

A step-by-step walkthrough of the registration process at CEP, IITKgp

1. Click on **Sign up**

The screenshot shows the CEP, IITKgp registration page. The top navigation bar includes links for 'New User?', 'Registered User?', and 'Forgot Password?'. The 'Sign Up' button is highlighted in the top right corner. On the left sidebar, the 'CONFERENCE' button is highlighted in the 'ALL PROGRAMS' section. The main content area displays details for the 'Spins in Molecular Systems 2025' conference, including the programme ID, duration, organizers, and fees. The 'Last date of online registration' is September 30, 2025.

2. Fill in the details in the dialog box and click on “**Sign Up**”

The screenshot shows the CEP, IITKgp registration page with the 'Sign Up' dialog box open. The dialog box contains fields for 'Email address*', 'Password*', 'Confirm Password*', 'Date of birth*', and 'Captcha*'. The 'Sign Up' button is highlighted in the bottom right corner of the dialog box. The background shows the same conference details as the previous screenshot.

3. Verify and follow the link sent to your **registered mail**

4. In the ‘Edit profile’ page. Fill only the details that are required (marked with*)

Continuing Education Program, Indian Institute of Technology Kharagpur, India [How to Apply](#) [How to Pay](#) Your Account

1 PERSONAL INFORMATION 2 ACADEMIC INFORMATION 3 UPLOAD PHOTO AND SIGNATURE

Personal Information

*Full Name: *Nationality:

*Date of birth: ID Card Type:

*Mobile Number: ID Card No.:

*Emergency Contact Number: Marital Status:

*Gender: Are you a person with disability:

*Occupation: Category:

*Affiliating Organization/Address:

Present Address Permanent Address ☐ Same as Present

Address Line 1: Address Line 1:

Line 2: Line 2:

5. Click on 'Save & Next'
6. Click on 'Save & Next' again
7. Click on 'Save & Next' again
8. Click on the 'Conference' button on the left panel of the tab
9. Scroll down and find 'Spins in Molecular Systems 2025' and Click on 'Apply now'.

Continuing Education Program, Indian Institute of Technology Kharagpur, India [How to Apply](#) [How to Pay](#) Welcome Your Account

APPLY NOW

Conference [Show Details](#) Last date of online registration: September 30, 2025

Name of the Programme:- Spins in Molecular Systems 2025 (Programme ID:IIT/CEP/CON/CON/2024-2025/CY/171)

Duration of Programme:- November 29, 2025 to December 1, 2025

[Dr./Prof.] Pradip Kumar Chakraborty, Chemistry (Convenor), [Dr./Prof.] Debamalya Banerjee, Physics (Co-Convenor)

Programme Organizer Email-Id :- pradipc@chem.iitkgp.ac.in; debamalya@phy.iitkgp.ac.in

Programme Application/Processing Fee(Non-Refundable):: Faculty(): INR 15000.00; NON SAARC INTERNATIONAL(): USD 400.00; IIT Kharagpur Faculty(): INR 10000.00; Industry(): INR 40000.00; IIT Kharagpur Student(): INR 4000.00; ACCOMPANYING PERSON(): INR 10000.00; OutSider Student(): INR 6000.00

APPLY NOW

Conference [Show Details](#) Last date of online registration: November 30, 2025

Name of the Programme:- Geo-Resources Engineering Energy and Nature GREEN 2025 (Programme ID:IIT/CEP/CON/CON/2024-

10. Select Applicant Category according to yours and please fill in other details accordingly.
 - 'NON SAARC INTERNATIONAL' - for International delegates
 - 'FACULTY'- for Indian faculty members
 - 'STUDENT' - for Indian Students
 - 'INDUSTRY' - for Industrial delegates
 - 'ACCOMPANYING PERSON' - for accompanying persons

11. Fill the abstract title. Click on ‘Next’

The screenshot shows a web application for Continuing Education at IIT Kharagpur. A modal titled "Please Fill Up these Details" is open, requiring the following information:

- Select Applicant Category: (Dropdown menu)
- Select Application/Processing Fee Type: (Dropdown menu)
- Select Course /Registration Fee Type: (Dropdown menu)
- *Paper ID/Paper Title/Abstract Title & Short Description :
"Your name" Research Work:
Enter N/A if you are not author of any accepted paper; enter paper ID (or IDs separated by comma) for your accepted papers; enter paper ID followed by PR if you are presenting the paper in the conference (e.g. 120PR).
For IEEE conferences, give only paper ID and paper title, e.g. 854 'Channel Coding Rate in the Finite Blocklength Regime'
- Upload Paper/Abstract File :
Choose file... (button) Browse (button)
PDF document only, size should be less than 1MB. Not required for IEEE conferences.

The modal has "Close" and "Next" buttons. The "Next" button is highlighted with a red box. In the background, a sidebar lists program types: ALL PROGRAMS, AICTE QIP, TROP, SPONSORED, SELF SPONSORED, CERTIFICATE COURSE, CONFERENCE, SYMPOSIUM, WORKSHOP, and STUDENT FEST. The main content area shows details for a "Conference" program titled "Spins in Molecules" with an "APPLY NOW" button.

12. Scroll down and Click on ‘Confirm’

This screenshot shows the "Experience Details" section of the application form, which is marked as "Not Required". Below this is the "Application Fee Details" section, which includes fields for "Fee Currency Type" and "Fee Amount", both of which are currently empty. A "Pay Now" button is located to the right of the "Fee Amount" field. A "Confirm" button is located at the bottom right of the "Experience Details" section and is highlighted with a red box. A "Back" button is located to the left of the "Confirm" button.

13. Then Click on ‘Pay now’

This screenshot is identical to the previous one, showing the "Experience Details" and "Application Fee Details" sections. The "Pay Now" button in the "Application Fee Details" section is highlighted with a red box.

14. Click on ‘Proceed’



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

ENTRUST VERIFIED
 About SSL Certificate

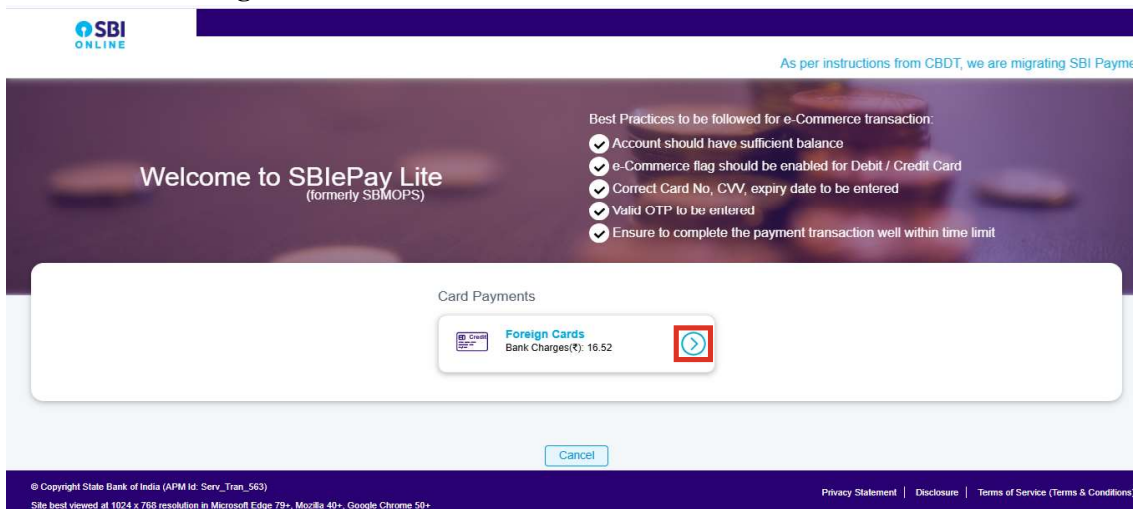
IITKGP Payment Gateway

Payment Details	
IITKGP Reference No	CEPCON-202546054-1-R-102
Type	CEP Related Fees Payment
Initiated By	[REDACTED]
Amount	[REDACTED]
Currency	[REDACTED]

Other Details	
email	[REDACTED]

[Proceed](#) [Cancel Payment](#)

15. Click on 'Foreign Cards'



SBI ONLINE

As per instructions from CBDT, we are migrating SBI Payme

Welcome to SBLePay Lite
 (formerly SBMOPS)

Best Practices to be followed for e-Commerce transaction:

- ✓ Account should have sufficient balance
- ✓ e-Commerce flag should be enabled for Debit / Credit Card
- ✓ Correct Card No, CVV, expiry date to be entered
- ✓ Valid OTP to be entered
- ✓ Ensure to complete the payment transaction well within time limit

Card Payments

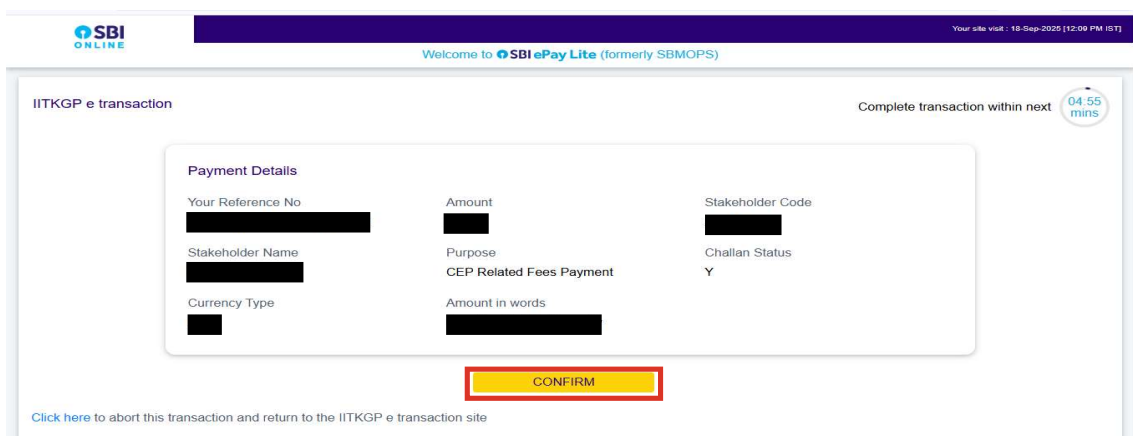
[Foreign Cards](#)
 Bank Charges(₹): 16.52

[Cancel](#)

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 Site best Viewed at 1024 x 768 resolution in Microsoft Edge 79+, Mozilla 40+, Google Chrome 59+

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16. Click on 'Confirm'



SBI ONLINE

Welcome to **SBI ePay Lite** (formerly SBMOPS)

Your site visit : 18-Sep-2025 (12:09 PM IST)

IITKGP e transaction

Complete transaction within next **04:55 mins**

Payment Details		
Your Reference No	Amount	Stakeholder Code
[REDACTED]	[REDACTED]	[REDACTED]
Stakeholder Name	Purpose	Challan Status
[REDACTED]	CEP Related Fees Payment	Y
Currency Type	Amount in words	
[REDACTED]	[REDACTED]	

[CONFIRM](#)

[Click here](#) to abort this transaction and return to the IITKGP e transaction site

17. Click on 'Confirm' again

18. Proceed to the payment portal through your card