MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

(A Unit of Rajalaxmi Education Trust®, Mangalore)
Autonomous Institute affiliated to VTU, Belagavi, Approved by AICTE, New Delhi
Accredited by NAAC with A+ Grade & ISO 9001:2015 Certified Institution

Ref. No: MITE/CoE/2026-27/164

Date: 06/11/2026

NOTIFICATION

Sub: Submission of SEE application by 7th Semester BE students for Odd Term 2026-27

The payment of examination fee and the registration for Semester End Examination by the 7th Semester B.E. students **for the 7th Semester regular courses** and **3rd, 4th, 5th & 6th Semester backlog courses** of the **Odd Term 2026–27 SEE** is scheduled as follows:

Event		Date
Payment of Examination Fee online, Registration for SEE & raising a fee receipt request through ERP	Without Penalty	**09-11-2026 to 12-11-2026**
	With a Penalty of Rs. 500/-	**13-11-2026 to 14-11-2026**
Collection of fee receipt from the Account Section		**11-11-2026 to 14-11-2026**

- **Regular Examination Fee: Rs. 3000/- & Stationary Fee: Rs. 1500/-. Total = Rs. 4500/-.**
- **Backlog Examination Fee: Rs. 1000/- per course & Grade card Fee: Rs. 250/- per semester.**

Important Instructions:

1. Pay the examination fee through **RTGS/NEFT/UPI only**.
2. **DO NOT club the examination fee with any other fee.**
3. It is mandatory to mention **"USN – Exam Fee"** in the remarks field while making the online payment.
4. After making the payment, **submit the examination application and raise a request for the fee receipt through ERP.**
5. Refer to the **User Manual attached to this notification** for detailed instructions on submitting the examination application and raising a request for the fee receipt through ERP.
6. For any doubts or clarifications, contact your respective faculty mentors.

A/C Number	**1333201006225**
Bank & Branch	**Canara Bank, Balmatta Branch**
Account Type	**Current**
IFSC Code	**CNRB0001333**
MICR Code	**575015002**
UPI ID	**9023454006225@cnrb**

Scan and Pay

05/11/26

Controller of Examinations

Controller of Examinations
Mangalore Institute of Technology & Engineering
Badaga Mijar, Moodbidri - 574 225

06/11/26

PRINCIPAL

Principal/Chief Controller of Examinations
Mangalore Institute of Technology & Engineering
Badaga Mijar, Moodabidri - 574225

MITE
Invent Solutions

ERP Task Assistance guide

Exam Registration & Fee Receipt Request

Module	**:**	**Examinations & Student Requests**
Publish Date	**:**	**05-Nov-2026**

This guide helps you register for your semester-end examinations and raise a fee receipt request on the MITE ERP student portal.

Steps at a glance

1	2	3	4	5	6	7
Login to Portal	Review your course list	Review your fees	Register for examination	Pay the fees	Raise a Fees receipt request	Collect the physical receipt

Registering for an Examination

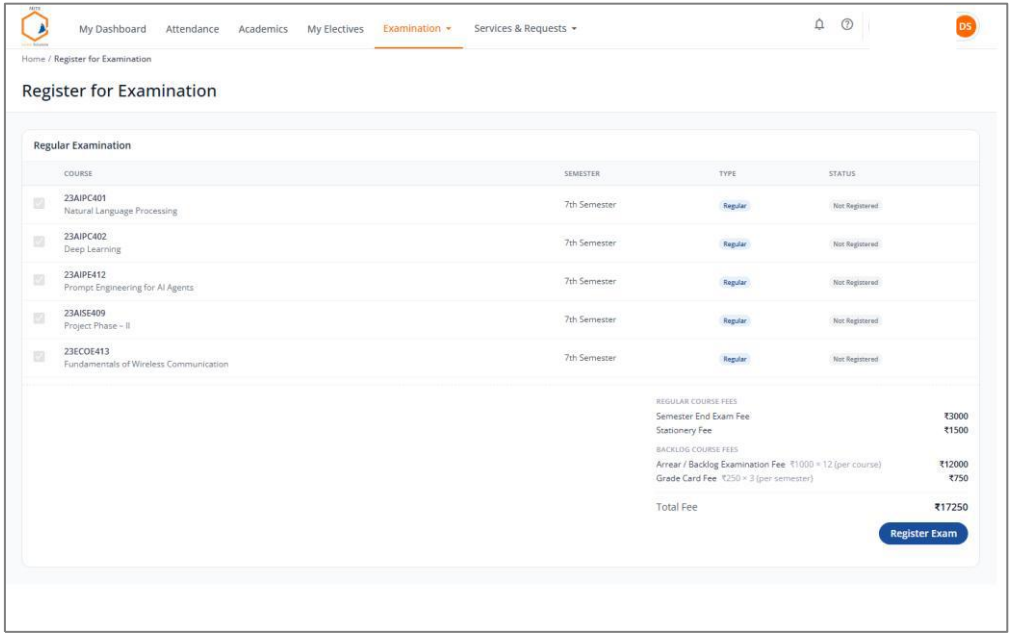
Use this flow to register for your Regular or Makeup semester-end examination (SEE) during the registration window your department announces.

Step 1

Log in to the MITE ERP student portal.

From the top navigation, open Examination > Register for Exam.

The page shows whichever registration window is open for you — Regular or Makeup — with your course table and fee totals.

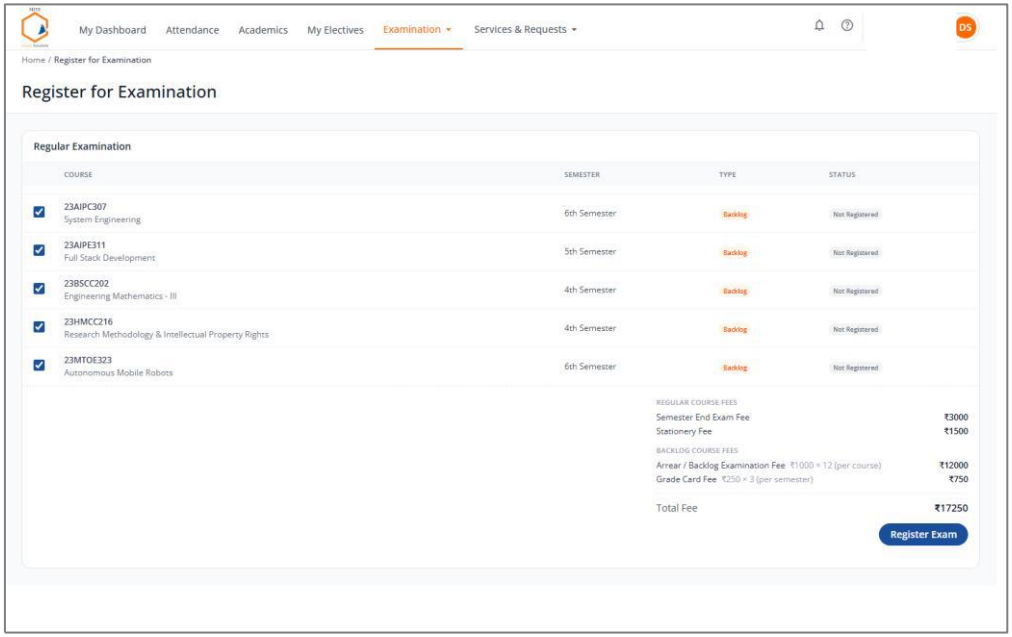


Step 2

Regular courses are locked and pre-checked — you have to attempt those courses without exception.

Backlog / arrear courses are listed below the regular courses and are also pre-checked by default — scroll down within the table to see them.

Each row shows the Semester, a Regular/Backlog badge, and a Registered/Not Registered status.

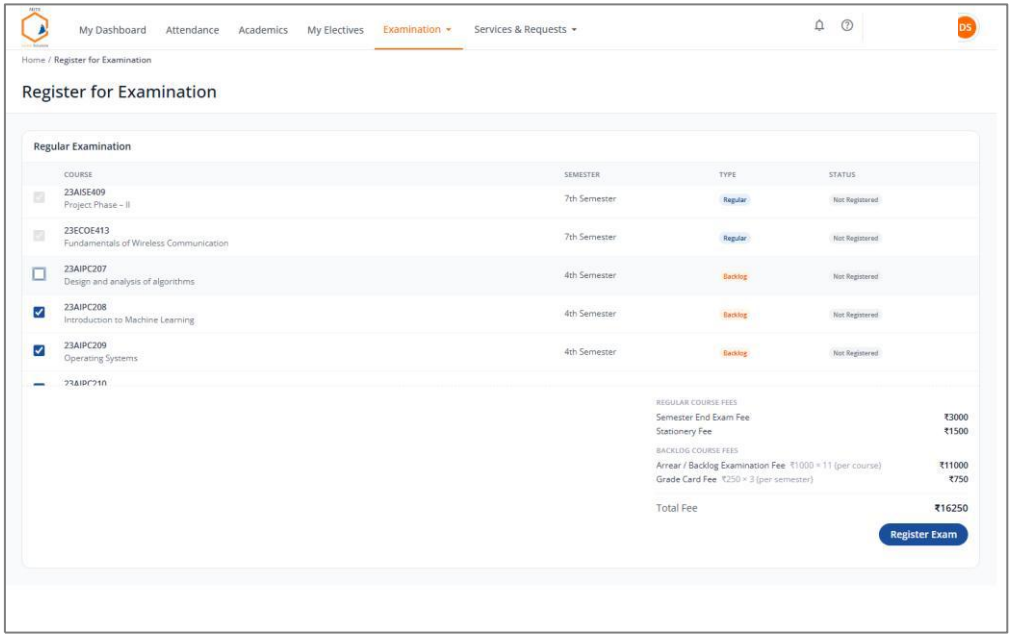


Step 3

Untick any backlog course you do not want to register for in this examination term.

The Estimated Fee panel updates immediately — Regular, Backlog and Other charges, ending with a Total Fee.

Once satisfied, click Register Exam.

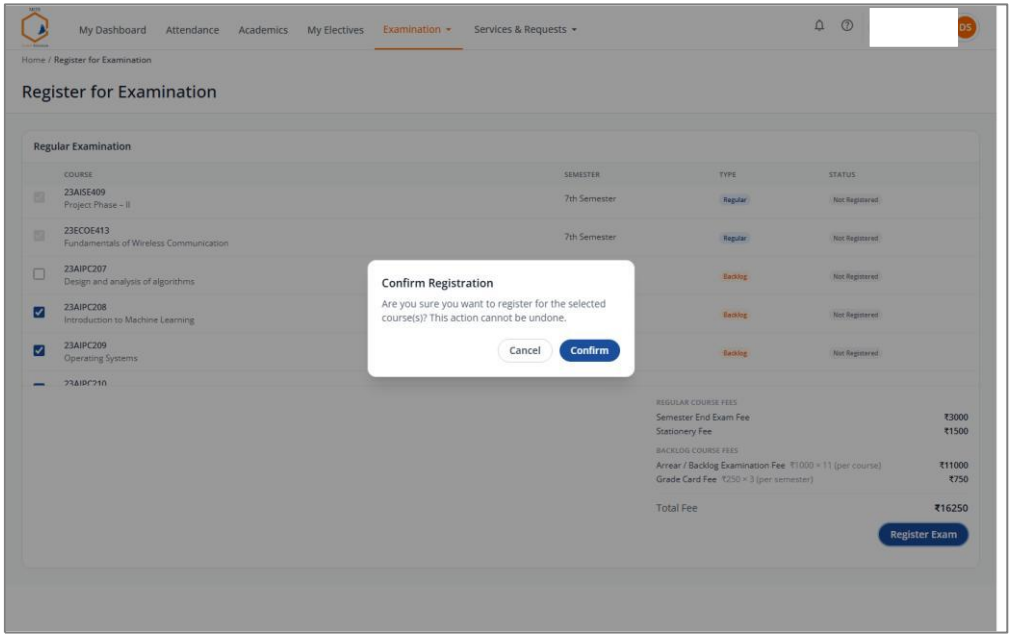


Step 4

A "Confirm Registration" dialog appears:

"Are you sure you want to register for the selected course(s)? This action cannot be undone."

Click Confirm to submit, or Cancel to go back.

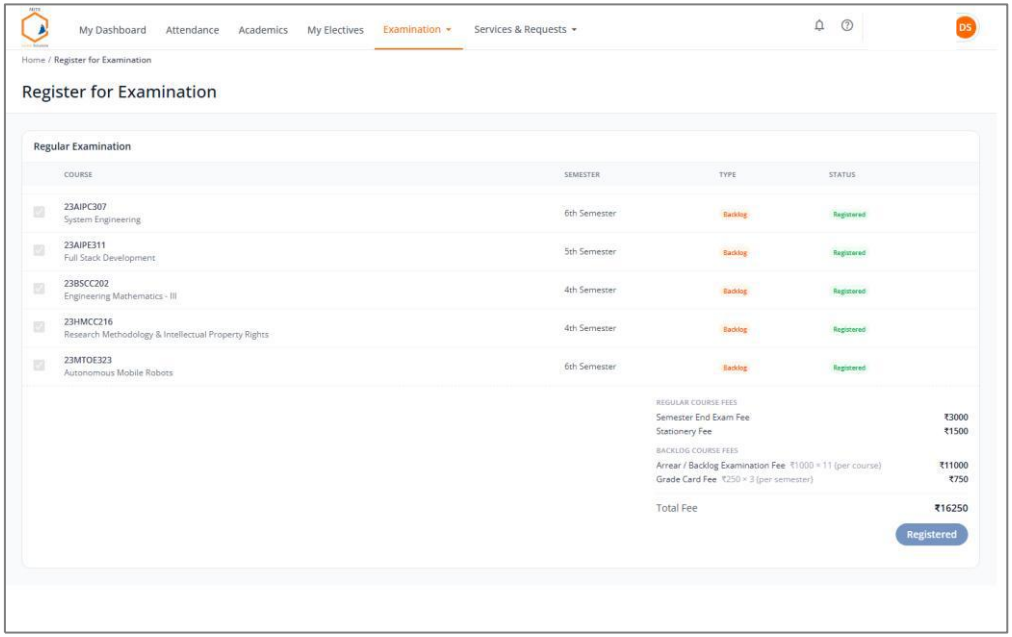


Step 5

A success message appears.

The Status column updates to Registered for the submitted courses.

The button changes to a disabled Registered state.



Late (Penalty) Registration

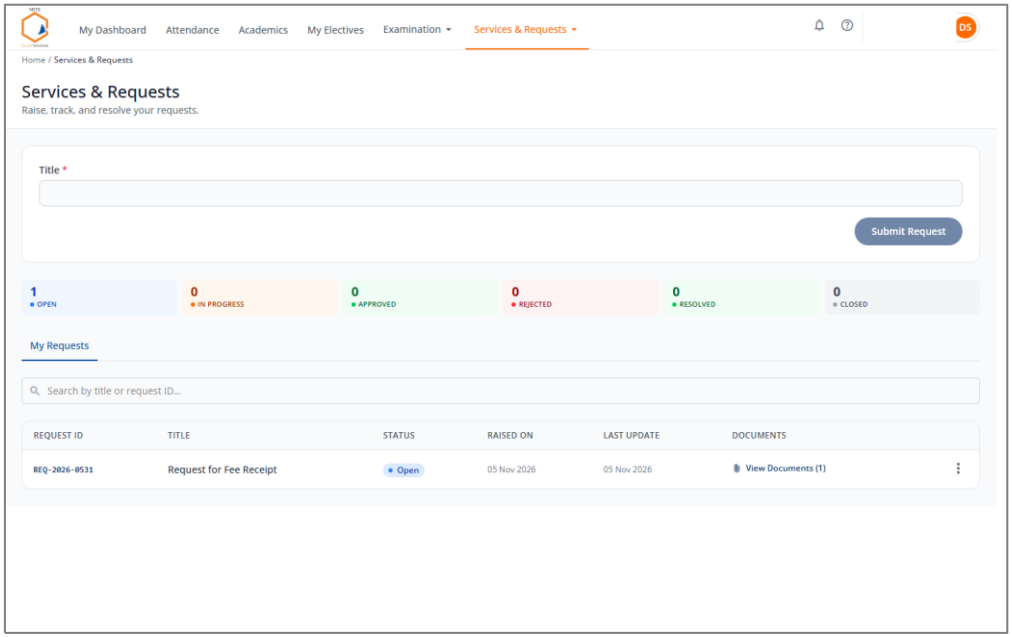
If you miss the regular registration window, the penalty registration window may open for a few extra days. You follow the exact same steps above on the same Register for Exam page — the only difference is that a Late Submission Penalty Fee is added under Other Charges in the fee breakdown before you confirm.

Raising a Fee Receipt Request

After you register for your examination and pay the exam fee online, use this flow to attach your payment screenshot and reference number. This lets the Accounts section easily identify your payment and issue your fee receipt. This request lets Accounts team know that you have made the payments, verify that the payment is received by the College bank account and if everything is in order, record your payment in the system and generate the receipt all without you crowding near the accounts section.

Step 1

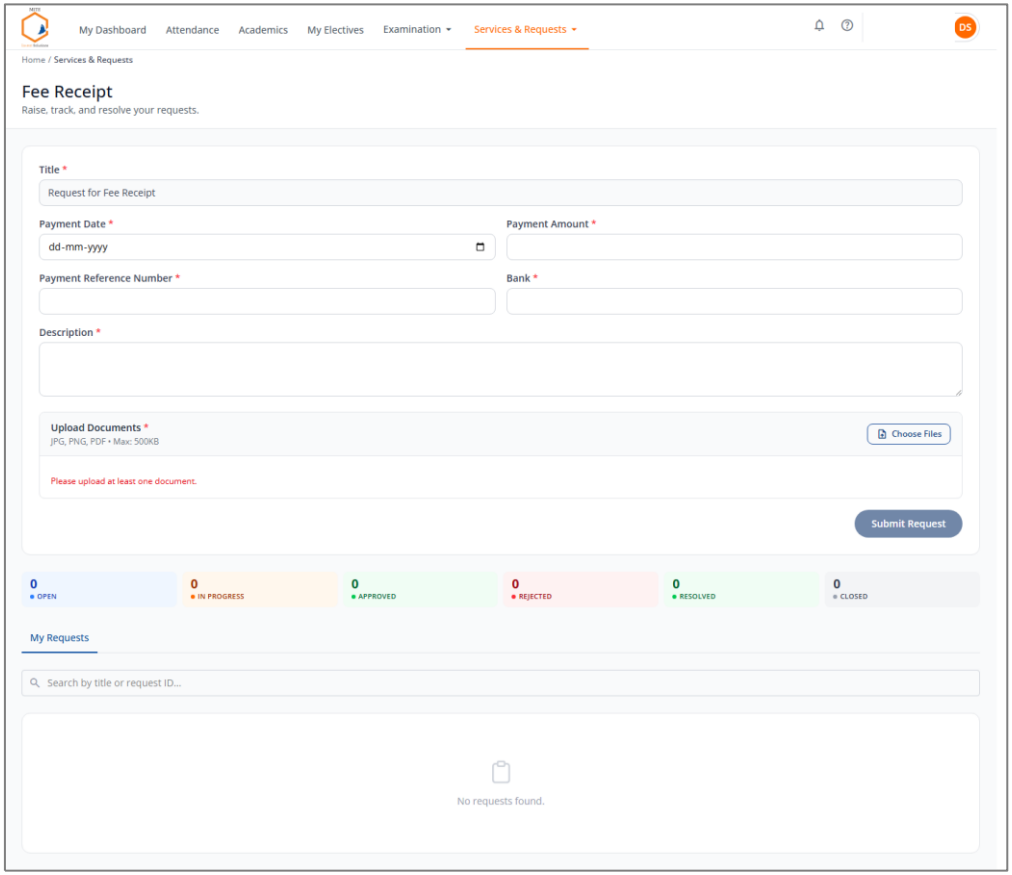
From the student portal, open Services & Requests from the top navigation.



Step 2

Select Fee Receipt Request from the request type list.

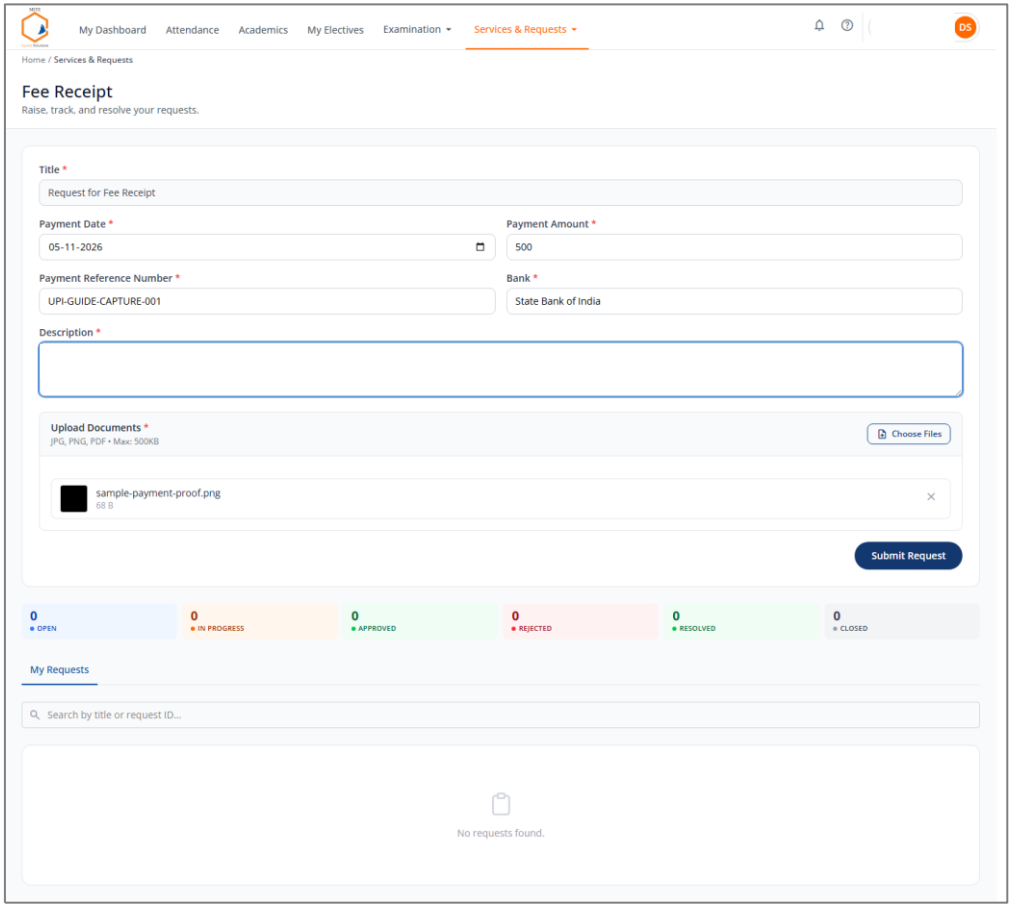
The form updates to show the fields for this request type.



Step 3

Enter the payment date, amount, reference / transaction number, bank, and a short description.

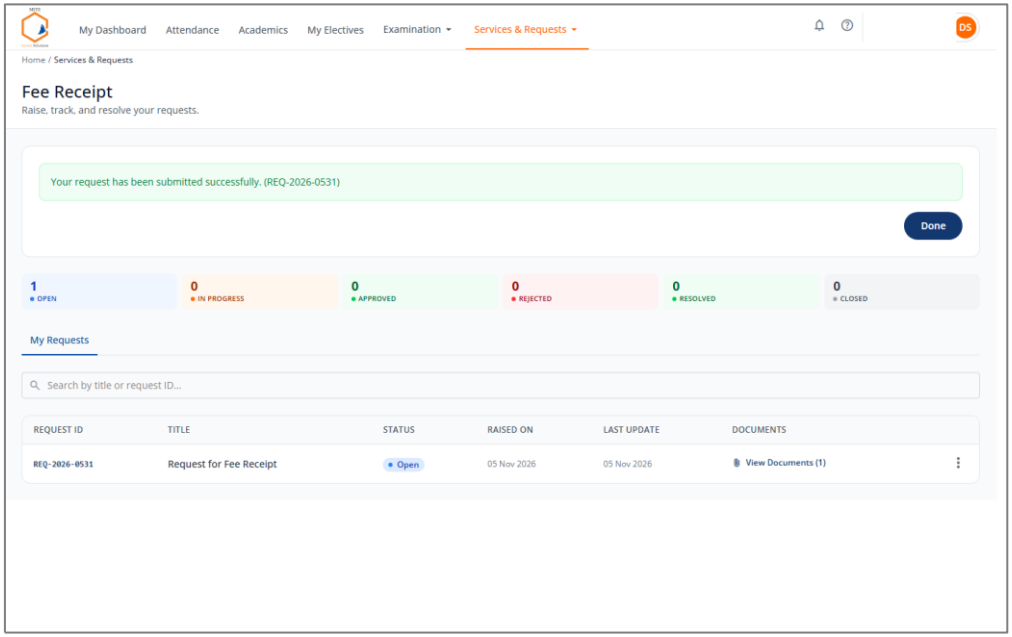
Use Upload Documents to attach your payment confirmation, transaction screenshot, or bank slip — mandatory for this request type.



Step 4

Click Submit Request.

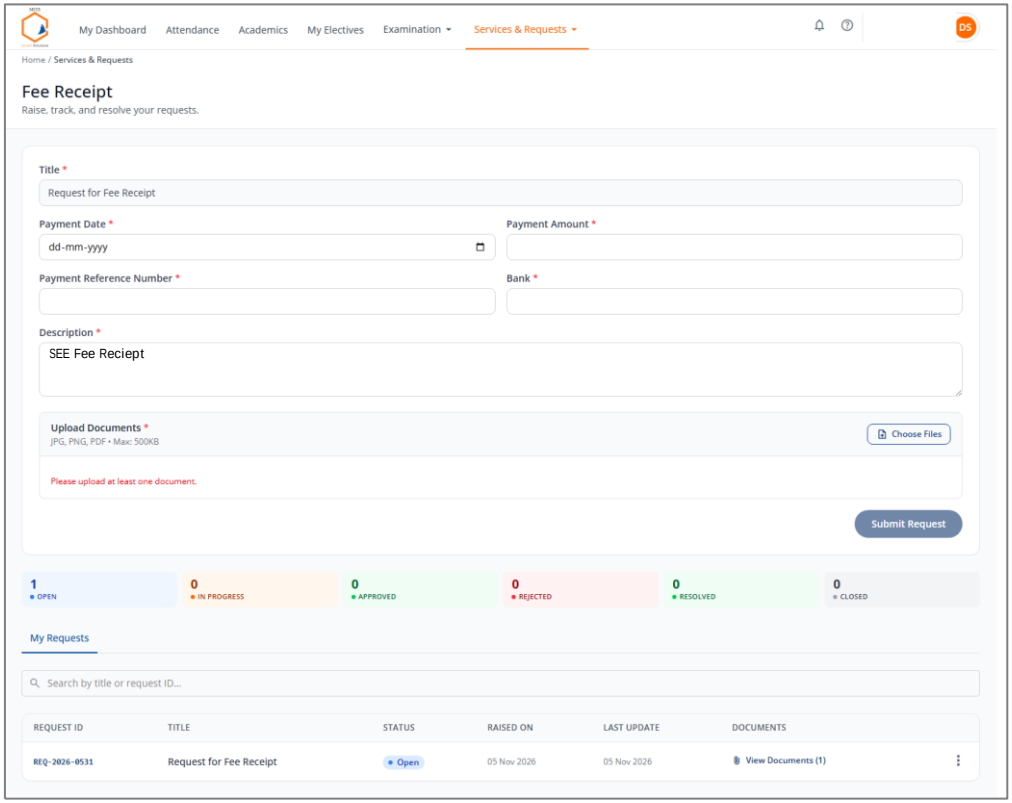
A success banner appears showing your Request Number — keep this for reference.



Step 5

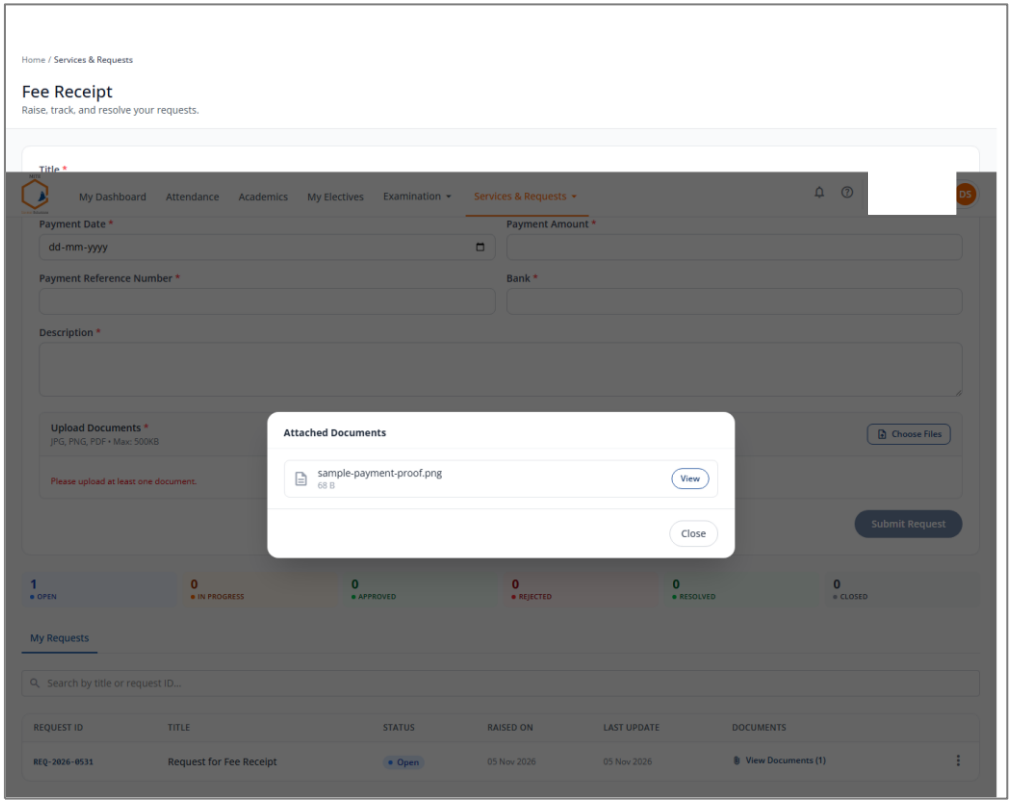
Your request appears under My Requests, starting in Open status.

It moves to In Progress, then Approved / Rejected / Resolved, and finally Closed.



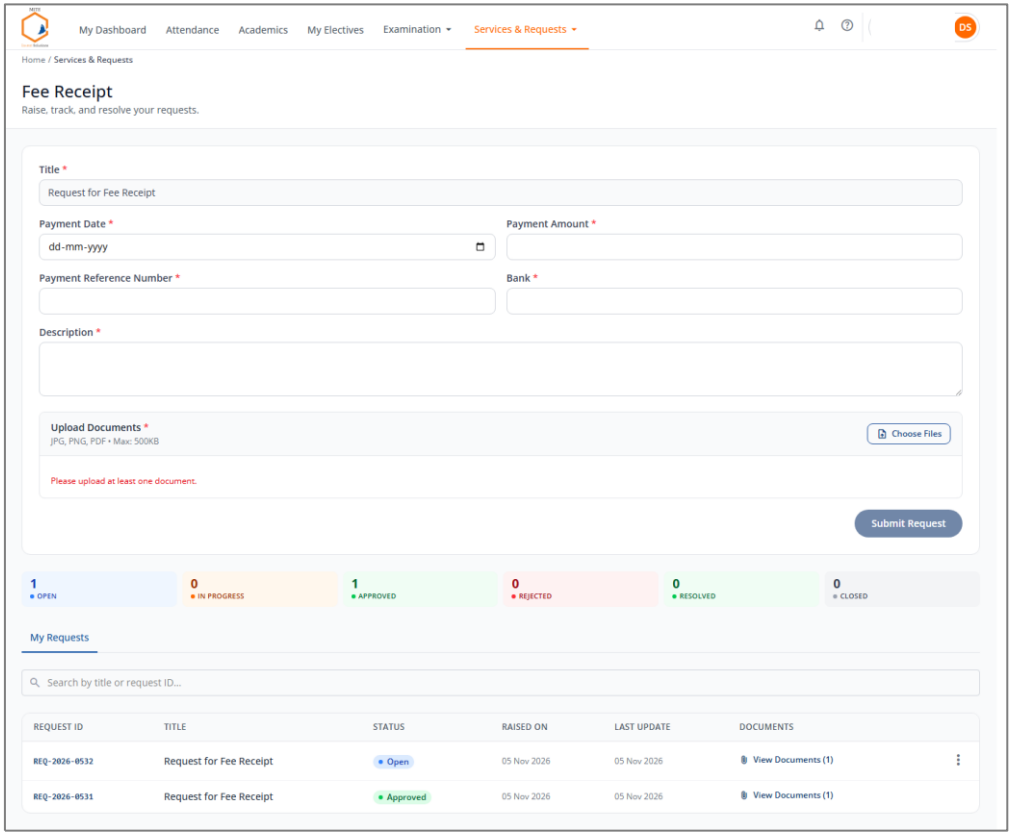
Step 6

Click the Documents link on any request row to view the file(s) attached to it.



Step 7

Once your request's status shows as Approved, please collect your fee receipt from the Accounts section.



Common issues and resolutions

Issue	Causes and Resolution
Register Exam button is disabled / greyed out	The registration window for your Regular or Makeup exam is not currently open, you have already registered for everything eligible, or (during a penalty window) you have reached the maximum number of allowed registration attempts. Contact your department office if you believe this is incorrect.
Nothing shows on the Register for Exam page	There is currently no open Regular or Makeup registration window for your course. Check back once your department announces the registration dates.
Estimated fee does not match what I expected	The fee breakdown only reflects currently ticked backlog/arrear courses plus any applicable regular, grade-card or late-submission charges. Tick/untick courses to see the total update live before you submit.
Submit Request button stays disabled on the Fee Receipt Request form	A required field is empty, or no supporting document has been attached yet — a document is mandatory for this request type.
I cannot find my request after submitting	Use the search box above the My Requests table, or use the status filter cards (Open / In Progress / Approved / Rejected / Resolved / Closed) to narrow the list.
My request has been open for a while with no update	Status changes happen as your request moves through the approval chain at your department/office. No student-side action is needed; check back later or contact accounts department.