

# Repeat 2023 For Even Semester 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 84 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

Download Hall Ticket For B.Arch

Scholarship Summary Report

Exam Registration Form/Admit Card Download

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, 'tcs iON Self Service', and navigation icons. The main content area has a blue bar with the 'Exam Enrollment' tab selected. Below this, there are two buttons: 'Exam Enrollment' (green) and 'Refresh' (blue). A table displays enrollment details for two applications.

| 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 enrollment details Click plus icon to view to the subject.

The screenshot shows the 'Subject Enrollment Details' page. It includes sections for 'Repeat Compulsory' (Form Status: Pending), 'Subjects' (with a yellow '+' button), and 'Fee Details' (Grand Fee to be paid: 0). A 'Submit' button is at the bottom.

Subject Enrollment Details

Repeat Compulsory

Form Status: Pending

Subjects

Fee Details

Grand Fee to be paid(in Rupees): 0

6. Semester name will be visible to select the subject

This screenshot is similar to the previous one, but the 'Semester-2' option is highlighted in the 'Subjects' section, indicating it has been selected for viewing.

Subject Enrollment Details

Repeat Compulsory

Form Status: Pending

Semester-2

Fee Details

Grand Fee to be paid(in Rupees): 0

Version: 15.00.01

7. On clicking the + icon to select the subject

This screenshot is identical to the previous one, showing the 'Semester-2' option selected in the 'Subjects' section.

Subject Enrollment Details

Repeat Compulsory

Form Status: Pending

Semester-2

Fee Details

Grand Fee to be paid(in Rupees): 0

Version: 15.00.01

## 8. Select the repeat subject

### Subject Enrollement Details

#### Repeat Compulsory

Form Status: Pending

Semester-2

| S.No. | Subject Type | Subject Name                            | Subject Code | Enrolled Status                     | Enrolled Type |
|-------|--------------|---|--------------|-------------------------------------|---------------|
| 1     | Compulsory   | Art 2                                   | 21BAR-5AF12S | <input type="checkbox"/>            |               |
| 2     | Compulsory   | Para Design 2                           | 21BAR-5PD12S | <input type="checkbox"/>            |               |
| 3     | Compulsory   | Theory and Method 2                     | 21BAR-5TM12S | <input type="checkbox"/>            |               |
| 4     | Compulsory   | OCIS 1 (Off Campus Independent Study 1) | 21BAR-7ST12S | <input checked="" type="checkbox"/> |               |
| 5     | Compulsory   | Architectural Design 2                  | 21BAR-1DS12P | <input type="checkbox"/>            |               |
| 6     | Compulsory   | Building Construction and Materials 1   | 21BAR-2BC12P | <input type="checkbox"/>            |               |
| 7     | Compulsory   | Survey & Documentation                  | 21BAR-2SD12S | <input type="checkbox"/>            |               |
| 8     | Compulsory   | Structural Systems and Design 1         | 21BAR-3SS12T | <input type="checkbox"/>            |               |
| 9     | Compulsory   | History of Architecture 2               | 21BAR-4HA12P | <input type="checkbox"/>            |               |
| 10    | Compulsory   | Architectural Drawing 2                 | 21BAR-5AD12S | <input type="checkbox"/>            |               |

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

### Fee Details

#### Repeat Compulsory

#### Semester-2

Per subject fee for Semester-2 : 5000

Total Fee to be paid for Semester-2: 5000

Grand Fee to be paid(in Rupees): 5000

Submit

## 10. 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. Click “Pay Now”

PayU<sup>®</sup> biz

|  |  |   |  |
|--|--|---|--|
| <b>Total Amount Rs. 5074.86</b>  |  | <b>Transaction ID: 923020230214133940</b>   |  |
| Transaction Amount Rs. 5000.00<br>Convenience Fee* Rs. 63.44<br>GST ( On Convenience Fee ) : Rs. 11.42 |  | <small>*Won refundable. Inclusive amounts only.<br/>Please check exact amount on bank page.</small> |  |
| <b>Choose a payment method</b> <span>PayU is now PayU<sup>®</sup> biz</span>                           |  |   |  |
| <b>Credit Card</b>   | Card Type      |   |  |
| Debit Card   | Card Number <input type="text"/>   |   |  |
| Net Banking  | Name on Card <input type="text"/>  |   |  |
|                       | CVV Number <input type="text"/> <small>What is CVV number?</small>   |   |  |
|                       | Expiry Date <input type="text"/> Month <input type="text"/> Year <input type="text"/>  |   |  |
|                       | <small>Note: In the next step you will be redirected to your bank's website to verify yourself.</small>  |   |  |
| UPI  | <input type="button" value="Pay Now"/>   |   |  |
| Scan and Pay          |  |   |  |