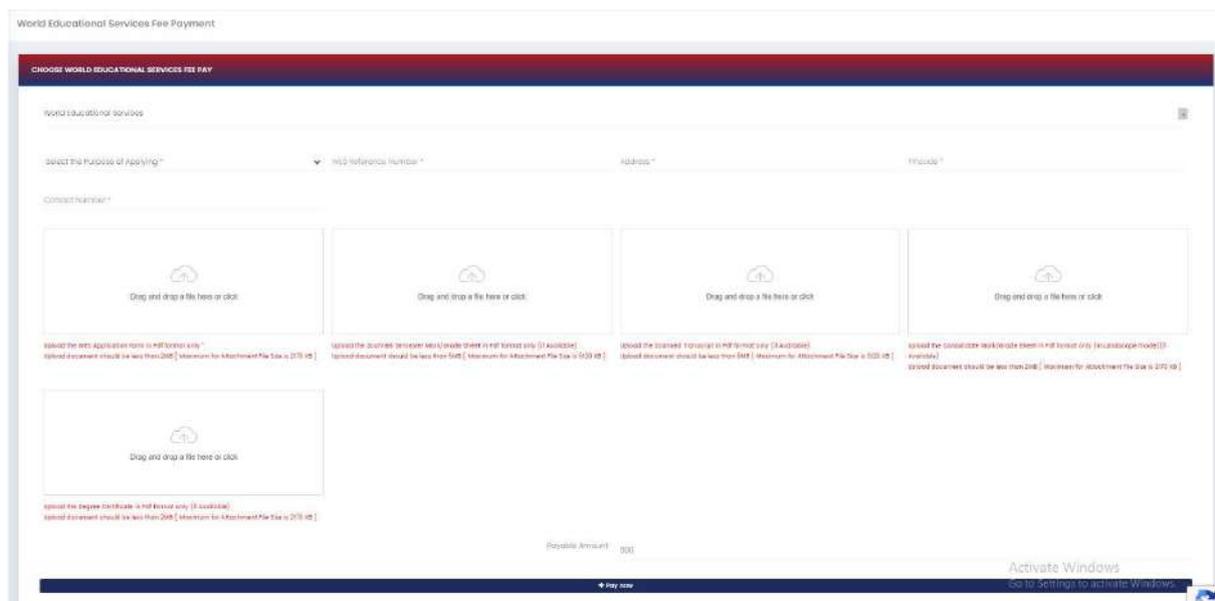
The screenshot shows a 'Fee Hive' interface with a grid of buttons. The buttons include: 'MPhil/PhD', 'Certificate Conversion', 'Certificate Abandonment', 'Request Transcript/Certificate', 'V-Card Request', 'Historical Request', 'Other Fee', 'Newspapers & Photography', 'Access Fee', 'World Educational Services' (circled in blue), and 'Temporary Medical Stop'.

Step-2: Choose **WES Fee**



The screenshot shows the 'World Educational Services Fee Payment' screen. A dropdown menu is open, showing 'World Educational Services' as the selected option.

After choosing, it will show the form, complete it, and click **Pay now**.



The screenshot shows the 'World Educational Services Fee Payment' form. The form includes a title 'CHOOSE WORLD EDUCATIONAL SERVICES FEE PAY', a dropdown for 'World Educational Services', and a 'Pay now' button. Below the dropdown, there are four upload boxes for documents, each with a 'Drag and drop a file here or click' instruction. The documents to be uploaded are: 'Application form in PDF format only', 'Statement of Purpose (in PDF format only)', 'Passport photograph (in PDF format only)', and 'Degree Certificate in PDF format only'. Each upload box also includes a note: 'Accepted document should be less than 2MB | Minimum for Attachment File Size is 270 kb'. At the bottom of the form, there is a 'Payable Amount' field and a 'Pay now' button.

Temporary Dormitory Fee Payment

CHOOSE THE DURATION AND PAY

Temporary Dormitory Stay Non Ac

Select the Dormitory * Select the Purpose of Staying * Contact Number * Email Id *

September 26, 2023 - September 27, 2023

Today Only	Sep 2023							Oct 2023							
Two Days Only	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Next 7 Days	27	28	29	30	31	1	2	24	25	26	27	28	29	30	
Next 30 Days	3	4	5	6	7	8	9	1	2	3	4	5	6	7	
Next Month	10	11	12	13	14	15	16	8	9	10	11	12	13	14	
Custom Range	17	18	19	20	21	22	23	15	16	17	18	19	20	21	
	24	25	26	27	28	29	30	22	23	24	25	26	27	28	
	1	2	3	4	5	6	7	28	29	30	31	1	2	3	4

Ending Date: 2023-09-27

Payable Amount: 400

Total number of Days: 1

+ pay now

Temporary Dormitory Fee Payment

CHOOSE THE DURATION AND PAY

Temporary Dormitory Stay Non Ac

Select the Dormitory * Select the Purpose of Staying * Contact Number * Email Id *

September 26, 2023 - September 30, 2023

Please Choose the Starting & Ending date

Starting Date: 2023-09-26 Ending Date: 2023-09-30

Payable Amount: 2000

Total number of Days: 5

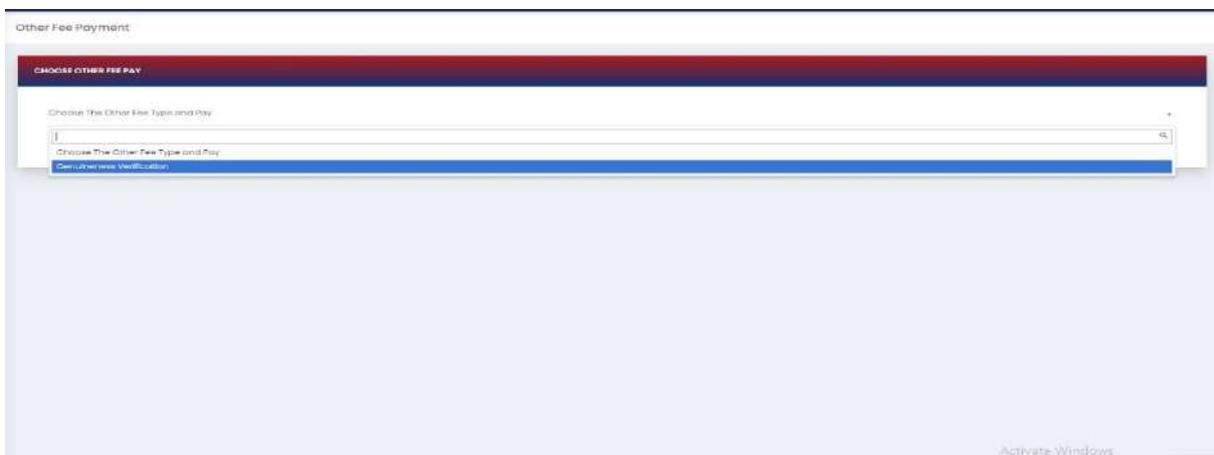
+ pay now

Genuineness Verification Fees Payment :

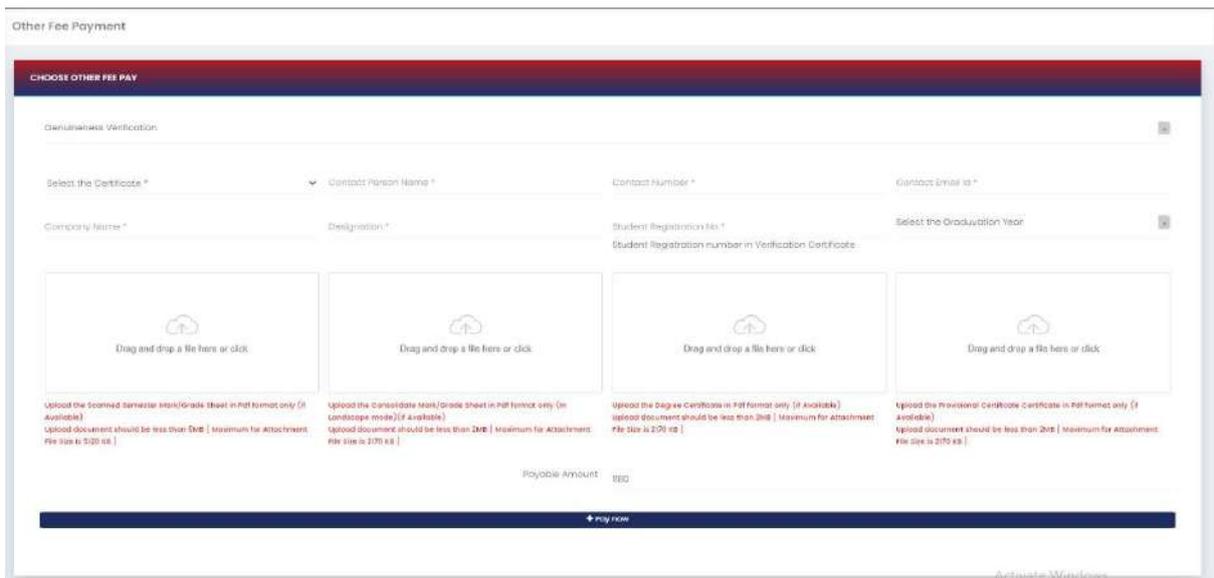
Step-1: Genuineness Verification Fee then choose this option



Step-2: Choose Genuineness Verification Fee



After choosing, it will show the form. Complete that form and click **Pay now**.



The screenshot shows the 'Other Fee Payment' form for 'Genuineness Verification'. The form is titled 'CHOOSE OTHER FEE PAY' and 'Genuineness Verification'. It contains several input fields: 'Select the Certificate *' (a dropdown menu), 'Contact Person Name *', 'Contact Number *', 'Contact Email id *', 'Company Name *', 'Designation *', 'Student Registration No *', and 'Select the Graduation Year' (a dropdown menu). Below these fields are four file upload boxes, each with a cloud icon and the text 'Drag and drop a file here or click'. Each box has a small text below it: 'Upload the Scanned Semester Mark/Grade sheet in pdf format only (if Available) | Upload document should be less than 2MB | Maximum for Attachment File Size is 500 kb'. The 'Payable amount' is displayed as '₹80'. At the bottom, there is a blue button with a right-pointing arrow and the text 'pay now'. The bottom right corner of the page has the text 'Activate Windows'.