

Online Supplementary Form Registration

Please follow the steps below to get registered for Supplementary Exams for the coming examination cycle :-

Step # 1 : Login to student portal -->

The screenshot shows the student portal interface. The top navigation bar includes the university logo and name, a welcome message, and a 'Logoff' button. The main content area is divided into three columns: 'Student personal details', 'Document Submission Status', and 'Program Details'. The 'Student personal details' column shows the student's name, SAP ID, enrollment number, phone number, email ID, house number, street, city, postal code, and country. The 'Document Submission Status' column lists various documents and their submission status (e.g., Graduate Mark Sheet: NO, High School Mark Sheet: NO, etc.). The 'Program Details' column is currently empty. Below these columns are links for 'Update student contact details', 'Upload Documents', and 'Grade Card'. The 'Financial Status' section shows 'NO DATA FOUND' and 'Amount paid previously (under process) in INR'. There is a 'Click to Pay' button and a 'Payment for' field. On the right side, there is a list of links including 'Library online catalogue', 'Rules and Regulations', 'Attendance Report', 'Examination Calendar', 'Registration January 2015', 'SRE Help Desk', 'SRE - Requisition Formats', 'UPES - Bellef book', 'Payment Receipts', 'Supplementary Exam', and 'Supplementary Exam Hall ticket'. A red arrow points to the 'Supplementary Exam' link, with a callout box containing the text 'Click Supple Exam Link'. The taskbar at the bottom shows various application icons and the system clock.

Step # 2 : Window will appear to choose subjects -->

The screenshot shows the 'Re-Exam' window in Google Chrome. The window title is 'Re-Exam - Google Chrome'. The address bar shows the URL: 'sapqa.delhi.upes.ac.in:8000/sap/bc/webdynpro/sap/zupes_reexam_online_reg?sap-language=EN&STOB:ID=0500024891#'. The page content is divided into two main sections: 'Student Details' and 'Module Assessments'. The 'Student Details' section shows the program of study as 'Master of Business in Aviation Mgmt', the academic year as '2014' (Ac. year 2014-15), and the academic session as '302' (SUPPLE-EXAM-JUL/AUG). The 'Module Assessments' section contains a table with columns: Select, Subject Code, Subject Text, Year, Session, Grade, Summer School, and Directed Reading. The table lists four subjects: MBCE 701 (Economics & Management Decisions), MBCG 710 (Business Comm. & Negotiation Skills), MBCH 731 (Organization Behaviour), and MBI4901 (IT Applications Aviation Sector). Each row has a checkbox in the 'Select' column and radio buttons in the 'Summer School' and 'Directed Reading' columns. Below the table is a 'Submit' button with a value of '0'. There is also a 'Click to Pay' button and a 'Payment for' field. The taskbar at the bottom shows various application icons and the system clock.

Step # 3 : Choose subjects you want to appear -->

The screenshot shows the SAP Re-Exam interface. The 'Module Assessments' table is as follows:

Select	Subject Code	Subject Text	Year	Session	Grade	Summer School	Directed Reading
<input checked="" type="checkbox"/>	MBCE 701	Economics & Management Decisions	2013	081	F	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	MBCG 710	Business Comm. & Negotiation Skills	2013	081	C+	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	MBCH 731	Organization Behaviour	2013	081	C+	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	MBAI901	IT Applications Aviation Sector	2013	081	C+	<input type="radio"/>	<input type="radio"/>

Annotations for Step 3:

- 1. Choose subject(s) having "F" and/or requires improvement (points to the 'F' grade and 'Directed Reading' column).
- 2. Select Remarks (points to the 'Remarks' column).
- 3. Press SUBMIT to Calculate Fees (points to the 'Submit' button).
- 4. Press "Click to Pay" to move to PAYU Link (points to the 'Click to Pay' button).

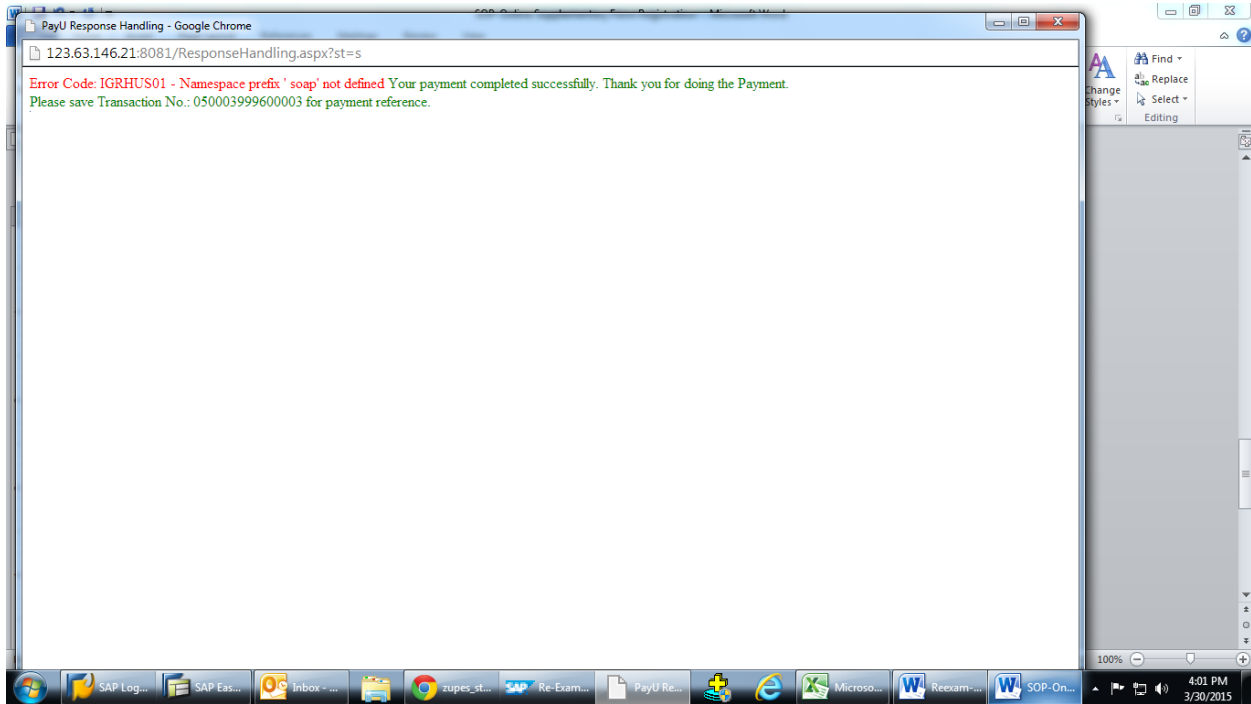
Step # 4 : PayU window will appear -->

The screenshot shows the PayU India payment page. The amount is Rs. 3000.00 and the transaction ID is 050003999800003. The 'Credit Card' payment method is selected. The 'Pay Now' button is highlighted.

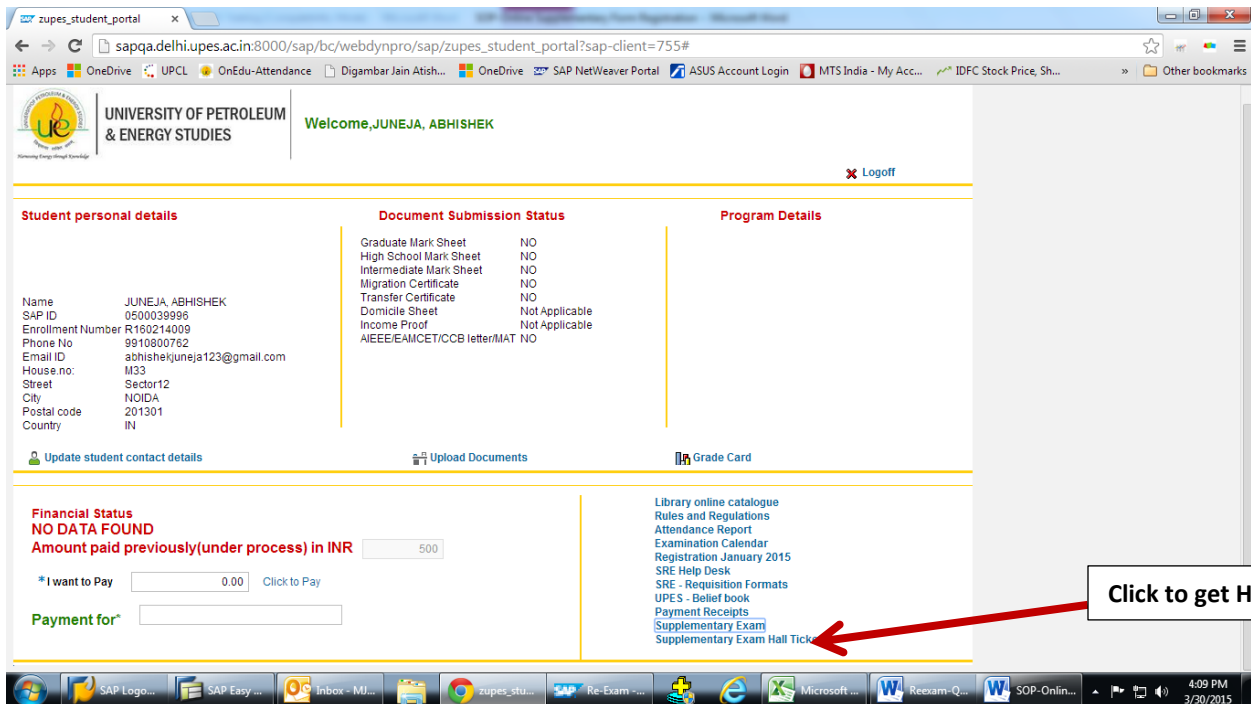
Annotations for Step 4:

- Fill in CARD Details (points to the Card Number field).
- Press Pay Now (points to the 'Pay Now' button).

Step # 5 : "Payment successful" window will appear on successful approval by the concerned bank -->



This completes your registration process



You will be prompted to take the print out of your Hall Ticket once link activated by SRE Department.

NOTE : In case of any query contact SRE Department.