



ਭਾਰਤੀ ਪ੍ਰਬੰਧ ਸੰਸਥਾ ਅੰਮ੍ਰਿਤਸਰ
भारतीय प्रबंध संस्थान अमृतसर
Indian Institute of Management Amritsar

User Manual

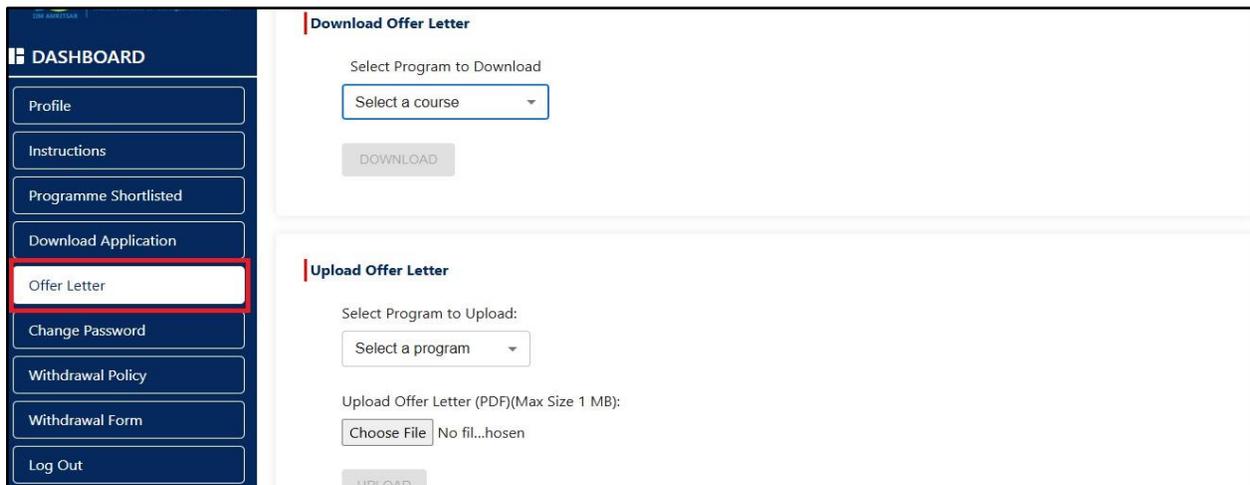
Instructions for Offer
Acceptance and Fee Payment
IIM Amritsar – MBA Admission
Portal

Introduction:

This user manual for MBA Admissions at IIM Amritsar is designed to provide comprehensive, step-by-step guidance for navigating the online admission portal. It includes detailed instructions on offer acceptance, fee payment, form submissions, document uploads, and other key functionalities to ensure a seamless and efficient user experience.

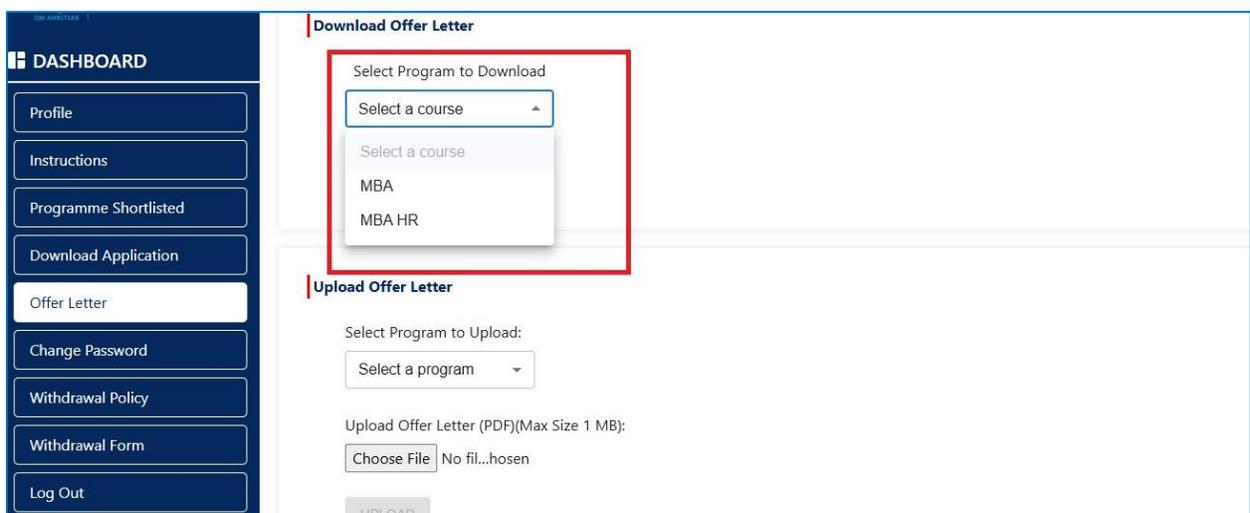
To begin the process of accepting the admission offer and paying the required fees, log in to the admission portal. Navigate to the *Profile* section to view your current milestone. Carefully read and follow all instructions provided by the Admissions Office.

Step 1: Selected candidate will get the **offer letter** option in the left side menu.



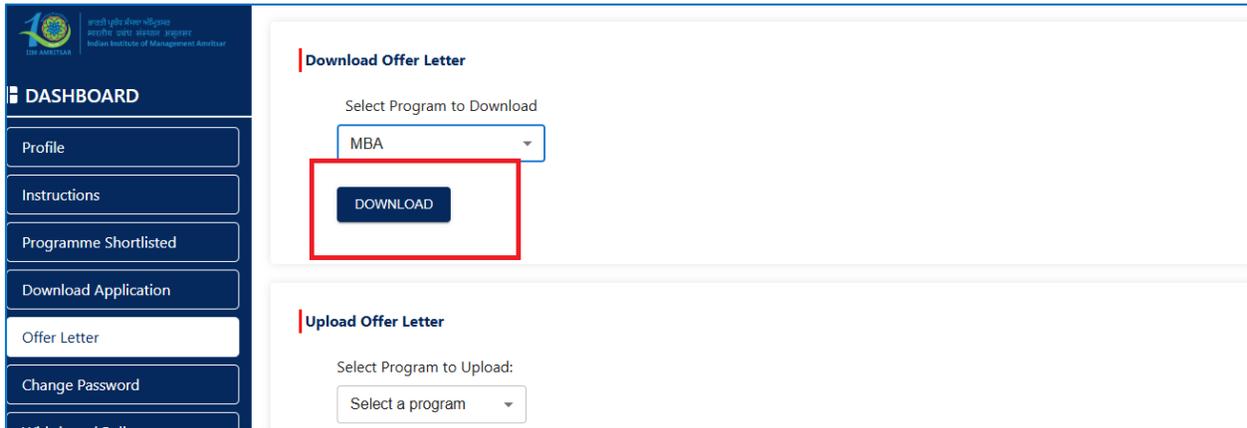
The screenshot shows the IIM Amritsar admission portal dashboard. On the left, a dark blue sidebar contains a 'DASHBOARD' menu with options: Profile, Instructions, Programme Shortlisted, Download Application, Offer Letter (highlighted with a red box), Change Password, Withdrawal Policy, Withdrawal Form, and Log Out. The main content area is white and divided into two sections. The top section, 'Download Offer Letter', has a dropdown menu labeled 'Select Program to Download' with 'Select a course' selected and a 'DOWNLOAD' button below it. The bottom section, 'Upload Offer Letter', has a dropdown menu labeled 'Select Program to Upload:' with 'Select a program' selected, a file upload area labeled 'Upload Offer Letter (PDF)(Max Size 1 MB):' with a 'Choose File' button and 'No fil...hosen' text, and an 'UPLOAD' button below it.

Step 2: If a candidate has been selected for multiple programs, a dropdown menu will be available to select the preferred program. If the candidate is selected for only one program, no selection option will be provided.

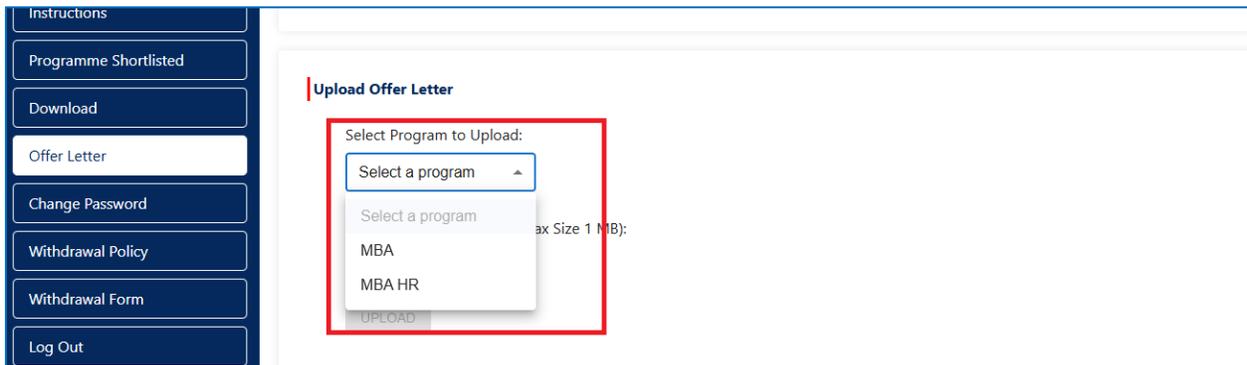


This screenshot is similar to the previous one, showing the IIM Amritsar admission portal dashboard. The 'Offer Letter' option in the left sidebar is highlighted with a red box. In the 'Download Offer Letter' section, the dropdown menu 'Select Program to Download' is open, showing a list of options: 'Select a course', 'MBA', and 'MBA HR'. The 'Upload Offer Letter' section remains the same as in the previous screenshot.

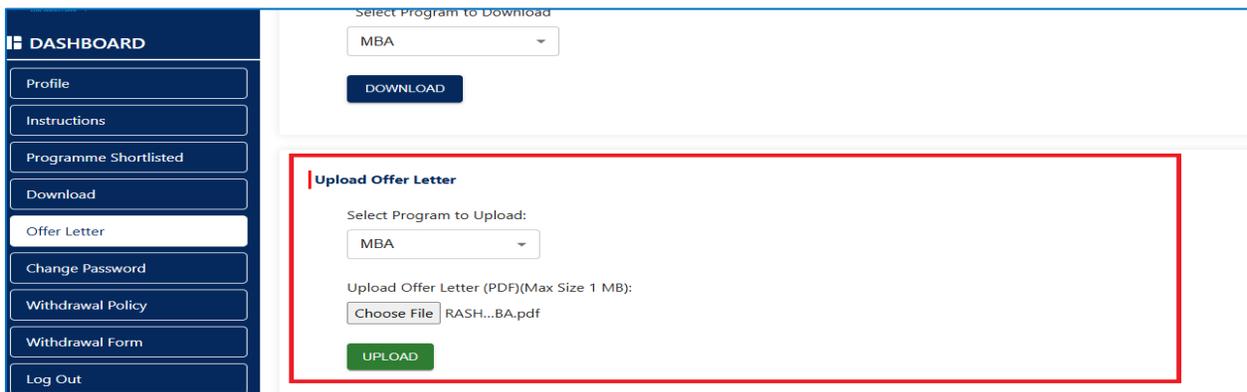
Step 3: After selecting the preferred program, the **"Download"** option will be enabled, allowing the candidate to download the offer letter. The offer letter will include details such as the name of the selected program, the last date for acceptance, and the deadline for term fee payment. Once downloaded, the candidate must print the offer letter, sign it, and upload the scanned copy back to the portal.



Step 4: If a candidate is selected for multiple programs, they will be prompted to select the same program while uploading the signed offer letter. It is important to ensure that the program selected during the upload matches the one chosen during the download. If the candidate is selected for only one program, no selection option will be available.



Step 5: After choosing a preferred course, candidate can upload the scanned offer letter.



Step 6: Once the signed offer letter has been successfully uploaded to the portal, the option to pay the **Acceptance Fee** will be enabled. This section will display the fee amount along with the last date for payment. Candidates are strongly advised to carefully review all details before proceeding with the payment.

The screenshot shows the IIM Amritsar dashboard with a sidebar menu on the left containing: Profile, Instructions, Programme Shortlisted, Download, Offer Letter, Change Password, Withdrawal Policy, and Withdrawal Form. The main content area displays the following details:

- Payment Type:** Acceptance Fee
- Course Name:** MBA HR
- Category:** ST
- Batch :** 2025-2027
- Amount:** 1.00
- Payment Duration:** 22-04-2025 3:38 PM - 26-04-2025 3:38 PM

A blue button labeled "PAY NOW ₹" is positioned at the bottom of the details box.

Step 7: Upon successful payment, a receipt will be generated. Candidates can download the receipt by clicking the "**Download**" button.

The screenshot shows the IIM Amritsar dashboard with a sidebar menu on the left containing: Profile, Instructions, Programme Shortlisted, Download, Offer Letter, Change Password, Withdrawal Policy, Withdrawal Form, and Log Out. The main content area displays the following details:

Acceptance Fee Payment Details

Date: 22-04-2025 **Acknowledgement No:** 511225796428

We acknowledge Rs 1.00/- made through IIM Amritsar payment portal. This acknowledgement is subject to credit of the same to IIM Amritsar Bank of Baroda Account.

Transaction Status: CAPTURED **Transaction Reference ID:** 511225796428

Track ID: order_QM4DJXEjn0Z2Lo **Payment ID:** pay_QM4DeRDmXaurx9

Payee Details

Transaction Date: 22-04-2025 **Payee's Name:** IIM AMRITSAR

Payee's Email: m@gmail.com **Payee's Contact:** +917302711000

A blue button labeled "DOWNLOAD" is positioned at the bottom of the details box.

Step 8: After the Acceptance Fee has been successfully paid, the **"Term Fee"** option will be enabled and will appear in the left-hand menu of the portal.

DASHBOARD

- Profile
- Instructions
- Programme Shortlisted
- Term Fees**
- Download
- Change Password
- Placement
- Withdrawal Policy
- Withdrawal Form

Progress Bar: Invitation Pending, Invitation Accepted, Interview Scheduled, Interview Rescheduled, Selected, Acceptance Fee Paid, Term Fee Paid

CAT ID: 24155

Date of Birth: 17-12-2003

Gender: Female

Contact Number: 629017011

Email: *****@gmail.com

Category: GENERAL

MBA Invitation:

Step 9: The payment details, including the payment duration, will be visible on the portal. Candidates can then proceed to pay the Term Fee using either an online or offline payment method.

DASHBOARD

- Profile
- Instructions
- Programme Shortlisted
- Term Fees**
- Download
- Change Password

IIM AMRITSAR

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Indian Institute of Management Amritsar

Payment Type: Term Fee

Course Name: MBA

Category: GENERAL

Batch : 2025-2027

Amount:

Payment Duration: 22-04-2025 10:37 AM - 26-04-2025 10:37 AM

Online NEFT Challan

PAY NOW ₹

Step 10: Upon successful online payment of the Term Fee, a "**Term Fee**" receipt will be generated. Candidates can download the receipt by clicking the "**Download**" button, just as with the Acceptance Fee.

The screenshot shows the IIM Amritsar dashboard on the left with a sidebar menu containing: Profile, Instructions, Programme Shortlisted, Term Fees (highlighted), Download, Change Password, Placement, and Withdrawal Policy. The main content area displays the 'Term Fee Payment Details' page. At the top, it features the IIM Amritsar logo and name in Hindi and English. Below this, the title 'Term Fee Payment Details' is centered. The page contains the following information:

- Date:** 22-04-2025
- Acknowledgement No:** 511213636778
- Text:** We acknowledge Rs 1,00,000/- made through IIM Amritsar payment portal. This acknowledgement is subject to credit of the same to IIM Amritsar Bank of Baroda Account.
- Transaction Status:** CAPTURED
- Transaction Reference ID:** pay_QLzuc0GF8lpSZP
- Track ID:** order_QLZuJO2XBwNopL
- Payment ID:** pay_QLZuc0GF8lpSZP
- Payee Details:**
 - Transaction Date:** 22-04-2025
 - Payee's Name:** PASHU AGARWAL
 - Payee's Email:** r@gmail.com
 - Payee's Contact:** 9876543210

Step 11: For offline payment, the candidate must choose either the **NEFT** or **Challan** option and download the corresponding form. After completing the payment through the selected method, the candidate needs to enter the transaction details and then upload the **Institute's Copy** of the payment receipt to the portal via the "**Upload**" option.

The screenshot shows the IIM Amritsar dashboard on the left with a sidebar menu containing: Profile, Instructions, Programme Shortlisted, Term Fees (highlighted), Download, Change Password, Placement, Withdrawal Policy, and Withdrawal Form. The main content area displays the 'Term Fees' form. At the top, it features the IIM Amritsar logo and name in Hindi and English. Below this, the form contains the following details:

- Payment Type:** Term Fee
- Course Name:** MBA BA
- Category:** GENERAL
- Batch :** 2025-2027
- Amount:** 1.00
- Payment Deadline:** From: 23-04-2025 11:09 AM To: 03-05-2025 1:10 PM
- Payment Method:** Online NEFT Challan
- Buttons:** DOWNLOAD and UPLOAD

Step 12: After completing the payment, the candidate can navigate to the **"Download"** section in the left menu to view the details and status of both the Acceptance and Term fees.

The screenshot shows a dashboard with a left-hand menu and two main sections: Application Details and Payment Details.

Application Details Table:

Course Name	Session	Fees	Status	Download
MBA	2025	₹ 1000.00	Completed	

Payment Details Table:

Programme	Session	Fees	Type	Mode	Payment Date	Status	Download
MBA BA	2025	₹ 1.00	TERM FEE	Offline: Challan	23-04-2025 05:13 PM	Waiting for Approval	--
MBA BA	2025	₹ 1.00	ACCEPTANCE FEE	Online	23-04-2025 05:00 PM	Paid	

Step 13: In the case of offline payment, candidates must wait for approval, as the payment will be verified by the Admin. Once approved, the payment status will be updated to **Paid**.

This screenshot is similar to the previous one but shows the payment status for the Term Fee updated to 'Paid'.

Payment Details Table:

Programme	Session	Fees	Type	Mode	Payment Date	Status	Download
MBA BA	2025	₹ 1.00	TERM FEE	Offline: Challan	23-04-2025 05:13 PM	Paid	
MBA BA	2025	₹ 1.00	ACCEPTANCE FEE	Online	23-04-2025 05:00 PM	Paid	

Step 14: After successful payment of the Term Fee, all milestones in the **Profile** section will be marked as **Completed**.

The screenshot shows the 'Profile' section of the dashboard. At the top, there is a progress bar with seven milestones, all of which are marked as completed with green checkmarks:

- Invitation Pending
- Invitation Accepted
- Interview Scheduled
- Interview Rescheduled
- Selected
- Acceptance Fee Paid
- Term Fee Paid

Below the progress bar, there are several input fields for personal information:

CAT ID: Date of Birth:

Gender: Contact Number:

Email: Category:

MBA Invitation: