ANSAL UNIVERSITY GURGAON

Examinations Department

Notice- Issue of Admit Cards for ESE December 2019

06 December 2019

1. The generation of your Examination Admit Cards with the linkage of the Attendances and Fee Status for December 2019 End Semester Examinations (ESE) has commenced.

2. The generation of your admit cards process is applicable only for the current semesters students appearing in December 2019 ESE. This is not for the students who are appearing in December 2019 ESE as re-appears / improvement of scores / lateral entry, because such students have to fill their forms and receive the admit cards as a separate process which is currently happening.

3. **To get your Admit Card**

Step 1:- Login through TCSiON portal using https://www.tcsion.com/SelfServices

Step 2: After providing valid credentials by student, they will see the landing page of Self Service

Step 3: Click on "Download Hall Ticket"

Step 4: Click on Download button to generate pdf of the hall ticket in new window, one can save and take print later or can take print from the screen itself.

For further clarity also see help document to generate hall ticket – Hall-Ticket-for-Regular-Exam

4. If, in case, the student loses the Admit Card, S/he needs to get the Duplicate copy of Admit Card. CoE will issue the same only after getting fee receipt of Rs.300/- that the student has to pay at Accounts Department before approaching to CoE Office.

5. **In case any students' Admit Card is not reflected on the portal latest by**

SSAA by 1400 hrs of 6 Dec 2019	SSPD by 1100 hrs of 6 Dec 2019
SSD by 1100 hrs of 6 Dec 2019	SHM by 1100 hrs of 6 Dec 2019
SET by 1100 hrs of 11 Dec 2019	SSB (minus MBA 3rd Sem) by 1100 hrs of 11 Dec 2019 SSB (MBA 3rd Sem) by 1700 hrs of 16 Dec 2019
SSHS by 1100 hrs of 12 Dec 2019	SOL by 1100 hrs of 12 Dec 2019

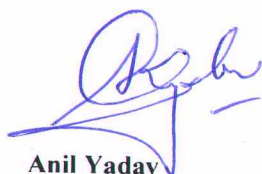**then they must get in touch with their respective School Office to find out the reasons. Students who have any fees due against their name would not be able to generate the Hall Ticket/Admit Card.** Such students would be able to get the Admit Card only after they clear their dues. For payment two options are there –

(i) For student making payment after hall ticket generation : After they make a successful payment in iON (TCS portal), TCS need to simply click on generate admit card again. Please ensure the collection is made in iON. Then you can take hall ticket from the self service.

(ii) For students who want to make the payment to the Accounts they have to physically get the receipt from the Accounts and go to D-122 and show it to the TCS team who would then manually intervene and generate the Admit Card?

For any query related to Admit Card 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