

# December ODD 2023 Backlog Form Help file

1. Navigate to <https://www.tcsion.com/SelfServices/>
2. Insert your login credentials then Click "Login"

Compatible with Google Chrome version 73 and above, Firefox version 64 and above.

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3. Click "Exam Registration Form/Admit Card Download"

360 DEGREE VIEW

PROFILE MARKS LIBRARY FEE ATTENDANCE

Welcome to Self Service Portal

This portal will give you quick access to your key academic data and also help you to perform some actions. For example, to access your complete marks history, click on the "Marks" icon. To return to Home Page, click on or . You can also select your own Home Page, by clicking on Page Preference menu under icon. For accessing some of the other pages, click on icon. To perform any other action like "Submit Feedback" not present in this page, please use option or Quicklinks panel on the left. Press F11 to go full page any time.

ONLINE PAYMENT REQUEST A LEAVE

PRINT DUPLICATE RECEIPT **Exam Registration Form/Admit Card Download**

Download Hall Ticket For B.Arch Scholarship Summary Report

Download Report Cards Vehicle Tracking Online Learning Communicator

4. Click "Exam Enrollment"

The screenshot shows the Sushant University Self Service portal. The header includes the university logo and navigation links. The main content area is titled "Exam Enrollment" and features a table with two rows of enrollment data. Below the table are buttons for "Exam Enrollment" and "Refresh".

Action	Application Seq No	SGM Name	Name	Current Semester
	7682	Dec_2022ODDSEM	NAVYA SINGH	Semester-3
	3573	Dec_2021ODDSEM	NAVYA SINGH	Semester-1

5. In subject enrollement details Click plus icon to view to the subject.

The screenshot shows the "Subject Enrollement Details" page. The "Improvement" section is active, displaying a "Form Status: Pending" and a "Subjects" list with a yellow "+" button. Below this is the "Re Appear" section, also showing "Form Status: Pending" and a "Subjects" list with a yellow "+" button. The "Fee Details" section shows a "Grand Fee to be paid(in Rupees): 0" and a "Submit" button.

6. Applicable Semester name will be visible to select the subject

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## 7. On clicking the + icon to select the subject

### Subject Enrollement Details

#### Improvement

Form Status: Pending

Semester-1



Form Status: Pending

Semester-3



#### Re Appear

Form Status: Pending

Subjects



### Fee Details

Grand Fee to be paid(in Rupees): 0

## 8. Select the subject by clicking the check box under enrolled status.

#### Improvement

Form Status: Pending

Semester-1



Form Status: Pending

Semester-3



S.No.	Subject Type	Subject Name	Subject Code	Enrolled Status	Enrolled Type
1	Compulsory	Service Learning Practice-1	22BCA-0SL21C	<input type="checkbox"/>	
2	Compulsory	Data Analytics with Excel	22BCA-0DA21E	<input type="checkbox"/>	
3	Compulsory	Advanced Web Development	21BCA-0AW21C	<input checked="" type="checkbox"/>	
4	Compulsory	Data Structures and Algorithms	21BCA-0DS21C	<input checked="" type="checkbox"/>	
5	Compulsory	Emerging Technology Trends -1	21BCA-0ET21P	<input checked="" type="checkbox"/>	
6	Compulsory	Object Oriented Programming with Java	21BCA-0OP21C	<input type="checkbox"/>	

## 9. Verify the fee details click on submit button.

### Fee Details

#### Improvement

#### Semester-3

Per subject fee for Semester-3 : 3000

Total Fee to be paid for Semester-3: 3000

Grand Fee to be paid(in Rupees): 3000

Submit

10. Read the information then on Click "Proceed".

Confirmation


- Once submitted the details cannot be changed.
- On click of 'Proceed' button you will be redirected to Payment Gateway page.

Proceed

Cancel

11. select the payment options and pay the amount.

← Back




Choose a payment option


Payable Now


₹3000


Transaction Id: 125772023101011403


PAYMENT OPTIONS


 **EMI**  
Credit Card, Debit Card and Cardless EMI

 **Net Banking**  
Pay using any of 44 supported banks

 **Wallet**  
Airtel Payments Bank, Amazon Pay, Freecharge PayLater | UPI | Wallet and more

 **Cards (Credit/Debit)**  
Pay using any credit or debit card






 **UPI**  
Phonepe, Paytm, Google Pay and more

 **Scan and Pay**  
Scan & Pay using your preferred UPI App


[Show all options](#)

PayU

By proceeding, you agree to your data being processed per PayU's [Privacy Policy](#) | [Edit your Preferences](#)

12. Once payment is successfully completed, the application form will be visible on the exam enrolment page. To download and print the hall ticket, click on the eye icon under action.



TCs iON | Self Service

View

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Log out

Exam Enrollment

Exam Enrollment

Refresh

Action	Application Seq No	SGM Name	Name	Current Semester
	12473	Dec_2023ODDSEM	RUCHI SINGH	Semester-5
	11179	July_2023_Even	RUCHI SINGH	Semester-4

Note: For any technical issue contact at "[erpsupport@sushantuniversity.edu.in](mailto:erpsupport@sushantuniversity.edu.in)"