

ANSAL UNIVERSITY GURGAON
Examinations Department

NOTICE – Repeat/Reappear/Improvement Process during Summer 1

28 May 2020

Following four categories of make-up examinations shall be conducted during Summer 1-

Summer 1, 2020– All courses of Odd Semesters – Classes from 22 June to 12 July, Exams from 13 July to 26 July.

Please note that in order to finish exam as per the above timelines the exams would be held in three shifts daily (inclusive of Saturdays & Sundays, if required). Exam Datesheets would be announced in due course. As of now both the classes and exams would be conducted in online mode due to prevailing COVID-19 conditions– if there is any change in this then it would be communicated.

- 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.**

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

Reappear Fee Timeline -Summer 1 (Odd Semesters)
Up to 7 June 2020 – Rs 750
Up to 14 June 2020 – Rs 1500
Up to 21 June 2020 – Rs 3000
After 21 June 2020 – Rs 5000

(B.Arch/M.Arch - Students who have not passed the internals need to apply under Repeat (Compulsory) as a separate pass in the internals is a requirement. This includes subjects which are 100% internals)

- 2. Repeat (Compulsory)** – Any student who has been debarred previously due to shortage of attendance need to repeat the course. This would be through a fast track mode wherein the student would be required to attend classes and at end of which the student would also take the exam. Minimum 75% attendance is required in the course conducted during Summer 1 for the student to be eligible to take the exam. **In this case the student’s previous internal marks shall stand null and void** and only the current internal & external marks would be considered.

(In the case of **B.Arch/M.Arch** if the student has been debarred on the basis of attendance then their internal marks would be carried forward. If however, they have been debarred due to not passing internal component then they have to repeat the internals as well)

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

Repeat (Compulsory) Fee Timeline- Summer 1 (Odd Semesters)
Up to 7 June 2020 – Rs 3000
Up to 14 June 2020 – Rs 4000

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Up to 21 June 2020 – Rs 5000
After 21 June 2020 – Rs 7000 (if the classes for the particular subject have not commenced)

3. **Repeat (Optional)** – Any student who has failed a subject and who also wants to improve upon their previous internal marks need to repeat the course. This would be through a fast track mode wherein the student would be required to attend classes and at end of which the student would also take the exam. Minimum 75% attendance is required in the course conducted during Summer 1 for the student to be eligible to take the exam. **In this case the student's previous internal marks shall stand null and void** and only the current internal & external marks would be considered.

(Not applicable for the B.Arch/M.Arch)

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

Repeat (Optional) Fee Timeline- Summer 1 (Odd Semesters)
Up to 7 June 2020 – Rs 3000
Up to 14 June 2020 – Rs 4000
Up to 21 June 2020 – Rs 5000
After 21 June 2020 – Rs 7000 (if the classes for the particular subject have not commenced)

4. **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- Summer 1 (Odd Semesters)
Up to 7 June 2020 – Rs 750
Up to 14 June 2020 – Rs 1500
Up to 21 June 2020 – Rs 3000
After 21 June 2020 – Rs 5000

Process: Concerned students are advised to fill the Re-appear/Improvement/Repeat Examination Form (soft copy only to be sent) and pay the Re-appear Examination Fee latest **by the timelines specified above.**

1. The Reappear exam Form is attached–
File Name: Summer-1 Exam form July-2020 (Word File)
2. Process to make the payment –
 - a. Go to www.ansaluniversity.edu.in -> Academics -> Exam Payment Link (or <https://ansaluniversity.edu.in/exstudent/>)
 - b. Fill all the details and amount as per the criteria.

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- c. Submit the details, it goes to the payment gateway
 - d. Choose your payment option and submit
 - e. Save the acknowledgment by **Print this Page** for further process.
3. Payment can only be done online
 4. The Completed word document and the payment proof (in the form of print receipt as mentioned above) should be sent to the following –
 - For the Schools of SSD, SOL & SHM (now called VHTBS) – Mr Pankaj Kumar at pankajkumar@ansaluniversity.edu.in
 - For the Schools of SSAA & SSPD – Mr Sanjay Sharma at sanjaysharma@ansaluniversity.edu.in
 - For the School of SSB – Mr Harish Kaushik at harishkaushik@ansaluniversity.edu.in
 - For the Schools of SSHS– Mr Manoj Nandal at manojnandal@ansaluniversity.edu.in
 - For the School of SET – Mr Suresh Kumar at sureshkumar@ansaluniversity.edu.in
 5. Incomplete Word file and without the payment proof would be rejected. Also it is your responsibility that the correct payment amount is made as per the notification above else the form would be rejected. Please ensure that all details in the form being submitted are correct including subject code, title, semester, type of exam etc. The exam office would not be responsible for any error by the student due to which the student may be found to be ineligible to take the exam.

For any queries related to the class schedule and mode of examinations for each subject students need to contact their respective School Dean's office.

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**. For completing the registration process, it is mandatory that you make the payment within the timeline stipulated while registering yourself. (For example if the payment amount by 7 June 2020 is Rs 750/- and you do fill the information but fail to make the payment then on the 8 June the charges as applicable on 8 June would apply. Further, the charges will be as per the slabs mentioned above). The examination department **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.

Anil Yadav
Controller of Examinations