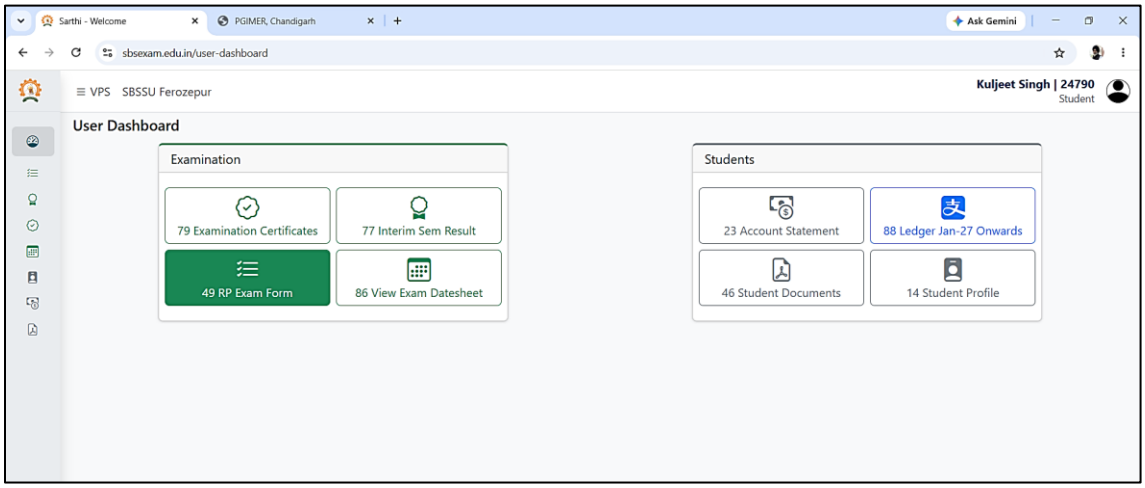
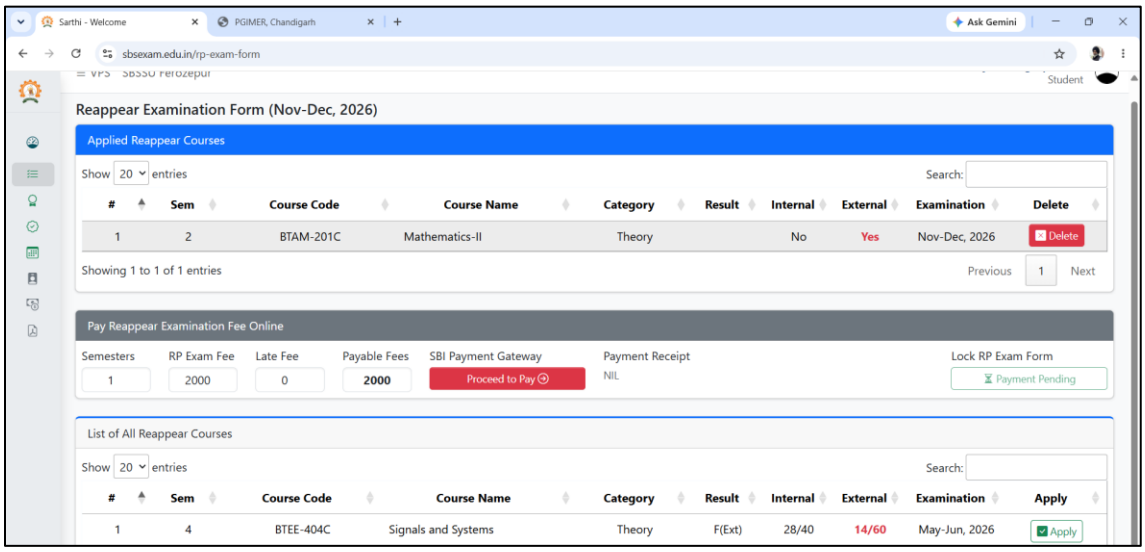
SBSSU SARTHI – ERP PORTAL

FILLING EXAMINATION FORM

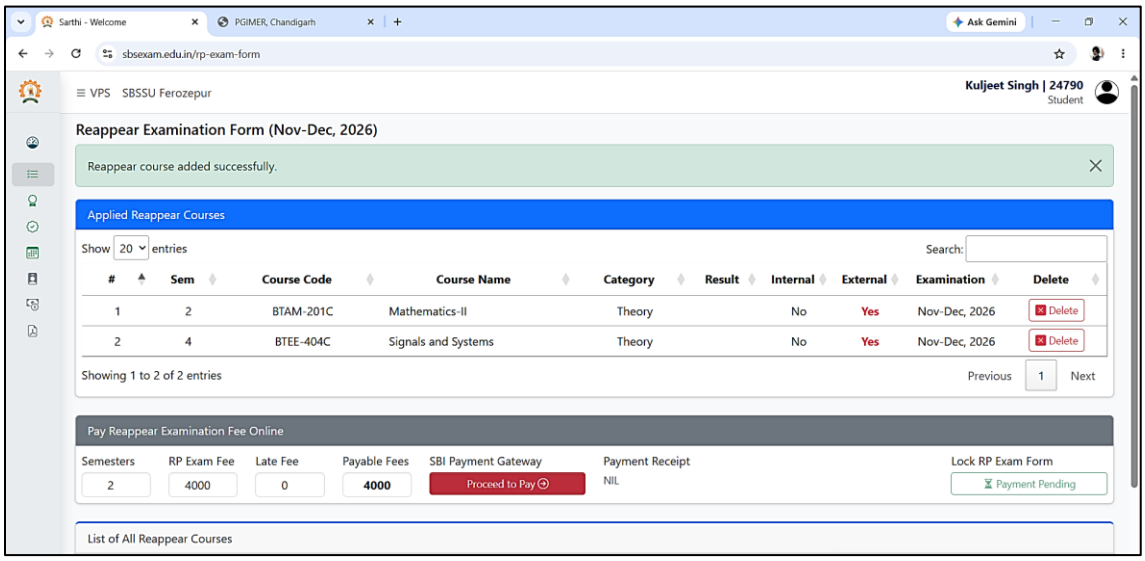
1. Login with correct credentials and enter Time-based One Time Password (TOTP) using Google/Microsoft Authenticator (Refer 2FA Login Procedure).



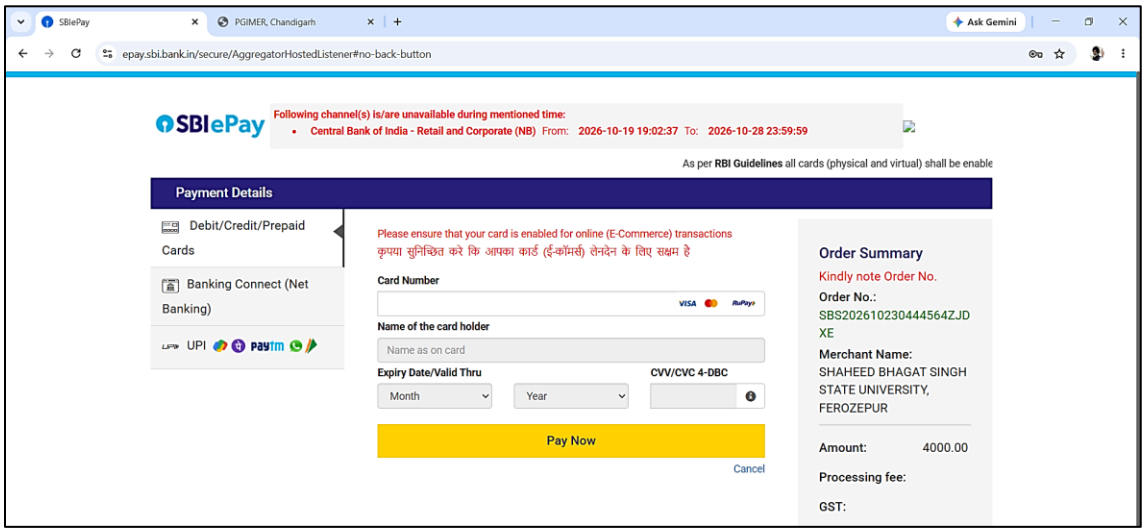
2. Select/Enter into **49 RP Exam Form** from **Examination Module**. Click **Apply** / **Delete** button(s) to add / remove reappear courses for upcoming end-semester examinations.



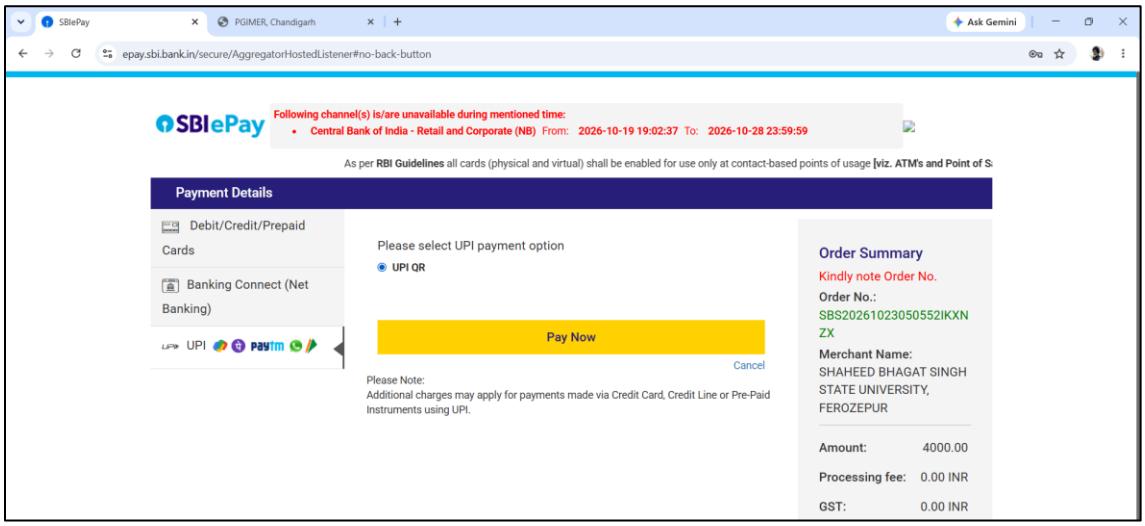
3. Once all reappear courses selected you want to take up in up-coming end-semester examinations, make examination fee payment click **Proceed to Pay** button.



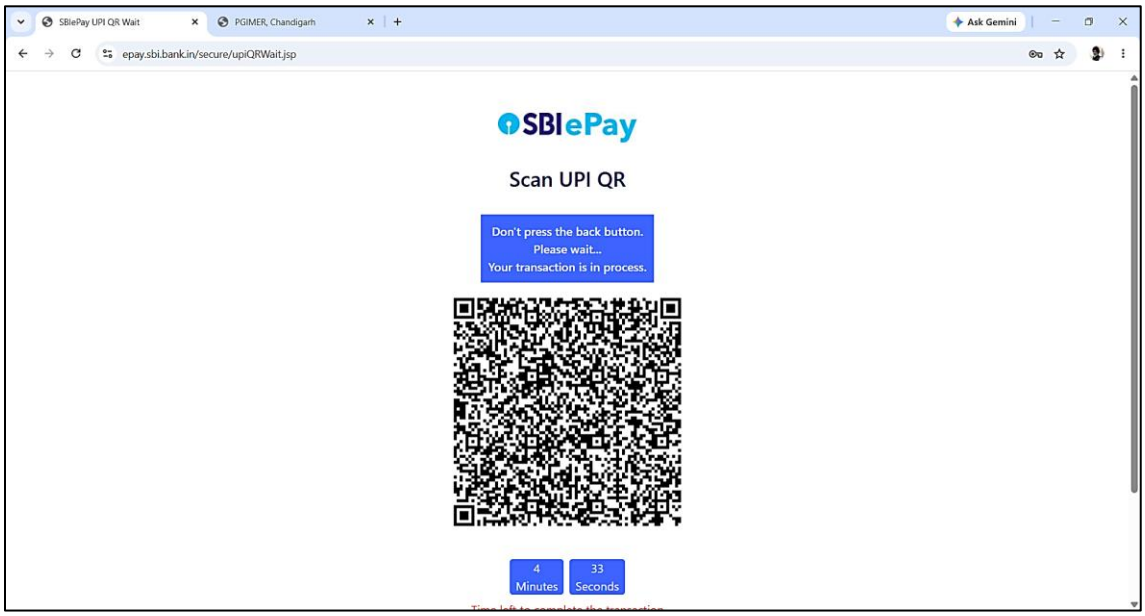
4. To make examination fee payment click **Proceed to Pay** button. Select payment option (a) Card Payment (b) NetBanking or (c) UPI mode



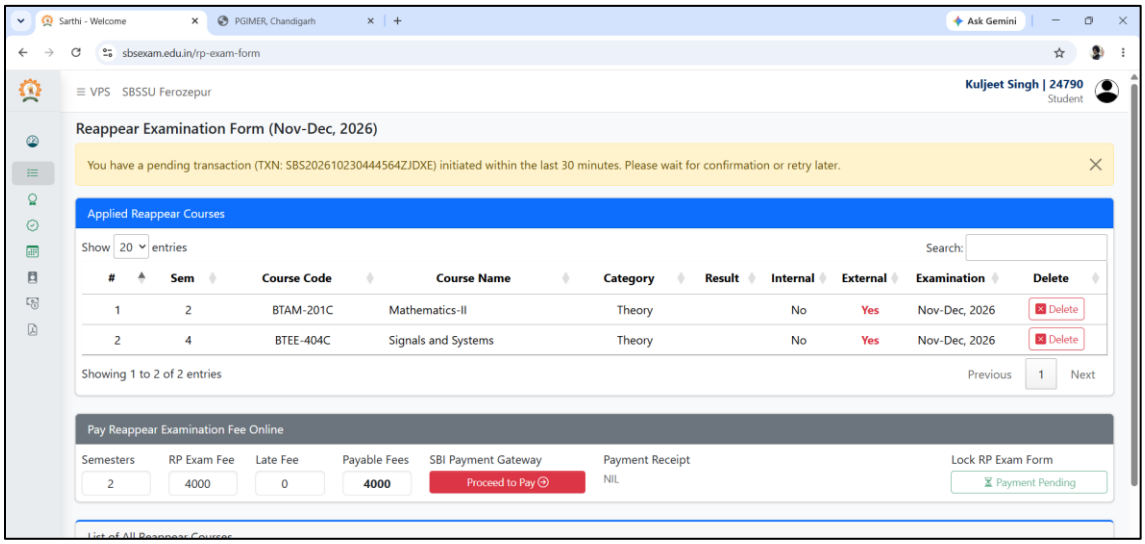
5. If you choose UPI payment mode, **UPI QR** selected radio button and click **Pay Now** button.



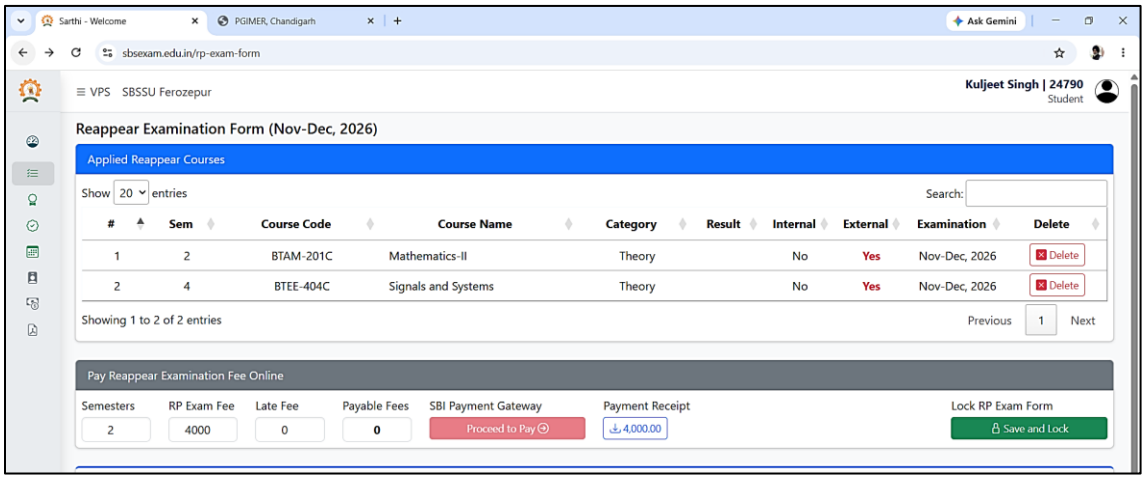
6. QR Code for payment will appear to scan with mobile phone. Make payment using GPay, Paytm, or PhonePe, etc. (Don't press the back button while transaction is in process.)

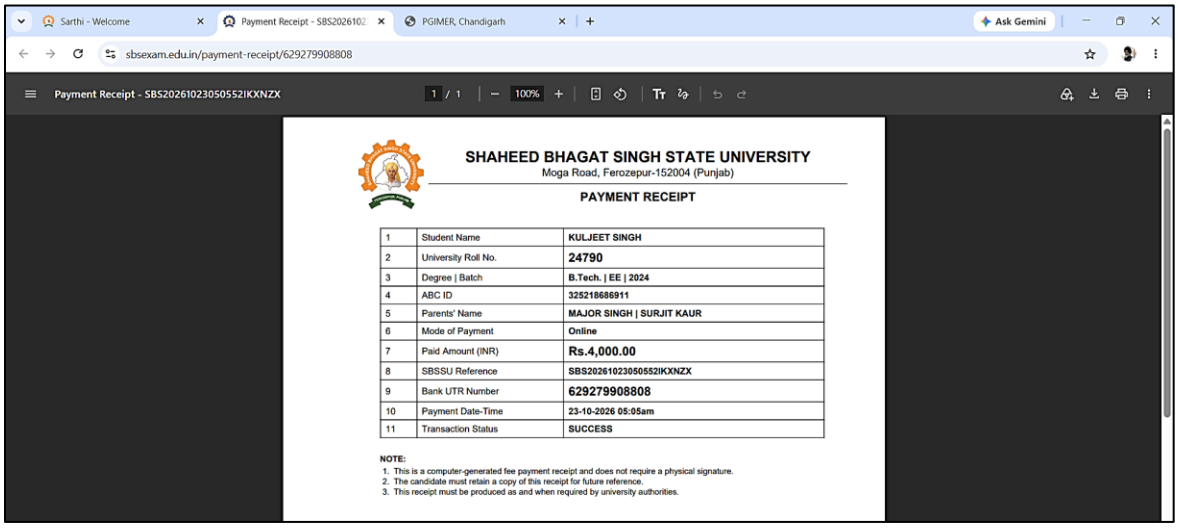


7. In case success or failed response is not received for attempted payment, you must wait for 30min to make another payment request to avoid duplicate payment.

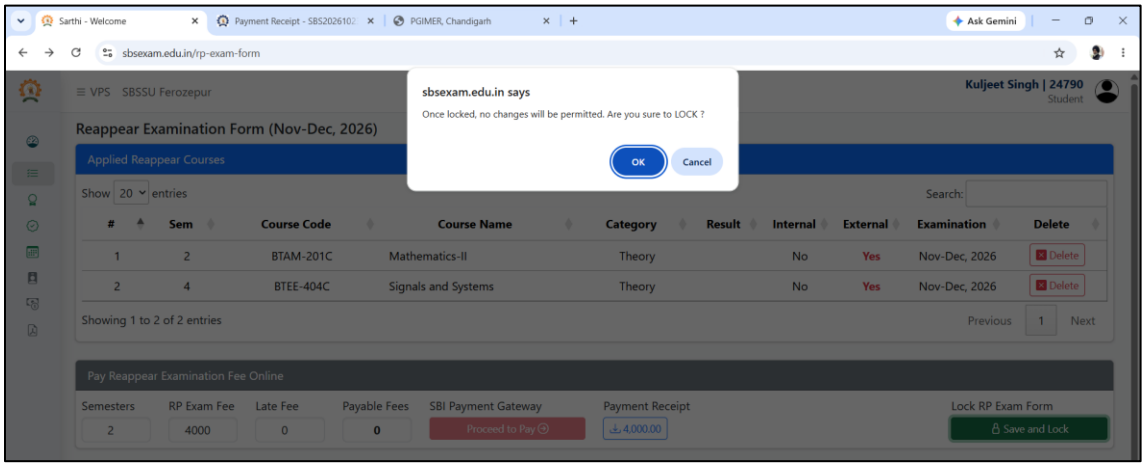


8. On successful payment, you can download **Payment Receipt**. If you need you can add more course(s) in reappear attempts and make another payment in similar way and download **Payment Receipt**.





9. Finally, you must click **Save and Lock** button to confirm submission of your filling of your Reappear Examination Form. Otherwise Admit Card cannot be issued by the Head of Department.



10. Thereafter, you should approach your Head of Department and collect your Admit Card.

