SUSHANT UNIVERSITY (Erstwhile Ansal University)
Examinations Department

06 June 2022

Notice: End Semester Examinations June 2022 - Guidelines for Students

Attention: All Students taking the ESE June-July 2022 Examinations

All students are requested to adhere to the following guidelines:

1. The Theory exams will be conducted daily in two shifts i.e. 10:00 AM to 12:00 Noon and 2:00 PM to 4:00 PM respectively. All Exam Schedules are available on SU Website (sushantuniversity.edu.in).
2. Students are required to be seated 10 minutes before the commencement of the exam. **No student will be permitted** to appear in the exams **after 10 minutes from the start of the examination.**
3. All Theory Exams are of **TWO HOURS** duration (Three hours for the B.Pharm & Ph.D programmes).
4. **Any discrepancy (fee issue, Exam ID/Admit Card misplaced etc.)** on the part of the students **must get resolved** by students themselves with the help of the authorities **within first 10 minutes of commencement of the examination, failing which** they will **not be** permitted to appear in the examinations and concerned student(s) shall only be responsible for any such kind of situation.
5. All the students must have their **Examination Admit Cards along with valid Student ID cards** in order **to appear in the examinations**. In case you do not have a valid University ID then you will only be permitted if you are carrying, in original, either of the following – Aadhar Card, Driving License, PAN Card, Election ID Card, Passport.
6. If the Examination Admit Card of a student is lost, duplicate Examination Admit Card will be issued by the Examination Department only after the payment of Rs.300/- to the Accounts Department.
7. Possession of **Smartphones/Smart Watch/Electronic Gadgets, notes etc.** is **not permitted during the Examinations**. Possession of such items would lead to s/he being booked under **Unfair Means** as per Rules and Regulations of SU. Detailed Rules and Regulations pertaining to Unfair Means are available on SU Website under Ordinance – 05 at the link https://sushantuniversity.edu.in/uploads/pdf/First-Ordinance-of-Ansal-University.pdf
8. The students should not make noise/loiter around in the corridors, washrooms and other public utilities of the University during the Examinations. They should vacate the building immediately after their exams are over.
9. The students cannot use the **washrooms for the first one-hour and the last thirty minutes of the exam duration. Those who do need to go to the washroom have to sign the 'Student Movement Record Sheet' with 'in and out' timing. Students are allowed only five minutes, including coming and going, to use the washroom. Any student taking more than five minutes may be debarred from continuing the exam further.**
10. No student would be allowed to leave the exam hall for the first hour even if they have finished the paper.
11. Please wear facemask at all times on campus.

All the best for your examinations!

6/6/22

Anil Yadav
Controller of Examinations

SUSHANT UNIVERSITY
CONTROLLER OF EXAMINATION
SECTOR-55, GURUGRAM