

## Guidelines for Clique

### SIGN IN:

Web link: <https://apps.veltech.edu.in/cliQUE/>



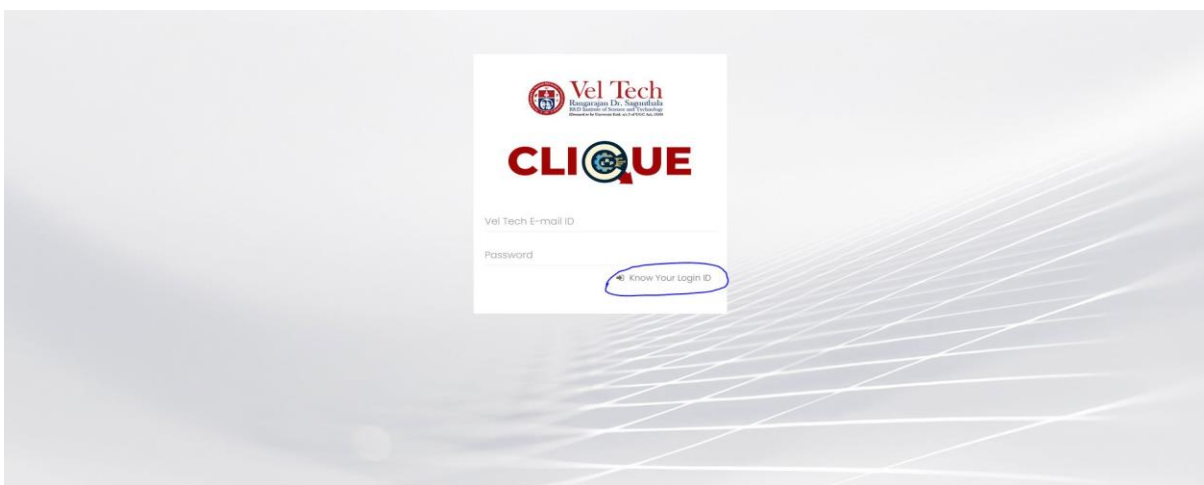
Step 2: Enter the Login Credentials

Login ID: Official Organisation E-mail ID

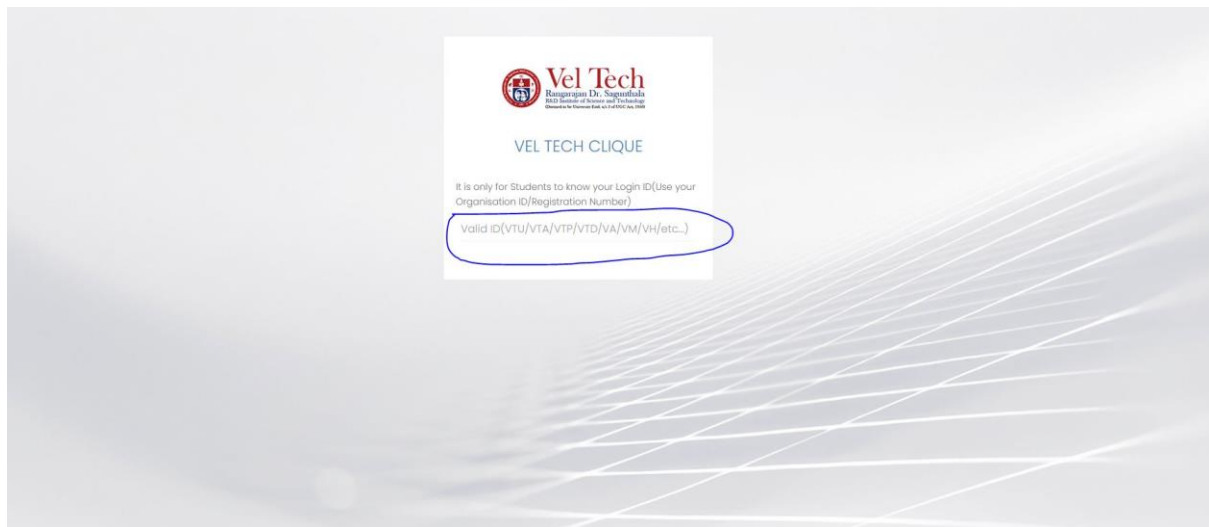
Password: Default Password is Registration Number



Step 3: If you forget the **Login ID**, then click Know Your ID



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



special

After that it will display the **Login ID**.

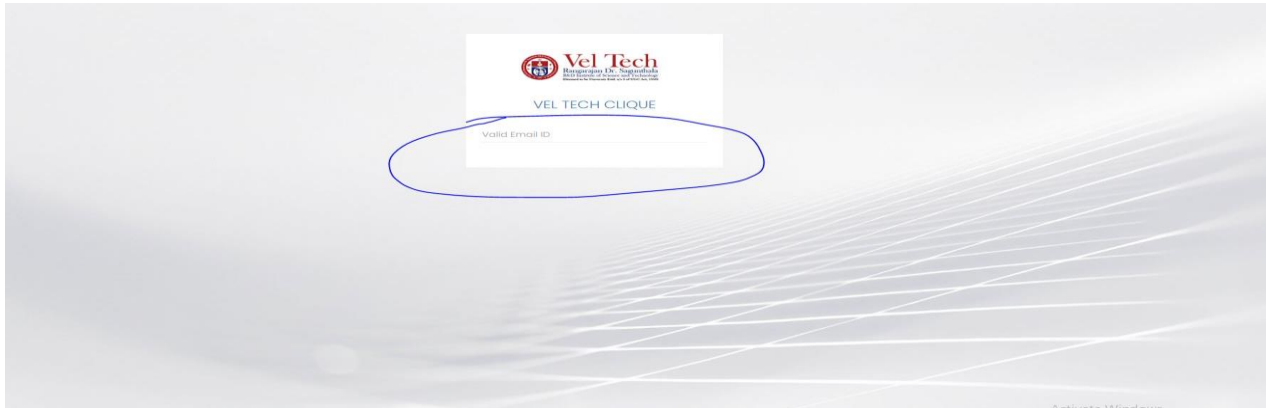


## SIGN UP:

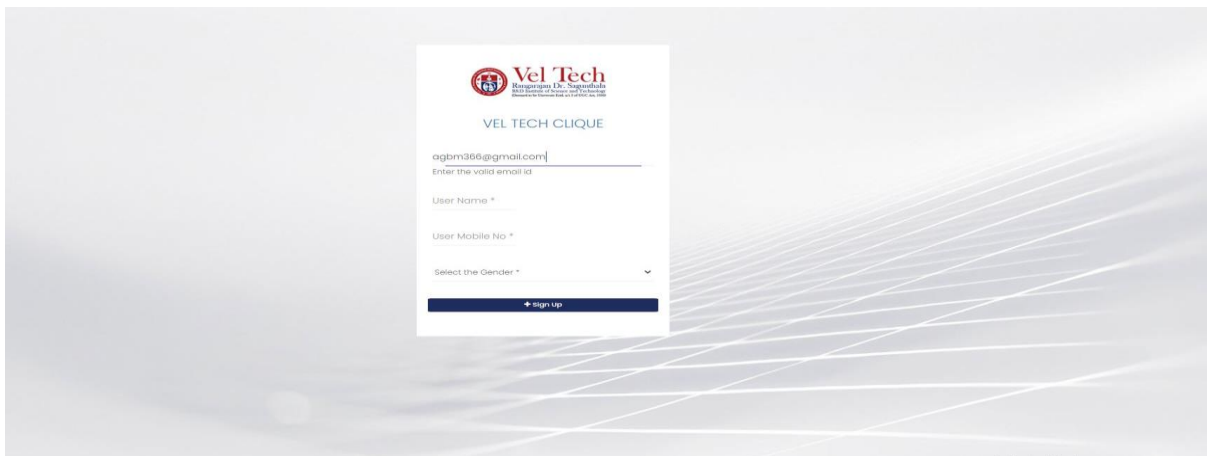
Sign Up is mainly used for **Non-Organisational Users**.

Link: <https://apps.veltech.edu.in/cliq/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.



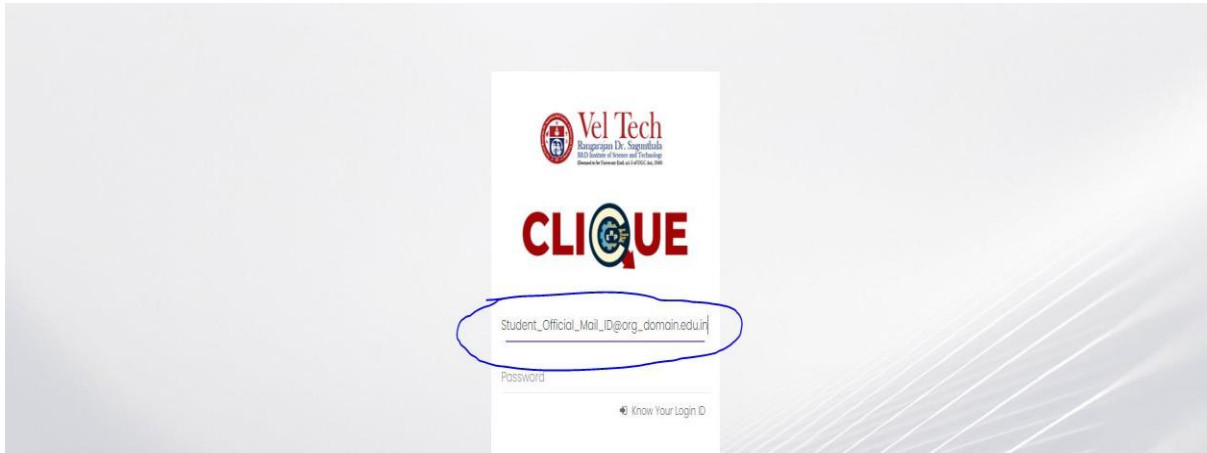
Step 2: Type your Mail ID; it will verify if you are a new user, then it will show the sign-up form; otherwise, it will show login.



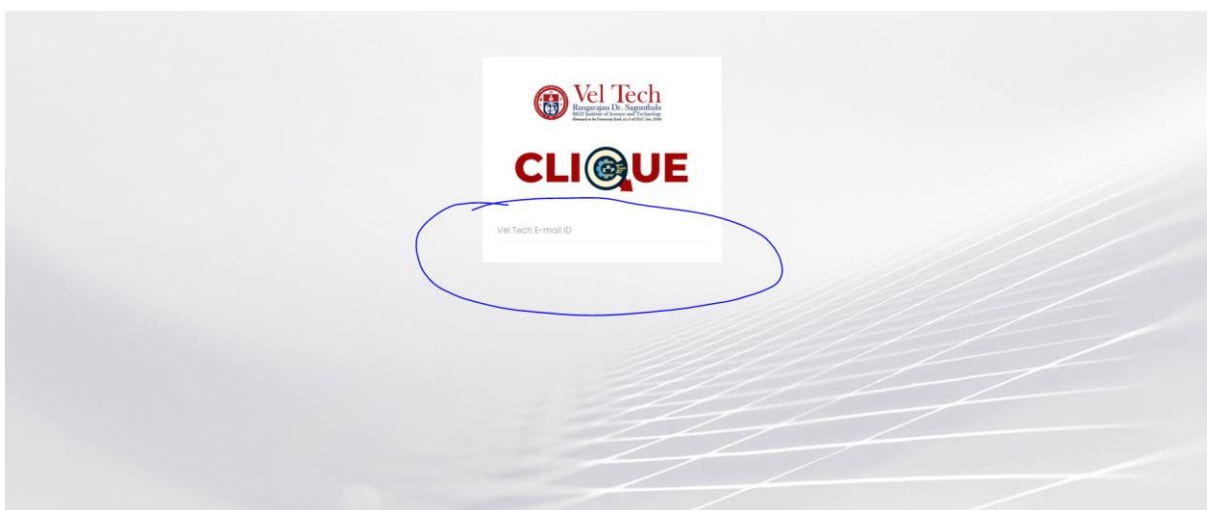
Fill out the form, click sign up to receive the password in Registered Mail ID, then do the Login Procedure.

## FORGET PASSWORD:

Step-1: Type your Login ID; then it will show the forget password link.

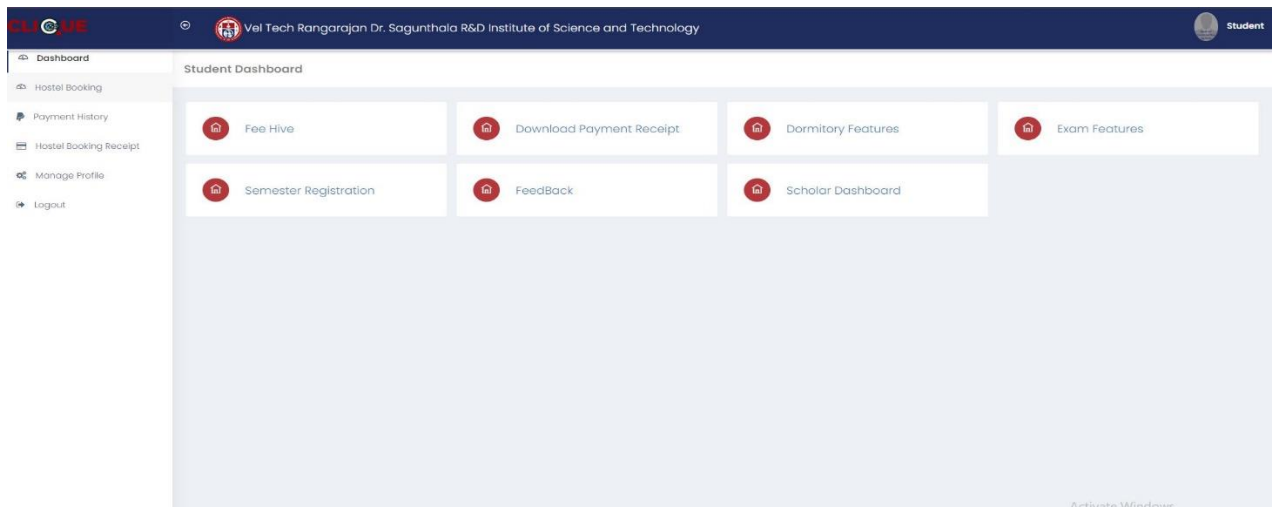


Step-2: Again Type your Login ID



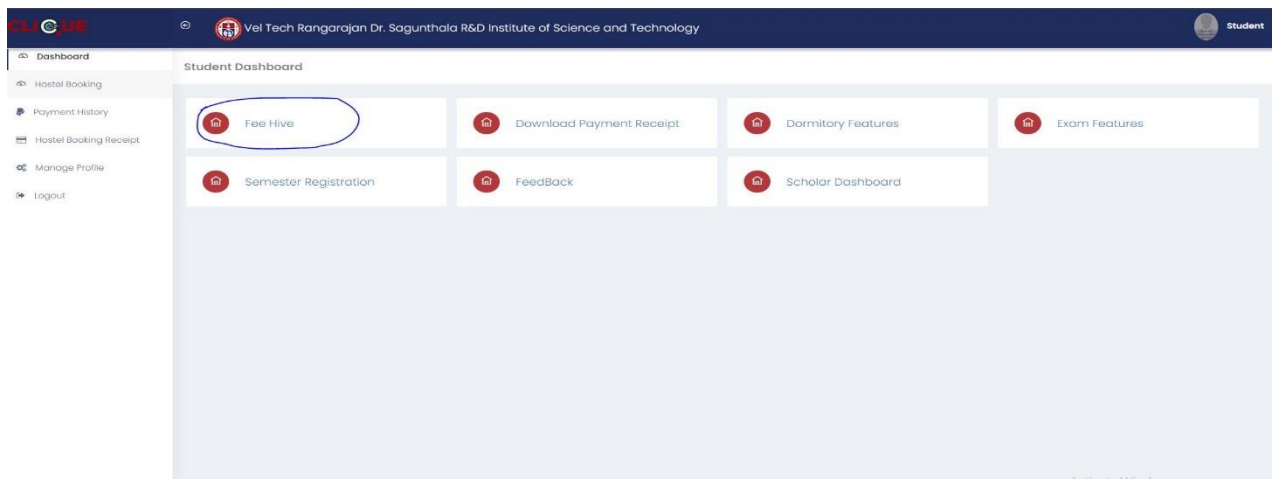
After entering the login ID, click Send Password.

# Dashboard

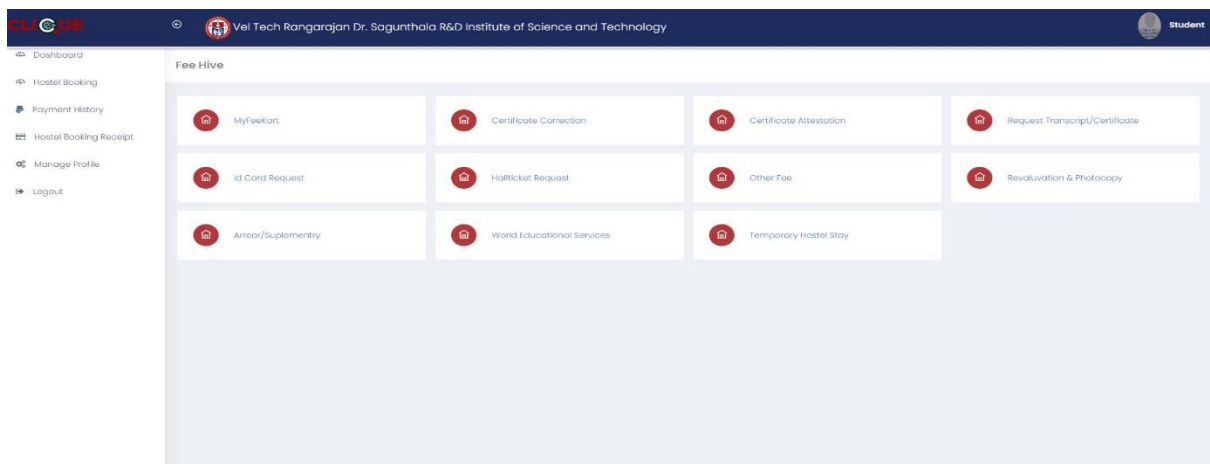


## Fee Hive:

It combines all the fee payment in a single Platform/Portal for Students.



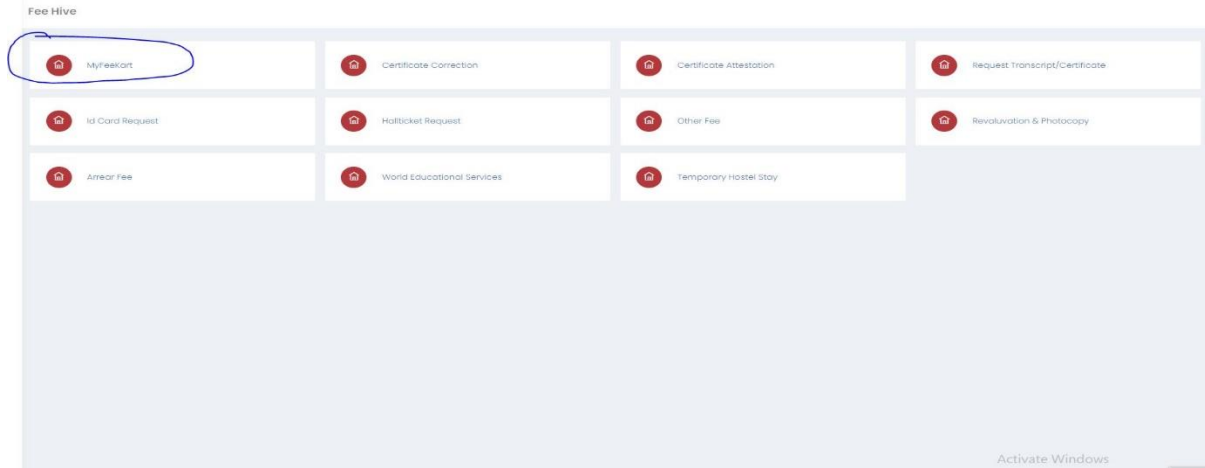
Click **FeeHive**, and it shows different types of fees.



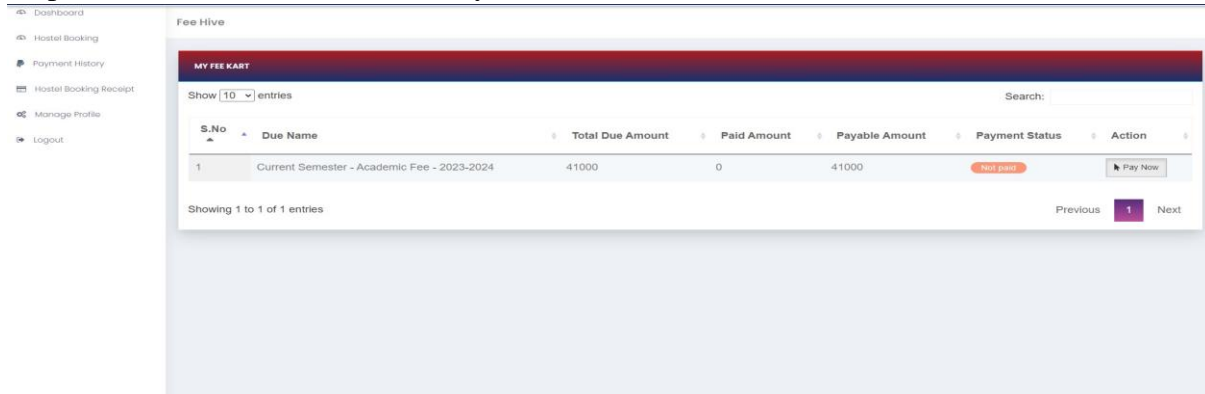
## FeeKart:

Student FeeKart is mainly used for the Student Academic Tuition/Hostel fee payment Portal, as per the Student Fee Structure.

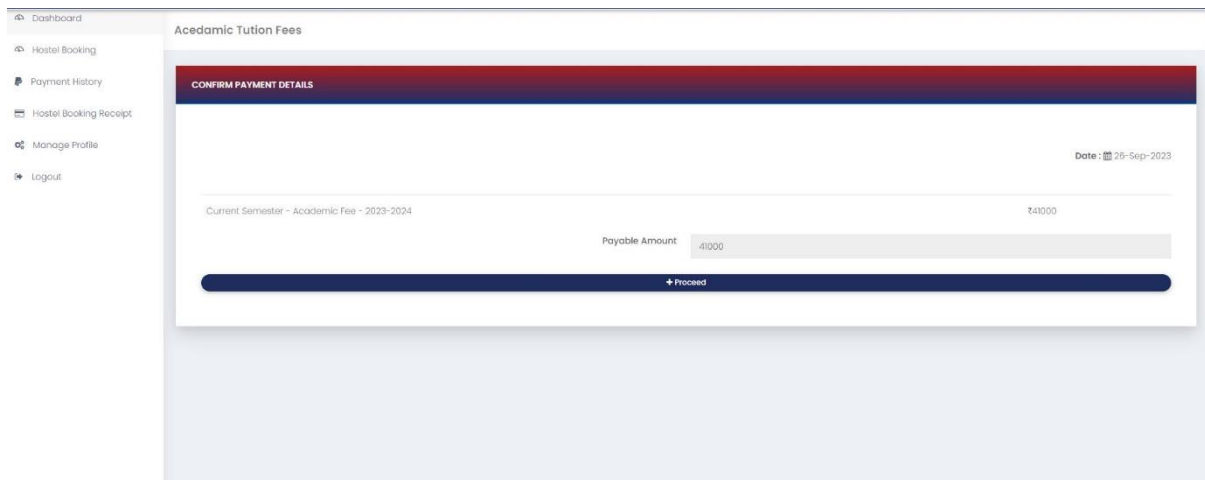
### Step-1 : Click MyFeeKart



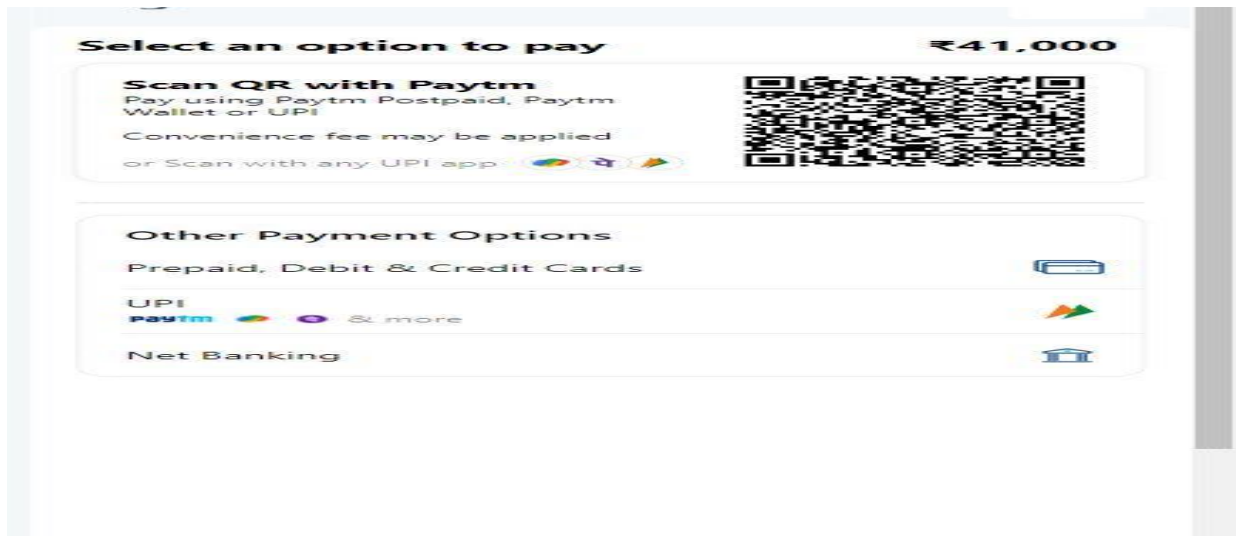
### Step 2: Choose the Fee and Click Paynow



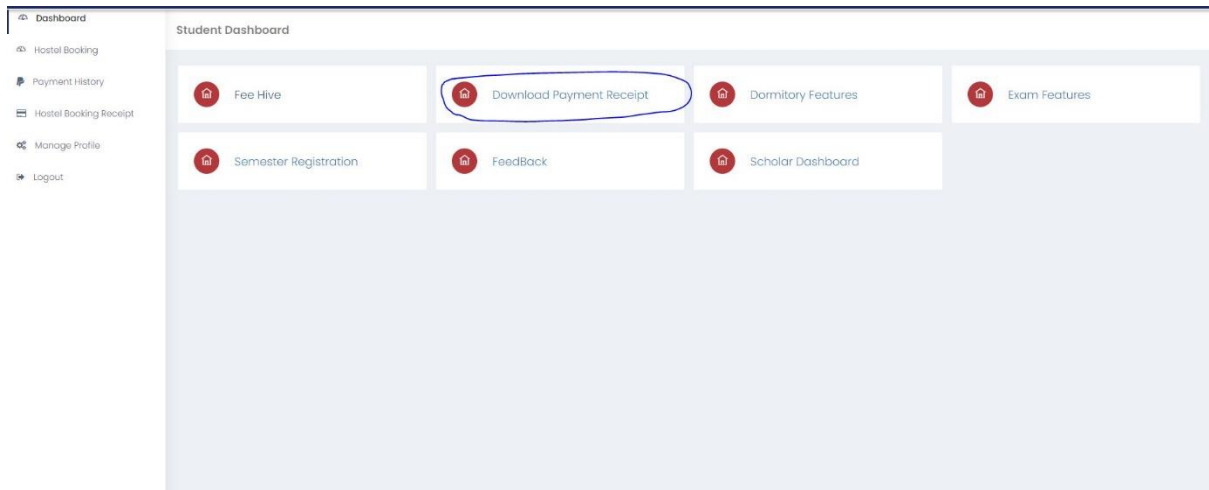
### Step-3: Then Click Proceed



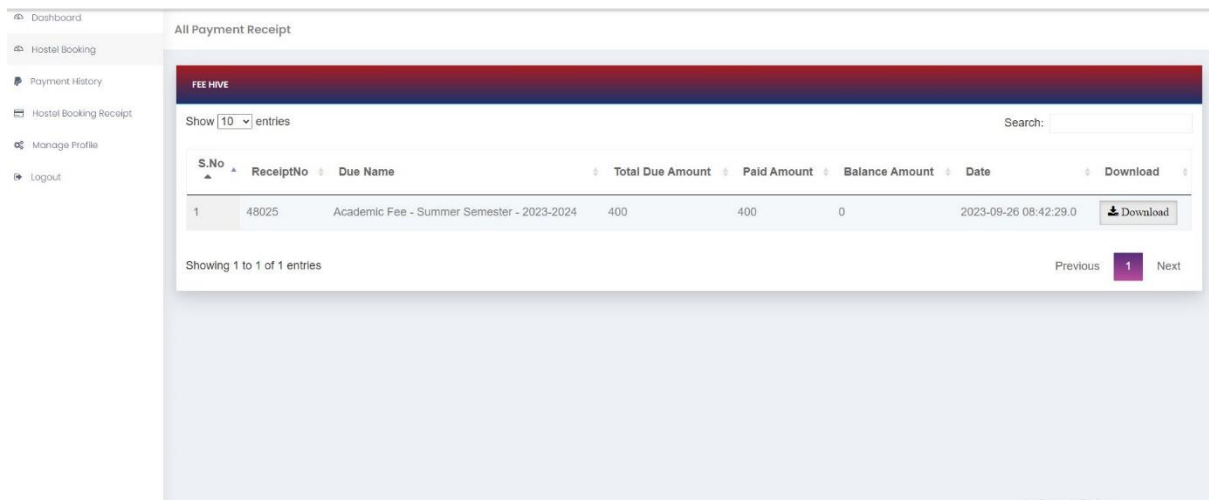
Then, it will automatically redirect to the Payment Gateway Page.



After completing the payment, you can download the Receipt.



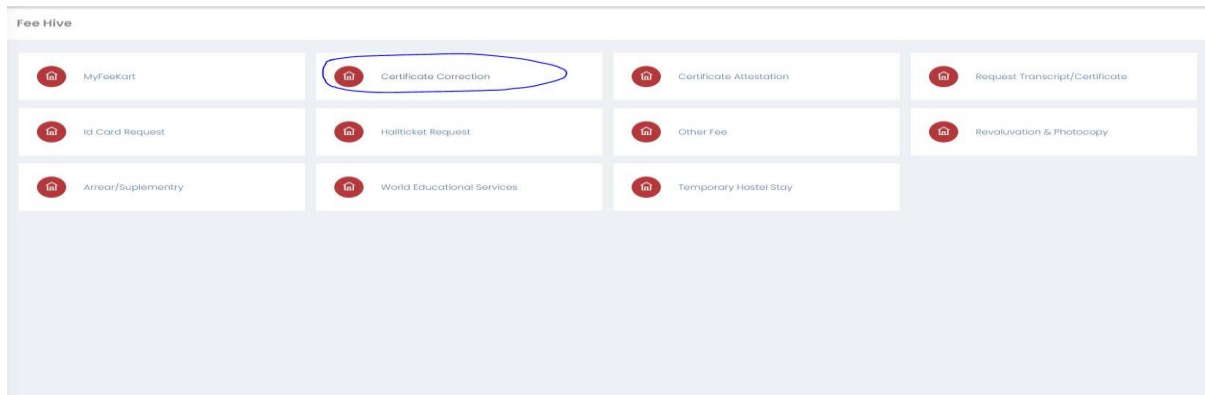
Step-5: Click download button



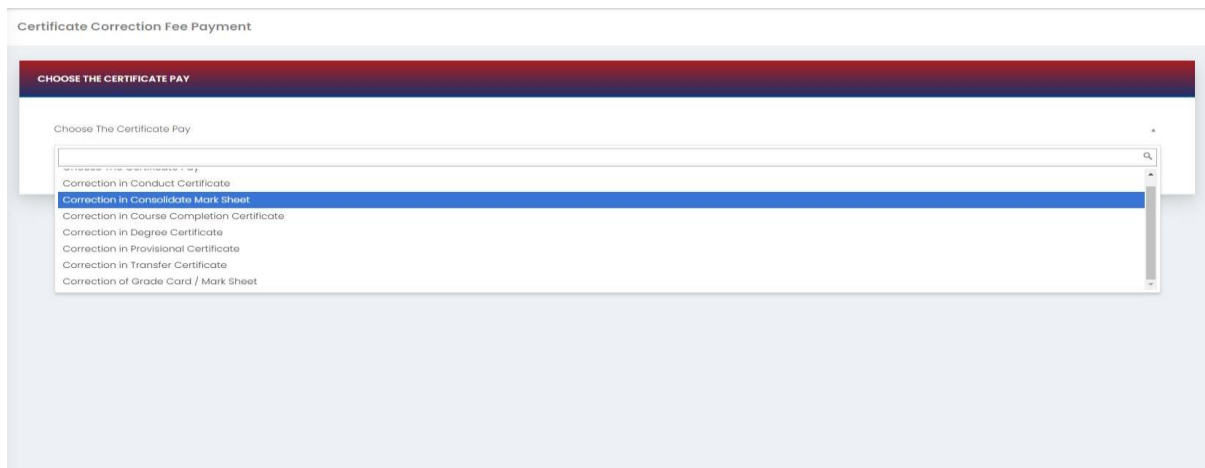
## Certificate Correction:

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

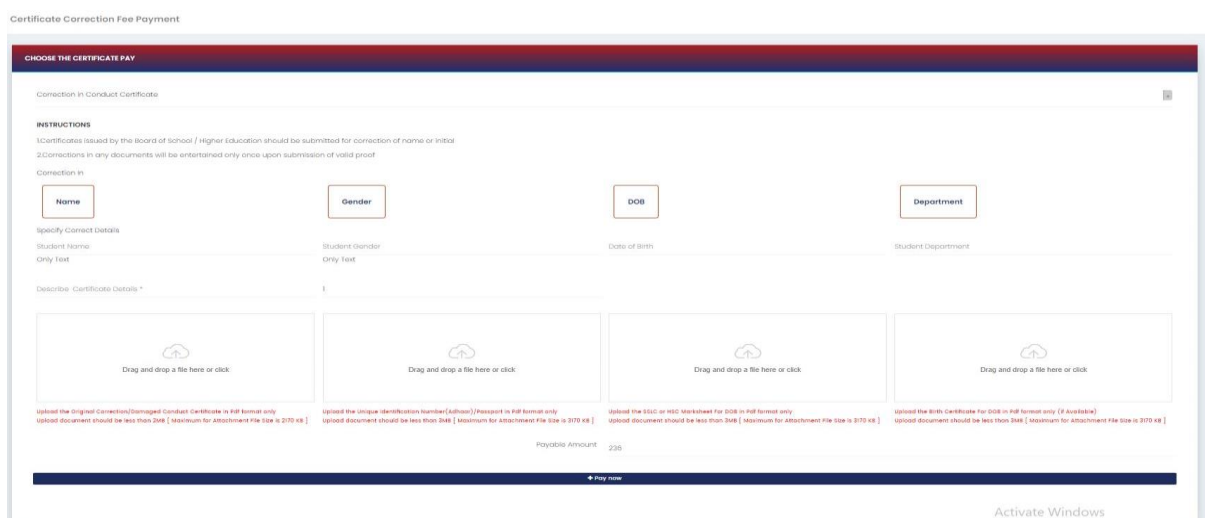
### Step-1: Click **Certificate Correction**



### Step-2: Choose Appropriate Certificate for Correction



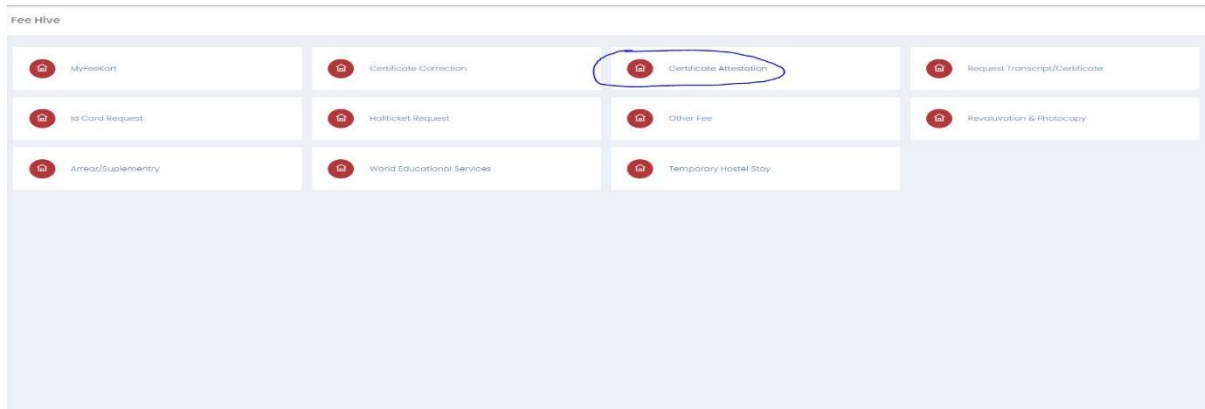
After choosing, it will show the form; complete it and click **Pay now**.



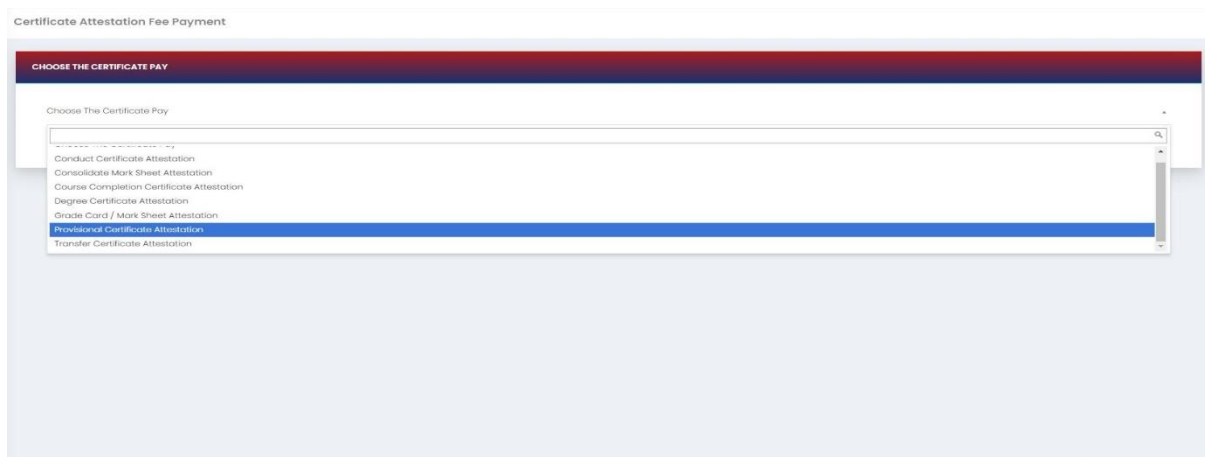


## Certificate Attestation:

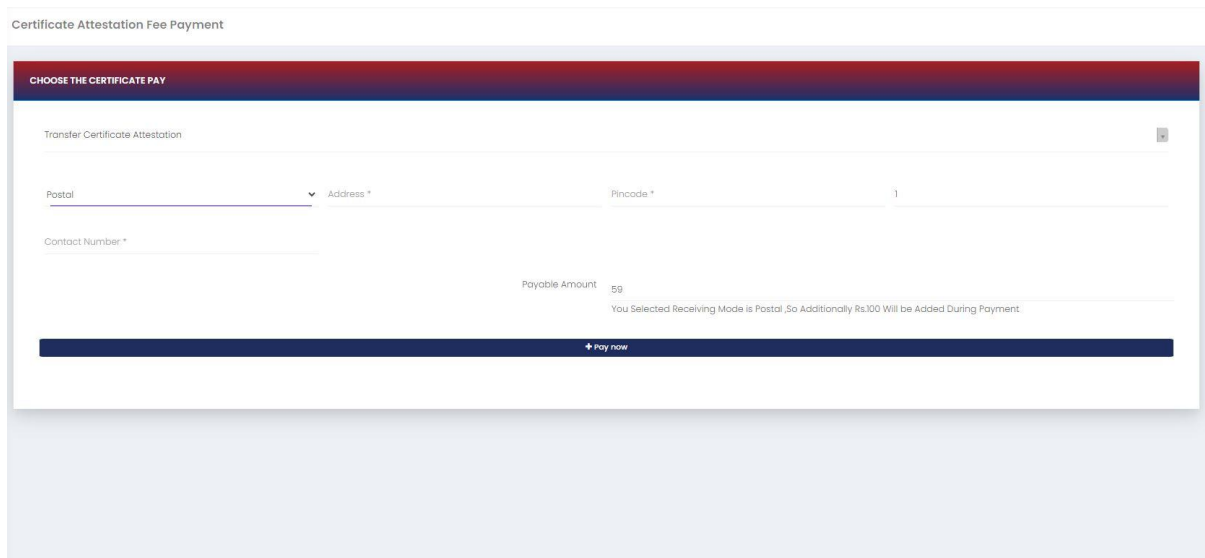
If students need any Certificate Attestation, then they must choose this option.



## Step-2: Choose Appropriate Certificate for Attestation

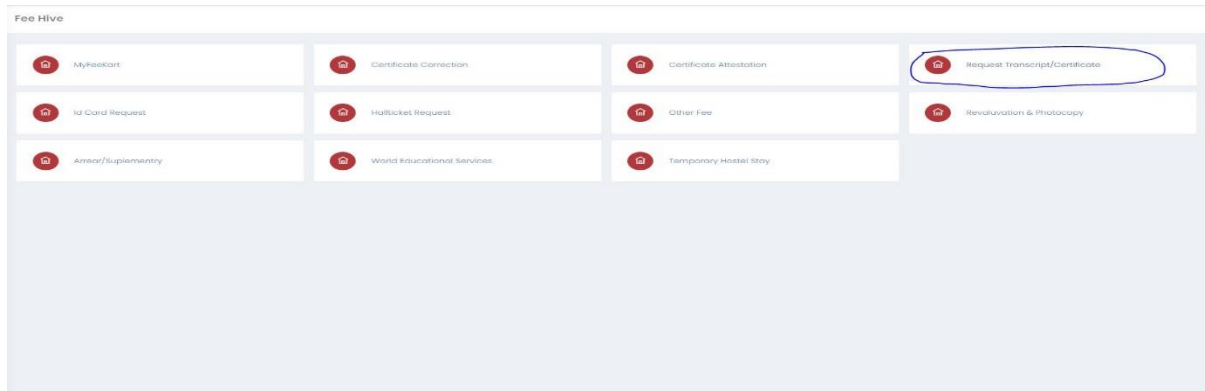


After choosing, it will show the form. Complete that form and click **Pay now**.

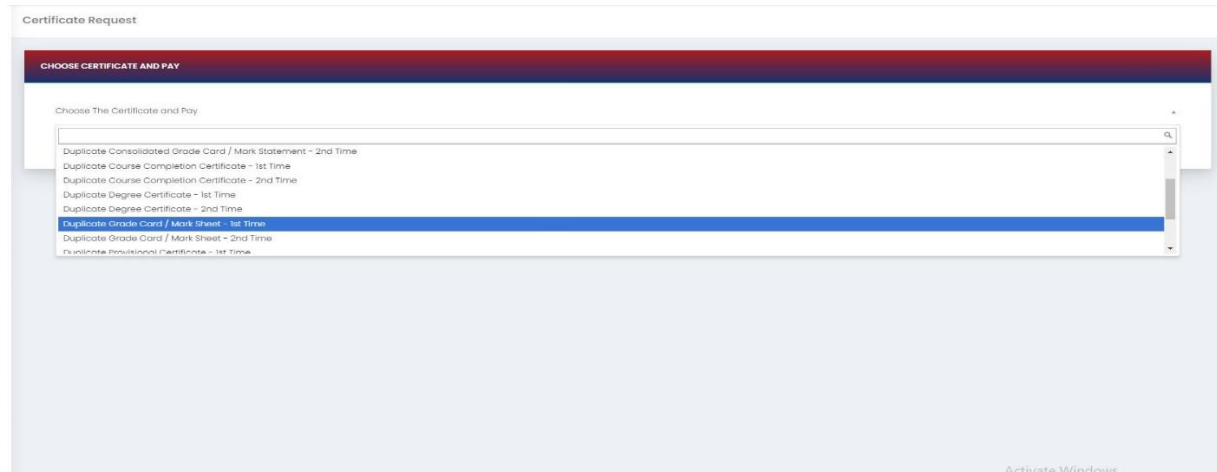


## Duplicate Certificate Request:

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



## Step-2: Choose Appropriate Certificate for Duplicate



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

The screenshot shows the 'Certificate Request' form for 'Duplicate TC - 1st Time'. The form includes a section titled 'CHOOSE CERTIFICATE AND PAY' and a section titled 'INSTRUCTIONS'. The instructions are as follows:

1. Duplicate certificate will be issued only when it is self certified that the certificate is lost or destroyed irrevocably
2. Fees once paid will not be refunded nor adjusted for any other certificate under any reasons
3. Duplicate Certificate is to be surrendered to the institution immediately if the Original Certificate is recovered
4. Duplicate Certificate may be issued for a second time under extraordinary circumstances and not thereafter
5. The following documents should be enclosed along with the application:
  - An affidavit drawn on Rs. 20/- stamp paper declaring the circumstances under which the original certificate was lost
  - Self addressed envelope to which the document is to be sent.
  - Photocopy of the Mark Statement / Certificate for which duplicate is required (if available)
  - The proof of remittance of fee as per the instruction in serial number 3
  - In case of Degree Certificate and Transfer Certificate, the reference proof of FIR filed with the Police has to be produced along with Non traceability certificate.
6. Application should be complete in every respect. Failure to furnish correct details may cause delay in the issue of the certificate
7. Download Affidavit
8. Upload the FIR Proof Certificate in Pdf format only (if Available)

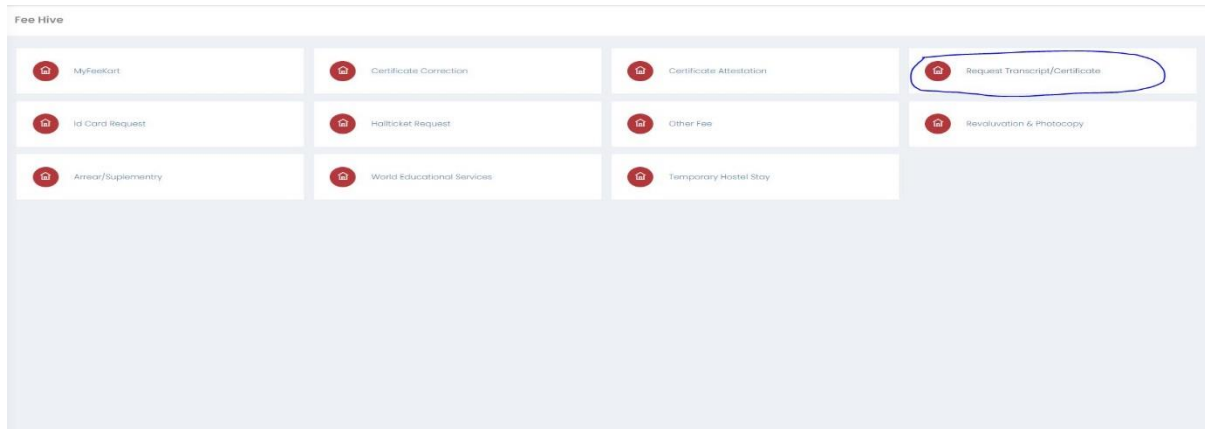
The form also includes a dropdown for 'Select the Receiving Mode', an 'Address' field, and three file upload boxes with the following instructions:

- 1. Upload the Transfer Certificate in Pdf format only (if Available)  
Upload document should be less than 2MB | Maximum for Attachment File Size is 3170 KB
- 2. Upload the Affidavit Certificate in Pdf format only (if Available)  
Upload document should be less than 3MB | Maximum for Attachment File Size is 3170 KB
- 3. Upload the FIR Proof Certificate in Pdf format only (if Available)  
Upload document should be less than 3MB | Maximum for Attachment File Size is 3170 KB

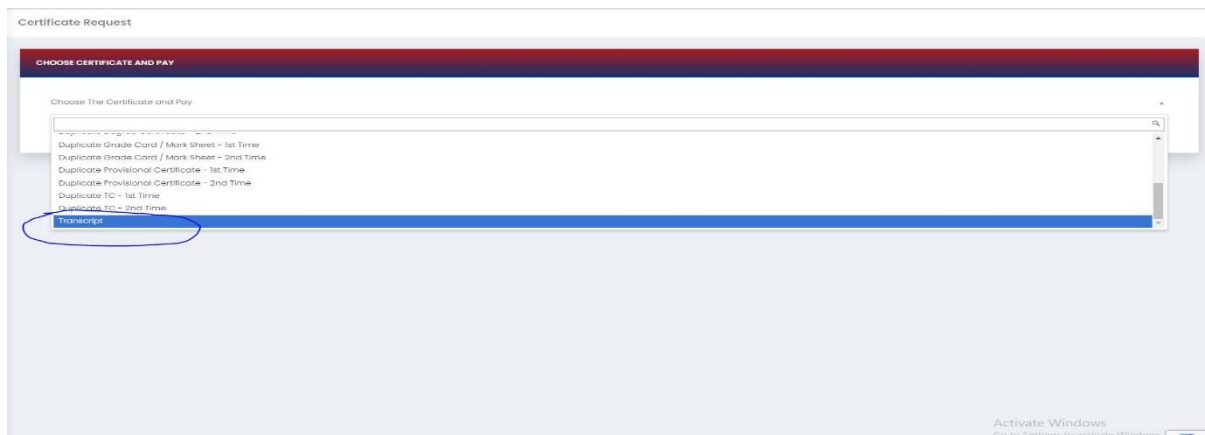
At the bottom, there is a 'Payable Amount' field and a 'Pay now' button.

## Transcript Request:

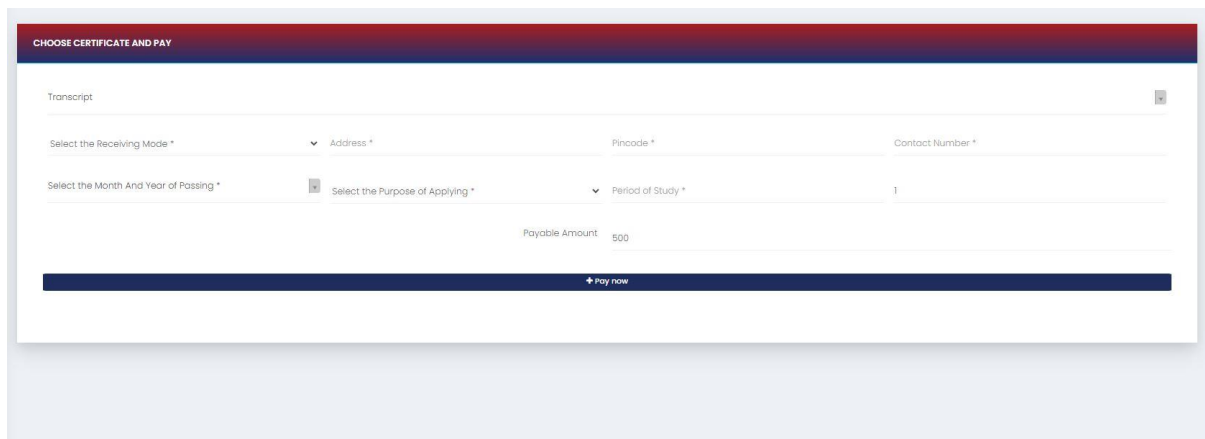
Students need any **Transcript Request**, then choose this option.



## Step-2: Choose Transcript

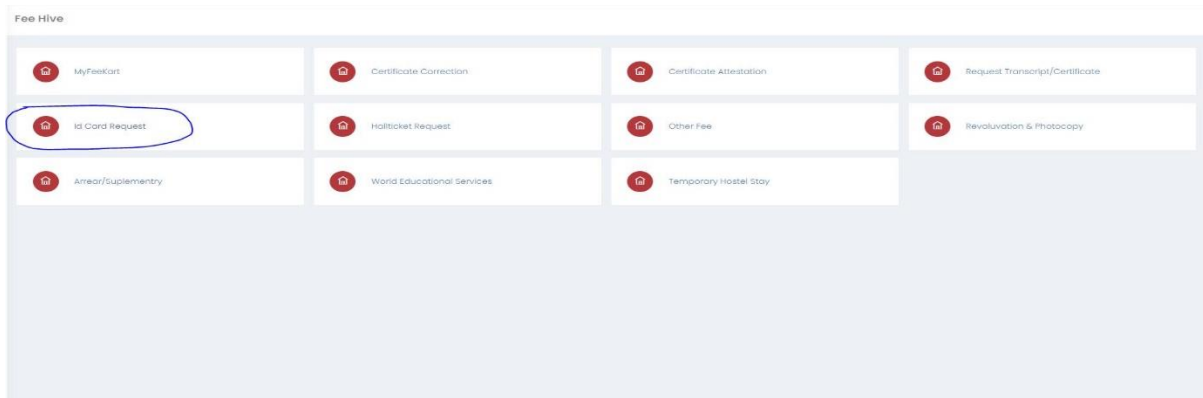


After choosing, it will show the form; complete it and click **Pay now**.

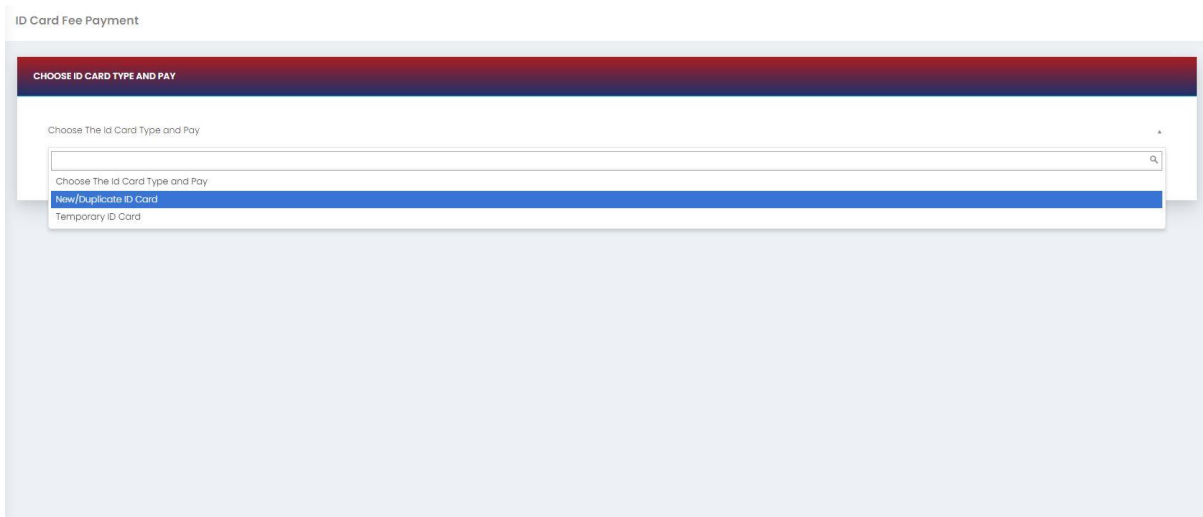


## Student ID Card Request:

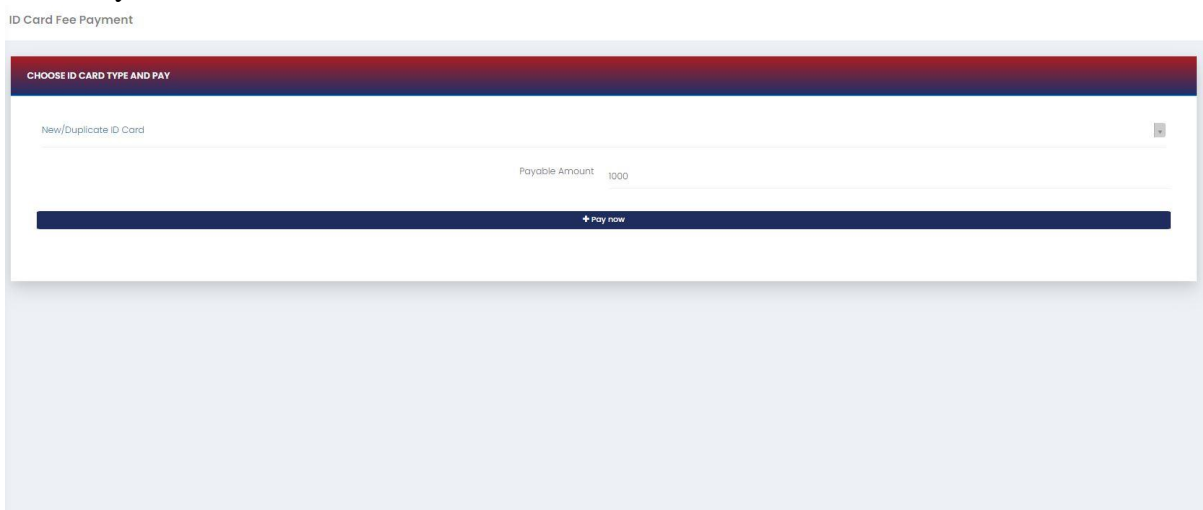
Step-1: Student needs a **ID Card Request**, then choose this option.



Step-2: Choose the required option

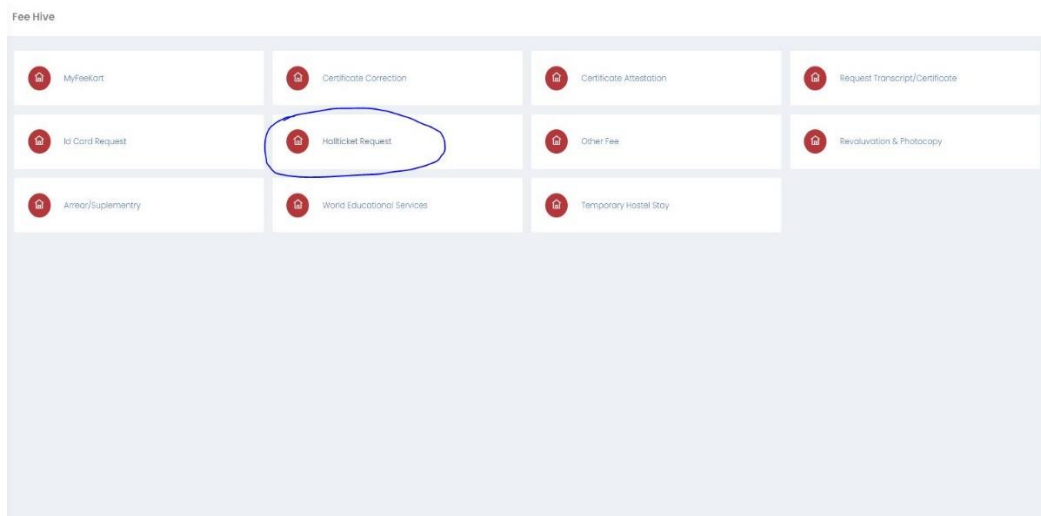


Click Pay now

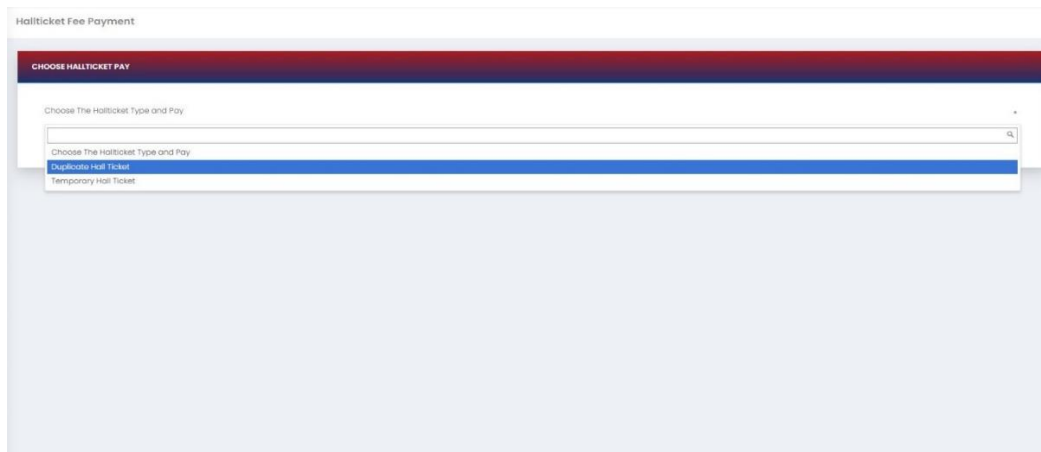


## HallTicket Request:

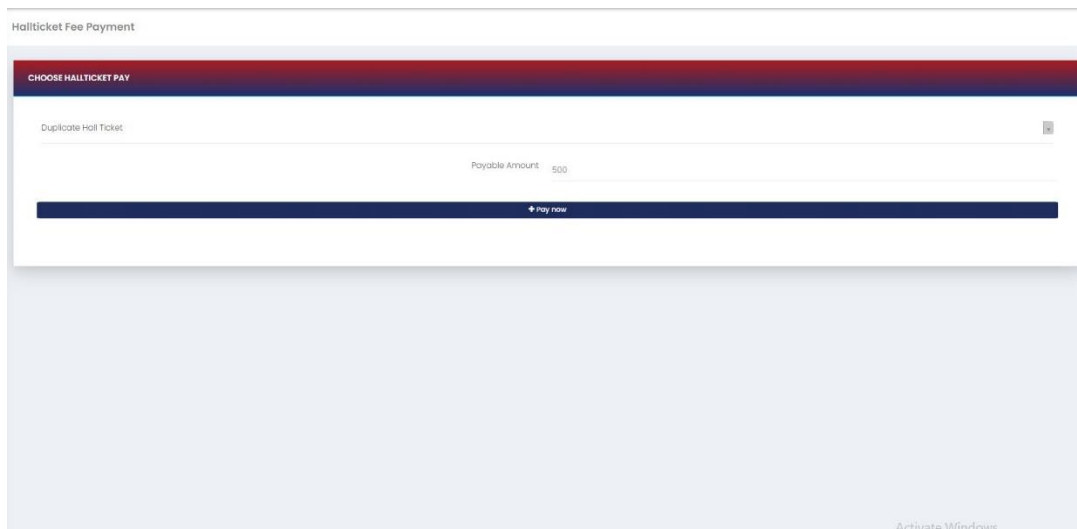
Step-1: Student needs any **HallTicket Request**, then choose this option



Step-2: Choose **HallTicket**

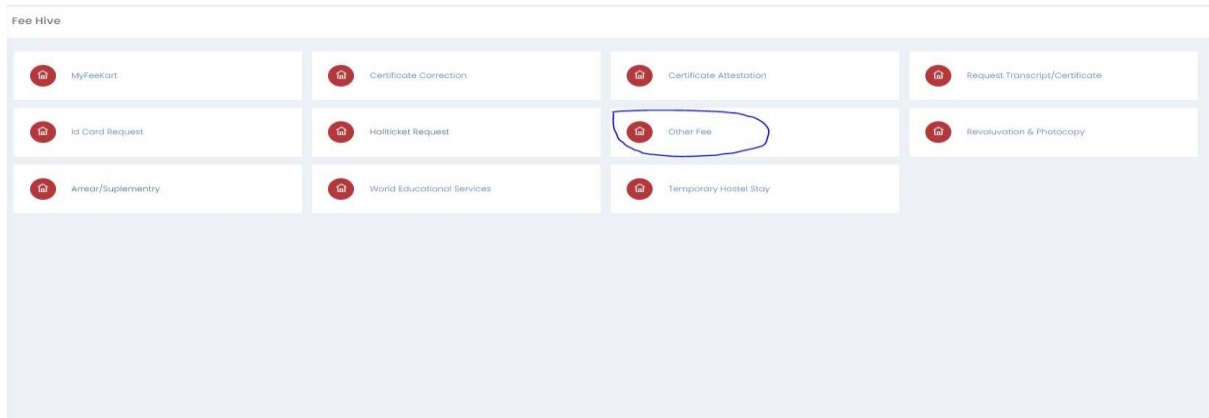


Choose the option and Click Pay Now.

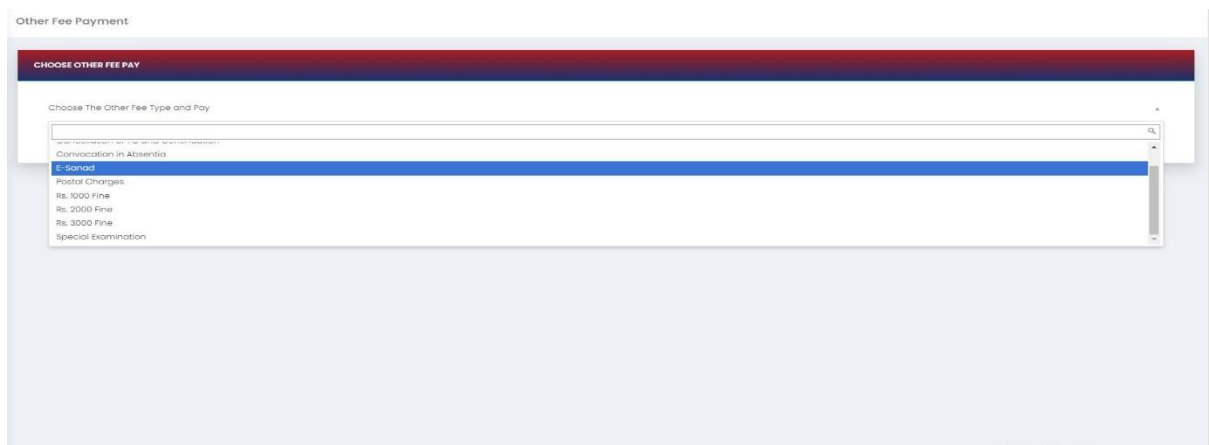


## E-Sanad Payment :

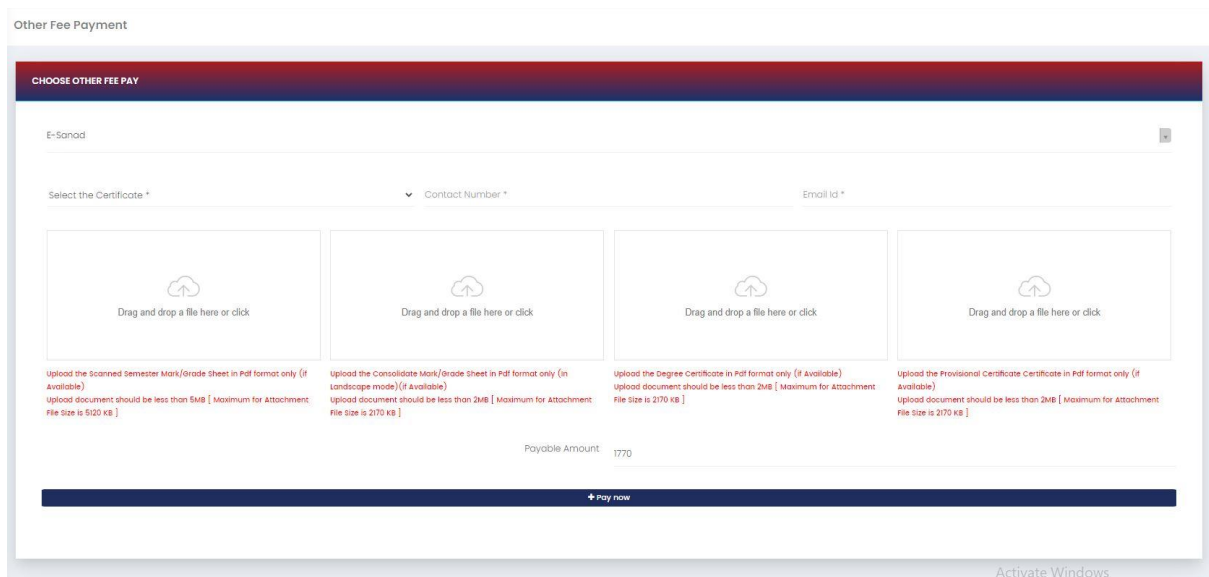
If students need **E-Sanad Payment**, then choose this option.



## Step-2:Choose E-Sanad

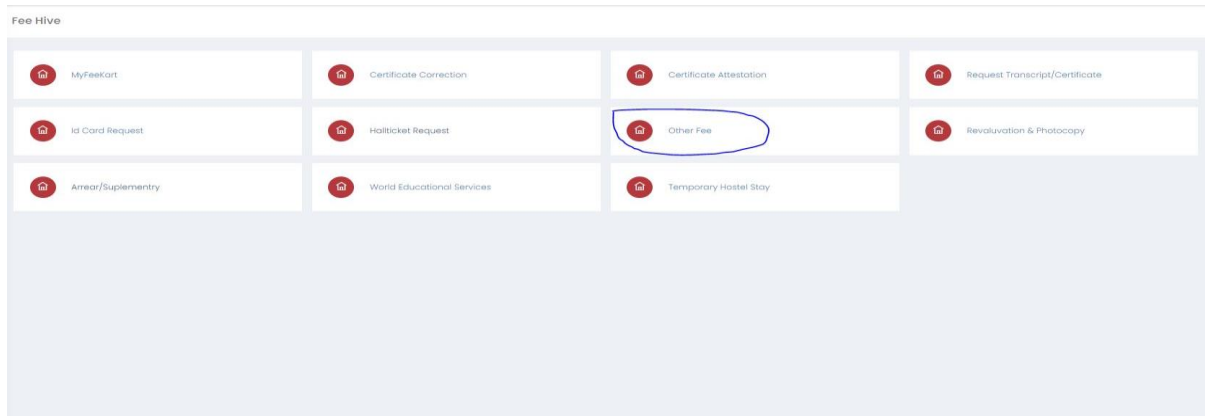


After choosing, it will show the form; complete it and click **Pay now**.

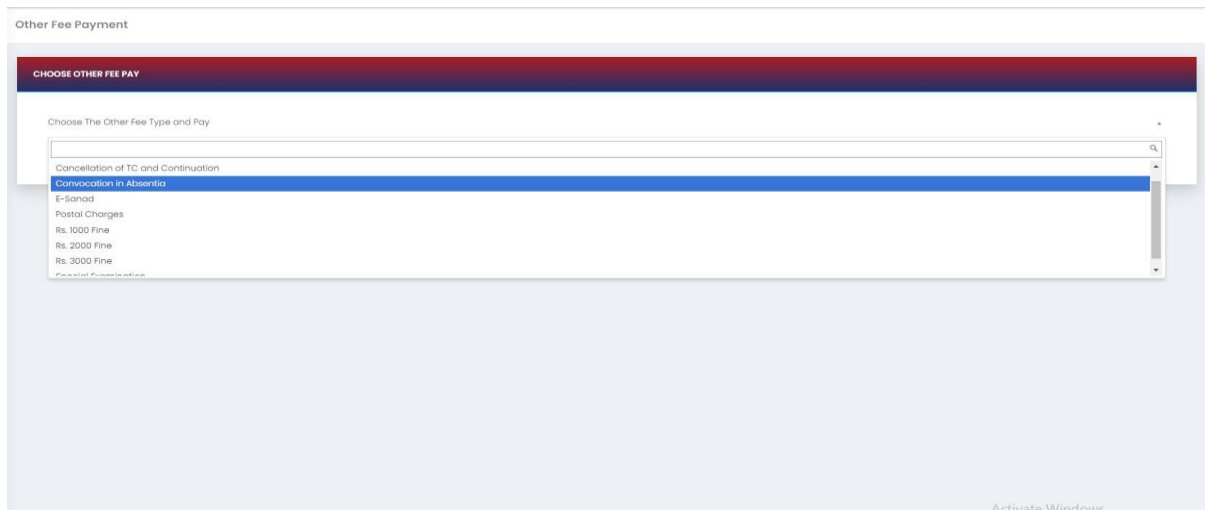


## Convocation Absentia Fee Payment:

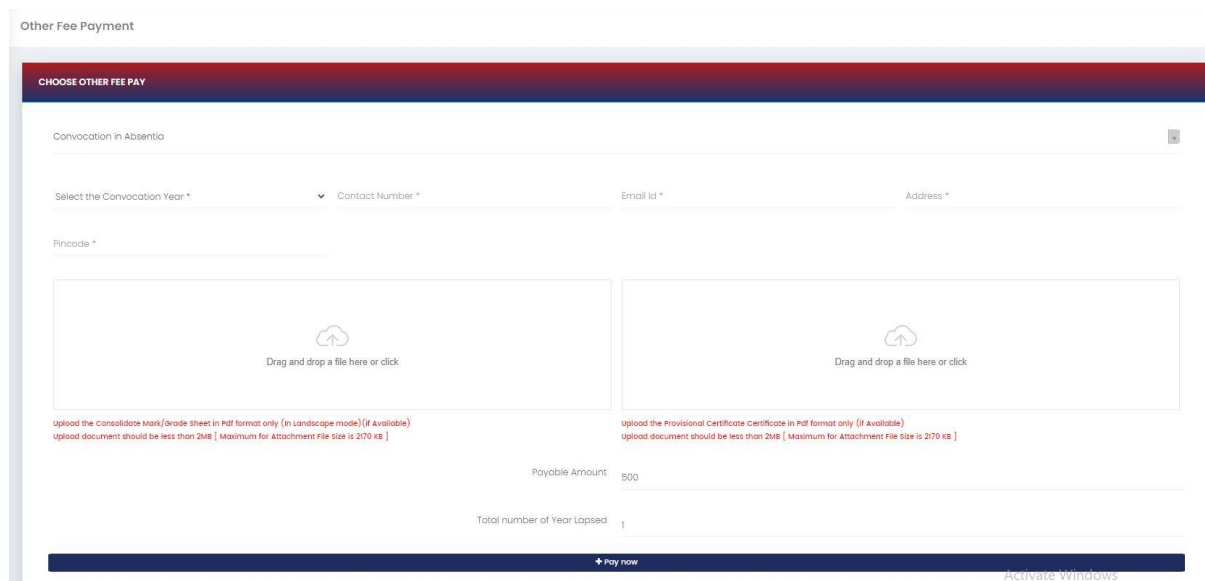
If students need **Convocation Absentia**, then they must choose this option.



## Step-2: Choose Convocation Absentia

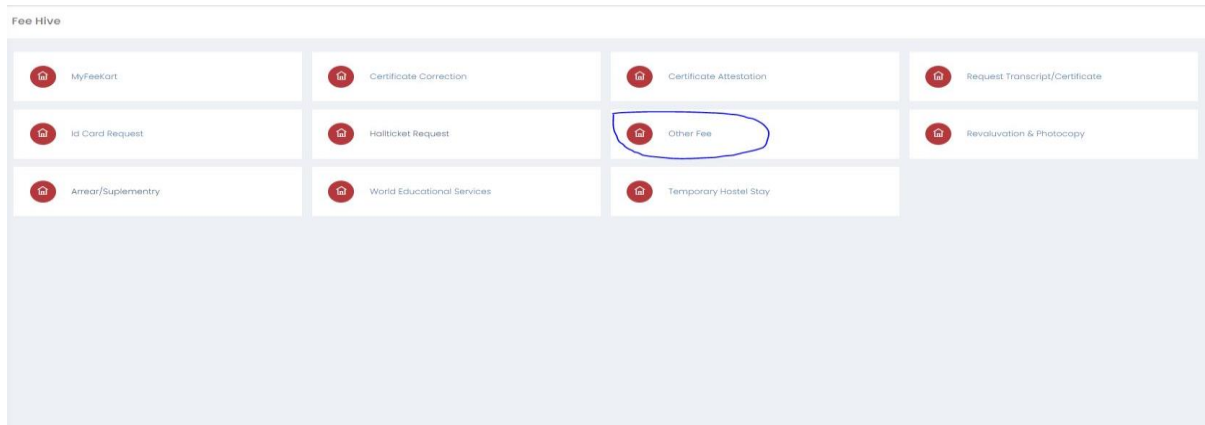


After choosing, it will show the form; complete it and click **Pay now**.

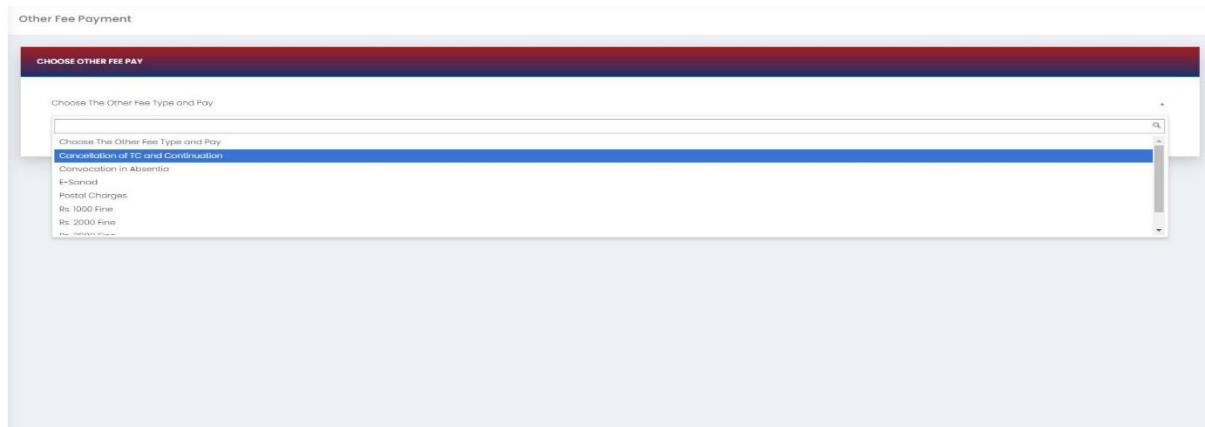


## Cancellation of Transfer Certificate Fee Payment :

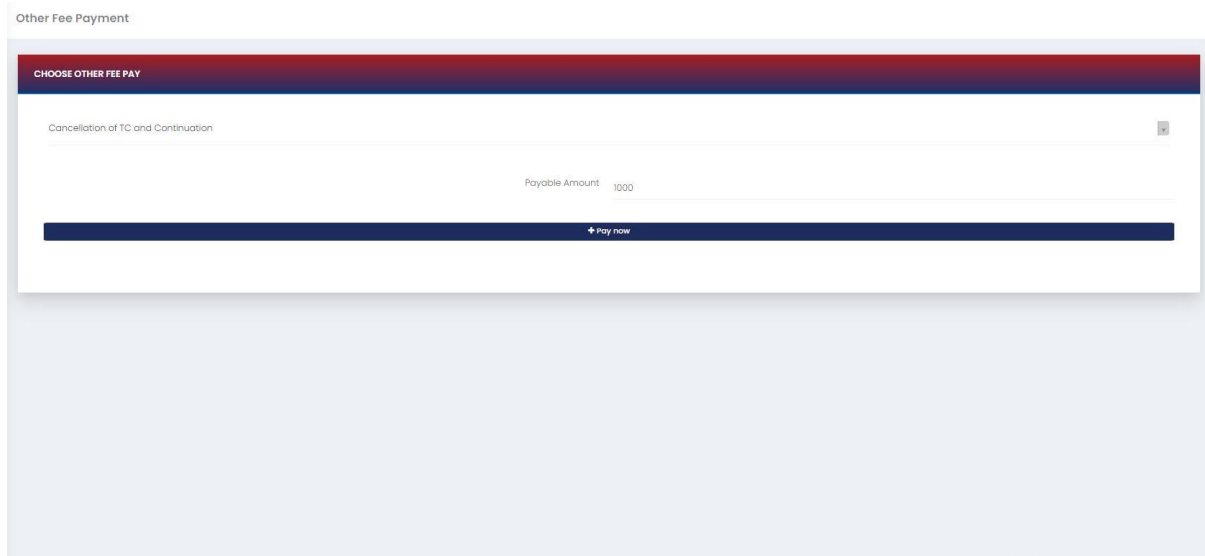
Step-1: Student needs **Cancellation of Transfer Certificate**, choose this option.



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



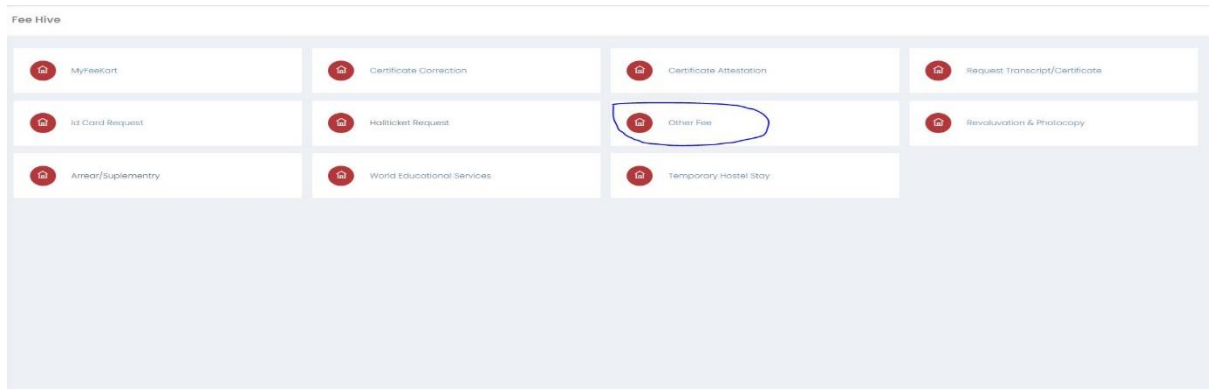
Choose the option and Click Pay Now.



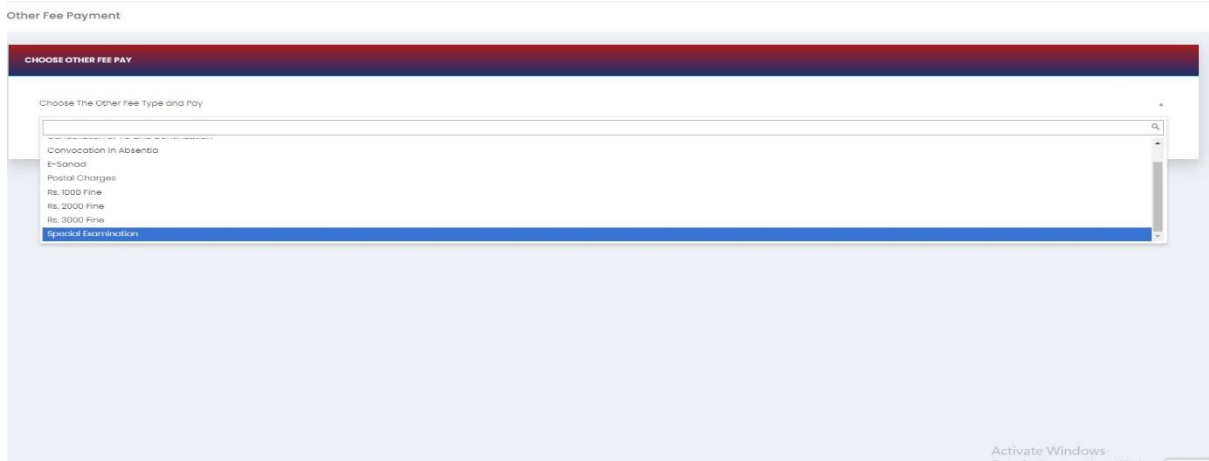


## Special/Instant Examination Fee Payment:

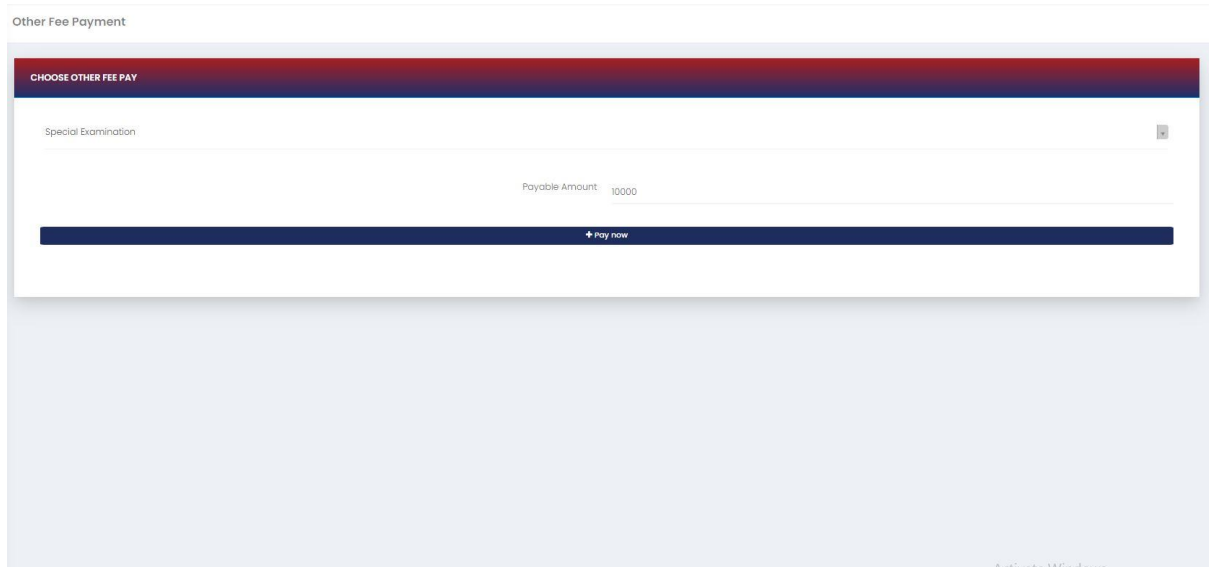
Step 1: if a student needs a **Special Examination**, choose Other fee option.



## Step-2: Choose Cancellation of Transfer Certificate

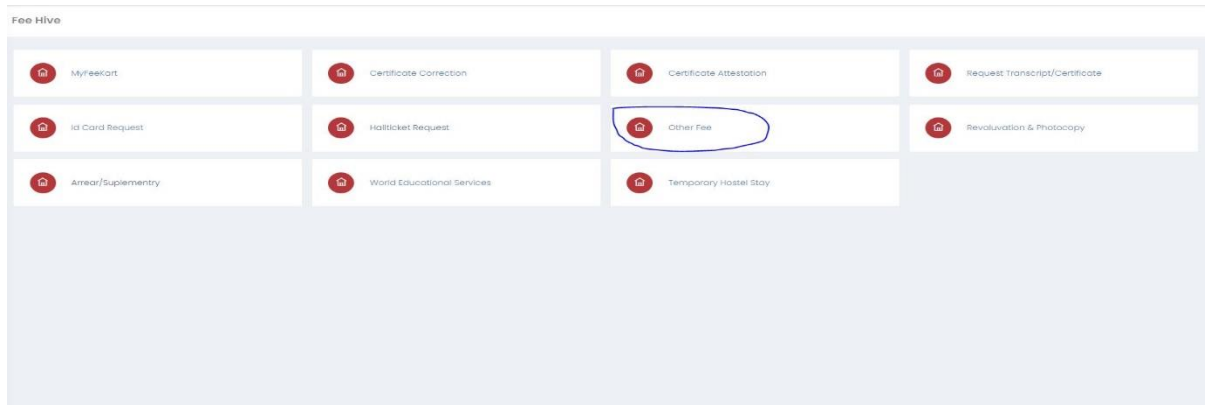


Choose the option and Click Pay Now.

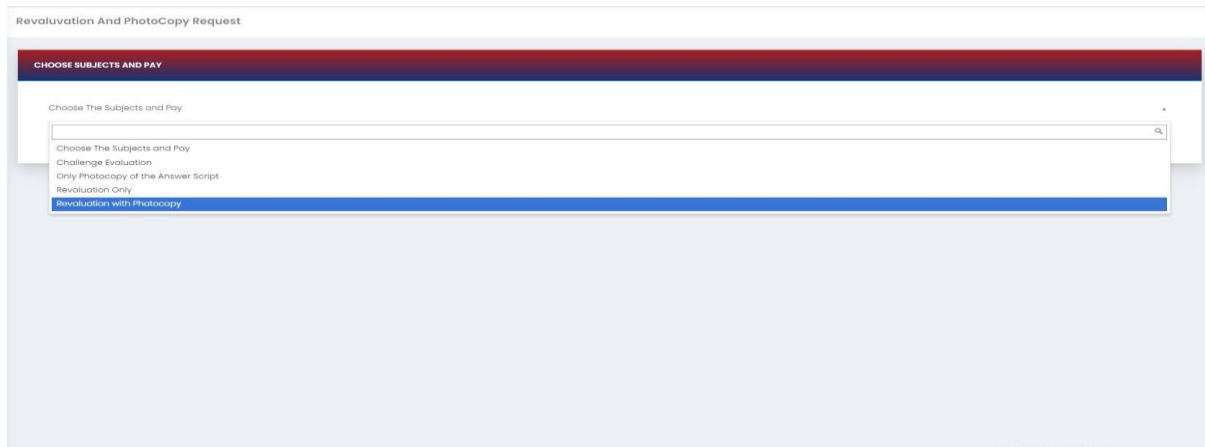


## Re-Valuation/Challenge Evaluation Fee Payment :

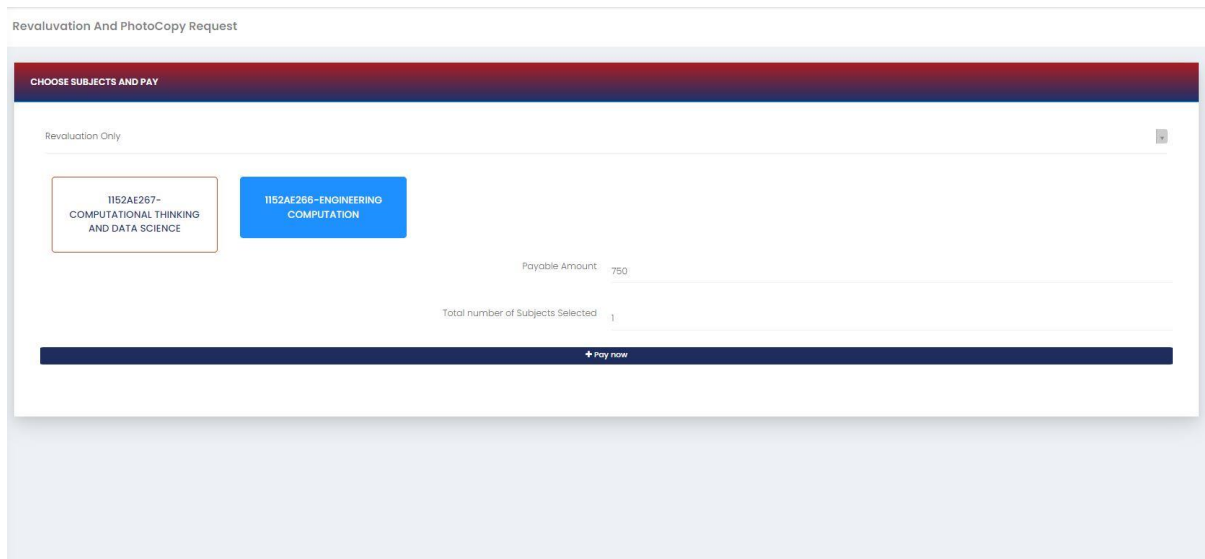
Step-1: Student needs **Re-Valuation/Challenge evaluation**, then choose this option.



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

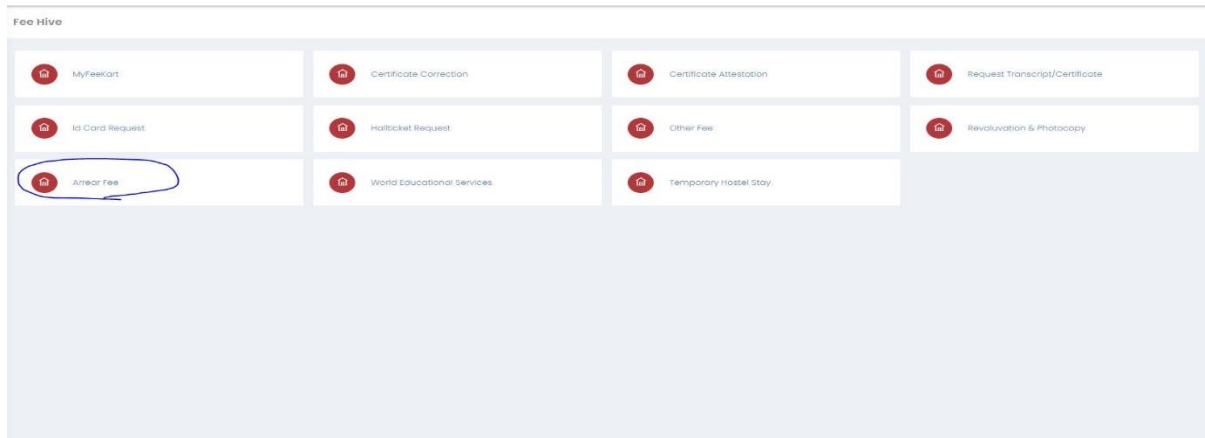


Choose the Subjects and click Pay now.

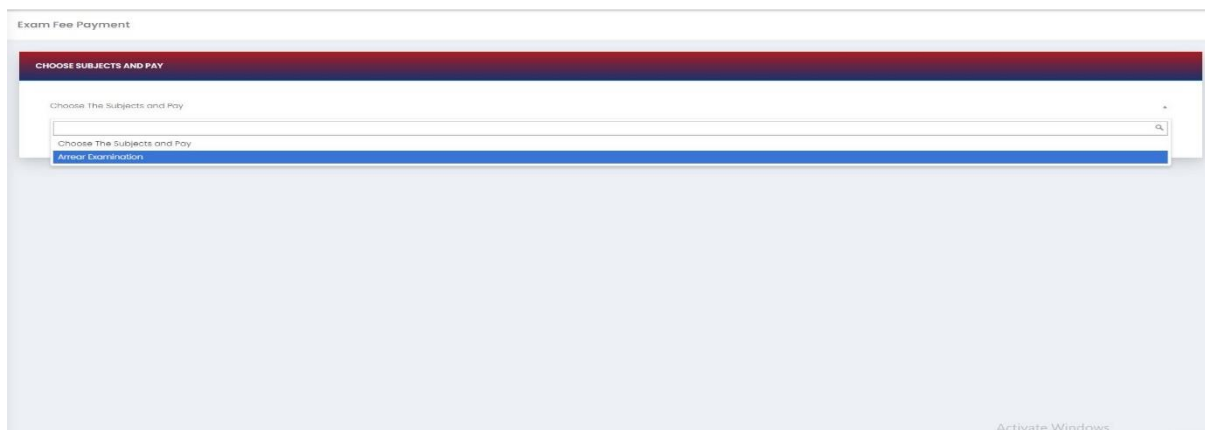


## Arrear Fee Payment:

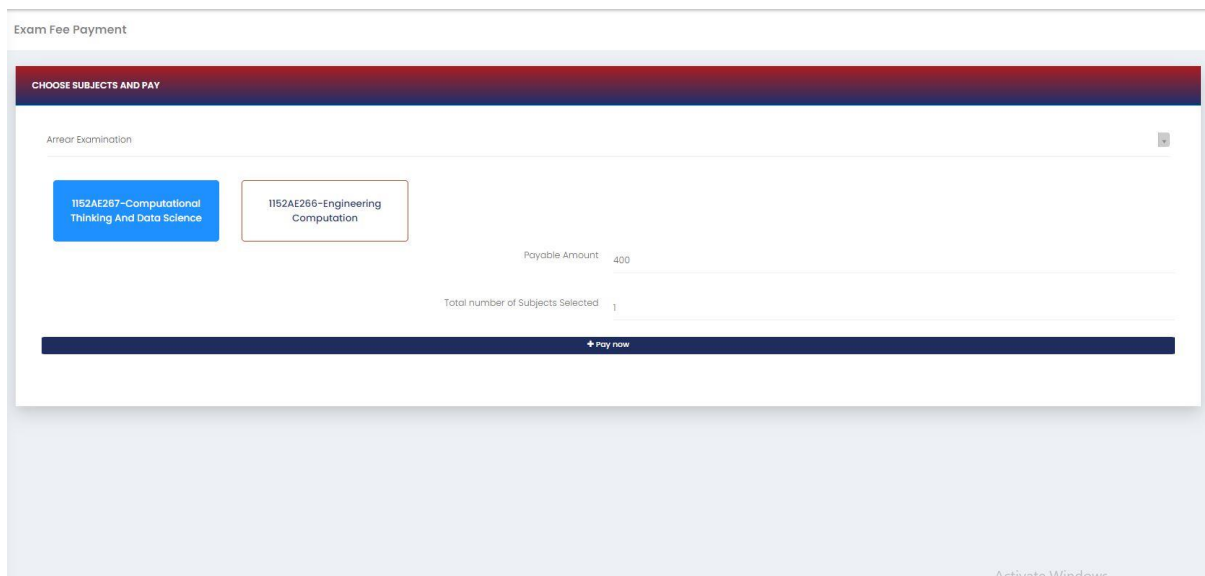
Step-1: If the student needs an **Arrear Fee**, choose this option.



Step-2: Choose **Arrear Fee**

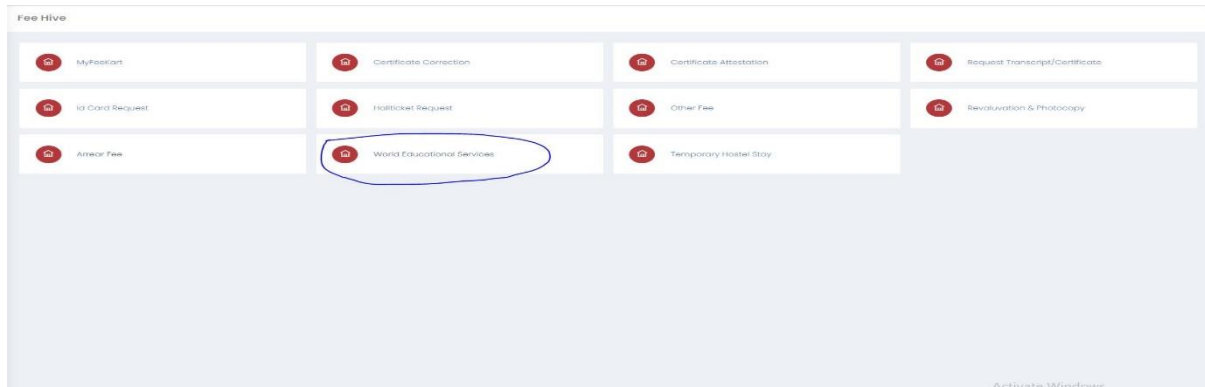


Choose the Subjects and click Pay now.



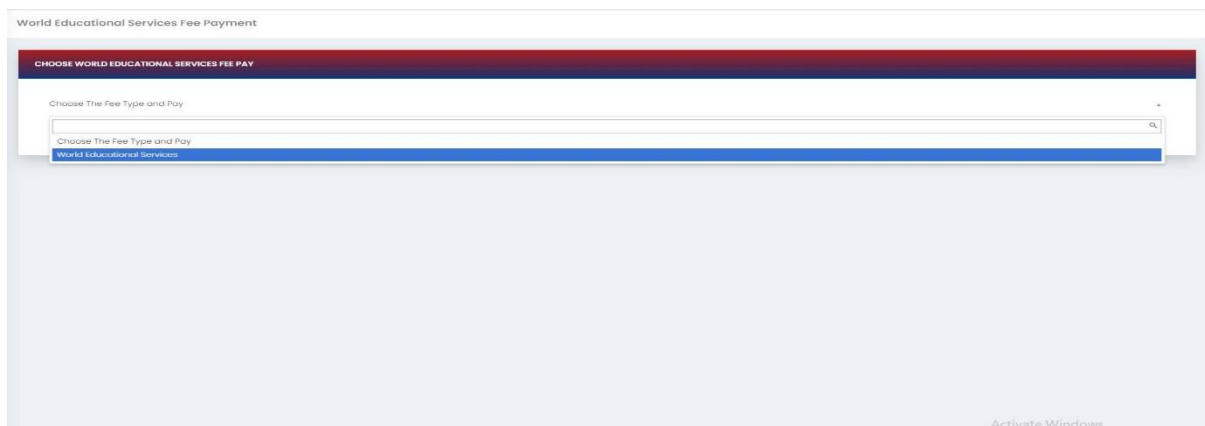
## World Educational Service(WES) Fees Payment :

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



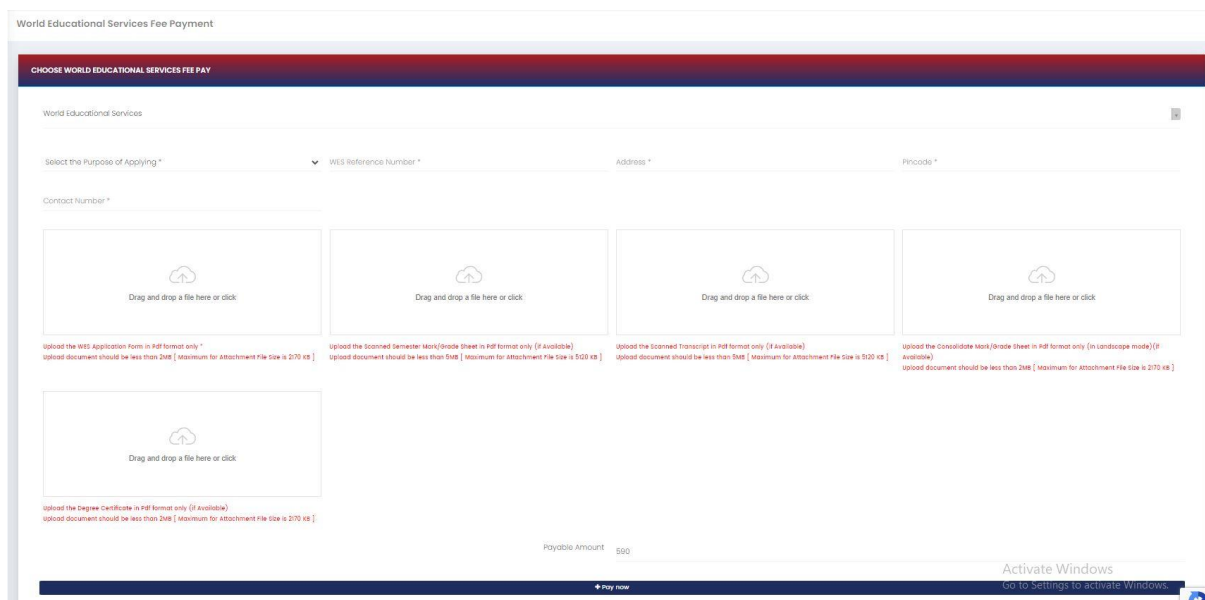
The screenshot shows a 'Fee Hive' interface with a grid of fee categories. The 'World Educational Services' option is circled in blue. The categories include: MyFeeCart, Certificate Correction, Certificate Attestation, Request Transcripts/Certificate, ID Card Request, Holistic Request, Other Fee, Revocation & Photocopy, Annex Fee, World Educational Services, and Temporary Hostel Stay.

Step-2: Choose **WES Fee**



The screenshot shows the 'World Educational Services Fee Payment' selection screen. A dropdown menu is open, showing 'World Educational Services' as the selected option.

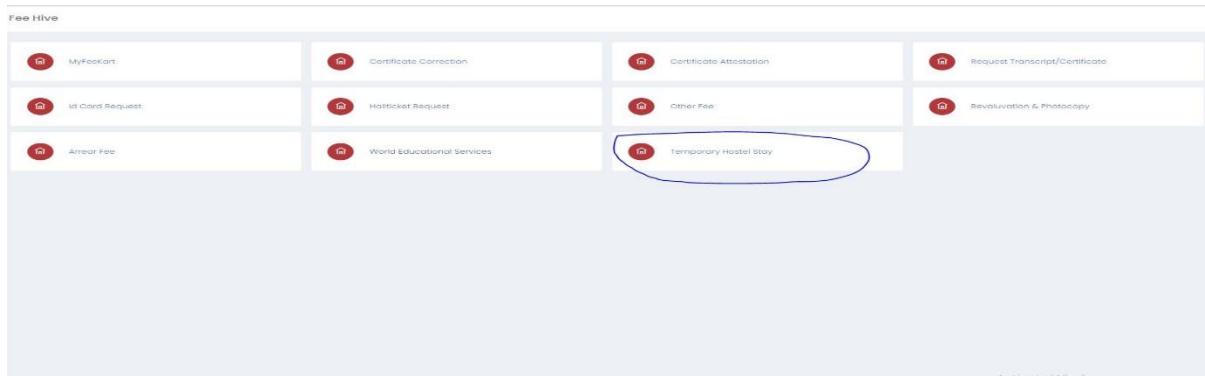
After choosing, it will show the form, complete it, and click **Pay now**.



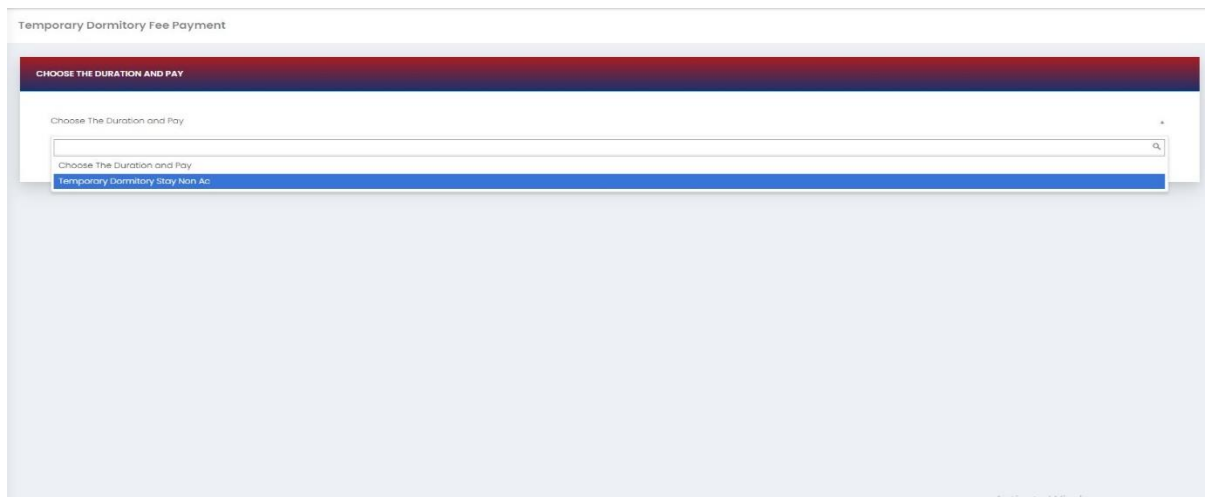
The screenshot shows the 'World Educational Services Fee Payment' form. The form includes fields for 'World Educational Services', 'Select the Purpose of Applying', 'WES Reference Number', 'Address', 'Pincode', and 'Contact Number'. There are four upload boxes for documents: 'Upload the WES Application Form in PDF format only', 'Upload the Scored Semester Mark/Grade Sheet in PDF format only', 'Upload the Scored Transcript in PDF format only', and 'Upload the Consolidate Mark/Grade Sheet in PDF format only'. A fifth upload box is for 'Upload the Degree Certificate in PDF format only'. The 'Payable Amount' is 599. A 'Pay now' button is at the bottom.

## Temporary Hostel Fees Payment :

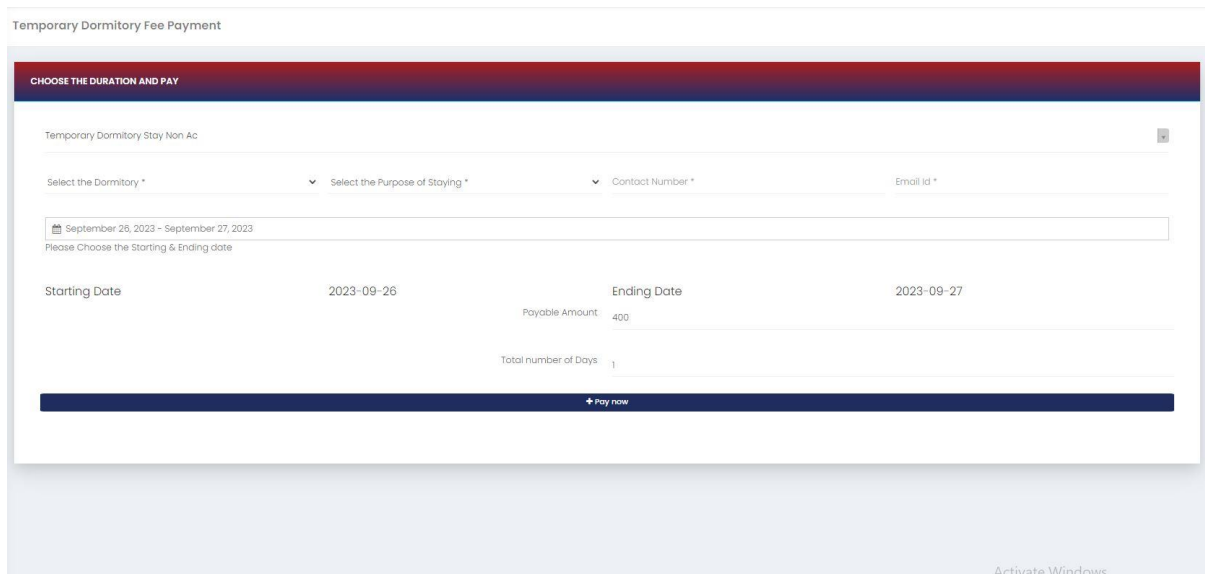
Step-1: Student needs **Temporary Hostel Fees**, then choose this option.



Step-2: Choose Temporary Hostel Stay Non-AC



Choose the Subjects and click Pay now.



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

Temporary Dormitory Fee Payment

**CHOOSE THE DURATION AND PAY**

Temporary Dormitory Stay Non Ac

Select the Dormitory \*    Select the Purpose of Staying \*    Contact Number \*    Email Id \*

September 26, 2023 – September 27, 2023

Today Only	Sep 2023							Oct 2023						
Two Days Only	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Next 7 Days	27	28	29	30	01	02	03	24	25	26	27	28	29	30
Next 30 Days	3	4	5	6	7	8	9	1	2	3	4	5	6	7
Next Month	10	11	12	13	14	15	16	8	9	10	11	12	13	14
Custom Range	17	18	19	20	21	22	23	15	16	17	18	19	20	21
	24	25	26	27	28	29	30	22	23	24	25	26	27	28
	1	2	3	4	5	6	7	29	30	31	1	2	3	4

Ending Date: 2023-09-27

Payable Amount: 400

Total number of Days: 1

+ Pay now

Temporary Dormitory Fee Payment

**CHOOSE THE DURATION AND PAY**

Temporary Dormitory Stay Non Ac

Select the Dormitory \*    Select the Purpose of Staying \*    Contact Number \*    Email Id \*

September 26, 2023 – September 30, 2023

Please Choose the Starting & Ending date

Starting Date: 2023-09-26    Ending Date: 2023-09-30

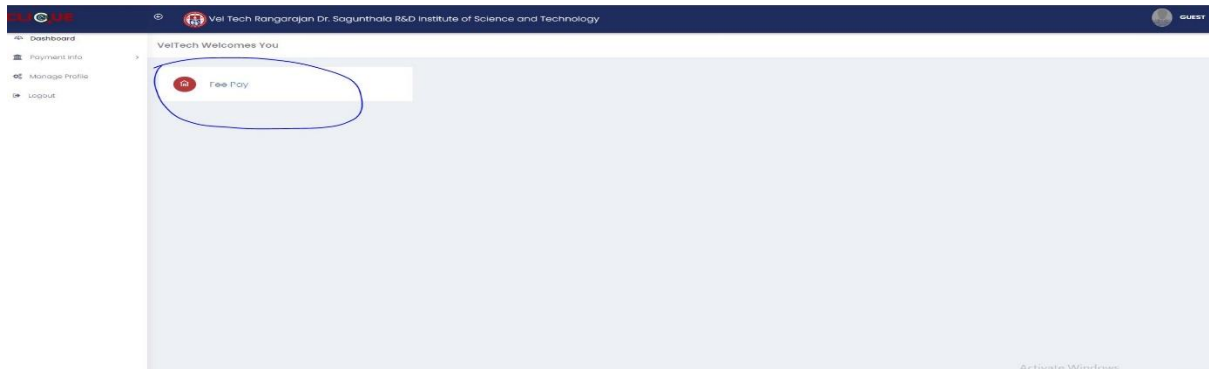
Payable Amount: 2000

Total number of Days: 5

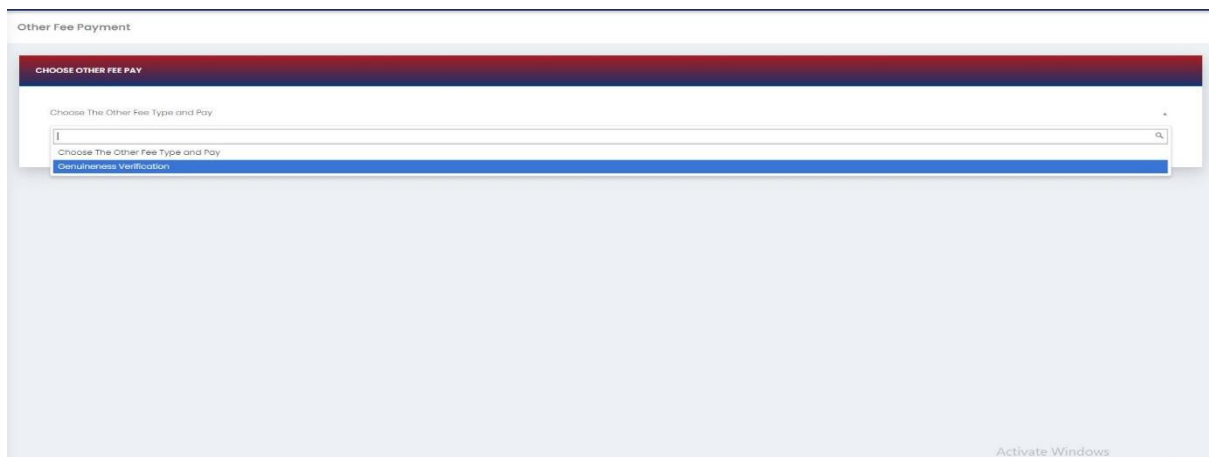
+ Pay now

## Genuineness Verification Fees Payment :

Step-1: Genuineness Verification Fee then choose this option



Step-2: Choose Genuineness Verification Fee



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

The screenshot shows the 'Other Fee Payment' form for 'Genuineness Verification'. The form includes the following fields and instructions:

- Select the Certificate \*** (dropdown menu)
- Contact Person Name \*** (text input)
- Contact Number \*** (text input)
- Contact Email Id \*** (text input)
- Company Name \*** (text input)
- Designation \*** (text input)
- Student Registration No \*** (text input)
- Select the Graduation Year** (dropdown menu)
- Student Registration number in Verification Certificate** (text input)

There are four file upload boxes, each with the text 'Drag and drop a file here or click' and a cloud icon. Below each box are instructions:

- Upload the scanned Semester Mark/Grade sheet in Pdf format only (if Available). Upload document should be less than 5MB [ Maximum for Attachment: File size is 5120 KB ]
- Upload the Consolidate Mark/Grade sheet in Pdf format only (in landscape mode)(if Available). Upload document should be less than 2MB [ Maximum for Attachment: File size is 2170 KB ]
- Upload the Degree Certificate in Pdf format only (if Available). Upload document should be less than 2MB [ Maximum for Attachment: File size is 2170 KB ]
- Upload the Provisional Certificate Certificate in Pdf format only (if Available). Upload document should be less than 2MB [ Maximum for Attachment: File size is 2170 KB ]

At the bottom, there is a 'Payable Amount' field with the value '1180' and a blue button labeled '+ Pay now'. An 'Activate Windows' watermark is visible in the bottom right corner.