

ANSAL UNIVERSITY GURGAON

Examinations Department

NOTICE – Reappear/Improvement Process in Odd Semester 2019

APPLICABLE ONLY FOR B.ARCH, M.ARCH & LATERAL ENTRY BATCHES
GRADUATING IN THE YEAR 2020 AND BEYOND

30 November 2019

In this Semester following categories of make-up examinations shall be conducted -

1. **Reappear** – This would be for those students who have failed a subject after taking all assessment. **The previous internal marks shall be carried forward** (For subjects that are 100% internally assessed Repeat category applies).

The fee for the same would be Rs 750 per component if applied within the prescribed timeline.

Reappear Fee Timeline -

Up to 9 December 2019 – Rs 750

Up to 16 December 2019 – Rs 1500 (if the exam is yet to be conducted)

Up to 23 December 2019 – Rs 3000 (if the exam is yet to be conducted)

After 23 December 2019 – Rs 5000 (if the exam is yet to be conducted)

2. **Improvement** – A student shall be allowed to improve his CGPA by re-appearing in the Examination(s) in the Courses of his/her choice. In this case his/her Mid Semester Evaluation (MSE) shall be carried forward. **The best of the marks obtained in that subject(s) shall be taken into consideration** for calculating the CGPA and eligibility for award of a degree. Improvement is only possible in courses which have a written theory exam component in the ESE (**VIVA, Practical, Jury and submission based ESE cannot be taken for improvement**).

The fee for the same would be Rs 750 per subject if applied within the prescribed timeline.

Improvement Fee Timeline -

Up to 9 December 2019 – Rs 750

Up to 16 December 2019 – Rs 1500 (if the exam is yet to be conducted)

Up to 23 December 2019 – Rs 3000 (if the exam is yet to be conducted)

After 23 December 2019 – Rs 5000 (if the exam is yet to be conducted)

3. **Repeat (Compulsory)** –

Any student who has been debarred previously due to shortage of attendance or has not cleared the internal component (of the B.Arch/M.Arch) need to repeat the course. These students are already attending classes. Minimum 75% attendance is required in the course conducted during the Semester for the student to be eligible to take the exam.

The fee for the same would be Rs 3000 per subject if applied within the prescribed timeline.

Repeat Fee Timeline -

Up to 9 December 2019 – Rs 3000

ANSAL UNIVERSITY GURGAON

Examinations Department

Up to 16 December 2019 – Rs 4000 (if the exam is yet to be conducted)

Up to 23 December 2019 – Rs 5000 (if the exam is yet to be conducted)

After 23 December 2019 – Rs 7000 (if the exam is yet to be conducted)

Concerned students are advised to fill the Re-appear/Improvement Examination Form and pay the Re-appear Examination Fee latest **by 9 December 2019**.

5. The Reappear exam Form is available at the following link –
<https://g01.digialm.com/EForms/html/form63417/login.html>
6. To understand the process see the attached file –
Hall ticket login document
 - a) No changes can be made once the form is submitted hence please be careful while filling the form. You also cannot apply again if you have applied once and want to make any changes.
 - b) Payment can only be done online

IMPORTANT: Please note that your registration will not be considered till the time registration fee is paid in full. Failure in making the payment at the time of registration will result in the student's registration being considered **incomplete** and the admit card will not be generated until and unless the payment is made in full. For completing the registration process, it is mandatory that you make the payment within the timeline stipulated while registering yourself. (For example if the last date for payment by 9 December 2019 is Rs 750/- and you do fill the information online but fail to make the payment then on the 10 December the charges as applicable on 10 December would apply. Further, the charges will be as per the slabs mentioned earlier). The examination department and the ERP team **will Not** entertain any discussion / dispute arising due to incomplete registrations or selection of incorrect subjects therefore while selecting the subjects and paper type please be careful.

For any query related to filling up the form you can get in touch with –

Mr Yashpal Sharma

M: +91-8368609320 | E: yashpalsharma@ansaluniversity.edu.in

Also you can physically contact the ERP Team in D-122 on any working day between 10 AM to 1 PM and between 2 PM to 4 PM.

Anil Yadav
Controller of Examinations

