1. Log on to KVB website: www.kvb.co.in

2. In the web page right top corner of the screen, option Fee Collect will be available.
   
   Click that option.

3. It will go to next screen Welcome to KVB Fee Collect. In that Click the button Click to Proceed.

4. It will open a Disclaimer clause page. In that mark the option of I have read the terms and conditions Click to Proceed.

5. It will go to the Screen Fee Collect with the option below.

   Educational Institution Name: College of Engineering, Guindy (to be selected from Drop down List)
   
   Click Next button

6. It will go to next Screen - Provide detail of Payment with two options

   Select the Fee Type: Hostel Fees (to be selected from Drop down List)
   
   Select the Category: Mess Fees (to be selected from Drop down List)
   
   Click Next button to Proceed

7. It will go to the next screen where the following Mandatory fields are to be filled

   i) Hostel Admission No:

   ii) Name of the Student:

   iii) Amount to be Paid:

   iv) Remarks:

   v) Name of the Remitter:

   vi) Mob No of the Remitter:

   vii) Enter the text as shown in Image:

8. After entering all the details Click Submit and it will go to payment Gateway.

   Now proceed for payment from the Bank account/Debit Card/Credit Card in the normal internet banking mode.