### **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

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

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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/clique/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.

VEL TECH CLIQUE	

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.

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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

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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

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Step 2: Choose the Fee and Click Paynow

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Step-3:Then Click Proceed

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



After completing the payment, you can download the Receipt.







### **Certificate Correction:**

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

Step-1: Click Certificate Correction

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# Step-2:Choose Appropriate Certificate for Correction

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

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### **Certificate Attestation:**

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

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# Step-2: Choose Appropriate Certificate for Attestation

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# **Duplicate Certificate Request:**

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

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Step-2:Choose Appropriate Certificate for Duplicate

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# Transcript Request:

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

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# Step-2:Choose Transcript

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# **Student ID Card Request:**

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

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#### Click Pay now

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# HallTicket Request:

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

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# Step-2:Choose HallTicket

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Choose the option and Click Pay Now.

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### **E-Sanad Payment :**

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

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### Step-2:Choose E-Sanad

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### **Convocation Absentia Fee Payment:**

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

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# Cancellation of Transfer Certificate Fee Payment :

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

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# Step-2:Choose Cancellation of Transfer Certificate

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Choose the option and Click Pay Now.

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### **Special Examination Fee Payment:**

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

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

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Choose the option and Click Pay Now.

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### **Re-Valuation/Challenge Evaluation Fee Payment :**

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

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

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### Arrear Fee Payment:

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

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### Step-2:Choose Arrear Fee

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### World Educational Service(WES) Fees Payment :

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

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#### Step-2:Choose WES Fee

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

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### **Temporary Hostel Fees Payment :**

Step-1: Student needs Temporary Hostel Fees, then choose this option.

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**Genuineness Verification Fees Payment :** 

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Step-2: Choose Genuineness Verification Fee

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

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