NOTICE – Reappear/Improvement Process in Odd Semester 2021

APPLICABLE ONLY FOR BATCHES GRADUATING IN THE YEAR 2019 AND EARLIER

11 December 2021

The Odd Semester reappears for Semester 1,3,5,7,9 are scheduled from 10 January to 28 January 2022 (if you have a reappear in Practical then these may happen earlier so you need to check the datesheet once it is published). Exams shall be held offline (physical on campus) unless specified otherwise. 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.**

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

   Reappear Fee Timeline -
   Up to 24 December 2021 – Rs 750
   Up to 31 December 2021 – Rs 1500
   Up to 7 January 2022 – Rs 3000 (If the exam is yet to take place)
   After 7 January 2022 – Rs 5000 (If the exam is yet to take place)

   (Students whose previous result status is "Debarred" due to attendance (and/or due to less than 50% marks in the internals in B.Arch/M.Arch for pre-2020 batch admissions) are not eligible to apply for reappear. Such students need to apply during Summer 1 in 2022 as a Repeat Compulsory category where they would be required to attend classes and complete the internal and external components afresh)

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 24 December 2021 – Rs 750
   Up to 31 December 2021 – Rs 1500
   Up to 7 January 2022 – Rs 3000 (If the exam is yet to take place)
   After 7 January 2022 – Rs 5000 (If the exam is yet to take place)

Process to apply:

Concerned students are advised to fill the Re-appear/Improvement 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: Reappear-Exam-form

2. Process to make the payment –
   a. Go to **www.sushantuniversity.edu.in -> Academics -> Exam Payment Link (or https://sushantuniversity.edu.in/exstudent/**
   b. Fill all the details and amount as per the criteria.; Submit the details, it goes to the payment gateway
   c. Choose your payment option and submit
   d. 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 B.Arch – Mr Sanjay Sharma (9810176369) at sanjaysharma@sushantuniversity.edu.in
   - For the Schools of SoD & SOL – Mr Pankaj Kumar (9990449829) at pankajkumar@sushantuniversity.edu.in
   - For the Schools of SET & SoB – Mr Suresh Kumar (8860712941) at sureshkumar@sushantuniversity.edu.in
   - For the School of SHS (Except B.Pharm)– Ms Sneh Lata (7838883513) at snehlata@sushantuniversity.edu.in
   - For School of SPD & VHTBS and programs of M.Arch and B.Pharm – Mr Gopal Agarwal (9891075259) at gopalagarwal@sushantuniversity.edu.in

5. **The signed Admit Card can be collected from the Exam Office after two working days after submission.**

6. 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.

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 24 December is Rs 750/- and you do fill the information online but fail to make the payment then on the 25 December the charges as applicable on 25 December would apply. Further, the charges will be as per the slabs mentioned earlier). 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.

11/12/21

Anil Yadav
Controller of Examinations