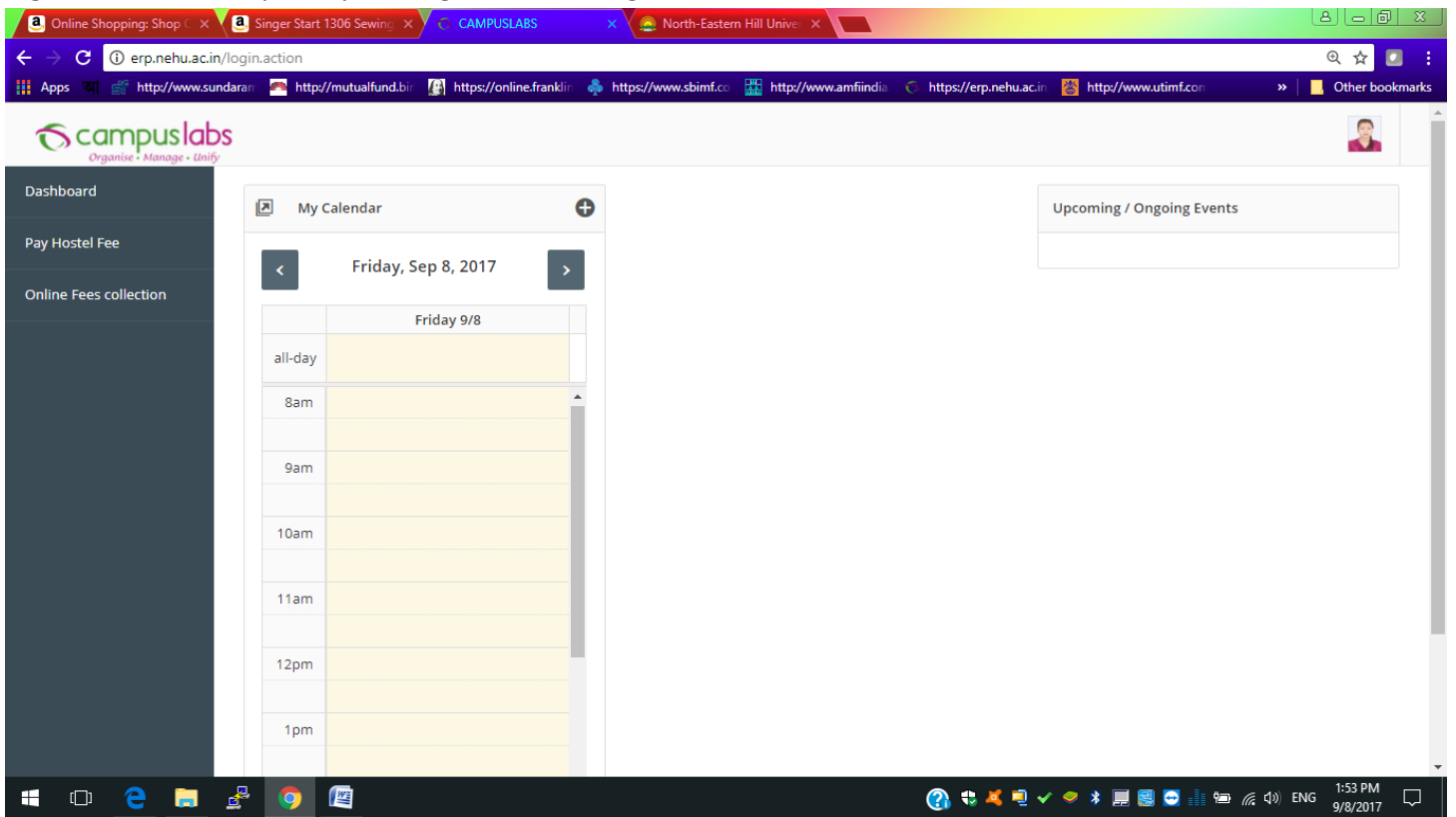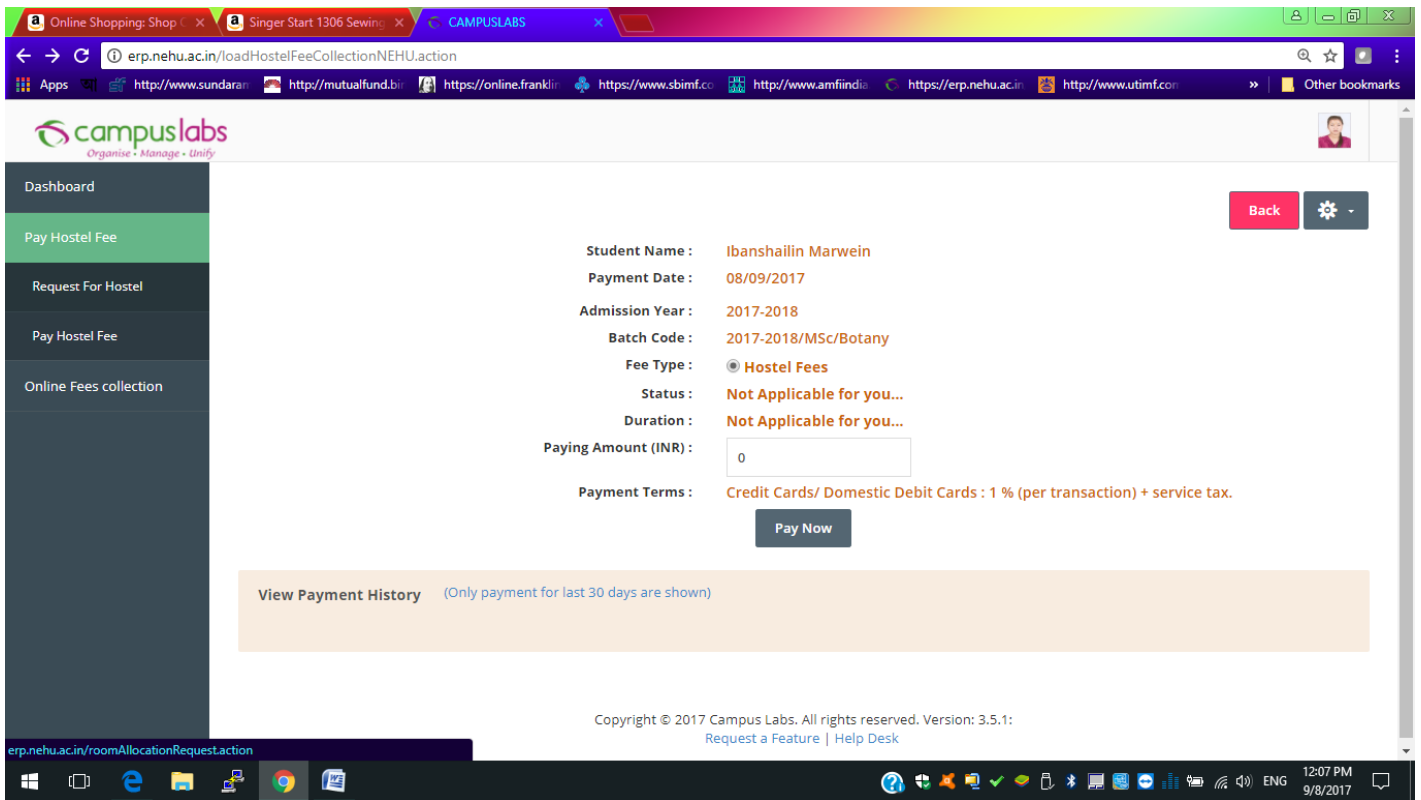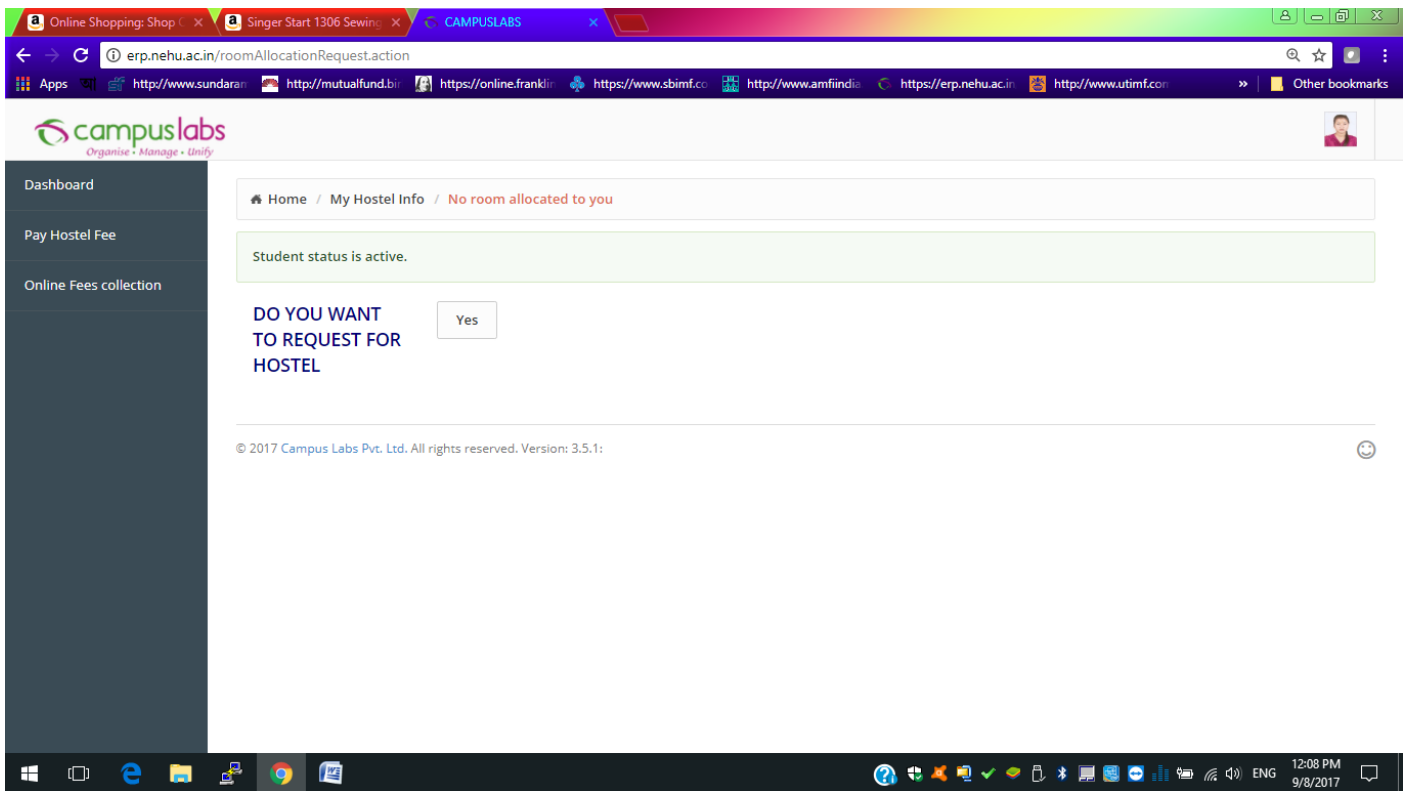Login from the above portal you will get the following screen
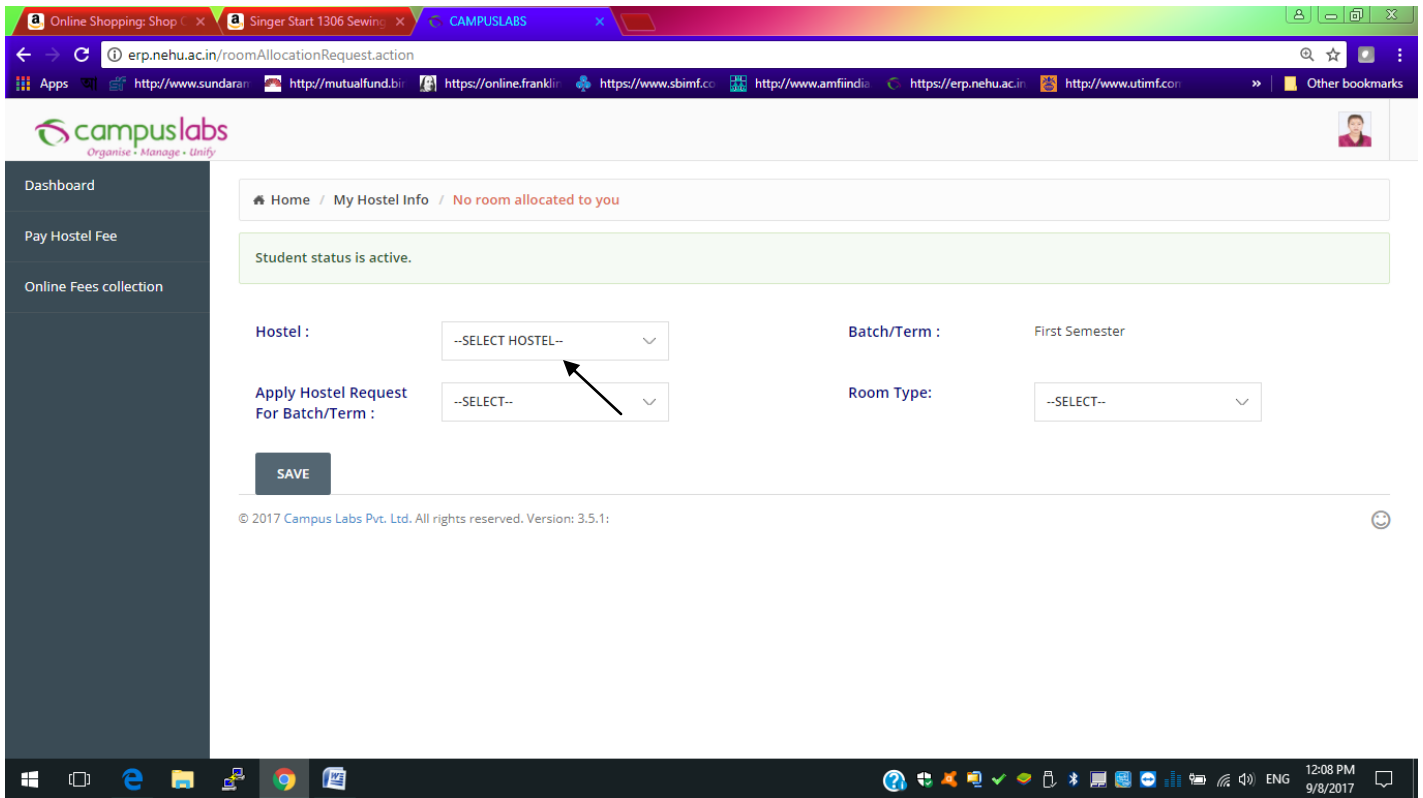

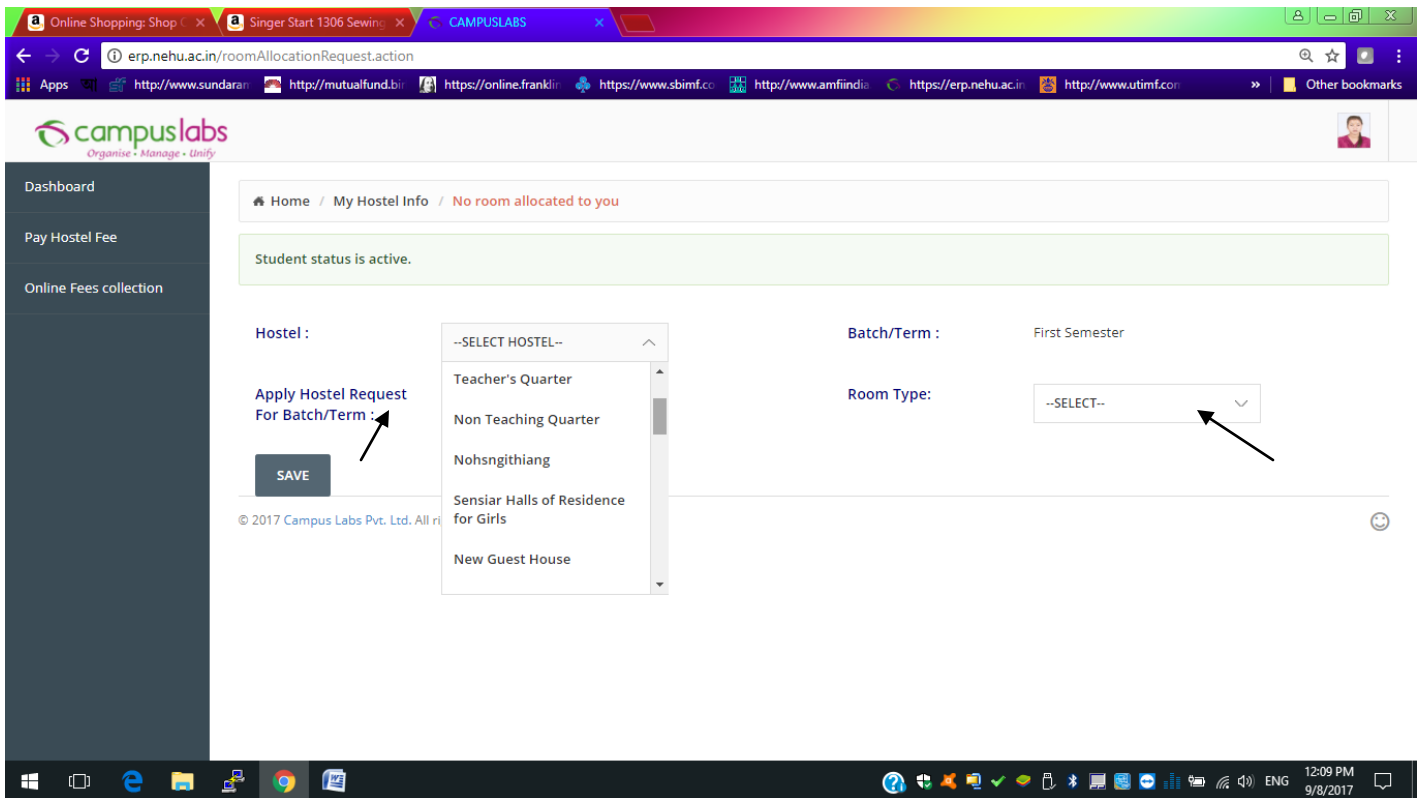click Pay Hostel Fee you will get the following screen.

Click "Request for hostell" in the above screen, following screen will appear.

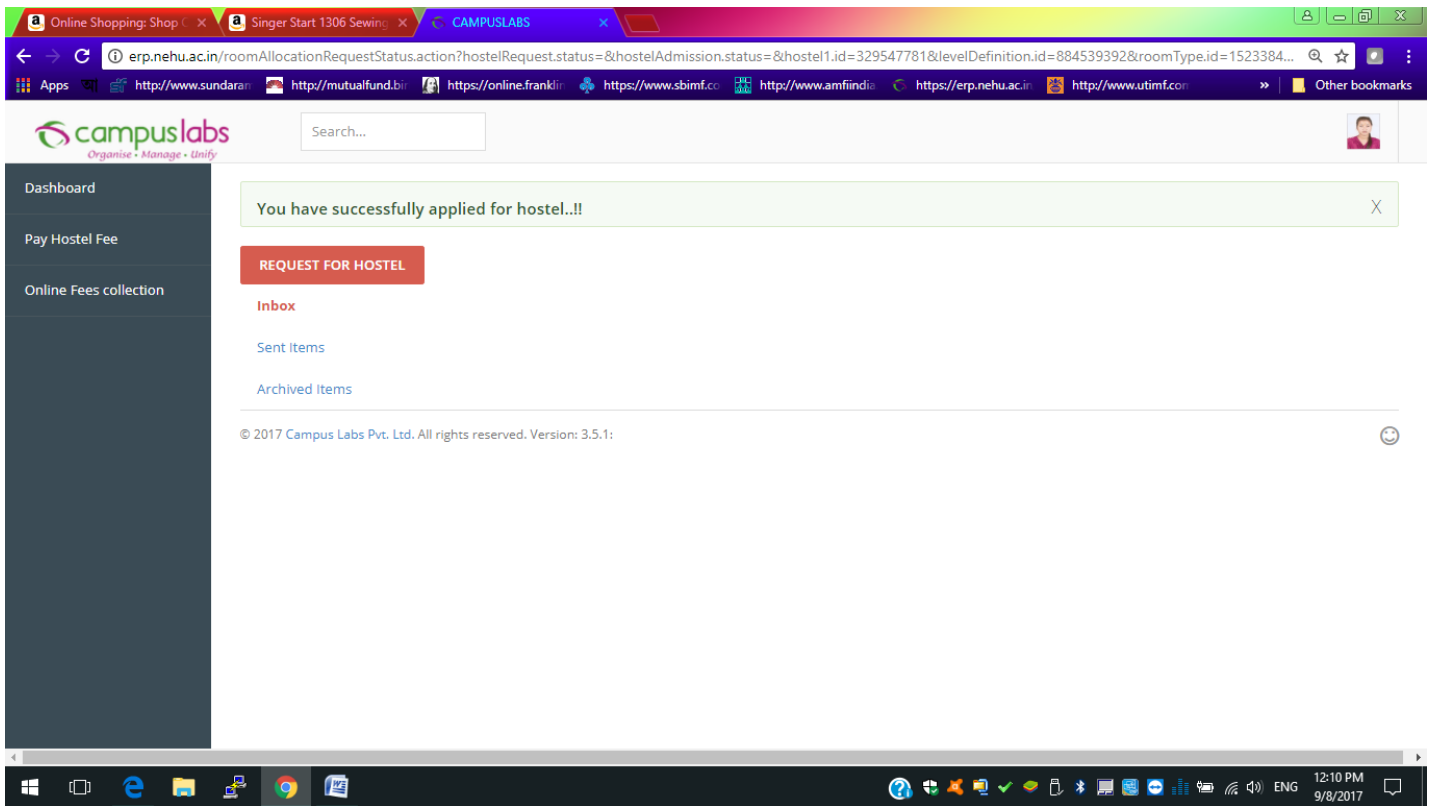Click YES, following screen will appear.

Select Hostel Name allotted to you from the dropdown list shown with an arrow in the above screen.
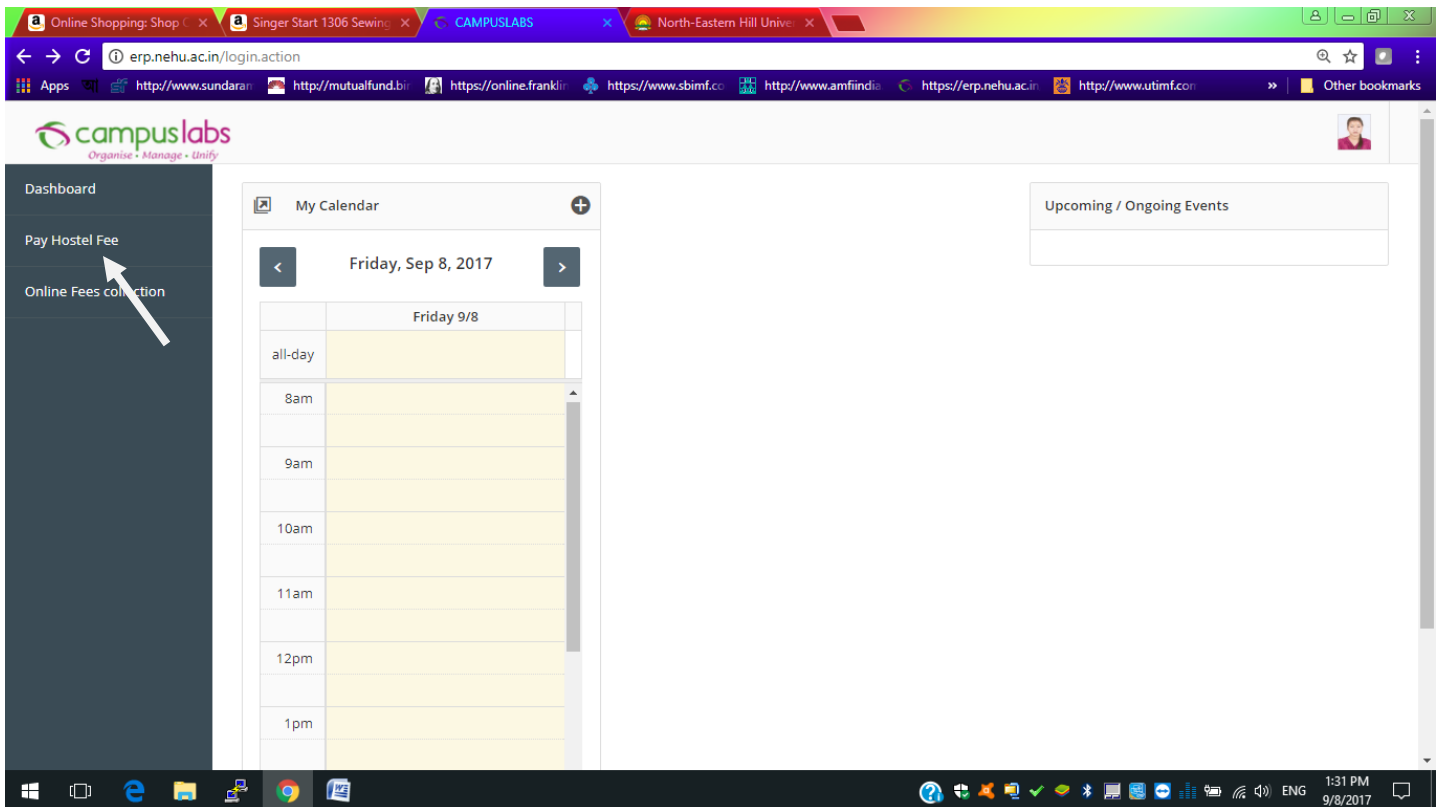

Also select First Semester and Room type as double or Triple which will be changed as per actual allotment.
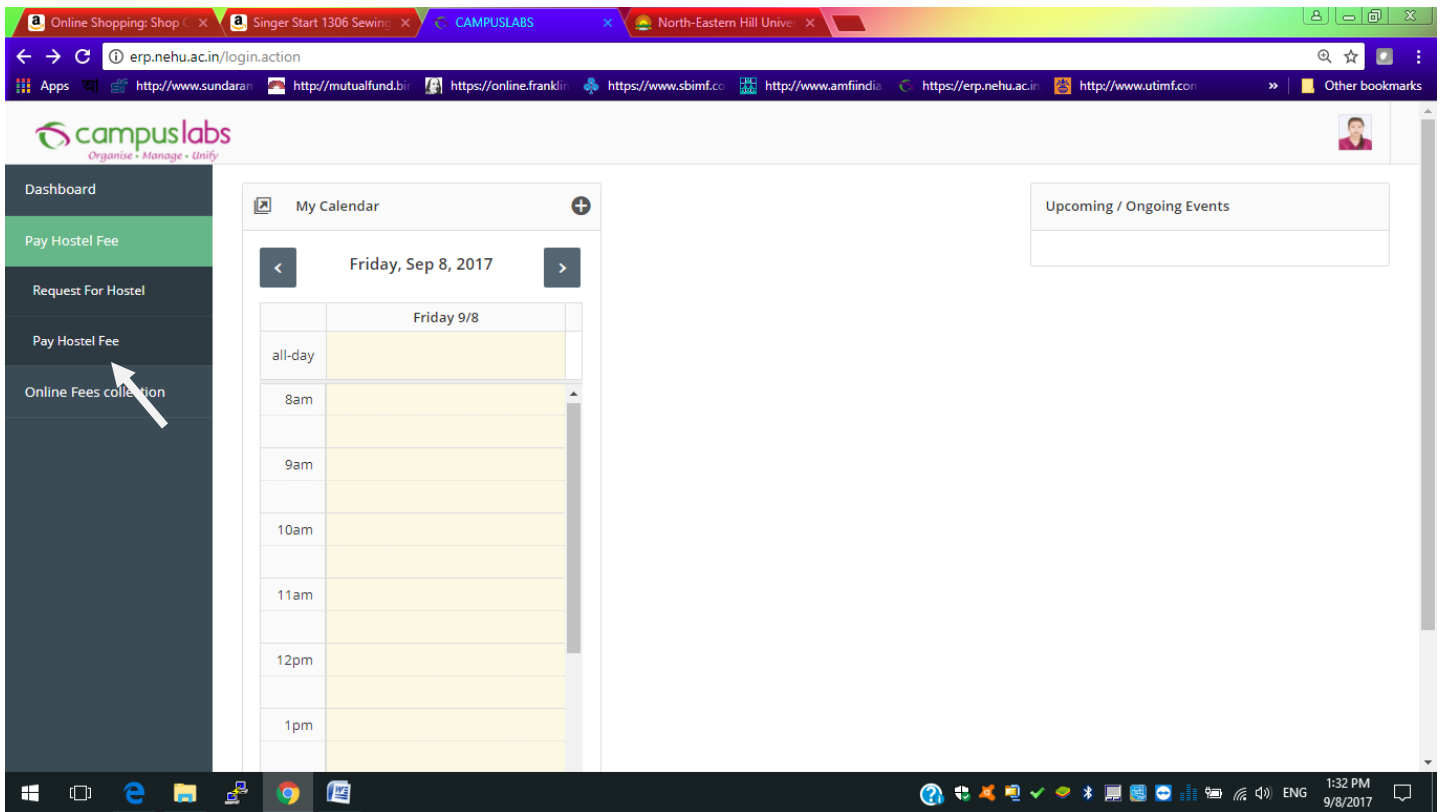
Click save, following screen will appear.

Now DSW will approve your request after which you can pay the Hostel Fees.
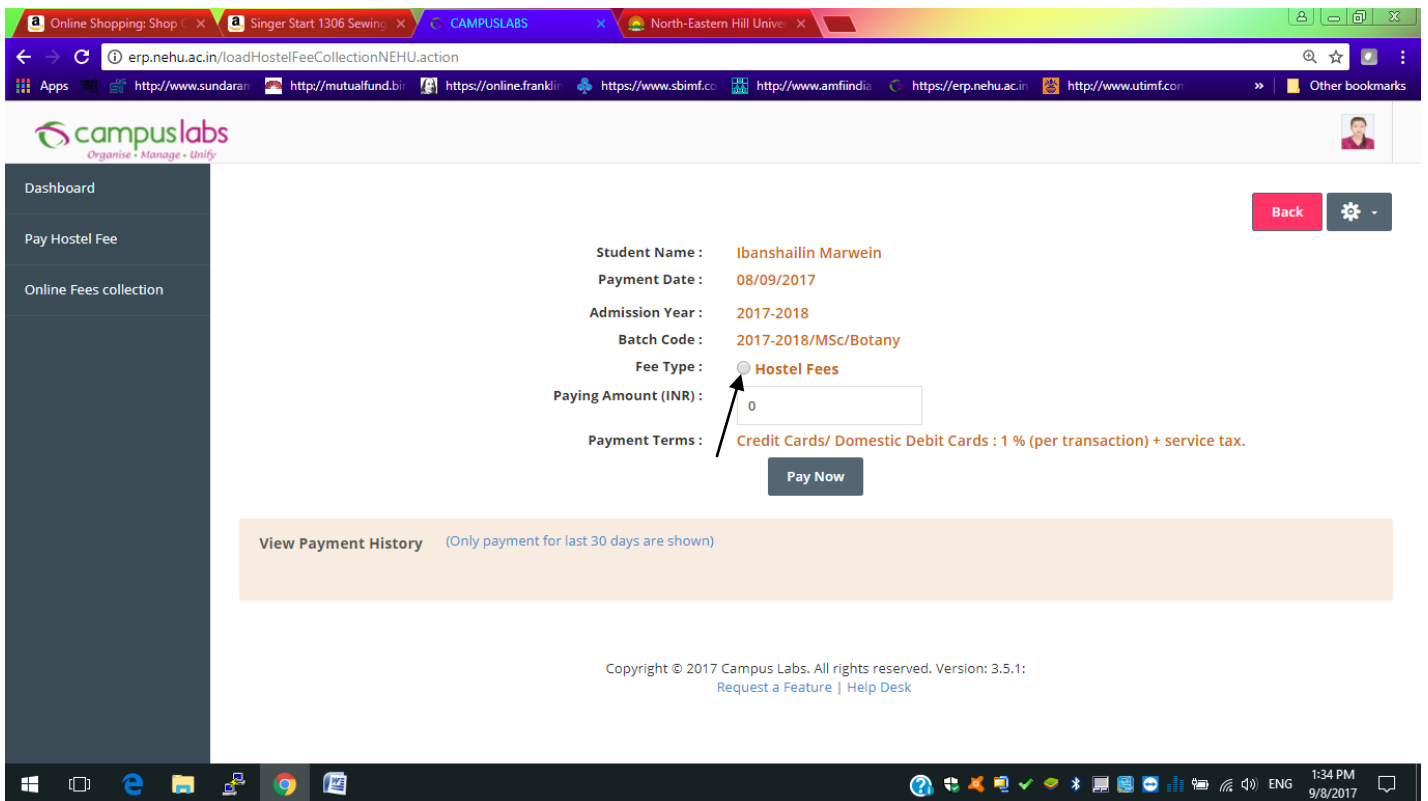
Login again and then click "Pay Hostel Fee" as shown below.

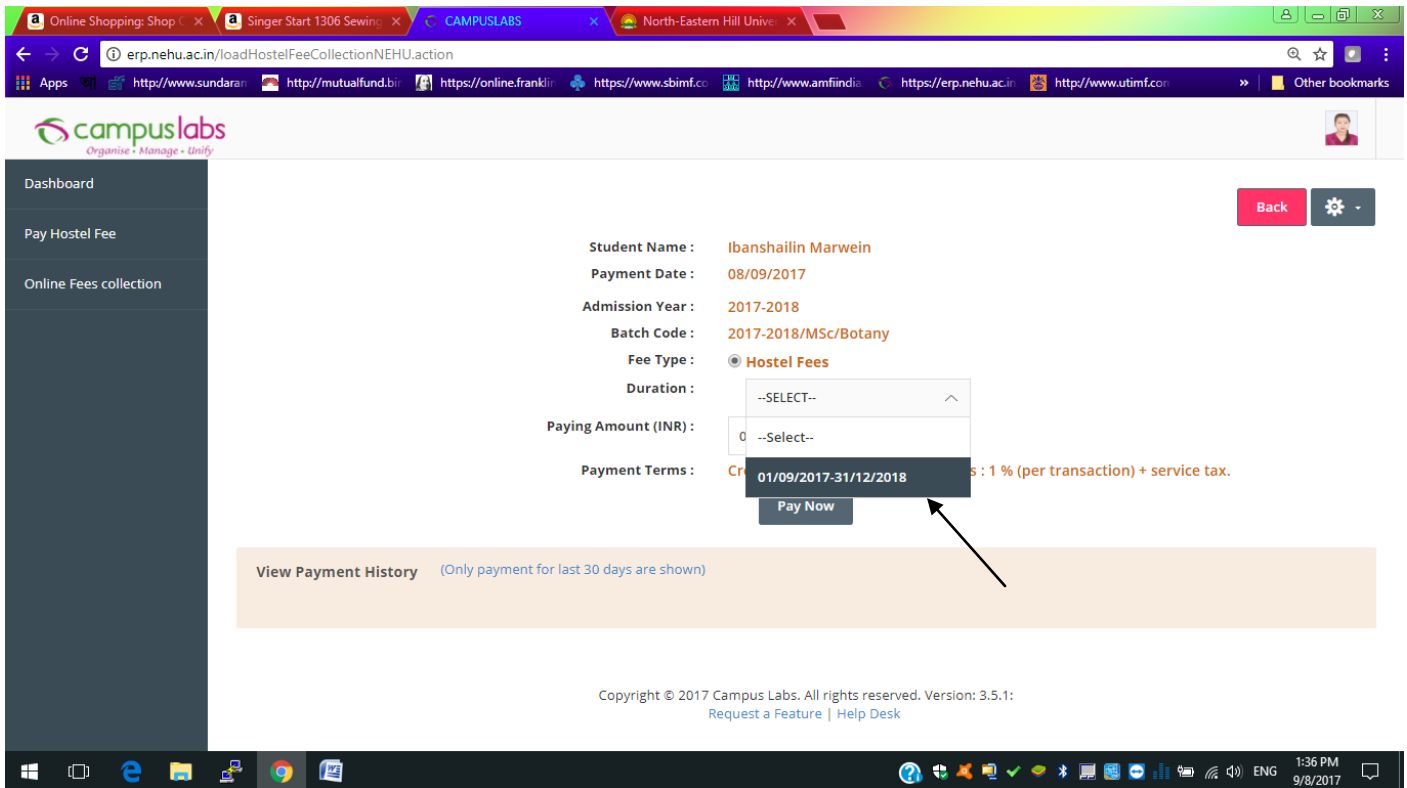Click "Pay Hostel Fee " which is shown below
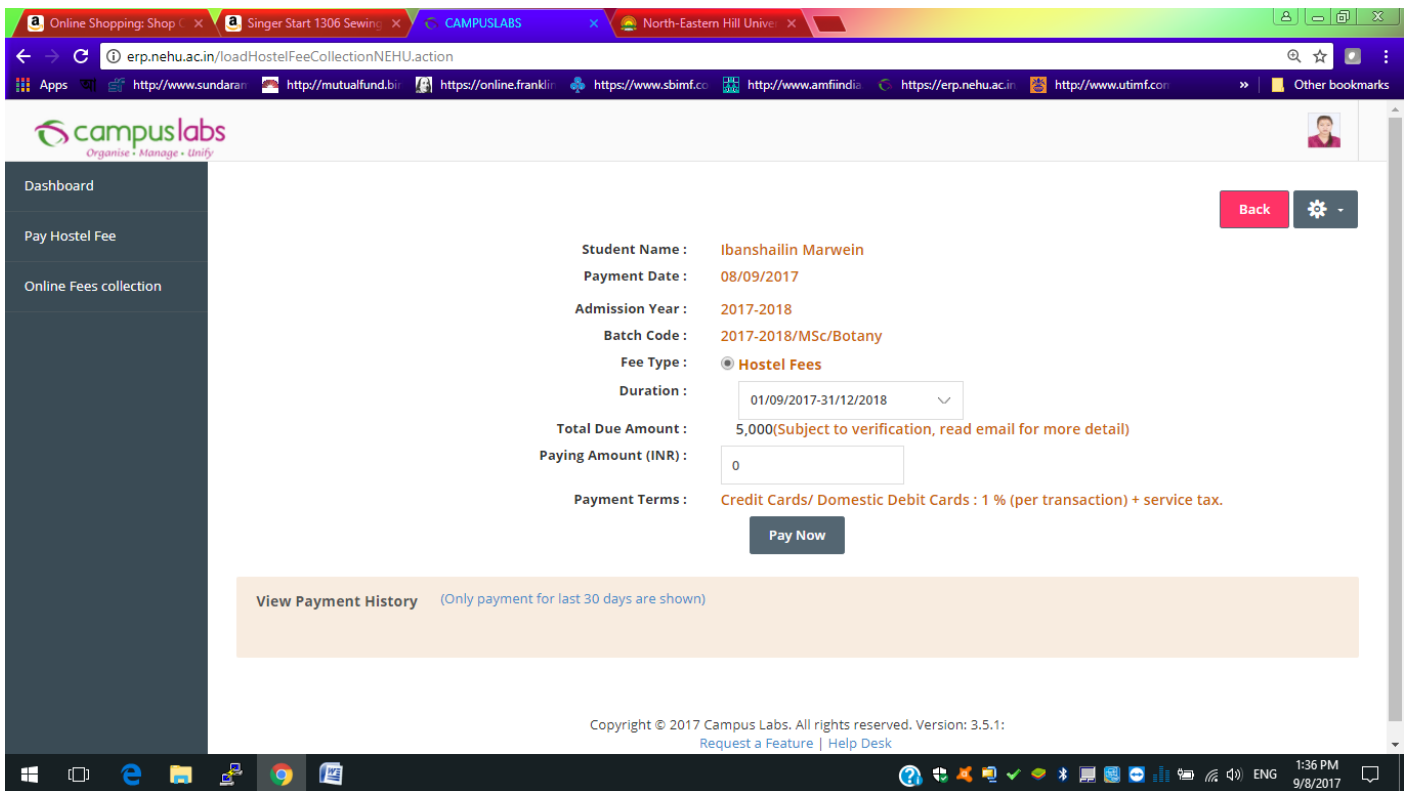
Following screen will appear

Choose **Hostel Fee** as shown above with arrow

Select the string 01/09/2017-31/12/2018 as shown in the dropdown list

The amount to be paid will be visible as shown below ;

Fill up the amount in the text box as shown below

Click **paynow** to make the payment. Login again to print out the payment receipt.