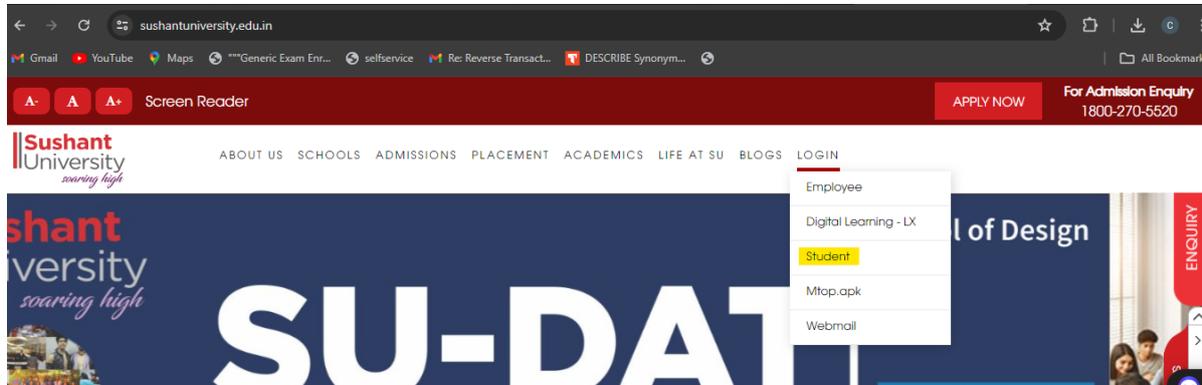
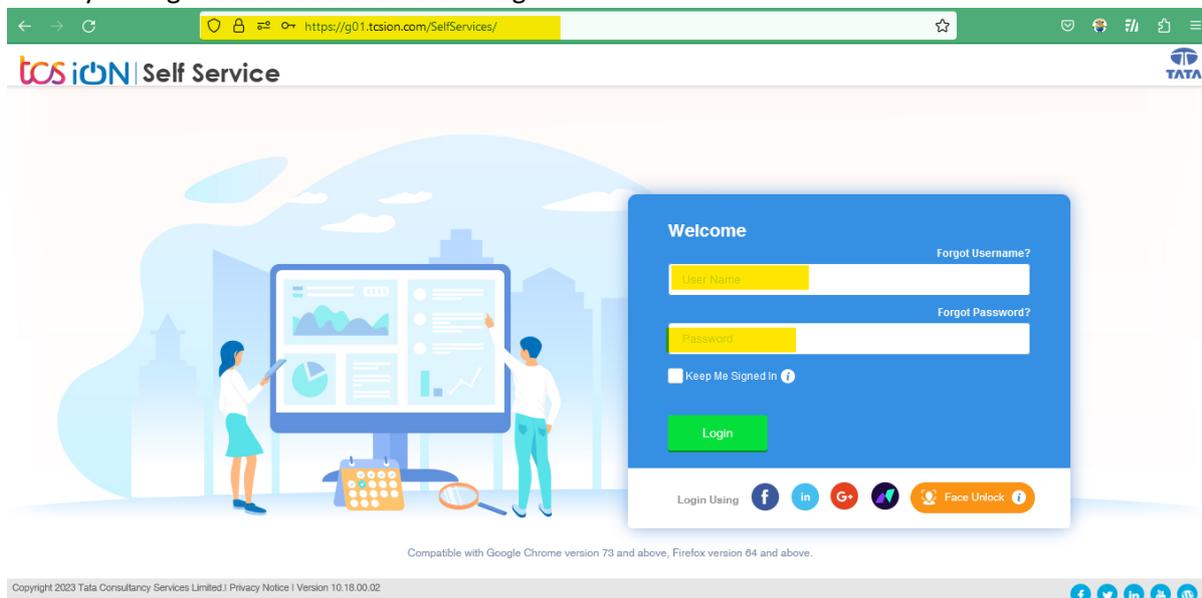


Summer 2024 Backlog EForms Help file

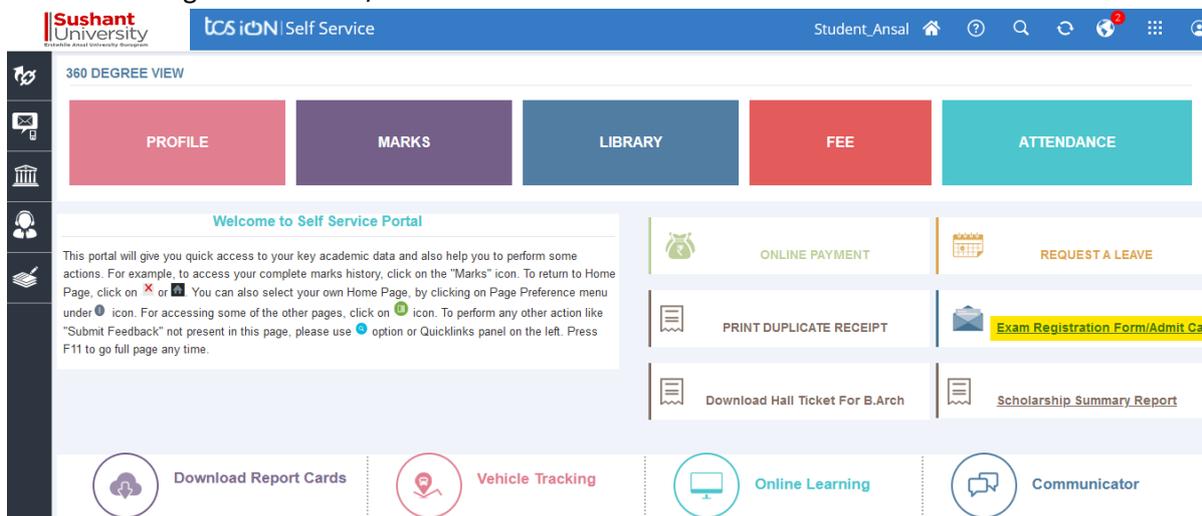
1. Only use Google chrome/Edge/FireFoxe current version Browser to login
2. Clear browsing data from browser settings
3. Navigate to <https://www.tcsion.com/SelfServices/> or go to the webpage of Sushant University. After selecting the login tab, click the student button.



4. Insert your login credentials then Click "Login"



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



6. Click "Exam Enrollment"

The screenshot shows the Sushant University Self Service portal. The header includes the university logo and navigation icons. The sidebar contains icons for Home, Messages, Library, Profile, and Documents. The main content area features the 'Exam Enrollment' section with a table of enrollment details and 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

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

Subject Enrollement Details

Repeat Compulsory

Form Status: Pending

Subjects



Fee Details

Grand Fee to be paid(in Rupees): 0

Submit

8. Semester name will be visible to select the subject

Subject Enrollement Details

Repeat Compulsory

Form Status: Pending

Semester-2



Fee Details

Grand Fee to be paid(in Rupees): 0

Submit

Version 15.00.01

9. On clicking the + icon to select the subject

Subject Enrollement Details

Repeat Compulsory

Form Status: Pending

Semester-2



Fee Details

Grand Fee to be paid(in Rupees): 0

Submit

Version 15.00.01

10. 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"/>	

11. 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

12. Click "Proceed".

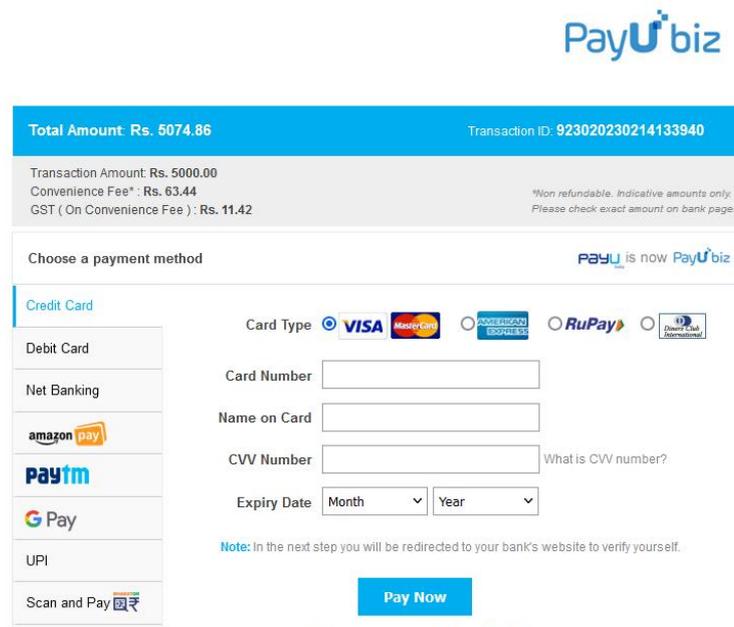
Confirmation

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

Proceed

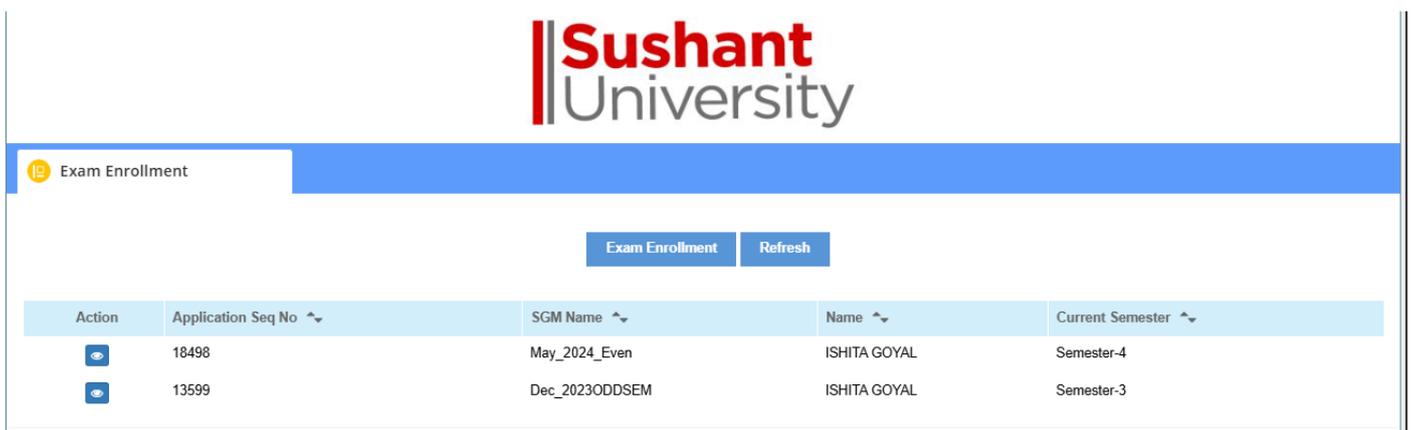
Cancel

13. Click "Pay Now"



The image shows the PayUbiz payment gateway interface. At the top, it displays the total amount of Rs. 5074.86 and the transaction ID: 923020230214133940. Below this, it shows the transaction amount of Rs. 5000.00, a convenience fee of Rs. 63.44, and GST on the convenience fee of Rs. 11.42. A note states: "Won refundable. Indicative amounts only. Please check exact amount on bank page." The main section is titled "Choose a payment method" and lists several options: Credit Card, Debit Card, Net Banking, Amazon Pay, Paytm, G Pay, UPI, and Scan and Pay. The Credit Card option is selected, and the form fields for Card Type (VISA, MasterCard, American Express, RuPay, One97), Card Number, Name on Card, CVV Number, and Expiry Date (Month and Year) are visible. A "Pay Now" button is located at the bottom right of the form. A note at the bottom of the form states: "Note: In the next step you will be redirected to your bank's website to verify yourself."

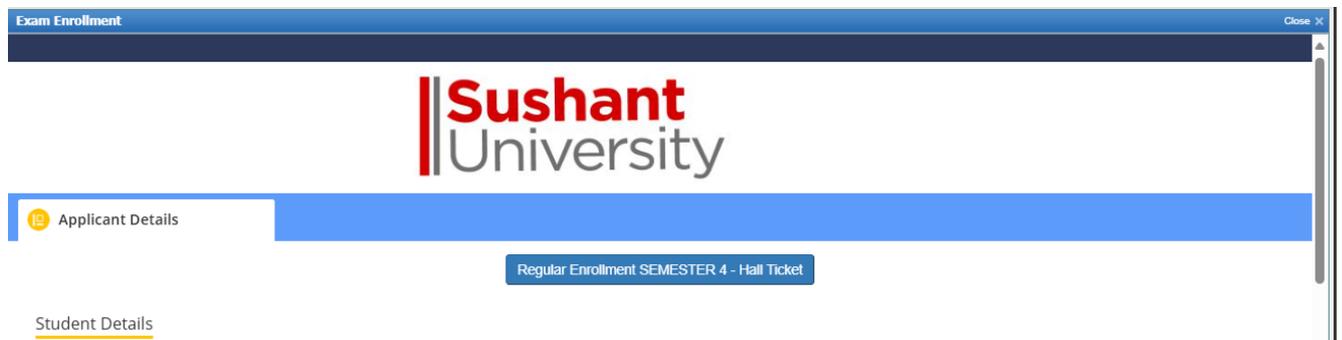
14. Once payment has been received successfully, the form will appear on your exam enrollment screen. Click "Action Ico" to download your admit card/hall ticket.



The image shows the Sushant University Exam Enrollment screen. The header features the Sushant University logo. Below the header, there is a blue bar with the text "Exam Enrollment" and a yellow icon. Below this bar, there are two buttons: "Exam Enrollment" and "Refresh". Below the buttons, there is a table with the following columns: Action, Application Seq No, SGM Name, Name, and Current Semester. The table contains two rows of data.

Action	Application Seq No	SGM Name	Name	Current Semester
	18498	May_2024_Even	ISHITA GOYAL	Semester-4
	13599	Dec_2023ODDSEM	ISHITA GOYAL	Semester-3

15. A button to print your hall ticket will appear at the top. From the same screen, you can print or save as a PDF.



The image shows the Sushant University Applicant Details screen. The header features the Sushant University logo. Below the header, there is a blue bar with the text "Applicant Details" and a yellow icon. Below this bar, there is a button labeled "Regular Enrollment SEMESTER 4 - Hall Ticket". Below the button, there is a link labeled "Student Details".

about:blank - Work - Microsoft Edge

about:blank

Print
Total: 1 sheet of paper

Printer
Microsoft Print to PDF

Copies
1

Pages
 All
 e.g. 1-5, 8, 11-13

Color
Color

More settings

Print **Cancel**

Sushant University
SESHANT UNIVERSITY
Sector 15, Golf Course Road, Gurgaon, Haryana 122003.
+91 124 4754007/01
Admit Card-Regular Examinant

Program Title: [REDACTED] Semester: **Semester-4**
Name of Student: [REDACTED] Enrollment No. [REDACTED]
Examination: **May 2024, Even**
Subjects for Examinations:

S.NO	Sub Code	Sub Name
1	21MED-4901	Microbio
2	21MED-4902	Pharmacology

Important Points:-

- No student will be allowed to appear in End Semester Examination without Examination Admit card and Student ID Card.
- No student will be allowed to appear in the examination of these courses in which s/he does't have minimum required percentage of attendance as per SEUSS/Comms/Seminary body norms.
- Examination Admits card will be issued to those students only, who have No. dues from the University.
- If Original Examination Admit Card is lost, student will be allowed to appear in the examination only after issuance of Duplicate Examination Admit Card, that can be obtained by the student from Examination Department after producing Rs. 500/- issued by Academic Department for Duplicate Examination Admit Card.
- Exam duration is two hours only (except for B.Pharm & Ph.D).

Date: **2024-05-21 10:56:14.0** (Full Signature of the Candidate)  (Controller of Examination)

Important Points:-