Application and Payment procedure for CEP Events *(if applicable)*

Candidates shall apply for chosen events by clicking APPLY NOW against the available programs at [https://erp.iitkgp.ac.in/CEP/secure/courses.htm](https://erp.iitkgp.ac.in/CEP/secure/courses.htm).

Once short listed for the event/course the candidate receives an email for making fee payment*(if applicable)* from ERP System, IIT Kharagpur. He/She is redirected to IIT Kharagpur Payment Gateway page by clicking on the Fee Payment option after login at [https://erp.iitkgp.ac.in/CEP/secure/courses.htm](https://erp.iitkgp.ac.in/CEP/secure/courses.htm).

**A. Fee Payment**

1) Click on the button “**Pay Fees**”. You will be redirected to IIT Kharagpur Payment Gateway page.

2) Check the details shown and click on **Proceed**. You will be redirected to State Bank of India MOPS facility (SBIMOPS).
3) Choose the mode of payment and proceed as per instructions.

4) After successful payment through SBI MOPS click on “Click here to return to IIT Kharagpur e-Transaction”. This ensures redirection to the page from where payment has been initiated, and subsequently updating payment status. In some cases successful payment status may not be updated immediately due to some technical reasons. The status would be updated within two hours (from the time of realization of payment in IITKGP account) in such cases. The status of branch payment will be updated within two hours of payment.

If transaction fails due to some technical reason and amount is debited from your account, please do not pay again. Kindly wait for the last transaction to be settled. It can be refunded to you or credited to IITKGP account.