



# USER MANUAL +3 EXAMINATION BULK PAYMENT



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+3 Examination Bulk Payment

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## **1** Introduction

#### **1.1 Purpose**

This document is intended to be used as a user manual by the colleges under Sambalpur University and CSC. The document describes the overall workflow of +3 Examination Bulk Payment Process.

Specifically, this document aims to:

 Provide a clear understanding of the intended process flow for +3 Examination Bulk Payment Process

## 2 Details

### 2.1 +3 Examination Bulk Payment

	SAMBALPUR UNIVERS Accredited with Grade-A by NAAC (Second G Student Login Department Logi	I <b>TY</b> Syde)		
	Login id	4		
	Password	94	Contraction of the second	A CONTRACTION
	FCJADJ	2		
- AN	Enter the Captcha	×		
	Login	rgot Password?		

- The application shall be used by the roles created for all the colleges under Sambalpur University (DEO, Principal) and University Admin related role (called Super Admin, ECII).
- There will be two different types of login options given in the application
  - $\circ \quad \text{Student Login} \quad$
  - o Department Login
- The DEO shall use <u>https://sambalpuruniversity.in/</u> URL to get navigated to the application login screen

• The DEO selects "Department Login" option from the screen, Provide User Id, Password (both are pre-generated and shared with the DEO), Captcha and Clicks on Login button

	Accredited with Grade-A by NAAC (Second Cycle)	Search Services		CSC College, Bhubaneswar BEO
æ	Services			
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₽ ₽	STUDENT HISTORY Student History Admin View	REPORTS View Reports & Export Data	+3 EXAM. ENROLLMENT ( New Student Enrollment	EXAM BULK PAYMENT Bulk Payment for Examinati
	PAYMENT SUMMARY Payment Detail & Summary	CHANGE SUBJECT (EDIT) Change Subject in Bulk	BULK ADMIT CARD Download Admit Card in set	UNIVERSITY REGISTRATIO Update University Registrati
	INTERNAL MARKS ENTRY	Form Fill-up of Improvemen	COMPLETE ENROLMENT (C Complete Enrolment	
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		Copyrights © 2020 Sambalpur Ur	iversity. All Rights Reserved.	

- After login DEO will land on **Services** page.
- In Services page DEO click on **EXAM BULK PAYMENT** for bulk payment.

	SAMBALPUR UNIVERSITY Accredited with Grade-A by NAAC (Second Cycle)	Search Services		CSC College, Bhubaneswar BEO
43) 🗘	Bulk Payment Application List			
<b>△</b> ▲	Search Filter College* College Science Physics Physics	Branch*	Exam Type*	Exam Vear*
	000-CSC College, Bhubaneswar Semester* Select	Select v Status* Select v	Select ~	Select V
				Search
		Copyrights © 2020 Sambalpur Univ	versity. All Rights Reserved.	

- In **EXAM BULK PAYMENT** there are multiple search filters.
- College is preselected as per DEO's college and cannot be modified
- Other than college Branch, Exam Type, Exam Year, Semester and Status are mandatory.

- Roll no is non-mandatory field.
- One can select whether to search **Pending Payment or Payment Done** in **Status** field.

Search	n Filter											
College	*		Bra	nch*			Exam Type*			Exam Year*		
010-E	College, Bonaiga	rh	s	CIENCE HO	DNOURS	~	Regular		~	2019		
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1st			~ P	ayment Pe	nding	~	Roll No					
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	Roll No 11	Name 11	Branch Name		Exam Fees 🗈	Other Charge	sî↓	Late Fees 🗈	Portal Fees 11	Total	Amount 🛍	View Re
	S01019CHE012	DILESWARI SARDIA	SCIENCE HON	OURS				3000	59	3059		NA
	S01019CHE014	DEEPAK SHARMA	SCIENCE HON	OURS				3000	59	3059		NA
	S01019ZOO002	DAINA PRADHAN	SCIENCE HON	OURS				3000	59	3059		NA
	S01019CHE008	BINI PATRA	SCIENCE HON	OURS				3000	59	3059		NA
	S01019PHY007	BHABAGRAHI BHUMIJ	SCIENCE HON	OURS				3000	59	3059		NA
4												
						« < 1	> >>					

- After searching if there are any record it will show in grid
- If one selected payment pending status pending payment student list will show.
- DEO can select multiple student record **Maximum 50 and Minimum 1** records and it will show total amount to pay.

### +3 Examination Bulk Payment

012286D030	YASHOBANTA SAHOO	500	100	3000	59	3659	NA	
01228ED037	SANJUKTA MUDULI	500	100	3000	59	3659	NA	
01228ED038	RAGHUNATH NAIK	500	100	3000	59	3659	NA	
01228ED039	GEORGE LUGUN	500	100	3000	59	3659	NA	
01228ED040	MONALISA BARIK	500	100	3000	59	3659	NA	
01228ED041	BANDITA PRUSETH	500	100	3000	59	3659	NA	
01228ED042	PRATIVA MUNA	500	100	3000	59	3659	NA	
01228ED043	BANITA SAHU	500	100	3000	59	3659	NA	
01228ED044	NETAJEE NANDA	500	100	3000	59	3659	NA	
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pplication Detail								
oplication Detail plicant Name : Sambalp	ur University CSC Admin			Submission Date : 22	2,09/2022			
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		SANJUKTA MUDULI		Payment Confirmation		59	3659	
	01228ED038	RAGHUNATH NAIK		* By selecting this you confirm	that the selected candidates	59	3659	
	01228ED039			has passed in the internal example	nination	59	3659	
<b>-</b>	01228ED040	MONALISA BARIK			Proceed Cancel	59	3659	
	01228ED041	BANDITA PRUSETH		100	3000	59	3659	
<b>V</b>	01228ED042	PRATIVA MUNA				59	3659	
2	01228ED043	BANITA SAHU				59	3659	
	01228ED044	NETAJEE NANDA				59	3659	
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- DEO can click on proceed to payment after entering **Remarks**.
- DEO can view the receipt by selecting **Payment Done** status and search.
- DEO can print the receipt if requires.

### +3 Examination Bulk Payment

Bulk Payment A	Application L	ist						
Search Filter								
College*		Br	anch*		Exam Type*		Exam Year*	
010-B.College, Bor	naigarh		SCIENCE HONOURS	~	Regular	~	2019	
Semester*		Sta	atus*		Roll No			
1st		~	Payment Done	~	Roll No			
								Ex
Roll No 💷	Name 11	Branch Name 🛍	Exam Fees 11	Other Charges 🗈	Late Fees 11	Portal Fees	Total Amount 🗈	View Rec
S01019CHE003	USHA BEHERA	SCIENCE HONOUR	S 12	20	55	500	587	View Rece
S01019GEL003	TILAKRAJ MAHANTA	SCIENCE HONOUR	S 12	20	55	500	587	View Rece
S01019CHE011	TAPASWINEE PRADHAN	SCIENCE HONOUR	S 12	20	55	500	587	View Rece
S01019ZOO003	TAPAS KUMAR BHOI	SCIENCE HONOUR	S 12	20	55	500	587	<u>View Rece</u>
S01019GEL012	TANMAY KUMAR MAHAKUL	SCIENCE HONOUR	S 12	20	55	500	587	View Rece
S01019GEL001	SWATI MAHARANA	SCIENCE HONOUR	S 12	20	55	500	587	View Reco
S01019ZOO004	SUSHREETA MAHANTA	SCIENCE HONOUR	S 12	20	55	500	587	View Rece
S01019GEL017	SUPRIYA SAHU	SCIENCE HONOUR	S 12	20	55	500	587	View Rece
S01019GEL018	SUNAYAN JIGYNESH MI	SCIENCE HONOUR	S 12	20	55	500	587	<u>View Rece</u>
		SCIENCE HONOUR	s 12	20	55	500	587	View Rece

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		EXAMIN	IATION BULK	PAYMENT-1	st SEM	EXAM-	2019			
Colle	ge Details	P.Callana Ban	insk		Submitted R					
College	Name	b.College, Boh	igan	_	Submitted by		3	uperAdmin		
S.No	Roll No	Student Name	Branch	College	Semester	Exam Fees	Other Charges	Late Fee	Portal Fee	Amount
1	S01019GEL001	SWATI MAHARANA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
2	S01019GEL002	SK MOHAMMAD OWAIS	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
3	S01019GEL003	TILAKRAJ MAHANTA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
4	S01019GEL004	LIPSARANI DASH	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
5	S01019GEL005	LOPAMUDRA PRADHAN	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
6	S01019GEL006	MANISHA SUTAR	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
7	S01019GEL007	SNEHASHIS SRIKUMAR DASH	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
8	S01019GEL009	SAKET KUMAR	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
9	S01019GEL010	NIKITA MAHARANA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
10	S01019GEL012	TANMAY KUMAR MAHAKUL	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
11	S01019GEL015	RAKESH KUMAR SAHU	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
12	S01019GEL016	SANTOSH ORAM	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
13	S01019GEL017	SUPRIYA SAHU	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
14	S01019GEL018	SUNAYAN JIGYNESH MISHRA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
15	S01019GEL019	SUBHASMITA SUTAR	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
16	S01019GEL020	PRADEEP KUMAR MAHARANA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
17	S01019GEL023	ROHAN KUMAR BRAHMA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
18	S01019PHY001	ROJINA BHAINSA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
19	S01019PHY003	PAPUN KUMAR BEHERA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
20	S01019PHY005	REKHA PENTHEI	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
21	S01019PHY006	PREETIMAYEE SABAR	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
22	S01019PHY008	LINKAN ABRAHAM SARANGI	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
23	S01019PHY009	SIBANI PANDA	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
24	S01019PHY011	NAWEEDA NAZ	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00
25	S01019PHY015	MADHUSMITA SAHOO	SCIENCE HONOURS	B.College, Bonaigarh	1st	12.00	20.00	55.00	500.00	587.00

1. Both principals, ECII and Super Admin (University Admin) shall be able to complete the Examination Bulk Payment like DEO.

# 3. CNR Report:

- Login to https://sambalpuruniversity.in/ URL using the given credentials.
- Then select the desired service to navigate to the **Dashboard**.
- Then click on the '**Reports'** card as shown below.

	SAMBALPUR UNIVERSITY Careedited with Grade-A by NAAC (Second Cycle)	Search Services		Sambalpur University CSC Admin SuperAdmin
☆	B.ED Services			
0 0	COMPLETE ENROLMENT (	Student History	College Details For Admin	REPORTS View Reports & Export Data
<b>A</b>	EDIT STUDENT INFORMAT Edit Student Information	SEMESTER FEE CONFIGUR Semester Fee Configuration	BED EXAM BULK PAYMENT BED Exam Bulk Payment	UPLOAD BACK FILE Upload Back File

• Then the page will look like the below image. Select the 'Candidate Nominal Role' report and the other fields will also appear.

Category *	From Date		To Date	Colle	e *	Exam Year*		Branch / Course Name*	
Candidate Nominal Roll (Cf	NR) Y Select a date	× 的	Select a date	× 🛍 06	-WOMENS' COLLEGE, SUNDARGARH	H ~ 2022	Ŷ	ARTS HONOURS	
Semester *									
2nd	~								
Search Results									
Search Results									
III Search Results									d De
E Search Results	Student Name	Branch	Semester	Exam Type	DSC-Honours-A	DSC-Honours-B	GE	AECC-II	i de la companya de l
Roll Number 505520HIS021	Student Name HEMALATA SARENG	Branch ARTS HONOURS	Semester 2nd	Exam Type Back	DSC-Honours-A HIS-DSC-3	DSC-Honours-B HIS-DSC-4	GE HSC-GE-2	AECC-II OD-AECC-II-1	i de la constante de la consta
Roll Number           506520HIS021           506520HS022	Student Name HEMALATA SARENG ROJITA EKKA	Branch ARTS HONDURS ARTS HONDURS	Semester 2nd 2nd	Exam Type Back Back	DSC-Honours-A HIS-DSC-3 HSC-DSC-3	DSC-Honours-B HIS-DSC-4 HSC-DSC-4	GE HSC-GE-2 ODI-GE-2	AECC-III OD-AECC-III-1 OD-AECC-III-1	<u>d</u> De
Roll Number           506520HIS021         506520HIS021           5065210HS022         506521EC0001	Student Name HEMALATA SAREING ROJITA EKKA ROSHNI BISWAL	Branch ARTS HONOURS ARTS HONOURS ARTS HONOURS	Semester 2nd 2nd 2nd	Exam Type Back Back Regular	DSC-Honours-A HIS-DSC-3 HSC-DSC-3 ECO-DSC-3	DSC-Honours-B HIS-DSC-4 HSC-DSC-4 ECO-DSC-4	GE HSC-GE-2 ODI-GE-2 ODI-GE-2	AECC-II OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1	2 De
B         Search Results           Roll Number         506520HI5021           506520HI5021         506520H50022           505521EC0001         506521EC0002	Student Name HEMALATA SARENS ROUTA EKKA ROSHNI BISWAL SIDDHIPRIYA BAHIDAR	Branch ARTS HONDURS ARTS HONDURS ARTS HONDURS ARTS HONDURS	Semester 2nd 2nd 2nd 2nd 2nd	Exam Type Back Back Regular Regular	DSC-Honours-A HIS-DSC-3 HSC-DSC-3 ECO-DSC-3 ECO-DSC-3	DSC-Honours-8 HIS-DSC-4 HSC-DSC-4 ECO-DSC-4 ECO-DSC-4 ECO-DSC-4	GE HSC-GE-2 ODI-GE-2 ODI-GE-2 EDN-GE-2	AECC-III 00-AECC-II-1 00-AECC-II-1 00-AECC-II-1 00-AECC-II-1	d De
Bit         Search Results           Roll Number         505520HI5021           505520HI5021         505521EC0001           505521EC0001         505521EC0002           505521EC0002         505521EC0003	Student Name HEMALATA SARENG ROUTLA EXCA ROSHNI BISWAL SIDDHIRPIYA BAHIDAR BINATI DAKSANA	Branch ARTS HONDURS ARTS HONDURS ARTS HONDURS ARTS HONDURS ARTS HONDURS	Semester 2nd 2nd 2nd 2nd 2nd 2nd	Exam Type Back Back Regular Regular Regular	DSC-Honours-A HIS-DSC-3 HISC-DSC-3 ECO-DSC-3 ECO-DSC-3 ECO-DSC-3	DSC-Honours-8 HIS-DSC-4 HIS-DSC-4 EC0-DSC-4 EC0-DSC-4 EC0-DSC-4 EC0-DSC-4	GE HSC-GE-2 ODI-GE-2 ODI-GE-2 EDN-GE-2 EDN-GE-2	AECC-II OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1	<u>d</u> to
Bill         Search Results           Rall Number            S06520HIS021            S06520HIS021            S06520HIS022            S06520HIS021            S06520HIS022            S06520HIS021            S06520HIS022            S06520HIS021            S06520HIS021            S06520HIS021            S06520HIS021            S06520HIS021            S06520HIS021            S06520HIS022            S06520HIS021            S06520HIS022            S06520HIS021            S06520HIS022            S06520HIS022            S06520HIS022            S06520HIS022            S06520HIS024	Student Name HEMALATA SARENG ROJITA EXCA ROSHNI BISWAL SIDDHIPRIYA BAHDAR BINATI DANSANA DILESSINA NAIK	Branch ARTS HONDURS ARTS HONDURS ARTS HONDURS ARTS HONDURS ARTS HONDURS ARTS HONDURS	Semester 2nd 2nd 2nd 2nd 2nd 2nd 2nd 2nd	Exam Type Back Back Regular Regular Regular Regular	DSC-Honours-A           HIS-DSC-3           ECO-DSC-3           ECO-DSC-3           ECO-DSC-3           ECO-DSC-3           ECO-DSC-3           ECO-DSC-3	DSC-Honours-8 HIS-DSC-4 HIS-DSC-4 EC0-DSC-4 EC0-DSC-4 EC0-DSC-4 EC0-DSC-4 EC0-DSC-4	GE HSC-GE-2 ODI-GE-2 ODI-GE-2 EDN-GE-2 EDN-GE-2 ODI-GE-2	AECC-II OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1	i Dep
Ell         Search Results           Roll Number            505520415021            50552045022            50552065001            50552100003            5055210003            5055210003            5055210003	Student Name HEMALATA SARENG ROITA EKKA ROSHNI BISWAL SIDCHIRRIYA BAHIDAR BINATI DANSANA DILESWARI NAIK ADLINA KUUR	Branch ARTS HONOURS ARTS HONOURS ARTS HONOURS ARTS HONOURS ARTS HONOURS ARTS HONOURS	Semester 2nd 2nd 2nd 2nd 2nd 2nd 2nd 2nd	Exam Type Back Back Regular Regular Regular Regular	DSC-Honsurs-A           HIS-DSC-3           HIS-05C-3           EC0-05C-3           EC0-05C-3           EC0-05C-3           EC0-05C-3           EC0-05C-3           EC0-05C-3	DSC-Honours-8 HIS-DSC-4 HIS-DSC-4 ECO-DSC-4 ECO-DSC-4 ECO-DSC-4 ECO-DSC-4 ECO-DSC-4	66 HSC-GE-2 ODI-GE-2 EDN-GE-2 EDN-GE-2 EDN-GE-2 DDI-GE-2 EDN-GE-2	AECC-II OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1 OD-AECC-II-1 DD-AECC-II-1 DD-AECC-II-1	2 74

• Select the required mandatory fields and click on search you can see the desired output as search result in a grid manner.

Sear	ch Filter										
Categ Car Seme 2nc	ory * didate Nominal Roll (CNR) ster *	~ ~	From Date	× ⊞	lo Date Select a date	Coll	ege * D6-BARAPALI COLLEGE, BARAPALI	Exam Year *	* )	Branch / Course Name * ARTS HONOURS	~
	Search Results										Search
											Lange Bargert
	Roll Number	Student Nam	e	Branch	Semester	Exam Type	DSC-Honours-A	DSC-Honours-B	GE	AECC-II	
	S00617PSC046	DEBENDRA KI	UMAR SAHU	ARTS HONOURS	2nd	Back			EDN-GE-2	-	
	S00618PSC022	SURYANSHU	MAHARANA	ARTS HONOURS	2nd	Back			-	OD-AECC-II-1	
	S00621ECO001	SHIBU BAG		ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	ODI-GE-2	OD-AECC-II-1	
	\$00621ECO003	BINODINI RAI	NA	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	PSC-GE-2	OD-AECC-II-1	
	500621ECO004	SAKAMBARI H	CHAMARI	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	PSC-GE-2	OD-AECC-II-1	
	\$00621ECO005	NIHARIKA MA	AHARANA	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	EDN-GE-2	EN-AECC-II-1	
	S00621ECO006	PRITIMAYEE D	DAS	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	PSC-GE-2	OD-AECC-II-1	
	S00621ECO007	DIPTIMAYEE N	MEHER	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	PSC-GE-2	OD-AECC-II-1	
	S00621EC0008	SUJATA PADH	IAN	ARTS HONOURS	2nd	Regular	ECO-DSC-3	ECO-DSC-4	ODI-GE-2	OD-AECC-II-1	

• On click of **Export** you can download the search results in an excel.

# 4.Bulk Admit Card Download:

- Login to https://sambalpuruniversity.in/ URL using the given credentials.
- Then select the desired service to navigate to the **Dashboard**.
- Then click on the 'B.ED. Bulk Admit Card' is shown below.

	SAMBALPUR UNIVERSITY Search Services			Sambalpur University CSC Admin SuperAdmin
11 12	Services			
0 0	STUDENT HISTORY Student History Admin View	View Reports & Export Data	+3 EXAM. ENROLLMENT (CECS) New Student Enrollment	EXAM BULK PAYMENT Bulk Payment for Examination Form Fillup
o ▲	VNIVERSITY REPORTS Paper Strength & Other Count	Payment SUMMARY Payment Detail & Summary	BULK ADMIT CARD Download Admit Card in set of 25	EDIT STUDENT INFORMATION Edit Student Information
	UPLOAD BACK/IMPROVEMENT Upload Excel with Back and Improvement Data	SEMESTER FEE CONFIGURATION Semester Fee Configuration	INTERNAL MARKS ENTRY Internal Marks Entry	PAPER ALLOCATION Paper Allocation Simulator
	Form Fill-up of Improvement Exam	UPLOAD REFUND DETAILS Upload Excel with Refund Data	COLLEGE MASTER DETAILS College Details For Admin	EXAM ZONE ASSIGNMENT Exam Zone Assignment
	COMPLETE ENROLMENT PROCESS(CBCS) Complete Enrolment	GENERATE MARK FOIL Generate Mark Foil	DOWNLOAD MARK FOIL Download Mark Foil	THEORY MARKS ENTRY Theory Marks Entry

• Then the page will look like the below image. Select the required mandatory/star marked fields such as **College, Exam Type, Semester, Exam Year,** Range and click on the **Search** button. On click of **Search**, you will see the desired output as below.

+3 Examination Bulk Payment

Search Filter									
College *		Branch / Course Name*			Exam Type *			Semester *	
001-ANCHAL COLLEGE, PADAN	VIPUR .	ARTS HONOURS		~	Regular		~	2nd	
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- After clicking the search button, on click of '**Download'** button the searched details will be downloaded in pdf.
  - 1. For any help all the user roles shall be able to contact Support for technical queries through <u>cscsu.helpline@gmail.com</u>email id.

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