## STEPS TO FOLLOW TO AVAIL THE TRANSPORT FACILITY OF MANAY RACHNA FOR THE ACADEMIC SESSION 2017-18

Step – 1	Access the website <u>www.tcsion.com</u>
Step – 2	Sign in by entering your login ID and Password
Step – 3	Click on W shown on the bottom left
Step – 4	Self Service
Step – 5	Click on Icon of Campus Management Service on the left hand side
Step – 6	Transport Request
Step – 7	Click on "Create" on the right side of the opened window
Step – 8	Fill-up the details
Step – 9	Submit
Step – 10	Collect the TRANSPORT FEE CHALLAN from the Transport office
Step – 11	Deposit the Transport Fee with CAD at CG-1
Step – 12	Collect the Transport ID Card from the Transport Department by showing the Transport Fee Receipt in original
NOTE: 1)	Transport Fee is received through DD in favour of MRIU- Transport or through Credit/Debit Card only.
2)	No student will be allowed in the bus without carrying Transport ID Card in original