

SUSHANT UNIVERSITY  
Examinations Department

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**Exam Registration & Admit Card for Even End Semester Exam May 2023**

10 April 2023

The students are hereby notified that the Exam Registration application form for the End Semester Examination scheduled to be held in May 2023 based on which your Admit Card would be generated is now live on the TCSion platform. **Please note the last date to submit the Examination Form is 24 April 2023 without any charges.**

<b>Admit Card Timeline – ESE Even Semester 2023</b>
Up to 24 April 2023 – No charge
Up to 1 May 2023 – Rs 1000
After 1 May 2023 – Rs 2000 (if the exam is yet to take place)

Please note the following -

1. All students appearing in End Semester Examinations (ESE) need to apply on their **TCSiON login to fill the examination form**. Go to Sushant University website - go to Login - click student. After login click 'Exam Registration Form/ Admit Card'. Go to Exam Enrolment – check all details submit the form. (See help file)
2. Please note that the system would not let you submit the form if you have any dues pending. If the dues are pending then you need to first clear the dues by making online payment. (See help file) Once the payment has been made you may need to wait for 12 to 24 hours before trying to fill the Registration Form.
3. All students of 2<sup>nd</sup> & 4<sup>th</sup> Semester need to pay the exam fee of Rs 2500 before starting to fill the exam form.
4. Once the form is submitted no change is possible in the form later so please check all details carefully before submitting the form. Students with incorrect subjects or missing subjects must get them rectified by sending email to IT helpdesk (ithelpdesk@sushantuniversity.edu.in ) **before** submission of admit card form as that could not be corrected at a later stage.
5. All online application forms received will be scrutinized by the Controller of Examination (COE) and Director Academic Affairs office for:
  - II. Document verification (if any document is pending). If you are unsure about the status of your document verification then get in touch with your School Dean's Office. They have the latest information available with them about your document verification status. Even if a student is satisfying all the above-mentioned conditions but the document verification process is incomplete then though the student may have been able to submit the Examination Form but still they will not be issued the Admit Card.
6. All applications satisfying the above criteria's will be approved by COE.
7. Once approved, student can print their Admit Card from their TCSion when they see 'Regular Enrolment- Hall Ticket'. (See help file)

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8. There is an attendance requirement as eligibility for the exam therefore even though the COE may have approved your Admit Card and you can print it but it does not mean that you are eligible to take the exam. Students not having the minimum attendance as required by the University would be debarred from taking the ESE. (For students of B.Arch (upto batch 2019 Admissions) a separate pass in the internal component is a requirement in order to appear in the ESE.) The debarred list would be shared with you by your School about a week before the exams.
9. If any student has submitted the form from his end and still not receive the Admit Card latest by 26<sup>th</sup> April 2023 then they must approach their School Dean's Office to find out the reason. The student themselves would be responsible to take this action at the earliest.
10. No student will be allowed to enter the university campus without valid admit card and ID card during the examination.
11. University Authorities will be available for any trouble shooting from 27<sup>th</sup> to 28<sup>th</sup> April.
12. Students can get duplicate Admit card printed from the portal on their own free of cost. However, if the same is requested from the Office of the COE then it would only be printed and issued after making a payment of Rs 300 in the Accounts Office & producing the receipt thereof.
13. No examination form will be entertained in offline mode for regular exams.
14. No student, under any circumstances, will be allowed to appear in examination without filling the online examination form.

**Best Wishes for your Examinations and Future Endeavours.**

  
10/4/23

**Anil Yadav**  
**Controller of Examinations**

